## Welcome to The Allied Group "Virtual Office"

**LOGIN** @ www.thealliedgrp.com Click on the VIRTUAL OFFICE LOGIN link upper right. Enter your user name (your email address) and your password. If you have forgotten your password, enter your email after clicking on the "Did you forget your password" link.



LANDING PAGE: Special Messages and Contact Information will appear on the Partner's landing page. Welcome to The Allied Group's VIRTUAL OFFICE

Partners HealthCare On-Line order site for...

Personalized Stationery / Forms / Labels / Brochures / Catalogs....and more

## Please contact Customer Service

For any questions about the Virtual Office, registration, order inquiries, etc.

1-800-556-6310 x 3207 email: Partners@thealliedgrp.com

PLACE AN ORDER: Search by ITEM or DESCRIPTION. Click ADD TO CART to order.

Search : Consent Go	Search Re Sort by Item Nu	mber	Consent'	Di	splay 10 🗸 per page.	
Browse by Category: ALL ITEMS	ITEM NO	QTY/ UNIT	UNITS AVAIL	TOT QTY AVAIL	UNITS TOT QT ORDERED ORDEREI	<b>^</b>
PERSONALIZED ITEMS	Consent for An	esthesia				
	056168-MR	100 / PKG	0	0	1	Add to cart
	Consent Dispos	ition Fetal Rema	nins			
	056310	1 / EA	0	0	1	Add to cart
	NEWBORN MET	ABOLIC SCREEN	ING CONSENT	AND HEPATITIS B	ACCINE CONSENT	
	056685-MR	100 / PKG	0	0	1	Add to cart
	<b>Outpatient The</b>	rapy Consent for	· Evaluation ar	nd Treatment		
	058809-MR	100 / PKG	0	0	1	Add to cart

**ORDERING STATIONERY ITEMS:** Click ADD TO CART to order. You will go to the TEMPLATE page to add your personalized information. Click on SUBMIT on first page. Check the "I AM RESPONSIBLE..." box. You can download a pdf to your hard drive to show to colleagues. Click on ACCEPT PROOF to return to your SHOPPING CART.

Provide confirmation of this proof.
<ul> <li>I am responsible for all costs applicable for this order and approve the exact layout shown. The item will be placed in your cart.</li> <li>Cancel Accept Proof</li> </ul>

Download PDF

**SHOPPING CART:** Use the SHOPPING CART icon to navigate to the SHOPPING CART to see your order. Change the quantity of the item and hit UPDATE QUANTITY. Hit CHECKOUT to go the Shipping page.

Y	our	Cart 💾 🙃			2 items	in cart.	
	SEQ	ITEM DESC	ITEM NO	QTY/ UNIT	UNITS ORDERED	TOT QTY ORDERED	TOTAL QTY AVL
×	1	056633 NWH LOGO FOLDER	056633	50 / CTN	1	50	2800
×	2	PATIENT HANDBOOK - NEWTON WELLESLY HOSPITAL	NWH056880	1 / EA	1	1	9600
		Checko	out	Clear Car	t	Update C	art Qty

Call Nicole Centonze @ Allied 800-556-6310 (3207) or email partners@thealliedgrp.com for support.

**SHIPPING:** Your default address information will preload. If you ship to certain locations frequently you can build a SHIPPING ADDRESS BOOK.

Tell us where to	ship your order:
	Select from your Saved Address List 🗸 O Personal O Group O Account O All Search Saved Address
Business Address?:	⊙yes ⊖No
Country*:	UNITED STATES
Company Name:	Partners Healthcare
Name*:	Demo Order
Address 1*:	200 Foxboro Blvd.
Address 2:	
City, State & Zip*:	Foxboro Massachusel V 02035
Phone Number*:	8005566310
Email*:	jblaney@thealliedgrp.com
	* are required
	You may enter additional email addresses for multiple recipients. Each address <u>must be separated by a semi-colon</u> , ";" You may enter as many email addresses that will fit within the <u>100 character limit</u> .
	Example: myemaill@domain1.com; myemail2@domain1.com; myemail3@domainnew.net
	Ship Reset Address

**ORDER APPROVAL:** Please review the items making sure the total quantity and Cost Center is correct. When you are ready to place your order hit the APPROVE ORDER button. You will receive an email confirmation for your order and when your order ships.

Shipping Address Information	Additi	onal Information				
Partners Healthcare	Cost C	Center :	* 0430G		]	
200 Foxboro Blvd	PO #/	Charge to Number	: * 123456	×	]	
Foxboro, MA 02035-2880 UNITED STATES	Customer Bill Reference :				]	
jblaney@thealliedgrp.com	Ship V	/ia :	<ul> <li>Select y</li> </ul>	* Select your shipping method 🗸		
	Saturo	ay Delivery :				
	Specia	al Instruction :				
			* are require	d fields.		
ITEM SEQ DESC		ITEM NO	QTY/ UNIT	UNITS ORDERED	TOT QTY ORDERED	
056633 NWH LOGO FOLDER		056633	50 / CTN	1	50	
2 PATIENT HANDBOOK - NEWTON WELLES	SLY HOSPITAL	NWH056880	1 / EA	1	1	
		App	prove Order	Cancel	Order	

**ORDER TRACKING:** Click on the ORDER HISTORY icon. Search for orders using the Order Number, Name, Ship To, or Cost Center #.

Search :	SHIPP	ED Status List				
	Order #	Company/ Attention Name	Order Date	Ship Date	Status	Tracking
My Orders:	1590423	MEHC_PED PEDIATRICS	08/26/15	8/26/2015	SHIPPED	Click to Track
Status Count PLANT 13	1590423	MEHC_PED PEDIATRICS Eliseo Velasquez / MEHC_PED	08/26/15	8/26/2015	SHIPPED	Click to Track
SHIPPED 5091	1590242	Ma_051 EMERGENCY	08/25/15	8/26/2015	SHIPPED	SHIPPED
My Approved Orders:	1500241	LEXINGTON PEDIATRICS 2ND FL	09/25/15	8/26/201E	CHINNED	Click to Track
Status Count No Orders found.	1590240	Joanne Lightbown / LEXPED LEXINGTON PEDIATRICS 2ND FL	08/25/15	8/26/2015	SHIPPED	Click to Track
My Backorders:	1590240	Joanne Lightbown / LEXPED BCH PHYS CARITAS NORWOOD	08/25/15	8/26/2015	SHIPPED	Click to Track
Status Count BACKORDER 0	1590175	Lynne Wallace / NORWOOD WL_3426 IN PATIENT RECEPTION	N 08/25/15	8/26/2015	SHIPPED	SHIPPED
My Personalization:	1590076	Ana Serrano / WL_3426 WL_33132 WALTHAM PHLEBOTO Kaitlin Kacavich / WL_32122	MY 08/25/15	8/25/2015	SHIPPED	SHIPPED
Personalization 0	1590075	WL_3101 OR FRONT DESK	08/25/15	8/25/2015	SHIPPED	SHIPPED
REORDER - Exact Repeat		REORDER - Repeat /w Chan	ges		P	rinter Friendly
REORDER - Exact Repeat		REORDER - Repeat /w Chan	ges		P	rinter Friendly
REORDER - Exact Repeat Virtual Office Your order number is 1590423 Your order was placed by eliced Package Tracking Clin	3 o.velasquez@c ck to track	REORDER - Repeat /w Chan hildrens.harvard.edu on 8/26,	ges /2015 10:38:29 AM		P	rinter Friendly
REORDER - Exact Repeat Virtual Office Your order number is 1590423 Your order was placed by eliceo Package Tracking Clic Shipping Add	3 o.velasquez@c ck to track dress Inform	REORDER - Repeat /w Chan hildrens.harvard.edu on 8/26,	ges '2015 10:38:29 AM Add	litional Info	P prmation	rinter Friendly
REORDER - Exact Repeat Virtual Office Your order number is 1590423 Your order was placed by eliced Package Tracking Clic Shipping Add Eliseo Velasquez / MEHC_PED MEHC_PED PEDIATRICS MARTHA ELIOT HEALTH CENTE 75 BICKPORD ST	3 o.velasquez@c ck to track dress Inform	REORDER - Repeat /w Chan hildrens.harvard.edu on 8/26/ ation Cost PO # Cust	ges /2015 10:38:29 AM Add Center : /Charge to Number omer Bill Reference :	itional Info GENFD : 00010310	p prmation	rinter Friendly
REORDER - Exact Repeat Virtual Office Your order number is 1590423 Your order was placed by eliced Package Tracking Clic Shipping Add Eliseo Velasquez / MEHC_PED MEHC_PED PEDIATRICS MARTHA ELIOT HEALTH CENTE 75 BICKFORD ST JAMAICA PLAIN, MA 02130 USA 401 333-6899	3 o.velasquez@c ck to track dress Inform ER	REORDER - Repeat /w Chan hildrens.harvard.edu on 8/26, ation Cost PO # Cust Ship Acco Spec Allier	ges /2015 10:38:29 AM Add Center : /Charge to Number omer Bill Reference : Method : unt# : ial Inst : l Ref #:	itional Info GENFD : 00010310 : UPS GROU	Prmation 0770 UND	rinter Friendly
REORDER - Exact Repeat Virtual Office Your order number is 1590423 Your order was placed by eliced Package Tracking Clic Shipping Add Eliseo Velasquez / MEHC_PED MEHC_PED PEDIATRICS MARTHA ELIOT HEALTH CENTE 75 BICKFORD ST JAMAICA PLAIN, MA 02130 USA 401 333-6899 SEQ Description	3 o.velasquez@c ck to track dress Inform SR	REORDER - Repeat /w Chan hildrens.harvard.edu on 8/26/ ation Cost PO # Cust Ship Acco Spec Alliec tem Qty	ges /2015 10:38:29 AM Add Center : //Charge to Number omer Bill Reference : Method : unt# : ial Inst : d Ref #: // Ordered	itional Info GENFD : 00010310 UPS GROI 4172374 Total	prmation 170 UND Shipped	rinter Friendly

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