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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
Accessing the Catalog

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 eProcurement@neweggbusiness.com.
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

• To add an item to your cart: update the item quantity and select **ADD TO CART**.

• 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 🛒.
Updating Cart – Checking Out

• 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.

• To save your shopping cart or move to a separate favorites list, simply click .
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.
Frequently Asked Questions

• 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: 42211503.

• 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.
• 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 UNSAFE 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 icon. Click on this icon, click on the drop down area to keep blocking and select Disable Protection on this page.
Thank You