



ANTIQUELY

# Guide to Managing Point-of-Sale for Antique Centres,

*Make multi-vendor retail simpler.*

*Running an antique centre is unlike running a traditional shop. Managing multiple traders, tracking individual sales, and reporting accurately takes time and care. This guide explains the unique point-of-sale challenges faced by antique centres and how to manage them with confidence.*





# *Contents*

01. Introduction: Why Multi-Vendor POS is Different
02. Managing a List of Traders
03. Tracking Sales by Trader
04. Reporting and Paying Traders

# *Introduction: Why Multi-Vendor POS Is Different*

Antique centres, emporiums, and artisan collectives bring together independent traders under one roof. This model allows landlords and managers to monetise space efficiently, while giving traders a lower-risk way to sell without running their own shop.

But multi-vendor retail comes with operational complexity that standard retail systems are not designed to handle.

Unlike single-brand shops:

- Each trader has their own stock, pricing, and margin structure
- Items are often unique and prices may be negotiable
- Sales must be tracked and reported individually
- Trust and transparency with traders is critical to long-term success

As centres grow beyond a handful of traders, administration time can quickly spiral. Manual processes increase the risk of errors, slow reporting, and strained trader relationships.

This guide explores the key point-of-sale challenges unique to antique centres and outlines practical ways to reduce admin, improve accuracy, and keep both staff and traders confident.



# Managing a List of Traders

Every multi-vendor centre starts with one core task: keeping an accurate, up-to-date list of traders.

Centres vary widely in scale, from small collectives to large sites with hundreds of units. Regardless of size, managers need clear visibility of:

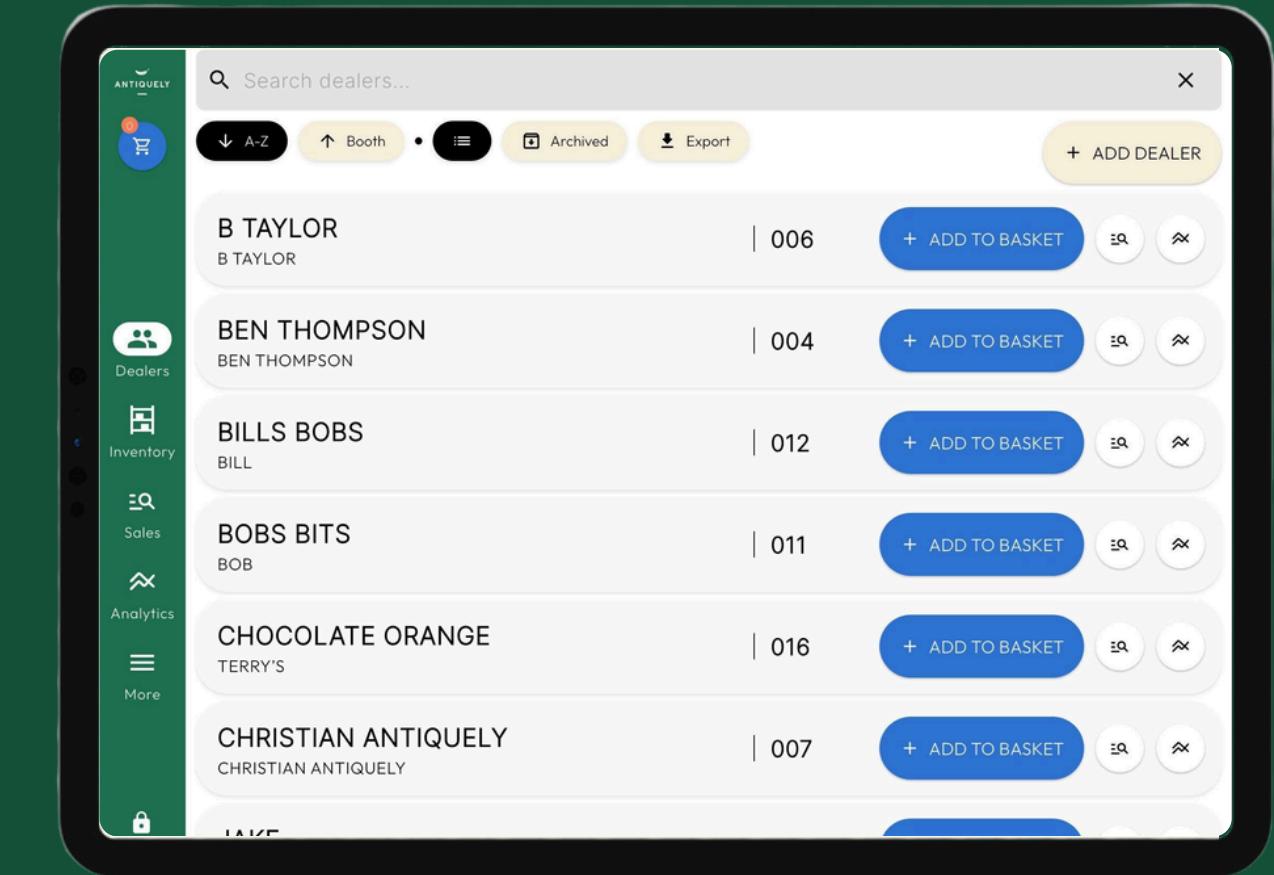
- Who is trading in the centre
- Which unit or space they occupy
- Rent levels by space
- Commission rates on sales
- Differences between cash and card payments

These details change regularly as traders join, leave, or renegotiate terms. When this information is stored across spreadsheets, notebooks, or emails, mistakes become inevitable.

A purpose-built system allows you to:

- Maintain a single source of truth for trader details
- Apply different commission structures by trader
- Handle card fees and cash sales accurately
- Update information instantly when circumstances change

Getting this foundation right reduces admin errors and removes uncertainty for both managers and traders.



# Tracking Sales by Trader

Tracking sales in an antique centre is fundamentally different from tracking sales in conventional retail. Items are often one-off pieces, prices may be negotiated at the till, and multiple traders' items can be sold in a single transaction. Barcodes and traditional inventory systems are rarely practical.

For each sale, staff typically need to record:

- Item description
- Trader name
- Ticket price
- Final sale price
- Payment method

Under pressure, especially during busy periods, this process can slow queues and increase the risk of mistakes. Many centres fall back on pen and paper, only to re-enter data later.

A system designed specifically for multi-vendor sales allows staff to:

- Add items from multiple traders to one basket
- Record negotiated prices accurately
- Capture photos of items where helpful
- Avoid double-handling data

Some centres continue using paper at the desk and upload sales in bulk later. A flexible approach supports different working styles while still ensuring accurate records.

*“We use Antiquely like a ‘back-office POS’ - our sales staff still record sales on pen and paper and then we upload them to Antiquely at the end of the day. The easy reporting features save us time and make reporting to dealers simple.”*



# *Reporting and Paying Traders*

Beyond recording sales, running a multi-vendor centre involves ongoing reconciliation and communication.

Managers must:

- Close the till accurately
- Inform traders of what has sold
- Calculate commission and deductions
- Prepare clear payout reports

Without automation, this often means repeated phone calls, manual spreadsheets, and hours of repetitive admin.

Clear, regular reporting benefits everyone:

- Traders can restock promptly after large sales
- Disputes are reduced through transparency
- Managers regain time to focus on the shop itself

Automated reporting makes it possible to:

- View live sales ledgers for cash and card
- Generate summary reports by trader and date range
- Provide individual traders with clear sales breakdowns
- Standardise payout calculations

Reducing manual reporting not only saves time, it builds trust and professionalism across the entire centre.





# GET STARTED IN THREE SIMPLE STEPS

Managing a multi-vendor store does not need to be complicated.

Get started with Antiquely:

1. Create a free account
2. Add your list of traders
3. Start tracking sales and generating reports

Antiquely is point-of-sale software designed specifically for antique centres and multi-vendor stores. There are no contracts and you can cancel at any time.

Create an account today and see how much time you can save.



## More Questions?

If you would like to learn more:

Visit our FAQ page

Speak to our UK-based support team

We are always happy to talk through whether Antiquely is the right fit for your centre.

Reach us by phone or email:

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