



Information on the commercial dialogue platform (Comdia) and vendor registration on Publinked.com

Comdia is an open platform for dialogue between public organizations and private companies with specific focus on procurement and supply. UNFCCC uses the dialogue in order to improve solicitation materials for upcoming solicitations and to allow for innovative input and better insight into the market. The high level of openness and transparency allows the dialogue between public organisations and private companies to begin much earlier than previously seen in the context of public procurement.

The aims of commercial dialogue are to:

- Strengthen the connection between public buyers and private suppliers;
- Obtain better market intelligence;
- Avoid biased or non-generic specifications;
- Facilitate the participation of SME's;
- Reduce Q&A during solicitations;
- Optimize the outcome of solicitations;
- Permit the introduction of new and/or innovative solutions;
- Qualified specifications and terms of reference.

The strengths of the commercial dialogue are:

- Openness and transparency in the dialogue;
- Involvement of all stakeholders;
- The process and the dialogue starts much earlier;
- Regulatory compliance with rules of public procurement;
- Fosters innovative procurement;
- Increased quality of specifications and terms of references;
- Reduced Q&A during solicitations;
- Fewer cancellations due to faulty specifications.

Advantages of participation for vendors:

- Opportunity to present innovative solutions and new technology;
- Improving future contract and framework conditions;
- Fewer cancellations;
- Increased visibility to public buyers;
- Opportunity to comment on various focus areas or on all details of the solicitation

The commercial dialogue is intended as a platform whereby the UNFCCC secretariat as a buyer can receive information from vendors about the market in order to help us formulate our requirements in a more effective manner. **The platform is not intended to allow a vendor to submit a company-specific technical or financial proposal** – these will be requested when the solicitation is published.

The dialogue is fully public – all comments and questions published on the dialogue can be seen by all visitors, although the name of the submitter can be anonymised. As such, please do not post confidential or sensitive information.

The dialogue is not used as a pre-selection or pre-qualification tool. Whether you participate in the dialogue or not will have no bearing on your further participation in the solicitation process. However, the UNFCCC encourages vendors to take advantage of this opportunity to share their knowledge and opinions.

Registering as a vendor on Comdia (Publinked)

An additional functionality of the Comdia site is to allow vendors to register themselves on publinked.com according to the UNFCCC's requirements.

Step 1 – create your profile

A profile for Publinked is personal; however, you can still register information about your company and its products and services. You can also subscribe to relevant information and new dialogues within your area of business.

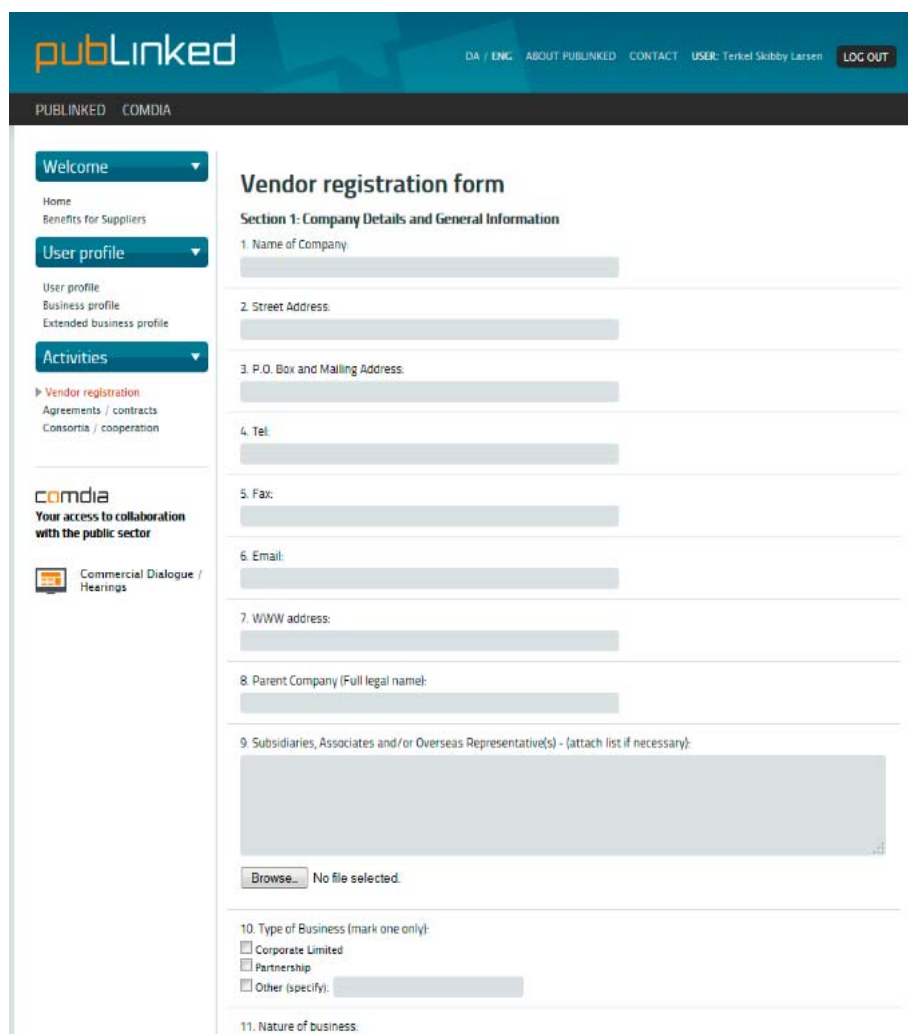
Step 2 – add information

When you have created a profile, you can add more information to your profile, such as:

- Innovative products – searchable for all public organizations on Comdia.com and Publinked.com;
- Consortia Match – if you have an interest in working together with other private companies on public projects.


Step 3 – UNFCCC vendor registration

The UNFCCC vendor registration is accessed on the left-hand side of the screen via the button 'Supplier lists'. When you have completed the registration, the status on the UNFCCC Vendor registration will change to 'completed'. When you have been registered and approved with the UNFCCC, the status will change to 'approved'.



The screenshot shows the 'Vendor registration form' on the Publinked website. The page has a dark blue header with the 'pubLinked' logo and navigation links: 'DA / ENG', 'ABOUT PUBLINKED', 'CONTACT', 'USER: Terkel Skibby Larsen', and 'LOG OUT'. Below the header, there are two tabs: 'PUBLINKED' and 'COMDIA'. The main content area is divided into a left sidebar and a main form area.

Left Sidebar:

- Welcome** (dropdown menu)
 - Home
 - Benefits for Suppliers
- User profile** (dropdown menu)
 - User profile
 - Business profile
 - Extended business profile
- Activities** (dropdown menu)
 - ▶ Vendor registration
 - Agreements / contracts
 - Consortia / cooperation
- comdia**
Your access to collaboration with the public sector
-  Commercial Dialogue / Hearings

Main Form Area:

Vendor registration form

Section 1: Company Details and General Information

1. Name of Company:
2. Street Address:
3. P.O. Box and Mailing Address:
4. Tel:
5. Fax:
6. Email:
7. WWW address:
8. Parent Company (Full legal name):
9. Subsidiaries, Associates and/or Overseas Representative(s) - (attach list if necessary):

 No file selected.
10. Type of Business (mark one only):
 - Corporate Limited
 - Partnership
 - Other (specify):
11. Nature of business: