



LETTER OF ANNOUNCEMENT
New EMVO Gateway Access Procedure

Friday, the 20th of July 2018

Dear On-boarding Partner,

The purpose of this letter is to provide you with information and guidance concerning the new EMVO Gateway Access procedure. The EMVO Gateway update brought changes related to the procedure of providing credentials to OBPs. In order to access the EMVO Gateway, the Single Point of Contact (SPOC) will be asked to execute the following 3 steps:

1. SPOC's request access to EMVO Gateway via EMVO Helpdesk

After the OBP has decided to connect to the EU Hub via the EMVO Gateway and selected this option in either step 4.2 'Client Connection 1' or in step 4.3 'Client Connection 2' on the OBP portal, the SPOC can request access to EMVO Gateway. To do so, he/she is requested to send an e-mail to the EMVO Helpdesk helpdesk@emvo-medicines.eu with following information:

- Company name
- CP Number (*)
- SPOC's First Name and Last Name
- SPOC's E-mail address
- Environment (IQE/PRD)

This action should be taken before the OBP reaches the step "Request session token" in IQE or PRD environment in Step 4 of the OBP portal. EMVO will check if all prerequisites to receive access to the EMVO Gateway are met. If so, the EMVO Helpdesk will send a confirmation e-mail to the SPOC. In the event of not fulfilling all required conditions, the EMVO Helpdesk will contact the SPOC and advise him/her accordingly.

2. SPOC receives credentials to access the EMVO Gateway

The Credentials and URL to the EMVO Gateway portal will be sent to SPOC through the following email: noreply@meliorsolutions.com (please be aware that it might appear in your Junk folder).

(*) The CP Number is the number appearing on the OBP's account and in the Participation Agreement



3. SPOC receives information pack to complete the EMVO Gateway Connection

The EMVO team generates and uploads a Session Token in the OBP Portal for the requested connection. To be able to access the EMVO Gateway portal properly, SPOCs will be advised, via email, on the next steps to complete the connection.

In order to assist you in the most efficient way, the updated Technical Info Pack, On-boarding Guideline and On-boarding Presentation will be announced and made available on the EMVO Website in due time.

In the event of any question or uncertainty, please do not hesitate to contact our Helpdesk:

Tel. Helpdesk: +372 611 90 44

E-Mail: helpdesk@emvo-medicines.eu

EMVO Team

European Medicines Verification Organisation

www.emvo-medicines.eu

helpdesk@emvo-medicines.eu