

Log in to the account that you want to take inventory from (past sale)

Activities Menu

Work with Consigned Inventory

Transfer Inventory

Move Inventory Out

Check **ALL** items (you MUST transfer ALL of your inventory - do not pick and choose)

Submit Transfer

Log in to the account that you want to receive inventory (current sale)

Activities Menu

Work with Consigned Inventory

Transfer Inventory

Move Inventory In

Choose batch

Receive

The inventory that you just received is now active in the current sale.  In the current sale, please go back to:

Activities Menu

Work with Consigned Inventory

Active Inventory

Choose to **Inactivate** All Inventory (please be sure to do this step or your inventory report will be completely inaccurate)

Now, you can pick which items (by item #) that you want to make active for the current sale

**It is very important that you transfer ALL inventory between sales (even the inventory that you will not be selling at the current sale).**

We did not know this when we opened the Cary Sale so when you go through this process for the first 2 times, it is possible that you will have to reprint tags.  We apologize for this inconvenience.  We had talked to the software developer about transferring inventory but he did not mention this important rule.  We are learning along with you and we are trying to make this process as easy as possible.  Please let us know if you have any questions.