

## Supplier Best Practice

Selling on Consignment to Market Agents



## See it in Action

Watch our online training video

**HERE** 

## Need Help?

Call us to arrange a private induction

1800 417 017

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## PROCESS CHECKLIST

- □ LOGIN to the Hivefloor
- ☐ CREATE a new Market Offer or UPDATE an existing Market Offer
- □ SET PRICING MODEL to CONSIGNMENT
- ☐ SET VISIBILITY to Selected Buyers only
- NAME the offer for future reference
- SELECT BUYERS to include in the offer
- ADD PRODUCTS and SET PRICE or leave blank to receive agent estimate
- SET DURATION must have an end date
- □ SAVE and GO LIVE
- □ ACCEPT or DECLINE orders
- UPDATE SHIPPING DETAILS
- ☐ RECEIVE ADVICE on the sales price
- PRINT and SEND the invoice





