SHIPPED BY **newegg**®

Shipped by Newegg Quick Starting Guide

Shipped by Newegg

Newegg has created one of the most reliable, fast, and cost-effective fulfillment networks in the world. SBN (SHIPPED BY NEWEGG) is an efficient and price-conscious fulfillment service, ready to pack and ship anything. With warehouses and order fulfillment centers across the country, SBN (SHIPPED BY NEWEGG) will help scale your business and reach a broader range of customers.

Our services are designed for companies of any size, from small to large. Let the power of Newegg's world class logistics work for you.

Seller Benefits

- Save Money. Leverage our vast logistical resources to pass those savings on to you. You'll enjoy money saving advantages by avoiding costs associated with warehousing, shipping, packing, and insurance.
- Save Time. The scale and efficiency of our logistics allows us to quickly ship large volumes of packages in a shorter amount of time. We ship 99.6% of our orders within 24 hours, which gives you the peace of mind and time to focus on growing your business.
- Increased Sales. SBN partners also enjoy special priority to participate in Newegg's Merchandising campaigns. In addition, SBN (SHIPPED BY NEWEGG) products will display a special logo which will ensure your customers the confidence, trust, and reliability associated with Newegg.
- Multi-Channel Fulfillment. We also conveniently ship to all your other channels. This allows your inventory at Newegg to be readily available to ship anywhere your product is for sale.
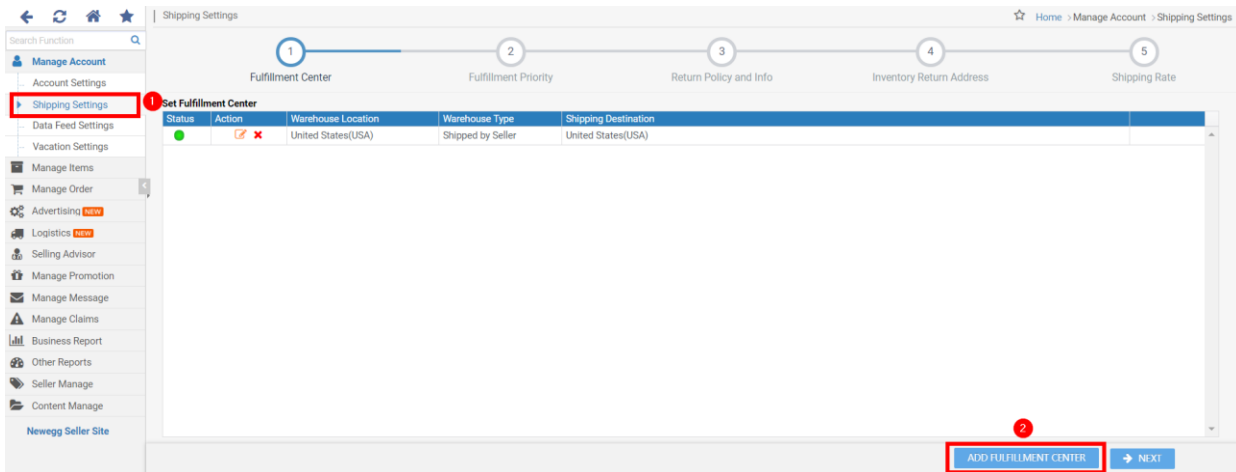
How It Works

SBN (SHIPPED BY NEWEGG) workflow includes the following steps:

- [Selecting inventory for SBN](#)
- [Plan your shipment](#)
- [Working on your shipment](#)
- [Order fulfillment](#)

Selecting inventory for SBN

There is no additional sign up for SBN (SHIPPED BY NEWEGG). Once you registered as Newegg Marketplace seller, you are eligible using SBN (SHIPPED BY NEWEGG).

1. Adding shipping regions to SBN (SHIPPED BY NEWEGG) and agreeing to the Terms and Conditions. Under Manage Account select "(1) Shipping Settings" than click "(2) Add Fulfillment Center".

2   Select the "(3) Shipped by Newegg (SBN) check box and check the corresponding (4) shipping regions that you are shipping products to. (5)Review and acknowledge the Shipped by Newegg Terms & Conditions and Click (6) "Continue."

1.   Go to Manage Items and select Item List to view your SKU list. Select the SKU(s) by confirming the corresponding check box and choose "Send Inventory /Replenishment Shipment" from the drop-down menu. Click "Go" to prepare your SBN items.

2.   Assigning NPC to your SBN (SHIPPED BY NEWEGG) items (optional). UPC is required for using SBN (SHIPPED BY NEWEGG). If your product(s) does not have UPC, Newegg can assign an alternative ID for SBN (SHIPPED BY NEWEGG) use. When you receive the following notice while converting items, click "Assign NPC Code" for Newegg system to generate the NPC for your items.

Confirm ×

The Following item(s) do not have an UPC code.

Seller Part#: Group-By test Item A, image test

Please input UPC code for the item(s). Each unit should already have UPC code clearly labeled and displayed on its product packaging. If the item(s) does not have UPC code and you want to continue with the process of Send Inventory, system will automatically assign a NPC (Newegg UPC Code) for the item(s).

Are you sure you want to continue the process of Send Inventory?

CONTINUE   CANCEL

3. If you have more items on later pages, please repeat steps 1, and 2 to complete the send inventory process. Once your items are selected, you are ready to create your shipment.

	Status ❓	Action	Image	Item Title	Seller	Seller Part#	Packs or Sets	UPC/ISBN	NE Item#	Country	Currency	Selling Price ❓	MAP Price
☑	●	✎ ✖ ☰		Cisco ACS-1900...	Test_SandBo...	110120	1		9SIA0068P31000	United States (USA)	$ USD	$ 96.93	$ 1.00
☑	② ●	✎ ✖ ☰		Targus 4Vu Priv...	Test_SandBo...	355834	1	092636304966	9SIA0068P30984	United States (USA)	$ USD	$ 93.92	$ 1.00
☑	●	✎ ✖ ☰		B&B Mediachas...	Test_SandBo...	364714	1	663069009058	9SIA0068P30980	United States (USA)	$ USD	$ 89.67	$ 1.00
☑	●	✎ ✖ ☰		ENERMAX ETS-...	Test_SandBo...	263021	1	816163008261	9SIA0068P30976	United States (USA)	$ USD	$ 59.83	$ 1.00
☑	●	✎ ✖ ☰		Intellinet NF625...	Test_SandBo...	75339	1		9SIA0068P30972	United States (USA)	$ USD	$ 27.82	$ 1.00
☑	●	✎ ✖ ☰		IOGEAR GCS17...	Test_SandBo...	364366	1	881317509499	9SIA0068P30966	United States (USA)	$ USD	$ 563.43	$ 1.00

Activate Selected Items		er Swift 3 SF...	Test_SandBo...	1082679	1	191114812419	9SIA0068P30907	United States (USA)	$ USD	$ 748.99	$ 1.00
Deactivate Selected Items											
Restrict Selected Items	①	iom 16GB 28...	Test_SandBo...	273513	1	845282095395	9SIA0068P30904	United States (USA)	$ USD	$ 288.24	$ 1.00
Delete Selected Items											
Send Inventory / Replenishment Shipment		gitech MX Ma...	Test_SandBo...	817264	1	097855131034	9SIA0068P30901	United States (USA)	$ USD	$ 113.91	$ 1.00
Create Multi-Channel Fulfillment Order											
Create Return Inventory Shipment		novo ThinkPa...	Test_SandBo...	1082007	1	0193124478...	9SIA0068P30899	United States (USA)	$ USD	$ 2,613.99	$ 1.00
Sync Items to Newegg 3PL											

Send Inventory / Replenishment Shipment ▼   **OK**   CLICK HERE TO BATCH UPDATE ITEMS   SAVE ALL UPDATES

Plan your shipment

Planning your shipment and Sending Inventory to Newegg

1. On the following page, "Send Inventory to Newegg" will allow you to specify product packaging type and set quantity for each item for SBN. Click "Continue" when ready.

Send Inventory to Newegg

Where are you shipping from?

Ship From: Test_SandBox_MKTPLS88(A006)
16839 gale ave.
Forest, VA 24551 Change Address

① ◉ **Individual Items**
Each box will contain one or more items of varying quantities and conditions.
○ **Carton-Packed Items**
All items in a carton are packaged together by manufacurer with matching SKU and condition.
All boxes with the same item will contain equal quantities of that item in each box.

Seller Shipment Reference #: [   ]

Item(s) you have selected: ②

	Seller Part#	NE Item#	Manufacturer	Mfr Part#	Item Title	Set Qty	❓ ORM-D
☐	Test_Link_Item	9SIA006ANP4455	Ray Ban	RB3016 W0365 51	Ray-Ban Classic Clubmaster.	200	☐
☐	test	9SIA006AG05109	Production Testing ...	Test300017845	TEST-ShortTitle	100	☐
☐	Test_SP108031214034...	9SIA0068W96425	test2013 4	Test1080312140342000	Test12345	100	☐

③

🗑 DELETE ITEM(S)   ➕ ADD ITEM(S)   ☁ BATCH UPLOAD ITEMS   ← PREVIOUS   **→ CONTINUE**

2. Confirm your shipment details. Click "Previous" to edit the shipment list or "Save & Create Shipment(s)" to complete. Please note: your shipment will be split into multiple shipments to different warehouses if your items are under different sub-categories.

Working on your shipment

After creating a shipment list, you are ready to work on your shipment to Newegg warehouses.

1. Working on existing shipments, go to Seller Portal then open Manage Items > Shipment List (SBN (SHIPPED BY NEWEGG) Management Only).
2. By default, all your shipments will be available under the Shipment List.
3. Click on the "Work on Shipment" for the one you are working on. On the next several pages, Shipment Detail, you will be able to set more details.

4. Step 1- Set Quantity. This is a section for item confirmation and item label management.
   a. If you would like to update the shipping quantity for each item, you can edit the number next to each item.
   b. Label management (optional): Each piece of item that you ship to Newegg must be properly identified with an item label. You can print item labels for your items. The size of each label is 1"

x 2.63". You can print out 30 item labels per sheet. Avery Standard 5260 is recommended. Please note: you can skip this if your items already pre-labeled with UPC code.

5. Step 2- Label Packages. Each package that you ship to Newegg must be properly identified with a package label as well. You can print package labels using the following:
    a. Specify the package number of each item.
    b. Click "Print Package Labels" to print.
    c. The size of each label is 1" x 2.63". You can print out 30 item labels per sheet. Avery Standard 5260 is recommended.
    d. Please note:
        • If different items are packed in a master box, each item package will require a package label. The master box will require additional package labels for all items on the side. For more detail, please review the Appendix: Labeling and packing instruction
        • Please make sure you print out the package label correctly or the status of your shipment will not change.

6. Step 3- Shipping Info. You can specify the shipping method and carrier as following:
   a. Identify the shipping method and available shipping carrier from the following:
      - Small Parcel Delivery (Individual boxes).

      - Less than Truckload (LTL, Pallets, shipment at least 150 lbs.).

b. Shipment detail.
- Input the package tracking number once they are available.

7. Step 4- In order to prepare your items, you will need packing list. You can use the following steps to generate a packing list for a shipment. When your shipment is ready, you can place the packing list in the shipping box:

a. Once you are ready to print packing list, go to Shipment List (SBN Management Only) and click "Search. Select on the shipment and choose "Work on Shipment".
b. Click "Print Packing List" to enable print screen.
c. In the print screen, click "Print" to generate the packing list. Once the packing list is ready, you can print it locally. Please make sure you print out the packing list correctly or the status of your shipment will not change.

Shipment Information

ShipmentID: 4806225   Ship From: Test_SandBox_MKTPLS88(A006)
Shipment Status: Preparing   16839 gale ave.
Create Date: 03/03/2021   Forest, VA 24551
Last Edit: 03/03/2021

| SKU Summary | Package Summary | Shipment Memo |

Seller Part#	NE Item#	Manufacturer	Mfr Part#	UPC/ISBN	NPC	Item Title
test	9SIA006AG05109	Production Testing Manu...				TEST-ShortTitle
Test_SP1080312140342...	9SIA0068W96425	test2013 4				Test12345

Packing List   ×

*newegg*marketplace™   Shipment #: 4806225

For Receiving

② 🖶 PRINT   CANCEL

①

🖶 PRINT PACKING LIST

Packing List - for Receiving

03/03/2021

Ship To: 17708 Rowland Street, Dock#2-06
City of Industry CA 91748

Ship From: Test_SandBox_MKTPLS88(A006)
16839 gale ave.
Forest VA 24551

Shipment ID

Delivery Method
DHL

Special Instruction

* 4 8 0 6 2 2 5 *

NE Item#	Model#	UPC/EAN/NPC	Qty	Description
9SIA006AG05109	Test300017845	00000161434065	100	TEST-ShortTitle
9SIA0068W96425	Test1080312140342000	00000129791523	100	Test12345

Received By:

Date:

Print Name:

Released By:

8. Step 5- sending your shipment to Newegg. You can manage your shipments easier using our Seller Portal.

   a. After printing out the package label(s) and packing list, the status of your shipment will change from "Preparing" to "Ready To Ship".

Shipment List (SBN Management Only)

Seller Store Name: ⓘ 🔍 Test_SandBox_MKTPLS(A006)   Clear Selection   Find Seller   ☑ Focus on current seller

Shipment List   Exception Return Shipment List

Shipment ID ▼   🔍 Input Keywords

| Seller	Shipment ID	Shipment Type	Ship To	Items	Units	Status	Action
Test_SandBox_MKTPLS(...	3373667	Send Inventory	Rowland Warehouse	2	300	✔ Ready To Ship	☰

   b. For shipped out shipment, please update the status from "Ready To Ship" to "Shipped". Updating the status of shipment allows for easier management and tracking of progress of your shipment to Newegg warehouse.

Shipment List (SBN Management Only)

Shipment List   Exception Shipment List

Shipment ID ▼   🔍 Input Keywords   SEARCH

Seller	Shipment ID	Reference #	Shipment Type	Ship To	Items	Units	Status	Action	Last Edit
Test_SandBox_MKTPLS88(A0...	4806225		Send Inventory	Rowland Warehouse (CA)	2	200	⏱ Preparing	☰	03/03/2021 11:23:01
Test_SandBox_MKTPLS88(A0...	4743171		Send Inventory	NJ Bulk Warehouse (NJ)	1	1	⏱ Preparing	☰	02/18/2021 00:10:04
Test_SandBox_MKTPLS88(A0...	4743170		Send Inventory	NJ Bulk Warehouse (NJ)	1	2	✔ Ready To Ship	☰	02/17/2021 17:00:01
Test_SandBox_MKTPLS88(A0...	4775912		Send Inventory	Rowland Warehouse (CA)	3	300	⊖ Void	Void	7:01
Test_SandBox_MKTPLS88(A0...	4743161		Send Inventory	NJ Bulk Warehouse (NJ)	1	1	⏱ Preparing	Mark as Shipped	2:09
Test_SandBox_MKTPLS88(A0...	4743160		Send Inventory	Rowland Bulk Item Warehous...	1	1	⏱ Preparing	Work on Shipment	2:09
Test_SandBox_MKTPLS88(A0...	4743141		Send Inventory	NJ Bulk Warehouse (NJ)	1	7	⏱ Preparing		8:02

Order Fulfillment

SBN (SHIPPED BY NEWEGG) will fulfill your orders placed directly on Newegg.com, or on other channels such as your own site. You can monitor your Newegg SBN (SHIPPED BY NEWEGG) order status and create other channels orders easily from Seller Portal.

Newegg orders

Newegg orders will be processed by SBN (SHIPPED BY NEWEGG) by default. You can review the status of Newegg orders processing by SBN (SHIPPED BY NEWEGG) using the following steps:

1. Go to Seller Portal then open Manage Order > Order List.
2. You can use the search filters under Advanced to locate the SBN orders and related status. Currently available filters:
   a. Sales Channel: Newegg.com
   b. Fulfill by: Newegg

c. Click the "Search" key to pull the result of all qualified SBN (SHIPPED BY NEWEGG) orders.
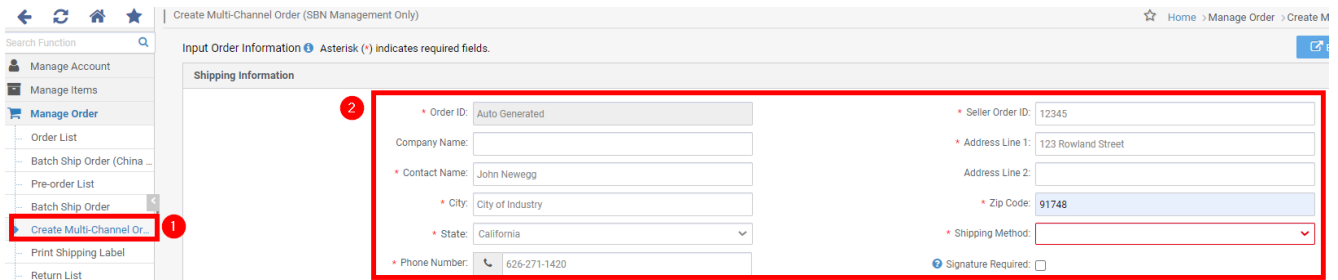

Multi-Channel order fulfillment

You can submit multi-channel order fulfillment requests to Newegg using:
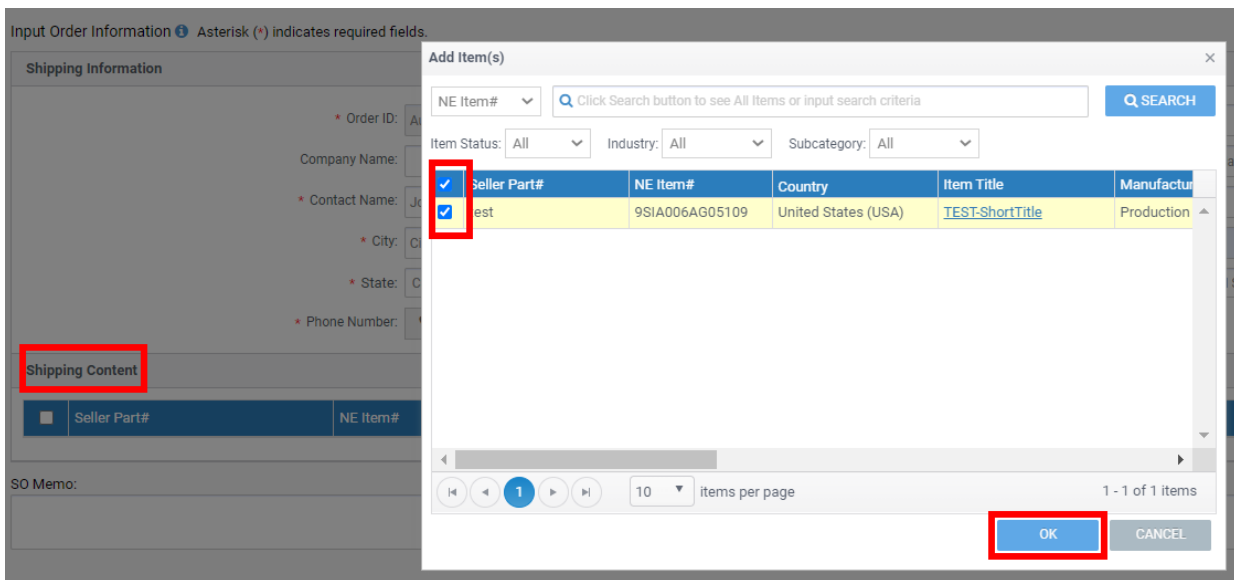
- Manual order creation from Seller Portal.
- Batch requests using datafeed files upload from Seller Portal.
- Batch requests using API requests.

Manual submit orders from Seller Portal

1. Go to Seller Portal then open Manage Order > Create Multi-Channel Order (SBN Management Only).
2. Enter the address and order details. In the Shipping information section, enter the address information for where you want your products shipped. Seller Order ID: enter a unique identifier from your external channel. **Please Note: SBN (SHIPPED BY NEWEGG) cannot ship to P.O. Boxes.**

3. Adding items. In the Shipping Content section, select the products you want to add for current order by click on "Add Item(s)" to bring up the Add Item(s) list. From the list, select the items you want to add to current order by checking the box to the left of the title. Once you completed the selection, click "Ok" to display the order detail.

4. SO Memo. If there is any special shipment handling instruction for current order, please enter a note for shipping and handling reference.
5. Review and confirm the fulfillment order by click "Confirm and Create Order".

Batch requests using datafeed files upload from Seller Portal

If you are managing large quantities of inventory, you can consider using Batch Create multi-Channel Shipment Order function.

1. Go to Seller Portal then open Manage Order > Create Multi-Channel Order (SBN Management Only) > Batch Create Multi-Channel Shipment Order
2. Select the format from the drop-down menu then click "Download File Template" to download file template.

3. Fill out the template then upload the file from the Upload File section. Note: we recommend keeping the file for your future reference.
4. System will process the file in background. You can check the file processing status and download the processing result from the Uploaded File Status and History section.

Batch requests using API requests

Reference our integration guide for more details
https://sellerportal.newegg.com/Guideline/Newegg_Marketplace_API_DeveloperGuide.zip

Monitoring your multi-channel orders

You can review the status of Multi-Channel orders using the following steps:

1. Go to Seller Portal then open Manage Order > Order List.
2. You can use the search filters under Advanced to locate the Multi-Channel orders and related status:
   a. Sales Channel: Non-Newegg
   b. Fulfill by: Newegg
3. Click the "Search" key to pull the result of all qualified SBN (SHIPPED BY NEWEGG) orders.

Void multi-channel orders

You can void Multi-Channel orders using the following steps:

1. Go to Seller Portal then open Manage Order > Order List.
2. You can use the search filters under Advanced to locate the Multi-Channel orders and related status:
   a. Sales Channel: Non-Newegg
   b. Fulfill by: Newegg
3. Click the "Search" key to pull the result of all qualified SBN (SHIPPED BY NEWEGG) orders.
4. When you located the order that you would like to void, click "Void Order". **Please note that only unshipped orders can be void.**

5. On the order detail page, please select the pre-defined void reason from the drop-down menu.
6. Click "Void Order" to cancel current order.

Order Content									
☑	Seller Part #	NE Item #	MfrPart #/ISBN	UPC	Condition	Item Description	Qty Ordered	Qty Shipped	Unit Price($)	Status
☑				854347003213	New	Garbage Bags, 4 Gallon, 180-Count	1	0	0.00	Unshipped

VOID ORDER ❺

* Void Reason: Select a reason ▼ ❹
Select a reason
Customer Requested to Cancel
Void Order Memo:
(Max 1000 Characters)
Out of Stock
Price Error
Unable to Full Fill the Order

Sub Total: $ 0.00
Shipping: $ 0.00
Discount: ($ 0.00)
Order Total: $ 0.00
Refund Amount: ($ 0.00)

Order Processing History

Contact Us

We are here to assist you in exploring solutions to increase revenue, build your brand, and expand your reach.

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

Appendix: Labeling and packing instruction

The following information shows the correct labeling and packing instruction for:
- single item packed in a box
- multiple items pack in a box
- Multiple box shipment
- Shipment in pallet
- Additional requirement for International sellers

2. **Single item packed in a box**
    a. Every individual item in the box requires an UPC label. If your item does not have UPC label, please use Newegg item label.
    b. Item number and quantity must match with the Package label on the box.
   c. Pieces count must match the quantity list in packing list.
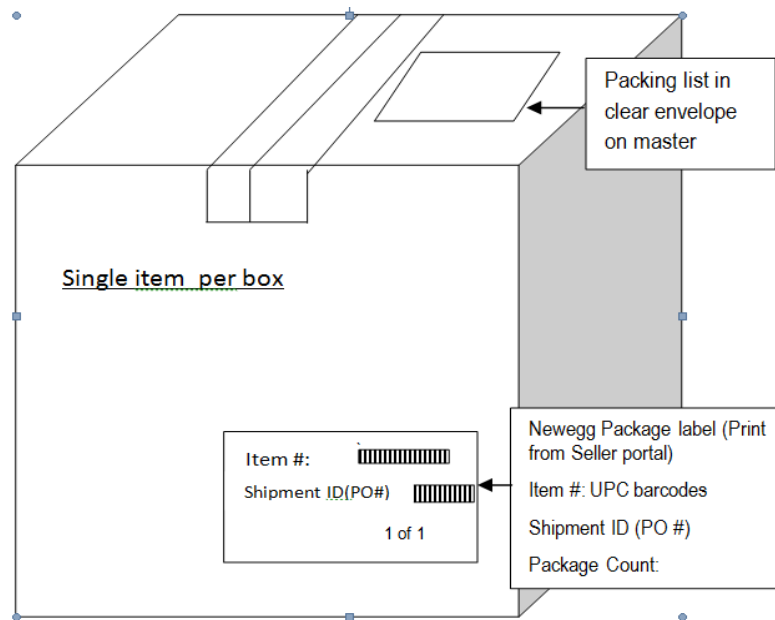
3. **Multiple items packed in a box**
   a. Every individual item requires an UPC label. If your item does not have UPC label, please use Newegg item label.
   b. Small boxes, card boards, or plastic bags are required as partition for different item packages packed into a master box.


   c. Each package requires a package label pasted on inner box for each item and also the side of master box as image above. For example, 3 different items packed in a master box needs 3 package labels on the side of master box. This will identify that there are 3 different in that master box.
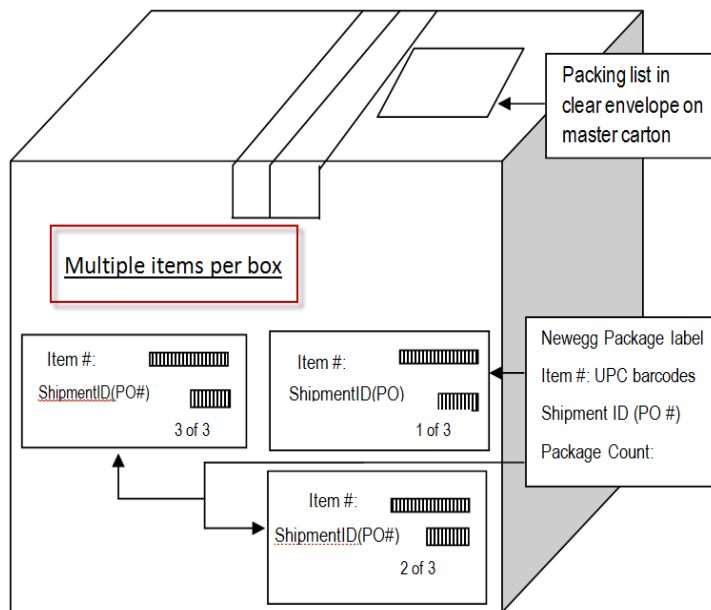
4. **Multiple box shipment.** Where there are multiple boxed per shipment, please create master labels (seller portal does not support) with shipment ID and sequential number of each box. Ex. Box 1 of 3, 2 of 3, and so on.

5. **Shipment in pallet**
    a. All boxes in a pallet need a Newegg package labels
    b. All Newegg package labels need to be facing outward.
    c. Each pallet must have an envelope enclosing packing list
    d. Create a Master Label and stick on each pallet that including shipment ID. Please note: Boxes from the same shipment ID require be stacked in the same pallet.
    e. The way to palletize your shipments:

Top View
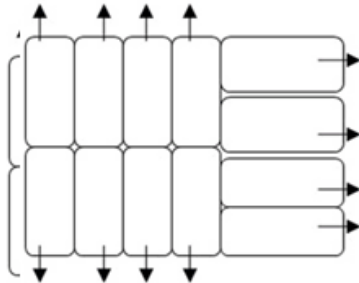
Side View

All serial or UPC barcode labels facing outward
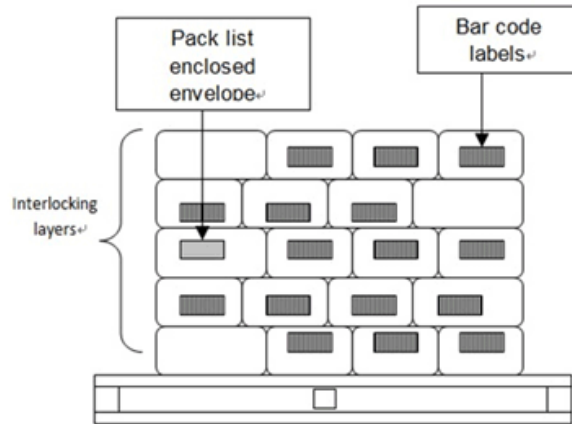
Merchandise is not overhanging edge of pallet and is protected by the pallet.

6. **Additional requirement for international sellers.** International sellers require attaching Master label, listed shipment ID (PO #) + sequential numbering of boxes, on each box.