



## Bulk SMS Release Order & Bill Submission User Manual बल्क एसएमएस रिलीज ऑर्डर 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/ "लॉगइन" बटन पर क्लिक करें

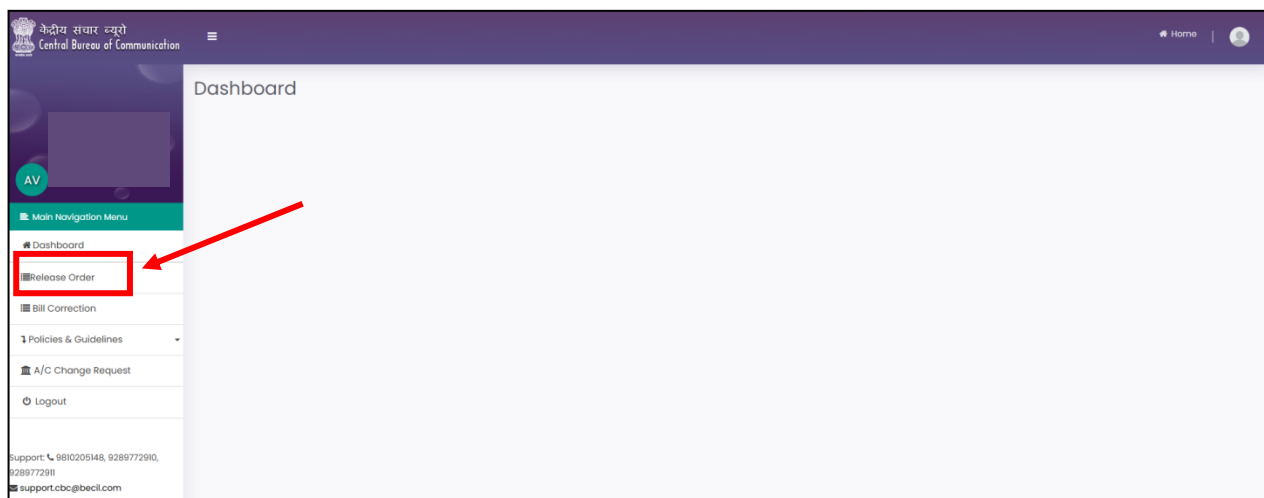


**Note:** Agency code will be a 6-Digit Alphanumeric code

**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



**Step 3:** Click on “Click here to view RO” and Download the RO.

Click on “Click here to download creative” and download the creative.

आरओ देखने के लिए "क्लिक हेयर टू डाउनलोड आरओ" पर क्लिक करें और आरओ डाउनलोड करें।  
“क्लिक हेयर टू डाउनलोड क्रिएटिव” पर क्लिक करें और क्रिएटिव डाउनलोड करें।

RO List

From Date: DD/MM/YYYY To Date: DD/MM/YYYY Submit Reset

Show 10 entries Search:

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		test	33040	07/04/2025	07/04/2025	07/04/2025	✗ Submit Bill		Bill Pending
2		6/3 bulk	16520	06/03/2025	06/03/2025	08/03/2025	✓ Download Physical Invoice Download digital invoice	✓ Download digital invoice	Bill Submitted Delete Bill

**Step 4:** Click on “Submit Bill” under Bill Submission (Step-1) column.

बिल सबमिशन (चरण-1) कॉलम के अंतर्गत “सबमिट बिल ” पर क्लिक करें।

RO List

From Date: DD/MM/YYYY To Date: DD/MM/YYYY Submit Reset

Show 10 entries Search:

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		test	33040	07/04/2025	07/04/2025	07/04/2025	✗ Submit Bill		Bill Pending
2		6/3 bulk	16520	06/03/2025	06/03/2025	08/03/2025	✓ Download Physical Invoice Download digital invoice	✓ Download digital invoice	Bill Submitted Delete Bill

**Step 5:** Choose file and click on “Upload” button to upload logs.

फ़ाइल चुनें और लॉग एक्सेल अपलोड करने के लिए "अपलोड" बटन पर क्लिक करें।

Bill Submission

Log Upload Excel\* Choose File No file chosen  
Upload Download demo file  
Please follow the excel date format (YYYY-MM-DD)

Log Upload Data

Sr. No.	Circle	Campaign Name	Date	From Time	To Time	No. of SMS Push/Sent	No. of SMS delivered	No. of SMS failed	Amount	Status
No Record Found										
									Amount	0.00
									GST (18%)	0.00
									Total Calculated Amount	0.00

**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



**Step 8:** 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

From Date: DD/MM/YYYY To Date: DD/MM/YYYY Submit Reset

Show 10 entries Search:

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> <a href="#">Click Here to Download Creative</a>	test		07/04/2025	07/04/2025	07/04/2025	<a href="#">Download Invoice Summary(Unsigned)</a>	<div> <div>✗</div> <div>Upload Invoice Summary (Stamped and Signed)</div> </div>	Bill Pending <a href="#">Delete Bill</a>
2	<a href="#">Click Here to View RO</a> <a href="#">Click Here to Download Creative</a>	6/3 bulk		06/03/2025	06/03/2025	08/03/2025	<a href="#">Download Physical Invoice</a>	<a href="#">Download digital Invoice</a>	Bill Submitted <a href="#">Delete Bill</a>

RO List

Aired From: DD/MM/YYYY Submit Reset

Show 10 entries Search:

**Invoice Summary**

Kindly upload the signed copy of invoice summary which you have already downloaded from your login .

Please do not upload your Physical Invoice.

Kindly upload only pdf file with duly signed.

Choose File No file chosen

**Upload**

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> <a href="#">Click Here to Download Creative</a>	crs/					<a href="#">Download Invoice Summary(Unsigned)</a>	<div> <div>✗</div> <div>Upload Invoice Summary (Stamped and Signed)</div> </div>	Bill Not Submitted <a href="#">Delete Bill</a>

**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।
- No physical submission (hard copy) of the bill is required.  
बिल की भौतिक प्रस्तुति (हार्ड कॉपी) की आवश्यकता नहीं है।