



WIPO Digital Access Service (DAS)

User Guide

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1. WHAT IS DAS

The WIPO Digital Access Service (DAS) is an electronic system allowing priority documents and similar documents to be securely exchanged between [participating intellectual property \(IP\) offices](#). The system enables applicants and offices to meet the requirements of the [Paris Convention](#) for certification in an electronic environment. It is a safe and less expensive alternative to providing paper copies of priority documents without postal delays. The Service can be accessed from the WIPO DAS webpage at <https://www.wipo.int/das/en>.

1.1 Participating Offices

As of August 1, 2023, there are 39 DAS participating Offices in total. The Office of First Filing (OFF)/Depositing Office is the Office with which the earlier application was filed. The Office of Second Filing (OSF)/Accessing Office is the Office which retrieves the document from DAS.

An up-to-date [list of the DAS participating Offices](#) is maintained by WIPO. The list indicates the types of documents (IP right types) that an Office deposits in DAS in its capacity as a Depositing Office and/or retrieves from DAS as an Accessing Office. The name of the Office on the list is hyperlinked and redirects to more information.

1.2 Types of Documents in DAS

The DAS service is for use with documents related to patents, utility models, industrial designs and trademarks. The documents which can be made available in DAS by a Depositing Office depends on the Office's decision. For instance, some Offices allow any patent applications filed with them to be registered in DAS, while some other Offices limit it to applications filed in electronic form, or only national patent applications instead of including PCT applications. The applicable scope of documents of each DAS Participating Office is outlined in their notifications.

Participating Offices			
Austria			
Title:	Austrian Patent Office (APO)		
Depositing Office:	<ul style="list-style-type: none"> National industrial design applications National patent applications National trademark applications National utility model applications PCT international applications 	Depositing Office since:	October 1, 2020
Accessing Office:	<ul style="list-style-type: none"> National industrial design applications National patent applications National trademark applications National utility model applications 	Accessing Office since:	October 1, 2020

Figure 1 – Example of Documents Types (Austria)

2. DAS PROCEDURE

For using the DAS service, the applicant needs to first check if the Office of First Filing is a DAS participating Office and if the Office accepts to deposit the type of the document concerned (e.g. national patent application, PCT application, industrial design application, etc.) into the DAS digital library.

It is also important to check whether the Office of Second Filing retrieves such type of document from the DAS digital library.

IMPORTANT: It's a prerequisite for the applicant to ensure that DAS is a feasible option for the application concerned before taking the two steps below to use the DAS service.

Step 1: Actions with Office of First Filing - Deposit a priority document into DAS

The applicant requests the Office of First Filing to deposit the earlier application into DAS.

The specific means of requesting the Office of First Filing to deposit a copy of the earlier application into DAS depend on the requirements of the Office. In general, the request may be submitted at the time of filing the earlier application or filed via a separate request after filing. An Office might even not require such a request from the applicant and deposit some types of applications in DAS automatically unless the applicant explicitly opts out this service. Relevant information can be found on the Office's website and/or in the notifications on the WIPO DAS webpage.

Following your request to the Office, you will receive a DAS access code either from the Office of First Filing or from the International Bureau. The DAS code may also be given to you by some Offices as part of the filing process of the earlier application. For example, in the case of a US national application, it is the 4-digit confirmation number indicated on the original filing receipt issued by the USPTO.

Step 2: Actions with Office of Second Filing - Retrieve the priority document from DAS

The applicant submits a request to the Office of Second Filing in order for the Office to retrieve the priority document from the DAS digital library by providing the DAS code.

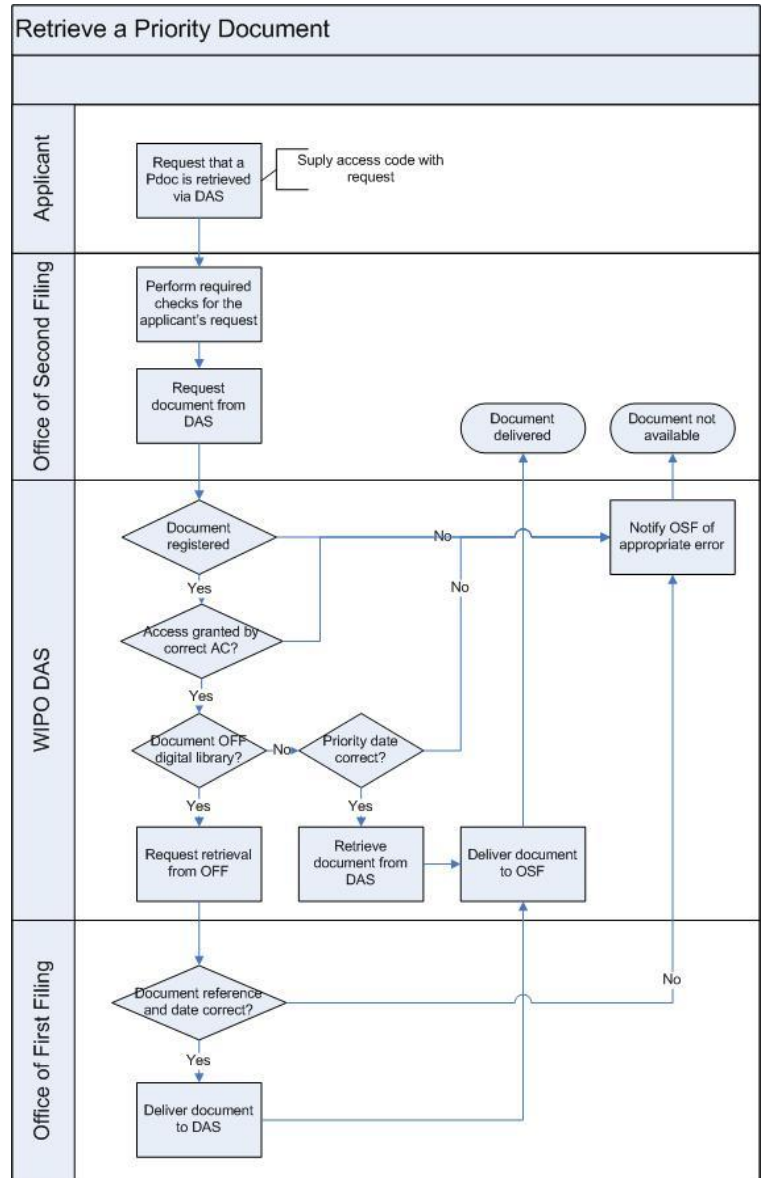
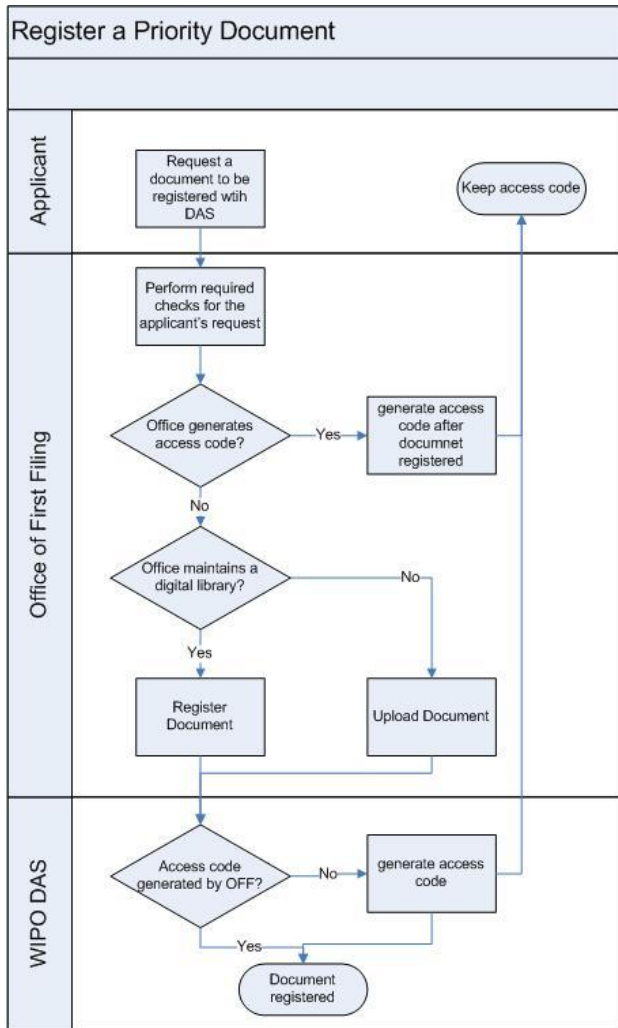
The Office of Second Filing requests to retrieve a copy of the priority document via DAS. The DAS system checks the availability of the document (IP right type, priority number and priority date) and the validity of the access code. Upon successful verification and retrieval, the applicant will receive the confirmation of receipt of the priority document from the Office.

If the identifying data or the access code is not correct, the system returns an error message with the reason for the rejection of the request (e.g. "application number and filing date do not match" or "application number and access code do not match" or "document does not exist"). The applicant will be notified by the Office accordingly.

DAS PROCEDURE FLOWCHARTS

Actions with Office of First Filing

Actions with Office of Second Filing



3. DAS CODE

The DAS code is issued either by the Office of First Filing (CN, EP, EUIPO, FI, JP, KR, NZ, US) or by the International Bureau (for the following Offices of First Filing: AR, AU, AT, BR, CA, CL, CO, DK, EA, EE, ES, FR, GB, GE, IB, IL, IN, IR, IT, LV, LT, MA, MC, MX, NL, NO, SE, TR).

If a code is to be generated and sent by the International Bureau, an email address of the applicant must be provided at the time of requesting the Office of First Filing to deposit the earlier application in DAS.

In order to avoid the risk of transcription errors, all Offices of First Filing agree that the code generated should consist of exactly 4 alphanumeric characters, case insensitive, digits 0 to 9 and only 6 upper case letter A to F, for example 1234 or 8DE8.

The DAS code will be generated only once per document. It will not be changed in its lifetime. Therefore it can always be re-used if the same earlier application is claimed as a priority in another application.

4. DAS APPLICANT PORTAL

4.1 Access DAS Applicant Portal

A WIPO Account is required for the applicant to access the DAS service. If you already have a WIPO Account used for a WIPO's online service such as ePCT, the same account can be used to access the DAS applicant portal. The creation of a WIPO Account is a self-registration process requiring to fill in the form at <https://www3.wipo.int/myaccount>. An automatic e-mail containing a link for you to confirm the email address associated with the WIPO Account will be sent immediately. After having confirmed the email, you can use the WIPO Account to log in to the DAS applicant portal.

The DAS applicant portal can be accessed using the URL <https://www3.wipo.int/dasapplicant>, or via the [WIPO IP Portal](#), by going through "IP Portal - Patent tools" -> "Access more patent tools" -> "File & Manage" -> "DAS for Applicants". The portal is available in 10 different languages.

A demo version is also available which allows the applicants to try out the DAS service before using it for real applications: <https://webaccess.wipo.int/dasapplicantdemo>.

To log in to the DAS applicant portal, you need to enter the username and password of your WIPO Account.

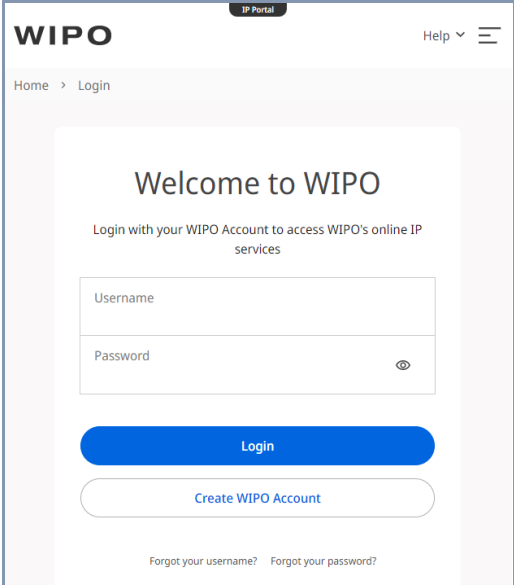


Figure 2 – DAS Applicant Portal Login

4.2 Manage Workbench

After the login, the workbench screen is displayed. You can add priority documents for which you want to check the access history by Offices of Second Filing. When using the portal for the first time and no document is associated with the account, the workbench is empty.

The following screenshot is a workbench example with two priority documents added.

Below application details can be used for demo and test purposes:

IP Right	Office Code and Priority Number	Filing date	Access Code
Utility Model	ES U201230131	2012-02-08	E82D

Workbench Notifications

Items: 20 Filter Priority Documents: All in Workbench

2 record(s) found matching the filter criteria.

<input type="checkbox"/>	IP Right	Office Code and Priority Number	Filing date	Access Code	Date of Availability	Last Accessed	Tracked By	Comments
<input type="checkbox"/>	Utility Model	ES U 201230131	2012-02-08	E82D	2013-04-18	2022-08-31 12:39:26.0		
<input type="checkbox"/>	Patent	GB 1200780.3	2012-01-18	7B9B	2013-04-30	2013-10-31 16:50:12.0		

Add Tracking Remove Tracking

Figure 3 – DAS Workbench Screen

4.3 Track Document

To add a priority document to your workbench, you need to enter the document details as follows:

Figure 4 – Adding Tracking Screen

This operation is allowed only if all data provided matches one of the priority documents registered in DAS. The same priority document can be tracked with different WIPO Accounts.

The priority number format of each IP right for each DAS depositing Office is available on the page [Priority number format in use by IP Office](#).

4.4 View Access History

After adding a priority document to your workbench, you can view the access history of Offices of Second Filing. The following screenshot shows typical responses from the system.

RETRIEVAL DATE	AUTHORIZED OFFICE	COMMENTS
2022-08-31 12:39:26	PL	Could not deliver priority document due to network failure
2022-08-31 10:26:30	PL	Retrieved successfully
2019-11-13 12:26:07	IN	Retrieved successfully
2014-07-25 15:50:39	GB	Access denied due to mismatch of access code E82A and priority filing date 2012-02-12 - Please supply the correct access code and priority filing date to the accessing Office
2014-07-25 15:50:36	GB	Access denied due to mismatch of priority filing date 2012-02-12 - Please supply the correct priority filing date to the accessing Office
2014-07-25 15:50:28	GB	Retrieved successfully
2014-07-25 15:50:16	GB	Retrieved successfully

Figure 5 – Access History Screen

4.5 Certificate of Availability

The system allows you to view and download a certificate of availability confirming that the copy of the application is available in DAS. The certificate of availability lists all Offices of Second Filing which can retrieve the document using the access code.

The certificate can serve as confirmation of availability of the document in DAS in your files for record purposes. It can also be used as evidence before an Office to prove that you have taken all the necessary steps to make the document available by the date indicated on the certificate. Any delays due to a system error, such as temporarily unavailability of the digital library of the Office of First Filing should not be attributed to the applicant.


Digital Access Service (DAS)	 WIPO WORLD INTELLECTUAL PROPERTY ORGANIZATION
To:	
CERTIFICATE OF AVAILABILITY OF A CERTIFIED UTILITY MODEL DOCUMENT IN A DIGITAL LIBRARY	
<p>The International Bureau certifies that a copy of the utility model application indicated below has been available to the WIPO Digital Access Service since the date of availability indicated, and that the utility model application has been available to the indicated Office(s) as of the date specified following the relevant Office code:</p>	
Document details:	Country/Office: ES
	Filing date: 08 Feb 2012 (08.02.2012)
	Application number: U 201230131
Date of availability of document:	18 Apr 2013 (18.04.2013)
<p>The following Offices can retrieve this document by using the access code: AR, AT, AU, BE, CL, CN, CO, DK, EE, ES, FI, GE, IB, JP, KR, MX, NL, PL</p>	
Date of issue of this certificate:	06 Jun 2023 (06.06.2023)
	<small>84, chemin des Colombettes 1211 Geneva 20, Switzerland</small> www.wipo.int

Figure 6 – Example of DAS Certificate of Availability

4.6 Manage Notifications

You can set up notification options in the Notifications Preference to receive alerts relating to the priorities displayed on your workbench. Notifications are listed in the DAS applicant portal (as shown below) and can also be sent to the email address associated with your WIPO Account.

The screenshot displays the 'Notifications' preference screen. A modal dialog box is centered on the screen, allowing the user to select notification preferences. The dialog contains the following text and options:

You may choose to receive any of the following notifications by ticking the corresponding boxes.

- Receive notifications when another user associates any documents listed in my workbench with his/her account.
- Receive notifications when an accessing office first successfully retrieves a document listed in my workbench.
- Receive notifications when an accessing office fails to retrieve any documents listed in my workbench.
- Receive the selected notifications also to my WIPO account email address

Buttons for 'Save' and 'Cancel' are located at the bottom of the dialog. The background interface shows a 'Workbench' tab with a 'Notifications' sub-tab. A table of notifications is visible, with columns for 'Received' and 'Read (0)'. A 'Preference' button is also visible in the top right corner.

Figure 7 – Notifications Preference Screen

5. SUPPORT

For any DAS related questions, you can contact the PCT Operations Customer Support Section, available Monday to Friday from 09:00 to 18:00 (Central European Time), by phone at +41 22 338 9523 or via email at pct.eservices@wipo.int.

The [Contact Form for DAS](#) is also available on the WIPO's Contact US webpage.

If your question is specifically relating to Trademarks or Designs, it is recommended to contact [Madrid Customer Service](#) or [Hague Customer Service](#) respectively.

[End of Document]