

# Baby Bundle Online Portal for Victorian Hospitals - User Guide

Welcome to the Baby Bundle Online Portal. This portal is the first step to providing Victorian baby bundles to hospitals. This is your single location to:

- Send us a message, and view a history of messages sent
- view regular standing orders and request any amendments
- view delivery address & contact details, and update these if needed
- view your upcoming deliveries and edit if needed

## Login

First we need to set you up with access to the portal. We can either issue you with a username and password or - if you don't want to have to remember a new password - we can grant you access via an existing social login such as google or facebook. You can assign multiple contacts to access your portal if you need.

If you don't already have access, please email [Victoriababy@baobag.com.au](mailto:Victoriababy@baobag.com.au) with the following details and our team will be in touch to get you set up: name, role, contact details and the name and delivery address of the hospital you are ordering on behalf of. You will then be sent an email with your access details.

To login, please click the below link. You might like to save the login page to your bookmarks so that it is easy to find later.

[www.baobag.com.au/victoriababy](http://www.baobag.com.au/victoriababy)

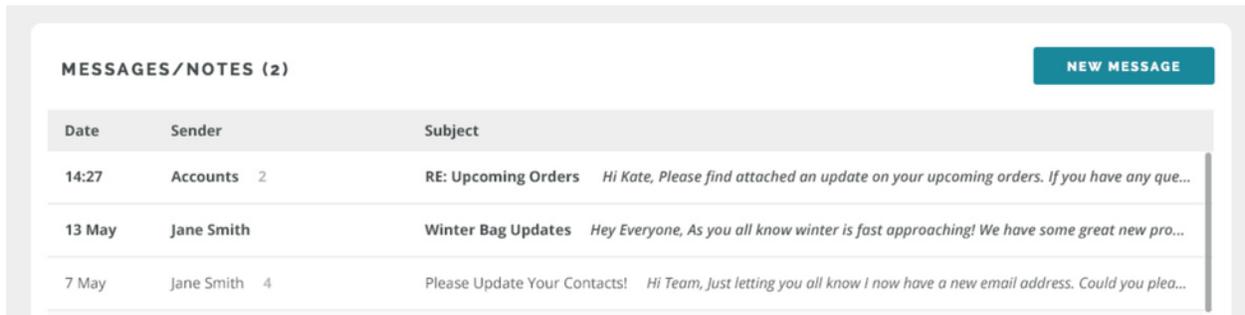
Once you enter your login details and sign in, this will then take you to your Distributor Portal, which has the following sections:

1. **Messages** - a history of messages between us. You can send us a new message from here if you need to get in touch.
2. **Standing Orders** - your regular order quantity and frequency. You can request a change here if you need to.
3. **Supply Levels** - where you can set the dial on how your supplies are going
4. **Distributor Details** - your delivery address details and any special instructions
5. **Planned Deliveries** - your most recent and upcoming deliveries

The image shows a screenshot of the Victoria Distributor Portal login interface. At the top, there is the Victoria logo and the text 'DISTRIBUTOR PORTAL'. Below this, there is a section titled 'SIGN IN WITH EMAIL'. This section contains two input fields: 'Email Address' (with 'Username' entered) and 'Password'. There is a 'Remember Me' checkbox below the password field. A blue 'SIGN IN' button is positioned below the fields, and a link for 'I forgot my password' is located below the button. At the bottom of the page, there is a section titled 'OR SIGN IN WITH SOCIAL' which includes icons for Facebook and Google.

# 1. Messages

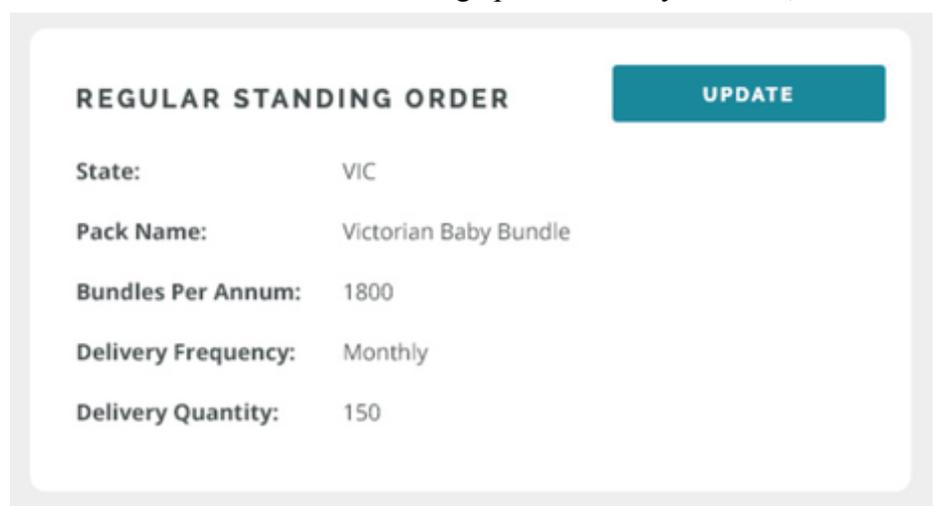
This is where you can see any communications we've had with you in one place. You can also send us a new message from here by clicking on the blue button.



# 2. Standing Orders

This is where you can see how many baby bundles you are scheduled to receive with each delivery, and the delivery frequency. The calculation is based on the number of bundles you require per annum to hand out to first time parents. If you find the supply on your current standing order is not quite right, you can request changes to this by clicking on the blue "Update" button.

Note that there are 5 bundles per carton, and each bundle weighs just over 2kg. The carton dimensions are 53cm H x 44cm W x 35cm D. We understand storage pressures only too well, and so offer flexibility when it comes to how often you receive deliveries. Just note, however, that there is a minimum delivery of 4 cartons / 20 bundles.



### 3. Supply Levels

This is where you can provide us with a quick health check review on your supply levels. Are we sending you too many bundles? Not enough? Or is it just right? Please channel your inner Goldilocks and adjust the dial as necessary. If supply levels aren't quite right, then this will trigger a message to our team to review the numbers with you.



### 4. Distributor Details

This section is what appears on the delivery labels for the courier. You can amend this at any time by clicking on the blue button.

**DISTRIBUTOR DETAILS**

**Distributor Address:**  
Maternity Ward  
The Royal Women's Hospital  
20 Flemington Rd,  
Parkville, VIC 3052

**Delivery Instructions:**  
Please deliver to trade receiving bay

**Delivery Contact Phone Number (appears on label):**  
(03) 8345 2000

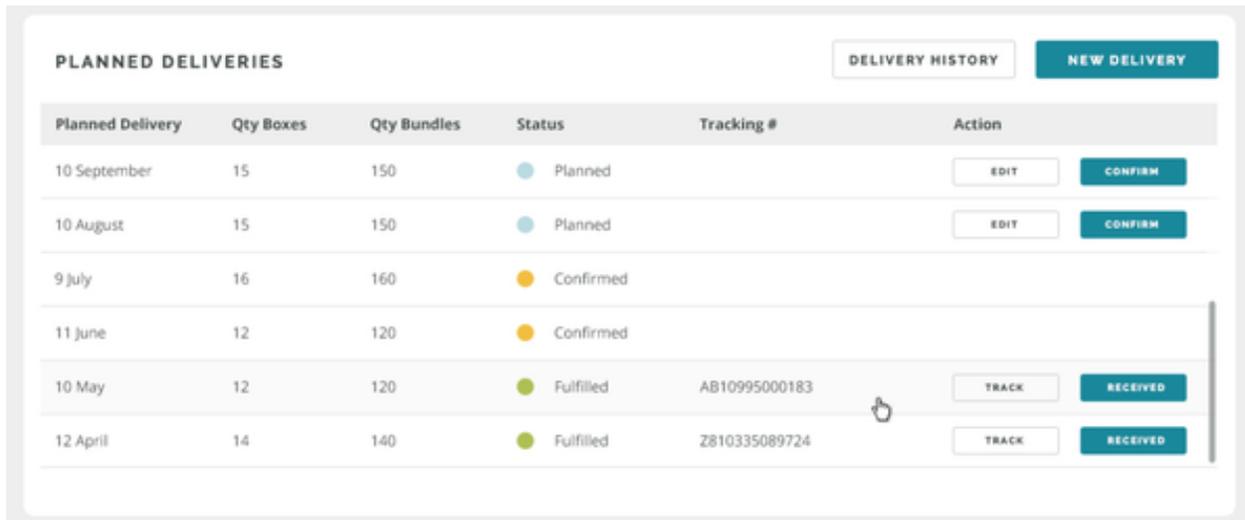
[EDIT DETAILS](#)



## 5. Planned Deliveries

This section shows your delivery schedule. You can edit a planned delivery if you need to skip it or change the quantity, right up until it moves to Confirmed status. You can also track deliveries that have been dispatched.

You can also request a new delivery if you've run out of stock and can't wait for your next scheduled delivery.



The screenshot displays a user interface for managing deliveries. At the top left, the heading "PLANNED DELIVERIES" is shown. To the right are two buttons: "DELIVERY HISTORY" and "NEW DELIVERY". Below this is a table with the following columns: "Planned Delivery", "Qty Boxes", "Qty Bundles", "Status", "Tracking #", and "Action". The table contains six rows of data, with the last two rows highlighted in a light grey background. The "Action" column for the last two rows contains "TRACK" and "RECEIVED" buttons. A mouse cursor is visible over the "TRACK" button for the 10 May entry.

Planned Delivery	Qty Boxes	Qty Bundles	Status	Tracking #	Action
10 September	15	150	Planned		EDIT CONFIRM
10 August	15	150	Planned		EDIT CONFIRM
9 July	16	160	Confirmed		
11 June	12	120	Confirmed		
10 May	12	120	Fulfilled	AB10995000183	TRACK RECEIVED
12 April	14	140	Fulfilled	Z810335089724	TRACK RECEIVED