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DMVO

Contract Management

Contact Management

Access the system

Add your data

Save your revised contract

Add proof of who can Sign the contract

Sign the contract

Obtain copy of the contract

Thanks for using WeSynch

syncΛ

Access the system

User Name and Password

You will receive email as below. Please activate your account.



Contract Management

Access to Contract Management System via web – www.wesynch.se

wesynch

Welcome to WeSynch

[Reset your password](#)

[Sign in](#)

WeSynch are digital services delivered by Synch Advokat AB.

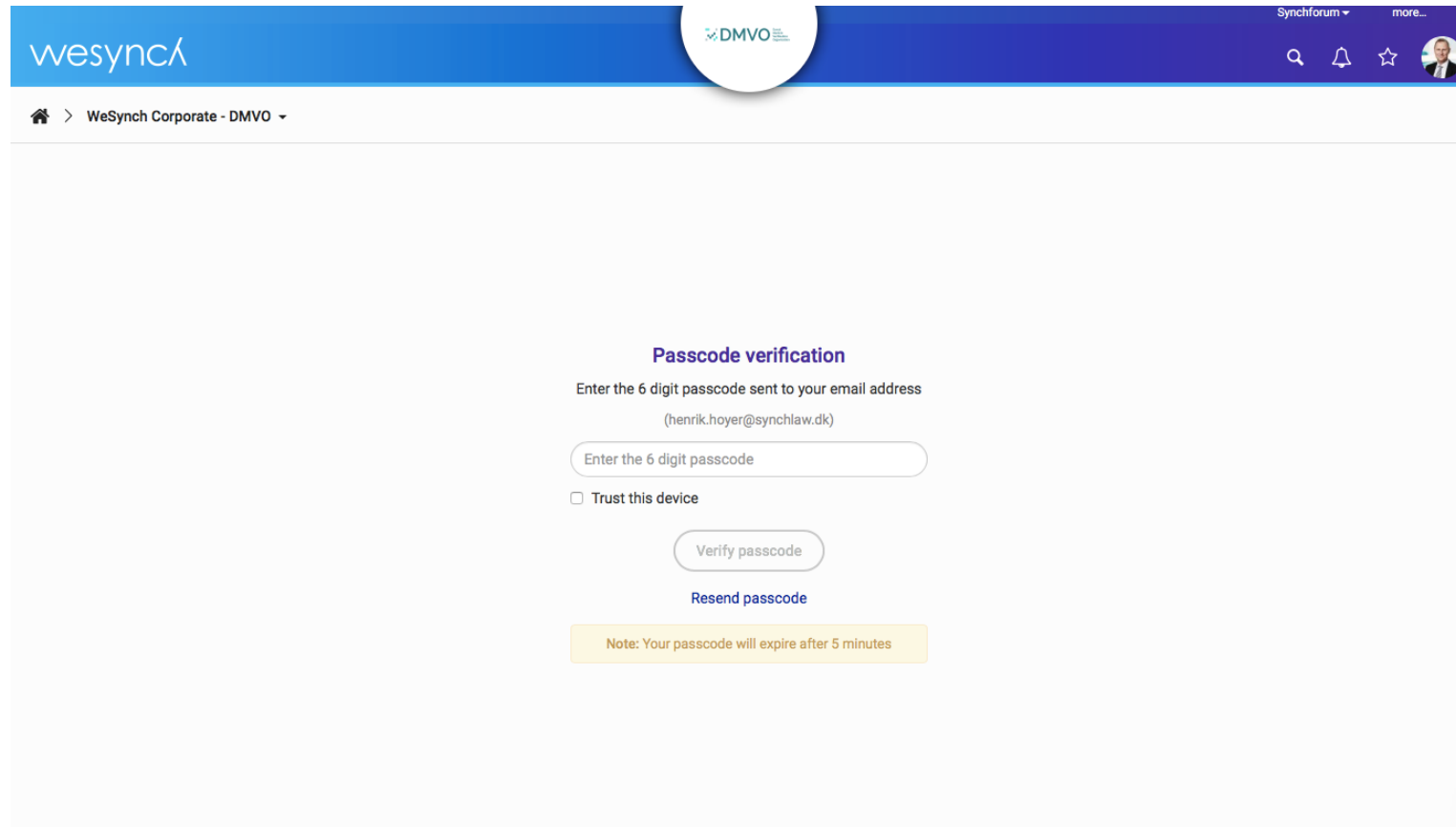
WeSynch is a secure, on-demand service that lets you use high quality legal tools, where and when you want, at fixed prices and with great flexibility. Simplify the way you lead your business with WeSynch.

You need a personal email invitation from your Synch contact in order to start using your WeSynch account.

Contact us on wesynch@synchlaw.se, or call us +46 (0)8 761 35 35.

Two Factor Authentication

You will receive an email with a verification passcode. Please copy the six digit code from your email box and insert into passcode verification box below.



The screenshot shows a web interface for 'wesynd' with a blue header. The header includes the 'wesynd' logo, a 'DMVO' button, and navigation links for 'Synchforum' and 'more...'. Below the header, a breadcrumb trail shows 'Home > WeSynchron Corporate - DMVO'. The main content area is titled 'Passcode verification' and instructs the user to 'Enter the 6 digit passcode sent to your email address'. It specifies the email address as '(henrik.hoyer@synchlaw.dk)'. There is a text input field labeled 'Enter the 6 digit passcode'. Below the input field is a checkbox labeled 'Trust this device'. A 'Verify passcode' button is positioned below the checkbox, followed by a 'Resend passcode' link. At the bottom, a yellow note states: 'Note: Your passcode will expire after 5 minutes'.

wesynd

DMVO

Synchforum more...

Home > WeSynchron Corporate - DMVO

Passcode verification

Enter the 6 digit passcode sent to your email address

(henrik.hoyer@synchlaw.dk)

Enter the 6 digit passcode

☐ Trust this device

Verify passcode

[Resend passcode](#)

Note: Your passcode will expire after 5 minutes

Two Factor Authentication

You will receive an email with a verification passcode. Copy the passcode from your email and insert the code into the passcode verification box and obtain access

Henrik,

Your verification passcode is: 00116

Note: you have 5 minutes to enter this passcode before it expires.

THE ABOVE LINKS CONTAIN SENSITIVE DETAILS THAT ARE SPECIFIC TO YOUR USER ACCOUNT.
PLEASE DO NOT FORWARD THIS EMAIL TO ANYONE ELSE.

For technical and user support please email the [Administrator](#).

Kind regards,

WeSynch

HighQ

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**The 6 digit code
is in your email
box**

wesync/

DMVO

> WeSynch Corporate - DMVO

Passcode verification

Enter the 6 digit passcode sent to your email address

(henrik.hoyer@synchlaw.dk)

Enter the 6 digit passcode

☐ Trust this device

Verify passcode

[Resend passcode](#)

Note: Your passcode will expire after 5 minutes

**Insert the 6 digit
code into the
passcode
verification box
located in your
browser**

Add *your* data

Contract Management

The link will lead you to your contract

Marketing ▾ HR ▾ Test ▾




> WeSynch Corporate Wiki Calendar Contract Overview People Admin

DMVO Dansk Medicin Verifikation Organisation

Add ▾ Action ▾ View ▾

Search this folder ▾

2.5.2 MAH Participation Agreement ▾

<input type="checkbox"/>	Name ▾	Status	Size ▾	Author ▾	Last modified ▾	
<input type="checkbox"/>	 2.5.2.1 PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7.doc v1		150.00KB	Henrik Duedahl Høy...	27 Sep 2017 13:16	 

1 - 1 of 1

This is your agreement template

Contract Management

Edit the Agreement -> Press "MORE" and choose "Edit in Word"

The screenshot shows the DMVO (Dansk Medicin Verifikation Organisation) web interface. The top navigation bar includes links for 'MeSynch Corporate', 'Wiki', 'Calendar', 'Contract Overview', 'People', and 'Admin'. Below this, there are buttons for 'Add', 'Action', and 'View', along with a search bar labeled 'Search this folder'. The main content area displays a folder named '2.5.2 MAH Participation Agreement'. A table lists the files within this folder:

	Name	Status	Size	Author	Last modified	
<input type="checkbox"/>	2.5.2.1 PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7.doc v1		150.00KB	Henrik Duedahl Høy...	27 Sep 2017 13:16	

Below the table, it indicates '1 - 1 of 1'. A context menu is open for the selected file, showing options: 'Download', 'Share', 'Send to DocuSign', 'Edit in Word', and 'Edit details'. Arrows from the numbered instructions point to the 'more' icon and the 'Edit in Word' option.

1) Press "More"

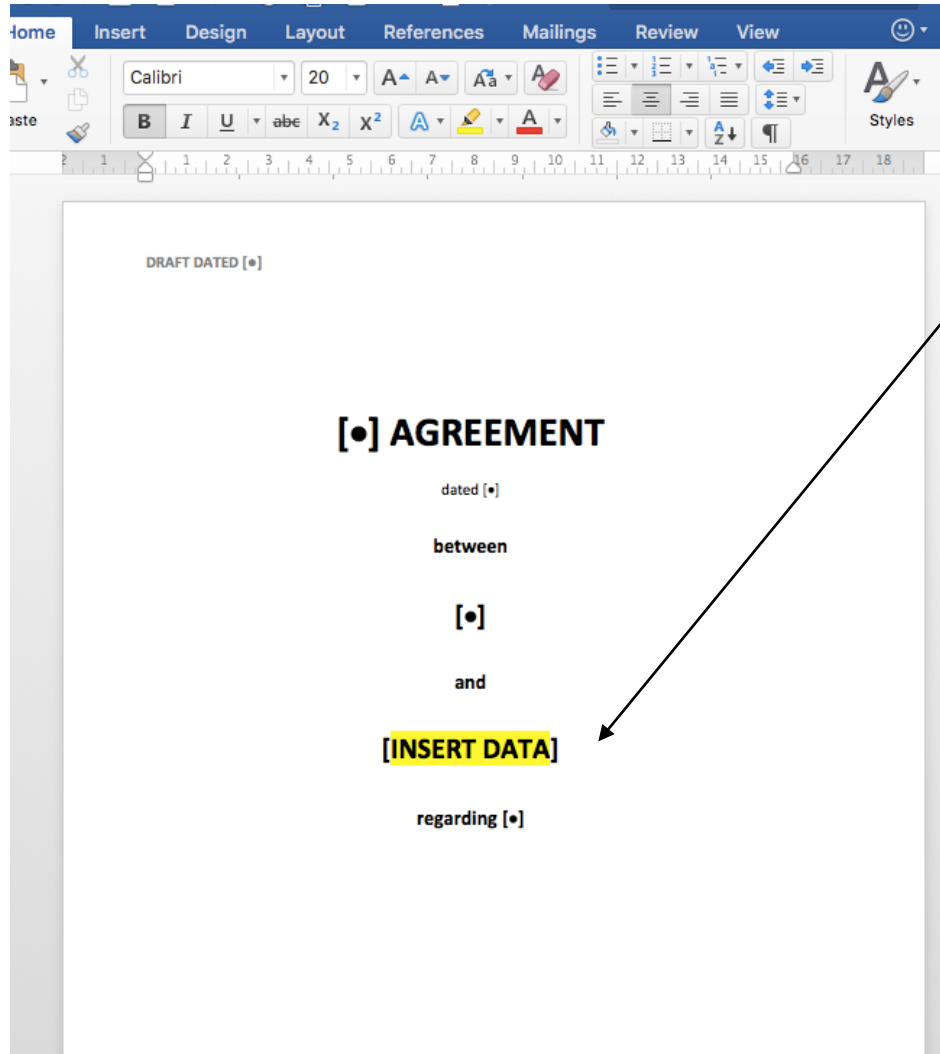
2) Select "Edit in word"

3) Do NOT double click the agreement

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Contract Management

Insert your company specific data and save



1) Insert all the requested data:

- ❖ Front Page - Company name, Address, Company Registration number etc.
- ❖ Page 5 – Insert company name
- ❖ Page 10 – insert invoice details etc.
- ❖ Page 10-11 – if you pay for other MAH's or Affiliated companies then please insert details.
- ❖ Page 12 – check details for your Notice Contact person

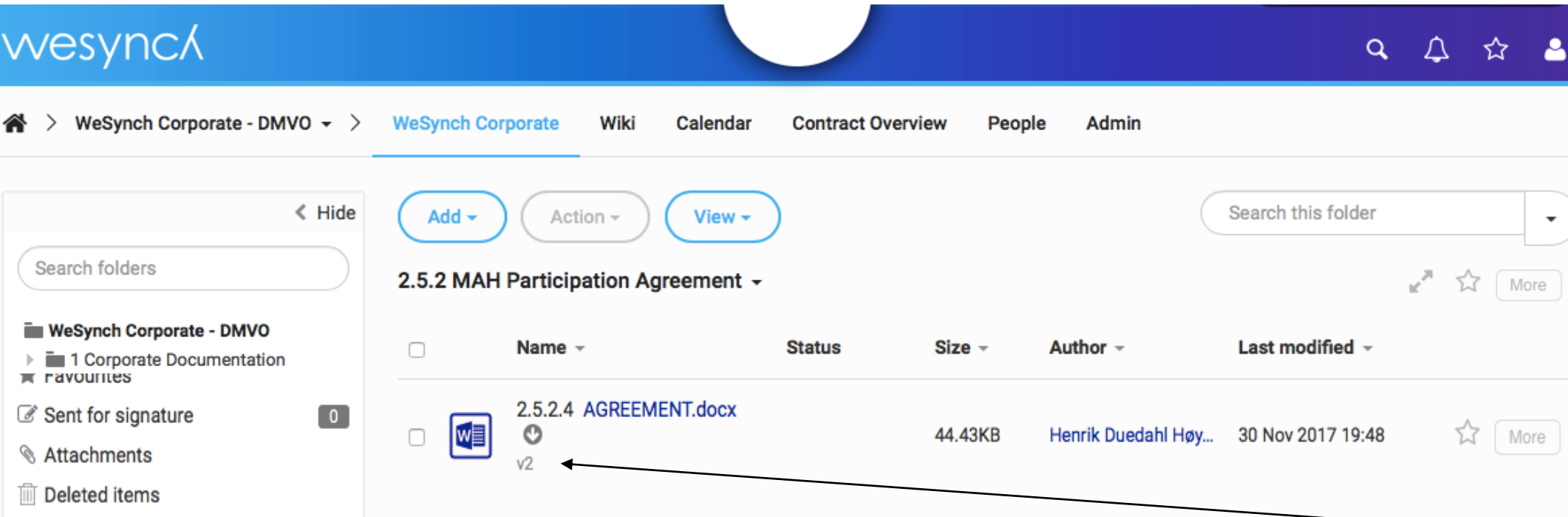
2) Save (NOT save as)

3) Close document

Save your revised contract

Contract Management

Check that your edits have been saved



The screenshot shows the WeSynchrony web application interface. The top navigation bar includes the 'wesyncA' logo and icons for search, notifications, favorites, and user profile. Below this is a breadcrumb trail: 'WeSynchrony Corporate - DMVO > WeSynchrony Corporate'. The main navigation menu includes 'Wiki', 'Calendar', 'Contract Overview', 'People', and 'Admin'. The left sidebar shows a folder tree with 'WeSynchrony Corporate - DMVO' and '1 Corporate Documentation'. The main content area displays a table of documents under the heading '2.5.2 MAH Participation Agreement'. The table has columns for 'Name', 'Status', 'Size', 'Author', and 'Last modified'. A document named '2.5.2.4 AGREEMENT.docx' is listed with a size of 44.43KB, authored by 'Henrik Duedahl Høy...', and last modified on '30 Nov 2017 19:48'. Below the document name, 'v2' is indicated, and an arrow points to it from the text below the screenshot.

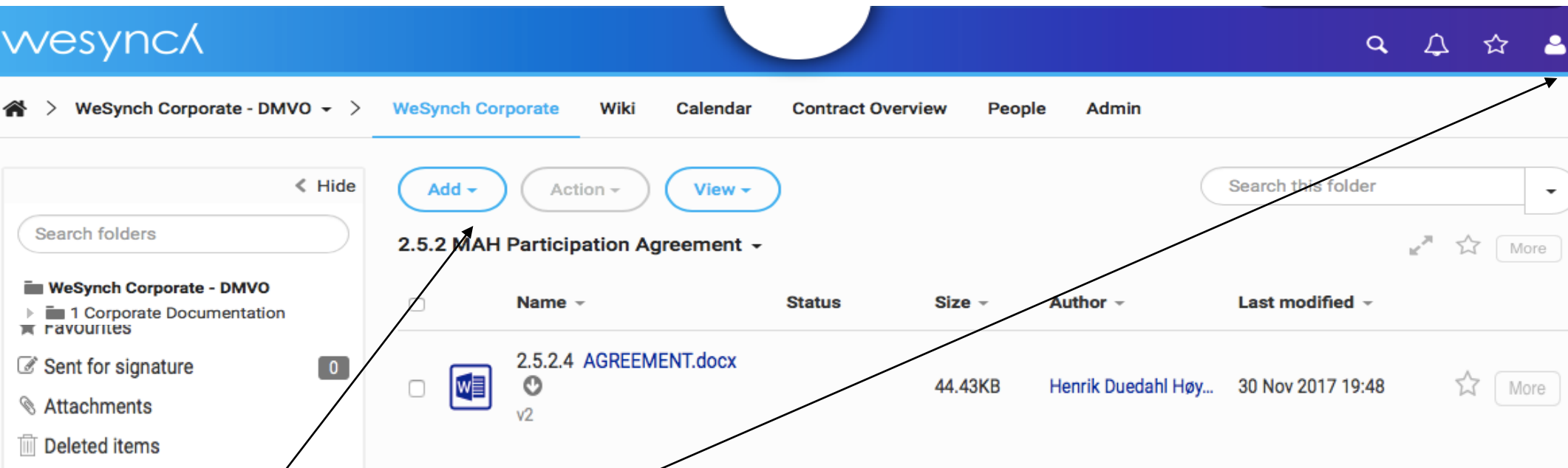
	Name	Status	Size	Author	Last modified
<input type="checkbox"/>	2.5.2.4 AGREEMENT.docx		44.43KB	Henrik Duedahl Høy...	30 Nov 2017 19:48
	v2				

- 1) If you wait a bit and/or refresh then the agreement will move from version 1 to version 2
- 2) Double-click the agreement and see if the edits have been saved

Add proof of who can sign
the contract

Contract Management

Add proof of who can sign on behalf of your company



- 1) Add proof of who can sign the Agreement on behalf of your company:
 - ❖ Add / upload the document to the contract management system showing who can sign the agreement on behalf of your company
- 2) When all the requested data has been uploaded and saved, then
 - a) log off the system;
 - b) send an email to info@dmvo.dk with "Ready to Sign Agreement" including the name and email address of the person who is authorized to sign the agreement; and
 - c) DMVO will initiate step 2 below when a legitimacy check has been made

Sign the contract (STEP 2)

Contract Management

After the DMVO has checked your data and signed the agreement then your signatory party will receive an email with a request for signature

Please sign PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7



WeSynch Corporate via DocuSign <dse@eumail.docusign.net>



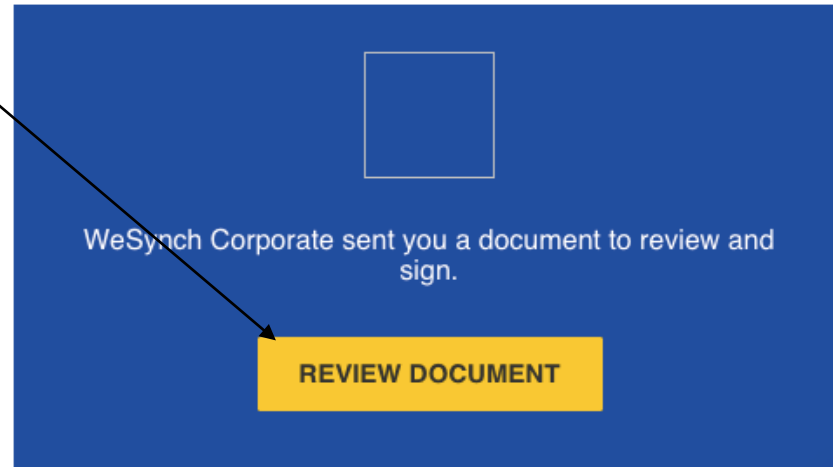
Reply all

Today, 12:16 PM

Henrik Duedahl Høyer

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).



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Contract Management

Process for signing the document

Please Review & Act on These Documents



WeSynch Corporate
Synchlaw

wesynch

Powered by DocuSign

Please sign the attached Participation Agreement and return a copy to me

Please read the [Electronic Record and Signature Disclosure](#).

☒ I agree to use electronic records and signatures.

CONTINUE

OTHER ACTION

Signature

DS

Initial

Date Signed

Name

First Name

Last Name

Email Address

Company

Title

T

Text

DocuSign Envelope ID: 75F102CF-A513-470D-A10C-BAAC1D4A6B08

PARTICIPATION AGREEMENT

This Participation Agreement ("Agreement") by and between Dansk Medicin Verifikation Organisation ApS, ("DMVO"), a corporation organized under the laws of Denmark having a place of business at Lersø Parkallé 101, 2100 København Ø, Denmark and registered with the Danish Business Authority under CVR-no. 38 22 92 65, and INSERT NAME, ("Company") a INSERT COUNTRY corporation having a principal place of business at INSERT ADDRESS and registered under company registration number INSERT NUMBER, is entered into as of the date last written below ("the Effective Date"). Both hereafter referred to as a "Party", and together as the "Parties".

A. WHEREAS, the DMVO is established to set up and manage the Danish Medicines Verification System or DMVS in accordance with the EU Directive on Falsified Medicines and Delegated Regulation.

B. WHEREAS, the DMVO concluded an agreement (the National Blueprint Agreement) with the National System IT Company in order to implement, develop, test and operate the DMVS and its interfaces with other systems.

synch

Contract Management

Scroll to Signature page

Done! Select Finish to send the completed document. **FINISH**


FIELDs

- Signature
- Initial
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title

10.7 Exhibits. If there is a discrepancy between the main body of this Agreement and the Exhibits, the main body of this Agreement prevails.

10.8 Signatures. This Agreement has been drawn up and executed in two (2) identical copies (which may also be electronic including electronic signatures) of which each Party has received one (1) copy.

Dansk Medicin Verifikation Organisation ApS ("DMVO")

By:  DocuSigned by: 1032F5007E50438...

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

3) When the signature is inserted then press Finish.
4) Do not sign up for DocuSign after the "Finish" button has been clicked.

- 1) Scroll to the signature page.
- 2) Drag the Signature to the "By" and release.

Contract Management

Please find a copy of the signed document



The screenshot shows a web application interface for contract management. At the top, there is a blue navigation bar with links: 'synchforum', 'Compliance', 'KM', 'Marketing', 'HR', and 'Test'. Below this is a secondary navigation bar with links: '> WeSynch Corporate - DMVO >', 'WeSynch Corporate', 'Wiki', 'Calendar', 'Contract Overview', 'People', and 'Admin'. On the right of the secondary bar is the 'DMVO' logo and the text 'Dansk Medicin Verifikation Organisation'. On the left, there is a sidebar with a 'Search folders' input and a tree view showing the folder structure: 'WeSynch Corporate - DMVO' > '1 Corporate Documentation' > '2 Commercial Agreements' > '2.1 Customer Agreements (2)' > '2.2 Supply Agreements (1)' > '2.3 Non Disclosure Agreements' > '2.4 License Software Agreements'. The main content area has a header with 'Add', 'Action', and 'View' buttons, and a 'Search this folder' input. Below this is a section titled '2.5.2 MAH Participation Agreement'. It contains a table with the following columns: 'Name', 'Status', 'Size', 'Author', and 'Last modified'. The table has one row with the following data: '2.5.2.1 PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7.pdf v2', 'Signed', '377.61KB', 'Henrik Duedahl Høy...', and '23 Oct 2017 12:27'. An arrow points from the text 'The status changes from "sent to signature" to "Signed".' to the 'Signed' status in the table. At the bottom right, there is a 'syncA' logo.

Name	Status	Size	Author	Last modified
2.5.2.1 PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7.pdf v2	Signed	377.61KB	Henrik Duedahl Høy...	23 Oct 2017 12:27

The status changes from "sent to signature" to "Signed".

syncA

Obtain copy of the contract

Contract Management

Prepare Signature Process

The screenshot displays the WeSynchrony web application interface. The top navigation bar includes the 'wesync' logo, a search icon, a notification bell, a star icon, and a user profile icon. Below the navigation bar, the breadcrumb trail shows 'WeSynchrony Corporate - DMVO' and 'WeSynchrony Corporate'. The main content area is titled '2.5.2 MAH Participation Agreement' and contains a table of documents. A context menu is open over the document '2.5.2.3 AGREEMENT.pdf', with the 'Download' option highlighted by an arrow. The left sidebar shows a folder tree under 'WeSynchrony Corporate - DMVO' and a list of recent documents.

Search folders

Hide

Add Action View

Search this folder

2.5.2 MAH Participation Agreement

Name	Status	Size	Author	Last modified
2.5.2.3 AGREEMENT.pdf v2	Signed	246.19KB	Henrik Duedahl Høy...	31 Oct 2017 17:57

1 - 3 of 3

Download

Share

Send to DocuSign

Edit details

Move or Copy

Check out

Audit history

Delete

- 1) Download a copy of the contract to your PC. Use "Save AS" and save it on your PC

Contract Management

Obtain Audit documentation

The screenshot displays the WeSynch web application interface. The top navigation bar includes the 'wesynch' logo, a 'DMVO' logo, and a 'Synchronum' dropdown menu. Below this, a breadcrumb trail shows 'WeSynch Corporate - DMVO' and 'WeSynch Corporate'. The main content area is titled '2.5.2 MAH Participation Agreement' and contains a table of files. A context menu is open over the file '2.5.2.3 AGREEMENT.pdf', showing options like 'Download', 'Share', 'Send to DocuSign', 'Edit details', 'Move or Copy', 'Check out', 'Audit history', and 'Delete'. An arrow points to the 'Audit history' option.

Search folders

Hide

Add Action View

Search this folder

2.5.2 MAH Participation Agreement

Name	Status	Size	Author	Last modified
2.5.2.3 AGREEMENT.pdf v2	Signed	246.19KB	Henrik Duedahl Høy...	31 Oct 2017 17:57

1 - 3 of 3

Download

Share

Send to DocuSign

Edit details

Move or Copy

Check out

Audit history

Delete

1) If you want a copy of the audit history then please download this as well on your PC

wesynch

Contract Management

Proof of Valid Signature – Audit history documentation



Certificate Of Completion

Envelope Id: 75F102CFA513470DA10CBAAC1D4A6B08	Status: Completed
Subject: Please sign PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7	
Source Envelope:	
Document Pages: 12	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
EnvelopeId Stamping: Enabled	WeSynch Corporate
Time Zone: (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna	Birger Jarlsgratan 6
	Stockholm, Stockholm 10359
	contactwesynch@synchlaw.se
	IP Address: 213.212.88.196

Record Tracking

Status: Original	Holder: WeSynch Corporate	Location: DocuSign
10/23/2017 12:15:55 PM	contactwesynch@synchlaw.se	

Signer Events

Henrik
henrik.hoyer@synchlaw.dk
Security Level: Email, Account Authentication
(None)

Signature

Designted by:

Using IP Address: 87.52.27.25

Timestamp

Sent: 10/23/2017 12:15:57 PM
Viewed: 10/23/2017 12:22:34 PM
Signed: 10/23/2017 12:27:39 PM
Freeform Signing

Electronic Record and Signature Disclosure:
Accepted: 10/23/2017 12:22:34 PM
ID: ab2aab06-1ec3-4af9-83cc-5e943fc5d783

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

synch

Thanks

For more information please contact:

info@dmvo.dk