WIPO | PCT

The International
Patent System

ePCT-Filing

Guidelines for filing international applications using the ePCT system

May 31, 2016

ePCT Version 3.3

CONTENTS

ABOUT THESE GUIDELINES

These guidelines are intended for users of ePCT *private* services when filing international applications using ePCT-Filing. It is presupposed that the user already has a valid WIPO user account authenticated with a digital certificate for accessing *private* services. (Account creation is covered in the 'Getting started' instructions on the ePCT Portal).

Note: The same WIPO Account is used for accessing both ePCT *private* services and ePCT *public* services (no need to create separate accounts). However, additional authentication of the WIPO Account is required to be able to log in to *private* services.

HELP FILES AND FAQ

The main 'Applicant user guide', which contains detailed information about creating a WIPO account and authenticating it with a digital certificate for ePCT *private* services, is available via the 'Shortcuts' links on ePCT Portal at https://pct.wipo.int/ePCT (see screenshot below). Frequently Asked Questions ('FAQ') are also available.

ePCT Portal

GLOSSARY

Convention	Indicates
IA	**I**nternational **A**pplication
New IA	**New I**nternational **A**pplication in draft form (not yet filed)
RO/IB	**R**eceiving **O**ffice of the **I**nternational **B**ureau
RO	**R**eceiving **O**ffice
IB	**I**nternational **B**ureau
ISA	**I**nternational **S**earching **A**uthority
*	All fields marked with * are mandatory

CURRENT SCOPE OF ePCT-FILING

- ePCT-Filing is currently available at over 30 receiving Offices and is progressively being extended to more, as soon as arrangements are put in place with different Offices.

REQUIREMENTS TO USE ePCT-FILING

ePCT-Filing is available only via ePCT *private* services at https://pct.wipo.int/ePCT which requires the use of a WIPO user account authenticated with a digital certificate.

The supported browsers for WIPO Accounts and the ePCT system are:

- Mozilla Firefox

- Internet Explorer.

MANAGING NEW INTERNATIONAL APPLICATIONS

ePCT-FILING SCREEN

All new international applications that are created using ePCT-Filing are managed on the 'ePCT-Filing' screen, whether they have already been filed or not. International applications that are already filed also appear on the 'Workbench' of each user to whom access rights have been assigned.

The 'ePCT-Filing' screen is similar to the ePCT 'Workbench' in that it displays only international applications to which the current user has access rights. If you have eOwner or eEditor rights to a New IA, you can delete it from that screen using the 'delete' function in the 'Action' column as long as the draft New IA is not locked for editing. Under the 'Actions' column there is also a 'payment' link in order to pay online (by credit card or by debiting a WIPO current account) the fees due to WIPO for applications that have already been filed to RO/IB and for which you did not make the online payment at the time of filing.

On the ePCT-Filing screen you can also select several New IAs and perform the action to either 'Delete' or 'Manage access rights' on several in one operation. It is also possible to add draft New IAs to a Portfolio.

It is also possible to make a backup copy of a New IA at any time, including before filing, using the 'backup' function. Note: Save the downloaded .wad file as a .zip file for ease of access.

If you have eViewer access rights, you cannot use any of these functions since eViewers only have "read-only" access.

NEW IA LOCKED FOR EDITING

The key icon 🔑 shows that the current user is in the process of editing this New IA - it is 'locked' and cannot be accessed in *edit* mode by any other user who has access rights. The padlock icon 🔒 shows that the New IA is currently locked for editing by another user.

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Note: If you place the cursor on these icons, information is displayed about the user who has locked the New IA and since when (see below):
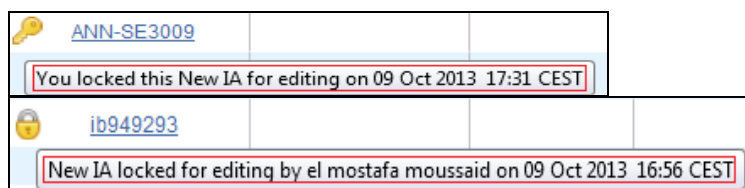
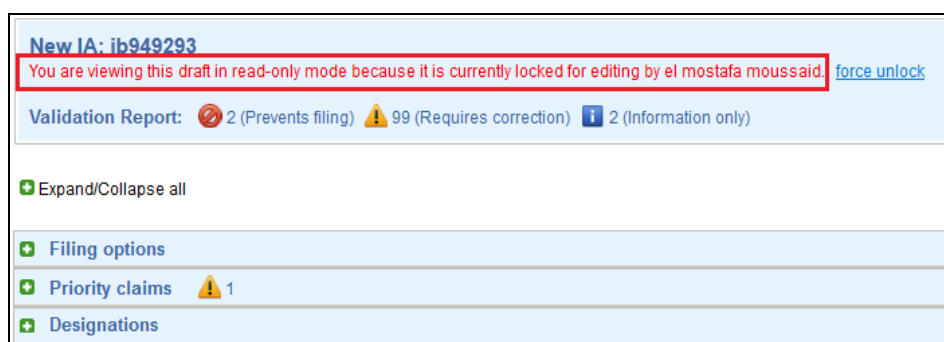When a New IA is locked for editing by another user, it is only possible to open it in read-only mode, in which case only the Summary screen of the New IA is visible for viewing.

Note: It is possible to 'force unlock' when a New IA is 'locked' for editing by another user (see below). As a precaution, it is necessary to confirm that you want to 'force unlock', as this might cause any changes currently being made by the other user to be cancelled.

IMPORTANT: This function should only be used after making every effort to first contact the other user who has locked the New IA for editing. The user will be notified that the Force Unlock function was used.
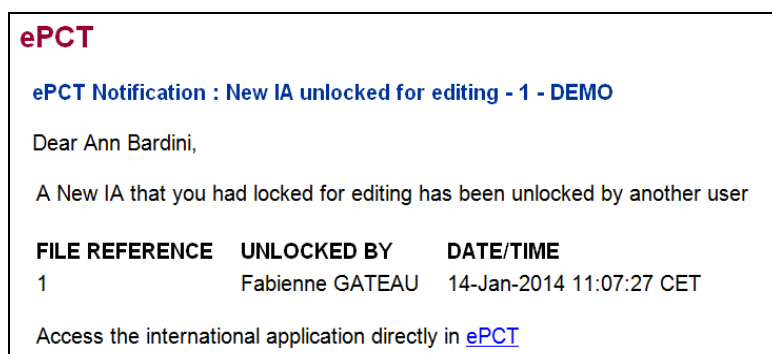
FILTER OPTIONS

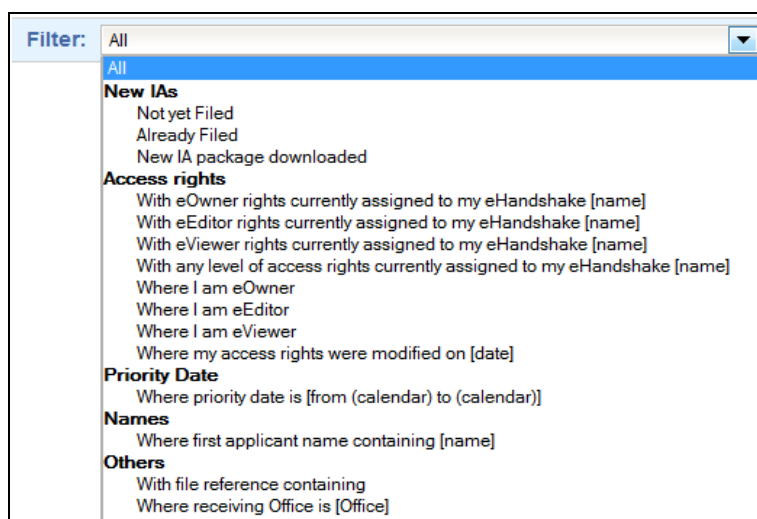It is possible to filter the New IAs appearing on the ePCT-Filing screen according to various criteria:


By default all New IAs are displayed, whether they have been filed or not.

The presence of an international application number serves to indicate that an application has already been filed. You can click on the IA number to access the contents of the international application – this is the equivalent to viewing an international application from the Workbench.

New IAs that have not yet been filed do not have any corresponding IA number. Click on the File reference to open the New IA in *draft* form.

Note: Even after an application has been filed, it is possible to click on the File reference and view a summary of the data and documents as contained in the draft application at the time it was filed (see below).
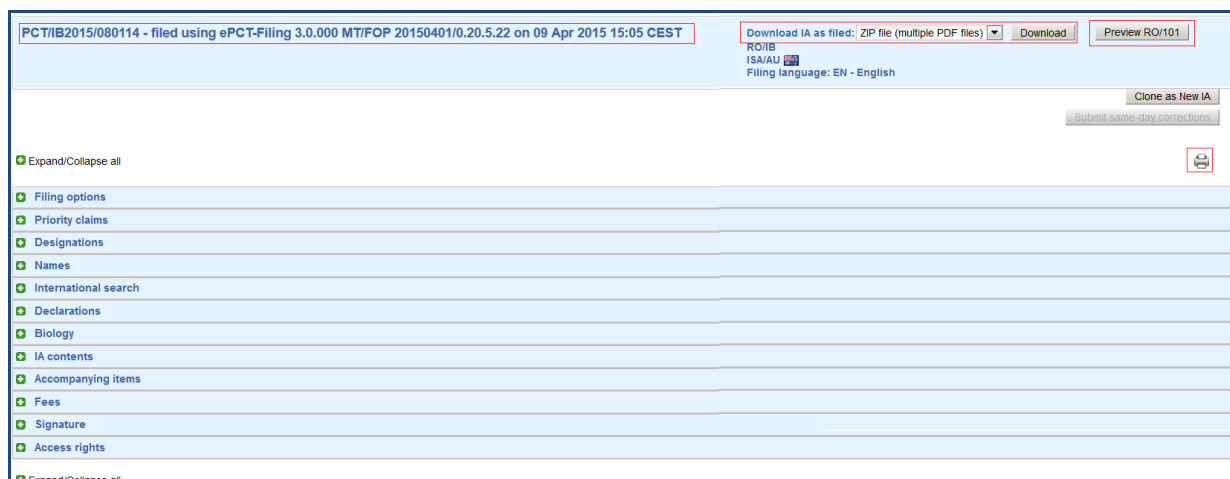
Use the 'Download' function to download a copy of the application as-filed in the form of a .zip file containing multiple PDF files, or as a single PDF file. It is also possible to download a copy of the draft application before filing.

Use the 🖶 icon to print the summary.

Use the 'Preview RO/101' button to preview the request form in PDF format in a new tab. You may have to allow pop-ups for the ePCT portal in order to display the PDF request form by clicking the yellow bar if it appears on your screen.

After an international application has been filed using ePCT-Filing, **and provided that the RO to which the application was submitted is an Office to which documents can be uploaded using ePCT document upload**, the Summary screen of the New IA as filed displays the time remaining in order to 'Submit same-day corrections,' i.e., to submit any additional documents to the receiving Office such as missing drawings, without affecting the according of the international filing date (see below).
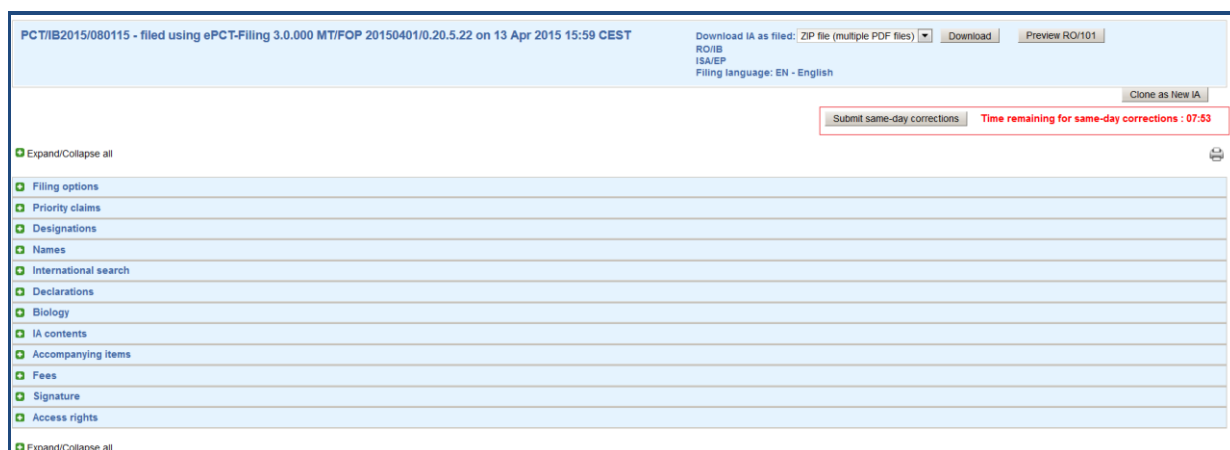
Click on the 'Submit same-day corrections' button to open a dedicated view of the Upload Documents tab with 'IA Contents' documents for selection and upload to the receiving Office (see below). It is compulsory to type a message indicating the reason for submitting the same-day corrections.

Note: there is no 'Save draft' feature available for same-day corrections and the time remaining is in relation to *midnight in the time zone relevant to the receiving Office*, after which time it is no longer possible to submit same-day corrections using this dedicated function (see below).

A dedicated cover sheet is generated for the successfully uploaded document(s) corresponding to same-day corrections (see below).

Same-day corrections for ePCT-Filing

ePCT Private Services

IA Number:	PCT/AU2014/080018
To:	RO/AU
Date at recipient Office:	11 June 2014 23:01:46 EST
From:	Ann Bardini
Access Rights:	eOwner

Message:
  These drawings were mistakenly omitted from filing earlier today.

The following document(s) have been uploaded via ePCT private services:

  - Drawings

Signature:	/Ann Bardini/
Authentication:	WIPO digital certificate

CREATING A NEW INTERNATIONAL APPLICATION USING ePCT

CREATE A NEW IA

1. Go to the 'ePCT-Filing' tab in ePCT *private* services and click on 'Create New IA.'
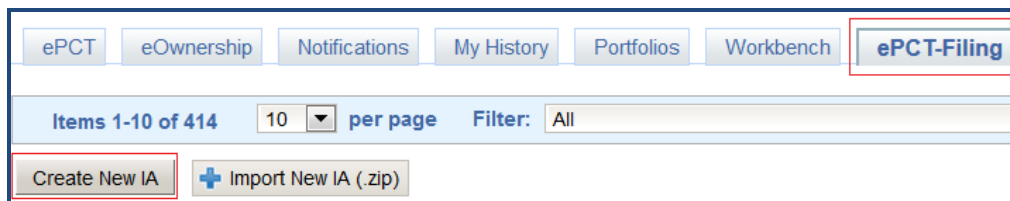
2. Enter a file reference containing a maximum of 12 characters. Spaces are not permitted in the file reference and the only special character allowed is the hyphen (-).

   Note: Each New IA created by the same user must have a unique file reference.

3. Select the intended receiving Office from the dropdown list of ROs that accept ePCT-Filings and click on 'Create.' A link is available to look up the national security requirements that may apply for certain receiving Offices.

   Note: It is possible to change the selected receiving Office to **RO/IB** after creation of the New IA, **but this can only be done once and the change cannot be reversed**.

4. Once the New IA has been created, a series of tabs is displayed relating to the various screens for the input of bibliographic data and to attach files. You can navigate by clicking on the tab name or by using the green arrow in the top right of the screen.

CREATE A NEW IA BY 'CLONING' AN EXISTING ONE

It is also possible to create a New IA by cloning an existing one, regardless if it was already filed or not. The **'Clone as New IA'** button is available on the 'Filing options' screen for New IAs that are still in draft form and have not already been filed (see below).
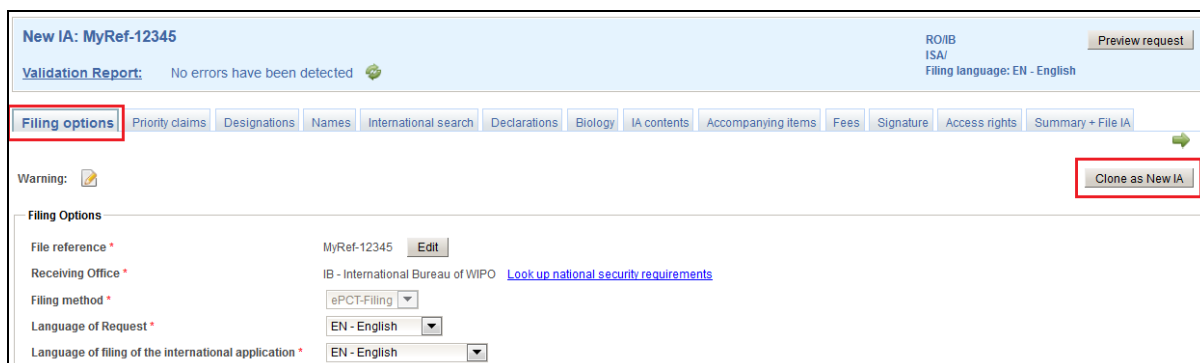
For applications that have already been filed, the **'**Clone as New IA' button is available on the Summary screen (see below).

1. Click on 'Clone as New IA.'

2. Indicate a File reference for the New IA containing a maximum of 12 characters. Spaces are not permitted in the file reference and the only special character allowed is the hyphen (-). Each New IA created by the same user must have a unique file reference.

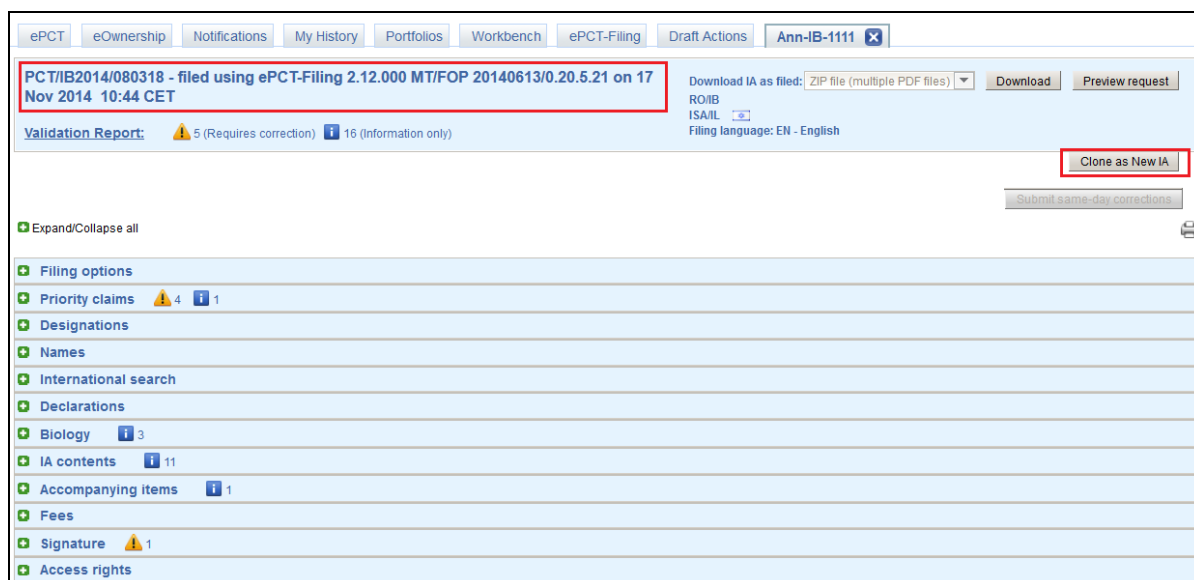3. Note that the receiving Office of the original IA to be cloned is maintained and it is only possible to change the receiving Office to RO/IB after creation of the New IA.

4. By default the New IA that is created does NOT contain the following elements of the original IA: documents making up the IA contents; declaration(s) of inventorship under Rule 4.17(iv), any specifically assigned access rights. A dedicated checkbox (see below) enables you to indicate that you wish ALL the data and documents to be cloned. By checking this box, all the bibliographic data that made up the original IA is copied to the New IA along with any accompanying documents, including the IA contents and any declarations under Rule 17.4(iv) (see below).

Note: Only your default access rights, if any, are applied to the newly-created IA. Any other access rights that you had specifically assigned prior to cloning are not copied.

CREATE A NEW IA USING 'IMPORT NEW IA' FUNCTION

It is possible to import a zip file containing an **Annex F compliant e-filing package** (e.g., output from a patent management system) for validation of the content and filing via ePCT.

IMPORTANT: The package must be fully compliant with Annex F of the Administrative Instructions or the import will fail, in which case you will be prompted to contact the ePCT Help Desk for further details about compliance with Annex F.

1. Go to the 'ePCT-Filing' tab in ePCT *private* services and click on 'Import New IA.'

2. Select the Annex F compliant e-filing package (.zip) to be imported.

3. Provided that the zip contents are in compliance with Annex F, a New IA is created based on the content of the imported zip file.

ENTERING BIBLIOGRAPHIC DATA AND ATTACHING FILES
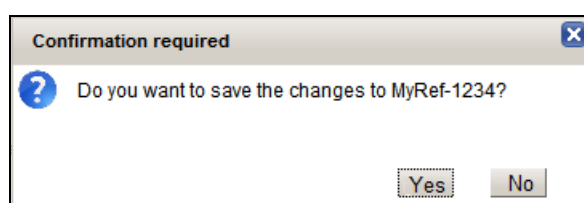
ENTERING AND SAVING BIBLIOGRAPHIC DATA

It is recommended to fill in the relevant data in each tab going from left to right – the tabs appear in a logical order so that data provided in the earlier tabs can be selected in later ones without having to retype data. For example, if all the priority claims are already filled in on the 'Priority claims' screen, that priority data can then be selected in later screens where required, without having to be retyped, e.g., when providing indications about earlier searches on the ISA screen or when preparing a Declaration under Rule 19.4(iii) on the 'Declarations' screen.

The screens for entering data are self-explanatory and intuitive, requiring no detailed user instructions. However, there are two important basic rules to observe:

1. All fields marked with '*' are mandatory and must be filled in.

2. It is strongly recommended to click on the 'Save draft' button regularly in order to save your work since there is no auto-save feature.

   Note: If your ePCT session is inactive for a period of 2 hours, any draft New IA that was left open is auto-saved prior to the forced time-out.

You can of course close a New IA that is still in draft form at any time and come back to it later. When you close the New IA, the system prompts you to confirm if you want to save the changes you have made.

VALIDATION OF BIBLIOGRAPHIC DATA

At any time when you are entering bibliographic data you can choose to run validation checks on the data you have entered. This can be done by refreshing the 'Validation Report' which appears at all times in the ePCT-Filing header. When you first create a New IA and start to enter data, by default the Validation Report will indicate 'No errors have been detected' (see below).
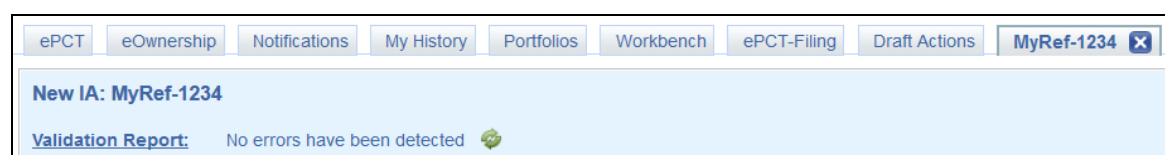
However, if you click on the 🔄 icon to refresh the Validation Report, the system will validate any data that you have entered so far and provide feedback as to whether any errors have been detected. The Validation Report is similar to validation checks made by most existing e-filing software, except that, in 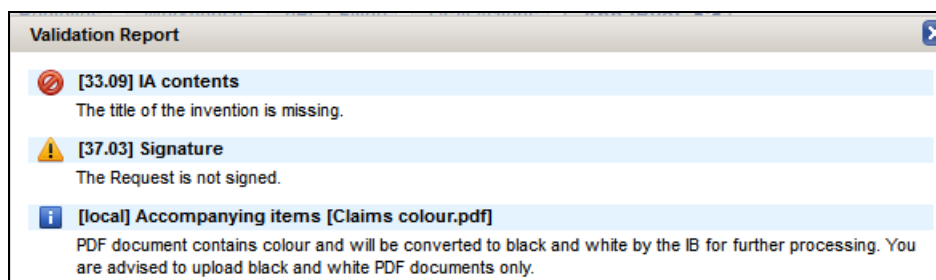the case of ePCT-Filing, the validations are made in real time against the live data base at the IB, which always contains the most up-to-date reference data. Therefore, when an application is filed via ePCT-Filing, it is unlikely that the IB will detect any additional defects that require correction.

The Validation Report detects two types of error – those that prevent filing and those that require correction and also displays information tips about certain aspects of the data or documents in the New IA that are for information only.

New IA: MyRef-1234

Validation Report: 🚫 1 (Prevents filing) ⚠️ 1 (Requires correction) ℹ️ 1 (Information only) 🔄
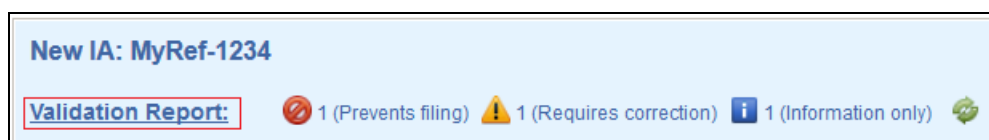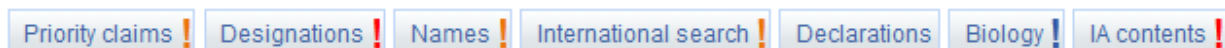
The different types of category of validation messages can be viewed separately by clicking on the red, orange or blue icons. Alternatively, you can click on 'Validation Report' (which is a link) to view a summary of all the validation messages combined.

Validation Report

🚫 **[33.09] IA contents**
The title of the invention is missing.

⚠️ **[37.03] Signature**
The Request is not signed.

ℹ️ **[local] Accompanying items [Claims colour.pdf]**
PDF document contains colour and will be converted to black and white by the IB for further processing. You are advised to upload black and white PDF documents only.

Note: If you do not refresh the Validation Report manually, as soon as you reach the 'Summary + File IA' screen, the Validation Report is run automatically. As long as an error persists that prevents filing, the 'File International Application' button remains inactive.

You will also notice that each tab visually displays an indication as to whether a defect has been detected by the Validation Report per screen and of which type (color). If there is more than one defect per screen, the color corresponding to the highest level of validation defect is displayed.

Priority claims ❗ | Designations ❗ | Names ❗ | International search ❗ | Declarations | Biology ❗ | IA contents ❗

ATTACHING FILES

In addition to entering data, it is also necessary to attach files, e.g., description and claims must be attached in order to be able to file the international application. The user is prompted to attach the relevant file on the appropriate screen that is relevant to the context, e.g., sequence listings in machine-readable format for the attention of the ISA are

attached on the 'International search' screen (and may be indicated as also making up part of the application as filed), and powers of attorney are attached on the 'Names' screen.

All files that are added on the different screens are collectively displayed in the 'Accompanying items' screen by way of a summary. The 'Accompanying items' screen itself is used to attach two types of additional optional file: a zip file containing 'Documents in pre-conversion format,' e.g., the original word processing files making up the international application prior to their conversion to PDF; any other document in PDF format that the applicant wishes to attach as an accompanying item.


Note: When attaching an 'other item of general correspondence' the user is prompted to indicate a brief description of its type – this will assist subsequent processing by the receiving Office and the IB.
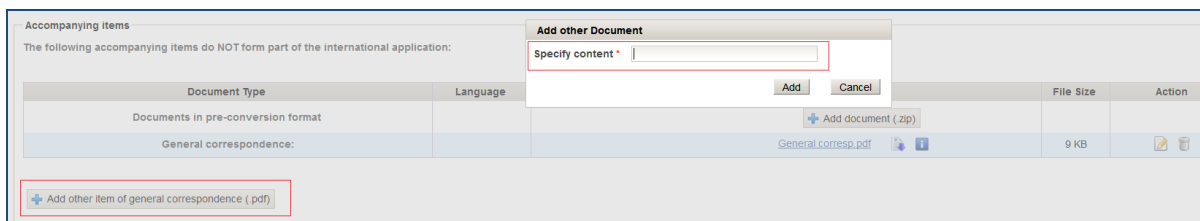

VALIDATION OF ATTACHED FILES

All documents that are uploaded in ePCT are subject to a number of validations. The 'Add document' button always mentions the type of file format that it is permitted depending on the context, e.g.
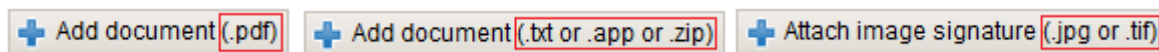

Note: The maximum file size permitted for PDF documents is 20MB per file.

Important validations are also performed on the actual content of files selected to be added, so as to avoid to the extent possible that defects are detected after filing. A file cannot be added if the file in question is not standard A4 size and if the orientation is not portrait. The system displays an error message:
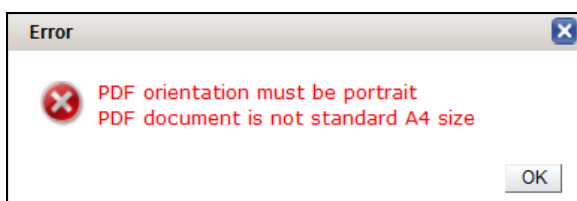
Certain defects cannot be detected with certainty by the system, in which case the user is warned that there may potentially be a defect with the file. This is the case for PDF documents that are detected by the ePCT system to have the following defects: file appears to be empty; contains greyscale or color; poor resolution inferior to 300 dpi; fonts are not embedded. Such files can be attached, but the user is warned that they require re-rendering by the system for import and storage for further processing, following which the contents might be of poor quality.

The system displays a warning message:
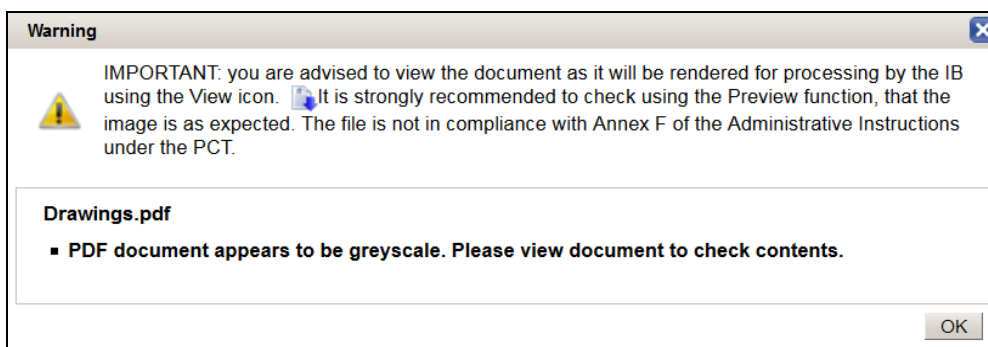
IMPORTANT: As mentioned in the warning message above, when the defects described above are detected with attached PDF documents, the user is always prompted to use the dedicated view function available in ePCT to check how the document will look after it has been rendered for processing.

This is a unique feature that allows the user to validate the rendered contents of his documents BEFORE the application is filed and thus avoid discrepancies as to quality or content after filing.


The View icon should be used to view and check document contents when a potential error is detected

Electronic files containing sequence listings for the attention of the ISA are attached on the 'International search' screen (and may be indicated as also making up part of the application as filed). The sequence listings must be in text format.

Note: Image format is not permitted for sequence listings in ePCT-Filing.
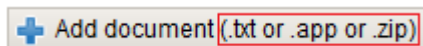
The content of sequence listings files are checked for compliance with WIPO standard ST.25 and any files that do not meet this standard cannot be attached.
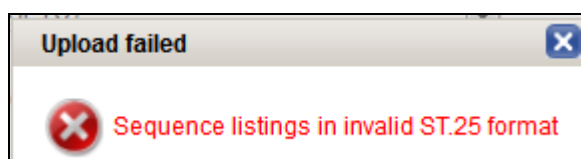
Documents in text format can be validated at a lower level of granularity. When attaching the Application Body in XML or .DOCX format, the system checks the compliance of the file with Annex F of the Administrative Instructions under the PCT. In the event that the file does not meet those requirements you will be prompted to contact the ePCT Help Desk for further details about compliance with Annex F.
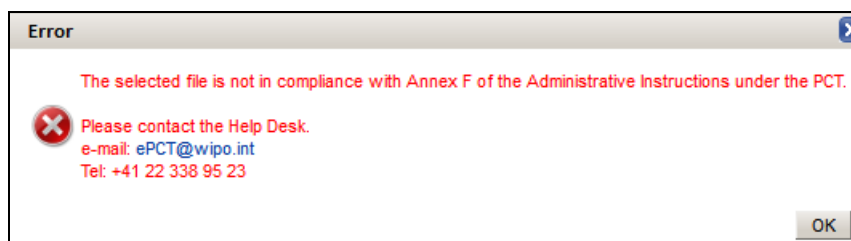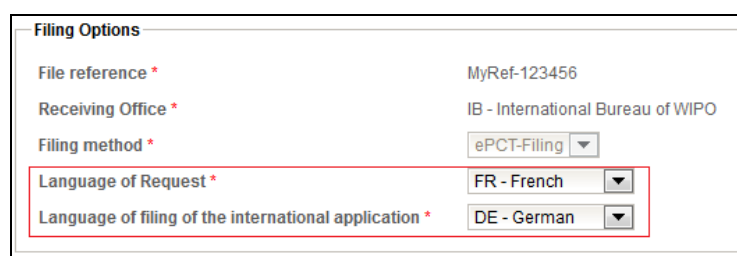
SCREEN BY SCREEN

FILING OPTIONS

The default filing method is 'ePCT-Filing' depending on the receiving Office selected. Alternative filing methods are relevant for receiving Offices that do not accept online filings, e.g., prepare and download an ePCT-Filing package for filing on physical media or for uploading separately to the e-filing systems of certain ROs.

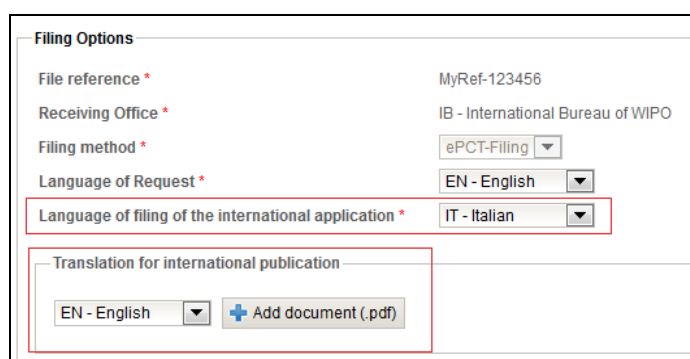Select the language of the Request form from the dropdown list of languages accepted by the selected RO.

Note: the Request form will be rendered in the selected language regardless of the language of the user interface.

Select a language of filing of the international application from the dropdown list of filing languages accepted by the selected RO – the description and claims must be provided in the selected language of filing.

If the selected language of filing is not a language of international publication, the system will prompt you to attach a translation of the international application in one of the accepted publication languages (in PDF format).

If the selected receiving Office is not RO/IB, the user has a one-time opportunity to change the selected receiving Office to RO/IB, for example, if it is necessary to request the restoration of the right of priority and the previously selected receiving Office does not accept such requests.

Filing Options

File reference *	AT-Test
Receiving Office *	AT - Austrian Patent Office [Change receiving Office to RO/IB]
Filing method *	ePCT-Filing ▼
Language of Request *	DE - German ▼
Language of filing of the international application *	DE - German ▼

Selecting to change the receiving Office to RO/IB results in a number of default updates to existing data which are explained to the user (see below).The user can 'Confirm' to proceed with the change of receiving Office to RO/IB or 'Cancel.'

Change receiving Office to RO/IB

IMPORTANT: Changing the receiving Office to RO/IB will result in the default updates below.
Please review and confirm to change the receiving Office to RO/IB.

Filing options

The Receiving Office was changed to RO/IB.

Fees

The currency has been reset to CHF

[Confirm]   [Cancel]

Note: It is only possible to change the receiving Office once to RO/IB, after which it is not possible to change to any other receiving Office.

On the Filing Options screen a link is available to look up the national security requirements that may apply for certain receiving Offices.

PRIORITY CLAIMS

Each priority claim which is added is validated as to completeness of the data entered, i.e., it is mandatory to indicate the Type (national, regional or international), Country/Office, Filing Date and option to provide the priority document to the IB.

The options available for providing the priority document to the IB depend on the Country/Office of the priority claim, e.g., the option to obtain the priority from a digital library is only available if the corresponding Country/Office is a DAS depositing Office.

> Note: There is a real-time check against DAS to validate that the priority document is indeed available in DAS for retrieval. If the Office of First Filing has not yet made the document available to DAS, the user will be warned of this fact and should select the option 'to be provided by the applicant' and subsequently, post-filing, use the ePCT Action 'Obtain priority document from DAS' once it is confirmed that the Office of First Filing has indeed made the priority document available in DAS.

The option for the receiving Office to prepare and transmit the priority document to the IB can only be selected if the receiving Office selected in the Filing Options screen is the same as the Country/Office of the priority claim. Similarly, it is possible to upload to the IB only electronic priority documents that are digitally signed with the certificate of one of the following issuing Offices, since only these three Offices have informed the IB that they issue *certified* copies of priority documents in electronic form:

- National Institute of Industrial Property (Brazil)
- National Institute of Industrial Property (Portugal)
- United States Patent and Trademark Office.

Each priority claim is also checked by the Validation Report to ensure compliance with the legal provisions of the PCT for claiming priority. **IMPORTANT: The Validation Report always validates the filing date of each priority claim in relation to the current day's date as if it were the international filing date.**

The Validation Report warns the user if one of the following defects applies:

- Priority claim not valid: **prevents filing.** The user must either delete the priority claim or correct the date of filing so that it falls within a period of 14 months before the current date.

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Validation Report: Prevents filing

🚫 Priority claims [US - 02 Jul 2012 - 12/345,678]

Priority claim is not valid: the filing date is earlier than 14 months from today's date.

- Priority claim eligible for restoration: **requires correction**, preferably prior to filing, in order to avoid that an invitation to correct is issued by the RO or the IB.

Validation Report: Requires correction

⚠️ Priority claims [US - 01 Oct 2012 - 12/345,678]

The priority claim is eligible for restoration. The filing date is outside the 12 months priority period but within 14 months from the priority date.
IMPORTANT: You are advised to attach a statement of reasons under Rule 26bis.3.

The user is prompted to check the box requesting the receiving Office of restore the right of priority and attach a statement of reasons:

☐ The receiving Office is requested to restore the right of priority for this earlier application, if required.

Note: The checkbox above is not active if the receiving Office selected in the Filing Options screen does not accept requests for restoration (see tooltip text below):

The selected receiving Office does not accept requests for restoration of right of priority. You are advised to change the receiving Office to RO/IB in order to be able to request restoration.

☐ The receiving Office is requested to restore the right of priority for this earlier application, if required.

The user must either correct the date of filing so that it falls within a period of 12 months before the current date, or delete the priority claim in order to be able to file at the RO selected in the Filing Options screen that does NOT accept requests for restoration of priority. Alternatively, the user can use the dedicated function to change the receiving Office to RO/IB, which does accept requests for restoration of right of priority.

A validation message will warn the user if the box to request the receiving Office to restore the right of priority has been ticked in respect of a priority claim that appears not to be eligible for restoration (i.e., the filing date of the earlier application is within 12 months of the current date).
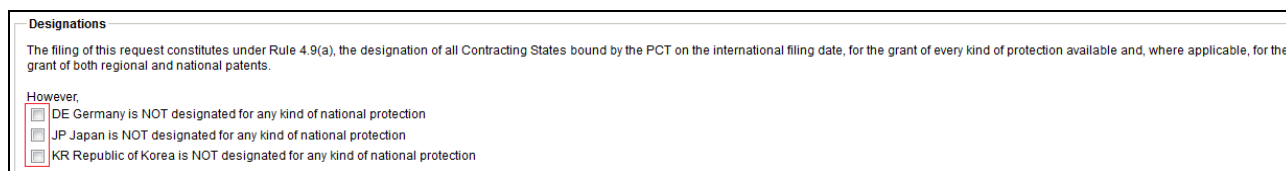
Validation Report ❌

⚠️ [6.30] Priority claims [AU - 28 Jun 2013 - 12346]

Restoration of the right of priority has been requested whereas the priority claim appears to be within 12 months of today's date. Please ensure that the request for restoration of priority is intentional, noting that a corresponding fee may have been calculated on the Fees screen if the selected receiving Office charges a fee for such requests.

If a national priority claim in respect of DE, JP and/or KR is added but the corresponding designation has NOT been excluded on the Designations screen, the Validation Report displays an error message that **requires correction**:
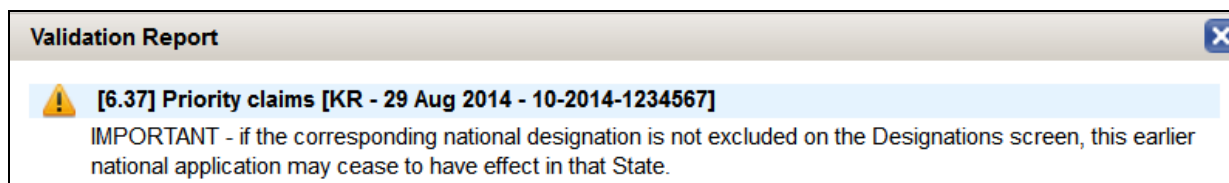

DESIGNATIONS

View Designations: By default the Designations screen displays all the designations possible on the current date. The user can exclude DE, JP and/or KR from national protection by checking the relevant checkbox (see below).

If DE, JP and/or KR are excluded from national protection by checking the relevant checkbox above, and a corresponding national priority claim has NOT been indicated on the 'Priority claims' screen, the Validation Report displays an error message that **prevents filing**:
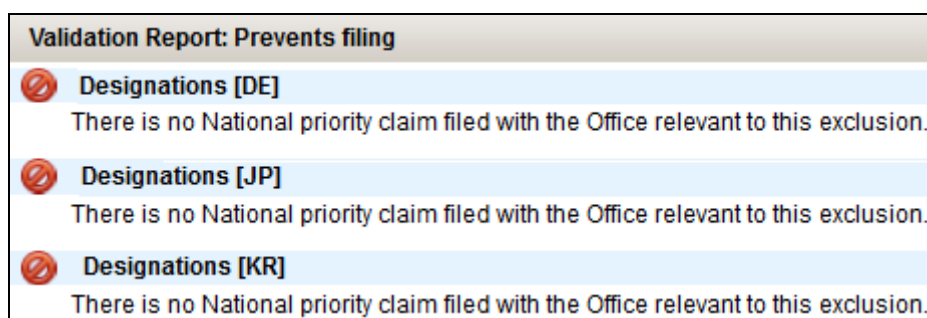
The user must either uncheck the exclusions boxes or add corresponding national priority claims on the 'Priority claims' screen.

Add parent filing data: By selecting 'Add parent filing data' the user can request a particular type of treatment in respect of certain designations, e.g., 'continuation' or 'continuation in part' for the designation of US. As mentioned above, if the ePCT-Filing screens are filled in in the logical order in which they appear, the user can select a corresponding priority claim that has already been typed in the 'Priority claims' screen:

When parent filing data has been entered in respect of a particular designation, the data can be viewed in the 'View Designations' screen as tooltip text on an information icon ℹ️ (see below).
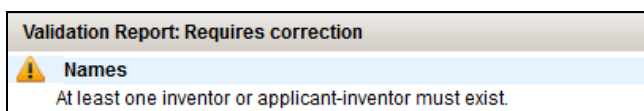
NAMES

The 'Names' screen is used to capture the bibliographic data for each party to be named in the international application and to prepare or attach any corresponding powers of attorney.

It is mandatory to indicate at least one Applicant that has the right to file with the receiving Office selected in the Filing Options screen. Failure to do so prevents filing. Note that, in the case of RO/IB, at least one Applicant must have the nationality or residence of a PCT Contracting State.

Validation Report: Prevents filing
🚫 **Names**
At least one applicant must have the nationality or residence of the RO.
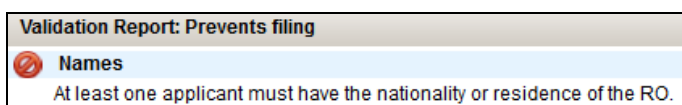
Failure to indicate at least one Inventor is a defect that requires correction, preferably before filing.

Validation Report: Requires correction
⚠️ **Names**
At least one inventor or applicant-inventor must exist.

The name and address details of each party to be recorded on the Names screen can either be input manually by filling in the required fields, or the user can select a contact from an Address Book icon (provided that the user has access rights to at least one

Address Book in the system) by clicking on the Address Book icon.

After having input manually the name and address details of a party that does not yet appear in your Address Book, you can click on the Address Book icon [icon] under the Actions column in order to add this new entry to your Address Book for subsequent reuse (see below).

To add an additional party with the same address details as an existing one, the shortcut icon [icon] can be used (see below).

In the case of the Agent, after the name and address of a first Agent has been input, it is possible to add additional agents and indicate that they have the same address as the first-named agent by using the dedicated icon [icon], as shown below:

In such a case, only the name and registration number, if any, need to be entered.

On the Names screen you can see at a glance to which address PCT notifications will be sent thanks to the 'Address for service' icon🏠 (see below).

To record a Common Representative, the Applicant that is also Common Representative must be input first as Applicant, in order to be able to be selected as Common Representative. It is not possible to indicate a Common Representative that is not also Applicant.

If the language of the Request is a language that requires the English transliteration of the names and addresses to be provided (Arabic, Chinese, Japanese, Korean, Russian), the screen for adding Names is divided in two distinct sections (see below).

Note: When adding an Agent or Address for Correspondence, in order to optimize communication channels, the indication of a telephone number is mandatory and the options for receiving Notifications from the IB are limited to either 'Email only' or 'Paper & Email.'

After all the required names have been entered, and provided that there is at least one Agent or a Common Representative, a Power of Attorney can be prepared online using the same data by selecting the option 'Prepare new Power of Attorney' (see below).

Alternatively, an existing Power of Attorney in PDF format may be attached.

INTERNATIONAL SEARCH

It is mandatory to indicate the International Searching Authority by selecting from the dropdown list of ISAs that are competent based on the receiving Office selected on the Filing Options screen. In the case of RO/IB, the competent ISA depends on the nationality and residence of the Applicant(s).

International Searching Authority *

AU - Australian Patent Office
EP - European Patent Office (EPO)
KR - Korean Intellectual Property Office
RU - Federal Service for Intellectual Property, Patents and Trademarks (Russian Federation)
US - United States Patent and Trademark Office (USPTO)

If the selected ISA applies a fee reduction in certain cases where this cannot be detected based on the nationality/residence or type (legal entity or natural person) of the applicants, e.g., in the case of an academic institution or small/medium enterprise, the user can select the relevant fee reduction entitlement from a dropdown list and can attach supporting documents, if necessary.

International Searching Authority *   BR - National Institute of Industrial Property
Fee reduction entitlement   60%
Attach document explaining fee reduction entitlement   Add document (.pdf)

The ISA may be requested to take into account the result of one or several earlier searches by checking the relevant box (see below) and filling in the required information regarding the earlier application(s) concerned.

International Searching Authority *   AU - Australian Patent Office

☑ The ISA is requested to take into account the results of the earlier search(es) indicated below

Select earlier application *   US - 31 Oct 2012 - 12/345,678
Availability of document(s) to the ISA *   Already available to the ISA

☐ a copy of the results of the earlier search
☐ a copy of the earlier application
☐ a translation of the earlier application into a language which is accepted by the ISA
☐ a translation of the results of the earlier search into a language which is accepted by the ISA
☐ a copy of any document cited in the results of the earlier search (if known please indicate the document(s) available to the ISA)   Not yet active

The earlier application selected above is the same, or substantially the same, as the international application, except that it may have been filed in a different language.

Note: If the ePCT-Filing screens are filled in in the logical order in which they appear, the user can select a corresponding priority claim that has already been typed in the 'Priority claims' screen.

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Sequence listings provided in machine-readable for the purposes of international search should be attached on the International search screen in one of the following formats: .txt, .app or .zip.

Note: Image format is not permitted for sequence listings in ePCT-Filing.

The user can specify whether the sequence listings attached are intended also as part of the international application as filed or whether they are exclusively for the purposes of international search.

Sequence listings in text format indicated as 'filed also as part of the international application' automatically appear on the 'IA Contents' screen as 'Sequence listing part of the description (text format only).'

Note: In ePCT-Filing it is possible to attach the 'Sequence listing part of the description' in text format only and <u>not</u> in PDF format, regardless if the Description or Specification is in PDF format.

Sequence listings indicated as 'not intended as part of the international application as filed' automatically appear on the 'Accompanying Items' screen.

DECLARATIONS

Declarations under Rule 4.17 can be prepared online with the aid of the data already entered on the 'Priority claims' and 'Names' screens by selecting the option 'Prepare a new declaration' (see below).

Declarations prepared using ePCT-Filing can be previewed as part of the Request Form (RO/101) by clicking on the 'Preview request' button appearing in the header (see below).

Alternatively, an existing Declaration in PDF format may be attached:

BIOLOGY

If the international application contains references to deposited microorganisms or other biological material, the corresponding box on the 'Biology' screen should be ticked:

Form RO/134 can be prepared online by selecting 'Prepare new Form RO/134' and filling in the required details (see below) or alternatively an existing Form RO/134 in PDF format may be attached.

The resulting Form RO/134 automatically appears on the 'Accompanying Items' screen.

Form PCT/RO/134 prepared using the ePCT-Filing software can be previewed using the 'Preview RO/134' function on the Biology screen (see below).
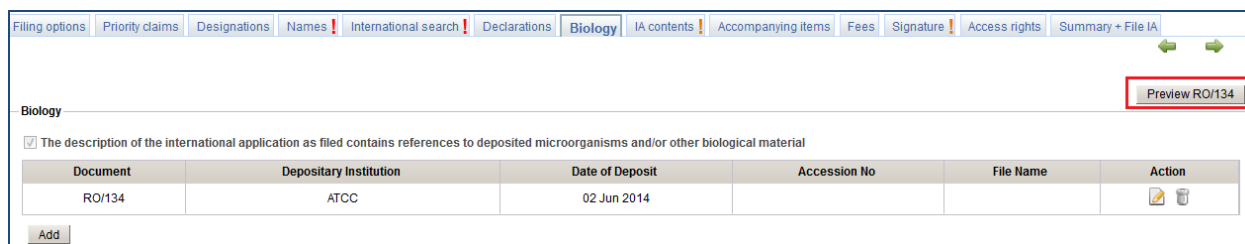
IA CONTENTS

The Request Form (PCT/RO/101) can be previewed at any time in its current state of preparation and as it will be rendered at the time of filing by clicking on the 'Preview RO/101' button in the header and therefore the Request is not listed as a dedicated document on the IA Contents screen.
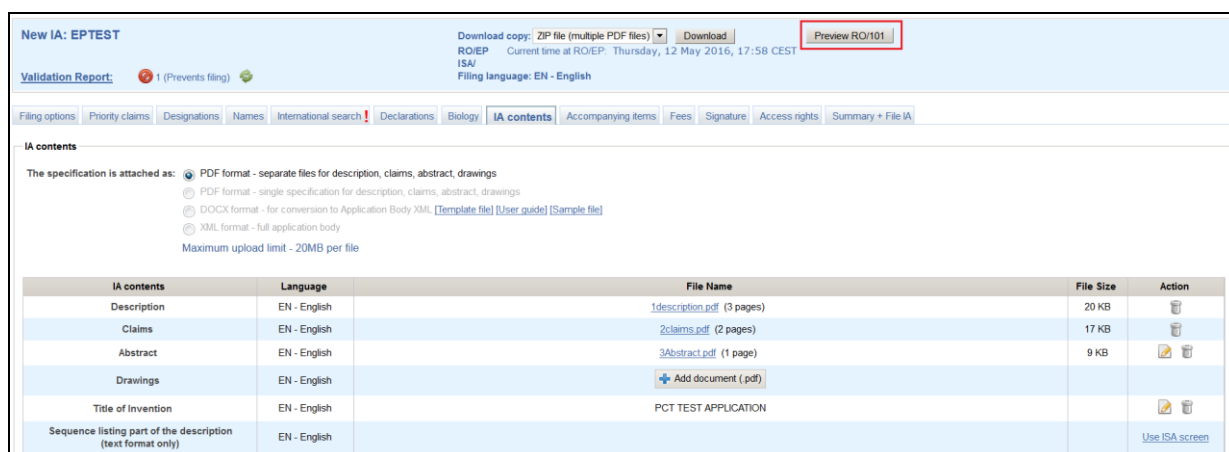
Note: The Request is rendered for viewing in the language that is selected for the Request in the Filing Options screen, regardless of the language of the user interface. The Description, Claims, Abstract and Drawings (if any) must be attached on the 'IA Contents' screen in either PDF or XML format.

Alternatively, it is possible to attach the application body in .DOCX format for conversion to full XML. The format of the DOCX file must be in compliance with Annex F of the Administrative Instructions and the language attribute must match the language of filing indicated on the Filing Options screen. Template files are available for use and it is possible to consult sample files and a user guide (see below).

It is also mandatory to indicate the title of the invention in the relevant box. Failure to do so prevents filing. If the application body is attached in XML or .DOCX format, or in text-based PDF format, the title is automatically extracted and will appear in the title field.

Failure to attach an Abstract is a defect that requires correction, preferably before filing, but does not prevent filing.

In the case of PDF format, the Description, Claims, Abstract and Drawings (if any) can be attached either as *separate* PDF documents, or as a *single* PDF document ('single specification file').

When attaching a single specification document in PDF format for the application body on the IA Contents screen, it is possible to indicate if the single specification file as attached contains sheets of drawings or not. The user has the option either to include drawings in the single specification document or to attach them as a separate file (see below).

A checkbox is also provided in order to indicate if the Abstract contains any formula(e) that will require publication. This information is not essential for filing, but it is an extremely useful indication for subsequent processing at the IB when preparing the international publication.

Since it is mandatory to indicate the Title of the invention in the language of filing of the international application, if the Title field is empty when the Description in PDF format is attached, the system attempts to extract the title from the top of the first page in order to avoid retyping. The result of the extraction is displayed in a pop-up box. The user can edit the extracted title if required.

If the application body is attached in XML format, the XML file must be in compliance with Annex F of the Administrative Instructions and the language attribute must match the language of filing indicated on the Filing Options screen. Any image files for Drawings that are referenced in the XML must also be attached (see below).

If Drawings are included as part of the IA Contents, the system prompts the user to indicate which drawing, if any, is to be published with the Abstract on the cover page of the publication. This is a mandatory field, so '0' must be entered even if no drawing is to be published with the Abstract.

Note: If the drawing to be published with the Abstract contains text matter, the user can indicate this by selecting 'Yes' (see above). This information is not essential to filing, but it is an extremely useful indication for subsequent processing at the IB when scheduling translation for international publication. It is at the discretion of the user to either type or copy & paste the text matter (including reference numbers) contained in the drawing to be published with the Abstract in the field provided.

If a Sequence listing in text format was already attached on the 'International search' screen and indicated as 'filed also as part of the international application', it also appears on the 'IA Contents' screen as 'Sequence listing part of the description (text format only).'

Note: In ePCT-Filing it is possible to attach the 'Sequence listing part of the description' in text format only and <u>not</u> in PDF format, regardless if the Description or Specification is in PDF format.

ACCOMPANYING ITEMS

All documents that have been attached in the various screens and that do <u>not</u> make up the actual international application (i.e., excluding the Request, Description, Claims, Drawings (if any) and Sequence listing part of the description (if any)), appear automatically in this screen by way of a summary or check list.

FEES IN GENERAL

Payment details: The currency and payment methods that can be selected for paying fees varies depending on the receiving Office selected in the Filing Options screen. By default, the preferred default payment method specified by the receiving Office will be displayed, but can be modified.

If the default payment method requires certain mandatory data to be provided, e.g., deposit account number, this will be reflected in the Validation Report and will prevent filing.

It is of course possible to modify any default payment method that appears and select the option that no payment details will be specified until after filing (see below), in which case no further mandatory data is required.

Currency	CHF ▾
Payment method	No payment for the time being ▾

Save   Cancel

The amount of the fees due is displayed using the 'Show fees' button, which calculates the fees based on the data and documents present so far in the New IA. If additional applicants are subsequently added that may affect a fee reduction, or if additional documents are attached that affect the page count, the fee due may fluctuate as a result.

Fees

Fee	Amount	X	total
Transmittal fee	CHF 100	1	CHF 100
Search fee	CHF 1,094	1	CHF 1,094
International filing fee	CHF 1,330	1	CHF 1,330
Supplement per sheet over 30	CHF 15	0	CHF 0
Electronic Filing reduction (image)	CHF -200	1	CHF -200
			Total fees payable: CHF 2,324

The fee sheet can be previewed using the 'Preview fee sheet' function on the Fees screen (see below).

Filing options | Priority claims | Designations | Names ! | International search ! | Declarations | Biology | IA contents ! | Accompanying items | Fees | Signature ! | Access rights | Summary + File IA

Preview fee sheet

Payment details

Currency	Payment method	Contact name for payment	Email address for payment instructions	Action
CHF	Credit card	Ann Bardini	ann.bardini@wipo.int	

Where the selected Receiving Office has a fee structure involving more than one currency, e.g., the transmittal is to be paid in the local currency of the Office whereas the international filing fee is to be paid in a different currency, it is now possible on the Fees screen to indicate multiple currencies (see example below).

Fees					
Fee type		**Currency**	**Amount**	**Subtotal**	**Total**
Transmittal fee		USD	USD 2,000	USD 2,000	**USD 2,000**
Search fee	ISA/AT	CHF	CHF 1,947	CHF 1,947	**CHF 1,947**
International filing fee	Fixed amount for first 30 sheets	CHF	CHF 1,330	CHF 1,330	
Request + Declarations 3	Electronic Filing reduction (Image)		CHF -200	CHF -200	
Description 3					
Claims 2					
Abstract 1					
Drawings 0					
Total 9 sheets					**CHF 1,130**
				Total fees payable:	**CHF 3,077**
					USD 2,000

FEES – ONLINE PAYMENT TO RO/IB

Provided that the selected receiving Office is RO/IB, it is possible to pay the filing fees online at the time of filing if the payment method chosen is either 'credit card' or 'WIPO current account.'

In the case of payment by credit card, the type of card accepted by the IB depends on the currency selected, for example, American Express credit cards are only acceptable for amounts in Swiss francs (CHF). Diners, Visa and Mastercard credit cards can be used for amounts in Swiss francs (CHF), US dollars (USD) or Euros (EUR).

Currency	CHF	
Payment method	Credit card	
Contact name for payment *	Ann Bardini	
Email address for payment instructions *	ann.bardini@wipo.int	
Currency	EUR	
Payment method	Credit card	
Contact name for payment *	Ann Bardini	
Email address for payment instructions *	ann.bardini@wipo.int	

'WIPO current account' is only selectable as a payment method if the currency is Swiss francs (CHF).

Currency	CHF
Payment method	WIPO current account
Contact name for payment *	Ann Bardini
Email address for payment instructions *	ann.bardini@wipo.int

IMPORTANT: In order to pay online in ePCT *private* services by debiting a WIPO current account, it is no longer necessary to indicate the account number, but the username and password issued by WIPO for the current account must be indicated in the online payment

screen at the time of payment. If you have forgotten or misplaced the username and password a new one can by requested by e-mail to income.accounts@wipo.int

In order to pay filing fees to RO/IB online, immediately after filing the pop-up confirmation window provides the filer with the choice to 'Pay online now' or to 'Close + pay later.' If the user opts to pay online now, depending on the payment method, the user is redirected to WIPO's online payment platform for either credit card or current account transactions (see below).

File International Application

You have successfully filed the following international application:

IA Number	PCT/IB2014/080336
Receiving Office	IB - International Bureau of WIPO
Date of receipt at RO	26 Nov 2014 16:36 CET
Receipt of Electronic Submission:	View/Print

You will be notified by e-mail as soon as the full contents of the international application can be accessed via ePCT private services.

| Payment number | EPAY-h9A7e30Tr58c8K |
| Payment method | Credit card |

Pay online now   Close + pay later

Payment by Credit Card

Amount	3,431.00 CHF
Payment number	EPAY-h9A7e30Tr58c8K
Reference	PCT/IB2014/080336
Payment subject	Fee for PCT electronic filing

Credit card information is protected by Secure Socket Layer (SSL) technology certified by a digital certificate. Your credit card will be automatically debited once you have confirmed payment.

Card type

Please select

Full name of cardholder (as printed on card)

Card number

CVV Code (What is a CVV code?)

Card expiry date

Pay   Reset   Go back

IMPORTANT: In order to pay online in ePCT *private* services by debiting a WIPO current account, it is no longer necessary to indicate the account number, but the username and password issued by WIPO for the current account must be indicated in the online payment screen. If you have forgotten or misplaced the username and password a new one can by requested by e-mail to income.accounts@wipo.int

Alternatively, if the user choses to 'Close + pay later' there are two ways of making the payment later on:

- Click on the 'Payment number' link contained in the e-mail that is sent to confirm the availability of the data and documents for the new application in ePCT post-filing (see below). Note that, if an additional e-mail address specifically for payment instructions appeared on the Fees screen in ePCT-Filing, the e-mail below will sent also to that e-mail address.

- Use the new ePCT Action 'Online Payment' in ePCT *private* services which is available only in IAs filed at RO/IB using ePCT-Filing (as of ePCT version 2.12 or later) in order to access the online transaction directly and make the payment:


Note: It is possible to modify the payment method in the WIPO online payment platform from credit card to WIPO current account (CHF only) and vice versa (see below).

Important: Even if the option 'No payment for the time being' was selected at the time of filing, it is possible to use the 'Online Payment' action to subsequently pay the fees to RO/IB either by credit card or by debiting a WIPO Current Account.

SIGNATURE

The signature screen is used to apply signatures to the Request Form (PCT/RO/101). Failure to provide at least one signature is a defect that requires correction, preferably before filing.
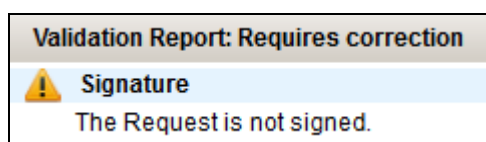
ACCESS RIGHTS

By default, the user who created the New IA is set as the original eOwner and can therefore assign access rights to other eHandshake users so that they can access the New IA, even prior to filing. After the international application is filed, these access rights are maintained.

Note: if you have already set up default access rights in the ePCT 'eOwnership' screen, those default access rights will be applied *automatically* each time you create a New IA in ePCT-Filing using any of the following functions: 'Create New IA', 'Import New IA' or

'Clone as New IA.' It is not necessary to go to the Access Rights tab each time to set default access rights.

IMPORTANT: You should review your default access rights regularly in order to check if any updates are necessary.

SUMMARY + FILE IA

This final screen displays a summary of all the data and documents contained in the New IA and automatically refreshes the Validation Report to show any outstanding defects that have been detected. There are shortcut icons to take the user directly to the corresponding screen in order to edit/correct and defects (see below).
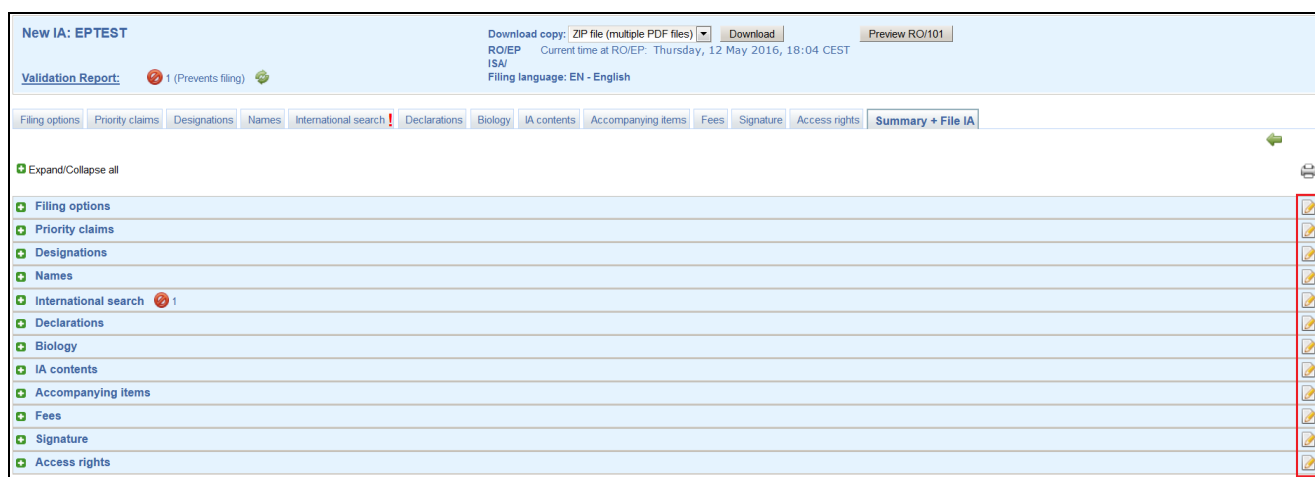
It is possible to expand each section to view the actual data content and the related defects that have been detected.

	Type	Country/Office	Filing Date	Application number	Priority document	File Name	DAS access code	Restoration
⚠	National	US	01 October 2012	12/345,678	IB to obtain from a digital library		1234	

It is strongly recommended to correct all defects before filing the international application:

⚠ 4 (Requires correction) Defects that 'Require Correction' do not prevent filing. Nevertheless, it is strongly recommended to correct such defects, where possible, prior to filing in order to avoid that an invitation to correct is subsequently issued by the RO or the IB.

🚫 4 (Prevents filing) Defects that 'Prevent Filing' must be corrected. As long as at least one such defect persists, the 'File International Application' button is greyed out and the application cannot be filed.

FILING OF THE INTERNATIONAL APPLICATION
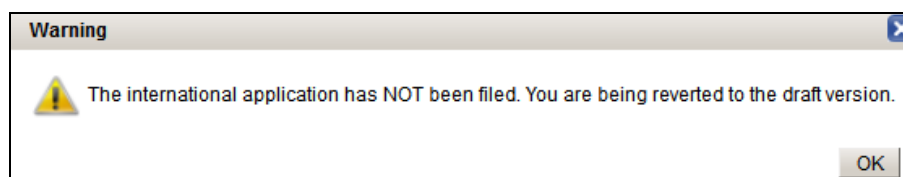
FILE INTERNATIONAL APPLICATION

If there are no defects which prevent filing, the Filing button becomes active.

Note: the Filing button indicates the receiving Office that has been selected for filing the international application. **File International Application to RO/IB**

When the user clicks on this button, the system displays a summary of all the detected defects that require correction, along with any information messages.
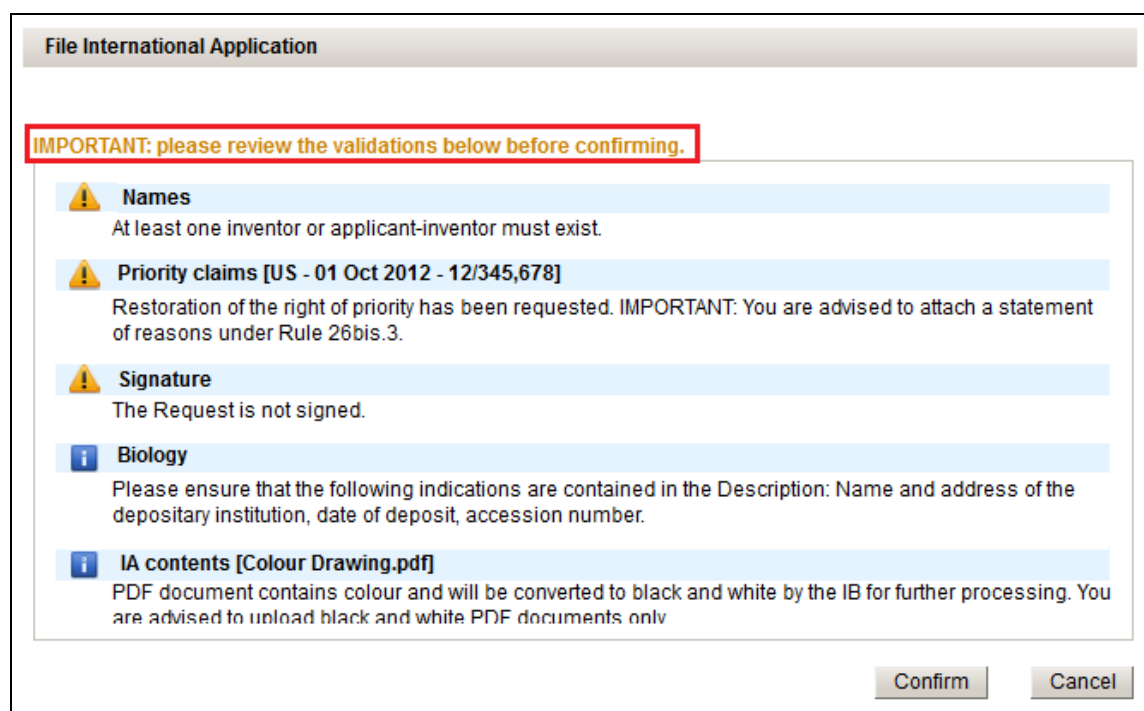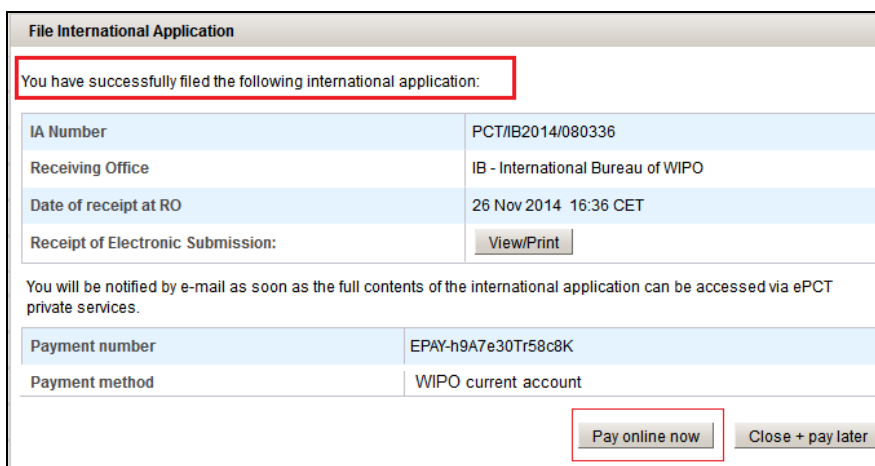

Clicking 'Cancel' warns the user that the application has NOT been filed. It is therefore still possible to correct any outstanding defects that require correction:

Clicking 'Confirm' launches the filing process and displays a progress bar:
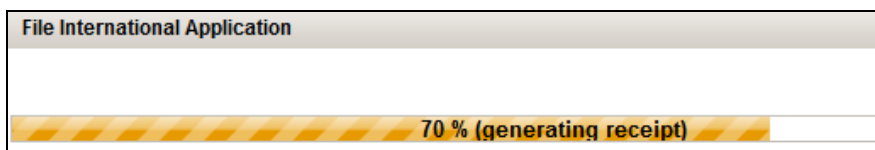
When the filing process is complete, a confirmation message is displayed, showing the international application number that has been assigned. In the case of filings to RO/IB, the filing confirmation window enables the user to pay the filing fees online immediately, if applicable. The user has the possibility to view and print a filing receipt from this screen.

When filing an international application to a receiving Office other than RO/IB, the documents as filed will appear in dedicated sub-tab of the File View that contains documents for the receiving Office (see below) and the IA Status is 'New IA – RO Phase' until the Record Copy is transmitted to the IB.

Note: Regardless of the receiving Office selected, after filing, all the bibliographic data and documents as contained in the application at the time it was filed are visible in the Summary screen of the international application that can be accessed via the ePCT-Filing screen (see below). Even if the data and documents filed do not immediately appear in the File View, there is no need to resubmit them since they are safely contained in the system pending the completion of the import process.

AFTER FILING

Once the international application has been filed, the IA number assigned is immediately visible in the 'ePCT-Filing' screen and the application is also visible on the Workbench of each user with access rights.

You can click on the IA number to access the contents of the international application in the ePCT 'File View' – this is the equivalent to viewing an international application from the Workbench.

Alternatively you can click on the File reference link and view a full summary of the data and documents as contained in the application at the time it was filed.
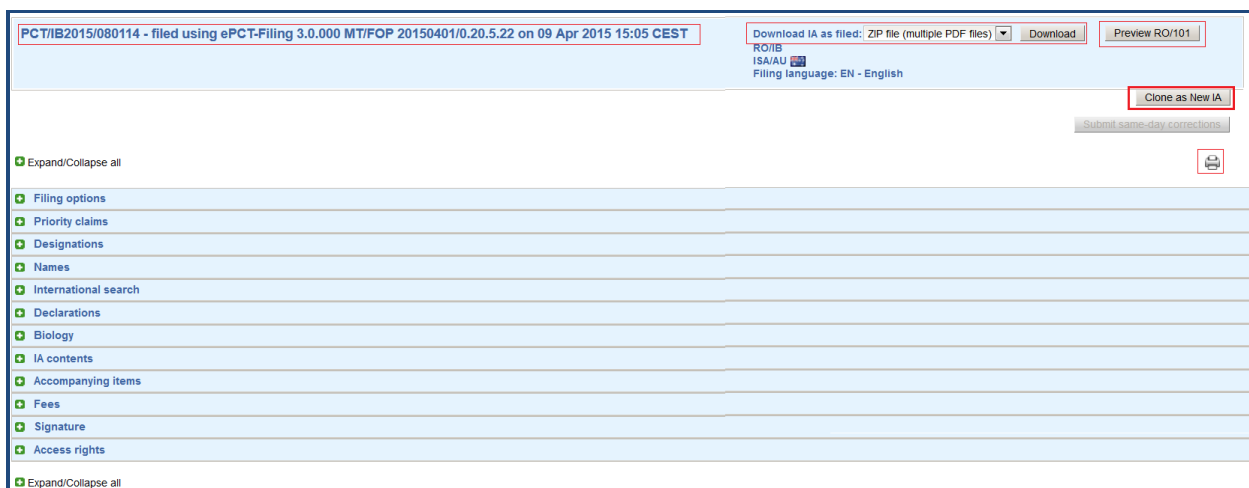
If required, it is possible to download the full content of the international application as filed as a ZIP file that contains multiple PDF files, or as a single PDF file.
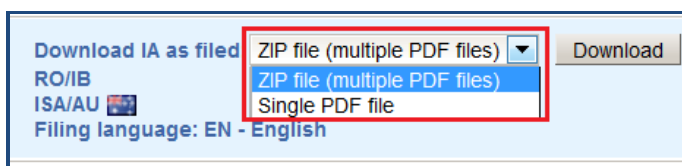
It is also possible to print the Summary screen content by clicking on the print icon.

A copy of the international application as filed can also be made using the 'Clone New IA' button as in order to create a New IA. Refer to the section above 'Create a New IA by 'Cloning' an Existing One.'

WHOM TO CONTACT

For any questions, queries or comments about ePCT, please contact the PCT eServices Help Desk by clicking on the "Contact Us" link which appears in the top right-hand corner of each screen in ePCT.

This will take you to our frequently asked questions page where you may able to find the answer to your question. Every FAQ item also has a "Contact" link for submitting further queries to the Help Desk, as well as "Chat" option when a member of staff is available for online Chat.

Should you need to submit a screenshot relating to a particular issue, please send it by e-mail to epct@wipo.int.

The PCT eServices Help Desk is available from Monday to Friday, from 9:00 until 18:00 Central European time. Every attempt is made to respond to questions within one business day.

Please note that the PCT eServices Help Desk is closed on Saturdays and Sundays, as well as on non-working days at WIPO which are available at:
http://www.wipo.int/contact/en/holidays.html

Click here to access previous PCT webinars given by WIPO, including how to use ePCT-Filing.

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