



WIPO – ASEAN IT Workshop

Topic 9 WIPO IPAS Cloud Reception and Data Capture Hands-On Exercise

WIPO IP Office Business Solutions Division
March 27-30, 2023

WIPO IPAS Cloud / Reception

- Reception is one of the main IP business processes to capture in IPAS the minimum information of a filing request filed on paper in order to calculate the applicable filing fee, for example:
 - an initial application
(i.e. trademark, patent, industrial design)
 - A subsequent/post-filing request for information change in files
(e.g. change of name and address of an agent)

WIPO IPAS Cloud / Reception of New Subsequent Filing Types (1/3)

- Registration of legal representatives and agents (type=UDRLR)
- Request for online access to application files filed on paper (type=UDOFA)
- Amendment of invention title and abstract (type = UDABT)
- Amendment of patent claims (type=UDCLM)
- Amendment of patent description pages (type=UDDES)
- Assignment (type=UDCOW)
- Change of representative (type=UDCRP)
- Change of representative and assignment (type=UNCOR)

WIPO IPAS Cloud / Reception of New Subsequent Filing Types (2/3)

- Change of name and/or address (type=UDNAS)
- Amendment of logo (type=UDLOG)
- Amendment of goods and services (type = UDNCL)
- Amendment of drawings (type=UDDRW)
- Amendment of design units (type=UDDSN)
- Submission of priority document (type=UDPOC)
- Early or late publication (type=UDPUB)
- Trademark renewal with (type=UNREN) or without limitation (type=UNRNL)

WIPO IPAS Cloud / Reception of New Subsequent Filing Types (3/3)

- Renewal of industrial design with (type=UNRED) or without limitation (type=UNRDL)
- Cancellation, Withdrawal, Invalidation (type=UDEXP)
- Response to office letter (type=UDRSP)
- Registration of power of attorneys (type=UDPOA)
- Registration of license (type=UDLIC)
- Annuity payment (type=UDANU)
- Other request without affecting file (type=UDDOC)
- Other request affecting file(s) (type=UDGEN)

WIPO IPAS Cloud / Reception Forms

- Receive several requests with single invoice for payment
- Customizable reception forms
- Automated fee calculation
- Different forms for filing on paper and online

WIPO IPAS Cloud / Reception Forms for Different Filing Types

Start New Reception

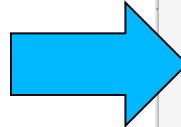
Offices: St. Vincent & Grenadines [VC] | Reception Date: 2022-02-02 08:00:00

Applicant Name / Agent code: Odysson

Currency: EC Dollar

Skip Payment

Start **Cancel**



WIPO WORLD INTELLECTUAL PROPERTY ORGANIZATION

Search on IPAS

Batch: VC/MGR-1-6727 | Fees/Receipts [3]

New Batch | Print Invoice | Payment | Receive | Print Receipts

Filing Type: trademarks | National Mark

Mark Details

Mark Feature: Figurative

Number of Logos: 1 | Color Logo

Count of Nice Classes: 1

Number of Priority Application Claims: 0

Owner Name: Nikon Ltd.

Notes:

Supporting Documents List

	Document	Mandatory Documents
<input type="checkbox"/>	Application request [1]	
<input type="checkbox"/>	Appointment of an Attorney [2]	

Reception Details

Offices: St. Vincent & Grenadine | Reception Date: 2022-02-02 08:00:00

Applicant Name / Agent code: Odysson

Invoice Number: <<Auto>> | Currency: EC Dollar

Creation Date: 2022-02-14

Skip Payment

Save **Close**

WIPO IPAS Cloud / Data Capture

- Data capture is another important process in IPAS to capture all the information filled on the paper form into structured formats for ease of processing and search
- Data capture includes also the digitalization of the paper forms into electronic format to enable paperless processing

WIPO IPAS Cloud / Data Capture Forms for Different Filing Types

- Fully customizable data capture forms with data fields protected by user-roles

The screenshot displays the WIPO IPAS Cloud interface. At the top, there is a blue header with the WIPO logo and the text 'WORLD INTELLECTUAL PROPERTY ORGANIZATION'. A search bar on the right contains the text 'Search on IPAS'. The user's name 'Daniel Cheng' is visible in the top right corner.

The main content area is divided into two sections:

- File History:** A table with columns for Description, Date, Action By, Notes, and Action. The entries include:
 - National Mark (2021-03-24 00:00:01) by Shacolann Lett, Received.
 - TM Acknowledge Reception (2021-04-06 10:55:32) by Shacolann Lett, TM Formality C.
 - TM Formality is OK (2021-04-07 11:16:59) by Shacolann Lett, TM Examinatio.
 - TM Filing Acknowledgement [] (Authorized).
 - TM Application Acceptance (2021-06-01 17:48:58) by Aneshia Glasgr, TM Awaiting Pi.
 - TP Application Acceptance [V] (Authorized).
- Bibliographic Data:** A form section with a 'Show all' button and several filter options:
 - Filing Details
 - Owners
 - Supporting Documents
 - Mark Feature
 - Representatives
 - Publication/Registration
 - Nice Classification
 - Priorities

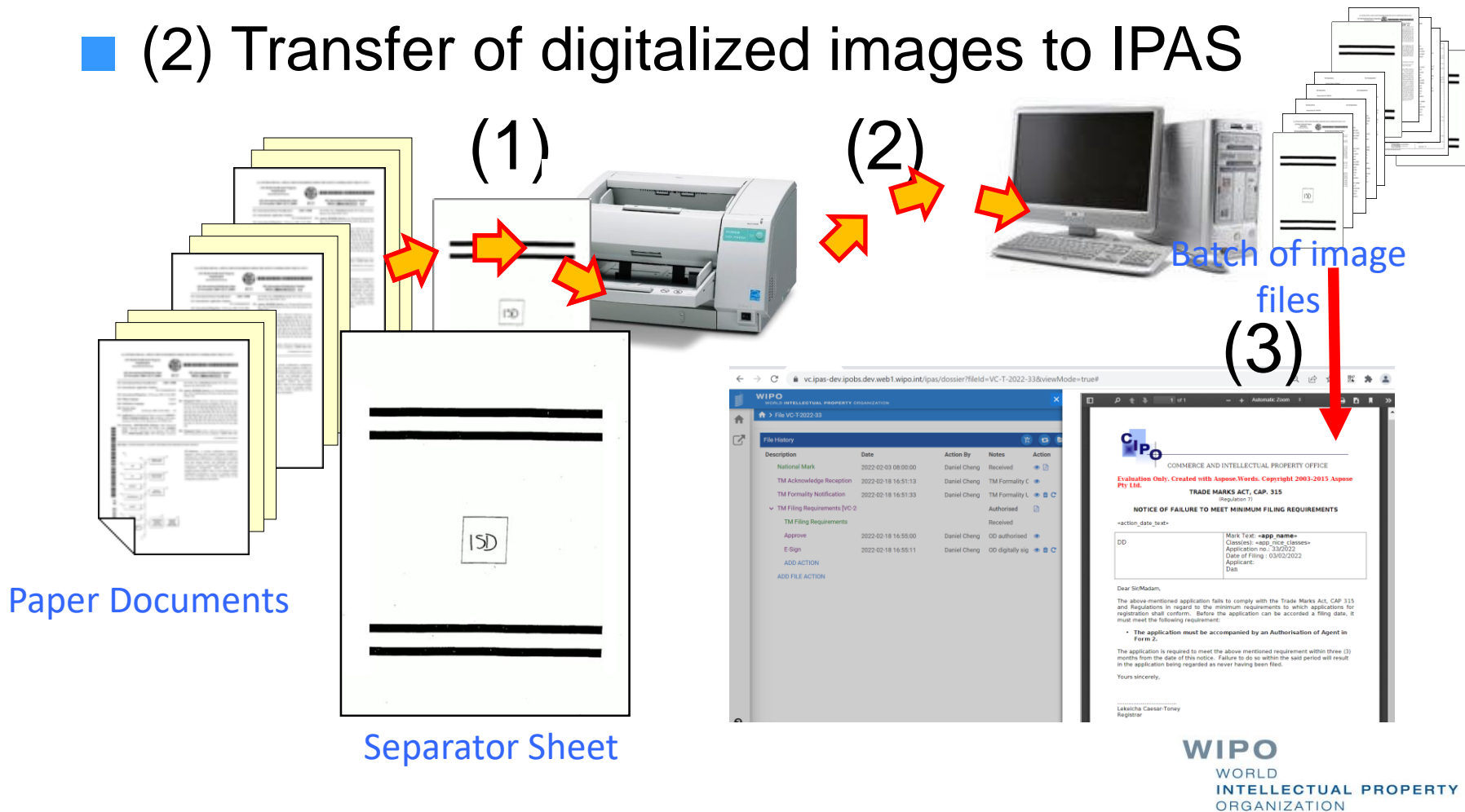
Below the filters is a table for 'Owners' with the following data:

Order Number	Name	Residence Country	National	Email	Legal ID	Main Owner	Actions
1	E. & J. Gallo Winery	U.S.A.	U.S.A.			<input checked="" type="checkbox"/>	

At the bottom of the form, there are 'Save' and 'Certify' buttons.

WIPO IPAS Cloud Document Capture 1/2

- (1) Digitalization of paper documents
- (2) Transfer of digitalized images to IPAS



WIPO IPAS Cloud Document Capture 2/2

- (3) Indexation image files with document numbers for linkage to files in IPAS

The screenshot displays the WIPO IPAS Cloud interface. At the top, the WIPO logo and 'WORLD INTELLECTUAL PROPERTY ORGANIZATION' are visible. The search bar contains 'Search on IPAS'. The interface shows a batch of documents with the following details:

- BatchID: JO-9A4D138B-B5A8-4598-BD7A-8C373E7EE3D5
- 1/1 (page indicator)
- Total Batch Pages: 486
- Indexed documents: 0
- Bookmarked documents: 0
- View Mode: Manual Indexation View

The document viewer shows a document with the following content:

CIPPO
COMMERCE AND INTELLECTUAL PROPERTY OFFICE

Evaluation Only. Created with Aspose.Words. Copyright 2003-2015 Aspose Pty Ltd.

TRADE MARKS ACT, CAP. 315
(Regulation 7)

NOTICE OF FAILURE TO MEET MINIMUM FILING REQUIREMENTS

<action_date_text>

DD	Mark Text: <app_name> Class(es): <app_nice_classes> Application no.: 33/2022 Date of Filing : 03/02/2022 Applicant: Dan
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Dear Sir/Madam,

The above-mentioned application fails to comply with the Trade Marks Act, CAP 315 and Regulations in regard to the minimum requirements to which applications for registration shall conform. Before the application can be accorded a filing date, it must meet the following requirement:

- The application must be accompanied by an Authorisation of Agent in Form 2.

The application is required to meet the above mentioned requirement within three (3) months from the date of this notice. Failure to do so within the said period will result in the application being regarded as never having been filed.

Yours sincerely,

Lekelcha Caesar-Toney
Registrar

WIPO IPAS Cloud / Monitor Pending Data Capture Tasks

- Centralized data and document capture tasks in one workbench view

WIPO WORLD INTELLECTUAL PROPERTY ORGANIZATION

Search on IPAS

Scanning Batch Dashboard

Batch ID	Captured On	Modified On	Locked By	No. of Docs	No. of Pages	Status	Action
Batch1645611785967	2022-02-23 11:35:01	2022-02-23 11:35:01		4	52	Pending Indexing	
Batch1645611231657	2022-02-23 10:14:23	2022-02-23 10:18:34	bela	4	52	Pending Indexing	
Batch1645803352496	2022-02-25 15:38:13	2022-02-25 15:38:13		4	52	Pending Indexing	
Batch1645693914398	2022-02-24 09:20:16	2022-02-24 09:20:23	bela	4	52	Pending Indexing	
Batch1645613735266	2022-02-23 10:55:47	2022-02-23 10:57:21	nilesh	1	4	Pending Indexing	
Batch1645717414537	2022-02-24 15:54:22	2022-02-24 15:54:22		1	1	Pending Indexing	
Batch1645718087866	2022-02-24 15:58:29	2022-02-24 15:58:29		1	1	Pending Indexing	
Batch1645202594131	2022-02-22 12:03:55	2022-02-23 13:00:23	daniel11234	1	1	Pending Indexing	
Batch1645605885506	2022-02-23 08:44:56	2022-02-23 10:47:07	nilesh	3	3	Pending Indexing	
Batch1645620490633	2022-02-23 12:48:27	2022-02-23 12:49:45	bela	4	52	Pending Indexing	
Batch1645802848744	2022-02-25 15:35:15	2022-02-25 15:35:15		4	52	Pending Indexing	

Drop or Choose PDF files here for indexation.

+ Choose Index Clear

WIPO IPAS Cloud / Online Filing Data Capture + Submission / Reception

- Data completed captured by the filer before reception into IPAS to issue a filing number

The screenshot displays the WIPO IPAS Cloud interface for filing a trademark. The top navigation bar includes the WIPO logo and the text 'WORLD INTELLECTUAL PROPERTY ORGANIZATION'. The main content area is titled 'Filing Type' and shows 'trademarks' selected. A 'Play and Submit' button is visible in the top right corner. Below the title, there are several sections for data entry:

- Show All:** A yellow bar with a link to 'Hide all and Show the First Component'. Below it are links for 'Filing Details', 'Owners', 'Supporting Documents', 'Mark Feature', 'Representatives', 'Custom Fields', 'Nice Classification', and 'Priorities'.
- Owners:** A section with a '+ Owners' button. It contains a 'PERSON DETAILS' form with fields for 'Person Name' (Apple Inc.), 'Other Name' (Apple Inc.), 'Nationality Country' (United States of America), 'Telephone', 'Email', 'Gender', 'Individual ID Type', and 'Individual ID Number'. There is a checkbox for 'Create a new person'.
- ADDRESS DETAILS:** A section with fields for 'Address Street' (One Apple Park Way, Cupertino, California 95014, United States of America), 'Address Street In Other Language', 'Address Zone', 'City Name', 'State Name', and 'Zip Code'. The 'Residence Country' is set to 'United States of America'.

At the bottom of the form are 'Cancel', 'Clear', and 'Add' buttons. A 'Save' and 'Close' button are located at the very bottom of the interface.

WIPO IPAS Cloud / Exercise

- Receive one trademark application and one user document (post-filing request) for the change of name of an agent
- Capture data and certify the completion of data capture operation
- Upload digitalized documents and certify the completion of document capture operation