### **KCC BARCODING INFORMATION**

### Consignors, did you know you EASILY can print all your barcodes from home on Avery labels (see below for label specifications).  Print all the labels you need from the day registration opens, all the way through receiving days. You will receive a “Batch Number” for you to use as a way to reprint a barcode order at home. You can also bring that batch number to KCC and we will print them for you during our supply days and receiving days.

### Label Specifications

### Barcodes MUST be printed on labels that are compatible with “Avery Template 5160 or 8160″.  These labels will be 1″ x 2 5/8”.

### You may still use labels left over from previous sales as long as they are completely LEGIBLE! If they are FAINT even a little bit, you MUST redo them.

### **STEPS FOR ENTERING & PRINTING BARCODES**

### Remember to register before printing barcode labels!

### Start by making the tags for your items. As you make the tags, follow these steps:

### Determine what price you will want to sell each item for and whether you want it to be discounted during last two sale days, write that information across bottom center of card.  You can write “ND” beside the price if you want “No Discount” on discount days **only** to help you remember that you did not want to discount the item. You will cover this with the barcode later.

### Once you have written and attached all the cards to your items, use a sheet of paper to make a list of the barcode prices you will need ~ for example: $1.00 – 3, $2.50 – 5, $3.00 – 8, etc.  Separate the discount prices from the no-discount prices. **Always BEST to allow the discount**!

### You will then have an easy list to take to the computer when you’re ready to print your barcode labels online.  You will also have an easy system for knowing which barcodes go on which item, according to what you wrote on the tags.

### **If you plan on donating your unsold sale items, please allow the prices to be discounted, better to receive extra $$$ than nothing at all!**

### WHEN YOU ARE READY TO PRINT

### Make sure you have the appropriate labels on hand.

### Click “Print Barcodes” at the bottom of the “Barcoding Info” page to enter your list and submit your order.

### Once you submit an order, you will get a batch number.  You can follow the on-screen instructions to print your labels immediately, or you can login to your Consignor Homepage at a later date and select the batch number you wish to print.  Barcode orders may be re-printed as many times as you need.

### IMPORTANT:

### DO NOT write or use correction fluid on barcode labels, it voids the scanning process, you must print new labels if you want to change prices or discounting!

### DO NOT stack barcode labels on top of another, we will look for this during check out and the lowest priced label will be scanned.

### DO NOT write “ND” thinking your items will not be discounted. Remember the no discount or allow the discount is embedded in the barcode.

### If you are unable to print your own barcode labels, we will gladly print them for you during our Supply Days and during receiving. **You MUST be registered before we will print labels**.  Bring a list of what you need (price amounts & how many of each) along with your consignor number and we can print them for you. You may also prepare a batch and bring that number with you and we will print barcodes from your batch number.