



Bill Submission User Manual 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

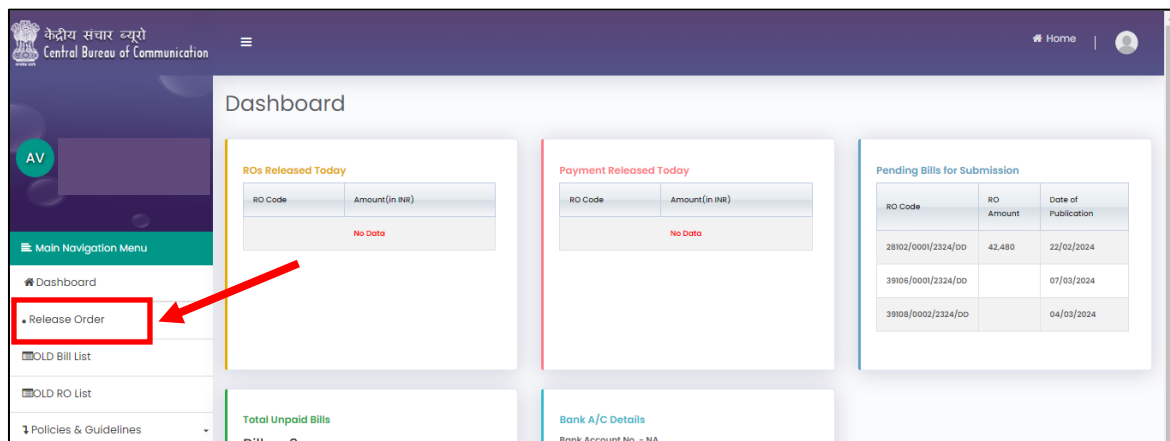


Note: Agency code will be a 6-Digit Alphanumeric code

नोट : एजेंसी कोड एक 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



Step 3: Click on “Submit Bill”
 “सबमिट बिल” पर क्लिक करें

RO List

Aired From: DD/MM/YYYY  Aired To: DD/MM/YYYY 

Show entries Search:

Sr.No.	RO Code	Channel Code	Subject	RO Amount	Date Of Issue	Aired From	Aired To	Bill Details	Acknowledge Receipt
1	Click Here to View RO		campaign survey.	0	07/03/2024	08/03/2024	07/03/2024	Submit Bill	
2	Click Here to View RO			0	04/03/2024	04/03/2024	05/03/2024	Submit Bill	

Step 4: Choose File and click on “Upload” button to upload **Broadcast Certificate Excel**.
 फ़ाइल चुनें और **ब्रॉडकास्ट सर्टिफिकेट 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 फ़ाइल डाउनलोड करने के लिए “डाउनलोड डेमो फ़ाइल” पर क्लिक करें

Bill Submission

Broadcast Certificate Upload Excel*

No file chosen [Download demo file](#)

Please follow the excel date format (DD-MM-YYYY)

Time Band List

Sr.No.	Time Band	Rate (Per 10 Second)	Total Spot Per Day	Duration of Spot	No of Days	Total Secondage
1	7AM-11AM	1030	2	30	2	120
2	11AM-6PM	1035	2	30	2	120
3	6PM-11PM	1568	2	30	2	120

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।

Excel Uploaded Data

Sr.No.	Aired Date	Aired Time	Claimed Spot Duration	Spot Caption	Reason	Status	Amount
No Data							
Amount:							Rs.0
Discount:							Rs.0
GST (18%):							Rs.0
Total Amount with GST:							Rs.0

Agency Code / Name

RO No.

GST No.*
Enter GST Number

Invoice ID.*
Enter Invoice ID

Invoice Date *
dd-mm-yyyy

Bill Officer Name*
Enter Bill Officer Name

Bill Officer Designation*
Enter Bill Officer Designation

Auth. Signatory Name/प्रमाणिक। हस्ताक्षरकर्ता का नाम*
Enter Auth Signatory Name

Auth. Signatory Designation/प्रमाणिक। हस्ताक्षरी पदनाम*
Enter Auth Signatory Designation

E-mail ID*
Enter E-mail ID

Invoice Attachment/वालान अनुलग्नक* (Only PDF file will be uploaded)
Choose File No file chosen

Broadcast Certificate/प्रसारण प्रमाणपत्र
(Only PDF file will be uploaded)
Choose File No file chosen

Bill Claim Amount*
Enter bill claim ammount

Submit

Step 6: Once bill submitted, you can download the Acknowledgement receipt by clicking on "Download Acknowledgement".
एक बार बिल जमा हो जाने के बाद, आप एक्नॉलेजमेंट रसीद डाउनलोड कर सकते हैं
"डाउनलोड एक्नॉलेजमेंट" पर क्लिक करके।

RO List

Aired From
DD/MM/YYYY

Aired To
DD/MM/YYYY

Submit

Reset

Show 10 entries

Search:

Sr.No.	RO Code	Channel Code	Subject	Download Creative	RO Amount	Date Of Issue	Aired From	Aired To	Bill Details	Acknowledge Receipt
1	Click Here to View RO			Click Here to Download Creative		09/04/2024	09/04/2024	19/04/2024	Bill Submitted	Download Acknowledgement
2	Click Here to View RO			Click Here to Download Creative		09/04/2024	09/04/2024	19/04/2024	Bill Submitted	Download Acknowledgement

Step 7: Click on "Upload Digital Signed Acknowledgement". Upload the bill acknowledgement and Click on "Upload Acknowledgement".

"अपलोड डिजिटल साइंड एक्नॉलेजमेंट" पर क्लिक करें। बिल रसीद अपलोड करें और "अपलोड एक्नॉलेजमेंट" पर क्लिक करें।

The screenshot displays the 'RO List' interface. At the top, there are filters for 'Aired From' and 'Aired To' with date pickers and 'Submit' and 'Reset' buttons. Below the filters, a table lists RO entries. The table has columns: Sr.No., RO Code, Channel Code, Subject, Download Creative, RO Amount, Date Of Issue, Aired From, Aired To, Bill Details, Acknowledgement Receipt, and Delete. Row 4 is highlighted, and a red box around the 'Upload Digital Signed Acknowledgement' link in the 'Acknowledgement Receipt' column is pointed to by a red arrow. Below the table, a modal window titled 'Upload Invoice' is open. It contains the following text: 'Kindly upload the signed copy of bill acknowledgement which you have already downloaded from your login.', 'Please do not upload your Physical Invoice.', and 'Kindly upload only pdf file with duly signed.' There is a 'Choose File' button and a 'No file chosen' message. A red box around the 'Upload Acknowledgement' button in the modal is also pointed to by a red arrow.

Note:

- Upload the signed copy of bill acknowledgment which you have already downloaded from your login.
बिल पावती 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।