Consigning at Multiple Locations?

How to Transfer Your Inventory:

Inventory Transfer is a two-step process. You must move inventory OUT of one account, then accept it IN at the other account. Always make sure BOTH your ACTIVE and INACTIVE inventory are EMPTY in the RECEIVING account prior to accepting the transfer.

When one sale is complete you will not have access to that sale's inventory until proceeds have been processed. **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.**

1. **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"** (do not click this multiple times!)
     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
2. **Accept Inventory IN:**
     i. FIRST- make sure both active & inactive inventory are EMPTY before following these steps.
     ii. Log into the sale location's account in which you are wanting to receive inventory.
     iii. Click "work with consigned inventory"
     iv. Click "Receive Inventory IN"
     v. You should see a list of batches available to be received. Select the batch and click "submit"
     vi. Your inventory will now appear in that sale location's account.

DO YOU NEED TO RE-TAG?

Because we are an inventory system, the Item ID and Barcode Information are VERY important.

- If you transfer **incorrectly** the item ID in your account may be different than the item ID on the barcode tag. If there is a discrepancy we sell it for WHAT IS ON THE TAG. Be sure to check your item ID's- if there is a discrepancy you will need to reprint those tags.
- If you want to discount an item that already had a tag on it, you MUST change it in your account then print a new tag. The discount is imbedded in the barcode therefore you CAN NOT add your own "red dot" to the tag. It will NOT scan correctly!!!!!
- If you see problems with your Sold Items Report when the event is in progress, it is due to incorrectly transferring inventory. (item numbers not matching up, blank description field, etc)