

USER MANUAL

(OUTDOOR FRESH EMPANELMENT)

 **You can Sign up/Login via Website or App.**

(For Website)

LOGIN CONSOLE FOR OUTDOOR MEDIA

- 1) Once the empanelment window opens for the application, you can find an option to log in and empanel yourself from the new CBC website (<https://cbcmib.gov.in/cbc/vendor-login>).

Here, you have 2 options to login into your dashboard

i. IF ALREADY REGISTERED USER:-

*Have applied before through the above link.

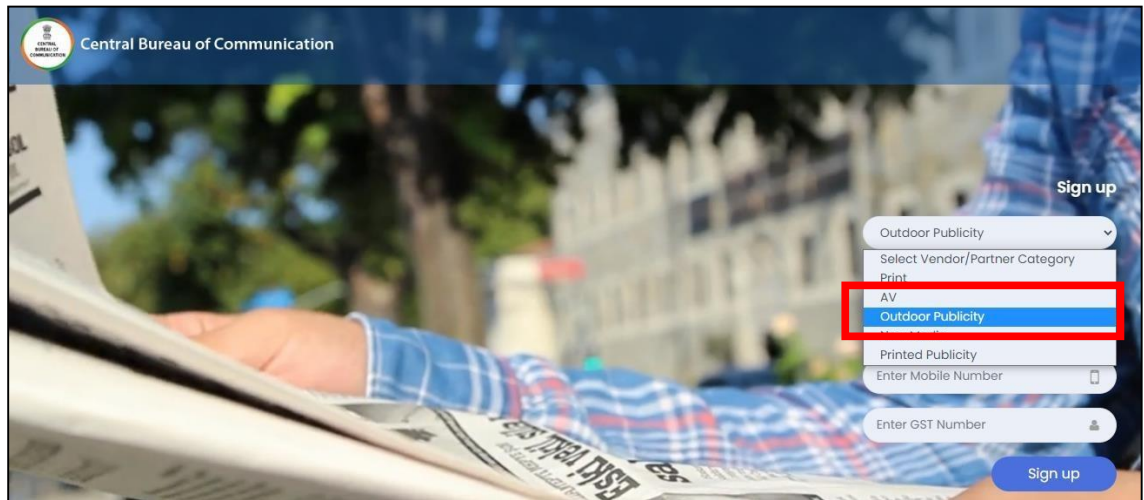
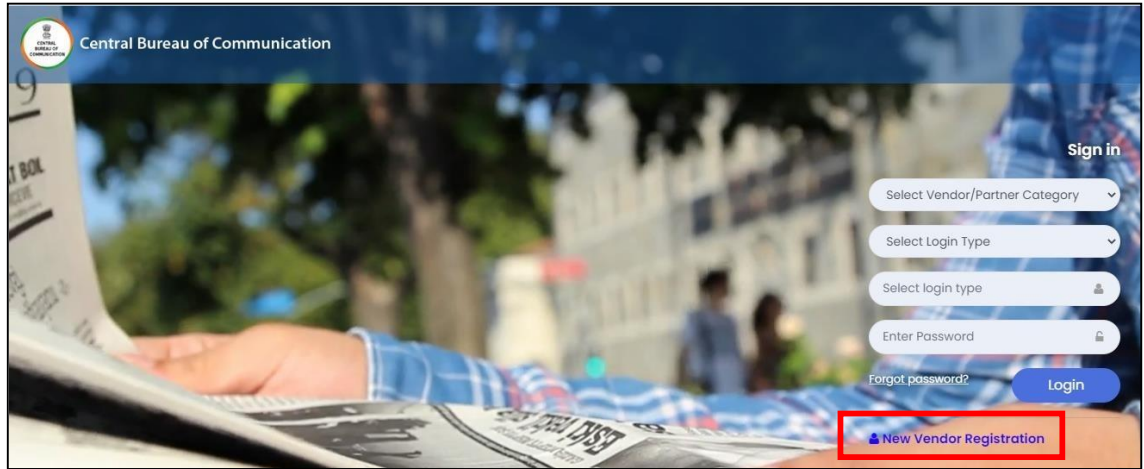
- ✓ Select Partner Category
- ✓ Select Wings Type
- ✓ Select Login Type
- ✓ Enter the Agency Code or GST No
- ✓ Enter Password
- ✓ Click on the “login” button.

ii. IF NEW USER: -

*Applying for the first time

Please follow the steps below to register as a new outdoor partner:

- a) Click on the “*New Vendor Registration*” button and select the “*Outdoor Publicity*” option in the “*Select Partner Category*”.



b) Select the “Outdoor” option in the “Select Wing Type”.

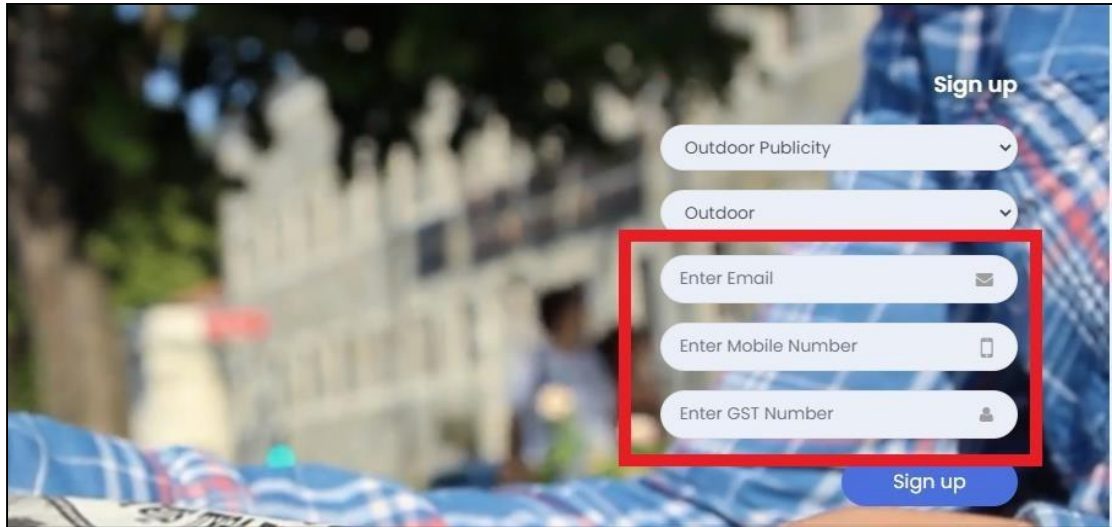


c) Fill out the details (*Your Email, Mobile No, and GST No*) and click “Sign up”.

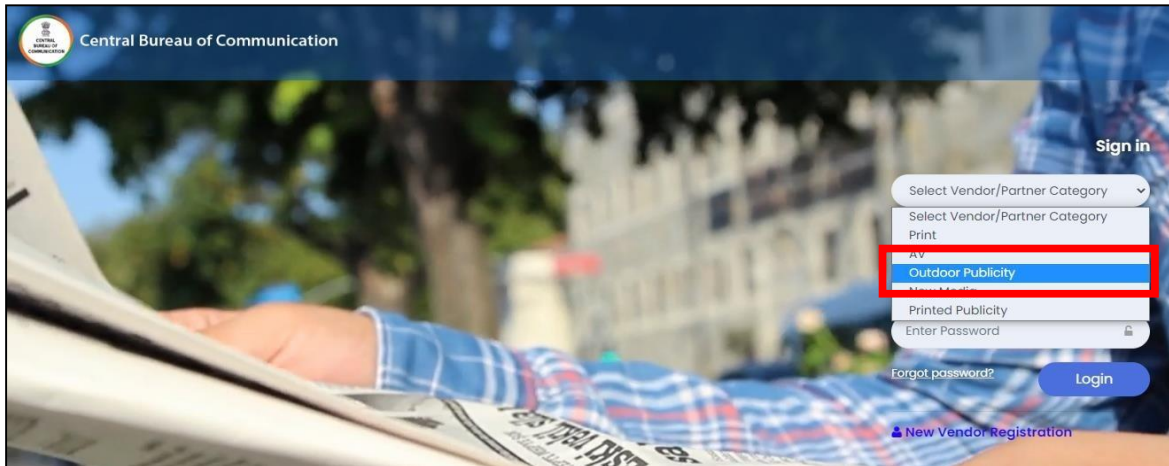
- You will receive OTP on your email as well as on your mobile number.

- Enter both OTP received.
- Set your password: The best practice is to use a combination of numeric, special characters, uppercase and lowercase alphabets.
- Once you have completed the registration, you will be notified via email and a 6-Digit Agency Code which will be a combination of Alphanumeric will be sent to you.

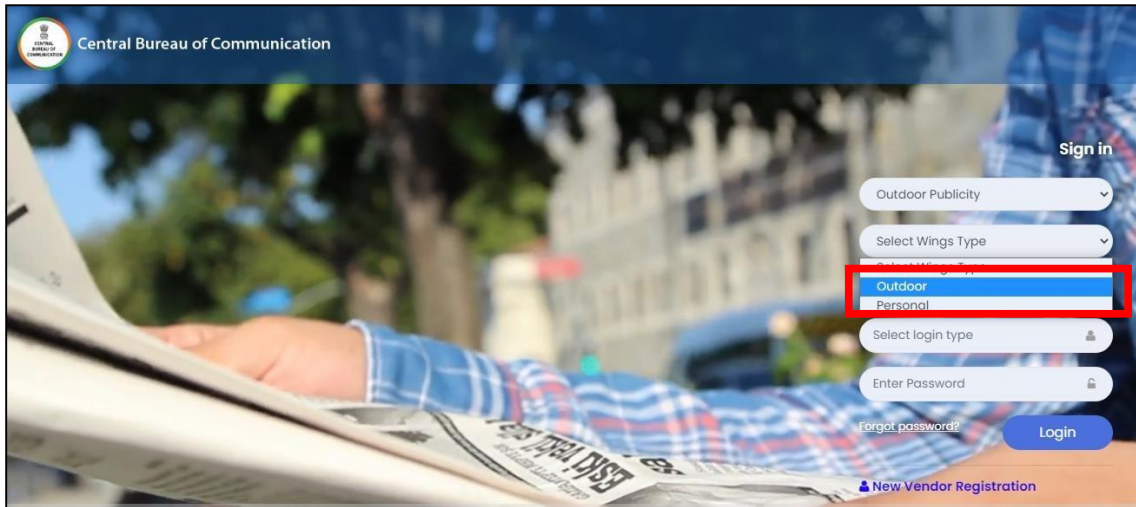
#(Note: GST No is a unique 15-digit identification number assigned to you by the Govt.)



2) Select the “**Outdoor Publicity**” option in the “**Select Partner Category**”.



3) Select the “**Outdoor**” or “**Personal**” option in the “**Select Wing Type**”, based on the type of media you are applying for.

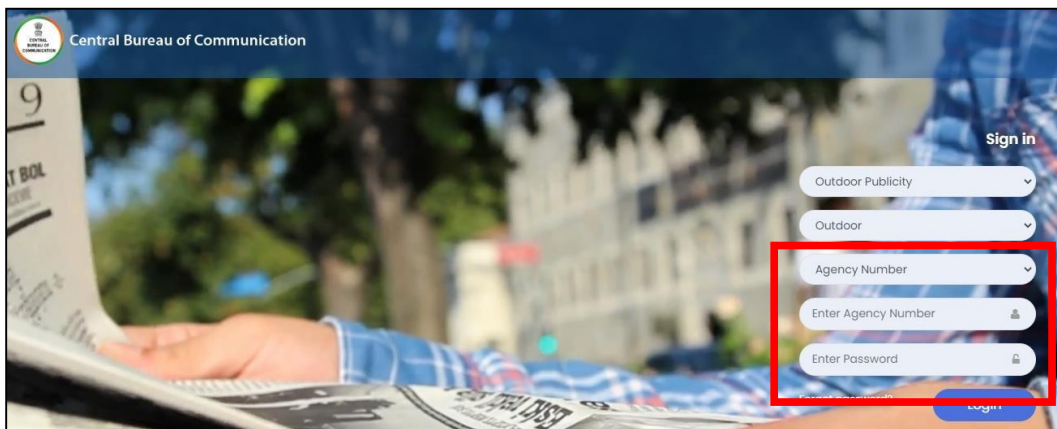


4) Select the “Agency Code/GST No” option in the “Select Login Type” field.



5) If you have selected “Agency Code” is selected in step 4, enter your “Agency Code” and “Password”. The agency code will be your 6-digit alphanumeric code provided by CBC (erstwhile DAVP).

If selected “GST No” in step 4, enter your “GST No” and “Password” and click on the “Login” button.



- 6) You will see the dashboard once you logged in and fill in all the mandatory “**Company Details**” required.

Note: If you are a new user, you will first see the list of the instructions required to submit the application form.

All the documents should be in PDF format and less than 2MB each, except the Work order details, which can be in excel format.

- A. Fill in all the mandatory Owner, GST, and Head Office details.

Company Detail

Owner Detail / मालिक का विवरण

Owner Name / मालिक का नाम *
Yogesh Sharma

E-mail ID / ई-मेल आईडी*
yogesh23june@test.com

Mobile No. / मोबाइल नंबर*
9899733338

Address / पता*
Noida

State / राज्य*
Uttar Pradesh

District / जिला*
Gautam Buddha Nagar

City / नगर*
Noida

Phone No. / फोन नंबर
Enter Phone No.

Details of GST / जीएसटी का विवरण

GST No. / जीएसटी संख्या*
08AAACS857K1ZP

Agency Name / एजेंसी का नाम*
Enter Agency Name

TIN/TAN / टिन/टैन
Enter TIN/TAN (if Applicable)

Any Other Relevant Information / कोई अन्य प्रासंगिक जानकारी
Enter Any Other Relevant Information

Head Office / प्रधान कार्यालय

E-mail ID / ई-मेल आईडी*
yogesh23june@test.com

Mobile No. / मोबाइल नंबर*
9899733338

Landline No. / लैंडलाइन नंबर
Enter Landline No.

Address / पता*
Noida

- B. If “**Branch Office**” is same as Head office, you can choose option “**NO**”.

Branch Office / शाखा कार्यालय

Branch Office (if any) / शाखा कार्यालय (यदि कोई हो): Yes No

Authorized Representative / अधिकृत प्रतिनिधि

E-mail ID / ई-मेल आईडी*
yogesh23june@test.com

Mobile No. / मोबाइल नंबर*
9899733333

Contact Person / संपर्क व्यक्ति*
Yogesh

Address / पता*
Noida

Landline No. / लैंडलाइन नंबर
Enter Landline No.

Alternate Mobile No. / वैकल्पिक मोबाइल नंबर
Enter Alternate Mobile No.

- C. If the address is different for “**Branch Office**”, please choose option “**YES**” and fill in all the mandatory details.

Branch Office / शाखा कार्यालय

Branch Office (if any) / शाखा कार्यालय (यदि कोई हो) : Yes No

E-mail ID / ई-मेल आईडी * Mobile No. / मोबाइल नंबर * State / राज्य*

Address / पता * Landline No. / लैंडलाइन नंबर

[+ Add New](#)

D. You can also add more than one branch detail. Click on the “+Add New” Button and fill in the required information again.

Branch Office / शाखा कार्यालय

Branch Office (if any) / शाखा कार्यालय (यदि कोई हो) : Yes No

E-mail ID / ई-मेल आईडी * Mobile No. / मोबाइल नंबर * State / राज्य*

Address / पता * Landline No. / लैंडलाइन नंबर

[+ Add New](#)

Branch Office / शाखा कार्यालय

Branch Office (if any) / शाखा कार्यालय (यदि कोई हो) : Yes No

E-mail ID / ई-मेल आईडी * Mobile No. / मोबाइल नंबर * State / राज्य*

Address / पता * Landline No. / लैंडलाइन नंबर

E-mail ID / ई-मेल आईडी * Mobile No. / मोबाइल नंबर * State / राज्य*

Address / पता * Landline No. / लैंडलाइन नंबर

[Remove](#) [+ Add New](#)

E. Fill in all the mandatory “Authorized Representative” details.

Authorized Representative / अधिकृत प्रतिनिधि

E-mail ID / ई-मेल आईडी * Mobile No. / मोबाइल नंबर * Name / नाम *

Address / पता * Landline No. / लैंडलाइन नंबर Alternate Mobile No. / वैकल्पिक मोबाइल नंबर

F. Upload all the required documents.

❖ List of the documents to be uploaded here

- Legal Status of Company (Memorandum of Associations/Partnership Deed/Certificate of Incorporation)
- PAN Card
- GST Registration Certificate

(Note: All documents should be uploaded in PDF format and should be less than 2MB each.)

Upload Document / दस्तावेज़ अपलोड करें

All documents should be in PDF format and should not exceed with 2MB size.

Upload Document of Legal Status of Company / कंपनी की कानूनी स्थिति का दस्तावेज़ अपलोड करें *

1656394623-2206-OP0003-LegalDocFile

Pan Card / पण कार्ड *

1656394623-2206-OP0003-PANDocFile

GST Registration Certificate / जीएसटी पंजीकरण प्रमाणपत्र *

1656394623-2206-OP0003-GSTDocFile

G. To attach a document, click on the “Browse” button.

Upload Document / दस्तावेज़ अपलोड करें

Upload Document of Legal Status of Company (Only PDF) / कंपनी की कानूनी स्थिति का दस्तावेज़ अपलोड करें (केवल पीडीएफ) *

Choose file 1655971855-OPF000027-PANDocFile

Attach Copy of Pan Number and Authorization of Bank for NEFT Payment (Only PDF) / एनईएफटी भुगतान के लिए पैन नंबर और बैंक के प्राधिकरण की प्रति संलग्न करें (केवल पीडीएफ) *

GST Registration Certificate (Only PDF) / जीएसटी पंजीकरण प्रमाणपत्र (केवल पीडीएफ) *

1655971855-OPF000027-GSTDocFile

H. Select the respective document, you want to upload from your desktop and then click on the “open” button.

Open

This PC > Desktop

Name	Date modified	Type
BOC	29-06-2022 09:58	File folder
OUTDOOR EMP/	29-06-2022 11:32	File folder
User Manual	08-06-2022 09:52	Adobe Acrobat
GST certificate	08-06-2022 11:49	Adobe Acrobat
Legal status of the company	08-06-2022 09:52	Adobe Acrobat
Pan Card	08-06-2022 09:52	Adobe Acrobat

File name: Legal status of the company

Upload Document of Legal Status of Company (Only PDF) / कंपनी की कानूनी स्थिति का दस्तावेज़ अपलोड करें (केवल पीडीएफ) *

Choose file Pan Card.pdf

GST Registration Certificate (Only PDF) / जीएसटी पंजीकरण प्रमाणपत्र (केवल पीडीएफ) *

GST certificate.pdf

I. Once all the documents are uploaded, you can view the documents. To finalize, click the “Update” Button.

Upload Document / दस्तावेज़ अपलोड करें

Upload Document of Legal Status of Company (Only PDF) / कंपनी की कानूनी स्थिति का दस्तावेज़ अपलोड करें (केवल पीडीएफ)*

Legal status of the company.pdf ✓

Attach Copy of Pan Number and Authorization of Bank for NEFT Payment (Only PDF) / एनईएफटी भुगतान के लिए पेन नंबर और बैंक के प्राधिकरण की प्रति संलग्न करें (केवल पीडीएफ)*

Pan Card.pdf 📎

GST Registration Certificate (Only PDF) / जीएसटी पंजीकरण प्रमाणपत्र (केवल पीडीएफ)*

GST certificate.pdf 📎

7) Fill in all the mandatory **“Accounts Details”** and click on the **“Update”** button.

(Note: A cancelled cheque will be uploaded here in PDF format and should be less than 2MB)

Account Detail

PAN No. / पेन नंबर* IFSC Code / आईएफएससी कोड* Bank Name / बैंक का नाम*

Branch / शाखा* Account no / खाता नंबर* Cancelled Cheque / रद्द चेक* 📎

8) Fill in all the mandatory Media related information in **“Media Address”** tab.

(Note: Here you can provide the information through an excel file or can add the information manually)

Media Details / मीडिया विवरण

Do you want to upload through Excel? Yes No

State / राज्य* Media Category / मीडिया श्रेणी* Media Sub-Category / मीडिया उप-श्रेणी*

Quantity/No. of Location / मात्रा/स्थान की संख्या*

A. If you want to provide the information through **Excel**. Click the **“YES”** button.

Media Address / मीडिया पता

If you want to import through XLS [Download Master File](#) Yes No

State / राज्य* Media Category / मीडिया श्रेणी* Media Sub-Category / मीडिया उप-श्रेणी*

No file chosen

B. “Add the Quantity” of media for a particular subcategory. For few dense categories like LCD/LED and Kiosk, there is an exception of quantity.

Media Details / मीडिया विवरण

Do you want to upload through Excel? Yes No

State / राज्य* Media Category / मीडिया श्रेणी* Media Sub-Category / मीडिया उप-श्रेणी*

No file chosen

Add Quantity

Sub Category / उप श्रेणी	Quantity / मात्रा
Inside-Airport Signage	<input type="text" value="Enter Quantity"/>
Others-Digital Display Board	<input type="text" value="Enter Quantity"/>

C. Fill in the mandatory details. Here you can select multiple sub-categories.

Media Address / मीडिया पता

If you want to import through XLS [Download Master File](#) Yes No

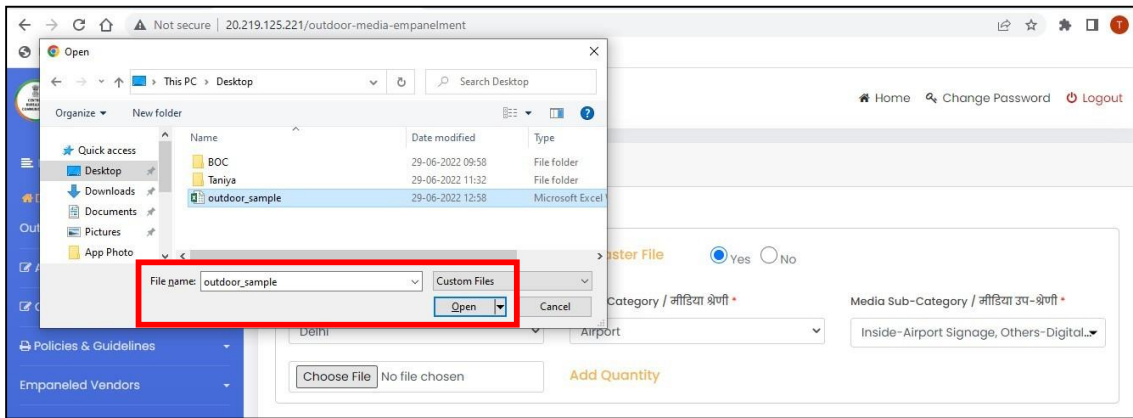
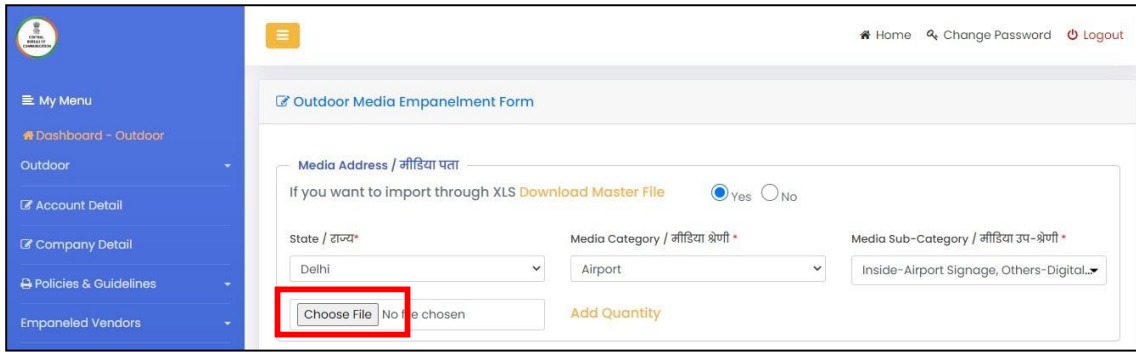
State / राज्य* Media Category / मीडिया श्रेणी* Media Sub-Category / मीडिया उप-श्रेणी*

No file chosen

Authority Details / प्राधिकरण विवरण

Authority Which Granted Media with Address / प्राधिकरण जिसने मीडिया को पते के साथ प्रदान किया* Contract No. / अनुबंध क्रमांक*

D. Click on the “Choose file” option, select the excel file you want to upload from your desktop and click on the “Open” Button.



E. Please refer to the following file format for Excel. You can also download it by clicking **“Download Sample File”**

A	B	C	D	E	F	G	H
State	District	City	Category	Sub Category	Location	Illuminati	Lit Type
DL			Airport	Inside-Airport Signage		Lit	Front Lit
DL			Airport	Inside-Airport Signage		Lit	Front Lit
DL			Airport	Inside-Airport Signage		Lit	Front Lit
DL			Airport	Inside-Airport Signage		Lit	Front Lit
DL			Airport	Inside-Airport Signage		Lit	Front Lit
DL			Airport	Inside-Airport Signage		Lit	Front Lit
DL			Airport	Inside-Airport Signage		Lit	Front Lit
DL			Airport	Inside-Airport Signage		Lit	Front Lit
DL			Airport	Inside-Airport Signage		Lit	Front Lit
DL			Airport	Inside-Airport Signage		Lit	Front Lit

The screenshot shows the 'Outdoor Media Empanelment Form' interface. On the left is a blue sidebar menu with options like 'My Menu', 'Dashboard - Outdoor', 'Outdoor', 'Account Detail', 'Company Detail', 'Policies & Guidelines', and 'Empaneled Vendors'. The main content area has a header with 'Home', 'Change Password', and 'Logout'. Below the header, the form title is 'Outdoor Media Empanelment Form'. A section titled 'Media Address / मीडिया पता' contains a question: 'If you want to import through XLS Download Master File' with radio buttons for 'Yes' (selected) and 'No'. Below this are three dropdown menus: 'State / राज्य*' (Delhi), 'Media Category / मीडिया श्रेणी*' (Airport), and 'Media Sub-Category / मीडिया उप-श्रेणी*' (Inside-Airport Signage, Others-Digital...). At the bottom of this section, there is a 'Choose File' button with 'outdoor_sample.xlsx' and a 'Download Sample File' button highlighted with a red box.

F. There is also an option to provide information without using Excel. Click the “NO” button.

This screenshot shows the same 'Outdoor Media Empanelment Form' but with the 'No' radio button selected for the 'Download Master File' question, which is highlighted with a red box. The form fields are now populated: 'State / राज्य*' is 'Delhi', 'District / ज़िला*' is 'Central Delhi', and 'City / नगर*' is 'Delhi'. The 'Media Category / मीडिया श्रेणी*' is 'Metro', 'Media Sub-Category / मीडिया उप-श्रेणी*' is 'Outside-Metro Rail Railing', and 'Quantity/No. of Location / मात्रा/स्थान की संख्या*' is '10'. There is also an 'Illumination / रोशनी' dropdown set to 'Select Illumination' and an 'Edit Location' link. An '+ Add New' button is visible at the bottom right of the form area.

G. Fill in all the mandatory information, if you want to add more than one detail. Click on the “+Add New” button and can fill in the required information.

The screenshot shows the 'Media Details / मीडिया विवरण' form. It starts with the question 'Do you want to upload through Excel?' with 'Yes' and 'No' radio buttons. Below are three dropdown menus: 'State / राज्य*' (Select State), 'Media Category / मीडिया श्रेणी*' (Select Category), and 'Media Sub-Category / मीडिया उप-श्रेणी*' (Select Sub-Category). A text input field for 'Quantity/No. of Location / मात्रा/स्थान की संख्या*' contains the placeholder 'Enter Quantity/No. of Location'. At the bottom right, the '+ Add New' button is highlighted with a red box.

Media Details / मीडिया विवरण

Do you want to upload through Excel? Yes No

State / राज्य* Media Category / मीडिया श्रेणी* Media Sub-Category / मीडिया उप-श्रेणी*

Quantity/No. of Location / मात्रा/स्थान की संख्या*

Media Category / मीडिया श्रेणी* Media Sub-Category / मीडिया उप-श्रेणी* Quantity/No. of Location / मात्रा/सं. का स्थान*

9) Fill the location and technical information of media from **“Add location”** field.

Media Details / मीडिया विवरण

Do you want to upload through Excel? Yes No

State / राज्य* Media Category / मीडिया श्रेणी* Media Sub-Category / मीडिया उप-श्रेणी*

Quantity/No. of Location / मात्रा/स्थान की संख्या*

Add Location Sub Category : Outside-Airport(Hoarding/Unipole)

#	Location*	Length*	Width*	Total Area (sq. ft)*	Rate Offered to CBC*	Illumination	Remove
1	<input type="text" value="Enter Location"/>	<input type="text" value="Enter Length"/>	<input type="text" value="Enter Width"/>	<input type="text" value="Enter Total Area"/>	<input type="text" value="Enter Rate Off"/>	<input type="text" value="Select Illumir"/>	<input type="button" value="Remove"/>

10) Fill all the mandatory **“Authority Details”**.

Authority Details / प्राधिकरण विवरण

Authority Which Granted Media with Address / प्राधिकरण जिसने मीडिया को पते के साथ प्रदान किया *

Contract No. / अनुबंध क्रमांक* License Fee / लाइसेंस शुल्क*

License Start Date / लाइसेंस शुरू होने की दिनांक* License End Date / लाइसेंस समाप्ति दिनांक*

- 11) Fill in the “**Work details**” for the work done in Last Six Months, for the Applied Media Only. (Note: if you don’t have the related information, please provide reasons of non-receipt of any work over the last six months)

Details of Work in Last Six Months, for the Applied Media Only, if any (As Per Format Given Below)
केवल आवेदन मीडिया के लिए पिछले छह महीनों में कार्य का विवरण, यदि कोई हो (नीचे दिए गए प्रारूप के अनुसार)

Have you done any work in last 6 months? Yes No

I hereby certify that the agency M/s Uber India Systems Privat has **NOT** received any work from any source pertaining to the media applied for, over the last six months from the date of submission of online application no. under Category A or C media. I further understand that in such a case , CBC may fix the rate on the basis of lowest rate available in the vicinity or refuse to fix any rate for the media/locations if, in the opinion of CBC, media/locations are not commercially viable.

Reasons of non-receipt of any work over the last six months
(Only PDF-2MB)

Choose File No file chosen

- A. If you have the information with you, you can click on “**YES**” button and provide information through **Excel**. You also have to provide **GST Receipts** and **Commercial Work Invoices** along with it.

Details of Work in Last Six Months, for the Applied Media Only, if any (As Per Format Given Below)
केवल आवेदन मीडिया के लिए पिछले छह महीनों में कार्य का विवरण, यदि कोई हो (नीचे दिए गए प्रारूप के अनुसार)

Have you done any work in last 6 months? Yes No

I hereby certify that the attached document contains details of **ALL** work undertaken by M/s Uber India Systems Privat pertaining to the media applied for, over the last six months from the date of submission of online application no. under Category A or C media.

GST Receipts (GSTR1) and PO/Commercial Work Invoices documents should be in PDF format with 2MB size.

Upload Annexure D (📄 Sample File) GST Receipts (GSTR1) PO/Commercial Work Invoices

Choose File No file chosen Choose File No file chosen Choose File No file chosen

- B. Please refer to the following file format of annexure D for Excel. You can also download it by clicking “**Sample File**”.

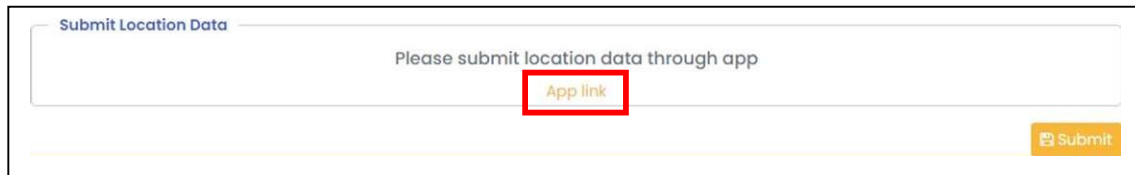
client_name	invoice_number	gst_no_party_1	gst_no_party_2	proof_gst_submitted
Pooja	1001	33AAACB2894G1ZV	33BAACB2904G1ZV	Yes
Piyush	1005	19AAACT2727Q1ZT	36AAACT2727Q1ZX	No

Click on the “**Choose file**” option, select the excel file you want to upload from your desktop and click on the “**Open**” Button.

- 12) You can upload all the required documents and Affidavits related to the Outdoor Media.

- ❖ List of documents to be uploaded:
 1. Notarized Copy of Agreement
 2. Certified Media List
 3. Affidavit of Oath
 4. Justification of Rate Offered to CBC
 5. Latest License Fee Paid

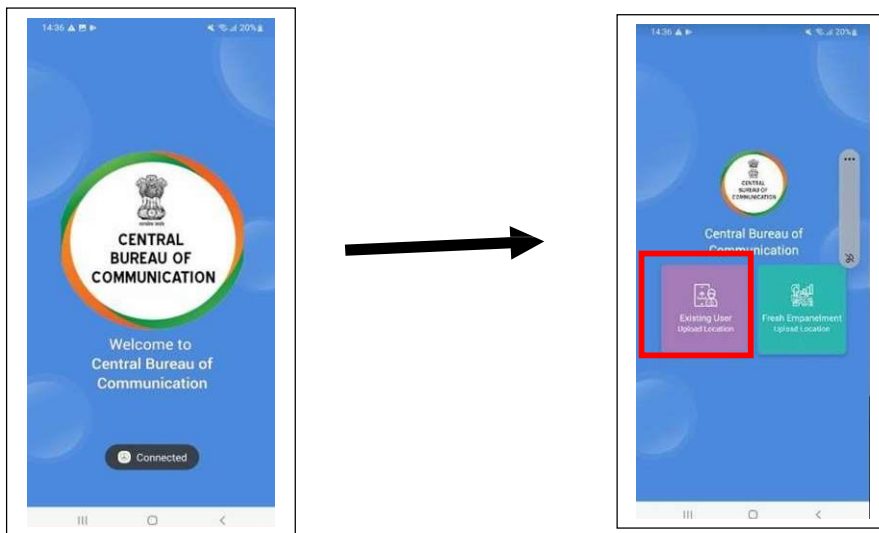
13) For submitting location data, you have to use the link to download “CBC App”. Click on the “App link” button.



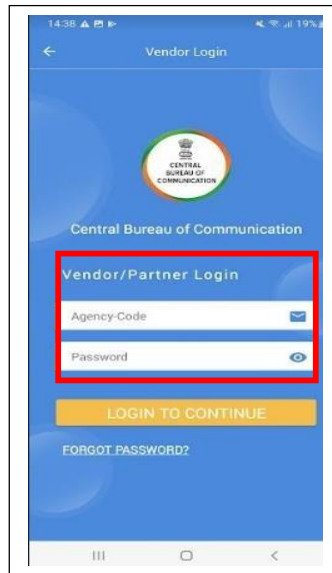
#IMPORTANT NOTE: The media images/photo have to be submitted through CBC APP (Link available in the application form). The Photos against application form can be submitted from the APP till 15th August 2022.

(MOBILE APPLICATION)

14) Once you download the Application and Open the App and click on “*Select Existing User*” button.



15) Login with your **“Agency Code”** and **“Password”** and click on **“Login to Continue”**.



16) Once you Login, you can click on the menu button on the top corner of the left side. Click on **“Upload Locations”** button, from where you can submit the images of your existing locations.

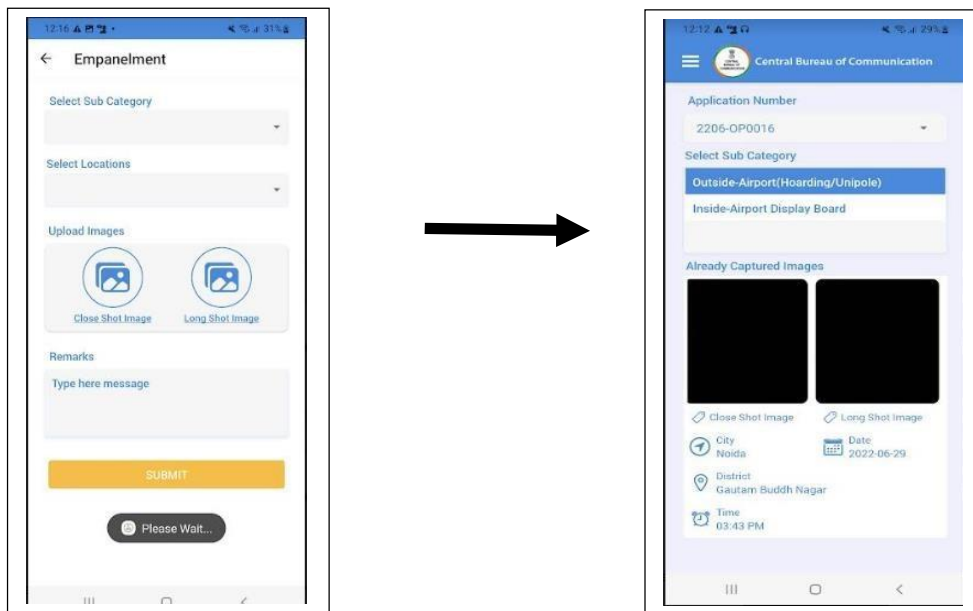


17) Select “**Application Number**” and click “**Next**” button.



18) Select details and Upload Images. Click on “**Next**” button.

(**Note:** Lat-long details will be automatically captured from the images posted by you)



19) Once all the location data is successfully updated, you can go to the dashboard and using the payment link you can pay the application fees.

Outdoor Media List Download Reports Apply for Category A & C Media

Show entries Search:

Sr.No.	Reference	Category	Action	Payment Status
1	2206-OP0023	Airport	View	Pending for payment
2	2206-OP0020	Airport	View	Pending for payment
3	2206-OP0015	Airport	View	Pending for payment
4	2206-OP0014	Airport	View	Pending for payment
5	2206-OP0013	Airport	View	Pending for payment
6	2206-OP0012	Airport	View	Pending for payment
7	2206-OP0011	Airport	View	Pending for payment
8	2206-OP0010	Airport	View	Pending for payment
9	2206-OP0009	Airport	View	Pending for payment
10	2206-OP0008	Airport	View	Pending for payment

Showing 1 to 10 of 13 entries Previous 1 2 Next

20) Fill all the required details and submit the application fees i.e. Rs 1000. You will get the payment receipt on successful payment, which you can download.

#NOTE: Application fees of Rs 1000/- can be submitted online via the payment link till 15th August 2022.
Only the application for which fees is duly submitted till 15th August 2022 will be considered valid.

Application Fees

Amount / राशि *	Email ID / ईमेल आईडी *	Billing First Name / बिलिंग पहला नाम *
<input type="text" value="1000"/>	<input type="text" value="yogesh989@gmail.com"/>	<input type="text" value="Yogesh"/>
Billing Last Name / बिलिंग अंतिम नाम *	Billing Mobile No. / बिलिंग मोबाइल नंबर *	Billing Address / बिलिंग ठेकाने का पता *
<input type="text" value="Sharma"/>	<input type="text" value="9898987765"/>	<input type="text" value="Noida"/>
Billing Pin Code / बिलिंग पिन कोड *	Billing Country / बिलिंग देश *	Billing State / बिलिंग राज्य *
<input type="text" value="Enter Pincode"/>	<input type="text" value="INDIA"/>	<input type="text" value="Uttar Pradesh"/>
Billing City / बिलिंग सिटी *	<input type="checkbox"/> Same As Billing Address / बिलिंग पते के समान	
<input type="text" value="NOIDA"/>		
Shipping First Name / शिपिंग पहला नाम *	Shipping Last Name / शिपिंग अंतिम नाम *	Shipping Mobile No. / शिपिंग मोबाइल नंबर *
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter Mobile"/>
Shipping Address / शिपिंग पता *	Shipping Pin Code / शिपिंग पिन कोड *	Shipping Country / शिपिंग देश *
<input type="text" value="Enter Address"/>	<input type="text" value="Enter Pincode"/>	<input type="text" value="INDIA"/>
Shipping State / शिपिंग राज्य *	Shipping City / शिपिंग सिटी *	
<input type="text" value="Select State"/>	<input type="text" value="Enter City"/>	

IMPORTANT NOTE: For the application cycle of October- November 2022, the hardcopy of the all documents mentioned above in point 6(F),7 and 12 should also be submitted in CBC by 31st October 2022 along with fee receipt.

The application along with the documents should be address Pr. DG, CBC to the given belowAddress:

Facilitation Counter,

Ground Floor, Soचना Road,
CGO Complex, Lodhi Road,
New Delhi-110003

OR

Principal Director General,

Bureau of Outreach
Soचना Bhawan, CGO Complex, Lodhi Road,
New Delhi-110003