



# PCT EDI

## How to transfer Priority documents via PCT EDI

### Pre-requisites

Prior to transferring Priority documents via PCT EDI there are a number of activities to be completed to enable successful transfer:

- Obtain an account for **pctedi.wipo.int**, and make sure that you can connect using your SFTP client.
- How to use various SFTP clients with **pctedi.wipo.int** is documented in the WIPO PCT EDI Fundamentals guide which can be found on the PCT EDI web site (<http://www.wipo.int/pct/edi/en/index.html>), This document includes suggested client software and installation procedures.
- Contact the PCT Information Systems Division at **pct.edi@wipo.int** to agree the file transfer format (see below).

### Agree file transfer format

WIPO will strive to accommodate the data formats that are easy for Offices to deliver and will perform any subsequent data conversion that might be required. For image data, WIPO has a minimum requirement of 300 dpi Black and White TIFF. Please see the “Minimum Specifications” document on the PCT-EDI web site. This document contains guidelines for the naming and recommended contents for documents such as:

- Absolute minimum 300 dpi black and white images
- Unique naming – preferably containing the identifying business key
- Business key information: IA Number, Priority document Serial number, Priority filing date

### Transfer Priority documents

Using your SFTP client, upload an archive containing a batch of Priority documents.

- A batch approach is recommended in order to facilitate status monitoring. It is recommended that a batch of documents is uploaded in a single archive file (such as a ZIP file).
- Upload your archive using BINARY transfer mode into your upload directory (with no sub folder(s))
- The archive will be processed by the WIPO server and will be removed automatically from your upload directory when the automated processing commences

### Get receipts

For technical monitoring WIPO will provide a status file to notify you of successful electronic file receipt.

- Download archive receipt logs from your download directory
- These files will contain a listing of all files received in an archive.
- Remove all files that have been downloaded from your download directory