

No.01/ABS/"ADVISORY"/2024-25(e-Bill)

Government of India
Ministry of Information & Broadcasting
Central Bureau of Communication

Soochna Bhawan, C.G.O. Complex,
Lodhi Road, New Delhi-110003

1st October, 2024

ADVISORY

Subject: Compliance and Bill Submission on new portal by Publishers (Newspaper/Journals/Periodicals)- reg.

All publishers are hereby notified that in the submission of e-bills for Print Media (including Newspapers, Journals and Periodicals), strict adherence to the following directives is required:

i. The details pertaining to bill number, bill date and the page number on which the advertisement is published (as outline in the compliance report) must be accurately recorded in both version of the bills i.e., the e-bills and the physical tax invoice.

ii. The tax invoice must include a detailed breakdown of the net claimed amount, specifying the gross amount, discount amount, any additional charges for coloured advertisements (if applicable), and the GST amount (where applicable)

iii. Both the e-bill and the tax invoice of the firm/ company must be duly stamped and signed and uploaded during the submission of the bill.

iv. The publisher must ensure that the CBC key number on the uploaded version of the advertisements images is readable and legible, and that it corresponds exactly with the key number specified in the Release Order.

v. It must be ensured that, during the submission of the compliance report, the photograph/scanned image of the page on which the advertisement has been printed is uploaded in the following manner:

a) The full page on which the advertisement is published, clearly displaying the date of publication, publication city and newspaper name, and ensuring that the advertisement is readable and legible.

b) A close-up photograph/scanned image of the specific advertisement as it appears in the newspapers.

2. The aforementioned directives must be strictly adhered to in order to avoid the rejection for withholding of bills.

3. Detailed user manuals on submission of compliance and bills is enclosed as **Annexure-I** and **Annexure-II** respectively for easy reference.

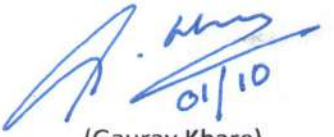
4. **Please note that this is the final opportunity for below category vendors only:**

a) **Vendors who have not submitted their compliance and e-bills even once so far.**

b) **Vendors who could not re-submit their e-bills and compliance after correction till 30.09.2024.**

5. Agencies must mandatorily resubmit compliance documentation in accordance with the stipulated time and aforementioned guidelines for all prior release orders. The window for resubmission would remain open till **15 October 2024.**

This issues with the approval of Competent Authority



(Gaurav Khare)

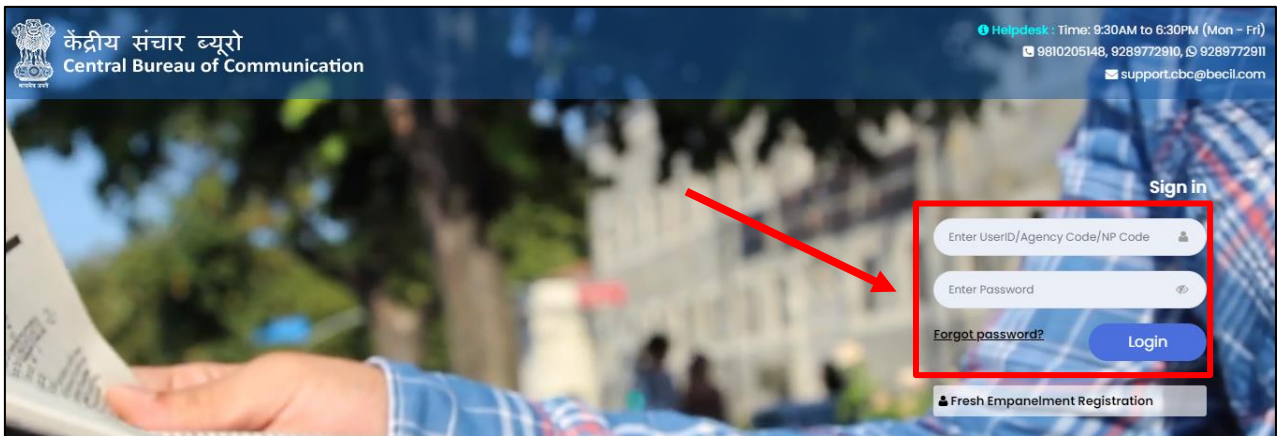
Joint Director



Compliance User Manual कंप्लायंस उपयोगकर्ता मैनुअल

Step 1: To log in / लॉगइन करने के लिए

- Enter NP code/Group code/NP कोड/ ग्रुपकोड दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button/"लॉगिन" बटन पर क्लिक करें

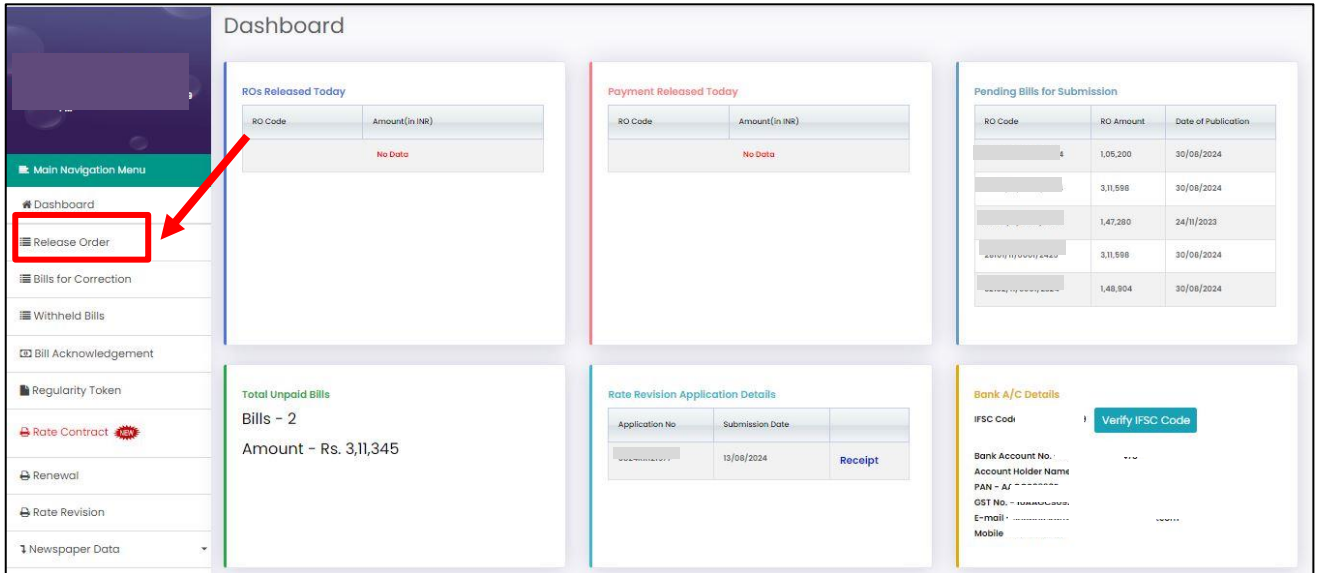


Note: NP code will be a 6-Digit Numeric Code & Group Code will be a 9- Digit Alphanumeric code i.e (V0*****1).

NP कोड एक 6-अंक संख्यात्मक कोड होगा और ग्रुप कोड एक 9- अंकवाणिज्यिक कोड होगा ।

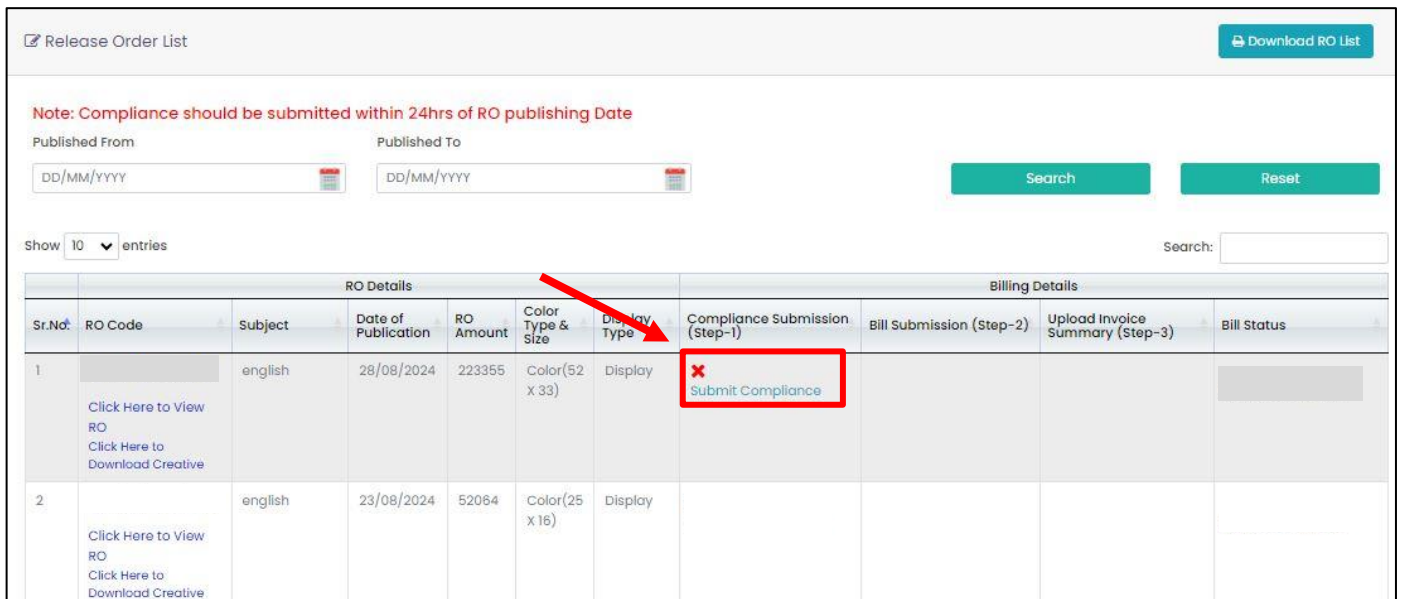
Step 2: Here you will see your Dashboard. On the left sidebar click on the “Release Order”.

यहां आप अपने डैशबोर्ड को देखेंगे। बाएं साइडबार पर "रिलीज़ ऑर्डर" पर क्लिक करें।



Step 3: Click on “Submit Compliance”.

"सबमिट कंप्लायंस" पर क्लिक करें।



Step 4: Fill all the required details and upload the documents in PNG/JPG format. Click on "Submit" button.

सभी आवश्यक विवरण भरें और दस्तावेज़ PNG/JPG प्रारूप में अपलोड करें। "सबमिट" बटन पर क्लिक करें।

The screenshot shows a web form with the following fields and sections:

- RO Code/आरओ कोड***: A dropdown menu.
- Newspaper Code/समाचार पत्र संहिता ***: A text input field.
- Newspaper/समाचार पत्र**: A text input field.
- Language/भाषा**: A text input field.
- Periodicity/आवृत्तिका**: A text input field.
- Publication Place/प्रकाशन स्थान**: A text input field.
- State/राज्य**: A text input field.
- Published on/पर प्रकाशित***: A date picker.
- Published on Page No./पेज नंबर पर प्रकाशित***: A text input field with the placeholder "Enter Published on Page No."
- Remark/टिप्पणी**: A text input field with the placeholder "Enter Remark".
- Upload Full Page Photograph/Scanned Image/समाचार पत्र छवि अपलोड करें* (in png/jpg format)**: A file upload section with a "Choose file" button and "no file chosen" text. A red arrow points to this section.
- Upload Advt. Photograph/Scanned image Published/विज्ञापन छवि अपलोड करें* (in png/jpg format)**: A file upload section with a "Choose file" button and "no file chosen" text.
- Submit**: A green button with a white arrow icon, highlighted with a red box.

Below the form, there are instructions in Hindi:

- ** Full Page Image/पूर्ण पृष्ठ छवि** Should be full page image of the Newspaper.
- Advt. Image/विज्ञापन छवि** Should be exactly Advertisement image of the Newspaper. Image size should not be more than 10MB.
- E-paper is not allowed**

Documents to be upload/अपलोड करने के लिए दस्तावेज़:

- **Upload Full Page Photograph/Scanned Image:** Upload an image of the full page of the newspaper on which the advt. was published.
पूरे पेज का फोटोग्राफ/स्कैन की गई छवि अपलोड करें: समाचार पत्र के पूरे पृष्ठ की छवि अपलोड करें जिस पर विज्ञापन प्रकाशित किया गया था.
- **Upload Advt. Photograph/Scanned Image Published:** Upload a close-up image of the advt. published that is legible to read/view.
विज्ञापन अपलोड करें फोटोग्राफ/स्कैन की गई प्रकाशित छवि: विज्ञापन की क्लोज़अप छवि अपलोड करें। प्रकाशित जो पढ़ने/देखने में सुपाठ्य है।
 - ❖ Image should be in **PNG/JPG** format and size should be less than **10 MB**.
छवि **PNG/JPG** प्रारूप में होनी चाहिए और आकार **10 MB** से कम होना चाहिए।
 - ❖ **E-paper is not permitted. The uploaded images must be photographs or scanned image.**
ई-पेपर की अनुमति नहीं है। अपलोड की गई छवियां, फोटोग्राफ या स्कैन की गई छवि होनी चाहिए।

Step 5: After submitting the compliance you can check and edit the compliance by clicking on “Edit”.



कंप्लायंस सबमिट करने के बाद आप “एडिट” पर क्लिक करके अनुपालन की जांच और एडिट कर सकते हैं।

Release Order List Download RO List

Note: Compliance should be submitted within 24hrs of RO publishing Date

Published From Published To Search Reset

Show 10 entries Search:

RO Details							Billing Details			
Sr.No.	RO Code	Subject	Date of Publication	RO Amount	Color Type & Size	Display Type	Compliance Submission (Step-1)	Bill Submission (Step-2)	Upload Invoice Summary (Step-3)	Bill Status
1	Click Here to View RO Click Here to Download Creative	print media campaign for the upcoming Vadhvan Port foundation stone laying by Hon'ble PM at Palghar	30/08/2024	61584	Color(50.5 X 32.5)	Display for PSU	 Compliance can be edited within 24 hours of the publishing date. (Edit)	 Submit Bill		Bill Not Submitted

Note: Compliance can be edited within 24 hours of the publishing date.

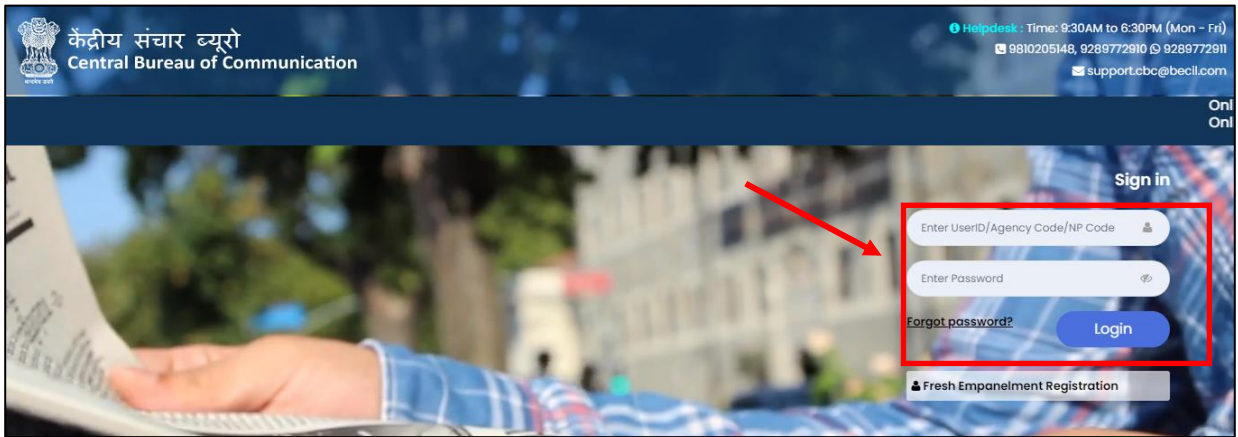
नोट : अनुपालन को प्रकाशन तिथि के 24 घंटों के भीतर एडिट किया जा सकता है।



Bill Submission User Manual बिल सबमिशन उपयोगकर्ता मैनुअल

Step 1: To log in / लॉगइन करने के लिए

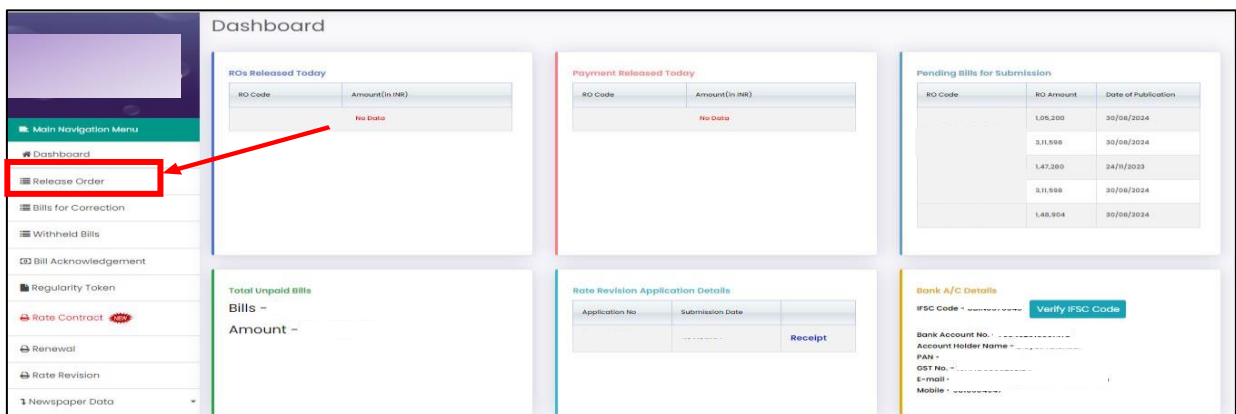
- Enter NP code/Group code /NP कोड/ग्रुपकोड दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button /"लॉगिन" बटन पर क्लिक करें



Note: NP code will be a 6-Digit Numeric Code & Group Code will be a 9- Digit Alphanumeric code i.e (V0*****1).
NP कोड एक 6-अंकसंख्यात्मक कोड होगा और ग्रुप कोड एक 9- अंकवाणिज्यिककोड 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 "रिलीज़ऑर्डर" पर क्लिक करें।



Step 3: Click on "Submit Bill" "सबमिट बिल" पर क्लिक करें।

Release Order List Download RO List

Note: Compliance should be submitted within 24hrs of RO publishing Date

Published From: Published To: Search Reset

Show 10 entries Search:

RO Details							Billing Details			
Sr.No.	RO Code	Subject	Date of Publication	RO Amount	Color Type & Size	Display Type	Compliance Submission (Step-1)	Bill Submission (Step-2)	Upload Invoice Summary (Step-3)	Bill Status
1	Click Here to View RO Click Here to Download Creative	english	09/08/2024	72196	Color(25 X 16)	Classified	✓ Compliance submitted (view)	✗ Submit Bill		
2	Click Here to View RO Click Here to Download Creative	jjo bharat	04/08/2024	108294	Color(20 X 30)	Display				

Step 4: Fill all the required details and click on "Submit" button. सभी आवश्यक विवरण भरें और 'सबमिट' बटन पर क्लिक करें।

Bill Submission

Bank Information Bill Submission

RO Code/आरओ कोड

Invoice No./इनवॉइस संख्या* Invoice Date/इनवॉइस दिनांक* Publication Date/प्रकाशन दिनांक*

GST No./जीएसटी संख्या Published In/में प्रकाशित* Page No. on which Ad. Published/पृष्ठ संख्या जिस पर विज्ञापन। प्रकाशित*

Advertisement Length(in CMS)/विज्ञापन की लंबाई* Width(In CMS)/चौड़ाई* Difference in Sq. CMS/वर्ग में अंतर*

Claimed Amount/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*

Note: Before submitting your bill kindly check your account details along with GST and Pan Number.

नोट: अपना बिल जमा करने से पहले कृपया जीएसटी और पैन नंबर के साथ अपने खाते का विवरण जांच लें।

Step 5: To download your Invoice Summary. Click on **"Download Invoice Summary"**. The downloaded invoice summary has to be submitted on the portal after signing and affixing official stamp.

अपना चालान समरी डाउनलोड करने के लिए **"इनवॉइस समरी डाउनलोड करें"** पर क्लिक करें। डाउनलोड किए गए चालान सारांश को हस्ताक्षर करने और आधिकारिक स्टॉप लगाने के बाद पोर्टल पर जमा किया जाना चाहिए

Release Order List Download RO List

Note: Compliance should be submitted within 24hrs of RO publishing Date

Published From: DD/MM/YYYY Published To: DD/MM/YYYY Search Reset

Show 10 entries Search:

Sr.No:	RO Details						Billing Details			
	RO Code	Subject	Date of Publication	RO Amount	Color Type & Size	Display Type	Compliance Submission (Step-1)	Bill Submission (Step-2)	Upload Invoice Summary (Step-3)	Bill Status
1		english	09/08/2024	72196	Color(25 X 16)	Classified	✔ Compliance submitted (view)	✔ Download Invoice Summary(unsigned) ↓	✘ Upload Invoice Summary (Stamped and Signed)	

Step 6: To submit your Invoice Summary. Click on **"Upload Invoice Summary (Stamped and Signed)"**. Please upload the copy of the invoice summary duly signed and stamped to the portal.

अपना इनवॉइस समरी जमा करने के लिए **"अपलोड चालान समरी (मुहर एव हस्ताक्षर)"** पर क्लिक करें। कृपया पोर्टल पर चालान की सारांश विधिवत हस्ताक्षरित एवं मोहर लगी हुई प्रति अपलोड करें

Release Order List Download RO List

Note: Compliance should be submitted within 24hrs of RO publishing Date

Published From: DD/MM/YYYY Published To: DD/MM/YYYY Search Reset

Show 10 entries Search:

Sr.No:	RO Details						Billing Details			
	RO Code	Subject	Date of Publication	RO Amount	Color Type & Size	Display Type	Compliance Submission (Step-1)	Bill Submission (Step-2)	Upload Invoice Summary (Step-3)	Bill Status
1		english	09/08/2024	72196	Color(25 X 16)	Classified	✔ Compliance submitted (view)	✔ Download Invoice Summary(unsigned) ↓	✘ Upload Invoice Summary (Stamped and Signed)	
2		jio bharat	04/08/2024	108294	Color(20 X 30)	Display				

Step 7: Click on the “Choose file”, upload the Digital Tax invoice, and then Click on “Upload Invoice”.

"फ़ाइल चुनें" पर क्लिक करें, डिजिटल हस्ताक्षरित चालान अपलोड करें, और "अपलोड चालान" पर क्लिक करें।

Note: Compliance should be submitted by the publisher.

Published From: DD/MM/YYYY

Show 10 entries

Sr.No	RO Code	Subject	Date	Compliance Status
1		english	09/08/2024	Compliance submitted (view)
2		jo bharat	04/08/2024	Compliance submitted (view)

Bill Submission (Step-2) | Upload Invoice Summary (Step-3) | Bill Status

NOTE: *Submission of physical documents are not required.
भौतिक दस्तावेज़ों की सबमिशन की आवश्यकता नहीं है।

*If by any chance you have uploaded wrong bill, you can resubmit it by clicking on “delete” button under Bill status column upto 30 days from the date of publication.
यदि किसी भी तरह से आपने गलत बिल अपलोड कर दिया है, तो आप प्रकाशन की तारीख से 30 दिनों तक बिल स्टेटस कॉलम के तहत "डिलीट" बटन पर क्लिक करके इसे पुनः सबमिट कर सकते हैं।