

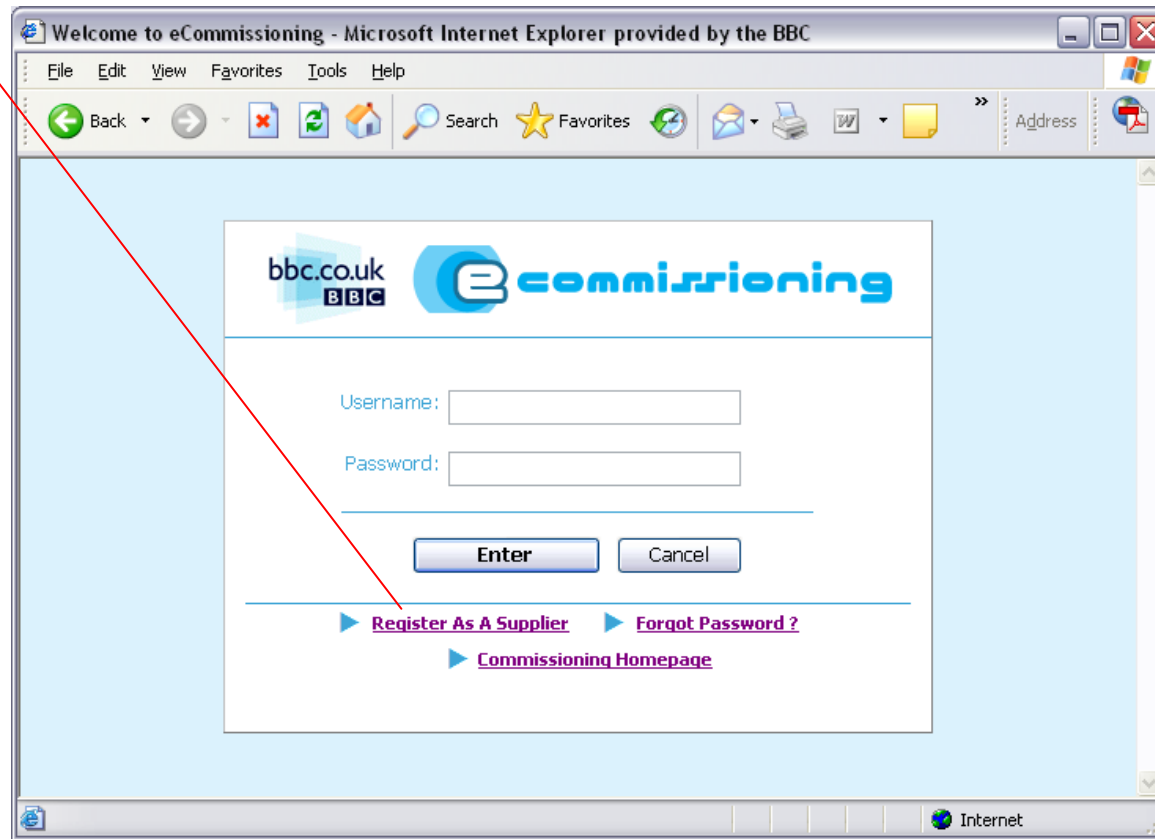
A Guide to the Supplier Registration Process

Updated July 2009

Finding the Supplier Registration form

You can access the system at www.bbc.co.uk/ecommissioning

Click on the link to “Register As A Supplier”. A new form will open for you to complete your details



Registering As A Supplier

- ❖ Complete the web-form.
- ❖ Note that mandatory fields are outlined in RED.
- ❖ You are registering on behalf of your company.

- ❖ Complete your name and address details

- ❖ In the profile section please tell us a little about you. **This is vital for the registration and commissioning teams who perhaps haven't worked with your before.** Typically it might be similar to the "About Us" text you have on your website.

- ❖ These fields help us track down if we've been working with your company before (maybe under a previous company name)

- ❖ You can attach a company logo (112 pixels by 112 pixels). This will display on the proposal that the commissioning teams views (see overleaf)

- ❖ If you tick this box then we will add you to our mailing list for regular updates on appointments, commissioning opportunities and a regular newsletter

- ❖ Finally, tick to accept our terms and conditions which are available for you to check in a PDF

The screenshot shows the 'Registration Request' form on the BBC e-commissioning website. The form is titled 'Registration Request' and includes the following fields and sections:

- Full Name (Mandatory fields are outlined in RED):** Harry Smithson
- Company Name:** 212 Productions Ltd
- Address:** 212 Smith Street, Chelsea
- City:** London
- Postcode:** SW3 5RJ
- Country:** United Kingdom
- Region where you are based:** London
- The company was previously known as:** Smithson Productions
- Supplier Type:** Qualifying Independent
- Company URL:** www.212productions.co.uk
- Email Address:** harry@212productions.co.uk
- Phone Number:** 020 1234 5678
- Fax Number:** (empty)

The form also includes a 'Profile' section with a text area for 'You can supply us with a short company profile including relevant history and experience. This will be viewable by BBC commissioning teams assessing your proposal.' The text in this area reads: '212 Productions was setup in 2003 and has been expanding rapidly into new genres and new media ever since. Currently we have 3 productions in development for Channel 4 and have two series in production for C5 including our new drama "It's Harry". Working across all media, we have specialist expertise in animation and game design.'

At the bottom of the form, there are several checkboxes and a 'Click to Upload' button for a company logo. The checkboxes are:

- if you have previously been commissioned to produce a network or local TV programme for the BBC
- if you are already registered on the new media Approved Supplier List
- if you wish to receive email communication from the BBC about commissioning

Below the checkboxes, there is a section for 'The Account Administrator' and a final checkbox: Tick to confirm acceptance of our [terms and conditions](#) [PDF, 43kb, PDF files are viewable by Adobe Acrobat reader, available [here](#)] on behalf of and with the authority of your company.

The form ends with a 'Cancel' button and a 'Save and Close' button.


Attaching A Logo

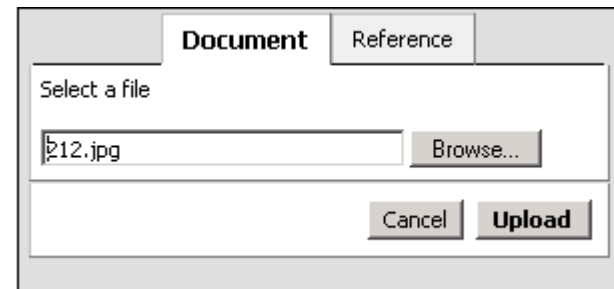
- ❖ You can attach your company logo when you register as a supplier .
- ❖ The logo will automatically appear on any proposal you submit in order to “personalise” it for the commissioning teams.
- ❖ The commissioning team will also be able to see your address, profile information and logo.
- ❖ This is useful if they have never worked with you before so that they can find out about you and also how to contact you if necessary.

File Format

- ❖ We can only accept JPG files with extension .jpg - the image should be 112 x 112 pixels.
- ❖ Images larger than this will be re-sized automatically and may appear distorted.
- ❖ Other image file formats (e.g. GIF, PSD, TIF or BMP formats), files over 15Kb or other file formats (e.g. DOC, TXT and XLS) cannot be accepted and will be disregarded if attached.

Attaching Your Logo

- ❖ Attach you logo by clicking this icon  This screen will popup:
- ❖ Click “Browse” to find your file on your own computer file structure
- ❖ Click “Upload” to attach the file
- ❖ The image file will be submitted when you click the final “Save and Close” on the bottom of your application



Default Logo

- ❖ If you don't attach a logo then the system automatically defaults to this logo:
- ❖ If, for some reason, the logo you supply is not appropriate then the system will also default to this logo:



What Happens Next ?

Once you press <Save and Close>, the BBC will receive your request for registration and start to consider it.

- ❖ If your request for registration has been submitted successfully and received by the BBC you will receive an automated acknowledgement email from ecomms.system@bbc.co.uk This email should arrive within a few minutes of submission and if you haven't been sent this, we haven't received the application.
- ❖ Due to the nature of the internet, the form shouldn't be open for any longer than 30 mins as connection can be lost. Submission can also be affected if a larger than specified logo is attached (15kb limit) You can also copy into the company profile any information relating to your registration request, to save you time typing in the 'live' registration form.

What the BBC Does with Your Registration Request

- ❖ We check to ensure that you are a company or a member of the industry invited to register by a Commissioner and not a member of the public
- ❖ We check to ensure that the same company hasn't registered twice by mistake

After these basic checks we will get in touch to update you:

- ❖ If approved, we will send you separate emails with your username and password. This will be sent to the email address you put on the form so do ensure that this is correct. We send separate emails for security reasons as the username and password should never be sent in the same mail in case of interception.
- ❖ If for some reason, we can't approve your registration, we will again advise you by email.

When you next login:

- ❖ You can login at www.bbc.co.uk/ecommissioning
- ❖ The first time you login you will need to reset your password.
- ❖ Your new password must have a minimum of 7 characters and contain a number or symbol.
- ❖ Symbols include the following: \d!"@#\$%&+=^'?*}{()<>\/^"€- (typically SHIFT 1-9) but exclude `~!_[];:-|. ,

What You See When You Login

Click on ADMIN in the Top Grey Toolbar

Your username will be here

Logout here

bbc.co.uk To Do List Watch List Blank Forms Admin Search

bbc.co.uk **e**commissioning

Admin Forms
Forms (4)

Admin Forms

You are currently logged in as **harry@212productions.co.uk** Logout

Page 1 (1 page / 4 forms)

Map	Action	Description
eCommissioning Management	My Proposals Status	Display status of your submitted proposals
Registration Management	Manage Company Profile	Update your company's details and profile information.
Registration Management	Manage Company Users	Add, Delete or Modify BBC e-Commissioning Users in your company
Registration Management	Replace Account Administrator	Change the BBC eCommissioning Account Administrator in your company.

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In the ADMIN section when you login you will see FOUR forms:

- ❖ **My Proposals Status** will let you track the status of proposals you have submitted. Currently it should be empty
- ❖ **Manage Company Profile** allows you to update your company's details e.g. if you change address, logo or phone number.
- ❖ **Manage Company Users** allows you to add other users in your company who will have the right to submit proposals on the company's behalf. You can also amend or suspend users as well as resetting their password by email if they forget it.
As the Account Administrator for your company you are responsible for ensuring the accuracy of this list of users, so if for example, a user leaves your company then you should remember to suspend them as a user from the system.
- ❖ **Replace Account Administrator** allows you to nominate someone to take over from you as your Account Administrator

Manage Company Profile

- ❖ You can update any of your address information and also update your company profile to ensure we have the latest news about your company.

bbc.co.uk
e**commissioning**
administration

Update Your Company Information & Profile

Company Name
212 Productions Ltd

Phone Number 020 1234 5678 **Fax Number** 020 1234 6789

Address
212 Smith Street
Chelsea

City London **Postcode** SW3 5RJ

Country United Kingdom

Region where you are based London

The company was previously known as
Smithson Productions

Company URL
www.212productions.co.uk

You can supply us with a short company profile including relevant history and experience. This will be viewable by BBC commissioning teams assessing your proposal

212 Productions was setup in 2003 and has been expanding rapidly into new genres and new media ever since.

Currently we have 3 productions in development for Channel 4 and have two series in production for C5 including our new drama "It's Harry".

Working across all media, we have specialist expertise in animation and game design and NOW in interactive TV

Click to upload

You may attach your company logo. Your proposal will automatically feature this when viewed by BBC commissioning teams. The image (in JPEG format, .jpg extension only) should be 112x112 pixels. Larger images will be automatically resized and may appear distorted. Note we can only accept image files of size up to 15Kb.

(new logo will be visible when you open this form next time)

if you have previously been commissioned to produce a network or local TV programme for the BBC

if you are already registered on the new media Approved Supplier List

if you wish to receive email communication from the BBC about commissioning

Print Draft Copy Cancel Save and Close

Done Internet

- ❖ The logo you attached should also display on the page. If you didn't attach a logo then the default logo will be displayed

- ❖ If your company logos changes then you can update this too. The new logo that you upload will be visible next time you open the form

- ❖ Click "Save and Close" to save your changes

Manage Company Users: What The Screen Means

Your company details

Number of Users

Your name and email

Company Name: 212 Productions Ltd

Total users: 1

These users are authorised to access the BBC's e-Commissioning system (status A - Active, S - Suspended)

Page 1 of 1

Full Name	Job Title	e-Mail Address	Admin	Status
Harry Smithson		harry@212productions.co.uk	Y	A

Add New User

Selected User

Full name:

Phone number:

Job Title:

Fax number:

e-Mail Address:

Mobile number:

Print Draft Copy Cancel Save and Close

Y=you are Account Administrator

A= Active S=Suspended

Manage Company Users – Adding A User

Click “Add New User”

Insert details of the new user. Mandatory fields are outlined in RED

Manage Company Users

bbc.co.uk
BBC

ecommissioning
administration

Company Name: 212 Productions Ltd Total users: 1

These users are authorised to access the BBC's e-Commissioning system (status A - Active, S - Suspended)

Page 1 of 1

Full Name	Job Title	e-Mail Address	Admin	Status
Harry Smithson		harry@212productions.co.uk	Y	A

Add New User

Selected User

Full name: Phone number:

Job Title: Fax number:

e-Mail Address: Mobile number:

New users are deemed to have accepted the system [terms and conditions](#)
[PDF, 43Kb, available by Adobe Acrobat Reader available free [here](#)]

Print Draft Copy Cancel

“Save” and a note about our terms and conditions will appear when you have completed the mandatory fields

Click “Save” to add the User.

Then click “Save and Close” to close the screen.

The user will be sent a username and password to login to the system.

Manage Company Users – Adding A User

You will see that the new user has been added to the list of users and the number of total users has increased.

Manage Company Users

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BBC

ecommissioning
administration

Company Name: 212 Productions Ltd Total users: 2

These users are authorised to access the BBC's e-Commissioning system (status A - Active, S - Suspended)

Page 1 of 1

Full Name	Job Title	e-Mail Address	Admin	Status
Harry Smithson		harry@212productions.co.uk	Y	A
Billy Smart	Head of Development	billy@212productions.co.uk	N	A

Add New User

Selected User

Full name:

Job Title:

e-Mail Address:

Phone number:

Fax number:

Mobile number:

Print Draft Copy Cancel Save and Close

Done Internet

The User you have added shows as "N" for not being Account Administrator for your company.

Manage Company Users – Further Functionality

- ❖ If you return to “Manage Company Users”
- ❖ Select a User by clicking on them in the displayed list. Their details will display at the bottom

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administration

Company Name: 212 Productions Ltd
Total users: 2

These users are authorised to access the BBC's e-Commissioning system (status A - Active, S - Suspended)

Page 1 of 1

Full Name	Job Title	e-Mail Address	Admin	Status
Harry Smithson		harry@212productions.co.uk	Y	A
Billy Smart	Head of Development	billy@212productions.co.uk	N	A

Add New User

Selected User: Billy Smart

Full name: Billy Smart
Job Title: Head of Development
e-Mail Address: billy@212productions.co.uk

Phone number: 020 1234 5678
Fax number:
Mobile number:

Buttons: Reset Password, Suspend, Save

Print Draft Copy | Cancel | Save and Close

Password Reset

- ❖ You can “Reset Password” for a User if they forget it.
- ❖ This will send them a new password by email.

Suspending Users

- ❖ You will have the option to “Suspend” a user (if, for example, if they have left your company)
- ❖ They will still appear in your user-list but their status will be set to “S”
- ❖ You will have the option to re-activate that user again
- ❖ They will be sent a new password and their status will be reset to “A”

Changing Details

- ❖ You can amend their information and choose “Save” to update it

Click “Save and Close” to close the screen

Replace Account Administrator

- ❖ If you have already added another User then it is also possible to nominate them as the new Account Administrator for your company (to replace you).
- ❖ The list of Users will not include you but show all other users.
- ❖ Select the User you want to nominate by clicking on them. Their details will display at the bottom of the screen.
- ❖ Press “Save and Close” to confirm the new administrator. In doing so, you will transfer your rights to manage company profile and users to them.

bbc.co.uk
BBC

e **commissioning**
administration

Company Name: 212 Productions Ltd Total users: 2

You can nominate one of these active users to replace you as Account Administrator.

Page 1 of 1

Full Name	Job Title	eMail Address
Billy Smart	Head of Development	billy@212productions.co.uk

Select the user that will take over from you as an Account Administrator (ensure they are aware of their responsibilities). They are deemed to have accepted the system [terms and conditions](#) [PDF, 43Kb, available by Adobe Acrobat Reader available free [here](#)].

Press **Save and Close** to confirm the new administrator. In doing so, you will transfer your rights to manage Company Profile and Users (and use this form) to the new administrator.

Full name: Billy Smart Job Title: Head of Development e-Mail Address: billy@212productions.co.uk

Buttons: Print Draft Copy, Cancel, Save and Close