How to Generate Invoices and Receipts

The UNDB platform allows users to generate receipts and invoices of their 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 the 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

1. Go to the Log In page found on the top right corner of the UNDB website.
2. 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.
3. In the Checkout page, fill out your billing information and coupon code, then click Next: Review and Generate Invoice.
4. Choose a subscription service and click the Subscribe button.
5. At the Checkout page, confirm your account information and payment information and click the Generate An Invoice button.

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

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

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

1. Log in with the email address and password associated with your account. You will be automatically directed to your profile page.
2. Click the Payment History tab located on the left side of your profile page. The invoices and receipts of previous orders are located in the Payment History tab of your account profile page.
3. Click Invoice/Receipt for the order that you are interested in. A new window will appear with your invoice/receipt. Click the Print button on the top right corner to print a copy of your invoice/receipt.

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