



# Topic 14: WIPO File - Agent Portal

**WIPO Regional Training Workshop**

Harare, September 10-14, 2018

WIPO Industrial Property Business Solutions Division (IPOBSD)

# Agenda

- Prerequisites for operation of the WIPO File Agent Portal
- Services of the Agent Portal
- Features of the Agent Portal
- Examples of Request and Receipt template Forms
- Possible Improvements 2019-2020

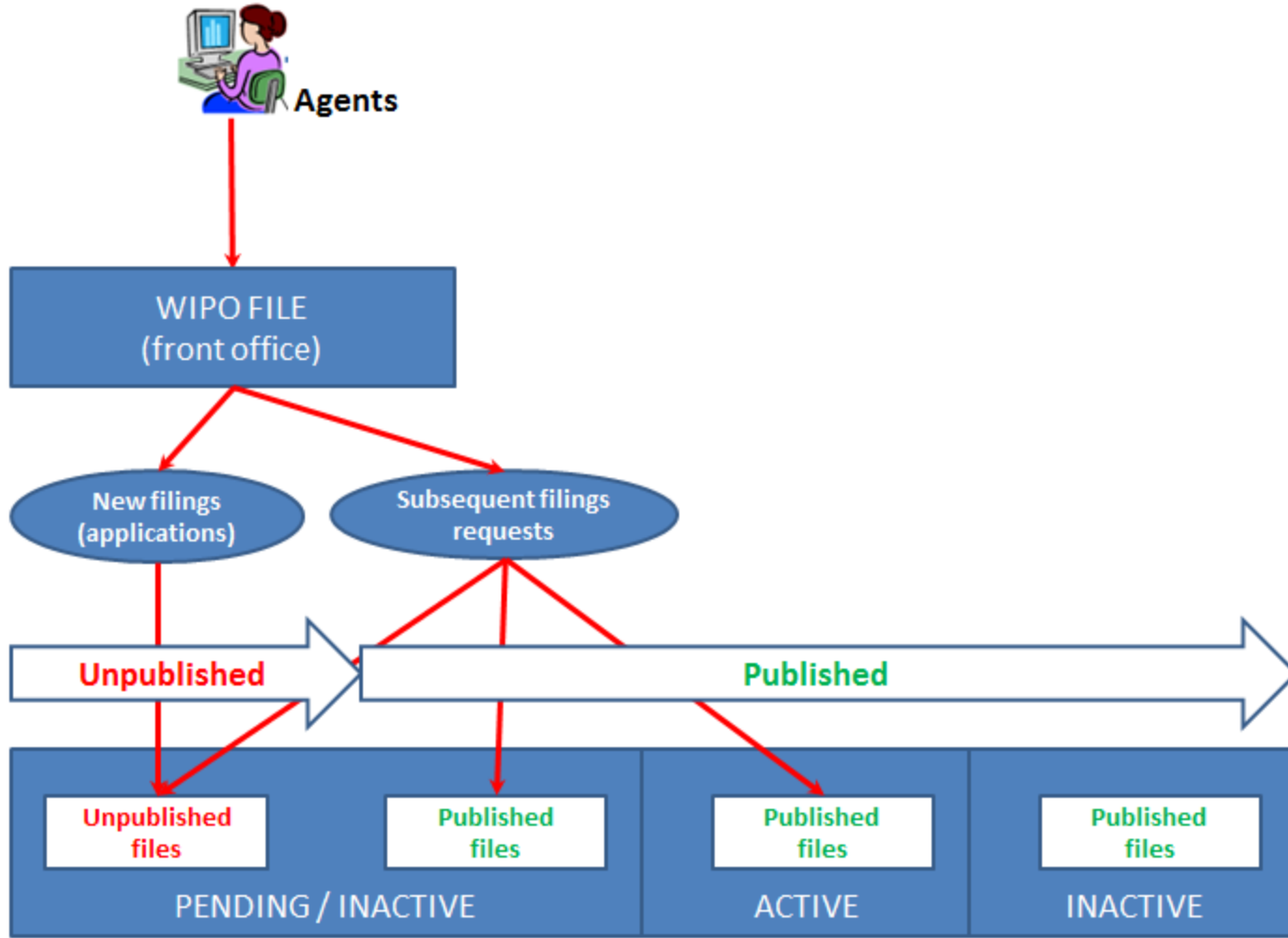
# Customization Prerequisites

- Public subdomain should be reserved for the online agent demo and production portals
- Adopt your office website look and feel (e.g. IP Office's logo)
- Make sure that the demo and production portals are distinctive
- Localize the web pages and messages in your local language
- Put your Office's disclaimer text and helpdesk contact details
- Enable the e filing services as per your operational plan and strategy

# Operation Prerequisites

- Access to the Agent Portal requires individual accounts using username and password and linked to end-user emails
  - Minimum password length to be customized by System Administrator
  - End-user emails should be confirmed
- Prepare and publish your own e-filing user guide
- Filing fees are configured and tested as per office's fee regulations
- Helpdesk team and procedure are in place for 1<sup>st</sup> level end-user support and to liaise with internal IPAS business and operation support team

# e-filing Services



# Account Profile Details

Login Id *	<input type="text"/>
User Name *	<input type="text" value="[REDACTED]"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Do you want to use your profile data as representative data	<input type="checkbox"/>
Is Company	<input type="checkbox"/>
AgentCode	4
Agent Identification Number	<input type="text"/>
User email	<input type="text" value="[REDACTED]"/>
Address Street	<input type="text"/>
City Name	<input type="text"/>
Zip Code	<input type="text"/>
Phone Nbr	<input type="text"/>
Representative Type	<input type="text" value="--Select--"/>
Nationality Country	<input type="text" value="--Select--"/>
Residence Country	<input type="text" value="--Select--"/>
State Code	<input type="text" value="--Select--"/>
Enter Captcha *	<input type="text" value="5555"/>
	<input type="text"/>
	<input type="button" value="Save"/>

# New Patent Application Form

The screenshot displays a web browser window with the URL `10.1.7.79:8080/efiling/patent` and the page title "WIPO File | Patent Application". The browser's address bar shows the IP address and port. The page header includes "WIPO File | Patent Application" and navigation links for "KONSULTANZ", "About", and "Logout".

Three modal windows are overlaid on the page:

- Add (Left):** A form for adding a new entity. It has radio buttons for "Individual" (selected) and "Organization". Fields include: Name (with a search icon), Country (dropdown menu), Email, Nationality Country (dropdown menu), Address Street, Phone Nbr, and Zip Code.
- Add (Right):** A form for adding a new representative. It has radio buttons for "Individual" (selected) and "Organization". Fields include: Name (with a search icon), Representative Type (dropdown menu), Email (filled with "agent@gmail.com"), Agent Identification Number (filled with "112"), Address Street (filled with "House No. 54, Street 45, Sangkat Boeung Kak 1, Khan Tuol Kork,"), Country (dropdown menu), and Nationality Country (dropdown menu).
- Priority Details (Bottom Left):** A form for entering priority information. Fields include: Office Code (dropdown menu), Priority Application Nbr, and Priority Filing Date (with a calendar icon).
- Add New Document (Bottom Right):** A form for adding a new document. Fields include: Document Type (dropdown menu), Notes (text area), and a file upload section with a "Browse..." button and the text "No file selected."

At the bottom of the browser window, the text "ORGANIZATION" is visible.

# New Trademark Application Form

The screenshot displays the WIPO File Trademark Application interface. The main page shows the application type as 'Merek Dagang' and various details sections like Applicant, Nice, and Priority. A modal window titled 'Add Nice Details' is open, containing the following fields:

- Nice Classification Nbr \* :
- Nice Classification Description \* :
- Number of Descriptions :

At the bottom of the modal, there are three buttons: **Save**, **Save and Close**, and **Cancel**.

The background interface includes a navigation bar with 'WORKBENCH', 'SUBMISSION', and 'MY PROFILE'. On the right, there are utility icons for checkmark, refresh, and home. Below the modal, there are three data tables, each with a 'No records to view' message:

- Address** table: Add Representative, Delete Selected, Page 0 of 0, 5 records.
- Notes** table: New, Delete Selected, Page 0 of 0, 5 records.
- Notes** table: New, Delete Selected, Page 0 of 0, 5 records.

The WIPO logo and 'WORLD INTELLECTUAL PROPERTY ORGANIZATION' text are located in the bottom right corner.



# From Drafting to Submission



1

■ 1 – View data summary



2

■ 2 – View fee summary



3

■ 3 – Validate filing request data



4

■ 4 – Save filing request

■ 4 – Discard filing request



5

■ 6 – Submit filing request



6

# Fee Calculation and Offline Payment

- Submissions and follow-up (submitted, accepted/rejected, pending payment, ready for reception, received)

**Wipo File** Workbench AGENTUSER | About | Logout |

Workbench Submission > My Profile >

Filter +

<input type="checkbox"/>					WIPOFile Nbr	Ipas File Series/Nbr	Submission Date	Portfolio	Status	Summary
<input type="checkbox"/>	▶				WFP2014000008				Draft	title1
<input type="checkbox"/>	▶				WFP2014000007		22 Oct 2014 13:19:28		Ready for Reception	second title
<input type="checkbox"/>	▶				WFP2014000006				Draft	Invention
<input type="checkbox"/>	▶				WFP2014000005		22 Oct 2014 12:31:08		Ready for Reception	Invention
<input checked="" type="checkbox"/>	▶				WFP2014000002		22 Oct 2014 12:35:08		Submitted	This is a triple SIM card phone


◀ ◀ Page 1 of 1 ▶▶ ▶ 10 ▼ View 1 - 7 of 7

**Perform Action on Selected Application:**

Assign Portfolio: Select Portfolio ▼ Ok

















# Offline Payment without Fee Calculation

- Submissions and follow-up (submitted, accepted/rejected, ready for reception, received)
- Reception at IP Office with payment receipt

 AGENTUSER | About | Logout |

Workbench Submission > My Profile >

Filter

<input type="checkbox"/>					WIPOfile Nbr	Ipas File Series/Nbr	Submission Date	Portfolio	Status	Summary
<input type="checkbox"/>	▶				WFP2014000008				Draft	title1
<input type="checkbox"/>	▶			 	WFP2014000007		22 Oct 2014 13:19:28		Ready for Reception	second title
<input type="checkbox"/>	▶				WFP2014000006				Draft	Invention
<input type="checkbox"/>	▶			 	WFP2014000005		22 Oct 2014 12:31:08		Ready for Reception	Invention
<input checked="" type="checkbox"/>	▶			 	WFP2014000002		22 Oct 2014 12:35:08		Submitted	This is a triple SIM card phone

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Perform Action on Selected Application:

Assign Portfolio:

# Online Payment with Fee Calculation

- Submissions with payments and request follow-up (draft, submitted, accepted/rejected, pending payment, ready for reception, received)

**Wipo File** Workbench AGENTUSER | About | Logout |

Workbench Submission > My Profile >

Filter +

<input type="checkbox"/>					WIPOFile Nbr	Ipas File Series/Nbr	Submission Date	Portfolio	Status	Summary
<input type="checkbox"/>					WFP2014000008				Draft	title1
<input type="checkbox"/>					WFP2014000007		22 Oct 2014 13:19:28		Ready for Reception	second title
<input type="checkbox"/>					WFP2014000006				Draft	Invention
<input type="checkbox"/>					WFP2014000005		22 Oct 2014 12:31:08		Ready for Reception	Invention
<input checked="" type="checkbox"/>					WFP2014000002		22 Oct 2014 12:35:08	Samsung	Pending Payment	This is a triple SIM card phone

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**Perform Action on Selected Application:**

Assign Portfolio: Select Portfolio Ok

# An example of Online Payment with Acleda Bank in Cambodia 1/3

Merchant payment page will redirect to XPAY gateway for process the step of payment which is handling by ACLEDA bank PLC customer. Customer shall get the standard payment page of ACLEDA Bank.

ACLEDA Bank's customer will select the payment option which available as 4 options in the following step:

## **Step 1 : Customer identify payment method.**

1. CASA Account Number
2. Debit Card Number
3. Mobile Banking Users
4. Internet Banking Users

# An example of Online Payment with Acleda Bank in Cambodia 2/3

- Step 2 : After customer identify the payment method then “Proceed”



You are purchasing services at MOCBR for KHR 40000.00  
Fee Charge USD 1.0  
Payment session will expire in 179 seconds.

1 Select Payment Option

ACLEDA Bank Account    ACLEDA ATM Cards    ACLEDA Unity    ACLEDA Internet Bank

Proceed    Cancel Transaction

2 Enter Account Details

3 Enforce Strong Authentication(OTP)

4 Transaction Result

For any inquiries, please kindly contact our Call Center (24/7):

Tel : +855 (0)23 994 444    Email : [inquiry@acledabank.com.kh](mailto:inquiry@acledabank.com.kh)

+855 (0)15 999 233    Website : [www.acledabank.com.kh](http://www.acledabank.com.kh)

# An example of Online Payment with Acleda Bank in Cambodia 3/3

- Step 3 : After the account number validation, customer should receive OTP for entering in the payment page.

OTP options are:

1. SMS OTP
2. Software OTP
3. Hardware OTP



You are purchasing Paying Amount at MOCDIP for KHR 150  
Fee Charge USD 1.0  
Payment session will expire in 3586 seconds.

① Select Payment Option

② Enter Account Details

Please Enter Valid Bank Account Number

Bank Account Number :

Customer Name :

Account Number :

# Examples of Request and Receipt Template Forms

 KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA  
DIREKTORAT JENDERAL KEKAYAAN INTELEKTUAL  
Jalan HR. Rasuna Said Kav 8-9, Jakarta Selatan - 12940  
Website: <http://www.dgip.go.id>

**Tanda Terima Permohonan Kekayaan Intelektual Online  
Tagihan Pembayaran**

Referensi eFiling : WFU2016001164  
Tanggal Pengajuan : 2016-10-25  
Kode Billing : 8 2 0 1 6 1 0 2 5 2 1 9 4 1 8

**Rincian Tagihan**

Deskripsi	Qty	Biaya	Jumlah Dibayar
Biaya Dasar untuk termasuk Kelas Nice :		2,000,000.00	2,000,000.00
		<b>Grand Total</b>	<b>2,000,000.00</b>

Signature Not Verified  
Digitally signed by  
eFiling dgip.go.id  
Date: 2016.10.25  
16:28:05 JOT

Actual Size

**FORMULIR PERMOHONAN PERPANJANGAN MEREK TERDAFTAR INDONESIA**  
*APPLICATION FORM OF RENEWAL OF REGISTERED TRADEMARK OF INDONESIA*

**Data Permohonan (Application)**

Nomor eFiling	: WFU2016001164
Number of e-Filing	
Nomor Perpanjangan	: Menunggu_Nomor_Perpanjangan
Number of Renewal	
Nomor IDM	: IDM000111337
Number of IDM	
Nomor Permohonan	: V002006010337
Number of Application	
Tanggal Kadaluarsa	: 2016-11-11
Date of Expired	

**Rincian Merek (Description of Mark)**

Nama Merek	: SAMIRONO
Name of Mark	
Arti	: SAMIRONO = Merupakan suatu penamaan.
Meaning	
Warna	: Hitam, putih.
Colors	
Kelas Nice	: 43, Jasa-jasa dibidang penyediaan makanan (restaurant), restaurant swalayan, kedai kopi, kafetaria, warung kopi, jasa boga rumah makan, pelayanan ruang minum, jasa hotel dan motel, pesanggrahan/wisma.
Nice Classes	

**Kuasa/Konsultan KI (Representative/IP Consultant)**

Nama Konsultan	Alamat	Email/Telepon
Yoga Prihastomo	Jl. Gajah Mada No. 123 Kel Bugel, Kec. Karawaci Tangerang, 15113	yoga.prihastomo@gmail.com 0215587519

**Lampiran (Attachments)**

Gambar

Surat Pernyataan Penggunaan Merek

Fotokopi Sertifikat

Jakarta, 2016-10-25  
Pemohon / Kuasa  
Applicant / Representative

Signature Not Verified  
Digitally signed by  
eFiling dgip.go.id  
Date: 2016.10.25  
16:28:05 JOT

Tanda tangan / Signature  
Nama lengkap / Full Name Yoga



# Workbench Filter and Portfolios

Workbench Submission > My Profile >

Filter -

File	Status	Application Type	Submission Date	Portfolios
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Submission Date <input style="width: 80%;" type="text"/></p> <p><a href="#">Last 10 Submitted Application</a></p> <p><a href="#">Application Submitted in last 10 days</a></p> <p><a href="#">Last 10 Modified Application</a></p> </div> <div style="width: 45%;"> <p><input style="width: 80%;" type="text"/></p> </div> </div>				
<input type="button" value="Reset"/> <input type="button" value="Clear"/> <input type="button" value="Apply"/> <input type="button" value="Save"/>				

						WIPOFile Nbr	Ipas File Series/Nbr	Submission Date	Portfolio	Status	Summary
<input type="checkbox"/>						WFP2014000008				Draft	title1
<input type="checkbox"/>						WFP2014000007		22 Oct 2014 13:19:28		Ready for Reception	second title
<input type="checkbox"/>						WFP2014000006				Draft	Invention
<input type="checkbox"/>						WFP2014000005		22 Oct 2014 12:31:08		Rejected	Invention
<input checked="" type="checkbox"/>						WFP2014000002	RS/P/2014/101	22 Oct 2014 12:35:08	Samsung	Accepted	This is a triple SIM card phone

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Perform Action on Selected Application:

Assign Portfolios:

# Permissions to Share Workbench Content

- Association of other colleagues' WIPO File accounts for granting access to filing requests
- Single ownership of the submission, multiple EDIT or READ-ONLY permissions

# Possible Improvements 2019-2020

- Single payment transaction for multiple filing requests
- Access to file status
- Monitoring and notification alerts of trademark renewals and patent annuity payments
- Improvements user online filing experience