

Inventory Instructions 2024

The main thing we will need to prepare our POS system for the Gallery season is for everyone planning to show in the Gallery to provide their inventory information - basically the same info we used to write on our inventory sheets in the "artist binder". The best way to enter that info into the POS system is by using a Microsoft Excel spreadsheet with this "template" file. If you have Excel on your computer, just open the template and fill out the columns (only those not "grayed out").

If you don't have Excel or another spreadsheet program, then just fill out the inventory by hand. We need this info (see the red lines in the template for examples):

WC? - If you need a wall card for this item, put WC in this column.

BC? - If you need a barcode sticker for this item, put BC in this column.

SKU Item Name - this is the SKU followed by the title of your work. These titles should be unique, not generic like "Painting" or "Earrings". Duplicate SKU/titles don't work.

>ONE blank column

SKU - this is the Item Number and is the code on the barcode sticker, so it must be unique*, but it can include letters (CAPS only) and a dash. First 1 or 2 numbers are your artist number (49-242 or 2-E2).

Please limit SKU to 7 characters (XX-YYYY) for regular-size stickers or only 4 characters (XX-Y or XXYY) for small jewelry-type stickers.

Description - this will include the media, size, and other info as needed. This info does not need to be unique (such as "watercolor 11x14 framed")

Category - this how we separate each artist in the system - it is simply your first and last names and artist number (Jeff Hayes 49, for example), and is the same for all your items.

>TEN blank columns

Price - this is the sales price of the item, and will also be on the barcode sticker for artists and customers to see. Whole dollars only, please.

>EIGHT blank columns

Quantity - this is the number of items in stock - usually this will be 1, unless this is for a group of like items (see note below*).

>TWO blank columns

Tax - Y indicates sales tax will be applied. Required for all art items for sale.

***Note** - it may be convenient for some artists to group small or like items, with the same price, under one SKU, such as "small earrings" or "single assorted cards" or "spoon rest".

When you have completed or updated your inventory excel file, please save it with your name in the filename, and email it to the Gallery Chairs and Treasurer.

eischendebbi@gmail.com

bryemary@gmail.com

jhayesfamily@msn.com