

# **USER MANUAL**

#### TV EMPANELMENT

- **♣** You can Sign up/Login via the Website.
- Please change your password through Forgot Password Link due to security purpose.

## **IMPORTANT INSTRUCTIONS:**

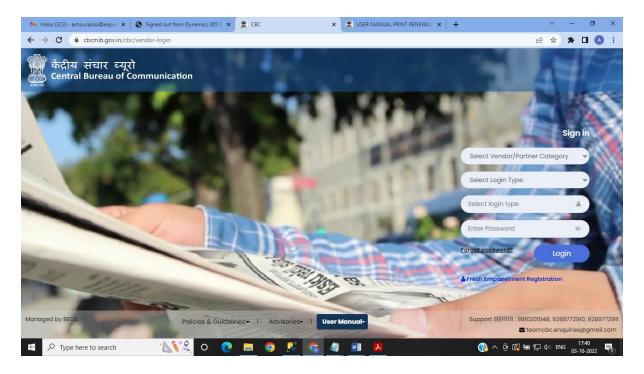
- ♣ All the mandatory fields marked with \* have to filled.
- If by chance a connection is lost or the user refreshes the page, then before the final submission data didn't save in the database.
- All details will be filled with caution.
- ♣ All the documents should be uploaded in "pdf" format.
- Few fields are non-editable of basic details, Print Information and Account details in Renewal Form. The details fetch from your previously updated data.
- ₽ Please note that the window for the same will be opened every month from 1<sup>st</sup> to 7<sup>th</sup>.

#### **Required Documents for Print Rate Renewal:-**

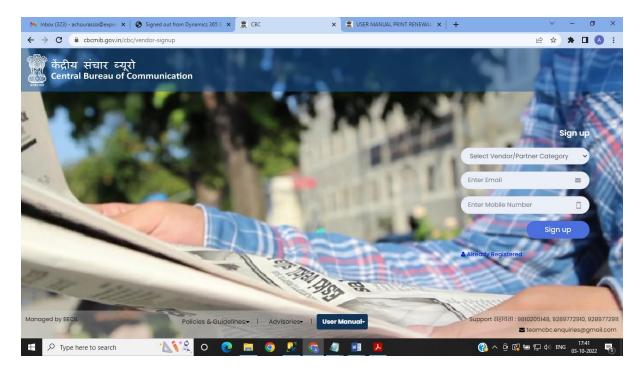
- Uplinking & Downlinking certificate of the channel
- EMMC certificate telecasting over the last 6 months
- Fixed point chart (FPC) for the previous 6 months from 6AM to 11PM, during which the channel operated
- Scanned copy of cancelled cheque
- Teleport operator certificate
- ♣ A letter attested by senior management level executive, giving name, designation & signature
- ♣ A letter indicating whether or not the channel would be able to provide a third party certification of the advertisement telecast for CBC/ Government of India
- ♣ A signed list of the different C&S. TV channel in the Group/Holding Company/ Company to which the applicant channel belongs to
- Pan Card

## **VENDER LOGIN FOR FRESH EMPANELMENT**

- 1. <a href="https://cbcmib.gov.in/cbc/vendor-login">https://cbcmib.gov.in/cbc/vendor-login</a>
- 2. Click on New Vendor Registration.



3. A) Enter all the details → click on signup button once you have entered all the required fields. Also phone no. should be the updated one to receive OTP.



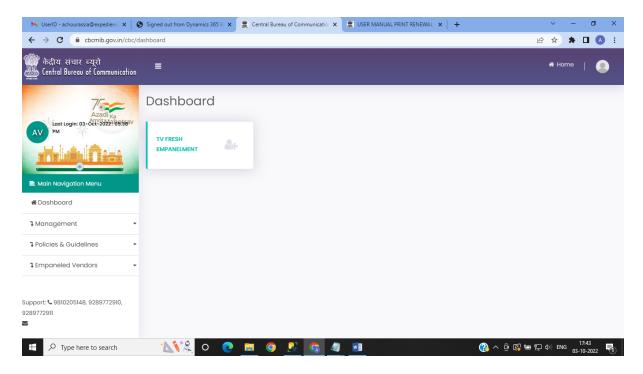
B) Enter the email and OTP  $\rightarrow$  click on submit button.



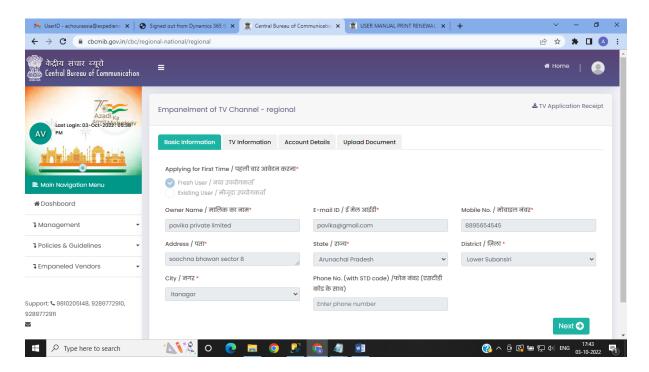
- 4. User will then set the password and login to their account.
- 5. Now Login with your user ID and password (\*\*\*\*\*\*\*).



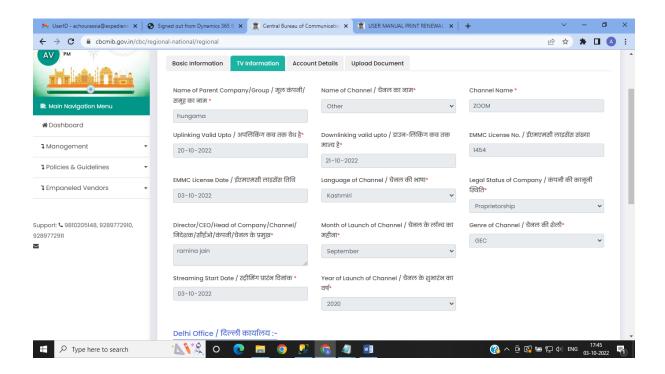
6. Go to Fresh Empanelment and select the type and fill the details accordingly. User will be able to fill the form if the detailed entered are correct.



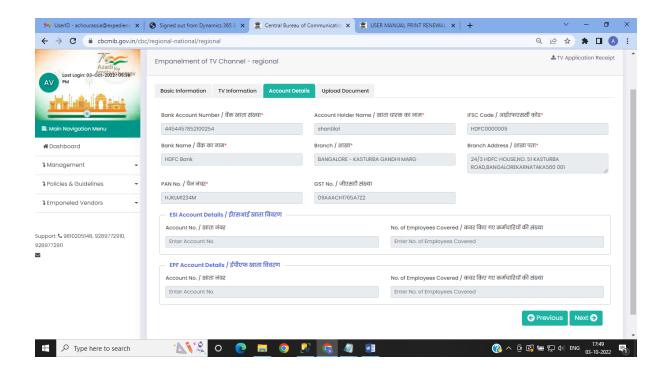
7. Select Regional or National and then proceed further

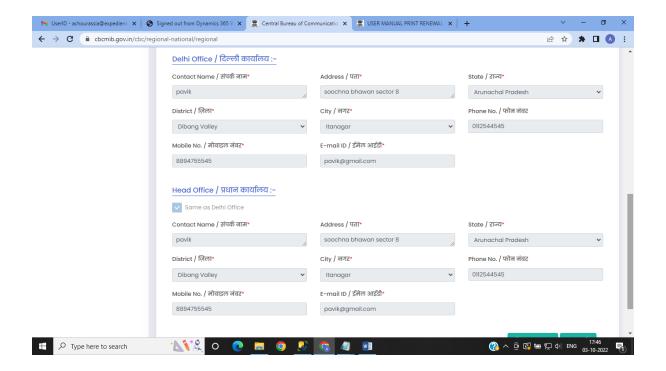


- 8. If you are already empaneled and you have the "GROUP CODE" then click on "Existing User"
- 9. On the registration form fill the basic information first
- 10. Fill all the details in the "TV Information" tab.

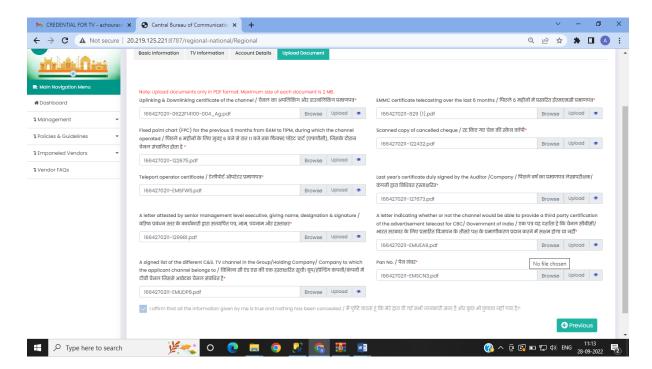


11. Fill all the mandatory details on "Account Details" tab.





12. File uploaded up to 2MB in "Upload Document" tab.



- 13. After submission you get the reference number which will be used for future reference.
- 14. Now after submit your form, you are able to download the "TV Application Receipt"

