M@rketplace

PUNCHOUT SUPPLIER REFERENCE GUIDE

newegg **Business**℠

CONTENTS

COMPANY OVERVIEW

Newegg Business is a leading supplier of computer peripherals, components, electronics, data storage and networking.

ACCESSING THE CATALOG

To access Newegg from within the M@rketplace, navigate to the "Shopping Home" and click the Newegg catalog sticker:

The Newegg Punch-out is based on neweggbusiness.com, therefore prices and information may be different than what is available at newegg.com (which is the consumer website).

SEARCH

Newegg provides a robust search function that is located on every page within their punch-out site. You can search via plain text or product number, and the dynamic search will return possible matches as you type.
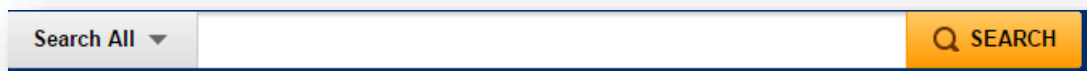
Type your search text, and select the search icon or press the "enter" key.
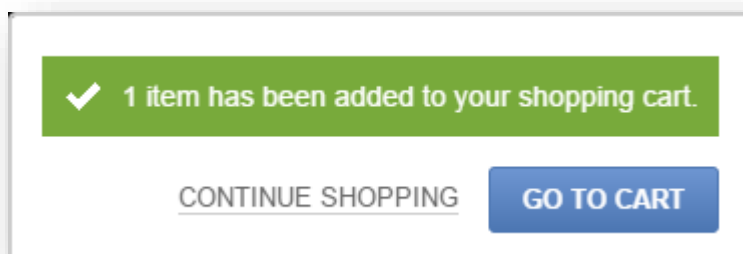
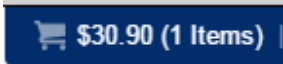## SHOPPING

ADD TO CART

To add an item to your cart:

- Update the item quantity

- Select

Once your item is added to the cart a popup will appear notifying you that the item was added to your cart.

VIEW YOUR CART

You may view your cart at any time by scrolling to the top of the Newegg punch-out

page and selecting the $30.90 (1 Items) icon.

MODIFY CART

You may update or remove items in your cart.

- Following your desired changes, select "Update Qtys" above the items quantity box.
- To remove an item, select "Remove Selected" above the items quantity box.
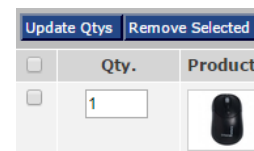
CHECKOUT

To checkout:

1. View your cart
2. Select Your Shipping Option

   - To get an estimate of shipping enter your zip code and click Update
   - If there is no price listed then the shipping may be free
     - o NOTE: amounts are estimates only. These amounts will not appear in M@rketplace and will not be finalized until you are invoiced for your items

3. Select CHECKOUT ▶ to finalize your items and send your order to M@rketplace.

FAVORITES

While in the Newegg punch-out saving Favorites are referred to as **Lists**.

Lists are a great way to store frequently purchased items and quickly add them to your cart.

1. Select "To-Buy List" from the top navigation
2. Select your list items
3. Navigate to your list, and select 🛒 Add to Cart

All of the selected list items will be transferred to your cart, so you may need to Remove Items once in your Shopping Cart
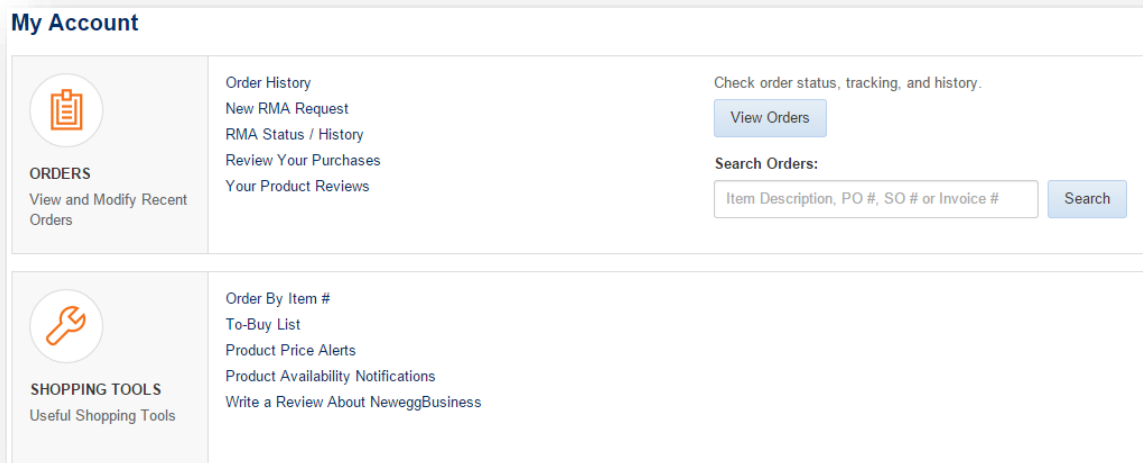
TO CREATE A LIST:

1. Navigate to the desired product and select "Add to To-Buy List" under the "Add to Cart" button.
2. You will then have the option to "Add to existing list" or "Create a New List".
   a. If you elect to create a new list enter your list name
3. Once you have created your list, select Move to Selected

MY ACCOUNT

To access your account select the 👤 MY ACCOUNT button from the top. You will then be presented with several options to view orders, request an RMA, review purchases, etc.
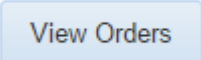
My Account

ORDERS
View and Modify Recent Orders

Order History
New RMA Request
RMA Status / History
Review Your Purchases
Your Product Reviews

Check order status, tracking, and history.

View Orders

Search Orders:

Item Description, PO #, SO # or Invoice #   Search

SHOPPING TOOLS
Useful Shopping Tools

Order By Item #
To-Buy List
Product Price Alerts
Product Availability Notifications
Write a Review About NeweggBusiness
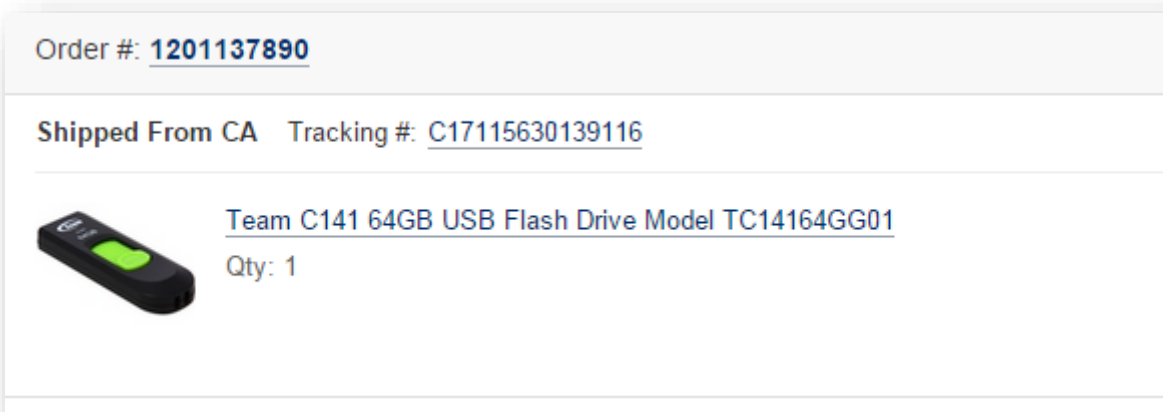
HELPFUL HINTS

PRICING DISCREPANCIES

The Newegg Punch-out is based on neweggbusiness.com, therefore prices and product availability may be different than what is available at newegg.com (the consumer website).

TRACK ORDER

Select [👤 MY ACCOUNT] and select [View Orders] . Your orders will be listed with an associated tracking code.


PUNCH-OUT NOT RESPONDING PROPERLY

The Newegg Punch-out requires that you allow both secure and unsecure (pictures) data to be displayed. Therefore you may need to adjust your settings on your browser before you can order from Newegg. Below are the three most common browsers used and a quick guide on how to proceed. If you want to make permanent setting changes please contact the FinPro Help Desk and ask for assistance to allow mixed content for M@rketplace punchouts.

#### 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".
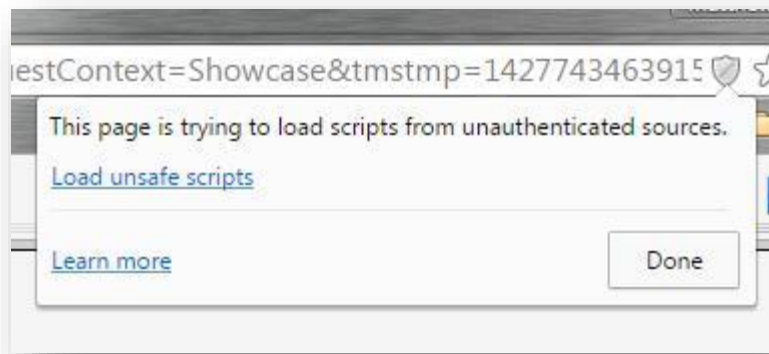
INTERNET EXPLORER UNSAFE SCRIPTS

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.
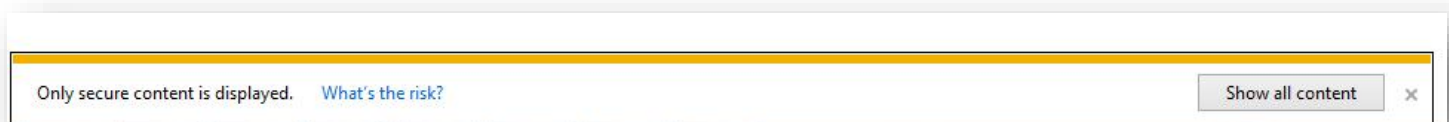
Depending on the version of your browser this message may appear in other areas or cause a popup box to appear. You want to ALLOW mixed content or SHOW all content.

FIREFOX UNSAFE SCRIPTS

Firefox users may experience a punchout 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] icon. Click on this icon, Click on the Drop down area next to Keep Blocking and select **Disable Protection on this page**.

SUPPORT

For assistance, please contact FinProHelp@cu.edu / (303) 837-2161 or use the FinProHelp Chat.