



Inventory Cleanup Process 2025

2025 - Creating a Barcode for a NEW Item

	A	B	C	D	E	F	G	H	I	J	K
	Item Name	Description	Reporting Category	SKU	Variation Name	Item Type	Price	New Quantity The Artisans Gallery	Stock Alert Enabled The Artisans Gallery	Tax - The Artisans Gallery (6.75%)	
1						Physical			N	Y	
2											
3											
4											

Fields to Complete:

Item Name = Artisan Code

Description = Artisan Code

Reporting Category = Exactly as written on the Category Code Sheet (see list at right)

- words capitalized, include spaces and '-' as shown

SKU = Format XXX-X-1234-\$000.00 or
XXX-XX-123-\$000.00

- letters all capped, no spaces, include “-”

Variation Name = Specific or generic name

Item Type = Physical (always, use dropdown)

Price = Format \$000.00 or \$0000 if more than \$999.99

New Quantity = How many new SKUs for this item

Stock Alert Enabled = N (always, use dropdown)

Tax The Artisans = Y (always, use dropdown)

Code	Category Spelling	Code	Category Spelling
A	Baskets	L	Shell Art
B	Baby / Children	M	Miscellaneous
C	Cards / Paper Items	N	Tile / Ceramic
D	Floral	O	Ornaments
FD	Fabric Design	P	Paintings - Original
FH	Fabric Household Items	Q	Decorative Painting
FP	Fabric Personal Items	R	Prints of Paintings
G	Glass	S	Stained and Fused Glass
H	Pottery	T	Table-Top Framed
HD	Home Decor	V	Sculpture
J	Jewelry	W	Wood
K	Photography	X	Minis

Example of New Barcode Request

A	B	C	D	E	F	G	H	I	J
Item Name	Description	Reporting Category	SKU	Variation Name	Item Type	Price	New Quantity The Artisans Gallery	Stock Alert Enabled The Artisans Gallery	Tax - The Artisans Gallery (6.75%)
SUP	SUP	Paintings - Original	SUP-P-AS01-\$50.00	Small Acrylic	Physical	\$50.00	5	N	Y
SUP	SUP	Paintings - Original	SUP-P-A41F-\$200.00	Cat Sleeping	Physical	\$200.00	1	N	Y
SUP	SUP	Prints of Paintings	SUP-R-A41-\$55.00	Print of Cat Sleeping	Physical	\$55.00	4	N	Y

The identifying code between the category code in the new SKU and the price MUST be at least one alpha or numeric character and it must be UNIQUE.

Completing a Duplicate or Revision Form

A	B	C	D	E	F	G	H
2025 Duplicate or Revision Form							
Artisan Code	Reporting Category Spelled Out	SKU	Variation Name	Price Change Yes or No	Quantity of New Inventory	Quantity of Replacement for Price Change; Lost/Damaged	Write Delete If Requesting Removal
Note: If you are changing your price, you must remove your inventory from the Gallery on Howe or Retail Events prior to requesting. Once we change the price in the system, your previous barcode will be invalid.							

Fields to Complete:

Artisan Code = Personal Code

Category = As written on the Category Code Sheet

- words capitalized, include spaces and '-' as shown

SKU = Format XXX-X-1234-\$000.00 or
XXX-XX-123-\$000.00

- letters all capped, no spaces, include “-”

Variation Name = Specific or generic name

Price Change = Yes or No

Quantity of New Inventory = How many new SKUs?

Quantity for Replacement = #, if applicable

Write Delete if Removing = blank or Delete

Code	Category Spelling	Code	Category Spelling
B	Baby / Children	O	Ornaments
A	Baskets	P	Paintings - Original
C	Cards / Paper Items	K	Photography
Q	Decorative Painting	H	Pottery
FD	Fabric Design	R	Prints of Paintings
FH	Fabric Household Items	V	Sculpture
FP	Fabric Personal Items	L	Shell Art
D	Floral	S	Stained and Fused Glass
G	Glass	T	Table-Top Framed
HD	Home Decor	N	Tile / Ceramic
J	Jewelry	W	Wood
X	Minis		
M	Miscellaneous		

Example of a Duplicate or Revision Request

2025 Duplicate or Revision Form							
Artisan Code	Reporting Category Spelled Out	SKU	Variation Name	Price Change Yes or No	Quantity of New Inventory	Quantity of Replacement for Price Change; Lost/Damaged	Write Delete If Requesting Removal
Note: If you are changing your price, you must remove your inventory from the Gallery on Howe or Retail Events prior to requesting. Once we change the price in the system, your previous barcode will be invalid.							
SUP	Minis	SUP-X-A311-\$30.00	Chicks	Yes	0	1	
SUP	Miscellaneous	SUP-M-1234-\$39.00	Mixed Coasters	Yes	5	5	
SUP	Paintings - Original	SUP-P-A123-\$500.00	Best One	No	0	0	Delete
SUP	Prints of Paintings	SUP-R-W125-\$50.00	8x10 print	No	10	0	
SUP	Fabric Personal Items	SUP-FP-TS1-\$15.00	T-Shirt, Small	No	0	1	

The duplicate or revision barcodes can be used for duplicates, damaged or lost, as well as price changes.

Send completed worksheets to: galleryonhowe@gmail.com
by 4:00 pm on Sundays.

Notes:

- complete all columns in each line on the forms
- submit no more than one of each form per week
- no more than 60 SKUs total per week
- plan ahead before big events you are participating in
- keep an updated version of your inventory – add new SKUs as you order them and adjust quantities when you have sales

Your total Square limit is 250 at any time, so delete SKUs you know you will no longer need throughout the year.