

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 **Join Us** page found on the top right corner of the UNDB website.
- 2 Choose a subscription service and click the **Add to Cart** 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 Check the items in your shopping cart, then click **Next: Billing Information and Invoice**.

- 4 Fill in your billing information and coupon code, if you have one, then click **Next: Generate Invoice and Select Payment Method**.

- 5 Before you add your payment details, click the **Generate an Invoice** button.

- 6 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 for Completed Orders

The invoices and receipts of previous orders are located in the **Purchase 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 **Purchase 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
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.