



## Consigning at Multiple Three Bags Full Sale Locations

Live close to more than one sale location? Just love to shop? Consign at multiple Three Bags Full sales! Read the info below to make consigning at multiple locations simple & easy.

A few things to know:

1. We do not hold your items from one sale to the next.
2. Items accepted at each sale location vary due to available space. Check the documentation for each sale prior to tagging items.
3. Registration for each individual sale location is required. Each sale location has a unique Consignor Agreement. Read them carefully. Volunteer hours are independent to each sale location. Seller Fee is paid per sale location.
4. Consignor numbers are unique to each sale location. If you already have a consignor number it may/may not be available at each location. Try logging into the account to see if your password/number are accepted. For one consignor number for all locations, complete the ["Request One Consignor Number"](#) form. No numbers will be assigned after March 16, 2012.
5. Once your inventory is entered into the system you will not need to re-enter it. However, you may need to re-tag (if consignor numbers are different, or if the Item ID changes). Refer to *Inventory Transfer Instructions* found in the [Consignor Library](#).
6. Because we utilize an inventory system, Item ID's that print on your tags are very important. It is always imperative to make sure the item ID on the tag matches the information assigned to that item ID in the system.
7. Discounting your items is built into the barcode!!! You CANNOT change your mind at the last sale and put a red dot on your tags to discount them. If you want your items discounted you must manually click the "discount" field in the system for each tag.
8. Consignors that frequently change prices, add discount dots after original item entry, transfer inventory from one sale to another will sometimes find their sold inventory list not matching their original inventory. We sell items for what is printed on the tag at the time of check-out, NOT what is in your inventory. If you transfer incorrectly, your item ID's may change; if you do not re-print those tags, that item ID will be assigned to a different item. (Note: don't worry about all of this technical stuff if you're new- you will figure it out as you go. Feel free to ask me if you have questions).

Getting Started:

1. Check to see if your current consignor number works at each sale location. If it does, you're ready to go.
2. If not, complete the ["Request One Consignor Number Form"](#) to be re-assigned ONE number for each sale. (Your old account will be deleted). Deadline to request one number is March 16, 2012.
3. Be sure to read the Inventory Transfer Directions BEFORE transferring to avoid having to re-tag your items!!
4. It is ALWAYS best to keep your active AND inactive inventory EMPTY in the account RECEIVING the transfer. Otherwise you will probably need to re-tag.