

# IMPORTANT: Transferring Inventory From A Previous Sale

If you are a returning consigner and have unsold items from a previous sale (A SALE BEFORE OUR SPRING 2020 SALE CANCELED BY COVID), please read the following message.

To be able to sell unsold inventory from previous sales, **YOU MUST HAVE THE TAGS FROM THAT SALE!** For example, if you have a bunch of items that did not sell that are already tagged, you can use those tags at this sale.

Unfortunately, if you do not still have the tags from the previous sale, you will have to re-enter those items into this new system. There is not a way to reprint the tags since we are no longer using the old system.

If you have items that have the previous sale tags, here is what you need to do....

**\*\*\*\*\*YOU MUST HAVE THE SAME CONSIGNER ID/CONSIGNER NUMBER AS YOU DID FROM THE PREVIOUS SYSTEM. IF YOU DO NOT USE THE SAME NUMBER, YOUR ITEMS WILL NOT TRANSFER. IF YOU DO NOT KNOW YOUR PREVIOUS NUMBER, PLEASE EMAIL US AND WE CAN LOOK IT UP FOR YOU!!!!\*\*\*\*\***

1. Go to "Consigner" then "Edit Account"
2. There is a box called "MSM ID." You need to enter your consigner ID that you used at previous sales and that matches your current ID into

this box. To double check, look at your printed tags from previous

**Edit Account**

**Date Joined:** 2020-01-30    **Last Login:** 2020-01-30 22:08:22

**ConsignorID:** 99999 11 Characters Max.

**Home Phone:** 901-555-5555

**Cell Phone:** Format: 111-222-333

**First Name:**

**Last Name:**

**Password:**

**Email:**

**Alt Email:**

**Address:** 2331 S Germantown Rd

**City:** Germantown

**State:** TN [Get directions to sale](#)

**ZIP:** 38138

**Referred By:**

**Allow Emails:**  Check to receive emails.

**Alt ConsignorID:**  For info purposes only.

**MCM ID:**  Your MyConsignmntMgr ID.

**MSM ID:** 99999 Your MySaleManager ID.

**Sale Groups:**

Volunteer    Consignor    Concierge    Mailing List

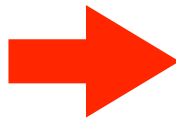
**Notes:**

sales and this number will be in the top corner.

3. **Your items will not be transferred prior to the sale.** You will simply bring your items to the sale and once they are sold, it will automatically enter the item into the system and go towards your total sale amount. Therefore, you will NOT see these items on your inventory list prior to the sale but you WILL see these items show up when they sell.

4. If you are not comfortable with bringing items that are not on your inventory sheet, we suggest that you re-enter these items into this system.



with bringing inventory sheet, enter the items

We know this is not ideal for some of you that have items that were entered in previous sales that you don't still have tags for and we sincerely apologize for the inconvenience. Unfortunately, with any change, there are some growing pains but we are excited that this new system will be much easier in the long run.

If you have any questions, please email us at [info@gumwclothingsale.com](mailto:info@gumwclothingsale.com)

Thanks!  
GUMW CCS Team

\*\*\*If you entered and tagged items for the Spring 2020 sale that was canceled due to Covid, you do not have to re-enter or re-tag those items. They should still show up in your account under Consignor > List Items.

You can still print any tags from our canceled sale as long as they show up in your "List Items" page.