

# A Guide to Submitting A Proposal

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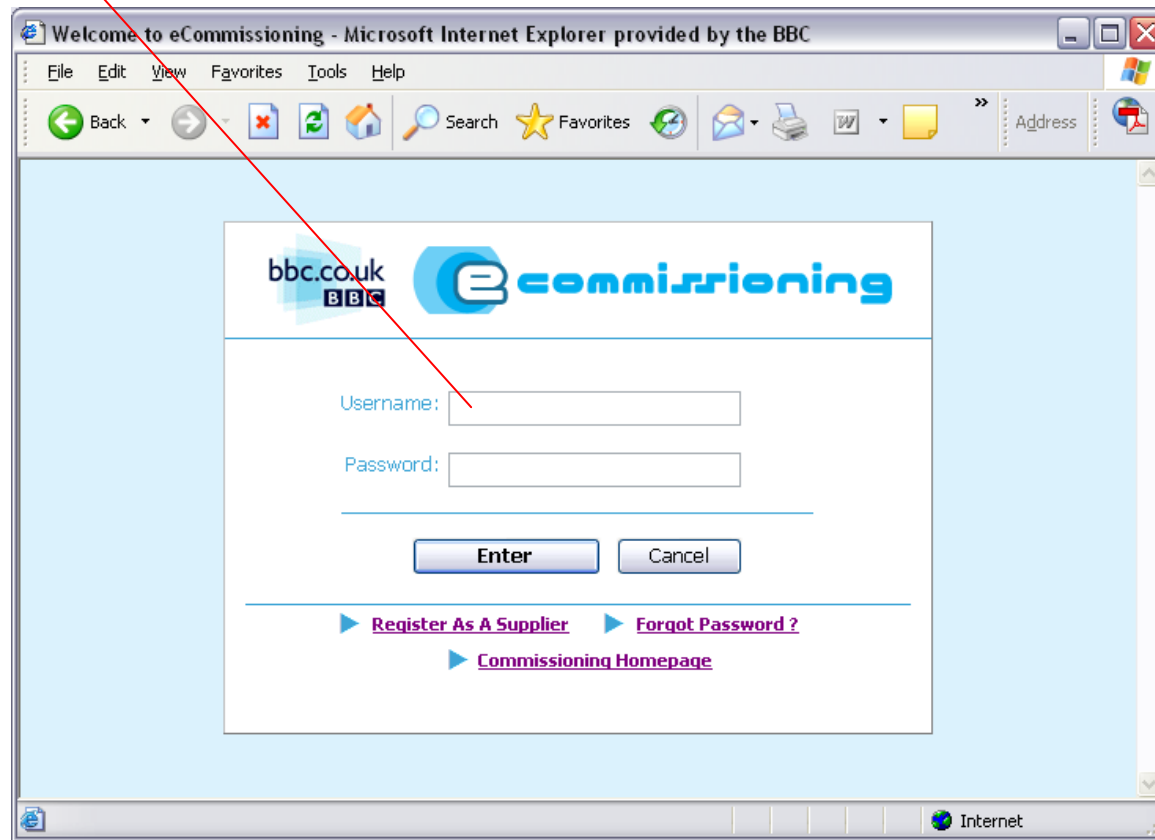
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# Finding the “Log Your Proposal” form

You can access the system at [www.bbc.co.uk/ecommissioning](http://www.bbc.co.uk/ecommissioning)

Enter your username and password – remembering that the password security settings are case sensitive:



The screenshot shows a Microsoft Internet Explorer browser window titled "Welcome to eCommissioning - Microsoft Internet Explorer provided by the BBC". The browser's address bar is empty. The main content area displays the eCommissioning login interface. At the top left of the page is the "bbc.co.uk BBC" logo, and to its right is the "eCommissioning" logo. Below the logos are two input fields: "Username:" and "Password:". Below the password field are two buttons: "Enter" and "Cancel". At the bottom of the page, there are three links: "Register As A Supplier", "Forgot Password?", and "Commissioning Homepage". A red arrow points from the text above to the "Username:" input field.

# Your To Do List

Clicking “To Do List” will take you to your To Do List of proposals. Draft proposals that you are currently working on will be listed here, as will proposals that have been returned by the BBC with the suggestion that you submit them to another commissioning team.

Clicking “Blank Forms” will take you to “Log Your Proposal” where you can submit a new proposal by clicking on the “Log Your Proposal” field.

Clicking “Admin” will take you to “My Proposal Status” where you can track the progress of your proposals. Company/Studio Account Administrators will have other options here

The screenshot shows a Microsoft Internet Explorer browser window displaying the BBC ecommissioning website. The address bar shows the URL: <http://212.58.251.228/ecommissioning/default.aspx>. The navigation bar includes links for 'To Do List', 'Watch List', 'Blank Forms', and 'Admin'. The main content area features the 'e commissioning' logo and a 'To Do List' section. A sidebar on the left contains 'To Do Filters'. The table below the 'To Do List' header has columns for ID, Subject, Updated, Stage, Priority, Deadline, and Message. The user is logged in as 'harry@212productions.co.uk' with a 'Logout' button. The footer contains links for 'About the BBC', 'Help', 'Terms of Use', and 'Privacy & Cookies Policy'.

# Starting A New Proposal Form

Clicking “Blank Forms” will take you to “Log Your Proposal” where you can submit a new proposal by clicking on the “Log Your Proposal” field. This field will turn **blue** when you direct your mouse-pointer over it – click it once to launch a new blank proposal form in a new window.

The screenshot shows a Microsoft Internet Explorer browser window displaying the BBC eCommissioning website. The address bar shows the URL <https://ssl.bbc.co.uk/eCommissioning/default.aspx>. The website header includes the BBC logo and the text "eCommissioning". A navigation menu at the top contains "To Do List", "Watch List", "Blank Forms" (which is highlighted), and "Admin". A search bar is located to the right of the navigation menu. The main content area is titled "Blank Forms" and displays a table with one entry. The user is logged in as "e-commissioningregistratorteam@bbc.co.uk" and a "Logout" button is visible.

Map	Action	Description
	<b>Log Your Proposal</b>	Submit a proposal created by yourself or your organisation.

# Completing the Proposal Form

Submitting a proposal is a three-stage process. It has been designed this way so that you have the opportunity to build up the detail of a proposal over time before submitting it. The three stages are:

1. Completing the proposal form and saving it
2. Having an opportunity to amend, delete or save the proposal (to work on it again later)
3. Submitting the Proposal

The process should be fairly intuitive. However here are some key features – **mandatory fields are outlined in red on the form and are shown red below. You should save your form frequently. \*It's recommended that you do so every 10-15 minutes.**

- The system will recognise you from your login
- Enter the **title** of your proposal
- Select the **genre** and **commissioning team**. This automatically routes the proposal to the right destination once submitted
- Select the **service** which the proposal is for, it can be a combination of platforms
- The **Summary** should be short & snappy like a Radio Times billing (40 words max)
- The **Pitch** is where you can explain your full programme proposal (500 words max)

It's recommended that you save your form regularly after entering some text in the mandatory fields. After the initial save, you can return to the form at any time before submission by using the 'Amend proposal' button.

http://212.58.251.242 - SWIFT - Microsoft Internet Explorer provided by t...

Proposal Submission

bbc.co.uk  
BBC

**e**commissioning

Supplier: 212 Productions  
Owner: John Smith

This page will time-out after 30 minutes. Save any changes within this time. You can amend your proposal at any time.

Proposal Title (Mandatory fields are outlined in RED)  
Great British Menu: GB v France

Submitting Your Proposal  
Choose the Genre Team  
Entertainment

Choose the Commissioning Team to Receive Your Proposal  
Elaine Bedell (Controller - Entertainment Commissioning)

Which services do you envisage your proposal working across ?  
Suggested channel / slot  
 Linear TV  Interactive TV  Web/Broadband  Mobile

Details Of Your Proposal  
Summary (40 word maximum - avoiding custom characters such as bullet points)  
Now a second series of great British Menu on BBC TWO sets out to test ancient rivalries between Britain and France in the run-up to Christmas 2009.

Pitch (500 word maximum - avoiding custom characters such as bullet points)  
The series aims to see whether the best of British can achieve a culinary entente cordiale in Paris, the heart of the nation traditionally associated with world supremacy in haute cuisine.  
The British Ambassador, Sir Peter Westmacott, and his wife, Susie, will host an exclusive dinner at the climax of

Delivery: Autumn 2009  
Price (In-House) or Tariff Range (Independent): FL2 £40k - £100k

Number of Episodes: 6  
Duration: 30

On-screen Talent: Nick Nairn, Marcus Wareing, Richard Corrigan

Production talent: Executive producer: John Smith

Print Draft Copy  
Cancel  
Save and Close

Done  
Internet

# Completing the Proposal Form

Writer and Writer's Agent only apply to Drama, Comedy, CBBC and CBeebies proposals

**USP:** You can tell us a little about how the proposal will work for our audience across platforms

This field applies to Current Affairs proposals only and is greyed out for other genres. For Current Affairs we want you to explain why the proposal should be Current Affairs rather than another factual genre

Detail the age-range and animation type for CBBC or CBeebies animation proposals (mandatory for these genres)

Is this a regional production? If it is, it must satisfy 2 of the 3 criteria

This is useful to explain previous conversations (e.g. if you have been talking to a particular Exec Editor about the project)

You can add 1 attachment but try to avoid including your proposal synopsis just as an attachment

You can also indicate if you are sending supporting material by post (e.g. tapes or DVDs)

If your proposal is topical (e.g. related to a news event) then tick this box

**You must tick to accept the Terms & Conditions**

You can record private notes here. These are not sent with your proposal

Finally click the 'Save and Close' button.

http://212.58.251.242 - SWIFT - Microsoft Internet Explorer provided by...

Proposal Submission

Richard Corrigan

Writer

Writer's Agent

USP: How does this serve our audiences across our channels & services (including multi-platform potential)?

Aimed at BBC TWO early evening, the series would be supported by a website with menus, cooking tips to view.

Current Affairs Proposition

Highlight any Rights Issues or Restrictions

None

For CBBC or CBeebies Animation: Age Range Animation Type

Will this proposal qualify for regional production under Ofcom Criteria? Yes

If so, which 2 of 3 criteria?  Substantive Production Base  70% Production Budget  50% Production Talent

Notes to the Commissioning Team (noting previous conversations, materials supplied, etc. 100 words max)

Discussed with Jay on Monday 4th, submitted with detail mentioned

Describe how your proposal will meet our diversity commitment on and off-screen (200 words maximum)

Filmed around the UK using a diverse cast and contestant list

Tick if you are  including an attachment (click to add an attachment)  sending supporting material by post (give details in Notes box above)

Comedy require scripts at the initial proposal stage and attachment of a script or sample of writing is mandatory. Drama is happy to look at scripts if available but these are not mandatory. Other genres do not encourage the sending of additional material online. One file can be attached with most common file formats up to 3Mb. accepted Material can not be accepted by post unless specifically requested

Proposal is topical or related to a news-event

Tick to confirm acceptance of our [terms and conditions](#) [PDF, 43kb, PDF files are viewable by Adobe Acrobat reader, available [here](#)].

Private Notes (these will not be sent with the proposal)

Print Draft Copy

Cancel

Save and Close

Done

Internet

# Adding An Attachment

You can include **1** attachment with your proposal up to **3mb** in size

Tick the <checkbox> including an attachment

Then roll your mouse pointer over the folder icon until it turns into a hand symbol to click and upload your attachment

## Attaching Your Logo

- ❖ Attach your file by clicking the clipboard icon
- ❖ This screen will popup:
- ❖ Click <Browse> to find your file on your own computer file structure
- ❖ Click <Upload> to attach the file
- ❖ The file will be submitted when you click the upload button
- ❖ You can check the file has been attached by hovering over the clipboard icon, which will display the filename of your document

## Acceptable File Formats

As well as accepting typical script formats we can accept:

**Text Formats:** .doc .rtf .txt

**Image Formats** .jpg .gif .tif

**Movie Formats** .avi .mov

**Zip Files** (if you want to send multiple attachments you can zip them into one file)

Tick if you are  including an attachment



(click to add an attachment)

Document Reference

Select a file

12.jpg Browse...

Cancel Upload

# Sending Supporting Material By Post

Due to the volume of proposals we receive, we don't encourage the sending of supporting materials by post but realise that, on occasion it might be necessary.

If you are sending supporting materials by post then ensure you tick the tick-box on the proposal form.

sending supporting material by post

We need to tie up your electronic proposal with the materials you send – **so ensure that you send the proposal title, reference number and genre with any materials you send.**

In order to help you, we'll send you all this information in your acknowledgement email.

## Typical Acknowledgement Email

Dear Harry,

Re: Proposal Title "Living with the Animals"

Thank you for sending your proposal for the above project to Charlotte Moore.

The project has now been logged on our database with reference 00000092.

Charlotte Moore or one of their team will be in touch with you shortly. Thank you for thinking of the BBC with your proposal.

Kind regards,

Harry Smithers

Proposal Co-Ordinator, Documentaries

**Instructions For Sending Supporting Materials By Post:**

**You have indicated that you want to send additional materials by post.**

**Please include the following information:**

**Proposal Title "Living with the Animals"**

**Reference: "00000092"**

**Genre "Documentaries"**

**with any supporting materials that you send us by post.**

**Go to: <http://www.bbc.co.uk/commissioning/whos-who/tv/> to find the postal address to which you should submit materials.**

# Amending, Sending or Deleting Your Proposal

You can amend the proposal, start the submission process or delete the proposal. You can amend the proposal as often as you want before submission:

http://212.58.251.242 - SWIFT - Microsoft Internet Explorer provided by th...

Proposal Submission

bbc.co.uk  
BBC

**e commissioning**

Supplier: 212 Productions      Owner: John Smith

**This page will time-out after 30 minutes. Save any changes within this time. You can amend your proposal at any time.**

Proposal Title (Mandatory fields are outlined in RED)  
Great British Menu: GB v France      Print Proposal

Submitting Your Proposal  
Choose the Genre Team  
Entertainment

Choose the Commissioning Team to Receive Your Proposal      Related Event  
Elaine Bedell (Controller - Entertainment Commissioning)     

Which services do you envisage your proposal working across ?  
Suggested channel / slot  
 Linear TV      BBC2 Early evening       Interactive TV       Web/Broadband       Mobile

Details Of Your Proposal

Amend Proposal      Send to BBC Commissioning Team      Delete Proposal      Close

Done      Internet

**NB - These buttons will not be available until you have saved the proposal for the first time**

You can amend the proposal as often as you want by unlocking the saved proposal for editing

This starts the submission process

This deletes your proposal without submitting it. You will not be able to retrieve it once deleted

This closes the screen and saves the proposal in Your To Do List

# Printing/Submitting Your Proposal

You will have a final opportunity to print the final proposal before you send it. This creates a Microsoft Word document which you can save and print. You can also access the proposal in this format at any time after submission within the 'Admin' section of your account in the 'My Proposals Status' and 'My Company Proposals' forms (company admin users only).

http://212.58.251.228 - SWIFT - Microsoft Internet Explorer provided by the BBC

Send Proposal

bbc.co.uk  
BBC

**e** **commissioning**

Please review your proposal before submitting it to the BBC.  
Press button on the right to open your proposal in Word and print it.  
Cancel this form and go to Amend Proposal action if you want to make any changes.

Print Proposal

Proposal Title  
Great British Menu: GB v France

Submitting Your Proposal  
Choose the Genre Team  
Daytime

Choose the Commissioning Team to Receive Your Proposal  
Jay Hunt (Controller - Daytime)

Related Event  
Christmas

Cancel Save and Close

Done Internet

**Clicking <Save and Close> submits your proposal and automatically routes it to the right person in the commissioning team you have selected**

# Checking Your Proposal

If you haven't submitted the proposal then it will be in your To Do List. You can amend it or submit it at any time by clicking it

The screenshot shows the 'To Do List' page in the BBC eCommissioning system. The page is viewed in Microsoft Internet Explorer. The browser's address bar shows the URL: <http://212.58.251.228/eCommissioning/default.aspx>. The page header includes the BBC logo and the 'eCommissioning' branding. A navigation bar contains links for 'To Do List', 'Watch List', 'Blank Forms', and 'Admin', along with a search box. The main content area is titled 'To Do List' and indicates the user is logged in as 'harry@212productions.co.uk' with a 'Logout' button. Below the title, there are navigation controls for the list, including 'Page 1' and '( 1 page / 1 folder )'. A table displays the list of items, with one item highlighted by a red box:

ID	Subject	Updated	Stage	Priority	Deadline	Message
3 00000130	212 Productions Ltd - Great British Menu: GB v France	28/03/07 21:49	Draft Proposals	3		Proposal logged

At the bottom of the page, there is a footer with links for 'About the BBC', 'Help', 'Terms of Use', and 'Privacy & Cookies Policy'. The browser's status bar at the bottom shows 'Done' and 'Internet'.

# Tracking Your Proposals

In Admin you will see the option “My Proposal Status”. If you click on this form, you will then see a summary of your **active proposals** submitted together with a status update. If you wish to display all the proposals you have submitted, including any past declined and archived offers, select the ‘**Display all proposals (including your archived offers)**’ button.

If you have lots of proposals then you can sort them by clicking on the column of the field by which you wish to sort e.g. if you wish to sort by reference then click on “Reference”

If you click on the proposal you will be able to open it and see what you saved.

The statuses that we use are:

- ❖ Draft Proposal
- ❖ Proposal Acknowledged
- ❖ Under Discussion
- ❖ Proposal Development
- ❖ In Contractual Negotiation
- ❖ Commissioned (Contracted)
- ❖ Proposal Rejected
- ❖ Proposal Withdrawn

NB – if a proposal is showing Draft Proposal as its Current Status, then it **has not been submitted to the BBC and it is still on your account as a draft.**

If you are the company/studio Account Administrator then you will have an additional form “My Company Proposal Status” which shows you the status of the proposals submitted by all the users in your company/studio.

\* Proposals are archived 30 days after they have been withdrawn, rejected or deleted, to view archived proposals click the ‘**Display all proposals (including your archived offers)**’ button.

The screenshot shows the 'My Proposal Status' page in a Microsoft Internet Explorer browser. The page title is 'My Proposal Status' and the URL is 'http://212.58.251.242/eCommissioning/folder.aspx?SWIFT\_Engine=http%3a%2f%2flocalhost%2f5WIFT.Ework6%2fdefault.aspx&SWIFT\_Fol'. The page features the BBC and eCommissioning logos. Below the logos, there are two radio buttons: 'Display active proposals (non-archived)' (selected) and 'Display all proposals (including your archived offers)'. A note states: 'Please note proposals are archived 30 days after they have been withdrawn, rejected or deleted. Any proposal showing "Draft Proposal" as its status has not yet been submitted to the BBC.' Below the note is a table with the following data:

Title	Reference	Submitted	Submitted to	Current St	Indie Exe
test CBBC wording v3	00056008			Draft Prop	
test presence of 'reje...	00056013	28/01/11	Martin Davidson	In Contractual Negotiation	Cassian Harrison
test2 TL13 - ali pugh ...	00056012	28/01/11	Polly Hill	Proposal Development	Polly Hill
time out test session ...	00055998			Draft Proposal	
TL1 test Entertainment...	00056014	30/01/11	Mark Linsey	In Further Development - owner Gilly Hall	Gilly Hall
tl16ba and b testing C...	00055999			Draft Proposal	
TL26 - testing ability...	00056016			Draft Proposal	

At the bottom of the page, there are buttons for 'Print Draft Copy', 'Cancel', and 'Save and Close'. The browser status bar shows 'javascript:void(0);' and 'Internet'.

# Optimising Your Proposal

One of the features for commissioning teams using e-Commissioning is that they can search and filter proposals easily (see search screen →)

They can search the Proposal, On-Screen Talent, Production Talent and Writer Fields for key words e.g. If your pitch text says merely “A Guide to Weather Systems” we may not find it if we search for “hurricane” so always make the pitch field as rich as possible e.g. “A guide to the world’s weather systems focusing on hurricanes, cyclones, tropical storms and tsunamis” would enable us to search for and find your proposal in this example.

Try to avoid adding your pitch just as an attachment, as we can’t search attachments and so may not find your proposal in the example above.

If you have an existing proposal that you are attaching always (as a minimum) copy key content into the Pitch field to enable us to search as above.

The screenshot shows a web browser window titled "SWIFT - Microsoft Internet Explorer provided by the BBC". The page is titled "Proposal Search" and features the "bbc.co.uk Commissioning" logo. The search interface includes several input fields and filters:

- Genre:** A dropdown menu.
- Title:** A text input field.
- Synopsis:** A large text input field.
- Writer:** A text input field.
- On Screen Talent:** A text input field.
- Key Talent:** A dropdown menu.
- Project Owner/Exec:** A text input field.
- Process Stage:** A dropdown menu.
- Filters:** Checkboxes for "InHouse" (checked), "Archive and Dormant" (unchecked), and "Indie" (checked).
- Buttons:** "Clear Filter" and "Search".

Below the search fields is a table with the following structure:

Page 1 of 1				
Ref	Commissioner	Title	Status	Company

At the bottom of the page, there are three buttons: "Print Draft Copy", "Cancel", and "Submit".

# Submitting a Multiplatform or Teens proposal

We reflect the genre-based commissioning structure within e-Commissioning and this applies to both online content and teens proposals. All ideas whether linear; online content; a combination of the two; or for our teens portfolio, are commissioned by the genre Controller or genre Commissioning Editor.

## To submit a online content proposal:

- select the relevant genre i.e. if an online Docs based proposition, send to Documentaries; or if an interactive game show idea send to Entertainment.
- choose the relevant team to whom you wish to submit your idea i.e. Charlotte Moore Moore – Documentaries; Mark Linsey – Entertainment
  - if the linear box is selected, then your proposal will be routed to a linear Exec. (The idea will still be shared with the MP Exec but in most cases will be "owned" by the Linear Exec.)
  - if the linear box isn't selected and any of the 3 online boxes are, (Interactive TV, Web/Broadband or Mobile) then your idea will be sent to the relevant online content Exec.

## To submit a Teens proposal:

- select the relevant genre i.e. if a Factual Features proposition, send to Factual Features; or if a chat show idea send to Entertainment.
- choose the relevant team to receive your idea i.e. Mark Linsey – Entertainment; Harry Lansdown – BBC THREE Features, Formats & Specialist Factual
- the Commissioners have appointed specific Execs to manage teens ideas and these are below. The proposal will automatically be sent to the relevant Exec:
  - Karl Warner – Entertainment & Music
  - Harry Lansdown – Features, Formats & Specialist Factual
  - Maxine Watson - Documentaries

# Having problems?

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## Viewing the site:

To allow the site to function correctly

- Your security software must be set to identify <https://ssl.bbc.co.uk/ecommissioning/> as a trusted site
- Pop-Ups must be enabled at all levels i.e. on the internet browser and on any additional toolbars which may be installed such as Google, Yahoo or MSN toolbars.

## Proposal submission

There are some common scenarios, **ALL included in this User Guide and noted on the form**, which do not allow the proposal submission form to save correctly.

Have you:

- completed all the mandatory fields?
- had the form open for longer than 3 hours without saving the form? The nature of the internet means that some users internet connections "timeout". You can Save & Close and return to your proposal before submitting it.
- copied & pasted bullet points from Word or entered any non-standard characters into any field?
- attached a file which is larger than 3mb?
- attached more than one attachment?
- attached an unsupported file type.

## Not receiving emails?

- Are emails from the system being "quarantined" in your junk mail or spam filter? You should ensure that the system email address: [ecomm.system@bbc.co.uk](mailto:ecomm.system@bbc.co.uk) is a trusted sender in your email account settings.