

**REUZEit**

# Portal User Guide

A complete walkthrough for Buyers, Suppliers, and Resellers



## **Buyers**

Browse, cart & checkout



## **Suppliers**

List items, publish & pickups



## **Resellers**

Quotes, orders, invoices & CRM

Version 1.0 · June 2026

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# 1 Introduction & the four roles

The **REUZEit Portal** is a marketplace for new, used, and refurbished laboratory, hospital, and construction equipment. The same portal serves three very different kinds of user, and the features you see depend on the role assigned to your account.

A role is controlled by two switches on your account — **Selling Activated** and **Accounting Activated** — plus an optional **Admin** marker. You can hold more than one role at once; each role unlocks a bucket of features, and the Admin marker widens the scope of whichever bucket you already have.

Role	Who they are	What they can do
<b>Buyer</b>	The default. Everyone starts here.	Browse the public catalog, build a cart, check out, pay, and track their own orders & invoices.
<b>Supplier</b>	A Buyer activated to sell equipment.	List items, publish them to sales channels, schedule pickup requests, and follow items through the sales pipeline.
<b>Reseller</b>	A user whose company resells through the portal.	A company-wide dashboard of customers, quotes, sales orders, invoices, payments, leads, to-dos, and variants.
<b>Admin</b>	An elevation on top of Supplier and/or Reseller.	Widens scope from "items shared with me" to "every item my company owns."

**Which role am I?** Open **My Account** → **Permissions**. The page shows your current role in a badge and highlights your column in the capability table (reproduced at the end of this guide).

## 2 Getting started — create an account & log in

**Goal:** turn an email address into a working portal account. Everyone begins as a Buyer; the Supplier and Reseller features are unlocked later as needed.

1. Open the portal home page and click **Sign Up** (top right).
2. Enter your work email, first name, last name, and choose a password. If you arrived through a Google or Microsoft single sign-on link, these are pre-filled.
3. Submit the form — the portal creates your account and emails a confirmation link.
4. Open the email and click the activation link. You land back on the portal as a logged-in Buyer.

**Coming back later** Click the user icon at the top right, choose **Login**, and enter your email and password. Forgot it? Use **Forgot password?** in the login popup and follow the emailed link. SSO users sign in with their Google / Microsoft account instead.

Hi! What's the make and model of your equipment?

Describe your equipment  [Send](#)

GILEAD illumina  
EXELIXIS Abbott

### Shop New, Used and Refurbished Lab, Hospital & Construction Equipment

CATEGORIES

FEATURED PRODUCT GROUPS Total products in store 4632

- Products of The Month
- Cytiva AKTA Process Chromatography Systems
- Mass Spectrometers
- Bio Safety Cabinet & Freezer Liquidation
- Advanced Molecular & Cell Biology Research Workflows
- Improve Accuracy With Analytical & Detection Technologies
- Scale Cell Culture & Bioprocessing For Research & Manufacturing
- Protect Sensitive Materials With Cold Chain & Storage Solutions
- Automate Your Laboratory With Sample Preparation & Handling Solutions
- New & Used Construction Materials & Equipment
- New Arrivals
- [View All Products](#)
- Liquidation

[Go To Shop](#)

### Products of The Month

- Analytical**  
Luminex FlexMap 3D Multiplexing Platform with Included Computer/Software
- Bioprocessing**  
MMS Membrane System Pilot System SW18, Laboratory Membrane Device, Computer/Software
- Facility**  
Dagard USA Et15 Insulated Wall Panels - Cleanroom Grade, 10' x 4'
- Molecular Biology**  
Illumina NextSeq 2000 DNA Sequencer RNA & Exome Ready, Efficient

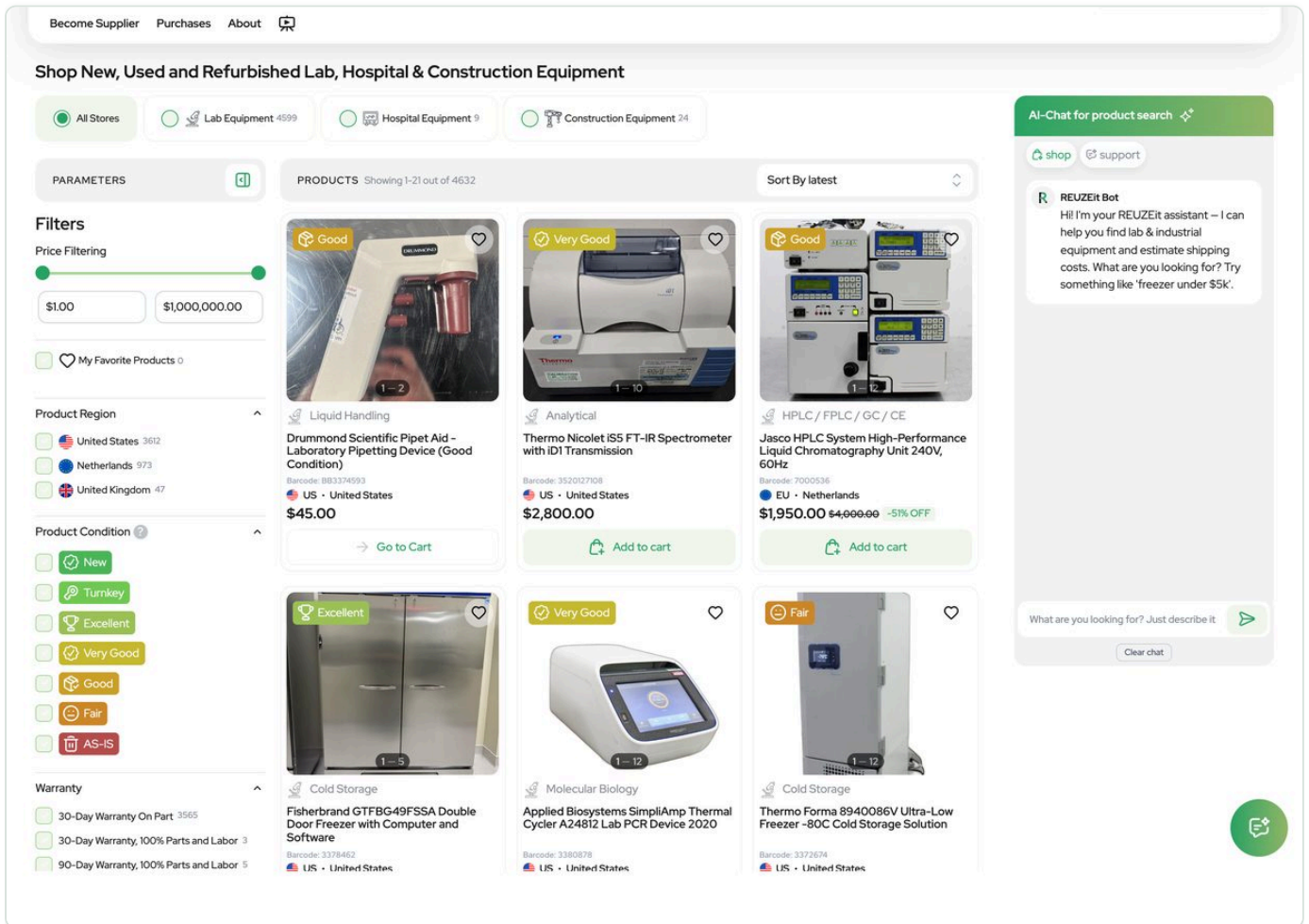
The portal home page. The user icon, wishlist, and cart sit at the top-right; the green Shop menu and search bar run across the header.

### 3 Buyer guide — the shopping experience

Buying is available to **every** logged-in user, whatever their role. This is the core shopping flow: find equipment, pay for it, and have it shipped.

#### 3.1 Browse & search the catalog

1. From the home page, search by keyword in the top bar, or open the **Shop** menu to browse by category, brand, or manufacturer.
2. Use the filters on the left of the listing page (category, brand, condition, price, region) to narrow results, and the sort control to reorder.



The Shop listing page — product grid with category and filter sidebar.

The screenshot shows a web interface for searching lab equipment. At the top, there are navigation tabs for 'All Stores', 'Lab Equipment 4599', 'Hospital Equipment 9', and 'Construction Equipment 24'. Below this is a 'PARAMETERS' section with a 'PRODUCTS Showing 1-21 out of 4632' and a 'Sort By latest' dropdown. On the left, a 'Filters' sidebar includes a 'Price Filtering' slider from \$1.00 to \$1,000,000.00, a 'My Favorite Products' section, 'Product Region' (United States: 3612, Netherlands: 973, United Kingdom: 47), 'Product Condition' (New, Turnkey, Excellent, Very Good, Good, Fair, AS-IS), and 'Warranty' (30-Day Warranty On Part: 3565, 30-Day Warranty, 100% Parts and Labor: 3, 90-Day Warranty, 100% Parts and Labor: 5). The main product grid shows six items:

- Drummond Scientific Pipet Aid - Laboratory Pipetting Device (Good Condition)**: Barcode: 883374593, US - United States, \$45.00, 'Go to Cart' button.
- Thermo Nicolet iS5 FT-IR Spectrometer with ID1 Transmission**: Barcode: 352012708, US - United States, \$2,800.00, 'Add to cart' button.
- Jasco HPLC System High-Performance Liquid Chromatography Unit 240V, 60Hz**: Barcode: 7000536, EU - Netherlands, \$1,950.00 (original \$4,000.00, -5% OFF), 'Add to cart' button.
- Fisherbrand GTFBG49FSSA Double Door Freezer with Computer and Software**: Barcode: 3378462, US - United States, 'Add to cart' button.
- Applied Biosystems SimpliAmp Thermal Cycler A24812 Lab PCR Device 2020**: Barcode: 3380878, US - United States, 'Add to cart' button.
- Thermo Forma 8940086V Ultra-Low Freezer -80C Cold Storage Solution**: Barcode: 3372674, US - United States, 'Add to cart' button.

On the right, an 'AI-Chat for product search' widget is active, showing a message from 'REUZEIt Bot' and a search input field with a 'Clear chat' button.

Keyword search results. The same filtering and sorting controls apply.

### 3.2 Open an item and add it to your cart

1. Click any item to open its full page — photos, condition, price, specifications, and the shipping policy that applies to your address.
2. Click **Add to Cart**. The cart counter at the top-right updates immediately.
3. Optionally click the heart icon to save an item to your **Wishlist** for later.

Become Supplier Purchases About

## Drummond Scientific Pipet Aid - Laboratory Pipetting Device (Good Condition)

Good | SKU: BB3374593 | **1 IN STOCK**

Drummond Scientific | US · REUZEit East Coast US - R  
Pipet Aid | 30-Day Warranty On Part

**\$45.00**

Make Offer | Enquiry Here

Add to cart | Download flyer

### Details

Category Liquid Handling	Dimension 12.0in x 4.0in x 2.0in
Serial 265902L	Shipping Type FedEx Ground
Manufacturing Does Not Apply	Voltage / Hertz Does Not Apply / Does Not Apply

### Description

**Product Information**  
The Drummond Scientific Pipet Aid offers a reliable solution for laboratory pipetting tasks. Manufactured in the United States, this model streamlines various liquid handling applications. Despite being unable to test it fully, this Good Condition unit powers on and performs basic tests successfully, showing no known functionality issues. The device has some cosmetic wear from prior use but is a robust choice for precise pipetting needs in life science settings. It does not include power/data cables, computer, power cord, service records, software, or user manuals.

**Key Features**

Precise and reliable pipetting	Laboratory use
Responsive performance	Made in the USA



An item detail page — image gallery, price, condition, specifications, and the Add to Cart button.

### 3.3 Check out & pay

1. Open the cart and review quantities and totals, then click **Checkout**.
2. Confirm or add your **shipping address**. If you have none on file, the portal asks for one now.
3. Choose a payment method — credit card via Stripe is the default, and saved cards appear in the dropdown.
4. Click **Pay** and wait for the confirmation screen. The portal creates your order and invoice in the background and emails an order confirmation.

The screenshot shows the REUZEit shopping cart. At the top, there is a search bar with the text "What are you looking for? Just describe it" and a magnifying glass icon. To the right of the search bar are icons for currency (\$USD), a user profile (AK), a heart icon, a refresh icon, and a shopping cart icon with a "1" notification. Below the search bar are links for "Become Supplier", "Purchases", and "About".

The main section is titled "Shopping Cart". It features a "East Coast US" location selector. The cart contains one item:

Product(s)	Qty	Price	Remove
 <p>Drummond Scientific Pipet Aid - Laboratory Pipetting Device (Good Condition)            SKU: BB3374593   IN STOCK            Weight: 1.2 Pound</p>	1	\$45.00	

Below the item list, there is a "Terms and Conditions" link and a "Continue shopping" button. The total price is displayed as "Total \$45.00".

On the right side, there is a checkout flow with two steps: "Order details" (active) and "Payment". Under "Order details", there are sections for "Customer" (Andrei Klimanov - 71), "Quotations" (SAL-QTN-2026-02699), "Delivery options" (Local Pickup, Standard Shipping), "Delivery Instructions" (Not Specified), "Shipping Address" (37392 Huckaby Lane), and "Billing Address" (37392 Huckaby Lane). A "Support live Chat" button is also present. At the bottom right, there is a "Payment Summary" section showing "Net Total: \$45.00" and "Sales Taxes - R: \$3.94".

The shopping cart — line items, quantities, totals, and the Checkout button.

**Buying on behalf of someone else** An order is always tied to whoever is logged in. Ask colleagues to sign in with their own accounts. There is no self-service cancel — contact support, because orders move into the warehouse pipeline within minutes.

### 3.4 Track your orders

1. Open **My Account** → **My Orders** to see every order *you personally* bought (not your company's orders).
2. Click any order to see line items, totals, status, and tracking once it ships. Invoices live under **My Invoices**.

**REUZEit**  
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Shop

\$USD AK

[Become Supplier](#) [Purchases](#) [About](#)

**My** My Org

**Asset Recovery**

\$0

**Landfill Avoidance**

0 Kg

**Pickup Calendar**

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

**Pickup my equipment**

Create Pickup Request

**Shop for equipment**

Shop Now

**Evaluate my equipment**

My Equipment

**Sell or redeploy my equipment**

My Equipment

**Help me to source Equipment**

My Requests

**Recycle my equipment**

Create Pickup Request

**Shop Equipment by Categories**

- Analytical: 149 Items
- Autoclave / Sterilizer: 1 Items
- Bioprocessing: 86 Items
- Bioreactor / Fermenter: 72 Items
- Cell Counting / Sorting: 46 Items
- Centrifugation: 204 Items
- Chemistry: 78 Items

**Projects** View All

No data available.

**Orders** View All

No data available.

**Disposition Request** View All

No data available.

**Pickup Request** View All

No data available.

**Source Request** View All

No data available.

**Support Request** View All

No data available.

**My Items** View All

No data available.

**My Programs** View All

No data available.

The My Account dashboard — your hub for orders, invoices, addresses, and settings.

FILTERS



MY ORDERS

- Status ^
- Billing Status ^
- Delivery Status ^

Shop now

REUZEit  
Next Gen Circularity

REUZEit® manages surplus equipment for major pharmaceutical and biotech companies, refurbishing lightly used items for sale on our website and various online marketplaces

1-888-642-6431

Video Demo

Contact Us

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- EU Equipment
- UK Equipment
- Sell Items

CONNECT

- Contact
- Book a Demo



Locations



My Orders — a list of everything you have bought, with status and totals.

## 4 Supplier guide — list items, publish & pickups

Suppliers are Buyers who have been activated to sell. A Supplier can list equipment, let the portal publish it to sales channels, schedule pickups, and follow items through the pipeline.

**Becoming a Supplier** Buyers see a **Become Supplier** entry in the top menu. It walks through three steps — confirm your company, enter your warehouse (shipping + billing) address, and confirm your contact details — then flips on **Selling Activated** and replaces the menu entry with **My Equipment**.

### 4.1 The My Equipment page

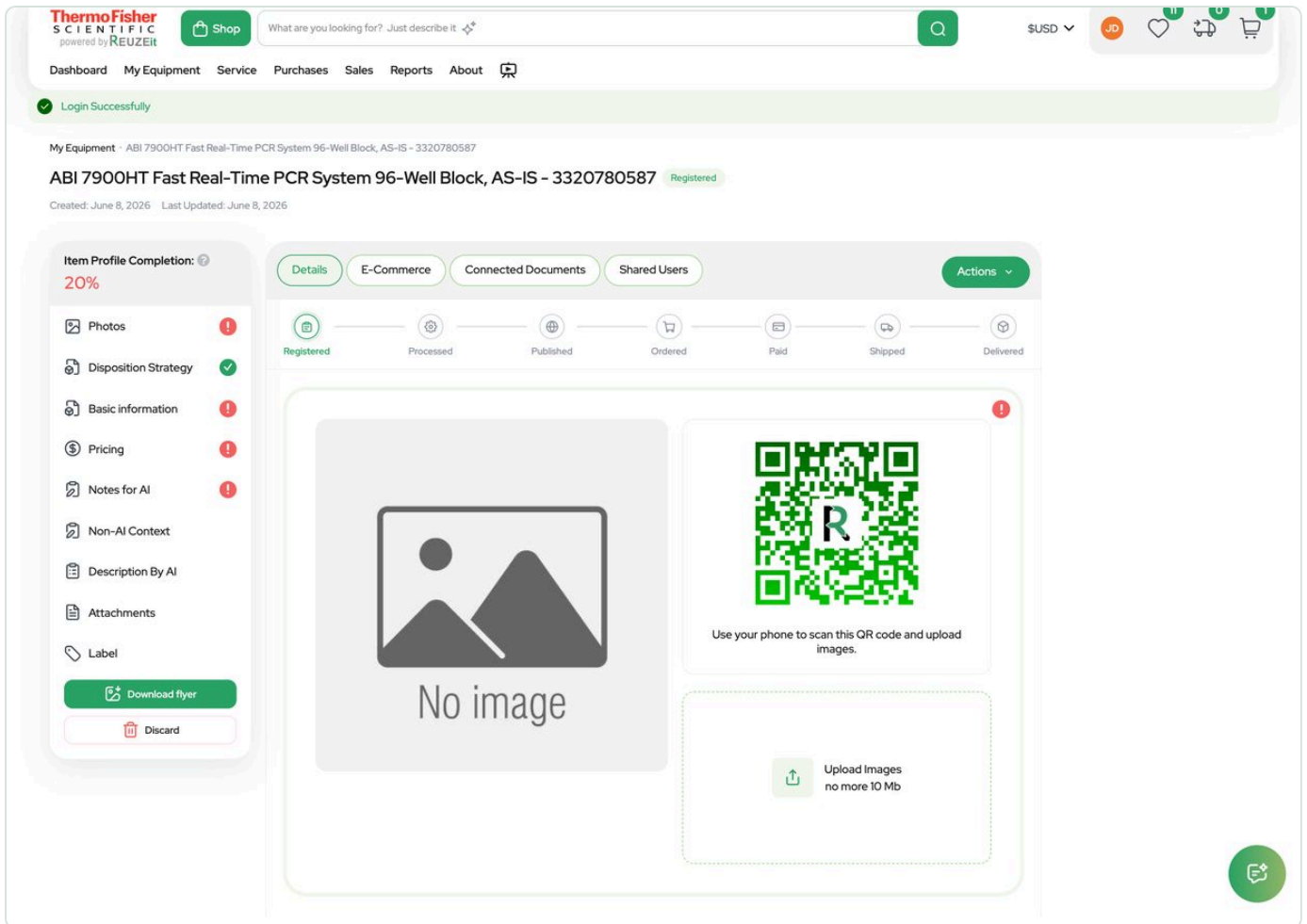
1. Open **My Equipment** from the top menu. Every item you own or that has been shared with you is listed with a completion percentage and a status timeline.
2. Use the filters and search to find a specific item; select checkboxes to act on several at once with the bulk menu.

The screenshot displays the 'My Equipment' interface. At the top, there's a navigation bar with 'ThermoFisher SCIENTIFIC powered by REUZEIT', a 'Shop' button, a search bar, and user account icons. Below this is a 'Login Successfully' message. The main section is titled 'My Equipment' and features a progress indicator with three steps: '01 step Add Item(s)', '02 step Choose Disposition Strategy', and '03 step Request Disposition'. The 'Add Items' section offers four methods: 'Add One-by-One', 'Add Scanning Dataplate', 'Add from Table File', and 'Add from Description'. Below these are input fields for 'Make\*', 'Model\*', and 'Product Condition\*' with a 'Select Condition' dropdown. The 'Filters' section on the left shows 'Showing 1-15 of 9302' items, with filters for 'Serial Number', 'Asset status', and 'Target warehouse'. The 'ITEM LIST' shows two items: 'ABI 7900HT Fast Real-Time PCR System 96-Well Block, AS-IS' and 'Diener electronic Pico Plasma Surface Technology Unit 230V'. Each item has a QR code, a completion bar, and a disposition strategy dropdown.

*My Equipment — your item inventory with completion bars, status, and bulk actions.*

### 4.2 List a new item

1. Click **+ Add Item** to open a fresh item form (or scan an item's QR code with the mobile app).
2. Fill in the basics — **title, model, brand, and category**.
3. Upload at least one **photo** (drag-and-drop up to 10). The portal makes a thumbnail and a compressed copy automatically.
4. Choose a **disposition strategy** (Sell, Recycle, Donate, ...) and a **target warehouse** where the item currently lives, then **Save**.
5. Watch the completion bar: photos, disposition, basic fields, pricing, and AI notes are 20% each. Keep filling sections until it reads **100%**.
6. At 100% the portal automatically advances the item through the inspection chain and posts it to your enabled sales channels (eBay, the Reuzeit website, etc.).



An equipment item profile — fields, photo gallery, completion bar, and the timeline of its lifecycle.


**AI notes** Click the magic-wand button next to the description and the portal drafts the AI notes section for you in a few seconds. Hover the completion bar to see exactly which section is still missing.


### 4.3 The disposition cart

The **Disposition Cart** lets you batch items destined for the same outcome (e.g., a group to publish for sale or to send for recycling) and submit them together. Add items to it from the bulk-action menu in My Equipment, then publish or submit a disposition request for the whole batch in one step.





### 4.4 Schedule a pickup request


1. From an item (or several selected in My Equipment), click **Schedule Pickup**, or open **Pickup Requests** → **New**.
2. Pick a **requested pickup date** and confirm the **pickup address** (defaults to your linked warehouse).
3. Optionally attach a **decontamination** or **transfer** form (required for some hazardous categories) and add **notes** for the driver.
4. Submit. The portal creates a Pickup Request, assigns you as requestor, and lists it under **Pickup Requests**.





\$USD







Dashboard
My Equipment
Service
Purchases
Sales
Reports
About


⚠ Please add the item. If no Draft Pickup Request exists, the system will create a new one and add this item to it. If a Draft Pickup Request already exists, the item will be added to the existing Pickup Request.

Pickup Requests - New

### New Pickup Request




Next Gen Circularity

REUZEIT® manages surplus equipment for major pharmaceutical and biotech companies, refurbishing lightly used items for sale on our website and various online marketplaces

📞 1-888-642-6431

ABOUT REUZEIT	INFORMATION CENTER	OUR EQUIPMENT	CONNECT
<ul style="list-style-type: none"> <li>Why Us</li> <li>Our Platform</li> <li>Testimonials</li> <li>Our Team</li> <li>Careers</li> <li>Video Library</li> <li>Read our Book!</li> <li>Evaluate Equipment</li> <li>Blog &amp; Articles</li> <li>Categories</li> <li>Download User Manuals</li> <li>Software</li> <li>Terms and Conditions</li> </ul>	<ul style="list-style-type: none"> <li>Financing</li> <li>Blog</li> <li>In the Media</li> <li>Sustainability Research</li> <li>Manuals</li> <li>Software</li> <li>FAQ</li> </ul>	<ul style="list-style-type: none"> <li>US Equipment</li> <li>EU Equipment</li> <li>UK Equipment</li> <li>Sell Items</li> </ul>	<ul style="list-style-type: none"> <li>Contact</li> <li>Book a Demo</li> </ul>



The new Pickup Request form — date, pickup address, item list, attachments, and notes.

The screenshot shows the Scientific REUZEIT dashboard. At the top, there's a search bar and navigation links for Dashboard, My Equipment, Service, Purchases, Sales, Reports, and About. Below the navigation, there are filters for 'Show Cancelled (230)', 'Request Status', 'Supplier', 'Warehouse / Owner Location', and 'Program'. The main content area displays a list of pickup requests (PUR) with details such as ID, status, date, supplier, and financial metrics (Value, Expenses, ROI).

PUR ID	Status	Date	Supplier	Value	Expenses	ROI
PUR00561	Requested	Jun 5, 2026	Thermo Fisher	\$0.00	\$0.00	0.00%
PUR00560	Draft	Jun 5, 2026	Thermo Fisher	\$0.00	\$0.00	0.00%
PUR00559	Scheduled	Jun 5, 2026	Thermo Fisher	\$50,000.00	\$1,947.00	2468.05%
PUR00555	Scheduled	Jun 4, 2026	Thermo Fisher	\$48,000.00	\$1.40	3428471.43%
PUR00552	Under REUZEIT Evaluation	May 29, 2026	Thermo Fisher	\$8,080.00	\$1,125.00	618.22%
PUR00548	Scheduled	May 29, 2026	Thermo Fisher	\$11,500.00	\$1.40	821328.57%
PUR00545	Scheduled	May 27, 2026	Thermo Fisher	\$54,000.00	\$1.40	3857042.86%
PUR00542	Under REUZEIT Evaluation	May 20, 2026	Thermo Fisher	\$0.00	\$0.00	0.00%

The Pickup Requests list. You always see the requests you created; Supplier Admins see every request for the company.

**After pickup** The request becomes a project that tracks the item through inspection, listing, sale, and shipment. Need to add more items to a scheduled pickup? Open it and click **Add Items** any time before it is collected.

## 4.5 Warehouses, source requests & tracking sales

1. Manage the addresses items are picked up from and shipped to under **My Account** → **Warehouse** (Supplier Admins manage the full set under **My Warehouses**).
2. Raise a **Source Request** when you need the portal to find a specific piece of equipment.
3. Follow items you supplied under **My Account** → **Supplier Sales Orders** — a regular Supplier sees orders for items shared with them; a Supplier Admin sees every order for the company.

SCIENTIFIC powered by REUZEIT Shop What are you looking for? Just describe it

Dashboard My Equipment Service Purchases Sales Reports About

Search by name, warehouse, code, system ID, reference, city or address line 1

**Region**

- NAM (467)
- EMEA (350)
- APAC (105)
- LATAM (29)
- (none) (638)

**Country**

- United States (586)
- CN (87)
- Germany (79)
- GB (70)
- US (46)
- KR (44)
- IN (39)
- Netherlands (37)
- France (31)
- Singapore (25)
- United Kingdom (25)
- Italy (24)
- Canada (22)
- JP (22)
- Switzerland (20)

**Show more (84)**

**City**

- San Diego (31)
- Shanghai (31)
- Singapore (25)
- Vilnius (19)
- Beijing (18)
- Seoul (17)
- Carlsbad (15)
- Richmond (15)

- T** **Thermo Fisher - 35 Wiggins Ave. Bedford, MA 01730** Code: 13836

Active Created Apr 17, 2026 Bedford, MA, United States NAM

35 Wiggins Ave.
- T** **Thermo Fisher - 2 Preston Ct. Bedford, MA 01730** Code: 13837

Active Created Apr 21, 2026 Bedford, MA, United States NAM

2 Preston Ct.
- P** **PSX Waltham, MA Manufacturing - Thermo Fisher** Code: 34938

Active Created Oct 14, 2024 Waltham, MA, United States NAM

130 Turner Street
- P** **PSG Bohemia, NY Manufacturing Campus - Thermo Fisher** Code: 31542

Active Created Oct 14, 2024 Ronkonkoma, NY, United States NAM

100 13th Ave
- L** **LSG Ho Chi Minh City, VN office** Code: 38263

Active Created Apr 27, 2026 Ho Chi Minh City, Vietnam APAC

Room0911, 9th floor, C/J Building, 2Bis-4-6 Le Thanh Ton St, Saigon Ward
- F** **Florence Campus (MOC14E)** Code: 1771

Active Created Apr 27, 2024 Florence, SC, US NAM

E. Old Marion Hwy

Division: Small Molecular APG Group: PSG
- F** **Florence Campus (CWLMI2)** Code: 1772

Active Created Apr 27, 2024 Florence, SC, US NAM

Mechanicsville Hwy

Division: Small Molecular APG Group: PSG
- E** **EDD Raleigh, NC Office Campus-1** Code: 38528

Active Created Apr 27, 2026 Wilmington, NC, United States NAM

226 N Front Street


Division: EDO Group: CHS
- E** **EDD Raleigh, NC Office Campus-2** Code: 38527

Active Created Apr 27, 2026 Wilmington, NC, United States NAM

226 N Front Street

Division: EDO Group: CHS

My Warehouses — the pickup / shipping locations linked to your supplier company.


Shop

\$USD
JD
+
+
+


[Dashboard](#)
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**FILTERS**
+

**SOURCE REQUESTS** Showing 6 out of 6
 + New Source Request

No filters available.

<p><b>S</b> ISS-2025-00723</p> <p>Open Oct 15, 2025 Medium</p> <p>236 days</p> <p>TEST</p> <p>Customer: John Doe81 <a href="mailto:jd81@thermofisher.com">jd81@thermofisher.com</a> Type: Source Request</p>
<p><b>S</b> ISS-2025-00633</p> <p>Closed Sep 26, 2025 Low</p> <p>255 days</p> <p>TEST</p> <p>Customer: John Doe81 <a href="mailto:jd81@thermofisher.com">jd81@thermofisher.com</a> Type: Source Request</p>
<p><b>S</b> ISS-2025-00632</p> <p>Open Sep 26, 2025 High</p> <p>255 days</p> <p>TEST</p> <p>Customer: John Doe81 <a href="mailto:jd81@thermofisher.com">jd81@thermofisher.com</a> Type: Source Request</p>
<p><b>S</b> ISS-2025-00594</p> <p>Closed Sep 19, 2025 High</p> <p>262 days</p> <p>TEST source request from API</p> <p>Customer: John Doe81 <a href="mailto:jd81@thermofisher.com">jd81@thermofisher.com</a> Type: Source Request</p>
<p><b>S</b> ISS-2025-00181</p> <p>Closed Apr 18, 2025 High</p> <p>416 days</p> <p>Client Source Request</p> <p>Customer: John Doe81 <a href="mailto:jd81@thermofisher.com">jd81@thermofisher.com</a> Type: Source Request</p>
<p><b>S</b> ISS-2024-00364</p> <p>Closed Nov 12, 2024</p> <p>573 days</p> <p>Client Source Request</p> <p>Customer: John Doe81 <a href="mailto:jd81@thermofisher.com">jd81@thermofisher.com</a> Type: Source Request</p>



Source Requests — ask the portal to find equipment you are looking for.

## 5 Reseller guide — quotes, orders, invoices & CRM

Resellers (Accounting Activated) get a company-wide dashboard: customers, quotations, sales orders, invoices, payments, plus a light CRM of leads and to-dos and a tool for building product variants. A regular Reseller sees documents containing items shared with them; a **Reseller Admin** sees everything for the company.

### 5.1 The company dashboard

Open **My Account** → **Company**. Each area — Customers, Quotations, Sales Orders, Sales Invoices, Payments — has its own filters, search, and most-recent-first sort. Drill into any document to see line items, the full contact, related items, and the chain back to the quote, order, invoice, and payments.

The screenshot displays the REUZEIT Reseller Account Dashboard. At the top, there's a navigation bar with the REUZEIT logo, a search bar, and various utility icons. Below the navigation, there are several key performance indicators (KPIs) and action buttons: 'Asset Recovery' showing \$0, 'Landfill Avoidance' showing 0 Kg, a 'Pickup Calendar' for June 2026, and buttons for 'Pickup my equipment', 'Shop for equipment', 'Evaluate my equipment', 'Help me to source Equipment', 'Sell or redeploy my equipment', and 'Recycle my equipment'. A 'Shop Equipment by Categories' section lists various equipment types like Analytical, Autoclave / Sterilizer, Bioprocessing, Bioreactor / Fermenter, Cell Counting / Sorting, Centrifugation, and Chemistry. The bottom section contains several data tables for 'Projects', 'Orders', 'Disposition Request', 'Pickup Request', 'Source Request', 'Support Request', 'My Items', and 'My Programs'. The 'Orders' table shows a list of cancelled orders with their IDs and dates. The 'My Items' table shows a list of registered items with their IDs and dates.

*The reseller account dashboard — the hub for company customers and documents.*

### 5.2 Customers

1. Open **Customers** to see every customer your company has worked with.
2. Use filters and search to find one; click through to a profile with addresses and full document history.
3. Add a new customer with **+ Add Customer**, or edit contacts and addresses from the customer detail page.

**REUZEIT**  
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Shop

My Equipment Purchases CRM About

FILTERS CUSTOMERS Showing 15 out of 15 [+ New Customer](#)

**Customer Type**

- Company (15)

**Customer Group**

- All Customer Groups (15)

**City**

- Corydon (1)
- Irvine (1)
- Lake Villa (1)
- Lexington (1)
- Louisville (4)
- Mason City (1)
- Mountain View (1)
- New Albany (1)
- Oceanside (1)
- Terre Haute (1)

**State**

- CA (1)
- California (2)
- IL (1)
- Illinois (1)
- Indiana (4)
- Kentucky (2)
- KY (2)

**Country**

- United States (13)

<b>B</b>	<b>betatest428</b> Company Terre Haute, Indiana, United States	Unpaid: \$0.00 Billing: \$0.00
	beta user2   betatest4282@beta.com   2023655632   Billing: 6961 Hultz Road, Terre Haute, Indiana, 47802	
<b>B</b>	<b>BB Test 555 LLC</b> Company Oceanside, California, United States	Unpaid: \$0.00 Billing: \$0.00
	Billing: 86 Biddle Street, Oceanside, California, 92058	
<b>B</b>	<b>BB Test Customer LLC</b> Company Irvine, California, United States	Unpaid: \$0.00 Billing: \$0.00
	John Doe   info123123124@privaclouds.com   +1-7049650743   Billing: 86 Blanco, Irvine, California, 92618	
<b>B</b>	<b>beta8</b> Company Lexington, Indiana, United States	Unpaid: \$0.00 Billing: \$0.00
	Billing: 112 North Getty Road, Lexington, Indiana, 47138	
<b>B</b>	<b>beta6</b> Company New Albany, Indiana, United States	Unpaid: \$0.00 Billing: \$0.00
	Billing: 201 West Main Street, New Albany, Indiana, 47150   Shipping: 6907 Williamsgate Boulevard, Crestwood, Kentucky, 40014	
<b>B</b>	<b>betasuser7</b> Company Louisville, Kentucky, United States	Unpaid: \$0.00 Billing: \$0.00
	Billing: 2511 Terra Crossing Boulevard, Louisville, Kentucky, 40245	
<b>B</b>	<b>beta5</b> Company Lake Villa, Illinois, United States	Unpaid: \$0.00 Billing: \$0.00
	betaupdate user   jd71212@gmail.com   2023655632   Billing: 36963 North Helen Drive, Lake Villa, Illinois, 60046   Shipping: 6927 La Grange Road, Pewee Valley, Kentucky, 40056	
<b>B</b>	<b>beta4</b> Company Louisville, Kentucky, United States	Unpaid: \$0.00 Billing: \$0.00
	Billing: 2526 Woodbourne Avenue, Louisville, Kentucky, 40205	
<b>B</b>	<b>beta3</b> Company Louisville, KY   Indiana, United States	Unpaid: \$0.00 Billing: \$0.00

The Customers list — your company's full customer book with filters and search.

**REUZEit**  
Next Gen Circularity

Shop What are you looking for? Just describe it

My Equipment Purchases CRM About

Customers · betatest428

**B betatest428**  
Company All Customer Groups betatest4282@beta.com

ANNUAL BILLING **\$0.00** TOTAL UNPAID **\$0.00** QUOTATIONS **2** ORDERS **2**

**Addresses**

**Billing (Primary)**  
6961 Hultz Road  
Terre Haute, Indiana, 47802  
United States

**Shipping (Primary)**  
6961 Hultz Road  
Terre Haute, Indiana, 47802  
United States

**Contacts**

**beta user2** Primary  
betatest4282@beta.com  
2023655632

**beta user**  
betatest428@beta.com  
+1-5255633652

**QUOTATIONS** 2

**SAL-QTN-2026-02029** **\$396.00**  
Lost Apr 28, 2026

**SAL-QTN-2026-02030** **\$4.95**  
Expired Apr 28, 2026

**ORDERS** 2

**SAL-ORD-2026-01130** **\$4.95**  
Cancelled Apr 28, 2026

**SAL-ORD-2026-01131** **\$4.95**  
Cancelled Apr 28, 2026

**INVOICES** 2

**ACC-SINV-2026-01297** **\$4.95**  
Cancelled Apr 28, 2026 Due: \$4.95

**ACC-SINV-2026-01298** **\$4.95**  
Cancelled Apr 28, 2026 Due: \$4.95

**PAYMENTS** 0  
No records found

A customer profile — contact details, addresses, and the history of quotes, orders, and invoices.

### 5.3 Quotations

1. Open **Quotes** for every open and closed quote. Click **New Quote** to start one.
2. Pick the customer, add line items (search the catalog), set quantities, prices, and discounts.
3. While a quote is still a **Draft** you can edit any field; remove a line with the small **X** and the totals recalculate instantly.
4. **Submit** the quote to the customer, or later **Mark as Lost** (with a reason) if the deal falls through. From a submitted quote you can also **Generate Order**.

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[My Equipment](#) [Purchases](#) [CRM](#) [About](#)

**Status** ^

- Cancelled (26)
- Draft (7)
- Expired (152)
- Lost (112)
- Open (1)
- Ordered (57)

<b>P</b>	<b>SAL-QTN-2026-02698</b> Draft Jun 08, 2026 Penn State University 150 Old Coaly way University Park, PA 16802	<b>\$60.00</b> 1 item
<b>A</b>	<b>SAL-QTN-2026-02691</b> Open Jun 08, 2026 ARL Biopharma 840 Research Pkwy Ste 546 Oklahoma City, OK 73104	<b>\$2,498.00</b> 1 item
<b>S</b>	<b>SAL-QTN-2026-02690</b> Draft Jun 08, 2026 SaneGene Bio 300 TradeCenter Dr Woburn, MA 01801	<b>\$7,160.00</b> 1 item
<b>B</b>	<b>SAL-QTN-2026-02676</b> Ordered Jun 05, 2026 Baylor University 101 Bagby Avenue FL01, C.107 Waco, Texas 76706	<b>\$40.60</b> 1 item
<b>R</b>	<b>SAL-QTN-2026-02675</b> Draft Jun 05, 2026 Robert Jay 22 4th st Po box 18 Allenport, Pennsylvania 15412	<b>\$42.49</b> 1 item
<b>K</b>	<b>SAL-QTN-2026-02670</b> Draft Jun 05, 2026 KinCell Bio 20TW Alexander Dr Durham, NC 27713	<b>\$7,142.00</b> 1 item
<b>A</b>	<b>SAL-QTN-2026-02651</b> Draft Jun 04, 2026 Archer Biolabs 5070 Robert J Mathews Parkway Ste 400 El Dorado Hills, CA 95673	<b>\$1,837.00</b> 2 items
<b>K</b>	<b>SAL-QTN-2026-02644</b> Draft Jun 04, 2026 KinCell Bio 20TW Alexander Dr Durham, NC 27713	<b>\$360.50</b> 5 items
<b>B</b>	<b>SAL-QTN-2026-02599</b> Expired Jun 02, 2026 BB Test 555 LLC 86 Biddle Street Oceanside, California 92058	<b>\$3,253.11</b> 1 item

The Quotations list — open and closed quotes with status, value, and filters.

Quotes - New Quote

+ Add Item to Quote

Customer

Customer Name \*

Payment Summary

Net Total: ..... \$0.00  
Shipping Cost: ..... TBD  
Sales Taxes: ..... TBD  
Grand Total: ..... \$0.00

Submit Quote

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Next Gen Circularity

REUZEit® manages surplus equipment for major pharmaceutical and biotech companies, refurbishing lightly used items for sale on our website and various online marketplaces

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Video Demo

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ABOUT REUZEIT

- Why Us
- Our Platform
- Testimonials
- Our Team
- Careers
- Video Library
- Read our Book!
- Evaluate Equipment
- Blog & Articles
- Categories
- Download User Manual

INFORMATION CENTER

- Financing
- Blog
- In the Media
- Sustainability Research
- Manuals
- Software
- FAQ

OUR EQUIPMENT

- US Equipment
- EU Equipment
- UK Equipment
- Sell Items

CONNECT

- Contact
- Book a Demo



Creating a new quote — choose the customer and add line items, quantities, prices, and discounts.

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Shop What are you looking for? Just describe it

My Equipment Purchases CRM About

Quotes - SAL-QTN-2026-02698

Drummond Scientific Pipet Aid - Laboratory Pipetting Device (Good Condition) - 1 - \$45.00 \$45.00

SKU: BB3374593

+ Add Item to Quote

Quotation SAL-QTN-2026-02698 Draft

**Customer**  
Customer Name \*  
Penn State University

**Contact**  
Maria Krasinikova  
muk19@psu.edu

**Shipping Address**  
150 Old Coaly way University Park, PA 16802

**Billing Address**  
150 Old Coaly way University Park, PA 16802

**Availability Guarantee**  
Guaranteed Item Availability

**Payment Summary**

Net Total:	\$45.00
Sales Taxes:	\$0.00
Standard Shipping:	\$15.00
Grand Total:	\$60.00

Download Quotation

A quote detail page — line items, totals, customer, and the actions to submit, generate an order, or mark as lost.

**Who can edit a quote?** You can edit a quote when you have **edit** access to one of its items, or you are a company Admin. View-only access lets you open the quote but the edit buttons stay disabled.

## 5.4 Orders, invoices & payments

1. **Sales Orders** lists confirmed orders generated from quotes or placed directly; drill in for line items, ship-by date, and tracking.
2. **Sales Invoices** shows issued invoices and their outstanding balance.
3. **Payments** shows payments received against invoices. Every document cross-links back through the chain that produced it.

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[My Equipment](#) [Purchases](#) [CRM](#) [About](#)

Status	Order ID	Status	Date	Customer	Total	Items
<input type="checkbox"/> Cancelled (124)	SAL-ORD-2026-01572	Paid	Jun 08, 2026	BaneBio - USD	\$750.00	1 Item
<input type="checkbox"/> Closed (4)				5112 Pegasus Ct Ste H-L Frederick, MD 21704		
<input type="checkbox"/> Completed (195)	SAL-ORD-2026-01557	Paid	Jun 05, 2026	Baylor University	\$40.60	1 Item
<input type="checkbox"/> Draft (4)				101 Bagby Avenue FL01, C.107 Waco, Texas 76706		
<input type="checkbox"/> Paid (53)	SAL-ORD-2026-01556	To Deliver	Jun 05, 2026	Kincaid Bio	\$4,575.00	1 Item
<input type="checkbox"/> Shipped (1)				201W Alexander Dr Durham, NC 27713		
<input type="checkbox"/> To Deliver (13)	SAL-ORD-2026-01511	Cancelled	Jun 02, 2026	BB Test 555 LLC	\$3,253.98	1 Item
				86 Biddle Street Oceanside, California 92058		
<b>Billing Status</b>	SAL-ORD-2026-01484	Paid	May 29, 2026	University of Delaware	\$73.90	1 Item
<input type="checkbox"/> Fully Billed (266)				Wolf Hall Rm 118 105 The Green Newark, DE 19716		
<input type="checkbox"/> Not Billed (128)	SAL-ORD-2026-01479	Cancelled	May 28, 2026	BB Test 555 LLC	\$328.89	1 Item
				86 Biddle Street Oceanside, California 92058		
<b>Delivery Status</b>	SAL-ORD-2026-01476	Paid	May 28, 2026	Secure Vision for Food Safety and Quality	\$500.00	1 Item
<input type="checkbox"/> Fully Delivered (199)				Al Jubeiha, near Higher Ministry of Education Yajouz Street, Building #125, Office 206, 209 Amman, Jordan		
<input type="checkbox"/> Not Delivered (187)	SAL-ORD-2026-01453	Paid	May 27, 2026	BaneBio - USD	\$400.00	2 Items
<input type="checkbox"/> Partly Delivered (8)				5112 Pegasus Ct Ste H-L Frederick, MD 21704		
	SAL-ORD-2026-01438	Paid	May 26, 2026	David Berry	\$380.00	1 Item
				11930 Las Colinas Drive Salda, CO 81201		

Sales Orders — confirmed orders with status, customer, and totals.

NEUZEL Next Gen Circularity

Shop What are you looking for? Just describe it

My Equipment Purchases CRM About

Status

- Cancelled (12)
- Overdue (1)
- Paid (27)
- Return (34)

B	ACC-SINV-2026-01797	Paid Jun 08, 2026 BaneBio - USD	\$750.00
5112 Pegasus Ct Ste H-L, Frederick, MD 21704			
B	ACC-SINV-2026-01781	Paid Jun 05, 2026 Baylor University	\$40.60
101 Bagby Avenue FLO1, C107 Waco, Texas 76706			
K	ACC-SINV-2026-01779	Overdue Jun 05, 2026 Kinell Bio	\$4,575.00 <small>Due: \$4,575.00</small>
201W Alexander Dr Durham, NC 27713			
B	ACC-SINV-2026-01729	Cancelled Jun 02, 2026 BB Test 555 LLC	\$3,253.98
86 Biddle Street Oceanside, California 92058			
U	ACC-SINV-2026-01698	Paid May 29, 2026 University of Delaware	\$73.90
Wolf Hall Rm 118 105 The Green Newark, DE 19716			
B	ACC-SINV-2026-01693	Cancelled May 28, 2026 BB Test 555 LLC	\$328.89 <small>Due: \$328.89</small>
86 Biddle Street Oceanside, California 92058			
S	ACC-SINV-2026-01689	Paid May 28, 2026 Secure Vision for Food Safety and Quality	\$500.00
Al Jubeiha, near Higher Ministry of Education Yajouz Street, Building #125, Office 206, 209 Amman, Jordan			
B	ACC-SINV-2026-01661	Paid May 27, 2026 BaneBio - USD	\$400.00
5112 Pegasus Ct Ste H-L, Frederick, MD 21704			
D	ACC-SINV-2026-01643	Paid May 26, 2026 David Berry	\$380.00
11930 Las Colinas Drive Salida, CO 81201			

Sales Invoices — issued invoices and their outstanding balances.

NEUZEL Next Gen Circularity Shop What are you looking for? Just describe it

My Equipment Purchases CRM About

**Status**

- Cancelled (39)
- Draft (3)
- Submitted (332)

**Payment Type**


- Pay (9)
- Receive (365)

<p><b>ACC-PAY-2026-01835</b></p> <p>Submitted Jun 08, 2026 Secure Vision for Food Safety and Quality</p> <p>info@securevision-food.com Ref: 6060808048F102</p>	<p><b>\$500.00</b></p> <p>Wire Transfer</p>
<p><b>ACC-PAY-2026-01840</b></p> <p>Submitted Jun 08, 2026 BaneBio - USD</p> <p>jonathan@banebio.com Ref: June 2026</p>	<p><b>\$750.00</b></p> <p>Bane Partnership Payment</p>
<p><b>ACC-PAY-2026-01822</b></p> <p>Submitted Jun 05, 2026 Baylor University</p> <p>Ref: pi_3T15WcLYOOFHcy8iRBwd9rT</p>	<p><b>\$40.60</b></p> <p>Stripe</p>
<p><b>ACC-PAY-2026-01768</b></p> <p>Submitted Jun 02, 2026 BB Test 555 LLC</p> <p>Ref: test</p>	<p><b>\$3,253.98</b></p> <p>Purchase Order</p>
<p><b>ACC-PAY-2026-01746</b></p> <p>Submitted May 29, 2026 University of Delaware</p> <p>Ref: pi_3TcT6RLYOOFHcy80wFz1Rb</p>	<p><b>\$73.90</b></p> <p>Stripe</p>
<p><b>ACC-PAY-2026-01717</b></p> <p>Submitted May 27, 2026 BaneBio - USD</p> <p>doug@banebio.com Ref: May 2026</p>	<p><b>\$400.00</b></p> <p>Bane Partnership Payment</p>
<p><b>ACC-PAY-2026-01721</b></p> <p>Submitted May 27, 2026 University of California Riverside</p> <p>pei.su1207@gmail.com Ref: 60054956</p>	<p><b>\$3,200.00</b></p> <p>Check</p>
<p><b>ACC-PAY-2026-01699</b></p> <p>Submitted May 26, 2026 David Berry</p> <p>Ref: pi_3TbVZGLYOOFHcy8yISYUK2</p>	<p><b>\$380.00</b></p> <p>Stripe</p>
<p><b>ACC-PAY-2026-01712</b></p> <p>Submitted May 26, 2026 Fisher Scientific Company LLC</p> <p>invoices+na@thermofisher.couphost.com Ref: 0045327283</p>	<p><b>\$3,840.00</b></p>

*Payment Entries — payments received and the invoices they are matched against.*

## 5.5 Leads, to-dos & variants

1. **Leads** is a lightweight CRM for prospective deals — create, filter, and update leads as they progress.
2. **To-Dos** tracks follow-up tasks; add comments and update status as you work them.
3. **Variants** lets you build an upgraded version of an item (add expenses, set the configuration) and request a price adjustment.



\$USD

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My Equipment
Purchases
CRM
About

**FILTERS**

**Status**

Lead (1)

**Source**

**Industry**

**Qualification Status**

Unqualified (1)

**LEADS** Showing 1 out of 1 + New Lead

A

**AndreiZ Klimanov**

Lead | Apr 16, 2026 | CRM-LEAD-2026-01232

REUZEIT, Inc. | mrklimanov123@gmail.com | +1-7049650743

Showing 1 out of 1



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<ul style="list-style-type: none"> <li>Why Us</li> <li>Our Platform</li> <li>Testimonials</li> <li>Our Team</li> <li>Careers</li> <li>Video Library</li> <li>Read our Book!</li> <li>Evaluate Equipment</li> <li>Blog &amp; Articles</li> <li>Categories</li> <li>Download User Manuals</li> <li>Software</li> <li>Terms and Conditions</li> </ul>	<ul style="list-style-type: none"> <li>Financing</li> <li>Blog</li> <li>In the Media</li> <li>Sustainability Research</li> <li>Manuals</li> <li>Software</li> <li>FAQ</li> </ul>	<ul style="list-style-type: none"> <li>US Equipment</li> <li>EU Equipment</li> <li>UK Equipment</li> <li>Sell Items</li> </ul>	<ul style="list-style-type: none"> <li>Contact</li> <li>Book a Demo</li> </ul>

The Leads list — a light CRM of prospective deals with status and filters.

My Equipment Purchases CRM About

**Status**

- Cancelled (5)
- Closed (7)
- Open (3)

**Priority**

- Medium (15)

**Type**

- Marketplace Enquiry (2)
- Marketplace Offer (9)
- Marketplace Variant Price Adjustment Request (3)
- ToDo (1)

**Allocated To**

- jonah.shell@reuzeit.com (6)
- mike.semenov@reuzeit.com (3)

**Make Offer submitted for item - 3420826710**  
Closed Medium TODO-006777 Jun 11, 2026

Make Offer submitted for item - 3420826710

Company Name: ARL BioPharma  
 Message: Product Name: Distek Evolution 4300 Dissolution Tester for Pharmaceutical Applications  
 Product SKU: 3420826710  
 Offer Price: \$2,300.00  
Assigned: jonah.shell@reuzeit.com Lead: CRM-LEAD-2026-0183

**Make Offer submitted for item - BB3374614**  
Closed Medium TODO-006645 Jun 05, 2026

Make Offer submitted for item - BB3374614

Company Name: Aaaa  
 Message: MIDEA WHS-109FBI UPRIGHT FREEZER for Cold Storage Applications  
 Product SKU: BB3374614  
 Offer Price: \$43.00  
Assigned: jonah.shell@reuzeit.com Lead: CRM-LEAD-2026-01751

**Inquiry form submitted for item - BB3362466**  
Closed Medium TODO-006653 Jun 05, 2026

Inquiry form submitted for item - BB3362466

Company Name: Archer Bio Labs LLC  
 Message: Could I get a quote for shipping this to El Dorado Hills, CA 95673? Trying to see if this is financially doable with how expensive shipping and gas is currently.  
 Thanks  
Assigned: jonah.shell@reuzeit.com Lead: CRM-LEAD-2026-01753

**Inquiry form submitted for item - BB3363025**  
Closed Medium TODO-006629 Jun 04, 2026

Inquiry form submitted for item - BB3363025

Company Name: science corp  
 Message: can technician elaborate on what tests were done and what errors the instrument produced?  
Assigned: jonah.shell@reuzeit.com Lead: CRM-LEAD-2026-00255

**Variant price adjustment submitted for item - 1120741983**  
Open Medium TODO-006672 Jun 03, 2026

Variant List Price Adjustment RequestItem: 1120741983Variant: ITM-VAR-00000004Current List Price: \$4,000.00Requested List Price: \$3,000.00Requested by: andrej@banebio.comReason:here is allinghoineqfvd  
Assigned: mike.semenov@reuzeit.com Item Partner Variant: ITM-VAR-00000004

To-Dos — follow-up tasks with status, comments, and filtering.

Next Gen Circularity

Shop

What are you looking for? Just describe it

Q
\$USD

AK
0
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1
0

My Equipment
Purchases
CRM
About

FILTERS

MY VARIANTS Showing 3 out of 3

+ Add Variant

**Scenario**

- 1 - Supplier-owned + REUZEit.com (2)
- 2 - Supplier-owned + Partner channel (1)
- 3 - Partner-owned + REUZEit.com (0)
- 4 - Partner-owned + Partner channel (0)

**Status**

- Draft (0)
- Calculated (3)
- Error (0)

<div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">V</div> <p style="margin: 0;"><b>ITM-VAR-00000004</b></p> <p style="font-size: 8px; margin: 0;">Registered Calculated 1120741983 Upgraded</p>	<p style="margin: 0;"><b>\$5,000.00</b></p> <p style="font-size: 8px; margin: 0;">Customer Total</p>
<p style="font-size: 8px; margin: 0;">Scenario: 1 - Supplier-owned + REUZEit.com Partner Company: BaneBio Supplier Receives: \$1,600.00 Transaction Fee: \$750.00 Partner Receives: \$2,650.00</p>	
<div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">V</div> <p style="margin: 0;"><b>ITM-VAR-00000002</b></p> <p style="font-size: 8px; margin: 0;">Not Active Calculated Upgraded</p>	<p style="margin: 0;"><b>\$12,295.00</b></p> <p style="font-size: 8px; margin: 0;">Customer Total</p>
<p style="font-size: 8px; margin: 0;">Scenario: 2 - Supplier-owned + Partner channel Partner Company: BaneBio Supplier Receives: \$147.50 Transaction Fee: \$860.65 Partner Receives: \$11,434.35</p>	
<div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">V</div> <p style="margin: 0;"><b>ITM-VAR-00000003</b></p> <p style="font-size: 8px; margin: 0;">Not Active Calculated 3420892756 Upgraded</p>	<p style="margin: 0;"><b>\$1,390.00</b></p> <p style="font-size: 8px; margin: 0;">Customer Total</p>
<p style="font-size: 8px; margin: 0;">Scenario: 1 - Supplier-owned + REUZEit.com Partner Company: BaneBio Supplier Receives: \$150.00 Transaction Fee: \$178.50 Partner Receives: \$1,211.50</p>	

Showing 3 out of 3

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🗨️

*Variants — build an upgraded version of an item, add expenses, and request price adjustments.*

## 6 Sharing items with colleagues

---

Sharing lets another person at your company see — or edit — a specific item. It is the mechanism that controls which orders, quotes, and invoices a non-admin colleague can see.

1. Open the item from **My Equipment** and click the **Shared Users** tab. Everyone on the item's list shows a green **Yes** / gray **No** pill in the View and Edit columns.
2. Click **+ Add User**, type their **email**, and optionally add name, phone, and a description.
3. Choose the permission level — **View** (open the item and see related documents) or **Edit** (also modify the item's profile) — then click **Add User**.

**Who can grant what** Anyone with access to an item can invite a colleague with **View**. Only the item's **owner** or a company **Admin** can grant **Edit** (the checkbox is hidden otherwise). Invites are saved even before the colleague has an account — access is waiting when they sign up. Removing a user requires owner, Admin, or an existing edit-shared user.

## 7 Your account & profile

1. Open **My Account** → **Account** to edit your name, phone, addresses, and saved payment cards.
2. Click **Change Password**, enter the new password twice, and submit. (SSO users manage passwords with their Google / Microsoft provider, so this section is hidden.)
3. Manage saved cards under **My Account** → **Cards** — hover a card and click the trash icon to remove it.

**Changing your email** Your email is the identity of the account and cannot be changed yourself — contact support to migrate to a new email.

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Next Gen Circularity

Shop What are you looking for? Just describe it

Become Supplier Purchases About

Account  
Customer  
Warehouse  
Cards  
Log out

### Basic information

Email: jd09734058309485@privaclouds.com

First Name\*: Andrei Last Name\*: Klimanov Middle Name (Option):

### More information

Phone Number: +1-7049650743

### Permissions

Your current role: **Buyer** (role profile: Shopper and Seller)

CAPABILITY	BUYER	SUPPLIER	SUPPLIER ADMIN	RESELLER	RESELLER ADMIN
<b>SHOPPING</b>					
Can shop, add to cart and wishlist, and check out	Yes	Yes	Yes	Yes	Yes
Can see your own orders and invoices (the ones you bought)	Yes	Yes	Yes	Yes	Yes
Can manage your account info, password, and saved cards	Yes	Yes	Yes	Yes	Yes
<b>MY EQUIPMENT</b>					
Can open the "My Equipment" page from the menu	No	Yes	Yes	Yes	Yes
Can view an item's full profile	Catalog	Shared	All	Shared	All
Can edit an item's profile	No	Shared	All	Shared	All
<b>IF YOU SELL ITEMS</b>					
Can create a pickup request	No	Yes	Yes	No	No
Can see pickup requests	No	Own	All	No	No
Can edit a pickup request	No	Own	All	No	No
Can see sales orders that contain items you supply	No	Shared	All	No	No
<b>IF YOU RESELL ITEMS</b>					

The Account details page — name, contact info, addresses, password, and the per-role Permissions table.

## 8 Permissions at a glance

This is the same cheat-sheet shown on **My Account** → **Permissions**. "Shared with you" means your email is on the item's Shared Users list (section 6). The Admin marker widens "shared with you" to "all company items."

Capability	Buyer	Supplier	Supplier Admin	Reseller	Reseller Admin
Shop, cart, wishlist, checkout	Yes	Yes	Yes	Yes	Yes
See your own orders & invoices	Yes	Yes	Yes	Yes	Yes
Open the "My Equipment" page	—	Yes	Yes	Yes	Yes
View an item's full profile	catalog only	shared with you	all company items	shared with you	all company items
Edit an item's profile	—	where you have edit	all company items	where you have edit	all company items
Create a pickup request	—	Yes	Yes	—	—
See / edit pickup requests	—	yours only	all for company	—	—
See sales orders for items you supply	—	shared with you	all for company	—	—
Open the Company dashboard	—	Yes	Yes	Yes	Yes
See orders / invoices / quotes / payments with your items	—	shared with you	all company items	shared with you	all company items
Edit / close / mark-as-Lost a quote	—	where you have edit	all company items	where you have edit	all company items
Create a variant of an item	—	—	—	Yes	Yes
Add a user with View access to an item	—	if you have access	Yes	if you have access	Yes
Add a user with Edit access to an item	—	—	Yes	—	Yes
Remove a shared user from an item	—	—	Yes	—	Yes
See / edit every company item without sharing	—	—	Yes	—	Yes