

the maker *and* merchant



VENDOR PACKET

A New Way to Shop Local



THEMAKERANDMERCHANT.COM

RETURNS

All sales are final and returns or exchanges will not be accepted.

SECURITY CAMERAS

All stores have visible security cameras used to monitor store activity and deter theft.

SHIPPING

After the initial set up, vendors may ship products to the store. All items must be tagged prior to shipping. It is your responsibility to communicate with the store when packages are arriving. We are not responsible for any damages, lost packages or costs associated with shipping items.

2. POINT OF SALE / VENDOR PORTAL / BARCODE LABELS

POINT OF SALE & VENDOR PORTAL

We use Simple Consign as our point of sale. This is a software designed for vendor-based stores. It offers a vendor portal called Consignor Access which provides vendors access to view their balance, items sold, payouts and more. An email invite to access Consignor Access will be sent to you. If you are a vendor in multiple of our store locations, you will be able to switch between locations in your account.

Consignor Access Features

1. View items sold
2. View balance from items sold
3. View adjustments to account such as fees, rent and payments
4. Add or withdraw inventory and track items sold
5. Secure Simple Pay feature for direct deposit

How to Login into Consignor Access

All vendors are provided with a Consignor ID in their contract.

You will receive an email invite to set up your Consignor Access account. One email will prompt you to verify your email address then a separate email will allow you to set your password. From there, you will be able to login into your account.

After the initial set up, visit the link below to login. If you are a vendor in multiple stores, you can choose between any locations and will be able to switch between while logged in.

Auburn: www.themakerandmerchantauburn.consignoraccess.com

Concord: www.themakerandmerchantconcord.consignoraccess.com

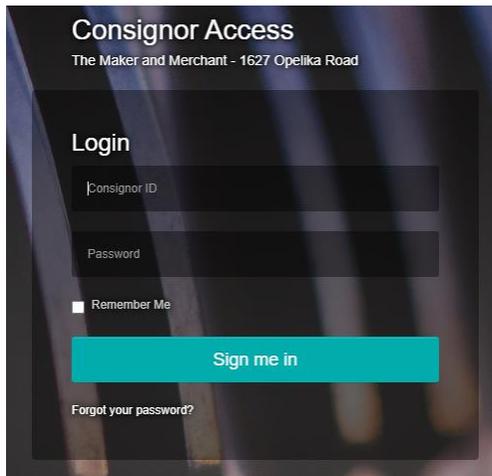
LaGrange: www.themakerandmerchantlagrange.consignoraccess.com

Once you are on the login dashboard you will need the following information to log in to your account.

Consignor ID – This number will be provided in your contract

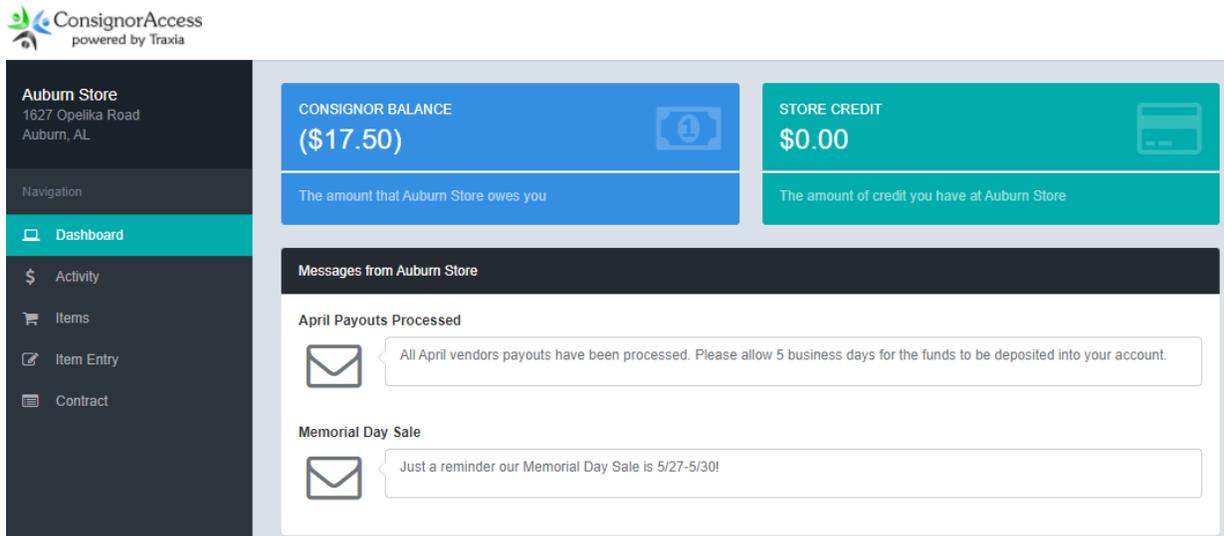
Password – Your set password

Login Page



The image shows the login page for Consignor Access. At the top, it says "Consignor Access" and "The Maker and Merchant - 1627 Opelika Road". Below this is a "Login" section with two input fields: "Consignor ID" and "Password". There is a "Remember Me" checkbox and a teal "Sign me in" button. At the bottom, there is a link that says "Forgot your password?".

Navigating Consignor Access



The image shows the main dashboard for Consignor Access. At the top left is the logo "ConsignorAccess powered by Traxia". Below the logo is the store information: "Auburn Store", "1627 Opelika Road", "Auburn, AL". A navigation menu on the left includes "Dashboard", "Activity", "Items", "Item Entry", and "Contract". The main content area has two summary cards: "CONSIGNOR BALANCE (\$17.50)" and "STORE CREDIT \$0.00". Below these are two message cards: "April Payouts Processed" and "Memorial Day Sale".

Main Dashboard: View consignor balance and any posted messages

Activity: View items sold and adjustments to your account such as deducted rent or payouts

Items: View list of inventory items you have added. If you remove items from the store, this is where you will withdraw inventory.

Item Entry: Add and submit your items. All vendor inventory must be entered into Consignor Access. You need to enter item name, quantity, price and select a category for the item. How inventory is categorized is up to each vendor. If you are tracking items by a SKU, you can enter it in the UPC or Extra Information fields. You can provide as much or as little detail as preferred. **Items must be submitted using the submit button in the top right corner after they are added to sync with the point of sale.**

Category Selection: The category selected determines the size label that will be printed for that item. Please be sure you are selecting the appropriate size label to best fit the item. Category options include accessories, clothing or other and there is a label size tied to each.

Category

*Vendor Accessories (1.5"x1" LABEL)
*Vendor Accessories (1.5"x1" LABEL)
*Vendor Accessories (JEWELRY LABEL)
*Vendor Clothing (1.5"x1" LABEL)
*Vendor Other (1.5 X 1 LABEL)
*Vendor Other (JEWELRY LABEL)

For clothing, there are additional fields allowing you to enter a brand name, color, size and family group. You can save and copy items which duplicates the item and allows you to edit any fields. This would be helpful when it comes to inputting clothing in different sizes or colors.

Item Expire Dates: All items have a 90-day expire date which is automatically applied when the item is entered. This allows you and us to see how long inventory has been in on the sales floor. You are not able to adjust the expire dates in your portal, however, we can do so for you if needed. For example, if you entered inventory prior to placing it on the floor the date can be adjusted when it is brought in.

Updating Item Quantities: If you continuously restock the same items, you can either create a new item in your portal each time or you can adjust the quantity for a previous item. If you adjust the quantity of an item, the expire date will not change. When you bring in your restock, let us know and we can update the expire date. Our recommendation for creating new items or adjusting the quantity depends on the type of product you sell. We are happy to discuss with you!

Accurate Inventory: It is the vendor's responsibility to maintain accurate inventory. If an item has an inventory of "0" but is still on the sales floor the barcode will not scan at checkout.

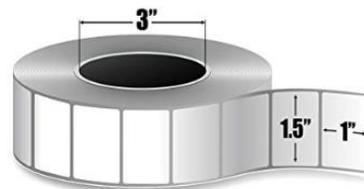
TAGGING AND BARCODES

All items in the store must be tagged with barcoded labels printed in the store. There is a label printer in each store. Labels can be picked up in advance and tagged prior to bringing into the store or you can print and tag as you restock items. All stores have access to print labels for any vendor in any location.

We offer two different label sizes - 1.5" x 1" rectangle label and a 2.25" x .50" butterfly jewelry label. You can select which label you need for each item when inputting your inventory. Barcode labels can be applied directly to your product or can be adhered to your own branded tags.



Butterfly Jewelry Label



Rectangle Label

SIMPLE PAY SET UP

In your Consignor Access portal, you will need to set up your Simple Pay account. Simple Pay is how vendor payouts are processed each month. There will be a "Simple Pay" button on the left-hand side of the dashboard for you to set up your account. It will prompt you to verify your email and set up your direct deposit information. Your Simple Pay account must be set up prior to the first payout date.

3. STORE RULES

- We are a family friendly store that appeals to customers of all ages. Any vendor merchandise that is deemed inappropriate by store staff and/or the ownership team for any reason will be removed from the sales floor at their sole discretion.
- Vendors should keep their merchandise seasonal. We will remove out of season merchandise from the sales floor as needed to maintain a seasonally appropriate look and feel.
- Items should not remain on the sales floor for longer than 90 days. Any item that has been in the store longer than that time may be pulled from the sales floor and placed in the stockroom for pickup. There may be exceptions based on product category sold.
- We do not allow items to be thrifted or resold from other stores. Items purchased should be done so through reputable wholesale channels.
- A change in the nature of the vendor's business or the type of items made or sold as listed in the vendor's contract must be approved. An additional application and pictures may be required.
- Vendors are encouraged to restock and remerchandise their sections often. We will remerchandise and relocate vendor spaces from time to time to keep the store fresh.
- If a vendor does not have enough merchandise to fill their section, we will fill the section with items until the vendor is able to restock. A vendor who continually fails to restock or neglects their section may be moved to a smaller section or asked to leave the store.
- All items must contain the appropriate barcode label generated by the store's point of sale. Items without barcode labels will be pulled from the sales floor.
- Any large fixtures, tables, extra mannequins or other large or tall display items must be approved in advance prior to bringing in the store.
- The Maker and Merchant is not responsible for items that are lost, stolen or damaged.
- Vendors are responsible for reviewing the Vendor Packet and understanding and adhering to the store operations as outlined in the packet.