

HP PurchasEdge

Member Recycling Fact Sheet



Earn points for recycling.

Recycle HP LaserJet and inkjet cartridges through the HP Planet Partners program. It's a free and convenient way to do your part for the planet while earning more PurchasEdge points.

How to report returns (excluding pallet returns):

- Log on to www.purchasedge.com/go/recycling
- Select the type and number of cartridges you returned.
- Provide a UPS tracking number for each shipment.*

Points earned

Earn more points and use fewer shipping materials by recycling in bulk.

Return	HP inkjet cartridges	HP LaserJet cartridges
Individual return	2 points per cartridge	5 points per cartridge
Bulk return	5 points per cartridge	10 points per cartridge

For inkjet cartridges, a bulk return is 10 or more cartridges returned at once. For LaserJet cartridges, a bulk return is 2 or more cartridges taped together, placed in a collection box or returned via pallet.

Points awarded

Points are monitored by an automated system. Once returns are verified, points are uploaded to your account and available for redemption within 5–14 working days. Points for pallet returns will be uploaded to your account after pickup; members do not need to submit pallet-return information online.

Recycling-only memberships

As recycling-only members, your co-workers can help you earn points even faster by submitting their cartridges for recycling and reporting it to PurchasEdge for you. To add a recycling-only member to your account, e-mail your request to support@purchasedge.com with "Recycling-only member" in the subject line.

Data tracking

It's easy to pull reports and create spreadsheets detailing your recycling activity. Go to the "Points summary" section of www.purchasedge.com to find your recycling data and export it as a text or PDF file. For more help, e-mail us at support@purchasedge.com.

Pre-paid shipping materials

Service features	HP inkjet cartridges	HP LaserJet cartridges
How to return one cartridge	Request a postage-paid envelope from www.hp.com/recycle	Please check your HP LaserJet print cartridge box for a postage-paid return label, or request or print a postage-paid label from www.hp.com/recycle
How to return multiple cartridges	Request a pre-addressed, postage-paid box (holds 20 to 300 HP inkjet cartridges) at www.hp.com/recycle	Tape up to 8 cartridge boxes together and return via one pre-paid shipping label, use your own suitable box or request a free bulk-collection box (holds up to 20 HP large-format or Edgeline** ink cartridges) from www.hp.com/recycle and ship via one pre-paid shipping label.
How to return in pallet quantities	Request pallet pickup at www.hp.com/recycle (see Pallet Return Fact Sheet for details).	Request pallet pickup at www.hp.com/recycle (see Pallet Return Fact Sheet for details).
Cost	No charge	No charge

Contact us.

HP PurchasEdge Support Center
 Web: www.purchasedge.com
 Phone: 1-888-264-6599
 Fax: 1-888-264-6598
 E-mail: support@purchasedge.com

Reliable Technologies, Inc
 Web: www.ReliableNH.com
 Phone: 1-800-346-7890
 Fax: 1-603-627-5553
 E-mail: customerservice@reliablenh.com

* Reliable Brand (remanufactured) laser toners may be returned to:
 55 South Commercial St
 Manchester NH 03101
 E-mail customerservice@reliablenh.com for a UPS call tag or local pick-up.

*When applicable
 **PurchasEdge does not give points for Edgeline cartridge purchases.



Pallet Return Fact Sheet

HP Planet Partners

Recycle by the pallet with HP Planet Partners.

To help you save time and the environment, the HP Planet Partners recycling program now accepts large quantities of empty HP print cartridges by the pallet.

Here's how to take part:

- Collect empty Original HP LaserJet and inkjet print cartridges in large quantities.
 - You must have at least 75 LaserJet cartridges or 2,000 inkjet 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.
- Palletize your shipment.
 - Sort HP LaserJet cartridges from HP inkjet cartridges and submit them on separate pallets.
 - Provide your own Gaylord boxes or any other suitable bulk-collection boxes. Or order boxes from HP for free at www.hp.com/recycle. HP boxes should hold approximately 20 HP LaserJet or 300 HP inkjet cartridges.
 - For HP LaserJet print cartridges: Please remove all packaging, place in bulk-collection boxes, shrink-wrap and palletize. Generally, 8 boxes will fit on a pallet.
 - For HP inkjet print cartridges: Please remove all packaging, place in plastic-lined bulk-collection boxes, shrink-wrap and palletize.
- Request a pickup at www.hp.com/recycle.
- Receive confirmation of pickup, including date and 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

Web: www.hp.com/recycle

Pallet request: hppalletrequest@young-america.com

Phone: 1-800-340-2445

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