

## **Provide product catalog in the context of public procurement in the supplier cockpit**

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 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.

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.

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.

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.

As soon as you have created the product catalog, you can make it available in the Supplier Cockpit. You can request the release of the product catalog via 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.

## 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. If you want to provide the product catalog, 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 products are now ready for retrieval by purchase 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 product catalog can only be provided during the term of the framework agreement. The maximum term of framework agreements varies depending on the procurement regulation.

## **What are the costs?**

Free of charge