



G•S•L
GLOVEMAN
SUPPLIES LTD
WWW.GLOVEMAN.CO.UK

How to Guide Gloveman VIP System

Introduction to the Gloveman VIP System Website

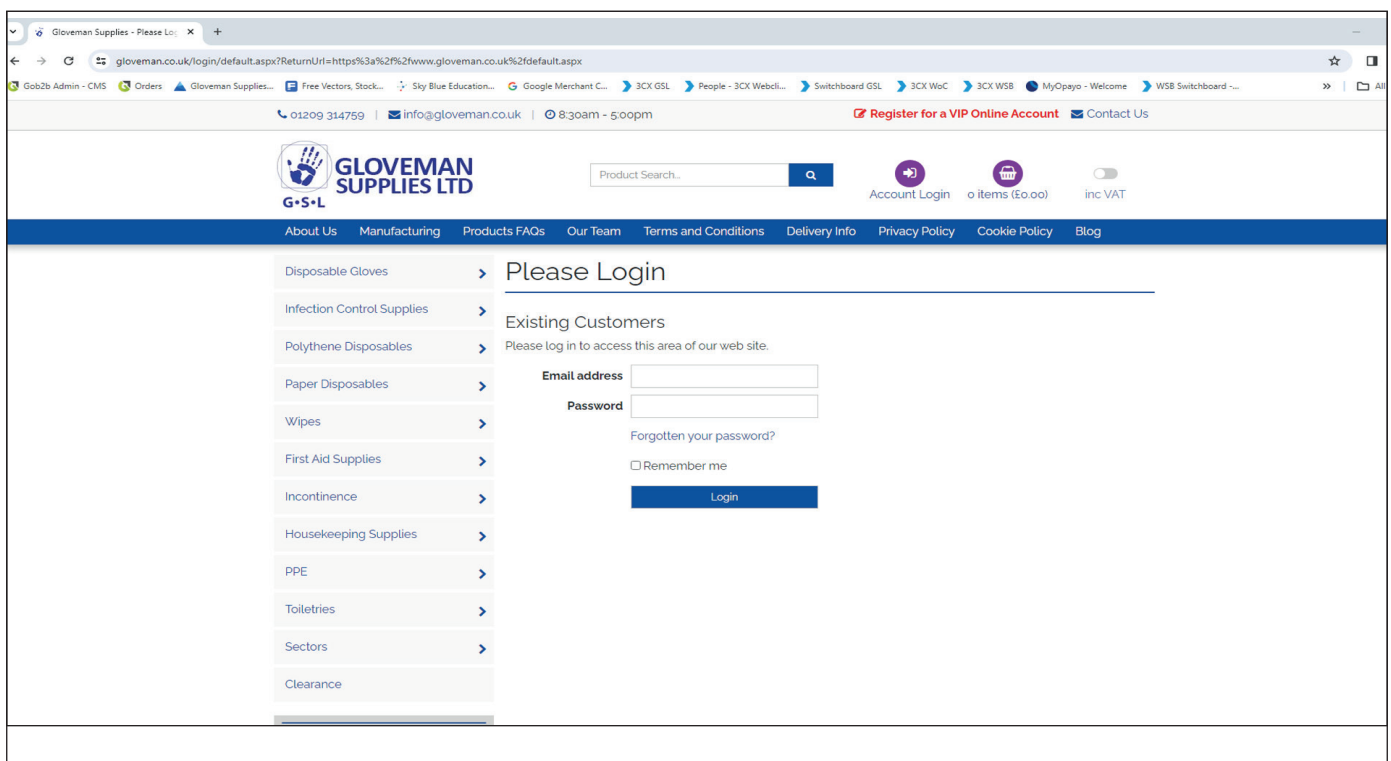
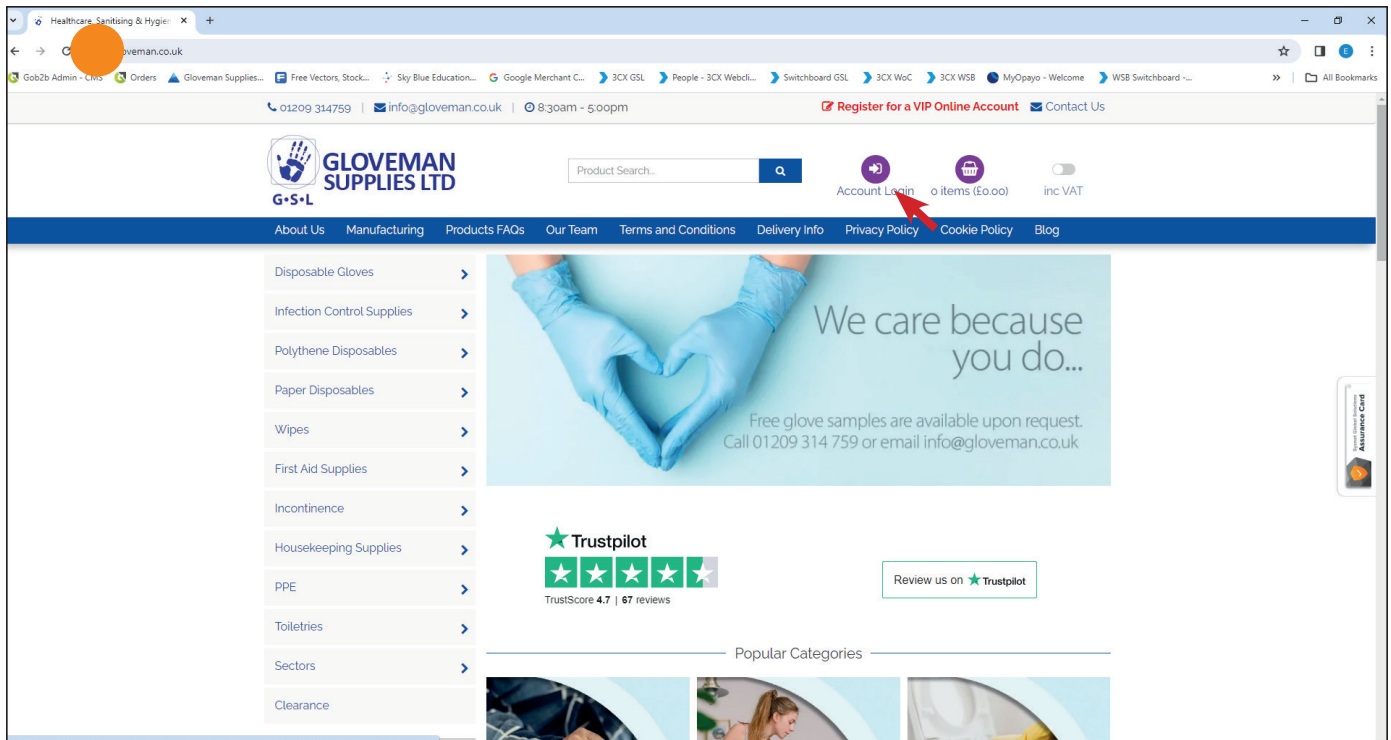
This guide will clearly show you how to place orders on your dedicated area of our website. It has been designed so each order gets approved by your Branch Manager and then the order will be placed in a review area. This review area is then accessed by Head Office who will then give final approval to all branch orders in one go on a specific day. This means all orders will go to our warehouse on the same day and be despatched at the same time.

The website allows you to order in three ways and details of each will be illustrated in this guide to help you.

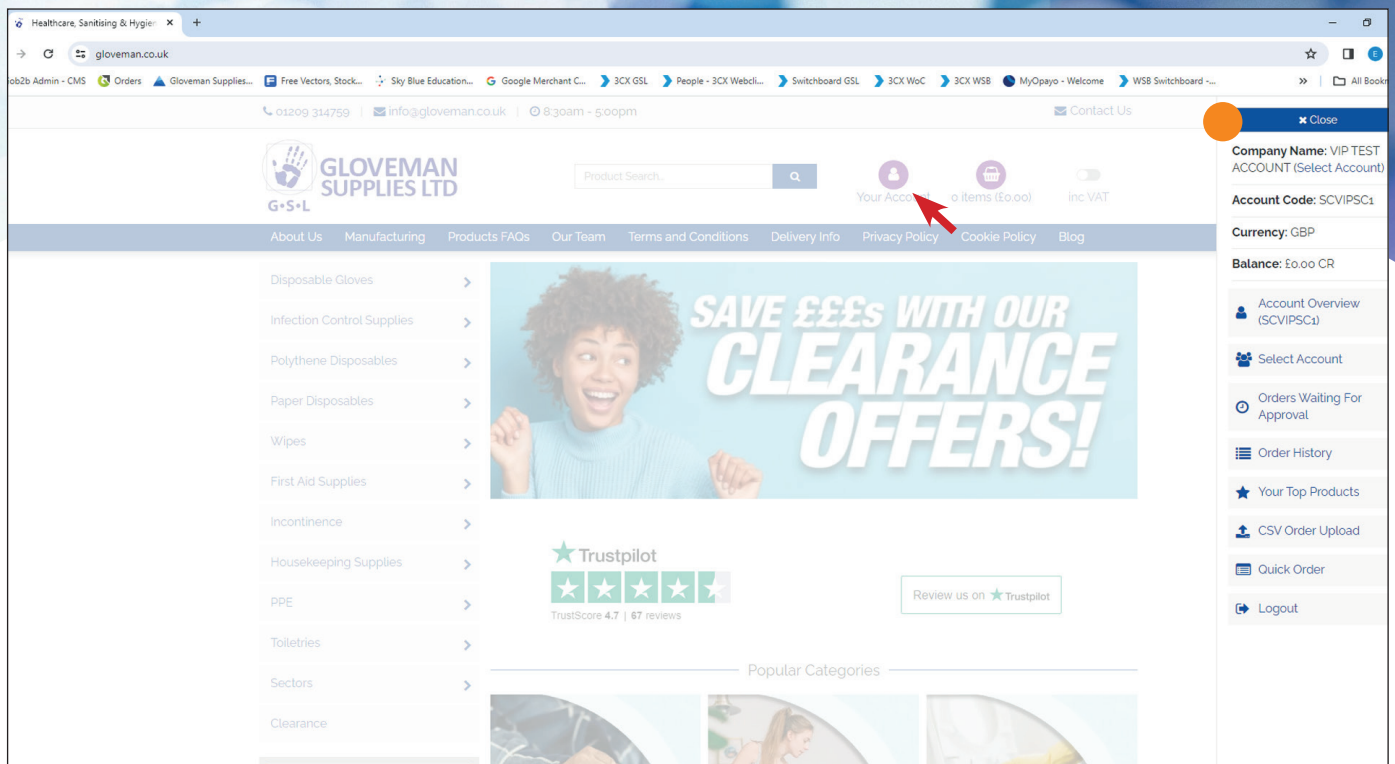
If you encounter any technical issues you can contact the Gloveman I.T. and Web Department on 01209 314759 and select option 4.

Access the Website

To access the your dedicated area on the Gloveman VIP System Website, simply type into the **Address Bar** of your usual internet browser **www.gloveman.co.uk**. Once on the homepage, click **Login/Register** in the top right to go to the sign in page.



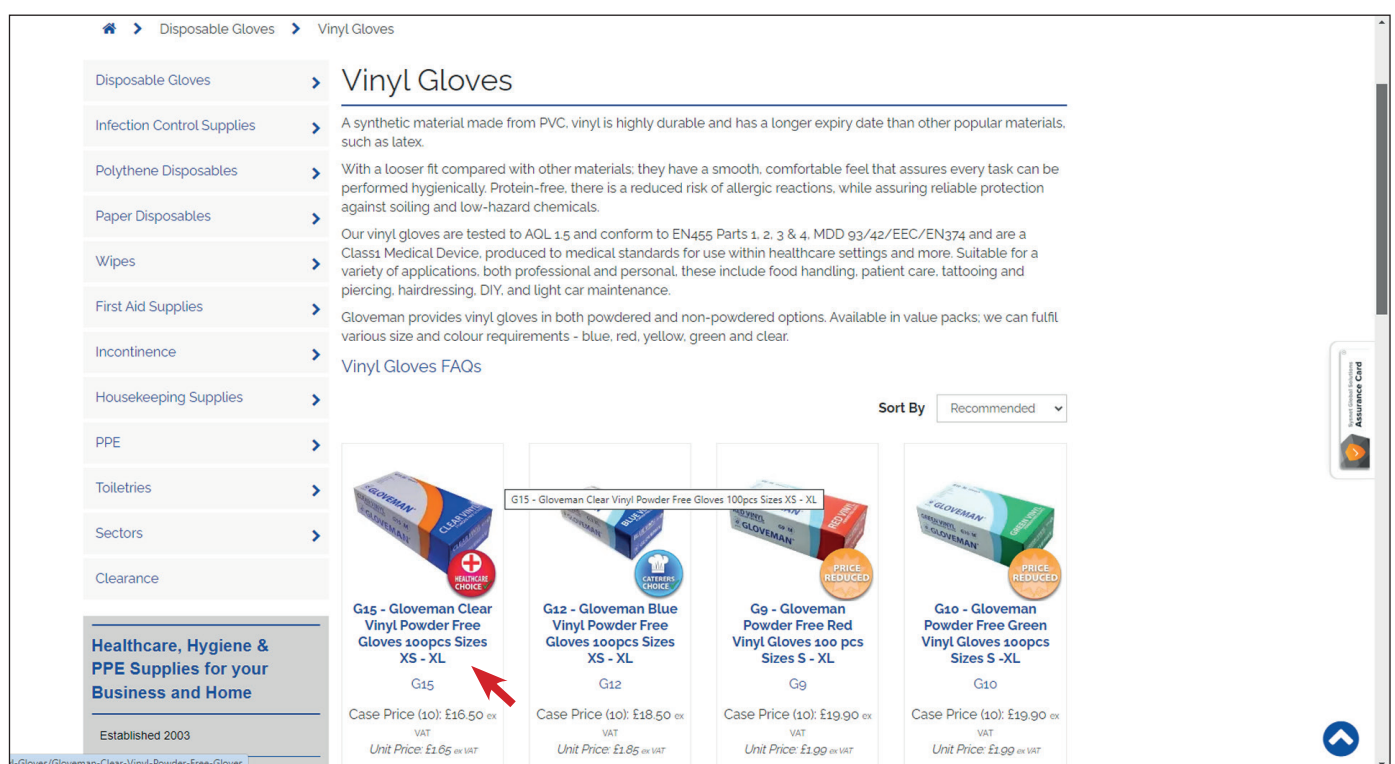
Enter your generic branch account **Email Address** as provided by Head Office and your **Password**.

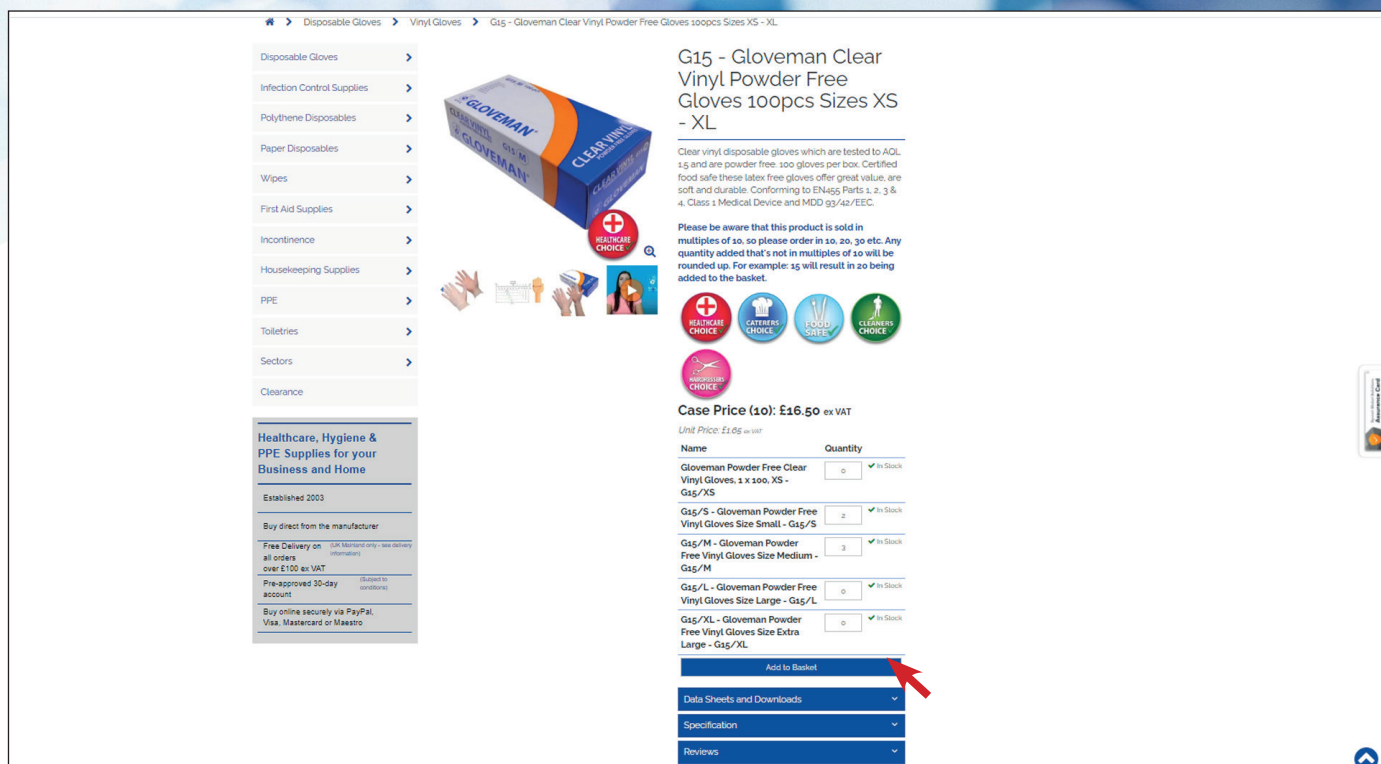


Once logged in you can click on **Your Account** and a **Sliding Side Menu** will appear on the right with access to useful pages such as account overview, order history, quick order and top products.

Ordering - Method One

Once logged in you can select the category of the product you wish to purchase e.g. Gloves. You can hover over Gloves and a list of available gloves types will appear next to it on the right. Then if you hover over Vinyl Gloves and then select the product that appears on next to it, in this instance Case of **Gloveman Clear Vinyl Powder Free Gloves**. Alternatively, you can click on Gloves, then Vinyl Gloves then on to your chosen product (As exemplified below).

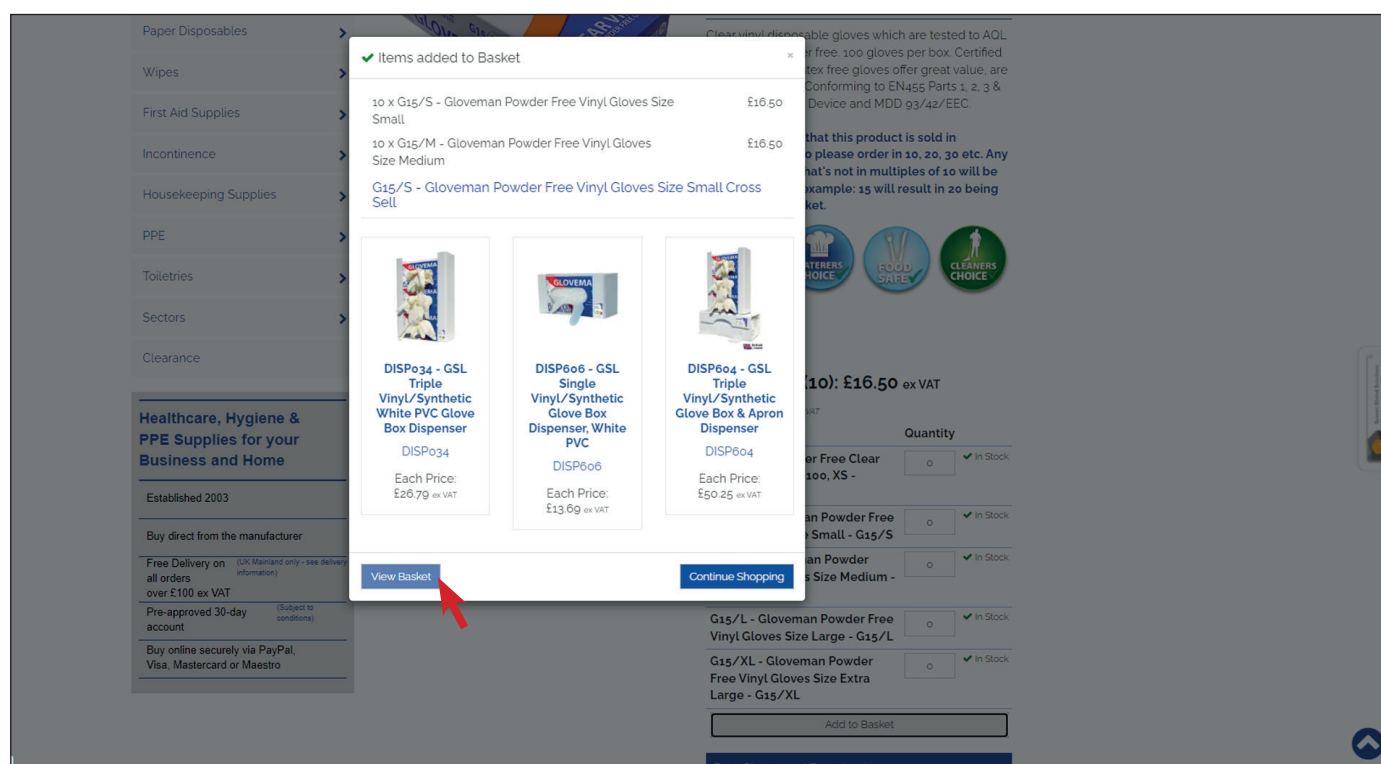


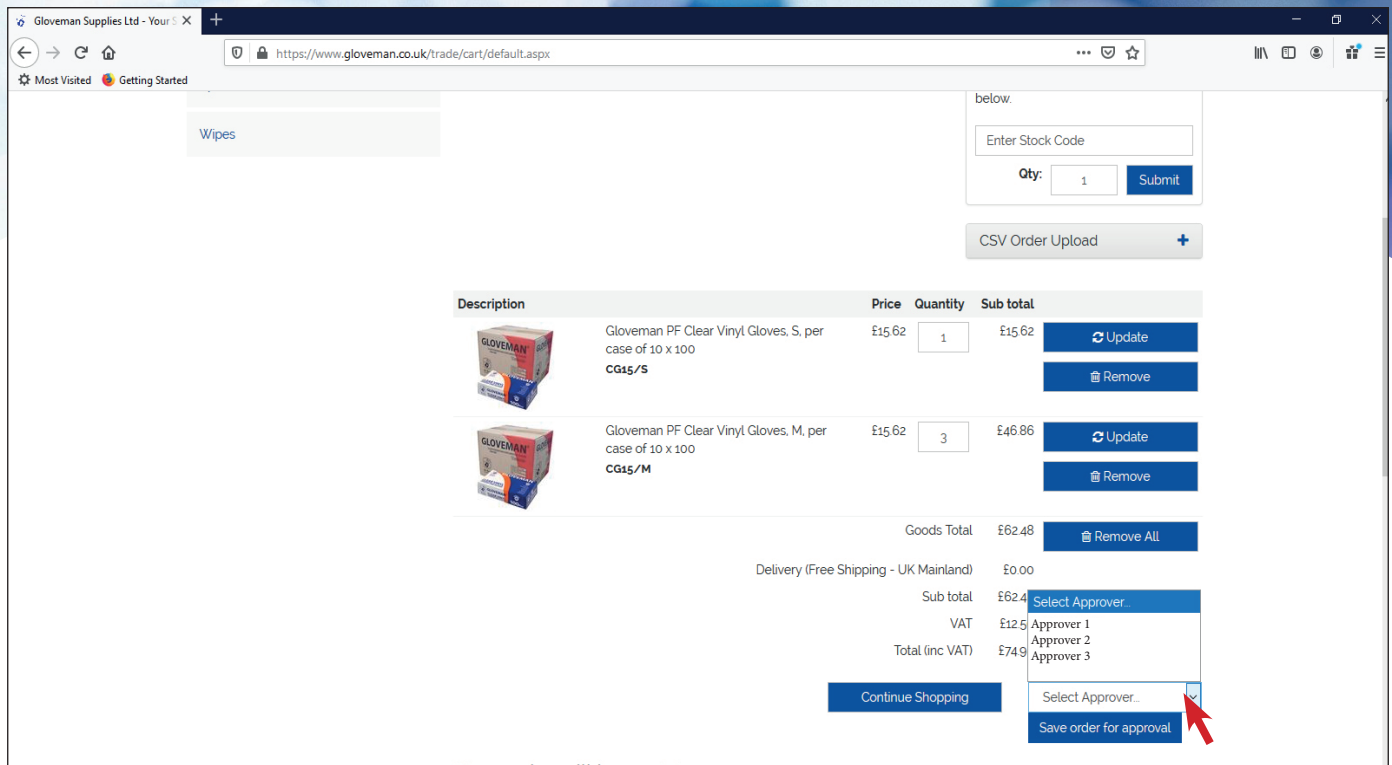


Once on the product page, and to the right of the image, you will be able to see the product name, description, specifications and any data/COSHH sheets that product may have.

You will also see the order quantity box or boxes in the instance where a product has multiple variants like sizes. In these boxes you can add the quantities you require against each size and then add these selections in one go to the basket by clicking **Add to Basket**.

A window will appear where you can either continue shopping or view basket. For the ease of the guide we will click on view basket.

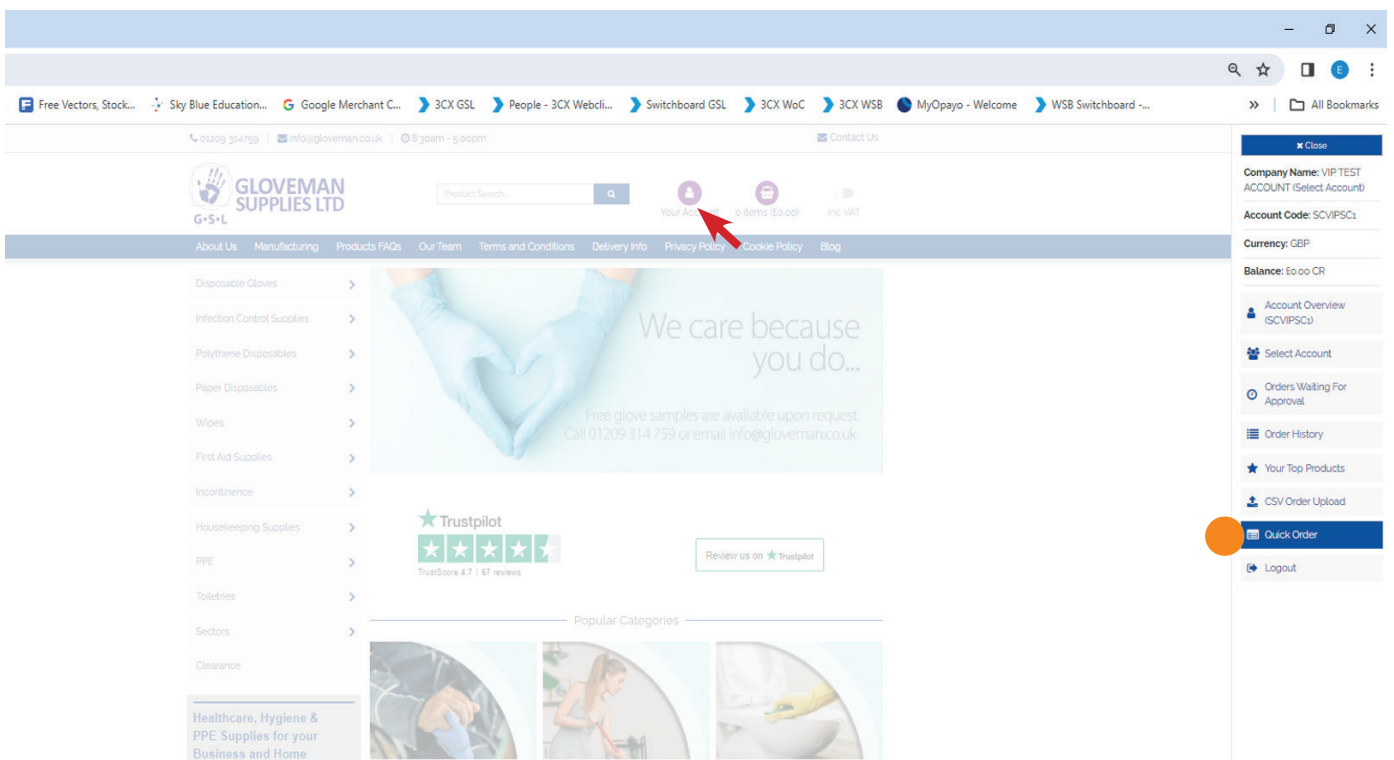


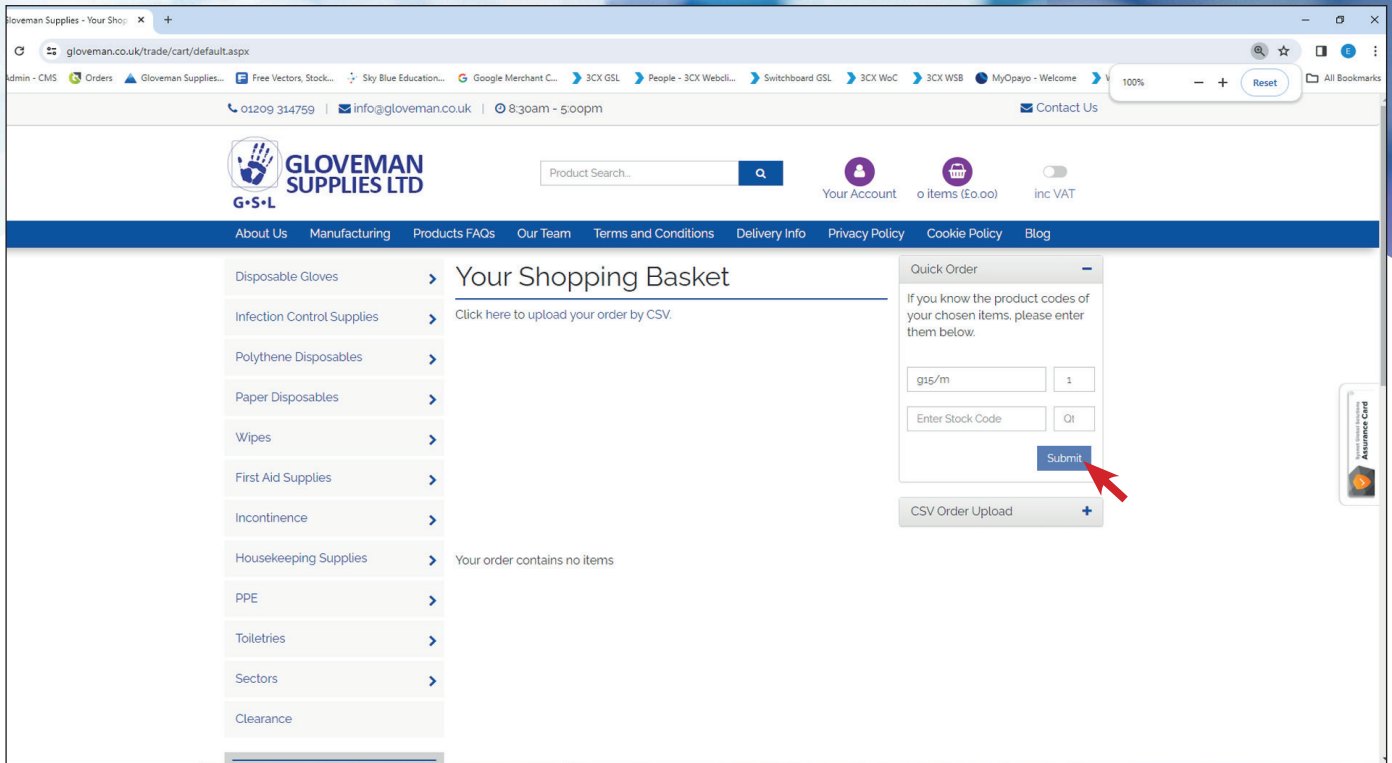


Once viewing the basket, you can amend any item and update it or remove it. Before you **"Save order for approval"** you need to select your "Area Manager" who will authorise your order. **Please note: Your Area Manager will have the right to amend your order if they see fit.** This will allow them to receive an email informing them they have an order to approve. Once the order has been authorised by the Area Manager it will then go into a holding area for final approval by **Head Office**.

Ordering Method Two - Quick Order

Once logged in click on **Your Account** at the top right. The **Sliding Side Menu** will appear on the right. From here click on **Quick Order**.

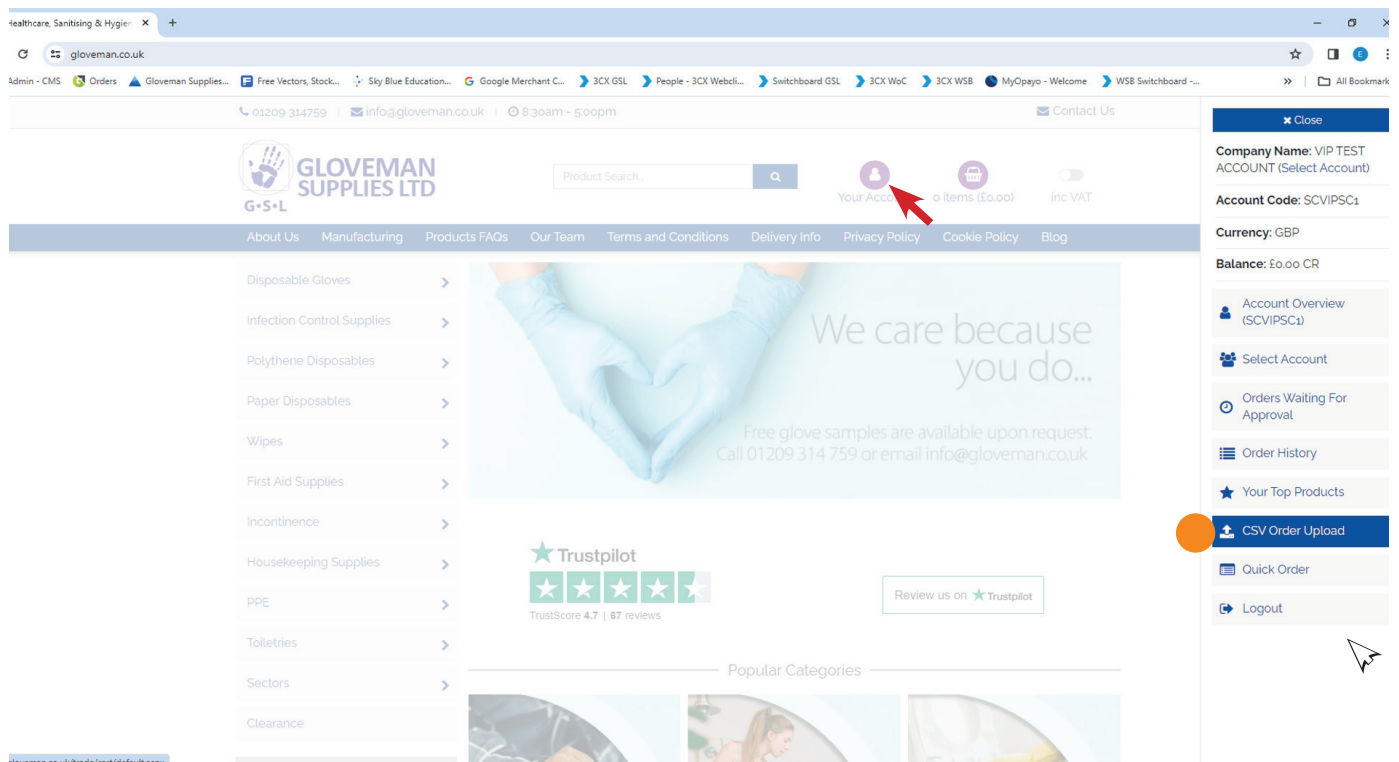


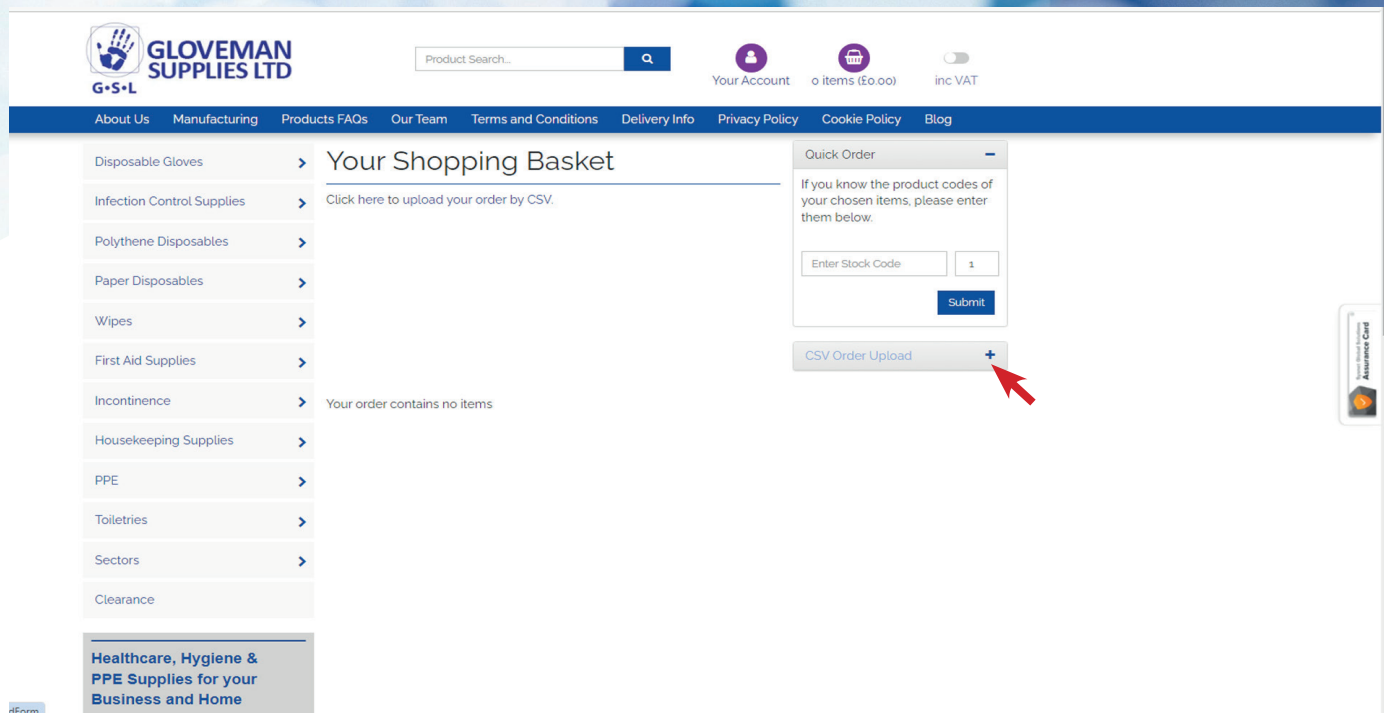


You will then be re-directed to **Your Shopping Basket** page. This will open a page with a quick order box on the right. In this box you can input any product code you wish to purchase. For example (as above) CG15/M is the product code for a case of GloveMan Clear Vinyl Powder Free Gloves. Enter the quantity you wish to purchase and click **Submit**. This will then add that product in the quantity entered in to your basket.

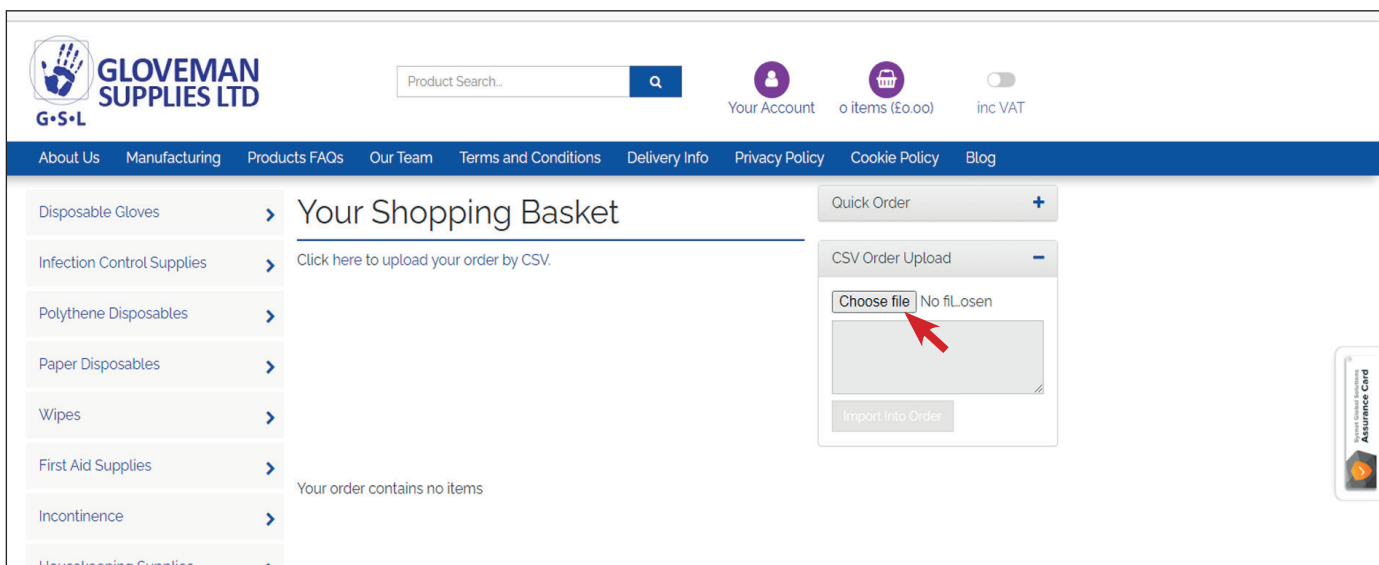
Ordering Method Three - CSV Upload

Once logged in click on **Your Account** at the top right. The **Sliding Side Menu** will appear on the right. From here click on **CSV Order Upload**.

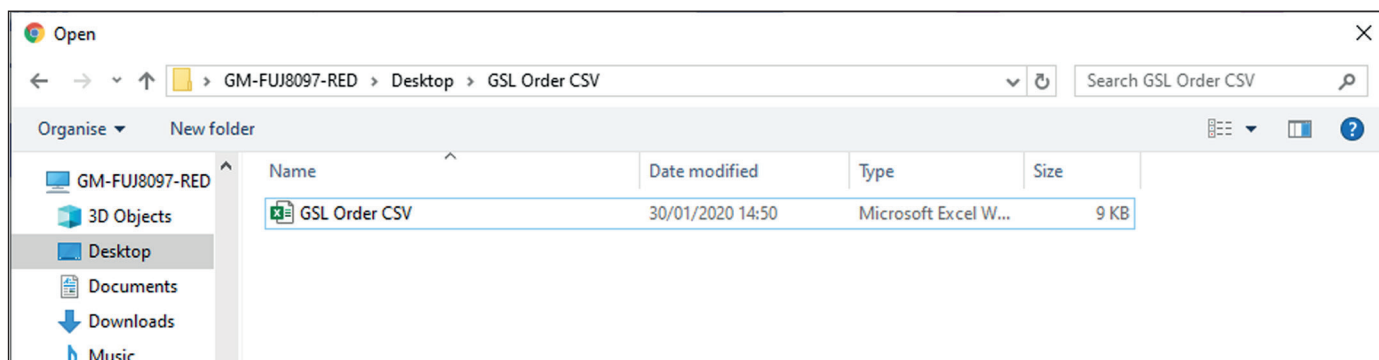




You will then be re-directed to **Your Shopping Basket** page. From here you need to click on the **CSV Order Upload** button with the **+** to extend the area.



In this box you are able to click **Browse** and select the file you wish to upload (wherever you have it saved - as below). If the file has headers on the top line you need to **Tick the if contains header field** (see CSV sample below to see what a header field is). Once you have selected your CSV file you can then upload it into the website and the products will automatically get added to your basket.



[About Us](#)
[Manufacturing](#)
[Products FAQs](#)
[Our Team](#)
[Terms and Conditions](#)
[Delivery Info](#)
[Privacy Policy](#)
[Cookie Policy](#)
[Blog](#)

[Disposable Gloves](#)
[Infection Control Supplies](#)
[Polythene Disposables](#)
[Paper Disposables](#)
[Wipes](#)
[First Aid Supplies](#)
[Incontinence](#)
[Housekeeping Supplies](#)
[PPE](#)
[Toiletries](#)
[Sectors](#)
[Clearance](#)

Your Shopping Basket



Click here to upload your order by CSV.

Quick Order

If you know the product codes of your chosen items, please enter them below.

Submit

CSV Order Upload

Description	Price	Quantity	Sub total	
 <p>G15/S - Gloveman Powder Free Vinyl Gloves Size Small G15/S</p>	£1.65	10	£16.50	Update Remove
 <p>G15/M - Gloveman Powder Free Vinyl Gloves Size Medium G15/M</p>	£1.65	10	£16.50	Update Remove
Goods Total			£33.00	Remove All
Delivery (Zone 1 - Mainland UK less than £100 ex VAT)			£7.95	
Sub total			£40.95	
VAT			£8.19	
Total (inc VAT)			£49.14	

[Continue Shopping](#)
[Go to Checkout](#)

Healthcare, Hygiene & PPE Supplies for your Business and Home

Established 2003



From the above page you will be able to amend the amount items in your basket or **Remove** any or all of the items from your basket.

[Wipes](#)

below:

Qty: [Submit](#)

CSV Order Upload

Description	Price	Quantity	Sub total	
 <p>Gloveman PF Clear Vinyl Gloves, S, per case of 10 x 100 CG15/S</p>	£15.62	1	£15.62	Update Remove
 <p>Gloveman PF Clear Vinyl Gloves, M, per case of 10 x 100 CG15/M</p>	£15.62	3	£46.86	Update Remove
Goods Total			£62.48	Remove All
Delivery (Free Shipping - UK Mainland)			£0.00	
Sub total			£62.48	
VAT			£12.50	
Total (inc VAT)			£74.98	

[Continue Shopping](#)

Select Approver

Approver 1

Approver 2

Approver 3

Select Approver..

Save order for approval

Again, before you **"Save order for approval"** you need to select your "Area Manager" who will authorise your order. ***Please note: Your Area Manager will have the right to amend your order if they see fit.*** This will allow them to receive an email informing them they have an order to approve. Once the order has been authorised by the Area Manager it will then go into a holding area for final approval by ***Head Office.***