



LETTER OF ANNOUNCEMENT - UPDATE CONCERNING YOUR CREDENTIALS FOR THE OBP PORTAL

Dear On-boarding Partners,

EMVO Team would like to inform you that by July 24th some elements changed on the OBP Portal concerning the credentials of the persons entitled to access.

At the moment, the person acting as the Initial Registration Requester receives credentials at the time she/he requests to access the OBP Portal (Figure 1). In addition, when the Single Point of Contact (SPOC) contact details are filled-in on the Portal (Figure 2), the listed SPOC also receives credentials.

Therefore, two people will have credentials to access the OBP site on the portal and fill-in/modify information: the Initial Registration Requester, and the SPOC. These two people can, of course, be the same.

What is going to be newly implemented is that when the SPOC contact details will be filled-in on the Portal, the credentials of the Initial Registration Requester will be revoked. This is provided for security reasons and for the sake of consistency as the SPOC is the only one responsible to confirm the accuracy of the information provided. When the SPOC effectively logged-in on the Portal, the credentials of the Registration Requester will be revoked.

OBP Portal

Request to participate

User details

First Name

Last Name

e-mail

Company details

Company Name

Country of Registration

VAT Number

Type of Organisation

Marketing Authorisation Holders (MAH) with Parallel Distribution activity

Marketing Authorisation Holders (MAH) without Parallel Distribution activity

Once your request is submitted, we will create a secure area within the EMVO On-boarding Partner Portal for you in order to upload on-boarding related information like company information, contact details, product information, a non-disclosure agreement (NDA) and a participation agreement (PA).

Submit >

Registration Requester contact details.
His/Her credentials will be revoked when the SPOC will be listed.

Figure 1 – step where the registration requester lists his/her contact details in the portal.

Single Point of Contact

SPOC First Name *

SPOC Last Name *

SPOC Email Address *

SPOC Phone Number *

SPOC Availability Hours * Monday to Friday 09:00 to 16:00 CET

SPOC First Name

SPOC Last Name

SPOC Email Address

SPOC Phone Number

SPOC Availability Hours Monday to Friday 09:00 to 16:00 CET

Save Cancel

First SPOC contact details
The one that will receive credentials.

Second SPOC contact details
Will not receive any credentials.

Figure 2 – SPOC 1 and SPOC 2 contact details



What is going to change for you? Several situations are possible:

- (1) The Initial Registration Requester and the SPOC are the same person and, that person still uses his/her initial credentials e.g. the ones she/he initially received when requesting to register on the Portal.

In this situation that person can simply drop us an e-mail and we will make sure that new credentials will be generate for the person listed as the SPOC.

- (2) The Initial Registration Requester and the SPOC are not the same person.

In this situation, please be aware that the person acting as the Registration Requester will no longer have access to the Portal.

Please note that the SPOC will remain the only person responsible in the eyes of EMVO for the accuracy of the information provided.

In addition, please note that if you would like to list two SPOCs, you can certainly still do so on the Portal. We will always take into account the “second” SPOC in case the first one is not available.

Finally, in the event that the SPOC details change we will kindly ask you to send us an e-mail and share the new SPOC contact details. New credentials will then be generated in order to allow the new SPOC to access the Portal. The previous SPOC credentials will be revoked.

The EMVO’s team remain at your disposal for support and assistance.

In the event of any question or uncertainty, please do not hesitate to contact our Helpdesk at the following address: helpdesk@emvo-medicines.eu

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