

# Shipped by Newegg Supplier Packaging and Routing Guide

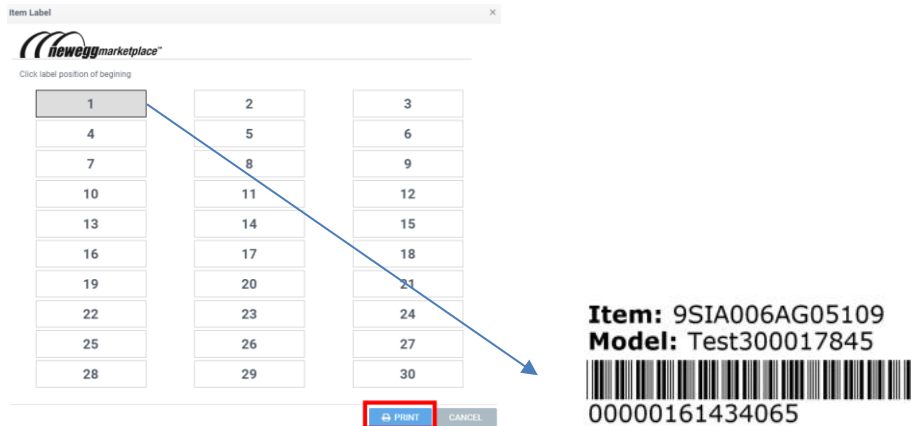
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Please confirm that you Newegg Seller has provided the following documents from the Newegg Seller Portal to properly label and ship the SBN shipment:

- **Newegg Item Label(s)**
  - Every individual item in the box requires a UPC label. If item does not have UPC label, please use Newegg item label.
- **Newegg Package Label(s)** - It will need to be placed inside of each piece of the shipment as well as placed in a clear envelope on the outside of each master carton to a Newegg Fulfillment Center.
- **Packing List – For Receiving**
  - A packing list will need to be placed inside of each piece of the shipment as well as placed in a clear envelope on the outside of each master carton to a Newegg Fulfillment Center.

# Item Labeling

1. Each piece of item that shipped to Newegg must be properly identified with an item label. The size of each label is 1"x 2.63". 30 item labels per sheet. Avery Standard 5260 is recommended.  
**Please note: Skip this if your items already pre-labeled with UPC code.**



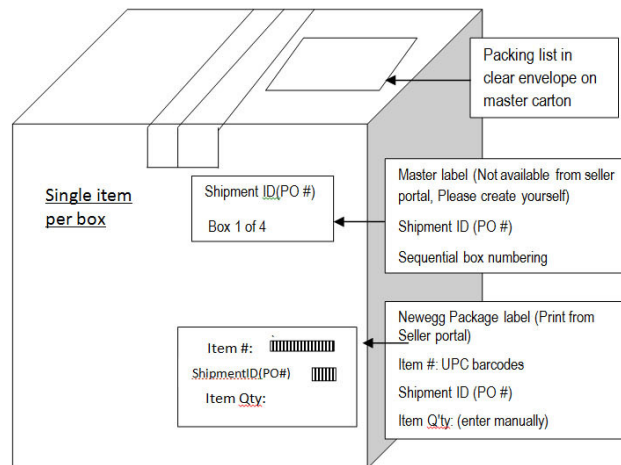
2. Label Packages.
  - a. Every individual item in the box requires an UPC label. If item does not have UPC label, please use Newegg item label.
  - b. Each package that shipped to Newegg must be properly identified with a package label as well. Print package labels using the following:
    - a. Specify the package number of each item.
      - Input this into the Newegg system or ensure your supplier provides you with the Package Labels according to the count listed in their Newegg SBN shipment.
    - b. Download the PDF – select “Print Package Labels” to print.
    - c. The size of each label is 1" x 2.63". 30 item labels per sheet. Avery Standard 5260 is recommended.
    - d. Please note: If different items are packed in a master box, each item package will require a package label. The master box will require additional package labels for all items on the side.
    - e. Package Label should look like this:



# Single Item per Carton

- Every individual item in the box requires an UPC label. If item does not have UPC label, please use Newegg item label.
- Item number and quantity must match with the Package label on the box.
- Piece count must match the quantity list in picking list.

Single Item Per Carton



# Multiple Items Per Carton

- Every individual item requires an UPC label. If item does not have UPC label, please use Newegg item label.
- Small boxes, card boards, or plastic bags are required as partition for different item packages packed into a master box.

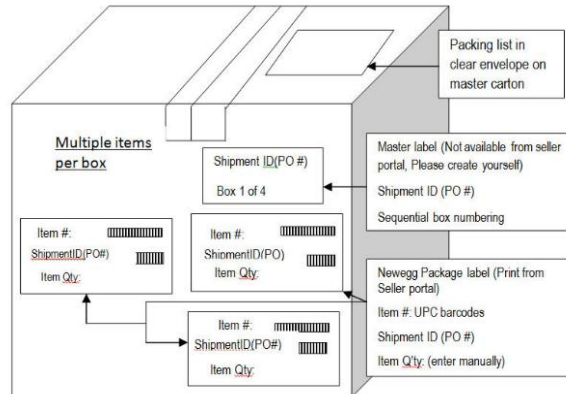


- Each package requires a package label pasted on inner box for each item and also the side of master box as image above. For example, 3 different items packed in a master box needs 3 package labels on the side of the master box. This will identify that there are 3 different in master box.

# Multiple Items Box Shipment

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

Multiple Items per Carton



## Shipment on Pallet

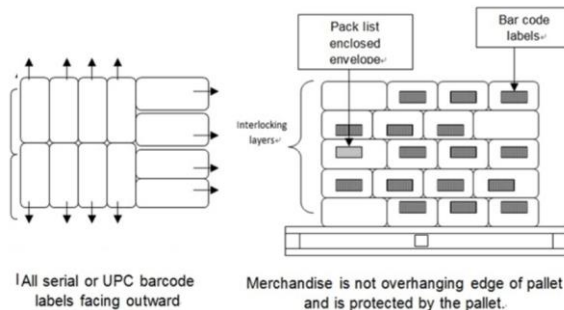
- All boxes in a pallet need a Newegg package labels
- All Newegg package labels need to be facing outward
- Each pallet must have an envelope enclosing packing list
- Create a Master Label and stick on each pallet that including shipment ID. Please note: Boxes from the same shipment ID require be stacked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



Top View



Side View



# Packing List Instructions

Please confirm that your seller has provided you with this packing list. It will need to be placed inside of each piece of the shipment as well as placed in a clear envelope on the outside of each master carton to a Newegg Fulfillment Center.

## Packing List Document for Reference:

03/03/2021

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

Ship From: Test\_SandBox\_MKTPLS88(A006)  
16839 gale ave.  
Forest VA 24551

Shipment ID  
  
★ 4 8 0 6 2 2 5 ★

Delivery Method  
DHL

Special Instruction

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

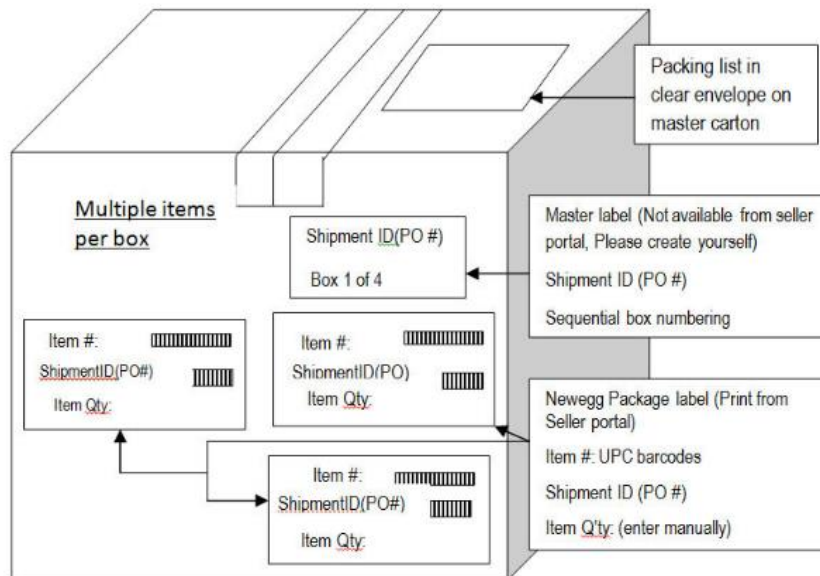
Received By:

Date:

Print Name:

Released By:

## Packing List Placement:



# Shipping and Delivery Information

After properly labeling and packing the sellers shipment, identify the shipping method and available shipping carrier from the following options:

- Small Parcel Delivery (Individual boxes).
- Less than Truckload (LTL, Pallets, shipment at least 150 lbs.).

## Small Parcel Delivery to Newegg Fulfillment Center

After printing label from carrier, please email your seller the tracking number, PDF of the label(s) used to ship the items as well as a copy of the packing list. This ensures they have the information needed to upload and complete their shipment in Newegg Seller Portal.

## Less-than-Truckload (LTL)/Freight Delivery to Newegg Fulfillment Center

For all inbound Shipped by Newegg (SBN) shipments domestic and international with **full container loads or more than 5 pallets**, please have your carrier email the proper warehouse to schedule a receiving appointment.

## Appointment Information for Newegg Fulfillment Centers

\*All inbound pallet/truckload shipments require an appointment at the receiving warehouse.

WH Name, Purpose and Address	Email Address	Receiving Hours
WH07 (Small Item Warehouse): 17708 Rowland St., City of Industry, CA 91748	<a href="mailto:ReceivingWH07@newegg.com">ReceivingWH07@newegg.com</a>	9:00 AM to 3:30 PM Mon- Fri (US Pacific Time)
WH02 (Bulk Item Warehouse): 17560 Rowland St., Dock# 19-22, City of Industry, CA 91748	<a href="mailto:Deliveryappointment2@newegg.com">Deliveryappointment2@newegg.com</a>	9:00 AM to 3:30 PM Mon- Fri (US Pacific Time)
WH09 Indiana Warehouse (Small and Bulk Item): 6161 Decatur Blvd. Suite A, Indianapolis, IN 46241	<a href="mailto:Deliveryappointment9@newegg.com">Deliveryappointment9@newegg.com</a>	9:00 AM to 3:30 PM Mon- Fri (US Eastern Time)
WH14 New Jersey Warehouse (Bulk Item): 45 Patrick Avenue. , Dock# 15-16 Edison, NJ 08837	<a href="mailto:Deliveryappointmentnj@newegg.com">Deliveryappointmentnj@newegg.com</a>	9:00 AM to 3:30 PM Mon- Fri (US Eastern Time)
WH36 Canada Ontario Warehouse (Small and Bulk Item): 55 East Beaver Creek, Richmond Hill, ON L4B 1E8	<a href="mailto:deliveryappointment36@newegg.com">deliveryappointment36@newegg.com</a>	9:00 AM to 3:30 PM Mon- Fri (US Eastern Time)
Product Size	Definition	
Standard Size	Under 25" x 17" x 12" and <= 20 lbs	
Oversized/Bulk	Over 25" x 17" x 12" or > 20 lbs	

# International Inbound Shipment Requirements for Shipped by Newegg (SBN) Inventory

International sellers utilizing the Shipped by Newegg (SBN) services must meet the follow guidelines and procedures of their inbound shipments. Failure to meet these requirements may result in fine or penalty from various legislative agencies.

There are several options in exporting your products to SBN warehouses.

- 1.Small packages via courier service such as UPS, FedEx, DHL or USPS.
- 2.Air cargo services via freight forwarder or airline.
- 3.Ocean shipment which include LCL or full container load via freight forwarder or Ocean liner.

Sellers are free to work with any forwarders or courier for their export shipments.

## **Duties, Taxes, and Shipping Costs**

Newegg will NOT be responsible for or collect any duties, taxes or shipping costs associated with SBN inventory shipment into SBN fulfillment centers. All shipments are required to use Delivered Duty Paid (DDP), or sometimes referred to as “Free Domicile,” shipping terms by shipper. Any shipment arriving at Newegg fulfillment center with collect charges, including any duties, taxes or shipping costs, will be refused immediately without further concession.

## **Importer of Record**

An Importer of Record (IOR) is required for merchandise entering the United States. Newegg Inc. will not act as an Importer of Record for any import shipments of SBN inventory. This applies to shipments of any size or value, regardless of origin and product.

## **Non-Resident Importers**

For International sellers who do not have business entity in US to act as their Importer of Record (IOR), United States law and regulation do allow them to export to United States without an Importer of Record in U.S. However they must have an agent in the state where the goods’ ‘Port of Entry’ is located that serves as **Resident Agent** in the U.S. on behalf of the foreign corporation’s behalf. For instance, a Customers Brokers that has been named in the Customs and Border Protection’s Power of Attorney may make entry on behalf of the international seller who do not have U.S. based entity. For any questions regarding Import of Record for your import shipments to SBN fulfillment centers, sellers can contact Newegg Marketplace SBN at [SBN@newegg.com](mailto:SBN@newegg.com).

Sellers is responsible for: (1) ensuring the imported goods comply with local laws and regulations, (2) filing a completed duty entry and associated documents, and (3) paying the assessed import duties and other taxes on those goods.

### **Customs Brokers**

Customs brokers are private individuals or firms licensed by U.S. Customs and Border Protection (CBP) to prepare and file the necessary customs entries, arrange for the payment of duties owed, arrange for the release goods from CBP custody, and otherwise represent importers (or shipper) in customs matters. Sellers can engage with any licensed Customs Broker for custom clearance of import shipments to SBN fulfillment centers.

We strongly recommend that you consult with your freight forwarder or courier prior to shipments departure from port of discharge to make necessary filing or submitting custom required documents.

### **Shipping Documentation**

A Newegg fulfillment center may be listed as the "deliver to" party on your shipping documentation. Please ensure Newegg shipment ID (generated from seller portal), seller store name or ID and your contact information is included on import/shipping documentation in case there are any questions regarding your shipment.

### **Ultimate Consignee**

While Newegg will not act as the Importer of Record, we may be listed as the Ultimate Consignee on your shipping documentation only if the name of the Newegg entity is followed by "in care of SBN."

If you list Newegg as the Ultimate Consignee, your customs broker must contact [SBN@newegg.com](mailto:SBN@newegg.com) in advance of shipping any inventory to obtain the EIN or Tax ID # required for customs clearance.

### **Delivery to Newegg Fulfillment Center**

Seller must ensure its freight forwarder or courier to deliver the SBN inbound shipment to designated Newegg fulfillment center which is associated with the SBN inbound shipment when inbound shipment # is created in Seller Portal in order for the inbound to be received. Deliver to Newegg fulfillment center which does not match the SBN inbound shipment will result refusal of the delivery or delay on receiving.

For Inbound shipment is delivered by Full Truck Load, Container, or Less than Truck Load with over 5 pallets, delivery appointment is required on every inbound shipment. An appointment has to be made 48 business hours before the appointment delivery date. Newegg fulfillment center will need to be notified if the load is a floor-load or palletized load. Packing list and BOL copy with Newegg SBN inbound shipment # have to be provided at the time appointment. The absent of packing list, BOL, and SBN inbound shipment # might create a delay on the appointment, delivery and receiving. Newegg fulfillment center will confirm the appointment and provide dock door for the delivery. A floor-load

trailer/ container has to be dropped off to Newegg fulfillment center for at least 24 hours during business days for unloading.

Table at the last page provides warehouse address information and contact information for delivery appointment (Please be noted, warehouse contact information is for delivery appointment only. For any general inquiries regarding your SBN shipment, orders, or any general questions about our SBN services, contact our SBN team at [SBN@newegg.com](mailto:SBN@newegg.com) ).

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Product Size	Definition	
Standard Size/Small Item	Under 25" x 17" x 12" and <= 20 lbs	
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### Return of Imports

Newegg is currently unable to return inventory stored in Newegg fulfillment centers to an address outside of the United States. If you wish to have your inventory returned, you must create an Inventory Return order with a United States return address. Otherwise a "Will Call" (seller/carrier pick up arranged by seller) option is available within Seller Portal.

### **ISF Filing**

On July 9, 2013, U.S. Customs and Border Protection (CBP) implemented an Importer Security Filing (ISF) Enforcement Strategy to improve ISF compliance. The ISF policy requires that all ISF information on the shipment bound for the U.S. is submitted to CBP 24 hours prior to lading on the vessel at the foreign port. To date, CBP at the Los Angeles/Long Beach (LA/LB) Seaport has been enforcing this policy, using a measured approach of 48 hours prior to the vessel arriving at the port.

On October 1, 2014, the LA/LB Seaport will be increasing their enforcement posture for ISF nofile shipments. CBP will place manifest holds on all cargo (full container loads and consolidated loads) that does not have an ISF on file 72 hours before vessel arrival at the LA/LB Seaport. CBP will manually monitor the existing holds to ensure the ISF information has been filed.

Based on the ISF information filed, CBP will determine if the ISF information submitted warrants additional enforcements actions, including issuing Liquidated Damages Cases for repeat offenders that are not filing ISF information. If there are any questions about ISF manifest holds you may contact CBP via email at [LALBATU@cbp.dhs.gov](mailto:LALBATU@cbp.dhs.gov) after vessel arrival to request a shipment status. Questions about manifest holds should not be sent to the Trade Interface Unit (TIU)