



**WELCOME KIT FOR
CONSIGNORS**

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

Bella KIDS
3 DAY
CONSIGNOR METHOD



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

DAY 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!

DAY 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

We're Social | Follow Us



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. Also, it is required that all consignors review the recall list at: www.cpsc.gov prior to drop-off.

All items must meet our standard of **"GENTLY USED, EXCELLENT QUALITY"**.

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!

**THESE BRANDS MAY BE SOLD IF NEW WITH TAGS ONLY!*

Faded Glory	Hanes	McKidds	Okie Dokie	Simply Basics
FREE tshirts	Garanimals	Route 66	Wonderkids	Tourist TShirts

ACCEPTED ITEMS LIST BY SEASON:

CLOTHING: Sizes Newborn to 14/16

- **Spring Event** - We welcome spring & summer wear! NO holiday themes, wool articles, corduroy, snow jackets, snow suits, or snow gear.
- **Back-To-School** - We welcome late summer & fall wear including Halloween costumes! NO spring/summer themes or fabrics, tank tops, or sandals. NO winter gear/wear. We welcome all sizes (newborn to 14/16) at this event.
- **Winter Event** - We welcome Fall/Winter & Holiday wear. NO spring/summer themes or fabrics, swimwear, shorts, or tank tops. NO Halloween themed clothing. T-shirts ok.
- See unaccepted/accepted brands lists below!

ADDITIONAL ACCEPTED ITEMS LIST:

- Accessories (Belts, Purses, backpacks, lunch bags, etc.)
- Infant Gear (Diaper bags, Baby carriers, cart covers, Boppy pillow)
- Car Seats (Less than 5 years old and no accidents ONLY)
- Booster car seats
- Toddler beds
- Bouncer seats/Baby Swing
- Exersaucers/Walkers
- Pack-n-Plays
- Toys/Video Games/Video Consoles
- Books (Maximum = 20 entries)
- DVD'S (Maximum = 20 entries)
- Board Games (Maximum = 10 entries)
- Indoor play toys (Play kitchen, floor mats, jungle gym)
- Outdoor play equipment (Little Tykes, Step 2)
- Bikes/Trikes/Scooters
- Nursery decor (Lamp, rug, wall decorations)
- Nursery furniture (changing table, bassinet, cradle, etc.)
- Highchairs/booster chairs/Bumbo seat
- Crib and toddler bedding and blankets
- Baby monitors/Video monitors

RESTRICTED ITEMS LIST: Items NOT allowed @ our sale!

- Any Recalled items (See list at www.cpsc.gov) including recent bathtub recall.
- Outdated clothing purchased more than 5 years ago.
- No Vintage or Outdated Items. This includes clothing, toys, gear, etc.
- Used undergarments: socks, bibs, undies, etc (NEW ONLY)
- Car seats older than 5 years, recalled, or have been in an accident.
- Free Toys from fast food or arcades. NO Grab Bag style toys.
- Crib bumpers & mattresses
- Cribs/Crib Conversion beds
- Sleep positioners
- Used Pacifiers, bottles, sippy cups (NEW ONLY)
- All small infant toys (rattles, teethers, etc.)
- Used humidifiers, room vaporizers. (NEW only)
- Used Breastfeeding pumps and supplies (NEW ONLY)
- No Stuffed animals w/o moving parts

Baby & Kids Clothing: Stylish, brand name clothing!

MAX. # OF HANGED CLOTHING ITEMS = 200 PER CONSIGNOR

MATERNITY: MAX # OF MATERNITY = 10 PER CONSIGNOR.

SHOES: Pick your **20 BEST PAIRS PER CONSIGNOR!**

BOOKS: Pick your **20 BEST PER CONSIGNOR!**

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

DAY 2 PREP & PRICE YOUR ACCEPTED ITEMS USING CHART BELOW!

CATEGORY	DETAILS	HOW TO PREP	WHERE TO TAG	Prep To \$SELL!
Hanged Clothing	<p><u>ONLY newborn to 14/16 accepted. No Juniors.</u></p> <ul style="list-style-type: none"> Nothing over 5 Years Old. No vintage/outdated. No tourist or freebie t's <p><u>New or Like New ONLY!</u></p>	<p><u>HOOK MUST FACE LEFT LIKE A QUESTION MARK.</u> Attach pants on wire hanger w/zipties on top rung.</p> <p>FRESHLY LAUNDRER!</p> <p>-Ziptie pants TOP rung of wire hanger</p>	<p>Attach tag to item's size label or INSIDE seam. Place on front right side whenever possible. Don't put holes in the item.</p>	<p>As a general rule, price items 50-85% OFF ORIGINAL price. Think to yourself, what would you pay for it @ our sale?</p> <p>-Combine to make outfits whenever possible from newborn-size 5.</p> <p><u>Sell individual pieces for larger sizes 6+.</u></p>
Accessories	<p><u>ACCEPTED ITEMS INCLUDE:</u></p> <p>-HATS/GLOVES: new or like new</p> <p>-SOCKS/TIGHTS: new or like new</p> <p>-BIBS: new or NWOT</p>	<p>Place sets in Ziploc style bag & tape shut. Check all pieces for stains.</p>	<p>Attach tag to OUTSIDE of bagged items with clear packing tape NOT covering barcoded area.</p> <p>Tape shut.</p>	<p>Pick your 10 BEST accessories!</p> <p>Check all pieces for stains. Price newborn-infant sized items reasonably!</p>
Shoes	<p><u>MUST BE IN VERY GOOD CONDITION.</u> Limited to 20 pairs per consignor.</p>	<p><u>Must be CLEAN & DIRT/SCUFF free.</u> Attach together with twine or zip ties securely. Place in Ziploc bag for infant shoes.</p>	<p>Hole punch tag and attach with twine or zip tie. Or tape tag to bagged infant shoes w/o covering barcode. Tape shut.</p>	<p>Pick your 20 BEST pairs! Only excellent condition shoes are accepted.</p>
Bedding & Blankets	<p><u>ONLY baby & kids themes & sizes accepted.</u> No adult.</p> <p>No mattresses or sleep positioners allowed.</p> <p>- No crib bumpers allowed.</p>	<p><u>Sets should be placed in large Ziploc style bags.</u></p> <ul style="list-style-type: none"> Roll individual bags and secure with twine. <p>Don't hang any blankets.</p>	<p>Attach tag to individual items with safety pin or tagging gun.</p> <p>Attach tag to sets by taping to bagged item or hole punching and attaching to bundled items 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!</p> <p>We recommend 70-85% off retail prices!</p>
Infant Items	<p>No used breast pumps or bras.</p> <p>No used humidifiers.</p> <p>No cribs or mattresses.</p>	<p>Securely attach pieces or sets together using Ziploc bags. Attach bagged parts with packing tape to item.</p>	<p>Attach tag directly to the item securely with packing tape NOT covering barcoded area. Or hole punch tag and tie it to item.</p>	<p>We recommend pricing these items 50-75% off retail. These categories in great condition tend to sell very well!</p>
Baby Gear & Furniture	<p>Such as exersaucers, high chairs, strollers, infant seats, desks, pretend play sets, easel, train table, book shelf. <u>NO vintage/outdated items.</u></p>	<p>If item has multiple pieces, use packing tape or zip ties to keep items together. Working batteries MUST be included.</p> <p><u>Attach manufacturer guide when possible.</u></p>	<p>Attach tag with clear packing tape securely without covering barcode. Or Hole punch and tie on with twine.</p>	<ul style="list-style-type: none"> We recommend pricing these items 50-75% off retail. These categories in great condition tend to sell very well!
Toys	<p>NO Stuffed animals, no grab bags, no free fast food toys!</p> <p>-Toys Must be age appropriate for Baby to tween. Must include all pieces & with working batteries.</p>	<p>Securely attach pieces or sets together using Ziploc bags. Attach bagged parts with packing tape to item. Working batteries MUST be included.</p>	<p>Attach tag with clear packing tape securely without covering barcode. Hole punch and tie on for sets.</p>	<ul style="list-style-type: none"> We recommend pricing these items 60-80% off retail. Toys in good condition tend to sell very well!
Books, Games & Puzzles	<p>All in good condition.</p> <p>No writing, scratches, missing pieces. No opened boxes New only</p>	<p>Use clear cling wrap to hold multiple pieces together for puzzles and tape closed. Tie sets of books together.</p>	<p>Attach tag with clear packing tape or painters tape if attaching directly to book/game back cover.</p>	<ul style="list-style-type: none"> Pick your 20 BEST BOOKS! DVD's & CD'S are no longer accepted.



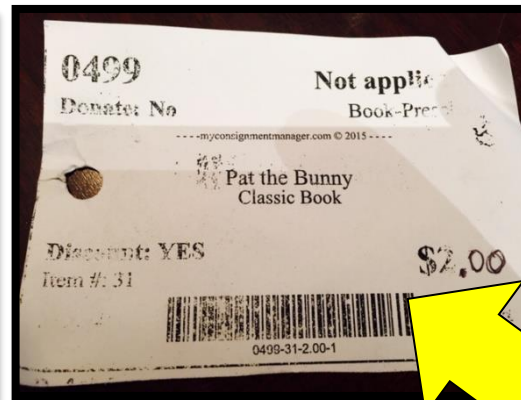
DAY 3 - FOLLOW THESE TIPS TO PRINT TAGS:

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/wnybellakids

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. 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. 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, Harvest House! 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.

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 (we accept store, plastic, wire etc)
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