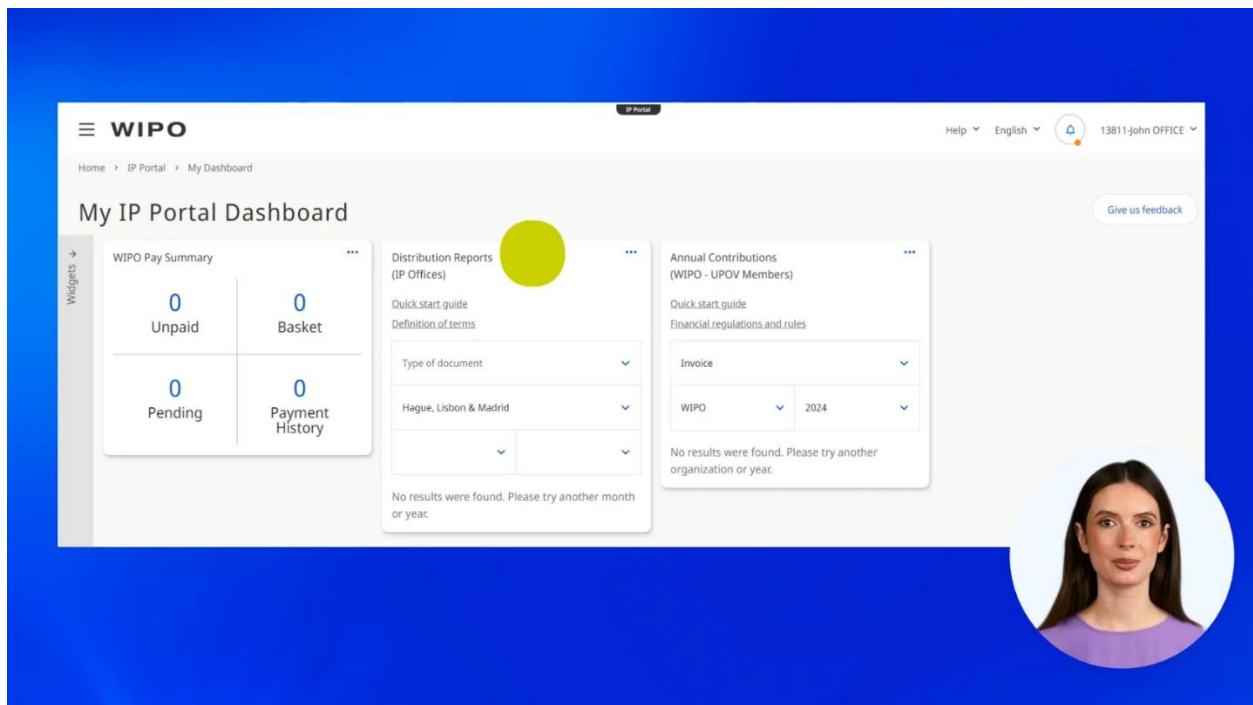


MADRID MONTHLY REPORT – INDIVIDUAL FEES: HOW TO READ THE REPORT?

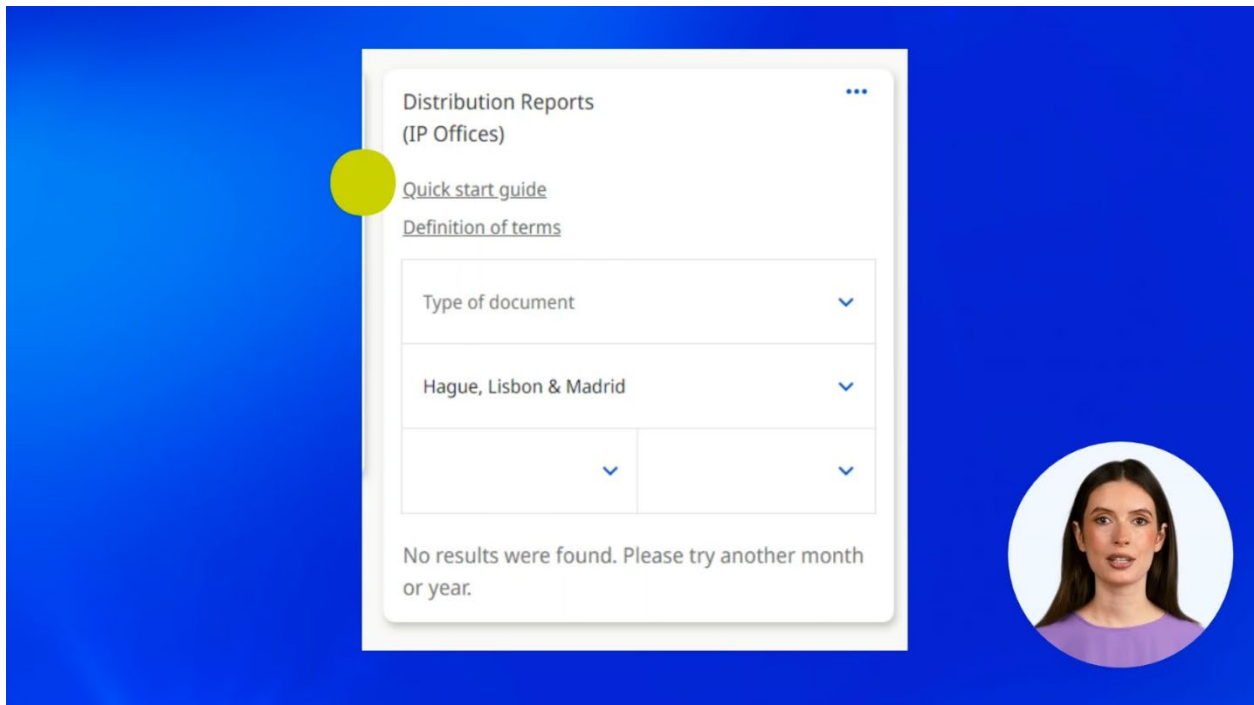
Hello! Welcome to our tutorial.

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

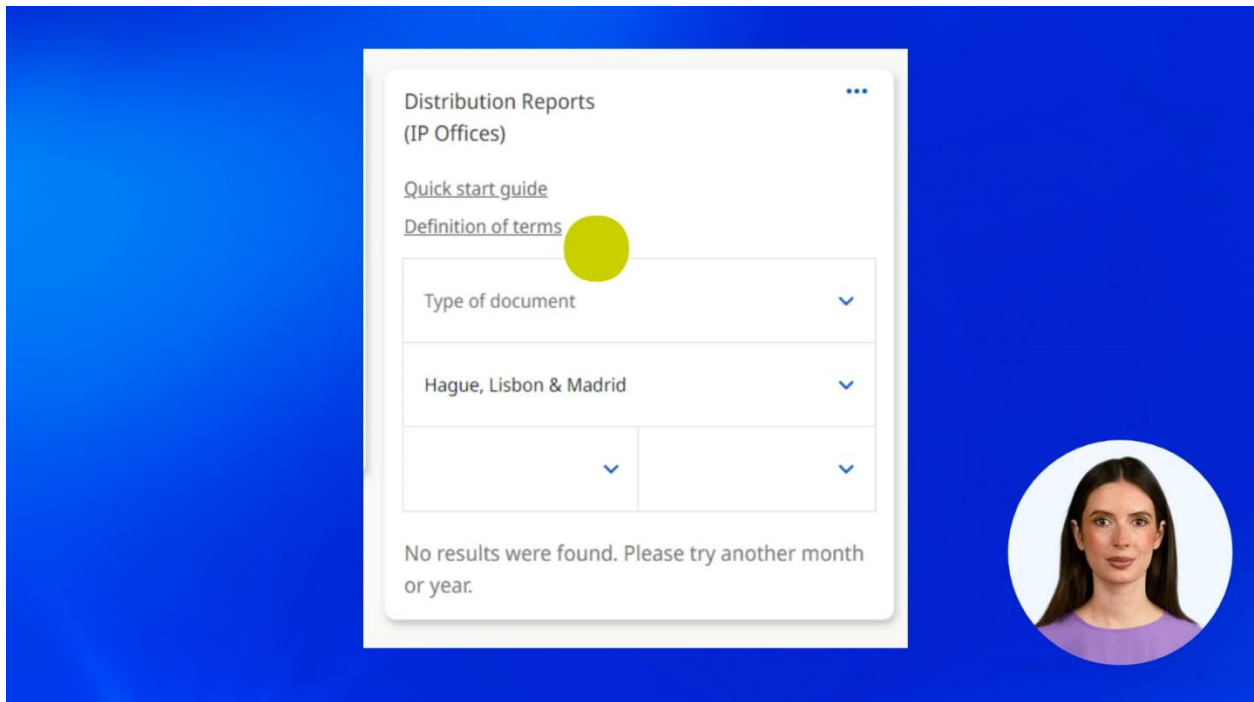
Enter your IP Portal Dashboard and find the widget "Distribution Reports for IP Offices".



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

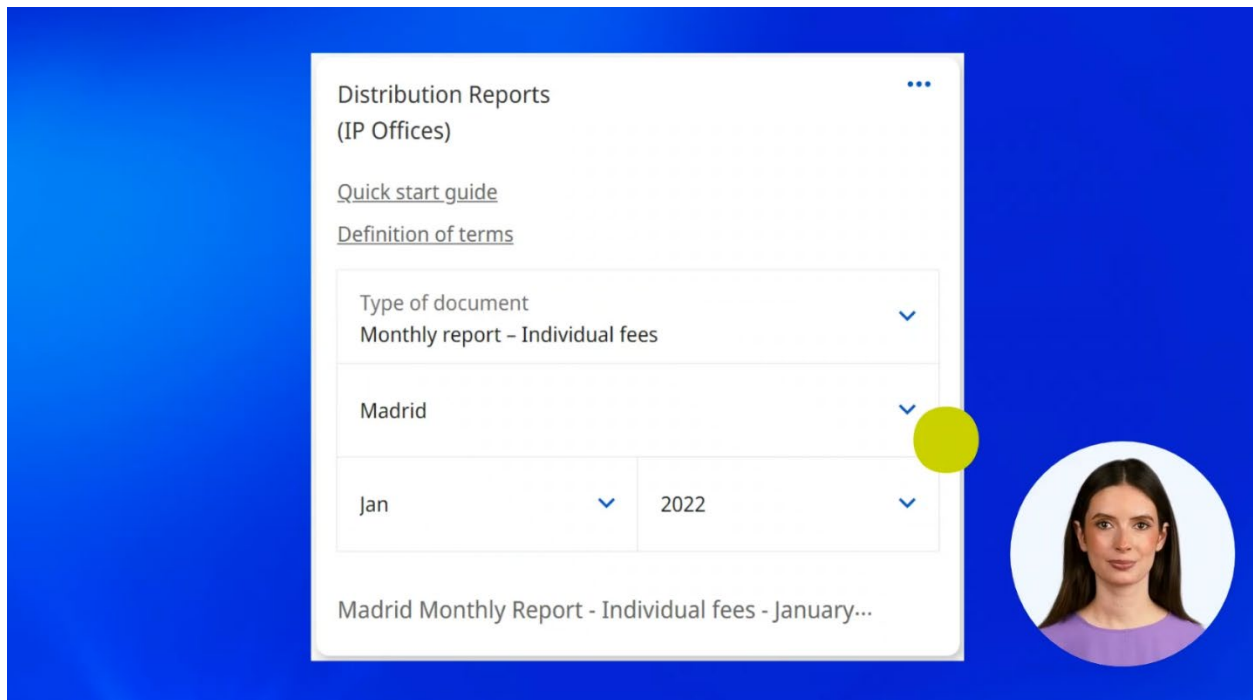
Madrid ▼

Jan ▼ 2022 ▼

Madrid Monthly Report - Individual fees - January...



Then choose Madrid as your treaty in the list below.



Distribution Reports (IP Offices)

[Quick start guide](#)

[Definition of terms](#)

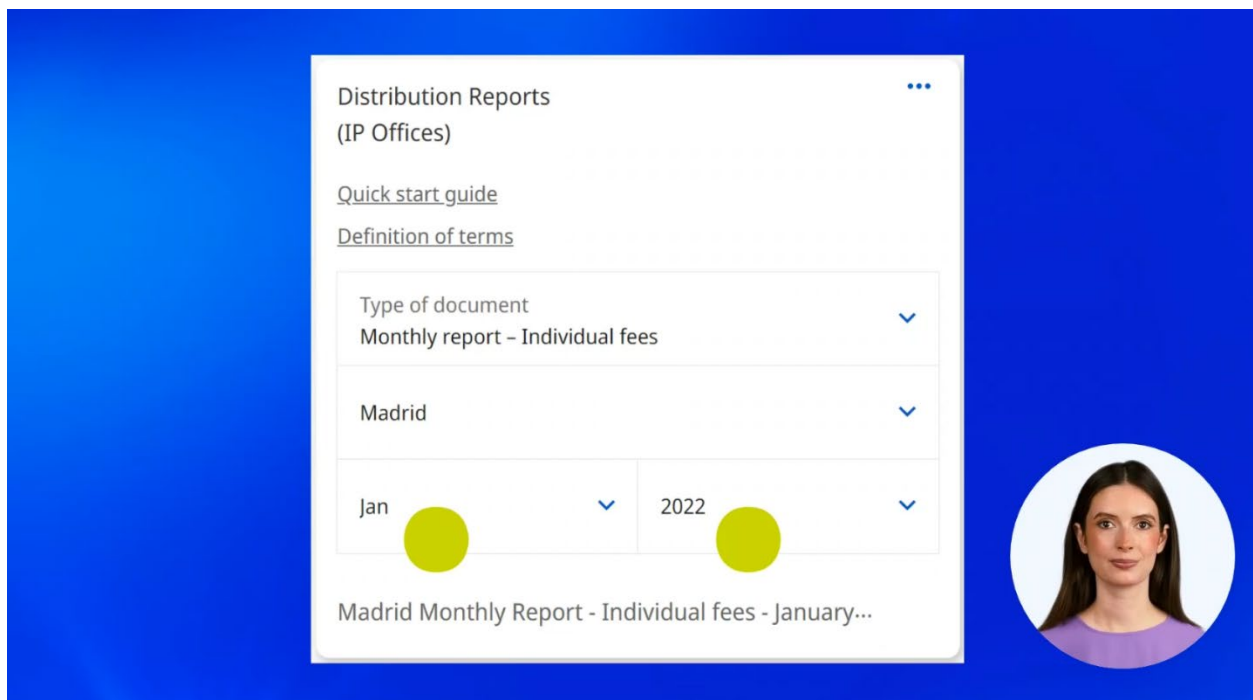
Type of document
Monthly report - Individual fees

Madrid

Jan 2022

Madrid Monthly Report - Individual fees - January...

Select a month of the 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](#)

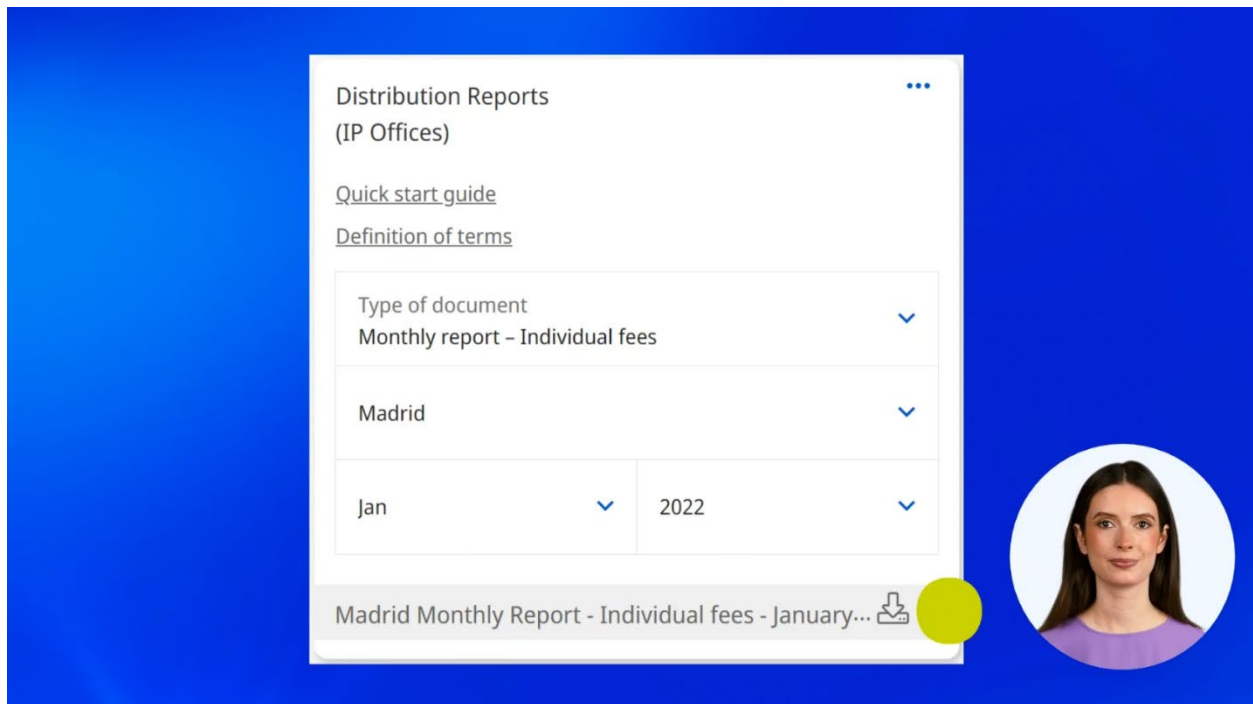
Type of document
Monthly report - Individual fees

Madrid

Jan 2022

Madrid Monthly Report - Individual fees - January...

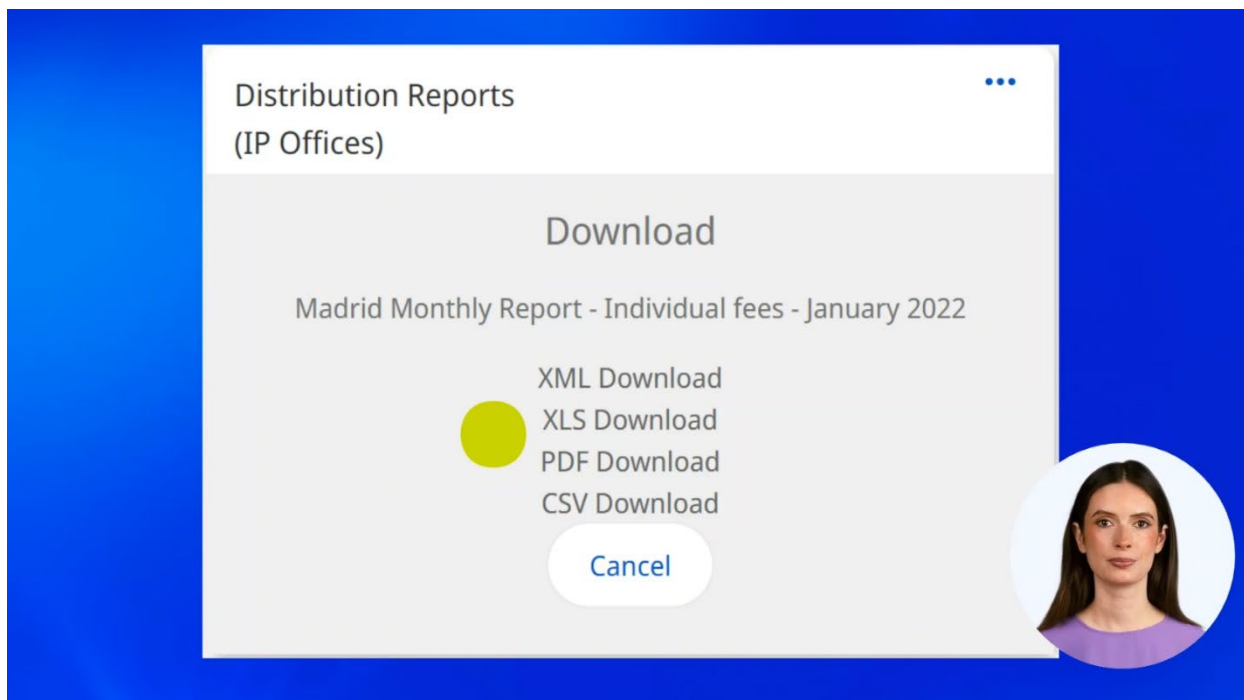
When all the filters are applied, click on the download icon.



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".

Madrid report shows the operations for a given IRN and the DocID is a unique reference for the transaction. You can find the transaction in the Gazette issue indicated in the report. The Fee date is the date at which the fee value is considered. The report shows the number of classes, the number of class limitations, the fee codes, and the fee amounts.

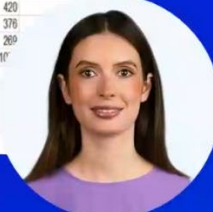
This report will help your IP Office reconcile the data.

CSV version

Monthly File Distribution report
 Report Date: YYYYMMDD
 Distribution Month: YYYYMM
 Contracting Party Co 2 letter ISO country code:
 Monthly Total CHF: XXXXX.00

The data below is only an example

Operation	Operation IRN	DocID	IP Office reference	Gazette issue	Fee date	Num	Lim	Number of	Number of	Fee (CHF)	Fee Code	Fee Descriptio	Fee (CHF) per Fee code
EN	Regist	1234567	1.161E+09	PPPP-2016-02963	28/2019	04-06-18	10	1	9	945	PAIN	Individual fee E	840
EN	Regist	1234567	1.161E+09	PPPP-2016-02963	28/2019	04-06-18	10	1	9	945	PASI	Indl fee per add c	269
EX	Extension	1234568	1.161E+09	HJK-1	28/2019	03-06-18	7	2	5	525	P1SI	Ind Supp Fee	420
EX	Extension	1234568	1.161E+09	HJK-1	28/2019	03-06-18	7	1	2	376	P2IN	Ind Fee (2nd part)	376
RE	Renewal	2234567	1.151E+09	TBD-789	27/2019	24-10-18	6	1	5	1345	RIN	Renewal individ	269
RE	Renewal	2234567	1.151E+09	TBD-789	27/2019	24-10-18	6	1	5	1345	RSI	Ind fee add clas	10
RE	Renewal	2234568	1.151E+09	III-2018-05573	29/2019	05-10-18	10	7	3	1218	RIN	Renewal individual	105
RE	Renewal	2234568	1.151E+09	III-2018-05573	29/2019	05-10-18	10	7	3	1218	RSI	Ind fee add class (renewal)	105
RE	Renewal	2234568	1.151E+09	III-2018-05573	29/2019	05-10-18	10	7	3	1218	RIG2	Renewal grace period charge individual fee	105
RE	Renewal	2234568	1.151E+09	III-2018-05573	29/2019	05-10-18	10	7	3	1218	RIGC	Renewal grace period charge add class	105



If you opted for WIPO collecting handling fees, the report is showing the fee collected for each DocID, the Fee date, and the Gazette issue.

Distribution Reports (IP Offices)


[Quick start guide](#)
[Definition of terms](#)


Type of document
 Monthly report - Individual fees

Madrid Handling

Jan 2022

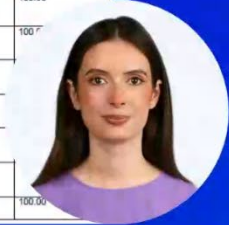
Madrid Handling Monthly Report - Individual fees - January ...





Monthly Fee Distribution report
 Report Date 20241021
 Distribution Month 202409
 Contracting Part Code
 Monthly Total CHF 10000.00

Operation code	Operation description	RIN	DocID	IP Office reference	Gazette issue	Fee date	Number of classes	Class Limitations	Number of Class Limitations	Number of Applicable classes	Fee (CHF) Per DocID
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-08-22		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-08-30		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-08-30		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-09-02		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-09-02		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-09-02		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-09-03		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-09-03		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-09-03		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-09-03		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-09-03		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-09-03		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-09-03		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-0000000000	36/2024	2024-09-04		NO	0		100.00



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 ▼

Madrid ▼

- ▼ 2022 ▼
 jan

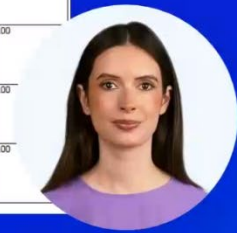
Madrid Annual statement - Individual fees - 2...





Annual Statement 7 Individual Fees
 Report Date: 20220707
 Distribution Year: 2022
 Contracting Part Code: 101000
 Annual Total CHF: 101000

Operation code	Operation description	IRN	DocID	IP Office reference	Gazette issue	Fee date	Number of classes	Class Limitations	Number of Class Limitation #	Number of Applicable Classes	Fee (CHF) Per DocID
EN	EN Registration code	0000000	0000000000	XXXX-2001-00000	1/2022	2021-07-20	4	NO	0	4	220.00
EN	EN Registration code	0000000	0000000000	XXXX-2001-00000	1/2022	2021-07-15	6	NO	0	6	220.00
EN	EN Registration code	0000000	0000000000	XXXX202000000000000	4/2022	2021-07-07	4	NO	0	4	220.00
EN	EN Registration code	0000000	0000000000	2000 00 00 00 (EGGXXXXXXXXXXXXXX)	3/2022	2021-06-07	2	NO	0	2	220.00
RE	Renewal	0000000	0000000000	TMXXXX-000000000	1/2022	2021-06-24	1	NO	0	1	102.00
RE	Renewal	0000000	0000000000	TMXXXX-000000000	1/2022	2021-06-30	2	NO	0	2	102.00
RE	Renewal	0000000	0000000000		4/2022	2021-10-22	1	NO	0	1	102.00



"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

- ▼

Madrid Handling

- ▼

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.