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.

If you are using Google Drive....

	Craftcation Pop-Up Shop: Inve File Edit View Insert Format	entory She Data Too	eet 🛧 🔄 🗠 Is Extensions H	elp						10 E		Share - +
٩	T New	►	% .0 <u>,</u> .0 <u>0</u> 123	Monts	▼ - 10 +	в / Э	A & E3 -	≣∙	<u>↓</u> • ₽ • <u>A</u> • (⊂)	₽щΥ匾▾Σ		^
D01	🗅 Open	жо										
571	→] Import		в		С	D	F		F	G	н	
	🗋 Make a copy	K			Retail Price	SKU (Vendor assigns	Category					· · · ·
1	<u> </u> Share	►	Description		(Vendor Will	4-6 character	(Apparel, Jewelry, Stie	t,	Variation Type Ex: Size, Color, etc	Ex: Small (one line per variation)	Ouantity	Vendor Name
2	E 🖂 Email	►	leeve tee, screen						Size	Small	10	My Handmade Biz
3 4	ᢣ Download	►		Clic	k on File	and then	make a					
5 6	🖉 Rename			сор	ру.							
7	⇒ Move											
9	Add shortcut to Drive											
10 11	Move to trash											
12	-											
13	• Version history	►										
15	 Make available offline 											
16	0.0.0											
18	(i) Details											
19	铰 Settings											
20												
21	🖶 Print	ЖР										
22												
24												

If you are using Google Drive....

Q Menus 5 ♂ 🛱 🛱	100% ▼ \$ % .0 123 Monts.	🔻 - 10 -	+ в <i>І</i> ÷.	<u>A</u> ▲ ⊞ 53 × ≣ ▼	<u>↓</u> • ₽ • <u>A</u> • C=	Σ + Π. Υ - Σ		^				
✓ ∫fx												
A	В	С	D	E	F	G	н	I				
Itom Nomo	Description	Retail Price (Vendor will rec	SKU (Vendor assigns 4-6 character	Category (Apparel, Jewelry, Stickers,	Variation Type	Variation Name Ex: Small (one line per	Quantitu	VenderName				
Example: T-Shirt	Cotton short sleeve tee screenprinted	Copy	document		x: Size, Color, etc	Small	Quantity	My Handmade Biz				
Example. 1-Shirt	Cotton short sleeve tee, screenprinted	ф 00ру	accument			Siridii	10	My Handmade biz				
		Name*										
		Craftc	ation Pop-Up Sho	p Inventory - My Creative			·					
					L Renar	Rename your file to include						
					Vour r	name or busine	ess nar	me				
		Folder			yourr							
					lt sho	It should look like this:						
		(🗅 My	Drive									
					Crafto	ation Pop-Up	Invent	orv				
		⊓ s	hare it with the s	ame people								
					- veno	aor/business N	ame					
			opv comments									
			clude resolved c	omments								
			101000 10001000 0	ommonto								
				Cancel Make a conv								
				Make a copy								

If you are NOT using Google Drive....

	Craftcation Pop-Up Shop: Inventor File Edit View Insert Format Data	ry She	eet 🛧 🕰 👁 Is Extensions Help					5 E		Share - +	1
٩	New	►	% .0, .00 123 Monts	▼ - 10	+ B I ÷	<u>A</u> À. ⊞ 53 → E → ↓	<u>▼ ₽ ▼ A</u> ▼ G⊃	±щγ⊑τΣ		^	31
B91	🗀 Open	жο					1				
	→] Import		В	С	Click on File	e and then Download.	F	G	Н	I	
	🗋 Make a copy			Retail Price	Then select	your file type to open					a
1	_≙+ Share	►	Description	(Vendor will eceive 60% o this amount	with your p	referred program.	Variation Type Ex: Size, Color, etc	Variation Name Ex: Small (one line per variation)	Quantity	Vendor Name	
2	E 🗹 Email	►	leeve tee, screenprinted	\$ 35.0	Be sure to I	nclude your name or	e ·	Small	10	My Handmade Biz	•
3 4	. ∠. Download	►	Microsoft Excel (.xlsx)		business na	me in the file name.				0	0
5 6	🖉 Rename		OpenDocument (.ods)								•
7	→ Move		PDF (.pdf)								
9	Add shortcut to Drive		Web Page (.html)								+
10	I Move to trash		Comma Separated Values (.c	sv)							
12			Tab Separated Values (.tsv)								
13	 Version history 	•									
14 15 16	② Make available offline										
17	(j) Details										
19	ô Settings										
20 21		00 D									
22	e Print	æΡ									
23											

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

Next up: Filling out the Inventory Sheet!

	Craftcation Pop-Up Shop: Ir File Edit View Insert Forma	ventory She t Data Tool	eet ☆ 🕰 🗠 s Extensions Help					1		Share - +
C	、Menus ち さ 合 号 100	0% ▼ \$	% .0, .00 123 Monts	• - 10 H	в I 😌	<u>A</u> À. ⊞ 53 → ≣ →	<u>↓</u> • \$ • <u>↓</u> • (⊂)	🕀 🗈 Υ 🚍 ד Σ		^
B91	✓ fx									
	A		В	С	D	E	F	G	н	I
1	Item Name	~	Enter your Item na	me.	SKU /endor 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	In this example we	're using	MHB01	Apparel	Size	Small	10	My Handmade Biz
3			"T-Shirt".	0						
5										
6										
7										
8										
9										
10										
11										
12										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										

	Craftcation Pop-Up Shop: File Edit View Insert Form	Inventory Sheet 🛠 🖄 👁 nat Data Tools Extensions Help					5 E		Share - +
	入 Menus ち さ 合 号 10	00% ▼ \$ % .0 .00 123 Monts	• - 10 +	в I 😌	<u>A</u> À. ⊞ 53 → Ξ →	← ★ \$ ★ A	± Υ		^
B91	✓ ∫fx								
	A	В	С	D	Е	F	G	н	I
1	Item Name	Description	Retail Price (Vendor will receive 00% 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	MUDOI	Apparal	fize	Small	10	My Handmade Biz
3									
4				Describe you	ur Item. This will				
5				help us diffe	rentiate between				
5				other similar	r items in vour				
8				invontory a	s well as other				
9				inventory - a					
10				similiar item	is from other				
11				vendors.					
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
24									
27									

	Craftcation Pop-Up Shop: File Edit View Insert Form	Inventory Sheet ☆ 🖄 🗠 nat Data Tools Extensions Help					5		Share - +
C	X Menus ちさ骨骨 10	00% - \$ % .0 .0 123 Monts	▼ - 10 +	віэ		C⊃ ▼ A ▼ G ▼ ↓			^
B91	✓ ∫x								
	A	В	С	D	Е	F	G	н	I
1	ltem Name	Description	Retail Price (Vendor will receive 60% of this amount)	SKU (Vendor assigns 4-6 character SKU to ttem)	Category (Apparel, Jewelry, Stickers, Stationery, Craft Kit, Poole sto	Variation Type	Variation Name Ex: Small (one line per variation)	Quantity	Vendor Name
2	Example: T-Shirt	Cotton short sleeve tee, screenprinted	\$ 35.00	мнвот	Ap		nall	10	My Handmade Biz
3					Entoryour rota	vil prico Thic ic			
4									
5					the price we w	ill sell your item			
6					in the store.				
7									
8					(You will receiv	e 60% of this			
10									
10					price in your pa	ayout.)			
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

	Craftcation Pop-Up Shop: File Edit View Insert Form	Ū			Share - +					
0	入 Menus ち さ 母 岩 10	00% - \$ % .0 .0 123 Monts	10 +	в I 😌	<u>A</u> ♣. ⊞ 53 → ■	- ↓ • • • <u>A</u> • G⊃	t II. Y	- Σ		^
B91	✓ fx									
	A	В	С	D	E	F	G		н	I
1	ltem Name	Description	Retail Price (Vendor will receive 60% of this amount)	SKU (Vendor assigns 4-6 character SKU to each item)	Category (Apparel, Jewelry, Sticke Station of C Book, g	irs,	Variation	Name e line per pn)	Quantity	Vendor Name
2	Example: T-Shirt	Cotton short sleeve tee, screenprinted	\$ 35.00	MHB01	Apparel ASS		e is up		10	My Handmade Biz
3					to y	ou. It can be a				
4					cor	nbination of numbe	ers and			
5					lett	ers but must be bet	tween 4			
6					and	l 6 characters.				
- /										
0										
10					Exa	mple: MHB01				
11							1			
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										

	Craftcation Pop-Up Shop: File Edit View Insert Form	Inventory Sheet ☆ 🕼 🗠 nat Data Tools Extensions Help					I		Share - +
C	、Menus ち さ 母 号 10	00% → \$ % .0 .0 123 Monts	• - <u>10</u> +	в I 🗘	<u>A</u> ♣. ⊞ 53 - ≣ -	← ▼ ♀ ▼ ▲ ▼ G⊃	+ Υ Σ		^
B91	✓ fx								
	A	В	С	D	E	F	G	н	I
1	ltem 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	Variation Name Ex: Small (one line per variation)	Quantity	Vendor Name
2	Example: T-Shirt	Cotton short sleeve tee, screenprinted	\$ 35.00	MHB01	Apparel	Size		- i i i i i i i i i i i i i i i i i i i	My Handmade Biz
3 4 5 6 7						Assign a c example o assigned category	category. For our of T-Shirt, we hav apparel as the	'e	
8						category.			
9									
10									
12									
13									
14									
15									
16									
17									
18									
19									
20									
22									
23									
24									

⊞	Craftcation Pop-Up Shop: Inventory Sheet ☆ @ ⊘ File Edit View Insert Format Data Tools Extensions Help												
C	Menus 5 순 🛱 🕇 10	00% ▼ \$ % .0 .0 123 Monts	• - 10 +	в I 🗘	<u>A</u> ♣. ⊞ 문국 ▼ ≡ ▼	<u>↓</u> ▼ \$ ▼ <u>A</u> ▼ (CĐ			^				
B91	✓ fx												
	A	В	С	D	E	F	G	н	I				
1	ltem 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	Size	Small	10	My Handmade Biz				
3													
4													
5				IF.	vour itom has any war	intions							
6				11.7	our item has any var	lations							
7				(in	our example we hav	/e							
8				dif	ferent sizes) this is w	here							
9				VO	u tell us the kind of								
10				J =	riation (Variations de	not							
12				va		, incr							
13				rea	quire their own SKUs	5.)							
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													

	Craftcation Pop-Up Shop: I File Edit View Insert Form	Inventory Sheet ☆ 🖄 🗠 Iat Data Tools Extensions Help					5 E		Share - +
	入 Menus ち さ 母 窄 10	00% ▼ \$ % .0 .0 123 Monts	▼ - 10 +	в І 🕄	<u>A</u> ♣. ⊞ 53 ▼ ≣ ▼	<u>↓</u> ▼ ♀ ▼ <u>A</u> ▼ G⊃	ΞΞΥΞτΣ		^
B91	✓ ∫ fx								
	A	В	С	D	E	F	G	н	I
1	ltem 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	Size	Small	10	My Handmade Biz
3									
4									
5									
6					He	ere you add your v	variation		
7					na	ame.			
8									
10					c'		,		
11					Sir	nce our example \	/ariation		
12					Ту	pe is Size, this is w	/here we		
13					as	sign Small for the	variation		
14					na	ame			
15					114				
16									
17									
18									
19									
20									
21									
22									
23									
24									

	Craftcation Pop-Up Shop: I File Edit View Insert Form	nventory Sheet ☆ & ⊘ at Data Tools Extensions Help					1) E		Share - +
(ス Menus ち さ 骨 窄 10	00% ▼ \$ % .0 .0 123 Monts	• - 10 +	в I ÷	<u>A</u> À. ⊞ 53 → Ξ →	<u>↓</u> • ₽ • <u>A</u> • G⊃	ΞΨΣ		^
B91	▼ j£x								
	A	В	С	D	E	F	G	Н	I
1	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	Size	Small	10	My Handmade Biz
3									
4									
5									
6						Tell us ho	ow many of this		
						item/vari	ation you are		
0						including	a in your shipment.		
10							, , <u>-</u>		
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

	E Craftcation Pop-Up Shop: Inventory Sheet ☆ @ ⊘ File Edit View Insert Format Data Tools Extensions Help												
	X Menus 5 순 률 둠 10	00% ▼ \$ % .0 .0 123 Monts	▼ - 10 +	в I 😌	<u>A</u> ♣. ⊞ 53 ▼ E ▼	<u>↓</u> • ₽ • <u>A</u> • (G)			^				
B91	✓ ∫ fx												
	A	В	С	D	E	F	G	н	I				
1	ltem 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	Size	Small	10	My Handmade Biz				
3													
4							6						
5							· · · · · · · · · · · · · · · · · · ·						
6							nclude vour name	or					
7						h	usiness name her	a This is					
8													
9						r	iow you will be sto	red as a					
10						V	endor In our point	of sale					
11						S	ystem.						
12							5						
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													

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

	Craftcation Pop-Up Shop: Invento File Edit View Insert Format Data	o ry She a Tool	eet 🕁 🕼 👁 s Extensions Help					5 E	Q •	🛇 Share 🝷 🔶 🍕
٩	T New	•	% .0, .00 123 Monts	▼ - 10 +	в / ÷	<u>A</u> . ⊞ 53 - ≣ -	<u>↓</u> • २ • A, • (⊂)	₽щΥ匾▾Σ		^ 3
B91	🗅 Open	жо								
571	→] Import		В	С	D	E	F	G	н	[
	🗋 Make a copy			Retail Price	SKU (Vendor assigns	Category				
1	온+ Share	►	Description	(Vendor will receive 60% of this amount)	4-6 character SKU to each item)	(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	🖂 Email	•	leeve tee, screenprinted	\$ 35.00	MHB01	Apparel	Size	Small	10	My Handmade Biz
3	🛃 Download	•	Microsoft Excel (.xlsx)							
5 6	🖉 Rename		OpenDocument (.ods)							
7 8	⇒ Move		PDF (.pdf)							
9	Add shortcut to Drive		Web Page (.html)			From within your file	e vou'll			+
10	🔟 Move to trash		Comma Separated Values (.c	csv)		download a csy vers	sion and			
12		_	Tab Separated Values (.tsv)			save to vour compu	tor			
13	 Version history 									
14	Ø Make available offline					Vou'll then return to				
16						inventory submissio				
17	() Details					upload your covifilo				
18	හි Settings					upidad your .csv me.	·			
20										
21	🖶 Print	ЖP								
22	_									
23										
27										

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 .xslx format and upload using the box below. *



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 <u>katiemac@dearhandmadelife.com</u>.

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.