

How to Publish Notices and Awards with UNDB

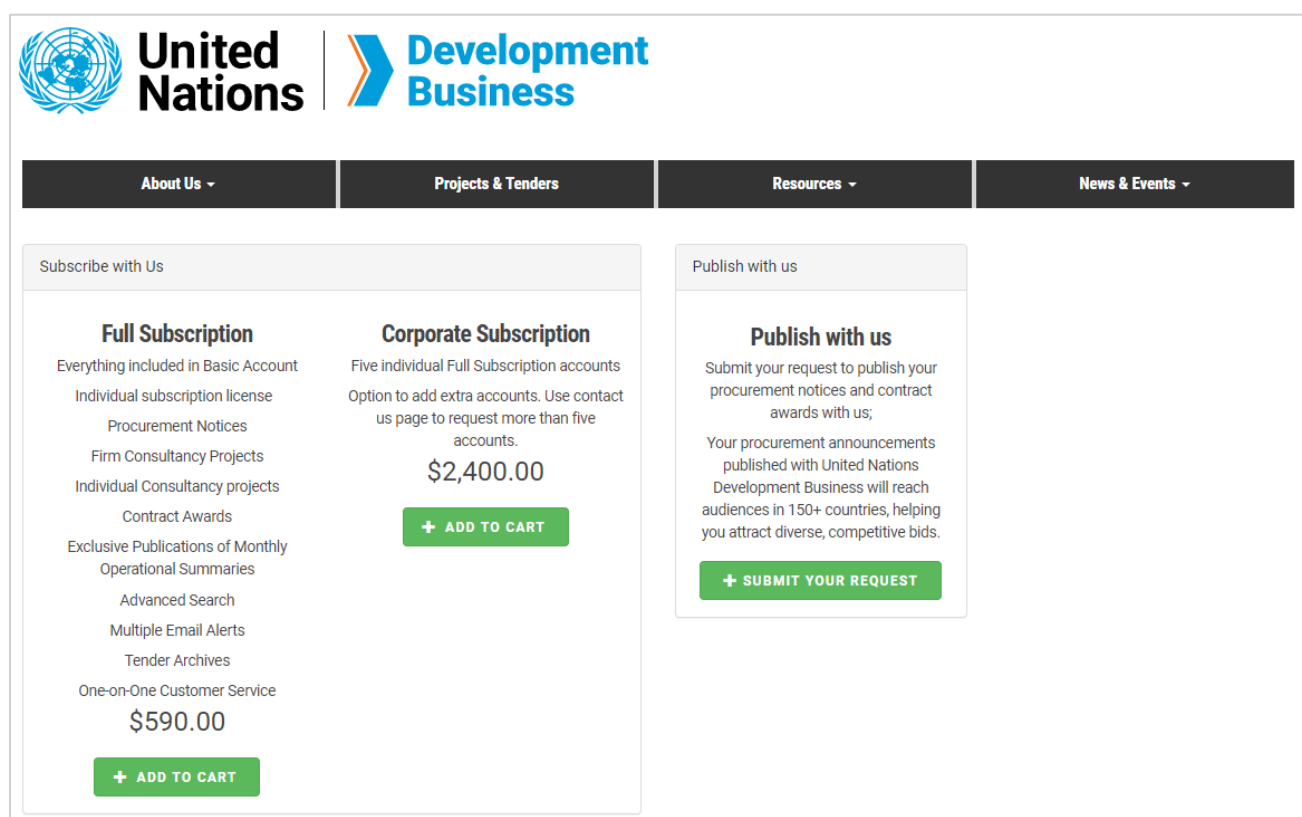
Users who wish to publish procurement notices and contract awards with us have the option of applying for an external editor role. The external editor role allows you to create and submit notices through our website. All submitted notices will be reviewed, edited (if necessary), and published within 3 business days.

Submit a Request to Publish Notices and Awards

Submit a request to publish your procurement notices and contract awards with UNDB. The procurement announcements that we publish will reach audiences in over 150 countries.

Before submitting the application, you must first [create a Basic Account](#) and log in with the e-mail address and password associated with your account.

- 1 Go to the [Join Us](#) page found on the top right corner of the UNDB website.
- 2 Click the **Submit Your Request** button located under the Publish with us header.



The screenshot shows the UNDB website header with navigation tabs: About Us, Projects & Tenders, Resources, and News & Events. Below the header, there are two main sections: 'Subscribe with Us' and 'Publish with us'.

Subscribe with Us

- Full Subscription**: Everything included in Basic Account. Price: \$590.00. Includes: Individual subscription license, Procurement Notices, Firm Consultancy Projects, Individual Consultancy projects, Contract Awards, Exclusive Publications of Monthly Operational Summaries, Advanced Search, Multiple Email Alerts, Tender Archives, One-on-One Customer Service. Button: + ADD TO CART.
- Corporate Subscription**: Five individual Full Subscription accounts. Option to add extra accounts. Use contact us page to request more than five accounts. Price: \$2,400.00. Button: + ADD TO CART.

Publish with us

Submit your request to publish your procurement notices and contract awards with us; Your procurement announcements published with United Nations Development Business will reach audiences in 150+ countries, helping you attract diverse, competitive bids. Button: + SUBMIT YOUR REQUEST.

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 Fill up the External Editor Application, then click **Submit**.

External Editor Application

You can use this form to apply to be an External Editor. The DB team will evaluate your application.

Name *

Email *

Company *

Institution(s) you will publish on behalf of *

Describe the nature of your work and your need to publish with United Nations Development Business. *

SUBMIT

Note: Once submitted, a confirmation message will appear. Your request will be processed by UNDB in 2 to 4 business days and you will receive a follow-up email once approved.

Contact us for more enquiries:

Subscription Services
 E-MAIL: dbsubscribe@un.org
 TEL: + 1 (212) 963-1516
 FAX: + 1 (212) 963-1381

Note: To print user guide, select the "Poster" page size setting before printing.