
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 *Onboard 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: 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](#)
 - If applicable: Notification Order Documents (see [Step 7](#))
- 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. In addition, it contains the IFA-Anbieter-Nummer (Adress-Nr.) which can be used as Manufacturer Code as part of the Basic UDI-DI in relation to European regulation (EU) 2017/745 on medical devices and (EU) 2017/746 on in vitro diagnostics (IVDR).
- With the assignment of the IFA customer number, you receive access to the [IFA portal](#).

Step 7: Notification order documents

- You can attach any order documents to the email (see [step 6](#)), 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.

IFA-support for new customers

- email: ifa@ifaffm.de

Thank you.

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