

LETTER OF ANNOUNCEMENT
Maintenance of OBP Contact Details

21st March 2022

To ensure that the communication from EMVO reaches the correct persons within your company, EMVO would like to remind you of your responsibility to keep **your contact details up-to-date** in the OBP Portal.

You can easily do so in the following steps of the OBP Portal:

- Single Point of Contact (SPOC) in **step 5.3**
- SPOC Assistant in **step 5.3**
- Authorised Representative in **step 5.4**

Note that for quality reasons and communication purposes the SPOC & SPOC Assistant **should each have a unique email address**.

If you wish to receive communication from EMVO by other staff members than only the assigned SPOC and SPOC Assistant, you need to enter a shared email address of your organisation in the field 'SPOC Assistant's email address' (e.g. receipt_of_EMVO_communication@obp.eu).

For more details, please refer to page 57 of the [OBP On-boarding Guideline](#).

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

Tel. Helpdesk: **+32 (0)2 657 00 08**

E-Mail: helpdesk@emvo-medicines.eu

EMVO Team

European Medicines Verification Organisation

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