

## Instructions on how to enter inventory & tag items:

PLEASE READ THOROUGHLY AND CAREFULLY

1. Go to [www.riverchase-tnt.com](http://www.riverchase-tnt.com) and click on Consignor Instructions. You'll see numbered steps. You should've already completed steps 1-3, but if not, do so now.
2. Click on Step 4 "Item Entry & Tag Printing"
3. Login with your consignor number & password created during registration
4. Click on "Work with Consigned Inventory"
5. Click "Work with My Consigned Items (Active Inventory)"
6. Enter your inventory.
  - a. Choose your item category. See section below for category options and examples. It's easiest to sort and enter all like items at the same time.
  - b. Choose item size & note BOY or GIRL. Number sizes only please; no S, M, L, etc. Just estimate if your item is sized in S, M, L, XL, or if there is no size listed. Include details in the description such as slim, long, etc.
  - c. Description should include brand and be fairly brief (color, type, design, shirt, dress, etc.)
  - d. DESCRIPTION LINE 1: Put the brand name of the item.
    - i. EXAMPLE: Gap Jeans, Graco Swing, LL Bean Snow Boots, Baby Trend Jogging Stroller, etc. *\*Always include the brand name of the item.\**
  - e. DESCRIPTION LINE 2: Use this line to describe the item.
    - i. EXAMPLE: Smocked, New with tags!, adjustable waist, reversible vest, retails for \$50, Red rain boots, Only used twice, etc.
  - f. Upload a picture for the item listed. There is a small "Upload Photos" control on the near the area where discount and donate are specified on both the screen where a new item is added and where an item is edited. Remember this is the only chance you get to show your items to buyers. Make sure the entire item is visible in the picture and the lighting is good. Solid backgrounds photograph the best. Using a collage app allows you to do side by side photos.
  - g. Items must be priced \$2.00 or higher & only in whole or half dollar increments.
  - h. Price at 1/3 of purchase price if in EXCELLENT condition, 1/4 for FAIR/GOOD condition. See website for pricing guide.
  - i. Items of lesser value can be combined with like items in groups or bundles.
  - j. The following items must be grouped:
    - i. Onesies
    - ii. Bows
    - iii. Headbands
    - iv. Socks
  - k. Once you enter your items, things that do not sell will remain in your inventory and you can make them active for a future sale.
  - l. Items designated *reduce* will be reduced by 30% on Discount Days..
  - m. Items designated *donate* will be donated to charity. We **highly** encourage you to donate anything not sold.

7. Once you have entered all the details of an item and uploaded at least one photo, you can check the box to mark the item as "ready for online sale". This lets us know that this item is ready to export to shopify. You should not upload a photo for an item or mark it as ready for online sale, unless you are ready for it to be exported and in the shopify store.
8. Once all inventory is entered and marked "ready for online sale", that's it! Sit back and relax.
9. Print, hang & tag each SOLD item accordingly. Your sales reports will update periodically. Check back often to see which items have sold so you can pull that item aside for drop off.

\*\*\*Remember, you only have to hang and tag your SOLD items\*\*\*.

10. Be sure you've signed up for a consignor drop-off time. You can find sign up on the "Consignor Instructions" page of our website. Bring all properly tagged items at your assigned time.

### Item Categories

<b>BOYS</b>
Clothing – Boys
Coats – Boys
Hats – Boys
Mittens/Gloves
Shoes – Boys
Socks – Boys
Pajamas- Boys
Sportswear- Boys
Belts & Ties

<b>GIRLS</b>
Clothing – Girls
Coats – Girls
Hats – Girls
Mittens/Gloves
Shoes – Girls
Socks – Girls
Pajamas- Girls
Dancewear
Sportswear- Girls
Bows & Headbands
Bloomers

#### **MATERNITY**

<b>PLAY</b>
Toys
Infant Toys
Toddler Toys
Outdoor & Riding
Bikes & Bike Gear
Scooters/Wagons
Push/Ride On Toys
Outdoor Activities
Games
Computer Games
Console Games
Board Games
Sports Equipment
Pretend Play
(kitchens/carts/toolbenches)
Costumes

<b>LEARN</b>
Books
CDs/DVDs
Crafts
Puzzles
Backpacks/Lunch Boxes
Desks/Bookcases/Easels

<b>BABY</b>
<b>Furniture</b>
Crib
Beds
Changing Table
Rockers/Gliders
Nursery Decor
<b>Strollers/Car Seats</b>
<b>Safety</b>
Baby Gates
Baby Monitors
<b>Gear</b>
Diaper Bags
PackNPlay
High Chairs
Bassinets & Side Sleepers
Baby Seats & Positioners
Bouncers & Rockers
Baby Camers
Baby Jumpers & Activity Centers
Baby Swing
<b>Baby Items</b>
Bedding
Baby Blankets
Swaddles
Sleepsacks
Burp Cloths & Bibs
Towels & Washcloths