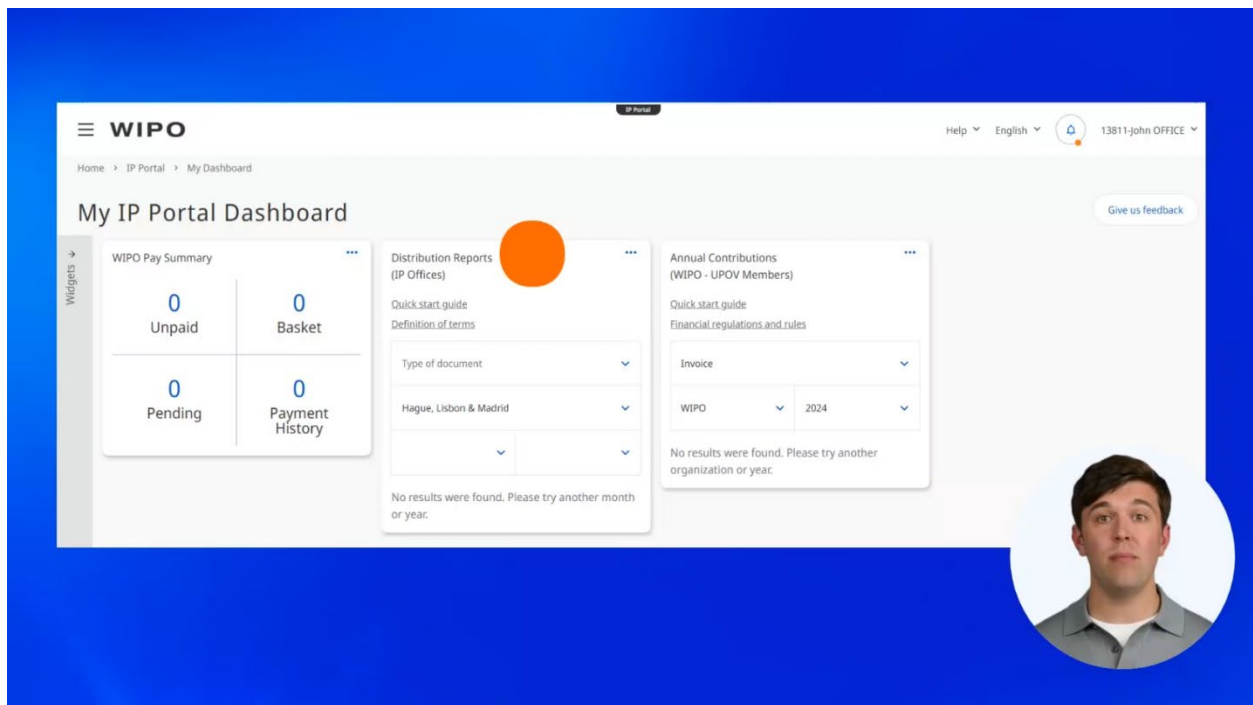


HAGUE MONTHLY REPORT – INDIVIDUAL FEES: HOW TO READ THE REPORT?

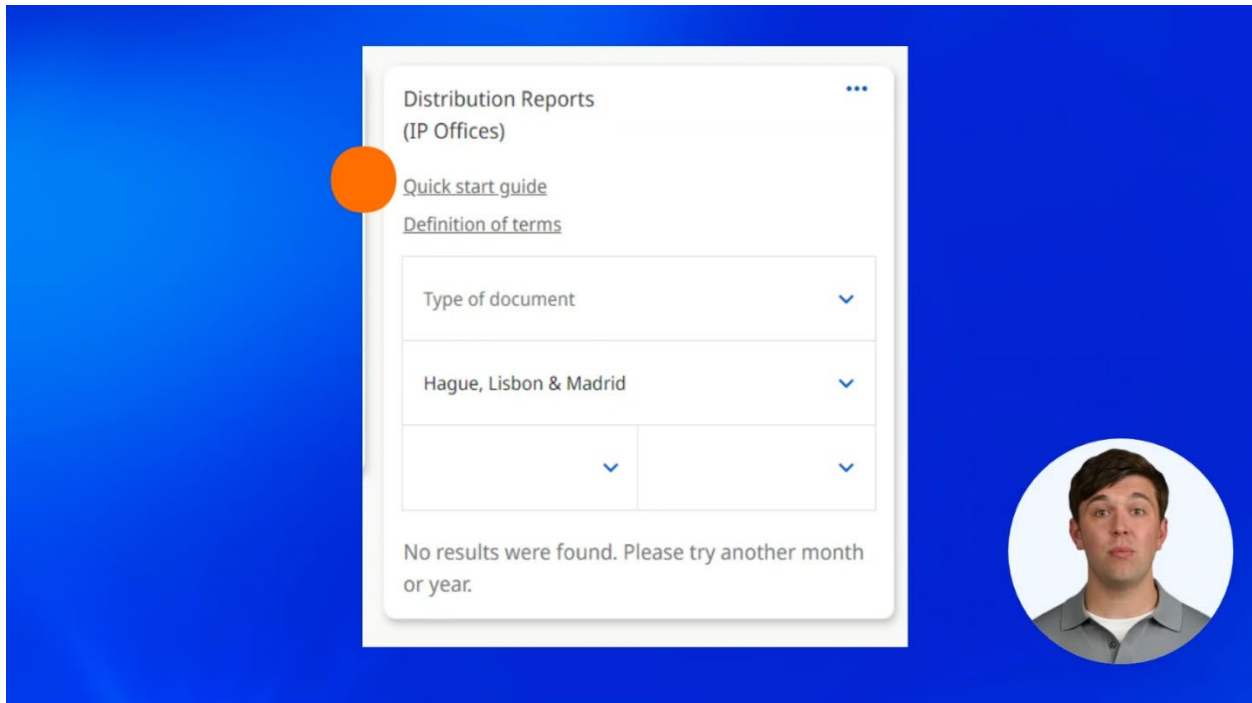
Hello! Welcome to our tutorial.

In this video you will learn how to read the Hague monthly report.

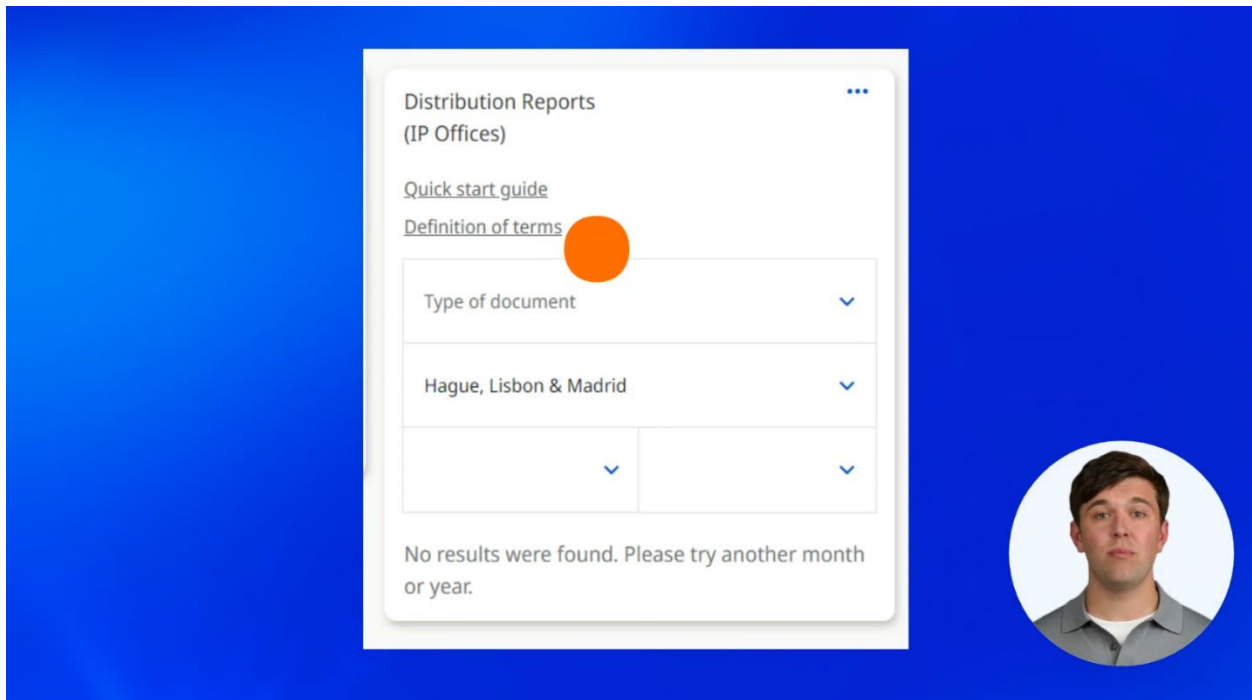
Enter your IP Portal Dashboard and find the widget "Distribution Reports for IP Offices".



Open "Quick start guide" to find answers to your questions regarding distribution reports.




To be able to read reports, consult the page "Definitions of terms".



"Definitions of terms" is your dictionary that helps you in navigating and interpreting the reports.

DEFINITION OF TERMS

Report date Extraction date of the report
Distribution month Year and month of the distribution report
Contracting Party code Two character ISO code of the designated Contracting Party
Monthly total [CHF] Total amount in CHF paid to the Contracting Party in the given distribution month
Operation code Two character code of the operation (for example, EN, RE, NT, EX)
Operation description Name of the operation (for example, registration, renewal, subsequent designation)
IRN International registration number
DocID Unique number (9-10 digits) of the operation
IP Office reference Reference data provided by the IP Office
Gazette issue Gazette issue in which the transaction is recorded



Select the type of document "Monthly report – Individual fees". This document contains a list of individual fees that are individual transactions for a given month.

Distribution Reports
(IP Offices)

[Quick start guide](#)


[Definition of terms](#)

Type of document
Monthly report – Individual fees

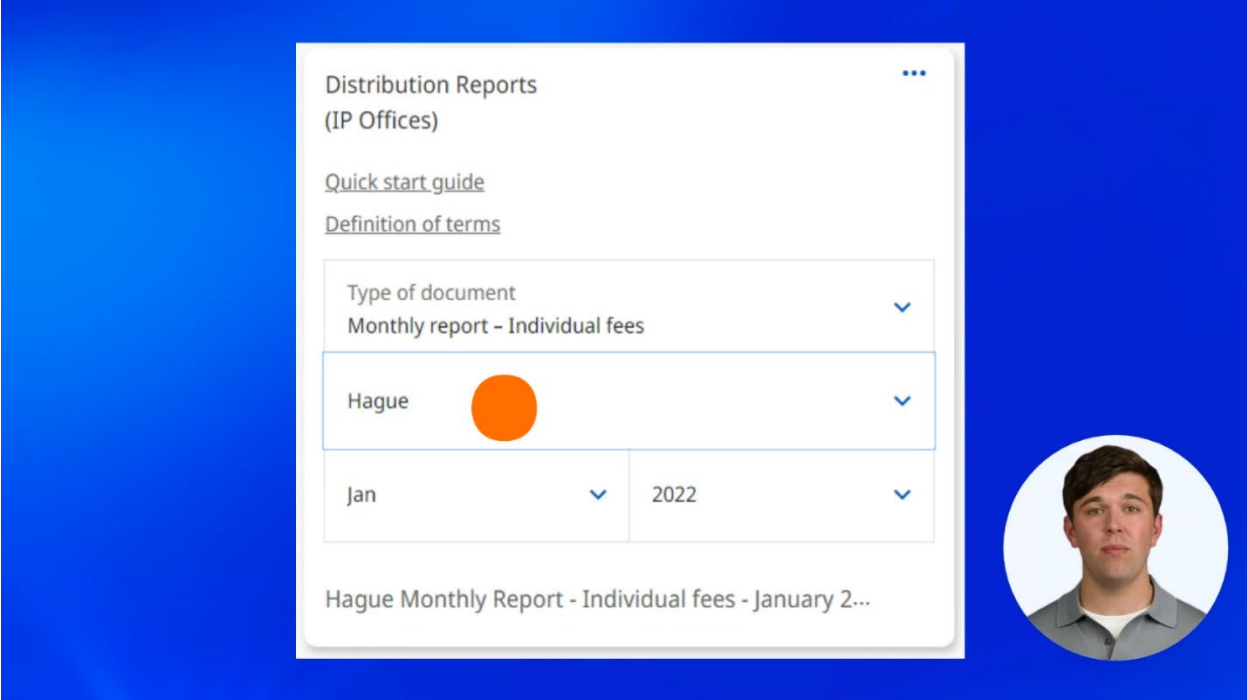
Hague

Jan 2022

Hague Monthly Report - Individual fees - January 2...

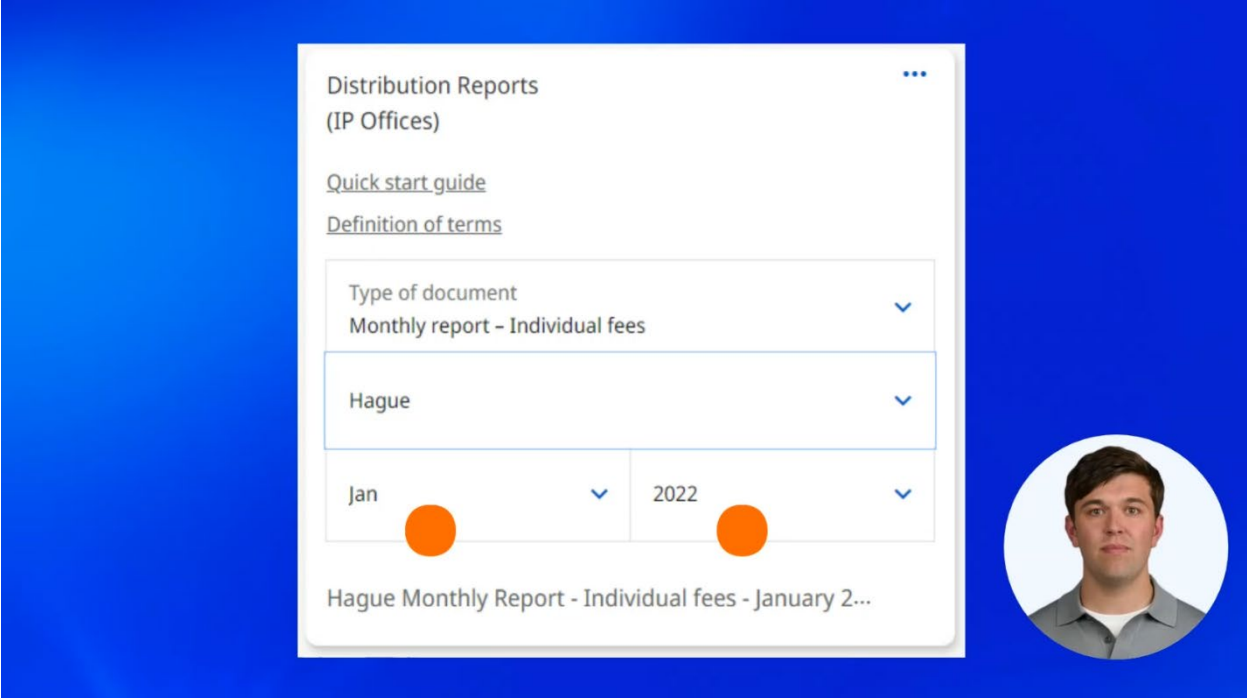


Then choose Hague as your treaty in the list below.

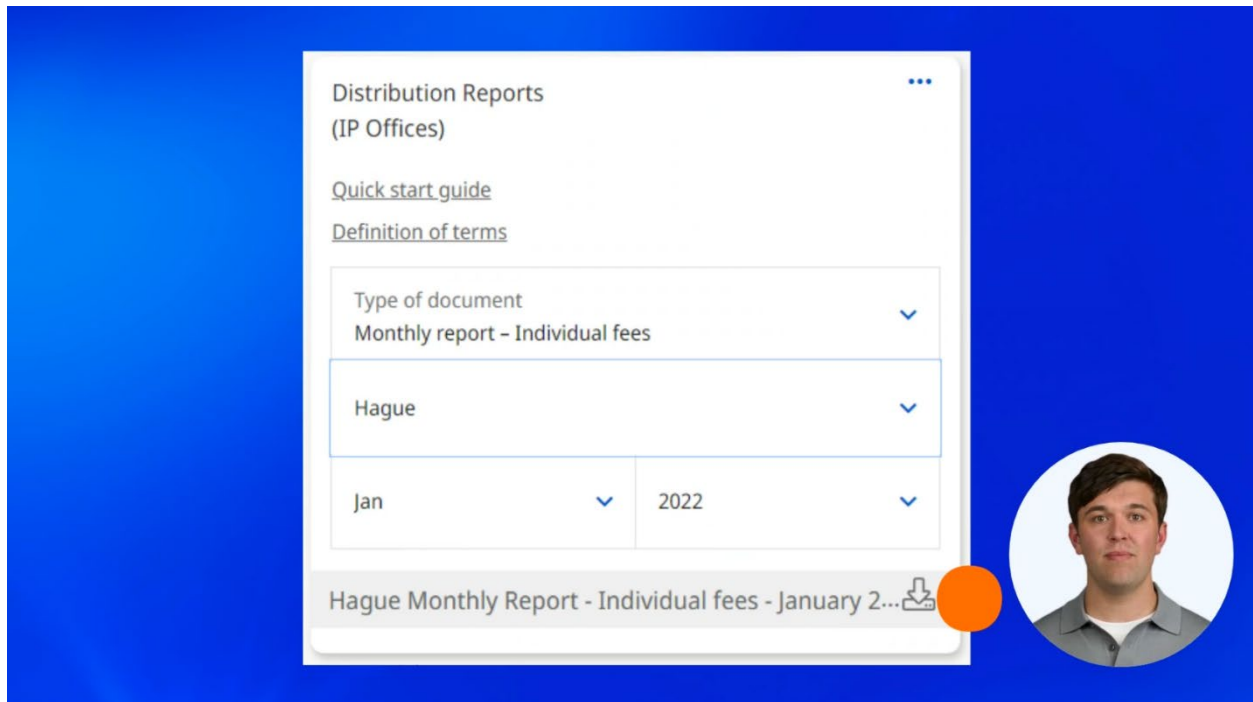


Select a month of a specific year of which you would like to receive a report.

Remember that a "month" must be considered as "calendar month" (that is from the 1st day of the month to the last).



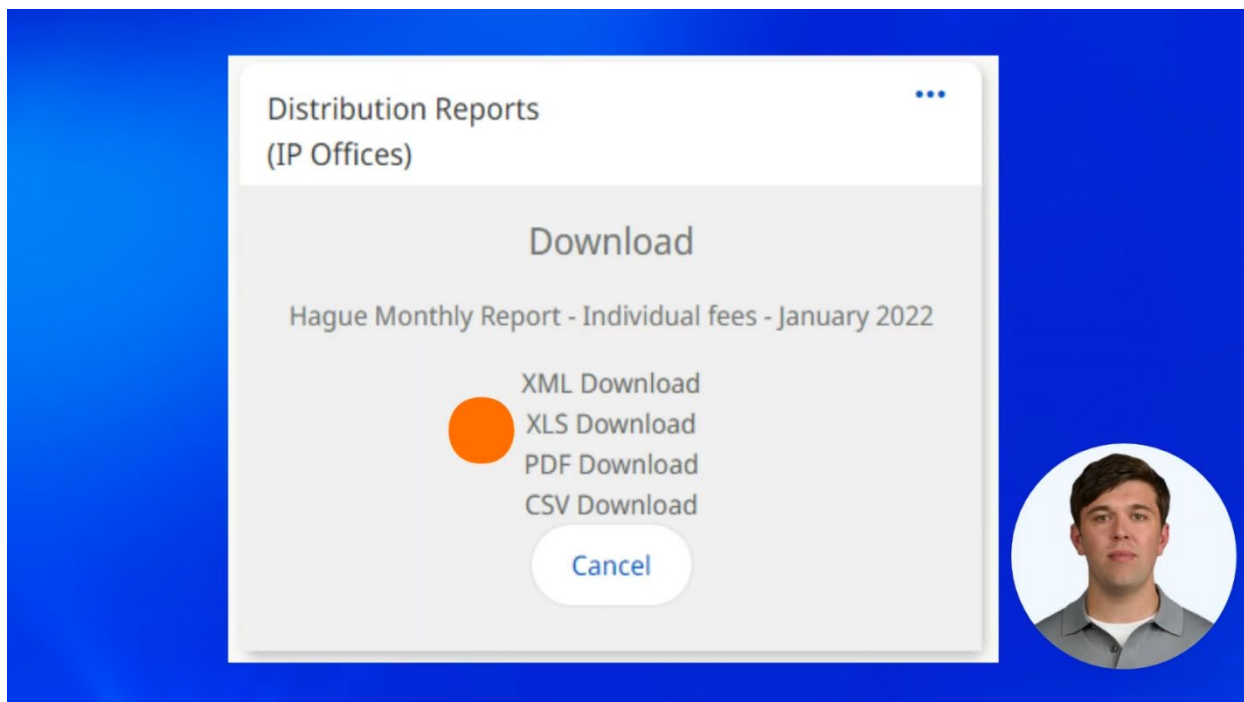
When all the filters are applied, click on the download icon.



You can download a monthly report in four different formats. You can choose those that better suit your business needs.

XML file can be imported in the IP Office's internal IT System. **PDF and XLS** are the formats for the standard data presentation. **CSV** is similar to XLS format but it is used to work with data allowing sorting and calculations based on specific criteria.

Click on the desired format. The download will start immediately.



Based on the chosen format, you will see a different representation of data.

Note that only the representation of data changes: all the data elements will remain the same for all the formats.

To interpret the data, as mentioned previously, refer to the dictionary "Definition of terms".

The Hague report shows the operations for a given IRN and the DocID is a unique reference for the transaction. You can find the expected publication date for each transaction. The Fee date is the date at which the fee value is considered. The report shows the number of designs, the fee codes, and the fee amounts.

This report will help your IP Office reconcile the data.

CSV version


Customer payment date	Fee (CHF) per
21-02-10	92
21-02-10	92
20-04-20	35
0-04-20	-35
03-12	486
03-12	48

Monthly Fee Distribution report

Report Date	20210416
Distribution Month	202103
Contracting Party Code	?? (2 letter ISO country code)
Monthly Total CHF	12345.00

Operation code	Operation description	DN	DocID	Finance ID	Expected publication date	Fee date	Number of designs	Fee Description	Fee (CHF) per Fee code
DEN	DEN Registration code	DM777713	910082777	DM000017766	2021-09-13	2021-02-10	No		
DEN	DEN Registration code	DM777713	910082777	DM000017766	2021-08-13	2021-02-10	No		
DEN	DEN Registration code	DM777713	910082777	DM000017766	2021-04-02	2020-04-01	No	DEBT 14	Deposit State Fee for 1D 50
DEN	DEN Registration code	DM777713	910082777	DM000017766	2021-04-02	2020-04-01	No	DEBT 1	Deposit State Fee for Add 42
DEN	DEN Registration code	DM777713	910082777	DM000017766	2021-04-02	2020-04-01	No	DEBT 1	Deposit State Fee for 1D 35
DEN	DEN Registration code	DM777713	910082777	DM000017766	2021-04-02	2020-04-01	No	DEBT -1	Deposit State Fee for 1D -1
DRE	DRE Renewal code	DM777713	910082777	DM000017780	2021-03-26	2021-03-12	No	DRE1 2	Renewal fee 1st time 486
DRE	DRE Renewal code	DM777713	910082777	DM000017780	2021-03-10	2021-03-08	No	DRE1 1	Renewal State Fee for 1F 48
DRE	DRE Renewal code	DM777713	910082777	DM000017780	2021-03-10	2021-03-08	No	DRE1 6	Renewal State Fee for A 48
DRE	DRE Renewal code	DM777713	910082777	DM000017780	2021-03-10	2021-03-08	No	DRE1 1	Renewal State Fee for A 48
DRT	DRT New Tax 2nd part fee code	DM777713	910082777	DM000017772	2018-08-31	2021-03-11	No	DRT2 1	2nd part fee small entit. 140

(Example limited to a few rows)



If you would like to have a list of transactions for the whole calendar year (so from the 1st of January to the 31st of December of a given year), you can choose and download in the widget another report called "Annual statement - individual fees".

Distribution Reports (IP Offices)

[Quick start guide](#)


[Definition of terms](#)

Type of document
Annual statement - Individual fees

Hague

Jan 2022

Hague Annual statement - Individual fees - 2...





Annual Statement 7 Individual Fees
Report Date 2023-07-07
Distribution Year 2022
Contracting Part Code
Annual Total CHF 10002

Operation code	Operation description	IRN	DocID	Finance ID	Expected Publication Date	Fee date	LDC Rate (Yes or No)	Customer Payment Date	Fee (CHF) Per DocID
DEN	DEN Registration	DM/000000	0000000000	DH0000000010	2022-01-01	2021-12-17	NO	2021-12-17	48.00
DEN	DEN Registration	DM/000000	0000000000	DH0000000000	2022-01-01	2021-12-16	NO	2021-12-16	44.00
DEN	DEN Registration	DM/000000	0000000000	DH0000000000	2022-01-01	2021-12-15	NO	2021-12-15	42.00
DRE	DM Renewal	DM/000000	0000000000	DH0000000000	2022-01-01	2022-01-11	NO	2021-12-13	21.00
DEN	DEN Registration	DM/000000	0000000000	DH0000000000	2022-01-01	2021-11-29	NO	2021-12-31	42.00
DRE	DM Renewal	DM/000000	0000000000	DH0000000000	2022-01-01	2022-01-13	NO	2022-01-13	21.00
DEN	DEN Registration	DM/000000	0000000000	DH0000000000	2022-01-01	2021-09-17	NO	2021-09-17	42.00



"Annual payment statement - Individual fees" shows the payments made for each treaty per month of a given year.

Distribution Reports (IP Offices)

[Quick start guide](#)

[Definition of terms](#)

Type of document
Annual payment statement - Individual fees

- Hague

- Jan 2022

Annual payment statement - Individual fees - 2...





Annual Payment Statement - Individual Fees

Report Date 2023-07-13
Distribution Year 2022
Contracting Party Code
Annual Total CHF 100,000.00

Fee Distribution Monthly Payments	Madrid	Madrid - Handling	Hague	Lisbon	Total
January	0.00	0.00	0.00		0.00
February	0.00	0.00	0.00		0.00
March	0.00	0.00	0.00		0.00
April	0.00	0.00	0.00		0.00
May	0.00	0.00	0.00		0.00
June	0.00	0.00	0.00		0.00
July	0.00	0.00	0.00		0.00
August	0.00	0.00	0.00		0.00
September	0.00	0.00	0.00		0.00
October	0.00	0.00	0.00		0.00
November	0.00	0.00	0.00		0.00
December	0.00	0.00	0.00		0.00



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.