



**WELCOME KIT**  
**FOR**  
**DIY CONSIGNORS!**

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**3 STEPS TO GETTING STARTED!**

**1. PURGE & DECLUTTER!**

- Gather ACCEPTED items from your home, basement, garage & shed!
- All items must meet our standard of “Gently Used, Excellent Quality.” (No vintage or out-of-date items)
- See list of accepted items by category in this welcome kit.

**2. GATHER YOUR SUPPLIES**

- DOLLAR TREE: Find most of your needed items here



- Including safety pins, zip ties, packing tape, masking/blue tape, large storage/ziploc bags, dryer sheets, magic eraser, cleaning wipes.
- WHITE CARDSTOCK is required when printing tags. (Shop best **amazon deals**: <https://amzn.to/2UvOiTU> )
- HANGERS: We accept any hanger style, it just needs to fit the item securely! Ask your friends & family to save store hangers, ask your dry cleaner for used ones, and post on mom/kids groups!

**3. ENTER & TAG YOUR ITEMS!**

- See details in this welcome kit 😊 and watch our **YouTube Consignor Videos** @ <https://bit.ly/2VnAjjl>

**CONTACT US WITH QUESTIONS!**

- EMAIL US @ [kristi@wnybellakids.com](mailto:kristi@wnybellakids.com)
- CALL US @ 716-575-KIDS or TEXT Sharon @ (716) 440-0524
- JOIN OUR FB CONSIGNOR GROUP! Search for “Bella Kids Consignor Group” to post questions & learn helpful seller tips from the pros!

**MESSAGE US ON OUR SOCIAL MEDIA PAGES**

@WNYBELLAKIDS

## **step 1: GATHER & PREP YOUR ACCEPTED ITEMS!**

All items must meet our standard of **"GENTLY USED, EXCELLENT QUALITY"** and be CURRENT!

No vintage, outdated items. Check Manufacturer label for date. During check-in, all items will be inspected and we will REJECT any items not conforming to our standards & prep guide instructions. Also, it is required that all consignors review the recall list at: [www.cpsc.gov](http://www.cpsc.gov) prior to drop-off.

### **Clothing Brands NOT Accepted:**

\*THESE BRANDS MAY BE SOLD IF NEW WITH TAGS ONLY!

Faded Glory	Hanes	McKids	Okie Dokie	Simply Basics
FREE tshirts	Garanimals	Route 66	Wonderkids	Tourist TShirts

### **ACCEPTED ITEMS BY SALE SEASON:**

### **UNACCEPTED ITEMS:**

<b>SPRING SALE (APRIL)</b>	Spring & Summer Wear Only. Sizes Newborn to 12 accepted.	No fall/winter/holiday season patterns or fabrics accepted. No Maternity clothing. No Big Kid 14/16 and Juniors' Clothing
<b>FALL SALE (AUGUST)</b>	Late Summer & Fall Wear Only. Halloween Costumes Accepted. Sizes Newborn to 12 accepted.	No spring/holiday season patterns or fabrics accepted. No Maternity clothing. No Big Kid 14/16 and Juniors' Clothing
<b>WINTER SALE (NOVEMBER)</b>	Cold Weather/Winter & Holiday Season Only. Sizes Newborn to 12 accepted.	No fall/winter/holiday season patterns or fabrics accepted. No Maternity clothing. No Big Kid 14/16 and Juniors' Clothing
<b>ONLINE SALE (FEBRUARY)</b>	<b>All Seasons Accepted!</b> <ul style="list-style-type: none"> <li>Sizes Newborn to 16 &amp; Maternity!           <ul style="list-style-type: none"> <li>Brand Name Juniors!</li> </ul> </li> <li>Women's Brand Name/Designer Shoes, Handbags &amp; Select Clothing!</li> </ul>	

**TOTAL ACCEPTED ITEMS PER CONSIGNOR: 200 ENTRIES!**

**CATEGORY LIMITS INCLUDED IN 200 ITEM MAXIMUM:**

**BABY/KIDS CLOTHING ITEMS = 150 PER CONSIGNOR SHOES/BOOTS:** Pick your **20 BEST PAIRS PER CONSIGNOR!**

**BOOKS:** 20 sets or individual books

### **ADDITIONAL ACCEPTED ITEMS LIST:**

- ALL INFANT ITEMS (Diaper bags, carriers, cart covers, supplies, monitors, bath, sheets, bedding, nursing, diapering, etc)
- CAR SEATS & BOOSTERS (Manu date less than 5 years old)
- INFANT BOUNCER SEATS/SWINGS/WALKER/EXERSAUCERS etc
- HIGHCHAIRS, BOOSTERS, BUMBOS, STOOLS etc
- PACK-N-PLAYS, CO-SLEEPERS, TODDLER BEDS etc
- CRIB & TODDLER BEDDING & BLANKETS
- TOYS, VIDEO GAMES, VIDEO SYSTEMS
- OUTDOOR PLAY (ie Little Tikes & Step 2)
- BIKES/TRIKES, SCOOTERS

## STEP 2 CATEGORY PRICING & PREP CHEAT SHEET

CATEGORY	DETAILS	HOW TO PREP	WHERE TO TAG	Prep To <b>\$SELL!</b>
<b>Hanged Clothing</b>	<p><b>SIZE: newborn to 12 kids. No Juniors or 14/16 kids.</b></p> <ul style="list-style-type: none"> <li>• 5 Year Age Limit.</li> <li>• <b>No vintage/outdated.</b></li> <li>• No tourist or freebie t's</li> <li>• <b><u>New or Like New ONLY!</u></b></li> </ul> <p><b>FRESHLY LAUNDRER!</b></p>	<p><b>HANGER HOOK MUST FACE LEFT LIKE A QUESTION MARK.</b></p> <p><b>-PANTS TIP:</b> Attach pants on wire hanger w/zipties on <b>top</b> rung so pants don't move around <b>IF you don't have regular pant hangers ☺</b></p>	<p><b>WHERE TO ATTACH TAG:</b></p> <p>-ON size label or INSIDE seam. - Place on front right side seam NOT front of shirt which will cause holes. – Attach tags with safety pins or tagging gun TO ITEM, not hanger</p>	<p><b>As a general rule, price items 50-85% OFF ORIGINAL price. Think to yourself, what would you pay for it @ our sale?</b></p> <p>-Combine to make outfits whenever possible from newborn-size 5. <u>Sell individual pieces for larger sizes 6+.</u></p>
<b>Shoes</b>	<p><b>MUST BE IN VERY GOOD, CLEAN CONDITION.</b> Limited to 20 pairs per consignor.</p>	<p><b>Must be CLEAN &amp; DIRT/SCUFF free.</b> Attach together with twine or zip ties securely. Place in Ziploc bag for infant shoes.</p>	<p>Hole punch tag and attach with twine or zip tie. Or tape tag to bagged infant shoes w/o covering barcode. Tape shut.</p>	<p><b>BRING your 20 BEST pairs! Great Condition Shoes sell well!</b></p>
<b>Bedding &amp; Blankets</b>	<p><b>ONLY baby &amp; kids themes &amp; sizes accepted.</b> No adult. -Bassinet, Crib, Toddler, Twin, &amp; Full accepted. -No mattresses or sleep positioners allowed. - No crib bumpers allowed.</p>	<p><b>Sets should be placed in large Ziploc style bags.</b></p> <ul style="list-style-type: none"> <li>• Roll/fold individual blankets, sheets, comforters and secure with twine.</li> </ul>	<p>-Attach tag to individual items with safety pin or tagging gun.  -Attach tag to sets by taping to bagged item or hole punching and attaching to bundled items with twine.</p>	<p><b>Price these items to Sell!</b> These aren't on the top wanted list of shoppers, so prices need to be reasonable!</p> <p><b>We recommend 70-85% off retail prices!</b></p>
<b>Infant Items</b>	<p>No used breast pumps or bras. No used humidifiers. No cribs or mattresses. No USED undergarments: socks, bibs, underies etc. Check MAJOR BATHTUB recall.</p>	<p>Securely attach pieces or sets together using Ziploc bags. Attach bagged parts with packing tape to item.</p>	<p>Attach tag directly to the item securely with packing tape NOT covering barcoded area. Or hole punch tag and tie it to item.</p>	<p>We recommend pricing these items 50-75% off retail. These categories in great condition tend to sell very well!</p>
<b>Baby Gear &amp; Furniture</b>	<p>IE: exersaucers, high chairs, strollers, infant seats, desks, pretend play sets, easel, train table, book shelf. <b>NO vintage/outdated items. CHECK FOR RECALLS!</b></p>	<p>If item has multiple pieces, use packing tape or zip ties to keep items together. <b>Working batteries MUST be included.</b> <b>Attach manufacturer guide when possible.</b></p>	<p>Attach tag with clear packing tape securely without covering barcode. Or Hole punch and tie on with twine.</p>	<ul style="list-style-type: none"> <li>• We recommend pricing these items 50-75% off retail. These categories in great condition tend to sell very well!</li> </ul>
<b>Toys</b>	<p>NO Stuffed animals, no grab bags, no free fast food toys! -Toys Must be age appropriate for Baby to tween. Must include all pieces &amp; with working batteries.</p>	<p>Securely attach pieces or sets together using Ziploc bags. Attach bagged parts with packing tape to item. <b>Working batteries MUST be included.</b></p>	<p>Attach tag with clear packing tape securely without covering barcode. Hole punch and tie on for sets.</p>	<ul style="list-style-type: none"> <li>• We recommend pricing these items 60-80% off retail. Toys in good condition tend to sell very well!</li> </ul>
<b>Books, Games &amp; Puzzles</b>	<p>All in good condition. No writing, scratches, missing pieces. <b>No opened puzzle boxes</b></p>	<p>Use clear cling wrap to hold multiple pieces together for puzzles and tape closed. Tie sets of books together.</p>	<p>Attach tag with clear packing tape or painters tape if attaching directly to book/game back cover.</p>	<ul style="list-style-type: none"> <li>• <b>Pick your 20 BEST BOOKS!</b></li> <li>• NO DVD's &amp; CD'S accepted</li> <li>• Video Gaming systems ok!</li> </ul>

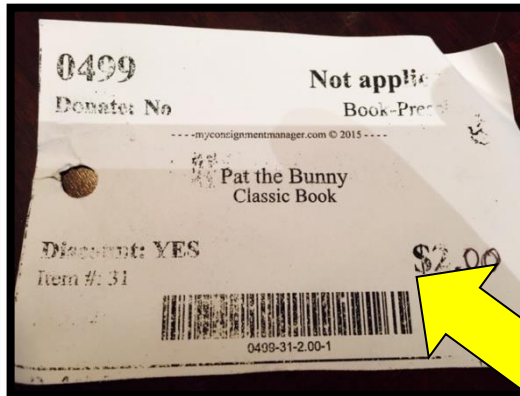


### **STEP 3 - HOW TO PRINT TAGS:**

It is imperative that your barcodes scan correctly @ the registers!

- **USE WHITE CARDSTOCK ONLY!**
- **No regular copy paper!** They tear, get lost easily, and don't scan. This can result in missing items!!!

- **PRINTING TAGS ON A PC:** Use "DRAFT QUALITY", "GRAYSCALE", OR "BASIC" setting when printing. **DO NOT USE BEST QUALITY**, they will be too dark and not scan!
- **PRINTING TAGS ON A MAC:** Use "BEST" setting when printing. This gives the clearest tag ONLY for MACs!



**NEED HELP?** Email us for assistance!  
[kristi@wnybellakids.com](mailto:kristi@wnybellakids.com)

When accessing your consignor account, always use **MOZILLA FIREFOX!**

#### **GOOD BARCODES:**

- ✓ Straight lines
- ✓ Solid print
- ✓ Space between barcode lines
  - SCANS EASILY 😊

#### **BAD BARCODES:**

- ~Jagged lines
- ~Faded print
- ~Blurry space between barcodes.
- ~WILL NOT SCAN ☹

#### **TROUBLESHOOTING & PRINTING TIPS:**

**~BATCH PRINT!** (5-10pgs at a time) to make sure ALL pages print correctly & some haven't run out of ink!

**~REALIGN!** Using your printer a lot? Do this from the settings screen to make sure the barcode prints clearly! Not sure how? Google your printer make & model for instructions.

**~TEST PRINT! A PAGE FEW WEEKS BEFORE THE SALE!** Make sure your printer has the settings available

© Don't procrastinate.

# **HOW TO USE OUR ONLINE INVENTORY SYSTEM: My Consignment Manager**

## **ACCESSING YOUR CONSIGNOR ACCOUNT:**

We recommend using ONLY Mozilla Firefox when using My Consignment Manager, our online inventory system. Enter Items on an Ipad, Phone, or Desktop.

## **GETTING STARTED: Go to**

[www.myconsignmentmanager.com/wnybellakids](http://www.myconsignmentmanager.com/wnybellakids)

1. Click on CORRECT SALE/DATE LINK. Login using your consignor number and password.
2. Choose ENTER INVENTORY
3. Choose correct category you are starting with (ex. TOYS)
4. Enter description (there are two lines for this)
  - We recommend using first line for brief description of brand (ex. 2 pc Carters red sweater set)
  - Use second line to highlight details such as New without Tags or Used once and retails for \$150!
5. Price (min. is \$2)
  - ALWAYS think to yourself, "What would I pay for this at a consignment sale?"
  - Price it to sell! That should be around 20-35% of price you paid for it! (ex. You Paid \$20, Price it @ \$4.00!)
6. Quantity (only applies if there are more than one of the same exact item)
7. Check to Discount or Donate.
  - We recommend DISCOUNT: YES! If you item is still unsold by Sunday, there's a reason for it! Price it Half Off to sell it on the last day!
  - DONATE: Yes means it is going to a very good cause, Harvest House! And you will get a tax donation receipt!
8. Click Submit.

## **HELPFUL TIPS:**

- Use abbreviations like NWT (New With Tags) AND make sure you include as much descriptive information as will fit. If a tag becomes separated from an item, we use these descriptions to try and find the items and attach the tag.

## **TAGGING:**

This is VERY IMPORTANT because tags have YOUR barcode to give you credit when an item sells!

When entering your items, we recommend BATCHING items by category in groups of 24. That way you don't waste any cardstock!

1. Once you've entered a batch, click GENERATE tags. The system will automatically generate the tags in groups of 8 per page.
2. Print Tags on **white cardstock paper** ONLY!
  - Cardstock is sturdy & doesn't tear easily! It helps in not losing a tag. If there is no tag, your items can't be sold!
3. Cut out tags
4. Secure tags! Using safety pins, tagging gun or using a hole punch for twine.
5. All items must be tagged at drop off and clothing on hangers. No exceptions.
6. All tags must be crisp and clear with no fuzzy lines and printed with black ink on white card stock. (See printing guide.)

## **Tagging Supplies:**

1. Hangers (we accept store, plastic, wire etc)
2. Zip Ties
3. Card Stock or Cover Stock (65lb or higher)
4. Ziploc bags
5. Packaging Tape
6. Tagging Gun/Barbs or Safety Pins

**QUESTIONS? Join our CONSIGNOR FACEBOOK GROUP for FAST answers & top selling tips! Watch our YouTube Consignor Channel @ <https://bit.ly/2VnAjjl>**

