



## Consigning at Multiple Sales

This information applies to those sellers who plan to sell at **BOTH** Flemington and Edison sales in the same season (i.e. Fall or Spring). If you sell at one location, this information does not apply to you.

- Each sale location is a separate account and you must register for each sale separately. Registering for one sale does **NOT** automatically register you for other sales.
- The process of transferring inventory from one sale account (i.e. Flemington) to another (i.e. Edison) is called **Inventory Transfer**. In order to utilize Inventory Transfer, you must have the **SAME** consignor number at each event. To make sure that you keep your current number, you may either register as a returning consignor (using your current id# and password) OR register as a NEW consignor and email me ([laurie@kidzsignments.com](mailto:laurie@kidzsignments.com)) and I will adjust your new id# to the original id#. It is **IMPORTANT** that you **DO NOT** print out any tags until your consignor id# matches to ensure the same consignor id# is listed on all of your items.
  - If you decide to consign at another sale **AFTER** you have received a new (i.e. different) consignor id#, you will need to re-tag your items after your number is changed (i.e. original) and re tag items so that your current tags reflect the correct (i.e. original) id#.
- We cannot “store” items for you between sales. You must pick up from one sale and drop off to the other sale. You must still participate in drop off and pick up for both events (this includes item inspection for the second event).
- The MySaleManager program will allow consignors to sell at multiple events using existing inventory by the process called **Inventory Transfer**. This is how it works.
  - Enter all inventory into the first sale account where you will be participating.
  - When that sale is complete you'll receive an email, from me, that it is OK to transfer inventory.
  - **AFTER** that email, you will move inventory **OUT** of that sale account and accept inventory **IN** to the next sale account.
  - **YOU MUST MOVE INVENTORY “OUT” AND THEN ACCEPT INVENTORY “IN” FOR YOUR ITEMS TO SUCCESSFULLY TRANSFER TO THE NEW SALE ACCOUNT.**
  - Inventory Transfer is subject to the same entry deadlines as entering and tagging.
  - **ONLY AFTER YOU ACCEPT INVENTORY “IN” SHOULD YOU BE ENTERING NEW ITEMS** (this is to avoid duplicate item numbers being assigned).
  - Inventory Transfers are performed in “batches”. Once you have transferred a batch “out” you have only 30 days to transfer it “in” to another sale account. After 30 days those items will be deleted and will not be retrievable in either sale account inventory.
  - Items marked as **SOLD** are **NOT** eligible for transfer and will not appear in the list when checking items to be transferred
  - You may only transfer items in your **ACTIVE** inventory
- **IMPORTANT!** – You May Still Need to Reprint Some Tags
  - You will need to reprint tags for items if your consignor numbers are **NOT** the same on all of your tags. If this is the case, please contact Laurie immediately ([laurie@kidzsignments.com](mailto:laurie@kidzsignments.com)).
  - If your consignor numbers are the **SAME** you will only need to reprint tags that were assigned the same item id# as another item in your inventory. You will know which items these are because the system will change the print status to **NO – They Have Not Been Printed** . You will then need to re-print (and re tag) those items.
- **TIPS**
  - Try to use the Inventory Transfer “IN” and “OUT” feature one time versus transferring in smaller amounts. It will minimize errors.
  - Consignors who carry a significant amount of inventory from sale to sale may tend to make a few mistakes which will affect your final “Sold Report” (not check amount). Keep that in mind.
  - When we sell an item, it is the price on the tag that we use to charge the customer. If your inventory report reflects a different amount, it is usually an error in your inventory and can be the result of many things including; changing prices online and not printing a new tag, not re tagging when information was changed in the system or re-using an old tag. While not a common occurrence, this can happen, and we want to make sellers aware of discrepancies on Seller Reports.