



WELCOME KIT
FOR
DIY CONSIGNORS!

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 (No vintage or out-of-date items)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.

CONTACT US!

- TEXT JAMIE for all your consignor questions @ (716) 908-0056
- EMAIL US @ kristi@wnybellakids.com
- CALL US @ 716-575-KIDS

MESSAGE US @WNYBELLAKIDS

2. 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 YOUR ITEMS!

- **JOIN OUR FB CONSIGNOR GROUP!** Search for “Bella Kids Consignor Group” to post questions & learn helpful seller tips from the pros!
 - See details in this welcome kit 😊 and watch our **YouTube Consignor Videos** @ <https://bit.ly/2VnAjjl>

STEP 1: ACCEPTED ITEMS!

SALE SEASON:

ACCEPTED ITEMS

UNACCEPTED ITEMS:

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

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

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

TOTAL ACCEPTED ITEMS PER CONSIGNOR: 250 ENTRIES!

CATEGORY LIMITS:

CLOTHING = 150 PER CONSIGNOR

SHOES/BOOTS: Pick your 20 BEST PAIRS PER CONSIGNOR!

BOOKS: 20 sets or individual books

MATERNITY: 10 items per consignor

NO MAXIMUMS ON TOYS OR BABY GEAR!

UNACCEPTED ITEMS:

- VINTAGE/OUTDATED. Check Manufacturer label for date. As a general rule, Do not enter items over 7 years old.
- RECALLS. All consignors must review the recall list at: www.cpsc.gov prior to drop-off.
- UNCLEAN/DAMAGED. ie. Stains, holes, missing parts, not working, lint, animal fur

CATEGORY	DETAILS	HOW TO PREP	WHERE TO TAG	PRICE IT TO \$ELL!
Hanged Clothing	SIZE: newborn to 12 kids. No Juniors or 14/16 kids. Maternity. <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 LAUNDRER! 	HANGER HOOK MUST FACE LEFT LIKE A QUESTION MARK. -PANTS TIP: Attach pants on wire hanger w/zipties on top rung so pants don't move around IF you don't have regular pant hangers ☺	WHERE TO ATTACH TAG: -ON size label or INSIDE seam. - DO NOT ATTACH on front of shirt which will cause holes. – Attach tags with safety pins or tagging gun to ITEM.	As a general rule, price items 50-85% OFF ORIGINAL price. Think to yourself, what would you pay for it @ our sale? -Combine to make outfits from newborn-size 5. -Sell individual pieces for larger sizes 6+.
Shoes	MUST BE IN VERY GOOD, CLEAN CONDITION. Limited to 20 pairs per consignor.	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.	BRING your 20 BEST pairs! Great Condition Shoes sell well!
Bedding & Blankets	ONLY baby & kids themes & sizes accepted. No adult. -Bassinett, Crib, Toddler, Twin, & Full accepted. -No mattresses or sleep positioners allowed. - No crib bumpers allowed.	Sets should be placed in large Ziploc style bags. <ul style="list-style-type: none"> • Roll/fold individual blankets, sheets, comforters and secure with twine. 	-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.	These aren't on the top wanted list of shoppers, so prices need to be reasonable! We recommend 70-85% off retail prices!
Infant Items	No used breast pumps or bras. No used humidifiers. No cribs or mattresses. No USED undergarments/socks Check Bathtubs for recall.	Securely attach pieces or sets together using Ziploc bags. Attach bagged parts with packing tape. NEW! Maternity Clothes accepted. (10 piece limit)	Attach tag directly to the item securely with packing tape NOT covering barcoded area. Or hole punch tag and tie it to item.	We recommend pricing these items 50-75% off retail. These categories in great condition tend to sell very well!
Baby Gear & Furniture	TOP SELLERS! Exersaucers, high chairs, strollers, infant seats, desks, pretend play sets, easel, train table, book shelf etc NO vintage/outdated items. CHECK FOR RECALLS!	If item has multiple pieces, use packing tape or zip ties to keep items together. Working batteries MUST be included. Attach manufacturer guide when possible.	Attach tag with clear packing tape securely without covering barcode. Or Hole punch and tie on with twine.	<ul style="list-style-type: none"> • We recommend pricing these items 50-75% off retail. These categories in great condition tend to sell very well!
Toys	NO grab bags, no free fast food toys! -Toys Must be age appropriate for Baby to tween. New! We are accepting LIKE NEW Disney & Sesame Street stuffed animals	Securely attach pieces or sets together using Ziploc bags. Attach bagged parts with packing tape to item. . Must include all pieces & with working batteries. Working batteries MUST be included.	Attach tag with clear packing tape securely without covering barcode. Hole punch and tie on for sets.	<ul style="list-style-type: none"> • We recommend pricing these items 60-80% off retail. Toys in good condition tend to sell very well!
Books, Games & Puzzles	All in good condition. No missing pieces. No opened puzzle boxes	Use clear cling wrap to hold together. Tie sets of books.	Attach tag with clear packing tape or painters tape.	<ul style="list-style-type: none"> • Pick your 20 BEST BOOKS! • NO DVD's & CD'S accepted



STEP 3 - PRINT TAGS: It is imperative that your barcodes scan correctly @ the registers!

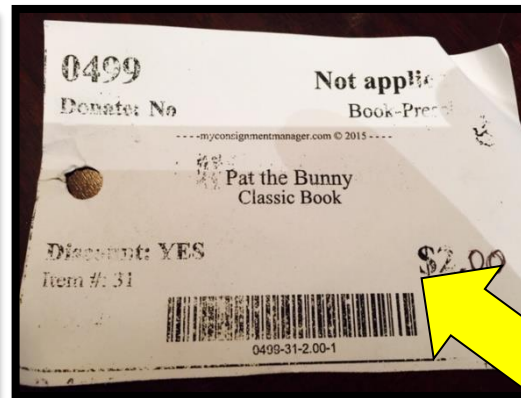
- **USE WHITE CARDSTOCK ONLY!** No regular copy paper: it tears, gets lost easily, and doesn't scan. This will result in missing items.

COMPUTER TYPE	CORRECT PRINTER SETTINGS	TIPS	TROUBLESHOOT
<p>PC (ie: HP DELL, LENOVO)</p>	<p>Use one of the following settings listed:</p> <ul style="list-style-type: none"> • DRAFT • GRAYSCALE • BASIC 	<p>Do NOT use "best" quality. They will be too dark and not scan.</p>	<p>Be sure to use Mozilla Firefox when accessing your account. NOT Chrome.</p>
<p>MAC</p>	<p>Use one of the following settings listed:</p> <ul style="list-style-type: none"> • BEST • ADVANCED • OR SIMILAR WORDING 	<p>This gives the clearest tag ONLY for MAC's.</p>	<p>Need Help? Email us! Kristi@wnybellakids.com</p>



GOOD BARCODES:

- ✓ Straight lines
- ✓ Solid print
- ✓ Space between barcode lines



BAD BARCODES:

- ~Jagged lines
- ~Faded print
- ~Blurry space between barcodes.

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

HOW TO USE OUR ONLINE INVENTORY SYSTEM: My Consignment Manager

We recommend using ONLY Mozilla Firefox. The system works from any Ipad, Phone, or Desktop.

GETTING STARTED: Go to

www.myconsignmentmanager.com/wnybellakids

1. Click on CORRECT SALE/DATE LINK. Login using your consignor number and password.
2. Choose ENTER INVENTORY.
3. Choose CATEGORY (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. 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. SUBMIT.

HELPFUL TIPS:

- Use abbreviations like NWT (New With Tags) AND make sure you include as much descriptive information as will fit.
- Enter items in BATCHES of 24 items. That way you don't waste any cardstock!

ATTACHING TAGS: Your tags have YOUR specific barcode to give you credit when an item sells! This is VERY IMPORTANT!

1. Once you've entered a batch of items, 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.)

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