TSS User Guides

Creating a Goods Movement Reference

Trader Support Service

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HM Revenue & Customs

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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 provides an overview of the information that is required and explains the process steps that must be followed to generate a **Goods Movement Reference (GMR)**.

To move goods from Great Britain (GB) to Northern Ireland (NI) travelling via Roll on Roll off (RoRo) ports, **you will need a GMR from HM Government's Goods Vehicle Movement Service (GVMS)**.

Hauliers and carriers must provide a GMR for every vehicle or trailer leaving GB for NI. This applies whether you use the simplified processes for Internal Market Movements, the Trader Support Service (TSS) Simplified Procedure, or a Full Frontier Declaration journey in TSS.

The GMR confirms that all required declarations are pre-lodged and enables the haulier to present a single GMR at the port.

2 Overview of the process for creating a GMR

2.1 What is a GMR and how it is used on movements to NI?

A GMR is a unique identifier that links all declarations for a vehicle or trailer, allowing HMRC to track the movement of goods. Without a valid GMR, vehicles cannot board ferries at GB ports bound for NI.

The GMR is alphanumeric with a barcode that links together declarations for all the goods being moved within a particular vehicle or trailer. Each GMR contains details for a single crossing and can be used only once.

GVMS is an IT service that facilitates the process of linking together the different declaration references for all the goods, so that the person moving them (haulier/carrier) is only required to present one GMR at the port of departure.

To create a GMR you need to Register for the Goods Vehicle Movement Service on GOV.UK.

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

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There are different ways of creating a GMR for TSS movements:

- **On TSS (GMR Automation)** – an automated process, which will auto-load the references created in TSS into the GVMS system
- **On GVMS** – the manual process where you go direct to the GVMS system and enter the information manually

We recommend the 'On TSS (GMR Automation)' process as this is easier and minimises input errors. Further details can be found in the Step-by-step GMR creation via the TSS Portal (GMR automation) section of this guide.

Once a GMR is created, you receive a GMR ID and a barcode. These must be presented at the port (printed or on a device) for the vehicle to be allowed to board the ferry.

The GVMS system notifies the haulier, the carrier and the port when goods have been cleared and if they are required to undergo checks on arrival.

If you do not accurately complete this process by providing the correct Movement Reference Number (MRN) references for your consignments, your goods will not be marked as 'Arrived'. TSS will not automatically generate a Supplementary Declaration for those goods on the TSS Simplified Procedure and will not mark the declaration as 'Closed' for goods on a Full Frontier Declaration or an Internal Market Movement Information (IMMI).

Note: For movements via other routes, for example in exceptional circumstances NI to GB, refer to Moving qualifying goods from Northern Ireland to the rest of the UK on GOV.UK for the specific declaration requirements.

2.2 What information is required when creating a GMR?

To create a GMR for moving goods from GB to NI via RoRo ports, you will need the following information:

1. MRNs of the declarations you submitted for the movement of the goods

What is an MRN? It is a unique code generated for each declaration and is used to identify consignments within a goods movement. MRNs are generated when you submit declarations via TSS or directly through HMRC systems:

- **Entry Summary Declaration MRN –** this is the MRN generated when you submit an Entry Summary Declaration (also known as a safety and security declaration). This MRN starts with the year and the code 'XI' (e.g., 24XIXXXX…)

And

- **Customs Declaration MRN –** this is the MRN generated when you submit a Simplified Frontier Declaration or a Full Frontier Declaration in TSS. This MRN starts with the

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year and the code 'GB' (e.g., 24GBXXXX…). **Note**: For Entry in Declarant's Records (EIDR), you will need the declarant EORI number (starting with 'GB')

Or

- **IMMI MRN –** this is the MRN generated when you submit IMMI using the simplified processes in TSS. This MRN starts with the year and the code 'GB' (e.g., 24GBXXXX…)

2. Transport details

- Vehicle Registration Number (for accompanied movements)
- Trailer Registration Number (for unaccompanied movements)
- Container Reference Number (if applicable)

3. Route details – planned route, including port of departure and port of arrival

4. Supporting information – Local Reference Number (LRN) and Procedure Code (for EIDR movements)

5. Other declarations (if applicable)

- Transit Declaration MRN (for goods moved under Transit)
- TIR Carnet or ATA Carnet references (for goods moved under TIR or ATA conventions)
- Oral or by conduct declaration references (for eligible goods)

3 Step-by-step GMR creation via the TSS Portal (GMR automation)

To use TSS GMR automation, all the following must apply:

- All consignments in the movement have been exclusively created in TSS
- The movement must involve an Entry Summary Declaration that triggers either a Simplified Frontier Declaration and/or an IMMI raised in TSS
- The route must be via RoRo GVMS ports from GB to NI

For any movements that do not fulfil the above, use the GVMS portal to raise a GMR if one is required.

Note: Do not mix the use of the TSS GMR automation process ('On TSS') and the GVMS system manual process ('On GVMS') as this will cause technical conflict with the generation of the GMR.

GMRs created using the 'On TSS' process should not subsequently be accessed using the GVMS portal or vice-versa. GVMS is designed to work with GMRs that it creates itself.

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3.1 Authorise TSS to activate the GMR automation

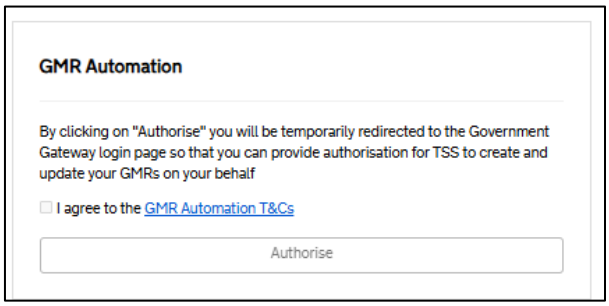
If you have registered for GVMS via the Register for the Goods Vehicle Movement Service on GOV.UK, then you have the option to create a GMR within TSS by authorising the GMR automation process. If your organisation has not registered for GVMS, then you cannot use TSS to automate the production of your GMR.

By authorising GMR automation, your account will be automatically included into the Auto-update GMR function. This means that all consignments for a movement will be automatically updated into a GMR that you are creating within TSS.

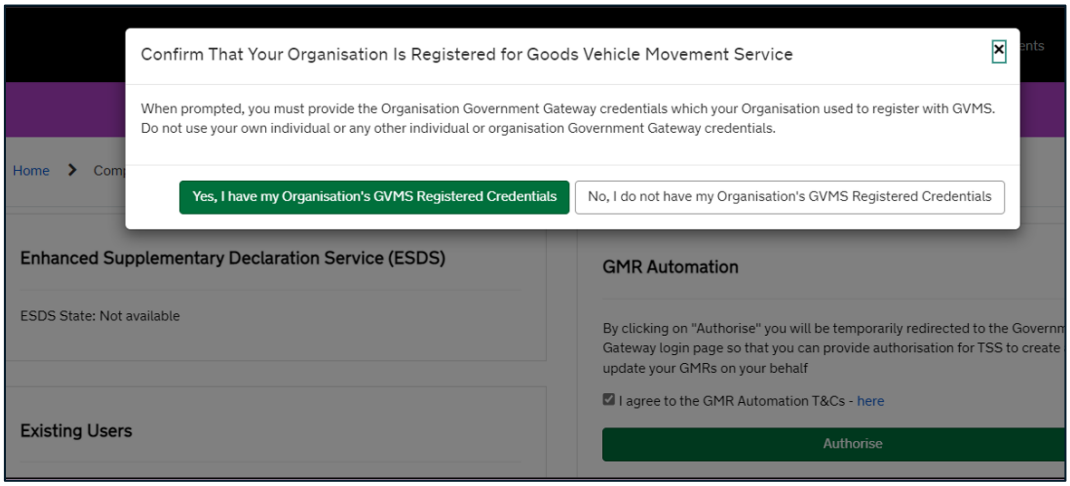
Only the Primary Account holder is permitted to grant authority for GMR automation to TSS.

If you are working as an agent with an Agent account in TSS, you cannot access the GMR automation process. This applies whether you are accessing as yourself or representing a trader. You need the trader to authorise this functionality on their account.

As the Primary Account holder on the TSS Account, go to your **Company Profile** in your account in the TSS Portal and scroll down to **GMR Automation**:



Read the TSS T&Cs to use this service and tick the box to accept, then click **Authorise**. A pop-up will appear asking you to confirm you are using the organisation's credentials for GVMS and not any individual's Government Gateway details. This is to avoid an incorrect authorisation proceeding:



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Select 'Yes' to continue and you will be taken a new browser HMRC authorisation window:

You will be asked to sign into your Government Gateway account. Click **Sign into Government Gateway**.

You will be asked to sign in using your organisation's GVMS credentials:

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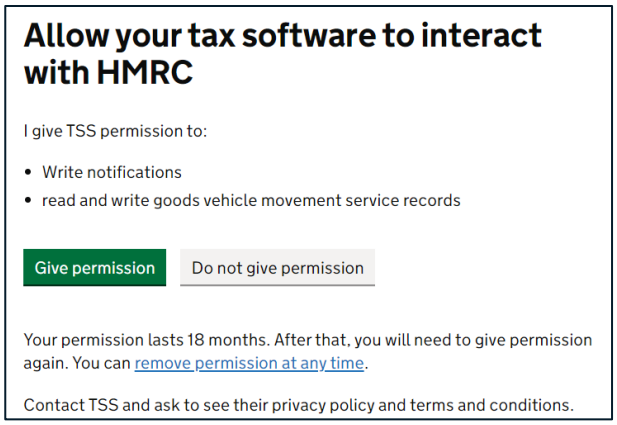
Note: Your browser may have retained your individual Government Gateway credentials. Clear these if they are cached and make sure that you use your organisation's GVMS credentials. The Government Gateway User ID for the user's organisation must be registered for GVMS.

Once you click **Sign in** the following will be displayed, asking you to confirm that you grant TSS permission to manage GMRs on your behalf:



On clicking **Give Permission**, the systems in the background will exchange authorising codes and access tokens to allow interchange between HMRC and TSS.

If the authorisation is successful, the GMR automation section in your **Company Profile** will display the message showing that you have now granted authority to TSS to manage GMRs on your behalf with a button to revoke authorisation.

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

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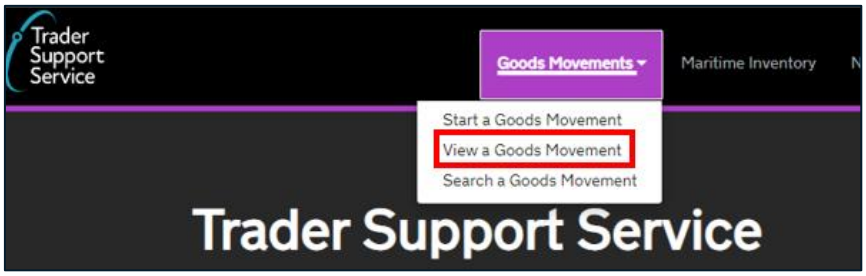
3.2 Create a GMR for your goods movement using the GMR automated process within TSS

Once you have authorised TSS to manage GMRs on your behalf, to create a GMR within TSS you need a Goods Movement Header to be in a state of either:

- 'Draft'
- 'Authorised For Movement' (AFM)
- 'Trader Input Required' (TIR)
- 'Arrived'
- 'Amendment Required'

and for that movement to contain authorised consignments (including any authorised that have arrived).

You can create a GMR within TSS by selecting the **Goods Movements** tab in the navigation bar at the top of the screen and then the **View a Goods Movement** link in the drop-down menu:



Once the new page opens, you can select the Goods Movement record you need from the options available for GMR creation. For example:

- **Draft Goods Movements**
- **Trader Input Required Goods Movements**
- **Amendment Required Goods Movements**
- **Authorised Goods Movements**

OR

- **Arrived/Cancelled Goods Movements**

Selecting an **Entry Summary Declaration Reference** in any of these movement categories (for example, ENS000000005005618) will open the respective page. At the bottom of the page there will be a **Create GMR** button and the list of your movement consignments, with the status of each one:

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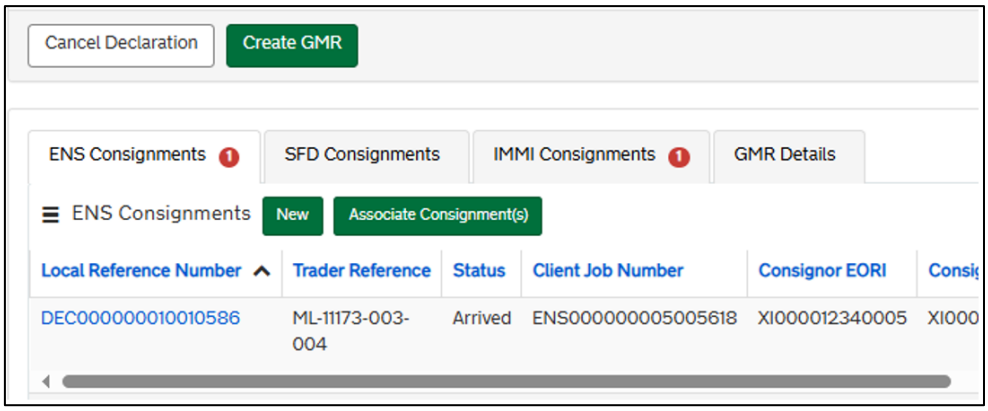
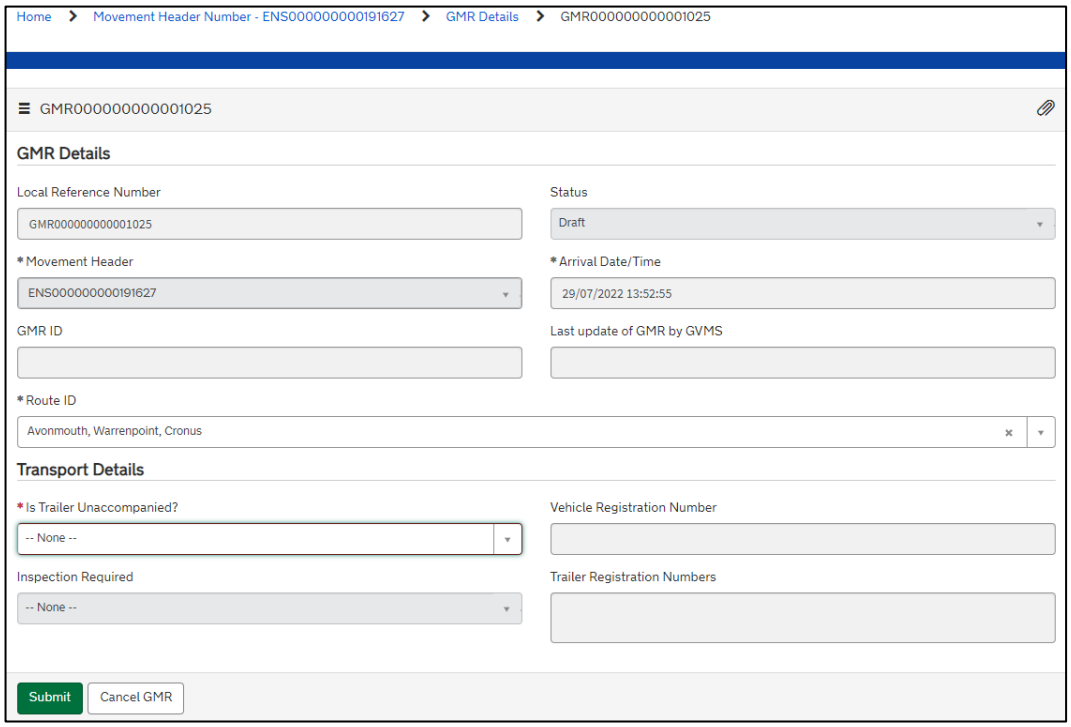


If you normally create your GMR at the beginning of the TSS Goods Movements process, the first opportunity to create a GMR from within TSS will be when the first Entry Summary Declaration consignment and associated Simplified Frontier Declaration / EIDR consignment becomes either 'Authorised for Movement', 'Amendment Required' or 'Draft' Status, or the IMMI is in 'Awaiting Arrival' or 'Amendment Required' status. This could take around two minutes to happen. If you would normally create your GMR at the end of the TSS declaration process where all consignments are authorised, then there is no need to wait.

Click **Create GMR** to begin the process. You will be presented with the following screen:



The **GMR Details** page has three fields that require details regarding the movement to be input:

1. For **Route ID** select the relevant route for the movement from the drop-down list:

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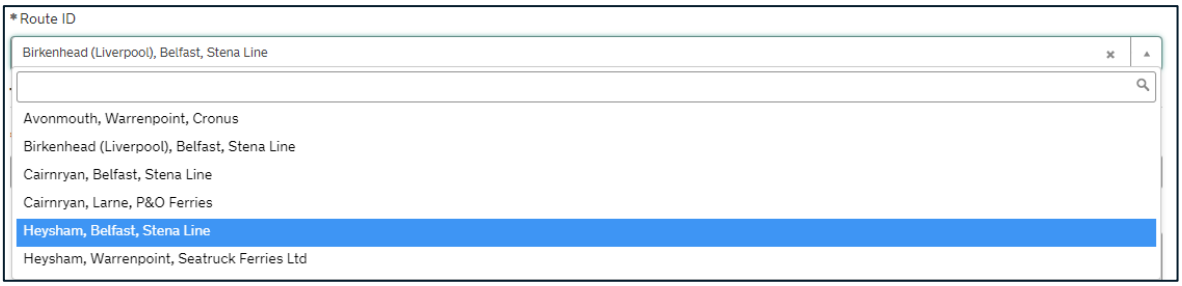
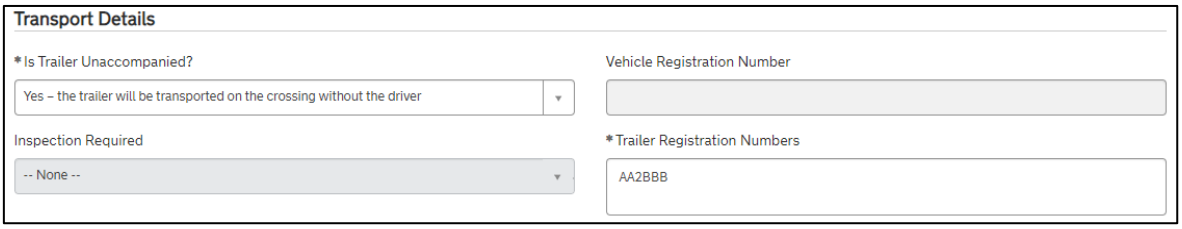


2. The **Transport Details** section requires confirmation in the **Is Trailer Unaccompanied?** field of whether the shipment is unaccompanied or accompanied:

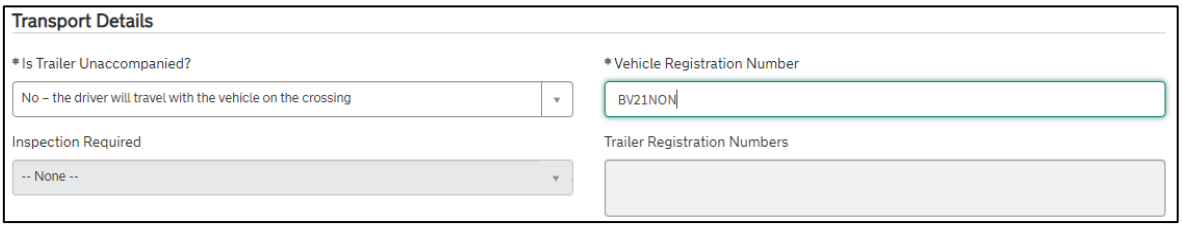
   - For an unaccompanied movement (for example, by a trailer without a driver) select 'Yes – the trailer will be transported on the crossing without the driver' from the drop-down list

     This will then make the **Trailer Registration Numbers** field mandatory. Enter the trailer(s) number in this field:



   - For an accompanied movement (by a truck with a driver) select 'No – the driver will travel with the vehicle on the crossing' from the drop-down list

     This will then make the **Vehicle Registration Numbers** field mandatory. Enter the relevant registration number (using upper case letters):



3. Click **Save (Ctrl + s)** to save this as a draft GMR in TSS

Once it has been saved, the GMR can now be submitted.

The **Submit** button will auto-add any consignments and their MRNs that are in the status of 'Authorised for Movement', 'Amendment Required' or 'Arrived' and any IMMIs in the status of 'Awaiting Arrival' when the **GMR Details** is in 'Draft' status.

The status of the GMR in TSS will momentarily change to 'Submitted'.

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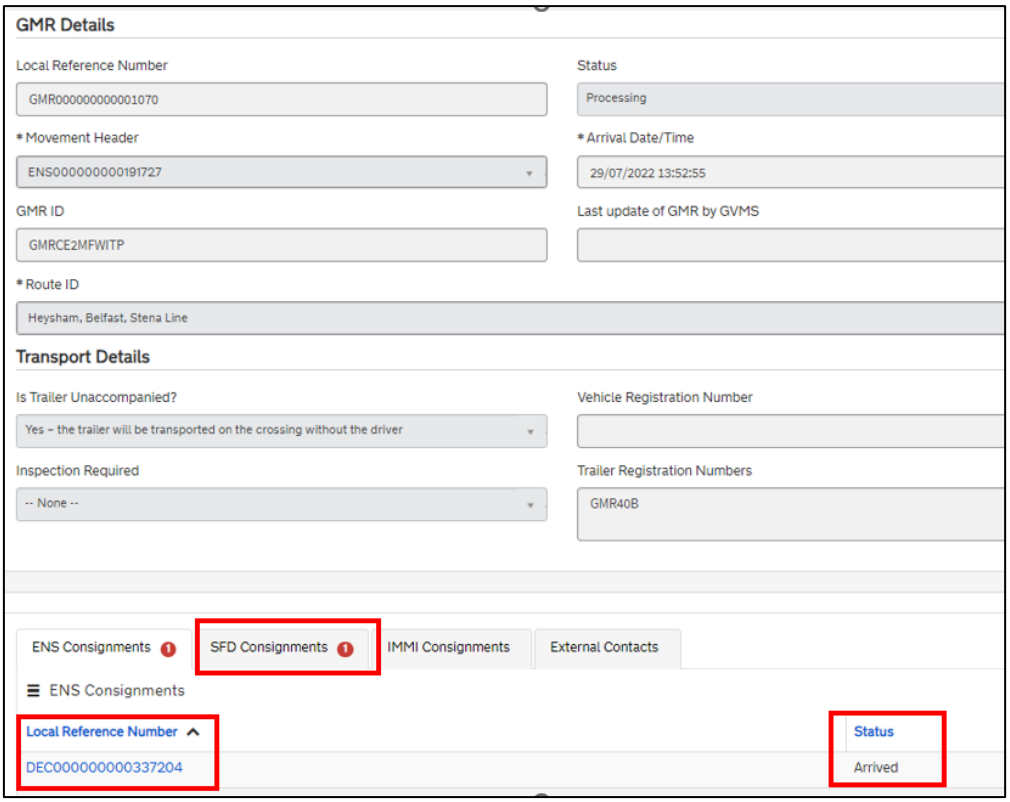
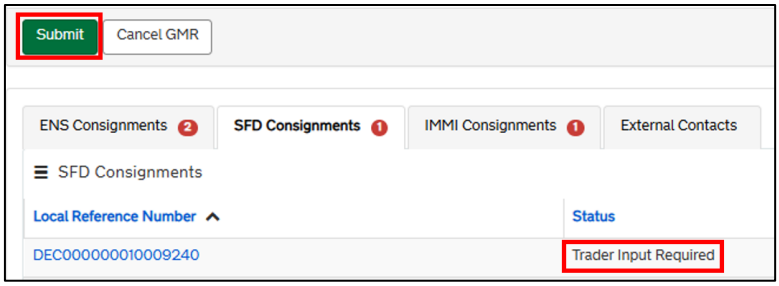
All the related consignments added to the GMR will be listed at the bottom of the **GMR Details** pages:



If there are any consignments with the status '**Trader Input Required**', then it would be necessary to fix the related errors on the consignments or not load them as part of the movement.

If your primary account contact has authorised 'Auto-update GMR', then consignments will automatically be updated to the GMR as soon as the status is either 'Authorised for Movement', 'Amendment Required' or 'Arrived', or IMMIs are in the status 'Awaiting Arrival' – providing the GMR is in the status of 'Open'.

If 'Auto-update GMR' is not authorised once the consignments in Trader Input Required have the status of 'Authorised for Movement', 'Amendment Required' or 'Arrived', or IMMIs are in the status 'Awaiting Arrival', then you will need to resubmit the GMR via the **Submit** button:



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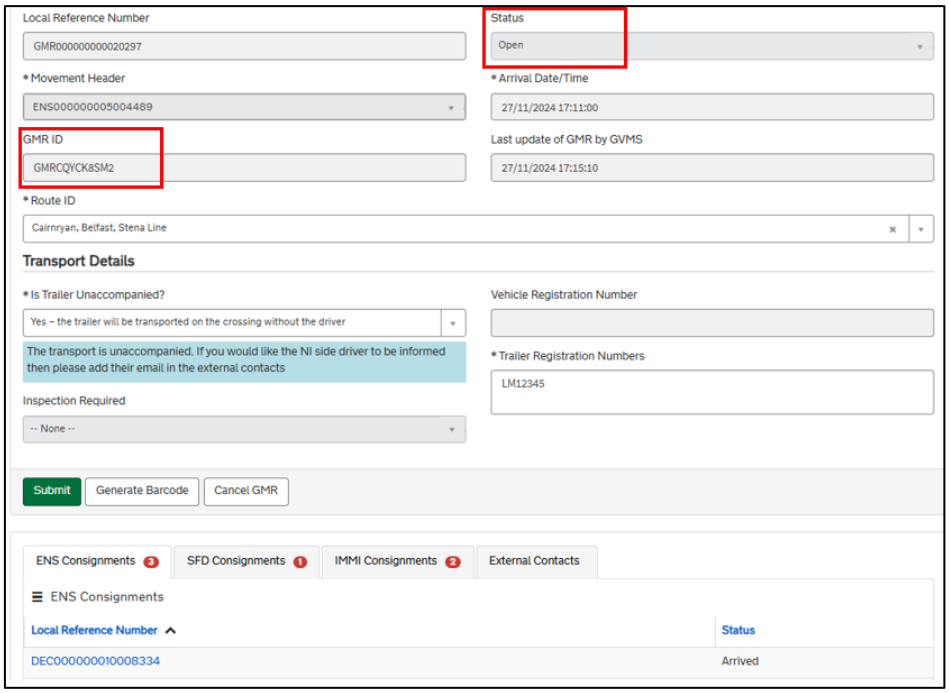
3.2.1 Getting your GMR ID and GMR ID Barcode

Once you have created, saved and submitted your GMR in TSS, then the status of your GMR should move to 'Open' and the GMR ID will be populated:



Use this **GMR ID** and not the **Local Reference Number**.

The **GMR ID** can be used to gain access to the port/ferry by either:

- Communicating it through your link to the port
- Uploading it into your ferry booking
- Providing it to the truck driver who will require it for check-in at the port/ferry

You can click **Generate Barcode** to print or save your barcode. You only need to do this once as the **GMR ID** will not change even if you later update the GMR. When you click **Generate Barcode**, this will open a new browser tab where the barcode will be displayed:

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The TSS barcode will have the TSS logo rather than the GOV.UK logo.

The document will list the Planned Route and depending on whether the movement is accompanied or unaccompanied, it will display the Vehicle Registration number or Trailer number.

You can still manage the GMR by accessing it through the TSS Portal.

Note: As long as the GMR is not cancelled, the GMR ID and barcode will remain the same, even if there have been changes to the transport details or route or consignments. This prevents the need for a new barcode to be given to the driver. However, if it is possible to issue a revised GMR barcode to the driver, this is advisable as it will have the most up-to-date details on the route and identification of the transport details.

You must ensure all consignments associated with the GMR are 'Authorised for Movement' before the goods leave for the port of departure. Any consignment not 'Authorised for Movement' or 'Amendment Required' must be remedied in TSS or removed from inclusion for the GMR.

The driver for the movement should be given a hard copy of the GMR barcode, or be sent a digital copy, to present on arrival at the port/ferry to gain access.

The barcode page contains useful information on what to do next. There is a hyperlink embedded in the barcode page should you need to update the GMR details. There is also a link to the driver inspection portal that, if clicked, will check the inspection status of the GMR.

Your driver MUST check the inspection status of the GMR – see the What to do if I receive an inspection notification? section of this guide.

The barcode generation button is only available when the status of the GMR is 'Open'.

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3.2.2 Updating your GMR

If you have created your GMR, submitted it and received a GMR ID using TSS, then it is possible to update that GMR where any of the following have occurred:

- You need to change the route
- You have changed the truck you are using to haul goods where the goods are accompanied
- You have changed the trailer you are using to haul goods where the goods are unaccompanied
- Your goods movement has changed from being accompanied to unaccompanied or vice versa
- You have made an error in entering the transport details
- If you have explicitly opted out of the 'Auto-update GMR' functionality, then you need to update your GMR manually – for example, if you have added consignments to the movement that are now authorised

  See the Updating an already created GMR with newly authorised consignments section of this guide for details.

If you change any of the details, then you must click **Submit** to refresh the GMR within GVMS before exiting or generating an updated barcode.

3.2.3 Updating an already created GMR with newly authorised consignments

By default, when you provided GVMS authorisation, then the 'Auto-update GMR' functionality would be turned on for your account and for users in your account. In this case you and your users do not need to take any action – TSS will automatically add any newly authorised consignments to your TSS GMR and refresh this into GVMS.

If your account has explicitly opted out of the 'Auto-update GMR' functionality, and if you have already created a GMR and it is in a state of 'Open' or 'Trader Input Required', then click **Submit** to automatically update the list of authorised consignments (including any which have changed to status 'Arrived') included in the GMR. There is no need to change any of the other details on the GMR details screen.

To avoid the task of resubmitting an existing GMR every time newly added consignments become authorised for movement (or move to TSS status 'Arrived' in exceptional circumstances), we strongly recommend you do not opt out of the 'Auto-update GMR' functionality.

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3.2.4 Cancelling a GMR

Providing the status is either 'Draft', 'Trader Input Required' or 'Open', it is possible to access the **Cancel GMR** button on the GMR details.

Pressing the **Cancel GMR** button will cancel the GMR request and disassociate any consignments with the movement within TSS.

The action of cancelling the GMR will result in the status of the GMR moving momentarily to 'Pending Cancellation' and then to 'Cancelled'.

On cancelling the GMR request, TSS will set the status of the GMR to 'Cancelled' within TSS and if the status had previously been 'Trader Input Required' or 'Open', will delete the GMR and all consignment movement references in the GVMS system.

There can sometimes be a delay in the cancellation process while the information is exchanged with the GVMS system.

A GMR can also be cancelled if the TSS account has 'Auto-update GMR' and the Goods Movement Header is updated to a status of 'Cancelled'. If both the Goods Movement Header and all listed consignments are in a cancelled status, then the related GMR will also be automatically cancelled.

If the GMR in a status of 'Draft' then the status is updated to 'Cancelled'.

If the GMR in a status of 'Trader Input Required' or 'Open', the status is updated to 'Pending Cancellation'. The status will move to 'Cancelled' when it has received the cancel confirmation from the GVMS system.

If the GMR contains a non-cancelled consignment, then the status of the GMR will not be updated to 'Cancelled'.

When a goods movement consignment is 'Cancelled' and the associated record has a GMR in a state of 'Draft', 'Trader Input Required' or 'Open' and the TSS account has authorised the 'Auto-update GMR' function then the following will occur:

- Any Entry Summary Declaration, Simplified Frontier Declaration consignments or IMMI consignments in a status of 'Cancelled' will have the GMR details removed and not be included in any update of the GMR

If there is at least one goods movement consignment not in 'Cancelled' status, then the **GMR Detail Records** will be updated with all valid Entry Summary Declaration, IMMI and Simplified Frontier Declaration consignments and provided with the relevant GMR Details reference. The consignment must be in a status of 'Authorised for Movement', 'Amendment Required' or 'Arrived', or the IMMI in a status of 'Awaiting Arrival' to pass the criteria.

3.2.5 Possible reasons why you may not be able to create a GMR

1. There are no authorised or arrived consignments in the movement

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If you click **Create GMR** and any of the below applies:

- No ENS consignments are in a status of 'Authorised for Movement' or 'Arrived' status

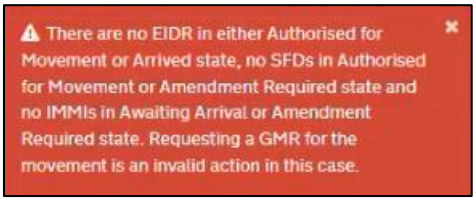
  AND

- No Simplified Frontier Declaration consignment is in 'Authorised for Movement' or 'Amendment Required' or EIDR is not in a status of 'Arrived'

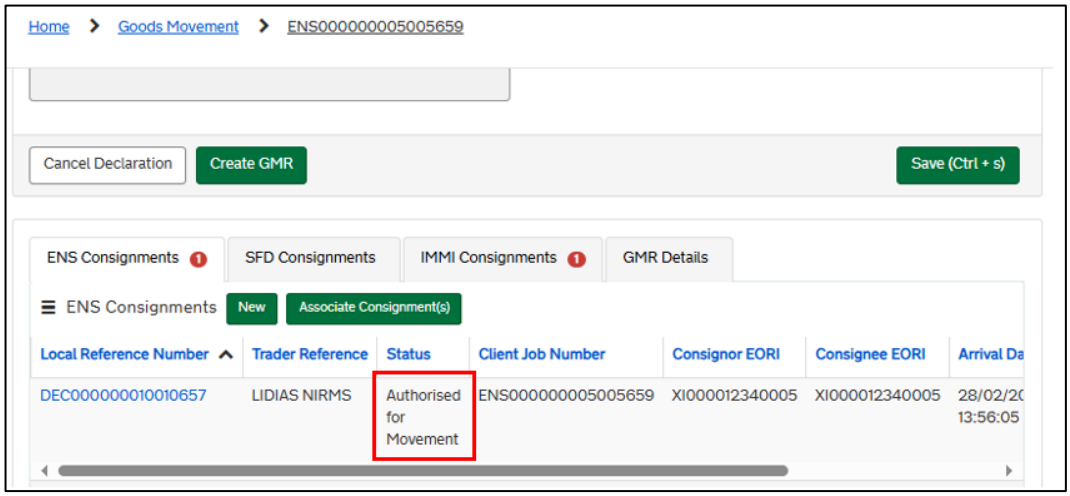
  OR

- No IMMI is in 'Awaiting Arrival' or 'Amendment Required' status

then the following error message is displayed:



In this case, you must ensure at least one of the associated consignments is in the state of 'Authorised for Movement', 'Amendment Required' or 'Arrived' or the associated IMMI is in the state of 'Awaiting Arrival' to then be able to proceed with creating a GMR as shown below:



2. You have already created a GMR, and it is still active so check the **GMR Details** tab

   To monitor all updates within the TSS GMR automation process, you can check the **Last update of GMR by GVMS** field in the **GMR Details** page. This will display the date and time of the last GVMS update for the relevant GMR. This enables you to check when any updates have been actioned within GVMS.

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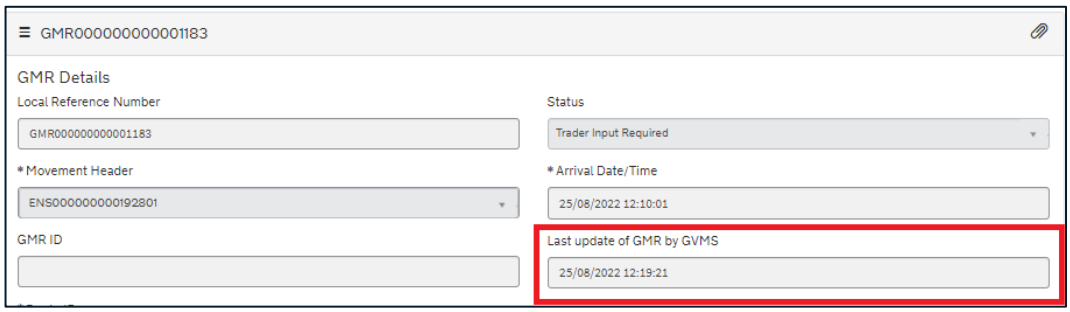
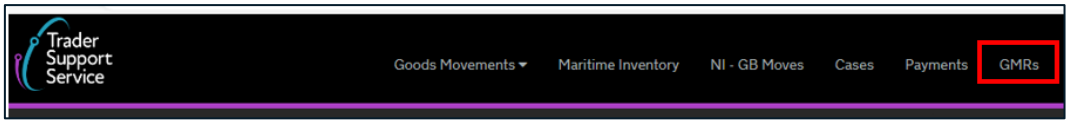
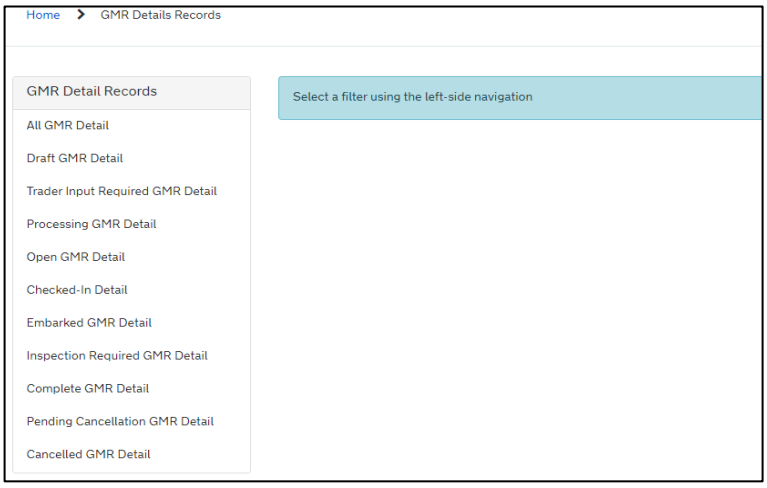


3.3 GMR dashboard and checking inspection status

To enable you to monitor the status of all GMRs related to your account, you can access the GMR dashboard from the homepage of your account in the TSS Portal:



This opens the following GMR dashboard screen:



The dashboard provides a breakdown of the status of all GMRs related to your account. It enables you to access and monitor the status of each GMR. You can update, submit, and cancel GMRs by accessing them through the dashboard.

3.3.1 GMR Detail Records

The **GMR Detail Records** list the status of all GMRs starting from 'Draft' and moving through all the stages until it becomes 'Complete' when the movement has finished.

It also lists any GMR references that have been cancelled, noting when it is 'Pending Cancellation' and when it has been 'Cancelled'. The period of 'Pending Cancellation' can be slightly prolonged if the GMR requires cancellation within the GVMS system as well as TSS.

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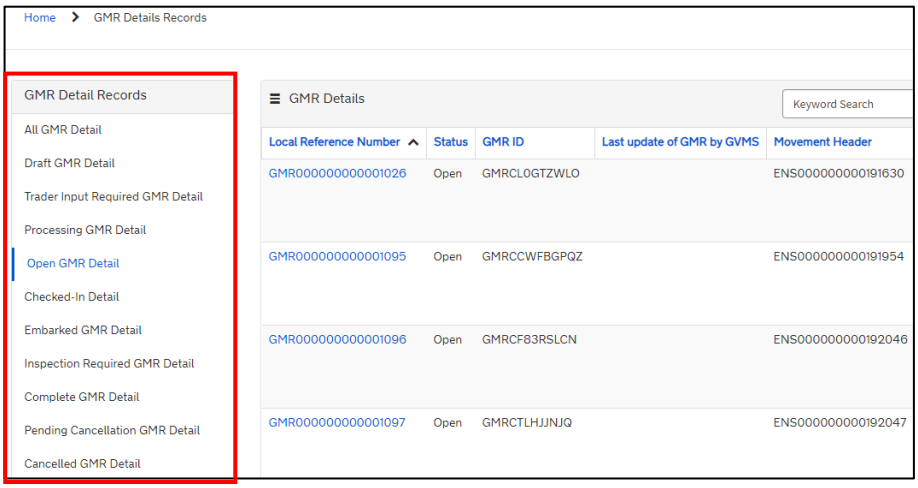
This will happen automatically but may account for a slight delay in the cancellation process while the TSS and GVMS systems exchange information.

When clicking on any of the status filters on the left-hand navigation, you are provided with a breakdown of details for each GMR in that status, for instance the screenshot below shows GMRs in 'Open' status (or 'Ready to Check In'). This, along with any GMRs in the status 'Trader Input Required', will be those you will access most often. Always check if there are any GMRs in status 'Trader Input Required', as they will need urgent attention to keep your goods moving.

You should visit the **GMR Detail Records** page periodically to check if any movements require inspection. More details on inspections can be found in the Checking inspection status through the TSS Portal section of this guide.



3.3.2 Getting your GMR barcode from the GMR dashboard

Once the GMR has been created within TSS and the GMR status has moved to 'Open', you can access the barcode for the GMR. There is no need to access the GVMS portal to get your barcode. TSS actively discourages you from mixing use of the GVMS portal and the TSS Portal for GMRs – if you created and/or updated the GMR in TSS, then you should use the TSS Portal to get your barcode.

You can access an Open GMR by going to the movement via the **GMR Details Records** and selecting the **Local Reference Number** of the GMR reference in 'Open' status. Once in the GMR Record, select the Generate GMR button at the bottom of the page. You can also access the GMR Record from the declaration itself, as described in the Getting your GMR ID and GMR Barcode ID section of this guide.

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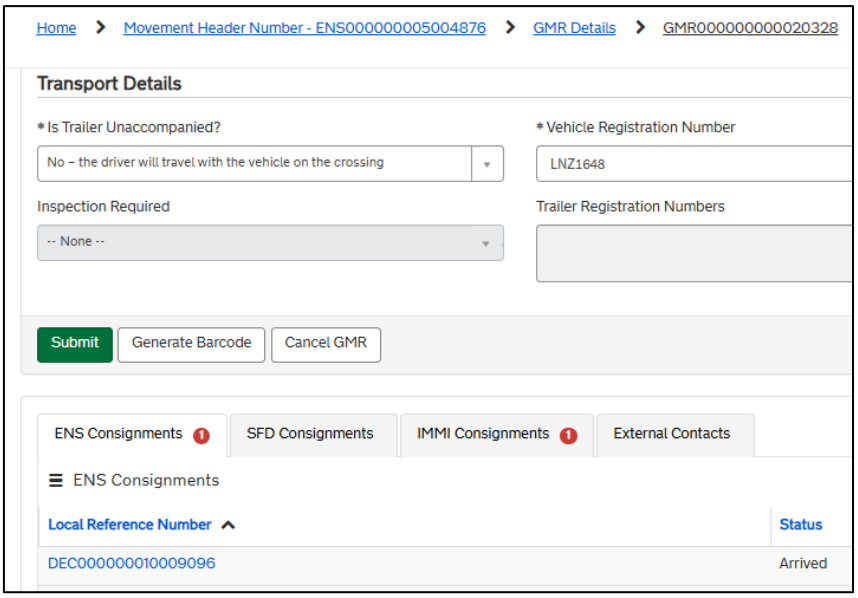

Updating submitted GMRs

You can update submitted GMRs that are in the status:

- 'Trader Input Required'
- 'Open'

You will access the Open GMRs in order to:

- Check or update the transport details

  and/or

- Update the authorised consignments included in the GMR

  Consignments will update automatically providing the 'Auto-update GMR' function is authorised as described in the Create a GMR for your goods movement using the GMR automated process within TSS section of this guide.

3.3.3 Checking inspection status through the TSS Portal

The haulier and the external contacts added to the account can check the 'Inspection Required' status in the TSS Portal to help alert the driver should any inspections be flagged.

If any of your GMRs require inspection, you will see a banner on the GMR details screen warning you of this. This should prompt you to click on and expand the **Inspection Required GMR Detail** filter on the left-hand side of the page.

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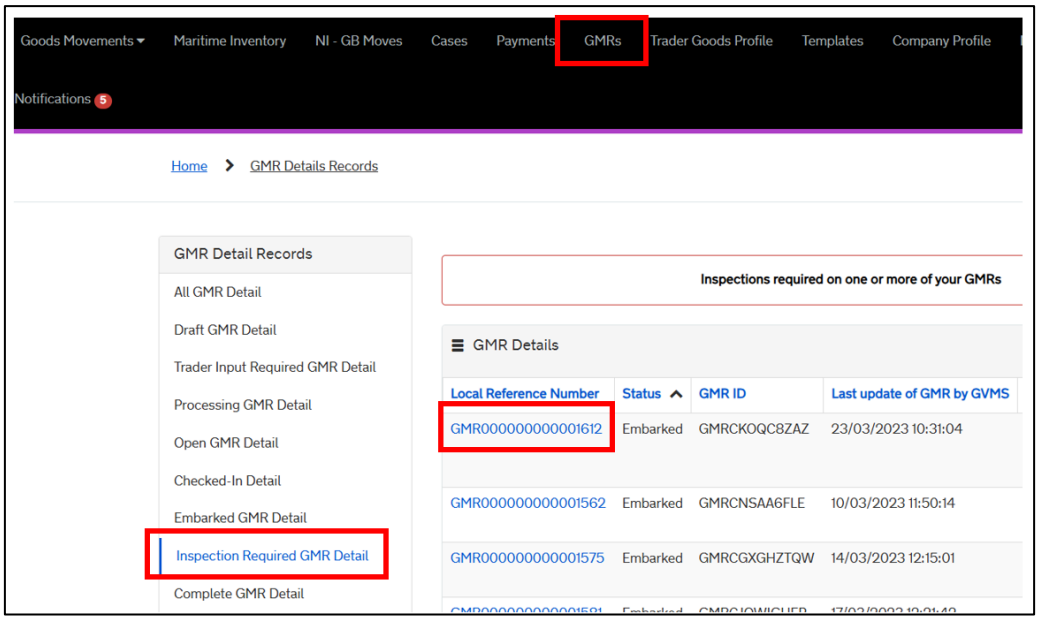
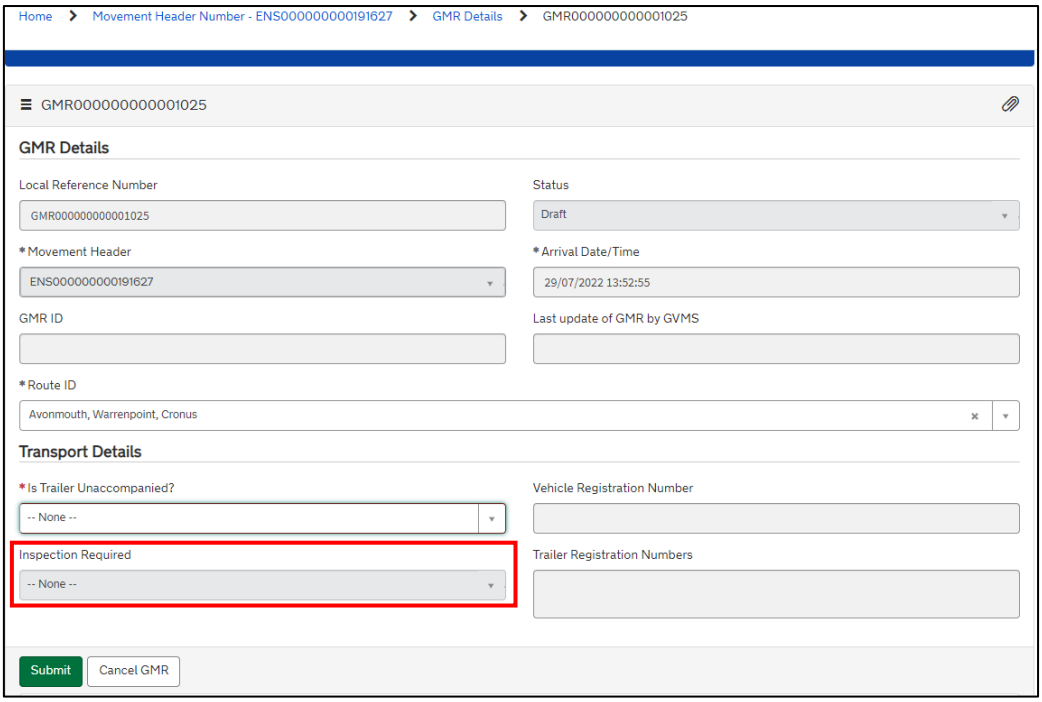


Any inspections that are required will be flagged on a GMR after it enters 'Embarked' status. If you click on the **Local Reference Number**, you will open the page with the **GMR Details** for that movement. In all statuses there is a field called **Inspection Required**, which appears in the **Transport Details** section of a **GMR Details** page:



If an inspection is not required, the field **Inspection Required** will show 'No' or 'None'.

However, if an inspection is required, the field will display 'Yes', meaning the shipment requires an inspection at arrival in a port in NI:

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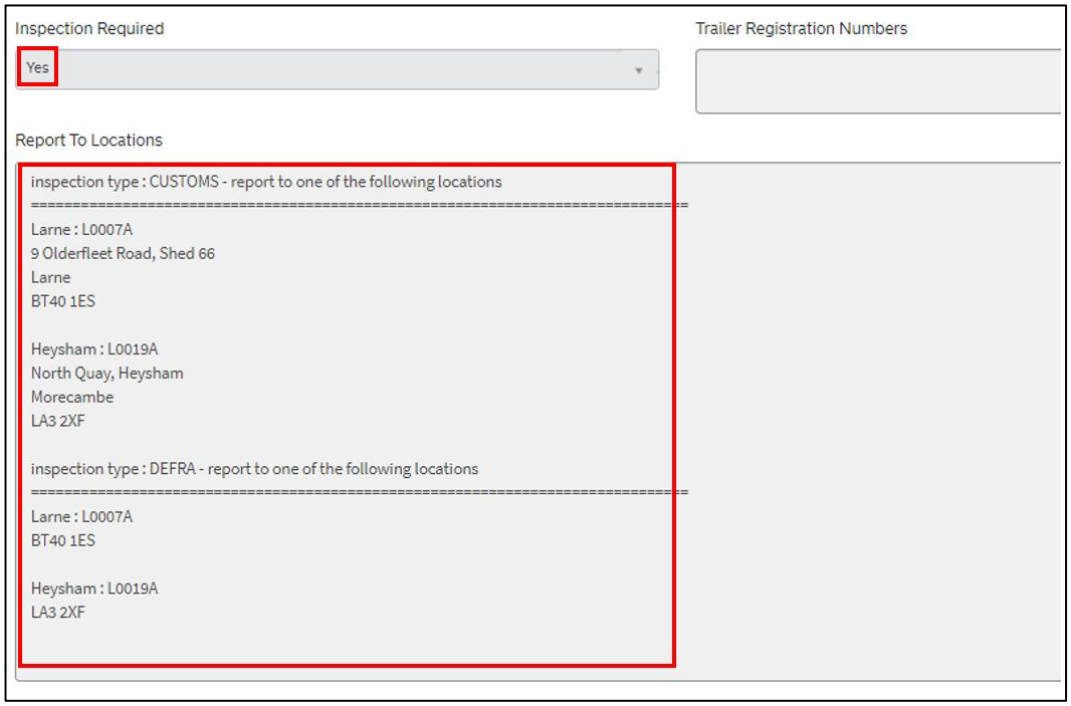
When the GMR moves to 'Completed' status, the **Inspection Required** field will revert to 'None' regardless of whether the shipment has been called for inspection or not.

If the **Inspection Required** field displays 'Yes', a **Report to Locations** field will appear listing which authority has requested the inspection, with the address of the inspection locations to be attended.

It is possible your movement may be called for more than one inspection. If the **Report to Locations** field displays multiple inspection types, then the shipment would need to attend both locations for each inspection in the order displayed:



A red box with a message will also pop up on the page:

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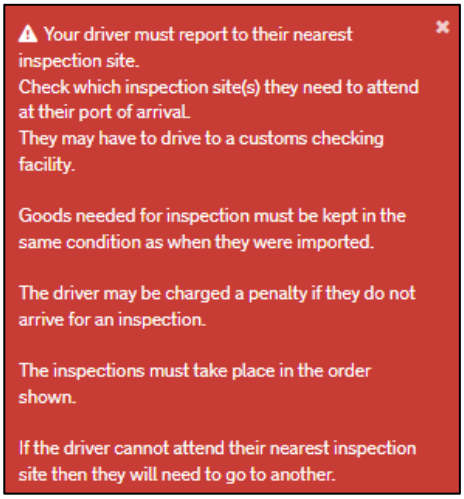
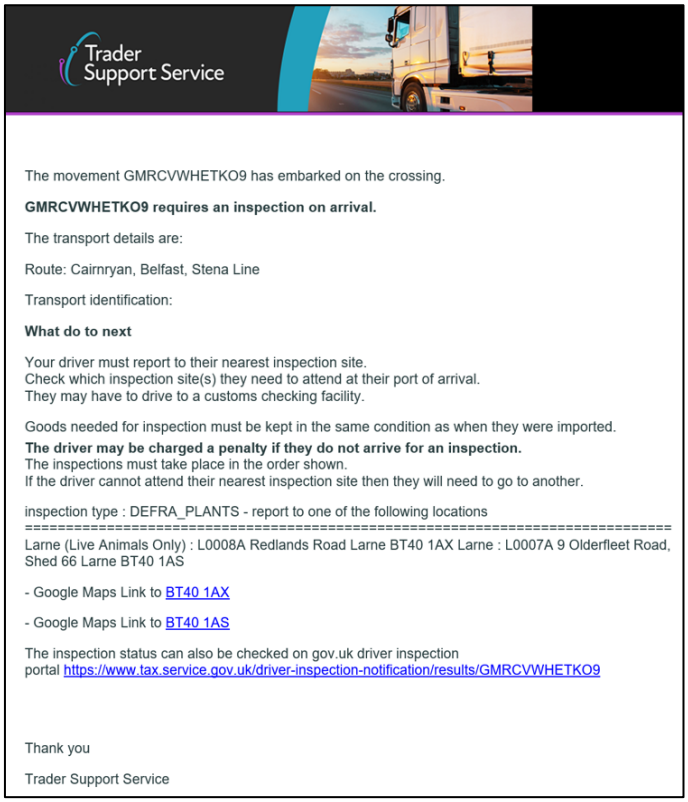


The information is presented to help you inform the driver of the inspection and you may relay all the information on this screen to the driver. **It is still the driver's responsibility to check if inspections are required. You should make sure that the driver knows how to check for inspections before the shipment departs.**

If you have added the haulier and/or driver to the **External Contact** field in the **GMR Detail Records**, they will receive an email notification if your GMR is called for an inspection. Within the body of the email, they will be provided with all the details relating to the inspection, such as the agency requesting the inspection and the location for the inspection. An example of the email is shown below:



The movement GMRCVWHETKO9 has embarked on the crossing.

GMRCVWHETKO9 requires an inspection on arrival.

The transport details are:

Route: Cairnryan, Belfast, Stena Line

Transport identification:

What do to next

Your driver must report to their nearest inspection site.
Check which inspection site(s) they need to attend at their port of arrival.
They may have to drive to a customs checking facility.

Goods needed for inspection must be kept in the same condition as when they were imported.
The driver may be charged a penalty if they do not arrive for an inspection.
The inspections must take place in the order shown.
If the driver cannot attend their nearest inspection site then they will need to go to another.

inspection type : DEFRA_PLANTS - report to one of the following locations
==========
Larne (Live Animals Only) : L0008A Redlands Road Larne BT40 1AX Larne : L0007A 9 Olderfleet Road, Shed 66 Larne BT40 1AS

- Google Maps Link to BT40 1AX

- Google Maps Link to BT40 1AS

The inspection status can also be checked on gov.uk driver inspection portal https://www.tax.service.gov.uk/driver-inspection-notification/results/GMRCVWHETKO9

Thank you

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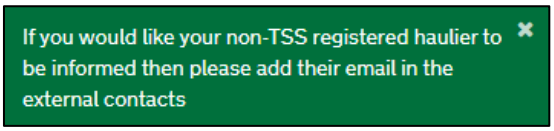
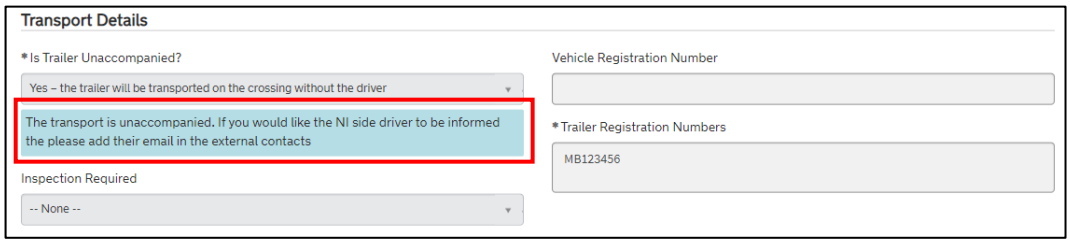
3.4 Notifications to non-TSS registered contacts for details of a GMR

You can decide who should receive details for GMRs, such as the **GMR ID**, barcode, status updates and inspection notifications.

If the **Goods Movement Header** connected to the GMR has a **Carrier EORI** not registered on TSS and no **Haulier EORI** is entered, or the **Haulier EORI** is provided but is also not registered on TSS, then this green pop-up is displayed in the relevant **GMR Detail Records**:



In addition to the above messaging, you will also receive a prompt to add an external contact if you are moving an unaccompanied trailer. This will appear below the **Is Trailer Unaccompanied?** field of the Transport Details section of the **GMR Detail Records**:



This is to highlight the function that allows you to add contact details of a NI-based driver who will be collecting your trailer and will need to check if the movement has been called for an inspection.

Note: If your trailer is accompanied, then no messaging prompt will be displayed.

To add contact details for a non-TSS registered party into a GMR, you need to access the **External Contact** box at the bottom of the **GMR Details** page:

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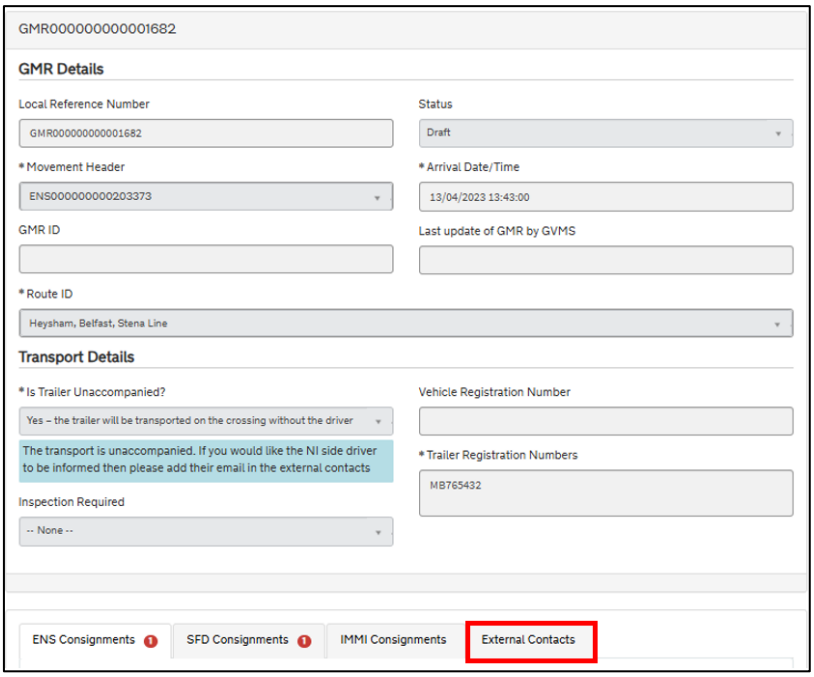
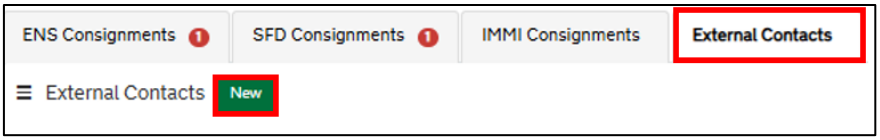


It is not mandatory to add a contact to the related **External Contact** field.

The **External Contact** field is only editable when the **GMR Details** record is in the following states: 'Draft', 'Open', 'Trader Input Required' or 'Checked In'.

The **External Contact** details are visible to the submitter of the GMR and any contacts on the submitter account. They will not be visible to any other parties on these accounts who have 'read only access' to the GMR, including those agents/intermediaries acting as the account holder.

To enter contact details, click on the **External Contact** button and then press **New** to open a new window:



Then enter the **Contact Email** address:

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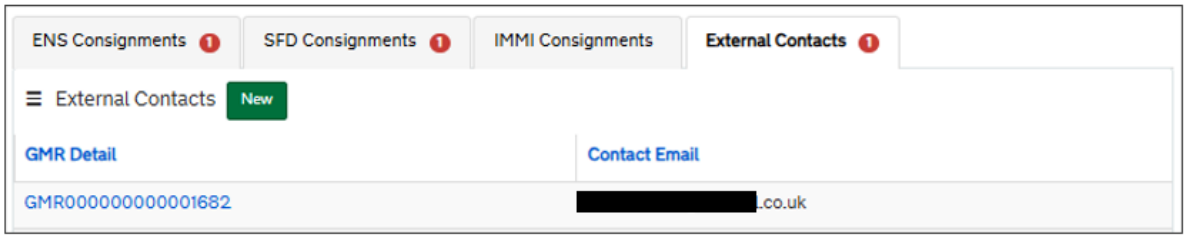
Then click **Save (Ctrl + s)** to confirm the details.

Once you've saved the details, the contact will appear in the **External Contact** list for the relevant GMR. The user can then add additional contacts by creating a further new entry:



Emails will be issued to the external contacts when an 'Open' GMR's transport details change. So, if any of the following change, an update with the new details will be issued:

- The **Route ID**
- Whether the movement is 'Accompanied' or 'Unaccompanied'
- The **Vehicle Registration Number**
- The **Trailer Registration Number**

The email will list any change and will also include the **GMR ID** and a PDF of the barcode, plus a link to Check if you need to report for an inspection on GOV.UK.

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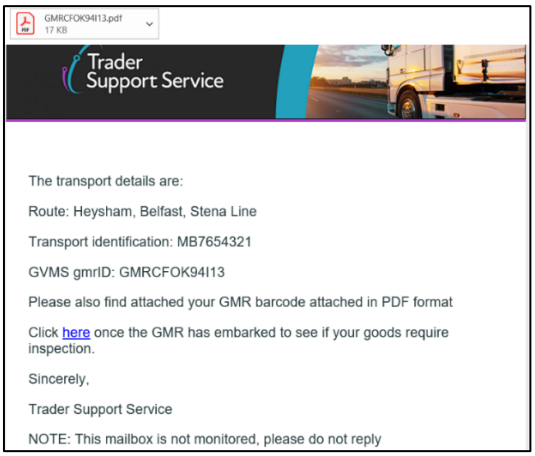
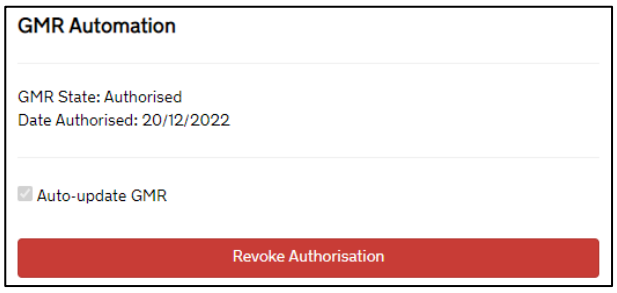


This is to ensure any relevant external contacts receive all the key details for a GMR.

An email will also be sent if the GMR transitions to 'Pending Cancellation' prior to being cancelled. If the GMR moves into a state of 'Inspection Required', then an email will be sent to confirm the need to attend an inspection and provide all the details relating to that inspection – for example, the agency requesting the inspection or the location.

3.5 Revoke authorisation for TSS to use GMR automation

If you wish to revoke the authorisation for TSS to use GMR automation, you can navigate to the Company Profile and follow the steps below. You will then no longer be able to create GMRs through the TSS Portal and should access the Goods Vehicle Movement Service on GOV.UK to update current GMRs or create new ones:



On selecting **Revoke Authorisation** in your **Company Profile**, confirm your choice on the pop up.

The options are **Confirm** or **Cancel**:

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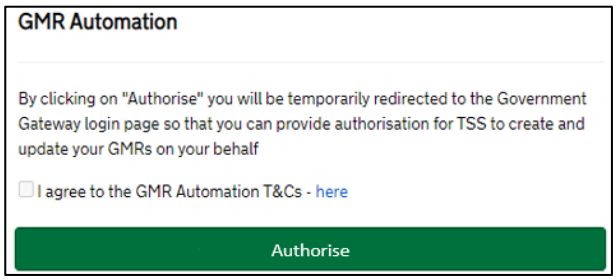
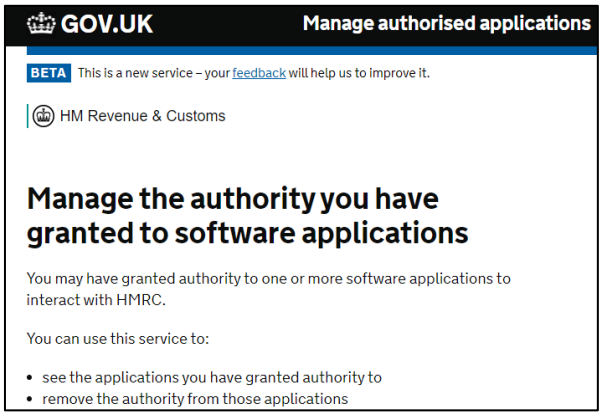
If you select **Cancel**, you will be returned to the **Company Profile** page with no action or status changed.

By selecting **Confirm**, the authorisation will be reversed, and the authorisation status will return to **Authorise**. Any stored GMRs created prior to revoking will remain in TSS, which users can view but not create any new GMR records. If you need to view a GMR after revoking the function, contact TSS by raising a case using the 'Get Help' facility. By revoking authorisation, you will also cancel the 'Auto-update GMR' function. If you wanted to re-authorise this function, you need to re-activate 'GMR Automation':



You will be taken to a new window for the Government Gateway to revoke the permission you granted to TSS via Manage the authority you have granted to software applications on GOV.UK.

Once you have followed the link above you will presented with this screen:



Click **Continue** to move to this screen:

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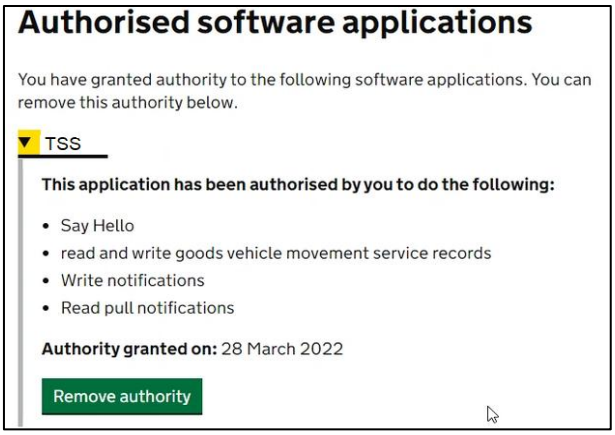
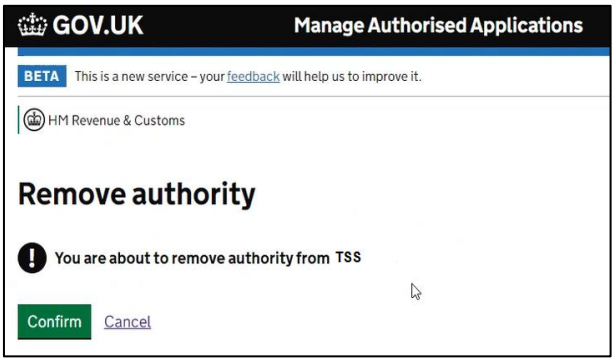
Again, click **Continue**:



Click **Remove authority** to move to this screen:



When you click **Confirm** you will see this confirmation screen:

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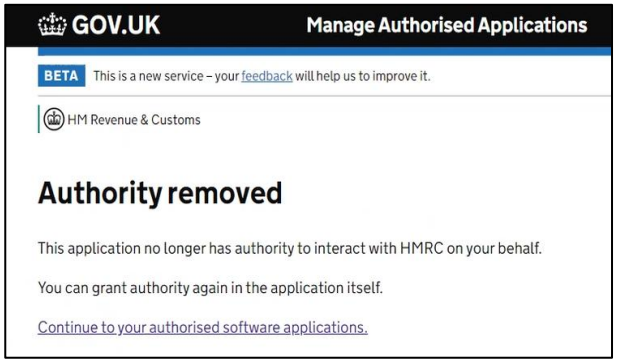

At this point you will have revoked the GMR authorisation that had been granted to TSS.

4 Step-by-step GMR creation via the GVMS System

4.1 What information do I require to create a GMR in the GVMS system?

To create a GMR using the GVMS service, the transport details and declaration references generated on TSS are required. These details need to be entered manually into the GVMS system. The details required are as follows.

4.1.1 Movement Reference Number (MRN)

The MRN is a declaration identification number that is created each time a declaration is submitted for importing or exporting goods. The number generated is bespoke, allowing your goods to be uniquely linked to your movement. As such, it forms an important part of the audit process for your declarations.

Creating a goods movement in TSS will generate an Entry Summary Declaration MRN and a Simplified Frontier Declaration MRN or IMMI MRN.

Note: You will not receive a Simplified Frontier Declaration MRN or IMMI MRN if you are completing an Entry Summary Declaration **only** movement. If you have chosen to create an Entry Summary Declaration only because the importer is completing a Full Frontier Declaration in the TSS Portal or another customs declaration outside of the TSS, you will need to obtain the MRN from the importer to generate the GMR on GVMS.

For an EIDR movement (non-controlled goods), an Entry Summary Declaration MRN and the 'TSS EORI number' (which acts as a Simplified Frontier Declaration MRN) will be generated.

The Entry Summary Declaration MRN and the Simplified Frontier Declaration MRN (controlled goods) or IMMI MRN are required to generate a GMR on GVMS.

TSS email

Once a goods movement is successfully submitted on TSS and has achieved 'Authorised for Movement' status, TSS will send an email. This will contain the appropriate MRN references

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for the Entry Summary Declaration and the respective Simplified Frontier Declaration (when using the TSS Simplified Procedure) or IMMI (if completed pre-movement) under the simplified processes for Internal Market Movements.

For more information on how to complete Entry Summary Declarations on TSS, see the ENS Step-by-step guide: Standard Process and Consignment First Process guide on NICTA.

The Entry Summary Declaration MRN will begin with the year it was generated (for example, 22 for 2022), followed by 'XI'.

For EIDR movements, TSS will provide the relevant EORI number as the 'SFD MRN'.

For Simplified Frontier Declarations, TSS will provide the 'SFD MRN' and for IMMI, the CDS Movement Reference Number (MRN).

Note: For EIDR movements, the Trader EORI, Local Reference Number (LRN) and Procedure Code are required on the GMR to meet Notice of Presentation (NOP) requirements. All required information will be sent via the TSS email notification.

4.1.2 Customs declaration MRN or IMMI MRN

Your customs declaration reference (for example, Simplified Frontier Declaration MRN or Full Frontier Declaration MRN or your IMMI MRN) will be sent by TSS via email. This will happen once your customs declaration or IMMI has been successfully submitted on TSS and is in 'Awaiting Arrival' status.

For more information on how to complete the above declarations, see the following guides on NICTA:

- Entry Summary Declaration: Step-by-step guide
- Full Frontier Declaration: Step-by-step guide
- Simplified processes for Internal Market Movements – Introduction Guide

4.1.3 If you have not received an email from TSS for the goods movement MRN/EORI

If you have not received a customs declaration email for your goods movement containing an MRN/EORI, this could be for one of the following reasons:

- **The declaration requires input before being authorised for the movement (for example, resolving an error code or making a payment for the Full Frontier Declaration)**

  Solution: Return to the TSS Portal to check and amend information before moving the goods. You can review the declaration (Simplified Frontier Declaration/Full Frontier Declaration) to correct any errors.

- **The importer is not registered with TSS**

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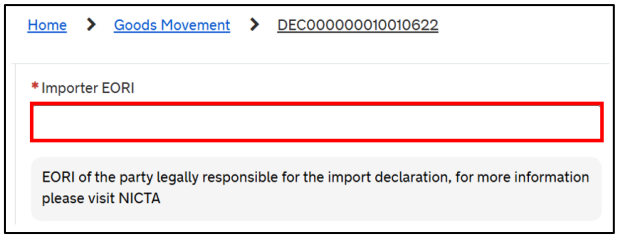
Solution: As a haulier you should ensure your trader is TSS registered, or that they will submit their own import declarations (outside TSS) and provide you with an MRN directly.

Note: TSS will validate whether the importer is registered on TSS through the mandatory field **Importer EORI** entered on the Goods Movement form. The haulier should ensure this field reference is accurate and compliant (see guidance about obtaining EORI numbers on GOV.UK):



If the importer does not have a valid EORI registered in TSS, the haulier must submit an **Entry Summary Declaration Only** declaration and the importer must complete the required customs declarations or IMMI record outside of TSS.

If a trader submits (outside of TSS) their own import declaration for the consignment, the carrier will require the import declaration MRN directly from the trader before moving.

You must not move any consignments unless you receive a Simplified Frontier Declaration or an IMMI record under the simplified processes for Internal Market Movements notification email from TSS, confirming that your goods in the consignment are 'Authorised for Movement'.

5 Create a GMR directly in the GVMS system

You can create a GMR directly in the GVMS system, though **this will require carrying over information from your TSS declaration manually to the GVMS portal**. You will need to create a GMR in GVMS if you have an Entry Summary Declaration, IMMI consignments or Simplified Frontier Declaration consignments that have been created outside of TSS.

You should not use both the TSS and GVMS portals to generate GMRs for one movement – use only one portal. Details on how to create a GMR under this scenario are as follows:

5.1 Access the GVMS system

1. Navigate to the Goods Vehicle Movement Service on GOV.UK and scroll down the homepage to the **Start Now** button under the **Get a goods movement reference** heading:

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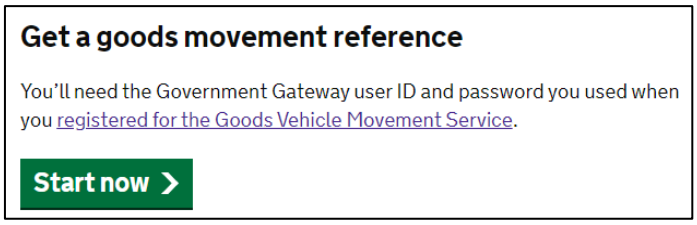
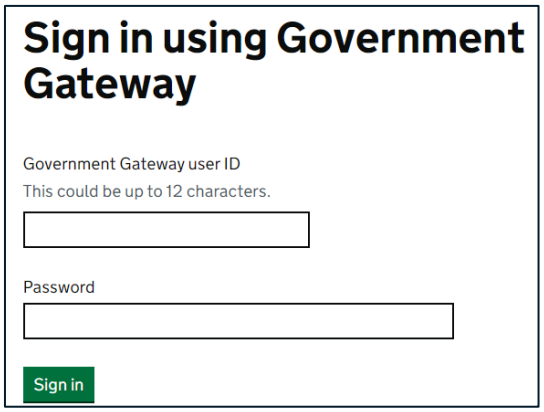


2. Click the **Start now** button and sign into the GVMS portal using your Government Gateway user ID and password:



5.2 Create and edit a new GMR form

Once signed into your GVMS account, you will see your GMR dashboard and a list of all the GMRs you have created to date.

To create a new GMR, click the **Create a new GMR** button.

If you would like to edit an existing draft GMR, click the blue **Goods movement reference ID** of the relevant GMR.

After pressing the **Create a new GMR** button, select and confirm the direction of your movement. Selecting and confirming the direction of movement will create a draft GMR, which you must then update with information about the movement.

5.3 Provide movement details

To add details of your movement you should follow the steps on GVMS, where you will be required to add specific details to each section. The guidance below outlines what information is required to complete each section. There are 4 sections:

Section 1: About your crossing – click on the 'Select the planned route' hyperlink and input details of the route you or your driver will take when moving the goods. You will need the port of departure and the port of arrival to complete this section.

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Section 2: About your vehicle – you can provide information about the vehicle being used to move your goods.

If the vehicle is being accompanied by a driver, you will need the vehicle registration number and the trailer registration number (optional).

If the driver is not accompanying the load, instead of the vehicle registration number you will be asked to confirm if the vehicle is being loaded by RoRo, with the trailer being driven onto a ferry, or Load on Load off (LoLo) – for a container being lifted onto a vessel. You will then need to provide the **Trailer number** if RoRo or the **Container reference number** if LoLo.

Section 3: Customs declarations – once you confirm if the vehicle contains goods and if it is moving under a transport contract, you will need to choose the type of declaration you need to add to your GMR.

You will need to add the declaration references, both Entry Summary Declaration and customs declaration or IMMI under the simplified processes for Internal Market Movements, for each consignment being moved.

The selection that you make depends on what reference information TSS has provided you with in the email correspondence described in the What information do I require to create a GMR? section of this guide:

- Select the 'Entry in Declarant's Records (EIDR)' option if the email you received from TSS contains a Simplified Frontier Declaration MRN starting with the letters 'XI'

  If the goods are 'at risk' of entering the European Union (EU), you will also need to enter the Procedure Code that is provided on the email received from TSS.

- Select 'Customs declaration' if the email you received from TSS contains a Simplified Frontier Declaration MRN starting with two numbers, for example '25'

  If you have completed a Full Frontier Declaration, which is independent of the Entry Summary Declaration, you should also choose this option.

- Select 'Transit declaration' if you are moving goods via Transit and have been issued with a Transit Accompanying Document (TAD)

  You will need your Transit LRN which can be found within the TSS case for your Transit movement or received via an email from TSS. This will need to be presented to the Office of Departure (at the port or nearby) to be converted to a TAD and Transit MRN. The MRN starts with the last 2 digits of the specific year – for example 22GB for 2022 – and is printed below the barcode on the top right of the TAD.

After adding either the customs declaration, EIDR or Transit declaration, you will need to enter the MRN(s) of the Entry Summary Declaration.

If you have one MRN for your declaration, select 'Yes' to the question 'Do you have one ENS Movement Reference Number (MRN) that is only for this Customs declaration?'

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If you have multiple MRNs for your declaration, select 'No'. This will take you to another screen to select from a list of reasons why you wish to enter multiple MRNs:

- There is more than one Entry Summary Declaration MRN covering the goods in this customs declaration
- The Entry Summary Declaration MRN covers multiple declarations in the GMR
- The Entry Summary Declaration has not been submitted yet
- The goods are exempt
- Other

Note: For the other options – 'TIR Carnet', 'ATA Carnet', 'Oral by conduct declaration' and UK Carrier (UKC) Scheme – see Appendix 1 of this guide.

Section 4: Safety and security requirements – you can add additional Entry Summary Declaration MRNs to your GMR that have not been added to the declarations section

If adding the MRNs individually, enter the reference(s) when prompted. If uploading a file, press **Choose File** to select your local file to upload.

5.4 Adding consignment information

If you are moving multiple consignments within the same vehicle, you will need to add each to the GMR. To do this, click the 'Add another declaration' link and repeat the steps outlined in the section above to input the relevant declaration information.

Note:

- Each consignment added should reference the unique EORI or MRN in the customs declaration or IMMI email you received
- You need to add an Entry Summary Declaration reference for every consignment
- You can attach more than one Entry Summary Declaration number to the same Simplified Frontier Declaration EORI

5.5 Adding non-TSS consignments

If you are also carrying goods under declarations not processed by TSS, you must include all these declarations separately on the GMR.

Note: If you have created a GMR via TSS and need to add non-TSS consignments, then this GMR needs to be cancelled within TSS. You should create the GMR for these types of loads directly on GVMS.

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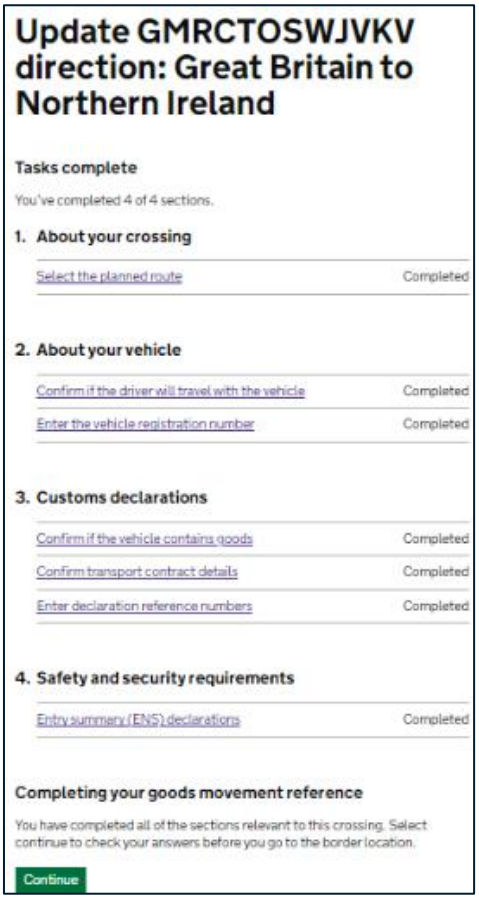
Depending on the movement type, you will need to add the relevant declaration or IMMI to the GMR for each additional consignment. This could include customs declaration MRNs, Transit Declaration MRNs, IMMI MRNs, TIR Carnet or ATA Carnet.

For each type of movement, you will also need to add the relevant Entry Summary Declarations.

5.6 Finalising and submitting the draft GMR

Once all your consignment declarations have been added to the draft GMR, click **Continue**.

You will now see the following screen and can review your GMR:



Once you are happy that you have inputted all the required information correctly on the draft GMR, click **Continue**. Here, you can review your answers and if correct, click **Finish**.

5.7 Receiving your GMR number and barcode

You will now receive your GMR number and barcode:

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You must have a GMR number and barcode to move goods from GB to NI by RoRo. You will be required to present both at the port before your vehicle can embark the ferry.

If you do not accurately complete this process by providing the correct MRNs and EORI for your consignments, your goods will not be marked as arrived. **In this instance, TSS will not begin the Supplementary Declaration process for those moving goods on a Simplified Frontier Declaration and will not mark the declaration as closed for those moving goods on a Full Frontier Declaration**.

Note: As you need to present your GMR number and barcode at the port for scanning, it must be either:

- Printed
- On a smartphone

5.8 Checking inspection status through GVMS

Hauliers/drivers should use GVMS to check whether their shipment requires an inspection. To do so, they will need to select **Create or manage goods movement references (GMR)** in GVMS, then choose **Check if a GMR needs an inspection** and enter the GMR for the movement. It is important the check is made before shipment leaves the port in NI.

If an inspection is required, the GVMS screen will advise where the goods need to be inspected. Hauliers/drivers must report to the appointed DAERA inspection site on their arrival in NI.

Contact details for inspection sites in NI are listed below:

- DAERA Belfast Port on 028 9037 8555
- DAERA Larne Port on 028 2826 0021
- DAERA Warrenpoint Port on 028 4175 3503

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6 I need to know more.

For assistance navigating the GVMS online portal, see Contact HMRC for help with questions about importing, exporting and customs reliefs at GOV.UK.

If you are a frequent user of GVMS, you can find more information on Goods Vehicle Movements API via the HMRC software developer page at GOV.UK. There are also commercial bulk upload solutions available on the market.

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

- How to use the TSS Portal
- Data guide: TSS declaration data requirements
- Internal Market Movement Information (IMMI) Data Guide
- Simplified processes for Internal Market Movements – Introduction
- Supplementary Declarations: Step-by-step guide
- Full Frontier Declaration: Step by step guide

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

7 Changes to guidance and policy

Last updated March 2026.

March 2026: Continuous Improvement.

November 2025: Updated changes to status criteria for submission of GMR.

September 2025: Updated screenshots from GVMS system and continuous improvement.

May 2025: Removal of Windsor Framework disclaimer.

March 2025: Windsor Framework updates.

January 2025: Updated to reflect changes in Movement Header behaviour.

September 2024: Updated to reflect changes in GMR Automation.

January 2024: Updated to outline how to generate a GMR in TSS through GMR automation or how to obtain the GMR, outside TSS, through the GVMS system.

October 2023: Updated to reflect DAERA changes to using GVMS for reporting to SPS Inspection Facilities.

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June 2023: Updated to reflect GMR Dashboard changes and to outline the process for providing email details in the GMR for an external user.

April 2023: Updates on GMR inspections through the TSS Portal.

February 2023: Updated to include GMR 'auto-update' feature and information for traders who use GVMS to create GMR details instead of TSS.

December 2022: Updated to include additional functional and service content, and to emphasise the option for GMR creation in TSS.

October 2022: Updated to reflect the new design of the TSS Portal and new email design.

July 2022: Addition of section on changes to guidance and policy. Addition of Change Log.

April 2022: General improvements to guide, including more granular step-by-step overview.

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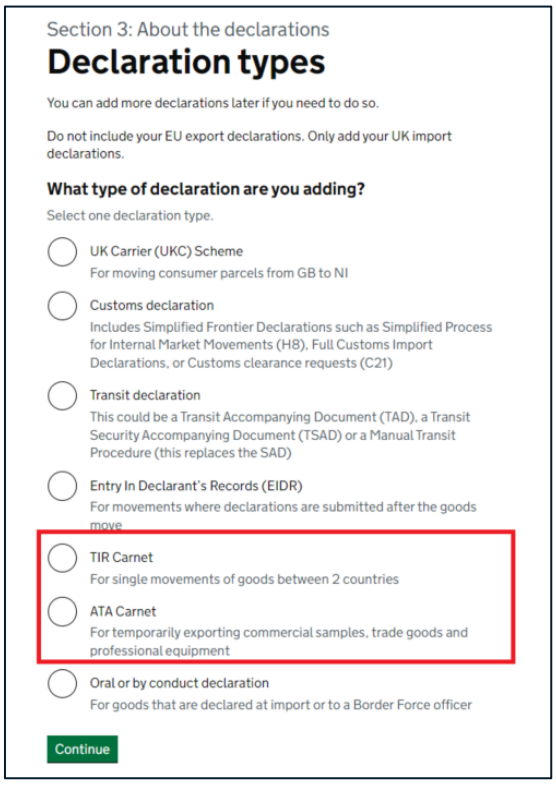
8 Appendix 1: GMRs for other types of declarations

8.1 TIR Carnet / ATA Carnet

For goods movements under TIR Carnet or ATA Carnet, Entry Summary Declarations are required. A carrier registered in TSS can create and submit an Entry Summary Declaration **only** in TSS.

When creating a GMR on GVMS, you will need the MRN for the Entry Summary Declaration and the TIR/ATA Carnet references in order to obtain the GMR.

Select the appropriate declaration (TIR or ATA carnet) in the GVMS portal:



8.2 Goods moved under a contract of transport or being declared orally / by conduct

Goods that are eligible to be declared orally or by conduct also require a GMR reference for the movement and an Entry Summary Declaration. A carrier registered in TSS can create and submit an Entry Summary Declaration only in TSS.

When creating a GMR on GVMS, you will need the MRN for the Entry Summary Declaration in order to obtain the GMR.

Select the 'Oral or by conduct declarations' option in GVMS when creating your GMR.

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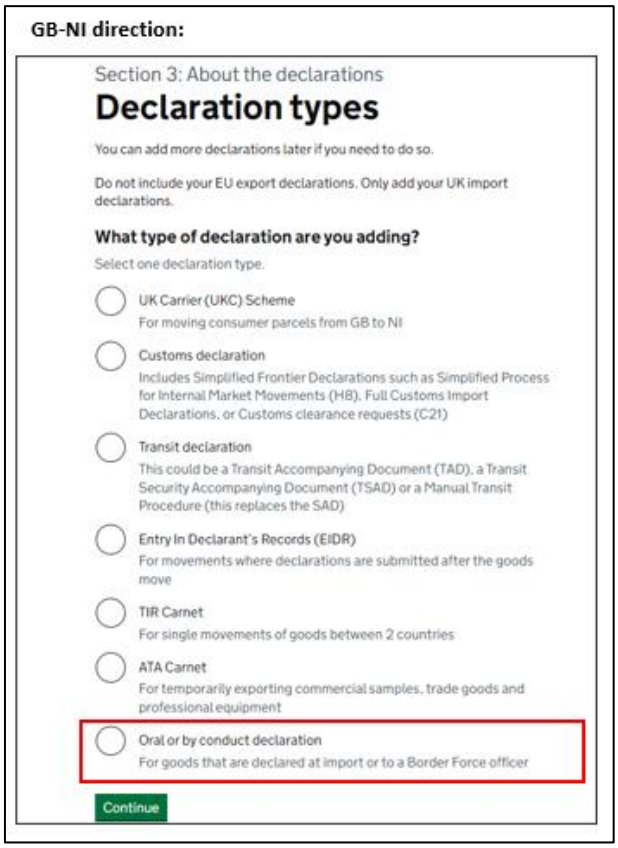

More information on goods that can be declared by an oral declaration or by conduct can be found in the List of goods applicable to oral and by conduct declarations on GOV.UK or in the Oral Declarations: Checklist for traders guide on NICTA.

8.3 UK Carrier (UKC) Scheme

If you are an express operator moving parcels using the UK Carrier Scheme, an Entry Summary Declaration is required. A carrier registered in TSS can create and submit an Entry Summary Declaration **only** in TSS.

When creating a GMR on GVMS, you will need the MRN for the Entry Summary Declaration and the MRN of the UKC declaration submitted to CDS in order to obtain the GMR.

Select the UK Carrier (UKC) Scheme in the GVMS portal:

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Section 3: About the declarations

Declaration types

You can add more declarations later if you need to do so.

Do not include your EU export declarations. Only add your UK import declarations.

What type of declaration are you adding?

Select one declaration type.

- UK Carrier (UKC) Scheme
  For moving consumer parcels from GB to NI
- Customs declaration
  Includes Simplified Frontier Declarations such as Simplified Process for Internal Market Movements (H8), Full Customs Import Declarations, or Customs clearance requests (C21)
- Transit declaration
  This could be a Transit Accompanying Document (TAD), a Transit Security Accompanying Document (TSAD) or a Manual Transit Procedure (this replaces the SAD)
- Entry In Declarant's Records (EIDR)
  For movements where declarations are submitted after the goods move
- TIR Carnet
  For single movements of goods between 2 countries
- ATA Carnet
  For temporarily exporting commercial samples, trade goods and professional equipment
- Oral or by conduct declaration
  For goods that are declared at import or to a Border Force officer

Continue

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