



WOMEN'S UPGRADE CONSIGNMENT

Step-by-step Tutorial for the ONLINE INVENTORY SYSTEM

ACCESSING YOUR CONSIGNOR ACCOUNT:

We recommend using ONLY Mozilla Firefox when using My Consignment Manager, our online inventory system.

GET STARTED: Click LOGIN button on our homepage @ www.wnybellachic.com Login into your consignor account using your username and password.

STEP 1: Choose ENTER INVENTORY

STEP 2: Choose correct category you are starting with (ex. SHOES)

STEP 3: 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!

STEP 4: Set Price (min. is \$4)

- 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!)

STEP 5: Quantity (only applies if there are more than one of the same exact item)

STEP 6: Check to 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, Dress for Success Buffalo! And you will get a tax donation receipt!

STEP 7: 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 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