KHWS Annual Sale - Consignor Process Update

- KHWS has used Square in the past to process credit / debit sales
- Sale Checkout involved manually calculated subtotals, taxes and totals, hand written receipts with card payments using Square
- KHWS has invested in a Point of Sale (POS) unit to facilitate all types of sales (studio sales, annual sales, loom rentals, workshops, membership, etc.)
- We have gradually used the POS for studio purposes and are now prepared to use for the 2026 Annual Sale
- Use of the POS will allow us to enter our “Inventory” and assign tax considerations (taxes added/taxes included/no tax)
- This process will provide for easier checkout (for us and customers), better reporting, more consistent process - less subject to error

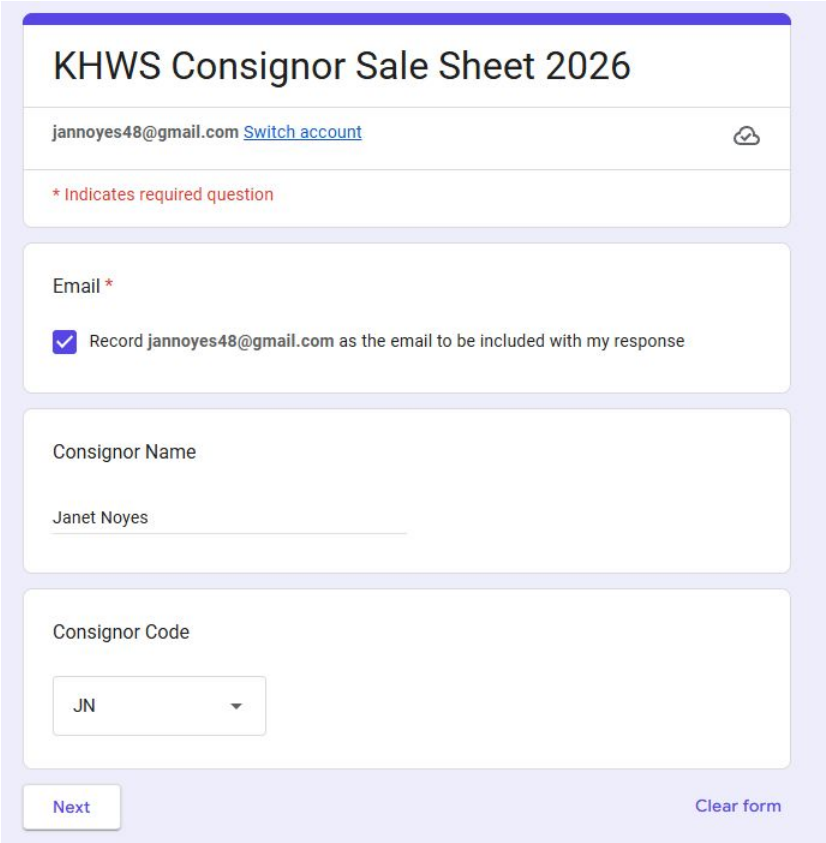
KHWS Annual Sale - Consignor Process Update

- “Inventory” will be the summary of the Consignor Sheets, which will be uploaded into Square, once all sheets have been submitted
- Consignor Sheets will be filled out by 1 of 2 methods:
  - Google Forms - individual entries for each item
  - Blank Spreadsheet - can be provided
- Note that the entries can be edited up to the point where we upload into Square (just before the Sale)
- PDF copies of the Consignor Sheets (once completed) will be sent to each consignor
- You can print them out yourself OR have it printed at the studio

KHWS Annual Sale - Consignor Process Update

Sales Category	What's Included
Bags	Purse, Tote bag, Small Bag
Baskets	Pine Needle Basket, Splint Woven Basket, Willow Basket
Blankets	Blanket, Baby Blanket, Beach Blanket, Throw
Clothing	Poncho, Ruana Vest, Tunic/Top, Skirt, Other Clothing
Felted Items	Felted Art, Felted Bag, Felted Bookmark, Felted Clothing, Felted Hat, Felted Jewellry, Felted Ornament, Other Felted Items
Knitted Items	Afghan, Hat/Toque, Tam/Beret, Headbands, Gloves, Fingerless Gloves, Mitts, Wristers, Socks, Slippers, Sweater, Cowl, Knitted Scarf, Knitted Shawl, Other Knitted Item
Rugs	Rag Rug, Other Rug
Table Linens	Table Cloth, Table Runner, Placemats, Napkins
Tea Towels	Tea Towel ONLY
Towels	Guest Towel, Bath Towel, Beach Towel, Hand Towel (EXCLUDING Tea Towels)
Woven Neck Wear	Scarves, Shawls, Mobius
Yarn	Handspun Skeins, Handspun Hanks
Other	Wall Hanging, Artwork, Yardage, Cushion, Hot Mat, Mug Rugs, Ornaments, Sachets, Dish Cloths, OTHER (items not included elsewhere)

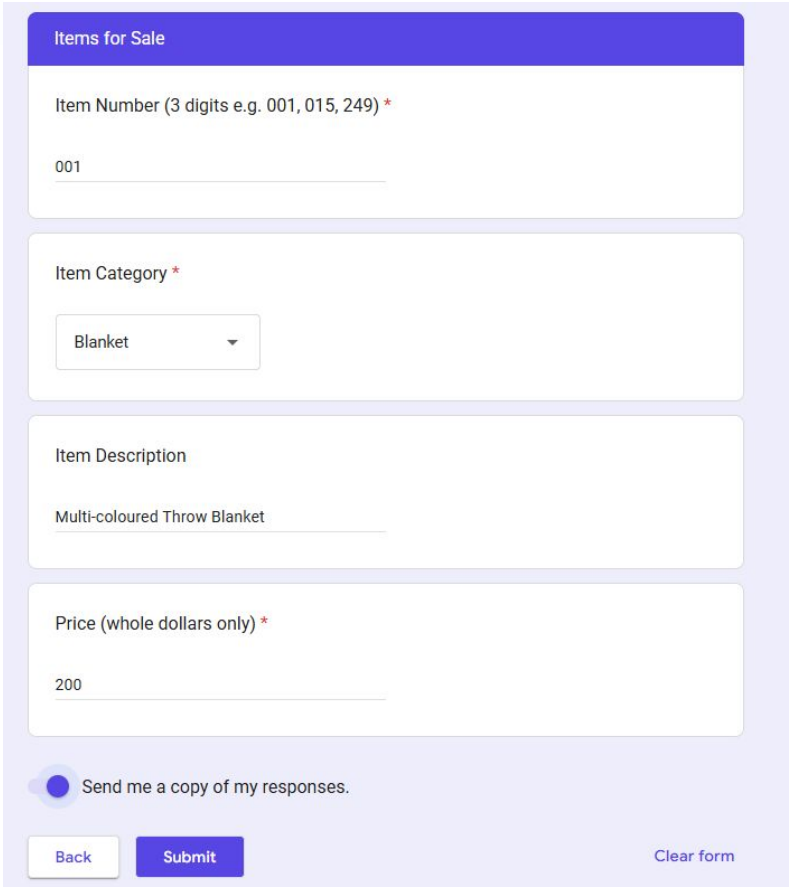
KHWS Annual Sale - Consignor Process Update



- Confirm email (click box)
- Input Name
- Select Consignor Code from Dropdown Menu
- Click “Next”

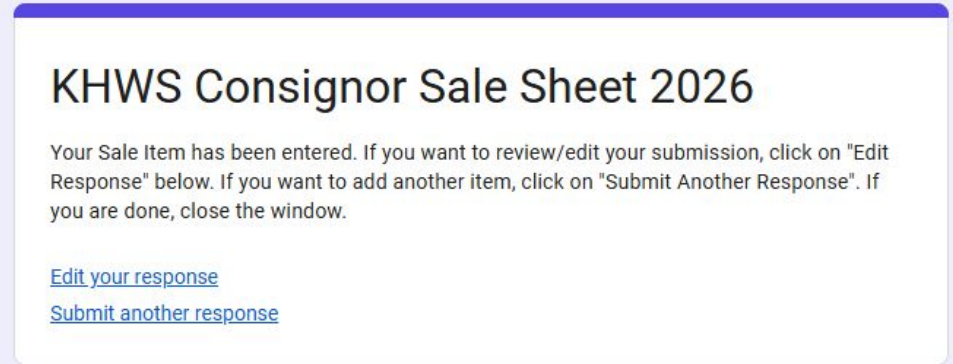
Note: next submission only requires email confirmation

KHWS Annual Sale - Consignor Process Update



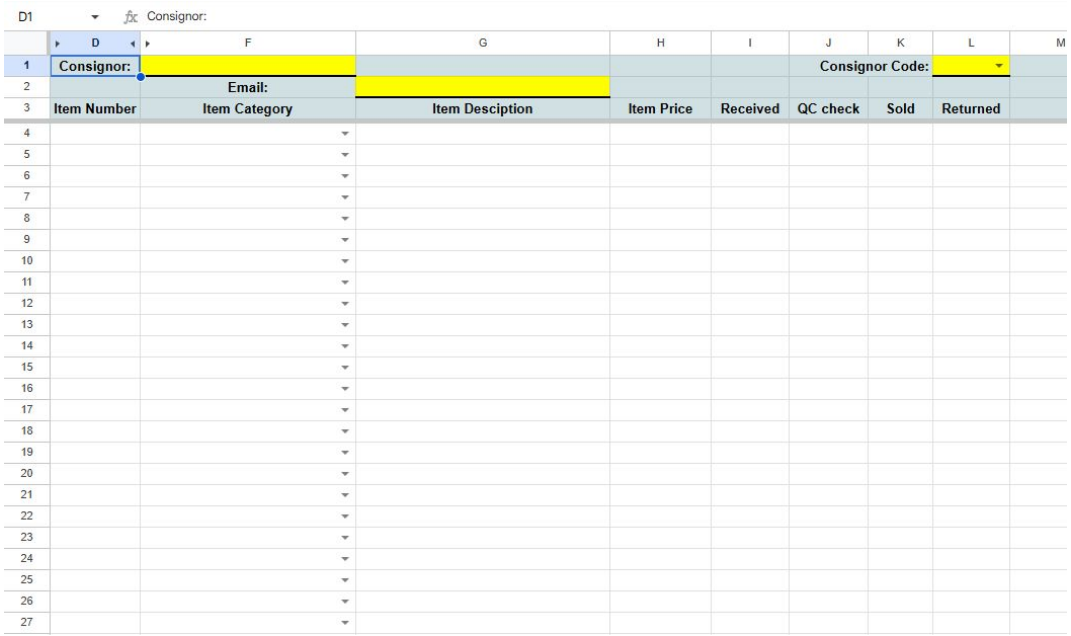
- Enter 3-digit item number
- Select Category from Dropdown Menu
- Enter Description (not required)
- Enter Price (whole dollars)
- Request copy of responses (if you want)
- Click “Submit”

KHWS Annual Sale - Consignor Process Update



- This page acknowledges receipt of your submitted item
- You can edit your entry - click Edit your response
- You can enter another item - click Submit another response
- To finish - simply close the window

KHWS Annual Sale - Consignor Process Update



D1 fx Consignor:

	D	F	G	H	I	J	K	L	M
1	Consignor:						Consignor Code:		
2		Email:							
3	Item Number	Item Category	Item Desciption	Item Price	Received	QC check	Sold	Returned	
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- Blank Spreadsheet can be provided
- Enter Consignor information (yellow spaces)
- Enter each item including Category (dropdown menu)

KHWS Annual Sale - Consignor Process Update

- An email will be sent with the Instructions, link to Consignor Form, Blank Spreadsheet
- Any questions, issues - please contact Janet
  - jannoyes48@gmail.com
  - 613.217.3095

Please have patience with us - this is our first time doing this as well!