

How to Renew your Subscription

All subscriptions to UNDB last for one year, after which you have to renew your subscription through the website.

1 Log in with the e-mail address and password associated with your account.

(2) Click My account located at the top right corner of the UNDB website. Then click the Payment History tab from your profile page. You can also click the Renew button to direct you to the same page.

United Nations	Development Business	<u>My.</u>	account Publish Renew Log.out Contact Us
About Us 🗸	Projects & Tenders	Resources 🗸	News & Events 🔻
	VIEW EDIT DELETE	REVISIONS	

(3) At the Purchase History tab, click the **Renew** button to renew your subscription.

Note: You can get to this page directly by logging in to your account and clicking the Purchase History tab. From this page, you can check your past subscriptions, invoices/receipts, and subscription status.

rofile y profile	Your cu One-Year Co	rporate Subscription	ription s n: Expiration dat	tatus: A	Active Iar 2024						
my password nissions	RENEW										
ices	Order number	Title	Unit price	Quantity	Placed	Total	Payments	Payment dates	Outstanding balance	Order status	Invoice/Receipt
ment History anization	<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>
Favorites in 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>
ed searches		One-Year Full Subscription	\$590.00	1.00		\$590.00			\$590.00	Draft - <u>Complete</u> order	
		One-Year Corporate Subscription	\$2,400.00	1.00		\$2,400.00			\$2,400.00	Draft - <u>Complete</u> order	
	<u>127</u>	One-Year Full Subscription	\$590.00	1.00		\$590.00			\$590.00	Draft - <u>Complete</u> order	Invoice



(4) Enter your billing information and coupon code, if you have one, then click **Next**: Review and Generate Invoice. You have the option to pay by Credit Card, Cheque or

Bank Transfer.

Payment information *	Product	Price
Payment method *	One-Year Corporate Subscription	\$2,400.00
		Total: \$2,400.0
	Coupon code	
Credit card	APPLY COUPON	
Bank Transfer		
Cheque		
Card number *		
Month * Year *		
MM / YY		
cvv *		
Billing Address		
John Doe		
New York New York, NY 10001		
United States		
EDIT		

(5) Click Generate an Invoice to print an invoice of the order before checkout. You may also generate an invoice after completion of the checkout process from the Purchase History tab of your profile page.

6 Add your payment details then click **Submit Order**.

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 Corporate Subscription	\$2,400.00
		Total: \$2,400,00
		Total. 02,400.00
Payment information (<u>Edit</u>) *	Coupon code	
Discover Card ending in 0012 December		
Expires 11/2028		
John Doe	AFFEI COUFON	
New York		
New York, NY 10001		
United States		
Invoice		
GENERATE AN INVOICE		
You can return to this order from your purchase history page.		
SUBMIT ORDER Go back		

Note: Do NOT click the Submit Order button more than once. Providing the same credit card information more than once within two minutes will result in rejection of the payment. If payment

is declined, consult your bank before trying again.



A confirmation message will appear at the top of the page and a confirmation e-mail will be sent to you.

Thank you for your order.

Your order number is 127. You can view your order on your account page when logged in.

View Receipt

Note: Log in and go to the Profile Home page to check your Purchase History.

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.