

# Trader Support Service TSS How-To Guides

**Declaration data requirements:  
Supplementary declarations for non-  
controlled and controlled goods**

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HM Revenue  
& Customs



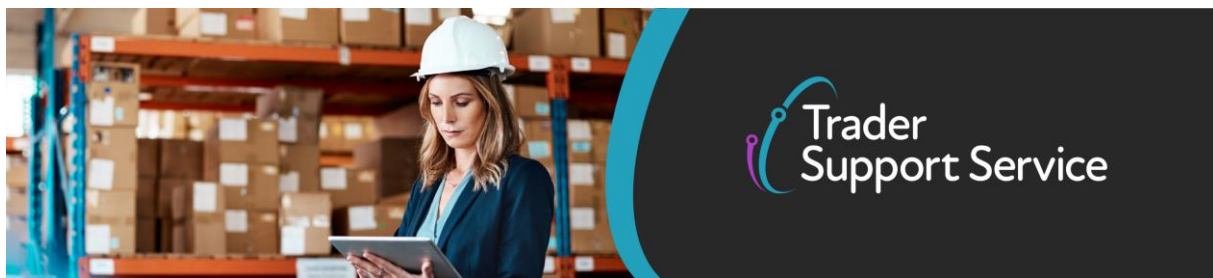
# TSS How-To Guides

## Declaration data requirements: Supplementary declarations for non-controlled and controlled goods

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## 1. Introduction

Import declarations are necessary for goods you move from Great Britain (GB) to Northern Ireland (NI).

TSS provides a portal for digital submission of these declarations. This guide will tell you how TSS supports the completion of supplementary declarations and the data required for this.

**These data requirements will be relevant for supplementary declarations submitted from mid-March 2021, where all items are controlled and non-controlled goods being released into free circulation / home use in NI, with selected additional procedure codes and no other additional procedure codes or any previous procedures.**

**Important notice:** Note that certain types of excise goods are currently not supported. Before submitting the supplementary declaration, you should ensure that all mandatory fields at both consignment and item level are completed accurately. If you have not completed all mandatory consignment/item level data for the items you moved before submitting your supplementary declaration, it will not be accepted and you will be notified that further information is required.

## 2. The TSS simplified declaration process

The TSS simplified declarations process has three steps allowing your goods to move before all information is submitted:

1. **Safety & Security, Entry Summary (ENS) declaration:** required before goods move. The legal requirements sit with the carrier, but a third party may lodge the declaration as long as it's done with the carrier's consent. TSS can support you to generate this declaration. For more details on TSS service offer, you can view [this guide](#). Note that for controlled goods, additional information will be required.
2. **Simplified Frontier declaration (SFD):** required before goods move. TSS will auto-generate and submit the SFD for you if you are registered and eligible, as long as the Safety & Security data is submitted through TSS.
3. **Supplementary declaration:** required (by law) after goods move, completed by the declarant of record (usually the importer). **You must provide TSS with further data to populate the supplementary declaration.** If duty payment is required, it is calculated at this stage.

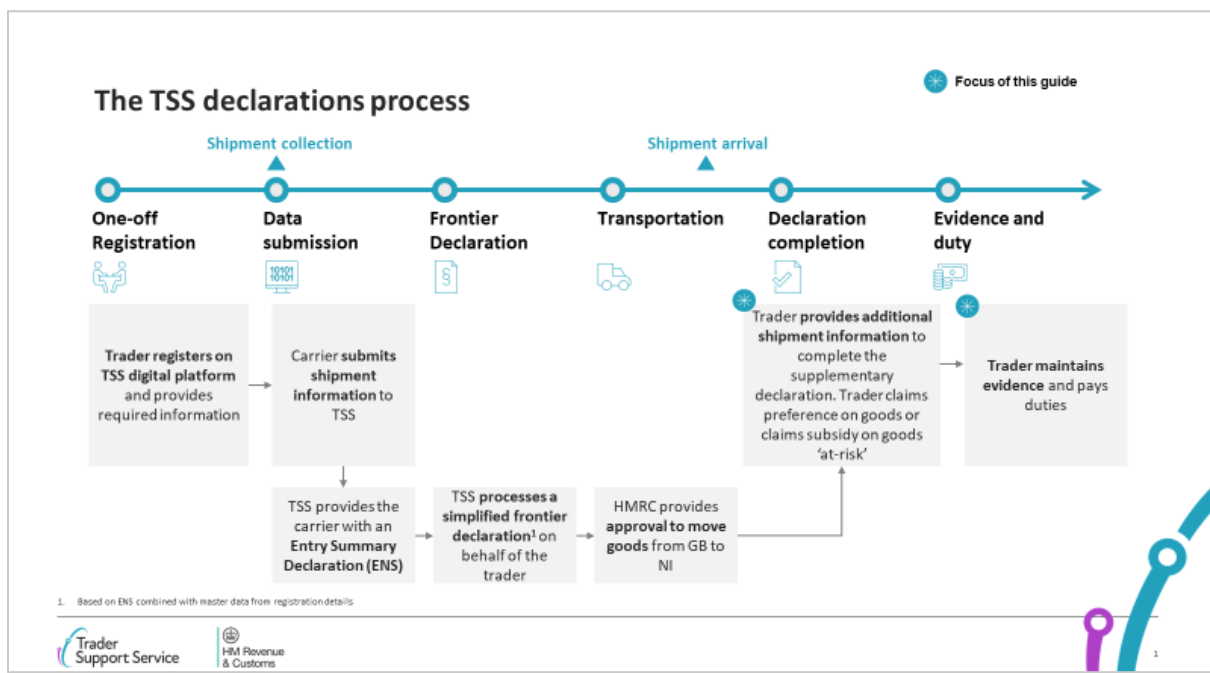
**This is a guide to preparing for the third and final step – the supplementary declaration.**



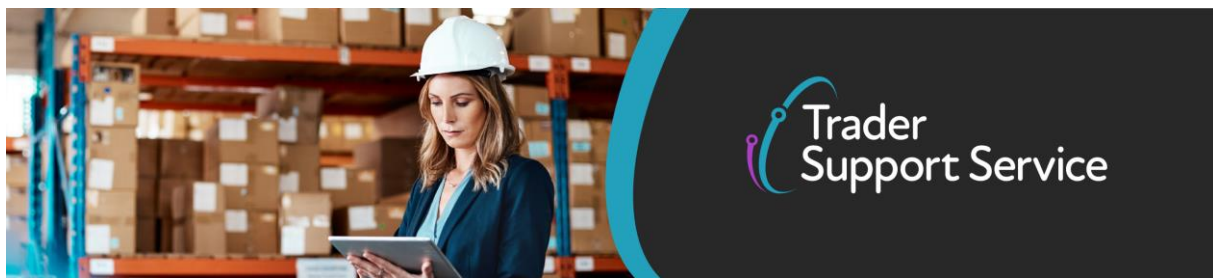
TSS will request data for the supplementary declaration from the account associated with the GB EORI provided in the 'Importer' field in the ENS submission, where the EORI is TSS-registered (non-TSS registered importers will be responsible for completing their own frontier and/or supplementary customs declarations). The importer will receive an email notification from TSS with instruction to complete the supplementary declaration, when they are required to do so.

The 'importer' or party responsible for customs clearance will not always be the NI business receiving the goods. The 'importer' is always the party providing clearance instructions to the carrier/agent.

## Exhibit 1



After goods move, TSS will request that the party responsible for import declarations sign in to their TSS account and provide data to complete the supplementary declaration. TSS will generate a supplementary declaration using the data you provide, additional data from the Safety & Security (ENS) declaration, and some default values. When you complete it, **do not**



**delete any of the data auto-populated by TSS.** For more details on how to prepare, please refer to this [guide](#).

You can submit data for the supplementary declaration as soon as the SDI is generated. Typically, **declaration submission and payment is required by the 4<sup>th</sup> working day of the month following goods movement.** However, if your goods attract excise duty then a different payment cycle may apply. Refer to the [Payments guide](#) for a calendar of payment cycles for the next 12 months and for more details on what excise duty is and how to identify if your goods will attract it.

**Because data for the supplementary declaration is only submitted after goods move, it is essential you (and/or your intermediaries) create and keep organised records of movement data.** To learn more about the step-by-step process traders should follow to complete a supplementary declaration, please refer to this [user guide](#).





### 3. TSS data requirements for supplementary declarations

#### Applicability of requirements in this document

**These data requirements apply to supplementary declarations where all items are controlled and non-controlled goods being released into free circulation / home use in NI, with selected additional procedure codes and no other additional procedure codes or any previous procedures. Note that certain types of excise goods are not supported.**

Details of how to identify whether these conditions apply can be found in Table 1 below.

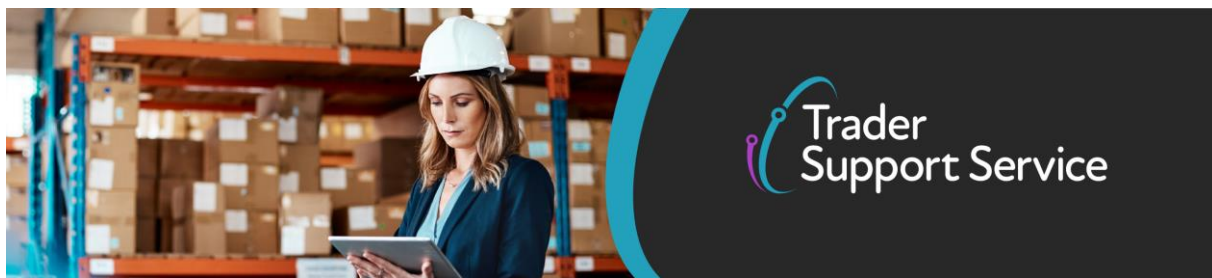
These requirements will be appropriate for many traders, otherwise additional data may be required to complete the declaration. Note TSS will only be able to process controlled goods declarations fitting these conditions from mid-March 2021. Otherwise TSS will contact you at a later date to complete submission.

**The tables contain additional bracketed and highlighted instructions for API users. This is to indicate the corresponding API field. Note that not all portal functionality may be available in API.**

**Table 1** Requirements and definitions by section

Requirements for all items in consignment to be covered by data fields in this section	Description	Consequent default value in the supplementary declaration given requirement <sup>1</sup>	
<b>Items being released into free circulation / home use in NI</b>	Entry into free circulation in NI means customs liabilities have been completed (e.g., data plus any liable duties), allowing goods to be sold if required. Examples of non-release into free circulation procedures would be entries into designated customs warehouse before free circulation or inward processing, many of which you will require	<b>Requested Procedure code = 40 (DE 1/10) = 40</b>	<b>Procedure code=4000 (DE 1/10)</b>

<sup>1</sup> Where standard case identified TSS will auto-suggest defaults in the portal



Requirements for all items in consignment to be covered by data fields in this section	Description	Consequent default value in the supplementary declaration given requirement <sup>1</sup>	
	<p>specific authorisation to move goods under. Full details of procedures can be found in the <a href="#">CDS guidance</a>.</p> <p>Note that when used in combination with no previous procedure in NI this also covers entries into home use. Home use states that all national taxes due have been paid and other formalities relating to the release of the goods onto the home market have been completed.</p> <p>To use any special procedure code through TSS (e.g., inward processing) traders will require pre-approved full authorisation to use that procedure and need to enter the relevant proof of authorisation details on all declarations. You will not be able to submit using an authorisation by declaration.</p>		
<b>Items not being entered from a previous customs procedure in GB</b>	No previous procedure means the goods are moving from free circulation in GB before entering NI. This will apply to the majority of movements unless being moved directly from a previous procedure (e.g., from customs warehouse / temporary admission in GB), which would	<b>Previous procedure code =00</b>	



Requirements for all items in consignment to be covered by data fields in this section	Description	Consequent default value in the supplementary declaration given requirement <sup>1</sup>	
	<p>be known to the party responsible for imports.</p> <p>Previous procedures generally take the same code as requested procedure but entered as the last 2 digits of the overall procedure code.</p>		
<p><b>No additional procedure being claimed (other than 1CG, 1CD, F21, F22)</b></p>	<p>Additional procedures can be claimed for a range of reasons where traders have requirements over and above those indicated by standard procedure code (e.g., 4000). A full list of additional procedure codes which could apply can be found in the <a href="#">CDS guidance</a>.</p> <p>Currently TSS supports the following additional procedure codes:</p> <ul style="list-style-type: none"> <li>1CG – used when declaring controlled goods to free circulation/ home use</li> <li>1CD – used when declaring controlled drugs to free circulation/ home use</li> <li>F21 – used to declare exemption from import duties of products of sea-fishing / other products taken from sea of a country outside the customs territory of the EU by vessels solely registered or</li> </ul>	<p><b>Additional procedure code (CDS DE 1/11) = 000 / 1CG / 1CD / F21 / F22</b></p>	





Requirements for all items in consignment to be covered by data fields in this section	Description	Consequent default value in the supplementary declaration given requirement <sup>1</sup>
	<p>recorded in a Member State. You must also declare 1CG</p> <ul style="list-style-type: none"> <li>o F22 – Exemption from import duties of products obtained from sea-fishing / other products taken from outside the EU on board factory-ships registered and recorded in member state &amp; flying flag of state. You must also declare 1CG</li> <li>o 000 – can only be used when no other additional procedure applies.</li> </ul> <p>Note that 000 cannot be used for controlled goods items. TSS controlled goods includes custom-controlled goods and goods controlled by other agencies, e.g. controlled drugs (see controlled goods definition in Table 2).</p> <p>The following are examples of where a different code would need to be entered:</p> <ul style="list-style-type: none"> <li>o Claiming duty exemption due a specific usage of goods where proof held (e.g., charitable usage)</li> <li>o To indicate goods being entered from Channel Islands given these regions are special fiscal territories of the UK (F15).</li> </ul>	



### Data must be provided at two levels:

- **Consignment (also known as header):** provided once for each consignment. A consignment is a set of goods being moved from one exporter to one importer. TSS will generate one supplementary declaration for each consignment on behalf of the importer.
- **Item:** provided once for each item. An item is a set of goods with the same description (i.e., with the same commodity code). For example, five pallets of a single type of light bulb would be one item.

Some data can be provided at either level – see below for details and guidance. **Note that the current maximum number of items that can be declared on a single declaration is 99.**

**Based on the type of goods (standard goods or controlled goods), procedure and type of transaction (sales) data requirements can be different. Some data elements are only required if the goods movement involves a sale (i.e., if the goods are being sold from a GB business to an NI business) – so the goods are valued by their ‘transaction value’ (the price paid or payable to the seller).** Below you will find the key information that TSS will request for supplementary declarations. This information is in addition to the fields pre-populated with data taken from ENS submission (for information on these data fields please see the [NICTA](#) guidance on ENS completion). Note that the below information will include information about goods’ ‘at-risk’ status.

Supplementary declarations are submitted to a HMRC system called CDS (customs declaration system) that is replacing the previous CHIEF system (CHIEF column in Table 2 below for reference only). **The UK Tariff, [CDS Volume 3](#) is the legally binding guidance for supplementary declarations.** For each requirement below, we provide a link to the relevant CDS data element (DE) guidance. For multiple data elements you might need to refer to the [Northern Ireland \(EU\) Tariff](#) – we recommend you keep the relevant page for the commodity code of your goods open throughout the supplementary declaration submission process.



Table 2 Requirements and definitions by data field

Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
<b>Goods domestic status</b> (DE <a href="#">2/2</a> ) [goods_domestic_status]	N/A	N/A	Enter NIDOM / NIIMP depending on the status of the goods: <ul style="list-style-type: none"> <li>NIDOM will apply to majority of GB-NI movements and should be used where movement is a direct GB-NI import / goods have UK-domestic status pre movement into NI. UK domestic status implies that the goods are both in free circulation and all national taxes due have been paid (known as home use);</li> <li>NIIMP will apply by exception to GB-NI movements and should be used in cases where goods have non-UK domestic status pre movement into NI (e.g., moving under a transit movement through GB into NI). NIIMP should also be used for movements to NI from UK or EU special fiscal territories. Note that usage of NIIMP prevents ability to be able to claim a waiver (NIAID).</li> </ul>
<b>Goods subject to control, licence or certification</b> [controlled_goods]	N/A	N/A	Enter "Yes" if consignment contains all / some controlled goods at item level. Controlled goods are defined as those that are subject to special regulation, certification, licensing or other approvals. This includes not only HMRC customs-controlled goods, such as excise goods, but also goods which are subject to authorisations by any



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
			<p>other Government Department. This includes e.g., medicines under the UK Medicines Agency and DEFRA restricted goods such as most products of animal and plant origin or ozone depleting products or F-gases. To find out if your good is controlled, refer to the <a href="#">Controlled goods guidance on NICTA</a> and the <a href="#">Online NI Tariff Tool on GOV.UK</a>. Failure to accurately reflect the controlled goods status of your consignment may lead to delays and non-compliance.</p> <p>Controlled goods are subject to checks and in those instances must be presented at the border for specific pre-clearance or Border Inspection Post controls.</p> <p>. Goods shown as restricted in the <a href="#">Northern Ireland (EU) Tariff</a> must be entered as controlled goods and be accompanied by full supporting documentation such as Home Office licences, veterinary certificates and phytosanitary certificates.</p> <p>Common Agricultural Policy (CAP) goods are also controlled goods. A significant number of commodities are subject to CAP licences when released to free circulation. These licences are issued by the Rural Payments Agency in the UK. Those goods which require a CAP import licence are identified in the <a href="#">Northern Ireland (EU) Tariff</a>. These commodities must always be declared as controlled goods at the</p>



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
			<p>border whether or not they are being released to free circulation or any other customs procedure;</p> <p><b>Note that certain types of excise goods are currently not supported for supplementary declarations.</b></p> <p>These are goods with the following UK excise / national additional codes:</p> <ul style="list-style-type: none"> <li>○ X407, Beer made in UK (standard rate, that is, annual production more than 60,000 hectolitres)</li> <li>○ X440, Beer made in UK - small brewery beer eligible to reduced rates (variable rate, that is, annual production more than 5,000 hectolitres but not exceeding 60,000 hectolitres)</li> <li>○ X441, Imported beer - small brewery beer eligible to reduced rates (variable rate, that is, annual production more than 5,000 hectolitres but not exceeding 60,000 hectolitres)</li> <li>○ X611, Cigarettes.</li> </ul>
Previous/ additional procedure or Any procedure(s) that are not currently supported by TSS?	N/A	N/A	<p>Enter "No" if all the goods in your consignment are being entered into free circulation/ home use, with additional procedure codes 1CG, 1CD, F21, F22 or 000 and no other procedures or conditions apply (see Table 1 for detail).</p> <p>Enter "Yes" if any of these conditions do <u>not</u> apply to any of the items in your consignment. If entered "Yes" please save and exit this declaration, and TSS will contact you at a later date to complete the submission.</p>





Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
<b>Trader reference</b>	N/A	N/A	This is a free text field that can be populated in the ENS at a consignment level, and will then be carried through to the SFD and the supplementary declaration (SDI). It is for personal reference only (e.g. if you want to list an invoice number with your consignment, or a collection point), and will not affect whether your ENS/SFD/SDI can be submitted. Note that if you edit it in the SDI, changes will not translate back to the ENS or SFD.
<b>Header additions and deductions (DE 4/9)</b> <b>Header code, value &amp; currency</b> <i>[header_additions_deductions]</i>	45	Additions and deductions are mandatory if the item price does not match the customs value	<p>Additions and deductions are amounts which need to be added to or deducted from the item price to calculate the customs value of the goods</p> <p>Once the customs value is determined, any liable customs duties will then be calculated as a percentage of this value.</p> <p>The customs value of goods is based on the item price, plus a number of other costs and elements if they were not included into the price paid:</p> <ul style="list-style-type: none"> <li>o Delivery costs (until arrival in NI), including insurance</li> <li>o Certain commissions</li> <li>o Certain royalties and licence fees</li> <li>o Goods or services provided at reduced cost by the buyer</li> <li>o Containers and packing</li> </ul>



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
			<ul style="list-style-type: none"> <li>Any proceeds due to the seller upon resale</li> </ul> <p>Full guidance on mandatory additions and allowable deductions can be found in sections 3.15 and 3.16 of <a href="#">Notice 252 on GOV.UK</a>.</p> <p>For each addition or deduction, you will need to enter a code representing the addition/deduction (found <a href="#">in the guidance on additions and deductions</a>), as well as the value and currency of the addition/deduction. The lists also state the level(s) in a declaration at which each code can/must be used. Some additions or deductions can be used at either level – but they can only be declared at consignment (header) level if they apply to the full consignment – otherwise, they must be declared at item level.</p> <p>You may also declare freight charges, insurance costs or VAT adjustment additions at header level without needing to enter specific codes through designated fields (see relevant section below).</p> <p>Each addition or deduction code can only be declared once at header level. The same addition or deduction code cannot then be declared at item level as well. If a specific addition or deduction is being declared at item level, that addition or deduction may only be declared once per item.</p>



<p><b>Freight charges &amp; currency, Insurance charges &amp; currency VAT adjustment &amp; currency</b> (<a href="#">DE 4/9</a>)</p> <p>[Supplementary Declaration → freight_charge, freight_charge_currency, insurance, insurance_currency, vat_adjustment, vat_adjust_currency]</p>	44	<p>Additions and deductions are mandatory if the item price does not match the customs value</p>	<p>Optional fields, used to allow quick entry of common addition(s) to be entered at consignment level (please see above first for general guidance on addition(s) / deduction(s) in customs declarations).</p> <p>Where any of following additions apply and the charge/adjustment wants to be divided across the items by the value of each item as an addition, you can enter the total addition amount into the first field, followed by related currency. TSS will then auto-populate the correct corresponding code to the addition type from the <a href="#">CDS list</a>:</p> <ul style="list-style-type: none"> <li>Freight charges should be entered where transport costs, loading and handling expenses need to be added to invoice price for all items in declaration and apportioned by value of each item* (CDS code AP)</li> <li>Insurance should be entered when insurance costs need to be added to invoice price for all items in declaration and apportioned by value of each item (CDS code AK)</li> <li>VAT adjustment should be declared where invoice price doesn't include VAT for all items in declaration and apportioned by value of each item* (CDS code AV).</li> </ul> <p><b>*You can also apportion freight charges / VAT adjustment across items in the declaration by gross mass. This is an equally acceptable process.</b> In this case, the trader should enter the AQ/ AV codes and the relevant charges/adjustments directly into the additions / deductions table.</p> <p>Any additions/deductions not falling into these three categories should be specified in the standard additions and deductions table as outlined above.</p> <p>There are certain additions and deductions that will be mandated by the type of Incoterm you're using</p>
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Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
			(e.g., Ex-works, Free on Board, Free Carrier, Free Alongside Ship must declare freight charges).
<b>Total invoice amount, Total invoice currency</b> (DE <a href="#">4/11</a> ) [Supplementary Declaration → <a href="#">total_invoice</a> , <a href="#">total_invoice_currency</a> ]	22 (2)	Optional for all declarations	The total amount and currency used in the invoice for the consignment. It should always exclude VAT. For more details on invoices, consult the <a href="#">NICTA Introduction to Customs course</a> . Optional to enter at consignment level as item price needs to be provided at item level. If completing the field, when different items are in different currencies they must all be converted to GBP and document code "9WKS" declared in DE 2/3 showing rate of exchange calculation used.
<b>Exchange rate</b> (DE <a href="#">4/15</a> ) [Supplementary Declaration → <a href="#">exchange_rate</a> ]	23	Mandatory if an exchange rate is fixed in advance by a contract between the parties	Enter the exchange rate in force between the invoice currency and the currency of the Member State concerned, if a fixed exchange rate is stipulated in the contract of sale and is being used. If entered, you must declare document code "9WKS" into document code field and hold a copy of the worksheet or valuation declaration showing how the conversion was made and evidence to support the use of fixed rates of exchange.



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
			Where a fixed rate of exchange is declared, item price / amount for every item <u>must</u> be declared in pound sterling (GBP).
<b>INCOTERM (delivery term) (DE <a href="#">4/1</a>)</b>  [Supplementary Declaration → incoterm]	20	Mandatory if goods valued by transaction value ('valuation method' = 1)	<a href="#">Incoterm</a> <sup>®</sup> applicable to the movement. For example, DDP. Incoterms <sup>®</sup> define the responsibilities of the sender and receiver in a transaction. They may specify which party is responsible transport and the risks of loss or damage. For more information, consult the <a href="#">NICTA Incoterms<sup>®</sup> guide</a> and <a href="#">Incoterms<sup>®</sup> 2020 - ICC - International Chamber of Commerce (iccwbo.org)</a> . Refer to Supplementary Declaration Error Codes Guidance for additional detail. There are certain additions and deductions that will be mandated by the type of Incoterm you're using (e.g., Ex-works, Free on Board, Free Carrier, Free Alongside Ship must declare freight charges).
<b>Delivery location country, Delivery location town (DE <a href="#">4/1</a>)</b>	20	Mandatory if goods valued by transaction value ('valuation method' = 1)	The country and town of delivery, as specified in the terms of the transaction. The place of delivery is where the receiver or their carrier takes receipt of the goods. This may not be the NI receiver's premises, depending on the Incoterms. For example, under Ex Works (EXW) Incoterms <sup>®</sup> , the place of delivery will be the sender's premises in GB. Under Delivered Duty Paid (DDP) Incoterms <sup>®</sup> , the

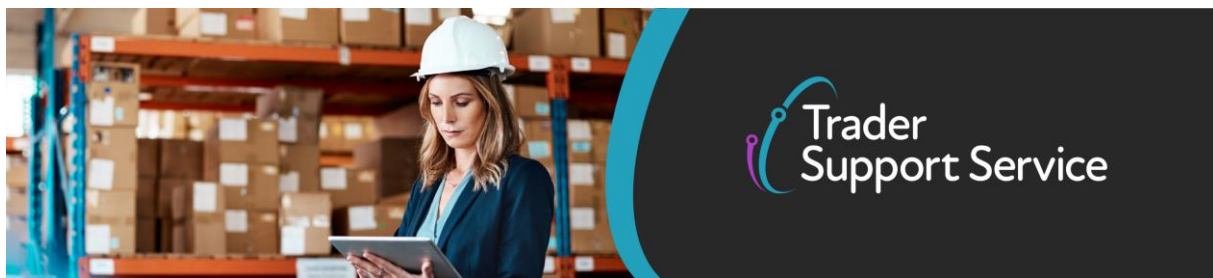




Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
[Supplementary Declaration → delivery_location_country, delivery_location_town]			place of delivery will be the receiver's premises in NI. To identify which delivery location should be entered for each please refer to <a href="#">GOV.UK guidance on delivery terms</a> . As per NICTA error guidance, where these terms are used additions and deductions will be required in the "Item valuation" field (4/9).
Use postponed VAT accounting? (also referred to as 'account for import VAT on your VAT return'), VAT number (for PVA) (DE <a href="#">3/40</a> )  [Supplementary Declaration → postponed_vat, vat_number]	44	Optional for all declarations	Field currently not applicable. PVA is relevant for imports of goods under a customs special procedure or from the Channel Islands of Jersey and Guernsey (which are considered as RoW for VAT purposes). These are currently not supported by TSS.



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
<b>Consignment Previous Documents</b>  <i>Table overview, detail on field below</i> <a href="#">[Supplementary Declaration → header_previous_document]</a>	40	Optional for items using 4000 procedure (in addition to TSS pre-populated entries)	<p>Some movements will require previous documents to be declared on the supplementary declaration for the consignment, which are entered into “consignment previous documents” table.</p> <p>TSS will auto-populate the following previous documents on your behalf, which are the only mandatory previous documents to input for release into 4000 movements. Any other entries are optional and should only be inputted if relevant to the goods being moved (see <a href="#">GOV.UK guidance listing previous document codes</a>):</p> <ul style="list-style-type: none"> <li>‘SDE’ – The SFD (Simplified Frontier Declaration) MRN (Movement Reference Number), or ‘CLE’ the reference to the EIDR record</li> <li>‘DCR’ – The Declaration Unique Consignment Reference (DUCR) to link the supplementary declaration to SFD record generated by TSS. The DUCR reference used in the entry will match the reference used at SFD/EIDR (EIDR Entry in Declarants Records) stage.</li> </ul>
<b>Consignment Previous Documents</b>			Document class must be entered for every previous document declared, from the following 2 options:



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
<b>Document Class (DE <a href="#">2/1</a>)</b>  <b>[Supplementary Declaration → header_previous_document → previous_document_class]</b>			<ul style="list-style-type: none"> <li>“Y” where inputting the simplified declaration reference (applicable document auto populated by TSS)</li> <li>“Z” where inputting any other previous document</li> </ul> <p>Note option “X” to declare a declaration for temporary storage will not apply to the supplementary declaration.</p>
<b>Consignment Previous Documents</b>  <b>Document Type (DE <a href="#">2/1</a>)</b> <b>[Supplementary Declaration →</b>			<p>Document type indicates the type of previous document wanting to be declared and should be selected from the following <a href="#">CDS guidance</a>.</p>



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
header_previous_document → previous_document_type]			
<b>Consignment Previous Documents</b>  <b>Document Reference (DE 2/1)</b> [Supplementary Declaration → header_previous_document → previous_document_ref]			Document reference is an identifier which should be entered alongside the document type to identify the document (the identification number or another recognisable reference of the document). For each document code declared, traders should input the corresponding reference stated in “document reference” column of the <a href="#">CDS guidance</a> . E.g., for code 785 (cargo manifest), the reference number for the cargo manifest should be entered as a reference.
<b>Holder of Authorisation</b> <a href="#">3/39</a> ,	44		Authorisation code & corresponding identifier need to be entered where customs procedure in use requires importer to hold an authorisation to move those goods.



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
<b>Authorisation type code, authorisation role ID</b>  <b>[Supplementary Declaration → Holder_of_authorisation]</b>			<p>If you imported goods for release into free circulation (which will apply to most GB-NI movements), you don't need to enter specific authorisations into this field.</p> <p>Authorisation type codes should be selected from the <a href="#">CDS guidance</a>. Authorisation role ID is the corresponding EORI of trader holding authorisation. Note TSS will currently auto-enter its own Customs Freight Simplified Procedures (CFSP) authorisation to allow the movement to use simplified procedures, which doesn't need to be entered by the trader. The use of an authorisation code is a legal statement to abide by the requirements / conditions of that code.</p>
<b>Procedure (1/10)</b>  <b>[Goods item → procedure_code]</b>	37/1	Mandatory for all declarations	<p>Describes the procedure that the goods are being entered into / released from. Use the Procedure Code index list and their completion notes to help you identify the correct code to use and for guidance on how to complete the declaration. E.g., 4000 Entry for free-circulation and home use of non-Union goods. As shown in Table 1, TSS currently only supports procedure code 4000. If you would like to use another procedure please select "Yes" in "Previous / additional procedures" and save and exit the declaration. Procedure codes are split into 2 components:</p>





Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
			<ul style="list-style-type: none"> <li>1st / 2nd digits indicate the Requested Procedure: the customs procedure to which the goods are being entered into in NI for a GB-NI movement;</li> <li>3rd / 4th digits which indicate the Previous Procedure: the customs procedure from which the goods are being removed from in GB for GB-NI movement. 00 implies no direct previous procedure i.e., goods in free circulation in GB before entry.</li> </ul> <p>The majority of GB-NI movements will be entered into free circulation in NI with no previous customs procedure. TSS can currently only process declarations into free circulation. For these movements code 4000 will apply and be the suggested default by TSS. Traders should only enter a different code where known a different procedure will apply.</p> <p>The use of a procedure is a legal declaration to abide by the requirements / conditions of that procedure. To use any special procedure code through TSS (e.g., inward processing) traders will require pre-approved full authorisation to use that procedure and need to enter the relevant proof of authorisation details on all declarations. You will not be able to submit using an authorisation by declaration.</p>
<b>Additional procedure code (1/11)</b>	37/2	Mandatory for all declarations	Enter the appropriate (3 digit) Additional Procedure Code. You can reference the <a href="#">procedure code guidance</a> to see what additional procedure code can be used with your specific procedure code. You can



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
[Goods item→ additional_procedure_code]			<p>then find your additional procedure code using the relevant Additional Procedure Code index list and completion notes.</p> <p>As shown in Table 1, TSS currently supports the following additional procedure codes: 000, 1CG, 1CD, F21, F22. If you would like to use another procedure please select "Yes" in "Previous / additional procedures" and save and exit the declaration.</p> <p>For controlled goods moving into free circulation in NI, 1CG should be entered. For controlled drugs, 1CD should be entered.</p> <p>You may be required to add in more than one additional procedure code for your movement. To do this you should enter first additional procedure in "Additional procedure field" and any extra codes in the "Additional information" table at the bottom of the item form.</p> <p>The use of a procedure is a legal statement to abide by the requirements / conditions of that procedure. Note that 1BN is not currently supported. If you are intending to use "1BN" to import bananas without a weight certificate you currently do not need to enter this code here. Alternatively, you should enter the document code "C046" into Document table, with corresponding status code "AE" in the interim.</p>



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
<b>Commodity code (DE <a href="#">6/14</a> and <a href="#">6/15</a>)</b>  <b>[Goods item→commodity_code]</b>	33	Mandatory for all declarations	<p>10-digit import/inbound commodity code for the goods.</p> <p>Commodity codes classify goods for movement and are essential as they link the goods to duty and VAT rates. You can use the <a href="#">Northern Ireland (EU) Tariff</a> to look up the commodity codes for your goods.</p> <p>The Import tab of the commodity code page will list any additional requirements for the goods – including any controls on moving the goods, supplementary units and document codes. The TSS portal also allows users to search for commodity codes.</p>
<b>National additional code(s) (DE <a href="#">6/17</a>)</b>  <b>[Goods item→national_additional_codes]</b>	33	Required for some commodity codes, if specified in the tariff	<p>National additional codes are 4-character codes. They are used, in conjunction with information provided elsewhere in the declaration, to calculate the duties and taxes applicable. You can find a list of codes and a description of the goods associated with each code <a href="#">in the dedicated GOV.UK guidance</a>.</p> <p>The national additional code associated with the goods (if required) is specified by the commodity code. You can find out whether a national additional code applies to your commodity by searching the <a href="#">Northern Ireland (EU) Tariff</a>, and looking for “additional code”.</p> <p>If no national additional code is required, this data element can be left blank.</p>



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
			<p>Excise codes beginning with X (e.g., for alcoholic beverage content, tobacco containing products) are examples of national additional codes but only apply to a scenario where controlled goods are being moved.</p> <p>However, codes which could apply would be those used to indicate any exemptions or reduced rates of taxes which may be applicable for national taxes and other charges (e.g., to indicate VAT exemption of children's clothing). The declaration of a national additional code for an exemption or reduction constitutes a legal declaration that the claimant is eligible for the relief or exemption. An incorrect claim may render the legal declarant liable to a demand for the relieved revenue and other sanctions or penalties. In some cases, more than 1 national additional codes could be supplied per item, using the drop-down menu. If this applies all codes must be entered.</p> <p><b>Note that certain types of excise goods are currently not supported for supplementary declarations.</b> These are goods with the following UK excise / national additional codes:</p> <ul style="list-style-type: none"> <li>• X407, Beer made in UK (standard rate, that is, annual production more than 60,000 hectolitres)</li> <li>• X440, Beer made in UK - small brewery beer eligible to reduced rates (variable rate, that is,</li> </ul>



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
			<p>annual production more than 5,000 hectolitres but not exceeding 60,000 hectolitres)</p> <ul style="list-style-type: none"> <li>o X441, Imported beer - small brewery beer eligible to reduced rates (variable rate, that is, annual production more than 5,000 hectolitres but not exceeding 60,000 hectolitres)</li> <li>o X611, Cigarettes.</li> </ul>
<b>TARIC additional code(s) (DE <a href="#">6/16</a>)</b>  <b>[Goods item→taric_code]</b>	33	Required for some commodity codes, if specified in the tariff	<p>Some commodity codes require that a TARIC additional code(s) also be entered. If applicable, this will be listed in <a href="#">EU TARIC tool</a>.</p> <p>These codes indicate that there may be additional duty payable, for example duty applicable to some dairy or sugar products (identified by a Meursing code), or anti-dumping duty.</p> <p>In some cases, more than 1 TARIC additional code could be supplied per item. If this applies all codes must be entered in a single string (no spaces between them) in the portal field.</p>
<b>Country of origin (DE <a href="#">5/15</a>)</b>	34a	Mandatory unless	The goods' country of origin classifies where the goods were produced and is used to determine duty rates. This is not necessarily where the goods were sent from. For instructions on establishing the





Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
[Goods item→ country_of_origin]		preference is being claimed	<p>country of origin for goods, consult the Rules of Origin <a href="#">guidance on GOV.UK</a>.</p> <p>The origin country should always be entered into this field where no preference is being claimed (i.e., “Preference” (DE 4/17) at item level begins with 1). Where a preference is being claimed, the origin country should always be entered in country of preferential origin (DE 5/16), and this field (DE 5/15) should generally be left blank.</p> <p>Where preference is being claimed and a country of preferential origin has been declared in DE 5/16, DE 5/15 will also need completing when the goods are subject to an electronic licence requirement.</p> <p>Where a licence has been declared in DE 2/3 with a document status code beginning with E (e.g., EE, EA etc.), DE 5/15 is always mandatory.</p> <p>For a complete list of country codes for CDS please see <a href="#">the list on GOV.UK</a>.</p>
<b>Country of preferential origin (DE <a href="#">5/16</a>)</b>	34b	Mandatory if preference is being claimed	<p>Once you have clarified the origin of the goods you’re importing, you can find out if they qualify for preferential treatment under a tariff preference scheme.</p> <p>For details on how to check if goods qualify for a preference scheme, consult the Rules of Origin guidance on <a href="#">GOV.UK</a>. You can find preference</p>



Consignment (header) data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
			arrangements in the <a href="#">Northern Ireland (EU) Tariff</a> under the import tab for the commodity code. If the goods qualify for preferential treatment (i.e., preference code (DE 4/17) entered doesn't start with 1), the preferential country of origin must be entered.
<b>CUS code (DE 6/13)</b>  [Goods item→ cus_code]	31	Mandatory for all chemicals	The CUS code is an eight-digit code which identifies chemicals. CUS codes are listed in ECICS - <a href="#">European Customs Inventory of Chemical Substances</a> , which allows users to clearly identify and classify chemicals. You can search ECICS by chemical name or commodity code (called 'CN code' in ECICS). Where the goods concerned are subject to a TARIC measure in relation to a CUS code, the CUS code must be provided.  The provision of the CUS code is optional for chemicals where no TARIC measure exists for the goods concerned.



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
<b>Preference (DE 4/17)</b>	36	Mandatory for all declarations	<p>A 3-digit code indicating whether you are claiming a reduction in, or relief from, import duty – and if so, what type you are claiming.</p> <p>In many cases, traders will not be claiming any preference, and should enter the code '100'.</p> <p>You can find any preference arrangements in the <a href="#">Northern Ireland (EU) Tariff</a> under the import tab for the commodity code. You can determine the relevant code from this <a href="#">list</a>.</p> <p>If you are claiming preference, you will also need to:</p> <ol style="list-style-type: none"> <li>1. complete the country of preferential origin (see above)</li> <li>2. input the additional document code specified in the <a href="#">Northern Ireland (EU) Tariff</a> tool under the import tab for the commodity code.</li> </ol> <p>Note that if preference is claimed, the fields preference, country of preferential origin, and the document code must be consistent.</p> <p>The code that is declared here will impact of how country of origin (DE 5/15) and country of preferential origin (5/16) are declared, see above.</p>
<b>Additional information (DE 2/2)</b>  <b>Additional information</b>	44	For NI purposes this is always mandatory	<p>Some movements could require additional information codes to be entered on a declaration as specified by the procedure code or commodity code. You can use the <a href="#">Northern Ireland (EU) Tariff</a> to identify your commodity code (as specified above). Review <a href="#">this full list of additional information codes</a> for</p>



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
<b>codes, Additional information description</b>  <b>[Goods item→ additional_info rmation]</b>			<p>any that relate to the commodity/procedure code of your goods.</p> <p>Notably <b>you must enter NIREM in the 'NI additional information code field' (description below) to state your goods are not-at-risk, and therefore exempt from duty, or NIAID to claim a waiver for duties</b> (see this <a href="#">guide</a> and the webinar at the bottom of <a href="#">this page</a> for more information). All other additional information codes can be added via the "additional information" table at the bottom of the portal page. To use NIREM, you need to hold authorisation or have provisional authorisation under UKTS.</p> <p>For non-controlled goods being released into free circulation / home use (all national taxes due have been paid), other codes are unlikely to apply.</p> <p>For certain types of controlled goods, a prohibition and restriction (P&amp;R) code may need to be declared (e.g., Produce of Phytosanitary relevance, AI code PAR10).</p> <p>For some non-release into free circulation movements / certain additional procedures, additional AI codes could need to be supplied as mandated in <a href="#">procedure</a> / <a href="#">additional</a> procedure completion notes.</p> <p>A full list and description of scenarios additional information codes apply can be found <a href="#">in this GOV.UK guidance</a>.</p>



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
			<p>Note that in certain cases, these additional information codes will require accompanying descriptions. You can use the link above to find out if your goods require additional information.</p> <p>Note, NIDOM and NIIMP codes will be auto-entered as additional information codes based on “Goods domestic status” entry.</p> <p>A declaration cannot be made for goods items that have both NIIMP and NIDOM statuses.</p>
<b>NI Additional Information Codes (DE <a href="#">2/2</a>)</b>  <b>[Goods item → u_ni_additional_information_codes]</b>	44	Mandatory	<p>Choose from the drop-down:</p> <ul style="list-style-type: none"> <li>a) Goods are not “at risk” (NIREM). To use NIREM, you need to hold authorisation or have provisional authorisation under UKTS.</li> <li>b) Within subsidy limit and claiming waiver (NIAID). If you choose this option, you will also need to ensure the code NIDOM is inputted into “Goods domestic status” to indicate it is a GB to NI import declaration where the goods have UK domestic status. If NIDOM is not included on the declaration it will be rejected.</li> <li>c) Preference under the TCA. See also “Preference” field (4/17). Choosing this option requires other fields to be completed. Preference needs to be completed with code 300. Country of preferential origin needs to be an EU Member State. Documents needs to be completed with one of</li> </ul>



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
			<p>the following codes (see also <a href="#">this guide on preferential rates of duty between UK and EU</a>):</p> <ul style="list-style-type: none"> <li>U110 – if the claim is based on a ‘statement on origin’ for a single shipment (must be declared with (i) status code AE, AF, AG, AP, AS, AT, GE, GP, HP, JE, JP, LE, LP, UA, UE, UP, US, XA, XB (ii) commercial document reference number in the document reference)</li> <li>U111 – if the claim is based on a ‘statement on origin’ for multiple shipments of identical products to cover a 12-month period (must be declared with (i) status code AE, AF, AG, AP, AS, AT, GE, GP, HP, JE, JP, LE, LP, UA, UE, UP, US, XA, XB (ii) commercial document reference number in the document reference)</li> <li>U112 – if the claim is based on importers knowledge (this must be declared with status code JP).</li> </ul> <p>You may also need to declare document statuses.</p> <p>d) None of the above – goods are at risk and attract duty.</p> <p>For additional detail see also <a href="#">the guide on tariff liability options</a>.</p>
<b>Net mass (KG)</b> <b>(DE <a href="#">6/1</a>)</b>  <b>[Goods item→]</b>	38	Mandatory for all declarations	The net mass is the weight of the goods (in kg), without any packaging.





Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
<b>net_mass_kg</b>			“Packaging” means materials and components used in any packaging operation to wrap, contain or protect the goods during transport.
<b>Supplementary units (DE <a href="#">6/2</a>)</b>  <b>[Goods item→ supplementary _units]</b>	41	Required for some commodity codes, if specified in the tariff	Some commodity codes need to be described not only by mass, but also by a second measure (for example, volume in litres). If applicable, this will be listed in the <a href="#">Northern Ireland (EU) Tariff</a> under the “Value” column of “Import measures and restrictions” for the commodity code. Where required, traders should enter the supplementary units as a number.
<b>Statistical value (<a href="#">8/6</a>)</b>	46	Optional unless requested by CDS	The statistical value is the approximate theoretical/definitive value (depending on the method of valuation) of the goods where they are entered into NI. In many cases this will be auto calculated by CDS and not require trader input, however manual calculation could be requested by exception. Therefore, the statistical value consists of the (intrinsic) value of the goods and the incurred or calculated cost for transport and insurance from their point of the transport related departure to the point of entry into this Member State. For more information on how to determine statistical value if manual entry desired see <a href="#">CDS guidance</a> .



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
<b>Tax Base Unit</b> and qualifier (3rd quantity) <a href="#">(4/4)</a>  <b>[Goods item→ tax_base_unit]</b>	47	Some controlled goods items, where required for commodity code	<p>A tax base will need to be declared where the commodity code requires the declaration of a 3<sup>rd</sup> quantity for goods clearance or controls (e.g., need to enter pure alcohol content for certain alcoholic beverages).</p> <p>The measurement unit code is a three-letter code and a qualifier (if present) is a single letter to indicate which type of third quantity is being entered. A list of these codes, their associated qualifiers (if present) and a description of them can be found <a href="#">in this appendix</a>. If your intended measurement unit includes a qualifier you should enter all 4 digits in this field.</p> <p>If a commodity code requires a 3<sup>rd</sup> quantity to be declared it will be specified in the commodity code's tax details. See <a href="#">the UK global online tariff</a> for more details on commodity codes. For example, value column for gin (<a href="#">2208501100</a>) indicates excise duty is calculated per "Litre pure 100% alcohol", and thus the required measurement unit &amp; qualifier would be "LTRA."</p> <p>If you identify a commodity code requires a measurement unit, you can use the above referenced <a href="#">list</a> to get the associated code for the measurement unit type</p>



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
<b>Tax base quantity</b> (3rd quantity)( <a href="#">4/4</a> ) [Goods item→ tax_base_quantity]	47	Some controlled goods items, where required for commodity code	This is the quantity associated with the commodity and is related to the measurement unit code. For example, if the measurement unit code is LTR (litres), this field would be the quantity declared in litres.
<b>Item (invoice) amount / price and currency</b> ( <a href="#">4/14</a> )  [Goods item→ item_invoice_amount, item_invoice_currency]	42	Mandatory for all declarations	<p>Where goods have a payable price (i.e., valuation method 1 – see below for details), this is the amount charged for the item and the currency used, listed on the invoice. For more details on invoices, consult the <a href="#">NICTA Introduction to Customs</a> course. Invoice values should exclude VAT.</p> <p>Where other valuation methods are used, this will be the customs value of the goods before any additions or deductions (see above). You must determine the customs value according to <a href="#">Notice 252 on GOV.UK</a>.</p> <p>Currency used to invoice the goods. A list of currencies and their corresponding codes can be found in <a href="#">the UK trade tariff</a>.</p> <p>If different items are in different currencies they must all be converted to GBP and document code 9WKS declared in DE 2/3 showing rate of exchange calculation used.</p>



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
<b>Valuation method (DE 4/16)</b>	43	Mandatory for all declarations	<p>The method you have used to determine the customs value of the goods. There are six valuation methods. For many imports, the goods are the subject of a sale and can be declared under method 1. Method 1 is the price paid or payable, by the buyer to the seller – the transaction value -- for the goods. The transaction value must be adjusted in accordance with specific rules and the sale must meet certain conditions. If the goods have been subject to a sale that is acceptable under these specific rules, you must use valuation method 1. If method 1 is not applicable (there is no payable price), the other methods must be tried in turn. <a href="#">Notice 252</a> explains all methods and the requirement for each. <a href="#">GOV.UK</a> also provides answers to common questions about the valuation methods.</p>
<b>Valuation indicator (DE 4/13)</b>	45	Mandatory if goods valued by transaction value ('valuation method' = 1)	<p>Four-digit code indicating whether the invoice price for goods was affected by four specific factors. Each digit is linked to a factor:</p> <ol style="list-style-type: none"> <li>1. a party relationship between buyer and seller</li> <li>2. restrictions on the use of the goods</li> <li>3. condition or consideration on the transaction</li> <li>4. future proceeds from resale or use of the good accruing to the seller.</li> </ol>



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
			Each digit of the code is '0' if there is no effect, and '1' if there is an effect. For more details, consult <a href="#">UK Trade Tariff on GOV.UK</a> .
<b>Nature of transaction</b> (DE <a href="#">8/5</a> )	24	Mandatory for all declarations	A one- or two-digit code describing the nature of the transaction: for example, an outright sale, the return of goods, or aid shipments. The second digit is optional and may be left blank. A simple table setting out the relevant codes can be found <a href="#">here</a> . Note if valuation by transaction value (valuation method = 1) is being used, this can always be entered as 1.
<b>Invoice number</b> (No direct field in CDS, TSS enter in DE <a href="#">2/3</a> ) [Goods item → invoice_number]	44	Mandatory if goods valued by transaction value ('valuation method' field = 1)	The invoice reference number. Note that TSS will auto-enter the invoice as a document to declare (under element 2/3) with the reference number provided.
<b>Document reference</b>  <i>Table overview, detail on fields below</i>	44	Mandatory only for certain cases	Some movements will require additional documents, certificates, authorisations or references to be declared on the declaration. These should be entered into the "Detail documents" table. Apart from excise goods, additional documents are always required to be declared for controlled goods



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
[Goods item→document_references]			<p>(e.g., to indicate certificate or exemption for import controls). Documents are required when claiming preference (e.g., preference under the TCA). They can also be mandated by some customs procedure codes (e.g., to indicate an authorisation to use a special customs procedure). This may also include certificates of authenticity or additional documents required if you are not using valuation method 1.</p> <p>To check whether a commodity code requires a document to declare go to CDS <a href="#">Northern Ireland (EU) Tariff</a> and look for any conditions that apply in the “import measures and restrictions” section of the import tab for the relevant page of the good you are moving. For some commodities, you may be able to enter the proof of the certificate for the goods (Document codes beginning with C) or confirmation that this certificate is not required for your movement (Document codes beginning in Y). Some commodities will always require a C code where a certificate is due.</p> <p>For more examples and details on how to determine the document codes that could apply using the online tariff see <a href="#">the controlled goods guide</a>.</p> <p>Document requirements can also be mandated by the procedure or additional procedure code, however for release into free circulation / home use (all national taxes due have been paid), with no previous /</p>





Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
			<p>additional procedure (4000/000), no additional documents are mandatory for all cases to declare other than those entered by TSS. In order to check if your procedure code requires a document to declare, please see the <a href="#">procedure code guidance</a> and the <a href="#">additional procedure code guidance</a>.</p> <p>TSS will currently automatically enter TSS Customs Freight Simplified Procedures (CFSP) authorisation, and invoice reference as documents where an invoice reference is provided.</p>
<b>Document reference</b>  <b>Document Code (DE <a href="#">2/3</a>)</b> <b>[Goods item→document_references→document_code]</b>			<p>The document code is mandatory for all documents and specifies the type of document being declared. The correct document code should be identified by following guidance above, and selected from CDS list of national, union, or government department document codes</p> <p>For a list and description of the Union codes see <a href="#">here</a> and National codes see <a href="#">here</a>.</p> <p>For a list of government department licences and their associated codes click <a href="#">here</a>.</p>
<b>Document reference</b>  <b>Document reference</b>			<p>This is the reference number associated with the documents for the specific document being used. The exact type of reference number required will depend on the document type code. The fourth column of Tables 1 (<a href="#">union codes</a>) and 2 (<a href="#">national codes</a>), entitled</p>



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
<b>number (DE 2/3) [Goods item→document_references→document_reference]</b>			<p>“details to be entered on the declaration,” shows the necessary reference number associated with each document code.</p> <p>This reference number must identify the unique document, authorisation, licence or certificate being declared.</p>
<b>Document reference</b>  <b>Document status (DE 2/3)</b>  <b>[Goods item→document_references→document_status]</b>			<p>The document status is a two-letter code that needs to be declared with the document code above. <u>You should reference the description associated with your document code to see what status codes are permitted for that document code.</u></p> <p>The appropriate document status code for each document code can be found in the fourth column of tables 1 (<a href="#">union codes</a>) and 2 (<a href="#">national codes</a>). The title of the fourth column is “details to be entered on the declaration.”</p> <p>A full list of the document status codes and their descriptions can be found <a href="#">here</a>.</p> <p>Where a document code permits the use of status codes “XX” or “XW,” a statement supporting the use of those status codes must be provided in the section “document status reason” (see below).</p> <p>Use of status code XX or XW is a legal declaration that the goods are exempted from the documentary controls.</p>



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
			Sufficient evidence must be held in records to demonstrate eligibility for the waiver or exemption which must be produced on demand.
<b>Document reference</b>  <b>Document part (DE 2/3)</b> [Goods item → document_references → document_part]			Some documents require line item (part) number. For example, some licences cover many products with each defined as a line. The document part is used to identify the line number in the case of many products associated with a specific licence. You should complete this field if the licence/certificate you are referencing has more than one item. If left blank, this defaults to 1 and the system will attribute the declaration to the item on the first (or only) line of the licence.
<b>Document reference</b>  <b>Document status reason (DE 2/3)</b> [Goods item → document_references → document_status_reason]			Enter a free text description of the 'reason' associated with the document status code. This is only required if you have entered a status code XX or XW.



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
<b>Document reference</b>  <b>Writing Off - Issuing Authority 8/7 (2/3)</b>  [Goods item→document_references→issuing_authority]	44	Some controlled goods items, where licence requires writing off details to be declared	<p>The details for writing off are to be declared, as appropriate, alongside any document code details inputted (outlined above). Note that writing off details will be required for licences even when a waiver status code or a 'previously attributed on SFD' status code is used.</p> <p>These details will provide further information on the documents provided. They are required for goods being released into free circulation, where the document being declared refers to a specific quantity, e.g., a licence allows 1000 litres to be imported and the declaration is for 200 litres.</p> <p>In the Issuing Authority section, enter a free text description of the Issuing Authority. The issuing authority is the governing body that issued the relevant document/certificate/authorization produced.</p>
<b>Document reference</b>  <b>Writing off - Date of validity 8/7 (2/3)</b>  [Goods item→document_references]	44	Some controlled goods items, where licence requires writing off details to be declared	<p>This is the date of validity of any licences/certificates (if required). This field must be in the format <code>yyyymmdd</code>.</p> <p>For licences and non-preference certificates, the date to be declared is the expiry date of the licence or certificate. This field is mandatory for Government Department licences listed in <a href="#">this appendix</a>.</p> <p>For preferential proofs of origin (e.g., Statements of Origin, Invoice Declarations), the date, if required by the specific document code being referenced (the</p>



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
→ <b>date_of_validity</b>			guidance for the reference code in this <a href="#">appendix</a> will state if date required) , is the date of issue.
<b>Document reference</b>  <b>Writing Off - Measurement Unit (and qualifier) 8/7 (2/3)</b>  <b>[Goods item→document_references → measurement_unit]</b>	44	Some controlled goods items, where licence requires writing off details to be declared	<p>A measurement unit and qualifier are only required where a specific quantity and measurement type has to be associated with a specific document. For example, a licence has been issued for a total quantity of liquids in litres. Here the unit would be litres. Where the specific document requires a measurement unit (and qualifier) to be declared, enter the appropriate unit code followed by a qualifier if required for the commodity's or document's measurement unit type using the following <a href="#">list</a>.</p> <p>For example, if the document requires a quantity in litres, enter the measurement unit code of LTR. The quantity of litres being declared should be entered in the data field "writing off – quantity." If the document requires a quantity in litres of total alcohol, enter the code LTRA.</p> <p>Where a waiver or SFD previous status code is used a measurement unit is still required. If no quantity, measurement unit or qualifier is required, this data element should be omitted.</p>

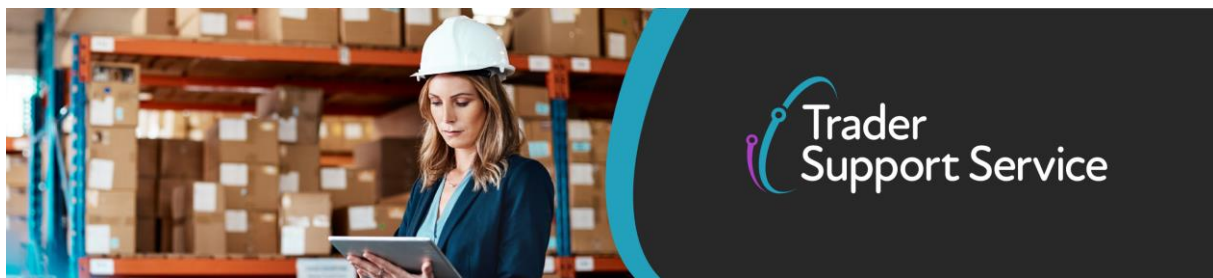


Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
<b>Document reference</b> <b>Writing Off – Quantity 8/7 (2/3)</b> [Goods item→document_references → quantity]	44	Some controlled goods items, where licence requires writing off details to be declared	Enter the quantity being attributed to the specific document code being referenced. For example, a measurement unit (above) could be litres, and the quantity could be number of litres. Where a waiver or SFD previous status code has been used a quantity of 0 should be entered.
<b>Document reference</b> <b>Writing Off – Currency 8/7 (2/3)</b> [Goods item→document_references → currency]	44	Some controlled goods items, where licence requires writing off details to be declared	If the specific amount to be associated with the document / writing off details is a monetary amount, the measurement unit must be a currency (e.g., GBP). You may declare the currency type in this field if not already provided in the measurement unit field.
<b>Document reference</b>	44	Some controlled goods items, where licence requires	Where a currency has been declared in “Writing off – currency” field, enter the monetary amount associated with the document / writing off details in this field.





Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIEF BOX	When is this required?	Description
<b>Writing Off – amount 8/7 (2/3)</b>		writing off details to be declared	
<b>Item valuation (item additions and deductions)</b> Item addition/deduction code, value & currency (DE 4/9) [Goods item→item_add_dedded→tem_add_ded_code , Item_add_ded_value]	45	Additions and deductions are mandatory if the item price does not match the customs value.	Please first see full guidance on header additions / deductions document table for how to determine where required. Please note you cannot use the same types of additions/deductions at consignment and item level. Item level table should be used where there are additions and deductions specific to individual items. Use the header level entry when additions and deductions can be split across consignment.
<b>Detail previous documents</b>	40	Optional for items using 4000 procedure (in addition to TSS)	Please first see full guidance on consignment previous document table for how to determine whether to declare a previous document.



Item data fields <i>Table in TSS portal (if applicable) [API field name]</i>	CHIE F BOX	When is this required?	Description
<b>Document class, document type document reference (DE <a href="#">2/1</a>)</b>  <b>[Goods item→ detail_previous_document→ previous_document_ref , previous_document_type , previous_document_class]</b>		pre-populated entries)	Item table follows the same format but should only be used where a document is to be declared for a single item within the declaration. Use the header level entry when document applies across consignment.



## 4. I need to know more

The NI Customs & Trade Academy (NICTA) is providing traders that have registered with TSS with short courses on all aspects of new trading processes that begin from 1 January 2021.

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

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

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