

HOW TO TRANSFER INVENTORY FROM SALE A TO SALE B

Important reminders

1. You must transfer into an EMPTY account.
2. You MUST transfer everything from Sale A to Sale B (active and inactive even if you're not selling it at Sale B)
3. If you change anything before or after transfer you MUST reprint the tag for the item you changed.

****HINT: Bensalem Screens are Blue and Feasterville Screens are Pink****

Steps to transfer OUT of Sale A

- 1 Log into you Sale A Consignor Account
- 2 Click the Activities Menu at the top left of your screen
- 3 Choose Work with Consigned Inventory
- 4 Choose Transfer Inventory
- 5 Choose Move Inventory Out
- 6 Choose the correct Event from the drop down that you are transferring TO
- 7 Click the button "Check/Uncheck All items" This will select all of the items in your inventory
- 8 Enter your Consignor Number and Password for the account you are transferring TO
- 9 Click the "Submit Transfer" button
- 10 After submitting your transfer you will get a message with a batch number. I suggest jotting down the batch number in case you need it at some point before your inventory is transferred in.
- 11 Log out of the Sale A Account and move on to the next Steps

YOU ARE NOT DONE!

Steps to transfer IN to Sale B

- 1 Log into Sale B
- 2 Click the Activities Menu at the top left of your screen
- 3 Choose Work with Consigned Inventory
- 4 Choose Transfer Inventory
- 5 Choose Receive Inventory In
- 6 On this page you will see your batch. Be sure to compare you batch number to ensure you are transferring the correct batch. Confirm all information
- 7 Click "Receive" on the right
- 8 You will get a message saying you received your batch successfully.
- 9 You can now go and check your inventory. Take the time to confirm a few of your tags to make sure your items numbers are correct. I would do a random check on them just to be 100% sure.

If they are not it means you did not have an empty account and all tags will need to be deleted and all items retagged

*****NOTE: Your consignor number MUST be the same for both accounts in order to transfer*****

Some Final Thoughts

This is a great convenience if you do it correctly. It is worth the 2 minutes to double check what you are doing as it could save you hours of retagging.

If for some reason you have two separate Consignor numbers please contact me. You can share your number between sales which allows this transfer procedure to happen.

If you are transferring DOUBLE CHECK your items...perhaps they didn't sell for some reason.