

When ordering renewals via the IPRIS web app, choose whether to be invoiced per family or per order

Invoice per family

As a default, any renewals made through the IPRIS web app are invoiced per title/family. Therefore, renewals for cases from multiple patent families can be actioned in a single order making the process quick and simple.

The screenshot shows the 'Confirm actions' page in the IPRIS web app. A table lists patents with columns for Title/Family, Application No, IPRIS Ref, Client Ref, Country, Year, Renewal Date, Renewal Cost, and PO Number. The 'Country' column has a blue box around it. Below the table, the 'Choose Invoice Preference' section has 'Invoice per Title/Family' selected with a radio button, and 'All on one Invoice' is unselected. A blue box highlights the 'Invoice per Title/Family' option.

Title/Family	Application No	IPRIS Ref	Client Ref	Country	Year	Renewal Date	Renewal Cost	PO Number
Quantitative mapping of lamellar composite	4550	GHS-005	DD0314	IN	6	28/07/2014	£ 0.00	Enter New
Quantitative mapping of lamellar composite	6547	GHS-002	DD0311	CA	6	28/07/2014	£ 328.30	Enter New
Smoke detector with resin coated optical elements	8510	VWX-002	DD0811	GB	7	23/06/2014	£ 210.00	Enter New
Resin metal composite and preparation method	3861	EFG-001	DD1110	AR	5	14/06/2014	£ 480.60	Enter New
Resin metal composite and preparation method	14251	EFG-002	DD1111	EP	5	14/06/2014	£ 1118.92	Enter New
Method and vectors for transformation of plastids	17039	MNO-001	DD0510	CA	3	14/06/2014	£ 578.33	Enter New

Invoice per date

On the order confirmation page, there is an option which allows you to select how invoices are generated for the order. If the option to have all the renewals on one invoice is selected, the invoice will then be generated by date and will include all renewals within the order.

The screenshot shows the 'Confirm actions' page in the IPRIS web app. The table is identical to the previous screenshot. In the 'Choose Invoice Preference' section, 'All on one Invoice' is selected with a radio button, and 'Invoice per Title/Family' is unselected. A blue box highlights the 'All on one Invoice' option.

Invoice per order

As the order process on the IPRIS web app is completely flexible, there are further options for how invoices are generated other than by date or by family. For example, orders can be made for manager specific renewals, licensee specific renewals or country specific renewals. This can be done simply by renewing the relevant cases in separate orders and choosing to receive all the renewals on one invoice.

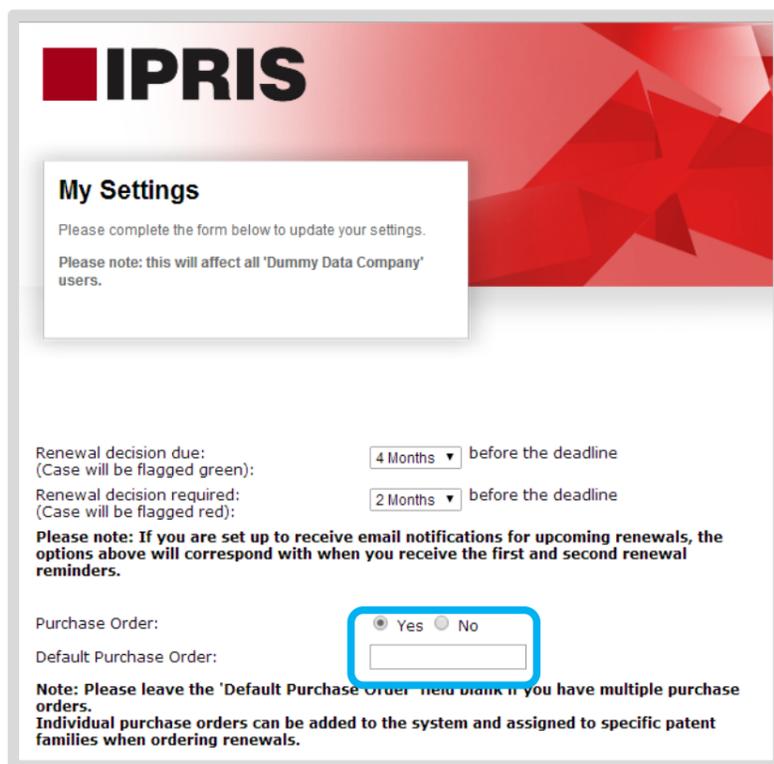
The screenshot shows the 'Confirm actions' page in the IPRIS web app. The table is identical to the previous screenshots. In the 'Choose Invoice Preference' section, 'All on one Invoice' is selected. A blue box highlights the 'All on one Invoice' option, and another blue box highlights the 'Country' column in the table, with 'CA' written above it.

Use the IPRIS web app to choose a purchase order method that suits your internal administrative processes

Single/default purchase order

If you have a single purchase order for all your renewals or if you would like to set a default purchase order number, please go to the 'My Settings' page and select 'Yes' for the Purchase Order. You can then add a PO number in the text box which appears under the Purchase Order options.

This purchase order number will automatically be selected and assigned to cases during the ordering process. It will also be present on the invoices. However, you still have the option to choose other PO numbers from the drop-down menu during the ordering process or enter a new number. If you enter a new purchase order, it will be saved and displayed in the drop-down menu for future renewals.



My Settings
Please complete the form below to update your settings.
Please note: this will affect all 'Dummy Data Company' users.

Renewal decision due: (Case will be flagged green): before the deadline
Renewal decision required: (Case will be flagged red): before the deadline

Please note: If you are set up to receive email notifications for upcoming renewals, the options above will correspond with when you receive the first and second renewal reminders.

Purchase Order: Yes No

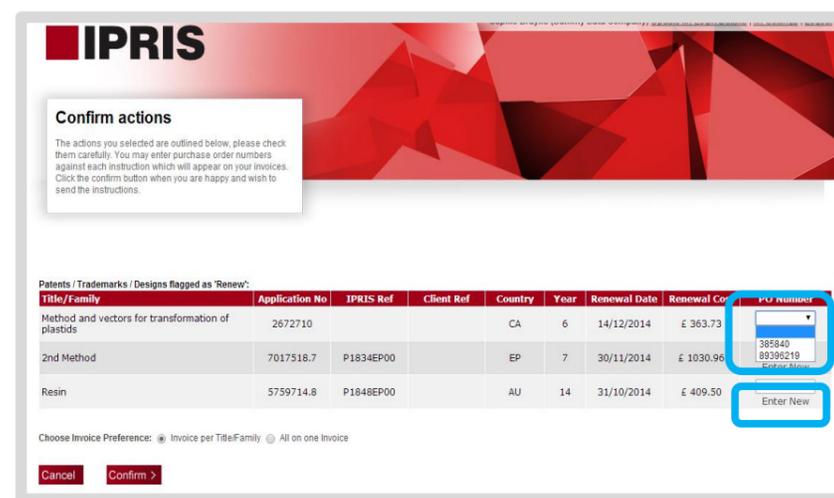
Default Purchase Order:

Note: Please leave the 'Default Purchase Order' field blank if you have multiple purchase orders. Individual purchase orders can be added to the system and assigned to specific patent families when ordering renewals.

Multiple purchase orders

If you have multiple purchase orders for your renewals, you can include these during the ordering process. Follow the steps below:

1. Go to the 'My Settings' page and select 'Yes' for the Purchase Order. Leave the 'Default Purchase Order' field blank.
2. On your homepage, choose your actions and click on the 'Order Renewals' button as you would normally.
3. **You must then select existing purchase orders from the drop down menu or enter a new purchase order number.** If you enter a new purchase order, it will be saved and displayed in the drop-down menu for future renewals. The purchase order(s) will be included in the invoices.



Confirm actions
The actions you selected are outlined below, please check them carefully. You may enter purchase order numbers against each instruction which will appear on your invoices. Click the confirm button when you are happy and wish to send the instructions.

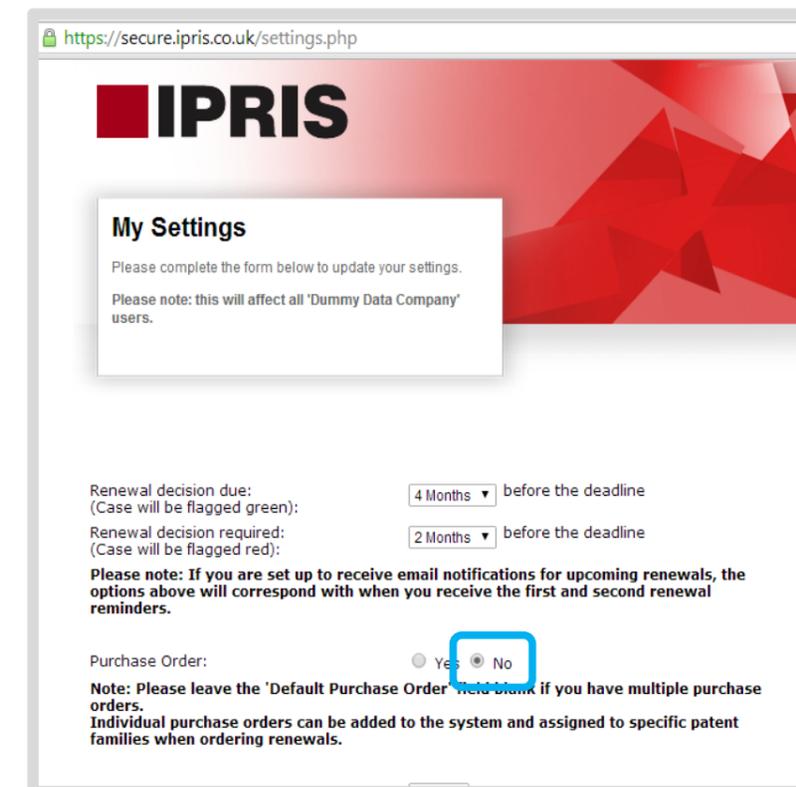
Title/Family	Application No	IPRIS Ref	Client Ref	Country	Year	Renewal Date	Renewal Co	PO number
Method and vectors for transformation of plastids	2672710			CA	6	14/12/2014	£ 363.73	<input type="text" value="385840"/> <input type="text" value="89395219"/> <input type="text" value="Enter New"/>
2nd Method	7017518.7	P1834EP00		EP	7	30/11/2014	£ 1030.96	
Resin	5759714.8	P1848EP00		AU	14	31/10/2014	£ 409.50	

Choose Invoice Preference: Invoice per Title/Family All on one Invoice

No purchase order

If you do not require purchase order numbers, please go to the 'My Settings' page and select 'No' for the Purchase Order.

You will not be required to add a purchase order number when ordering renewals.



My Settings
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Renewal decision due: (Case will be flagged green): before the deadline
Renewal decision required: (Case will be flagged red): before the deadline

Please note: If you are set up to receive email notifications for upcoming renewals, the options above will correspond with when you receive the first and second renewal reminders.

Purchase Order: Yes No

Note: Please leave the 'Default Purchase Order' field blank if you have multiple purchase orders. Individual purchase orders can be added to the system and assigned to specific patent families when ordering renewals.