

# Quick Start Guide

Order Entry Management System (OEMS)

Private Pair 7.1

## 1. Access the Order Entry Management System (OEMS)

### 1.1 Description

Customers using the United States Patent and Trademark Office (USPTO) Private Patent Information and Retrieval (PAIR) system can access OEMS directly from the Private PAIR Bibliographic Data page. Note that all OEMS screens and functions remain the same as in the previous PAIR version.

The purpose of OEMS is to provide users with a system through which they can order, review and confirm the contents of the Certified Application (as Filed), as well as the Image File Wrapper (IFW).

**NOTE!** If corrections are needed, a Certificate of Correction is requested (see the note about Frequently Asked Questions (FAQs) in Section 4).

The screenshot shows the USPTO Private Pair Application Data Page. The page title is "Secured Patent Application Information Retrieval". The application number is 59/999,103 and the date is 12/12/2001. The page includes a navigation menu on the left and a main content area with a table of bibliographic data. A red arrow points to the "Order Certified Application As Filed" link in the top right corner of the page. The text "OEMS Options" is overlaid on the page.

Bibliographic Data	
Application Number:	59/999,103
Filing or 371 (c) Date:	-
Application Type:	Utility
Examiner Name:	-
Group Art Unit:	2652
Confirmation Number:	6287
Attorney Docket Number:	pramod <a href="#">Update</a>
Class / Subclass:	356/
First Named Inventor:	sdf asdf , asdf, VA (US)
Title of Invention:	12/12/2001
Customer Number:	59
Status:	Application Undergoing Preexam Processing
Status Date:	12-12-2001
Location:	PUBS - FILE MAINTENANCE FACILITY, BAILEYS X-RD, 308-6789
Location Date:	09-23-2002
Earliest Publication No.:	-
Earliest Publication Date:	-
Patent Number:	-
Issue Date of Patent:	-

Figure 1-1 Private Pair Application Data Page

**NOTE!** For assistance with any of the steps shown in this guide, users can contact the Electronic Business Center (EBC) at the Customer Support Center. Information is shown in the table at the end of this guide (in Section 5).

## 1.2 Log-in Information

You will be required to log in to OEMS to order from this system. If you are a new user, you can obtain on-line help, or call the Customer Service Line as noted in the figure below. The “Create New Account” link provides fields for entering relevant information, as well as tips on what to do if you’ve already created an account, and need to search for that information.



The screenshot shows the OEMS log-in interface. At the top, there is a navigation bar with links for Login, Shopping Cart, Checkout, Order Status, Customer Profile, and Help. Below this is the U.S. Patent and Trademark Office logo and the text "U.S. Patent and Trademark Office" and "Shopping Home | USPTO Home".

The main content area is divided into two sections. On the left, there is a text block that reads: "If you do not have a user ID and password you may [create new account](#). If you have ordered documents from us in the past, but not over the Internet, you may [search](#) for your existing account and enable it for Internet use."

On the right, there is a yellow box titled "Login Before Proceeding". It contains the following text and form elements: "User ID: ", "Password: ", "If you forgot your user ID or password, see [Online Help](#).", and a "Login" button.

Below the yellow box, there is a horizontal line, followed by the text: "The OPR Customer Service Line is: (571) 272-3150 or (800) 972-6382". Below this, it says: "Staff are available between 8:30 a.m. and 8:00 p.m. U.S. Eastern Standard Time." Then, "The Technical Support Line is: (800) 786-9199". Below this, it says: "Technical Support staff are available 24 hours a day, 7 days a week."

At the bottom, there is another horizontal line, followed by a row of links: [Top](#) | [Help](#) | [Shopping Home](#) | [PTO Home](#) | [Email](#) | [Find a Patent](#).

Figure 1-2 OEMS Log-in Screen

Once you have logged in, you are ready to start ordering from OEMS.

## 2. View Order List

To view the contents of your OEMS shopping cart and gain access to additional capabilities provided by OEMS, take the following steps:

1. Click on the “View Order List” link next to the shopping cart icon (Figure 1-1)
2. You can view the OEMS shopping cart screen that will open in a new browser (Figure 2-1).

**NOTE!** If the OEMS Shopping Cart View browser window is already open and is behind an active window, you will need to bring it to the forefront to view the contents of the shopping cart.

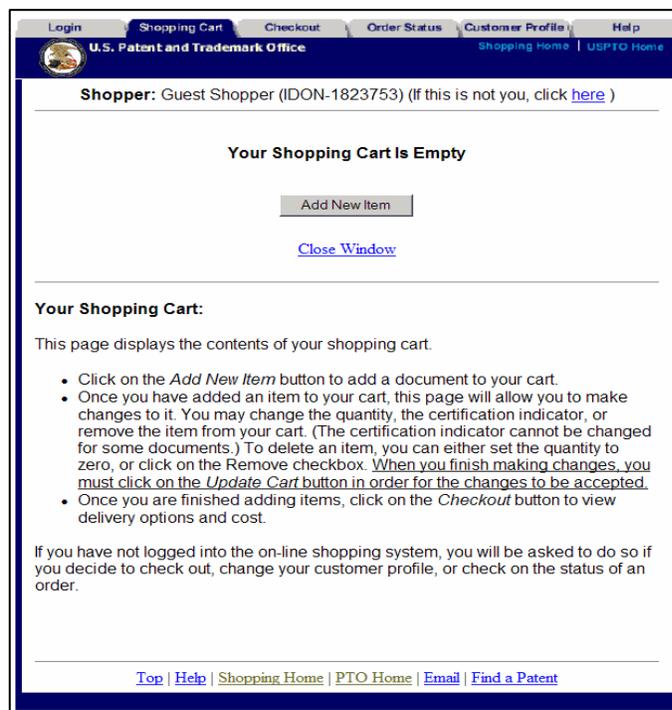


Figure 2-1 OEMS Shopping Cart View

## 3. Order Certified Application as Filed

To order a Certified Copy of the application using OEMS:

1. Click on the “Order Certified Application as Filed” link. If OEMS is not already open in a separate browser window, a new browser window will open.
2. You will see the contents of your shopping cart displayed with the Application as Filed added (Figure 3-1).
3. Using OEMS, you can change the quantity of the document(s) ordered.
4. Or, you can remove the document(s) from your shopping cart.
5. Proceed to the OEMS checkout.

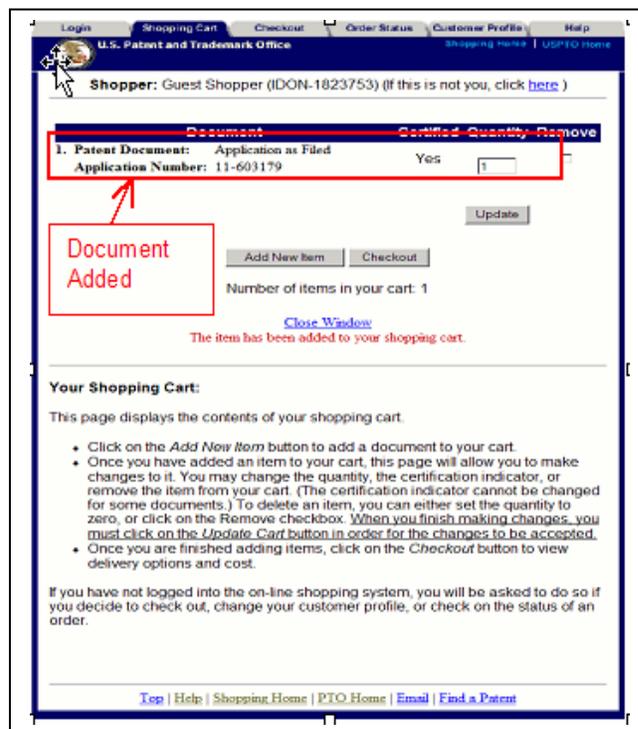


Figure 3-1 Shopping Cart View Showing Application as Filed

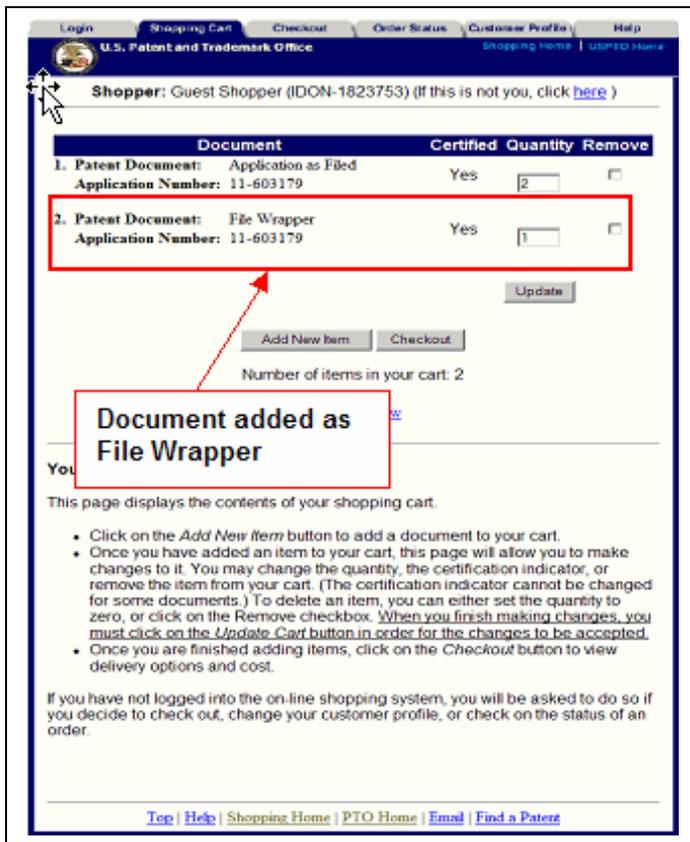


Figure 4-1 Shopping Cart View Showing File Wrapper

## 4. Order Certified File Wrapper

To order the Certified File Wrapper for the application, click on the “Order Certified File Wrapper” link. The contents of your shopping cart will be updated with the addition of the File Wrapper (Figure 4-1).

(Note additional steps in the bulleted list are displayed on the screen in Figure 4-1.)

**Note:** *Frequently Asked questions (FAQs)* about Corrections—how to get information corrected in documents published about patents, and/or in the patent itself is covered on the USPTO webpage under: Certificate of Corrections (Office of Patent Publications Homepage).

## 5. Questions? Contact Information for EBC

Call, e-mail or send a fax (or letter by regular mail) to the USPTO regarding any questions you may have about the OEMS or related matters. You can contact the USPTO Electronic Business Center (EBC) directly using the following telephone numbers or address information. The EBC hours of operation also are noted.

**Weekday Operation: Monday – Friday: 6 AM - Midnight (Eastern Time)**

**Telephone:** 1-866-217-9197 (toll-free)  
571-272-4100 (local)

**E-mail:** [ebc@uspto.gov](mailto:ebc@uspto.gov)

**Fax:** 571-273-0177

**Postal:** Mail Stop EBC  
Commissioner for Patents  
PO Box 1450  
Alexandria, VA 22313-1450