



RESTOCKER **WELCOME KIT**

3 STEPS TO GETTING STARTED!

1. PURGE & DECLUTTER! 😊

- Gather up to **50 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 (No vintage or out-of-date items)

2. GATHER A FEW SUPPLIES:

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

3. ENTER YOUR ITEMS!

- Our system is simple dropdown menus! Select correct category, enter a description, and select a reasonable price! (We recommend 25-35% of retail price paid. (ie. \$100 retail = \$25-\$35 Bella price))

- ### **4. PRINT & ATTACH TAGS:**
- Our online software system generates 8 tags per page. Print on white cardstock, cut, & securely attach to item!

ACCEPTED RESTOCK ITEMS:

- **BABY GEAR**: Strollers, Mamaroos, Infant Seats, Swings, High Chairs, Bumbos, etc
- **PRETEND PLAY**: Play Kitchens, Tool Benches, Vet Sets, Easels, train table etc
- **OUTDOOR & LARGE TOYS**: All Little Tikes & Step 2 sets, Slides, Wagons, Picnic Tables, Activity Centers, Ride-on cars, etc!
- **FAVE TOYS**: Fisher Price, Vtech, Leap Frog, Melissa & Doug, Lego, Megablox, Imaginext
- **SELECT CLOTHING**: Winter outerwear, holiday dresses, warm pj's
- **WINTER BOOTS & SHOES**

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.)

HOW TO 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.

HOW TO YOUTUBE VIDEOS: <https://bit.ly/2VnAjjl>