

# Newegg Shipping Label Service Guide

## Newegg Shipping Label Service

**Newegg Shipping Label Service** is now available for sellers to ship orders with cost effective Newegg rates.

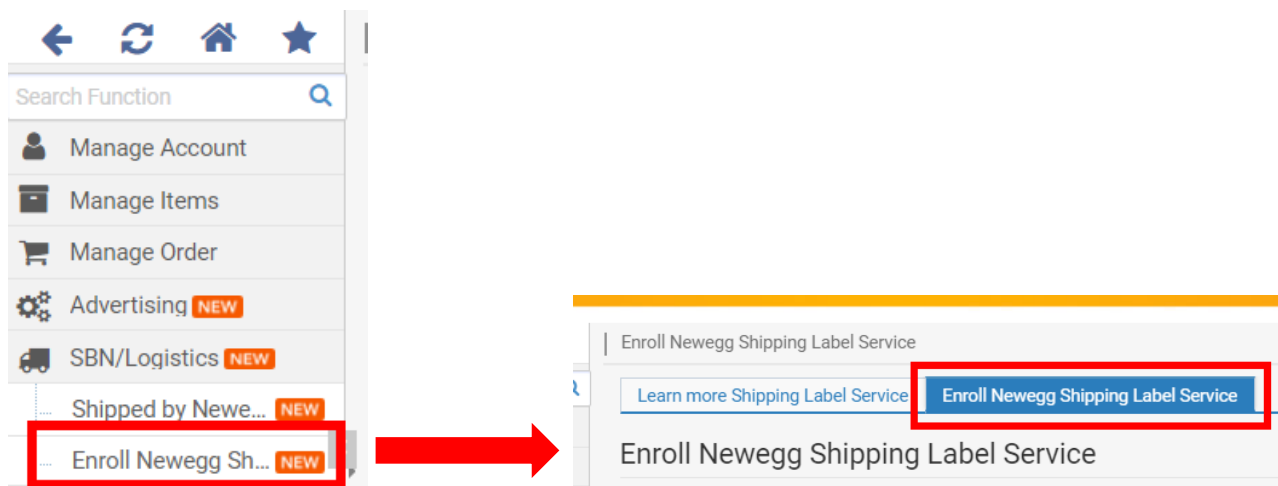
## Seller Benefits

- Save money with great shipping rates
- No special requirement for label printer. You can print shipping labels from any printer.
- Easily manage your shipments and orders in the same Seller Portal.
- Build customer loyalty. When you print shipping labels from Newegg Marketplace Seller Portal, the tracking number is automatically updated for orders. An email with the tracking number will be sent to your customers so that they know the item(s) has shipped.
- Signature Required option is also available for you to ensure package is shipped to intended recipient

## How to Start

### Enroll Newegg Shipping Label Service

Shipping Label Service Program enrolment is required for using Newegg Shipping Label Service. Go to [Seller Portal > SBN/Logistics > Enroll Newegg Shipping Label Service](#) to enroll.



Read through “Newegg Shipping Label Service Terms and Conditions”, click “I acknowledge and agree to these terms and conditions of participation in the Newegg Shipping Label Service”, and click “Enable the service”

## Newegg Shipping Label Service

Our convenient Newegg Shipping Label Service offers sellers an alternative, cost-effective shipping solution compared to other 3rd party shipping services. We provide a print-ready shipping label at a discounted rate. You then attach the label to the package and ship it. It's that easy.

### BENEFITS

- ✓ Leverage our deeply discounted shipping rates.
- ✓ Ship with premium and reputable carriers.
- ✓ Eliminates the cost of a dedicated shipping account with carriers.
- ✓ Automatically deduct postage fees conveniently through your seller portal account.

### Newegg Shipping Label Service Terms and Conditions

These terms of the Newegg Shipping Label Service are in addition to the terms of the Newegg Marketplace Seller Agreement and any other agreement between the Seller and Newegg (collectively, "Agreements"). In the event that any term herein conflicts with any term of the Agreements, the applicable term herein will prevail. Terms not explicitly included herein are governed by the terms of the Agreements.

1. At Newegg's option, you may be allowed to place shipments - at your expense - using approved Newegg carrier.
2. Seller must, and represents that it will, fully comply with all relevant terms and conditions of the applicable Newegg carrier. You may reference the applicable carrier's terms and conditions with the following link.
  - UPS: <https://www.ups.com>
3. Shipping discounts may be available for certain carriers; specific processes and information may be required. Procedures, weight and dimension restrictions, and other requirements may vary depending on the carrier.
4. Actual shipping costs may vary from estimated shipping costs. Seller will be responsible for shipping fees at a rate equal to the cost of the greater of (a) the estimated weight and dimension as provided by Seller or (b) the actual weight and dimension as determined by the carrier.
5. As between Seller, Newegg, and Newegg's carrier, Seller will be the shipper of record with respect to all products shipped by Seller using a Newegg carrier.
6. Seller authorizes Newegg's carrier to provide Newegg with all shipment tracking information.
7. Title and risk of loss for any products shipped using Newegg's carrier will remain with Seller and Seller's use of Newegg's carrier will not create any liability or responsibility for Newegg with respect to any delay, damage, or loss incurred during shipment. Additionally, the service does not provide special handling with its shipments, such as a signature option or a declared value option. In the event of lost or damaged shipments, Newegg may file the claim with the carrier on behalf of the Seller, if so requested. Any financial reimbursement to a Seller for a lost or damaged shipment is limited to the approved amount issued by the carrier on the claim.
8. A shipping label fee is automatically debited from the Seller's account once the sales order has been invoiced. If for any reason, the shipping label has not been used, it is the Seller's responsibility to notify Newegg for a fee reversal request. Upon Newegg's review and approval, the fee reversal will be reflected in Seller's account.
9. Seller may not use Newegg's carrier account information (e.g., carrier account number, shipping rate, etc.) for any purpose, nor disclose such information to any third-party, and Seller will protect such information as Newegg's confidential information in accordance with Section 8 of the Newegg Marketplace Seller Agreement.

Newegg reserves the right to discontinue Seller's participation in the Newegg Shipping Label Services program at any time, for any reason (including Seller's breach of these program terms). Newegg may modify the terms, conditions, requirements, and benefits of the Newegg Shipping Label Service at any time, at its sole discretion.

I acknowledge and agree to these terms and conditions of participation in the Newegg Shipping Label Service.

ENABLE THE SERVICE

## Order Processing with Newegg Shipping Label Service

View the following to get started:

- [Step-by-step using Seller Portal](#)
- [Batch Shipping Label Creation using API Service](#)

### Step-by-step using Seller Portal

1. Access **Seller Portal**, then open **Manage Order > Order List**
2. Search the unshipped order you would like to ship using Newegg Shipping Label service.
3. Once the order is located, go to the **Order Detail** section by click the **Order Number**.

Order List > View and process orders. [Learn More](#)

Order Number

	Status	Return(s)	Action	Order Number
<input type="checkbox"/>	Unshipped			<a href="#">92034440</a>

- On the **Order Detail** page, select the item(s) you would like to ship under the **Order Content** section. If you have several items for the same shipment, select them all. Once the selection is completed, click **GENERATE PACKAGE**.

Order Detail » View and process orders. [Learn More](#)

General Info

**Order Content**

<input checked="" type="checkbox"/>	Seller Part #	NE Item #
<input checked="" type="checkbox"/>	Test_201400009	9SIA[REDACTED]

**GENERATE PACKAGE**

- Under the **Package Shipping Info**, click **USE NEWEGG SHIPPING LABELS** option to continue.

Package Shipping Info

Unshipped Package List Shipped Package List

Package 1

Seller Part #	NE Item #	Mfr Part #	UPC/ISBN	Condition	Item Title	Qty Shipped
100[REDACTED]	9SI[REDACTED]	100[REDACTED]		New	Neewer 58MM Complete Lens Filter Accessory Kit for Lenses with 58MM Filter Size: UV CPL FLD Filter S	1

Ship Carrier: Carrier Ship Service: Shipping # Ship Date: N/A

Note: Tracking numbers must be provided for shipments via United States Postal Service (USPS®) First-Class Mail® and Media Mail®. For rare exceptions and additional information, please contact Merchant Support Team.

**SHIP WITH NEWEGG SHIPPING LABEL** (Savings based on UPS published rate) SAVE ALL PACKAGES SHIP ALL PACKAGES

- On the next page, all available information you need to create shipping label will be displayed based on order record. The "Ship from" and "Ship to" information are pre-populated with seller and customer addresses. Click **Change** to make updates of Ship From under **Ship From and Preferred Shipping Carrier** section.
- Select UPS under **Ship From and Preferred Shipping Carrier** section.
- Fill the Shipping dimensions for your package under **Shipment Packing** section. NOTE: please make sure the correct dimension will be filled to avoid additional charges.
- Review all shipping information and click **CALCULATE** to review the estimated shipping cost.

Order Detail > View and process orders. [Learn More](#) ☆ Home > Manage Order > Order List

---

**Order General Information**

Order Number: 333905259      Order Date: 03/22/2021 09:47:30 (17 minutes ago)      Order Status: Unshipped  
 Customer Name: [REDACTED]      Invoice Number:      Return Number:

---

**Shipping Information**

Name: [REDACTED]      Phone #: [REDACTED]      Company Name:  
 Address: [REDACTED]      Shipping Service: Expedited Shipping (3-5 business days) 6

---

**1. Ship from and Preferred Shipping Carrier.**

Ship From: [REDACTED] [Change](#)      Preferred Shipping Carrier: UPS 7      [SAVE AS DEFAULT](#)

---

**2. Shipment Packing**

Input weight and dimension for each package. [Learn More](#)

Pkg #	Seller Part #	Weight (lb)	Dimension L x W x H (in.)	Select Signature Option
1	1 x CM204 [REDACTED]	0.00	0.00 x 0.00 x 0.00 <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">8</span>	<input type="checkbox"/> Signature Required

---

**3. Shipping Charges**

Select shipping method and calculate shipping charges.

Shipping Method	# of Pkgs	Shipment Weight	Billable Weight	Estimated Delivery	Estimated Charge
TBD	1	0 lb.			<a href="#">CALCULATE</a> <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">9</span>

10. Click **SHIP ALL PACKAGES** if you accept the shipping charge. Once a shipping label is issued, the order status will be updated and the customer will receive an email notice with tracking number. Please note: **once a shipping label is issued, it cannot be voided.**

11.1 If you would like to add “Signature Required” Option for your package, please select “Signature Required” next to package dimension and click “calculate”. Total charge will be automatically added to “Estimated Charge”. Currently “Signature Required” option is available for UPS Ground, UPS 3 Day Select, UPS 2<sup>nd</sup> day Air, UPS Next Day Air Saver, and UPS Next Day Air.

Order Detail > View and process orders. [Learn More](#) ☆ Home > Manage Order > Order List

---

**Order General Information**

Order Number: 333905259      Order Date: 03/22/2021 09:47:30 (17 minutes ago)      Order Status: Unshipped  
 Customer Name: [REDACTED]      Invoice Number:      Return Number:

---

**Shipping Information**

Name: [REDACTED]      Phone #: [REDACTED]      Company Name:  
 Address: [REDACTED]      Shipping Service: Expedited Shipping (3-5 business days)

---

**1. Ship from and Preferred Shipping Carrier.**

Ship From: [REDACTED] [Change](#)      Preferred Shipping Carrier: UPS      [SAVE AS DEFAULT](#)

---

**2. Shipment Packing**

Input weight and dimension for each package. [Learn More](#)

Pkg #	Seller Part #	Weight (lb)	Dimension L x W x H (in.)	Select Signature Option
1	1 x CM204 [REDACTED]	0.00	0.00 x 0.00 x 0.00	<input checked="" type="checkbox"/> Signature Required

---

**3. Shipping Charges**

Select shipping method and calculate shipping charges.

Shipping Method	# of Pkgs	Shipment Weight	Billable Weight	Estimated Delivery	Estimated Charge
TBD	1	0 lb.			<a href="#">CALCULATE</a>

3. Shipping Charges

Select shipping method and calculate shipping charges.

Shipping Method	# of Pkgs	Shipment Weight	Billable Weight	Estimated Delivery	Estimated Charge
UPS Ground	1	3 lb.	3 lb.	01/13/2020	\$10.82

4. Shipping Labels

Click "Ship All Package" to print shipping Labels,the shipping label should be affixed to the outside of your sealed box.

**Newegg Shipping Label service does not support On-call Pickup request. Additional charges may apply when you request it.**

**Additional charges may apply based on the signature required.**

CANCEL

SHIP ALL PACKAGES

11. The shipping label is now available in PDF format for you to print. Example is shown as following:

TEST COMPANY  
TEST STREET  
CITY OF INDUSTRY, CA 91748  
USA

1 LBS

1 OF 1

DWT: 8,6,2

SHIP TO:

SAN FRANCISCO CA 94108

CA 941 9-12

UPS GROUND

TRACKING #: 1Z ORA 173 03 9427 1210

BILLING: P/P

CA 04/2017

- Repeat steps 1 to 12 to print labels for different orders.
- To reprint a label, repeat steps 1 to 3. On the Order Detail page, select **Shipped Package List** under **Package Shipping Info** section. Click **Print Shipping Label** option to reprint a label.

Package Shipping Info

Unshipped Package List
Shipped Package List

Package1

Print Package Packing List

Seller Part #	NE Item #	MfrPart #/ISBN	UPC	Condition	Item Description	Qty Shipped
fortestonly012301s	9SIA9JK3N86333 Size:26 /Color:Bass	fortestonly012301s		New	test item_for test ony 0132	1

Ship Carrier: UPS
Ship Service: UPS Ground
Tracking #:
Ship Date: 12/30/2015

Print Shipping Label
View

**Note:** Tracking numbers must be provided for shipments via United States Postal Service(USPS®) First-Class Mail® and Media Mail®. For rare exceptions and additional information,please contact [Merchant Support Team](#).

## Batch Shipping Label Creation using API Service

Please visit our latest API development guide for the details:

[https://developer.newegg.com/newegg\\_marketplace\\_api/newegg\\_shipping\\_label\\_service/](https://developer.newegg.com/newegg_marketplace_api/newegg_shipping_label_service/)

## Contact Us

For technical questions, please email us at [datafeeds@newegg.com](mailto:datafeeds@newegg.com)

For general questions, please reach out to your Category Manager or email us at [marketplacesupport@newegg.com](mailto:marketplacesupport@newegg.com)