Maintain supplier master data in the context of public procurement in the supplier cockpit

If you as a supplier have a valid framework agreement with the public administration, the public administration has your supplier master data. You are required to check the accuracy of your supplier master data and to communicate changes in case of deviations.

Competent Department

- [Der Senator für Finanzen](#)

Basic information

If you as a supplier have a valid framework agreement with the public administration, the public administration has your supplier master data. You are required to ensure the accuracy of your supplier master data. Maintained supplier master data is of great importance to the purchasing public administration.

The supplier master data includes general data of each individual supplier on contact persons, location-related information and information on the ordering process (address and e-mail address).

With the validity of your framework agreement, you are required to ensure the accuracy of your supplier master data. In case of changes to your supplier master data, you are also required to report them to the public administration.

You can report changes to your supplier master data informally, via the catalog systems or the supplier cockpit.

Via the Supplier Cockpit, you have the possibility to have the conformity of your supplier master data with the data of your ELSTER certificate confirmed. In the event of discrepancies, you can report maintenance requirements for your supplier master data via the Supplier Cockpit. The supplier cockpit is a central platform for all suppliers who have concluded a framework agreement with the federal, state or local government. Here you have an overview of all your framework agreements and can inform the public administration of any changes to your supplier master data. In this way, the supplier cockpit makes it easier for suppliers to collaborate with public authorities.

Requirements

- You must have a valid framework agreement with the public administration.
- To use the Supplier Cockpit, your company must have an account in the "Unified Business Account".
- To use the Supplier Cockpit, you need an ELSTER organization certificate.

Procedure

If you as a supplier have a valid framework agreement with the public administration, the public administration has your supplier master data. You are required to ensure the accuracy of your supplier master data.

- You check your supplier master data initially in the Public Sector catalog system or in the supplier cockpit. This is done by displaying your master agreements. If this is not the case, your data does not match the required ELSTER certificate.
- In case of changes to your supplier master data, you report them to the public administration. You can do this via the supplier cockpit. You can also do this informally or via the catalog systems.

Legal bases

- [§ 70 BHO i.V.m. den Regelungen der VV zu § 70 BHO](#)
- [§ 70 LHO, Nr. 5.1.4 VV zu § 70 LHO](#)
- [Nr. 12.1.2 VV zu § 70 LHO](#)

More information

The reason for a required notification of master data to be changed may be the automated matching of the catalog system data and the Elster certificate performed by the system. As a result, the level of confidence in the data has increased substantially. By reporting the master data, a correction is made in the catalog system. After this, the respective master agreements are displayed.

What deadlines must be paid attention to?

There is no deadline.

How long does it take to process

The processing will be carried out immediately.

What are the costs?

Free of charge