



SWITCH-A-ROOS ~EASY Step by Step Instructions and Information on how to TRANSFER your items to the SPARTANBURG Sale – MARCH 16 -18!

1. Let us know if you plan to participate the Spartanburg Sale by filling out the TRANSFER FORM. We will register your name into the Spartanburg System. Your CONSIGNOR # AND PASSWORD confirmation will be sent to you by email.
2. Log into your Greenville Account to get to your "Consignor Home Page" and look at the menu on the Left side 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. It is BEST to transfer **ALL** the items in you Inventory List and it is best to SEND them all at one time.
7. Once the items have been sent ~ Log into the Spartanburg Sale and go to your Spartanburg "Consignor Home Page" and look at the Menu on the Left.
8. Click on "**Work with Consigned Inventory**"
9. 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!**
10. Check the **Batch** (only 1 batch at a time) containing the items you want to receive and then Click "**Receive Selected Batch.**"
11. Your items will now be active in the Spartanburg Sale. 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.

- 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 TRANFER!!!** 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