

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.

*Currently only available for US domestic orders and shipped from U.S. continental locations.

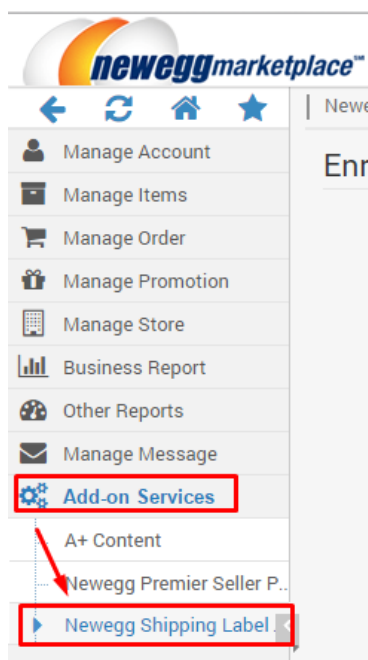
Seller Benefits

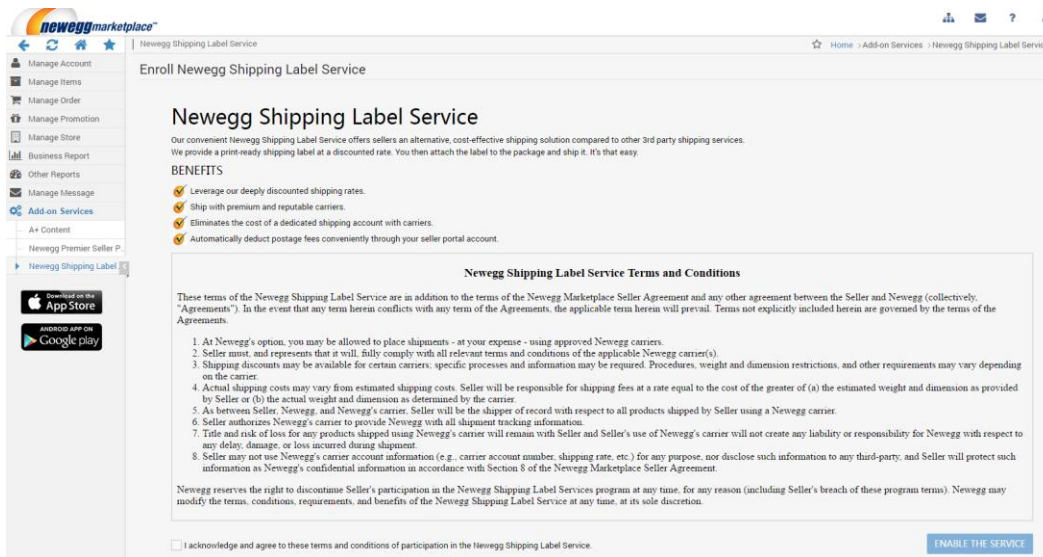
- Save money with great shipping rates.
- No special requirement for label printer. You can print shipping labels from any printer.
- Easily manage your shipments and orders in the same Seller Portal.
- Build customer loyalty. When you print shipping labels from Newegg Marketplace Seller Portal, the 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.

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 > Add-on Service > Newegg Shipping Label Service** to enroll.





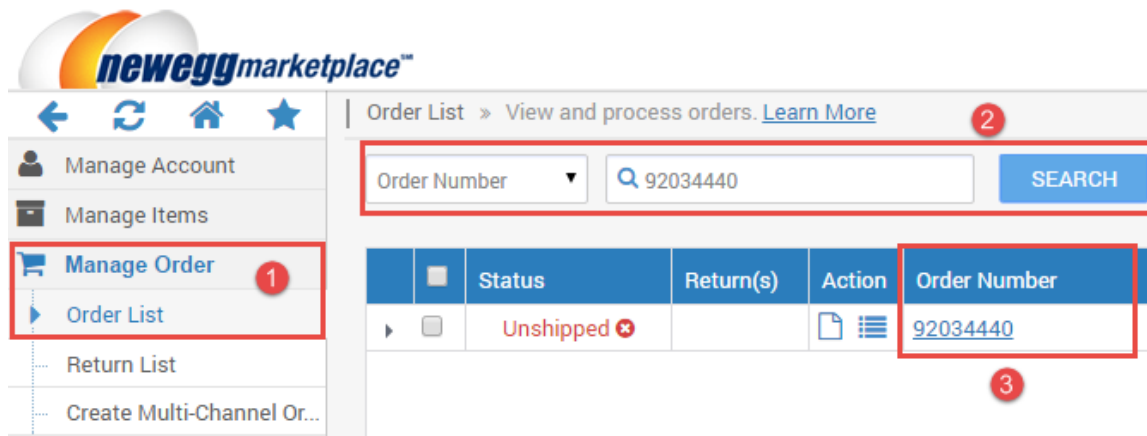
Order Processing with Newegg Shipping Label Service

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**.



4. 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] [REDACTED]

GENERATE PACKAGE

5. 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	1

Ship Carrier: Other Ship Service: Tracking #: 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.

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

USE NEWEGG SHIPPING LABELS 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 the Shipping Carrier from UPS or FedEx that you would like to use 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.
- Select your preferred Shipping method under **Shipping Charges** section. NOTE: the Shipping Method is not changeable for Newegg Premier Orders.
- Review all shipping information and click **CALCULATE** to review the estimated shipping cost.

General Info

Order Number: 306936098 Order Date: 03/29/2016 22:37:14 Order Status: **Unshipped**

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

Shipping Service: Super Saver(7-14 business days) Ship To Name: [REDACTED] Return Number:

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

1. Ship from and Preferred Shipping Carrier.

Ship From: [REDACTED] Change Preferred Shipping Carrier: FedEx 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.)
1	2 x SP140625112349717 4 x testL-Pink Leopard	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> x <input type="text" value="0.00"/> x <input type="text" value="0.00"/>

3. Shipping Charges

Select shipping method and calculate shipping charges.

Shipping Method	# of Pkgs	Shipment Weight	Billable Weight	Estimated Delivery	Estimated Charge
FedEx Ground	1	0 lb.			CALCULATE

11. 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 Ground	1	5 lb.	5 lb.	04/11/2016	\$45.32

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](#)

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



13. Repeat steps 1 to 12 to print labels for different orders.

14. 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 Shipping Label Creation using API Service

Please download the latest API development guide for the details:

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

Contact Us

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

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