

SUBMITTING YOUR CRAFTCATION POP-UP SHOP INVENTORY

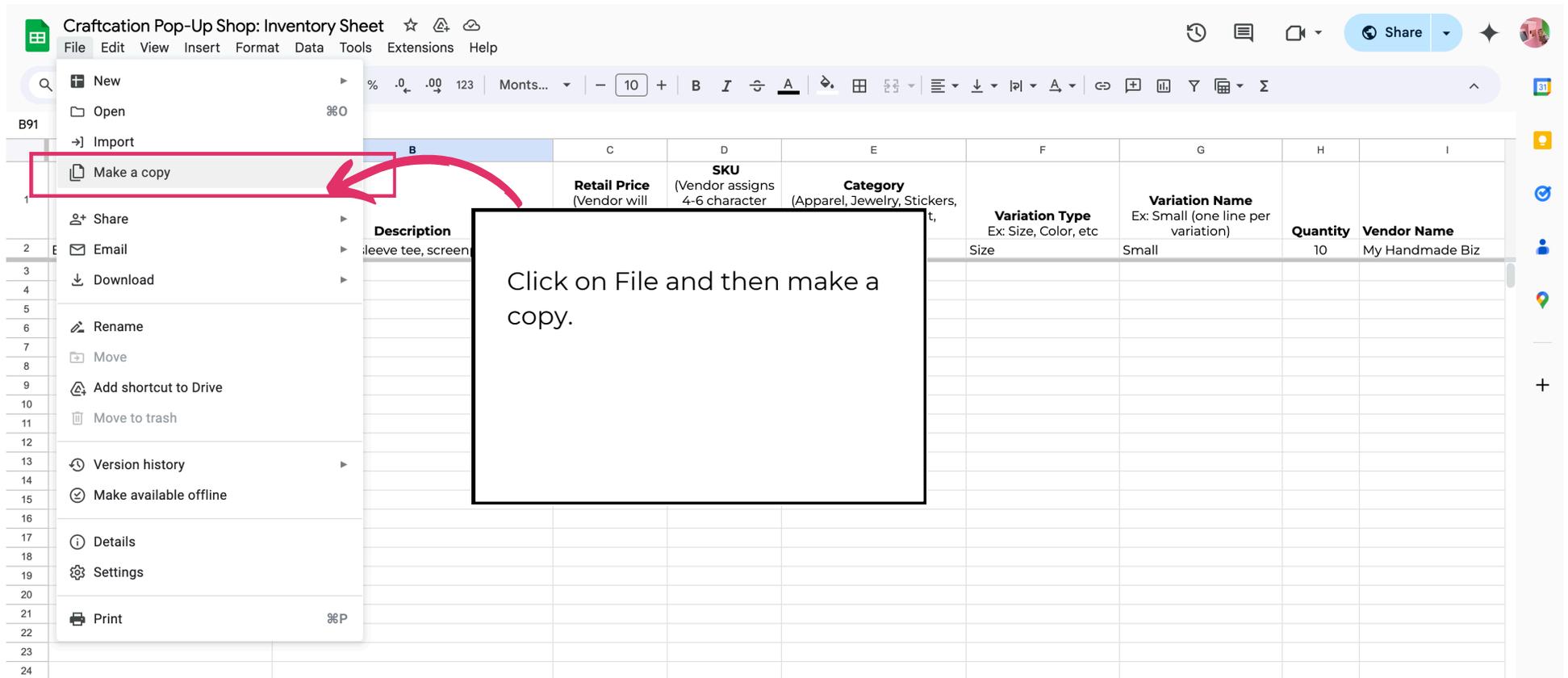
Before you can get started filling out your pop-up shop inventory sheet, you'll need to save out a version of the file to your own drive or computer.

The next few slides contain instructions for using

- Google Drive
- Excel, Numbers, etc.

SUBMITTING YOUR CRAFTCATION POP-UP SHOP INVENTORY

If you are using Google Drive....



The screenshot shows the Google Sheets interface for a spreadsheet titled "Craftcation Pop-Up Shop: Inventory Sheet". The "File" menu is open, and the "Make a copy" option is highlighted with a red box. A red arrow points from this option to a white callout box with a black border containing the text "Click on File and then make a copy." The spreadsheet grid is visible in the background, with columns labeled B through I and rows 1 through 24. The data in the grid includes headers for "Retail Price", "SKU", "Category", "Variation Type", "Variation Name", "Quantity", and "Vendor Name".

	B	C	D	E	F	G	H	I
1		Retail Price (Vendor will	SKU (Vendor assigns 4-6 character	Category (Apparel, Jewelry, Stickers, t,	Variation Type Ex: Size, Color, etc	Variation Name Ex: Small (one line per variation)	Quantity	Vendor Name
2	E				Size	Small	10	My Handmade Biz
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SUBMITTING YOUR CRAFTCATION POP-UP SHOP INVENTORY

If you are NOT using Google Drive...

Click on File and then Download. Then select your file type to open with your preferred program. Be sure to Include your name or business name in the file name.

Description	Retail Price	Variation Type	Variation Name	Quantity	Vendor Name
leeve tee, screenprinted	\$ 35.00	Ex: Size, Color, etc	Ex: Small (one line per variation)	10	My Handmade Biz

SUBMITTING YOUR CRAFTCATION POP-UP SHOP INVENTORY

Once you get your file saved and named correctly,
you're ready to go!

Next up: Filling out the Inventory Sheet!

SUBMITTING YOUR CRAFTCATION POP-UP SHOP INVENTORY

Craftcation Pop-Up Shop: Inventory Sheet

File Edit View Insert Format Data Tools Extensions Help

100% | \$ % .0 .00 123 | Monts... | - 10 + | B I | A

	A	B	C	D	E	F	G	H	I
	Item Name	Description	Retail Price (Vendor will receive 60% of this amount)	SKU (Vendor assigns 4-6 character SKU to each item)	Category (Apparel, Jewelry, Stickers, Stationery, Craft Kit, Book, etc.)	Variation Type (Ex: Size, Color, etc.)	Variation Name (Ex: Small (one line per variation))	Quantity	Vendor Name
2	Example: T-Shirt	Cotton short sleeve tee, screenprinted	\$ 35.00	MHB01	Apparel		Small	10	My Handmade Biz
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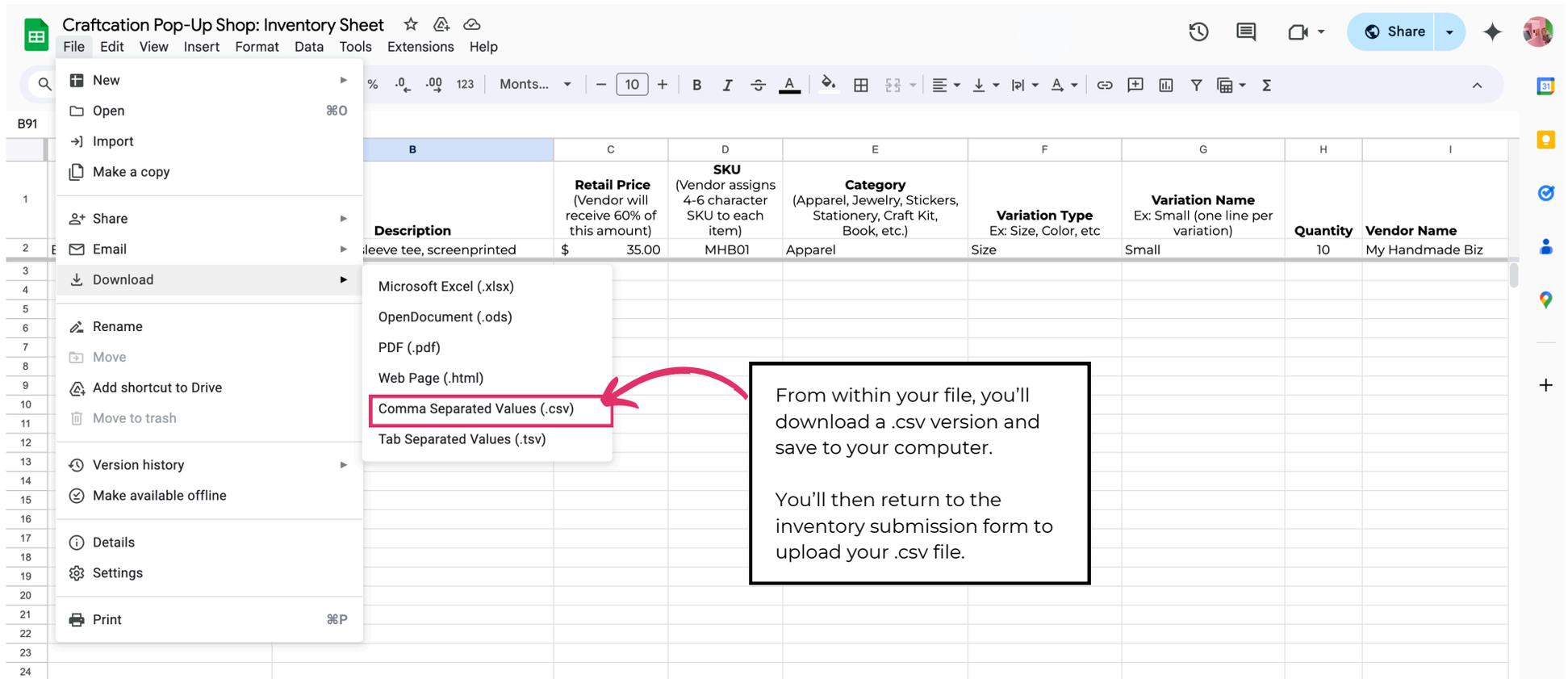
Enter your retail price. This is the price we will sell your item in the store.

(You will receive 60% of this price in your payout.)

SUBMITTING YOUR CRAFTCATION POP-UP SHOP INVENTORY

Now that you've filled out your spreadsheet, you're ready to download it and then upload it to your submission form!

SUBMITTING YOUR CRAFTCATION POP-UP SHOP INVENTORY



Craftcation Pop-Up Shop: Inventory Sheet

File Edit View Insert Format Data Tools Extensions Help

Download menu options:

- Microsoft Excel (.xlsx)
- OpenDocument (.ods)
- PDF (.pdf)
- Web Page (.html)
- Comma Separated Values (.csv)**
- Tab Separated Values (.tsv)

Description	Retail Price (Vendor will receive 60% of this amount)	SKU (Vendor assigns 4-6 character SKU to each item)	Category (Apparel, Jewelry, Stickers, Stationery, Craft Kit, Book, etc.)	Variation Type Ex: Size, Color, etc	Variation Name Ex: Small (one line per variation)	Quantity	Vendor Name
leeve tee, screenprinted	\$ 35.00	MHB01	Apparel	Size	Small	10	My Handmade Biz

From within your file, you'll download a .csv version and save to your computer.

You'll then return to the inventory submission form to upload your .csv file.

SUBMITTING YOUR CRAFTCATION POP-UP SHOP INVENTORY

POP-UP SHOP INVENTORY INSTRUCTIONS

STEP 1: Review the inventory sheet [instruction guide here](#).

STEP 2: [Click this link](#) to access our inventory spreadsheet template.

- **IMPORTANT:** This file is a template - you will only have access to view this file. Instructions to save an editable copy are found in the [instruction guide](#).

STEP 3: Fill out your inventory spreadsheet using one line for each item. Include variations in size, type, etc. For questions about SKUs and variations, refer to the instruction guide here.

STEP 4: Save your file in .csv or .xlsx format and upload using the box below. *

⬇ Drop files here or [browse](#)

When it's time, you'll click on "browse", locate the .csv file you just downloaded and add it here.

Which delivery method will you be using? *

Shipping

Drop-off

Be sure to include your shipping method.

SUBMITTING YOUR CRAFTCATION POP-UP SHOP INVENTORY

After you've submitted your form,
IT'S TIME TO PACKAGE & SHIP!

**Be sure to label your products with
their SKU and Retail Price before shipping!**

NOTE: For small items like stickers, this step is not required.

Should you have any issues with this process,
email katiemac@dearhandmadelife.com.

SUBMITTING YOUR CRAFTCATION POP-UP SHOP INVENTORY

TO SHIP YOUR PACKAGE:

1: Label the outside of your box as follows:

Your Business Name + POP-UP SHOP INVENTORY

Ex: My Handmade Biz (Pop-Up Shop Inventory)

2: Include a printed copy of your finished inventory spreadsheet

3: Ship your package to:

CRAFTACTION (Jason Belter) - (Pop-Up Shop Inventory)

Ventura Beach Marriott

2055 E. Harbor Blvd.

Ventura, CA 93001

SHIPPING WINDOW: MARCH 31 - APRIL 20, 2025

WE MUST RECEIVE YOUR SHIPMENT IN THIS WINDOW

SHIPMENTS RECEIVED BEFORE OR AFTER THIS DATE

WILL BE RETURNED TO SENDER.