



CONSIGNOR
WELCOME KIT

GETTING STARTED IS AS EASY AS 1-2-3!



**3 STEP
CONSIGNOR METHOD**

**1
PREP** -GATHER, CLEAN, & PREP YOUR ITEMS.
-SORT BY SIZE OR CATEGORY.

**2
ENTER** -ENTER ITEMS IN GROUPS BY CATEGORY .
-PRINT TAGS IN BATCHES OF NO MORE 32 ITEMS AT A TIME.
-LEAVE ENTERED ITEMS IN PILES WITH PRINTED TAGS ON TOP!

**3
TAG** -GATHER YOUR PINS/TAGGING GUN, HOLE PUNCH, RIBBON & SCISSORS
-ATTACH TAGS BY PILES & KEEP SORTED FOR DROPOFF!

CONTACT US WITH QUESTIONS!

EMAIL US @ kristi@wnybellakids.com
CALL US @ 716-575-KIDS
TEXT US @ 716-575-2015

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DAY 1

CLEAN OUT YOUR HOUSE!!! GATHER & PREP YOUR ACCEPTED ITEMS!

ALL CONSIGNORS MUST FOLLOW these instructions. During check-in, all items will be inspected and we will REJECT any items not conforming to our standards & prep guide instructions. All items must meet our standard of "NEW or GENTLY USED, BRAND NAME QUALITY, ON TREND & CURRENT."

WHAT WE ACCEPT:

Women's Clothing – BRAND NAME Pants and jeans, skirts, dresses, tops and blouses, sweaters, jackets, active wear, tank tops, shorts, swimsuits, lounge wear (night gowns, pajamas), workout wear, shoes.

Spring Only Items – BRAND NAME shorts, flip flops, strappy sandals, summer prints

Fall Only Items – BRAND NAME Heavy coats, insulated boots, snow gear, winter gloves and scarves.

Women's Accessories – BRAND NAME jewelry, belts, watches, new make-up, new perfumes, new lotions and candles, sunglasses, wallets, purses.

If you do not see something discussed on this page and you are wondering if it is ok to sell, feel free to send us an email!

ITEMS NOT ACCEPTED:

Please be sure to follow our guidelines to save yourself time and effort in bringing only the items that will sell. Clothing in poor condition or out of style doesn't sell and will be rejected.

NO Business Suits or Business-style blazers

NO Formal wear or wedding dresses

NO Used undergarments

NO Souvenir t-shirts or sweatshirts

NO Cookbooks/Journals in poor condition/bent pages/outdated

NO Used Make-up or Toiletries

NO Knock-offs or fakes

CATEGORY LIMITS:

Juniors, Women, Plus Size Clothing: Stylish, brand name clothing!
MAX. # OF HANGED CLOTHING ITEMS = 100 PER CONSIGNOR

SHOES: Pick your **10 BEST PAIRS PER CONSIGNOR!**

ACCESSORIES: Pick your **10 BEST ITEMS!**

HEALTH & FITNESS: Pick your **10 BEST ITEMS!**

BEAUTY & PERFUME: Pick your **10 BEST ITEMS!**

WELLNESS: Pick your **10 BEST ITEMS!**



Clothing Brands NOT Accepted:

We have a commitment to our customers to provide a quality shopping experience. Therefore we cannot accept certain brands of clothing sold at an everyday value from major retailers. It doesn't make sense for our shoppers to purchase an everyday value brand that sells full price for not much more!

ACCEPTED Brands:

DEPARTMENT STORE BRANDS	MALL BRANDS	DESIGNER & PREMIUM BRANDS
TARGET: Ava & Viv, Colsie, Joy Lab, A New Day, Stars Above, Universal Thread, Who What Wear	ABERCROMBIE & FITCH, ADDIDAS, AERIE, AEROPOSTALE, ALDO, ALEX & ANI, AMERICAN EAGLE, ANN TAYLOR,	DESIGNER LABELS: BURBERRY, CHANEL, DIOR, FENDI, GIVENCHY, GIORGIO ARMANI, GUCCI, HERMES, JIMMY CHOO, LOUIS VUITTON, PRADA, TOM FORD, VALENTINO
KOHL'S: Addidas, Candies, Chaps, Buchman, Jennifer Lopez, Juicy Couture, LC Lauren Conrad, Nike, Nine West, Rock & Republic, Simply by Vera Wang, Under Armour	BANANA REPUBLIC, BCBG, BENCH, BETSY JOHNSON, BOSTON PROPER, EDDIE BAUER, EXPRESS, FOREVER 21, FRANCESCA'S, GAP, H & M, KENNETH COLE, LANDS' END, KENNETH COLE, LOFT, THE LIMITED, OLD NAVY, PANDORA	PREMIUM LABELS: ATHLETA, ANTHROPOLOGIE, BAREFOOT DREAMS, COACH, DKNY, DOONEY & BURKE, J. CREW, JOE'S JEANS, KATE SPADE, LACOSTE, LILLY PULITZER, LULULEMON, MADEWELL, MICHAEL KORS, NORTH FACE, PAIGE, PATAGONIA, RALPH LAUREN, 7 FOR ALL MANKIND, TALBOTS, TORY BURCH, VINCE, ZARA AND SIMILAR BRANDS.
JCPENNEY: A.N.A., Columbia, Levi's, Liz Claiborne, Nicole Miller, Worthington	BUFFALO THEMED CLOTHING: CURRENT Buffalo Bills, Buffalo Sabres clothing accepted AND Buffalove themes.	

Please hang clothing on WHITE PLASTIC hangers for all tops. All bottoms need to be hung on pant hangers.

Have a brand NOT on the list and it seems comparable to one listed above? Email us! kristi@wnybellakids.com

DAY 2: PREP & PRICE YOUR ITEMS TO \$ELL!!!

CATEGORY	DETAILS	HOW TO PREP	WHERE TO TAG	Prep To \$ELL!
Hanged Clothing (use white plastic hangers & pant hangers only!)	<p><u>Juniors & Women Sizes ONLY.</u></p> <ul style="list-style-type: none"> NEW or LIKE NEW. TRENDY, CURRENT FASHIONS. Nothing over 5 Years Old. Brand Name or Designer labels ONLY! <u>Max of 100 clothing items per consignor.</u> 	<p><u>To HANG: HOOK MUST FACE LEFT LIKE A QUESTION MARK.</u></p> <p>-Pants/Skirts/Shorts/Jeans must be hung on a pants hanger.</p> <p>-ALL items must be FRESHLY LAUNDERED & wrinkle free.</p>	<p>-ATTACH TAG: using safety pin or tagging gun on item's size label or INSIDE seam. Place on front, right side whenever possible.</p> <p>-Don't put holes in the item.</p>	<p>As a general rule, price items 70-85% OFF ORIGINAL price. Think to yourself, what would you pay for it @ our sale?</p> <p>-\$200 Coach purse, barely used. Price to sell @ \$45-60.</p> <p>-\$50 Lucky jeans, worn once. Price to sell @ \$14-16.</p> <p>-\$25 Old Navy jeans NWOT. Price to sell @ \$5-6.</p>
Accessories <u>NEW WITH TAG ONLY!</u>	<p>NEW WITH TAG ONLY!</p> <ul style="list-style-type: none"> TRENDY, CURRENT FASHIONS. Nothing over 5 Years Old. Brand Name or Designer labels ONLY! 	<p><u>ACCEPTED ITEMS:</u></p> <p>-Jewelry & watches</p> <p>-Socks & hosiery, belts</p> <p>-Sunglasses</p> <p>-<u>Spring Only:</u> Sunhats</p> <p>-<u>Fall Only:</u> Winter gear</p>	<p>-Attach tag to OUTSIDE of items with clear packing tape NOT covering barcoded area.</p> <p>-Small items place in Ziploc bag & tape shut.</p>	<p>Pick your 10 BEST accessories and price them @ 20-25% of price paid!</p> <p>-EX. New in Box \$40 Kate Spade earrings. Price to sell @ \$8-10.</p>
Shoes -Include box for designers or NEW pairs.	<p><u>MUST BE IN NEW OR EXCELLENT CONDITION.</u></p> <p>Limited to 15 pairs per consignor.</p> <p>-TRENDY, CURRENT FASHIONS.</p>	<p>-<u>Spring Sale:</u> shoes, sandals Rain Boots, Cowboy boots</p> <p>-<u>Fall Sale:</u> Shoes, boots, snow gear</p>	<p>-Attach tag to BOTTOM with clear packing tape NOT covering barcoded area.</p> <p>-Include box for designers or NEW.</p>	<p>Pick your 10 BEST pairs and price them @ 25-30%! -Only excellent condition shoes are accepted.</p> <p>EX. \$200 Tory Burch flat, like new. Price to sell @ \$45-55.</p>
Health & Fitness	<p><u>Items in this category must be less than 3 years old!</u></p> <p><u>New or LIKE new condition. No signs of wear or tear.</u></p>	<p><u>Accepted items include: BRAND NAME ONLY: fitness gear, electronics (ie. Fitbit), bags, bottles, mats.</u></p>	<p>-Attach tag to individual items with safety pin or tagging gun.</p> <p>-Attach tag to sets by taping to item.</p>	<p>Price these items to \$ell! These aren't on the top wanted list of shoppers, so prices need to be reasonable! We recommend 70-85% off retail prices!</p>
Beauty & Perfume	<p>NEW IN PACKAGE ONLY!</p> <p><u>Items in this category must be dated less than 1 year old!</u></p>	<p><u>Accepted items include: BRAND NAME ONLY: perfume, lotion, makeup, nail polish, candles, etc</u></p>	<p>Attach tag directly to the item securely with packing tape NOT covering barcoded area.</p>	<p>Price these items to \$ell! These aren't on the top wanted list of shoppers, so prices need to be reasonable! We recommend 70-85% off retail prices!</p>
Wellness	<p><u>Items in this category must be less than 1 year old!</u></p> <p><u>New or LIKE new condition. No signs of wear or tear.</u></p>	<p><u>Accepted items include: BRAND NAME, TOP SELLERS ONLY: cookbooks, inspirational books, journals</u></p>	<p>Attach tag with clear packing tape securely without covering barcode. Or Hole punch and tie on 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! We recommend 70-85% off retail prices!</p>
EXTRA TIPS	<p>Ask yourself, would you gift this item to a friend? If YES, \$ELL it with us!</p>	<p>Always securely attach pieces to a set. And include working batteries.</p>	<p>DO NOT CHANGE PRINTED BARCODE. OUR SCANNERS ONLY READ THE BARCODE!</p>	<p>Always PRICE IT to \$ELL!</p>

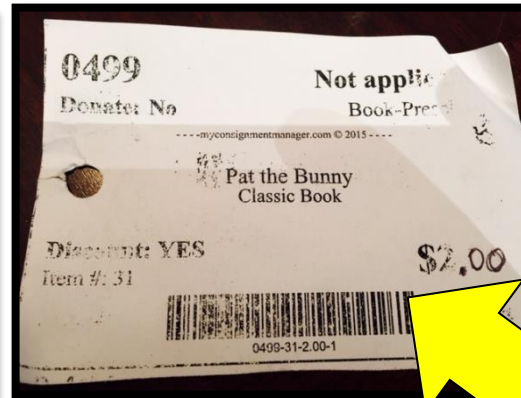


DAY 3 – TIPS TO PRINT TAGS:

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!!!
- **Best prices for white cardstock @ Big Lots/Sams Club (60# or 65# ONLY)**
- **WHEN PRINTING TAGS:** Use "DRAFT QUALITY", "GRAYSCALE", OR "BASIC" setting when printing.

- **DO NOT USE BEST QUALITY**, it will be too dark! Our scanners won't be able to read them! Too much ink is used & the barcode lines become blurred.



NEED HELP? Email us for assistance!
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.

GETTING STARTED: Go to

www.myconsignmentmanager.com/wnybellachic

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. SHOES)
4. Enter description (there are two lines for this)
 - We recommend using first line for brief description of brand (ex. Like New Tan Short Ugg Boots)
 - Use second line to highlight details such as New without Tags or Used once and retails for \$150!
5. Price (min. is \$4)
 - 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 your 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, Dress for Success Buffalo! 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.
- For designer brand handbags and shoes, have a receipt to show price paid? Make a copy and attach to item!

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: (Most you can get at the Dollar Store)

1. Hangers (white plastic for tops, pant hangers for bottoms)
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