



## National CESOP application – User manual



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## Reference Documents

*Table 1. Reference Documents*

	URL
E.U. Directive	<a href="https://eur-lex.europa.eu/legal-content/EL/TXT/PDF/?uri=CELEX:32020L0284">https://eur-lex.europa.eu/legal-content/EL/TXT/PDF/?uri=CELEX:32020L0284</a>



## 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.



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## Application features and requirements

### Application access

The application can be accessed at:

<https://www.aade.gr/en/businesses/tax-services/vat/transmission-and-exchange-payment-data-fight-vat-fraud-central-electronic-system-payment> (English landing page)

or alternative:

<https://www.aade.gr/epiheiriseis/forologikes-ypiresies/fpa/diabibasi-kai-antallagi-pliroforion-gia-pliromes-sto-plaisio-tis-katapolemisis-tis> (Greek landing page)

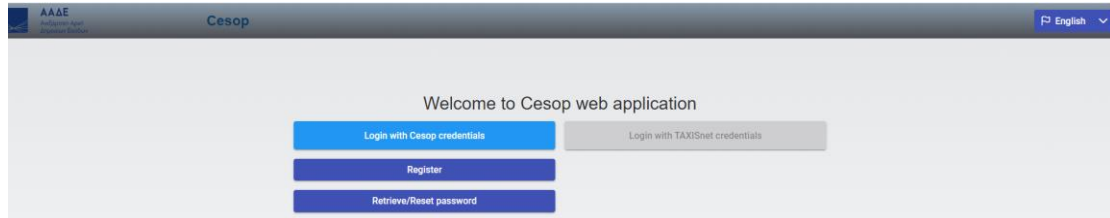
Access to the application is allowed:

- For Greek entities by using «Taxisnet»/myAADE credentials
- For foreign entities (under passporting), by registering in the system



## Functionality of the application

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



*Picture 1. Home Page*

### 1 . Registration

Entities without «Taxisnet»/myAADE credentials, must first register in the system in order to acquire custom credential specific only to CESOP submission application.

We 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\*  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

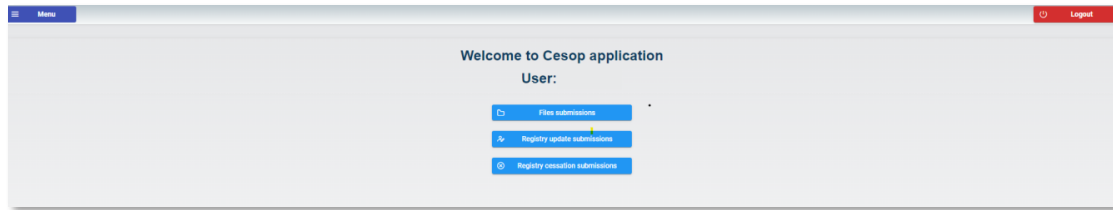
**Secret Answer1 / 2** : In the case of losing/changing the password and in order to change it, the user should remember the answers to be able to autonomously complete the process of renewing/changing the password

**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 CESOP credentials / Login with TAXISnet 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 :

Unique ID	Submitted file	Insert Date	Submission status	Remarks
268	PMT-Q2-2023-GR-AEBAGRAAXXX-1.xml	12/01/2024	Forwarded	
282	PMT-Q2-2023-GR-AEBAGRAAXXX-1.xml	12/01/2024	Partially accepted	
386	PMT-Q3-2023-GR-ASIMNL-CORRECT.xml	13/01/2024	DELETED	

Picture 4. File Submission

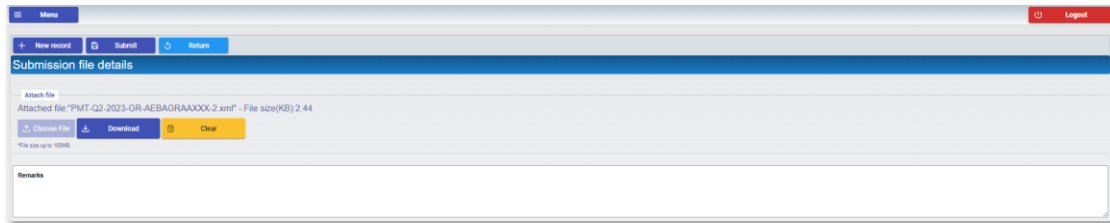
Active choices are the colored ones. Gray colored choices are inactive.

Button  always return to previous screen.

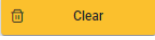
In order to submit a file choose  and then .

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 :

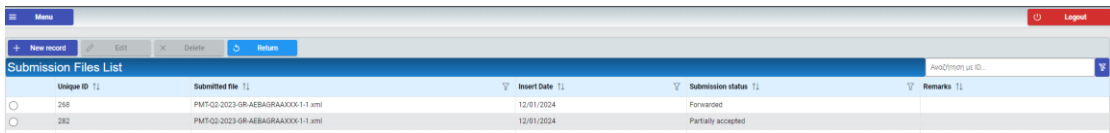


To upload the selected file in the system press .

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.

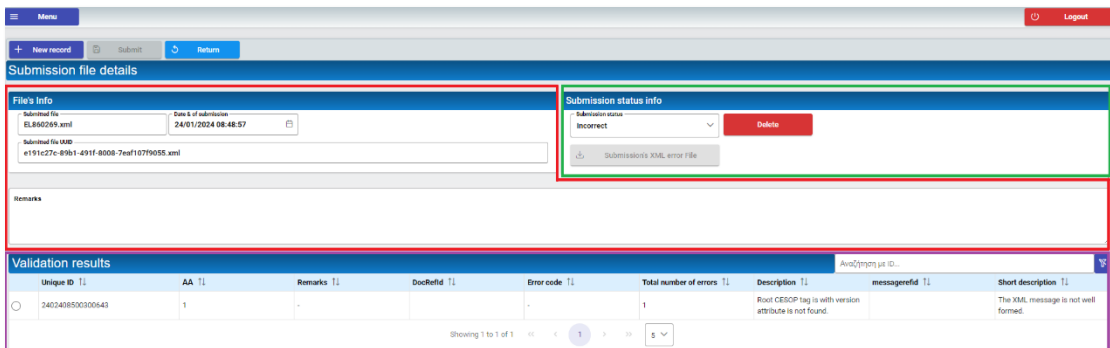


Picture 4 - Submission Files List

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.



Picture 5 - Submission status




There are three distinct parts:

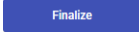
- Upload info (red rectangular area)
- Actions (green rectangle)
- Submission status/errors (purple rectangle)

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 :

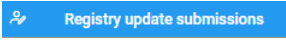
- If errors are found :

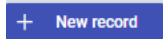
status changes to **[Rejected]** if the file rejected at its whole. In this case you must re-submit all the data. Errors detected are displayed in the error list (Validation results). Button  Submission's XML error File is activated so you can download the xml file with the errors detected by the central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

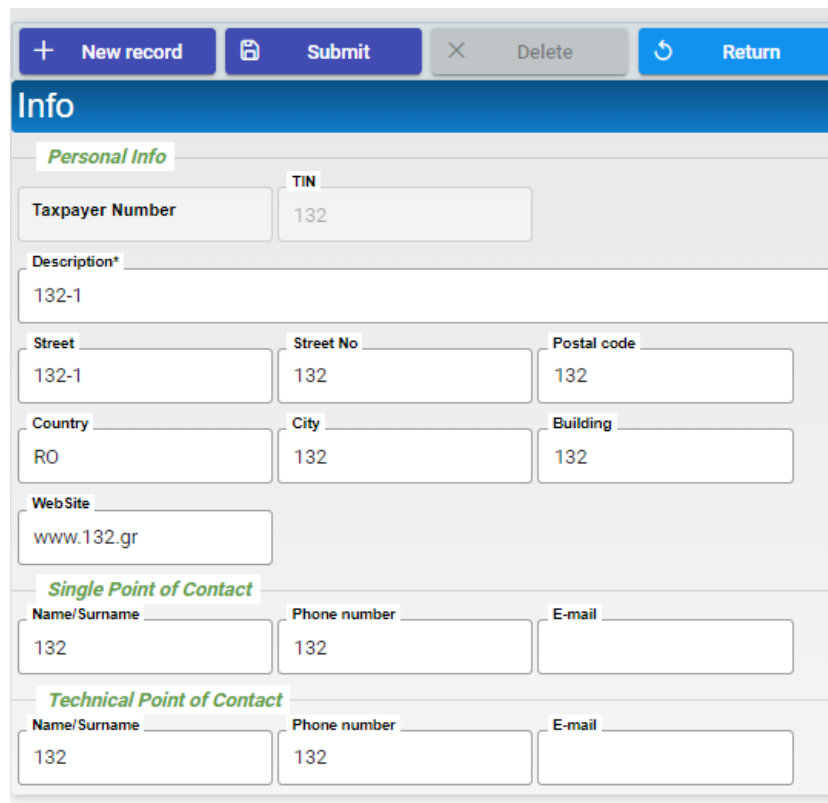
status changes to **[Partially accepted]**, if some errors found but the file is accepted. Errors detected are displayed in the error list (Validation results). Button  Submission's XML error File is activated so you can download the xml file with the errors detected by the central CESOP.

- 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





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 :



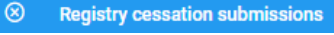
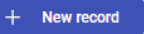
	Taxpayer Number T1	TIN T1	Description T1	Street T1	Street number T1	Postal code T1	Country T1	City T1	Modification Date T1
<input type="radio"/>		132	132-1	132-1	132	132	RO	132	12/01/2024
<input type="radio"/>		132	132-2	132-2	132	132	RO	132	12/01/2024

Picture 7 - List of requested changes

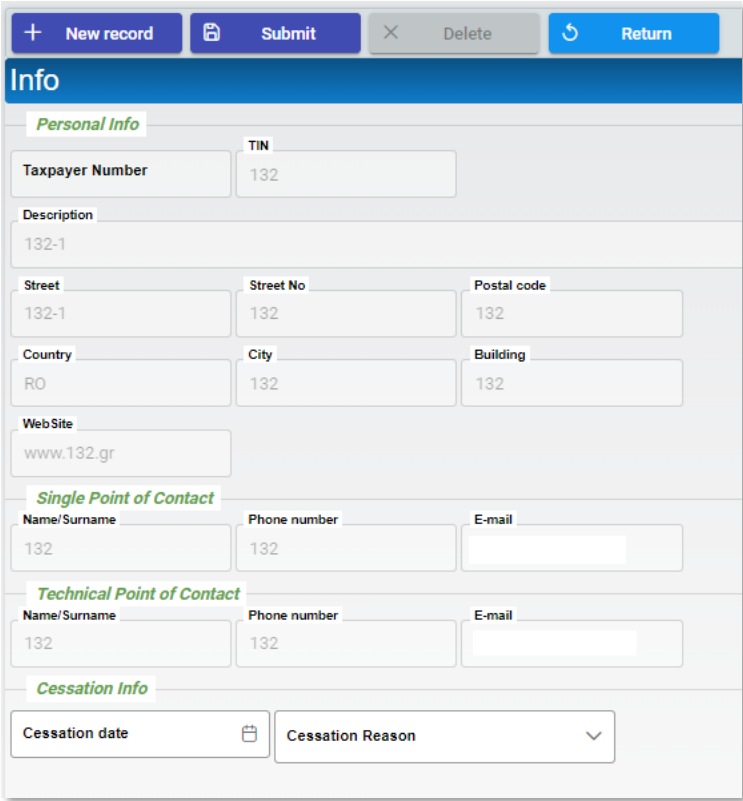


## 5. Cessation

You may decide that you no longer need to submit cross-border data. In that case 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.




Personal Info		
Taxpayer Number	TIN	
132	132	
Description		
132-1		
Street	Street No	Postal code
132-1	132	132
Country	City	Building
RO	132	132
Web Site		
www.132.gr		
Single Point of Contact		
Name/Surname	Phone number	E-mail
132	132	
Technical Point of Contact		
Name/Surname	Phone number	E-mail
132	132	
Cessation Info		
Cessation date	Cessation Reason	
	▼	

Picture 8 - Cessation


You may only complete fields *Cessation\_Date* and *Cessation\_Reason*.



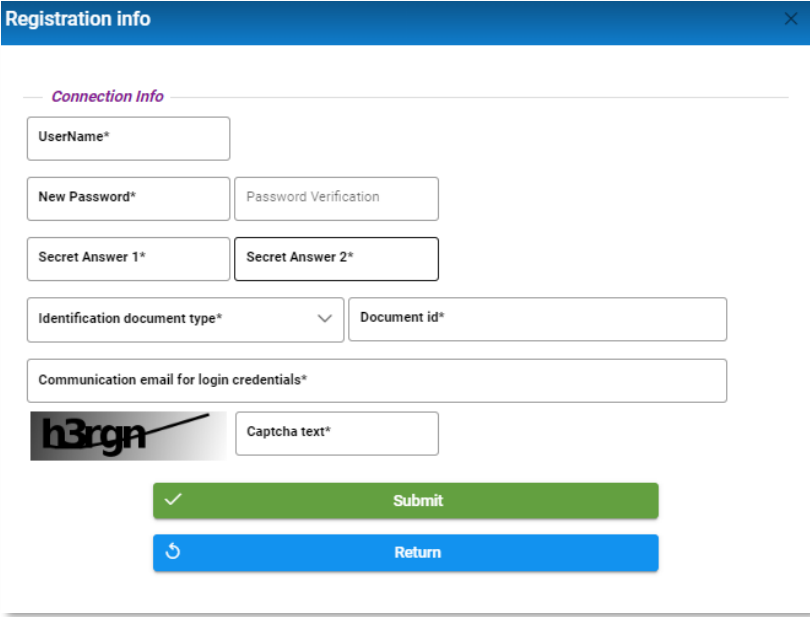
You must press submit  **Submit** button in order to save the changes. You cannot delete records, you may only change the data.

## 6. User credentials change

Foreign 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 image shows a 'Registration info' pop-up window. It contains the following fields and buttons:

- UserName\*** (text input)
- New Password\*** (text input) and **Password Verification** (text input)
- Secret Answer 1\*** (text input) and **Secret Answer 2\*** (text input)
- Identification document type\*** (dropdown menu) and **Document id\*** (text input)
- Communication email for login credentials\*** (text input)
- h3rgrn** (captcha image) and **Captcha text\*** (text input)
- Submit** button (green)
- Return** button (blue)

Picture 9 - Custom credentials change form

**UserName** : Login user name used by the entity.

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



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**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.