

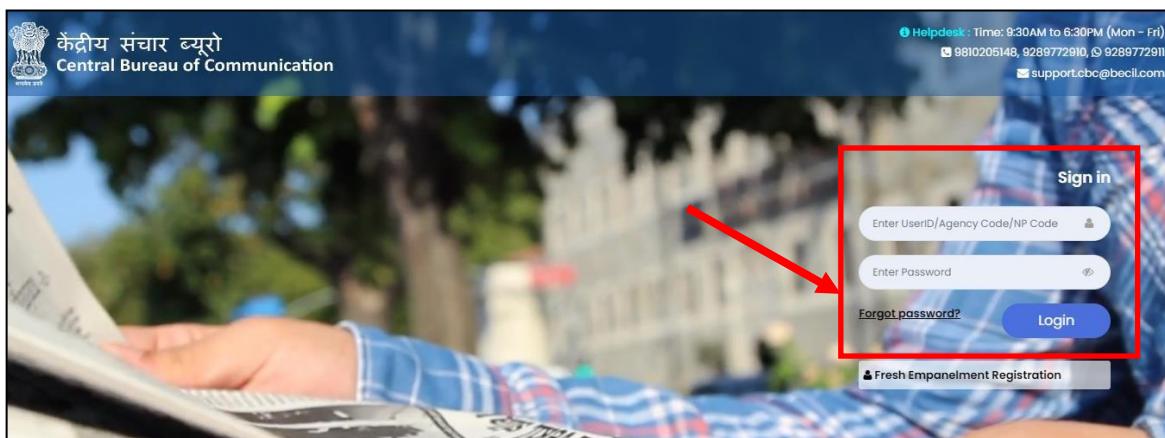


Bulk SMS Release Order & Bill Submission User Manual

बल्क एसएमएस रिलीज ऑर्डर और बिल सबमिशन उपयोगकर्ता मैनुअल

Step 1: To login/लॉगइन करने के लिए

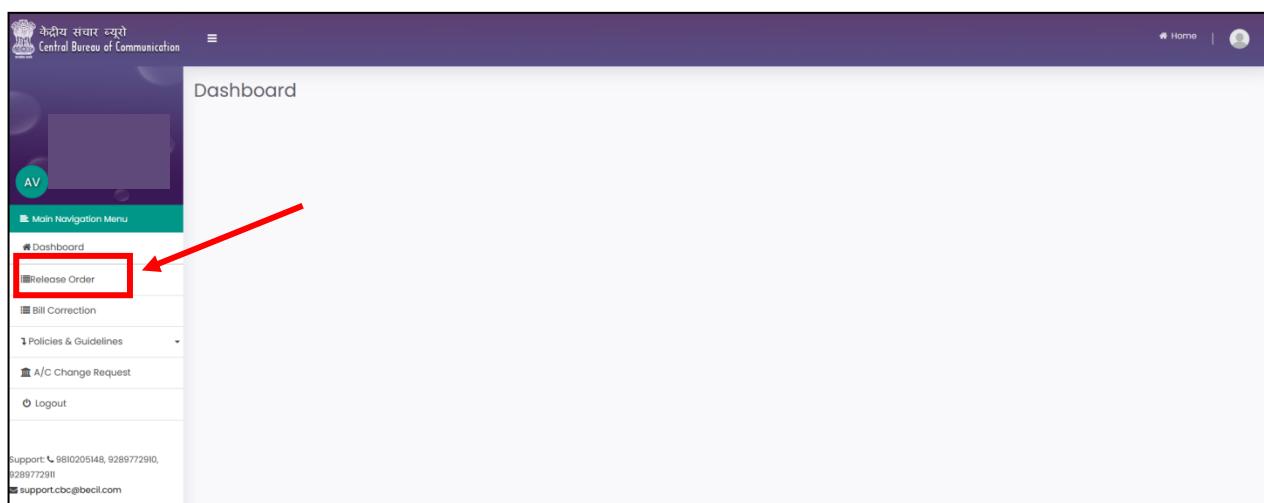
- Enter Agency code/ एजेंसी कोड दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button/ "लॉगिन" बटन पर क्लिक करें



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 “रिलीज आर्डर” पर क्लिक करें

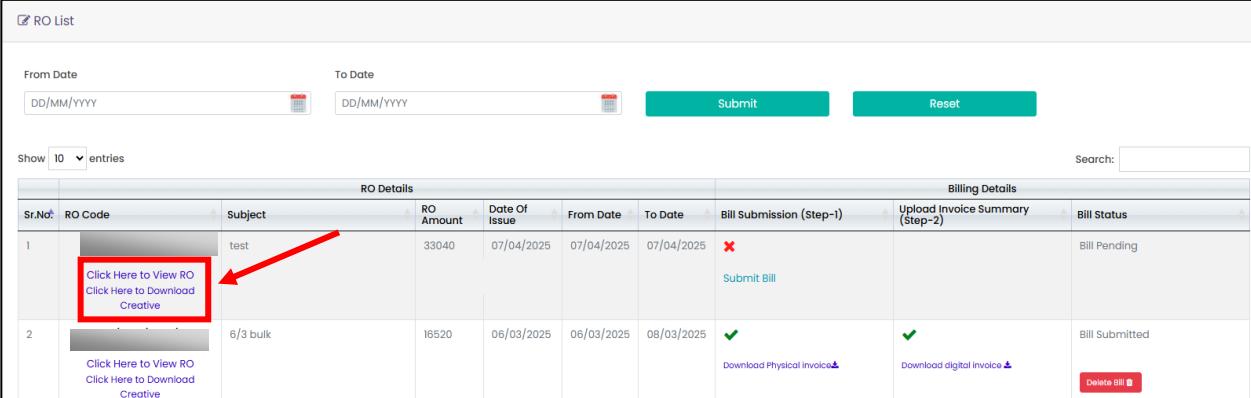


Step 3: Click on “Click here to view RO” and Download the RO.

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।

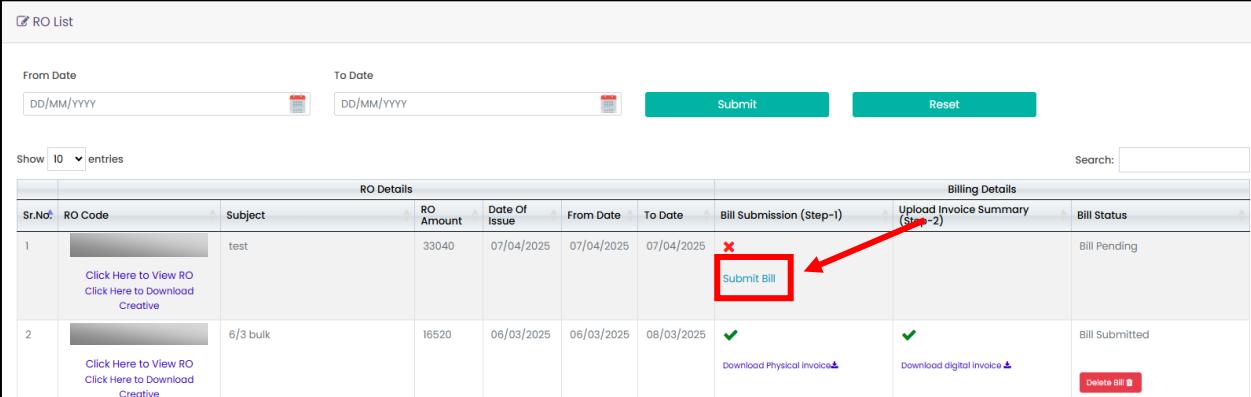
“क्लिक हेयर टू डाउनलोड क्रिएटिव” पर क्लिक करें और क्रिएटिव डाउनलोड करें।



RO 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	X	Submit Bill	Bill Pending			
2		6/3 bulk	16520	06/03/2025	06/03/2025	08/03/2025	✓	Download Physical invoice ↗	✓	Bill Submitted	Delete Bill ↗	

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

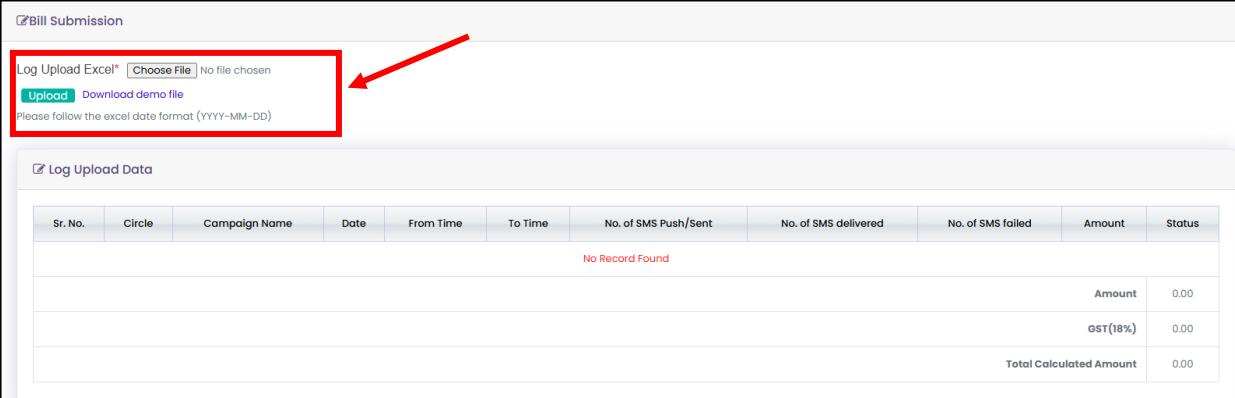
बिल सबमिशन (चरण-1) कॉलम के अंतर्गत “सबमिट बिल” पर क्लिक करें।



RO 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	X	Submit Bill	Bill Pending			
2		6/3 bulk	16520	06/03/2025	06/03/2025	08/03/2025	✓	Download Physical invoice ↗	✓	Bill Submitted	Delete Bill ↗	

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

फाइल चुनें और लॉग एक्सेल अपलोड करने के लिए “अपलोड” बटन पर क्लिक करें।



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 फाइल डाउनलोड करने के लिए “डाउनलोड डेमो फाइल” पर क्लिक करें।

Step 6: 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/आरओ राशि:

Campaign Name/अभियान का नाम:

Invoice No./इनवॉइस संख्या*:

Invoice Date/इनवॉइस दिनांक*: DD-MM-YYYY

GST No./जीएसटी संख्या:

Claimed Amount as per Invoice/चालान के अनुसार दावा की गई राशि*:

Bill Officer Name/बिल अधिकारी का नाम*:

Bill Officer Designation/बिल अधिकारी पदनाम*:

E-mail ID/ईमेल आईडी*:

Auth. Signatory Name/प्रामाणिक। हस्ताक्षरकर्ता का नाम*:

Auth. Signatory Designation/प्रामाणिक। हस्ताक्षरी पदनाम*:

Copy of Physical Invoice of the Vendor/विक्रेता के भौतिक चालान की प्रति * (File size 2 Mb):

Delivery Report / डिलीवरी रिपोर्ट * (File size 2 Mb): 1744009279-reportFile.pdf

Total Number of SMS Successfully Delivered/सफलतापूर्वक वितरित एसएमएस की कुल संख्या*:

Step 7: 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।

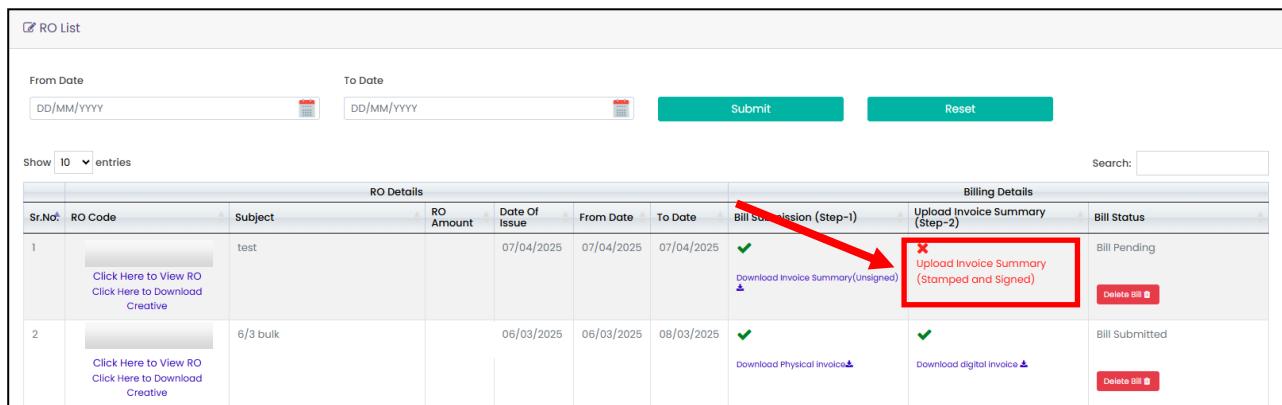
From Date: DD/MM/YYYY To Date: DD/MM/YYYY

Show 10 entries

Sr.No.	RO Details					Billing Details			
	RO Code	Subject	RO Amount	Date Of Issue	From Date	To Date	Bill Submission (Step-1)	Upload Invoice Summary (Step-2)	Bill Status
1	Click Here to View RO Click Here to Download Creative	test		07/04/2025	07/04/2025	08/04/2025	✓	Download Invoice Summary(Unsigned)	Bill Pending
2	Click Here to View RO Click Here to Download Creative	6/3 bulk		06/03/2025	06/03/2025	08/03/2025	✓	Download Physical Invoice Download digital invoice	Bill Submitted

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

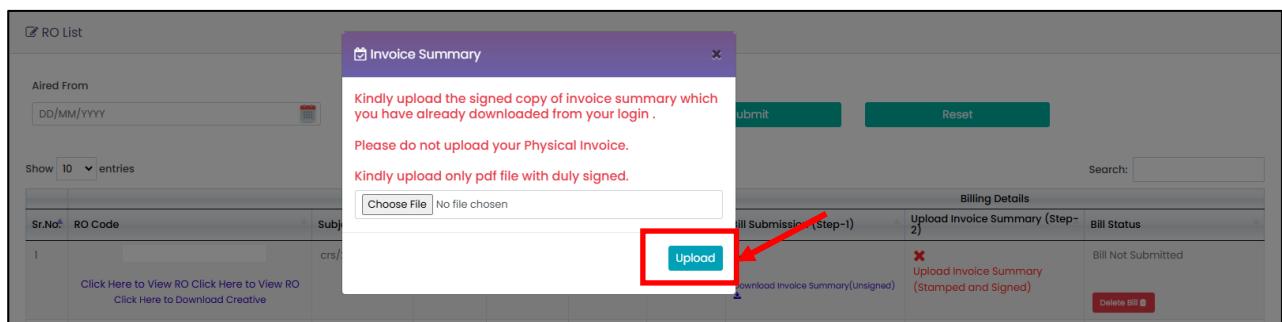
Show 10 entries

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		test		07/04/2025	07/04/2025	07/04/2025	✓	Download Invoice Summary (Unsigned)	Upload Invoice Summary (Stamped and Signed)	Bill Pending
2		6/3 bulk		06/03/2025	06/03/2025	08/03/2025	✓	Download Physical invoice	Download digital invoice	Bill Submitted

[Click Here to View RO](#) [Click Here to Download Creative](#)

[Click Here to View RO](#) [Click Here to Download Creative](#)



RO List

Aired From: DD/MM/YYYY

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

Bill Submission (Step-1) Upload Invoice Summary (Step-2) Bill Status

[Download Invoice Summary \(Unsigned\)](#) [Upload Invoice Summary \(Stamped and Signed\)](#) Bill Not Submitted

[Delete Bill](#)

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।