

Online Filing SE, Module 5

Attachments, sign and send

Elina Staaf

Patent Engineer and Submission systems support staff

Member of the Online Filing SE implementation team, PRV

Attachments

Attachments in Online Filing SE

Online Filing SE handles multiple types of attachments, e.g.

- Technical documents (Description, Claims, Abstract, Drawings)
- Additional documents (e.g. power of attorney)
- Sequence listings (ST.26 in xml or zip)

Total maximum size for attachments: 500 mB

Individual attachments > 300 mB can lead to timeout during sending of documents

Attachments – national filings

Technical Documents



Attachments

[Check here the PDF compliance checklist](#)

[Check here the legal compliance checklist for drawings](#)

Upload Technical Documents

Type of document

Upload file or Drag and drop to upload files

Confirm upload

Additional Documents



Upload Additional Documents

Type of other document

Upload file or Drag and drop to upload files

Confirm upload

Attachments – national filings

PDF compliance checklist

See the technical requirements for attachments.

Your PDF file should meet the following criteria:

Use the PDF/A file format.

- all fonts are embedded (exception: Base 14 fonts are accepted even if they are not embedded)
- the size is A4
- it is not encrypted
- it does not contain audio or video, or other linked or embedded objects
- the PDF should not be electronically signed

If you are generating PDF files from paper documents using a scanner, make sure that they are of good quality and comply with the technical requirements above.

You can use WIPO's PDF conversion checker to test your PDF files:

<https://pct.wipo.int/DocConverter/pages/pdfValidator.xhtml>

Ok

Attachments

[Check here the PDF compliance checklist](#)

[Check here the legal compliance checklist for drawings](#)

Upload Technical Documents

Type of document

Upload file or Drag and drop to upload files

Confirm upload

Upload Additional Documents

Type of other document

Upload file or Drag and drop to upload files

Confirm upload

Attachments – national filings

Legal compliance checklist
(for national Swedish applications)

See the legal requirements for drawings.

Make sure that the drawings meet the following criteria

The drawings shall be provided on A4 sheets.

The margins need to be at least 2,5 cm at the top, 2,5 cm to the left, 1,5 cm to the right and 1,0 cm at the bottom.

The drawings as well as all text on the drawings shall be made using durable, deep black, bold, clean lines and without colour. The use of grayscale can only be permitted if readability and reproducibility are not compromised.

Reference signs must not be present to a greater extent than is necessary for the understanding of the description. The drawings may also not comprise explanatory text, with the exception of short information.

The figures of the drawings shall be separated from each other with sufficient distance

See also 23 § - 25 §: of the Swedish Patent Office Regulations:

https://www.prv.se/globalassets/dokument/om-prv/prvfs/24prvfs-4_p138.pdf

Ok

Attachments

[Check here the PDF compliance checklist](#)

[Check here the legal compliance checklist for drawings](#)

Upload Technical Documents

Type of document



Upload file or Drag and drop to upload files

Confirm upload

Upload Additional Documents

Type of other document



Upload file or Drag and drop to upload files

Confirm upload

Attachments – PCT and EP1001

Attachments for PCT and EP1001 are handled according to the rules and regulations for WIPO and EPO respectively.

Sign and send procedure

Sign and send procedure

Once a draft is ready, the submission will need to be signed and then sent.

Users with Role **Main user** and/or **Signer** can sign submissions.

Users with Role **Main user** and/or **Sender** can send submissions.

Example: Select the finished draft to be sent



National patent applications



Supplements and responses

+ Create submission

Filters

| <input type="checkbox"/> User reference ▾ | Case ID ▾ | Applicant ▾ | Title of the invent... ▾ | Last modification ▾ | Status ▾ ? | Actions | More |
|---|-----------|----------------|--------------------------|---------------------|------------|---------|------|
| <input type="checkbox"/> INL2_Företag1 | 000000226 | Anna Andersson | Min titel företag 1 | 06.05.2025 | Draft ✓ | | |

Example: Send to be signed









National patent applications

Supplements and responses

Create submission

Filters

| <input type="checkbox"/> User reference ▾ | Case ID ▾ | Applicant ▾ | Title of the invent... ▾ | Last modification ▾ | Status ▾ ? | Actions | More |
|---|-----------|----------------|--------------------------|---------------------|------------|--|--|
| <input type="checkbox"/> INL2_Företag1 | 000000226 | Anna Andersson | Min titel företag 1 | 06.05.2025 | Draft ✓ |    |  |

- 
- 
- ↕ Transfer to another organisation
 - Send to be signed
 - 📄 Clone

Example: Waiting to be signed

National patent applications

Supplements and responses

Create submission

Filters

| <input type="checkbox"/> User reference ▾ | Case ID ▾ | Applicant ▾ | Title of the invent... ▾ | Last modification ▾ | Status ▾ ? | Actions | More |
|---|-----------|----------------|--------------------------|---------------------|----------------------|--|-------------|
| <input type="checkbox"/> INL2_Företag1 | 000000226 | Anna Andersson | Min titel företag 1 | 06.05.2025 | Waiting to be signed | <div><div></div><div></div><div></div></div> | <div></div> |







Example: Waiting to be signed

National patent applications

Supplements and responses

Create submission

Filters



| <input type="checkbox"/> User reference ▾ | Case ID ▾ | Applicant ▾ | Title of the invent... ▾ | Last modification ▾ | Status ▾ ? | Actions | More |
|---|-----------|----------------|--------------------------|---------------------|----------------------|--|--|
| <input type="checkbox"/> INL2_Företag1 | 000000226 | Anna Andersson | Min titel företag 1 | 06.05.2025 | Waiting to be signed |    |  |

Transfer to another organisation

Back to draft

Sign

Example: Sign submission


 >

[National patent applications](#) > Preview INL2_Företag1

Preview submission





INL2_Företag1 Waiting to be signed


Please find here a preview of the National patent applications patent application as drafted and all attached documents. Verify that the information is correct before signing the application.

 Submission file

Attachments


Application documents 3

 Ansökan om svenskt patent - elektronisk... 1 / 3 83%   




PATENT OCH REGISTRERINGS VERKET **PRV**

Ansökan om svenskt patent - elektronisk ingivning

Back to draft  Sign submission

Pre-view the submission, then press sign



Example: Add signature

1.Add signature

2.Confirm signature

3.Save and close

The screenshot shows a web interface for managing signatures. At the top, the heading "Signatures" is followed by a help icon. Below this, the instruction "Add your application signature below:" is displayed. A section titled "Signatures (0)" contains a button labeled "Add signatures" with a plus icon. A red arrow labeled "1." points to this button. At the bottom of the interface is a light blue bar containing three buttons: "Save", "Save and close", and "Confirm signatures". A red arrow labeled "3." points to the "Save and close" button, and another red arrow labeled "2." points to the "Confirm signatures" button.

1. → Add signatures

3. ↑ Save and close

2. ↑ Confirm signatures



Example: Status – Ready to be sent

National patent applications

Supplements and responses

Create submission

Filters

| <input type="checkbox"/> User reference | Case ID | Applicant | Title of the invent... | Last modification | Status ? | Actions | More |
|---|-----------|----------------|------------------------|-------------------|------------------|--|--|
| <input type="checkbox"/> INL2_Företag1 | 000000226 | Anna Andersson | Min titel företag 1 | 06.05.2025 | Ready to be sent |    |  |



Example: Send





National patent applications

Supplements and responses

Create submission

Filters

| User reference | Case ID | Applicant | Title of the invent... | Last modification | Status | Actions | More |
|----------------|-----------|----------------|------------------------|-------------------|------------------|--|--|
| INL2_Företag1 | 000000226 | Anna Andersson | Min titel företag 1 | 06.05.2025 | Ready to be sent |    |  |




Transfer to another organisation



Send

Back to draft

Back to ready to sign



Example: Send the submission


 >


[Nationella patentansökningar](#) > Preview INL2_Företag1


Preview submission

INL2_Företag1 Ready to be sent


Please find here a preview of the National patent applications patent application as drafted and all attached documents. Verify that the information is correct before sending the application.


 Signature(s)


 Submission file

 1. Anna Andersson

| | |
|----------|-------------|
| Signer | Elina Staaf |
| Capacity | Applicant |



 Back to draft

 Back to ready to sign

 **Send**

Preview the submission,
Then press Send.

Example: Send the submission



 >


[Nationella patentansökningar](#) > Preview INL2_Företag1


Preview submission

INL2_Företag1 Ready to be sent

Please find here a preview of the National patent applications patent application as drafted and all attached documents. Verify that the information is correct before sending the application.

 Signature(s)

 Submission file

| | |
|---|-------------------|
|  | 1. Anna Andersson |
| Signer | Elina Staaf |
| Capacity | Applicant |

Back to draft

Back to ready to sign

Send

Are you sure?

You are going to send this submission. This process cannot be undone.

Cancel

Send

PRV

Example: Sent

National patent applications

Supplements and responses

Create submission

Filters

| <input type="checkbox"/> User reference ▾ | Case ID ▾ | Applicant ▾ | Title of the invent... ▾ | Last modification ▾ | Status ▾ ? | Actions | More |
|---|-----------|----------------|--------------------------|---------------------|------------|--|-------------|
| <input type="checkbox"/> INL2_Företag1 | 000000226 | Anna Andersson | Min titel företag 1 | 08.05.2025 | Sent | <div><div></div><div></div><div></div></div> | <div></div> |



Example: View your submission



| National patent applications | | Supplements and responses | | | | | | Create submission | |
|------------------------------|-----------|---------------------------|------------------------|-------------------|--------|---------|--|-------------------|--|
| Filters | | | | | | | | | |
| User reference | Case ID | Applicant | Title of the invent... | Last modification | Status | Actions | | More | |
| INL2_Företag1 | 000000226 | Anna Andersson | Min titel företag 1 | 08.05.2025 | Sent | | | | |

Press "View this row" to see your finished submission, e.g. Submission file (Request), Attachments and Receipt

Example: Signature info

1. Select in which capacity you are signing

2. If you work at a Representative firm, or at the Applicant company, write *the name of your firm/company* here.

3. The e-mail PRV should contact in case of issues with the submission

4. The phone number PRV should call in case of issues with the submission

5. Sign with your name, alphabetically

6. Confirm the signature, twice, first by adding it, then confirming the addition

1. 

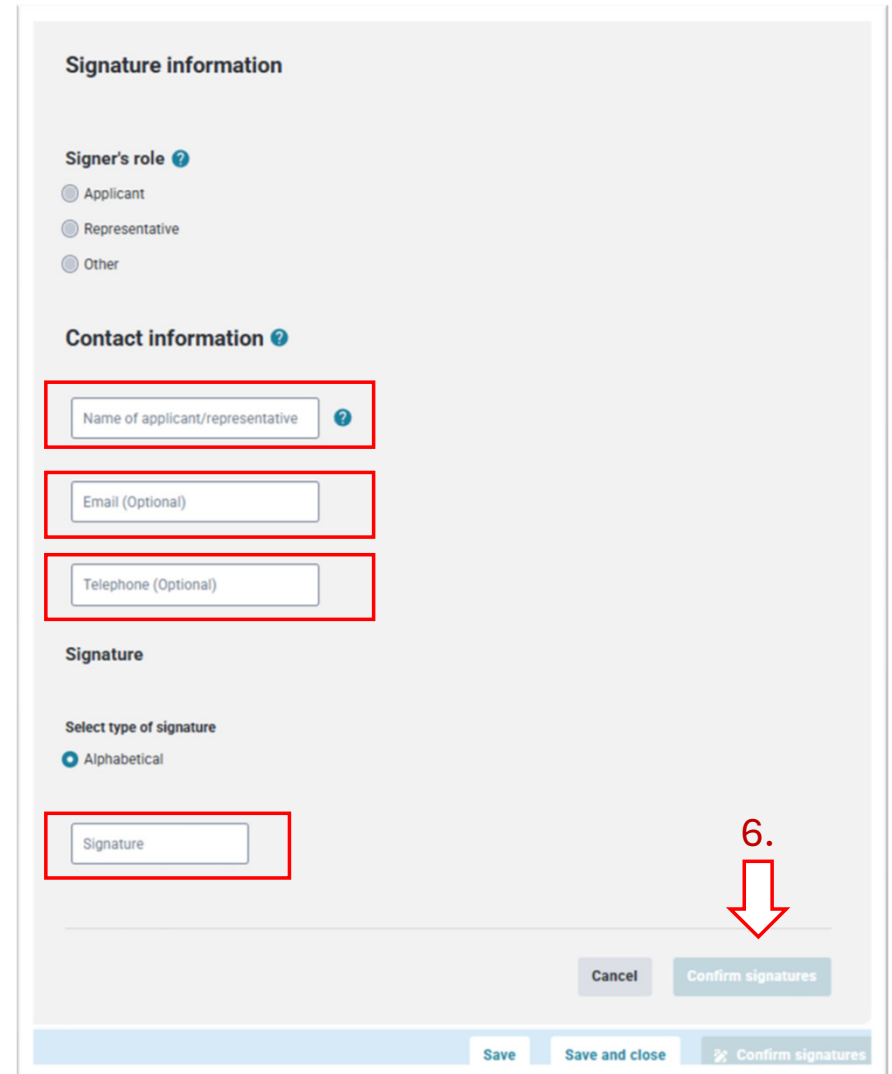
2. 

3. 

4. 

5. 

6. 



The screenshot shows a 'Signature information' form with the following sections and elements:

- Signer's role**: Three radio buttons labeled 'Applicant', 'Representative', and 'Other'. A red arrow points to this section.
- Contact information**: Three text input fields labeled 'Name of applicant/representative', 'Email (Optional)', and 'Telephone (Optional)'. Red arrows point to each of these fields.
- Signature**: A section titled 'Select type of signature' with a radio button labeled 'Alphabetical'. Below it is a text input field labeled 'Signature'. A red arrow points to this field.
- Buttons**: At the bottom right, there are 'Cancel' and 'Confirm signatures' buttons. A red arrow points to the 'Confirm signatures' button.
- Footer**: At the very bottom, there are 'Save', 'Save and close', and 'Confirm signatures' buttons.

Handling error messages

Login error – Oops... message

Your account has become corrupt and needs to be removed by PRV.

Contact PRV customer service with an e-mail titled Oops... error in Login Filing SE, and containing the e-mail address of the person or persons experiencing the Oops... error.

PRV will remove the account and get back to you with detailed instructions on how to re-join Online Filing SE (and organisations, if applicable).

Oops ...


Error occurred on our site


Please contact our support team for assistance


Request failed with status code 400

If something goes wrong during signing or sending

A number of error messages can occur in Online Filing SE, e.g.

Signing Failed 

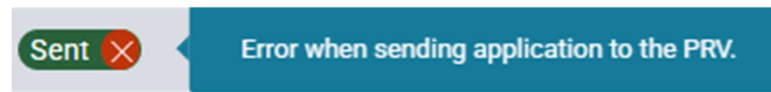
Sending Failed 

Sent 

If a status ends with a red X something has gone wrong.

If something goes wrong during signing or sending

Position the cursor on top of the Status to see an explanation of the error message



It is important to check the Status after each step, in particular after sending a submission.
Note: Error messages can occasionally occur after a couple of minutes delay.

How to handle error messages depends on if the error has occurred before or after the submission was sent.

Error messages before the submission is Sent

e.g.  

PRV **can not** retrieve these submission into our internal systems manually.
We do not have access to attachments, the request file or the receipt before the status Sent.

The submitter need to **inform PRV:s customer support** for the subject area Patents about the error, thereafter **wait an hour or so** for system updates, and then select **"Try to send again"** from the three-dot list.

If submission still does not work, the submitter can **redo the entire submission**, and control that **attachments** are a maximum of 500 mB in total, or ~300 mB per individual file, the documents are in black-and-white and that the PDF:s do not contain multiple layers. It is not recommended to clone the specific failed submission, in case the cause of the error is also cloned.

Error messages after the submission is Sent

Submissions with error message  *can be retrieved manually* by PRV and transferred to our internal systems.

There is however no automatic way for PRV to know that a submission has gotten stuck at this status.

The submitter must therefore **contact PRV:s customer support** for the subject area Patents to let us know that they have a submission with status  in their list of submissions.

Please provide **Application number, User reference, Case ID,** and **Submission date** when contacting PRV:s customer support.

Summary: reporting error messages

- To begin with, write an ***e-mail*** about the error message which discloses
 - when the error occurred
 - for which procedure (National Swedish patent, EP validation, SPC, PCT or EP1001)
 - if it is a new filing (a first filing) or a subsequent action.
 - If you have this information: please let us know whether the issue is limited to a specific submission, or if more users and/or submissions are experiencing the same issue.
- Please provide Application number (if available), User reference, Case ID, and Submission date (if the submission is sent) when contacting PRV:s customer support.
- Send the e-mail to PRV:s customer support, preferably with "Online Filing SE" in the title.
- In ***urgent matters***, call PRV:s customer support, select the option Patents.

- End of Module 5 -