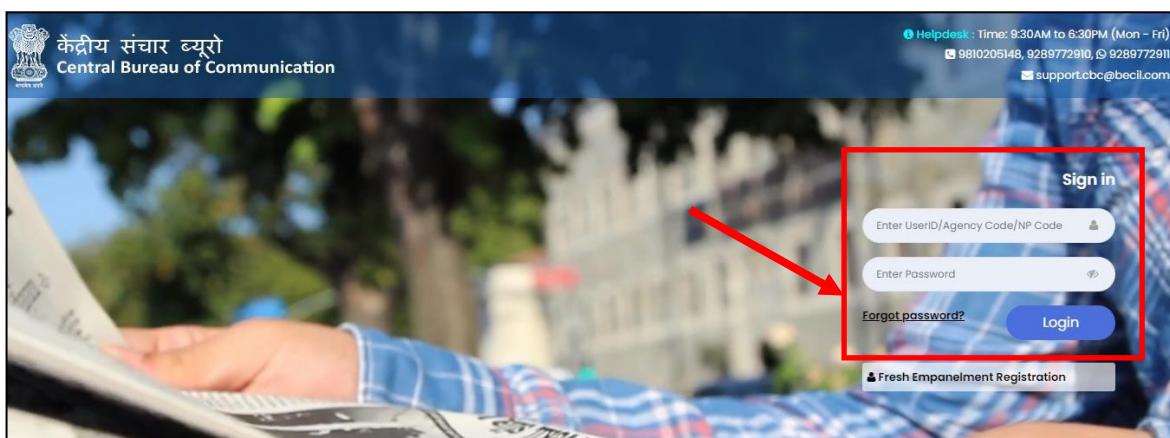




Release Order User Manual रिलीज़ ऑर्डर उपयोगकर्ता मैनुअल

Step 1: To log in / लॉग इन करने के लिए

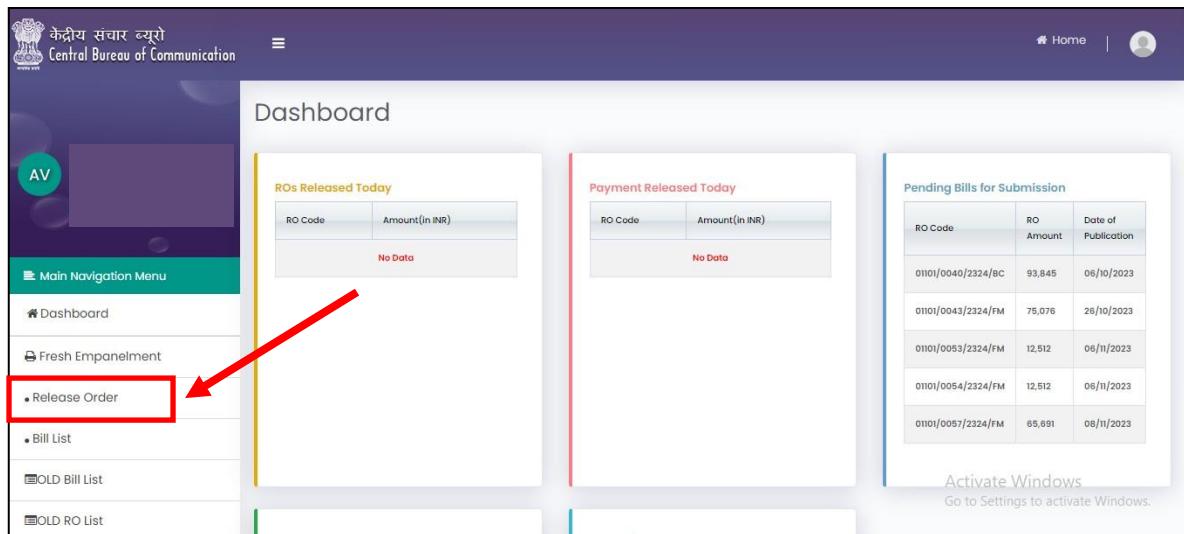
- Visit <https://cbcindia.gov.in/cbc/vendor-login>
- Enter Agency Code/ एजेंसी कोड दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button / "लॉग इन" बटन पर क्लिक करें



Note: Agency code will be a 6-Digit Alphanumeric code
एजेंसी कोड एक 6-अंक वालिक्लिक कोड होगा

Step 2: Here you will see your Dashboard. On the left sidebar click on the "Release Order".

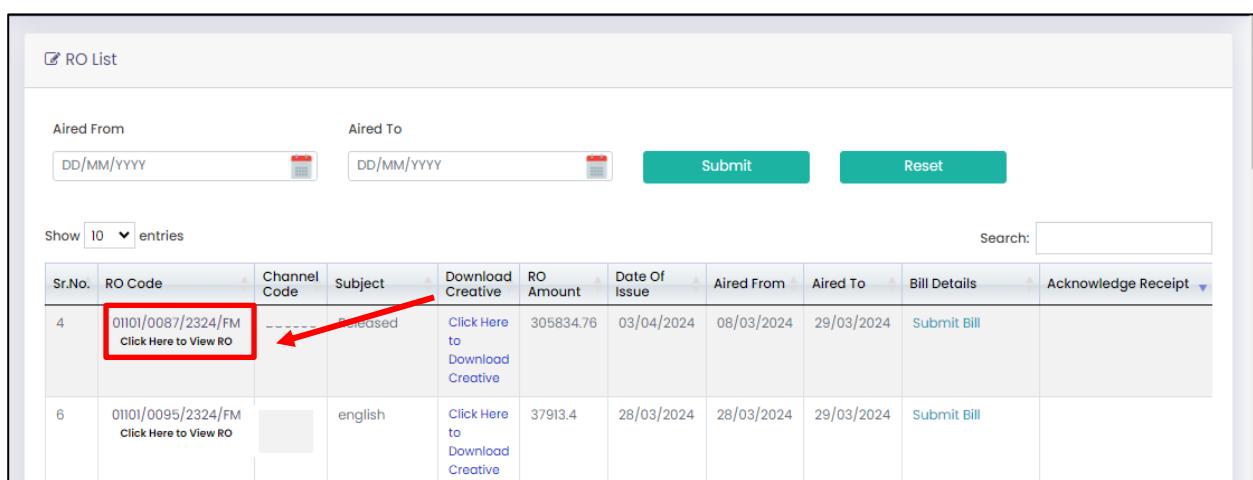
यहां आप अपने डैशबोर्ड को देखेंगे। बाएं साइडबार पर "रिलीज़ ऑर्डर" पर क्लिक करें



The screenshot shows the Central Bureau of Communication (CBOC) dashboard. On the left, a sidebar menu includes 'Main Navigation Menu' with options like 'Dashboard', 'Fresh Empanelment', 'Release Order' (which is highlighted with a red box and has a red arrow pointing to it), 'Bill List', 'OLD Bill List', and 'OLD RO List'. The main content area has three cards: 'ROs Released Today' (No Data), 'Payment Released Today' (No Data), and 'Pending Bills for Submission' (listing five entries with RO codes 01101/0040/2324/BC, 01101/0043/2324/FM, 01101/0053/2324/FM, 01101/0054/2324/FM, and 01101/0057/2324/FM, and their respective RO amounts and dates of publication). A message at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows.'

Step 3: Click on the **RO code** and download RO.

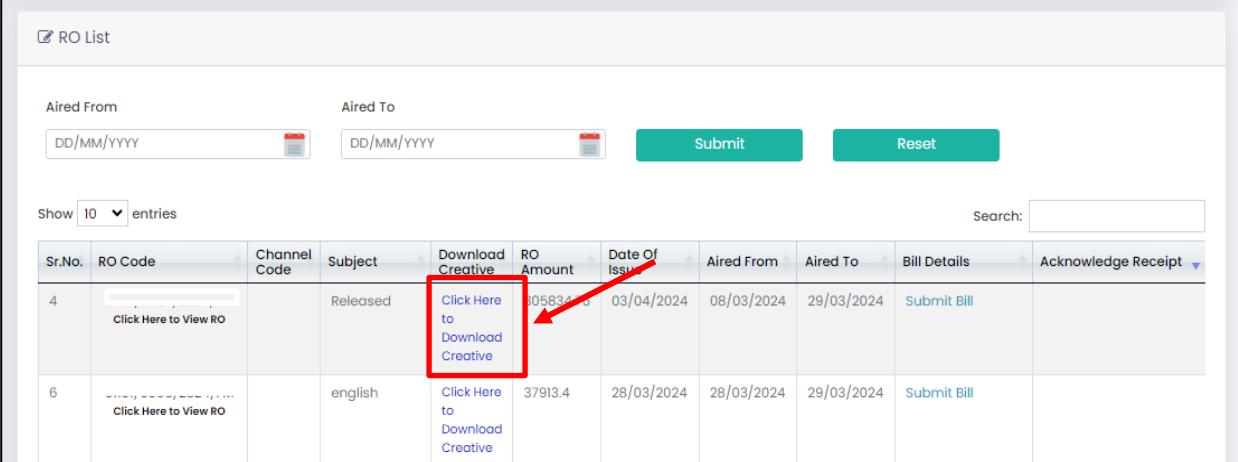
"आरओ कोड पर क्लिक करें और आरओ डाउनलोड करें"



The screenshot shows the 'RO List' page. It includes filters for 'Aired From' (DD/MM/YYYY) and 'Aired To' (DD/MM/YYYY), and buttons for 'Submit' and 'Reset'. Below is a table with columns: Sr.No., RO Code, Channel Code, Subject, Download Creative, RO Amount, Date Of Issue, Aired From, Aired To, Bill Details, and Acknowledge Receipt. Two rows are visible: Row 4 with RO Code 01101/0087/2324/FM and Row 6 with RO Code 01101/0095/2324/FM. The 'Download Creative' column for Row 4 contains a link 'Click Here to Download Creative'. A red box highlights this link, and a red arrow points to it.

Step 4 : Click on the “Click here to Download Creative” to Download the Creative.

क्रिएटिव डाउनलोड करने के लिए “क्लिक हियर तू डाउनलोड क्रिएटिव” पर क्लिक करें



Sr.No.	RO Code	Channel Code	Subject	Download Creative	RO Amount	Date Of Issue	Aired From	Aired To	Bill Details	Acknowledge Receipt
4	Click Here to View RO		Released	Click Here to Download Creative	305834.0	03/04/2024	08/03/2024	29/03/2024	Submit Bill	
6	Click Here to View RO		english	Click Here to Download Creative	37913.4	28/03/2024	28/03/2024	29/03/2024	Submit Bill	