

Join the 'SMART' revolution today and start saving time and money.



***Share
Basket
user guide***

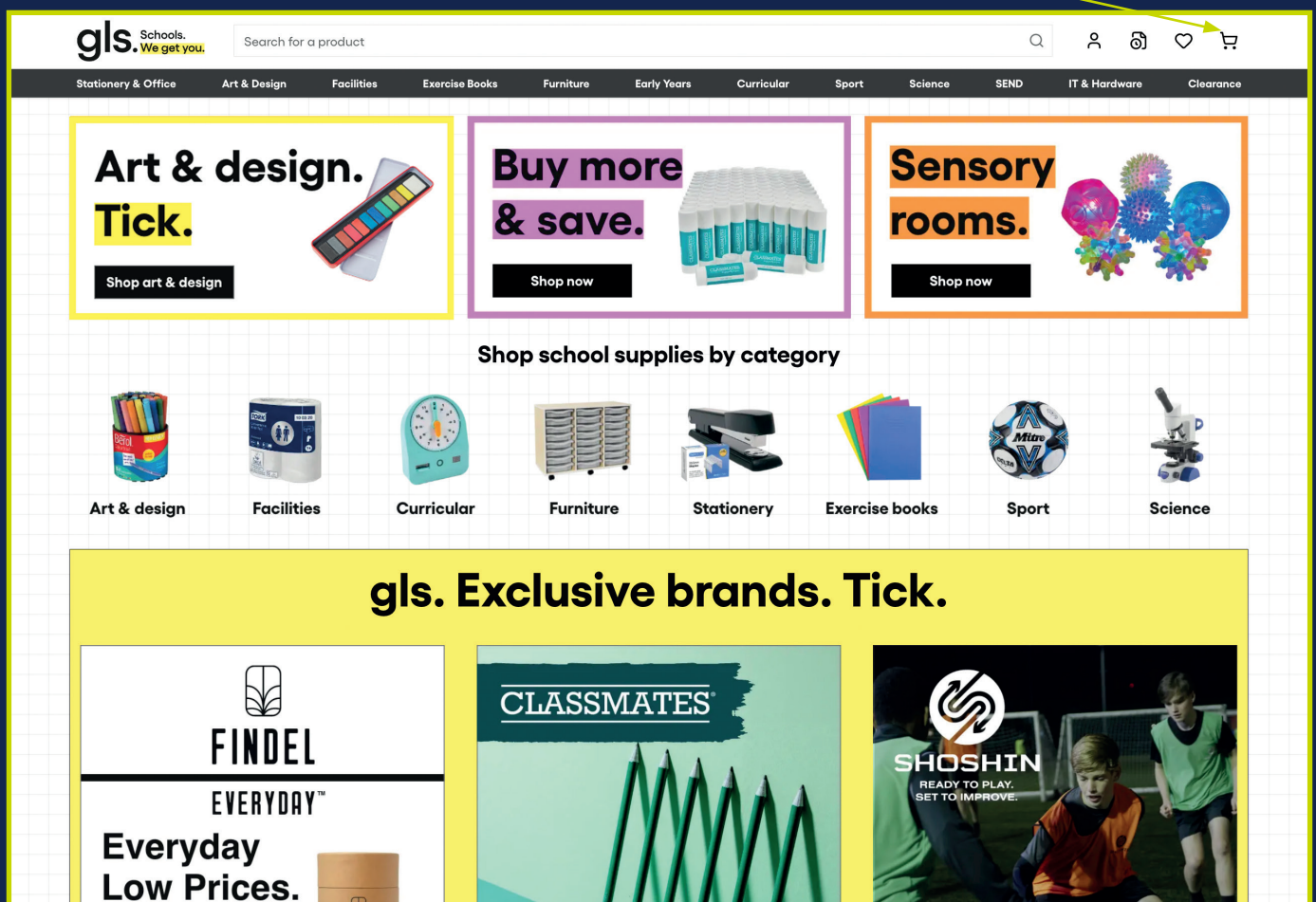
***For help setting up call us on 03451 203 210
or email enquiries@glshed.co.uk***

How to Share Your Basket on our website?

Topping up supplies for your school or nursery doesn't need to be time-consuming. Our Share Basket feature makes it easy for teachers and staff to collaborate on orders - even if they don't have an account. Here's how to do it in just a few clicks:

1. How it works

Click on the "Basket" icon on the homepage to get started.



2. Review Your Basket

You'll be taken to your current basket. Make sure everything you want to share is listed and click on "Share Now".

The screenshot shows the 'Your Basket' page on the GLS Schools website. The page layout includes a top navigation bar with promotional banners, a search bar, and a category menu. The main content area is titled 'Your Basket' and features a 'Quick Order' dropdown. Below this, a product listing for 'Classmates 5.25" x 6.5" Exercise Book 32 Page, 8mm Ruled, Yellow - Pack of 100' is displayed, including its price (£68.97 ex. VAT, £82.77 inc. VAT) and a quantity selector set to 3. To the right of the product listing, a summary table shows the Subtotal (£68.97), Delivery (FREE), and VAT (£13.79), leading to a 'Total payable' of £82.76. Below the summary, there are buttons for 'Purchase order', 'Enter promotional code', and 'Smart Ordering: Send Basket to FMS'. A prominent black button labeled 'Proceed to Checkout' is highlighted with a yellow arrow. At the bottom of the basket section, there are buttons for 'Share basket via email', 'Save as an Excel file', and 'Empty basket'. A footer section mentions 'Free next day delivery' on orders above £40 ex. VAT.

Free delivery on all orders over £40* (ex. VAT) Save up to 70%* Help & Advice

glS. Schools. We get you. Search for a product

Stationery & Office Art & Design Facilities Exercise Books Furniture Early Years Curricular Sport Science SEND IT & Hardware Clearance

Your Basket

You qualify for free delivery!

Quick Order

Classmates
Classmates 5.25" x 6.5" Exercise Book 32 Page, 8mm Ruled, Yellow - Pack of 100 £68.97 ex. VAT
GP00055813 £82.77 inc. VAT
In stock
- 3 + £22.99 ex. VAT

Subtotal	£68.97
Delivery	FREE
VAT	£13.79
Total payable (3)	£82.76

Purchase order Apply

Enter promotional code Apply

Smart Ordering: Send Basket to FMS

Proceed to Checkout

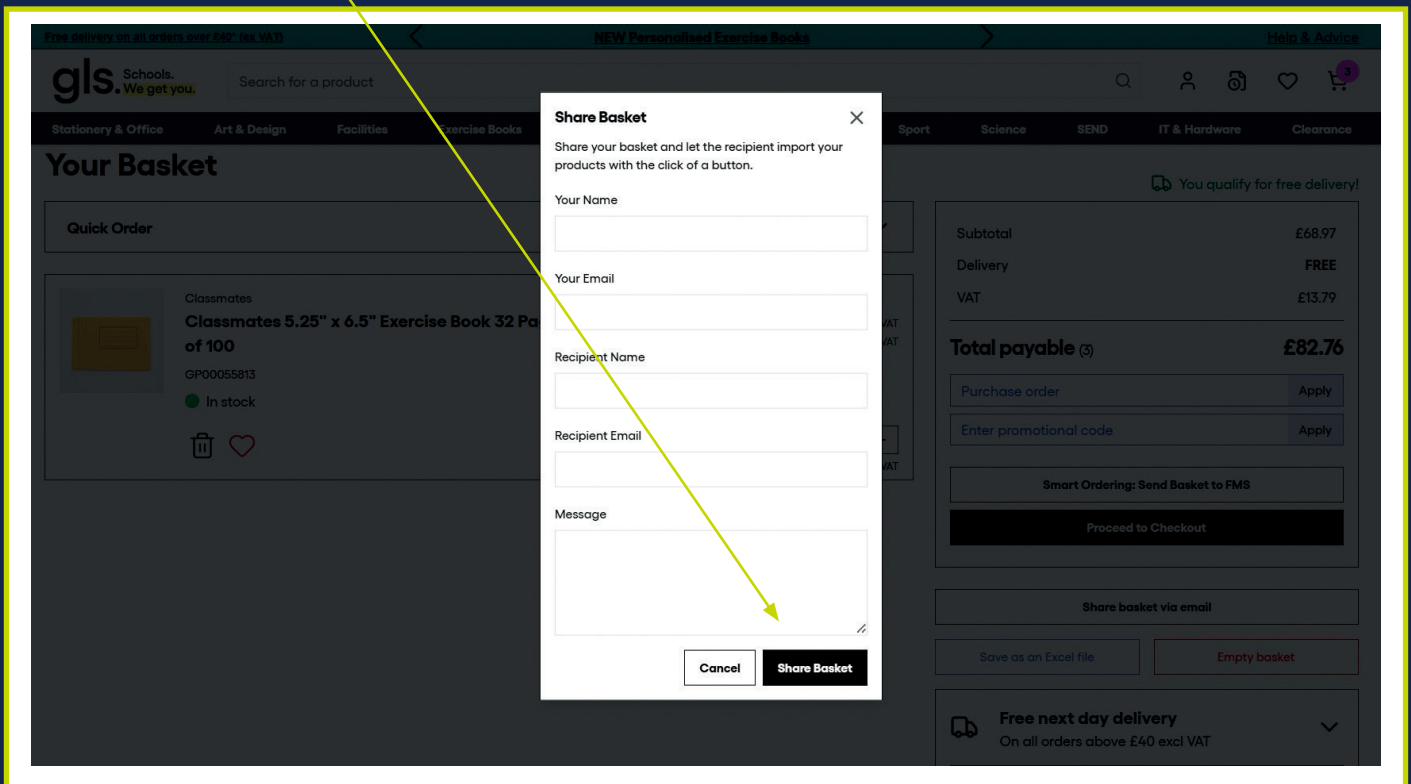
Share basket via email

Save as an Excel file Empty basket

Free next day delivery
On all orders above £40 excl VAT

3. Enter Recipient Details

Simply type in the name and email address of the person you'd like to share the basket with.
Click "Share Basket"



The screenshot shows the GLS website interface with a 'Share Basket' modal form open. A yellow arrow points from the text 'Click "Share Basket"' to the 'Share Basket' button at the bottom of the modal.

Share Basket ✕

Share your basket and let the recipient import your products with the click of a button.

Your Name

Your Email

Recipient Name

Recipient Email

Message

gls Schools. We get you. Search for a product

Stationery & Office Art & Design Facilities Exercise Books

Your Basket

Quick Order

Classmates
Classmates 5.25" x 6.5" Exercise Book 32 Pa
of 100
GP00055813
● In stock

Subtotal £68.97
Delivery FREE
VAT £13.79

Total payable (3) **£82.76**

Purchase order Apply
Enter promotional code Apply

Smart Ordering: Send Basket to FMS
Proceed to Checkout

Share basket via email

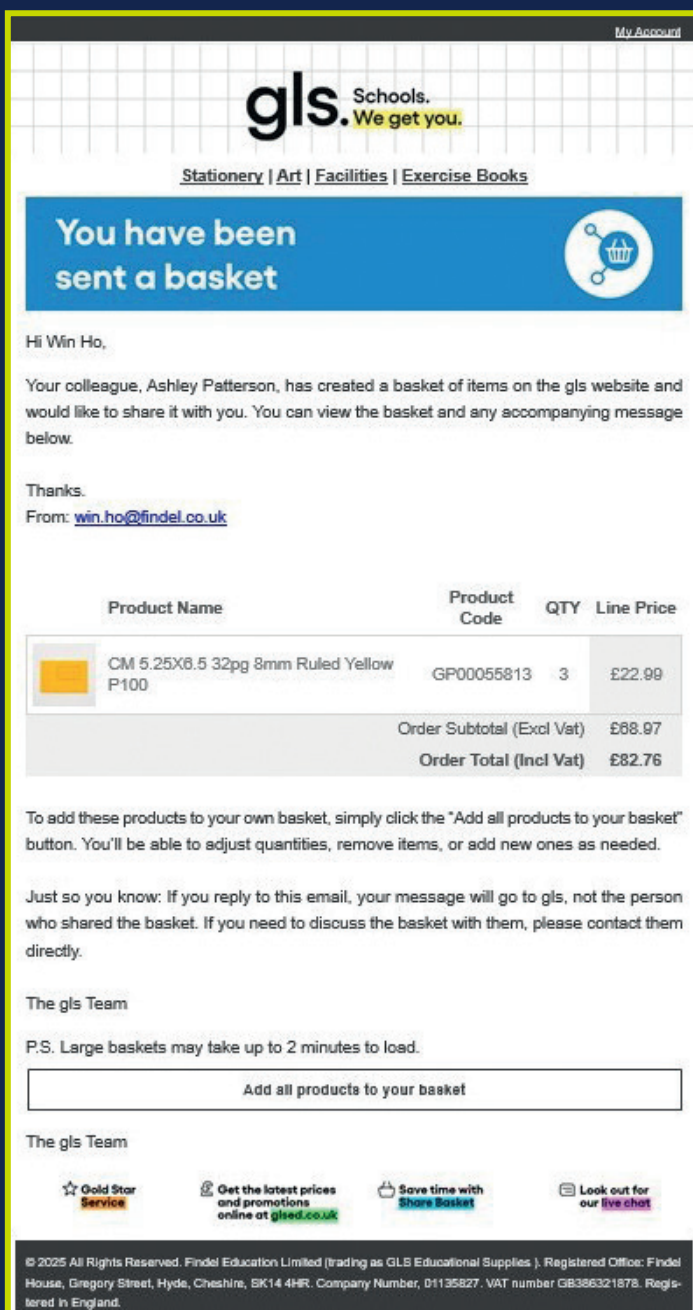
Save as an Excel file Empty basket

Free next day delivery
On all orders above £40 excl VAT

That's it! Your basket has now been shared

4. What Happens Next?

- The recipient will receive an email letting them know a basket has been shared with them.
- To add all the items to their own basket, they just click the “Add all products to your basket” button.
- They can still change quantities, remove items, or add new ones before placing the order.



The screenshot shows an email interface for gls Schools. At the top, there's a navigation bar with links for Stationery, Art, Facilities, and Exercise Books. A prominent blue banner states "You have been sent a basket" with a shopping basket icon. The email body is addressed to "Hi Win Ho," and explains that a colleague, Ashley Patterson, has shared a basket of items. It includes a "Thanks." and a "From:" line with the email address win.ho@findel.co.uk.

Product Name	Product Code	QTY	Line Price
 CM 5.25X6.5 32pg 8mm Ruled Yellow P100	GP00055813	3	£22.99
Order Subtotal (Excl Vat)			£88.97
Order Total (Incl Vat)			£82.76

Below the table, instructions are provided on how to add the products to the user's own basket. A note mentions that large baskets may take up to 2 minutes to load. A large button labeled "Add all products to your basket" is prominently displayed. The email concludes with "The gls Team" and a footer containing contact information, a Gold Star Service badge, and links to promotional offers and a live chat.

PLEASE NOTE: If the basket is large, it may take up to 2 minutes to fully load.

**Need help? Call us on 03451 203 210
or email enquiries@glshed.co.uk
We're happy to assist!**