UPOV PRISMA:
Payment /Billing/ Invoicing process
Agenda

• WIPO Pay
• Billing/Invoicing process
• Payment process: Single Vs Bulk Payment
How to get into WIPO PAY

At the time of submission:

After submission:

Anytime at:
https://www3.wipo.int/epayweb/v2/summary.xhtml
The customer ID associated to your WIPO account
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_0ZP
Amount due 90.00 CHF
Payment status Unpaid

Total amount due CHF 90.00

Go back Continue
Payment methods
Bank Transfer

**PAYMENT DETAILS**

### 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.

<table>
<thead>
<tr>
<th>Reference to include in your payment</th>
<th>EPMT-UAAR-I2BR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary</td>
<td>UPOV</td>
</tr>
<tr>
<td>IBAN</td>
<td>CH89 0483 5243 6928 4100 0</td>
</tr>
<tr>
<td>Swift/BIC</td>
<td>CRESCHZZ80A</td>
</tr>
<tr>
<td>Bank</td>
<td>Credit Suisse, 1211 Geneva 70, Switzerland</td>
</tr>
</tbody>
</table>

Total amount due **CHF 90.00**
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.
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 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
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

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.
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

<table>
<thead>
<tr>
<th>Payment subject</th>
<th>Fee for UPOV services</th>
<th>Item</th>
<th>Amount due CHF 90.00</th>
<th>Payment status Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount due</td>
<td>CHF 90.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Go back] [Continue]
In case of bank transfer, the payer will receive immediately payment instructions.
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.
Agenda

• WIPO Pay
• Billing /Invoicing process
• Payment process : Single Vs Bulk Payment
Breeder Admin

Billing address

Finance system

Agent Admin

Authorization letter

Customer ID

Finance system
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.
Billing request:

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

Finance system
Breeder/Agent Admin

Customer ID: 123456

Drafter

Authorized signatory

Co-breeder/co-agent admin

Grant access

Submit

Payment request:
- Business reference
- Amount

WIPO Pay

Payment notification
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
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
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

<table>
<thead>
<tr>
<th>Fees</th>
<th>Currency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPOV PRISMA Fees (PBR)</td>
<td>CHF</td>
<td>90.0</td>
</tr>
<tr>
<td>Total Amount</td>
<td>CHF</td>
<td>90.0</td>
</tr>
</tbody>
</table>

Promotional code

Continue

Add to payment basket
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.

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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

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Payment process – Bank Transfer

Bulk payment

• In case of Bank Transfer:
  – Bulk payment: indicate the basket id

Please don’t list up the payment references
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
Thank you for your business.

When paying by Bank Transfer please make your payment to the following account:

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

When making your bank transfer please include the following: EPAY-xxxx-xxxxxxx

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If you have not received your receipt by email please contact us to confirm the payment.
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Si vous n'avez pas reçu de confirmation de paiement par e-mail, veuillez nous contacter.

Refer to Payment reference
EPAY-xxxx-xxxxxxx

Refer to Basket ID
EPMT-xxxx-xxxxxxx
Payment process

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