

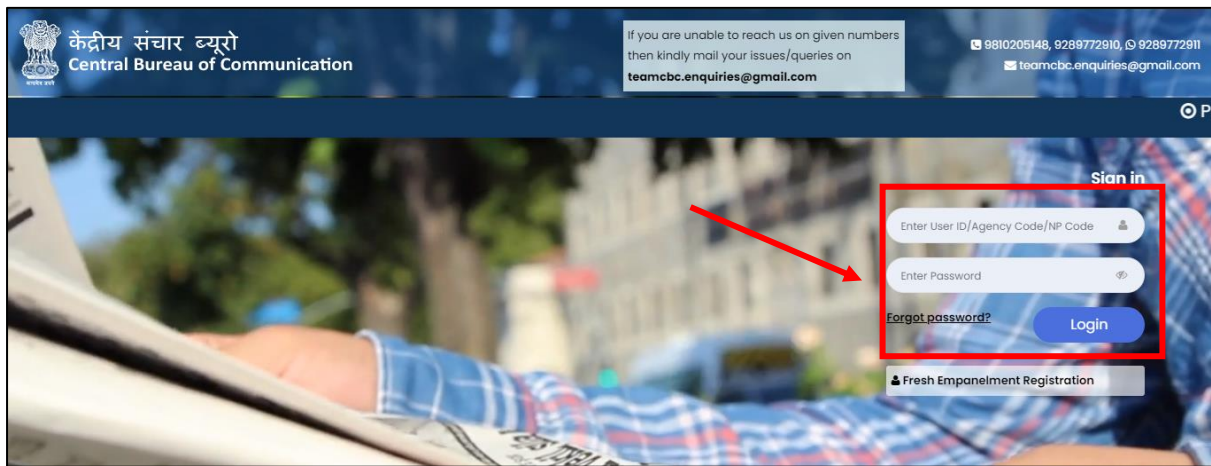


Bill Submission User Manual

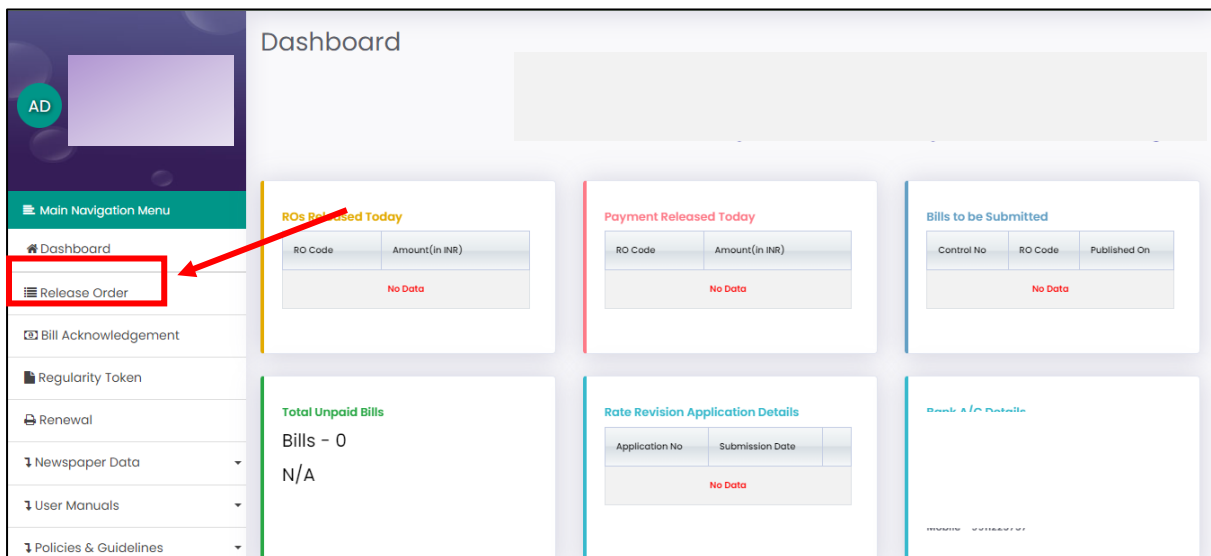
Step 1:

- Enter **NP code/Group code**
- Enter **Password**
- Click on "**Login**" button.

Note: NP will be a 6-Digit Numeric Code & Group Code will be a 9- Digit Alphanumeric code (VO*****)



Step 2: Here you will see your Dashboard. On the left sidebar click on the "Release Order" button.



Step 3: Click on "Submit Bill"

Release Order List

Download RO List

Published From: DD/MM/YYYY

Published To: DD/MM/YYYY

Search Reset

Show 10 entries

Sr.No.	RO Code	Subject	Date of Publication	RO Amount	Color Type	Display Type	Size Selection	Advt. Size (L X W)	Download Credits	Compliance Details	Bill Details
1	34126/12/0032/2324		08/08/2023	2013	B/W	Classified for PSU	Custom Size	7 X 8	Click	View Compliance	Submit Bill

Showing 1 to 1 of 1 entries

Previous 1 Next

Step 4 : Fill all the required details and click on "Submit" button.

Publication Date/प्रकाशन दिनांक*

19-06-2023

GST No./जीएसटी संख्या

Published In/में प्रकाशित *

Color

Page No. on which Ad. Published/पृष्ठ संख्या जिस पर विज्ञापन प्रकाशित*

Advertisement Length(In CMS)/विज्ञापन की लंबाई*

52

Width(In CMS)/चौड़ाई*

16

Difference in Sq. CMS/वर्ग में अंतर*

0

Claimed Amount/दावा की गई राशि*

Enter Claimed Amount(Rs.)

Bill Officer Name/बिल अधिकारी का नाम*

Enter Bill Officer Name

Bill Officer Designation/बिल अधिकारी पदनाम*

Enter Bill Officer Designation

E-mail ID/ईमेल आईडी*

Enter E-mail ID

Auth. Signatory Name/प्रामाणिक हस्ताक्षरकर्ता का नाम*

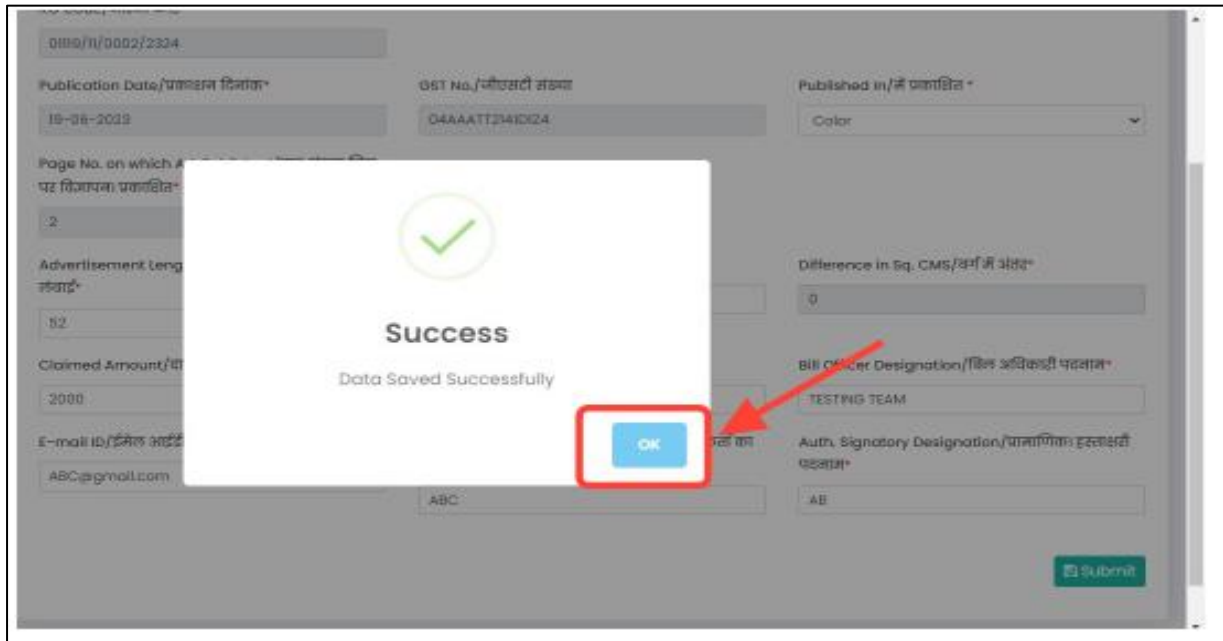
Enter Auth Signatory Name

Auth. Signatory Designation/प्रामाणिक हस्ताक्षरी पदनाम*

Enter Auth Signatory Designation

Submit

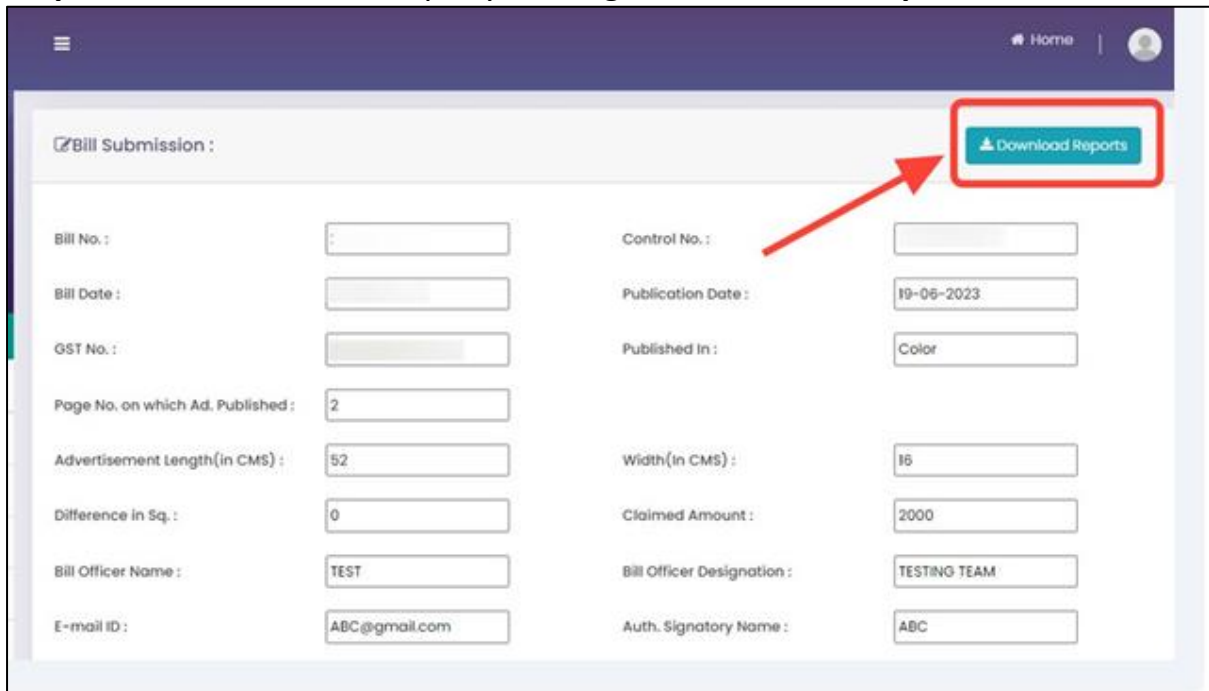
Step 5: Click "OK"



A screenshot of a web application interface. A white dialog box with a green checkmark icon and the text "Success Data Saved Successfully" is centered over a form. A red box highlights the "OK" button in the dialog box, with a red arrow pointing to it. The background form contains various input fields and a "Submit" button.

0189/11/0002/2304		
Publication Date/प्रकाशन तिथि	GST No./जीएसटी संख्या	Published in/में प्रकाशित
19-06-2023	04AAAAT234DQ24	Color
Page No. on which Ad. Published/पृष्ठ संख्या पर विज्ञापन प्रकाशित		
2		
Advertisement Length/लंबाई		
52		
Claimed Amount/प्रीति		
2000		
E-mail ID/ईमेल आईडी		
ABC@gmail.com		
	ABC	
		Auth. Signatory Designation/प्रासांगिक हस्ताक्षर अधिकारी
		TESTING TEAM
		AB
		Submit

Step 6: Download the Receipt by clicking on "Download Report".



A screenshot of a web application interface showing a "Bill Submission" form. A red box highlights the "Download Reports" button in the top right corner, with a red arrow pointing to it. The form contains various input fields for bill details.

Bill Submission :		Download Reports	
Bill No. :	<input type="text"/>	Control No. :	<input type="text"/>
Bill Date :	<input type="text"/>	Publication Date :	19-06-2023
GST No. :	<input type="text"/>	Published In :	Color
Page No. on which Ad. Published :	2		
Advertisement Length(in CMS) :	52	Width(in CMS) :	16
Difference in Sq. :	0	Claimed Amount :	2000
Bill Officer Name :	TEST	Bill Officer Designation :	TESTING TEAM
E-mail ID :	ABC@gmail.com	Auth. Signatory Name :	ABC

Step 7: Click on "Upload Digital Signed Invoice".

The screenshot shows the 'Release Order List' interface. At the top right, there is a 'Download RO List' button. Below it are filters for 'Published From' and 'Published To' with date pickers, and 'Search' and 'Reset' buttons. A 'Show 10 entries' dropdown is on the left, and a search bar is on the right. A table with columns: Sr.No, RO Code, Subject, Date of Publication, RO Amount, Color Type, Display Type, Size Selection, Advt. Size (L X W), Download Creative, Compliance Details, and Bill Details is displayed. The first row contains: 1, , test subject 21, 21/07/2023, 1503, B/W, Display, Custom Size, 7 X 8, View Compliance, and Upload Digital Signed Invoice. The 'Upload Digital Signed Invoice' button is highlighted with a red box, and a red arrow points to it from the 'Compliance Details' column. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons.

Step 8 : Click on the " Choose file", upload the Digital Signed invoice, and click on " Upload Invoice"

The screenshot shows the 'Release Order List' interface with an 'Upload Invoice' modal open. The modal has a 'Choose File' button and 'No file chosen' text. Below the modal, the 'Upload Invoice' button is highlighted with a red box, and a red arrow points to it from the 'Compliance Details' column of the table. The table and other interface elements are the same as in the previous screenshot.