

The MOST important thing to understand about transferring your items is that the seller number on the tags MUST match the number that you are registered with. If your number is the exact same on the tags and the registered number, then everything will work perfectly and you do not need to reprint or retag your items.

If your number does not match EXACTLY, they will scan as non inventory at the register. You will still be credited for "sale" but your seller report will not show those items sold.

Finally, if you have two totally different seller numbers on the tag and registered at the other sale, then you HAVE to reprint and retag your items. (Before you resort to this option, you should contact your consignment owner and see if the seller number on your tags is available so they can change your number to the number on your tags).

TO TRANSFER:

Goto www.AsTheyGrowKids.com and log into your seller account.

After you have successfully logged in, you MUST see a table with BOTH of the sales listed. In other words, you must be registered for BOTH sales.

Click on Manage Inventory

Under the Search Criteria box, choose to select all of your UNSOLD items from the first sale and then select the old sale and click on the Generate Items List button.

Select the items that you want to transfer into the new sale.

Next to the Search Criteria box, look for the Item Transfers option.

Select the new sale's sale and click on the Transfer Items to Consignment button.

TIP: you cannot transfer items from the view only - View ALL consignments search criteria button. You must generate the tag list from the specific sale where the items are located.

Hopefully you found these instructions useful. If not, please send an email including these instructions and the details of your situation and we will be happy to assist you further.

Thank you,
My CM