

# WIPO IP Portal services Hague fee distribution and WIPO Annual contribution

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December 14, 2021

# Agenda

- How to use the WIPO IP Portal and its services?
  - Widgets
- New Hague fee distribution report
  - Pilot group
  - New unified format report
- Other services
  - Annual contributions
- Questions and comments



# WIPO IP Portal

## Easy access to all online IP Services

Find all services in the MENU and login with your WIPO Account for full access.

Create WIPO Account

Login



### Discover the new version of the WIPO IP Portal

A new design and  
additional information for  
an improved experience



### Current Account at WIPO

Your WIPO financial  
account that simplifies  
your transactions with  
WIPO services.

# Unified navigation

WIPO IP PORTAL MENU

HELP 105411- JOHN DOE WIPO

What are you looking for?

MY FAVORITES

PATENTS

TRADEMARKS

**DESIGNS**

GEOGRAPHICAL INDICATIONS

PLANT VARIETY PROTECTION **New**

DIGITAL EVIDENCE

ASSISTANCE PROGRAMS

MEDIATION AND ARBITRATION

DOMAIN NAME DISPUTE RESOLUTION

PAYMENTS

Search

File & Manage

**Pay**

IP Offices

Statistics

**WIPO Pay**

Pay your fees online.

**Request a refund**

Fill in the request form to apply for a refund.

**Search for Designs and More Using WIPO IP Portal Widgets**

**WIPO Lex**

Free of charge access to legal information on intellectual property (IP).

**WIPO Academy**

The center of excellence for intellectual property (IP) education and training for WIPO member states.

# Customizable dashboard of widgets

WIPO IP PORTAL MENU HELP 105411- JOHN DOE WIPO

## MY DASHBOARD

Feedback

WIDGETS [Clear Dashboard](#)

- PATENTS
- TRADEMARKS
- DESIGNS
- GEOGRAPHICAL INDICATIONS
- DIGITAL EVIDENCE
- PAYMENTS
  - Payment Summary
  - Current Account Summary
  - Payment Details
  - Current Account Details
  - Distribution Reports

### ANNUAL CONTRIBUTIONS (WIPO - UPOV MEMBERS)

Invoice	
WIPO	2021

No results were found. Please try another organization or year.

### DISTRIBUTION REPORTS (IP OFFICES)

Hague	
Oct	2021

Letter - October 2021

Hague Fee Distribution - October 2021

### QUICK LINKS

- WIPO Hague System homepage

[Add a link](#) or drag and drop a link.

### MY FAVORITES

- [Digital Access Service \(DAS\) for IP Offices](#)
- [Hague System Statistics](#)
- [Hague System Member Profiles](#)

### WORLD CLOCK

<b>16:46</b>	<b>10:46</b>
FRI Dec 03	FRI Dec 03
Switzerland	United States of America/Eastern

### LATEST NEWS

WIPO Wire: Global IP Filings Up in 2020 Despite Pandemic; New "Young Experts Program" at WIPO

November 11, 2021 [WIPO Wire](#)



WIPO Wire: Assemblies End with Budget, Work Approval; Global Innovation Index Measures COVID-19 Impact

October 11, 2021 [WIPO Wire](#)

WIPO  
WORLD  
INTELLECTUAL PROPERTY  
ORGANIZATION

# Personal messaging system


WIPO IP PORTAL MENU

HELP 105411- JOHN DOE   WIPO

## MESSAGES INBOX

You have some messages that require [2 factor authentication](#)

▶ This is a centralized messaging system for WIPO IP Services. Click "Show list" to see the list of participating services and their start dates for centralized messaging. [Show list](#)

Search your messages   Filter

All messages (15) ▼

	Mark as read	Mark as unread	Download as PDF	Download as XLS	Clear	Unselect	8/15 selected
<input checked="" type="checkbox"/>	Select all messages						
<input checked="" type="checkbox"/>	From: WIPO IP Portal	Discover the new version of ...	Through the new design of the WIPO IP Portal pages and the recently added functionalities, the new version of the WIPO IP Portal makes your navigation to the IP ...			NEWS	28.06.2021
<input checked="" type="checkbox"/>	From: Finance Infoline [Payments]	Distribution Report Available	A report is now available in your WIPO IP Portal Fee Distribution widget.			Notification	27.05.2021
<input checked="" type="checkbox"/>	From: Current Account at WIPO [Payments]	Your Monthly Current Account statement is available	Your Monthly Current Account statement is available. Please contact us if you have any queries regarding this statement.			Status Change Info	10.09.2020

# Fee distribution Quick Start Guide



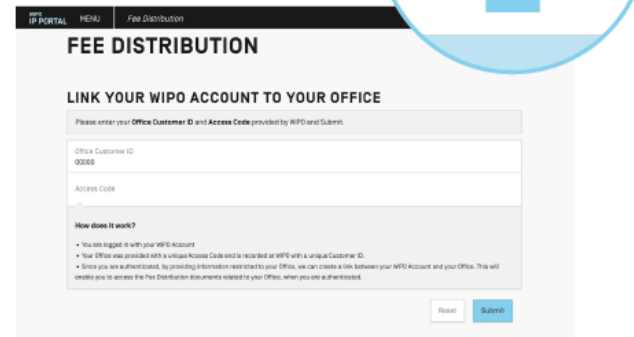
Guide available in  
English, French and Spanish

# Fee distribution Widget

## Pairing your account with your Office

To set up your access to view your distribution reports for the first time, you will need to pair your personal account to your Office.

When you get the “Your account isn’t paired to your Office” prompt, click on “Pair”.



The screenshot shows the WIPO Fee Distribution portal. At the top, there is a navigation bar with 'WIPO PORTAL', 'MENU', and 'Fee Distribution'. Below this is a section titled 'FEE DISTRIBUTION' with a sub-section 'LINK YOUR WIPO ACCOUNT TO YOUR OFFICE'. A message states: 'Please enter your Office Customer ID and Access Code provided by WIPO and Submit.' There are two input fields: 'Office Customer ID' with the value '00000' and 'Access Code'. Below the form is a section titled 'How does it work?' with three bullet points: '• You are logged in with your WIPO Account', '• Your Office was provided with a unique Access Code and is recorded at WIPO with a unique Customer ID.', and '• Since you are authenticated, by providing information restricted to your Office, we can create a link between your WIPO Account and your Office. This will enable you to access the Fee Distribution documents related to your Office, when you are authenticated.' At the bottom of the form are 'Reset' and 'Submit' buttons. A circular callout highlights a 'DISTRIBUTION REPORTS (OFFICES)' dropdown menu with a downward arrow, and a message below it that says 'Your account isn't paired to your Office' with a blue 'Pair' button.

Enter the Customer ID and access code for your Office. (The Customer ID and access code will be sent by e-mail upon request at [finance.infoline@wipo.int](mailto:finance.infoline@wipo.int))



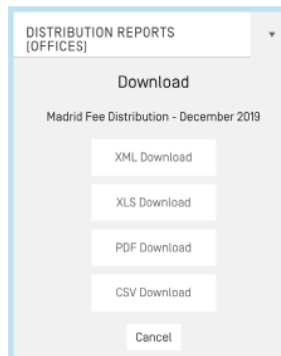
# Fee distribution Widget

## Downloading documents from the WIPO IP Portal

The “Distribution Reports (Offices)” widget shows documents related to the last month and year available. To select a specific time period and a document type, use the menu. Reports and letters from 2010 onwards are available.



Each Madrid and Hague report is available in XML, XLS, PDF and / or CSV. To easily sort the data, we suggest you use the CSV format.



- Select Year and month
- Select document type:
  - Report
  - Letter
- Select report format



# Hague Fee distribution improvement project

- Project objectives
- Pilot group (February 2021 – May 2021)
- Business requirements (Mars 2021)
- Information circular (May 2021)

# Hague Fee distribution improvement project

## ■ Transition schedule

Distribution Month	Report Timing	Current Format	New Format
May	Mid-June	Yes	N/A
June	Mid-July	Upon Request	Yes
July	Mid-August	Upon Request	Yes
August	Mid-September	Upon Request	Yes
September	Mid-October	Discontinued	Yes
...	...	...	...

## ■ New format report



# Hague Fee distribution report

## Hague

The Hague reports have a new format tailored to its needs with added data and a simplified presentation.

### Definition of terms

Term	Definition
Report date	Extraction date of the report
Distribution month	Year and month of the distribution report
Contracting Party code	Two character code ST.3 of the designated Contracting Party
Monthly total (CHF)	Total amount in CHF paid to the Contracting Party in the given distribution month
Operation code	Three character code of the operation (for example. DEN, DRE, DRI, DNT, etc.)
Operation description	The name of operation (for example. registration, renewal, correction, second part of the designation fee, etc.)
IRN	International registration number
	For most Offices, this can be used to match the financial transaction with the bibliographic data. In instances of corrections, it is less precise than the DocID
DocID	Unique number (9-10 digit) of the operation
	It is the most accurate identifier to map the financial transaction with the bibliographic data. It corresponds to the "RecordIdentifier" that is communicated through the bibliographic data feed (XML Bulletin/confidential copy)
Finance ID	Unique number (DH 8 to 9 digits) of the operation in the financial system of WIPO
	A Finance ID will be used as a reference number between Offices and WIPO Finance Division

# Hague Fee distribution report

Expected publication date	Expected date of publication, if any, of the event triggered by the operation (for example, international registration, renewal, rectification, etc.) or the actual publication date when the publication already occurred
Fee date	Date relevant for the fee calculation. This date determines the applicable fee in the event of a change of fee
Number of designs	Quantity indicator for the purpose of the fee calculation. In almost all instances, it reflects the number of designs (hence the name of the field) The quantity takes into account limitations and non-renewals  In the event of corrections, a negative number is used to offset the corrected transaction
LDC rate	Is the LDC rate of fee being applied? Yes/No
Customer payment date	Corresponds to the date on which the customer paid the fees due  This is relevant in the context of the payment of the second part of the designation fee
Fee (CHF) per DocID	Total fee in CHF distributed to the Contracting Party per DocID
Fee code	3-4 character code describing the type of specific fee
Fee description	Name of the type of specific fee
Fee (CHF) per Fee code	Total fee in CHF distributed to the Contracting Party per Fee code

# Sample report - XML

## XML version

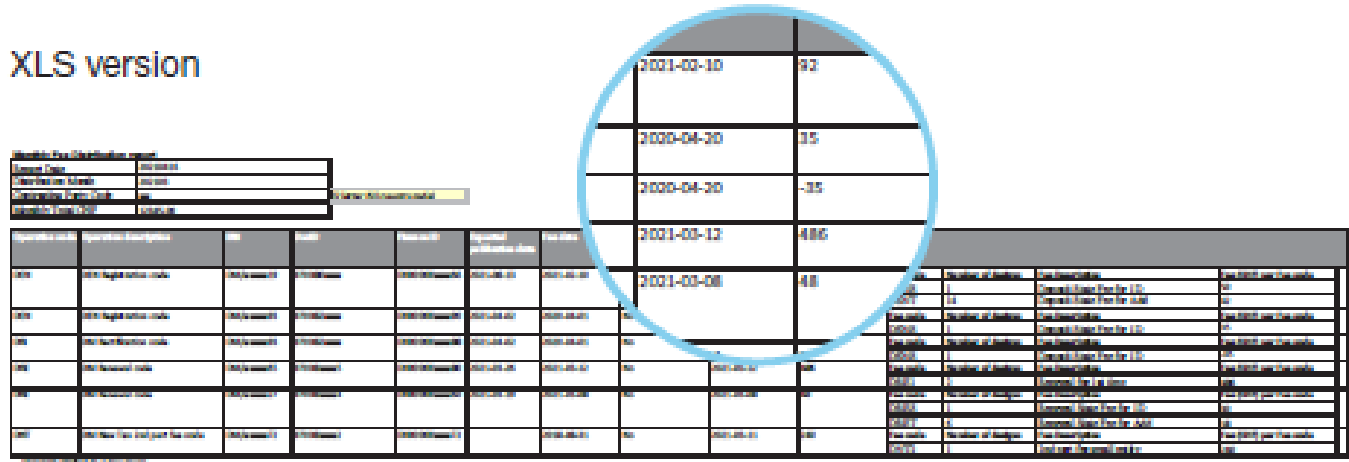
```
XMLSchema-instance" CONTRACTING_
location="https://www.wipo.int/hague

deposit micro entity"/>
deposit small entity"/>

**REGISTRATION xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" CONTRACT
REPORT_DATE="2021-01-14" XMLSchema-instanceLocation="https://www.wipo.int
"INITIAL_TOTAL_AMOUNT="12345.00"/>
<FEE_TYPE_LIST>
  <FEE_TYPE FEE_CODE="REG1" DESCRIPTION="deposit micro entity"/>
  <FEE_TYPE FEE_CODE="REG2" DESCRIPTION="deposit small entity"/>
  <!-- ... -->
</FEE_TYPE_LIST>
<OPERATION_TYPE_LIST>
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  <OPERATION_TYPE OPERATION_CODE="DNT" DESCRIPTION="DN New Tax 2nd part de
  <OPERATION_TYPE OPERATION_CODE="DRE" DESCRIPTION="DN Renewal"/>
  <OPERATION_TYPE OPERATION_CODE="DRI" DESCRIPTION="DN Rectification"/>
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<OPERATION_LIST>
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```

# Sample report – Excel and PDF

XLS version



The image displays a sample report from an XLS version, showing a table with various data points. A blue circle highlights a specific section of the table. The table has columns for 'Applicable Date', 'Classification Method', 'Number of Applications', and 'Number of Publications'. The data is organized into a grid with multiple rows and columns. A legend on the left side of the table provides additional context for the data.

Applicable Date	Classification Method	Number of Applications	Number of Publications
2021-03-10		33	
2020-04-30		35	
2020-04-30		-35	
2021-03-12		486	
2021-03-08		48	

# Sample report - CSV

CSV version

Monthly Fee Distribution report										
Report Date										
Submission Month										
Classification code										
Monthly total CHF										
Exponent code	Operation description	SN	Incl	Phase ID	Exponent publication date	Fee date			Fee (CHF) per	
00A	DBA Registration code	00A11100	11000111	04-00001100	2021-09-01	2021-09-01	92		92	
00B	DBA Registration code	00B11100	11000111	04-00001100	2021-09-01	2021-09-01	92		92	
00C	DBA Registration code	00C11100	11000111	04-00001100	2021-04-01	2020-04-01	35		35	
00E	DR Renewal code	00E11100	11000111	04-00001100	2021-03-01	2021-03-01	-35		-35	
00I	DR Renewal code	00I11100	11000111	04-00001100	2021-03-01	2021-03-01	486		486	
00J	DR Renewal code	00J11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00K	DR Renewal code	00K11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00T	DR Renewal code	00T11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00V	DR Renewal code	00V11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00W	DR Renewal code	00W11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00Y	DR Renewal code	00Y11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00Z	DR Renewal code	00Z11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00X	DR Renewal code	00X11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00Y	DR Renewal code	00Y11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00Z	DR Renewal code	00Z11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00A	DR Renewal code	00A11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00B	DR Renewal code	00B11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00C	DR Renewal code	00C11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00D	DR Renewal code	00D11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00E	DR Renewal code	00E11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00F	DR Renewal code	00F11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00G	DR Renewal code	00G11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00H	DR Renewal code	00H11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00I	DR Renewal code	00I11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00J	DR Renewal code	00J11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00K	DR Renewal code	00K11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
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00R	DR Renewal code	00R11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
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00T	DR Renewal code	00T11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00U	DR Renewal code	00U11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00V	DR Renewal code	00V11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00W	DR Renewal code	00W11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00X	DR Renewal code	00X11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
00Y	DR Renewal code	00Y11100	11000111	04-00001100	2021-03-01	2021-03-01	48		48	
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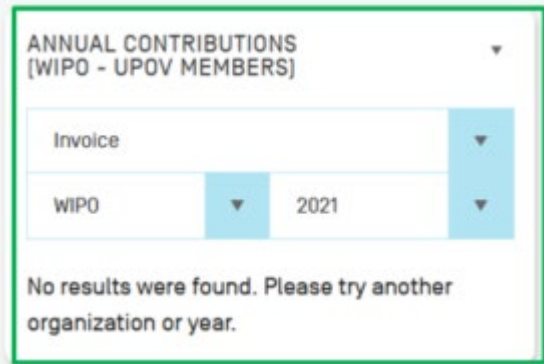


# More services in the WIPO IP portal

- Madrid Fee distribution reports
- WIPO and UPOV annual contributions
- Current Account details and summary widget
- Contact Hague / Office / Fee distribution enquiry

<https://www3.wipo.int/contact/en/hague/>

# WIPO and UPOV Annual contributions



ANNUAL CONTRIBUTIONS  
[WIPO - UPOV MEMBERS]

Invoice

WIPO 2021

No results were found. Please try another organization or year.

- Select Organization and Year
- Select document type:
  - Invoice
  - Receipt
  - Reminder Letter

# Questions and comments