Newegg Business Punch-Out Catalog

Supplier reference guide



November 2020

Table of Contents

CONTENTS	Pages
Introduction	3
Accessing the Catalog	4
Shopping for products	5
Shopping for products - Continued	6
Adding items to shopping cart	7
Updating Cart & Checking Out	8
Account Dashboard – Order history, Returns, To-buy list	9
Frequently Asked Questions	10
Troubleshooting	11



Newegg Business eProcurement Introduction

The purchasing of IT product has become more efficient and resourceful for a large number of organizations with the assistance of eProcurement systems such as SciQuest JAGGAER, SAP Ariba, ESM Solutions, and Coupa. NeweggBusiness has partnered with these vendors, and many others, to help integrate PunchOut Catalog solutions into our customers' procurement operations. When a customer punches out to their NeweggBusiness catalog, they can select and configure products and bring their selections back for processing through their internal procurement system.

Advantages of Partnering with NeweggBusiness

Fully Integrated e-Procurement – Streamline purchasing through one e-Procurement interface to better manage your buying process while reducing transactional costs.

Electronic cXML Invoicing – Simplify your transactional processes, analyze buying cycle, and manage spending among multiple users over your eProcurement system via cXML invoicing.

Extensive Punch-out Catalog Product Selection – Shop our PunchOut catalog, featuring more than 160,000 products from the biggest and best brands in the world.

- ✓ Easy to use NeweggBusiness catalog layout and search functionality
- ✓ Detailed product information and specifications



To access Newegg Business from within your marketplace portal, navigate to Suppliers or "Showcases" and click the Newegg catalog logo:



The Punch-out catalog are reflecting item availabilities and pricing on Neweggbusiness.com. Therefore, pricing may vary from Newegg.com (which is the consumer website).



Newegg Business provides a robust search function that is located on every page within the punch-out site. You can search via plain text or product number, and the dynamic search will return possible matches as you type.



Type your search text as shown above and proceed in clicking search or "enter".

If the desired item is not showing in-stock or to inquire about pricing/availability on an item not shown in the catalog, please contact <u>eProcurement@neweggbusiness.com</u>.



Shopping for products



1. Type your search text, and select the search icon or press the "enter" key. If you enter a direct supplier part ID number (ie; 9B-26-104-368) the site will take you directly to the product page rather than the multiple list as shown here in the screenshot.

2. Item numbers beginning with "9B" are products identified as items NeweggBusiness sells and ship directly from our warehouse.

3. Item numbers beginning with "9SIA" or "9SIV" are items being sold and shipped by 3rd sellers. **Please take* note of the estimated delivery date as their shipping timeframe varies from domestic/international sellers.

4. To configure product listings to only show items shipping from our Newegg Business fulfillment, click on seller name.



Adding items to shopping cart

BUSINESS

newegg BUSINESS		Welcome, Buyer From New	reggbusiness	My Account *	Customer Service	Å	
Categories •	All 🔻 Keywords, brands, ite	m # or mfr part#	amd ryzen 5600x	oculus quest 2 n	nvr security camera system	Q	
5	Your Business, Our Passion	L			Server Solutions		
Home > Computer Peripherals >	Input Devices > Web Cams > Logit	ech > Item #: 9B-26-104-368					
	logitech	Logitech C310 USB 2.0 HD WebCam		60	Free Shipping 🛛		
		Item #: 9B-26-104-368 Mfr. Part #: 960-000585 UNSPSC:	Sold and shipped by: NeweggBusiness In stock. Ships from United States.				
	usition)	Option: C310 Brio C270 C310 C525 C920 C920s	s C922x	\$46 ^{.99}	9		
U		C930e		R BizPoin	ADD TO CADE		
		 Works with Skype, Yahoo Messenger, Microsoft Live Messe 	enger	1 -	ADD TO CART .	- 11	
5-megapixel snapshots: You can take high-resolution megapixels			shots at up to 5	o 5 Add to To-Buy List Set a Price A		ert	
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Share: 🚦				Sold by: Plat ★★★★	View De tinum Micro Inc.	tails >	

- To add an item to your cart: update the item quantity and select
- Once your item is added to the cart a pop-up will appear notifying you that the item was added to your cart.
- To view added items in your cart, click on the shopping cart icon on the top right corner \vec{2}.

Updating Cart – Checking Out

426.97

newegg [•] BU	ISINESS Welcome, Buy	er From Neweggbusiness My Account	/Log In * Customer Service
Categorie	All Keywords, brands, item # or mfr part# Your Business, Our Passion.		Serve
<u>Home</u> > My Shoppin	g Cart		
My Shopping Ca	art		3 Item(s): \$2,
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date package alerts.	izzola, some amprilerna meg experience denega to op to in melik, me redoringen	a signing up to or only onotes to receive up to	Grand Total: \$2,6
			0 🕼 Total BizPoints earned
Enter Item # (e.g. 9B-12	-345-878) or Mfr. Part # Qty. 4 Add	Remove All	CHECKOUT
NeweggBusiness	Standard Shipping Service Ø		
	Lenovo ThinkPad T14 20UD000HUS 14" Laptop R5 PRO 4650U 8GB 256GB SSD W10P Soreen Stae: 14.0" Touchsoreen: No. Operating System: Windows 10 Pro. Memory: 8 GB In Stook Item #: 981TS-000E-0MWB9 <u>Standard Return</u> Policy Qualifies for the member benefit of Free Newegg 3 Business Days Shipping on orders of \$500 or more. Remove <u>Move to</u>	Quantity: \$2,379.98 5 (\$1,189.99 ea.) Update	
	SquareTrade Protection Plan	(R BizPoints earned: 400 (R BizPoints earned: 600	
3	Logitech C310 USB 2.0 HD WebCam Color: NA Option: C310 In Stock Item #: 98-26-104-388 Standard Return Policy Qualifies for the member benefit of Free Newegg 3 Business Days Shipping on orders of \$500 or more. Remove Move to	Quantity: \$46.99 100 (R BizPoints earned: 47 Update	
	Square/Irade Protection Plan () 3 Year Electronic Protection Plan: \$6.99 () 4 Year Electronic Protection Plan: \$8.99 () BizPoints earned: 9 ()		

- To update the quantities from your shopping cart, simply type in the number of units desired and the update option will appear below under the quantity you've entered.
- Before clicking the Checkout button, please ensure the shipping zip code is entered to allow shipping cost to be calculated. An error message will appear if this step is skipped.



Account Dashboard

- To access your Account Dashboard page, click on My Account: (Top Right Corner)
- From your Account Details page below, you will have the ability to search past orders, view tracking status, submit RMA/Return Request and access your Favorites or To-Buy List.

neweg	g [•] BUSINESS	Welcome, Buyer From Neweggbusiness My Account * Customer Service		newegg [.] BUS	SINESS	Welcome, Buyer From Neweggbusiness	My Account	Customer	Service 🕁
Categories •	All Keywords, brands, item # or mfr part# Your Business, Our Passion.	docking station laptop docking station rtx 3060 rtx 3070 usb Q Server Solution		Categories	All Keywords, brands, item # Your Business, Our Passion. To-Buy List > To-buy List Details	or mfr part#			Q Server Solutions
Show: Buyer From Ner Orders Pending: <u>0</u>	Active RMA:		Corr	om & Jerry's Fa mments: Leave comm NUR PRODUCTS Add Products: Enter I	tern # (e.g. 9B-12-345-878) or Mtr. Part # Qty.	de Add to List	문 Add All to	Cart 😑 Print	E-mail
ORDERS View and Modify Recent Orders	Order History New RMA Request RMA Status / History Review Your Purchases View / Manage Reviews	Check order status, tracking, and history. View Orders Search Orders: Item Description, PO #, SO # or Invoice #	í C	Product Details ASU ASU ASU ASU ASU ASU ASU ASU ASU AS	Move to List Remove US Laptop ExpertBook B9450FA-XS74 Intel Core i7 10 UH UHD Graphia 14.0° Windows 10 Pro 84-bit # 9B-34-235-480 Mfr. Part #.B9450FA-XS74 U COC (3 reviews) 20+ In stock mments: k to add comments.	Ith Gen 10510U (1.80 GHz) 16 GB Memory 512 GB SSD INSPSC:43211503	Unit Price \$1,499.99	Quantity 5 Update	Total Price \$7,499.95
SHOPPING TOOLS Useful Shopping Tools	Order by Item # To-Buy List Product Price Alerts Product Availability Notifications Write a Review About NeweggBusiness		C	Log Iten Con Clic	itech C310 USB 2.0 HD WebCam n #9B-26-104-368 Mfr. Part #560-000585 UNS COLOR (225 reviews) 20+ In stock nments: 3k to add comments.	PSC-46121620	\$46.99	100 Update Subtotal:	\$4,699.00 \$12,198.95

 Why is the search result different when searching the same manufacture part number on Newegg.com compared to NeweggBusiness.com?

The Punch-Out catalog is based on NeweggBusiness.com, therefore prices and product availability may be different than what is available at newegg.com (the consumer website). Please note that item numbers that begin with "9SIA" or "9SIV" are items hosted on our Newegg/Newegg Business websites by 3rd party companies which pricing are set by the specified seller.

- Why is my cart not transferring back into my company/organization's procurement portal? A possible reason on why this may be occurring can be that the UNSPSC code or commodity code has not yet been assigned to that specific product. Please check to see if this is on the product page, *example:* UNSPSC: 43211503.
- Can the available items ship-out on my purchase order if some are out of stock?

Yes, available items will automatically be placed and a "Partial Order Status" will be communicated to you via email from a representative with the respected ETA on the out of stock items.



Troubleshooting

• Why is the NeweggBusiness site/catalog not responding?

The Catalog required you to enable the web browser setting to receive secure and unsecure (pictures) data. Below is the suggested setting for the three most commonly used browsers. If you would like to make this setting permanent, please contact your IT ServiceDesk for assistance to allow mixed content when accessing catalog punch-out sites.

GOOGLE CHROME UNSAFE SCRIPTS

Google Chrome users may experience an issue when accessing the punch-out. If the punch-out appears stuck while loading check the browser URL bar for a gray shield icon as seen below. Click the icon and select "Load unsafe scripts".

INTERNET EXPLORER UN SAFE SCRIPTS

Internet Explorers users may experience a distorted view with a warning message at the bottom. You will need to select the "Show all content" button to correct the display.

FIREFOX UNSAFE SCRIPTS

Firefox users may experience a punch-out that does not respond to initial search results. If this is the case you may need to disable blocking. At the top to the left of the URL you will see a ① icon. Click on this icon, click on the drop down area to keep blocking and select Disable Protection on this page.

Only secure con



h-out. If the gray shield icon	This page is trying to load scripts from unauthenticated sources.				
	Done				
ent is displayed. What's the risk?	Show all content X				



