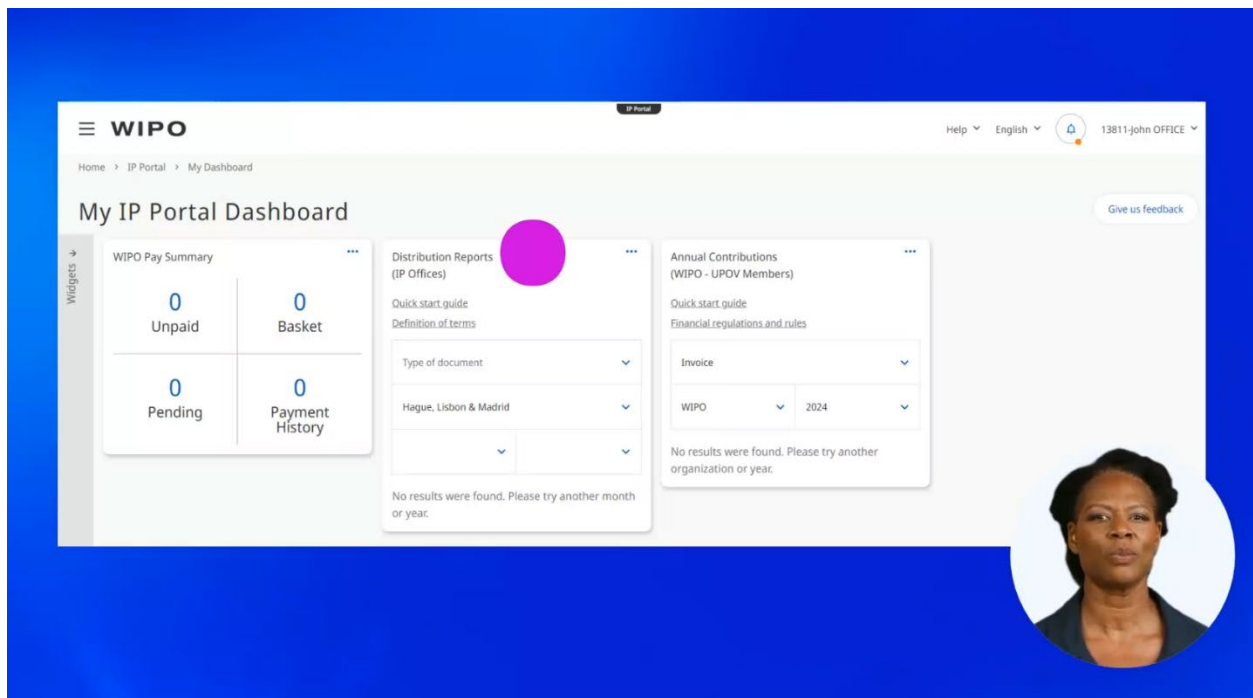


LISBON MONTHLY REPORT – INDIVIDUAL FEES: HOW TO READ THE REPORT?

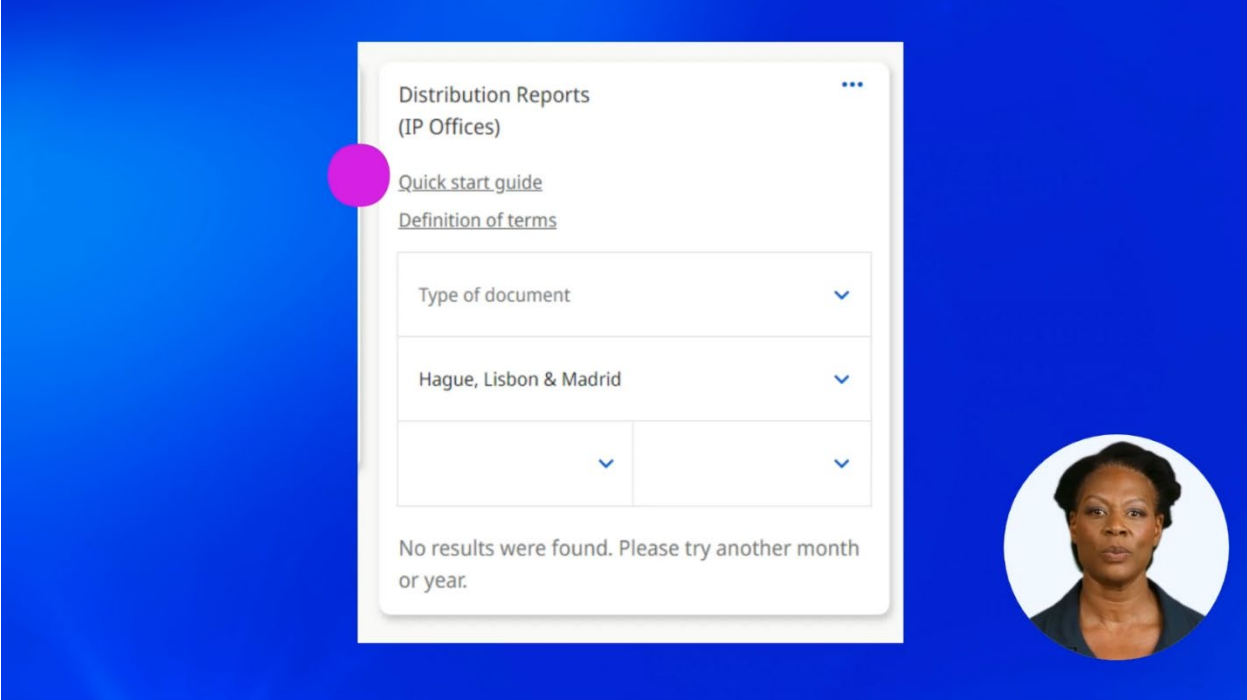
Hello! Welcome to our tutorial.

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

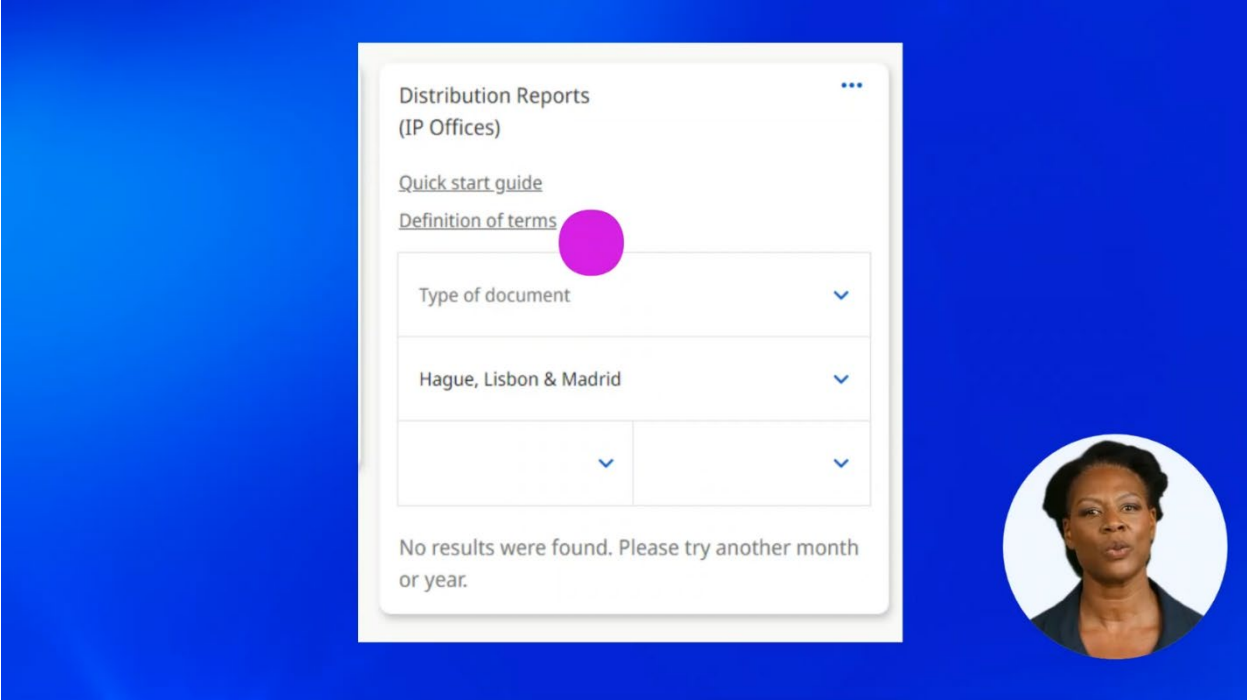
Enter your IP Portal Dashboard and find the widget "Distribution Reports for IP Offices".



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 (3-10 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


Lisbon ▼

Jan ▼	2022 ▼
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Lisbon Monthly Report - Individual fees - January 2...



Then choose Lisbon as your treaty in the list below.



Distribution Reports (IP Offices)

[Quick start guide](#)

[Definition of terms](#)

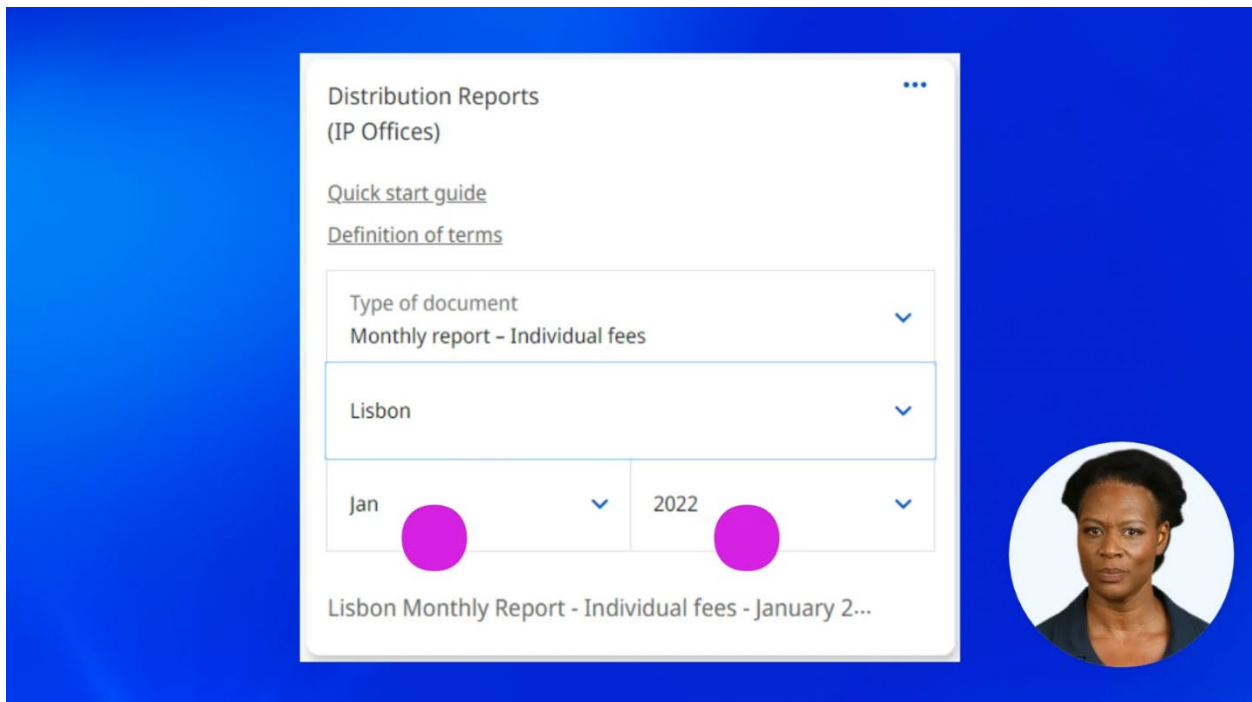
Type of document
Monthly report - Individual fees

Lisbon

Jan 2022

Lisbon Monthly Report - Individual fees - January 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).



Distribution Reports (IP Offices)

[Quick start guide](#)

[Definition of terms](#)

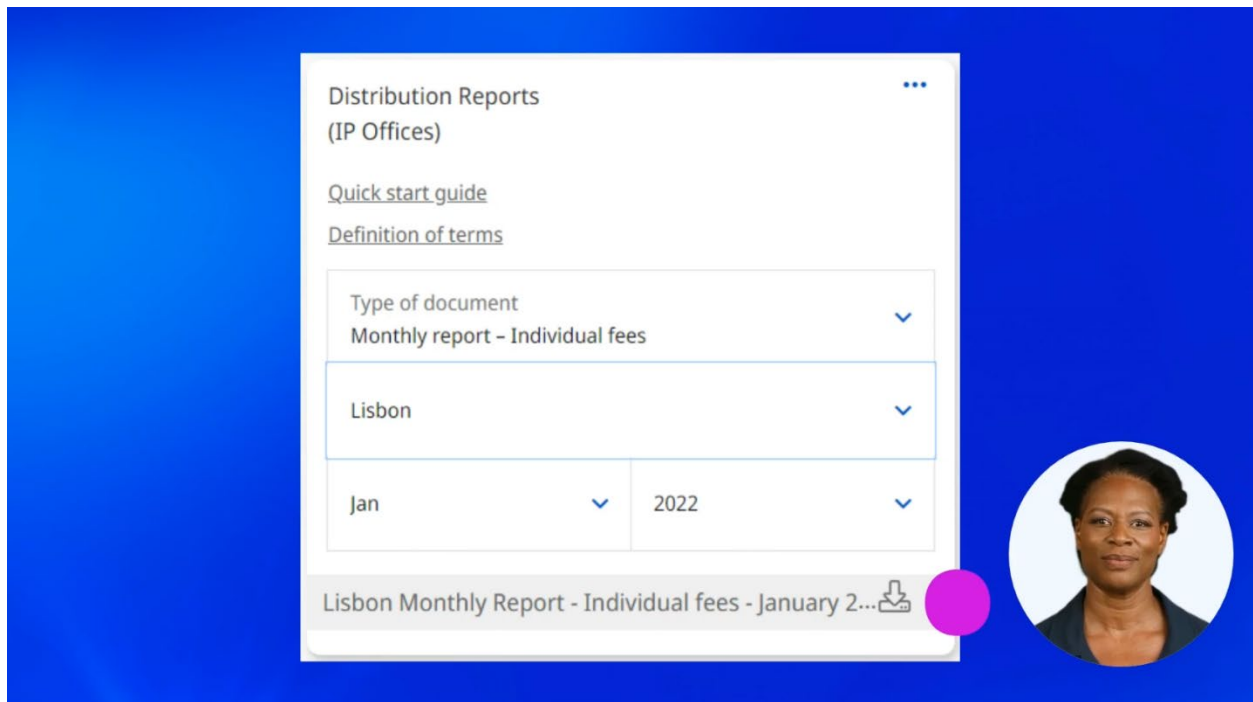
Type of document
Monthly report - Individual fees

Lisbon

Jan 2022

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

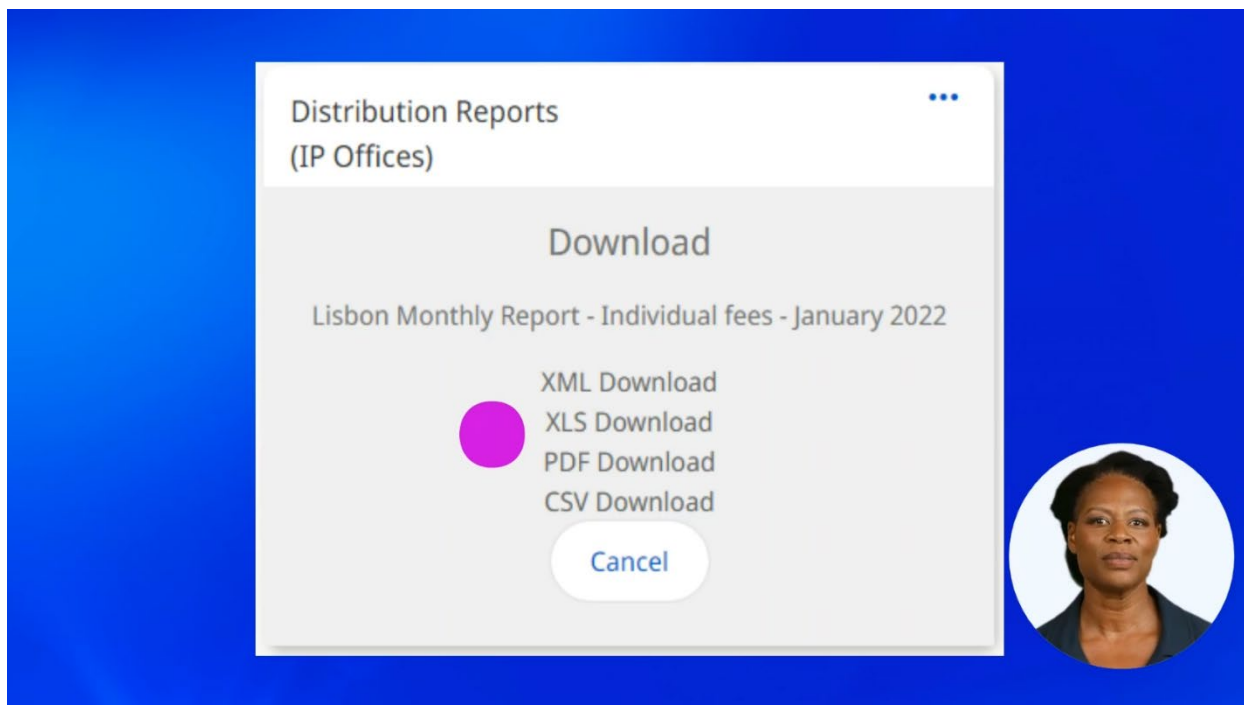
When all the filters are applied, click on the download icon.



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".

Lisbon report shows the operations for a given IRN and the DocID is a unique reference for the transaction. You can find the publication date for each transaction. The Fee date is the date at which the fee value is considered. The report shows the competent authority, the contracting party, the fee codes, and the fee amounts.

This report will help your IP Office reconcile the data.

WIPO WORLD INTELLECTUAL PROPERTY ORGANIZATION		Monthly Fee Distribution report					
		Report Date	2024-07-18				
		Distribution Month	202406				
		Contracting Part Code					
		Monthly Total CHF	9003.00				
Operation code	Operation description	IRN	DocID	Registration Name	Publication Date	Fee Date	Fee (CHF) (Per DocID)
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-04	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXX	2024-01-04	2021-04-21	187.00



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 ▼

Lisbon ▼


- ▼

Jan

2022 ▼

Lisbon Annual statement - Individual fees - 2...






WIPO
WORLD
INTELLECTUAL PROPERTY
ORGANIZATION

Annual Statement 7 Individual Fees
 Report Date: 2024-07-18
 Distribution Month: 202406
 Contracting Part Code
 Monthly Total CHF: 9003.00

Operation code	Operation description	IRN	DocID	Registration Name	Publication Date	Fee Date	Fee (CHF) Fee DocID
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-03	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-04	2021-04-21	187.00
SVR	Lisbon Service	AO-00	LSB00000000	XXXXXX	2024-01-04	2021-04-21	187.00



"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

- Lisbon

- 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.