

PCT Online Document Upload Service – User Guide for uploading electronic documents to the International Bureau

IMPORTANT: Document formats permitted for online upload

- Only **PDF** documents can be uploaded via the service, with the exception of sequence listings accompanying requests for supplementary international search which are also accepted as .zip, .txt and .app files.
- It is recommended that **PDF-text** documents be uploaded, i.e., documents created in MS Word (or other word processor) and then printed to PDF, so that the text can be processed by the IB.
- The IB recommends the use of text string signatures on letters, e.g., "/ John Smith /" (i.e., there is no need to print correspondence in order to sign it and then rescan it for submission).

How to upload documents upload via the service

- Go to <http://www.wipo.int/pctdb/en/> to access WIPO's PATENTSCOPE® website and select PCT Service Centre from the menu to access the Online Document Upload service.



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PATENTSCOPE® PCT Service Center
PATENTSCOPE® PCT Service Center offers a simple and safe digital solution for submitting quickly and efficiently to the International Bureau (IB) post-filing electronic documents. [Click here to access the service.](#)

| Online Document Upload | |
|--|---|
| International Application Number | <input type="text"/> (e.g. US08/21) |
| International Filing Date | <input type="text"/> (format: dd/mm/yyyy, e.g. 20/11/2008) |
| E-mail | <input type="text"/> (e.g. john.smith@mymail.com) |
| Confirm E-mail | <input type="text"/> (e.g. john.smith@mymail.com) |
| Check | |
| Please enter the text in the image | <input type="text"/> |
| <input type="button" value="Submit"/> <input type="button" value="Reset"/> | |

- Identify the international application for which you want to upload documents by entering the international application number and the corresponding international filing date in the spaces provided and in the suggested format.
- Note that you do not have to type a lengthy version of the IA number – a simple abbreviated format is all that is required, e.g., “IB08724” (the system adds a slash in the appropriate place as you type, e.g., IB08/724).
- Both the international application number and the corresponding international filing date must match an already existing international application on file at the IB otherwise the system will provide error feedback that no such international application can be found.

 No international application can be found with the given international application number and corresponding international filing date. Please check and re-enter.

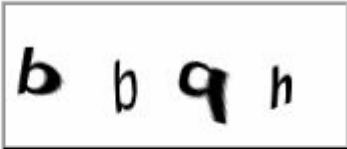
 Please enter a valid international filing date.

| Online Document Upload | |
|----------------------------------|--|
| International Application Number | <input type="text" value="ib09/1 23"/>  <small>(e.g US08/21)</small> |
| International Filing Date | <input type="text" value="01/01/2009"/>  <small>(format: dd/mm/yyyy, e.g 20/11/2008)</small> |

- Note that documents cannot be uploaded for any international application for which the RO/IB or the IB has not already started processing. If you attempt to upload such documents, the system will provide error feedback that the international application is not yet known at the IB.
- The fact that Form PCT/RO/105 has been issued (in the case of documents uploaded for RO/IB) or Form PCT/IB/301 (in the case of documents uploaded for the IB) is a good indication that it is now possible to upload subsequent documents online that would normally have been subsequently sent by mail or fax.
- Enter a valid e-mail address to which the upload confirmation should be sent. In order to reduce typing mistakes and resulting invalid e-mail addresses, it is necessary to type the e-mail address twice (not possible to copy and paste) and they must be identical.

| | |
|----------------|---|
| E-mail | <input type="text"/> <small>(e.g. john.smith@mymail.com)</small> |
| Confirm E-mail | <input type="text"/> <small>(e.g. john.smith@mymail.com)</small> |

- Enter the “captcha” phrase displayed and select “Submit.”

| | |
|------------------------------------|--|
| Check |  |
| Please enter the text in the image | <input type="text"/> |
| | <input type="button" value="Submit"/> <input type="button" value="Reset"/> |

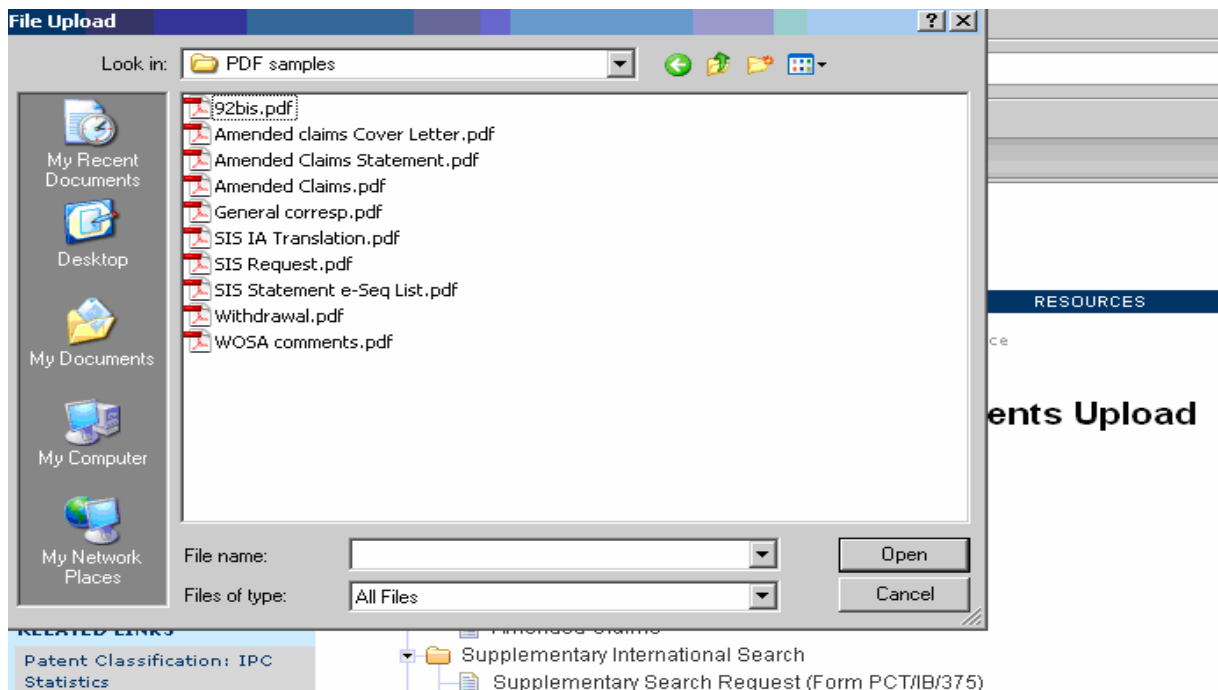
- From the tree list, select the document type that you wish to upload for the international application in question and select “Add document” (see below).


PCT/IB2010/000001 Online Documents Upload

Please select a document type below.


- Article 19 Amendments
 - Amended Claims Cover Letter
 - Amended Claims Statement
 - Amended Claims
- Supplementary International Search
 - Supplementary Search Request (Form PCT/IB/375)
 - Translation of IA for supplementary search
 - Sequence listing in electronic form (Rule 13ter)
 - Statement regarding sequence listing in electronic form (Rule 13ter)
- Other
 - General Correspondence
 - Notice of Withdrawal
 - Power of Attorney
 - Rule 92bis Changes
 - Rule 92bis Changes (for multiple IAs)
 - Informal Comments on the Written Opinion of the ISA
- Declarations under Rule 4.17
 - Declaration under Rule 4.17 (i)
 - Declaration under Rule 4.17 (ii)
 - Declaration under Rule 4.17 (iii)
 - Declaration under Rule 4.17 (iv)
 - Declaration under Rule 4.17 (v)
 - Combined Declaration under Rules 4.17 (i) and (ii)
- Corrections/Rectifications
 - Request for restoration of right of priority under Rule 26bis.3
 - Correction or addition of priority claim under Rule 26bis.1
 - Request for incorporation by reference of elements and parts under Rule 20.6
 - Replacement sheets under Rule 26
- Translations
 - Translation for the purposes of international search under Rule 12.3
 - Translation for the purposes of international publication under Rule 12.4

- **IMPORTANT:** This service is **not** to be used for the initial filing of international applications online, but is limited to the submission of post-filing documents that are normally **addressed to WIPO in its capacity as International Bureau or as PCT Receiving Office.**

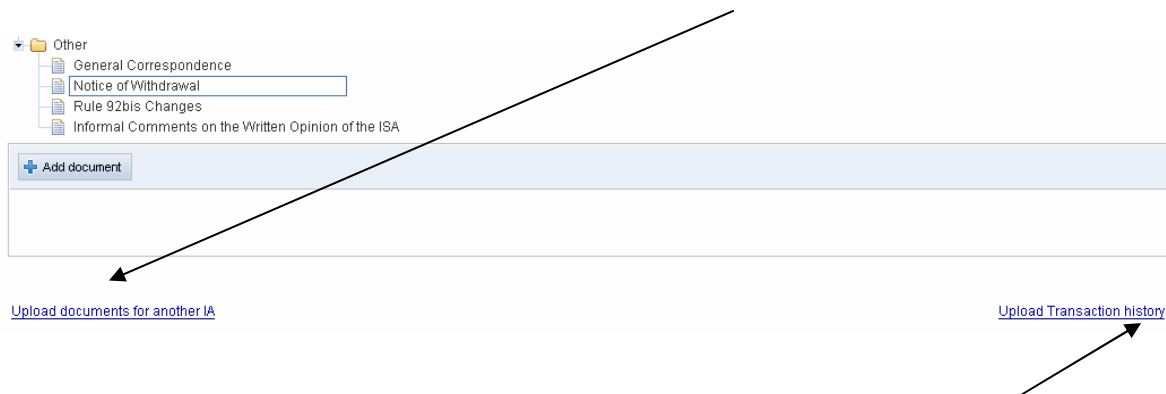


- In the File Upload window (“Choose file”), select the document to be uploaded and confirm with “Open.” The selected document is added to the list of documents for upload.
- Further documents can be selected for upload for the same international application by repeating the previous step.
- It is possible to view the documents selected for upload and, if required, to delete a document from the list by clicking on the remove icon: .



|  | Document Type | File Name | File Size | view/download |
|---|------------------------|---------------------|-----------|---|
|  | Notice of Withdrawal | 92bis.pdf | 9 KB |  |
|  | General Correspondence | General corresp.pdf | 9 KB |  |

- **Press the “Upload” button to complete the upload for this particular application.**
- An e-mail confirmation listing the documents uploaded for this international application is sent to the e-mail address indicated at the start of the transaction. Please note that it is not possible to reply by e-mail directly to no.reply@wipo.int
- If you want to proceed with the upload of documents for a different international application, select “Upload documents for another IA” and repeat the process.



[Upload documents for another IA](#)

[Upload Transaction history](#)

- In order to obtain a listing of all uploads made during the current transaction, select “Upload Transaction History.” It is possible to record the name of the person performing the upload or a remark, if required, and the listing can also be printed.
- If you encounter any problems with the online document upload service, please use the “Contact us” link to submit your questions. Under the Topic “Patents” please select “PCT Service Centre” as Sub-topic. Please be sure to indicate the international application number(s) and document type(s) concerned.