

Addition to the description on the IFA website [new customers](#):

Step 1: IFA Supplier Contract

- Please open the [IFA Supplier Contract](#). The [non-binding english convenience translation](#) will not be accepted by IFA GmbH.
- Please print the *IFA Supplier Contract* twice and add on both prints your companies address, date and legally binding signature.
- Please send the completely filled IFA Supplier Contracts **by post** to:
Informationsstelle für Arzneispezialitäten – IFA GmbH
Hamburger Allee 26 – 28
60486 Frankfurt am Main
GERMANY

Step 2: Supplier Address Data

- Please open either [IFA-Auftragstabelle D1 – Supplier Address Data](#) or [Anlage D1 – Supplier](#).
- Please fill in the opened document completely and save it.
- Relevant information on transmission to IFA GmbH can be found at [Step 5](#).

Step 3: Trade register excerpt or business registration

- Please scan either your [trade register excerpt](#) or [business registration](#).
- Relevant information on transmission to IFA GmbH can be found at [Step 5](#).

Step 4: 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](#).
- Relevant information on transmission to IFA GmbH can be found at [Step 5](#).

Step 5: Transmission of documents

- Please prepare an e-mail with the following attachments to ifa@ifaffm.de:
 - [Anlage D1 – Adressdaten Anbieter](#) or [IFA-Auftragstabelle D1 – Adressdaten Anbieter](#)
 - [Trade register excerpt](#) or [business registration](#)
 - If applicable: Notification Order Documents (see [Step 6](#))
- Please let us know in the e-mail, if the *IFA Supplier Contract* copies are already in the mail.
- After processing the documents you will receive a confirmation by e-mail with your personal IFA customer ID. In addition, it contains the IFA-Anbieter-Nummer (*Adress-Nr.*) which is used in relation to verification as so-called *MAH-ID*.

Step 6: Possible notification order documents

- You can attach any order documents to the e-mail in step 4, without waiting for the confirmation of receipt of the contract. On the IFA website, you will find information on the various [notification order documents](#) and in the IFA guidelines [IFA-Richtlinien zur Meldung von Artikel- und Adressdaten](#) the conditions for placing orders as well as explanations of the individual order types and their reporting variants. After processing, you will receive an order confirmation by e-mail. Please feel free to contact us personally, if you have any questions.

IFA-support for new customers

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Thank you.

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