

## OBP Checklist for Contractual On-boarding

### Needed information

1. Registration Requester
2. Company registration number (KDB No.223)
3. VAT number
4. Parallel distribution activity (KDB No.201)
5. Authorized Representative
  - Only signs the contracts
  - Not our contact person
  - Copy of Proof (KDB No.215)
6. SPOC (main person for communication)
  - Possible to change this contact
7. List of MAHs (KDB No.303)
  - + maximum of 3 products per MAH (including their marketing authorization numbers, this info is related to the marketing authorization application)
8. Invoicing information (KDB No.221)
  - You need to know how many MAHs you have in Europe + Switzerland

### Information not needed

- Type of Connection (later in process)
- Full list of MAHs (later in process)

### Hint

- Only the Requestor and the SPOC will receive credentials to the OBP Portal
  - If person is the same, please do not mix up the credentials

### References

The definitions in detail are available in the EMVO Knowledge Database section.

(<https://emvo-medicines.eu/home/kdb/>)

The Registration Requester needs the OBP On-boarding Portal. (<https://emvo-medicines.eu/home/obp/>)

Further documentation is available in the EMVO Documents Overview. (<https://emvo-medicines.eu/home/kdb/documents/>)