Transferring Inventory
Between Three Bags Full Sale Locations

Note: Inventory Transfer is a two-step process. You must move inventory OUT of one account, then accept it IN at the other account. In the meantime your inventory is in cyber space hanging out until you accept it IN. ☺ When one sale is complete you will not have access to that sale's inventory until checks have been written. **You must always wait for an email saying "ok to transfer" before you will be able to move your inventory from the sale that just finished to another sale location.**

If you have the same consignor number for all sales: (Not sure? Try logging in with your current consignor number. If it does not accept your info, that number is assigned to someone else at that sale location.) **ALWAYS MAKE SURE YOUR ACTIVE & INACTIVE INVENTORY ARE EMPTY BEFORE RECEIVING A TRANSFER!!**

a. Transfer Inventory OUT:
    i. Log into the first account and click "work with consigned inventory"
    ii. Click "move inventory out"
    iii. Select the affiliated sale you'd like to move your inventory to
    iv. Enter the Consignor Number and password AT THE AFFILIATED SALE.
    v. Click "select all" to move all the inventory
    vi. Re-enter the Password AT THE AFFILIATED SALE
    vii. At the bottom of the page click "submit"
    viii. You will receive a Batch Number for reference when it is successfully moved OUT.
    ix. Close all windows until you are back at www.threebagsfull.info

b. Accept Inventory IN:
    i. Log into the sale location's account in which you are wanting to move your inventory into.
    ii. Click "work with consigned inventory"
    iii. Click "Receive Inventory IN"
    iv. You should see a list of batches available to be received. Select the bath and click "submit"
    v. Your inventory will now appear in that sale location's account.

c. DO YOU NEED TO RE-TAG?
    i. Because we are an inventory system, the Item ID that prints on each tag is very important. It is why you are able to see exactly what sold at the sale. When the Item ID is not present, you just see the amount it sold for without a description. When we scan tags at check-out, the computer cross references the price and the item number with your consignor number. If there is a discrepancy, we charge the customer WHAT WAS ON THE TAG NOT WHAT IS IN YOUR INVENTORY.
    ii. ALWAYS MAKE SURE YOUR ACTIVE AND INACTIVE INVENTORY IS EMPTY BEFORE ACCEPTING ANY TRANSFERS.
        1. If it is NOT empty, your item ID's will change; you must then re-print your tags removing the old ones and putting on the new ones.
        2. If you do not re-print, your item ID's are "off" and what is in your inventory will be incorrect; what is on the tag is what we charge the customer.
    iii. If you have the same consignor number at all sales AND if your active & inactive inventory was EMPTY before accepting the transfer you SHOULD NOT NEED TO RE-TAG. Double check a few items to make sure the item ID's stayed the same. IF so, you're good to go ☺ If not, you need to re-print and re-tag.

If you do not have the same consignor number for all sales:

(You can request one consignor number for all sales up until the first sale of the season. After that time we do not re-assign consignor numbers until the beginning of the next sale season. Request a number before scheduling your drop off and volunteer shifts to avoid losing the shifts in the transfer process.)

a. Register as a New Consignor at the sale location you're wanting to participate in.
b. When you have received your new consignor number, record it and the password, then log out of that account. Return to www.threebagsfull.info
c. Transfer Inventory OUT
   a. Log into the first sale location's account. (Where your inventory is currently located)
   b. Click "work with consigned inventory"
   c. Click "move inventory out"
   d. Select the affiliated sale you'd like to move your inventory to
   e. Enter the Consignor Number and password AT THE AFFILIATED SALE.
   f. Click "select all" to move all the inventory
   g. Re-enter the Password AT THE AFFILIATED SALE
   h. At the bottom of the page click "submit"
   i. You will receive a Batch Number for reference when it is successfully moved OUT.
   j. Close all windows until you are back at www.threebagsfull.info
d. Accept Inventory IN:
   a. Log into the sale location's account in which you are wanting to move your inventory into.
   b. Click "work with consigned inventory"
   c. Click "Receive Inventory IN"
   d. You should see a list of batches available to be received. Select the bath and click "submit"
   e. Your inventory will now appear in that sale location's account.
e. DO YOU NEED TO RE-TAG?
   a. YES.
      i. Remove previous tags (with the previous consignor number) from all items
      ii. Reprint the tags that have been moved into this new account
      iii. Put those tags with the new consignor number onto your items.
   b. Because you will need to re-print your tags, it is not imperative that your active & inactive inventory be empty before accepting the transfer in. Therefore, if you want to add more items before you are allowed to transfer, you may do so.
   c. ALWAYS make sure the ITEM ID on your inventory report matches the ITEM ID on the tag of the item you are selling.
      i. We are an inventory system therefore the Consignor Number & Item ID that prints on each tag is very important. It is why you are able to see exactly what sold at the sale.
      ii. The correct consignor number needs to be on your tags for you to receive credit for those items when they sell.
      iii. When the Item ID is not present, is illegible, etc, we put in a "dummy" item number. You just see the amount it sold for without a description. When we scan tags at check-out, the computer cross references the price and the item number with your consignor number. If there is a discrepancy, we charge the customer WHAT WAS ON THE TAG NOT WHAT MAY BE SHOWING IN YOUR INVENTORY.
      iv. Check a few items to make sure the Consignor number & item ID's in your inventory match the info on your actual tags. If so, you're good to go ☺ If not, you need to re-print and re-tag.