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".

Hom	ne > IP Portal > My Dashbo	ard								
M	y IP Portal D	ashboard								Give us feedback
Widgets +	WIPO Pay Summary	 0	Distribution Reports (IP Offices) Quick start.guide		Annual Contributi (WIPO - UPOV Me Quick start guide	ons mbers)				
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	0 Pending	0 Payment History	Type of document Hague, Lisbon & Madrid	~	Invoice WIPO	~	2024	~		
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Open "Quick start guide" to find answers to your questions regarding distribution reports.

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

Distribution Reports (IP Offices)		
Quick start guide		
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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 ISD 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 (8-10 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.

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Madrid Month	ly Report - Ind	ividual fees - Ja	nuary	N ë

Then choose Madrid as your treaty in the list below.

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Madrid Month	nly Report - Ind	ividual fees - Jar	nuary	A

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).

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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.

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CS	SV	ve	rsio	n				,S	Limi Numb	per of N	umber o	f Fee	e (CHF) Fee C	code Fee Descriptio		
								ЗS		1	9	9	945 PAIN	Individual fee El		
Month	v Fde ()istributio	on report					(es		1	9	3	945 PASI	Indi fee per add c		
Report	Date		YYYYMME	0				Yes		2	5	5	525 P1IN	Madrid Ind Fee (1		
Distrib	ution M	onth	YYYYMM			The data below is only an example.		Yes		2	5	5	525 P1SI	Ind Supp Fee		
Contra	cting P	arty Co.	2 letter ISC	country cod	le			Yes		1	-)	376 P2IN	Ind Fee (2nd part)		
Month	y Total	CHF	20000.00	-			-	Yes		1		5	1345 RIN	Renewal individua		
								00		1			1345 RSI	Ind fee add class		
								33		7		2	1919 DIN	Donowal india		
Operat	tion Op	eration	IRN	DociD	IP Office reference	e Gazette issue	Fee date	Num	-	7		5	1210 MIN	Ind fee edd	Fee (CHF) pe	er Fee code
EN	EN	Registr	1234567	1.161E+09	PPPP-2018-02963	28/2019	04-06-18	3		1		2	1210 ROI	Ind ree add	105	
EN	EN	Registi Ioncino	1234569	1.161E+09	PPPP-2018-02963	28/2019	03-06-18	5	10 T	1		5	1218 RIG2	Renew2 ass (in ap)	840	
EX	Ed	tension	1234568	1.161E+09	HJK-1	28/2019	03-06-18	3	7 Yes	1	3	3	1218 RIGC	Ro Fee	420	
NT	Ne	w Tax 2	1234569	1.161E+09	786-GHT	28/2019	26-07-18	8	3 Yes			_		Ind Fee (2nd part)	376	
RE	Re	newal	2234567	1.151E+09	TBD-789	27/2019	24-10-18	3	6 Yes		1	5	1345 RIN	Renewal individual fee	269	
RE	Re	newal	2234567	1.151E+09	TBD-789	27/2019	24-10-18	3	6 Yes		1	5	1345 RSI	Ind fee add class (renewal)	10	
RE	Re	newal	2234568	1.151E+09	III-2018-05573	29/2019	05-10-18	3	10 Yes		7	3	1218 RIN	Renewal individual fee		
RE	Re	newal	2234568	1.151E+09	III-2018-05573	29/2019	05-10-18	3	10 Yes		7	3	1218 RSI	Ind fee add class (renewal)		1. 1.
RE	Re	newal	2234568	1.151E+09	III-2018-05573	29/2019	05-10-18	3	10 Yes		7	3	1218 RIG2	Renewal grace period charge individual fee		0
RE	Re	newal	2234568	1.151E+09	III-2018-05573	29/2019	05-10-18	3	10 Yes		7	3	1218 RIGC	Renewal grace period charge add class		1
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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.

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Definition of terms			
Type of document Monthly report – Inc	lividual fees		~
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	WIPO MORO MITALECTUAL PROPERTY ORDANIZATION	Mont Repo Distr Cont Mont	thly Fee Distribution rt Date abution Month racting Part Code thly Total CHF	n report 20241021 202409 10000.00							
Operation code	Operation description	IRN	DociD	IP Office reference	Gazette issue	Fee date	Number of classes	Class Limitatio ne	Number of Class Limitation	Number of Applicable classes	Fee (CHF) Per DocID
EN	EN Registration code	00000000	0000000000	IRPI-000000000	36/2024	2024-08-22		NO	0		100.00
EN	EN Registration code	00000000	000000000	IRPI-000000000	36/2024	2024-08-30		NO	0		100.00
EN	EN Registration code	00000000	000000000	IRPI-00000000	36/2024	2024-08-30		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-00000000	36/2024	2024-09-02		NO	0		100.00
EN	EN Registration code	00000000	000000000	IRPI-00000000	36/2024	2024-09-02		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-00000000	36/2024	2024-09-02		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-00000000	36/2024	2024-09-03		NO	0.		100.00
EN	EN Registration code	00000000	0000000000	IRPI-00000000	36/2024	2024-09-03		NO	0		100.00
EN	EN Registration code	00000000	0000000000	IRPI-00000000	36/2024	2024-09-03		NO	0		100 *
EN	EN Registration code	00000000	000000000	IRPI-00000000	36/2024	2024-09-03		NO	0		
EN	EN Registration code	00000000	000000000	IRPI-00000000	36/2024	2024-09-03		NO	0		
EN	EN Registration code	00000000	0000000000	IRPI-00000000	36/2024	2024-09-03		NO	0		
EN	EN Registration code	00000000	000000000	IRPI-00000000	36/2024	2024-09-03		NO	0		
EN	EN Registration code	00000000	0000000000	IRPI-000000000	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".

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WORLD INTELLECTY ORDANIZATIO	JAL PROPERTY	Annual State Report Date Distribution ' Contracting F Annual Total	ement ? Individual F Year Part Code I CHF	20230707 2022 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	000000000	XXXX20200000000000	4/2022	2021-07-07	4	NO	0	4	220.00
EN	EN Registration code	0000000	0000000000	2000 00 00 00 (EGGXXXDXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	2/2022	2021-08-07	2	NO	0	2	220.00
RE	Renewal	0000000	0000000000	TM/00004-00000000	1/2022	2021-09-24	1	NO	0	1	102.00
RE	Renewal	0000000	0000000000	TMXXXXX-000000000	1/2022	2021-09-30	2	NO	0	2	102.00
RE	Renewal	0000000	000000000		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.

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WORLD INTELLECTUAL PROPERTY DRIGALEZATION	Annual Payr Report Date Distribution Contracting F Annual Total	nent Statement - Individual Fe 2023-07- Year 2022 arty Code CHF 100,000.	nes 13 00			
Fee Distribution Monthly Payments	Madrid	Madrid - Handling	Hague	Lisbon	Total	
Jamiary	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.