



**REMINDER LETTER – ON-BOARDING FEE RISE : A WEEK LEFT!**

Monday, the 8<sup>th</sup> of January 2018

Dear (future) On-boarding Partners,

EMVO would like to kindly remind its On-boarding Partners and future On-boarding Partners that the On-boarding Fee is going to rise by 50% by mid-January for all OBPs that wouldn't have uploaded their valid Participation Agreement on the OBP Portal by that time.

As it has been announced on the 15<sup>th</sup> of December, in order to benefit from the Early Bird Discount the OBPs starting/processing their on-boarding on the OBP Portal are requested to upload their valid Participation Agreement not later than the 14<sup>th</sup> of January at 11:59 pm Central European Time, in the relevant step on the OBP Portal.

As a reminder, the OBP's Participation Agreement will be considered valid provided the following conditions are met:

- All pages of the Agreement have been uploaded by the OBP on the OBP Portal
- No amendments, changes or other edits have been made to the Agreement
- The individual(s) signing the Agreement is (are) the individual(s) duly authorised to sign on behalf of the OBP and provide(s) evidence to that respect as per the requirements EMVO has set and communicated to the OBP.

	Early bird On-Boarding fee	From the 15 <sup>th</sup> January 2018	From the 15 <sup>th</sup> June 2018
OBP with >12 MAHs	€20.000	€30.000	€45.000
OBP with 6-12 MAHs	€10.000	€15.000	€22.500
OBP with 3-5 MAHs	€8000	€12.000	€18.000
OBP with 2 MAHs	€6000	€9000	€13.500
OBP with 1 MAH	€3000	€4500	€6750

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Please note that only the completion of, at least, Step 1, Step 2.1, 2.2, 2.3 and 2.4. will ensure the OBP to be invoiced the Early Bird Fee. Therefore, it is not requested to upload the Invoicing Information Form neither to pay the invoice in advance in order to benefit from the Early Bird Discount.

Mandatory to benefit from the Early Bird Discount – to be filled-in until the 14th of January 11:59 pm CET

Step 1: Provide initial information				
		Time to complete	Status	
1.1	Company Information ⓘ	Add	5-7 min	Not Started
1.2	Authorised representative information ⓘ	Add	5-7 min	Not Started
1.3	Pre-technical Connection Information ⓘ	Add	5-7 min	Not Started
Step 2: Detailed information and participation agreement				
		Time to complete	Status	
2.1	General info pack ⓘ	Open		
2.2	Single point of contact information ⓘ	Add	5-7 min	Not Started
2.3	Participation Agreement ⓘ		1 min	
2.4	Upload Signed Participation Agreement ⓘ	Upload PDF	1 min	Not Started
2.5	Invoicing Information Form		5 min	
2.6	Upload Invoicing Information Form	Upload PDF	1 min	Not Started
2.7	MAH and product information ⓘ	Add	60 min	Not Started
Step 3: Approvals				
		Time to complete	Status	
3.1	Legitimacy check status ⓘ		15 days	
3.2	Countersigned Participation Agreement send back to OBP ⓘ		21 days	
3.3	Invoice status ⓘ			
Step 4: Technical onboarding				



In order to get acquainted with the requirements with respect to those steps, please consult our online documentation:



[On-boarding Guideline](#)



[On-boarding Presentation](#)



[On-boarding training video](#)



[15.12.2017 Letter of Announcement](#)

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:

Tel. Helpdesk: +372 611 90 44

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

**EMVO Team**  
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