

CONSIGNOR GUIDELINES

Tagging Guidelines

Following the Tagging Guidelines is very important; they are designed to help maximize your sales! Guidelines include how to create a tag, description and tag examples, and important notices on how a consignor is NOT to manipulate the printed tag in any way. The Tagging Guidelines are crucial to the creation of a seamless consignor experience!

You may use a tagging gun! Having a tagging gun can save you time, but it is not required. NO – a tagging gun is not required, but we do recommend it. Note: If you use a tagging gun, we recommend “double barbing” the tag; which will help to ensure it stays securely on the garment.

Group items together, they will display and sell better. (Example: Shirt and pant sets - Shirts that are the same style and size, but different colors, etc.) If possible, put grouped items on same hanger – Put first item on hanger and attach the other item to the back with safety pins (or) pin item to top part of hanger and put other item over hanger.

Items you will need to tag are:

- Standard Size Safety Pins and/or a Tagging Gun, Blue Painters Tape, Ziploc Bags (varied sizes; off brand is fine), Zip Ties (off brand is fine, any color or size is fine as long as size works for item), White Cardstock (64#), black printer ink, plastic hangers.
 - Safety Pins: Standard Safety Pins are generally 1 1/8” in length (and silver or brass in color). Pins that are larger than 1 1/16” will not be accepted. Pins that are smaller than 1 1/8” (typically the small gold safety pins, as an example) will not be accepted.
 - Tagging Gun: A Tagging Gun is not required, however if you are consigning many clothing items a tagging gun is recommended. If you do use a tagging gun please double barb the items to help ensure tags do not fall off the garment.
 - Blue Painters Tape: This tape is used on books, puzzles, games, etc to close them or secure the price tag. This is the only tape that will not tear the paper part of the item. This is the only tape that will be accepted. (See more on tagging of books, puzzles, games, etc below.)
 - Ziploc Bags: To have varied sizes on hand will serve the consignor well! You can use the larger ones to place toys that have multiple parts or pieces inside of. You can use the mid-size ones to place shoes inside of. These are just some examples. NOTE: Clothing items (other than the bibs and hats noted under Preparing Guidelines) are to be placed in baggies. All clothing items are to be hung. Any clothing item that is placed in baggies will be returned to the Consignor.
 - Zip Ties: A very useful item to “zip” shoes together (place the zip tie through the HOLES – not the laces). Great to connect small to mid-size pieces to a larger piece (toy, etc), hook a hair accessory to an outfit, a bonnet to a dress, etc.

- White Cardstock: Tags will print 6 per page. Be sure to purchase enough cardstock to print all of your tags. NOTE: You can purchase a pack of it, or individual sheets (sold at local craft stores). Regular printer paper is too thin and will not be accepted. No exceptions! Do NOT adjust the printer settings to change the tag size – the 6 per page size is what is required. Any tags that are manipulated to print smaller will not be accepted. No exceptions!
 - OFFICE SUPPLY STORE: You may choose to save your tag file as a Word Document and then take to a local office supply store to print for you on White Cardstock. (To save file: go to print tags then copy and paste into Word and save on a thumb-drive). This is a great and inexpensive option!
- Black Printer Ink: All tags are to be printed in black ink. No exceptions!
- Plastic Hangers: You can purchase plastic hangers from many local stores, including the dollar stores in the area. Other stores such as Belk's, Beall's, The Children's Place, Outlet Stores, Thrift Stores, may give them to you for free! Plastic hangers of any color are accepted. Children's pants hangers (those with clips) are accepted.
 - Hangers will NOT be returned, however, consignors are welcome to take a handful of hangers (at consignor pick up). Hangers in these bins will be a first come, first served basis.
 - Wire Hangers will not be accepted. No exceptions!

Enter Inventory & Generate Tags

- Using your Consignor Registration number and password, log in to enter your inventory into the easy to use MySaleManager.net software system – via the sale website.
 - The system is very user friendly, a fill-in-the-blank and drop down box format. It will walk you through the tag creation process. There are numerous categories and size choices to pick from, please pick the one that accurately describes the item you are entering – this information is what we use to create reports and the sales floor design plan.
 - Remember, every item needs a tag! This is what is used to record the item as yours, as well as allow the shopper to purchase the item, and for you to get paid.
 - Be as clear and concise in your tag description as possible so that in the event that the tag becomes separated from the item the sale team can reattach the item to the tag.
- ITEM DESCRIPTIONS: When typing the description please place the **BRAND ON LINE 1** (i.e. Gymboree) and the **ITEM DESCRIPTION ON LINE 2** (i.e. yellow floral print dress.) NOTE: Please do not simply put “shorts” or “blue shorts” those descriptions are too generic and should your tag come lose will hinder our ability to match your item back up with your tag. Sale Ownership will not assume liability for any lost item that has become separated from its tag.
 - If you paid \$50 for a large toy and it was barely used, tell the buyer! Use key words in your description like “new,” “used once,” etc. Key words will tempt buyers to grab an item as soon as they see it.
 - Choose your category and sizes carefully to ensure accuracy when item is displayed in the store.
 - Please do not use S, M, L or XL **except** on Maternity.
- PRICING: We recommend you [CLICK HERE](#) for a great guide to pricing for kid's consignment sales, created by our friends at Consignment Mommies.
- DISCOUNT DAY: During the inventory entering process you can choose to discount any item(s) you choose. When you click the DISCOUNT box for that item the tag is coded (and the word “reduce” is printed on the tag) to 50% off for the LAST DAY (only) of the sale.

- **DONATE:** During the inventory entering process you can choose to donate any item(s) you choose. When you click the DONATE box for that item the tag is coded to DONATE (and the black dot to designate donate to charity on your behalf is printed on the tag) at the end of the sale. You will receive an itemized statement when the consignor checks are cut, and you will be able to print a tax receipt from the sale website.
- **BEFORE YOU PRINT TAGS:** Review all of your tags for proper information, discounts and/or donation delineation and pricing.

See example of inventory management system and a completed tag below!

INVENTORY MANAGEMENT SYSTEM


Fill in the information below and click "Submit Item" to enter a new item.

Category:

Size:

Description Line 1:

Description Line 2:

Price: (ex: 3.00) \$ **Qty:** 

Check To Discount Check To Donate

I'm finished for now

By default, only the last 5 items entered show. Check here to display all items

Description Line 1: Please enter the brand name (i.e. Circo, Gymboree, etc)
Description Line 2: Please enter the item description (i.e. Red/White floral dress w/ bloomers)



Print Tags:

- **PAPER:** Cardstock - Tags will print 6 per page. Be sure to purchase enough cardstock to print all of your tags. NOTE: You can purchase a pack of it, or individual sheets (sold at local craft stores). Regular printer paper is too thin and will not be accepted. No exceptions! Do NOT adjust the printer settings to change the tag size – the 6 per page size is what is required. Any tags that are manipulated to print smaller will not be accepted. No exceptions!

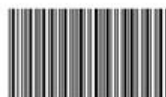
- **PRINTER SETTING:** Set your printer to the “best quality” setting to ensure the barcodes will be clear enough for the checkout scanners to read them properly. **NOTE:** Please make sure ALL tags are legible; meaning the barcodes are clean in design and data is able to be read by shopper and cashier checkout system. Any tags that are not legible will be taken out of inventory and item returned to consignor. SEE BARCODE EXAMPLES BELOW
- Cut out your tags and prepare to “tag” your items.
- **OFFICE SUPPLY STORE:** You may choose to save your tag file as a Word Document and then take to a local office supply store to print for you on White Cardstock. (To save file: go to print tags then copy and paste into Word and save on a thumb-drive). This is a great and inexpensive option!

Barcode Examples – right and wrong:

PRINTING: Ensure your tags have clear barcodes

The print quality of your barcode is very important. Please print a page of three or four test tags to see how they look. Use a critical eye when checking the quality of barcodes.

If your barcodes look like this one, you’re good to go.



If it looks like one of the barcodes below, realign your current ink cartridge and try again.



If it looks like this one, replace your ink cartridge with a new one and align your replacement cartridge.



Seller is not to manipulate the inventory tag in any way; including but not limited to writing on tag an alternate description, size, and/or price, and/or donation delineation, or adding of sticker/dot/etc to tag. Tags manipulated in any way will be not be accepted.

Tagging items:

- **TAG PLACEMENT:** Safety pin the tag to clothing on the right front of the item.

Hanger Direction & Tagging Visual Example



- **TAGGING ITEMS:** Clothing can be tagged with either a tagging gun or safety pins. Remember that a lot of children's clothing is very thin and can make holes very easily so we recommend tagging through the actual size tag or in a seam or thicker area of the clothing. If buyers see that you tagged your items in a place that has created a visible hole there is a good chance they will not buy the item at all. Furniture, Toys, Highchairs, Small Accessories and Anything with a hard surface can be tagged with packaging tape on both sides. ***DO NOT TAPE OVER THE BAR CODES!!!** Make sure the tag is placed somewhere that will not fall off or damage the item in anyway.
- **HANGING CLOTHING:** All items (even baby items) should be plastic hangers with the hanger hook facing left (like a number 2). Use large or medium safety pins (**small gold pins and straight pins will not be accepted!**) to secure items to hangers, if necessary to prevent sliding off. For example – A swimsuit is likely to fall off a hanger if not secured to with a safety pin. Children's pants hangers (with the clips) will be accepted; and no pinning of item to hanger is required.
 - PANTS/SHORTS/ETC must be hung by the waistband and safety pinned to the hanger (unless they are on a pants hanger with clips)
 - SWIMSUITS must be hung by the waistband and straps (for girls) and safety pinned to the hanger.
 - ONESIES/PAJAMAS/SMALL SHORTS/ETC must be on a hanger. Shoppers don't want to buy items they cannot fully see. Consider grouping 2-4 onesies together on a hanger (by stacking them slightly and using safety pins).
 - CLOTHING SETS: If you have more than one of an item that you want to sell together, there are two options: hang one on the hanger and pin the shoulders of the others to the one on the hanger OR put each item on its own hanger and zip-tie the hangers together. In either case, make sure to write the quantity in the item description on the card.
 - SOCKS/HAIR ACCESSORIES/HATS/ETC: All loose consignment merchandise can be packaged together in Ziploc bags. Group socks together by size and put in a Ziploc bag to be sold as a set. Hair accessories and other small items can also be grouped in a bag for pricing. For bagged sets, place tag inside the Ziploc bag. **Please do not tape the bag closed** over the opening of the bag; we may need access in order to remove the tags at checkout.
- **CLOTHING must be grouped together by gender and size, and category (i.e. dresses together, shirts together, pants together, etc.)** To ensure they stay in the way that you organize them, we suggest using rubber bands to tie around the hangers of each category then lay the items in a box or basket (keeping boys and girls separate).
 - If a shirt has a wide neck and doesn't stay on a hanger well, safety pin the shirt onto the hanger near the shoulders or neck to ensure that the shirt stays on.
 - **Do not mix different sizes together to make an outfit.**
 - Ensure all snaps snapped, all buttons buttoned and all zippers are zipped.

- TOYS, LARGE ITEMS, ETC: If the tag cannot be pinned to the item, please place the tag in a Ziploc bag and attach the bag to the item with **blue painters** tape. (Clear duct tape and Scotch tape will either tear the item and/or not hold and will not be accepted!) Please **do not tape over the opening** of the bag; we may need access in order to remove the tags at checkout.
- BOOKS: Tags MUST be taped to the **INSIDE BACK COVER ONLY using BLUE PAINTERS TAPE** adhered to the top and bottom of the tag. Any other tape will tear the book when the tag is removed. Placing the tag anywhere else on the book may allow the tag to become separated from the book.
- DVD/CD/BOXED GAMES/GAMING SYSTEM GAMES/ETC: Tags MUST be taped to the **BACK COVER ONLY using BLUE PAINTERS TAPE** adhered to the top and bottom of the tag. Any other tape will tear the item when the tag is removed.
- PUZZLES: Tags MUST be taped to the **BACK OF PUZZLE or PUZZLE BOX ONLY using blue painters tape** adhered to the top and bottom of the tag. Any other tape will tear the book when the tag is removed. IF you are placing puzzle in a Ziploc bag, along with the puzzle pieces, place tag in the same place and then place puzzle inside bag.
- SHOES: Secure pairs of shoes with plastic zip-ties. String will not be accepted. Smaller shoes can be placed in a Ziploc bag.
- BEDDING/COMFORTERS/ETC: Large bedding items must be placed in a **CLEAR plastic bag** (i.e. Large Ziploc Storage Bags). SETS - If you are selling as a “set” and placing more than one item in the bag we highly recommend adhering a detailed list of the items onto the inside of the CLEAR plastic bag (where it can be easily seen by shoppers). **Crib Bedding Sets are NOT accepted for consignment.**
 - **If you are selling several items as a set** (i.e. bedding ((other than crib size)), curtains, and rug) please make sure that ALL items have a tag and are labeled as part of a set (i.e. Part 1 of 3) – Be sure to print the price on the first tag! NOTE –. DO NOT enter an inventory item (aka price tag) for every singular item if you plan to sell it as a “set!” **Any confusion as to how to price/tag “sets” please email info@CTCSale.com with your specific questions (include your sale location and consignor number as reference)**
- BLANKETS: All blankets (baby blankets, crocheted, cotton, etc) are to be HUNG on a plastic ADULT size hanger. (Trust us! We have found they sell much faster when they are hung up on a rack!)
- ITEMS WITH MULTIPLE PIECES: All pieces MUST be attached to the main piece (i.e. Dora House, place accessories in a bag and attach the bag to the house. Label the house 1 of 2 and the bag 2 of 2). **See note above regarding selling of sets (same rules apply).**
- ASSEMBLY OF ITEMS: You will be responsible to assemble cribs, and other furnishing items. Please ensure yourself time at drop-off to do so, and bring necessary tools.
- BATTERY OPERATED: Any item that requires batteries **must be operational**. We highly recommend you place NEW batteries (generic dollar store brand is cheap and work great) in EVERY battery operated item – every single one!
 - If a shopper picks up your item and it does not work (the first time) the shopper will not buy the item; if said item is brought to Sale Ownership attention and it does not operate the item will be rejected and returned to the consignor.
 - Battery Compartments: Consignor must check battery compartments on all battery operated items to ensure there is NO corrosion and all parts are in working order.
- GAMES must include all pieces.
- BABY GEAR: All equipment, etc must be clean, in good repair, and have no missing parts.

SEE EXAMPLES OF TAGGED ITEMS BELOW...



The book shows clear tape HOWEVER please ONLY USE BLUE PAINTERS TAPE (tape the top and bottom edge of the tag). BLUE PAINTERS TAPE will not tear the book when the tag is removed. All books MUST be taped to the INSIDE BACK COVER!

When in doubt about how to tag an item please email us to ask!