

## How to change your certification body or data about your interlocutor data?

Log in to [www.ifs-certification.com](http://www.ifs-certification.com) with the login details that were sent to you by e-mail from IFS after your first IFS audit. Please contact [food@vincotte.be](mailto:food@vincotte.be) if you lost the login or password.

1) Please log in and select “Administrate my certification bodies” in the navigation bar on the right.

### Plant location of the food industry

Here you can download the comparison document IFS version 4 to IFS Version 5 based only on the requirement numbers.

#### Werk Muster AG

Musterallee 2  
12345 Musterfelden DE

GLN Number: 12345

IFS representative:  
Ms. Wendy2 testtest  
E-mail: [hts@convivo.de](mailto:hts@convivo.de)

Telephone: +49-123-123-123  
Fax: +49 124 124 124  
URL: <http://www.convivo.de>

#### Diary

Date	Certification body	Comment
31.8.2010 10:00	TEST	TEST TERMIN FÜR WERK MUSTER <b>Standard:</b> IFS Logistics 1

#### Certificates of the supplier:

Welcome  
Frau testtest [Logout](#)

**Certificates**

- [Evaluation Sheet](#)
- My certificates
- Edit other standards

**unlock**

- What information are available for retailers?
- How can I unlock?

**Authorisation**

- Administrate accounts
- Display audit details
- [Administrate my certification bodies](#)
- Change GLN number
- Change the password

2) You can see the data from your certification body and from the IFS interlocutor in your company. Please click on “Edit”.

**international**  
featured standards

IFS

### Administrate certification bodies

With this form you can decide, which certification bodies can collect new certificates and administrate the addresses of the company.

If a certification body is no longer registered here, although it issued a certificate, this certification body can only view the issued certificate. It is not authorised to administrate the addresses of the plant and the head office anymore.

List of certification bodies accredited against 45011 and which have signed a contract with the IFS owners:

Certification body	Contact person	
TEST	Ms. Wendy Ehsemann E-mail: <a href="mailto:support@ifs-online.eu">support@ifs-online.eu</a> Telephone: +49 123 123 123 Fax: +49 124 124 124	<a href="#">Edit</a>

Welcome  
Ms. test [Logout](#)

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- Change the password

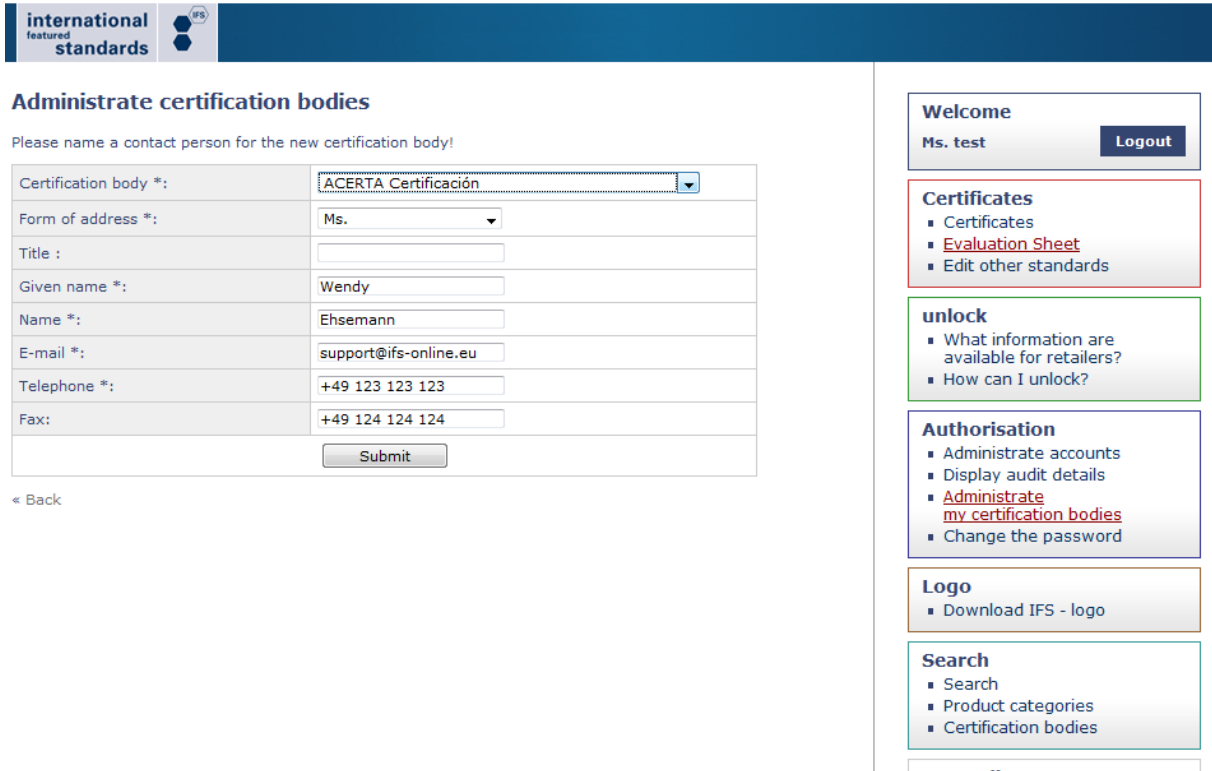
**Logo**

- Download IFS - logo

**Search**

- Search
- Product categories
- Certification bodies

3) Now you can choose your new certification body and/or change some of your data. In the first field you have to choose VINCOTTE NEDERLAND. Please click on "submit" to save.



**international  
featured  
standards** IFS

### Administrate certification bodies

Please name a contact person for the new certification body!

Certification body *:	ACERTA Certificación
Form of address *:	Ms.
Title :	
Given name *:	Wendy
Name *:	Ehsemann
E-mail *:	support@ifs-online.eu
Telephone *:	+49 123 123 123
Fax:	+49 124 124 124

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**Welcome**

Ms. test

**Certificates**

- Certificates
- [Evaluation Sheet](#)
- Edit other standards

**unlock**

- What information are available for retailers?
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Printscreen of the result:

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### Administrate certification bodies

In this form you can decide, which certification bodies can collect new certificates and administrate the addresses of certification body is no longer registered here, although it issued a certificate, this certification body can only view it authorised to administrate the addresses of the plant and the head office anymore.

**List of certification bodies accredited against ISO/IEC 17065 and which have signed a contract:**

System partner	Certification body	Person in charge of the supplier for the contact with the certification body	Date	Explanation of the deletion of the connection with the supplier
5	VINCOTTE NEDERLAND			

Please choose a certification body for the registration!