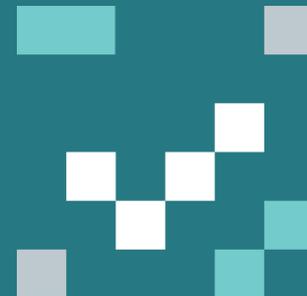


# Danish Medicine Verification Organisation

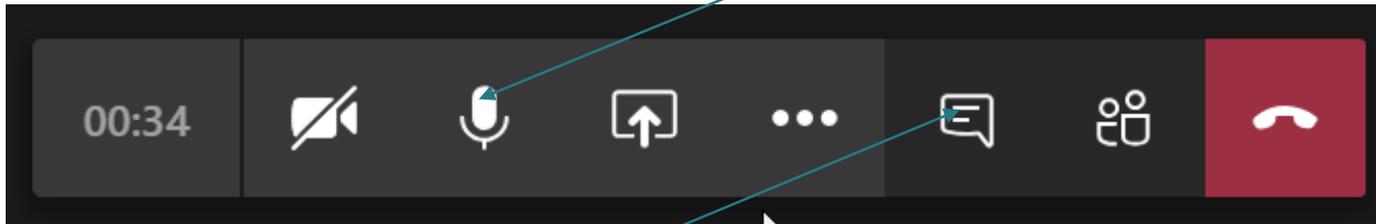
Virtual Meeting 26.08.2020

DMVO's Contract Management Tool - WeSynch



# THE HOUSE RULES of DMVO during virtual meeting

- All participants are on mute by default to reduce noise
- Unmute yourself by clicking on the microphone icon



- Feel free to ask questions during the meeting
- Chat comments are always welcome
- The meeting will be recorded and made available for download and later review

# Danish Medicines Verification Organisation



# DMVO's Contract Management Tool - WeSynch

## Walk through of the agenda of today's meeting:

- Intro
- Name and password?
- Access to the system
- Participation agreement
- DocuSign introduction
- Amendment
- Final signature



# Introduction to WeSynch

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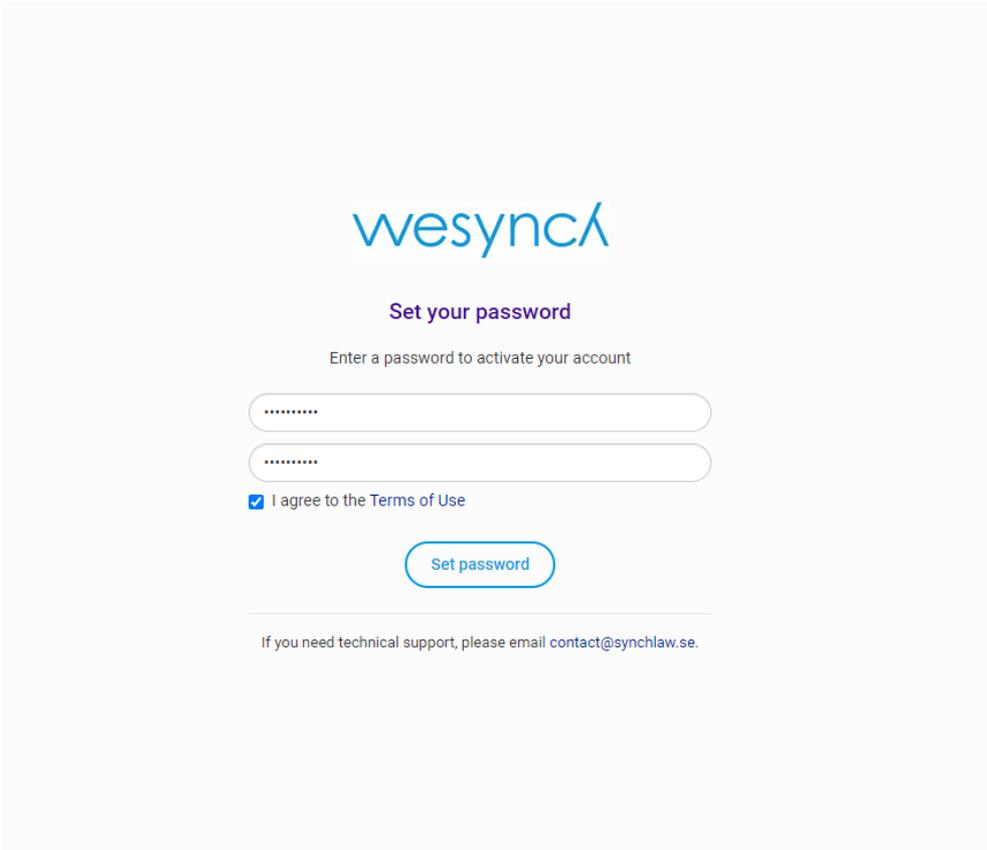
- The digital contract management tool of DMVO. No hard copies pls.
- All contracts and changes to original contracts are digitally managed in WeSynch/DocuSign in order to keep track and transparency
- It is possible to register up to two contacts in the contract management system
- Once DMVO has received the required information, an account for the contact person will be created in the contract management system and further information send by email
- In order to ensure that the right person signs the contract, please send the name, title and email address of the authorized person or persons to sign the contract to [info@dmvo.dk](mailto:info@dmvo.dk)

# How to obtain user name and set your password?

- You will receive an email. Please activate your account



# Set your password



The screenshot shows a web page for setting a password. At the top center is the 'wesync law' logo. Below it is the heading 'Set your password' and the instruction 'Enter a password to activate your account'. There are two password input fields, each containing a series of dots. Below the fields is a checked checkbox with the text 'I agree to the Terms of Use'. A blue 'Set password' button is centered below the checkbox. At the bottom of the form area, there is a line of text: 'If you need technical support, please email [contact@synclaw.se](mailto:contact@synclaw.se)'.

# Edit profile - contact information

The screenshot displays the 'Edit profile' interface for 'Contact information'. The page header includes the 'wesyncA' logo and the 'DMVO' logo. The breadcrumb trail shows 'Home > Synch Collaborate'. The left sidebar contains navigation options: 'Contact information', 'About me', 'Social', 'Messaging', and 'Links'. The main content area is titled 'Edit profile' and 'Contact information'. It features a 'Profile picture' section with a 'Change' button. Below this are input fields for 'First name (required)' (Kamila), 'Last name (required)' (Klica), 'Job title' (Enter a job title), 'Department' (None), 'Company' (gmail), 'Office address' ((Unknown)), 'Email address' (kamila.klica @ gmail.com), 'Office phone', 'Mobile phone', and 'Secretary' (Enter a secretary name and Enter secretary email). A red box highlights the 'Cancel' and 'Save' buttons at the top right of the form area.

# Access to Contract Management System via web - [www.wesynch.se](http://www.wesynch.se)

wesynch

## Welcome to WeSynch

henrik.hoyer@synchlaw.dk

.....

**Sign in**

[Reset your password](#)

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](mailto:wesynch@synchlaw.se), or call us +46 (0)8 761 35 35.

# The participation agreement and how to enter it

The screenshot shows the WeSynch interface with the following elements:

- Header: wesync logo, DMVO logo, search, notifications, star, and user icons.
- Breadcrumbs: Home > WeSynch Corporate - DMVO > WeSynch Corporate > Contract Overview
- Left sidebar: Search folders, WeSynch Corporate - DMVO > 8 Participation Agreement - Denmark, Index, Recent, Favourites, Sent for signature (0), Attachments.
- Top actions: Upload, New, Action, View.
- Search bar: Search and filter this folder.
- Folder: 8.329 DMVO test
- Table of files:

<input type="checkbox"/>	Name	Status	Size	Author	Last modified	
<input type="checkbox"/>	8.329.1 Amendment to Participation Agreement_Final.docx v1 <small>New</small>		22.82KB	Kamila Jabukowska	18 Aug 2020 15:45	<input type="checkbox"/> <small>More</small>
<input type="checkbox"/>	8.329.2 PARTICIPATION AGREEMENT_DENMARK.docx v1 <small>New</small>		53.09KB	Kamila Jabukowska	18 Aug 2020 15:45	<input type="checkbox"/> <small>More</small>
<input type="checkbox"/>	8.329.3 UK_Privacy Policy_MAHs_DMVO_1.0_052018.pdf v1 <small>New</small>		439.20KB	Kamila Jabukowska	18 Aug 2020 15:45	<input type="checkbox"/> <small>More</small>

This is the participation agreement

# Edit the participation agreement

The screenshot shows the WeSynchrony interface for a folder named '8.329 DMVO test'. The interface includes a search bar, navigation buttons (Upload, New, Action, View), and a table of files. A context menu is open over the file '8.329.2 PARTICIPATION AGREEMENT\_DENMARK.docx', with the 'Word' option highlighted. An arrow points from the 'Word' option to the text 'Open in Word'.

Name	Status	Size	Author	Last modified
8.329.1 Amendment to Participation Agreement_Final.docx v1 <span>New</span>		22.82KB	Kamila Jabukowska	18 Aug 2020 15:45
8.329.2 PARTICIPATION AGREEMENT_DENMARK.docx v1 <span>New</span>		53.09KB	Kamila Jabukowska	18 Aug 2020 15:45
8.329.3 UK_Privacy Policy_MAHs_DMVO_1.0_052018.pdf v1 <span>New</span>		439.20KB	Kamila Jabukowska	18 Aug 2020 15:45

1 - 3 of 3

Word

Open in Word

# Participation Agreement

- [The participation template](#)

## 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

### Invoicing details for Company

Registration and Invoicing information for Company	
Please fill in one form per market authorization	
Company Name	
Address	
Company Registration No.	
VAT number to use on invoice	

# Ready to sign

- When all the requested data has been uploaded and saved, then
  - A) log off the system;
  - B) send an email to [info@dmvo.dk](mailto:info@dmvo.dk) with “Ready to Sign Agreement” including the name and email address of the person who is authorized to sign the agreement
  - C) DMVO will initiate the signing when a legitimacy check has been made



# The MAH contract is handled digitally in DMVO

- DMVO will initiate the process for signing and you will receive a link for reviewing and signing the document
- Accept DocuSign terms of use
- Scroll to the signature page

Please sign PARTICIPATION AGREEMENT\_MAH\_(24-09-2017)\_RL7



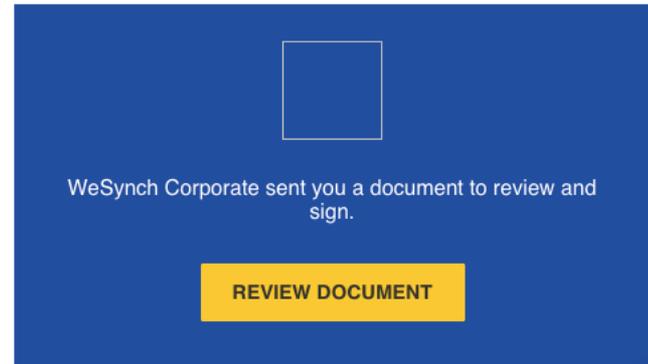
WeSynch Corporate via DocuSign <dse@eemail.docusign.net>



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](#).



# Signing in WeSynch/DocuSign

Done! Select Finish to send the completed document.

FINISH

## FIELDS

Signature

Initial

Date Signed

Name

First Name

Last Name

Email Address

Company

Title

10.9 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:

Name:

Title:

Date:

-----  
("Company")

By:

Name:

Title:

Date:

DocuSigned by:

Henrik

1032F5007E50438...

Drag the Signature to the "By" and release

When the signature is inserted then press Finish

# Please find a copy of the signed document

The screenshot shows a document management system interface. At the top, there is a navigation bar with tabs for 'Synchforum', 'Compliance', 'KM', 'Marketing', 'HR', and 'Test'. Below this, there is a breadcrumb trail: '> WeSynch Corporate - DMVO > WeSynch Corporate Wiki Calendar Contract Overview People Admin'. The DMVO logo (Dansk Medicin Verifikation Organisation) is in the top right. On the left, there is a sidebar with a 'Hide' button and a search box for folders. The main content area shows a folder named '2.5.2 MAH Participation Agreement' with a search box and action buttons ('Add', 'Action', 'View'). Below the folder name is a table of documents:

<input type="checkbox"/>	Name	Status	Size	Author	Last modified	
<input type="checkbox"/>	 2.5.2.1 PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7.pdf v2	Signed	377.61KB	Henrik Duedahl Høy...	23 Oct 2017 12:27	 

At the bottom of the table, it says '1 - 1 of 1'. A red circle highlights the 'Signed' status, and a green arrow points from the text below to it.

The status changes from “sent to signature” to “Signed”

# Changes to the participation agreement = Amendment

- The amendment is found in your contract folder in WeSynch
- Kindly remember to fill in the “DocuSign Envelope ID” which is the same as ID on the participation contract
- Kindly follow the process of informing DMVO and DMVO will do a legitimacy check and send for signing

**AMENDMENT NO. [1]  
TO  
PARTICIPATION AGREEMENT**

This Amendment (“Amendment”) to the 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”).

WHEREAS, DMVO and Company have previously entered into the Participation Agreement with the DocuSign Envelope ID: \_\_\_\_\_; and

NOW WHEREFORE, the parties agree to amend the Agreement as follows:

- 1). Exhibit C, Registration and Invoicing Information is deleted in its entirety and replaced with the attached Exhibit C.
- 2). Exhibit D, Contact Information for Notices is deleted in its entirety and replaced with the attached Exhibit D.
- 3). All other terms and conditions of the Agreement remain unchanged.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the last date which is written below.

DANSK MEDICIN VERIFIKATION ORGANISATION ApS	COMPANY
BY : _____ (Authorized Signature)	BY : _____ (Authorized Signature)
NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
DATE: _____	DATE: _____

# Receipt will follow from WeSynch/DocuSign



**WeSynch Corporate**  
[contactwesynch@synchlaw.se](mailto:contactwesynch@synchlaw.se)

Alle parter har signeret Please sign: DMVO - Amendment to Participation Agreement\_Final.

# Question time!



