

Film Procurement Portal

User Manual

URL: <https://prasarbharati.org/fpp>

The screenshot shows the login page of the Film Procurement Portal. The browser address bar displays "Secure | https://prasarbharati.org/fpp/". The page header includes "Film Procurement Portal" and navigation links for "New User", "Help", and "Contact Us". The main content area features the Prasar Bharati logo, followed by input fields for "Email", "Password", and a "Captcha - Solve 84 subtract 29 ?". There is a "Remember me" checkbox and a link to "Activate user using OTP". A blue "LOGIN" button is positioned below the form. At the bottom, there is a footer with copyright information: "© Copyright 2018, Website Content Managed by Doordarshan. Designed, Developed by IT Division, Prasar Bharati Sectt. Last Updated on Aug 14, 2018 10:09 am".

A. Registration:

An Offerer has to register him/her self for the first time on the portal. For this purpose user have to follow following steps.

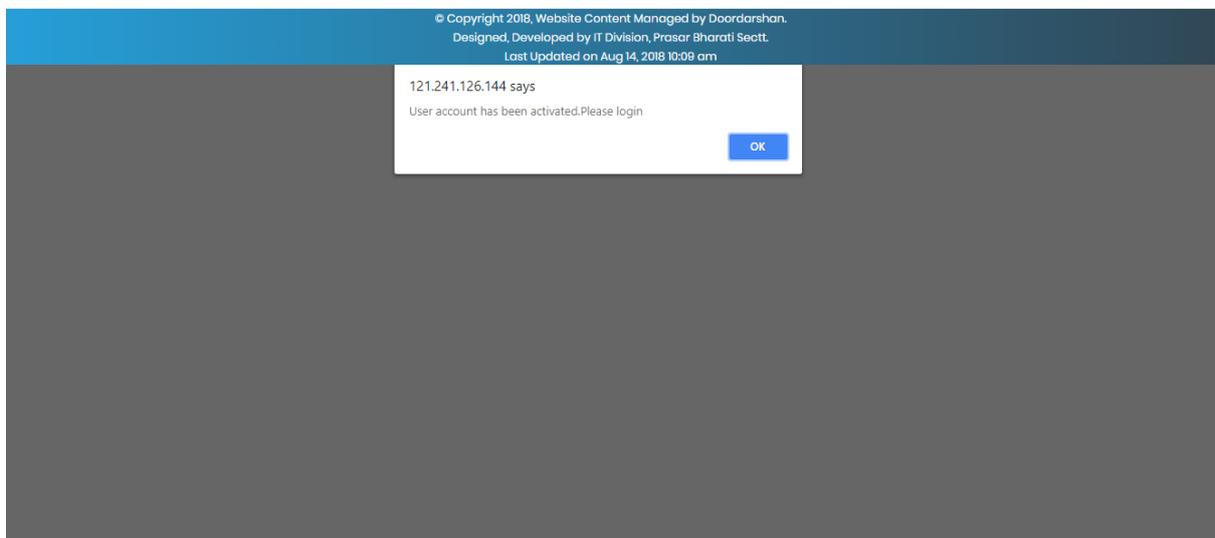
1. Go to **New User**.
2. Enter authentic email ID and password.
3. Tick the check box to agree terms & conditions.
4. Now register yourself by submitting it.

The screenshot shows the registration page of the Film Procurement Portal. The browser address bar displays "Secure | https://prasarbharati.org/fpp/register.php". The page header includes "Film Procurement Portal" and navigation links for "New User", "Help", and "Contact Us". The main content area features the Prasar Bharati logo, followed by input fields for "Email", "Password", "Confirm Password", and a "Captcha - Solve 89 add 6 ?". There is a checkbox labeled "I Agree ? T & C". A blue "REGISTER" button is positioned below the form. At the bottom, there is a footer with copyright information: "© Copyright 2018, Website Content Managed by Doordarshan. Designed, Developed by IT Division, Prasar Bharati Sectt. Last Updated on Aug 14, 2018 10:09 am".

- To verify yourself, please enter One Time Password received at your entered email ID.



The screenshot shows the 'Film Procurement Portal' header with navigation links for 'New User', 'Help', and 'Contact Us'. The main content area features the Prasar Bharati logo and the text 'Enter OTP to verify (OTP will expire in 15 minutes)'. Below this is a text input field labeled 'OTP' and a blue 'VERIFY' button.



- Registered User can also verify them later from portal by clicking on **Activate user using OTP.**



Enter registered email to verify

SEND MAIL OTP

B. Login:

Offerer can now login with his/her registered email ID and Password.



Captcha - Solve 84 subtract 29 ?

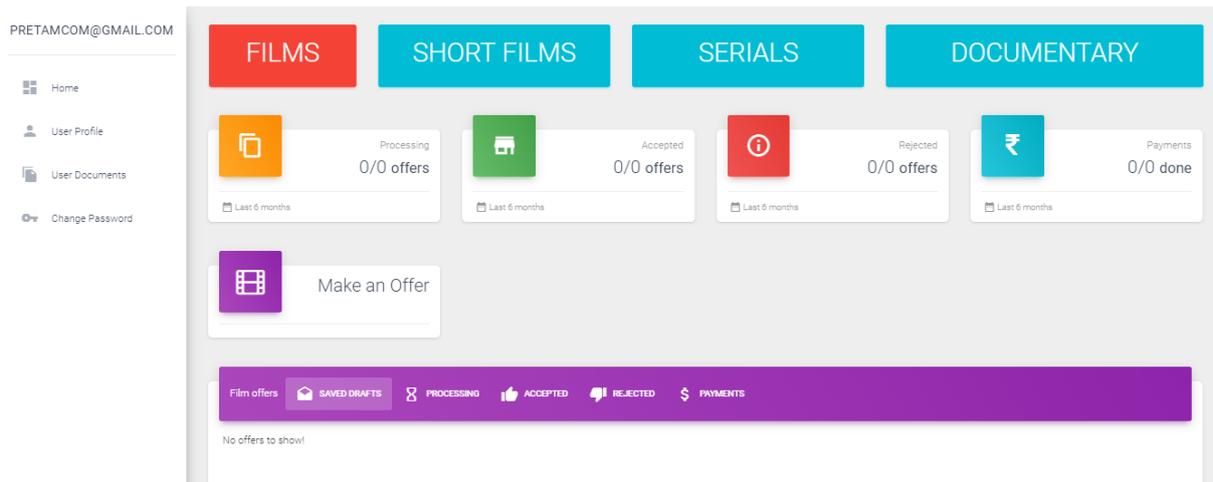
Remember me Activate user using OTP

LOGIN



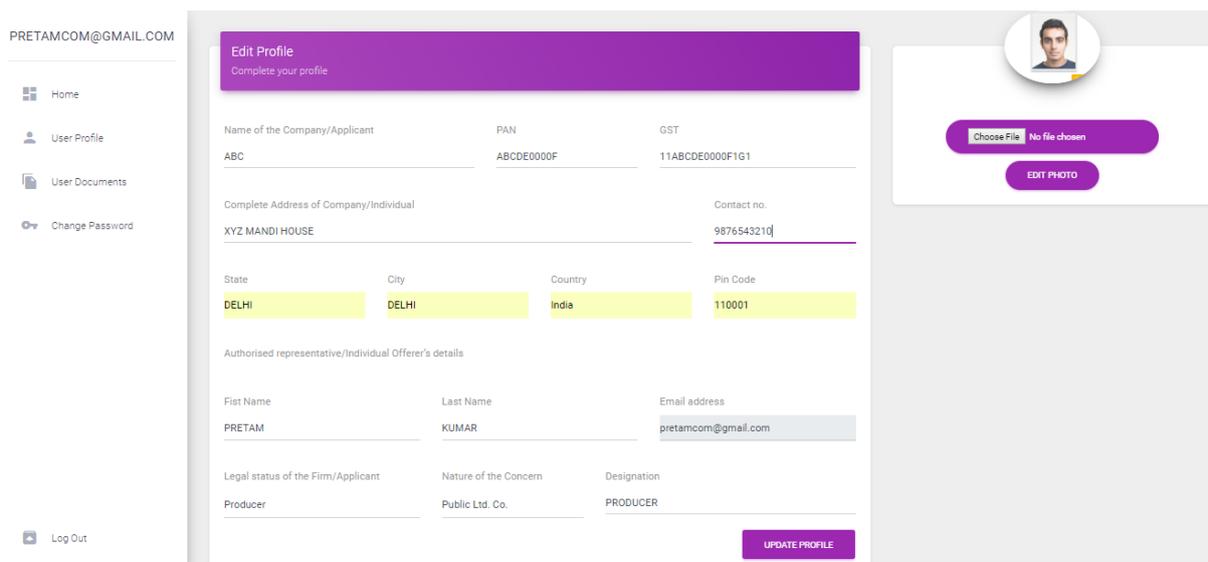
C. Offerer Role:

This is the Dashboard/home page of offerer where he/she have multiple features to use.



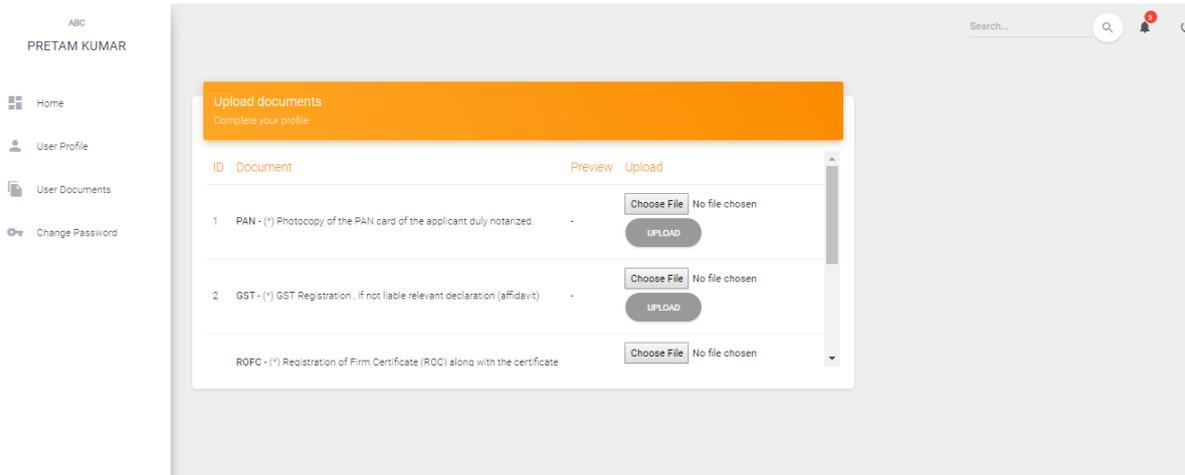
I. User Profile:

1. Go to **User Profile** (on left side-screen).
2. Update User profile by entering all relevant details in given fields associated with user and company.
3. Upload User image in JPEG format.



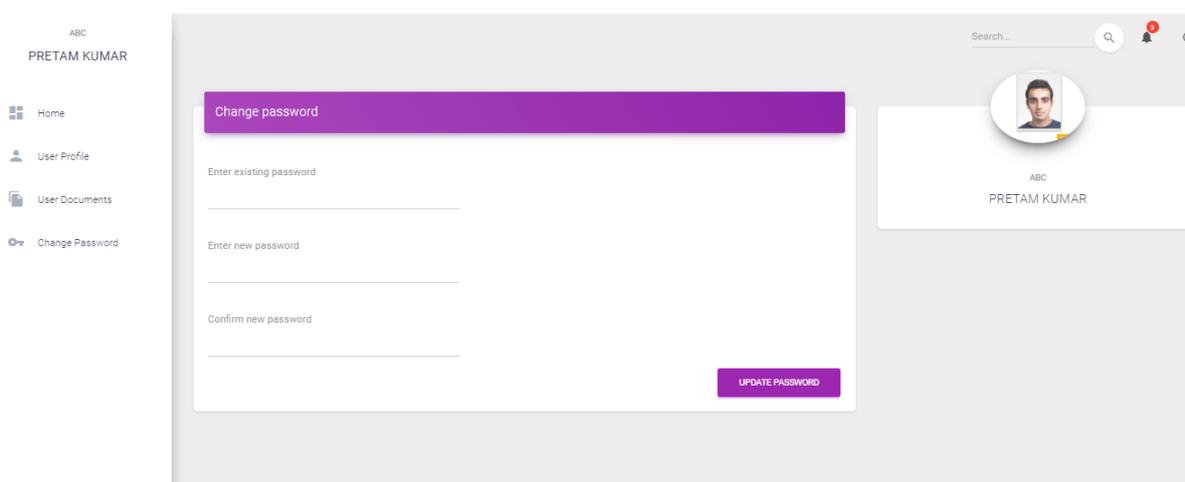
II. User Documents:

1. Go to **User Documents** (on left side-screen).
2. Upload documents related to Company here.
3. Choose a required file in JPEG/PDF format and upload.



III. Change Password:

1. Go to **Change Password** (on left side-screen) to change your password.
2. Enter existing password then new password.
3. Update the Password.



IV. Make an Offer:

1. Go to Home Page, Select **Make an Offer**.
2. All the **APPLICANT DETAILS** will come automatically from **User Profile** data. If User wants to update these details, they can do by clicking **Edit Details** or they can proceed to next level by clicking **NEXT**.

ABC
PRETAM KUMAR

Home
User Profile
User Documents
Change Password
Log Out

APPLICANT DETAILS FILM DETAILS DOCUMENTS PAYMENT SUBMIT

Company: ABC PAN: ABCDE0000F GST: 11ABCDE0000F1G1

Company address: XYZ MANDI HOUSE Contact no.: 9876543210

State: DELHI City: DELHI Country: India Pin Code: 110001

Authorized representative details

Fist Name: PRETAM Last Name: KUMAR Email address: pretamcom@gmail.com

Legal status of the Firm/Applicant: PRODUCER Nature of the Concern: PUBLIC Designation: PRODUCER

NEXT EDIT DETAILS

ABC
PRETAM KUMAR

3. **FILM DETAILS:** Here fill the details related to film. (*) marked fields are compulsory to fill.
4. Save the details by clicking **SAVE** and proceed further.

ABC
PRETAM KUMAR

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- Change Password

ABC
PRETAM KUMAR

- Home
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- Change Password

[APPLICANT DETAILS](#)
[FILM DETAILS](#)
[DOCUMENTS](#)
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Offer ID (*) Required fields
1229919

Film Name (*) Name of the Director (*) Name of the Producer (*)

Category (*) Film type (*) Specify the rights offered to Doordarshan (*)

Film offered for (*)

DD-1
 DD-Bharati
 DD-Urdu
 DD-India
 DD-Kashir
 DD-UP
 DD-MP
 DD-Rajasthan
 Regional Channels
 All above Terrestrial/Satellite channels

Name of the original producer(s) (*) Year of Production (*) Date of Issue of Censor Certificate (*)

DD-Kashir
 DD-UP
 DD-MP
 DD-Rajasthan
 Regional Channels
 All above Terrestrial/Satellite channels

Original Censor Certificate No. (*) Duration of Film (in Minutes), with Cuts (*) Duration of Film (in Minutes), without Cuts (*)

Cast in respect of Major Roles

Role 2 Role 3
 Name of the Music Director (*)

Is there any embargo of date or month on the telecast of the film on Doordarshan's Channel?

[SAVE](#) [BACK](#)

ABC
PRETAM KUMAR



5. **DOCUMENTS :**

- In this Tab User have to upload document for the Offer.
- **Applicant document** will come automatically from **User Documents**. User can edit these documents by uploading respective new document here in JPEG/PDF format.

ABC
PRETAM KUMAR

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Log Out

[APPLICANT DETAILS](#)
[FILM DETAILS](#)
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Applicant documents

ID	Document	Preview	Upload
1	(*) Photocopy of the PAN card of the applicant duly notarized.	View	Choose File No file chosen UPLOAD
2	(*) GST Registration , if not liable relevant declaration (affidavit)	-	Choose File No file chosen UPLOAD
(*) Declaration of Film Certificate (DNC) along with the certificate for release of the Film documents			
1	(*) Copy/copies of Censor Certificate all parts duly notarized (Both U or V/U and U/A or A). The details of voluntary cuts or deletions suggested by the Censor Board must be provided along with Censor Certificate.	-	Choose File No file chosen UPLOAD
2	(*) Indemnity Bond (duly notarized) on Rs. 100/- Stamp paper in the prescribed format.	-	Choose File No file chosen UPLOAD
Notarized copy of the certificate from the concerned Film Laboratory/Institution			

[BACK](#) [NEXT](#)

ABC
PRETAM KUMAR



- **Film Document** will have to be uploaded one by one as per the requirement in JPEG/PDF format.
- Only after uploading all the required documents, the **NEXT** tab will be active for further process.
- Now, proceed further by clicking **NEXT**.

6. Now the created offer can be saved for later completion by clicking **SAVE DRAFT**. This saved draft can be available on the Home Page in **SAVED DRAFTS**.

S.no.	Offer ID	Film Name	Created on	Status	Action
1	1229919	XYZ	Aug 07, 2018 12:47 am	Draft	✎ ✕

7. User can go back to form to edit the details by clicking **BACK** button.
8. Go to **MAKE PAYMENT** for submitting Offer Fee.

ABC
PRETAM KUMAR

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Log Out

APPLICANT DETAILS
FILM DETAILS
DOCUMENTS
PAYMENT
SUBMIT

(*) Required fields

Offer ID
1229919

Applicant details

Name of the Company/Applicant (individual) ABC	PAN ABCDE000F	GST 11ABCDE000F1G1
Complete Address of Company/Individual XYZ MANDI HOUSE	Contact no. 9876543210	
State DELHI	City DELHI	Country India
		Pin Code 110001

Authorized representative/Individual Offere's details

First Name PRETAM	Last Name KUMAR	Email address pretamcom@gmail.com
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ABC
PRETAM KUMAR

ABC
PRETAM KUMAR

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APPLICANT DETAILS
FILM DETAILS
DOCUMENTS
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Film details

Legal status of the Firm/Applicant PRODUCER	Nature of the Concern PUBLIC	Designation PRODUCER
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Film Name (*) XYZ	Name of the Director (*) SHIVKUMAR	Name of the Producer (*) RAJKUMAR
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Category (*) U	Film type (*) COLOR	Specify the rights offered to Doordarshan (*) BOTH
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Film offered for (*)

<input checked="" type="checkbox"/> DD-1	<input checked="" type="checkbox"/> DD-Bharati	<input checked="" type="checkbox"/> DD-Urdu	<input checked="" type="checkbox"/> DD-India
<input checked="" type="checkbox"/> DD-Kashir	<input checked="" type="checkbox"/> DD-UP	<input checked="" type="checkbox"/> DD-MP	<input checked="" type="checkbox"/> DD-Rajasthan
<input checked="" type="checkbox"/> Regional Channels	<input checked="" type="checkbox"/> All above Terrestrial/Satellite channels		

Name of the original producer (*) RAJKUMAR	Year of Production (*) 2014	Date of Issue of Censor Certificate (*) 18-02-2015
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Original Censor Certificate No. (*) 4320423234	Duration of Film (in Minutes), with Cuts (*) 500	Duration of Film (in Minutes), without Cuts (*) 500
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ABC
PRETAM KUMAR

- Home
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Applicant documents

ID	Document	Preview
1	(*) Photocopy of the PAN card of the applicant duly notarized.	View
2	(*) GST Registration, if not liable relevant declaration (affidavit)	View
3	(*) Registration of Firm Certificate (ROC) along with the certificate for change of the name of the firm, if applicable.	View
4	Board Resolution/Authorisation letter in f/o the applicant for the film.	View
5	(*) Income Tax return submitted by the applicant during last three financial years duly notarized.	View

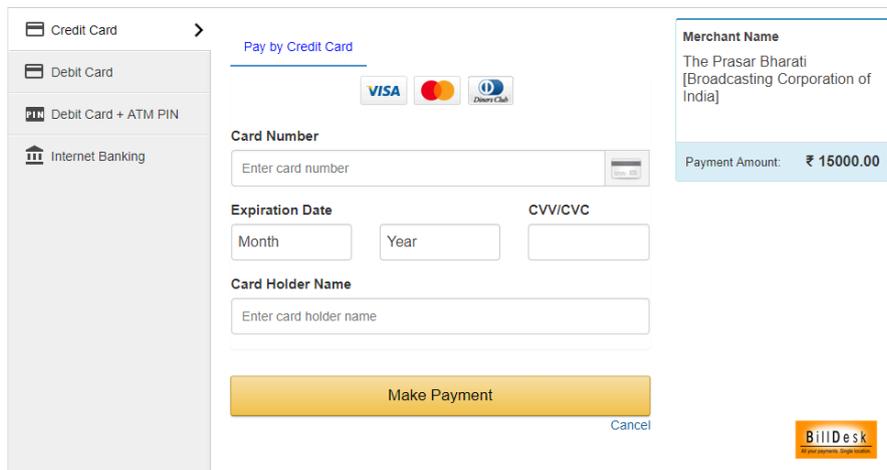
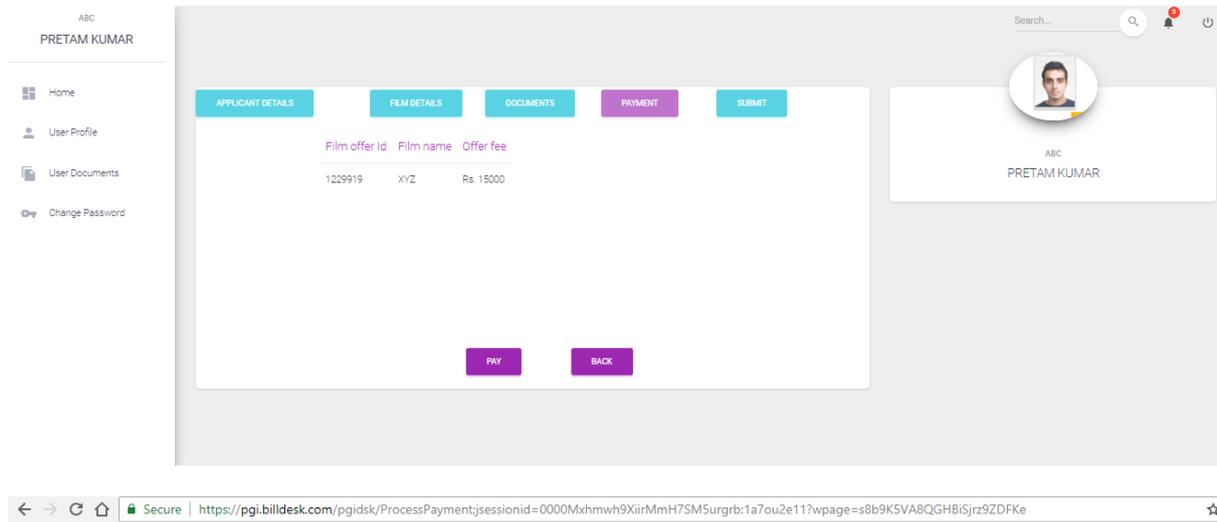
Film documents

ID	Document	Preview
1	(*) Copy/copies of Censor Certificate all parts duly notarized (Both U or V/U and U/A or A). The details of voluntary cuts or deletions suggested by the Censor Board must be provided along with Censor Certificate.	View
2	(*) Indemnity Bond (duly notarized) on Rs. 100/- Stamp paper in the prescribed format.	View
3	Notarized copy of the certificate from the concerned film laboratory indicating the details of negative rights holders.	View
4	(*) Declaration from the producer / Right Holder on Rs. 100 Stamp paper (duly notarized) declaring that the film is free from all encumbrances (in prescribed format).	View

MAKE PAYMENT
SAVE DRAFT
BACK

7. **PAYMENT:**

- Offerer can pay the fee of an offer online by clicking **PAY**.
- After clicking **PAY**, Offerer will be redirected to Payment Gateway (BillDesk).
- Offerer can select any available payment method for the payment of fee by online mode.



8. **SUBMIT:**

V. Dashboard Details:

- On the Home Page Screen, User can see various available details related to offers.



Represents number of Offers under the Process of Doordarshan Team out of total submitted Offers.



Represents number of Offers accepted for Short listing by Doordarshan Team out of total submitted Offers.



Represents number of Offers Rejected by Doordarshan Team out of total submitted Offers.



Represents number of shortlisted Offers payment has been done by Doordarshan Team out of total submitted Offers.

The dashboard for user HARVINDAR SINGH (XYZ CORP1) displays four summary cards: Processing (6/18 offers), Accepted (7/18 offers), Rejected (5/18 offers), and Payments (0/18 done). A 'Make an Offer' button is visible. Below is a navigation bar with tabs for Film offers, SAVED DRAFTS, PROCESSING, ACCEPTED, REJECTED, and PAYMENTS. The PROCESSING tab is active, showing a table of offers.

S.no.	Offer ID	Film Name	Created on	Status	Action
1	1417928	Kahaani	Aug 07, 2018 01:05 am	Draft	Query raised X
2	1249853	frog	Jul 09, 2018 12:10 am	Draft	Query raised X
3	71587	efrts	Jul 09, 2018 12:06 am	Draft	Query raised X
4	1625079	ewfrtw	May 22, 2018 12:45 am	Draft	Query raised X

- There are multiple tabs on home page of user to provide various details related to offers, they have created under various stages e.g. SAVED DRAFTS, PROCESSING, ACCEPTED, REJECTED, PAYMENTS.
- Under the **PROCESSING** stage of submitted Offer, queries will be raised by Doordarshan Team timely for the scrutiny of submitted offer.
- These queries can be seen in **PROCESSING** tab with their respective offer.
- Offerer can see the details of query by clicking on Query raised link.
- Offerer need to resubmit the required document with the comments in comment box and submit it by clicking **SUBMIT RESPONSE** for further consideration of Offer.

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Processing
6/18 offers

Last 6 months



Accepted
7/18 offers

Last 6 months



Rejected
5/18 offers

Last 6 months



Payments
0/18 done

Last 6 months



Make an Offer

Film offers
SAVED DRAFTS
PROCESSING
ACCEPTED
REJECTED
PAYMENTS

S.no.	Offer ID	Film Name	Submitted on	Status	Action
1	98491	dsfdfsfsdsg	Jun 27, 2018 03:41 am	PROCESSING	Query raised on Jul 04, 2018 05:32 am
2	1292822	dsfasfrw	Jun 25, 2018 12:45 am	PROCESSING	--
3	16089	erwer	Jun 25, 2018 12:39 am	PROCESSING	--
4	1540782	scfdfsdfgsdgsd	Jun 23, 2018 05:56 am	PROCESSING	Query raised on Jul 09, 2018 12:58 am

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Offer ID (*) Required fields

98491

Applicant details

Company	PAN	GST
XYZ.corp1	HGFHF7867	22AAAPL1234C1Z5
Company address		Contact no.
3880/11 Kanihya Nagar		9012345678
State	City	Country
Delhi	Delhi	INDIA
		Pin Code
		110001

Authorized representative details



XYZ CORP1
Harvinder Singh

Previous queries

Addendum in Link Agreement is missing. Query - 04 Jul, 2018

new link agreement is submitted with all details

SUBMIT RESPONSE

- Home
- User Profile
- User Documents
- Change Password



Processing
6/18 offers

Last 6 months



Accepted
7/18 offers

Last 6 months



Rejected
5/18 offers

Last 6 months



Payments
0/18 done

Last 6 months



Make an Offer

Film offers
SAVED DRAFTS
PROCESSING
ACCEPTED
REJECTED
PAYMENTS

S.no.	Offer ID	Film Name	Submitted on	Status	Remarks
1	1112478	sfgsdgsfhg	Jul 30, 2018 02:27 am	ACCEPTED	Accepted
2	1883515	abc	Jun 29, 2018 12:06 am	ACCEPTED	Accepted for shortlisting
3	1014251	sanju	Jun 11, 2018 11:22 pm	ACCEPTED	Accepted for shortlisting
4	1371556	xmen	Jun 05, 2018 12:16 pm	ACCEPTED	Accepted for shortlisting

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Processing
6/18 offers
Last 6 months

Accepted
7/18 offers
Last 6 months

Rejected
5/18 offers
Last 6 months

Payments
0/18 done
Last 6 months

Make an Offer

Film offers | **SAVED DRAFTS** | PROCESSING | ACCEPTED | REJECTED | PAYMENTS

S.no.	Offer ID	Film Name	Submitted on	Status	Remarks
1	1430307	Lagaan	Jun 08, 2018 11:39 pm	REJECTED	Incomplete offer
2	1772216	Lagaan2	Jun 05, 2018 04:03 pm	REJECTED	
3	1447934	KKLUJ56	May 31, 2018 03:56 pm	REJECTED	not in order
4	1829294	DDLJ	May 22, 2018 05:00 pm	REJECTED	Application incomplete

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FILMS

SHORT FILMS

SERIALS

DOCUMENTARY

Processing
6/18 offers
Last 6 months

Accepted
7/18 offers
Last 6 months

Rejected
5/18 offers
Last 6 months

Payments
0/18 done
Last 6 months

Make an Offer

Film offers | **SAVED DRAFTS** | PROCESSING | ACCEPTED | REJECTED | PAYMENTS

No offers to show!