UPOV PRISMA

UPOV PRISMA

User Guide for PVP Offices

UPOV PRISMA Version 2.4

Table of Contents

1   About this guide

This guide is intended for PVP Office users of UPOV PRISMA and 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
PBR	Plant Breeder's Rights
PVP	Plant Variety Protection
NLI	National Listing

3   Overview

UPOV PRISMA is a tool to transfer application data from breeders to the PVP offices[1] of participating UPOV members.

The list of participating UPOV members 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 user should:

1. Create a WIPO Account (§4)
2. Request a role assignment (§5.3)

Two roles are identified:

- PVP Office Administrator has the ability to set up PVP Office preferences, to assign PVP Officer(s) and to request payment if applicable. The role of PVP Office Administrator is assigned by the UPOV PRISMA Admin.
- PVP Officer has the ability to access submitted application data and to request payment if applicable.

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[1] PVP Office is the term used in this document for the authority responsible for granting plant breeders' rights

	View	Request payment	Role Assignment
PVP Office Admin	X	X	PVP Officer
PVP Officer	X	X	

3. Complete their user profile (§5.2)
4. Access the home page (§5.1)

From the Home page, depending on their role, the user can navigate through the different pages as described below:
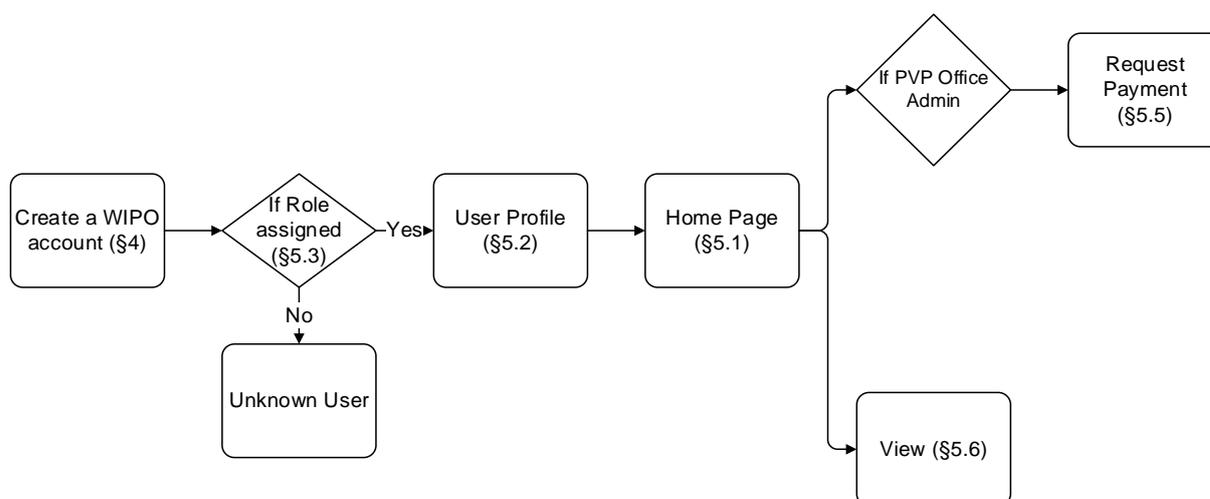
4 WIPO Accounts

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 PVP Office), 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.

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.

WIPO

UPOV

Dear PVP Office OFFICE

Please visit the following link in order to confirm your WIPO account:

https://www3.wipo.int/wipoaccounts/en/upov/public/validate.xhtml?key=yhm2k2xjwLEPpYMQ7Rd89SjJADL45JtsJQdnZvFYu58lo8ACnzj5nXwphvINfOWX .

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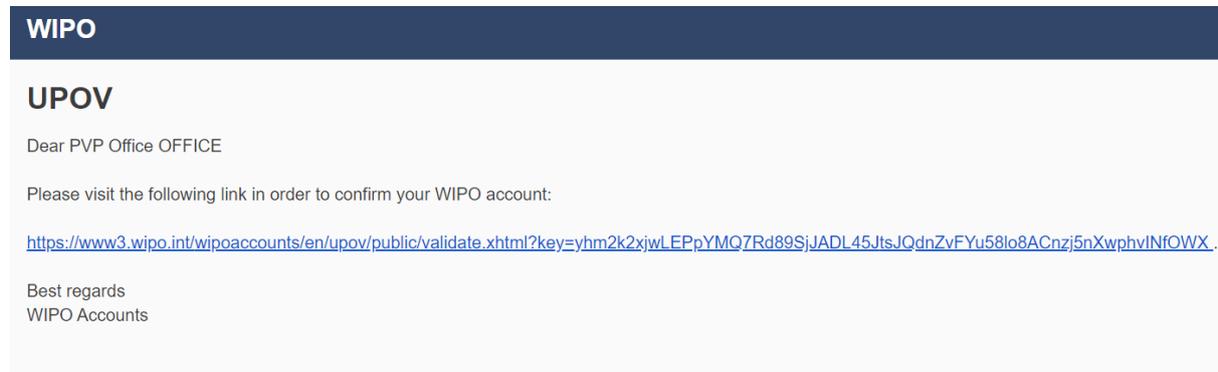
10. Click the link in the e-mail to validate the creation of your user account.

WIPO ACCOUNTS
- WIPO online services
- My profile

REGISTRATION
- Create an account
- Request confirmation code
- Reset password
- Forgotten username

Confirm user account

✔ The creation of your user account has been confirmed successfully!
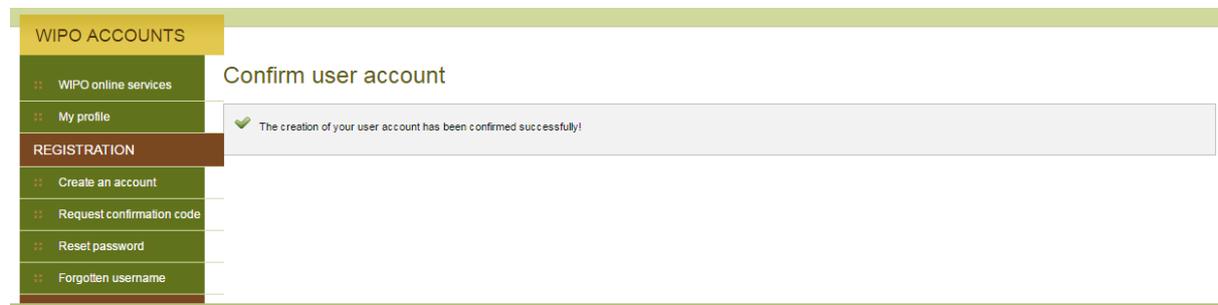
11. Your account has now been activated.

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

Unknown user

Step 1: Request User authorization
Which role is the most appropriate for you?
BREEDER - you are making applications for your own varieties
Has your company/organization registered an administrator for UPOV PRISMA?
- If yes, you must request your administrator to assign you a specific role (drafter, authorized signatory, co-breeder admin)
- If no, please prepare a scanned copy of an official signed letter from your company/organization (see model)
AGENT - you, or your company, are acting on behalf of breeders either by assisting them in parts of their application or completing the application on their behalf
Have you, or your company, registered an AGENT ADMINISTRATOR in UPOV PRISMA?
- If yes, you must request your administrator to assign you a specific role (drafter, authorized signatory, co-agent)
- If no, please prepare a scanned copy of an official signed letter from your company/organization (see model)
Step 2: Upload your authorization letter

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

- Your PVP Office admin or,
- UPOV PRISMA admin: please complete the contact form in order to request access as a PVP Office Admin. You need to attach a signed document from an appropriate person within your PVP Office.
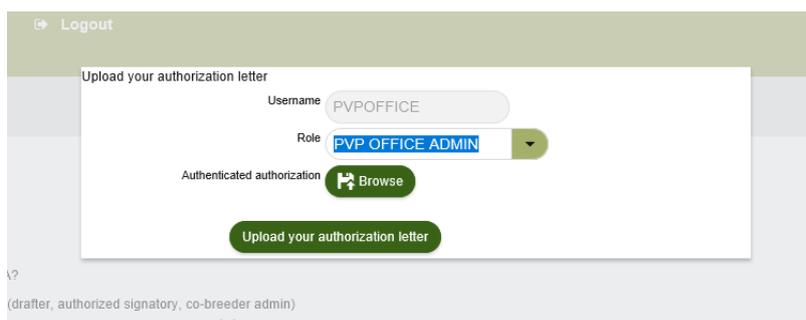
14. Once you receive a confirmation message from the UPOV PRISMA, access the UPOV PRISMA. The home page will be displayed.

4.2 Forgotten username

If you have forgotten your username:

1. Click on the 'Forgotten username?' link
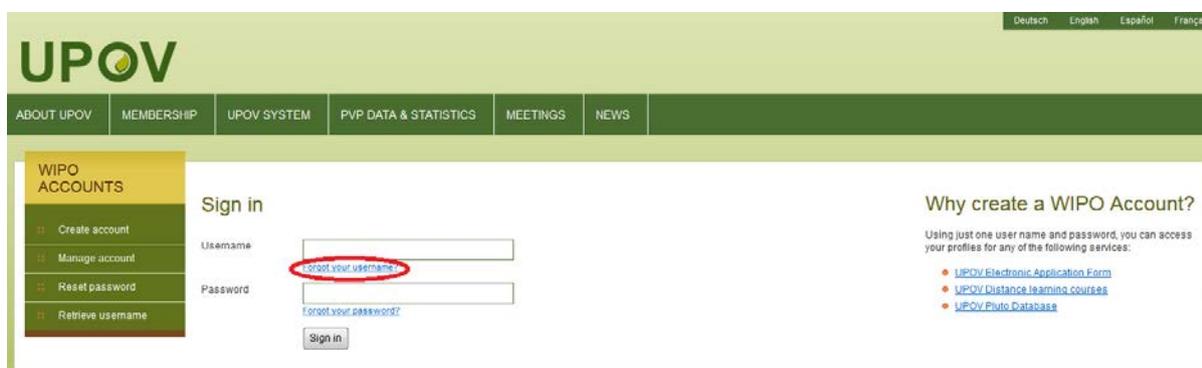
2. You will be redirected to the 'Forgotten username' screen
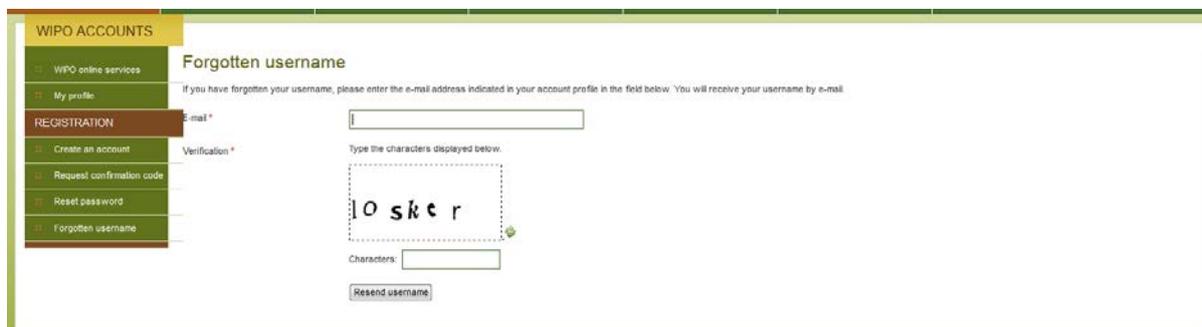
3. Enter your e-mail address in the corresponding field, making sure to type the e-mail address correctly.

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.
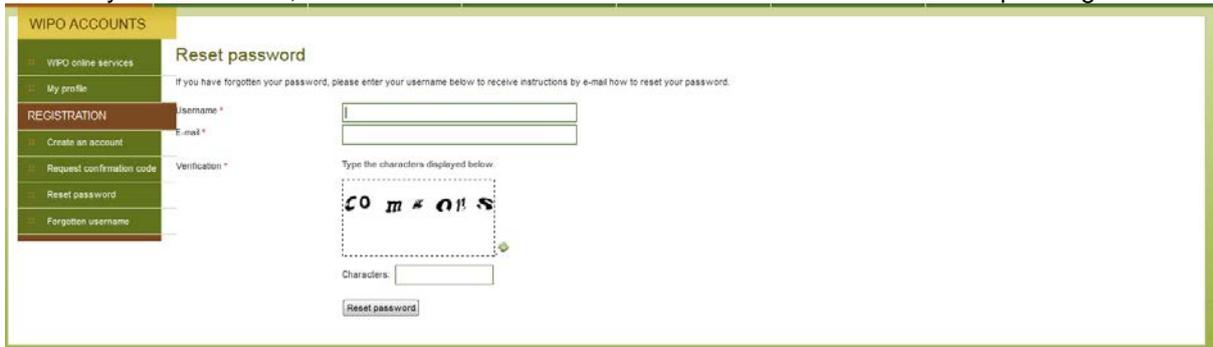
2. Click on 'Reset Password.'

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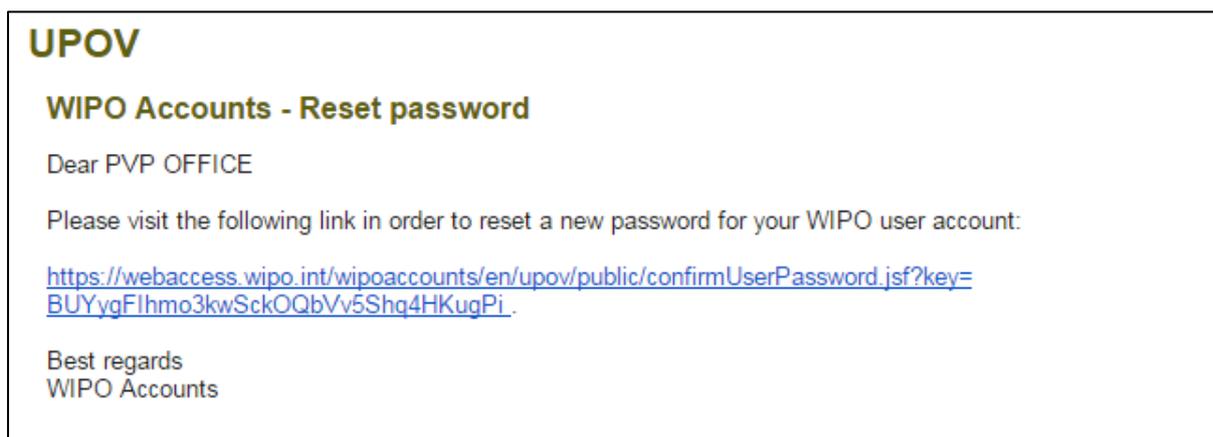
4. Click the link in the e-mail to go to the Reset password screen.

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 - Overview of Features and Functionalities

Now, you've created your WIPO Account (§4) and your administrator has assigned to you the adequate role (§5.3). You can now access the UPOV PRISMA.

5.1 Home Page

5.1.1 Header

The header includes:

1. : UPOV PRISMA logo, click on it to load the Home page from any page of UPOV PRISMA;

2. : edit your profile;

3. : manage general roles;
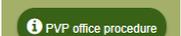
4. : this button takes you to the UPOV website where you can find all the information about UPOV PRISMA, including PVP office procedures;

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

6. : here you can select navigation language;

7. : exit UPOV PRISMA;

8. : Use this function to write questions directly to UPOV PRISMA team.

5.1.2 Dashboard

The PVP officer/ PVP Office Admin is able to view the list of the application data submitted to the PVP office of the logged user.

UPOV Dashboard

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 a same variety is submitted for different authorities, all corresponding application data will be assigned the same IRN. However, the IRN is unique per PVP office. It means for the same PVP office it is not possible to get more than one application data assigned with the same IRN;
2. **Application data for:** PBR or National Listing;
3. **Modified On:** Date when the application data is updated;
4. **Date of Submission:** Date when the application is submitted ;
5. **Crop:** The crop to which the candidate variety belongs;
6. **Proposed Variety Denomination:** The denomination proposed by the breeder to identify the candidate variety;
7. **Breeder's Variety Reference:** This reference is provided by the breeder if required by the PVP office. In this case, it is included in the application data transferred to the PVP office. If provided, the variety breeder's reference should match the submitter's own reference;
8. **Status:** After submission, the default status is "Submitted". Once the PVP office acknowledge receipt of the application data, it turns into "Received".
9. **Payment effective date:** the date when the payment is received by UPVO Office
10. **Owner:** The owner who has started the application data;
11. **Action:** there are two possible actions:
    a. Acknowledge receipt: the first time you receive an application, you need to acknowledge receipt.

UPOV Dashboard

After you click on the button in the last column, an email is sent to the submitter, with a copy to your PVP office;

Dear Madam/Sir,

Please be informed that the following application has been received:

- XU_30201800000150

Best Regards,
UPOV PRISMA Team

b. <u>Ask for revision</u>: this action is available only after you acknowledge receipt.

After you click on the button, the following form will be displayed:
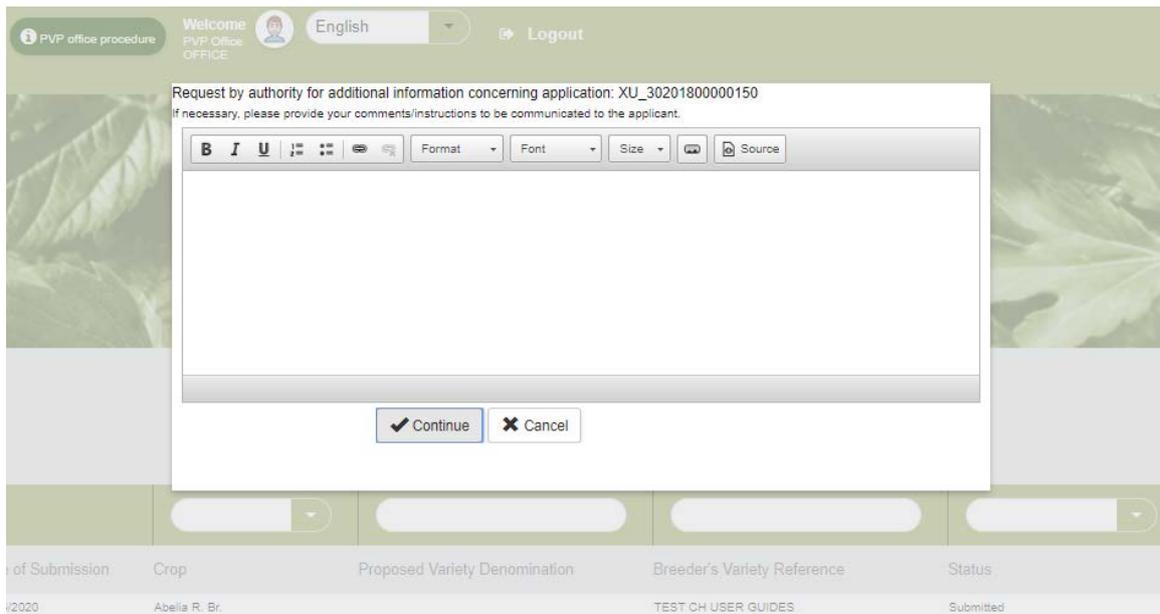
Write your request and click on "Continue". The message will show up to verify if you want to ask for revision.
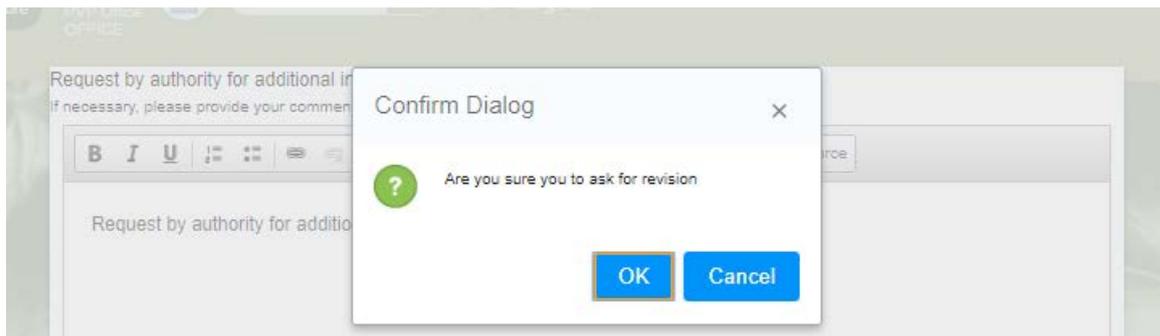
When you select "OK", an email will be sent to the owner of the application, with a copy to your PVP office.

Dear Madam/Sir,

Please be notified that **SWITZERLAND** requested to revise / provide additional information as following:

Request by authority for additional information concerning application: test

You are invited to access your dashboard in order to edit your application data.
Best Regards,
UPOV PRISMA Team

5.1.2.1 Search

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

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

2. Click "Enter" and the results are displayed.

5.1.2.2 Filter

It is possible to filter by Application data for, Crop, Status and Owner. For that:

Click on the arrow above the column you wish to filter and the list of available values will be displayed in the drop down list.

Application data for

You can filter the applications that are either PBR or National Listing.

Crop

> **Note:** In the drop down menu you can only see the crops for which applications have been submitted for.

Status

This column is only displayed if the PVP Office is using the UPOV PRISMA payment gateway to collect its PVP office application fee(s).

Owner

You can filter by the owner of the application.

5.1.2.3 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

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

4. The dashboard is sorted in descending order

5.1.3   PVP Officer Screen

1. If you are a "PVP Officer", you can click on ✔ Request payment in order to request payment for submitted application data (§5.5). This functionality is only available for PVP Offices authorizing the UPOV office to collect their PVP office application fee(s) on their behalf.

2. In the dashboard, you can click on **the IRN number of the application** in order to view the submitted application (§5.6)

5.1.4   PVP Office Admin Screen

If you are a "PVP Office Admin", you can click on one the following buttons:

1. 👤 Manage user role : allows to assign PVP officer and PVP Office admin roles (§5.3)

2. ✔ Request payment : allows to request payment for submitted application data (§5.5). This functionality is only available for PVP Offices authorizing the UPOV office to collect their PVP office application fee(s) on their behalf.

3. 👤 Edit PVP Office Profile : allows to review PVP office profile (§5.2)

4. In the dashboard, you can click on **the IRN number of the application** in order to view the submitted application (§5.6)

5.2   Edit PVP Office Profile

1. The first time you access the UPOV PRISMA, the PVP Office admin should complete their PVP Office preferences. As a PVP office admin, you can review your profile. To do so, click on "Edit PVP Office Profile" button on the top of the page.

The following fields should be entered or are mandatory:

- **UPOV member:** It is a read-only field set by the UPOV PRISMA admin.
- **Time Zone:** This will be used as a basis to define the date the application data is transferred/made available to the PVP Office. It should be the date in the time zone of the PVP Office
- **Accepted Language(s):** the language(s) accepted for the answers;

Note: Only the entered values will be proposed to the applicant in the Settings page when starting a new application.

- **How do you prefer to receive application data?**
  - o Mail: The applicant is responsible for printing the application data and sending it to the office. You will not be notified by e-mail if you choose this option.
  - o E-mail : Your e-mail address linked to your WIPO account will be used to send the application data each time the applicant submits his application data.
  - o System to System communication: if you have already developed a client interface which is able to call the UPOV PRISMA Export web service and process the received information, select this option. You will not be notified by e-mail if you choose this option.
- **In which format do you prefer to receive application data?** This information is used to define which documents will be attached to the notification e-mail sent in case you choose E-mail in the question above.
  - o Zip file including XML documents and attachments
  - o PDF
  - o Both
- **PVP Office Disclaimer**

2. Click on "Save".

5.3   Manage user roles

If you are PVP Office Admin, you can assign roles. In order to assign roles, click on "User Role Management" button at the top of the screen.

The list of existing authorized users is displayed. It is restricted to the PVP officers of the same organization.

5.3.1   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.
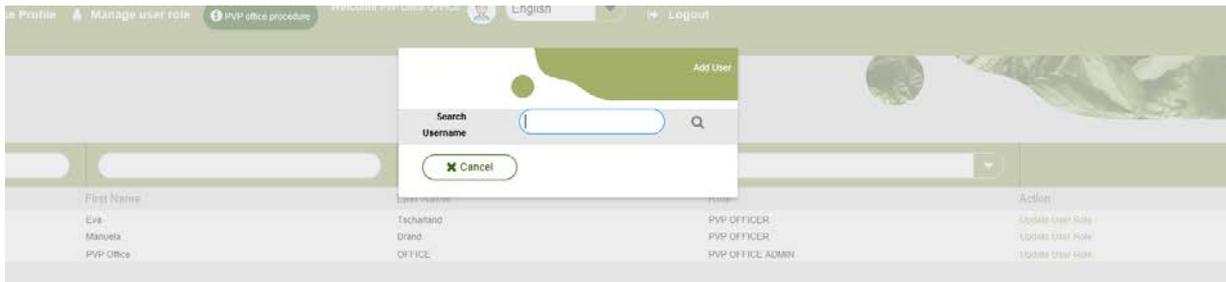
3. User details are displayed. Select the role you would like to assign: PVP Office Admin or PVP Officer.
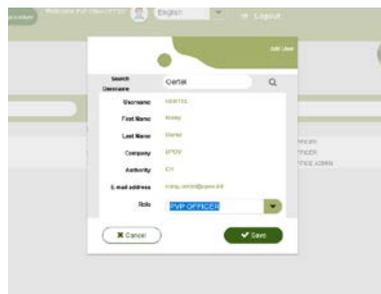

4. Click on "Save" button.

5.3.2   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: PVP Office Admin or PVP Officer.
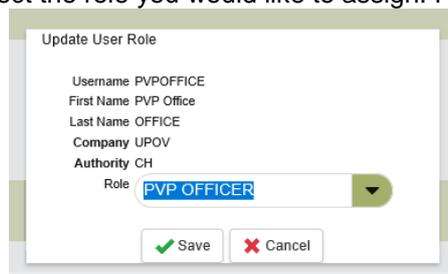
5.3.3   Inactivate User

If a user no longer needs to access the system, the PVP Office admin can inactivate their access. For that,

1. Click on "Update User Role" link

2. Choose "Inactive" in the list of available roles
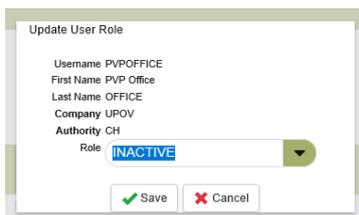
5.4 Helpdesk

Use the Helpdesk function to write questions directly to UPOV PRISMA team. Click on the envelope icon in the right top corner to open the form.
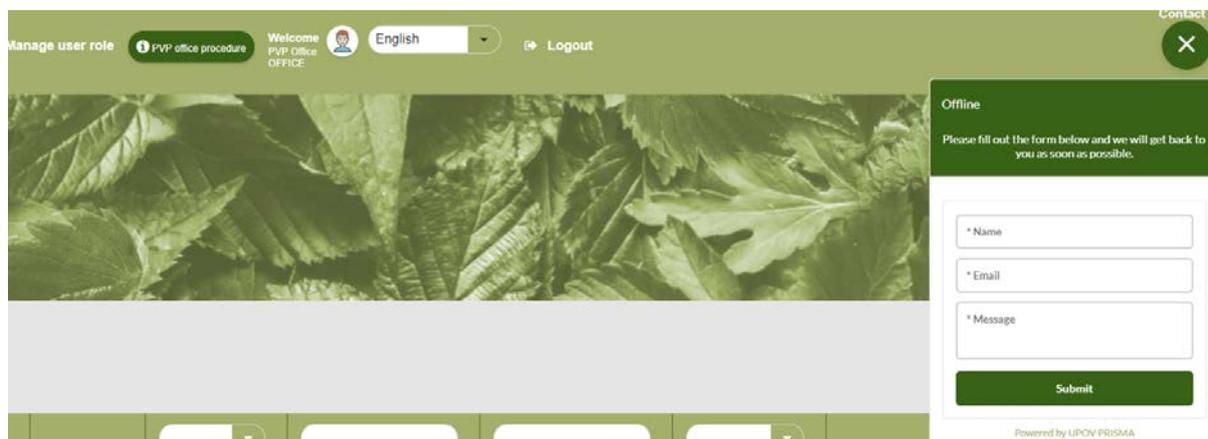
If a member of the UPOV PRISMA team is online, you can ask your question in the live chat. If the UPOV PRISMA team is offline, you can fill in the form with you name, email address and your question and click on "Submit" button. The email will be sent to the UPOV PRISMA team. You will receive the reply by email.

5.5 Request Payment

This functionality is only available when the PVP Office requests UPOV PRISMA to collect the application fees on its behalf (see terms of use available at: https://www.upov.int/upovprisma/en/termsuse.html). In this case, the payment for UPOV PRISMA fees and PVP Office fees is requested at the time of application data submission. Once received, the PVP Office fees will be redistributed to the PVP Office upon their request.

In order to request a payment for an application data, the corresponding payment should be received by UPOV PRISMA. In this case, a checkbox is displayed next to the International Reference Number in the dashboard:

1. Check one or multiple rows and click on "Request Payment".

2. In the dashboard, the Payment status is updated to "Requested". In principle, after a few days, the request is processed and the payment status is updated to "Processed".

3. Check box option and "Request payment" button disappear, if you don't have any other payments to request. A notification email is sent to the finance department, including a payment request reference. This reference will be used by UPOV for the bank transfer. The finance department will request the payment.

Dear Madam/Sir,

NEW ZEALAND has requested the following payments:

International Reference Number	Amount	Currency
XU_30201700016654	500	NZD

Best Regards,

UPOV PRISMA Team

5.6 View PDF

If you wish to see the PDF document of the application, click on the IRN number in the Dashboard.

The PDF is generated in the language of answers for the application data submitted.

Application Form Plant breeder's rights

Crop/Species	Application Form Plant breeder's rights
Abelia R. Br. (Abelia)	
Authority	
CH	
IRN	
XU_30202000002405	
Submission Date	

APPLICANT

Name
Hend Madhour

Address
Chemin des colombettes, 34

Postal Code
1211

Country
Switzerland

mail
hend.madhour@upov.int

Phone
0223388352

Owner

Name
Owner

Address
Address

Postal Code
Postal code

Country
Argentina

mail
mail@mail.com

Phone
phone

REPRESENTATIVE IN SWITZERLAND

Name
rep name

Address
rep address

Postal Code
1020

mail
rep@mail.com

Phone
rep phone

BREEDER

Name

Address

mail

Phone

In which country has the variety been bred?

DENOMINATION

Breeder Reference
TEST CH USER GUIDES

Variety denomination (if known)

Tradename

Trademark (if known)

EXISTING APPLICATIONS

PVR
Plant Variety Rights

State(s) or intergovernmental organizations	Filing date	under application number	under denomination for approval (Breeder's reference)	under variety denomination	Status of the procedure

XU_30202000002405   Generated by UPOV PRISMA   1/5