



How to Sell a Firearm Using a Paper 4473

Using a Paper 4473 from the Register

1. Customer completes paper 4473
2. Store manually processes paper 4473
3. Store performs NICS or state required background check
4. Open the **Register**
5. Search to locate or add new customer
6. To locate firearm, **scan** the firearm UPC, Serial Label or click the **Search** Tab
7. In **Search** Tab, click the **Firearm Inventory** Tab
8. Search for the firearms(s)
9. Double-click the Firearm to select it
10. Complete the Customer Information
11. Enter the NICS number and Transaction Serial Number
12. Click **Submit**
13. Complete waiting period and 3310-12 information if applicable for store location
14. Select the tender type for Payment
15. Click **Submit**
16. Select the **Tender Type** for payment
17. Both a transactional and firearm receipt will print to receipt printer. The firearm receipt will have a customer signature line and may be used for any required record keeping.
18. If desired, print the optional 8 1/2 X 11 firearm receipt for the customer

Using a Paper 4473 from the Data Center

1. Customer completes paper 4473
2. Store manually processes paper 4473
3. Store performs NICS or state required background check
4. Open the **Data Center**
5. Click the **Firearm** Tab
6. Click **Transaction** button
7. Select **Sale**
8. Click **Select Buyer**
9. Search to locate Customer or **Add New Customer**
10. Review **Customer Information** screen and click **Submit**
 - a. If transferring to another FFL, click and complete the **TRANSFER AGENT** information
Note: "Is Transfer Agent" must be selected in the Vendor Information for the vendor to display on the screen
11. Click **Add Outgoing**
12. Scan or Select Firearm(s)
NOTE: Price can only be modified in this screen. If firearm information is incorrect, **Cancel** transaction and correct record in the bound book
13. Click **Submit**
14. Fill in **DATE, NICS, 4473, NOTES & GUN SHOW** (as appropriate)
15. Click **Submit**
16. Complete transaction in **Register**

Transfer Out from Data Center

TRANSFER OUT TO ANOTHER FFL

1. Open the **Data Center**
2. Click the **Firearm** Tab
3. Click the **Transaction** button
4. Select **Transfer Out** button
5. Search for or add new **Transfer Vendor/Customer**
6. Review the **Vendor** or **Customer Info**
7. Click **Submit**
8. Click **Add Transfer**, Select firearm(s), Verify firearm information
9. Click **Submit**

AT THE REGISTER

1. Open the **Register**, charge the customer fees (as appropriate)
2. Package & ship firearm to FFL
NOTE: Firearm information cannot be edited from here. If firearm info is incorrect, **Cancel** and correct record in the bound book

Transfer In from Data Center

TRANSFER IN FROM ANOTHER FFL

1. Open the **Data Center**
2. Click the **Firearm** Tab
3. Click the **Transaction** button
4. Select **Transfer In** button
5. Search to locate or add **New Vendor**
6. Review the **Vendor Information**
7. Click **Submit**
8. Click **Add Transfer**
9. Complete **Firearm Description**
10. Click **Submit**
11. Add **DATE & NOTES** (as appropriate)
12. Click **Submit**

AT THE REGISTER (If charging Transfer Fee to customer)

1. Open the **Register**
2. Charge the customer fees as appropriate



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Using a Paper 4473 from the Data Center

Purchase	Trade	Inbound Consignment	Return Consigned Firearm
<ol style="list-style-type: none"> Open the Data Center Click the Firearms Tab Click the Transactions button Select Purchase Click the Select Seller button Search to locate or Add New Customer Review Customer Information Click Submit Click Add Incoming button Complete Firearm Description Click Submit <p>AT THE REGISTER</p> <ol style="list-style-type: none"> Open Register Select Customer firearm was purchased from Click Current Tab Click Firearm Transactions Click Move to Register Select Tender Type to pay customer Click Submit 	<ol style="list-style-type: none"> Open the Data Center Click the Firearm tab Click the Transactions button Select Trade Click Select Buyer button Search to locate or Add New Customer Review Customer Information and click Submit If transferring to another FFL, click and complete the TRANSFER AGENT information Click Add Outgoing <p>NOTE: Price can only be modified here. If firearm information is incorrect, Cancel and correct in the bound book</p> <ol style="list-style-type: none"> Scan or Select Firearm(s) Click Submit Click the Add Incoming button Complete Firearm Description Click Submit Fill in DATE, NICS, NOTES & GUN SHOW (if necessary) Click Submit <p>AT THE REGISTER</p> <ol style="list-style-type: none"> Open Register Locate Customer, click on the Current Tab Click Firearm Transactions Click Move to Register Complete waiting period & 3310-12, if applicable Select Tender Type(s) Click Submit Both a transactional and firearm receipt will print. The firearm receipt will have a customer signature line and may be used for required record keeping. If desired, print optional 8 ½ receipt for customer 	<p>Note: 4473 not required for Inbound Consignment</p> <ol style="list-style-type: none"> Open the Data Center Click the Firearm tab Click the Transactions button Select Inbound Consignment Click Select Party Search to locate or Add New Customer Review Customer Information Click Submit Click the Add Incoming button Complete Firearm Description Click Submit Consignment Receipt will display; print <p>PAYOUT CONSIGNEE</p> <ol style="list-style-type: none"> Open the Data Center Click the Firearms Tab Click the Reporting button Click Inbound Consignments button Click Pay button for consignee Click Check Input Number or Move to Register Click Submit <p>AT THE REGISTER</p> <ol style="list-style-type: none"> Open Register and select Customer Click Current Tab Click Firearm Transactions Click Move to Register Select Tender Type, to pay customer Click Submit 	<ol style="list-style-type: none"> Open the Data Center Click Firearm tab Click the Transaction button Select Inbound Consignment Return Click Select Party Search and select Customer Review Customer Information Click Submit Click Add Return Select Firearm(s) being returned Click Submit Fill in DATE, NICS, 4473, NOTES & GUN SHOW (if necessary) Click Submit <p>OR</p> <ol style="list-style-type: none"> Use the 4473 process. In update 4473 Disposition select Consignment Return. A firearms transactions window will appear. Review & update (if necessary) Click Submit