

TSS User Guides

Creating a Goods Movement Reference



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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 definition¹.

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 \(GVMS\)](#)**.

A GMR is required whether you are using a Full Frontier Declaration, the Trader Support Service (TSS) Simplified Procedure or the simplified processes for Internal Market Movements. If you are using the simplified processes, you will need to provide the Internal Market Movement Information (IMMI) before the movement.

You can use the TSS Simplified Procedure and then convert the post-movement Supplementary Declaration to an IMMI after the movement. In that case, the GMR process works in the same way as for the TSS Simplified Procedure.

The GMR is alphanumeric with a barcode that links together customs declarations or IMMI associated with a particular shipment. The GMR covers all the goods being moved within a particular vehicle or trailer.

Hauliers and carriers are required to provide a GMR for each commercial vehicle or trailer(s) that leaves GB for NI. The GMR proves that the necessary declarations have either been pre-logged (submitted prior to movement) or are not required for all the goods being moved.

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.

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.



2 How the GMR process works for the different goods movements

2.1 Simplified processes for Internal Market Movements

If you are moving your goods using the simplified processes, you will require the following Movement Reference Numbers (MRNs) to be able to generate a GMR for your goods:

- **Entry Summary Declaration MRN**

- An Entry Summary Declaration must be submitted, generating a safety and security declaration MRN
- An Entry Summary Declaration MRN **starts** with the **year** in which is generated, **followed** by the code **'XI'** (for example, the MRN will begin **24XI** if generated in **2024**)

Example: 24XIXXX...

- **IMMI MRN**

- The IMMI is required to be submitted prior to goods movements from GB to NI under the simplified processes arrangements
- When the IMMI is submitted an MRN is also generated

This MRN will start with the year the reference was generated, followed by the code **'GB'** (the MRN will begin **25GB** if generated in **2025**).

Example: 25GBXXX...0

2.2 Other NI goods movements

- **Entry Summary Declaration**

- An Entry Summary Declaration must be submitted, generating a safety and security declaration MRN

This MRN will **start** with the **year** the reference was generated, **followed** by the code **'XI'** (for example, the MRN will begin **24XI** if generated in **2024**).

Example: 24XIXXX...

- **A customs declaration:**

- If a Simplified Frontier Declaration or a Full Frontier Declaration has been submitted, an **MRN** is generated. This MRN will **start** with the **year** the reference was generated, **followed** by the code **'GB'** (for example, the MRN will begin **24GB** if generated in **2024**)

Example: 24GBXXX...



- If you make declarations in TSS that create an Entry In Declarant's Record (EIDR), which is the type of declaration used where non-controlled goods are being moved, an **Economic Operators Registration and Identification (EORI)** number is generated. **This EORI will start with 'GB'**

Example: GBXXXXXXXXXXXX

A full explanation of these different reference numbers and how they are generated is provided in the [What information do I require to create a GMR in the GVMS system?](#) section of this guide.

Each GMR contains details for a single crossing and can be used only once.

The carrier is legally responsible for the submission of safety and security information for the goods being moved to NI (pre-arrival), achieved through the submission of an Entry Summary Declaration. For Entry Summary Declarations, the carrier is defined as the operator of the active means of transport. This applies whether the Entry Summary Declaration is being used as part of the normal customs journey or as part of the simplified processes.

This declaration is separate from the customs declaration and contains the safety and security information about your goods. To find out when an Entry Summary Declaration is required, refer to [Making an entry summary declaration](#) on GOV.UK.

Once the GMR has been generated, 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.

Note: If you do not accurately complete this process by providing the correct 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 IMMI.

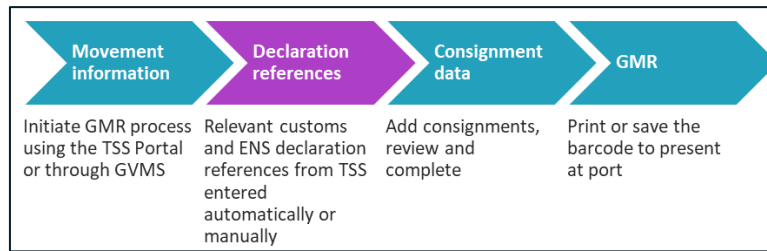
Note: For movements via other routes or directions, for example, in exceptional circumstances NI to GB, refer to [Moving qualifying goods from Northern Ireland to the rest of the UK](#) on GOV.UK for the specific declaration requirements

3 Overview of the process for creating a GMR

The first step that you should take to create a GMR is to [Register for the Goods Vehicle Movement Service](#) on GOV.UK.

A GMR can only be created through the GVMS system, whether directly or through TSS.

The diagram below provides a general overview of the process to create a GMR after the initial registration of the user on the GVMS system.



- The **Declaration references** step, highlighted in the diagram above in purple, is where data input accuracy is essential for completing the GMR process correctly

There are two processes for creating a GMR for TSS movements:

- **On TSS** – the automated GMR 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 data manually

We recommend the '**On TSS**' 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.

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

To be in scope for TSS GMR automation, the movements need to be:

- Entry Summary Declaration triggered Simplified Frontier Declaration journey and/or Entry Summary Declaration triggered IMMI
- RoRo (accompanied/unaccompanied) GVMS ports
- GB to NI only
- All consignments in a movement have been exclusively created in TSS

Movements that are classed as being out of scope are:

- Air shipments
- Inventory-Linked Port (ILP)
- Entry Summary Declaration only
- Full Frontier Declaration
- Standalone Simplified Frontier Declaration
- GB-NI-IE or GB-IE-NI
- Declaration by oral or conduct
- Any consignment with a submission to ICS2/Customs Declaration Service (CDS) outside TSS



For any of the above type of movements, use the GVMS portal.

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 HMRC's Goods Movement Reference service (the GVMS portal) or vice-versa. HMRC's Goods Movement Reference service is only designed to work with GMRs it creates itself.

For example, if a groupage load is being created with a mixture of TSS consignments and consignments created outside of TSS, they should not use TSS GMR automation. This is because accessing the non-TSS generated consignments in GVMS will present a different position for the GMR and any changes made in the GVMS will cancel changes made within TSS.

The following instructions will describe the process to create a GMR using the TSS GMR automation functionality.

4.1 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 can't use TSS to automate the production of your GMR.

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](#). Only the Primary Account holder is permitted to grant authority for GMR automation to TSS.

Note: If you are working as an agent with an Agent account in TSS, you are not able to 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.

Our RES ITUI API allows for system to system integration. It provides functionality that is similar to the portal. You will need your IT development team to create and configure your system to use the API. Full details will be provided upon registration.

[Change API account password](#)

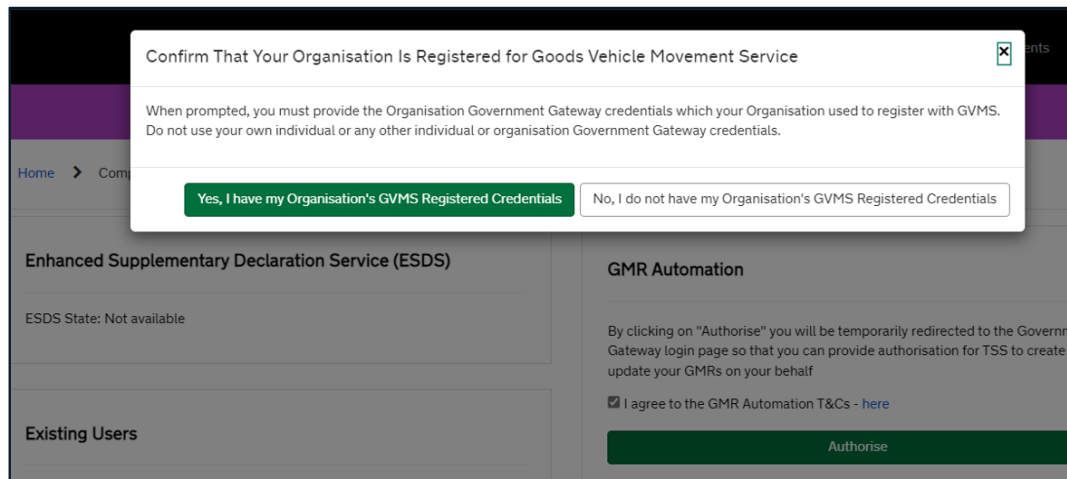
GMR Automation

By clicking on "Authorise" you will be temporarily redirected to the Government Gateway login page so that you can provide authorisation for TSS to create and update your GMRs on your behalf

☐ I agree to the GMR Automation T&Cs - [here](#)

[Authorise](#)

Once you tick the box accepting the T&Cs relating to TSS authorisation for this service (see the TSS [T&Cs](#)), you can 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.



If you answer [Yes](#), you will be taken through to the HMRC authorisation window. If you select [No](#), you'll be returned to your company profile page.

If you proceed, a new browser window appears with the HMRC authorisation window. Click [Continue](#).



You will be asked to sign into your Government Gateway account. Click [Sign into Government Gateway](#).



What you will need

You will need the correct Government Gateway user ID and password. For example, if you want to authorise VAT software, use your VAT Government Gateway user ID and password.

If you are a tax agent, [check you are using the right account \(opens in new tab\)](#).

You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents.

[Sign in to Government Gateway](#)

The user will be asked to sign in to the HMRC authorisation window using their organisation's GVMS credentials.

Sign in

Enter your User credentials to sign in.

User ID

Password

[Sign in](#)

Problems signing in

[Don't have](#) [User credentials \(opens in new tab\)](#)

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 the **Goods Movement Reference Service**.

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.



Allow your tax software to interact with HMRC

I give TSS permission to:

- Write notifications
- read and write goods vehicle movement service records

[Give permission](#)

[Do not give permission](#)

Your permission lasts 18 months. After that, you will need to give permission again. You can [remove permission at any time](#).

Contact TSS and ask to see their privacy policy and terms and conditions.

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:

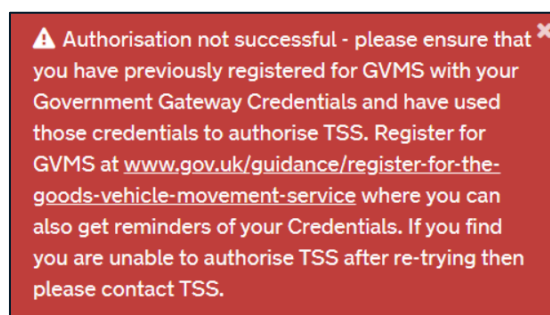
GMR Automation

GMR State: Authorised
Date Authorised: 20/12/2022

☒ Auto-update GMR

[Revoke Authorisation](#)

If you select [Do not give permission](#) you will get a red warning pop up message 'Authorisation not Successful' and later be redirected to your [Company Profile](#).



You can consult the [TSS Contact Centre](#) for support on 0800 060 8888.

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.



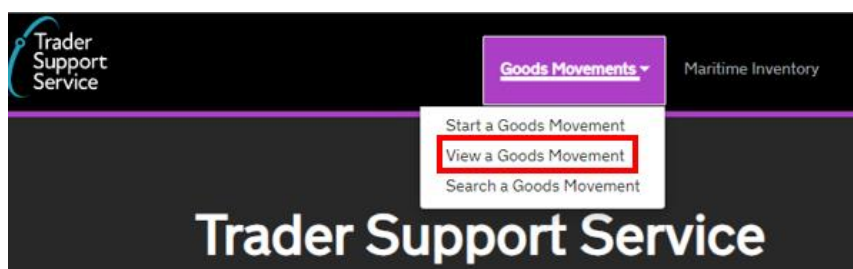
4.2 Create a GMR for your goods movement using the GMR automated process within TSS

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'

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**
- **Authorised Goods Movements**

or

- **Arrived/Cancelled Goods Movements**



[Home](#) > [View Goods Movements](#) Search all Goods Movements

In preparation for the simplified processes for Internal Market Movements (SPIMM), this page has been redesigned and some of the options in the list below have been renamed. Learn more at the [NICTA learning platform](#) about these changes and how they affect you.

View Goods Movement

Quick Filters

Pre-movement to-dos				Post-movement to-dos			
Entry Summary Declarations (ENS): Draft	Entry Summary Declarations (ENS): Input Required	Full Frontier Declarations (FFD): Input Required	Simplified Frontier Declarations (SFD): Input Required	Supplementary Declarations (SD): Draft	Supplementary Declarations (SD): Input Required	Supplementary Declarations (SD): Overdue	Supplementary Declarations (SD): Pending payment
4188	827	560	1584	6451	1232	7708	4

Select Type and Status to view Goods Movements and Declarations

Type	Status
Goods Movements (by movement)	Draft Goods Movements
Goods Movement (by consignment)	Trader Input Required Goods Movements
Internal Market Movement Information (by consignment)	Processing Goods Movements
SFD Declarations (by movement)	Authorised Goods Movements
SFD Declarations (by consignment)	Arrived/Cancelled Goods Movements
Supplementary Declarations (by consignment)	All Goods Movements
Post Movement Internal Market Movement Information (by consignment)	
Full Frontier Declarations (by consignment)	

In any of these movement categories, selecting an [Entry Summary Declaration Reference](#) on any of them (for example, ENS000000005005618) will open the respective page presenting a [Create GMR](#) button at the bottom of the page, where you will also see the list of your movement consignments and the status of each one:

[Cancel Declaration](#) [Create GMR](#)

ENS Consignments ¹ SFD Consignments IMMI Consignments ¹ GMR Details

ENS Consignments [New](#) [Associate Consignment\(s\)](#)

Local Reference Number	Trader Reference	Status	Client Job Number	Consignor EORI	Consignee
DEC000000010010586	ML-11173-003-004	Arrived	ENS000000005005618	XI000012340005	XI000

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**' or '**Draft**' 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:

2. The **Transport Details** screen 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.



Transport Details	
* Is Trailer Unaccompanied? Yes – the trailer will be transported on the crossing without the driver	Vehicle Registration Number
Inspection Required -- None --	* Trailer Registration Numbers AA2BBB

- 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).

Transport Details	
* Is Trailer Unaccompanied? No – the driver will travel with the vehicle on the crossing	* Vehicle Registration Number BV21NON
Inspection Required -- None --	Trailer Registration Numbers

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

Once it has been saved, the GMR can now be submitted, which will send all the GMR details along with any authorised or arrived consignments MRN details to GVMS. This GMR automation removes the need to enter in all your consignment MRNs.

GMR000000000001025	
GMR Details	
Local Reference Number GMR000000000001025	Status Draft
* Movement Header ENS000000000191627	* Arrival Date/Time 29/07/2022 13:52:55
GMR ID	Last update of GMR by GVMS
* Route ID Avonmouth, Warrenpoint, Cronus	
Transport Details	
* Is Trailer Unaccompanied? Yes – the trailer will be transported on the crossing without the driver	Vehicle Registration Number
Inspection Required -- None --	* Trailer Registration Numbers AA24 AAA
Submit Cancel GMR	

The **Submit** button will auto-add any consignments that are in the status of 'Authorised for Movement' or 'Arrived' when the **GMR Details** is in 'Draft' status.



The status of the GMR in TSS will momentarily change to 'Submitted' as shown below:

GMR000000000020208

GMR Details

Local Reference Number	GMR000000000020208	Status	Submitted
* Movement Header	ENS000000000002865	* Arrival Date/Time	14/09/2024 14:23:29
GMR ID	GMRCY7FFWHDZ	Last update of GMR by GVMS	10/09/2024 14:44:12
* Route ID	Heysham, Belfast, Stena Line		

Transport Details

Is Trailer Unaccompanied?	Yes - the trailer will be transported on the crossing without the driver	Vehicle Registration Number	
Inspection Required	-- None --	Trailer Registration Numbers	GMR123

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

GMR Details

Local Reference Number	GMR00000000001070	Status	Processing
* Movement Header	ENS0000000000191727	* Arrival Date/Time	29/07/2022 13:52:55
GMR ID	GMRCZ2MFWITP	Last update of GMR by GVMS	
* Route ID	Heysham, Belfast, Stena Line		

Transport Details

Is Trailer Unaccompanied?	Yes - the trailer will be transported on the crossing without the driver	Vehicle Registration Number	
Inspection Required	-- None --	Trailer Registration Numbers	GMR40B

ENS Consignments
SFD Consignments
IMMI Consignments
External Contacts

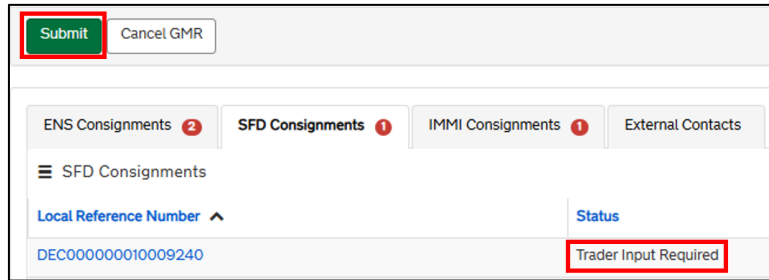
ENS Consignments

Local Reference Number	DEC000000000337204	Status	Arrived
------------------------	--------------------	--------	---------

If there are any consignments with the status 'Trader Input Required' then the following message will pop up:

TSS has detected SFD consignments associated with the Movement that are in Trader Input Required status. Please either fix and submit these and update the GMR or do not load them before leaving for the port

It would then be necessary to fix the consignments in **Trader Input Required**, then you will need to resubmit the consignment via the **Submit** button or not load them as part of the movement.



Submit Cancel GMR

ENS Consignments 2 SFD Consignments 1 IMMI Consignments 1 External Contacts

SFD Consignments

Local Reference Number ^ Status

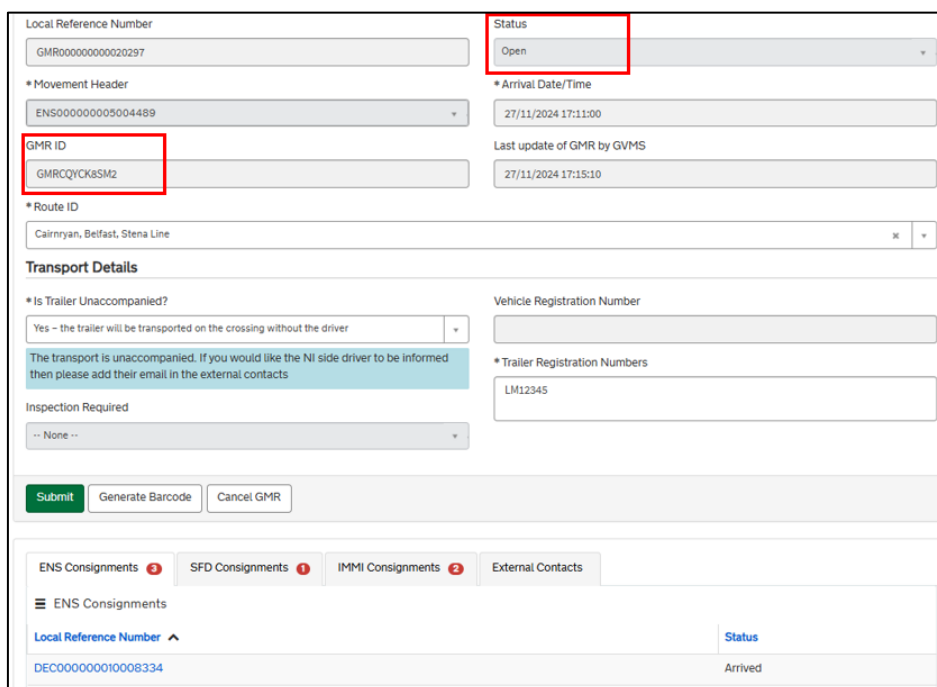
DEC000000010009240 Trader Input Required

If you refresh your browser screen the GMR will transition to 'Open'.

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 'Authorised for Movement' or 'Arrived', providing the GMR is in the status of 'Open'.

4.2.1 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.



Local Reference Number

GMR000000000020297

Status

Open

* Movement Header

ENS000000000004489

* Arrival Date/Time

27/11/2024 17:11:00

GMR ID

GMRCQYCK&SM2

Last update of GMR by GVMS

27/11/2024 17:15:10

* Route ID

Cairnryan, Belfast, Stena Line

Transport Details

* Is Trailer Unaccompanied?

Yes - the trailer will be transported on the crossing without the driver

Vehicle Registration Number

The transport is unaccompanied. If you would like the NI side driver to be informed then please add their email in the external contacts

* Trailer Registration Numbers

LM12345

Inspection Required

-- None --

Submit Generate Barcode Cancel GMR

ENS Consignments 3 SFD Consignments 1 IMMI Consignments 2 External Contacts

ENS Consignments

Local Reference Number ^ Status

DEC000000010008334 Arrived



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:

- Click the **Print/Save** button on the top right of the screen. This will open the system print dialogue on your device
- Select the printer or 'Save to PDF' option on the dialogue:



The TSS barcode will have the Trader Support service 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 the details 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's 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' must be remediated 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**'.

4.2.2 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 [Updating an already created GMR with newly authorised consignments](#) section of this guide for details.

If you change any of the details in TSS then you must click **Submit** to refresh the GMR within GVMS.

Here is an example of how you would update the vehicle registration number for a GMR that you had already created and submitted.

At this point the trader has changed the **Vehicle Registration Number** on the 'Open' GMR from 'ABC 123' to 'GM21NON'. Now, the trader clicks the **Generate Barcode** button in error before submitting the new GMR details.

Local Reference Number: GMR00000000020297

Status: Open

* Movement Header: ENS000000005004489

* Arrival Date/Time: 27/11/2024 17:11:00

GMR ID: GMRCQYCK8SM2

Last update of GMR by GVMS: 27/11/2024 17:15:10

* Route ID: Cairnryan, Belfast, Stena Line

Transport Details

* Is Trailer Unaccompanied?: No – the driver will travel with the vehicle on the crossing

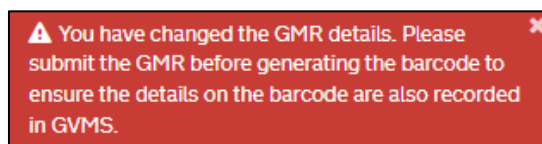
* Vehicle Registration Number: GM21NON

Inspection Required: -- None --

Trailer Registration Numbers:

Buttons: Submit, Generate Barcode, Cancel GMR

The error presented states:



This illustrates that changed details on the GMR must always be submitted in order to keep the GVMS system up to date with your GMR information. There is no 'Save' button on the screen. The only option to save the information on the screen is to click **Submit**. If you exit the screen without submitting the changed GMR details, then you will be presented with a warning that you are leaving the screen without saving the information. This will prompt you to either discard the changes or to return to the screen and submit the details.



4.2.3 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, **if you have already created a GMR and it is in a state of 'Open' or 'Trader Input Required'** then click the [Submit](#) button 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.

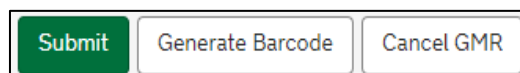
To avoid the task of resubmitting an existing GMR every time newly added consignments become authorised for movement (or move to TSS status 'Arrived' in exceptional circumstances) we strongly recommend you do not opt out of the 'Auto-update GMR' functionality.

4.2.4 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.

You would cancel a GMR if for some reason you wanted to restart the GMR creation and submission process where, for example, you had mistakenly mixed the use of the GVMS portal and the TSS Portal to create and/or update a GMR. In this case one or other of the GMRs would need to be cancelled. (As stated in the [GMR barcode](#) section of this guide, mixing the use of the GVMS portal and the TSS Portal for GMR management is not supported.)

Another scenario where you might cancel a GMR would be if your GMR had become stuck in status 'Trader Input Required' and you were unable to remediate this. We would suggest that in this situation you call TSS or raise a case using the 'Get Help' facility.



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'.

Beyond those states (Draft, Trader Input Required or Open) the [Cancel GMR](#) button is no longer visible.



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'. The system will check whether the **Goods Movement Header** has any associated consignments that are not in a 'non-cancelled' status. 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 Detail record** has the GMR in a status of 'Draft' then the status is updated to 'Cancelled'.

If the **GMR Detail record** has 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 checks provided do not pass or discover a non-cancelled consignment, then the status of the GMR will not be updated to 'Cancel'.

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' or 'Arrived' to pass the criteria.

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

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

If you click **Create GMR** and either of these apply:

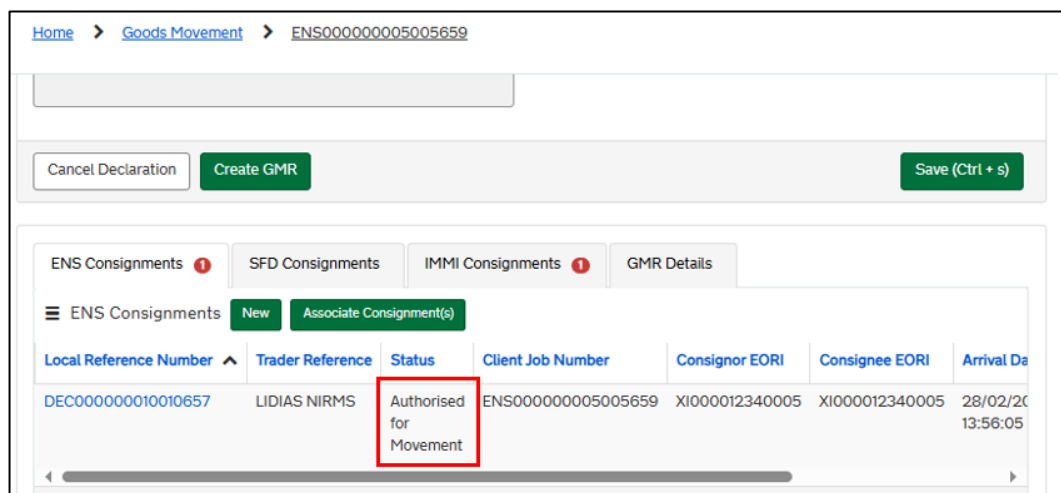
- No goods movement consignments are in a status of 'Authorised for Movement' or 'Arrived'
- The Simplified Frontier Declaration consignment related to the 'Authorised for Movement' or 'Arrived' goods movement consignment is not in a status of

‘Authorised for Movement’ or its EIDR is not in a status of ‘Authorised for Movement’ or ‘Arrived’

then the following error message is displayed:

⚠ No consignments in the movement are Authorised for Movement. Requesting a GMR for the movement is an invalid action in this case.

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



Home > Goods Movement > ENS000000005005659

Cancel Declaration Create GMR Save (Ctrl + s)

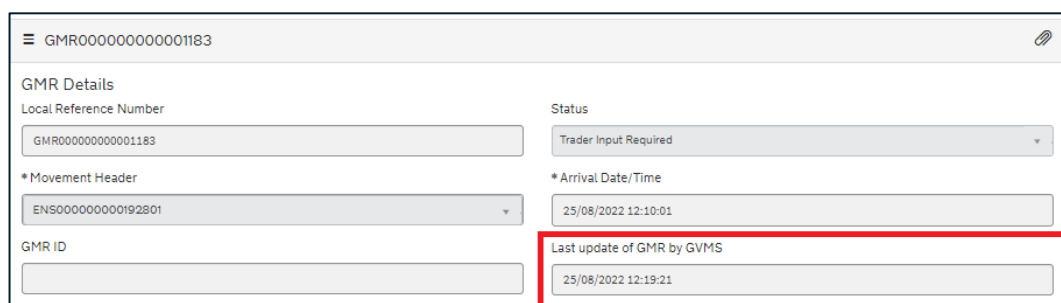
ENS Consignments 1 SFD Consignments IMMI Consignments 1 GMR Details

ENS Consignments New Associate Consignment(s)

Local Reference Number	Trader Reference	Status	Client Job Number	Consignor EORI	Consignee EORI	Arrival Date/Time
DEC000000010010657	LIDIAS NIRMS	Authorised for Movement	ENS000000005005659	XI000012340005	XI000012340005	28/02/2022 13:56:05

- 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.



GMR0000000000001183

GMR Details

Local Reference Number: GMR0000000000001183

* Movement Header: ENS000000000000192801

GMR ID:

Status: Trader Input Required

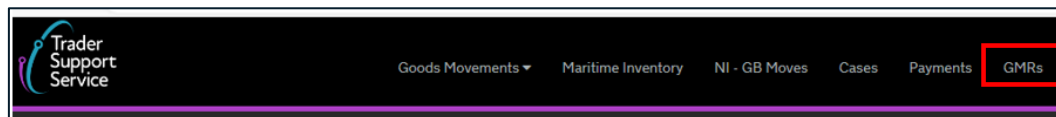
* Arrival Date/Time: 25/08/2022 12:10:01

Last update of GMR by GVMS: 25/08/2022 12:19:21

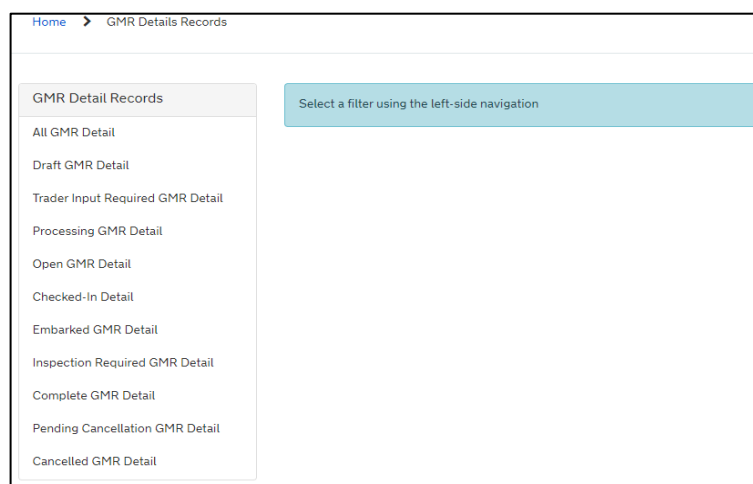


4.3 GMR dashboard including inspection notifications

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.

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

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 following screenshot 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.



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.

Home > GMR Details Records

GMR Detail Records

All GMR Detail

Draft GMR Detail

Trader Input Required GMR Detail

Processing GMR Detail

Open GMR Detail

Checked-In Detail

Embarked GMR Detail

Inspection Required GMR Detail

Complete GMR Detail

Pending Cancellation GMR Detail

Cancelled GMR Detail

GMR Details

Keyword Search

Local Reference Number	Status	GMR ID	Last update of GMR by GVMS	Movement Header
GMR000000000001026	Open	GMRCLOGTZWLO		ENS0000000000191630
GMR000000000001095	Open	GMRCWFBBGPQZ		ENS0000000000191954
GMR000000000001096	Open	GMRCF83RSLCN		ENS0000000000192046
GMR000000000001097	Open	GMRCCTLHJJNJQ		ENS0000000000192047

4.4.1 GMR Details

The GMR Tab in the TSS Portal contains a [GMR Details](#) section, which provides key data for each GMR reference:

GMR Details				Keyword Search	
Local Reference Number	Status	GMR ID	Last update of GMR by GVMS	Movement Header	Route Desc
GMR000000000001021	Open	GMRCWQFITZXH		SFD000000000142922	Cairnryan,

- The [Local Reference Number](#) (the TSS GMR internal reference) enables you to access the [GMR Details](#) page for that movement, and you are then able to edit that movement if it is in a state that allows editing
- The [Status](#) will indicate the current state of the respective GMR that has been requested
- The [GMR ID](#) is the reference issued by GVMS for your movement

This is the number that will provide access to the port/ferry. It will need to be communicated to the port either by data transfer, through the ferry booking, or communicated by the driver by presenting the GMR ID barcode at arrival at the port.

- The [Last update of GMR](#) by GVMS displays the date and time of the last GVMS update for the relevant GMR
- The [Movement Header](#) provides the reference for the shipment

By accessing the Entry Summary Declaration you can find all the details and consignments that relate to that [Movement Header](#).



- The **Route Description** details the route for the movement and the name of the ferry company
- The field **Is Trailer Unaccompanied?** confirms whether the movement is by an unaccompanied trailer or is an accompanied movement by truck with a driver

If the movement is unaccompanied this column will show 'Yes – the trailer will be transported on the crossing without the driver', and if it's accompanied it will state 'No – the driver will travel with the vehicle on the crossing'.

- **Vehicle Registration Number** will display the registration number of the vehicle that is being used for an accompanied movement
- **Trailer Registration Numbers** will display the trailer numbers that relate to the unaccompanied movement

Local Reference Number	Status	GMR ID	Last update of GMR by GVMS	Movement Header	Route Description
GMR000000000001048	Pending Cancellation	GMRCWVSJAAR6		ENS000000000191674	Heysham Stena Line
GMR000000000001556	Complete	GMRCRPZW099F	09/03/2023 13:01:28	ENS000000000201567	Birkenhead (Liverpool) Belfast, UK

These columns will be updated as any new details or status is applied to your GMR. Use the horizontal scroll bar at the bottom of the right-hand list to see all details. You can also use the three-line burger icon beside the **GMR Details** text to export all details to a PDF, Excel or CSV file.

4.5 GMR barcode

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 the 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 request from the declaration itself, as described in the [Getting your GMR ID and GMR Barcode ID](#) section of this guide or going through to the movement via the **GMR Details Records** and selecting the **Local Reference Number** of the GMR reference in '**Open**' status.

[Home](#) > [Goods Movement](#) > [ENS000000005002865](#)

Carrier Information

* Carrier EORI

XI000012340005

Trader Name: Trader Five

If you need to check the validity of this EORI, please click [this link](#) which will take you to the Europa EOS EORI checker

Haulier EORI (if different to Carrier)

ENS Consignments **2** SFD Consignments **1** IMMI Consignments **1** **GMR Details **1****

≡ GMR Details

Local Reference Number [^](#)

[GMR00000000020208](#) [Status](#)

[Open](#)

[Home](#) > [GMR Details Records](#)

GMR Detail Records

- All GMR Detail
- Draft GMR Detail
- Trader Input Required GMR Detail
- Processing GMR Detail
- Open GMR Detail**
- Checked-In Detail
- Embarked GMR Detail
- Inspection Required GMR Detail
- Complete GMR Detail
- Pending Cancellation GMR Detail
- Cancelled GMR Detail

GMR Details

Keyword Search

Local Reference Number ^	Status	GMR ID	Last update of GMR by GVMS	Movement Header
GMR00000000001026	Open	GMRCLGTZWLO		ENS000000000191630
GMR00000000001095	Open	GMRCCWFBGPQZ		ENS000000000191954
GMR00000000001096	Open	GMRCF83RSLCN		ENS000000000192046
GMR00000000001097	Open	GMRCTLHJUNJQ		ENS000000000192047

[Home](#) > [Movement Header Number - ENS000000005004876](#) > [GMR Details](#) > [GMR00000000020328](#)

Transport Details

* Is Trailer Unaccompanied?

No - the driver will travel with the vehicle on the crossing

* Vehicle Registration Number

LNZ1648

Inspection Required

-- None --

Trailer Registration Numbers

ENS Consignments **1** SFD Consignments IMMI Consignments **1** External Contacts

≡ ENS Consignments

Local Reference Number [^](#)

[DEC000000010009096](#) [Status](#)

Arrived



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.

4.5.1 Revoke Authorisation

On selecting [Revoke Authorisation](#) in your Company Profile, a pop up appears with the following question: 'Are you sure you want to revoke TSS's authorisation to manage GMRs on your behalf? Revocation may impact in flight GMRs.'

The options are [Confirm](#) or [Cancel](#):

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'.

GMR Automation

By clicking on "Authorise" you will be temporarily redirected to the Government Gateway login page so that you can provide authorisation for TSS to create and update your GMRs on your behalf

☐ I agree to the GMR Automation T&Cs - [here](#)

Authorise

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 be presented with this screen:

Manage authorised applications

BETA

 This is a new service – your [feedback](#) will help us to improve it.

HM Revenue & Customs

Manage the authority you have granted to software applications

You may have granted authority to one or more software applications to interact with HMRC.

You can use this service to:

- see the applications you have granted authority to
- remove the authority from those applications

Click [Continue](#) to move to this screen:

Manage Authorised Applications

BETA

 This is a new service – your [feedback](#) will help us to improve it.

HM Revenue & Customs

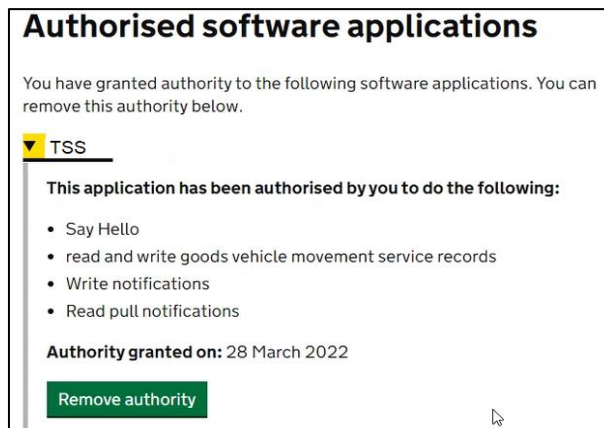
Authorised software applications

You have granted authority to the following software applications. You can remove this authority below.

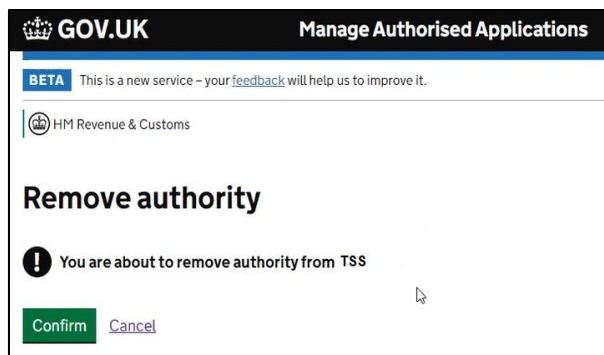
▶
TSS

[Is this page not working properly?](#)

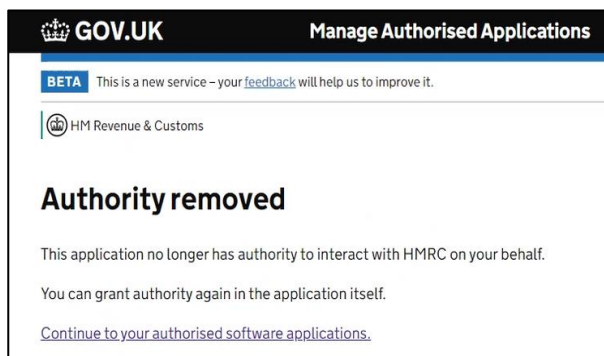
Again, click [Continue](#):



Click [Remove authority](#) to move to this screen:



When you click [Confirm](#) you will see this confirmation screen:



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

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

There are prompts within the [GMR Detail Records](#) to add contact details of parties not presently registered on the TSS account. 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 it is also not registered on TSS, then this green pop-up is displayed in the relevant **GMR Detail Records**:

If you would like your non-TSS registered haulier to be informed then please add their email in the external contacts

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**:

Transport Details	
* Is Trailer Unaccompanied? Yes – the trailer will be transported on the crossing without the driver	Vehicle Registration Number
The transport is unaccompanied. If you would like the NI side driver to be informed the please add their email in the external contacts	
Inspection Required -- None --	* Trailer Registration Numbers MB123456

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 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:

GMR0000000000001682	
GMR Details	
Local Reference Number	Status
GMR0000000000001682	Draft
* Movement Header	* Arrival Date/Time
ENS000000000000203373	13/04/2023 13:43:00
GMR ID	Last update of GMR by GVMS
* Route ID	
Heysham, Belfast, Stena Line	
Transport Details	
* Is Trailer Unaccompanied? Yes – the trailer will be transported on the crossing without the driver The transport is unaccompanied. If you would like the NI side driver to be informed then please add their email in the external contacts	Vehicle Registration Number
Inspection Required -- None --	* Trailer Registration Numbers MB765432
ENS Consignments SFD Consignments IMMI Consignments External Contacts	



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'**.

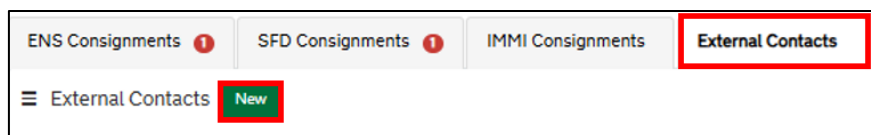
It is not editable when the status of the GMR has moved to either **'Embarked'** or **'Complete'**.

For the status **'Embarked'**, adding a haulier or driver's email at this stage would be too late to be updated if an **'Inspection Required'** notification is issued.

For the status of **'Checked In'**, the GB side driver would have already been informed of the GMR but at this point it is still possible for the NI driver to be updated.

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:

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:

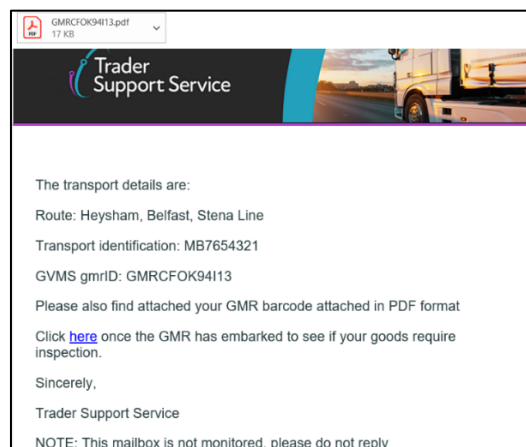


ENS Consignments 1	SFD Consignments 1	IMMI Consignments	External Contacts 1
External Contacts New			
GMR Detail		Contact Email	
GMR0000000000001682		haulieremail@hotmail.co.uk	

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.



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 the inspection, for example, the agency requesting the inspection or the location.

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

5.1 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 will be entered manually into the GVMS system. The details are as follows.



5.1.1 Movement Reference Number (MRN)

The Movement Reference Number (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.

5.1.2 TSS email

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

5.1.3 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 (by 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](#)

5.1.4 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:

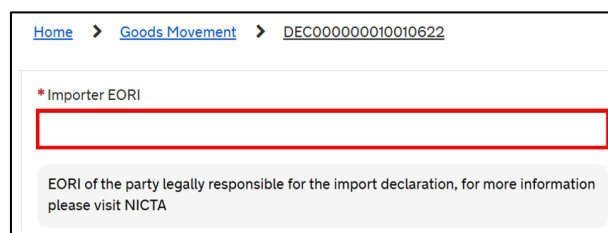
- **The declaration requires input before being authorised for the movement (for example, resolving an error code or making a payment for the Full Frontier Declaration)**

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**

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).



The screenshot shows a web form for 'Goods Movement' with the reference 'DEC000000010010622'. The 'Importer EORI' field is highlighted with a red border. Below the field, a note states: 'EORI of the party legally responsible for the import declaration, for more information please visit NICTA'.



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 to confirm that your goods in the consignment are '**Authorised for Movement**'.

6 Create a GMR directly in the GVMS system

You can create a GMR directly in the GVMS system; however, **this will require carrying over data 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. Only use one portal. Details on how to create a GMR under this scenario are as follows:

6.1 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:

Get a goods movement reference

You'll need the Government Gateway user ID and password you used when you [registered for the Goods Vehicle Movement Service](#).

Start now >

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

Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

Sign in

6.2 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.

1. 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:

Get a goods movement reference (GMR)

If you do not make any updates within 28 days, your goods movement reference will expire and you cannot use it.

[Create a new GMR](#)

Sort by Departure date (last) ▼

Goods movement reference ID	Vehicle or trailer number	Planned route	Departure time and date	Status
GMR GFRAYRW2V				Draft
GMR OLEJFME2G	HT68 EER	Tyne to Amsterdam	7:20pm on 25 January	Draft Contains errors
GMR IMEERWF7B	GH66 BNG	Rosslare to Fishguard	5:40pm on 25 January	Complete

2. After pressing the [Create a new GMR](#) button you will see the following screen, asking for the direction of the movement of your goods

Select and confirm the direction of movement. Click the [Continue](#) button:



Where is this crossing going from and to?

☐ From a port in the European Union (EU) or Norway into Great Britain (England, Scotland and Wales)

☐ From Great Britain into a port in the EU

☒ From Great Britain into Northern Ireland

☐ From Northern Ireland into Great Britain

Continue

The system will ask you to recheck the route before it moves to the next screen.

6.3 Create a draft GMR

Selecting and confirming the direction of movement will create a draft GMR, which you must then update with information about the movement. To do so, click the **Continue** button:

Your draft goods movement reference (GMR) has been created

You can only use a draft GMR to make transport bookings. You must complete your GMR to use it for moving goods.

Your draft GMR is: **GMR C 0000 FETI**

Add more information to this draft to complete your GMR

This can be done at any time before you travel, but you will need to leave enough time to gather all the information needed.

Check the status of your completed GMR

Track the progress of your GMR by checking its latest status on the dashboard, for example, to see if it has been checked in, or embarked.

You must check the status of your GMR and correct any errors before travelling to the port.

► [If you are moving goods under the Common Transit Convention \(CTC\)](#)

Continue

[Go back to the dashboard](#)

[Is this page not working properly? \(opens in new tab\)](#)

6.4 Provide movement details

You will be asked to provide information about the movement:

- About your crossing
- About your vehicle
- Customs declarations
- Safety and security requirements

Update GMR O AJTM IM90 direction: GB to NI

1. About your crossing

[Select the planned route](#) Completed

2. About your vehicle

[Confirm if the driver will travel with the vehicle](#) Not started

Enter unit reference numbers Cannot start yet

3. Customs declarations

[Confirm if the vehicle contains goods](#) Not started

Confirm transport contract details Cannot start yet

Enter declaration reference numbers Cannot start yet

4. Safety and security requirements

[Entry summary \(ENS\) declarations](#) Not started

Complete your goods movement reference

You must complete all of the sections relevant to this crossing before you go to the border location.

1. In **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:

Section 1: About your crossing

Select the planned route

Select the ports for the crossing that this goods movement reference applies to.

Select a port of departure

Select

Select a port of arrival

Select

[Continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

Select the appropriate **port of departure** and **port of arrival** and then press **Continue**.

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

Click on each of the blue hyperlinks:

2. About your vehicle

[Confirm if the driver will travel with the vehicle](#) Not started

Enter unit reference numbers Cannot start yet

First, you will need to confirm that the driver will travel with the vehicle:

Section 2: About your vehicle

Confirm if the driver will travel with the vehicle on the crossing

☐ Yes, the driver will travel with the vehicle

☐ No, the trailer will be left at the port

[Continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

Next, you will be asked for the **vehicle registration number** of the vehicle moving the goods:

Section 2: About your vehicle

Enter the vehicle registration number

You can find this on the number plate, or licence plate of the vehicle bringing the goods to the port.

[Continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

If the driver is not accompanying the load, instead of the vehicle registration number you will be asked to provide the following:

- The **Trailer number** (if applicable)
- The **Container reference number** (if applicable)

Enter a trailer number (optional)

You can add up to two trailers to this movement. You must add all trailers associated with this crossing.

Trailer 1:

Trailer 2:

Enter a container reference number (optional)

You can add up to two container reference numbers. Leave this field empty if you are not moving containers.

Container 1:

Container 2:

[Continue](#)

3. In **Section 3: Customs declarations** click the link 'Confirm if the vehicle contains goods':

3. Customs declarations	
Confirm if the vehicle contains goods	Not started
Confirm transport contract details	Cannot start yet
Enter declaration reference numbers	Cannot start yet

You will see the following screen:

Section 3: Customs declarations

Confirm if the vehicle contains goods

☒ Yes, the vehicle contains goods

☐ No, the vehicle is empty

Continue

Select the appropriate option and click the **Continue** button. You will then be asked **Is the vehicle being moved under a transport contract?**

Section 3: Customs declarations

Is the vehicle being moved under a transport contract?

A transport contract, or contract of carriage, is an agreement between a carrier and a shipper or passenger. It sets out each party's duties and rights.

☒ Yes ☐ No

Continue

Select either 'Yes' or 'No' and click the **Continue** button.

4. In **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



Section 4: Safety and security requirements

Entry summary (ENS) declarations

You are legally required to:

- submit an entry summary (ENS) declaration into ICS2
- send ICS2 arrival and presentation of goods messages

If you add all your ENS MRNs into the GMR, arrival and presentation of goods messages will be sent on your behalf.

[How to send arrival and presentation of goods messages if you do not add your ENS MRNs to the GMR \(opens in new tab\).](#)

Do you have any ENS MRNs to add to the GMR, that were not added in the declarations section?

☐ Yes ☐ No

Continue

6.5 Adding declaration references

After creating the Draft GMR, you will be presented with the following screen.

Section 3: Customs 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

Choose the type of declaration you need to add to your GMR. The steps below will help select which option is appropriate for 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 **Customs declaration**, if the email you received from TSS contains a SFD MRN (starting with 2 numbers, for example 25) or a CDS MRN

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

- Select the **Entry in Declarant's Records (EIDR)** option if the email you received from TSS contains a SFD MRN (starting with the letters XI) and click **Continue**
- Select **Transit declaration** if you are moving goods via transit and have been issued with a Transit Accompanying Document (TAD) and click **Continue**

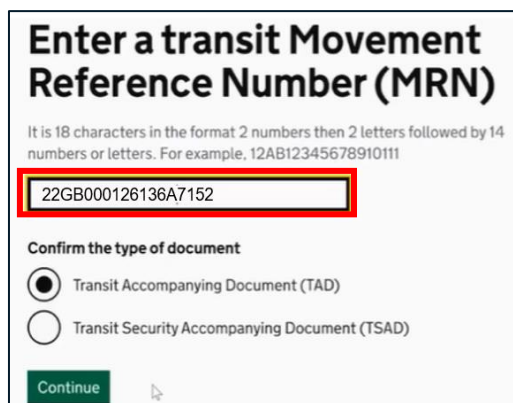
Note: For the other options – 'TIR Carnet', 'ATA Carnet', 'Oral by conduct declaration' and UK Carrier (UKC) Scheme see [Appendix 1](#) in this guide.

6.6 Next steps if you are moving goods on Transit

You will need your Transit LRN which can be found within the TSS case for your transit movement or received via an email from the 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 as your **Movement Reference Number**. The number starts with the last two digits of the specific year, for example 22GB for 2022, and is printed below the barcode on the TAD.

1 REGIME		T1		MRN  22GB000126136A7152
3 Forms	001	002		
5 Items	3	6 Total Packages	52	LRN CS000000500135
Return copy has to be sent to the office: GB000126				

Enter the number and select **Transit Accompanying Document (TAD)** to confirm the type of document:



Enter a transit Movement Reference Number (MRN)

It is 18 characters in the format 2 numbers then 2 letters followed by 14 numbers or letters. For example, 12AB12345678910111

22GB000126136A7152

Confirm the type of document

☒ Transit Accompanying Document (TAD)

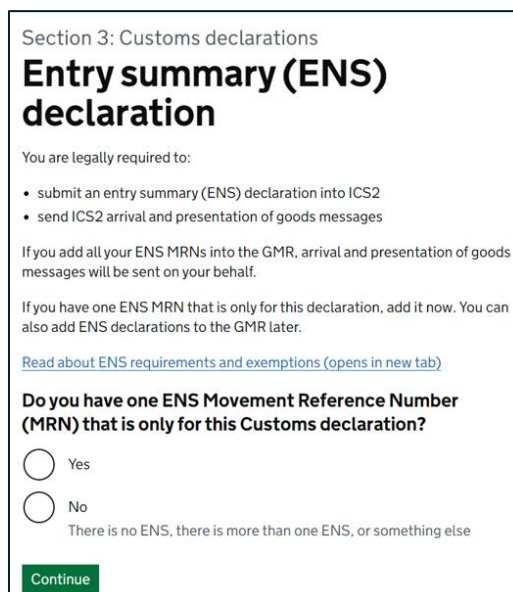
☐ Transit Security Accompanying Document (TSAD)

Continue

6.7 Adding in the Entry Summary Declaration MRN

After adding either the **Customs declaration**, **Entry in Declarant's Records (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?**'



Section 3: Customs declarations

Entry summary (ENS) declaration

You are legally required to:

- submit an entry summary (ENS) declaration into ICS2
- send ICS2 arrival and presentation of goods messages

If you add all your ENS MRNs into the GMR, arrival and presentation of goods messages will be sent on your behalf.

If you have one ENS MRN that is only for this declaration, add it now. You can also add ENS declarations to the GMR later.

[Read about ENS requirements and exemptions \(opens in new tab\)](#)

Do you have one ENS Movement Reference Number (MRN) that is only for this Customs declaration?

☒ Yes

☐ No
There is no ENS, there is more than one ENS, or something else

Continue

Enter the MRN of the Entry Summary Declaration and click **Continue**.



Section 3: Customs declarations

Enter an entry summary (safety and security) declaration

Continue

[Is this page not working properly? \(opens in new tab\)](#)



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 ENS MRN covering the goods in this Customs declaration
- The ENS MRN covers multiple declarations in the GMR
- The ENS has not been submitted yet
- The goods are exempt
- Other

You will then move onto a screen to either Add another declaration or move onto entering the MRN(s).

What do you want to do?

☐ Add another declaration

☐ Confirm you've added all customs declaration references for all consignments, with the possible exception of ENS references
We'll ask for any undeclared ENS MRNs in section 4

[Continue](#)

Once you have confirmed that all customs declarations have been added, click [Continue](#), where you will be required to enter all Entry Summary Declarations. See the [Safety and security requirements](#) of this guide for information on how to enter multiple Entry Summary Declaration MRN's.

6.8 Adding consignment data

You will now see your declaration added to your draft GMR, showing both the Entry Summary Declaration reference number and customs declaration or transit declaration or IMMI reference number:

Section 3: Customs declarations

You have added 1 declaration

[Help with errors](#)

Type	Reference	Safety and security	
Customs declaration	22GB1M95J0QSLRMQR0	22XIO9IO1234567892	Change Remove

You must add declarations for all goods on this crossing.

[Add another declaration](#)

[Continue](#)

[Is this page not working properly? \(opens in new tab\)](#)



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 [Adding declaration references](#) section of this guide 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

6.9 Safety and security requirements

In Section 4, Selecting 'Yes' to '**Do you have any ENS MRNs to add to your GMR, that were not added in the declaration section?**' will enable you to add the MRNs either individually or through uploading a file

Section 4: Safety and security requirements

Entry summary (ENS) declarations

You are legally required to:

- submit an entry summary (ENS) declaration into ICS2
- send ICS2 arrival and presentation of goods messages

If you add all your ENS MRNs into the GMR, arrival and presentation of goods messages will be sent on your behalf.

[How to send arrival and presentation of goods messages if you do not add your ENS MRNs to the GMR \(opens in new tab\).](#)

Do you have any ENS MRNs to add to the GMR, that were not added in the declarations section?

☐ Yes
 ☐ No

[Continue](#)

If adding the MRNs individually, enter the reference(s) when prompted and select [Continue](#). If uploading a file, select the 'Choose File' button to select your local file to upload. Once uploaded select [Continue](#).

6.10 Adding non-TSS consignments

If you are also carrying goods under declarations that TSS has not processed for you, 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.



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.

6.11 Finalising and submitting the draft GMR

Once all your consignment declarations have been added to the draft GMR, click the **Continue** button (shown in the screenshot above).

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

Update GMRCTOSWJVKV direction: Great Britain to Northern Ireland

Tasks complete
You've completed 4 of 4 sections.

- About your crossing**

Select the planned route	Completed
--	-----------
- About your vehicle**

Confirm if the driver will travel with the vehicle	Completed
Enter the vehicle registration number	Completed
- Customs declarations**

Confirm if the vehicle contains goods	Completed
Confirm transport contract details	Completed
Enter declaration reference numbers	Completed
- Safety and security requirements**

Entry summary (ENS) declarations	Completed
--	-----------

Completing your goods movement reference
You have completed all of the sections relevant to this crossing. Select continue to check your answers before you go to the border location.

Continue

Once you are happy that you have input all the required information correctly on the draft GMR, click on the **Continue** button. You will see the following screen, where you can review your answers:



Check your answers

Goods movement reference	GMRCTOSW/VKV	
Direction	From Great Britain into Northern Ireland	

About your crossing

Departing	Birkenhead (Liverpool)	Change
Arriving	Belfast	Change

About your vehicle

Driver travelling with the vehicle	Yes	Change
Vehicle registration number	HIYA	Change

Customs declarations

Vehicle contains goods	Yes	Change
Vehicle under transport contract	No	Change

Declarations

25GB123456789AB012		
Type	Customs declaration	
Reference	25GB123456789AB012	Change
Entry summary (ENS) MRN	25GB9876AB88912AT9	Change
Status	Valid	

Finish your goods movement reference

You are confirming that, to the best of your knowledge, the details you are providing are correct. You can update this information at any time before arriving at the border location.

i The driver will need to check if there are any inspection requirements before leaving the arrival border location.

[Finish](#)

Review your information, and if correct click [Finish](#).

6.12 Receiving your GMR number and barcode

You will now receive your GMR number and barcode:



Present this goods movement reference at the port

GMR G 0000 1PG1



Planned route	Cairnryan to Belfast
Vehicle registration number	R500 MCB
Trailer numbers	V123

What happens next

The driver needs to present this goods movement reference at the port.

[Print this page](#)

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/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**

7 How to check for an inspection notification?

Some shipments may be selected for inspection. After the RoRo ferry has embarked, the driver needs to check if an inspection is required for the shipment.

There are two options you can use to check if an Inspection notification has been issued for a GMR:

- If the GMR has been created via the TSS Portal it can be checked directly on the TSS Portal GMR details section

Or

- By using the [Check if you need to report for an inspection](#) service on GOV.UK via your GVMS account



Note: Hauliers and/or drivers may be liable to a penalty of up to £2,500 if they fail to follow HMRC instructions for inspections.

7.1 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.

Local Reference Number	Status	GMR ID	Last update of GMR by GVMS
GMR000000000001612	Embarked	GMRCQOC8ZAZ	23/03/2023 10:31:04
GMR000000000001562	Embarked	GMRCNSAA6FLE	10/03/2023 11:50:14
GMR000000000001575	Embarked	GMRCGXGHZTQW	14/03/2023 12:15:01
GMR000000000001591	Embarked	GMRCQWCHUEB	17/03/2023 10:01:49

Any inspections that are required will be flagged on a GMR after it enters the 'Embarked' state. 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.



Home > Movement Header Number - ENS000000000191627 > GMR Details > GMR000000000001025

GMR000000000001025

GMR Details

Local Reference Number GMR000000000001025	Status Draft
* Movement Header ENS000000000191627	* Arrival Date/Time 29/07/2022 13:52:55
GMR ID	Last update of GMR by GVMS
* Route ID Avonmouth, Warrenpoint, Cronus	

Transport Details

* Is Trailer Unaccompanied? -- None --	Vehicle Registration Number
Inspection Required -- None --	Trailer Registration Numbers

Submit Cancel GMR

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

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

Inspection Required

Yes

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 (Customs and/or DEFRA), with the address of the inspection locations to be attended:



Goods Movements ▾ Maritime Inventory NI - GB Moves Cases Payments GMRs Trader Goods Profile Templates Company Profile NICTA Learning Platform Notifications 1 Leslie.Just.Traders

Home > Movement Header Number - ENS0000000000201665 > GMR Details > GMR000000000001576

Transport Details

Is Trailer Unaccompanied?
No - the driver will travel with the vehicle on the crossing ▾

Inspection Required
Yes ▾

Report To Locations

Inspection type : CUSTOMS - report to one of the following locations

Larne : L0007A
9 Olderfleet Road, Shed 66
Larne
BT40 1ES

Heysham : L0019A
North Quay, Heysham
Morecambe
LA3 2XF

Inspection type : DEFRA - report to one of the following locations

Larne : L0007A
BT40 1ES

Heysham : L0019A
LA3 2XF

Vehicle Registration Number
LO6 LNO6

Trailer Registration Numbers

⚠ 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.

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

Inspection Required
Yes ▾

Trailer Registration Numbers

Report To Locations

inspection type : CUSTOMS - report to one of the following locations

Larne : L0007A
9 Olderfleet Road, Shed 66
Larne
BT40 1ES

Heysham : L0019A
North Quay, Heysham
Morecambe
LA3 2XF

inspection type : DEFRA - report to one of the following locations

Larne : L0007A
BT40 1ES

Heysham : L0019A
LA3 2XF

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



⚠ 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.

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 (Customs or DEFRA) 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](#)

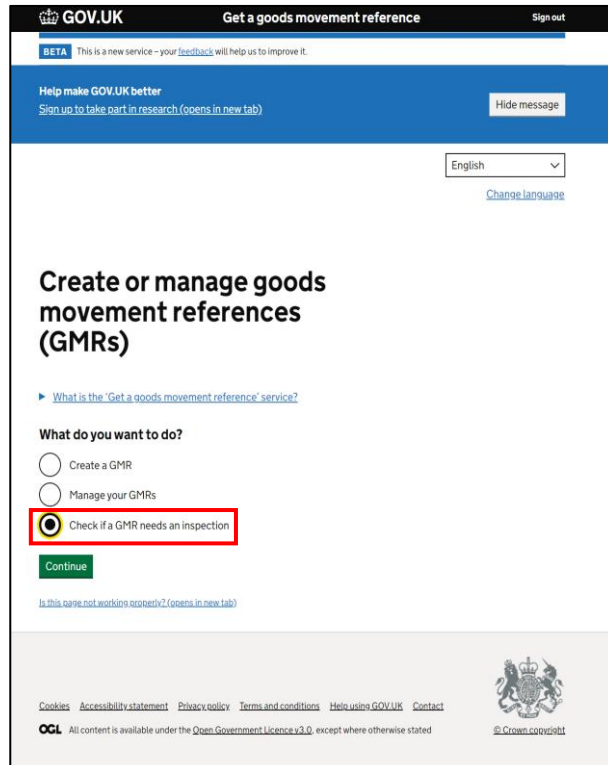
The inspection status can also be checked on gov.uk driver inspection portal <https://www.tax.service.gov.uk/driver-inspection-notification/results/GMRCVWHETKO9>

Thank you

Trader Support Service

7.2 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 departs on its journey.



GOV.UK Get a goods movement reference Sign out

BETA This is a new service – your [feedback](#) will help us to improve it.

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Sign up to take part in research ([opens in new tab](#)) [Hide message](#)

English [Change language](#)

Create or manage goods movement references (GMRs)

[What is the 'Get a goods movement reference' service?](#)

What do you want to do?

☐ Create a GMR

☐ Manage your GMRs

☒ Check if a GMR needs an inspection

[Continue](#)

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GOV.UK Check if you need to report for an inspection

[Back](#)

What is your goods movement reference (GMR)?

You will find this on the copy of the GMR you used to check in to this crossing.
It is 12 characters starting with GMR. For example, GMR00002KW2.

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If there is no inspection required, the below screen is displayed:



Check if you need to report for an inspection

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No inspection needed

What happens next

You do not need to report for an inspection of your goods, but you may still need to report for other controls.

Other additional controls

Some movements may need additional controls, for example food, animals or organics. Check with your declarant.

If you are ending a transit movement

You must also present the goods at your nearest office of destination.

If you have no other controls to report for

You can continue from your border location of arrival, to your destination.

[Check another GMR](#)
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If there is an inspection required, the following screen will be displayed. Hauliers/drivers must report to the appointed DAERA inspection site on their arrival in NI.

Check if you need to report for an inspection

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The goods you are moving require an inspection

GMR ID: GMRC00034JIO

What to do next

Report to your nearest inspection site.

Check which inspection site(s) you need to attend at your border location of arrival. You may have to drive to an inland border facility (IBF) or customs checking facility.

Goods needed for inspection must be kept in the same condition as when they were imported.

Stopping for an inspection is a legal requirement.

Your inspection site

For your TIR Carnet endorsement

Belfast
 DAERA Inspection Facility
 12-22 Duncrue Street
 Belfast
 BT3 9AQ

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



8 I need to know more.

For assistance navigating the **GVMS online portal**, [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.

9 Changes to guidance and policy

Last updated September 2025.

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.

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.

Published in 2021.



10 Appendix 1 – GMR for other types of declarations

10.1 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:

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 (HB), 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

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

Goods that are eligible to declare orally or by conduct also require a GMR reference for the movement and 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 in order to obtain the GMR.

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



GB-NI direction:

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

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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: a checklist for traders](#) guide on NICTA.

10.3 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:



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

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