## 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".

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M	y IP Portal D	ashboard						Give us fee	edback
Midgets +	WIPO Pay Summary O Unpaid	0 Basket	Distribution Reports (IP Offices) Quick start guide Definition of terms	Annual Contributions (WIPO - UPOV Members) Quick start guide Financial regulations and rules					
	0 Pending	0 Payment History	Type of document Hague, Lisbon & Madrid	~	Invoice		~ ~		
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_			or year.					a a	5

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

	Distribution Reports (IP Offices)		
-	Quick start guide Definition of terms		
	Type of document	~	
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To be able to read reports, consult the page "Definitions of terms".

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"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	
DecID Unique number (9-10 digits) of the operation	6 6
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)	5			
<u>Quick start guide</u> Definition of terms				
Type of document Monthly report – Inc	dividual fee	25	~	
Hague			~	
Jan	~	2022	~	

Then choose Hague as your treaty in the list below.

Distribution (IP Offices)	Reports			
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Type of doc Monthly rep	ument port – Individual fe	es	~	
Hague			~	
Jan	~	2022	~	
Hague Mont	hly Report - Indiv	vidual fees - Ja	nuary 2	

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).

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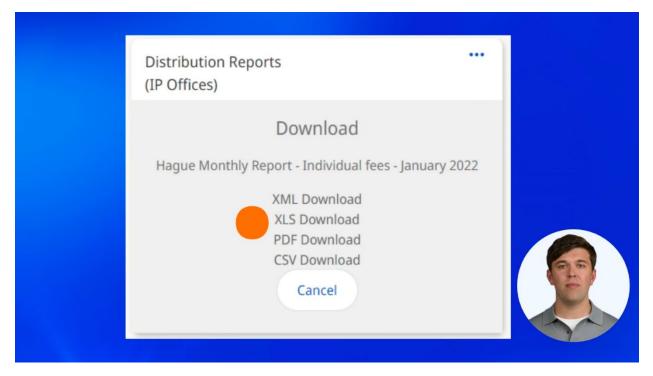
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Hague Monthly	Report - Ind	lividual fees - Ja	nuary 2	

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.

										-			
							/						
						1							
						ome	r payı	ment date	Fee (	CHF)	per		
						21-02-	10		92				
						-1 02	10		52				
CSV vers	sion					21-02-	10		92				
						20-04-	20		35			1	
Monthly Fee Distribution report	Monthly Fee Distribution report				20-04-	-20		55					
Report Date	port Date 20210416			0-04-20			25	25					
Distribution Month		202103				0-04-	-20		-35				
Contracting Party Code		77		(2 letter ISO country code)									
Monthly Total CHF		12345.00				03-	-12		486				
Operation code	Operation description	IN	DecID	Finance ID	Expected publication of	date Fee date			1000		iber of designs	Fee Description	Fee (CHF) per Fee code
DEN	DEN Registration code	DM/777719	97008077?	DH0000077765	2021-08-13	2021-02-10	Nº 8		48	1	1	Deposit State Fee for 1D	50
DEN	DEN Registration code	DMy777719	970080777	DH0000077766	2021-08-13	2021-02-10				DENT	14	Deposit State Fee for Add	4
DEN	DEN Registration code	DM/777793	970082777	DH0000077790	2021-04-02	2020-04-01	No	2020-0-1-		DENS	1	Deposit State Fee for 1D	35
DAI	DM Rectification code	DM/777793	970082777	DH0000077788	2021-04-02	2020-04-01	No	2020-04-20	-35	DENS	4	Deposit State Fee for 1D	1 100 -
DRE	DM Renewal code	DMV777765	97008?775	DH0000077780	2021-03-26	2021-03-12	No	2021-03-12	486	DREI	2	Renewal fee 1st time	Con St
DRE	DM Renewal code	DM/171122	970087774	DH0000077760	2021-03-19	2021-03-08	No	2021-03-08	48	DRES	1	Renewal State Fee for 10	
DRE	DH Renewal code	DM/777727	970087774	DH0000077760	2021-03-19	2021-03-08	No	2021-03-05	48	DRET	6	Renewal State Fee for A	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
DNT	DH New Tax 2nd part fee code	DHV????72	970087772	DH000007772		2018-08-31	No	2021-03-11	240	DNT2	1	2nd part fee small entity	
(Example limited to a few rows)													No.

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".

Distributio (IP Offices)				
Quick start of Definition of				
Type of de Annual st	ocument atement - Individe	ual fees	~	
Hague			~	
- Jan	~	2022	~	60
Hague Anr	ual statement ·	Individual fe	es - 2	

WIPO WORLD INTELLECTU DIGANIZATIO	AL PROPERTY	Annual Stater Report Date Distribution Y- Contracting Pa Annual Total (	nent ? Individual I ear at Code CHF	Fees 2023-07-07 2022 10002						
Operation code	Operation description	IRN	DoctD	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	DH000000010	2022-01-01	2021-12-17	NO	2021-12-17	48.00	
DEN	DEN Registration	DM/000000	0000000000	DH000000000	2022-01-01	2021-12-16	NO	2021-12-16	44.00	
DEN	DEN Registration	DM/000000	0000000000	DH000000000	2022-01-01	2021-12-15	NO	2021-12-15	42.00	
DRE	DM Renewal	DM/000000	0000000000	DH000000000	2022-01-01	2022-01-11	NO	2021-12-13	21.00	
DEN	DEN Registration	DM/000000	0000000000	DH000000000	2022-01-01	2021-11-29	NO	2021-12-31	42.00	
DRE	DM Renewal	DM/000000	0000000000	DH000000000	2022-01-01	2022-01-13	NO	2022-01-13	21.00	
DEN	DEN Registration	DM/000000	0000000000	DH000000000	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)				
<u>Quick start guide</u> Definition of terms				
Type of document Annual payment stater	nent -	Individual fees	~	
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Annual payment state	ment	- Individual fees -	2	

WIPO MARCE PROPERTY OTAMICATION Fee Distribution Monthly Payments	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.