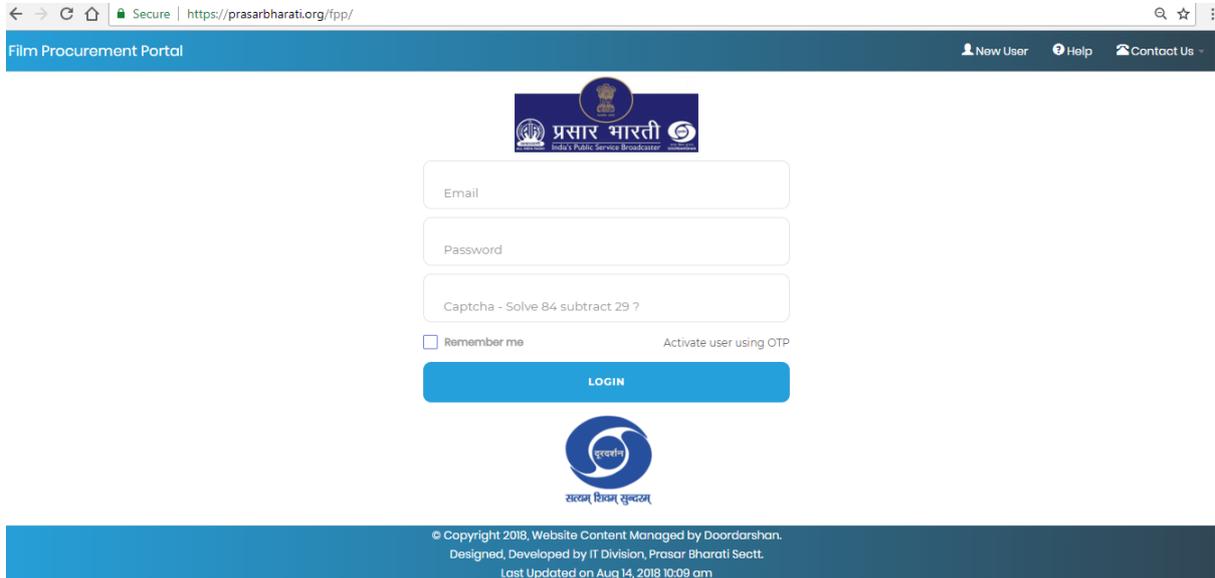


# Film Procurement Portal

## User Manual

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

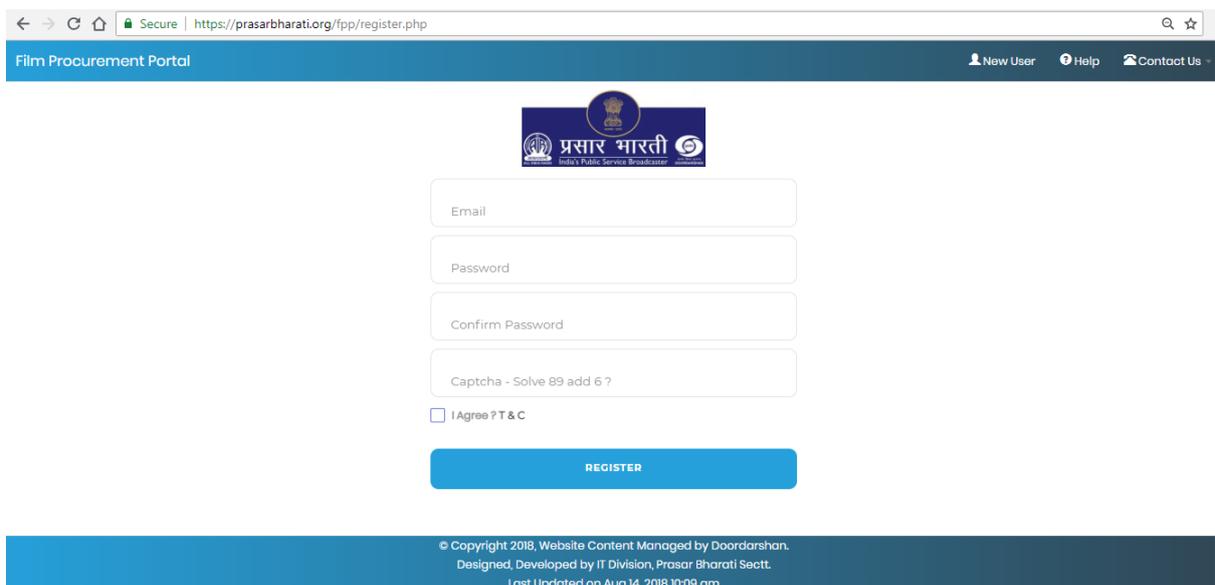


The screenshot shows the login page of the Film Procurement Portal. The browser address bar displays "Secure | https://prasarbharati.org/fpp/". The page header includes "Film Procurement Portal" and navigation links for "New User", "Help", and "Contact Us". The main content area features the Prasar Bharati 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.

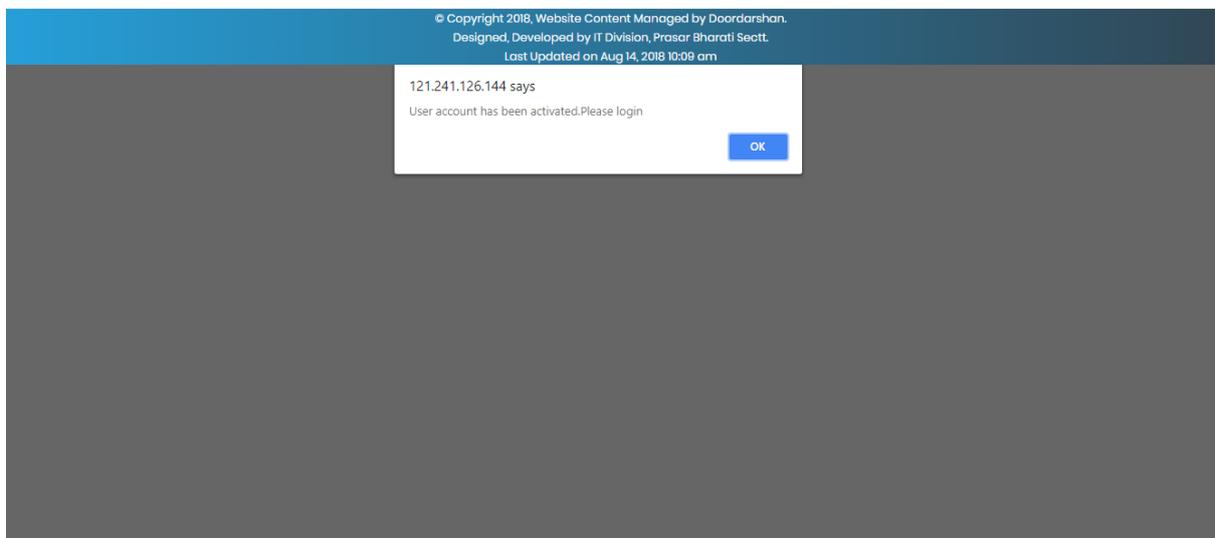


The screenshot shows the registration page of the Film Procurement Portal. The browser address bar displays "Secure | https://prasarbharati.org/fpp/register.php". The page header includes "Film Procurement Portal" and navigation links for "New User", "Help", and "Contact Us". The main content area features 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.



The screenshot shows a confirmation message box with the following text: '121.241.126.144 says User account has been activated. Please login'. There is an 'OK' button to the right of the message. The footer contains 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'.

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



Enter registered email to verify

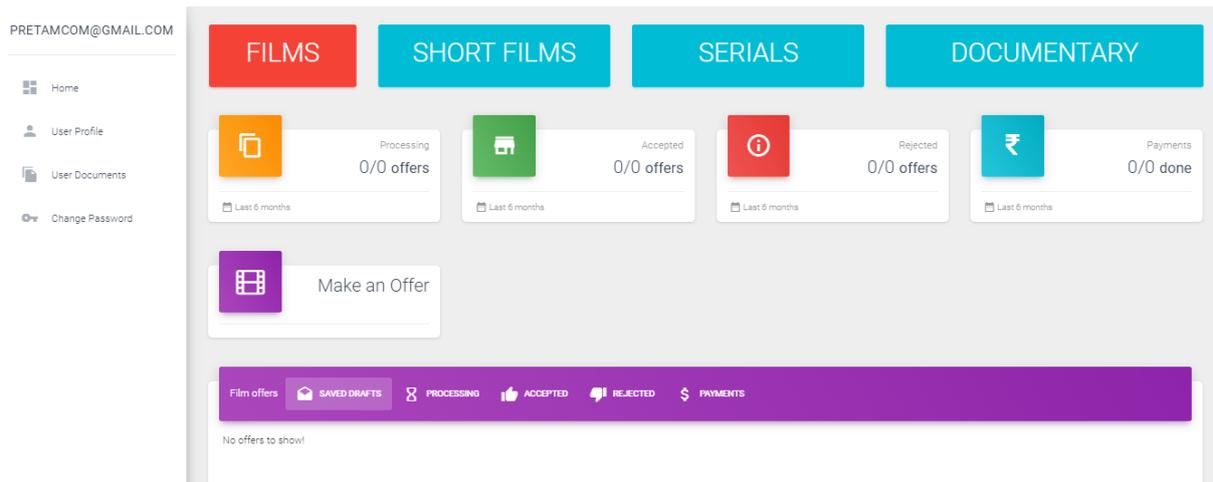
### B. Login:

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

 Remember me Activate user using OTP

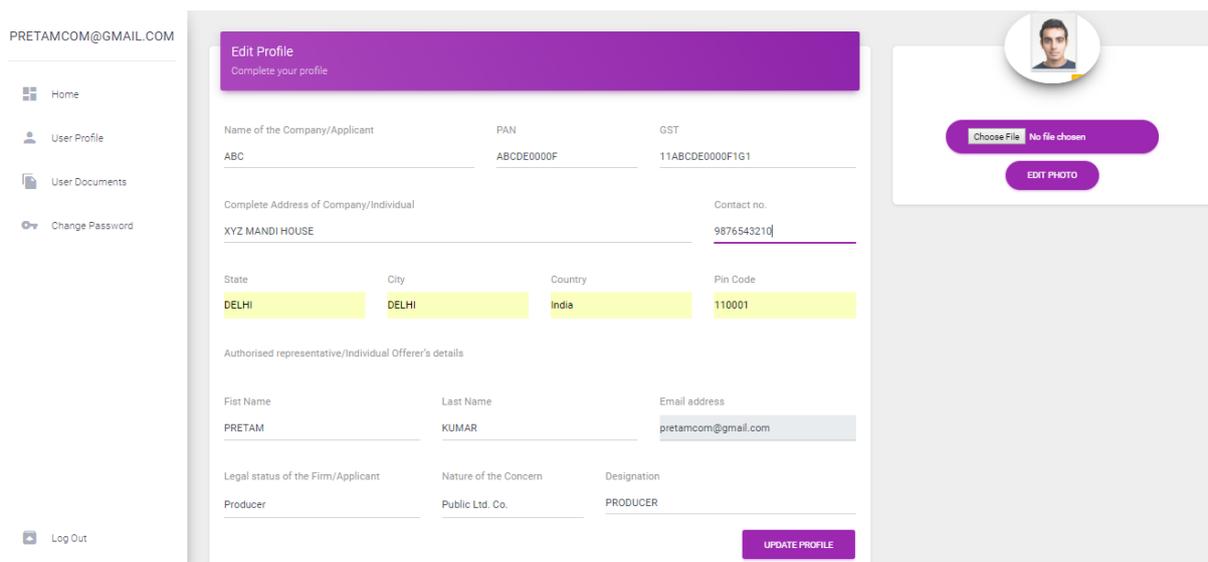
### C. Offerer Role:

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



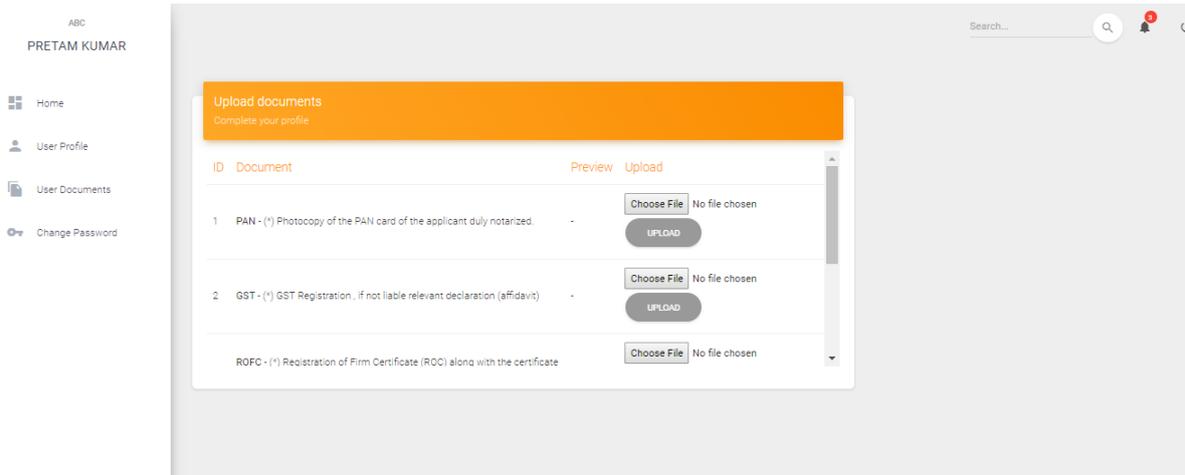
## I. User Profile:

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.



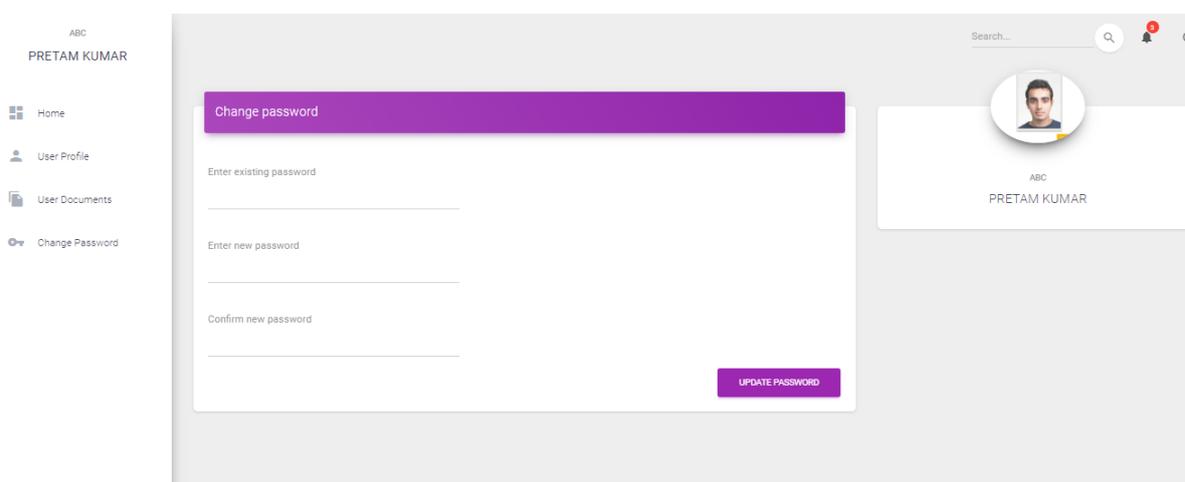
## II. User Documents:

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

- Home
- User Profile
- User Documents
- Change Password

---

ABC  
PRETAM KUMAR

- Home
- User Profile
- User Documents
- Change Password

APPLICANT DETAILS
FILM DETAILS
DOCUMENTS
PAYMENT
SUBMIT

Offer ID (\*) Required fields  
1229919

Film Name (\*) Name of the Director (\*) Name of the Producer (\*)  
XYZ SHIVKUMAR RAJKUMAR

Category (\*) Film type (\*) Specify the rights offered to Doordarshan (\*)  
U COLOR Both Satellite and Terrestrial

Film offered for (\*)

DD-1  
 DD-Kashir  
 Regional Channels

DD-Bharati  
 DD-UP  
 All above Terrestrial/Satellite channels

DD-Urdu  
 DD-MP  
 All above Terrestrial/Satellite channels

DD-India  
 DD-Rajasthan

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

Name of the original producer(s) (\*) Year of Production (\*) Date of Issue of Censor Certificate (\*)  
RAJKUMAR 2014 18-02-2015

Original Censor Certificate No. (\*) Duration of Film (in Minutes), with Cuts (\*) Duration of Film (in Minutes), without Cuts (\*)  
42FD423F34 200 220

Cast in respect of Major Roles

SHAAAN Role 2 Role 3

Name of the Music Director (\*)  
SHUBH

Is there any embargo of date or month on the telecast of the film on Doordarshan's Channel? NO

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

- Home
- User Profile
- User Documents
- Change Password

---

Log Out

APPLICANT DETAILS
FILM DETAILS
DOCUMENTS
PAYMENT
SUBMIT

Applicant documents

ID	Document	Preview	Upload
1	(*) Photocopy of the PAN card of the applicant duly notarized.	<a href="#">View</a>	<a href="#">Choose File</a> No file chosen <a href="#">UPLOAD</a>
2	(*) GST Registration , if not liable relevant declaration (affidavit)	-	<a href="#">Choose File</a> No file chosen <a href="#">UPLOAD</a>
(*) Declaration of Film Certificate (DNC) along with the certificate for release of the Film documents			
ID	Document	Preview	Upload
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.	-	<a href="#">Choose File</a> No file chosen <a href="#">UPLOAD</a>
2	(*) Indemnity Bond (duly notarized) on Rs. 100/- Stamp paper in the prescribed format.	-	<a href="#">Choose File</a> No file chosen <a href="#">UPLOAD</a>
Notarized copy of the certificate from the concerned Film Laboratory/Institution			

ABC  
PRETAM KUMAR

BACK
NEXT

- **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**.

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

- Home
- User Profile
- User Documents
- Change Password

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

- Home
- User Profile
- User Documents
- Change Password

Log Out

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

### Film details

Film Name (*) XYZ	Name of the Director (*) SHIVKUMAR	Name of the Producer (*) RAJKUMAR
Category (*) U	Film type (*) COLOR	Specify the rights offered to Doordarshan (*) BOTH

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
---	--------------------------------	---

Original Censor Certificate No. (*) 4320423234	Duration of Film (in Minutes), with Cuts (*) 500	Duration of Film (in Minutes), without Cuts (*) 500
---	---	--

ABC  
PRETAM KUMAR

- Home
- User Profile
- User Documents
- Change Password

Log Out

### 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

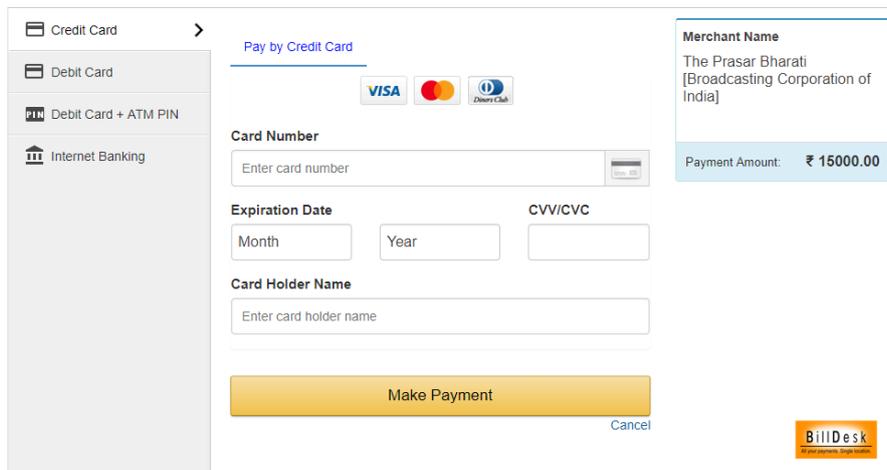
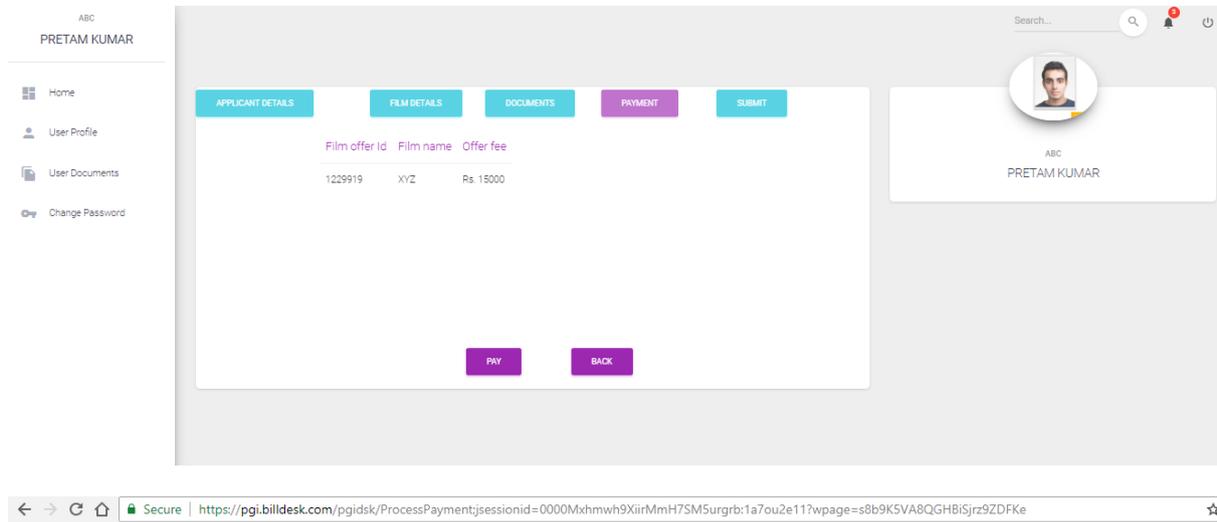
### Film documents

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.

S.no.	Offer ID	Film Name	Created on	Status	Action
1	1417928	Kahaani	Aug 07, 2018 01:05 am	Draft	<a href="#">✎</a> <a href="#">✖</a>
2	1249853	frog	Jul 09, 2018 12:10 am	Draft	<a href="#">✎</a> <a href="#">✖</a>
3	71587	efrts	Jul 09, 2018 12:06 am	Draft	<a href="#">✎</a> <a href="#">✖</a>
4	1625079	ewfrtw	May 22, 2018 12:45 am	Draft	<a href="#">✎</a> <a href="#">✖</a>

- 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.

- 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	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

- Home
- User Profile
- User Documents
- Change Password



XYZ CORP1  
Harvinder Singh

Offer ID (\*) Required fields  
98491

**Applicant details**

Company: XYZ.corp1    PAN: HGFHF7867    GST: 22AAAPL1234C1Z5

Company address: 3880/11 Kanihya Nagar    Contact no.: 9012345678

State: Delhi    City: Delhi    Country: INDIA    Pin Code: 110001

Authorized representative details

**Previous queries**

Query - 04 Jul, 2018

Addendum in Link Agreement is missing.

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	sfgsdfshg	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

- 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	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

- Home
- User Profile
- User Documents
- Change Password

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!