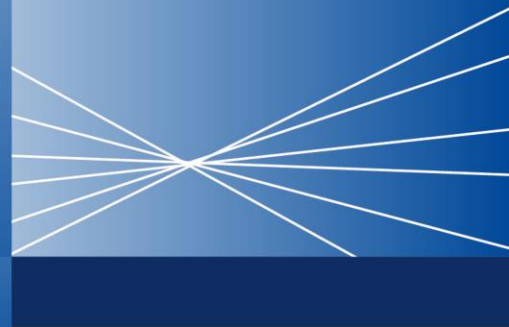




ΑΑΔΕ

Independent Authority
for Public Revenue (IAPR)

SERVING PUBLIC INTEREST
AND SOCIETY AT LARGE



Manual for CESOP

ATHENS, 05 APRIL 2024

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1 Legal framework

On 18 February 2020, the European Council adopted a package of legislative measures, Directive (EU) 2020/284, under which Payment Service Providers of Member States should send information on cross-border payments initiated in Member States, as well as on the beneficiary of these cross-border payments (beneficiary / payee). In the context of this new set of legislative measures, payment service providers providing payment services in the E.U. they should monitor cross-border payments and send information on those beneficiaries who receive more than 25 cross-border payments per quarter to the Member States' tax administrations.

This information will then be submitted in a pan-European database. The Central Electronic System of Payment information (CESOP) system will store, aggregate and cross-check the information with data from other European databases. All information will then be made available to anti-fraud experts of Member States via Eurofisc network.

2 Application features and requirements

2.1 Application access

The application can be accessed at:

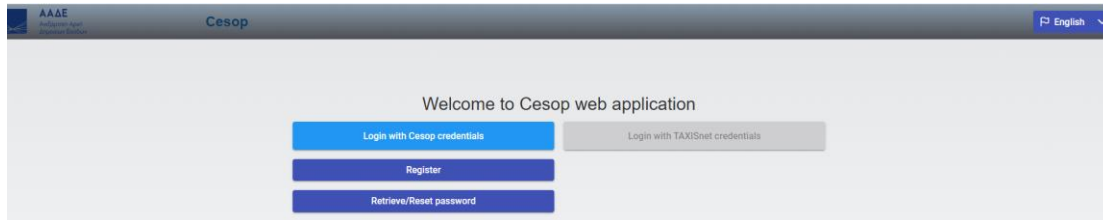
<https://www.aade.gr/cesop> (Greek landing page)

or alternative:

<https://www.aade.gr/en/cesop> (English landing page)

3 Functionality of the application

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



Picture 1. Home Page

3.1 Registration

Choose **Register** and fill in the registration information :

Registration info ✕

Entity's Information

Country* TIN*

Taxpayer Number

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*

Password*

Secret Answer 1* Secret Answer 2*

Identification document type* Document id*

Communication email for login credentials*



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

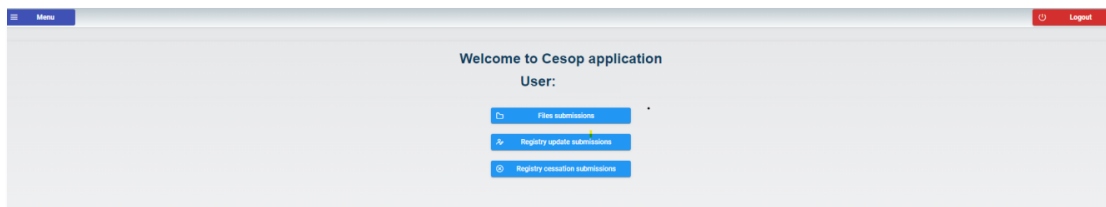
Secret Answer1 / 2 : In the case of losing/changing the password and in order to change it, the user should remember the answers to be able to autonomously complete the process of renewing/changing the password

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.

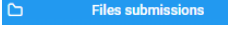
3.2 Login with CESOP credentials

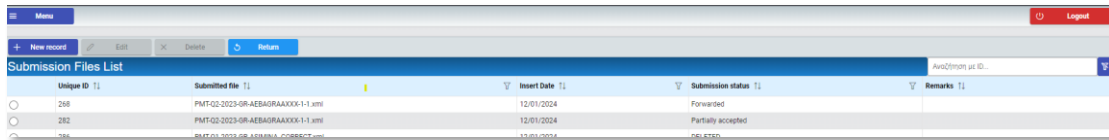
During the login the following choices are available:



Picture 3 - Login to the application

3.3 Files Submissions

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



Picture 4. File Submission

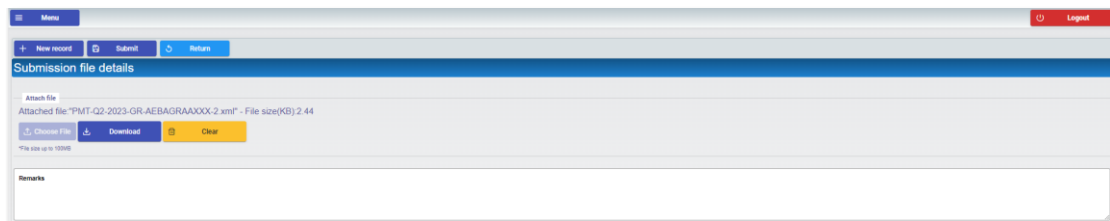
Active choices are the colored ones. Gray colored choices are inactive.

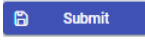
Button  always return to previous screen.

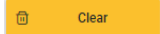
In order to submit a file choose  and then .

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 :

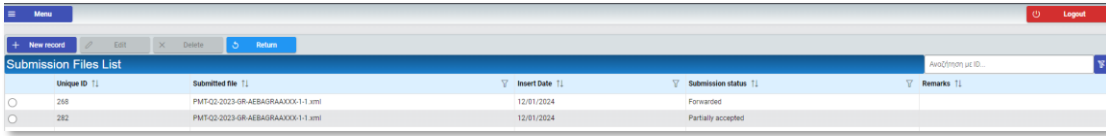


To upload the selected file in the system press .

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.

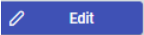


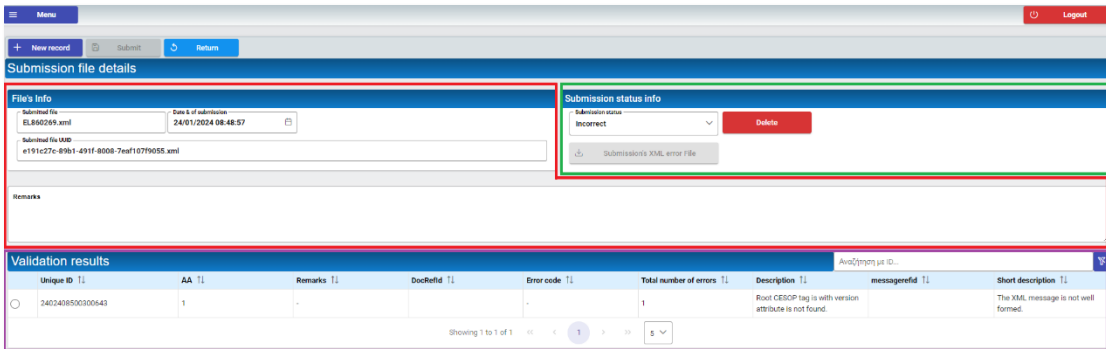
Unique ID	Submitted file	Insert Date	Submission status	Remarks
288	PMTQ2-2023-GR-AEBAGRAA0000-1-1.xml	12/01/2024	Forwarded	
282	PMTQ2-2023-GR-AEBAGRAA0000-1-1.xml	12/01/2024	Partially accepted	

Picture 4 - 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.



Unique ID	AA	Remarks	DocRefId	Error code	Total number of errors	Description	messageRefId	Short description
240240850000543	1				1	Root CESOP tag is with version attribute is not found.		The XML message is not well formed.

Picture 5 - Submission status

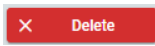
There are three distinct parts:

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

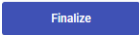
Each upload goes through various stages :

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.

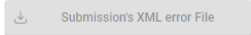
Attention ! Deletion is related only to the file uploaded. Upload metadata (filename, date of upload, etc) are still available.

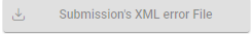
- If no errors are found then the status change to **[Valid]** and button  is activated. In order to submit the uploaded file, you must finalize the upload.

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  is activated so you can download the xml file with the errors detected by the central CESOP.

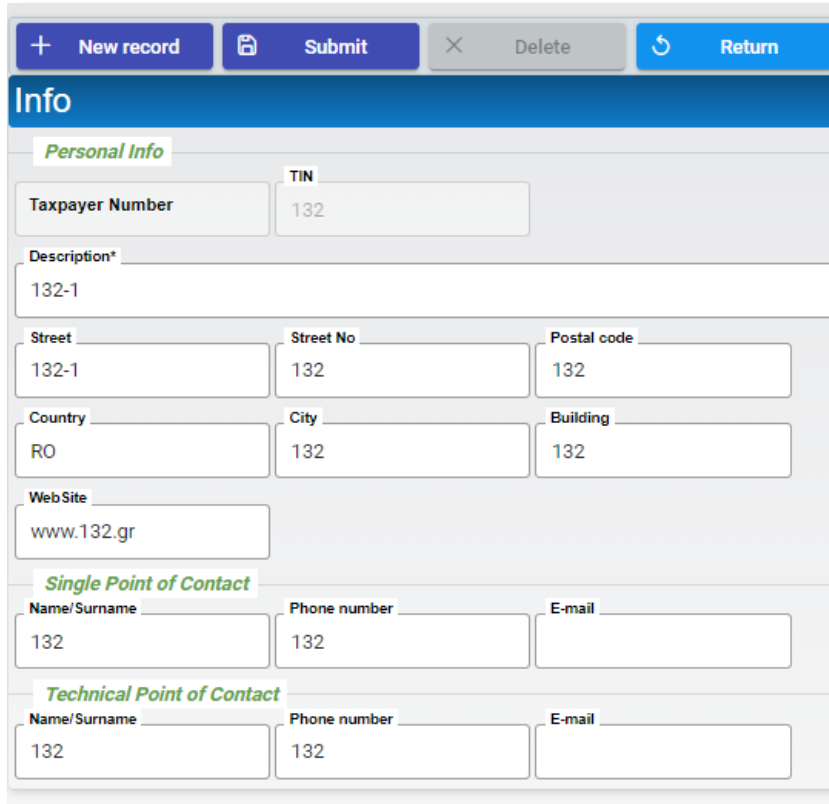
status changes to **[Partially accepted]**, if some errors found but the file is accepted. Errors detected are displayed in the error list (Validation results). Button  is activated so you can download the xml file with the errors detected by the central CESOP.


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

3.4 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 



+ New record  Submit X Delete ↻ Return

Info

Personal Info

TIN

Taxpayer Number: 132

Description*: 132-1

Street: 132-1 Street No: 132 Postal code: 132

Country: RO City: 132 Building: 132

Web Site: www.132.gr

Single Point of Contact


Name/Surname: 132 Phone number: 132 E-mail:

Technical Point of Contact

Name/Surname: 132 Phone number: 132 E-mail:

Picture 6 - Update Registry 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	132-1	132-1	132	132	RO	132	12/01/2024
132	132	132-2	132-2	132	132	RO	132	12/01/2024

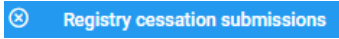
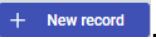
Showing 1 to 2 of 2

Picture 7 - List of requested changes

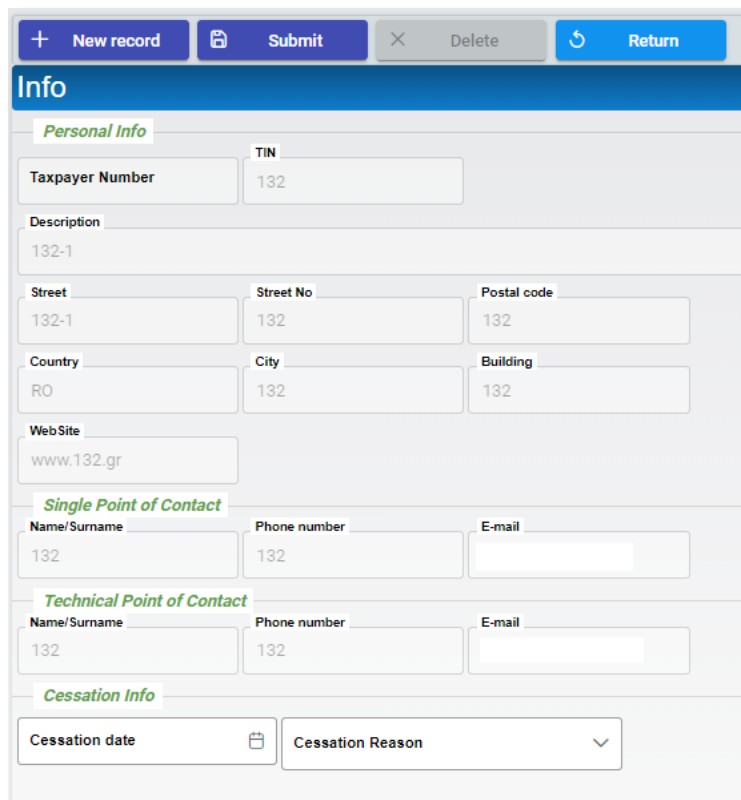
3.5 Cessation

If you decide that you no longer need to submit cross-border data, you may choose to 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.

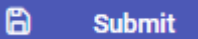
If you wish to cease your registration press button  or use the main menu and then press button .

The following screen appears.




Picture 8 - 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.

3.6 User credentials change

Press button  at the login screen.

The following form pops-up :

The screenshot shows a web form titled "Registration info" with a close button (X) in the top right corner. The form is divided into sections. The first section is "Connection Info" and contains the following fields: "UserName*", "New Password*" (paired with "Password Verification"), "Secret Answer 1*" (paired with "Secret Answer 2*"), "Identification document type*" (a dropdown menu), "Document id*", "Communication email for login credentials*", and a "Captcha text*" field with an "h3rgn" logo. At the bottom of the form, there are two buttons: a green "Submit" button with a checkmark icon and a blue "Return" button with a circular arrow icon.

Picture 9 - Custom credentials change form

UserName : Login user name used by the entity.

New Password / 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.