



World Intellectual Property Organization

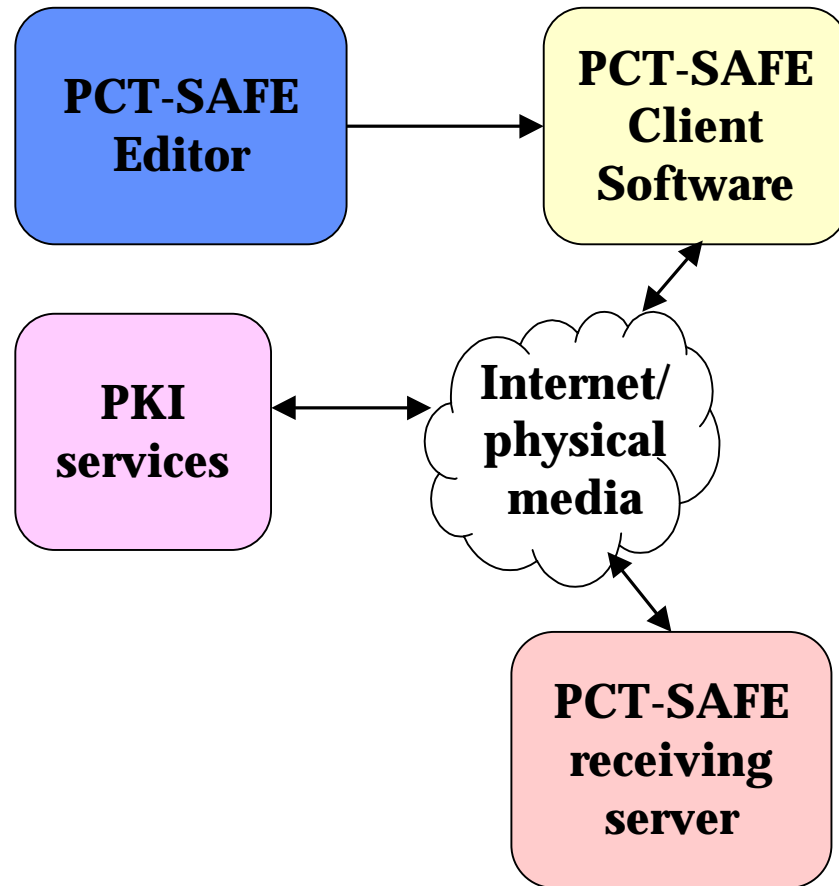
# Using PCT-SAFE



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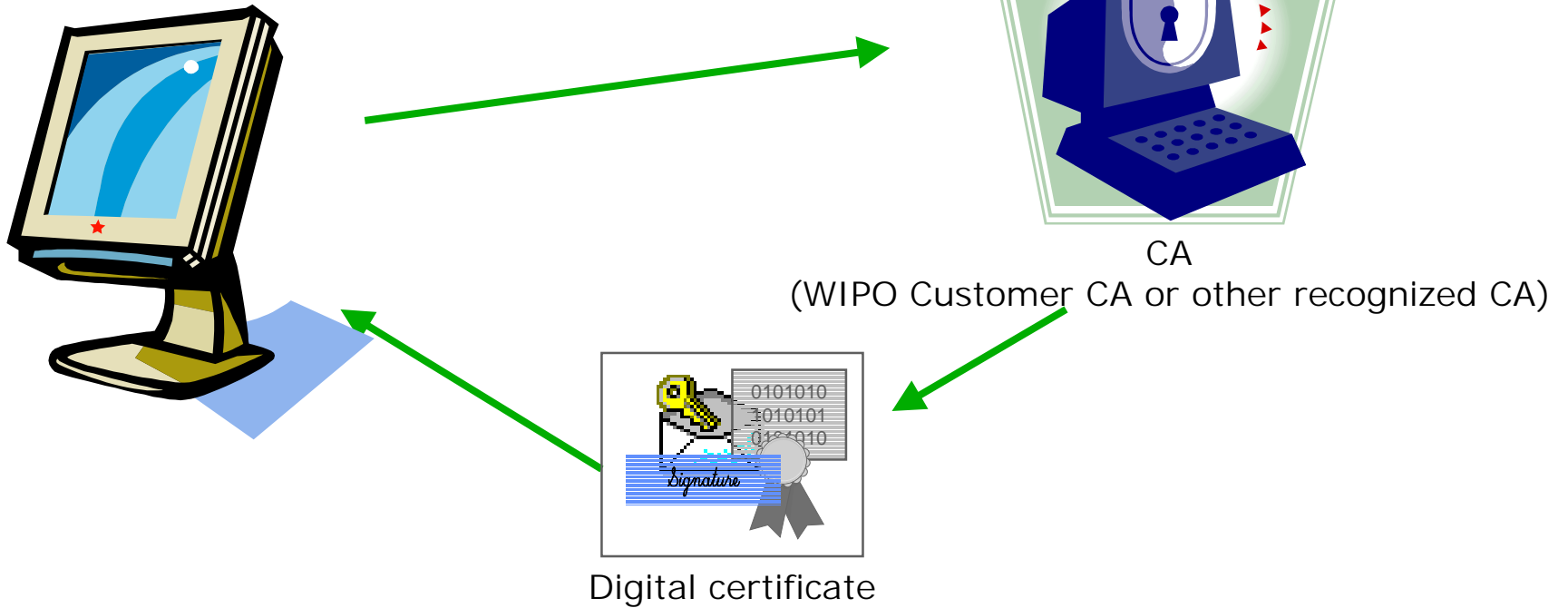
## PCT-SAFE E-filing components



- PCT-SAFE Editor
- PCT-SAFE Client software
- PKI services
- PCT-SAFE receiving server (including a back-end system print/store)

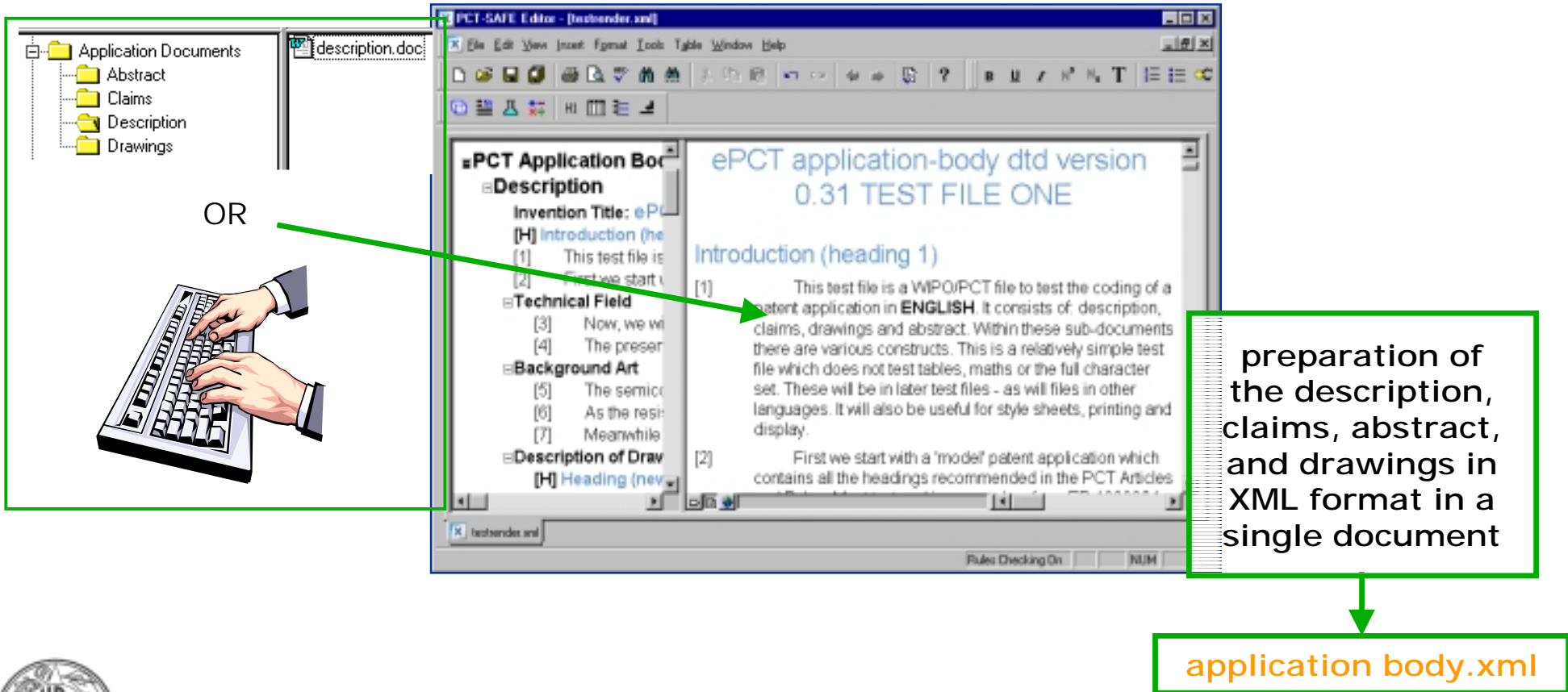
# Obtaining a digital certificate

Request for a digital certificate from RO recognized Certification Authority (CA)



Digital certificate issued by the CA and stored on user's computer

# PCT-SAFE Editor





# Type of filing: PCT-EASY format

The screenshot shows the 'PCT-RD-101 Electronic Request - filing\_mode' application. The 'Check List' dialog box is open, showing 'Type of filing:  PCT-EASY' and ' Fully electronic'. A green arrow points to this selection with the text 'Select type of filing: PCT-EASY'. Below this, a table lists document components:

Document	Details	Pages	Electronic File	Val.
Request (including declaration sheets)				<input checked="" type="checkbox"/>
Description				<input type="checkbox"/>
Claims				<input type="checkbox"/>
Abstract				<input type="checkbox"/>
Drawings				<input type="checkbox"/>

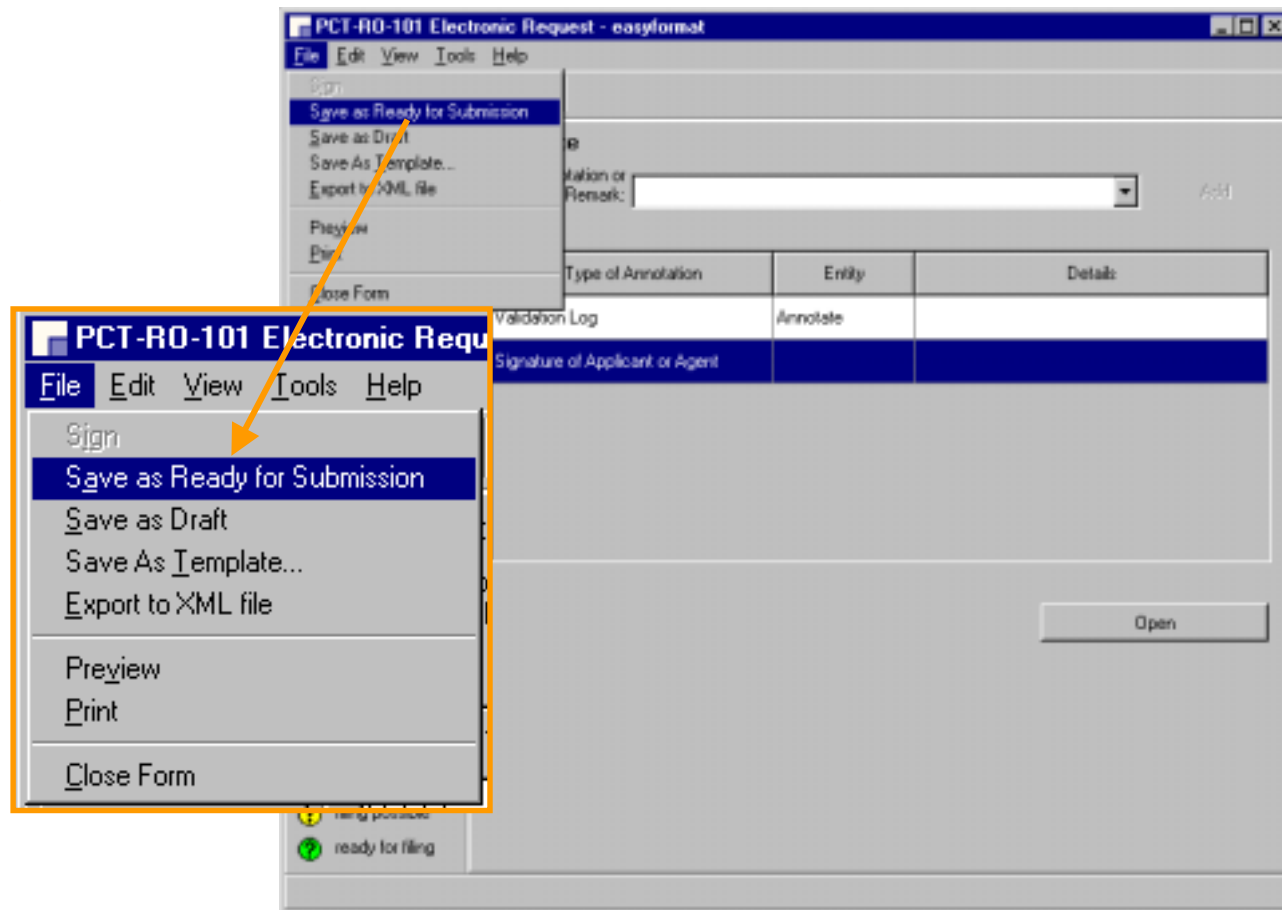
The 'Contents' button in the left sidebar is highlighted with a red and black icon and the text 'Contents'. A green arrow points to the 'Contents Details' dialog box, which is open. In this dialog, under 'Paper document', the option ' is enclosed' is selected, and the number '15' is entered in the 'with 15 pages' field. A green arrow points to this field with the text 'Indicate the number of pages of paper document on details screen'. The 'Electronic file' section has ' not enclosed' selected.



# Type of filing: PCT-EASY submission (1)

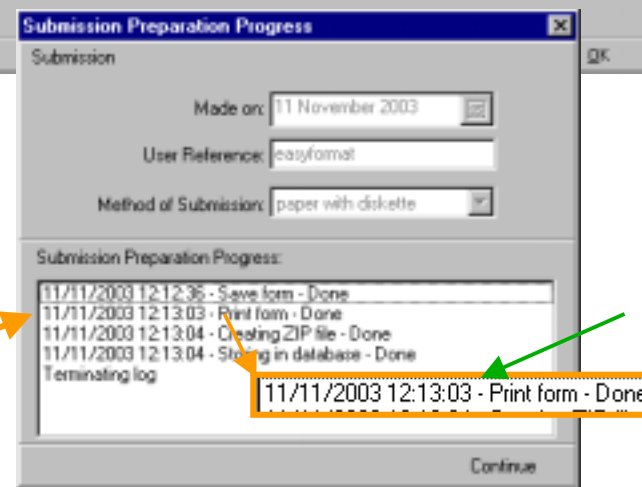
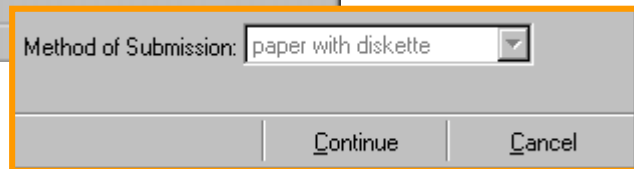
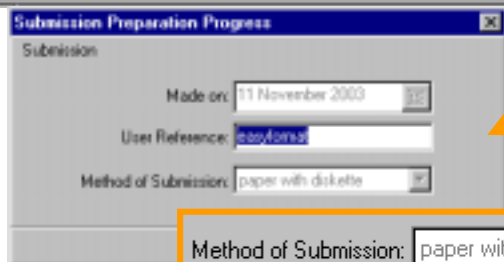
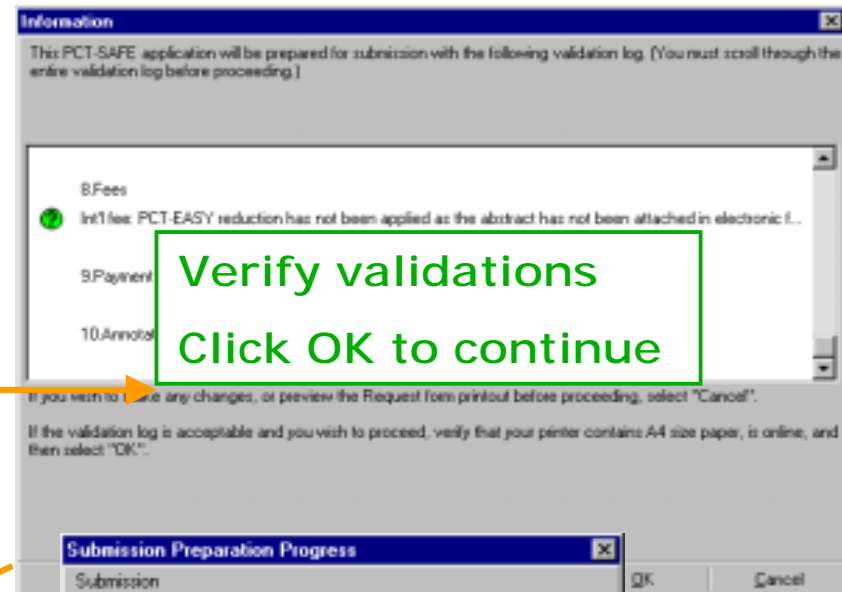
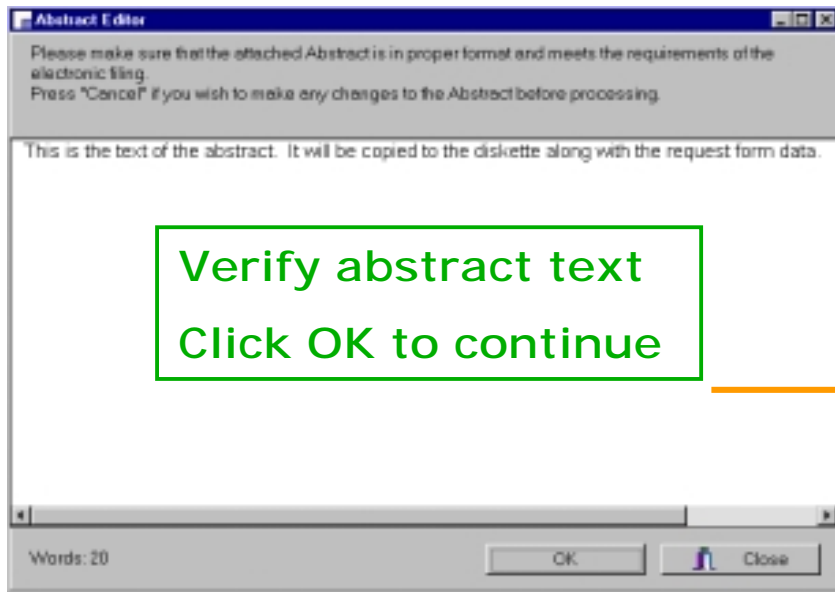
Once the request form completed:

Save as Ready for Submission





# Type of filing: PCT-EASY submission (2)



# Type of filing: PCT-EASY submission (3)

The screenshot displays the PCT-SAFE File Manager interface. The main window has a menu bar (File, Edit, View, Go, Tools, Help) and a toolbar. A 'PCT Procedure' button is visible. On the left, a sidebar contains buttons for 'Templates', 'Inbox', 'Drafts', 'Ready to sign', 'Ready to submit', 'Submitted', and 'All documents'. The main area shows a table with columns: Template, Reference, Applicant, Last Saved, and Retry. A row is selected with 'Normal' in the Template column. A context menu is open over this row, listing options: Submit, View/Edit, Submit without viewing, Return to Drafts, Return to Ready to Sign, Save as template, and Delete. An orange arrow points from the 'Submit' option in the context menu to the 'Save As' dialog box. The 'Save As' dialog shows the file being saved to '3 1/2 Floppy (A:)' with the filename 'easyformat.zip' and the type 'Zip files (\*.zip)'. The file list in the dialog includes various drives and network locations.



# Type of filing: Fully electronic

The screenshot shows the 'Check List' window in the PCT-RO-101 Electronic Request software. At the top, the 'Type of filing' is set to 'Fully electronic' (indicated by a radio button and a dashed box). The main area contains two tables. The first table lists 'Request (including declaration sheets)' with a green status icon. The second table lists 'Application body' with a red status icon. A 'Contents' button is highlighted on the left sidebar.

Document	Details	Pages	Electronic File	Val.
Request (including declaration sheets)				🟢
Description				🔴
Claims				🔴
Abstract				🟡
Drawings				🟢

Document	Details	Pages	Electronic File	Val.
Application body				🔴

Select type of filing:  
Fully electronic



# Attaching the application body (character coded format)

The screenshot shows the PCT-SAFE Editor interface on the left and the PCT-RD-101 Electronic Request - London window on the right. The 'Contents' menu item is highlighted with a green box, and an arrow points from it to the 'Application body' document in the 'Check List' table, which is also highlighted with an orange box.

**Check List Table 1:**

Document	Details	Pages	Electronic File	Val.
Request (including declaration sheets)		4	Pct101.PDF	✓
Description		4		✓
Claims		2		✓
Abstract		1		✓
Drawings		1		✓

**Check List Table 2:**

Document	Details	Pages	Electronic File	Val.
Application body		8	application-body.x...	✓

**Summary:**

Recalculate total 12 pages

International Application Accompanying Items

In total 7 documents 3 files

# Attaching the application body (image format)

PCT-RD-101 Electronic Request - image

File Edit View Tools Help

**Check List**

Type of filing:  PCT-EASY  Fully electronic

Document	Details	Pages	Electronic File	Val.
Request (including declaration sheets)				✓
Description				✗

**Content Details**

Request (including declaration s...  
Description  
Claims  
Abstract  
Drawings  
Application body  
Fee calculation sheet

**Electronic File**

File name:

Status: Not attached

Number of pages:

Open

Look in: Description

description.PDF

File name: description.PDF

Files of type: Portable Document Format

**Content Details**

Request (including declaration s...  
Description  
Claims  
Abstract  
Drawings  
Application body  
Fee calculation sheet

**Electronic File**

File name: description.pdf

Status: Attached in "description.pdf"

Number of pages: 13

Document	Details	Pages	Electronic File	Val.
Request (including declaration sheets)		3		✓
Description		13	description.pdf	✓
Claims				✗
Abstract				!
Drawings				✓

Document	Details	Pages	Electronic File	Val.
Application body		1	application body.e...	✗

108 16 pages



# Attaching the application body (Single Specification pdf)

The screenshot shows the PCT-RD-101 Electronic Request - singlespec application. The main window displays a table of documents and a 'Content Details' dialog box.

**Main Window Table:**

Document	Details	Pages	Electronic File	Val.
Request (including declaration sheets)				🟢
Specification				🔴
Drawings				🟢

**Content Details Dialog:**

Request (including declaration s...  
Specification  
Drawings  
Application body  
Fee calculation sheet

Electronic File:

Status: Attached As "specification.pdf"

The Specification contains:  pages

Description: from page 1 till 20 pages

Claims: from page 21 till 29 pages

Abstract: from page 40 till 40 pages

Abstract is not included In total 10 pages

**Summary Table:**

Document	Details	Pages	Electronic File	Val.
Request (including declaration sheets)		4		🟢
Specification		40	specification.pdf	🟢
Drawings				🟢

total: 44 pages

International Application: Accompanying Items: 1 files



# Save as 'Ready to Sign'

The screenshot displays the PCT-SAFE File Manager interface. On the left, a sidebar lists various document sections: Request, States, Names, Priority, Biology, Declarations, Contents, Fees, Payment, and Annotate. The 'Annotate' section is currently selected. The main window shows a 'Validation Log' with the following entries:

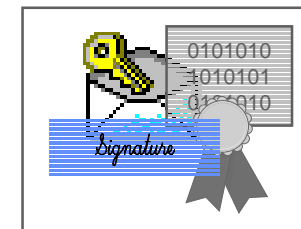
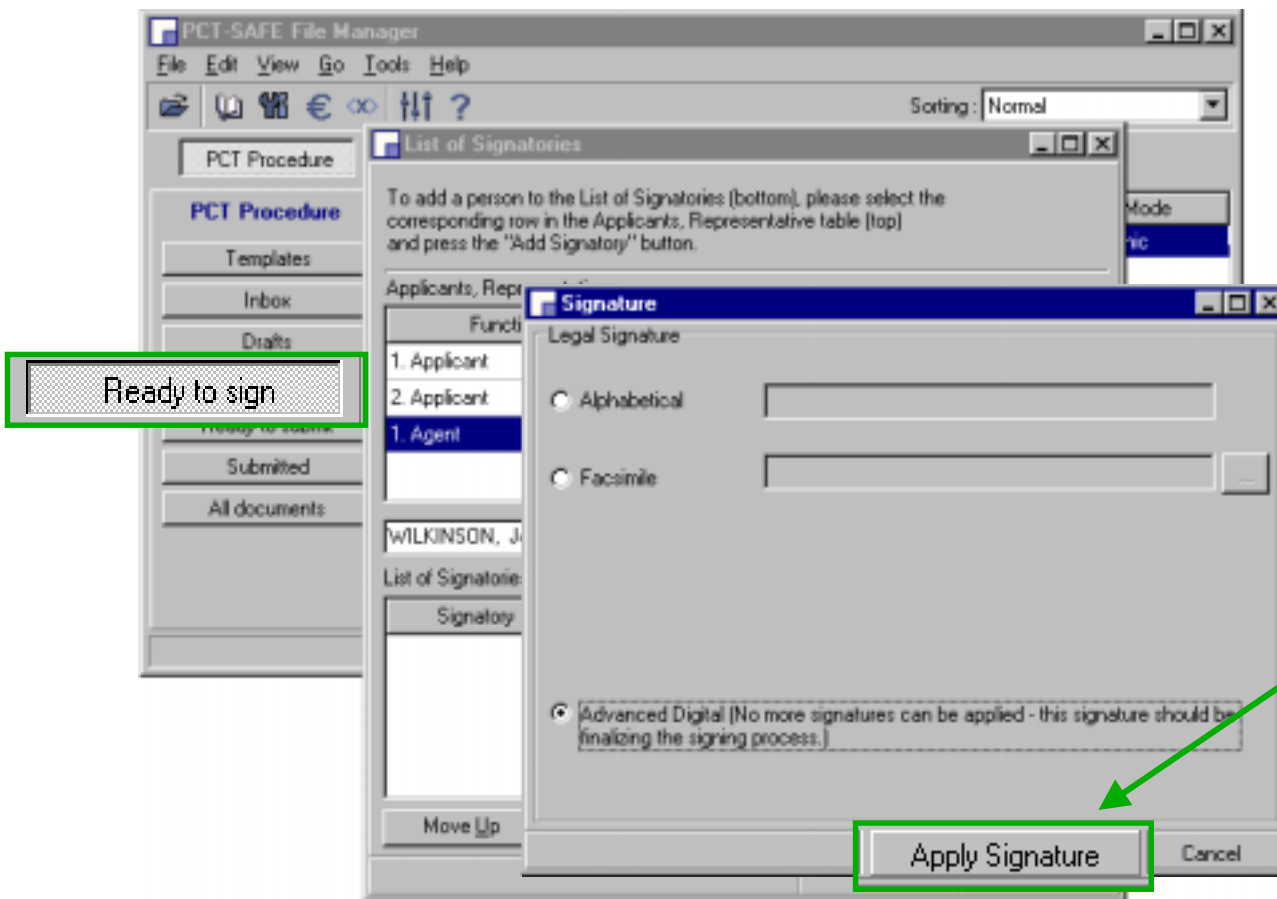
- 7.Contents
  - Priority 1. The priority document is not enclosed. (The applicant must...
- 8.Fees
- 9.Payment
- 10.Annotate
  - The name of the person signing the request has not been indicated.

A large green checkmark is overlaid on the validation log, indicating that the document is ready for signing. In the PCT-SAFE File Manager window, the 'Ready to sign' button is highlighted with a green rectangular box. The file manager also shows a table of documents:

Template	Reference	Applicant	Last Saved	Mode
Normal	london	MILFORD MA...	25/11/2002 09:...	Electronic



# Signing the application



Digital certificate



# Ready to submit

The screenshot shows the PCT-SAFE Editor interface. On the left, there is a table with columns for 'PCT NUMBER', 'APP NO', and 'CLASS'. The main area displays a document with a signature field. A green box highlights the signature field, and a green arrow points from it to the 'Ready to submit' button in the File Manager.

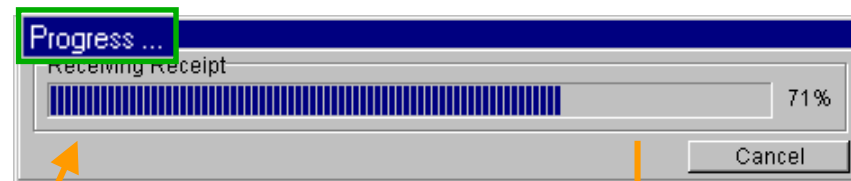
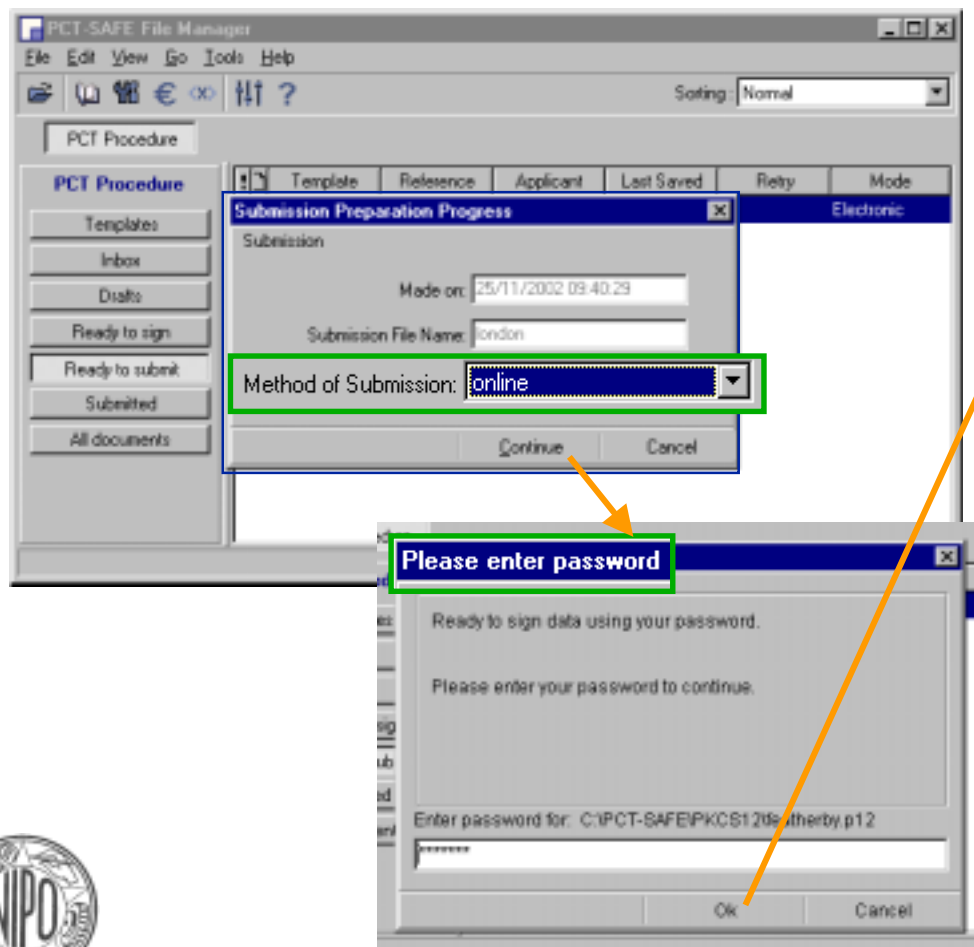
PCT NUMBER	APP NO	CLASS
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
26	26	26
27	27	27
28	28	28
29	29	29
30	30	30
31	31	31
32	32	32
33	33	33
34	34	34
35	35	35
36	36	36
37	37	37
38	38	38
39	39	39
40	40	40
41	41	41
42	42	42
43	43	43
44	44	44
45	45	45
46	46	46
47	47	47
48	48	48
49	49	49
50	50	50

The screenshot shows the PCT-SAFE File Manager interface. A green box highlights the 'Ready to submit' button. The main area displays a table with columns for 'Template', 'Reference', 'Applicant', 'Last Saved', 'Retry', and 'Mode'.

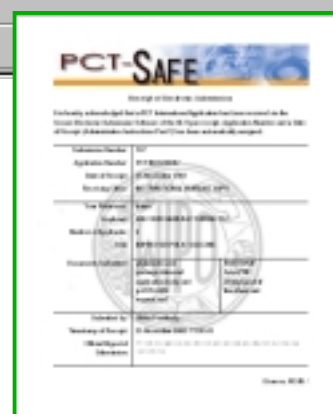
Template	Reference	Applicant	Last Saved	Retry	Mode
Normal	london	MILFORD ...	25/11/2002...	0	Electronic



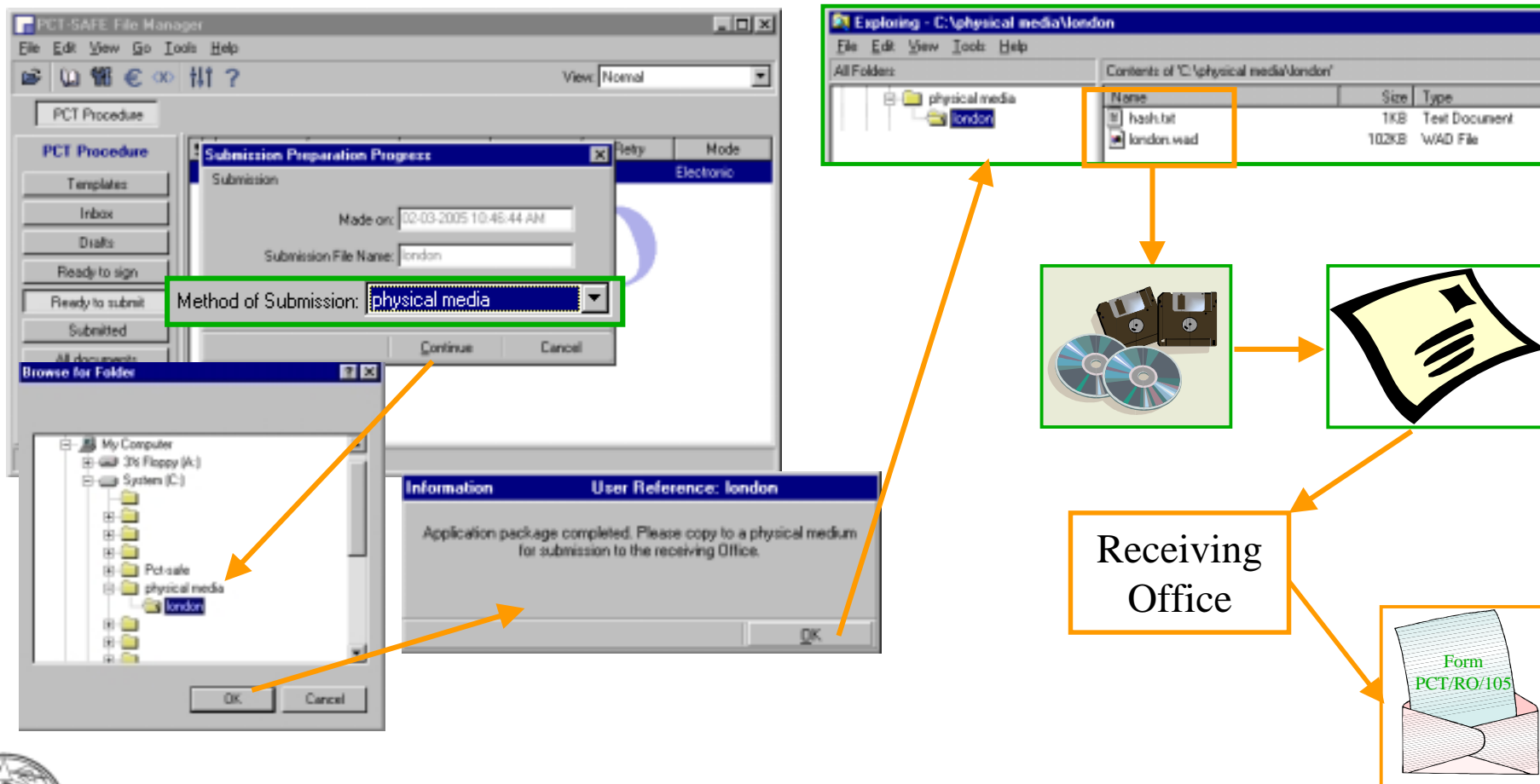
# Submission - online



Your Application filing has been completed. Do you want to view your Receipt now?



# Submission - physical media



## For further information:

PCT-SAFE Help Desk

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internet: <http://www.wipo.int/pct-safe>

