

## Inventory Transfer Steps

Here's a step by step guide for transferring inventory from the Emmanuel Children's Clothing Sale to Germantown United Methodist Women's (GUMW) sale (public sale dates are Aug. 24-25). Be sure to visit [www.gumwclothingsale.com](http://www.gumwclothingsale.com) for details about deadlines, drop off, and guidelines.

1. If you are not already a consignor, you will need to register as a consignor for the GUMW Children's Consignment Sale AND sign up for the fall/winter sale, <http://www.germantownumc.org/childrens-consignment-sale/>
  - a. Request the same number as you have at Emmanuel if available, if not you will be assigned a number
  - b. Keep your number and password handy, you'll need it to complete the transfer
  - c. Arrange the clothes to transfer in numerical order and think about any edits you want to make on pricing; you can change those after the transfer
2. Go to your **Emmanuel** consignor home page <https://sites.google.com/site/emmanuelclothingsale/consignors>
3. Select "Work with consigned inventory"
  - a. Transfer inventory
  - b. Move inventory out
  - c. Select a sale (Germantown is our only affiliation)
  - d. Enter your Germantown consignor number and password
  - e. Put a check on each item you want to transfer
    - i. We suggest transferring 5-20 to start in case there are errors
    - ii. You can still make edits after the transfer
  - f. Submit the transfer request
    - i. Okay the transfer
    - ii. Be sure to write down the batch number, just in case
    - iii. Hit continue and read the message to be sure it says the transfer is complete
    - iv. If there are any errors, you will need to resolve them
4. Go to your **Germantown** consignor homepage <http://www.germantownumc.org/childrens-consignment-sale/>
  - a. Work with consigned inventory
  - b. Transfer inventory
  - c. Move inventory in
  - d. Select the batch number
  - e. Review to make sure it occurred correctly

If you are a brand-new consignor at Germantown, you should be able to transfer with no exceptions. For those of you who have been doing both sales, you may have the same item number at both sales. When that is the case, the system will CHANGE the item number being received.

Then you can reprint your tags, pin them to your clothes and you are ready for the sale!

If you want to transfer inventory back for the next sale, you would use the reverse process.

This is a new process for all of us, and we thank you for your patience as we launch the inventory transfer feature! Please let us know if you have any problems or questions. Our hope is that it helps all our wonderful consignors.