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Ανεξάρτητη Αρχή
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ΥΠΗΡΕΤΟΥΜΕ ΠΙΣΤΑ
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ΚΟΙΝΩΝΙΚΟ ΣΥΝΟΛΟ

UUM&DS – European Application Authorizations PoUS - Proof of Union Status USER MANUAL

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ATHENS, MARCH 21, 2024

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1 INTRODUCTION

This describes the authorization procedure in the PoUS subsystem from the economic operator to each potential stakeholder.

The economic operator, in order to have access to the PoUS system, has the following possibilities:

- a. Direct entry in the system with their access codes (without authorization).
- b. The economic operator authorizes its employee.
- c. The economic operator authorizes a customs representative (CR) with direct authorization.
- d. The customs representative (CR) authorizes an employee (EMPL) through a mandate.

2 ECONOMIC OPERATOR - Creation of Authorization

Authorization is provided by going to:

IAPR (<https://www.aade.gr/>) - Customs Services, [UUM&DS – Authorizations for the users of the applications through EU Portal](#)

The UUM&DS system allows users to access the EU customs systems with the use of their national identification details.

Entry in TAXUD's UUM & DS Trader Identification Portal:

Από πού προέρχεστε
(Where Are You From? - WAYF)

Επιλέξτε τον τομέα της εφαρμογής στον οποίο ζητάτε πρόσβαση

Τελωνεία

Επιλέξτε τη χώρα στην οποία επιθυμείτε να ταυτοποιηθείτε

Ελλάς

Επιλέξτε είδος χρήστη

Οικονομικός Φορέας

Ενεργώ για λογαριασμό του/της:

Εγώ ο ίδιος/η ίδια

Του παρακάτω (φυσικού/νομικού) προσώπου με:

Συμφωνώ να ζητηθούν στοιχεία του προφίλ της ταυτότητάς μου και να κοινοποιηθούν στην εφαρμογή UUM&DS και το EIS για τα τελωνεία

Υποβολή

Figure 1 - Introduction Page Tab

Creation of authorization request – Actions by the authorizer (Economic Operator):

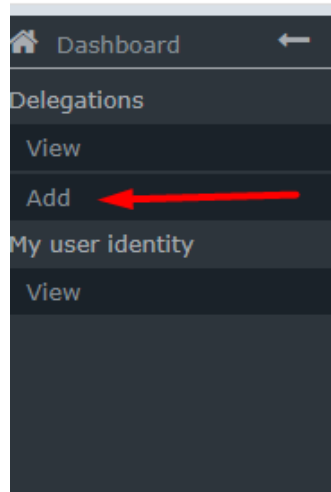


Figure 2 - Dashboard

Completing the submission form:

A screenshot of a web-based 'Delegation' submission form. The form contains several fields: 'Name' (text input), 'Contractual reliability' (dropdown menu with 'Standard' selected), 'Type of delegation' (dropdown menu with 'Direct' selected), 'Delegation scope' (dropdown menu with 'All' selected), and 'Description' (text area with 'FREE TEXT'). Below these are 'Delegator' details: 'legally representing EORI', 'Delegator subdomain' (GR), 'Valid from: (GMT)' (31-05-2024), and 'Valid to: (GMT)'. A red arrow points to the 'Name' field, and another points to the 'Valid to: (GMT)' field. At the bottom, there is a section for 'Delegated business profiles' with a dropdown menu 'Add business profile: Select a business profile' and a plus sign. A green button 'Generate retrieve criterion' is also visible.

Figure 3 - Authorization Submission Form Tab

Choosing the right profiles:

POUS_STP_CONSULTATIVE: Advisory role for reading data (read only)

POUS_STP_EXECUTIVE: Executive role for request submission.

Add (+) profiles:

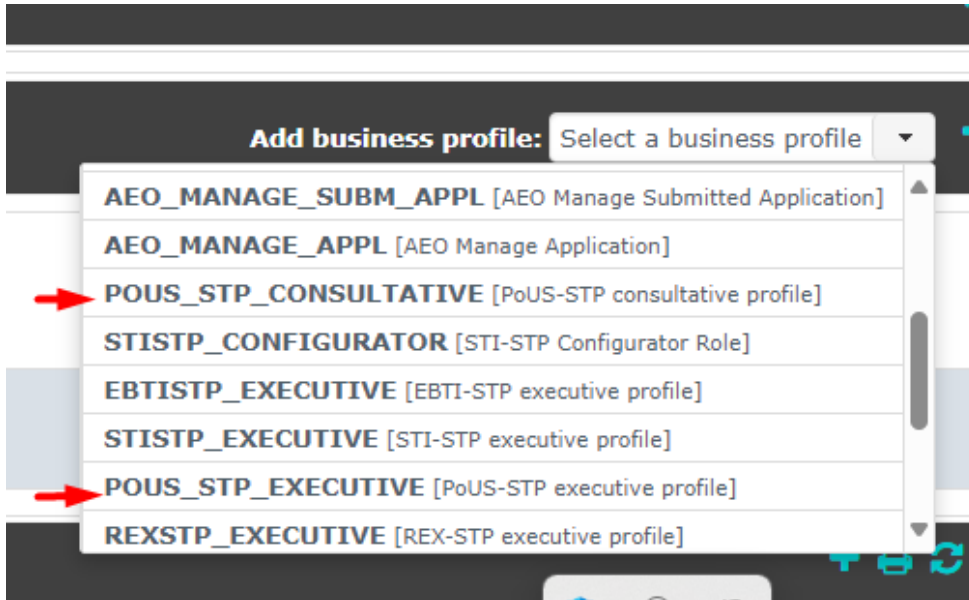


Figure 4 - Authorization Profile Selection Tab

Creating the authorization criterion (key):

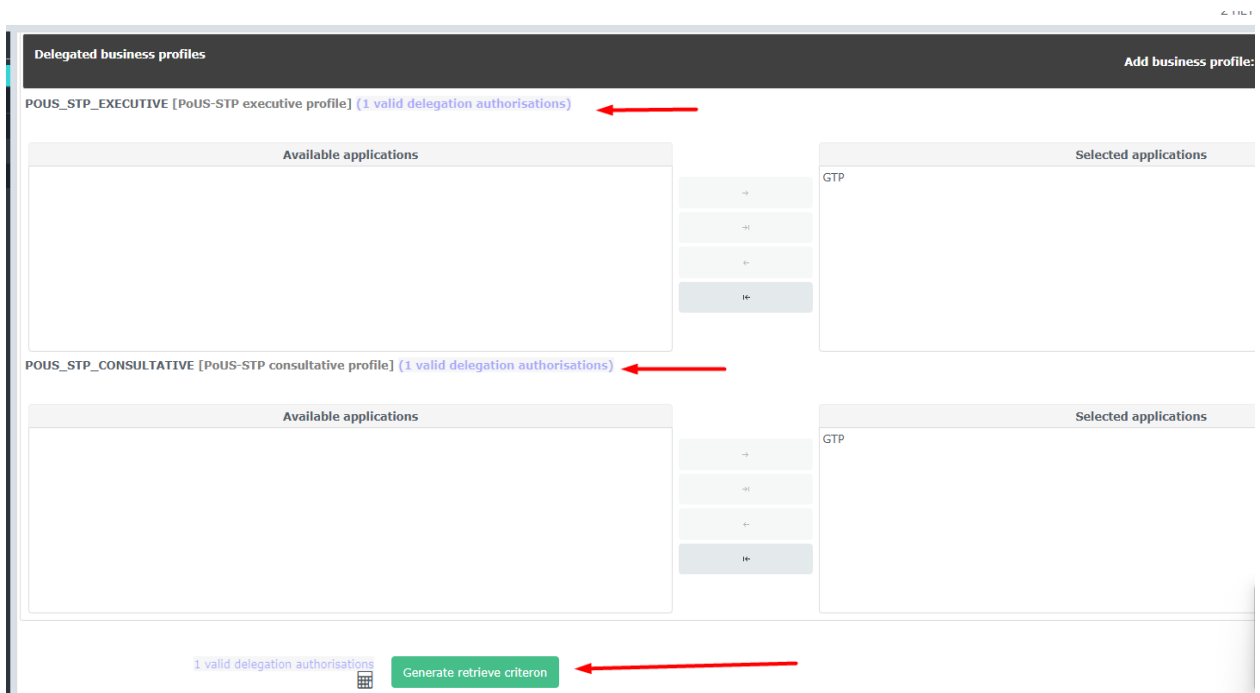


Figure 5 - View Selected Profiles & Create Authorization Criteria Tab

The key must be sent to the authorized person.

Retrieve generated criterion for delegation request

Please communicate this retrieve criterion to the delegate in order to accept it: 9c1wiA/tbRqTqNnHYMPg8/7cC+wWfnhVk5000zS8NnvHbqMJBWTpfwYoPYQSJffUkC509yN/ptL3hRqvhJfenw==



Figure 6 - Authorization Criterion View Tab

At this point, the authorization request must be accepted by the authorized person (Employee or Customs Agent).

Finally, the Economic Operator confirms the request's acceptance. Authorization is complete.

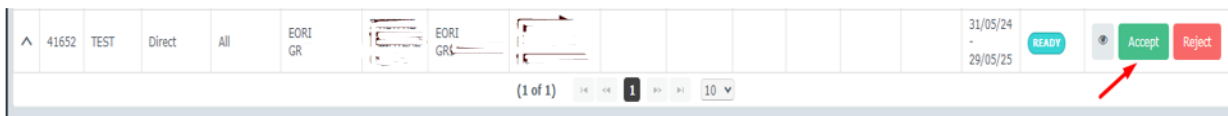


Figure 7 - Authorization Acceptance Tab

The economic operator has the possibility to **revoke** an active authorization, through the action **REVOKE**.

3 OFFICIAL ECONOMIC OPERATOR - Authorization Acceptance

The employee of the economic operator accepts the authorization by going to:
IAPR (<https://www.aade.gr/>) - Customs Services, [UUM&DS – Authorisations for the users of the applications through EU Portal](#)

Entry in the UUM&DS Trader Identification Portal:

Από πού προέρχεστε
(Where Are You From? - WAYF)

Επιλέξτε τον τομέα της εφαρμογής στον οποίο ζητάτε πρόσβαση

Τελωνεία

Επιλέξτε τη χώρα στην οποία επιθυμείτε να ταυτοποιηθείτε

Ελλάς

Επιλέξτε είδος χρήστη

Υπάλληλος

Ενεργώ για λογαριασμό του/της:

Εγώ ο ίδιος/η ίδια

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Συμφωνώ να ζητηθούν στοιχεία του προφίλ της ταυτότητάς μου και να κοινοποιηθούν στην εφαρμογή UUM&DS και το EIS για τα τελωνεία

Υποβολή

Figure 8 - Introduction Page Tab

Retrieve the authorization request criterion:

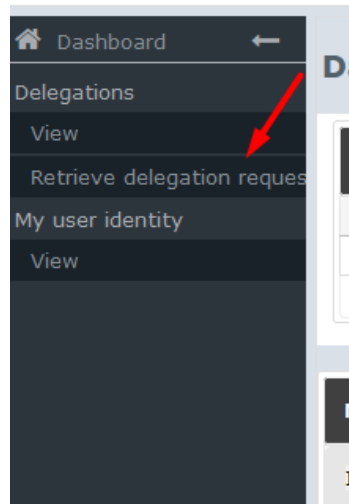


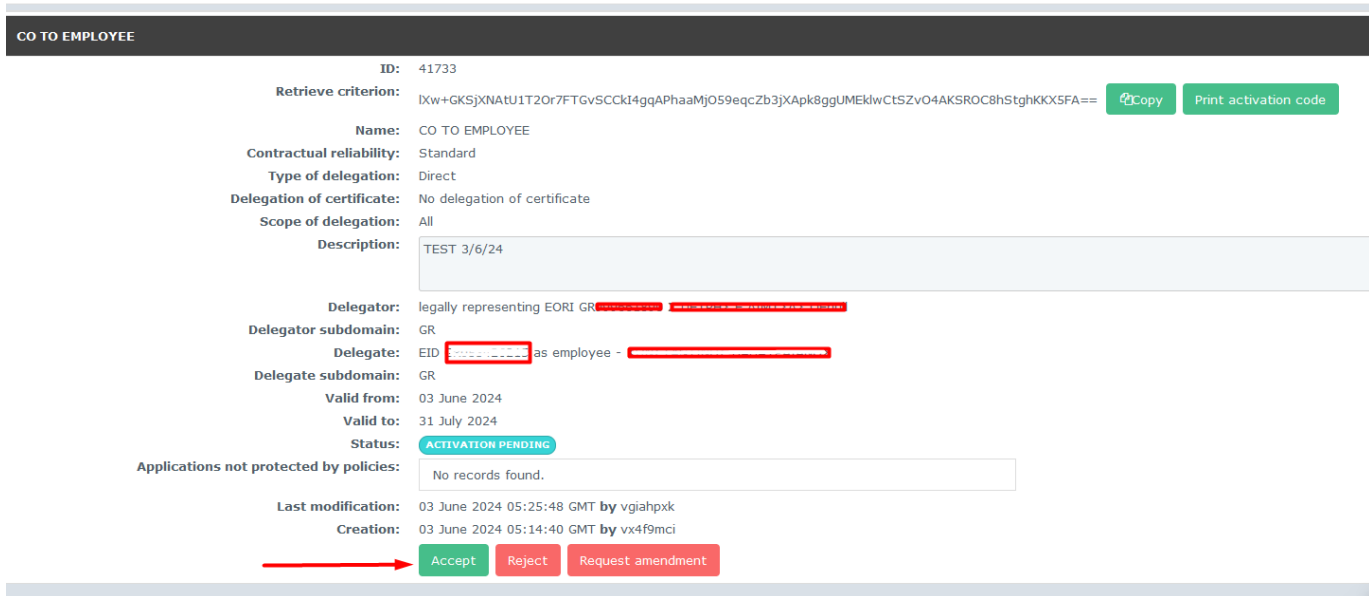
Figure 9 - Dashboard

Entry of the authorization criterion (key) received from the economic operator:

A screenshot of a web form titled 'Retrieve delegation by criterion'. Below the title is a text input field with the placeholder text 'Please enter the retrieve criterion communicated by the delegator *'. The input field contains a long alphanumeric string: 'lXw+GKSjXNAtU1T2Or7FTGvSCckI4gqAPhaaMjO59eqcZb3jXApk8ggUMeklwCtSZvO4AKSROC8hStghKKX5FA=='. Below the input field is a blue 'Submit' button with a red arrow pointing to it.

Figure 10 - Authorization Criterion (key) Entry Tab

Accept (or reject) the authorization request:



CO TO EMPLOYEE

ID: 41733

Retrieve criterion: IXw+GKSjXNATU1T2Or7FTGvSCckI4gqAPhaaMjO59eqcZb3jXApk8ggUMEkWctSZvO4AKSROC8hStghKKX5FA== Copy Print activation code

Name: CO TO EMPLOYEE

Contractual reliability: Standard

Type of delegation: Direct

Delegation of certificate: No delegation of certificate

Scope of delegation: All

Description: TEST 3/6/24

Delegator: legally representing EORI GR: [REDACTED]

Delegator subdomain: GR

Delegate: EID [REDACTED] as employee - [REDACTED]

Delegate subdomain: GR

Valid from: 03 June 2024

Valid to: 31 July 2024

Status: **ACTIVATION PENDING**

Applications not protected by policies: No records found.

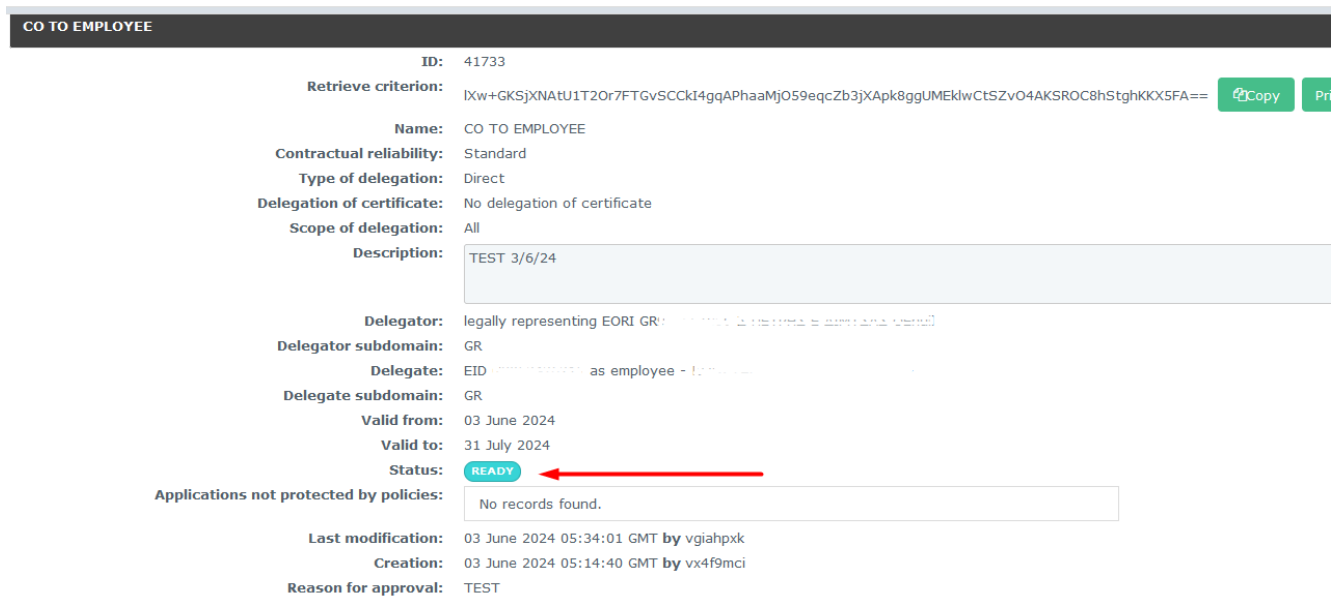
Last modification: 03 June 2024 05:25:48 GMT by vgiahpxk

Creation: 03 June 2024 05:14:40 GMT by vx4f9mci

Accept Reject Request amendment

Figure 11 - Authorization Tab

After the authorization request is accepted, the status of the application changes and is “ready” for completion by the Economic Operator (Confirmation of request acceptance – Actions by the authorizer / Economic Operator):



CO TO EMPLOYEE

ID: 41733

Retrieve criterion: IXw+GKSjXNATU1T2Or7FTGvSCckI4gqAPhaaMjO59eqcZb3jXApk8ggUMEkWctSZvO4AKSROC8hStghKKX5FA== Copy Print activation code

Name: CO TO EMPLOYEE

Contractual reliability: Standard

Type of delegation: Direct

Delegation of certificate: No delegation of certificate

Scope of delegation: All

Description: TEST 3/6/24

Delegator: legally representing EORI GR: [REDACTED]

Delegator subdomain: GR

Delegate: EID [REDACTED] as employee - [REDACTED]

Delegate subdomain: GR

Valid from: 03 June 2024

Valid to: 31 July 2024

Status: **READY**

Applications not protected by policies: No records found.

Last modification: 03 June 2024 05:34:01 GMT by vgiahpxk

Creation: 03 June 2024 05:14:40 GMT by vx4f9mci

Reason for approval: TEST

Figure 12 - Authorization Tab

4 CUSTOMS AGENT - Authorization Acceptance

The customs agent accepts the authorization by going to:

IAPR (<https://www.aade.gr/>) - Customs Services, [UUM&DS – Authorisations for the users of the applications through EU Portal](#)

Entry in the UUM&DS Trader Identification Portal:

The screenshot displays a web form titled "Από πού προέρχεστε (Where Are You From? - WAYF)". The form is set against a dark grey background with white text and form elements. It contains three dropdown menus for selection, followed by radio button options and a checked checkbox, and a large teal submit button at the bottom.

Από πού προέρχεστε
(Where Are You From? - WAYF)

Επιλέξτε τον τομέα της εφαρμογής στον οποίο ζητάτε πρόσβαση

Τελωνεία

Επιλέξτε τη χώρα στην οποία επιθυμείτε να ταυτοποιηθείτε

Ελλάς

Επιλέξτε είδος χρήστη

Τελωνειακός Αντιπρόσωπος

Ενεργώ για λογαριασμό του/της:

- Εγώ ο ίδιος/η ίδια
- Του παρακάτω (φυσικού/νομικού) προσώπου με:
- Συμφωνώ να ζητηθούν στοιχεία του προφίλ της ταυτότητάς μου και να κοινοποιηθούν στην εφαρμογή UUM&DS και το EIS για τα τελωνεία

Υποβολή

Figure 13 - Introduction Page Tab

Retrieve the authorization request criteria:

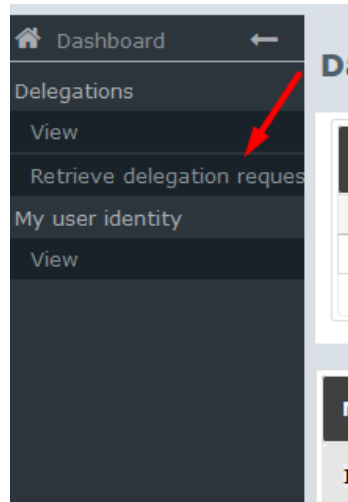


Figure 14 - Dashboard

Entry of the authorization criterion (key) received from the Economic Operator:

A screenshot of a web form titled 'Retrieve delegation by criterion'. Below the title is a prompt: 'Please enter the retrieve criterion communicated by the delegator *'. A text input field contains a long alphanumeric string: 'lxw+GKSjXNAtU1T2Or7FTGvSCCkI4gqAPhaaMjO59eqcZb3jXApk8ggUMeklwCtSZvO4AKSROC8hStghKKX5FA=='. Below the input field is a blue 'Submit' button with a red arrow pointing to it.

Figure 15 - Authorization Criterion (key) Entry Tab

Accept (or reject) the authorization request:

ID:	41652	
Retrieve criterion:	qoJDJ3Vt7oroF2HtDmjZbfSIUfbyyH7yuvag/4gFzbaMHRL4gS9/0XWq8MtBqFWKJP2YhOr22cOFy2SbxVPO0A==	Copy Print activation code
Name:	TEST	
Contractual reliability:	Standard	
Type of delegation:	Direct	
Delegation of certificate:	No delegation of certificate	
Scope of delegation:	All	
Description:	TEST	
Delegator:	legally representing EORI GR [REDACTED]	
Delegator subdomain:	GR	
Delegate:	EORI [REDACTED] as Customs Representative - [REDACTED]	
Delegate subdomain:	GR	
Valid from:	31 May 2024	
Valid to:	29 May 2025	
Status:	ACTIVATION PENDING	
Applications not protected by policies:	No records found.	
Last modification:	31 May 2024 09:43:05 GMT by vdr2kvh1	
Creation:	31 May 2024 09:39:29 GMT by vx4f9mci	
	Accept Reject Request amendment	

Figure 16 - Authorization Tab

* Important (To complete the authorization, action is required from the authorizer - Economic Operator).

5 AUTHORIZATION OF A CUSTOMS REPRESENTATIVE TO AN EMPLOYEE THROUGH A MANDATE

5.1 Creation of Authorization by the Customs Agent:

The customs agent who has an active authorization for POUS from the economic operator, can authorize his employee, by going to:

IAPR (<https://www.aade.gr/>) - Customs Services, [UUM&DS – Authorisations for the users of the applications through EU Portal](#)

Entry in the UUM&DS Trader Identification Portal:

The screenshot shows a registration form titled "Από πού προέρχεστε (Where Are You From? - WAYF)". The form is set against a dark background with white text and input fields. It contains several dropdown menus and radio buttons for user selection. At the bottom, there is a teal "Υποβολή" (Submit) button.

Από πού προέρχεστε
(Where Are You From? - WAYF)

Επιλέξτε τον τομέα της εφαρμογής στον οποίο ζητάτε πρόσβαση
Τελωνεία

Επιλέξτε τη χώρα στην οποία επιθυμείτε να ταυτοποιηθείτε
Ελλάς

Επιλέξτε είδος χρήστη
Τελωνειακός Αντιπρόσωπος

Ενεργώ για λογαριασμό του/της:

- Εγώ ο ίδιος/η ίδια
- Του παρακάτω (φυσικού/νομικού) προσώπου με:

Είδος χρήστη
Οικονομικός Φορέας

Είδος αναγνωριστικού
EORI

Αναγνωριστικό (ID)
[Input field] Επικύρωση

Άμεσα
 Με εντολή του/της

Συμφωνώ να ζητηθούν στοιχεία του προφίλ της ταυτότητάς μου και να κοινοποιηθούν στην εφαρμογή UUM&DS και το EIS για τα τελωνεία

Υποβολή

Figure 17 - Introduction Page Tab

Creation of authorization request – Actions by the authorizer (Customs Agent).

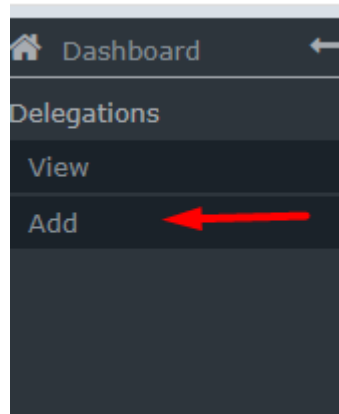
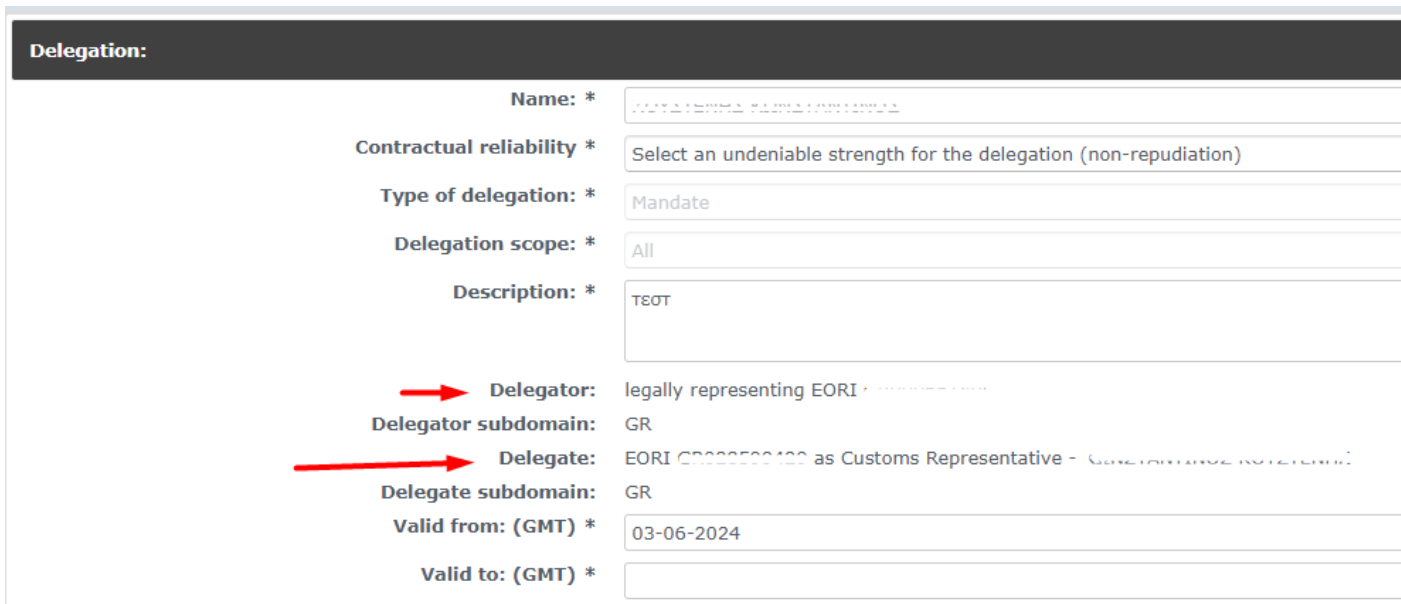


Figure 18 - Dashboard

On the screen for entering the details of the new authorization, the details of the authorizer (economic operator) and the authorized person (financial representative) are displayed:


 A screenshot of a web form titled 'Delegation:'. The form contains several fields:

- Name:** *
- Contractual reliability:** * Select an undeniable strength for the delegation (non-repudiation)
- Type of delegation:** * Mandate
- Delegation scope:** * All
- Description:** * ΤΕΟΤ
- Delegator:** * legally representing EORI + [redacted]
- Delegator subdomain:** GR
- Delegate:** * EORI GR000500100 as Customs Representative + [redacted]
- Delegate subdomain:** GR
- Valid from: (GMT):** * 03-06-2024
- Valid to: (GMT):** *

 Two red arrows point to the 'Delegator' and 'Delegate' fields.

Figure 19 - Authorization Tab

Choosing the right profiles:

POUS_STP_CONSULTATIVE: Advisory role for reading data (read only)

POUS_STP_EXECUTIVE: Executive role for submitting requests

Add (+) profiles:

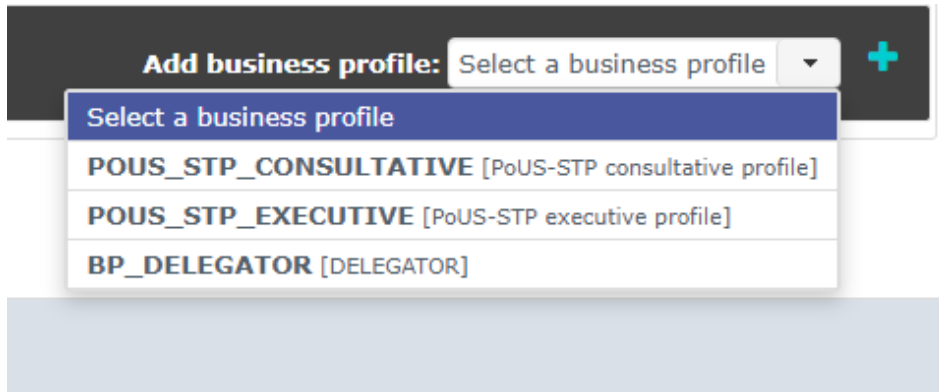


Figure 20 - Authorization Profile Selection Tab

Creating the authorization criterion (key):

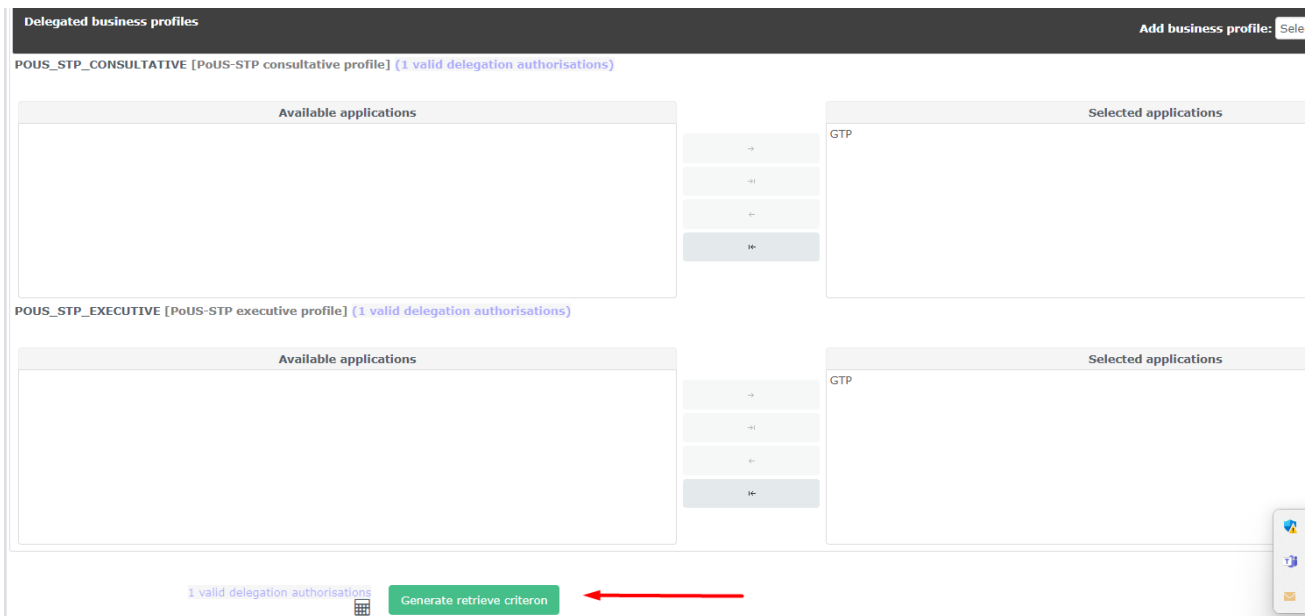


Figure 21 - View Selected Profiles & Create Authorization Criteria Tab

The key must be sent to the authorized person:

Retrieve generated criterion for delegation request

Please communicate this retrieve criterion to the delegate in order to accept it: 9c1wiA/tbRqTqNnHYMPg8/7cC+wWfnhVh5000zS8NnvHbqMJBWtpfwYoPYQSJffUkC509yN/ptL3hRqvhJfemw==

Copy Print

Figure 22 - Authorization Criterion View Tab

At this point, the authorization request must be accepted by the authorized (Employee).

5.2 AUTHORIZATION ACCEPTANCE BY THE CUSTOMS AGENT EMPLOYEE

The customs agent's employee goes to:

IAPR (<https://www.aade.gr/>) - Customs Services, [UUM&DS – Authorisations for the users of the applications through EU Portal](#)

Από πού προέρχεστε
(Where Are You From? - WAYF)

Επιλέξτε τον τομέα της εφαρμογής στον οποίο ζητάτε πρόσβαση

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Ελλάς

Επιλέξτε είδος χρήστη

Υπάλληλος

Ενεργώ για λογαριασμό του/της:

- Εγώ ο ίδιος/η ίδια
- Του παρακάτω (φυσικού/νομικού) προσώπου με:
- Συμφωνώ να ζητηθούν στοιχεία του προφίλ της ταυτότητάς μου και να κοινοποιηθούν στην εφαρμογή UUM&DS και το EIS για τα τελωνεία

Υποβολή

Figure 23 - Introduction Page Tab

Retrieve the authorization request criterion:

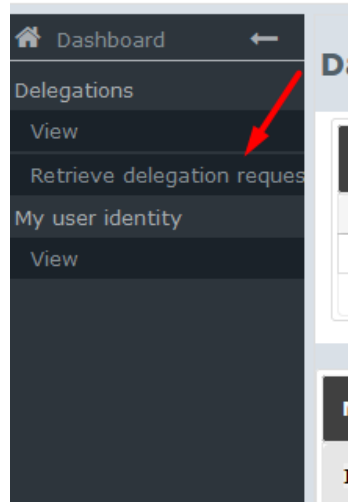


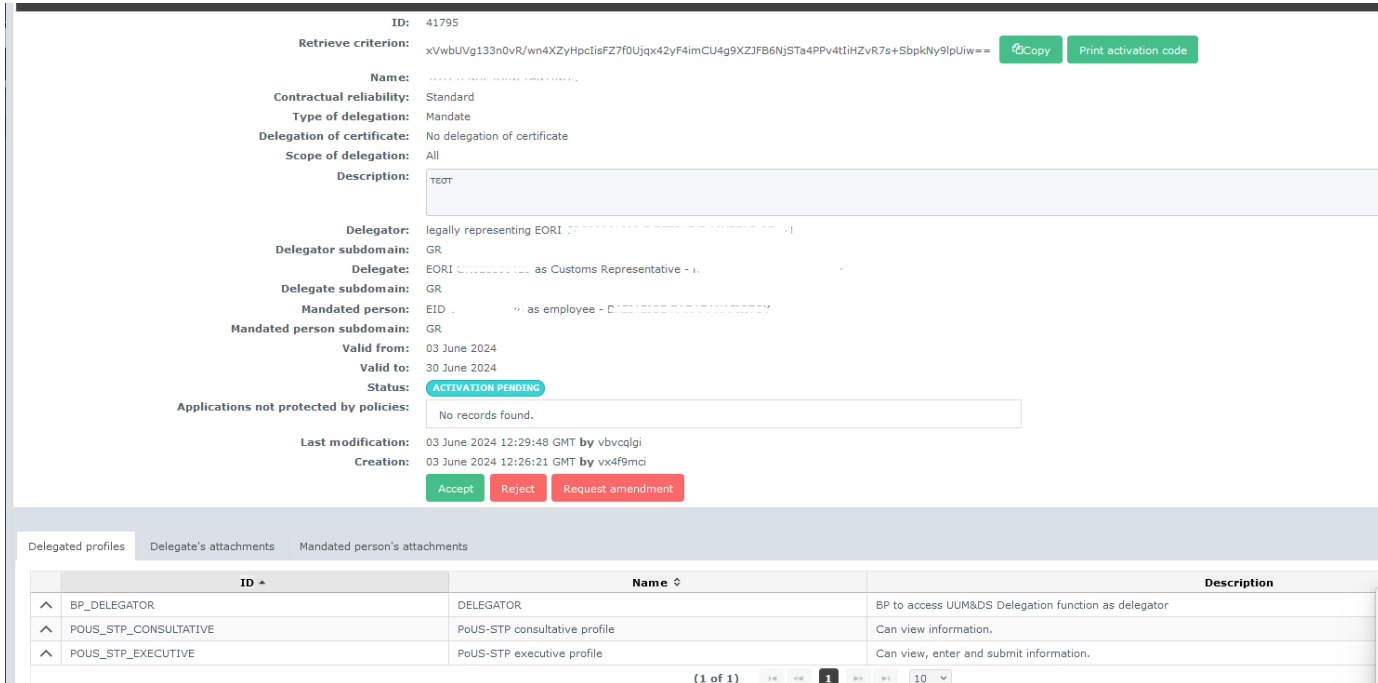
Figure 24 - Dashboard

Entry of the authorization criterion (key) received from the Economic Operator:

A screenshot of a web form titled 'Retrieve delegation by criterion'. Below the title is a sub-header: 'Please enter the retrieve criterion communicated by the delegator *'. There is a text input field containing the alphanumeric string: 'lXw+GKSjXNAtU1T2Or7FTGvSCCKI4gqAPhaaMjO59eqcZb3jXApk8ggUMeklwCtsZvO4AKSROC8hStghKKX5FA=='. Below the input field is a blue 'Submit' button with a red arrow pointing to it.

Figure 25 - Authorization Criterion (key) Entry Tab

Accept (or reject) the authorization request:



ID: 41795
Retrieve criterion: xVwbUVg133n0vR/wN4XZyHpciFZ7f0Ujqx42yF4imCU4g9XZJFB6NjStA4PPv4tIHZvR7s+SbpkNy9lpUiw== [Copy](#) [Print activation code](#)
Name: [REDACTED]
Contractual reliability: Standard
Type of delegation: Mandate
Delegation of certificate: No delegation of certificate
Scope of delegation: All
Description: [REDACTED]
Delegator: legally representing EORI [REDACTED]
Delegator subdomain: GR
Delegate: EORI [REDACTED] as Customs Representative - [REDACTED]
Delegate subdomain: GR
Mandated person: EID [REDACTED] as employee - [REDACTED]
Mandated person subdomain: GR
Valid from: 03 June 2024
Valid to: 30 June 2024
Status: **ACTIVATION PENDING**
Applications not protected by policies: No records found.
Last modification: 03 June 2024 12:29:48 GMT by vbvcqlgi
Creation: 03 June 2024 12:26:21 GMT by vx4f9mci
[Accept](#) [Reject](#) [Request amendment](#)

Delegated profiles | Delegate's attachments | Mandated person's attachments

ID	Name	Description
BP_DELEGATOR	DELEGATOR	BP to access UUM&DS Delegation function as delegator
POUS_STP_CONSULTATIVE	PoUS-STP consultative profile	Can view information.
POUS_STP_EXECUTIVE	PoUS-STP executive profile	Can view, enter and submit information.

(1 of 1) [Navigation icons]

Figure 26 - Authorization Tab

After the request is accepted, the authorization is ready for activation (acceptance) by the Customs Agent.

5.3 CUSTOMS AGENT - Authorization Acceptance

The customs agent logs in to the system to activate the authorization.

IAPR (<https://www.aade.gr/>) - Customs Services, [UUM&DS – Authorisations for the users of the applications through EU Portal](#)

Από πού προέρχεστε
(Where Are You From? - WAYF)

Επιλέξτε τον τομέα της εφαρμογής στον οποίο ζητάτε πρόσβαση

Τελωνεία

Επιλέξτε τη χώρα στην οποία επιθυμείτε να ταυτοποιηθείτε

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Τελωνειακός Αντιπρόσωπος

Ενεργώ για λογαριασμό του/της:

- Εγώ ο ίδιος/η ίδια
- Του παρακάτω (φυσικού/νομικού) προσώπου με:
- Συμφωνώ να ζητηθούν στοιχεία του προφίλ της ταυτότητάς μου και να κοινοποιηθούν στην εφαρμογή UUM&DS και το EIS για τα τελωνεία

Υποβολή

Figure 27 - Introduction Page Tab

The Customs Representative confirms the request's acceptance.
 The authorization image is as follows:

Scope of delegation:	All
Description:	ΤΕΣΤ
Delegator:	legally representing EORI GR:
Delegator subdomain:	GR
Delegate:	EORI GR:0000000000 as Customs Representative - +
Delegate subdomain:	GR
Mandated person:	EID GR:0000000000 as employee - +
Mandated person subdomain:	GR
Valid from:	03 June 2024
Valid to:	30 June 2024
Status:	ACCEPTED
Applications not protected by policies:	No records found.
Last modification:	03 June 2024 12:33:05 GMT by vx4f9mci
Creation:	03 June 2024 12:26:21 GMT by vx4f9mci
	Revoke

Figure 28 - Authorization Tab

Authorization is complete.

6 LOGIN TO THE POUS APPLICATION

6.1 LOGIN TO THE POUS APPLICATION (Economic Operator's Employee)

By going to: IAPR (<https://www.aade.gr/>) - [Home page](#) - [Customs](#) - [Information for Economic Operators](#) - Proof of Union Status PoUS - [TAXUD IDENTIFICATION PORTAL](#), the Economic Operator's Employee who has received the authorization, logs in to the application.

Then completes the relevant form:

The screenshot shows a web form titled "Από πού προέρχεστε (Where Are You From? - WAYF)". The form is set against a dark blue background with white text and input fields. It contains the following elements:

- Header: "Από πού προέρχεστε (Where Are You From? - WAYF)"
- Section 1: "Επιλέξτε τον τομέα της εφαρμογής στον οποίο ζητάτε πρόσβαση" (Select the application area to which you want access). A dropdown menu is set to "Τελωνεία" (Customs).
- Section 2: "Επιλέξτε τη χώρα στην οποία επιθυμείτε να ταυτοποιηθείτε" (Select the country to which you want to be identified). A dropdown menu is set to "Ελλάς" (Greece).
- Section 3: "Επιλέξτε είδος χρήστη" (Select user type). A dropdown menu is set to "Υπάλληλος" (Employee).
- Section 4: "Ενεργώ για λογαριασμό του/της:" (I am active for the account of:). Two radio buttons are present: "Εγώ ο ίδιος/η ίδια" (Selected) and "Του παρακάτω (φυσικού/νομικού) προσώπου με:" (Of the following (natural/legal) person:).
- Section 5: "Είδος χρήστη" (User type). A dropdown menu is set to "Οικονομικός Φορέας" (Economic Operator).
- Section 6: "Είδος αναγνωριστικού" (Identification type). A dropdown menu is set to "EORI".
- Section 7: "Αναγνωριστικό (ID)" (Identification (ID)). A text input field is followed by a "Επικύρωση" (Confirmation) button.
- Section 8: Two radio buttons: "Άμεσα" (Immediately) and "Με εντολή του/της" (With the order of the/). The "Με εντολή του/της" option is selected.
- Section 9: A checked checkbox with the text: "Συμφωνώ να ζητηθούν στοιχεία του προφίλ της ταυτότητάς μου και να κοινοποιηθούν στην εφαρμογή UUM&DS και το EIS για τα τελωνεία" (I agree to request my profile data and have it shared in the UUM&DS application and the EIS for customs).
- Section 10: A large teal button labeled "Υποβολή" (Submit).

Figure 29 - Introduction Page Tab

6.2 LOGIN TO THE POUS APPLICATION (Customs Agent)

By going to: IAPR (<https://www.aade.gr/>) - [Home page](#) - [Customs](#) - [Information for Economic Operators](#) - Proof of Union Status PoUS - [TAXUD IDENTIFICATION PORTAL](#), the Customs Representative who has received authorization from the Economic Operator, logs in to the application.

Then completes the relevant form:

The screenshot shows a login form titled "Από πού προέρχεστε (Where Are You From? - WAYF)". The form is set against a dark background with white text and input fields. It contains several dropdown menus and radio buttons for user selection. At the bottom, there is a teal "Υποβολή" (Submit) button.

Από πού προέρχεστε
(Where Are You From? - WAYF)

Επιλέξτε τον τομέα της εφαρμογής στον οποίο ζητάτε πρόσβαση

Τελωνεία

Επιλέξτε τη χώρα στην οποία επιθυμείτε να ταυτοποιηθείτε

Ελλάς

Επιλέξτε είδος χρήστη

Τελωνειακός Αντιπρόσωπος

Ενεργώ για λογαριασμό του/της:

Εγώ ο ίδιος/η ίδια

Του παρακάτω (φυσικού/νομικού) προσώπου με:

Είδος χρήστη

Οικονομικός Φορέας

Είδος αναγνωριστικού

EORI

Αναγνωριστικό (ID)

Επικύρωση

Άμεσα

Με εντολή του/της

Συμφωνώ να ζητηθούν στοιχεία του προφίλ της ταυτότητάς μου και να κοινοποιηθούν στην εφαρμογή UUM&DS και το EIS για τα τελωνεία

Υποβολή

Figure 30 - Introduction Page Tab

6.3 LOGIN TO THE POUS APPLICATION (Customs Agent's Employee)

By going to: IAPR (<https://www.aade.gr/>) - [Home page](#) - [Customs](#) - [Information for Economic Operators](#) - [Proof of Union Status PoUS](#) - [TAXUD IDENTIFICATION PORTAL](#), the Employee of the Customs Representative who has received the authorization, logs in to the application.

Then completes the relevant form:

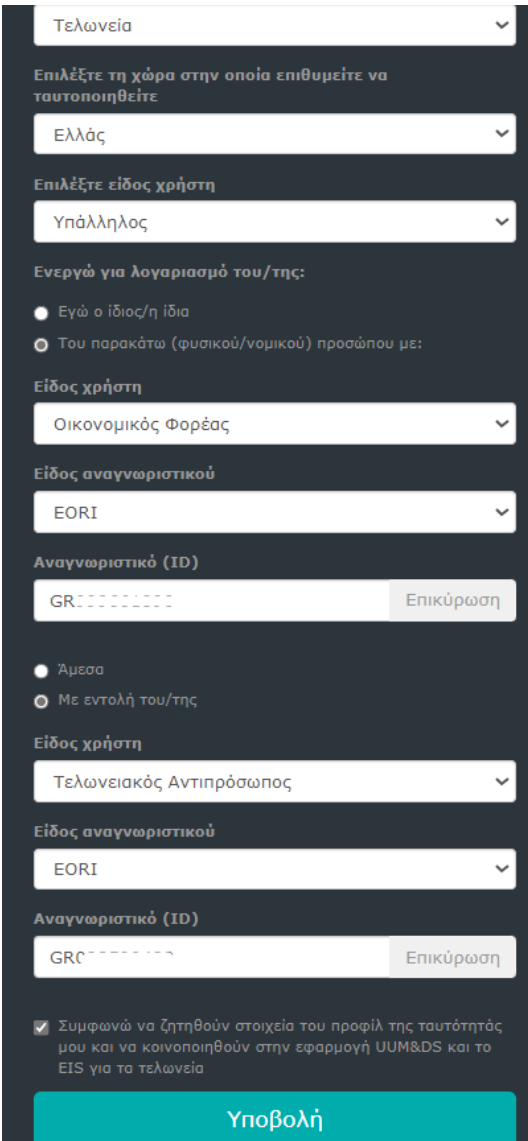


Figure 31 - Introduction Page Tab

In all the aforementioned cases of identification and login to the Trader Portal (TP), by selecting the POUS application, a menu of actions opens.

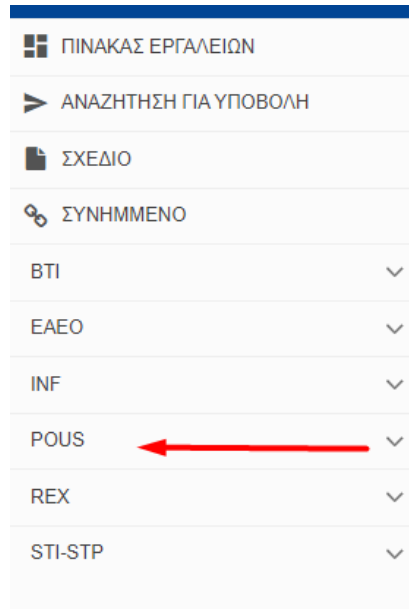


Figure 32 - Trader Portal (TP) Options Tab