UPOV PRISMA

UPOV PRISMA

User Guide for Agents

UPOV PRISMA Version 2.2

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1 About this guide

This guide, which is intended for users of UPOV PRISMA, is divided into three parts:

Part 1 – WIPO ACCOUNTS: explains how to create and manage online user accounts;

Part 2 – UPOV PRISMA - Assigning and Managing Access Rights;

Part 3 – UPOV PRISMA - Overview of Features and Functionalities.

2 Acronyms

IRN	International Reference Number
CPVO	Community Plant Variety Office of the European Union (CPVO)
PBR	Plant Breeders' Rights
PVP	Plant Variety Protection

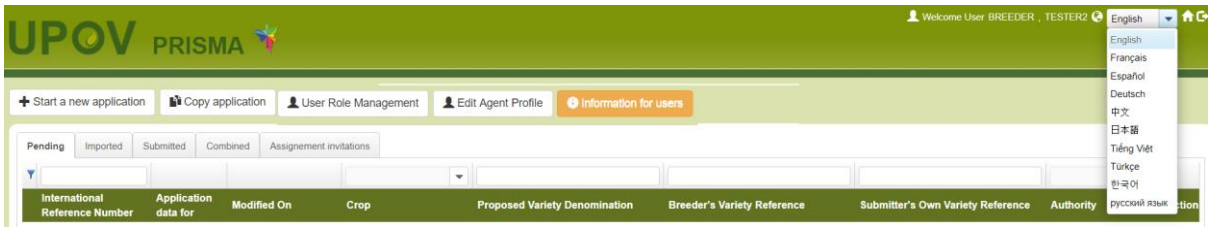
Reference in this guide to the term "PBR authority" (i.e. authority entrusted with the task of granting breeders' rights) should be understood as also covering the term "PVP Office".

3 Overview

UPOV PRISMA is a tool to transfer application data from breeders to the selected PBR authorities of UPOV members.

The list of participating authorities and crops and species covered is available on-line: http://www.upov.int/upovprisma/en/index.html

Navigation languages can be selected in the header:



The supported browsers for WIPO Accounts and UPOV PRISMA are:

- Mozilla Firefox
- Internet Explorer
- Google Chrome

In order to use UPOV PRISMA, the agent should:

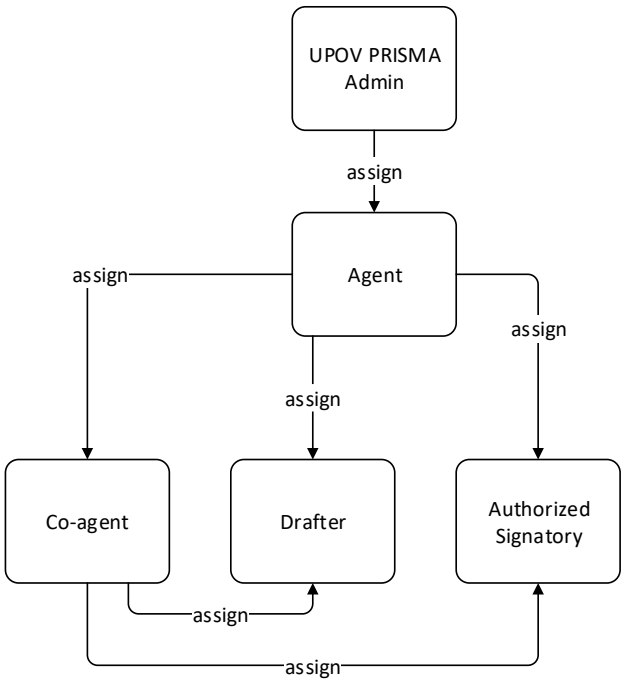
1. Create a WIPO Account (§4)
2. Request a role assignment (§5)

At UPOV PRISMA web application level, four roles are identified for agents:

- Agent: has the ability to Start a new application, Copy application, View, Edit, Delete, Sign, and Submit his PBR application data using the Web application tool. The Agent role is assigned by UPOV PRISMA administrator. The agent can create and assign the role of drafter, authorized signatory and co-agent role.
- Co-agent: has the ability to start a new application, View, Edit, Delete, Sign, Submit and Copy PBR application data using the Web application tool. The co-agent can create and assign the role of drafter and authorized signatory.

- Drafter: has the ability to start a new application, Edit, Delete, View and Copy PBR application data using the Web application tool.
- Authorized signatory: has the ability View, Sign, Submit PBR application using the Web application tool and to pay application fees.

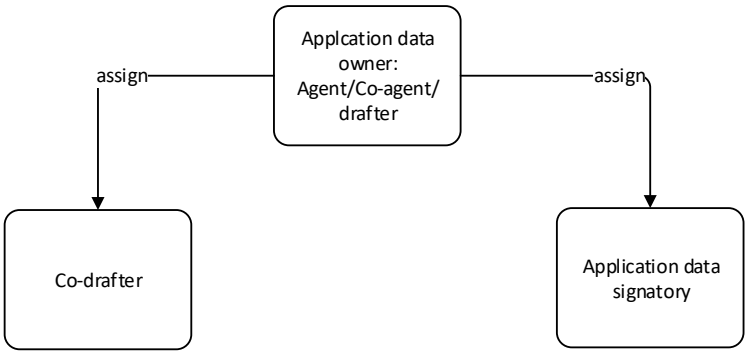
	Start	Edit	Copy	Delete	View	Sign	Submit	Assigning of Roles
Agent	X	X	X	X	X	X	X	Drafter, authorized signatory and co-agent role
Co-agent	X	X	X	X	X	X	X	Drafter and authorized signatory
Drafter	X	X	X	X	X			
Authorized signatory					X	X	X	



At application data level, two roles can be assigned:

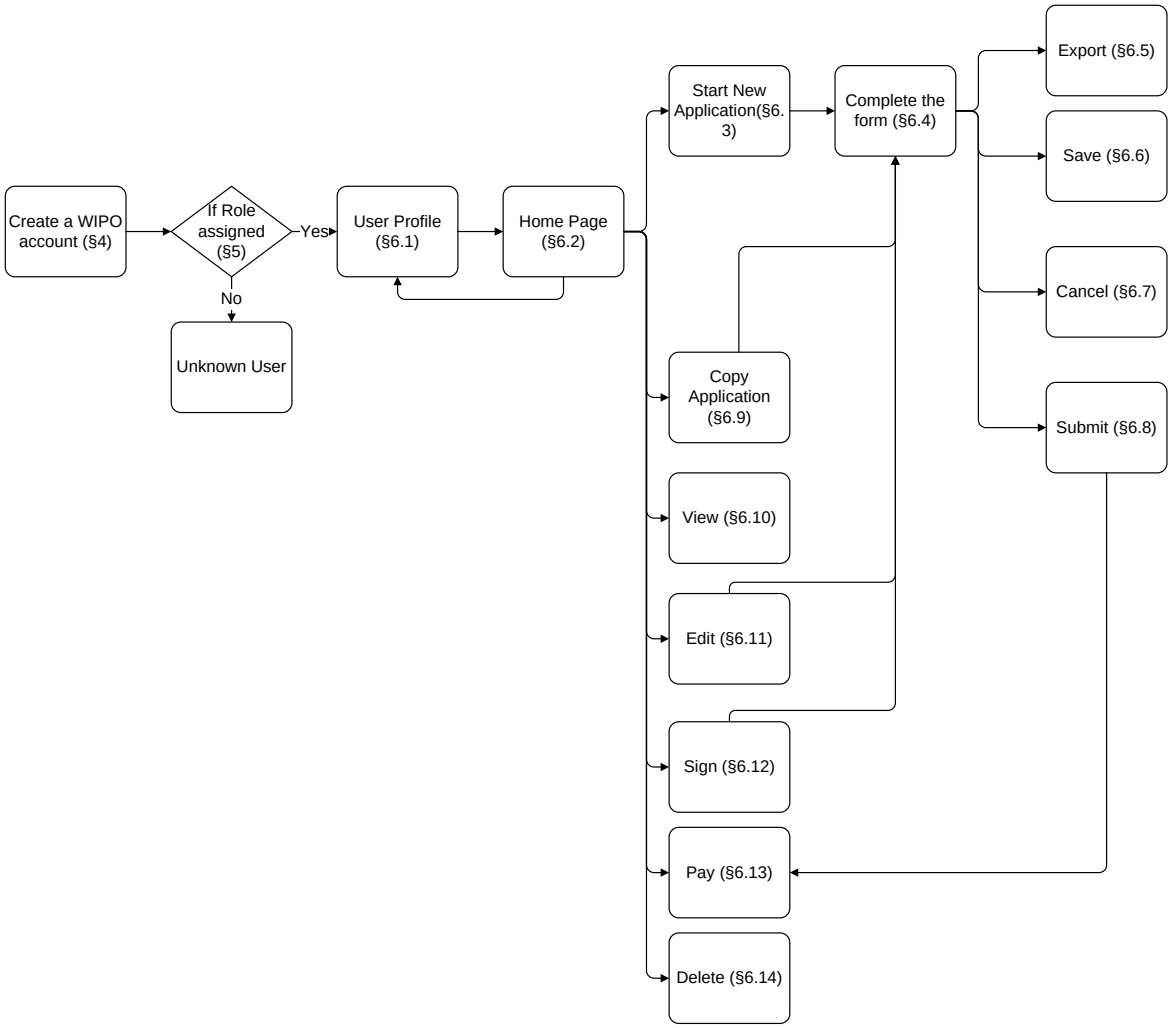
- Co-drafter: has obtained the authorization from other drafters/agents/co-agents to edit their application data. This role is set per application data by the owner of that application data. The owner is the person who started the application data. This role can also be set by the application data agent if he/she has obtained the draft permission.
- Application data signatory: has obtained the authorization from other owners to sign their application data. The drafter should be able to assign this role from a list of authorized signatories (already authorized by the agent). This role can also be set by the application data agent if he/she has obtained the “sign, pay and submit” permission.

	Start	Edit	Copy	Delete	View	Sign	Submit	Assigned By
Co-Drafter		X			X			• Application data owner: Agent, co-agent or drafter • Application data agent with draft permission.
Application data signatory					X	X	X	• Application data owner: Agent, co-agent or drafter • Application data agent with “sign, pay and submit” permission.



3. Complete their user profile (§6.1)
4. Access the home page (§6.2)

From the Home page, depending on their role (see table above), the user can navigate through the different pages as described below:



4 WIPO Accounts

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

The WIPO Accounts portal enables users to create and manage their WIPO user account, which is required in order to access UPOV PRISMA.

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

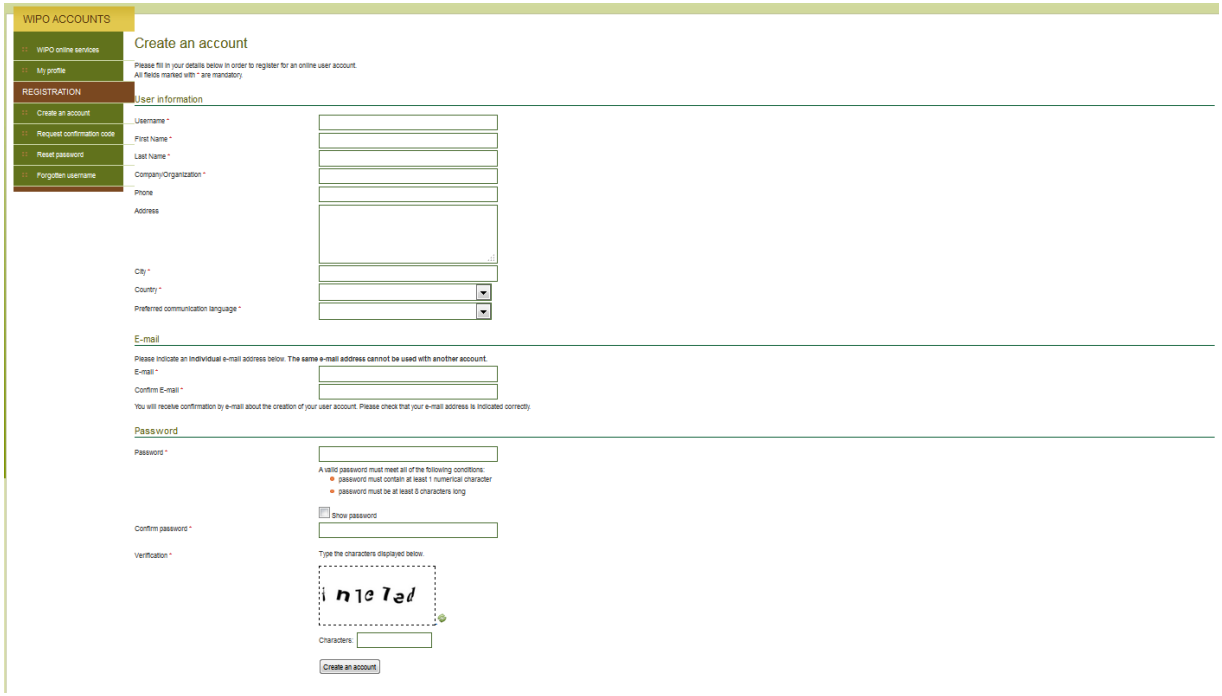
4.1 Create an account

To create a user account:

1. Open the browser and enter the URL: https://www3.wipo.int/upovprisma

2. Click on “Create account”. The “Create an account” screen is displayed.

Note: All fields marked with ‘*’ are mandatory and must be completed. For the purpose of UPOV PRISMA and in order to facilitate collaboration with your colleagues (of the same legal person: e.g. company, public institute), you must provide Company/Organization information.



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

Note: If the Username you have entered already exists for another WIPO account user, the message ‘Username is already in use’ will be displayed. Please create a different Username that does not yet exist in the system.

Note: Although the address field is not compulsory, it is recommended to complete the information to avoid having to retype your address in the application form in UPOV PRISMA.

4. Enter the e-mail address to which you want UPOV PRISMA notifications to be sent in the ‘E-mail’ field and confirm it by typing it again in the ‘Confirm e-mail’ field.

Note: It is important to type your e-mail address correctly, since, in order to validate the creation of your user account, an e-mail will be sent from ‘noreply@wipo.int’ containing a web link that you will need to click on to validate your account. Please check your spam/junk filters if you do not receive the e-mail in your mailbox.

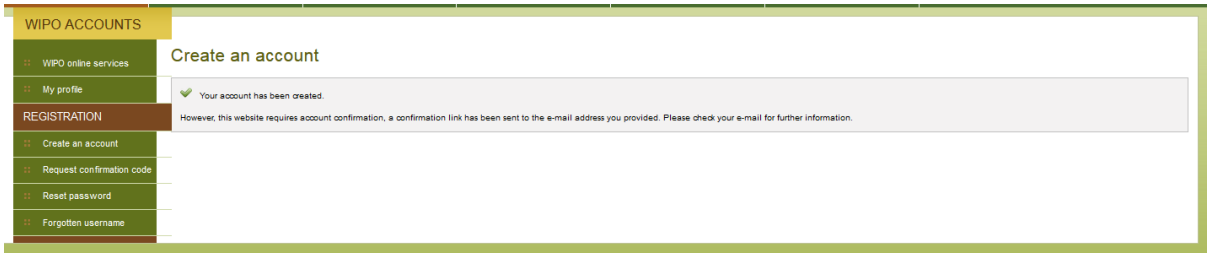
5. Enter a password of your choice in the ‘Password’ field and confirm it in the ‘Confirm Password’ field.

Note: The password must be at least eight characters long and must contain at least one numerical character. When choosing your password, please bear in mind that the password field in the login screen is case sensitive.

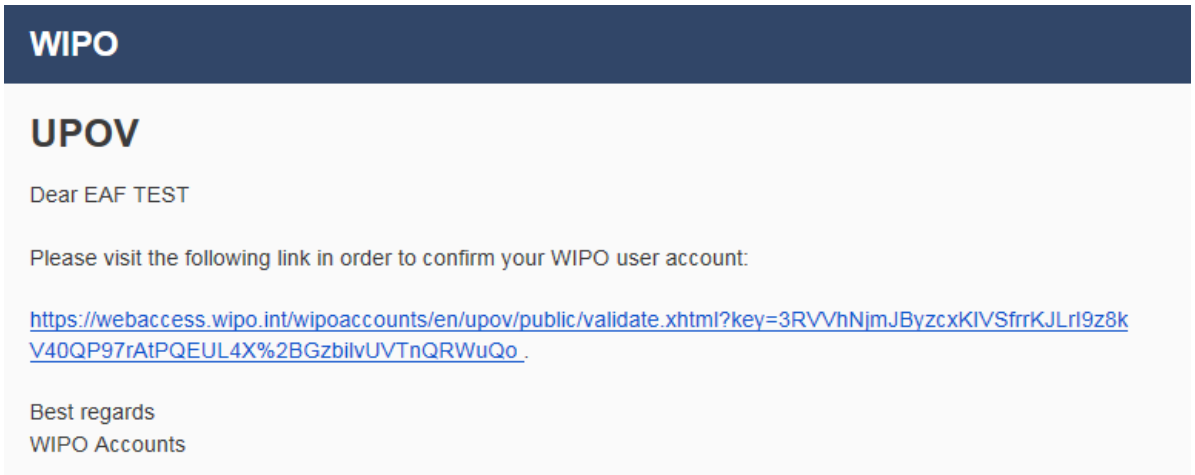
6. Enter the verification characters that appear in the text box in the Characters field below.

7. Once all required fields have been completed click on ‘Create account’.

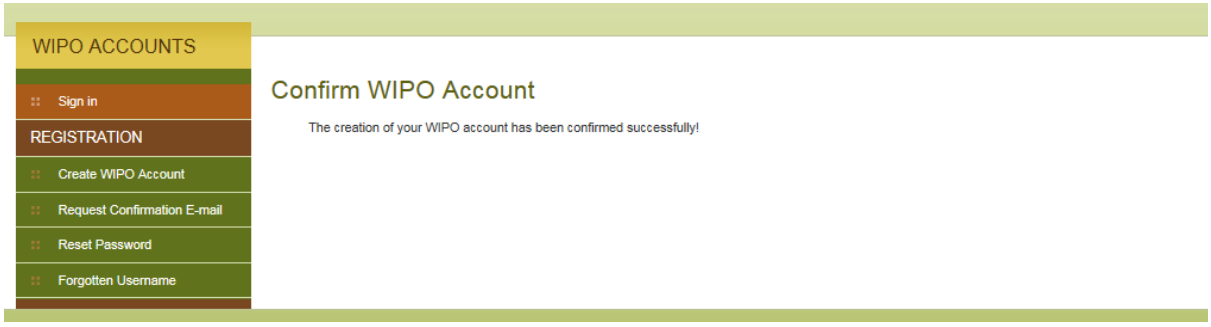
8. The ‘Validate user account’ screen is displayed.



9. In order to validate the creation of your user account, an e-mail will be instantly sent from 'noreply@wipo.int' containing a web link. This e-mail will be sent to the e-mail address provided during the account creation process; therefore it is important to indicate a valid e-mail address. The account will be validated once you have clicked on the URL.

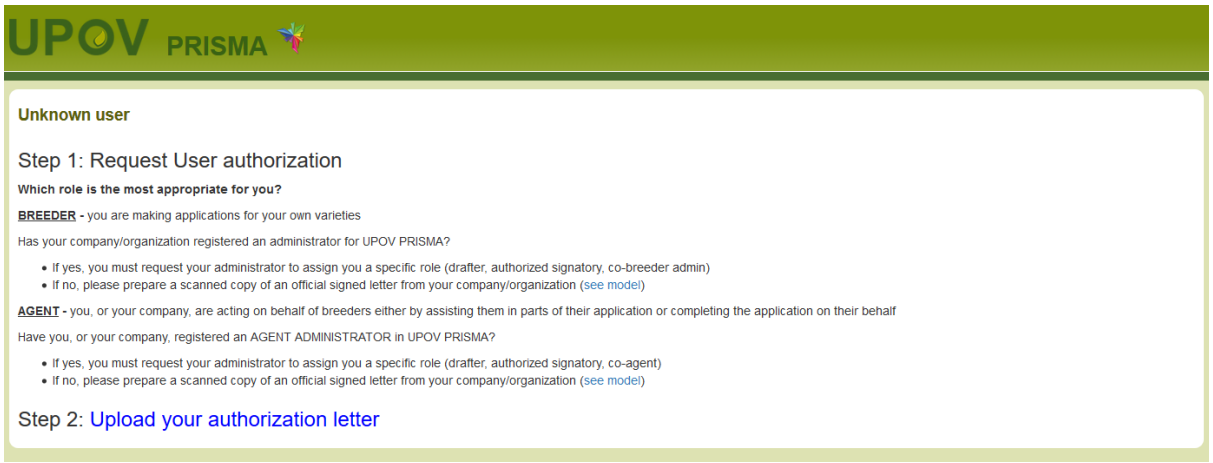


10. Click the link in the e-mail to validate the creation of your user account.



11. Your account has now been activated.

12. Enter your username and password. The following screen indicates that you are correctly authenticated but you are not authorized to access UPOV PRISMA.



13. In order to be authorized to access UPOV PRISMA, you need to communicate your username to:

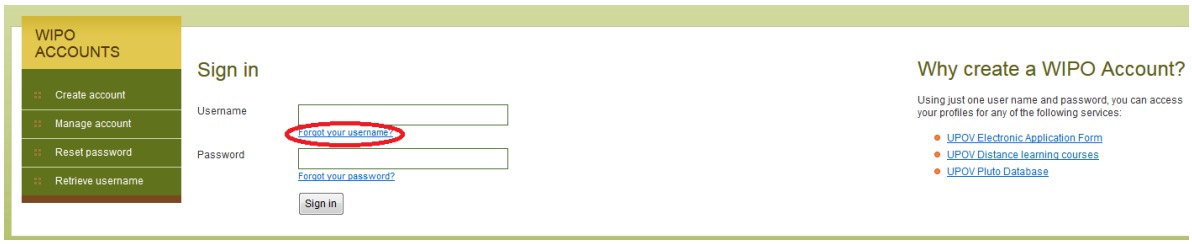
- If your company already has an AGENT ACCOUNT in UPOV PRISMA, contact the colleague responsible for the company/organization agent account.
- If your company does NOT have an AGENT ACCOUNT in UPOV PRISMA, contact UPOV PRISMA admin and complete the contact form in order to request access as an agent. You need to attach a signed document from an appropriate person within your company/organization.

14. Once you receive a confirmation message from UPOV PRISMA, re- access the UPOV PRISMA. The home page will be displayed.

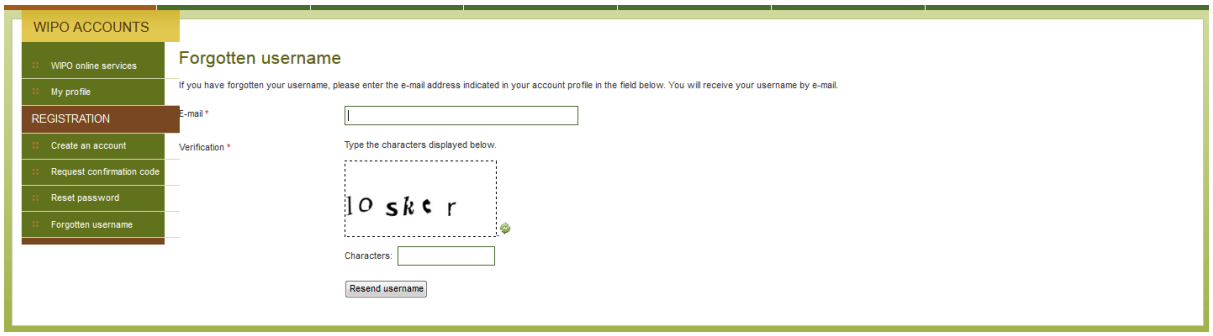
4.2 Forgotten username

If you have forgotten your username:

1. Click on the ‘Forgotten username?’ link



2. You will be redirected to the ‘Forgotten username’ screen



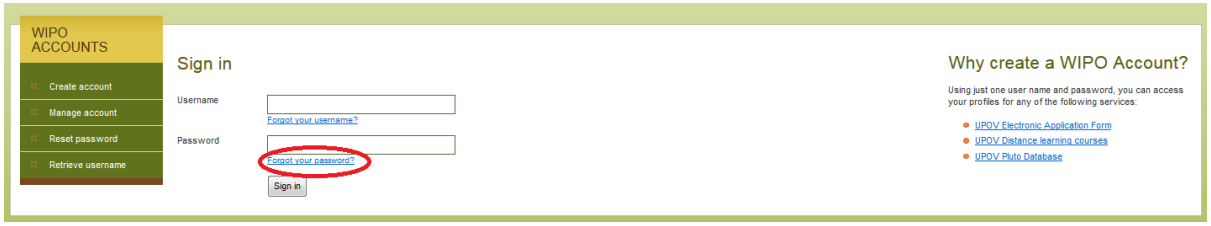
3. Enter your e-mail address in the corresponding field, making sure to type the e-mail address correctly.

4. Enter the ‘Verification’ characters in the text box displayed below the characters.

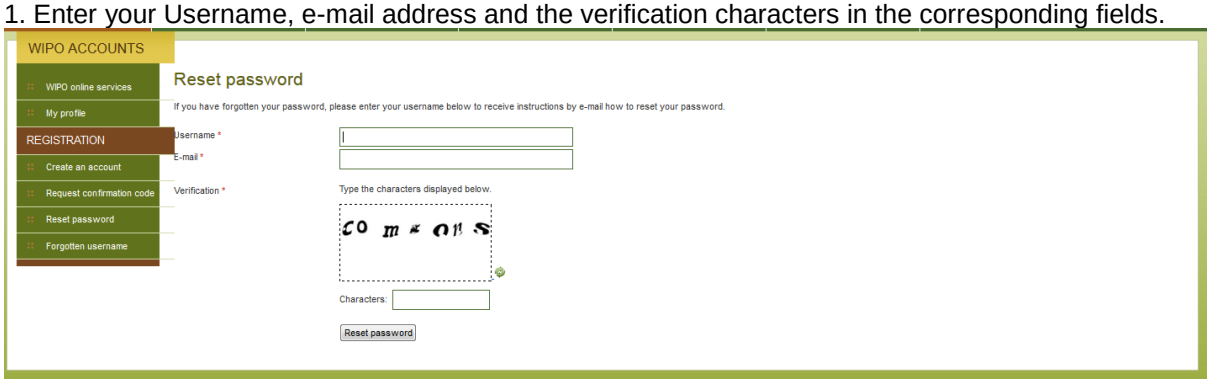
5. Click ‘Resend Username’. An e-mail will be sent to you with your username.

4.3 Recovery of a forgotten password

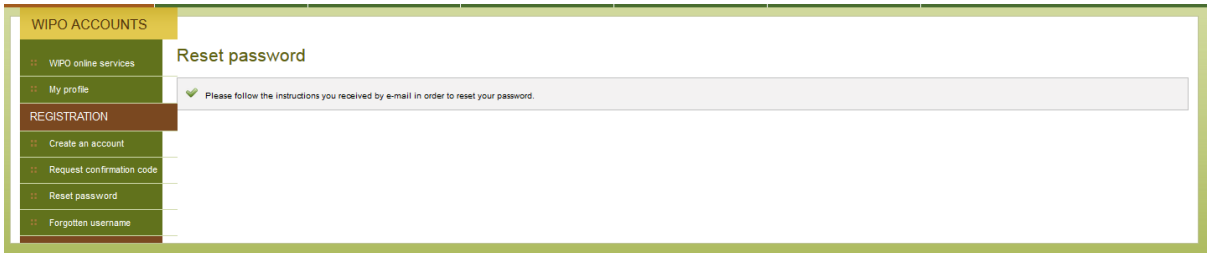
If you have forgotten your password you can recover it by clicking on ‘Forgotten password?’



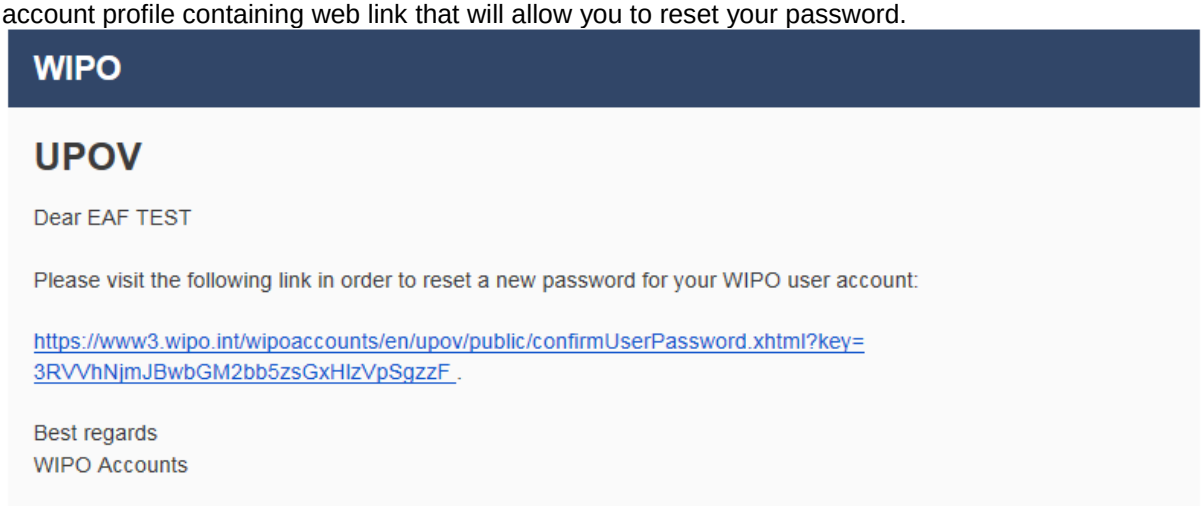
1. Enter your Username, e-mail address and the verification characters in the corresponding fields.



2. Click on ‘Reset Password.’



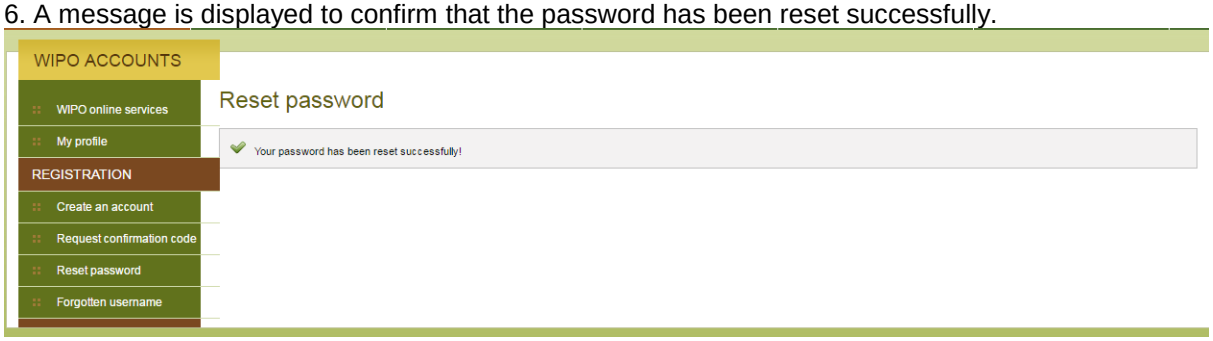
3. An automatic e-mail from noreply@wipo.int is instantly sent to the e-mail address indicated in your account profile containing web link that will allow you to reset your password.



4. Click the link in the e-mail to go to the Reset password screen.

5. Type and confirm the new password and click on ‘Reset password’.

6. A message is displayed to confirm that the password has been reset successfully.



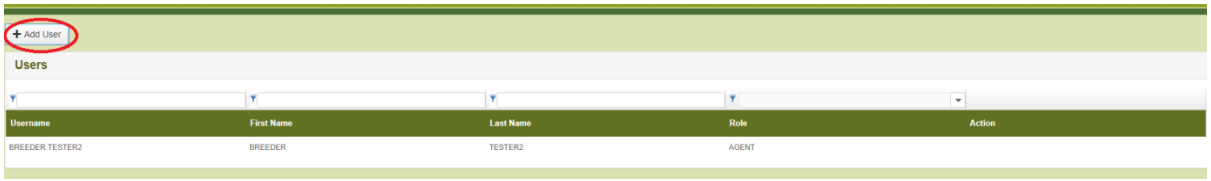
5 UPOV PRISMA - Assigning and Managing Access Rights

If you are an agent/co-agent, you can assign roles. In order to assign roles, click on “User Role Management” button

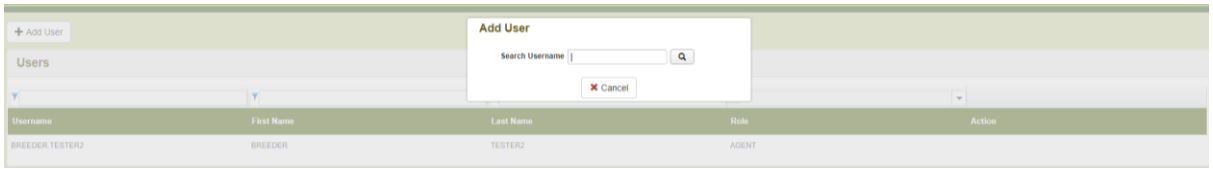
For an agent/co-agent the list of existing authorized users is displayed. The list is restricted to the persons of the same company/organization.

5.1 Add a new user

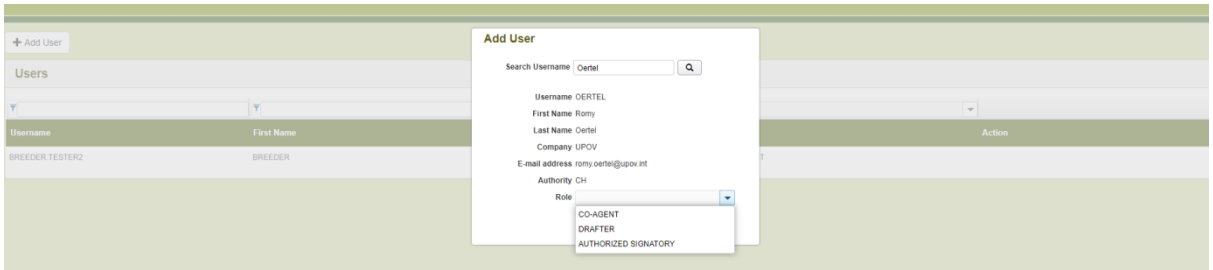
1. If you would like to add a new user to the system, click on “Add User” button



2. Enter the username and click on icon

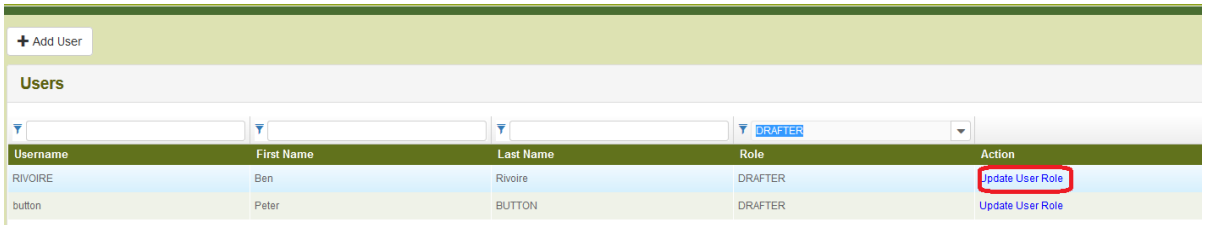


3. User details are displayed. Select the role you would like to assign: Co-agent (only if you are an agent), Drafter or Authorized signatory.

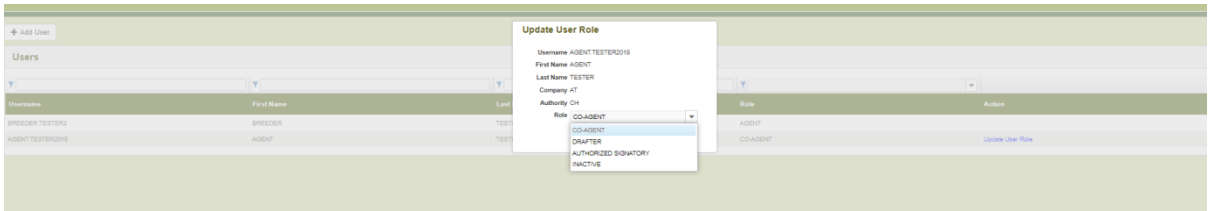


5.2 Update User Role

In order to update user role, click on “Update User Role” link.



User details are displayed. Select the role you would like to assign. Depending on your role, the list of possible roles is different (see table above).

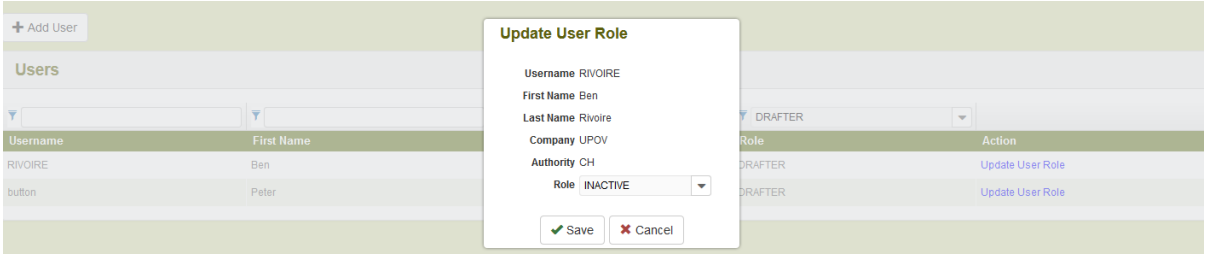


5.3 Inactivate User

If a user has no longer the need to access the system, the admin can inactivate him. For that,

1. Click on “Update User Role” link

2. Choose “Inactive” in the list of available roles

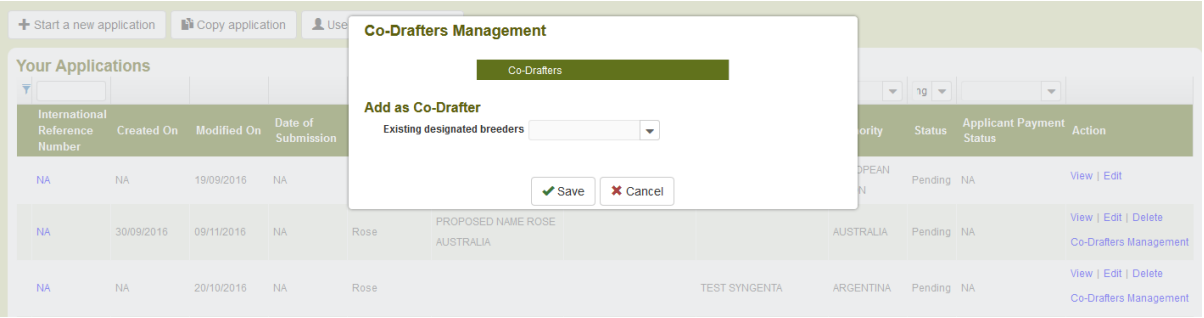


5.4 Assign "Co-Drafter" role

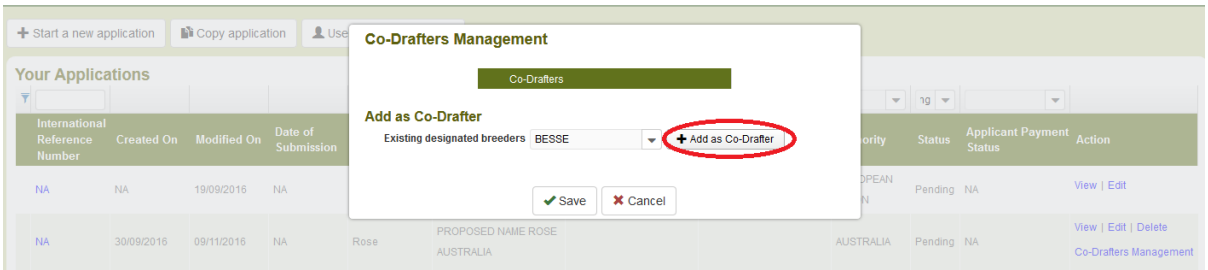
1. In order to assign "Co-Drafter" role, go to the dashboard and click on "Co-Drafters Management" link.

Note: The "Co-Drafter" role is assigned per application data. It can only be assigned for pending applications' data.

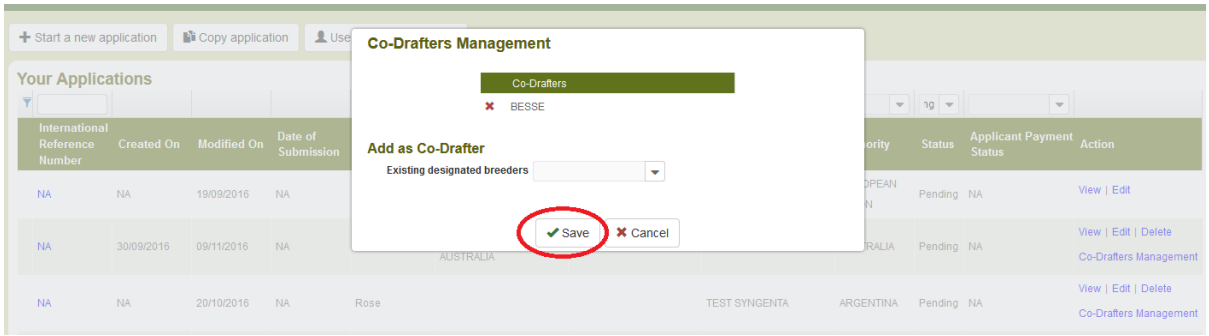
2. Select an existing person either from a list of the persons already authorized in the system with Drafter/Co-breeder Admin/ Breeder Admin role.



3. Click on "Add as Co-Drafter" button



4. The list of Co-drafters is updated, click on "Save"

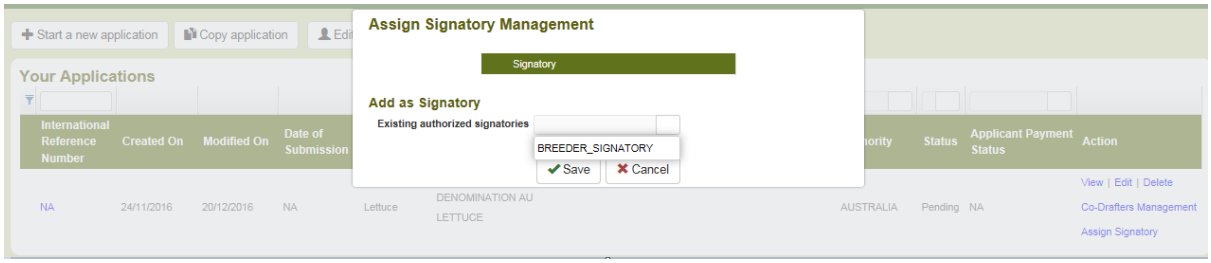


5.5 Assign “Application Data Signatory” role

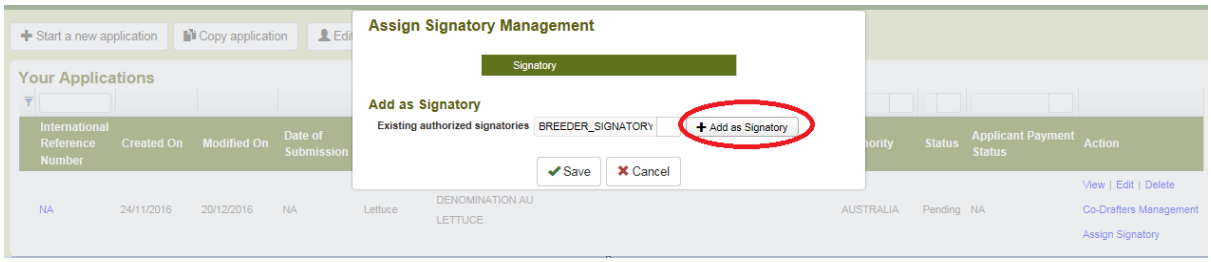
1. In order to assign “Application Data Signatory” role, go to the dashboard and click on “Assign Signatory” link.

Note: The “Application Data Signatory” role is assigned per application data. It can only be assigned for pending applications’ data.

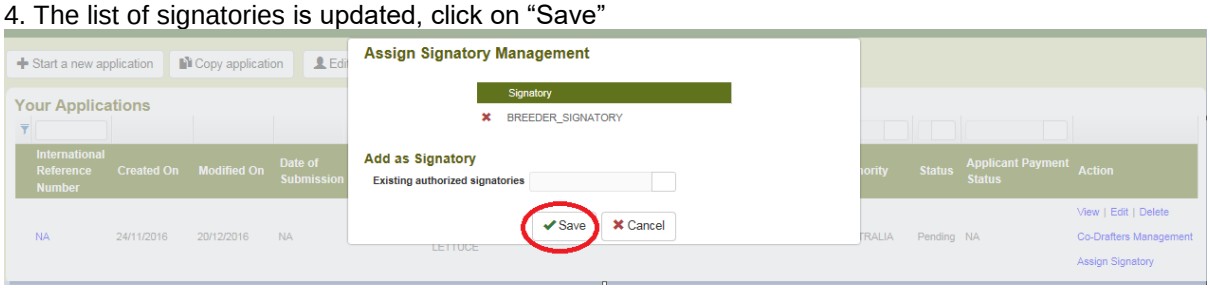
2. Select an existing person either from a list of the persons already authorized in the system with “Authorized signatory” role.



3. Click on “Add as Signatory” button



4. The list of signatories is updated, click on “Save”



5.6 Assignment invitations

1. When the breeder chooses you to invite you to accept an assignment at application data level, you receive an email.

Subject: UPOV PRISMA : Agent Assignment

Please be informed that the following UPOV PRISMA user:

- Customer ID: **MADHOUR**
- Name: **Hend Madhour**
- Address: **Chemin des colombettes, 34 1211 Geneve Geneve SWITZERLAND**
- E-mail: **hend.madhour@upov.int**

wishes to assign you the role of Agent for the following application data:

- **IRN: XU_30201900000128 (Oats; red oat; side oat; tree oat, MOLDOVA)**

IMPORTANT: This is an invitation from a UPOV PRISMA user to accept access rights to confidential information through UPOV PRISMA. You are strongly advised to decline this invitation if you do not know the user. UPOV declines any responsibility concerning relationships between UPOV PRISMA users and agents.

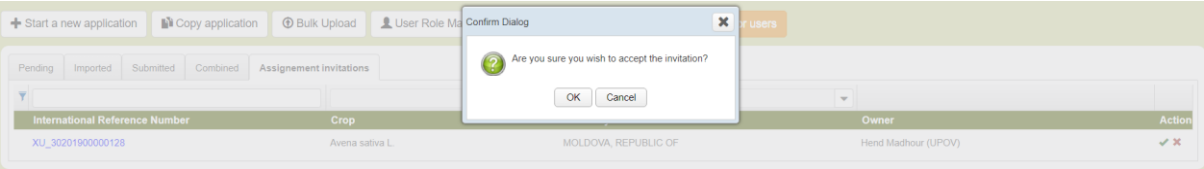
In order to ACCEPT or DECLINE the assignment, please log into UPOV PRISMA using your WIPO User Account.

If you do not yet have access to UPOV PRISMA, please create your UPOV PRISMA account here

UPOV PRISMA TEAM

2. In the dashboard, click on “Assignment invitations” tab. The application data will appear.

3. Click on the green check to accept or on the cross red to decline. Click on OK to confirm your choice.



4. An email will be sent to the breeder.

Dear Madam, Sir,

Please be informed that the following agent:

- Customer ID: **BREEDER.TESTER2**
- Name: **BREEDER TESTER2**
- Address: **CHEMIN DES COLOMBETTES 1200 GENEVA CH**
- E-mail: **BREEDER.TESTER2@gmail.com**

Has accepted your invitation to act as agent for the following application data:

- **IRN: XU_30201900000128 (Oats; red oat; side oat; tree oat, MOLDOVA)**

Best Regards,
UPOV PRISMA TEAM

5. Once the breeder specifies the permissions (Draft, Sign, Pay and Submit) he/she would like to delegate, you will be able to access the application data.

6 UPOV PRISMA - Overview of Features and Functionalities

Now, you’ve created your WIPO Account (§4) and your administrator has assigned to you the appropriate role (§5). You can now access UPOV PRISMA.

6.1 User Profile

1. The first time you access UPOV PRISMA, you should complete your user profile. Some information are captured from the information you have already provided when you created your WIPO Account (§4).

Agent Profile

In which authorities are you working as agent? *

☐	CZ	CZECH REPUBLIC
☐	QZ	EUROPEAN UNION
☐	FR	FRANCE
☐	GE	GEORGIA
☐	JP	JAPAN
☐	KE	KENYA
☐	MX	MEXICO
☐	MD	MOLDOVA, REPUBLIC OF
☐	NL	NETHERLANDS
☐	NZ	NEW ZEALAND

« ‹ 2 / 4 › » [11 - 20 / 33]

Name * BREEDER TESTER2

Street Address * CHEMIN DES COLOMBETTES

(a second line) (a second line)

Postal Code * 1200

City * GENEVA

State State

Country * ▼

Telephone Telephone

Mobile Mobile

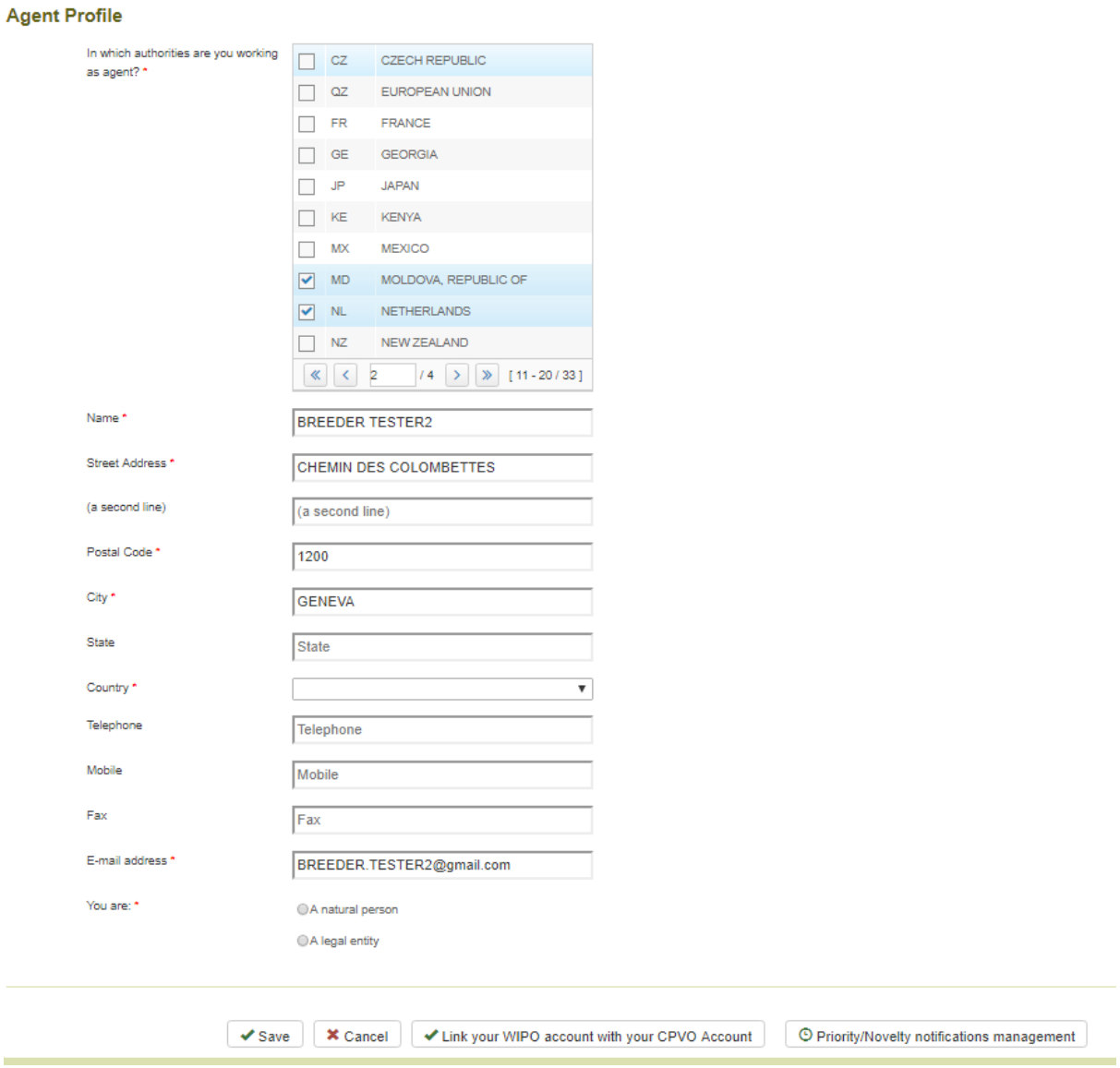
Fax Fax

E-mail address * BREEDER.TESTER2@gmail.com

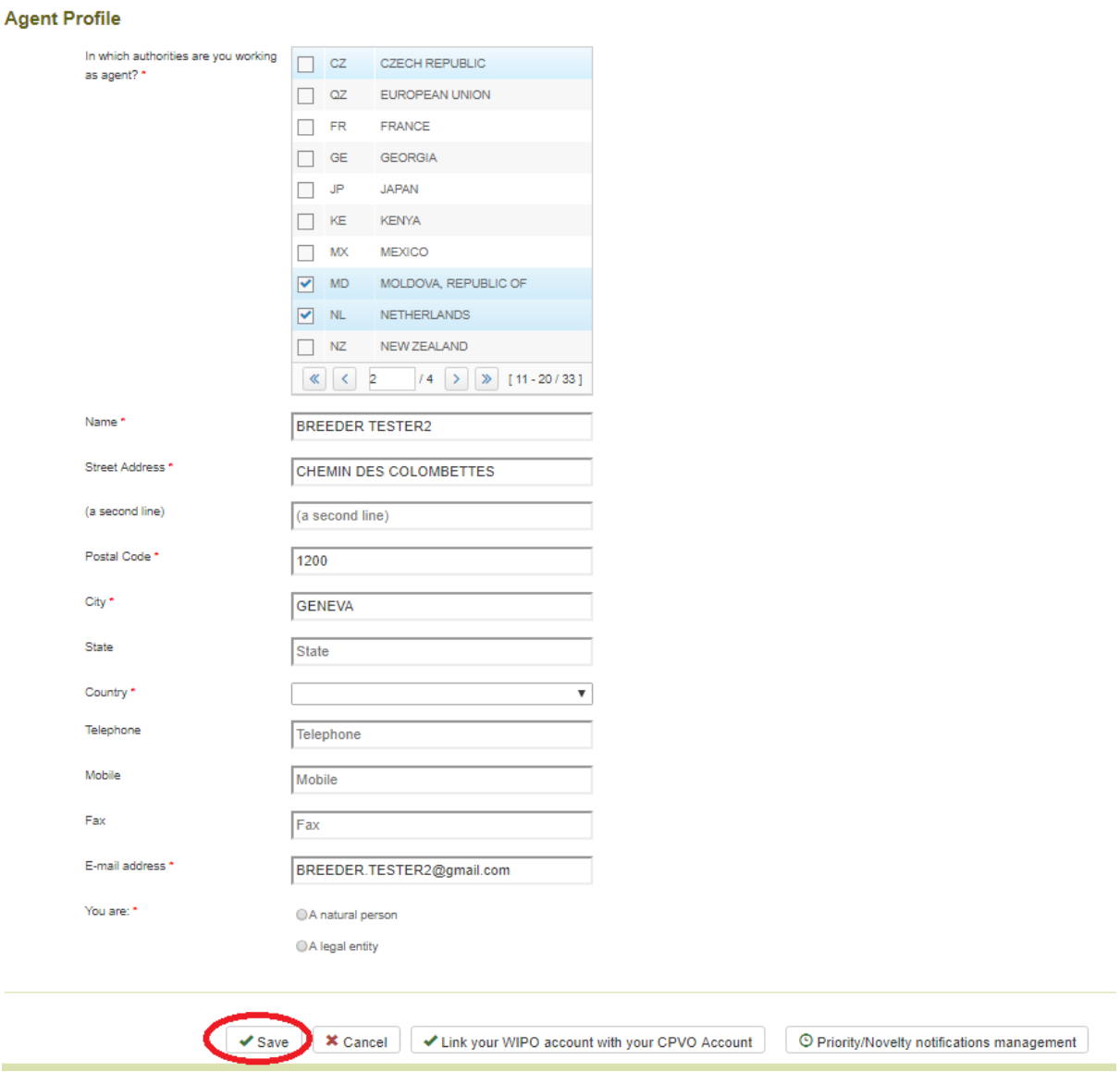
You are: *

- A natural person
- A legal entity

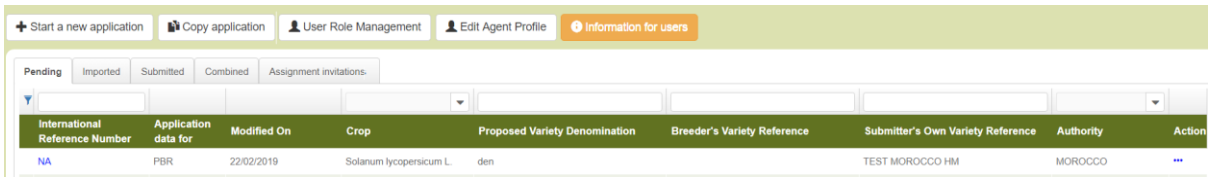
✔ Save ✖ Cancel ✔ Link your WIPO account with your CPVO Account Priority/Novelty notifications management



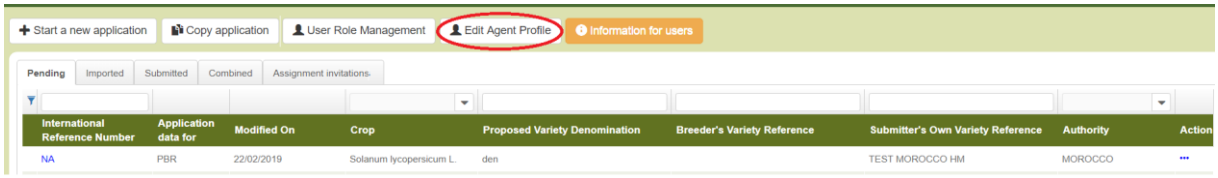
2. Complete the required information and indicate in which Authority(ies) you operate. Your contact details will then appear in the list of agents associated with that Authority(ies) and will enable breeders to find your contact details if they are seeking an agent. Click on “Save”



3. The Home page is displayed depending on your role (§6.2).

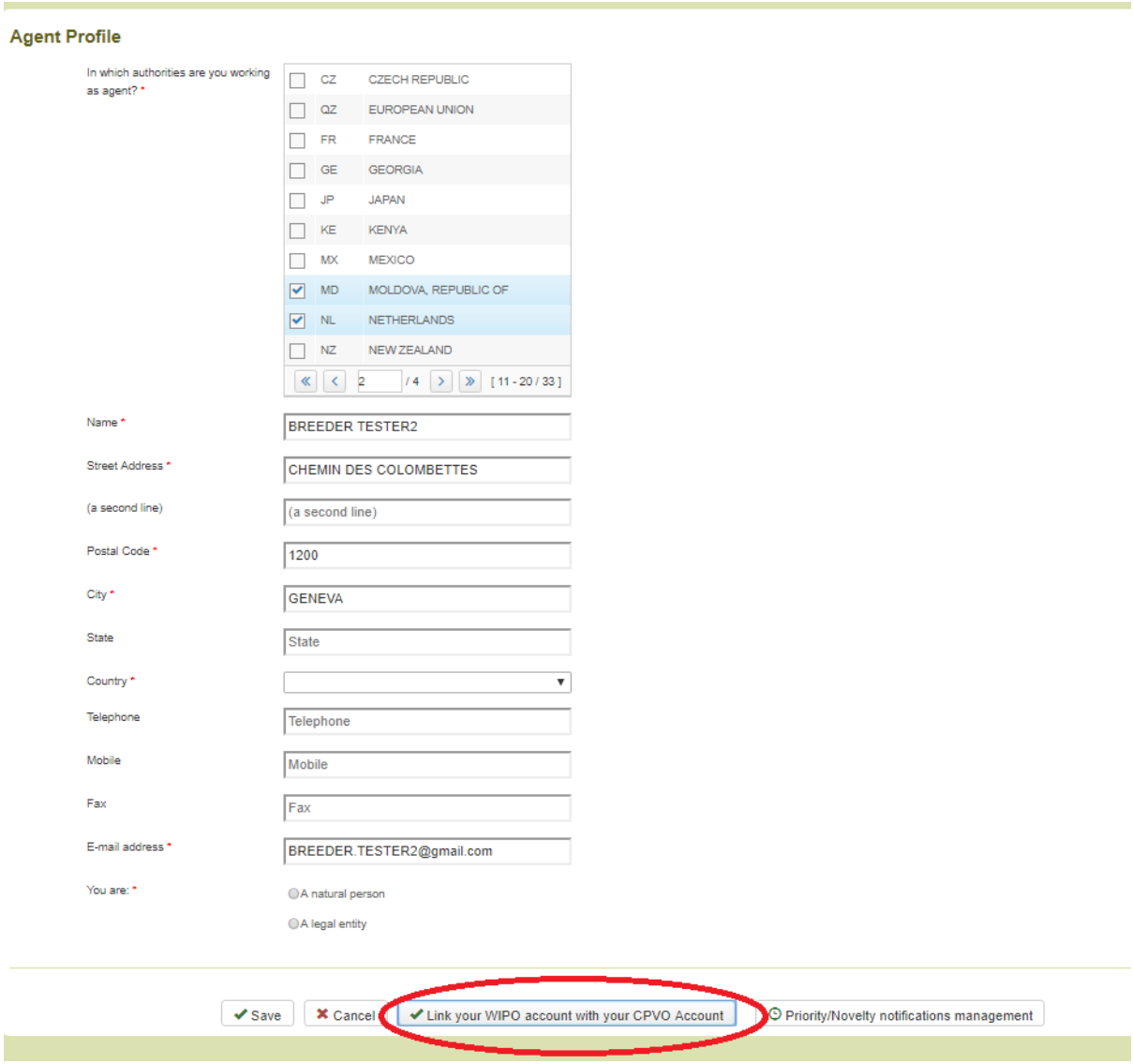


4. In order to update your user profile, click on “Edit User Profile”

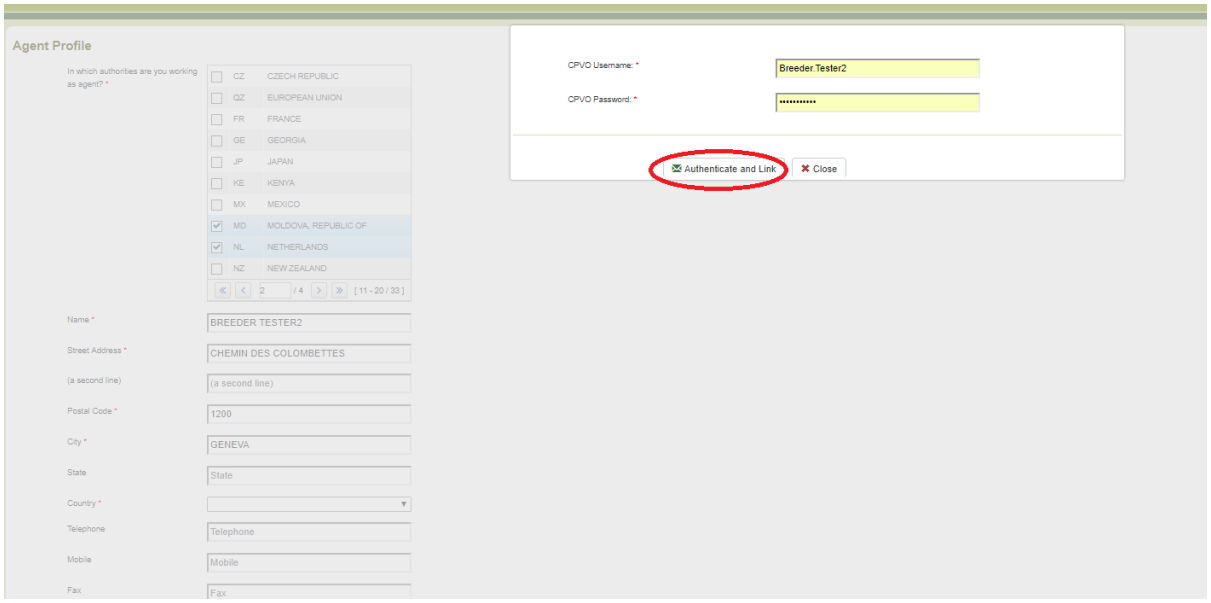


5. Update the required information and click on Save

6. If you would like to use UPOV PRISMA to transfer your application data to the Community Plant Variety Office of the European Union (CPVO), it is mandatory to link your WIPO account with your CPVO account. To do that click on “Link your WIPO account with your CPVO account”



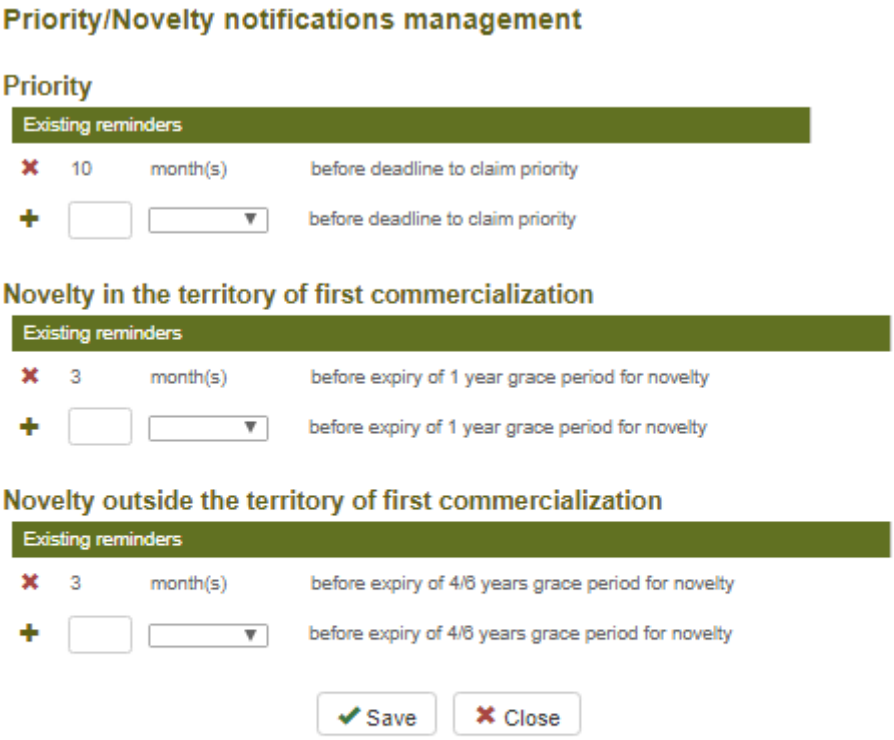
7. Enter your CPVO username and password and click on “Authenticate and Link”



8. A popup message that indicates you have successfully linked your WIPO account with your CPVO account appears.

9. If you are an agent, you can set reminders for priority and novelty alerts. For that, click on "Priority/Novelty notifications management"

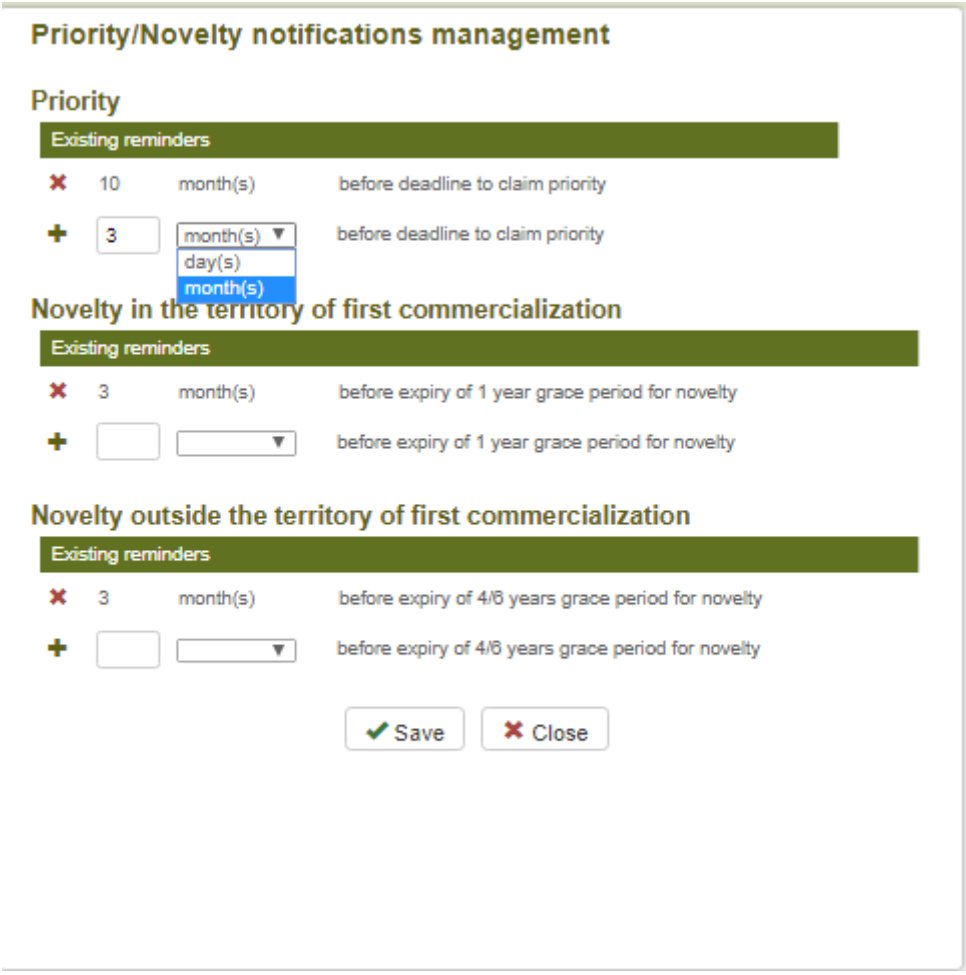
10. A popup window is displayed. In order remove existing reminders, click on ✖ .



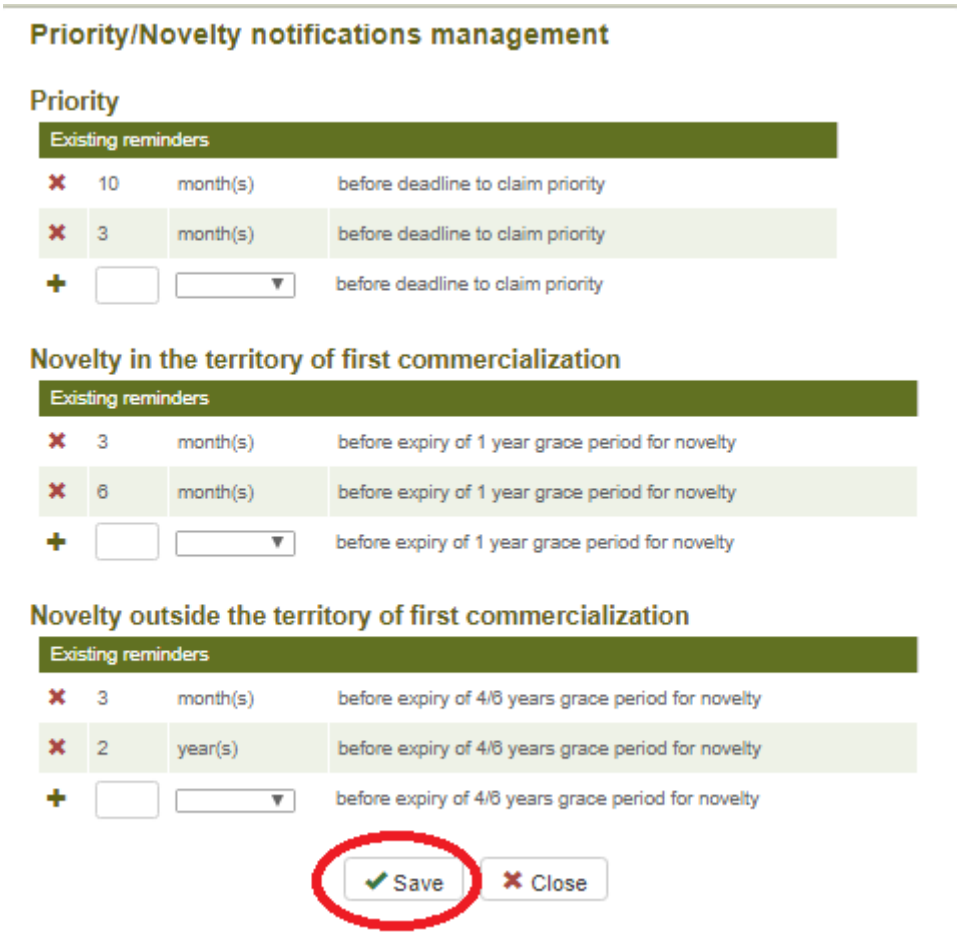
11. In order to add a new reminder, insert a number and choose day(s), month(s) or year(s) from the drop down list and click on " + ". Three types of reminders are available:

- Priority:
- Novelty in the territory of first commercialization
- Novelty outside the territory of first commercialization

Note: Year(s) option is only available for novelty outside the territory of first commercialization



12. Click on Save to save your reminders.



6.2 Home Page

6.2.1 Header

The header includes:

1.

: specifies the username you are using for logging in ;
2.

: to select one of the supported languages;
3.
: to load the Home page from any page of UPOV PRISMA.

6.2.2 Dashboard

The “Drafter”, “Authorized signatory”, “Co-agent” and “Agent” are able to view the list of the applications they have started and/or submitted. In addition, the list also includes the applications for which the person is a “Co-drafter”, “Application data signatory” or “Application data agent”.

Applications are divided into four tabs depending on their status:

a. Pending: includes Pending and Pending copy.
   i. Pending: The application data is drafted from scratch, saved but not yet submitted;
   ii. Pending Copy: The application data is drafted based on an existing application data provided for the same variety but for other authorities, saved but not yet submitted;
b. Imported : The data is imported (by user) to UPOV PRISMA from PVP office system.
c. Submitted: The application data is transferred/made available to the designated PBR authority;

d. Combined: The “combined application data” combines all the provided answers per variety as identified by the breeder’s reference

The following information is displayed and could not be modified:

1. **International Reference Number (IRN):** Identifier assigned by the UPOV PRISMA system. It follows WIPO ST.13 standard for application numbers. It identifies a variety. When the same variety is submitted for different authorities, all corresponding application data will be assigned the same IRN. However, the IRN is unique per PBR authority. Therefore, for the same PBR authority, it is not possible to get more than one application data assigned the same IRN;
2. Application data for: PBR or National Listing
3. **Modified On:** Date when the application data is updated;
4. **Only for “Submitted” Tab: Date of Submission:** Date when the application data is submitted ;
5. **Crop:** The crop to which the candidate variety belongs;
6. **Proposed Variety Denomination:** The denomination proposed by the submitter for the candidate variety;
7. **Breeder’s Variety Reference:** This reference is provided by the submitter if required by the PBR authority. In this case, it is included in the application data transferred to the PBR authority. If provided, the variety breeder’s reference should match the submitter’s own reference;
8. **Submitter’s Own Variety Reference:** This reference is provided by the submitter and IS NOT transferred to the PBR authority. It is used by the UPOV PRISMA system in order to identify a variety and assign a unique IRN;
9. **PBR Authority:** The PVP Office to which the application data is transferred;
10. **Only for “Submitted” Tab: Applicant Payment Status :**
    a. NA: The application data has not been submitted.
    b. Pending Applicant’s Payment: The application data is submitted but the payment transaction failed;
    c. Pending Payment Confirmation: the application data is submitted, the payment transaction succeeded but the payment has not been received yet by the PBR authority;
    d. Received: the payment is received by the PBR authority;
11. **Action:** the **list** of possible links depends on the person’s role. It is summarized in the table below.

	Edit	Pay	Delete	View	Sign	Co-Drafters Management	Assign Application Signatory
Agent/ Co-agent	X	X	X	X	X	X	X
Drafter	X		X	X		X	X
Co-Drafter	X			X			
Signatory		X		X	X		

6.2.2.1 Search

It is possible to search by International Reference Number (IRN), Proposed Variety Denomination, Breeder’s Variety reference and Submitter’s Own Variety Reference. For that,

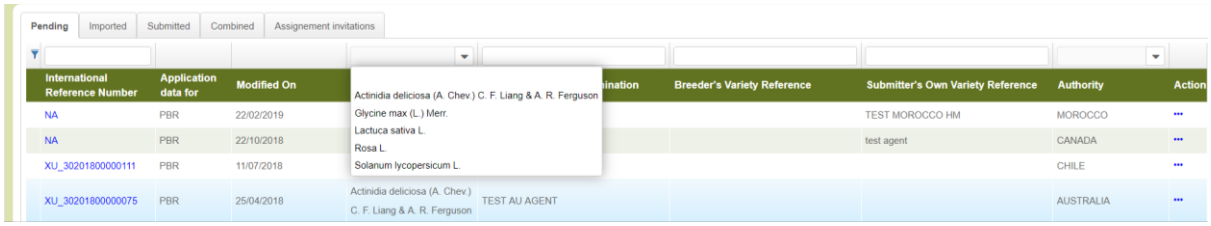
1. Enter the text in the box above the column.
2. The results are displayed on the fly.

6.2.2.2 Filter

It is possible to filter by Crop, PBR Authority and Applicant Payment Status.

1. The list of available values is displayed in the drop down list above the column.

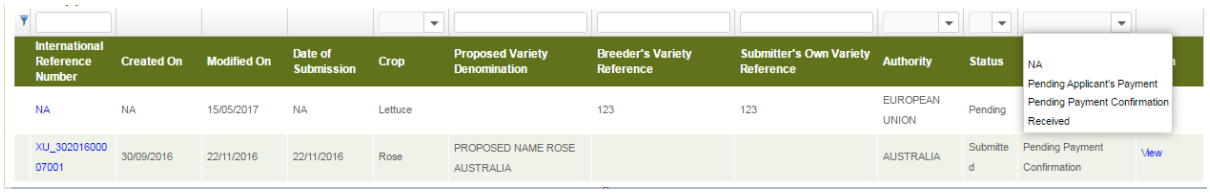
Crop



Note: In the example above, the list contains only 5 crops. In the example, the submitter did not submit application data for other crops.

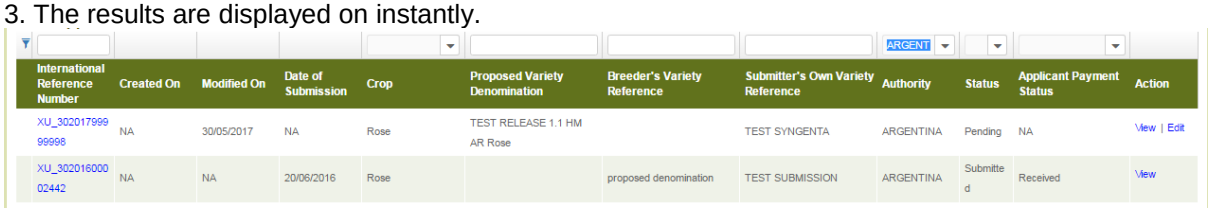
PBR Authority

Applicant Payment Status



2. Select a value in one or many drop down lists

3. The results are displayed on instantly.



6.2.2.3 Sort

It is possible to sort by all the columns in the dashboard (except action column)

1. Click on the column name (Date of Submission)

2. The dashboard is sorted in ascendant order

International Reference Number	Created On	Modified On	Date of Submission	Crop	Proposed Variety Denomination	Breeder's Variety Reference	Submitter's Own Variety Reference	Authority	Status	Applicant Payment Status	Action
XU_30201700016601	13/06/2017	16/06/2017	16/06/2017	Potato	US - Potato - Erika EN (Variety Name)	US - Potato - Erika EN (Temporary designation)		UNITED STATES OF AMERICA	Submitted	Pending Payment Confirmation	View
XU_30201700016602	13/06/2017	16/06/2017	16/06/2017	Rose	CO - Rose - Erika EN (proposed denomination)	CO - Rose - Erika EN (Breeder's reference)	CO - Rose - Erika EN	COLOMBIA	Submitted	Pending Payment Confirmation	View
XU_30201700016621	19/06/2017	19/06/2017	19/06/2017	Lettuce	MD - Lettuce - Erika EN/Multilanguage (proposed denomination)		MD - Lettuce - Erika EN/Multilanguage	MOLDOVA, REPUBLIC OF	Submitted	Pending Payment Confirmation	View
XU_30201700016624	13/06/2017	19/06/2017	19/06/2017	Apple (Fruit Varieties)	MD - Apple - Erika EN/Multilanguage (proposed denomination)		MD - Apple - Erika EN	MOLDOVA, REPUBLIC OF	Submitted	Pending Payment Confirmation	View

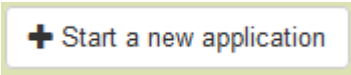
3. Click again on the column name (Date of Submission).

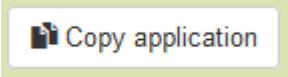
4. The dashboard is sorted in descending order

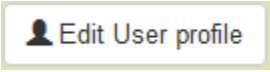
International Reference Number	Created On	Modified On	Date of Submission	Crop	Proposed Variety Denomination	Breeder's Variety Reference	Submitter's Own Variety Reference	Authority	Status	Applicant Payment Status	Action
XU_30201700016509	02/06/2017	23/06/2017	23/06/2017	Lettuce	mingcheng			AUSTRALIA	Submitted	Pending Payment Confirmation	View
XU_30201700016649	23/06/2017	23/06/2017	23/06/2017	Lettuce		生菜		NETHERLANDS	Submitted	Pending Payment Confirmation	View
XU_30201700016650	23/06/2017	23/06/2017	23/06/2017	Lettuce		生菜1		NETHERLANDS	Submitted	Pending Applicant's Payment	View | Pay
XU_30201700016647	22/06/2017	22/06/2017	22/06/2017	Rose	CO - Rose - Hend	CO - Rose -Hend		COLOMBIA	Submitted	Pending Applicant's Payment	View | Pay
XU_30201700016646	16/06/2017	21/06/2017	21/06/2017	Rose	CO - Rose - Erika Multi-language (proposed denomination) - New	CO - Rose - Erika Multi-language - New	CO - Rose - Erika Multi-language	COLOMBIA	Submitted	Pending Payment Confirmation	View

6.2.3 Drafter Screen

If you are a "Drafter", you can click on one the following buttons:

1. 

: to start a new application from scratch (§6.3)
2. 

: to start an application based on existing application data (§6.9)
3. 

: to update user profile (§6.1)

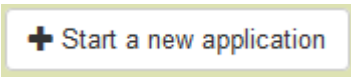
In the dashboard, you can click on:

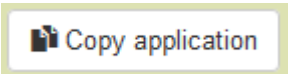
1. **View:** View Pending and Submitted application data (§6.10)
2. **Edit:** Edit Pending application data (§6.11)
3. **Delete:** Delete Pending application data (§6.14)
4. **Co-Drafters Management:** Assign Co-drafter(s) to your pending application data (§5.4)
5. **Assign Signatory:** Assign an authorized signatory to your pending application data (§5.5)

Note: Your pending applications' data are the applications' data you created. The Co-drafter of an application data is not the owner. Therefore, they cannot assign other co-drafters to that application data.

6.2.4 Agent/Co-agent Admin Screen

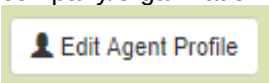
If you are an "Agent" or a "Co-agent Admin", you can click on one the following buttons:

1. 

: to start a new application data from scratch (§6.3)
2. 

: to start an application based on existing application data (§6.4)

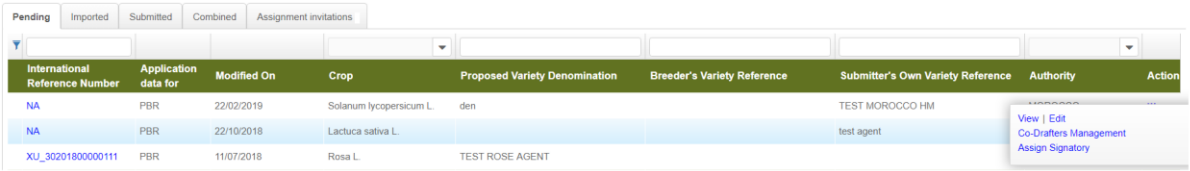
3.

: to assign roles to the persons of the same company/organization (§5)
4. 

: to update user profile (§6.1)

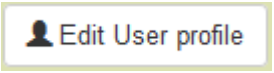
In the dashboard, you can click on:

1. **View:** View Pending and Submitted application data (§6.10);
2. **Edit:** Edit Pending application data (§6.11);
3. **Delete:** Delete Pending application data (§6.14);
4. **Co-Drafters Management:** Assign Co-drafter(s) to your pending application data (§5.4);
5. **Assign Signatory:** Assign an authorized signatory to your pending application data (§5.5)
6. **Pay:** If the Applicant Payment Status is “Pending Applicant’s Payment”, pay the due amount(§6.13)



6.2.5 Authorized Signatory Screen

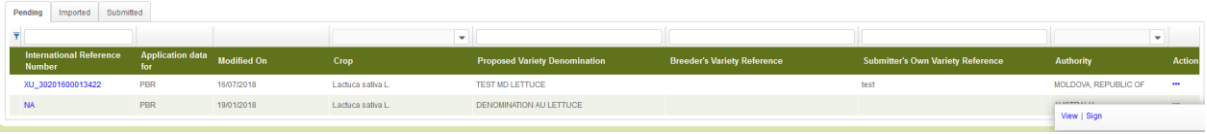
If you are a “Signatory”, you can click on:

- 

: to update user profile (§6.1)

In the dashboard, you can click on:

1. **View:** View Pending and Submitted application data (§6.10);
2. **Sign:** Sign Pending application data (§6.12);
3. **Pay:** If the Applicant Payment Status is “Pending Applicant’s Payment”, pay the due amount(§6.13)

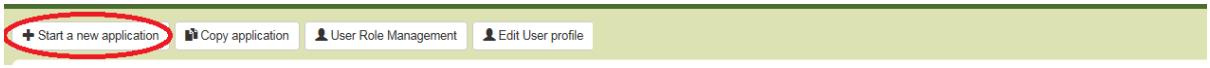


6.3 Start New Application

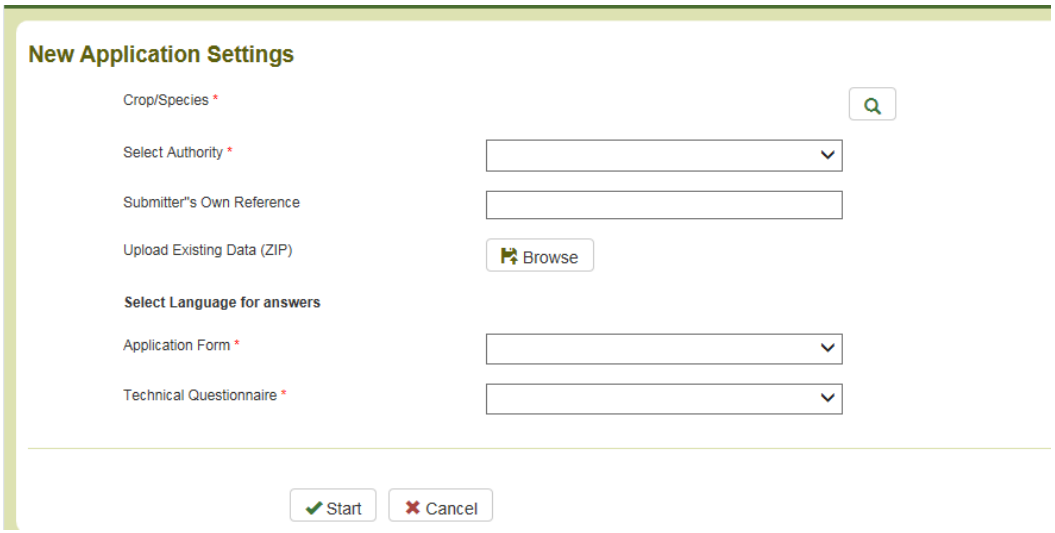
6.3.1 Start a new application from scratch

As an “Agent”, in order to start a new application from scratch:

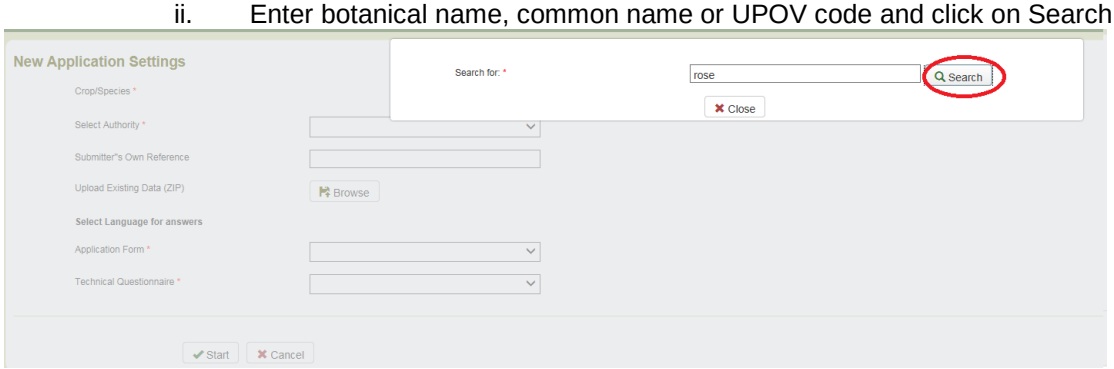
1. Click on “Start a new application” button



2. The settings screen is displayed:



3. Complete the following information:
   a. **Select Crop/Species:**
      i. Click on .
      ii. Enter botanical name, common name or UPOV code and click on Search button.



      iii. The list of results is displayed. Each row includes information about UPOV Code, Botanical name(s), Common Name(s) in the selected navigation language and whether the species has an adopted technical questionnaire form or not. Choose one of the UPOV codes.

Search for: * rose Search

UPOV Code	BOTANICAL NAMES	COMMON NAMES	Has UPOV TQ Form	Has National TQ Form	TQ Information
RHODD_MAC	Rhododendron macrosepalum Maxim.		✔	✖	TG/42
PAEON_ROC	Paeonia rockii (S. G. Haw & Lauener) T. Hong & J. J. Li ex D. Y. Hong		✔	✖	TG/297
PAEON_DEL	Paeonia delavayi Franch.	tree peony,yellow tree peony	✔	✖	TG/297
HYLOC_GUN	hybrids between Hylocereus guatemalensis (Eichlam) Britton & Rose and Hylocereus undatus (Haw.) Britton et Rose		✖	✖	
ECHEV_ELE	Echeveria elegans Rose	Mexican snowball, Mexican-gem, pearl echeveria, white Mexican-rose	✖	✖	
DEUTZ_ROS	Deutzia ×rosea (Lemoine) Rehder		✖	✖	
GOMPH_PUL	Gomphrena pulchella Mart.		✖	✖	
RHODD_CAT	Rhododendron catawbiense Michx.	catawba rhododendron,mountain rose bay,purple-laurel	✔	✖	
ECHEV_RUN	Echeveria runyonii Rose ex E. Walther		✖	✖	
ECHEV_ARU	Echeveria affinis E. Walther x Echeveria runyonii Rose ex E. Walther		✖	✖	

1 / 17 [1 - 10 / 170]

✖ Close

Note: If a crop does not have a TQ form, the generic form will be used which does not include any guidance about characteristics and corresponding states of expression.

If necessary, the user can add or update the common name. This could be useful especially when a common name is not defined in the GENIE database.

New Application Settings

Crop/Species * insert common name

Oenothera rosea L'Hér. ex Aiton

Select Authority *

Submitter's Own Reference

Upload Existing Data (ZIP) Browse

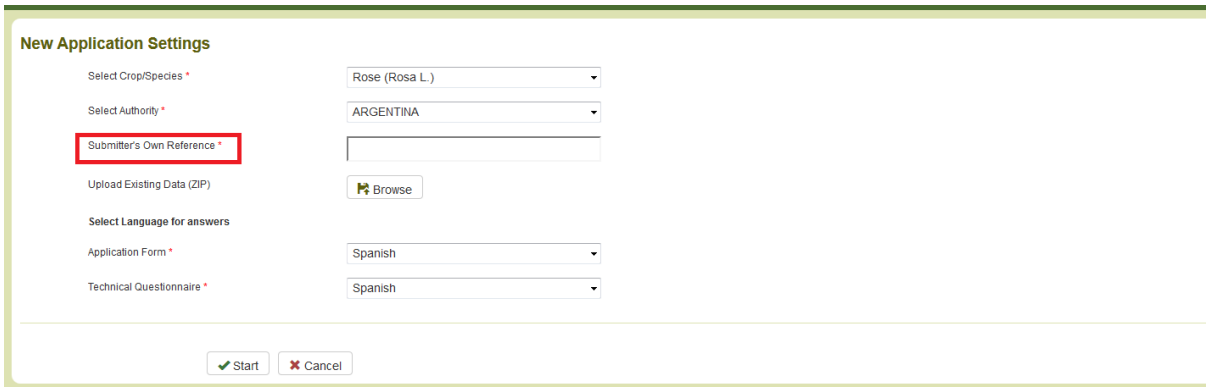
Select Language for answers

Application Form * English

Technical Questionnaire * English

✔ Start ✖ Cancel

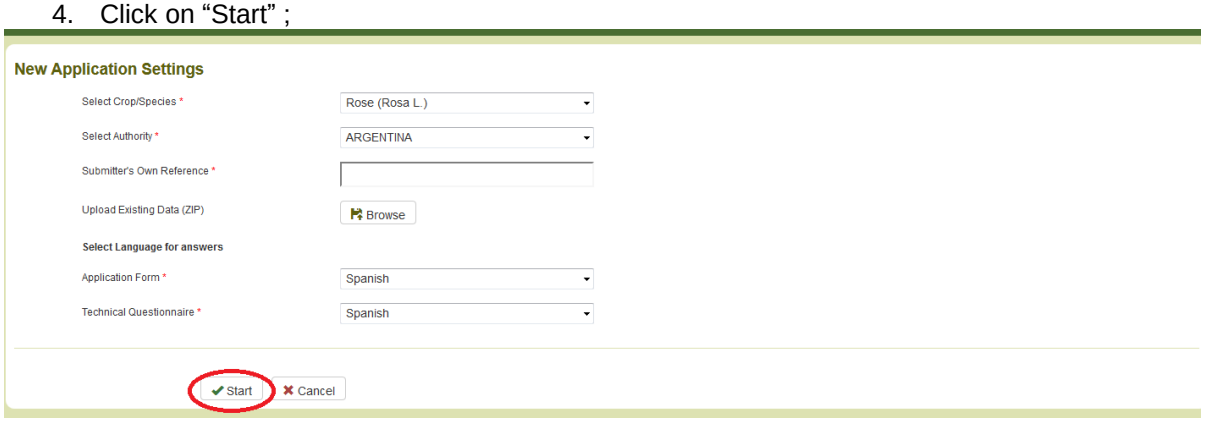
b. **Select PBR Authority:** When you choose a crop, the list of PBR authorities supporting that crop is updated automatically. Choose one the supporting PBR authorities;
c. **Submitters' Own Variety Reference:** If the designated PBR authority requests Breeder's reference, this field is optional. If not it becomes mandatory;



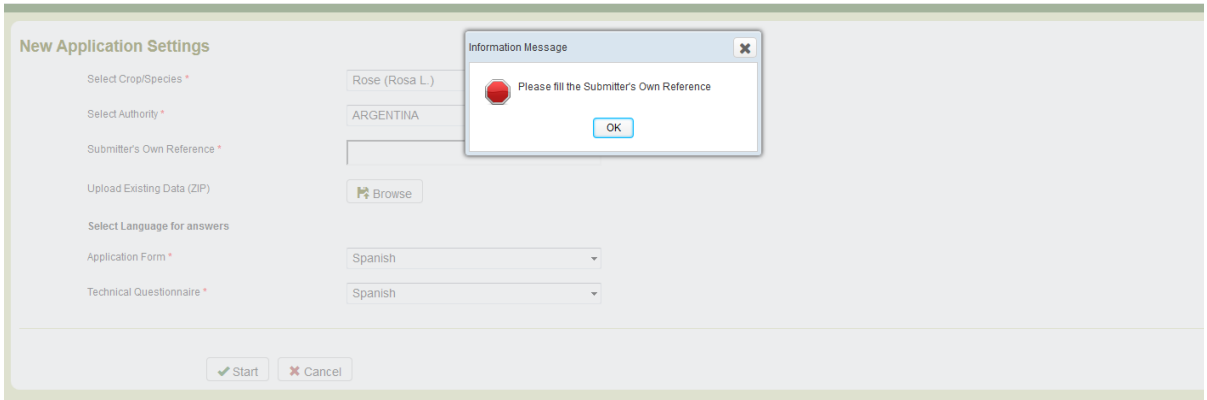
d. **Upload Existing Data (ZIP):** Keep this field empty if you want to start the application data from scratch.

e. **Select Language for answers** (Application Form, Technical Questionnaire): Choose one of the accepted languages if more than one language is accepted by the PBR authority. The list of questions is updated based on the chosen PBR authority and the required language for answers will be indicated.

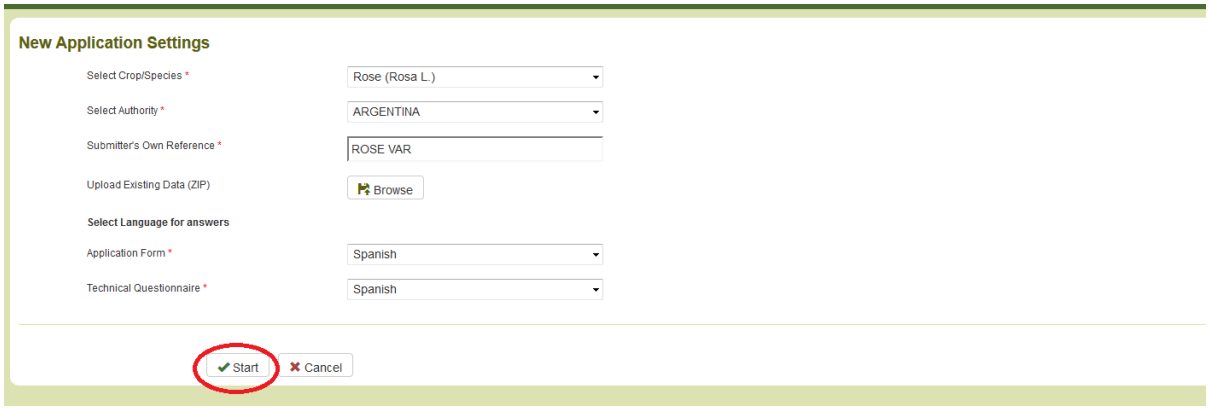
4. Click on “Start” ;



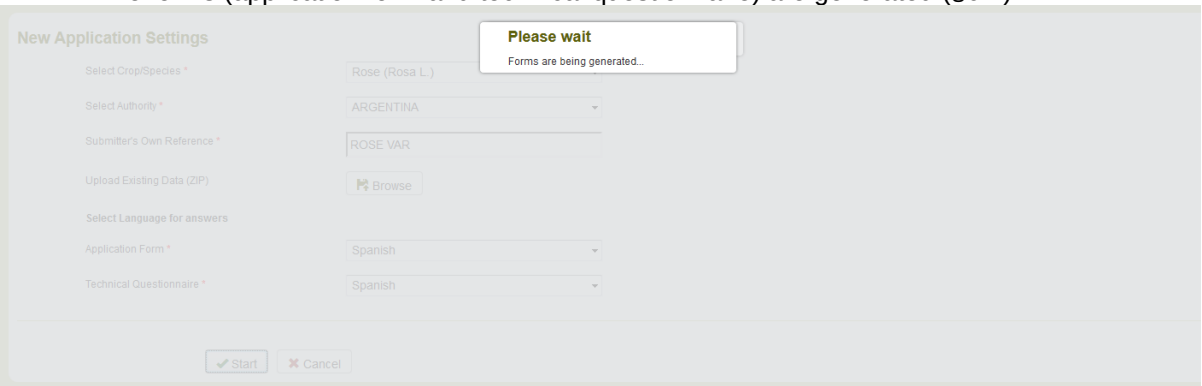
5. A pop up message (Please complete the Submitter’s Own Reference) appears:



6. Complete the Submitter’s own reference and click on “Start”



7. The forms (application form and technical questionnaire) are generated (§6.4).

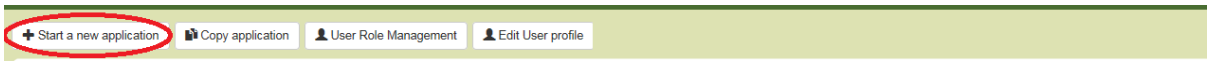


8. An email notification with information about application procedure in the selected authority and crop is sent to the application data owner.

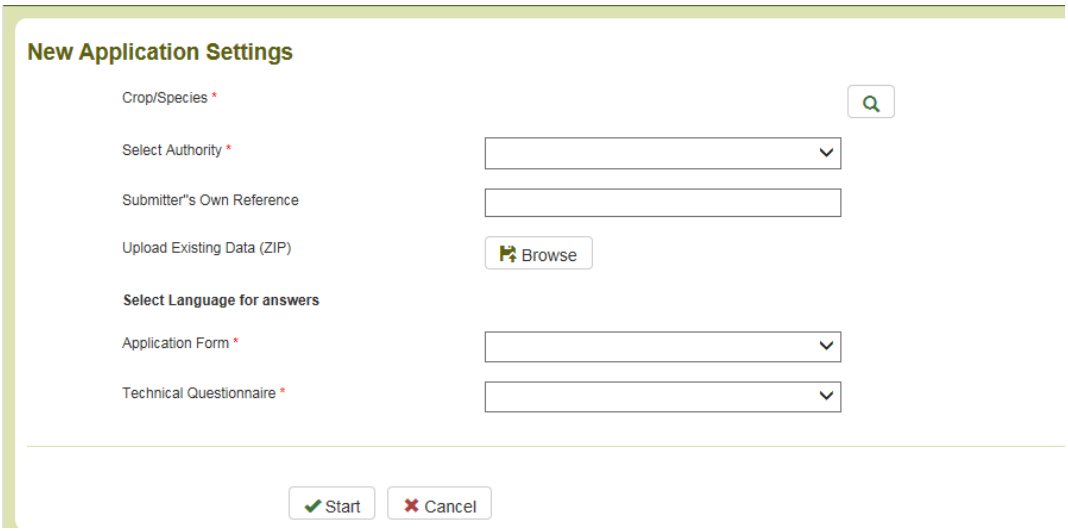
6.3.2 Start a new application from existing data

As a “Drafter” or an “Agent” or “Co-agent”, in order to start a new application from existing data:

1. Click on “Start a new application data” button

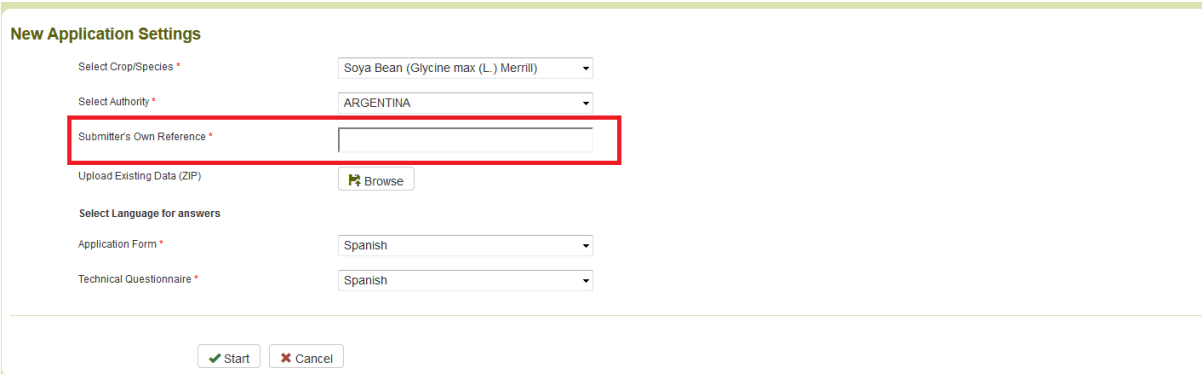


2. The settings screen is displayed:



3. Complete the following information:

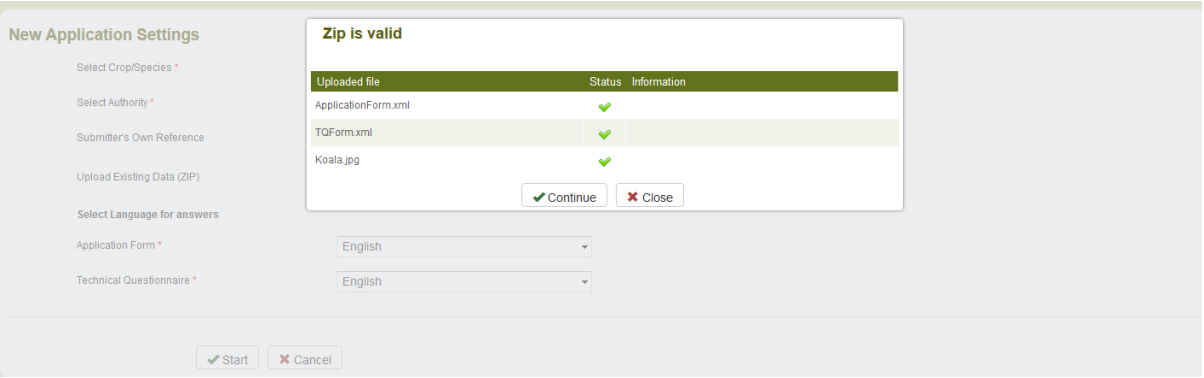
a. **Select Crop/Species:** Choose one of the supported crops as explained above.
b. **Select PBR Authority:** When you choose a crop, the list of PBR authorities supporting that crop is updated automatically. Choose one the supporting PBR authorities;
c. **Submitters' Own Reference:** If the designated PBR authority requests the Breeder's reference, this field is mandatory. If not it becomes optional;



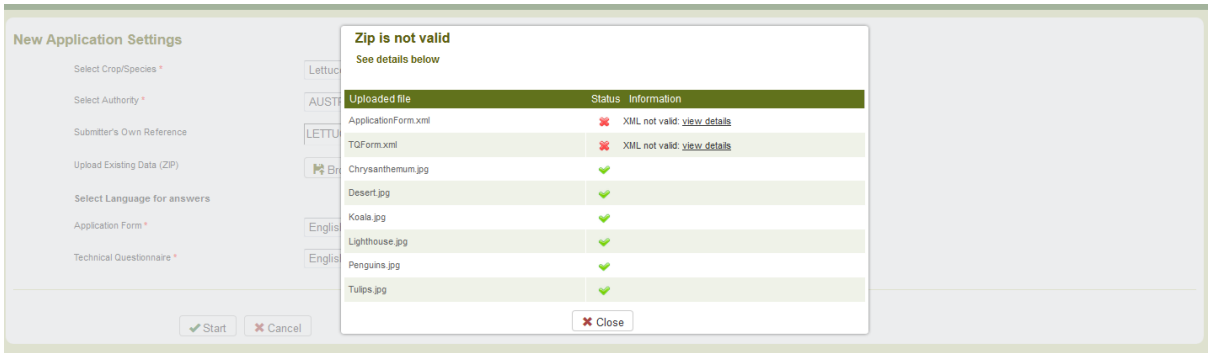
d. **Upload Existing Data (ZIP):** Only ZIP file is accepted. It should include at least one XML file (Application Form and/or Technical Questionnaire) and/or a set of attachments. The accepted file formats are restricted to PDF, JPEG and PNG. If other formats are inserted, an error message should be displayed. The XML data should be valid against the PVP-XML schema (Application Form and/or Technical Questionnaire).
e. **Select Language for answers** (Application Form, Technical Questionnaire): Choose one of the accepted languages if more than one language is accepted by the PBR authority. The list of questions is updated based on the chosen PBR authority and the required language for answers will be indicated.

4. Complete the Submitter's own reference and click on "Start"

5. The result of data validation is displayed
   a. Zip is valid" means that the XML data is valid against PVP-XML schemas and the attachments are declared in the XML

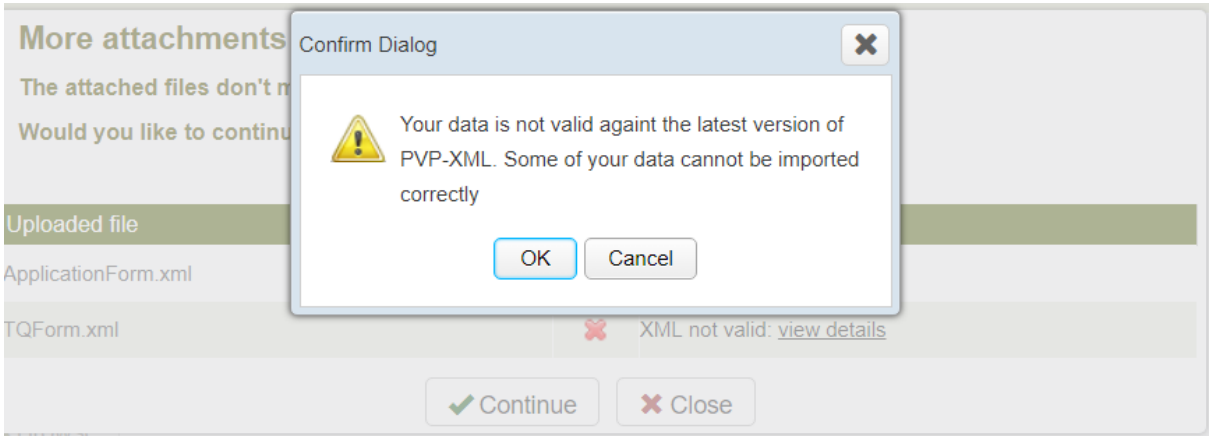


b. “Zip is not valid” means that the XML data is not valid against PVP-XML schemas and/or there are undeclared attachments.

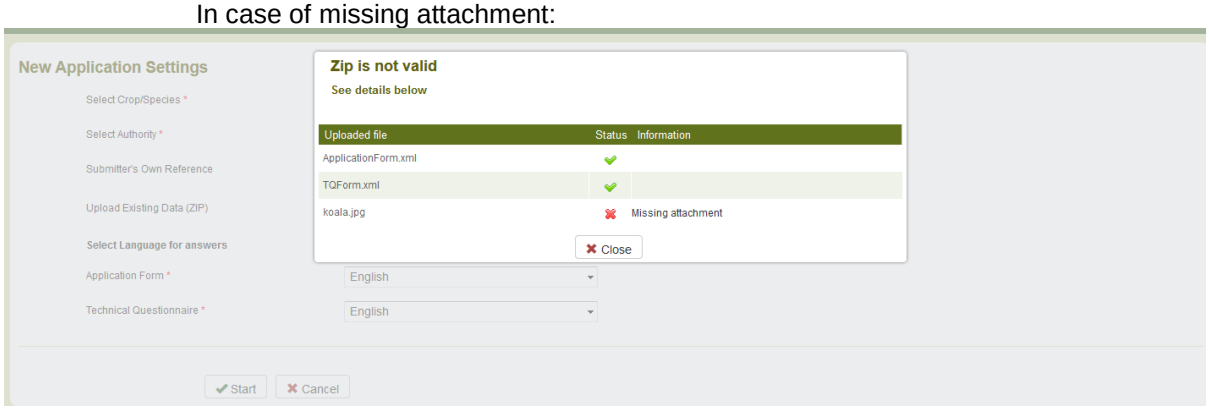


You can click on view details to check the XML validation:

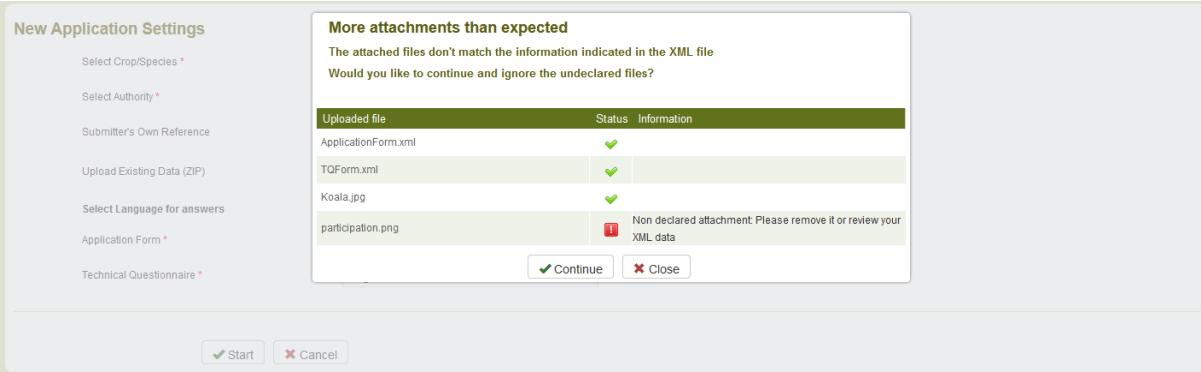
Even if the data is not valid against the last version of PVP-XML schema, it is possible to continue. Some of your data cannot be imported correctly. Click on OK to continue.



In case of missing attachment:

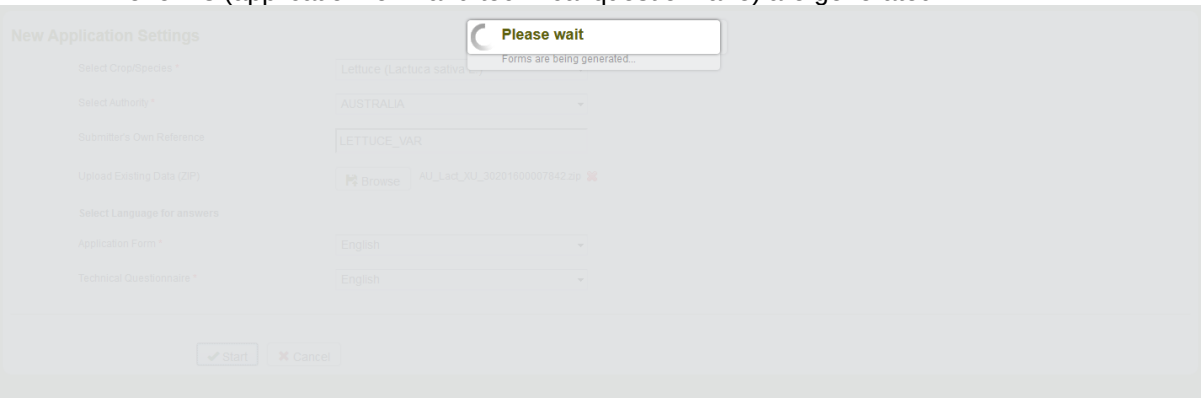


In case of more attachments than expected, you can choose to continue and ignore the non-declared attachments.



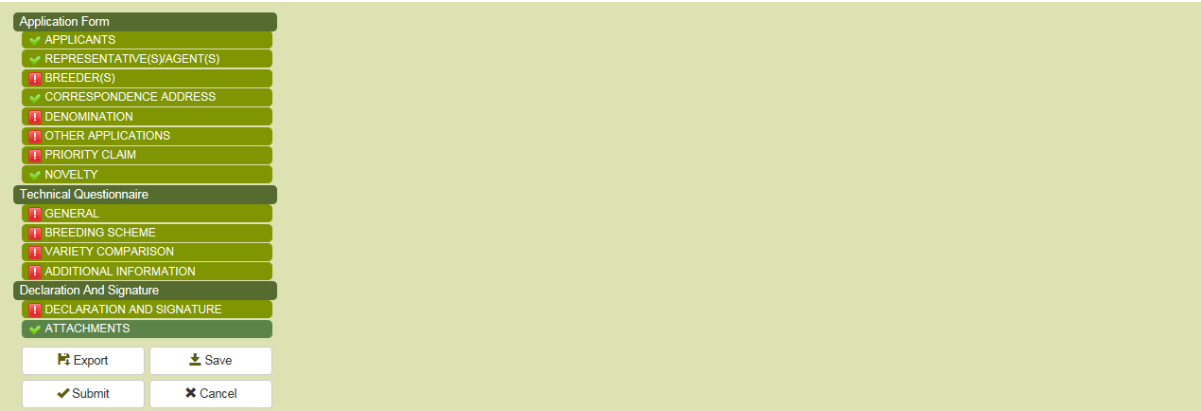
6. Click on Continue

7. The forms (application form and technical questionnaire) are generated.



8. Some questions are prefilled based on the uploaded data. The others should be answered.

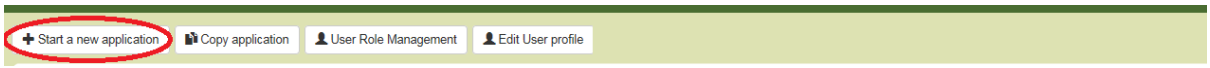
Note: A green tick signifies that all mandatory questions have been answered.



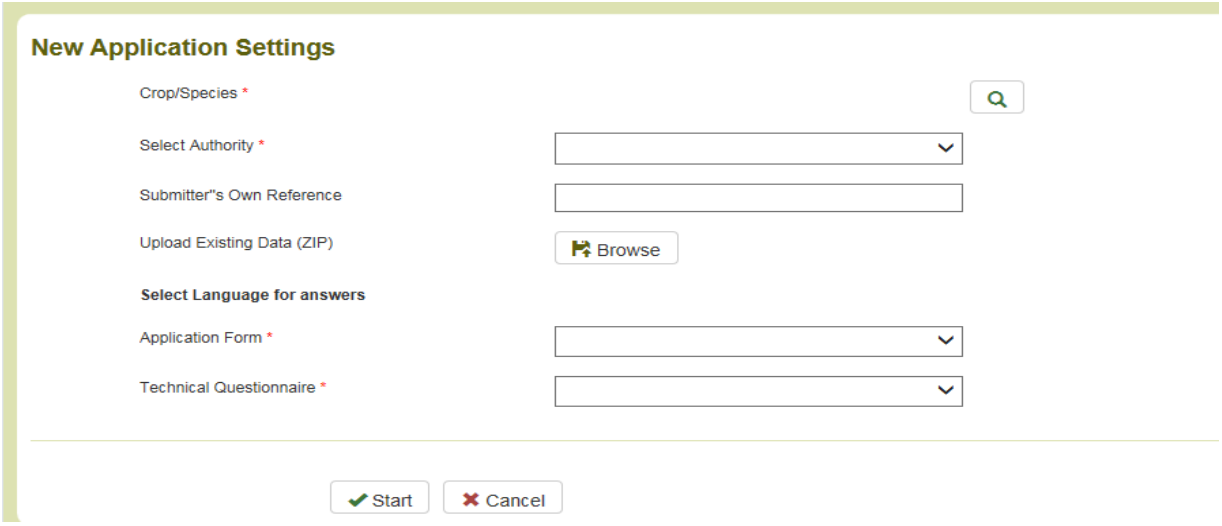
6.3.3 Start a new application for National listing

As an “Agent”, in order to start a new application for National listing:

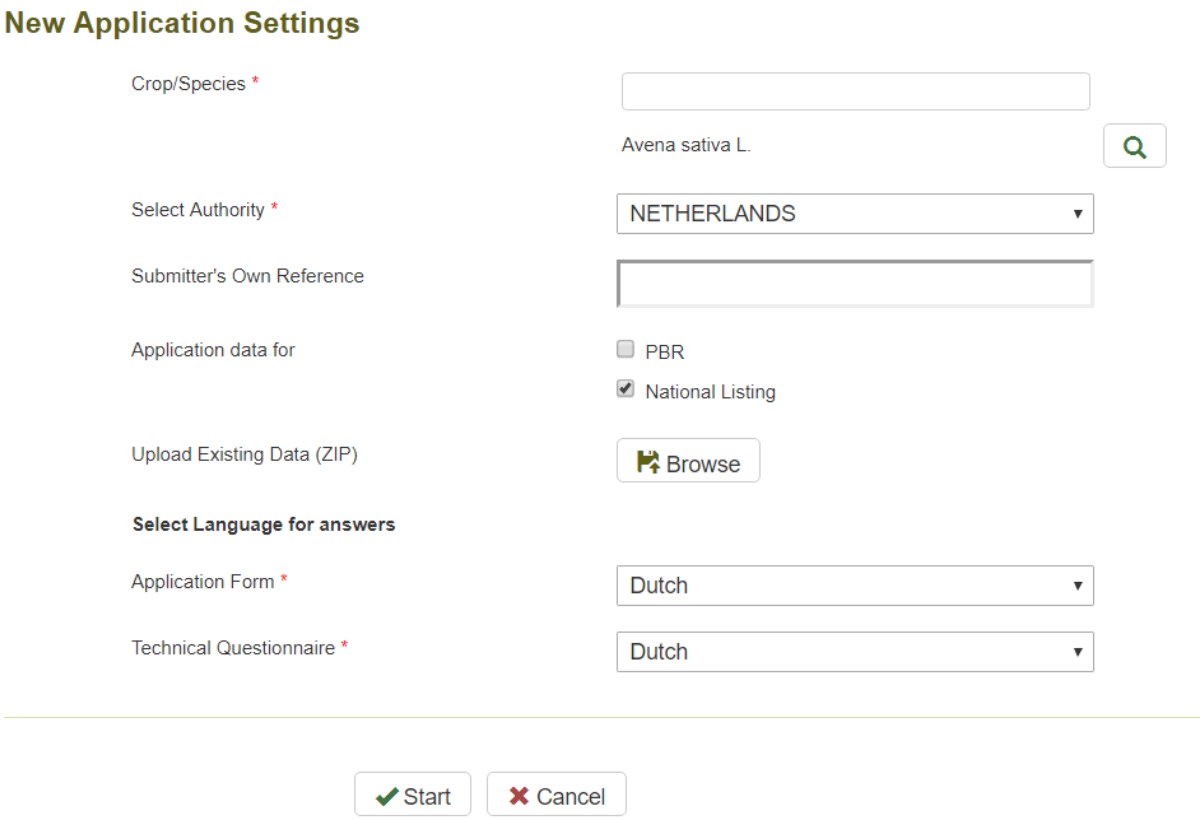
1. Click on “Start a new application data” button



2. The settings screen is displayed:

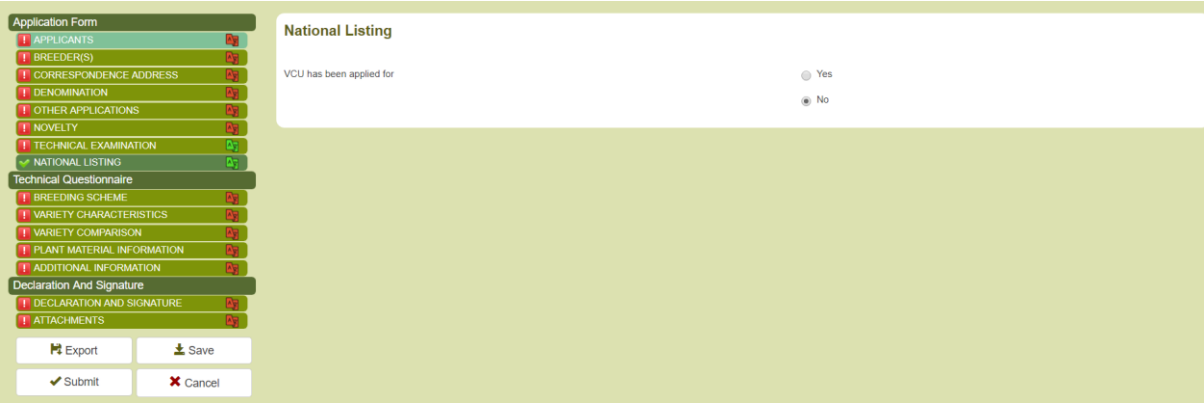


3. Complete the following information:
    a. **Select Crop/Species:** Choose one of the supported crops as explained above.
    b. **Select National Listing Authority:** When you choose a crop, the list of National Listing authorities supporting that crop is updated automatically. Choose one the supporting National Listing authorities;
    c. **Submitters' Own Reference:** If the designated National listing authority requests the Breeder's reference, this field is mandatory. If not it becomes optional;
    d. **Select National Listing and/or PBR**



    e. **Select Language for answers** (Application Form, Technical Questionnaire): Choose one of the accepted languages if more than one language is accepted by the authority. The list of questions is updated based on the chosen authority and the required language for answers will be indicated.

4. Complete the Submitter's own reference and click on "Start". The National Listing chapter contains all national listing specific questions.



6.4 Complete the form

The generated form page is composed of:

6.4.1 Header

The header includes information provided in the Settings page

6.4.2 Chapters

The original form questions are split into standard chapters for all PBR authorities.

6.4.2.1 Mandatory questions

If the mandatory questions of a specific chapter are not answered, the is displayed next to the chapter name. The submitter should click on the chapter name in order to complete the questions of that specific chapter.

6.4.2.2 Translation alert

If the output form language is different from the selected navigation language, the translation icon is displayed next to each chapter to indicate whether breeder should check or not the answers.

Once checked, the user can turn the red icon to green. They should right click on the chapter and select Check translation.

6.4.3 Buttons

The available buttons depends on the person's role.

6.4.3.1 Drafter Screen

A drafter can choose to:

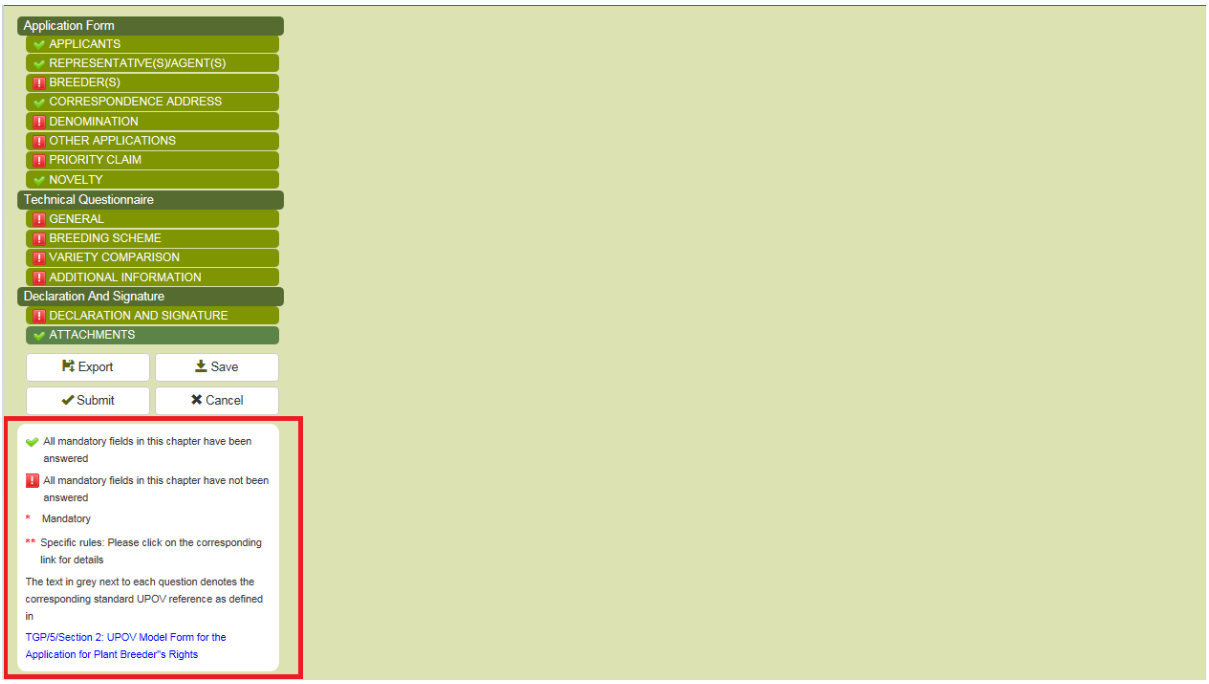
- Export: It allows saving in a local drive all the filled information (§6.5)
- Save: The filled information is captured in XML and stored in the database in an encrypted format (§6.6)
- Cancel: The information will not be saved. You will be redirected to the home page (§6.7)

6.4.3.2 Authorized Signatory, Co-agent and agent Screen

An “agent” or a “Co-agent” or an “Authorized signatory” can choose to:

- Export: allows saving in a local drive of all the filled information (§6.5)
- Save: The filled information is captured in XML and stored in the database in an encrypted format (§6.6)
- Cancel: The information will not be saved. You will be redirected to the home page (§6.7)
- Submit: The application data is transferred to the designated PBR authority (§6.8)

6.4.4 Legend



6.4.5 Questions

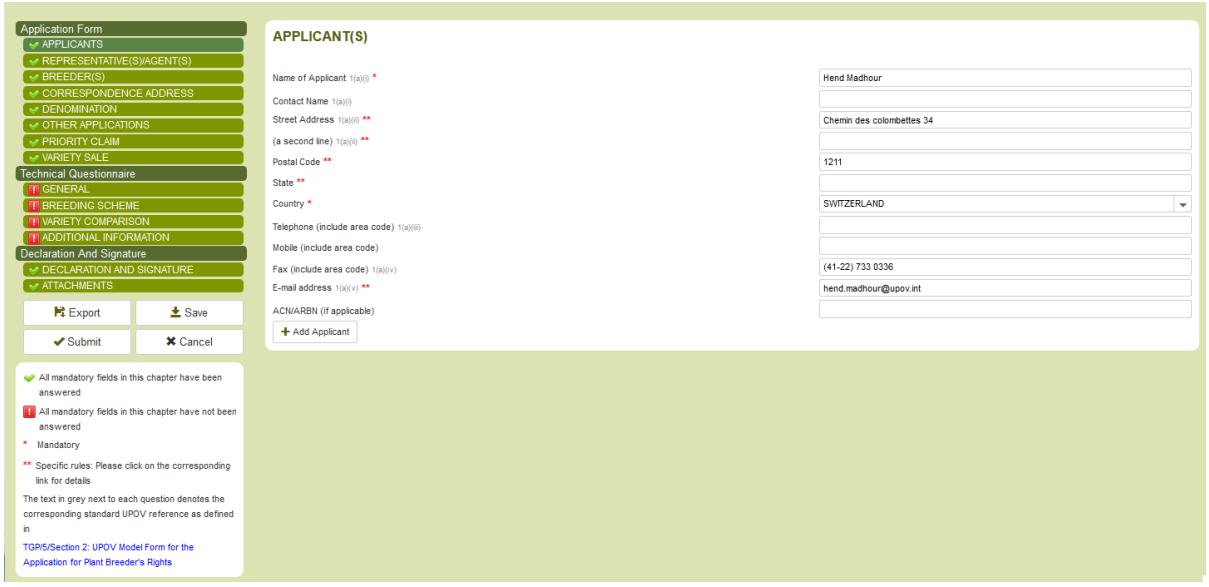
6.4.5.1 Application Form

6.4.5.1.1 APPLICANT(S)

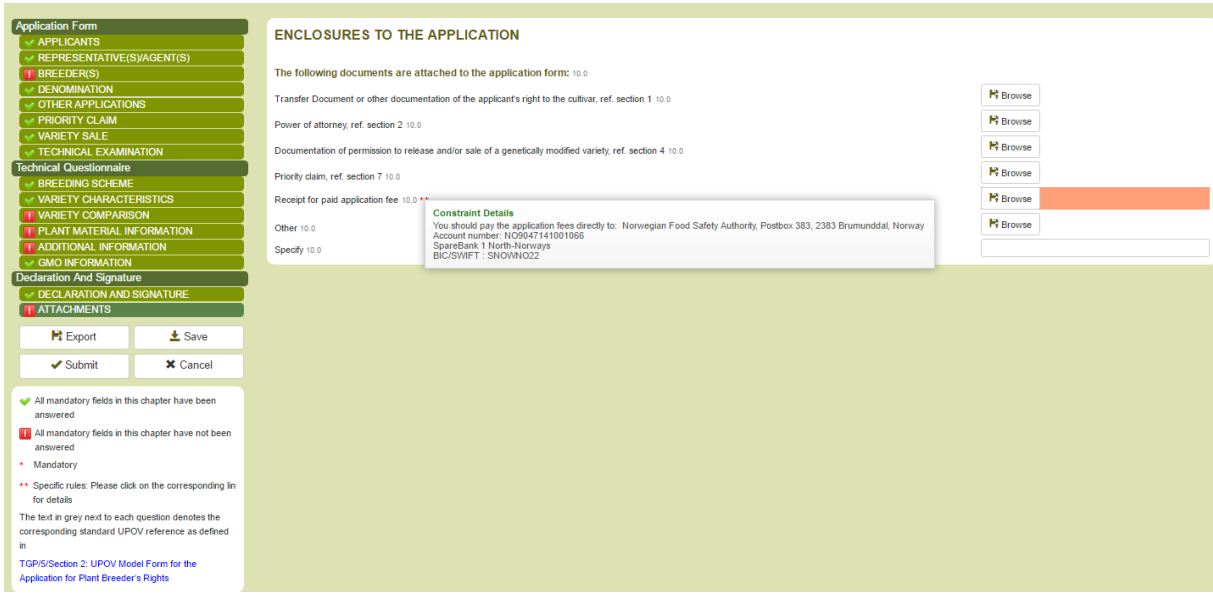
The information completed in the user profile (§6.1) is retrieved and used to complete the corresponding questions in APPLICANT(S) chapter.

1. Complete at least the mandatory fields.

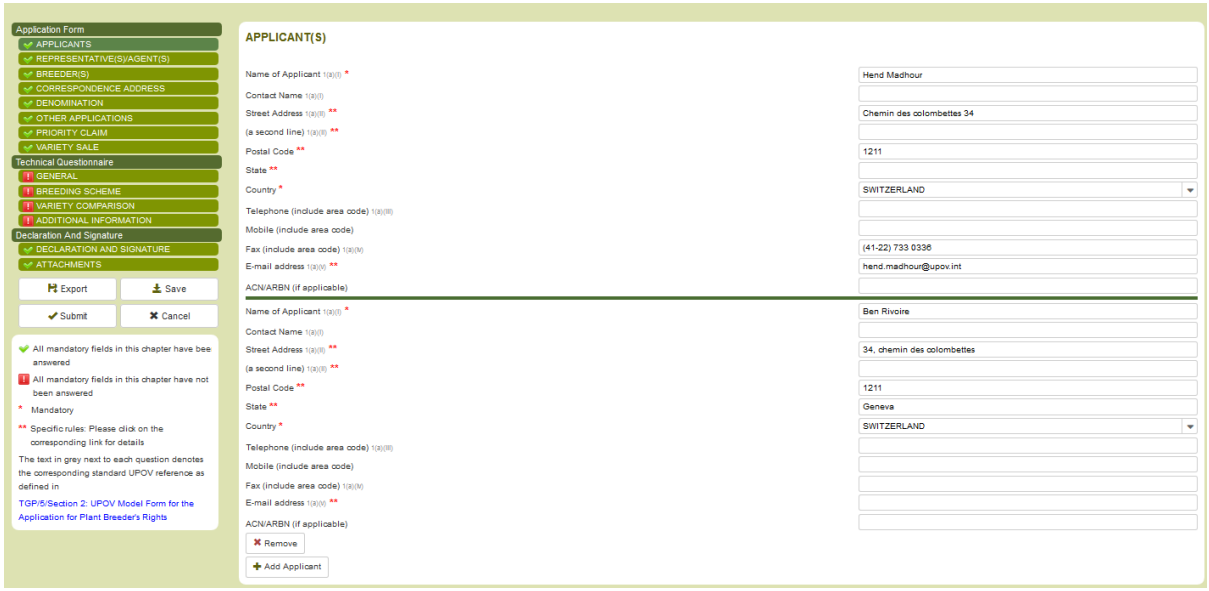
Note: Mandatory fields (*) are marked in Red. They become unmarked when completed.



2. Some specific rules are provided for information. Click on "**" link in order to see details.



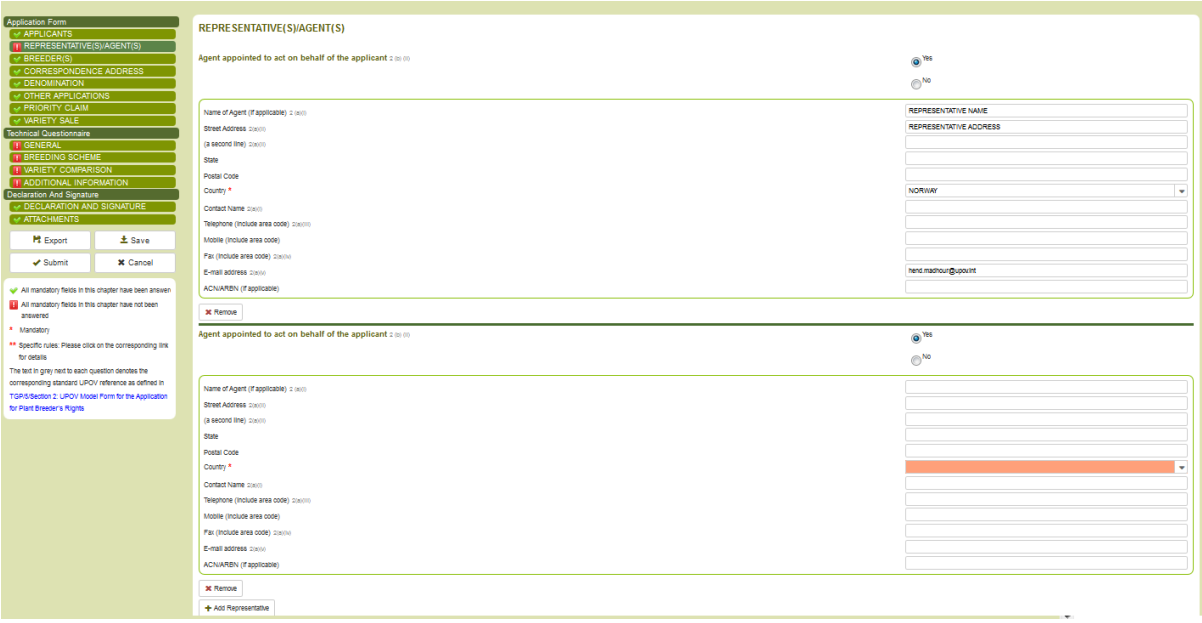
3. In case of multiple applicants, click on "Add Applicant"



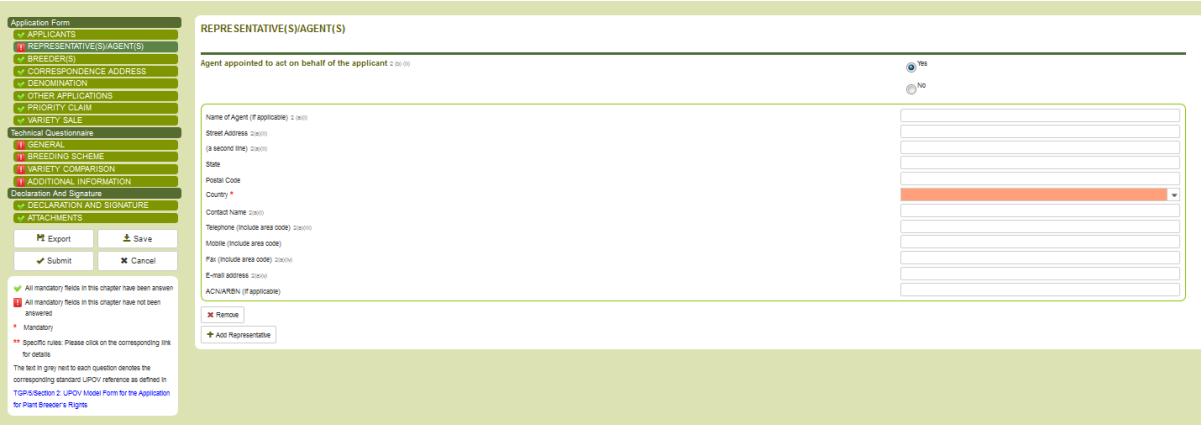
4. If you want to remove the added applicant, click on “Remove”

6.4.5.1.2 REPRESENTATIVE(S)/AGENT(S)

1. In case of multiple representatives, click on “Add Representative”

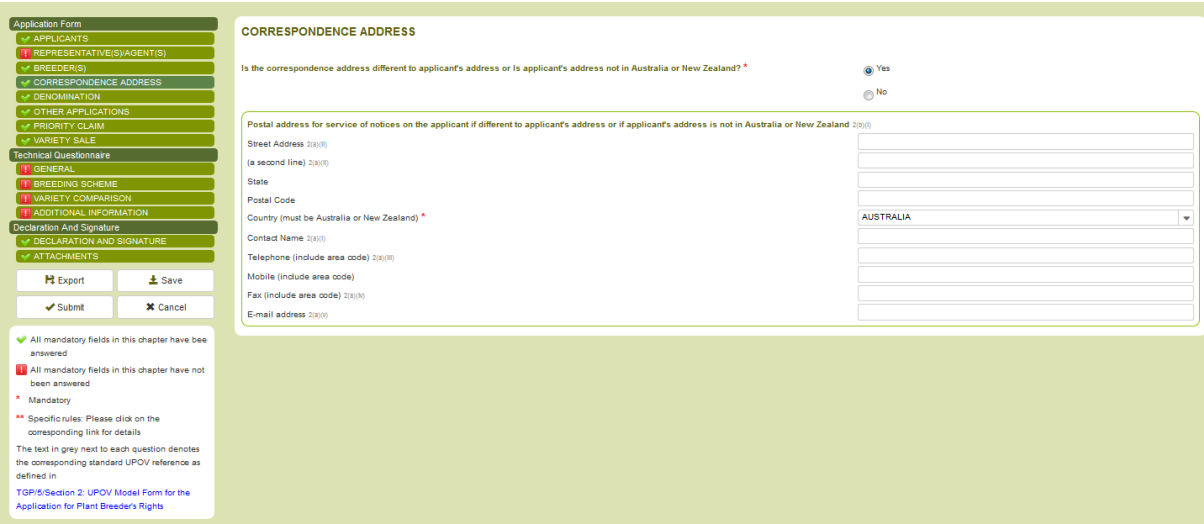


2. If you want to remove the added representative, click on “Remove”



6.4.5.1.3 CORRESPONDENCE ADDRESS

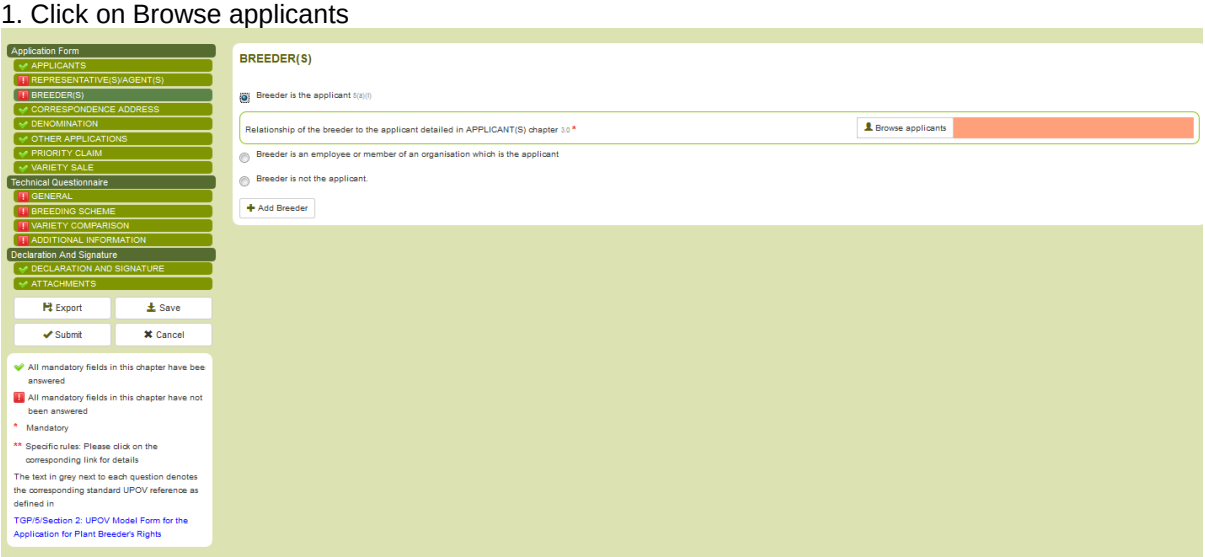
Some UPOV members have questions related to the “Correspondence Address” chapter



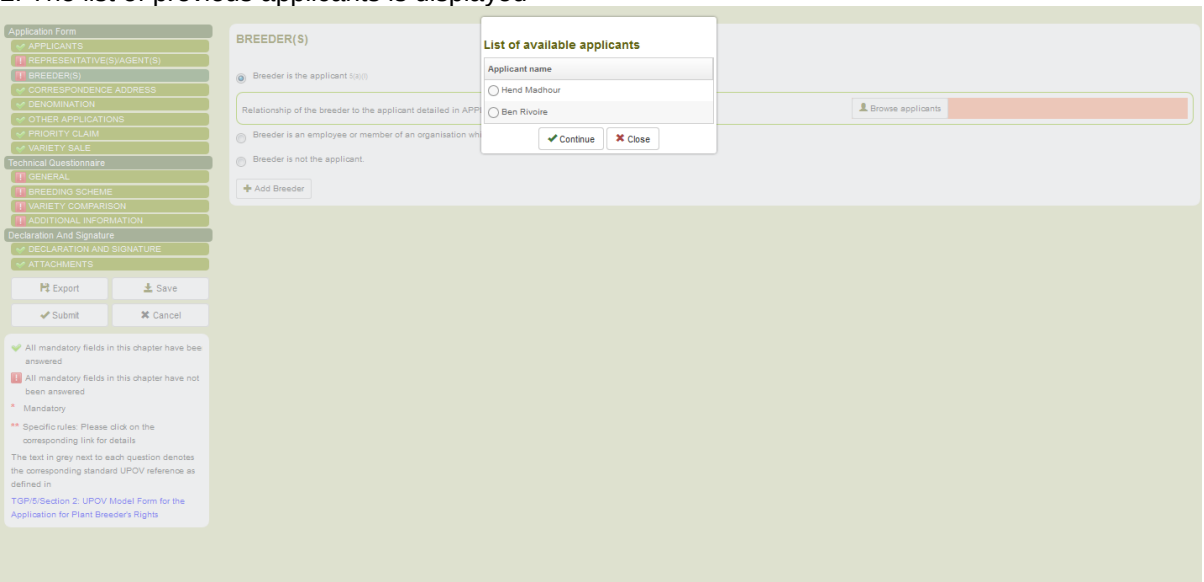
6.4.5.1.4 BREEDER(S)

In case the breeder is the applicant, for some PBR authorities, it is possible to link them to the corresponding applicant. For that:

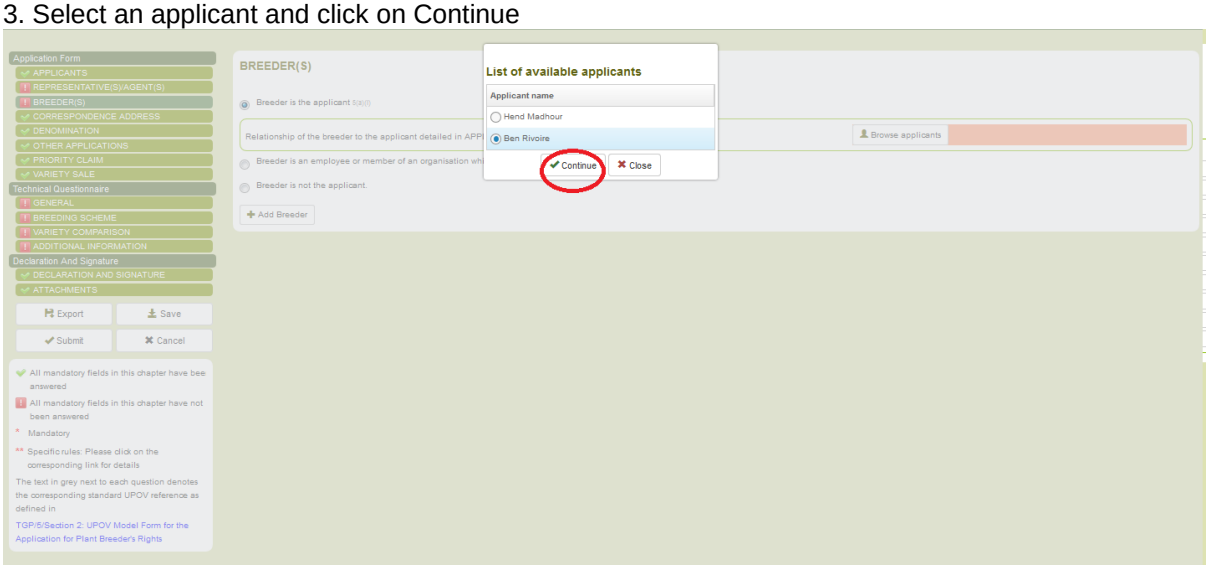
1. Click on Browse applicants



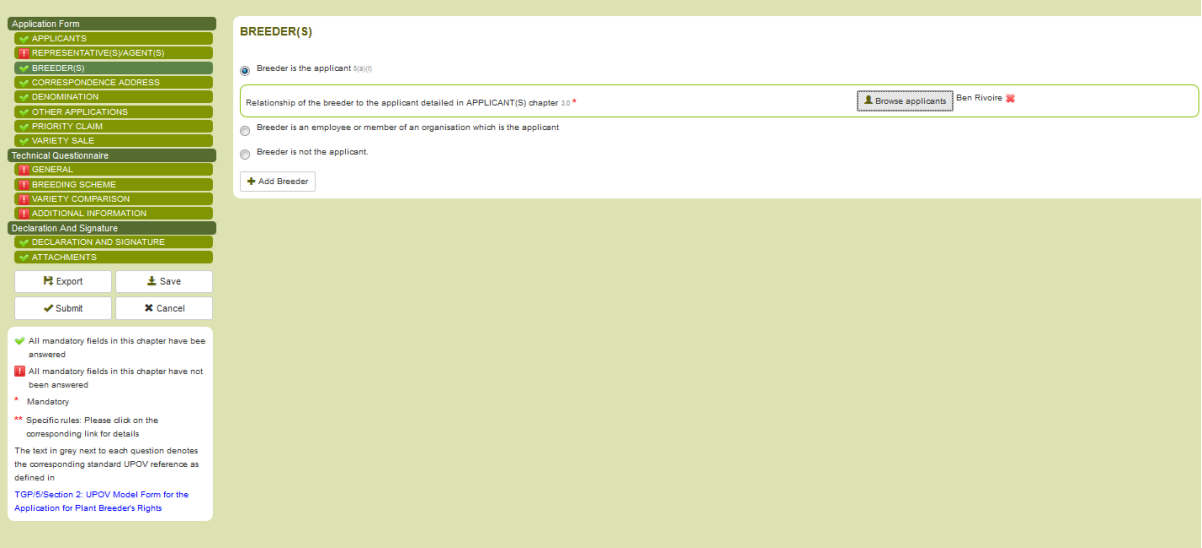
2. The list of previous applicants is displayed



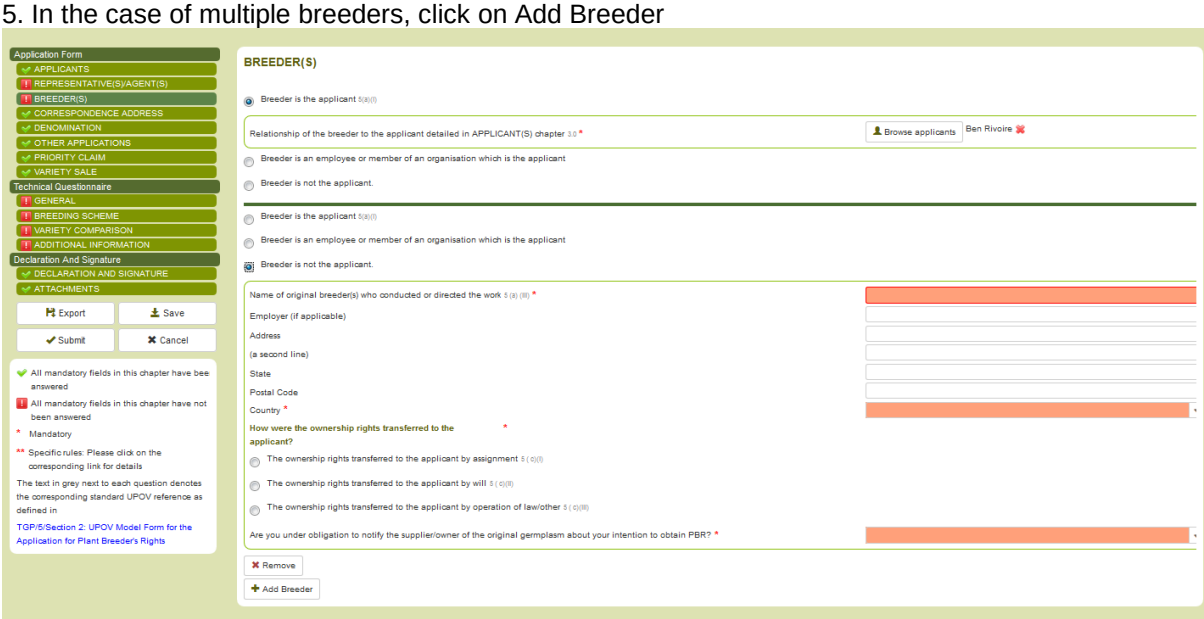
3. Select an applicant and click on Continue



4. The breeder is now linked to the chosen applicant



5. In the case of multiple breeders, click on Add Breeder

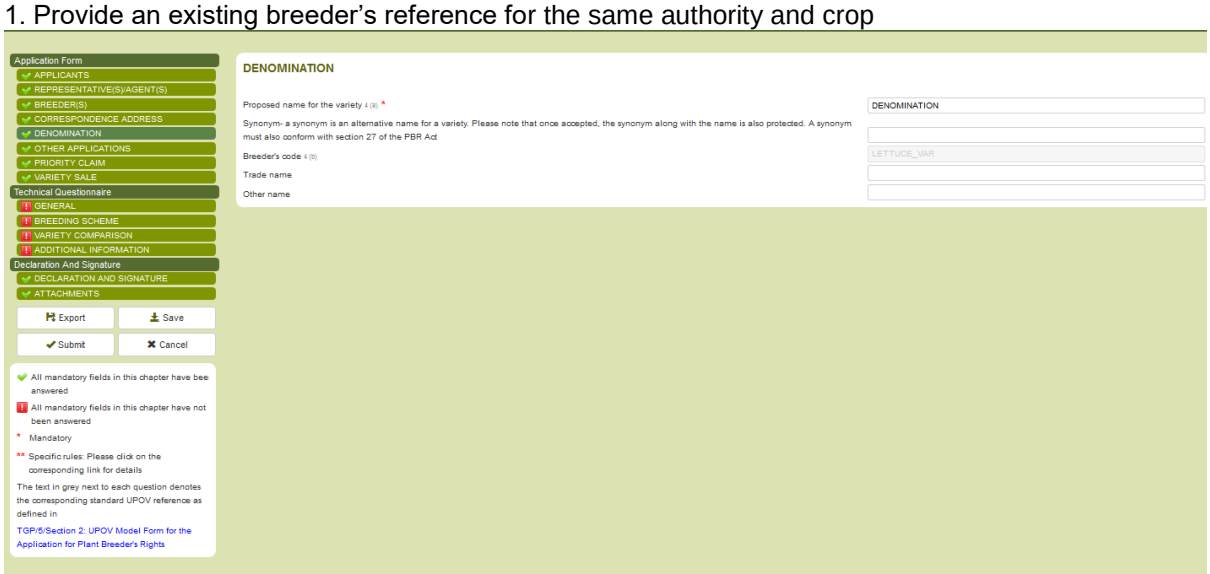


6. If you want to remove the added breeder, click on “Remove”

6.4.5.1.5 DENOMINATION

Note: In UPOV PRISMA, the breeder's reference identifies a variety. Application data for the same variety can be used with different PBR authorities with different denominations, although the same denomination should be proposed for all PBR authorities in the first instance. In order to reuse answers of existing application data for the same variety, the "combined application data" combines all the provided answers per variety as identified by the breeder's reference. For this reason, it is recommended to provide the same breeder's reference for all application data of the same variety.

1. Provide an existing breeder's reference for the same authority and crop



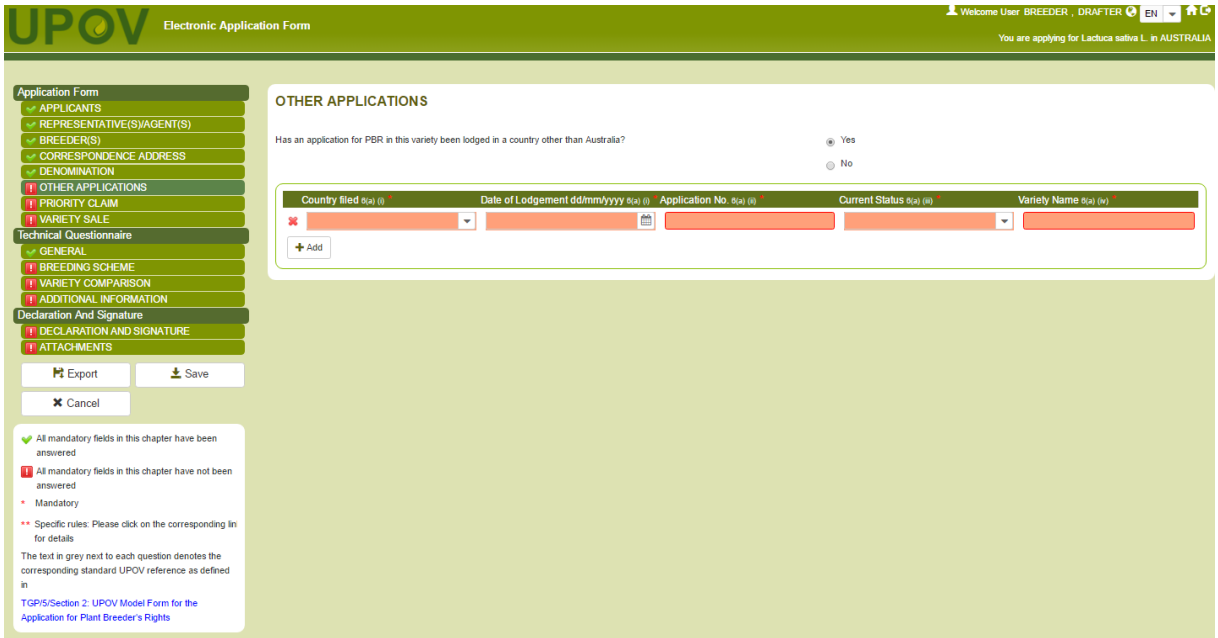
2. Click on "Save", an error message is displayed. It invites you to provide another breeder's reference

In some PBR authorities, the breeder's reference is not requested. For this reason, the submitter's own variety reference is requested at Settings page (§6.3).

In case you provide the submitter's own variety reference for PBR authorities requesting the breeder's reference, the data provided in filled in automatically in the form and it is not editable.

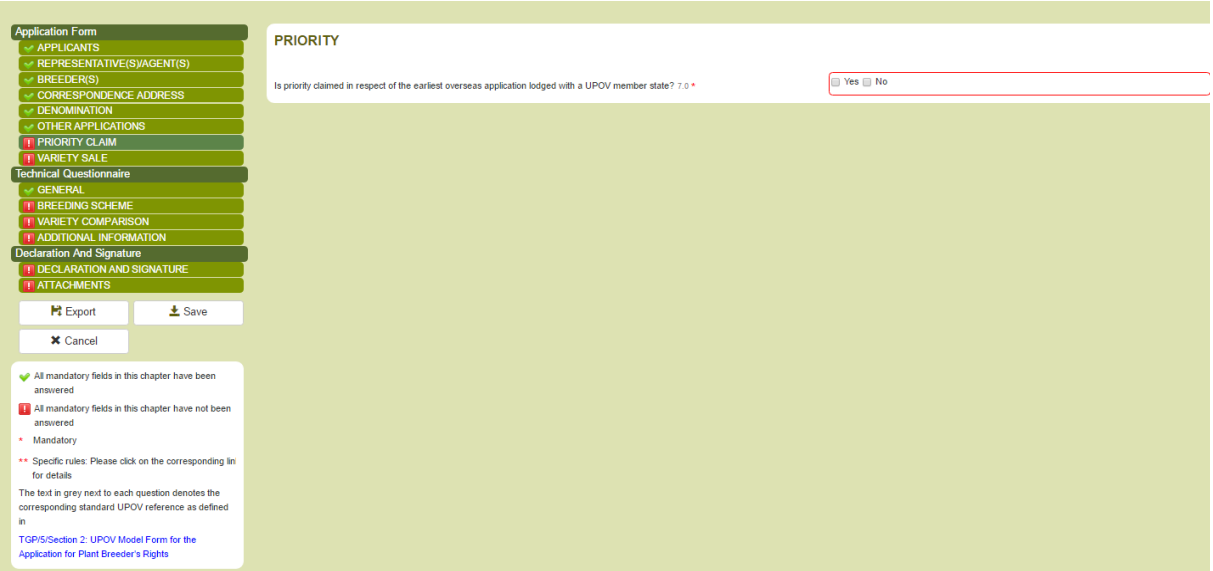
6.4.5.1.6 OTHER APPLICATIONS

In order to add multiple applications, click on "Add"



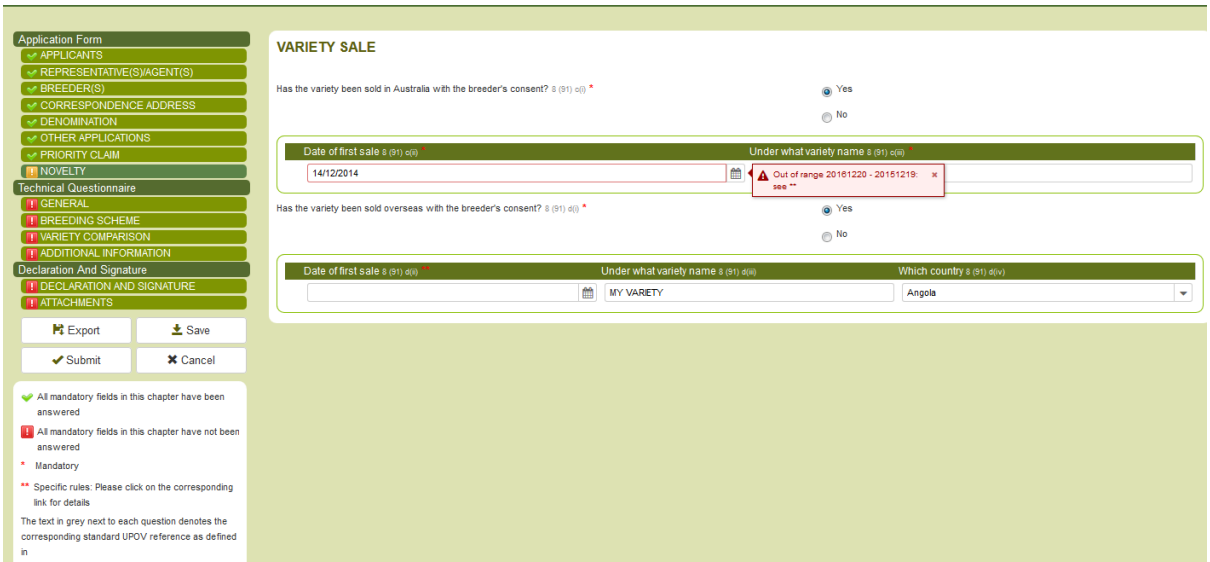
6.4.5.1.7 PRIORITY CLAIM

If no other application data is inserted in OTHER APPLICATIONS chapter, it is not possible to select yes as answer to the question related to Priority claim.

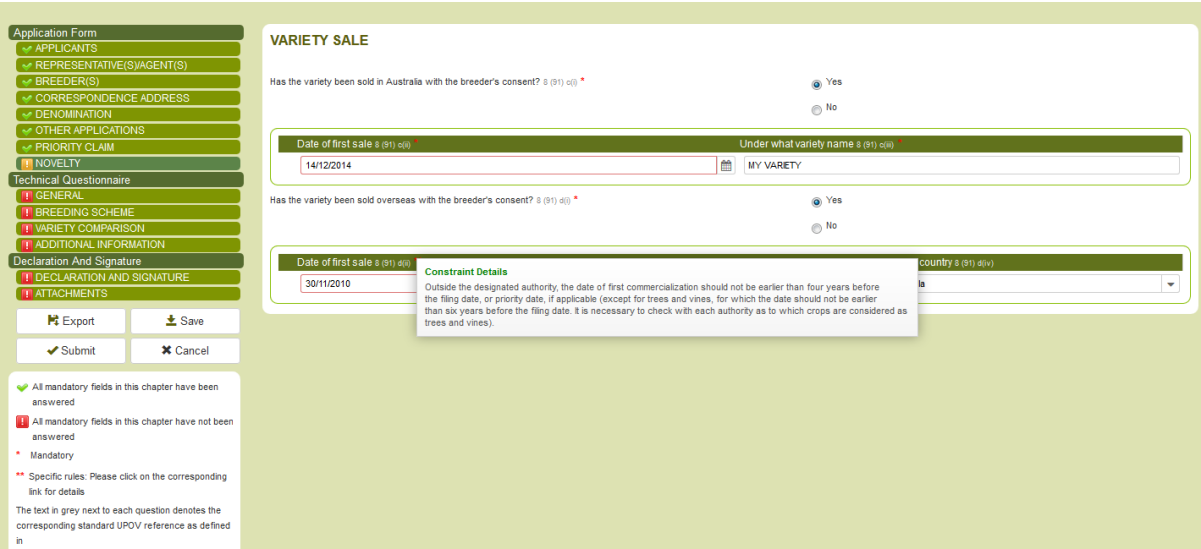


6.4.5.1.8 NOVELTY

In the designated PBR authority, the date of first commercialization should not be more than one year after the filing date or priority date, if applicable. If you select a date out of this range, the system displays a warning message.

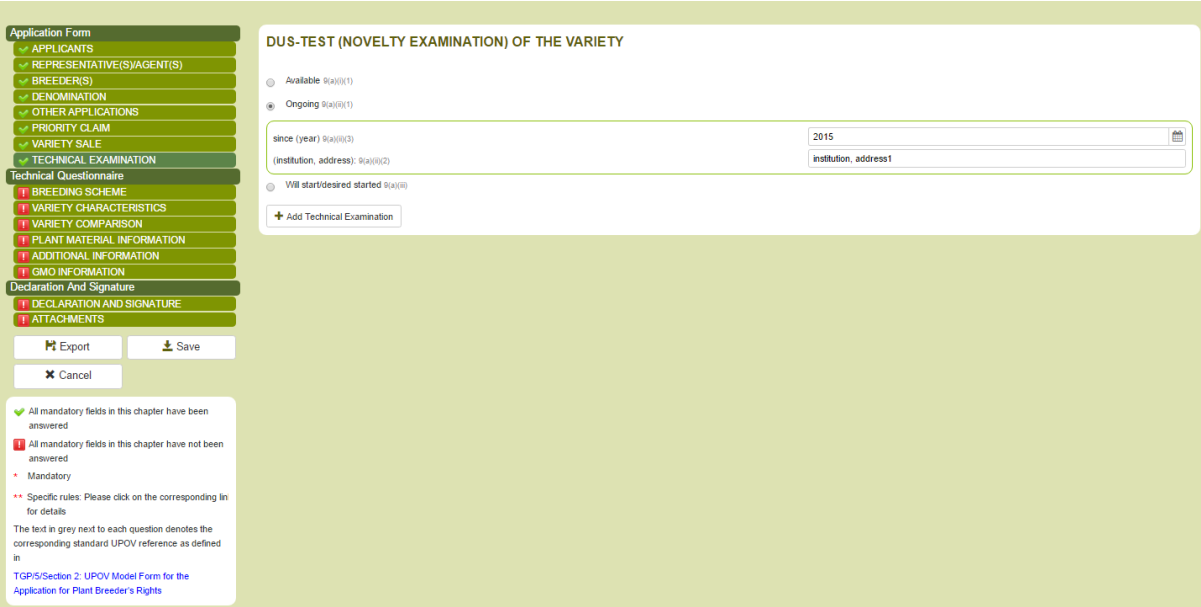


Outside the designated PBR authority, the date of first commercialization should not be earlier than four years before the filing date, or priority date, if applicable (except for trees and vines, for which the date should not be earlier than six years before the filing date. It is necessary to check with each PBR authority as to which crops are considered as trees and vines).

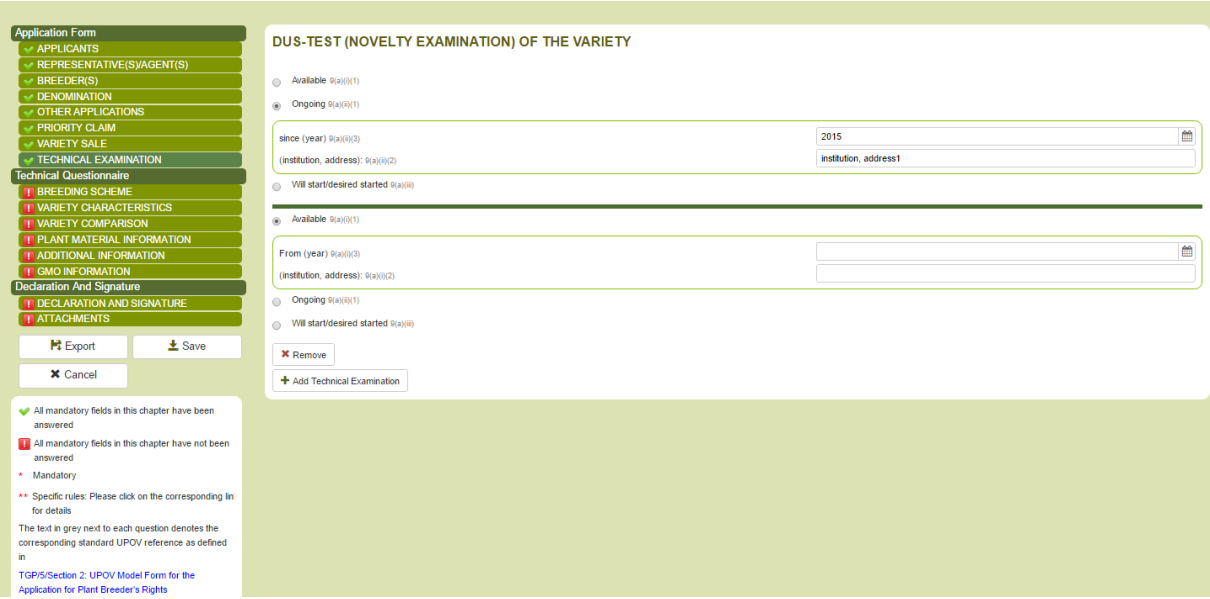


6.4.5.1.9 TECHNICAL EXAMINATION

1. Click on Technical Examination chapter



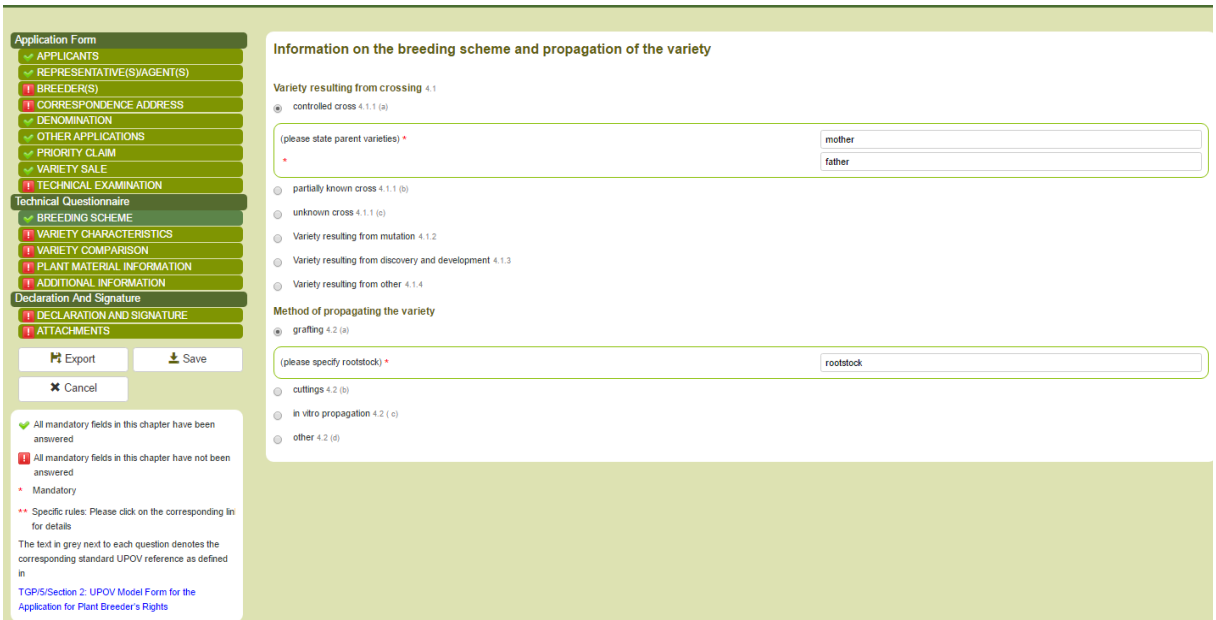
2. In order to add other technical examinations for parent lines of hybrids, click on Add Technical Examination



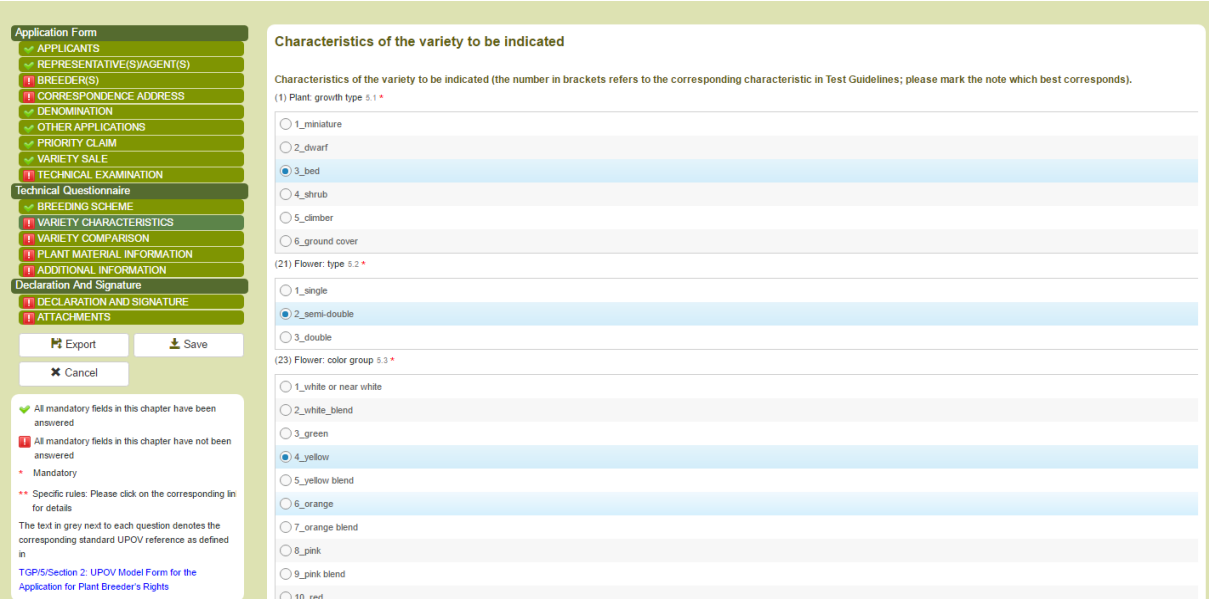
3. In order to remove already inserted Technical Examination, click on Remove.

6.4.5.2 Technical Questionnaire

6.4.5.2.1 BREEDING SCHEME

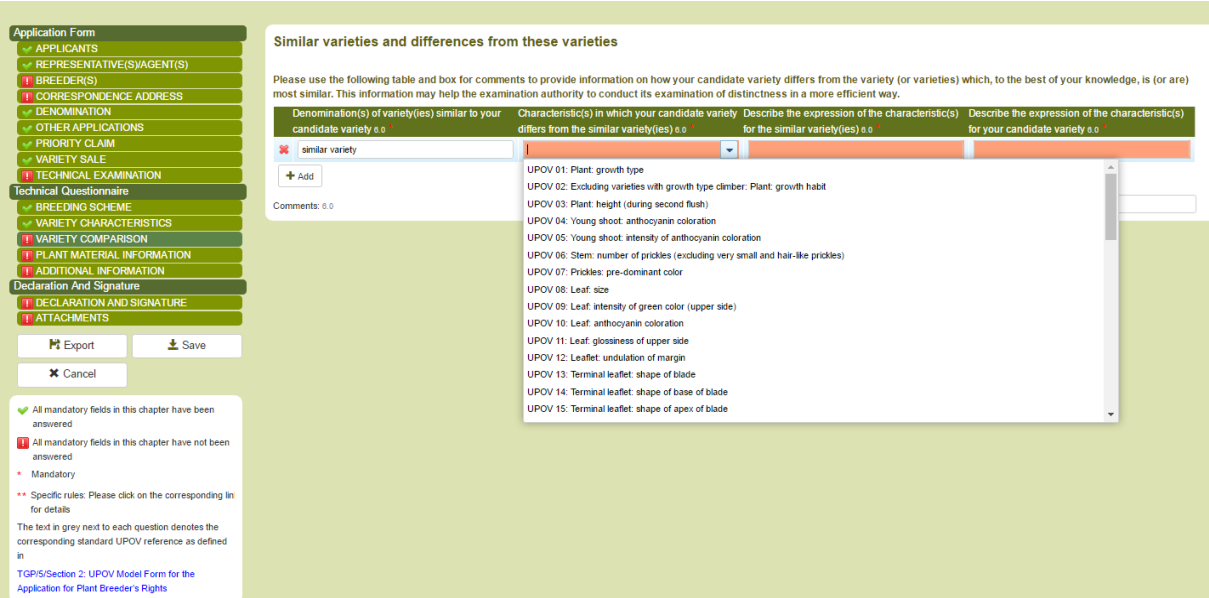


6.4.5.2.2 VARIETY CHARACTERISTICS

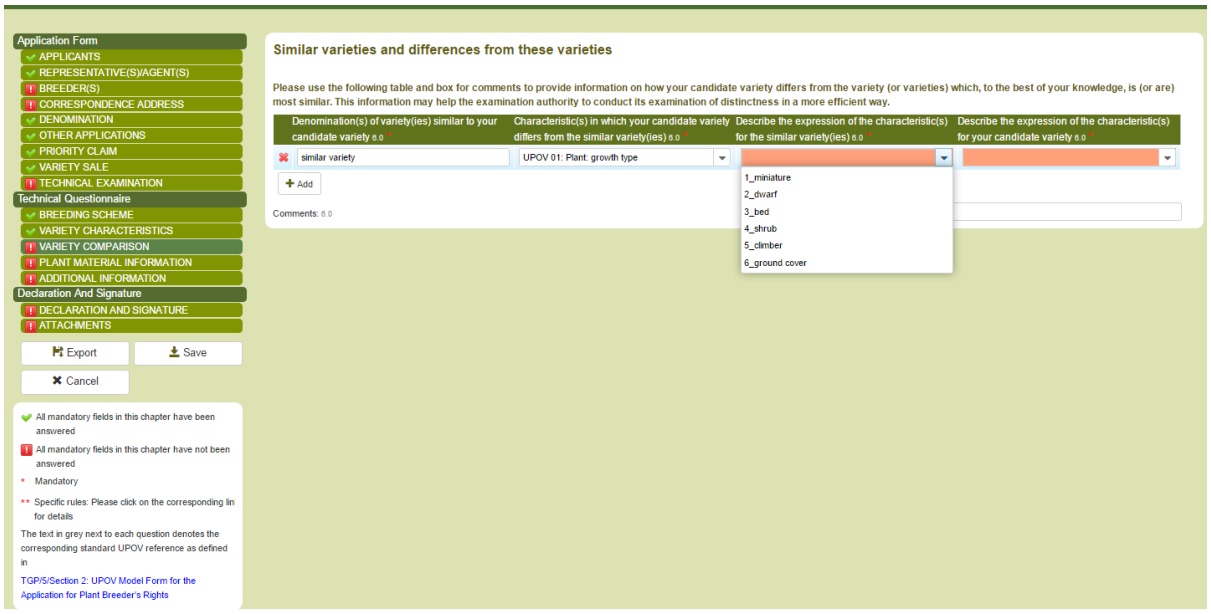


6.4.5.2.3 VARIETY COMPARISON

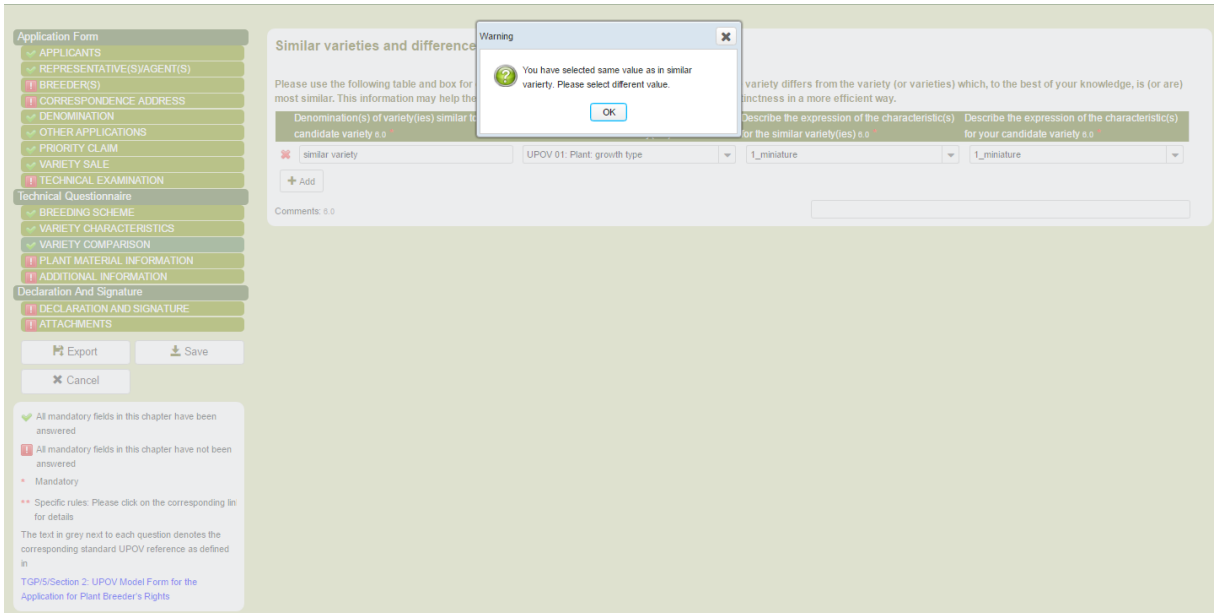
1. Select a characteristic among the list of characteristics.



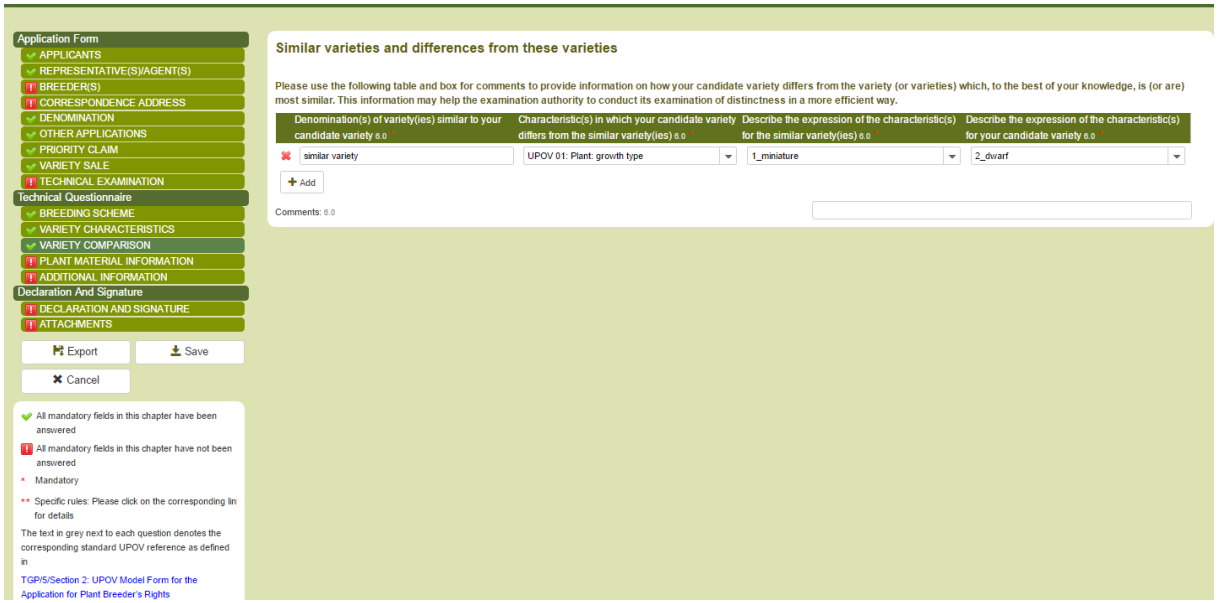
2. The drop down list for the state of expression of the candidate variety and the most similar variety is automatically populated.



3. If you select the same value for the candidate variety and most similar variety, a pop up window informs you that this action is forbidden.

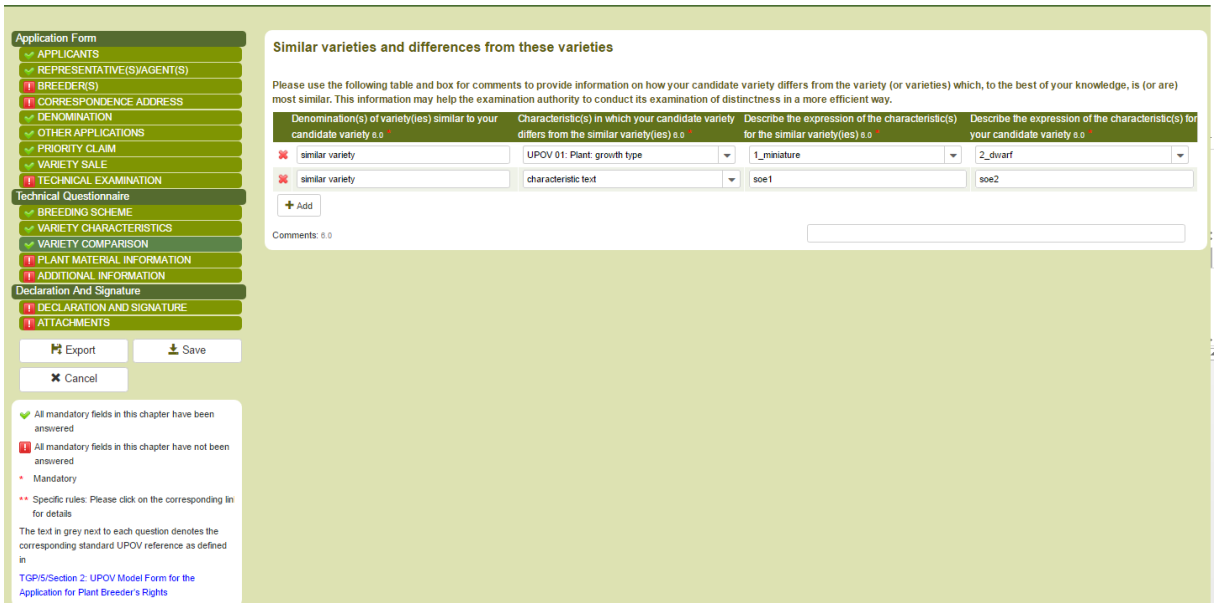


4. Choose another value and complete the denomination of the most similar variety.

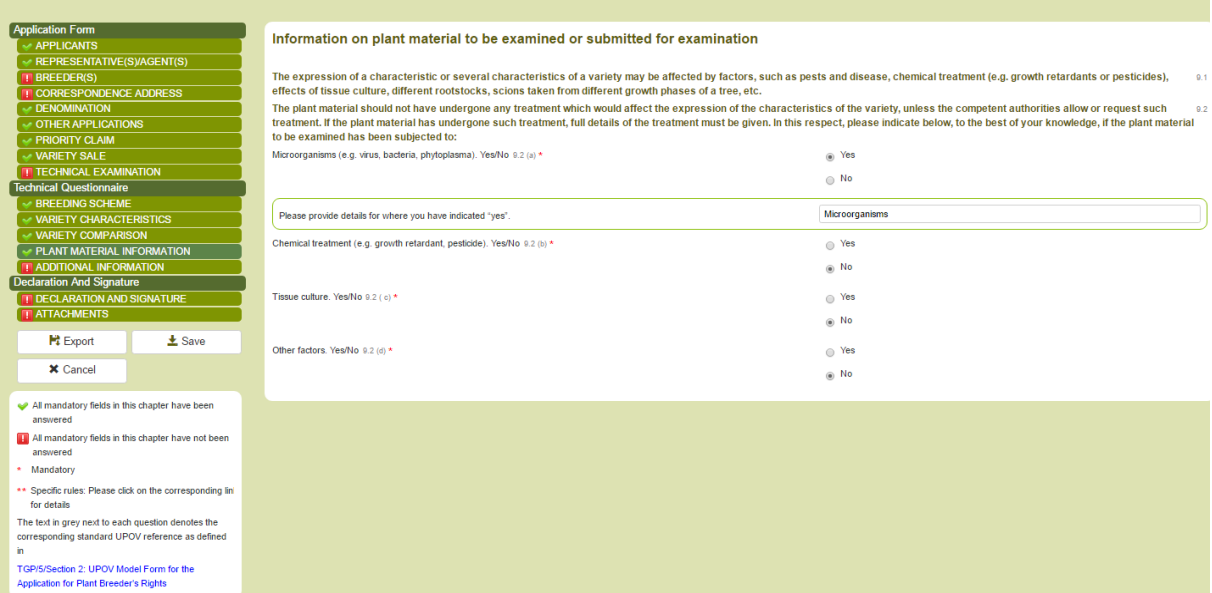


5. In order to add a new comparison, click on “Add”

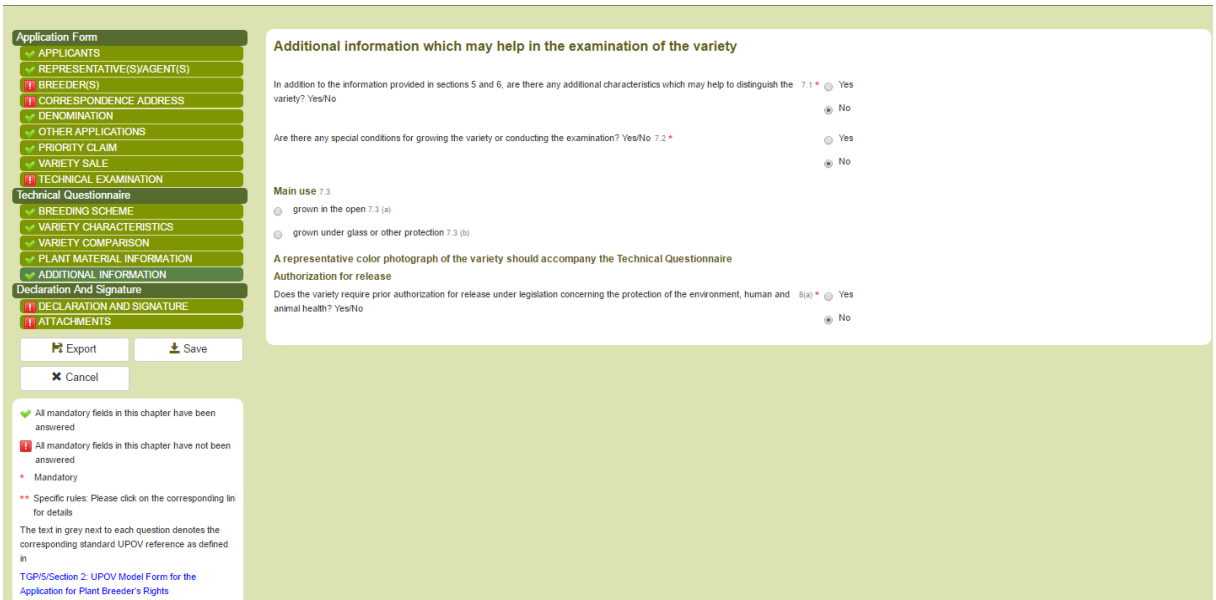
6. You can complete the characteristic as well as the different state of expression using free text information



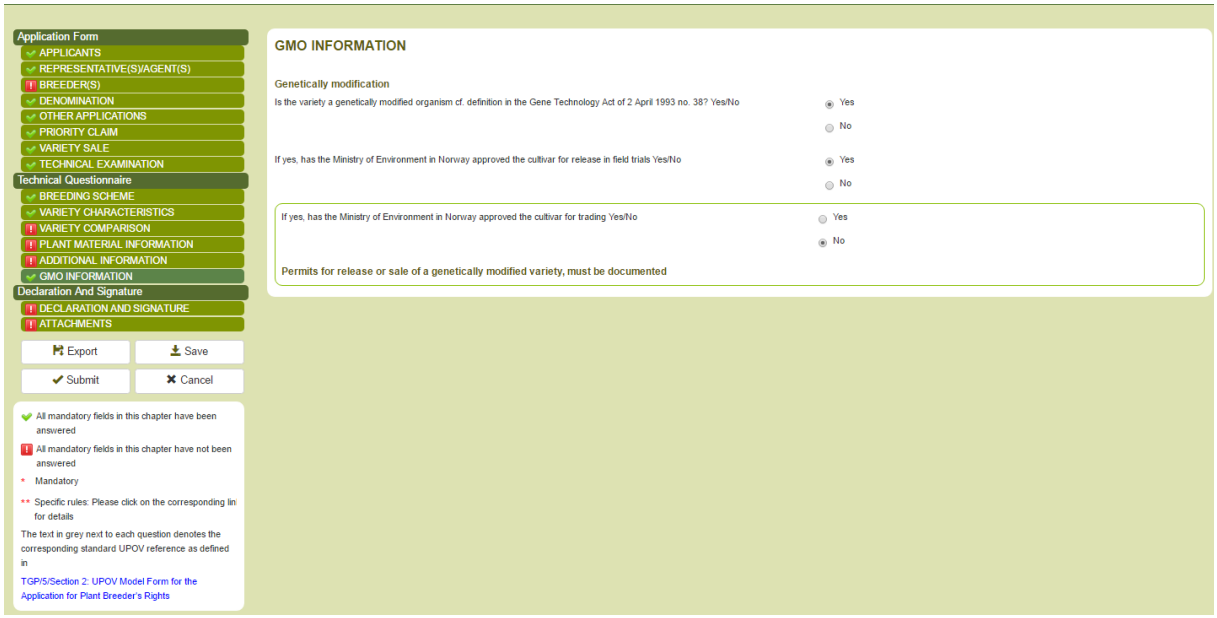
6.4.5.2.4 PLANT MATERIAL INFORMATION



6.4.5.2.5 ADDITIONAL INFORMATION



6.4.5.2.6 GMO INFORMATION

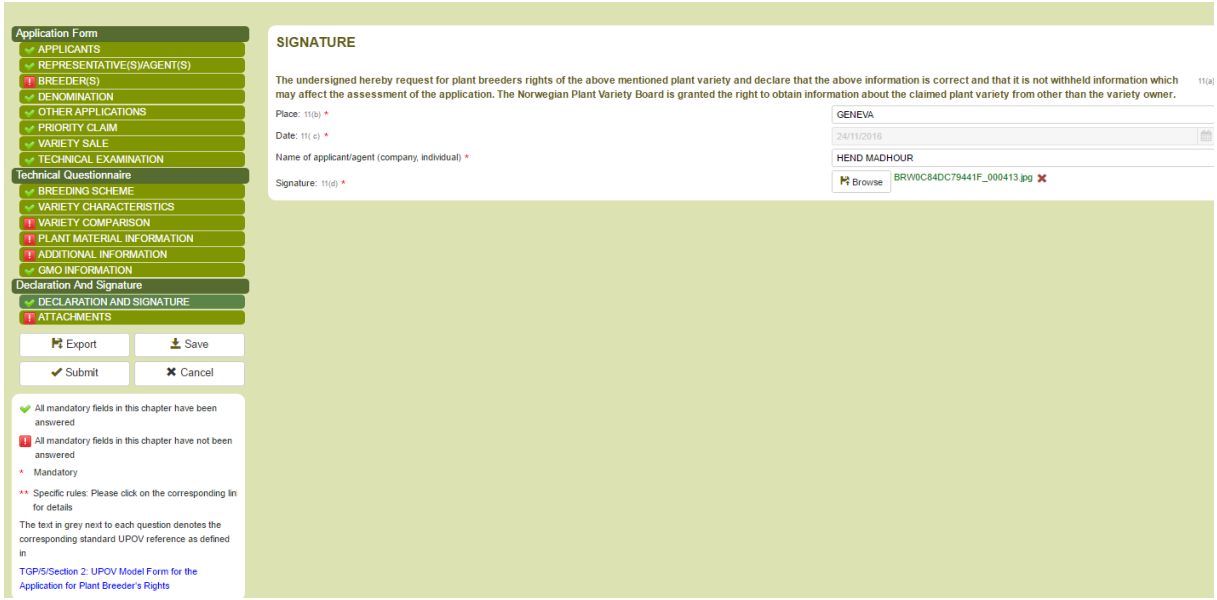


Note: If you answer "Yes" to the question related to GMO, please provide the required file in the attachments chapter.

6.4.5.3 Declaration and Signature

6.4.5.3.1 DECLARATION AND SIGNATURE

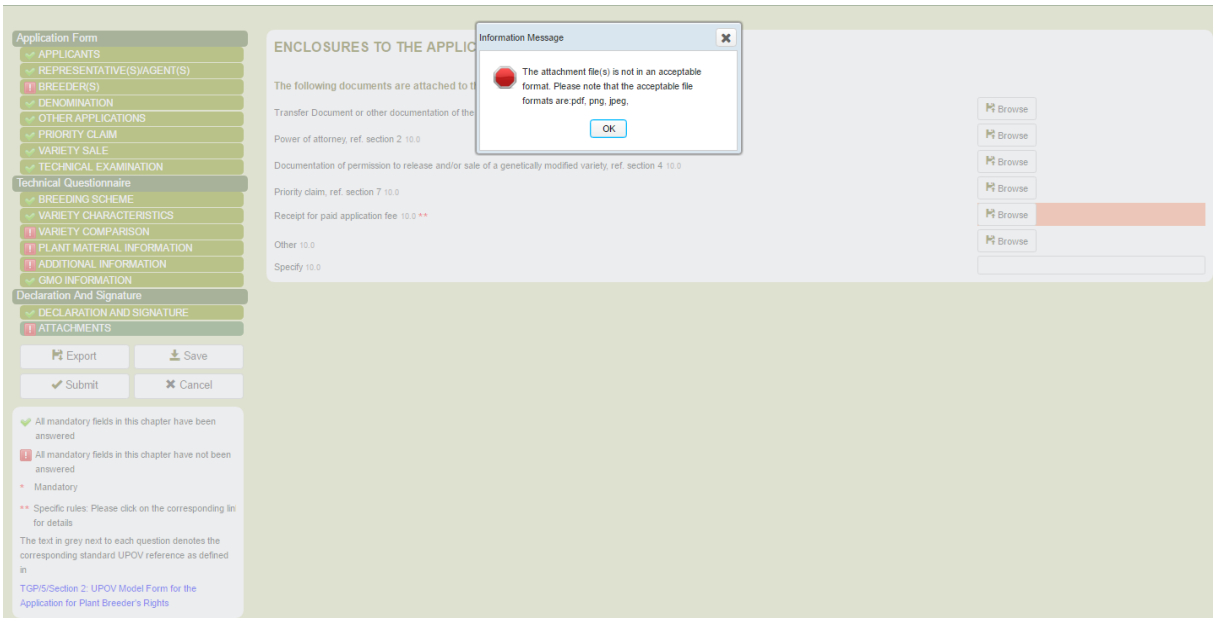
Only if you are the owner (the one who started the application), or if you are authorized by a breeder, can you complete this chapter.



6.4.5.3.2 ATTACHMENTS

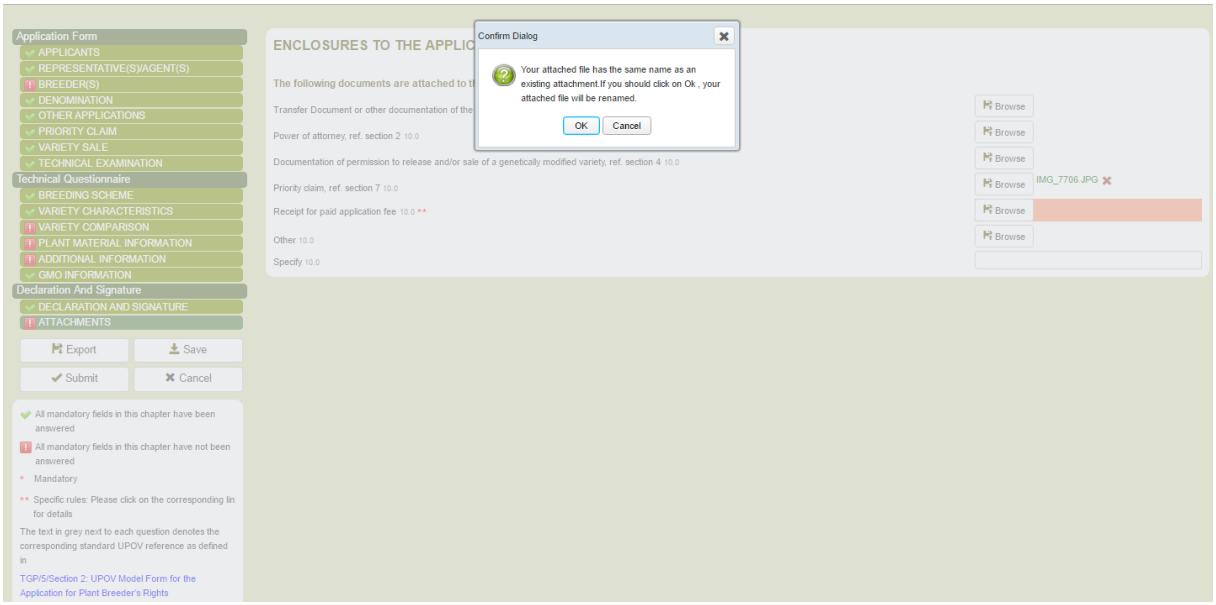
1. Upload the required attachments.

2. If the attached file type is different from JPG, PNG, PDF, a pop up window appears.

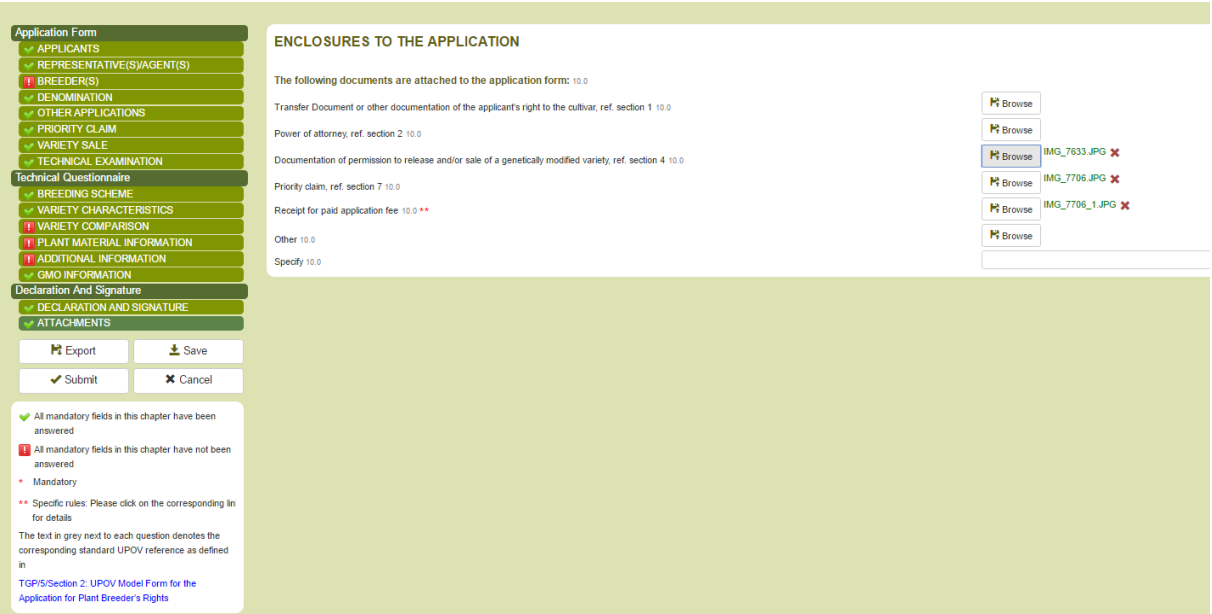


Note: It is also allowed to attach a zip file composed of multiple files (JPG, PNG, and PDF)

3. If you attach the same file twice:



4. Attach the correct format



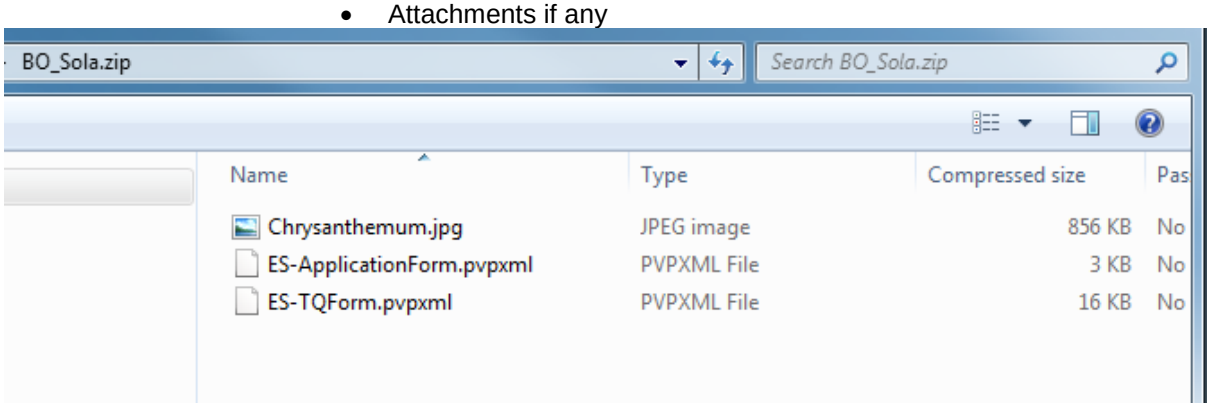
6.5 Export

In order to download and store the information in a local drive:

1. Click on Export

2. Open the downloaded file: It is a zip file that contains:

- Encrypted XML Application Form data
- Encrypted XML Technical Questionnaire data
- Attachments if any



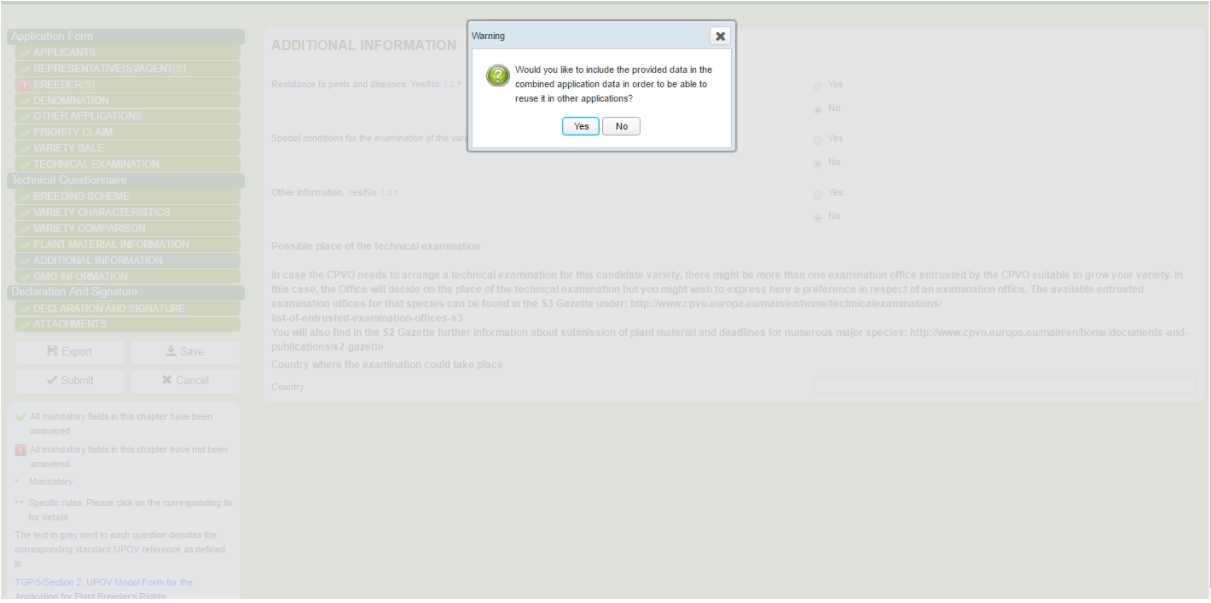
Note: File name conventions are used for the zip file and XML files:

1. The zip file name is a concatenation of the PBR Authority Code (e.g. BO), "_" and the four fist letters of the UPOV code for the chosen crop.
2. The application form file name is a concatenation of the language code used for answers (e.g. ES), "-", "ApplicationForm"
3. The technical questionnaire file name is a concatenation of the language code used for answers (e.g. ES), "-", "TQForm"

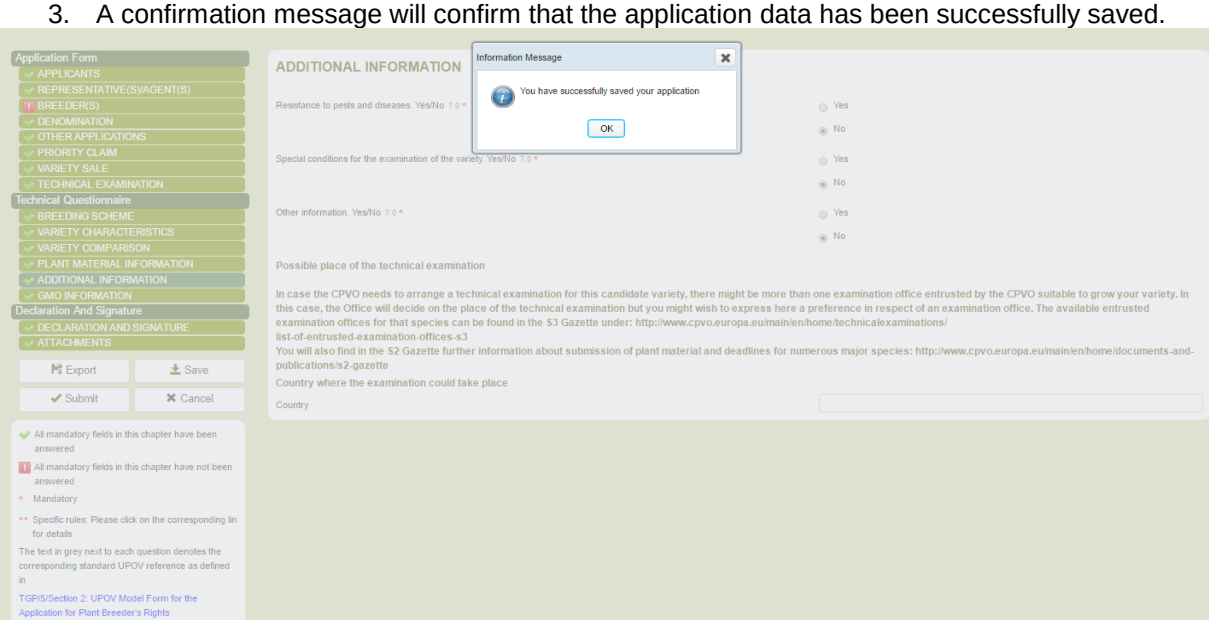
6.6 Save

In order to save the information in the database in an encrypted format:

1. Click on Save
2. A Warning message will pop up to invite to include if you wish the information in the combined application data of the candidate variety.

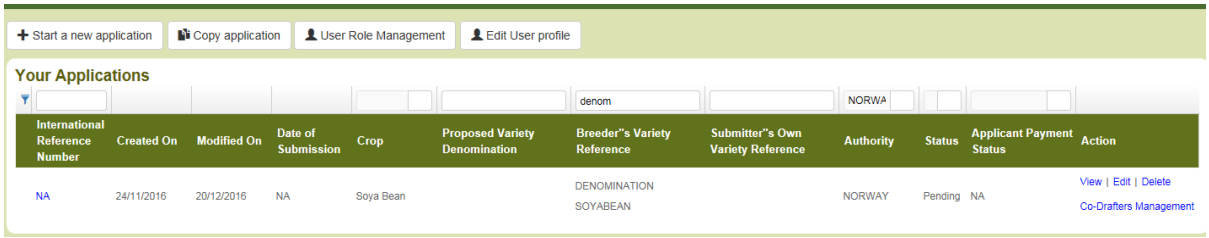


3. A confirmation message will confirm that the application data has been successfully saved.



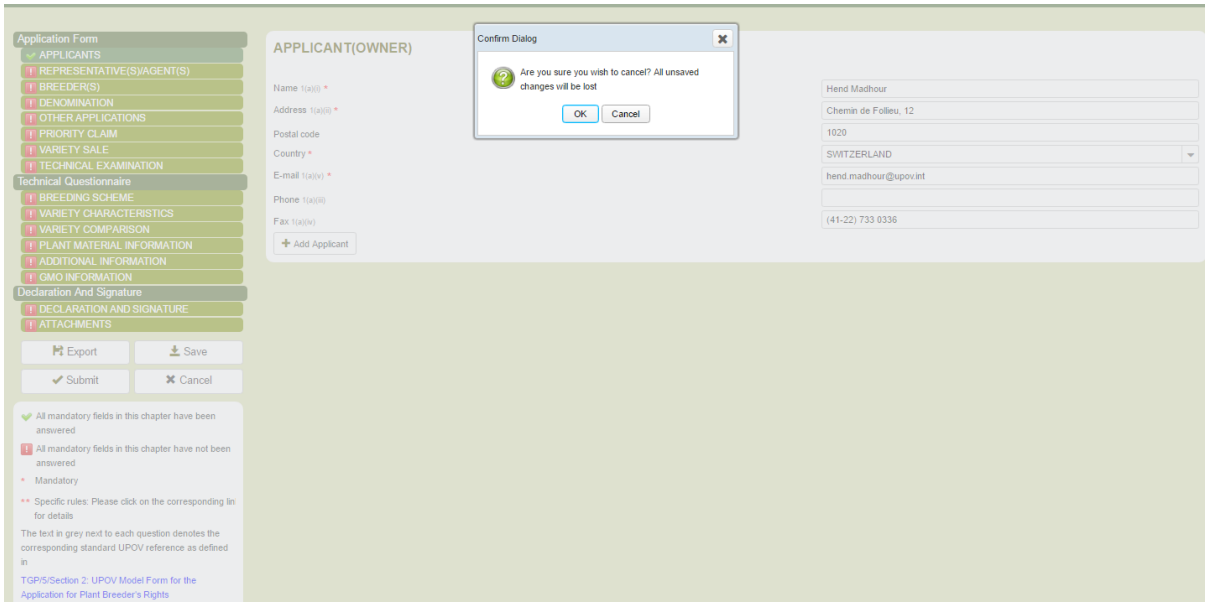
4. Click on Home in the header

5. The saved application data will appear in the dashboard as “Pending”.



6.7 Cancel

The information will be lost. A dialog will pop up in order to confirm that.

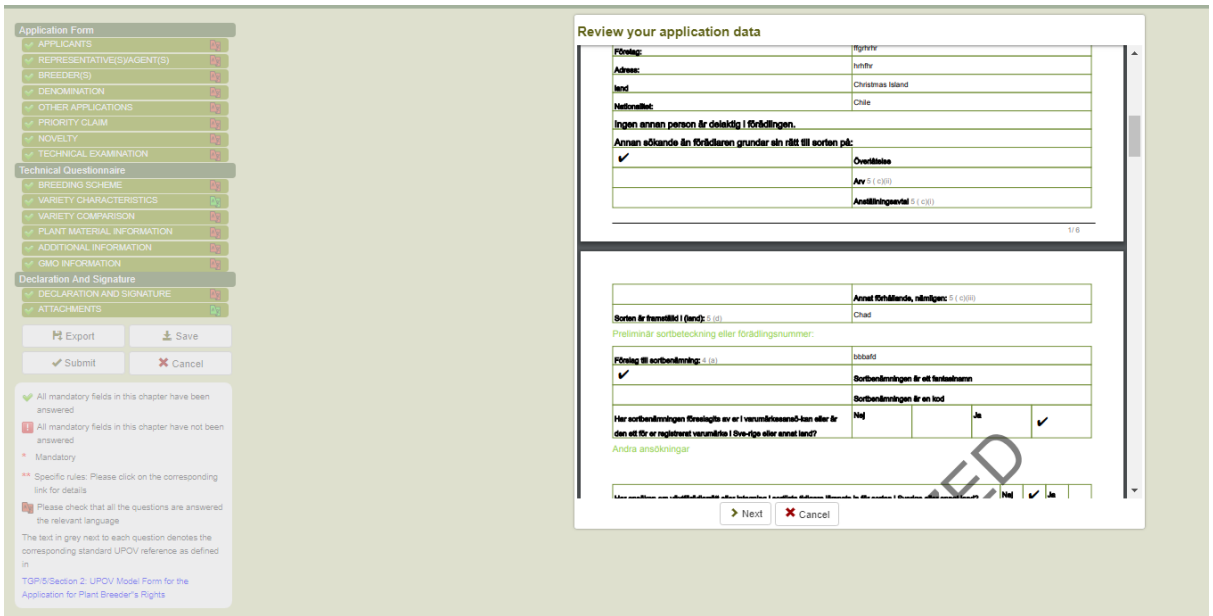


6.8 Submit

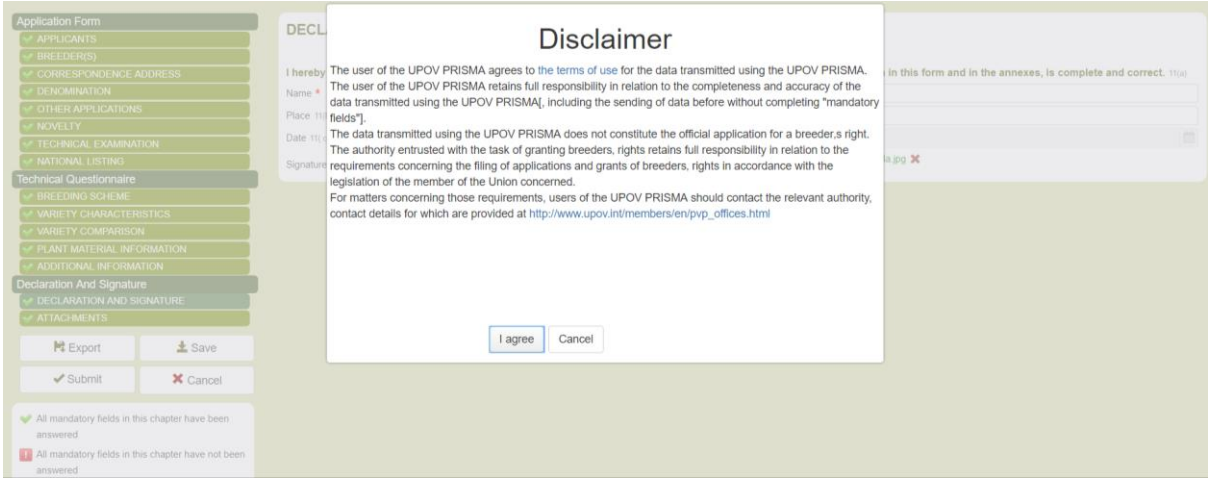
When all mandatory questions are completed, the green check appears next to the corresponding chapter. You can submit your application data only when all the chapters get the green check.

In order to submit your application data:

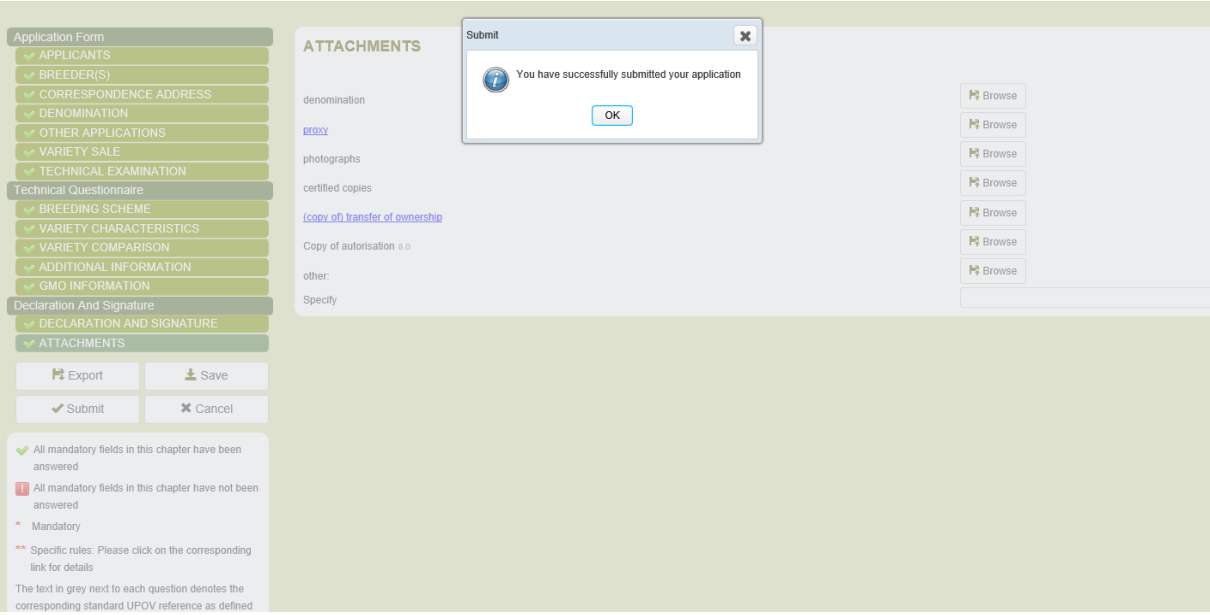
1. Click on Submit, you are invited to review your application data in the output format and language required by the authority.



2. Click on Next, the UPOV PRISMA disclaimer is displayed. You need to click on “I agree” in order to submit your application data.



3. A pop up message indicates that you have successfully submitted your application data.

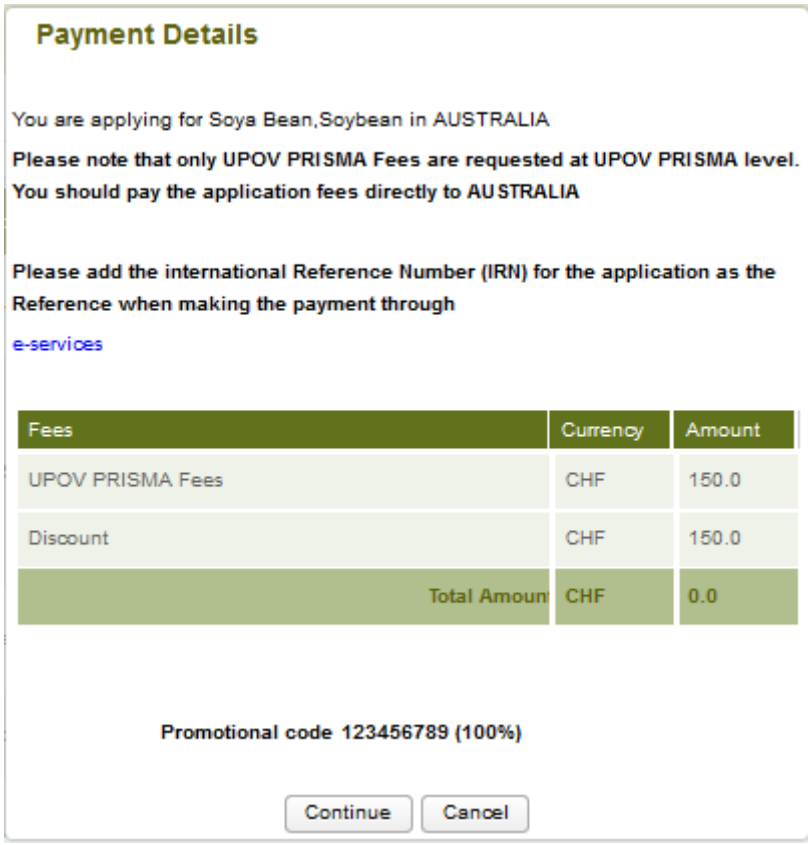


4. Click on OK. The payment details will appear:

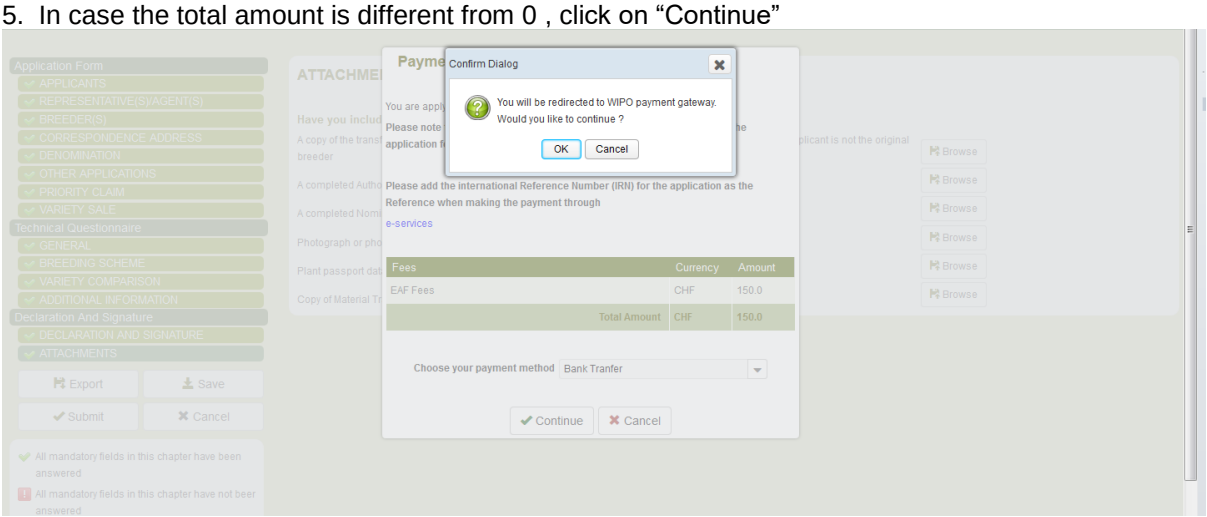
In the above case, the application fees should be paid directly to the designated PBR authority. Only the UPOV PRISMA payment is requested.

You can choose to pay by bank transfer or by credit card.

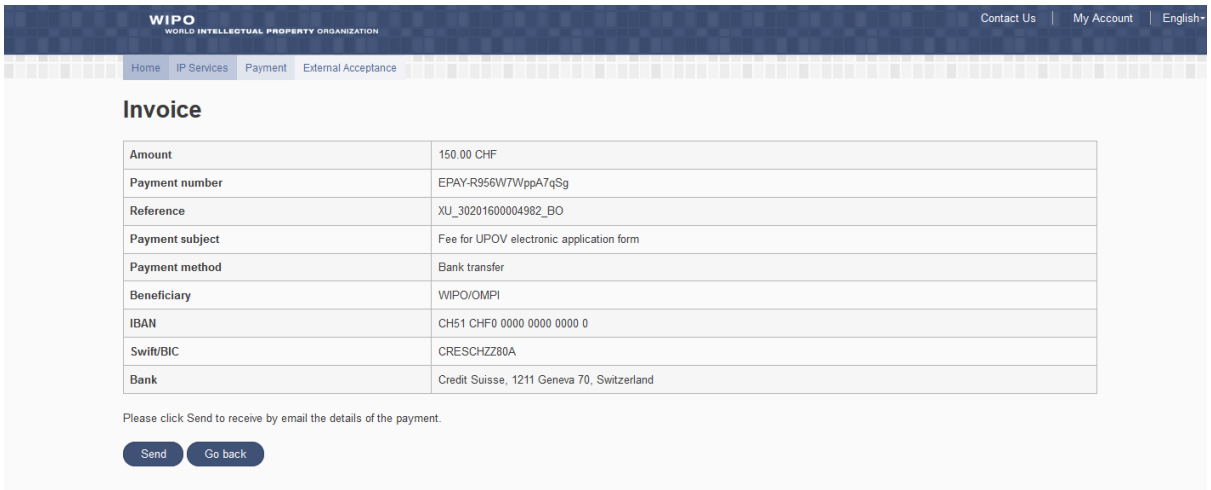
In the context of promotional campaigns, UPOV may distribute voucher codes that could be used to apply discounts on UPOV PRISMA Fees. If the discount is 100%, you will not be redirected to WIPO payment gateway.



5. In case the total amount is different from 0 , click on “Continue”

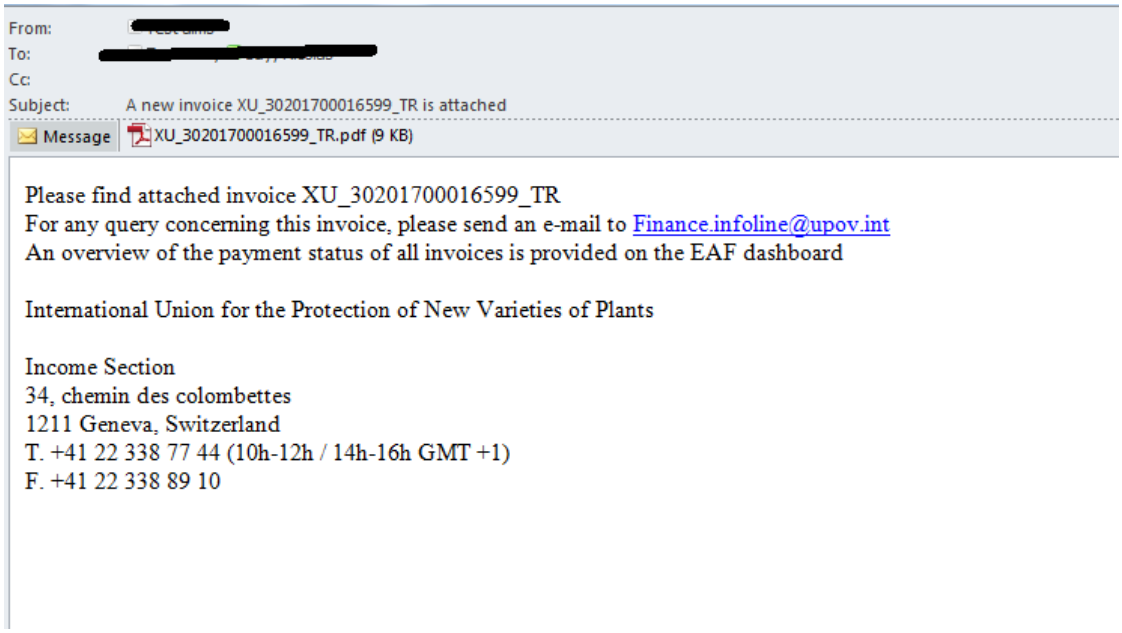


6. You will be redirected to the WIPO payment gateway. Click on OK



7. Click on “Send” in order to receive the payment details.

8. Check your mailbox



The received email contains also the invoice with the bank details information.

UPOV

FACTURE / INVOICE

Invoice No.: XU_30201700016599_TR
Our reference: EPAY-X7edE126RGUKxQ
Your reference: TR-Potato - Erika EN (Potato) (TR)

UPOV
Hend Madhour
Chemin des colombettes, 34
Geneve 1211

Client No: U000030

Genève / *Geneva* 16 Jun 2017

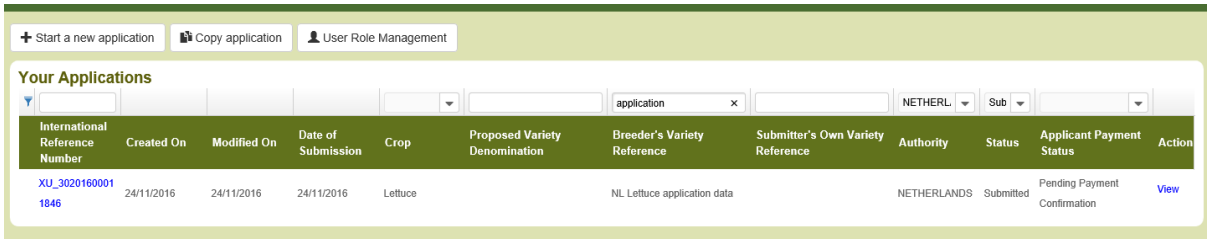
Description	Qté Qty	Devise Currency	Px Unitaire Unit Amt	Montant Amount
PBR Application Fees	1.00	EUR	500.00	500.00
UPOV EAF Fees	1.00	EUR	140.00	140.00
Application data (TR-Potato - Erika EN) for Potato in TURKEY submitted on 15/06/2017				
			Sous total / Subtotal (EUR):	640.00
Payment Ref: UVPMTFI-500001141			Déjà payé / Paid Amount (EUR):	-640.00
			Total à payer / Total amount due (EUR):	**0.00**

Credit Suisse, CH-1211 Geneva 70, UPOV account - IBAN N° CH98 0483 5243 6928 4200 2 - SWIFT/BIC:CRESCHZZ80A

When making your bank transfer please include the following :
Invoice No.: **XU 30201700016599 TR**

9. Click on Go back to go back to the UPOV PRISMA Web application data

10. In the dashboard, you can see that your application data has been submitted.



Note: It is not possible to remove or edit submitted application data.

11. Check your mailbox.

Wed 5/15/2019 4:27 PM

Noreply Upov

[UPOV PRISMA TEST] Application Data Submission(XU_30201900000133 PBR)

To agusan@yandex.ru

Cc Madhour, Hend

Madam,
Sir,

Please be notified that the applicant has submitted an application for **Blackberry,Boysenberry,Loganberry** to **MOLDOVA** as following:

International Reference Number	XU_30201900000133
Proposed Denomination	DEN TEST MD
Breeder's reference (if applicable)	
Date of Submission	15/05/2019

Please find the application data at: https://webaccess.wipo.int/eaf/getApplication.zul?ApplicationId=21373

Best Regards,

UPOV PRISMA Team

The email notification is sent to the PBR authority if requested. If not, it will only be sent to the "submitter" of that application data. In the provided link, only the PBR authority and the applicant(s) can download the application data in a secure way after authentication.

Note: The "submitter" is the person who submitted the application data. It should have either the role of "authorized signatory", "co-agent" or "agent".

Another email notification with information about next steps in the selected authority and crop is sent to all users involved in drafting the application data.

The provided PDF contains questions in the accepted language for answers set by the Breeder in the Settings page (§6.3).

Søknad (XU_30201600007845)

Art: Salat

Land / myndighet: NO

Teksten i grått bak hvert spørsmål angir korresponderende standard UPOV referanse slik den er definert i: TGP/5/Section 2: UPOV Model Form for the Application for Plant Breeder's Rights

Søknadsskjema

Søker (sortseier)

Navn 1(a)(i)	Hend Madhour
Adresse 1(a)(ii)	Chemin de Folileu, 12
Postnummer	1020
Land	SWITZERLAND
E-post 1(a)(v)	hend.madhour@upov.int
Telefon 1(a)(iii)	
Fax 1(a)(iv)	(41-22) 733 0336

Fullmektig

Navn	REPRESENTATIVE NAME
Adresse	REPRESENTATIVE ADDRESS
E-post	hend.madhour@upov.int
Telefon	
Fax	

Foredler

I hvilket land er sorten foredlet 5(d)	ARGENTINA			
Sortseier(ne) er foredler: Ja/Nei 5(a)(i), 5(a)(ii)	**Ja**		**Nei**	✓
Hvis nei, oppgi hvem som er foredler				
Navn 5(a)(iii)				
Adresse				
Postnummer				
Land				

Sorten

Betegnelse på foredlingen/foredlingsnummer 4(b)	TEST NO LETTUCE
Forslag til sortsnavn 4(a)	DENOMINATION

Tidligere søknader i land utenom Norge

Har sorten tidligere vært søkt rettsbeskyttet eller tatt opp på offisiell sortsliste? Ja/Nei	**Ja**		**Nei**	✓

6.9 Copy Application

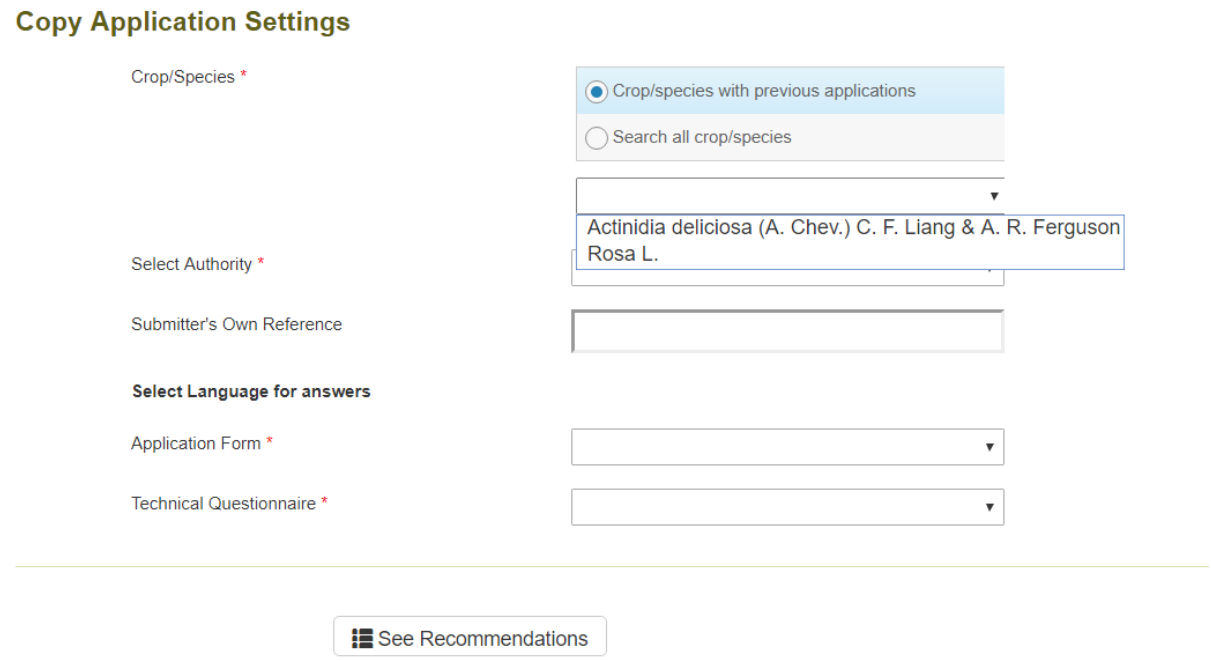
As a “Drafter”, a “co-agent” or an “agent”, in order to copy an application,

6.9.1 Using “Copy Application” button

1. Click on “Copy Application”

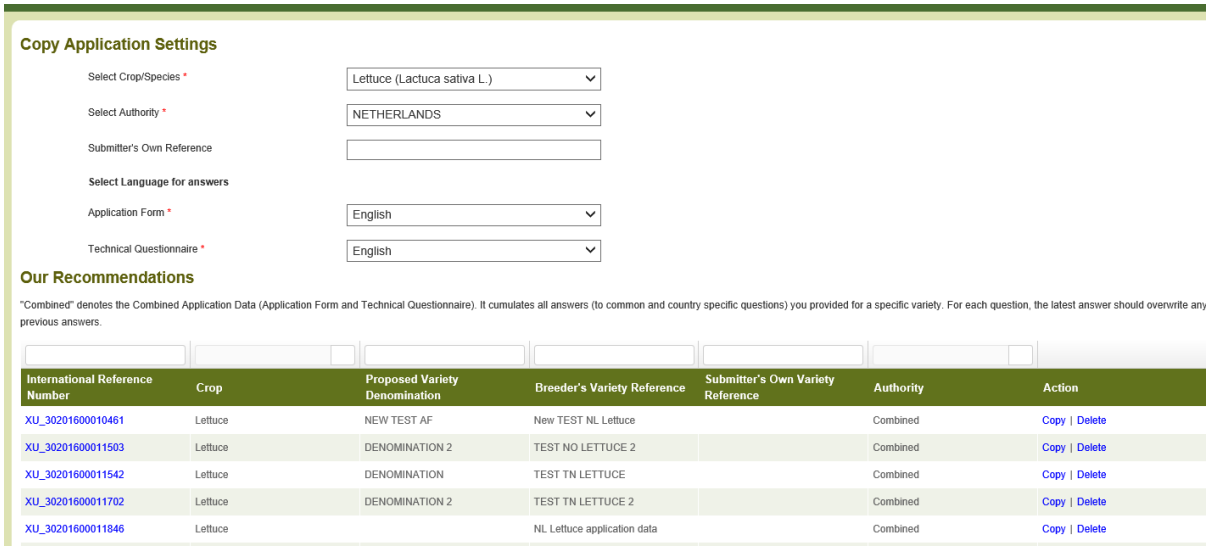
2. Complete the new application data parameters.

- Crop/species with previous applications: The drop down list is limited to the crops in which you have already related application data.



- Search all crops/species: You can choose other crops if necessary.

3. Click on “See Recommendations”:

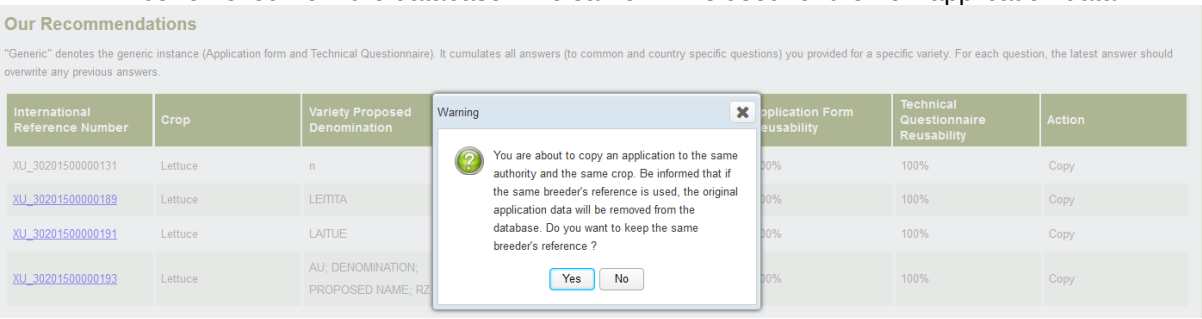


Note: Only applications in which the agent is the owner are displayed. It is not allowed to copy applications in which the agent has application data agent role.

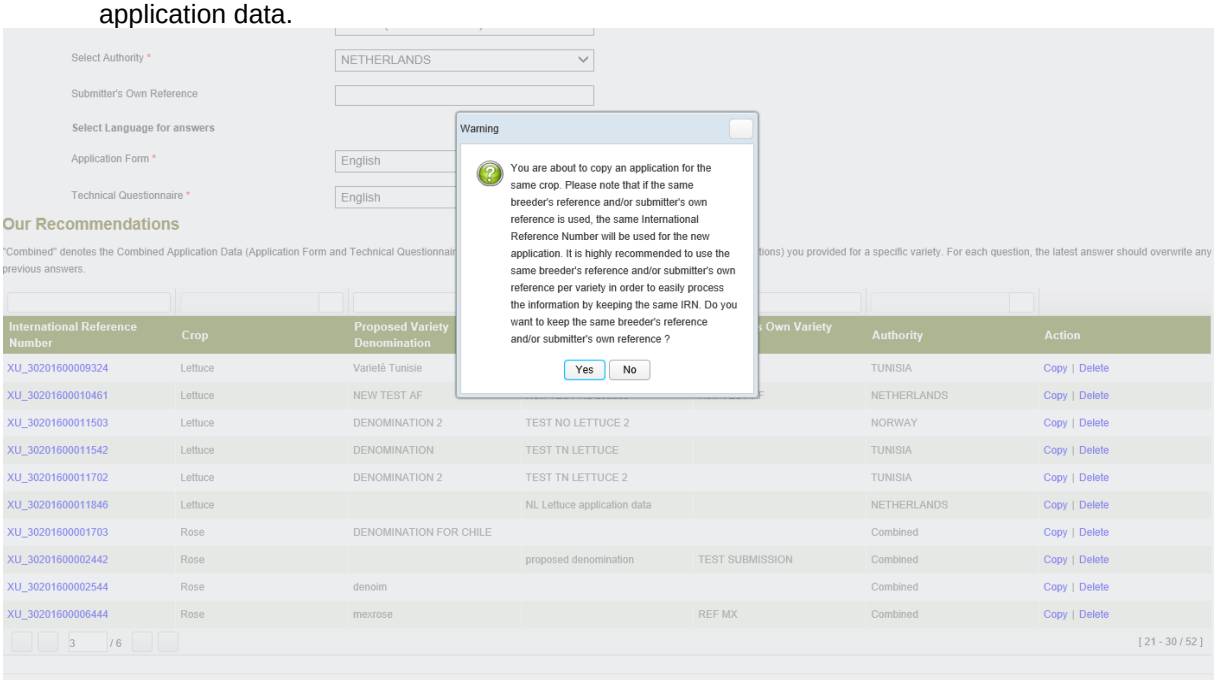
4. Click on “Copy”

If the original application and the new application have:

- **Same PBR Authority/ Same Crop/ Same application type (PBR or National Listing):** A pop up window will be displayed inviting the user to choose if they wish to keep the same breeder’s reference (and therefore override the original application data) or not. The user should be informed that if the same breeder’s reference is used, the original application data will be removed from the database. The same IRN is used for the new application data.



- **Different PBR authorities/Same Crop:** A pop up window will be displayed inviting the user to choose if he/she wants to keep the same breeder’s reference (and therefore keep the same IRN) or not. If a different breeder’s reference is used, a new IRN is assigned to the new application data.



- **Same PBR authority/ different crops:** the new application data will have a different IRN.
- **Different PBR authorities/different crops:** the new application data will have a different IRN.

5. Click on Yes, the form will be generated including prefilled questions

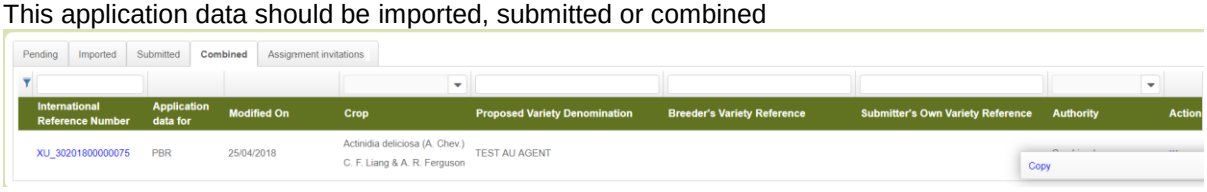
6. It is possible to edit, save and submit a copied application data in the same way as for new application data.

6.9.2 Using the "Copy" link in the dashboard

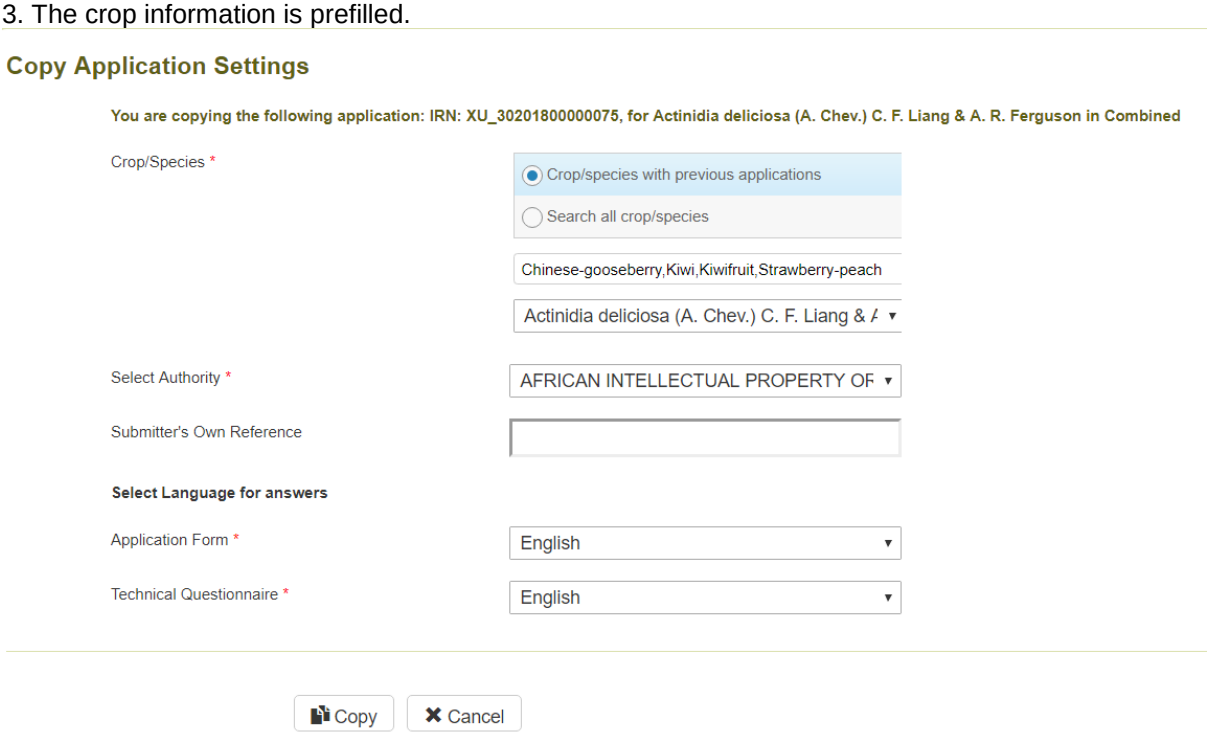
1. It is possible to copy any application data which fullfills the following requirements:

- You are the owner of this application data;

This application data should be imported, submitted or combined



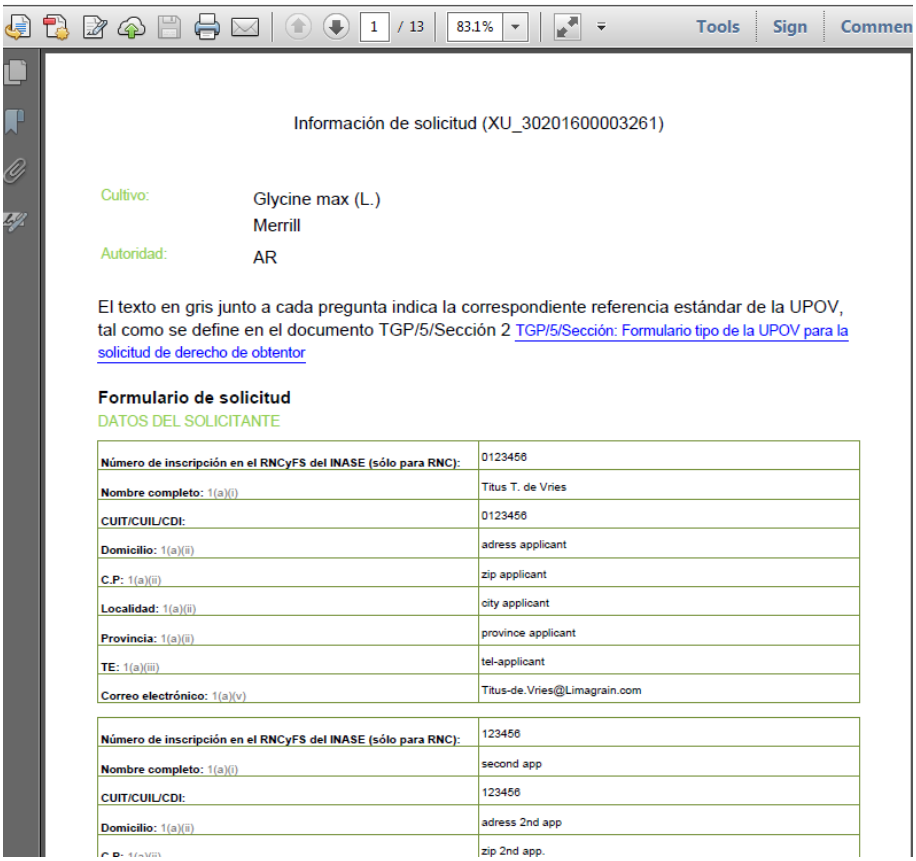
2. Click on Copy
3. The crop information is prefilled.



4. Select the authority, complete the other fields if necessary and click on "Copy"

6.10 View

The PDF questions are generated in the language of answers for submitted application data and in the language of questions for pending application data.



Información de solicitud (XU_30201600003261)

Cultivo: Glycine max (L.) Merrill

Autoridad: AR

El texto en gris junto a cada pregunta indica la correspondiente referencia estándar de la UPOV, tal como se define en el documento TGP/5/Sección 2 TGP/5/Sección: Formulario tipo de la UPOV para la solicitud de derecho de obtentor

Formulario de solicitud

DATOS DEL SOLICITANTE

Número de inscripción en el RNCyFS del INASE (sólo para RNC):	0123456
Nombre completo: 1(a)(i)	Titus T. de Vries
CUIT/CUIL/CDI:	0123456
Domicilio: 1(a)(ii)	adress applicant
C.P: 1(a)(ii)	zip applicant
Localidad: 1(a)(ii)	city applicant
Provincia: 1(a)(ii)	province applicant
TE: 1(a)(iii)	tel-applicant
Correo electrónico: 1(a)(v)	Titus-de.Vries@Limagrain.com

Número de inscripción en el RNCyFS del INASE (sólo para RNC):	123456
Nombre completo: 1(a)(i)	second app
CUIT/CUIL/CDI:	123456
Domicilio: 1(a)(ii)	adress 2nd app
C.P: 1(a)(ii)	zip 2nd app.

For security reasons, the generated PDF for pending application data contains a watermark (UNAUTHORIZED).

APPLICATION DATA (XU_30201600007722)
PBR/00/001 (0714)

Crop/Species: Lactuca sativa L.

Authority: AU

The text in grey next to each question denotes the corresponding standard UPOV reference as defined in TGP/5/Section 2: UPOV Model Form for the Application for Plant Breeder's Rights

Application Form

APPLICANT(S)

Name of Applicant 1(a)(i)	Entity Name
Contact Name 1(a)(i)	Hend Madhour
Street Address 1(a)(ii)	Chemin de Foliseu
(a second line) 1(a)(ii)	12
Postal Code	1020
State	Vaud
Country	SWITZERLAND
Telephone (include area code) 1(a)(iii)	(41-21) 635 02 02
Mobile (include area code)	(41-78) 445 45 42
Fax (include area code) 1(a)(iv)	(41-22) 733 0336
E-mail address 1(a)(v)	hend.madhour@upov.int
ACN/ARBN (if applicable)	12454787878-ACN

REPRESENTATIVE(S)/AGENT(S)

Agent appointed to act on behalf of the applicant 2 (b) (ii)	**Yes**		**No**	✔

BREEDER(S)

	Breeder is the applicant 5(a)(i)
	Breeder is an employee or member of an organisation which is the applicant
✔	**Breeder is not the applicant.**
Name of original breeder(s) who conducted or directed the work 5 (a) (iii)	BREEDER NAME
Employer (if applicable)	BREEDER EMPLOYER

UNAUTHORIZED

6.11 Edit

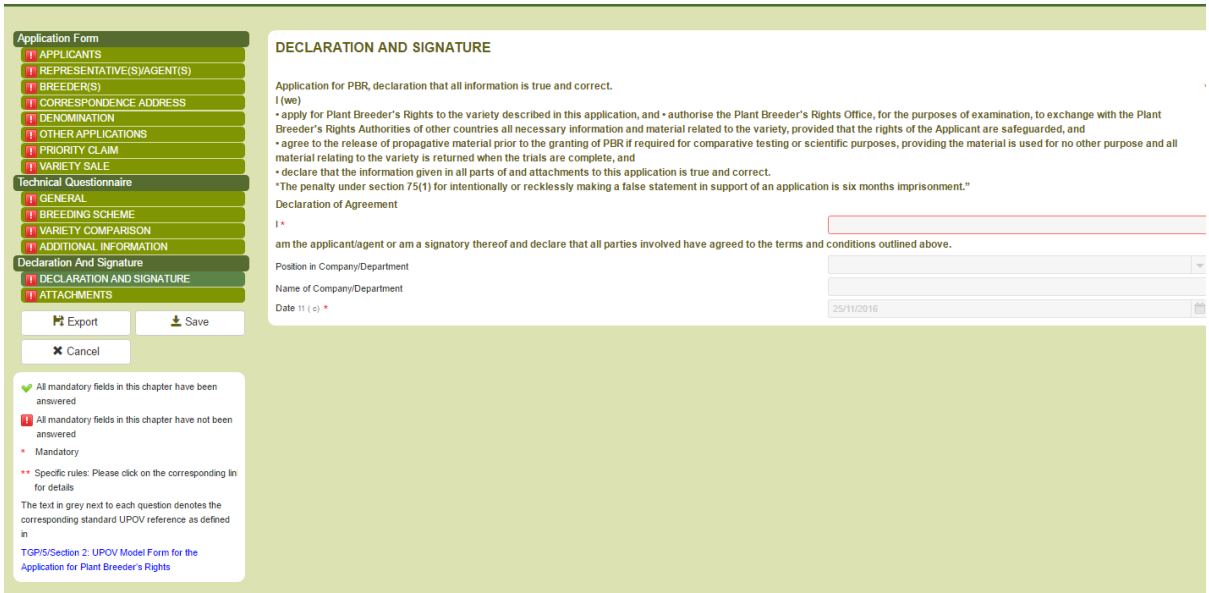
In the dashboard, an application data with a PENDING status has an “Edit” link in the action column.

Note: After saving, the application data appears as “PENDING” in your dashboard. If you are assigned the “Co-Drafter” role on this application data, you will see it also in your dashboard even if you have not started that application.

In order to resume drafting that application data:

1. Click on Edit Link
2. The form will be loaded and contains already provided answers.
3. Depending on your role, you can edit all or a part of the questions:

a. If you are an application agent, you can edit “Declaration and Signature” chapter only if the breeder has authorized you to sign the application.

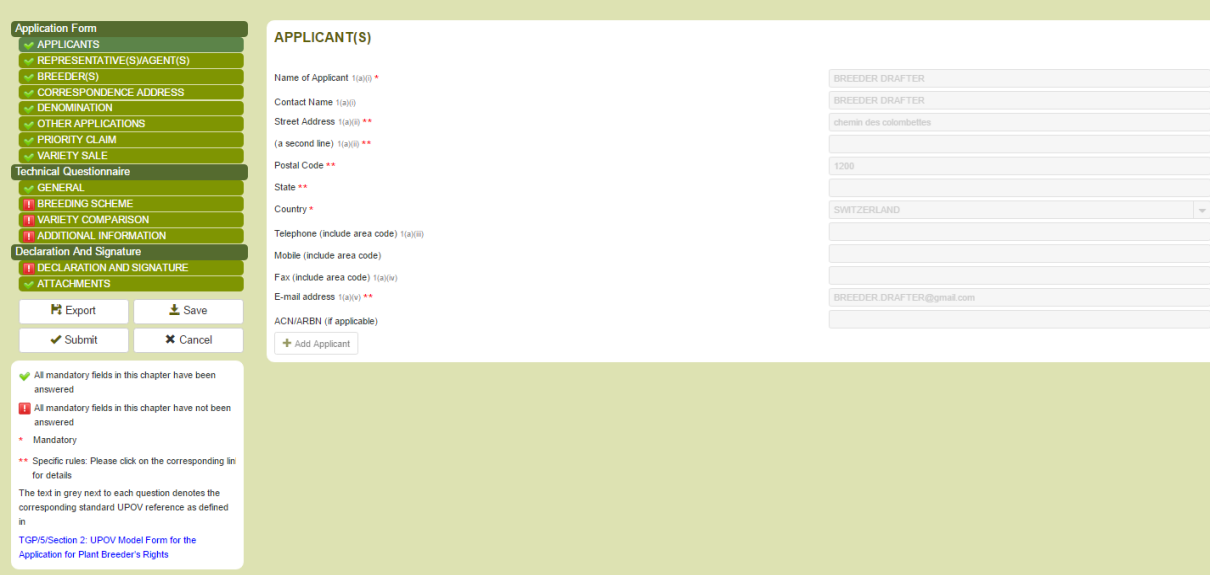


b. if you are the application owner (the one who started the application), you can edit all chapters.

6.12 Sign

Sign allows the authorized agent to complete “Declaration and Signature” chapter.

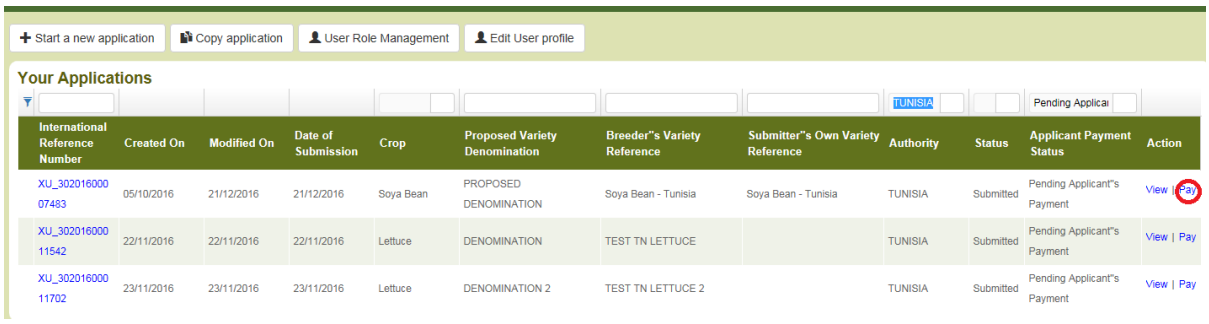
When the Authorized agent clicks on Signthey are not able to edit other chapters unless they have been granted edit permission by the breeder.



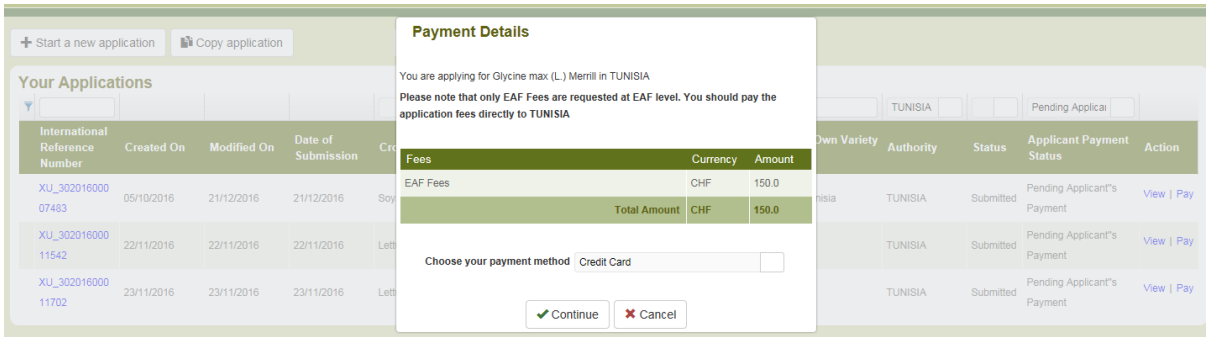
6.13 Pay

In principle, the payment is done directly after submission. It is also possible to pay later by clicking on the link in the dashboard, for example if there is a problem in the payment procedure.

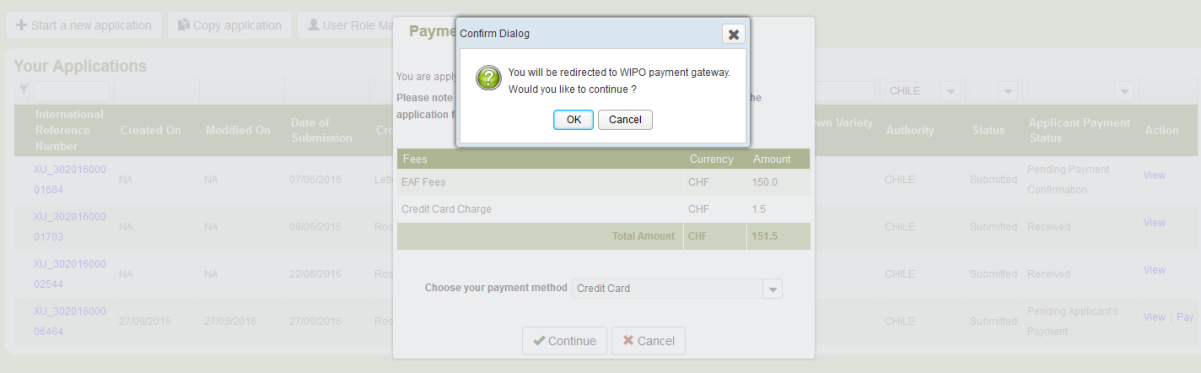
1. Click on Pay



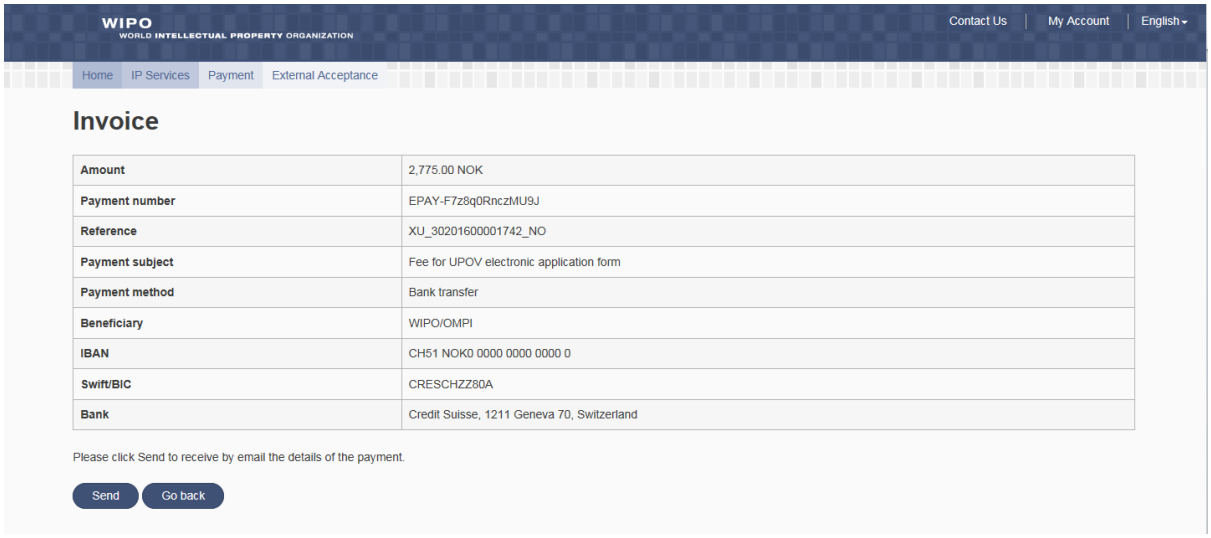
2. The payment Details window is displayed. It shows the amount to be paid. Choose your payment method and click on Continue



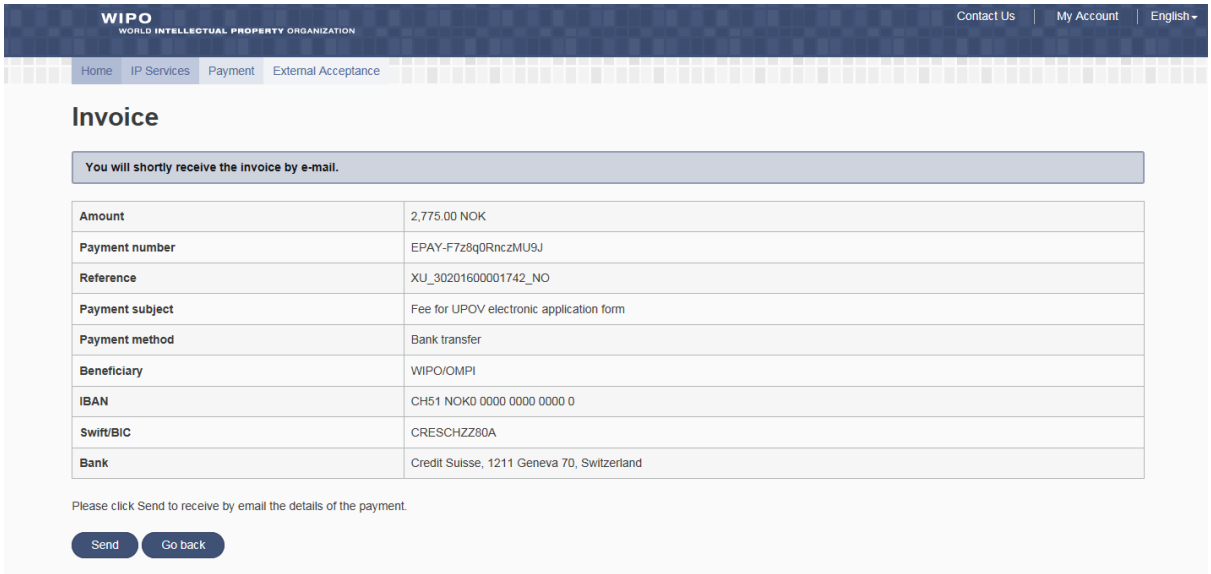
3. A popup window is displayed to invite to go the WIPO payment gateway.



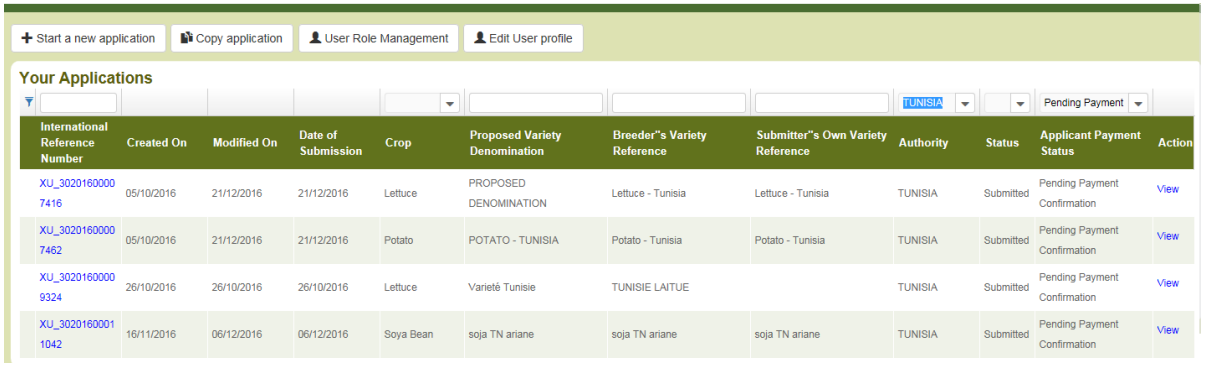
4. Click on OK, the invoice details will be displayed



5. Click on send in order to receive it by email

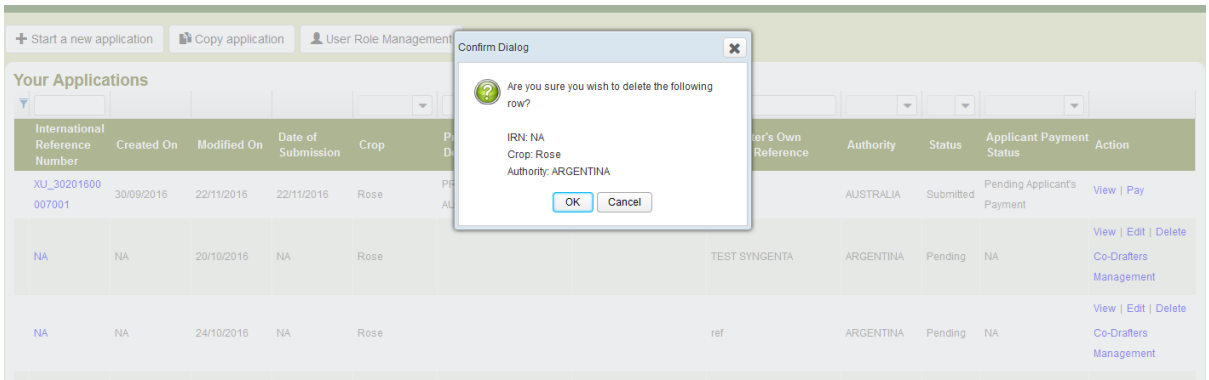


6. Click on Go back in order to go back to the UPOV PRISMA dashboard. The Applicant Payment Status is updated to “Pending Payment Confirmation”



Note: The transfer of money concerning the application fee to the PBR authority will be effected as soon as possible but may take a few days between the time the payment is effected by the user and the time the payment is received by the PBR authority.

6.14 Delete

In order to remove a pending application, click on Delete link

A pop up window including information about the deleted application data will be displayed as follows: