

# TSS User Guides

## Registering your business

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HM Revenue  
& Customs



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**Knowing how to register the company will help ensure your business continues to trade seamlessly between Great Britain and Northern Ireland now that the UK has left the EU Customs Union.**

Firms moving goods from Great Britain to Northern Ireland are required to complete declarations from the start of 2021. To do this, you will need to have registered the company details on the Trader Support Services [Portal](#).

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

## 1. How do I register my business?

Either select the link above to open the company registration form, or navigate to the Trader Support Services portal using the link below and select [Register yourself and your company as a trader](#). These options are also available via the [Register](#) link on the banner (top right of the screen).

<https://www.tradersupportservice.co.uk/tss>

**Register Now – Make sure you are ready**

New rules came into force on 1 January 2021. Take action now to make sure you and your company are ready.  
If you need help registering, you can use this [user guide](#).

<b>Register Your Company</b>	<b>Make sure your company is ready - Act now</b> Register now to make sure you can continue to move goods in and out of Northern Ireland. It only takes a few minutes. Do not delay. <a href="#">Register your company as a trader or carrier</a>
<b>Additional User Registration</b>	Request to be added to a company that has already registered. You will need your company's registration number to use this service. <a href="#">Register as an additional user</a>
<b>Free Training</b>	Find out more and get your company ready by following the steps set out in our FREE online courses and training materials. If you haven't taken steps to prepare, you will not be able to move goods in and out of Northern Ireland. <a href="#">Access the Northern Ireland Customs &amp; Trade Academy</a>



## Notes:

- Where your company has already completed the business registration, the notification email will share a unique reference number for your business. You will need this reference number to add other colleagues to your company's registration. Once the business is registered, other colleagues can use this [link to register as an additional user](#).
- The other options on the Trader Support Services portal include: [Trader Education](#), which opens a link to [NICTA \(Northern Ireland Customs and Trade Academy\)](#) and [Trader Enquiry](#), to raise an Enquiry with the Trader Support Service Desk

## 2. Add your trader contact details

Once the registration form is open, add your contact details into the 'Trader Details' section, completing the mandatory fields as a minimum, which are marked by a red star. If you have the information available for any non-mandatory fields, these details can also be added.

Trader Support Service

Home > Register > Trader and Company Registration

### Register your company as a trader or carrier

Please do not use this form if your company has already registered with the Trader Support Service. Instead use the [Register as an additional user form](#).

Trader and Company Registration

Trader Details

- \* First Name
- \* Last Name
- \* Email
- \* Contact Number
- Job Title

- Add your [First Name](#), [Last Name](#), in addition to your business [Email](#) address and [Contact Number](#) on the registration form.

Note: If your browser pre-populates data into the fields on the form, please make sure these are updated and there is no blue highlight on any field



before submitting the form. This example shows prepopulated text in the last name field.

### 3. Add your company information

On navigating down the page, the 'Company Details' section is presented with the data required for initial registration, marked with red stars. You can also use the [field information guide](#) which opens in a new browser window, to help complete the form.

This section also includes information required to generate declarations, which can be added either during the initial registration or amended following registration, within the 'Company Profile' page.

Add the [Name](#) for your business, using the same details that you use in communications with HMRC.

- The [EORI Number](#) is a unique customs ID for businesses who undertake goods movements. If you do not yet have an EORI (Economic Operator Registration Identification) number, you may leave this field blank. However, a valid EORI number must be entered before you are able to submit declarations through Trader Support Services (TSS), as the service will use this to identify your business, in declarations made to HMRC. If you have not yet applied for an EORI number, you can apply on the [gov.uk website](#).

You need an EORI to move goods between Great Britain (England, Scotland and Wales) and the EU and if you move goods to or from Northern Ireland. Provided you have the required information to hand, using the service in the application link above, it will only take 5 to 10 minutes to apply.

- If you're based in the UK, you must get an EORI number that starts with GB. Apply for a EORI number [here](#). You will get your GB EORI number immediately unless HMRC need to



make checks on your application. If they do, it can take up to 5 working days to get your number.

- If you move goods to or from Northern Ireland, you may also need an EORI number starting with XI. Once you have applied for a GB EORI number, you can apply for an XI EORI number. Apply for an XI EORI number [here](#). You will receive your XI EORI within 4 working days.
- Add address details for your business including the [Street](#), [City](#) and [Postcode](#).
- Use the selection list to select the [Country Code](#) for your business, such as United Kingdom (GB).

*Street	<input type="text" value="Street"/>
*City	<input type="text" value="City"/>
*Post Code	<input type="text" value="Post Code"/>
*Country Code	<input type="text" value="-- Select --"/>

- Add the [Company Email](#) address and [Company Phone](#) number for your business.

Company Email	<input type="text" value="Company Email"/>
Company Phone	<input type="text" value="Company Phone"/>

- Select the [Type](#) of business from the selection presented.

*Type	<input type="text" value="-- Select --"/> <ul style="list-style-type: none"> <li>-- Select --</li> <li>Fast Parcel Operator</li> <li>Intermediary</li> <li>Haulier</li> <li>Trader</li> <li>Freight Forwarders</li> </ul>
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- If your business has been authorised by HMRC to use Customs Freight Simplified Procedures (CFSP), select 'Yes' in the [CFSP](#) field.  
If you have been authorised by HMRC to use CFSP, you may be able to make a simplified declaration when your goods arrive at a UK port or airport.



* Are you authorised to use Customs Freight Simplified Procedures (CFSP)	<input type="text" value="Yes"/>
* CFSP Number	<input type="text" value="CFSP Number"/>

When 'Yes' is selected, add your CFSP authorisation number, into the [CFSP Number](#) field. TSS will submit any simplified declarations using your CFSP licence.

If you do not have a CFSP authorisation number, select "No" for the [CFSP](#) field and TSS will then process your declarations using its own CFSP licence.

More information on CFSP authorisation can be found on the [gov.uk website](#)

Select 'Yes' if you have used your Customs Declaration Service (CDS) account to give TSS authorisation to use your DDA details on your behalf

* I have provided authorisation to TSS on my CDS account to use my DDA details on my behalf	<input type="text" value="Yes"/>
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- If you have select 'Yes' provided authorisation to TSS on your CDS account to use DDA, you will need to add your [Deferment Account Number](#) (DAN).

* Deferment Account Number	<input type="text" value="Deferment Approval Number"/>
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A Deferment Account Number (DAN) is the unique reference number issued to a trader to identify the trader's Duty Deferment Account (DDA). A DDA enables an authorised trader to pay customs duties, excise duties and any import VAT associated with the movement of goods through a direct debit payment (instead of paying for individual consignments). More information on applying for your own DAN can be found on the [gov.uk website](#).

Following the movement of goods, duty or VAT charges payable, will be charged against your Duty Deferment Account. You will be able to pay these charges when you complete your supplementary declaration, which is a form you fill in after your goods have moved. You will have option to use TSS DDA within the supplementary declaration to make your payment to HMRC. You can use this on a one-off basis before you set up your own DDA.



\* I have provided authorisation to TSS on my CDS account to use my DDA details on my behalf

If you select 'No' and have not provided authorisation to TSS on your CDS account to use DDA OR your business does not have a DAN, then leave this blank.

The TSS Duty Deferment Account will be used and you will need to pay duty and VAT to TSS.

o Enter your Guarantee Reference Number

\* Guarantee Reference Number

Your Guarantee Reference Number is given to you once you have created a Guarantee Account (GGA).

You may need to provide a guarantee to enter your goods into a customs special procedure and defer your duty payments. You can do this through creating a General Guarantee Account (GGA), which allows you to cover:

- o Import VAT, Customs Duty, excise duties, amounts due under the UK Agricultural Policy, anti-dumping or countervailing duties and quotas.

Once you have applied to create a GGA and been accepted, HMRC will send you your Guarantee Reference Number.

To find out more about how to apply for a GGA, visit the [gov.uk website](https://www.gov.uk). Read more about how to use your GGA [here](#).

Enter your **Deferment of Payment (DPO) authorisation number**

DPO Number (Deferment of payment authorisation)



Your DPO authorisation number format is the letters “GBDPO” followed by your Deferment Account Number (DAN) i.e., GBDPO1000131. More information on how to identify your DAN can be found [here](#).

- Select [size](#) of your company from the selection presented. You can choose to measure the size of your company by either number of employees or annual turnover (€, million).

Number of employees:	Annual turnover (€, million)
Small: 0 - 49 employees	Small: €0 - €10 million
Medium: 50 – 250 employees	Medium: €10.01 million - €50 million
Large: more than 250 employees	Large: more than €50.01 million

Company Size

-- Select --

-- Select --

Small

Medium

Large

- Enter a written explanation to justify your choice of company size based on the 2 ranges above i.e. ‘turnover’ or ‘employees’

Justification for Size Choice

Size Justification

This field must be completed by June 1st 2021.

- Where your business is VAT-registered, then add the [VAT Registration Number](#).

VAT Registration Number

VAT Registration Number



- If you know the **Commodity Codes** for the goods your company commonly moves, input them here (comma separated). These can be added or changed on the Company profile following registration.

Commodity Codes (please add comma separated list)	Commodity Codes (please add comma separated list)
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Commodity codes classify goods for import and export so that traders can fill in declarations and other paperwork, check if there is duty or VAT to pay on goods and find out about duty reliefs. Before you start using TSS for your customs declarations, you will need to know the commodity codes that apply to the goods you intend to move.

To successfully prepare, you should think about what commodity codes will apply and declare them in your profile. TSS will then use these to help you understand the declaration process you are required to follow.

More information on how to find out your commodity codes can be found on the [gov.uk website](https://www.gov.uk).

Where required, TSS can also provide direct guidance on how to determine which codes could apply.

- If your company commonly uses specific **Customs Procedure Codes (CPCs)**, please input them here (comma separated).

Customs Procedure Codes (CPC) (please add comma separated list)	Customs Procedure Codes (CPC) (please add comma
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Customs Procedure Codes identify the customs and/or excise regimes which goods are being entered into and removed from. Before you start using TSS for your customs declarations, you will need to know the CPCs that apply to the goods you intend to move.

To successfully prepare, you should think about what Customs Procedure Codes will apply and declare them in your Company Profile. TSS will then use these to help you understand the declaration process you are required to follow.

More information on Customs Procedure Codes can be found on the [gov.uk website](https://www.gov.uk):



Where required, TSS can also provide direct guidance on how to determine which codes could apply.

- Respond with either **Yes** / **No** to whether you have registered for UK Trader Scheme (UKTS) Authorisation.

* Have you applied for UK Trader Scheme authorisation?	<input type="text" value="Yes"/>
* What date was your application for the UK Trader Scheme submitted?	<input type="text"/>
Once received, please enter your UK Trader Scheme authorisation number	<input type="text" value="Once received, please enter your UK Trader Scheme authorisation numl"/>

UKTS is a scheme that allows traders to declare their goods 'not at risk'. To obtain authorisation, you must meet the following criteria:

- Meet establishment criteria by 1 November 2021. This requires a trader to be established in NI or in the UK with a fixed place of business. This is a fixed place where records are held and where goods are sold to for final use by end customers. The business must also have an indirect customs representative in NI, such as the TSS.
- No history of serious customs or tax infringements, or other similar criminal offences
- Keep records that enable trader to declare and evidence not 'at risk'
- Hold an XI EORI number

Your compliance will be based on the 3-year period prior to application. If you have been established for less than 3 years, your compliance will be judged on the records and information available.

If you do not meet full establishment criteria for the UKTS by 1 November 2021, your authorisation may be revoked. For full details and to apply, please refer to guidance available on the [gov.uk website](https://www.gov.uk).



- Respond with either **Yes** / **No** to whether you move goods into NI that are subject to commercial processing.

\* Do you move goods into NI that are subject to commercial processing?

-- Select --  
-- Select --  
Yes  
No

- If you select Yes, you will be asked if you are eligible for exemptions related to commercial processing.

\* Do you move goods into NI that are subject to commercial processing?

\* Are you eligible for any of these exemptions related to commercial processing? (Select all that apply by holding CTRL and clicking)

Yes  
-- Select --  
Yes  
No  
Turnover exemption  
Approved processing sector exemption  
Not applicable

If you meet these exemptions, you will be able to declare that your goods are not 'at risk':

- Turnover exemption: Your turnover is less than £500,000
- Approved processing sector: If your business operates within the approved list of sectors
- More details can be found here on the [gov.uk website](https://www.gov.uk).

Identify whether you operate in one of the below sectors with restricted de-minimis aid limits.

'De minimis aid' refers to the waiver that businesses can claim for duty on goods that would otherwise attract 'at risk' tariffs.



\* Do you operate in one of these sectors with restricted de-minimis aid limits?

-- Select --  
-- Select --  
Fishery and aquaculture sector  
Primary production of agricultural products  
Road freight transport sector  
Not applicable

In general, traders can claim a waiver for duty on ‘at risk’ goods brought into Northern Ireland, with a limit of €200,000 of aid over the previous 3 tax years on a rolling basis i.e. you need to consider how much aid you have used this year, and the previous 2 years. Lower limits apply for certain sectors:

- Road Freight Transport for hire or reward - the maximum allowance is €100,000 over 3 years
- Fisheries and aquaculture - the maximum allowance will be €30,000 over 3 years, but you cannot currently claim any waiver
- Agricultural primary production - the maximum allowance will be €15,000 over 3 years, but you cannot currently claim any waiver
- For further details on waivers and state aid rules, please refer guidance on the [gov.uk](http://gov.uk) website.
- Enter your company’s Experience of importing and exporting.

Experience of importing and exporting

-- Select --  
-- Select --  
None  
Import  
Export  
Both Import & Export

- Enter How many shipments do you make monthly using the options provided.



How many shipments do you make monthly	<input type="text" value="-- Select --"/>
	<ul style="list-style-type: none"><li>-- Select --</li><li>1 to 10</li><li>11 to 25</li><li>26 to 50</li><li>51 to 100</li><li>More than 100</li></ul>

- Respond with either **Yes** / **No** to the fields relating to your business' trading relationships between countries and regions.

Do you move goods between GB & NI	<input type="text" value="-- Select --"/>
Do you move goods between Republic of Ireland & NI	<input type="text" value="-- Select --"/>
Do you move goods between Rest of EU & NI	<input type="text" value="-- Select --"/>
Do you move goods between Rest of World & NI	<input type="text" value="-- Select --"/>

- If your company moves goods under duty suspension, select 'Yes'.

Do goods move under duty suspension (for example under Transit or Warehousing)	<input type="text" value="-- Select --"/>
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Duty suspension is defined as a temporary exclusion from paying excise duties when goods arrive from a foreign shipping point. This is authorised by a taxing authority under certain conditions.

Further information regarding duty suspensions can be found on the [gov.uk website](https://www.gov.uk).



- Respond to How often you use the services of a fast parcel operator using the selection provided.

How often you use the services of a fast parcel operator weekly	<input type="text" value="-- Select --"/>
	<input type="text" value="-- Select --"/>
	0 to 50
	51 to 100
	More than 100

- When Trader is selected as the **Type** of business above, then an additional field is presented for **Traders - Do you use a broker or intermediary**. Select from the list presented.

Traders - do you use a broker or intermediary	<input type="text" value="-- Select --"/>
	<input type="text" value="-- Select --"/>
	No
	Yes for some
	Yes for all

- Confirm the **Number of product lines** for your business by adding the number.

Number of product lines	<input type="text" value="Number of product lines"/>
-------------------------	--

- For your business, select one of the options for **What industry or sector do you operate in**.



What industry or sector do you operate in

-- Select --

- Select --
- Agriculture, forestry & fishing
- Automotive & aviation
- Computers & electronics
- Construction & materials
- Fast parcel operator
- Health & biotech
- Manufacturing & production
- Military equipment
- Retail: food & drink
- Retail: other
- Telecommunications
- Transport & logistics
- Wholesale distribution
- Other (not listed)

- Where one of the following scenarios apply to your business, then select 'Yes' for the [Will your business be required to make full declarations through TSS](#).

Am I a trader intending to:

- Move controlled goods, i.e. excise goods or those requiring a licence to import.
- Use any customs procedures other than the release of goods into free circulation/home usage, where goods have been subject to no previous customs procedure (e.g., entering goods into a special customs warehouse). If you are unsure if this applies to you, please follow the [gov.uk link](#) for more information.
- Use any additional procedure codes, e.g. to request/apply for duty relief. If you are unsure if this applies to you, please follow the [gov.uk link](#) for more information.
- Use of part removal from a bulk consignment procedure.
- Make quota claims on declarations.

Will your business be required to make full declarations through TSS

-- Select --

A full frontier declaration means all customs declaration information must be provided in advance of goods arriving at a UK port or airport and therefore moving into a different customs territory.



This is in contrast with the simplified declaration process, where a reduced set of information is required prior to goods movement. The remaining information that completes the customs declaration is submitted after the goods have moved (post movement) through a supplementary declaration.

- Once all the details have been added to the form, you will need to agree to the [Privacy Policy](#) and [Terms and Conditions](#), then validate that you are not a Robot, before selecting the [Submit](#) button, at the bottom of the form.

I agree to the [Privacy Policy](#) and [Terms and Conditions](#)

Security Code

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Submit](#)

## 4. Notifications following registration

Once the initial registration steps have been completed, you will receive two notifications.

One notification will contain the [unique TSS registration number](#), which can then be used by other colleagues to request access to the TSS registration for your company.

The other notification will contain details to complete the registration and login.

Note: All other colleagues added after the initial company registration is complete, will require verification. This is an example email notification.

Once you have logged in using information provided in the notifications you receive, you will be able to add and update the information for your company registration and complete missing data, before processing declarations for your business. You will also be able to verify colleagues who have requested a trader registration, as well as add additional addresses, for your business.



## 5. I need to know more...

Fear not, help is at hand. The NI Customs & Trade Academy (NICTA) is now providing traders that have registered with TSS with short courses on all aspects of new trading processes that began on 1 January 2021.

In case you have not registered for TSS, you can do so [here](#).

The courses provided by the TSS online training portal NICTA are free of charge and can be accessed [here](#).

**For more TSS How-To Guides please see [here](#)**

