

Online Filing SE, Module 7

Address book

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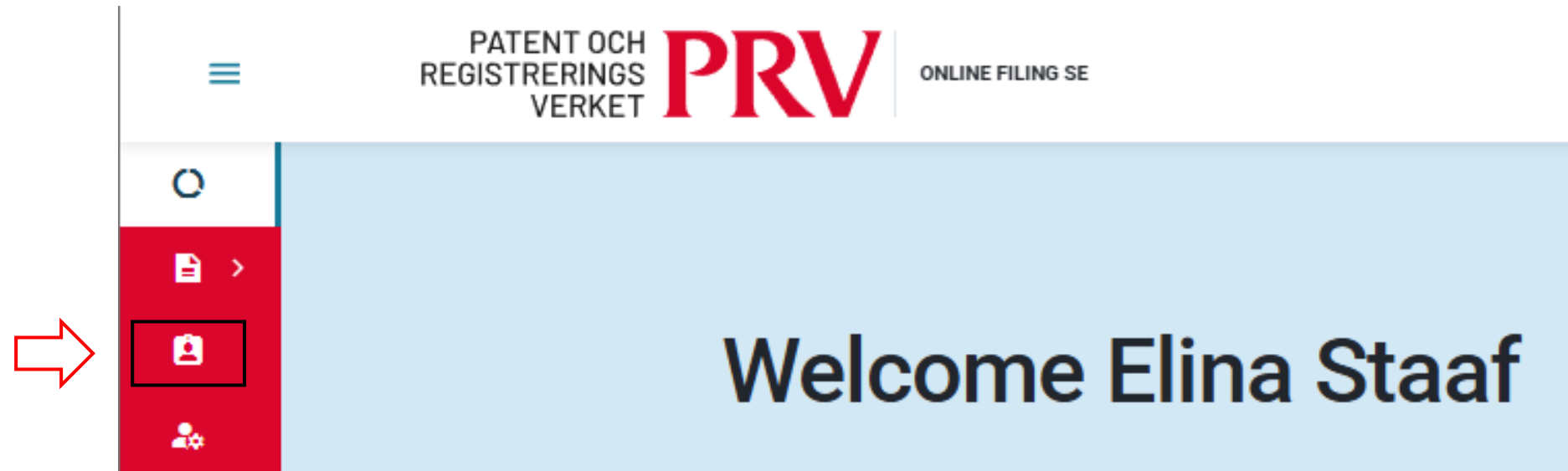
Member of the Online Filing SE implementation team, PRV

Address book

- Can be used for National applications comprising a Parties section – i.e. Swedish national patent application, EP validation and SPC.
- Can not be used for PCT, EP1001 or subsequent actions.

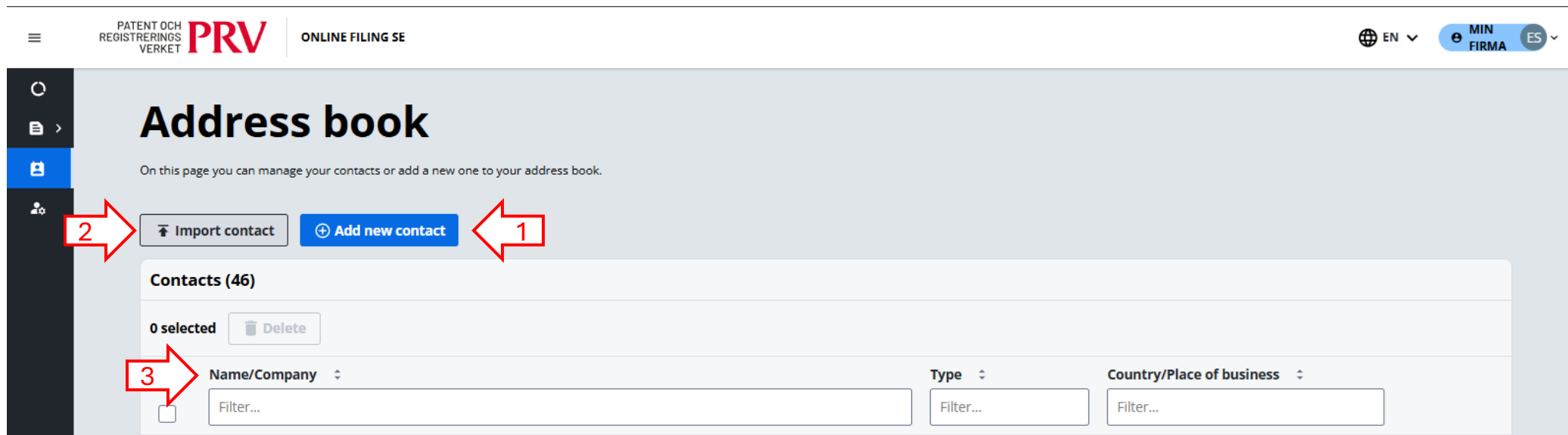
Address book

- The address book can be found via the third icon from the top in the left-hand menu



Address book

1. Add new contact: to manually add one new contact at the time
2. Import contact: uses a .csv file that you can fill in and upload
3. Contact list can be filtered based on Name/Company, Type (Legal/Natural) and Country



Address book .csv file

- Import your existing list of contacts, by downloading and filling out a provided .csv file
- The contacts-template.csv file is pre-filled with one natural and one legal template entry

PATENT OCH REGISTRERINGS VERKET **PRV** ONLINE FILING SE

Address book

On this page you can manage your contacts or add a new one to your address book

Import contact **Add new contact**

Contacts (46)

0 selected **Delete**

Name/Company **Filter...**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Person Type	Last Name	First Name	Country	Street	City	Postal Code	Telephone	e-mail	Identification num	Other identificatic	Attention c/o	Company name	Swedish Organisa	Other Organisation number	
2	Natural	Svensson	Anna	Sweden	Kungsgatan	Stockholm	111 22	0046-8-1122334	anna.svensson@e	19850521-1234	20200111-4567	C/O Anna Svensson				
3	Legal			Sweden	Kungsbron	Stockholm	111 22	0046-8-1122334	kontakt@stockholmfirm.se			C/O Stockholm Fi	Stockholm Firm AI	55600006-000	ORG-AS-1006	

Import contact

Please download and fill out the template provided with the contact(s) you would like to import and upload the file below.

Download CSV template

Select file or **Drag and drop to upload files**

Delete all

Cancel **Import**

Address book .csv file details

- Column A, Person Type: Natural or Legal must be disclosed.
- Columns D-I and L, address and contact information, is common for Natural and Legal.
- For column H, do not start the phone number with a “+”. It will be interpreted as a calculation and imported incorrectly.
- Columns B, C, J and K are specific for Natural persons, disclosing name (B, C) and personal numbers (J, K). Column J “Identification number” is specific for Swedish personal numbers / personnummer.
- Columns M-O are specific for Legal Entities / Companies, disclosing company name and organization number(s)

	A	B	C	D	E	F	G	H	I	J	K
1	Person Type	Last Name	First Name	Country	Street	City	Postal Code	Telephone	e-mail	Identification number	Other identification number
2	Natural	Svensson	Anna	Sweden	Kungsgatan 1	Stockholm	111 22	0046-8-1122334	anna.svensson@exam	19850521-1234	20200111-4567
3	Legal			Sweden	Kungsbron 2	Stockholm	111 22	0046-8-1122334	kontakt@stockholmfirm.se		

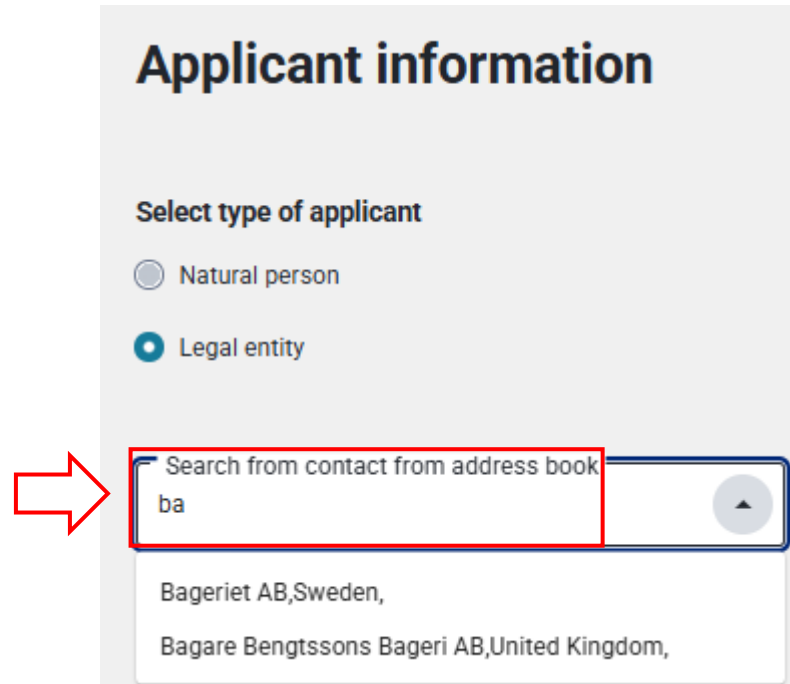
L	M	N	O
Attention c/o	Company name	Swedish Organisation number	Other Organisation number
C/O Anna Svensson			
C/O Stockholm Firm AB	Stockholm Firm AB	55600006-000	ORG-AS-1006

Address book and Parties

- Contacts (applicant, representative, inventor) can be imported from Address book to Parties, and exported from Parties to the Address book.

Import from Address book to Parties

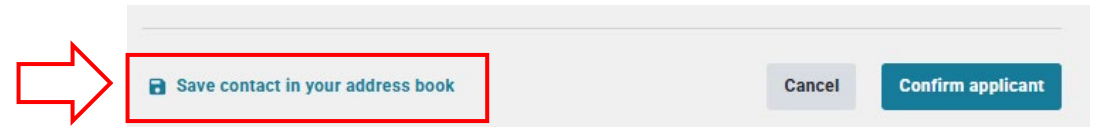
Note: Requires at least two characters to search



The screenshot shows the 'Applicant information' form. Under the heading 'Select type of applicant', there are two radio buttons: 'Natural person' and 'Legal entity'. The 'Legal entity' option is selected. Below this, there is a search bar with the placeholder text 'Search from contact from address book' and the text 'ba' entered. A red arrow points to the search bar. Below the search bar, a dropdown menu is open, showing two search results: 'Bageriet AB,Sweden,' and 'Bagare Bengtssons Bageri AB,United Kingdom,'.

Export from Address book to Parties

At the bottom of each entry, close to confirm button



The screenshot shows the bottom of a contact entry. A red arrow points to a button labeled 'Save contact in your address book'. To the right of this button are two other buttons: 'Cancel' and 'Confirm applicant'.

Address book fields

- Mandatory fields: Name / company name, Address, Postal code, City, Country
- E-mail and telephone number are not mandatory
- For companies without street address, add a period or comma (. or ,) in the field for street address.

The form is titled 'Address book fields' and contains the following fields:

- Company name**: A text input field with a red border, indicating it is mandatory.
- Contact information**: A section header.
- Address**: A text input field with a red border, indicating it is mandatory.
- Postal code**: A text input field with a red border, indicating it is mandatory.
- Attention c/o (Optional)**: A text input field without a red border, indicating it is optional.
- City**: A text input field with a red border, indicating it is mandatory.
- Country**: A text input field with a red border, indicating it is mandatory.
- Telephone (Optional)**: A text input field without a red border, indicating it is optional.
- Email (Optional)**: A text input field without a red border, indicating it is optional.

Address book in Online Filing SE - summary

- Can be reached from the left-hand menu.
- Possible to import your existing list of contacts, by downloading, filling out and importing a provided .csv file.
- Possible to both import to and export from contacts in the Parties section of new filings for national Swedish patent applications, EP validation, and SPC.
- Duplicate detection only works from the .csv file. Manual addition of a duplicate provides no warning message.
- Cannot be used for subsequent actions, PCT or EP1001.

- End of Module 7 -