

TSS User Guides

Full Frontier Declaration: Step-by-step guide

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HM Revenue
& Customs



TSS User Guides

FFD: Step-by-step guide

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1. Introduction

The TSS full frontier declaration process has two steps:

- 1. Entry Summary, Safety & Security (ENS) declaration:** required before goods move. The legal requirements are with the carrier, but a third party may lodge the declaration as long as it is 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](#).
- 2. Full Frontier Declaration (FFD):** The completion of the FFD is required before goods move. This will have to be generated separately from the ENS declaration. This must account for all the customs data in one declaration (unlike simplified declarations). The trader must ensure all the relevant data for the customs declaration is declared at this stage.

For information about the data sets for each declaration type, please see the guidance on [Volume 3 for CDS – Appendix 21](#).

Payment of charges: If duty payment is required, it is calculated once the FFD has been submitted correctly.

TSS DDA

To allow for the declaration to be accepted if the trader is using TSS DDA, the duties or any other charges must be paid before the goods can move. Refer to [this guide](#) for more information on the duty payment process.

Trader DDA

The payment should go through as long as the funds can be secured against the trader DDA. The trader should ensure they have sufficient limits to cover the debt due when submitted their FFD.

This guide is focused on how you can complete the FFD, by providing a step-by-step walkthrough of the process.

TSS will request data for the customs FFD declaration from the account associated with the GB EORI provided in the 'Importer' field where the EORI is TSS registered. The importer will receive an email notification from TSS, after the FFD is accepted and payment that is due has been completed, with the FFD Movement Reference Number (MRN) to be added to the Goods Movement Reference (GMR) generated in the Goods Vehicle Movement Service (GVMS) outside of TSS. The haulier will then need to add their separate Movement Reference Number (MRN) from the ENS declaration they will complete.



It is important to note that both MRNs (one for ENS and one for FFD) should be added to the GMR.

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 and responsible for any duties that are due.

A visual representation of the FFD process is presented in Exhibit 1.

The TSS FFD declarations process

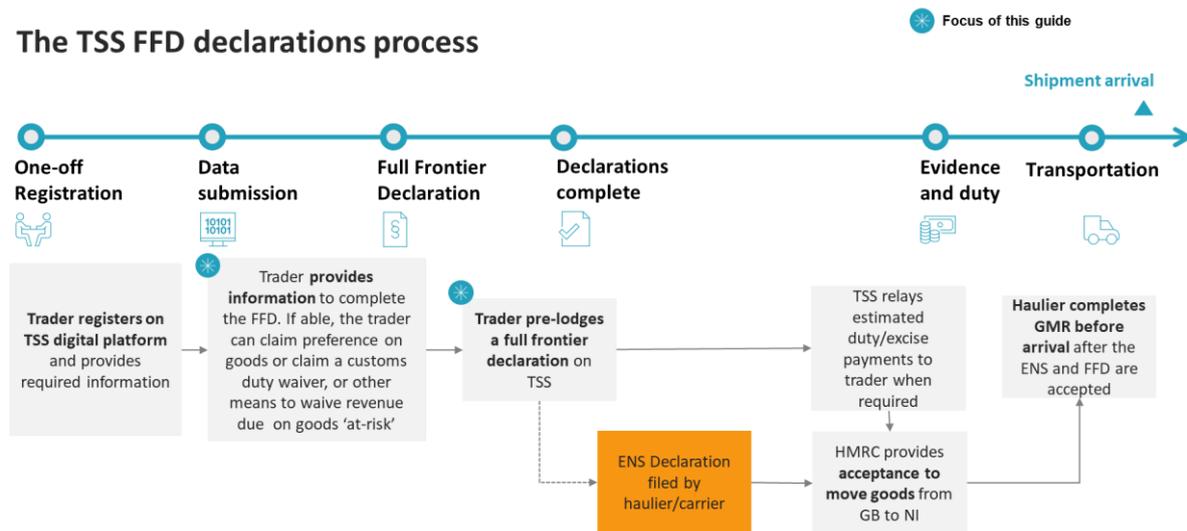


EXHIBIT 1: FFD PROCESS

Important notice: Before submitting the FFD, you should ensure that you accurately complete mandatory consignment and item level data. If you have not completed all mandatory data for the items you moved before submitting your declaration, it will not be accepted and you will be notified that further information is required.

If you are using the TSS DDA, payment will be required before you receive your FFD MRN.

2. When should I use the FFD process?

As a trader, you must remember there are 2 scenarios where FFD can be used.

1. Where the procedure or additional procedure code is not supported on the simplified journey:

Procedure and additional procedure codes will be required for each goods item.



A procedure code is a 4-digit code that identifies the customs procedure the goods are being entered to.

An additional procedure code is a 3-digit code which identifies any unique circumstances that apply (e.g. a duty relief). More than one additional procedure code may be required depending on what you intend to do with the goods. Any additional procedure codes used must be compatible with the chosen procedure code.

There are exclusions from using the simplified journey that exist based on the procedure code being used. If there is an exclusion [based on the list here](#), you may be required to complete a FFD.

The support in TSS for alternate procedures will only be on the FFD route until future releases. If a supplementary declaration is created, but your procedure is not yet supported, you can complete the “Any procedure(s) not currently supported by TSS?” box and select “Yes” and wait for the availability on the simplified journey.

Currently, if you require the use of alternate procedures that are possible on the simplified journey, but not available until future releases, you can now complete an FFD within TSS if you wish to do so.

If you are transporting goods under the following procedure codes, you can use FFD as these are currently not supported on the simplified journey:

- 0700, 0721, 4000*, 4200, 4221, 4400, 4421, 4422, 5100, 5111, 5121, 5300, 6110, 6111, 6121, 6122, 6123, 6131, 7100, 7110, 7121, 7123

***Note:** 4000 procedure code on FFD will have support for additional procedure codes not yet available on the simplified journey.

TSS is currently only able to process FFDs which are pre-lodged.

Similarly, Additional Procedure Codes (CDS DE 1/11) that require an arrived FFD are not supported. For example, those associated with diversion from a previous special procedure (e.g. 1XW or 1VW).

Furthermore the TSS Credit/Debit Card payment option does not support payment of security deposits. This means that a declaration that may generate a security deposit can only be supported through use of your own Duty Deferment Account (DDA). As a result the following cannot be supported using TSS Credit/Debit Card payment:



- Special Procedure Authorisation by Declaration (i.e. where full authorisation for special procedures is not held / use of AI Statement 00100), such as Temporary Admissions
- Additional Procedure Codes (CDS DE 1/11) that require a security (e.g. D Series)

Various additional procedure codes (DE 1/11) which correspond to the requested procedure (DE 1/10) mentioned will be included. Once you select a procedure code on the item level, TSS will filter the available associated additional procedure codes. You will be notified of more procedure code and additional procedure code support functionality within TSS in the future.

2. For convenience:

You have the option of using the FFD process when you are:

- Moving goods which require multiple tax bases for declarations, e.g excise goods.
- If you prefer to complete the payment settlement process before goods movement with the TSS DDA.
- In case you are moving larger volumes of goods more frequently, this might be preferable for you as you will not have to complete a two-step process.

If you are moving goods subject to Sanitary and Phytosanitary (SPS) measures, you might find this easier with single declaration of all related permits and certifications.

3. How can I prepare for the FFD?

In order to prepare for FFD, there are key steps you should undertake:

1. **Ensure that you have the data** required for completion of the FFD. (See data guide for more information)
2. Determine the **commodity codes** for the goods that you move.
3. Identify whether your goods are **eligible** for the **preferential tariff**.
4. Apply for authorisation under the **UK Trader Scheme** if you are eligible and you can identify that your goods are 'not at risk' (such goods do not incur tariffs, more details [here](#)), or



alternatively claim a waiver for tariffs on your goods if they are 'at risk' (more details [here](#)). You should check if the EU tariff is zero to see if any duty would be due.

In this release, duty relief can be claimed depending on the procedure and additional procedure codes applicable to your goods.

For a step by step guide on options to minimize your tariff exposure and how to select them in the FFD, including how to consider using preferential tariffs, the UK Trader Scheme and a waiver on tariffs, **please see this [guide](#)**. **It is highly recommended you consult this guidance so you do not pay more than you need to.**

5. You, or your haulier, will need to generate an ENS Declaration. For more details and guidance regarding how to create an ENS declaration, please refer to the the [standard ENS creation guide](#), [consignment-first ENS creation guide](#) videos on NICTA.
6. You can **pay any applicable duty/charges** through the following supported methods of payments
 - a. **Trader DDA**: duty deferment account owned by the trader that allows the deferment of duty, VAT, excise, and other charges. No payment through TSS required.
 - b. **TSS DDA**: duty deferment account owned by the TSS that allows the deferment of duty, VAT, excise, and other charges. Payment will be required before the goods move.
7. You may need to **keep copies of the paperwork** ready to attach to the portal at the time of filling in the FFD;
 - a. Commercial invoice and other customs paperwork (i.e. packing list)
 - b. Documents relating to Licensing/Prohibitions & Restrictions (if applicable)
 - c. Preference supporting docs (if applicable)

4. Moving Sanitary, Phytosanitary, and Controlled Goods

When moving goods that may require licences, authorisations, or certificates on the FFD journey, you should check if your goods are subject to other requirements from other government agencies. Please consult the [NI tariff](#) and HMRC guidance before moving your goods.

Please note in case you are moving goods subject to sanitary and phytosanitary measures (SPS), there are additional Trade Control and Expert System (TRACES) pre-notifications that may be required to be submitted.



1. Products of animal origin or fish

- a. Common Health Entry Document (CHED) completed in TRACES
- b. Illegal, Unreported and Unregulated (IUU) fishing catch certificate
- c. Notification to TRACES at least 24 hours in advance

2. Plant, plant products, timber based products

- a. Phytosanitary certificate
- b. Notification to TRACES at least 24 hours in advance

3. Agri Foods

- a. CHED completed in TRACES (if applicable) and 24 hours pre-notification
- b. [Private attestations](#) for shelf-stable composite products

For TSS controlled goods requiring specific certificates/licenses are required:

1. Controlled goods requiring import licences

- a. Open or Specific Individual Import Licences (Firearms and nuclear materials)
- b. Drugs and drug precursors

2. Excise Goods

- a. Licenses or authorisations (which are dependent of commodity code)
- b. Notify the [Excise Movement and Control System](#) if moving under excise duty suspension or if required

3. International conventions

- a. Convention on International Trade in Endangered Species (CITES)
- b. Kimberley Certificate

This list is not exhaustive. For a list of full licenses types for import, [please refer to Appendix 5C](#).



5. Step-by-step walkthrough of the TSS FFDs process

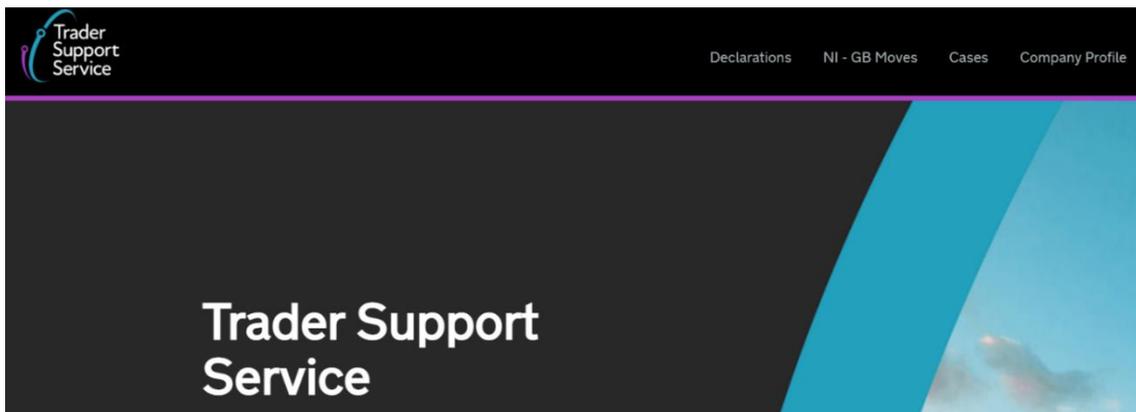
a) Populate consignment-level information

Prior to starting this process, ensure you (the importer) are registered with TSS. For more details on how to register, please refer [here](#)

You can manage FFDs by navigating to the Trader Support Service Portal [here](#) and logging in.

Once the goods have arrived at their destination and the arrival date / time has passed, you should ensure the declaration has been put into “closed” status.

1. Navigate to the declarations section by logging into the TSS portal [here](#).



2. Scroll to the bottom of the page to select “Start a declaration”.

Declarations

If you would like to submit an Entry Summary Declaration (ENS), Simplified Frontier Declaration (SFD), Full Frontier Declaration (FFD), Supplementary Declaration or Goods Movement Record from NI to GB, you can do that from here.

[Start a declaration](#)



3. Select “Start a FFD”.

Full Frontier Declaration

Use this form to create a Full Frontier Declaration (FFD).

[Start a Full Frontier Declaration \(FFD\)](#)

Important: You will see other **Declaration Options**, please note that an ENS declaration will need to be completed in addition to your FFD.

Declaration Options

There are a few declaration options available to you and it is important that you choose the right one in order to ensure your declaration is successful.

Entry Summary Declaration

Use this form to submit an Entry Summary Declaration (ENS).

[Start an Entry Summary Declaration \(ENS\)](#)

☰ Full Frontier Declaration - new record
🔗

Ent

Full Frontier Declaration

Con

Local Reference Number

Stat

Status

Goc

* Which type of declaration do you intend to make

Decl

Declaration Category

Full

* Goods Domestic Status

Rep

* Representation Type

Traders wishing to use any special procedures (e.g. 5100, 5300) other than entry into a public customs warehouse, are required to select 'Direct Representation'. If you select 'Indirect Representation' the relevant special procedures will no longer be available to you.

4. This will start a new FFD customs declaration. You will have access to the data guide from the portal page via a link at the top of the page and will be able to raise a Get Help enquiry for further assistance.

5. The following fields will appear greyed out:

- An **LRN Number** will be generated for your declaration starting with the pre-fix “FFD”. This will be unique to the consignment.



- There will be a status field that monitors the status of the declaration. This should be monitored until the declaration is closed.
- The **Declaration Category** is not related to the declaration categories in the Data Guide in Section 6.

“IMD” means the goods have not arrived in Northern Ireland. This indicates that the declaration will be completed prior to importation and the goods movement from GB. This process is called pre-lodgement. Arrived declarations will be in a later release.

Full Frontier Declaration

<p>Local Reference Number</p> <input type="text" value="FFD00000000001061"/>	<p>Status</p> <input type="text" value="Draft"/>
<p>Standard Unit/Import Valuation?</p> <input type="text" value="No"/>	<p>* Goods Domestic Status</p> <input type="text" value="NIDOM (UK domestic status goods)"/>
<p>Declaration Category</p> <input type="text" value="Pre-lodged (IMD)"/>	<p>* Representation Type</p> <input type="text" value="Direct"/>
<p>* Which type of declaration do you intend to make</p> <input type="text" value="-- None --"/> <p>Your choice of declaration will restrict your options for procedure selection to codes within the declaration category selected. Please see TSS guidance for further details</p>	<p>Traders wishing to use any special procedures (e.g. 5100, 5300) other than entry into a public customs warehouse, are required to select 'Direct Representation'. If you select 'Indirect Representation' the relevant special procedures will no longer be available to you.</p>

Note: This is used when moving fresh fruits and vegetables not covered by invoice value for the transaction.

6. Standard Unit/Import Valuation

- This box is to be used only when simplified procedure values or standard import values have been used to arrive at a customs value for specific fresh fruit and vegetables
- Only goods using additional procedure codes E01 or E02 can be declared on the declaration when this box is completed.
- You cannot use this box if valuation method 1 has been used.



See [gov.uk guidance](#) for more details

Standard Unit/Import Valuation?

No	▲
	🔍
No	
Simplified Procedure Valuation (SPV)	
Standard Import Valuation (SIV)	

Additional Procedure Code E01

- The goods must use the SPV (**Simplified Procedure Value**) to calculate the customs value and duty.

If you are using SPV values in NI they are operated under UCC rules. Good covered, periods of validity, and values the trader must use are listed in [Annex 23-02 of COMMISSION IMPLEMENTING REGULATION \(EU\) 2015/2447](#)

[The list of commodities](#), periods of validity, and values you must use are different from the UK.

- This relates to Valuation Method 4 from [Notice 252](#).
- Can only be used with certain procedure codes

Additional Procedure Code E02

- This additional procedure code is for fresh fruit and vegetables listed in Annex VII, Part A to [Commission Delegated Regulation 2017/891](#) declared to home use with the value and duty calculated using a **Standard Import Value (SIV)** as published in the 'L' series of Official Journals (OJ) of the EU
- This relates to Valuation Method 4 from [Notice 252](#)

7. Indicate which type of declaration you intend to make. This is based on the customs procedure code used on the declaration.



Declaration for release for free circulation or end-use (includes 01XX,07XX,40XX,42X... ▲

| 🔍

-- None --

Declaration for release for free circulation or end-use (includes 01XX,07XX,40XX,42XX,44XX,61XX PCs)

Declaration for customs warehousing (includes 71XX PCs)

Declaration for temporary admission (includes 53XX PCs)

Declaration for inward processing (includes 51XX PCs)

Please see the [FFD Data Guide](#) for more information on what these options mean.

If you change the option from the first selection or previous selection, you will get a pop-up box:

Are you sure? ×

As data requirements may change across declaration / representation types, continuing with this change may invalidate the goods items entries you have already provided.

If you wish to continue, you must go back and check whether you need to re-complete any goods items previously entered.

Depending on the selection, this will change how the declaration fields are completed. For more information on this, please see Section 6 of the [FFD Data Guide](#).

TSS is currently only able to process FFDs which are pre-lodged.

Similarly, Additional Procedure Codes (CDS DE 1/11) that require an arrived FFD are not supported. For example, those associated with diversion from a previous special procedure (e.g. 1XW or 1VW).

Furthermore the TSS Credit/Debit Card payment option does not support payment of security deposits. This means that a declaration that may generate a security deposit



can only be supported through use of your own Duty Deferment Account (DDA). As a result the following cannot be supported using TSS Credit/Debit Card payment:

- Special Procedure Authorisation by Declaration (e.g. where full authorisation for special procedures is not held / use of AI Statement 00100)
- Additional Procedure Codes (CDS DE 1/11) that require a security (e.g. D Series)

Various additional procedure codes (DE 1/11) which correspond to the requested procedure (DE 1/10) mentioned will be included. Once you select a procedure code on the item level, TSS will filter the available associated additional procedure codes. You will be notified of more procedure code and additional procedure code support functionality within TSS in the future.

8. Check the **Goods Domestic Status** have been set correctly – this defaults to NIDOM which applies for the majority of GB-NI movements.

* Goods Domestic Status

NIDOM (UK domestic status goods) ▲

🔍

-- None --

NIDOM (UK domestic status goods)

NIIMP (Non-UK domestic status goods)

9. The **Representation Type** is now editable. Traders wishing to use any special procedures, other than entry into a public customs warehouse, are required to select “Direct Representation”. If you select “Indirect Representation”, the relevant special procedures will no longer be available to you.

Indirect representation

- This is how currently declarations are submitted within TSS.

Direct representation

- Importer is liable for the customs debt incurred.
- Needed for special procedures other than entry into a public customs warehouse.



* Representation Type

Indirect ▼

Traders wishing to use any special procedures (e.g. 5100, 5300) other than entry into a public customs warehouse, are required to select 'Direct Representation'. If you select 'Indirect Representation' the relevant special procedures will no longer be available to you.

10. In the **Parties** section, enter and check that the EORI numbers for the **Importer EORI** and the **Exporter EORI** are correct. The party listed in the **Importer EORI** is legally responsible for the import declaration and the customs debt that is due.

Parties

* Importer EORI

EORI of the party legally responsible for the import declaration, for more information please visit NICTA

* Exporter EORI

Exporter EORI Unknown

11. The **Carrier EORI** is a mandatory field for FFD. This must be obtained prior to completion. The **Haulier EORI** is optional.

* Carrier EORI

Haulier EORI (if different to Carrier)

12. The **Deferment Account Number** information will pre-populate to TSS DDA if the trader DDA has not been set up on their company profile. If they have inputted their DDA details



and given standing authority to TSS to use their DDA, the trader DDA details will populate in the fields below with the guarantee type and GRN (**Guarantee Reference Number**).

The **Guarantee Type** will default to “1” for comprehensive guarantee and will be editable by the user if a guarantee waiver/different type is being used.

<p>Deferment Account Number</p> <input type="text" value="0012341"/>	<p>* Guarantee Type</p> <input type="text" value="1"/>
	<p>Guarantee Reference Number</p> <input type="text" value="GBCGU00001234000120201123091141"/>

13. The **Transport Details** section contains data on the cargo and means of transport. It is important to obtain the details from the carrier/haulier as these fields are not pre-populated as we see in the simplified procedures.

The field **Trader Reference** is a free text field populated by the declarant to identify the shipment at consignment level (i.e. job number or unique internal reference number). Adding this information for personal reference will help you to track declarations against your commercial records.

- **Total Packages** is tallied against the line totals
- **Nationality of Means of Transport** is the nationality of the active means of transport crossing the border (i.e. the country where an aircraft is registered in)
- **Identity Number of Transport** relates to the means of transport on which the goods are directly loaded on at the time of presentation at the customs office of import. (i.e. the vehicle registration number for RoRo cargo)
- **Type of movement** refers to the mode of transportation at the border
- **Country of dispatch** will default to United Kingdom
- **Destination country** should be United Kingdom for Northern Ireland
- **Arrival date/Time** should be the expected arrival date and time of the goods entering Northern Ireland



Transport Details

* Total Packages <input type="text" value="0"/>	Nationality of Means of Transport <input type="text"/>
* Type of Movement <input type="text" value="RoRo (Accompanied / Unaccompanied)"/>	Identity Number of Transport <input type="text"/>
* Country of Dispatch <input type="text" value="United Kingdom"/>	* Destination Country <input type="text" value="United Kingdom"/>
* Arrival Date/Time <input type="text"/>	

Trader Reference

14. Confirm any additions or deductions to the customs value in the **Header Additions/Deductions** section. Use positive values for additions and negative values for deductions. The currency defaults to Pounds Sterling but can be amended to another currency if required. For details on how to populate each of these fields, and when you might need to, depending on your goods movement, please refer to [the data guide](#).

Header Additions/Deductions	
Freight Charge <input type="text"/>	Freight Charge Currency <input type="text" value="Pounds Sterling"/>
Insurance <input type="text"/>	Insurance Currency <input type="text" value="Pounds Sterling"/>
VAT Adjustment <input type="text"/>	VAT Adjustment Currency <input type="text" value="Pounds Sterling"/>

15. In the **Invoices and Goods** section at the header level. The **Total Invoice Amount** may be left blank. Please ensure every goods item is declared in the same currency. The currency defaults to Pound Sterling but can be amended if required.

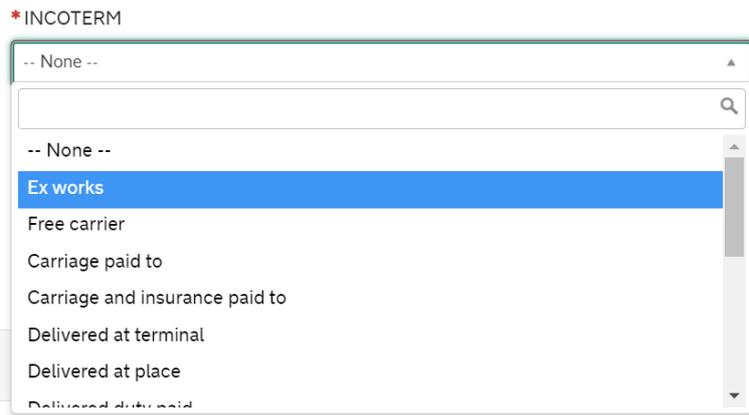
If a fixed rate of exchange is declared, you should enter this in the **Exchange Rate** field but ensure the currency is provided in Pounds Sterling. For more details on these fields (Total Invoice Amount and Exchange Rate), including required documents where a fixed exchange rate is declared, please consult [the data guide](#).



Invoices and Goods

Customs Warehouse Identifier <input type="text"/>	Supervising Customs Office <input type="text"/>
Total Invoice Amount <input type="text"/>	Total Invoice Currency Pounds Sterling <input type="text"/>
Exchange Rate <input type="text"/>	*INCOTERM -- None -- <input type="text"/>
* Goods Location <input type="text"/>	* Delivery Location Country United Kingdom <input type="text"/>
* Use Postponed VAT Accounting? No <input type="text"/>	* Delivery Location Town <input type="text"/>
	UN/LOCODE <input type="text"/>

16. Select the associated **INCOTERM** using the drop-down list. The **Goods Location** is will need to be populated from a drop-down menu. For more details on Incoterms, please refer [here](#). The **Delivery Location Country** will default to United Kingdom, update as per the terms of the transaction. For more details, refer to [the data guide](#).



17. Respond “No” to the question ‘**Use Postponed VAT Accounting?**’. This 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) or when goods are subject to excise duty offset.

* Use Postponed VAT Accounting?



18. Add the **Delivery Location** ([see data guide](#) for more details).
19. The UN/LOCODE is optional ([see data guide](#) for more information on completion)
20. Then, press **Save (Ctrl +S)**
21. At the bottom of the form, there are a number of tabs (Related Records) which hold detail for:
 - a. **Declaration Goods** which are items within the consignment
 - b. **Header Additions/Deductions**, for other types of additions/deductions not listed on the form above
 - c. **Header Previous Documents**
 - d. **Holder of Authorisation** details
 - e. **Duty Lines**

See below for explanations on each tab. Please note the red number on the tab relates to the total number of lines on that tab.

Goods Description	Goods Item Number	Client Job Number	Type of Packages	Item Gross Mass (KG)	Equipment Number (if Containerised)	Package Marks
Blue Shirts	1	SUP000000000001215	Boxes	1000		None

22. **Declaration Goods**: Use to update information on your goods at an item level. Full details on steps required to do this are detailed in section 4 (b), [here](#).
23. **Header Additions/Deductions**: Use to add consignment additions/deductions not captured in the earlier fields (e.g. in addition to previously entered freight charges, insurance, VAT adjustment).

No records in Header Additions/Deductions using that filter



Click **New to include an addition or deduction**. Complete the details on the form using the selection list for **Header Addition/Deduction Code**, adding the associated positive or negative value to the **Value** field. [See the data guide](#) for more details

Header Additions/Deductions - new record ✎

Header Additions/Deductions

Header Addition / Deduction Reference SUP00000000001126	Header Addition / Deduction Code -- None --
Header Addition / Deduction Value <input type="text"/>	Header Addition / Deduction Currency Pounds Sterling

Save (Ctrl + s)

24. **Header Previous Documents:** Presents the list of documents linked to this consignment. At least one previous document must be declared.

Previous Documents at the Header level can be added by selecting the **New** button and completing the details on the form. For more details on when additional previous documents might be needed, please consult [the data guide](#).

Declaration Goods 1
Header Additions/Deductions
Header Previous Document
Holder Of Authorisation 1
Duty Total

☰ Header Previous Document New

No records in Header Previous Document using that filter



☰ Header Previous Document - new record
📎

Header Previous Document

<p>Consignment Reference</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="FFD000000000001024"/>	<p>Previous Document Class</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Z"/>
<p>Goods Item Identifier</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>Previous Document Type</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="380"/>
	<p>Previous Document Reference</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="INVOICE NUMBER"/>

The fields are populated as follows:

- **Previous Document Type** field uses a selection list (example below).
- The **Previous Document Class** options are **X** or **Z**. **X** will not be available in this release.
- The **Previous Document Reference** enables you to add up to 35 characters in length for the reference for that document.
- The **Goods Item Identifier** refers to the item number from the previous document, not the current declaration.

For more details on these fields, please refer to [the data guide](#).

Note: The DUCR (Declaration Unique Consignment Reference) is not mandatory unless an electronic licence is involved. It must be an exact match to the one quoted on the licence.

Format be as follows:

- **Previous Document Class** = Z
- **Previous Document Type** = DCR
- **Previous Document Reference** = the DUCR reference number exactly as quoted on the electronic licence.



Header Previous Document - new record

Header Previous Document

Consignment Reference: FFD00000000001061

Previous Document Class: Z

Goods Item Identifier: [Empty]

Previous Document Type: DCR

Previous Document Reference: 123456789

Save (Ctrl + s)

25. **Holder of Authorisation:** Enables importer to add data related to authorisation documents that are required when using certain procedures. Additional entries other than those populated by TSS only apply when using special customs procedures. For more details please refer to [the data guide](#).

Declaration Goods 1 | Header Additions/Deductions | Header Previous Document 2 | **Holder Of Authorisation** | Duty Lines

Holder Of Authorisation New

No records in Holder Of Authorisation using that filter

Note: The **Authorisation Role ID** is the EORI number of the authorisation holder, which is 17 characters long. Select the **Authorisation Type Code** from the drop-down list. Where TSS DDA is used, the DPO (authorisation for deferment account number) details will be populated on the FFD. For details on these fields, please see [the data guide](#).

Declaration Goods 1 | Header Additions/Deductions | Header Previous Document | **Holder Of Authorisation 1** | Duty Total

Holder Of Authorisation New

Authorisation Type Code	Authorisation Role ID	Authorisation Role Type
DPO	GB000012340001	HA

< > Rows 1 - 1 of 1



☰ DPO
📎

Holder Of Authorisation

Consignment Reference <input style="width: 95%; border: none; border-bottom: 1px solid #ccc;" type="text" value="FFD000000000001024"/>	Authorisation Role ID <input style="width: 95%; border: none; border-bottom: 1px solid #ccc;" type="text" value="GB000012340001"/>
Authorisation Type Code <input style="width: 95%; border: none; border-bottom: 1px solid #ccc;" type="text" value="DPO"/>	Authorisation Role Type <input style="width: 95%; border: none; border-bottom: 1px solid #ccc;" type="text" value="HA"/>

26. **Duty Lines:** used to advise how much duty will be paid on your consignment, records will be populated after declaration submission. This is a 'read-only' field.

Declaration Goods 1
Header Additions/Deductions
Header Previous Document 2
Holder Of Authorisation
Duty Lines

☰ Duty Lines

No records in Duty Lines using that filter

b) Populate item-level information

1. Update item-level information on goods in the **Declaration Goods** tab. An item is described as a set of goods with the same commodity code.

FFD000000000001024



2. Add the **Equipment Number** for the container if goods are being shipped in a container. If not shipped in a container, this field remains blank.

Declaration Goods

Equipment Number (if Containerised)

Consignment Parent

FFD00000000001024

Goods Reference Number

FFD00000000001024 - 1

Goods Information

3. For **Goods Information**, populate with the information from your commercial invoice and other documents.
4. Enter the **Commodity Code** for the goods. This is a 10-digit code that classifies goods for movements and links the goods to VAT rates. The [NICTA classification guide](#) introduces commodity codes and provides guidance on finding your commodity codes. You can also use the [NI online tariff](#) to look up the commodity codes for your goods. The TSS portal also allows users to search for commodity codes.

Populate **National Additional Code(s)** if relevant for the commodity code. For more details on this field, please refer to [the data guide](#). Note that if you wish to add multiple National Additional Codes, you can do so at the bottom of the item page; for more details, see [here](#)

National Additional Code(s)
-- None --
<input type="text"/>
-- None --
VATE
VATR
VATZ

5. Some commodity codes require that a TARIC additional code(s) also be entered. If applicable, this will be listed in [EU TARIC tool](#). For more details, please refer to [the data guide](#).
6. The **Country of Origin** is used to confirm where the goods originate from. This is used to determine duty rates applicable to the commodity. This may be mandatory depending on the procedure being used. Please consult [the data guide](#) for more information.

If you are claiming preference, only the country of preferential origin is required unless the goods are subject to an electronic licence.



When moving goods with an electronic licence and preference is being claimed, the country of origin on the licence is entered in the **Country of Origin** field and the country associated with the preference claim is required in **Country of Preferential Origin**. For more details, please consult [the data guide](#).

* Country of Origin

Country of Preferential Origin

7. If claiming preference, populate the country of preferential origin instead of the country of origin unless you have an electronic licence.
8. When moving certain chemicals, the eight-digit **CUS Code** is added to identify the chemical. For more details, refer to [the data guide](#).
9. **Preference** is a 3-digit code indicating whether you are claiming a reduction in, or relief from, import duty in relation to the country of preferential origin of the goods – and if so, what type you are claiming.

*Preference

-- None --

- 100
- 200
- 300
- 400
- 115
- 123
- 140

10. You will be required to populate the **NI Additoinal Information Codes** field, and in effect, declare if you are claiming an option to reduce the duty you pay. You can select from the following options:

- Goods are not 'at risk' (NIREM) – this is for traders who are approved under the UK Trader Scheme (UKTS)
- Within subsidy limit and claiming waiver (NIAID)



- Preference under the TCA
- None of the above – goods are at risk and attract duty. You should also select this option if you plan to claim zero duties through the EU CET being zero.

Please refer to [the data guide](#) for more details on this field. If you would like to learn more about options to reduce the duty you pay (i.e. what it means to declare your goods 'not at risk', claim a waiver (on 'at risk' goods) or claim preference under the TCA), please see [this guidance](#)

CUS Code <input type="text"/>	Country of Preferential Origin <input type="text"/>
* Preference <input type="text" value="100"/>	* NI Additional Information Codes <input type="text" value="-- None --"/>
* Procedure Code <input type="text" value="4000"/>	Goods are not 'at risk' (NIREM) Within subsidy limit and claiming waiver (NIAID) Preference under the TCA None of the above – goods are at risk and attract duty
* Goods Description <input type="text" value="Steel"/>	
Measurement and Value	

Note that if you select 'Preference under the TCA', you will be prompted to fill in further fields. For details on what these mean, please see [the data guide](#).

* Commodity Code <input type="text"/>	National Additional Code <input type="text"/>
TARIC Additional Code <input type="text"/>	Country of Origin <input type="text"/>
CUS Code <input type="text"/>	* Country of Preferential Origin <input type="text"/>
* Preference <input type="text" value="300"/>	* NI Additional Information Codes <input type="text" value="Preference under the TCA"/>
* Procedure Code <input type="text" value="4000"/>	<i>When using the EU TCA, Preference needs to be completed with code 300. Country of Preferential Origin needs to be an EU MS and Documents needs to be completed with one of the following codes: U110, U111 or U112.</i>
	* Additional Procedure Code <input type="text" value="000"/>

11. Enter the **Procedure Code**. Refer to [the data guide](#) for further explanation on procedure codes that are available.

TSS is currently supporting more procedures on the FFD journey. For a full list of procedure codes supported or not supported, please see the [FFD Data guide](#) for Data Element 1/10.



12. **Additional Procedure Codes** specify where the importer has customs requirements above and beyond the standard procedure. The standard TSS default code will be “000”, which indicates no additional conditions apply.

*Procedure Code	*Additional Procedure Code
4000	000

13. Populate the **Goods Description** field with a plain language description of the goods that is precise enough for customs to be able to identify what the goods are. The description should cover:

- What are the goods?
- What are they made of?
- What are they used for?

Measurement and Value

* Item Gross Mass (KG)	* Net Mass (KG)
<input type="text"/>	<input type="text"/>
* Supplementary Units	Statistical Value
<input type="text"/>	<input type="text"/>
Tax Type	Method of Payment
-- None --	Deferred Payment
Tax Base Quantity	Tax Base Unit
<input type="text"/>	<input type="text"/>
Payable Tax Amount	Payable Tax Currency
<input type="text"/>	Pounds Sterling
* Item Invoice Amount	* Item Invoice Currency
<input type="text"/>	Pounds Sterling
* Valuation Method	* Valuation Indicator
Valuation Method 1 - Transaction value	0000
* Nature of Transaction	* Package Marks
11	<input type="text"/>
* Number of Packages	* Type of Packages
<input type="text"/>	-- None --
* Invoice Number	Quota Order Number
<input type="text"/>	<input type="text"/>

14. Confirm the **Item Gross Mass** (weight) in Kilograms for all packages. The weight (Item **Gross Mass**) needs to include all packaging (but not the carriers’ equipment) Add the **Net Mass**



in Kilograms, which excludes packaging. Item net mass is mandatory for all items. Note that packaging is defined as materials and components used in any packaging operation to wrap, contain or protect the goods during transport. [See the data guide](#) for more details.

15. Populate the **Supplementary Units** field if the commodity code must be described not only by mass, but by a second measure such as volume in litres.
 - If applicable, this will be listed in the [NI online tariff](#) under the 'Value' column of 'Import measures and restrictions' for the commodity code. Where required, enter the supplementary units as a number.
 - When supplementary units are mandatory and there is no entry in this field, help text is returned at the bottom of the page (see below)

Tariff Requirements

SUPPLEMENTARY UNITS

Supplementary Units required for the Commodity Code and Country of Origin/Country of Preferential Origin selected.

16. **Statistical Value** is a numerical value that may be required in certain circumstances. For more details, refer to [the data guide](#).
17. A **Tax Base Unit** will need to be declared where the commodity code requires the declaration of a 3rd quantity for goods clearance and controls (e.g., need to enter pure alcohol content for certain alcoholic beverages).

The field is structured as follows: 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.

More details on this, including what the different units are and where they are applicable, can be found in the data guide.

Tax Base Unit	
GBP*	
🔍	
EUR	Euro (used for statistical surveillance)
FC1	Factor
FC1X	Factor Hectolitre
GBP*	Pounds (£) Sterling
GFI	Gram of fissile isotopes
GP1	Gross Production
GPIX	Gross Production Hectolitre
GRM	Gram

- Based on the commodity code and country of origin information inputted, the system will provide you with guidance on a range of the correct **Tax Base Unit** to enter (see

TAX BASE UNITS

A tax base unit entry is needed to make a valid declaration for the Commodity Code and Country of Origin/Country of Preferential Origin selected, valid entries are LTR, LPA, HLT, ASV



screenshot below). This guidance is found in the Tariff Requirements section, near the end of the page. TSS is currently unable to process multiple Tax Base Unit entries.

18. The **Tax Base Quantity** is the quantity of the goods and is based on the tax base units. For example, if the tax base unit is LTR (litres), write the quantity in litres.
19. The **Payable Tax Amount** should only be used if a manual calculation for duty is being completed and an override of the calculation of debt is needed (i.e. the excise duty off-set mechanism would require an override and a value declared). Manual calculations should be authorised according to the procedure code used. A manual calculation may be required when using the [excise duty-off set mechanism](#).
20. The **Item Invoice Amount** is the amount charged for the item and the currency used, listed on the invoice. For more details on invoices, consult the [NICTA Introduction to Customs](#) course. Where other valuation methods are used, the item invoice amount will be the customs value of the goods before any additions or deductions (see above). You must determine the customs value according to Notice 252 on [GOV.UK](#). For more details on valuation methods, please refer to [the data guide](#). Note, you will have to input the valuation method in a subsequent field.
21. The **Item Invoice Currency** is the currency used to invoice the goods. A list of currencies and their corresponding codes can be found [here](#).
22. The **Valuation Method** is the method used to determine the customs value of the goods. Please refer to [the data guide](#) for more details.

*Valuation Method

Valuation Method 1 - Transaction value

-- None --

Valuation Method 1 - Transaction value

Valuation Method 2 - Transaction value of identical goods

Valuation Method 3 - Transaction value of similar goods

Valuation Method 4 - The Deductive Method

Valuation Method 5 - The Computed Value Method

Valuation Method 6 - The 'Fall-back' Method

23. The **Valuation Indicator** is a four-digit code indicating whether the invoice price for goods was affected by four specific factors. The data element should only be completed when



valuation method 1 is used. For more details, refer to [the data guide](#) and the [data element 4/13 guidance](#).

*Valuation Indicator

0000

-- None --

0000

0001

0010

0011

0100

0101

0110

24. The **Nature of Transaction** is 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 [here](#). Note if valuation by transaction value (valuation method = 1) is being used, this can always be entered as 1. q
25. The **Package Marks** should be added to each item line. Where containerised, the equipment number could be in this field as a shipping mark.
26. Add the **Number of Packages**, and the **Type of Packages** from the drop-down list.

*Type of Packages

-- None --

-- None --

Cases

Boxes

Pallets

Bulk - Containerised

27. Input the **Invoice Reference Number**. Note that TSS will auto-enter the invoice as a document to declare with the reference number provided. If you are using valuation methods other than method 1 (transaction value), this field is optional.
28. Based on the commodity code and the country of origin and/or country of preferential origin inputted, you will **receive guidance** on the various document codes that relate to your goods. This will be shown in the Tariff Requirements section, near the bottom of the page.

The Document Code will appear in the following format: -Document Code: description of



the code.

If you see multiple codes appear (e.g. -Y929 and -C644 in screenshot), you must choose the ONE correct code to enter in the Document Code field (step 28a)

29. You will then see several tabs to supplement the information provided in the earlier fields of this section:

Document Reference	Item Valuation	Additional Information	Detail Previous Document	Additional Procedure	National Additional Codes																				
Duty Lines																									
<div style="display: flex; justify-content: space-between; align-items: center;"> Document Reference New </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Document Code</th> <th style="width: 40%;">Document Reference</th> <th style="width: 10%;">Document Status</th> <th style="width: 35%;">Item Reference</th> </tr> </thead> <tbody> <tr> <td>C505</td> <td>GBCGU00001234000120201123091141</td> <td></td> <td>Granny Smith Apples, grown in Dorset UK,...</td> </tr> <tr> <td>C506</td> <td>GBDPO0012341</td> <td></td> <td>Granny Smith Apples, grown in Dorset UK,...</td> </tr> <tr> <td>N935</td> <td>INV_20210305_145644</td> <td>AC</td> <td>Granny Smith Apples, grown in Dorset UK,...</td> </tr> <tr> <td>C514</td> <td>GBEIR000012340001120201123091141</td> <td></td> <td>Granny Smith Apples, grown in Dorset UK,...</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> < > Rows 1 - 4 of 4 </div>						Document Code	Document Reference	Document Status	Item Reference	C505	GBCGU00001234000120201123091141		Granny Smith Apples, grown in Dorset UK,...	C506	GBDPO0012341		Granny Smith Apples, grown in Dorset UK,...	N935	INV_20210305_145644	AC	Granny Smith Apples, grown in Dorset UK,...	C514	GBEIR000012340001120201123091141		Granny Smith Apples, grown in Dorset UK,...
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C514	GBEIR000012340001120201123091141		Granny Smith Apples, grown in Dorset UK,...																						

a. **Document Reference:** Use if the movement requires declaration of additional documents, certificates, authorisations or references. For more details on when these

Document Reference

Item Reference

Granny Smith Apples, grown in Dorset UK, for human consumption

* Document Reference

GBCGU00001234000120201123091141

Document Part Reference

Document Reason

Document Code

C505 x

Document Status

-- None --

are required, please refer to [the data guide](#). To add document references, select **New**. You will be presented with several fields to fill in (screenshot below), including:

- **Document Code:** enter the correct document code to specify the type of document being declared. Use the document code guidance provided in the Tariff Requirements section (step 27) to populate this field with the correct codes.

When selecting the document code, you will see a description of the code to help you select the correct code.



For information on how to select the correct document codes, please refer to the information provided in Tariff Requirements section (step 27) or refer to the [data guide](#).

To complete the Document Reference and Document Reason fields, refer to information provided in [Appendix 5a](#).

- Appendix 5a: once opened, use the search tool to look up the Document Code and find the relevant Document Reference and Document Reason

- **Document Status:** you will be presented with a drop-down list that shows you only the valid options for the document code provided, with a description of the document status. This will be updated if the document code is changed.

Document Status	
CC	Authorisation issued under the Community Customs Code – CCG not required
XB	Document not required – quantity below 'de minimus'
XW	Waiver claimed

- **Writing Off:** This is 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. This field is usually only required for licenecs and certificates. More information on all these fields can be found in [the data guide](#).

Writing Off	
Currency	Date of Validity
<input type="text"/>	<input type="text"/>
Amount	Issuing Authority
<input type="text"/>	<input type="text"/>
Quantity	Measurement Unit
<input type="text"/>	<input type="text"/>

- b. **Item Valuation:** Used to specify when there are additions and deductions at an item level, that are not included in the invoice. Note you must not repeat additions and



deductions already included at header (consignment) level. For more details on this, please refer to [the data guide](#).

Document Reference 4 | **Item Valuation** | Additional Information 1 | Detail Previous Document | Additional Procedure | National Additional Codes

Duty Lines

☰ Item Valuation New

No records in Item Valuation using that filter

To add item valuation, select **New**. You will be presented with a number of fields to fill in

Item Valuation - new record ✎

Item Valuation

Item Record	Item Addition / Deduction Code
<input type="text" value="Granny Smiths apples grown in Dorset UK for human consumption."/>	<input type="text" value="-- None --"/>
Item Addition / Deduction Value	Item Addition / Deduction Currency
<input type="text"/>	<input type="text" value="Pounds Sterling"/>

Save (Ctrl + s)

c. **Additional Information:** Some items require additional information codes to be attached to them. For more details, please refer to [the data guide](#).

Document Reference 4 | Item Valuation | **Additional Information** 1 | Detail Previous Document | Additional Procedure | National Additional Codes

Duty Lines

☰ Additional Information New

Additional Information Code	Additional Information Description
NIDOM	

Rows 1 - 1 of 1

Click **New** to add **Additional Information codes**. You will be presented with two editable fields, refer to [the data guide](#) for further information.



Additional Information - new record 🔗

Additional Information

Item Record Additional Information Code

Granny Smiths apples grown in Dorset UK for human consumption. [Dropdown]

Additional Information Description

[Text Area]

[Save \(Ctrl + s\)](#)

- d. **Detail Previous Documents:** This follows the same structure as the header level (see [here](#)), but is used where a previous document is to be declared for a single item within the declaration.

Document Reference ❗ | Item Valuation | Additional Information ❗ | **Detail Previous Document** | Additional Procedure | National Additional Codes

Duty Lines

☰ Detail Previous Document [New](#)

No records in Detail Previous Document using that filter

Click [New to add a previous document](#). You will be presented with three editable fields, for which more information can be found in [the data guide](#).

Detail Previous Document - new record 🔗

Detail Previous Document

Item Reference Previous Document Type

Granny Smiths apples grown in Dorset UK for human consumption. -- None --

Previous Document Reference Previous Document Class

[Text Area] -- None --

[Save \(Ctrl + s\)](#)

- e. **Additional Procedures:** Use to enter more than one additional procedure code for an item. The first additional procedure code can be entered into the “Additional procedure code” field in the goods information section of the declaration. Any further codes should then be added sequentially to this table. Note, 000 can not be entered wherever more than one additional procedure code is in use. Please refer to “Additional procedure code” section of this guide for more information.



Click **New** to add an additional procedure. You will be presented with the option to input an additional procedure code. More information on additional procedures can be found in [the data guide](#).

Additional Procedure - new record 🔗

Additional Procedure

Goods Reference * Additional Procedure Code

Granny Smiths apples grown in Dorset UK for human consumption. []

Save (Ctrl + s)

Required information Additional Procedure Code

- f. **National Additional Codes:** This is used when you need to add more than one national additional code for your item. For more details on national additional codes, please refer to [the data guide](#).

Document Reference 4 | Item Valuation | Additional Information 1 | Detail Previous Document | Additional Procedure | **National Additional Codes**

Duty Lines

☰ National Additional Codes **New**

No records in National Additional Codes using that filter

Click **New** to add a National Additional Code. You will be presented with the option to input a national addition code.

National Additional Codes - new record 🔗

National Additional Codes

Item Reference National Additional Code

Granny Smith Apples, grown in Dorset UK, for human consumption. []

Save (Ctrl + s)

Duty lines – This tab will be used once your full frontier declaration has been submitted to list any payments associated with your item. If you have reviewed all the other tabs in the



consignment (please refer [here](#) if not, for explanation of other tabs), then proceed to follow instructions for submission [here](#).

27. As stated previously, before submitting the FFD, you should ensure that you accurately complete consignment and item level data. If you have not completed all data for the declaration, it will not be accepted, and you will be notified that further information is required. To find out exactly when fields are mandatory (may vary dependent on goods/procedures), please consult [the data guide](#).
28. Once information has been completed, navigate to the declaration level by clicking the declaration number (pre-fix FFD) at the top of the page.

[Home](#) > [Declarations](#) > [FFD00000000001024](#) > [Car parts](#)

29. If the declaration cannot be processed due to an error, a notification will be sent via email with instruction to return to the TSS portal and navigate to the FFDs (by consignment) section. The declaration will be moved into “Trader Input Required”

To find the FFD that you need to amend, go to the section ‘Input Required FFD Declarations’ in the TSS portal (see screenshot, below). Check the ‘Status’ of the declaration and open the relevant declaration and review the error message at the top of the page.



Full Frontier Declarations (by consignment) ✕

- [All FFD Declarations](#)
- Draft FFD Declarations
- Input Required FFD Declarations
- Processing SUP Declarations
- Pending Confirmation FFD Declara...
- Pending Payment FFD Declarations
- Awaiting Arrival FFD Declarations
- Arrived FFD Declarations
- Closed FFD Declarations
- Cancelled FFD Declarations
- Invalidated or Seized FFD Declarati...

Full Frontier Declarations				Keyword Search	Q
Local Reference Number ^	Importer Account	Status	Trader Reference		
FFD000000000001024	JBR Distribution	Trader Input Required			
< > Rows 1 - 1 of 1					

TSS has produced guidance on how to resolve the most common errors, which you can find [here](#). If you require further help, please contact TSS Help Centre. It may be useful to

FFD000000000001024 📎

Full Frontier Declaration

Local Reference Number Status

FFD000000000001024 Trader Input Required ▼



reference your local reference number, which can be found at the top of the FFD page's portal.

Once you have made the relevant changes, select the **Reprocess** button at the bottom of the consignment page,

* Goods Location

Belfast - Oil Berth 4 ✕ ▼

* Use Postponed VAT Accounting?

No ▼

Cancel Consignment **Reprocess**



30. Once the FFD has been completed successfully, the declaration will move into “Pending Confirmation” status. You will have the ability to return the declaration to draft status or to confirm the duty calculation if there is duty due.

Payment Summary

FFD000000000001042

Payment Due: £0.00

- VAT: £0.00
- Duty: £0.00
- Excise: £0.00

Total Amount Payable: £0.00

- VAT: £0.00
- Duty: £0.00
- Excise: £0.00

[Recall to Draft](#) [Confirm Duty Calculation](#)

Payments can be made using a Personal Debit Card or a Corporate Debit or Credit card only.

31. Once you confirm the calculation is correct, TSS will notify you by email if VAT and/or duty payments are due, with instruction on how to arrange payment if this is on the TSS DDA.

If you use your own DDA, or no duties are due, the goods will go to “Awaiting Arrival” status. You must monitor your goods to see if they have been arrived and go to “Closed” status after the arrival date you have completed.

The arrival depends on a successful completion of the Goods Movement Reference (GMR) by the haulier in GVMS.



6. How do I edit/cancel my FFD once I have been told I have payment due?

It is highly recommended that where you have payment due (note TSS may only ask you to make this at a later date), you ensure you have reviewed this [tariff options guidance](#) as it will cover a number of schemes and options available that can reduce the payments you have to make. The guide also tells you how to amend your FFD to make use of these waivers and schemes.

If you have not used the options outlined above, or you did not populate your information correctly, you should return your FFD to draft mode to make amendments. Note that the use of FFD requires that payment be made before the goods can move.

- To return your declaration to draft mode, click on 'Declarations' at the top of the portal home page
- Find the 'FFDs' section on the left-hand side of the page
- Click on the 'Pending Payments FFD Declarations' sub-section to show which FFDs you wish to edit
- Clicking on the 'Recall to Draft' button in the Payment Summary section
- The FFD will be returned to draft and you will be able to edit fields again
- Once certain you have populated fields correctly, submit the declaration by clicking 'Submit' at the bottom of the consignment page

If you have made an amendment to use an option to pay zero duties, you can confirm this has been completed successfully by going back to the 'FFDs' section and then finding the declaration in the sub-section 'Awaiting Arrival FFD declarations'.

If you still need to pay duties, TSS will e-mail you to notify you that payment is due. At this point, you may either choose to 'Recall to Draft' to re-edit your FFD or can make payment.

If the portal continues to show that you need to pay duties but you believe this is incorrect, consult the TSS call centre for support on 0800 060 8888.

Cancelling a Declaration



If the declaration is in “Pending Confirmation” status, you can cancel the FFD by selecting the “cancel consignment” button above the Payment Summary:

Cancel Consignment

If your goods are in “Awaiting Arrival” status, you can request an FFD to be cancelled by raising a case against it if you have confirmed the duty calculation and made payment (if duties were due). You will need to indicate the reason for the cancellation. A TSS agent will cancel the FFD for you if appropriate and confirm the cancellation.

A video guide to raising a case can be found at [TSS Portal - Create and update an Enquiry Case \(video\) - Northern Ireland Customs and Trade Academy \(nicustomstradeacademy.co.uk\)](https://www.nicustomstradeacademy.co.uk)

7. I need to know more

For queries on payments, you can consult the TSS call centre for support on 0800 060 8888. There’s a comprehensive set of guides on FFDs available on NICTA for you to download and read:

- [Data requirements](#)
- [User guide](#) on tariffs on goods movements into NI
- Video on [“How to Complete an FFD”](#)
- If your FFD cannot be processed due to an error, see [this guidance](#) for instructions on how to resolve the most common errors
- [Guidance](#) on how to identify if your goods are controlled, including how to use the online tariff tool.