# ΑΑΔΕ

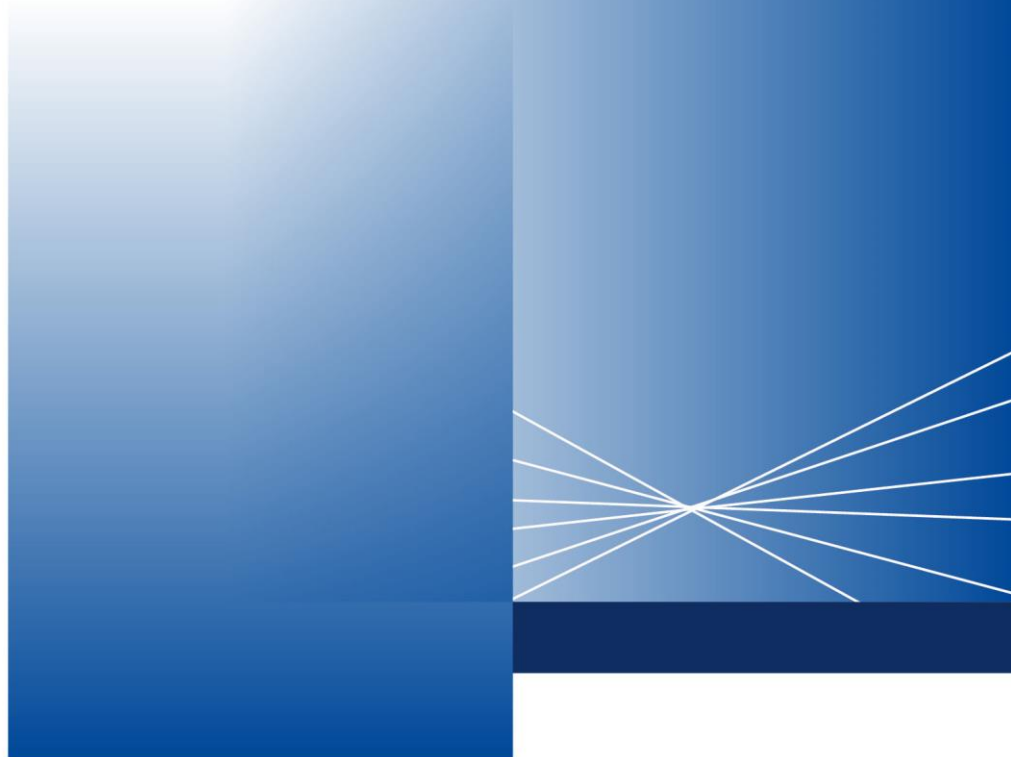## Ανεξάρτητη Αρχή Δημοσίων Εσόδων

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

# Image Contents

# 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
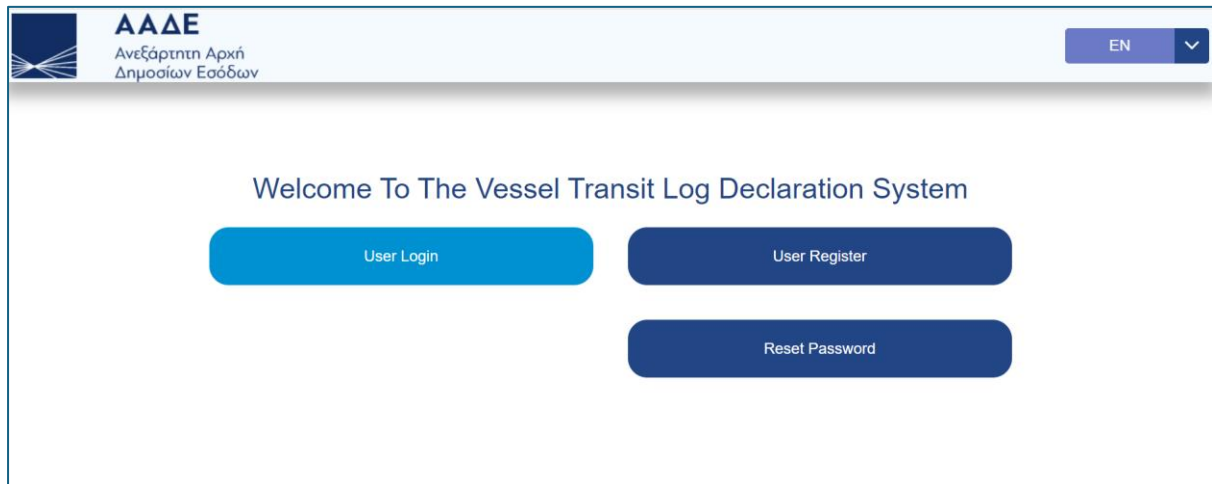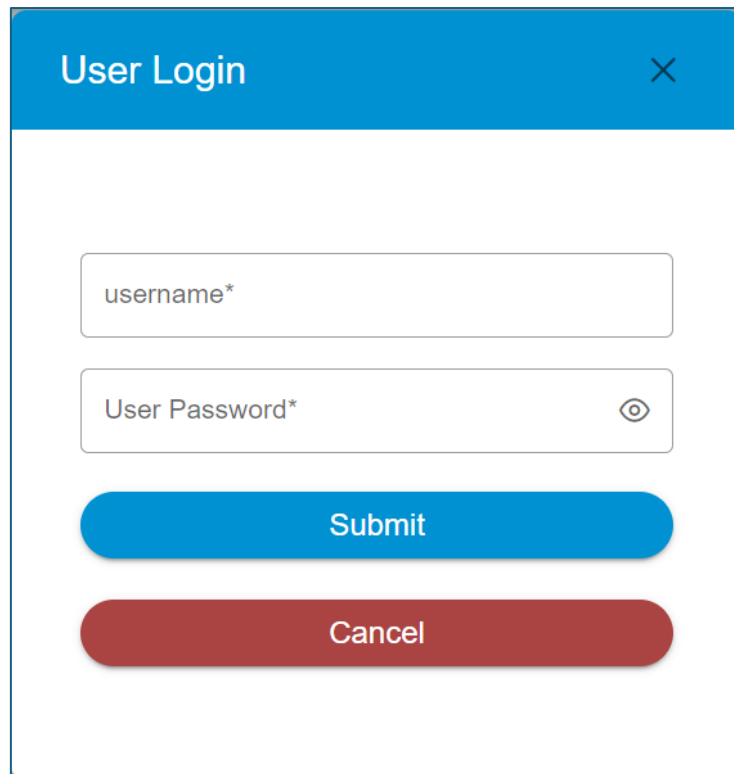


*Figure 1. Home screen of external users.*

External User Home Screen Options:
- User Login
- User Registration
- Password Recovery
- Change language (Greek / English)

# 3 User Login

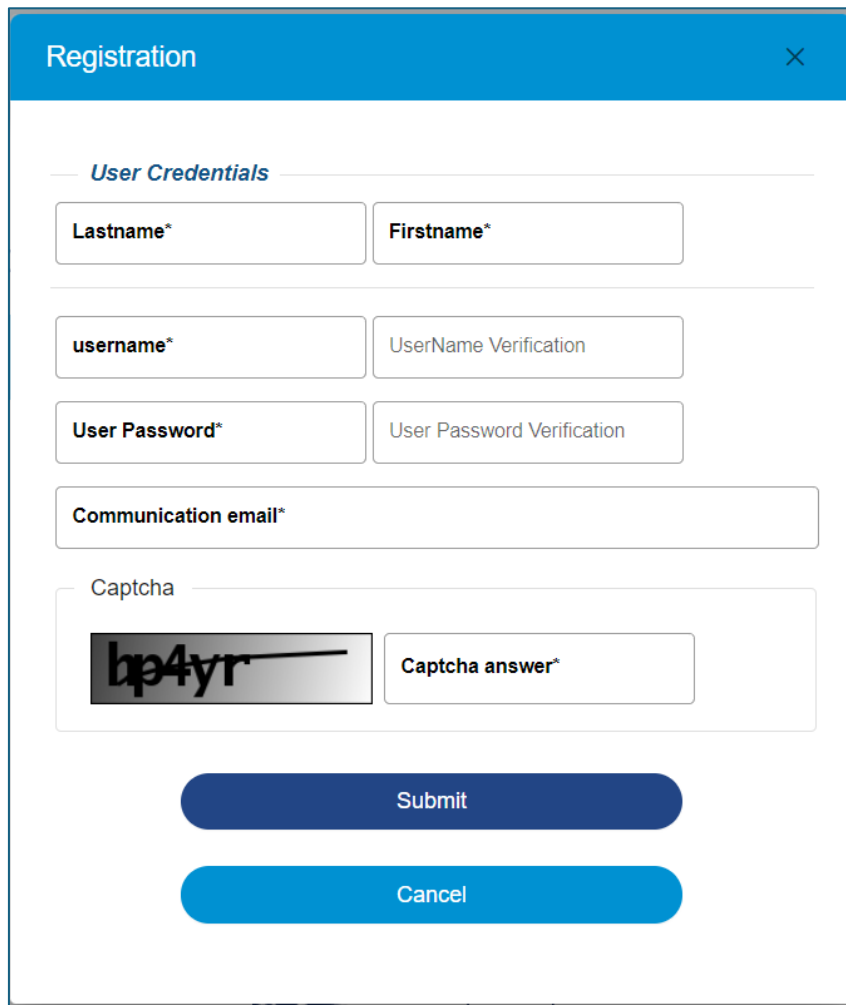Users enter their Username and Password to login to the application.



*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.



*Figure 3. New user registration form.*

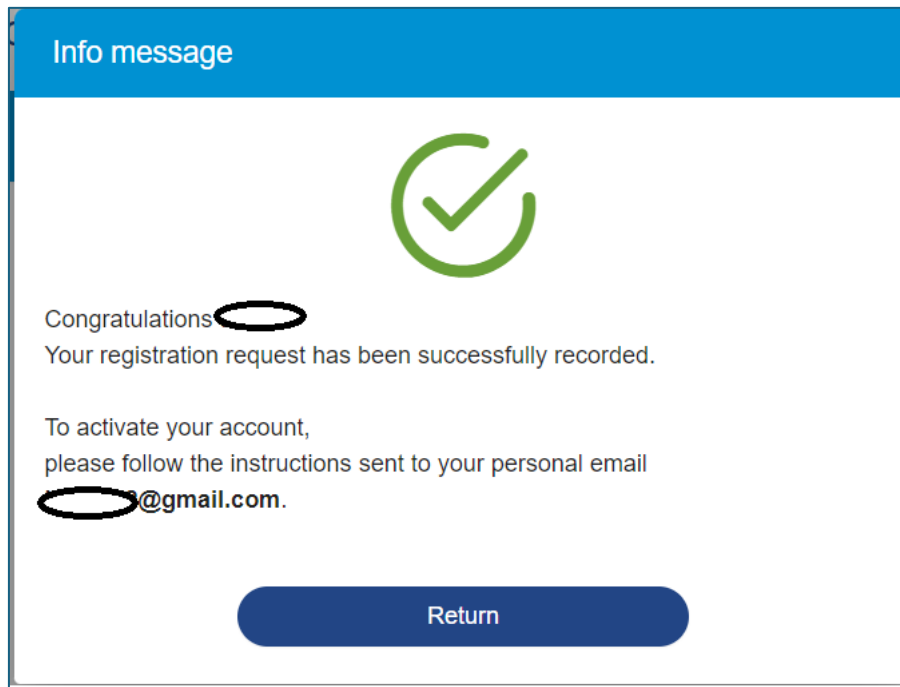Pressing "Submit" completes the registration, and the User activates his account with the link sent to him.
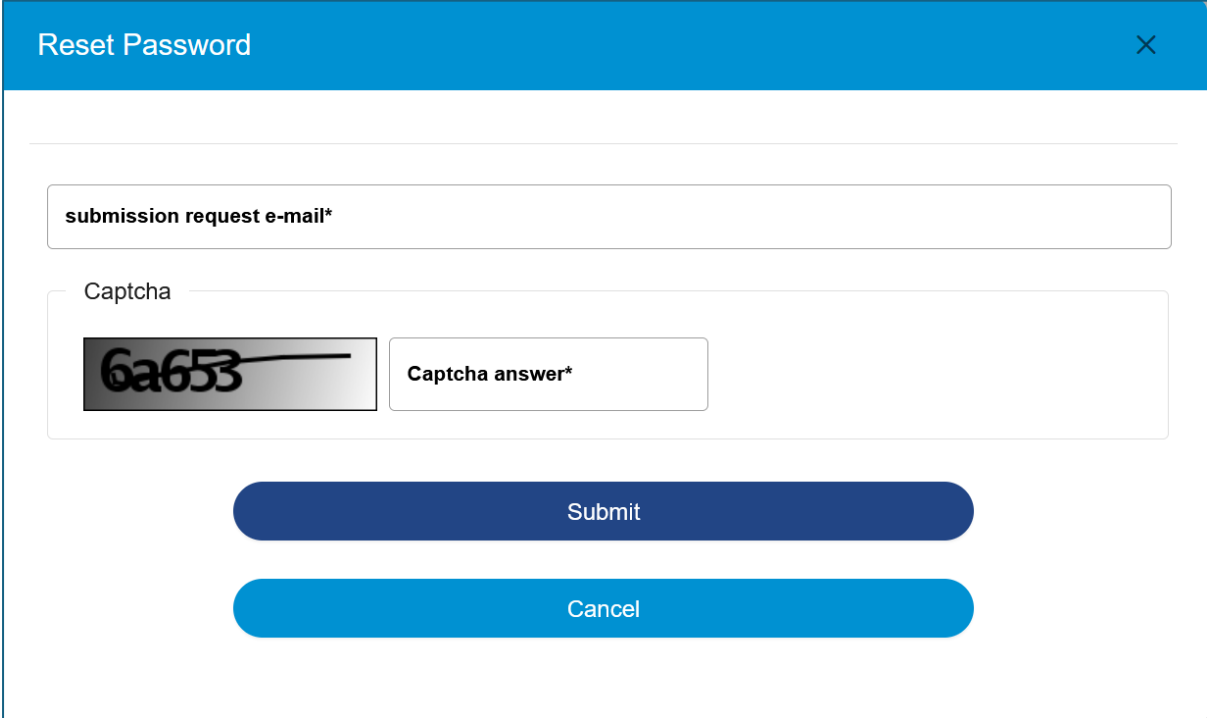


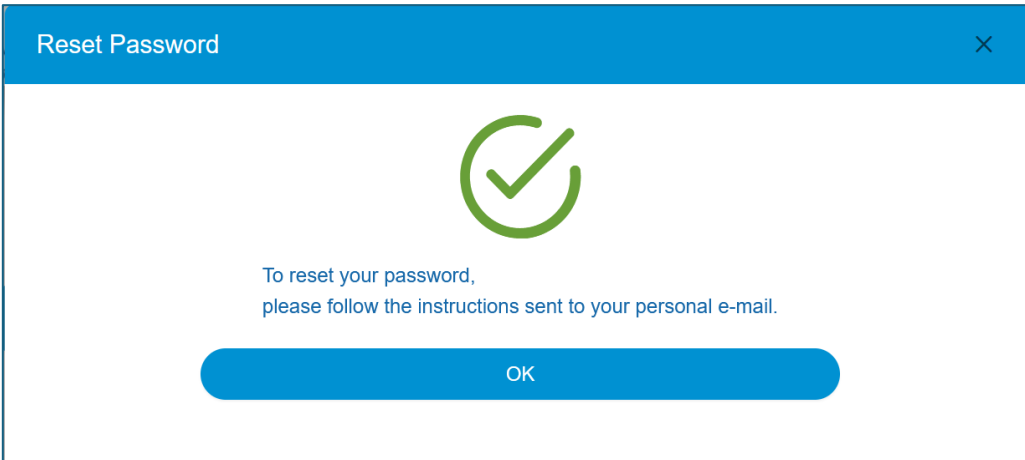*Figure 4. Informative registration message.*

# 5  Password Recovery

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



*Figure 5. Password Recovery Screen.*



*Figure 6. Password recovery confirmation message.*

# 6 Successful User Login to the Application

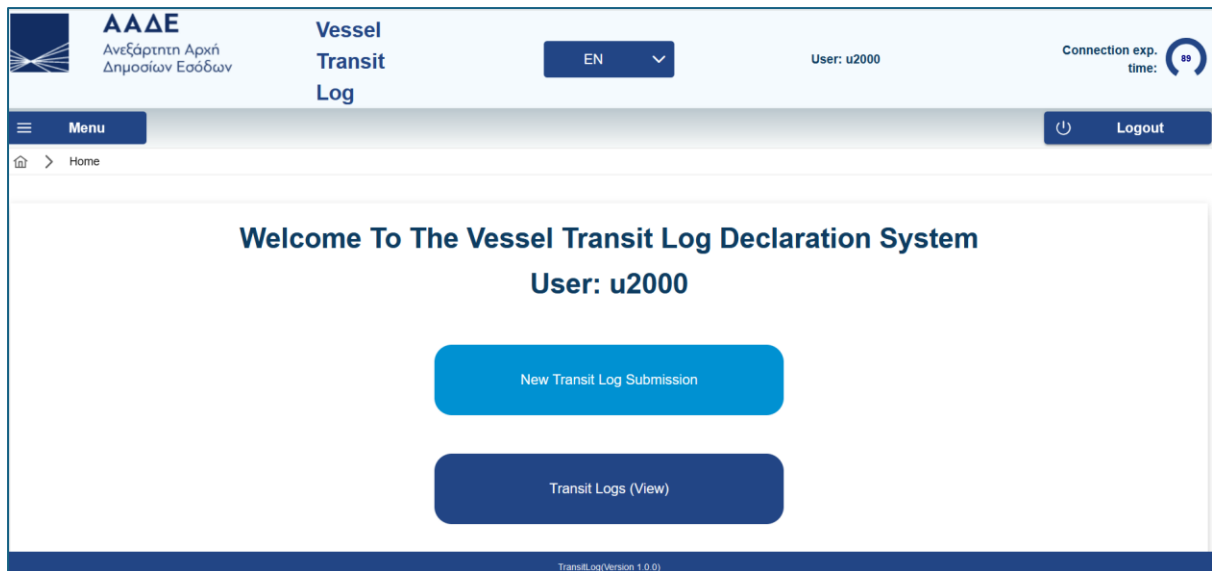When the user logs into the application, the following initial image is displayed.



*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.
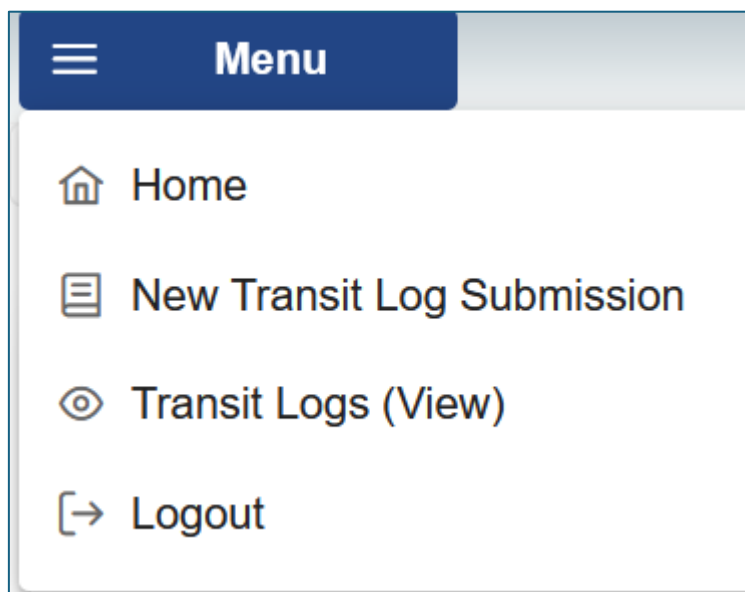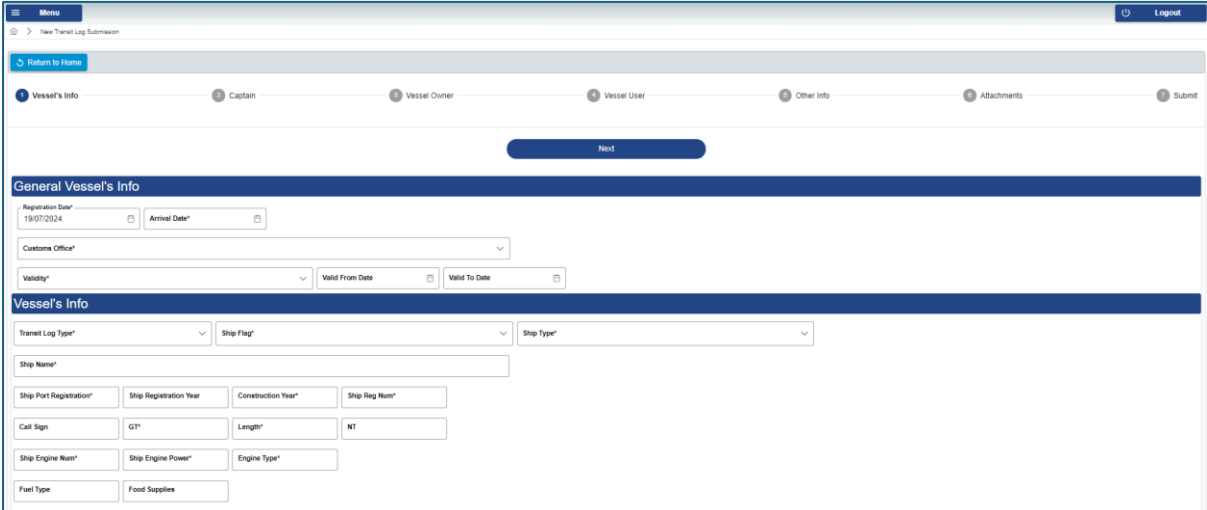


*Figure 8. Options menu.*

# 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.
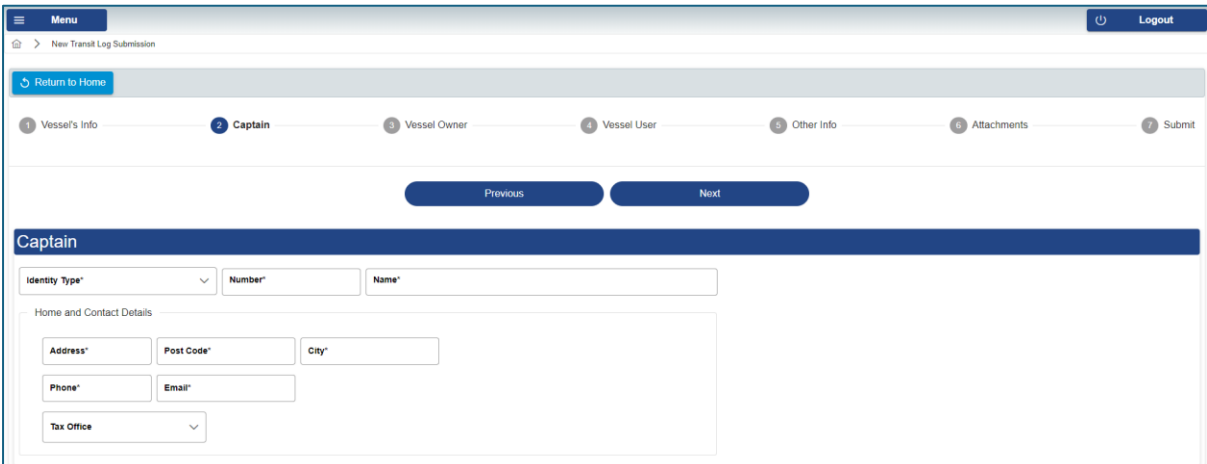


*Figure 9. Registration screen with Ship Details.*

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.



*Figure 10. Registration tab for the Shipmaster.*

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



*Figure 11. Registration tab for the Shipowner.*

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



*Figure 12. Registration tab for the Owner/User.*

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



*Figure 13. Registration tab for Other Details.*

Fill in the **Attachments**.



*Figure 14. Attachments tab.*

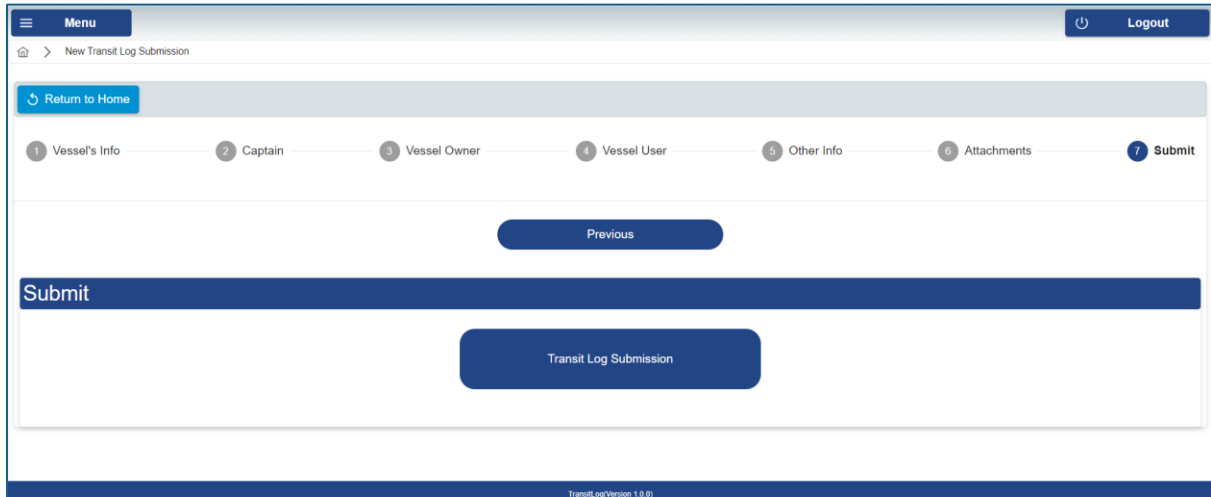And finally, the Log's registration is completed with the **Submission**



*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).
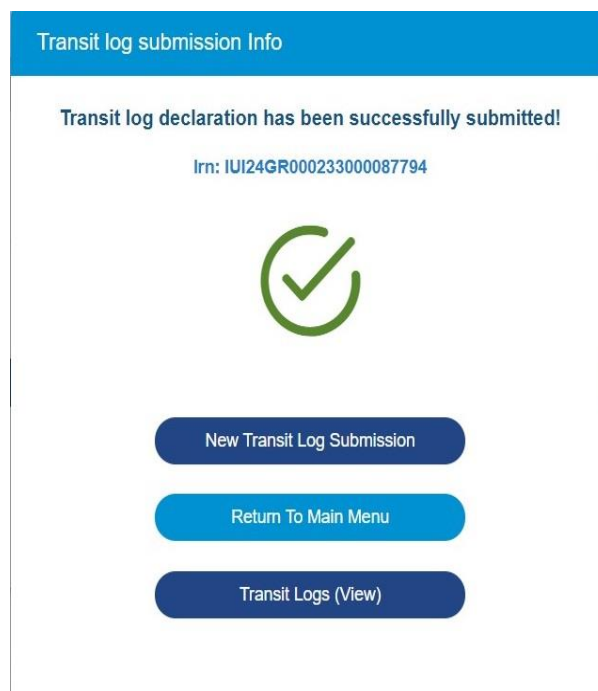


*Figure 16. Message about successful submission of Transit log declaration – Assignment of LRN.*

*Figure 17. Message about transit log declaration errors.*

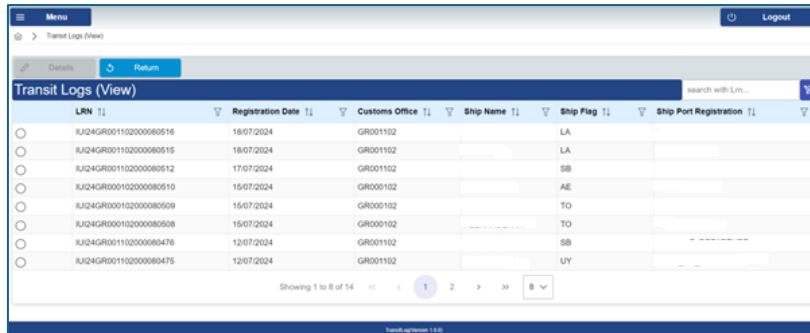In case of **Successful Transit Log Submission**, you will receive an email with the assigned LRN.



*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.
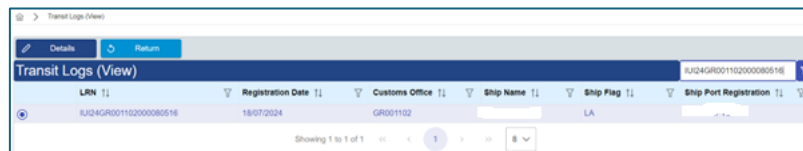


*Figure 19. Transit Log Display Screen.*

You can do a quick search by LRN.



*Figure 20. Search by LRN.*

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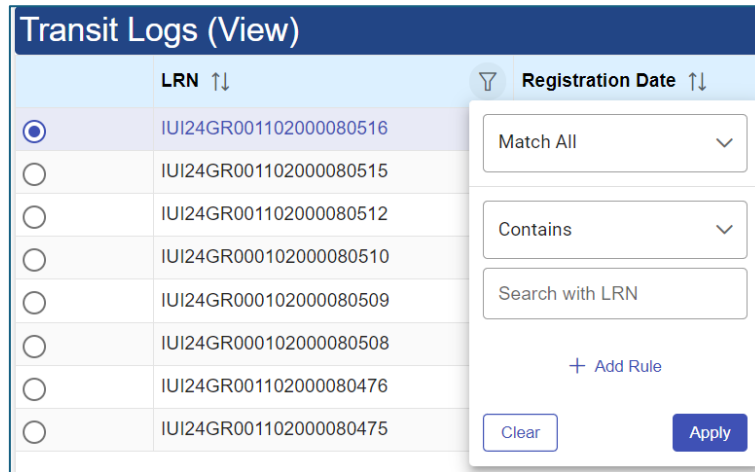
By LRN



*Figure 21. Search by LRN for each field separately.*
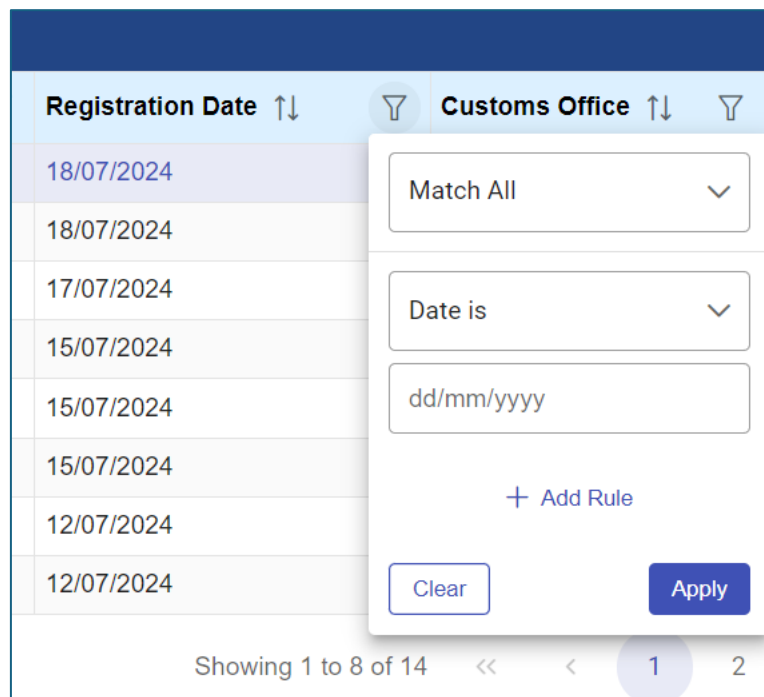
By Registration Date



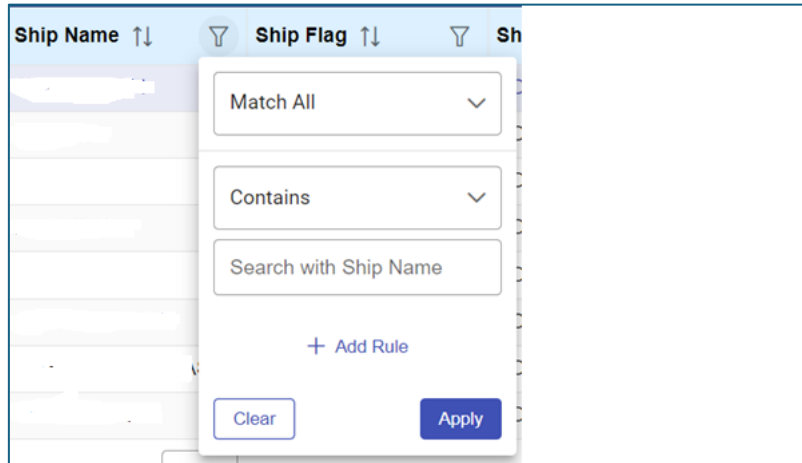*Figure 22. Search by Registration Date.*

By Ship Name



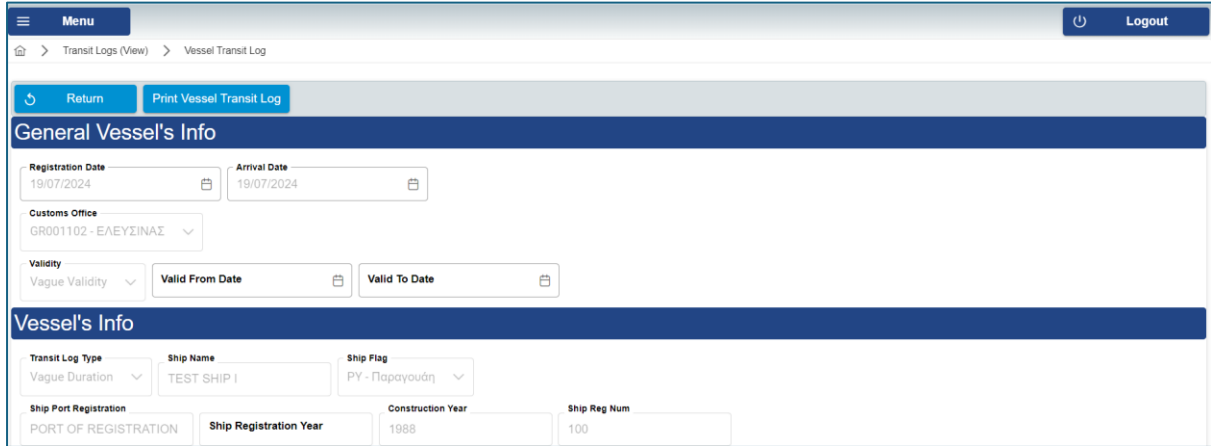*Figure 23. Search by Ship Name.*

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.



*Figure 24. Detailed view of the Transit Logs.*

As you continue browsing the details of the registered entry,



*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



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

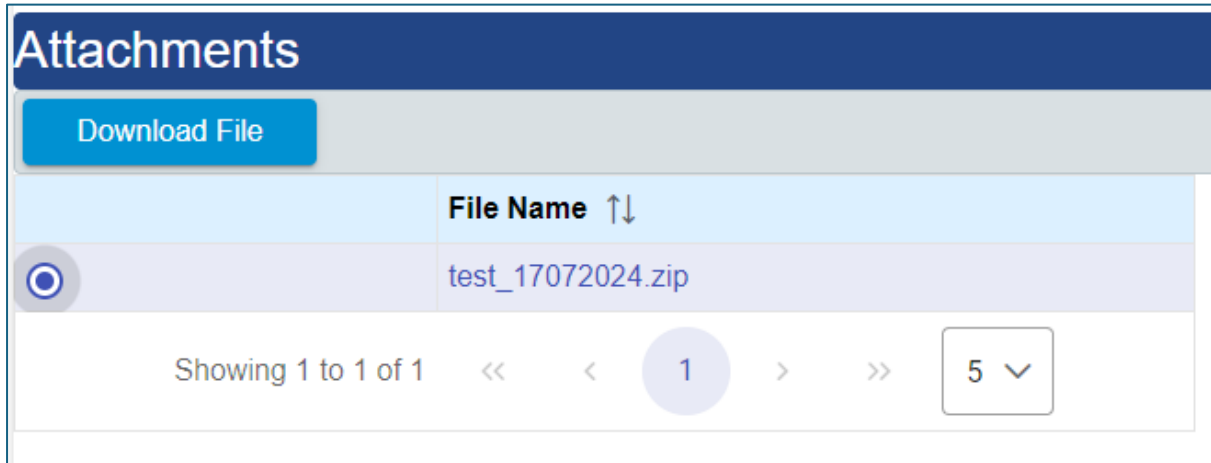Finally, by selecting the attachment, you can download or view the file.



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