

# Bestellung empfangen im Kontext öffentlicher Beschaffungen im Lieferantencockpit

When purchasers send an order to you, you will receive either an e-mail generated by the Supplier Cockpit with an order information or the order (in XOrder format) attached.

## Competent Department

- [Der Senator für Finanzen](#)

## Basic information

If you have a valid framework agreement with the public administration, then you can receive orders through the public administration.

You can receive and process the purchase order directly through the Supplier Cockpit. You will then receive an e-mail generated by the Supplier Cockpit with order information, and the purchase order will be made available for you to pick up in the Supplier Cockpit. Alternatively, you will receive the purchase order directly in the attachment. In both cases, the validated purchase order is available in XPurchase order format. If this format was not already used when the order was transmitted from the catalog system, the XOrder is created automatically when it is received in the supplier cockpit. In addition, you are provided with extended order information, e.g. framework agreement, order number, orderer, etc., and the status. On the supplier cockpit interface, the XPurchase order can be downloaded as PDF and XML.

## Requirements

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

## Procedure

When orderers initiate an order as part of the ordering process:

- Orderers can use the Administration catalog system to submit a purchase order to you.

- The Supplier Cockpit transmits the purchase order to you in two variants: You as the supplier receive a message about the existence of a purchase order via the Supplier Cockpit or you receive an e-mail generated by the Supplier Cockpit with the purchase order as an XPurchase order in the attachment.
- The validated purchase order is in the XPurchase order format.
- The XPurchase order can be downloaded as a PDF and XML file from the Supplier Cockpit interface.
- After logging in to the Supplier Cockpit via your user account, you will receive additional information about the purchase order. Extended order information e.g. framework agreement, order number, orderer etc. and the status are provided.

## **Legal bases**

- [§ 34 Absatz 2 Landeshaushaltsordnung \(LHO\)](#)
- [§ 63 Absatz 1 Landeshaushaltsordnung \(LHO\)](#)
- [§ 11 VVBesch](#)

## **More information**

In addition to the supplier cockpit, you can receive orders from the public administration via conventional channels if this is provided for in the contract.

## **What deadlines must be paid attention to?**

There are no deadlines.

## **How long does it take to process**

The processing will be carried out immediately.

## **What are the costs?**

Free of charge