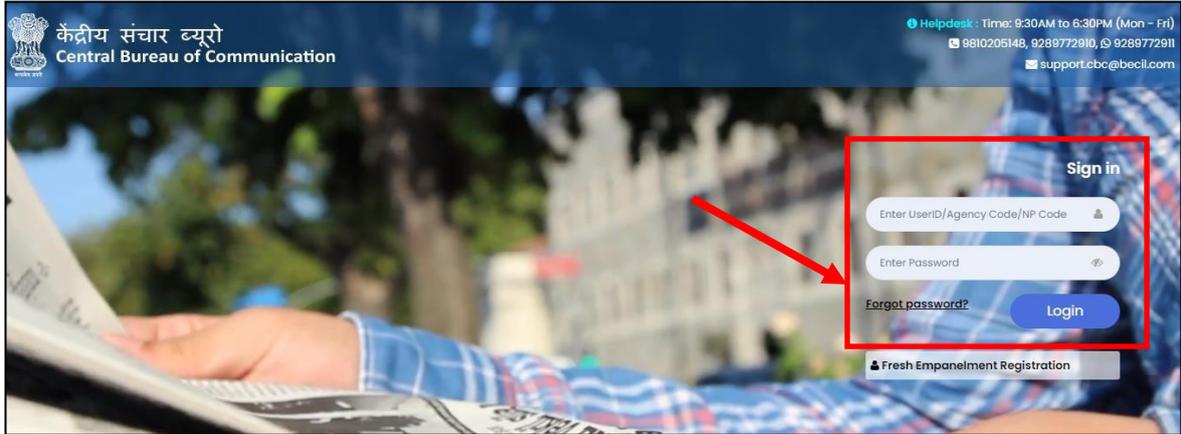




Bill Submission User Manual बिल सिबिशन उपयोगकर्ता मैनुअल

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 आर्डर" पर क्लिक करें

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 |
|---------|-----------|---------------------|
| | 59,472 | 28/02/2024 |
| | 77,722 | 13/03/2024 |
| | 78,280 | 08/11/2023 |
| | 1,45,376 | 08/11/2023 |
| | 50,322 | 31/07/2023 |

Activate Windows
Go to Settings to activate Windows.

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

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 |
|--------|---------------------------------------|--------------|------------------------|---|-----------|---------------|------------|------------|-----------------------------|---------------------|
| 11 | Click Here to View RO | | farming and its crops. | Click Here to Download Creative | 59472 | 28/02/2024 | 28/02/2024 | 29/02/2024 | Submit Bill | |
| 12 | Click Here to View RO | | testing data | Click Here to Download Creative | 520380 | 27/02/2024 | 26/02/2024 | 10/03/2024 | Submit Bill | |

Step 4: Click on **“Upload”** button to upload **Telecast Certificate Excel**.

“अपलोड” बटन पर क्लिक करें **टेलीकतस्ट प्रिमाणपत्र एक्सेल** अपलोड करने के लिए ।

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

The screenshot shows a web interface for 'Bill Submission'. A red box highlights the 'Telecast Certificate Upload Excel*' section, which contains a 'Choose File' button (with 'No file chosen' text), an 'Upload' button, and a 'Download demo file' button. Below this is a 'Time Band List' table with the following data:

| Sr.No. | Time Band | Rate (Per 10 Second) | Total Spot Per Day | Duration of Spot | No of Days | Total Secondage |
|--------|-----------|----------------------|--------------------|------------------|------------|-----------------|
| 1 | 11AM-6PM | 747 | 2 | 30 | 5 | 300 |
| 2 | 6PM-11PM | 1161 | 2 | 30 | 5 | 300 |
| 3 | 7AM-11AM | 743 | 2 | 30 | 5 | 300 |

Step 5: Fill all the required details and upload the documents.

Click on **“Submit”** button

सभी आवश्यक विवरण भरें और दस्तावेज़ अपलोड करें।

‘सिबिट’ बटन पर क्लिक करें।

The screenshot shows the 'Excel Uploaded Data' form. It includes a table for 'Excel Uploaded Data' with columns: Sr.No., Aired Date, Aired Time, Claimed Spot Duration, Spot Caption, Reason, Status, and Amount. Below the table are several input fields: Agency Code / Name, RO No., GST No., Invoice ID, Invoice Date, Bill Officer Name, Bill Officer Designation, E-mail ID, and Invoice Attachment. A red box highlights the 'Submit' button at the bottom right of the form.

Step 6: Once bill submitted, you can download the Acknowledge receipt by Clicking on **“Download Acknowledgement”**.

एक बार बिल जमा हो जाने के बाद, आप एक्नॉवलजीमेंट रसीद डाउनलोड कर सकते हैं **“डाउनलोड एक्नॉवलजीमेंट”** पर क्लिक करे।

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 | | MSPI | Click Here to Download Creative | 278031.6 | 09/04/2024 | 09/04/2024 | 19/04/2024 | Bill Submitted | Download Acknowledgement |
| 2 | Click Here to View RO | | MSPI | Click Here to Download Creative | 278031.6 | 09/04/2024 | 09/04/2024 | 19/04/2024 | Bill Submitted | Download Acknowledgement |