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## Step 1: Relevant information for onboarding on IFA website new customers

- Please open IFA website [new customers](#) and take note of the listed information and documents. These are the basis for the conclusion of the contract.

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## Step 2: IFA Supplier Contract

- Please open the [IFA Supplier Contract](#) and save it. The [English convenience translation](#) is not binding.
- As the contract is concluded by using the signed *Onboarding Application for Conclusion of the IFA Supplier Contract*, you do not need to sign or send in the contract.

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## Step 3: Application for conclusion of the IFA Supplier Contract

- Please open the [Onboarding Application for Conclusion of the IFA Supplier Contract](#).
- Please print the *Onboarding Application for Conclusion of the IFA Supplier Contract* and add your legally binding signature.
- Please scan the signed Onboarding Application for Conclusion of the IFA Supplier Contract:

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## Step 4: Supplier Address Data

- Please open [IFA-Auftragstabelle D – Supplier Address Data](#).
- Please fill in the opened document completely and save it.

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## Step 5: Trade register excerpt or business registration

- Please scan either your [trade register excerpt](#) **or** [business registration](#).

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## Step 6: Manufacturing authorization and wholesaler authorization

- If you produce medicinal products please add your [manufacturing authorization according to § 13 AMG](#).
- If you trade in medicinal products please add your [wholesaler authorization according to § 52a AMG](#) if available.

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## Step 7: Transmission of documents

- Please prepare an email with the following attachments to [ifa@ifaffm.de](mailto:ifa@ifaffm.de):
  - [Onboarding Application for Conclusion of the IFA Supplier Contract](#)
  - [IFA-Auftragstabelle D – Supplier Address Data](#)
  - [Trade register excerpt or business registration](#)
  - [Manufacturing authorization according to § 13 AMG](#)
  - [Wholesaler authorization according to § 52a AMG](#)
  - If applicable: Notification Order Documents (see [Step 8](#))
- After receipt of your email at IFA GmbH you will receive a confirmation of receipt, which is not yet the acceptance of the contract.
- After processing the documents you will receive a confirmation by email with your personal IFA customer ID and IFA Supplier Number (*Adress-Nr.*).
- With the assignment of the IFA customer number, you receive access to the [IFA portal](#).

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### Step 8: Notification order documents

- You can attach any order documents to the email (see [step 7](#)), without waiting for the confirmation of receipt of the contract. On the IFA website, you will find explanations of the individual order types and their reporting variants (*IFA portal* and *notification order documents*) as well as the conditions for placing orders in the [IFA Guidelines for Notifying Product and Address Data](#). After processing, you will receive an order confirmation by email. Please feel free to contact us personally, if you have any questions.

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### IFA-support for new customers

- email: [ifa@ifaffm.de](mailto:ifa@ifaffm.de)

### Thank you.

We are pleased to welcome you as a customer of IFA GmbH.