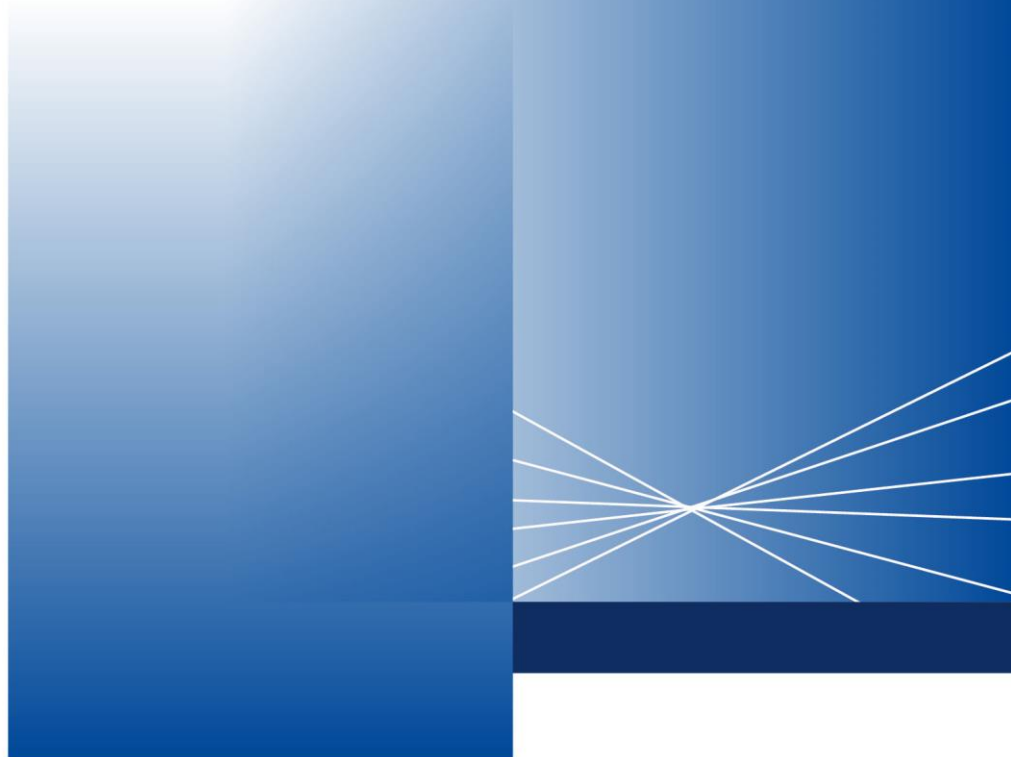




ΑΑΔΕ

Ανεξάρτητη Αρχή
Δημοσίων Εσόδων

ΥΠΗΡΕΤΟΥΜΕ ΠΙΣΤΑ
ΔΗΜΟΣΙΟ ΣΥΜΦΕΡΟΝ
ΚΟΙΝΩΝΙΚΟ ΣΥΝΟΛΟ



Instructions for the use of the Transit Log application by external users

ATHENS, 22 JULY 2024

Table of Contents - Application User Guide Formatting and Structure instructions

1	Introduction	3
2	Home screen of external users	4
3	User Login	5
4	User Registration	6
5	Password Recovery	8
6	Successful User Login to the Application	9
7	User Actions	10
7.1	New Transit Log submission	10
7.2	View Transit Logs	15

Image Contents

Figure 1. Home screen of external users.....	4
Figure 2. User login screen.	5
Figure 3. New user registration form.	6
Figure 4. Informative registration message.	7
Figure 5. Password Recovery Screen.	8
Figure 6. Password recovery confirmation message.	8
Figure 7. Initial image of successful login to the application.	9
Figure 8. Options menu.....	9
Figure 9. Registration screen with Ship Details.	10
Figure 10. Registration tab for the Shipmaster.	10
Figure 11. Registration tab for the Shipowner.	11
Figure 12. Registration tab for the Owner/User.	11
Figure 13. Registration tab for Other Details.	12
Figure 14. Attachments tab.	12
Figure 15. Submission Screen for the Log’s registration.	13
Figure 16. Message about successful submission of Transit log declaration – Assignment of LRN.	13
Figure 17. Message about transit log declaration errors.....	14
Figure 18. Example of e-mail User about “Successful submission of transit log application”.	14
Figure 19. Transit Log Display Screen.	15
Figure 20. Search by LRN.....	15
Figure 21. Search by LRN for each field separately.	16
Figure 22. Search by Registration Date.	16
Figure 23. Search by Ship Name.	17
Figure 24. Detailed view of the Transit Logs.	17
Figure 25. Details of registered entry.	18
Figure 26. The other registered fields of the Transit Log.	19
Figure 27. Attachments screen to download or view the file.	20

1 Introduction

This describes the new functionality of the electronic submission and management of the Transit Log and its supporting documents.

Based on the no. Δ257/139 Determination of the Transit Log type, it will now be possible for economic operators to submit a transit log, through the new electronic submission of a "Transit Log" application, which is posted on the IAPR portal, at the following link <https://www.aade.gr/en/transit-log>

The purpose of this user guide is the detailed presentation of the Electronic Submission of Transit Log application and the provision of instructions on how to fill in the log.

2 Home screen of external users

Access to the application is carried out from the link <https://www.aade.gr/en/transit-log>

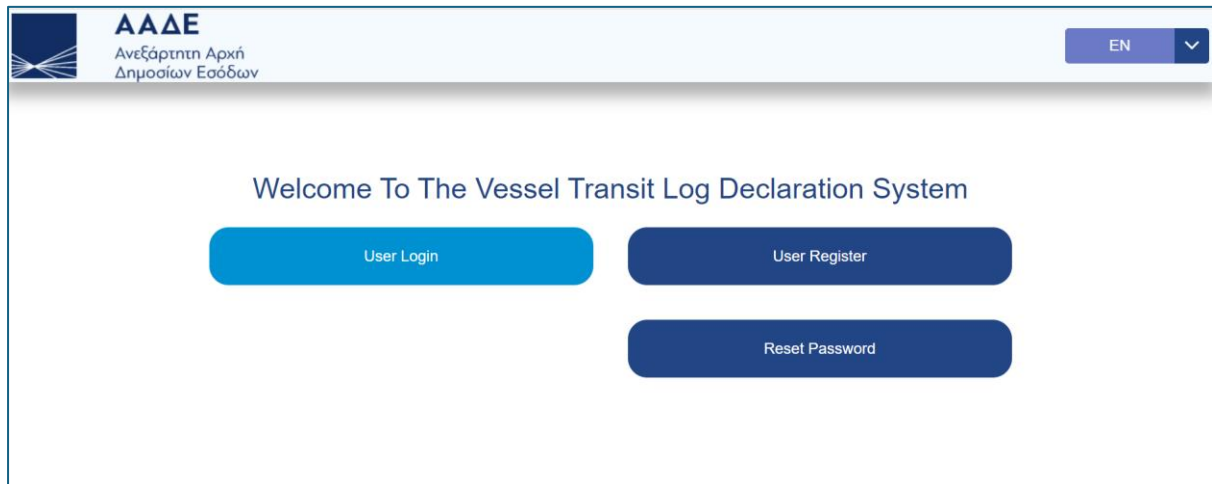


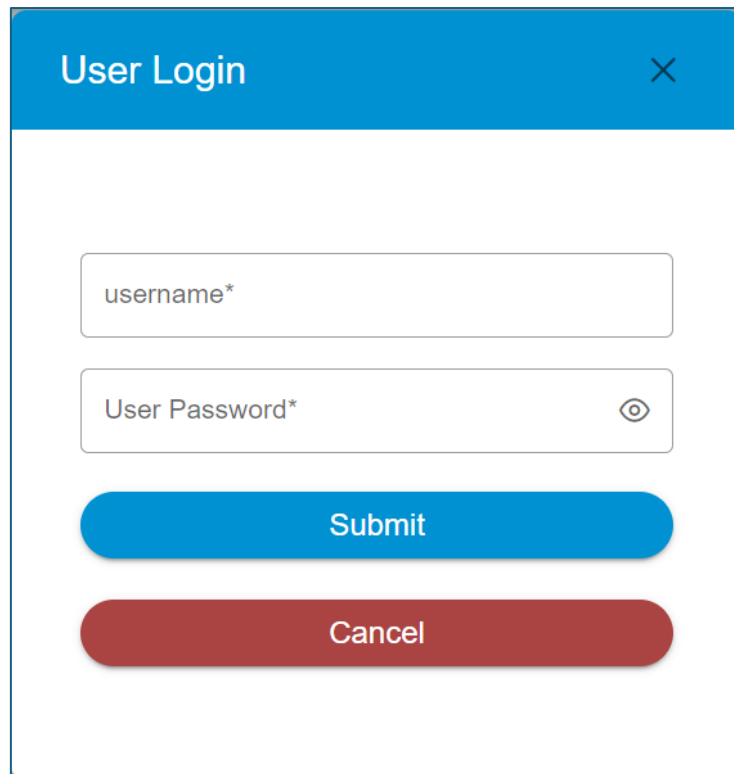
Figure 1. Home screen of external users.

External User Home Screen Options:

- User Login
- User Registration
- Password Recovery
- Change language (Greek / English)

3 User Login

Users enter their Username and Password to login to the application.



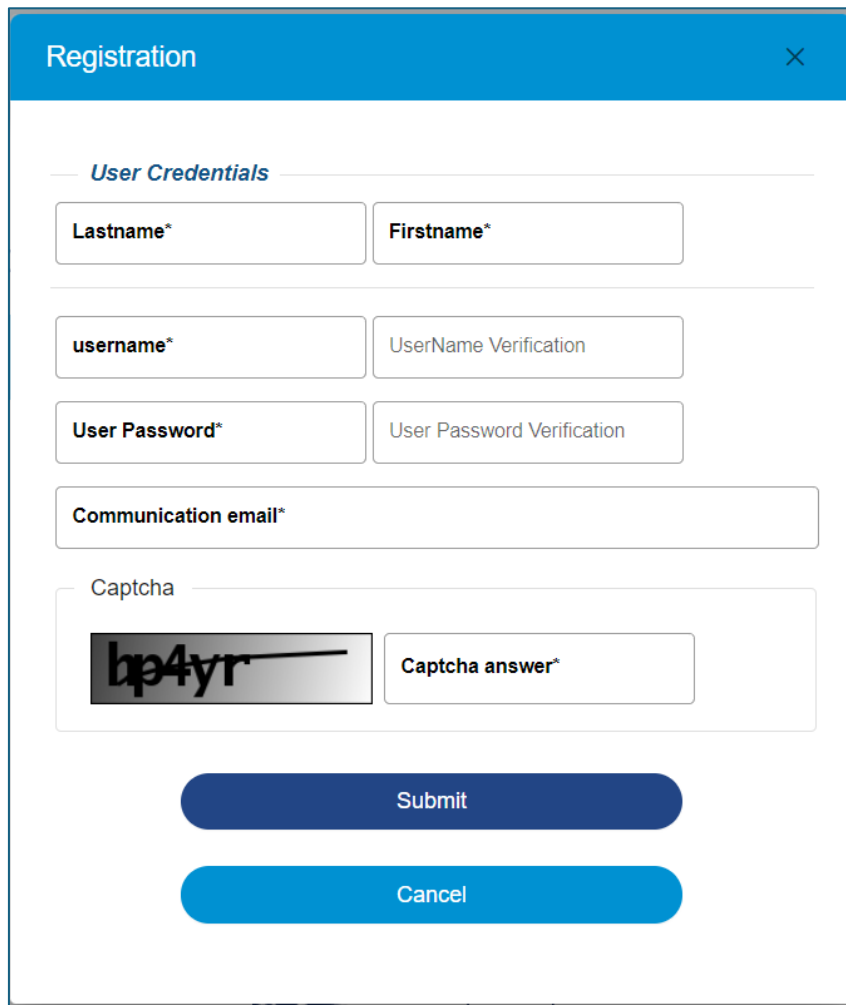
The image shows a 'User Login' dialog box. It has a blue header with the text 'User Login' and a close button (X) in the top right corner. Below the header, there are two input fields: the first is labeled 'username*' and the second is labeled 'User Password*' with an eye icon to its right. Below the input fields, there are two buttons: a blue 'Submit' button and a red 'Cancel' button.

Figure 2. User login screen.

In the User Password, there is also the eye function for the user to be able to check what they have typed.

4 User Registration

New user registration form: The interested user fills in the Last Name, First Name, Username fields, the same in the Username Confirmation field, then the Password and its Confirmation, the contact e-mail and the Captcha code.



The image shows a web-based registration form titled "Registration" with a close button (X) in the top right corner. The form is organized into several sections:

- User Credentials:** This section contains two input fields: "Lastname*" and "Firstname*".
- Username:** This section contains two input fields: "username*" and "UserName Verification".
- Password:** This section contains two input fields: "User Password*" and "User Password Verification".
- Communication email:** This section contains a single input field: "Communication email*".
- Captcha:** This section contains a captcha image showing the text "hp4yr" and an input field: "Captcha answer*".

At the bottom of the form, there are two buttons: a dark blue "Submit" button and a light blue "Cancel" button.

Figure 3. New user registration form.

Pressing “Submit” completes the registration, and the User activates his account with the link sent to him.

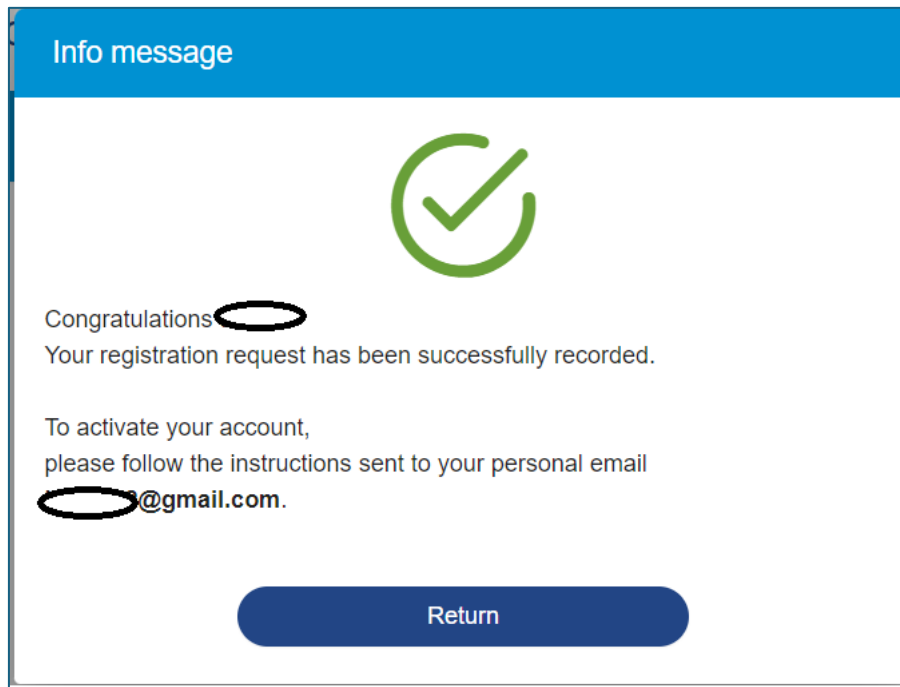
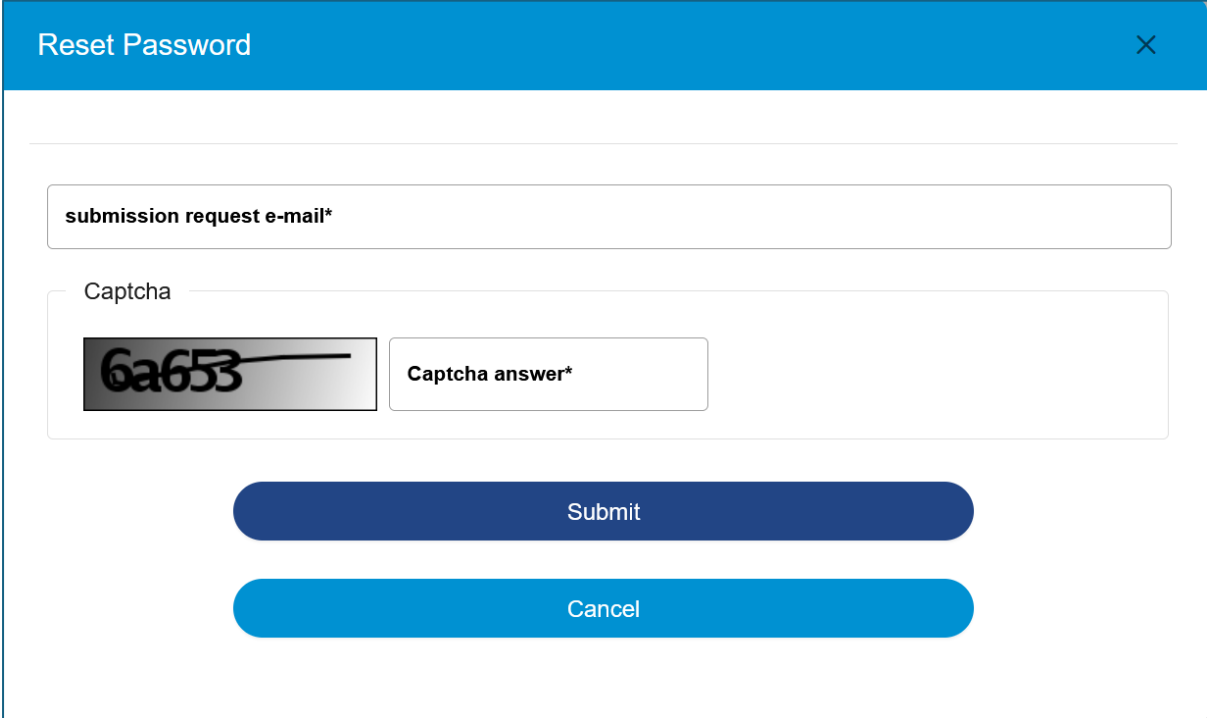


Figure 4. Informative registration message.

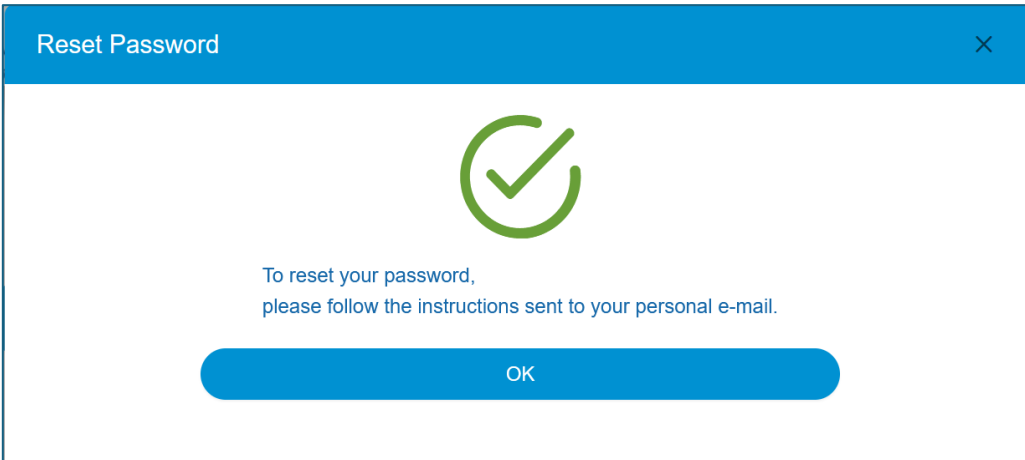
5 Password Recovery

The user fills in his e-mail and retrieves his password with the link sent to him.



The screenshot shows a 'Reset Password' dialog box with a blue header and a close button (X) in the top right corner. Below the header is a horizontal line. The main content area contains a text input field labeled 'submission request e-mail*'. Below this is a 'Captcha' section with a small image showing the characters '6a653' and a corresponding text input field labeled 'Captcha answer*'. At the bottom of the dialog are two buttons: a dark blue 'Submit' button and a light blue 'Cancel' button.

Figure 5. Password Recovery Screen.



The screenshot shows a 'Reset Password' dialog box with a blue header and a close button (X) in the top right corner. The main content area features a large green checkmark icon. Below the icon, the text reads: 'To reset your password, please follow the instructions sent to your personal e-mail.' At the bottom of the dialog is a single light blue button labeled 'OK'.

Figure 6. Password recovery confirmation message.

6 Successful User Login to the Application

When the user logs into the application, the following initial image is displayed.

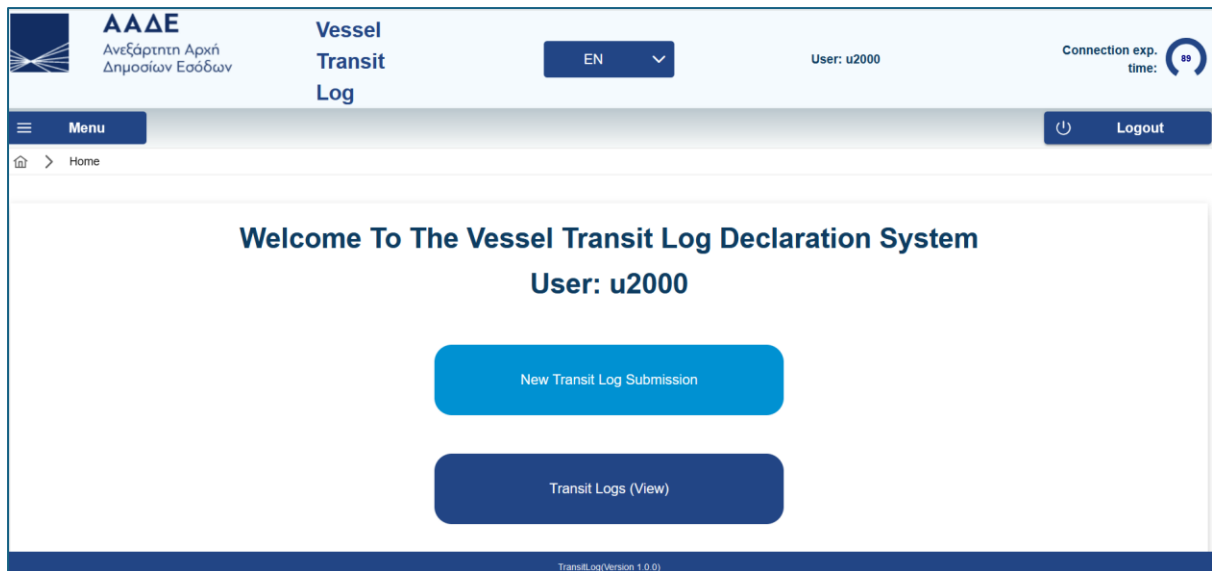


Figure 7. Initial image of successful login to the application.

You can select and navigate with the buttons "Submit a New Transit Log" - "View Transit Logs" or from the menu.

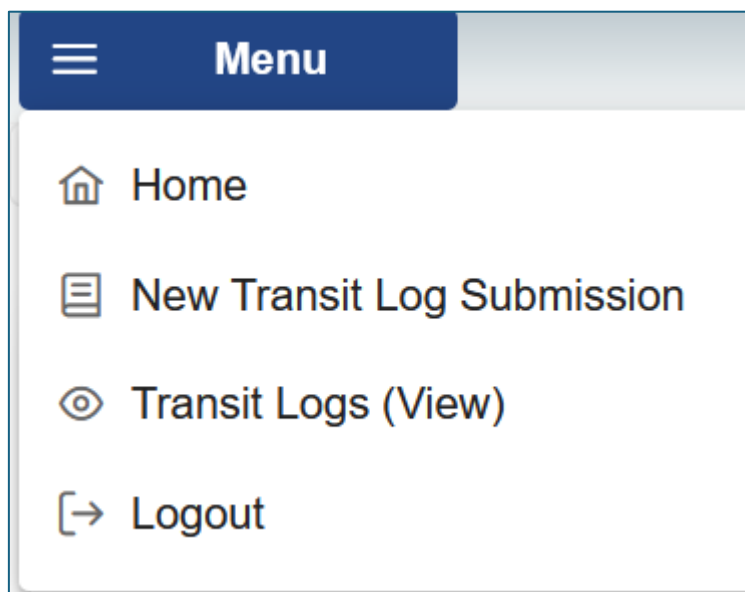
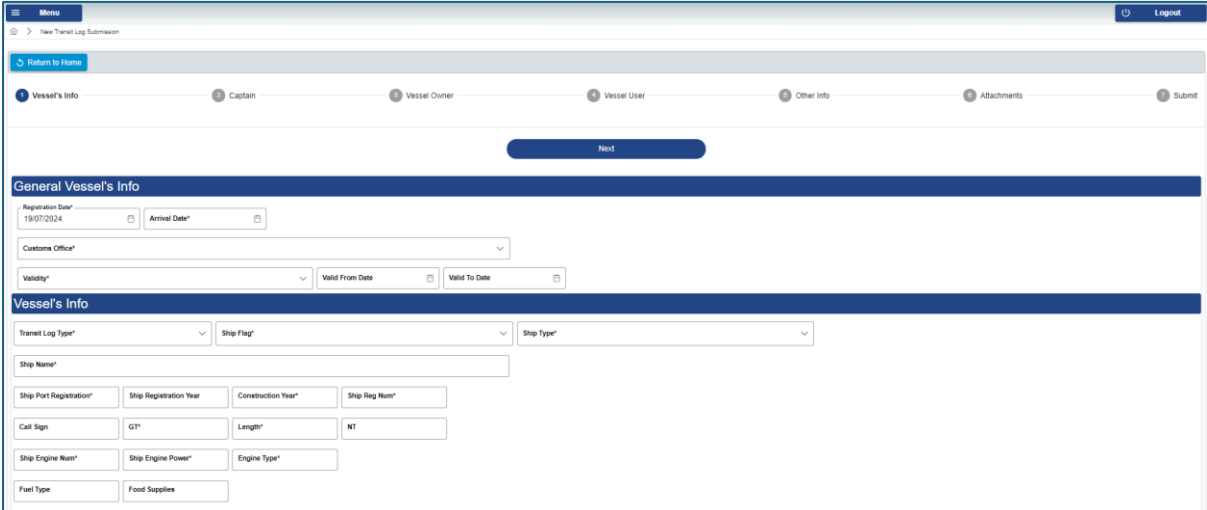


Figure 8. Options menu.

7 User Actions

7.1 New Transit Log submission

With the first option "**Submit a New Transit Log**," the registration screen with the **Ship Details** opens.

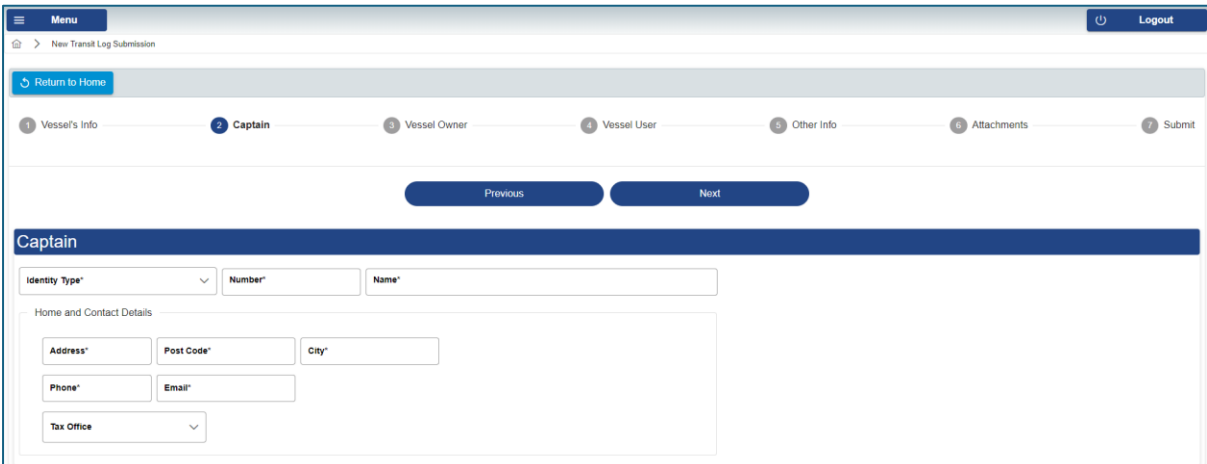


The screenshot shows a web application interface for submitting a new transit log. At the top, there is a navigation bar with a 'Menu' button and a 'Logout' button. Below the navigation bar is a progress indicator with seven steps: 1. Vessel's Info, 2. Captain, 3. Vessel Owner, 4. Vessel User, 5. Other Info, 6. Attachments, and 7. Submit. A 'Next' button is centered below the progress indicator. The main content area is divided into two sections: 'General Vessel's Info' and 'Vessel's Info'. The 'General Vessel's Info' section contains fields for 'Registration Date' (19/07/2024), 'Arrival Date', 'Customs Office', 'Validity', 'Valid From Date', and 'Valid To Date'. The 'Vessel's Info' section contains fields for 'Transit Log Type', 'Ship Flag', 'Ship Type', 'Ship Name', 'Ship Port Registration', 'Ship Registration Year', 'Construction Year', 'Ship Reg Num', 'Call Sign', 'GT', 'Length', 'NT', 'Ship Engine Num', 'Ship Engine Power', 'Engine Type', 'Fuel Type', and 'Food Supplies'.

Figure 9. Registration screen with Ship Details.

Registration of the form begins; the mandatory fields have the *
Filling in all the mandatory fields with the option "Next" continues the registration until submission.

Fill in the fields of the **Shipmaster** tab.



The screenshot shows the same web application interface as Figure 9, but with the 'Captain' tab selected. The progress indicator now shows step 2, 'Captain', as the active step. Below the progress indicator are 'Previous' and 'Next' buttons. The main content area is divided into two sections: 'General Vessel's Info' and 'Captain'. The 'Captain' section contains fields for 'Identity Type', 'Number', 'Name', 'Home and Contact Details' (Address, Post Code, City, Phone, Email), and 'Tax Office'.

Figure 10. Registration tab for the Shipmaster.

Fill in the fields of the **Shipowner** tab.

The screenshot shows a web application interface for a 'New Transit Log Submission'. At the top, there is a 'Menu' button and a 'Logout' button. Below the navigation bar, a progress indicator shows seven steps: 1. Vessel's Info, 2. Captain, 3. Vessel Owner (highlighted), 4. Vessel User, 5. Other Info, 6. Attachments, and 7. Submit. Below the progress indicator are 'Previous' and 'Next' buttons. The main content area is titled 'Vessel Owner' and contains a form with the following fields: 'Identity Type' (dropdown), 'Number' (text), 'Name' (text), 'Home and Contact Details' (checkbox), 'Address' (text), 'Post Code' (text), 'City' (text), 'Phone' (text), 'Email' (text), and 'Tax Office' (dropdown).

Figure 11. Registration tab for the Shipowner.

Fill in the fields of the **Owner/user** tab.

The screenshot shows a web application interface for a 'New Transit Log Submission'. At the top, there is a 'Menu' button and a 'Logout' button. Below the navigation bar, a progress indicator shows seven steps: 1. Vessel's Info, 2. Captain, 3. Vessel Owner, 4. Vessel User (highlighted), 5. Other Info, 6. Attachments, and 7. Submit. Below the progress indicator are 'Previous' and 'Next' buttons. The main content area is titled 'Vessel User' and contains a form with the following fields: 'Identity Type' (dropdown), 'Number' (text), 'Name' (text), 'Home and Contact Details' (checkbox), 'Address' (text), 'Post Code' (text), 'City' (text), 'Phone' (text), 'Email' (text), and 'Tax Office' (dropdown).

Figure 12. Registration tab for the Owner/User.

Fill in the fields of the **Other Details** tab.

The screenshot shows a web application interface for a 'New Transit Log Submission'. At the top, there is a 'Menu' button on the left and a 'Logout' button on the right. Below the navigation bar, a breadcrumb trail reads 'New Transit Log Submission'. A progress indicator shows seven steps: 1. Vessel's Info, 2. Captain, 3. Vessel Owner, 4. Vessel User, 5. Other Info (highlighted), 6. Attachments, and 7. Submit. Below the progress bar are 'Previous' and 'Next' buttons. The main content area is titled 'Other Info' and contains a 'Previous Document' dropdown menu with 'None' selected and a 'Comments' text area. At the bottom of the page, the version number 'TransitLogVersion 1.0.0' is visible.

Figure 13. Registration tab for Other Details.

Fill in the **Attachments**.

The screenshot shows the same web application interface as Figure 13, but with the 'Attachments' tab selected. The progress indicator now highlights step 6, 'Attachments'. The main content area is titled 'Attachments' and features a '+ Choose' button and an 'X Cancel' button. Below these buttons is a file upload area with the text 'Drag and drop file here to upload.' At the bottom of the page, the version number 'TransitLogVersion 1.0.0' is visible.

Figure 14. Attachments tab.

And finally, the Log's registration is completed with the **Submission**

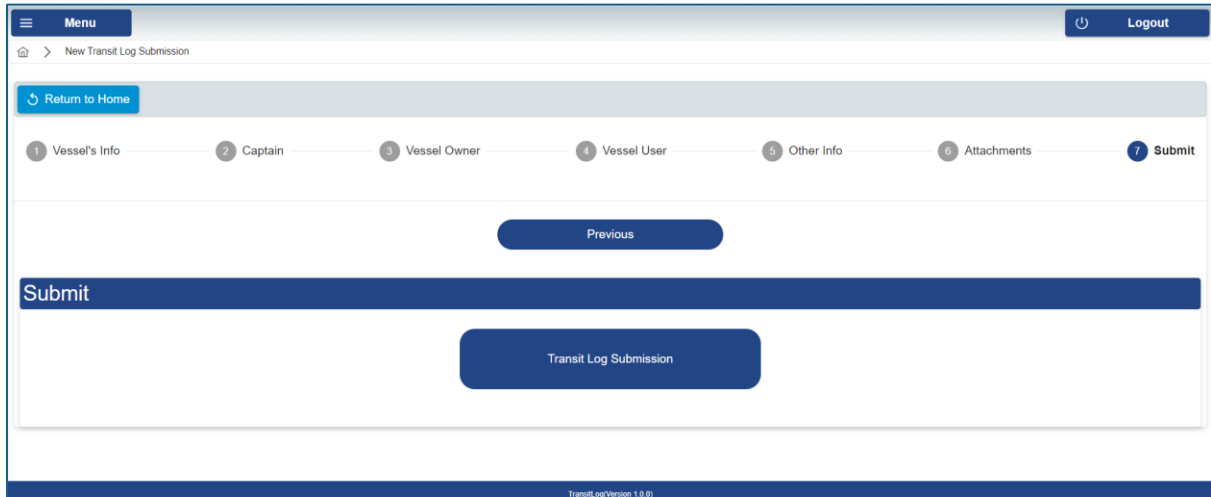


Figure 15. Submission Screen for the Log's registration.

By choosing “**Transit Log Submission**”, a message will appear informing either that **Transit log declaration has been successfully submitted** (Figure 16) or that **the Transit log declaration has errors** (Figure 17).

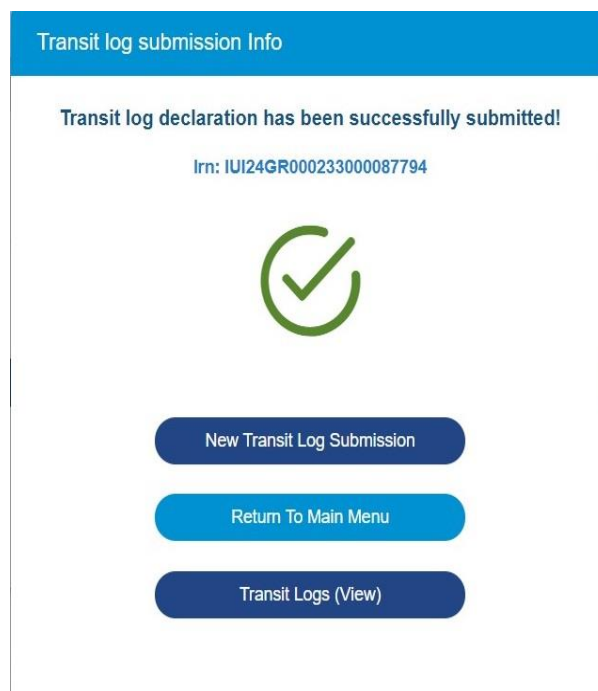


Figure 16. Message about successful submission of Transit log declaration – Assignment of LRN.

Transit log submission Info

Transit log declaration has errors!



Code ↑↓	Message ↑↓	Pointer ↑↓	Value ↑↓
transLog.validFrom.invalid	Το πεδίο Ισχύος Ορισμένη Από πρέπει να είναι null.	header.validFrom	2024-07-25
transLog.validTo.invalid	Το πεδίο Εως πρέπει να είναι null.	header.validTo	2024-07-26

Showing 1 to 2 of 2 << < 1 > >> Choose ▾

[Return To Correct Your Errors](#)

Figure 17. Message about transit log declaration errors.

In case of **Successful Transit Log Submission**, you will receive an email with the assigned LRN.

Από: transitLog-noreply@aaade.gr

Προς: [Redacted]

Θέμα: **Επιτυχής υποβολή δελτίου κίνησης / Successful submission of transit log**

✎ Αυτό είναι ένα πρόχειρο μήνυμα.

Αξιότιμη κυρία/Αξιότιμε κύριε,

Πραγματοποιήθηκε επιτυχής υποβολή του δελτίου κίνησης με μοναδικό αριθμό υποβολή (LRN) **IUI24GR000233000087933**

Σας ευχαριστούμε

Dear Madam/Sir,

Successful submission of transit log application with unique submission number (LRN) **IUI24GR000233000087933**

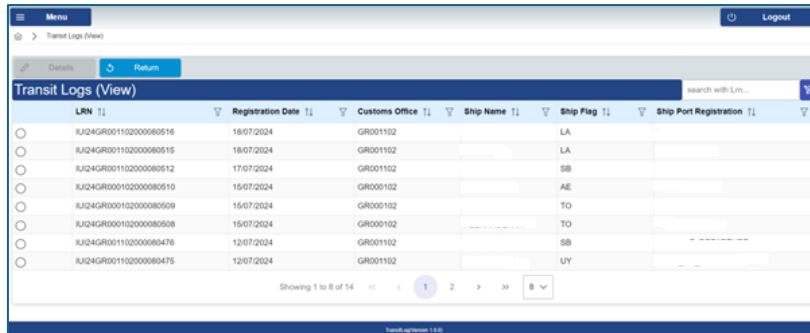
Thank you

Figure 18. Example of e-mail User about “Successful submission of transit log application”.

7.2 View Transit Logs

Navigate to the second option "**View Transit Logs**"

By selecting either from the home screen or from the menu, you can view (not edit) the Transit Logs that you have successfully created.

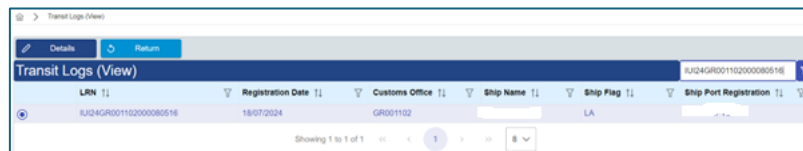


LRN	Registration Date	Customs Office	Ship Name	Ship Flag	Ship Port Registration
<input type="radio"/> IJ24GR001102000080516	18/07/2024	GR001102		LA	
<input type="radio"/> IJ24GR001102000080515	18/07/2024	GR001102		LA	
<input type="radio"/> IJ24GR001102000080512	17/07/2024	GR001102		SB	
<input type="radio"/> IJ24GR001102000080510	15/07/2024	GR000102		AE	
<input type="radio"/> IJ24GR000102000080509	15/07/2024	GR000102		TO	
<input type="radio"/> IJ24GR000102000080508	15/07/2024	GR000102		TO	
<input type="radio"/> IJ24GR001102000080478	12/07/2024	GR001102		SB	
<input type="radio"/> IJ24GR001102000080475	12/07/2024	GR001102		UY	

Showing 1 to 8 of 14

Figure 19. Transit Log Display Screen.

You can do a quick search by LRN.



LRN	Registration Date	Customs Office	Ship Name	Ship Flag	Ship Port Registration
<input checked="" type="radio"/> IJ24GR001102000080516	18/07/2024	GR001102		LA	

Showing 1 to 1 of 1

Figure 20. Search by LRN.

Similarly, for each field separately, you can do a more specific search
By LRN

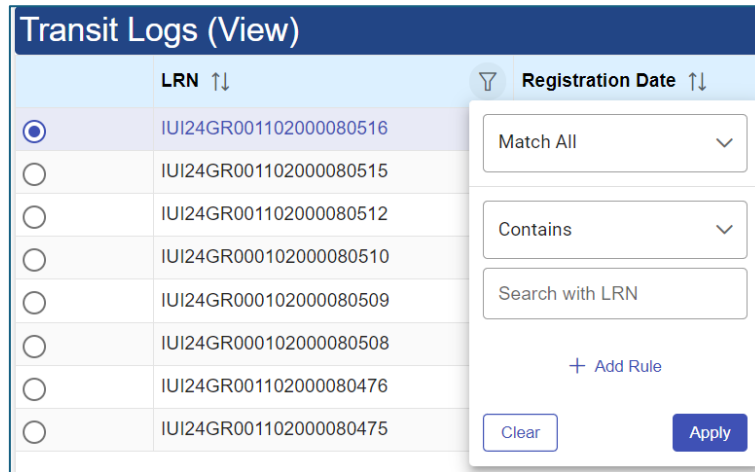


Figure 21. Search by LRN for each field separately.

By Registration Date

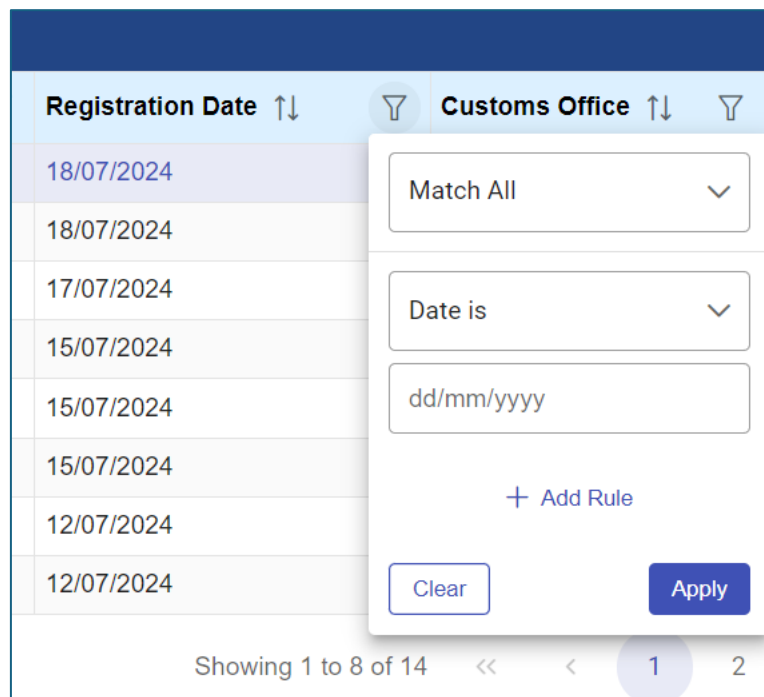


Figure 22. Search by Registration Date.

By Ship Name

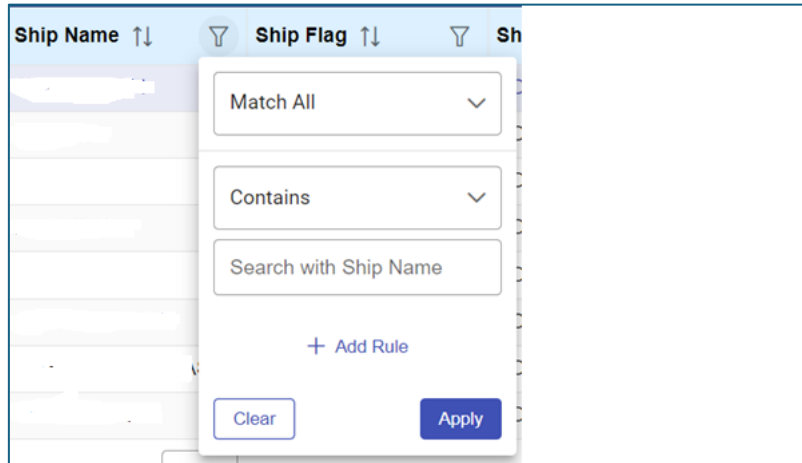


Figure 23. Search by Ship Name.

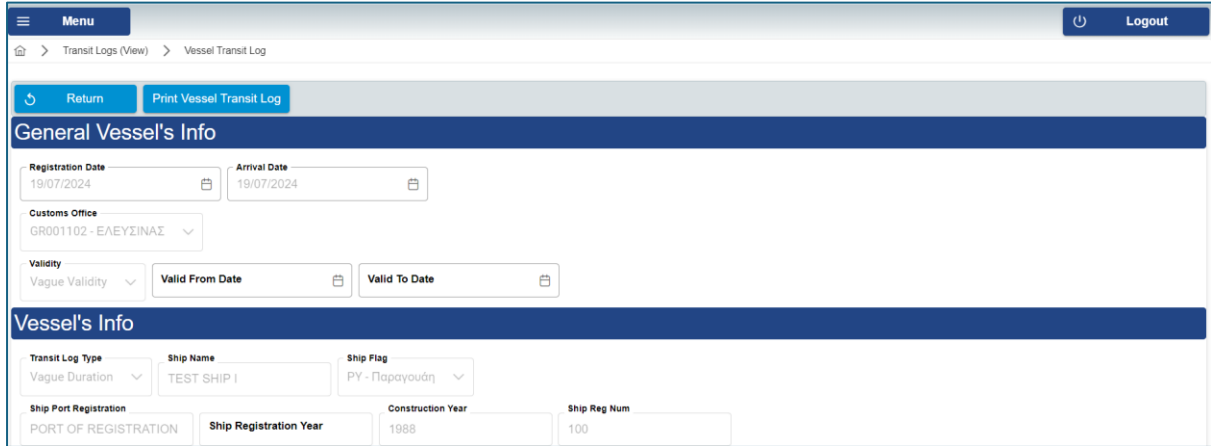
By selecting the registration that you want to view and pressing the Details button, you continue with the detailed view of the registered fields of the Submitted Transit Log.

The image shows the 'Transit Logs (View)' detailed view. It features a table with the following columns: LRN, Registration Date, Customs Office, Ship Name, Ship Flag, and Ship Port Registration. The table contains 8 rows of data. The first row is selected. Below the table is a pagination control showing 'Showing 1 to 8 of 14' and a '1' button.

LRN	Registration Date	Customs Office	Ship Name	Ship Flag	Ship Port Registration
<input type="radio"/> RU24GR001102000080516	18/07/2024	GR001102		LA	
<input checked="" type="radio"/> RU24GR001102000080515	18/07/2024	GR001102		LA	
<input type="radio"/> RU24GR001102000080512	17/07/2024	GR001102		SB	
<input type="radio"/> RU24GR001102000080510	15/07/2024	GR000102		AE	
<input type="radio"/> RU24GR001102000080509	15/07/2024	GR000102		TO	
<input type="radio"/> RU24GR001102000080508	15/07/2024	GR000102		TO	
<input type="radio"/> RU24GR001102000080478	12/07/2024	GR001102		SB	
<input type="radio"/> RU24GR001102000080475	12/07/2024	GR001102		UY	

Figure 24. Detailed view of the Transit Logs.

As you continue browsing the details of the registered entry,



General Vessel's Info	
Registration Date	19/07/2024
Arrival Date	19/07/2024
Customs Office	GRO01102 - ΕΛΕΥΣΙΝΑΣ
Validity	Vague Validity
Valid From Date	
Valid To Date	

Vessel's Info	
Transit Log Type	Vague Duration
Ship Name	TEST SHIP I
Ship Flag	PY - Παράγουλη
Ship Port Registration	PORT OF REGISTRATION
Ship Registration Year	1988
Construction Year	
Ship Reg Num	100

Figure 25. Details of registered entry.

You have the option to return to the search screen and the option to Print the Log.

Below are the other registered fields of the Transit Log

Ship Type

SAIL_YCHT - Sailing yacht

Vessel Owner

Home and Contact Details

Captain

Home and Contact Details

Vessel User

Home and Contact Details

Other Info

Attachments

View File

File Name
test_17072024.zip

Showing 1 to 1 of 1 << < 1 > >> 5

Figure 26. The other registered fields of the Transit Log.

Finally, by selecting the attachment, you can download or view the file.

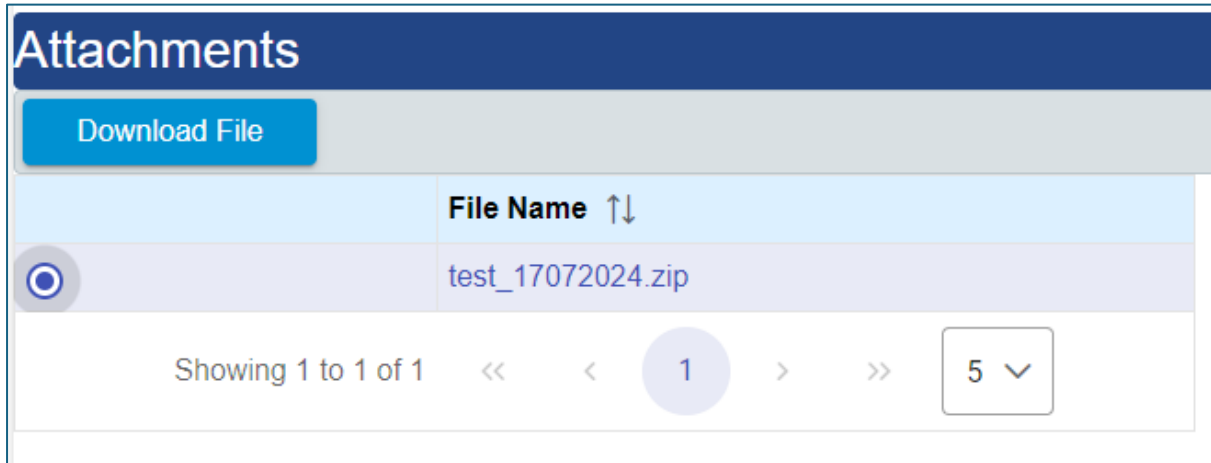


Figure 27. Attachments screen to download or view the file.