

# HP PURCHASEEDGE All About Recycling

## TURN EMPTY HP PRINT CARTRIDGES INTO POINTS

When you recycle HP LaserJet and ink cartridges through the HP Planet Partners program, you'll earn PurchasEdge points, while reducing waste.

### HERE'S HOW IT WORKS

1. Place empty HP cartridge in a return box or envelope.
2. Attach prepaid freight label to boxes as needed.
3. Log on to [purchasedge.com/go/recycling](http://purchasedge.com/go/recycling).
4. Select the type and number of cartridges you are returning.
5. Provide a tracking number for each box (not envelopes).
6. Ship package.

### HOW THE POINTS ADD UP

You'll earn more points and use fewer shipping materials by recycling in bulk.

Cartridge type	HP ink cartridges	HP LaserJet cartridges
Individual return	2 points per cartridge	5 points per cartridge
Bulk and pallet return	5 points per cartridge	10 points per cartridge

### WHAT MAKES UP A BULK RETURN

- HP ink cartridges: 10 or more cartridges returned at once.
- HP LaserJet cartridges: 2 or more cartridges taped together, placed in a collection box, or returned via pallet. (See Pallet Return Fact Sheet.)

### HOW POINTS ARE CREDITED TO YOUR ACCOUNT

Points are monitored by an automated system. If returning by pallet, you do not need to submit pallet-return information online; points will be automatically uploaded to your account within six weeks from pickup.

Regardless of return method, PurchasEdge will verify the returns and upload the points to your account. Those points will then become available for redemption within 5–14 working days.

The number of cartridges submitted for PurchasEdge points through the recycling program cannot exceed cartridge purchases submitted through PurchasEdge.

\*PurchasEdge does not give points for Edgeline cartridge purchases.

### RECYCLING-ONLY MEMBERSHIPS

You'll earn points faster when you add co-workers to your account as recycling-only members. They can submit their HP cartridges and report to PurchasEdge for you. To add a recycling-only member to your account, email your request to [support@purchasedge.com](mailto:support@purchasedge.com) with "Recycling-only member" in the subject line.

### TRACK YOUR RECYCLING POINTS

It's easy to pull reports detailing your recycling activity. Go to the "Points summary" section of [purchasedge.com](http://purchasedge.com) to find your recycling data and export it as a text, Excel, or PDF file. For more information, email us at [support@purchasedge.com](mailto:support@purchasedge.com).

### SUBMIT RETURNS USING PREPAID SHIPPING MATERIALS

Cartridge type	HP ink cartridges or print heads, including large format or Edgeline* ink cartridges	HP LaserJet cartridges
How to return one cartridge	Request a prepaid shipping envelope that holds up to 6 cartridges from <a href="http://hp.com/recycle">hp.com/recycle</a> .	Check your HP LaserJet print cartridge box for a prepaid return label, or print a prepaid label from <a href="http://hp.com/recycle">hp.com/recycle</a> .
How to return multiple cartridges	Request a pre-addressed, prepaid freight box (holds 20 to 300 HP ink cartridges, or up to 20 HP large format or Edgeline* ink cartridges) at <a href="http://hp.com/recycle">hp.com/recycle</a> .	Tape up to 8 cartridge boxes together and affix one prepaid shipping label to your own box, or request a free bulk-collection box from <a href="http://hp.com/recycle">hp.com/recycle</a> .
How to return in pallet quantities	Request pallet pickup at <a href="http://hp.com/recycle">hp.com/recycle</a> (see Pallet Return Fact Sheet for details).	Request pallet pickup at <a href="http://hp.com/recycle">hp.com/recycle</a> (see Pallet Return Fact Sheet for details).
Cost	No charge.	No charge.

### CONTACT US

HP PurchasEdge Support Center  
[support@purchasedge.com](mailto:support@purchasedge.com)  
Phone: 1-888-264-6599  
Fax: 1-888-264-6598  
[purchasedge.com](http://purchasedge.com)

HIT PRINT  
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# HP PLANET PARTNERS

## Pallet Return Fact Sheet

### RECYCLE BY THE PALLET WITH HP PLANET PARTNERS

To help reduce environmental impact, the HP Planet Partners recycling program accepts large quantities of empty HP print cartridges by the pallet for recycling.

#### HERE'S HOW TO TAKE PART:

1. Collect empty Original HP LaserJet and ink cartridges.
  - You must have at least 75 LaserJet cartridges or 2,000 ink cartridges to recycle by the pallet.
  - Only HP cartridges will be accepted. Please do not send non-HP cartridges, warranty returns, or refilled/remanufactured cartridges.
2. Prepare your shipment.
  - Separate HP LaserJet cartridges from HP ink cartridges.
  - For HP ink cartridges:  
Remove all packaging, place in plastic-lined Gaylord or other bulk-collection box provided by you or a free box provided by HP,\* shrink-wrap, and palletize. Generally, 36 to 48 boxes will fit on a pallet.
  - For HP LaserJet print cartridges:  
Remove all packaging, place in plastic-lined Gaylord or other bulk-collection box provided by you or a free box provided by HP,\* shrink-wrap, and palletize. Generally, 8 to 12 boxes will fit on a pallet.
3. Request a pickup at [hp.com/recycle](http://hp.com/recycle).
4. Receive an email confirmation of pickup request.
5. Within a few days you'll receive an email that includes a FedEx bill of lading to print, sign, and provide to FedEx National LTL at time of pickup.

#### FOR MORE INFORMATION:

HP Planet Partners return and recycling program  
Pallet request: [hppalletrequest@young-america.com](mailto:hppalletrequest@young-america.com)  
Phone: 1-800-340-2445  
[hp.com/recycle](http://hp.com/recycle)



\*Need free boxes? Go to [hp.com/recycle](http://hp.com/recycle) to order boxes that hold approximately 20 HP LaserJet cartridges or boxes that hold approximately 300 HP ink cartridges.