



**UPOV PRISMA**

**User Guide for Agents**

UPOV PRISMA Version 2.4

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## 1 About this guide

This guide, which is intended for users of UPOV PRISMA, is divided into three parts:

Part 1 – WIPO ACCOUNTS: explains how to create and manage online user accounts;

Part 2 – UPOV PRISMA - Overview of Features and Functionalities.

Part 3 – UPOV PRISMA – Application data related features;

## 2 Acronyms

IRN	International Reference Number
CPVO	Community Plant Variety Office of the European Union (CPVO)
PBR	Plant Breeders' Rights
PVP	Plant Variety Protection
NLI	National Listing

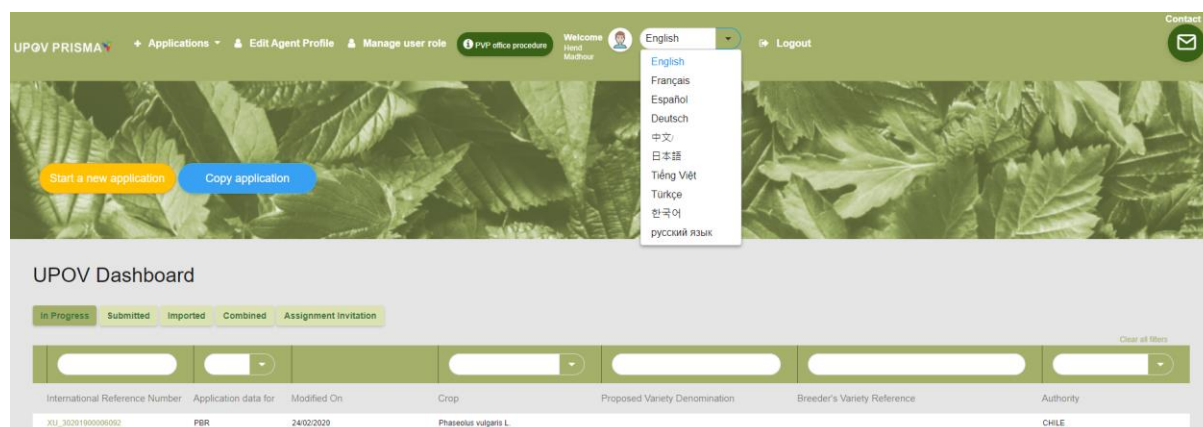
## 3 Overview

UPOV PRISMA is a tool to transfer application data from breeders to the selected PVP offices of UPOV members.

The list of participating authorities and crops and species covered is available on-line:

<http://www.upov.int/upovprisma/en/index.html>

Navigation languages can be selected in the header:



The supported browsers for WIPO Accounts and UPOV PRISMA are:

- Mozilla Firefox
- Internet Explorer
- Google Chrome

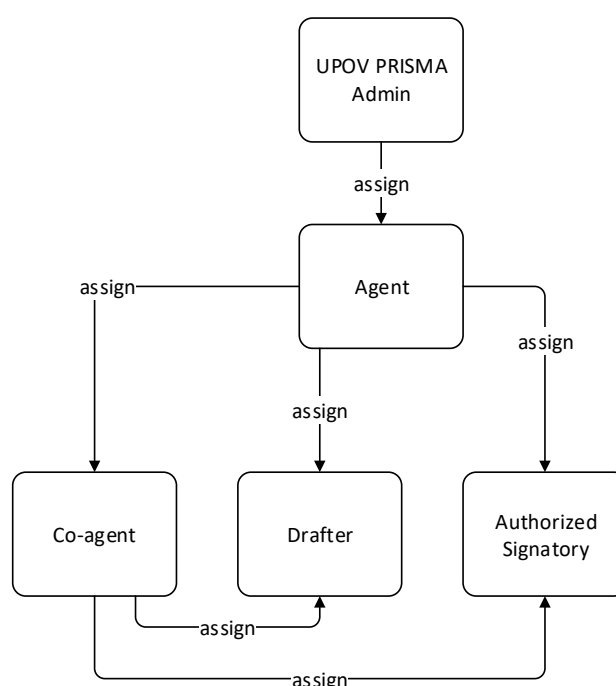
In order to use UPOV PRISMA, the agent should:

1. Create a WIPO Account (§4)
2. Request a role assignment (§5.4)

At UPOV PRISMA web application level, four roles are identified for agents:

- **Agent:** has the ability to Start a new application, Copy application, View, Preview, Edit, Delete, Sign, and Submit his PBR/NLI application data using the Web application tool. The Agent role is assigned by UPOV PRISMA administrator. The agent can create and assign the role of drafter, authorized signatory and co-agent role.
- **Co-agent:** has the ability to start a new application, View, Edit, Delete, Sign, Submit and Copy PBR/NLI application data using the Web application tool. The co-agent can create and assign the role of drafter and authorized signatory.
- **Drafter:** has the ability to start a new application, Edit, Delete, View and Copy PBR/NLI application data using the Web application tool.
- **Authorized signatory:** has the ability View, Sign, Submit PBR/NLI application using the Web application tool and to pay application fees.

	Start	Edit	Copy	Delete	View	Preview	Sign	Submit	Assigning of Roles
Agent	X	X	X	X	X	X	X	X	Drafter, authorized signatory and co-agent role
Co-agent	X	X	X	X	X	X	X	X	Drafter and authorized signatory
Drafter	X	X	X	X	X	X			
Authorized signatory					X	X	X	X	

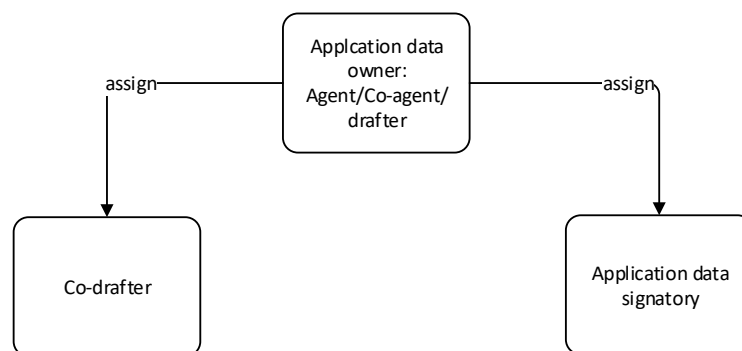


At application data level, two roles can be assigned:

- **Co-drafter:** has obtained the authorization from other drafters/agents/co-agents to edit their application data. This role is set per application data by the owner of that application data. The owner is the person who started the application data. The application data agent can also set this role if he/she has obtained the draft permission.
- **Application data signatory:** has obtained the authorization from other owners to sign their application data. The drafter should be able to assign this role from a list of authorized signatories (already authorized by the agent). This role can also be set by the application data agent if he/she has obtained the “sign, pay and submit” permission.

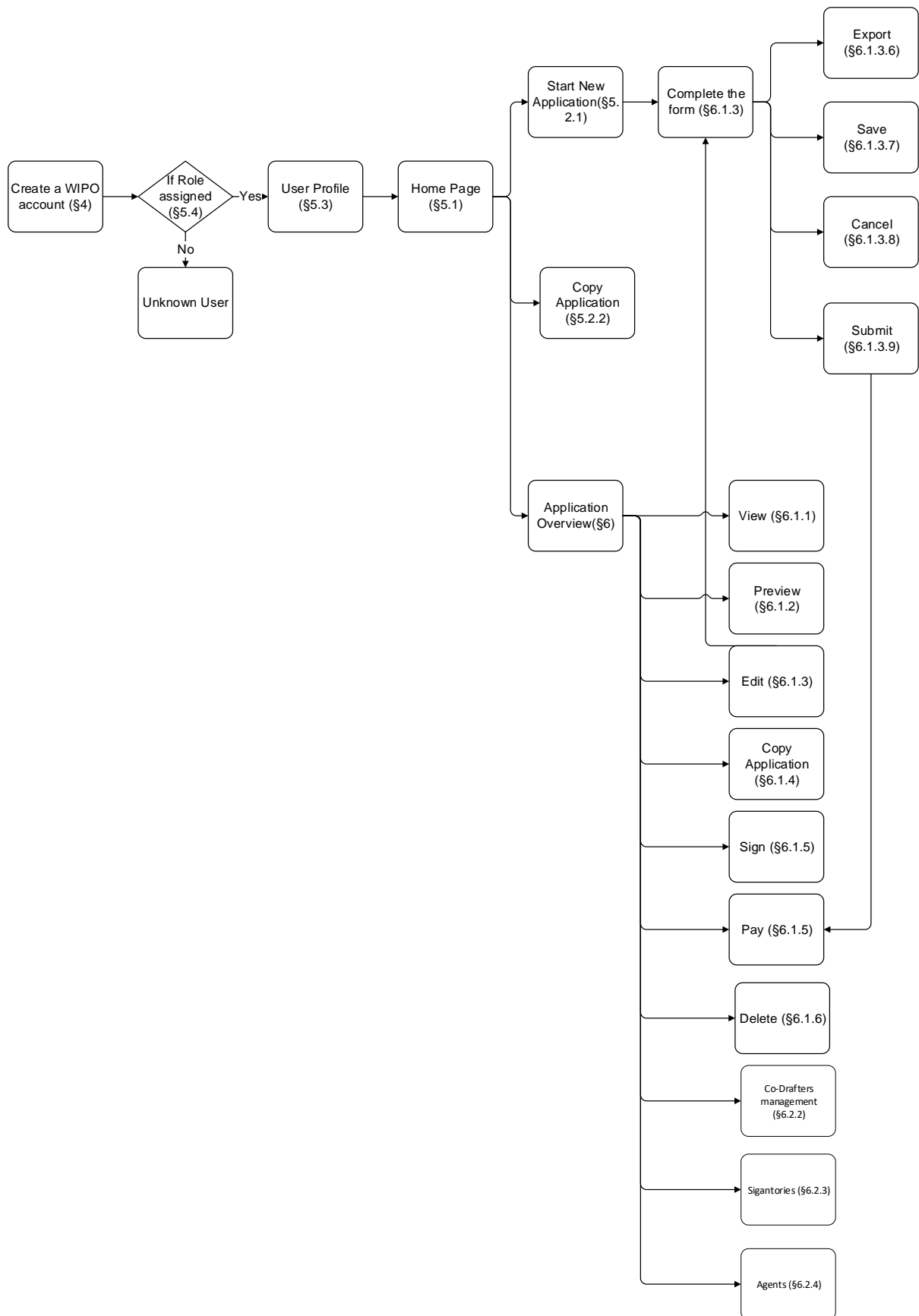


	Start	Edit	Copy	Delete	View	Preview	Sign	Submit	Assigned By
Co-Drafter		X			X	X			<ul style="list-style-type: none"> <li>Application data owner: Agent, co-agent or drafter</li> <li>Application data agent with draft permission.</li> </ul>
Application data signatory					X	X	X	X	<ul style="list-style-type: none"> <li>Application data owner: Agent, co-agent or drafter</li> <li>Application data agent with "sign, pay and submit" permission.</li> </ul>



3. Complete their user profile (§5.3)
4. Access the home page (§5.1)

From the Home page, depending on their role (see table above), the user can navigate through the different pages as described below:



## 4 WIPO Accounts

The World Intellectual Property Organization (WIPO) assists UPOV in financial and administrative matters (see document [UPOV/INF/8](#)).

The WIPO Accounts portal enables users to create and manage their WIPO user account, which is required in order to access UPOV PRISMA.

**Note:** Please note that the same e-mail address cannot be used with more than one user account.

### 4.1 Create an account

To create a user account:

1. Open the browser and enter the URL: <https://www3.wipo.int/upovprisma>

2. Click on “Create account”. The “Create an account” screen is displayed.

**Note:** All fields marked with “\*” are mandatory and must be completed. For the purpose of UPOV PRISMA and in order to facilitate collaboration with your colleagues (of the same legal person: e.g. company, public institute), you must provide Company/Organization information.

3. Enter a Username of your choice. The username must contain at least four characters.

**Note:** If the Username you have entered already exists for another WIPO account user, the message 'Username is already in use' will be displayed. Please create a different Username that does not yet exist in the system.

**Note:** Although the address field is not compulsory, it is recommended to complete the information to avoid having to retype your address in the application form in UPOV PRISMA.

4. Enter the e-mail address to which you want UPOV PRISMA notifications to be sent in the 'E-mail' field and confirm it by typing it again in the 'Confirm e-mail' field.

**Note:** It is important to type your e-mail address correctly, since, in order to validate the creation of your user account, an e-mail will be sent from 'noreply@wipo.int' containing a web link that you will need to click on to validate your account. Please check your spam/junk filters if you do not receive the e-mail in your mailbox.

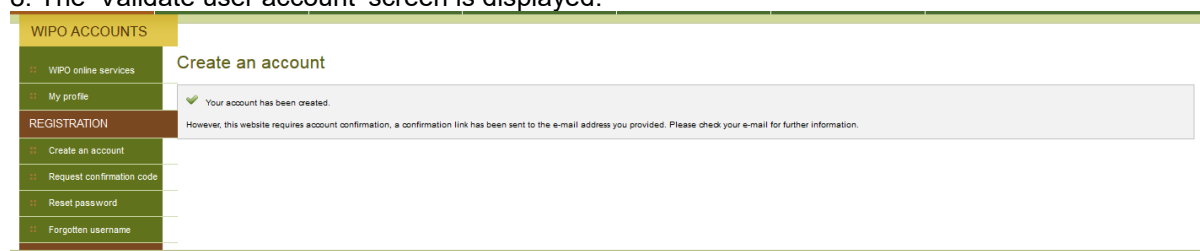
5. Enter a password of your choice in the 'Password' field and confirm it in the 'Confirm Password' field.

**Note:** The password must be at least eight characters long and must contain at least one numerical character. When choosing your password, please bear in mind that the password field in the login screen is case sensitive.

6. Enter the verification characters that appear in the text box in the Characters field below.

7. Once all required fields have been completed click on 'Create account'.

8. The 'Validate user account' screen is displayed.



9. In order to validate the creation of your user account, an e-mail will be instantly sent from 'noreply@wipo.int' containing a web link. This e-mail will be sent to the e-mail address provided during the account creation process; therefore it is important to indicate a valid e-mail address. The account will be validated once you have clicked on the URL.

## WIPO

### UPOV

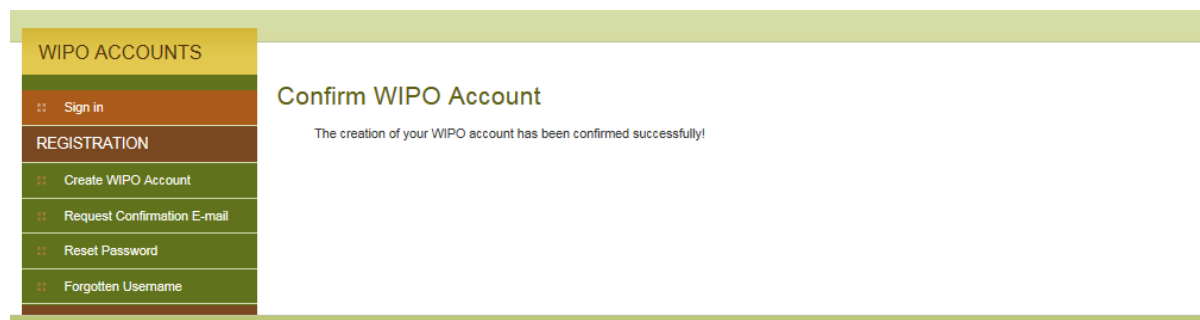
Dear Agent PRISMA

Please visit the following link in order to confirm your WIPO account:

<https://webaccess.wipo.int/wipoaccounts/en/upov/public/validate.xhtml?key=jj2JKF8DxGHVFJC3StVw67t4nVHiUWINI%2BtBDg12%2BBQThosHy7WuQ%3D%3D>

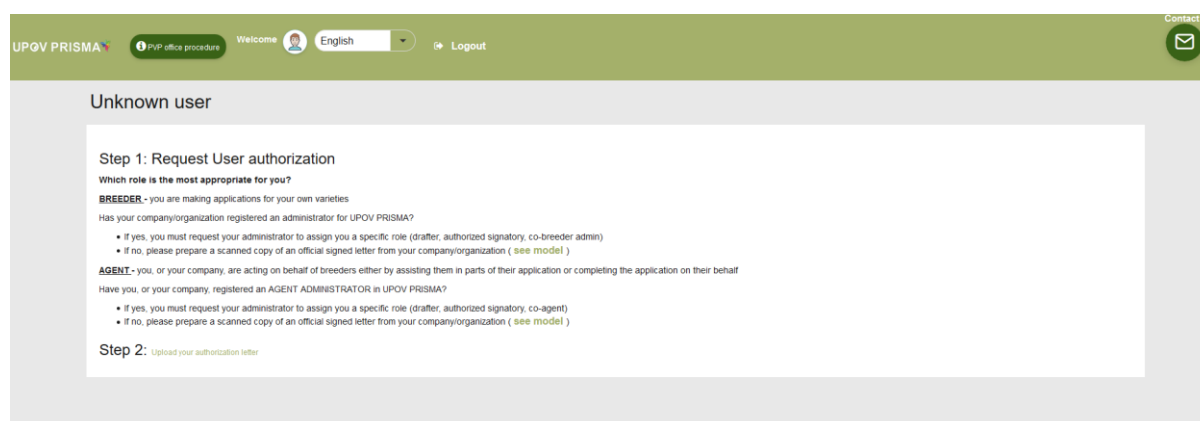
Best regards  
WIPO Accounts

10. Click the link in the e-mail to validate the creation of your user account.



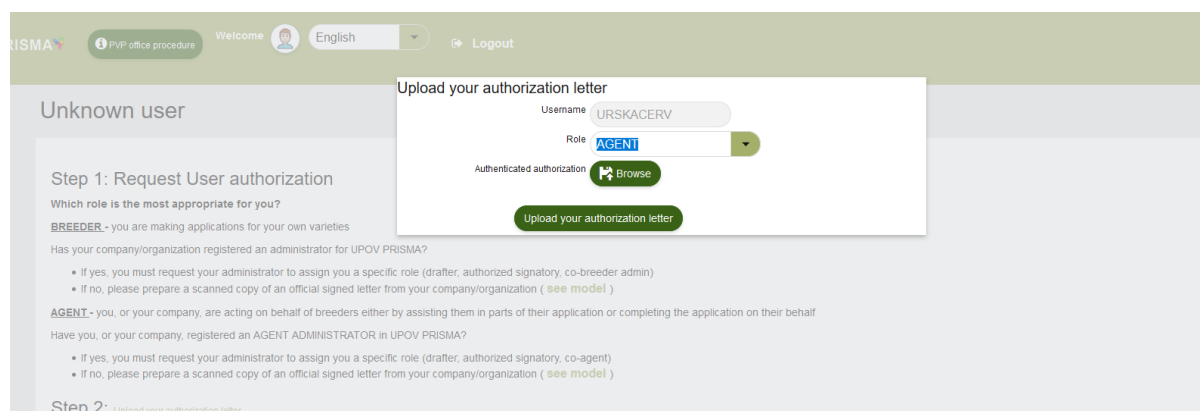
11. Your account has now been activated.

12. Enter your username and password. The following screen indicates that you are correctly authenticated but you are not authorized to access UPOV PRISMA.



13. In order to be authorized to access UPOV PRISMA, you need to communicate your username to:

- If your company already has an AGENT ACCOUNT in UPOV PRISMA, contact the colleague responsible for the company/organization agent account.
- If your company does NOT have an AGENT ACCOUNT in UPOV PRISMA, contact UPOV PRISMA admin and complete the contact form in order to request access as an agent. You need to attach a signed document from an appropriate person within your company/organization.



14. Once you receive a confirmation message from UPOV PRISMA, re- access the UPOV PRISMA. The home page will be displayed.

## 4.2 Forgotten username

If you have forgotten your username:

1. Click on the “Forgotten username?” link.

The screenshot shows the 'WIPO ACCOUNTS' sign-in page. On the left is a sidebar with links: 'Create account', 'Manage account', 'Reset password', and 'Retrieve username'. The main area is titled 'Sign in' and contains fields for 'Username' and 'Password'. The link 'Forgot your username?' is circled in red. Below the password field is a 'Sign in' button. To the right, there is a section titled 'Why create a WIPO Account?' with a brief explanation and three links: 'UPOV Electronic Application Form', 'UPOV Distance learning courses', and 'UPOV Photo Database'.

2. You will be redirected to the “Forgotten username” screen.

The screenshot shows the 'WIPO ACCOUNTS' 'Forgotten username' screen. It includes a sidebar with 'REGISTRATION' links. The main area has a heading 'Forgotten username' and a sub-heading 'If you have forgotten your username, please enter the e-mail address indicated in your account profile in the field below. You will receive your username by e-mail.' There is an 'E-mail \*' field, a 'Verification \*' section with a character display box showing '10 sk e r' and a 'Characters:' input field, and a 'Resend username' button.

3. Enter your e-mail address in the corresponding field, making sure to type the e-mail address correctly.
4. Enter the “Verification” characters in the text box displayed below the characters.
5. Click “Resend Username”. An e-mail will be sent to you with your username.

## 4.3 Recovery of a forgotten password

If you have forgotten your password you can recover it by clicking on “Forgotten password?”

This screenshot is identical to the one for the 'Forgotten username' page, showing the 'WIPO ACCOUNTS' sign-in page with the 'Forgot your password?' link circled in red.

1. Enter your Username, e-mail address and the verification characters in the corresponding fields.

The screenshot shows the 'WIPO ACCOUNTS' 'Reset password' screen. It includes a sidebar with 'REGISTRATION' links. The main area has a heading 'Reset password' and a sub-heading 'If you have forgotten your password, please enter your username below to receive instructions by e-mail how to reset your password.' There are fields for 'Username \*' and 'E-mail \*', a 'Verification \*' section with a character display box showing 'c0 m \* 011 s' and a 'Characters:' input field, and a 'Reset password' button.

## 2. Click on “Reset Password.”

3. An automatic e-mail from noreply@wipo.int is instantly sent to the e-mail address indicated in your account profile containing web link that will allow you to reset your password.

## 4. Click the link in the e-mail to go to the “Reset password” screen.

## 5. Type and confirm the new password and click on “Reset password”.

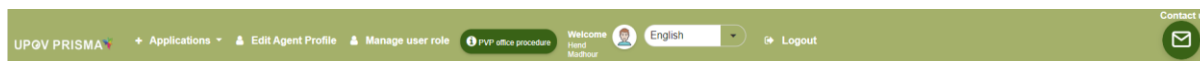
## 6. A message is displayed to confirm that the password has been reset successfully.

## 5 UPOV PRISMA - Features and Functionalities





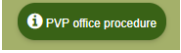



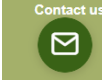
Now, you have created your WIPO Account (§4) so you can access UPOV PRISMA.

### 5.1 Home Page

#### 5.1.1 Header



The header includes:

1.  : UPOV PRISMA logo, click on it to load the Home page from any page of UPOV PRISMA;
2.  : Access to two functions: New application and Copy application;
3.  : Edit your Agent profile;
4.  : Manage general roles;
5.  : This button takes you to the UPOV website where you can find all the information about UPOV PRISMA, including PVP office procedures;
6.  : Specifies the username you are using for logging in;
7.  : To select one of the supported languages;
8.  : Exit UPOV PRISMA;
9.  : Use this function to write questions directly to UPOV PRISMA team.

#### 5.1.2 Dashboard

In the Dashboard you are able to view the list of the applications you have started and/or submitted. In addition, the list also includes the applications for which you are a “Co-drafter”, “Application data signatory” or “Application data agent” (in case this function has been assigned to you).

Applications are divided into five tabs depending on their status:

- a. In Progress: includes Pending applications and Pending copy applications.
  - i. Pending: The application data is drafted from scratch, saved but not yet submitted;
  - ii. Pending Copy: The application data is drafted based on an existing application data provided for the same variety but for other authorities, saved but not yet submitted;
- b. Submitted: The application data is transferred/made available to the designated PVP office;
- c. Imported : The data is imported (by user) to UPOV PRISMA from PVP office system.
- d. Combined: The “combined application data” combines all the provided answers per variety as identified by the breeder’s reference.
- e. Assignment invitation: The applications where you have been invited to work on (§5.1.2.4)



The following information is displayed and could not be modified:

1. **International Reference Number (IRN):** Identifier assigned by the UPOV PRISMA system. It follows WIPO ST.13 standard for application numbers. It identifies a variety. When the same variety is submitted for different authorities, all corresponding application data will be assigned the same IRN. However, the IRN is unique per PVP office. Therefore, for the same PVP office, it is not possible to get more than one application data assigned the same IRN;
2. **Application data for:** PBR or National Listing
3. **Modified On:** Date when the application data is updated;
4. **Only for “Submitted” Tab: Date of Submission:** Date when the application data is submitted ;
5. **Crop:** The crop to which the candidate variety belongs;
6. **Proposed Variety Denomination:** The denomination proposed by the submitter for the candidate variety;
7. **Breeder’s Variety Reference:** This reference is provided by the submitter if required by the PVP office. In this case, it is included in the application data transferred to the PVP office. If provided, the variety breeder’s reference should match the submitter’s own reference;
8. **Authority:** The PVP Office to which the application data is transferred;
9. **Only for “Submitted” Tab: Status:** After submission, the default status is “Submitted”. Once the PVP office acknowledge receipt of the application data, it turns into “Received”.

### 5.1.2.1 Search

It is possible to search by International Reference Number (IRN), Proposed Variety Denomination and Breeder’s Variety reference. For that,

1. Enter the text in the box above the column.
2. The results are displayed on the fly.

International Reference Number	Application data for	Modified On	Crop	Proposed Variety Denomination	Breeder’s Variety Reference	Authority
XU_30202000002265	PBR	27/02/2020	Rosa L.	test JP rose		JAPAN
XU_30202000002263	PBR	25/02/2020	Zea mays L.	test maize		AFRICAN INTELLECTUAL PROPERTY ORGANIZATION
XU_30202000002253	PBR	24/02/2020	Prunus salicina Lindl.	TEST 84		AFRICAN INTELLECTUAL PROPERTY ORGANIZATION
XU_30202000002255	PBR	24/02/2020	Lactuca sativa L.	TEST 1620		COLOMBIA
XU_30202000002116	PBR	13/02/2020	(Cocosum L)	test cotton3		ARGENTINA

### 5.1.2.2 Filter

It is possible to filter by “Application data for”, Crop, Authority and Status (in the “Submitted” tab).

The list of available values is displayed in the drop down list above the column.

### Crop

International Reference Number	Application data for	Modified On	Crop	Proposed Variety Denomination	Breeder’s Variety Reference	Authority
XU_30202000002265	PBR	27/02/2020	Actinidia chinensis Planch.			JAPAN
XU_30202000002263	PBR	25/02/2020	Allium porrum L.			AFRICAN INTELLECTUAL PROPERTY ORGANIZATION
XU_30202000002253	PBR	24/02/2020	Allium sativum L.			AFRICAN INTELLECTUAL PROPERTY ORGANIZATION
XU_30202000002255	PBR	24/02/2020	Allium tuberosum Rotterf ex Spreng			AFRICAN INTELLECTUAL PROPERTY ORGANIZATION
XU_30202000002116	PBR	13/02/2020	Astroemeria L.			COLOMBIA
XU_30202000002194	PBR	13/02/2020	Angelonia angustifolia Benth.			ARGENTINA
XU_30202000002034	PBR	12/02/2020	Apium graveolens L. var. rapaceum (Mill.) Gaud.			ARGENTINA
XU_30202000002098	PBR	12/02/2020	Brassica oleracea L. convar. botrytis (L.) Alef. var. botrytis			MEXICO
XU_30202000002032	PBR	12/02/2020	Brassica oleracea L. var. gemmifera Zenker			FRANCE
XU_30202000001976	PBR	12/02/2020	Brassica rapa L. var. rapa (L.) Thell.			FRANCE
			Callistethus chinensis (L.) Naves			MEXICO
			Spiraea alba L.	Test Spiraea		

**Note:** In the drop down menu, you can only see the crops that you have submitted an application for.

## Authority

International Reference Number	Application data for	Modified On	Crop	Proposed Variety Denomination	Breeder's Variety Reference	Authority
XU_36202000002265	PBR	27/02/2020	Rosa L.	test JP rose		ARGENTINA
XU_36202000002263	PBR	25/02/2020	Zea mays L.	test maize		CHILE
XU_36202000002253	PBR	24/02/2020	Prunus salicina Lindl.	TEST 84		COLOMBIA
XU_36202000002255	PBR	24/02/2020	Lactuca sativa L.	TEST 1620		COSTA RICA
XU_36202000002118	PBR	13/02/2020	Gossypium L.	test cotton3		DOMINICAN REPUBLIC
XU_36202000002184	PBR	13/02/2020	Saccharum L.	test sugar cane		FRANCE
XU_36202000002034	PBR	12/02/2020	Cichorium intybus L. var. foliosum Hegl	test Cichorium intybus L. var. foliosum Hegl		JAPAN
XU_36202000002088	PBR	12/02/2020	Allium tuberosum Rottler ex Spreng	Chinese Chive TEST	Chinese Chive TEST	KENYA
XU_36202000002032	PBR	12/02/2020	Osteospermum L. x Dimorphotheca Vahl ex Moench	Osteospermum TEST	Osteospermum TEST	MOLDOVA, REPUBLIC OF
XU_36202000001976	PBR	12/02/2020	Spinacia oleracea L.	Test Spinach		MEXICO

## Clear the filters

You can clear all the set filters by clicking on the “Clear all filters” button on the top right of the filter bar.

International Reference Number	Application data for	Modified On	Crop	Proposed Variety Denomination	Breeder's Variety Reference	Authority
XU_36202000000594	PBR	24/02/2020	Calibrachoa Cerv.	test new lg		AFRICAN INTELLECTUAL PROPERTY ORGANIZATION
XU_36201800000031	PBR	21/01/2020	Rosa L.		DEMO CIOFORA	COLOMBIA

## 5.1.2.3 Sort

It is possible to sort by all the columns in the dashboard (except action column).

1. Click on the column name (Date of Submission).
2. The dashboard is sorted in ascendant order.

International Reference Number	Application data for	Modified On	Crop	Proposed Variety Denomination	Breeder's Variety Reference	Authority
XU_36201700000056	PBR	28/06/2017	Lactuca sativa L.		a	UNITED STATES OF AMERICA
XU_36201700000057	PBR	28/06/2017	Lactuca sativa L.			CHINA
XU_36201700000058	PBR	14/09/2017	Rosa L.			CHINA
XU_36201700000062	PBR	14/09/2017	Glycine max (L.) Merr.			KENYA
NA	PBR	27/10/2017	Lactuca sativa L.		111111	FRANCE
NA	PBR	19/04/2018	Lactuca sativa L.		TEST NL	NETHERLANDS
NA	PBR	22/05/2018	Lactuca sativa L.			CHINA
NA	PBR	27/06/2018	Lactuca sativa L.			MEXICO

3. Click again on the column name (Date of Submission).
4. The dashboard is sorted in descending order.

International Reference Number	Application data for	Modified On	Crop	Proposed Variety Denomination	Breeder's Variety Reference	Authority
XU_36202000000594	PBR	24/02/2020	Calibrachoa Cerv.	test new lg		AFRICAN INTELLECTUAL PROPERTY ORGANIZATION
XU_36201800000031	PBR	21/01/2020	Rosa L.		DEMO CIOFORA	COLOMBIA
XU_362019000000562	PBR	21/01/2020	Lactuca sativa L.		TEST US LETTUCE	UNITED STATES OF AMERICA
XU_36202000000136	PBR	14/01/2020	Calibrachoa Cerv.	test mbbn	xxx	UNITED KINGDOM
XU_362019000002320	PBR	28/11/2019	Solanum tuberosum L.			TURKEY
XU_362019000002330	PBR	21/11/2019	Malus domestica Borkh.		TEST APPLE FR	FRANCE
XU_362019000000917	PBR	06/11/2019	Solanum tuberosum L.	xx		MOLDOVA, REPUBLIC OF
XU_362019000001916	PBR	04/11/2019	Zea mays L.		TEST TR	TURKEY

### 5.1.2.4 Assignment Invitations

1. When the breeder chooses you to invite you to accept an assignment at application data level, you receive an email.



Dear Madam/Sir,

Please be informed that the following UPOV PRISMA user:

- Customer ID: **BREEDERADMIN**
- Name: **Breeder PRISMA**
- Address: **Chemin des Colombettes, 34 1211 Geneve SWITZERLAND**
- E-mail: [breeder.prisma@gmail.com](mailto:breeder.prisma@gmail.com)

wishes to assign you the role of Agent for the following application data:

- **IRN: XU\_30202000002389 (Lettuce, CHILE)**

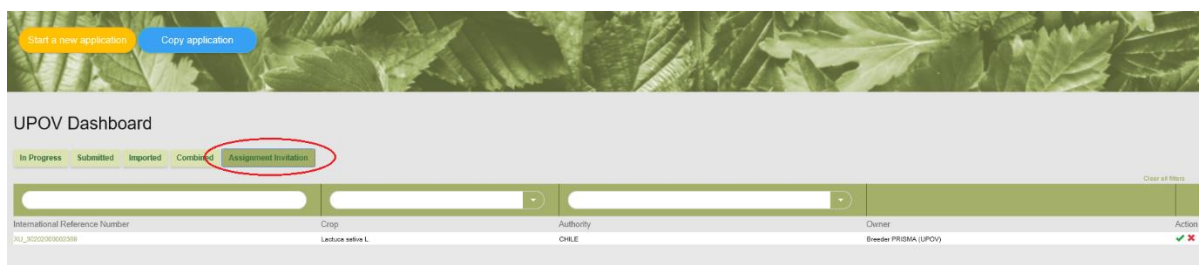
In order to ACCEPT or DECLINE the assignment, please log into UPOV PRISMA using your WIPO User Account.

If you do not yet have access to UPOV PRISMA, please create your UPOV PRISMA account [here](#)

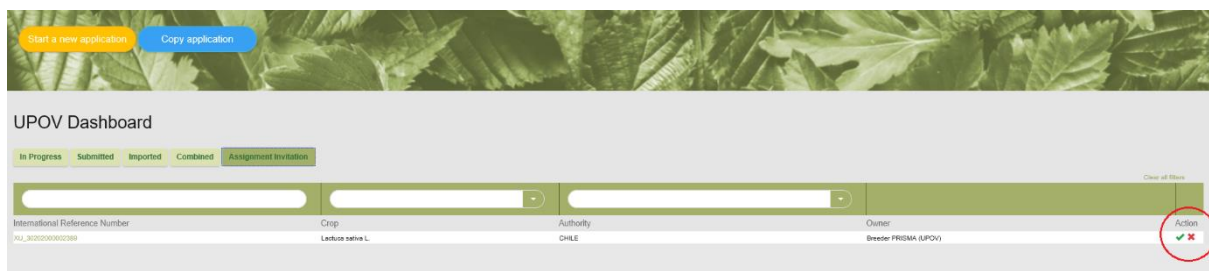
Best Regards,

UPOV PRISMA Team

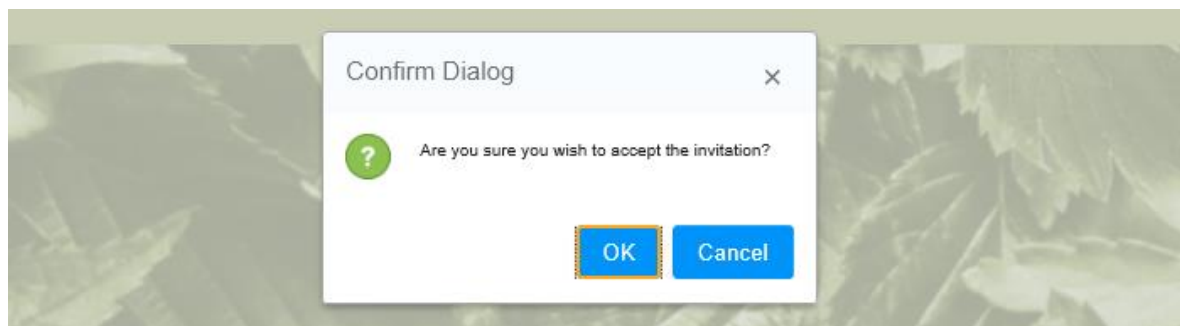
2. In the dashboard, click on “Assignment invitations” tab. The application data will appear.



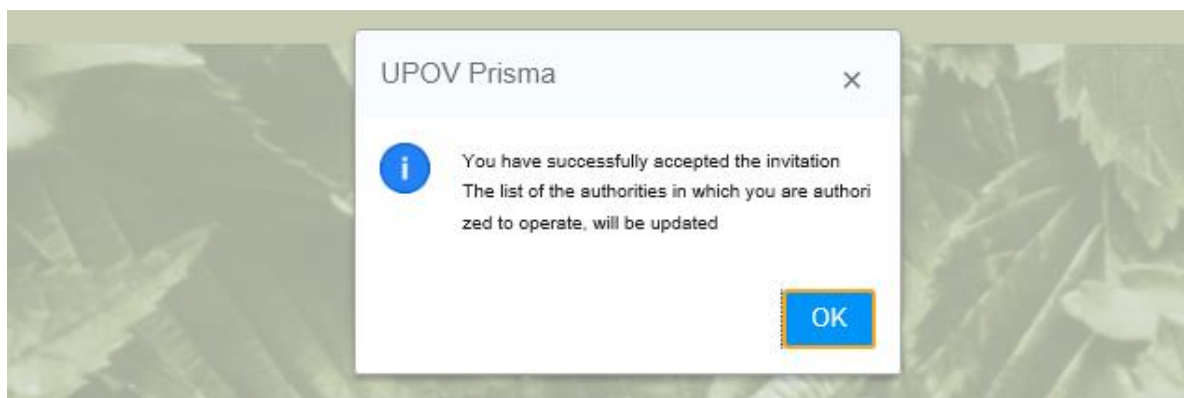
3. Click on the green check to accept or on the cross red to decline.



4. Click on OK to confirm your choice.



5. The list of authorities in which you are authorized to operate, will be updated.



6. An email will be sent to the breeder.



Dear Madam/Sir,

Please be informed that the following agent:

- Customer ID: **AGENT**
- Name: **Agent PRISMA**
- Address: **null SWITZERLAND**
- E-mail: [agent.prisma@gmail.com](mailto:agent.prisma@gmail.com)

Has accepted your invitation to act as agent for the following application data:




- **IRN: XU\_30202000002389 (Lettuce, CHILE)**

Best Regards,  
UPOV PRISMA Team

7. Once the breeder specifies the permissions (Draft, Sign, Pay and Submit) he/she would like to delegate, you will be able to access the application data.

### 5.1.3 Drafter Screen





If you are a “Drafter”, you can click on one the following buttons:

1.  : to start a new application from scratch (§5.2.1)
2.  : to start an application based on existing application data (§5.2.2)
3.  : to update user profile (§5.3)

**Note:** Your “In progress” applications’ data are the applications’ data you created. The Co-drafter of an application data is not the owner. Therefore, they cannot assign other Co-drafters to that application data.


#### 5.1.4 Agent/Co-agent Admin Screen

If you are an “Agent” or a “Co-agent Admin”, you can click on one the following buttons:

1.  : to start a new application data from scratch (§5.2.1)
2.  : to start an application based on existing application data (§5.2.2)
3.  : to assign roles to the persons of the same company/organization (§5.4)
4.  : to update user profile (§5.3)

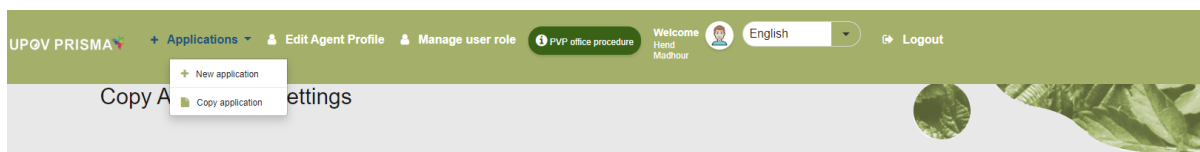
#### 5.1.5 Authorized Signatory Screen

If you are a “Signatory”, you can click on:

-  : to update user profile (§5.3)

## 5.2 Applications

You can start a new application or copy application from the Header.



#### 5.2.1 Start New Application

You can start a new application either by clicking on the “Application” button in the header (available from all the pages in UPOV PRISMA) or the yellow button “Start a new application” on the Home page.

##### 5.2.1.1 Start a new application from scratch

As an “Agent”, in order to start a new application from scratch:

1. Click on “Start a new application” button.



## 2. The settings screen is displayed:

## 3. Complete the following information:

- Select Crop/Species:

You have two options for selecting crop/species. You can either search among the crops/species with previous applications or search among all crops/species. Search for the crop/species via one of the two options mentioned above. If you search among the crops/species with previous applications, you can choose the crop/species from the drop down menu. The drop down list is limited to the crops in which you have already related application data.

If you search among all crops/species, you can enter in the Search box the botanical name, common name or UPOV code.

## 1. Select Crop/Species

- ☐ Crop/species with previous applications ☒ Search all crop/species

Plantago afra L. |

## 2. Select Authority

Submitter's Own Reference

## 3. Select Language for answers

Application Form  Technical Questionnaire

## 4. Upload Existing Data (ZIP)

- The list of results is displayed. If there is more than one result, you can see all the results in the drop down menu. The crops/species with the previous applications follow the same name pattern: Botanical name (Common name: TG reference). The crops/species are listed in alphabetical order.

There are two possible result options:

- More than one TG responds to the searching string. In the drop down menu you can choose the TG. Once you choose the TG, the common name is displayed in the last box.

### 1. Select Crop/Species

☐ Crop/species with previous applications ☒ Search all crop/species

Malus  Malus pumila L. Mill.  Apple Rootstocks: TG/163  Paradise Apple

Apple Rootstocks: TG/163  
Ornamental Apple: TG/192

### 2. Select Authority

AFRICAN INTELLECTUAL PROP  Submitter's Own Reference

### 3. Select Language for answers

Application Form  English  Technical Questionnaire  English

### 4. Upload Existing Data (ZIP)

ii) Only one TG responds to the searching string. The TG is automatically used – the botanical name and the common name (if exists) are displayed.

### 1. Select Crop/Species

☐ Crop/species with previous applications ☒ Search all crop/species

Rice  Oryza sativa L.  Rice

### 2. Select Authority

AFRICAN INTELLECTUAL PROP  Submitter's Own Reference

### 3. Select Language for answers

Application Form  English  Technical Questionnaire  English

### 4. Upload Existing Data (ZIP)

- Note:** If a crop does not have a TQ form, the generic form will be used which does not include any guidance about characteristics and corresponding states of expression.



If necessary, the user can add or update the common name.

**1. Select Crop/Species**  
☐ Crop/species with previous applications ☒ Search all crop/species  
 Rose  Oenothera rosea L'Hér. ex

**2. Select Authority**  
 AFRICAN INTELLECTUAL PROP

**3. Select Language for answers**  
 Application Form: English  Technical Questionnaire: English

**4. Upload Existing Data (ZIP)**

b. **Select Authority:** When you choose a crop, the list of authorities supporting that crop in UPOV PRISMA is updated automatically. Choose one of the supporting authorities;

c. **Submitters' Own Variety Reference:** If the designated authority requests Breeder's reference, this field is optional. If not it becomes mandatory – in this case a pop-up window will remind you to add the Reference should you omit;

**New Application Settings**  
 Fill in the new application for a new species or crop,  
 or search for existing species or crop

**1. Select Crop/Species**  
☐ Crop/species with previous applications ☒ Search all crop/species

**Information Message**  
 Please fill the Submitter's Own Reference

d. **Select Language for answers** (Application Form, Technical Questionnaire): Choose one of the accepted languages if the PVP office accepts more than one language. The list of questions is updated based on the chosen PVP office and the required language for answers will be indicated.

e. **Upload Existing Data (ZIP):** Keep this field empty if you want to start the application data from scratch.

4. Click on "Start".

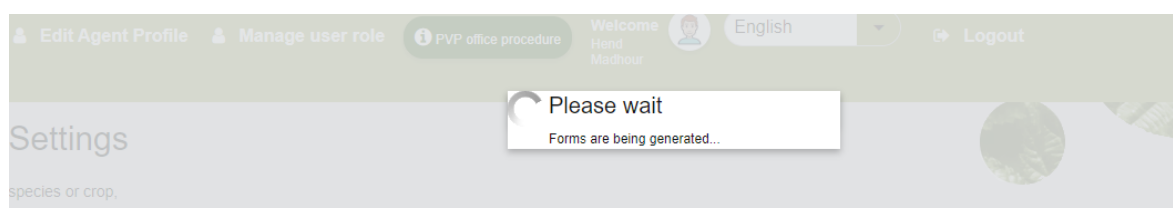
**1. Select Crop/Species**  
☐ Crop/species with previous applications ☒ Search all crop/species  
 Rose  Rosa L.

**2. Select Authority**  
 ARGENTINA

**3. Select Language for answers**  
 Application Form: Spanish  Technical Questionnaire: Spanish

**4. Upload Existing Data (ZIP)**

5. The forms (application form and technical questionnaire) are generated (§6.1.3).



6. An email notification with information about application procedure in the selected authority and crop is sent to the application data owner.



Dear Madam/Sir,

You have started a new application for **Lettuce** to **SWITZERLAND**.

More information about the application process in the Authority you have selected, including steps to be taken after the data has been submitted, is provided [here](#)

Best Regards,  
UPOV PRISMA Team



#### ***5.2.1.2 Start a new application from existing data***

As a “Drafter”, an “Agent” or “Co-agent”, in order to start a new application from existing data:

1. Click on “Start a new application data” button.



## 2. The settings screen is displayed:

## 3. Complete the following information:

- a. **Select Crop/Species:** Choose one of the crops/species with previous application. You can choose the crop/species from the drop down menu. Write the first letter of the crop/species you are looking for and all the crops/species starting with this letter will be displayed.
- b. **Select Authority:** When you choose a crop, the list of PVP offices supporting that crop in UPOV PRISMA is updated automatically. Choose one the supporting authorities;
- c. **Submitters' Own Reference:** If the designated PVP office requests the Breeder's reference, this field is optional. If not it becomes mandatory – in this case a pop-up window will remind you to add the Reference should you omit;

- d. **Select Language for answers** (Application Form, Technical Questionnaire): Choose one of the accepted languages if the PVP office accepts more than one language. The list of questions is updated based on the chosen PVP office and the required language for answers will be indicated.
- e. **Upload Existing Data (ZIP):** Only ZIP file is accepted. It should include at least one XML file (Application Form and/or Technical Questionnaire) and/or a set of attachments. The accepted file formats are restricted to PDF, JPEG and PNG. If other formats are inserted, an error message should be displayed. The XML data should be valid against the PVP-XML schema (Application Form and/or Technical Questionnaire).

4. Complete the Submitter's own reference and click on "Start".

**1. Select Crop/Species**  
☒ Crop/species with previous applications ☐ Search all crop/species  
Lactuca sativa L. (Lettuce: TG/13) Lettuce

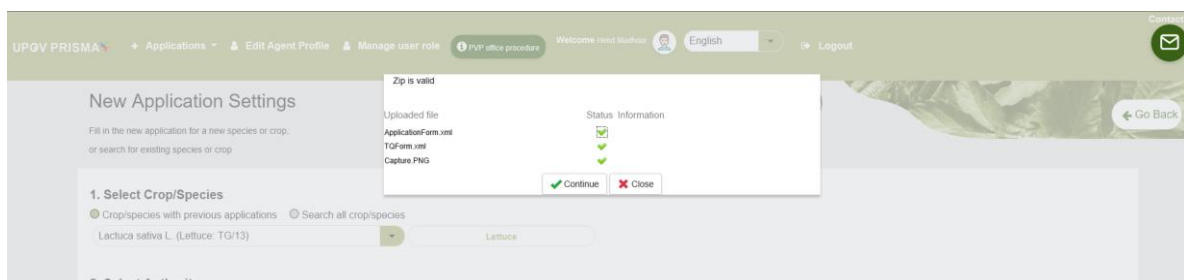
**2. Select Authority**  
AFRICAN INTELLECTUAL PROP Lettuce\_VAR

**3. Select Language for answers**  
Application Form English Technical Questionnaire English

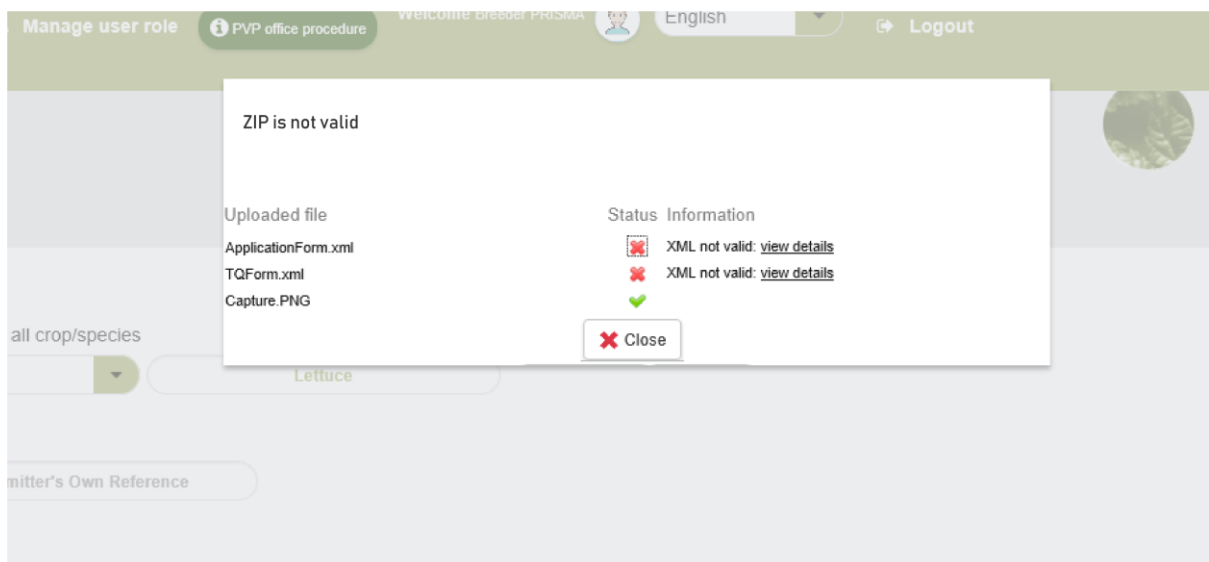
**4. Upload Existing Data (ZIP)**  
GE\_AVEN.zip ✖  
✖ Cancel ✔ Start

5. The result of data validation is displayed:

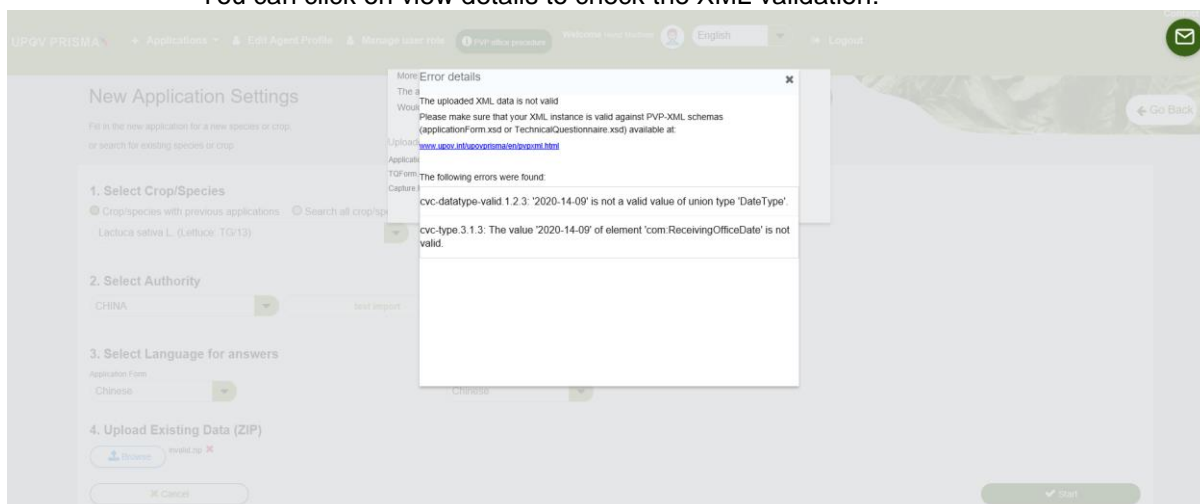
- a. "Zip is valid" means that the XML data is valid against PVP-XML schemas and the attachments are declared in the XML.



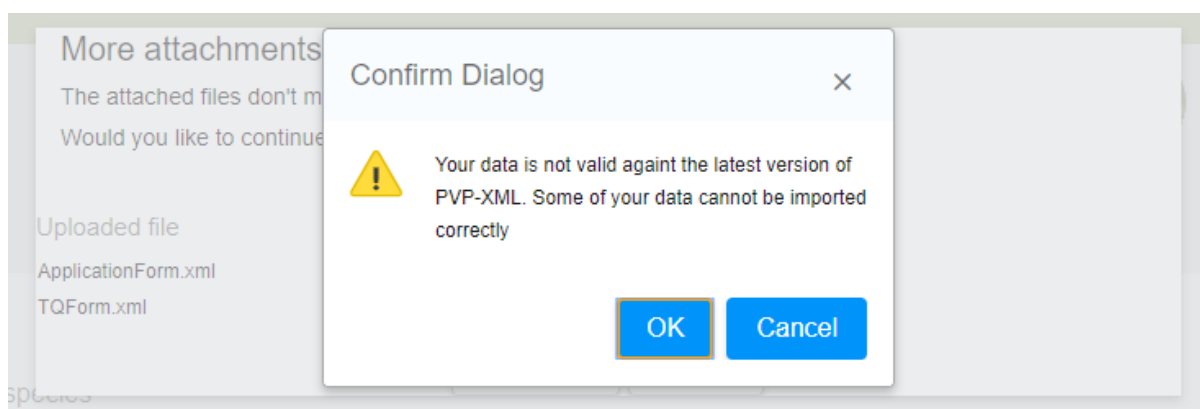
- b. "Zip is not valid" means that the XML data is not valid against PVP-XML schemas and/or there are undeclared attachments.



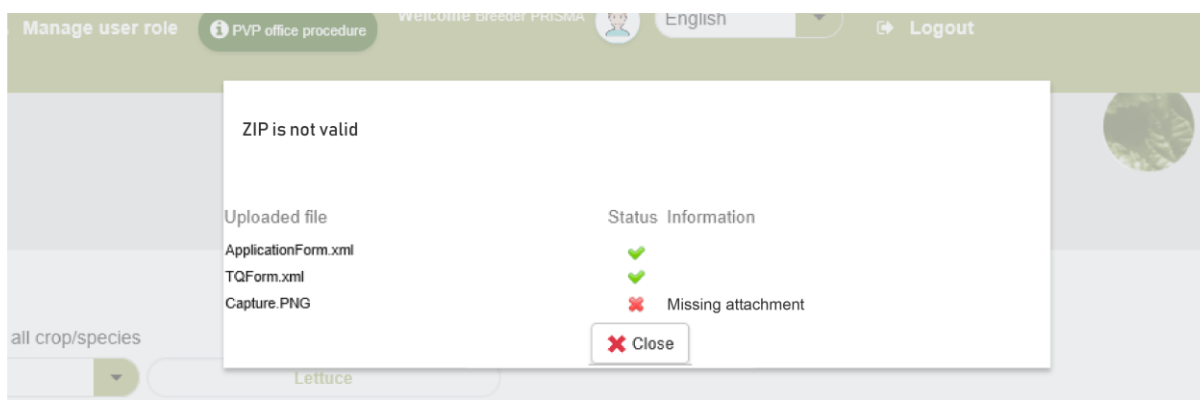
You can click on view details to check the XML validation:



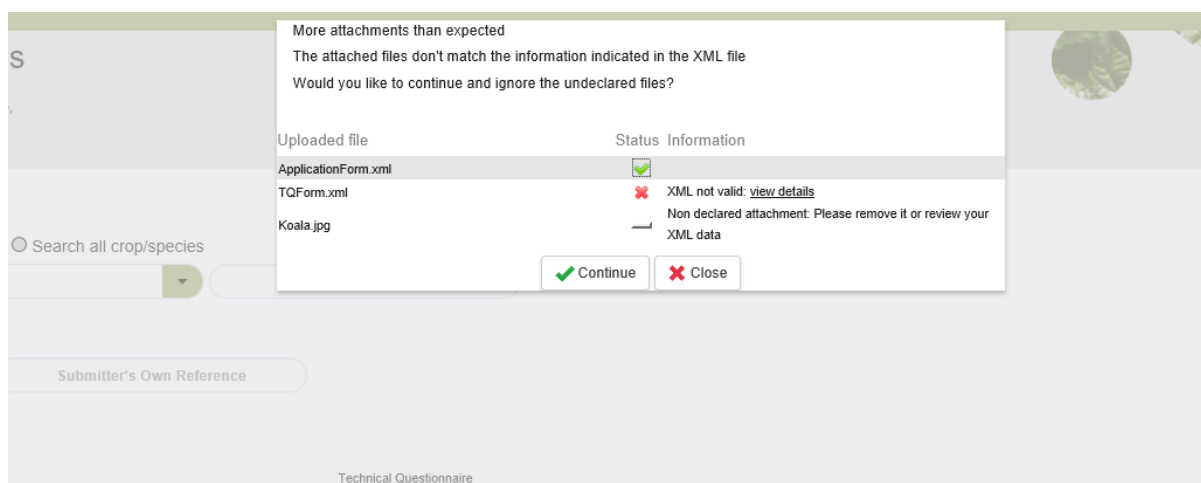
Even if the data is not valid against the last version of PVP-XML schema, it is possible to continue. Some of your data cannot be imported correctly. Click on OK to continue.



In case of missing attachment:

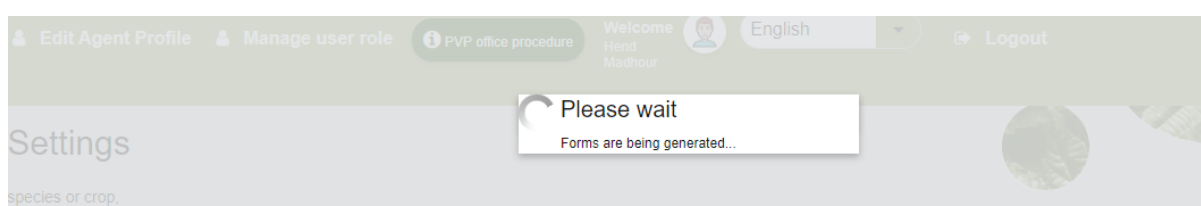


In case of more attachments than expected, you can choose to continue and ignore the non-declared attachments.



6. Click on Continue.

7. The forms (application form and technical questionnaire) are generated.



8. Some questions are prefilled based on the uploaded data. The others should be answered.

**Note: A green tick signifies that all mandatory questions have been answered.** The red exclamation mark signifies that some information is missing and needs to be added. (More on that in the chapter 6.1.3)

### 5.2.1.3 Start a new application for National listing

As an “Agent”, in order to start a new application for National listing:

1. Click on “Start a new application data” button.



## 2. The settings screen is displayed:

## 3. Complete the following information:

- a. **Select Crop/Species:** Choose one of the supported crops as explained above.
- b. **Select National Listing Authority:** When you choose a crop, the list of National Listing authorities supporting that crop is updated automatically. Choose one the supporting National Listing authorities;
- a. **Submitters' Own Reference:** If the designated National listing authority requests the Breeder's reference, this field is optional. If not it becomes mandatory – in this case a pop-up window will remind you to add the Reference should you forget;

c. **Select National Listing and/or PBR**

- d. **Select Language for answers** (Application Form, Technical Questionnaire): Choose one of the accepted languages if more than one language is accepted by the authority. The list of questions is updated based on the chosen authority and the required language for answers will be indicated.

- Complete the Submitter's own reference and click on "Start". The National Listing chapter contains all national listing specific questions.

The screenshot shows a web application interface for 'National Listing'. On the left, there is a sidebar menu with three main sections: '1. Application Form', '2. Technical Questionnaire', and '3. Declaration And Signature'. Under '1. Application Form', there are eight items: 'APPLICANTS', 'BREEDER(S)', 'CORRESPONDENCE ADDRESS', 'DENOMINATION', 'OTHER APPLICATIONS', 'NOVELTY', 'TECHNICAL EXAMINATION', and 'NATIONAL LISTING'. The 'NATIONAL LISTING' item is highlighted with a yellow background and a checkmark icon. Under '2. Technical Questionnaire', there are five items: 'BREEDING SCHEME', 'VARIETY CHARACTERISTICS', 'VARIETY COMPARISON', 'PLANT MATERIAL INFORMATION', and 'ADDITIONAL INFORMATION'. Under '3. Declaration And Signature', there are two items: 'DECLARATION AND SIGNATURE' and 'ATTACHMENTS'. At the bottom of the sidebar, there are four buttons: 'Export', 'Save', 'Submit', and 'Cancel'. On the right side of the main content area, the title 'National Listing' is displayed. Below it, the text 'VCU has been applied for' is shown. To the right of this text, there are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected.

### 5.2.2 Copy Application

In order to maximize the reusability of existing applications, you can click on Copy Application in the Header and indicate the settings of the target application:



It is possible to copy any application data which fulfils the following requirements:

- You are the owner of this application data;  
This application data should be imported, submitted or combined.

1. Complete the new application data parameters following the same instructions as in the previous chapter (Start new application).



Copy Application Settings

1. Select Crop/Species

☐ Crop/species with previous applications

☒ Search all crop/species

Lettuce

Q

Lactuca sativa L.

Lettuce

2. Select Authority

AFRICAN INTELLECTUAL PROP

Submitter's Own Reference

3. Select Language for answers

Application Form

Technical Questionnaire

See Recommendations

2. Search all crops/species: You can choose other crops if necessary.

3. Click on “See Recommendations”:

1. Select Crop/Species

☐ Crop/species with previous applications

☒ Search all crop/species

Lettuce

Q

Lactuca sativa L.

Lettuce

2. Select Authority

NETHERLANDS

Submitter's Own Reference

2.a Application data for

☒ PBR

☐ National Listing

3. Select Language for answers

Application Form

English

Technical Questionnaire

English

Our Recommendations

\*Combined\* denotes the Combined Application Data (Application Form and Technical Questionnaire). It cumulates all answers (to common and country specific questions) you provided for a specific variety. For each question, the latest answer should overwrite any previous answers.

International Reference Number	Application data for	Crop	Proposed Variety Denomination	Breeder's Variety Reference	Submitter's Own Variety Reference	Authority	Action
XU_30201600001684	PBR	Lactuca sativa L.	MY DENOM CL			Combined	Copy
XU_30201600001742	PBR	Lactuca sativa L.		VARIETY_TEST_NO		Combined	Copy
XU_30201600001961	PBR	Lactuca sativa L.	TEST SUBMISSION VARIETY	TEST SUBMISSION		Combined	Copy
XU_30201600002762	PBR	Lactuca sativa L.	PROP DEN OA	PROV DEN OA		Combined	Copy
XU_30201600007089	PBR	Lactuca sativa L.	Proposed variety denomination	South Africa - Lettuce		Combined	Copy
XU_30201600010901	PBR	Lactuca sativa L.	Lettuce - AU	ERIKA - Lettuce - AU		Combined	Copy
XU_30201600010945	PBR	Lactuca sativa L.	Lettuce - Chile Erika	ERIKA - CL Lettuce		Combined	Copy
XU_30201600010945	PBR	Lactuca sativa L.	EG - Lettuce - Chile	ERIKA - CL Lettuce		Combined	Copy
XU_30201600011283	PBR	Lactuca sativa L.	lettuce US ariane	lettuce US ariane		Combined	Copy
XU_30201600011283	PBR	Lactuca sativa L.	lettuce US ariane	lettuce US ariane	lettuce US ariane	Combined	Copy

<<

<

1

>

>>

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**Note:** Only applications in which the agent is the owner are displayed. It is not allowed to copy applications in which the agent has application data agent role.

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#### 4. Click on “Copy”.

##### 1. Select Crop/Species

☐ Crop/species with previous applications ☒ Search all crop/species

Lettuce Lactuca sativa L. Lettuce

##### 2. Select Authority

NETHERLANDS Submitter's Own Reference

##### 2.a Application data for

☒ PBR ☐ National Listing

##### 3. Select Language for answers

Application Form English Technical Questionnaire English

##### Our Recommendations

\*Combined\* denotes the Combined Application Data (Application Form and Technical Questionnaire). It cumulates all answers (to common and country specific questions) you provided for a specific variety. For each question, the latest answer should overwrite any previous answers.

International Reference Number	Application data for	Crop	Proposed Variety Denomination	Breeder's Variety Reference	Submitter's Own Variety Reference	Authority	Action
XU_30201600010461	PBR	Lactuca sativa L.	NEW TEST AF	New TEST NL Lettuce	New TEST AF	NETHERLANDS	Copy
XU_30201600011846	PBR	Lactuca sativa L.		NL Lettuce application data		NETHERLANDS	Copy
XU_30201600013343	PBR	Lactuca sativa L.	lettuce NL ariane	lettuce NL ariane	lettuce NL ariane	NETHERLANDS	Copy
XU_30201900000119	National Listing	Lactuca sativa L.		TEST NL		NETHERLANDS	Copy
XU_30201900000147	National Listing	Lactuca sativa L.		TEST NL PBR National listing		NETHERLANDS	Copy
XU_30201900000147	PBR	Lactuca sativa L.		TEST NL PBR National listing		NETHERLANDS	Copy
XU_30202000001227	National Listing	Lactuca sativa L.	TEST NLI	TEST NLI		NETHERLANDS	Copy
XU_30202000001500	National Listing	Lactuca sativa L.		TEST 1567		NETHERLANDS	Copy
XU_30202000001500	PBR	Lactuca sativa L.		TEST 1567		NETHERLANDS	Copy
XU_30202000001614	PBR	Lactuca sativa L.		test nil 2		NETHERLANDS	Copy

If the original application and the new application have:

- Same Authority/ Same Crop/ Same application type (PBR or National Listing):** A pop up window will be displayed inviting the user to choose if they wish to keep the same breeder's reference (and therefore override the original application data) or not. The user should be informed that if the same breeder's reference is used, the original application data will be removed from the database. The same IRN is used for the new application data. If you choose “Withdraw the original application data”: In case of submitted application, an email will be sent to the authority to inform them that the application is withdrawn. In all cases (submitted, imported, in progress applications), the original application data is removed. If you choose, “Use a different breeder's reference”: The IRN is not taken over (it is displayed as NA). You have to save your application and choose to include it in the combined application data. The breeder's reference is empty and needs to be added.

s applications ☒ Search all crop/species

Lactuca sativa L.

Submit

g

or answers

Technical Questionnaire English

**Warning**

You are about to copy an application for the same authority and the same crop. Be informed that if the same breeder's reference and/or submitter's own reference is used, the original application data will be removed from the database. Do you want to keep the same breeder's reference and/or submitter's own reference ?

Withdraw the original application data

Use a different breeder's reference

- Different authorities/Same Crop:** A pop up window will be displayed inviting the user to choose if he/she wants to keep the same breeder's reference (and therefore keep the same IRN) or not. If a different breeder's reference is used, a new IRN is assigned to the new application data.

Select Authority \*

Submitter's Own Reference

Select Language for answers

Application Form \*

Technical Questionnaire \*

**Our Recommendations**

\*Combined\* denotes the Combined Application Data (Application Form and Technical Questionnaire) you provided for a specific variety. For each question, the latest answer should overwrite any previous answers.

International Reference Number	Crop	Proposed Variety Denomination	Submitter's Own Variety	Authority	Action
XU_30201600009324	Lettuce	Variété Tunisie		TUNISIA	<a href="#">Copy</a>   <a href="#">Delete</a>
XU_30201600010461	Lettuce	NEW TEST AF		NETHERLANDS	<a href="#">Copy</a>   <a href="#">Delete</a>
XU_30201600011503	Lettuce	DENOMINATION 2	TEST NO LETTUCE 2	NORWAY	<a href="#">Copy</a>   <a href="#">Delete</a>
XU_30201600011542	Lettuce	DENOMINATION	TEST TN LETTUCE	TUNISIA	<a href="#">Copy</a>   <a href="#">Delete</a>
XU_30201600011702	Lettuce	DENOMINATION 2	TEST TN LETTUCE 2	TUNISIA	<a href="#">Copy</a>   <a href="#">Delete</a>
XU_30201600011846	Lettuce		NL Lettuce application data	NETHERLANDS	<a href="#">Copy</a>   <a href="#">Delete</a>
XU_30201600001703	Rose	DENOMINATION FOR CHILE		Combined	<a href="#">Copy</a>   <a href="#">Delete</a>
XU_30201600002442	Rose		proposed denomination TEST SUBMISSION	Combined	<a href="#">Copy</a>   <a href="#">Delete</a>
XU_30201600002544	Rose	denoin		Combined	<a href="#">Copy</a>   <a href="#">Delete</a>
XU_30201600006444	Rose	mexrose	REF MK	Combined	<a href="#">Copy</a>   <a href="#">Delete</a>

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- **Same authority/ different crops:** the new application data will have a different IRN.
- **Different authorities/different crops:** the new application data will have a different IRN.

5. Click on “Yes”, the form will be generated including prefilled questions

UPOV PRISMA + Applications Edit Agent Profile Manage user role PVP office procedure Welcome Hend Mathour English Logout

NA

Authority: AFRICAN INTELLECTUAL PROPERTY ORGANIZATION  
Crop/Species: Gonolimon  
Language for answers: English

Proposed Variety Denomination: Breeder's Variety Reference  
Own reference:

[Go Back](#)

**1. Application Form**

- ☒ APPLICANTS
- ☒ REPRESENTATIVE(S)/AGENT(S)
- ☒ BREEDER(S)
- ☒ DENOMINATION
- ☒ PRIORITY CLAIM
- ☒ NOVELTY
- ☒ TECHNICAL EXAMINATION

**2. Technical Questionnaire**

- ☒ BREEDING SCHEME
- ☒ VARIETY CHARACTERISTICS
- ☒ VARIETY COMPARISON
- ☒ PLANT MATERIAL INFORMATION
- ☒ ADDITIONAL INFORMATION

**Characteristics of the variety to be indicated**

Characteristics of the variety to be indicated (the number in brackets refers to the corresponding characteristic in Test Guidelines; please mark the note which best corresponds).

Plant: height \*

☐ 1 very short

☐ 2

☒ 3 short

☐ 4

☐ 5 medium

☐ 6

☐ 7 tall

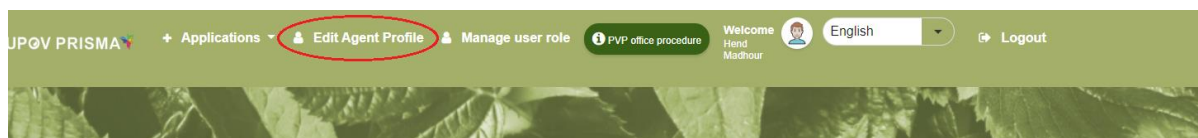
☐ 8

☐ 9 very tall

6. It is possible to edit, save and submit a copied application data in the same way as for new application data.

## 5.3 User Profile

The first time you access UPOV PRISMA, you need to complete your user profile. Some information are captured from the information you have already provided when you created your WIPO Account (§4). The system will automatically take you to the page where you can complete the missing information. If you want to update your profile or access this page later, you can find it in the header (Edit Agent profile).



1. After clicking on the button, the following page is displayed:

The image displays the 'Agent Profile' form. At the top, it asks 'In which authorities are you working as agent?'. A dropdown menu is open, listing 'OA AFRICAN INTELLECTUAL PROPERTY ORGANIZATION', 'AR ARGENTINA', 'AU AUSTRALIA' (which is selected with a blue highlight and a checkmark), 'BO BOLIVIA PLURINATIONAL STATE OF', and 'BR BRAZIL'. Below this, the form has several input fields: 'Name' (Hend Madhour), 'Street Address' (Chemin des colombeles, 34), 'Postal Code' (1211), 'State' (Geneve), 'Telephone' (0229388352), and 'Fax' ((41 22) 733 0936). To the right, there are checkboxes for 'Would like to appear in the list of available agents for all breeders?' and 'A natural person'. At the bottom, there are four buttons: 'Cancel', 'Link your WIPO account with your CPVO Account', 'Priority/Novelty notifications management', and 'Save'.

2. Complete the required information and indicate in which Authority(ies) you operate. Country-specific restrictions are applied. For example, an agent cannot select Australia if he/she does not have an address in Australia or New Zealand.

If you choose to tick the box "Would you like to appear in the list of available agents for all breeders?", your contact details will then appear in the list of agents associated with that Authority(ies) and will enable breeders to find your contact details if they are seeking an agent.

Click on "Save".

Agent Profile

In which authorities are you working as agent? \*

OA	AFRICAN INTELLECTUAL PROPERTY ORGANIZATION
AR	ARGENTINA
<input checked="" type="checkbox"/>	AU AUSTRALIA
<input type="checkbox"/>	BO BOLIVIA, PLURINATIONAL STATE OF
<input type="checkbox"/>	BR BRAZIL

« < 1 / 8 > » [ 1 - 5 / 39 ]

Name: Hend Madhour

Street Address: Chemin des colombeilles, 34

Postal Code: 1211

State: Geneve

Telephone: 0223388352

Fax: (41-22) 733 0036

You are:  
☒ A natural person  
☐ A legal entity

Would like to appear in the list of available agents for all breeders?  
☐

(a second line)  
(a second line)

City: Geneve

Country: NEW ZEALAND

Mobile: Mobile

E-mail address: hend.madhour@upov.int

Buttons: Cancel, Link your WIPO account with your CPVO Account, Priority/Novelty notifications management, Save

3. If you would like to use UPOV PRISMA to transfer your application data to the Community Plant Variety Office of the European Union (CPVO), it is mandatory to link your WIPO account with your CPVO account. To do that click on “Link your WIPO account with your CPVO account” button.

Agent Profile

In which authorities are you working as agent? \*

OA	AFRICAN INTELLECTUAL PROPERTY ORGANIZATION
AR	ARGENTINA
<input checked="" type="checkbox"/>	AU AUSTRALIA
<input type="checkbox"/>	BO BOLIVIA, PLURINATIONAL STATE OF
<input type="checkbox"/>	BR BRAZIL

« < 1 / 8 > » [ 1 - 5 / 39 ]

Name: Hend Madhour

Street Address: Chemin des colombeilles, 34

Postal Code: 1211

State: Geneve

Telephone: 0223388352

Fax: (41-22) 733 0036

You are:  
☒ A natural person  
☐ A legal entity

Would like to appear in the list of available agents for all breeders?  
☐

(a second line)  
(a second line)

City: Geneve

Country: NEW ZEALAND

Mobile: Mobile

E-mail address: hend.madhour@upov.int

Buttons: Cancel, Link your WIPO account with your CPVO Account, Priority/Novelty notifications management, Save

4. Enter your CPVO username and password and click on “Authenticate and Link” button.

Agent Profile

In which authorities are you working as agent? \*

OA AFRICAN INTELLECTUAL PROPERTY ORGANIZATION

CPVO Username: \* Agent

CPVO Password: \* .....

Close Authenticate and Link

Name: Hend Madhour

Street Address: Chemin des colomboettes, 34

Postal Code: 1211

State: Geneve

Telephone: 0223360352

Fax: (41-22) 733 6036

You are: ☒ A natural person ☐ A legal entity

Would like to appear in the list of available agents for all breeders? ☐

(a second line) (a second line)

City: Geneve

Country: NEW ZEALAND

Mobile: Mobile

E-mail address: hend.madhour@upov.int

Cancel Link your WIPO account with your CPVO Account Priority/Novelty notifications management Save

5. A popup message that indicates you have successfully linked your WIPO account with your CPVO account appears.

6. If you are an agent, you can set reminders for priority and novelty alerts. For that, click on "Priority/Novelty notifications management" button.

Agent Profile

In which authorities are you working as agent? \*

OA AFRICAN INTELLECTUAL PROPERTY ORGANIZATION

AR ARGENTINA

☒ AU AUSTRALIA

☐ BO BOLIVIA, PLURINATIONAL STATE OF

☐ BR BRAZIL

« < 1 / 8 > » [ 1 - 5 / 30 ]

Would like to appear in the list of available agents for all breeders? ☐

(a second line) (a second line)

City: Geneve


Country: NEW ZEALAND

Mobile: Mobile

E-mail address: hend.madhour@upov.int

You are: ☒ A natural person ☐ A legal entity

Cancel Link your WIPO account with your CPVO Account Priority/Novelty notifications management Save

7. A popup window is displayed. In order remove existing reminders, click on .

Priority/Novelty notifications management

**Priority**

Existing reminders

✗ 10 month(s) before deadline to claim priority

+    before deadline to claim priority

**Novelty in the territory of first commercialization**

Existing reminders

✗ 3 month(s) before expiry of 1 year grace period for novelty

+    before expiry of 1 year grace period for novelty

**Novelty outside the territory of first commercialization**

Existing reminders

✗ 3 month(s) before expiry of 4/6 years grace period for novelty

+    before expiry of 4/6 years grace period for novelty

8. In order to add a new reminder, insert a number and choose day(s), month(s) or year(s) from the drop down list and click on “+”. Three types of reminders are available:

- Priority;
- Novelty in the territory of first commercialization and
- Novelty outside the territory of first commercialization.

**Note:** Year(s) option is only available for novelty outside the territory of first commercialization.

Priority/Novelty notifications management

**Priority**

Existing reminders

✗ 10 month(s) before deadline to claim priority

+    before deadline to claim priority

**Novelty in the territory of first commercialization**

Existing reminders

✗ 3 month(s) before expiry of 1 year grace period for novelty

+    before expiry of 1 year grace period for novelty

**Novelty outside the territory of first commercialization**

Existing reminders

✗ 3 month(s) before expiry of 4/6 years grace period for novelty

+    before expiry of 4/6 years grace period for novelty

9. Click on “Save” to save your reminders.

Priority/Novelty notifications management

**Priority**

Existing reminders			
✗	10	month(s)	before deadline to claim priority
✗	3	month(s)	before deadline to claim priority
+	<input type="text"/>	<input type="text"/>	before deadline to claim priority

**Novelty in the territory of first commercialization**

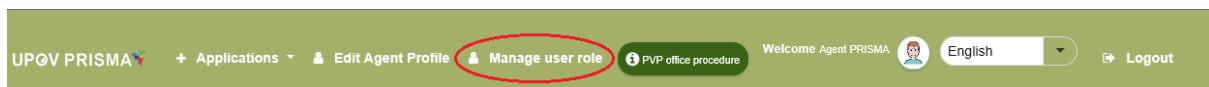
Existing reminders			
✗	3	month(s)	before expiry of 1 year grace period for novelty
✗	6	month(s)	before expiry of 1 year grace period for novelty
+	<input type="text"/>	<input type="text"/>	before expiry of 1 year grace period for novelty

**Novelty outside the territory of first commercialization**

Existing reminders			
✗	3	month(s)	before expiry of 4/6 years grace period for novelty
✗	2	year(s)	before expiry of 4/6 years grace period for novelty
+	<input type="text"/>	<input type="text"/>	before expiry of 4/6 years grace period for novelty

## 5.4 Manage user roles

If you are an agent/co-agent, you can assign roles. In order to assign roles, click on “User Role Management” button that you can find in the Header.




For an agent/co-agent the list of existing authorized users is displayed. The list is restricted to the persons of the same company/organization.

### 5.4.1 Add a new user

1. If you would like to add a new user to the system, click on “Add User” button.

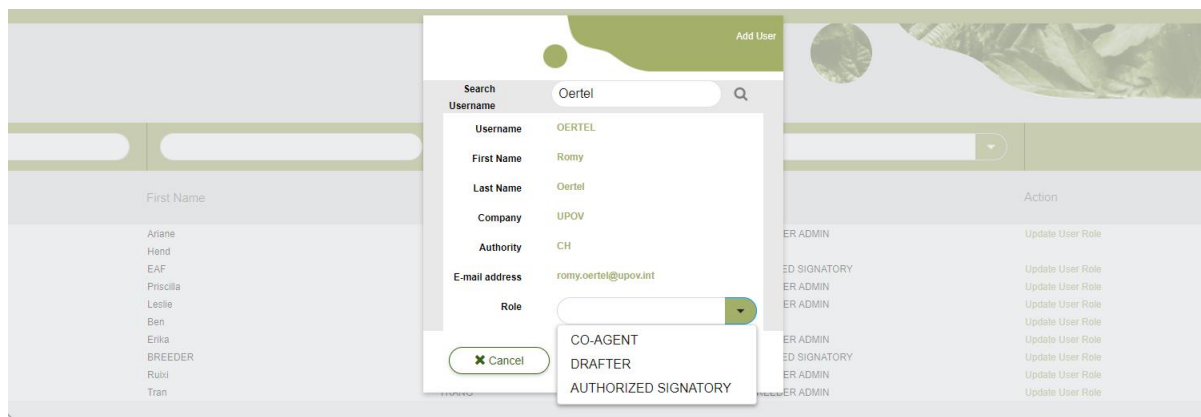
The screenshot shows the 'Manage user role' page. The '+ Add User' button is circled in red. Below the button is a table with columns: Username, First Name, Last Name, Role, and Action. The first row shows an agent named 'AGENT' with the last name 'PRISMA'.

2. Enter the username and click on  icon.

The screenshot shows the 'Add User' modal form. It has a search bar labeled 'Search Username' with a magnifying glass icon. Below the search bar is a 'Cancel' button. The modal is overlaid on a table of existing users. The table has columns: First Name, Last Name, Role, and Action. The visible rows are: Ariane BESSE (CO-BREEDER ADMIN), Hend Madhour (AGENT), and EAF TESTER (AUTHORIZED SIGNATORY).



3. User details are displayed. Select the role you would like to assign: Co-agent (only if you are an agent), Drafter or Authorized signatory.

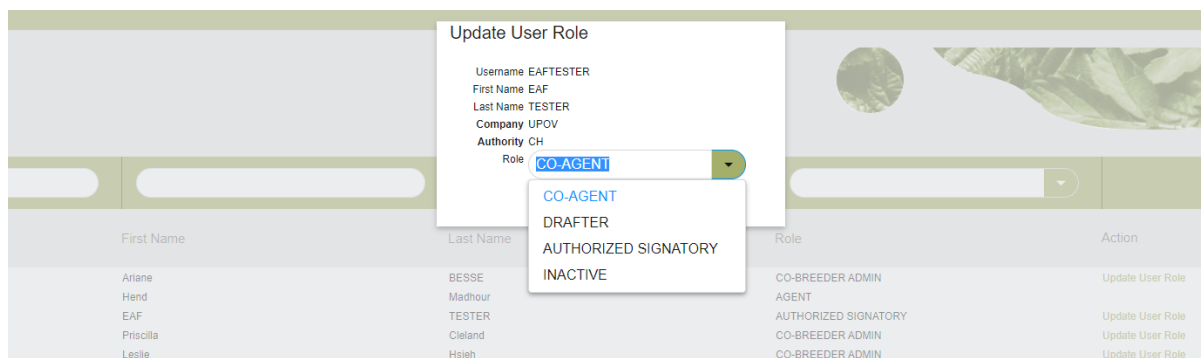


#### 5.4.2 Update User Role

In order to update user role, click on “Update User Role” link.

Username	First Name	Last Name	Role	Action
BESSE	Ariane	BESSE	CO-BREEDER ADMIN	<a href="#">Update User Role</a>
MADHOUR	Hend	Madhour	AGENT	<a href="#">Update User Role</a>
EAFTESTER	EAF	TESTER	AUTHORIZED SIGNATORY	<a href="#">Update User Role</a>
PRISOLLAC	Priscilla	Cleland	CO-BREEDER ADMIN	<a href="#">Update User Role</a>
LESUE HSHH	Leslie	Hsieh	CO-BREEDER ADMIN	<a href="#">Update User Role</a>
RIVOIRE	Ben	Rivoire	DRAFTER	<a href="#">Update User Role</a>
ERIKA GIACHINO	Erika	Giachino	CO-BREEDER ADMIN	<a href="#">Update User Role</a>
BREEDER_SIGNATORY	BREEDER	SIGNATORY	AUTHORIZED SIGNATORY	<a href="#">Update User Role</a>
WUDFEXUE	Rubi	HAN	CO-BREEDER ADMIN	<a href="#">Update User Role</a>
TRANTRANG	Tran	TRANG	CO-BREEDER ADMIN	<a href="#">Update User Role</a>

User details are displayed. Select the role you would like to assign. Depending on your role, the list of possible roles is different (see table above).



#### 5.4.3 Inactivate User

If a user has no longer the need to access the system, the admin can inactivate him. For that,

1. Click on “Update User Role” link;
2. Choose “Inactive” in the list of available roles.

**Update User Role**

Username: EAFTESTER  
 First Name: EAF  
 Last Name: TESTER  
 Company: UPOV  
 Authority: CH  
 Role: **INACTIVE**

CO-AGENT  
 DRAFTER  
 AUTHORIZED SIGNATORY  
 INACTIVE

First Name	Last Name	Role	Action
Ariane	BESSE	CO-BREEDER ADMIN	Update User Role
Hend	Madhour	AGENT	Update User Role
EAF	TESTER	AUTHORIZED SIGNATORY	Update User Role
Priscilla	Cieland	CO-BREEDER ADMIN	Update User Role
Leslie	Hsieh	CO-BREEDER ADMIN	Update User Role
Ran	Riviere	DRAFTER	Update User Role

## 5.5 Helpdesk

Use the Helpdesk function to write questions directly to UPOV PRISMA team. Click on the envelope icon in the right top corner to open the form.

Manage user role | FVP office procedure | Welcome FVP Office OFFICE | English | Logout | Contact us

**Offline**  
 Please fill out the form below and we will get back to you as soon as possible.

\* Name:

\* Email:

\* Message:

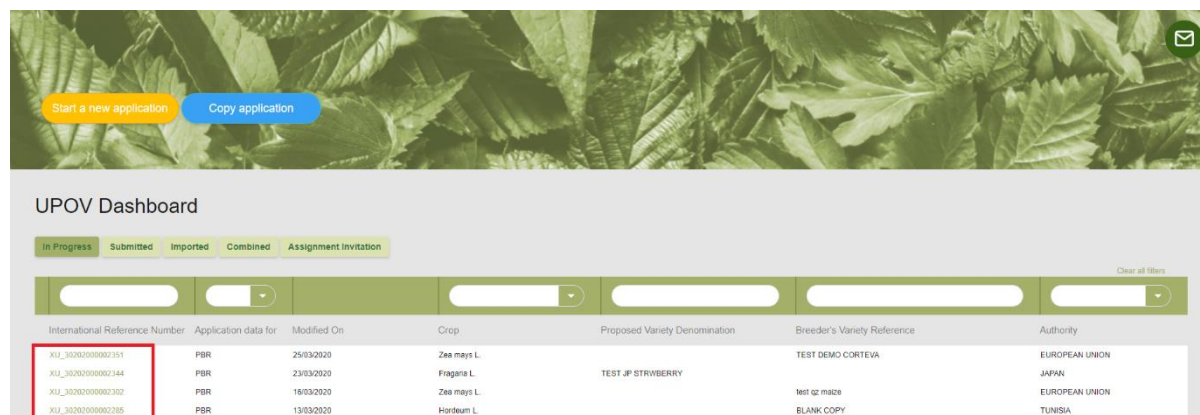
**Submit**

Powered by UPOV PRISMA

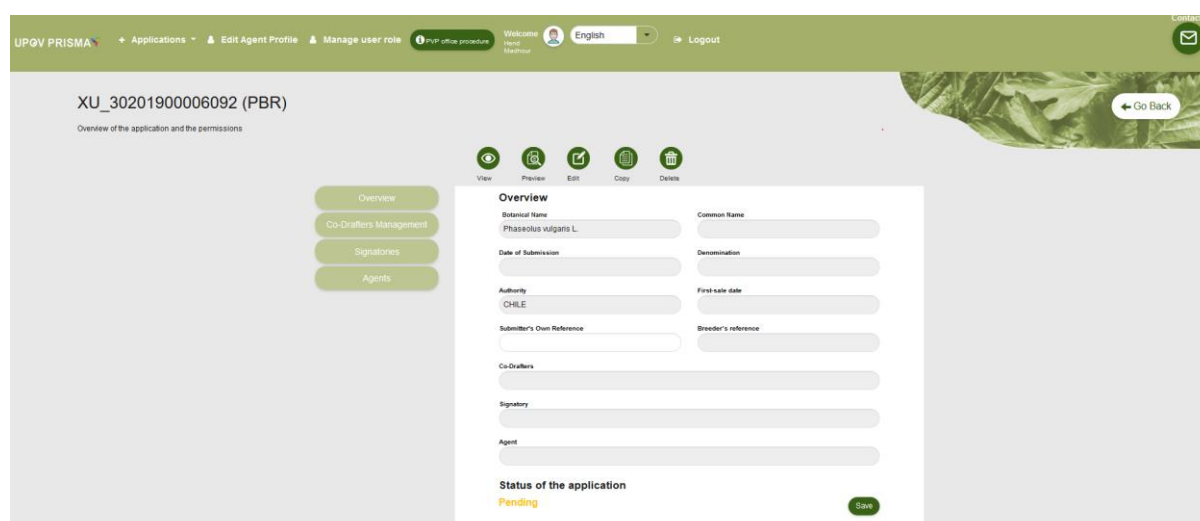
If the UPOV PRISMA team is online, you can ask your question in the live chat. If the UPOV PRISMA team is offline, you can fill in the form with your name, email address and your question and click on “Submit” button. The email will be sent to the UPOV PRISMA team. You will receive the reply by email.

## 6 Application Overview

To access the Overview of the application, go to the UPOV Dashboard (Home page) and click on the IRN of the application you want to work on.



The displayed page will offer an overview of the application and the permissions. At the bottom of the Overview you can see the Status of the application in yellow.



On the top of the overview, you have icons for different functions: View, Preview, Edit, Copy, Pay, Sign and Delete. The list of possible icons depends on the person's role. It is summarized in the tables below.

### In progress applications

	View	Preview	Edit	Copy	Pay	Sign	Delete
Agent/ Co-agent	X	X	X	X*	X	X	X
Drafter	X	X	X	X*			X
Co-Drafter	X	X	X				
Signatory	X	X			X	X	

\* Only if the user is the owner of the application (the one who started the application)

### Submitted applications

	View	Preview	Copy	Pay
Agent/ Co-agent	X	X	X*	X
Drafter	X	X	X*	
Co-Drafter	X	X		
Signatory	X	X		X

### Imported applications

	View	Preview	Copy	Pay	Delete
Agent/ Co-agent	X	X	X*	X	X
Drafter	X	X	X*		X
Co-Drafter	X	X			
Signatory	X	X		X	

\* Only if the user is the owner of the imported application (the one who imported the application from the PVP online system)

On the left, you have options for working in a team, Co-Drafters Management and Signatory. The list of possible options depends on the person's role. It is summarized in the tables below.

### In progress applications

	Co-Drafters Management	Assign Application Signatory
Agent/ Co-agent	X	X
Drafter	X	X
Co-Drafter		
Signatory		

### Submitted applications


	Co-Drafters Management	Assign Application Signatory
Agent/ Co-agent	X	X
Drafter	X	X
Co-Drafter		
Signatory		

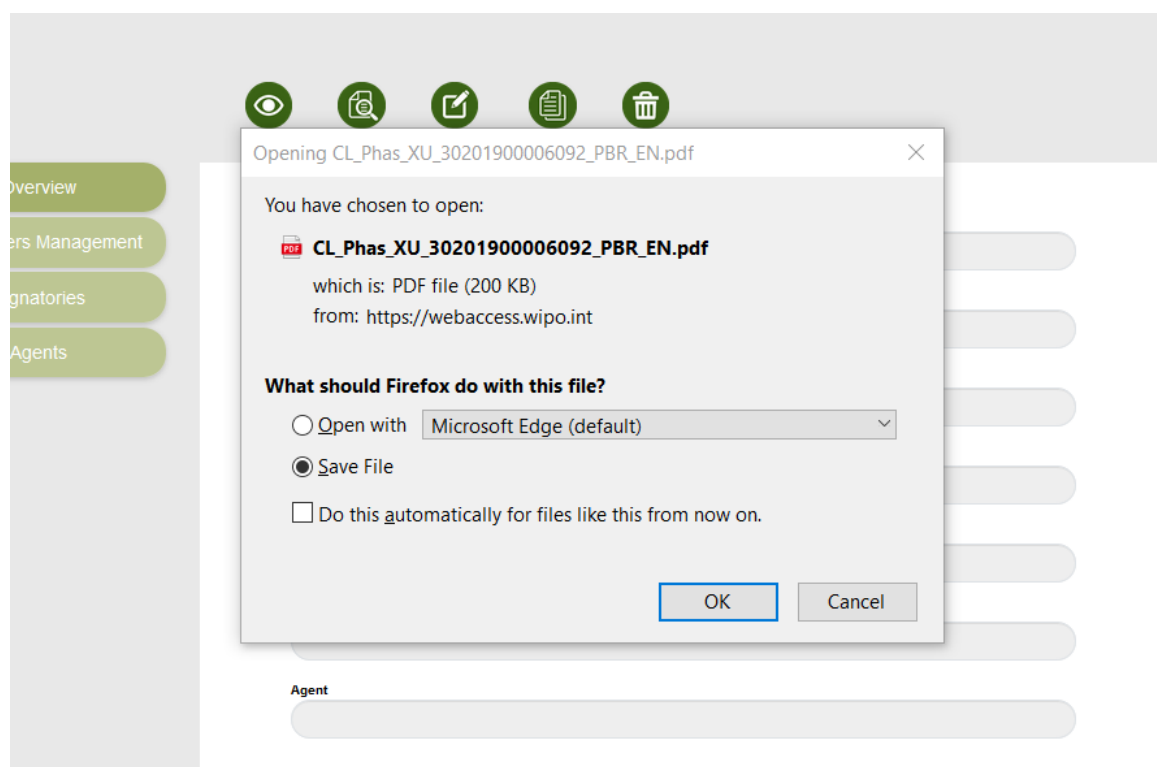
## Imported applications

	Co-Drafters Management	Assign Application Signatory
Agent/ Co-agent	X	X
Drafter	X	X
Co-Drafter		
Signatory		

## 6.1 Overview Icons

### 6.1.1 View Application

By clicking on the View icon  the message will show to ask if you want to save the PDF.



Decide if you want to open or save the document and click OK. The PDF will open in a new window. For security reasons, the generated PDF for pending application data contains a watermark (UNAUTHORIZED).

Crop/Species  
Phaseolus vulgaris L. (French Bean)  
Authority  
OL  
IRN  
XU\_30201900006092  
Submission Date

## Application Form Plant breeder's rights

### VARIETY OWNER

Name(s):

Address:

City:

Commune:

Telephone:

Email:

Country:

Background of progenitor of the variety

### LEGAL REPRESENTATIVE

Is there a procedural representative?

☐ Yes ☒ No

### BREEDER

Country of origin of the variety:

The original breeder(s) is/are:

☐ the applicant(s)

☐ the following person(s)

### PERSON(S) REPRESENTING THE VARIETY IN THE COUNTRY

Name or company name of the variety's representative(s) in the country:

Address:

Telephone:

Fax:

Email:

Identity card no./tax identifier:

Postal address:

Company name:

### DENOMINATION

Proposed denomination:

Breeder's reference:

### OTHER APPLICATIONS

Details of other applications filed abroad

Country	Variety denomination	Registration no.	Date	Application status	Copy date of procedure

Details of other applications filed abroad

Country	Variety denomination	Registration no.	Date	Application status	Copy date of procedure

### PRIORITY

Is a priority claimed in relation to an initial application filed abroad? Yes/No

☐ Yes ☒ No

### TRADE

Has the variety been sold? Yes/No

☐ Yes ☒ No

### REPRESENTATIVE SAMPLE

City:

Address:

Contact name:


Email:

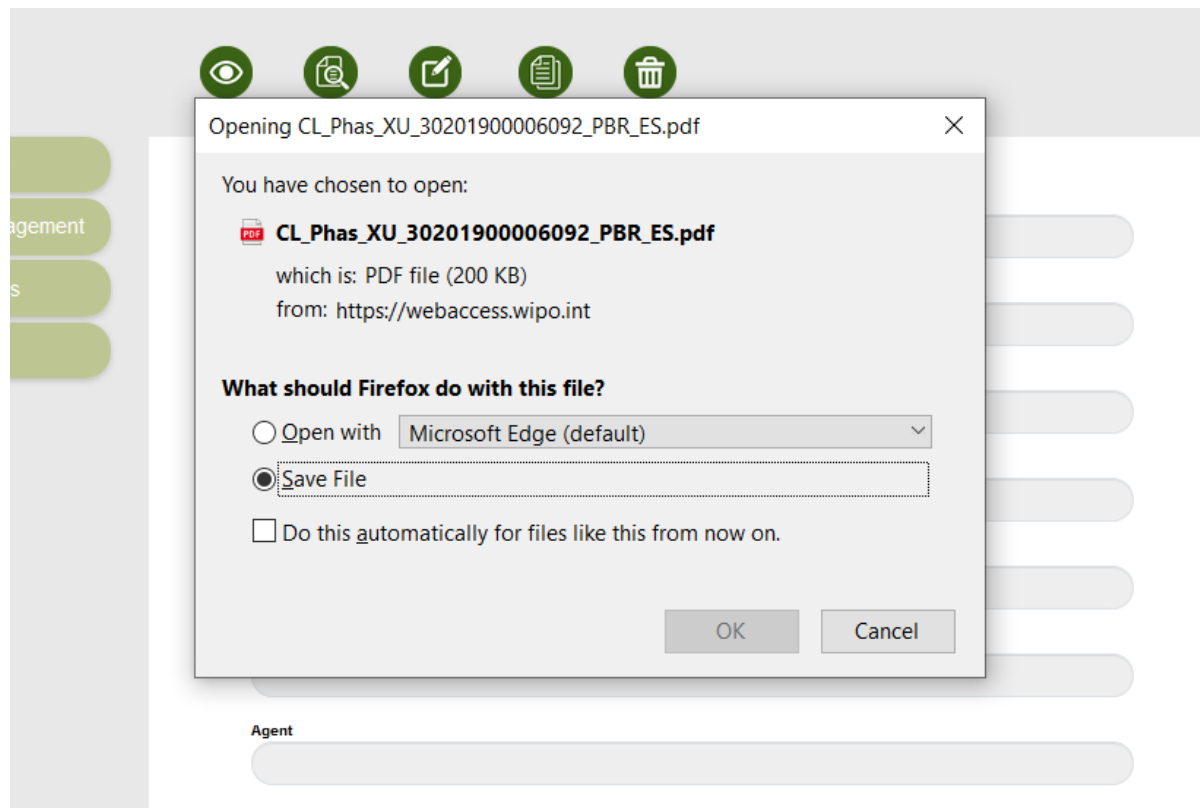
Telephone:

Province:

Here is presented just the first page of the PDF. The questions are generated in the chosen navigation language.

### 6.1.2 Preview Application

By clicking on the Preview icon  the message will show to ask if you want to save the PDF.



Decide if you want to open or save the document and click OK. The PDF will open in a new window. For security reasons, the generated PDF for pending application data contains a watermark (UNAUTHORIZED).

Cultivo: Phaseolus vulgaris L. (Habla, Judía común, Poroto) Jurisdicción: CL IRN: XU_30201900006092 Submission Date:	<b>Formulario de solicitud Derechos de Obtentor</b>
--	---

<b>PROPIETARIO/A DE LA VARIEDAD</b>					
Nombre(s):					
Dirección:					
Ciudad:					
Comuna:					
Teléfono:					
Correo electrónico:					
País:					
Antecedentes del propietario de la variedad					
<b>REPRESENTANTE LEGAL</b>					
¿Hay un representante legal? <input type="radio"/> Sí <input checked="" type="radio"/> No					
<b>OBTENTOR</b>					
País de origen de la Variedad:					
<input type="radio"/> (es) obtentor(es) original(es) <input type="radio"/> es/en <input type="radio"/> el (os) solicitante(s) <input type="radio"/> la(s) persona(s) siguiente(s)					
<b>QUIÉN O QUIÉNES REPRESENTAN A LA VARIEDAD EN EL PAÍS</b>					
Nombre o Razón Social de quién o quiénes representan a la variedad en el país:					
Dirección:					
Teléfono:					
Fax:					
Correo electrónico:					
C.R.P.A.:					
Dirección postal:					
Nombre de la empresa:					
<b>DENOMINACIÓN</b>					
Denominación Provisional:					
Referencia del Obtentor:					
<b>OTRAS SOLICITUDES</b>					
Detalle de otras solicitudes presentadas en el extranjero					
País:	Denominación Variedad:	Nº inscripción:	Fecha:	Estado de la solicitud:	Fecha término protección:
Detalle de otras solicitudes presentadas en el extranjero					
País:	Denominación Variedad:	Nº inscripción:	Fecha:	Estado de la solicitud:	Fecha término protección:
<b>PRIORIDAD</b>					
¿Reivindica la prioridad con respecto a una primera solicitud presentada en el extranjero? <input type="radio"/> Sí/No <input checked="" type="radio"/> No					
<b>COMERCIALIZACIÓN</b>					
¿La variedad ha sido comercializada? <input type="radio"/> Sí/No <input checked="" type="radio"/> No					
<b>MUESTRA REPRESENTATIVA</b>					
Lugar de ubicación:					
Dirección:					
Nombre del contacto:					
Correo electrónico:					
Teléfono:					
Región:					

XU\_30201900006092


Generated by UPOV PRISMA

1/5

Here is presented just the first page of the PDF. The questions are generated in the chosen output form language.



### 6.1.3 Edit Application

By clicking on the Edit icon  you can resume editing the Application Form, Technical Questionnaire and the Declaration And Signature section. The form will be loaded with all the answers you have already provided.



1. Application Form

- APPLICANTS
- REPRESENTATIVE(S) AGENT(S)
- BREEDER(S)
- CORRESPONDENCE ADDRESS
- DENOMINATION
- OTHER APPLICATIONS
- PRIORITY CLAIM
- NOVELTY
- TECHNICAL EXAMINATION

2. Technical Questionnaire

- BREEDING SCHEME
- VARIETY CHARACTERISTICS
- VARIETY COMPARISON
- PLANT MATERIAL INFORMATION
- ADDITIONAL INFORMATION

3. Declaration And Signature

- DECLARATION AND SIGNATURE
- ATTACHMENTS

Buttons: Export, Save, Submit, Cancel

The level of editing permitted depends on your role:

- If you are an application agent, you can edit “Declaration and Signature” chapter only if the breeder has authorized you to sign the application.
- If you are the application owner (the one who started the application), you can edit all chapters

The generated form page is composed of:

#### 6.1.3.1 Header

The header includes information provided in the “Start a new application” page. The first time the form is generated, the placeholder for the IRN is empty.

Authority	FRANCE	Proposed Variety Denomination
Crop/Species	Torenia L.	Breeder's Variety Reference
Language for answers	English	Own reference

After saving the application data and including it in the combined application data, an IRN is generated by the system (§6.1.3.7). The next time you access your application data, the IRN will be displayed as following:

XU_30202000001757		
Authority	FRANCE	Proposed Variety Denomination
Crop/Species	Torenia L.	Breeder's Variety Reference
Language for answers	English	Own reference
		Torenia TEST


#### 6.1.3.2 Chapters

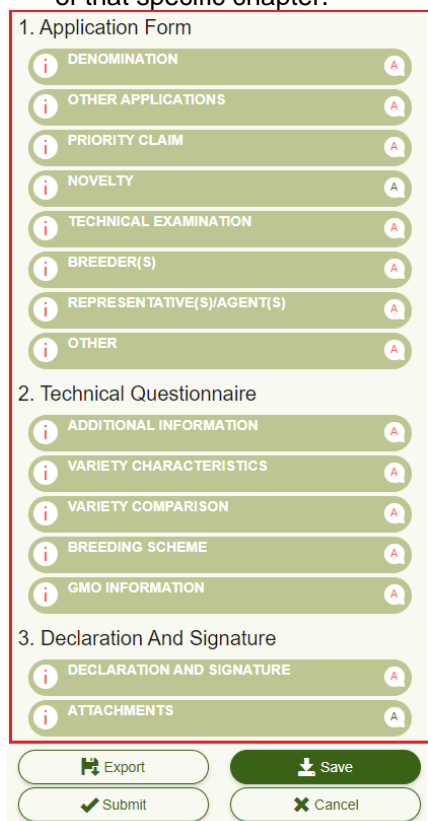
The original form questions are split into standard chapters for all PVP offices.

- **Questions**

















The questions are divided in three sections – Application Form, Technical Questionnaire and Declaration And Signature section.

- **Mandatory questions**











If the mandatory questions of a specific chapter are not answered, the  is displayed before the chapter name. The user should click on the chapter name in order to complete the questions of that specific chapter.







1. Application Form

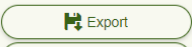

-  DENOMINATION 
-  OTHER APPLICATIONS 
-  PRIORITY CLAIM 
-  NOVELTY 
-  TECHNICAL EXAMINATION 
-  BREEDER(S) 
-  REPRESENTATIVE(S)/AGENT(S) 
-  OTHER 


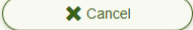
2. Technical Questionnaire

-  ADDITIONAL INFORMATION 
-  VARIETY CHARACTERISTICS 
-  VARIETY COMPARISON 
-  BREEDING SCHEME 
-  GMO INFORMATION 

3. Declaration And Signature


-  DECLARATION AND SIGNATURE 
-  ATTACHMENTS 

- **Translation alert**

If the output form language is different from the selected navigation language, the translation icon

 is displayed next to each chapter to indicate whether breeder should check or not the answers. Red letter means translation is needed and the green letter means the translation is not needed.

1. Application Form

- APPLICANTS
- REPRESENTATIVE(S)/AGENT(S)
- BREEDER(S)
- CORRESPONDENCE ADDRESS
- DENOMINATION
- OTHER APPLICATIONS
- PRIORITY CLAIM
- NOVELTY
- TECHNICAL EXAMINATION
- TRADEMARKS
- LANGUAGES

2. Technical Questionnaire

- BREEDING SCHEME
- VARIETY CHARACTERISTICS
- VARIETY COMPARISON
- PLANT MATERIAL INFORMATION
- ADDITIONAL INFORMATION
- GMO INFORMATION

Once checked, the user can turn the red icon to green. With a right click on the chapter name, the little menu displays where the user can select Check translation.

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

CORRESPONDENCE ADDRESS

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

TRADEMARKS

LANGUAGES

APPLICANT(S)

The applicant is \*

Check translation

Uncheck translation

Client number

09729

Hend Madhour

Chemin des colombettes, 34

1211

Geneve

Switzerland

0223388352

(41-22) 733 0336

hend.madhour@upov.int

- Buttons

The available buttons (Export, Save, Submit and Cancel) depends on the person's role.

- A drafter can choose to:
  - Export: It allows saving in a local drive all the filled information (§6.1.3.6)
  - Save: The filled information is captured in XML and stored in the database in an encrypted format (§6.1.3.7)
  - Cancel: The information will not be saved. You will be redirected to the home page (§6.1.3.8)

XU\_30202000002389

Authority

Crop/Species

Language for answers

CHILE

Lactuca sativa L.



















Spanish

Proposed Variety Denomination











Breeder's Variety Reference

Own reference

### 1. Application Form

	APPLICANTS	
	REPRESENTATIVE(S)/AGENT(S)	
	BREEDER(S)	
	CORRESPONDENCE ADDRESS	
	DENOMINATION	
	OTHER APPLICATIONS	
	PRIORITY CLAIM	
	NOVELTY	
	TECHNICAL EXAMINATION	

### 2. Technical Questionnaire

	BREEDING SCHEME	
	VARIETY CHARACTERISTICS	
	VARIETY COMPARISON	
	PLANT MATERIAL INFORMATION	
	ADDITIONAL INFORMATION	

### 3. Declaration And Signature

	DECLARATION AND SIGNATURE	
	ATTACHMENTS	

 Export

 Save

 Cancel

- An "Agent" or a "Co-agent" or an "Authorized signatory" can choose to:
  - Export: allows saving in a local drive of all the filled information (§6.1.3.6)
  - Save: The filled information is captured in XML and stored in the database in an encrypted format (§6.1.3.7)
  - Cancel: The information will not be saved. You will be redirected to the home page (§6.1.3.8)
  - Submit: The application data is transferred to the designated PVP office (§6.1.3.9)

**1. Application Form**

- APPLICANTS
- REPRESENTATIVE(S)/AGENT(S)
- BREEDER(S)
- CORRESPONDENCE ADDRESS
- DENOMINATION
- OTHER APPLICATIONS
- PRIORITY CLAIM
- NOVELTY
- TECHNICAL EXAMINATION
- TRADEMARKS
- LANGUAGES

**2. Technical Questionnaire**

- BREEDING SCHEME
- VARIETY CHARACTERISTICS
- VARIETY COMPARISON
- PLANT MATERIAL INFORMATION
- ADDITIONAL INFORMATION
- GMO INFORMATION

**3. Declaration And Signature**

- ATTACHMENTS

Export Save

Submit Cancel

### 6.1.3.3 Application Form

#### 6.1.3.3.1 APPLICANT(S)

The information completed in the user profile (§5.3) is retrieved and used to complete the corresponding questions in APPLICANT(S) chapter.

1. Complete at least the mandatory fields.

**Note:** Mandatory fields (\*) are marked in Red.

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

2. Technical Questionnaire

BREEDING SCHEME

VARIETY CHARACTERISTICS

VARIETY COMPARISON

APPLICANT(OWNER)

Name 1(a)(i) \*

Address 1(a)(ii) \*

Postal code

Country \*

E-mail 1(a)(iv) \*

Phone 1(a)(iii)

Fax 1(a)(v)

Remove

Add Applicant

2. Some specific rules are provided for information. Click on “\*\*” link in order to see details.

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

2. Technical Questionnaire

BREEDING SCHEME

VARIETY CHARACTERISTICS

VARIETY COMPARISON

PLANT MATERIAL INFORMATION

ADDITIONAL INFORMATION

3. Declaration And Signature

DECLARATION AND SIGNATURE

ATTACHMENTS

Export

Save

Submit

Cancel

ENCLOSURES TO THE APPLICATION

The following documents are attached to the application form: 10.0

Transfer Document or other documentation of the applicant's right to the cultivar, ref. section 1 10.0

Power of attorney, ref. section 2 10.0

Documentation of permission to release and/or sale of a genetically modified variety, ref. section 4 10.0

Priority claim, ref. section 7 10.0

Receipt for paid application fee 10.0 \*\*

Complementary information to the Technical Questionnaire

Other 10.0

Specify 10.0

Browse

Browse

Browse

Browse

Browse

Browse

Browse

Constraint Details

You should pay the application fees directly to: Norwegian Food Safety Authority, Postbox 383, 2383 Brumunddal, Norway

Account number: NO9047141001066

SparsBank 1 North-Norways

BIC/SWIFT: SNOVNO22

3. In case of multiple applicants, click on “Add Applicant” button.

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

CORRESPONDENCE ADDRESS

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

2. Technical Questionnaire

BREEDING SCHEME

VARIETY CHARACTERISTICS

VARIETY COMPARISON

PLANT MATERIAL INFORMATION

ADDITIONAL INFORMATION

3. Declaration And Signature

DECLARATION AND SIGNATURE

ATTACHMENTS

Export

Save

Submit

Cancel

VARIETY OWNER

Name(s): 1(a)(i) \*

Address: 1(a)(ii) \*

City: 1(a)(iii)

Commune: 1(a)(iv)

Telephone: 1(a)(v)

Email: 1(a)(vi)

Country: 1(c), 1(d) \*

Background of proprietor of the variety

Remove

Add Applicant

Hend Madhour

Chemin des colombettes, 34

Geneve

0223388352

hend.madhour@upov.int

Switzerland

Urska Cerv

Chemin des colombettes, 34

Geneve

0223380000

urska.cerv@upov.int

Switzerland

4. If you want to remove the added applicant, click on “Remove” button.

#### 6.1.3.3.2 REPRESENTATIVE(S)/AGENT(S)

The screenshot shows the '1. Application Form' section on the left, with 'REPRESENTATIVE(S)/AGENT(S)' highlighted in yellow. The main form area is titled 'REPRESENTATIVE' and contains fields for Name, Address, E-mail, Phone, and Fax. Below these fields are two buttons: 'Remove' (with a red X icon) and 'Add Representative' (with a green plus icon).

In case of multiple representatives, click on “Add Representative”. If you want to remove the added representative, click on “Remove”.

#### 6.1.3.3.3 BREEDER(S)

In case the breeder is the applicant, for some PVP offices, it is possible to link them to the corresponding applicant. For that:

1. Choose the option “Breeder is the applicant” and click on “Browse applicants”:

The screenshot shows the '1. Application Form' section on the left, with 'BREEDER(S)' highlighted in yellow. The main form area is titled 'BREEDER(S)' and contains a section for 'Name and address of the breeder \*\*'. Below this, there are three radio button options: 'Breeder is the applicant (X)', 'Breeder is an employee or member of an organisation which is the applicant', and 'Breeder is not the applicant'. The first option is selected. To the right of the first option is a button labeled 'Browse applicants'. Below the radio buttons are two buttons: 'Remove' (with a red X icon) and 'Add Breeder' (with a green plus icon).

2. The list of previous applicants is displayed:

The screenshot shows the '1. Application Form' section on the left, with 'BREEDER(S)' highlighted in yellow. The main form area is titled 'BREEDER(S)' and contains a section for 'Name and address of the breeder \*\*'. Below this, there is a button labeled 'Browse applicants'. A modal window titled 'List of available applicants' is displayed, showing a table with the following data:

Applicant name
<input type="radio"/> Hend Madhour
<input type="radio"/> Ben Rivoire

At the bottom of the modal window are two buttons: 'Continue' (with a green checkmark icon) and 'Close' (with a red X icon).

3. Select an applicant and click on “Continue”.

4. The breeder is now linked to the chosen applicant.

5. In the case of multiple breeders, click on the “Add Breeder” button.

6. If you want to remove the added breeder, click on “Remove” button.



## 6.1.3.3.4 CORRESPONDENCE ADDRESS

Some UPOV members have questions related to the “Correspondence Address” chapter.

## 6.1.3.3.5 DENOMINATION

**Note:** In UPOV PRISMA, the breeder's reference identifies a variety. Application data for the same variety can be used with different PVP offices with different denominations, although the same denomination should be proposed for all PVP offices in the first instance. In order to reuse answers of existing application data for the same variety, the “combined application data” combines all the provided answers per variety as identified by the breeder's reference. For this reason, it is recommended to provide the same breeder's reference for all application data of the same variety.

1. Provide an existing breeder's reference for the same authority and crop.

2. Click on “Save”, an error message is displayed. It invites you to provide another breeder's reference.

In some PVP offices, the breeder's reference is not requested. For this reason, the submitter's own variety reference is requested at Settings page (§5.2).

In case you provide the submitter's own variety reference for PVP offices requesting the breeder's reference, the data provided is filled in automatically in the form and it is not editable.

UPQV PRISMA + Applications Edit Agent Profile Manage user role PVP office procedures Welcome Houd Madhour English Logout

Authority: AFRICAN INTELLECTUAL PROPERTY ORGANIZATION  
Crop/Species: Abutilon R. Br.  
Language for answers: English

Proposed Variety Denomination: BREEDER'S VARIETY REFERENCE  
Breeder's Variety Reference: BR TEST SUBMITTER'S OWN REFERENCE  
Own reference: BR TEST SUBMITTER'S OWN REFERENCE

1. Application Form

- APPLICANTS
- REPRESENTATIVE(S)/AGENT(S)
- BREEDER(S)
- DENOMINATION**
- PRIORITY CLAIM
- NOVELTY
- TECHNICAL EXAMINATION

DENOMINATION

Proposed Denomination 4(a):  
Provisional denomination: BR TEST SUBMITTER'S OWN REFERENCE

Go Back

### 6.1.3.3.6 OTHER APPLICATIONS

In order to add multiple applications, click on “Add” button.

1. Application Form

- APPLICANTS
- REPRESENTATIVE(S)/AGENT(S)
- BREEDER(S)
- CORRESPONDENCE ADDRESS
- DENOMINATION
- OTHER APPLICATIONS**
- PRIORITY CLAIM
- NOVELTY
- TECHNICAL EXAMINATION

OTHER APPLICATIONS

Details of other applications filed abroad

Country: 00000 Variety denomination: 000000 Registration no. 00000 Date: 00/00 Application status: 00000 Expiry date of protection: 00/00

+ Add

Details of other applications filed abroad

Country: 00000 Variety denomination: 000000 Registration no. 00000 Date: 00/00 Application status: 00000 Expiry date of protection: 00/00

+ Add

### 6.1.3.3.7 PRIORITY CLAIM

If no other application data is inserted in OTHER APPLICATIONS chapter, it is not possible to select “Yes” as answer to the question related to Priority claim. Answer “No” will be selected automatically.

1. Application Form

- APPLICANTS
- REPRESENTATIVE(S)/AGENT(S)
- BREEDER(S)
- CORRESPONDENCE ADDRESS
- DENOMINATION
- OTHER APPLICATIONS
- PRIORITY CLAIM**
- NOVELTY
- TECHNICAL EXAMINATION

PRIORITY

Is a priority claimed in relation to an initial application filed abroad? Yes/No \*

☐ Yes  
☒ No

## 6.1.3.3.8 NOVELTY

If you choose “Yes” to the question “Has the variety been sold?” the following questions are displayed.

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

CORRESPONDENCE ADDRESS

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

TRADE

Has the variety has been sold? Yes/No \*

☒ Yes  
☐ No

If yes, please indicate first sale date: 8(78)(c)(i)

In Chile 8(78)(c)(ii)

Date 8(78)(c)(ii)

and abroad 8(78)(d)(i)

Country: 8(78)(d)(iv)

Date 8(78)(d)(i) \*\*

In the designated PVP office, the date of first commercialization should not be more than one year after the filing date or priority date, if applicable. You can not select a date prior to one year.

## TRADE

Has the variety has been sold? Yes/No \*

☒ Yes  
☐ No

If yes, please indicate first sale date: 8(78)(c)(i)

In Chile 8(78)(c)(ii)

Date 8(78)(c)(ii)

and

Mar 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Outside the designated PVP office, the date of first commercialization should not be earlier than four years before the filing date, or priority date, if applicable (except for trees and vines, for which the date should not be earlier than six years before the filing date. It is necessary to check with each PVP office as to which crops are considered as trees and vines).

## TRADE

Has the variety has been sold? Yes/No \*

☒ Yes  
☐ No

If yes, please indicate first sale date: 8(78)(c)(i)

In Chile 8(78)(c)(ii)

Date 8(78)(c)(ii)

and abroad 8(78)(d)(i)

Country: 8(78)(d)(iv)

Date 8(78)(d)(i)

**Constraint Details**

Outside the designated authority, the date of first commercialization should not be earlier than four years before the filing date, or priority date, if applicable (except for trees and vines, for which the date should not be earlier than six years before the filing date. It is necessary to check with each authority as to which crops are considered as trees and vines).

### 6.1.3.3.9 TECHNICAL EXAMINATION

In order to add technical examinations, click on “Add Technical Examination” button. The following page will be displayed.

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

CORRESPONDENCE ADDRESS

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

Representative sample

City: \*

Address: \*

Contact name: \*

Email: \*

Telephone: \*

Province: \*

Remove

Add Technical Examination

In order to add another Technical Examination, click on “Add Technical Examination” button. In order to remove already inserted Technical Examination, click on “Remove” button.

### 6.1.3.4 Technical Questionnaire

#### 6.1.3.4.1 BREEDING SCHEME

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

CORRESPONDENCE ADDRESS

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

2. Technical Questionnaire

BREEDING SCHEME

VARIETY CHARACTERISTICS

Information on the breeding scheme and propagation of the variety

The information provided in this section is not treated as confidential information

Variety resulting from crossing 4.1

☐ controlled cross

☐ partially known cross

☐ unknown cross

☐ Variety resulting from mutation

☐ Variety resulting from discovery and development 4.1.3

☐ Variety resulting from other

Method of propagating the variety 4.2

☐ Seed-propagated varieties

☐ Other

Pollinator

Good pollinators are the following varieties

#### 6.1.3.4.2 VARIETY CHARACTERISTICS

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

CORRESPONDENCE ADDRESS

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

2. Technical Questionnaire

BREEDING SCHEME

VARIETY CHARACTERISTICS

VARIETY COMPARISON

PLANT MATERIAL INFORMATION

ADDITIONAL INFORMATION

3. Declaration And Signature

DECLARATION AND SIGNATURE

ATTACHMENTS

Characteristics of the variety to be indicated

Characteristics of the variety to be indicated (the number in brackets refers to the corresponding characteristic in Test Guidelines; please mark the note which best corresponds)

Plant: growth type \*

☐ 1 dwarf

☒ 2 climbing

Flower: color of standard \*

☐ 1 white

☒ 2 pinkish white

☐ 3 pink

☐ 4 violet

Dwarf beans only; Pod: length (excluding beak) \*

☐ 1 very short

☐ 2

☒ 3 short

☐ 4

☐ 5 medium

☐ 6

☐ 7 long

☐ 8

☐ 9 very long

## 6.1.3.4.3 VARIETY COMPARISON

Select a characteristic among the list of characteristics.

The drop down list for the state of expression of the candidate variety and the most similar variety is automatically populated.

If you select the same value for the candidate variety and most similar variety, a pop up window informs you to select a different value.

Choose another value and complete the denomination of the most similar variety.

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

CORRESPONDENCE ADDRESS

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

Similar varieties and differences from these varieties

Please use the following table and box for comments to provide information on how your candidate variety differs from the variety (or varieties) which, to the best of your knowledge, is (or are) most similar. This information may help the examination authority to conduct its examination of distinctness in a more efficient way.

Denomination(s) of variety(ies) similar to your candidate variety 6.0	Characteristic(s) in which your candidate variety differs from the similar variety(ies) 6.0	Describe the expression of the characteristic(s) for the similar variety(ies) 6.0	Describe the expression of the characteristic(s) for your candidate variety 6.0
similar variety	UPOV 1: Plant: anthocyanin colo	1_absent	9_present

+ Add

Comments: 6.0

In order to add a new comparison, click on “Add” button.

You can complete the characteristic as well as the different state of expression using free text information.

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

CORRESPONDENCE ADDRESS

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

Similar varieties and differences from these varieties

Please use the following table and box for comments to provide information on how your candidate variety differs from the variety (or varieties) which, to the best of your knowledge, is (or are) most similar. This information may help the examination authority to conduct its examination of distinctness in a more efficient way.

Denomination(s) of variety(ies) similar to your candidate variety 6.0	Characteristic(s) in which your candidate variety differs from the similar variety(ies) 6.0	Describe the expression of the characteristic(s) for the similar variety(ies) 6.0	Describe the expression of the characteristic(s) for your candidate variety 6.0
similar variety	UPOV 1: Plant: anthocyanin colo	1_absent	9_present
✖ similar variety	Characteristic color	blue 1	blue 2

+ Add

Comments: 6.0

You can remove the comparison by clicking on the ✖ in front of it.

#### 6.1.3.4.4 PLANT MATERIAL INFORMATION

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

CORRESPONDENCE ADDRESS

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

2. Technical Questionnaire

BREEDING SCHEME

VARIETY CHARACTERISTICS

VARIETY COMPARISON

PLANT MATERIAL INFORMATION

ADDITIONAL INFORMATION

Information on plant material to be examined or submitted for examination

The expression of a characteristic or several characteristics of a variety may be affected by factors, such as pests and disease, chemical treatment (e.g. growth retardants or pesticides), effects of tissue culture, different rootstocks, scions taken from different growth phases of a tree, etc. 9.1

The plant material should not have undergone any treatment which would affect the expression of the characteristics of the variety, unless the competent authorities allow or request such treatment. If the plant material has undergone such treatment, full details of the treatment must be given. In this respect, please indicate below, to the best of your knowledge, if the plant material to be examined has been subjected to: 9.2

Microorganisms (e.g. virus, bacteria, phytoplasma). Yes/No 9.2 (a) \*

Chemical treatment (e.g. growth retardant, pesticide). Yes/No 9.2 (b) \*

Tissue culture. Yes/No 9.2 (c) \*

Other factors. Yes/No 9.2 (d) \*

Has the plant material to be examined been tested for the presence of virus or other pathogens?

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

## 6.1.3.4.5 ADDITIONAL INFORMATION

1. Application Form

- APPLICANTS
- REPRESENTATIVE(S)/AGENT(S)
- BREEDER(S)
- CORRESPONDENCE ADDRESS
- DENOMINATION
- OTHER APPLICATIONS
- PRIORITY CLAIM
- NOVELTY
- TECHNICAL EXAMINATION

2. Technical Questionnaire

- BREEDING SCHEME
- VARIETY CHARACTERISTICS
- VARIETY COMPARISON
- PLANT MATERIAL INFORMATION
- ADDITIONAL INFORMATION

Additional information which may help in the examination of the variety

In addition to the information provided in sections 5 and 6, are there any additional characteristics which may help to distinguish the variety? Yes/No

7.1 \* ☐ Yes ☒ No

Are there any special conditions for growing the variety or conducting the examination? Yes/No 7.2 \*

☐ Yes ☒ No

Other information 7.3

Authorization for release

Does the variety require prior authorization for release under legislation concerning the protection of the environment, human and animal health? Yes/No 8(a) \*

☐ Yes ☒ No

## 6.1.3.4.6 GMO INFORMATION

1. Application Form

- APPLICANTS
- REPRESENTATIVE(S)/AGENT(S)
- BREEDER(S)
- CORRESPONDENCE ADDRESS
- DENOMINATION
- OTHER APPLICATIONS
- PRIORITY CLAIM
- NOVELTY
- TECHNICAL EXAMINATION
- TRADEMARKS
- LANGUAGES

2. Technical Questionnaire

- BREEDING SCHEME
- VARIETY CHARACTERISTICS
- VARIETY COMPARISON
- PLANT MATERIAL INFORMATION
- ADDITIONAL INFORMATION
- GMO INFORMATION

GMO INFORMATION

GMO-information required (The variety represents a Genetically Modified Organism within the meaning of Article 2(2) of Council Directive EC/2001/18 of 12/03/2001.) Yes/No

☒ Yes ☐ No

If yes, please attach in point 08.02 a copy of the written attestation of the responsible authorities stating that a technical examination of the variety under Articles 55 and 56 of the Basic Regulation does not pose risks to the environment according to the norms of the above-mentioned Directive.

In case of GMO, joint attestation of the responsible authorities stating that a technical examination of the variety under Articles 55 and 56 of the Basic Regulation does not pose risks to the environment according to the norms of the above-mentioned Directive.

**Note:** If you answer “Yes” to the question related to GMO, please provide the required file in the Attachments chapter.

### 6.1.3.5 Declaration and Signature

#### 6.1.3.5.1 DECLARATION AND SIGNATURE

Only if you are the owner (the one who started the application), or if you are authorized by a breeder, can you complete this chapter.

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

CORRESPONDENCE ADDRESS

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

2. Technical Questionnaire

BREEDING SCHEME

VARIETY CHARACTERISTICS

VARIETY COMPARISON

PLANT MATERIAL INFORMATION

ADDITIONAL INFORMATION

3. Declaration And Signature

DECLARATION AND SIGNATURE

ATTACHMENTS

Export

Save

Submit

Cancel

Application declaration and authorization

Date 11(c) \*

31/03/2020

Full name 11(d) \*

Browse

Signature 11(f) \*

The undersigned request(s):  
the entry into the Register of Protected Varieties of the variety indicated in this application;  
declares(s):  
that the information provided on this form, its annexes and the attached documents is true and complete,  
that no other person(s), other than those specified in this application, has been involved in breeding or discovering and developing the variety, and,  
that he/she/they know(s) the provisions of Law No. 19.342 of 1994 governing the rights of breeders of new plant varieties;  
authorize(s):  
the Seeds Division of the Agriculture and Livestock Service to exchange with the examination offices and other competent authorities all necessary information and material related to the variety, provided that the applicant's rights are safeguarded.

#### 6.1.3.5.2 ATTACHMENTS

Upload the required attachments.

1. Application Form

APPLICANTS

REPRESENTATIVE(S)/AGENT(S)

BREEDER(S)

CORRESPONDENCE ADDRESS

DENOMINATION

OTHER APPLICATIONS

PRIORITY CLAIM

NOVELTY

TECHNICAL EXAMINATION

2. Technical Questionnaire

BREEDING SCHEME

VARIETY CHARACTERISTICS

VARIETY COMPARISON

PLANT MATERIAL INFORMATION

ADDITIONAL INFORMATION

3. Declaration And Signature

DECLARATION AND SIGNATURE

ATTACHMENTS

Export

Save

Submit

Cancel

APPLICATION DOCUMENTS ATTACHED TO THE APPLICATION

Please list the forms and documents attached to this application (please also check the relevant boxes): 10 (0)

Valid patent or certificate of registration in the foreign variety register: 10 (a)

Browse

Variety description using the form available from the Seeds Division (registro.vprotegidas@sag.gob.cl) 10(1)

Browse

Power of attorney granted by the proprietor of the variety to the applicant to represent him/her/it and register the variety in the Register of Protected Varieties of Chile. The registration shall be made in the name of the proprietor, unless the power of attorney stipulates the name of another person. 10(2)

Browse

Where priority is claimed, attach the certificate of the application filed abroad: 7 (iv); 10(3)

Browse

If an authorization for release has been obtained, please attach a copy 8 (b)

NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular services in the country of issue and certified by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular services in the country of issue and certified by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

Where the proprietor of the variety is not the same person as the breeder, attach the instrument by which control of the variety was acquired (compulsory where applicable)

NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular services in the country of issue and certified by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

Power of attorney granted to the person who will instruct the Agriculture and Livestock Service, where applicable

NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular services in the country of issue and certified by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular services in the country of issue and certified by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

Photographs

Browse

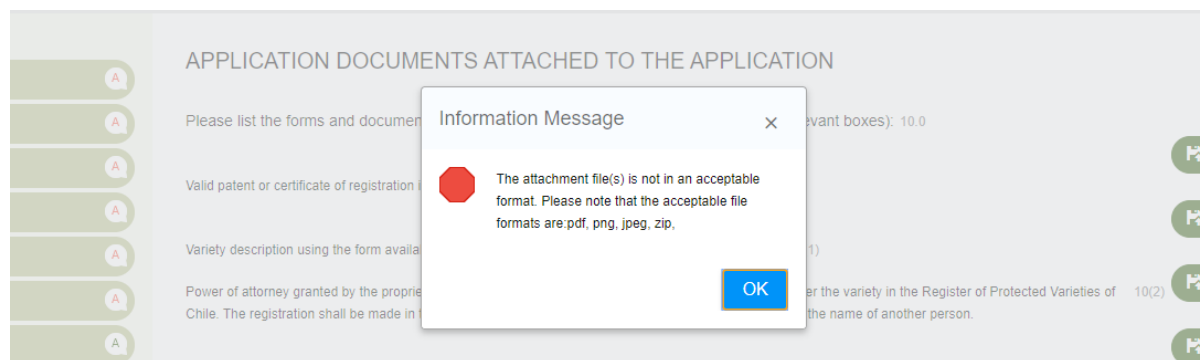
Map showing the location of representative samples (for ornamental, fruit and forest species) (compulsory).

Browse

If the attached file type is different from JPG, PNG, PDF, a pop up window appears.

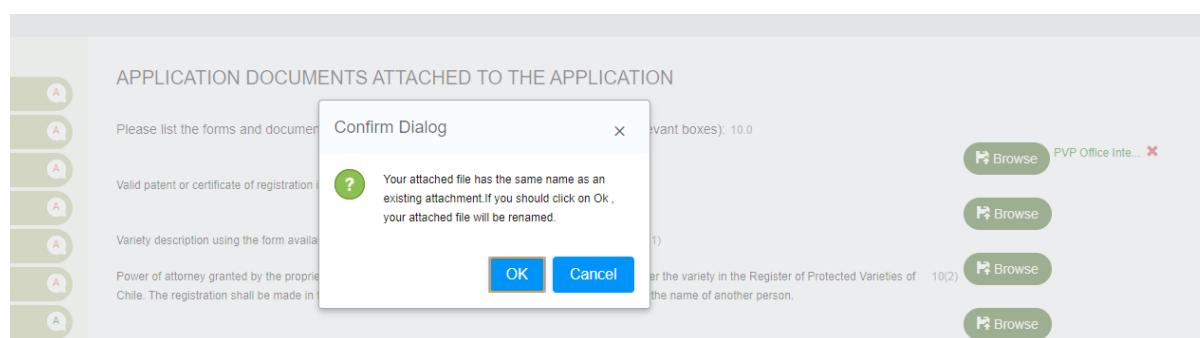
Page 60 of 81





**Note:** It is also allowed to attach a zip file composed of multiple files (JPG, PNG, and PDF).

If you attach the same file twice:



Attach the correct format.

#### APPLICATION DOCUMENTS ATTACHED TO THE APPLICATION

Please list the forms and documents attached to this application (please also check the relevant boxes): 10.0

Valid patent or certificate of registration in the foreign variety register. 10 (a)

Variety description using the form available from the Seeds Division (registro.vprotegidas@sag.gob.cl) 10(1)

Power of attorney granted by the proprietor of the variety to the applicant to represent him/her/it and register the variety in the Register of Protected Varieties of Chile. The registration shall be made in the name of the proprietor, unless the power of attorney stipulates the name of another person. 10(2)


Where priority is claimed, attach the certificate of the application filed abroad. 7(iv); 10(3)

If an authorization for release has been obtained, please attach a copy 8 (b)

NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular services in the country of issue and certified by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular services in the country of issue and certified by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

Where the proprietor of the variety is not the same person as the breeder, attach the instrument by which control of the variety was acquired (compulsory where applicable)

To remove an attachment, click on the  next to it.

### 6.1.3.6 Export

In order to download and store the information in a local drive:

1. Click on Export

2. Open the downloaded file: It is a zip file that contains:

- Encrypted XML Application Form data
- Encrypted XML Technical Questionnaire data
- Attachments if any

i_PBR				Search CL_PHAS_PBR
Name	Type	Compressed size	Password prote...	
ES-ApplicationForm	XML Document	1 KB	No	
ES-TQForm	XML Document	2 KB	No	
PVP Office Interface NEW	PDF File	4,815 KB	No	

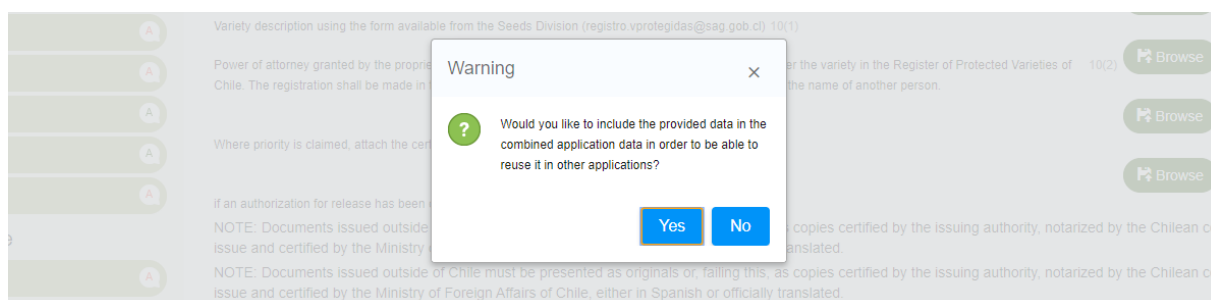
**Note:** File name conventions are used for the zip file and XML files:

1. The zip file name is a concatenation of the PVP office Code (e.g. BO), “\_” and the four first letters of the UPOV code for the chosen crop.
2. The application form file name is a concatenation of the language code used for answers (e.g. ES), “-”, “ApplicationForm”
3. The technical questionnaire file name is a concatenation of the language code used for answers (e.g. ES), “-”, “TQForm”

### 6.1.3.7 Save

In order to save the information in the database in an encrypted format:

1. Click on Save
2. A Warning message will pop up to invite to include if you wish the information in the combined application data of the candidate variety.



3. A confirmation message will confirm that the application data has been successfully saved.

Valid patent or certificate of registration in the foreign variety register. 10 (a)

Variety description using the form available from the Seeds Division (registro.vprotegidas@sag.gob.cl) 10(1)

Power of attorney granted by the proprietor of the variety. The registration shall be made in the name of another person. 10(2)

Where priority is claimed, attach the certificate of the foreign authority. 10(3)

If an authorization for release has been issued by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated. 10(4)

NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular authorities or by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular authorities or by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

4. Click on Home in the header

5. The saved application data will appear in the dashboard as “In Progress”.

UPOV Dashboard

In Progress Submitted Imported Combined

Clear all filters

International Reference Number	Application data for	Modified On	Crop	Proposed Variety Denomination	Breeder's Variety Reference	Authority
XU_30262000002389	PER	09/04/2020	Lactuca sativa L.		Breeder reference	SWITZERLAND
XU_30262000002389	PER	07/04/2020	Lactuca sativa L.			CHILE

**Note:** After saving, the application data appears as “IN PROGRESS” in your dashboard. If you are assigned the “Co-Drafter” role on this application data, you will see it also in your dashboard even if you have not started that application.

### 6.1.3.8 Cancel

Unsaved information will be lost. A dialog will pop up in order to confirm that.

Valid patent or certificate of registration in the foreign variety register. 10 (a)

Variety description using the form available from the Seeds Division (registro.vprotegidas@sag.gob.cl) 10(1)

Power of attorney granted by the proprietor of the variety. The registration shall be made in the name of another person. 10(2)

Where priority is claimed, attach the certificate of the foreign authority. 10(3)

If an authorization for release has been issued by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated. 10(4)


NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular authorities or by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular authorities or by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

Where the proprietor of the variety is not the same person as the breeder, attach the instrument by which control of the variety was acquired (compulsory where applicable)

NOTE: Documents issued outside of Chile must be presented as originals or, failing this, as copies certified by the issuing authority, notarized by the Chilean consular authorities or by the Ministry of Foreign Affairs of Chile, either in Spanish or officially translated.

### 6.1.3.9 Submit

When all mandatory questions are completed, the green check  appears next to the corresponding chapter. You can submit your application data only when all the chapters get the green check.

In order to submit your application data:

1. Click on Submit, you are invited to review your application data in the output format and language required by the authority.

Review your application data

Application Form Plant breeder's rights

Crop/Species  
Abella R. Br. (Abella)

Authority  
CH

IRN  
NA

Submission Date

**APPLICANT**

Name  
Hend Madhour

Address  
Chemin des colombettes, 34

Postal Code  
1211

Country  
Switzerland

mail  
hend.madhour@upov.int

Phone  
0223388352

**Owner**

Name  
Owner

Address  
Address

Postal Code  
Postal code

Country  
Argentina

mail  
mail@mail.com

Phone  
phone

**REPRESENTATIVE IN SWITZERLAND**

Name

Next Cancel

2. Click on Next, the UPOV PRISMA disclaimer is displayed. You need to click on "I agree" in order to submit your application data.

1. Application Form

2. Technical Questionnaire

**Disclaimer**

The user of the UPOV PRISMA agrees to [the terms of use](#) for the data transmitted using the UPOV PRISMA.

The user of the UPOV PRISMA retains full responsibility in relation to the completeness and accuracy of the data transmitted using the UPOV PRISMA, including the sending of data before without completing "mandatory fields".

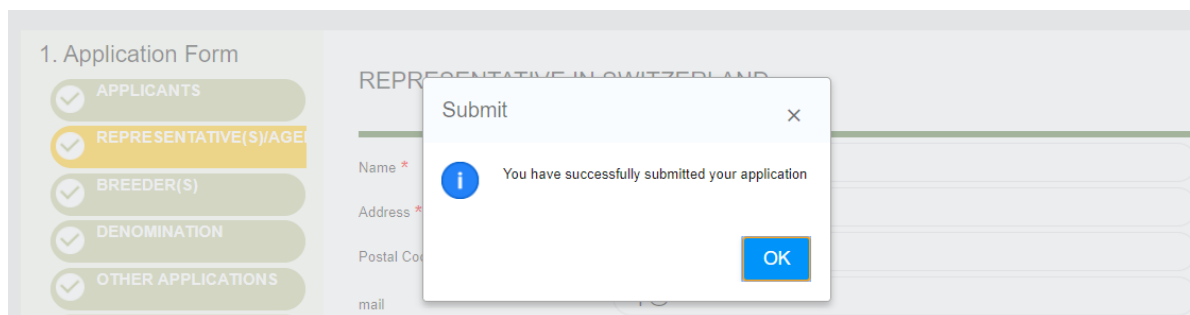
The data transmitted using the UPOV PRISMA does not constitute the official application for a breeder, s right.

The authority entrusted with the task of granting breeders, rights retains full responsibility in relation to the requirements concerning the filing of applications and grants of breeders, rights in accordance with the legislation of the member of the Union concerned.

For matters concerning those requirements, users of the UPOV PRISMA should contact the relevant authority, contact details for which are provided at [http://www.upov.int/members/en/pvp\\_offices.html](http://www.upov.int/members/en/pvp_offices.html)

I agree Cancel

3. A pop up message indicates that you have successfully submitted your application data.

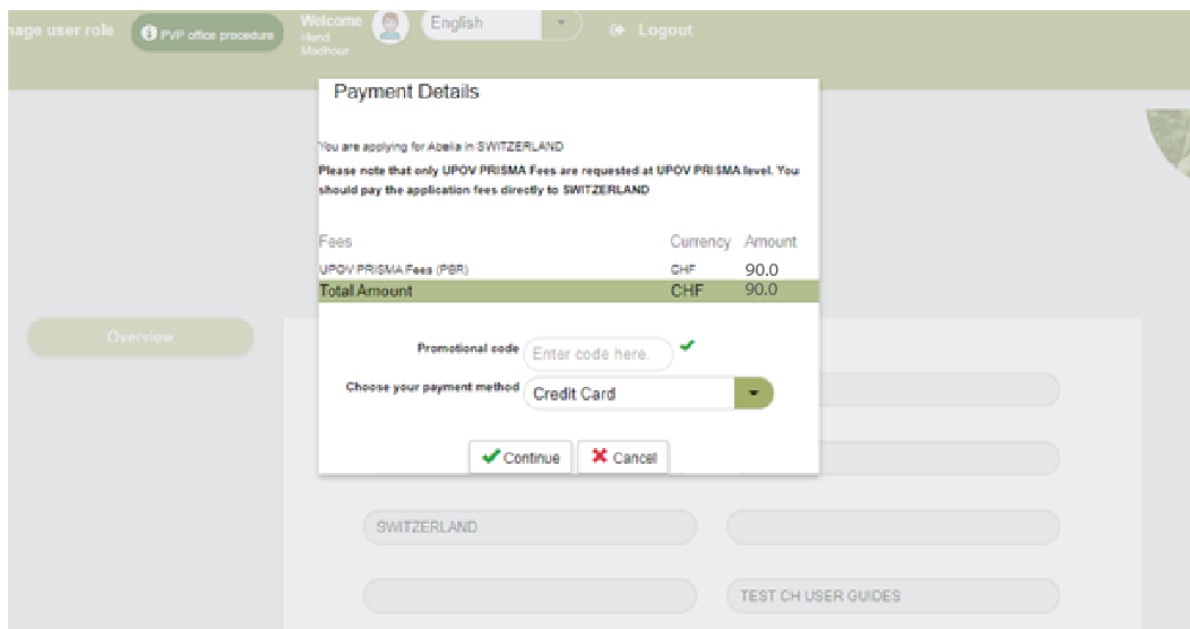


4. Click on OK. The payment details will appear:

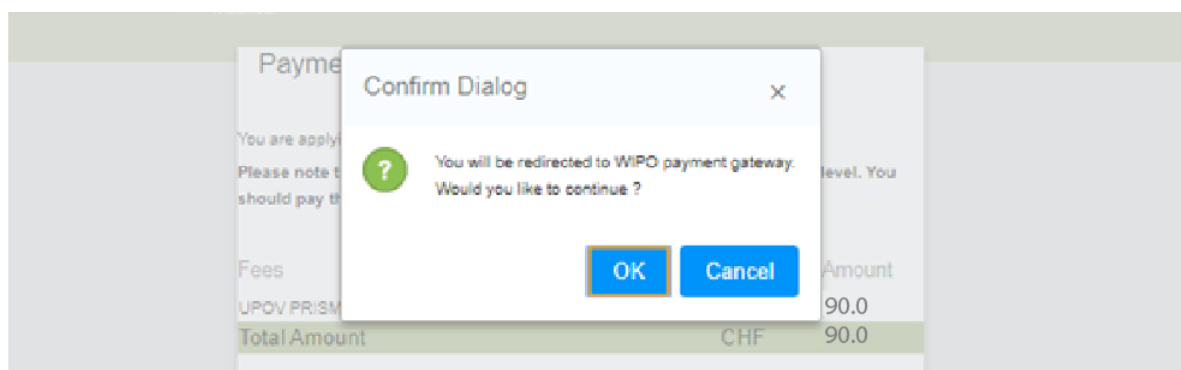
In the above case, the application fees should be paid directly to the designated PVP office. Only the UPOV PRISMA payment is requested.

You can choose to pay by bank transfer or by credit card.

In the context of promotional campaigns, UPOV may distribute voucher codes that could be used to apply discounts on UPOV PRISMA Fees. If the discount is 100%, you will not be redirected to WIPO payment gateway.



5. In case the total amount is different from 0 , click on "Continue".



6. You will be redirected to the WIPO payment gateway. Click on OK.

WIPO  
WORLD INTELLECTUAL PROPERTY ORGANIZATION

Contact Us | My Account | English

Home | IP Services | Payment | External Acceptance

### Invoice

Amount	150.00 CHF
Payment number	EPAY-R956W7WppA7qSg
Reference	XU_30201600004982_BO
Payment subject	Fee for UPOV electronic application form
Payment method	Bank transfer
Beneficiary	WIPO/OMPI
IBAN	CH51 CHF0 0000 0000 0000 0
Swift/BIC	CRESCHZZ80A
Bank	Credit Suisse, 1211 Geneva 70, Switzerland

Please click Send to receive by email the details of the payment.

[Send](#) [Go back](#)

7. Click on “Send” in order to receive the payment details.

WIPO  
WORLD INTELLECTUAL PROPERTY ORGANIZATION

Contact Us | My Account | English

Home | IP Services | Payment | External Acceptance

### Invoice

You will shortly receive the invoice by e-mail.


Amount	150.00 CHF
Payment number	EPAY-R956W7WppA7qSg
Reference	XU_30201600004982_BO
Payment subject	Fee for UPOV electronic application form
Payment method	Bank transfer
Beneficiary	WIPO/OMPI
IBAN	CH51 CHF0 0000 0000 0000 0
Swift/BIC	CRESCHZZ80A
Bank	Credit Suisse, 1211 Geneva 70, Switzerland

Please click Send to receive by email the details of the payment.

[Send](#) [Go back](#)

8. Check your mailbox.

From: [redacted]  
To: [redacted]  
Cc: [redacted]  
Subject: A new invoice XU\_30201700016599\_TR is attached

Message  XU\_30201700016599\_TR.pdf (9 KB)

Please find attached invoice XU\_30201700016599\_TR  
For any query concerning this invoice, please send an e-mail to [Finance.infoline@upov.int](mailto:Finance.infoline@upov.int)  
An overview of the payment status of all invoices is provided on the EAF dashboard

International Union for the Protection of New Varieties of Plants

Income Section  
34, chemin des colombettes  
1211 Geneva, Switzerland  
T. +41 22 338 77 44 (10h-12h / 14h-16h GMT +1)  
F. +41 22 338 89 10

The received email contains also the invoice with the bank details information.



## FACTURE / INVOICE

Invoice No.:  
Our reference:  
Your reference:

Invoice No.  
Reference  
Reference

Name  
Address

Client No.: Client No.

Genève / Geneva 28 Apr 2020

Description	Qté Qty	Devise Currency	Px Unitaire Unit Amt	Montant Amount
UPOV EAF Fees	1.00	CHF	90.00	90.00
Application data (Reference) submitted on (date)				
Sous total / Subtotal (CHF):				90.00
Total à payer / Total amount due (CHF):				90.00

9. Click on Go back to go back to the UPOV PRISMA Web application data.

10. In the dashboard, you can see that your application data has been submitted.

The screenshot shows the UPOV PRISMA dashboard with a green header bar containing navigation links and a user profile. Below the header is a large green banner with the text 'Start a new application' and 'Copy application'. The main content area is titled 'UPOV Dashboard' and features a tabbed interface with 'Submitted' selected. A table displays a list of submitted applications with columns for International Reference Number, Application data for, Modified On, Date of Submission, Crop, Proposed Variety Denomination, Breeder's Variety Reference, Authority, and Status. The table shows several entries, including those for 'Lactuca sativa L.' and 'Euphorbia pulcherrima Willd. ex Kotschy'.

**Note:** It is not possible to remove or edit submitted application data.

11. Check your mailbox.



Dear Madam/Sir,

Please be notified that the applicant **Hend Madhour** has submitted an application for **Abelia** to **SWITZERLAND** as following:

International Reference Number	XU_30202000002405
Proposed Denomination	
Breeder's reference (if applicable)	TEST CH USER GUIDES
Date of Submission	15/04/2020

Please find the application data at: <https://webaccess.wipo.int/eaf/getApplication.zul?ApplicationId=26088>

Best Regards,  
UPOV PRISMA Team

The email notification is sent to the PVP office if requested. If not, it will only be sent to the “submitter” of that application data. In the provided link, only the PVP office and the applicant(s) can download the application data in a secure way after authentication.

**Note:** The “submitter” is the person who submitted the application data. It should have either the role of “authorized signatory”, “co-agent” or “agent”.

Another email notification with information about next steps in the selected authority and crop is sent to all users involved in drafting the application data.

The provided PDF contains questions in the accepted language for answers set by the Breeder in the Settings page (§5.2).



Application Form Plant breeder's rights

**Crop/Species**  
Libella R. Gr. (Libella)

**Authority**  
CH

**IRN**  
XU\_30002000002405


**Submission Date**

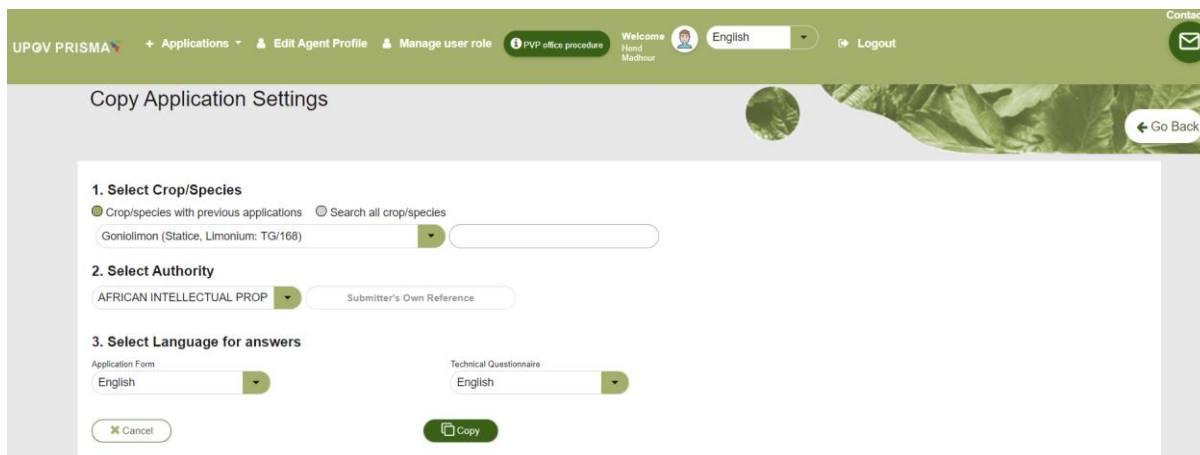
## Application Form Plant breeder's rights

APPLICANT					
Name					
Hend Madhour					
Address					
Chemin des colombettes, 34					
Postal Code					
1211					
Country					
Switzerland					
mail					
hend.madhour@upov.int					
Phone					
0223388352					
Owner					
Name					
Owner					
Address					
Address					
Postal Code					
Postal code					
Country					
Argentina					
mail					
mail@mail.com					
Phone					
phone					
REPRESENTATIVE IN SWITZERLAND					
Name					
rep name					
Address					
rep address					
Postal Code					
1020					
mail					
rep@mail.com					
Phone					
rep phone					
BREEDER					
Name					
Address					
mail					
Phone					
In which country has the variety been bred?					
DENOMINATION					
Breeder Reference					
TEST CH USER GUIDES					
Variety denomination (if known)					
Tradename					
Trademark (if known)					
EXISTING APPLICATIONS					
PVR					
Plant Variety Rights					
Breeder(s) or Inaugural name	Filing date	under application number	under denomination for approval (Breeder's reference)	under variety denomination	Status of the procedure
organization					

XU\_30002000002405
Generated by UPOV PRISMA
1/5

### 6.1.4 Copy Application

By clicking on the Copy icon  you can copy directly the application you have selected. The screen is prefilled with the settings of the original data.



UPQV PRISMA + Applications Edit Agent Profile Manage user role PVP office procedures Welcome Hend Medfouze English Logout

### Copy Application Settings

Go Back

**1. Select Crop/Species**  
☒ Crop/species with previous applications ☐ Search all crop/species  
Gonolimon (Statice, Limonium: TG/168)

**2. Select Authority**  
AFRICAN INTELLECTUAL PROP Submitter's Own Reference

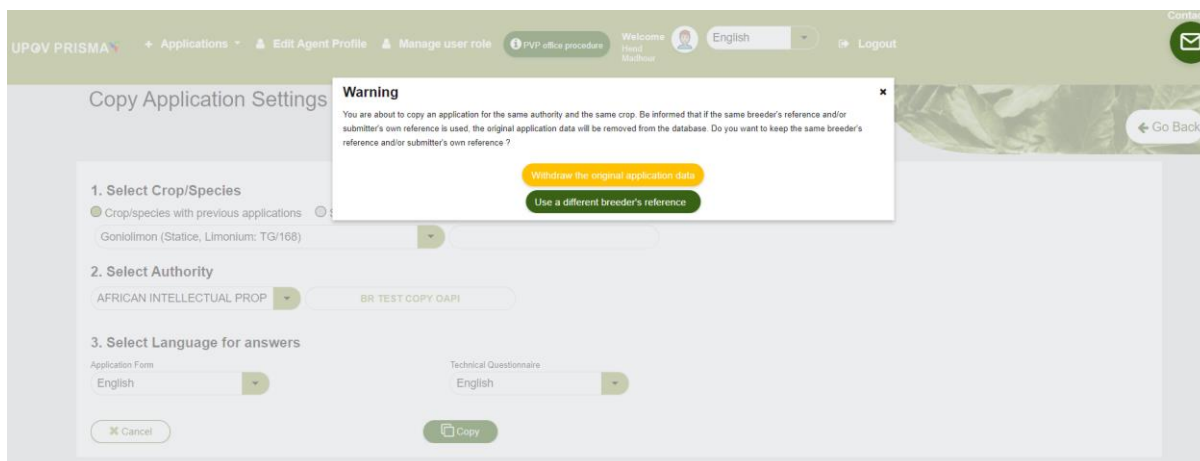
**3. Select Language for answers**  
Application Form: English Technical Questionnaire: English

Cancel Copy

You have different options when copying the application:

- **Same Authority/ Same Crop/ Same application type (PBR or National Listing):**

A pop up window will be displayed inviting the user to choose if they wish to keep the same breeder's reference (and therefore override the original application data) or not. The user should be informed that if the same breeder's reference is used, the original application data will be removed from the database. The same IRN is used for the new application data.



UPQV PRISMA + Applications Edit Agent Profile Manage user role PVP office procedures Welcome Hend Medfouze English Logout

### Copy Application Settings

Go Back

**Warning**  
You are about to copy an application for the same authority and the same crop. Be informed that if the same breeder's reference and/or submitter's own reference is used, the original application data will be removed from the database. Do you want to keep the same breeder's reference and/or submitter's own reference?

Withdraw the original application data  
Use a different breeder's reference

**1. Select Crop/Species**  
☒ Crop/species with previous applications ☐ Search all crop/species  
Gonolimon (Statice, Limonium: TG/168)

**2. Select Authority**  
AFRICAN INTELLECTUAL PROP BR TEST COPY OAPI

**3. Select Language for answers**  
Application Form: English Technical Questionnaire: English

Cancel Copy

If you choose "Withdraw the original application data":

In case of submitted application, an email will be sent to the authority to inform them that the application is withdrawn.

In all cases (submitted, imported, in progress applications), the original application data is removed.

If you choose "Use a different breeder's reference":

The IRN is not taken over (it is displayed as NA). You have to save your application and choose to include it in the combined application data. The breeder's reference is empty and needs to be added.

UPOV PRISMA + Applications Edit Agent Profile Manage user role PVP office procedure Welcome Head Madhour English Logout

NA

Authority AFRICAN INTELLECTUAL PROPERTY ORGANIZATION  
Crop/Species Goniolimon  
Language for answers English

Proposed Variety Denomination  
Breeders Variety Reference  
Own reference

1. Application Form

APPLICANTS  
REPRESENTATIVE(S)/AGENT(S)  
BREEDER(S)  
DENOMINATION

DENOMINATION

Proposed Denomination 4(s)  
Provisional denomination

DEN TEST COPY OAPI

Go Back

All other answers are taken over from the original application.

- **Different authority/Same Crop:**

A pop up window will be displayed inviting the user to choose if he/she wants to keep the same breeder's reference (and therefore keep the same IRN) or not. If a different breeder's reference is used, a new IRN is assigned to the new application data.

UPOV PRISMA + Applications Edit Agent Profile Manage user role PVP office procedure Welcome Head Madhour English Logout

Copy Application Settings

1. Select Crop/Species

Crop/species with previous applications Search all crop/species

Goniolimon (Statice, Limonium: TG/168)

2. Select Authority

CHILE

BR TEST COPY OAPI

3. Select Language for answers

Application Form Spanish

Technical Questionnaire Spanish

Cancel Copy

If the same breeder's reference is used, the same IRN (as in the original application) is displayed in the header.

UPOV PRISMA + Applications Edit Agent Profile Manage user role PVP office procedure Welcome Head Madhour English Logout

XU\_30202000002395 (PBR)

Overview of the application and the permissions

Overview

Co-Drafters Management

Signatories

Agents

View Preview Edit Copy Delete

Overview

Botanical Name Lactuca sativa L.

Common Name

Date of Submission

Denomination

Authority EUROPEAN UNION

First-sale date

Submitter's Own Reference

Breeder's reference ij

Co-Drafters

Signatory

Agent

Status of the application

Pending

Save

When you choose Submitter's own reference that is different from the Breeder's reference in the original application, the new Submitter's reference will be used as Breeder's reference in the new application.

If the submitter's own reference is empty or different from the breeder's reference (example above) then a different IRN is assigned to the new application data. It may show up as a NA until you save the application.

- **Same authority/ different crops:** the new application data will have a different IRN.
- **Different authorities/different crops:** the new application data will have a different IRN.


Click on Yes, the form will be generated including prefilled questions.

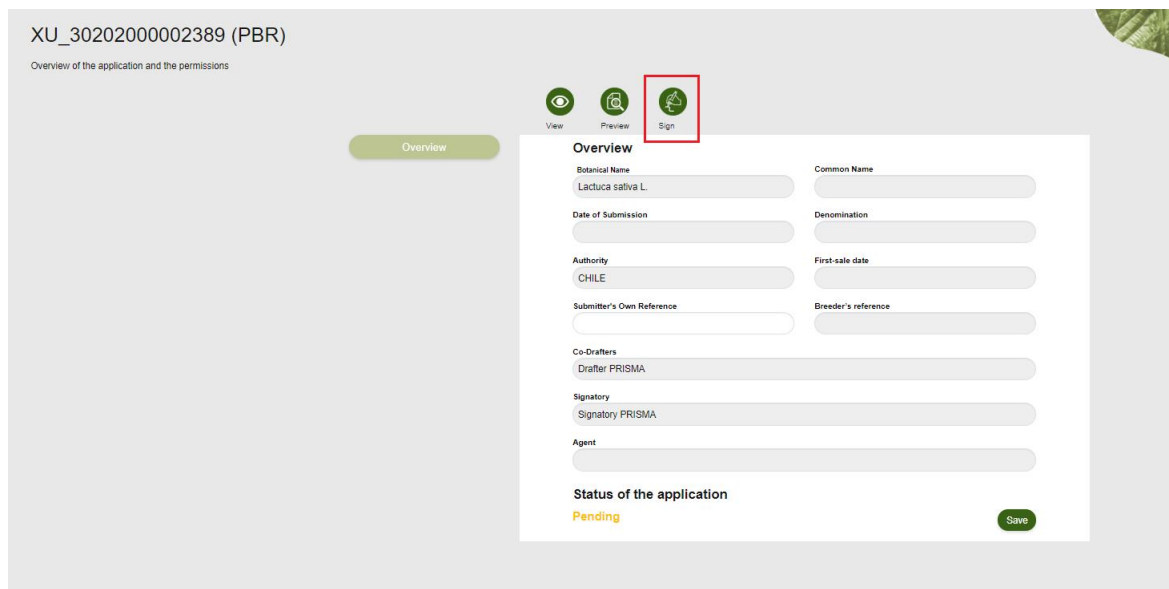
It is possible to edit, save and submit a copied application data in the same way as for new application data.

### 6.1.5 Sign

Sign allows the authorized agent to complete “Declaration and Signature” chapter.

When the Authorized agent clicks on Sign they are not able to edit other chapters unless they have been granted edit permission by the breeder.

The Signatory can sign by clicking on the Sign icon .



XU\_30202000002389 (PBR)  
Overview of the application and the permissions

Overview

View Preview **Sign**

**Overview**

Botanical Name Lactuca sativa L.	Common Name
Date of Submission	Denomination
Authority CHILE	First-sale date
Submitter's Own Reference	Breeder's reference
Co-Drafters Drafter PRISMA	
Signatory Signatory PRISMA	
Agent	

**Status of the application**  
Pending

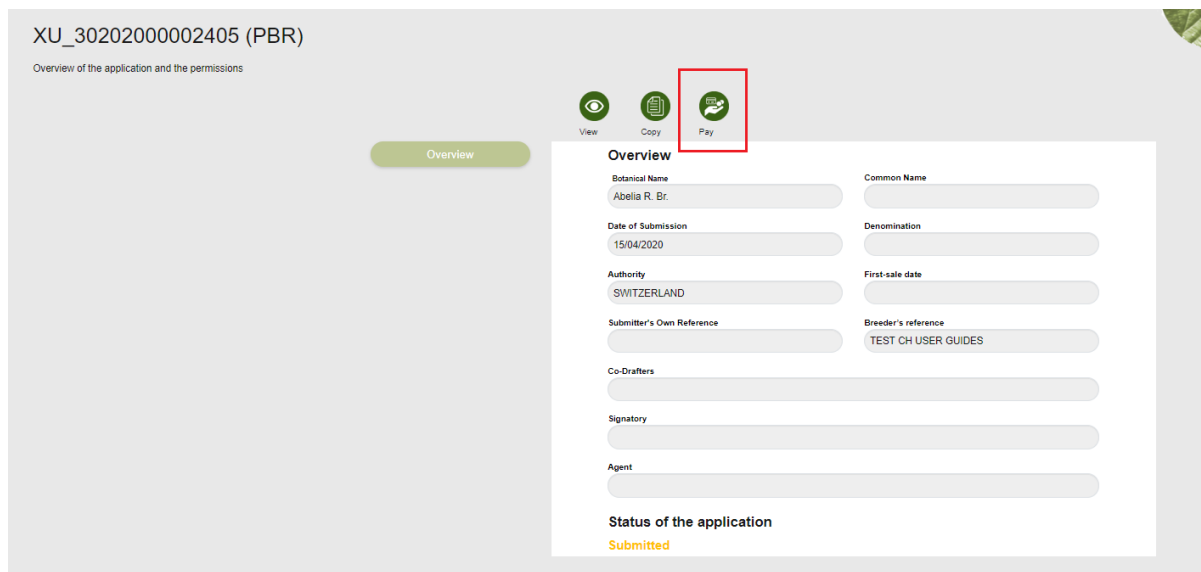
Save

When the Signatory clicks on Sign, the other chapters can't be changed anymore.

### 6.1.6 Pay

In principle, the payment is done directly after submission. It is also possible to pay later by clicking on the link in the dashboard, for example if there is a problem in the payment procedure.

1. Click on “Pay”.



XU\_30202000002405 (PBR)  
Overview of the application and the permissions

Overview

View Copy **Pay**

**Overview**

Botanical Name Abelia R. Br.	Common Name
Date of Submission 15/04/2020	Denomination
Authority SWITZERLAND	First-sale date
Submitter's Own Reference	Breeder's reference TEST CH USER GUIDES
Co-Drafters	
Signatory	
Agent	

**Status of the application**  
Submitted

2. The payment Details window is displayed. It shows the amount to be paid. Choose your payment method and click on “Continue”.

The screenshot shows a web application interface with a top navigation bar containing 'Welcome', 'English', and 'Logout'. A modal window titled 'Payment Details' is centered on the screen. It contains the following text: 'You are applying for Abella in SWITZERLAND', 'Please note that only UPOV PRISMA Fees are requested at UPOV PRISMA level. You should pay the application fees directly to SWITZERLAND', and a table of fees.

Fees	Currency	Amount
UPOV PRISMA Fees (PSR)	CHF	90.0
<b>Total Amount</b>	<b>CHF</b>	<b>90.0</b>

Below the table, there is a 'Promotional code' field with a green checkmark icon, a 'Choose your payment method' dropdown menu currently set to 'Credit Card', and two buttons: 'Continue' (with a green checkmark) and 'Cancel' (with a red X).

3. A popup window is displayed to invite to go the WIPO payment gateway.

The screenshot shows a 'Confirm Dialog' window with a question mark icon. The text inside reads: 'You will be redirected to WIPO payment gateway. Would you like to continue?'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

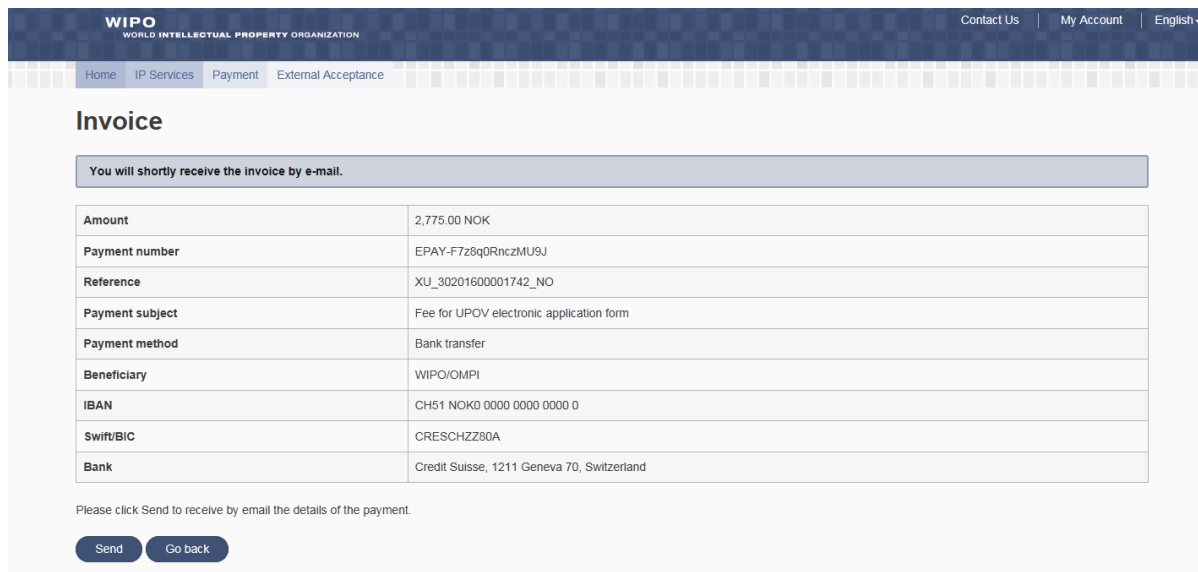
4. Click on OK, the invoice details will be displayed.

The screenshot shows the 'Invoice' page of the WIPO website. The header includes the WIPO logo and navigation links: 'Contact Us', 'My Account', and 'English'. The main content area displays the following invoice details:

Amount	2,775.00 NOK
Payment number	EPAY-F7z8q0RnczMU9J
Reference	XU_30201600001742_NO
Payment subject	Fee for UPOV electronic application form
Payment method	Bank transfer
Beneficiary	WIPO/OMPI
IBAN	CH51 NOK0 0000 0000 0000 0
Swift/BIC	CRESCHZ80A
Bank	Credit Suisse, 1211 Geneva 70, Switzerland

Below the table, there is a note: 'Please click Send to receive by email the details of the payment.' and two buttons: 'Send' and 'Go back'.

5. Click on send in order to receive it by email.



**WIPO**  
WORLD INTELLECTUAL PROPERTY ORGANIZATION

Contact Us | My Account | English

Home | IP Services | Payment | External Acceptance

## Invoice

You will shortly receive the invoice by e-mail.

Amount	2,775.00 NOK
Payment number	EPAY-F7z8q0RnczMU9J
Reference	XU_30201600001742_NO
Payment subject	Fee for UPOV electronic application form
Payment method	Bank transfer
Beneficiary	WIPO/OMPI
IBAN	CH51 NOK0 0000 0000 0000 0
Swift/BIC	CRESCHZZ80A
Bank	Credit Suisse, 1211 Geneva 70, Switzerland

Please click Send to receive by email the details of the payment.

[Send](#) [Go back](#)

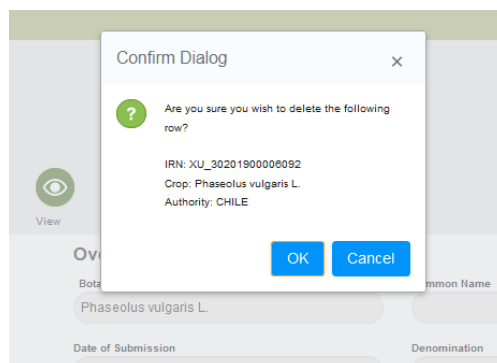
6. Click on Go back in order to go back to the UPOV PRISMA dashboard.

**Note:** The transfer of money concerning the application fee to the PVP office will be effected as soon as possible but may take a few days between the time the payment is effected by the user and the time the payment is received by the PVP office.

### 6.1.7 Delete

In order to remove a pending application, click on Delete icon .

A pop up window including information about the deleted application data will be displayed as follows:



## 6.2 Overview: Work in a team in UPOV PRISMA

### 6.2.1 Application related roles

In the Overview you can also see and manage roles related to the application. To access different roles, chose from the side menu. Under the Overview option, you can find Co-Drafters Management, Signatories and Agents.

XU\_30201900006092 (PBR)

Overview of the application and the permissions

View Preview Edit Copy Delete

Overview

Botanical Name: Phaseolus vulgaris L. Common Name:

Date of Submission: Denomination:

Authority: CHILE First sale date:

Submitter's Own Reference: Breeder's reference:

Co-Drafters:

Signatory:

Agent:

Status of the application: Pending

Save

### 6.2.2 Co-Drafters management

1. In order to assign “Co-Drafter” role, click on “Co-Drafters Management” button.

**Note:** The “Co-Drafter” role is assigned per application data. It can only be assigned for pending applications’ data.

XU\_30201900006092 (PBR)

Overview of the application and the permissions

View Preview Edit Copy Delete

Overview

Botanical Name: Phaseolus vulgaris L. Common Name:

Date of Submission: Denomination:

Authority: CHILE First sale date:

Submitter's Own Reference: Breeder's reference:

Co-Drafters:

Signatory:

Agent:

Status of the application: Pending

Save



2. Select a person from a list of already registered users in the system with Drafter/Co-breeder Admin/Breeder Admin role.

Overview  
Co-Drafters Management  
Signatories  
Agents

View Preview Edit Copy Delete

Select from registered users

List of assigned co-drafters

Cancel Save

3. After you choose a person, a button “Add as Co-Drafter” button shows up on the right. Click on the button to add the chosen person.

Overview  
Co-Drafters Management  
Signatories  
Agents

View Preview Edit Copy Delete

Select from registered users WEN2019

+ Add as Co-Drafter

List of assigned co-drafters

Cancel Save

4. The list of Co-drafters is updated, click on “Save”.

Overview  
Co-Drafters Management  
Signatories  
Agents

View Preview Edit Copy Delete

Select from registered users

List of assigned co-drafters WEN2019 Remove

Cancel Save

### 6.2.3 Signatories

1. In order to assign “Signatory” role, click on “Signatories” button.

**Note:** The “Signatory” role is assigned per application data. It can only be assigned for pending applications’ data.

XU\_30201900006092 (PBR)

Overview of the application and the permissions

View Preview Edit Copy Delete

Overview

Co-Drafters Management

**Signatories**

Agents

**Overview**

Botanical Name: Phaseolus vulgaris L.

Common Name:

Date of Submission:

Denomination:

Authority: CHILE

First-sale date:

Submitter's Own Reference:

Breeder's reference:

Co-Drafters:

Signatory:

Agent:

Status of the application: Pending

Save

2. Select a person from a list of already registered users in the system with “Signatory” role.

View Preview Edit Copy Delete

Overview

Co-Drafters Management

**Signatories**

Agents

Select from registered users

List of assigned signatories

Cancel Save

3. Click on “Add as Signatory” button.

View Preview Edit Copy Delete

Overview

Co-Drafters Management

Signatories

Agents

Select from registered users: WEN2019

List of assigned signatories

Cancel Save

**+ Add as Signatory**

4. The list of signatories is updated, click on “Save”.

### 6.2.4 Agents

In order to assign “Agent” role, click on “Agents” button.

**Note:** The “Agent” role is assigned per application data. It can only be assigned for pending applications’ data.

2. You have two options for selecting an agent. You can select from a list of already registered users in the system with “Agent” role or you can enter his/her email address, if your agent does not appear in the list.

XU\_30202000002389 (PBR)

Overview of the application and the permissions

View Preview Edit Copy Delete

Overview

Co-Drafters Management

Signatories

Agents

**1. Invite Agent(s)**

**Option 1: Select from registered agents**

Name	Company	E-mail address
Enter the Agent's email address		

Send invitations

**2. Pending invitations**

Name	Company	E-mail address
------	---------	----------------

**3. Assign permission to agent(s) who have accepted your invitation**

Name	Company	E-mail address	Draft	Sign, pay and Su
------	---------	----------------	-------	------------------

Cancel Save

3. Click on Send invitations, read the disclaimer and click on OK.

Edit User profile Manage user role PVP office procedure Welcome Breeder PRISMA English Logout

389 (PBR)

missions

View

Overview

Co-Drafters Management

Signatories

1. Invite A

Name Company E-mail address

**Confirm Dialog**

?

Acknowledgment and disclaimer : You are going to provide the selected agent with access to confidential information through UPOV PRISMA. You are strongly advised to contact the agent before assigning this role. UPOV declines any responsibility concerning relationships between UPOV PRISMA users and agents.

OK Cancel

4. An email will be sent to the agent with copy to you.



Dear Madam/Sir,

Please be informed that the following UPOV PRISMA user:

- Customer ID: BREEDERADMIN
- Name: Breeder PRISMA
- Address: Chemin des Colombettes, 34 1211 Geneve SWITZERLAND
- E-mail: breeder.prisma@gmail.com

wishes to assign you the role of Agent for the following application data:

- IRN: XU\_30202000002389 (Lettuce, CHILE)

In order to ACCEPT or DECLINE the assignment, please log into UPOV PRISMA using your WIPO User Account.

If you do not yet have access to UPOV PRISMA, please create your UPOV PRISMA account [here](#)

Best Regards,

UPOV PRISMA Team

5. At Agents tab, your invitation appears as pending.

XU\_30202000002389 (PBR)

Overview of the application and the permissions

View Preview Edit Copy Delete

Overview  
Co-Drafters Management  
Signatories  
Agents

**1. Invite Agent(s)**

Option 1: Select from registered agents

Name	Company	E-mail address
Enter the Agent's email adress		<input type="text"/>

Send Invitations

**2. Pending invitations**

Name	Company	E-mail address
		agent.prisma@gmail.com

**3. Assign permission to agent(s) who have accepted your invitation**

Name	Company	E-mail address	Draft	Sign, pay and Su
<input type="button" value="Cancel"/> <input type="button" value="Save"/>				

6. When the agent accepts or declines the invitation, an email will be sent to you.