



# How to Use the Consignor & Vendor Portal

**Sign in**

SURNAME

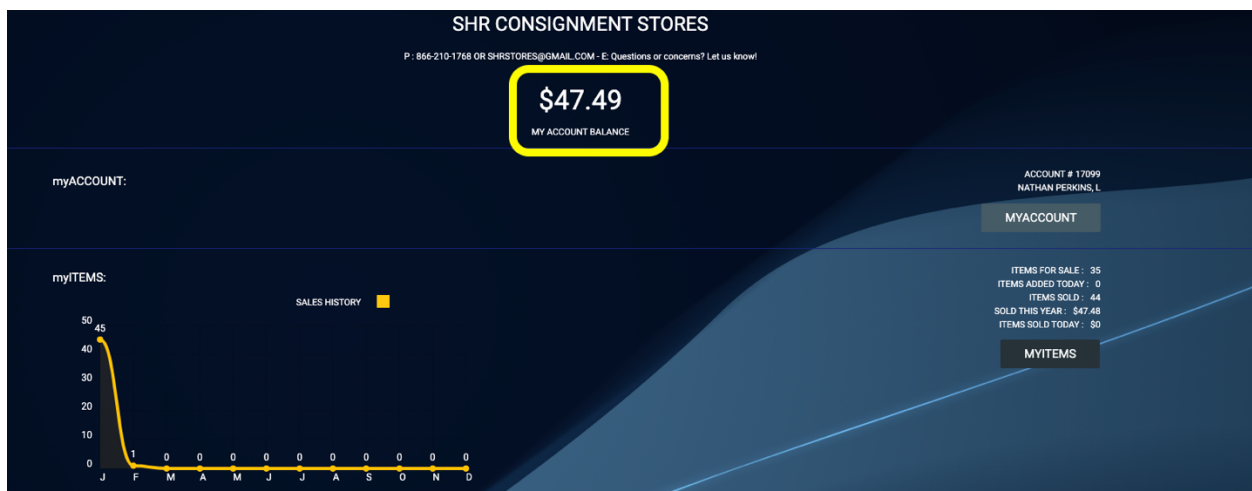
FIRST

PASSWORD

LOGIN

## Features of the Consignor/Vendor Portal

1. View BALANCE DUE and SOLD ITEMS since the last sales batch was posted.





## 2. Visibility to selling inventory and sold but unpaid items in "My Items"

SHR CONSIGNMENT STORES  
P: 866-210-1768 OR SHRSTORES@GMAIL.COM - E: Questions or concerns? Let us know!

**\$47.49**  
MY ACCOUNT BALANCE

myACCOUNT: ACCOUNT # 17099  
NATHAN PERKINS, L

myITEMS: SALES HISTORY

ITEMS FOR SALE: 35  
ITEMS ADDED TODAY: 0  
ITEMS SOLD: 44  
SOLD THIS YEAR: \$47.48  
ITEMS SOLD TODAY: \$0

MYITEMS

50  
45  
40  
30  
20  
10  
0  
J F M A M J J A S O N D

3. View/print old payout receipts and change their contact info by selecting "MY ACCOUNT".
4. If they are set to "vendor" in their contract, they can edit and/or CREATE/add inventory from the Portal by clicking CREATE ITEM (See below to turn this on).

ACCOUNT # 17099  
SELLING ITEMS: 35  
SELLING VALUE: \$0.00

SELLING ACTIVITY PAID SOLD

SELLING ITEMS

CREATE ITEM ALTER ITEM DELETE ITEM

PRINT VIEW

SEARCH RESET ENTER A PARTIAL SEARCH OR SKU

SHOW THE LATEST 50 ITEMS

SELECT ALL UNSELECT ALL PRINT LABELS

AVERYLABELS 1 x 1 INCH - PRESTA

SKU	DETAIL	QTY	PRINT LABEL	ALTER
170999025	HUMMINGBIRD FEEDER, ACCESSORIES, SIZE - 0, QUANTITY - 2, PRICE - \$8.00	2	<input type="checkbox"/>	
170994466	Plaid, MENS TOP, SIZE - M, QUANTITY - 1, PRICE - \$12.99	1	<input type="checkbox"/>	
170996883	Jean Button Down, MENS TOP, SIZE - M, QUANTITY - 1, PRICE - \$13.99	1	<input type="checkbox"/>	
170996544	Button Down, MENS TOP, SIZE - M, QUANTITY - 1, PRICE - \$11.99	1	<input type="checkbox"/>	



5. View Inventory Sold but NOT PAID OUT by clicking on ACTIVITY.
  1. The status field refers to inventory sales to be posted to consignor/vendor accounts.
  2. If status = PROCESSED, then the items sold ARE reflected in the balance.
  3. If status = PROCESSING, then the sales batch has not been posted AND SOLD ITEMS are NOT reflected in the balance owed to CONSIGNOR OR VENDOR.

+ CLOSE

myITEMS  
ACCOUNT # 17099  
myACTIVITY # 12  
myACTIVITY DUE: \$47.49

SELLING ACTIVITY PAID SOLD

myACTIVITY ITEMS

PRINT VIEW STATEMENT OF SALES

SEARCH RESET ENTER A PARTIAL SEARCH OR SKU

SHOW THE LATEST 50 ITEMS

SKU	DETAIL	CATEGORY	SOLD	PAYOUT	DATE.SOLD	STATUS
170991724	UK Hoody UK HOODY E5 , SIZE -	MT	3.82	1.91	02-10-2024	PROCESSED
170993214	red RED J CREW , SIZE - M	MT	10.19	5.09	01-20-2024	PROCESSED
170996747	Green Sweater GREEN SWEATER CHAPS , SIZE - LG	MT	9.99	5.00	01-17-2024	PROCESSED
170992382	Sweatshirt SWEATSHIRT UNDER ARMOUR , SIZE - M	MT	3.99	2.00	01-12-2024	PROCESSED
170990544	KY for KY Sweatshirt KY FOR KY SWEATSHIRT CHAMPION , SIZE - M	MT	8.79	4.39	01-12-2024	PROCESSED
170999820	Green Wool Sweater GREEN WOOL SWEATER J CREW , SIZE - M	MT	16.99	8.49	01-11-2024	PROCESSED
170992943	Sweat3er SWEAT3ER POLO , SIZE - LG	MT	6.23	3.12	01-07-2024	PROCESSED
170994363	Flex Stretch Jean FLEX STRETCH JEAN J CREW , SIZE - 33W x 32L	MB	16.99	8.49	01-07-2024	PROCESSED
170993445	Wool Sweater WOOL SWEATER J CREW , SIZE - M	MT	9.49	3.80	01-05-2024	PROCESSED
170990012	Plaid PLAID J CREW , SIZE - M	MT	12.99	5.20	01-04-2024	PROCESSED
170993705	Sweatshirt Jerzee	MT	2.23	1.11	02-24-2024	PROCESSING
170990736	Longsleeve J Crew	MT	8.32	4.16	02-23-2024	PROCESSING



- View Adjustments to the account like FEES, RENT, and PAYOUT history by selecting "MY ACCOUNT" then "MY PAYOUTS"

SHR CONSIGNMENT STORES

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**\$47.49**  
MY ACCOUNT BALANCE

ACCOUNT # 17099  
NATHAN PERKINS, L.

**MYACCOUNT**

ITEMS FOR SALE : 35  
ITEMS ADDED TODAY : 0  
ITEMS SOLD : 44  
SOLD THIS YEAR : \$4748  
ITEMS SOLD TODAY : \$0

**MYITEMS**

SALES HISTORY

0 0 0 0 0 0 0  
M J J A S O N D

< CLOSE

myACCOUNT

ACCOUNT # 17099  
ACCOUNT TYPE : VENDOR  
CONTRACT DATE : 11-09-2000  
LAST PAYOUT DATE : 08-12-2023  
MY SALES SPLIT : 50.00%

MY.SETTINGS MY.PAYOUTS

**PAYOUTS**

PRINT

PAY.DATE	DETAIL	UNIQUE.ID	VIEW
08-12-2023	TOTAL PAID : 36.71 STORE : FURNITURE STORE CHECK # : USER : LIZA	9f66ac21-0916-4c3d-803d-bd6b420c05fb	
11-09-2021	TOTAL PAID : 81.56 STORE : FURNITURE STORE CHECK # : USER : MATT	f24523c5-fbdf-4b3f-8097-11563763db0b	
04-03-2015	TOTAL PAID : -51.63 STORE : CLOTHING STORE CHECK # : USER : LE	5b69a204-c79b-4281-8588-7b8745b3ac00	
11-21-2014	TOTAL PAID : -99.99 STORE : CLOTHING STORE CHECK # : USER : MBP	ea7d803f-d3b3-4a2a-81b1-dc8f11fd64b8	

If you don't have portal access and need the feature turned on, please contact [support@consignorconnect.com](mailto:support@consignorconnect.com).



Consignors & Vendors can login to the portal with their Last Name, First Name, and password. The PASSWORD is their ACCOUNT NUMBER.

If you'd like consignors/vendors to be able to add/edit inventory, you can turn that on by making them a VENDOR in the CONTRACTS screen.

1. Open their CONTRACT by clicking the ALTER button.
2. Click on "MAKE CHANGES" button and then scroll to where you see "SALES SPLIT %" in the SALES CONTROL section
3. Next to that field is a check box labeled "VENDOR ACCOUNT"
4. Check that box and click "SAVE CHANGES"

The screenshot shows a web interface for editing a contract. It is divided into several sections: PAYOUT INFORMATION, CONTRACT NOTES, SALES CONTROL, and CONTRACT INFORMATION. In the SALES CONTROL section, there are two input fields: 'AMOUNT BATCH' with the value '0.00' and 'SALES SPLIT%' with the value '50'. To the right of the 'SALES SPLIT%' field is a checkbox labeled 'VENDOR ACCOUNT', which is checked and highlighted with a yellow box. Below the input fields is a 'SAVE CHANGES' button. The 'CONTRACT NOTES' section above has a 'NOTES' text area and a 'SAVE CHANGES' button. The 'PAYOUT INFORMATION' section at the top has 'AMOUNT DUE' (47.49) and 'PAID YTD' (0.00) fields. The 'CONTRACT INFORMATION' section at the bottom is partially visible.

**This will allow them to add and edit inventory in the portal.**

Only do this if your vendors need to be able to edit and add inventory. You may need to help them print labels.

### **Label Printing Requirements:**

1. Chrome browser via PC or Mac
2. Avery Presta 94103 Square label (1 in. x 1 in.)
3. Margins must be set to "None"
4. Scaling set to Custom "100"
5. Paper size should be set to "Letter".

View the Consignor/Vendor Portal video [here](#)