

## How to Subscribe with UNDB

The UNDB platform has two types of subscription services. The full subscription, priced at \$590 USD, gives you an individual subscription license. The corporate subscription, priced at \$2,400 USD gives you five individual subscription accounts.

### Sign Up for Full Subscription

A Full Subscription to UNDB gives you access to an individual subscription license, procurement notices, firm consultancy projects, contract awards, exclusive monthly publications, advanced search, multiple e-mail alerts, tender archives, and one-on-one customer service.

Before signing up for the subscription, 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 **Add to Cart** button located under the Full Subscription 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 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 Add your payment details then click **Submit Order**. You have the option to pay by Credit Card, Cheque or Wire Transfer.

**Note:** Before submitting the order, click **Generate an Invoice** to print an invoice of the order.

- 6 A confirmation message will appear at the top of the page and a confirmation e-mail will be sent to you.

**Note:** Log in and go to the [Profile Home](#) page to check your Purchase History.

### Sign Up for Corporate Subscription

A Corporate Subscription to UNDB gives you five individual full subscription accounts. The Corporate Subscription has all five individual accounts under one company profile, which allows managers to monitor the various accounts through our Corporate Account Management System.

Before signing up for the subscription, 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 **Add to Cart** button located under the Corporate Subscription 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 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**.

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Contact us for more enquiries:

Subscription Services  
E-MAIL: [dbsubscribe@un.org](mailto: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.