



## Internet Website Release Order, Compliance & Bill Submission User Manual इंटरनेट वेबसाइट रिलीज आर्डर, कंप्लायंस और बिल सबमिशन उपयोगकर्ता मैनुअल

### Step 1: To login/लॉगइन करने के लिए

- Enter Agency code/ एजेंसी कोड दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button/ "लॉगिन" बटन पर क्लिक करें

Helpdesk : Time: 9:30AM to 6:30PM (Mon - Fri)  
9810205148, 9289772910, 9289772911  
support.cbc@bccl.com

Sign in

Enter UserID/Agency Code/NP Code

Enter Password

Forgot password?

Login

Fresh Empanelment Registration

**Note:** Agency code will be a 6-Digit Alphanumeric code

**नोट :** एजेंसी कोड 6-अंक का अक्षरांकीय कोड होगा

### Step 2: Here you will see your Dashboard. On the left side bar click on the “Release Order”. यहां आप अपने डैशबोर्ड को देखेंगे। बाएं साइड बार पर " रिलीज़ आर्डर" पर क्लिक करें

Home |

Dashboard

ROs Released Today

RO Code	Amount [in INR]
No Data	

Payment Released Today

RO Code	Amount [in INR]
No Data	

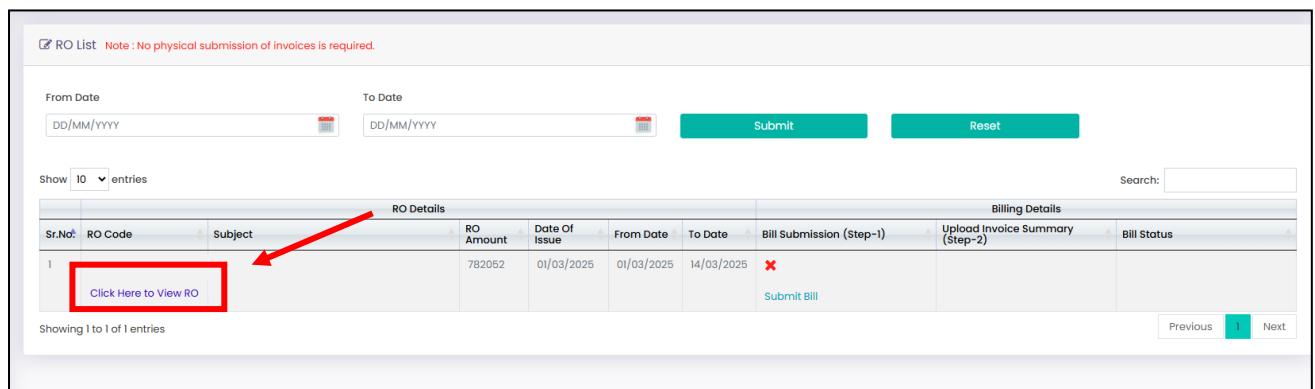
Pending Bills for Submission

RO Code	RO Amount	Date of Publication
No Data		

Main Navigation Menu

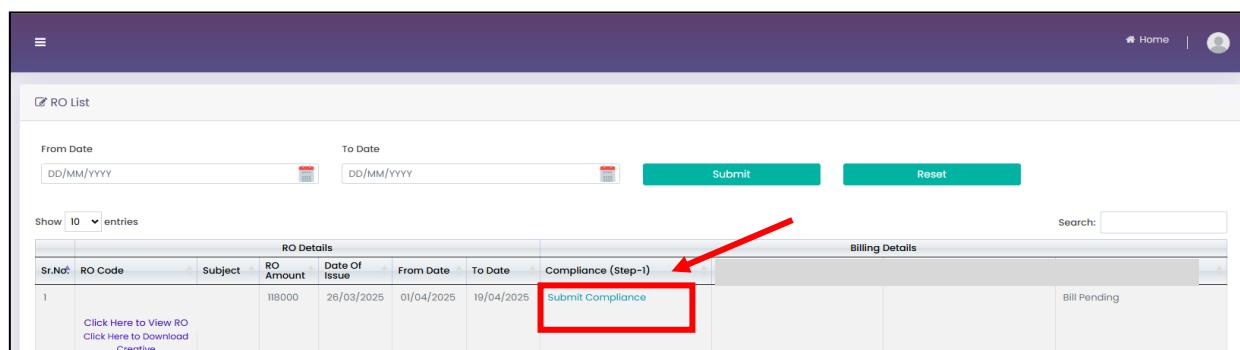
- Dashboard
- Release Order**
- Bill Correction

**Step 3:** Click on “Click here to view RO” and Download the RO.  
 आरओ देखने के लिए "क्लिक हेयर टू डाउनलोड आरओ" पर क्लिक करें और आरओ डाउनलोड करें।



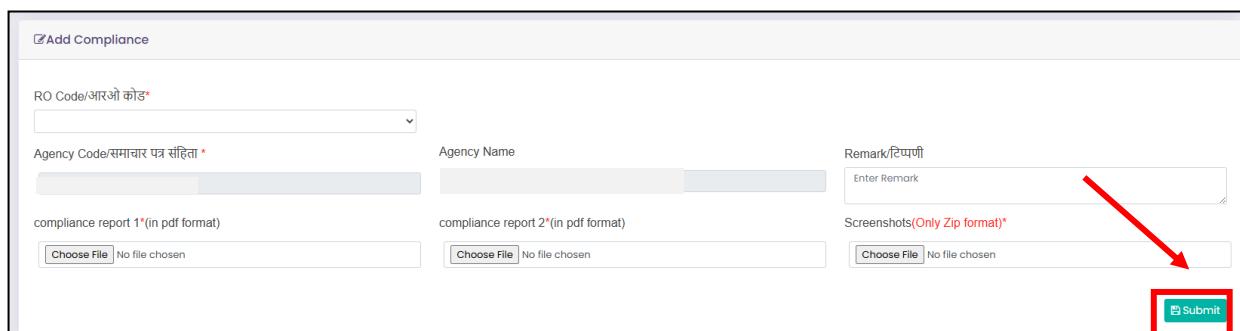
RO Details									Billing Details	
Sr.No.	RO Code	Subject	RO Amount	Date Of Issue	From Date	To Date	Bill Submission (Step-1)	Upload Invoice Summary (Step-2)	Bill Status	
1		<a href="#">Click Here to View RO</a>	782052	01/03/2025	01/03/2025	14/03/2025	X	<a href="#">Submit Bill</a>		

**Step 4:** Click on “Submit Compliance” under **Compliance (Step-1)** column.  
 कंप्लायांस (चरण-1) कॉलम के अंतर्गत “सबमिट कंप्लायांस ” पर क्लिक करें।



RO Details									Billing Details	
Sr.No.	RO Code	Subject	RO Amount	Date Of Issue	From Date	To Date	Compliance (Step-1)			
1		<a href="#">Click Here to View RO</a> <a href="#">Click Here to Download Creative</a>	118000	26/03/2025	01/04/2025	19/04/2025	<a href="#">Submit Compliance</a>		Bill Pending	

**Step 5:** Fill all the required details and upload the documents. Click on "Submit" button.  
 सभी आवश्यक विवरण भरें और दस्तावेज़ अपलोड करें। " सबमिट " बटन पर क्लिक करें।



Add Compliance		
RO Code/आरओ कोड*	Agency Name	Remark/टिप्पणी
Agency Code/समाचार पत्र संहिता *		Enter Remark
compliance report 1*(in pdf format)	compliance report 2*(in pdf format)	Screenshots(Only Zip format)*
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/>		

**Step 6:** Click on “Submit Bill” under Bill Submission (Step-2) column.  
 बिल सबमिशन (चरण-2) कॉलम के अंतर्गत “सबमिट बिल” पर क्लिक करें।

RO Details									Billing Details	
Sr.No.	RO Code	Subject	RO Amount	Date Of Issue	From Date	To Date	Compliance (Step-1)	Bill Submission (Step-2)	Upload Invoice Summary (Step-3)	Bill Status
1		Click Here to View RO Click Here to Download Creative	177000	29/03/2025	31/03/2025	09/04/2025				
2		Click Here to View RO Click Here to Download Creative	88500	07/03/2025	08/03/2025	12/03/2025	Compliance Submitted(Edit)			Bill Pending

**Step 7:** Choose file and click on “Upload” button to upload logs.  
 फाइल चुनें और लॉग एक्सेल अपलोड करने के लिए “अपलोड” बटन पर क्लिक करें।

**Note:** Click on “Download Demo File” to download the sample file for your reference.  
**नोट:** अपने संदर्भ के लिए नमूना फाइल डाउनलोड करने के लिए “डाउनलोड डेमो फाइल” पर क्लिक करें

Bill Submission Note: No physical submission of invoices is required.									
<input type="file"/> Log Upload Excel <input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload"/> <a href="#">Download demo file</a> <small>Please follow the excel date format (YYYY-MM-DD) Please follow the 24-hour format</small>									
<input checked="" type="checkbox"/> Log Upload Data <input type="button" value="Delete All List"/>									
Sr. No.	Date	From Time	To Time	Amount					

**Step 8:** Fill all the required details and upload the documents. Click on "Submit" button.  
 सभी आवश्यक विवरण भरें और दस्तावेज़ अपलोड करें। ‘सबमिट’ बटन पर क्लिक करें।

RO Code/आरओ कोड	RO Amount/अंतर्रो सापि	Campaign Name/अभियान का नाम	From Date/तारीख से	To Date/तारीख तक
Invoice ID/इनवाइस संख्या*	Invoice Date/इनवाइस दिनांक*		2025-03-08	2025-03-12
Claimed Amount as per Invoice/वालान के अनुसार दावा की गई राशि*	Bill Officer Name/बिल अधिकारी का नाम*	GST No./जीएसटी संख्या		
E-mail ID/ईमेल आईडी*	Auth. Signatory Name/प्रामाणिक। हस्ताक्षरकर्ता का नाम*	Bill Officer Designation/बिल अधिकारी पदनाम*		
Copy of Physical Invoice of the Vendor/विक्रेता के भौतिक चालान की प्रति * (File Type PDF 5 Mb)	Live campaign screenshot / लाइव अभियान स्क्रीनशॉट * (File Type PDF 50 Mb)	3rd party Ad server report / तृतीय पक्ष विज्ञापन सर्वर रिपोर्ट * (File Type PDF 15 Mb)	Browse	View
<input type="button" value="Submit"/>				

**Step 9:** Once bill submitted, you can download the Invoice receipt by clicking on “Download Invoice Summary(unsigned)”.

एक बार बिल सबमिट हो जाने पर “डाउनलोड इनवॉइस सम्मरी (अहस्ताक्षरित)” पर क्लिक कर के चालान रसीद डाउनलोड कर सकते हैं।

RO List Note : No physical submission of invoices is required.

From Date To Date

Show 10 entries

RO Details							Billing Details				
Sr.No.	RO Code	Subject	RO Amount	Date Of Issue	From Date	To Date	Compliance (Step-1)	Bill Submission (Step-2)	Upload Invoice Summary (Step-3)	Bill Status	
1		Click Here to View RO Click Here to Download Creative					Compliance Submitted(Edit)	✓	Download Invoice Summary(unsigned)	✗ Upload Invoice Summary (Stamped and Signed)	Bill Pending
2		Click Here to View RO Click Here to Download Creative	88500	07/03/2025	07/03/2025	11/03/2025	Compliance Submitted(Edit)	✓	Download Invoice Summary(unsigned)	✗ Upload Invoice Summary (Stamped and Signed)	Bill Pending

Search: [ ]

Delete Bill [ ]

**Step 10:** Click on "Upload Invoice Summary (Stamped and Signed)". Upload the bill and Click on “Upload”.

“अपलोड इनवॉइस सम्मरी(मुद्रांकित और हस्ताक्षरित)” पर क्लिक करें। बिल रसीद अपलोड करें और “अपलोड” पर क्लिक करें।

RO List Note : No physical submission of invoices is required.

From Date To Date

Show 10 entries

RO Details							Billing Details				
Sr.No.	RO Code	Subject	RO Amount	Date Of Issue	From Date	To Date	Compliance (Step-1)	Bill Submission (Step-2)	Upload Invoice Summary (Step-3)	Bill Status	
1		Click Here to View RO Click Here to Download Creative					Compliance Submitted(Edit)	✓	Download Invoice Summary(unsigned)	✗ Upload Invoice Summary (Stamped and Signed)	Bill Pending
2		Click Here to View RO Click Here to Download Creative	88500	07/03/2025	07/03/2025	11/03/2025	Compliance Submitted(Edit)	✓	Download Invoice Summary(unsigned)	✗ Upload Invoice Summary (Stamped and Signed)	Bill Pending

Search: [ ]

Delete Bill [ ]

RO List

Aired From DD/MM/YYYY

Show 10 entries

Sr.No.	RO Code	Subject	RO Amount	Date Of Issue	From Date	To Date	Compliance (Step-1)	Bill Submission (Step-2)	Upload Invoice Summary (Step-3)	Bill Status	
1		Click Here to View RO Click Here to Download Creative					Compliance Submitted(Edit)	✓	Download Invoice Summary(unsigned)	✗ Upload Invoice Summary (Stamped and Signed)	Bill Not Submitted

Choose File [ ] No file chosen

Upload

Search: [ ]

Delete Bill [ ]

#### Note:

- Upload the signed copy of bill acknowledgment which you have already downloaded from your login.  
बिल पावटी की हस्ताक्षरित प्रति अपलोड करें जिसे आपने अपने लॉगिन से पहले ही डाउनलोड कर लिया है।
- Kindly Upload only PDF file.  
कृपया केवल पीडीएफ फाइल ही अपलोड करें।