



Web-form filing

User guide

Version 2022-12-13

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1. Introduction

Web-from filing (WFF) is a secure EPO web-based service which allows a user to submit documents related to the patent grant process to the EPO. The service is accessible to all but requires self-registration. To register, users must supply a valid e-mail address.

This new service guarantees transmission of documents with no loss of quality. This is a robust alternative to fax filing. This can also be used as a fall back service for Online filing (OLF) and New online filing (CMS).

One advantage it offers compared to filing by fax is that you can download an acknowledgment of receipt with the application number and the date of receipt as soon as we receive the submission. If you so choose, you can also receive this acknowledgement of receipt by e-mail.

No paper documents need to be filed to confirm documents filed electronically using the Web-form filing service.

2. A few words about this guide

a. Intended audience

This guide is intended for all users.

b. Content

This guide details the features of Web-form filing and explains how to use it to submit new patent applications and subsequently filed documents.

c. Updates

The information presented in this user guide will be updated if there are changes to the Web-form filing service.

3. Technical support

Please contact Customer services:

Telephone 00 800 80 20 20 20

For email please use the following link:

<http://www.epo.org/service-support/contact-us.html>

4. Accessing Web-form filing

The Web-form filing service and details relating to it can be found via:
<http://www.epo.org/applying/online-services.html>

5. Getting started

The first screen you see is the Login screen. First time users will have to request a username and password. This can be completed via the *Enrol for a username and password* link (5). See next chapter for details on the self-registration tool. While using Web-form filing, some fields will be mandatory; these fields will be marked with an asterisk “*”

Figure 1 WFF Login screen

- You can change the language setting by selecting your preferred language(1) in the top right-hand corner of the screen.
- Following *Contact*(2) you will be redirected to the EPO’s customer services page
- Following *About Web-form filing*(3) you can find out for which procedures Web-form filing can be used.
- To access Web-form filing you will need to enter your *Username* and *Password* here(4).

- Following these links**(5)** you will be able to self-register a new user or requested login detail reminders.
- Following these links**(6)** you will be redirected to further information on accessibility, legal notice and terms of use.

5.1. Currently supported procedures

Web-form filing currently offers applicants and representatives the opportunity to upload and submit Annex F-compliant PDFs related to:

- PCT/RO/101 (RO-EPO) - request
- PCT RO-EPO subsequent filed documents
- PCT ISA-EPO subsequent filed documents
- PCT IPEA subsequent filed documents
- EP 1001 - Request for grant of a European patent
- Euro-PCT 1200 - Entry into the European phase
- UP 7000 – Request for unitary effect
- UP 7038 – European patent with unitary effect – Letter accompanying subsequently filed items
- EP subsequent filed documents with the exception of opposition, limitation and revocation proceedings (Articles 99 to 105c EPC) and of appeal proceedings (Articles 106 to 112a EPC).

6. Self-registration tool

6.1. Enrol for a username and password

- Select *Enrol for a username and password* from the login screen
- After reading the *specific terms and conditions*(1) click:
 - *Accept*(2) to continue or
 - *Decline*(2) to return to the login screen



Figure 2 Terms and conditions

- Enter user details(1) and click *Continue*(2)

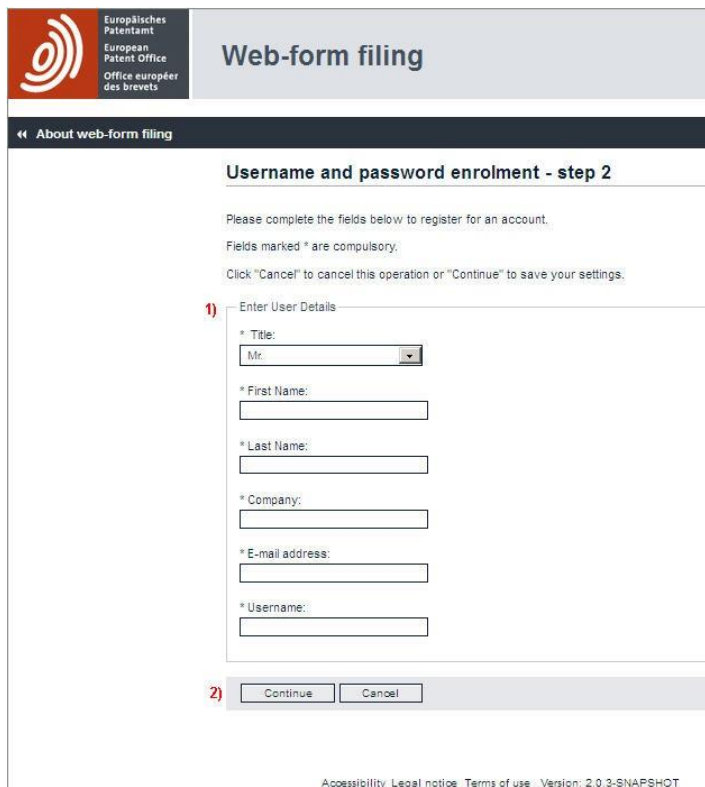


Figure 3 Username and password enrolment

→ After checking all details entered are correct click *Continue*(1) or *Back*(2) to make amendments.

Europäisches Patentamt
European Patent Office
Office européen des brevets

English Deutsch Français
Contact

Web-form filing

← About web-form filing

Username and password enrolment - step 3

Click: Continue to save your settings.
Since you have accepted the Legal Notices, a confirmation including your password will be sent to your e-mail address.
You can then login to this account using your username and password.

Title: Mr.
First Name: John
Last Name: Smith
Company: ABC Ltd
E-mail address: jsmith@ABC.com
Username: JohnSmith

1) Continue Back 2)

Figure 4 Username and password enrolment summary

→ You will receive your password within a few minutes via a registration notification e-mail.

6.2. Forgotten login details

Europäisches Patentamt
European Patent Office
Office européen des brevets

English Deutsch Français
Contact

Web-form filing

← About web-form filing

Forgotten Login Details

If you have forgotten your password-access login details, we can send you a user name reminder or a new password by e-mail.
Please select the information you need and type in the e-mail address you used to register for this service, then click "Submit"
If you require a new password, please also provide the user name requiring the new password.

Please choose:

1) User name reminder
2) New password

E-mail address

User name (required for new password)

3) Submit Cancel

Figure 5 Forgotten Login Details

6.2.1. To request an email reminder of the user name of an email account

- Select *Forgotten login details?* from the login screen
- Select *User name reminder(1)*
- Enter your e-mail address
- Click *Submit(3)*
- Click *Finish*
- You will receive your Username(s) within a few minutes via a username reminder e-mail.

6.2.2. To request an email containing a new password for a given username

- Select *Forgotten login details?* from the login screen
- Select *New password(2)*
- Enter your e-mail address and username
- Click *Submit(3)*
- Click *Finish*
- You will receive your new password(s) within a few minutes via a password notification e-mail.

6.3. How to change password and account details

It is possible to change your password and account details. However, it is not possible to change your username. You will have to register this new username separately. It is possible but not recommended to have multiple usernames for one email address.

- Login with current user name and password
- Click *Logged in as ()*



Figure 6 Logged in as user

Europäisches Patentamt
European Patent Office
Office européen des brevets

English Deutsch Français
Contact

Web-form filing

← About web-form filing Logged in as [JohnSmith | Log out

1) Edit user details

Username: JohnSmith

New password:

Confirm new password:

* Title:
Mr.

* First Name:
John

* Last Name:
Smith

* Company:
ABC Ltd

* E-mail address:
jsmith@abc.com

2)

[Accessibility](#) [Legal notice](#) [Terms of use](#) Version: 2.0.3-SNAPSHOT

Figure 7 Edit user details

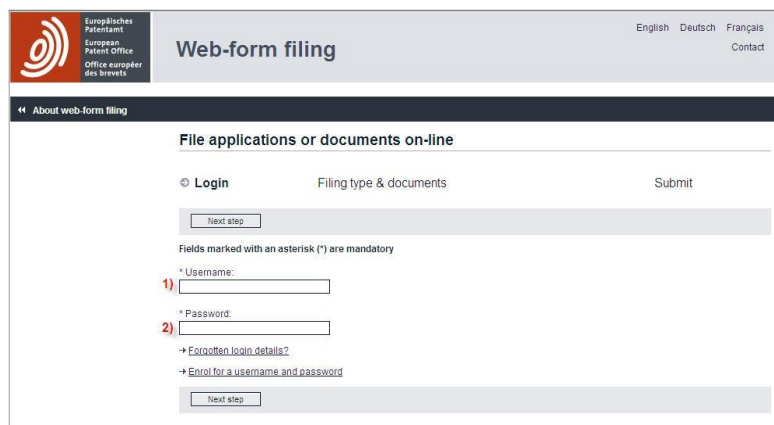
- In the *Edit user detail(1)* you can change the password or other user details
- Click *Submit (2)* to finish

Please note that a change in email address will result in a password reset. The new password will be sent to the new email address.

7. How to file

7.1. Logging in

Once you have received your username and password you can login and start filing documents.



The screenshot shows the 'Web-form filing' interface. At the top left is the EPO logo and text: 'Europäisches Patentamt', 'European Patent Office', 'Office européen des brevets'. To the right are language options: 'English', 'Deutsch', 'Français', and a 'Contact' link. Below the header is a navigation bar with 'About web-form filing'. The main content area is titled 'File applications or documents on-line'. It features a 'Login' radio button, a 'Filing type & documents' link, and a 'Submit' button. A 'Next step' button is visible below the 'Login' section. A note states 'Fields marked with an asterisk (*) are mandatory'. There are two input fields: '1) * Username:' and '2) * Password:'. Below the password field are links for 'Forgot login details?' and 'Enrol for a username and password'. A second 'Next step' button is located at the bottom of the form area.

Figure 8 Login screen

→ Enter Username(1) and Password(2)

7.2. Selecting filing procedure

The **Filing type & documents** page is there to capture information on the filing type and associated documents.

Figure 9 Filing type and documents screen

(1) and **(2)** are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

(4) Filing type: select the type of submission you want to make

Figure 10 Filing type pull down list

Your reference (5): enter the reference you want indicated on the acknowledgement of receipt.

Figure 11 Your reference

Next step (6): once you have uploaded all necessary documents, click this button to proceed to the *next step* which is the **Submit** step.

7.2.1. EP 1001 – Request for grant of a European patent

European Patent Office
Office européen des brevets

English Deutsch Français
Contact

Web-form filing

About web-form filing Logged in as Log out

File applications or documents on-line

Login Filing type & documents Submit

Previous step Next step 7)

Fields marked with an asterisk (*) are mandatory

Name:
1) Mr. John Smith

E-mail address:
2) jsmith@abc.com

3) Please send a detailed acknowledgement of receipt to this registered e-mail address. I am aware that the acknowledgement of receipt may include unpublished information

* Filing type:
4) EP 1001 - Request for grant of a

Your reference:
5)

Documents:
6)

| Type | File | Number of bytes (pages) |
|---------------------------|-----------------------------|-------------------------|
| * Request form | Browse... No file selected. | |
| Single specification file | Browse... No file selected. | |

Previous step Next step 7)

[Accessibility](#) [Legal notice](#) [Terms of use](#) Version: 2.0.3-SNAPSHOT

Figure 12: Filing type & documents – EP 1001

(1) and (2) are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

Filing type (4): select the type of submission you want to make, i.e. **EP 1001 – Request for grant of a European patent**

(4)* Filing type:

The screenshot shows a dropdown menu with the following options: EP subsequent filed documents, Please select the type of filing, EP 1001 - Request for grant of a European patent (highlighted), Euro-PCT 1200 - Entry into the European phase, EP subsequent filed documents, PCT/RO/101 (RO-EPO) - request, PCT RO-EPO subsequent filed documents, PCT ISA-EPO subsequent filed documents, and PCT IPEA subsequent filed documents.

Figure 13: Filing type

Your reference (5): enter the reference you want indicated on the acknowledgement of receipt.

A text input field with the label "Your reference:" and an empty text box below it.

Figure 14: Your reference

Documents (6)

Request form (6a): this is the mandatory document you need to upload.

Browse...(6b): select your completed PDF request form (Annex F-compliant) to upload it

The screenshot shows a table with columns for Type, File, and Number of bytes (pages). The first row is for the Request form, with a dropdown menu (6a) and a Browse... button (6b). The second row is for the Single specification file, also with a dropdown menu and a Browse... button.

| Type | File | Number of bytes (pages) |
|---------------------------|----------------------------------|-------------------------|
| Request form (6a) | Browse... No file selected. (6b) | |
| Single specification file | Browse... No file selected. | |

Figure 15: Documents

You can download forms for European (EPC) applications from the [EPO website](http://www.epo.org/applying/forms-fees/forms.html): <http://www.epo.org/applying/forms-fees/forms.html>

Number of bytes (pages) (6c): once your document has been uploaded, its number of bytes and number of pages will be displayed.

(6d) x: click here if you want to delete the uploaded document.

The screenshot shows the same table as in Figure 15, but now the Request form row is populated with the file name "A123.1001.pdf" and the number of bytes and pages "968,914 (8)(6d)x".

| Type | File | Number of bytes (pages) |
|---------------------------|----------------------------------|-------------------------|
| * Request form (6e) | A123.1001.pdf | 6c) 968,914 (8)(6d)x |
| Single specification file | Browse... No file selected. (6f) | |

Figure 16: Attaching request form

(6e) Select a supporting document type from the pull-down menu.
The choice is as follows:

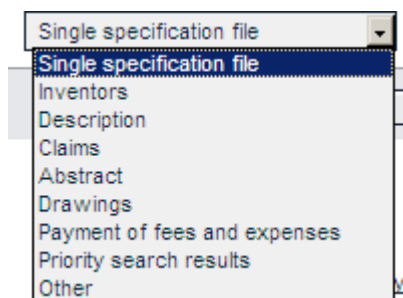


Figure 17: Supporting documents

(6f) **Browse...**: select your supporting PDF document (Annex F-compliant) or DOCX to upload it

Rules for DOCX documents

You can submit the following in DOCX format (file type .docx):

Technical documents, i.e. the description, claims, abstract and drawings. Where required, any translation of the technical documents. Amendments, corrections and rectifications of the technical documents, and any translation thereof. These must be submitted:

- As a complete set, in a single DOCX file: description, claims and abstract with or without drawings.
- Individually, in multiple DOCX files: description, claims, abstract or drawings.

More information about the DOCX file format will be made available on the EPO website in due course (<http://www.epo.org/applying/online-services/improving/docx-filing.html>).

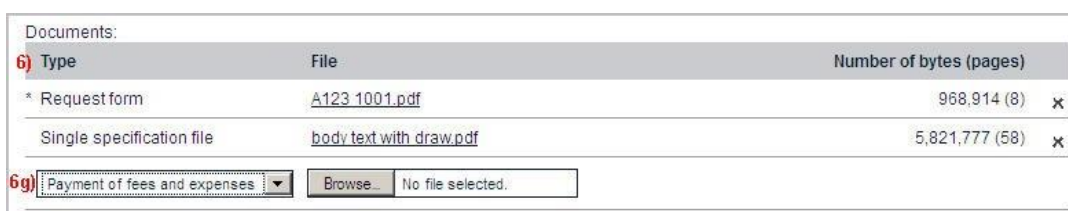


Figure 18: Additional supporting documents

The field **(6g)** offers you the possibility of repeating the previous steps to upload a further supporting document.

Next step (7): once you have uploaded all the necessary documents, click this button to proceed to the *next step*, **Submit**.

7.2.2. Euro-PCT 1200 – Entry into the European phase

The screenshot shows the 'Web-form filing' interface for Euro-PCT 1200 - Entry into the European phase. The header includes the EPO logo and the text 'Europäisches Patentamt', 'European Patent Office', and 'Office européen des brevets'. The page title is 'Web-form filing'. The user is logged in, and the page is titled 'File applications or documents on-line'. The main form area is titled 'Filing type & documents' and contains several fields and a table. The fields are: 'Name' (1) with the value 'Mr. John Smith', 'E-mail address' (2) with the value 'jsmith@abc.com', a checkbox (3) for receiving a detailed acknowledgement of receipt, '* Filing type' (4) with a dropdown menu showing 'Euro-PCT 1200 - Entry into the European phase', 'Your reference' (5), and '* Application number' (6) with a placeholder 'PCT/OCYYYY/nnnnnn'. Below these fields is a table for 'Documents' (7) with columns 'Type', 'File', and 'Number of bytes (pages)'. The table has two rows: 'Euro-PCT request' and 'Amended Description', both with 'Browse...' buttons and 'No file selected.' text. The page footer includes links for 'Accessibility', 'Legal notice', 'Terms of use', and 'Version: 2.0.2'.

Figure 19: Filing type & documents – Euro-PCT 1200 – Entry into the European phase

(1) and (2) are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

Filing type (4): select the type of submission you want to make, i.e. **Euro-PCT 1200 – Entry into the European phase**

The close-up shows the dropdown menu for 'Filing type' (4). The menu is open, displaying a list of options. The selected option is 'Euro-PCT 1200 - Entry into the European phase'. The other options are: 'EP subsequent filed documents', 'EP 1001 - Request for grant of a European patent', 'EP subsequent filed documents', 'PCT/RO/101 (RO-EPO) - request', 'PCT RO-EPO subsequent filed documents', 'PCT ISA-EPO subsequent filed documents', and 'PCT IPEA subsequent filed documents'.

Figure 20: Filing type

Your reference (5): enter the reference you want to have indicated on the acknowledgement of receipt.

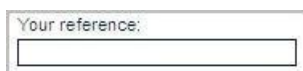


Figure 21: Your reference

Application number (6): enter the number of the international application which is to enter into the European phase (Euro-PCT request). The number format has to be PCT/CCYYYY/nnnnnn



Figure 22: Application number

Documents (7)

(7a) Select a document type from the pull-down menu:

You have to upload at least the Euro-PCT request or a letter related to Euro-PCT procedure.

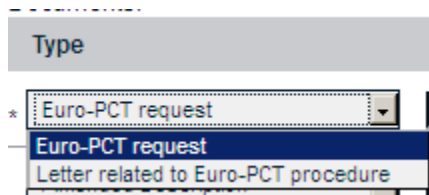


Figure 23: Euro-PCT type

(7b) **Browse...:** select a PDF document (Annex F-compliant) to upload it.

You can only submit PDF documents in connection with Euro-PCT 1200

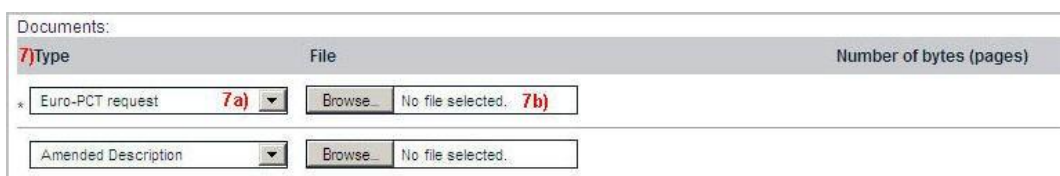


Figure 24: Documents

You can download forms for European (EPC) applications from the [EPO website](http://www.epo.org/applying/forms-fees/forms.html): <http://www.epo.org/applying/forms-fees/forms.html>

Number of bytes (pages) (7c): once your document has been uploaded, its number of bytes (pages) will be displayed.
(7d) x: click here if you want to delete the uploaded document.

| Documents: | | |
|--|--|-------------------------|
| 7) Type | File | Number of bytes (pages) |
| * Euro-PCT request | 1200 form only.pdf | 7c) 279,694 (8)7d)x |
| <input type="text" value="Letter related to Euro-PCT proced..."/> <input type="button" value="Browse..."/> No file selected. | | |
| 7e) Amended Description | <input type="button" value="Browse..."/> | No file selected. |

Figure 25: Additional documents

You can submit clean copies of amended technical documents in DOCX format.

(7e) offers you the possibility of repeating the previous steps to upload a further document.

(8) Next step: once you have uploaded all necessary documents, click this button to proceed to the *next step*, **Submit**.

7.2.3. UP 7000 – Request for unitary effect

The screenshot shows the 'Web-form filing' interface for 'Filing type & documents'. The page includes the EPO logo, navigation links for English, Deutsch, Français, and Contact, and a 'Log out' button. The main content area is titled 'File applications or documents on-line' and contains several sections:

- Login** and **Submit** buttons.
- Navigation buttons: **Previous step** and **Next step**.
- A note: **Fields marked with an asterisk (*) are mandatory**.
- Name:**
- E-mail address:**
- Please send a detailed acknowledgement of receipt to this registered e-mail address. I am aware that the acknowledgement of receipt may include unpublished information.
- * Filing type:**
- A red warning: **It is strongly recommended to use EPO Form 7000. Duly completing this form will help you to provide all the information that is required for a valid request.**
- Your reference:**
- * European application No.:**
- * European patent No.:**
- Title of invention:**
- Documents:**

| Type | File | Number of bytes (pages) |
|---------------------------------|---|-------------------------|
| * Request for unitary effect | <input type="button" value="Choose file"/> No file chosen | |
| Authorisation of representative | <input type="button" value="Choose file"/> No file chosen | |
- Navigation buttons: **Previous step** and **Next step**.

Figure 26: Filing type & documents – UP 7000 – Request for unitary effect

(1) and (2) are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

Filing type (4): select the type of submission you want to make, i.e. **UP 7000 – Request for unitary effect**


(4) * Filing type:
 
Please select the type of filing
EP 1001 - Request for grant of a European patent
Euro-PCT 1200 - Entry into the European phase
EP subsequent filed documents
PCT/RO/101 (RO-EPO) - request
PCT RO-EPO subsequent filed documents
PCT ISA-EPO subsequent filed documents
PCT IPEA subsequent filed documents
UP7000 - Request for unitary effect
UP7038 - Subsequent filed documents

Figure 27: Filing type

Your reference (5): enter the reference you want to have indicated on the acknowledgement of receipt.

Your reference:

Figure 28: Your reference

Application number (6): enter the number of the international application which is to enter into the European phase (Euro-PCT request). The number format has to be PCT/CCYYYY/nnnnnn

(6) * European application No.: EPYYnnnnnn.d
* European patent No.: EPnnnnnnn

Figure 29: Application number

Documents (7)

(7a) Select a document type from the pull-down menu:

You have to upload at least the UP 7000 - request for unitary effect


| Type | File |
|---|--|
| * <input type="text" value="Request for unitary effect"/>  | <input type="button" value="Choose file"/> <input type="text" value="No file chosen"/> |

Figure 30: Euro-PCT type

(7b) **Browse...:** select a PDF document (Annex F-compliant) to upload it.

You can only submit PDF documents in connection with Euro-PCT 1200

Documents:

| (7) Type | File | Number of bytes (pages) |
|---------------------------------|---|-------------------------|
| * Request for unitary effect | <input type="button" value="Choose file"/> No file chosen | |
| Authorisation of representative | <input type="button" value="Choose file"/> No file chosen | |

Figure 31: Documents

You can download forms for European (EPC) applications from the [EPO website](http://www.epo.org/applying/forms-fees/forms.html): <http://www.epo.org/applying/forms-fees/forms.html>

Number of bytes (pages) (7c): once your document has been uploaded, its number of bytes (pages) will be displayed.

(7d) x: click here if you want to delete the uploaded document.

Documents:

| (7) Type | File | Number of bytes (pages) |
|--------------------------------------|---|-------------------------|
| * Request for unitary effect | <input type="button" value="Choose file"/> No file chosen | 7c) 279.694 (8)7d)x |
| (7e) Authorisation of representative | <input type="button" value="Choose file"/> No file chosen | |

Figure 32: Additional documents

You can submit clean copies of amended technical documents in DOCX format.

(7e) offers you the possibility of repeating the previous steps to upload a further document.

(8) Next step: once you have uploaded all necessary documents, click this button to proceed to the *next step*, **Submit**.

7.2.4. EP and UP subsequently filed documents

The screenshot shows the 'Web-form filing' interface for 'Filing type & documents'. The header includes the EPO logo and navigation links for English, Deutsch, and Français. The main content area is titled 'File applications or documents on-line' and contains a 'Login' button and a 'Submit' button. Below these are 'Previous step' and 'Next step' buttons, with a red '8)' next to 'Next step'. A note states: 'Fields marked with an asterisk (*) are mandatory'. The form fields are: 1) Name: 'Mr. John Smith'; 2) E-mail address: 'jsmith@abc.com'; 3) A checkbox for receiving a detailed acknowledgement of receipt; 4) Filing type: 'EP subsequent filed documents' (selected in a dropdown); 5) Your reference: (empty field); 6) Application number: 'EPPYnnnnnn.d'; 7) Documents: A table with columns 'Type', 'File', and 'Number of bytes (pages)'. Below the table is a 'Browse...' button and a 'No file selected.' message. At the bottom, there are 'Previous step' and 'Next step' buttons, with a red '8)' next to 'Next step'. A footer contains links for 'Accessibility', 'Legal notice', 'Terms of use', and 'Version: 2.0.2'.

Figure 33: Filing type & documents – EP subsequently filed documents

(1) and (2) are your name and email address as registered

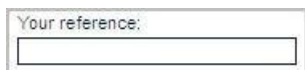
(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

Filing type (4): select the type of submission you want to make, i.e. **EP subsequently filed documents** or **UP 7038 subsequently filed document**

The close-up shows the 'Filing type' dropdown menu. The selected option is 'UP7000 - Request for unitary ef'. The dropdown list includes: 'Please select the type of filing', 'EP 1001 - Request for grant of a European patent', 'Euro-PCT 1200 - Entry into the European phase', 'EP subsequent filed documents' (highlighted in blue), 'PCT/RO/101 (RO-EPO) - request', 'PCT RO-EPO subsequent filed documents', 'PCT ISA-EPO subsequent filed documents', 'PCT IPEA subsequent filed documents', 'UP7000 - Request for unitary effect', and 'UP7038 - Subsequent filed documents' (highlighted in blue).

Figure 34: Filing type

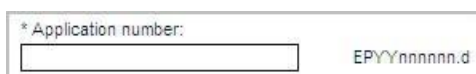
Your reference (5): enter the reference you want to have indicated on the acknowledgement of receipt.



Your reference:

Figure 35: Your reference

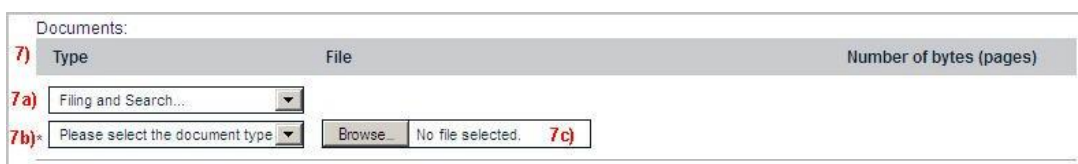
Application number (6): enter the number of the EP application for which you want to submit subsequently filed documents. The number format has to be YYnnnnnn.d



* Application number:
 EPYYnnnnnn.d

Figure 36: Application number

Documents (7)

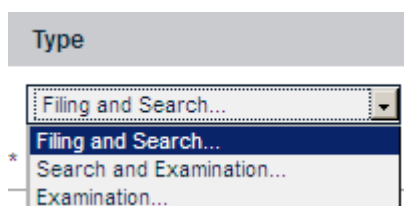


Documents:

| 7) Type | File | Number of bytes (pages) |
|-------------------------------------|---------------------------------|-------------------------|
| 7a) Filing and Search... | | |
| 7b) Please select the document type | Browse... No file selected. 7c) | |

Figure 37: Documents

(7a) Select the category from the pull-down menu:



Type

- Filing and Search...
- * Filing and Search...
- Search and Examination...
- Examination...

Figure 38: Categories

(7b) Select a document type related to the previously selected category from the pull-down menu:

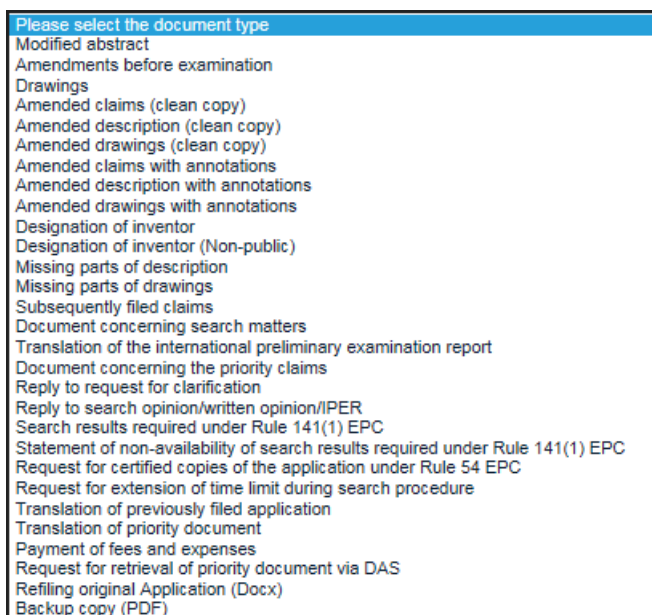


Figure 39: Document type

You have to upload at least one document type.

You can submit a clean copy of a technical document in DOCX only if you also submit a version of the same document with annotations/remarks in DOCX.

(7c) Browse...: select a PDF document (Annex F-compliant) to upload it.

Number of bytes (pages) (7d): once your document has been uploaded, its number of bytes (pages) will be displayed.

(7e) x: click here if you want to delete the uploaded document.



Figure 40: Additional documents

(7e) offers you the possibility of repeating the previous steps to upload a further document.

(8) Next step: once you have uploaded all necessary documents, click this button to proceed to the *next step*, **Submit**.

7.2.5. PCT/RO/101 (RO-EPO) – request

Web-form filing

English Deutsch Français Contact

About web-form filing Logged in as Log out

File applications or documents on-line

Login Filing type & documents Submit

Previous step Next step 7)

Fields marked with an asterisk (*) are mandatory

Name:
1) Mr. John Smith

E-mail address:
2) jsmith@abc.com

3) Please send a detailed acknowledgement of receipt to this registered e-mail address. I am aware that the acknowledgement of receipt may include unpublished information

* Filing type:
4) PCT/RO/101 (RO-EPO) - request

Your reference:
5)

Documents:
6)

| Type | File | Number of bytes (pages) |
|---------------------------|----------------------------|-------------------------|
| Request form | Browse... No file selected | |
| Single specification file | Browse... No file selected | |

Previous step Next step 7)

Accessibility Legal notice Terms of use Version: 2.0.3-SNAPSHOT

Figure 41: Filing type & documents – PCT/RO/101 (RO-EPO) – request

(1) and (2) are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

Filing type (4): select the type of submission you want to make, i.e. **PCT/RO/101 (RO-EPO) – request**

(4)* Filing type:

PCT/RO/101 (RO-EPO) - request

Please select the type of filing

EP 1001 - Request for grant of a European patent

Euro-PCT 1200 - Entry into the European phase

EP subsequent filed documents

PCT/RO/101 (RO-EPO) - request

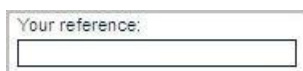
PCT RO-EPO subsequent filed documents

PCT ISA-EPO subsequent filed documents

PCT IPEA subsequent filed documents

Figure 42: Filing type

Your reference (5): enter the reference you want to have indicated on the acknowledgement of receipt.

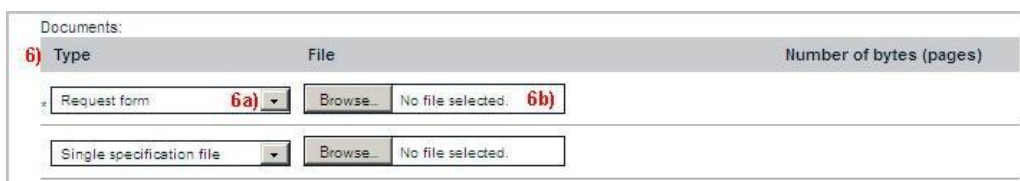


Your reference:

Figure 43: Your reference

Request form (6a): this is the mandatory document you need to upload.

Browse...(6b): select your completed PDF request form (Annex F-compliant) to upload it



Documents:

| 6) Type | File | Number of bytes (pages) |
|---------------------------|---|-------------------------|
| * Request form 6a) | <input type="button" value="Browse..."/> No file selected. 6b) | |
| Single specification file | <input type="button" value="Browse..."/> No file selected. | |

Figure 44: Documents

You can download forms for international (PCT) applications from the [World Intellectual Property Organization \(WIPO\) website](http://www.wipo.int/pct/en/forms/)
<http://www.wipo.int/pct/en/forms/>

Number of bytes (pages) (6c): once your document has been uploaded, its number of bytes (pages) will be displayed.

(6d) x: click here if you want to delete the uploaded document.



Documents:

| 6) Type | File | Number of bytes (pages) |
|--------------------------------------|--|-------------------------------------|
| * Request form | pct_1.pdf | 6c) 454,978 (13 6d) x |
| 6e) Single specification file | <input type="button" value="Browse..."/> No file selected. | |

Figure 45: Additional documents

You can submit technical documents presented in a single DOCX file only if that file contains all of the technical documents, i.e. the description, claims, abstract and, where applicable, drawings.

(6e) offers you the possibility of repeating the previous steps to upload a further document.

Next step (7): once you have uploaded all necessary documents, click this button to proceed to the *next step*, **Submit**.

7.2.6. PCT subsequently filed documents

The screenshot shows the 'Web-form filing' interface for 'Filing type & documents'. The header includes the EPO logo and navigation links for English, Deutsch, and Français. The main content area is titled 'File applications or documents on-line' and contains a 'Login' section and a 'Submit' button. Below this, there are navigation buttons for 'Previous step' and 'Next step (8)'. A note states 'Fields marked with an asterisk (*) are mandatory'. The form includes several fields: (1) Name: 'Mr. John Smith'; (2) E-mail address: 'jsmith@epo.org'; (3) A checkbox for 'Please send a detailed acknowledgement of receipt to this registered e-mail address. I am aware that the acknowledgement of receipt may include unpublished information.'; (4) Filing type: 'PCT RO-EPO subsequent filed'; (5) Your reference: an empty text box; (6) Application number: an empty text box with a placeholder 'PCT/CCYYYY/nnnnnn'. Below these fields is a 'Documents:' section with a table header: (7) Type, File, and Number of bytes (pages). The table contains two rows: 'Letter related to PCT RO proc.' and 'Letter concerning fees and pa...'. Each row has a 'Browse...' button and a 'No file selected.' status. At the bottom, there are 'Previous step' and 'Next step (8)' buttons.

Figure 46: Filing type & documents – PCT subsequently filed documents

(1) and (2) are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

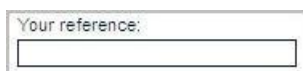
Filing type (4): select the type of submission you want to make, i.e. **PCT RO-EPO subsequent filed documents, PCT ISA-EPO subsequent filed documents or PCT IPEA subsequent filed documents.**

(4)* Filing type:

The screenshot shows a dropdown menu for 'Filing type'. The selected option is 'PCT/RO/101 (RO-EPO) - request'. The menu lists several options: 'Please select the type of filing', 'EP 1001 - Request for grant of a European patent', 'Euro-PCT 1200 - Entry into the European phase', 'EP subsequent filed documents', 'PCT/RO/101 (RO-EPO) - request', 'PCT RO-EPO subsequent filed documents' (highlighted in blue), 'PCT ISA-EPO subsequent filed documents', and 'PCT IPEA subsequent filed documents'.

Figure 47: Filing type

Your reference (5): enter the reference you want to have indicated on the acknowledgement of receipt.



Your reference:

Figure 48: Your reference

Application number (6): enter the number of the international application for which you want to submit subsequently filed documents. The number format has to be PCT/CCYYYY/nnnnnn.

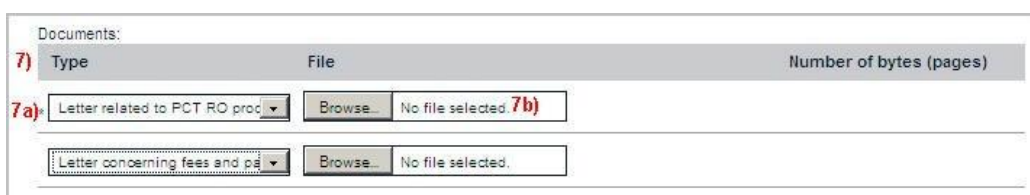


* Application number:
 PCT/CCYYYY/nnnnnn

Figure 49: Application number

Documents (7)

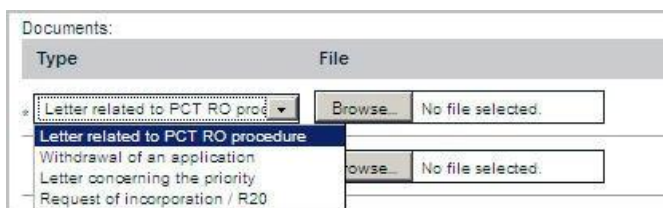
(7a) Select a mandatory document type from the pull-down menu:



| Type | File | Number of bytes (pages) |
|-------------------------------------|---|-------------------------|
| Letter related to PCT RO procedure | <input type="button" value="Browse..."/> No file selected. 7b) | |
| Letter concerning fees and payments | <input type="button" value="Browse..."/> No file selected. | |

Figure 50: Documents

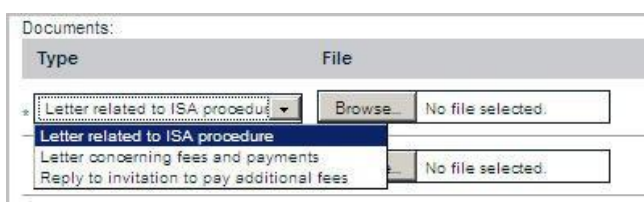
For EPO as Receiving Section (PCT RO)



| Type | File |
|------------------------------------|--|
| Letter related to PCT RO procedure | <input type="button" value="Browse..."/> No file selected. |
| Letter related to PCT RO procedure | <input type="button" value="Browse..."/> No file selected. |
| Withdrawal of an application | <input type="button" value="Browse..."/> No file selected. |
| Letter concerning the priority | <input type="button" value="Browse..."/> No file selected. |
| Request of incorporation / R20 | <input type="button" value="Browse..."/> No file selected. |

Figure 51: Document type PCT/RO

For EPO as International Searching Authority (PCT/ISA)



| Type | File |
|--|--|
| Letter related to ISA procedure | <input type="button" value="Browse..."/> No file selected. |
| Letter related to ISA procedure | <input type="button" value="Browse..."/> No file selected. |
| Letter concerning fees and payments | <input type="button" value="Browse..."/> No file selected. |
| Reply to invitation to pay additional fees | <input type="button" value="Browse..."/> No file selected. |

Figure 52: Document type PCT/ISA

For EPO as International Preliminary Examination Authority (PCT/IPEA)

| Type | File |
|-------------------------------|-----------------------------|
| Letter regarding PCTII proced | Browse... No file selected. |
| PCT demand form | Browse... No file selected. |

Figure 53: Document type PCT/IPEA

Browse (7b)...: select a PDF document (Annex F-compliant) to upload it.

Number of bytes (pages) (7c): once your document has been uploaded, its number of bytes (pages) will be displayed.

(7d) x: click here if you want to delete the uploaded document.

| Type | File | Number of bytes (pages) |
|-------------------|--------------|-------------------------|
| * PCT demand form | pct form.pdf | 7c 164,062 (4)7d)x |

7e) Letter regarding PCTII proced Browse... No file selected.

Amended Description Browse... No file selected.

Figure 54: Additional documents

You can submit clean copies of technical documents in DOCX format.

(7e) offers you the possibility of repeating the previous steps to upload a further document.

Next step (8): once you have uploaded all necessary documents, click this button to proceed to the *next step*, **Submit**.

7.3. Submitting applications and subsequently filed documents

The **Submit** page provides an overview of the filing prior to submission.

English Deutsch Français
Contact

Web-form filing

← About web-form filing Logged in as [redacted] Log out

File applications or documents on-line

Login Filing type & documents **Submit**

3) Previous step 4) Submit

1) Confirmation and submission

You are about to submit the following information and documentation. Please verify your details and submit, or return to the previous step to correct.

Name Mr. John Smith

E-mail address jsmith@abc.com

Please send a detailed acknowledgement of receipt to this registered e-mail address. I am aware that the acknowledgement of receipt may include unpublished information

Filing type EP 1001 - Request for grant of a European patent

Your reference A123

| 2) Type | File | Number of bytes (pages) |
|------------------------------|----------------------------------|-------------------------|
| Request form | A123_1001.pdf 2a | 968,914 (8) |
| Description | desc.pdf | 305,224 (10) |
| Claims | clms.pdf | 192,370 (2) |
| Abstract | abst.pdf | 46,117 (1) |
| Drawings | draw.pdf | 94,634 (1) |
| Payment of fees and expenses | fee.sheet.pdf | 36,592 (1) |

3) Previous step 4) Submit

Figure 55: Submit page

Confirmation and submission (1): please check the displayed data:

- name
- e-mail address
- filing type
- your reference (if entered by you)

(2) Please check the uploaded document types and files, and the number of pages indicated.

(2a) Double-clicking on the underlined file name allows you to view the attached document to check that it is correct.

Previous step (3): if you want to change your data or the uploaded documents, please click here.

Submit (4): once you have checked everything, click this button to submit.

7.4. Acknowledgement of receipt

The **Confirmation** page provides a link to the downloadable acknowledgement of receipt.

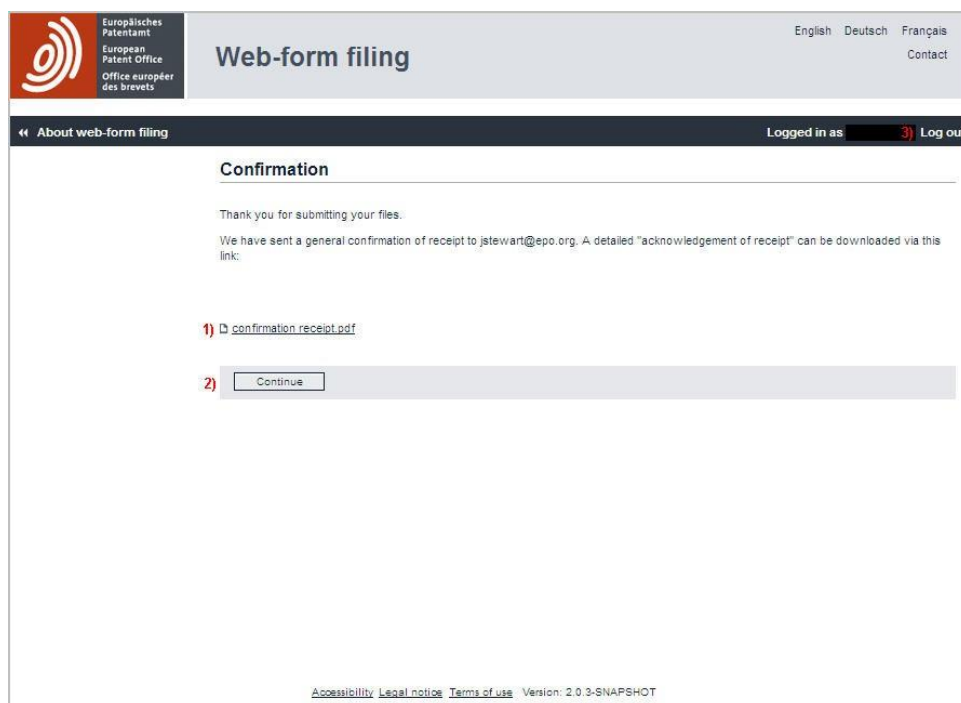


Figure 56: Confirmation

Click **confirmation_receipt.pdf (1)** to open the acknowledgement of receipt. You will be able to save or print it.

While you are logged in it is possible to submit documents for another application. Click **Continue (2)** to continue or **log out (3)** to end the session.

Please note:

Until the documents are submitted and a receipt is generated, the documents are deemed not to be received by the EPO.



Acknowledgement of receipt

We hereby acknowledge receipt of your request for the processing of a request for grant of a European patent according to the European Patent Convention as follows:

| | | | | | | | | | | | | | |
|---------------------------------|---|---------------|--------------------------------------|----------|---------------------------------------|----------|--------------------------------------|----------|-------------------------------------|----------|-------------------------------------|---------------|-------------------------------------|
| EP Application number | EP14020125.2 | | | | | | | | | | | | |
| Date of receipt | 24 September 2014 | | | | | | | | | | | | |
| Your reference | A123 | | | | | | | | | | | | |
| Documents submitted | <table><tr><td>A123 1001.pdf</td><td>Number of bytes (pages): 968,914 (8)</td></tr><tr><td>desc.pdf</td><td>Number of bytes (pages): 305,224 (10)</td></tr><tr><td>clms.pdf</td><td>Number of bytes (pages): 192,370 (2)</td></tr><tr><td>abst.pdf</td><td>Number of bytes (pages): 46,117 (1)</td></tr><tr><td>draw.pdf</td><td>Number of bytes (pages): 94,634 (1)</td></tr><tr><td>fee sheet.pdf</td><td>Number of bytes (pages): 36,592 (1)</td></tr></table> | A123 1001.pdf | Number of bytes (pages): 968,914 (8) | desc.pdf | Number of bytes (pages): 305,224 (10) | clms.pdf | Number of bytes (pages): 192,370 (2) | abst.pdf | Number of bytes (pages): 46,117 (1) | draw.pdf | Number of bytes (pages): 94,634 (1) | fee sheet.pdf | Number of bytes (pages): 36,592 (1) |
| A123 1001.pdf | Number of bytes (pages): 968,914 (8) | | | | | | | | | | | | |
| desc.pdf | Number of bytes (pages): 305,224 (10) | | | | | | | | | | | | |
| clms.pdf | Number of bytes (pages): 192,370 (2) | | | | | | | | | | | | |
| abst.pdf | Number of bytes (pages): 46,117 (1) | | | | | | | | | | | | |
| draw.pdf | Number of bytes (pages): 94,634 (1) | | | | | | | | | | | | |
| fee sheet.pdf | Number of bytes (pages): 36,592 (1) | | | | | | | | | | | | |
| Submitted by | Mr. John Smith, jsmith@abc.com | | | | | | | | | | | | |
| Method of submission | Web form filing | | | | | | | | | | | | |
| Date and time receipt generated | 24 September 2014, 22:14:40 (CEST) | | | | | | | | | | | | |

Figure 57: Acknowledgement of receipt

If you have selected on the Filing types & documents screen the option Please send acknowledgement of receipt to this registered email address then a copy of this receipt will be attached to the email confirmation.