



**SWITCH-A-ROOS ~EASY Step by Step Instructions and Information on how to**  
**TRANSFER your items from**  
**GREENVILLE SALE TO SPARTANBURG SALE**

1. **Let us know if you plan to participate in the SPARTANBURG Sale by emailing us so that we can give you the same account number if it is available. If you already have the same ID#'s for both sales, you are ready to begin the transfer process and do not need to contact us.** Please include your Name, Full Address, Phone Number, Greenville Account # and Password. We will register your name into the Spartanburg System. If your Consignor # is available then Your CONSIGNOR # AND PASSWORD will be the same and confirmation will be sent to you by email.

**\*\*\* If the Same Consignor # is NOT available we will let you know – You can still transfer your items, but you will have to reprint your tags.**

**\* If your ID Numbers are the SAME for both sales ~ you do not need to reprint your tags unless you have one that is flagged**

\* If for some reason a tag needs reprinting then it will be flagged **"NOT PRINTED"** and you will need to **reprint** that tag. (This could happen if the same identification scanning # for your item is already in the system and it must give the item a new identification scanning #)

2. Log into your GREENVILLE Account to get to your "Consignor Home Page" and click on the drop-down menu at the top. Then Click on **"Work with Consigned Inventory"**

3. Scroll down and Click on **"Move Inventory Out"** You will then be on the **Transfer Inventory to Affiliated Sale** Page **\*\*PLEASE READ THE INFORMATION BOX VERY CAREFULLY!**

4. Look at the box that says **"Choose Affiliated Sale to transfer items to:"**  
Click on **"Switch-A-Roos of SPARTANBURG"**

5. Enter your **Consignor # & Password** at the Affiliated Sale: (WHICH WAS SENT TO YOU BY EMAIL)

6. Click on **Check All Items** ~ that are to be transferred to the SPARTANBURG Sale.  
**You MUST transfer and Send ALL the items in your Inventory List at one time.**

7. Click on **"Register for Current Sale"** (YOU MUST DO THIS FOR YOUR ITEMS TO BE IN THE SYSTEM)

8. Click on the drop-down menu at the top.

9. Click on **"Work with Consigned Inventory"**



10. Scroll down and Click on **"Receive Inventory In" – Once you are on the Receive Inventory From Affiliated Sale Page \*\*PLEASE READ THE INFORMATION BOX VERY CAREFULLY!**  
**It is very IMPORTANT that your account must be empty with No items in the active inventory list -- to receive the transferred batch!**
  11. Check the **Batch** (only 1 batch at a time) containing the items you want to receive and then Click **"Receive Selected Batch."**
  12. Your items will now be active in the Spartanburg Sale. (This could take a few minutes to show up)  
**If you change anything about an item ~ such as the description, price, size, etc. You will need to print a NEW TAG for that item – the old barcode will no longer work once you have edited anything on the tag!**
- If an item was transferred to the SPARTANBURG Sale and you no longer have that item or you decide not to bring the item – then just DELETE it from your list.

**\*\*\*\*VERY IMPORTANT!!!**

**It is Very Important NOT to enter New inventory into the SPARTANBURG sale until AFTER you have RECEIVED THE TRANSFER!!!** Once the Inventory is transferred AND received then you can add more items to your list.

- **If your ID Numbers are the SAME for both sales ~ you do not need to reprint your tags unless you have one that is flagged**
- If for some reason a tag needs reprinting then it will be flagged **"NOT PRINTED"** and you will need to **reprint** that tag. (This could happen if the same identification scanning # for your item is already in the system and it must give the item a new identification scanning #)
- **If your ID Numbers from both sales are NOT THE SAME then you will need to REPRINT your tags. The items will transfer, but the tags must be reprinted because the barcode will not match the item.**

If you have any questions or concerns please email us and we will be happy to help you!!

THANK YOU!  
Lori and Racheal