

PCT E-Payment Service – User Guide

How to pay certain fees to the International Bureau by credit card using the online PCT E-Payment Service

IMPORTANT: Initially, the following fee types only are payable to the International Bureau by credit card using the online PCT E-Payment Service:

- fees payable for new PCT filings at the IB as receiving Office (RO/IB);
- fees payable to the IB for filing a request for supplementary international search.

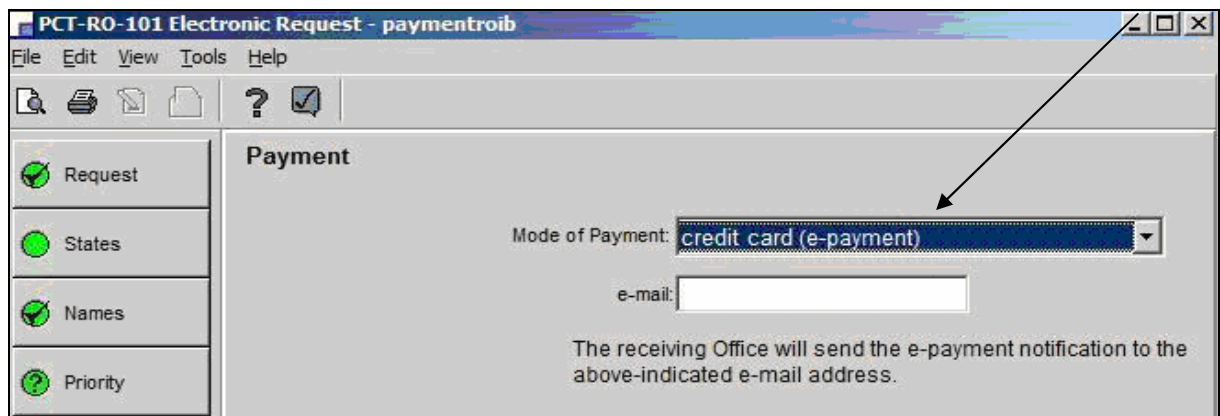
Other fee types will be added to this online service at a later stage.

The International Bureau accepts the following credit cards and currencies indicated below:

VISA	(Swiss francs, US dollars or Euro)
MasterCard/Eurocard	(Swiss francs, US dollars or Euro)
American Express	(Swiss francs or US dollars only)

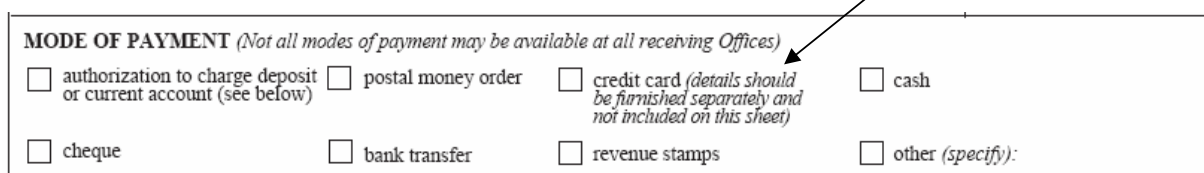
How to choose online credit card (e-payment) as the method of payment for fees payable to WIPO for new PCT filings at the IB as receiving Office (RO/IB)

- Indicate your intention to pay fees by credit card via the PCT E-Payment Service by selecting “credit card (e-payment)” in the PCT SAFE interface (Payment section):



The screenshot shows a web application window titled "PCT-RO-101 Electronic Request - paymentroib". The interface includes a menu bar (File, Edit, View, Tools, Help) and a toolbar with icons for search, print, save, and help. On the left, there is a sidebar with four items: Request (checked), States, Names (checked), and Priority (unchecked). The main content area is titled "Payment" and contains a "Mode of Payment" dropdown menu with "credit card (e-payment)" selected. Below this is an "e-mail:" input field. A text box below the input field states: "The receiving Office will send the e-payment notification to the above-indicated e-mail address." An arrow points from the text above to the dropdown menu.

- or by checking “credit card” as mode of payment on the Fee Sheet of Form PCT/RO/101 if filing on paper (see below). *N.B. there is no longer any need to provide credit card details separately on Form PCT/RO/197 since they are to be provided later in the process during the online part of the transaction.*

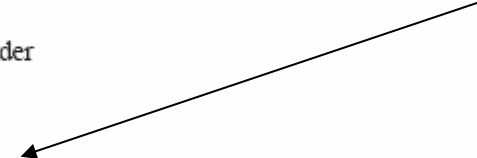


The screenshot shows the "MODE OF PAYMENT" section of Form PCT/RO/101. The title is "MODE OF PAYMENT (Not all modes of payment may be available at all receiving Offices)". Below the title are several checkboxes for different payment methods: "authorization to charge deposit or current account (see below)", "postal money order", "credit card (details should be furnished separately and not included on this sheet)", "cash", "cheque", "bank transfer", "revenue stamps", and "other (specify):". An arrow points from the text above to the "credit card" checkbox.

How to choose online credit card (e-payment) as the method of payment for fees payable to WIPO for filing a request for supplementary international search

- Check “credit card (E-payment)” as mode of payment on Form PCT/IB/375 for requests for supplementary international search (see below). *N.B. there is no longer any need to provide credit card details separately on Form PCT/IB/380 since they are to be provided later in the process during the online part of the transaction.*

MODE OF PAYMENT	
<input type="checkbox"/>	authorization to charge deposit or current account with the International Bureau (see below)
<input type="checkbox"/>	cheque
<input type="checkbox"/>	postal money order
<input type="checkbox"/>	bank transfer
<input type="checkbox"/>	credit card (E-payment) <i>(details should not be indicated here)</i> e-mail address for E-payment: _____ <i>(leave blank if address is same as that indicated in Box No. II or III)</i>



Next steps

- If you did not indicate credit card as the preferred mode of payment at the time of filing an international application, or when filing a request for supplementary international search, you can do so afterwards by informing the International Bureau in writing, preferably via the PCT Online Document Upload Service that you intend to pay your fees by credit card and providing an e-mail address to be used for that purpose.
- A *valid e-mail address* must be provided to the IB in order to be able to pay fees to the IB by credit card via the online PCT E-Payment Service. If you do not provide an e-mail address the International Bureau will invite you to do so urgently.
- After initial formalities processing by the IB, you will receive an automated e-mail at the e-mail address provided for this purpose, containing a link taking you directly to the corresponding online transaction in the PCT E-Payment system. Depending on the type of fee due, certain forms such as Form PCT/RO/102, Form PCT/RO/133 or Form PCT/IB/376 may be attached to the e-mail.
- By clicking on the dedicated link contained in the e-mail, the applicant is directed to the PCT E-Payment Service in order to complete the online credit card transaction in a secure and confidential manner (see below).
- Please do not attempt to pay fees online without going through the link provided in the e-mail issued by the PCT E-Payment Service.
- A WIPO reference number is attributed to each transaction and is made up of the international application number followed by a sequential number corresponding to the different online PCT E-Payment transactions for that application, e.g., IB/10/123-

01 would be the WIPO reference number for a PCT E-payment transaction for international application PCT/IB2010/000123.

World Intellectual Property Organization

Patent Cooperation Treaty (PCT)

E-Payment Service

[WIPO Reference : PCT/IB10/999-123](#)
[International Application Number : PCT/IB10/999](#)

[Enter WIPO Reference](#) » [View Payment Details \(Step 2 of 3\)](#)

Applicant
 WIPO 34, chemin des Colombettes
 1211 Geneva 20
 CH

Agent/ Common Representative
 LAW FIRM 1, Pont du Mont Blanc
 1201 Geneva
 CH

Other Details
 WIPO Reference PCT/IB10/999-123
 Fee Type New PCT filing
 International Application Number PCT/IB10/999
 International Filing Date June 1, 2010
 Applicant File Reference 123456

Total Amount Outstanding

	CHF	EUR	USD
Total fees payable	3,553.00	2,665.00	3,374.00
Amount Paid	0.00	0.00	0.00
Balance	3,553.00	2,665.00	3,374.00

Please select desired currency: CHF EUR USD

Your e-mail
 Your E-Mail Address :
 (Optional) Send copy of confirmation of payment also to :

N.B. The above amounts are approximate only

- Select "Continue" to proceed with entering your credit card details (see below).

» [Enter WIPO Reference](#) » [View Payment Details](#) » **Process Credit Card Payment (Step 3 of 3)**

» WIPO Reference : [PCT/IB10/999-123](#)
 » International Application Number : [PCT/IB10/999](#)

» **Credit Card Payment Information**

To aid in the prevention of fraudulent credit card use, we require the input of the 3 or 4 digit code on your credit card (the CVV or CID code). Please click [here](#) to find out how to use it.

When you submit your credit card information your data is protected by Secure Socket Layer (SSL) technology certified by a digital certificate.

Please note that your credit card will be automatically debited once you have submitted this page.

Please note that it is not possible to process Euro transactions with an American Express credit card.



Please debit the amount of **2,665.00 EUR** to:

Card holder name: *

Card number: *

CVV Code : * [Where do I find the CVV code?](#)

Card expiry date: *

Card type: *  

* compulsory fields

- Select “Submit” to confirm the transaction. Provided that the transaction is successful, you will immediately receive a confirmation via e-mail from the PCT E-Payment system and a summary of the transaction is displayed online (see below).

World Intellectual Property Organization
Patent Cooperation Treaty (PCT)
E-Payment Service

» WIPO Reference : [PCT/IB10/999-123](#)
 » International Application Number : [PCT/IB10/999](#)

Details of your payment :

WIPO Reference	PCT/IB10/999-123
Amount paid	2,665.00 EUR
Payment Confirmation Number	ROI8-200029079
Fee Type	New PCT filing
International Application Number	PCT/IB10/999
International Filing Date	20100601
Applicant File Reference	123456
E-mail Address(es) for communication	pctfss@wipo.int cc:

The amount of **2,665.00 EUR** has been charged to your credit card.

Thank you for using the PCT E-Payment Service. You will receive a confirmation of your payment by email.

[Enter New WIPO Reference](#)

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- However, if the transaction was not successful, you will receive immediate online feedback from the banking institution in question about the declined transaction. No confirmation will be sent to you by the PCT E-Payment system.
- In order to submit a question regarding any aspect of the PCT E-Payment Service, please click on the link “Support” in the screen footer to access a dedicated screen for that purpose (see below).

Contact Us

All fields marked with * are mandatory.

Topic: *

Sub-topic: *

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

First name: Last name:

Company/Organization:

E-mail address: *

Verification: *
a m g v z
Please enter below the characters displayed above.

- In addition to accessing specific credit card transactions directly via the dedicated link contained in the e-mails that are issued for each international application, applicants may at any time consult all their pending credit card transactions by accessing the PCT E-Payment Service via the PCT Service Center homepage of WIPO’s PATENTSCOPE® website https://webaccess.wipo.int/epayment_pct/ and entering the corresponding transaction number (“WIPO reference”) in the box provided (see below).

World Intellectual Property Organization
Patent Cooperation Treaty (PCT)
E-Payment Service

> Enter WIPO Reference (Step 1 of 3) SHORTCUT
User Guide

Please enter the **WIPO Reference** and select **Submit** to continue: PCT/ / - (for example: PCT/IB09/3-101)

This service allows for the payment of fees notified in WIPO notifications concerning the Patent Cooperation Treaty (PCT). Users are invited to make payments by credit card (American Express, Mastercard, Visa).