

## **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 two digit number to identify an item)

**Examples: P001-01 (means Painter #1 Item 1)**

**P001-02 (means Painter #1 Item 2)**

**W05-17 (means Weaver #5 Item 17)**

**Y22-01 (means Woodworker #22 Item 1)**

**Y22-01-02 (means Woodworker #22 Item 1,  
2nd copy)**

**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.

## **HOW TO GET YOUR COMPUTER-PRINTED INVENTORY TAGS:**

**\* If you have created your inventory on the computer in the Members Room:**

Sandy will be monitoring the inventories submitted on the Members' Room computer daily. She will edit where necessary before printing TAGS. Sandy will also e-mail a copy of your Inventory Spreadsheet to your Guild Representative. Please let Sandy know when you have entered your inventory on the Member's Room computer.

OR

**If you have created your inventory at home on the official Excel spreadsheet** (downloaded from the Society Website), E-mail the sheet as an ".xls" attachment to your Guild Rep ( Each guild should select a member to receive and consolidate the inventories.)

**Once the Guild Rep has all of their guild members inventories merged, the Guild Rep sends Sandy the completed merged version.**

**Then Sandy prints out all of the tags.**

**Sandy will need to know if the Guild Rep wants the tags to distribute to their Members OR if Members will be picking their own up.**