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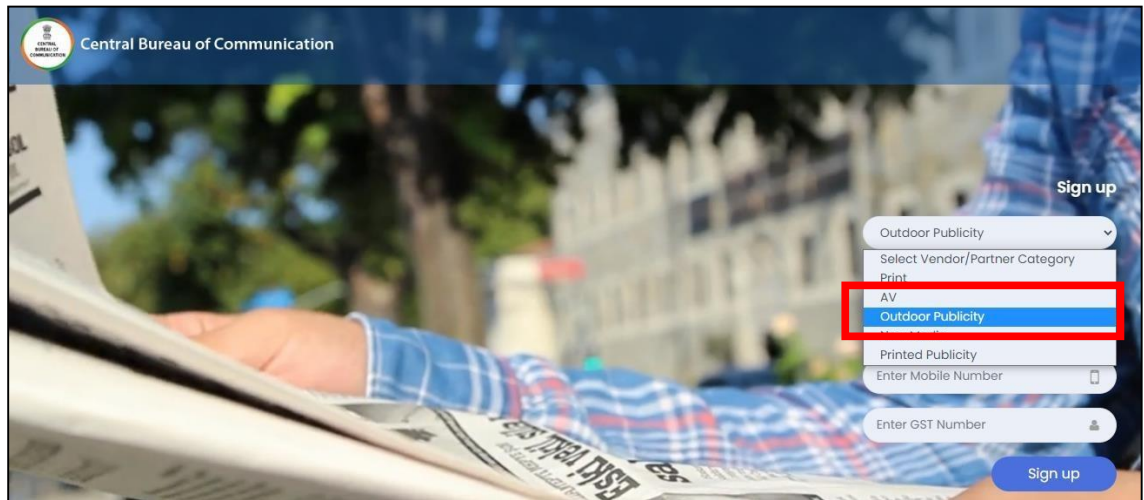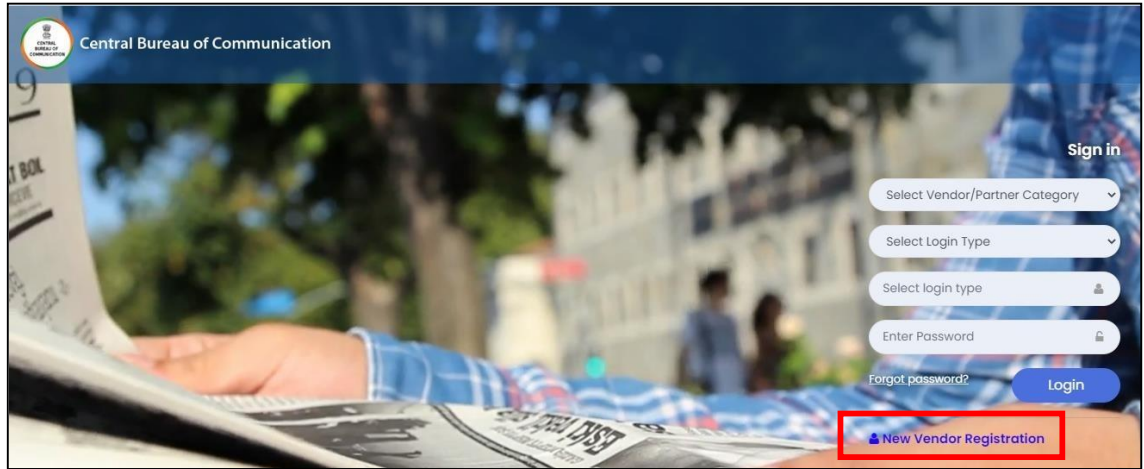
      - ✓ Select Partner Category
      - ✓ Select Wings Type
      - ✓ Select Login Type
      - ✓ Enter the Agency Code or GST No
      - ✓ Enter Password
      - ✓ Click on the "login" button.

  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***".

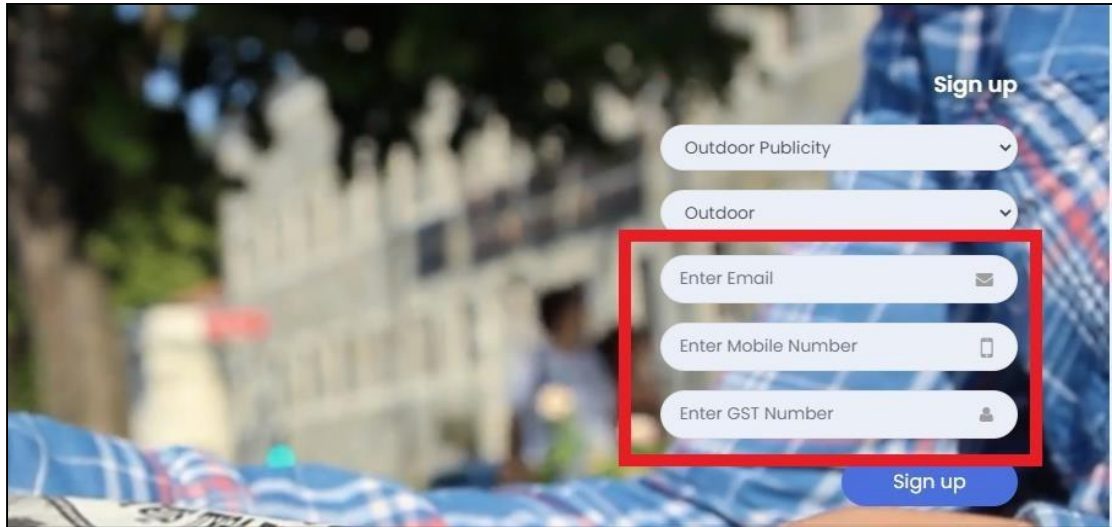b) Select the "*Outdoor*" option in the "*Select Wing Type*".

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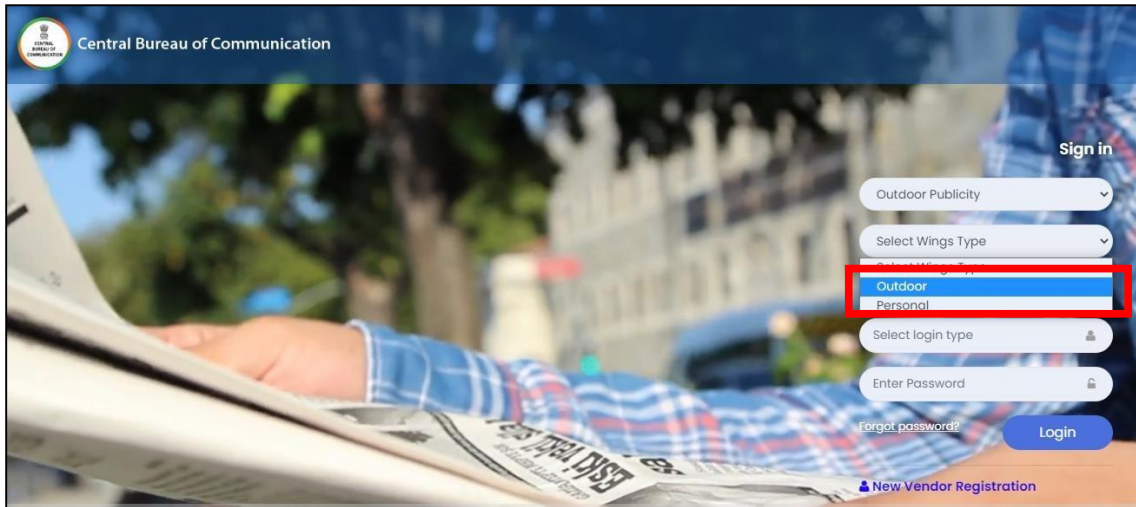
#(**Note**: GST No is a unique 15-digit identification number assigned to you by the Govt.)

2) Select the "*Outdoor Publicity"* option in the "*Select Partner Category*".
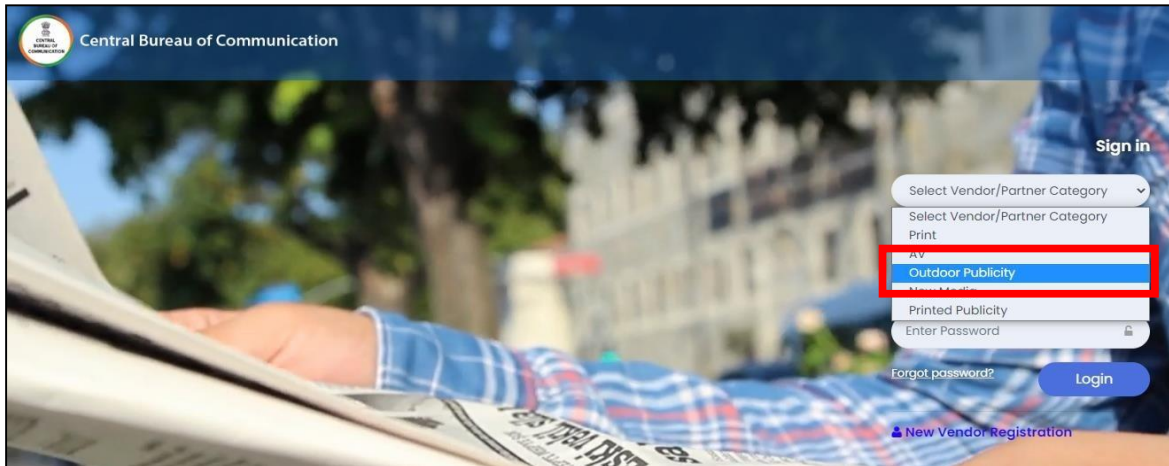
3) Select the "*Outdoo*r" or **"Personal"** option in the **"Select Wing Type"**, based on the type of media you are applying for.
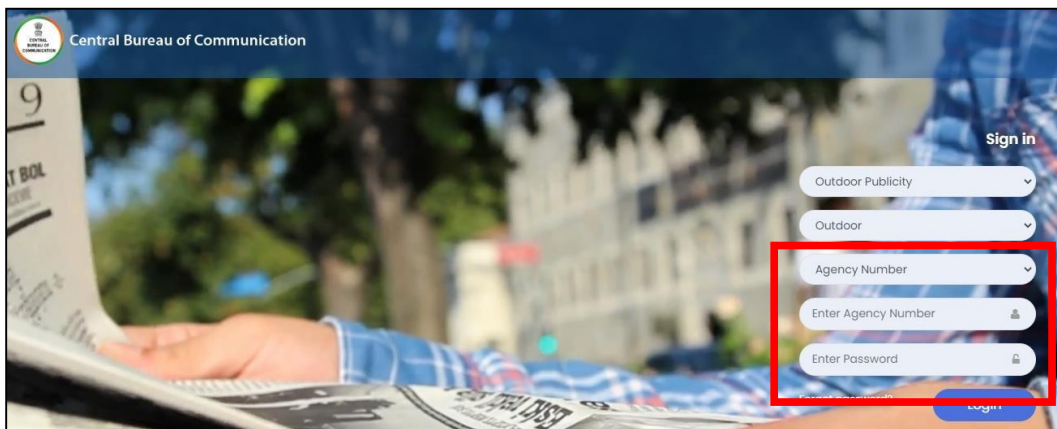
4) Select the "*Agency Code/GST No*" option in the "*Select Login Type*" field.

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.

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

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

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

E. Fill in all the mandatory "**Authorized Representative**" details.

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.)

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

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

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

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)

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)

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

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.

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

D. Click on the "*Choose file*" option, select the excel file you want to upload from your desktop and click on the "*Open*" Button.
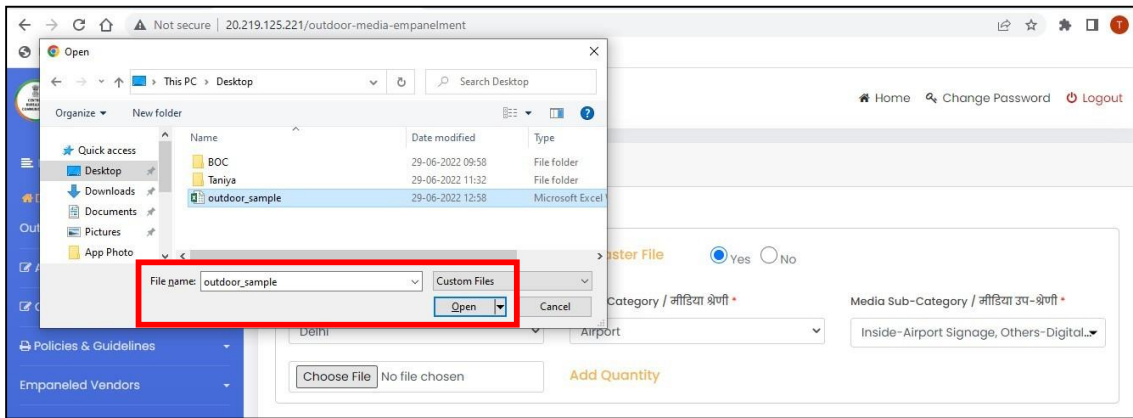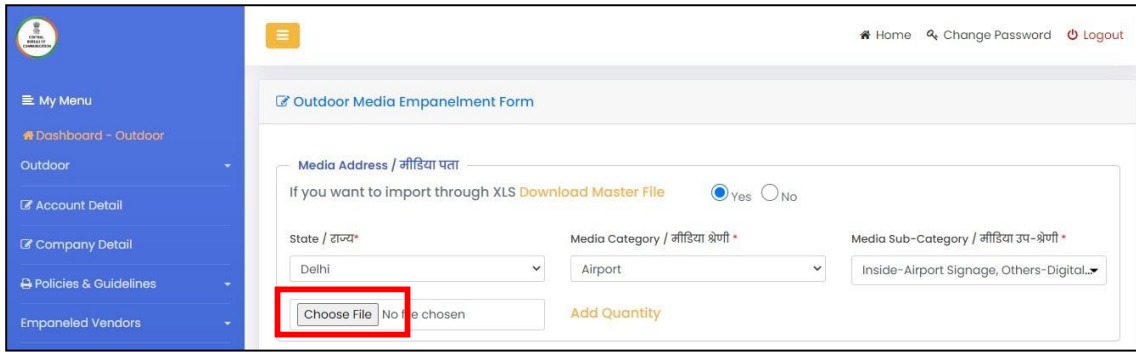
E. Please refer to the following file format for Excel. You can also download it by clicking "**Download Sample File**"

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

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

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.

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

10) Fill all the mandatory "*Authority Details*".

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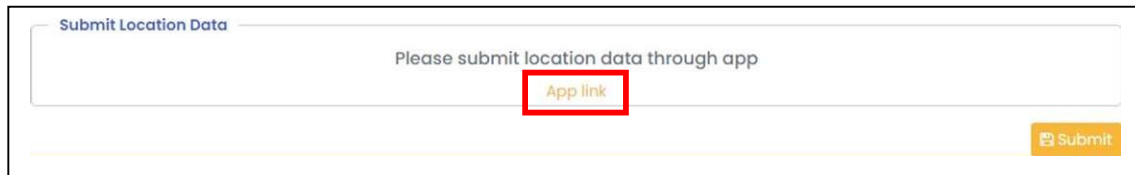
client_name	invoice_number	gst_no_party_1	gst_no_party_2	proof_gst_submitted
Pooja	1001	33AAACB2894G1ZV	33BAACB2904G1ZV	Yes
Piyush	1005	19AAACT2727Q1ZT	36AAACT2727Q1ZX	No

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.
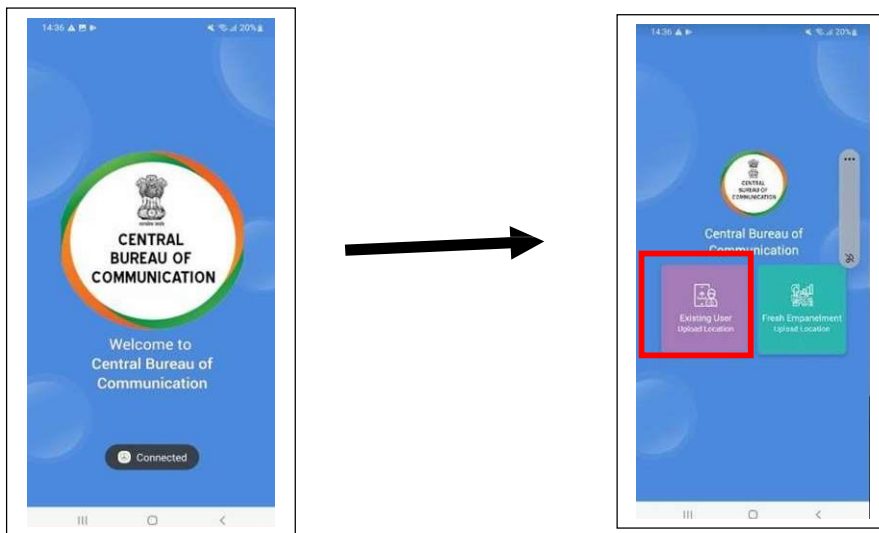
15) Login with your "*Agency Code*" and "*Password*" and click on "*Login to Continue*".
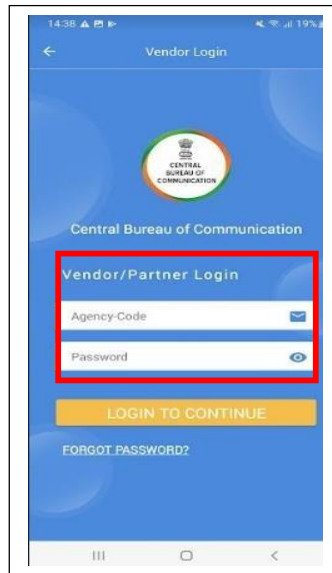
16) Once you Login, you can click on the menu button on the top corner of the left side. Click on "**Upload Locations**" button, from where you can submit the images of your existing locations.
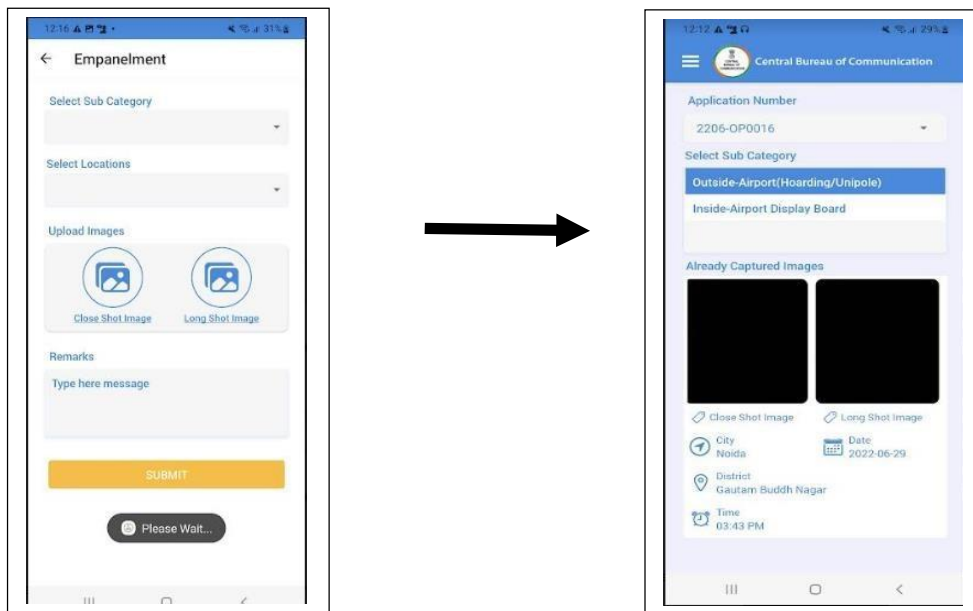
17) Select "*Application Number*" and click "*Next*" button.

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.

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.

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, Soochna Road,
CGO Complex, Lodhi Road,
New Delhi-110003

OR

Principal Director General,
Bureau of Outreach
Soochna Bhawan, CGO Complex, Lodhi Road,
New Delhi-110003