



Shipped by Newegg Quick Starting Guide

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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:

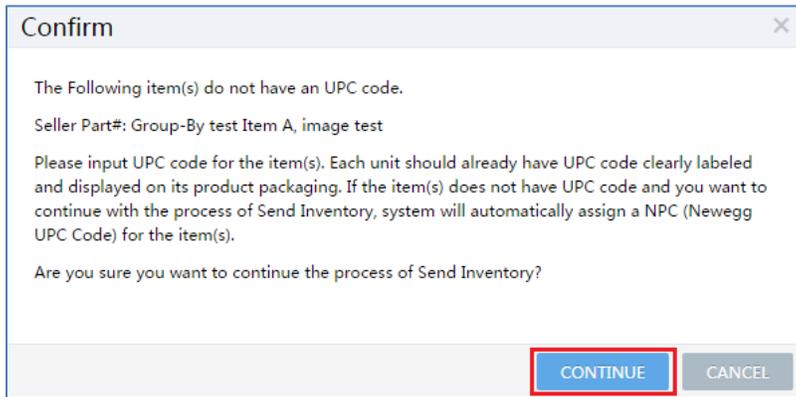
- [Selecting inventory for SBN](#)
- [Plan your shipment](#)
- [Working on your shipment](#)
- [Order fulfillment](#)

Selecting inventory for SBN

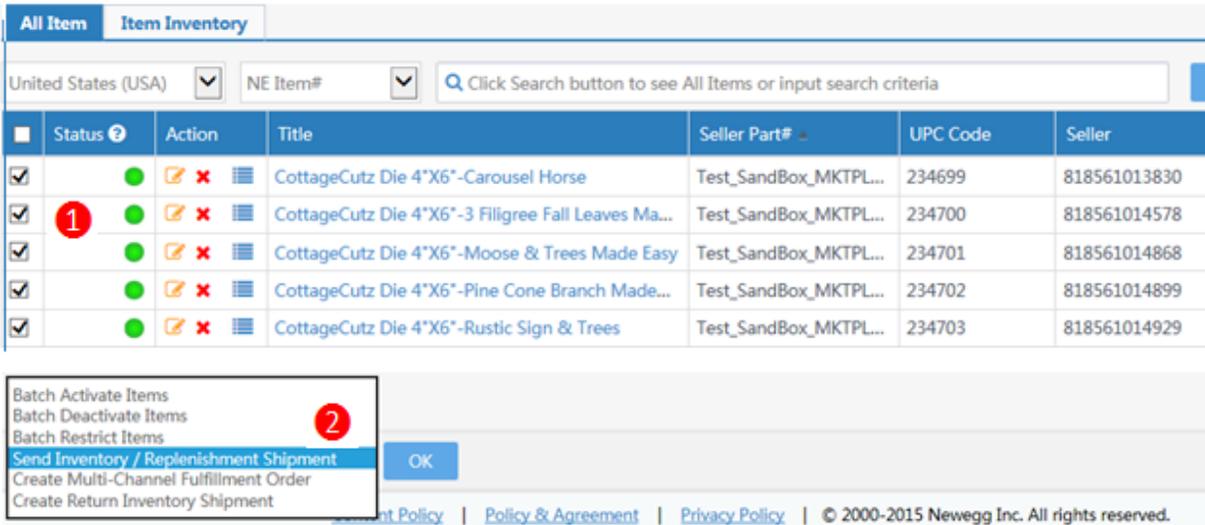
There is no additional sign up for SBN (SHIPPED BY NEWEGG). Once you registered as Newegg Marketplace seller, you are eligible using SBN (SHIPPED BY NEWEGG).

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.

1. 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.



- 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.



United States (USA) NE Item# Click Search button to see All Items or input search criteria

Status	Action	Title	Seller Part#	UPC Code	Seller
<input checked="" type="checkbox"/>		CottageCutz Die 4*X6*-Carousel Horse	Test_SandBox_MKTPL...	234699	818561013830
<input checked="" type="checkbox"/>		CottageCutz Die 4*X6*-3 Filigree Fall Leaves Ma...	Test_SandBox_MKTPL...	234700	818561014578
<input checked="" type="checkbox"/>		CottageCutz Die 4*X6*-Moose & Trees Made Easy	Test_SandBox_MKTPL...	234701	818561014868
<input checked="" type="checkbox"/>		CottageCutz Die 4*X6*-Pine Cone Branch Made...	Test_SandBox_MKTPL...	234702	818561014899
<input checked="" type="checkbox"/>		CottageCutz Die 4*X6*-Rustic Sign & Trees	Test_SandBox_MKTPL...	234703	818561014929

Batch Activate Items
 Batch Deactivate Items
 Batch Restrict Items
Send Inventory / Replenishment Shipment
 Create Multi-Channel Fulfillment Order
 Create Return Inventory Shipment

OK

Account Policy | Policy & Agreement | Privacy Policy | © 2000-2015 Newegg Inc. All rights reserved.

Plan your shipment

Planning your shipment and Sending Inventory to Newegg

- 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

Seller Store Name: [Clear Selection](#) [Find Seller](#) Focus on current seller

Where are you shipping from?

Ship From: Test_SandBox_MKTPLS(A006)
16839 gale ave.
Forest, VA 24551 [Change Address](#)

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 manufacturer with matching SKU and condition. All boxes with the same item will contain equal quantities of that item in each box.

Item(s) you have selected:

<input type="checkbox"/>	Seller Part#	NE Item#	Manufacturer	Mfr Part#/ISBN	WebSite Short Title	Set Qty
<input type="checkbox"/>	Group-By test L...	9SIA0062TT3679	Sony	Group-By test Ite...	This is a Group-By ...	200
<input type="checkbox"/>	Group-By test I...	9SIA0062TT3677	Sony	Group-By test Ite...	This is a group-by ...	100
<input type="checkbox"/>	Test_ImageA006	9SIA0062TJ7670	DELL	AX51R2-1438BK	DELL Desktop PC ...	100

[DELETE ITEM\(S\)](#) [ADD ITEM\(S\)](#) [PREVIOUS](#) [CONTINUE](#)

- 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.

Send Inventory to Newegg

Seller Store Name: [Clear Selection](#) [Find Seller](#) Focus on current seller

Seller Portal has determined to create the following shipment(s) based on the items you selected.

Shipment 1

Ship To: Shipment ID: N/A
17708 Rowland St. 2 items in this shipment
City of Industry, CA 91748

<input type="checkbox"/>	Seller Part#	NE Item#	Manufacturer	Mfr Part#/ISBN	WebSite Short Title	Quantity
<input type="checkbox"/>	Group-By test Ite...	9SIA0062TT3679	Sony	Group-By test Ite...	This is a Group-By test...	200
<input type="checkbox"/>	Group-By test Ite...	9SIA0062TT3677	Sony	Group-By test Ite...	This is a group-by test...	100

[DELETE ITEM\(S\)](#) [PREVIOUS](#) [SAVE & CREATE SHIPMENT\(S\)](#)

Working on your shipment

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

- Working on existing shipments, go to Seller Portal then open Manage Items > Shipment List (SBN (SHIPPED BY NEWEGG) Management Only).
- By default, all your shipments will be available under the Shipment List.
- 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.

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	Last Edit
Test_SandBox_MKTPLS(...)	3373667	Send Inventory	Rowland Warehouse	2	300	Preparing		05/13/2015 13:41:00
Test_SandBox_MKTPLS(...)	3372076	Send Inventory	Rowland Bulk Item War...	1	3	Ready To Ship		00
Test_SandBox_MKTPLS(...)	3372075	Send Inventory	Rowland Warehouse	3	12	Preparing		02
Test_SandBox_MKTPLS(...)	3366177	Send Inventory	NJ Small Warehouse	1	1	Void	Work on Shipment	01

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: 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.

Shipment Detail

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

1 Set Quantity 2 Label Packages 3 Shipping Info 4 Summary

Shipment Information

ShipmentID: 3373667 Ship From: Test_SandBox_MKTPLS(A006) Ship To: WH07-Rowland Warehouse
 Shipment Status: Preparing 16839 gale ave. 17708 Rowland St.
 Create Date: 05/13/2015 Forest, VA 24551 City of Industry, CA 91748
 Last Edit: 05/13/2015

Set Quantity and Label Items

Please enter the quantity of each item listed below. Each unit should already have UPC-A or FAN-13 clearly labeled and displayed on its product packaging. If not, please enter the quantity of labels needed, click "Print Item Labels" button and apply the printed labels on each unit of the item. If you are printing the labels yourself, please use Code-128 format, or Code-39 format with *** as prefix and suffix.

Seller Part#	NE Item#	Manufacturer	Mfr Part#/ISBN	UPC/EAN	Website Short Title	Quantity	Labels Quantity	
Group-By test It...	9SIA0062TT3679	Sony	Group-By test It...	431560000078	This is a Group-By test...	200	200	PRINT ITEM LABELS
Group-By test It...	9SIA0062TT3677	Sony	Group-By test It...	431560000009	This is a group-by test...	100	100	PRINT ITEM LABELS

Print

newegg marketplace™

Item Label

Click label position of beginning

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30

Labels Quantity: 15 Print Item Labels

Item: 9SIA0060NV3702
 Model: A012013031221629820
 * 2 0 1 3 0 3 1 2 2 1 6 2 9 8 2 0 9 *

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.

Shipment Detail

Seller Store Name: Test_SandBox_MKTPLS(A006)

Quantity | Label Packages | Shipping Info | Summary

Shipment ID: 3373667 | Ship From: Test_SandBox_MKTPLS(A006) | Ship To: WH07-Rowland Warehouse

Shipment Status: Preparing | 16839 gale ave. | 17708 Rowland St.

Create Date: 05/13/2015 | Forest, VA 24551 | City of Industry, CA 91748

Last Edit: 05/13/2015

Label Packages

We strongly recommend that you package each item listed below in a way that each box only contain one item (item, not quantity). One item can be packed in multiple boxes, but one box should only contain one item. A package label must be displayed on the outside of each box. Please enter the package (box) quantity of each item and click “Print Package Labels” button.

Same SKU packaging is preferred and will ensure fast receiving of your shipment. Mixed inventory packaged shipments may take longer to receive.

# of Packages	Quantity	Seller Part#	NE Item#	Manufacturer	Mfr Part#/ISBN	UPC/EAN
2	200	Group-By test Item B	9SIA0062TT3679	Sony	Group-By test It...	431560000078
2	100	Group-By test Item A	9SIA0062TT3677	Sony	Group-By test It...	431560000009

PRINT PACKAGE LABELS

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).

Select Shipping Information

1. Select Shipping Method

Small Parcel Delivery (Individual boxes) ?

Less Than Truckload (LTL, Pallets, shipment at least 150 lbs) ?

2. Input Shipping Carrier

Other Carrier:
 Canada Post
 DHL
 FedEx
 Purolator
 UPS
 Other

Shipment Detail

Input tracking number of each package.

Pkg #	Tracking Number
1	

+ ADD PKG

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

Select Shipping Information

1. Select Shipping Method

Small Parcel Delivery (Individual boxes) ?

Less Than Truckload (LTL, Pallets, shipment at least 150 lbs) ?

2. Input Shipping Carrier

Other Carrier:

- 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:
 - 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".
 - Click "Print Packing List" to enable printscreen.
 - In the printscreen, 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: 3373667 Ship From: Test_SandBox_MKTPLS(A006)
 Shipment Status: Preparing 16839 gale ave.
 Create Date: 05/13/2015 Forest, VA 24551
 Last Edit: 05/14/2015

SKU Summary **Package Summary**

Seller Part#	NE Item#	Manufacturer	Shipped	Quantity Received
Group-By test Ite...	9SIA0062TT3679	Sony	0	0
Group-By test Ite...	9SIA0062TT3677	Sony	0	0

[PRINT PACKING LIST](#)

Packing List Shipment #: 3373667

 **For Receiving**

2

1

Packing List - for Receiving Page 1 of 1 09/17/2014

Ship To: 17708 Rowland St.
City of Industry CA 91748

Ship From: Test_Sandbox_A192_US
2486 Gale Ave
City of Industry CA 91745

Shipment ID Delivery Method Special Instruction
 test Ship

NE Item#	Model#	UPC Code	Qty	Description
9SIA19213J2146	T-Shirt_red_L_test 3	431541000059	100	CoolTee Red T-Shirt
9SIA19213J2147	T-Shirt_red_L_test 2	0111111111111	100	CoolTee Red T-Shirt

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: [Clear Selection](#) [Find Seller](#) Focus on current seller

Shipment List [Exception Return Shipment List](#)

Shipment ID

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)

Seller Store Name: [Clear Selection](#) [Find Seller](#) Focus on current seller

Shipment List [Exception Return Shipment List](#)

Shipment ID

Seller	Shipment ID	Shipment Type	Ship To	Items	Units	Status	Action	Last Edit
Test_SandBox_MKTPLS(...)	3373667	Send Inventory	Rowland Warehouse	2	300	✔ Ready To Ship		05/14/2015 13:33:01
Test_SandBox_MKTPLS(...)	3373729	Send Inventory	NJ Small Warehouse	1	1	⊙ Preparing		05/14/2015 13:33:02
Test_SandBox_MKTPLS(...)	3374537	Send Inventory	NJ Small Warehouse	2	14	⊙ Preparing		05/14/2015 13:33:01
Test_SandBox_MKTPLS(...)	3374536	Send Inventory	Rowland Warehouse	2	6	⊙ Preparing		05/14/2015 13:33:01
Test_SandBox_MKTPLS(...)	3372076	Send Inventory	Rowland Bulk Item War...	1	3	✔ Ready To Ship		05/14/2015 13:33:00

Seller	Shipment ID	Shipment Type	Ship To	Items	Units	Status	Action	Last Edit
Test_SandBox_MKTPLS(...)	3373667	Send Inventory	Rowland Warehouse	2	300	✔ Shipped		05/14/2015 13:40:47

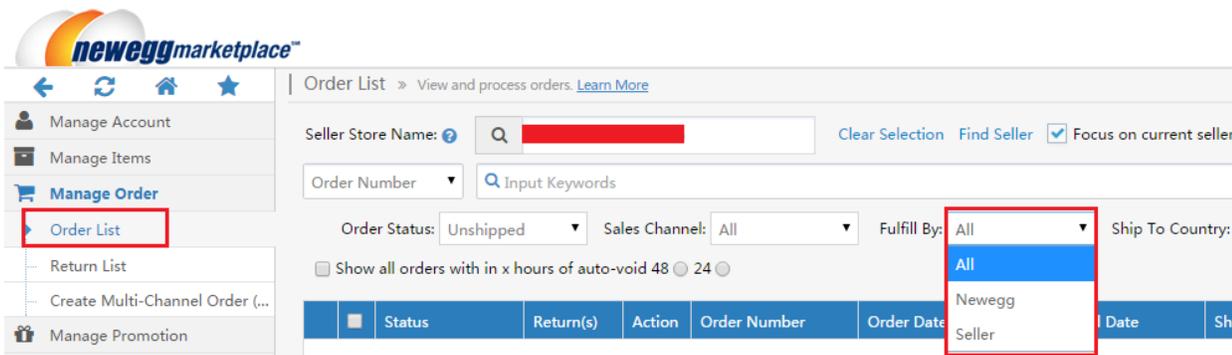
Order Fulfillment

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.

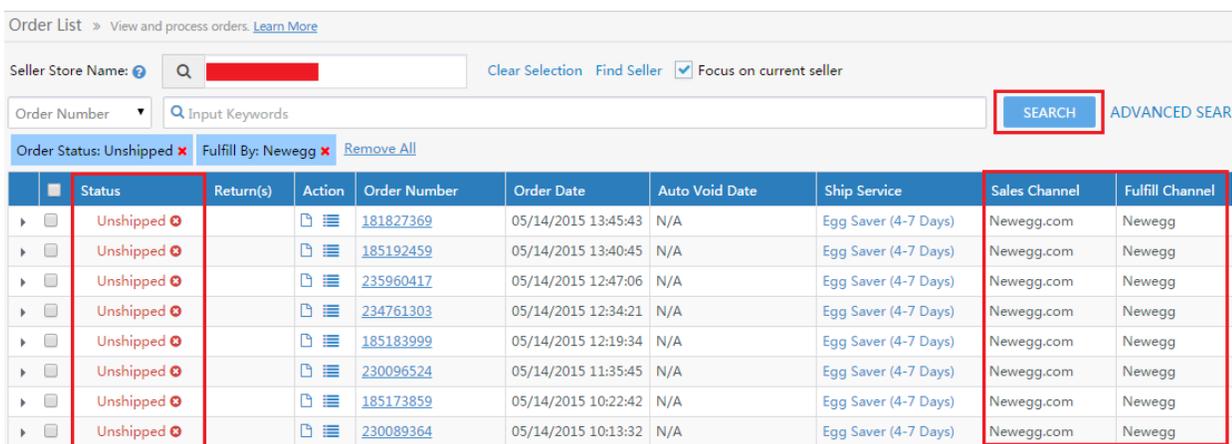
Newegg orders

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.ca
 - b. Fulfill by: Newegg



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



Status	Return(s)	Action	Order Number	Order Date	Auto Void Date	Ship Service	Sales Channel	Fulfill Channel
Unshipped			181827369	05/14/2015 13:45:43	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg
Unshipped			185192459	05/14/2015 13:40:45	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg
Unshipped			235960417	05/14/2015 12:47:06	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg
Unshipped			234761303	05/14/2015 12:34:21	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg
Unshipped			185183999	05/14/2015 11:35:45	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg
Unshipped			230096524	05/14/2015 12:19:34	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg
Unshipped			185173859	05/14/2015 10:22:42	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg
Unshipped			230089364	05/14/2015 10:13:32	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg

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.**

Shipping Information

- Order ID: Auto Generated
- Company Name:
- Contact Name: John Doe
- City: City of Industry
- State: CALIFORNIA
- Phone Number: 626-123-4567
- Seller Order ID: 123456
- Address Line 1: E. Gale Ave
- Address Line 2:
- Zip Code: 91745
- Shipping Method:

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.

Add Item(s)

NE Item#

Item Status: All Industry: All Subcategory: All

<input type="checkbox"/>	Seller Part#	NE Item#	Country	Title	Manufacture
<input type="checkbox"/>	A00620110113ez04	9SIA0060006XX0	United States (USA)	1	Melissa & D
<input checked="" type="checkbox"/>	A006Leon_Test_003	9SIA00600005E8	United States (USA)	testtest	OZZO
<input type="checkbox"/>	zq_test_101221	9SIA0060000TB6	United States (USA)	UFO21	IBM
<input checked="" type="checkbox"/>	A006watch1	9SIA0060003NA3	United States (USA)	testing	Production 1
<input type="checkbox"/>	23	9SIA0060004UP5	United States (USA)	test test	Production 1
<input checked="" type="checkbox"/>	A006201101120001	9SIA0060006XV9	United States (USA)	test item for test only123	Production 1
<input type="checkbox"/>	A006201101120002	9SIA0060006XW0	United States (USA)	1	Production 1
<input type="checkbox"/>	A00620110113ez01	9SIA0060006XW7	United States (USA)	1	Melissa & D

1 - 20 of 18831 items

OK CANCEL

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

Create Multi-Channel Order (SBN Management Only) Manage Order > Create Multi-Channel Order (SBN Management Only)

Seller Store Name: Clear Selection Find Seller Focus on current seller

Input Order Information Asterisk (*) indicates required fields. BATCH CREATE MULTI-CHANNEL ORDER

Shipping Information

Order ID: Auto Generated Seller Order ID: 123456

Company Name: Address Line 1: E. Gale Ave

Contact Name: John Doe Address Line 2:

City: City of Industry Zip Code: 91745

State: CALIFORNIA Shipping Method: Standard Shipping (5-7 business days)

Phone Number: 626-123-4567

Shipping Content

Seller Part#	NE Item#	Manufacturer	Mfr Part#/ISBN	Inbound Qty	Fulfillable Qty	Order Qty
<input type="checkbox"/> A006Leon_Test_003	95IA00600005E8	OZZO	Leon_Test_003	0	0	<input type="text" value="1"/>
<input type="checkbox"/> A006watch1	95IA0060003NA3	Production Testing Manufacturer ONLY	watch1	0	0	<input type="text" value="1"/>
<input type="checkbox"/> A006201101120001	95IA0060006KV9	Production Testing Manufacturer ONLY	201101120001	0	0	<input type="text" value="1"/>

SO Memo:
Please put all items in one shipment with a single tracking number 4

DELETE ITEM(S) + ADD ITEM(S) CONFIRM AND CREATE ORDER 5

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.

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

Create Multi-Channel Order (SBN Management Only) Manage Order > Create Multi-Ch

Seller Store Name: Clear Selection Find Seller Focus on current seller

Download and fill out this file and upload it to batch create multi-channel order(s).

Template File Type: Microsoft Excel Format(*.xls) DOWNLOAD FILE TEMPLATE

Upload File: Choose...

Upload progress:

UPLOAD

1

2

- Fill out the template then upload the file from the Upload File section. Note: we recommend keeping the file for your future reference.

- 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.

Create Multi-Channel Order (SBN Management Only) Manage Order > Create Multi-Channel Order (SBN)

Seller Store Name: Clear Selection Find Seller Focus on current seller

Download and fill out this file and upload it to batch create multi-channel order(s).

Template File Type: DOWNLOAD FILE TEMPLATE

Upload File: RESET 3

▲ Your file has been uploaded successfully. Once your file has been processed, you will receive an email notification.

Uploaded File Status and History 4

Filter: Requested Date Status: All User: REFRESH LIST

Date Range: Last 3 Days

File ID	File Name	Status	Uploaded Date	Uploaded User	Completed Date	Description
24420453	MultiChannelOrder.xls	Initial	05/14/2015 15:13:12			File uploaded,waiting for processing

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:

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

Order List View and process orders. Learn More

Seller Store Name: Clear Selection Find Seller Focus on current seller

Order Number 2 SEARCH ADVANCED SEARCH 3

Order Status: Invoiced Sales Channel: Multi-Channel Fulfill By: Newegg Remove All

	Status	Return(s)	Action	Order Number	Order Date	Auto Void Date	Ship Service	Sales Channel	Fulfill Channel
▶	Invoiced ✔			2000623301	04/29/2015 16:48:04	N/A	Standard Shipping (5-...	Multi-Channel	Newegg
▶	Invoiced ✔			2000623281	04/29/2015 16:48:01	N/A	Standard Shipping (5-...	Multi-Channel	Newegg
▶	Invoiced ✔			2000622741	04/27/2015 14:38:06	N/A	Standard Shipping (5-...	Multi-Channel	Newegg
▶	Invoiced ✔			2000622681	04/27/2015 14:38:05	N/A	Standard Shipping (5-...	Multi-Channel	Newegg
▶	Invoiced ✔			2000622701	04/27/2015 14:38:05	N/A	Standard Shipping (5-...	Multi-Channel	Newegg
▶	Invoiced ✔			2000622721	04/27/2015 14:38:05	N/A	Standard Shipping (5-...	Multi-Channel	Newegg

1 2 3 4 5 ... 20 items per page

Void multi-channel orders

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

- Go to Seller Portal then open Manage Order > Order List.
- You can use the search filters under Advanced to locate the Multi-Channel orders and related status:
 - 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.**

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

Seller Store Name: Clear Selection Find Seller Focus on current seller

Order Number SEARCH ADVANCED SEAR

Order Status: Unshipped x Sales Channel: Multi-Channel x Fulfill By: Newegg x [Remove All](#)

Status	Return(s)	Action	Order Number	Order Date	Auto Void Date	Ship Service	Sales Channel	Fulfill Channel
Unshipped		Void Order	2000629481	05/14/2015 17:28:34	N/A	Standard Shipping (5-...	Multi-Channel	Newegg

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 #/JSBN	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

Void Reason:

Void Order Memo: (Max 1000 Characters)

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

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

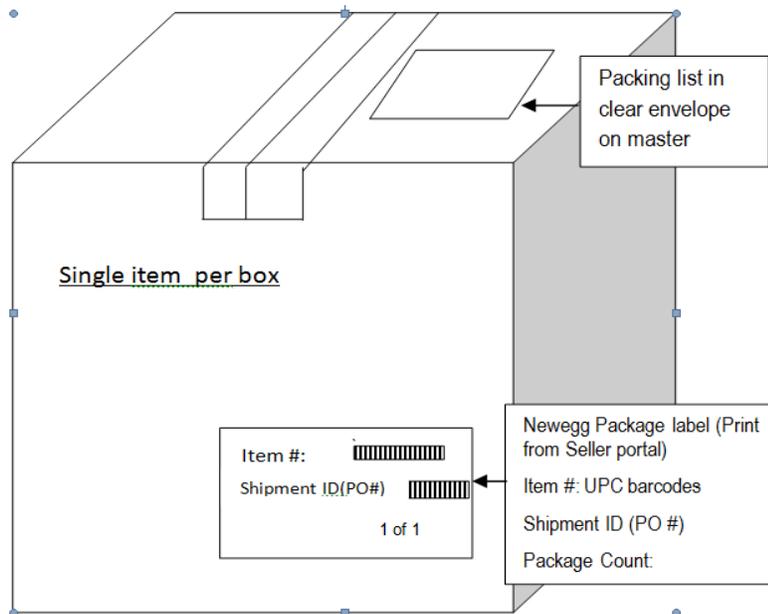
The following information shows the correct labeling and packing instruction for:

- [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.
- d. Must include an envelope enclosing packing list
- e.



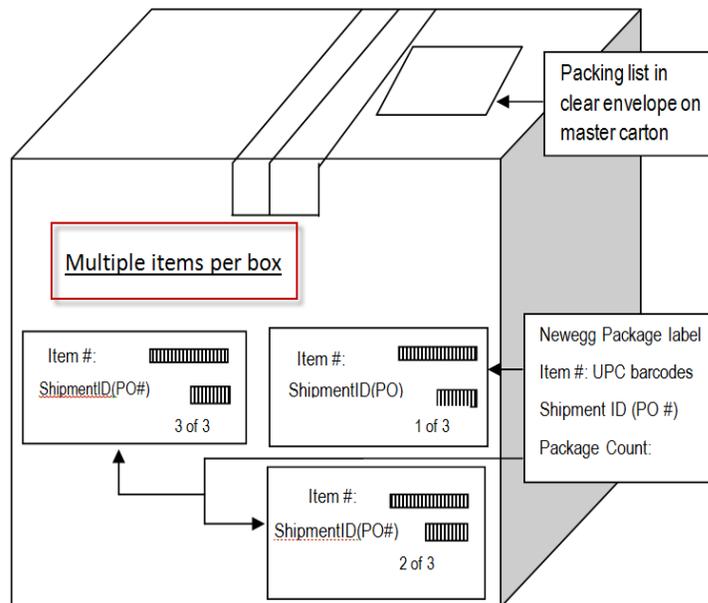
3. Multiple items packed in a box

- 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.



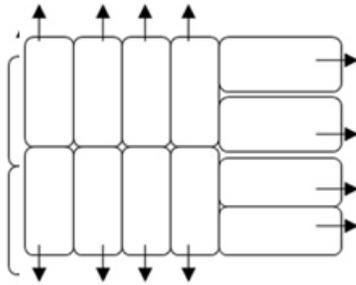
4. **Multiple box shipment.** Where there are multiple boxed per shipment, please create master labels (seller portal does not support) with shipment ID and sequential number of each box. Ex. Box 1 of 3, 2 of 3, and so on.

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. All cartons shall be stacked within the confines of the pallet.

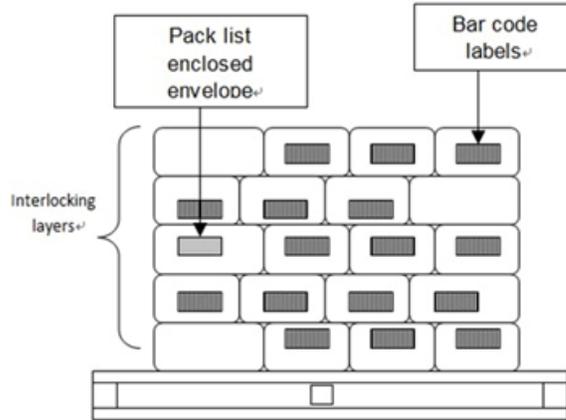
- e. Create a Master Label and stick on each pallet that including shipment ID. Please note:
Boxes from the same shipment ID require be stacked in the same pallet.
- f. The way to palletize your shipments:

Top View



All serial or UPC barcode labels facing outward

Side View



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.