

# **Request product catalog by the contracting authority in the context of public procurements in the supplier cockpit**

If you as a supplier have a valid framework agreement with the public administration, you will be commissioned to fill and provide a product catalog of supplies and services. You can then use the supplier cockpit for this purpose.

## **Competent Department**

- [Der Senator für Finanzen](#)

## **Basic information**

If you as a supplier have a valid framework agreement with the public administration, you must provide a product catalog of supplies and services for retrieval from the framework agreement. As a supplier, you will be commissioned by the public sector to provide and fill the product catalog after a framework agreement has been awarded.

The product catalog is the central medium with which you present your supplies and services. Only data for the supplies and services included in your framework agreement will be accepted.

If necessary, the electronic product catalog can be exported from your existing ordering system.

You are instructed to provide the product catalog via the supplier cockpit. Your product catalog can be made available 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 make your product catalogs available in a uniform format via a central access point - even if your customers in the public sector use different catalog systems. 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.

## What documents do I need?

- Product Catalog
- Electronic product catalog in BMEcat 2005 format

For the supplier cockpit

## Procedure

If you as a supplier have a valid framework agreement with the public administration, you must provide a product catalog of supplies and services for retrieval from the framework agreement:

- You receive an order to provide a product catalog for retrieval from the framework agreement
- You create a product catalog or export a product catalog from your ordering system in accordance with the framework agreement.
- You make the product catalog available. You can do this via the supplier cockpit. You can also use the Supplier Cockpit to make changes to your product catalog.

## Legal bases

- [§ 34 Abs. 2 BHO](#)
- [§ 63 Abs. 1 BHO](#)
- [§ 34 Abs. 2 LHO](#)
- [§ 63 Abs. 1 LHO](#)
- [§ 11 VVBesch](#)

## More information

In addition to the supplier cockpit, you can also make your product catalogs available to the public administration via conventional channels. This requires coordination with the public administration for each catalog system.

## What deadlines must be paid attention to?

There is no deadline.

## How long does it take to process

Processing will take place immediately.

The product catalog can only be provided during the term of the framework agreement.

This also applies to the order to provide a catalog. The maximum term of framework agreements varies depending on the procurement regulation.

## **What are the costs?**

Free of charge