

# **Change or cancellation received for a purchase order in the context of public procurements in the supplier cockpit**

The purchasers can change or cancel an order. The change of the order or the cancellation can be received by e-mail or directly via the supplier cockpit. In the supplier cockpit, suppliers can view the cancellation or order change and set a status.

## **Competent Department**

- [Der Senator für Finanzen](#)

## **Basic information**

Public administration purchasers may make an order change or order cancellation after placing an order from a framework agreement.

You can receive the purchase order change or cancellation by e-mail or directly via the supplier cockpit. In the Supplier Cockpit, you can view the cancellation or purchase order change and set a status. You also have the option of using the Supplier Cockpit to send information about the delivery and service provision to the purchaser.

## **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 "Uniform Company Account".
- To use the Supplier Cockpit, you need an ELSTER organization certificate.

## **Procedure**

When orderers cancel an order:

- You receive an email generated by the Supplier Cockpit with the canceled purchase order or it is available in the Supplier Cockpit.
- You can view the (partial) cancellation directly in the Supplier Cockpit.
- You call up the Supplier Cockpit and log in with your user account.
- You call up the details of the canceled purchase order.
- You can send information about the delivery and service provision to the purchaser.

## **Legal bases**

- [§ 34 Absatz 2 Landeshaushaltsordnung \(LHO\)](#)
- [§ 63 Absatz 1 Landeshaushaltsordnung \(LHO\)](#)
- [§ 70 Landeshaushaltsordnung \(LHO\), Nr. 20.2.3 VV zu § 70 \(LHO\)](#)

## **More information**

In addition to the supplier cockpit, you can receive order changes or cancellations from the public administration via conventional channels if this is contractually agreed.

## **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?**

gebührenfrei