

Guidelines for Starting Over with your 2023 Inventory (OPTIONAL)

You may want to start over with a fresh inventory in 2023, rather than just make minor changes to your 2022 inventory.

If you want to start your inventory over, please follow these guidelines:

1. Remember you will not have anything retained from your 2022 inventory.
2. Notify Jeff Hayes and Mary Brye that you are starting with a new inventory and want to delete your old inventory and start over.
3. Design your new SKU items numbers. This is the Item Number and will be the code on the barcode sticker, so it must be unique. For small items that are the same or similar, with the same price, you may use the same SKU. Please add the SKU to the beginning of the Item Name (20-01 Vase).
 - a. Large barcode stickers
 - i. 7 character limit (XX-YYYY), where XX is your artist number
 - ii. YYYY is up to you, numbers or letters, all CAPS, no lower case
 - iii. Only dashes can be used, no special characters
 - b. Small jewelry-type barcode tags
 - i. 5 character limit (XX-YY or XXYYY), where XX is your artist number
 - ii. YYY is up to you, numbers or letters, all CAPS, no lower case
 - iii. Only dashes can be used, no special characters
4. Unless you are keeping the exact same item SKU and price, REMOVE ALL OLD BARCODES FROM YOUR EXISTING ITEMS. Clean out your Gallery files or anyplace you might have old stickers.
5. Submit your new inventory at least **two weeks before Design Day**, to allow for redoing the master inventory files.
6. As usual, submit your new inventory file in an email to:
bryemary@gmail.com, eischendebbi@gmail.com, jhayesfamily@msn.com.