

# My Best Friend's Closet, LLC

## Inventory and Tagging System Instructions

As explained in on the *Consignors How-To* page, sort all of your items by gender and size before entering into inventory. By sorting prior to entering, you will save a lot of time because you will only have to reenter the price and description for each similar item.

1. If you are a first-time seller with us, click on “login” and register. You will need to “create user account”.
2. After you are registered, click on “Login”, enter your user id and password. **Verify your mailing and email addresses are correct.** The mailing address on your account will be where your earnings check will be mailed. Your email address is how we will communicate with you.
3. After your items are sorted, click the “Enter Items”. If you need to edit anything, go to the “Manage Inventory” screen. Here you can print inventory reports, edit multiple or individual items, and also see a Projected Settlement Report based on the items you have entered into the system.
4. Printing can be performed at anytime, at intervals or all at once when you finish entering your items. Be sure to read the “Instructions to Generate your Tags Printout PDF Document” or “more printing helps and tips” before you continue. Key tips are to use 65# cardstock, and make sure your inkjet printer is on the “normal” printing setting. We recommend saving your tags under a name you’ll remember (consignment tags). You will print 8 tags per page. Please make sure that your tag paper is white only. You must also use cardstock paper (at least 60# or 65#). 60-65# cardstock is available at Wal-Mart, Office Depot, and Staples. You can always purchase a package to split with your friends who are also consigning. If you do not have a printer available contact us before Receiving begins. We can help for an extra fee.
5. Once your tags are printed, make sure the bar-code is clear and is not excessively dark (the ‘normal’ setting is best to use when printing), then cut on the lines and pin to left shoulder or right side if the clothing is facing you or taped to the non-garment item.
6. Print out and bring your inventory report and your Consignor’s Agreement with you to Receiving.

Please contact us with any questions at [mybestfriendsclosetla@gmail.com](mailto:mybestfriendsclosetla@gmail.com).