



The Wesleyan Potters, Inc.

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Submission and Inventory-In Instructions for Outside Artists

Digital copies of your Inventory-In sheet(s) and Annual Sale form must be submitted by **October 9, 2024**. If you have difficulty submitting digitally, please contact our office staff at officemanager@wesleyanpotters.com or call 860-347-5925 for assistance.

Please note, submitting after this date will result in a 10% penalty on your commission rate.

Please use the excel spreadsheet provided on our website as your inventory sheet template for 2024 submission (<https://www.wesleyanpotters.com/opportunities/call-to-artists>). DO NOT use past formats or old forms you may have kept as our process has changed.

- Keep all information on the inventory sheet left justified. Do not add spaces or center/right justify. (That is, leave the position of your entries on the left. Do not adjust the position of text or numbers to the center or right) Do not include additional headers or extraneous information as this will cause errors when we download your information.
- If you are a “Numbers” user, please create your sheet exactly as detailed below and then convert it to an excel sheet before saving/submitting to our staff (while in numbers choose file>export to>Excel from the menu bar).

Instructions for completing your inventory sheet:

- **Column A/Item Code:** Your assigned three letter vendor code is the first part of your item code, followed by the individual item number. Start your item numbers for the 2024 sale with 24501.
 - Example: if your vendor code is ABC, write ABC24501 for your first item. No spaces, dashes or special characters. Vendor code must be in all CAPS.
 - List item codes on your sheet in numerical order starting with 24501.
 - Groups of identical items (same color, same shape, and same price) may be listed as one item code (on one line) but you must write in the correct number of identical items in the Quantity column (QOH - Column F).
- **Column B/Description:** Provide a concise description of the item with the type of item listed first (e.g. Jar, scarf, earrings) followed by an identifier (e.g. sgraffito, 40%cotton/60%silks, silver and opal).
 - Spaces, punctuation, and special characters are permitted in this column.
- **Column C/Category:** Indicate the category code for each piece as follows:
 - **P** for pottery items
 - **J** for jewelry items
 - **F** for fiber items
 - **G** for glasswork

- **W** for woodwork
- **B** for basketry work
- **O** for all others (when in doubt, use O)
- **Column D/Vendor Code:** Repeat just your three letter Vendor Code on each row of your inventory sheet (e.g. ABC NOT ABC24501).
 - Do not skip lines, leave any row blank or add any extraneous information. Each row is transferred separately into our system. Blank lines prevent the inventory sheet information from importing properly and interferes with barcode generation.
 - Vendor code must be in all CAPS.
- **Column E/Retail Price:** Provide a retail price for each item. All prices must be full dollar amounts, no cents. Do not include dollar (\$) signs.
- **Column F/Quantity:** Number of items submitted with this Item Code.
 - If you have multiples with the same item code, be sure to indicate the total quantity of items submitted with this number.

Your completed inventory sheet should look like the example below:

Item Code	Description	Category	Vendor	Price	QOH
ABC24501	Jar, blue carved	P	ABC	56	1
ABC24502	Vase, black and white sgraffito	P	ABC	125	1
ABC24503	Mug, green, tall	P	ABC	28	10
ABC24504	Earrings, silver	J	ABC	95	1
ABC24505	Cards, bird	O	ABC	8	5
ABC24506	Scarf, 40%cotton/60%silk	F	ABC	75	1

Instructions for submitting your Inventory sheet(s) and Annual Sale Form:

Save your Inventory Sheet as an excel spreadsheet (xls,xlsx) using the following file name format:

- Three letter vendor code, your name, 2024.xlsx (e.g. ABC Alfred Connelly 2024.xlsx)
- There is a sample excel spreadsheet available on our website. If you use this as a template, be sure to download and save it to your computer FIRST, before making your modifications.

Complete an Annual Sale Form using our writable pdf form available on our website at

<https://www.wesleyanpotters.com/opportunities/call-to-artists>

- Once completed, save the form to your computer using the following file name format: Three letter vendor code, your name, ASF2024.pdf (e.g. ABC Alfred Connelly ASF2024.pdf)

Once you have completed your Inventory Sheet and Annual Sale Form, attach all documents to an email addressed to officemanager@wesleyanpotters.com with the subject heading:

- Your name 2024 AS Inventory and Sale forms (e.g. Alfred Connelly 2024 AS Inventory and Sale Forms).

An envelope with your bar-code labels, tally sheet and a copy of our “Inventory Changes” form will be mailed to the address listed on your Annual Sale Form a few days to a week after you have sent your documents via email. The earlier you turn in your Inventory Sheet and Annual Sale Form, the sooner you will get your barcodes. We have many artists to process during this period, so we appreciate your patience and understanding.