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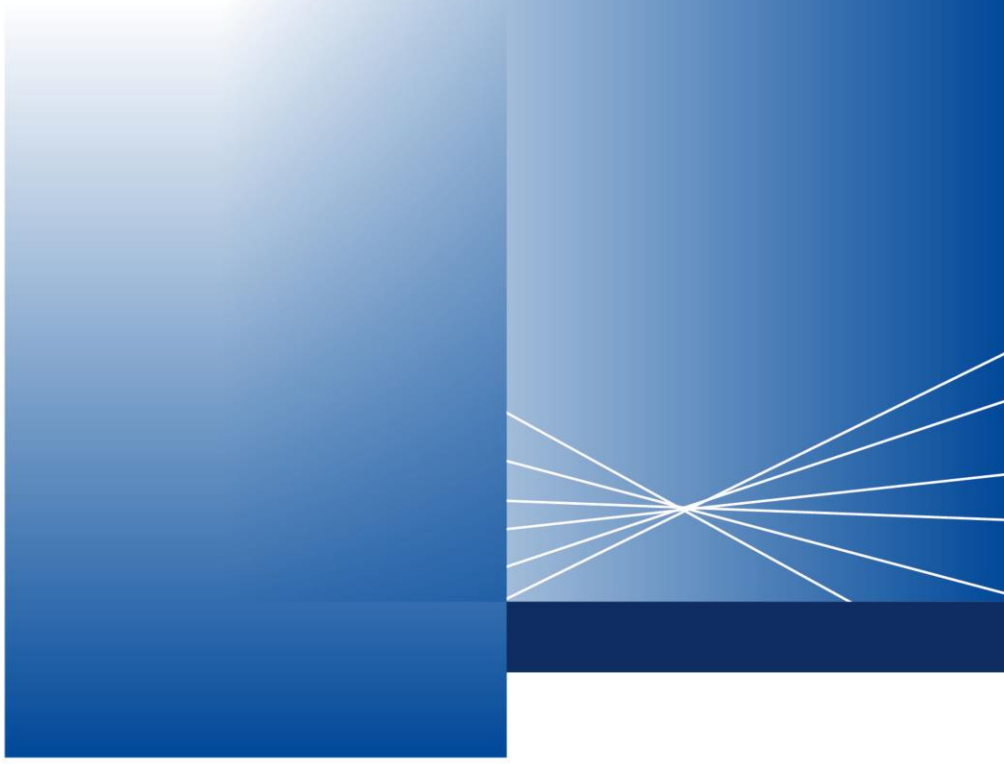

Instructions for the use of the Transit Log application by external users

ATHENS, 23 December 2025

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Table Contents

Table 1. Statuses of Transit Log 44

1 Introduction

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

Based on Decision A.1124/30-07-2024 of the Governor of the IAPR entitled “Amendment of Decision D257/139/23-02-2000 of the Minister of Finance ‘Determination of the type of “Transit Log” (Transit Log) (Β΄ 378 and Β΄ 426)’ (Β΄ 4542), it will now be possible for liable persons to submit a transit log through the new “Transit Log” submission application, which is posted on the IAPR portal, at the following link https://www.aade.gr/deltio-kinisis-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 Page – Home screen of external users

Access to the application is carried out from the link https://www.aade.gr/deltio-kinisis-transit-log

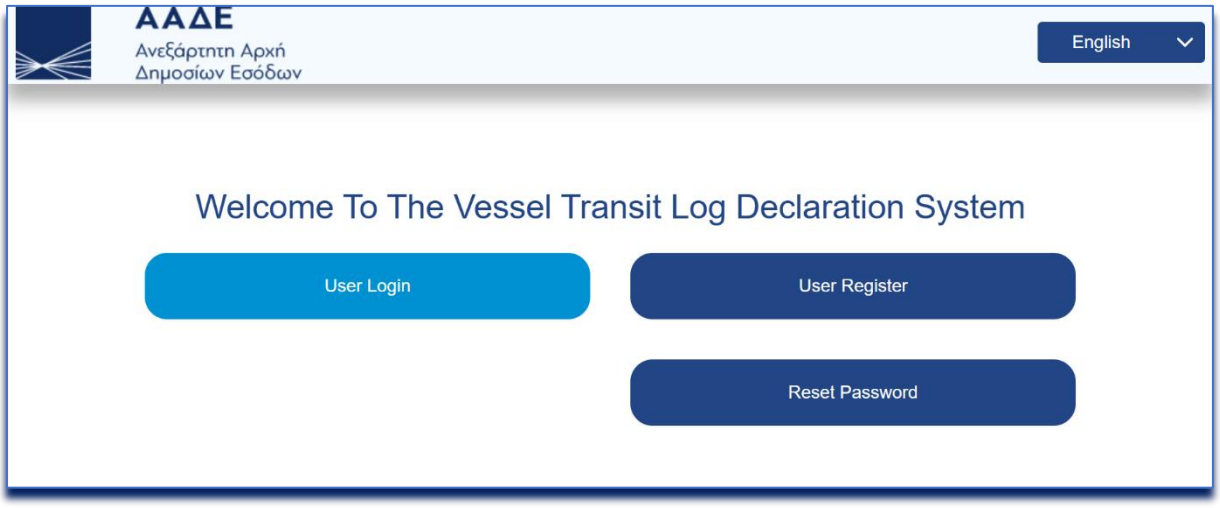


Figure 1. Home screen of external users.

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.

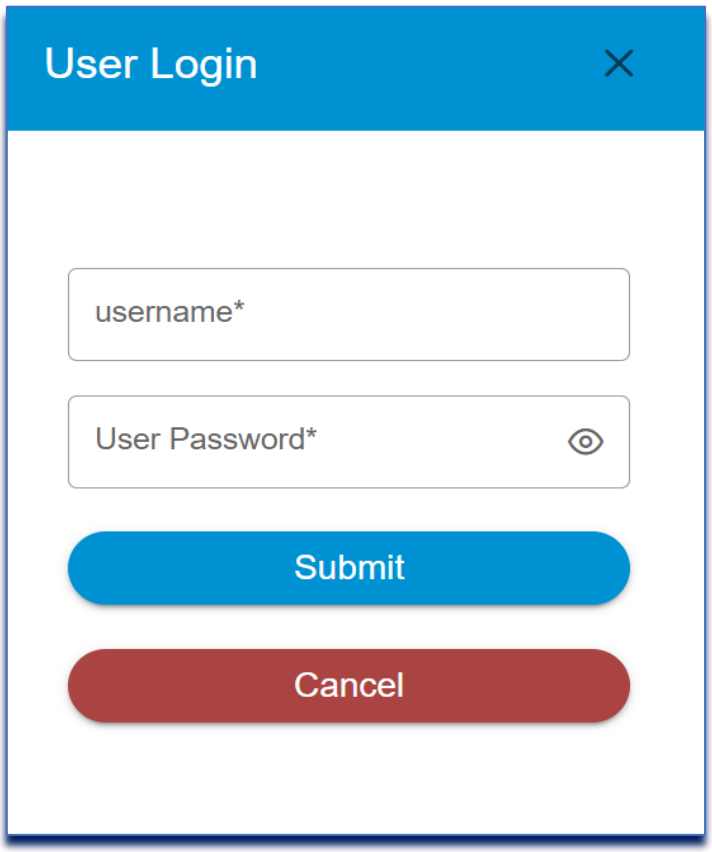


Figure 2. User login screen.

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.

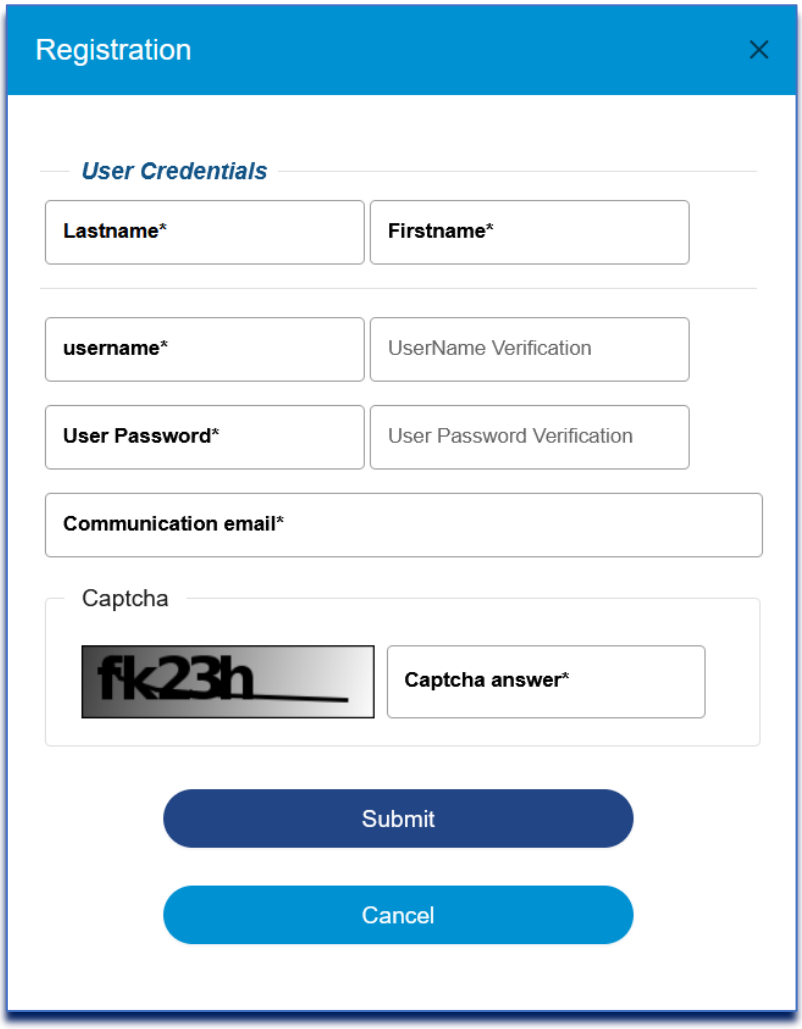


Figure 3. New user registration form.

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

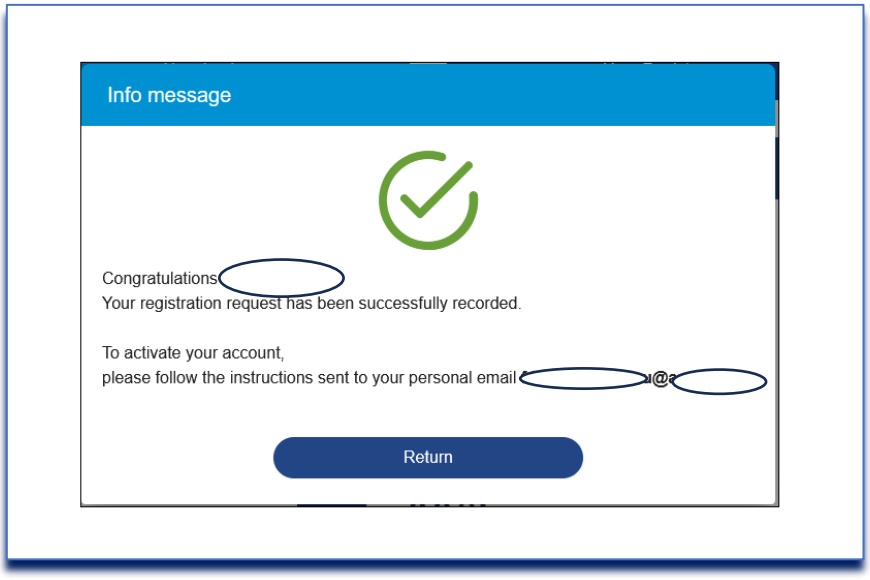


Figure 4. Informative registration message.

5 Password Recovery

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

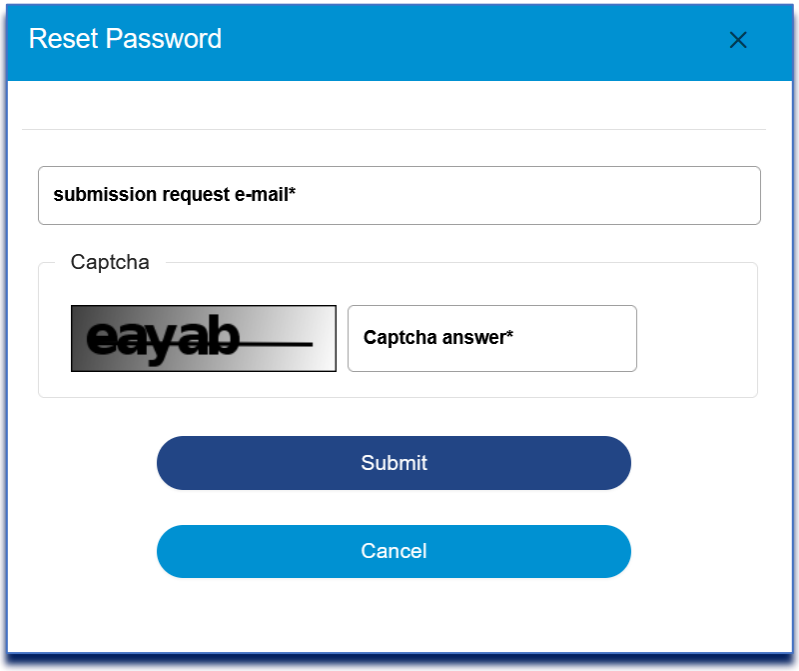


Figure 5. Password Recovery Screen.

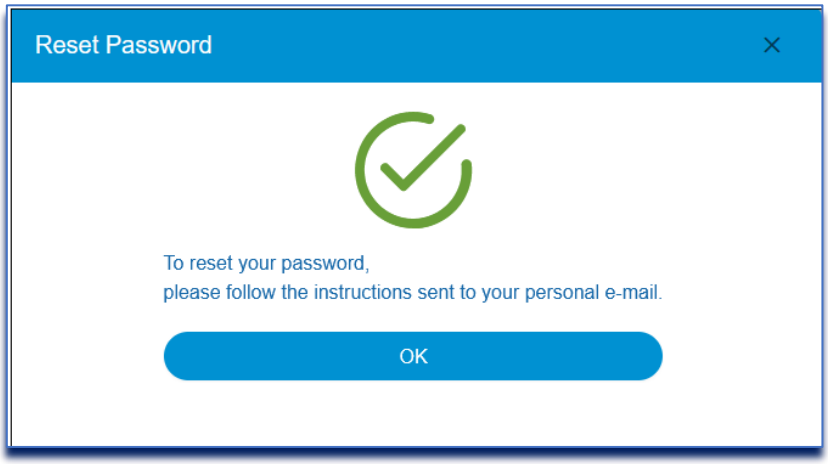


Figure 6. Password recovery confirmation message.

6 Successful User Login to the Application

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

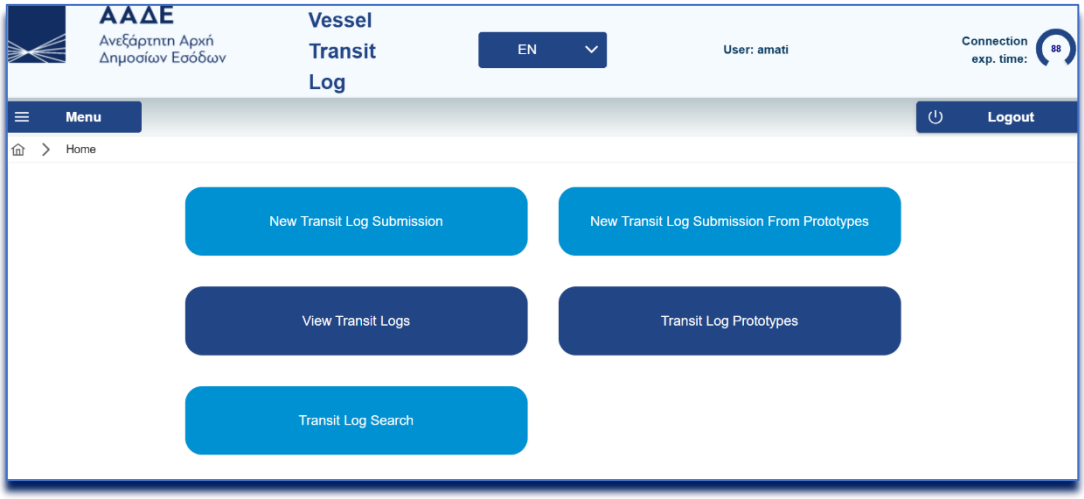


Figure 7. Initial image of successful login to the application.

Selection and navigation can be carried out either from Figure 7 or from the menu:

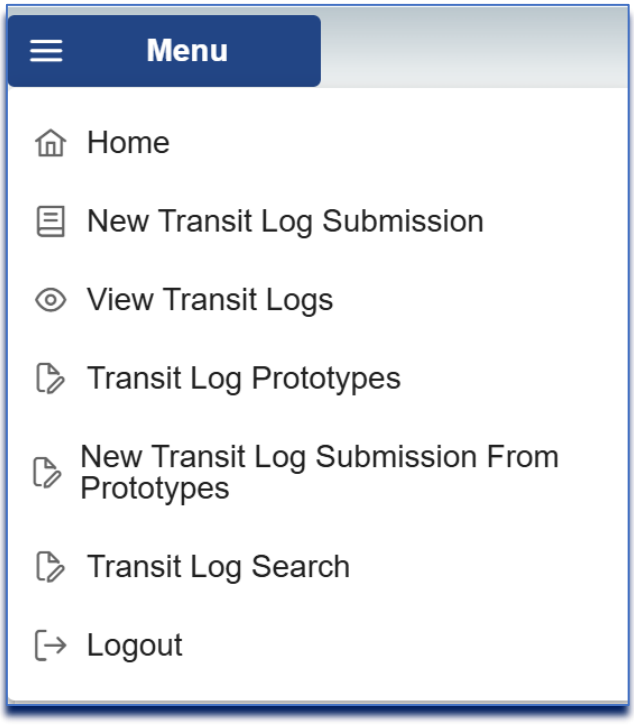


Figure 8. Options menu.

7 User Actions

7.1 Submission of a New Transit Log

With the first option "**Submit a New Transit Log**", a pop-up warning message is displayed, informing the external user about the supporting documents that he must attach when submitting the transit log.

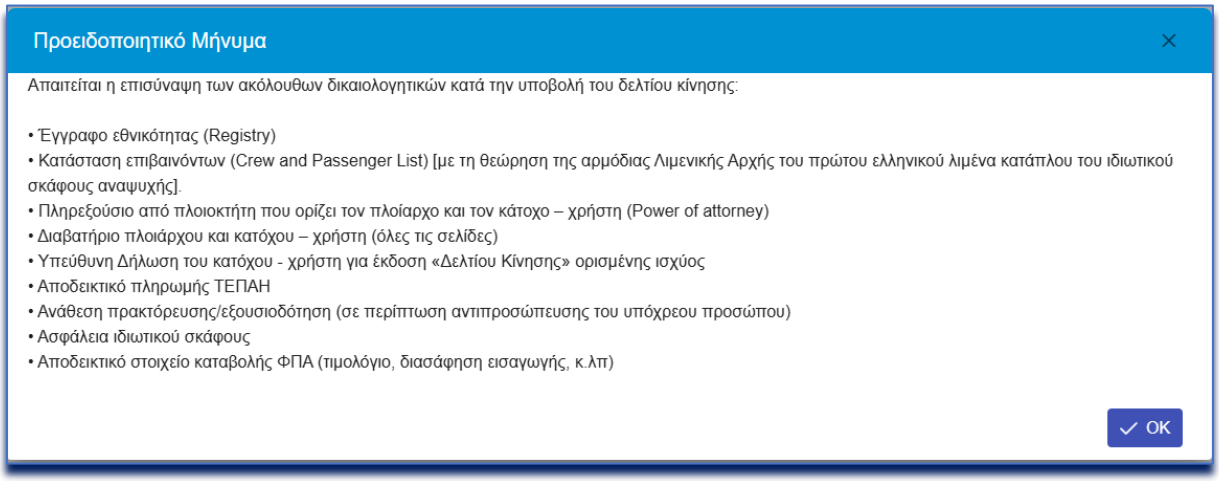


Figure 9. Warning message screen.

Selecting OK opens the registration screen with the **Ship Details**

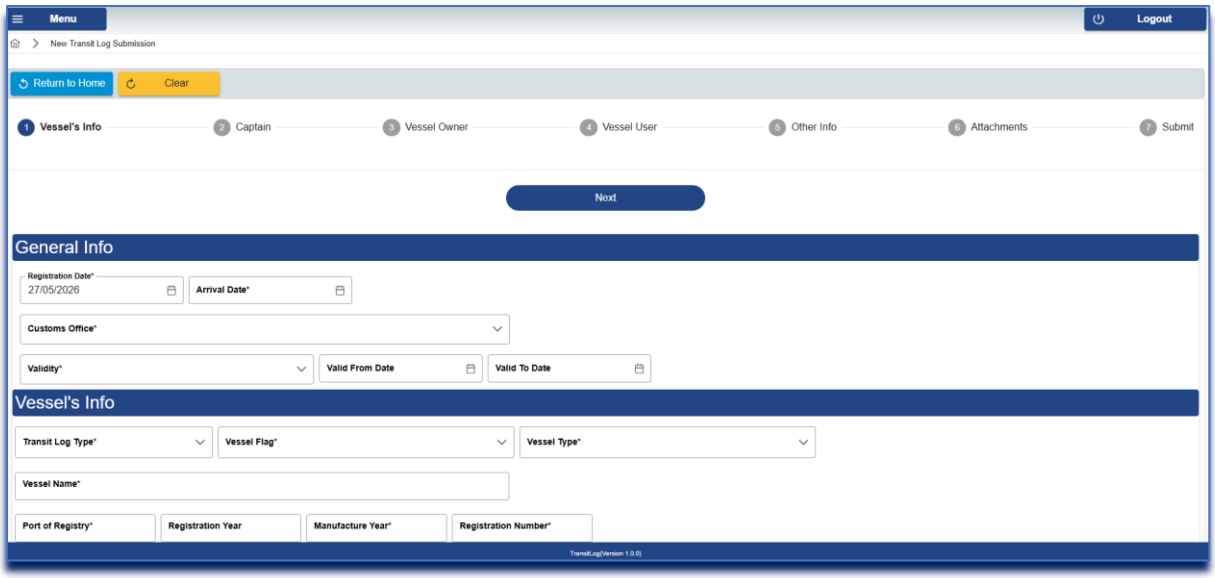


Figure 10. Registration screen with Ship Details.

There are 6 sections to be registered before the log can be submitted:

1. Ship Details 2. Shipmaster 3. Shipowner 4. Owner/User 5. Other Details 6. Attachments

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.

The external user must select the validity of the log (fixed/indefinite) and from ….. to ……

Also, in the Ship Details Section, he selects the type of **Transit Log**:

Duration of one Month – after acceptance of the Transit Log by the Customs Office (MRN assignment), its status will be **Finalised**

Duration of 18 Months - after acceptance of the Transit Log by the Customs Office (MRN assignment), its status will be **Finalised**

Indefinite Duration - after acceptance of the Transit Log by the Customs Office (MRN assignment), its status will be **Settled**

The final decision on the validity of the Transit Log is taken by the Customs Authority

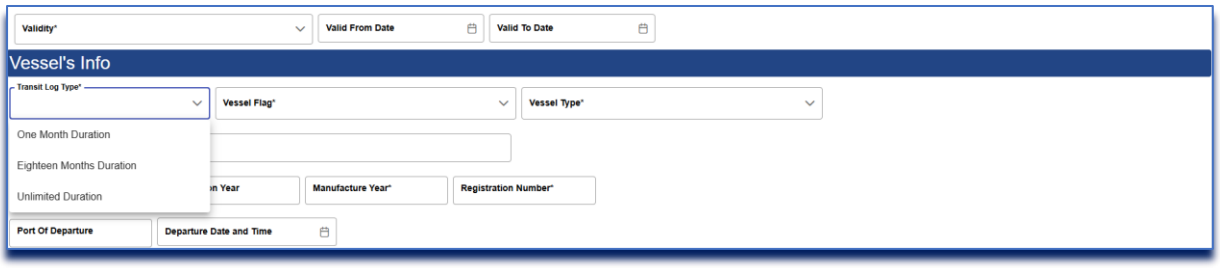


Figure 11. Decision screen.

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

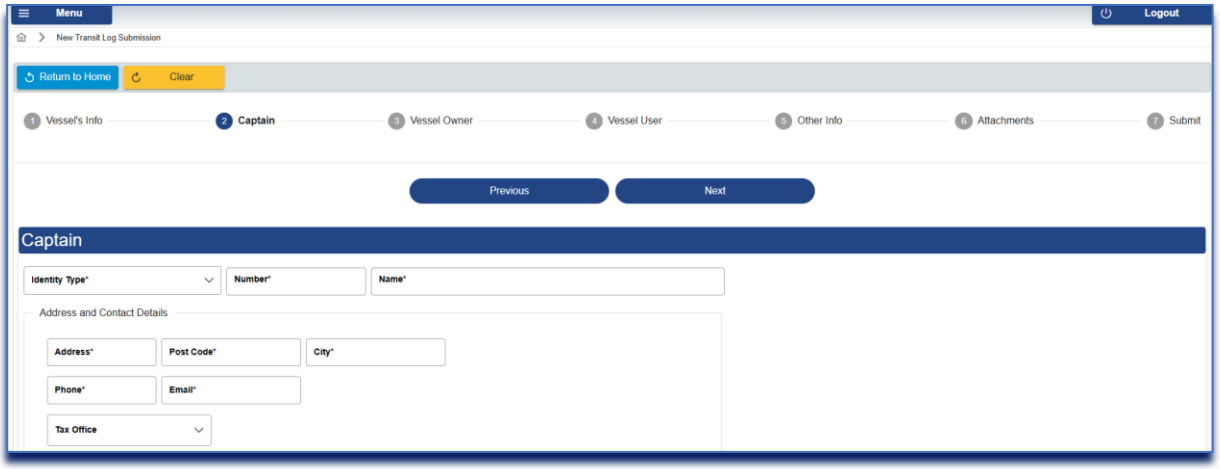


Figure 12. Registration tab for the Shipmaster.

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

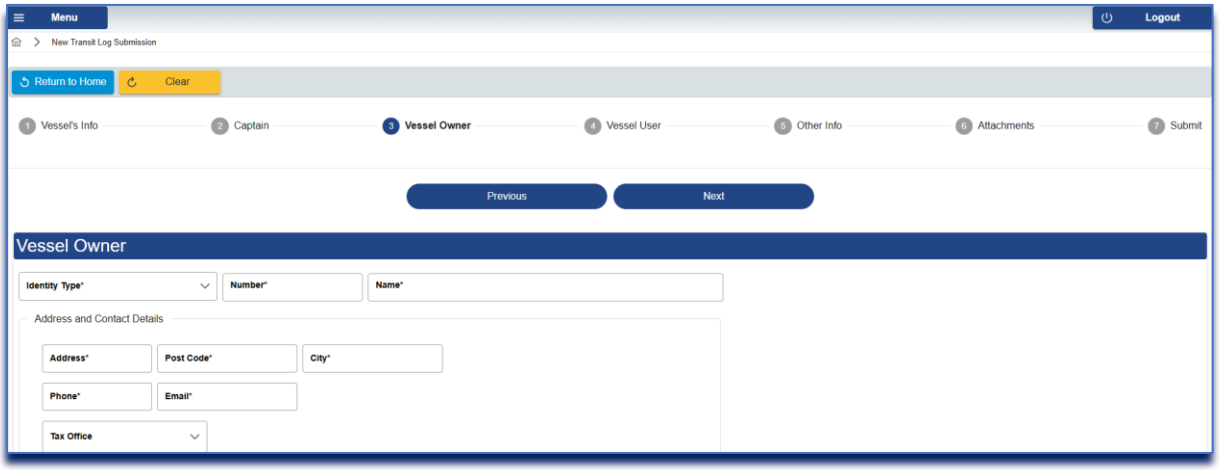


Figure 13. Registration tab for the Shipowner.

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

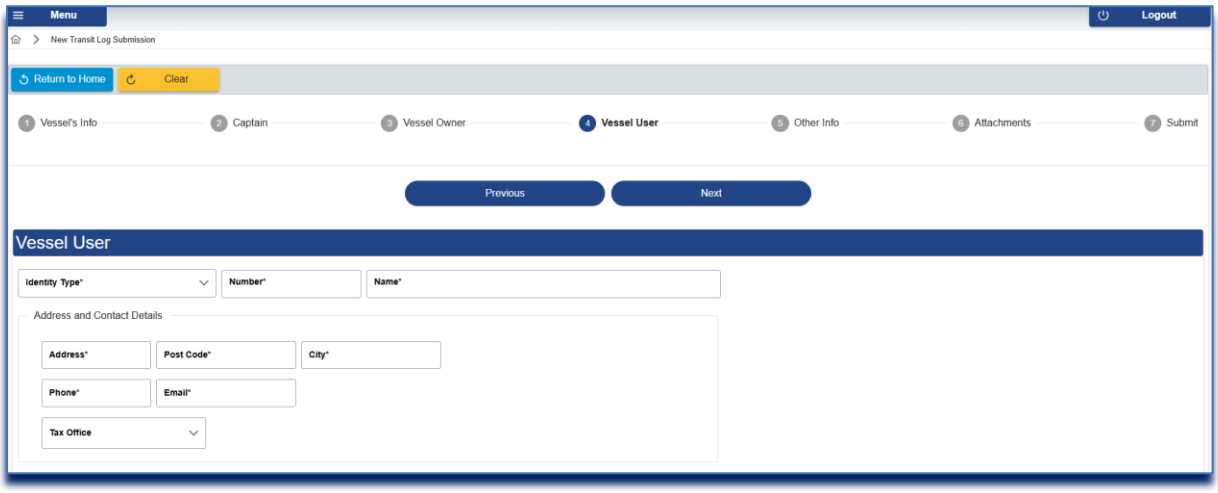


Figure 14. Registration tab for the Owner/User.

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

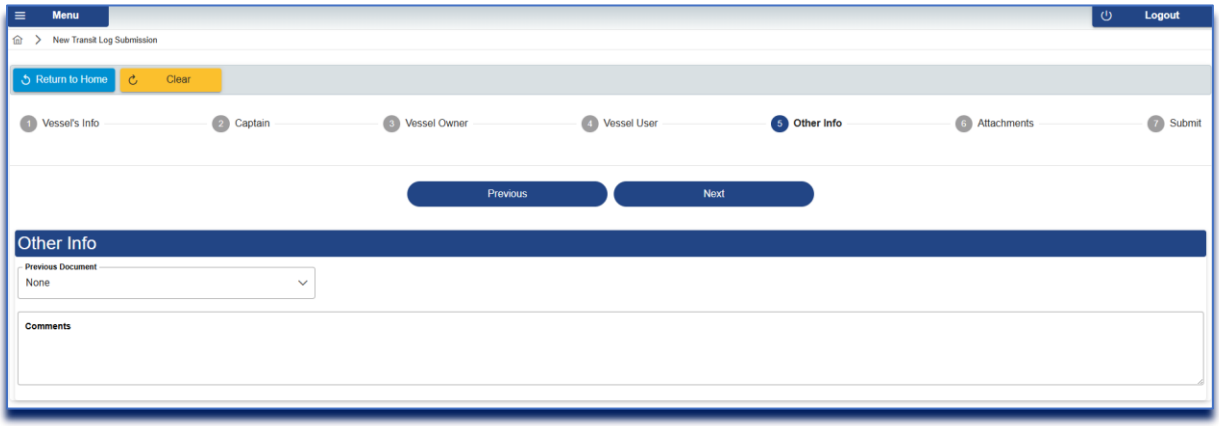


Figure 15. Registration tab for Other Details.

Fill in the **Attachments**.

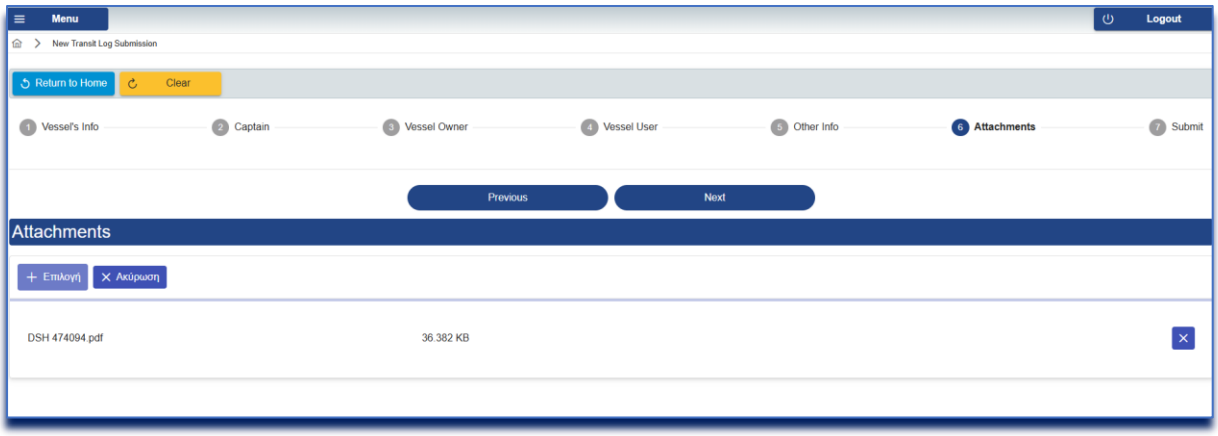


Figure 16. Attachments tab.

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

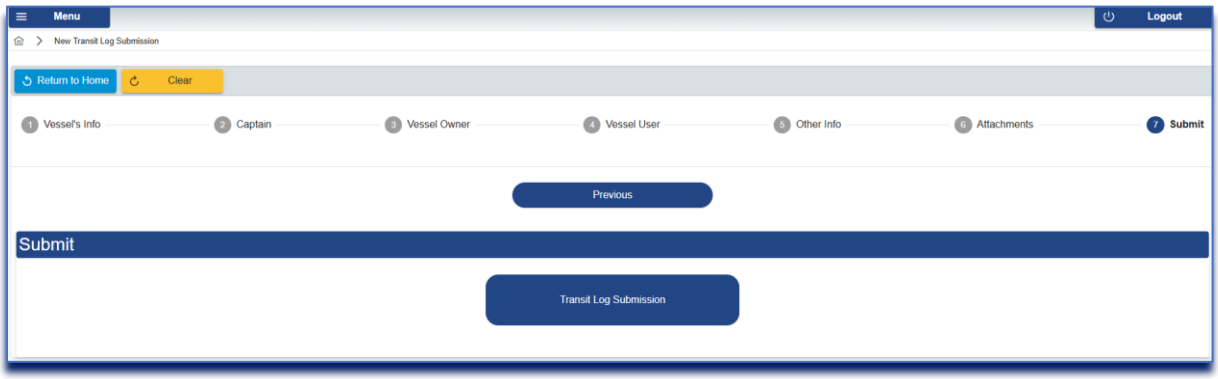


Figure 17. Submission screen for the Log's registration.

By selecting "**Submit Transit Log**" on the above screen, a message will be displayed stating that either the **Transit Log was submitted successfully** (see Figure 16) or that the **Transit Log contains Errors** (see Figure 17).

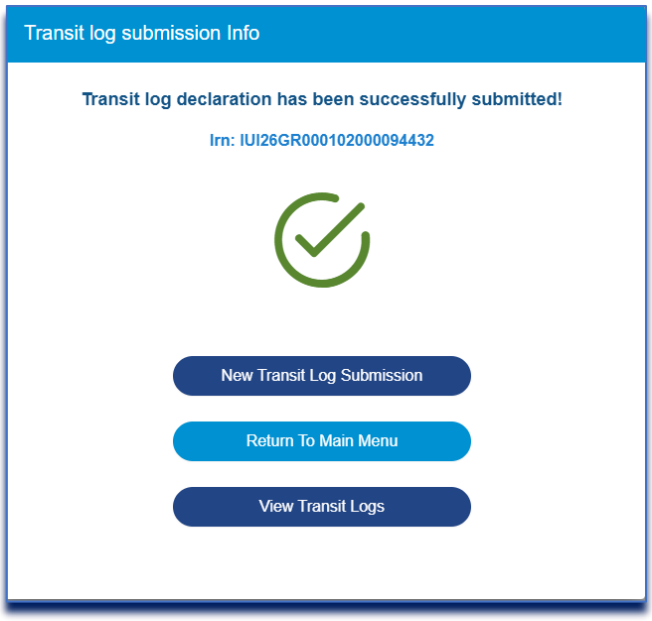


Figure 18. Notification of successful Transit Log submission - LRN assignment.

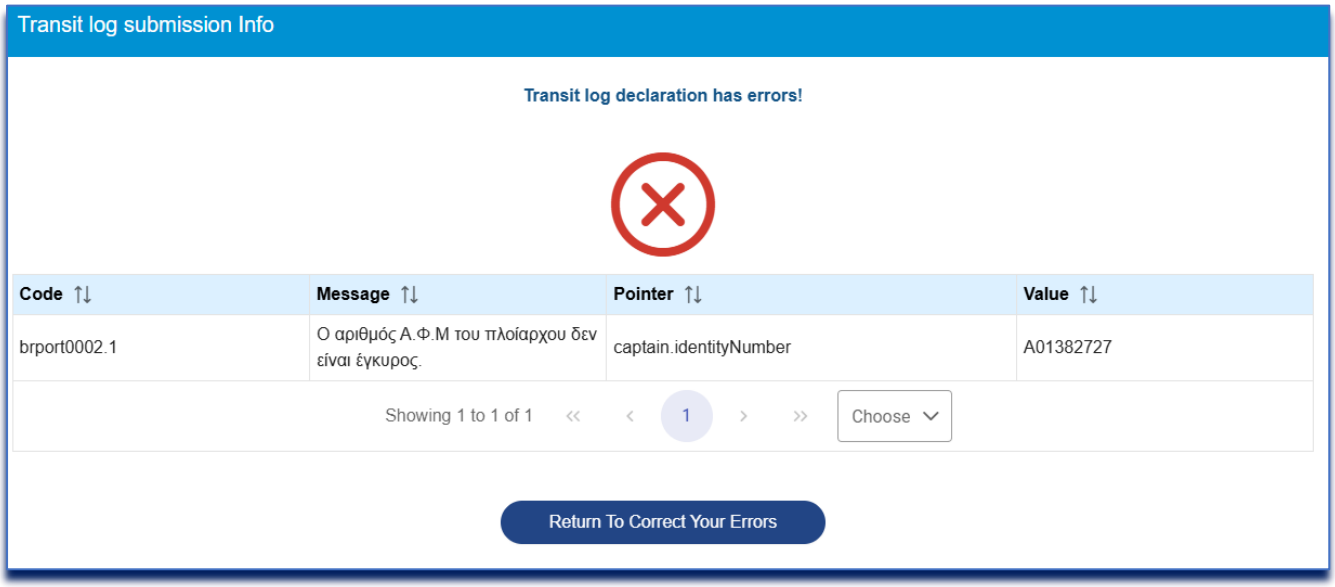


Figure 19. Notification of errors during Submission.

If the **Transit Log is submitted successfully**, the user receives an informative e-mail notifying him of the LRN of his Submission.

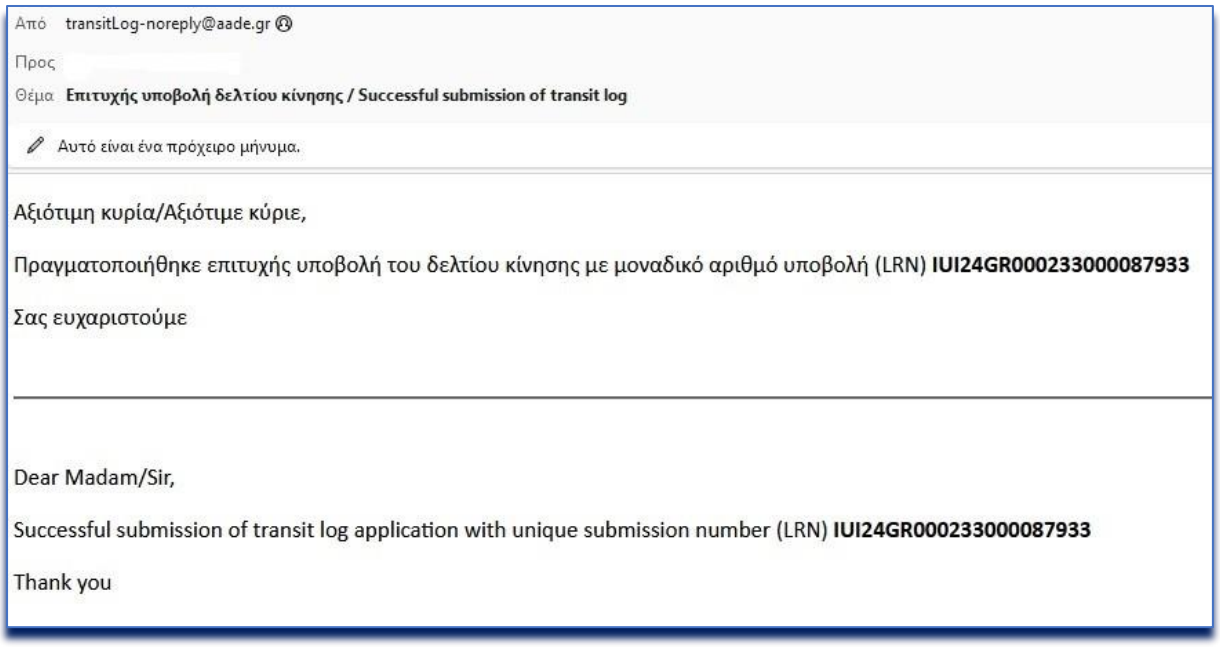


Figure 20. Sending of an informative e-mail to the User for "Successful submission of transit log".

The submitter can view the Transit Log by selecting View Transit Log from the Menu.
The status of the Transit Log is Registered (no MRN has been assigned).
After its acceptance by the Customs Authority (MRN assignment), the Status of the Transit Log becomes Finalised.
If the Transit Log is not accepted by the Customs Authority, its Status is Cancelled

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.

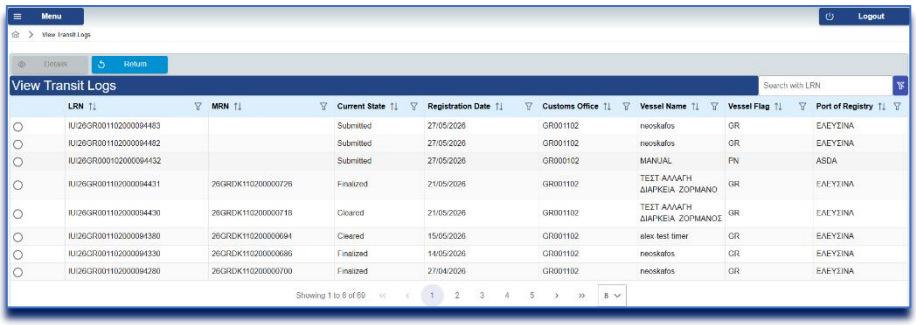


Figure 21. Transit Log View Screen.

You can do a quick search by LRN.

Figure 22. Search by LRN.

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

By LRN

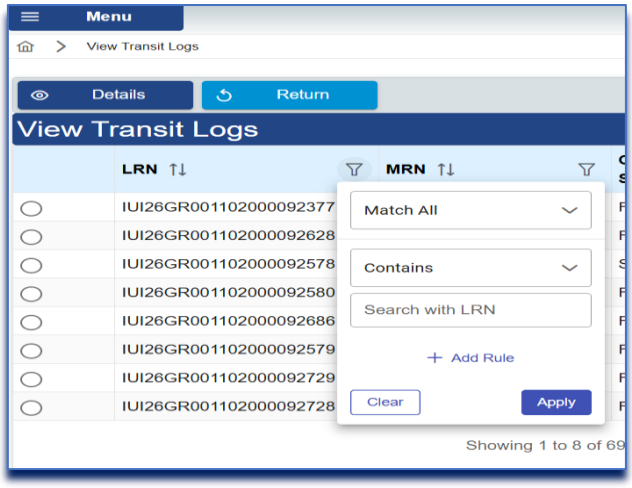


Figure 23. Search by LRN for each field separately.

By Registration Date

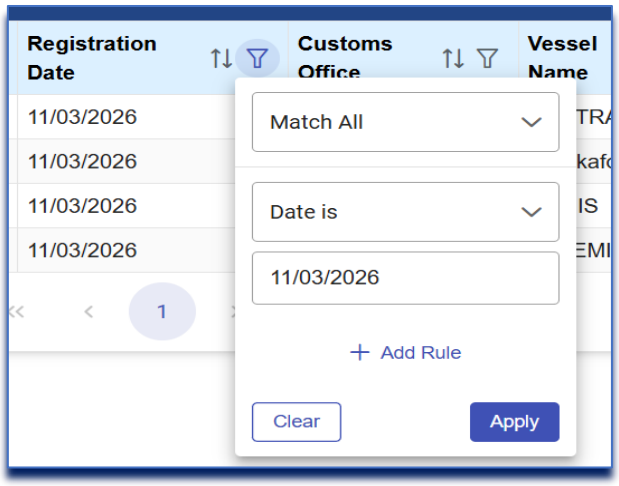


Figure 24. Sorting by Registration Date.

By Ship Name

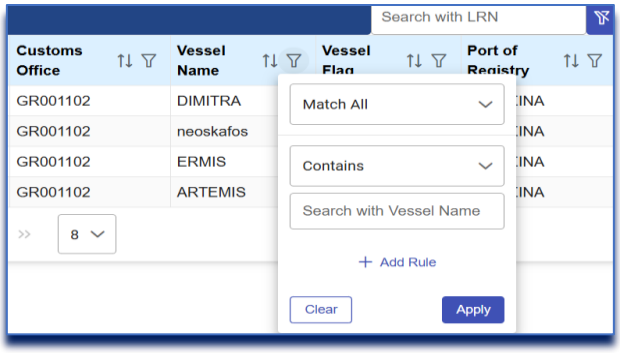


Figure 25. Search by Ship Name.

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.

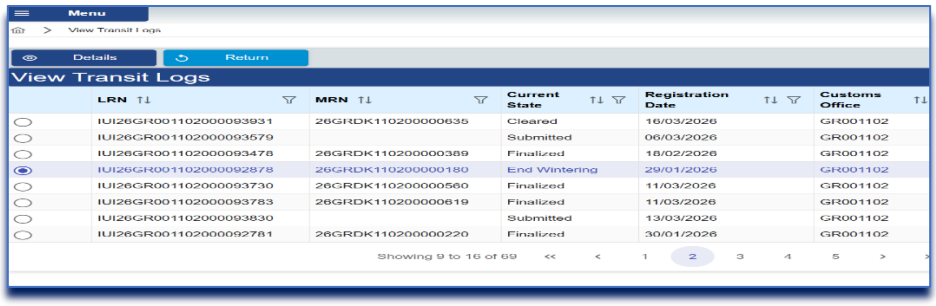


Figure 26. Detailed view of Transit Logs.

As you continue browsing the details of the registered entry,

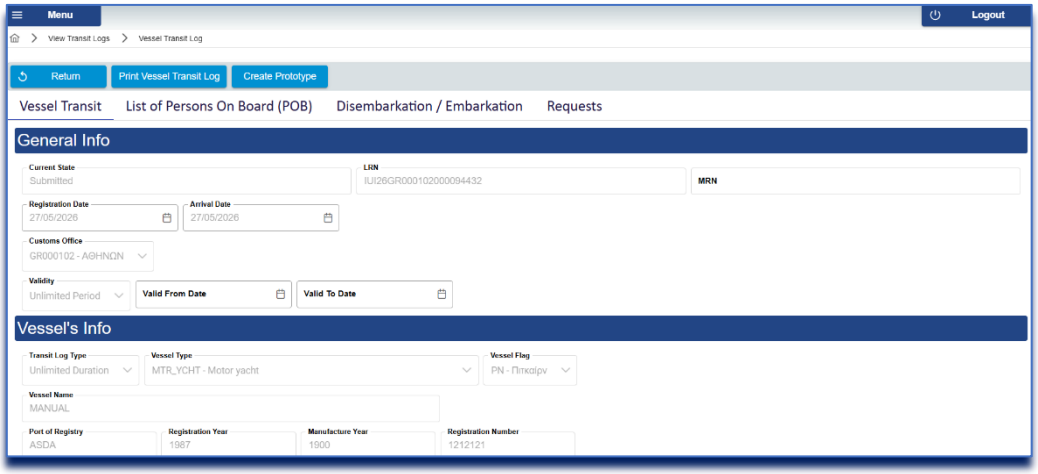


Figure 27. Details of registered entry.

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

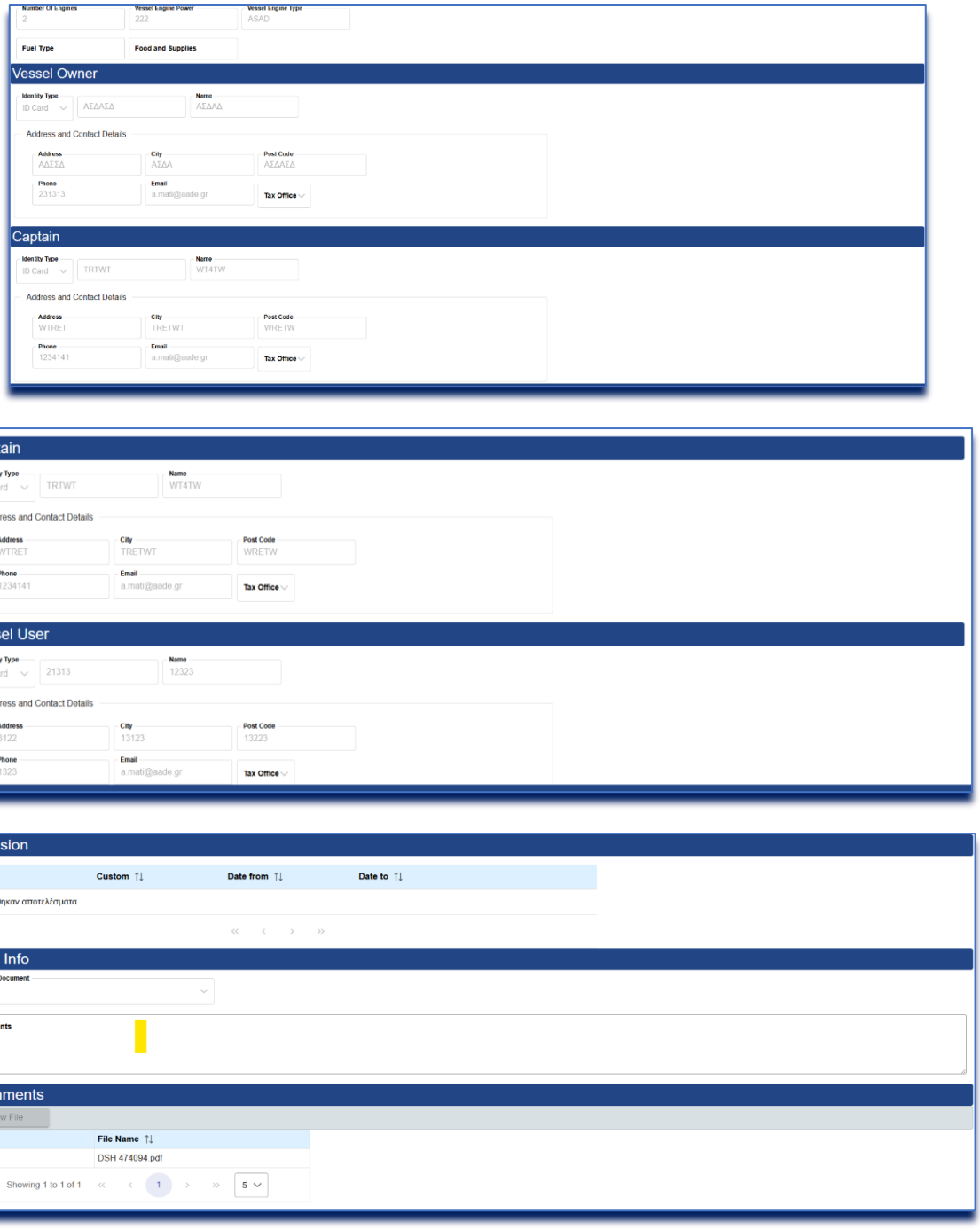


Figure 28. The other registered fields of the Transit Log.

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

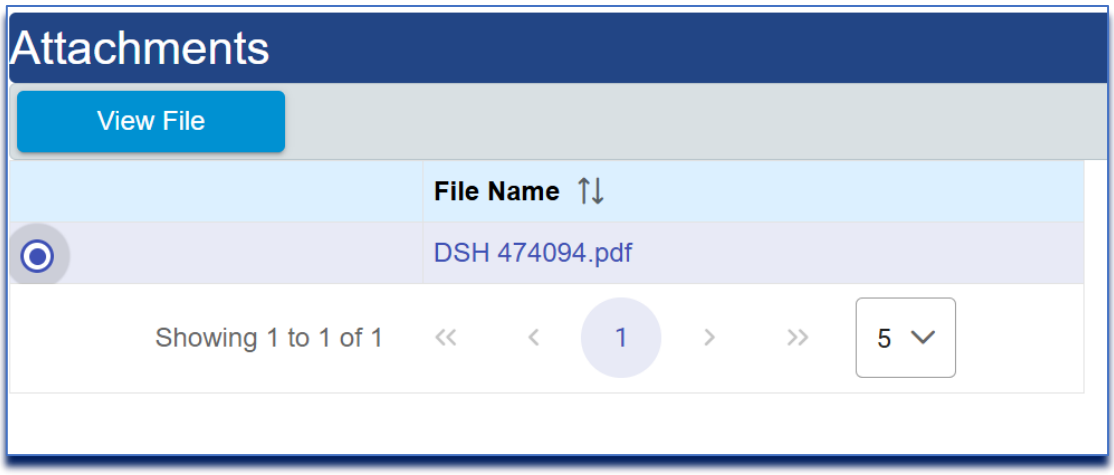


Figure 29. Attachments screen to download or view the file.

7.3 Transit Log Search

The external users of the application can search for a transit log by entering one or more of the following search criteria:

- Type of transit log
- Date
- MRN
- Ship name
- Registration number
- Owner – user (Unique identification number)
- Log status
- Flag
- Call sign
- LRN
- Shipowner's name

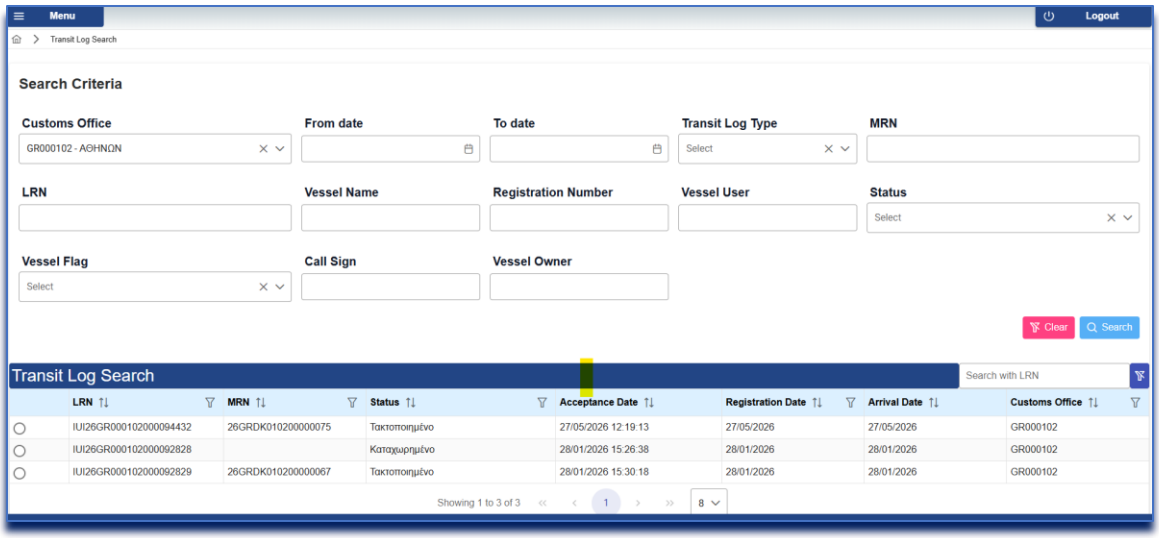


Figure 30. Search screen.

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.

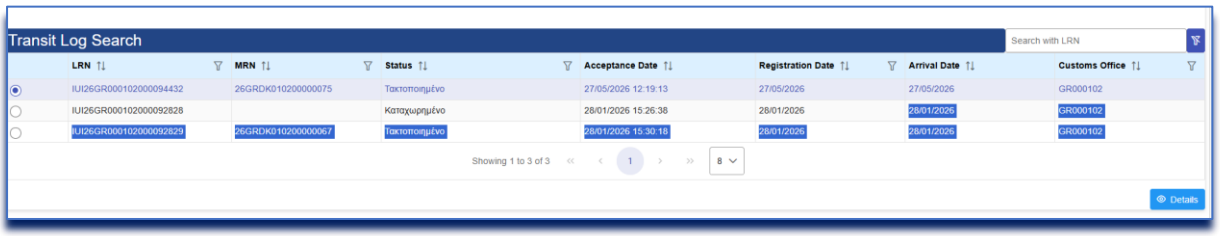


Figure 31. Search screen.

The registered fields:

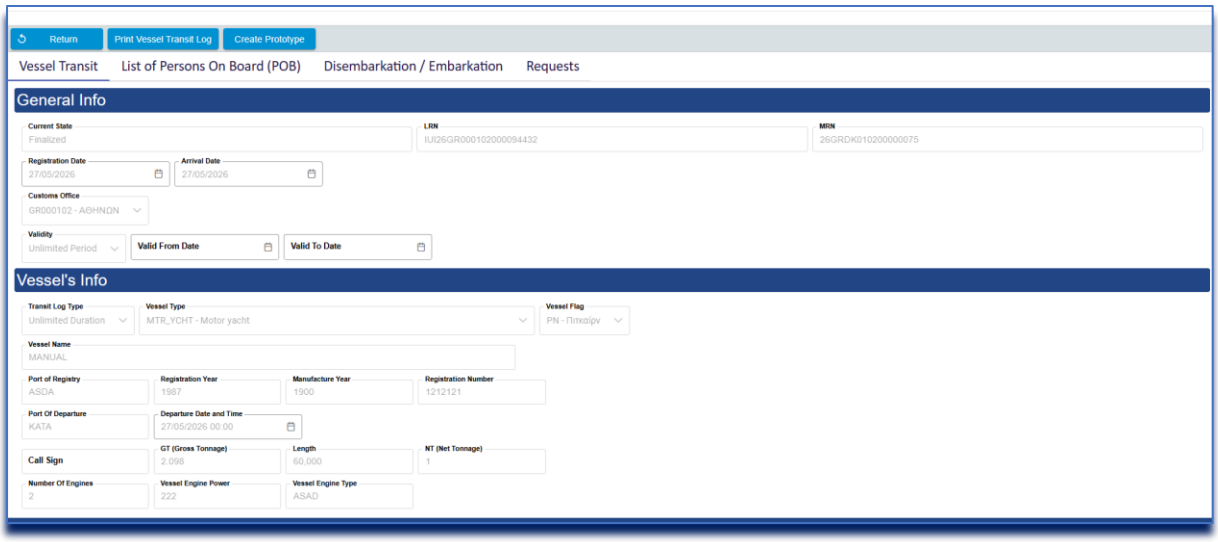


Figure 32. Transit Log View Screen.

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

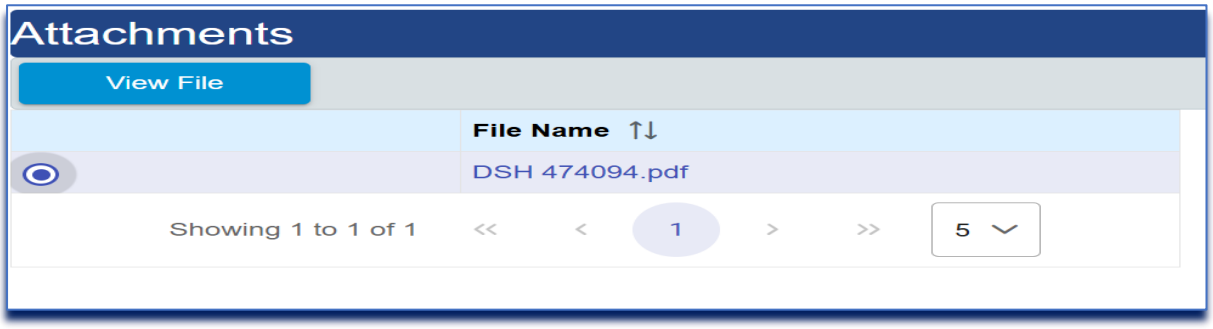


Figure 33. Attached files view screen.

7.4 Submission of a New Transit Log from templates

Before submitting the transit log, the external user will be able to create a template and save it for future use.
After proceeding with the submission of a Transit Log and selecting View Transit Logs and then details:

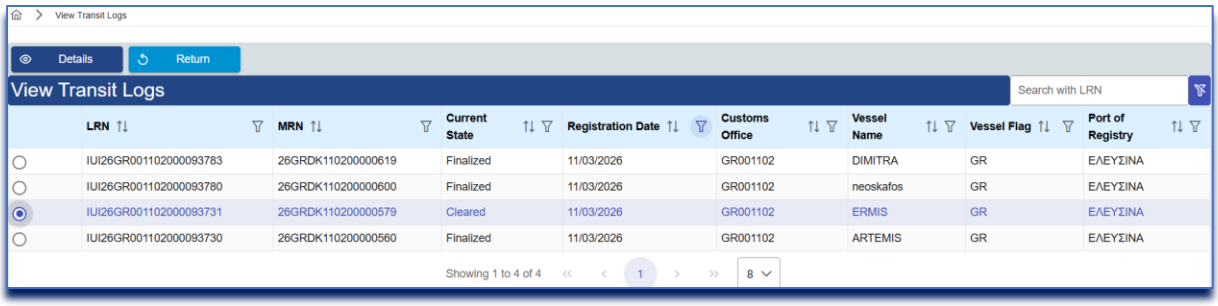


Figure 34. Transit Log View Screen.

The “Create Template” Action also appears in the Transit Log Details

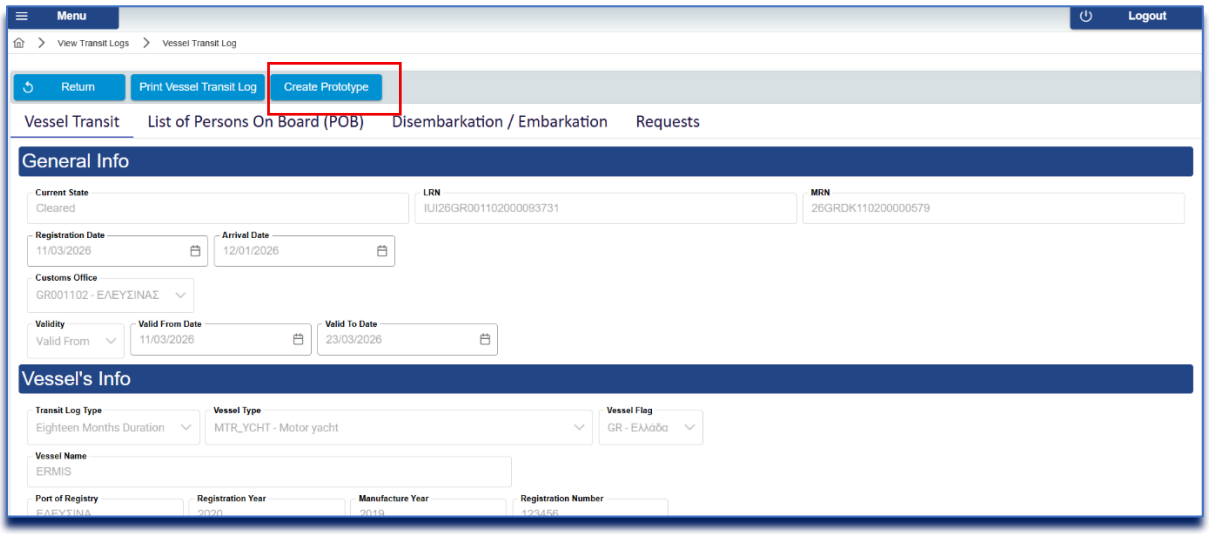


Figure 35. Template creation screen.

By selecting Create Template, the user is asked to enter a template title

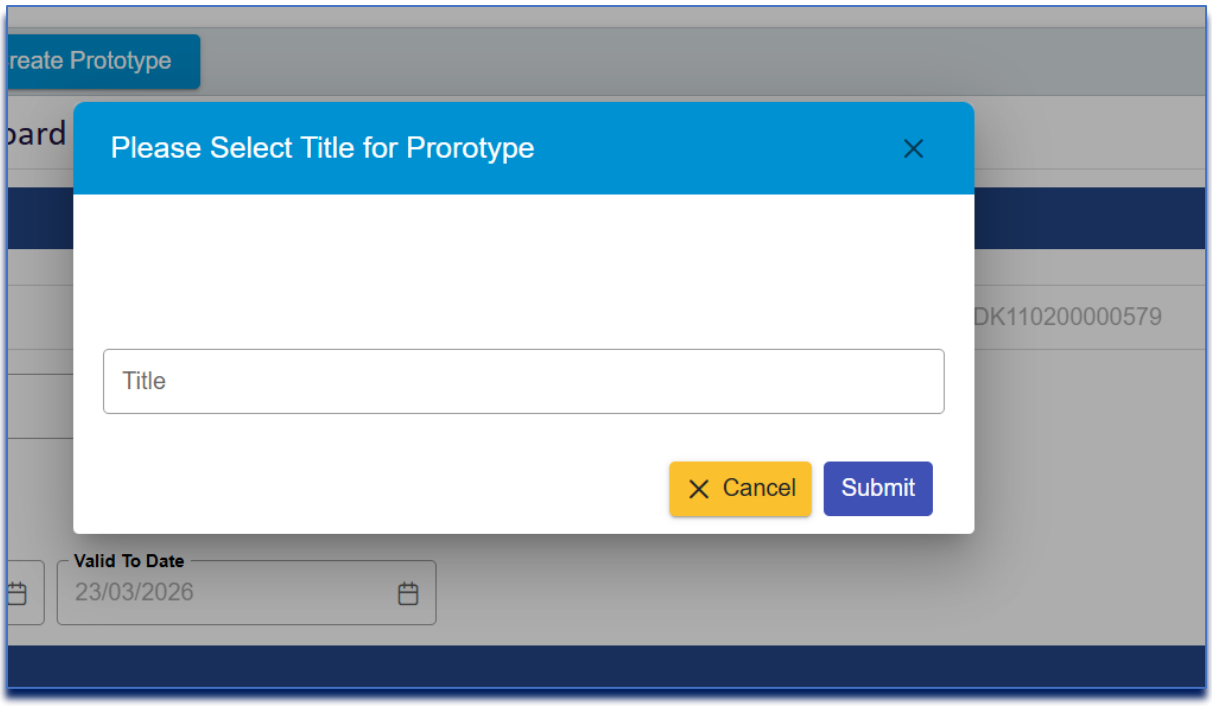


Figure 36. Template title registration tab.

With the template name and submission, the external user is informed that the Transit Log Template has been successfully created

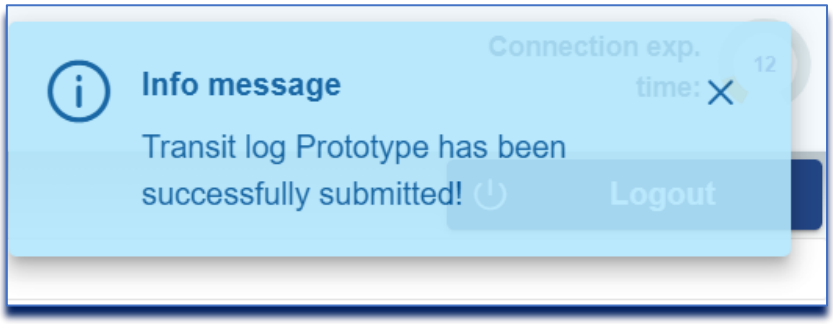


Figure 37. Message screen.

From the home screen or from the Menu, he can retrieve his templates and proceed with Submission through Templates

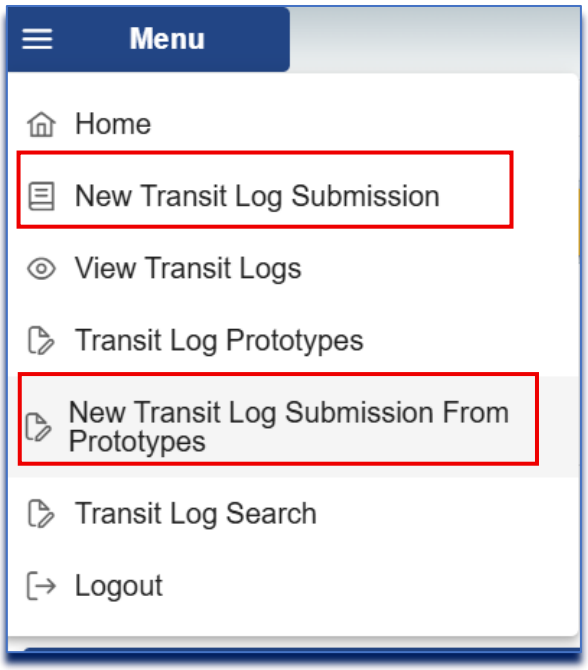


Figure 38. Menu view.

Alternatively:

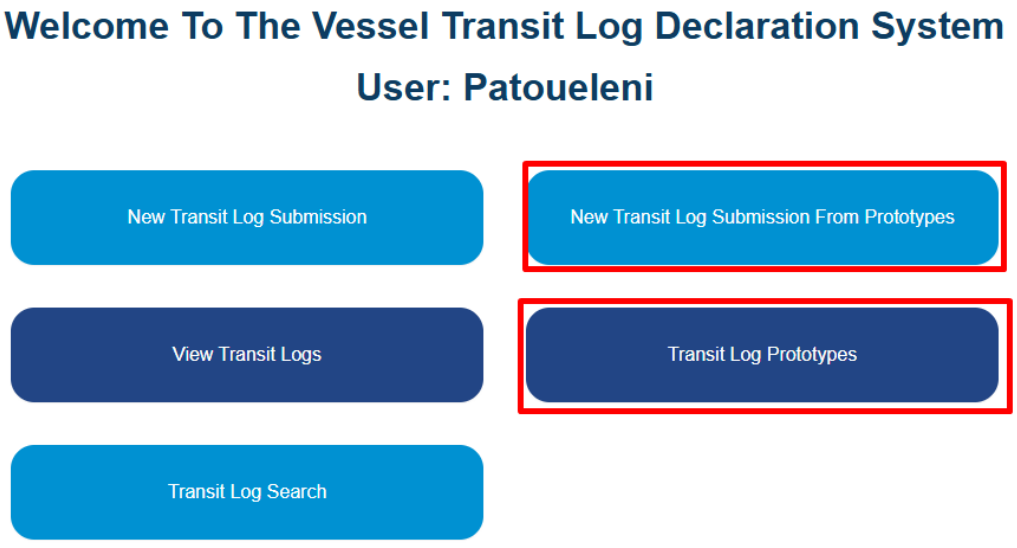


Figure 39. User login screen.

By selecting Template Transit Logs and then Details:

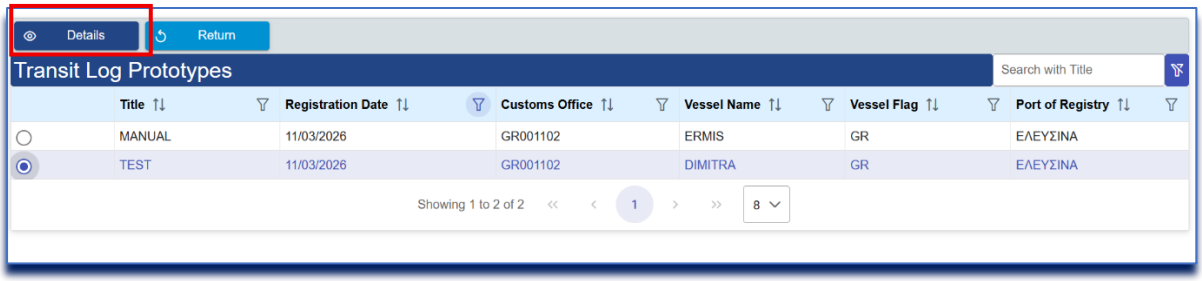


Figure 40. Template selection.

The Save and Delete actions open:

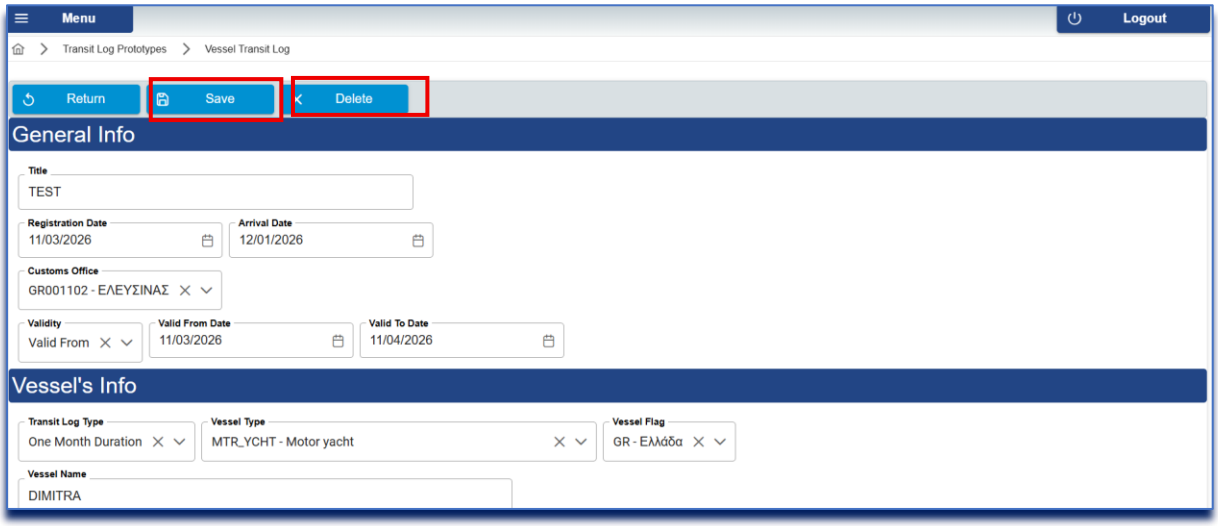


Figure 41. Actions screen.

The user can modify a field – e.g. the Flag – and select Save

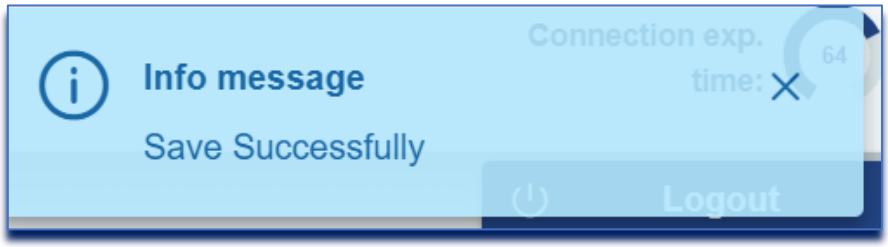


Figure 42. Message screen.

After Successful Saving, the template has been modified

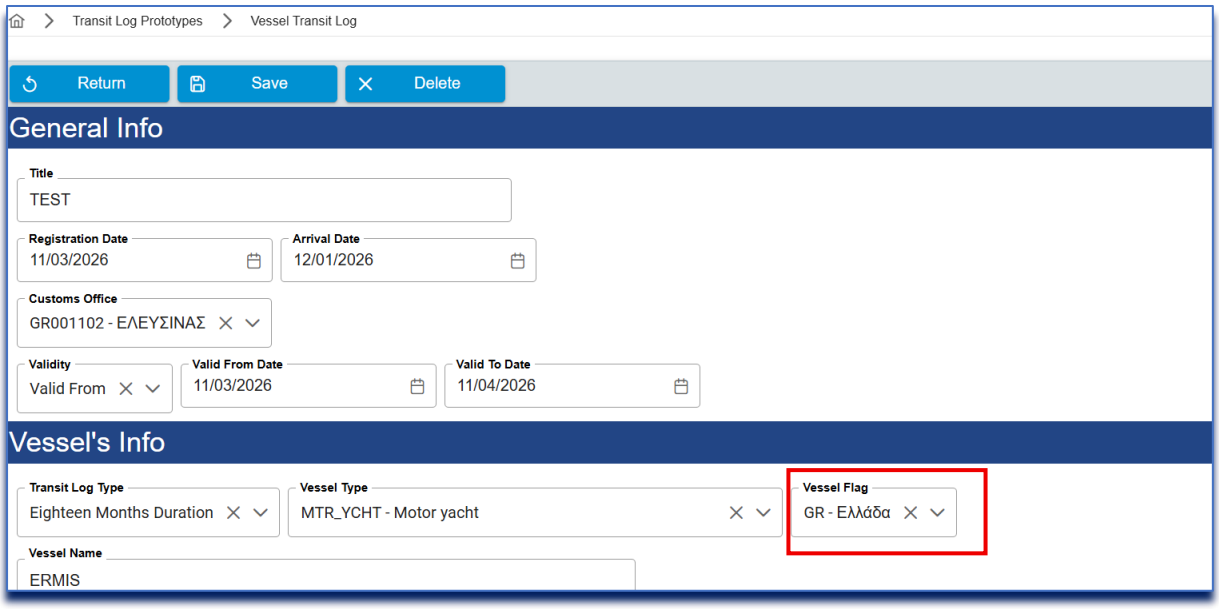


Figure 43. Template details screen.

Also, by selecting Delete, he can delete a template

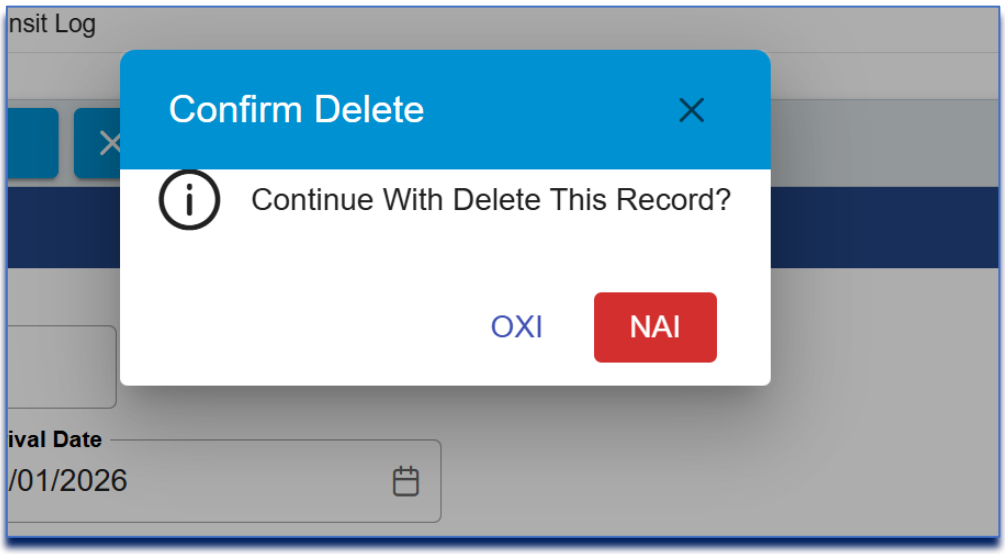


Figure 44. Message screen.

By selecting YES, the template is permanently deleted:

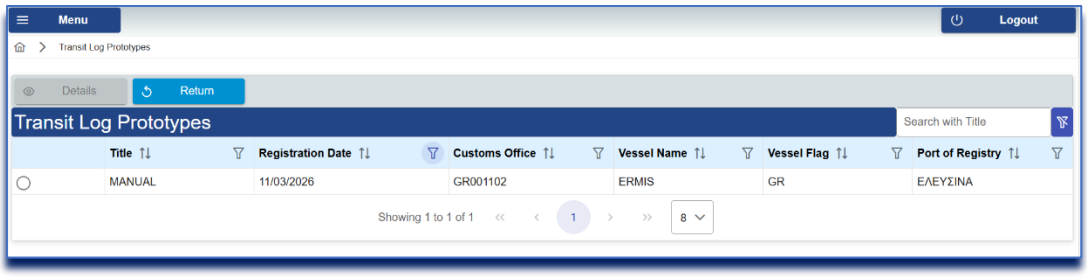


Figure 45. Template view.

By selecting Submission of a New Transit Log from Templates on the application screen, the templates created by the user are displayed

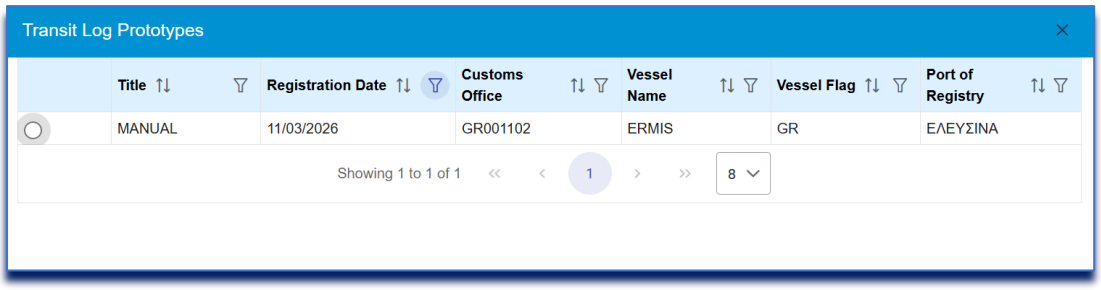


Figure 46. Template view.

and then selecting the template he wants to use and OK

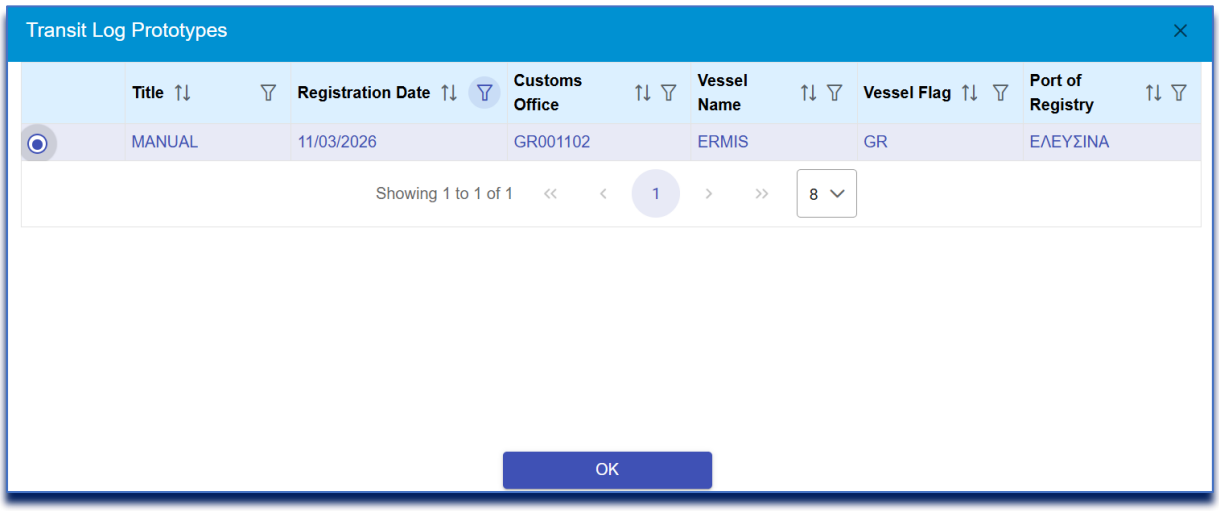


Figure 47. Template selection.

The registration screens of the application are displayed, filled in with the details of the selected template. All completed fields can be modified

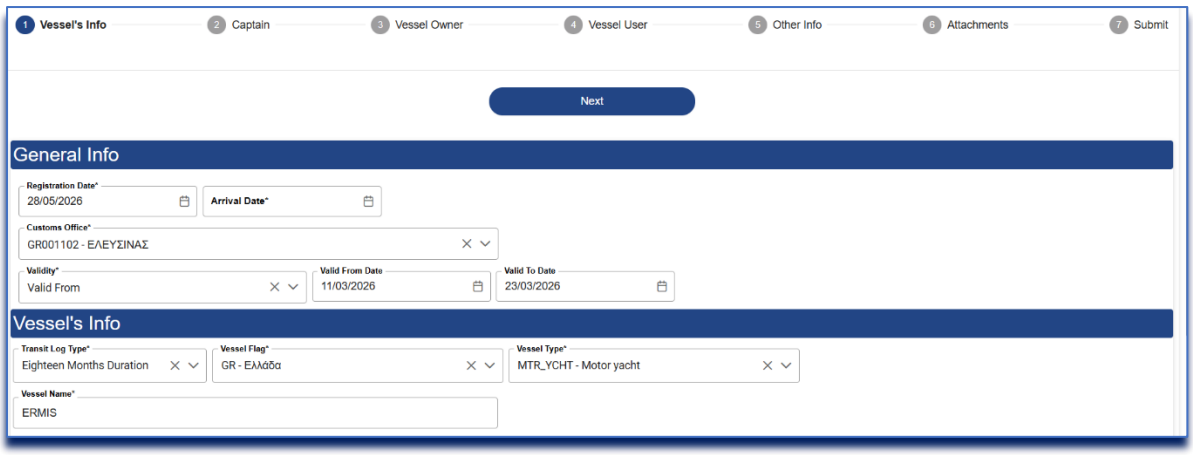


Figure 48. Registration screens.

The Date of Arrival and Validity fields must be completed again.

The same applies to the attached documents

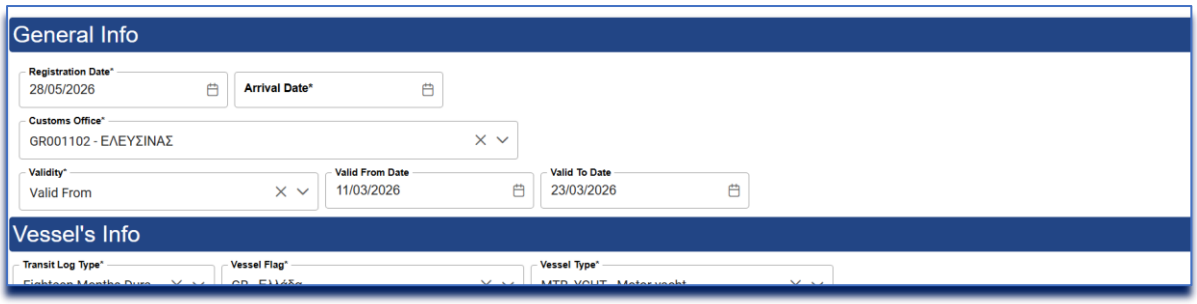


Figure 49. Registration screens.

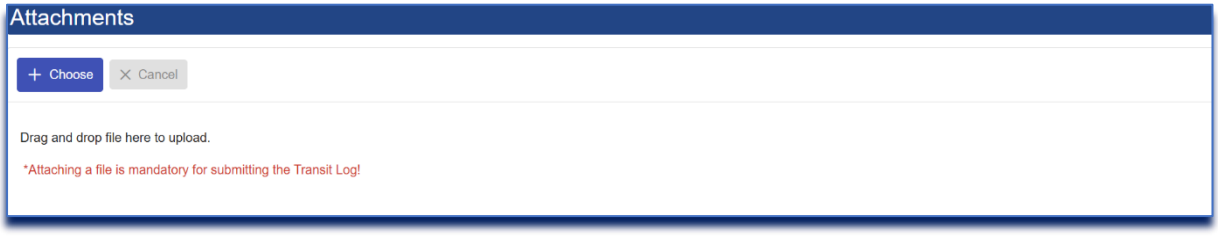


Figure 50. Attachments.

When the external user:

- proceeds with the changes that need to be made
- completes the date of arrival

- completes the validity period of the transit log
- attaches the necessary supporting documents

then he can proceed with the Submission of a Transit Log from Template

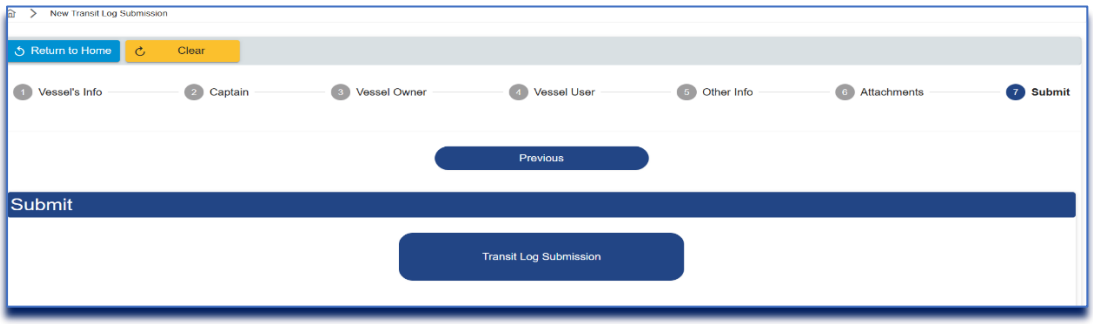


Figure 51. Transit Log submission screen from template.

7.5 Ability of the external user to submit requests

With respect to the transit log, it will be possible for the external user to submit the following requests:

Request to extend the validity of the Transit Log
Request for vessel wintering
Request to lift vessel wintering
Request for modification of details
Request for settlement of Transit Log
Request to change destination

The submitter will receive updates on the progress of his requests via e-mail messages.

7.6 Request to extend the validity of the Transit Log

The external user can submit a Validity Extension Request.
From the Transit Log View, the user selects the Transit Log he is interested in and then selects to view the Details.

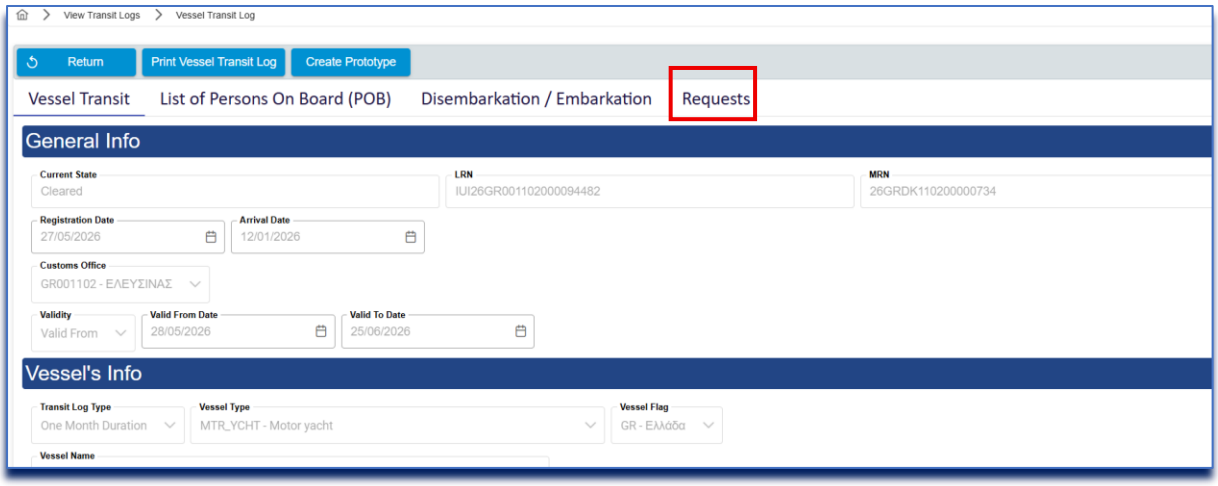


Figure 52. Validity extension request submission screen.

From the Requests tab, he can proceed with the submission of a Validity Extension Request:

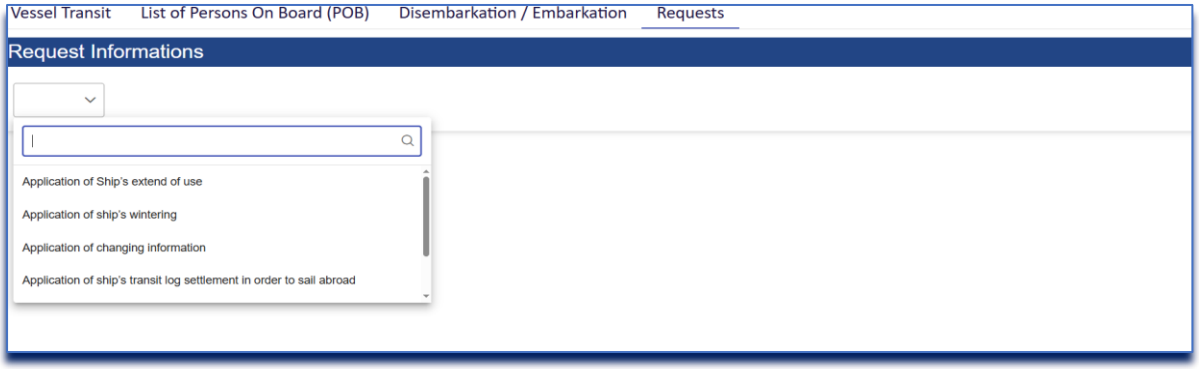


Figure 53. Actions screen.

By selecting +New Request

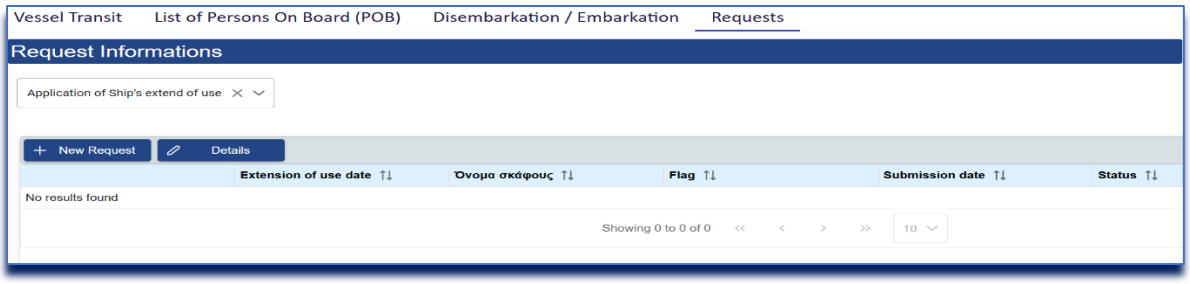


Figure 54. Request creation.

The following screen will be displayed:

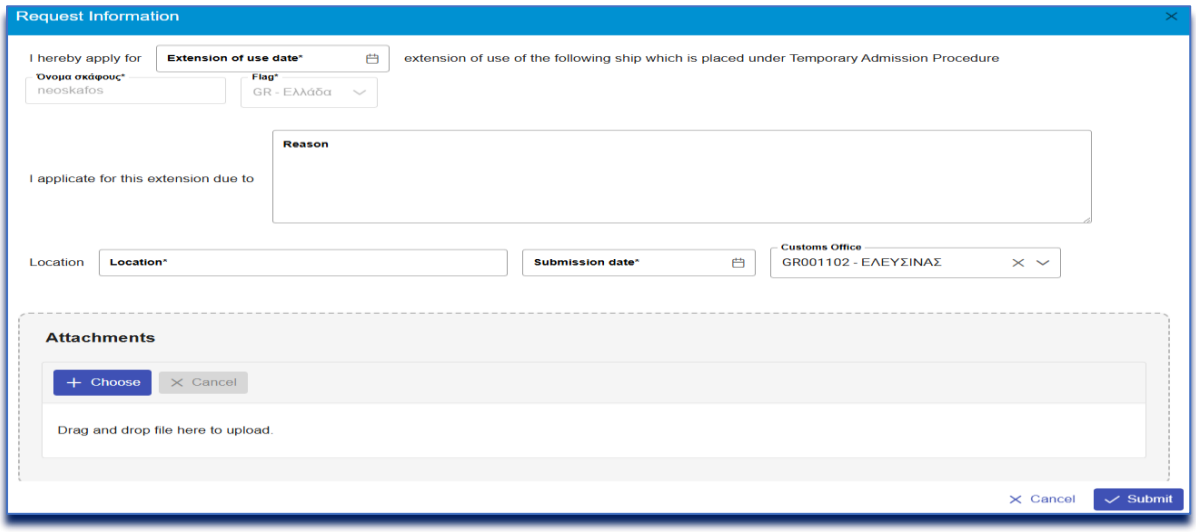


Figure 55. Request details.

The user will complete the desired validity extension date, the text field named Place, the date entry field (Submission Date), the Submission Customs Office field (customs office code list) and a free text field, so that the user can fill in the reason for which he is requesting the extension. After completing the registration, he selects Submit.

After submission, in the Requests tab, the user can view the request he has submitted by first selecting the request and then the “Details” option

Figure 56. Request view.

When submitting the request, it is possible to attach documents – but this is not mandatory

Figure 57. Attachments.

7.7 Request for vessel wintering

From the Requests tab of a Transit Log, the external user can choose to submit a Vessel Wintering Request.

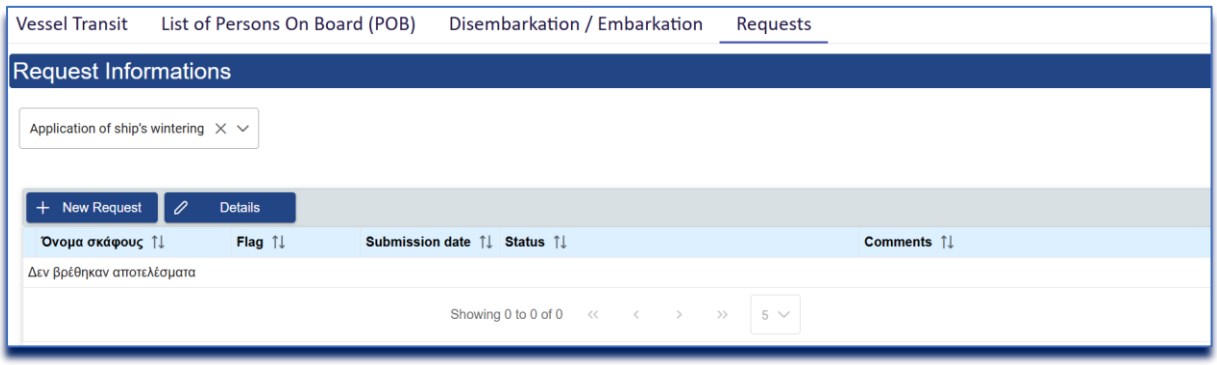


Figure 58. Vessel wintering request screen.

By selecting add new request (+Request), the following form is displayed:

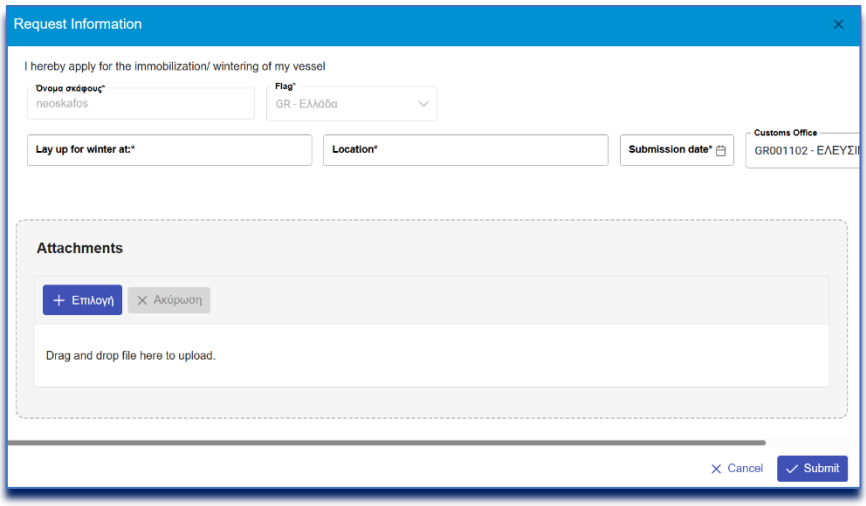


Figure 59. New request.

the user must complete the field named Place, the date entry field (Submission Date) and the Submission Customs Office field, which he will select from the list of customs offices.
When submitting the request, it is possible to attach documents – but this is not mandatory.
Upon acceptance of the request, the status of the Transit Log will become “Immobilisation”

7.8 Request to lift vessel wintering

From the Requests tab of a Transit Log, the external user can choose to submit a Vessel Wintering Lift Request.

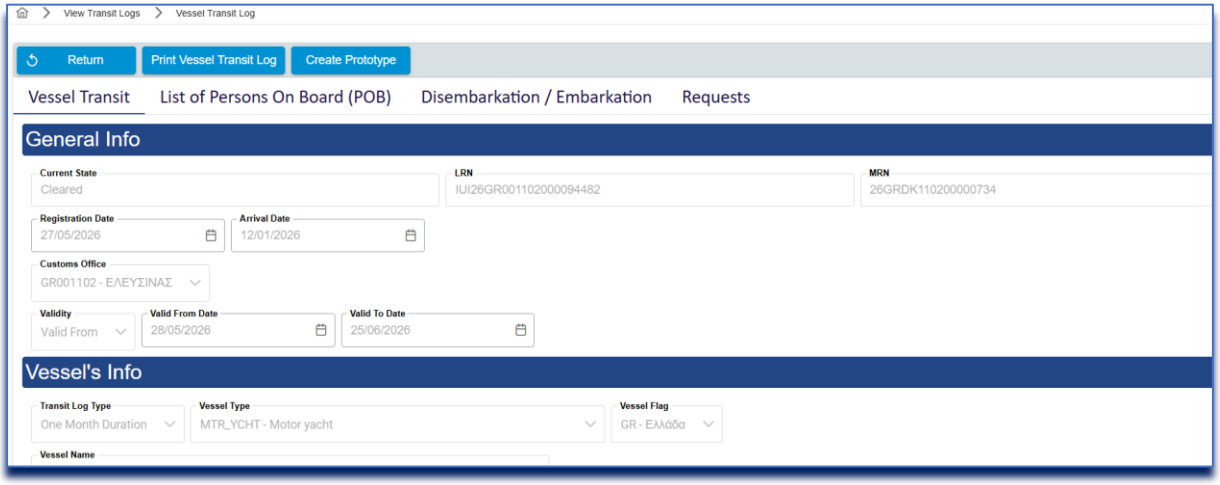


Figure 60. Vessel wintering lift request screen.

The user will complete the Place field, the date entry field (Submission Date) and the Submission Customs Office field, for which he will select from the list of customs offices.

When submitting the request, it is possible to attach documents – but this is not mandatory.

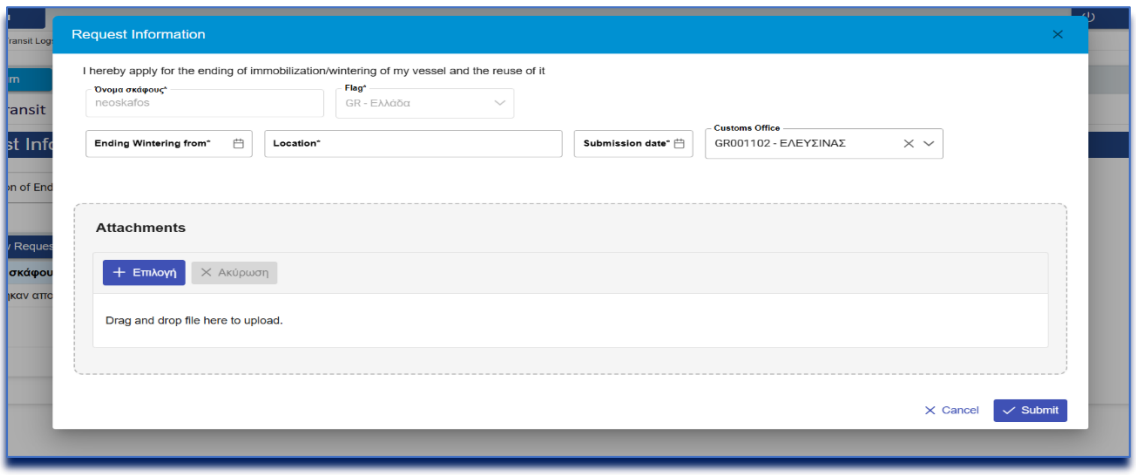


Figure 61. Attachments.

Upon acceptance of the request, the status of the Transit Log will become “Finalised”

7.9 Request to modify details

The external user can submit a request to modify the details of a Transit Log when it is in Finalised status (i.e. when an MRN has been assigned). He will choose to view the Details of a submitted Transit Log and, from the Requests tab, he will select: Request for modification of details.

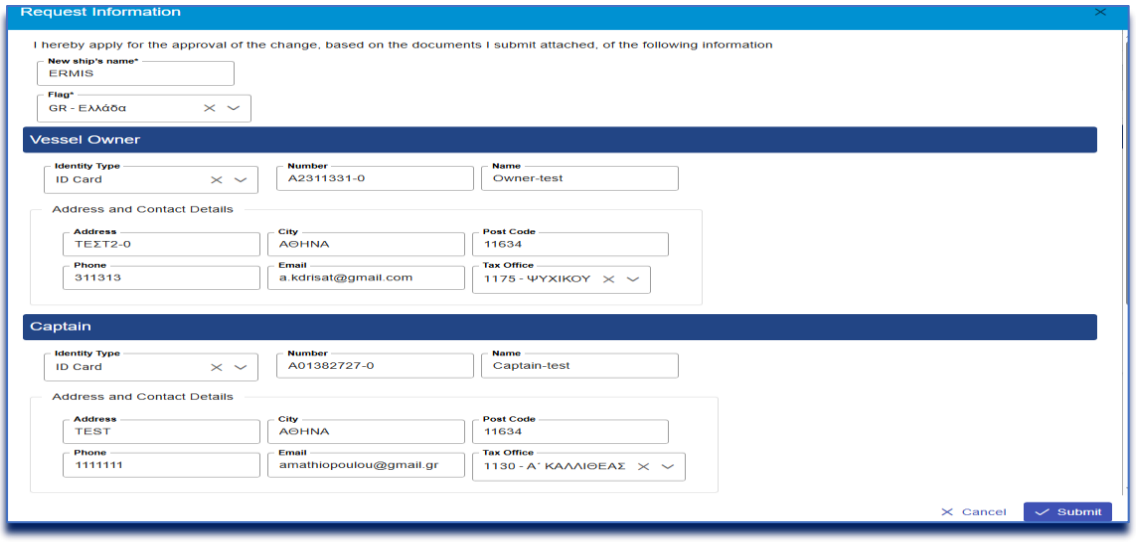


Figure 62. Details modification request screen.

The fields that the user can modify are the following:

Vessel name/ ship's name
Flag/ Flag
Shipowner/ owner
Shipmaster/ captain
Other changes/ Other changes (text field)

Then a text field named Place and a date entry field (Submission Date) will be displayed. In addition, the user will mandatorily complete the Submission Customs Office field, for which he will select from the list of customs offices.

When submitting the request, it is possible to attach documents – but this is not mandatory

Also, while the Transit Log is in Registered Status (i.e. before an MRN is assigned), the external user can receive a request for modification of details from the customs officer.

7.10 Settlement Request

The external user can submit a request for settlement of a Transit Log. In order to proceed with the submission of the request, he must choose to view the Details of a submitted Transit Log and, from the Requests tab, select: "Settlement Request" and "New Request".

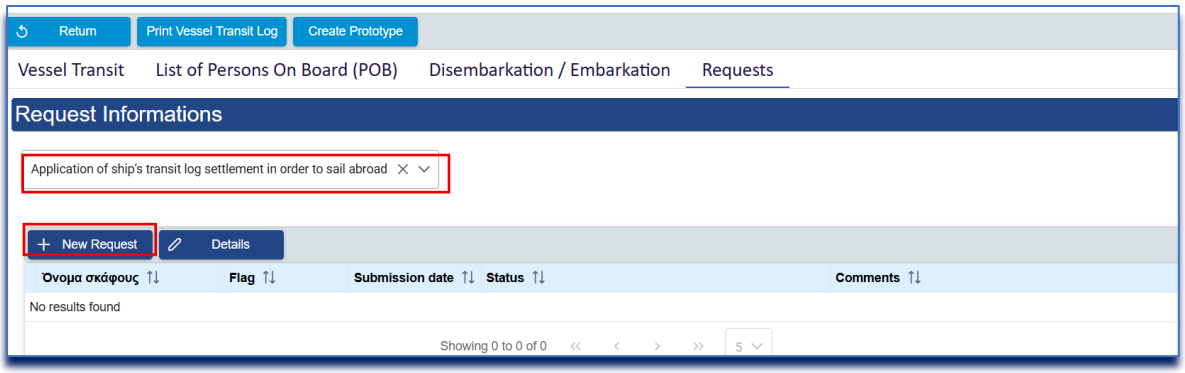


Figure 63. Transit Log settlement request.

The screen with the Request Details is then displayed, where the external user is asked to complete the Place field and the Submission date.

The customs office of submission of the Transit Log is preselected as the Customs Office; however, any other customs office may be selected from the relevant code list.

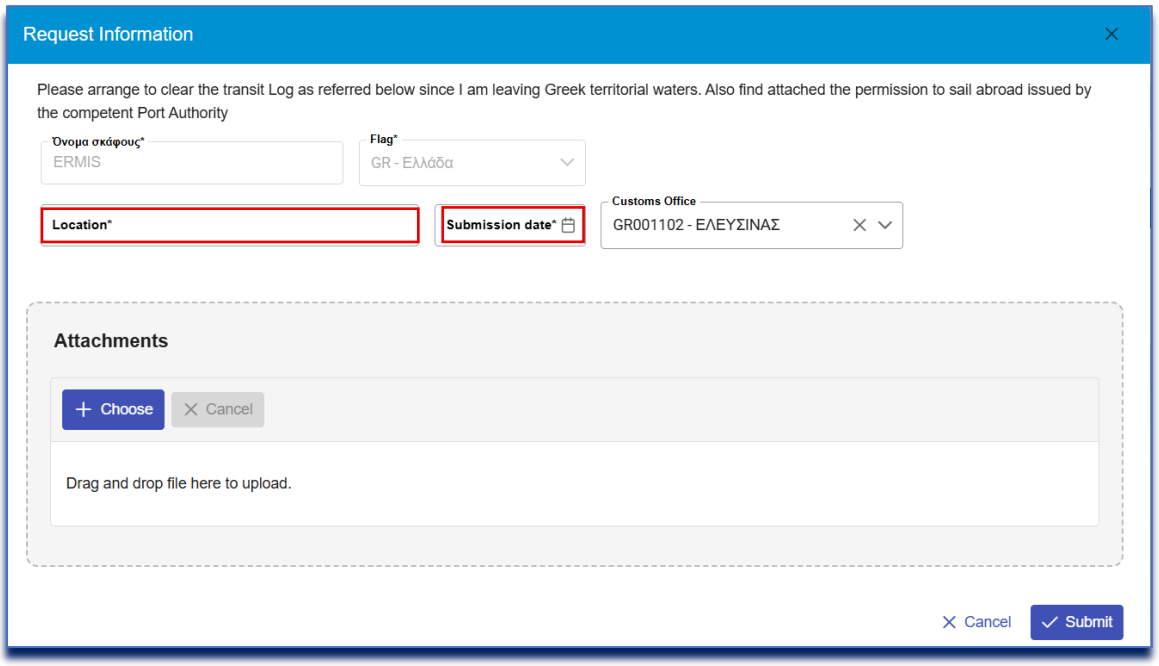


Figure 64. Request details.

7.11 Destination Selection Request

The external user can submit a Destination Selection request for a Transit Log. In order to proceed with the submission of the request, he must choose to view the Details of a submitted

Transit Log and, from the Requests tab, select: “Destination Selection Request” and “New Request”.

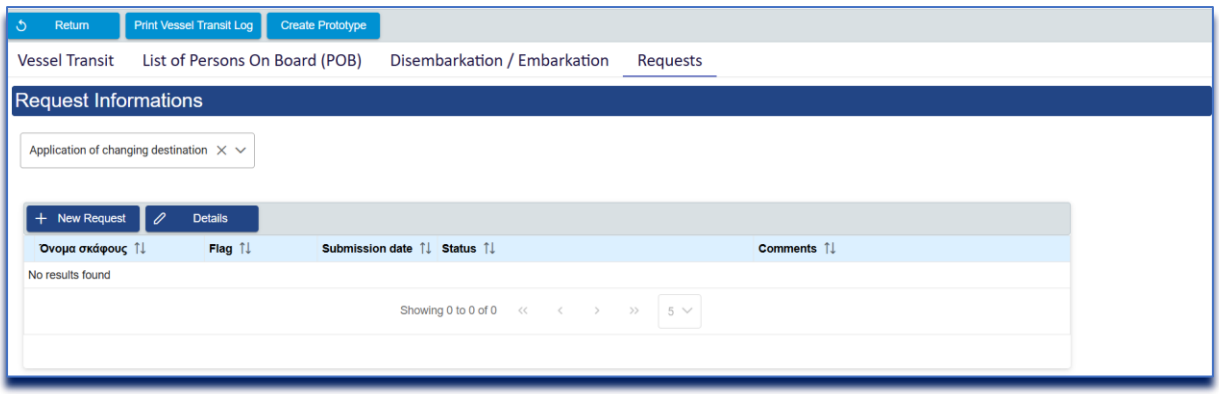


Figure 65. Transit Log destination selection request.

<u>Transit Logs with a duration of one Month</u>

They can select three values:

Exit from the Country

Request for Indefinite Validity

Request for Limited Validity

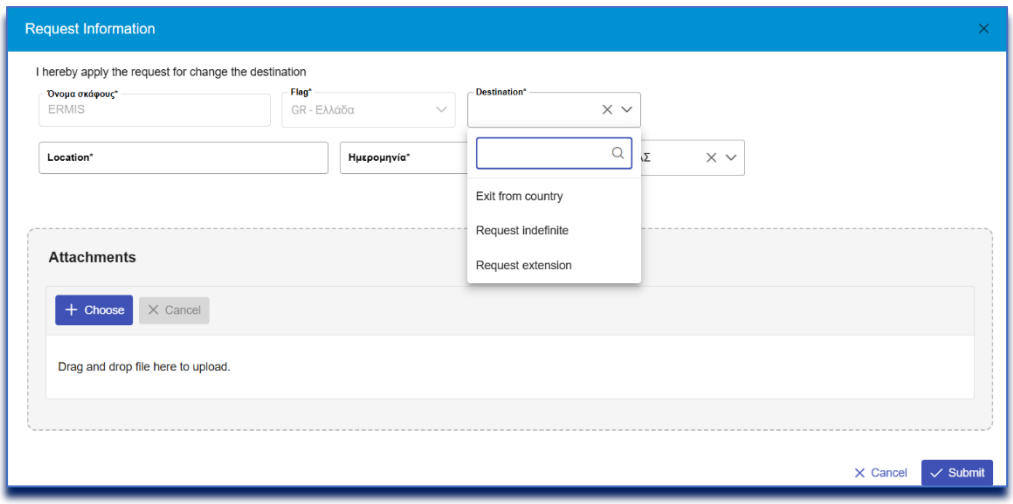


Figure 66. Request details.

After selecting the destination (exit from the country/Request for Indefinite Validity/Request for Limited Validity), the user must complete the field named Place, the date entry field

(Submission Date) and the Submission Customs Office field, which he will select from the list of customs offices.

Exit from the country: upon acceptance of the request by the customs office, the transit log receives the status Settled (i.e. it is now inactive)

Request for Limited/Indefinite Validity: as soon as the request is successfully submitted, the user must proceed either with the submission of a new Transit Log, or with an Import SAD. In the case of submission of an Import SAD, the MRN of the Transit Log is entered in box 40. When the status of the new Import SAD or Export SAD document becomes Finalised, the initial Transit Log will become “Settled”. Also, upon Acceptance of the new Transit Log by the customs office, the previous Transit Log will receive the status Settled (i.e. it will now become inactive)

Limited Validity Transit Logs (18 months)

They can select two values:

Exit from the Country

Request for Indefinite Validity

After selecting the destination (exit from the country/Request for Indefinite Validity), the user must complete the field named Place, the date entry field (Submission Date) and the Submission Customs Office field, which he will select from the list of customs offices.

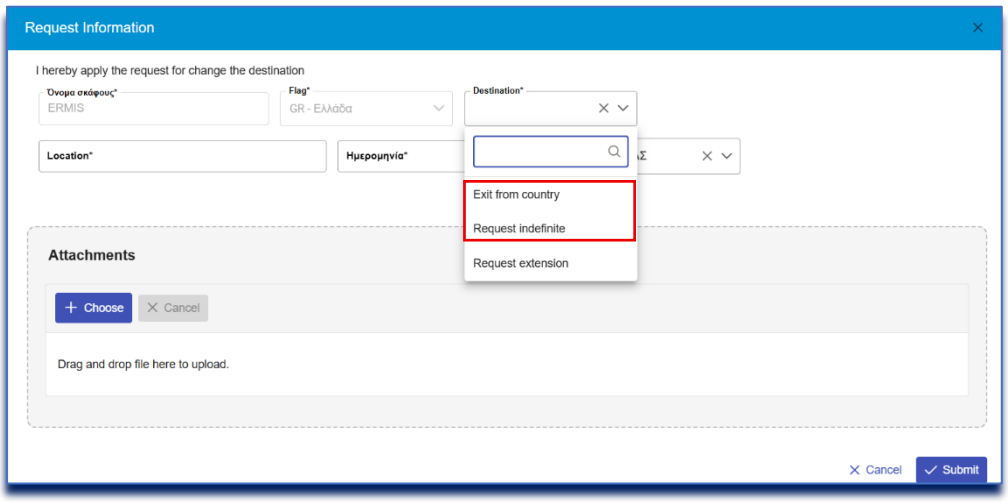


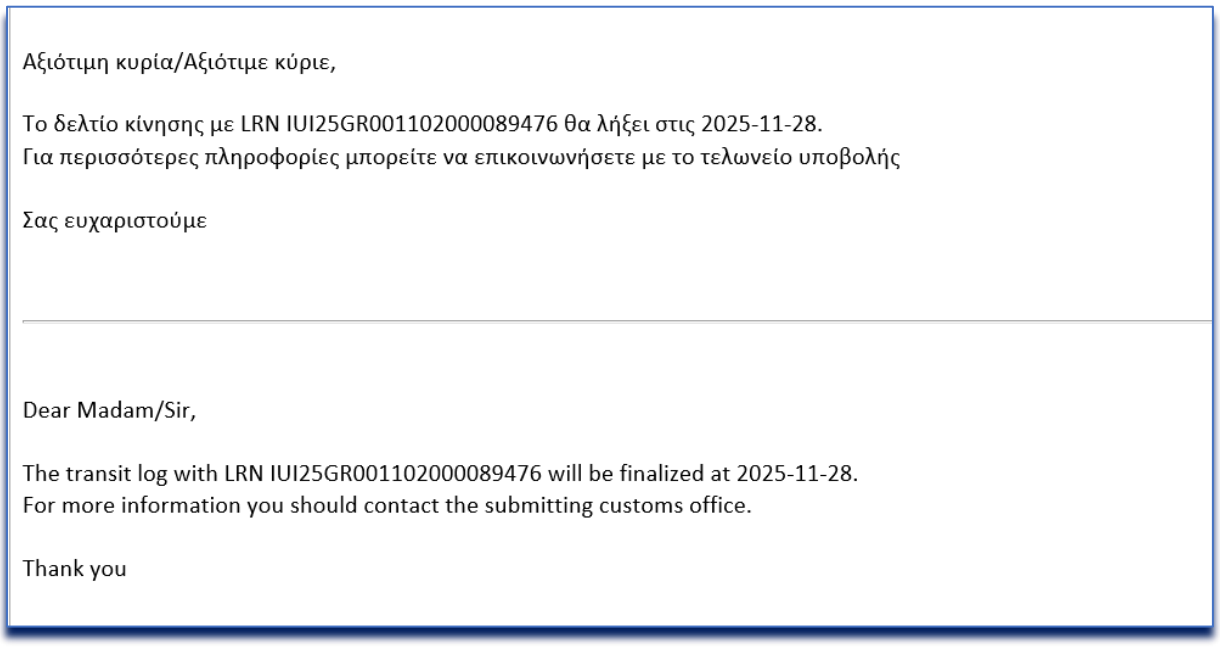
Figure 67. Request details.

Exit from the country: upon acceptance of the request by the customs office, the transit log receives the status Settled (i.e. it is now inactive)
Request for Indefinite Validity: as soon as the request is successfully submitted, the user must proceed either with the submission of a new Transit Log, or with an Import SAD. In the case of submission of an Import SAD, the MRN of the Transit Log is entered in box 40. When the status of the new Import SAD or Export SAD document becomes Finalised, the initial Transit Log will become “Settled”. Also, upon Acceptance of the new Transit Log by the customs office, the previous Transit Log will receive the status Settled (i.e. it will now become inactive)

A Destination Selection Request can be submitted only when the Transit Log is in Finalised status.
Indefinite Validity Logs (Status Settled) cannot select a destination

7.12 Expiry of Transit Log

Four days before the expiry of the validity of Transit Logs with a Duration of One and Eighteen Months, an automated notification will be sent to the user by e-mail, informing him of the expiry of validity.



Αξιότιμη κυρία/Αξιότιμε κύριε,

Το δελτίο κίνησης με LRN IUI25GR001102000089476 θα λήξει στις 2025-11-28.
Για περισσότερες πληροφορίες μπορείτε να επικοινωνήσετε με το τελωνείο υποβολής

Σας ευχαριστούμε

Dear Madam/Sir,

The transit log with LRN IUI25GR001102000089476 will be finalized at 2025-11-28.
For more information you should contact the submitting customs office.

Thank you

Figure 68. Transit Log expiry notification.

7.13 Statuses of a Transit Log

Table 1. Transit Log Statuses.

Transit Log Status	
Registered	Upon successful submission and until review by the Customs Authority
Finalised	After its Acceptance by the Customs Authority (MRN assignment)
Settled	Final status
Cancelled	Final status - received when the Transit Log is not Accepted by the Customs Authority
Immobilisation	Upon acceptance of the Immobilisation request
Lifting of immobilisation	Status after acceptance of the request for lifting immobilisation