Produktkatalog zur Übernahme durch den öffentlichen Auftraggeber bereitstellen im Kontext öffentlicher Beschaffungen im Lieferantencockpit

If you as a supplier have a valid framework agreement with the public administration, you must provide a product catalog for retrieval from the framework agreement, which the public administration adopts. You can 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. This product catalog is transferred by the public administration to the purchasing system of the public administration for retrieval from your framework agreement.

The product catalog is the central medium with which you present your supplies and services. Here, only data for the supplies and services included in your framework agreement is accepted.

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

Your product catalog can be made available via the supplier cockpit. 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.

To make the catalog data of your product catalog available via the Supplier Cockpit, it must be provided as an XML file in the BME-cat 2005 standard. This format covers both the initial catalog provision and updates to your product catalog. If changes in terms of

updating or maintenance are necessary to your product catalog, you can therefore upload a change file in the Supplier Cockpit.

You can use the Supplier Cockpit to request approval of the product catalog. After the release, the product catalog is taken over by the public administration. The products are now ready for retrieval by purchase orders.

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, you must provide a product catalog on supplies and services for retrieval from the framework agreement. If you, as a supplier, want to provide a product catalog for takeover by the contracting authority, you must do the following:

- You create a product catalog or export a product catalog according to the framework agreement from your ordering system.
- 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.
- You request the release of the product catalog.
- The public administration checks your product catalog. After a successful check, Public Administration accepts your product catalog.
- The products are now ready for retrieval by orders.

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

The processing will be carried out immediately.

What are the costs?

Free of charge