



Newegg Premier Seller Program Guide

Newegg Premier Seller Program

Customers love **Newegg Premier** for its free and reliable three-day shipping. And now, you are enrolled for the Newegg Premier Seller program. This will allow you to reach Premier members on Newegg for a significant increase in sales.



By join the **Newegg Premier Seller Program**, you will:

- Provide Premier shipping benefits to Newegg Premier Members.
- Offer free 3-5 Day Shipping for all Premier enabled items.
- Using Newegg Shipping Label Service for all Newegg Premier orders
- Agree to all shipping, returns, and customer service requirements applicable to all Newegg Premier orders.

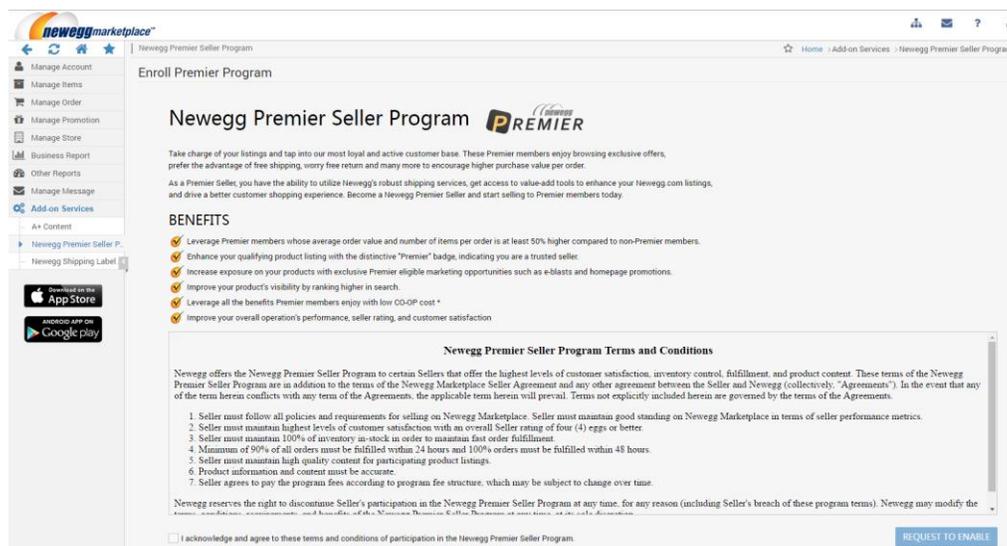
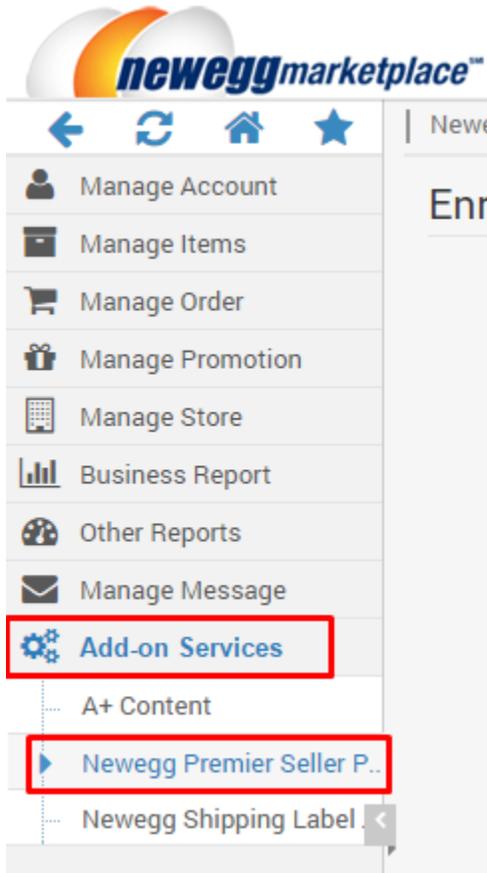
How to Start

Follow the steps below to setup your account for Newegg Premier Seller Program

- [Submit your request](#)
- [Enroll Newegg Shipping Label Service](#)
- [Shipping settings](#)
- [Opt-in or opt-out Items for Newegg Premier Seller Program](#)
- [Item qualification](#)
- [Order processing with Newegg Shipping Label Service](#)

Submit your request

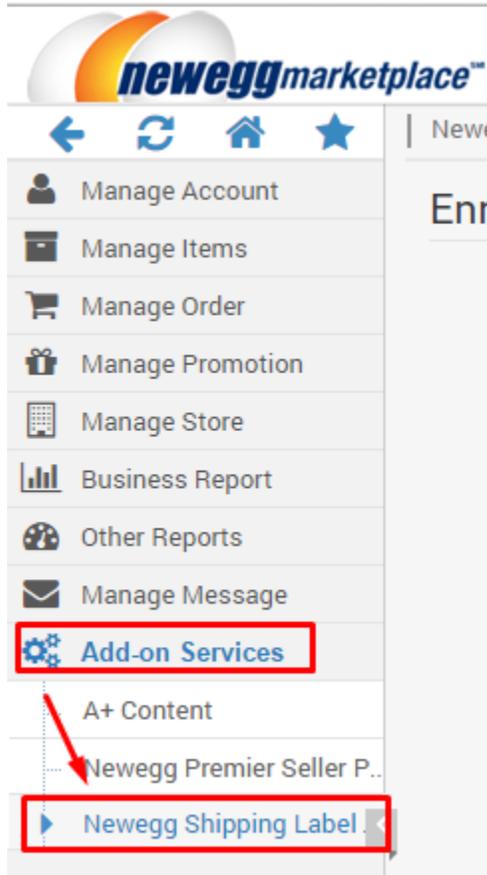
1. Go to **Seller Portal > Add-on Service > Newegg Premier Seller Program** to submit your request.



2. You will receive a confirmation email notice once your request is processed.

Enroll Newegg Shipping Label Service

Newegg Shipping Label service is required to process Newegg Premier orders. Go to **Seller Portal > Add-on Service > Newegg Shipping Label Service** to enroll.



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 carriers.
2. Seller must, and represents that it will, fully comply with all relevant terms and conditions of the applicable Newegg carrier(s).
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.
8. 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](#)

Shipping Settings

By **Newegg Premier Seller Program** requirements, the following shipping methods must be enabled or your items will NOT available for Newegg Premier Members:

- **Expedited Shipping (3-5 business days)**
- **Two-Day Shipping (2 business days)**
- **One-Day Shipping (Next day)**

Set Shipping Methods and Shipping Rates

Shipping Destination

- United States (USA)
- Continental US ?
- APO / FPO ?
- Alaska
- Hawaii
- Puerto Rico
- Virgin Islands
- United Kingdom (GBR)

Order Weight (Pounds)

Min	Max
0	5
5.01	10
10.01	Up

Set Local Fulfillment Shipping Rates

Check the box(es) next to the shipping service(s) you would like to offer, and set the corresponding shipping rate(s).

Shipping Rates (Currency: USD)

Standard Shipping	Expedited Shipping	Two-Day Shipping	One-Day Shipping
	<input type="checkbox"/> Premier Only ?	<input type="checkbox"/> Premier Only ?	<input type="checkbox"/> Premier Only ?
5-7 business days	3-5 business days	2 business days	Next day
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
\$	\$ 5	\$ 8	\$ 10
\$	\$ 8	\$ 10	\$ 15
\$	\$ 10	\$ 15	\$ 20

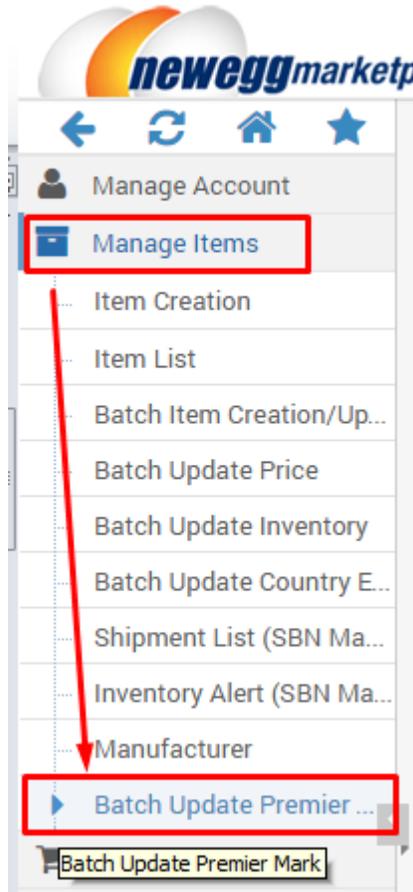
NOTE: you can limit any of above shipping method(s) for Premier eligible orders only by opt-in the **Premier Only** option.

Shipping Rates (Currency: USD)

Standard Shipping	Expedited Shipping	Two-Day Shipping	One-Day Shipping
	<input type="checkbox"/> Premier Only ?	<input type="checkbox"/> Premier Only ?	<input checked="" type="checkbox"/> Premier Only ?
5-7 business days	3-5 business days	2 business days	Next day
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
\$	\$ 5	\$ 8	\$ 10

Opt-in or Opt-out Items for Newegg Premier Seller Program

1. Go to **Seller Portal > Manage items > Batch Update Premier Mark.**



2. On the **Batch Update Premier Mark** page, click **Download File Template** Button to access the download template section.
3. Enter correct item information (NOTE: the following instruction is based on Microsoft Excel. Additional format: txt, csv, and XML are available):
 - Column A: **SellerPart #**, required. Your unique identification number for your item.
 - Column B: **NE Item #**, optional. The Newegg Item # for this item.
 - Column C: **CountryCode**, optional. ISO standard 3-digit codes of the country that you want to update the Premier Mark for current item. Currently, only USA is available as default value.
 - Column D: **Premier Mark**, required. The operation you would like to process for setting Newegg Premier eligible items. There are two actions are available: True for opt-in items and False for opt-out items.

	A	B	C	D
1	Version=1.0			
2	Seller Part #	NE Item #	CountryCode	Premier Mark
3	a006-test-001		USA	True
4				True
5				False
6				
7				
8				
9				
10				

Instructions BatchPremierMarkUpdate

4. Once you completed the item list feed, please upload your file for processing:
 - 4.1 **Seller Portal:** upload your file at **Seller Portal > Batch Update Premier Mark > Upload File** section. It takes about 15 to 20 minutes for system to process every request. The process result report will be available to download under Upload File Status and History section.

Batch Update Premier Mark

Download File Template Upload File

4 Upload File: Select files...

5 Uploaded File Status and History ?

Filter: Requested Date Status: All User: REFRESH LIST

Date Range: Last 3 Days

File ID	File Name	Status	Uploaded Date	Uploaded User
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- 4.2 **FTP:** upload your file to: **//Inboid/ ItemPremierMark**. It takes about 15 to 20 minutes for system to process every request. The process result report will be available to download under **//Outbound/ ItemPremierMark**.
- 4.3 **API:** the batch opt-in and opt-out function via API service will be available soon.

Item Qualification

Items can be delivered in three days or less is eligible for Seller fulfilled Premier program. To view your Newegg Premier Fulfilled by Seller items from Seller Portal:

1. Go to **Seller Portal > Manage Items > Item List**
2. From the Item List, you can search eligible items using different filter.

Item List > View,edit and activate your items. [Learn More](#) ☆ Home > Manage Items > Item List

Item List Update Inventory

United States (USA) NE Item# Click Search SEARCH ADVANCED SEARCH + ADD AN ITEM

Item Status: All Manufacturer: All Item Condition: All

Shipping: All Industry: All Subcategory: All

Inventory: All Create Date: All

On Promotion Newegg Flash Reserved Newegg Premier Mark

Status	Action	Title	Seller	Seller Part#	Packs or Sets	UPC Code	NE Item#
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3. From the search result, the Newegg Premier Mark will be displayed under the Status field for eligible items.

Item List > View,edit and activate your items. [Learn More](#) ☆ Home > Manage Items > Item List

Item List Update Inventory

United States (USA) NE Item# Click Search button to se SEARCH ADVANCED SEARCH + ADD AN ITEM

Newegg Premier Mark: Yes CLEAR ALL

Status	Action	Title	Seller	NE Item#	Seller Part#	Country	SBS Inventory
		test item_for te...		9SI	forsubmanur...	United States (USA)	99

Order Processing with Newegg Shipping Label Service

Premier orders must be processed in 24 hours using Newegg Shipping Label Service. View the following guide for order processing:

- [Step-by-step using Seller Portal](#)
- [Batch Order Processing using API](#)

Step-by-step using Seller Portal

1. Access **Seller Portal**, then open **Manage Order > Order List**
2. Search the unshipped Premier order you would like to process.

neweggmarketplace™

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

Manage Account

Manage Items

Manage Order

Order List

Return List

Order Number Input Keywords SEARCH ADVANCED SEARCH

Order Status: Unshipped Premier: Yes Remove All

Status	Return(s)	Action	Order Number	Seller Order Number	Order Date	Auto Voi
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No data matched your criteria.

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
Unshipped ✖			92034440

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

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

Package Shipping Info

Unshipped Package List | Shipped Package List

Package1 ✖ Delete Print Package Packing List

Seller Part #	NE Item #	MfrPart #/ISBN	UPC	Condition	Item Description	Qty Shipped
Test_201400009	9SIA2GS3DH1478	Test_201400009	201401241664	New	Production Testing Manufacturer ONLY Test_201400009	<input type="text" value="1"/>

Ship Carrier: Ship Service: Tracking #: Ship Date:

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.

I have read and agree to Newegg Shipping Label Terms and Conditions

- 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.
- 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 clicks CALCULATE to review the estimated shipping cost. NOTE: the Shipping Method is not changeable for Newegg Premier Orders.

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

General Info

Order Number: 88720042 Order Date: 03/29/2016 01:33:36 Order Status: Unshipped

Customer Name: [REDACTED] Customer Phone #: [REDACTED] Invoice Number:

Shipping Service: Newegg Premier 2 Days Ship To Name: [REDACTED] Return Number: 6

Customer Address: [REDACTED] Ship To Company: [REDACTED] **PREMIER**

1. Ship from and Preferred Shipping Carrier.

Ship From: re ad [Change](#) Preferred Shipping FedEx [SAVE AS DEFAULT](#)

FAIRBANKS, AK 99701, USA Carrier:

2. Shipment Packing

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

Pkg #	Seller Part #	Weight (lb)	Dimension L x W x H (in.)
1	3 x sp201512041004 2 x sp201512041003	0.00	0.00 x 0.00 x 0.00

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.			CALCULATE 8

4. Shipping Labels

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

[CANCEL](#) [SHIP ALL PACKAGES](#)

- 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.**

3. Shipping Charges

Select shipping method and calculate shipping charges.

Shipping Method	# of Pkgs	Shipment Weight	Billable Weight	Estimated Delivery	Estimated Charge
FedEx INTL Economy	1	3 lb.	3 lb.	04/06/2016	\$21.4

4. Shipping Labels

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

[CANCEL](#) [SHIP ALL PACKAGES](#)

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



11. Repeat steps 1 to 10 to print labels for different orders.
12. 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
fortestonly01230 1s	9SIA9JK3N86333 Size:26 /Color:Bass	fortestonly01230 1s		New	test item_for_test ony 013 2	1

Ship Carrier: UPS Ship Service: UPS Ground Tracking #: [REDACTED] 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 Order Processing Using API Service

Please download the latest API development guide for more details at:

https://sellerportal.newegg.com/Guideline/Newegg_Marketplace_API_DeveloperGuide.zip

Contact Us

For general questions, please reach out to your Category Manager or email us at premiersellers@newegg.com

For technical questions, please email us at datafeeds@newegg.com