



**LETTER OF ANNOUNCEMENT  
NEW RELEASE OF THE ON-BOARDING PARTNER PORTAL**

Dear On-boarding Partners,

EMVO Team is glad to announce you that new features on the OBP Portal will be released as from calendar week 41.

Those updates and upcoming changes are the following:

- **Removal of the steps corresponding to the Non-Disclosure Agreement (step 2) and to the Additional Company Information (step 3.7)**

Those two steps will be removed in order to accelerate the on-boarding process for all OBPs. The elements included in those steps have been rendered obsolete. Indeed, the OBP Process initially required the signature of the Non-Disclosure Agreement (NDA) because confidential and sensitive information was disclosed prior to the signature of the Participation Agreement. This is no longer the case, thanks to the process designed on the OBP Portal. Therefore, since the Participation Agreement also includes a confidentiality provision in Appendix 3, the signature of the NDA is no longer required.

The Step 3.7 requiring the additional company information will be fully deleted as well.



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Step 1: Provide initial information			▼
Step 2: Non-disclosure agreement			▼
Step 3: Detailed information and participation agreement			▼
			Time to complete
3.1	General info pack ⓘ	Open	
3.2	Single point of contact information ⓘ	Modify	5-7 min
3.3	Participation Agreement ⓘ	<a href="#">View Download</a>	1 min
3.4	Upload Signed Participation Agreement ⓘ	Upload PDF	1 min
3.5	Invoicing Information Form	<a href="#">View Download</a>	5 min
3.6	Upload Invoicing Information Form	Upload PDF	1 min
3.7	Additional company information ⓘ	Modify	5-7 min
3.8	MAH and product information ⓘ	Modify	60 min
Step 4: Approvals			▼
Step 5: Technical onboarding			▼

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- **Credentials to access the OBP Portal**

In the previous release of the OBP portal a new feature concerning the credentials has been implemented; the Single Point of Contact (SPOC) was the only person authorized to confirm the accuracy of the information provided and could only access the portal with the credentials received for that purpose. Indeed, even if the Initial Registration Requester and the SPOC were the same person, other credentials had to be used.

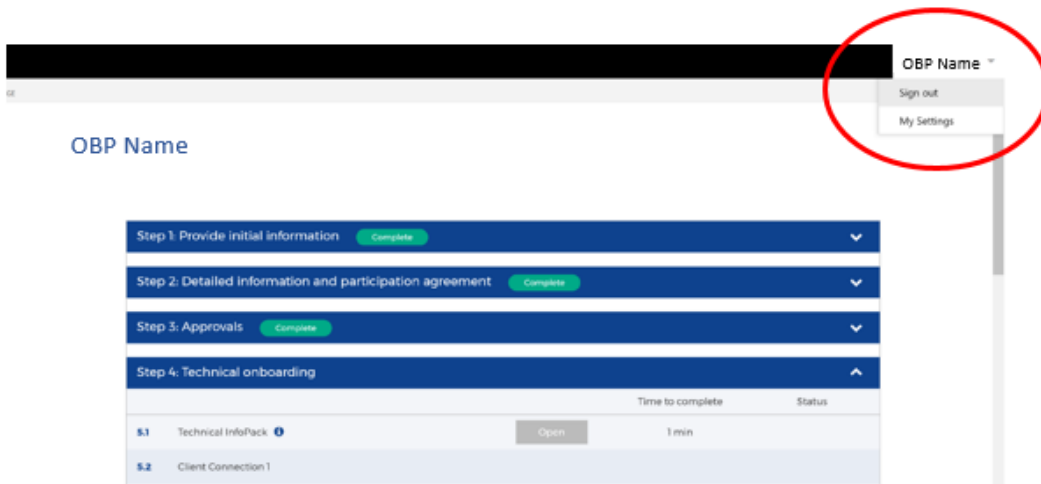
With this new release, the SPOC is still the only person authorized to confirm the accuracy of the information provided **but**, if the SPOC is the same person as the Initial Registration Requester, (s)he will now be able to access the Portal with the credentials received in the first place (e.g. when requesting participation).



An example of this can be seen in Figure below.

A screenshot of a web form titled "Single Point of Contact". The form has an orange header bar with the title and a close button. Below the header, there is a checkbox labeled "I am also the SPOC \*". Underneath are five text input fields: "SPOC First Name \*", "SPOC Last Name \*", "SPOC Email Address \*", "SPOC Phone Number \*", and "SPOC Availability Hours \*". The "SPOC Availability Hours" field contains the text "Monday to Friday 09:00 to 16:00 CET". At the bottom right of the form are two buttons: "Save" and "Cancel".

In addition, in order to make your connection to the OBP Portal easier, you will now have the possibility to log-off from your account at any time.



- **Session Token and Test Status Metrics**

A step related to the request for a Session Token will be added to ITE, IQE and PRD steps in the portal (e.g. steps 4.2.2.4, 4.2.3.4, 4.2.4.4, 4.3.2.4, 4.3.3.4, 4.3.4.4)



Step 4: Technical onboarding			Time to complete	Status
4.1	Technical InfoPack ⓘ	Open	1 min	Completed
4.2	Client Connection 1			
4.2.1	Connection Details ⓘ	Add	1 min	Completed
4.2.2	ITE ▾			
4.2.3	IQE ▲			
4.2.3.1	IQE - Information To Create CSR ⓘ	Open	1 min	Completed
4.2.3.2	IQE - Upload CSR file ⓘ	Upload	1 min	Completed
4.2.3.3	IQE - Certificate (CER) ⓘ	Download	1 min	Completed
4.2.3.4	IQE - Session Token ⓘ	Request New	1 min	Available ⓘ
4.2.3.5	IQE - Test Status Metrics ⓘ	Open	1 min	Completed

When this step becomes available the OBP can view the Session Token using the information button in the status.

Step 4: Technical onboarding			Time to complete	Status
4.1	Technical InfoPack ⓘ	Open	1 min	Completed
4.2	Client Connection 1			
4.2.1	Connection Details ⓘ	Add	1 min	Completed
4.2.2	ITE ▾			
4.2.3	IQE ▾			
4.2.4	PRD ▾			
4.3	Client Connecti			
4.3.1	Connection Det			Completed
4.3.2	ITE ▾			
4.3.3	IQE ▲			
4.3.3.1	IQE - Information To Create CSR ⓘ	Open	1 min	Completed
4.3.3.2	IQE - Upload CSR file ⓘ	Upload	1 min	Completed
4.3.3.3	IQE - Certificate (CER) ⓘ	Download	1 min	Completed
4.3.3.4	IQE - Session Token ⓘ	Request New	1 min	Available ⓘ
5.2.3.6	IQE - Test Status Metrics ⓘ	Open	1 min	Completed
4.3.4	PRD ▾			

View Token Session

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Moreover, a step related to Test Status Metrics will be added to ITE and IQE steps in the Portal (e.g. steps 4.2.2.4, 4.2.3.4, 4.3.2.4, 4.3.3.4). This feature will allow OBP to consult their test results. Those results will



evolve depending on the tests the OBP will conduct. In ITE the test results can be used (optional) for the OBP to do some testing in the development environment. In IQE the OBP can provide EMVO with his Certification test results (e.g. all green lights, needed to grant access to the production environment) by clicking on the submit button when he feels confident enough.

IQE Test Results	
Environment :	<b>IQE - Integration</b>
Test Time Period:	<b>30 Minutes</b>
Product Master Data:	<b>Passed</b>
Product Pack Data:	<b>Passed</b>
Product Pack Update:	<b>Failed</b>
Product Pack Verification:	<b>Passed</b>
Batch Recall:	<b>Passed</b>
Report Request:	<b>Failed</b>
Alert Acknowledgement	<b>Passed</b>

Close      Submit

The EMVO's team remains at your disposal for support and assistance.

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

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### **EMVO Team**

**European Medicines Verification Organisation**

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