

**LETTER OF ANNOUNCEMENT**  
**MAH data modification on the OBP Portal**

Tuesday, the 24<sup>th</sup> of July 2018

Dear On-boarding Partner,

EMVO contacts you with respect to the Marketing Authorisation Holder(s) (MAH) information you listed in the OBP portal. For the sake of proper OBP portal functioning, reporting and information consistency, the accuracy of the MAH information provided is determinative. EMVO has noticed many cases where the same MAH is listed several times. Therefore, we would like to kindly ask you to review and modify your MAH information items in Step 5 'Maintenance' according to the below listed instructions. The recommended 'best-practice' guideline is to manage all the modifications in an Excel file and upload it to the OBP portal as follows:

- In Step 5.1 'MAH Information', in maintenance, please click on the 'Modify' button and export your MAH information by clicking the 'Export' button at the bottom of the screen. Your MAH data will be exported to an Excel file. The possibility to modify the data manually remains at your disposability upon your convenience.
- The Excel file contains 3 sheets: Instructions, MAH Information and MAH Product Data. In the « MAH Information » sheet **please delete** the MAH information that are repeated more than once. After duplications have been removed in « MAH Information » sheet, please click the 'Save' button and upload the new revised Excel file to the OBP portal. This step will be done by clicking the 'Import' button in Step 5.1 'MAH Information'. Please note that importing the Excel file will overwrite all existing MAH data in the OBP portal.

You can add a product which is linked to an MAH in the « MAH Product Data » excel sheet. Still, please be aware that after the successful completion of the legitimacy check by the OBP, the information on products are not requested anymore. The OBP is expected to provide EMVO with the full list of the Marketing Authorisation **Holders** it represents in Step 5 'Maintenance' but **not** the related products information. Therefore, we recommend you to disregard the sheet « MAH Product Data » in the Step 5 'Maintenance'.



Finally, EMVO would like to remind you that the full list of MAHs the OBP is willing to upload data for in the EU Hub has to be listed in Step 5 'Maintenance'. Please be aware that those MAHs **have to be affiliated (\*)** to the OBP.

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](mailto:helpdesk@emvo-medicines.eu)

## **EMVO Team**

### **European Medicines Verification Organisation**

[www.emvo-medicines.eu](http://www.emvo-medicines.eu)

[helpdesk@emvo-medicines.eu](mailto:helpdesk@emvo-medicines.eu)

(\*) "Affiliate" means any other entity Controlling, Controlled or under common Control with the OBP company. "Control" and its derivatives mean the holding, directly or indirectly, more than 50% ownership interest.