

Save Favorite Search and Create E-Mail Alerts

The UNDB platform allows you to set up multiple saved searches to directly access the projects and tenders that are relevant to you. You can create an e-mail alert to receive notifications when new notices from your saved search have been published.

Subscribe to UNDB to gain full platform access.

How to Save a Favorite Search and Create E-Mail Alerts

(1) Go to the **Projects & Tenders** page found in the navigation bar below the UNDB logo.

United Nations	United Development Nations Business					
About Us +		Projects & Tenders	Resources	•	I	News & Events 🗸
Procurement Notices				Currer	ntly viewing:	Procurement Notices •
Enter search terms, e.g., sector, project name	e, project code	e, institution, DB reference numbe	r, etc.			SEARCH RESET
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Note: An unlimited number of custom saved searches and e-mail alerts can be created.

- 2 Choose to view either procurement notices, operational summaries, or contract awards from the **Currently Viewing** dropdown list on the top right corner.
- 3 Enter keywords (e.g. project names, institutions, reference numbers) in the search bar below the navigation bar, then click **Search**.
- **4** Use the filters on the left to refine your search results.



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Status Select status			the Rural Poor			DEADLINE 6 N	Mar 2013	

5 Click Saved Searches/Email Alerts (0) + on the top right corner of the page to save your current search.

6 The Save this Search dropdown will appear. Name your saved search in the Enter descriptive title field.

Check the **Create an email alert** box to receive notification e-mails of new notices that are related to the search you are saving then, click **Save**.

Procurement Notices		Currently viewing: Procurement Notices
nigeria		8
SEARCH		SAVED SEARCHES / EMAIL ALERTS (2) +
Save This Search		
Enter descriptive title	alert SAVE	
Create a saved search from scratch My Saved Searches		
Nigeria & @ English & @		

Note: An unlimited number of custom saved searches and e-mail alerts can be created.

How to Create a Saved Search from Scratch

In the previous method, the filters on the left will only display options that relate to existing projects and tenders. Creating a saved search from scratch will give you access to all filter options. In order to customize your saved search and alerts for projects and tenders that do not currently exist in the database, follow the steps below.

1) Go to the **Projects & Tenders** page found in the navigation bar below the UNDB logo.

United Nations	Developmer Business	nt	My account	<u>Publish R</u>	enew Logou	<u>t</u> <u>Contact Us</u>
About Us 👻	Projects & Tenders	Resources +	News & Events 👻	Ca	ronavirus (COVII	D-19)
Home » Search						
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Enter search terms, e.g., sector, project na	ime, project code, institution, DB reference n	umber, etc.		[SEARCH	RESET

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From			TITLE	Testing IDB notice	DATE POSTED 16 February 2023	STATUS Open		ERENCE Nº 020996-02/23	
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Го			PROJECT	Water Supply and Wastewater Services Improvement Project	15 February 2023	Closed	WB-P2	020864-02/23	
dd/mm/yyyy								DEADLINE 51	Mar 20

Note: An unlimited number of custom saved searches and e-mail alerts can be created.

(2) Click Saved Searches/Email Alerts (0) + on the top right corner of the page.

3 The Save This Search dropdown will appear. Click Create a saved search if you are unable to find your search criteria in the filter pane below the Enter descriptive title field. You will be directed to another page where you can set up your own saved search.

ave this search	
Enter descriptive title	
Create an email alert *	
Daily	
Weekly	
None	
SAVE Create a saved search from scratch if you are unable to find your search criteria in the filter pane.	
My saved searches	
No saved searches were found.	

Choose to search for procurement notices, operational summaries, or contract awards from the Type dropdown list on the top right corner.

5 You can customize your search by entering search terms or filling in the fields relevant to you.

Create Saved Search
Type: * Procurement Notices -
Keyword
Enter search terms
Sectors
Countries, territories and regions
Institutions
Procurement types
Notice types
Sort by Relevance -
Save Search / Create Email Alert
Enter a name *
Enter descriptive title
Create an email alert *
Daily
Weekdy
None
SAVE SEARCH
My Saved Searches / Email Alerts
No saved searches were found.

6 You can also customize your search by using the preset filters. Click the filter category names (i.e. sectors, countries, institutions, procurement types, languages, notice types) to view the filter options.

Narrow your search down by checking the preferred boxes for this custom saved search.

Countries, territories and regions			
Institutions			
African Development Bank	African Union Commission	Arab Bank for Economic Development in Africa	Asian Development Bank
Asian Infrastructure Investment Bank	Australian AID	Banco Centro Americano de Integración Económica	BRAC
Caribbean Development Bank	Corporate	DanChurchAid (DCA)	Eurasian Development Bank
European Bank for Reconstruction and Development	Food and Agriculture Organization (FAO)	Global Environment Facility	Government Organization
Green Climate Fund	Inter-American Development Bank	International Fund for Agricultural Development (IFAD)	Islamic Development Bank
Joint Learning Network	Luxembourg Aid and Development	Millennium Challenge Corporation	NGO
Nordic Development Fund	OPEC Fund for International Development	Organization of American States	Other
Project HOPE	The Global Fund	UN Capital Development Fund (UNCDF)	United Nations
United Nations Development Programme (UNDP)	United Nations Educational, Scientific and Cultura Organization (UNESCO)	I United Nations Environment Programme (UNEP)	United Nations High Commissioner for Refugees (UNHCR)
United Nations Human Settlements Programme (UN-Habitat)	United Nations Office for Project Services (UNOPS)	United Nations Office on Drugs and Crime (UNODC)	UN Joint Operations Facility (JOF)
UN Volunteers (UNV)	UN Women	West African Development Bank	World Bank
World Food Programme (WFP)	World Health Organization (WHO)	World Wide Fund for Nature	

8 Name your created saved search in the **Enter descriptive title** field at the bottom of the page.

9 Check the Create an email alert box to receive notification e-mails of new notices that are related to the saved search you created from scratch, then click Save Search.

Sort by	Relevance	•		
Save Se	arch / Create Em	ail Alert		
Enter a n	ame *			
Enter d	escriptive title			
Create an	email alert *			
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Non	e			
SAV	ESEARCH			
My Sav	ed Searches / Em	all Alerts		

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