



National DAC7 application User manual



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Reference Documents

Table 1. Reference Documents

	URL
E.U. Directive	https://eur-lex.europa.eu/legal-content/EL/TXT/PDF/?uri=CELEX:32021L0514



Legal Framework

The Council of the European Union adopted Directive (EU) 2021/514 (OJ L 104/25.03.2021), so-called DAC7. This directive amends Directive 2011/16/EU and establishes new rules to improve cooperation procedures in the field of taxation. It is incorporated into the national law of Greece with the provisions of Law 5047/2013 (A' 147), which amended the provisions of Law 4170/2013 (A' 163)

This directive introduces a new framework of reporting (sales and services) and due diligence rules for Platform Operators and establishes the annual automatic exchange of this information.



Application features and requirements

Application access

The application can be accessed at:

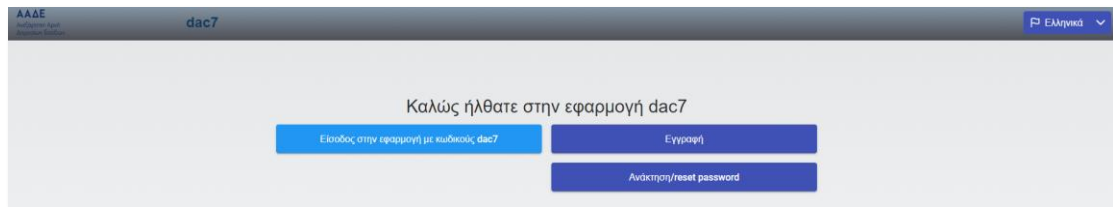
<https://www.aade.gr/aeoi-aytomati-antallagi-pliroforion-dac7> (English landing page)

The application is accessed by the obliged entities after they have previously registered in the application in order to issue access codes.



Functionality of the application

After entering the page the main screen of the system appears :



Picture 1.Home Page

1 . Registration

We choose **Register** and fill in the registration information :



Registration info

Entity's Information

Country* TIN- Greek VAT No*

Individual Identification Number (INN)

Description*

Street* Street No* Postal code*

City* Building

WebSite

Single Point of Contact

Name/Surname* Phone number E-mail*

Technical Point of Contact

Name/Surname Phone number E-mail

Connection Info


UserName* UserName Verification

Password* Password Verification

Secret Answer 1* Secret Answer 2*

Identification document type* Document id*

Communication email for login credentials*

 Captcha text*

Picture 2.Registration

Country : Country of establishment

TIN : TAX Identification number of the entity

Taxpayer Number : Greek VAT Number (if exists). Normally, for entities acquiring credentials through this procedure should not exist any Greek VAT Number.



Description : Official or commercial description of the entity

Street / Street No / Postal code / City/ Building : Entity Address information

WebSite : Entity WebSite

Single Point of Contact : Contact point of the entity. The data relates to a contact point within the entity and can be used for due diligence and/or auditing purposes communication or as a final contact point if communication with the other contact points fails

Technical Point of Contact : Technical contact point of contact within the entity. Normally it should relate to the technical department or, in the event that the submission is made by a third its details. It is used in cases of technical issues (file size, technical assistance, etc.).

Connection info : The login credentials that will be used

UserName : Preferred login username

Password : Preferred login password

Secret Answer1 / 2 : In the case of losing/changing the password and in order to change it, the user should remember the answers to be able to autonomously complete the process of renewing/changing the password

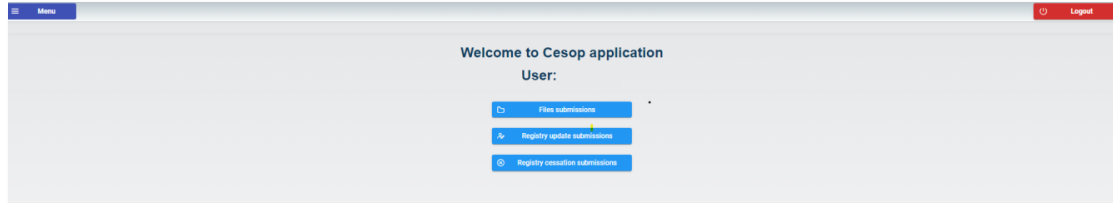
Identification document type / Document id : Fill in the details of a document that identifies the user entering the registration details. The document can be, for example, an identity card, the tax registration number, a valid letter from the entity, etc.

Communication email for login credentials : The approval or rejection of the registration will be sent to this mail. It is used exclusively for communication during registration or renewal of login credentials.



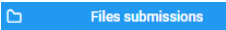
2. Login with DAC7 credentials

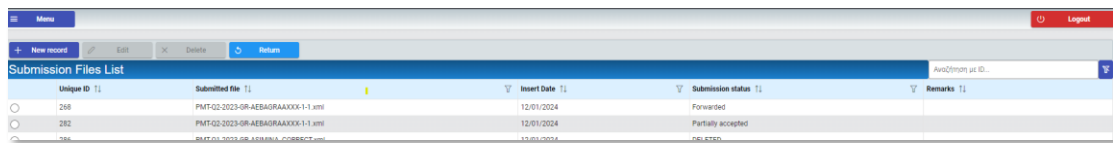
During the login the following choices are available :



Picture 3.Login to the application

3. Files Submissions

You may submit the files choosing Submission of files  or through the main menu. A new screen appears :



Picture 4.File Submission

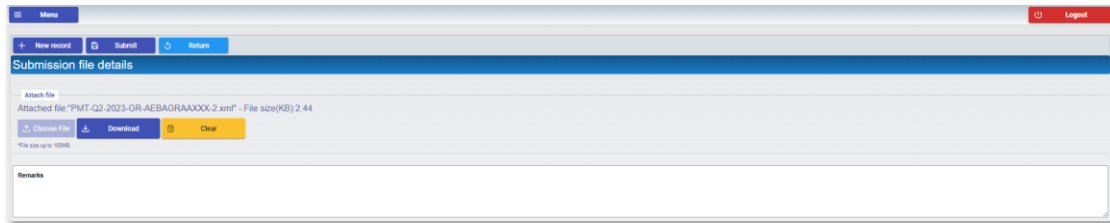
Active choices are the colored ones. Gray colored choices are inactive.

Button  always return to previous screen.

In order to submit a file choose  and then .


Select the file from the folders in your local system. You may fill in some comments in the [Remarks] area.

After selecting the file screen should look like :



Picture 5. File Upload

To upload the selected file in the system press .

If you need to select another file, you may clear your selection pressing , and continue selecting a new one.

Upload maximum file size is 100Mb. You may upload zip or xml file types.

The list of uploaded files appears, after uploading the file.

The screenshot shows a table titled 'Submission Files List'. The table has columns for Unique ID, Submitted file, Insert Date, Submission status, and Remarks. There are two rows of data.

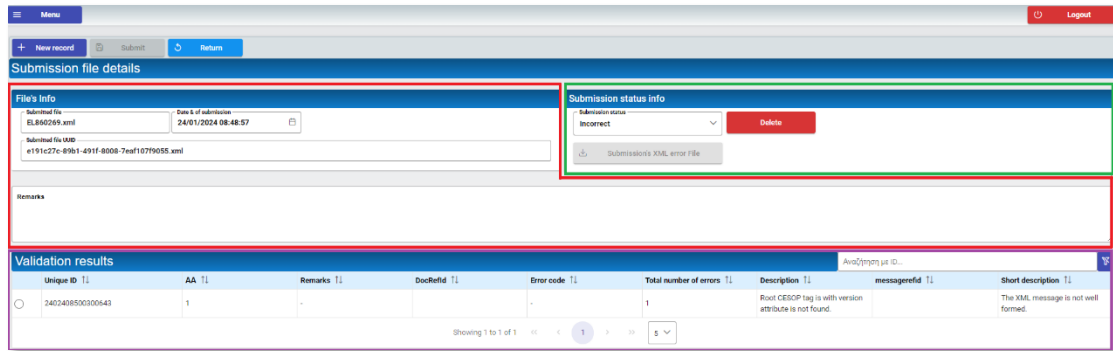
Unique ID	Submitted file	Insert Date	Submission status	Remarks
268	PMT-Q2-2023-GR-AEBAGRAA000-1-1.xml	12/01/2024	Forwarded	
282	PMT-Q2-2023-GR-AEBAGRAA000-1-1.xml	12/01/2024	Partially accepted	

Picture 6. Submission Files List

You may search and sort the lines.

When you mark a line, button  is activated and possibly also button .

If you press , you can see details about your upload.




Picture 7.Submission status

There are three distinct parts:

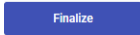
- Upload info (red rectangular area)
- Actions (green rectangle)
- Submission status/errors (purple rectangle)

Each upload goes through various stages :

Initial the uploaded file is being checked for syntactical validity and basic (xsd) rules

- If errors are found then the status change to **[Rejected]** or **[Incorrect]** Errors detected are displayed in the error list (Validation results), button  is activated so that the uploaded file and be deleted.

Attention ! Deletion is related only to the file uploaded. Upload metadata (filename, date of upload, etc) are still available.

- If no errors are found then the status change to **[Valid]** and button  is activated. In order to submit the uploaded file, you must finalize the upload.


Attention ! If you do not finalize the upload, then the file remains as a draft upload and never submitted to CESOP system.


Next step is the transmission of the finalized file to the central CESOP system. The status changes to **[Forwarded]**

Central CESOP system repeats the validation step :

- If errors are found :

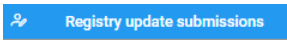
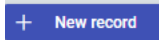


status changes to [**Rejected**] if the file rejected at its whole. In this case you must re-submit all the data. Errors detected are displayed in the error list (Validation results). Button  Submission's XML error File is activated so you can download the xml file with the errors detected by the central CESOP.

status changes to [**Partially accepted**], if some errors found but the file is accepted. Errors detected are displayed in the error list (Validation results). Button  Submission's XML error File is activated so you can download the xml file with the errors detected by the central CESOP.

- If no errors are found status changes to [**Fully accepted**].

4. Update registry data

If you need to change registry data (with the exception of user credentials), you may choose  or use the main menu and then press button 



Info

Personal Info

Individual Identification Number (INN) 134

TIN- Greek VAT No 134

Description* 134

Street 134 Street No 134 Postal code 134

Country RO City 134 Building 134

Web Site 134.gr

Single Point of Contact

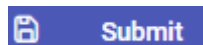
Name/Surname 134 Phone number 134 E-mail @aade.gr

Technical Point of Contact

Name/Surname 134 Phone number 134 E-mail @aade.gr

Picture 8.Update Reistry data

The latest active registry data are available to the user. You must press submit



button in order to save the changes. You cannot delete records, you may only change the data.

In the list of registry updates you may review all data registry changes :

Taxpayer Number	TIN	Description	Street	Street number	Postal code	Country	City	Modification Date
○	132	132-1	132-1	132	132	RO	132	12/01/2024
○	132	132-2	132-2	132	132	RO	132	12/01/2024

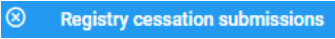

Showing 1 to 2 of 2 << 1 >> 8 v

Picture 9.List requested changes

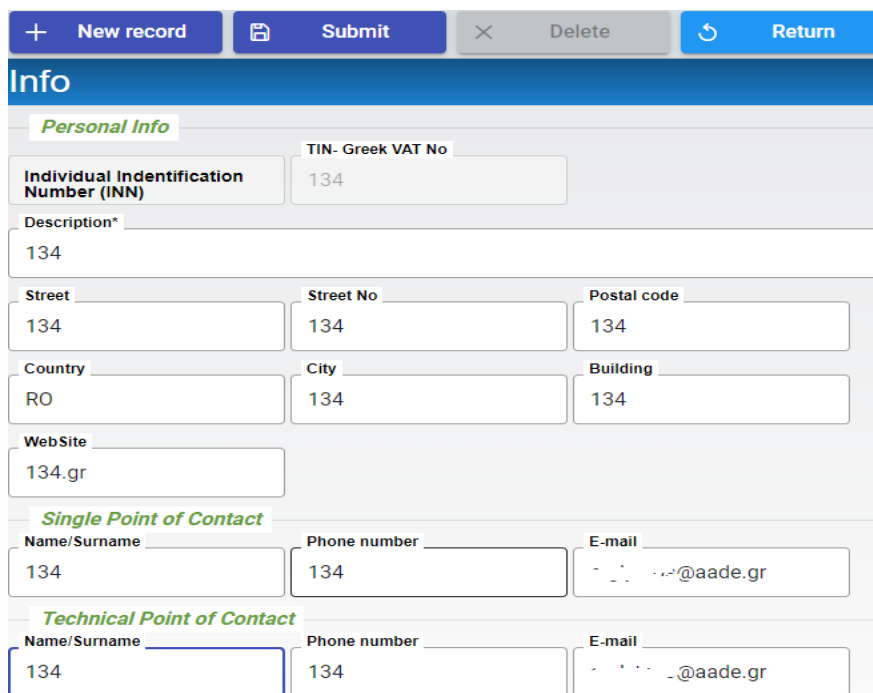


5. Cessation

You may decide that you no longer need to submit data. In that case you may choose the cease your registration. The cessation is optional and does not impose any penalty if not declared. Please take notice that if you choose to cease your registration you will be able to login in the system to check previous submissions but not to submit a new one. In the latter case, you will need to register again.

If you wish to cease your registration press button  or use the main menu and then press button .

The following screen appears.

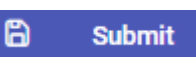


The screenshot shows a web interface with a top navigation bar containing buttons: '+ New record', 'Submit', 'Delete', and 'Return'. Below this is a form titled 'Info' with a blue header. The form is divided into three main sections:

- Personal Info:** Includes 'Individual Identification Number (INN)' (134), 'TIN- Greek VAT No' (134), and 'Description*' (134).
- Address:** Includes 'Street' (134), 'Street No' (134), 'Postal code' (134), 'Country' (RO), 'City' (134), and 'Building' (134).
- Web Site:** Includes 'Web Site' (134.gr).
- Single Point of Contact:** Includes 'Name/Surname' (134), 'Phone number' (134), and 'E-mail' (.....@aade.gr).
- Technical Point of Contact:** Includes 'Name/Surname' (134), 'Phone number' (134), and 'E-mail' (.....@aade.gr).

Picture 10.Cessation

You may only complete fields *Cessation_Date* and *Cessation_Reason*.

You must press submit  button in order to save the changes. You cannot delete records, you may only change the data.



6. User credentials change

Entities using custom credentials to login in the system can change their credentials at their will.

You may press button **Retrieve/Reset password** at the login screen.

The following form pops-up :

The screenshot shows a 'Registration info' dialog box with a blue header and a close button (X) in the top right corner. Below the header, there is a section titled 'Connection Info' with a horizontal line underneath. The form contains the following fields and buttons:

- UserName***: A text input field.
- New Password***: A text input field.
- Password Verification**: A text input field.
- Secret Answer 1***: A text input field.
- Secret Answer 2***: A text input field.
- Identification document type***: A dropdown menu.
- Document id***: A text input field.
- Communication email for login credentials***: A text input field.
- h3rgrn**: A captcha image.
- Captcha text***: A text input field.
- Submit**: A green button with a checkmark icon.
- Return**: A blue button with a circular arrow icon.

Picture 11. Custom credentials change form

UserName : Login user name used by the entity.

New Password εισόδου / Password verification : You may fill the new password.



Secret Answer 1 / 2 : You must fill in the input provided during registration. It is an assurance that the initial user is the one that requests the change. Correct replies are mandatory in order to proceed with the change.

Identification document type / Document id : Fill in the details of a document that identifies the user entering the registration details. The document can be, for example, an identity card, the tax registration number, a valid letter from the entity, etc.

Communication email for login credentials : The approval or rejection of the registration will be sent to this mail. It is used exclusively for communication during registration or renewal of login credentials.