



# 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

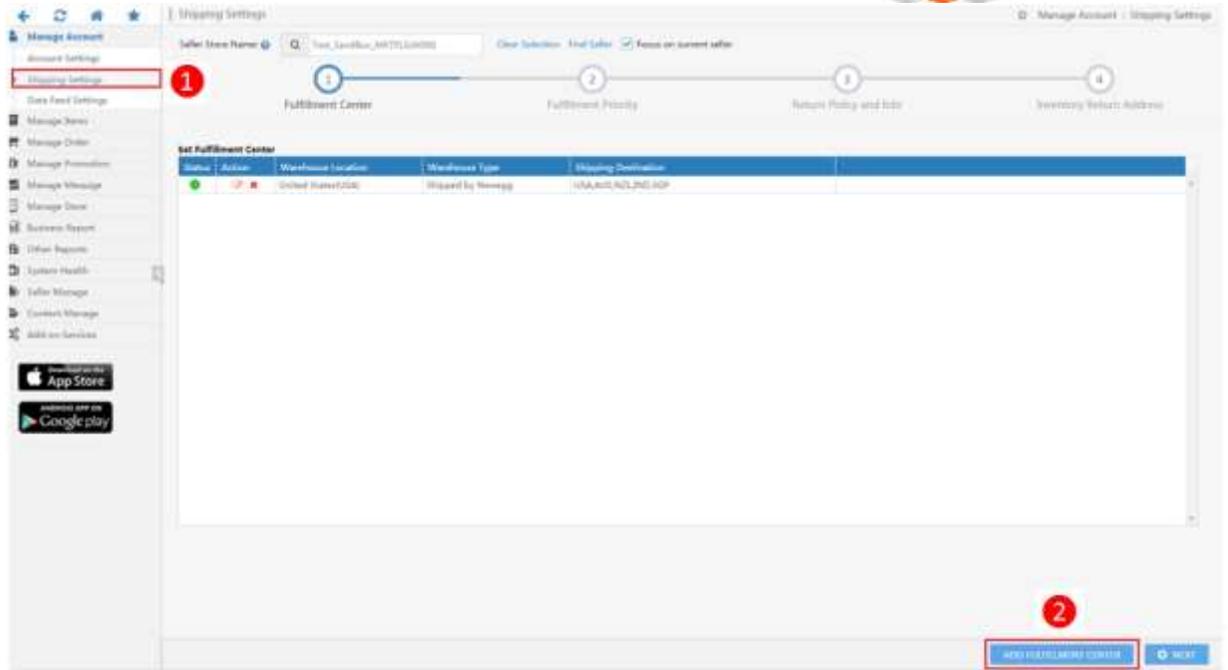
SBN (SHIPPED BY NEWEGG) workflow includes the following steps:

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

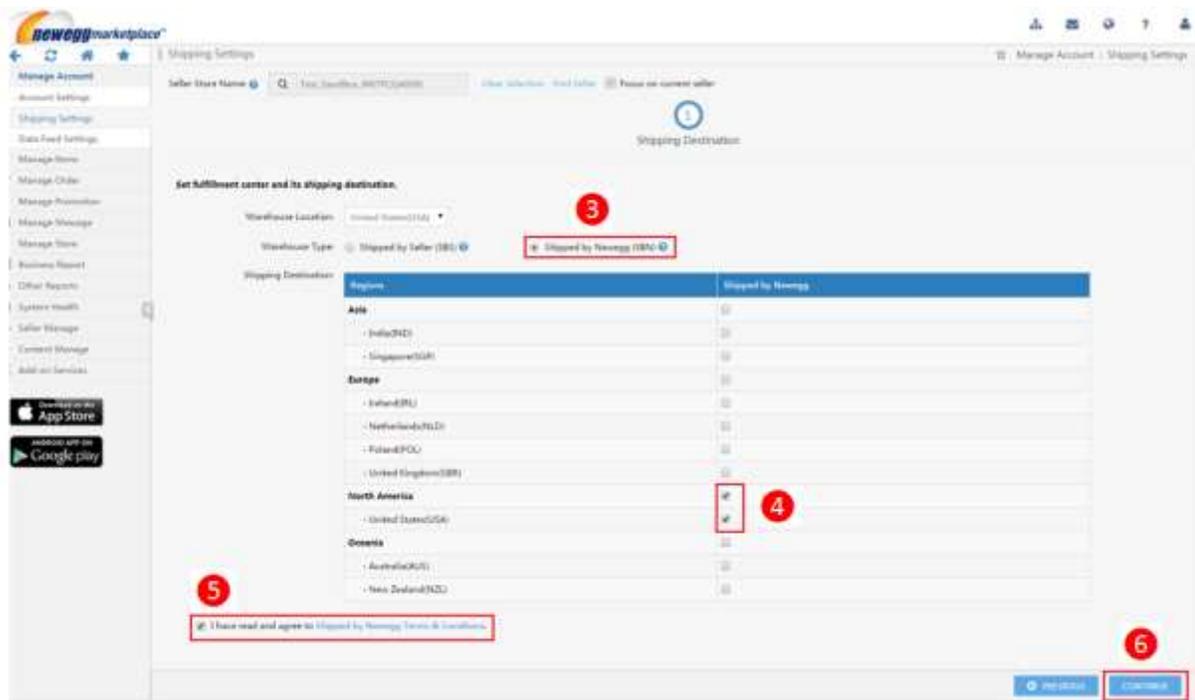
### Selecting inventory for SBN

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).

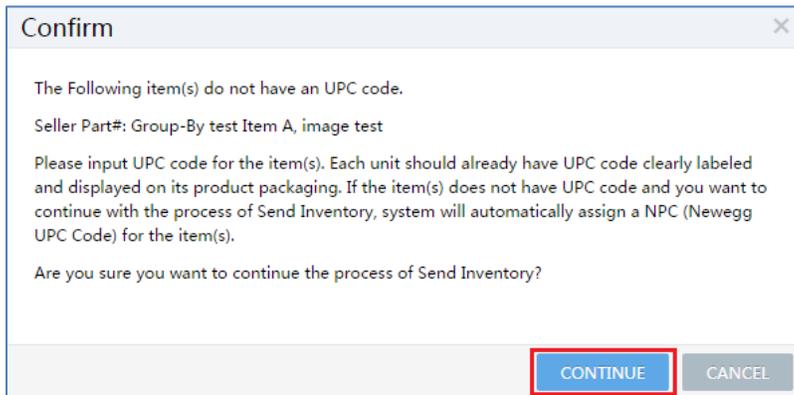
1. Adding shipping regions to SBN (SHIPPED BY NEWEGG) and agreeing to the Terms and Conditions. Under Manage Account select "(1) Shipping Settings" than click "(2) Add Fulfillment Center".



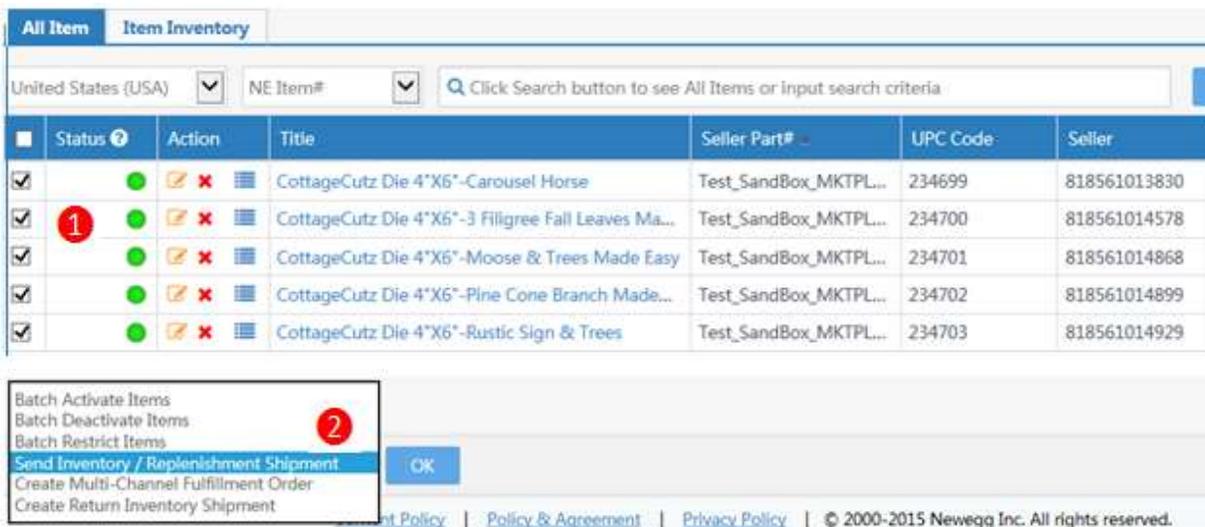
- 2 Select the "(3) Shipped by Newegg (SBN) check box and check the corresponding (4) shipping regions that you are shipping products to. (5) Review and acknowledge the Shipped by Newegg Terms & Conditions and Click (6) "Continue."



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.



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.



The screenshot shows the 'Item Inventory' page with a table of items. A red circle '1' highlights the first item in the table. Below the table, a dropdown menu is open, and a red circle '2' highlights the 'Send Inventory / Replenishment Shipment' option.

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

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## 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

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 It...	This is a Group-By ...	200
<input type="checkbox"/>	Group-By test L...	9SIA0062TT3677	Sony	Group-By test It...	This is a group-by ...	100
<input type="checkbox"/>	Test_ImageA006	9SIA0062T7670	DELL	AX51R2-1438BK	DELL Desktop PC ...	100

[DELETE ITEM\(S\)](#) [ADD ITEM\(S\)](#) [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.

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 It...	9SIA0062TT3679	Sony	Group-By test It...	This is a Group-By test...	200
<input type="checkbox"/>	Group-By test It...	9SIA0062TT3677	Sony	Group-By test It...	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.

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.

Shipment List (ISBN 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...	8372067	Send Inventory	Rowland Warehouse	2	300	Preparing		03/13/2015 13:41:00
Test_SandBox_MKTPLS...	8372076	Send Inventory	Rowland Bulk Item War...	1	1	Ready To Ship	Void	03/13/2015 13:41:00
Test_SandBox_MKTPLS...	8372075	Send Inventory	Rowland Warehouse	1	12	Preparing	Work on Shipment	03/13/2015 13:41:00
Test_SandBox_MKTPLS...	8386177	Send Inventory	NJ Small Warehouse	1	1	Void		03/13/2015 13:41:00

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.

Shipment Detail

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

1 Set Quantity    2 Label Packages    3 Shipping Info    4 Summary

Shipment Information

Shipment ID: 8372067    Ship From: Test\_SandBox\_MKTPLS(A000)    Ship To: 9907 Rowland Warehouse

Shipment Status: Preparing    10839 gale ave.    17708 Rowland St.

Create Date: 03/13/2015    Rowland, VA 20151    City of Industry, CA 91748

Last Edit: 03/13/2015

Set Quantity and Label Items

Please enter the quantity of each item listed below. Each unit should already have [UPC](#) or [EAN](#) 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.

Set	Seller Part	SKU/ISBN	Manufacturer	MP Part/ISBN	UPC/EAN	Website Short Title	Quantity	Labels Quantity	
<input type="checkbox"/>	Group-By text b...	90A002771679	Sony	Group-By text b...	411580000278	This is a Group-By text...	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="button" value="PRINT ITEM LABELS"/>
<input type="checkbox"/>	Group-By text b...	90A002771677	Sony	Group-By text b...	411580000008	This is a group-by text...	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="button" value="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:

Item: 9SIA0060NV3702  
Model: A012013031221629820



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.

# of Packages	Quantity	Seller Part#	SKU Item#	Manufacturer	SKU Part#/EBN	UPC/EAN
1	2	Group-By test Item B	852A0062T13175	Sony	Group-By test It...	431360000078
2	100	Group-By test Item A	852A0062T13177	Sony	Group-By test It...	431360000000

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).

**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: USPS ▼

- DHL
- FedEX
- Other
- UPS
- USPS**



- 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) ?

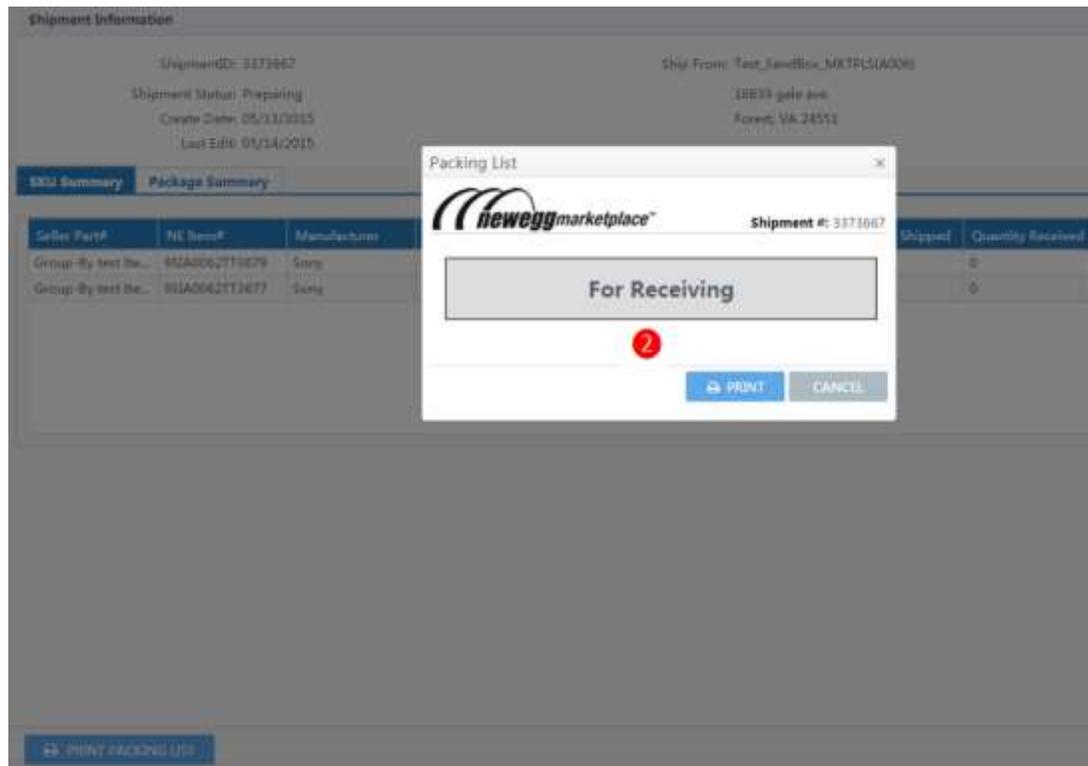
**2. Input Shipping Carrier**

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 print screen.
- 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.



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

Ship To: 17708 Rowland St.  
City of Industry CA 91745

Ship From: Test\_Sandbox\_A192\_US  
2486 Gale Ave  
City of Industry CA 91745

Shipment ID:  Delivery Method: test Ship Special Instruction

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	<span style="color: green;">✔</span> 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	<span style="color: green;">✔</span> Ready To Ship		05/14/2015 13:33:01
Test_SandBox_MKTPLS(...)	3373729	Send Inventory	NJ Small Warehouse	1	1	<span style="color: gray;">⊙</span> Preparing		02
Test_SandBox_MKTPLS(...)	3374537	Send Inventory	NJ Small Warehouse	2	14	<span style="color: gray;">⊙</span> Preparing		01
Test_SandBox_MKTPLS(...)	3374536	Send Inventory	Rowland Warehouse	2	6	<span style="color: gray;">⊙</span> Preparing		01
Test_SandBox_MKTPLS(...)	3372076	Send Inventory	Rowland Bulk Item War...	1	3	<span style="color: green;">✔</span> Ready To Ship		00

Seller	Shipment ID	Shipment Type	Ship To	Items	Units	Status	Action	Last Edit
Test_SandBox_MKTPLS(...)	3373667	Send Inventory	Rowland Warehouse	2	300	<span style="color: green;">✔</span> Shipped		05/14/2015 13:40:47



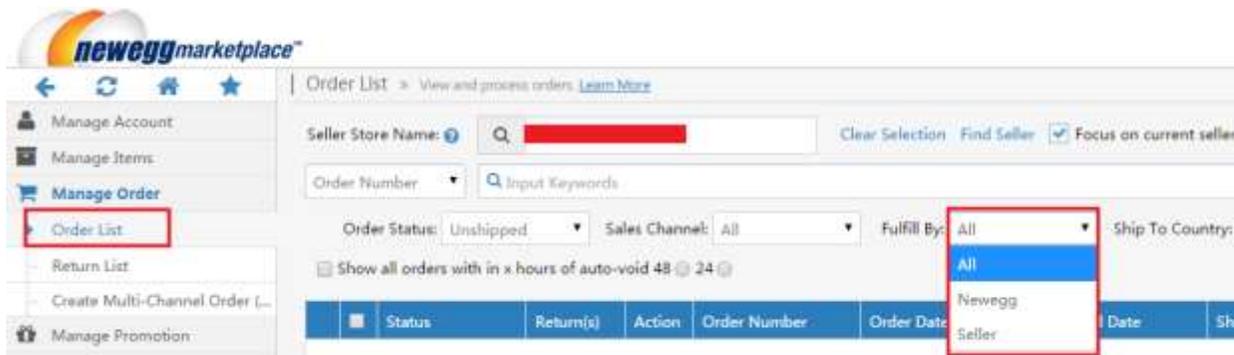
## Order Fulfillment

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.com
  - 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			111577169	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			235980417	05/14/2015 12:47:06	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg
Unshipped			234761301	05/14/2015 12:34:21	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg
Unshipped			185189999	05/14/2015 12:19:34	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg
Unshipped			230095524	05/14/2015 11:35:45	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			230089164	05/14/2015 10:13:32	N/A	Egg Saver (4-7 Days)	Newegg.com	Newegg

## Multi-Channel order fulfillment

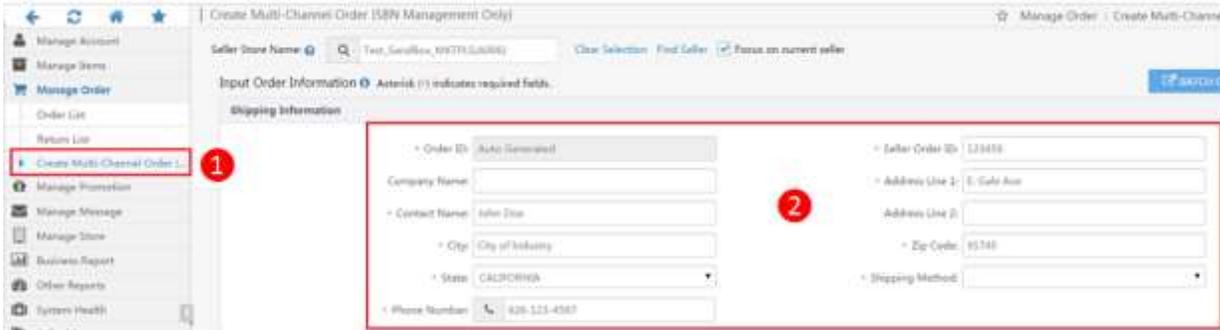
You can submit multi-channel order fulfillment requests to Newegg using:

- Manual order creation from Seller Portal.
- Batch requests using datafeed files upload from Seller Portal.

- Batch requests using API requests.

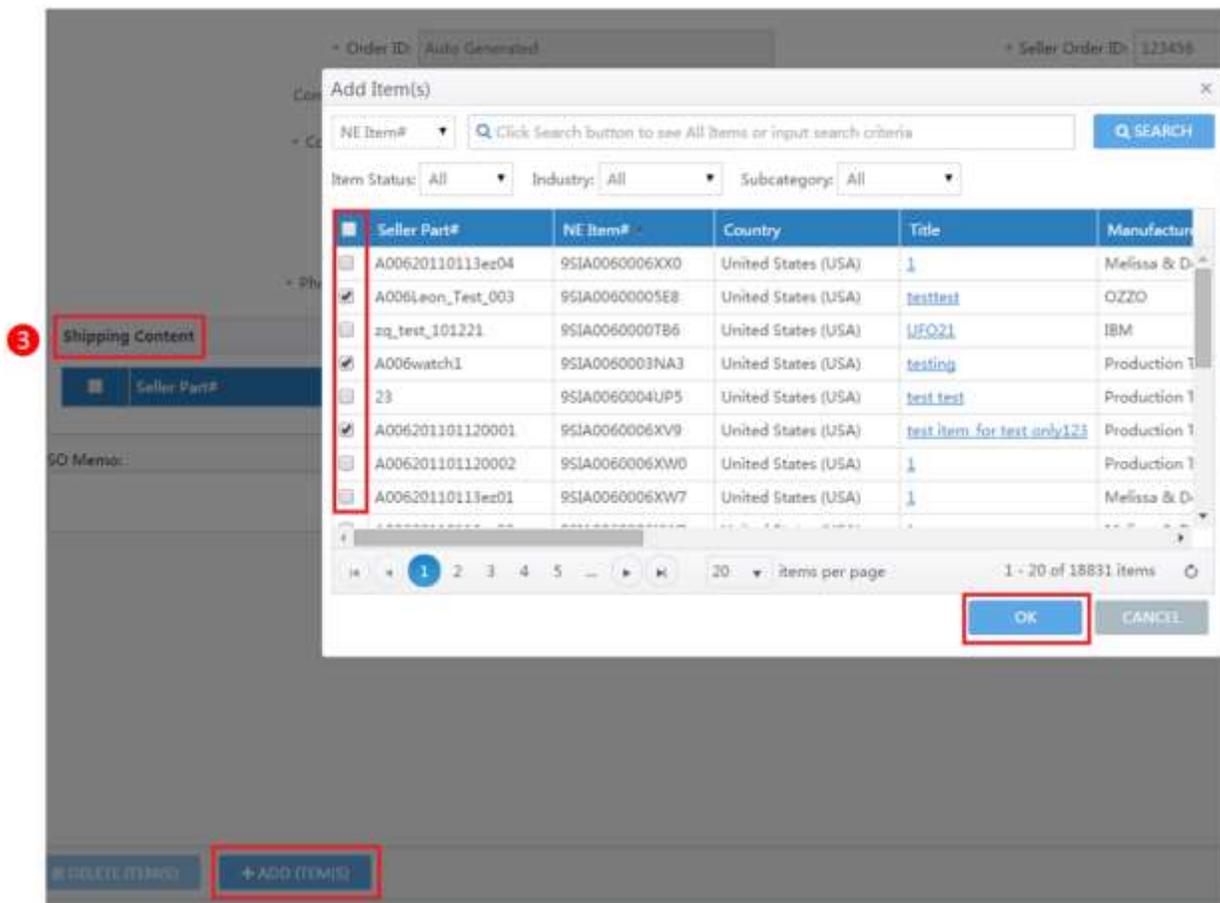
### Manual submit orders from Seller Portal

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.**



The screenshot shows the 'Create Multi-Channel Order' form. The 'Shipping Information' section is highlighted with a red box and a red circle '2'. The 'Create Multi-Channel Order' button in the sidebar is highlighted with a red box and a red circle '1'.

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.



The screenshot shows the 'Add Item(s)' dialog box. The 'Shipping Content' section in the background is highlighted with a red box and a red circle '3'. The 'Add Item(s)' dialog box shows a table of items with checkboxes. The 'OK' button is highlighted with a red box.

Item Status	Seller Part#	NE Item#	Country	Title	Manufacturer
<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	9SIA00600007B6	United States (USA)	WFO21	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...

- 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  
 Company Name:   
 Contact Name: John Doe  
 City: City of Industry  
 State: CALIFORNIA  
 Phone Number: 619-123-4567

Seller Order ID: 123456  
 Address Line 1: E. Gale Ave  
 Address Line 2:   
 Zip Code: 91745  
 Shipping Method: Standard Shipping (5-7 business days)

**Shipping Content**

Seller Part#	NE Part#	Manufacturer	SKU Part#/SBN	Inbound Qty	Fulfillable Qty	Order Qty
A001Lear_744_001	953A000000568	DEZCO	Lear_Ten_001	0	0	<input type="text"/>
A001wact1	953A000001941	Production Testing Manufacturer ONLY	wact1	0	0	<input type="text"/>
A0010110112001	953A000001659	Production Testing Manufacturer ONLY	20110112001	0	0	<input type="text"/>

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

DELETE ITEMS ADD ITEMS 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-Channel Order

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(.xlsx) DOWNLOAD FILE TEMPLATE

**Upload File:**  2 Choose

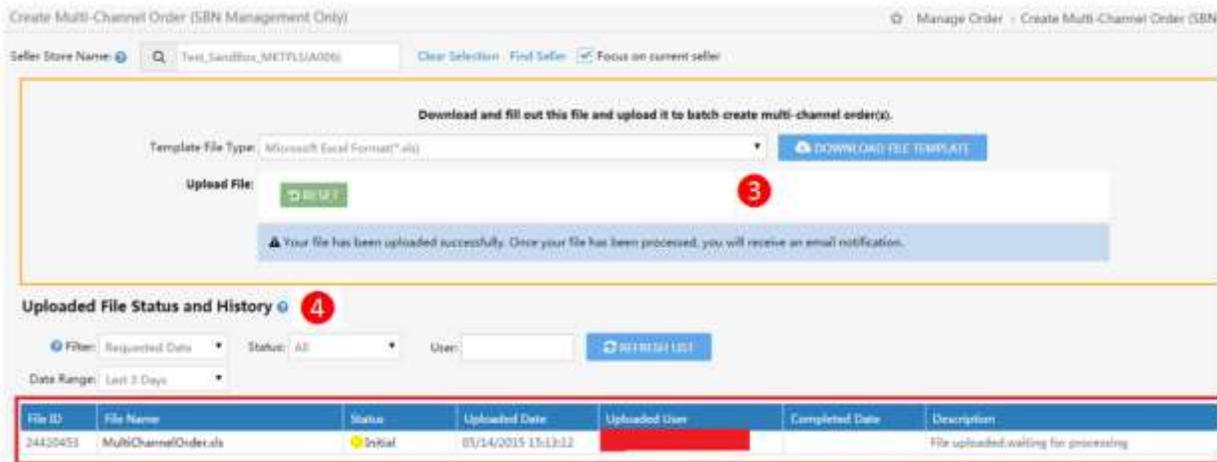
Upload progress:

UPLOAD

1

- 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.



### Batch requests using API requests

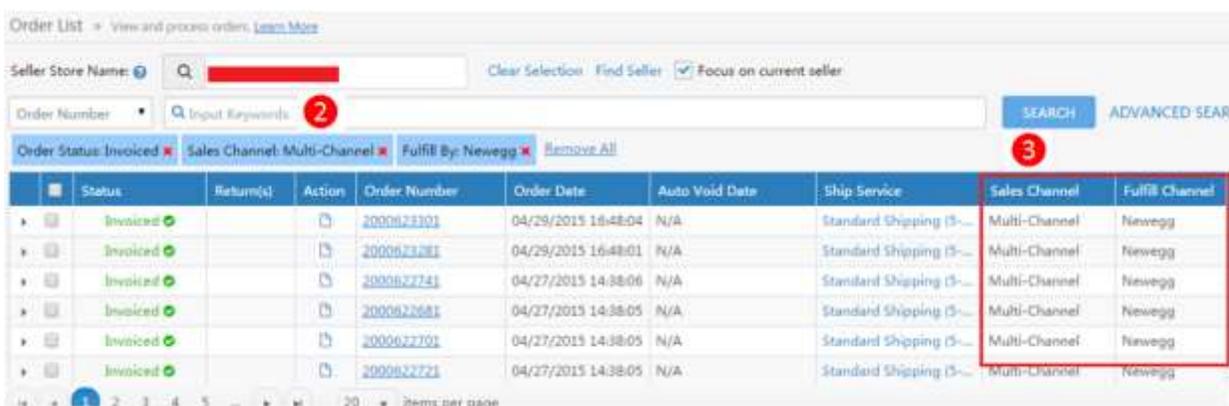
Reference our integration guide for more details

[https://sellerportal.newegg.com/Guideline/Newegg\\_Marketplace\\_API\\_DeveloperGuide.zip](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.



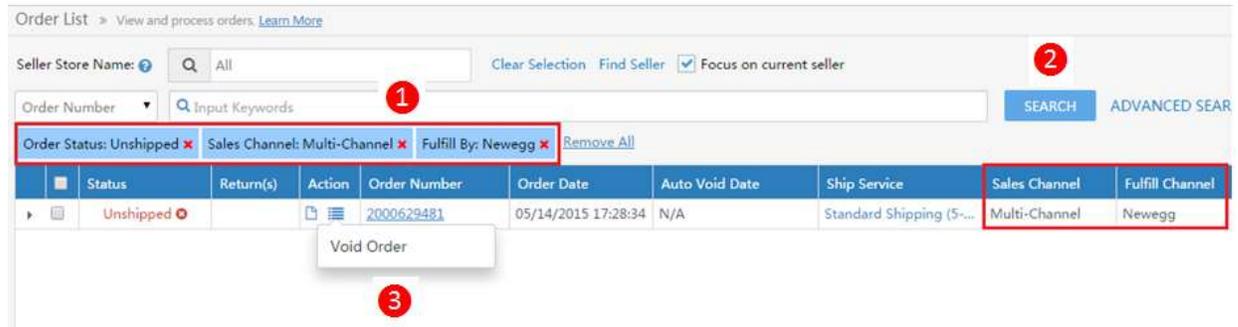
### Void multi-channel orders

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

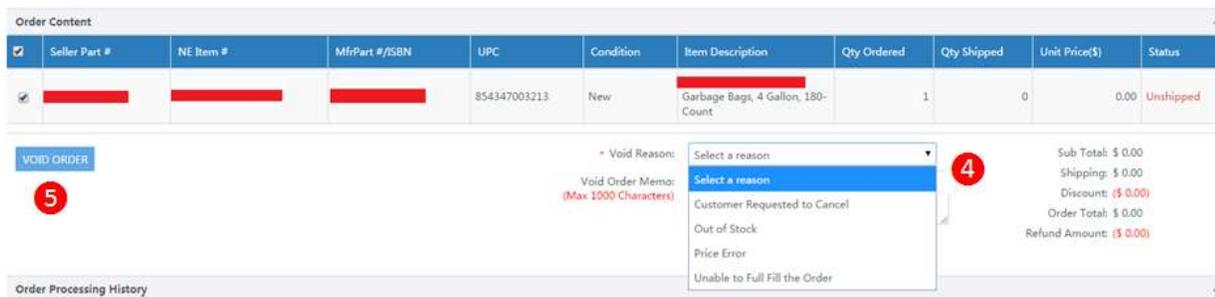
- Go to Seller Portal then open Manage Order > Order List.
- You can use the search filters under Advanced to locate the Multi-Channel orders and related status:
  - Sales Channel: Non-Newegg



- 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.**



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.



## 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](mailto:datafeeds@newegg.com)

For general questions, please reach out to your Category Manager or email us at [marketplacesupport@newegg.com](mailto:marketplacesupport@newegg.com)

## Appendix: Labeling and packing instruction

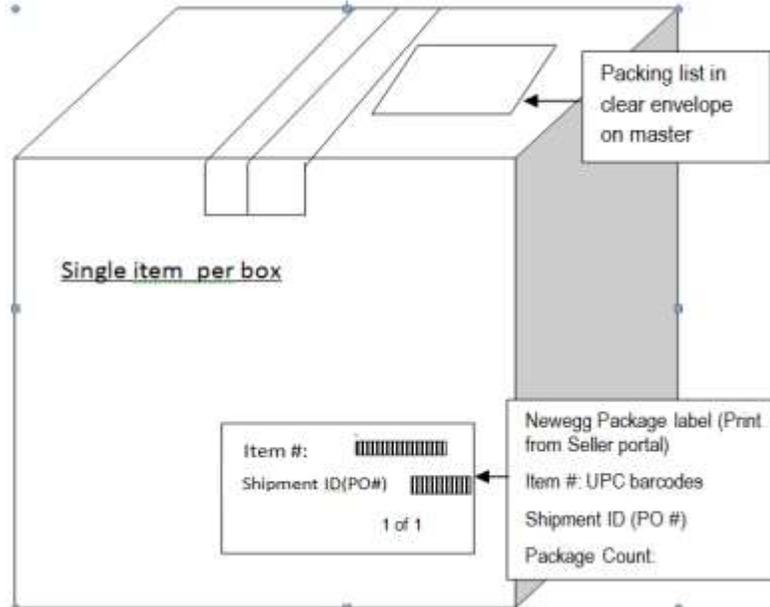
The following information shows the correct labeling and packing instruction for:

- [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.

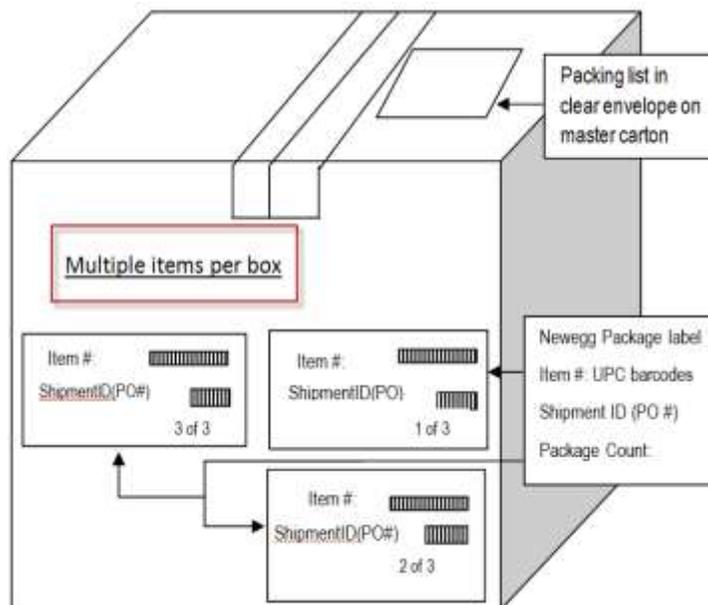


### 3. Multiple items packed in a box

- 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.

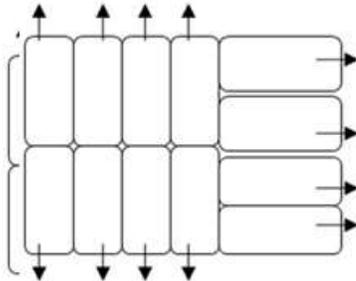


4. **Multiple box shipment.** Where there are multiple boxed per shipment, please create master labels (seller portal does not support) with shipment ID and sequential number of each box. Ex. Box 1 of 3, 2 of 3, and so on.

5. **Shipment in pallet**

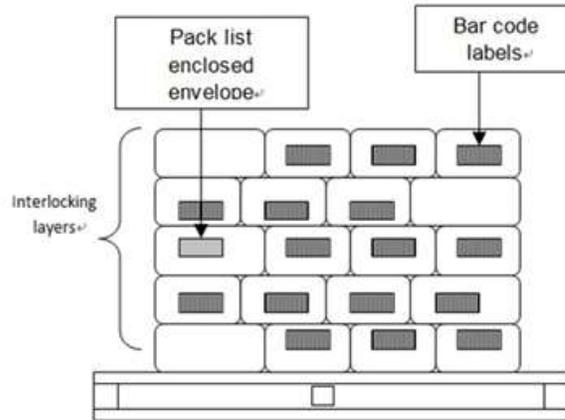
- a. All boxes in a pallet need a Newegg package labels
- b. All Newegg package labels need to be facing outward.
- c. Each pallet must have an envelope enclosing packing list
- d. Create a Master Label and stick on each pallet that including shipment ID. Please note: Boxes from the same shipment ID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

## Top View



All serial or UPC barcode labels facing outward

## Side View



Merchandise is not overhanging edge of pallet and is protected by the pallet.



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