

# CREATING YOUR RENEWAL FEE PAYMENT FILE:

## HOW TO USE A .CSV FILE

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29 January 2018

## WHAT IS A .CSV FILE?

A .csv file is a spreadsheet file containing data on each line that are separated by a special character (usually a comma, a semicolon or a tab).

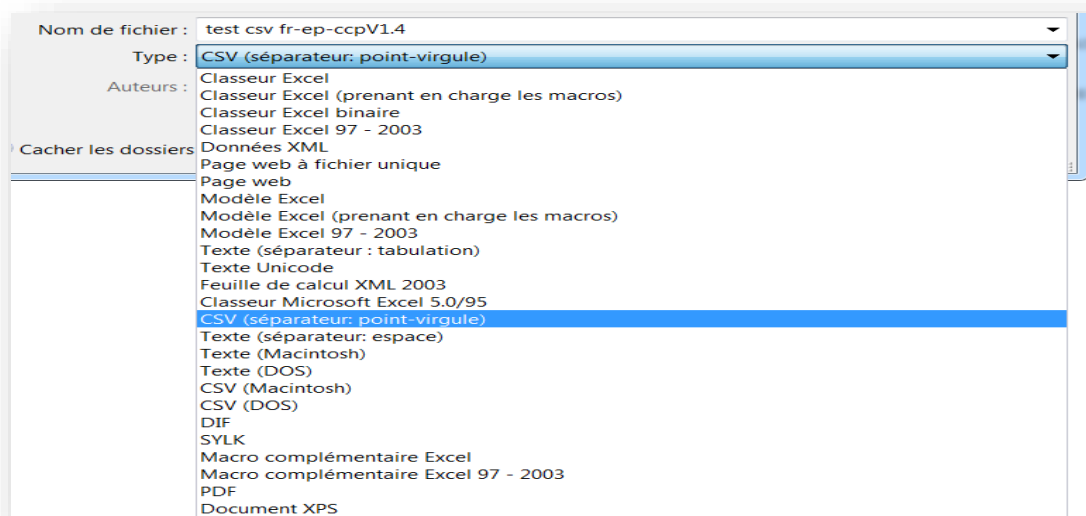
Across each line, the columns are separated by a specific character. In standard practice, this character is a semicolon. CSV stands for “comma-separated values” but it can also refer to separation by a specific character. The .csv file format is often used to import data.

## HOW TO CREATE YOUR .CSV FILE?

### ► Method for converting an Excel file into .csv format

The method for converting an Excel file into .csv format is as follows:

- Open Excel,
- Open the file to be imported,
- Click on “File” in the Toolbar and select “Save as”
- In the dropdown list beside “Save as type”, choose “CSV (Comma delimited)”.



The file is saved in .csv format and is ready to be imported.

## ► How to create your renewal fee payment file

We advise you to proceed as follows:

- Create your .csv file without exceeding 1,000 lines (approx. 80 KB).
- If you want to include more than 1,000 lines, it is better to create several payment files.
- Respect the order of the columns and do not add any columns – “the file structure must correspond to the fields in the form”.
- Use a semicolon (“;”) to separate values. Semicolons must only be used to separate data, otherwise the file will not be accepted.
- Remember to save your (Excel) spreadsheet in “CSV (semicolon delimited)” format.

The required data are:

- **Filing no.** (column A): must be filled in if the publication number is missing
- **Publication no.** (column B): must be filled in if the filing number is missing  
Both of these columns can be filled in.
- **Date of filing** (column C): mandatory
- **Payment reference** (column D): optional

The required date format is as follows:

	A	B	C	D
1	N° de dépôt	N° de publication	date de dépôt	Références ligne paiement
2	FRAANNNNN	FRNNNNNNN	JJ/MM/AAAAA	Texte alphanumérique (50 caractères Max)
3	AACNNNN	AACNNNN	JJ/MM/AAAAA	Texte alphanumérique (50 caractères Max)
4	EPAANNNNN.N	EPNNNNNNN	JJ/MM/AAAAA	Texte alphanumérique (50 caractères Max)
5				


Example:

	A	B	C	D
1	N° de dépôt	N° de publication	date de dépôt	Références ligne paiement
2	FR1809181	fr3766141	18/07/2018	Cabinet Tartempion
3	18C0032	18C0032	22/04/2018	paiementCCP-18-01
4	ep18400135.4	EP4860693	22/01/2018	REF/018ANN12
5				

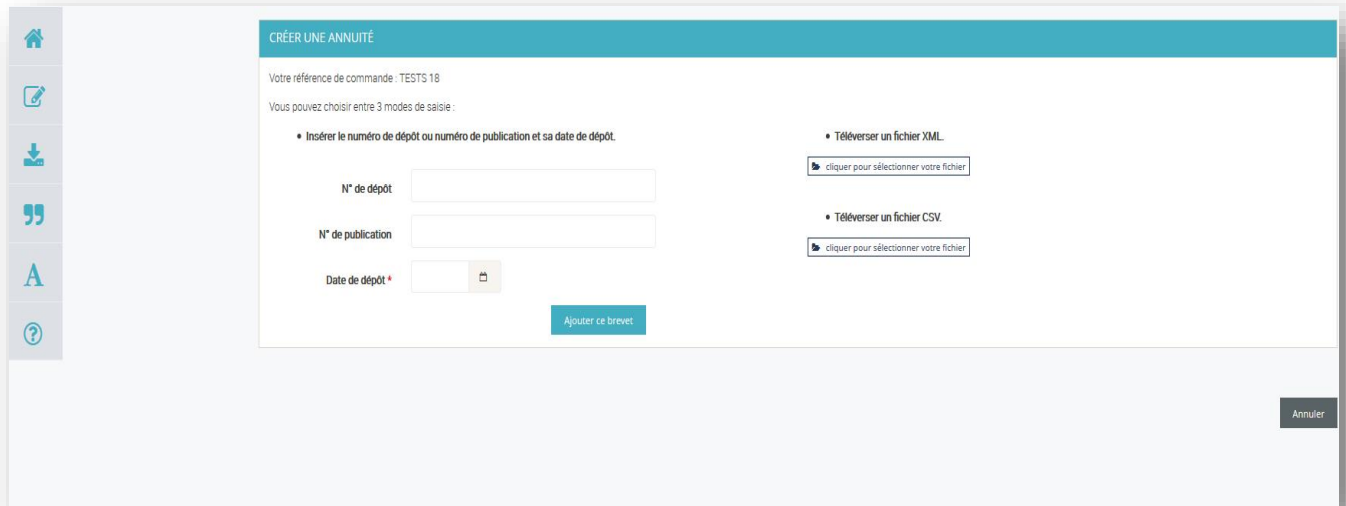
**N.B.:** The first line, which corresponds to the title of the columns is not taken into account (line 1 in the example above)

*Note: The numbers presented in this guide are examples; any resemblance to existing numbers is purely coincidental.*

## ► Uploading your .csv file

To select the .csv file containing the data you wish to upload, click on the  button under the "Upload a .csv file" section.

**N.B.:** It may take several minutes for your file to be verified and uploaded.



The screenshot shows a web interface for creating an annuity. The title is "CRÉER UNE ANNUITÉ". Below the title, it says "Votre référence de commande : TESTS 18" and "Vous pouvez choisir entre 3 modes de saisie :". There are three main sections for data entry:

- Insérer le numéro de dépôt ou numéro de publication et sa date de dépôt.** This section contains three input fields: "N° de dépôt", "N° de publication", and "Date de dépôt" (with a calendar icon).
- Téléverser un fichier XML.** This section has a file upload button labeled "cliquer pour sélectionner votre fichier".
- Téléverser un fichier CSV.** This section also has a file upload button labeled "cliquer pour sélectionner votre fichier".

At the bottom of the form, there is a blue button labeled "Ajouter ce brevet" and a grey button labeled "Annuler" in the bottom right corner.

Once your .csv file has been uploaded, you can delete or add lines to the uploaded list, in certain circumstances. You can also complete your list of payments by adding additional lines, using the entry fields on the screen or by importing another file.



## Contact

INPI Direct

+33 (0) 820 210 211

[contact@inpi.fr](mailto:contact@inpi.fr)