How to Generate Invoices and Receipts

The UNDB platform allows users to generate invoices and receipts 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

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

1. Go to the Join Us page found on the top right corner of the UNDB website.
2. Fill in your personal information and click the Join button.
3. 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.
4. Log in with the email address and password associated with your account. You will be automatically directed to your profile page.
5. Click the Purchase History tab located on the left side of your profile page.
6. Click Invoice/Receipt for the order that you are interested in.
7. 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.

How to Print Invoices and Receipts for Completed Orders

To print invoices and receipts for completed orders, follow these steps:

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 Purchase History tab located on the left side of your profile page.
3. Click Invoice/Receipt for the order that you are interested in.
4. 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: 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.