



# Seller Registration Process

## STEP 1

Register directly online <https://www.newegg.com/sellers/index.php/apply/>

**Your New Seller Sign-up Status**

Marketplace New Seller Registration Process  
Select platform to see status:

Newegg.com	Account Activated
NeweggBusiness.com	Account Activated
Newegg.ca	Account Activated

Please Select Newegg.com if you are interested in Selling up sales presence in your local region

Wednesday  
**07/28**  
Account Activated

- Your Registration is Received**
- Your Registration is Approved**  
08/17/2010 12:11 AM
- Your Seller Account is Approved**  
Visit Seller Portal to complete your account setup
  - ✓ Complete Financial Settings, provide a valid credit card , and Ownership Information
  - ✓ Complete Shipping Settings
  - ✓ Complete Return Policy and Info Settings
  - ✓ Complete Seller Information
- Your Seller Account is Now Active**  
08/17/2010 1:24 AM  
Visit Seller Portal to access all functions, including item listing, orders and shipments, etc.

## Required Documents

### W8 FORM

<https://www.newegg.com/promotions/marketplace/sellers/resourceLibrary/W-8BEN-E%20Guide.pdf>

### BUSINESS LICENSE

It needs to be in English. If the business license is in local language only, then it needs to be translated and notarized.

### IMPORTANT

The name on the business license and W-8 BEN-E form must match the Legal Name of Business/IRS Names you provided. The W-8 BEN-E form has to be properly signed. For any of your questions or further assistance, please contact [neglobal@newegg.com](mailto:neglobal@newegg.com).

## STEP 2

Once your account is approved, you will receive an email to complete the Financial Information for your account

<b>SWIFT/BIC Code</b>	This is always 8 or 11 characters.
<b>IBAN</b>	It's required for SEPA payments, some countries also require an IBAN with your payment instruction.
<b>Bank Account Number</b>	The number assigned to your account.
<b>Bank Name and Address</b>	The official name and address of the bank.
<b>Beneficiary Information</b>	The name and address that appears on your bank statements.
<b>Bank Reference Letter</b>	<b>Important!</b> The bank account number on bank reference letter must match the Bank Account Number you provided. And the bank account holder name on bank reference letter must match the Legal Name of Business/IRS Names you provided.

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There are a few payment options supported by Newegg  
<https://www.newegg.com/promotions/marketplace/sellers/international/PaymentOptions-new.html>

For any of your questions or further assistance,  
please contact [neglobal@newegg.com](mailto:neglobal@newegg.com)

CONTINUE

## STEP 3

Once the Finance is approved, seller needs to list the items and configure shipping settings to get the account activated.

### 1 To Start Listing

**Seller Portal > Manage Items > Item Creation**

<https://sellerportal.newegg.com/manage-items/itemcreation>

### Configure your SKUs for Global Shipping

Configure your fulfillment center, return policy, and the shipping rates for orders. The settings will be used to calculate your shipping charges for all your items.

### 2 To Update

**Seller Portal > Manage Account > Account Settings > Shipping settings**

<https://sellerportal.newegg.com/manage-account/shipmethodsettings>

Please visit the seller setup quick start guide for more details:  
[https://www.newegg.com/promotions/marketplace/sellers/resourceLibrary/Seller\\_Portal\\_Quick\\_Start\\_Guide.pdf](https://www.newegg.com/promotions/marketplace/sellers/resourceLibrary/Seller_Portal_Quick_Start_Guide.pdf)

## STEP 4

Now your account is active and ready to receive orders. Please visit <https://www.newegg.com/sellers/index.php/service-guides/> for our full library of service guides, program information manuals, and step-by-step instructions for performing operations in the Newegg Seller Portal. These guides cover the growing program portfolio offered to sellers on Newegg for streamlining business operations, as well as policies and platform information. If you have a question outside of these guides, please reach out to the appropriate department from our Contact Us page.

CONTINUE

We have a full-fledged team that is dedicated to your success. Our Newegg Support division encompasses multiple specialized groups that are here to provide prompt service and to fully support all your platform needs!

SUPPORT TEAMS	OFFERED SERVICES
<p><b><u>Newegg Marketplace Support, Newegg Canada Marketplace Support, Newegg B2B Marketplace Support</u></b></p>	<p><b>All Account and Order Related Inquiries:</b></p> <ul style="list-style-type: none"> <li>• Order/RMA/Claim</li> <li>• Payment Hold</li> <li>• Chargeback</li> <li>• General Questions</li> </ul>
<p><b><u>Newegg Marketplace Datafeeds</u></b></p>	<p><b>All Technical Related Inquiries:</b></p> <ul style="list-style-type: none"> <li>• Integration/Datafeed/API</li> <li>• Account Updates &amp; Login Assistance</li> <li>• Storefront Setup and Approvals</li> <li>• Invalid Tracking Updates</li> <li>• Business Reports</li> <li>• General Seller Portal Questions</li> </ul>
<p><b><u>Newegg Marketplace Content</u></b></p>	<p><b>All Item Related Inquiries:</b></p> <ul style="list-style-type: none"> <li>• Category and Content Correction/Transfer</li> <li>• Manufacturer Name Requests</li> <li>• Manufacturer Ownership Claim Requests</li> <li>• Video Embed Requests</li> <li>• A+ Content Requests</li> </ul>
<p><b><u>Sell by Newegg (SBN)</u></b> (Enrollment Required)</p>	<p><b>All SBN Related Inquiries:</b></p> <ul style="list-style-type: none"> <li>• Signing Up</li> <li>• Inventory Management</li> <li>• Order Tracking</li> <li>• Multichannel Fulfillment</li> <li>• Damage/Loss Claims</li> <li>• Shipping Label Service</li> </ul>
<p><b><u>Newegg Return Service</u></b> (Enrollment Required)</p>	<p><b>All Return Service Inquiries:</b></p> <ul style="list-style-type: none"> <li>• Signing Up</li> <li>• Order Tracking</li> <li>• Shipping Label Service</li> </ul>
<p><b><u>Newegg Dedicated Elite Team</u></b> (Enrollment Required)</p>	<p><b>All Elite Membership Inquiries:</b></p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Membership fees</li> <li>• Elite Membership Services</li> </ul>
<p><b><u>Newegg Global Team</u></b> (Enrollment Required)</p>	<p><b>All Global Selling Inquiries:</b></p> <ul style="list-style-type: none"> <li>• Setting Up and Listing Global SKUs</li> <li>• Selling Internationally</li> </ul>