

Consignor's inventory may be transferred among The Clothing Tree's various sale locations. In order to do this you MUST read and follow these directions! If it is not done correctly and inventory is lost in the computer, it will NOT be retrievable and you will have to re-enter all your items or you might end up thinking many things are missing due to duplications in your inventory!!

That being said, it is a simple process by following a few simple guidelines.

HOW TO REGISTER FOR MULTIPLE SALES

- 1) **RETURNING CONSIGNORS** – Please go to the Consignor Homepage for the locations you wish to participate in and log in using your normal consignor number and password. If you receive any error messages, please contact us at info@theclothingtree.com. From the Activities Menu select the option to Register for Our Upcoming Sale and complete your registration. Do this for both locations.
- 2) **NEW CONSIGNORS** – From our webpage register for the event you plan on first participating in as a “New Consignor”. Once you have completed that you will get an automated email with your assigned consignor number. Now go to the second event and log in as a “Returning Consignor” using your same consignor number and password that you have for the first location. Once you are logged into the second sale location, select the Activities Menu and select the option to Register for Our Upcoming Sale and complete your registration. You should now be registered and have access to both locations.
- 3) **MAKE SURE YOU HAVE THE SAME CONSIGNOR NUMBER FOR BOTH LOCATIONS!** This will enable you to bring your unsold items from one sale to the next WITHOUT re-entering OR re-tagging!
- 4) **YOU are still responsible for picking up your unsold items at the first sale and making a drop-off appointment to bring them back to subsequent sales.** An option to store your items between our 2 events might be available for an additional fee. Please watch your emails to see if this service will be available for the current season. If you chose to use the storage service, you will not have to make a drop off appointment for the second location UNLESS you are adding more items to your inventory for the second sale.
- 5) **Each sale location is a separate account.** You must register for each sale and pay the registration fee for each sale. Team Member shifts and benefits are also for each sale. So for example, if you volunteer four 2 hour shifts in East Greenville but no volunteer hours in Lehigh Valley, you would earn 70% commission in East Greenville and 60% commission in Lehigh Valley.

Now onto the actual moving of your item inventory online....

HOW TO TRANSFER ONLINE INVENTORY

- 1) **Enter all inventory into the first sale location.** DO NOT ENTER ANY INVENTORY AT ALL IN THE SECOND LOCATION AT THIS TIME!
- 2) **Wait for an “OK to Transfer Inventory” email** about 72 hours following the conclusion of the first sale. Remember you CANNOT enter ANY inventory into the second location...it should be totally and completely blank right now. You CANNOT enter items in the second location while the first sale is going on. Once you receive the email with the subject line “OK to Transfer Inventory” move onto #3
- 3) **Log into your Consignor Portal for the second sale.** From the Activities Menu click on the “Work with Consigned Inventory” and then select the option to “Work with My Consigned Items - Active Inventory”. There should be NO ITEMS SHOWING. If there are, you need to delete them and re-enter them at the end of these steps. Click “I’m finished for now.”
- 4) **Click on the option to “Work with Inactive Inventory”.** There should be NO ITEMS SHOWING. If there are, you need to delete them and re-enter them at the end of these steps. Click the “I’m finished for now.”
- 5) **Log out of this sale and log into your Consignor Portal for the FIRST sale** (the one that recently finished). NOTE THAT YOU MUST LOG OUT...YOU CANNOT AND MUST NOT JUST OPEN A NEW “TAB”...COMPLETELY LOG OUT.
- 6) **From the Activities Menu of the first sale, click on the “Work with Consigned Inventory”** and then select the third option called “Transfer Inventory to Affiliated Sale – Move Inventory Out”. You should now see a screen that shows all of your inventory.
- 7) **Fill in the 3 fields for Affiliate Location, Consignor Number, and Password and click the “Check/Uncheck All Items” box.** You might get a warning that you are about to transfer inventory to another location, so select “OK” and you should see that all of your items now have a check mark in front of the box indicating that they are going to be moved to the next location.
- 8) **Re-enter your password and then scroll to the bottom to click “Submit”.** You will again get a warning that you are moving your inventory out so click “OK”. IF YOU GET A WARNING THAT YOU CURRENTLY HAVE ITEMS IN THE LOCATION YOU ARE MOVING ITEMS TO YOU NEED TO CANCEL THE PROCESS, LOG OUT OF THE PORTAL AND GO BACK TO STEP 3.
- 9) **Do NOT click Submit twice!** Depending on the size of your inventory, you may have to wait a few minutes for the transfer to process. You will probably not see any circling icon that indicates it is working, so just wait at least 2 minutes. Do NOT click Submit again or you could potentially have your entire inventory duplicated in the system....not very handy to have happen.
- 10) **Write down your Batch Number.** You will know the transfer is complete when you see the pop-up with your “Batch Number”. Write down this batch number in case you run into a problem we can try to help trouble shoot it better. (Once this step is complete you will notice you have NO inventory left in this account, that is normal.) Close out the pop up window.

- 11) **Log out of the portal for the first location.** Again, YOU MUST LOG OUT...YOU CANNOT AND MUST NOT JUST OPEN A NEW "TAB"...COMPLETELY LOG OUT.
- 12) **Log into the next sale's account.** Remember you must first be a registered consignor to continue with the following steps.
- 13) **From the Activities Menu select to "Work with Consigned Inventory".** Go to the third line where it says "Transfer Inventory to Affiliated Sale" and click the "Receive Inventory In".
- 14) **Click the check box under "Receive" for your batch number and then click the "Receive Selected Batch".** Read the warning and if this is what you want to do click OK. (It will tell you that you might need to re-tag items. If you have followed the directions, you will not need to re-tag items UNLESS you change prices, descriptions, or discounts.) You will get a pop-up notice that your transfer was successful.
- 15) **Click on "Back to Menu" and click on "Work with My Consigned Items – Active Inventory".** Your items should now be showing here in your Active Inventory. Click on the box that says "By default, only the last 5 items entered show. Check here to display all items." You should see all your transferred items.
- 16) **Go through the list now and click the box next to any item that you will NOT be bringing for this sale and select the option to make it Inactive.** This is a very important step for both of us. For TCT, it helps to give us an accurate inventory for planning our sales floor layout. For you, the consignor, it makes your reports more accurate. This is most important for you when sorting and picking up your items. After you have done this, click on the "I'm finished for now" link.
- 17) **On the menu where it says "Print Tags", select the option to "Print Selected Tags".** Scroll through and make sure ALL of your items say "YES" in the column for "Already Printed?" If any items says "NO", then you will need to reprint and retag that item! Failure to do this step may cause items to be sold at incorrect prices. Please check....
- 18) **Your transfer process is now complete. You may begin entering additional items into the inventory for the second sale.** You may also edit pricing and the discount indication for items. IF YOU CHANGE PRICING OR DISCOUNT YOU MUST, MUST, MUST PRINT ANOTHER TAG AND APPLY IT TO THE ITEM!

OTHER IMPORTANT NOTES

1) **When the system closes for the first sale, you will not be able to move inventory in or out during the week of the sale. You may NOT enter items into the second sale location during this time!**

2) Due to the scheduling of facilities we recognize that on occasions this may mean a consignor only has minimal time to transfer. Please know that we will do our very best to open the transfer option as quickly as possible.

3) Once you have transferred a batch “out” you have 30 days to transfer it “in” to another sale location. Otherwise those items are deleted. We recommend that you transfer your inventory in and out all at the same time to avoid confusion or loss of items.

4) If your consignor numbers are NOT the same, you WILL need to re-print your tags. (You will not need to re-enter them).

Note: When consignors carry a lot of inventory from sale to sale it is easy to make tagging errors. This may create errors or “unknown description” items on your final “Sold Report” or “Unsold Report” for each sale. Your commission checks will still reflect the correct amount of sales. We recommend you occasionally “clear out” all of your accounts and remove tags from all remaining items to start fresh.