



WV KIDS CONSIGNMENT

Consigning at Multiple Locations and Transferring Inventory

All consignors will have the same consignor number at all locations.

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. ***IMPORTANT: do not log into both accounts, at the same time, on the same browser.**

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 the items you have in your possession & plan to take to the next sale. (do not "click all" unless you are taking ALL unsold items. Keep your inventory clean!)
- 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. Record this.
- ix. Close all windows until you are back at www.wvkids.net

2. Accept Inventory IN:

- i. Log into the sale location's account in which you are wanting to receive inventory.
- 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 batch number you recorded above and click "submit"
- v. Your inventory will now appear in that sale location's account.
- vi. Check the "print status"... does anything say the tag has not been printed? That Item ID has changed... you must reprint that specific tag.
- vii. You can now add more items!

DO YOU NEED TO RE-TAG?

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

- Rule #1: always make sure the receiving account is EMPTY (both active & inactive folders) to avoid inventory issues.
- Rule #2: only transfer items you are actually going to bring to the sale. Keep your inventory clean!
- 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 change the price or the discount field, you must REPRINT the tag after you make the change.