



# Delivering to Telethon Kids Institute

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AppointmentPlus Supplier User Guide

## Introduction

Telethon Kids Institute is now located in a purpose built facility at Perth Children's Hospital (PCH). Telethon Kids Institute and PCH utilise AppointmentPlus, an online booking system for all scheduled deliveries to the shared loading dock.

## About the loading dock

All deliveries to Telethon Kids Institute must come through the loading dock. Telethon Kids Institute's loading dock delivery hours are **8am to 4pm**. Deliveries outside of these hours cannot be received.

Contact the Facilities Management team on 6319 1667 for any queries relating to the loading dock.

The loading dock address is:

PCH Loading Dock from Winthrop Ave  
200Mtrs past Monash Ave T section Lights  
Enter Slip-lane for PCH Loading Dock  
NEDLANDS WA 6009

## Labelling

Packages delivered to Telethon Kids Institute must have very clear contact details and storage conditions labelled on the box.

All deliveries must have labelled on the package:

- Telethon Kids Institute
- Contact name of the person who placed the order
- Purchase order number

Additionally, all temperature sensitive deliveries must have labelled on the package:

- Temperature requirements while in transit
- Temperature requirements for storage

## AppointmentPlus Registration

Suppliers using the AppointmentPlus software for the first time must register an account. Once completed you have the ability to create a booking, modify or cancel existing bookings and view your current bookings as well as booking history.

To begin registration, please follow this link:

<https://booknow.appointment-plus.com/7qg5mk90/>

Then select 'Create an Account'

## Create an Account

Please create an account to get started

**Create an Account**

Fill out the Relevant Supplier Fields

## Create an Account

\* Indicates required field

\* Supplier

Contact First Name

Middle Name

Contact Last Name

Address

City

State

Zip Code

\* Contact Phone

Email

\* Login

\* Password

\* Retype Password

Allow to Log In  Yes  No

Create Account

Once Registration is complete, you will receive a confirmation email of your account creation.

## Bookings

Once registered you can log in and click the 'Bookings' tab on the top action bar.



This will take you to the bookings screen and from here you can use the booking locator on the left.

## Booking Locator

### Location Address

PCH Loading Dock  
Winthrop Ave  
Nedlands, WA 6009

### Select Department

Select Department ▼

### Select Delivery Type

Select Delivery Type ▼

### Select Loading Bay

Select Loading Bay ▼

### Date

September 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

First confirm that the Location address is correctly set to 'PCH Loading Dock'  
Select "TKI" as the **Department** your delivery is scheduled for.

Next select the **Delivery Type**

- Delivery
- Courier Pick up

Next select which **Loading Bay** you would like to use based on your delivery

- Select an 'LD Bay' if you are delivering via a large vehicle
- Select a Courier bay if you are delivering via a small vehicle (i.e. van, car)

Finally select the **Date** you intend to make the delivery

Select Booking Time		
Patient Support Services		
Tuesday, 21 Mar 2017	10:30am	<input type="button" value="Book it"/>
Tuesday, 21 Mar 2017	10:45am	<input type="button" value="Book it"/>
Tuesday, 21 Mar 2017	11:00am	<input type="button" value="Book it"/>
Tuesday, 21 Mar 2017	11:15am	<input type="button" value="Book it"/>
Tuesday, 21 Mar 2017	11:30am	<input type="button" value="Book it"/>
Tuesday, 21 Mar 2017	11:45am	<input type="button" value="Book it"/>
Tuesday, 21 Mar 2017	12:00pm	<input type="button" value="Book it"/>
Tuesday, 21 Mar 2017	12:15pm	<input type="button" value="Book it"/>
Tuesday, 21 Mar 2017	12:30pm	<input type="button" value="Book it"/>
Tuesday, 21 Mar 2017	12:45pm	<input type="button" value="Book it"/>

Once you have selected a date, a 'Booking Time' screen will load for the day on the right-hand side of your screen. Click the '**Book it**' button to select your time slot. Click '**Next**' to see more times available on your chosen day. Please note that although times outside 8am – 4pm may come up as an option, **deliveries to Telethon Kids Institute can only be made between 8am and 4pm.**

After you have booked your time of delivery, you will be asked to review and finalise your booking. Your order number is the purchase order number and should be entered in the format PO-001234. Finalise by confirming your email for any notifications regarding this booking.

**Selected Booking**

**Department:** Patient Support Services

**Delivery Type:** Delivery

**Loading Bay:** LD Bay A2

**Date:** Tuesday, 21 Mar 2017

**Start Time:** 12:30pm


Please complete the following information.

\* Order Number

**E-mail Confirmation and Reminders**

Confirmation and reminder e-mails for this booking will be sent to (separate additional e-mail addresses by commas):

After finalising your booking, you will see an appointment notification confirmation as well as receive a booking confirmation email to your specified email address.

 **Your appointment has been confirmed!**  
We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments.  
# 732207

[Print Confirmation](#)

## Managing Bookings

You can view and manage your bookings from your supplier homepage under the 'Booking Activity' heading.

**Booking Activity**

Please allow at least 24 hours notice for cancellations.

**Future Bookings** [Show All](#) | [Print All](#)

- Tuesday, September 13, 2016 at 6:00am [Print](#) | [Cancel](#)
- Tuesday, September 13, 2016 at 12:00pm [Print](#) | [Cancel](#)

From here you can also cancel an appointment if necessary.

## Contact

If you encounter any problems using Appointment Plus, please email [facilities@telethonkids.org.au](mailto:facilities@telethonkids.org.au) or call 6319 1667.