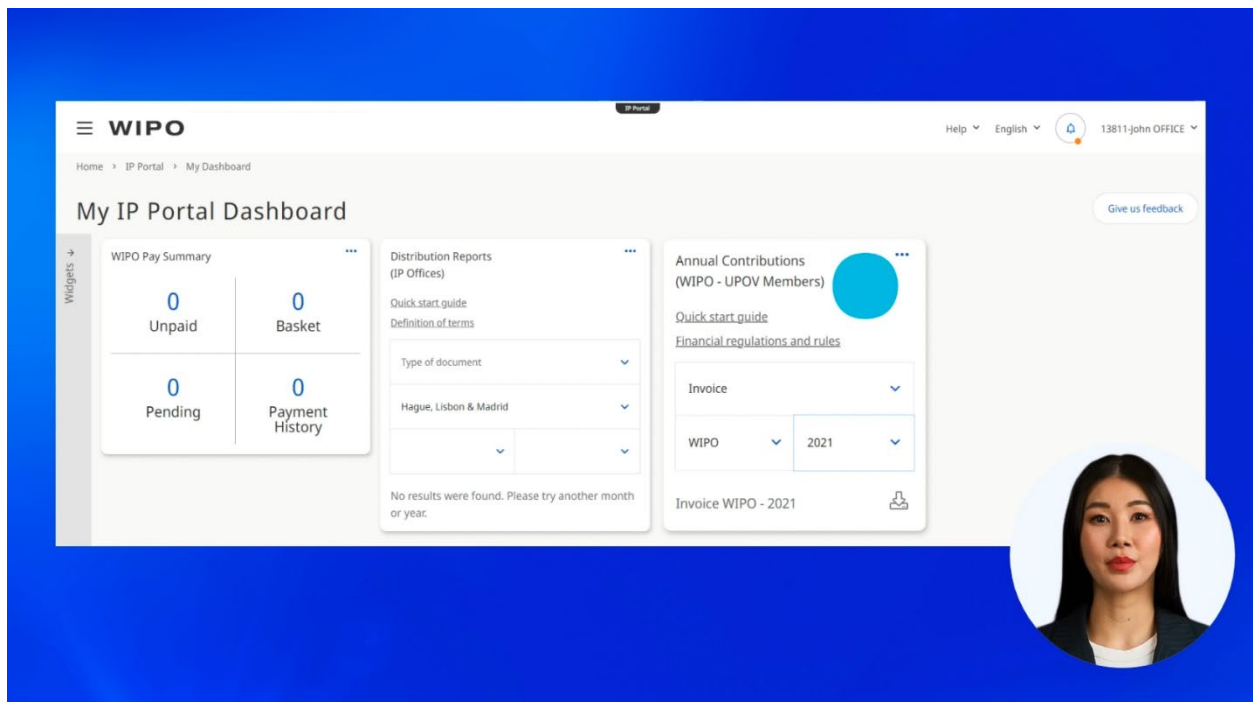


ANNUAL CONTRIBUTIONS: DOWNLOADING AN INVOICE

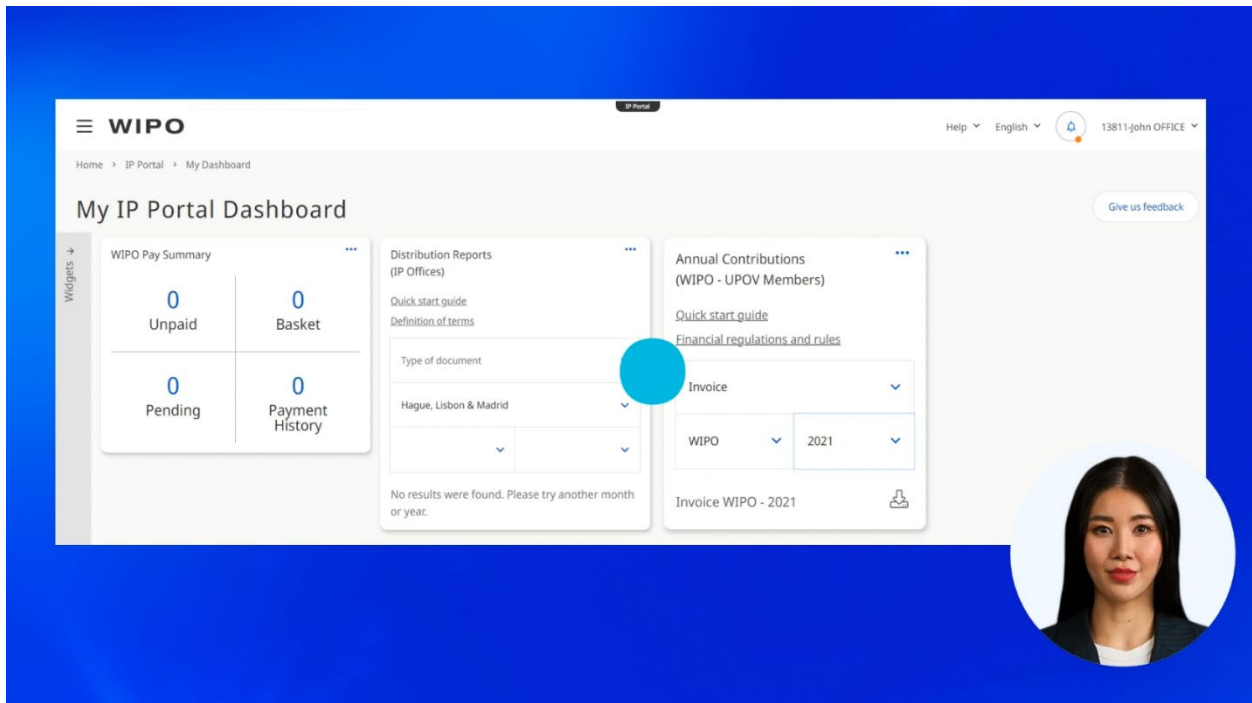
Hello! Welcome to our tutorial.

In this video you will learn how to download an invoice for Annual Contributions.

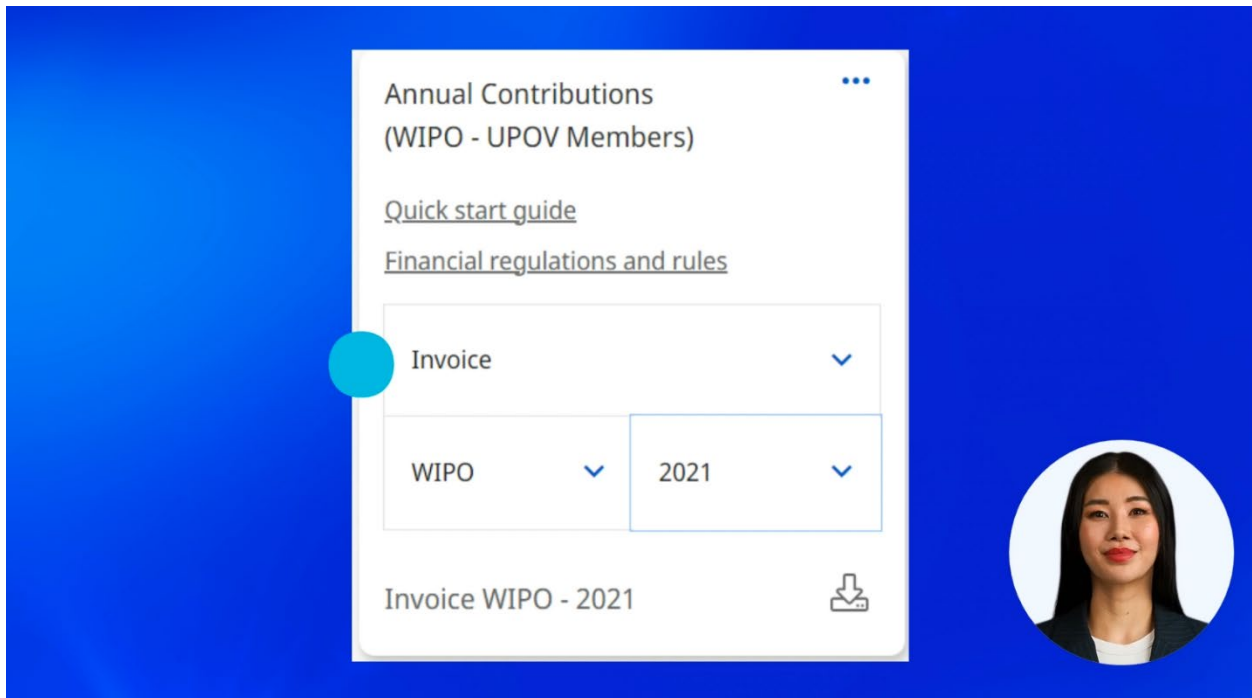
Enter your IP Portal Dashboard and find the widget "Annual Contributions (WIPO-UPOV Members)".



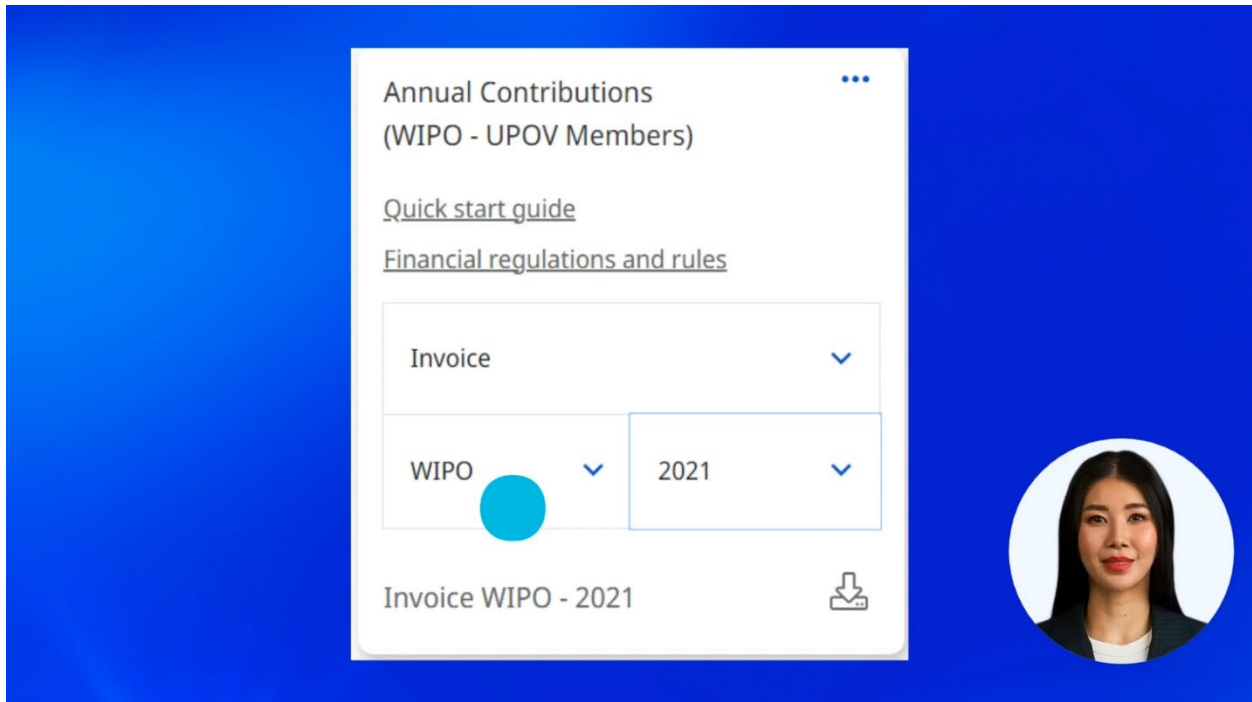
Before proceeding you may want to consult the financial regulations and rules of WIPO.



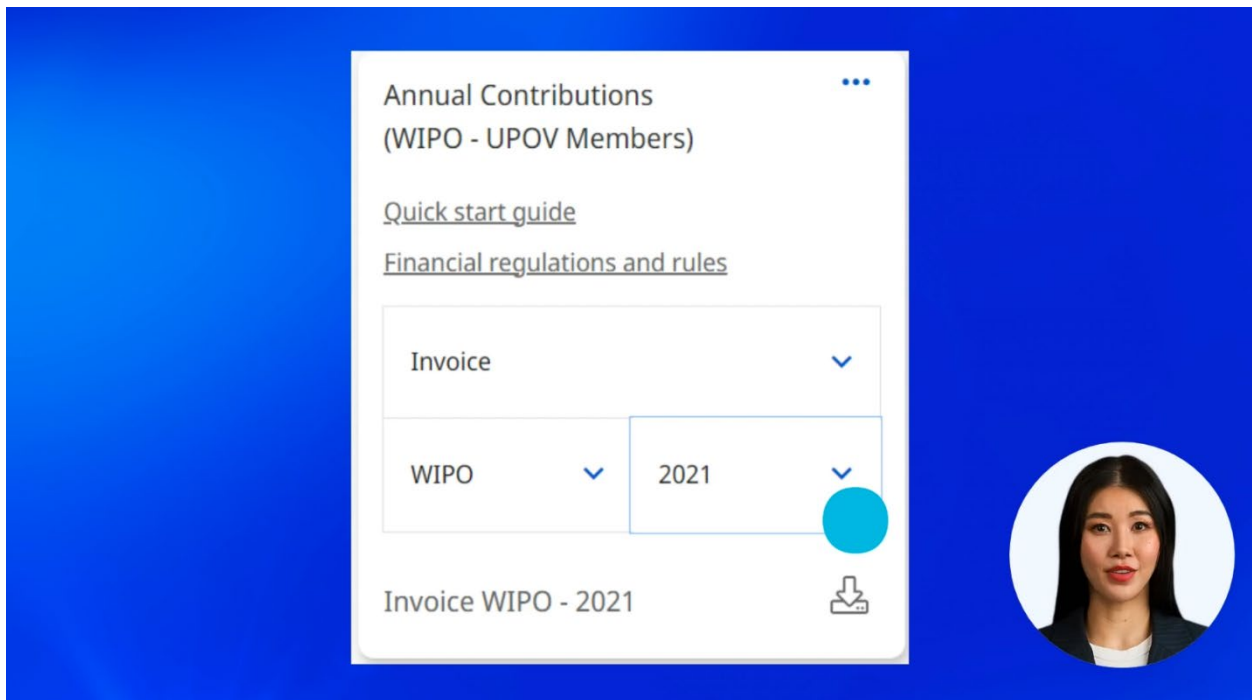
Select an "Invoice" in the menu.



Then choose the organization - WIPO, UPOV, or both of them - in the list below.

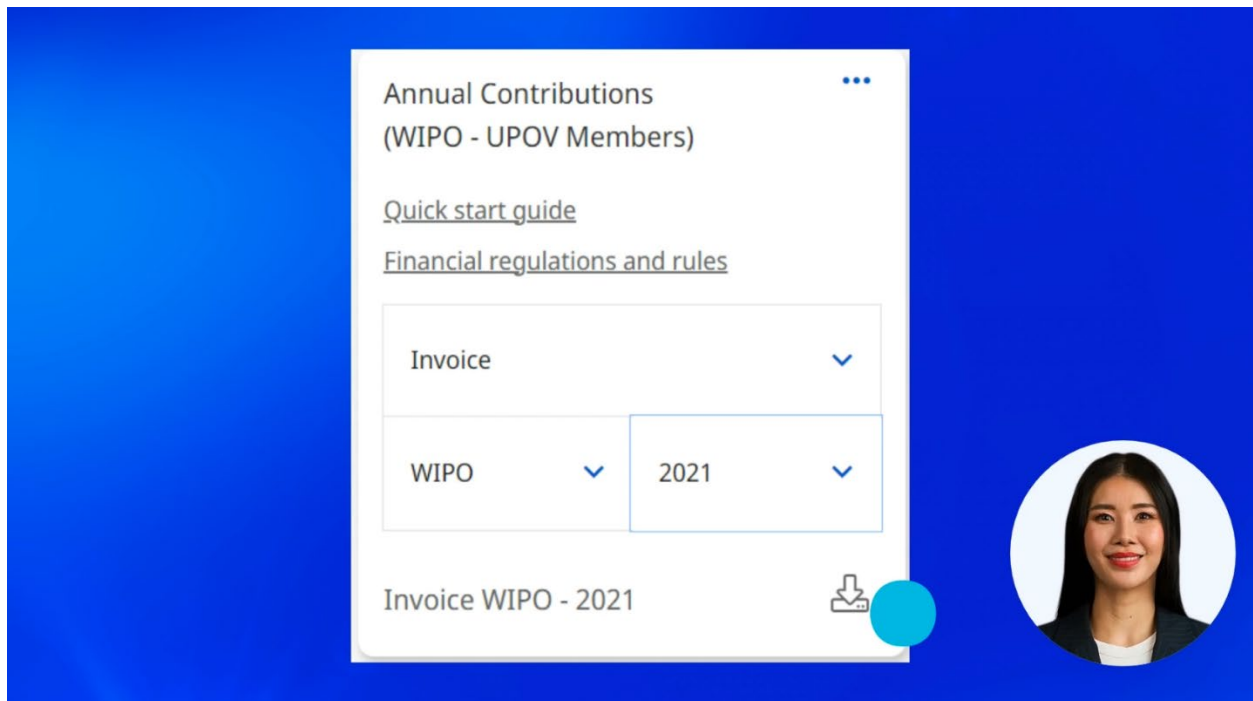


Then select a specific year of which you would like to receive an invoice. Remember that a "year" is considered as "calendar year" (that is from the 1st of January to the 31st of December).



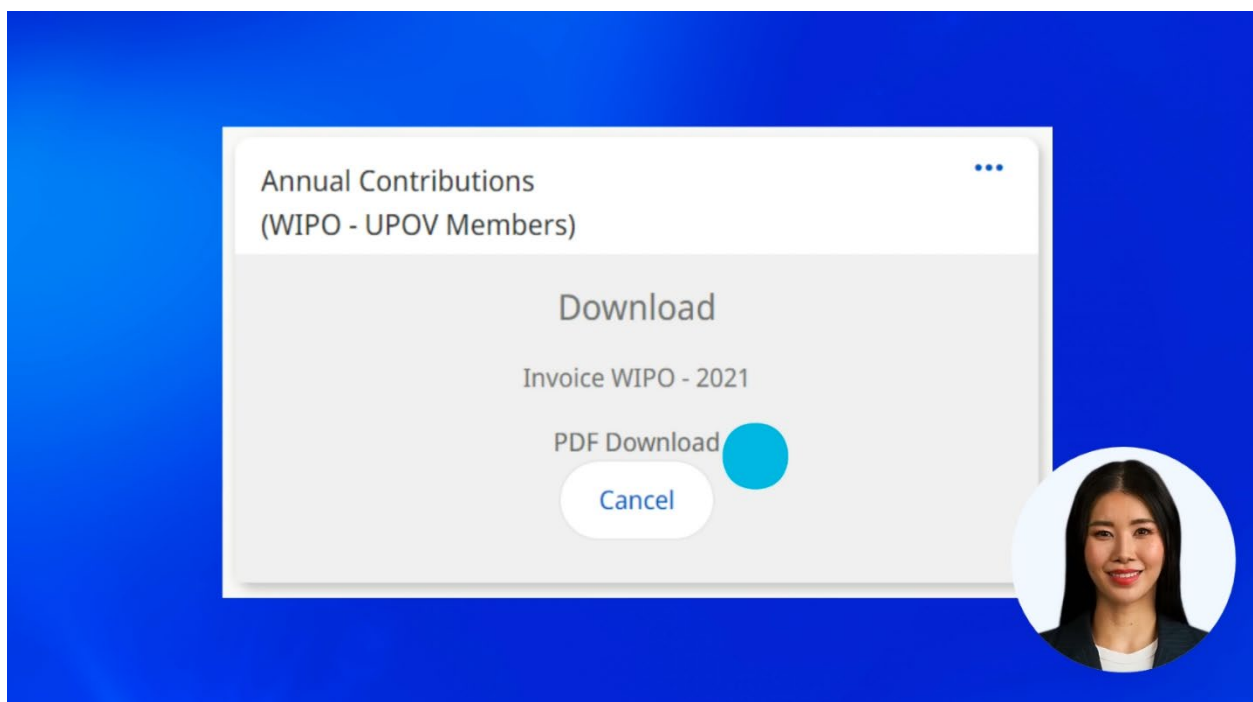
Remember that an invoice for the following year is available in November of the current year. For example, an invoice for 2025 is available starting from November 2024.

When all the filters are applied, click on the download icon.

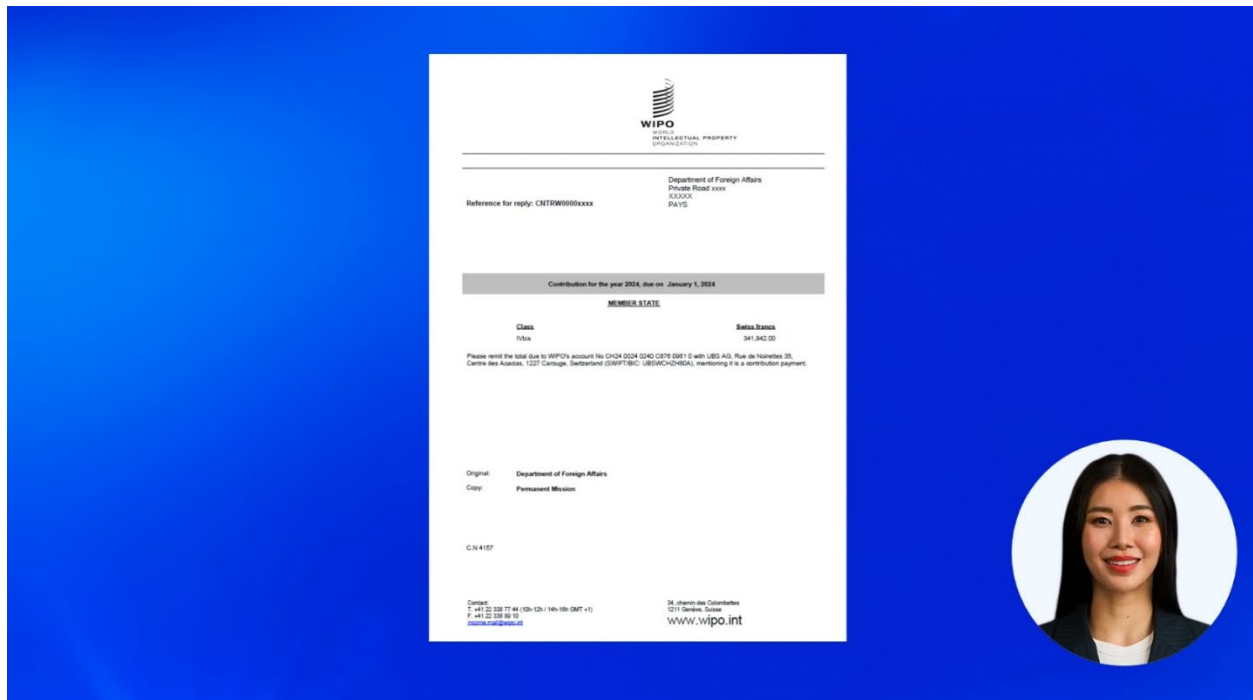


You can download the document in **PDF** format.

Click on "PDF Download". The download will start immediately.



The invoice is ready for your use. You will also be able to download a receipt from the "Annual Contributions" widget once WIPO has accounted for the payment.



You can find more videos on our website - wipo.int.

Finally, we remind you to **be aware of possible scam attempts** by phone, email, or text message. You can learn more about how to protect your IP Office and yourself from different types of scams on the dedicated webpage on our website.

Thank you for watching our tutorial. We are looking forward to seeing you again at our next tutorial.