Confirm delivery capability for a purchase order in the context of public procurements in the supplier cockpit

If you as a supplier want to send the purchaser information about the delivery and service provision, you can set different statuses in the supplier cockpit.

Competent Department

- [Der Senator für Finanzen](#)

Basic information

If you, as a supplier, would like to provide the purchaser with information on delivery and service provision, you can do so via the supplier cockpit.

In the supplier cockpit, you have the option of setting different statuses. You can view all details about the purchase order directly in the Supplier Cockpit. Different statuses appear in the Supplier Cockpit that require an action from you. The order status "Processing required" or the delivery status "Confirm shipment" or "Delivery has been shipped" may appear. You can then set the status "Order deliverable" or "Delivery has been shipped" in the supplier cockpit. Optionally, you can send a delivery notification as a PDF to the purchaser. You can also receive status feedback from the purchaser in the supplier cockpit.

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, want to send the purchaser information on delivery and service provision, you can set different statuses in the supplier cockpit.

- You call up the supplier cockpit and log in with your user account.
- You select the details of the purchase order

- Different statuses appear in the supplier cockpit, which require an action from you: The order status "Processing required" or the delivery status "Confirm shipment" or "Delivery has been shipped" may appear
- You can display information on delivery and service provision by setting different statuses
- You can set the status "Purchase order available" or "Delivery has been shipped" in the supplier cockpit.
- Optionally, you can send a delivery notification as a PDF to the purchaser.

Legal bases

- [Nr. 12.1.5 VV zu § 70 LHO](#)
- [§ 70 LHO](#)
- [§ 12 VVBesch](#)

More information

The status information of the catalog page cannot be transmitted manually, but only via interface to the supplier cockpit.

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