newegg™
MARKETPLACE

Integration Guide

Version 5.3
6/25/2015

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Document Version History

Version 5.4
- Section 9.3 updated with warning

Version 5.3
- Section numbers added back

Version 5.2
- Reformatted
- Title renamed from “quick start integration guide” to “Integration Guide”
- Getting Started section removed
- Seller Portal section removed
- Data Feed Types & Formats removed
- Data field definitions moved to Appendix
- All sections updated with brief step-by-step instructions
- Batch Update Price section added

Version 5.1
- Section 13.6.6 updated for Processing Result File.
- New Index section.
- “Batch Upload Inventory” updated to “Batch Update Inventory”.
- Website Short and Long title definition updated.
- Selling price, MSRP, MAP price definition updated.
- Home/Summary page updated.

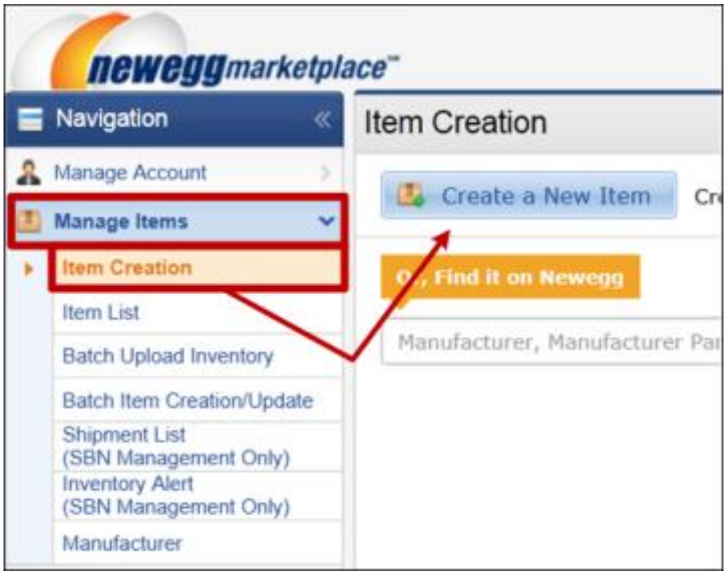
Version 5
- Integration Guide reformatted.
- Screenshots updated.
- Getting Started – Sell on Newegg.
- Seller Portal – Quick Reference.
- Data Fields – Definitions.

1. Create Items with Seller Portal

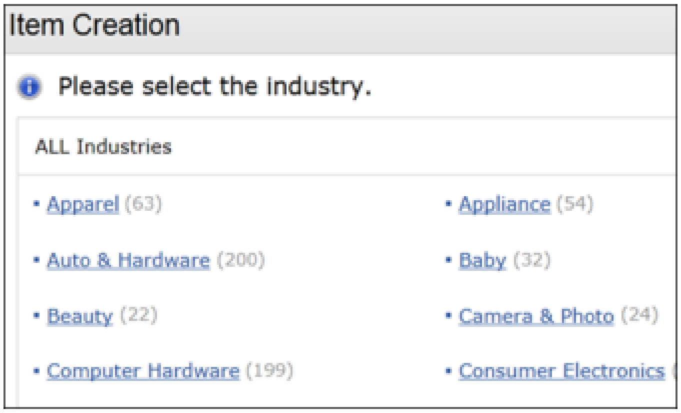
You can create and update items directly into our web-based Seller Portal.

1.1. Create a New Item

1. [Logon to Seller Portal]()
2. From the Navigation panel
   a. Click Manage Items
   b. Click Item Creation
3. Click the **Create a New Item** button


neweggmarketplace™
Navigation
Manage Account
Manage Items
Item Creation
Item List
Batch Upload Inventory
Batch Item Creation/Update
Shipment List (SBN Management Only)
Inventory Alert (SBN Management Only)
Manufacturer
Item Creation
Create a New Item
Cr
Find it on Newegg
Manufacturer, Manufacturer Pa

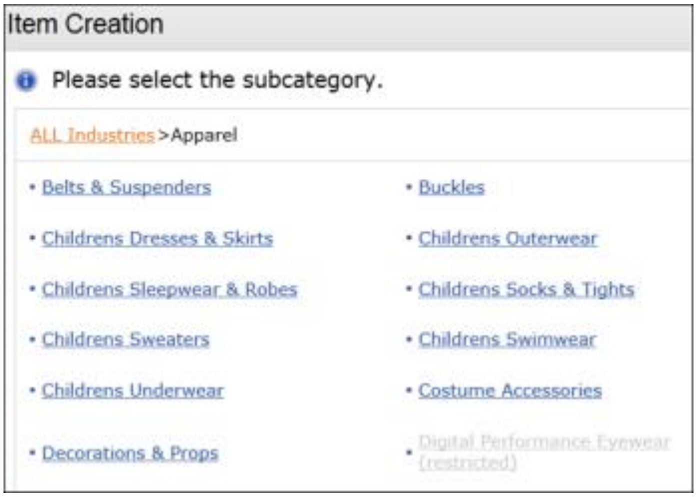
4. Select the industry


Item Creation

Please select the industry.

ALL Industries
Apparel (63)
Appliance (54)
Auto & Hardware (200)
Baby (32)
Beauty (22)
Camera & Photo (24)
Computer Hardware (199)
Consumer Electronics

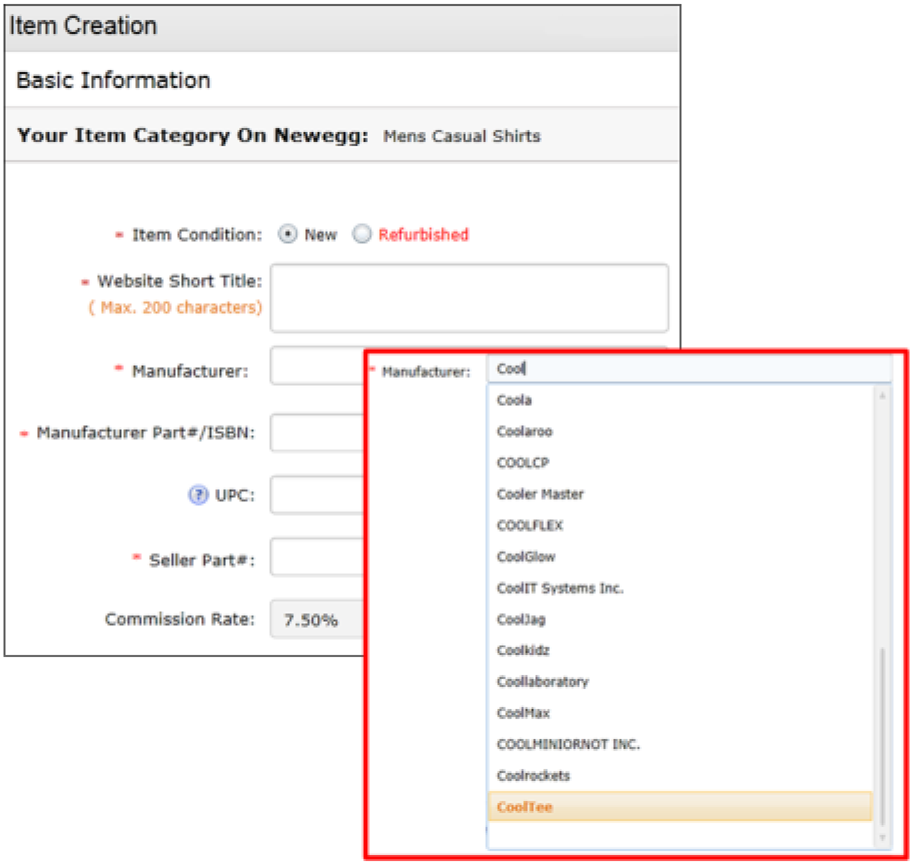
5. Select the subcategory


Item Creation

Please select the subcategory.

ALL Industries >Apparel
Belts & Suspenders
Buckles
Childrens Dresses & Skirts
Childrens Outerwear
Childrens Sleepwear & Robes
Childrens Socks & Tights
Childrens Sweaters
Childrens Swimwear
Childrens Underwear
Costume Accessories
Decorations & Props
Digital Performance Eyewear (restricted)

6. Fill out Basic Information



Item Creation

Basic Information

Your Item Category On Newegg: Mens Casual Shirts

* Item Condition: ● New ○ Refurbished

* Website Short Title: (Max. 200 characters)

* Manufacturer:

* Manufacturer Part#/ISBN:

UPC:

* Seller Part#:

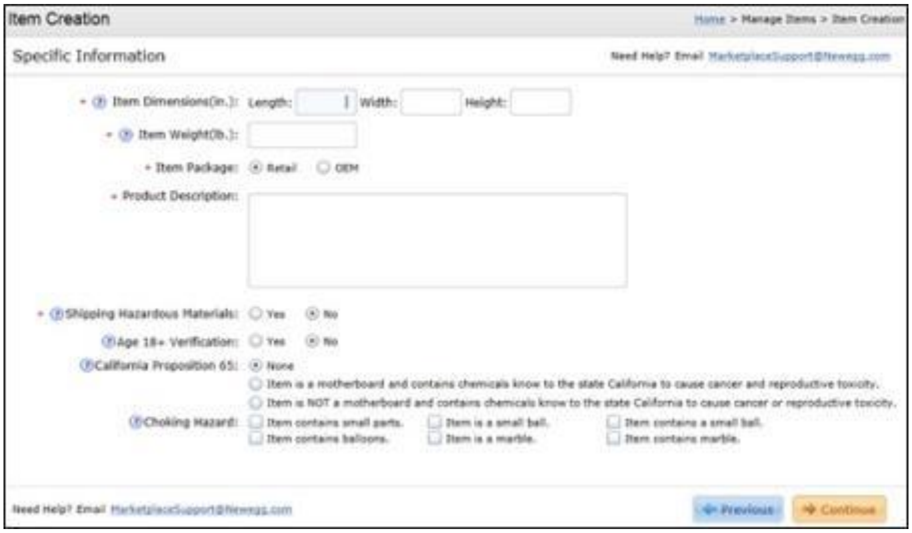
Commission Rate: 7.50%

* Manufacturer: Cool

Coola
Coolaroo
COOLCP
Cooler Master
COOLFLEX
CoolGlow
CoolIT Systems Inc.
CoolJag
Coolkidz
Coollaboratory
CoolMax
COOLMINIORNOT INC.
Coolrockets
CoolTee

The manufacturer field will also begin to autocomplete once you start to type; you must select one of the given values from the drop-down menu.

7. Fill out Specific Information



Item Creation

Home > Manage Items > Item Creation

Specific Information

Need Help? Email MarketplaceSupport@Newegg.com

* Item Dimensions(in.): Length: Width: Height:

* Item Weight(lb.):

* Item Package: ● Retail ○ OEM

* Product Description:

* Shipping Hazardous Materials: ○ Yes ● No

Age 18+ Verification: ○ Yes ● No

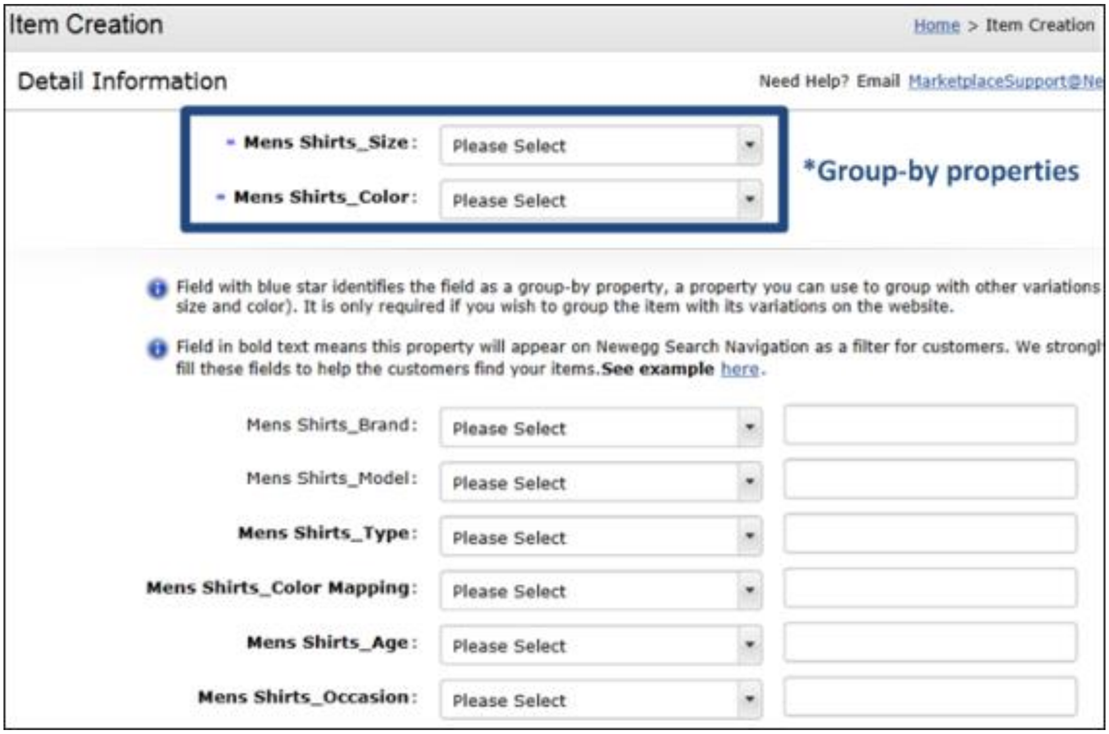
California Proposition 65: ● None
○ Item is a motherboard and contains chemicals know to the state California to cause cancer and reproductive toxicity.
○ Item is NOT a motherboard and contains chemicals know to the state California to cause cancer or reproductive toxicity.

Choking Hazard: ☐ Item contains small parts. ☐ Item is a small ball. ☐ Item contains a small ball.
☐ Item contains balloons. ☐ Item is a marble. ☐ Item contains marble.

Need Help? Email MarketplaceSupport@Newegg.com

Previous
Continue

8. Fill out Detail Information



Item Creation

Home > Item Creation

Detail Information

Need Help? Email MarketplaceSupport@Ne

* Mens Shirts_Size: Please Select

* Mens Shirts_Color: Please Select

*Group-by properties

Field with blue star identifies the field as a group-by property, a property you can use to group with other variations size and color). It is only required if you wish to group the item with its variations on the website.

Field in bold text means this property will appear on Newegg Search Navigation as a filter for customers. We strongl fill these fields to help the customers find your items. **See example** here.

Mens Shirts_Brand: Please Select

Mens Shirts_Model: Please Select

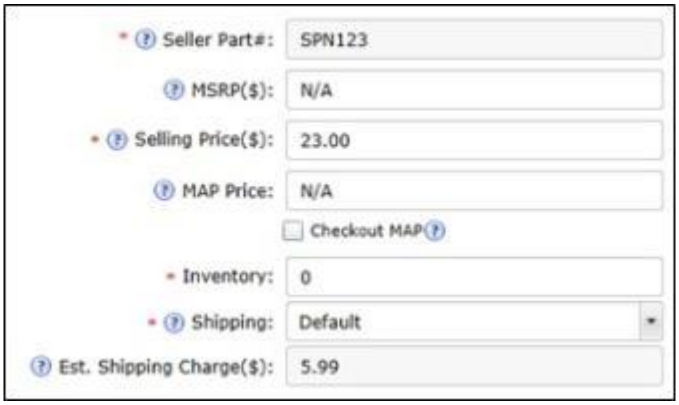
Mens Shirts_Type: Please Select

Mens Shirts_Color Mapping: Please Select

Mens Shirts_Age: Please Select

Mens Shirts_Occasion: Please Select

9. Input Price, Inventory, and Shipping



* Seller Part#: SPN123

MSRP($): N/A

* Selling Price($): 23.00

MAP Price: N/A

☐ Checkout MAP

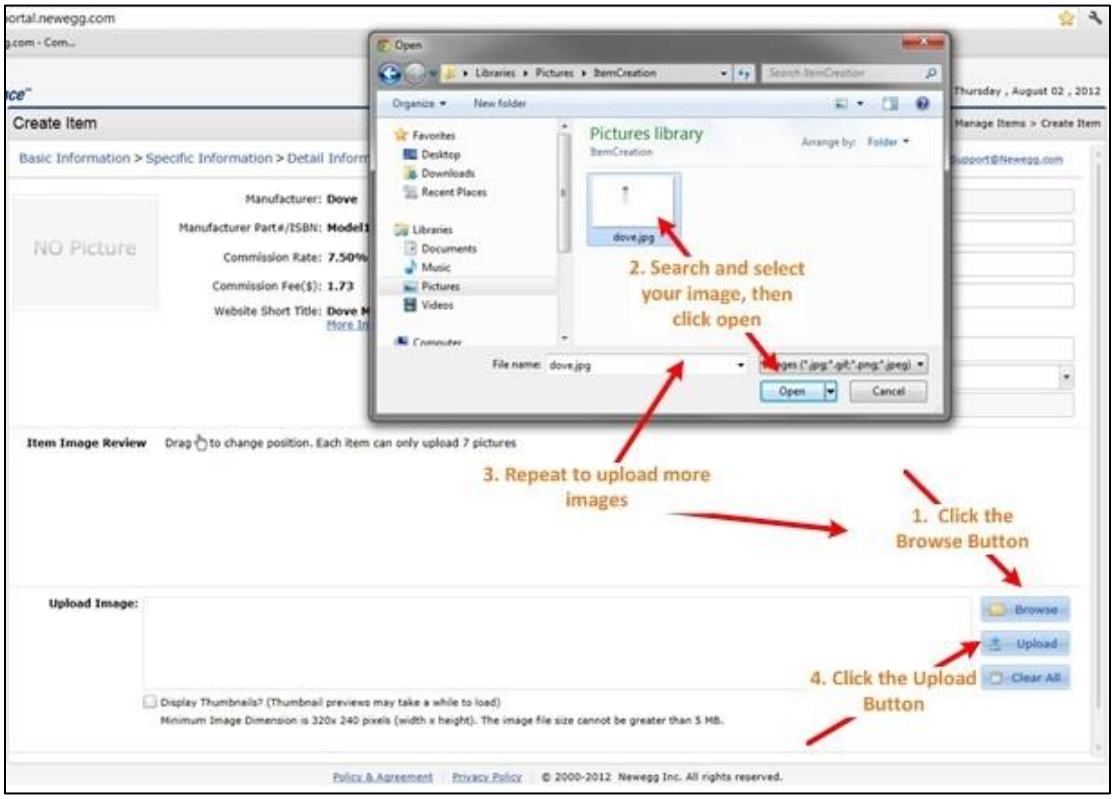
* Inventory: 0

* Shipping: Default

Est. Shipping Charge($): 5.99

10. Upload Images (see Figure below)

1. Click the Browse button
2. Pop-up window will appear
3. Search and select your image
4. Click the Open button
5. Repeat steps 1-5 to upload more images
6. Click the Upload button


ortal.newegg.com
.com - Com...
Create Item
Basic Information > Specific Information > Detail Inform
NO Picture
Open
Libraries ▸ Pictures ▸ ItemCreation
Search ItemCreation
Organize ▾
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Pictures library
ItemCreation
Arrange by: Folder ▾
dove.jpg
Open
Cancel
Thursday , August 02 , 2012
Manage Items > Create Item
Support@Newegg.com
Browse
Upload
Clear All
Policy & Agreement
Privacy Policy

Manufacturer: **Dove**

Manufacturer Part#/ISBN: **Model1**

Commission Rate: **7.50%**

Commission Fee($): **1.73**

Website Short Title: **Dove M**

More In

File name: dove.jpg

Images (*.jpg;*.gif;*.png;*.jpeg)

Item Image Review Drag to change position. Each item can only upload 7 pictures

Upload Image:

☐ Display Thumbnails? (Thumbnail previews may take a while to load)

Minimum Image Dimension is 320x 240 pixels (width x height). The image file size cannot be greater than 5 MB.

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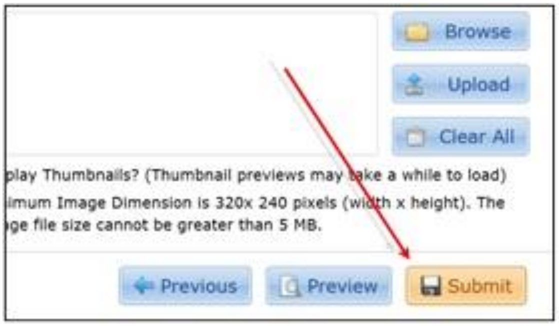
1. Click the Browse Button

2. Search and select your image, then click open

3. Repeat to upload more images

4. Click the Upload Button

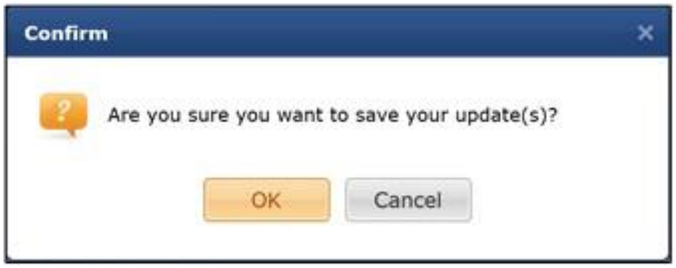
11. Click on Submit button


Browse
Upload
Clear All
Previous
Preview
Submit

play Thumbnails? (Thumbnail previews may take a while to load)

imum Image Dimension is 320x 240 pixels (width x height). The ge file size cannot be greater than 5 MB.

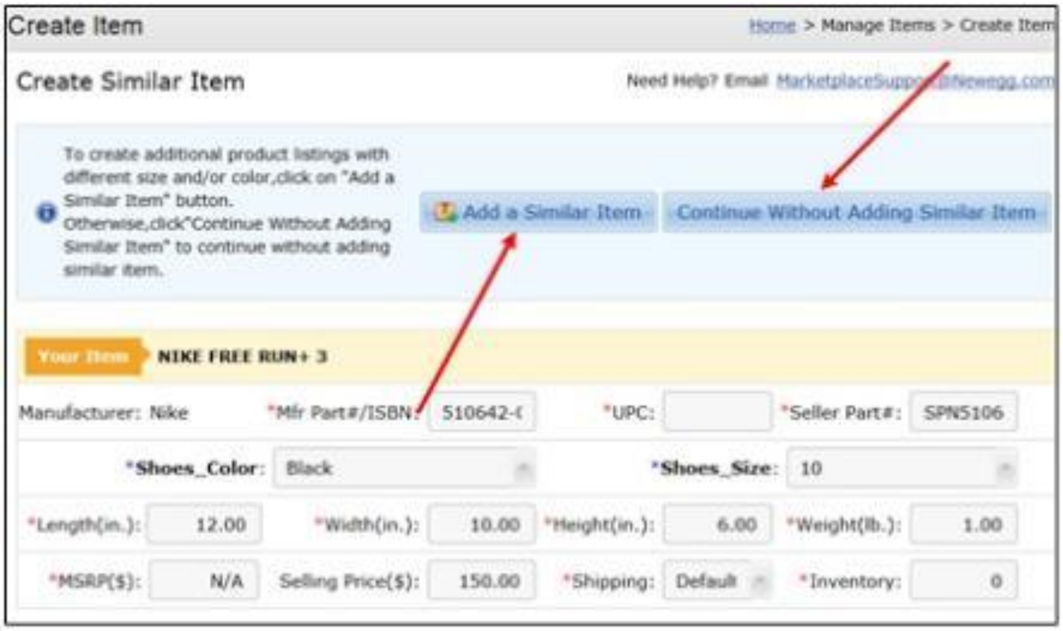
12. Click OK to Confirm update(s)


Confirm
×
OK
Cancel

Are you sure you want to save your update(s)?

Item will NOT be saved until you reach the very last step. Follow instructions all the way through below.

13. Add a Similar Item Option



Create Item

Home > Manage Items > Create Item

Create Similar Item

Need Help? Email MarketplaceSupp[illegible]Newegg.com

To create additional product listings with different size and/or color,click on "Add a Similar Item" button. Otherwise,click"Continue Without Adding Similar Item" to continue without adding similar item.

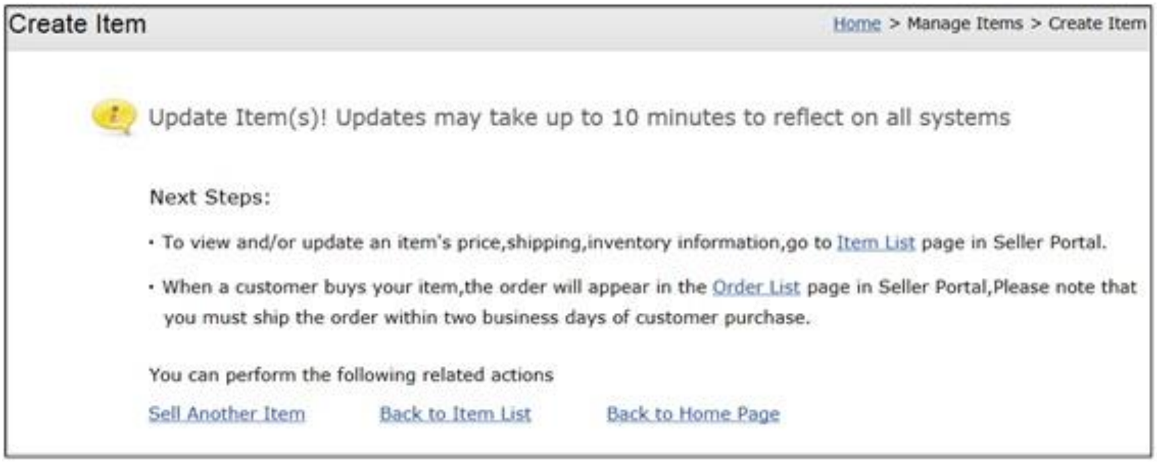
Your Item NIKE FREE RUN+ 3

Manufacturer:	Nike	*Mfr Part#/ISBN:	510642-	*UPC:		*Seller Part#:	SPN5106
*Shoes_Color:	Black			*Shoes_Size:	10		
*Length(in.):	12.00	*Width(in.):	10.00	*Height(in.):	6.00	*Weight(lb.):	1.00
*MSRP($):	N/A	Selling Price($):	150.00	*Shipping:	Default	*Inventory:	0

Depending on the subcategory, Create Similar Item option may not be available.

14. Final Step

You will receive the following confirmation page once the item has been successfully submitted.



Create Item

Home > Manage Items > Create Item

Update Item(s)! Updates may take up to 10 minutes to reflect on all systems

Next Steps:

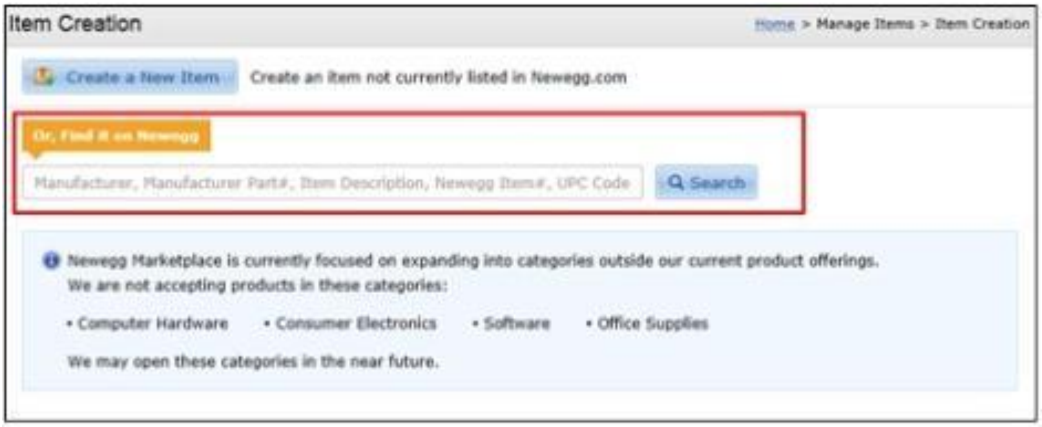
- To view and/or update an item's price,shipping,inventory information,go to Item List page in Seller Portal.
- When a customer buys your item,the order will appear in the Order List page in Seller Portal,Please note that you must ship the order within two business days of customer purchase.

You can perform the following related actions

1.2.Or, Find it on Newegg

Quickly sell the same item that already exist on Newegg!

1. Logon to Seller Portal
2. From the **Navigation** panel
   a. Click Manage Items
   b. Click Item Creation
3. Find it on Newegg


Item Creation
Home > Manage Items > Item Creation
Create a New Item
Or, Find it on Newegg
Manufacturer, Manufacturer Part#, Item Description, Newegg Item#, UPC Code
Search

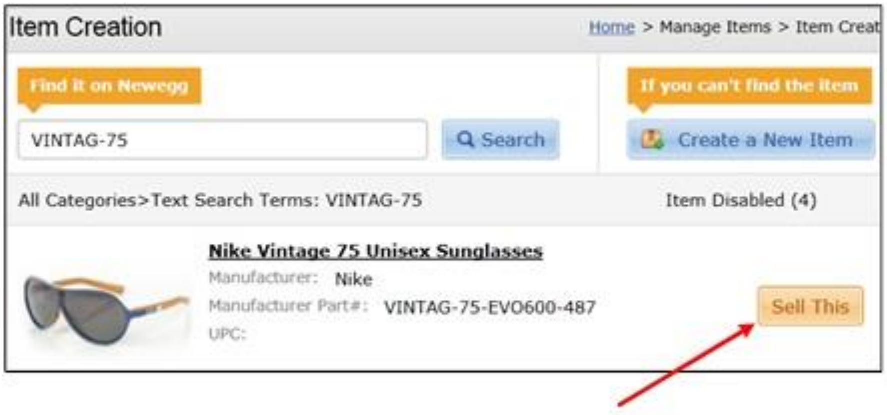
Create an item not currently listed in Newegg.com

Newegg Marketplace is currently focused on expanding into categories outside our current product offerings.
We are not accepting products in these categories:

- Computer Hardware
- Consumer Electronics
- Software
- Office Supplies

We may open these categories in the near future.

4. Click the **SellThis** button


Item Creation
Home > Manage Items > Item Creat
Find it on Newegg
Search
If you can't find the item
Create a New Item
Sell This

VINTAG-75

All Categories>Text Search Terms: VINTAG-75

Item Disabled (4)

Nike Vintage 75 Unisex Sunglasses

Manufacturer: Nike

Manufacturer Part#: VINTAG-75-EVO600-487

UPC:

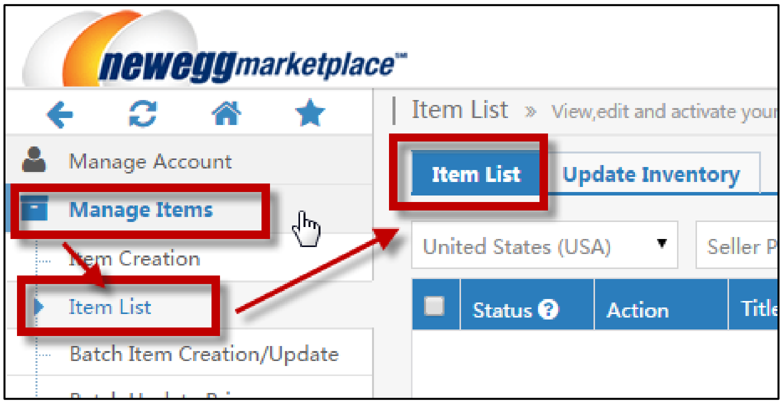
5. See Fill out Detail Information section to continue steps.

2. Manage Items with Seller Portal

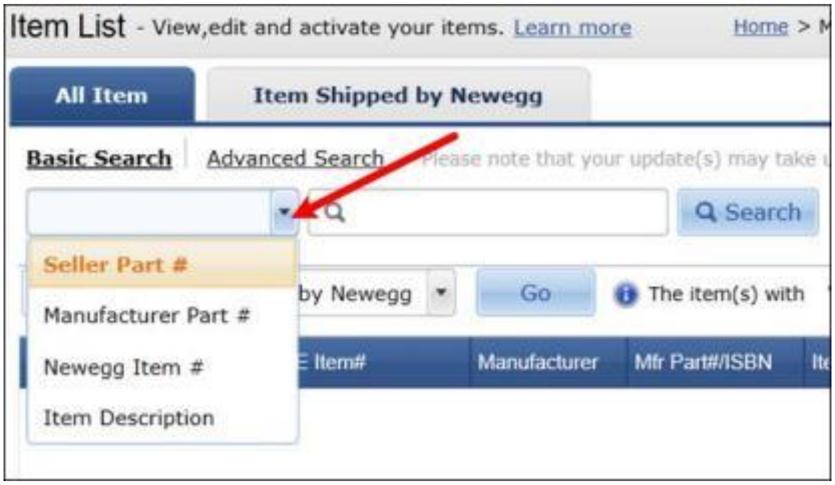
2.1.View Item List

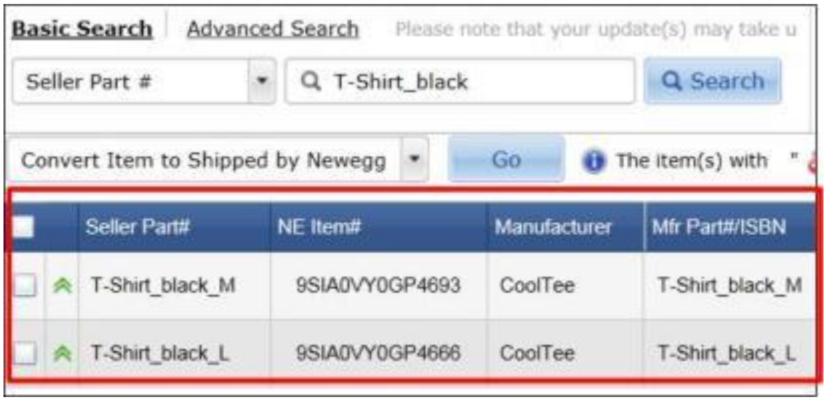
The Item List page is where you can view all the items that you currently have on your Newegg account. The page also allows you to edit, activate/deactivate, and delete your item from your account.

1. Logon to Seller Portal
2. From the Navigation panel
    a. Click **Manage Items**
    b. Click **Item List**
3. Select the **Item List** tab (default)


neweggmarketplace℠
Item List » View,edit and activate your
Manage Account
Manage Items
Item Creation
Item List
Batch Item Creation/Update
Item List
Update Inventory
United States (USA)
Seller P
Status
Action
Title

4. Search for item(s) by:
    a. Seller Part #
    b. Manufacturer Part #
    c. Newegg Item #
    d. Item Description (title)

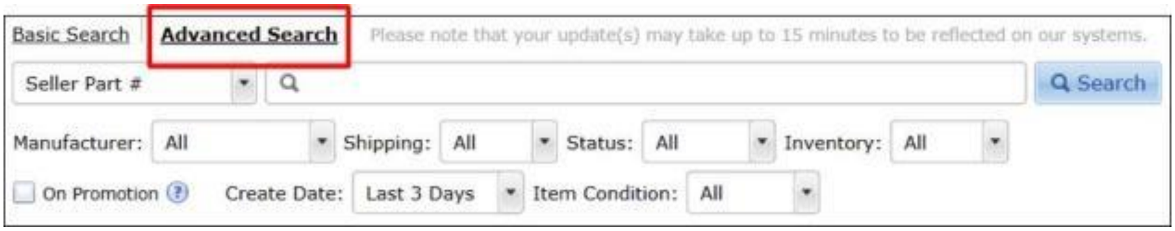

Item List - View,edit and activate your items. Learn more
Home > M
All Item
Item Shipped by Newegg
Basic Search
Advanced Search
Please note that your update(s) may take
Search
Seller Part #
Manufacturer Part #
Newegg Item #
Item Description
by Newegg
Go
The item(s) with
Item#
Manufacturer
Mfr Part#/ISBN


Basic Search
Advanced Search
Please note that your update(s) may take u
Search
Convert Item to Shipped by Newegg
Go
The item(s) with

Seller Part # T-Shirt_black

☐	Seller Part#	NE Item#	Manufacturer	Mfr Part#/ISBN
☐	T-Shirt_black_M	9SIA0VY0GP4693	CoolTee	T-Shirt_black_M
☐	T-Shirt_black_L	9SIA0VY0GP4666	CoolTee	T-Shirt_black_L

The Advanced Search option will allow you to filter your search results with different attributes.



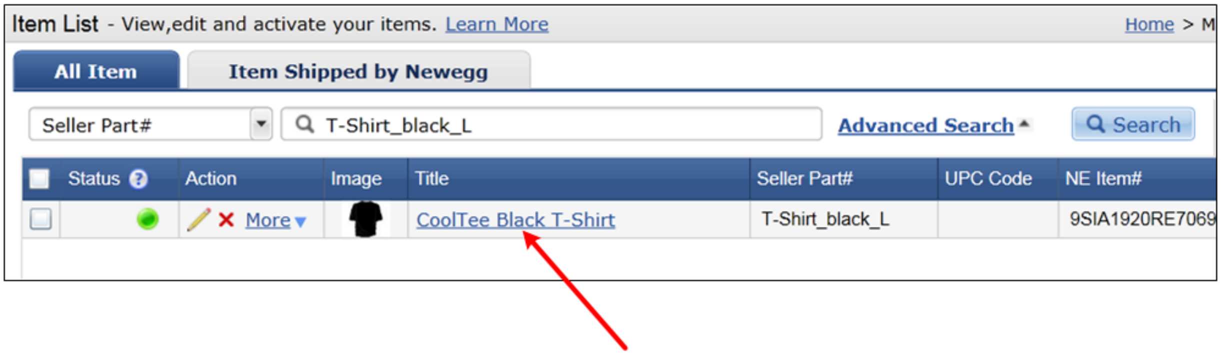
Please note that your update(s) may take up to 15 minutes to be reflected on our systems.

Seller Part #

Manufacturer: All Shipping: All Status: All Inventory: All

☐ On Promotion Create Date: Last 3 Days Item Condition: All

To view the item's product page listing, click on the clickable product title. *Only active items can be viewed.*



Item List - View,edit and activate your items. Learn More

Seller Part# T-Shirt_black_L

☐	Status	Action	Image	Title	Seller Part#	UPC Code	NE Item#
☐	●	✕ More		CoolTee Black T-Shirt	T-Shirt_black_L		9SIA1920RE7069

2.2.Add Variation Items

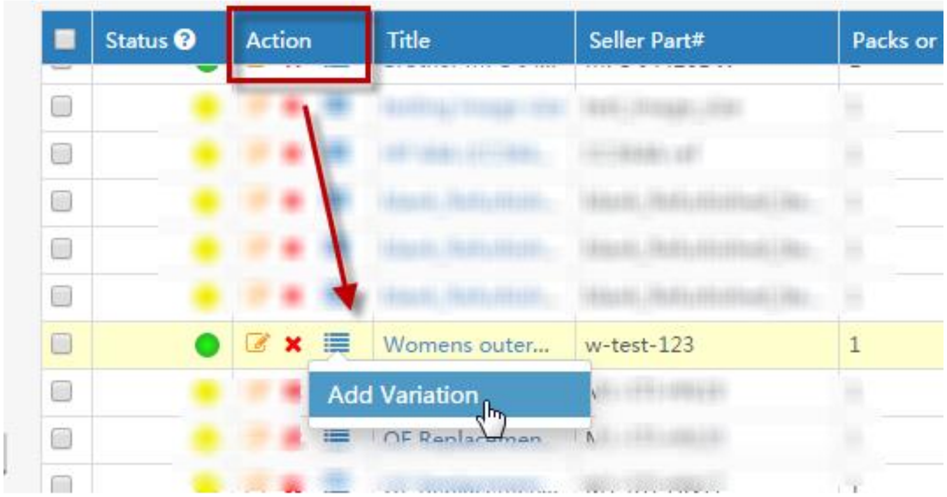
One variation from the group of items must exist before other variants can be added. See "Create a New Item" in this guide for further instructions.

1. Go look up item from Manage Items>Item List

2. Under the Action column

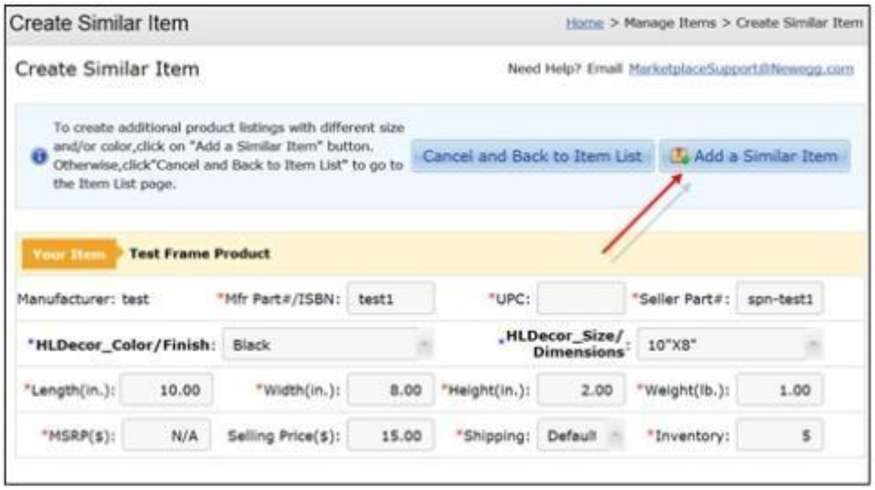
   a. Hover cursor over the ☰ icon

   b. click "**Add Variation**"


Status
Action
Title
Seller Part#
Packs or
Womens outer...
w-test-123
1
Add Variation
OF Replacemen

Depending on the subcategory, Add Variation option may not be available.

3. Click **Add a Similar Item** button

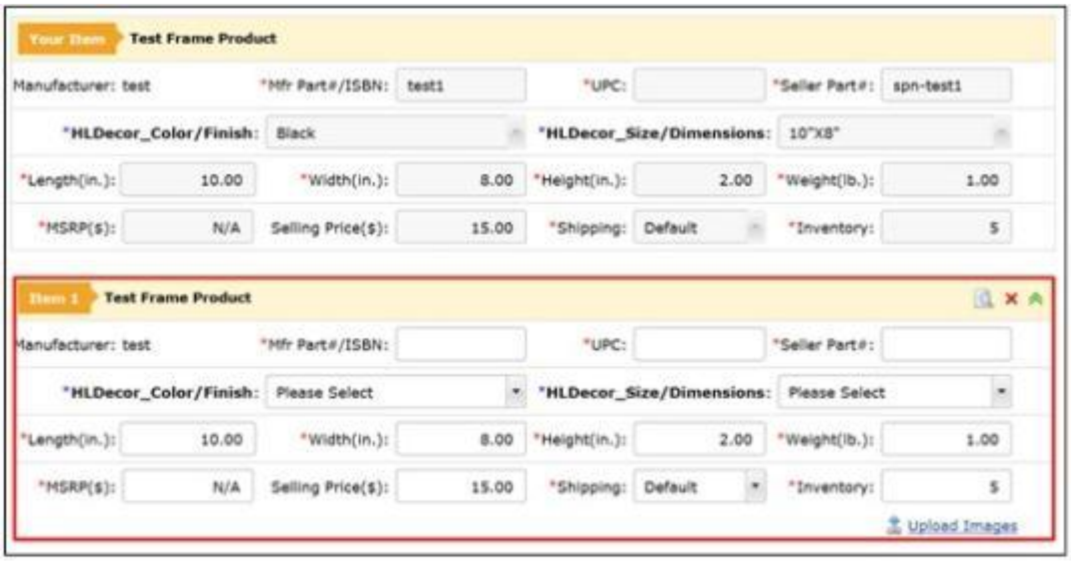

Create Similar Item
Home > Manage Items > Create Similar Item
Create Similar Item
Need Help? Email MarketplaceSupport@Newegg.com
Cancel and Back to Item List
Add a Similar Item
Your Item

To create additional product listings with different size and/or color,click on "Add a Similar Item" button. Otherwise,click"Cancel and Back to Item List" to go to the Item List page.

Test Frame Product

Manufacturer: test		*Mfr Part#/ISBN:	test1	*UPC:		*Seller Part#:	spn-test1
*HLDecor_Color/Finish:	Black			*HLDecor_Size/ Dimensions:	10"X8"		
*Length(in.):	10.00	*Width(in.):	8.00	*Height(in.):	2.00	*Weight(lb.):	1.00
*MSRP($):	N/A	Selling Price($):	15.00	*Shipping:	Default	*Inventory:	5

4. Enter Similar Item's Information



Your Item Test Frame Product

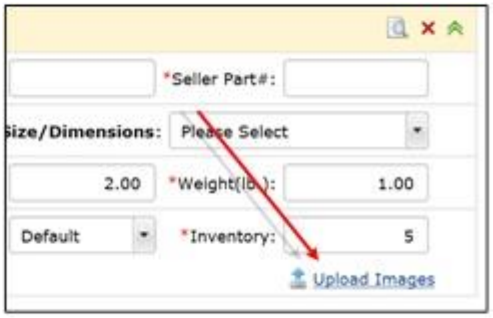
Manufacturer: test
*Mfr Part#/ISBN: test1
*UPC:
*Seller Part#: spn-test1
*HLDecor_Color/Finish: Black
*HLDecor_Size/Dimensions: 10"X8"
*Length(in.): 10.00
*Width(in.): 8.00
*Height(in.): 2.00
*Weight(lb.): 1.00
*MSRP($): N/A
Selling Price($): 15.00
*Shipping: Default
*Inventory: 5

Item 1 Test Frame Product

Manufacturer: test
*Mfr Part#/ISBN:
*UPC:
*Seller Part#:
*HLDecor_Color/Finish: Please Select
*HLDecor_Size/Dimensions: Please Select
*Length(in.): 10.00
*Width(in.): 8.00
*Height(in.): 2.00
*Weight(lb.): 1.00
*MSRP($): N/A
Selling Price($): 15.00
*Shipping: Default
*Inventory: 5

Upload Images

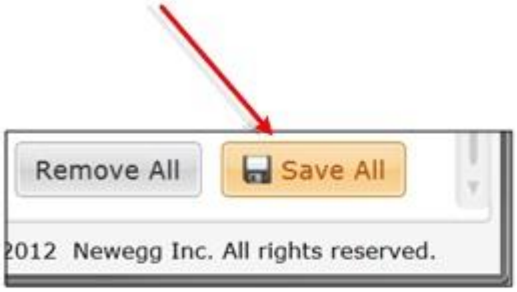
5. Upload Images for Similar Item



*Seller Part#:
ize/Dimensions: Please Select
2.00
*Weight(lb.): 1.00
Default
*Inventory: 5

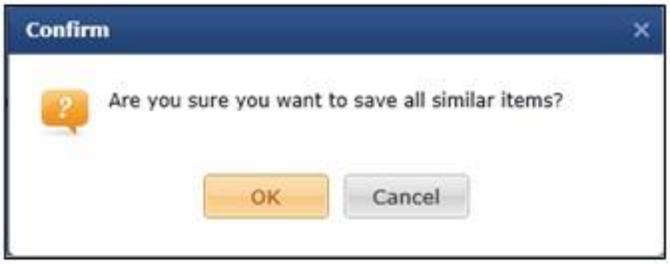
Upload Images

6. Click on the **Save All** button



Remove All
Save All
2012 Newegg Inc. All rights reserved.

7. Confirm Similar Item Creation

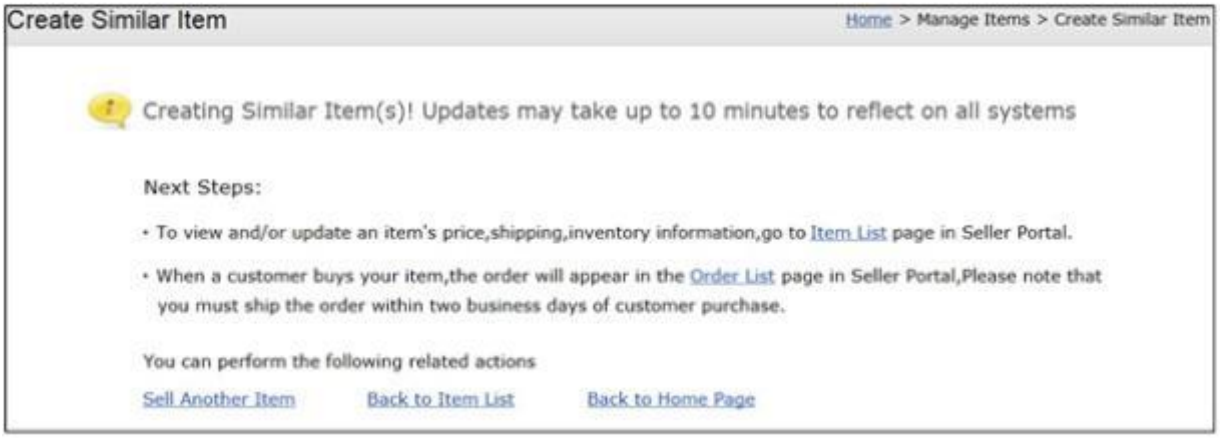


Confirm

Are you sure you want to save all similar items?

8. Final Step

You will receive the following confirmation page once the item(s) has been successfully submitted.



Create Similar Item

Home > Manage Items > Create Similar Item

Creating Similar Item(s)! Updates may take up to 10 minutes to reflect on all systems

Next Steps:

- To view and/or update an item's price,shipping,inventory information,go to Item List page in Seller Portal.
- When a customer buys your item,the order will appear in the Order List page in Seller Portal,Please note that you must ship the order within two business days of customer purchase.

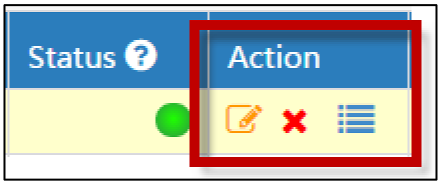
You can perform the following related actions

Sell Another Item Back to Item List Back to Home Page

2.3.Edit/Delete Item

1. Look up item from Item List

2. Under Action column



a. To Edit, click the ✎ icon

See Fill out Basic Information to continue steps.

Part numbers, UPC, manufacturer, and subcategory are not updatable. Contact datafeeds@newegg.com for support.

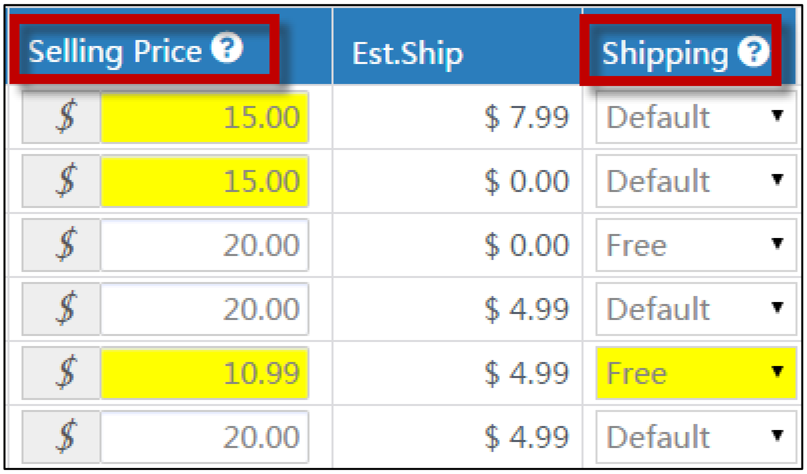
b. To Delete, click the ✖ icon

Once item is deleted, it cannot be recovered.

2.4.Update Price and Shipping

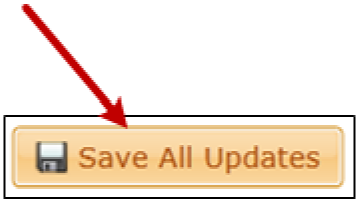
1. Look up item(s) from Item List

2. Update values straight to the Selling Price and Shipping cells

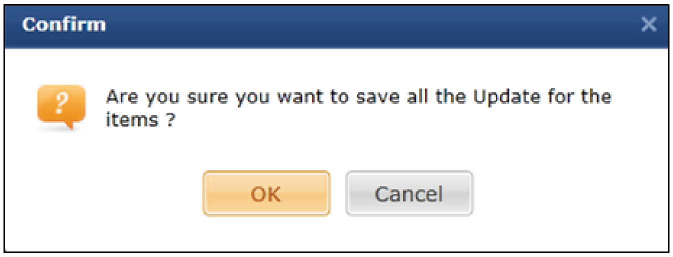


Selling Price	Est.Ship	Shipping
$ 15.00	$ 7.99	Default
$ 15.00	$ 0.00	Default
$ 20.00	$ 0.00	Free
$ 20.00	$ 4.99	Default
$ 10.99	$ 4.99	Free
$ 20.00	$ 4.99	Default

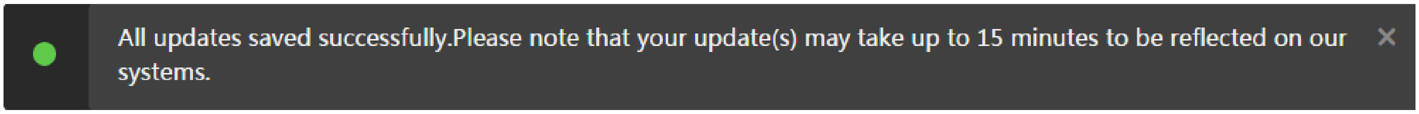
3. Click Save All Updates button



4. Confirm Update

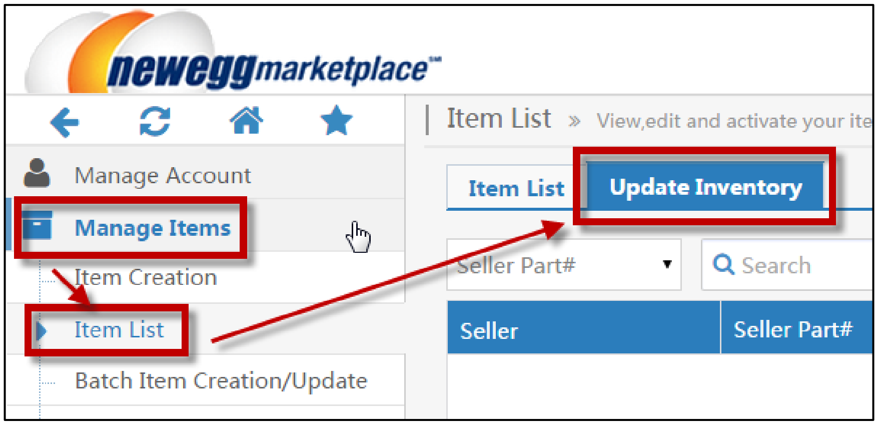


Are you sure you want to save all the Update for the items ?



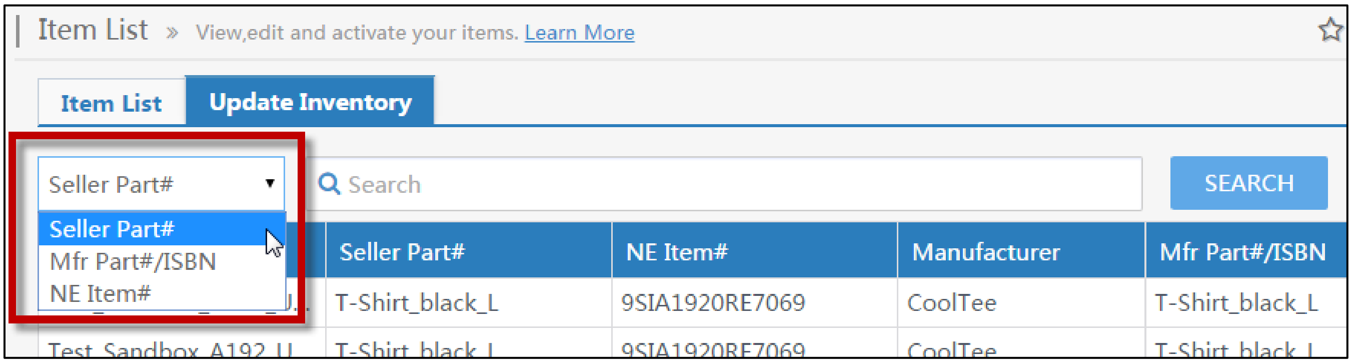
All updates saved successfully.Please note that your update(s) may take up to 15 minutes to be reflected on our systems.

2.5.Update Inventory


newegg marketplace
Item List » View,edit and activate your ite
Manage Account
Manage Items
Item Creation
Item List
Batch Item Creation/Update
Item List
Update Inventory
Seller Part#
Search
Seller
Seller Part#

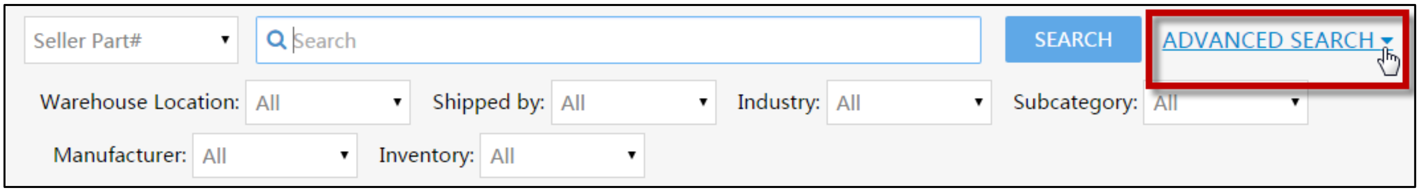
1. Logon to Seller Portal
2. From the Navigation panel
   a. Click **Manage Items**
   b. Click **Item List**
3. Select the **Update Inventory** tab

4. Search for item(s) by:
   a. Seller Part #
   b. Manufacturer Part #
   c. Newegg Item #

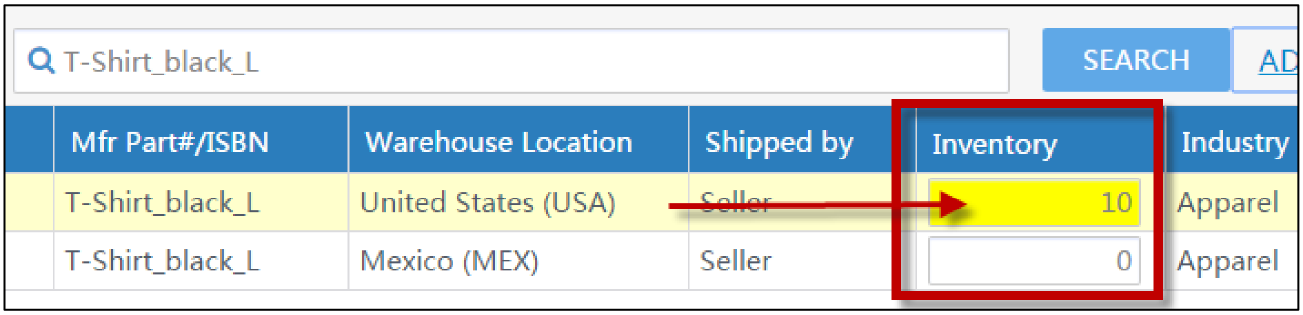

Item List » View,edit and activate your items. Learn More
Item List
Update Inventory
Seller Part#
Search
SEARCH
Seller Part#
Mfr Part#/ISBN
NE Item#

	Seller Part#	NE Item#	Manufacturer	Mfr Part#/ISBN
	T-Shirt_black_L	9SIA1920RE7069	CoolTee	T-Shirt_black_L
Test_Sandbox_A192_U	T-Shirt_black_L	9SIA1920RE7069	CoolTee	T-Shirt_black_L

Use Advanced Search options to filter your search results by different attributes.

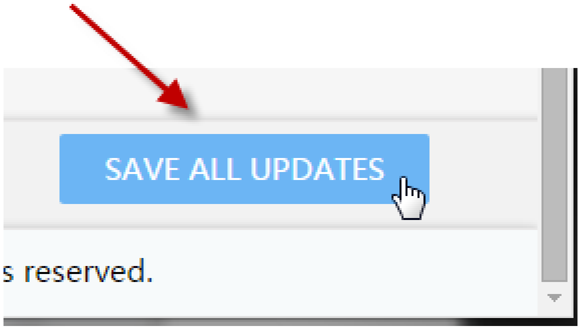

Seller Part#
Search
SEARCH
ADVANCED SEARCH
Warehouse Location: All
Shipped by: All
Industry: All
Subcategory: All
Manufacturer: All
Inventory: All

5. Update values straight into the **Inventory** cell for the specific **Warehouse Location**


T-Shirt_black_L
SEARCH
AD

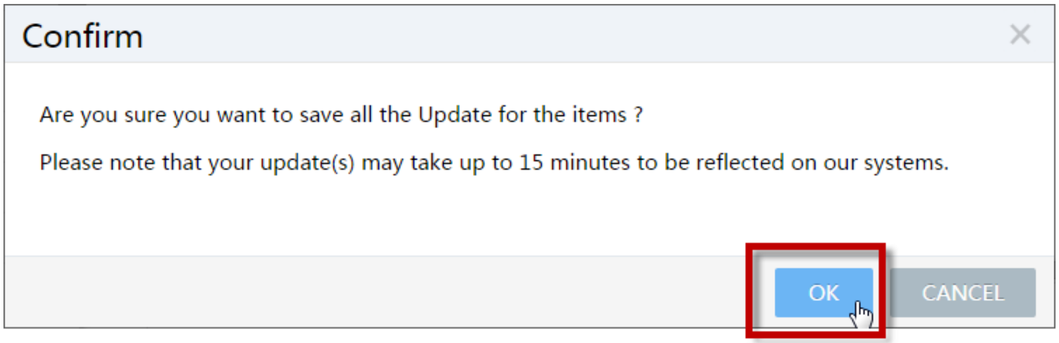
	Mfr Part#/ISBN	Warehouse Location	Shipped by	Inventory	Industry
	T-Shirt_black_L	United States (USA)	Seller	10	Apparel
	T-Shirt_black_L	Mexico (MEX)	Seller	0	Apparel

6. Click **SAVE ALL UPDATES** button


SAVE ALL UPDATES

s reserved.

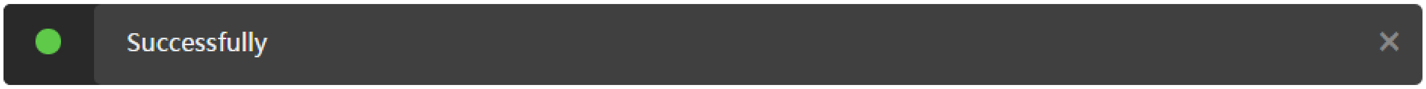
7. Confirm Update



Confirm

Are you sure you want to save all the Update for the items ?

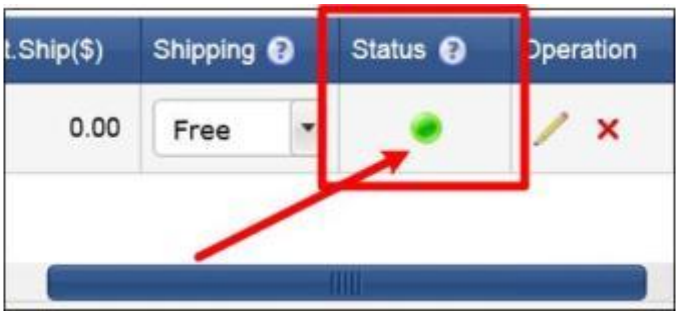
Please note that your update(s) may take up to 15 minutes to be reflected on our systems.



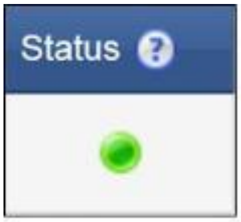
Successfully

2.6.Activate/Deactivate Item

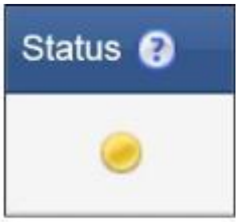
1. Look up item(s) from Item List
2. Under Status column, click activation button


t.Ship($)
Shipping
Status
Operation
0.00
Free

The item's status will show a green light for active (online) and yellow light for inactive (offline). Click the light to change the status.

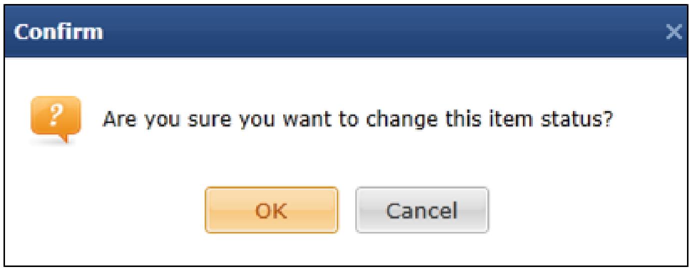


Activated Item

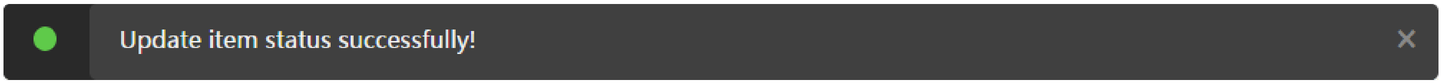


Deactivated Item

3. Confirm Status Change


Confirm
OK
Cancel

Are you sure you want to change this item status?

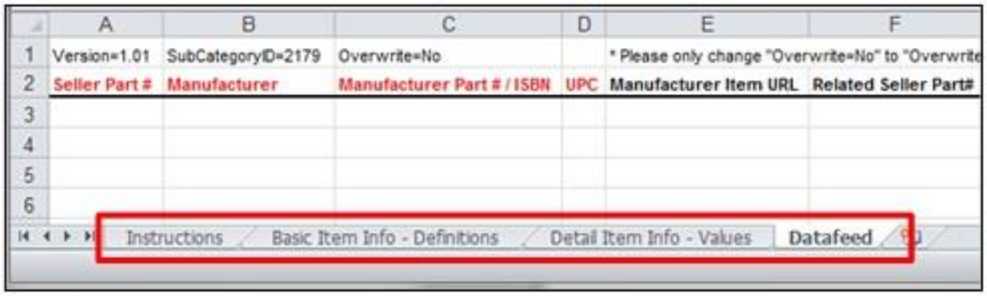


Update item status successfully!

3. Batch Create and Update Item Content

3.1. Batch Item Update/Creation Template

Regardless of the data feed format you decide to use (xls, csv, txt, xml), it is highly suggested to download the template in the MS Excel (xls) format. The Excel Template includes the following worksheets that contain valuable information you will need to properly fill out the Datafeed. Template should not be altered in any way otherwise, data feed upload will fail.



	A	B	C	D	E	F
1	Version=1.01	SubCategoryID=2179	Overwrite=No		* Please only change "Overwrite=No" to "Overwrite	
2	Seller Part #	Manufacturer	Manufacturer Part # / ISBN	UPC	Manufacturer Item URL	Related Seller Part#
3						
4						
5						
6						

- ➢ Instructions

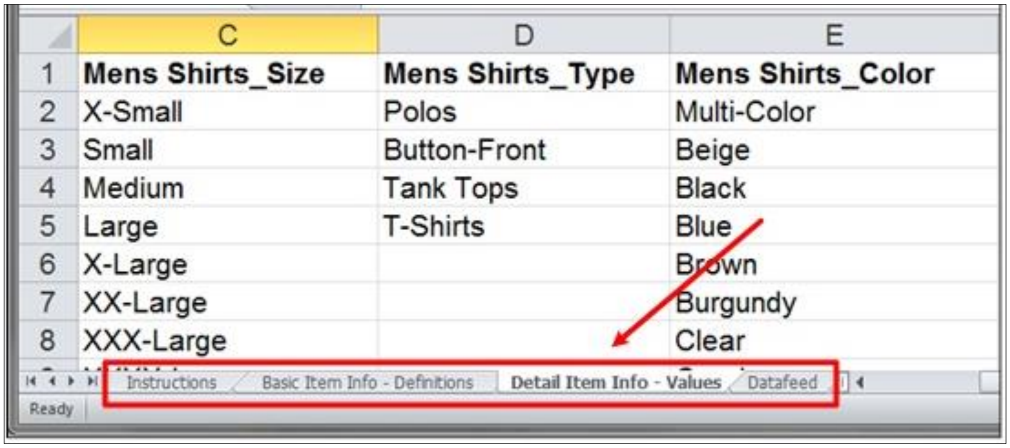
The Instructions sheet provides an overview of how to use the template.

- ➢ Basic Item Info – Definitions

This sheet includes definitions and accepted values for all common fields across all data feeds.

- ➢ Detail Item Info – Values

This sheet includes accepted property field values that have been pre-defined for the respective subcategory (i.e. Mens Shirts). The worksheet is only included in the Item Creation/Update Data Feed Template. It's best to only use the values found under this sheet for the respective property. If the value you need is not listed, kindly send a request to add your value to mktp.content@newegg.com.



	C	D	E
1	Mens Shirts_Size	Mens Shirts_Type	Mens Shirts_Color
2	X-Small	Polos	Multi-Color
3	Small	Button-Front	Beige
4	Medium	Tank Tops	Black
5	Large	T-Shirts	Blue
6	X-Large		Brown
7	XX-Large		Burgundy
8	XXX-Large		Clear

- ➢ **Datafeed**

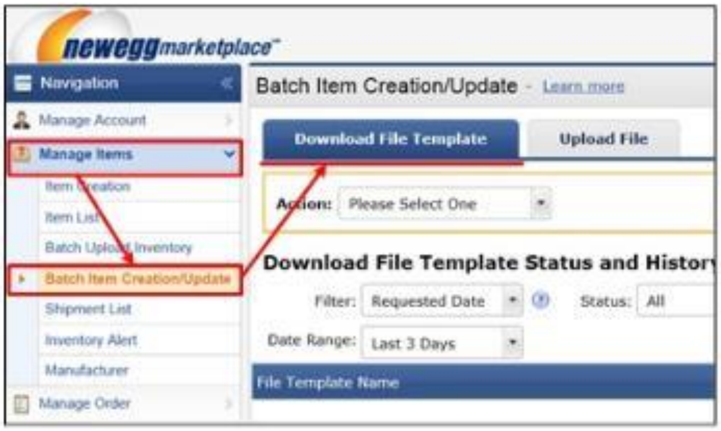
This is the actual worksheet that will be used to enter your product information to create new items or update the items that already exist on your account. The worksheet clearly marks all required fields with header names in red font and group-by properties with header names in blue font.

3.2. Download Data Feed Template

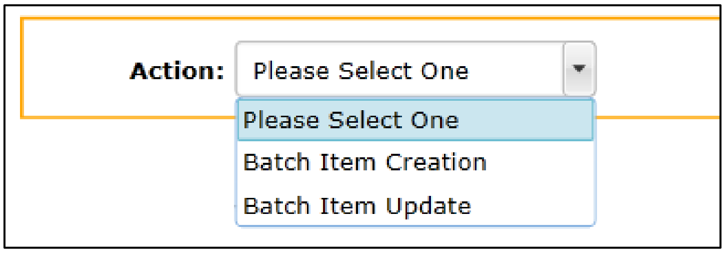
1. [Logon to Seller Portal]()

2. From the Navigation panel
   a. Click **Manage Items**
   b. Click **Batch Item Creation/Update**

3. Select the **Download File Template** tab (default option)


neweggmarketplace
Navigation
Manage Account
Manage Items
Item Creation
Item List
Batch Upload Inventory
Batch Item Creation/Update
Shipment List
Inventory Alert
Manufacturer
Manage Order
Batch Item Creation/Update - Learn more
Download File Template
Upload File
Action: Please Select One
Download File Template Status and History
Filter: Requested Date
Status: All
Date Range: Last 3 Days
File Template Name

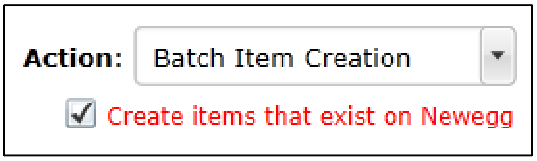
4. Select the **Action**


Action:
Please Select One
Please Select One
Batch Item Creation
Batch Item Update

a) **"Batch Item Creation"**

To download an empty item creation/update or existing item creation data feed template.

To download an Existing Item Creation Template
Check the box where it says:
"Create items that exist on Newegg"


Action:
Batch Item Creation
☑ Create items that exist on Newegg

b) **"Batch Item Update"**

To download all your existing items from your Newegg Marketplace account. All items will be downloaded into one data feed for each respective subcategory. This Action can only be performed once every 24 hours.

5. Select the **Template File Format**

Under the "Batch Item Update" action, item can only be downloaded in Excel, Text, or CSV templates. XML is not available.

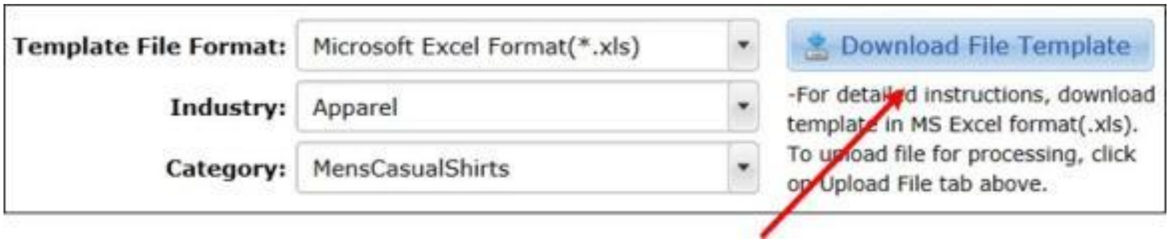
The MS Excel (*.xls) Template File Format provides further information and details including data definitions and values.

6. Select the **Industry** (i.e. Apparel)

7. Select the **Category** (i.e. MensCasualShirts)

Industry and **Category** menus are unabled when the action "Batch Item Update" is selected.

8. Click the Download File Template button



Template File Format: Microsoft Excel Format(*.xls)

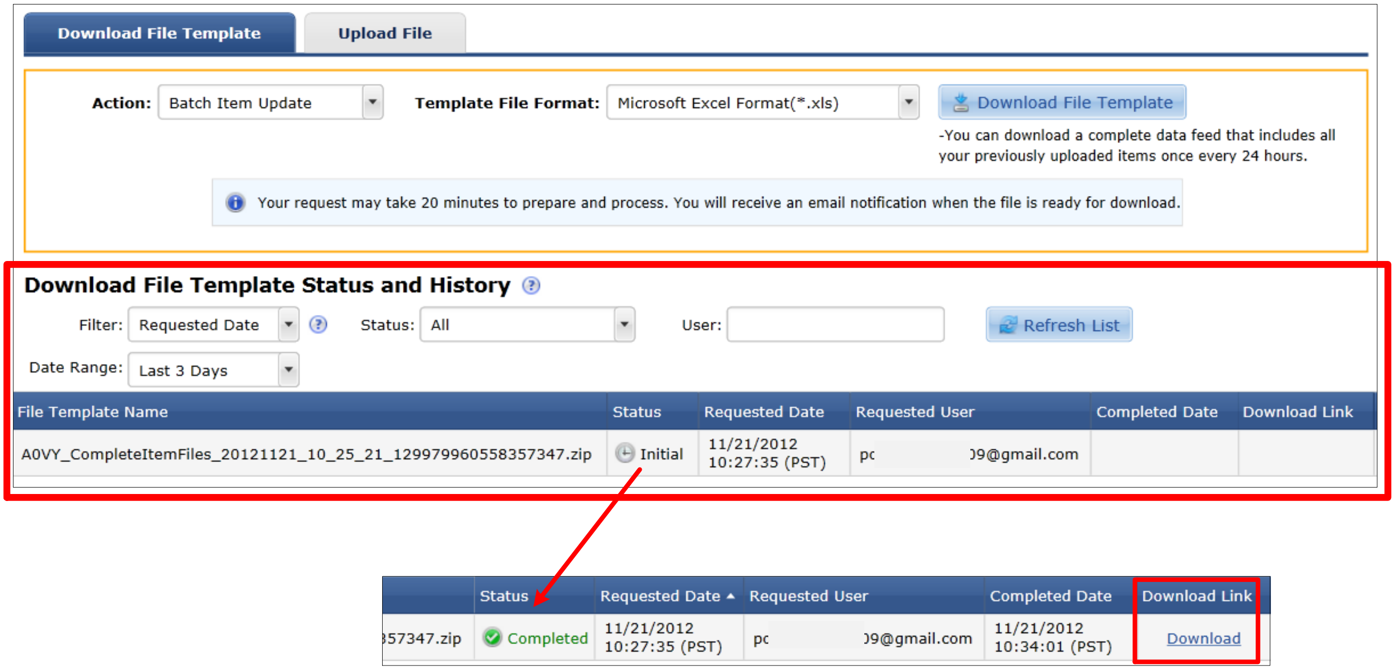
Industry: Apparel

Category: MensCasualShirts

-For detailed instructions, download template in MS Excel format(.xls). To upload file for processing, click on Upload File tab above.

9. Under the **Download Link** column From the **Download File Template Status and History** Click the **Download** link.

Time to generate zipped package containing all items in their respective subcategory data feed template will vary.



Action: Batch Item Update **Template File Format:** Microsoft Excel Format(*.xls)

-You can download a complete data feed that includes all your previously uploaded items once every 24 hours.

Your request may take 20 minutes to prepare and process. You will receive an email notification when the file is ready for download.

Download File Template Status and History

Filter: Requested Date Status: All User:

Date Range: Last 3 Days

File Template Name	Status	Requested Date	Requested User	Completed Date	Download Link
A0VY_CompleteItemFiles_20121121_10_25_21_129979960558357347.zip	Initial	11/21/2012 10:27:35 (PST)	pc[redacted])9@gmail.com		

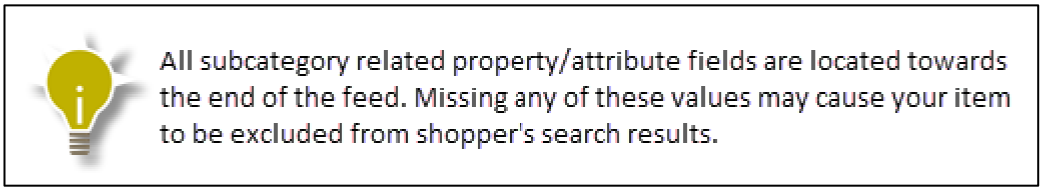
	Status	Requested Date	Requested User	Completed Date	Download Link
57347.zip	Completed	11/21/2012 10:27:35 (PST)	pc[redacted])9@gmail.com	11/21/2012 10:34:01 (PST)	Download

3.3.Populate Data Feed

1. Enter Item Information

   a. Required fields are marked with red header names and must be properly entered to prevent the item from failing.

   b. To create variation items, see section Batch Group Related/Variant Items for more information.



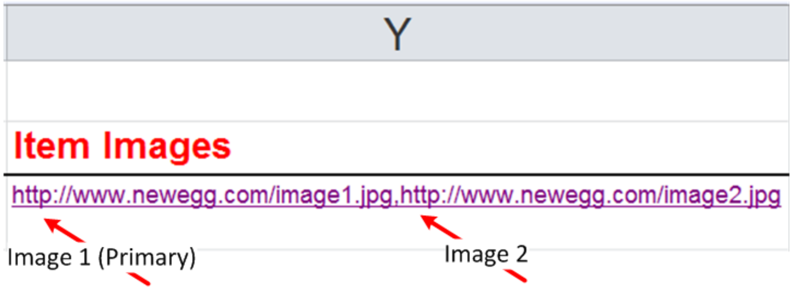
All subcategory related property/attribute fields are located towards the end of the feed. Missing any of these values may cause your item to be excluded from shopper's search results.

2. Input Image Links

   a. Provide HTTP link to direct image.

   b. Separate multiple links with comma only. Maximum of seven.

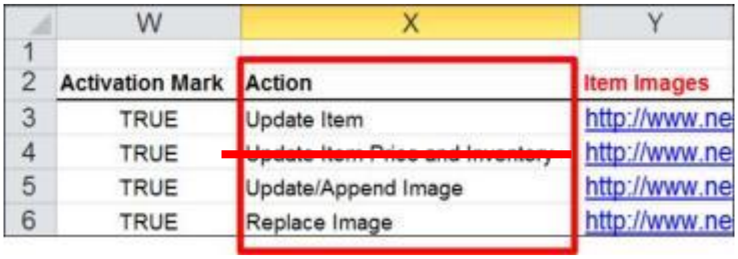
   c. See Item Images definition for image requirements.



http://www.newegg.com/image1.jpg,http://www.newegg.com/image2.jpg

3. Set Activation Mark.

4. Set Action field accordingly.



	W	X	Y
1			
2	Activation Mark	Action	Item Images
3	TRUE	Update Item	http://www.ne
4	TRUE	~~Update Item Price and Inventory~~	http://www.ne
5	TRUE	Update/Append Image	http://www.ne
6	TRUE	Replace Image	http://www.ne

5. Upload Data Feed

You cannot update item's part numbers, manufacturer, UPC, or subcategory once item is created. Please verify all information is correct.

3.4.Batch Group Related/Variant Items

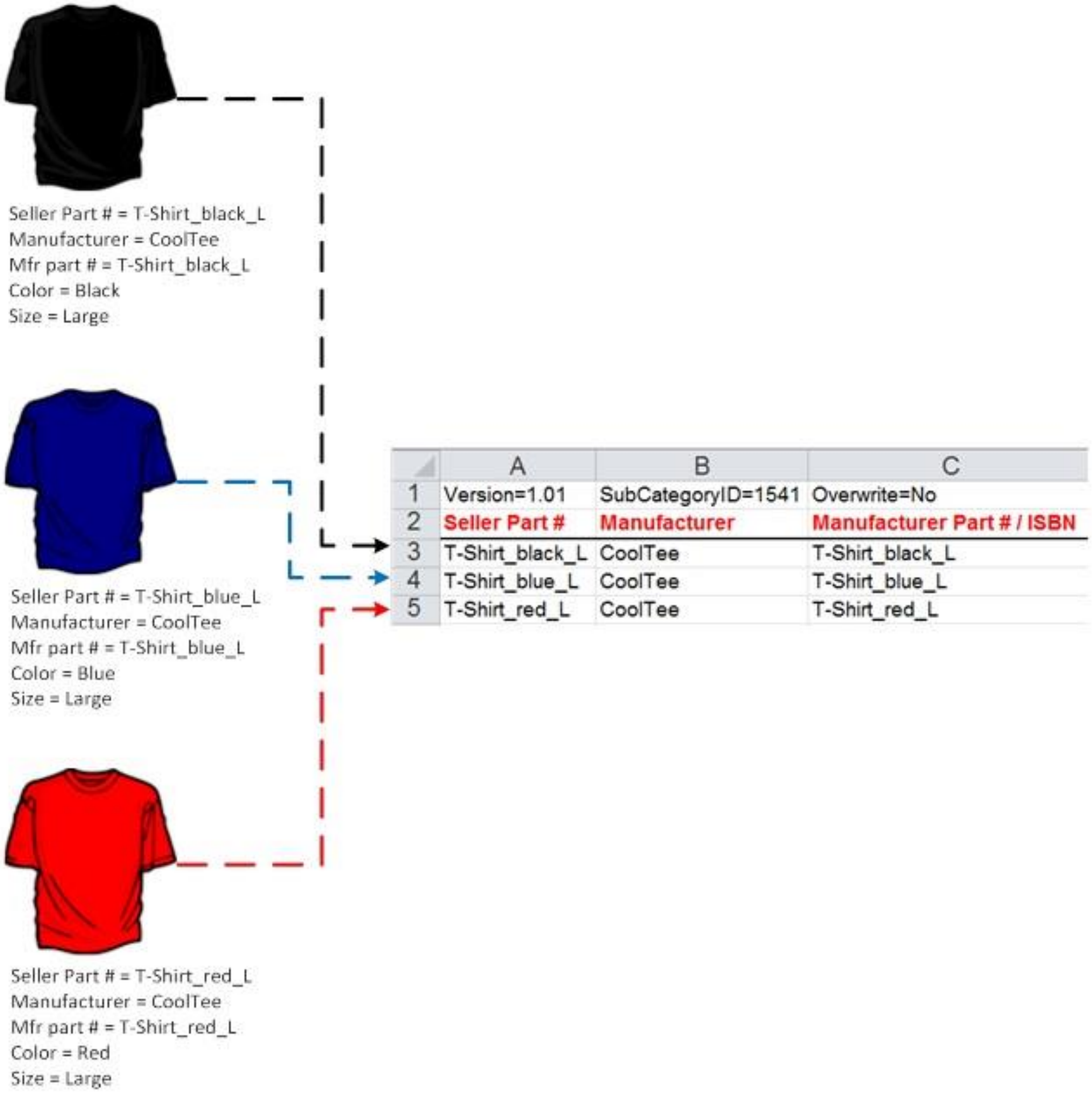
If you offer your item in different variants (i.e. size, color, etc.) then we highly recommend that you group those related items together. This will allow consumers to select each variant from one product page rather than viewing each variant from its own separate listing.

1. Download Data Feed Template in the MS Excel (xls) format

   Download each subcategory’s respective data feed to determine its required group-by properties.

2. Input each variant item

   Each variant item needs to be inputted on its separate row and assigned its own unique values for the seller part #, manufacturer part #, and UPC. All items inputted should be real items NOT virtual items.



Seller Part # = T-Shirt_black_L
Manufacturer = CoolTee
Mfr part # = T-Shirt_black_L
Color = Black
Size = Large

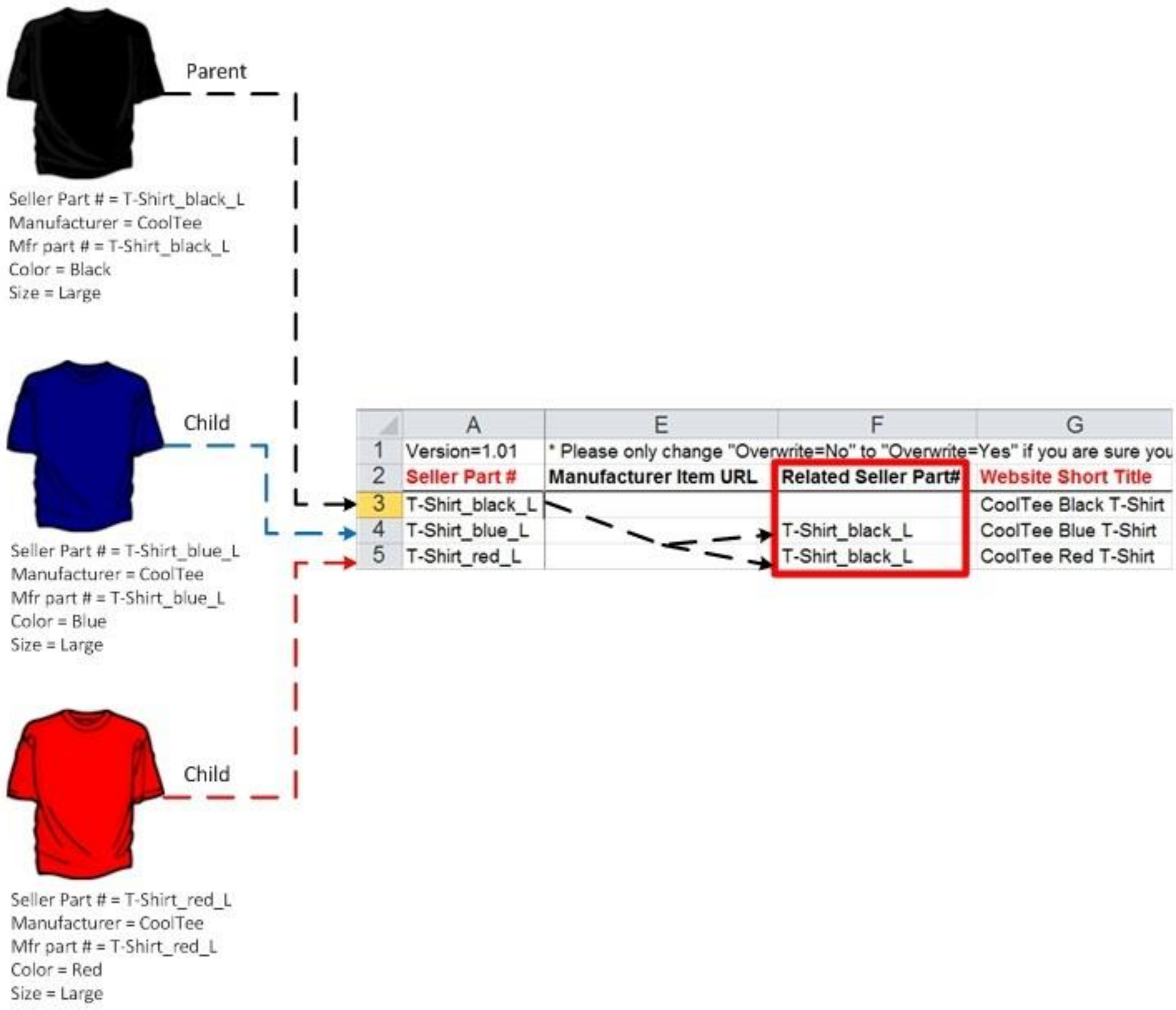
Seller Part # = T-Shirt_blue_L
Manufacturer = CoolTee
Mfr part # = T-Shirt_blue_L
Color = Blue
Size = Large

Seller Part # = T-Shirt_red_L
Manufacturer = CoolTee
Mfr part # = T-Shirt_red_L
Color = Red
Size = Large

	A	B	C
1	Version=1.01	SubCategoryID=1541	Overwrite=No
2	Seller Part #	Manufacturer	Manufacturer Part # / ISBN
3	T-Shirt_black_L	CoolTee	T-Shirt_black_L
4	T-Shirt_blue_L	CoolTee	T-Shirt_blue_L
5	T-Shirt_red_L	CoolTee	T-Shirt_red_L

3. Setup variant item's relationship

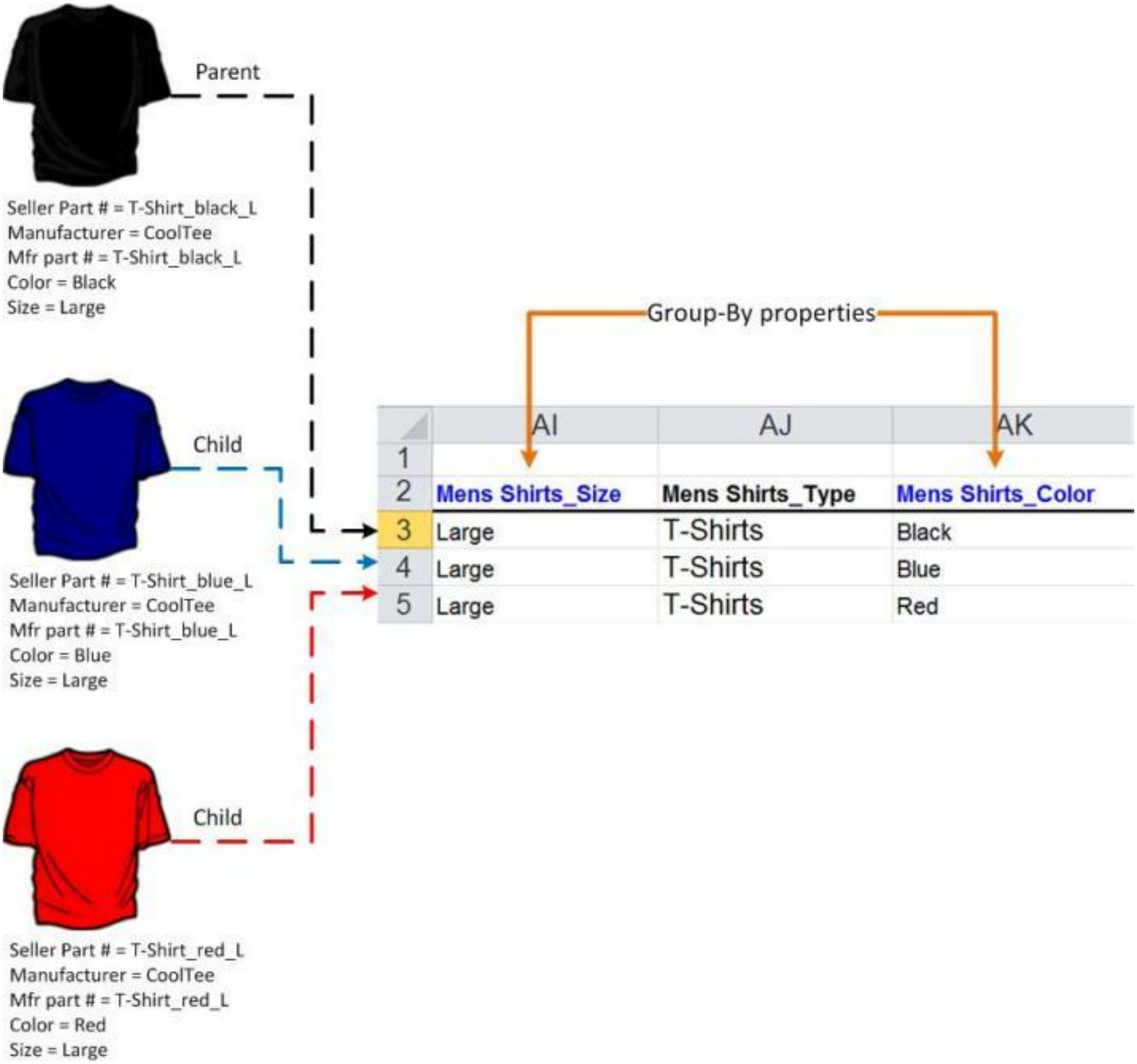
Consider the first variant item listed from the group to be the "parent" or "original" item. All other items are considered to be a "child" or "similar" item. Enter the parent's seller part # into the child's Related Seller Part #* field. The parent item should be an actual item for sale NOT a "place-holder" or virtual item. Leave the parent item's **Related Seller Part #** field BLANK.


Parent
Seller Part # = T-Shirt_black_L
Manufacturer = CoolTee
Mfr part # = T-Shirt_black_L
Color = Black
Size = Large
Child
Seller Part # = T-Shirt_blue_L
Manufacturer = CoolTee
Mfr part # = T-Shirt_blue_L
Color = Blue
Size = Large
Child
Seller Part # = T-Shirt_red_L
Manufacturer = CoolTee
Mfr part # = T-Shirt_red_L
Color = Red
Size = Large

	A	E	F	G
1	Version=1.01	* Please only change "Overwrite=No" to "Overwrite=Yes" if you are sure you		
2	Seller Part #	Manufacturer Item URL	Related Seller Part#	Website Short Title
3	T-Shirt_black_L			CoolTee Black T-Shirt
4	T-Shirt_blue_L		T-Shirt_black_L	CoolTee Blue T-Shirt
5	T-Shirt_red_L		T-Shirt_black_L	CoolTee Red T-Shirt

4. Fill in ALL group-by properties

A “group-by” property is an item’s detail property that will be used as one of the variant attribute options that will allow consumers to select from one product page. Each subcategory has its own set of group-by properties. **The Data Feed Template in the MS excel format will mark all of the subcategory’s group-by properties with header names in blue font**. Only values found in the Detail Item Info – Values worksheet can be used for the respective group-by property field.



Seller Part # = T-Shirt_black_L
Manufacturer = CoolTee
Mfr part # = T-Shirt_black_L
Color = Black
Size = Large

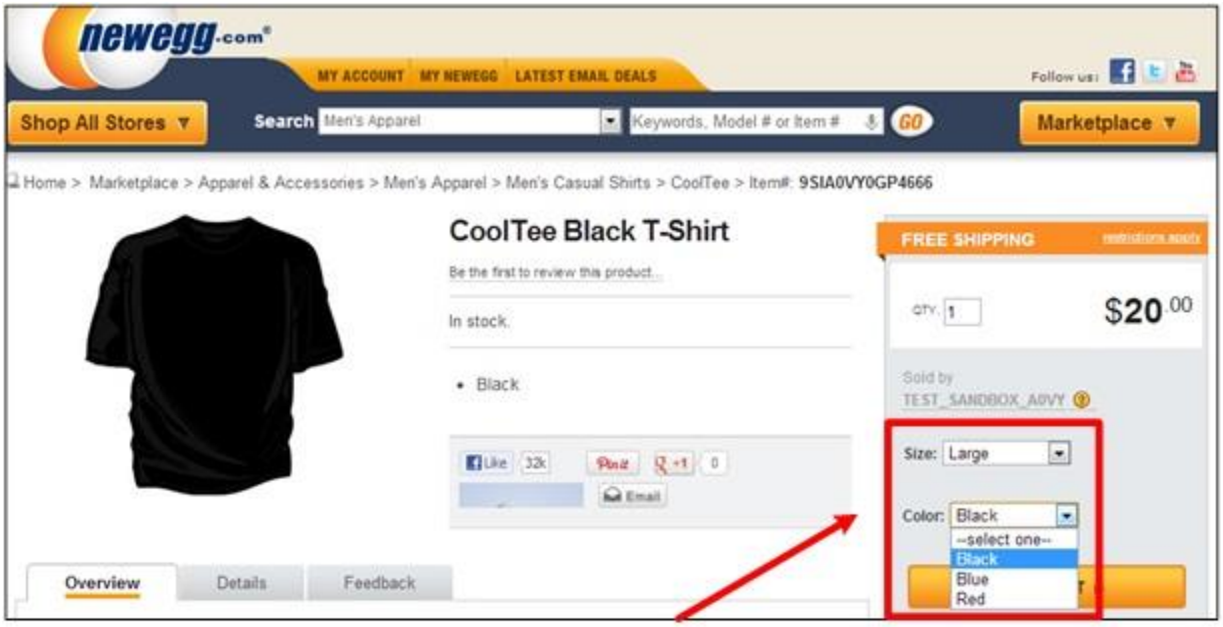
Seller Part # = T-Shirt_blue_L
Manufacturer = CoolTee
Mfr part # = T-Shirt_blue_L
Color = Blue
Size = Large

Seller Part # = T-Shirt_red_L
Manufacturer = CoolTee
Mfr part # = T-Shirt_red_L
Color = Red
Size = Large

	AI	AJ	AK
1			
2	Mens Shirts_Size	Mens Shirts_Type	Mens Shirts_Color
3	Large	T-Shirts	Black
4	Large	T-Shirts	Blue
5	Large	T-Shirts	Red

5. Final Product page with grouped items

The product page shows variant options.

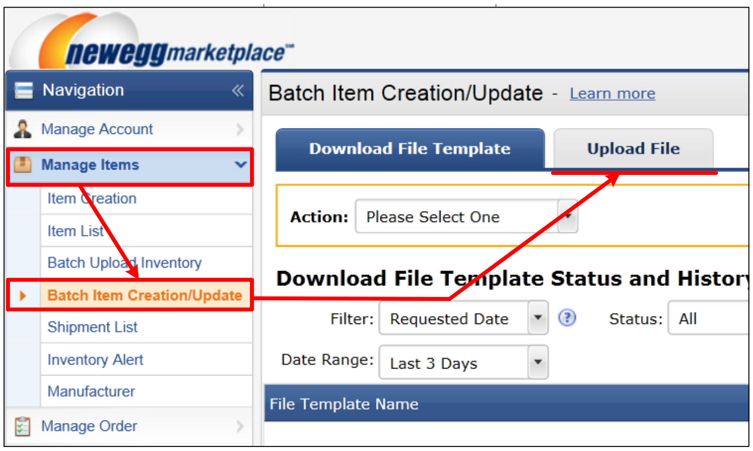

newegg.com
MY ACCOUNT
MY NEWEGG
LATEST EMAIL DEALS
Follow us:
Shop All Stores
Search
Men's Apparel
Keywords, Model # or Item #
GO
Marketplace
Home > Marketplace > Apparel & Accessories > Men's Apparel > Men's Casual Shirts > CoolTee > Item#: 9SIA0VY0GP4666
CoolTee Black T-Shirt
Be the first to review this product...
In stock.
• Black
Like
32k
Pin it
+1
0
Email
FREE SHIPPING
restrictions apply
QTY: 1
$20.00
Sold by
TEST_SANDBOX_A0VY
--select one--
Black
Blue
Red
Overview
Details
Feedback

Size: Large

Color: Black

3.5.Upload Data Feed

1. [Logon to Seller Portal]
2. From the **Navigation** panel
   a. Click Manage Items
   b. Click Batch Item Creation/Update
3. Click on the **Upload File** tab


neweggmarketplace
Navigation
Manage Account
Manage Items
Item Creation
Item List
Batch Upload Inventory
Batch Item Creation/Update
Shipment List
Inventory Alert
Manufacturer
Manage Order
Batch Item Creation/Update - Learn more
Download File Template
Upload File
Download File Template Status and History
File Template Name

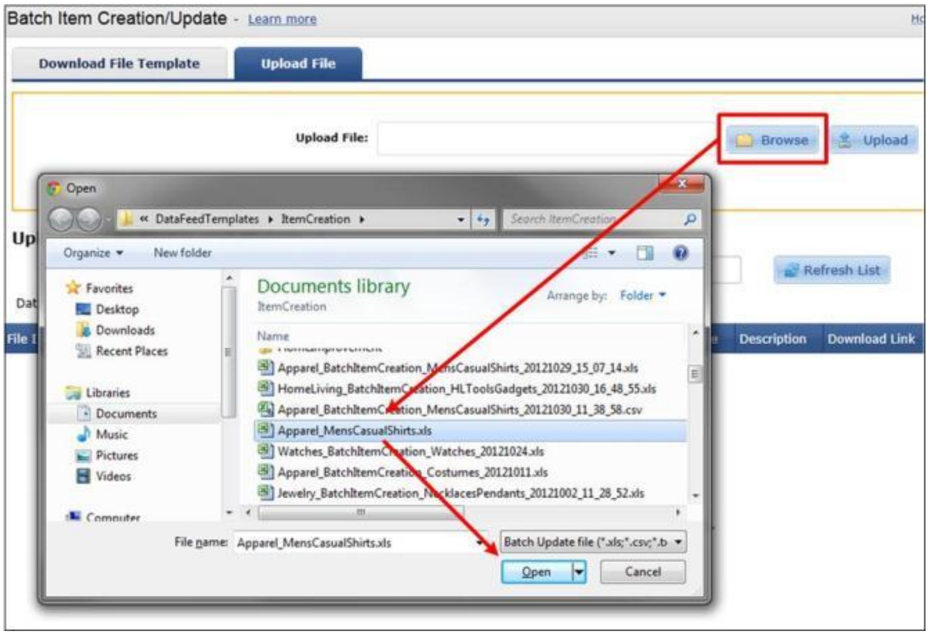
Action: Please Select One

Filter: Requested Date

Status: All

Date Range: Last 3 Days

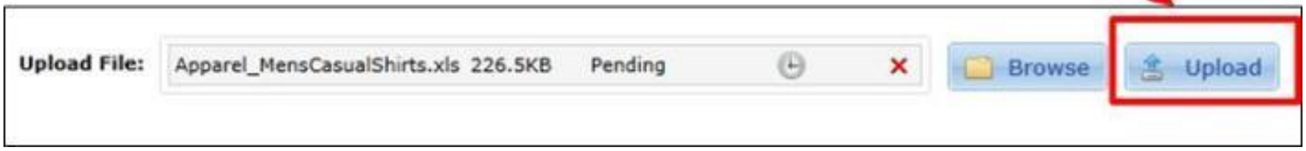
4. Click the **Browse** button
5. From the **Open** pop-up window
   a. Search for and select your data feed
   b. Click the **Open** button


Batch Item Creation/Update - Learn more
Download File Template
Upload File
Upload File:
Browse
Upload
Refresh List
Description
Download Link
Open
DataFeedTemplates ▸ ItemCreation ▸
Search ItemCreation
Organize ▾
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Documents library
ItemCreation
Arrange by: Folder ▾
Name
Apparel_BatchItemCreation_MensCasualShirts_20121029_15_07_14.xls
HomeLiving_BatchItemCreation_HLToolsGadgets_20121030_16_48_55.xls
Apparel_BatchItemCreation_MensCasualShirts_20121030_11_38_58.csv
Apparel_MensCasualShirts.xls
Watches_BatchItemCreation_Watches_20121024.xls
Apparel_BatchItemCreation_Costumes_20121011.xls
Jewelry_BatchItemCreation_NecklacesPendants_20121002_11_28_52.xls
Open
Cancel

File name: Apparel_MensCasualShirts.xls

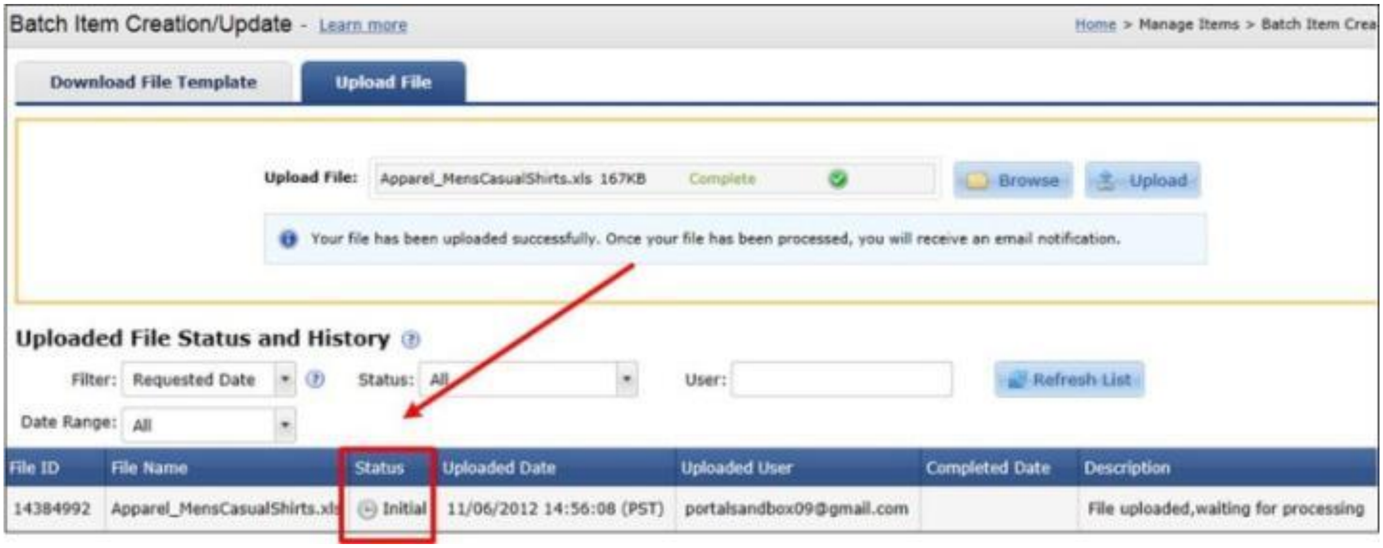
Batch Update file (*.xls;*.csv;*.b

6. Click on the **Upload** button


Browse
Upload

Upload File: Apparel_MensCasualShirts.xls 226.5KB Pending ✕

7. Check feed status under Uploaded File Status and History


Batch Item Creation/Update - Learn more
Home > Manage Items > Batch Item Crea
Download File Template
Upload File
Browse
Upload
Uploaded File Status and History
Refresh List

Upload File: Apparel_MensCasualShirts.xls 167KB Complete

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

Filter: Requested Date Status: All User:

Date Range: All

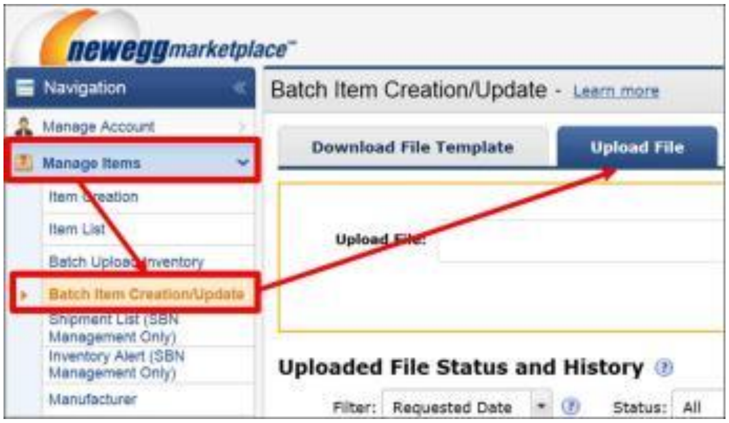
File ID	File Name	Status	Uploaded Date	Uploaded User	Completed Date	Description
14384992	Apparel_MensCasualShirts.xl	Initial	11/06/2012 14:56:08 (PST)	portalsandbox09@gmail.com		File uploaded,waiting for processing

Processing times may vary depending on size and number of jobs in process queue.

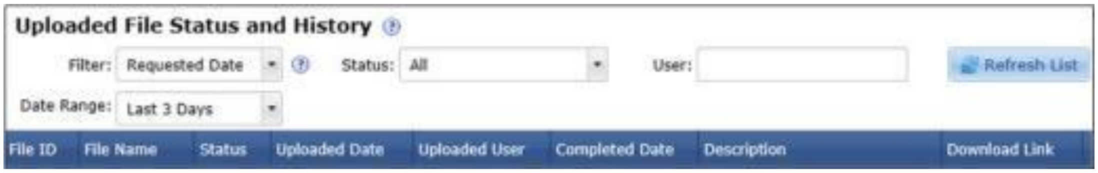
3.6.View Processing Errors

Check the status and processing errors of data feeds uploaded from the past 60 days.

1. [Logon to Seller Portal]()
1. From the **Navigation** panel
   a. Click Manage Items
   b. Click Batch Item Creation/Update
2. Click the **Upload File** tab


neweggmarketplace
Navigation
Manage Account
Manage Items
Item Creation
Item List
Batch Upload Inventory
Batch Item Creation/Update
Shipment List (SBN Management Only)
Inventory Alert (SBN Management Only)
Manufacturer
Batch Item Creation/Update - Learn more
Download File Template
Upload File
Upload File:
Uploaded File Status and History
Filter: Requested Date
Status: All

3. Under **Upload File Status and History** Search for uploaded feed

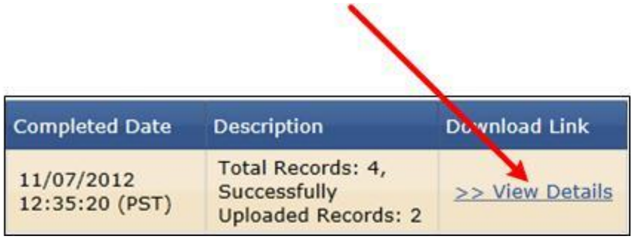

Uploaded File Status and History
Refresh List

Filter: Requested Date Status: All User:

Date Range: Last 3 Days

File ID	File Name	Status	Uploaded Date	Uploaded User	Completed Date	Description	Download Link

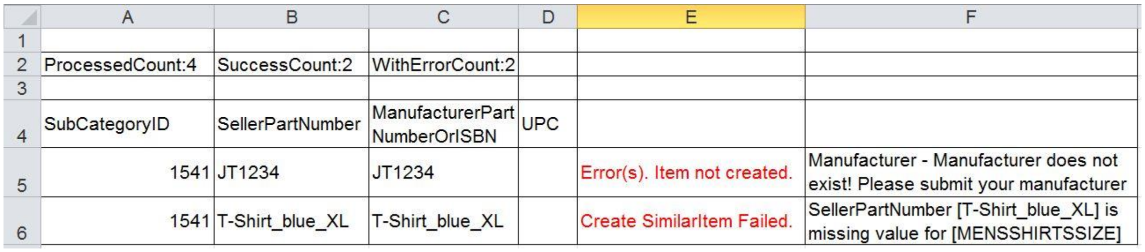
4. Under the Download Link column, click on the >> View Details link



Completed Date	Description	Download Link
11/07/2012 12:35:20 (PST)	Total Records: 4, Successfully Uploaded Records: 2	>> View Details

5. Open Processing Result File

File will contain items that received an error only with description of the error.



	A	B	C	D	E	F
1						
2	ProcessedCount:4	SuccessCount:2	WithErrorCount:2			
3						
4	SubCategoryID	SellerPartNumber	ManufacturerPartNumberOrISBN	UPC		
5	1541	JT1234	JT1234		Error(s). Item not created.	Manufacturer - Manufacturer does not exist! Please submit your manufacturer
6	1541	T-Shirt_blue_XL	T-Shirt_blue_XL		Create SimilarItem Failed.	SellerPartNumber [T-Shirt_blue_XL] is missing value for [MENSSHIRTSSIZE]

4. Batch Update Price

4.1. Batch Item Price Update Template

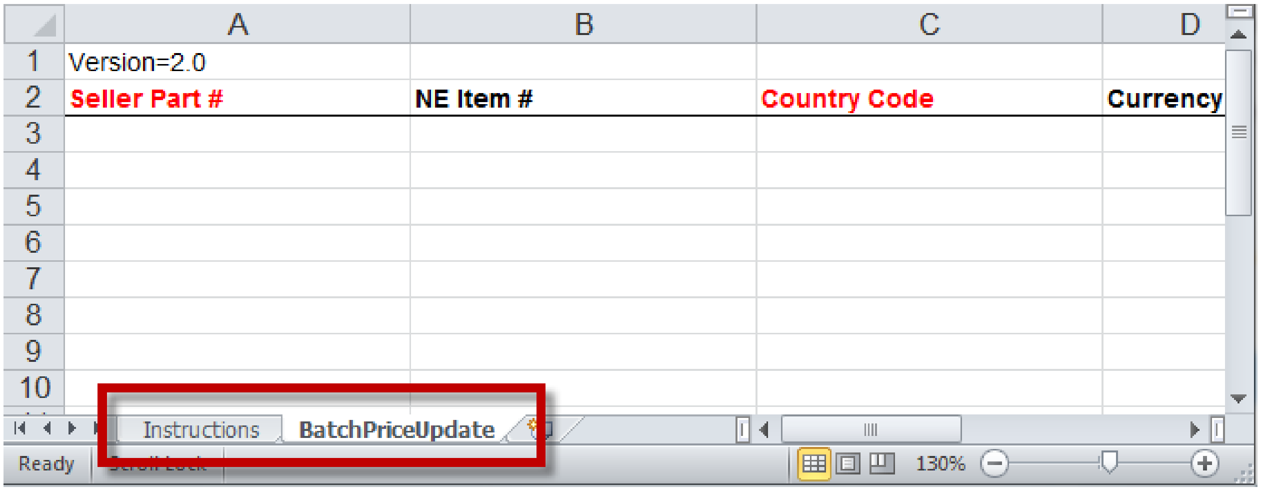
Regardless of the Price feed format you decide to use (xls, csv, txt, xml), it is highly suggested for first time users to download the template in the MS Excel (xls) format. The Excel Template includes the following worksheets that contain valuable information you will need to properly fill out the Price Feed.

- Instructions

  The Instructions sheet provides an overview of how to use the template.

- BatchPriceUpdate

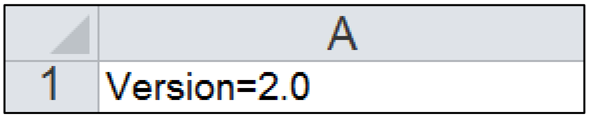
  This is the actual worksheet that will be used to enter your product information. Do not rename the tab otherwise the system will not process your feed.



	A	B	C	D
1	Version=2.0			
2	**Seller Part #**	**NE Item #**	**Country Code**	**Currency**
3				
4				
5				
6				
7				
8				
9				
10				

- Template Header

  The template header includes the version number on the first row. Do not modify or remove from template.



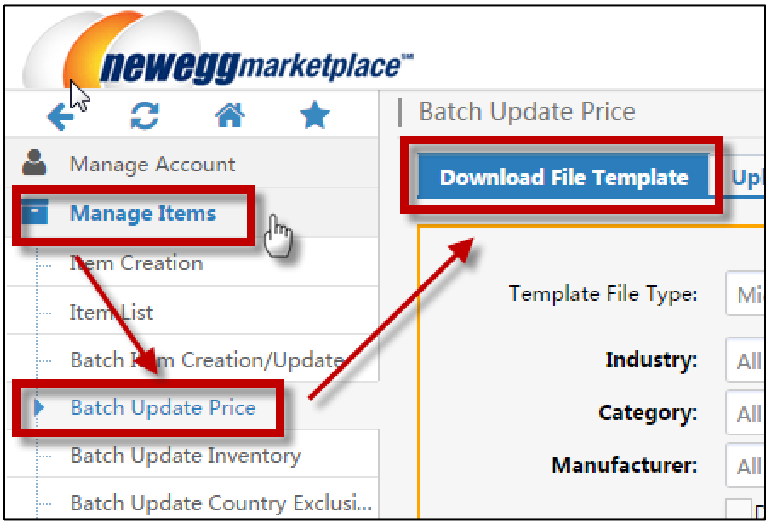
	A
1	Version=2.0

- Data field Header Names

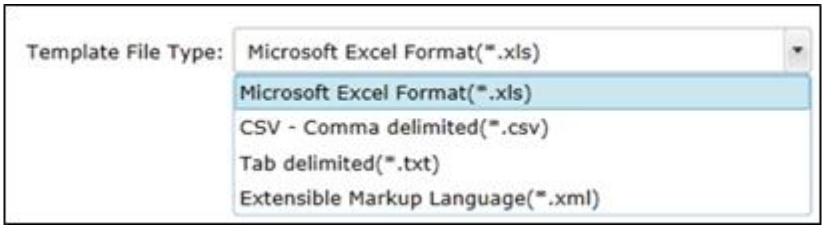
  All data fields should be included. Do NOT modify the format or remove any fields from your price feed. Doing so may cause your items from being properly updated or to fail completely. If the field does not pertain to your item then simply leave the field blank.

4.2.Download Price Feed Template

1. [Logon to Seller Portal]()
2. From the Navigation panel
    a. Click **Manage Items**
    b. Click **Batch Update Price**
3. Click on the **Download File Template** tab (default)

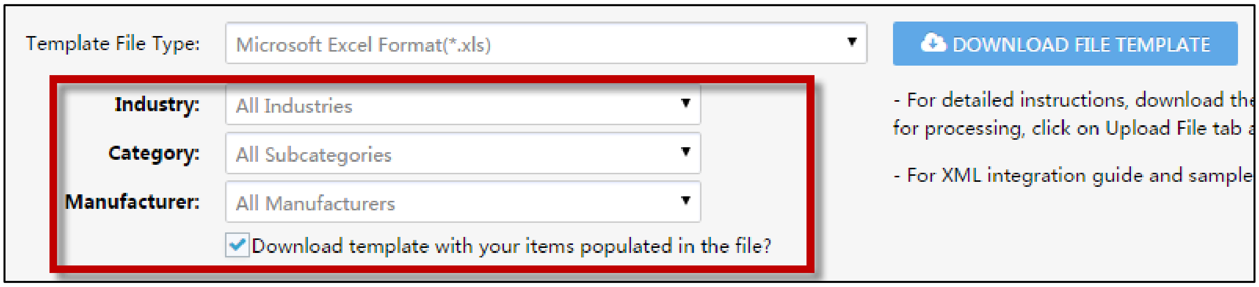

neweggmarketplace
Manage Account
Manage Items
Item Creation
Item List
Batch Item Creation/Update
Batch Update Price
Batch Update Inventory
Batch Update Country Exclusi...
Batch Update Price
Download File Template
Upl
Template File Type:
Mi
Industry:
All
Category:
All
Manufacturer:
All

4. Select the **Template File Type**


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

Microsoft Excel Format(*.xls)
CSV - Comma delimited(*.csv)
Tab delimited(*.txt)
Extensible Markup Language(*.xml)

5. Choose settings to **Download template with your items populated in the file**
    a. To Download blank template, uncheck box.
    b. To Download template with your items, keep box checked and set Industry, Category, and Manufacturer options.


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

Industry: All Industries

Category: All Subcategories

Manufacturer: All Manufacturers

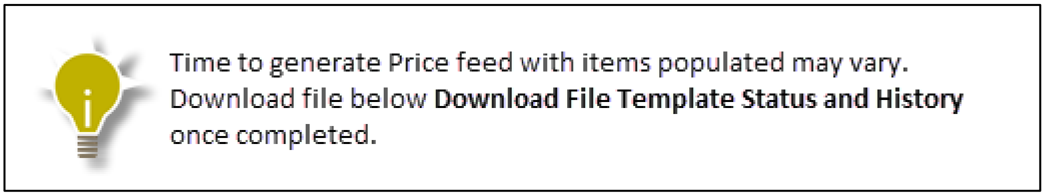
☑ Download template with your items populated in the file?

- For detailed instructions, download the
for processing, click on Upload File tab a

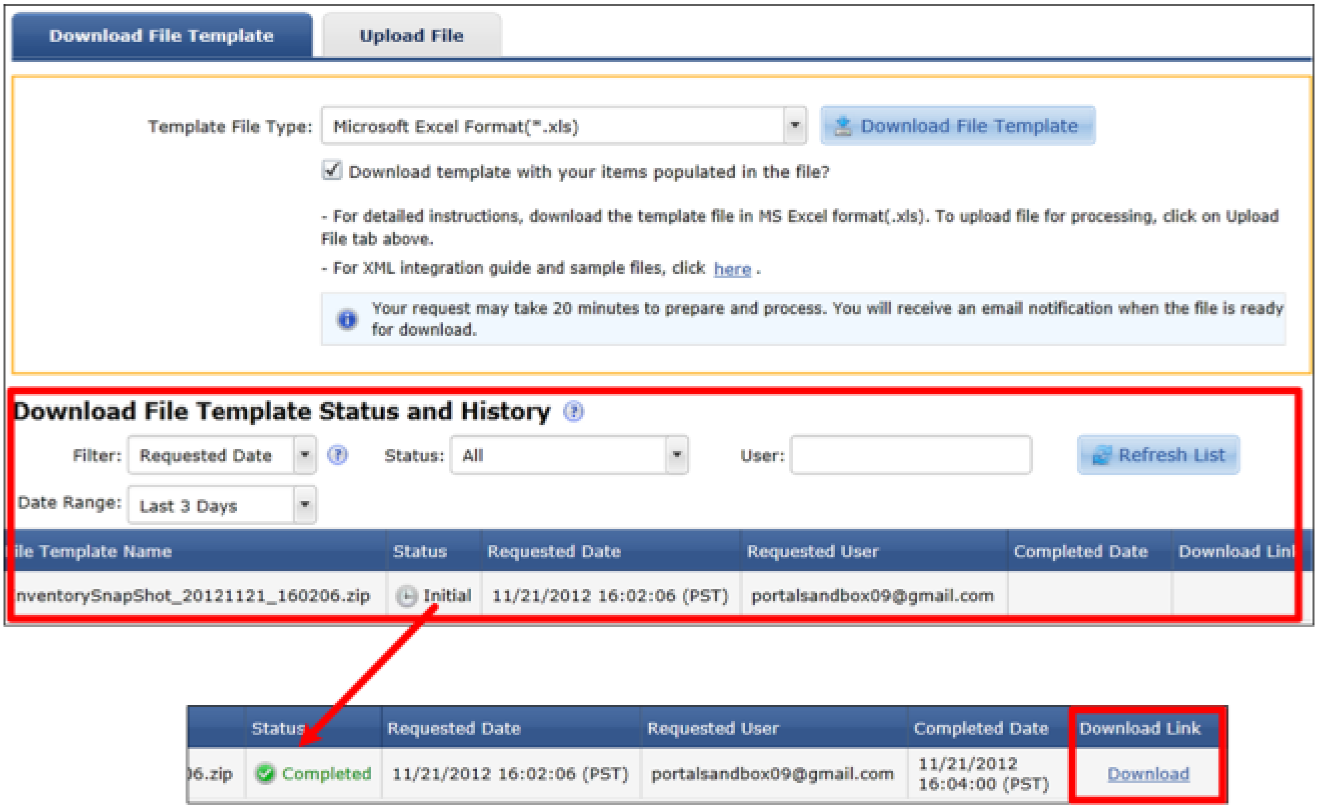
- For XML integration guide and sample

DOWNLOAD FILE TEMPLATE

6. Click on the **Download File Template** button


Time to generate Price feed with items populated may vary. Download file below **Download File Template Status and History** once completed.

7. Click the Download link under the **Download Link** column below the **Download File Template Status and History**



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

☑ Download template with your items populated in the file?

- For detailed instructions, download the template file in MS Excel format(.xls). To upload file for processing, click on Upload File tab above.

- For XML integration guide and sample files, click here .

Your request may take 20 minutes to prepare and process. You will receive an email notification when the file is ready for download.

Download File Template Status and History

Filter: Requested Date Status: All User:

Date Range: Last 3 Days

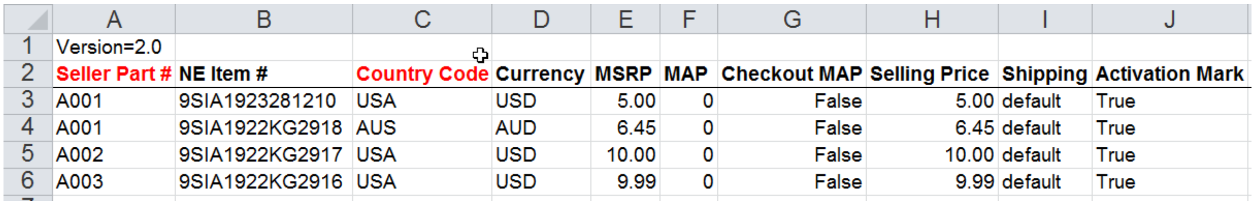
ile Template Name	Status	Requested Date	Requested User	Completed Date	Download Lin
nventorySnapShot_20121121_160206.zip	Initial	11/21/2012 16:02:06 (PST)	portalsandbox09@gmail.com		

	Status	Requested Date	Requested User	Completed Date	Download Link
)6.zip	Completed	11/21/2012 16:02:06 (PST)	portalsandbox09@gmail.com	11/21/2012 16:04:00 (PST)	Download

4.3.Populate Price Feed

1. Enter/Update Item Information

a. Required fields are marked with red header names and must be properly entered to prevent the item from failing.



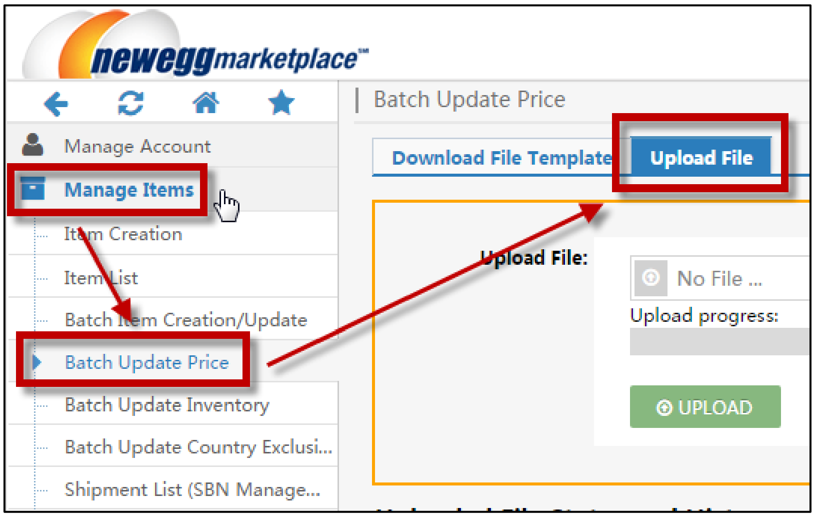
	A	B	C	D	E	F	G	H	I	J
1	Version=2.0									
2	Seller Part #	NE Item #	Country Code	Currency	MSRP	MAP	Checkout MAP	Selling Price	Shipping	Activation Mark
3	A001	9SIA1923281210	USA	USD	5.00	0	False	5.00	default	True
4	A001	9SIA1922KG2918	AUS	AUD	6.45	0	False	6.45	default	True
5	A002	9SIA1922KG2917	USA	USD	10.00	0	False	10.00	default	True
6	A003	9SIA1922KG2916	USA	USD	9.99	0	False	9.99	default	True

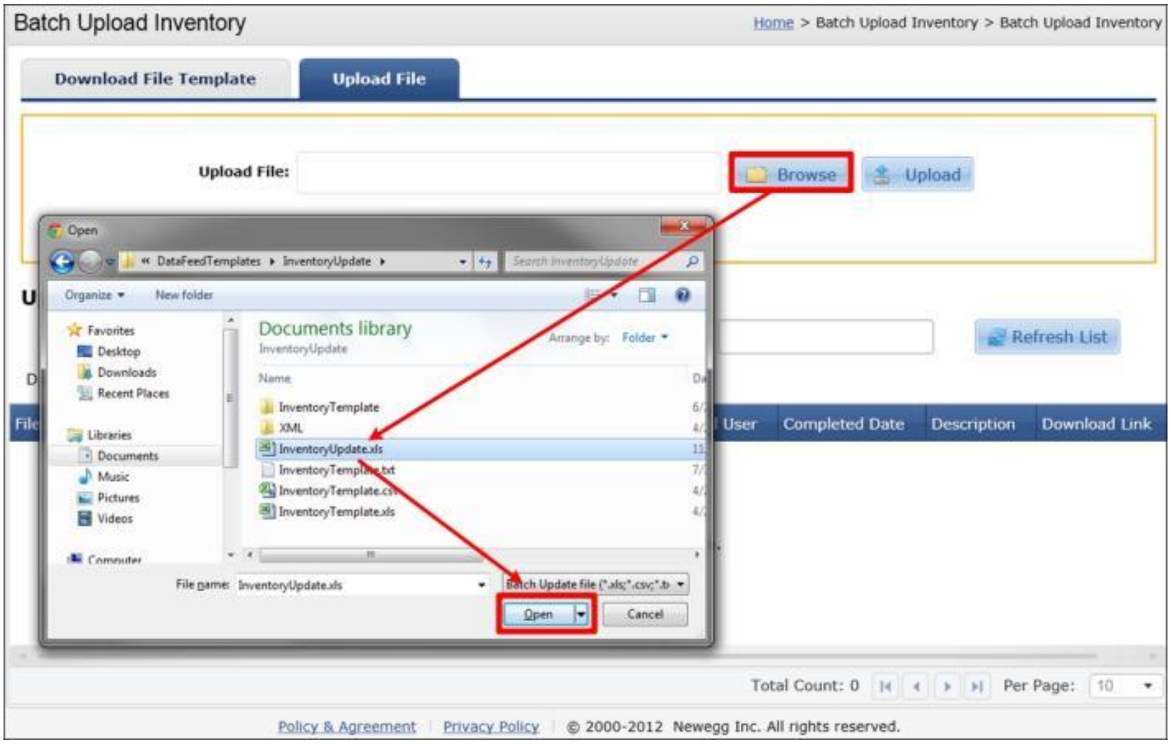
See **Instruction** sheet in the MS Excel (*.xls) Template for further data definitions and instrutions.

To Activate or Deactivate an item, set the its **Activation Mark** field to **TRUE** or **FALSE** respectively.

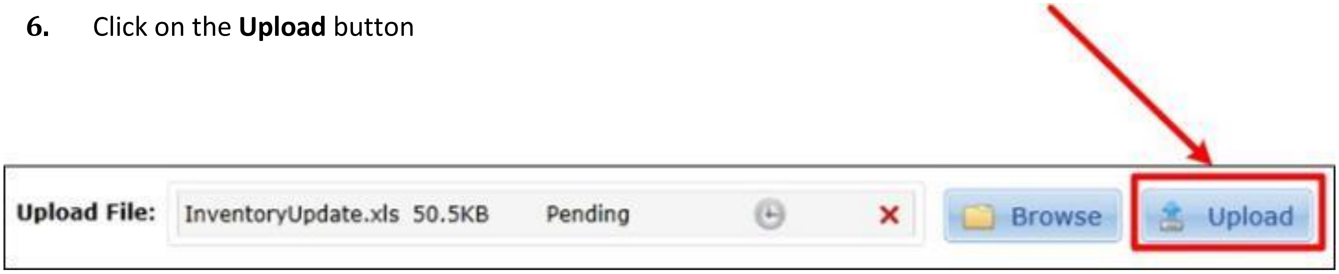
4.4.Upload Price Feed

1. Logon to Seller Portal
2. From the Navigation panel
   a. Click **Manage Items**
   b. Click **Batch Update Price**
3. Click on the **Upload File** tab
4. Click the **Browse** button
5. From the **Open** pop-up window
   a. Search for and select your data feed
   b. Click the **Open** button


neweggmarketplace™
Batch Update Price
Manage Account
Manage Items
Item Creation
Item List
Batch Item Creation/Update
Batch Update Price
Batch Update Inventory
Batch Update Country Exclusi...
Shipment List (SBN Manage...
Download File Template
Upload File
Upload File:
No File ...
Upload progress:
UPLOAD


Batch Upload Inventory
Home > Batch Upload Inventory > Batch Upload Inventory
Download File Template
Upload File
Upload File:
Browse
Upload
Refresh List
User
Completed Date
Description
Download Link
Open
DataFeedTemplates ▸ InventoryUpdate ▸
Search InventoryUpdate
Organize ▾
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Documents library
InventoryUpdate
Arrange by: Folder ▾
Name
InventoryTemplate
XML
InventoryUpdate.xls
InventoryTemplate.txt
InventoryTemplate.csv
InventoryTemplate.xls
File name: InventoryUpdate.xls
Batch Update file (*.xls;*.csv;*.t ▾
Open
Cancel
Total Count: 0
Per Page: 10
Policy & Agreement | Privacy Policy | © 2000-2012 Newegg Inc. All rights reserved.

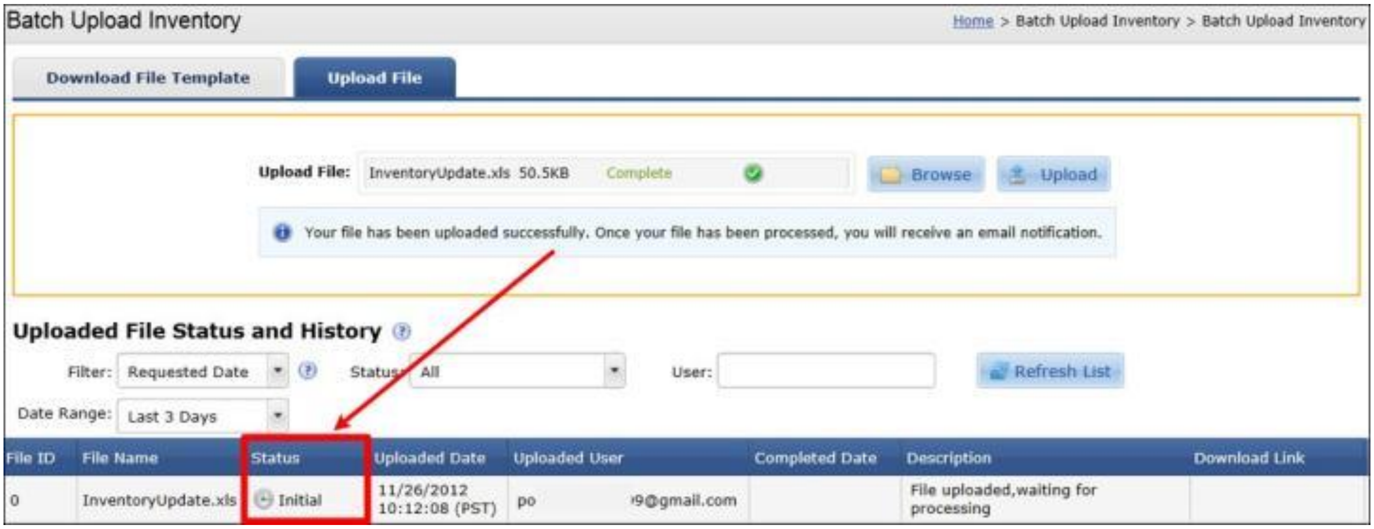
6. Click on the **Upload** button



Upload File: InventoryUpdate.xls 50.5KB Pending

Browse
Upload

7. Check feed status under Uploaded File Status and History



Batch Upload Inventory

Home > Batch Upload Inventory > Batch Upload Inventory
Download File Template
Upload File
Browse
Upload
Refresh List

Upload File: InventoryUpdate.xls 50.5KB Complete

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

Uploaded File Status and History

Filter: Requested Date Status: All User:

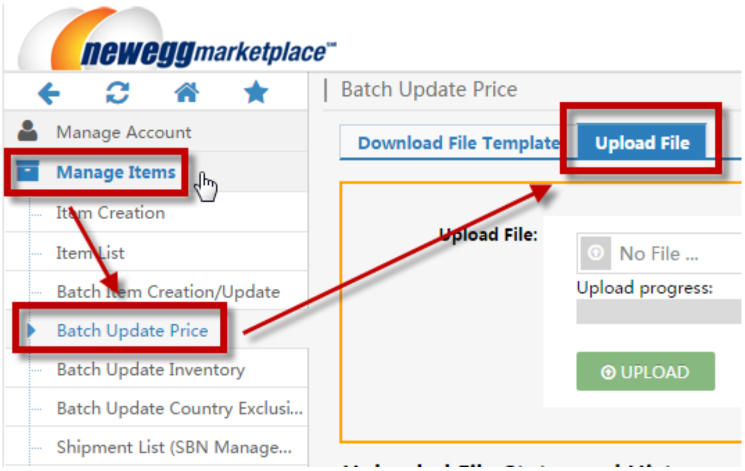
Date Range: Last 3 Days

File ID	File Name	Status	Uploaded Date	Uploaded User	Completed Date	Description	Download Link
0	InventoryUpdate.xls	Initial	11/26/2012 10:12:08 (PST)	po[redacted]9@gmail.com		File uploaded,waiting for processing	

Processing times may vary depending on size and number of jobs in process queue.

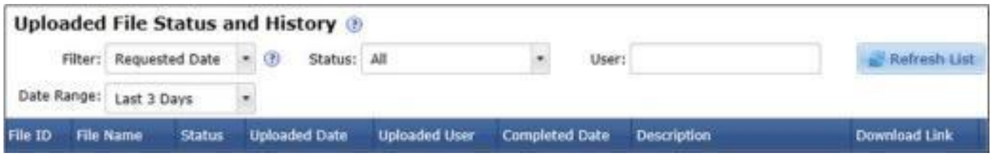
4.5.View Price Processing Errors

1. [Logon to Seller Portal]()
2. From the Navigation panel
   a. Click **Manage Items**
   b. Click **Batch Update Price**
3. Click the **Upload File** tab

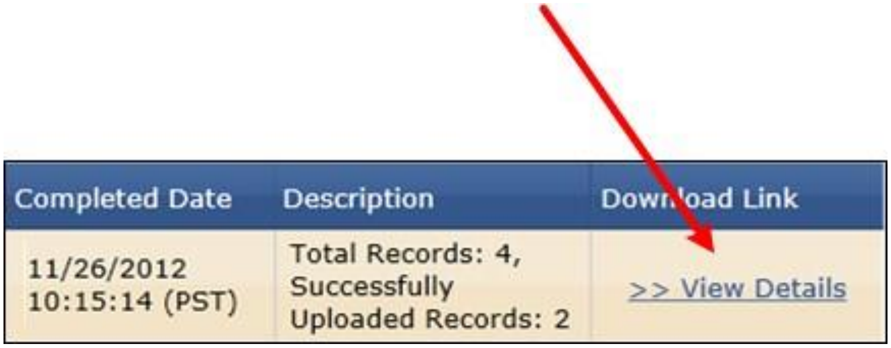


neweggmarketplace
Batch Update Price
Manage Account
Manage Items
Item Creation
Item List
Batch Item Creation/Update
Batch Update Price
Batch Update Inventory
Batch Update Country Exclusi...
Shipment List (SBN Manage...
Download File Template
Upload File
Upload File:
No File ...
Upload progress:
UPLOAD

4. Search for file under the **Uploaded File Status and History**


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
Completed Date
Description
Download Link

5. Click on the >> View Details link under the **Download Link** column



Completed Date	Description	Download Link
11/26/2012 10:15:14 (PST)	Total Records: 4, Successfully Uploaded Records: 2	>> View Details

6. Open Inventory Processing Result File

File will contain items that received an error only with description of the error.

5. Batch Update Inventory

5.1.Batch Item Inventory Update Template

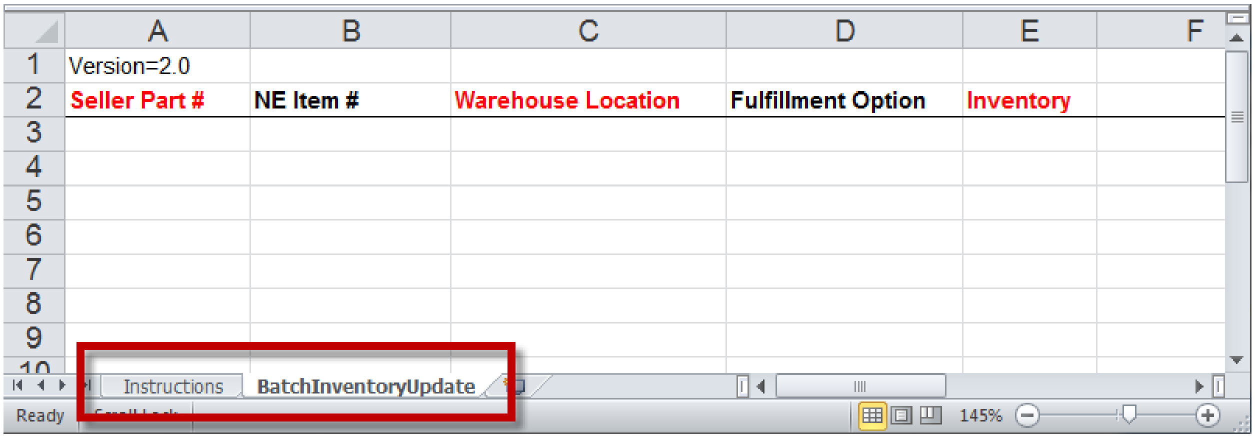
Regardless of the Inventory feed format you decide to use (xls, csv, txt, xml), it is highly suggested for first time users to download the template in the MS Excel (xls) format. The Excel Template includes the following worksheets that contain valuable information you will need to properly fill out the Inventory Feed.

- Instructions

  The Instructions sheet provides an overview of how to use the template.

- BatchInventoryUpdate

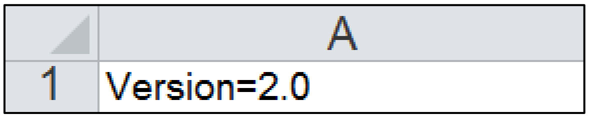
  This is the actual worksheet that will be used to enter your product information. Do not rename the tab otherwise the system will not process your feed.



	A	B	C	D	E	F
1	Version=2.0					
2	Seller Part #	NE Item #	Warehouse Location	Fulfillment Option	Inventory	

- Template Header

  The template header includes the version number on the first row. Do not modify or remove from template.

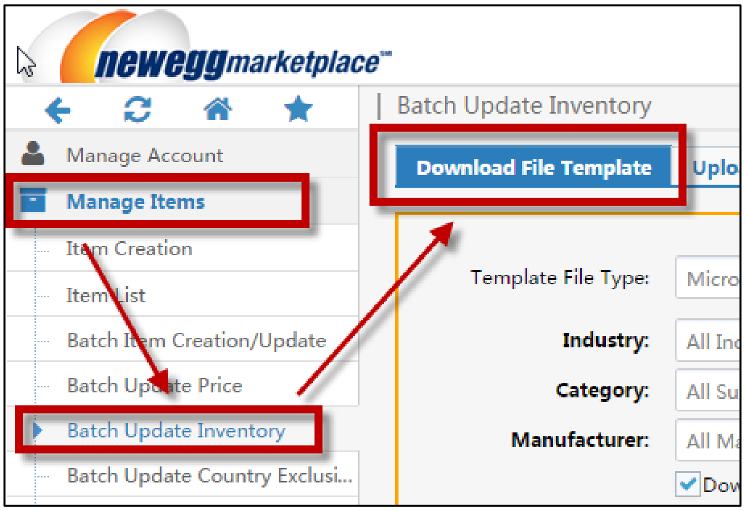


	A
1	Version=2.0

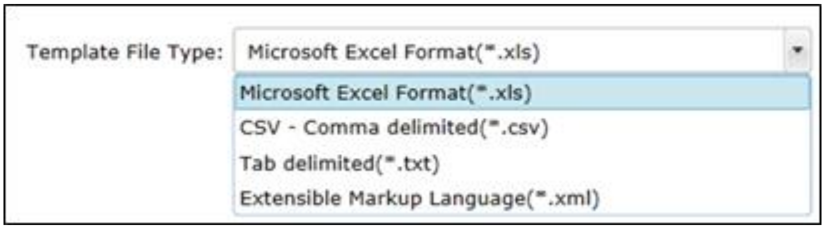
- Data field Header Names

  All data fields should be included. Do NOT modify the format or remove any fields from your inventory feed. Doing so may cause your items from being properly updated or to fail completely. If the field does not pertain to your item then simply leave the field blank.

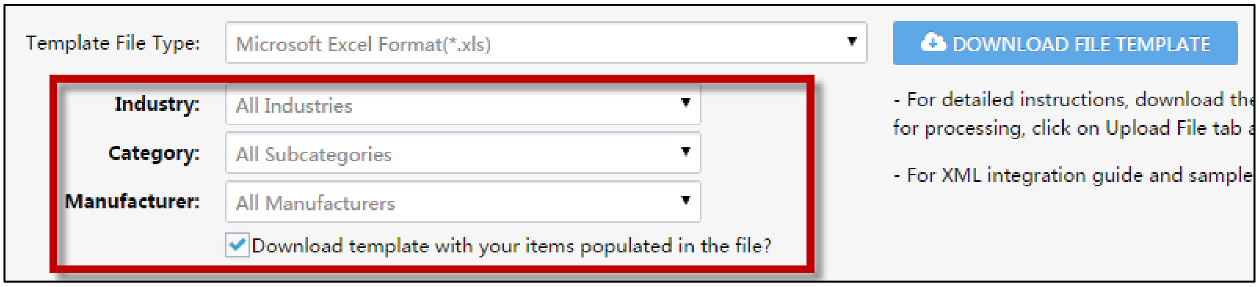
5.2.Download Inventory Feed Template


neweggmarketplace℠
Batch Update Inventory
Manage Account
Manage Items
Item Creation
Item List
Batch Item Creation/Update
Batch Update Price
Batch Update Inventory
Batch Update Country Exclusi...
Download File Template
Uplo
Template File Type:
Micro
Industry:
All Inc
Category:
All Su
Manufacturer:
All Ma
☑ Dow

1. [Logon to Seller Portal](#)
2. From the Navigation panel
   a. Click **Manage Items**
   b. Click **Batch Update Inventory**
3. Click on the **Download File Template** tab (default)


Template File Type:
Microsoft Excel Format(*.xls)
Microsoft Excel Format(*.xls)
CSV - Comma delimited(*.csv)
Tab delimited(*.txt)
Extensible Markup Language(*.xml)

4. Select the **Template File Type**
5. Choose settings to **Download template with your items populated in the file**
   a. To Download blank template, uncheck box.
   b. To Download template with your items, keep box checked and set Industry, Category, and Manufacturer options.


DOWNLOAD FILE TEMPLATE

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

Industry: All Industries

Category: All Subcategories

Manufacturer: All Manufacturers

☑ Download template with your items populated in the file?

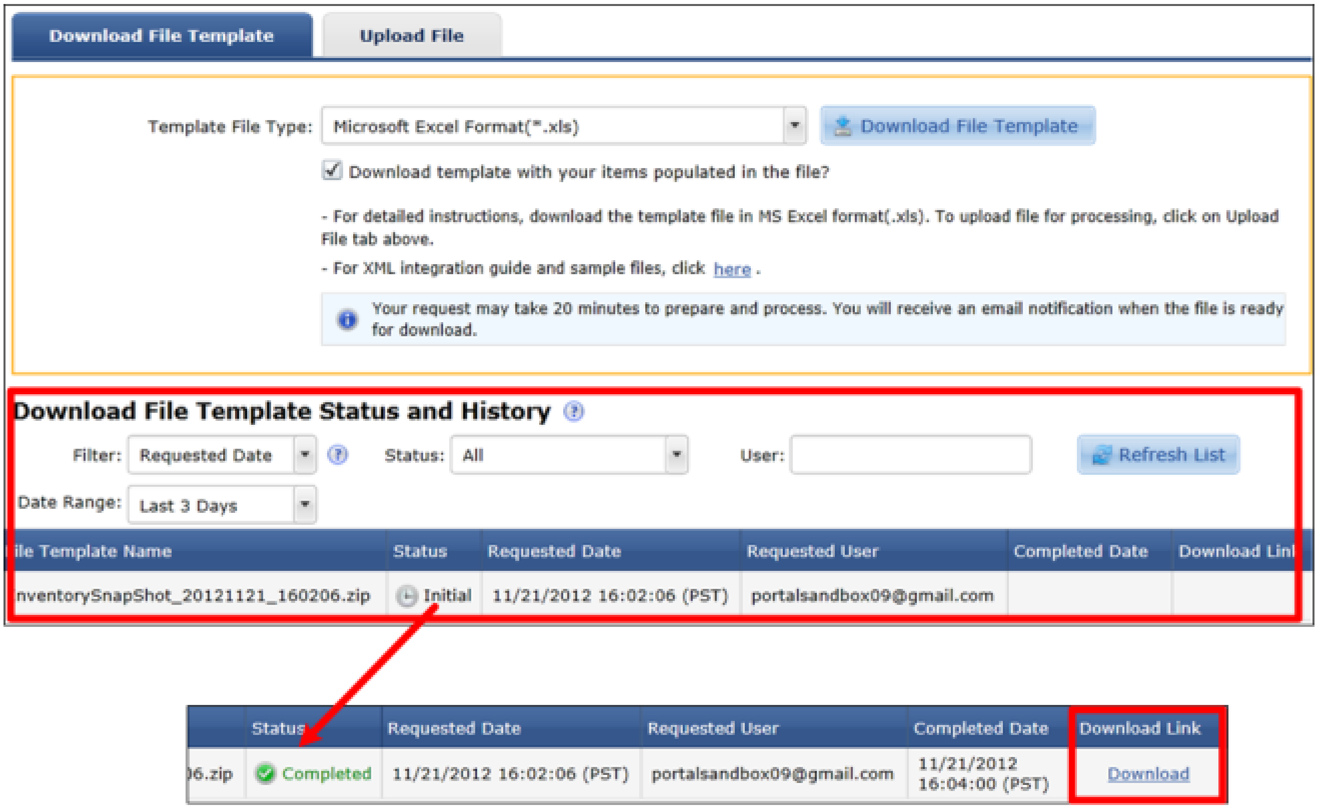
- For detailed instructions, download the
for processing, click on Upload File tab a

- For XML integration guide and sample

6. Click on the **Download File Template** button

Time to generate Inventory feed with items populated may vary. Download file below **Download File Template Status and History** once completed.

7. Click the Download link under the **Download Link** column below the **Download File Template Status and History**



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

☑ Download template with your items populated in the file?

- For detailed instructions, download the template file in MS Excel format(.xls). To upload file for processing, click on Upload File tab above.

- For XML integration guide and sample files, click here .

Your request may take 20 minutes to prepare and process. You will receive an email notification when the file is ready for download.

Download File Template Status and History

Filter: Requested Date Status: All User:

Date Range: Last 3 Days

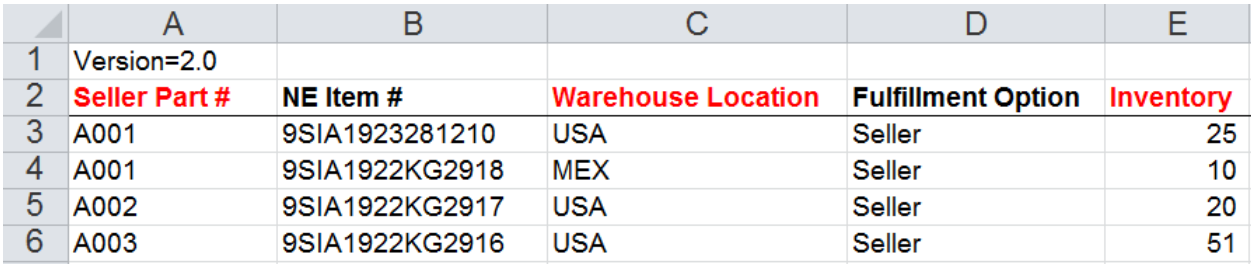
ile Template Name	Status	Requested Date	Requested User	Completed Date	Download Lin
nventorySnapShot_20121121_160206.zip	Initial	11/21/2012 16:02:06 (PST)	portalsandbox09@gmail.com		

	Status	Requested Date	Requested User	Completed Date	Download Link
06.zip	Completed	11/21/2012 16:02:06 (PST)	portalsandbox09@gmail.com	11/21/2012 16:04:00 (PST)	Download

5.3. Populate Inventory Feed

1. Enter/Update Item Information

   a. Required fields are marked with red header names and must be properly entered to prevent the item from failing.

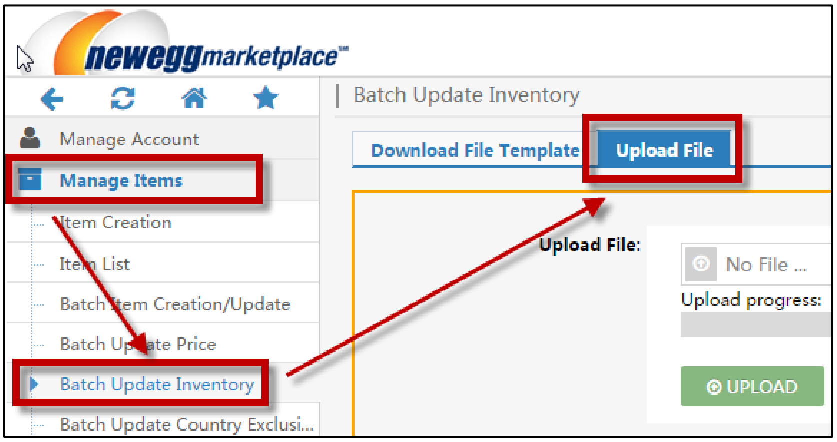


	A	B	C	D	E
1	Version=2.0				
2	Seller Part #	NE Item #	Warehouse Location	Fulfillment Option	Inventory
3	A001	9SIA1923281210	USA	Seller	25
4	A001	9SIA1922KG2918	MEX	Seller	10
5	A002	9SIA1922KG2917	USA	Seller	20
6	A003	9SIA1922KG2916	USA	Seller	51

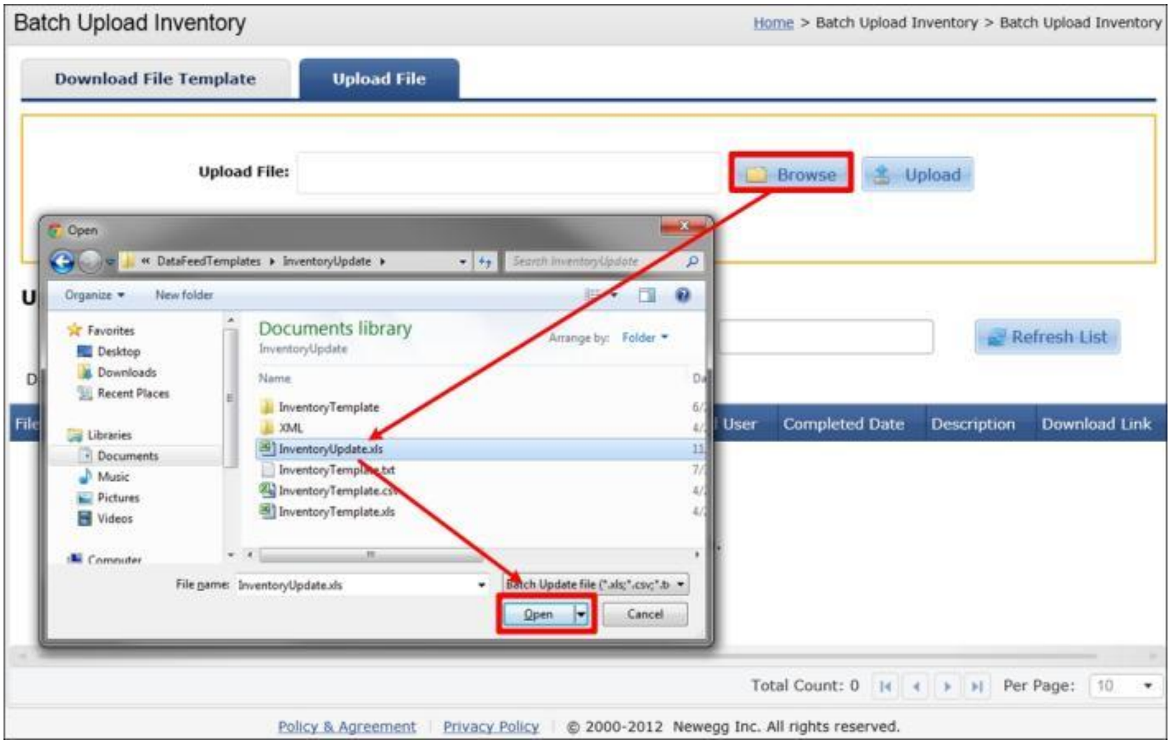
See **Instruction** sheet in the MS Excel (*.xls) Template for further data definitions and instrutions.

5.4.Upload Inventory Feed

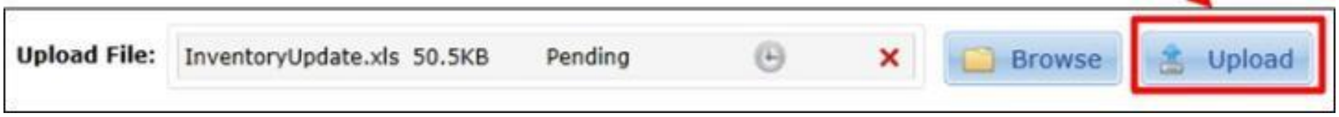
1. [Logon to Seller Portal]()


neweggmarketplace
Batch Update Inventory
Manage Account
Manage Items
Item Creation
Item List
Batch Item Creation/Update
Batch Update Price
Batch Update Inventory
Batch Update Country Exclusi...
Download File Template
Upload File
Upload File:
No File ...
Upload progress:
UPLOAD

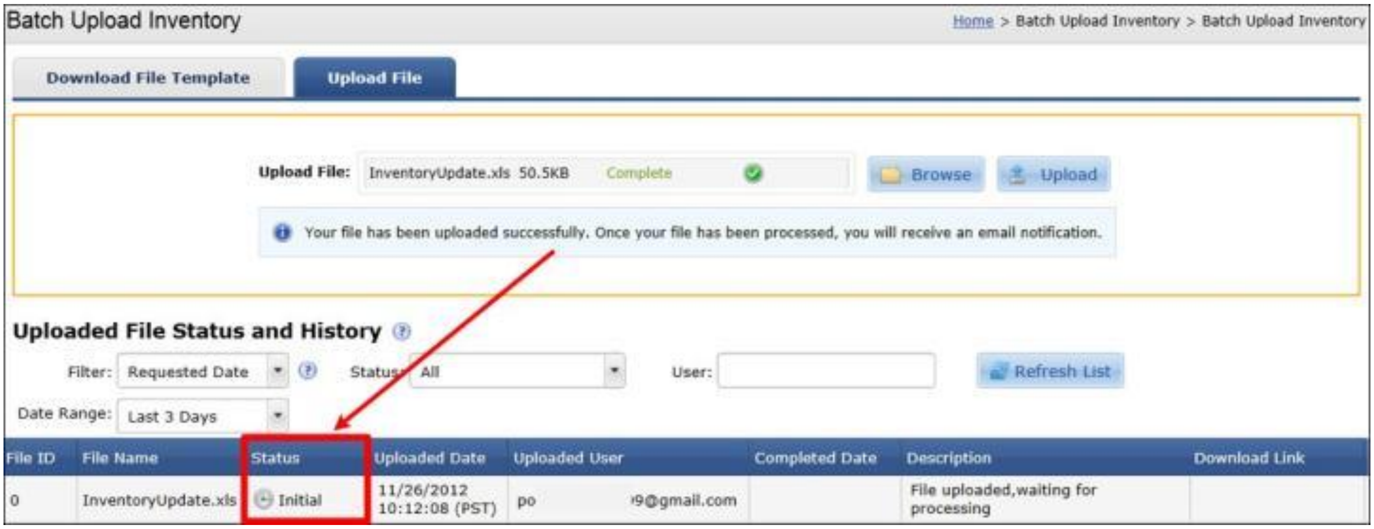
2. From the Navigation panel
   a. Click **Manage Items**
   b. Click **Batch Update Inventory**
3. Click on the **Upload File** tab
4. Click the **Browse** button
5. From the **Open** pop-up window
   a. Search for and select your data feed
   b. Click the **Open** button


Batch Upload Inventory
Home > Batch Upload Inventory > Batch Upload Inventory
Download File Template
Upload File
Upload File:
Browse
Upload
Open
« DataFeedTemplates ▸ InventoryUpdate ▸
Search InventoryUpdate
Organize ▾
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Documents library
InventoryUpdate
Arrange by: Folder ▾
Name
InventoryTemplate
XML
InventoryUpdate.xls
InventoryTemplate.txt
InventoryTemplate.csv
InventoryTemplate.xls
File name: InventoryUpdate.xls
Batch Update File (*.xls;*.csv;*.t
Open
Cancel
Refresh List
User
Completed Date
Description
Download Link
Total Count: 0
Per Page: 10
Policy & Agreement
Privacy Policy
© 2000-2012 Newegg Inc. All rights reserved.

6. Click on the Upload button


Upload File:
InventoryUpdate.xls 50.5KB
Pending
Browse
Upload

7. Check feed status under Uploaded File Status and History



Batch Upload Inventory

Home > Batch Upload Inventory > Batch Upload Inventory

Download File Template
Upload File
Browse
Upload
Refresh List

Upload File: InventoryUpdate.xls 50.5KB Complete

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

Uploaded File Status and History

Filter: Requested Date

Status: All

User:

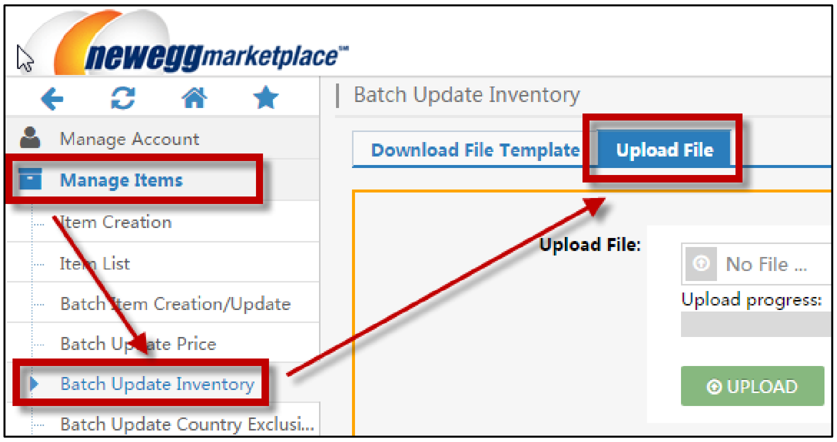
Date Range: Last 3 Days

File ID	File Name	Status	Uploaded Date	Uploaded User	Completed Date	Description	Download Link
0	InventoryUpdate.xls	Initial	11/26/2012 10:12:08 (PST)	po 9@gmail.com		File uploaded,waiting for processing	

Processing times may vary depending on size and number of jobs in process queue.

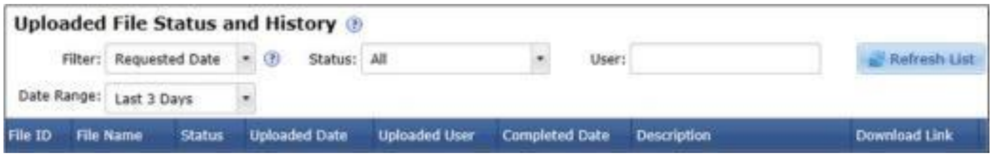
5.5. View Inventory Processing Errors

1. [Logon to Seller Portal]()
2. From the Navigation panel
   a. Click **Manage Items**
   b. Click **Batch Update Inventory**
3. Click the **Upload File** tab



neweggmarketplace
Batch Update Inventory
Manage Account
Manage Items
Item Creation
Item List
Batch Item Creation/Update
Batch Update Price
Batch Update Inventory
Batch Update Country Exclusi...
Download File Template
Upload File
Upload File:
No File ...
Upload progress:
UPLOAD

4. Search for file under the **Uploaded File Status and History**



Uploaded File Status and History

Filter: Requested Date

Status: All

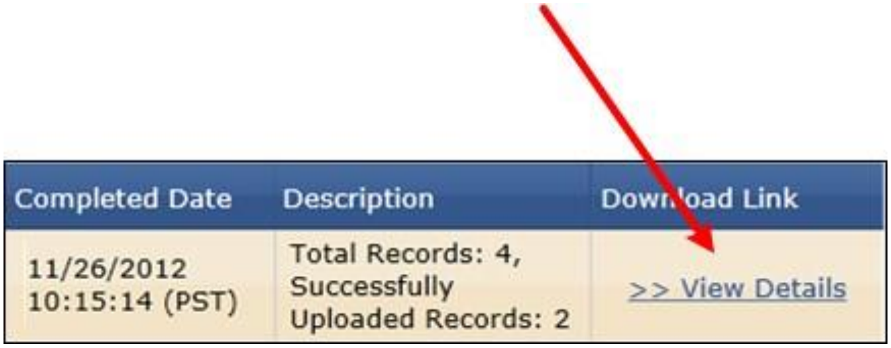
User:

Date Range: Last 3 Days

Refresh List

File ID	File Name	Status	Uploaded Date	Uploaded User	Completed Date	Description	Download Link

5. Click on the >> View Details link under the **Download Link** column



Completed Date	Description	Download Link
11/26/2012 10:15:14 (PST)	Total Records: 4, Successfully Uploaded Records: 2	>> View Details

6. Open Inventory Processing Result File

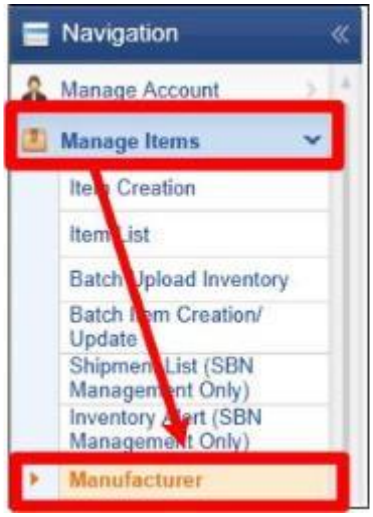
File will contain items that received an error only with description of the error.

6. Manufacturer List

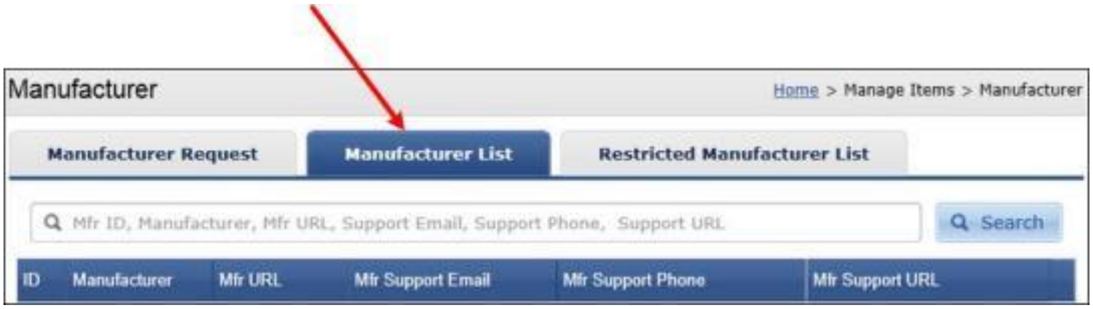
All manufacturer/brand names must be pre-approved before they can be used to create an item. In Seller Portal, you can search through our database of accepted manufacturer names and/or submit a request to add a new one.

6.1. Look up Manufacturer

1. Logon to Seller Portal
2. From the Navigation panel
    a. Click **Manage Items**
    b. Click **Manufacturer**


Navigation
Manage Account
Manage Items
Item Creation
Item List
Batch Upload Inventory
Batch Item Creation/ Update
Shipment List (SBN Management Only)
Inventory Alert (SBN Management Only)
Manufacturer

3. Click the **Manufacturer List** tab


Manufacturer
Home > Manage Items > Manufacturer
Manufacturer Request
Manufacturer List
Restricted Manufacturer List
Mfr ID, Manufacturer, Mfr URL, Support Email, Support Phone, Support URL
Search
ID
Manufacturer
Mfr URL
Mfr Support Email
Mfr Support Phone
Mfr Support URL

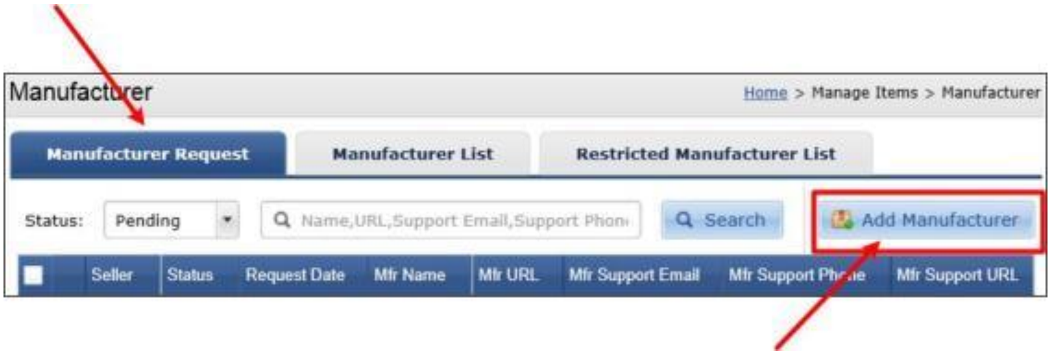
4. Search for manufacturer by:
    a. Manufacturer ID (Newegg's internal identification)
    b. Manufacturer Name
    c. Manufacturer URL
    d. Manufacturer Support Email
    e. Manufacturer Support Phone
    f. Manufacturer Support URL

For best search results, enter part of the manufacturer name instead of the entire name (i.e. "Sony" vs. "Sony Electronics Inc.").

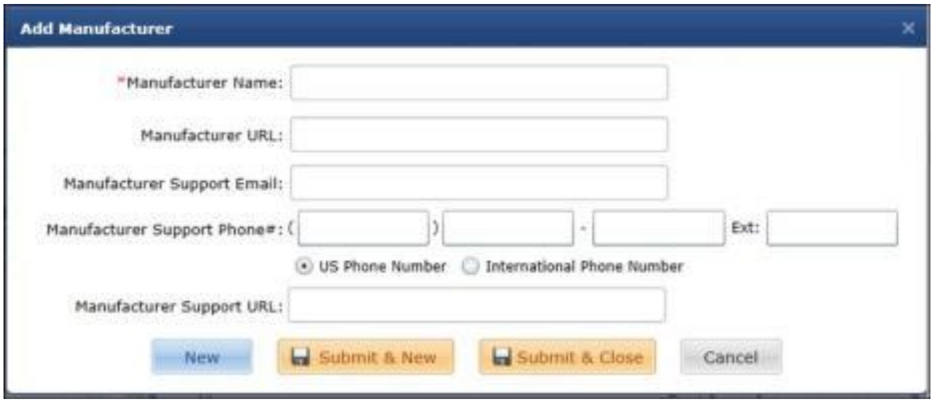
6.2.Manufacturer Request

Sumbit request to add a new Manufacturer name to the approved Manufacturer List.

1. Go to **Manage Items**> **Manufacturer**
2. Click **Manufacturer Request** tab
3. Click the **Add Manufacturer** button


Manufacturer
Home > Manage Items > Manufacturer
Manufacturer Request
Manufacturer List
Restricted Manufacturer List
Status: Pending
Name,URL,Support Email,Support Phone
Search
Add Manufacturer
Seller
Status
Request Date
Mfr Name
Mfr URL
Mfr Support Email
Mfr Support Phone
Mfr Support URL

4. Enter all requested information


Add Manufacturer
*Manufacturer Name:
Manufacturer URL:
Manufacturer Support Email:
Manufacturer Support Phone#: ( ) -
Ext:
● US Phone Number
○ International Phone Number
Manufacturer Support URL:
New
Submit & New
Submit & Close
Cancel

5. Submit request
    a. Click “**Submit & New**” to submit request and add another manufacturer.
    b. Click “**Submit & Close**” to submit request and return to Seller Portal.

Marketplace Content team will review and process each submitted request. Please allow 1-2 weeks.

Contact mktp.content@newegg.com to submit manufacturer request in batch.

7. Manage Order with Seller Portal

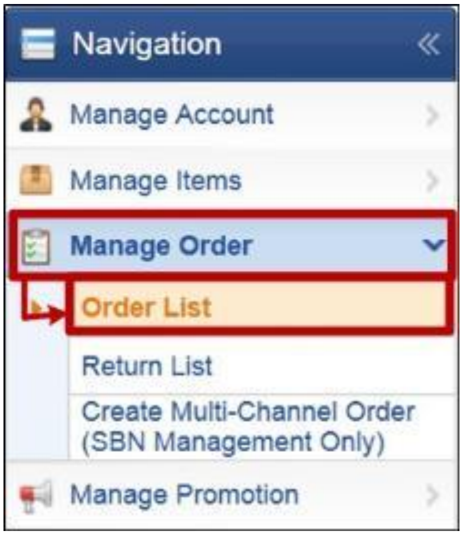
After a customer places an order, Newegg Marketplace will verify the payment information and order details. Once the order is verified, Newegg Marketplace will notify you by:

a. Sending a notification email to your default account. Please also check your seller account in Seller Portal for current order status.

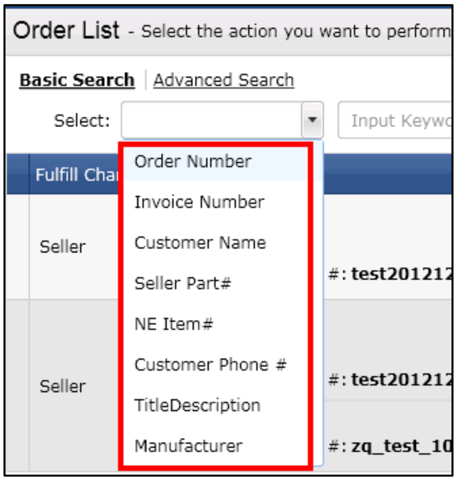
b. For FTP users, Newegg will also upload an order file every hour to your directory /Outbound/OrderList/

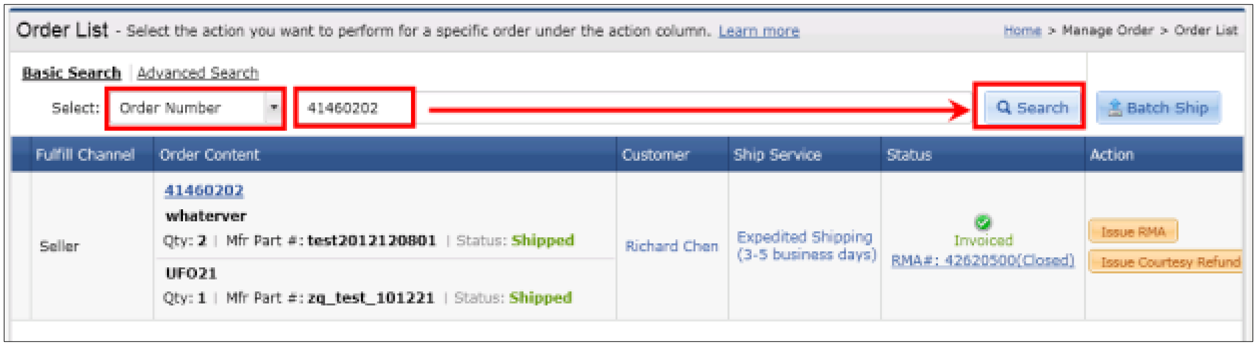
7.1.Ship/Void Order

1. Logon to Seller Portal
2. From the Navigation panel
   a. Click **Manage Order**
   b. Click **Order List**


Navigation
Manage Account
Manage Items
Manage Order
Order List
Return List
Create Multi-Channel Order (SBN Management Only)
Manage Promotion

3. Search Order(s) by:
   a. Order Number
   b. Invoice Number
   c. Customer Name
   d. Seller Part #
   e. NE Item #
   f. Customer Phone #
   g. Title Description
   h. Manufacturer

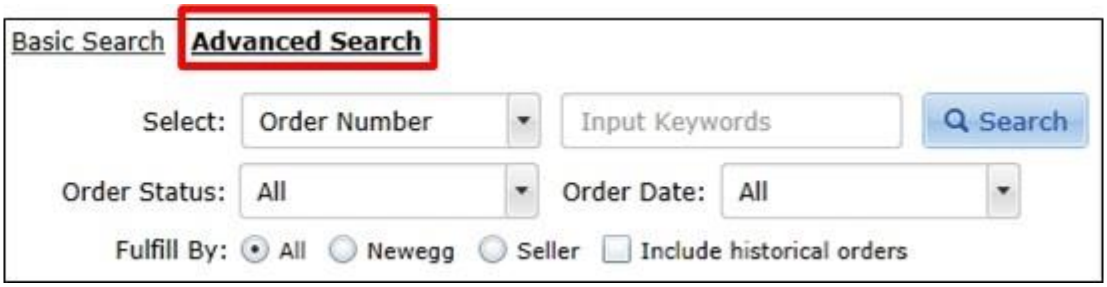

Order List - Select the action you want to perform
Basic Search
Advanced Search
Select:
Input Keywo
Fulfill Cha
Seller
Seller
Order Number
Invoice Number
Customer Name
Seller Part#
NE Item#
Customer Phone #
TitleDescription
Manufacturer
#: test201212
#: test201212
#: zq_test_10


Order List - Select the action you want to perform for a specific order under the action column. Learn more
Home > Manage Order > Order List
Basic Search
Advanced Search
Search
Batch Ship

Select: Order Number 41460202

Fulfill Channel	Order Content	Customer	Ship Service	Status	Action
Seller	41460202 whaterver Qty: 2 | Mfr Part #: test2012120801 | Status: Shipped UFO21 Qty: 1 | Mfr Part #: zq_test_101221 | Status: Shipped	Richard Chen	Expedited Shipping (3-5 business days)	Invoiced RMA#: 42620500(Closed)	Issue RMA Issue Courtesy Refund

Use Advanced Search options to filter your search results by different attributes.

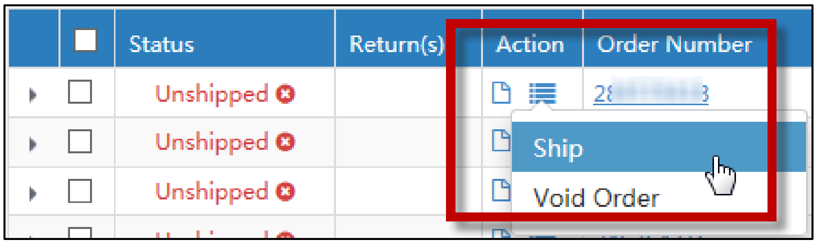

Basic Search
Advanced Search
Search

Select: Order Number | Input Keywords

Order Status: All | Order Date: All

Fulfill By: ● All ○ Newegg ○ Seller ☐ Include historical orders

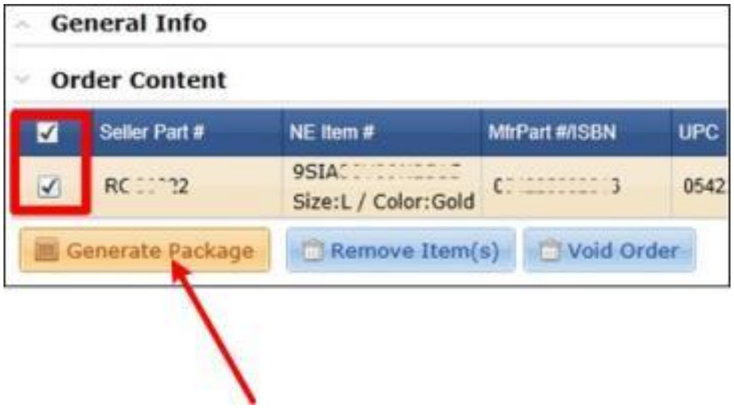
4. Under the **Action** column, hover cursor over the ☰ icon
   a. To ship order, "**Ship**"
   b. To void order, Click “**Void Order**”


Ship
Void Order

☐	Status	Return(s)	Action	Order Number
☐	Unshipped			[redacted]
☐	Unshipped			
☐	Unshipped			

5. Under Order Content, select item(s) to include in package list

6. Click **Generate Package** button


General Info
Order Content
Generate Package
Remove Item(s)
Void Order

☑	Seller Part #	NE Item #	MfrPart #/ISBN	UPC
☑	[redacted]	[redacted] Size:L / Color:Gold	[redacted]	0542

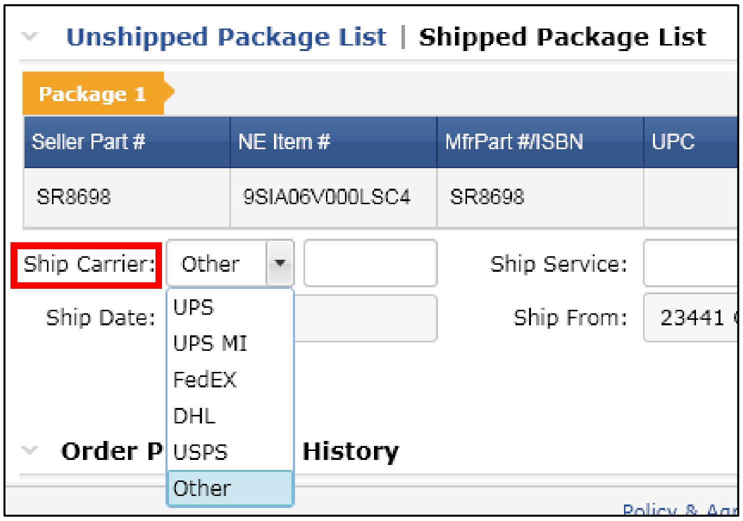
Multiple packages may be generated.

Generated Packages will appear under **Unshipped Package List.**

7. Select the package's **Shipping Carrier**

8. Enter the Shipping Service (i.e. "Ground")

9. Enter the **Tracking #**


Unshipped Package List | Shipped Package List
Package 1
UPS
UPS MI
FedEX
DHL
USPS
Other
Order P
History
Policy & Agr

Seller Part #	NE Item #	MfrPart #/ISBN	UPC
SR8698	9SIA06V000LSC4	SR8698	

Ship Carrier: Other

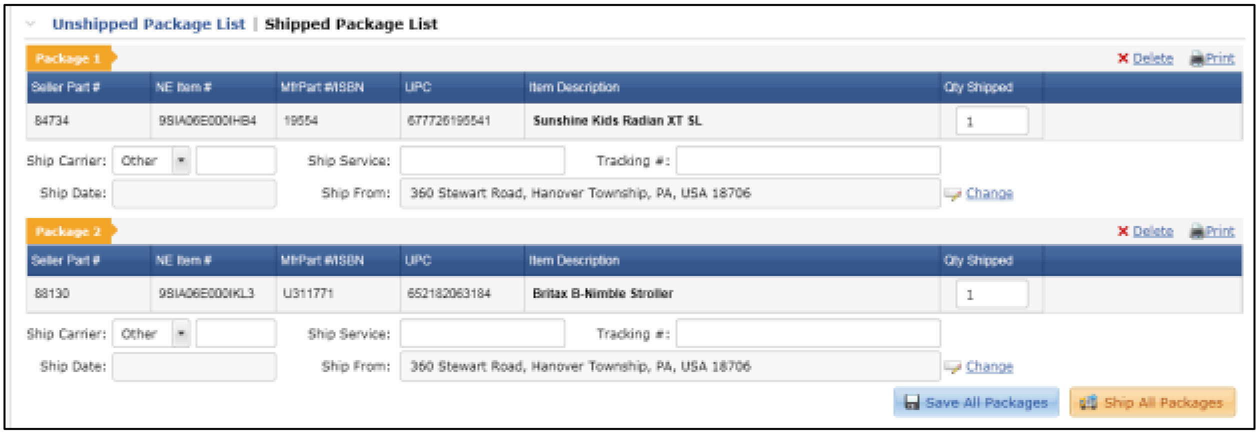
Ship Service:

Ship Date:

Ship From: 23441

10. Print Package List

11. Click **Ship All Packages** button


Unshipped Package List | Shipped Package List
Package 1
Delete
Print
Change
Package 2
Delete
Print
Change
Save All Packages
Ship All Packages

Seller Part #	NE Item #	MfrPart #/ISBN	UPC	Item Description	Qty Shipped
84734	9SIA06E000IHB4	19554	677726195541	**Sunshine Kids Radian XT SL**	1

Ship Carrier: Other

Ship Service:

Tracking #:

Ship Date:

Ship From: 360 Stewart Road, Hanover Township, PA, USA 18706

Seller Part #	NE Item #	MfrPart #/ISBN	UPC	Item Description	Qty Shipped
88130	9SIA06E000IKL3	U311771	652182063184	**Britax B-Nimble Stroller**	1

Ship Carrier: Other

Ship Service:

Tracking #:

Ship Date:

Ship From: 360 Stewart Road, Hanover Township, PA, USA 18706

Order will not be processed by clicking the "**SAVE ALL PACKAGES**" button. You must click the "**SHIP ALL PACKAGES**" for the order to by processed.

8. Batch Ship Orders

8.1.Batch Order Shipping Template

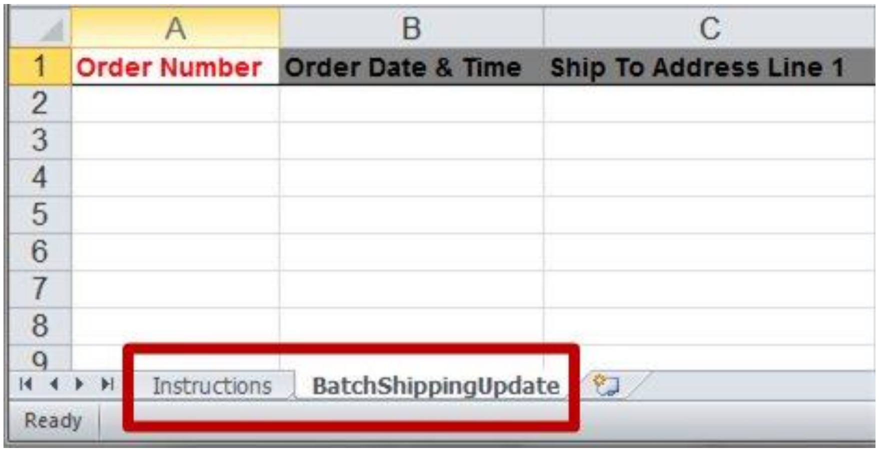
Regardless of the format you decide to use (xls, csv, txt, xml), it is highly suggested to download the template in the MS Excel (xls) format. The Excel Template includes the following worksheets that contain valuable information you will need to properly fill out the Batch Shipping file.

- Instructions

  The Instructions sheet provides an overview of how to use the template including a detailed review of each field in the template.

- BatchShippingUpdate

  This is the actual worksheet in which you enter your Shipping info, using the specifications listed in the Instructions tab. This worksheet contains column headings (field names) representing each of the fields in your Ship Notice file. It has color-coded column headers to indicate whether the field is **required (red) or desired (black).**



A	B	C
Order Number	Order Date & Time	Ship To Address Line 1

- Data field Header Names

  All data fields should be included. Do NOT modify the format or remove any fields from your inventory feed. Doing so may cause your items from being properly updated or to fail completely. If the field does not pertain to your item then simply leave the field blank.

8.2.Download Order Shipping Template

1. Logon to Seller Portal

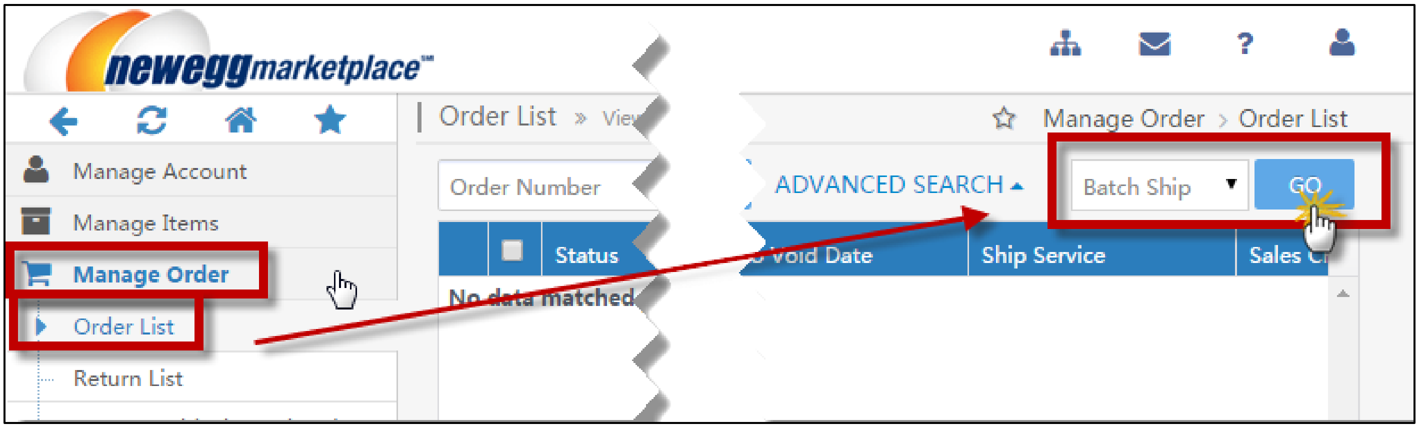
2. From the Navigation panel

   a. Click **Manage Order**

   b. Click **Order List**

3. Select "**Batch Ship**" from drop-down menu (default)

4. Click the **GO** button

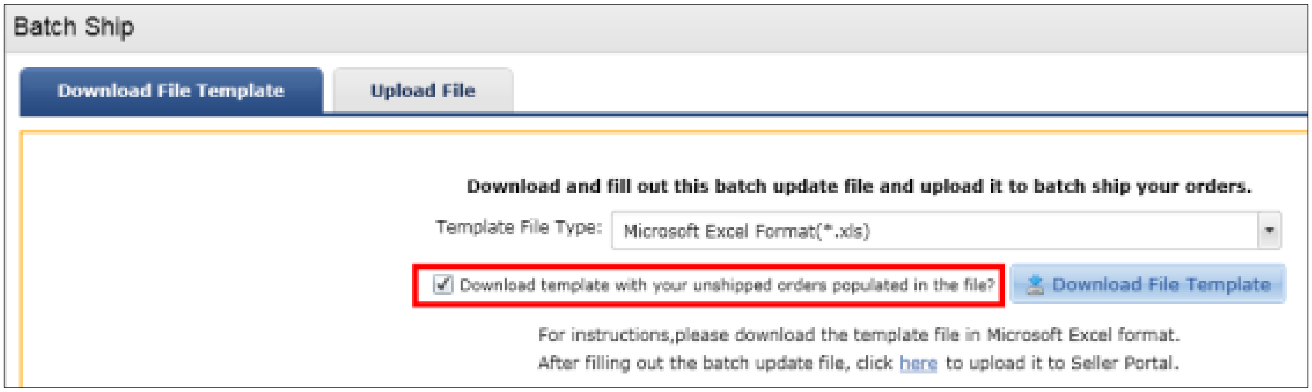

neweggmarketplace
Order List » View
Manage Order > Order List
Manage Account
Manage Items
Manage Order
Order List
Return List
Order Number
ADVANCED SEARCH
Batch Ship
GO
Status
Void Date
Ship Service
Sales C
No data matched

5. Select download options

   a. Select the **Template File Type** (i.e. xls, csv, txt, xml)

   b. Check box to download template with your unshipped orders populated in the file (default)

   c. Uncheck box to download empty order/shipping template


Batch Ship
Download File Template
Upload File

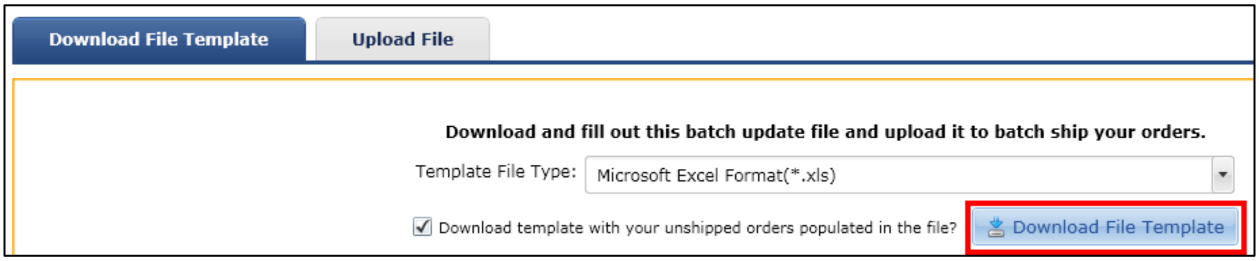
Download and fill out this batch update file and upload it to batch ship your orders.

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

☑ Download template with your unshipped orders populated in the file? Download File Template

For instructions,please download the template file in Microsoft Excel format.
After filling out the batch update file, click here to upload it to Seller Portal.

6. Click the **DOWNLOAD FILE TEMPLATE** button



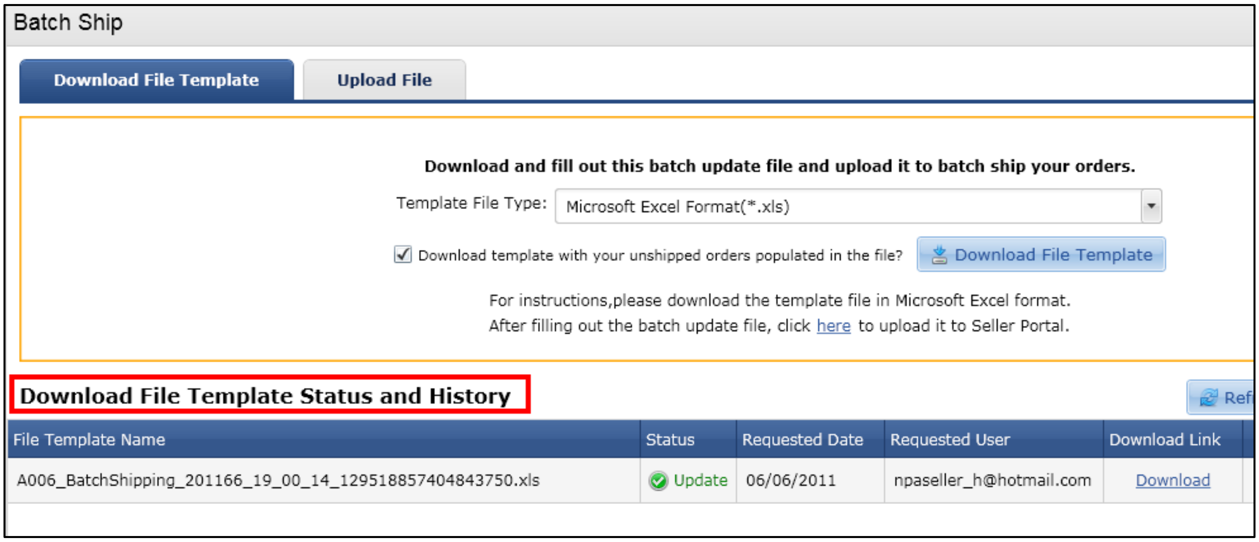
Download and fill out this batch update file and upload it to batch ship your orders.

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

☑ Download template with your unshipped orders populated in the file?

In rare cases, an order may appear in multiple files. It's the seller's responsibility to ensure that duplicate orders are not processed.

Time to generate populated file may vary. Check status and download completed file under **Download File Tempate Status and History**.



Download and fill out this batch update file and upload it to batch ship your orders.

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

☑ Download template with your unshipped orders populated in the file?

For instructions,please download the template file in Microsoft Excel format.
After filling out the batch update file, click here to upload it to Seller Portal.

Download File Template Status and History

File Template Name	Status	Requested Date	Requested User	Download Link
A006_BatchShipping_201166_19_00_14_129518857404843750.xls	✓ Update	06/06/2011	npaseller_h@hotmail.com	Download

8.3. Complete Batch Shipping File

1. Complete Required Order Shipping Details

a. Quantity Shipped

Number of units the item was shipped in this package

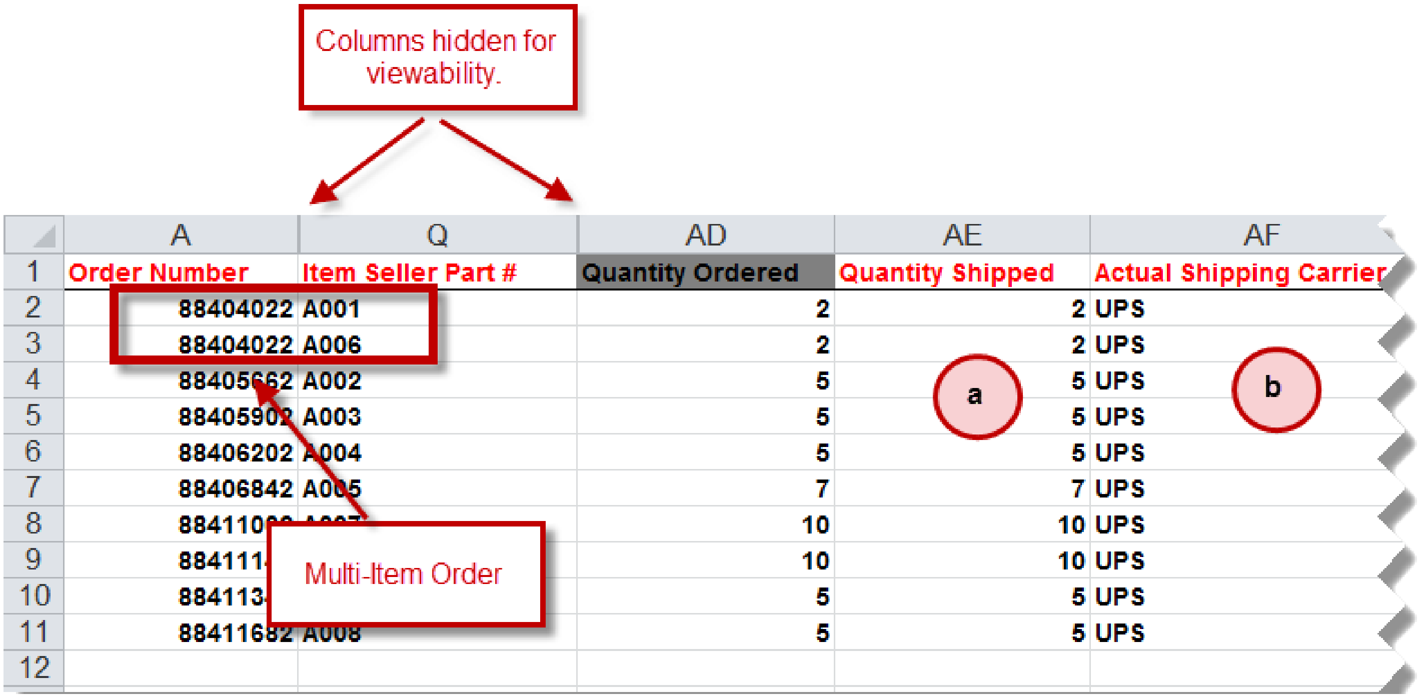
An item that has been ordered with a multiple quantity must be shipped and processed entirely. Items may be shipped in multiple packages with different tracking #'s but the must be processed in the same file.

b. Actual Shipping Carrier

c. Actual Shipping Method

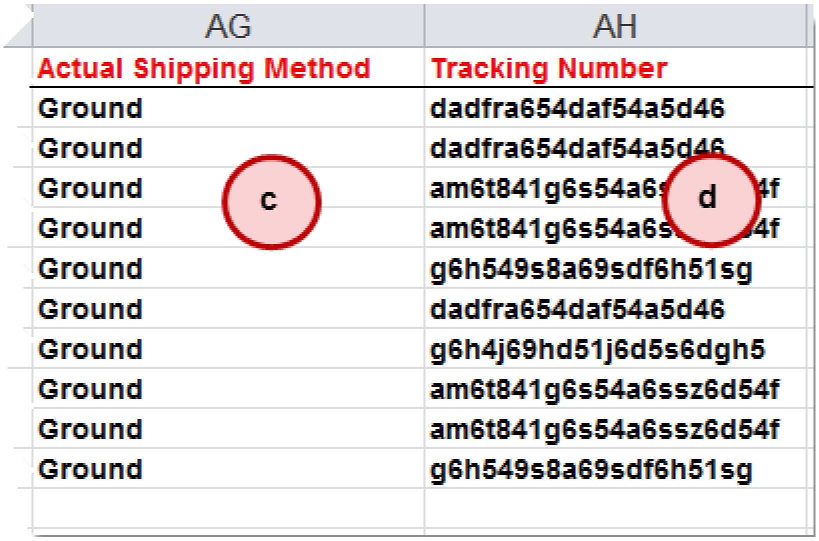
d. Tracking Number

The tracking number of this package. The tracking number cannot reused from previous orders.



	A	Q	AD	AE	AF
1	Order Number	Item Seller Part #	Quantity Ordered	Quantity Shipped	Actual Shipping Carrier
2	88404022	A001	2	2	UPS
3	88404022	A006	2	2	UPS
4	88405662	A002	5	5	UPS
5	88405902	A003	5	5	UPS
6	88406202	A004	5	5	UPS
7	88406842	A005	7	7	UPS
8	884110[illegible]	[illegible]	10	10	UPS
9	884111[illegible]	[illegible]	10	10	UPS
10	884113[illegible]	[illegible]	5	5	UPS
11	88411682	A008	5	5	UPS
12					

Multi-item Orders will be provided on multiple rows with the same order number. If multiple items were shipped in the same package then they must be included in the same ship notice/batch ship file with the same tracking number.

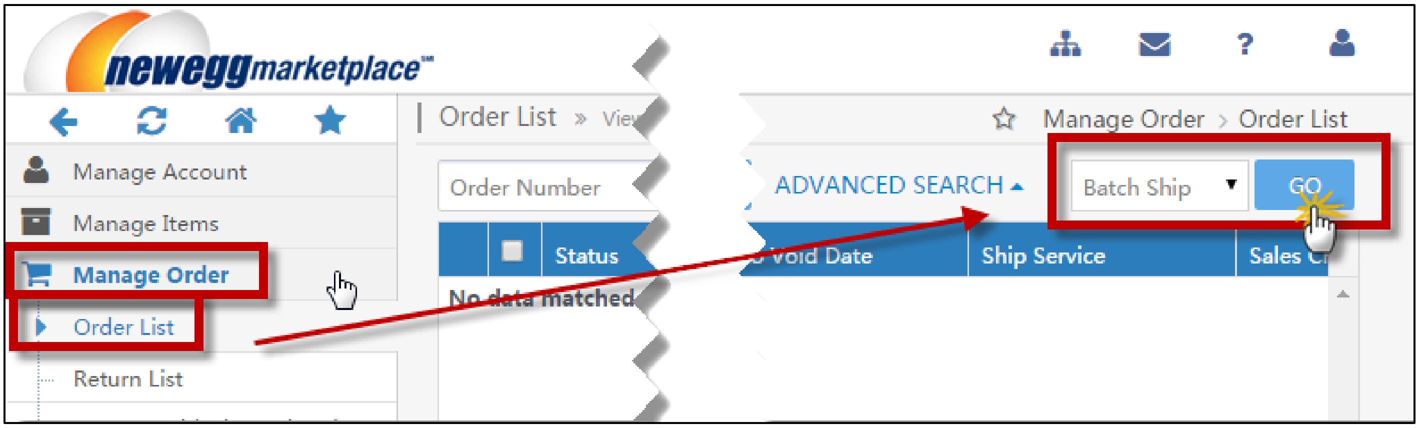


AG	AH
Actual Shipping Method	Tracking Number
Ground	dadfra654daf54a5d46
Ground	dadfra654daf54a5d46
Ground	am6t841g6s54a6[illegible]4f
Ground	am6t841g6s54a6s[illegible]4f
Ground	g6h549s8a69sdf6h51sg
Ground	dadfra654daf54a5d46
Ground	g6h4j69hd51j6d5s6dgh5
Ground	am6t841g6s54a6ssz6d54f
Ground	am6t841g6s54a6ssz6d54f
Ground	g6h549s8a69sdf6h51sg

2. Upload Batch Shipping File

8.4. Upload Batch Shipping File

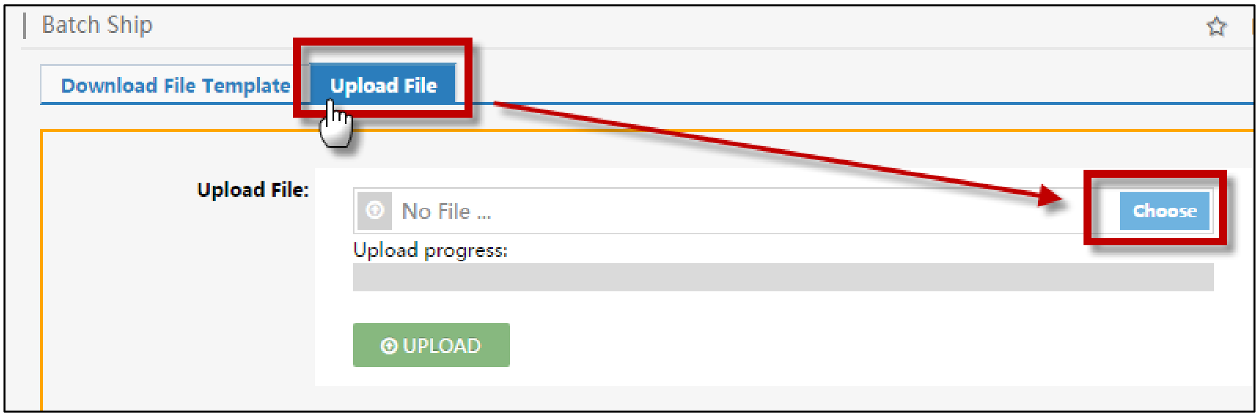
1. Logon to Seller Portal
2. From the Navigation panel
    a. Click **Manage Order**
    b. Click **Order List**
3. Select “**Batch Ship**” from drop-down menu (default)
4. Click the **GO** button



neweggmarketplace
Manage Account
Manage Items
Manage Order
Order List
Return List
Order List » View
Manage Order > Order List
Order Number
ADVANCED SEARCH
Batch Ship
GO
Status
Void Date
Ship Service
Sales Ch
No data matched

5. Click the **Upload File** tab

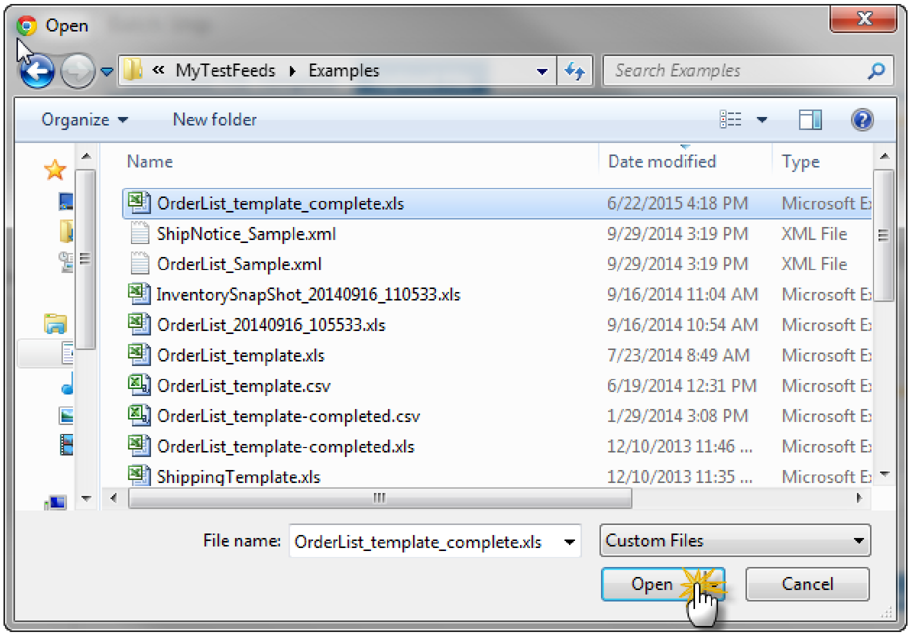
6. Click the **Choose** button


Batch Ship
Download File Template
Upload File
Upload File:
No File ...
Choose
Upload progress:
UPLOAD

7. From the **Open** pop-up window

   a. Search for and select your data feed

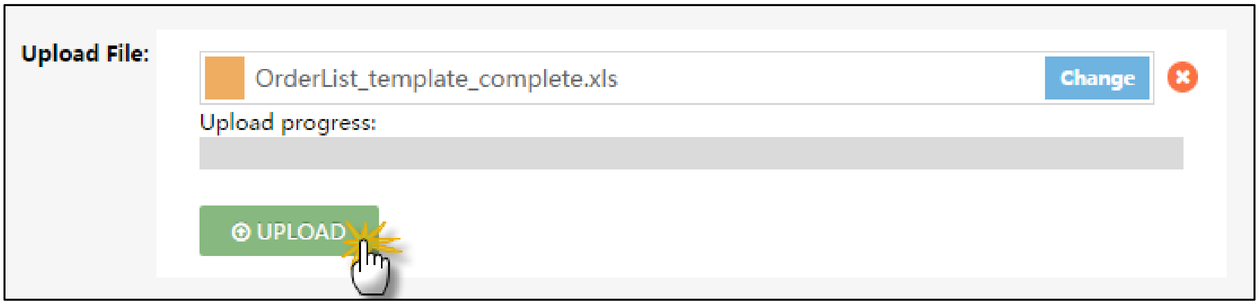
   b. Click the **Open** button


Open
« MyTestFeeds ▸ Examples
Search Examples
Organize
New folder
Custom Files
Open
Cancel

Name	Date modified	Type
OrderList_template_complete.xls	6/22/2015 4:18 PM	Microsoft E
ShipNotice_Sample.xml	9/29/2014 3:19 PM	XML File
OrderList_Sample.xml	9/29/2014 3:19 PM	XML File
InventorySnapShot_20140916_110533.xls	9/16/2014 11:04 AM	Microsoft E
OrderList_20140916_105533.xls	9/16/2014 10:54 AM	Microsoft E
OrderList_template.xls	7/23/2014 8:49 AM	Microsoft E
OrderList_template.csv	6/19/2014 12:31 PM	Microsoft E
OrderList_template-completed.csv	1/29/2014 3:08 PM	Microsoft E
OrderList_template-completed.xls	12/10/2013 11:46 ...	Microsoft E
ShippingTemplate.xls	12/10/2013 11:35 ...	Microsoft E

File name: OrderList_template_complete.xls

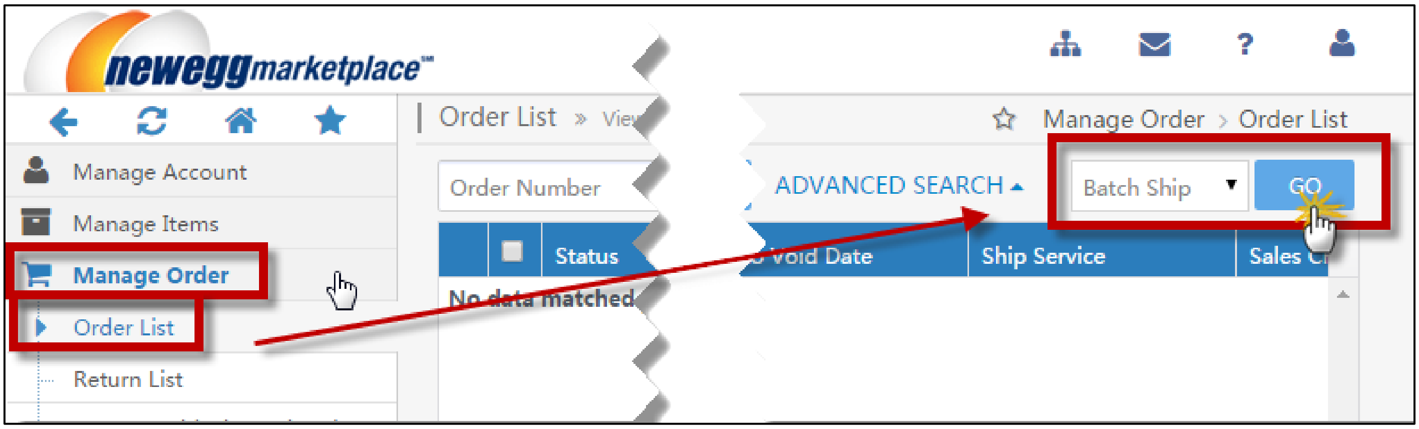
8. Click the **Upload** button


Change
Upload progress:
UPLOAD

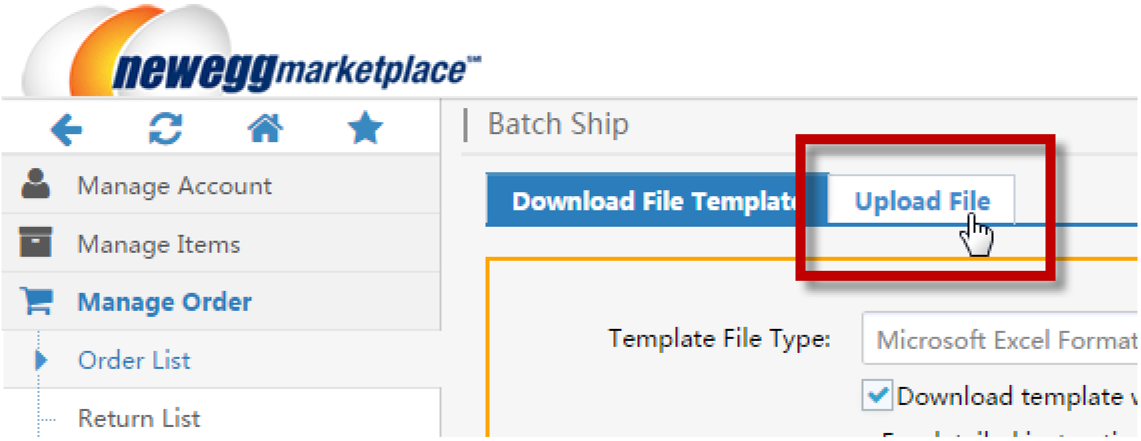
Upload File: OrderList_template_complete.xls

8.5. View Order Processing Errors

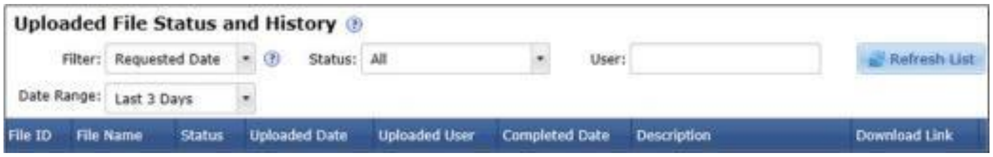
1. Logon to Seller Portal
2. From the Navigation panel
   a. Click **Manage Order**
   b. Click **Order List**
3. Select “**Batch Ship**” from drop-down menu (default)
4. Click the **GO** button


neweggmarketplace
Manage Account
Manage Items
Manage Order
Order List
Return List
Order List » View
Manage Order › Order List
Order Number
ADVANCED SEARCH
Batch Ship
GO
Status
Void Date
Ship Service
Sales Ch
No data matched

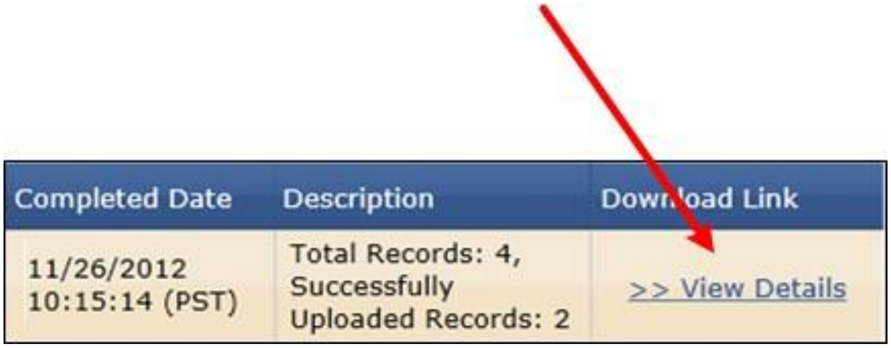
5. Click the **Upload File** tab


neweggmarketplace
Manage Account
Manage Items
Manage Order
Order List
Return List
Batch Ship
Download File Template
Upload File
Template File Type:
Microsoft Excel Format
Download template

6. Search for file under the **Uploaded File Status and History**


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
Completed Date
Description
Download Link

7. Click on the >> View Details link under the **Download Link** column



Completed Date	Description	Download Link
11/26/2012 10:15:14 (PST)	Total Records: 4, Successfully Uploaded Records: 2	>> View Details

8. Open Order Processing Result File

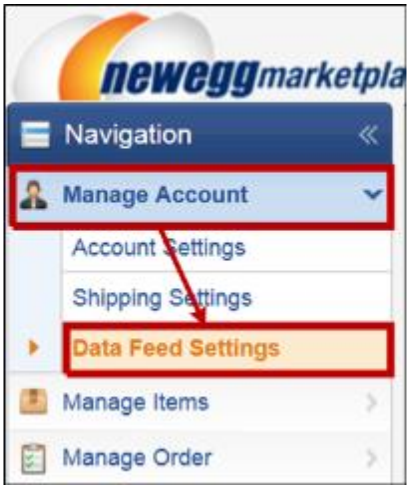
File will contain orders that received an error only with description of the error.

9. Integrate via FTP

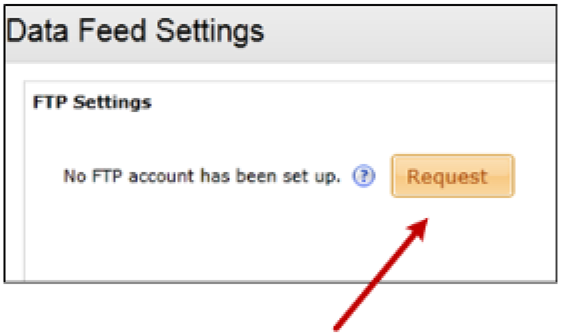
File Transfer Protocol (FTP) is a simple way for users to transfer files from one host to another host over the internet. Using FTP gives sellers an alternative method to sync their data feed operations with Newegg's system which includes downloading and processing orders.

9.1.Setup FTP Settings

1. Logon to Seller Portal
2. From the Navigation panel
    a. Click **Manage Account**
    b. Click **Data Feed Settings**

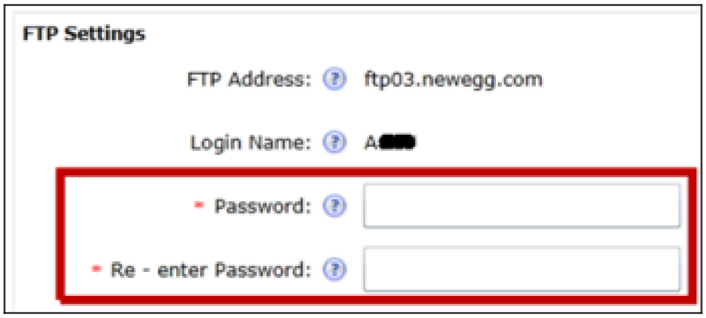

neweggmarketpla
Navigation
Manage Account
Account Settings
Shipping Settings
Data Feed Settings
Manage Items
Manage Order

3. Click the **Request** button


Data Feed Settings
FTP Settings
Request

No FTP account has been set up.

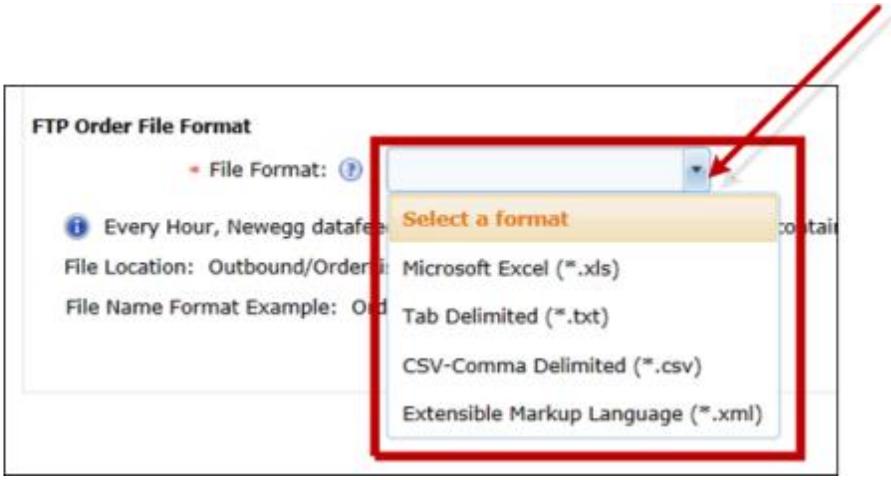
4. Enter the desired password that will be associated with the FTP account
5. Re – enter Password for confirmation


FTP Settings
* Password:
* Re - enter Password:

FTP Address: ftp03.newegg.com

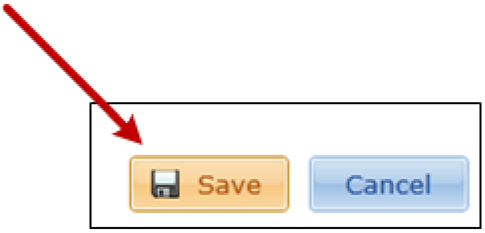
Login Name: A[redacted]

6. Select the **FTP Order File Format**


FTP Order File Format
* File Format:
Select a format
Microsoft Excel (*.xls)
Tab Delimited (*.txt)
CSV-Comma Delimited (*.csv)
Extensible Markup Language (*.xml)
Every Hour, Newegg datafe
File Location: Outbound/Order
File Name Format Example: Or

When an FTP account is setup, Newegg will automatically generate an order list file every hour that will include all orders placed within the previous hour.

7. Click the **Save** button


Save
Cancel

9.2.Inventory Snapshot File

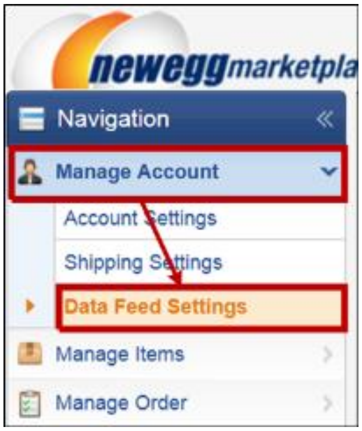
Sellers may request to have inventory snapshots automatically generated to download from their FTP account. You can specify the file format, generation start time, and generation frequency. The inventory snapshot file will be available for sellers to download on the /Outbound/Inventory/directory.

1. Logon to Seller Portal

2. From the Navigation panel

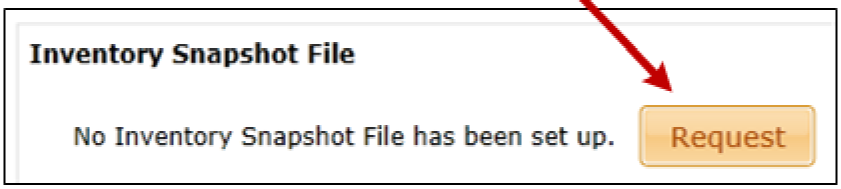
  a. Click **Manage Account**

  b. Click **Data Feed Settings**


neweggmarketpla
Navigation
Manage Account
Account Settings
Shipping Settings
Data Feed Settings
Manage Items
Manage Order

FTP account must be setup prior to setting up your Inventory Snapshot File. See section **Setup FTP Settings** above.

3. Under the **Inventory Snapshot File** section,click the **Request** button



Inventory Snapshot File

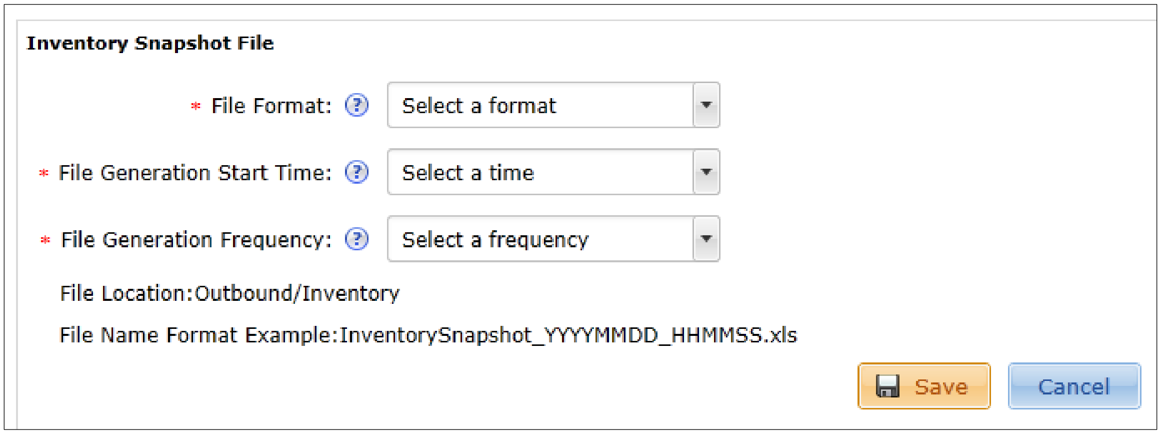
No Inventory Snapshot File has been set up.

4. Select the desired **File Format** (xls, csv, txt, xml)

5. Select the **File Generation Start Time**

6. Select the **File Generation Frequency**

7. Click the **Save** button



Inventory Snapshot File

* File Format: Select a format

* File Generation Start Time: Select a time

* File Generation Frequency: Select a frequency

File Location:Outbound/Inventory

File Name Format Example:InventorySnapshot_YYYYMMDD_HHMMSS.xls

Time to generate Inventory Snapshot File may vary.

The Inventory Snapshot Files will be available to download from your FTP account under **/Outbound/Inventory/**.

9.3.FTP Directory Structure

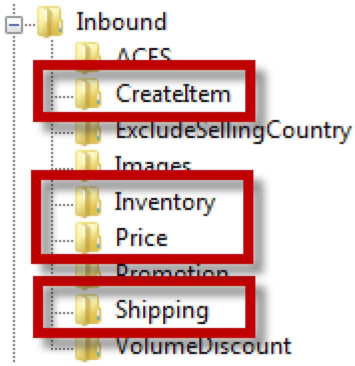
/Inbond/CreateItem/

This directory is designated for all Batch Item Update/Creation Templates uploads.This includes:

a. Batch Item Update/Creation Template, version 1.00/1.01

b. Batch Item Creation Template for Existing Items , version 2.0

c. Batch Item Update Template, version 3.0


Inbound
ACES
CreateItem
ExcludeSellingCountry
Images
Inventory
Price
Promotion
Shipping
VolumeDiscount

/Inbound/Inventory/

This directory is designated for Batch Item Inventory Update Template uploads only.

/Inbound/Price/

This directory is designated for Batch Item Price Update Template uploads only.

/Inbound/Shipping/

This directory is designated for Batch Order Shipping Template uploads only.

FTP Inbound directories will be scanned every 5 to 10 minutes.

All processing errors can be found in the respective **/Outbound/** directory. See below for more details.

/Outbound/CreateItem/

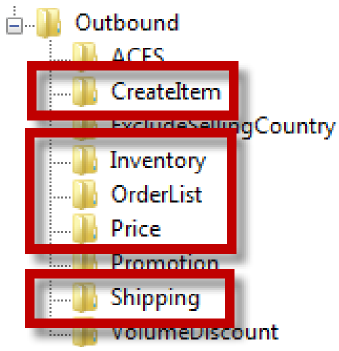
This directory is where you can download all Processing Result Files for Batch Item Update/Creation Template uploads.

/Outbound/Inventory/

This directory is where you can download the following:

a. Inventory Snapshot File

b. The processing result files for Batch Item Inventory Update Template uploads.


Outbound
ACES
CreateItem
ExcludeSellingCountry
Inventory
OrderList
Price
Promotion
Shipping
VolumeDiscount

/Outbound/OrderList/

This directory is where you can download Batch Order Shipping Templatefiles containing new orders received during the previous hour.

/Outbound/Price/

This directory is where you can download the processing result files for Batch Item Price Update Template uploads.

/Outbound/Shipping/

This directory is where you can download the processing result files for Batch Order Shipping Templateuploads.

All Outbound files including Order list files will be purged after 90 days.

10. Appendix - Data Field Definitions

Seller Part #

Enter a unique identification number for each item. This value is assigned by the seller and must be unique for every item, including variations of the same product (for example, if item A comes in both red and blue, then red one must have a different Seller Part # than the blue one). This field is not editable after item creation. Max length: 40 characters.

Manufacturer

Enter the manufacturer name for the item. Manufacturer names need pre-approval before they can be used. You can check the list of acceptable manufacturers or request a new manufacturer to be added through the Manufacturer page in Seller Portal. Bulk request may be sent to mktp.content@newegg.com. This field is not editable after item creation.

Manufacturer Part#/ISBN

Enter the manufacturer's unique part number or ISBN. This number must be unique for every item with the same manufacturer name, including variations of the same product (for example, if item A comes in both red and blue, then the red one must have a different Manufacturer Part#/ISBN than the blue one). This field is not editable after item creation. Max length: 20 characters.

The Manufacturer Part#/ISBN is only required if the UPC is not provided. Both are recommended.

UPC

Enter the item's 12 digit numeric Universal Product Code (UPC) or the 13 digit European Article Number (EAN). This field is not editable after item creation.

The UPC is only required if the Manufacturer Part#/ISBN is not provided. Both are recommended.

Newegg Item #

The Newegg (NE) Item # is the unique identification number assigned to each item by Newegg. All Marketplace NE item #’s will begin with, **9SI+ SellerID+ 7-alphanumeric code** (i.e. **9SIA0VY0GP4666**).

Action[*]

The Action field tells our system how you want the item processed. Below are the five different values that the Action field will accept.

a. Create Item

This action will create a new item listing not currently in your item list. If the item exists in your item list and this action is selected, no further action will be taken.

b. Update Item

---

[*] Data feed only

This action will allow you to update your item's content including the detail property fields. This action will NOT update the item's pricing information, inventory, shipping, activation or images.

c. Update/Append Image

This action will allow you to update your existing item's image(s) or append new image(s). When this action is selected, the system will only process the information provided in the Item Images and Activation Mark fields. All other information, including Selling Price, will be ignored.

d. Replace Image

This action will allow you to replace and reorder all your previously uploaded images. Any images uploaded by Newegg or other marketplace sellers cannot by replaced. When this action is selected, the system will only process the Item Images field and Activation Mark; all other information will be ignored.

If item does not exist in our system and the action is left blank, then the action will automatically default to "Create Item". If the item does exist in our system and the action is left blank, then no action will be taken.

Inventory

This field is used to input the item's inventory or quantity that is in stock and available for sale.

Item Length

The dimensions must be entered for each individual unit in inches. The fields will accept a number with up to 6 digits to the left of the decimal point and 2 digits to the right of the decimal point. Do not use commas, units of measurement, or any other symbols.

Item Width

The dimensions must be entered for each individual unit in inches. The fields will accept a number with up to 6 digits to the left of the decimal point and 2 digits to the right of the decimal point. Do not use commas, units of measurement, or any other symbols.

Item Height

The dimensions must be entered for each individual unit in inches. The fields will accept a number with up to 6 digits to the left of the decimal point and 2 digits to the right of the decimal point. Do not use commas, units of measurement, or any other symbols.

Item Images

At least one image is required to activate the item. See Content Policy page for image requirements.

Item Weight(lb.)

Enter the shipping weight for an individual unit in pounds. Do not include commas, unit of measurements, or any other symbols.

Product Description

Enter a detailed description to be featured on the product page's overview. This description should state the features and functions of the product. Items in the same product family should contain the same product description. Maximum: 4,000 characters, including spaces. Accepts the following basic HTML tags only:

,<ul>, <li>,<br>, <p>, <b>, <i>, <u>, <em>, <strong>, <sub>, <sup>

HTML must be well-formatted. All open tags (i.e. <p>) must be closed (</p>) except for <br>.

The product description must adhere to our Product Description Policy and Guidelines and Offensive Content Policy.

Selling Price

The selling price is the actual price at which the item is listed for sale. This field accepts a number from 0.01 to 99999.00 with a maximum of 2-digits to the right of the decimal point. Do not use commas, dollar signs, or any other symbols.

Shipping

Based on your shipping settings, the system will calculate your shipping charge for the item if this field is set to "Default". Or, you may set the shipping to "Free". Shipping settings may be managed via Seller Portal: *Manage Account>Shipping Settings*.

Website Short Title

Enter a short and easily identifiable title for the item. The Website Short Title is the title that will appear on the product page and search results. Maximum: 200 characters, including spaces. The title must adhere to our Website Short Title Policy & Guidelines and Offensive Content Policy.

Activation Mark[*]

The Activation Mark field allows the seller to control the item's activation. Setting the Activation Mark to "True" will activate the item to go online. Setting the field to "False" will deactivate the item to go offline (consumers will not be able to see any deactivated items on Newegg.com). If left blank, the default is "True".

Age 18+ Verification

Certain items have an age restriction on use. If the item you are creating has such a restriction, set this value to Yes. Otherwise, set it to No. The default is No.

CheckoutMAP

If Checkout MAP is marked as True (checked) and the Selling Price is below MAP, then the website will ask customer to add item to shopping cart AND go to checkout page to see the item's price.

Choking Hazard

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[*] Data Feed only

Certain items contain or are a choking hazard for children. If the item you are creating is such a hazard, please specify the type of choking hazard here. For more information, please refer to CPSIA for details.

Please note: if the item is a small ball, it cannot contain a small ball. Acceptable values include the following.

a. Small parts
b. Is a small ball
c. Contains a small ball
d. Contains balloons
e. Is a marble
f. Contains a marble

*Currency**

The currency of the item's selling price and instant rebate. Currently, the only option available for this field is USD. If left blank, system will default currency to USD.

Item Condition

Set the item’s condition to “New” or “Refurbished”. The default is “New”.

Item Package

Enter either “Retail” or “OEM”. The default is “Retail”.

MAP

Minimum advertised price.

If the Selling Price is below the defined MAP, the website will ask customer to add item to shopping cart to see the item's price. This field accepts a number from 0.00 to 99999.00 with a maximum of 2-digits to the right of the decimal point. Do not use commas, dollar signs, or any other symbols. Set field to 0 to remove.

Please note: When an item’s MAP is set by Newegg, the system will force all items listed under the same item to follow Newegg’s MAP.

MSRP

The manufacturer’s suggested retail price (MSRP) or list price for the item. This field accepts a number from 0.00 to 99999.00 with a maximum of 2-digits to the right of the decimal point. Do not use commas, dollar signs, or any other symbols. Set field to 0 to remove.

Proposition 65 (California)

Certain items contain chemicals that are known to the State of California to cause cancer or reproductive toxicity. If the item you are creating contains such chemicals, set this value to Yes. Otherwise, set it to No. The default is No. For more information please go to: http://www.oehha.ca.gov/prop65.html for list of chemicals.

*Related Seller Part #**

This field is used to group items that are similar but vary in size, color, etc. It's highly recommended and in some cases required that sellers group any related items together so that they can be listed under one product page/listing.   See the section Batch Group Related/Variant Items for more information. This field is not editable after item creation.

Shipping Restrictions/Hazardous Materials

Certain items have shipping restrictions where the item cannot be shipped via air. If the item you are creating has such a restriction, set this value to Yes. Otherwise, set it to No. The default is No.

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