UPOV PRISMA:
Payment /Billing/ Invoicing process

UPOV

International Union for the Protection of New Varieties of Plants
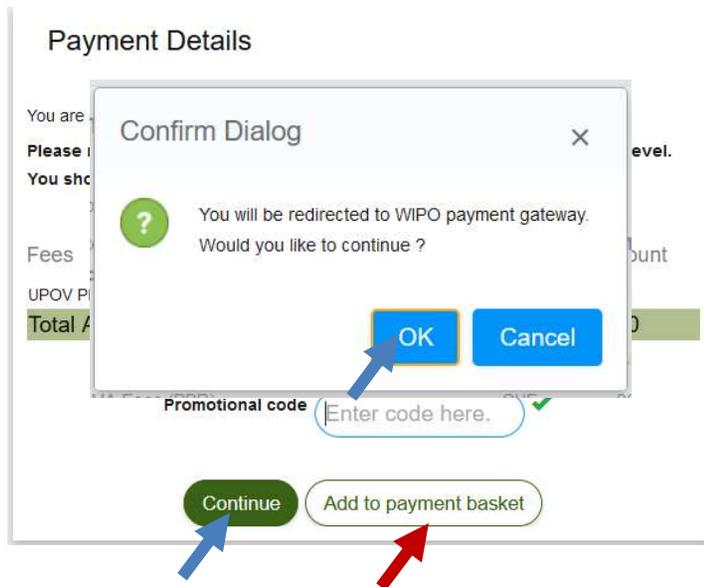
Agenda

- WIPO Pay
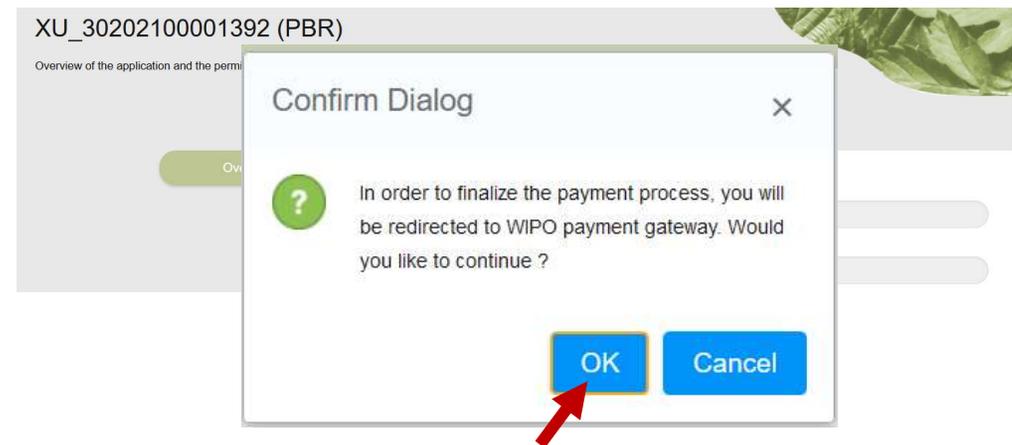- Billing/Invoicing process
- Payment process : Single Vs Bulk Payment

How to get into WIPO PAY

After submission:

At the time of submission:

Payment Details

You are

Please

You sho

Confirm Dialog ✕

? You will be redirected to WIPO payment gateway.
Would you like to continue ?

Fees

UPOV P

Total A

OK   Cancel

Promotional code [Enter code here.] ✔

Continue   Add to payment basket

XU_30202100001392 (PBR)

Overview of the application and the permi

Confirm Dialog ✕

? In order to finalize the payment process, you will
be redirected to WIPO payment gateway. Would
you like to continue ?

OK   Cancel

Anytime at:
https://www3.wipo.int/epayweb/v2/summary.xhtml

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WIPO PAY

The customer ID associated to your WIPO account

PAYMENT DETAILS

Your WIPO account is currently associated to the customer **151327 WIPO** for billing purposes, if this is incorrect please contact us.

Attention: Recent changes to European payment security regulations mean that some customers are experiencing problems paying with a credit/debit card.
If your card payment is declined you should click here for instructions on how to resolve the issue.

Choose payment method

Bank transfer

Credit/Debit card

PayPal

Business reference

Item UPV/XU_30202100001658_QZP

Amount due 90.00 CHF
Payment status Unpaid

Go back   Continue

UPOV

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Payment methods
Bank Transfer

PAYMENT DETAILS

Your WIPO account is currently associated to the customer **151327 WIPO** for billing purposes, if this is incorrect please contact us.

Attention: Recent changes to European payment security regulations mean that some customers are experiencing problems paying with a credit/debit card.
If your card payment is declined you should click here for instructions on how to resolve the issue.

Choose payment method
Bank transfer

Payment subject Fee for UPOV services	Item UPV/XU_30202100001658_QZP	Amount due 90.00 CHF Payment status Unpaid

Total amount due **CHF 90.00**

Go back   Continue

UPOV

Payment methods
Bank Transfer

PAYMENT DETAILS

Continue

▾ DETAILS OF THE BANK ACCOUNT TO MAKE THE TRANSFER TO

The International Bureau of WIPO will send a receipt within 10 days of the date your bank or postal transfer is received. If you do not receive a WIPO receipt within 10 days of submitting your payment, please contact us.

Please ensure that the Reference is included in your bank transfer, failure to do so will lead to your application not being processed.

Reference to include in your payment EPMT-UAAR-I2BR
Beneficiary UPOV
IBAN CH89 0483 5243 6928 4100 0
Swift/BIC CRESCHZZ80A
Bank Credit Suisse, 1211 Geneva 70, Switzerland

Total amount due **CHF 90.00**

Send me these payment details by email

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Payment methods
Bank Transfer

- It is important to announce in WIPO Pay that you are going to pay by bank transfer.

- **The payment reference will facilitate matching automatically the payment.**

- **Please make sure you include the payment reference and not the invoice ID.**

- **The bank charges needs to be borne by the customer**

Thank you for your business.
Nous vous remercions pour cette transaction.

When paying by Bank Transfer please make your payment to the following account:
Si vous payez par virement bancaire, veuillez utiliser les coordonnées bancaires ci-après :

Credit Suisse, CH-1211 Geneva 70, UPOV account - IBAN N° CH89 0483 5243 6928 4100 0 - SWIFT/BIC:CRESCHZZ80A

When making your bank transfer please include the following: EPAY-U8B7-QYD9

If you have already paid this invoice by Credit Card or PayPal you will receive your receipt shortly by email.
If you have not received your receipt by email please contact us to confirm the payment.
Si cette facture a été payée par Carte de Crédit ou par Paypal, vous recevrez rapidement votre confirmation de paiement par e-mail.
Si vous n'avez pas reçu de confirmation de paiement par e-mail, veuillez nous contacter.

Single payment

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Payment methods
Credit/debit card

PAYMENT DETAILS

Your WIPO account is currently associated to the customer **151327 WIPO** for billing purposes, if this is incorrect please <u>contact us.</u>

Attention: Recent changes to European payment security regulations mean that some customers are experiencing problems paying with a credit/debit card.

If your card payment is declined you should <u>click here</u> for instructions on how to resolve the issue.

Choose payment method
Credit/Debit card ▼

Payment subject Fee for UPOV services   Item UPV/XU_30202100001662_QZP   Amount due 90.00 CHF
                                                                         Payment status Unpaid

Total amount due **CHF 90.00**

Go back   Continue

Payment methods
Credit/debit card

Attention: Recent changes to European payment security regulations mean that some customers are experiencing problems paying with a credit/debit card.
If your card payment is declined you should <u>click here</u> for instructions on how to resolve the issue.

3D Secure (3DS)
The recent implementation of the EU's Payment Services Directive 2 includes a requirement for strong customer authentication when making card payments. If you continue to experience card payment declines and are unable to pay with your card you should contact your bank or card issuer to resolve the problem.

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Payment methods
Paypal

PAYMENT DETAILS

Your WIPO account is currently associated to the customer **151327 WIPO** for billing purposes, if this is incorrect please contact us.

Attention: Recent changes to European payment security regulations mean that some customers are experiencing problems paying with a credit/debit card.
If your card payment is declined you should click here for instructions on how to resolve the issue.

Choose payment method
PayPal

Payment subject Fee for UPOV services	Item UPV/XU_30202100001662_QZP	Amount due 90.00 CHF Payment status Unpaid

Total amount due **CHF 90.00**

Go back   Continue

Payment

- **In case of bank transfer, the payer will receive immediately payment instructions.**

Payment

- **In case of credit/debit card or paypal, the payer will receive immediately the payment confirmation.**

Payment

- **In all cases, the invoices will be sent in PDF at latest in the next working day.**

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Agenda

- WIPO Pay
- **Billing /Invoicing process**
- Payment process : Single Vs Bulk Payment

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Breeder Admin   # Agent Admin

| Billing address | Authorization letter |

Finance system

Customer ID

UPOV
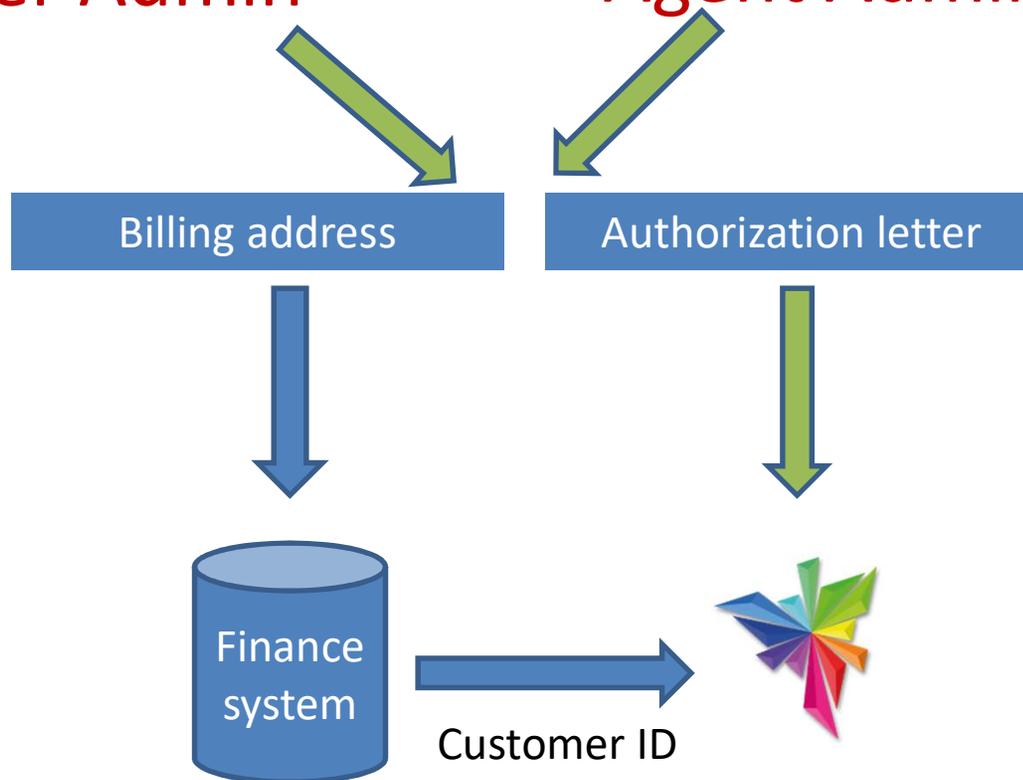
Breeder Admin/Agent admin

- Overview of all applications within the company
- **Responsible for granting access to other colleagues**
- **All colleagues within the same company share the same customer id.**

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invoice

Agent /Breeder Admin Customer ID : 123456

Grant access

Drafter	Authorized signatory	Co-breeder/co-agent admin

Customer ID : 123456   Customer ID : 123456   Customer ID : 123456

Submit

Billing request:

- IRN
- Crop
- Authority
- date of submission
- Voucher (if applicable)
- Customer ID : 123456

Finance system

UPOV

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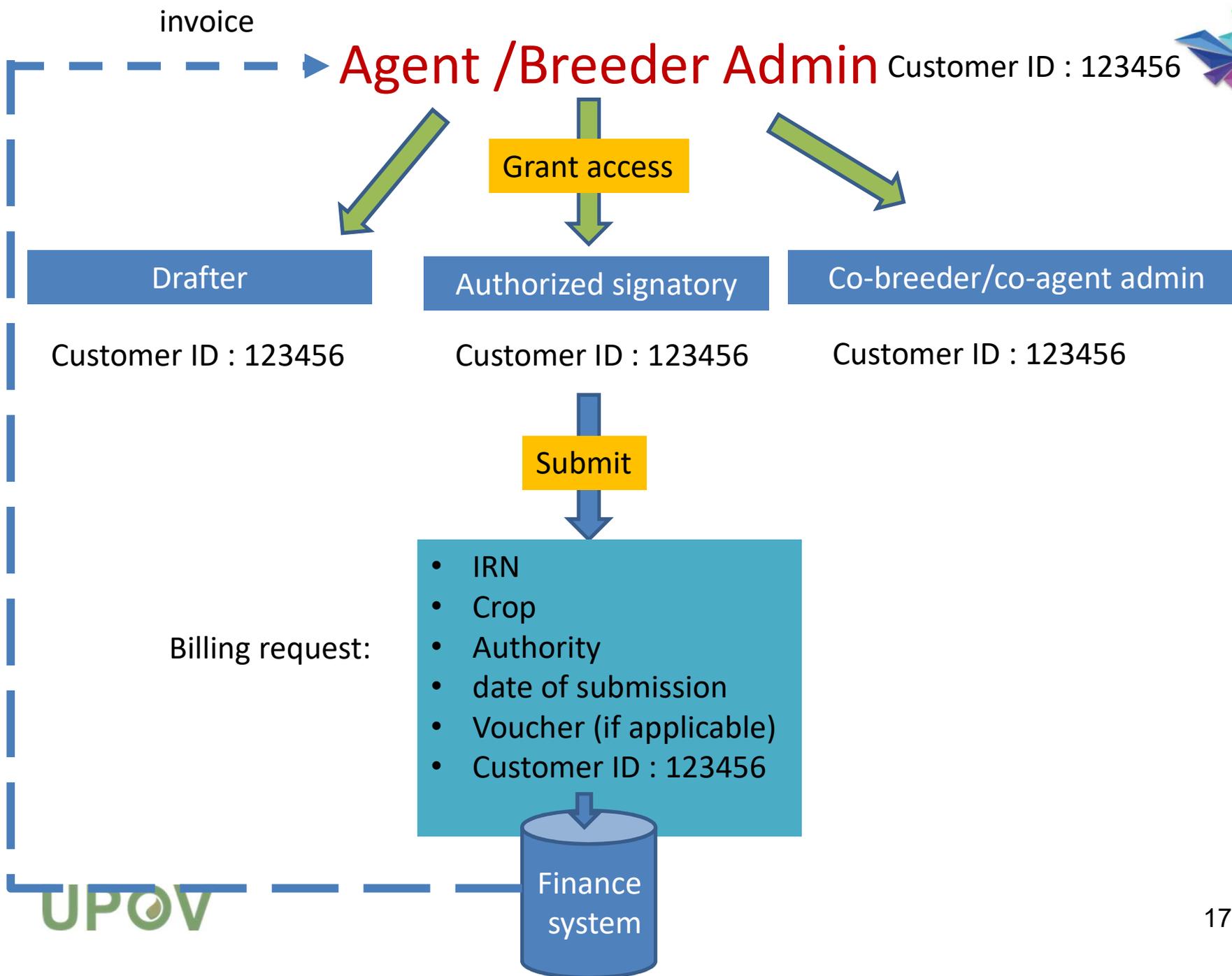
Breeder/Agent Admin

Customer ID : 123456

Grant access

Drafter	Authorized signatory	Co-breeder/co-agent admin
Customer ID : 123456	Customer ID : 123456	Customer ID : 123456

Submit

Payment request:
- Business reference
- Amount

WIPO Pay

Payment notification

UPOV
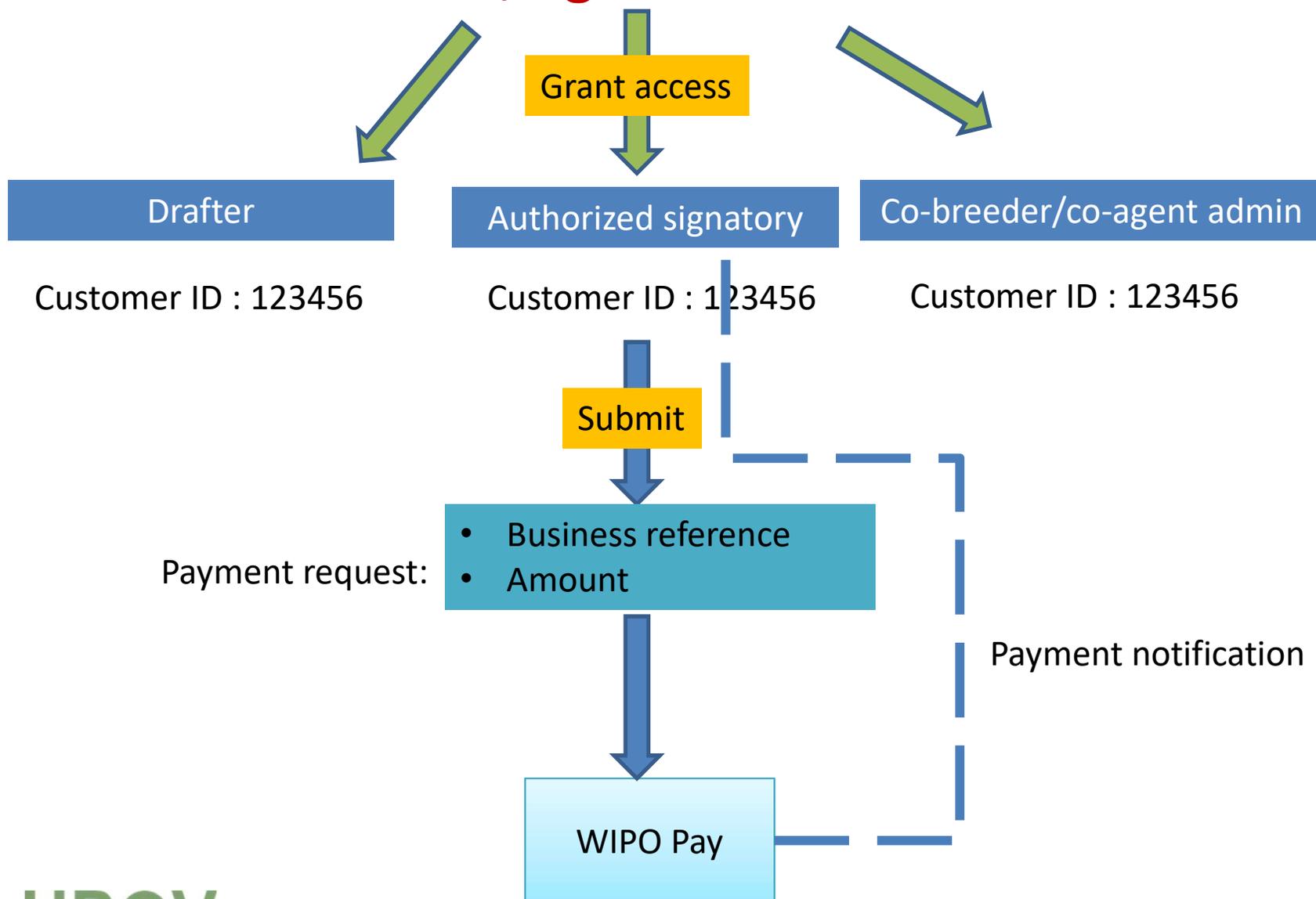
Invoicing

- **If the billing address of the payer should be different from the billing address of the agent/breeder admin:**
  - **The payer should have a different customer id**

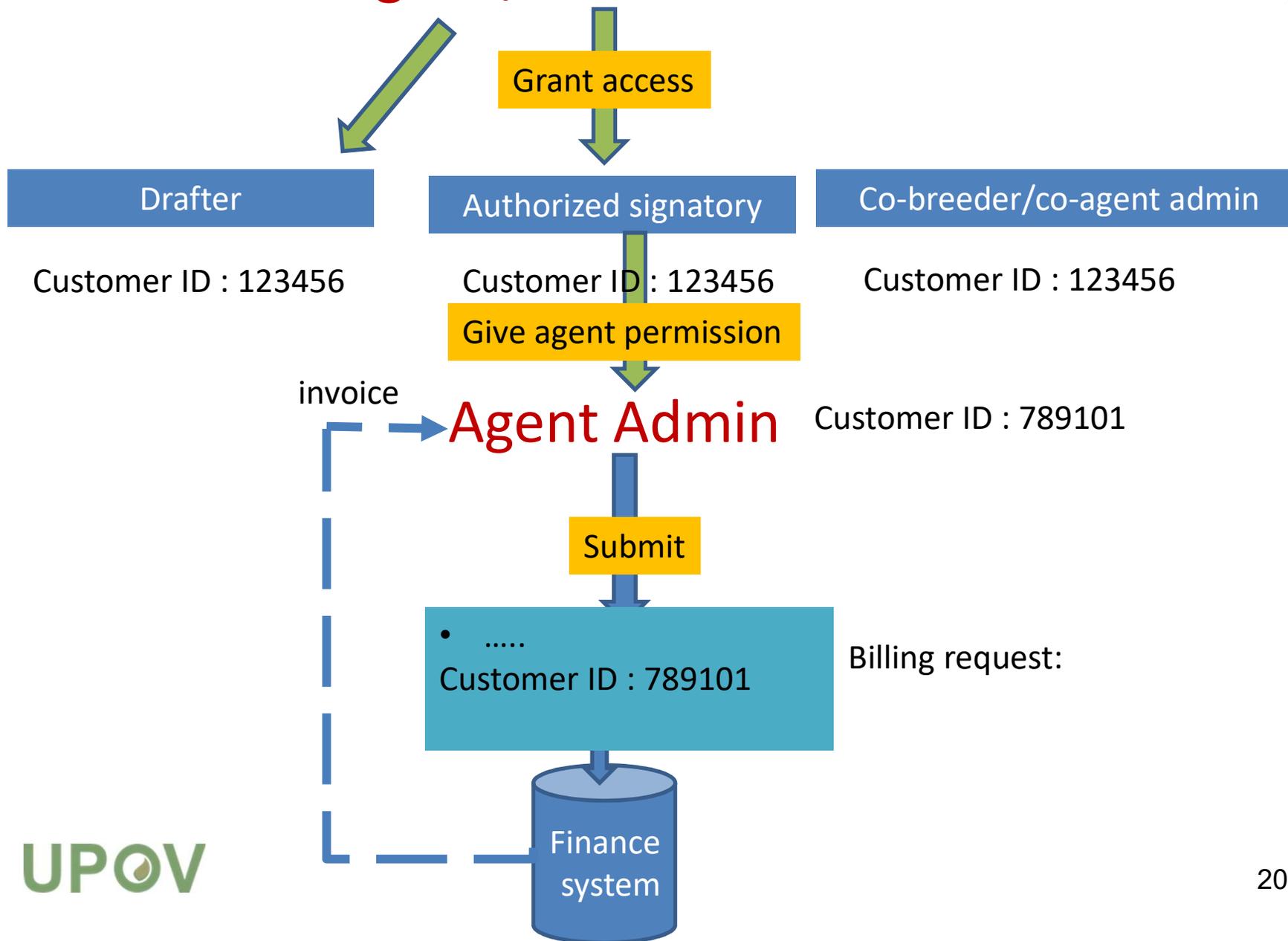# Agent /Breeder Admin Customer ID : 123456

Grant access

Drafter	Authorized signatory	Co-breeder/co-agent admin

Customer ID : 123456   Customer ID : 123456   Customer ID : 123456

Give agent permission

invoice

Agent Admin   Customer ID : 789101

Submit

- .....
Customer ID : 789101   Billing request:

Finance system

Invoicing

- **Each billing address should have a separate account with a proper customer ID.**

- **Collaboration accounts : drafters, authorized signatories, co-breeders/co-agents can be kept within the global account.**

Agenda

- WIPO Pay
- Billing process
- Payment process : Single Vs Bulk Payment

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Payment process
Single payment Vs Bulk payment

Payment Details

You are applying for Other in CHILE

Please note that only UPOV PRISMA Fees are requested at UPOV PRISMA level. You should pay the application fees directly to CHILE

Fees	Currency	Amount
UPOV PRISMA Fees (PBR)	CHF	90.0
Total Amount	**CHF**	**90.0**

Promotional code Enter code here. ✔

Continue   Add to payment basket

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Payment process – Bank Transfer
Single payment

- **Indicate the payment method in the EPAY interface**

- **In case of Bank Transfer:**
  - **Single payment: indicate the epay reference: EPAY-XXXX-XXXXX as displayed in the invoice**

Thank you for your business.
Nous vous remercions pour cette transaction.

When paying by Bank Transfer please make your payment to the following account:
Si vous payez par virement bancaire, veuillez utiliser les coordonnées bancaires ci-après :

Credit Suisse, CH-1211 Geneva 70, UPOV account - IBAN N° CH89 0483 5243 6928 4100 0 - SWIFT/BIC:CRESCHZZ80A

When making your bank transfer please include the following: EPAY-U8B7-QYD9

If you have already paid this invoice by Credit Card or PayPal you will receive your receipt shortly by email.
If you have not received your receipt by email please contact us to confirm the payment.
Si cette facture a été payée par Carte de Crédit ou par Paypal, vous recevrez rapidement votre confirmation de paiement par e-mail.
Si vous n'avez pas reçu de confirmation de paiement par e-mail, veuillez nous contacter.

Payment process – Bank Transfer
Bulk payment

- **In case of Bank Transfer:**
  - **Bulk payment: indicate the basket id**

DETAILS OF THE BANK ACCOUNT

The International Bureau of WIPO will send a receipt within 10 days of the payment, please contact us.

Please ensure that the Reference is included in your bank transfer, fa

Reference to include in your payment EPMT-UX9W-6GJ7
Beneficiary UPOV
IBAN
Swift/BIC
Bank

Total amount due **CHF 180.00**

Please don't list up the payment references

UPOV

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Payment process – Bank Transfer
Bulk payment

- **For each application, an invoice is generated**
  - **Difficult to manage in some finance systems**

- **Future developments:**
  - **One single invoice with the total amount**
    - **Detailed split will be provided**

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Payment process – Bank Transfer
Single payment Vs Bulk payment

| Refer to Payment reference EPAY-xxxx-xxxxx | Refer to Basket ID EPMT-xxxx-xxxxx |

Thank you for your business.
Nous vous remercions pour cette transaction.

When paying by Bank Transfer please make your payment to the following account:
Si vous payez par virement bancaire, veuillez utiliser les coordonnées bancaires ci-après :

Credit Suisse, CH-1211 Geneva 70, UPOV account - IBAN N° CH89 0483 5243 6928 4100 0 - SWIFT/BIC:CRESCHZ

When making your bank transfer please include the following: EPAY-U8B7-QYD9

If you have already paid this invoice by Credit Card or PayPal you will receive your receipt shortly by email.
If you have not received your receipt by email please contact us to confirm the payment.
Si cette facture a été payée par Carte de Crédit ou par Paypal, vous recevrez rapidement votre confirmation de paieme
Si vous n'avez pas reçu de confirmation de paiement par e-mail, veuillez nous contacter.

DETAILS OF THE BANK ACCOUNT

The International Bureau of WIPO will send a receipt within 10 days of the payment, please contact us.

Please ensure that the Reference is included in your bank transfer, fa

Reference to include in your payment EPMT-UX9W-6GJ7
Beneficiary UPOV
IBAN
Swift/BIC
Bank Credit Suisse, 1211 Geneva 70, Switzerland

Total amount due **CHF 180.00**

UPOV

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Payment process

- **https://www.upov.int/upovprisma/en/quickguides.html**

For queries related to payment of fees, please contact us at:
https://www3.wipo.int/contact/en/area.jsp?area=finance-upov

prisma@upov.int

WIPO

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Contact Us: UPOV

For best results, please complete this form in Chrome, Firefox or Safari.

Mandatory fields are marked as (required).

Topic (required)	Finance
Sub-topic	UPOV
Question (required)	
Attachment	Browse... No file selected.
	(File size limited to 2 MB - Accepted formats: pdf, txt, jpeg, jpg, gif, png)
First name	
Last name	
Company/Organization	
Phone number	
E-mail address (required)	
Verification (required)	☐ I'm not a robot reCAPTCHA Privacy - Terms

If you cannot tick the verification box, please ensure you are using Chrome, Firefox or Safari. In Internet Explorer the box may not function correctly.

Submit