

How to Generate Invoices and Receipts

The UNDB platform allows users to generate receipts and invoices of your orders in real-time. Invoices can be generated and printed during the checkout process. Once the checkout process is completed, invoices and receipts can be found under Purchase History tab of your profile page.

You must create a basic UNDB account before you subscribe to our services.

How to Generate an Invoice Before Checkout

To generate an invoice before checkout, you must purchase a subscription plan and go through the checkout process.



(1) Go to the **Log In** page found on the top right corner of the UNDB website.

(2) Choose a subscription service and click the **Subscribe** button.

Note: From this page, you can create a free basic account, choose a subscription service or submit your request to publish procurement notices and contract awards with us.

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Basic Account Knowledge Centre Newsletter Events * SIGN UP	Full Subscription One-Year Full Subscription Everything included in Basic Account Individual subscription license Procurement Notices Firm Consultancy Projects Individual Consultancy projects Contract Awards Exclusive Publications of Monthy Operational Summaries Advanced Search Multiple Email Alerts Tender Archives One-on-One Customer Service \$590.00	<text><text><text><text><text></text></text></text></text></text>	Publish with us Submit your request to publish your procurement notices and contract awards with us: Wour procurement announcements published with United Nations Development Business will reach audiences in 150+ countrieb, helping you attract diverse, competitive bids. PUBLICY OF REQUEST

(3) In the Checkout page, fill out your billing information and coupon code, then click Next: Review and Generate Invoice.

United Nations	Developme Business	nt	<u>My account</u>	<u>Publish Renew Log.out Contact Us</u>
About Us 👻	Projects & Tenders	Resources +	News & Events 🗸	Coronavirus (COVID-19)
Checkout				
Payment information *			Product	Price

	Payment method *	One-Year Full Subscription	\$590.00	
	Discover Card ending in 0012	Coupon code	Total:	\$590.00
	Discover Card ending in 0012			
	Credit card	APPLY COUPON		
	Bank Transfer			
	Cheque			
(NEXT: REVIEW AND GENERATE INVOICE			

At the Checkout page, confirm your account information and payment information (4) and click the Generate An Invoice button.

Checkout			
If you require an invoice, you can download or print this by clicking 'Generate an Invoice' prior to submitting your order. Once you have reviewed your order and checked that all the details have been entered correctly, click 'Submit Order'.			
Account information *	Product	Price	
Email	One-Year Full Subscription	\$590.00	
xinning.zhang@un.org		Total:	\$590.00
Payment information (<u>Edit</u>) *	Coupon code		
Discover Card ending in 0012 Expires 11/2028 John Doe New York New York New York, NY 10001 United States	APPLY COUPON		
Invoice			
GENERATE AN INVOICE			
You can return to this order from your purchase history page.			
SUBMIT ORDER Go back			

(5)

A new window will appear with your invoice. Click the Print button on the top right corner to print a copy of your invoice.

Order #127			
То	Billing information	Order Date	08 Mar 2023
Organization: Account No.: 2000045 Email:	John Doe New York New York, NY 10001	Due date	07 Apr 2023
New York New York, NY United States			
New York New York, NY United States	Unit price	Quantity	Total
New York New York, NY United States Description One-Year Full Subscription	Unit price \$590.00	Quantity 1	Total \$590.00
New York New York, NY United States Description One-Year Full Subscription	Unit price \$590.00 Subtotal	Quantity 1	Total \$590.00 \$590.00

Note: To place the order, go back to the previous window to complete payment, and click Submit Order. After you submit your order, you will receive an email with a link to the invoice and receipt of your order.

How to Print Invoice and Receipt

The invoices and receipts of previous orders are located in the Payment History tab of your account profile page.

Log in with the email address and password associated with your account. You will be automatically directed to use of the second seco be automatically directed to your profile page.

2 Click the **Payment History** tab located on the left side of your profile page.

Note: Get to your profile page by clicking your account name from the banner at the top right corner of the UNDB website.

ew profile lit my profile lit my password Ibmissions	Your cu One-Year Co RENEW	rporate Subscription:	ription s	tatus: /	Active lar 2024						
voices	Order number	Title	Unit price	Quantity	Placed	Total	Payments	Payment dates	Outstanding balance	Order status	Invoice/Receipt
'ayment History Organization	<u>125</u>	One-Year Corporate Subscription	\$2,400.00	1.00	Monday, March 6, 2023 - 16:27	\$2,400.00	\$2,400.00	Mon, 06/03/2023 - 16:27	\$0.00	Completed	<u>Receipt</u>
⁄ly Favorites ogin history	<u>124</u>	One-Year Full Subscription	\$590.00	1.00	Monday, March 6, 2023 - 11:28	\$590.00	\$590.00	Mon, 06/03/2023 - 11:28	\$0.00	Completed	<u>Receipt</u>
aved searches		One-Year Full Subscription	\$590.00	1.00		\$590.00			\$590.00	Draft - <u>Complete</u> <u>order</u>	
		One-Year Corporate Subscription	\$2,400.00	1.00		\$2,400.00			\$2,400.00	Draft - <u>Complete</u> <u>order</u>	
	<u>127</u>	One-Year Full Subscription	\$590.00	1.00		\$590.00			\$590.00	Draft - <u>Complete</u> <u>order</u>	Invoice

(3) Click Invoice/Receipt for the order that you are interested in.

(4) A new window will appear with your invoice/receipt. Click **Print** on the top right corner to print a copy of your invoice/receipt.

Contact us for more enquiries:

Subscription Services E-MAIL: dbsubscribe@un.org TEL: +1 (212) 963-1516 FAX: +1 (917) 367-0266

Note: To print user guide, select the "Poster" page size setting before printing.

