



WELCOME KIT
FOR
ONLINE SELLERS!

3 STEPS TO GETTING STARTED!

1. PURGE & DECLUTTER!

- Gather ACCEPTED items including WOMEN & JUNIORS!
- All items must meet our ONLINE standard of “Gently Used, Excellent Quality.” We will not accept items older than 5 years! With an online sale, shoppers need to buy with confidence and know it is a current fashion, toy, etc in great condition! (No vintage/out-of-date)

CONTACT US!

- EMAIL US @ kristi@wnybellakids.com
- CALL US @ 716-575-KIDS or TEXT Sharon @ (716) 440-0524

MESSAGE US @WNYBELLAKIDS

2. SUPPLIES

- DOLLAR TREE: Find most of your needed items here
 - Including large storage/ziploc bags, safety pins, zip ties, packing tape, masking/blue tape
- WHITE CARDSTOCK is required when printing tags. Shop best **amazon deals**: <https://amzn.to/2UvOiTU>

3. ENTER YOUR ITEMS!

- Step by step are included in this welcome kit 😊 and watch our **YouTube Consignor Videos** @ <https://bit.ly/2VnAjjl>

- 4. KEEP YOUR ITEMS IN A SAFE SPOT UNTIL DROPOFF!** Very Important! Our shoppers are counting on their purchases to arrive in same condition as published online!

- 5. JOIN OUR FACEBOOK CONSIGNOR GROUP** @ <https://bit.ly/3E5m9EW>

ACCEPTED ITEMS BY SIZE!

SIZE:	ACCEPTED ITEMS	BRANDS:
BABY & KIDS	<p style="text-align: center;"><u>All Seasons Accepted!</u></p> <p>ACCESSORIES: Purses, belts, hair, etc</p> <p>FOOTWEAR: Shoes, Sandals, & Boots</p> <p>CLOTHING: Sizes Newborn to 14/16!</p>	<p><u>List of NOT Accepted CHILDRENS Brands:</u> Faded Glory, Hanes, McKids, Simply Basics, Garanimals, Route 66, Tourist or Freebie Shirts</p> <p>THESE ITEMS ARE ACCEPTED ONLY IF NEW WITH TAGS.</p>
JUNIORS	<p style="text-align: center;"><u>All Seasons Accepted!</u></p> <p>ACCESSORIES: Handbags & Wallets. NEW hair accessories. NEW jewelry.</p> <p>FOOTWEAR: Shoes, Sandals, & Boots</p> <p>CLOTHING: Sizes XS to XXXL</p>	<p><u>List of Accepted JUNIORS Brands:</u> ABERCROMBIE, ADDIDAS, AERIE, AMERICAN EAGLE, CHAMPION, CONVERSE, GARAGE, GUESS, HOLLISTER, HURLEY, H & M, LEVIS, LULULEMON, NIKE, NORTH FACE, OLD NAVY, PATAGONIA, PINK REPUBLIC, REEBOK, UNDER ARMOUR, VANS, VINEYARD VINES</p>
WOMENS & MATERNITY	<p style="text-align: center;"><u>All Seasons Accepted!</u></p> <p>ACCESSORIES: Handbags & wallets</p> <p>FOOTWEAR: Shoes, Sandals, & Boots</p> <p>CLOTHING: Sizes XS to XXXL specific to the following categories:</p> <ul style="list-style-type: none"> • Athleisure/Sportswear ONLY: Yoga pants, athletic wear, and casual active. • Designer/Brand Name denim • Bills/Sabres Clothing 	<p><u>List of Accepted WOMENS Brands:</u></p> <p>ATHLEISURE CLOTHING: From name brands like Lululemon, Athleta, Calia, Under Armour, Nike, Addidas, etc</p> <p>FOOTWEAR & DENIM: Mall Brands & Designer Only.</p> <p>HANDBAGS & SUNGLASSES: Designer Only.</p>

TOTAL ACCEPTED ITEMS PER CONSIGNOR: 150 ENTRIES!

CATEGORY LIMITS:

- BABY/KIDS CLOTHING ITEMS** = 100 entries
- JUNIORS OR WOMEN'S** = 50 entries
- SHOES/BOOTS:** 20 entries
- BOOKS:** 20 entries.

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

CATEGORY	DETAILS	HOW TO PREP	WHERE TO TAG	PRICE IT TO \$ELL!
Clothing	<ul style="list-style-type: none"> • 5 Year Age Limit. • No vintage/outdated. • No tourist or freebie t's • New or Like New ONLY! • FRESHLY LAUNDER! • Follow BRAND NAMES list by category. 	<p>HANGERS AREN'T REQUIRED ☺</p> <p>Fold Neatly and place in Ziploc bag if sold as outfit or lot of similar items. Do NOT tape closed for inspection purposes.</p>	<p>WHERE TO ATTACH TAG:</p> <p>-Tape onto front of ZIPLOC bag.</p> <p>- If placing directly on garment attach ON size label or INSIDE seam with safety pins. DO NOT ATTACH on front of shirt to cause holes.</p>	<p>As a general rule, price items 50-85% OFF ORIGINAL price. Think to yourself, what would you pay for it @ our sale?</p> <p>-ONLINE shoppers seek LOTS of similar items or outfit combos! ie. Lot of 3 character tees, Summer Lot of 3 tees & 3 shorts.</p>
JUNIORS & WOMEN'S Athleisure Clothing, Handbags, & Shoes	<p>JUNIORS & WOMENS 00-XXXL accepted. Maternity too!</p> <ul style="list-style-type: none"> • 5 Year Age Limit. • New or Like New ONLY! Freshly laundered. • Mall Brand or Better ONLY! 	<p>HANGERS AREN'T REQUIRED ☺</p> <p>Fold Neatly and place in Ziploc bag if sold as outfit or lot of similar items. Do NOT tape closed for inspection purposes.</p> <p>SHOES: attach tag to bottom or inside sole with tape.</p>	<p>WHERE TO ATTACH TAG:</p> <p>-Tape onto front of ZIPLOC bag.</p> <p>- If placing directly on garment attach ON size label or INSIDE seam with safety pins. DO NOT ATTACH on front of shirt to cause holes. holes.</p>	<p>We recommend pricing these items 50-75% off retail.</p> <p>HAVE NEW ITEMS? 50% off on brand name with tags is perfect selling price!</p>
Baby & Kids' Shoes	MUST BE IN VERY GOOD, CLEAN CONDITION.	Must be CLEAN & DIRT/SCUFF free. Attach together with twine or zip ties securely. Place in Ziploc bag for infant shoes.	Hole punch tag and attach with twine or zip tie. Or tape tag to bagged infant shoes w/o covering barcode. Tape shut.	Great Condition Shoes sell well!
Bedding & Blankets	<p>ONLY baby & kids themes & sizes accepted. No adult.</p> <p>-Bassinet, Crib, Toddler, Twin, & Full accepted.</p> <p>-No mattresses or sleep positioners allowed.</p> <p>- No crib bumpers allowed.</p>	<p>Sets should be placed in large Ziploc style bags.</p> <ul style="list-style-type: none"> • Roll/fold individual blankets, sheets, comforters and secure with twine. 	<p>-Attach tag to individual items with safety pin or tagging gun.</p> <p>-Attach tag to sets by taping to bagged item or hole punching and attaching to bundled items with twine.</p>	<p>Price these items to \$ell! These aren't on the top wanted list of shoppers, so prices need to be reasonable!</p> <p>We recommend 70-85% off retail prices!</p>
Baby Gear & Furniture	<p>IE: exersaucers, high chairs, strollers, infant seats, desks, pretend play sets, easel, train table, book shelf.</p> <p>REMOVE & Freshly Launder covers.</p>	<p>If item has multiple pieces, use packing tape or zip ties to keep items together.</p> <p>Working batteries MUST be included.</p>	<p>Attach tag with clear packing tape securely without covering barcode. Or Hole punch and tie on with twine. Attach manufacturer guide when possible.</p>	<p>We recommend pricing these items 50-75% off retail.</p> <p>These categories in great condition tend to sell very well!</p>
Toys	<p>-Toys Must be age appropriate for Baby to tween.</p> <p><i>Must include all pieces & with working batteries.</i></p>	<p>Securely attach pieces or sets together using Ziploc bags. Attach bagged parts with packing tape to item.</p>	<p>Attach tag with clear packing tape securely without covering barcode. Hole punch and tie on for sets.</p>	<p>We recommend pricing these items 60-80% off retail.</p> <p>Toys in good condition tend to sell very well!</p>
Books, Games & Puzzles	<p>All in good condition.</p> <p>No opened puzzle boxes or boxed games.</p>	<p>Use clear cling wrap to hold multiple pieces together for puzzles and tape closed.</p>	<p>Attach tag with clear packing tape or painters tape if attaching directly to book/game back cover.</p>	<p>NO DVD'S & CD'S accepted</p> <ul style="list-style-type: none"> • Video Gaming systems and individual games ok!



HOW TO PRINT SOLD TAGS FOR DROP-OFF:

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!

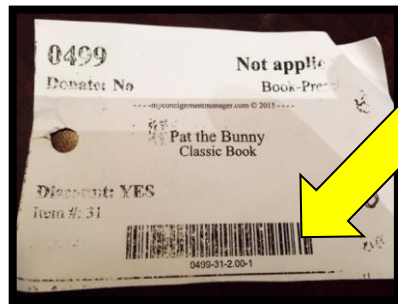
PRINTING TAGS ON A MAC: Use "BEST" setting when printing. This gives the clearest tag **ONLY** for MACs!

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! Can't find the DRAFT mode? Open the Dialog Printer Settings box at bottom of print screen. ☺



POST-SALE PRINTING STEPS:

1. Print your SETTLEMENT REPORT list of sold items. Find it under "View Settlement" in your account.
 - This report is in barcode item # order. Pull your items in order number and mark off items as you go.
2. Print your SOLD ITEMS barcodes AFTER sales have been uploaded to your consignor account. Click on "PRINT SOLD TAGS" button above settlement chart.
3. Generate SOLD (UBC) Tags.
 - Print on **white cardstock paper** ONLY! {Cardstock is sturdy & doesn't tear easily!}
4. Attach TAGS securely to each sold item. Secure tags using safety pins, packing tape, or twine/hole punch.
5. Print your SETTLEMENT REPORT sorted by UBC in alphabetical order to your drop off appointment.

GOOD BARCODES:

- ✓ Straight lines
- ✓ Solid print
- ✓ Space between lines
- *SCANS EASILY ☺

BAD BARCODES:

- ~Jagged lines
- ~Faded print
- ~Blurry spaces
- ~WILL NOT SCAN ☹

HOW TO ENTER ITEMS IN THE ONLINE INVENTORY SYSTEM: My Consignment Manager

ACCESSING YOUR CONSIGNOR ACCOUNT: We recommend using ONLY Mozilla Firefox when using My Consignment Manager.

GETTING STARTED: Bookmark our online system @ www.myconsignmentmanager.com/wnybellakids

1. Click on **CORRECT SALE/DATE LINK**. Login using your consignor number and password.
2. Choose **MANAGE ITEMS** button., click ADD.
3. **CATEGORY:** Very Important! Choose correct category (ex. GIRLS DRESS) so it lands on correct webstore page!
4. **SIZE:** Choose the SMALLEST size (ie. 3-6mos enter as 3 mos)
5. **DESCRIPTION LINES:** (there are two lines for this)
 - **1ST LINE:** Must include brand and items (ex. 3 pc Gymboree red sweater & pant set or NEW Carters! Lot of 3 Onesies)
 - **2nd LINE:** Include details such as New without Tags or Used once and retails for \$150!
6. **PRICE** (min. is \$2 and goes up in .50 increments)
 - 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!)
7. **DISCOUNT OR DONATE SELECTION:**
 - 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: We are not accepting donating items for online
8. **UPLOAD A PICTURE:**
 - Do not use LIVE picture mode.
 - To ensure a good picture, use a small size file.
 - Take a tall, PORTRAIT pic, not horizontal.
 - Make sure you can see the picture in your account!
9. **CLICK SUBMIT.**
10. **KEEP ITEMS IN ORDER AS ENTERED & STORE THEM SAFELY!** This saves time when tagging SOLD items. Our shoppers are counting on their purchases from you!

CONSIGNOR ONLINE PARTICIPATION AGREEMENT: By entering each item, you are committing to have the EXACT items to be available for purchase. All items entered must be stored in a SAFE location until your DROPOFF appointment. **DO NOT sell, donate, or post elsewhere online, this violates your consignor contract with us.**

HELPFUL TIPS:

- **IMPORTANT! ORDER # SORTING!** Keep your items in order as you've entered them. Keeping them sorted in item # order will make it easier to pull the SOLD items post-sale. (Sold report is item # order).
- **PICTURE TROUBLESHOOTING:** In the inventory screen, you will see a thumbnail of the actual picture loaded behind the white words (category). If you do not see a full picture and only see a gray small square, the picture is not loaded and will need to be accepted into the webstore. Please try again with a small image file, not LIVE mode.
- **DESCRIPTION TIP:** Use abbreviations like NWT (New With Tags) AND make sure you include descriptive information to help shoppers decide to make the purchase.

POST SALE: HOW TO PRINT & ATTACH TAGS! Tags will need to be printed & attached for your SOLD items only! Print Tags on white cardstock paper ONLY!

1. Cut out tags & Secure to item! When placing items in Ziploc bag, tape tag securely onto bag. DO NOT tape bag shut for inspection purposes. Otherwise, use safety pins, tagging gun or using a hole punch for twine.
2. All SOLD items must be tagged for your drop off appt.
3. Unsold qualifying items may be easily transferred to future Bella Kids sales 😊 without re-entering!