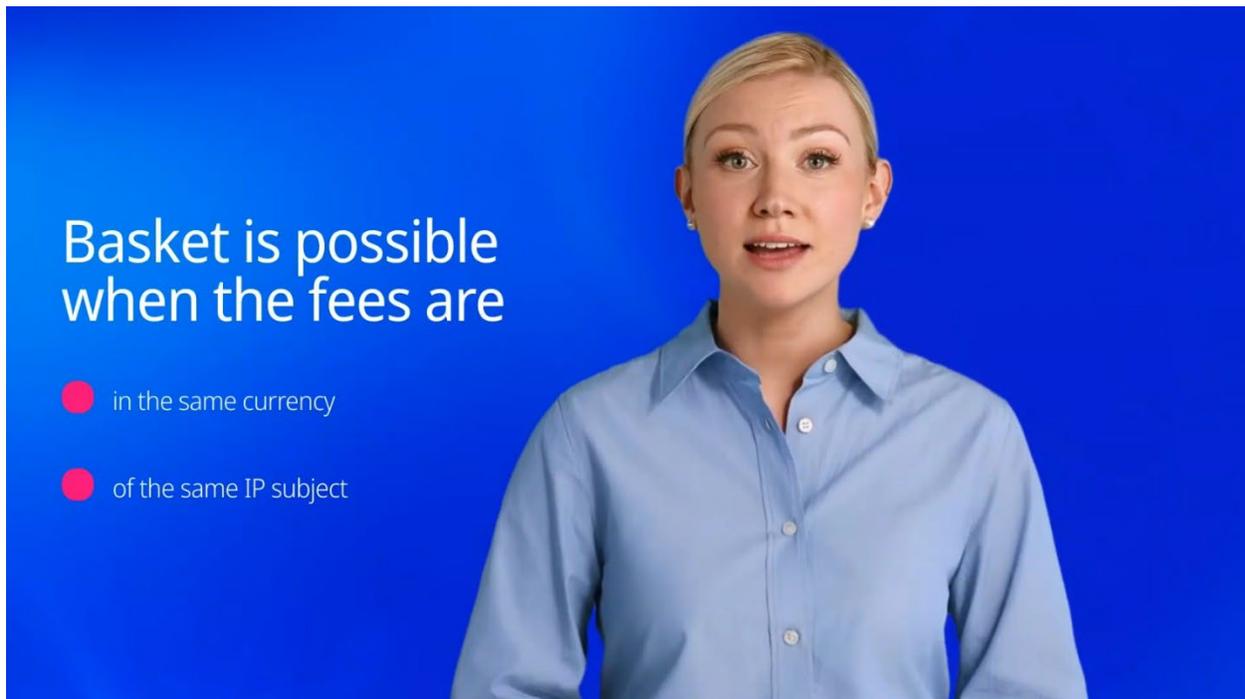


## HOW TO COMPOSE A BASKET

Hey there! Welcome to our tutorial.

In this video you will learn how to compose a basket in WIPO Pay to pay all your fees at once. This feature is very useful when you have to **pay several fees** to WIPO but only want to make **one payment**.

You can compose a basket when your fees are in the **same currency** and belong to the **same IP Subject**.



Let's make an example.

You are in WIPO Pay. Under the section "Unpaid items" you can find all the fees due for payment.

**Unpaid items**

You can pay for multiple items at once by adding them to the basket. Please note that they need to have the same currency and belong to the same service (IP subject).

Search payments | Select sort order | Select columns

Business reference	Your reference	IP subject	Item description	Amount due	Payment status	
HAG/WIPO1234		Fee for Hague electronic fi...		473.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO5678		Fee for Hague electronic fi...		560.00 CHF	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/123456		PCT filing fees		1050.00 USD	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/789123		PCT filing fees		1354.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO1289		Fee for Hague electronic fi...		1010.00 CHF	Unpaid	

In the list of items you can find three fees for Hague electronic filing in Swiss Francs (CHF),

**Unpaid items**

You can pay for multiple items at once by adding them to the basket. Please note that they need to have the same currency and belong to the same service (IP subject).

Search payments | Select sort order | Select columns

Business reference	Your reference	IP subject	Item description	Amount due	Payment status	
HAG/WIPO1234		Fee for Hague electronic fi...		473.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO5678		Fee for Hague electronic fi...		560.00 CHF	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/123456		PCT filing fees		1050.00 USD	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/789123		PCT filing fees		1354.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO1289		Fee for Hague electronic fi...		1010.00 CHF	Unpaid	

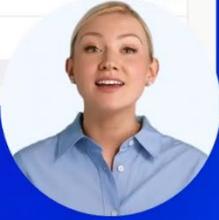
one PCT filing fee in US Dollars (USD),

**Unpaid items**

You can pay for multiple items at once by adding them to the basket. Please note that they need to have the same currency and belong to the same service (IP subject).

Search payments | Select sort order | Select columns

Business reference	Your reference	IP subject	Item description	Amount due	Payment status	
HAG/WIPO1234		Fee for Hague electronic fi...		473.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO5678		Fee for Hague electronic fi...		560.00 CHF	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/123456		PCT filing fees		1050.00 USD	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/789123		PCT filing fees		1354.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO1289		Fee for Hague electronic fi...		1010.00 CHF	Unpaid	



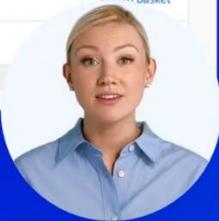
and one PCT filing fee in Swiss Francs (CHF).

**Unpaid items**

You can pay for multiple items at once by adding them to the basket. Please note that they need to have the same currency and belong to the same service (IP subject).

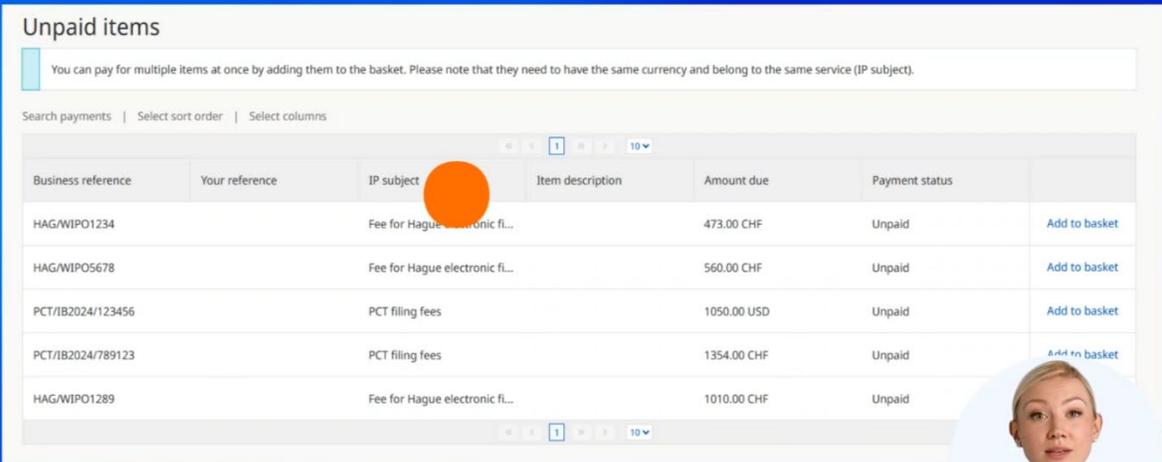
Search payments | Select sort order | Select columns

Business reference	Your reference	IP subject	Item description	Amount due	Payment status	
HAG/WIPO1234		Fee for Hague electronic fi...		473.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO5678		Fee for Hague electronic fi...		560.00 CHF	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/123456		PCT filing fees		1050.00 USD	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/789123		PCT filing fees		1354.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO1289		Fee for Hague electronic fi...		1010.00 CHF	Unpaid	



Remember the rule for composing the basket: **same IP Subject and same currency.**

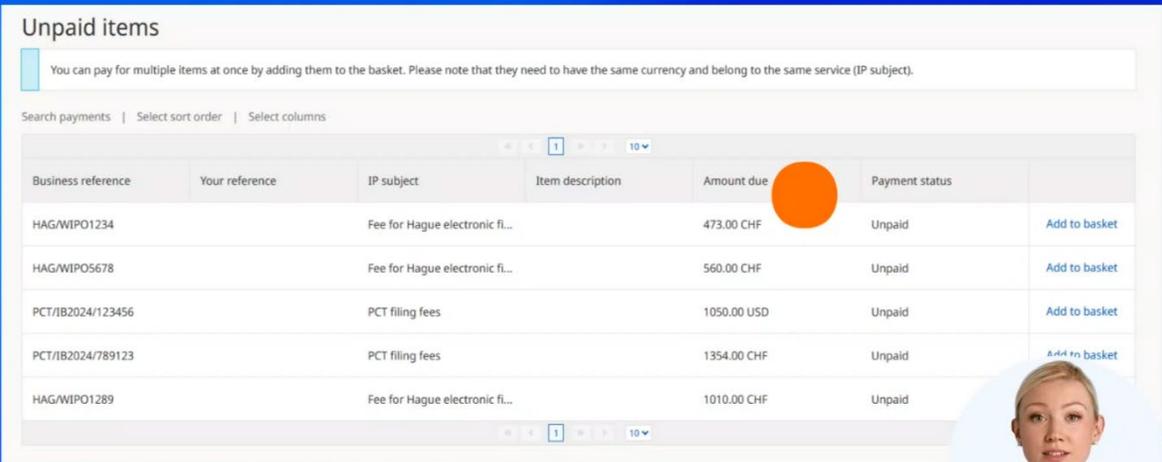
You have two different IP subjects here: Fee for Hague electronic filing and PCT filing fee.



The screenshot shows a table titled "Unpaid items" with a header row and five data rows. An orange circle highlights the "IP subject" column. The table includes columns for Business reference, Your reference, IP subject, Item description, Amount due, and Payment status. Each row has an "Add to basket" button. A circular inset image of a woman is visible in the bottom right corner.

Business reference	Your reference	IP subject	Item description	Amount due	Payment status	
HAG/WIPO1234		Fee for Hague electronic fi...		473.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO5678		Fee for Hague electronic fi...		560.00 CHF	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/123456		PCT filing fees		1050.00 USD	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/789123		PCT filing fees		1354.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO1289		Fee for Hague electronic fi...		1010.00 CHF	Unpaid	

You can add all Hague System fees in one basket because they are all due in Swiss Francs.



The screenshot shows the same "Unpaid items" table as above. An orange circle highlights the "Amount due" column. The table structure and data are identical to the previous screenshot. A circular inset image of a woman is visible in the bottom right corner.

Business reference	Your reference	IP subject	Item description	Amount due	Payment status	
HAG/WIPO1234		Fee for Hague electronic fi...		473.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO5678		Fee for Hague electronic fi...		560.00 CHF	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/123456		PCT filing fees		1050.00 USD	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/789123		PCT filing fees		1354.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO1289		Fee for Hague electronic fi...		1010.00 CHF	Unpaid	

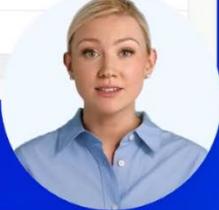
To do so click on the button "Add to basket".

### Unpaid items

You can pay for multiple items at once by adding them to the basket. Please note that they need to have the same currency and belong to the same service (IP subject).

Search payments | Select sort order | Select columns

Business reference	Your reference	IP subject	Item description	Amount due	Payment status	
HAG/WIPO1234		Fee for Hague electronic fi...		473.00 CHF	Unpaid	Add to basket
HAG/WIPO5678		Fee for Hague electronic fi...		560.00 CHF	Unpaid	Add to basket
PCT/IB2024/123456		PCT filing fees		1050.00 USD	Unpaid	Add to basket
PCT/IB2024/789123		PCT filing fees		1354.00 CHF	Unpaid	Add to basket
HAG/WIPO1289		Fee for Hague electronic fi...		1010.00 CHF	Unpaid	



Your basket is composed with three fees for Hague electronic filing.

You can now proceed to payment by clicking on the corresponding button.

### WIPO Pay

#### Basket

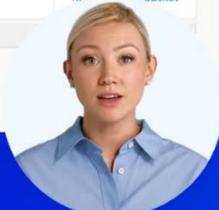
Currently you can pay your fees through WIPO Pay for: PCT, eHague, eLisbon, Domain Name Disputes and UPOV Online Services.

Select columns

Business reference	Your reference	IP subject	Item description	Amount due	Payment status	
HAG/WIPO1234		Fee for Hague electronic ...		473.00 CHF	Unpaid	Remove from basket
HAG/WIPO1289		Fee for Hague electronic ...		1010.00 CHF	Unpaid	Remove from basket
HAG/WIPO5678		Fee for Hague electronic ...		560.00 CHF	Unpaid	Remove from basket

Total amount due CHF 2043.00

Cancel Proceed to payment

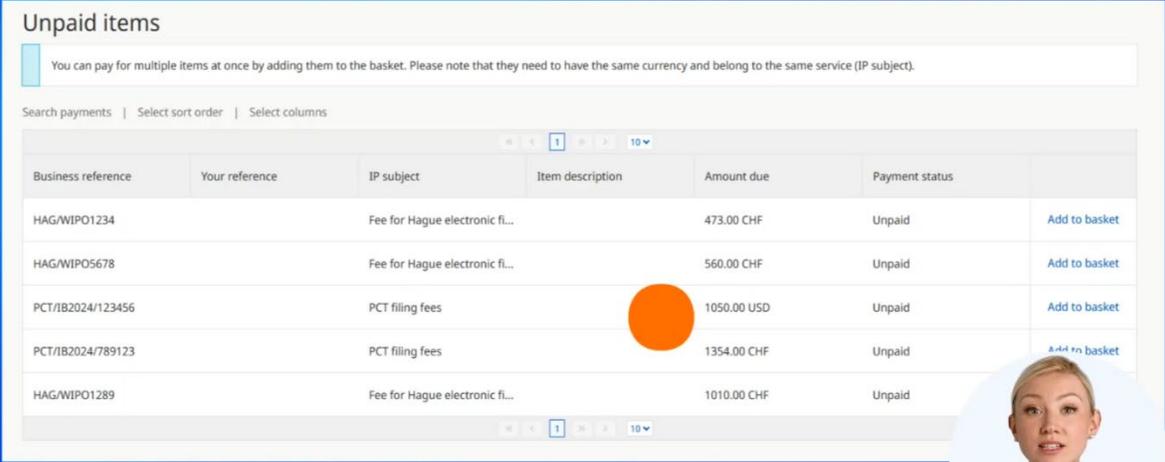


Let's return to the PCT filing fees.

The available PCT System fees here can't be added in one basket.

Even if these two fees belong to the same IP Subject, their currencies are different:

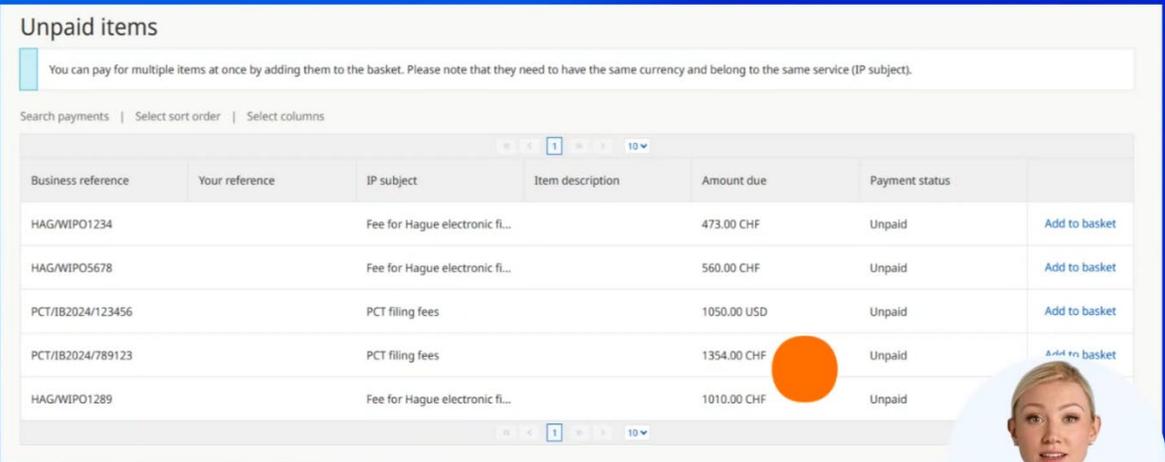
one fee is due in USD



The screenshot shows a table titled "Unpaid items" with a note: "You can pay for multiple items at once by adding them to the basket. Please note that they need to have the same currency and belong to the same service (IP subject)." The table has columns for Business reference, Your reference, IP subject, Item description, Amount due, and Payment status. An orange circle highlights the row for PCT/IB2024/123456, which has an amount due of 1050.00 USD. Other rows show fees in CHF.

Business reference	Your reference	IP subject	Item description	Amount due	Payment status	
HAG/WIPO1234		Fee for Hague electronic fi...		473.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO5678		Fee for Hague electronic fi...		560.00 CHF	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/123456		PCT filing fees		1050.00 USD	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/789123		PCT filing fees		1354.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO1289		Fee for Hague electronic fi...		1010.00 CHF	Unpaid	

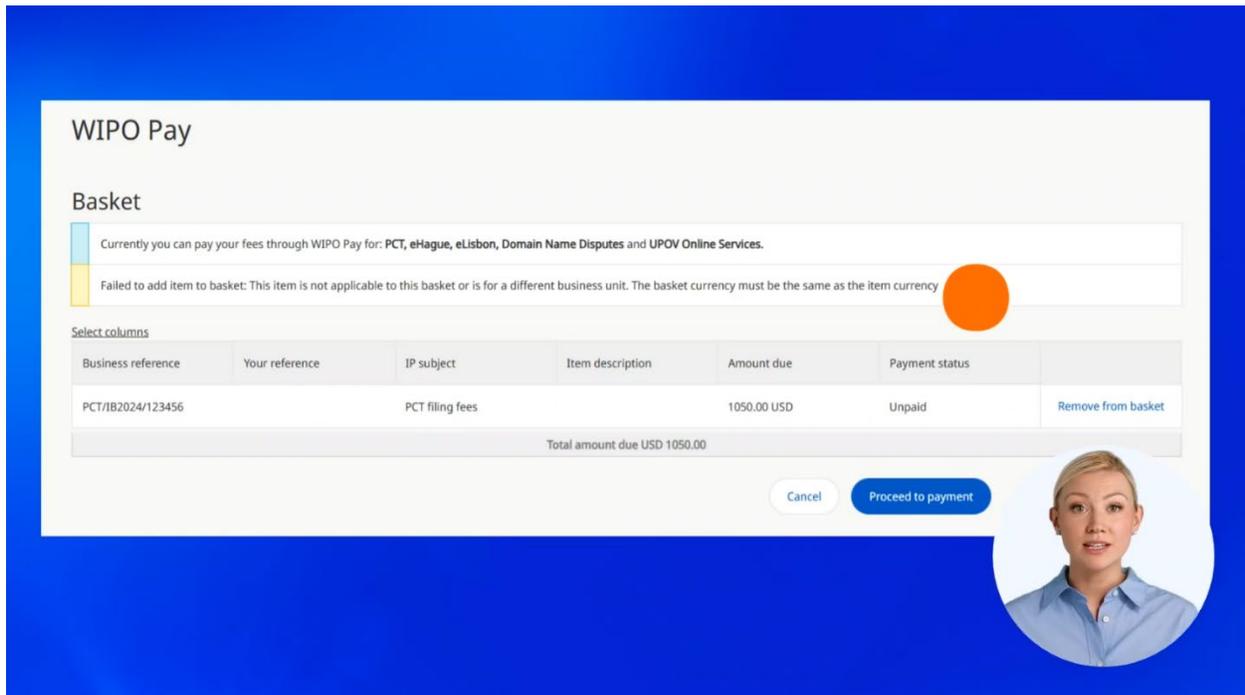
and the other one in CHF.



This screenshot is identical to the one above, but the orange circle highlights the row for PCT/IB2024/789123, which has an amount due of 1354.00 CHF.

Business reference	Your reference	IP subject	Item description	Amount due	Payment status	
HAG/WIPO1234		Fee for Hague electronic fi...		473.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO5678		Fee for Hague electronic fi...		560.00 CHF	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/123456		PCT filing fees		1050.00 USD	Unpaid	<a href="#">Add to basket</a>
PCT/IB2024/789123		PCT filing fees		1354.00 CHF	Unpaid	<a href="#">Add to basket</a>
HAG/WIPO1289		Fee for Hague electronic fi...		1010.00 CHF	Unpaid	

If you try to add them both into the basket, an error message will be displayed.



So, for these two fees you will have to pay separately.

You can find more tutorials on our website - [wipo.int](https://wipo.int).

Finally, a reminder **to be aware of possible scam attempts by phone, email, or text message**. You can learn more about how to protect yourself from different types of scams on [the dedicated webpage on our website](#).

Thank you for watching our tutorial. See you next time!