

DAS Applicant Portal  
User Guide

**March 2012**  
**Version 1.3**

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## ABOUT DAS

The WIPO PATENTSCOPE® Priority Document Access Service (“DAS”) allows you to meet priority document requirements in respect of participating Offices without the need to obtain and send multiple certified paper copies of an application. Instead, you ask the Office where you are claiming priority (“Office of Second Filing” or OSF) to download a copy of the priority document directly from a digital library, normally held by or on behalf of the Office where the earlier application was filed from which priority is claimed (“Office of First Filing” or OFF).

To ensure that your unpublished applications are not disclosed to anyone who does not have the right to see them, reliable security mechanisms are included. DAS provides a secure, trusted mechanism which allows Offices both to transmit and to access unpublished documents with confidence that the transmission has been permitted by the applicant or other authorized person.

It is essential that you properly understand what you need to do to give permission for this transfer. Because the system is designed to work between pairs of Offices which may have no other working relationship, there are steps involved which are different from, or additional to those in other priority document exchange systems in operation between certain Offices.

### Participating Offices

An up to date list of participating Offices is maintained on the WIPO PATENTSCOPE® website at: <http://www.wipo.int/patentscope/en/pdocforum/participating.html>. Other Offices are at various stages of preparation to join the system and are expected to join within the next few months.

### DAS and the PCT

You can use DAS to meet PCT priority document requirements, by requesting the International Bureau to retrieve an earlier national application that has been filed with a participating Office, or an earlier international application filed with RO/DK, FI, IB or SE.

In terms of giving permission, the International Bureau is treated like any other Office of Second Filing. Even though the International Bureau runs the core systems of DAS, it cannot access your applications for use as PCT priority documents unless you have specifically given it permission to do so as described below.

### Documents Which Can Be Made Available

At present, DAS only allows for the transfer of applications for patents within the meaning referred to in Article 3 of the Patent Law Treaty. That means that, even though they can be used to claim priority for a patent application, applications for utility models cannot be transferred using this system.

The scope of documents which can be made available also depends on the policy of the Office of First Filing. Some Offices will allow any patent application filed at their Office to be entered into the system; other Offices offer the service only for a limited range of applications, such as those which have been filed in electronic form. The relevant scope for each participating Office is outlined in each Office's notification on WIPO's PATENTSCOPE® website at:

<http://www.wipo.int/patentscope/en/pdocforum/participating.html>

## Overview of DAS Use

There are essentially three steps to using the system:

### Step 1. Ensure that the document is available to DAS

The exact arrangements for this depend on your Office of First Filing. There are two main groups of arrangements:

a. With Offices using “Route A” for adding documents to the system (Offices such as IP Australia, the State Intellectual Property Office of the People’s Republic of China, the Danish Patent and Trademark Office, the Spanish Patent and Trademark Office, the National Board of Patents and Registration of Finland, the United Kingdom Intellectual Property Office, the receiving Office of the International Bureau and the Swedish Patent and Registration Office), you send a letter or form to the Office, or check a box during an online application process to request participating in DAS and they will register your application with the system directly.

b. With Offices using “Route C” for adding documents to the system (such as the Japan Patent Office, the Korean Intellectual Property Office or the United States Patent and Trademark Office), you need to register the application with DAS using information supplied by the Office, for example as part of the filing receipt. The process may also require you to file a form at the Office to confirm that you are giving the Office permission to release the application through DAS. The part of this procedure common to all of these Offices is described below as “[Registration of the Document](#)” under the section “[Logging In](#)”.

Links to the instructions provided by each Office can be found on WIPO’s PATENTSCOPE® website at:

<http://www.wipo.int/patentscope/en/pdocforum/participating.html>

### Step 2. Specify, using the DAS Applicant Portal, which Offices are permitted to access the document

For this you use the applicant portal website provided by the International Bureau as described below. It is important that this step is carried out before the Office of Second Filing needs to download the document – preferably it should be done before the filing is made at the OSF (and at some Offices, this may be essential). Rights may be lost if you do not give access before the date by which a priority document would normally become due at the OSF.

### Step 3. Ask the Office of Second Filing to retrieve the document

In most cases, the Office of Second Filing will not attempt to retrieve the priority document from DAS unless you specifically tell them to. The exact mechanism for doing this depends on the Office. Links to the instructions provided by each Office can be found on WIPO’s Patentscope® website at:

<http://www.wipo.int/patentscope/en/pdocforum/participating.html>

## DAS APPLICANT PORTAL

This document describes the following features of the DAS portal

[Selecting a browser and language](#)

[Logging In](#)

Viewing the status of the priority document in the system ([Query Pdoc](#) tab)

[Updating the Access Control List](#)

[Updating the Control Code](#)

[Updating the Associated Applicant Email](#)

## SELECTING A BROWSER AND LANGUAGE

### Supported Browsers

The applicant portal supports the following browsers:

- Mozilla Firefox 3.0+
- Microsoft Internet Explorer 7.0+

The system may not work correctly with other browsers and the Help Desk will be unable to give assistance in such cases.

### Languages

You can switch between different language versions of the portal by clicking on the links at the top right of the page. The portal is currently available in the following languages:

- English
- French
- Japanese
- Korean
- Chinese
- Spanish

**Note:** Some shortcuts may not be available in all languages that are supported by the portal application itself.

## LOGGING IN

The Applicant portal of DAS is available via WIPO PATENTSCOPE® at:

[https://webaccess.wipo.int/priority\\_documents/](https://webaccess.wipo.int/priority_documents/)

To allow you to try it out before you use it for real, a demo version of the portal is available at:

[https://webaccess.wipo.int/priority\\_documents\\_test/](https://webaccess.wipo.int/priority_documents_test/)

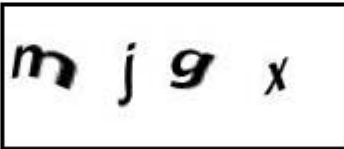
After accessing the portal, demo or production, a screen appears requesting the following login information:

Figure 1 - Login Screen

Application info   ✓

Retrieve copy of priority document from the file of a later application in a different Office

Access Code  ✓

Verification 

Enter the text in the image  ✓

## Login Screen: Field Names and their Description

Field	Description
Application info	This consists of two fields a) Two letter <b>Country Code</b> of the Office of First Filing and b) Application Number
Retrieve copy of priority document from the file of a later application in a different Office (checkbox)	This feature cannot currently be used (if you try, you will receive an e-mail indicating that the relevant document is not available). However, it is expected that soon the Japan Patent Office will offer a service where it will supply copies of priority documents from other Offices which have been supplied for use as a priority document in relation to a later Japanese patent application. This may be useful if the actual Office of First Filing is not a DAS participating Office.
Access Code	The access code which has been provided by either the Office of First Filing (for "Route C" Offices) or the International Bureau (for "Route A" Offices).
Verification	The letters of the "CAPTCHA" text shown in the verification box are there for security reasons (the letters are always lower case).
Enter the text in the image	Field where verification text is entered.
Submit	Button for submitting the form.

## Information and Warning Messages

Any messages and notifications related to the processing of your request, error message or system warnings are displayed above the box containing the form for entering the application information and access code shown in Figure 1.

For example:

1. This Service is scheduled for system maintenance on Sunday July 17, 2011.
2. No patent application can be found with the given details, please check the entered items and try again.

## Procedure

To log in to the DAS Applicant portal, perform the following steps:

1. In the Application info field, type the appropriate country code and the application number of the priority document to be retrieved.

For example: **JP** for country code and **2009-423010** for the national application number:

Application info	JP	2009-423010	✓
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For PCT applications filed at the Receiving office of the International Bureau, please specify IB as Office code and application number in the format of PCT/IBYYYY/NNNNNN as follows:

Application info	IB	PCT/IB2007/000128	✓
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2. In the **Access Code** field, type the appropriate access code.

This is the access code given by the Office of First Filing (OFF) or the International Bureau. For some Offices of First Filing this will be sent to you as an access code specifically for DAS purpose. In other cases, it is a code which is generated for another reason, such as a confirmation number on a filing receipt of the earlier application. If you have not received a specific code, check what code should be used according to the instructions provided on the website of the Office of First Filing. A summary of what this code should be in most cases is given below:

<u>Office of First Filing</u>	<u>Source of Code</u>	<u>How to Obtain Access Code</u>
AU	e-mail from IB	Send IP Australia the appropriate form and fee
CN	e-mail from IB	Send the appropriate form to the Office
DK	e-mail from IB	Send the appropriate form or letter to the Office
ES	e-mail from IB	Send the appropriate form to the Office
FI	e-mail from IB	Send a letter to the Office
GB	e-mail from IB	Check box in web filing form
IB	e-mail from IB	Written request to RO/IB
SE	e-mail from IB	Send the appropriate form or letter to the Office
JP	JPO	Written request to JPO
KR	KIPO	Form 19 to KIPO
US	USPTO document	Appears as "confirmation number" on all filing receipts and EFS-WEB Electronic Acknowledgement receipts. You must also have either filed form PTO/SB/39 or checked the relevant box of form PTO/SB/01 for the confirmation number to be usable

- In the Enter the text in the Image field, type the characters in the Verification box

This additional verification field is there for security reasons (the letters are always lower case).

- Click the **Submit** button.

The next steps depend on which Office of First Filing your application was filed.

- For applications filed with Offices using "Route C" (JP, KR, US), you need to register the document with the system and wait while the details are checked by that Office.
- For applications filed with Offices using "Route A" (AU, CN, DK, ES, FI, GB, IB, SE), the Office should already have registered your document with the system. Assuming that your application number and access code match the details held in the system, you will move straight on to the screen shown under "Query Pdoc Tab", below. Otherwise, you will get an error message indicating what has gone wrong.

[Back to DAS Applicant Portal page](#)

### **Registration of the document with the system via Route A (for earlier applications filed with Australia (AU), the People's Republic of China (CN), Denmark (DK), Spain (ES), Finland (FI), United Kingdom (GB) the International bureau (IB) and Sweden (SE)**

When you access for the first time a record of an earlier application filed in an Office which adds documents into DAS via "Route A" entry, the system simply validates the given priority application details against existing records and re-directs you to the Query Pdoc screen (see below) if that application is available.

**Note:** A similar validation check is performed for any subsequent access to an application in DAS, regardless of the option of Route entry.

### **Registration of the document with the system via Route C entry (for earlier applications filed with Japan (JP), Republic of Korea (KR) and the USA)**

When you access for the first time a record of an earlier application filed in an Office which adds documents into DAS via "Route C" entry, the system needs to do a "handshake" with that Office to confirm its availability and the result will be notified to you only by e-mail.

For that, the system displays the following screen for you to enter an e-mail address to which notification will be sent:

The following details are mandatory, because the given application number is not available in DAS system and we will be confirming with the concerned office to notify you of the result by e-mail.

Application info	JP 2009-423010	
Name	<input type="text" value="JSmith"/>	✓
Email	<input type="text" value="jsmith@gg.com"/>	✓
Confirm Email	<input type="text" value="jsmith@gg.com"/>	✓
	<input type="button" value="Submit"/>	

After clicking Submit, the system displays the following message with a reference number (e.g. ##IB20100600011) which can be used to track your request at a later stage. Please note this reference number. For security reasons, this number will be quoted - rather than the application number itself - in an email which will be sent to you once your request has been processed.

Your request ##IB2010113000008 has been registered in the system with the following details. You will get the email once request has been processed.

Application info	JP 2009-423010
Name	JSmith
Email	jsmith@gg.com

[Click here to use DAS system again](#)

Once the Office where the application was filed confirms access to the application, you can log into the applicant portal to set the access control list for this application.

In case of confirmation failure, please make sure that you had given the correct application details or contact the Help Desk if you cannot identify the cause of the error.

### **SPECIAL CASE: Retrieving a priority document from an application filed in a different Office**

*Below the Application info field, there is a checkbox. If it is selected, an additional line appears, as shown below:*

Application info	VN 1-2009-123	✓
	<input checked="" type="checkbox"/> Retrieve copy of priority document from the file of a later application in a different Office	
Later application where p-doc is held	JP 2010-1234	✓
Access Code		✓
Verification	X z x k	
Enter the text in the image		✓
<input type="button" value="Submit"/>		

This feature cannot currently be used (if you try, you will receive an e-mail indicating that the relevant document is not available). However, it is expected that soon the Japan Patent Office will offer a service where it will supply copies of priority documents from other Offices which have been supplied for use as a priority document in relation to a later Japanese patent application. This may be useful if the actual Office of First Filing is not a DAS participating Office.

In the above example, the priority document to be retrieved via DAS was filed with the Viet Nam National Office of Industrial Property (which is not a DAS participating Office). Since the priority of this VN application was claimed in a later application filed with the Japan Patent Office, this feature makes it possible to retrieve the document from that JP application, provided that a certified paper copy of the priority document has been furnished to the JPO.

## QUERY PDOC TAB

After you click on the Submit button to access the system, “Processing your request, please wait” message appears while the details are checked, and the following screen with the active Query Pdoc tab is then displayed:

### Query Pdoc Tab

Query Pdoc
Update Access Control List
Update Control Code
Update Applicant Email

Entry Details - Route A			
Application info	Applicant Confirmation Date	OFF Confirmation Date	Publicly Available Date
IL 100100	Jan 19, 2009	Jan 19, 2009	<input style="width: 80%; height: 20px;" type="text"/> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Update"/> </div>

Access Control List				
	OSF Code ↕	State or Office of second filing ↕	Access Granted on ↕	First Accessed on ↕
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	GB	United Kingdom Intellectual Property Office (an operating name of the Patent Office) Concept House, Cardiff Road Newport, South Wales NP10 8QQ	Oct 5, 2009	Oct 5, 2009
<input checked="" type="checkbox"/>	JP	403 Kasumigaseki 3-chome, Chiyoda-ku, TOKYO 100-8915	Mar 24, 2009	Mar 24, 2009
<input checked="" type="checkbox"/>	US	Commissioner for Patents, P.O.Box 1450 Alexandria VA 22313-1450	Mar 27, 2009	Apr 17, 2009
<input checked="" type="checkbox"/>	AU	IP Australia P.O. Box 200 Woden ACT 2606	Dec 7, 2009	Dec 8, 2009
<input checked="" type="checkbox"/>	KR	Government Complex-Daejeon 139 Seonsa-ro, Seo-gu Daejeon 302-701	Jun 30, 2009	Jun 30, 2009
<input checked="" type="checkbox"/>	ES	Paseo de la Castellana 75, 28020 Madrid	Oct 1, 2009	

[View certificate](#)

This tab shows the list of Offices which currently are permitted access to the application, if any. In most cases, this list will initially be empty, though some Offices of First Filing offer the service of setting up an initial list on applicants' behalf. When Offices have been given access, the list shows the date on which the access was granted and also the date when an Office first downloaded a copy of the document (if it has already done so).

**Note:** The “Route” indication at the top of the first box is either Route A or Route C depending on the Office of First Filing. This information is provided only in case you need to quote it to the Help Desk in the event of problems. In normal circumstances, the indicated “Route” will have no effect on how the system works once you have gained access to this screen.

**Note:** For the time being, the Danish Patent and Trademark Office and the Swedish Patent and Registration Office are depositing Offices only, and applicants may request these Offices to make their applications available through the service. They are not accessing Offices and cannot be requested to retrieve through the system applications filed in other participating Offices.

### Query Pdoc: Field Names and their Description

Field	Description
Application Info	Country code of the Office of First Filing and Application Number.
Applicant Confirmation Date	The user can view one of the following dates.  Date (according to the time in Geneva, where the service is based) when you first logged into the system using the access control code which was given to you.  or  Date when you come to the system to confirm the availability of Priority Document added via route C.
OFF Confirmation Date	Date when the Office of First Filing confirmed to DAS that the application is available. This may be either on or after the Applicant Confirmation Date, depending on the arrangements in place between the International Bureau and the Office of First Filing.
Publicly Available Date	Date on and after which the Office will release the application to any participating Office, irrespective of whether you have given individual access rights to that Office. This is normally set because the Office of First Filing informs the system that the earlier application has been published and is consequently no longer confidential, but you can enter a date in this box yourself if you know when the document will be made publicly available but manual input is not recommended.  <b>Note:</b> Despite the description, entering a date here does not actually publish the document: DAS only releases information to participating Offices and never makes the application directly available to the public at large.
OSF Code	Office(s) of Second Filing code or accessing Offices.
State or Office of Second Filing	Offices which you have given permission to access the document.
Access Granted on	The date when you gave the permission to that Office to access the document.
First Accessed on	The date (if any) when the Office actually first accessed the document through DAS.

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**View Certificate (Of Availability)**

The system allows you to view or download a certificate of availability to confirm that the copy of the application is available in DAS. This may be useful either as confirmation in your files, or to provide evidence to an Office that you have taken all the necessary steps to make the document available to them by the appropriate date and that any delays due to system problems, such as the digital library of the Office of First Filing being temporarily unavailable, were not your fault. You can select whether such a certificate covers one, some or all of the Offices to which access has been granted. The system permits Offices to retrieve a similar certificate for themselves covering only the access which has been given to that Office.



## UPDATE ACCESS CONTROL LIST TAB

You can usually update the access control list (Offices which have the right to retrieve the priority document) using the **Update Access control list** tab of the DAS Applicant Portal. However, if the “publicly available date” has been set on the “Query Pdoc” tab, this tab is disabled since all participating Offices then have access rights which cannot be withdrawn.

### Update Access Control List Tab

Query Pdoc
Update Access Control List
Update Control Code
Update Applicant Email

#### Access Control List

Select	Office code ↕	State or Office of second filing ↕	Access Granted on ↕
<input checked="" type="checkbox"/>	JP	403 Kasumigaseki 3-chome, Chiyoda-ku, TOKYO 100-8915	Mar 24, 2009
<input checked="" type="checkbox"/>	US	Commissioner for Patents, P.O.Box 1450 Alexandria VA 22313-1450	Mar 27, 2009
<input checked="" type="checkbox"/>	GB	United Kingdom Intellectual Property Office (an operating name of the Patent Office) Concept House, Cardiff Road Newport, South Wales NP10 8QQ	Oct 5, 2009
<input checked="" type="checkbox"/>	AU	IP Australia P.O. Box 200 Woden ACT 2606	Dec 7, 2009
<input checked="" type="checkbox"/>	ES	Paseo de la Castellana 75, 28020 Madrid	Oct 1, 2009
<input checked="" type="checkbox"/>	KR	Government Complex-Daejeon 139 Seonsa-ro, Seo-gu Daejeon 302-701	Jun 30, 2009
<input type="checkbox"/>	IB	Bureau international de l'OMPI 34, chemin des Colombettes Geneve 20 12111	

Select all Update Reset

### Procedure

To update the Access Control List, perform the following steps:

1. In the **Update Access Control List** tab, select the check boxes of the relevant Offices.
2. Click on the **Update** button.

“Processing your request, please wait” message appears.

**Note:** If you have added an Office by mistake, you can withdraw the access rights by deselecting the check box and pressing the **Update** button, as long as the Office in question has not already accessed the document. Once an Office has accessed the document, the relevant checkbox will be grayed out and cannot be changed.

**Note:** A warning dialog box appears every time you uncheck a box so as to remove access rights which have been granted. Please be careful with this since, if the access was in fact intended and you restore access later on, the date on which the Office is shown to have been given access will be the date on which the access was restored, not the date when access was originally given. This may affect your priority rights if it means that you appear to have missed the deadline for providing the document according to the relevant national law.

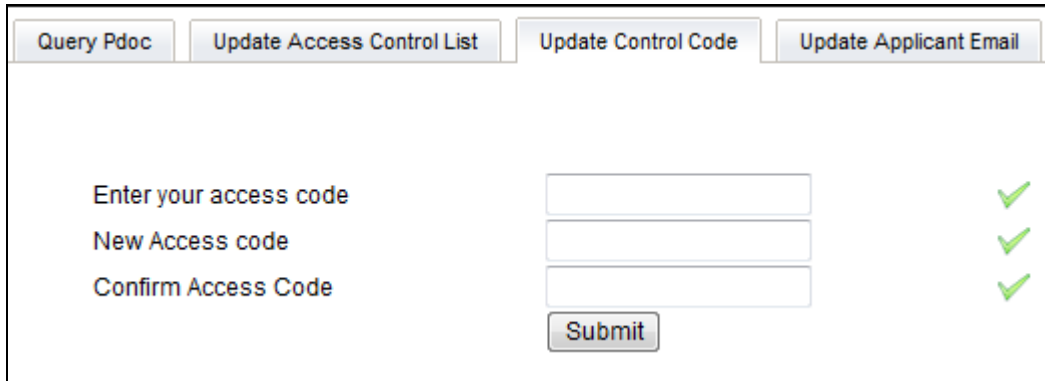
[Back to DAS Applicant Portal page](#)

## UPDATE CONTROL CODE TAB

You can use this tab to change the access control code that you use to log into the portal.

You can, if you wish, set the same access control code for all the priority documents that you manage, but it is not recommended for security reasons.

### Update Control Code Tab



Query Pdoc	Update Access Control List	Update Control Code	Update Applicant Email
Enter your access code	<input type="text"/>	✓	
New Access code	<input type="text"/>	✓	
Confirm Access Code	<input type="text"/>	✓	
	<input type="submit" value="Submit"/>		

To update the control code, perform the following steps:

1. Type your existing access code in the **Enter your access code** field.
2. Type the new access code you want in the **New Access code** field.
3. Type the new access code again to confirm, in the **New Access code** field.
4. Click on the **Submit** button.

Access code policy: The code should not exceed 128 characters and may contain numbers and/or letters and/or special characters. Note that this policy may change in the future.

**Note:** Even if you have modified the access codes of several applications to be the same, subsequently changing the code of one application will not effect the other applications.

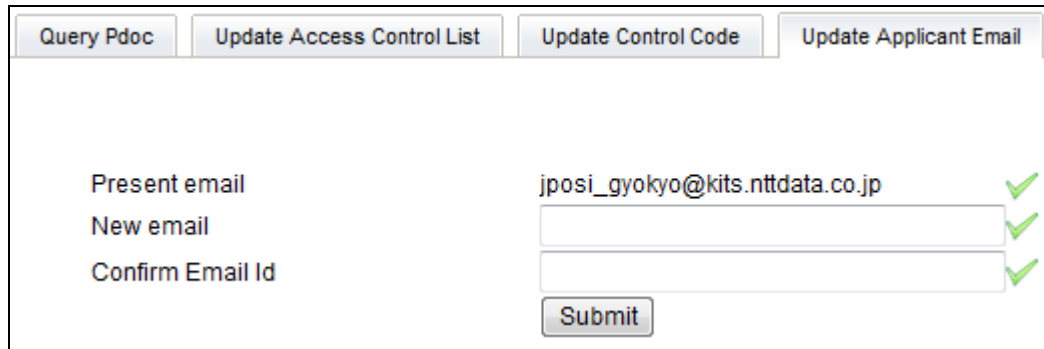
Revoked access codes cannot be reused for the same application.

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## UPDATE APPLICANT EMAIL TAB

You can use this tab to change the e-mail address used by the system to send you messages.

### Update Applicant Email Tab



Query Pdoc	Update Access Control List	Update Control Code	Update Applicant Email
Present email	jposi_gyokyo@kits.nttdata.co.jp		✓
New email	<input type="text"/>		✓
Confirm Email Id	<input type="text"/>		✓
<input type="button" value="Submit"/>			

To change the email address, perform the following steps:

1. Type the new email address in the **New email** field.
2. Type the new email address in the **New email** field again for confirmation.
3. Click on the **Submit** button for the change to become effective in the system.

**Important:** The change will be effective for all the existing priority documents that were associated with the previous e-mail address. It is not currently possible to separate groups of priority documents once they have been associated with the same applicant email address.

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## UNAVAILABILITY OF SYSTEM COMPONENTS

The system as a whole depends on the IT systems of many different Offices, over which the International Bureau has no control. However, the system is designed to cope with situations where a library in one Office is not available for a period and in such cases requests are placed in a queue until the relevant systems are available again. This may cause delay in the applicant portal to verify your access code so it is important that registering the application and setting access rights for Office is not left until the last minute. It may also delay the Office of Second Filing from successfully retrieving a copy of your application, but this should only affect you in extreme cases and you should always be given an opportunity to supply a paper certified copy, in the unlikely event that the system fails completely for any particular case.

## LOST ACCESS CONTROL CODES

If you lose your access control code, contact the PCT e-Services Help Desk. They will set a new access control code and e-mail it to the address that you have provided for DAS purposes. You should then immediately log into the portal and change the code. For security reasons the Help Desk cannot communicate a new code over the telephone.

## SUPPORT

For any DAS related questions, please contact the PCT e-Services Help Desk, available Monday to Friday from 09:00 until 18:00 Central European Time. Every attempt will be made to respond to questions within one business day.

Web Form contact: <http://www.wipo.int/contact/en/area.jsp?area=patentscope>

**Contact Us**

All fields marked with \* are mandatory.

Topic: \* Patents

Sub-topic: \* Select sub-topic

Question: \* (Please be as specific as possible. Incomplete or generic questions will not be processed.)

First name:

Company/Organization:

E-mail address: \*

Verification: \*

c j p b k

Please enter below the characters displayed above.

Submit Reset Reload image

Should you need to submit a screenshot or other attachment(s) please use the following e-mail address: [pctsafe.help@wipo.int](mailto:pctsafe.help@wipo.int)

The Help Desk can also be contacted by telephone at +41 22 338 9523 or by fax on +41 22 338 8040.

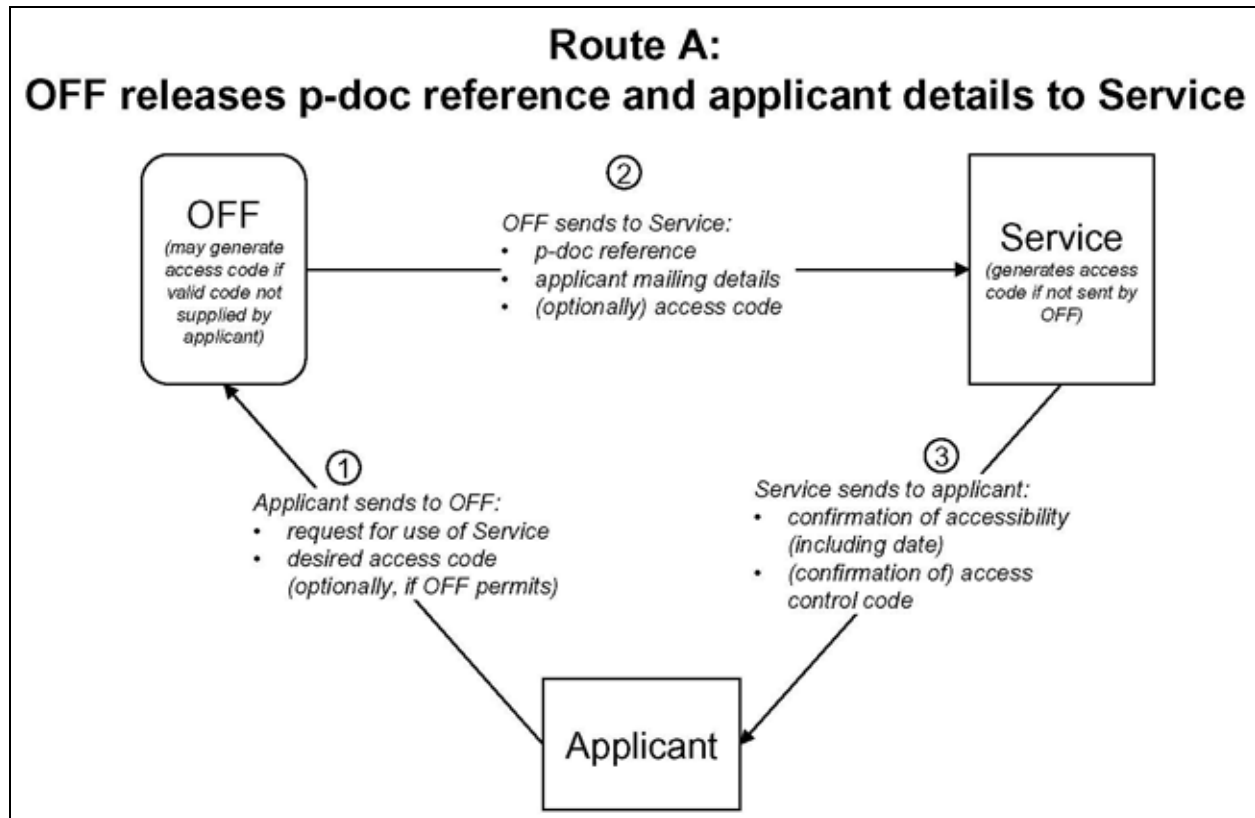
The Help Desk is closed on Saturdays and Sundays, as well as on non-working days at WIPO which are listed at: <http://www.wipo.int/pct/en/closeddates/index.html>

**Note:** The participating Offices' websites also provide useful DAS information relevant to that particular Office, please see [http://www.wipo.int/patentscope/en/priority\\_documents/offices.html](http://www.wipo.int/patentscope/en/priority_documents/offices.html)

## ANNEX: DIAGRAMS OF DIFFERENT ROUTES OPEN TO OFFS TO ALLOW ACCESS TO APPLICATIONS

### ROUTE A

This route is currently used by IP Australia, the Danish Patent and Trademark Office, the Spanish Patent and Trademark Office, the National Board of Patents and Registration of Finland, the United Kingdom Intellectual Property Office, the receiving Office of the International Bureau and the Swedish Patent and Registration Office..

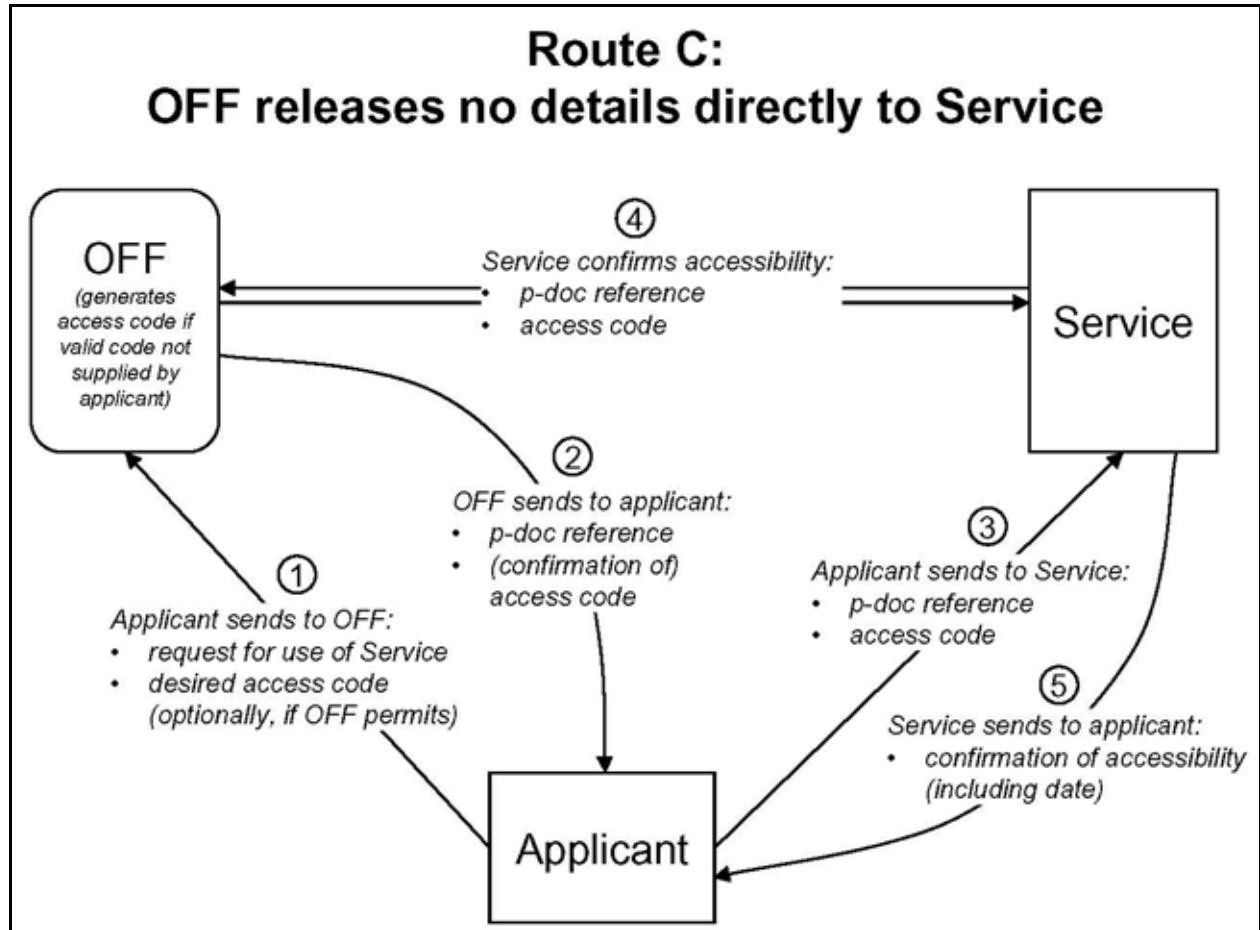


### ROUTE B

This route is not currently used.

[ROUTE C](#)

This route is currently used by the Japan Patent Office, the Korean Intellectual Property Office and the United States Patent and Trademark Office.



[End of Document]