



CTOSXML

Representative - User Manual

Introduction

This manual outlines the connection process for accessing the CtosXML application (URL: <https://ctosxml.thpa.gr>) and includes instructions for performing the desired actions.

Registration

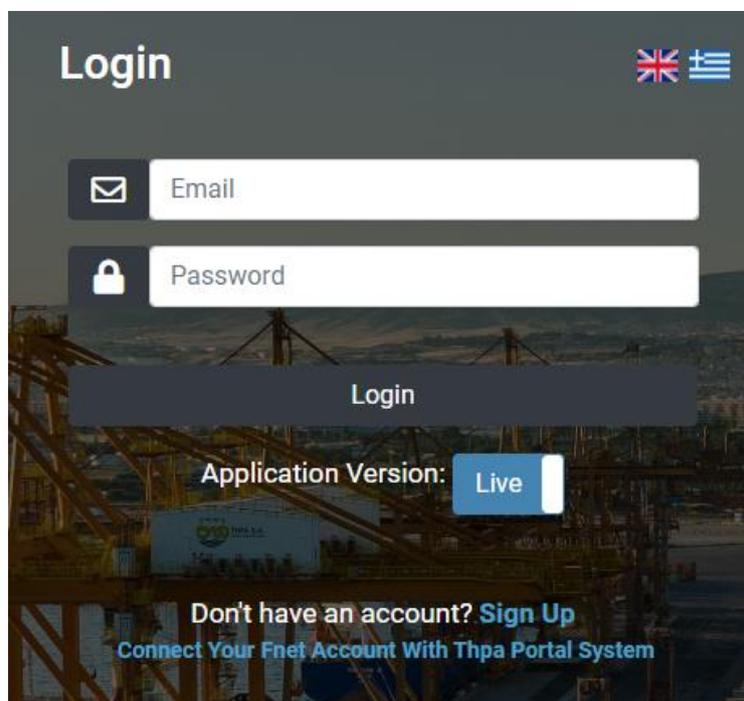
To access the application, it is necessary to have an account on the Webportal.

- Webportal Registration link: <https://webportal.thpa.gr/registration>
- Instructions for registration can be found in the user manual of the Webportal.

Once you register, or if you already have an account on the Webportal, you will need to link it with CtosXML. This can be done either with your Fnet account (if available) or by creating a new account on CtosXML.

Registration for users that have an account on Fnet

To link your Fnet account with the Webportal system, you need to visit the login page via URL <https://ctosxml.thpa.gr>. There, you should click on the **Connect your Fnet Account with ThPA Portal System** option.



Alternatively, you can directly access the corresponding page via URL <https://ctosxml.thpa.gr/views/accountsync.php>.

Accounts Connection  

Connect

[Back to login page](#)

You must enter the Webportal credentials and the **Fnet** ones you used at the old system. After that, you must press the **Connect** Button. If you do it successfully, you receive a success message, that informs you that the accounts are connected. Otherwise, you will receive an alert message which informs you that the credentials are invalid.

After successfully linking the accounts, you need to navigate to the login page by clicking on the **Back to login page** link located at the bottom of the form.

In order to log in successfully, you must enter the email and password you used to Webportal registration and press the **Login** button. If the credentials you entered are wrong, you will receive an alert message and the login will fail.

Registration for new Users

If someone doesn't have an account on **Fnet**, it is mandatory to register on CtosXML. From the link <https://ctosxml.thpa.gr>, select **Register**.

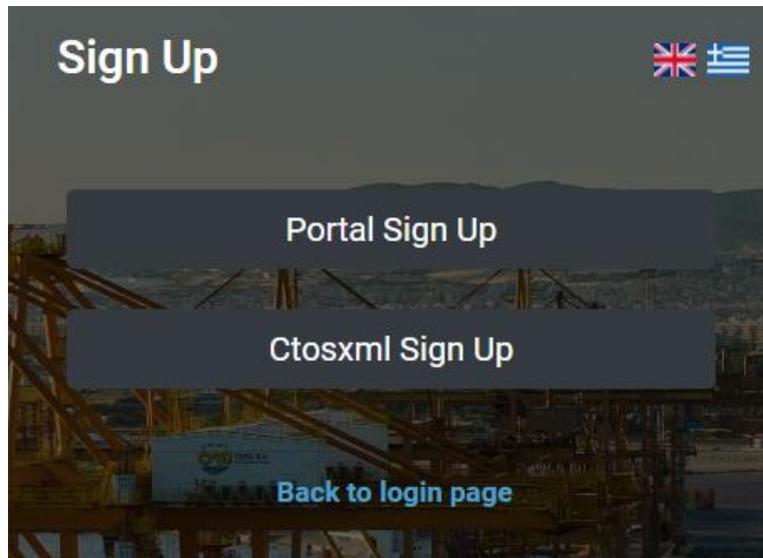
Login  

Login

Application Version: **Live**

Don't have an account? [Sign Up](#)
Connect Your Fnet Account With Thpa Portal System

Next, select **Ctosxml Sign Up**.



There, you must fill all the fields with the right information, agree with terms and conditions and press the **Sign Up** button. If something goes wrong, you will receive an alert message, and the register will fail.

A screenshot of the "Ctosxml Sign up" form. At the top right, there are flags for the UK and Greece. Below the title, there is a light blue alert box with two instructions: "1. Portal register is obligatory." and "2. In order to transfer the recipients from the BTX system, in the corporate VAT field you must state the VAT that you have declared during the registration in the BTX system." The form contains several input fields: "Please enter a valid portal email" (with an envelope icon), "Portal Password" (with a person icon), "Please enter a valid company email" (with an envelope icon), "Company Vat" (with a person icon), "Choose File" (with a document icon and "No file chosen" text), and "Agent" (with a person icon and a dropdown arrow). Below these fields, there is a section for terms and conditions: "Fill in the document below with the original signature and upload it in pdf format. [Statement.pdf](#)" followed by three checkboxes: "Information on articles 12, 13, 14 GDPR", "I agree to Personal Data Protection Policy of ThPA S.A.", and "I agree to Terms of Use of www.thpa.gr". At the bottom of the form, there is a "Sign Up" button and a link: "Already have an account? [Login](#)".

When the registration is successful, you receive a success message, and you must wait till your request is approved. When your request is approved you will receive an email.

Once your registration has been accepted, you can log in to CtosXML using the email and password you use on the Webportal.

New Delivery Order Holders

Adding a new Delivery Order Holder is done through the following URL <https://ctosxml.thpa.gr/views/newholders.php>.

New Delivery Order Holders

How to use the search button if you cant find the company by just typing
1)First type (Name or ID or Vat of the company).
2)Press the search button.
3)Type again (Name or ID) or double click inside the field to see the whole list of companies that where found.
4)Choose the line ([ID]Company Name) from the list.

No file chosen

Fill in the document below with the original signature and upload it in pdf format. [Statement.pdf](#)

When you enter all the details and press the **Submit** button, you have added a new holder. If there is something wrong with the data you filled, you will receive an alert message that informs you accordingly.

Holders Projection

To view the holders you have declared, you can select **Holders Projection** from the side menu. Additionally, you can synchronize the holders with those from the BTX, by clicking the **BTX Holders Synchronization** button.

Holders

To Synchronize your BTX Holders with CtosXML, please press the below button.
Once the button is pressed please dont close the application and wait for the synchronization to finish.
Please note that the synchronization button will exclusively perform the synchronization of BTX holders with CtosXML. However, it will not initiate synchronization in the reverse direction(CtosXML to BTX)

Company Name	VAT	Company Id	File	Approved	Action
██████████	██████	██████	PDF	Yes	Delete
██████████	██████	734235	PDF	Yes	Delete
██████████	██████	734236	PDF	Yes	Delete
██████████	██████	737157	PDF	Yes	Delete

At the top of the screen, there is a search field labeled **Search by Company** and a **Search** button. You can use these to search for a specific holder by typing the company name.