

## 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*.
- Relevant information on transmission to IFA GmbH can be found at [Step 7](#).

## Step 4: 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 7](#).

## Step 5: 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 7](#).

## 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](#).
- Relevant information on transmission to IFA GmbH can be found at [Step 7](#).

## Step 7: Transmission of documents

- Please prepare an e-mail with the following attachments to [ifa@ifaffm.de](mailto:ifa@ifaffm.de):
  - [Onboarding Application for Conclusion of the IFA Supplier Contract](#)
  - [Anlage D1 – Adressdaten Anbieter](#) or [IFA-Auftragstabelle D1 – Adressdaten Anbieter](#)
  - [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 e-mail 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 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 8: Possible notification order documents

- You can attach any order documents to the e-mail (see [step 7](#)), 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.