



# **Madrid e-Filing User Guide for IP Offices**

## CONTENTS

1. Introduction.....	3
2. Accessing Madrid e-Filing.....	4
3. Madrid e-Filing for Offices.....	6
3.1 Application Reception .....	6
3.2 Application Validation.....	7
General tab .....	7
Basic mark tab .....	8
DCP tab .....	8
Applicant tab .....	8
Representative tab .....	9
Mark representation tab.....	9
Goods and services tab.....	10
Attachments tab .....	10
Check tab.....	11
Comments tab.....	11
3.3 Application Certification.....	12
4. Managing corrections in Madrid e-Filing .....	13
4.1 Raising a request for correction .....	13
4.2 Closing a request for correction .....	17

## 1. INTRODUCTION

Madrid e-Filing is a full-service, web-based solution designed to facilitate quick and easy filing of an international trademark application within the Madrid System. Madrid e-Filing is available to all interested national IP Offices and their applicants.

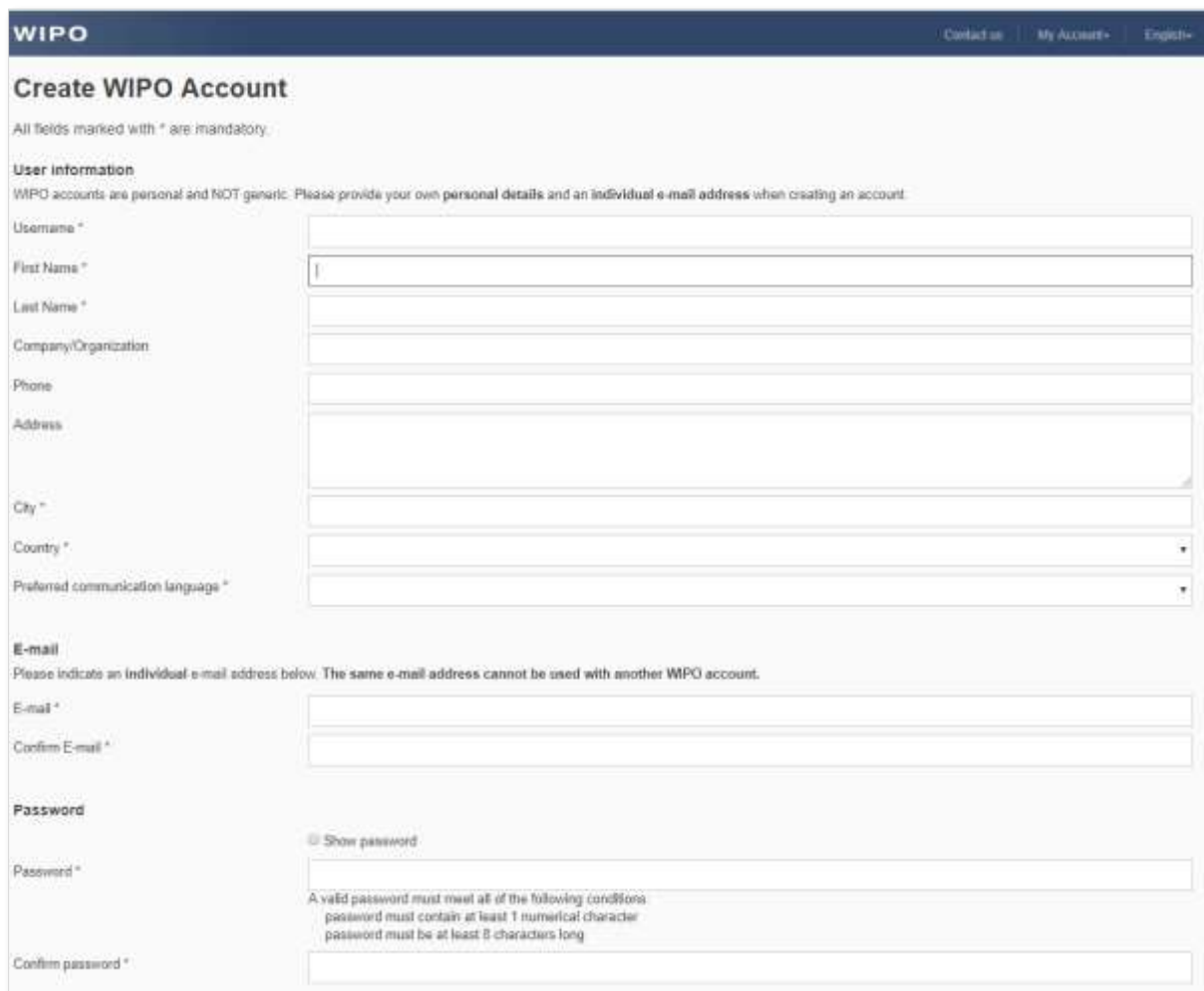
The service is comprised of two distinct modules: the applicant module; and the Office of origin module. Within the applicant module, a user is able to file an international application electronically, respond to irregularity notification from their national IP Office and WIPO.

The filing approach is clear, linear, and simple to use. For national IP Offices, the Office of origin module allows them to review, verify, and certify international applications and irregularity responses before transmitting them to WIPO.

This introductory guide is for IP Offices users that are new to Madrid e-Filing. It clearly illustrates the necessary steps required by an applicant to complete and file an international application request to their Office of origin; and by the Office of origin to validate and certify the international application before submitting it to WIPO.

## 2. ACCESSING MADRID E-FILING

Access to Madrid e-Filing is available via WIPO's external user registration and authentication service. To get started, creating a WIPO Account is required: <https://www3.wipo.int/wipoaccounts/en/usercenter/public/register.jsf>.

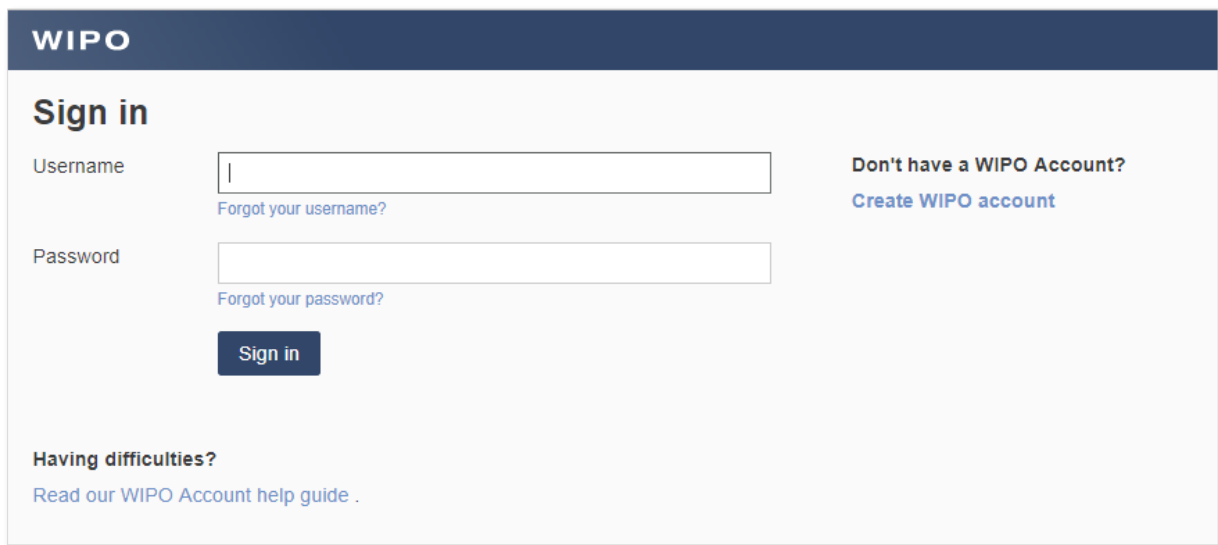


The screenshot shows the 'Create WIPO Account' page. At the top, there is a dark blue header with the WIPO logo and navigation links for 'Contact us', 'My Account', and 'English'. Below the header, the title 'Create WIPO Account' is displayed. A note states: 'All fields marked with \* are mandatory.' The form is divided into three main sections: 'User information', 'E-mail', and 'Password'. The 'User information' section includes fields for Username, First Name, Last Name, Company/Organization, Phone, Address, City, Country (a dropdown menu), and Preferred communication language (a dropdown menu). The 'E-mail' section includes fields for E-mail and Confirm E-mail, with a note: 'Please indicate an individual e-mail address below. The same e-mail address cannot be used with another WIPO account.' The 'Password' section includes a 'Show password' checkbox, a Password field, and a Confirm password field. Below the password fields, there is a note: 'A valid password must meet all of the following conditions: password must contain at least 1 numerical character, password must be at least 8 characters long.'

Once complete, access to Madrid e-Filing is available via two entry points:

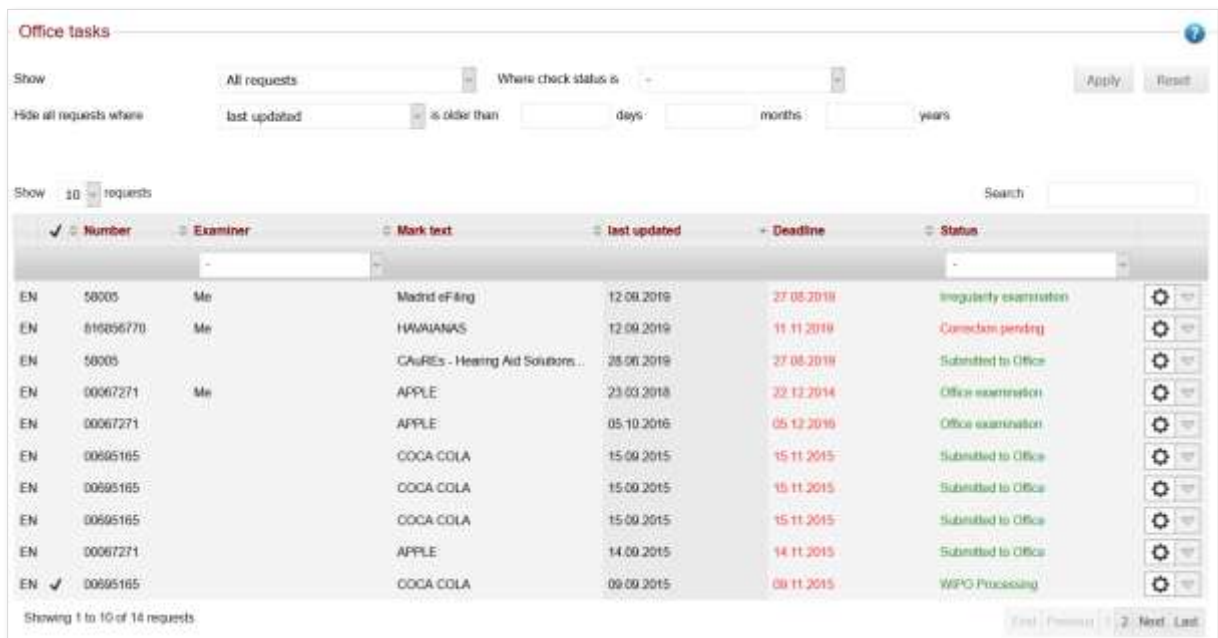
- Pre-production environment: <https://webaccess.wipo.int/iwa>
- Production environment: <https://www3.wipo.int/iwa>

Both URLs will redirect the user to the WIPO user authentication page.



The image shows the WIPO Sign in page. It features a dark blue header with the WIPO logo. Below the header, the text 'Sign in' is prominently displayed. There are two input fields: 'Username' and 'Password'. Below the Username field is a link 'Forgot your username?'. Below the Password field is a link 'Forgot your password?'. To the right of the input fields, there is a link 'Don't have a WIPO Account? Create WIPO account'. A dark blue 'Sign in' button is positioned below the password field. At the bottom left, there is a section 'Having difficulties?' with a link 'Read our WIPO Account help guide .'. The entire page is enclosed in a light gray border.

To access Madrid e-Filing, the IP Office user must provide the same credentials (username and password) used when creating the WIPO account, clicking the 'Sign in' button when complete. After which, the IP Office user is redirected to the Madrid e-Filing Office module.



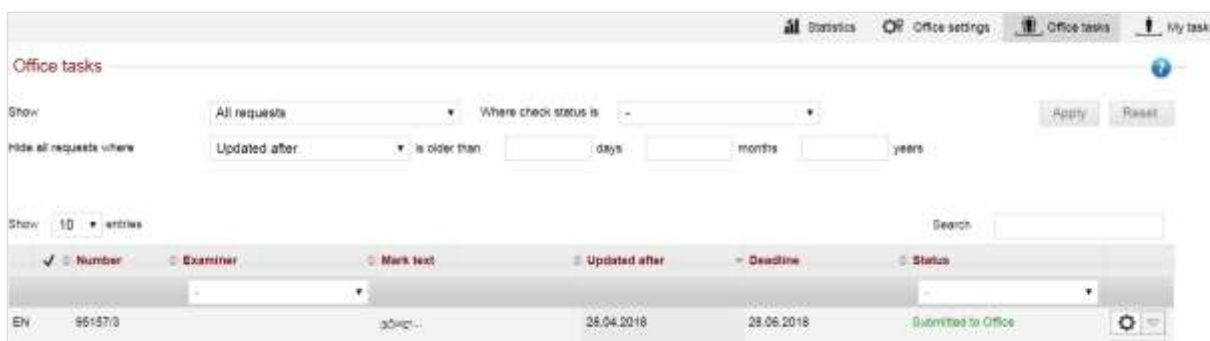
The image shows a screenshot of the 'Office tasks' interface. It includes a search and filter section at the top with 'Show' and 'Apply' buttons. Below this is a table with columns: Number, Examiner, Mark text, last updated, Deadline, and Status. The table contains 14 rows of data. At the bottom, there is a pagination control showing 'Showing 1 to 10 of 14 requests' and 'Next' and 'Last' buttons.

Number	Examiner	Mark text	last updated	Deadline	Status
EN 58005	Me	Madrid eFiling	12.08.2018	27.08.2018	Irregularity examination
EN 810856770	Me	HWAJANAS	12.09.2019	11.11.2019	Correction pending
EN 58005		CAuRES - Hearing Aid Solutions...	28.06.2019	27.08.2018	Submitted to Office
EN 00067271	Me	APPLE	23.03.2018	22.12.2014	Office examination
EN 00067271		APPLE	05.10.2016	05.12.2016	Office examination
EN 00895185		COCA COLA	15.09.2015	15.11.2015	Submitted to Office
EN 00895185		COCA COLA	15.09.2015	15.11.2015	Submitted to Office
EN 00895185		COCA COLA	15.09.2015	15.11.2015	Submitted to Office
EN 00067271		APPLE	14.09.2015	14.11.2015	Submitted to Office
EN 00895185		COCA COLA	09.09.2015	09.11.2015	WIPO Processing

### 3. MADRID E-FILING FOR OFFICES

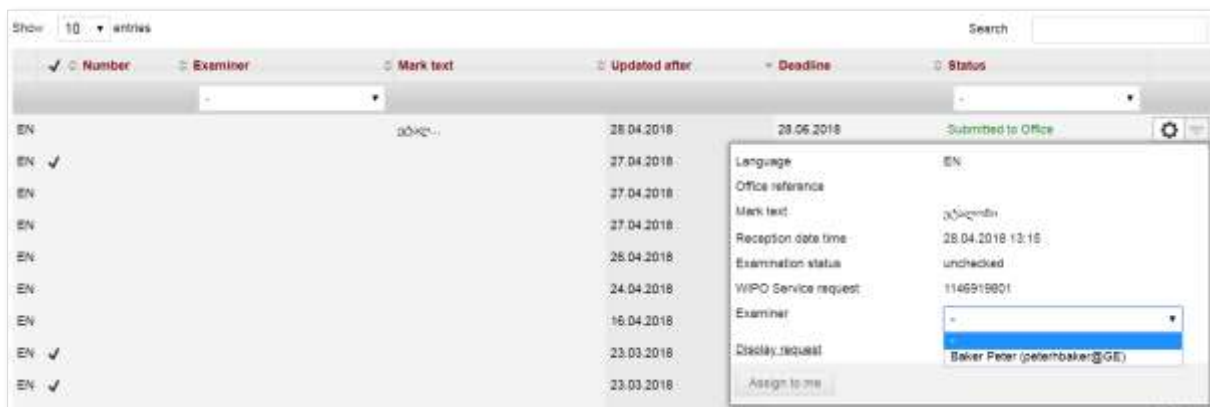
#### 3.1 Application Reception

Submitted international trademark application requests are received by the Office of origin and displayed under 'Office tasks'.



Depending on the authority, an IP Office user can view, assign, and examine an international application request.

Once an international application has been assigned, it will become available for validation and certification on the examiner's task list.



An examiner clicks on 'My tasks' that is located in the top right-hand corner of the screen to display their international application request list.

### 3.2 Application Validation

Only international application requests that have been assigned to an examiner can be validated, certified and sent to WIPO.

Number	Mark text	Reception date time	Updated after	Deadline	Status
95157/3	abiq-8#	28.04.2018 13:15	28.04.2018	28.06.2018	Office examination
94690/3	matara	18.04.2018 18:54	28.04.2018	18.06.2018	Office examination

To display the international application request, an examiner clicks on the application number. This action will redirect the examiner to the application validation screen.

An examiner must review and validate each tab for accuracy and completeness. At any point, it is possible to raise an irregularity. This irregularity can be sent via email to the applicant for review and resolution. The irregularity process, both for the IP Office examiner and applicant, is detailed in section 5 of this user guide

#### General tab

If shown as mandatory, an Office reference must be set.

**Note:** this is an optional setting available under 'Office settings'.

Application 95157/3

Validation [v] Close

General | Basic marks | DCP | Applicant | Representative | Mark representation | Goods and services | Attachments | Check | Comments

**Application information**

Submitted: 28.04.2018 13:15

Office reference: [input field]

Reception date: 28.04.2018 13:15

E-filing language: English | Language of correspondence with office: Georgian

**All irregularities**

No irregularities

Add an irregularity

Jump to: Basic application / registration screen

Assign for examination to: [input field] | Send | View full application | Send to applicant | Save | Save and close

## Basic mark tab

For this tab and all subsequent tabs, an examiner must review the information and tick the 'Information is correct' box.

General | **Basic mark(s)** | DCP | Applicant | Representative | Mark representation | Goods and services | Attachments | Check | Comments

Jump to corresponding filing screen

Basic application(s) or registration(s)

Main basic mark  Information is correct

Application number 95157/3 Registration number 29126

Assign for examination to:

## DCP tab

General | **Basic mark(s)** | **DCP** | Applicant | Representative | Mark representation | Goods and services | Attachments | Check | Comments

Jump to corresponding filing screen

Designated Contracting Parties

International application  Information is correct

AM - America  
EM - European Union (EUIPO)  
NZ - New Zealand  
US - United States of America

National mark  
Not applicable for national mark

Assign for examination to:

## Applicant tab

An examiner ensures that the applicant has not modified the address information from what it was in the national basic.

General | **Basic mark(s)** | DCP | **Applicant** | Representative | Mark representation | Goods and services | Attachments | Check | Comments

Jump to corresponding filing screen

Applicant(s)

International application  Information is correct

National mark 95157/3 29126

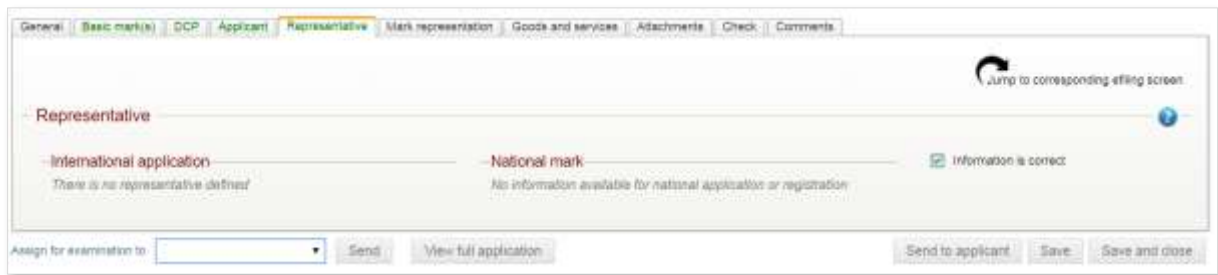
Main applicant Saiparenti

Street	5 Antioch St	Street	5 Antioch St
City	Mtskheta	City	Mtskheta
ZIP Code	3300	ZIP Code	3300
Country	Georgia	Country	Georgia
County	Georgia	County	Georgia

Assign for examination to:

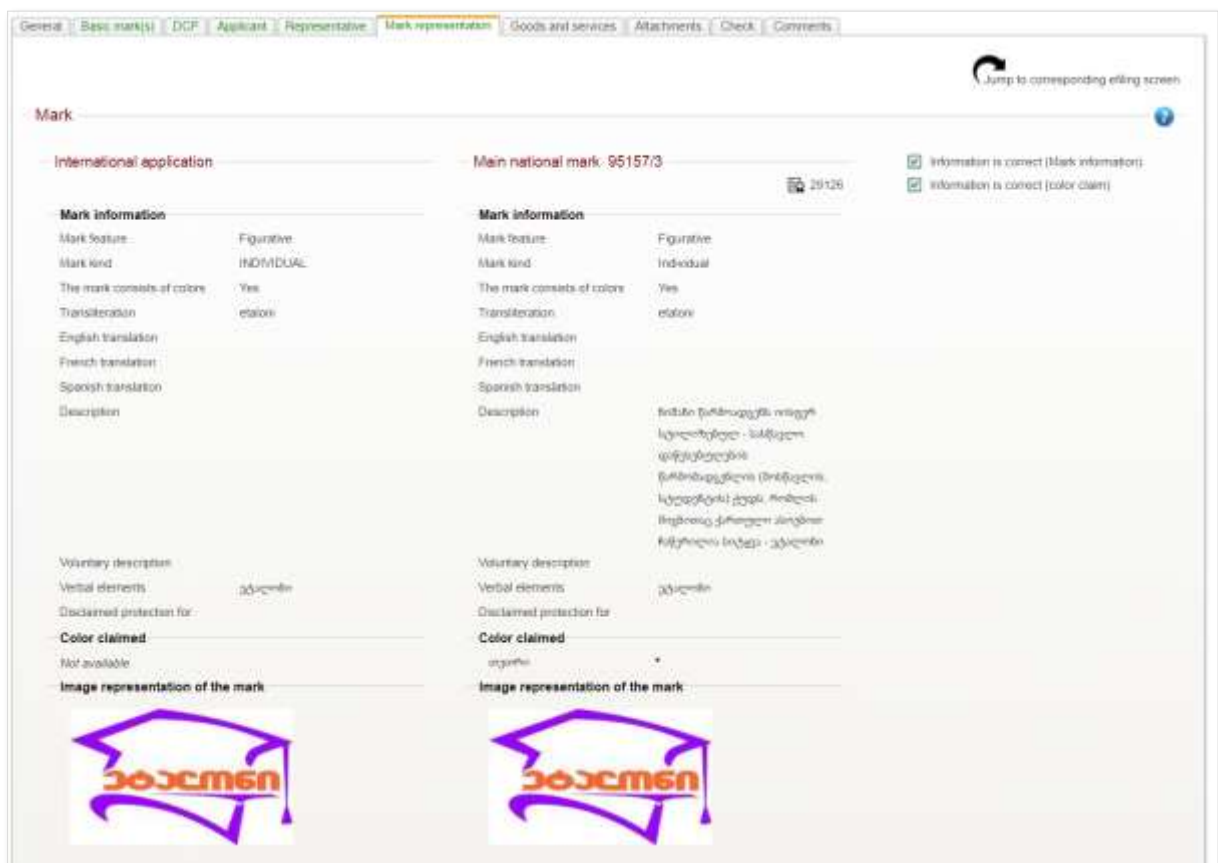


## Representative tab



## Mark representation tab

Any elements, such as description or verbal elements, which remain in the language of the national filing, should be added in the indicated request language. An examiner can do this by clicking on the 'Jump to corresponding e-Filing screen'. This feature is located in the top right-hand corner of every tab.



## Goods and services tab

General | Basic mark(s) | DCP | Applicant | Representative | Mark representation | **Goods and services** | Attachments | Check | Comments

Jump to corresponding filing screen

**Goods and services**

International application: \_\_\_\_\_ Main national mark 95157/3  Information is correct

Main list 25/25

**Main list**

**This list may not match basic list. Please check.**

**Class 16** Paper, cardboard and their products that do not belong to other classes; Printed products; Materials for construction work; Photos; Writing Paper; Stationery and Household Destruction of Substance Substances; Artists; Brushes; Typewriters and office accessories (except furniture); Training materials and visuals (except for devices); Plastic packaging material (which does not belong to other classes); Font; Typographic cliché

**Class 38** Communications

**Class 41** Upbringing; Provide educational process; Fun; Organizing sports and cultural and educational activities

**Limitation lists**

Limitation European Union (EUIPO), United States of America

**Class 16** Paper, cardboard and their products that do not belong to other classes; Printed products; Materials for construction work; Photos; Writing Paper; Stationery and Household Destruction of Substance Substances; Artists; Brushes; Typewriters and office accessories (except furniture); Training materials and visuals (except for devices); Plastic packaging material (which does not belong to other classes); Font; Typographic cliché

**Class 38** Communications

**Class 41** Upbringing; Provide educational process; Fun; Organizing sports and cultural and educational activities

**Main list**

**Class 16** ქაღაღები, მუყაო და მათი ნაკეთობა; ჩაბეჭდილი პროდუქტები; მასალები საშენობნო სამუშაოებისათვის; ფოტოგრაფიები; სერტიფიკატების სურათები; სერტიფიკატები და სერტიფიკატების დაზიანების მუხებზე ნივთიერებები; მასწავლებლის საგნები; ფურცლები; სასწავლო მასალები და თვითნაწილები (საწიკების გარდა); სწავლის მასალები და თვითნაწილები (სერტიფიკატების გარდა); პლასტიკური შეფუთის მასალები (რომლებიც არ მიეკუთვნება სხვა კლასებს); შრიფტი; ტიპოგრაფიული კლიშე

**Class 38** კავშირგაბმულობა

**Class 41** აღზრდა; სასწავლო პროცესის უზრუნველყოფა; განიხილვა; სპორტული და კულტურული-საგანმანათლებლო ღონისძიებების ორგანიზება

## Attachments tab

General | Basic mark(s) | DCP | Applicant | Representative | Mark representation | Goods and services | **Attachments** | Check | Comments

Jump to corresponding filing screen

**Summary and attachments**

**Attachments**  Information is correct

**Summary**

[Get Summary \(PDF Format\)](#)

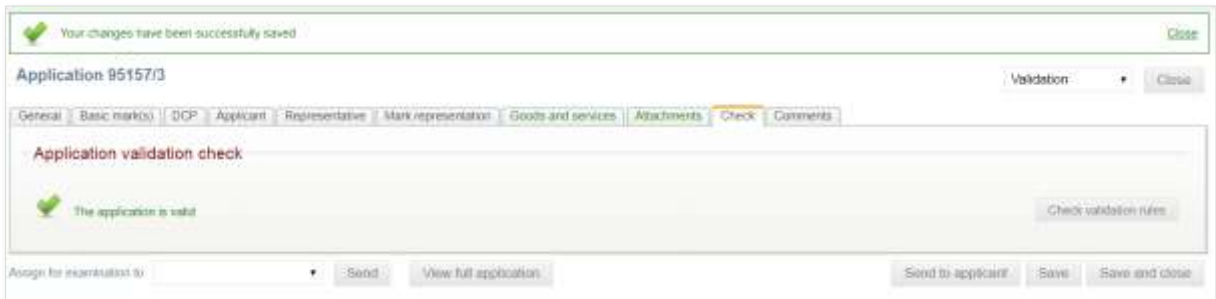
[Get Summary \(HTML Format\)](#)

**Customer's attachments**

0.1 Mb: [US\\_intention to use the mark.pdf](#)

## Check tab

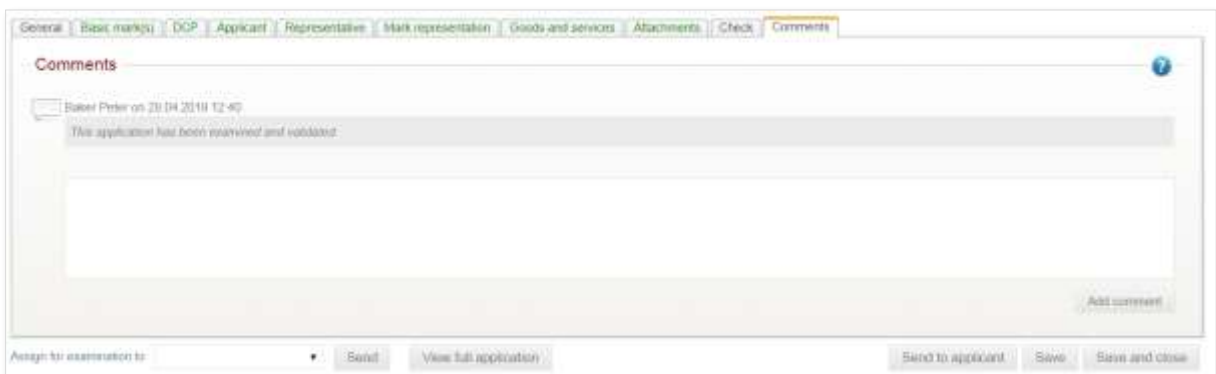
An examiner can check the international application request against the IP Office and WIPO validation rules.



**Note:** It is a good idea to periodically save the application during examination and validation. If not, any changes not saved will be lost when closing the request.

## Comments tab

An examiner can add comments. These comments, once added and saved, will always be available as part of the application history



### 3.3 Application Certification

Once the application has been examined and validated, an examiner navigates to the ‘Decision’ window. This is found in the dropdown list located in the top right-hand corner of the screen.

An examiner clicks the ‘Validate and send to WIPO’ button. This will display the email message that the applicant will receive. The examiner clicks the ‘OK’ button to send the validated and certified international trademark application to WIPO.



The certified application is removed from the examiner’s task list. The status changes to ‘WIPO Processing’.



## 4. MANAGING CORRECTIONS IN MADRID E-FILING

### 4.1 Raising a request for correction

As mentioned in the ‘Application Validation’ section of this document, it is possible for an IP Office examiner to raise an irregularity during the examination and validation process.

To do so, an examiner clicks the ‘Add an irregularity’ button located on each tab of the application validation screen.



Doing so, opens a window into which the examiner can add the specific information concerning the irregularity issue. The examiner selects the ‘This irregularity is a question’ check box if a response or confirmation is required from the applicant. Once the irregularity is complete, the examiner clicks the ‘Add or update’ button.



**Add or edit irregularity** ✕

Free text

Irregularity name  In Georgian

An MM17 form needs to be added

This irregularity is a question Add or update

**Add or edit irregularity** ✕

Free text

Irregularity name  In Georgian

Please add the Mark colour claim

Section  ▼

This irregularity is a question Add or update

All added irregularities are centrally displayed on the 'General' tab of the application.

General Basic mark(s) DCP Applicant Representative Mark representation Goods and services Attachments Check Comments

**Application information** ⓘ

Submitted: 27.04.2018 12:26  
 Office reference:   
 Reception date: 27.04.2018 12:26  
 E-filing language: English Language of correspondence with office: Georgian

**All irregularities** ⓘ

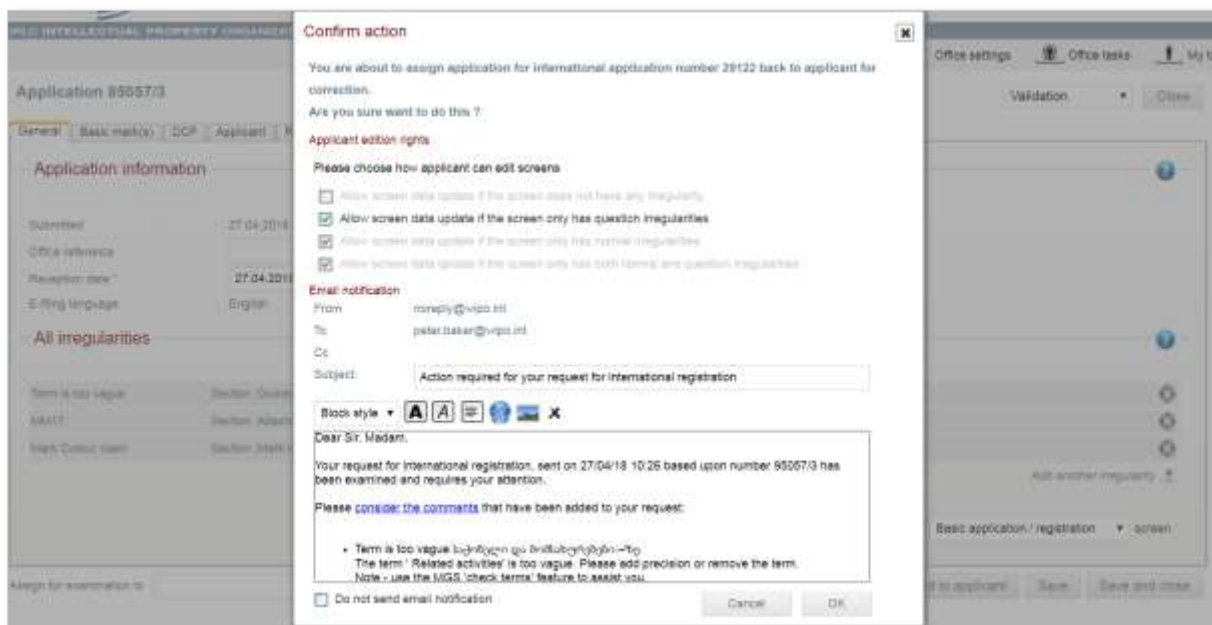
Term is too vague	Section: Goods and services	✕
MM17	Section: Attachments	✕
Mark Colour claim	Section: Mark information - Colour claim	✕

Add another irregularity ↑

Jump to: Basic application / registration ▼ screen

Assign for examination to:

The examiner clicks the ‘Send to applicant’ button located in the bottom right-hand corner of the screen to return the international application request to the applicant for correction and resolution. The examiner ticks the ‘Allow screen data update if the screen only has question irregularities’ check box if the IP Office expects the applicant to make updates to the application screens in addition to answering the irregularity questions. Finally, the examiner clicks the ‘OK’ button to send the email.

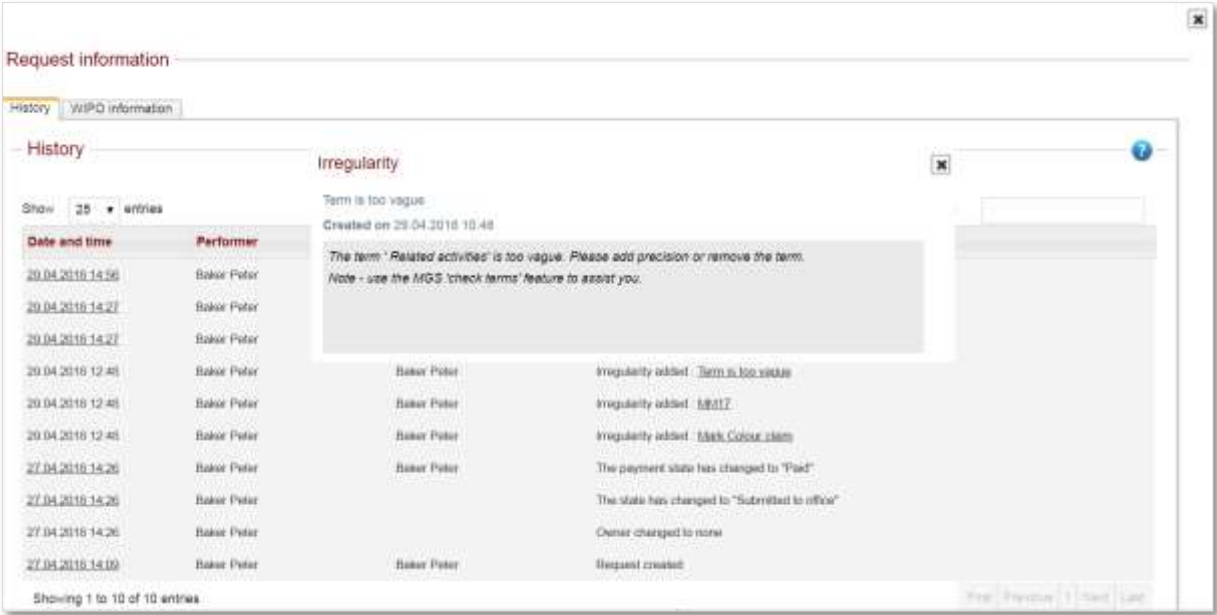


As soon as an international application request is returned to the applicant, the status changes to ‘Correction pending’. The examiner no longer can access or modify the application in any way.



Clicking on the application number will display the application history. Clicking on the 'Irregularity added' will display the individual irregularity.

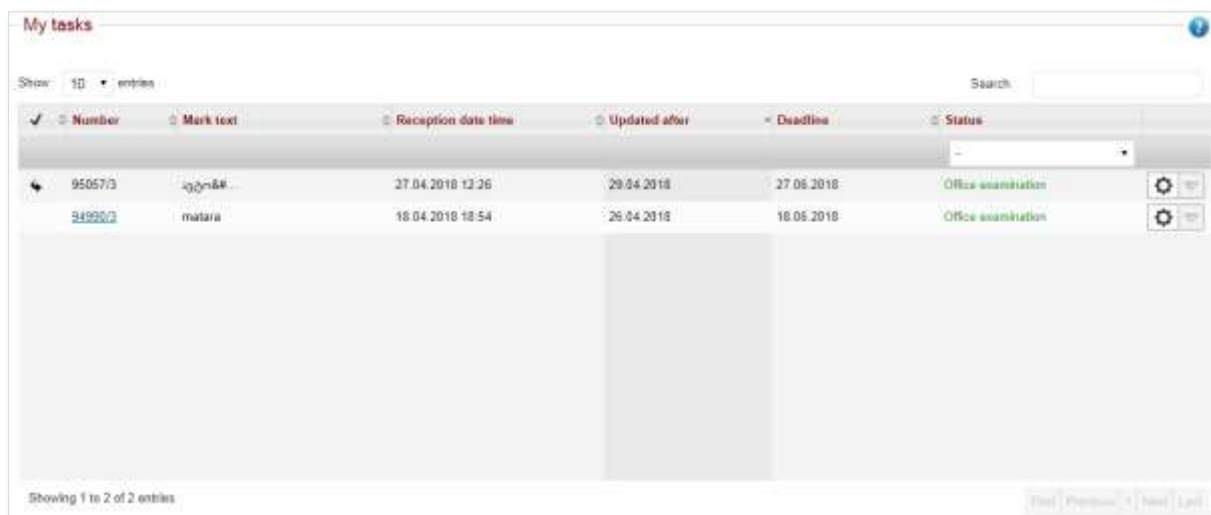
**Note:** any 'Correction pending' applications will remain on the task list of the examiner who returned the international application request to the applicant.



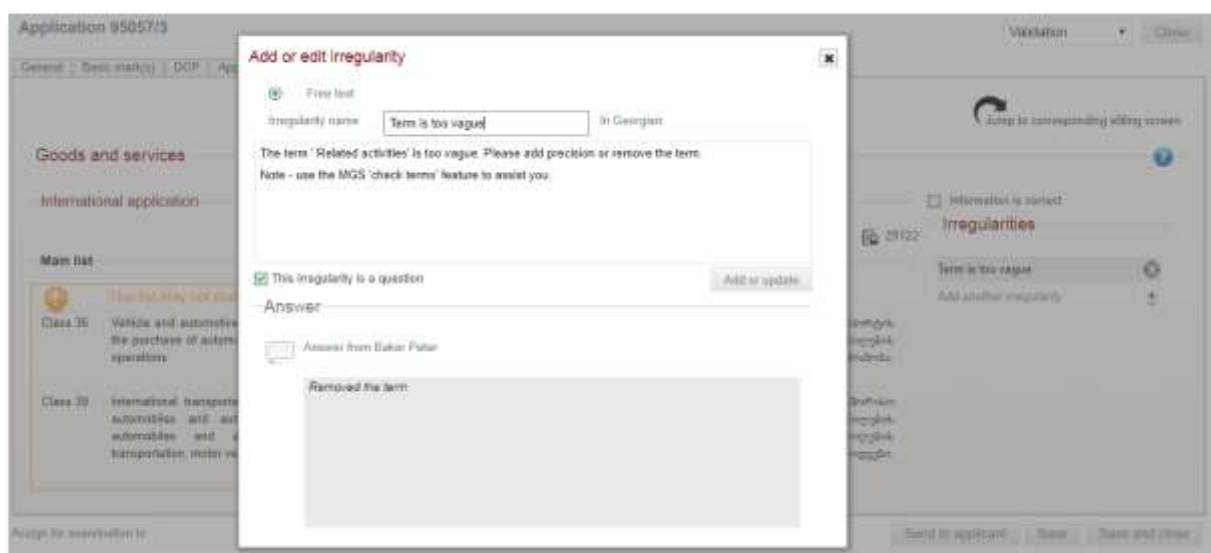


## 4.2 Closing a request for correction

A return arrow to the left of the application number is shown when an applicant returns an international application request after addressing the raised irregularities.



The assigned examiner opens the international application request to the application validation screens, reviewing the irregularity responses for accuracy and completeness. Provided each irregularity has been fully satisfied, the examiner can delete it from the concerned tab. The examiner should save the application after each irregularity has been deleted.



All raised and satisfied irregularities are permanently saved as part of the application history.

Timestamp	Sender	Message
29.04.2018 14:56	Baker Peter	Baker Irregularity
29.04.2018 14:27	Baker Peter	Term is too vague Created on 29.04.2018 10:48, closed on 29.04.2018 11:54
29.04.2018 14:27	Baker Peter	The term 'Related activities' is too vague. Please add precision or remove the term. Note - use the MGS 'check terms' feature to assist you.
29.04.2018 13:59	Baker Peter	Answer
29.04.2018 13:59	Baker Peter	Answer from baker-ip@IPO
29.04.2018 13:56	Baker Peter	Removed the term.
29.04.2018 13:54	Baker Peter	
29.04.2018 13:54	Baker Peter	
29.04.2018 13:54	Baker Peter	Irregularity closed : <a href="#">Mark Colour claim</a>
29.04.2018 13:54	Baker Peter	Irregularity added : <a href="#">Term is too vague</a>
29.04.2018 12:48	Baker Peter	Irregularity added : <a href="#">MM17</a>
29.04.2018 12:48	Baker Peter	Irregularity added : <a href="#">Mark Colour claim</a>
29.04.2018 12:48	Baker Peter	The payment state has changed to "Paid"
27.04.2018 14:26	Baker Peter	The state has changed to "Submitted to office"
27.04.2018 14:26	Baker Peter	Owner changed to none
27.04.2018 14:09	Baker Peter	Request created

To certify and finalize an application, an IP Office examiner follows the same steps as detailed in section 4.3 Application Certification.

- End of document -