TSS User Guides

ENS Step-by-step guide: Standard Process and Consignment First Process

Published: January 2026

Trader Support Service

HM Revenue & Customs

Contents

If there are any words or acronyms in this document that are unfamiliar, visit the Jargon Buster or use the search tool on the Northern Ireland Customs & Trade Academy (NICTA) website to find a definition[1].

Throughout this document there will be words highlighted in a **bold, blue colour**. This indicates a TSS Portal field name that will support you in completing the actions required.

1   Introduction

This guide will outline how to complete an Entry Summary Declaration **for accompanied or unaccompanied Roll on Rolloff (RoRo) movements from Great Britain (GB) to Northern Ireland (NI)** using the Trader Support Service (TSS) Portal.

For containerised movements TSS currently **only** supports the submission of Entry Summary Declarations for goods transported in 40ft containers. Containerised goods movements that are not transported in 40ft containers must be completed outside of the TSS Portal.

If you are moving goods via maritime, refer to the ENS step-by-step guide for maritime movements from GB to NI on NICTA.

This guide explains how to complete the Entry Summary Declaration for the TSS Simplified Procedure and the TSS Consignment First Process.

The TSS Simplified Procedure is the two-step process whereby a carrier submits the Entry Summary Declaration with some additional information from you for either a Simplified Frontier Declaration or an Entry into Declarant's Records. You are then required to complete a Supplementary Declaration that must be submitted by the tenth working day of the month following the movement. There is further information in The TSS Simplified Procedure section of this guide.

The TSS Consignment First Process allows you to submit information on each consignment in advance, so that the first step of the TSS Simplified Procedure can be completed. This is particularly useful for hauliers where they have consignments for multiple traders and delivery points. There is further information in The Consignment First Process section of this guide.

This guide does not cover Entry Summary Declarations when using the simplified processes for Internal Market Movements.

The simplified processes for Internal Market Movements is the process agreed by the United Kingdom (UK) and the European Union (EU) for movements inside the UK internal market. It facilitates the option for traders to only provide commercial information for goods they are

---

[1] Terms used in this guide refer to the terminology used on the TSS Portal. These may not match the most recent terms used on GOV.UK, in HMRC's Customs Declaration Service (CDS) or the Northern Ireland Online Tariff on GOV.UK.

moving directly from GB to NI which are '**not at risk**' of entering the EU. There is further information in the [Simplified processes for Internal Market Movements – Introduction Guide](#) on NICTA.

2   Entry Summary Declaration

2.1   What is an Entry Summary Declaration?

A safety and security declaration, known as the Entry Summary Declaration, is required for goods movements from GB to NI.

It is a legal requirement to submit an Entry Summary Declaration prior to the goods entering NI. The submission of the Entry Summary Declaration is the responsibility of the person operating the means of transport on which the goods are brought into NI. This person is commonly referred to as the carrier.

TSS supports the submission of Entry Summary Declarations for the following Types of Movement:

- **Goods movements from GB to NI via Ro-Ro**, which is the subject of this guide

    This guide will help you complete your Entry Summary Declaration for goods movements from GB to NI via Ro-Ro locations.

- **Goods movements from GB to NI via Maritime non-inventory-linked ports**

    Refer to the [ENS step-by-step guide for maritime movements from GB to NI](#) on NICTA for details on how to complete an Entry Summary Declaration for this type of movement.

TSS **does not** support the submission of Entry Summary Declarations for the following:

- Goods movements from Rest of World excluding the European Union (RoW excluding EU) to NI **via maritime Inventory-Linked Ports** (ILPs)

    ILPs are those ports and airports that have customs control systems linked to HMRC systems. There is further guidance on ILPs in the [Inventory-Linked Ports](#) guide on NICTA.

- All goods movements into NI **via air**

Note: Entry Summary Declarations for these movements need to be submitted by the haulier/carrier outside of the TSS Portal.

In addition to the Entry Summary Declaration a customs declaration may be required for your goods.

Types of customs declarations for goods movements into NI include:

- **A Simplified Frontier Declaration, Supplementary Declaration and Final Supplementary Declaration** for goods movements on the [TSS Simplified Procedure](#)

  TSS auto-generates the Simplified Frontier Declaration from the information provided within the Entry Summary Declaration, where the haulier and trader are using TSS for both the customs process and the safety and security declaration.

- **[Full Frontier Declarations](#)** for goods movements on the TSS Full Frontier Declaration journey

If you are using the simplified processes for Internal Market Movements, you will need to complete the Internal Market Movement Information (IMMI), which is a simplified data set for GB to NI movements, where the goods are for sale to or for final use by an end consumer in NI. Details on the Internal Market Movement Information (IMMI) can be found in the [Simplified processes for Internal Market Movements – Introduction Guide](#) on NICTA.

The Internal Market Movement Information (IMMI) is not an international customs declaration and substantially less information is required to complete it compared with the Supplementary Declaration (as part of the TSS Simplified Procedure) or the Full Frontier Declaration. You may choose to provide the information required for the Internal Market Movement Information (IMMI) **post-movement** if your goods have moved on the TSS Simplified Procedure.

TSS provides facilitation **to convert the Supplementary Declaration** generated after the goods have moved as part of the TSS Simplified Procedure **into the Internal Market Movement Information (IMMI)** and complete as required. For more information on this, refer to the [Simplified processes for Internal Market Movements – Introduction Guide](#) on NICTA.

2.2   When is an Entry Summary Declaration required?

An Entry Summary Declaration is required before the goods arrive if you're moving goods from:

- GB to NI, including movements from GB to NI via Ireland (IE)

- RoW excluding EU into NI

You do not need to make an Entry Summary Declaration for goods if you are either:

- Bringing or receiving them into NI from an EU country

- Moving qualifying NI goods from NI to GB (for more information on [qualifying goods](#), see GOV.UK)

To find out more about when an Entry Summary Declaration is required, see [Making an Entry Summary Declaration](#) on GOV.UK.

2.3   Who completes the Entry Summary Declaration?

Carriers have the legal responsibility to ensure that the customs authorities are provided with **safety and security pre-arrival information** for all goods being moved to NI, by way of an Entry Summary Declaration.

Note: The legal responsibility rests with the [carrier](#) although the haulier may assume that responsibility when they are accompanying the goods, which is the case for RoRo shipments. The ferry operator assumes the role from the carrier when the goods are in an unaccompanied shipment.

The Entry Summary Declaration should be completed accurately to the best of the declarant's knowledge at the time.

Customs agents (also known as Agents and Intermediaries) may complete declarations on behalf of traders in TSS if authorised. Customs agents should follow the process in this guide after logging into their agent account and selecting 'represent a trader'. Details on how to represent a trader in TSS can be found in [A Handbook for Customs Agents and Intermediaries](#) on NICTA.

3   How TSS supports Entry Summary Declaration submission

3.1   The TSS Simplified Procedure

The TSS Simplified Procedure allows businesses to move goods from GB to NI by making a simplified declaration before the goods move and providing the full information about the goods after they have moved.

The **TSS Simplified Procedure requires:**

A)   An **Entry Summary Declaration**, which must be provided prior to the goods entering NI (usually completed by the carrier)

B)   A **customs declaration**, which is divided into multiple steps:

- **A Simplified Frontier Declaration**, usually auto-generated by TSS from the information provided in the Entry Summary Declaration, **made before goods movement** using a simplified dataset

- **A Supplementary Declaration**, requiring a full dataset that is always **completed after the goods have moved** and used to close the customs journey and pay any required duties and other charges

   Submission of the **Supplementary Declaration** in TSS is required by the **tenth calendar day** of the month following the goods movement.


Submission of the Supplementary Declaration is the responsibility of the importer of record, as indicated by the **Importer EORI** on the TSS Simplified Frontier Declaration.

Guidance on **Supplementary Declarations** can be found in the Supplementary Declarations: Step-by-step guide on NICTA.

- **A Final Supplementary Declaration**, detailing the number of Supplementary Declarations finalised for a reporting period (for example, arrivals with a tax point date in the previous calendar month) compared to the Supplementary Declarations due, which TSS will automatically submit on your behalf

Exhibit 1 shows the end-to-end TSS Simplified Procedure and where the Entry Summary Declaration sits within this journey.

Exhibit 1: TSS Simplified Procedure for goods movements from GB to NI via RoRo and released into free circulation / home use

✓ Supported by TSS ● Focus of this guide

Submit your Entry Summary Declaration	TSS generates a Simplified Frontier Declaration	Obtain a Goods Movement Reference (GMR)	Goods are moved by the Haulier	Submit Supplementary Declaration and pay any relevant duties	TSS generates end of month Final Supplementary Declaration
Haulier completes an Entry Summary Declaration on TSS (or trader completes)	TSS auto-generates a Simplified Frontier Declaration, which is the part of the customs declaration (trader can also complete this as a standalone declaration)	Haulier obtains a GMR either through the TSS Portal or on HMRC's Goods Vehicle Movement Service (GVMS) platform	Haulier presents their GMR at the ferry **Goods are moved**	Trader submits a Supplementary Declaration on TSS by the tenth calendar day of the month post goods movement; this is part of the customs declaration; Trader pays duty and other charges, if necessary	TSS auto-generates the Final Supplementary Declaration A monthly report at midnight on the tenth calendar day of the month post movement, which is part of the customs declaration

Note:
- Additional certificates or licenses, as well as additional steps to the above flow, may be required for controlled goods
- Please check the detail in this guide to confirm your eligibility for the above journey
- 'Haulier' may also represent the carrier in certain circumstances

Guidance for steps shown in the exhibit above:

- Submit your Entry Summary Declaration – see the Standard Process and Consignment First Process sections of this guide

- Obtain a Goods Movements Reference – see the Creating a Goods Movement Reference guide on NICTA

- Submit a Supplementary Declaration and pay the respective duty and other charges – see the Supplementary Declarations: Step-by-step guide and Payments: Step-by-step guide using TSS on NICTA

You will not be able to use the TSS Simplified Procedure if:

- Your goods are travelling to NI into an inventory-linked location

- Your goods are moving from RoW excluding EU directly to NI

- The special procedure or relief option you intend to declare is not supported on the TSS Simplified Procedure

   For further guidance in relation to special procedures and relief options and their use in the TSS Portal, see the Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations guide on NICTA.

3.2   What if I have my own Simplified Customs Declaration Process (SCDP) authorisation?

Traders who hold their own Simplified Customs Declaration Process (SCDP) authorisation, formerly known as Customs Freight Simplified Procedure (CFSP) authorisation, may wish to use it instead of using the TSS authorisation. To use your own SCDP you need to be authorised for Simplified Declaration Procedures (SDP). For more information on Simplified Declaration Procedures, see GOV.UK.

To move goods using your SCDP authorisation on movements from GB to NI you need to hold an authorisation associated with your XI EORI. Ensure that the EORI and SCDP authorisation references are recorded in your Company Profile.

*Note: This is now known as SCDP.

See the Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations guide on NICTA for more information on how to use your own SCDP authorisation to support special procedures and relief options on the TSS Simplified Procedure.

3.3   The TSS Full Frontier Declaration journey

Full Frontier Declarations are required for any goods movements from RoW excluding EU to NI, as well as for some scenarios of goods moving from GB to NI (for example, those moving into ILPs and when using certain special procedures).

Entry Summary Declarations on the TSS Full Frontier Declaration journey should be submitted as an Entry Summary Declaration only movement. Failure to select the relevant **ENS Only Reason** in conjunction with a Full Frontier Declaration will automatically create a Simplified Frontier Declaration in the TSS Portal. See the Full Frontier Declaration: Step-by-step guide on NICTA for more details.

There are situations in which you may wish to complete an Entry Summary Declaration **only** (where there is no Simplified Frontier Declaration or Internal Market Movement Information (IMMI) submitted together with the Entry Summary Declaration) movement in TSS (for example, if moving an empty vehicle or using an alternative system for any required customs declarations). Refer to the Common questions and answers section of this guide for more information and the options available.

4   How do I choose between the Standard and Consignment First Processes?

There are two methods for submitting an Entry Summary Declaration in TSS: the **Standard Process** and the **Consignment First Process**.

The Consignment First Process was developed specifically to assist hauliers who move multiple consignments where goods are picked up at different locations and added to the truck on its way to NI from GB. Hauliers can use Consignment First if they need to have the details of each consignment added as consignments are picked up.

For both the Standard and Consignment First Processes, the declaration data must be provided at three levels:

- **Movement level:** provided once for all consignments on a vehicle (for example, truck)

- **Consignment (header) level:** provided once for each consignment

  A consignment is a set of goods being moved from one consignor (sender) to one consignee (receiver). TSS will generate one Entry Summary Declaration for each consignment.

- **Item level:** provided once for each item on the Entry Summary Declaration

  An item is a set of goods with the same description (for example, with the same **Commodity Code**). For example, five pallets of fresh apples would be one item. In the TSS Portal this is called a **Goods Record**.

The Standard and Consignment First Processes differ in the order in which the above data is uploaded, and have different benefits (see Exhibit 2 below):

- **Standard Process:** information on the movement is submitted first; next, consignments are created and linked to the movement

  This process is recommended if all movement and consignment data is available up front and held by a single party (for example, the carrier/haulier).

- **Consignment First Process**: consignment data is submitted first

  This allows consignments to be created independently and later linked to the movement-level information. Consignments can be created by any user and linked to another TSS user account.

  This process is **recommended** if:

  - You require flexibility in adding and removing consignments related to movement information (for example, where a haulier is moving multiple consignments on a single truck)

  - Consignment and movement information are held by different parties (for example, where an importer holds consignment (header) level data for controlled goods)

  This process is **required** where:

  - **You want to use your own SCDP authorisation**

    See the Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations guide on NICTA for additional details on using your own SCDP for special procedures and relief options on the TSS Simplified Procedure.
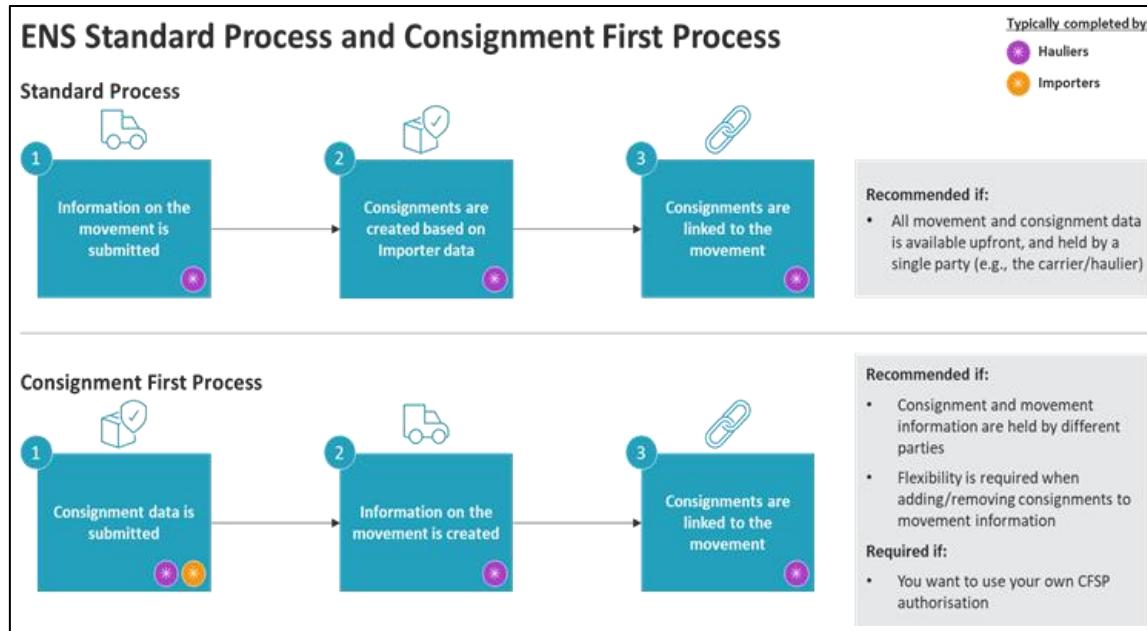
Exhibit 2: The Entry Summary Standard Process and Consignment First Process

This guide will explain the steps for the Entry Summary Declaration Standard Process (see the Standard Process section of this guide) and Entry Summary Declaration Consignment First Process (see the Consignment First section of this guide).

5 Standard Process: create new declarations and movement information on the TSS Portal

You (typically the carrier/haulier) will need to create a Goods Movement that represents all the goods associated with a vehicle before you can associate consignments to it.

You can create Entry Summary Declarations by navigating to the TSS Portal and logging in.

Note: If you do not have an account, to complete a declaration you will first have to register for the Trader Support Service on GOV.UK, as the following steps are only accessible to registered traders and carriers.

Refer to the Data guide: TSS declaration data requirements guide on NICTA for support with each data element.

5.1 Starting an Entry Summary Declaration (Standard Process): creating the movement

1. To create a movement, select **Goods Movements** followed by **Start a Goods Movement** which will open the **Goods Movement Options** page

2. To start populating the fields related to the movement, select the option **Start a Goods Movement**

Create one Entry Summary Declaration for every movement. For example, all consignments on a vehicle (such as 'truck').

> **Moving Goods from Great Britain to Northern Ireland**
>
> **Start a Goods Movement**   Use this form to complete a Goods Movement by providing transport and goods information. This form can be used for all Goods Movements, including SPIMM.
> **Start a Goods Movement**

This opens the **Goods Movement Header** form for you to complete, automatically adding your business details to the **Submitter** field

Note: The information required to complete the form is shown on the right-hand side of the page. The **Goods Movement Header** can be saved as a draft at any time for you to complete and submit later, prior to the movement of goods.

3. Select the **Type of Movement** from the drop-down menu

Type of Movement

-- None --	▾

By selecting 'RoRo Accompanied [ICS2]', a new field will be presented for you to provide information for 'Type of Passive Transport'.

What is ICS2? It's the new safety and security declaration system for movements into NI. The ICS2 supports lodging of pre-arrival Entry Summary Declarations and requires the submission of a minimum 6-digit commodity code for each goods item, an accurate description of the goods, EORI number and name and address for the involved parties.

Further details on ICS2 are available in Make an entry summary declaration using the ICS2 on GOV.UK.

Note: The submitter of the Entry Summary Declaration must have a **valid XI or EU EORI number** entered in the **XI EORI Number** or the **EU EORI for ICS2 Declarant only** field on their TSS Company Profile to proceed with Entry Summary Declaration submission.

Check your Company Profile is set correctly before you proceed with Entry Summary Declaration submission.

4. The **Type of Passive Transport** field is visible and required for completion if 'RoRo Accompanied [ICS2]' is selected

In combined transportation (for example a truck transported on a ferry), the truck that is loaded onto a ferry/ship is referred to as the **passive means of transport** in regulations related to safety and security requirements. The **Type of Passive Transport** field in TSS captures this information on Entry Summary Declarations.

Select the appropriate **Type of Passive Transport** from the drop-down (for example, 'Truck, refrigerated').

Type of Passive Transport

	▾

5. Add the **Identity Number of Transport**

Identity Number of Transport

- Where the **Type of Movement** is 'RoRo Accompanied [ICS2]', enter the vessel IMO number, followed by '#' and the vehicle registration number and trailer number (if applicable); for example, IMOxxxxxxx#xxxx

- Where the **Type of Movement** is 'RoRo Unaccompanied [ICS2]', enter the vessel IMO number, followed by '#' and the trailer number; for example, IMOxxxxxxx#xxxx

Note: You can change the truck or trailer number, if required, up to 4 hours before goods arrival in NI.

6. Enter the **Nationality of Means of Transport**

    This should be the nationality of the ferry (for example, 'United Kingdom'). Start typing the country in the field or scroll through the drop-down list.

7. Add the **Carrier EORI** number. This must be either an XI or EU EORI number.

- For accompanied RoRo movements, the haulier's EORI should be entered

- For unaccompanied RoRo movements, the ferry company's EORI should be entered

Underneath the **Carrier EORI** field is explanatory text containing a hyperlink to the Europa EORI number validation website, if you need to check the Carrier EORI number. The link will open in a new browser window. TSS will auto-populate the EORI number entered in the **Carrier EORI** field for you to run the checker and confirm if the EORI number is valid.

Note: Carrier name and address including country are always required. These will be auto-populated by TSS if the carrier is registered on TSS and has allowed their details to be shared via their company profile. Alternatively, these must be entered manually.

In the **Carrier Street and Number** field enter the street number first (if existing) followed by the street name (for example, 6 Trader Lane or Units 5-6 Trader Lane).

There is also the option to input a Haulier EORI, so that a haulier can manage the movement information and its consignments, even if they are not the carrier.

8. Use the calendar icon to select the **Arrival Date/Time** at the NI seaport or airport, based on the GMT time zone, or type the date and time into the field in the following format DD/MM/YYYY HH:MM:SS using the 24-hr clock (for example, '11/01/2021 22:30:00')

> * Arrival Date/Time
>
> [🗓]

Selecting the clock icon on the calendar view will open the time selector and selecting the calendar from the time view will show the date selector.

Note: The date and time must be within the following 14 days. If the arrival date is longer than 14 days, leave this field empty, save an initial draft and complete the details later.

9. Add the **Port of Arrival** from the drop-down list by either typing in the field or using the selection – this is the first seaport goods enter NI through

TSS does not support Entry Summary Declarations for RoRo movements arriving to inventory-linked locations in NI.

> * Port of Arrival
>
> [▾]

10. Where seals are affixed to the transport equipment, the identification number on the seal will need to be added to the **Seal Number** field; otherwise, leave this field blank

> Seal Number
>
> [   ]

11. The **Route** will default to 'GB-NI' or will default to 'GB-IE-NI' if the transport is via an Irish port, such as Dublin or Rosslare

> * Route
>
> [GB-NI   ▾]

Additional processes and data are required for transit movements (including GB to NI via Ireland). More information is outlined in the TSS Transit service: a step-by-step guide for traders on NICTA.

12. Add the **Place(s) of Loading** of the goods

> * Place(s) of Loading
>
> [   ]

This is the name(s) of the seaport, freight terminal or other place where the goods are loaded onto the means of transport.

For accompanied RoRo movements, the place of loading would be a description of where goods are loaded onto the truck (for example, 'Birmingham').

For unaccompanied RoRo movements, the place of loading would be the seaport where goods are loaded onto the ferry (for example, 'Liverpool').

If there are multiple places of loading for a RoRo movement, provide the best indication of primary locations, in up to 35 characters (for example, 'Edinburgh', 'Glasgow').

13. Where the **Type of Movement** is 'RoRo Accompanied [ICS2]', you will need to confirm if the Place(s) of Acceptance is the same as the **Place(s) of Loading**

   Select 'Yes' if they are the same, otherwise select 'No' and complete the **Place(s) of Acceptance** field.

   ---

   * Is/are the Place(s) of Acceptance same as Place(s) of Loading?

-- None --	▾

   By selecting 'No', a new field will be presented for you to provide information for 'Place(s) of Acceptance'. By selecting 'Yes', that field will not be available to you.

   ---

14. Then, add the **Place(s) of Unloading**

   ---

   * Place(s) of Unloading

This is the name(s) of the seaport, freight terminal or other place where goods are unloaded from the means of transport.

For accompanied RoRo movements, the place of unloading would be a description of where goods are unloaded from the truck (for example, 'Antrim').

If there are multiple places of unloading for a RoRo movement, provide the best indication of primary locations, in up to 35 characters (for example, 'Belfast', 'Larne').

15. Where the **Type of Movement** is 'RoRo Accompanied [ICS2]', you will need to confirm if the Place(s) of Delivery is the same as the **Place(s) of Unloading**

   Select 'Yes' if they are the same, otherwise select 'No' and complete the **Place(s) of Delivery** field.

This is the specific location at which the goods are delivered to the consignee.

16. Select from the options below to confirm how the **Transport Charges** will be paid

This is the method of payment (from the trader to the carrier) for transporting the goods. The field defaults to 'Account Holder with Carrier'.

5.2   Saving and searching for an Entry Summary Declaration Movement

You can **Save as Draft** at any point. If you need assistance completing this part of the form, before adding the consignment details press **Get Help**.

Once saved, you will be presented with the following details, including the unique Entry Summary Declaration reference number at the top of the page.

Find your current Entry Summary Declaration movement information by selecting **Goods Movements** in the banner of the TSS Portal followed by **View a Goods Movement** from the drop-down menu. Then select **Goods Movement (by movement)** and select **Draft Goods Movements** or **All Goods Movements,** alternatively click on the **Entry Summary Declarations (ENS): Draft** quick filter.

This opens a screen that lists either **Draft Goods Movements** or **All Goods Movements**, depending on your selection, created in your account during the current week.

You can edit this selection by clicking **Created this week** and selecting from the drop-down options. The relevant declarations will be listed depending on your selection (see screenshot):

5.3   How to cancel an Entry Summary Declaration

If you need to cancel an Entry Summary Declaration, you can do this by selecting **Cancel Declaration** at the bottom of the Entry Summary Declaration page.

It is possible to cancel an Entry Summary Declaration in the TSS system and consequently, a Simplified Frontier Declaration, with any associated goods it has, in the following circumstances:

- If your Entry Summary Declaration is in '**Draft**' state (not yet submitted)

- If you have submitted a declaration but it has been subsequently rejected, which means the Simplified Frontier Declaration will be in a state of '**Trader Input Required**'

Submitted declarations in state '**Authorised for movement**' cannot be cancelled by selecting **Cancel Declaration** at the bottom of the Entry Summary Declaration page. To cancel you need to navigate to the **Consignment Information** page and select **Cancel Consignment**.

If a vessel is re-routed and the departure or arrival port is changed, declarations do not need to be amended (as long as the vessel is leaving a GB port and arriving in a NI port) as customs systems will be able to identify this.

If you have submitted an Entry Summary Declaration, but decide not to ship the goods, you do not need to take any action.

Entry Summary Declarations in state 'Arrived' cannot be cancelled. For further guidance see the 'After you make your declaration' section in [Making an entry summary declaration](#) on GOV.UK.

6 Entry Summary Declaration (Standard Process): adding consignment information to the Entry Summary Declaration

6.1 Create a new consignment

Once you have completed the Entry Summary Declaration movement, you will have the option to add consignment information. In the TSS Portal, when adding the Entry Summary Declaration consignment, the Portal will also create one of the following:

- An Internal Market Movement Information (IMMI)

- A Simplified Frontier Declaration – the subject of this guide

1. When you have populated all data fields related to the movement, you can proceed to adding consignments associated to the movement, by selecting **Create Consignments** on the right-hand side of the form

2. Select **New** in the **ENS Consignments** section at the bottom of the Entry Summary Declaration form to add a new consignment

3. When a new consignment is created, enter the **Importer EORI** number and click **Validate Importer EORI**

If the importer does not have an UK Internal Market Scheme (UKIMS) authorisation, or they have not granted you access to use it, TSS will direct you to use the TSS Simplified Procedure and display a pop-up message.
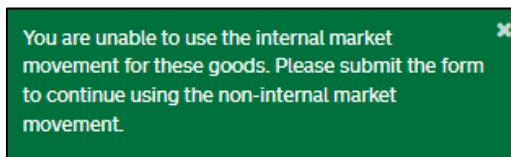
If you have provided an **Importer EORI** that is not registered on TSS, you will receive a warning message informing you that the EORI number entered cannot be used to create a customs declaration or Internal Market Movement Information (IMMI) for this consignment. In this case, you will be able to create the Entry Summary Declaration **only** and will not be able to use TSS to move goods using the simplified processes or TSS Simplified Procedure.

In certain circumstances when an importer has a UKIMS authorisation on their company profile, TSS will ask if you want to change the **Importer EORI** number provided to an EORI number that is associated with the importers UKIMS authorisation.

When this happens, you will receive a pop-up message to confirm your choice.
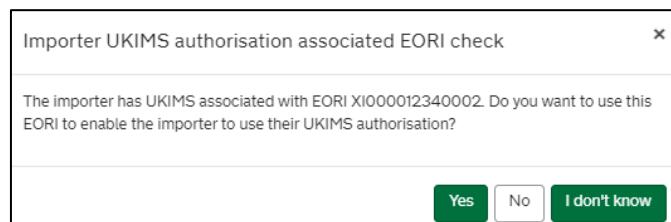
- If you select **Yes** or **I don't know**, TSS will **change** the **Importer EORI** number to the importer's UK Internal Market Scheme (UKIMS) aligned EORI number

- If you select **No**, TSS will **keep** the **Importer EORI** number that has been entered

   Note: If you are unsure of which EORI numbers to use when submitting an Entry Summary Declaration, you should check with the party responsible for providing the information to ensure it is accurate.

4.   When the Importer EORI has been validated, you will be asked, **Do you intend to submit only an Entry Summary Declaration?**

- To use the TSS Simplified Procedure, you must select '**No**'

- If you answered '**Yes**', select an option from the **What is the reason for submitting only an Entry Summary Declaration** field

Note: If you select '**Yes**' you will only be able to create the Entry Summary Declaration and will not be able to use TSS to move goods using the simplified processes or TSS Simplified Procedure. A customs declaration or Internal Market Movement Information (IMMI) is still required and will have to be completed outside of TSS. The Common questions and answers section of this guide has further details of when an Entry Summary Declaration only can be used.

If you select '**No**', then TSS will create the customs declaration form or Internal Market Movement Information (IMMI) record to be completed.

5.   If the Importer has a valid UKIMS authorisation and granted permission for you to use it, you will be asked to read the conditions for use and select an option to continue

The importer has granted you authority to use their UKIMS authorisation and the goods may be eligible for the simplified processes for Internal Market Movements (SPIMM).

This consignment can be used for the movement of goods using the simplified processes for Internal Market Movements (SPIMM) from GB to NI if the following conditions are met:

- Goods must be in free circulation prior to their movement from GB.
- Goods must be directly transported from GB to NI (this includes via transit journeys).
- There must be no intention of onward movement of the goods to the EU, and this determination must be made by a UKIMS authorised trader.
- Goods are being released for free circulation and home use OR are being released for free circulation with entry into an excise warehouse in NI.
- Goods must not be of a category excluded for simplified processes for Internal Market Movements (SPIMM) movement.

View guidance on goods which are excluded

Only proceed if you can comply with these conditions. TSS will set certain values on the declaration stating that the above are true

* Select an option
- ○ I confirm the goods comply with this statement
- ○ I am unable to confirm the goods comply with this statement
- ○ I do not wish to use the internal market movement

- If you select '**I confirm the goods comply with this statement**', TSS will create the Entry Summary Declaration consignment and the Internal Market Movement Information (IMMI) for you to move the goods via the simplified processes

- If you select '**I am unable to confirm the goods comply with this statement**' or '**I do not wish to use the internal market movement**', TSS will generate a Simplified Frontier Declaration for you to complete and move the goods via the TSS Simplified Procedure

Then click **Submit** to save the record.

The following steps cover the required information for goods moving using the TSS Simplified Procedure.

6. TSS will generate one Entry Summary Declaration for each consignment. You will then be directed to a **New Consignment** page

The top section provides key information, depending on the status of the declaration. The fields highlighted in grey are read-only fields, including the **Status**.

Consignment Information

Local Reference Number	Client Job Number
DEC000000010010471	ENS000000005005539
Movement Reference Number	***** Declaration Type
	ENS
* Does Consignment contain goods subject to control, licence or certification?	Movement Type
-- None --	-- None --
This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.	ENS Only Reason
	Status
	Draft

---

7. You will be asked **Does Consignment contain goods subject to control, licence or certification?**

It is important that you answer this question accurately. You need to confirm whether your goods are **standard** or **controlled** goods. The type of declaration you need to complete will be determined by the answer. See the Categories of controlled goods section in this guide for a more detailed list.

Controlled goods are those that require licences, certificates, or other form of controls. Food and agricultural items will be considered as sanitary or phytosanitary **controlled** goods when being moved to NI. See the Guidance on controlled goods and the Online Tariff Tool on NICTA for more information.

You must carefully assess the classification of your goods. If you select 'Yes' to the field question, refer to the Completing the details for a shipment containing controlled goods section of this guide.

> *** Does Consignment contain goods subject to control, licence or certification?**
>
> | -- None -- | ▾ |
>
> This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.

8. The **ENS Only Reason** field is only completed if you wish to create an Entry Summary Declaration without generating a Simplified Frontier Declaration, for example when following the Full Frontier Declaration route, otherwise leave blank

> **ENS Only Reason**
>
> | | ▾ |

9. The **Transport Document Type** will auto-populate with **CMR/Delivery Note**, for all RoRo movements

> *** Transport Document Type**
>
> | CMR/Delivery Note | ▾ |
>
> *** Transport Document Number**
>
> | |

Add the **Transport Document Number**, which is the identification number of any international or national documents, certificates and authorisations produced in support of the declaration and additional references. **Note:** This field is limited to 35 characters.

The relevant transport document number will be dictated by the type of journey.

For RoRo movements, this is the reference number of the CMR document (also known as a Road Consignment) note or in French as the *Convention relative au contrat de transport international de Marchandises par Route*) filled out by the sender, the carrier or their agent. If unavailable, you can provide the delivery note reference number instead.

10. The **Goods Domestic Status** is auto-populated with 'NIDOM (UK domestic status goods)' because most goods will already be in free circulation within the UK

    'NIIMP (Non-UK domestic status goods)' should be selected if the goods are being imported from RoW excluding EU and/or for goods moving from customs special procedures.

11. The **Destination Country** is auto-populated with 'United Kingdom' as most of the shipment destinations, through the TSS, are to NI; however, it is possible to edit this field by selecting an alternative destination country from the drop-down list:

12. **Consignment Description** is an optional field used to describe the associated goods in this consignment

This should be a plain language description of the goods that is precise enough for customs to be able to identify what the goods are. The description should cover:

- What are the goods?

- What are they made of?

- What are they used for?

If the package contains any branded items, it's advisable to include the brand and model number along with the description. It's also recommended that the descriptions are packaged as sets and sizes (for example, 'women's cotton T-shirts, size 14, packs of 3').

For guidance on what an acceptable goods description should contain including examples, see the Goods Description Guide on NICTA.

13. **Trader Reference** is a free-text, non-mandatory field populated in the Entry Summary Declaration at a consignment (header) level

When completed, this information is carried through to the Simplified Frontier Declaration and Supplementary Declaration.

This trader's own reference was designed to aid the Importer of Record to easily identify which goods and/or invoices the specific consignment relates to. It is for personal reference only and can be used to list invoice numbers, purchase orders or a collection point specific to the consignment.

Trader Reference

14. The **Container Indicator (registered shipping container)** field will be defaulted to '**Goods not transported in a container**'

If your goods are transported in a registered shipping container that has a container identification number in the format 'ZZZZ9999999', then you should change this field to '**Goods transported in a container'**.

Note: TSS currently only supports the submission of Entry Summary Declarations for containerised goods transported in 40ft containers. Containerised goods movements that are not transported in 40ft containers must be completed outside of the TSS Portal.

15. **Declaration Unique Consignment Reference (DUCR)** is a reference assigned by the declarant for the goods covered by the declaration; this can be entered, but it is not mandatory

Declaration Unique Consignment Reference (DUCR)

16. **Consignor** is the party delivering the goods as stipulated in the transport contract

    Enter the **Consignor EORI** if you know it. If the **Consignor EORI** number is valid and registered on TSS, then the company name will appear underneath each field, highlighted in blue:

Consignor

Consignor EORI

XI000012340005

Trader Name: Trader Five

The name and address of the trader associated with this EORI are populated for you below and will be used when you save and submit this data to avoid the rejection of your ENS. Please check that this is the correct name and address. Please untick the "Address Required" flag or edit the value in the EORI field in order to provide a different EORI and address details.

If you need to check the validity of this EORI, please use the Europa EOS EORI checker.

Underneath the **Consignor EORI** field, TSS provides hyperlinks to the EORI Checker on the Europa Operator Systems (EOS) website, where users can check the validity of XI EORI numbers. If you wish to check the EORI number validity status, clicking the link opens the EORI number validation website in a new browser window.

Consignor name and address including country are always required. If an EORI has been provided, TSS will auto-populate the details from the company profile when permission has been given for details to be shared. Otherwise, these need to be entered manually.

In the **Consignor Street and Number** field enter the street number first (if existing) followed by the street name (for example, 6 Trader Lane or Units 5-6 Trader Lane).

17. **Consignee** is the party who receives the goods post customs clearance

    Enter the **Consignee EORI** if you know it. If the **Consignee EORI** number is valid and registered on TSS, then the company name will appear underneath each field, highlighted in blue:

    Underneath the **Consignee EORI** field, TSS provides hyperlinks to the EORI Checker on the Europa Operator Systems (EOS) website, where users can check the validity of XI EORI numbers. If you wish to check the EORI number validity status, clicking the link opens the EORI number validation website in a new browser window.

Consignee name and address including country are always required. If an EORI has been provided, TSS will auto-populate the details from the company profile when permission has been given for details to be shared. Otherwise, these need to be entered manually.

In the **Consignee Street and Number** field enter the street number first (if existing) followed by the street name (for example, 6 Trader Lane or Units 5-6 Trader Lane)

18. The **Importer Parent Organisation EORI** field is only visible where you have answered 'Yes' to the question **Do you need to use a Parent Organisation Authorisation on your declarations** in your company profile

This field is optional and should only be filled in if you are using the Duty Deferment Account (DDA) or special procedure authorisation of your parent organisation.

Note: Within your company profile, if you have answered '**Yes**' for the question **Do you need to use a Parent Organisation Authorisation on your declarations**, but left the **Parent Organisation EORI** field blank, then this field will also appear blank in the respective **Entry Summary Declaration**.

In this case, you need to specify how you intend to proceed. If you would like to use the **Authorisation** of your **Parent Organisation**, enter the **EORI** number of your **Parent Organisation.** If not, then leave this field blank.

Details on how to update this field in your company profile can be found in the Registration: Step-by-step guide using TSS on NICTA.

---

19. **Are the Buyer's EORI and Name and Address the same as the Importer's?**

In the drop-down field:

- Select '**Yes**' if the Importer is the same as the Buyer

> * Are the Buyer's EORI and Name and Address the same as the Importer's?
>
> -- None --   ▼
>
> By selecting 'No', additional fields will be added below as follows: optional 'Buyer EORI' and mandatory Buyer fields 'Name', 'Street and Number', 'City', 'Postcode' and 'Country'. By selecting 'Yes', those fields will not be available to you.

- Select '**No**' if the Importer and Buyer are not the same and complete the Buyer's name and address including country

  In the **Buyer Street and Number** field enter the street number first (if existing) followed by the street name (for example, 6 Trader Lane or Units 5-6 Trader Lane).

Note: If the Buyer has a valid XI or EU EORI it must be provided where known. GB EORIs are not accepted in the Buyer details for Entry Summary Declarations, which are submitted to ICS2.

20. Add the **Exporter EORI**

The Exporter name and address including country are always required. If you have provided an EORI, TSS will auto-populate the details from the trader's company profile where the trader has given permission for their details to be shared. Otherwise, you need to enter these manually.

> **Exporter**
>
> * Exporter EORI
>
> [   ]
>
> ☐ Exporter Address Required/EORI Unknown
>
> When the Exporter Address Required/EORI Unknown is ticked then the following Exporter fields will become mandatory : Name, Street and Number, City, Postcode, Country. If TSS is able to auto complete those fields for you based on the EORI then it will do so.

If the **Exporter EORI** is unknown, select the check box underneath the field and complete the additional fields presented.

21. Completing the **Are the Seller's Name and Address (EORI if provided) the same as the Exporter's?** field is mandatory

- Select '**Yes**' if the Exporter is the same as the Seller

* Select '**No**' if the Exporter and Seller are not the same and complete the Seller's name and address including country.

  In the **Seller Street and Number** field enter the street number first (if existing) followed by the street name (for example, 6 Trader Lane or Units 5-6 Trader Lane).

  Note: If the Seller has a valid XI or EU EORI it must be provided where known. GB EORIs are not accepted in the Seller details for Entry Summary Declarations, which are submitted to ICS2.

22. Once the details are added, press **Save (Ctrl + s)** and the unique 'DEC_____' reference number for the consignment will be presented at the top of the page

23. Once the consignment has been saved, you will see three additional tabs have been added to the bottom of the screen:

* **Goods Records** is used to submit item-level data (sets of goods with the same description), as explained in the Adding item information to the Entry Summary Declaration section of this guide

  To complete the **Goods Records** form, you must add at least one item to the consignment before submitting.

> **Note:** An item is a set of goods with the same description. The maximum number of items that can be linked to a consignment is 99.
>
> - For certain procedures/additional procedures, you may be required to populate the **Header Previous Document** tab and **Holder of Authorisation** tab
>
>   See the [Data guide: TSS declaration data requirements](#) on NICTA for more details on when this is required.

24. Additional **Header Previous Documents** may be added to the record and will be visible to you via the associated tab on the consignment (header) level record

Goods Records ❶	**Header Previous Document**	Holder Of Authorisation
☰ Header Previous Document New		
No records in Header Previous Document using that filter		

25. Use the **Holder of Authorisation** tab if you need to enter the type of customs authorisation held by the importer when instructed they are using customs procedures other than release to free circulation

    For details on special procedures and reliefs available in TSS, see [Options to claim duty relief or declare goods moving under a customs special procedure](#) on NICTA.

    Note: The field **Authorisation Role Type** is auto-populated by TSS and requires no action from the trader.

Goods Records ❶	Header Previous Document	**Holder Of Authorisation**
☰ Holder Of Authorisation		
No records in Holder Of Authorisation using that filter		

Repeat the above steps for each item within the consignment. Navigate to the **Consignment Reference Number** by selecting the 'DEC_____' reference number at the top of the page. Before the consignment is linked to movement information, the top of the page should look as follows:

Home ❯ Goods Movement ❯ DEC000000010010622 ❯ MULTI PACK T-SHIRTS UNISEX, SIZE M, 10PK

Where multiple items are linked to a consignment, the number of items will display next to the **Goods Records** tab within the red circle.

Note: As the items are added to the consignment records the **Total Packages** and the **Total Gross Mass (KG)** fields on the consignment form will be automatically updated and will total all the **Packages** and goods **Gross Mass** linked to this consignment. These fields are not editable on the consignment (header) level.

If needed, it is possible to remove items from the consignment by selecting **Delete Item**.

6.2   Adding item information to the Entry Summary Declaration

Information for the goods, known in TSS as a **Goods Record** is required for each consignment. The **Goods Record** (item) is a set of goods with the same description (with the same **Commodity Code**). For example, five pallets of fresh apples should be added as one Goods Record.

1.   Select **New** in the **Goods Records** section at the bottom of the consignment form

2.   The **Goods Records** form will open

Note: The maximum number of items (for example, sets of goods with the same description) that can be linked to a consignment is 99.

3. Enter a **Commodity Code** – this could be a 6-digit or a 10-digit commodity code

Note: If you are moving **controlled goods** and have answered 'Yes' to the question **Does Consignment Contain Goods Subject to Control, Licence or Certification?** at the consignment (header) level, you will be required to enter a 10-digit commodity code.

TSS will submit only the first 6 digits of your commodity code to satisfy the requirements on the Entry Summary Declaration.

If you are unsure what your commodity code is, use the [Northern Ireland Online Tariff](#) tool to look up the correct commodity code.

You can also search for the **Commodity Code** by typing in a short description of your goods into the **Commodity Code** field.

4. Add the **Package Marks**

Enter a free text description of any marks and numbers on transport units or packages. Where containerised, the [container](#) number can be used.

5. Select from the **Type of Packages** drop-down list

6. Add the **Number of Packages** and then confirm the **Number of Individual Pieces** within each package

    The **Number of Packages** is the number of individual items that are packaged in such a way that they cannot be divided without undoing the packaging, if not in bulk, and the number of individual pieces if in bulk. For example, for palletised goods the number of pallets should be provided if the goods are covered/wrapped on pallets.

7. If your goods are transported in a registered shipping container, as defined by ICS2 requirements, add the container number in the **Equipment Number (if containerised)** field.

    If the container format is different from 'ZZZZ9999999', navigate to the Consignment (header) level and select 'Goods not transported in containers' in the **Container Indicator (registered shipping container)** field. This will remove the requirement to complete the **Equipment Number (if containerised)** field on the goods record.

8. Declare the **UN Dangerous Goods Code**, if applicable to your goods

    This is a unique serial number assigned by the UN to dangerous substances and articles (for example, chemicals, weapons). The codes are available on the United Nations Economic Commission for Europe (UNECE) website – refer to the UN Recommendations on the Transport of Dangerous Goods - Model Regulations for details.

9. Add the associated **Invoice Number**, where known – this will be needed at the Supplementary Declaration stage

> Invoice Number
>
> [   ]

10. Confirm the **Item Gross Mass** (weight) in kilograms for all packages – this needs to include all packaging (but not the carriers' equipment)

> * Item Gross Mass (KG)
>
> [   ]

11. The **Net Mass (KG)** is an **optional** field for goods **not** subject to control, licence or certification

> Net Mass (KG)
>
> [   ]

12. Add the **Goods Description** for these packages

This should be a plain language description of the goods that is precise enough for customs to be able to identify what the goods are. The description should cover:

- What are the goods?

- What are they made of?

- What are they used for?

If the package contains any branded items, it's advisable to include the brand and model number along with the description. It's also recommended that the descriptions are packaged as sets and sizes (for example, 'women's cotton T-shirts, size 14, packs of 3').

For guidance on what an acceptable goods description should contain including examples, see the Goods Description Guide on NICTA.

> * Goods Description
>
> [   ]

13. TSS defaults the **Procedure Code** field with '4000' – goods released into free circulation, with no previous procedure in GB

If this **Procedure Code** does not apply to the goods movement, use the drop-down to select the appropriate code.

* Procedure Code	
4000	✕ ▲
	🔍
0700	**Release for free circulation with simultaneous entry to an excise warehouse**
4000	Release to free circulation
4200	Free circulation with onward supply
6110	Release to RGR for goods previously permanently exported
6123	Release to RGR

- For details on the Procedure Codes available to use in TSS, refer to the Data guide: TSS declaration data requirements on NICTA

- Further information on **Procedure Codes**, including completion instructions, can be found in the Requested and Previous Procedure Codes for Imports on GOV.UK

14. TSS defaults the **Additional Procedure Code** with '000', which indicates no additional conditions apply.

Additional Procedure Codes specify customs requirements above and beyond the standard procedure. Check the **Additional Procedure Codes** available in the drop-down list and select the appropriate code for your movement. '000' should only be declared if no other **Additional Procedure Code** applies to the unique circumstances/conditions of the movement.

* Additional Procedure Code	
	▲
	🔍
000	No other Additional Procedure Code applies.
0GD	Goods consigned to other Government Departments and agencies (where not otherwise covered under D.E. 1/11 National Additional Procedure Codes)

Further information on Additional Procedure Codes, description, usage and completion instructions can be found on GOV.UK.

When all the consignments are added to the Entry Summary Declaration movement all details completed within the consignment (header), and the item level details are completed, press **Submit** on the consignment 'DEC_____ record' to submit your declaration.

6.3 How to copy goods details from a previous Entry Summary Declaration

If you transport the same type of goods on a regular basis, you can copy item-level goods information from a previously submitted or closed Entry Summary Declaration by clicking **Copy Previous Good(s)**.
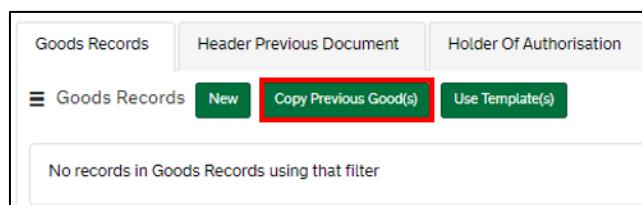
This will then display a window, as per screenshot below, where you can input the Entry Summary Declaration you wish to add from and select the goods you want to copy.
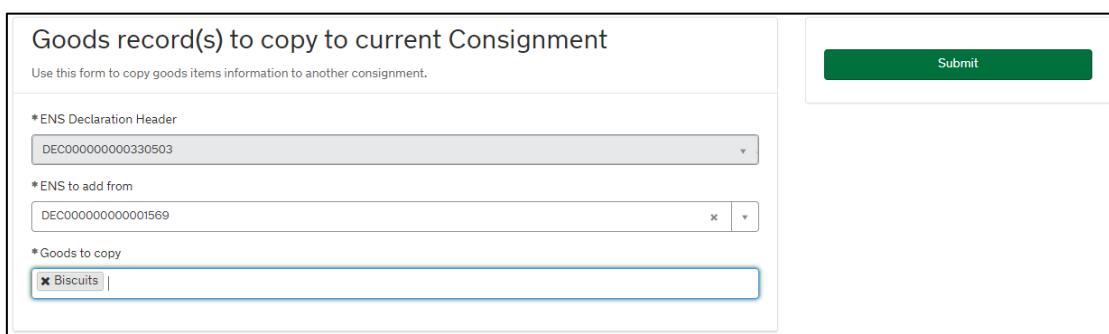
By using this functionality, the system copies and populates into the new item line all the data that can be templated. This is data that is not affected by unique circumstances or requirements that can change among movements; therefore, it remains the same. Any other data that may be affected by unique circumstances will not be copied and need to be added manually.

For shipments of controlled goods, you may need to add documents and authorisations from a previous Entry Summary Declaration. See the Completing the details for a shipment containing controlled goods section of this guide for details on this process.

Note: You can only copy previous goods that have the same response to the question **Does Consignment contain goods subject to control, licence or certification?** and where the **Type of Movement** is the same.

7   The Consignment First Process

7.1   Entry Summary Declaration (Consignment First): create new Consignment First declaration

This section explains how to do a Consignment First Entry Summary Declaration, for example if you have chosen that model because you are a haulier and you have consignments for multiple traders and delivery points moving on one truck.

You will need to first create a new consignment in TSS, to be linked to movement information by the carrier/haulier.

A consignment is the total quantity of goods delivered from an exporter (the consignor/ sender) to an overseas party (the consignee/importer/receiver) under a sales or delivery agreement. TSS will generate one Entry Summary Declaration for each consignment.

The Consignment First process enables you to create a consignment before linking it to a movement arranged by the carrier/haulier.

As an importer, you can create a consignment and assign this to a carrier/haulier profile if you choose to on the carrier's behalf. This is mandatory if you wish to use your own SCDP authorisation.

You can create consignments by navigating to the [TSS Portal](#).

1. Log in and select **Start a Goods Movement**
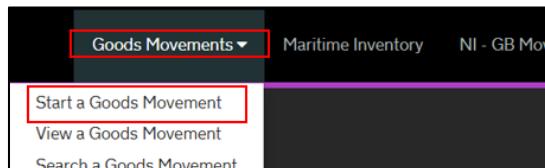
2. Click the **Start a Consignment for a Goods Movement** link on the **Movements Options** page, which opens a **New Consignment** page

---

3. Follow steps 3-5 in the Create a new consignment section of this guide

4. When the consignment is opened, the **Client Job Number** field (this is your Entry Summary Declaration reference) is empty as this consignment has not yet been linked to an Entry Summary Declaration record (as you are creating consignments first before linking to movement information)

5. The form includes a new 'DEC_____' number (for example, 'DEC0000000000320847'), which is the unique reference number called the **Local Reference Number (LRN)** that will be used to link your consignment to movement information before submission

The top section of the form provides key information, depending on the status of the declaration. The fields highlighted in grey are read-only fields, including the **Status**.

6. The **Status** of the consignment will need to be monitored to determine if the goods have been authorised for movement to NI

The **Movement Reference Number** (MRN) will be populated once the consignment has been authorised for movement. For RoRo shipments, this number should be declared on the haulier's GMR.

If the GMR automation process has been authorised within the TSS account, then the MRN will be auto-populated into the GVMS system. Otherwise, the MRN needs to be manually updated into the GVMS system to obtain the respective GMR.

For details on how to activate or deactivate the GMR automation functionality in TSS refer to the Creating a Goods Movement Reference guide on NICTA.

7. The **Carrier EORI** field must be used to add the carrier details, either on initial completion of the consignment form or when the form is submitted

---

The purpose of this field is to enable the carrier to have visibility of the consignment from their movement information and to link the consignment prior to submission. When empty, only the trader who created and saved the consignment can view the consignment details. You may find this useful if you wish to prevent others from editing the consignment, only adding the **Carrier EORI** when the declaration is ready for final submission.

If you are using your own SCDP authorisation, you will need to complete the Entry Summary Declaration consignment on the profile where the SCDP authorisation has been added. Once the consignment is complete, the SCDP authorised party will reassign the consignment to the carrier/haulier who is completing the Entry Summary Declaration movement by entering their EORI in this field.

From this point, the Consignment First Process follows the same steps as the Standard Process, as explained in the Adding item information to the Entry Summary Declaration section of this guide (Standard Process), start adding the items to the consignment that has been created.

You can use the **Copy Consignment** functionality should you wish to create a new consignment with similar information your goods. It will copy over all the details apart from certain **Document Codes** that cannot be templated, if necessary, these would need to be added manually.


For details of the differences between the two processes, refer to the How do I choose between the Standard and Consignment First Process section of this guide.

7.2 Entry Summary Declaration (Consignment First): create movement information and link a consignment to a movement

Once consignments are created and saved, they can be linked to a **Goods Movement (by movement)**. The movement contains details of the vehicle transporting the goods and the consignments represent the goods that are in the vehicle.

When a consignment has been saved, a notification will be sent to the carrier indicating that there is a consignment ready to be linked to the **Goods Movement (by movement)** record. The user that created the consignment will also receive a notification.

To add the consignment, navigate to the **ENS Consignments** tab on the form and select **Associate Consignment(s)**.

1. Selecting **Associate Consignment(s)** allows you to link consignments that are associated to the carrier/haulier's organisation, based on the EORI number added to the **Carrier EORI** field on the consignment form

2. Click on the field **Consignment(s) to Add**, which will present a drop-down menu of these consignments, highlighting the 'DEC_____' reference number, the description of the goods and the document reference number

   Select (type or paste) the reference you require and then press **Submit**.

3. Once associated, the user that created the consignment will have visibility of the Entry Summary Declaration reference number via their account on the TSS Portal, as it is populated onto the consignment form in the **Client Job Number** field

4. TSS provides the option to decouple a consignment from the movement information

   Navigate to the consignment 'DEC_____' record at the bottom of the form and select **Decouple from Header**.

5. When all consignments are added to movement information, verify that the consignment and goods details are accurate

    The consignments are now ready for submission. Click **Submit** on the Consignment 'DEC_____' record.

    If you need to create a standalone Entry Summary Declaration only (for example, without a subsequent Simplified Frontier Declaration), select the reason from the **ENS Only Reason** drop-down menu.

    The **ENS Only Reasons** are referenced in the In what circumstances should I create only an Entry Summary Declaration? within the Common questions and answers section of this guide.

8   Moving controlled goods

If you are moving controlled goods, additional information will be required on your Entry Summary Declaration. When moving goods that may require licences, authorisations or certificates, you should check if your goods are subject to other requirements from other government agencies. For more information on moving controlled goods, visit the Guidance on controlled goods and the Online Tariff Tool on NICTA.

If you are moving these goods by the TSS Simplified Procedure, you may need to declare additional information at the Entry Summary Declaration stage as TSS will use information from the Entry Summary Declaration to create a Simplified Frontier Declaration (if applicable).

You must declare the goods as controlled in TSS to generate the Simplified Frontier Declaration, declaring any licence, authorisation or certificates at the Entry Summary Declaration item level.

Note: Full details are required for controlled goods at the Goods Record level. For standard goods these details are not required unless they are part of a mixed consignment with

controlled goods. For mixed consignments it is necessary to submit full item-level data for all goods in the consignment, including any standard goods.

8.1   Categories of controlled goods

The list below summarises the categories of controlled goods requiring licences, authorisations or certificates.

To check if your goods are controlled, refer to the [Northern Ireland Online Tariff](#) tool on GOV.UK. For guidance on how to navigate the Northern Ireland Online Tariff see the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

- **Products of animal origin or fish (Sanitary and Phytosanitary (SPS) Goods)**

  - Common Health Entry Document (CHED) completed in [TRACES NT](#)

  - Illegal, Unreported and Unregulated (IUU) [fishing catch certificate](#) on GOV.UK

  - Notification to TRACES NT at least 24 hours in advance

- **Plant, plant products, timber-based products (Sanitary and Phytosanitary (SPS) Goods)**

  - Phytosanitary certificate

  - Notification to [TRACES NT](#) at least 24 hours in advance

    Note: If you are moving goods on the NIPHL scheme, you will need to upload the CHED-PP on TRACES NT but you do not need a Phytosanitary certificate. You will need to satisfy the labelling requirements.

  - Further information about the [NIPHL scheme](#) and moving plants from GB to NI can be found on GOV.UK

- **Agri-Foods** (Sanitary and Phytosanitary (SPS) Goods)

  - CHED completed in [TRACES NT](#) (if appliable) and 24 hours pre-notification

  - Private attestations for shelf-stable composite products (see [DEFRA guidance](#) on GOV.UK)

    Note: If you are moving goods under the Northern Ireland Retail Movement Scheme (NIRMS), you will not need to fill in the CHED on TRACES NT or use private attestations. You will instead need to fill in the General Certificate and upload that on TRACES NT, which should be done by the party responsible for the load. You will need to satisfy the labelling requirements. Further information about [NIRMS](#) can be found on GOV.UK.

- **Controlled goods requiring import licences**

  - Open or Specific Individual Import Licences (firearms and nuclear materials)

  - Drugs and drug precursors

- **Excise Goods**

- Licences or authorisations (which are dependent on the Commodity Code)

- Notify the Excise Movement and Control System (EMCS) on GOV.UK if moving under excise duty suspense, or if required (see the Excise Goods guidance on GOV.UK)

- **International conventions**

  - Convention on International Trade in Endangered Species (CITES) (see Check if you need a CITES permit to import or export endangered species on GOV.UK)

  - Kimberley Certificate (see the Export rough diamonds: special rules on GOV.UK)

This list is not exhaustive. For a list of full licence types for import, refer to Documents and Other Reference Codes on GOV.UK.

8.2   Completing the details for a shipment containing controlled goods

This section should be used in conjunction with Adding item information to the Entry Summary Declaration in this guide to ensure all fields are completed.

1. Select 'Yes' for **Does Consignment Contain Goods Subject to Control, Licence or Certification?** at the Entry Summary Declaration consignment (header) level

This will open the **Controlled Goods** section at the item level on the **Goods Records** form.

2. In the field **What Type of Controlled Goods Are You Carrying?** select from the options in the drop-down list:

To check if your goods are controlled, you should refer to the [Northern Ireland Online Tariff](#) tool on GOV.UK. For guidance on how to navigate the tariff tool, refer to the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

3. Select the **Country of Origin** by either typing the country name or using the drop-down list

   This records where goods were produced (or substantially transformed) and is used to determine what controls and tariff measures apply. It is not necessarily where the goods were sent from. Details on establishing Country of Origin can be found in the [Rules of Origin](#) guidance on GOV.UK.

4. Enter the 10-digit **Commodity Code** for your goods

   If you are unsure what your commodity code is, use the link to the [Northern Ireland Online Tariff](#) tool to look up the correct commodity code. You can also search for the commodity code by typing in a short description of your goods into the **Commodity Code** field.

   TSS will submit only the first 6 digits of your commodity code to satisfy the requirements on the Entry Summary Declaration, and at the same time use the 10-digit commodity code to satisfy the requirements of the customs declaration linked to it.

   When entering your **Commodity Code**, you will have access to a link to the [Northern Ireland Online Tariff](#) tool on GOV.UK which is used to look up the **Commodity Codes** for your goods.

For more details, refer to the Data guide: TSS declaration data requirements on NICTA. There is additional guidance on identifying commodity codes for goods entering or leaving the UK available on GOV.UK.

5. The **Item Currency** is the currency used to invoice the goods

A list of currencies and their corresponding currency codes can be found on GOV.UK.

6. The **Net Mass (KG)** is mandatory for goods subject to control, licence or certification. It should be entered in kilograms and excludes packaging

Note: Packaging is defined as materials and components used in any packaging operation to wrap, contain or protect the goods during transport.

7. Populate the **Supplementary Units** field if the **Commodity Code** must be described not only by 'mass', but by a second measure

When required, you should enter the **Supplementary Units** as a number. If applicable, this will be listed in the Northern Ireland Online Tariff on GOV.UK against the commodity code.

Refer to guidance on Supplementary Units on GOV.UK for more information.

8. When moving certain chemicals, the 8-digit **CUS Code** (Customs Union and Statistics) is added to identify the chemical

    CUS Code

    This is a unique 8-digit code assigned by the UN to dangerous substances and articles which identifies chemicals. These are listed on the European Customs Inventory of Chemical Substances (ECICS) database on the European Commission website, which helps users identify and classify chemicals. You can search ECICS by chemical name or Commodity Code (called 'CN code' in ECICS).

    For more details on the circumstances to populate this field and how to do so, refer to the Data guide: TSS declaration data requirements on NICTA. You can find guidance on CUS codes on GOV.UK.

9. Enter the **TARIC Additional Code(s)** if relevant for the **Commodity Code**

    You can find out if these apply to your goods by checking the TARIC tool. **TARIC Additional Code(s)** indicate that there may be additional duty payable, for example duty applicable to some dairy or sugar products (identified by a Meursing code), or anti-dumping duty. In some cases, more than one **TARIC Additional Code** could be supplied per item. If this applies, all codes must be entered in single string (no spaces between them) in the TSS Portal field. Only one Meursing Code is permitted per goods item.

10. For the **Item Price / Amount** add the total value of the goods

    Where goods have a payable price (Valuation Method 1 on GOV.UK), this is the amount charged for the item and the currency used, as listed on the invoice. Details on working out the customs value of your imported goods, including valuation, can be found on GOV.UK.

11. Select the associated 4-digit national additional code for the **National Additional Code(s)** field

    For certain items more than one **National Additional Code** may be required; if this applies, there is a tab at the bottom of the item level called **National Additional Codes** where more codes can be added.

    Note: Only one VAT rate code can be added per goods item. For more details, consult the Data guide: TSS declaration data requirements on NICTA and the National Additional Codes guidance on GOV.UK.

12. **Tax Type** codes identify the kinds of duty or tax being declared

For NI, there are additional tax types that may appear based on whether your goods are 'at risk' or 'not at risk'. See GOV.UK for Tax Types on goods movements to NI.

13. A **Tax Base Unit** will need to be declared when the commodity codes mandates that a measurement unit is required to support the calculation of the tax amounts (for example, the pure alcohol content for certain alcoholic beverages)

The field is structured as follows: the measurement unit code is a three-letter code, and a qualifier (if present) is a single letter to indicate which type of third quantity is being entered.

Further details, including what the different units are and where they are applicable, can be found in the Data guide: TSS declaration data requirements on NICTA. TSS supports the declaration of goods with multiple tax base units.

14. The **Tax Base Quantity** is the quantity of the units as entered in the **Tax Base Unit** field (for example, if the **Tax Base Unit** is litres, the quantity in litres is entered in this field)

> Tax Base Quantity
>
> [   ]

15. Once these steps are completed, press **Save (Ctrl + s)**, or if you wish to create a new goods item without going out of the item you have part-populated, press **Save and Add New**

The item you are populating will be saved and a new item record will open. After saving an item, supplementary tabs (related records) will be added to the form, so that additional information relating to the goods at the item level can be included as the goods are controlled.

Detail Previous Document	Additional Information	Document Reference	Additional Procedure	National Additional Codes	Additional Parties

≡ Detail Previous Document [New]

No records in Detail Previous Document using that filter

16. The **Detail Previous Document** tab is used to combine previous documents, as some procedures will require previous documents to be declared on the Entry Summary Declaration / Simplified Frontier Declaration for the movement to be approved

Detail Previous Document	Additional Information	Document Reference	Additional Procedure	National Additional Codes	Additional Parties

≡ Detail Previous Document [New]

No records in Detail Previous Document using that filter

Add a record by selecting **New** on the tab, and entering the data outlined below.

≡ Detail Previous Document - new record

Detail Previous Document

* Previous Document Reference
[   ]

* Previous Document Class
[-- None -- ▾]

* Previous Document Type
[-- None -- ▾]

Item Reference
[DFCT0010585 Retest Goods ▾]

[Save (Ctrl + s)]

- The **Previous Document Reference** enables you to add up to 35 characters in length for the reference for that document – add the reference identifier found on GOV.UK, using the description that matches the **Document Code**

- For **Previous Document Class**, enter 'Z' class – for use when inputting any other previous document

  Note: Document class 'Y' cannot be input here. It will only be available in the Supplementary Declaration, as it is a reference for the Simplified Frontier Declaration (and will be auto-populated by TSS).

- The **Previous Document Type** is a selection list – input the code that matches the reference identifier written in the previous field

17. The **Additional Information** tab is used to combine **Additional Information Codes**, which are required for certain movements and commodity codes

    You can use the Northern Ireland Online Tariff tool on GOV.UK to identify your **Commodity Code**.

    Completion rules for a specific Additional Information Code can be found on GOV.UK.

Add a record by selecting **New** on the tab, and entering the data outlined below.

18. **Additional Information Code**: select the required code from the drop-down list

19. Once all the details are added, press **Save (Ctrl + s)**

20. The **Document Reference** tab is used to collate documents, certificates, authorisations and references (that are not documents used on previous movements) that are required to enable this movement to occur)

    Licences and certificates for controlled goods being moved from GB to NI may be subject to format, validity and content checks. It is the trader's responsibility to ensure that all details on documents match the information that has been input into the TSS.

    More information about document requirements can be found in the Guidance on controlled goods and the online tariff tool on NICTA and on Moving licensed goods into or out of Northern Ireland on GOV.UK.

    Add a record by selecting **New** on the tab. Once the new record opens, populate the fields in the page (see below).

- **Document Codes** are used in relation to any documents, authorisations, licences or certificates that are associated with the consignment

  Select the required code from the drop-down list.

  You can review guidance on how to correctly identify and enter **Document Codes** on your movement in the Document Code Guide on NICTA.

- To complete the **Document Reference** and **Document Reason** fields, refer to information provided in Documents and Other Reference Codes on GOV.UK

  − **Document Reference**: up to 30 characters can be added to the **Reference** field

  − **Document Reason**: where a **Document Code** permits the use of status codes 'XX' or 'XW', a statement supporting the use of those status codes must be provided in the section **Document Status Reason**

- **Document Status**: use the selection drop-down to select the required code

- **Document Part Reference**: up to five characters can be added to the **Document Part Reference** field, which identifies the line item (part) number

- Populate the **Writing Off** section where required when you are declaring controlled goods; not all document types require completion of this field

- Add **Date of Validity** using the **Calendar** icon or use a date format of 'DD/MM/YYYY'

- For **Currency**, use the selection drop-down to select the required currency

- Add details regarding the **Issuing Authority** – this will be the governing body that issued the documents/certificates/authorisations that you have provided. It is a free-text field

- Where a currency has been declared in the **Currency** field in the **Writing Off** section, enter the monetary amount associated with the document/writing off details in the **Item Price / Amount** field

- For **Measurement Unit**, use the selection drop-down to select the required **Measurement Unit**

- For **Quantity**, enter the quantity being attributed to the specific **Document Code** being referenced; for example, a **Measurement Unit** (above) could be 'litres', and the quantity could be number of litres

Consult the [Data guide: TSS declaration data requirements](#) on NICTA for more details.

Once all the details are added, press **Save (Ctrl + s)**. Or, if you want to add another **Document Code** for the same item, press **Save and Add New**. This will open a new window to enter details for another **Document Code**.

21. The **Additional Procedure** tab is used to enter more than one **Additional Procedure Code** for your item

   The first Additional Procedure Code can be entered into the **Additional Procedure Code** field in the goods information section of the declaration. Any further codes should then be added one after the other to this table.

   Note: '000' cannot be entered when more than one Additional Procedure Code is in use.

22. Add a record by selecting **New** on the tab and enter the required details
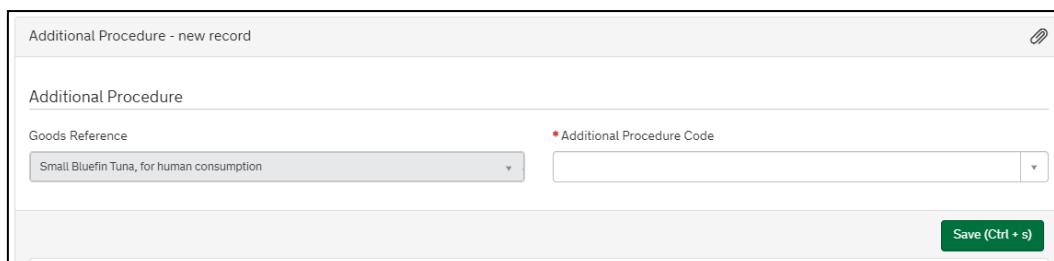
23. Select the **Additional Procedure Code** using the drop-down list
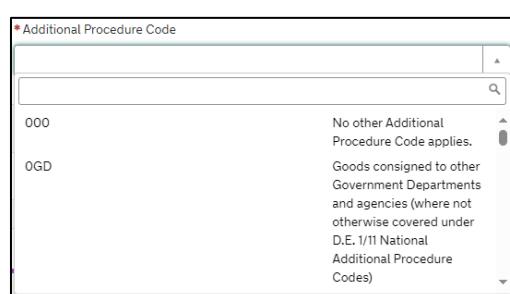
If the intended movement involves a customs relief or special procedure, see the Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations guide on NICTA to determine which **Procedure Codes** and **Additional Procedure Codes** are required on the declaration.

24. **National Additional Codes** are used in conjunction with information provided elsewhere in the declaration, to calculate the duties and taxes applicable

Detail Previous Document	Additional Information	Document Reference	Additional Procedure	National Additional Codes	Additional Parties

≡ National Additional Codes New

No records in National Additional Codes using that filter

For more details, see the guidance on National Additional Codes on GOV.UK.

25. The **Additional Parties** tab is for movements that are using Onward Supply Relief

Detail Previous Document	Additional Information	Document Reference	Additional Procedure	National Additional Codes	Additional Parties

≡ Additional Parties New

No records in Additional Parties using that filter

Guidance on Group 3: Parties and how to complete this for the procedure can be found on GOV.UK.

26. Check all the required data has been added to the item's record and press **Save (Ctrl + s)**

Delete Item   Save (Ctrl + s)

Detail Previous Document	Additional Information	Document Reference	Additional Procedure	National Additional Codes	Additional Parties

Note: If you are not moving controlled goods, you do not need to populate the supplementary tabs (which will not appear if you have not declared controlled goods).

Once saved, the name of the standard or controlled goods will be presented at the top of the page, and you can navigate back to the consignment by clicking on the 'DEC_____' link.

27. If needed, it is possible to remove items from the consignment by selecting **Delete Item**

28. Repeat the above steps for each item within the consignment

    Navigate to the **Consignment Reference Number** by selecting the 'DEC_____'
    reference number at the top of the page. Before the consignment is linked to movement
    information, the top of the page should look as follows:

    Where multiple items are linked to a consignment, you will be presented with a unique
    number on the tab for the different items at the bottom of the consignment form.

    Note: When the Entry Summary Declaration or Simplified Frontier Declaration is
    submitted, TSS will validate the submission to ensure all required data and document
    references are present. The TSS Portal will generate an error message outlining any
    missing information so users can correct the entry before submission. An error message
    will also be present on the Entry Summary Declaration Header section of the TSS Portal
    if any declarations within the consignment are not authorised to move, or if a Goods
    Movement Reference (GMR) can't be checked in at the port. Once the Entry Summary
    Declaration / Simplified Frontier Declaration is completed correctly, and all error
    messages have been addressed, the TSS Portal will accept the submission and generate
    the required MRNs.

29. **Before completing and submitting the data entry for a consignment, it is recommended you attach any relevant documents relating to your movement**

    If you do not, and your movement needs additional controls/inspections, you may be asked to upload these documents or physically present them during movement. This could cause unnecessary delays to your journey.

30. These are the documents most commonly required:

    - Commercial invoice

    - Packing list of items included

    - Any non-electronic paper licences

    - Any certificates of origin

    - Additional certificates, licences and permits, for example, CITES permits

    - Export Health Certificates (EHCs)

    - Any further documents you may have referenced in the supplementary tabs at the bottom of the consignment/item page

    For a definitive list of the documents required for a specific commodity go to the Northern Ireland Online Tariff tool on GOV.UK.

    For guidance on how to navigate the tariff tool, refer to the Guidance on controlled goods and the Online Tariff Tool on NICTA.

    To attach documents, use the paperclip icon at the top of the item level or consignment (header) level page.

    Documents attached to the consignment (header) level applies to all items; however, documents attached at the item level only apply to that specific item. Additionally, hauliers will be able to see documents you upload.

31. Once all the consignments are added to the Entry Summary Declaration movement and consignment (header) details have been checked for accuracy, select **Submit** on the consignment 'DEC_____ record'

9 How do I check the status of an Entry Summary Declaration and a Simplified Frontier Declaration?

1. Once the Entry Summary Declaration data has been submitted, the status of the declaration will change

    If an error is reported and input is required, you will need to review and update accordingly. You will also receive an e-mail notification that will contain details of the specific errors to be corrected for the declaration to be successfully reprocessed.

2. Update the associated details on the declaration at the associated consignment (header) or item level via the TSS Portal and select **Reprocess**

3. If you require assistance to correct the error messages, contact TSS, either by phone, or by selecting **Get Help** at the top of the declaration page

In certain circumstances, you will need to present documents that are required to move the goods. If this is required, TSS will contact you to guide you on how to do this. This may delay the time taken to approve your declaration, so it is recommended you pre-upload these documents when initially submitting your declaration. For details on how to do this, refer to the section above on how to attach relevant documents.

4. Once resubmitted, if no further updates are required, the Entry Summary Declaration and Simplified Frontier Declaration will be processed and will move into a '**Authorised for Movement**' state

    You will receive an email notification when a consignment is approved for authorisation, including its **Movement Reference Number (MRN)**.

10 Further steps to facilitate the GB-NI movement

Prior to the goods boarding the ferry, the haulier will need to generate a **Goods Movement Reference (GMR)** on the **Goods Vehicle Movement Service (GVMS)**.

Hauliers and carriers are required to provide a GMR for each commercial vehicle or trailer(s) that leaves GB for NI.

If the Entry Summary Declaration has a Simplified Frontier Declaration consignment which is '**Authorised for Movement**', the **Entry Summary Declaration** MRN and Simplified Frontier Declaration MRN will be sent to the haulier by email from TSS.

Both these MRNs need to be used to generate the GMR. You can do this by using the GVMS system on GOV.UK or through the TSS if you have signed up to GMR Automation on your TSS Company Profile.

Where there is no Simplified Frontier Declaration consignment, the TSS Portal will create an Entry in Declarant's Record (EIDR) and provide an EORI number which must be used when creating the GMR.

Further details on GMRs and GVMS or on GMR Automation can be found in the Creating a Goods Movement Reference guide on NICTA.

If you have authorised **GMR automation** within your TSS account, the option to **Create GMR** will appear at the bottom of the **ENS Header** page.

11   ENS templates

When creating a **new goods line** within an **Entry Summary Declaration**, it is possible to save the information into a template, which can be applied multiple times within that declaration or used when creating new Entry Summary Declarations. The process below will guide you through creating and managing ENS templates**.**

11.1   Create a template: Goods Line

When a declaration is in an '**Authorised for Movement**' or '**Arrived**' status, you can click **Save as Template** at the item line located to the left, at the bottom of the form.

You will then be presented by another window to enter a **unique** template **Name** and a **Description** of the goods template.

To complete the template, press **Save**. The new goods line template will now be associated to your trader TSS Account or your Agent and Intermediary Account.

Note: The template name must be unique, different to any other templates on your account. If the template name has been used before, an error message will be displayed:

On creation of a new template the current account will be recorded as the 'Owner' of the template. This applies to both Trader Accounts and Agent and Intermediary Accounts.

11.2   Use templates: ENS consignment (header) level

At the consignment (header) level of an Entry Summary Declaration, you can import one or more goods templates that you have previously created. Locate the **Declaration Goods** tab (at the bottom of the form) and then select **Use Template(s)**.

This will open another window for you to select which template to use.

In the **Goods Templates** field, from the drop-down menu, you can select **a maximum of 99 Goods Templates** (**it is not possible to import more than 99 templates/goods lines**). These will be populated into the current ENS consignment you are working on when you select **Submit**.

Note: If you have stated, at the consignment (header) level, that the consignment does **not** contain **controlled goods**, then only templates for **non-controlled** goods will be shown. If, on the other hand, you have stated that the consignment **does** contain **controlled goods**, then **all** templates will be shown (controlled and non-controlled).

When you have selected the template(s), by clicking **Submit** for the template(s) to be applied to the declaration, you will then be taken back to your current declaration.

Once you have submitted all the **Goods Templates** you need, you will see them reflected in the **Declaration of Goods** tab (at the ENS consignment) as goods to declare.

When accessing a template that you have imported into the Entry Summary Declaration, as a guide the read-only field called **Templated From** will be auto-populated with the '**Template Name**' of the template imported.

Note: When using a template in a goods line, ensure that all **mandatory fields** are completed, including the **Gross Mass** field, as mandatory fields left blank will bring up an error message upon submission.

11.3   Manage Templates

A **Templates** tab on the menu banner at the top of the TSS Portal can be accessed to manage saved templates.

By selecting the **Templates** tab on the menu banner, a new window will open showing all templates that have been created and saved in your account.

If you select one of the templates listed on the **Templates** window, the respective template form will open, and you can modify the existing records of the template and/or add additional information associated to them. Once you have finished editing or updating data fields within the open template, press **Save** at the bottom of the form.

Note: If you wish to add an **Additional Procedure Code**, ensure the **Procedure Code** field is populated. If this field is blank, no **New** option will appear for adding an additional procedure code – it will appear once the template has been saved when the **Procedure Code** field has been populated.

Note: The **Goods Template** record will only be visible by the account stakeholders (contacts within that company) for which the template was created.

If you are an **Agent or Intermediary** that is acting behalf of a trader, you will be able to see all the **Templates** associated with your account.

11.4   Get help with templates

When modifying a template, **Get Help** is available at the top right of the form.
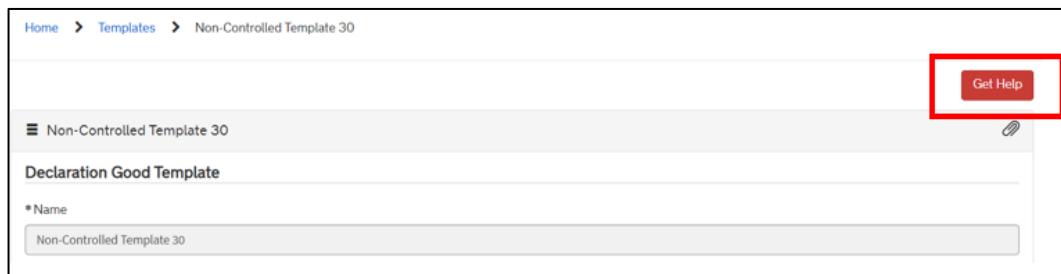
When **Get Help** is selected, this will open a pop-up window, where you can add further comments about the query or issue.

When **Submit** is selected, this will raise a case to TSS which will be available within the **Cases** tab on the menu banner of your TSS account header page.

12   Related Parties

You can also gain visibility of all related parties associated with your movement. On your **Company Profile**, towards the bottom of the page, there is a section called **Related Parties**, which lists a maximum of 10 entries (listed by recent involvement in arrived ENS Consignments). Further entries can be accessed by scrolling down the screen:

The list is exportable into Excel, CSV and PDF.

The tables enable you to see all connected parties who are involved in a declaration where you have been declared as the importer.

If for Exporters/Carriers the 'EORI unknown' option has been selected on the Entry Summary Declaration, then the row will display the **Name** of the Exporter/Carrier that was used on the Entry Summary Declaration consignment.

If a related party fulfils multiple roles (for example, Exporter, Carrier, Haulier, Entry Summary Declaration Submitter), a separate row will be created and displayed in the list for each role they fulfil.

If the **Haulier EORI** (if different to the Carrier) is left blank in the Entry Summary Declaration, then no row will be created. The 'Haulier' row will only be created where the 'Haulier' entry was explicitly populated on the Entry Summary Declaration.

The **Primary Contact** in your account can authorise parties involved in your declarations particularly the role of carrier, haulier, Entry Summary Declaration submitter and exporter. By clicking on a name listed in the **Related Parties** section of your **Company Profile** you open a new window that enables the Primary Contact to confirm 'Yes' or 'No' for that party to be authorised in your account.

If a party has a status of 'No' in the authorised section, then a validation prompt will be displayed on submission of a declaration, questioning whether you want to proceed with a declaration of a 'non authorised' related party. This provides the opportunity to decide whether you want to proceed with or cancel this declaration.

By proceeding to submit this declaration, any named parties will be added as authorised to the **Related Parties** unless previously specified as not authorised by the primary account holder. For parties with an authorisation of 'Yes' then no validation is carried out on the named parties and the declaration will proceed.

13   Common questions and answers

In this section we answer some of the main questions our users are likely to ask.

As a haulier, what if my customer is not registered with TSS?

- **TSS can only generate customs declarations or Internal Market Movement Information (IMMI) for TSS registered users.**

  You should ensure your customers are registered for TSS, or they will have to submit their customs declarations or Internal Market Movement Information (IMMI) outside

the TSS environment and provide you with a MRN so you can obtain a Goods Movement Reference (GMR). See the [Creating a Goods Movement Reference](#) guide on NICTA for further information.

- **The specified importer must have an EORI number registered to TSS**

  If this is not the case and you are unable to have the importer registered, you can only complete the Entry Summary Declaration within TSS. For the question **Do you intend to submit only an Entry Summary Declaration** you will need to select 'Yes' and the relevant reason. The rest of the declaration process will need to be completed outside of TSS.

  For information on how to register for TSS see the [Registration: Step-by-step guide to using TSS](#) on NICTA.

  Note: If the Importer EORI is not registered with TSS, a message in a blue box will appear highlighting the absence of an EORI registered with TSS.

As an importer, what if the carrier does not use TSS to submit the Entry Summary Declaration, but I want to use the simplified processes for Internal Market Movements or the TSS Simplified Procedure?

If your carrier has already completed the Entry Summary Declaration outside of TSS, dependent on the type of movement, you need to:

- Submit a Pre-lodged Standalone Internal Market Movement Information (IMMI) in the TSS Portal for goods movements using the **simplified processes for Internal Market Movements**

  See the [Simplified processes for Internal Market Movements – Introduction Guide](#) on NICTA for further details.

- Complete a standalone Simplified Frontier Declaration within TSS for goods movements using the **TSS Simplified Procedure**

  See the [Standalone Simplified Frontier Declaration: Step-by-step guide](#) on NICTA for details.

As an importer, what do I need my carrier to do if I have completed or intend to complete a Full Frontier Declaration?

- The haulier must ensure they specify the appropriate reason within the **ENS Only Reason** related to your Full Frontier Declaration – this will ensure a Simplified Frontier Declaration / Supplementary Declaration is not generated for your goods

- In turn, you should provide your haulier with the MRN from your Full Frontier Declaration for them to complete their GMR through GVMS

In what circumstances should I create only an Entry Summary Declaration only?

Before you submit your Entry Summary Declaration data, you will be asked whether you only want TSS to generate the Entry Summary Declaration without auto-generating a Simplified Frontier Declaration (the first part of the customs declaration on the TSS Simplified Procedure).

You will be asked to select an option in the **What is the reason for submitting only an Entry Summary Declaration** field:

- 'My trader is due to submit an Internal Market Movement Information (IMMI) record or submit the Simplified Frontier Declaration (SFD) using a system outside of TSS'

  The declarant will be creating a Simplified Frontier Declaration outside of TSS on a different platform, using their own SCDP authorisation or will be creating an Internal Market Movement Information (IMMI) outside of TSS.

  If the Importer of Record does not have an Economic Operators Registration and Identification (EORI) number registered to TSS, only the Entry Summary Declaration can be completed within TSS, and the declarant will need to complete the rest of the declaration outside of TSS.

- 'My goods will be declared by EIDR using a customs system outside of TSS'

  The declarant will be making a declaration using EIDR outside of TSS against the Importer of Record's own SCDP authorisation.

  If the designated importer does not have an EORI number registered to TSS, only the Entry Summary Declaration can be completed within TSS, and the declarant will need to complete the rest of the declaration outside of TSS.

- 'I am transporting an empty container/trailer/van/lorry under a contract of carriage, which requires an Entry Summary Declaration for GVMS'

  The trailer does not contain goods but is under a contract of carriage, which requires an Entry Summary Declaration for GVMS. For further information on obtaining a GMR so you can move goods using GVMS or the TSS system, refer to:

  – [Creating a Goods Movement Reference](#) on NICTA

  – [Create a goods movement reference](#) on GOV.UK

- 'My goods are the subject of a Transit declaration or are using the transhipment arrangements that do not require an import declaration through TSS into NI'

  Goods that are travelling through NI to another common transit country and do not require an import declaration through TSS into NI.

- 'My goods are entering Temporary storage, and the customs declaration (if required) will be made outside TSS'

  The goods are going to a temporary storage facility outside of the scope of TSS and require a declaration outside of TSS to be completed.

- 'I am submitting a separate/standalone Internal Market Movement Information (IMMI) or Full Frontier Declaration (FFD) completed within TSS'

  The Internal Market Movement Information (IMMI) or Full Frontier Declaration MRN should be given to the carrier, which they will use together with the Entry Summary Declaration MRN to complete the GMR through the GVMS or the TSS system before the goods arrive.

  Details on GMRs and GVMS can be found in [Creating a Goods Movement Reference](#) on NICTA.

Note: If one of the above options is selected in error and you or haulier needs to complete:

- A customs declaration in TSS, they can create a Simplified Frontier Declaration from inside an **ENS only** declaration by clicking **Create SFD from ENS**:

- It is only possible to create a Simplified Frontier Declaration from an Entry Summary Declaration that is in the status 'Authorised for movement' (prior to the goods movement).

How do Entry Summary Declarations work in the TSS process?

- TSS provides a portal and bulk upload function for registered carriers and hauliers to provide safety and security data, which TSS uses to generate and submit an Entry Summary Declaration to HMRC

Details can be found in the API: Functional Guide on NICTA.

TSS then provides hauliers with MRNs, which must be input into GVMS to receive a GMR and authorisation to move goods. Hauliers and carriers can now automate the GMR creation using the TSS Portal (see the Creating a Goods Movement Reference guide on NICTA). These GMR references will be provided immediately after an Entry Summary Declaration is successfully submitted. By using TSS **GMR Automation** the MRNs are auto-populated into the GMR.

14   I need to know more

There are additional guides available on NICTA to support you with trade into and out of NI:

- ENS step-by-step guide for maritime movements from GB to NI

- Data guide: TSS declaration data requirements

- Create and submit an Entry Summary Declaration (video, duration 06:24)

- Guidance on resolution to common error codes for Entry Summary and Simplified Frontier Declarations guide

- Merchandise in Baggage

- Creating a Goods Movement Reference

- Guidance on controlled goods and the Online Tariff Tool

- Supplementary Declarations: Step-by-step guide

- Full Frontier Declaration: Step-by-step guide

- Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations

- How to use the TSS Portal

You can also consult the TSS Contact Centre for support on 0800 060 8888.

15   Changes to guidance and policy

Last updated January 2026.

January 2026: Additional updates for ICS2 functionality, including the removal of ICS NI.

November 2025: Updates to ICS2 validations.

October 2025: Updates to ICS2 features.

August 2025: Updates to RoRo functionalities and ICS2 features.

July 2025: Updates to ICS2 portal functionalities and features.

June 2025: Hyperlink added for government guidance on moving licensed goods into or out of Northern Ireland.

May 2025: Updates on information regarding document validity and content checks for controlled goods documents.

May 2025: Removal of Windsor Framework disclaimer.

March 2025: New TSS Portal view and referencing to simplified processes for Internal Market Movements guidance available on NICTA.

January 2025: Updated to reflect 'Amendment Required' filter for ENS Consignments, Error message box in the ENS Header section, Draft status added to 'Create GMR' functionality and additional related list tabs on the ENS header section/page.

November 2024: Updated to reflect changes in Maritime Portal.

September 2024: Updated to reflect changes to consignment level goods description.

June 2024: Updated to remove Air from ENS core journey.

April 2024: Updated to reflect changes in GB EORI.

March 2024: Updated to support the logic of UKIMS validation support.

January 2024: Updated to further detail Entry Summary Declarations.

September 2023: Updated to reflect updated XI EORI functionality and making an SFD/EIDR only from an ENS only.

August 2023: Section 2 updated for make an SFD/EIDR from an ENS only declaration; Section 5.1 updated for XI EORI Eligibility Part A); Section 8 updated for changes to Alcohol Duty.

July 2023: Section 5.1. updated to reflect Parent EORI functionality change.

June 2023: Screenshots updated and explanation added for process of providing email details in the GMR for an external user.

April 2023: Updated to reflect the GMR inspection and Service Enhancement changes.

February 2023: Updated to reflect the Country of Destination, GMR Automation, TSS Portal, Service Enhancement and UCC changes.

December 2022: Updates on the new Commodity Code Tariff Guide link, 'Save and add new' feature and GMR automation through the TSS Portal.

October 2022: Updates for GMR Automation on TSS and new portal design.

June 2022: Updates for auto-generation of Final Supplementary Declaration as the last step on TSS Simplified Procedure.

April 2022: Updates for requirement that Importer have a TSS registered EORI number to enable auto-generation of a Simplified Frontier Declaration from an Entry Summary Declaration.

February 2022: Updates for special procedures on the TSS Simplified Procedure.

---

16 Appendix: Overview of where Entry Summary Declarations are and are not supported on TSS

Below is a list of the journeys where Entry Summary Declarations are and are not supported by TSS. Where additional guidance is available (over and above the information contained in this guide), links to support materials have been highlighted.

For any journeys where specific guidance is not available, reach out to the TSS Contact Centre for support on 0800 060 8888.

16.1 Entry Summary Declarations are supported on TSS for the following scenarios

- Goods movements from GB to NI via RoRo using the SPIMM (Entry Summary and IMMI) as explained in the Simplified processes for Internal Market Movements - Introduction guide on NICTA.

- Goods movements from GB to NI via RoRo on the TSS Simplified Procedure (Entry Summary, Simplified Frontier Declaration, Supplementary Declaration, Final Supplementary Declaration), which is subject of this guide.

  See the Supplementary Declarations: Step-by-step guide on NICTA for information about how to complete the customs declarations for the TSS Simplified Procedure.

- Goods movements from GB to NI via Maritime to non-inventory linked ports

  Refer to the ENS step-by-step guide for maritime movements from GB to NI on NICTA for details on how to complete an Entry Summary Declaration for this type of movement.

  See the Supplementary Declarations: Step-by-step guide on NICTA for information about how to complete the customs declarations for the TSS Simplified Procedure.

- Goods movements from GB to NI via RoRo on the TSS as part of the Full Frontier Declaration journey, where an Entry Summary Declaration needs to be submitted separately for goods moved through non-inventory linked ports

  See the Full Frontier Declaration: Step-by-step guide on NICTA for information about how to complete the customs declaration on the Full Frontier Declaration journey).

- Transit goods movements on the GB to NI via Ireland journey (route is 'GB-IE-NI')

  See the TSS Transit service: a step-by-step guide for traders guide on NICTA for more information.

- Goods movements initially originating from RoW excluding EU and moving via transit through GB to NI to non-inventory-linked locations (route is 'RoW excluding EU-GB-NI')

For transit procedures that have been organised outside of TSS, TSS can support Entry Summary Declarations for the GB-NI portion of the journey but cannot assist with starting and ending the transit procedure. For example, a journey from RoW excluding EU to NI that is been moved under transit and has the GB-IE-NI route as part of the journey.

- Goods movements from GB to NI where the haulier is creating an Entry Summary Declaration only movement inside TSS and where all pre- and post-movement customs declarations will be completed by the trader outside of TSS (trader communicating with HMRC's Customs Declaration Service (CDS) using a declaration management system other than TSS)

  A standalone Entry Summary Declaration can be submitted in this case. See the [Common questions and answers](#) section of this guide for more information.

- Goods movements from GB to NI where an Entry Summary Declaration is required but where a written customs declaration is not required and goods can be moved without a written declaration (for example, under the [parcel easement](#), see GOV.UK for details) or goods are declared using an oral or by conduct basis (for example, the haulier is transporting an empty container)

  A standalone Entry Summary Declaration can be submitted in this case. See the [Standard Process – create new declarations and movement information on the TSS Portal](#) section of this guide for more information.

  See the [Oral Declarations: Checklist for traders](#) guide on NICTA for information on what goods can be moved under an oral declaration or on a by conduct basis and how TSS supports this process.

16.2   Entry Summary Declarations <u>are not supported</u> on TSS for the following scenarios

Entry Summary Declarations for all movements from RoW excluding EU direct to NI are not supported by TSS. An Entry Summary Declaration or equivalent safety and security declaration will need to be generated outside of TSS.

- Goods movements from GB to NI or RoW excluding EU to NI via air or maritime (sea) inventory-linked ports; a safety and security declaration must be submitted outside of TSS prior to goods arrival

- Goods movements from GB to NI or RoW excluding EU to NI via air or maritime into non-inventory linked airports; a safety and security declaration must be submitted outside of TSS prior to goods arrival

- Exports from NI to GB, either direct, unless [unfettered](#) (see GOV.UK for details) or via Ireland; an exit safety and security declaration is required, TSS will automatically submit this for you through the export declaration, which includes safety and security data

Safety and security declarations (EXS) are an important part of Border Force's frontier risk assessment processes. The timely provision of complete and accurate data will help your goods flow through the border more smoothly.

See the [Movement of Goods from NI to GB: Step-by-step guide](#) on NICTA for more information.