

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.

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.

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:

Step 4: Supplier Address Data

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

Step 5: Trade register excerpt or business registration

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

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.

Step 7: Transmission of documents

- Please prepare an email with the following attachments to 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](#).

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. Once you have received your login data for the IFA portal, you can alternatively use this convenient notification option. On the IFA website, you will find explanations of the individual [order types and their notification options](#) (*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, if you have any questions.

IFA-support for new customers

- email: ifa@ifaffm.de

Thank you.

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