How to Sign Up for UNDB Services

Your UNDB account grants you access to the basic features of the site, your subscription plans and the option to publish your procurement notices and contract awards. The e-mail you choose will be the UNDB ID for the account, so choose a frequently used e-mail address that you will remember.

All UNDB services require users to have a Basic Account. Follow the steps below to create a new Basic Account for full access to the UNDB Knowledge Center, Newsletters, and Events.

Create a new Basic Account

① Go to the **Join Us** page found on the top right corner of the UNDB website.

② Click the **Sign Up** button located under the Basic Account header.

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 If you are a new user without an existing account, select **Create New Account** located on the right.

Note: Subscribers with an active account can **Log In** using their e-mail address and password associated with their account. View this underlined user guide for more information.

④ Enter your account information for your user profile in the fields below.

⑤ Make sure to agree with the Terms and Conditions and fill up the mandatory fields marked with an asterisk (*), then click **Create New Account**.

⑥ A welcome message with further instructions will be sent to your e-mail. Click on the link provided or copy and paste it to your browser.

⑦ Create your password, then click **Log In** to complete the sign-up process.

Note: The link in the confirmation e-mail can only be used once to log in and will **expire after one day** if not used. Be sure to complete the log in process as soon as you receive the confirmation e-mail.

⑧ Once complete, you will be directed to your profile page where you can edit your company profile. Look out for the pop-up message at the top that indicates your successful registration.

Note: To access the UNDB procurement market database, purchase either a Full subscription or Corporate subscription.

Contact us for more enquiries:

Subscription Services
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