

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.

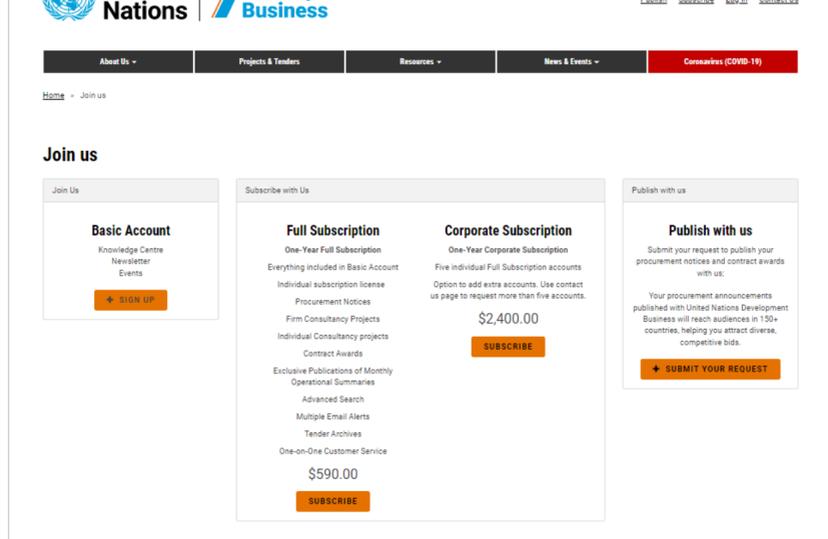
You must create a basic UNDB account before you subscribe to our services.

How to Generate an Invoice Before Checkout

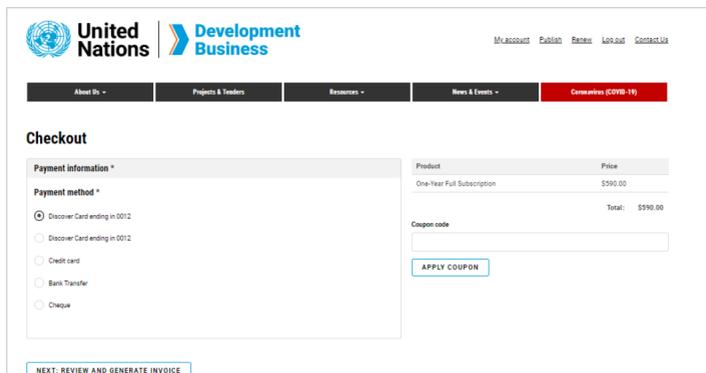
To generate an invoice before checkout, you must purchase a subscription plan and go through the checkout process.

- 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.

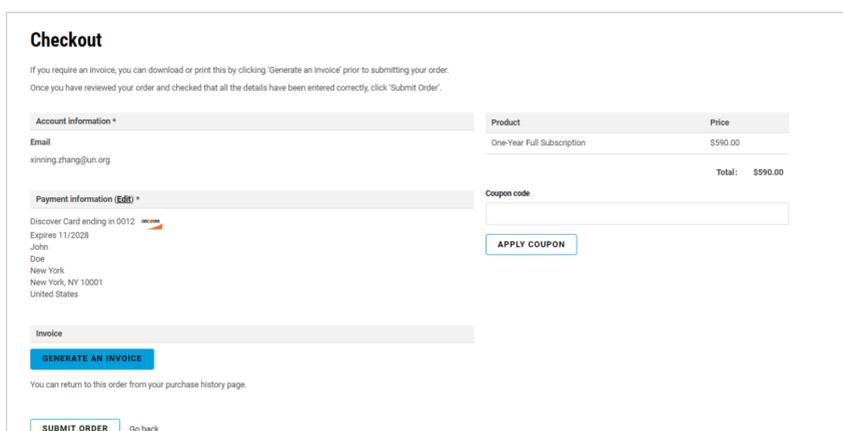
Note: From this page, you can create a free basic account, choose a subscription service or submit your request to publish procurement notices and contract awards with us.



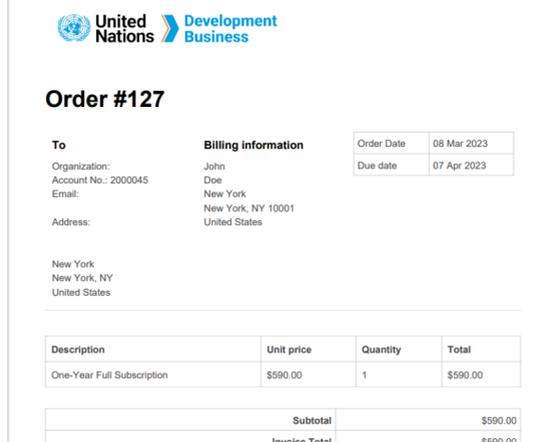
- 3 In the Checkout page, fill out your billing information and coupon code, then click **Next: Review and Generate Invoice**.



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



- 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.



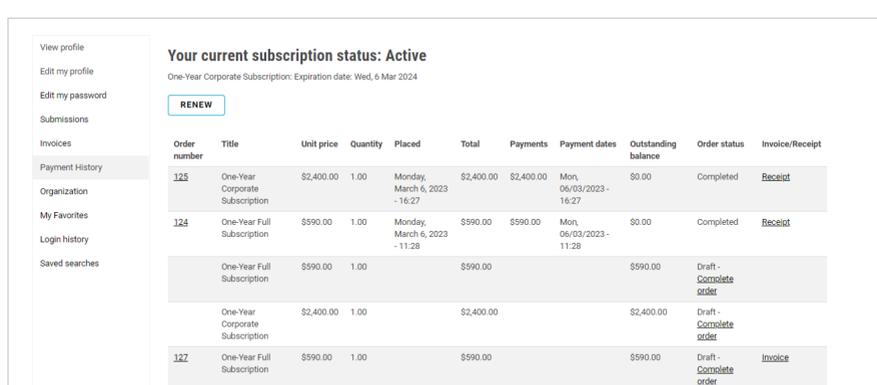
Note: To place the order, go back to the previous window to complete payment, and click **Submit Order**. After you submit your order, you will receive an email with a link to the invoice and receipt of your order.

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.

- 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.

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



- 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
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 TEL: + 1 (212) 963-1516
 FAX: + 1 (917) 367-0266

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