

HOW TO FILL IN THE INVENTORY SPREADSHEET:

Please leave **no blank cells**. To use the autofill feature in Excel, click on the blob on the lower right corner of a cell and drag it down a column to repeat an entry or number series.

The headings on the columns on the spreadsheet are:

Column A: **Craftsmans_Name**

Column B: **Item_No** - see examples below

Column C: **Item_Description**

Column D: **Price** (do not include tax)

Column E: **Tax_Yes/No** - most goods will be taxable. Clothing is an exception, it is tax free
This is important for needleworkers, weavers, and any painters that make painted clothing.

Column F: **70/30_Yes/No** - Fall Fair enter Yes for your one 70/30 split item if you have one
- Holiday Marketplace normally enter Yes for all

Item_No consists of merging: Guild Ltr (the guild abbreviation i.e. Y,P,C etc)
Guild ID (a two digit number to identify your guild member ID,
except Painters members who use 3-digits)
- (a dash separator)
Item No (a three digit number to identify an item)

Examples: P001-001 (means Painter #1 Item 1)
P001-002 (means Painter #1 Item 2)
W05-017 (means Weaver #5 Item 17)
Y22-001 (means Woodworker #22 Item 1)

Be sure to use zeroes and not the upper case letter O. Also, **be sure there are no spaces** between the hyphen and the numbers on either side of the hyphen. The computer is a very literal reader! The **lead zeroes** on the numbers will insure that the lists sort in numerical order, making it easier for you to track your items during and after the sales event.