

UPOV E-PVP APPLICANT MONITORING MODULE (AMM)

User Guide

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1. ABOUT THIS GUIDE

This guide provides step-by-step instructions for using the UPOV e-PVP Applicant Monitoring Module (AMM).

It is intended for applicants, agents, and other authorized users who access AMM to monitor plant variety protection applications.

The guide explains how to:

- Set up and manage your account
- Navigate the AMM interface
- Perform key actions within the system
- Understand the main features and functions available to you

Note: The screenshots and examples in this guide are for reference only. Actual displays may vary.

2. ACRONYMS

AMM	UPOV e-PVP Applicant Monitoring Module
IRN	International Reference Number
PBR	Plant Breeders' Rights
PVP	Plant Variety Protection
NLI	National Listing
VL	Variety Listing

3. OVERVIEW

AMM is an online tool that enables you to follow the progress of your plant variety protection applications and communicate with PVP Office when UPOV e-PVP Administration is being used. UPOV PRISMA is a tool to transfer application data from breeders to the participating PVP offices of UPOV members.

Using AMM, you can:

- Check the current status of each application
- View and download official documents and contact participating PVP Offices
- Respond to requests for information from authorities
- Track applications

The supported browsers for WIPO Accounts and UPOV e-PVP Applicant Monitoring Module are:

- Mozilla Firefox
- Internet Explorer
- Google Chrome

In order to use UPOV e-PVP Applicant Monitoring Module, the user should own a UPOV PRISMA Account.

4. WIPO ACCOUNTS

The World Intellectual Property Organization (WIPO) assists UPOV in financial and administrative matters (see document [UPOV/INF/8](#)).

A WIPO Account is required to log in to UPOV PRISMA and AMM. If you do not already have a WIPO Account, you must create one before using AMM. Once created, the same username, password, and e-mail address will be used to access all WIPO secure systems linked to your account.

Note: the same e-mail address cannot be used with more than one user account.

4.1 CREATE AN ACCOUNT

To create an account:

1. Open your web browser and go to: <https://amm.upovevp.upov.int>

2. Click Create account. The “Create an account” screen appears.

Note: All fields marked with an asterisk (*) are mandatory. For UPOV PRISMA, and to facilitate collaboration with colleagues from the same legal entity (e.g., company, public institute), provide the relevant Company/Organization information.

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3. Enter a username of your choice. The username must contain at least four characters.

Note: If the chosen username is already in use for another WIPO account, the message “Username is already in use” will appear. Choose a different username that does not yet exist in the system. Although the address field is not mandatory, completing it will save time by avoiding the need to re-enter your address in UPOV PRISMA application forms.

4. Enter the e-mail address where you wish to receive UPOV PRISMA notifications in the E-mail field, and re-enter it in the Confirm e-mail field.

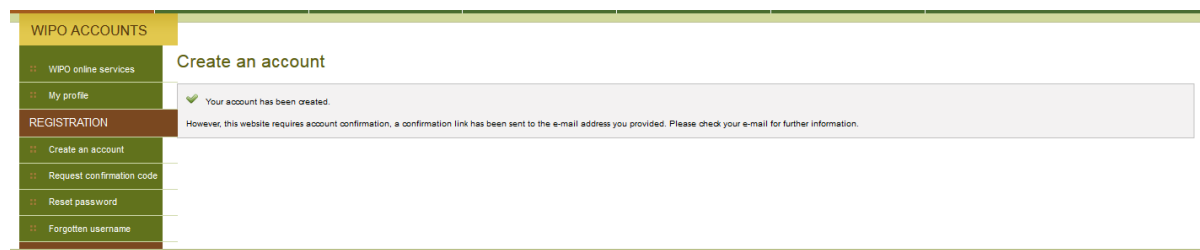
Note: Type your e-mail address carefully. To validate account creation, an e-mail will be sent from noreply@wipo.int containing a confirmation link. Click the link to activate your account. If you do not receive the e-mail, check your spam/junk folder.

5. Enter a password of your choice in the Password field and confirm it in the Confirm Password field.

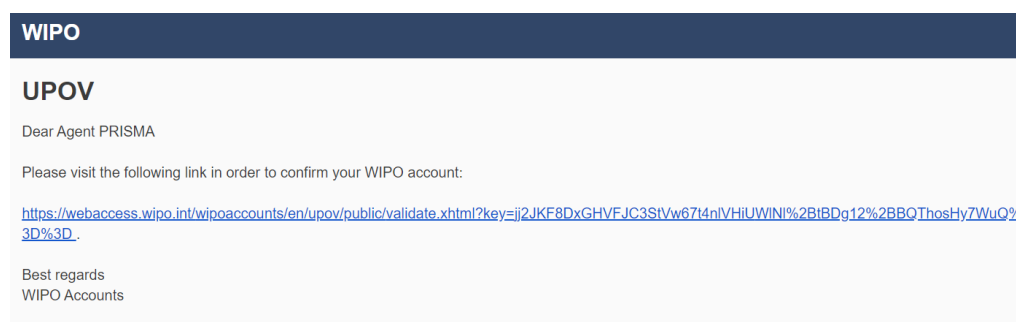
Note: Your password must be at least eight characters long and contain at least one numerical character. Passwords are case-sensitive.

6. Enter the verification characters displayed in the image.

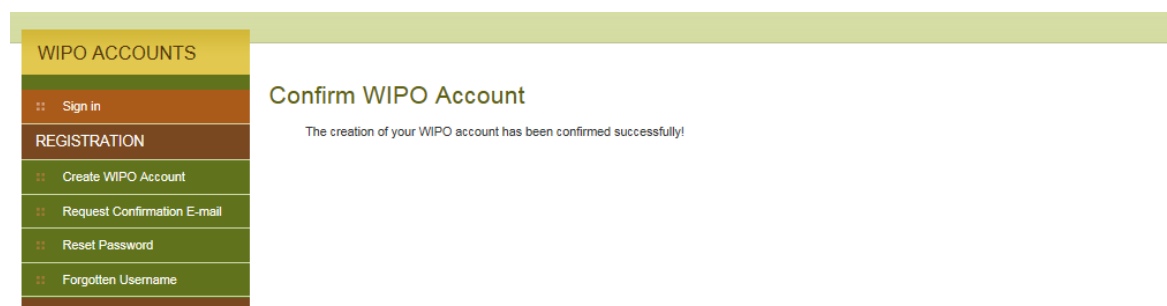
7. Click Create account. The “Validate user account” screen appears.



8. Check your e-mail for the message from noreply@wipo.int and click the link provided.



9. Your account is now active.



4.2 FORGOTTEN USERNAME

If you have forgotten your username:

1. Open your web browser and go to: <https://amm.upovepvp.upov.int>

2. Click “Forgot your username?”.
3. Enter the e-mail address linked to your account in the E-mail field.

4. Enter the verification characters displayed in the text box.
5. Click “Resend username”.

4.3 RECOVERY OF A FORGOTTEN PASSWORD

If you have forgotten your password:

1. Open your web browser and go to: <https://amm.upovepvp.upov.int>

2. Click “Forgot your password?”.
3. Enter your username and the e-mail address linked to your account in the E-mail field.

4. Enter the verification characters displayed in the text box.

5. Click “Resend password”.

5. CONNECT TO AMM

1. Go to: <https://amm.upovevp.upov.int/>.

2. Enter your username and password.

3. Click “Log in”. The AMM home page will appear.

6. AMM- FEATURES AND FUNCTIONALITIES




6.1 HOME PAGE

6.1.1 SEARCH AND FILTER OPTIONS




a.	Date Range: 	Set the range of submission dates to narrow your search. (see 6.1.5.1) <div> Note: The date range can cover a maximum period of one year. </div>
b.	Find: 	Apply the selected filter and display results based on your criteria.
c.	Selection Criteria: 	Use this field to filter applications. Enter any word or number appearing in the application (e.g., breeder’s reference, crops/species name, denomination, country code) to display matching results. (see 6.1.5.2)

6.1.2 NAVIGATION AND DISPLAY CONTROLS

PBR DASHBOARD

d.	Before Grant: 	Displays all applications that have not yet been granted. If this button appears green, it is currently selected.
e.	After Grant: 	Displays applications that have already been granted.
f.	Refresh: 	Reloads the dashboard and clears all filters.
g.	Go to VL Dashboard: Go to VL Dashboard	Opens the VL Dashboard.

VL DASHBOARD

h.	Before Award: 	Displays all applications that have not yet been awarded. If this button appears green, it is currently selected.
i.	After Award: 	Displays applications that have already been awarded.
j.	Refresh: 	Reloads the dashboard and clears all filters.
k.	Go to PBR Dashboard: Go to PBR Dashboard	Opens the PBR Dashboard.

6.1.3 INTERFACE COMPONENTS

The Dashboard allows you to view the list of applications you have submitted to the Authority through UPOV PRISMA.

Within AMM, there are two distinct dashboards:

- PBR Dashboard
 - Before Grant — applications not yet granted
 - After Grant — applications already granted

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- VL Dashboard
 - Before Award — applications not yet awarded
 - After Award — applications already awarded

You can switch between these views depending on the information you want to access.

Home > UPOV Services > UPOV e-PVP Administration

Before Grant

Selection criteria Date Range 26/06/2024 ~ 26/06/2025 [Go to VL Dashboard](#)

International Reference Number	Country Code	Breeders' reference	Principal Botanical Name	Date of Submission ↓	Proposed Denomination	Source	Actions
XU_30202500000108	GB	DEMO AMM JUNE2	Alstroemeria L.	02/06/2025			<input type="button" value="View"/>
XU_30202500000105	GB	TEST 555 GB	Avena sativa L.	28/05/2025	MY NEW DEN		<input type="button" value="View"/>
XU_30202500000106	GB	TEST 556 GB	Allium porum L.	28/05/2025			<input type="button" value="View"/>
XU_30202500000107	GB	TEST 2 GB	Alstroemeria L.	28/05/2025			<input type="button" value="View"/>
XU_30202500000097	GB	TEST SARA	Abelia R. Br.	27/05/2025			<input type="button" value="View"/>

Items Per Page 5 Page 1 of 6 |< < > >|

6.1.4 INFORMATION DISPLAYED

- International Reference Number (IRN):** Identifier assigned by the UPOV PRISMA system, following the WIPO ST.13 standard for application numbers. The IRN identifies a variety and is used across multiple authorities if the same variety is submitted to each. It is unique per PVP office. In case of joint applications (PBR and National Listing (VL)), the same IRN is used. Migrated varieties may not have an IRN, in this case the application number is displayed instead.
- Country Code:** Country or regional PVP office where the application was submitted (ISO codes, e.g., VN for Viet Nam, GB for United Kingdom).
- Breeders' reference:** Internal code or reference assigned by the breeder
- Principal Botanical Name:** Main botanical name of the plant species provided in the application.
- Date of Submission (before Grant/Award):** Date when the application was transferred to the PVP office through UPOV PRISMA.
- Grant / Award Date (after Grant/Award):** Date the PVP right was granted (PBR) or awarded (VL).
- Proposed Denomination (before Grant/Award):** Variety name proposed by the breeder.
- Approved Denomination (after Grant/Award):** Official variety name approved after examination and granting/awarding of rights.
- Source:** Origin of the application data (e.g., submitted via UPOV PRISMA, entered manually, imported).
- Action:** Access specific functions or details related to the application. (See 6.1.5)

6.1.5 ACTIONS

The Actions menu and related controls allow you to view and manage applications directly from the dashboard.

6.1.5.1 SEARCH BY DATE RANGE

You can search by setting a range of submission dates. The date range can cover a maximum period of one year.

Example: If the application was submitted in 2023, you can select a date range from January 1, 2023 to December 31, 2023.

The results are displayed per dashboard per application type (PBR/ VL). In case of conservation varieties and amateur vegetables, the records are displayed in the VL dashboard.

6.1.5.2 SEARCH BY SELECTION CRITERIA

You can narrow your search using any of the following fields:

- International Reference Number (IRN)
- Country Code
- Breeder's Reference
- Principal Botanical Name
- Proposed Denomination

To search:

1. Enter the text in the box above the column.

2. Filtered results will be displayed automatically.

6.1.5.3 VIEW

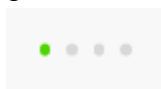
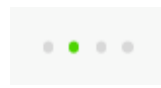
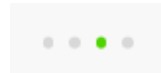
You can view the full details of an application by clicking View in the Action column either you have the full permission or the read-only access to the application (see 7.1.5.4 on how to manage users).










The information displayed depends on the application status and whether it is for Before/After Grant or Before/After Award

COMMON FIELD DESCRIPTIONS (ALL STATUSES)

The following fields are shown in all statuses (unless otherwise specified):

- International Reference Number (IRN):** Identifier assigned by UPOV PRISMA.
- Application Status:** One of the following statuses:

	Submitted
	Received
	Processed

	Granted
	Pending Information
	Withdrawn
	Terminated
	Deleted
	Removed
	Proposed surrender
	Proposed deletion
	Proposed termination

- c. **Application Number:** Assigned by the relevant PVP Office
- d. **Filing Date:** Official filing date of the application.
- e. **Applicant(s):** Name(s) of the applicant(s).
- f. **Breeder:** Name of the breeder.
- g. **Agent(s):** Name(s) of the agent(s).
- h. **Fees Paid:** Indicates whether fees have been paid.
- i. **Proposed Denomination:** Variety name proposed by the breeder.
- j. **Priority:** Priority claim information, if applicable.
- k. **Formality requirements:** Status of formality checks.
- l. **Principal Botanical Name:** Main botanical name of the species.
- m. **Breeders' reference:** Internal code or reference assigned by the breeder.
- n. **Common Name:** Common name of the species.
- o. **Application type:** PBR or VL.
- p. **Submission date:** Date the application was submitted.
- q. **DUS Decision:** Decision on Distinctness, Uniformity, and Stability testing.

Note: Click on  to view the full application history.

BEFORE GRANT

Includes all Common Fields plus:

- **Proposed Denomination** – Variety name proposed by the breeder.

AFTER GRANT

Includes all Common Fields plus:

- **Approved Denomination** – Officially approved variety name.
- **Title Holder(s)** – Person(s) or entity(ies) holding the granted right.
- **Grant Number** – Number assigned to the granted right.
- **Grant Date** – Date the PBR right was granted.

BEFORE AWARD

Includes all Common Fields plus:

- **Proposed Denomination** – Variety name proposed by the breeder.
- **Test & Trial Marketing Request Status** – Indicates whether accepted (clickable for details).
- **VCU Decision** – Decision on Value for Cultivation and Use testing.



AFTER AWARD

Includes all Common Fields plus:

- **Proposed Denomination** – Variety name proposed by the breeder.
- **Test & Trial Marketing Request Status** – Indicates whether accepted (clickable for details).
- **Approved Denomination** – Officially approved variety name.
- **VCU Decision** – Decision on Value for Cultivation and Use testing.

6.1.5.4 ACTIONS

There are two levels of actions available for managing an application:

- From the application list: Clicking the Expand icon  in the Actions column will display options such as:
 - Withdraw Application
 - Contact PVP Office
 - Manage Users.
- From the detailed view: Clicking  opens the application overview which always displays the application details (e.g. status, filing date, applicant).
Depending on the application's status and type, this view may also provide additional actions, such as:
 - Change Approved Name
 - Request Grant Certificate

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The actions available depend on the application's status (Before/After Grant or Before/After Award) and type (PBR or VL) and are accessible only to users with full access permission.

FROM THE APPLICATION LIST

PROVIDE REQUESTED INFORMATION (BEFORE GRANT/AWARD)

This option is available under "Before Grant" and "Before Award" when the PVP Office sends a request for revision.

To provide the requested information:

1. Click on the .
2. Review the Revision Reason displayed.
3. Enter the required information in the appropriate fields.
4. Add any comments to support your submission.
5. If applicable, attach relevant documents.

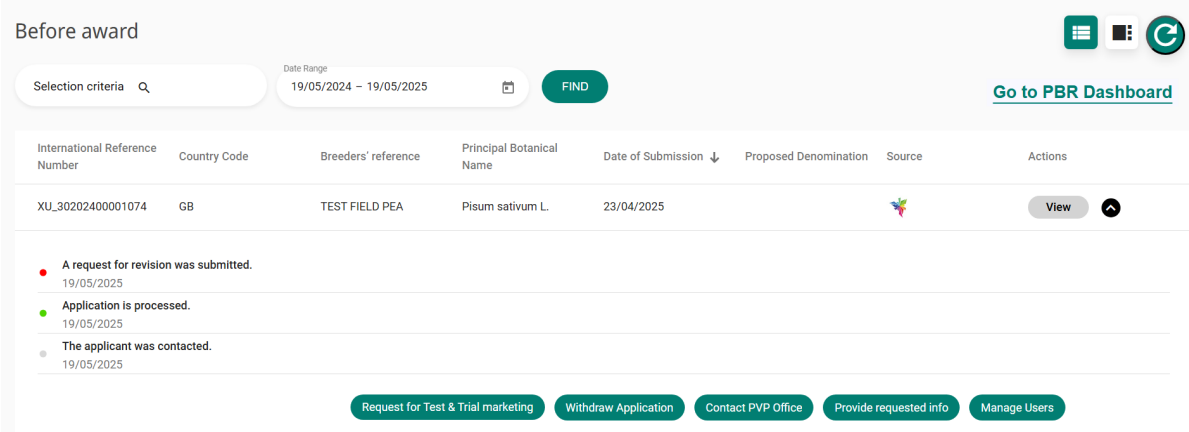
Once all information is entered and verified, click Submit to complete your response.

There are different cases when the PVP office requests information through UPOV e-PVP.




CASE 1: NO DENOMINATION PROVIDED




Upon request from the applicant (using Contact PVP office function), the PVP Office will reject the empty denomination and therefore, the applicant would be able to insert the new denomination.




The PVP office will then authorize you to edit the application by requesting revision of the denomination.

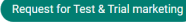


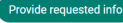



Before award

Selection criteria  Date Range 19/05/2024 – 19/05/2025   [Go to PBR Dashboard](#)

International Reference Number	Country Code	Breeders' reference	Principal Botanical Name	Date of Submission ↓	Proposed Denomination	Source	Actions
XU_30202400001074	GB	TEST FIELD PEA	Pisum sativum L.	23/04/2025			 

-  A request for revision was submitted.
19/05/2025
-  Application is processed.
19/05/2025
-  The applicant was contacted.
19/05/2025

Click on  to provide the new denomination.

The screenshot displays a web form for the UPOV e-PVP Applicant Monitoring Module. The form is organized into four main sections:
1. **Revision Reason**: A dropdown menu is set to 'Proposed denomination not suitable'.
2. **Requested Information**: A dropdown menu is set to 'Enter New Denomination', followed by a text input field with a character count of '0 / 250'.
3. **Comments**: A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, and unlink, followed by a 'Format' dropdown. The text area is empty, with a character count of '0 / 500'.
4. **Attachments**: A 'Choose Files' button and a 'List of Files' section.
At the bottom of the form, there are two green buttons: 'Submit' and 'Cancel'.

CASE 2 REJECT FORMALITY REQUIREMENTS

When the applicant clicks on [Provide requested info](#), the following screen appears:

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Revision Reason

▼

Formality Requirements not met

Comments

Please provide additional photographs.

Requested Information

▼

Comments *

B I U | | | | Normal

please find attached the requested photographs

46 / 500

Attachments

Choose Files

List of Files

image.PNG - 0.05 kb

Submit

Cancel

WITHDRAW APPLICATION (BEFORE GRANT/AWARD)

You can withdraw your application by clicking on [Withdraw Application](#) . Comments and attachments can be added before submitting your request.

Comments

B I U | | | | Format

0 / 500

Attachments

Choose Files

List of Files

Submit

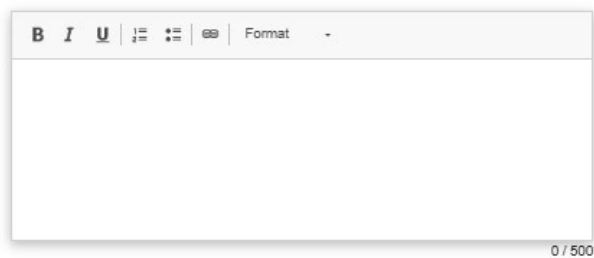
Cancel

PROPOSE DELETION (AFTER AWARD)

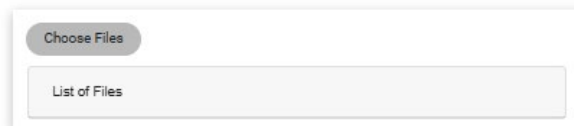
You can propose to surrender your application by clicking on [Propose Deletion](#) . Comments and attachments can be added before submitting your request.

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Comments



Attachments

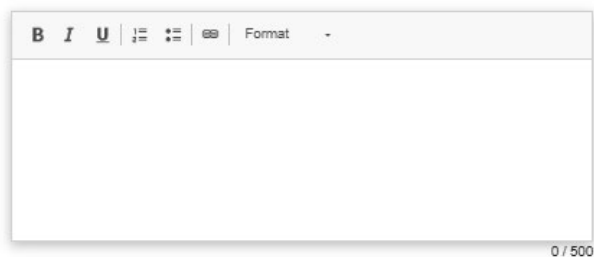


[Submit](#) [Cancel](#)

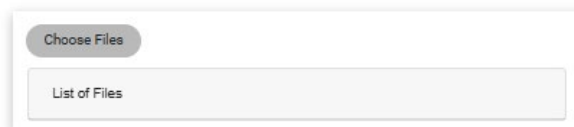
PROPOSE SURRENDER (AFTER AWARD)

You can propose to surrender your application by clicking on [Propose Surrender](#). Comments and attachments can be added before submitting your request.

Comments



Attachments



[Submit](#) [Cancel](#)

CONTACT PVP OFFICE (BEFORE/AFTER GRANT/AWARD)

Available in all tabs. You can contact PVP Office concerning your selected application by clicking on [Contact PVP Office](#). For any ad hoc communication, you can contact PVP Office. This communication will be recorded in the history. Comments and attachments can be added before sending your message.

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Comments

B *I* U | | | | | Format -

0 / 500

Attachments

Choose Files

List of Files

Submit

Cancel

REQUEST FOR TEST & TRIAL MARKETING (BEFORE AWARD)

You can request for Test & Trial marketing by clicking on [Request for Test & Trial marketing](#). Comments and attachments can be added before submitting your request if you wish to. However, it is mandatory to add the information on "Weight of seed in KG", "Option" and "Date for marketing to start".

Weight of seed in KG *

5.5

kg

Option *

England
England and Scotland
England and Wales
England, Scotland and Wales
Scotland
Wales
Wales and Scotland

Date for marketing to start *

Comments

B *I* U | | | | | Format -

0 / 500

Attachments

Choose Files

List of Files

Submit
Cancel

XX_100
GB
DEMO_REF_100
VITIS VINIFERA L
05/05/2025
ITUMFIFTEEN
View

A request for revision was submitted.
22/05/2025

Application is processed.
21/05/2025

PVP Office was contacted
21/05/2025

Withdraw Application
Contact PVP Office
Provide requested info
Manage Users

MANAGE USER (BEFORE/AFTER GRANT/AWARD)

Available in all tabs. All the users who have full access or read only access to the selected application are shown.

When the user submits an application using UPOV PRISMA, the information on the submitter and the different parties involved is transferred to UPOV e-PVP as following:

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- Submitter and the owner (the one who started the application in UPOV PRISMA): Full access
- Co-drafters and signatories, breeder admin/agent: Read only.



Note: *Full access:* The user can view the application, perform any available actions (e.g. withdraw application, request certificates), and manage other users linked to the application.

Read-only: The user can only view the application information but cannot perform any action

The following information is displayed:

- User Id: WIPO username
- Email: Email address associated with WIPO username
- Role: There are three different roles; Full Access, Read only Access or None. User with full access can add new user and change the role of other users

In order to add new user, follow the below steps:

1. Click on 
2. Add WIPO username for “Name”, Email address associated with the WIPO username for “Email” and select role you wish to give to the new user; Full Access or Read only Access
3. Click on 

Add User

Name

Email

Role

▼

Cancel

Submit

FROM THE DETAILED VIEW

CHANGE APPROVED NAME (AFTER GRANT/AWARD)

Available in “After Grant/Award”. You can send a request to change denomination by clicking on [Click to add new denomination](#). Comments and attachments can be added before submitting your request

Change Approved Name
[Click to add new denomination](#)

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The screenshot displays a web form for the UPOV e-PVP Applicant Monitoring Module. At the top, there is a field labeled "Enter New Denomination" with a text input box and a character count "0 / 500". Below this is a "Comments" section with a rich text editor toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, and Link, followed by a "Format" dropdown. The text area below the toolbar also has a "0 / 500" character count. Underneath the comments is an "Attachments" section with a "Choose Files" button and a "List of Files" area. At the bottom right of the form are two buttons: "Submit" and "Cancel".

REQUEST GRANT CERTIFICATE (AFTER GRANT)

Available in "After Grant". You can send a request for Grant Certificate by clicking on [Request Grant Certificate](#) which is located at the left bottom in "View".