



ONLINE SALE CONSIGNOR WELCOME KIT!

CONTACT US WITH QUESTIONS!

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

IMPORTANT LINKS & DEADLINES:

ITEM ENTRY DEADLINE: June 5th

SALE DATES: June 10-13!

DROP OFF APPOINTMENTS: June 15-16

- JOIN the [BELLA KIDS CONSIGNOR FACEBOOK GROUP!](#) (Helpful seller tips, post questions)
- SEE [TAGGING & PREP EXAMPLES](#) & Download Paperwork on our website @ <https://716kids.com/how-to-tag>
- FOLLOW US & SHARE! www.facebook.com/wnybellakids
www.facebook.com/wnybellachic
- SHOP OUR ONLINE SALE @ <https://bellasaleto.com/>

STEPS TO GETTING STARTED:

- 1. GATHER YOUR SUPPLIES:** (Big Lots/Dollar Tree for most items)
 - * **WHITE CARDSTOCK** (To print tags)
 - * **SAFETY PINS & ZIP TIES** (to secure tags to items & keep shoes together)
 - * **PACKING TAPE** (Tape sets shut)
 - * **MASKING/BLUE TAPE** (to secure book sets without damage)
 - * **ZIPLOC BAGS** (for toys, sets, etc)
 - * **DRYER SHEETS** (Keep your shoes & clothing smelling fresh :)

2. GATHER YOUR ACCEPTED BABY, KIDS, & WOMEN'S ITEMS TO \$ELL!

All items must meet our 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!

(SEE COMPLETE LIST OF ACCEPTED ITEMS BY CATEGORY ON NEXT PAGE)

3. KEEP YOUR ITEMS IN A SAFE, SECURE SPOT until our sale ends! (Keep them in order # too)

ACCEPTED CATEGORIES & BRANDS:

All items must meet our standard of "GENTLY USED, EXCELLENT QUALITY" and be CURRENT! Do not submit any items over 5 years old. PRIOR to uploading your items to our webstore, all items will be inspected via description and picture. Any items not conforming to our standards & prep guide instructions will be rejected and not added to our sale. Also, it is required that all consignors review the recall list at: www.cpsc.gov.

BELLA KIDS:

Baby & Kids' 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

JUNE SALE: We welcome spring and summer wear. No fall/winter/holiday patterns or fabrics.

FEBRUARY SALE: We welcome COLD WEATHER wear. No summer patterns or fabrics.

RESTRICTED ITEMS LIST: Items NOT allowed @ our sale!

- Any Recalled items (See list at www.cpsc.gov)
- Items over 5 years old. Check labels!
- No Vintage or Outdated Items including designs, patterns, gear, etc
- Used undergarments: socks, bibs, undies, etc (NEW ONLY)
- Car seats older than 5 years, recalled, or have been in an accident.
- Free Toys from fast food or arcades. NO Grab Bag style toys.
- Crib bumpers & mattresses
- Cribs/Crib Conversion beds
- Sleep positioners
- Used Pacifiers, bottles, sippy cups (NEW ONLY)
- Used rubber teething toys
- Used humidifiers, room vaporizers. (NEW only)
- Used Breastfeeding pumps and supplies (NEW ONLY)
- No Stuffed animals w/o moving parts
- No dvd's or cd's
- Used boxed puzzles or boxed games. (NEW ONLY)

BELLA CHIC:

WOMEN/JUNIOR's BRAND NAME/DESIGNER LABELS ONLY ACCEPTED!

Mall brands or better only. No Walmart, Target, Discount Store Brands.

 Shoes & sandals

 Sunglasses & watches

 Handbags, wallets, & wristlets

PLUS...

 **Altheisure clothing!**

(Fave brands like Lululemon, Pink, Calia, Under Armour, Nike, Addidas, etc for juniors and women!)

TOTAL ACCEPTED ITEMS PER CONSIGNOR: 150 ENTRIES!

CATEGORY LIMITS WITHIN THE IN 150 ITEM MAXIMUM:

BABY/KIDS CLOTHING ITEMS = 100 PER CONSIGNOR

JUNIORS OR WOMEN'S = 50 PER CONSIGNOR.

SHOES/BOOTS: No limit for ONLINE sale.

BOOKS: No limit for ONLINE sale.

PRICING & PREP CHEAT SHEET

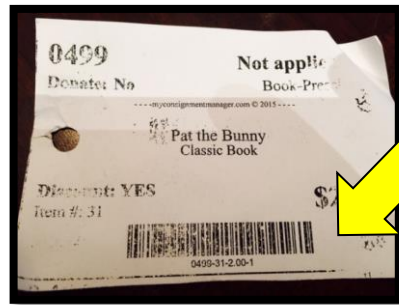
CATEGORY	DETAILS	HOW TO PREP	WHERE TO TAG	Prep To \$SELL!
Baby & Kids' Clothing	<p><u>SIZE:</u> newborn to 14/16 kids.</p> <ul style="list-style-type: none"> 5 Year Age Limit. New or Like New ONLY! <u>Sell in outfits or LOTS of similar style/brand/pattern.</u> FRESHLY LAUNDER! 	<p><u>HANG Your Clothing like it was a regular sale! All facing same direction, like a ? mark.</u></p> <ul style="list-style-type: none"> LOTS can be hung on same or separate hangers, just secure together with rubber band/zip tie and use ONE tag! 	<p><u>WHERE TO ATTACH TAG:</u></p> <p>- Place on FRONT, RIGHT SIDE seam NOT front of shirt which will cause holes.</p> <p>- Attach tags with safety pins or tagging gun TO ITEM, not hanger.</p> <p>-Place ON size label or INSIDE seam to not cause holes.</p>	<p><u>As a general rule, price items 50-85% OFF ORIGINAL price. Think to yourself, what would you pay for it @ our sale?</u></p> <p>- For sizes newborn-size 5, combine pieces to make outfits and lots whenever possible from</p> <p>-For size 6 and up, make lots of tops vs bottoms rather than outfits.</p>
JUNIORS & WOMEN'S Athleisure Clothing, Handbags, & Shoes	<p><u>JUNIORS & WOMENS 00-XXXL accepted.</u></p> <ul style="list-style-type: none"> 5 Year Age Limit. New or Like New ONLY! Freshly laundered. <u>Mall Brand or Better ONLY!</u> 	<p><u>HANG Your Clothing like it was a regular sale! All facing same direction, like a ? mark.</u></p> <ul style="list-style-type: none"> Plastic or wire hangers accepted. <p><u>SHOES:</u> attach tag to bottom or inside sole with tape.</p>	<p><u>WHERE TO ATTACH TAG on clothing:</u></p> <p>- Place on FRONT, RIGHT SIDE seam NOT front of shirt which will cause holes.</p> <p>- Attach tags with safety pins or tagging gun TO ITEM, not hanger.</p> <p>-Place ON size label or INSIDE seam to not cause holes.</p>	<p><u>We recommend pricing these items 50-75% off retail.</u></p> <p>HAVE NEW ITEMS? 50% off on brand name with tags is perfect selling price!</p>
Baby & Kids' Shoes	<p><u>MUST BE IN VERY GOOD, CLEAN CONDITION.</u></p>	<p><u>Must be CLEAN & DIRT/SCUFF free.</u> Attach together with twine or zip ties securely. Place in Ziploc bag for infant shoes.</p>	<p><u>Hole punch tag and attach with twine or zip tie.</u> Or tape tag to bagged infant shoes w/o covering barcode. Tape shut.</p>	<p>Great Condition Shoes sell well!</p>
Bedding & Blankets	<p><u>ONLY baby & kids themes & sizes accepted.</u> No adult.</p> <p>-Bassinett, Crib, Toddler, Twin, & Full accepted.</p> <p>-No mattresses or sleep positioners allowed.</p> <p>- No crib bumpers allowed.</p>	<p><u>Sets should be placed in large Ziploc style bags.</u></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><u>Price these items to \$ell!</u> These aren't on the top wanted list of shoppers, so prices need to be reasonable!</p> <p><u>We recommend 70-85% off retail prices!</u></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><u>If item has multiple pieces, use packing tape or zip ties to keep items together.</u></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.</p> <p>Attach manufacturer guide when possible.</p>	<p><u>We recommend pricing these items 50-75% off retail.</u></p> <p>These categories in great condition tend to sell very well!</p>
Toys	<p><u>-Toys Must be age appropriate for Baby to tween.</u></p> <p><i>Must include all pieces & with working batteries.</i></p>	<p><u>Securely attach pieces or sets together using Ziploc bags.</u></p> <p>Attach bagged parts with packing tape to item.</p>	<p>Attach tag with clear packing tape securely without covering barcode.</p> <p>Hole punch and tie on for sets.</p>	<p><u>We recommend pricing these items 60-80% off retail.</u></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!



GOOD BARCODES:

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

BAD BARCODES:

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

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.

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. ☺

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, our online inventory system.

GETTING STARTED: Go to

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. Choose correct category (ex. GIRLS CLOTHING)
4. SIZE: Choose the SMALLEST size (ie. 3-6mos enter as 3 mos)
5. Enter DESCRIPTION: (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.

CONSIGNOR ONLINE PARTICIPATION REQUIREMENT:

By entering each item into our software, you are committing to have the EXACT items to be available to our shoppers for purchase. All items entered must be stored in a SAFE location until your DROPOFF appointment after the sale ends. DO NOT sell, donate, or post elsewhere online.

HELPFUL TIPS:

- IMPORTANT! Keep your items in order as you've entered them (the way they entered them into the system). They should also keep them sorted in item # order to make it easier for them to pull the SOLD items (the report is in 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 as much descriptive information to help shoppers.

TAGGING YOUR ITEMS:

1. **BEFORE EVENT:** Keep your items in order as you enter them and print your tags in batches (groups of 24) as you enter!
2. **AFTER EVENT: SOLD TAGS:** After our sale ends, print your SOLD (UBC) tags and attach securely to item, keeping them in order. We will scan these items in at your drop off appointment.

NOTE: If you item doesn't sell online, it will be easily transferred to our next in-person sale!