



Important information if you plan on consigning at multiple Three Bags Full sales.

INVENTORY TRANSFER

1. Each sale's consignor account is separate; you must register for each sale independently. Registering for one sale does NOT register you for the other sale.
2. You MAY NOT be assigned the same consignor number for each sale. Please contact DeAnn if this is an issue; in a few instances a number might be able to be assigned.
3. Inventory in one sale's account (for example the Hartford Fairgrounds) may be transferred to inventory in the other sale's account (for example the Delaware County Fairgrounds).
4. This process is called an "inventory transfer." You will see a "transfer inventory" button in the online tagging section of the system.
5. YOU determine whether or not to transfer inventory. To facilitate this, you must "transfer inventory OUT" of one account (for example the "Hartford Fairgrounds account") and then log out of that account. Log into your account with the Delaware County Fairgrounds, go into the online tagging portion of the system, and "Transfer Inventory In". You will be asked to enter your consignor number and your password to complete this transfer.
6. **YOU MUST TRANSFER INVENTORY "OUT." THEN YOU MUST TRANSFER INVENTORY "IN" !!!! These 2 steps must be completed for Inventory Transfer to occur. Inventory Transfers MUST be completed BEFORE the system closes for each respective sale.**
7. Inventory transfers are performed in "batches." You will be able to place a check next to each item you want to transfer. When you click "transfer inventory out" and click "submit" at that time you will get a success message and an Inventory Batch ID number. This number uniquely identifies that inventory batch for you. When you go back into the item entry screen, you will notice those items are no longer showing in your inventory. The transferred items stay "suspended" (in cyber space) until you log into the account receiving the inventory. When you have logged into that account, go to the receive inventory area. You will see a list of inventory batches that have been transferred to them, BUT NOT YET RECEIVED. You will place a check by the batch you want to receive into that sale's account and click submit. Transfer inventory in ONE BATCH. The items are then taken out of "cyber space" and placed into the inventory of that sale. Your inventory batch is then deleted. NOTE: once you create a batch of items to transfer, you have 30 DAYS TO RECEIVE THAT TRANSFER. If you do not "receive" the batch within 30 days, it will be PERMANENTLY DELETED. You can transfer items back and forth between sales at your discretion.
8. Items marked as "sold" are not eligible for transfer and will not appear in the list when checking items to transfer, fyi.

9. **THIS TRANSFER DOES NOT GUARANTEE YOU WILL NOT NEED TO RE-TAG YOUR ITEMS. IT JUST GUARANTEES YOU WILL NOT NEED TO RE-ENTER THE ITEMS INTO THE SYSTEM.**
10. **You most likely will not need to re-tag if ALL of the following criteria are met:**
 - a. Your consignor number is the same at both sales
 - b. You received an inventory batch into an account that had NO inventory at that time.
11. **You MUST re-tag an item if ANY of the following are true:**
 - a. Your consignor numbers are different at each sale
 - b. You already had inventory in the account that is receiving the transferred inventory (this changes the ID# of each item and therefore will not be accurate when scanning at check-out)
 - c. Any of the information printed on the tag changed between the time you printed the tag from the original sale to the time you transferred it into the receiving sale.
12. RE-TAGGING means removing the existing tag, re-printing the tag and pinning them back on the item. It DOES NOT mean you'll have to re-enter the item into the system.
13. You MOST LIKELY will have the same consignor number for both sales if you consigned with us any time from 2004-2007. If you registered with the Hartford Fairgrounds after 2/1/08, you MAY have different consignor numbers for each sale. Try logging in with your existing number, using the last 4 digits of your phone number as your password. If that password does not work, try these 4 characters: nown.

This procedure was created by the programmer specifically for us! Our goal was to make the consigning of items at multiple sales as easy as possible. It will NOT guarantee you won't need to re-tag, but it WILL eliminate the need to re-enter those previously tagged items into the system again.

MOST IMPORTANTLY, during the check-out process the tag is correct for the item being sold. Be sure that the item number on the tag is the same as the item number showing on the screen FOR THAT SAME ITEM. If your tag has Item # 3 for \$5.00 for a 3T outfit, but after the transfer that ID is now #9, it will not scan properly. It will be charged the amount on the tag, but at the end of the sale your inventory report will not be accurate.

Contact me with any questions!

DeAnn