

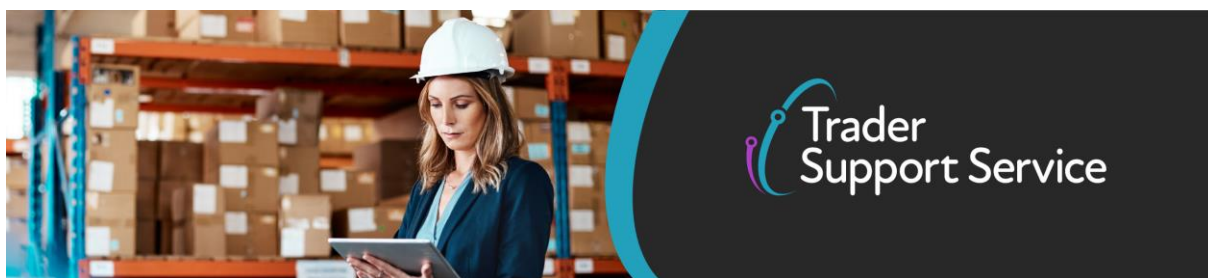
# TSS User Guides

## TSS Transit service: a step-by-step guide for traders

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HM Revenue  
& Customs



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## Introduction

Moving goods from Great Britain (GB) to Northern Ireland (NI) via Ireland (IE) is a popular route for traders: sources estimate that a substantial percentage of goods arriving in NI from GB travel this way.

As of 1 January 2021, there are only two ways for goods to move from GB to NI via Ireland – for example, through Dublin or Rosslare ports:

- o **A direct import into IE:** Goods are declared at the point of entry into IE and are free to travel onwards to NI  
OR
- o **A Transit procedure:** Goods move through IE and onto NI, where they are declared on arrival. This Transit process allows the goods to move under duty suspension, with import declarations completed after the goods arrive in NI.

The Trader Support Service (TSS) offers a declarations service to support the Transit procedure, including starting and ending the Transit.

Where a trader organises their own Transit, TSS can support the required GB-NI declarations, but does not assist with starting and ending the Transit. For these movements, TSS will reach out to confirm that the additional customs procedures are in hand before resolving the case.

TSS does not support the direct import of goods into IE because this is a movement from GB to a European member state. If you choose this journey, you will need to arrange for your own customs procedures to be completed, including:

- full export declarations and an Exit Summary Declaration (EXS) – the latter because you are leaving the UK safety and security zone when the goods leave GB, for more details on EXS visit [here](#)
- import declarations and an Entry Summary Declaration (ENS) – the latter because you are entering the EU safety and security zone when the goods enter IE



**This guide provides:**

1. An overview of customs processes required to move goods under Transit from GB to NI via IE and how TSS supports traders using this route, including the data required
2. The role of your haulier in this Transit process, including when moving SPS goods

*If there are any words or acronyms in this document that you don't know, visit the jargon buster [here](#) or use the search tool on the [NICTA website](#) to find a definition.*

## 1. Transit from GB to NI via IE – with TSS support

The Transit service provided by TSS is free-to-use for traders registered with the service wishing to move goods from GB to NI via IE. Both the haulier and importer need to be registered with TSS to use the transit service. If haulier/importer have not yet registered with TSS, please follow the process outlined [here](#).

**TSS will support you with submitting the following documents necessary to complete a transit movement:**

- o An ENS Summary, Safety & Security (ENS) declaration into the Irish Control System (ICS)
- o A transit declaration into the New Computerised Transit System (NCTS)
- o NI import declarations including Simplified Frontier declaration (SFD) and Supplementary declaration (SDI)

As well as...

- o Enabling hauliers to use the TSS Transit Guarantee

**You will need to organise the following steps without TSS support:**

- o Pre-Boarding Notifications (PBN) for the Irish Roll-On-Roll-Off (RoRo) service
- o Additional declarations and processing of documents required for Sanitary & Phytosanitary (SPS)/excise/controlled goods

**WHAT IS...**

**A Transit Guarantee** ensures that customs in a Transit country will receive proper payment for dues and duties for any goods in transit improperly discharged



Some key benefits of using the TSS Transit service include:

- Minimises the paperwork and declaration process meaning that you can save time and money on your admin overheads.
- Reduces the number of IE customs process you will need to interact with, specifically the need for an import declaration into IE.
- TSS will raise the ENS submission into the Irish ICS system on your behalf and provide the ENS Movement Reference Number (MRN).
- TSS will produce the Transit Local Reference Number (LRN), which is used by to get the Transit Movement Reference Number (MRN) and Transit Accompanying Document (TAD) at an Office of Departure.
- The only other way of moving goods from GB to NI via IE is to do a direct export into IE and then use the free circulation provisions of the NIP. This route is not supported by TSS.

## 2. TSS Transit service in four steps

### 1. Start moving your goods in GB **TSS support** ✓

**1.1** Before a Transit movement via IE begins, a Transit Guarantee against any customs duties suspended while the goods are in transit is required. Hauliers registered with TSS can use the TSS Transit Guarantee.

**1.2** The Transit process itself is started by submitting a Transit declaration to NCTS, generating a Transit Local Reference Number (LRN). TSS supports this process and will provide the Transit LRN to your haulier.

**1.3** An ENS declaration needs to be submitted to the Irish ICS system (as would be required in the case of a direct export). This is because your goods are moving from one safety and security zone (GB) to another (EU).

The TSS Transit service will raise the IE ENS declaration on behalf of you or your haulier and provide the ENS Movement Reference Number (MRN).





**1.4** As part of the ordinary customs process, TSS will generate a Simplified Frontier declaration (SFD) and hold it for you.

**1.5** TSS will complete the Border Force (BF) notification on your haulier's behalf if you have chosen to end the Transit at the Belfast Office of Destination .

**1.6** Your haulier must take the Transit LRN to an Office of Departure along with the goods, where it is used to generate a Transit Accompanying Document (TAD) for each consignment and a Transit Movement Reference Number (MRN).

**1.7** The Transit MRNs are used to track the load(s) on the system and signal when relevant actions have been taken. Once these functions are completed, the goods will be released, and the Transit movement closed.

**1.8** If you are moving goods subject to sanitary and phytosanitary rules (SPS goods), documents must be prepared and entered onto the EU's TRACES system as if they are destined for IE at least 24 hours before your movement starts. If required, checks will be conducted at the IE port.

## **2. Before entering the port TSS support X**

Before arriving at the port, your haulier will need to make a [Pre-Boarding Notification](#) to the Irish RoRo Service, as part of the Office of Transit process.

This notification enables Irish authorities to complete the customs process in Ireland upon arrival and is necessary to ensure goods can move through the Irish port of entry.

You can understand more about the PBN notification process from minute 21 in this [webinar recording](#) produced by Ireland's Revenue Commissioners. TSS does not support this function but will provide support and advice to hauliers who are having difficulties with it.

## **3. Crossing into Ireland TSS support ✓**

Upon entry into Ireland, your haulier must present their goods with all accompanying documents to the local Irish Office of Transit.



#### 4. Moving your goods into NI TSS support ✓

The goods must be taken directly to an Authorised Consignee location or the Belfast Office of Destination, where the Transit can be closed. When a TSS agent contacts you about your Transit case, the agent will inform you of the available TSS Authorised Consignee locations.

If you go to the **Belfast Office of Destination**, TSS needs to send a notification to Border Force prior to your arrival. On arrival at the Belfast Office of Destination the driver must present all TADs to Border Force for every consignment in the vehicle. The Office of Destination will confirm whether an inspection is required. If no inspection is required, the driver will be informed that the goods have been released and can proceed to their unloading location.

If you go to an **Authorised Consignee location**, on arrival the driver must present all TADs for every consignment in the vehicle. The Authorised Consignee will notify the Office of Destination of your arrival and confirm whether an inspection is required. If no inspection is required, the Authorised Consignee will carry out the necessary checks and inform the driver that the goods have been released and can proceed to their unloading location.

Where an inspection is required, this will be conducted at the Authorised Consignee or Office of Destination location. Permission to proceed will then be provided by the location. In some limited circumstances, the Authorised Consignee location may direct hauliers to facilities in the vicinity of Belfast International airport if a further inspection is required.

### 3. Haulier responsibilities

#### A. Moving sanitary and phytosanitary (SPS) goods

If you are using Transit procedures to move goods subject to sanitary and phytosanitary rules (SPS goods), documents must be prepared and entered onto the EU's TRACES system as if they are destined for IE – 24 hours before your movement starts.

It is the responsibility of the NI importer to upload Export Health Certificates and other SPS documents onto the Irish TRACES system. Details on how to do this can be found [here](#)

#### WHAT IS...

**TRACES** is the European Commission's online system for health certification and tracking movement of animals or animal products into and out of the EU

#### WHAT IS...

**The Revenue Commissioners** is the Irish government's agency responsible for collecting taxes and implementing the country's customs controls



with more information in a presentation by Ireland's Department of Agriculture, Food and the Marine (DAFM) from minute 40 [here](#).

Currently the DAFM portal does not support transit, so you will need to contact DAFM to obtain a MRN to use for your movement because the Transit MRN is not able to be accepted.

## B. Submit a Transit ENS declaration

**B.1.** Your haulier will need to submit data into the TSS portal to raise an ENS declaration.

The haulier will need to select **Dublin Port** or **Rosslare Port** as the 'Port of Arrival', depending on their Transit route. The system will default to GB-IE-NI in the declaration (*see screen grab, below*).

\*Port of Arrival

Seal Number

\*Route

The rest of the ENS declaration submission will need to be completed and more details on how to do that can be found [here](#).

TSS will generate the SFD using the ENS data and hold it for later submission.

## B.2 Receive a case reference number

Once the ENS is submitted the 'declarant', i.e. your haulier, will receive a notification from the TSS (*see screen grab, next page*) confirming that a Transit case has been raised on their behalf.





Please be aware as this is a Transit declaration a case has been created to support this movement. The TSS Contact Centre will be in contact to progress the formalities associated with the Safety and Security Declaration and the Transit

Submitted Successfully.

Updated

Your case is accessible via the TSS portal and will be designated as Transit:

[Declarations](#)
[NI - GB Moves](#)
[Cases](#)
[Company Profile](#)
[EN](#)

[Home](#) > [My Cases](#)

Cases

[All Company Cases](#)

[Action Needed](#)

[My Cases](#)

My Cases

Number	Short description	Category	State	Updated
CS000000037040	Declaration ENS000000000318526 contains Transit Declarations	Transit	New	22/01/2021 14:07:55

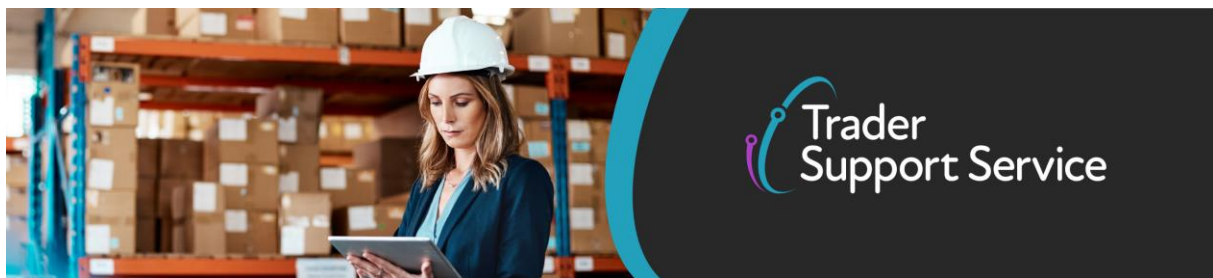
< >

Rows 1 - 1 of 1

### C. Provide additional information for the Transit declaration

Your haulier will then receive an e-mail notification of an update on the case, asking them to access the Transit case on the TSS portal with a request for the additional information:

**C.1** An Excel template will be attached to the case on the TSS portal which needs to be populated with the required information and the requested documentation collated.



The haulier will need to attach the documentation to the case notes on the TSS portal by clicking on the paperclip icon while on the case view (see screen grab, below). Guidance on populating the template follows on [page 10](#) of this document.

Home > My Cases > Case - CS000000037040

Declaration ENS000000000318526 contains Transit Declarations

Add the requested information relating to the Vehicle and Date/Time of Transit here, then Send  
 e.g. OV65 XYZ Departure Date/Time 28/01/2021 13:30 Arrival to IE: 28/01/2021 17:00

Send

HGS Advisor  
 38m ago  
[CS000000037040 TSS Transit Template v4.xls](#)  
 187 KB

HA

EN  
 Example Name  
 about an hour ago  
 CS000000037040 Created

Start

**Actions**

Close Case

**Case details**

<b>Number</b>	<b>State</b>
CS000000037040	New
<b>Declaration</b>	<b>Category</b>
ENS000000000318526	Transit
<b>Account</b>	<b>Contact</b>
Example Company	Example Name
<b>Updated</b>	
4m ago	

**Attachments**

[CS000000037040 TSS Transit Template v4.xls \(187 KB\)](#)

The haulier should complete this step **at least three working hours before movement begins**. Note the TSS Transit working hours are 7:30AM-10:30PM seven days a week.



Excel template to be completed by your haulier:

Data Description		Key	
Case Number		Drop Down menu	
Header Company		Manual entry required	
Header Email		TSS Entry	
Header Contact number			
SFD Number			
Carrier (ORI)			
Vehicle Registration/Trailer Number			
Nationality of Vehicle/Trailer			
Transport Charges/Method of Payment			
Method of Transport			
Port of Departure			
Port of Arrival			
Firm Name	Site of business		
Date of Ferry Sailing			
Time of Ferry Sailing			
Date of Ferry Arrival			
Time of Ferry Arrival			
Date of Arrival in NI			
Time of Arrival in NI			
Transit Change Location			
Comprehensived			
Serial ID (if applicable)			

Details of the Party sending the goods via Transit

Consignor EORI (if UK only)	Consignor EORI (if EU only)	Consignor Name	Consignor Street & No	Consignor City	Consignor Post Code	Goods Description	Document Referenced	Goods Value	Invoice Currency	Gross Mass	No. of Packages	Kind of Packages	Marking Marks of Packages

Details of goods being sent via Transit

While the Transit case is incomplete and requires additional information to be supplied (e.g. the above Excel template) or other actions (e.g. the above case notes), then the case will display to the haulier as 'Action Needed' (see screen grab, below). The actions needed are advised via the notification link at the top of the screen.

Declarations
NI - GB Moves
Cases
Company Profile
Notifications
1
EN
Example Name

Home
>
My Cases

Cases
All Company Cases
Action Needed
My Cases

My Cases
Keyword Search

Number	Short description	Category	State	Updated
CS000000037040	Declaration ENS000000000318526 contains Transit Declarations	Transit	Awaiting Info	22/01/2021 15:30:04

Rows 1 - 1 of 1

**Note:** cases can be in this view at several stages: during initial data gathering, if TSS needs your haulier to respond and while a Transit is in progress with TSS awaiting confirmation of arrival.

## D. Travel to Office of Departure

Once this information has been received, your haulier will receive an email containing the ENS MRN and the Transit LRN, which will also be visible through the TSS portal (see screen grab, below).



The haulier will then need to take the Transit LRN to an Office of Departure to convert it to a Transit MRN and collect a printed version of the TAD. Note that the Transit MRN is an 18-character reference, for example: 21GB000126122E9E90.

Full details of potential Offices of Departures are provided in Appendix 2.

### WHAT IS...

Countries that are part of the Common Transit Convention, including the UK, have designated customs offices where movements under Transit procedures must begin and end. These offices are called **Offices of Departure** and **Offices of Destination** respectively.

HM Government  
UK TRANSITION

Declarations NI - GB Moves Cases Company Profile Notifications 1 EN Example Name

Home > My Cases > Case - CS000000037040

Declaration ENS000000000318526 contains Transit Declarations

Type your message here... Send

**HGS Advisor**  
2m ago · Additional comments

A transit submission has been completed for the requested goods movement.

Your ENS MRN is 21GB0KT000GSY00A3  
Your Transit LRN is 21GB20866046800002175

To obtain your Transit MRN and TAD document:

If you are moving through Holyhead, the LRN may be presented at either the Roadking office outside Holyhead port, the Border Force Office in Warrington or the Border Force Office in Birmingham. The respective office will then process this through NCTS and provide you with the MRN and TAD for the goods. The MRN, together with the ENS MRN, need to be recorded within the PBN required for goods moving to Ireland.

If you are moving through Pembroke, Fishguard, Heysham or Liverpool, the LRN needs to be presented at the Border Force Office at the respective port. The

**Actions**  
Close Case

**Case details**

<b>Number</b> CS000000037040	<b>Assigned to</b> HGS Advisor
<b>Category</b> Transit	<b>State</b> Awaiting Info
<b>Account</b> Example Company	<b>Declaration</b> ENS000000000318526
	<b>Contact</b> Example Name
	<b>Updated</b> just now

**Attachments**

### E. Submit PBN (Pre-Boarding Notification number)

Your haulier will need to create a PBN on the Irish RoRo system [here](#), using the ENS MRN provided by TSS and the Transit MRN given to the driver at the Office of Departure.

**Note:** There is no requirement for an import declaration into Ireland when using Transit.

When creating the PBN, the haulier will need to select **Movement Direction** as 'Into Ireland'



Obtaining the PBN will fulfil the Irish Office of Transit requirements, a necessary part of the transit movement.

Detailed instructions on how to navigate the PBN process can be found on pages 12-19 [here](#). Hauliers can also contact [CustomsPBN@revenue.ie](mailto:CustomsPBN@revenue.ie) if they have queries.

## F. Entering the GB port

The driver must have the Irish PBN before entering the port and provide it to the ferry operator to board the ferry to Ireland.

If moving SPS goods, the driver will have to comply with a documentary check, and the goods may be subject to physical inspection at the port of departure or an agreed location.

The SPS documentary requirements must be arranged by the NI importer.

Hauliers must ensure that the NI importer has obtained the correct SPS documents in advance. Documentary checks could include Export Health Certificates, Phytosanitary certificates and any other relevant licences.

Remember, your haulier will need to have made a pre-import notification on TRACES 24 hours before movement of SPS goods. This is a legal requirement of the EU.

## G. End Transit movement in Northern Ireland

The goods must be taken directly to an Authorised Consignee location or the Belfast Office of Destination where the Transit can be closed.

If you go to the **Belfast Office of Destination**, TSS needs to send a notification to Border Force prior to your arrival. On arrival at the Belfast Office of Destination, the driver must present all TADs to Border Force for every consignment in the vehicle. The Office of Destination location will confirm whether an inspection is required after arrival at that location. If no inspection is required, the driver will be informed that the goods have been released and can proceed to their unloading location.





If you go to an **Authorised Consignee location**, on arrival the driver must present all their TADs for all the consignments in the vehicle. The Authorised Consignee will notify the Office of Destination of your arrival and confirm whether an inspection is required. If no inspection is required, the Authorised Consignee will carry out the necessary check and inform the driver that the goods have been released and can proceed to their unloading location.

Where an inspection is required this will be conducted at the Authorised Consignee or Office of Destination location. Permission to proceed will then be provided by the location. In some limited circumstances, the Authorised Consignee location may direct hauliers to facilities in the vicinity of Belfast International airport if a further inspection is required.

## **H. Complete import process**

TSS will submit the Simplified Frontier declaration (SFD) on the importers behalf once the haulier has confirmed arrival, meaning the importer must be registered with TSS.

The NI importer will then be contacted by TSS to obtain the additional information required to submit the supplementary declaration for imports on your behalf – as TSS does for any GB to NI direct movement. This completes the import.

Separate guidance on the supplementary declaration process is available [here](#).



## 4. Appendix 1: Data requirements for Transit journeys

This Appendix provides guidance in support of completing the Excel data template required for a goods movement from GB to NI via IE.

Please ensure that the correct **Port of Departure** and **Port of Arrival** are completed in line with the respective ports of departure and arrival for the Transit movement.

Please ensure the correct **Transit Closure** location is selected as this cannot be changed after the submission of the Transit documents.

### Data fields

The rows greyed out in the table below will be input by TSS when the mandatory information for transit is completed in the ENS.

Data Field Description	Required Data
<b>Case Number (TSS will input)</b>	TSS case number starting CS...
<b>Haulier Company (TSS will input)</b>	Haulier's Company Name
<b>Haulier Email (TSS will input)</b>	Haulier's email address
<b>Haulier Contact Number (TSS will input)</b>	Haulier's contact number
<b>SFD Number (TSS will input)</b>	TSS SFD Number
<b>Carrier EORI (TSS will input)</b>	EORI of the Carrier/Haulier transporting the goods.
<b>Vehicle Registration/Trailer Number</b>	Registration number of Trailer/Vehicle transporting the goods.
<b>Nationality of Vehicle/Trailer</b>	Registered Nationality of Vehicle/Trailer.
<b>Transport Charges/Method of Payment</b>	Transport Charges/Method of Payment.
<b>Method of Transport</b>	Select from the dropdown, Car, Truck, Trailer, Semi trailer, Tractor, Flatbed, Less than 7.5 tons
<b>Port of Departure</b>	Per the departure port of the transit movement. If departing from Liverpool select GB000080; from Holyhead select GB000124; from Pembroke select



	GB00126; from Fishguard select GB005200; from Heysham select GB005210.
<b>Port of Arrival</b>	Per the arrival port of of the transit movement. If arriving in Dublin select IEDUB100; arriving in Rosslare select IEROS100.
<b>Ferry Name</b>	Name of the Ferry the goods will travel on.
<b>Date of Ferry Sailing</b>	Date the goods will be sailing from GB, Input in dd/mm/yyyy format.
<b>Time of Ferry Sailing</b>	Time the goods will be sailing from GB, Input in hh:mm format.
<b>Date of Ferry Arrival</b>	Date the goods will arrive in IE, Input in dd/mm/yyyy format.
<b>Time of Ferry Arrival</b>	Time the goods will arrive in IE, Input in hh:mm format.
<b>Date of Arrival in NI</b>	Date the goods will arrive at there NI closure location, Input in dd/mm/yyyy format.
<b>Time of Arrival in NI</b>	Time the goods will arrive at there NI closure location, Input in hh:mm format.
<b>Transit Closure Location</b>	Location of transit closure, Select Belfast (XI000142) for Office of Destination. Select, Portadown, Enniskillen and Armagh for Authourised Consignee Location.
<b>Containerised</b>	Are goods in a container? 0-NO,1-Yes
<b>Seal ID (If applicable)</b>	Seal ID if applicable
<b>Contains SPS Goods</b>	Does the movement contain SPS goods – Yes/No
<b>EORI Number of the party sending the goods (Consignor) – TSS will input from ENS</b>	EORI number of the party sending the goods (Consignor) via transit.
<b>Name of party sending goods (Consignor)</b>	Full trading name of the party sending the goods via transit.
<b>Address Line 1 of party sending goods (Consignor)</b>	First line of the address at which the party sending the goods via transit is situated.
<b>City of party sending goods (Consignor)</b>	The city in which the party sending the goods via transit is situated.
<b>Post Code of party sending goods (Consignor)</b>	The post code for the address at which the party sending the goods via transit is situated.



<b>EORI Number of the party receiving the goods (Consignee) – TSS will input from ENS</b>	EORI number of the party receiving the goods (Consignee) via transit.
<b>Name of party receiving goods (Consignee)</b>	Full trading name of the party receiving the goods via transit.
<b>Address Line 1 of party receiving goods (Consignee)</b>	First line of the address at which the party receiving the goods via transit is situated.
<b>City of party receiving goods (Consignee)</b>	The city in which the party receiving the goods via transit is situated.
<b>Post Code of party receiving goods (Consignee)</b>	The post code for the address at which the party receiving the goods via transit is situated.
<b>Consignee Language – pre-set</b>	Consignee Language (pre-set to EN)
<b>Goods Description – TSS will input from ENS</b>	The normal trade description of the goods expressed in sufficiently precise terms to allow immediate and unambiguous identification and classification. Please note this field has a maximum of 260 characters.
<b>Document Reference – TSS will input from ENS</b>	The reference for the supported document selected.
<b>Invoice Value of goods</b>	The invoice value of the specific goods.
<b>Invoice Currency</b>	The three-digit currency code for the invoice value of the specified goods.
<b>Gross Mass– TSS will input from ENS</b>	The gross mass is the aggregate mass of the specific goods with all their packaging in KGS, excluding containers or transport equipment.
<b>No of Packages– TSS will input from ENS</b>	The number of packages for the specific line of the declaration.
<b>Kind of Packages – TSS will input from ENS</b>	Select the appropriate type of package being used for the goods within the specific line of the declaration from the dropdown list, i.e., PX-Pallet.
<b>Identifying Marks of Packages– TSS will input from ENS</b>	Any identifying marks or numbers displayed on the packages for the specific line of the declaration. Where no marks or numbers are present, a full stop, i.e., should be entered into the field to enable Transitnet to process it.



## 5. Appendix 2: Useful addresses

### Office of Departure addresses and contact details

GB departing port	Office of Departure	Phone number
Holyhead	Road King Holyhead Transport Café, Parc Cybi Holyhead LL65 2YQ	Tel. +44 (0)3330 235370
Fishguard / Pembroke	Border Force Fishguard Harbour SA64 0BU Fishguard, Pembrokeshire	Tel. +44 (0)1646 623023
Heysham	Liverpool, Seaforth S2 Berth Port of Liverpool Crosby Road L21 1JD LIVERPOOL	Tel. +44 (0)1519 34 1212 /1219/1226/1229
Liverpool	Liverpool, Seaforth S2 Berth Port of Liverpool, Crosby Road L21 1JD LIVERPOOL	Tel. +44 (0)1519 34 1212 /1219/1226/1229

### Office of Destination address to present at:

DAERA facility  
Duncrue Street  
Belfast  
BT3 9BG