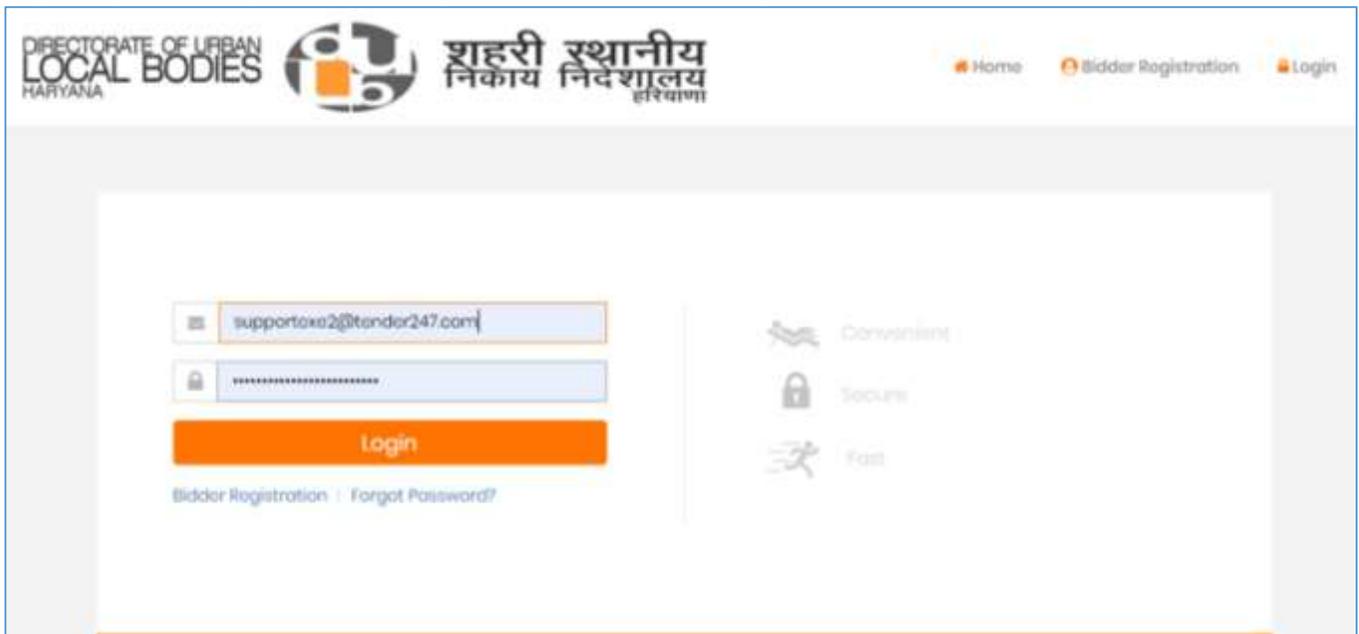


## Process for Municipalities to Login and Approve the Entities Profile

Login Page -Municipal officer will get an option to click “Login” and enter the user id and password



DIRECTORATE OF URBAN LOCAL BODIES HARYANA

शहरी स्थानीय निकाय निदेशालय हरियाणा

Home Bidder Registration Login

support@tender247.com

\*\*\*\*\*

Login

Convenient

Secure

Fast

Bidder Registration | Forgot Password?

Officer will get the 4 Digit OTP to his registered mobile number and email id to verify and shall login to the eAdvertisemnt Portal.

### Home page view for Municipal Officer



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Dashboard Administration RFX Auction

MIS My Profile

Search RFX

Search RFX by Event ID / Ref. No. / Market Committee Name / RFX Brief

Search Advance Search

PENDING FUTURE LIVE **CLOSED (1)** CANCELLED ALL

1) Event ID : 1085  
Tender/Easy pay  
Corrigendum: 1  
Test - Ambala  
Ref. No : ref.242 Event Type: Tender  
Bid Submission End Date & Time : 29-07-2022 12:45:00

View Event Notice  
Download Document  
Event Dashboard

Under administration section, Municipalities will get the option to search click “Manage Bidder” – “Search Bidder” to check all the request received for entities registration.

The screenshot shows the 'Search RFX' interface. At the top, there are navigation tabs: Dashboard, Administration, RFX, and Auction. The 'Administration' menu is expanded, showing options like Manage Department, Manage Designation, Manage Officer, Manage Bidder (highlighted), Manage Vertical Field mapping, Manage Marquee, Manage Content, Manage Combo, and Manage Home Page Section. Below the menu, there's a search bar for RFX by Event ID, Ref. No., Market Committee Name, or RFX Brief. There are filters for PENDING, FUTURE, LIVE, CLO ID (1), CANCELLED, and ALL. A search button is visible. Below the filters, there's a list of RFX items. The first item is: 1) Event ID : 1085, Tender/Easy pay, Corrigendum: 1, Test - Ambala, Ref. No : raf.242, Event Type : Tender, Bid Submission End Date & Time : 29-07-2022 12:45:00. At the bottom, there are pagination controls (1-1, 1) and navigation buttons (First, Prev, Next, Last).

Municipalities Office will get to see all the received request for registration as per below

The screenshot shows the 'Search Bidder' form and results table. The form has the following fields: Entity Name, Email ID, Person Name, Joint holder name (if any), Mobile No., and Registration Date & Time. There are 'Search' and 'Clear' buttons. Below the form, there are filters: ALL (12), PENDING, ACTIVE, DEACTIVATED, and LOCKED. There are also PDF and Excel download icons. The table below shows the search results:

#	Entity Name	Email ID	Person Name, Joint holder name (if any)	Mobile No.	Registration Date & Time	Approval Date & Time	Status	State	City	Action
1	Dummy 1 Test	dummy1@tender247.com	Dummy 1 Test	7818083391	12-09-2022 17:18:34	-	Pending	Haryana	Ambala	
2	op	op@gmail.com	op	8989676745	02-09-2022 16:40:40	03-09-2022 12:17:36	Active	Haryana	sd	
3	ULB A 1 ABC	ulbal@tender.com	ULB A 1 ABC	9824960081	16-08-2022 15:35:13	16-08-2022 15:37:40	Active	Haryana	Ambala	

Municipalities will get the option of approve / reject / profile of Entities

### Active Bidder

[View Profile Changes History](#) | [View Bank Detail Changes History](#)

**Personal Information**

User Type : Individual  
Father's Name : Test  
Person Name : Dummy 1  
Address : Ambala  
Country : India  
State : Haryana  
City : Ambala  
Email ID : dummy1@tender247.com  
Phone No :  
Mobile No. : 7818083391  
Website :

**Bank Detail**

PAN No. : -  
Account Holder Name : DUMMY 1  
Bank Name : AXIS BANK  
IFSC Code : ULBI0000000  
Bank Account No. : 1234567890

**Download Document**

Sr. No.	Document Description	Document Type	Size (MB)	Uploading Date & Time	Action
1	Id Proof	Identity Proof	0.10	12-09-2022 17:18	Download
2	Pan card	PAN Card	0.10	12-09-2022 17:18	Download

**Download Document**

Sr. No.	Document Description	Document Type	Size (MB)	Uploading Date & Time	Action
1	Id Proof	Identity Proof	0.10	12-09-2022 17:18	Download
2	Pan card	PAN Card	0.10	12-09-2022 17:18	Download

**Payment Details**

Transaction ID	Amount	Payment Mode	Payment Status	Payment Date	Registration Expired Date	Remarks	Payment Type
B52438	1,000.00	Payment Gateway	Success	12-09-2022 17:18	12-09-2027 17:18	success	Regular Payment

**Remarks\*** (\*) Mandatory

**Active**

Above is the profile preview page of Entities – wherein municipalities can check the details filled by the entities at the time of applying for entities registration and shall approve or reject the profile.

On successful Approval / Rejection of profile– system will send annexure for profile approval or rejection to the entities.

All Approved / Rejected list of Entities can be seen here below

<span style="background-color: #f4a460; padding: 2px 5px; font-weight: bold;">All (12)</span> <span style="padding: 2px 5px; margin-left: 10px;">PENDING</span> <span style="padding: 2px 5px; margin-left: 10px;">ACTIVE</span> <span style="padding: 2px 5px; margin-left: 10px;">DEACTIVATED</span> <span style="padding: 2px 5px; margin-left: 10px;">LOCKED</span>										
#	Entity Name	Email ID	Person Name, Joint holder name (if any)	Mobile No.	Registration Date & Time	Approval Date & Time	Status	State	City	Action
1	Dummy1 Test	dummy1@tender247.com	Dummy1 Test	7818083391	12-09-2022 17:18:34	12-09-2022 17:47:16	Active	Haryana	Ambala	
2	op	op@gmail.com	op	8989678745	02-09-2022 16:40:40	03-09-2022 12:17:36	Active	Haryana	sd	
3	ULB A1 ABC	ulba1@tender.com	ULB A1 ABC	9824960061	16-08-2022 15:35:13	16-08-2022 15:37:40	Active	Haryana	Ambala	
4	xomic2 father of xomic2	xomic2@bata.com	xomic2 father of xomic2	8989678745	29-07-2022 15:12:55	-	Pending	Haryana	Rohatka	
5	xomic1 xyz	xomic1@bata.com	xomic1 xyz	8989678745	28-07-2022 10:27:55	29-07-2022 14:18:28	Active	Gujarat	ahmedabad	

## Process for Municipalities to Approve / Reject the Advertisement Request

### Login for Municipal officer



DIRECTORATE OF URBAN LOCAL BODIES HARYANA

शहरी स्थानीय निकाय निदेशालय हरियाणा

Home

mc2@gmail.com

\*\*\*\*\*

Login

[Registration for Publishers](#) | [Forgot Password](#)

on entering of user id and password, municipality officer will get the 4 digit OTP on his registered email id and mobile number to verify and login in to the website to check the application received for advertisement.

## Post Login Home Page View for Municipality officer




**शहरी स्थानीय  
निकाय निदेशालय**  
हरियाणा

mc2@gmail.com [Logout](#)

Menu

[Change Password](#)

Search

Advance Search

PENDING (6)
APPROVED (16)
REJECTED (0)

**Adv id.: 71**

<p>holaridn</p> <p>Multiple Properties: No</p> <p>Properties count: 1</p> <p>Self-Advertisement: Yes</p> <p>Address: add1 Ambala</p> <p>Municipality: Ambala</p> <p><span style="color: #f44336;">🕒</span> Created On: 7/21/2022 2:58:15 PM</p>	<p>Entity Name: Test1</p> <p>GST No: 24AAACC4175D1Z4</p> <p>Person Name: test1</p> <p>PAN No: ATJOD7945D</p> <p>Mobile No: 9033134388</p>	<p><a href="#">View Advertisement</a></p>
---	---	---

**Adv id.: 98**

<p>Advertisement in Interval of the Movie</p> <p>Multiple Properties: No</p> <p>Properties count: 1</p> <p>Self-Advertisement: Yes</p> <p>Address: add1 Ambala</p> <p>Municipality: Ambala</p> <p><span style="color: #f44336;">🕒</span> Created On: 8/3/2022 2:42:30 PM</p>	<p>Entity Name: Test1</p> <p>GST No: 24AAACC4175D1Z4</p> <p>Person Name: test1</p> <p>PAN No: ATJOD7945D</p> <p>Mobile No: 9033134388</p>	<p><a href="#">View Advertisement</a></p>
--	---	---

Post login – municipal officer would be allowed to access the pending list request for advertisement and shall give approval/rejection accordingly. To check the advert, please click **“View Advertisement”** and proceed further.




**शहरी स्थानीय  
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हरियाणा

mc2@gmail.com [Logout](#)

**Self Advertisement**

**Basic Information**

MunicipalCorporation	: Ambala	Entity Name	:
GST NO	:	Phone No	:
Mobile No	: 7818083391	Email id	: pub2@tender.com
Person Name	: Pub 2	Address	: Ambala
City	: Ambala	State	: Harayana
Country	: India		
If Multiple Advertisements/OMDs in Same Premises?	: No		

Municipal Officer will get the option to enter “Monthly Rate Per Sqm.”. On the same page which is mandatory for municipal officer to enter, without entering of Monthly Rate Per Sqm. System will not allow the municipal officer to proceed further.

Properties Information

Properties Info:121

Typology Type	: Advertising-OMDs on Public Transport System	Typology Sub-Type	: Metro, MRTS
Length of display Outdoor Media Display	: 20	Property ID of the Site	: 121
Timeline of Site/OMD in Year	: 3	Width of display Outdoor Media Display	: 20
Description of Advertisement Site OMD	: Publishing of Hoarding	Start Date of Advertisement Publishing	:
City	:	Address of the Advertisement Site Location	: Ambala
Country	: India	State	: Hararyana
Ward	: Ambala Ward 1	Zone	: Ambala Zone 1
Location Map	: googlomap	Pin Code	: 380009
Monthly Rate Per Sqm. *	: <input style="width: 100px;" type="text"/>		

Please Enter Monthly Rate Per Sqm.

On the same page – all documents uploaded by the Publishers would be visible to municipal, which can be downloaded and check / verify by them and shall proceed further.

Documents

Publishing of Hoarding

<p><b>Documents</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">File Name</th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td>A Drawing in Colour, Showing Locality Plan</td> <td></td> <td style="text-align: center;"><a href="#">Download</a></td> </tr> <tr> <td>Design and Structural of OMDs</td> <td></td> <td style="text-align: center;"><a href="#">Download</a></td> </tr> <tr> <td>Facade Area of the OMDs</td> <td></td> <td style="text-align: center;"><a href="#">Download</a></td> </tr> <tr> <td>Ownership Document of the site</td> <td></td> <td style="text-align: center;"><a href="#">Download</a></td> </tr> <tr> <td>Property Tax Receipt</td> <td></td> <td style="text-align: center;"><a href="#">Download</a></td> </tr> <tr> <td>Undertaking of Not in Contravention of any court order</td> <td></td> <td style="text-align: center;"><a href="#">Download</a></td> </tr> </tbody> </table>	File Name	Date	Action	A Drawing in Colour, Showing Locality Plan		<a href="#">Download</a>	Design and Structural of OMDs		<a href="#">Download</a>	Facade Area of the OMDs		<a href="#">Download</a>	Ownership Document of the site		<a href="#">Download</a>	Property Tax Receipt		<a href="#">Download</a>	Undertaking of Not in Contravention of any court order		<a href="#">Download</a>	<p><b>Photos</b> <span style="color: red; font-size: small;">Note: Maximum 2 Photos can be uploaded</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">File Name</th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td>2.jpeg</td> <td></td> <td style="text-align: center;"><a href="#">Download</a></td> </tr> </tbody> </table>	File Name	Date	Action	2.jpeg		<a href="#">Download</a>
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2.jpeg		<a href="#">Download</a>																										

A Complete Payment Transaction History would be available for Municipal Officer to check as per below

**Payment History**

**Scrutiny Fee History**

Payment Txn Id	Amount	Payment Mode	Payment Status	Payment Initiated Date	Payment Date	Bank UTR / REF No	Remarks
94572145013863579457174595602786315439535303725634	1	Online Payment	success	2022/09/13 02:46:26 PM		958808	success

**Processing Fees History**

Payment Txn Id	Amount	Payment Mode	Payment Status	Payment Initiated Date	Payment Date	Bank UTR / REF No	Remarks
63782151695328547680852479872734839046701939082670	1	Online Payment	success	2022/09/13 02:46:40 PM		958809	success

**Approve / Reject**

Remark:

Municipality officer can give their remarks and shall either approve or reject the request received for the advertisement.

In case of self-advertisement, permission letter would be sent to the self-advertiser and self-advertiser will get the option to pay the “Advanced Quarterly Payment” to the municipality as a part of permission fees.

In Case of Third-Party Advertisement” advertiser would get the option to make the payment of Security Deposit, and all approved advertisement will go for eAuction.

Wherein all registered entities can view the advertisement and participate in eAuction for the allotment of advertisement sites through eAuction process.