

Registration Process for Publishers

Home Page



The screenshot shows the home page of the Directorate of Urban Local Bodies Haryana. The page features a header with the organization's name in English and Hindi, a logo, and a 'Home' link. A navigation menu on the left lists options for registration and login for advertisement entities and publishers. The main content area includes a large image of a train and a search bar with 'Advertisement ID / Advertisement Description' and 'Search' and 'Advance Search' buttons.

© 12 September 2022 18:38:54

DIRECTORATE OF URBAN LOCAL BODIES HARYANA

शहरी स्थानीय निकाय निदेशालय हरियाणा

Home

Menu

- Registration For Advertisement Entity
- Login for Advertisement Entity
- Registration for Publishers
- Login for Publishers/Municipalities

Advertisement ID / Advertisement Description

Search

Advance Search

Overall process for the registration of Publishers would remain same as registration of Entities. The only difference is that the publishers are not required to pay the registration fees.

Registration for Publishers

DIRECTORATE OF URBAN LOCAL BODIES HARYANA  **शहरी स्थानीय निकाय निदेशालय हरियाणा** Home

Profile Registration (*) Mandatory

Login Detail

Email ID : *

Password : * Confirm Password : *

Company Detail

Please tick check box if you are "Government Entity"

Entity Name * GST No. *

Person Name, Joint Holder Name (if any) * Mobile Number *

Address * Country *

State *
City *

Website: Phone Number:

Bank Account Detail for EMD Refund

RAN No. : Account Holder Name : *

Bank Name: * IFSC Code: *

Account Number: * Confirm Account Number *

Upload Document

Documents Type: Note: Aadhar Card, PAN Card is mandatory.

No file chosen

Aadhar Card
Election Card
GST Certificate
PAN Card

Publishers will get the option to upload the documents in front page of the registration page and then to complete the registration process as per below.

Login for Publishers

12-September-2022 18:33:15

DIRECTORATE OF URBAN LOCAL BODIES HARYANA

शहरी स्थानीय निकाय निदेशालय हरियाणा

Home

ulbp5@tender.com

Login

Registration for Publishers | Forgot Password

Publisher will get the OTP on his registered email id and mobile number to verify and login to the website

After Login Home Page View for Publishers

DIRECTORATE OF URBAN LOCAL BODIES HARYANA

शहरी स्थानीय निकाय निदेशालय हरियाणा

Home ulbp5@tender.com Logout

Menu

- Dashboard
- Edit Profile
- Change Password
- Self-Advertisement
- Third Party Advertisement

Advertisement ID / Advertisement Description

Search

Advance Search



wherein users can select the type of advertisement between “Self Advertisement” or “Third Party Advertisement” they would like published or get permission for.

Process for Self Advertisement: Step 1: Basic Information

wherein publisher will get the option to select the Municipalities and fill the details as specified in form and click “Save & Next” options.

The screenshot shows a web interface for an advertisement process. On the left is a 'Menu' sidebar with options: Dashboard, Edit Profile, Change Password, Self-Advertisement (selected), and Third Party Advertisement. The main area is titled 'Advertisement' and has a progress bar with four steps: 1. Basic Information (active), 2. Add Properties, 3. Upload Document, and 4. Payment. A '(*) Mandatory' note is in the top right. The 'Basic Information' section contains the following fields:

- Please Select Municipality: * (Dropdown menu with 'Ambala' selected)
- Phone No: (Text input field)
- Mobile No: * (Text input field with '9824960061')
- Email Id: * (Text input field with 'ulbp5@tender.com')
- Person Name: * (Text input field with 'ULB P56')
- Address: * (Text area with 'Panchkula')
- Country: * (Dropdown menu with 'India')
- State: * (Dropdown menu with 'Harayana')
- City: * (Text input field with 'Ambala')

At the bottom, there is a checkbox: Please tick if you have multiple advertisement sites /OMDs in the same premises. Two buttons are at the bottom right: 'Save & Next' (highlighted in orange) and 'Reset'.

Publishers will also get the option to select “If have multiple advertisement sites / OMDs in the same premises, On selection of “yes” publishers will get the option to enter multiple sites and apply for the permission of self-advertisement.

If publisher is applying for the permission of multiple properties, publishers would get the option to pay the scrutiny fees of multiple properties, system will calculate the total amount of scrutiny fees allow the users to pay the amount accordingly.

Step 2: Add Properties

Publishers can enter the details of his advertisement type and shall click to submit for the next step.

1 2 3 4
Basic Information **Add Properties** Upload Document Payment

Add Properties

Typology Type:*	Advertising-OMDs on Public Transport System	Typology Sub-Type:*	Metro, MRTS
Property ID of the Site:*	Test Site 1		
Length of display Outdoor Media Display:*	20	Width of display Outdoor Media Display:*	40
Timeline of Site/OMD in Year:*	3	Start Date of Advertisement Publishing:*	09-14-2022
Description of Advertisement Site OMD:*	Test Site 1		
Address of the Advertisement Site Location:*	Ambala	Country:*	India
		State:*	Harayana
		City:*	Ambala
Zone:*	Ward:*	Pin Code:*	Location Map:
Ambala Zor	Ambala Wa	380009	

Add Clear

Typology Type	Typology Sub-Type	Length of Venue In Meter	Width of display Outdoor Media Display	Timeline of Site/OMD in Year	Description of Advertisement Site OMD	Action
Advertising-OMDs on Public Transport System	Metro, MRTS	20	40	3	Test Site 1	Edit Delete
Advertising-OMDs on Public Transport System	Traffic Barricading	23	21	3	TEst 3	Edit Delete

Back Next

Step 3: Upload Document

1 2 3 4
Basic Information Add Properties **Upload Document** Payment

Upload Document

Test Site 1

Documents

Documents Type

Please select Document

Please select Document

- A Drawing in Colour, Showing Locality Plan Design and Structural of OMDs
- Facade Area of the OMDs
- Ownership Document of the site
- Property Tax Receipt
- Undertaking of Not in Contravention of any court order
- No Document Uploaded

Photos Note: Maximum 5 Photos can be uploaded

Photos

No file chosen

File Name	Date	Action
No Photo Uploaded		

TEst 3

Documents

Documents Type

Please select Document

No file chosen

File Name	Date	Action
No Document Uploaded		

Photos Note: Maximum 5 Photos can be uploaded

Photos

No file chosen

File Name	Date	Action
No Photo Uploaded		

In this step – publishers will get the options to upload all mandatory documents required to get the permission for the self-advertisement and shall click “Next”.

Publisher should also upload the photographs of the advertisement sites in this step of the self-advertisement.

Uploaded Document View

1 Basic Information 2 Add Properties 3 Upload Document 4 Payment

Upload Document

Test 2

Documents

Documents Type

Please select Document

Choose File No file chosen

Photos *Note: Maximum 5 Photos can be uploaded*

Photos

Choose File No file chosen

File Name	Date	Action
A Drawing in Colour, Showing Locality Plan	9/12/2022 6:52:45 PM	Download Delete
Design and Structural of OMDs	9/12/2022 6:52:50 PM	Download Delete
Facade Area of the OMDs	9/12/2022 6:52:59 PM	Download Delete
Ownership Document of the site	9/12/2022 6:53:06 PM	Download Delete
Property Tax Receipt	9/12/2022 6:53:12 PM	Download Delete
Undertaking of Not in Contravention of any court order	9/12/2022 6:53:25 PM	Download Delete

File Name	Date	Action
logo.png	9/12/2022 6:53:31 PM	Download Delete

After uploading of all mandatory documents publishers will get the option to click “Next” for the Payment of Scrutiny Fees.

Step 4: Payment

Payment of “Processing Fees” and “Scrutiny Fees”

[Edit Profile](#)
[Change Password](#)
[Self-Advertisement](#)
[Third Party Advertisement](#)

1 Basic Information 2 Add Properties 3 Upload Document 4 **Payment**

Payment

Scrutiny Fees:	1000	Processing Fees:	500
Payment Type:	Payment Gateway	Payment Type:	Payment Gateway
Payment Gateway	Online Payment	Payment Gateway	Online Payment
Pay		Pay	

Scrutiny Fee History

Payment Txn Id	Amount	Payment Mode	Payment Status	Payment Initiated Date	Payment Date	Bank UTR / REF No	Remarks
No Transaction							

Processing Fees History

Payment Txn Id	Amount	Payment Mode	Payment Status	Payment Initiated Date	Payment Date	Bank UTR / REF No	Remarks
No Transaction							

[Back](#)

In last step of Self-Advertisement – Publishers will get the option to make the payment of Scrutiny Fees and Processing Fees – once the payment is made successfully, an option of “**Send to Municipality**” would be live for publishers to send the advertisement for approval.

Payment Screen

The screenshot shows the Axis Bank payment interface. At the top, it says "AXIS BANK | EASYPAY". The main heading is "Chief Administrator HUIDB (E-Advertisement/Auction) 24/7 Tender Fee". Below this, there are fields for "Email ID: pub3@tender.com", "Transaction ID: UHHCYKANBUZZEZ", and "Amount: 1". A "URN: 958819 (SAVE FOR FUTURE REFERENCE)" is displayed. A "Terms and Conditions" section is visible with a checked box and a scrollable text area. Under "Payment Options", "INTERNET BANKING" is selected. A "Pay at Axis Bank - Retail" button is at the bottom.

Post Successful Payment Screen

Scrutiny Fee History							
	Amount	Payment Mode	Payment Status	Payment Initiated Date	Payment Date	Bank UTR / REF No	Remarks
75983907853916206570607	1	Online Payment	success	2022/09/13 03:17:54 PM		958819	success

Processing Fees History							
	Amount	Payment Mode	Payment Status	Payment Initiated Date	Payment Date	Bank UTR / REF No	Remarks
62158473069205428261437	1	Online Payment	success	2022/09/13 03:18:12 PM		958820	success

[Back](#) [Submit to Municipality](#)

Once the payment is successfully done "Submit to Municipality" option would be live for publishers.

The Overall process would remain same for both Self – Advertisement and “Third Party Advertisement” – The only difference is, in case of third party advertisement all approved application for advertisement will go for eAuction round wherein all registered entities would get a chance to bid and get awarded with the advertisement publishing rights from municipalities.

Post sending of any advertisement for approval to Municipality, publishers can check the status of his send application in “Sent for Approval” Tab.

The screenshot displays the user interface of the 'DIRECTORATE OF URBAN LOCAL BODIES HARYANA' website. The header includes the logo and name in Hindi: 'शहरी स्थानीय निकाय निदेशालय हरियाणा'. The user is logged in as 'pub2@tender.com'. A left-hand menu lists options like 'Dashboard', 'Edit Profile', and 'Third Party Advertisement'. The main content area shows a search bar and a status summary table:

PENDING	SENT FOR APPROVAL	SD FOR THIRD PARTY ADV.	APPROVED	REJECTED
(0)	(1)	(0)	(0)	(0)

The 'SENT FOR APPROVAL' tab is active, showing details for Application ID 124: 'Publishing of Hoarding 121'. It lists properties, address (Ambala), and creation time (9/13/2022 2:45:38 PM). A 'View Advertisement' link is visible.

Post sending of advertisement to municipality all advertisement would be visible in “Sent for Approval” tab to publishers.