

Recycle your way to rewards

HP PurchasEdge



Resources

HP Planet Partners

hp.com/recycle

hppalletrequest@young-america.com

Phone: 1-800-340-2445

PurchasEdge Support Center

purchasedge.com

support@purchasedge.com

8 a.m. to 6 p.m. (ET)

Phone: 1-888-264-6599

When you recycle HP LaserJet and ink cartridges, you'll earn PurchasEdge points and reduce waste at the same time.

How to recycle your products

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/recycle.
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.

	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

Recycle by the pallet

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 HP¹, 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 HP¹, shrink-wrap, and palletize. Generally, 8 boxes will fit on a pallet.

3. Request a pickup at hp.com/recycle.

¹ Need free boxes? Go to hp.com/recycle to order boxes that hold approximately 20 HP LaserJet cartridges or boxes that hold approximately 300 HP ink cartridges.

4. Receive an email confirmation of pickup request. Within a few days you'll receive an email that includes a bill of lading to print, sign, and provide to the courier at the time of pickup.

5. PurchasEdge will automatically award recycling points to your account within eight weeks from pickup. You do not need to submit pallet-return information on the PurchasEdge website.

How we credit 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 eight 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.

Benefit from adding 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, visit the "Manage User" section of the PurchasEdge website.

How to track your recycling points

It's easy to pull reports detailing your recycling activity. Go to the "Account" section of purchasedge.com to find your recycling data, and export it as a CSV file. For more information, email us at support@purchasedge.com.

If you are a public sector employee, it is critical that you verify the ethics code, laws and/or regulations that govern your ability to accept things of value from companies with which you conduct business. Please obtain the necessary approval from your organization before accepting any item of value from HP.

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