TSS User Guides

ENS step-by-step guide for maritime movements from GB to NI

Trader Support Service

Published: October 2025

HM Revenue & Customs

Contents

If there are any words or acronyms in this document that are unfamiliar, visit the Jargon Buster or use the search tool on the Northern Ireland Customs & Trade Academy (NICTA) website to find a definition.[1]

Throughout this document there will be words highlighted in a **bold, blue colour**. This indicates a TSS Portal field name that will support you in completing the actions required.

1 Introduction

This guide will outline how to complete an Entry Summary Declaration for **maritime movements from Great Britain (GB) to non-inventory linked ports in Northern Ireland (NI)** using the Trader Support Service (TSS) Portal.

For containerised movements TSS currently **only** supports the submission of Entry Summary Declarations for goods transported in 40ft containers. Containerised goods movements that are not transported in 40ft containers must be completed outside of the TSS Portal.

This guide does not cover Entry Summary Declarations for **accompanied or unaccompanied RoRo** movements. For information on RoRo movements, refer to the ENS Step-by-step guide: Standard Process and Consignment First Process.

If you require to complete an **Entry Summary Declaration** and a subsequent **Internal Market Movement Information (IMMI)** pre-movement in the TSS Portal, which removes the need for a Supplementary Declaration upon arrival in NI, refer to the Pre-movement Internal Market Movement Information (IMMI): Step-by-Step guide on NICTA.

2 Entry Summary Declaration

2.1 What is an Entry Summary Declaration?

A safety and security declaration, known as the Entry Summary Declaration, is required for goods movements from GB to NI.

It is a legal requirement to submit an Entry Summary Declaration prior to the goods entering NI. The submission of Entry Summary Declaration is the responsibility of the person operating the means of transport on which the goods are brought into NI. This person is commonly referred to as the carrier.

TSS supports the submission of Entry Summary Declarations for the following types of Movement:

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

- **Goods movements from GB to NI via maritime non-inventory linked ports**, which is the subject of this guide
- **Goods movements from GB to NI via RoRo**

  Refer to the ENS Step-by-step guide: Standard Process and Consignment First Process on NICTA for details on how to complete an Entry Summary Declaration for this type of movement.

TSS **does not** support the submission of Entry Summary Declarations for the following:

- Goods movements from Rest of World excluding the European Union (RoW excluding EU) to NI **via maritime Inventory-Linked Ports** (ILPs)

  ILPs are those ports and airports that have customs control systems linked to HMRC systems. There is further guidance on ILPs in the Inventory-Linked Ports guide on NICTA.

- All goods movements to NI **via air**

Note: Entry Summary Declarations are still a requirement for the above movements and need to be completed by the carrier/haulier outside of the TSS Portal.

The Entry Summary Declaration is not a customs declaration, and a customs declaration may be required for your journey, in addition to the Entry Summary Declaration.

Types of customs declarations for goods movements to NI include:

- **A Simplified Frontier Declaration, Supplementary Declaration and Final Supplementary Declaration** for goods movements using the TSS Simplified Procedure

  TSS generates the Simplified Frontier Declaration from the information provided within the Entry Summary Declaration, where the haulier and trader are using the TSS Portal for both the customs process and the safety and security declaration.

- **A Full Frontier Declaration**, for goods movements on the TSS Full Frontier Declaration journey

2.2 When is an Entry Summary Declaration required?

An Entry Summary Declaration is required before the goods arrive if you are moving goods from:

- GB to NI, including movements from GB to NI via Ireland (IE)
- RoW excluding EU to NI

You do not need to make an Entry Summary Declaration for goods if you are either:

- Bringing or receiving them to NI from an EU country
- Moving qualifying NI goods from NI to GB; for more information on moving qualifying goods, see GOV.UK

To find out more about when an Entry Summary Declaration is required, see Making an Entry Summary Declaration on GOV.UK.

2.3 Who completes the Entry Summary Declaration?

Carriers have the legal responsibility to ensure that the customs authorities are provided with **safety and security pre-arrival information** for all goods being moved to NI, by way of an Entry Summary Declaration. For these declarations, the carrier is defined as the operator of the active means of transport.

The legal requirement is that the Entry Summary Declaration is complete and accurate to the best of the declarant's knowledge at the time.

Customs agents (also known as Agents and Intermediaries) may complete declarations on behalf of traders in the TSS Portal, if authorised. Customs agents should follow the process in this guide after logging into their agent account and selecting 'represent a trader'. Details on how to represent a trader in the TSS Portal can be found in A Handbook for Customs Agents and Intermediaries on NICTA.

3 Standard Process: create new declarations and movement information on the TSS Portal

3.1 Starting an Entry Summary Declaration (Standard Process): creating the movement

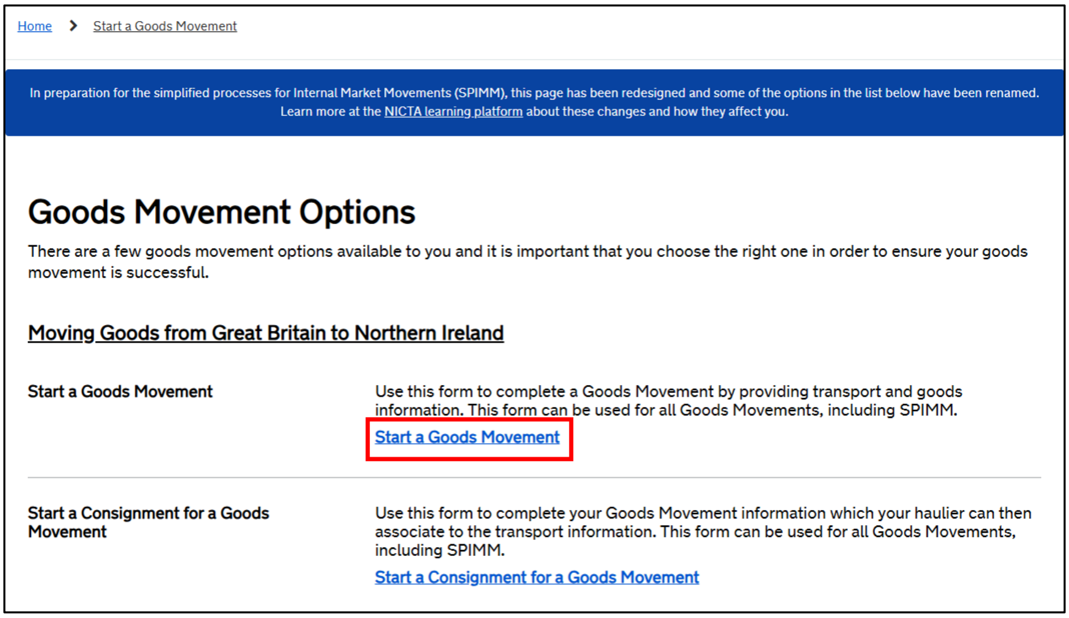
You (typically the carrier/haulier) will need to create a Goods Movement that contains information about the movement of the vessel and then add consignments you are moving to it.

You can create Entry Summary Declarations in your TSS Portal account.

Note: If you do not have an account, to complete a declaration you will first have to register on GOV.UK for the Trader Support Service the following steps are only accessible to registered traders and carriers.

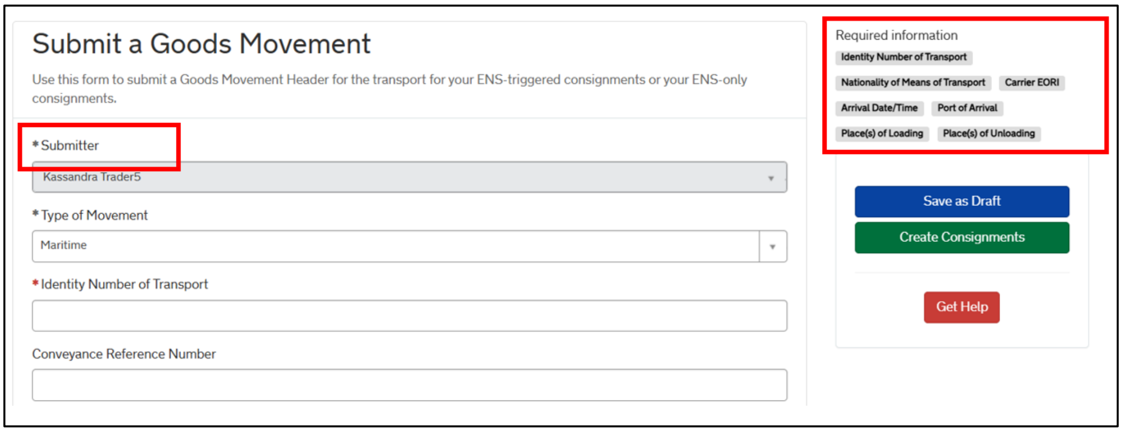
1. Log in to the TSS Portal and in the **Goods Movements** tab in the navigation bar select **Start a Goods Movement** from the drop-down menu to open a **Goods Movement Options** page

2. Select the option **Start a Goods Movement**

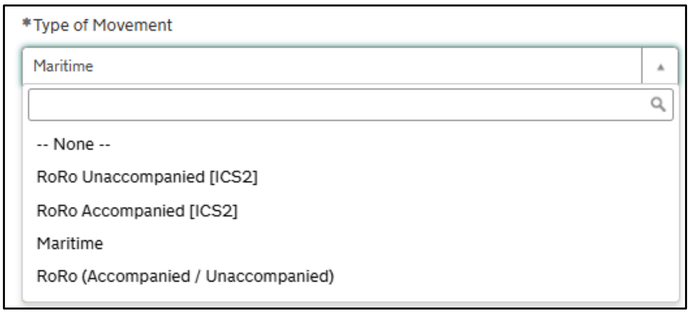


This opens the Goods Movement form for you to complete, automatically adding your business details to the **Submitter** field.

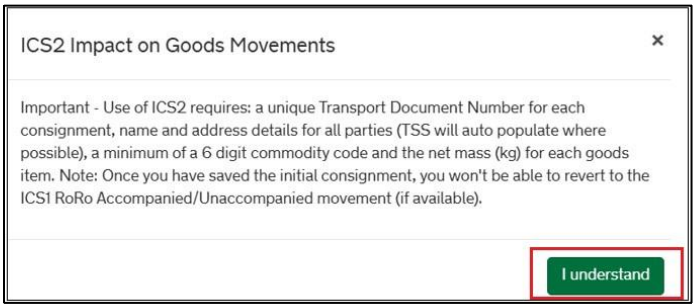
Note: The information required to complete the form is shown on the right-hand side of the screen. The Goods Movement can be saved as a draft at any time for you to complete and submit later, prior to the movement of goods.



3. In the **Type of Movement** field select 'Maritime' from the drop-down list

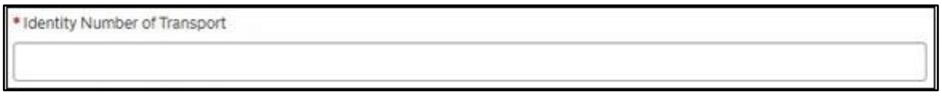


Selecting ‘Maritime’ generates the pop-up shown below. You must select ‘I understand’ in order to proceed.



4. Enter the **Identity Number of Transport**

   This is the IMO ship identification number. The format required is ‘IMO’ followed by 7 digits.

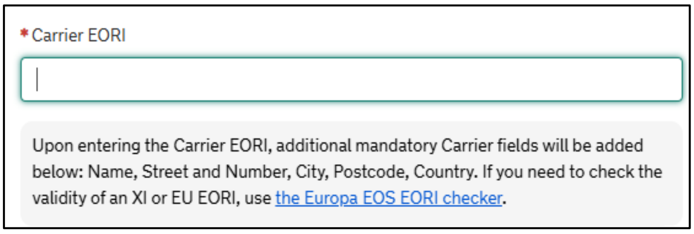


5. Enter the **Nationality of Means of Transport**

   This should be the country where the vessel is registered. Start typing the country name in the field or scroll through the down-down list.

6. Add the **Carrier EORI** number – this must be either an XI or another EU EORI number

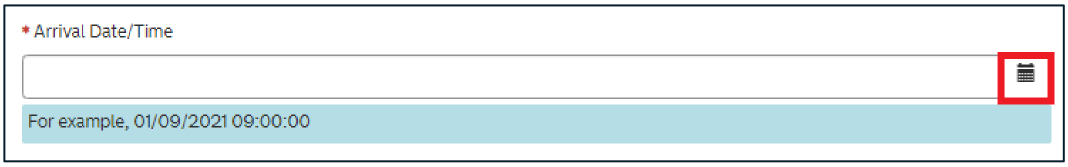
   The carrier is the operator of the active means of transport at the border.



Underneath the **Carrier EORI** field is explanatory text containing a hyperlink to the Europa EORI number validation website, if you need to check the Carrier EORI number. The link will open in a new browser window. TSS will auto-populate the EORI number entered in the **Carrier EORI** field for you to run the checker and confirm if the EORI number is valid.

The **Name and Address** of the carrier is also required. This will be auto-populated by TSS if the carrier is registered on TSS and has allowed their details to be shared via their company profile.

7. Use the calendar icon to select the **Arrival Date/Time** at the NI seaport based on the GMT time zone, or type the date and time into the field in the format DD/MM/YYYY HH:MM:SS, using the 24-hr clock (for example, ‘11/01/2021 22:30:00’)

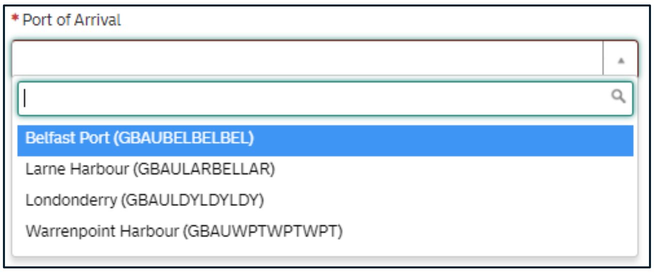


Selecting the clock icon on the calendar view will open the time selector and selecting the calendar from the time view will show the date selector.

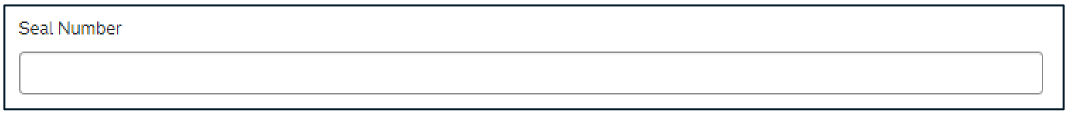
Note: The date and time must be within the following 14 days. If the arrival date will be in more than 14 days, leave this field empty, save an initial draft, and complete the details later.

8. Add the **Port of Arrival** by either typing in the field or selecting from the drop-down list

This is the first seaport that goods enter NI through. You will only be presented with the available seaports in NI.

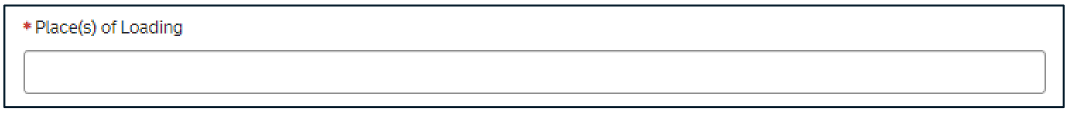


9. Where seals are affixed to the transport equipment, the identification number on the seal will need to be added to the **Seal Number** field; otherwise, leave this field blank



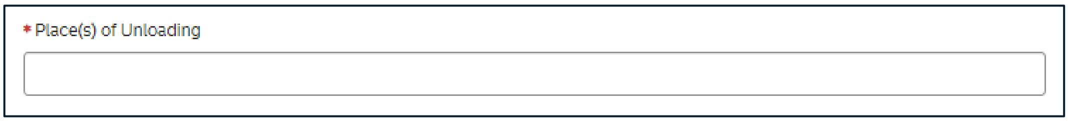
10. Add the place(s) of loading of the goods to the **Place(s) of Loading** field

    This is the name(s) of the seaport, freight terminal or other place where the goods are loaded onto the means of transport. If there are multiple places of loading for a RoRo movement, provide the best indication of primary locations, in up to 35 characters (for example, 'Edinburgh', 'Glasgow').



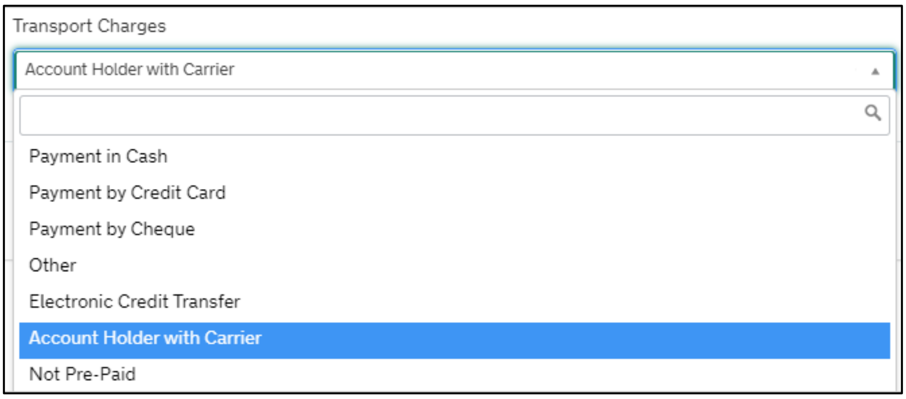
11. Then, add the **Place(s) of Unloading**

    This is the name(s) of the seaport or freight terminal or other place where goods are unloaded from the means of transport.



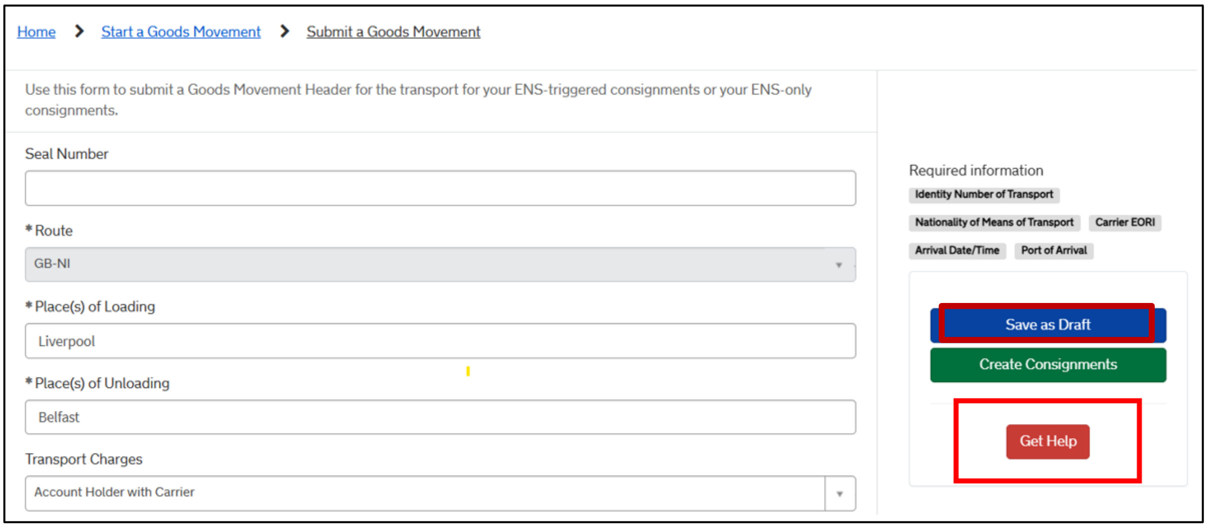
12. Select from the options below to confirm how the **Transport Charges** will be paid

    This is the method of payment (from you to the carrier) for transporting the goods. The field defaults to 'Account Holder with Carrier'.

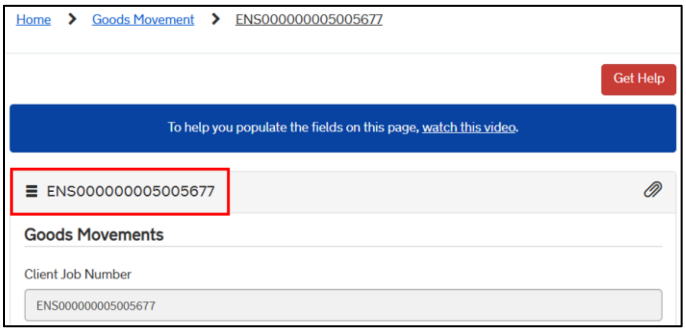


3.2 Saving and searching for a Goods Movement

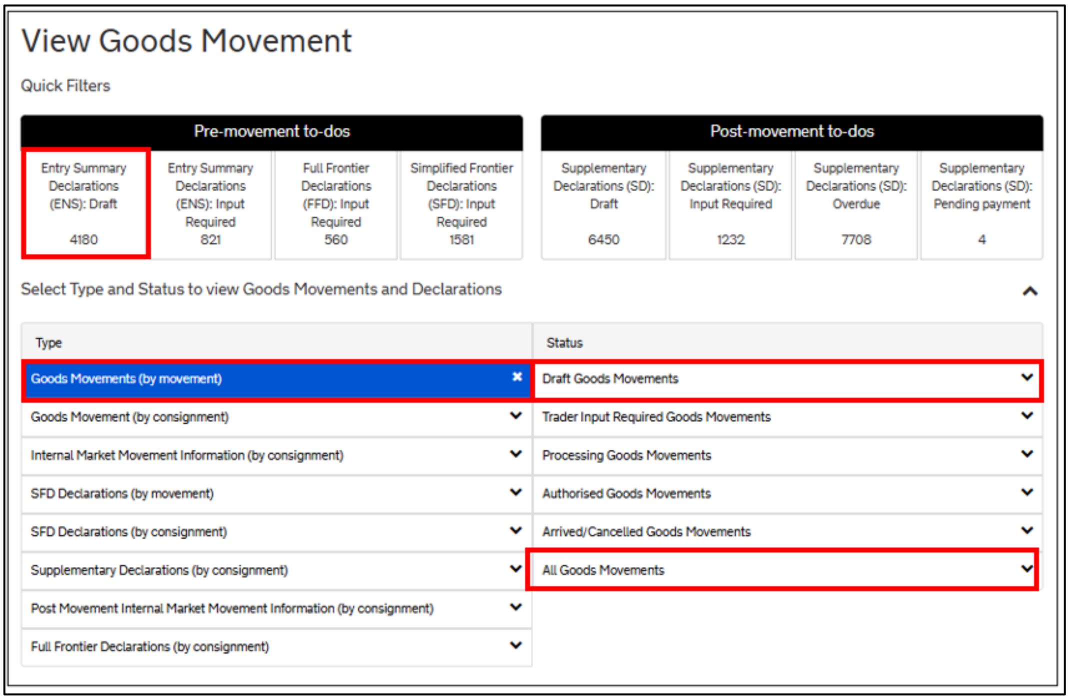
You can **Save as Draft** at any point. If you need assistance completing this part of the form before adding the consignment details, press the **Get Help**.



Once the form is saved, you will be presented with the following details, including the unique Entry Summary Declaration reference number at the top of the page.

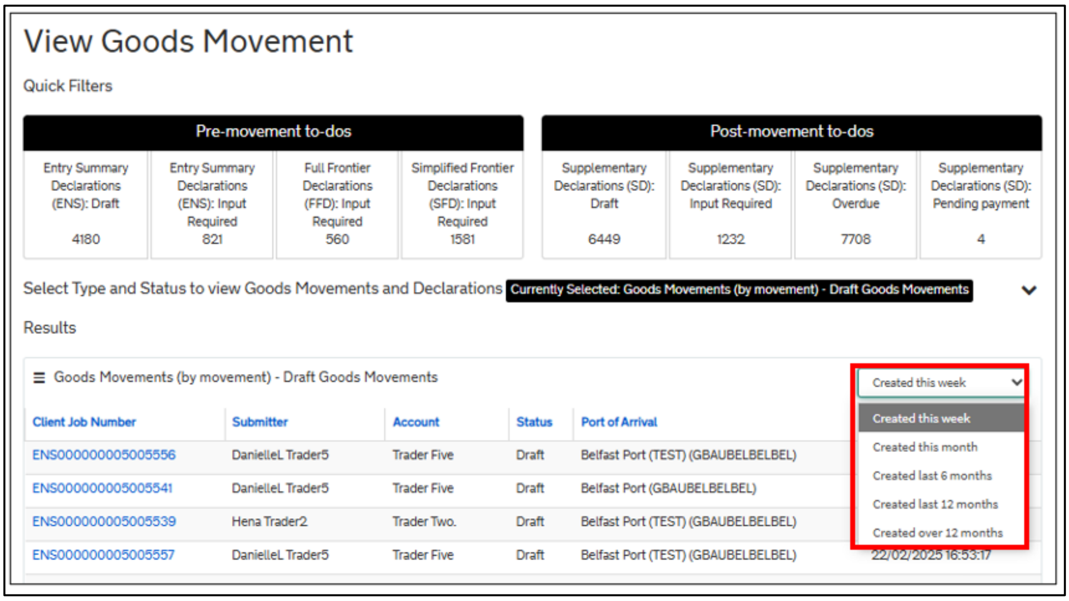


You can also find your current Entry Summary Declaration movement information by selecting **Goods Movements** in the navigation bar of the TSS Portal followed by **View a Goods Movement** from the drop-down menu. Then, from the section **Select Type and Status to view Goods Movements and Declarations**, select **Goods Movements (by movement)** and select either **Draft Goods Movements** or **All Goods Movements** under the Status list on the right-hand side. Alternatively, click on the **Entry Summary Declarations (ENS): Draft** quick filter.



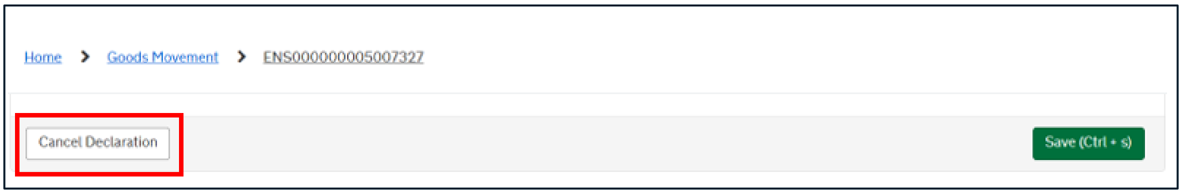
This opens a screen that lists either **Draft Goods Movements** or **All Goods Movements**, depending on your selection, created in your account during this week.

You can edit this selection by clicking on **Created this week** and selecting from the drop-down options. The relevant declarations will be displayed depending on your selection:



3.3 How to cancel an Entry Summary Declaration

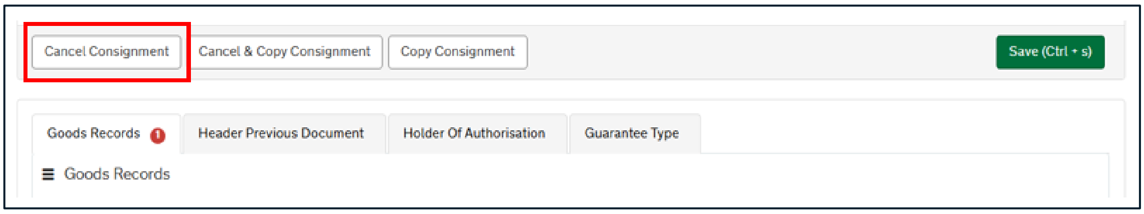
If you need to cancel an Entry Summary Declaration, you can do this by selecting **Cancel Declaration** at the bottom of the Entry Summary Declaration page.



It is possible to cancel an Entry Summary Declaration in the TSS Portal and, consequently, a Simplified Frontier Declaration, with any associated goods it has, in the following circumstances:

- If the Entry Summary Declaration is still in the process of creation on the TSS Portal and has not yet been submitted – (in '**Draft**' state)
- If you have submitted a declaration but it has been rejected, which means the Simplified Frontier Declaration will be in a state of '**Trader Input Required**'

Submitted declarations in state '**Authorised for Movement**' cannot be cancelled from **Cancel Declaration** at the bottom of the Entry Summary Declaration page. To cancel, you need to navigate to **Consignment Information** page and select **Cancel Consignment**.



If a vessel is re-routed and the departure or arrival port is changed, declarations do not need to be amended (as long as the vessel is leaving a GB port and arriving in a NI port) as customs systems will be able to identify this.

If you have submitted an Entry Summary Declaration but then decide not to ship the goods, you do not need to take any action.

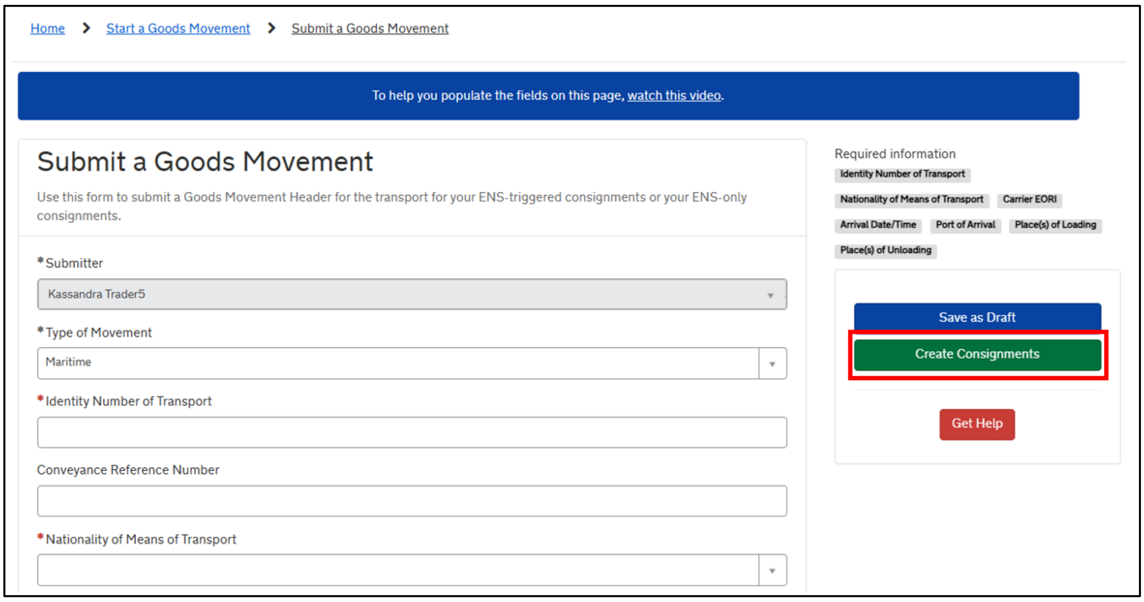
Entry Summary Declarations in the state of '**Arrived**' cannot be cancelled. For further guidance see the 'After you make your declaration' section in Making an entry summary declaration on GOV.UK.

4 Entry Summary Declaration (Standard Process): adding consignment information to the Entry Summary Declaration

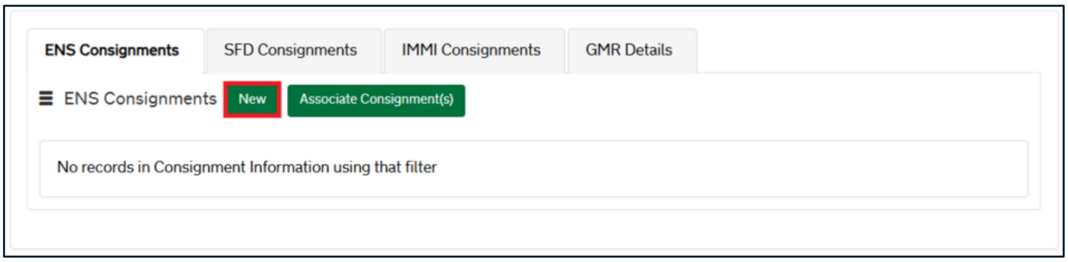
4.1 Create a new consignment

You (typically the carrier, on behalf of the importer) will need to add at least one consignment to each Goods Movement. A consignment is the total quantity of goods delivered from an exporter (the consignor/sender) to an overseas party (the consignee /importer/receiver) under a sales or delivery agreement.

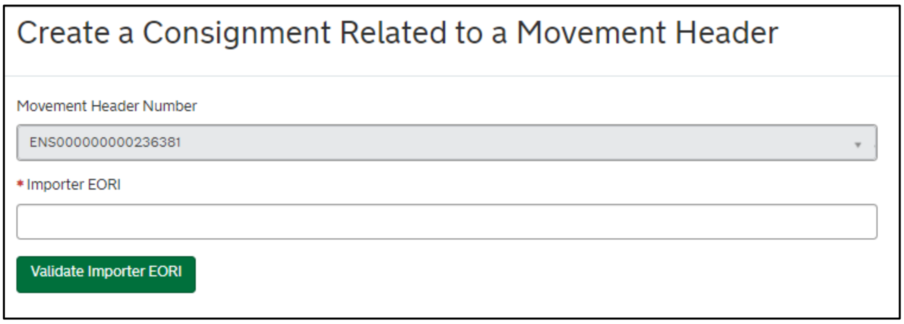
1. To add the first consignment, select **Create Consignments** located on the right-hand side of the declaration



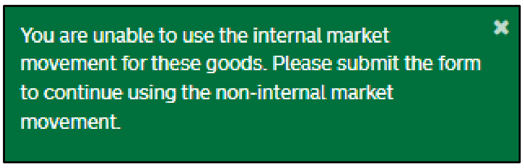
2. Select **New** in the **ENS Consignments** section at the bottom of the Goods Movement form to add a new consignment



3. Enter the **Importer EORI** number and click **Validate Importer EORI**



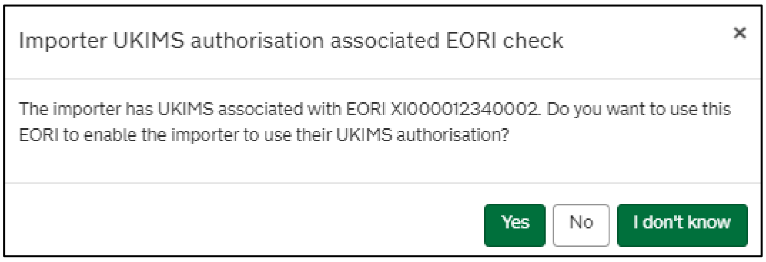
If the importer does not have an UK Internal Market Scheme (UKIMS) authorisation, or they have not granted you access to use it, TSS will direct you to use the TSS Simplified Procedure and display a pop-up message.



If you have provided an **Importer EORI** which is not registered on TSS, you will receive a warning message informing you that the EORI number entered cannot be used to create a customs declaration or IMMI for this consignment. In this case, you will be able to create the Entry Summary Declaration **only** and will not be able to use TSS to move goods using the simplified processes for Internal Market Movements or TSS Simplified Procedure.

In certain circumstances when an importer has a UKIMS authorisation on their company profile, TSS will ask if you want to change the **Importer EORI** number provided to an EORI number that is associated with the importers UKIMS authorisation.

When this happens, you will receive a pop-up message to confirm your choice.



- If you select **Yes** or **I don’t know**, TSS will **change** the **Importer EORI** number to the importer’s UKIMS-aligned EORI number
- If you select **No**, TSS will **keep** the **Importer EORI** number that has been entered

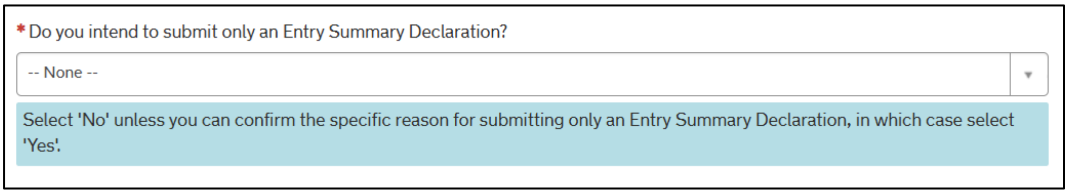
  Note: If you are unsure of which EORI numbers to use when submitting an Entry Summary Declaration, you should check with the party responsible for providing the information to ensure it is accurate.

You will be required to complete the **Importer Name and Address** fields later in the consignment form. If the importer, on their **Company Profile**, has allowed their name and address details to be shared, this information will be auto-populated.

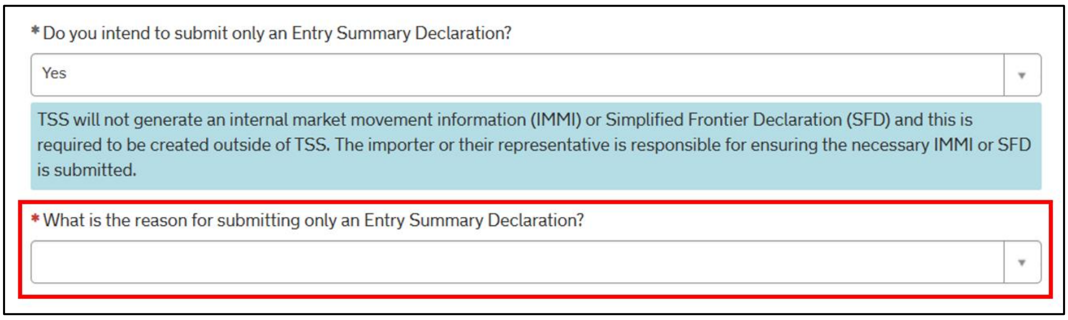
4. When the Importer EORI has been validated, you will be asked, **Do you intend to submit only an Entry Summary Declaration?**

   To use the TSS Simplified Procedure, you must select ‘**No**’.

Note: If you select '**Yes**', you will only be able to create the Entry Summary Declaration and will not be able to use TSS to move goods using the simplified processes or TSS Simplified Procedure. A customs declaration or IMMI is still required and will have to be completed outside of the TSS Portal. Go to the **Common questions and answers** section of the ENS Step-by-step guide: Standard Process and Consignment First Process for details of when an Entry Summary Declaration Only can be used.

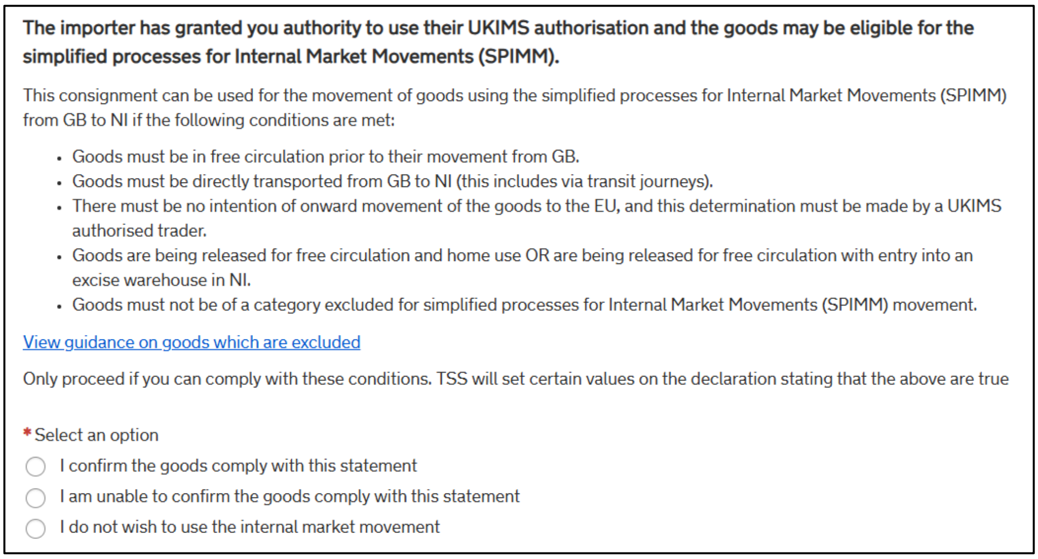


If you answer '**Yes**', select an option from the **What is the reason for submitting only an Entry Summary Declaration** field drop-down list.



If you answer '**No**', TSS will create a customs declaration or IMMI to be completed.

5. If the Importer has a valid UKIMS authorisation and granted permission for you to use it, you will be asked to read the conditions for use and select an option to continue



- If you select '**I confirm the goods comply with this statement**', TSS will create the Entry Summary Declaration consignment and the IMMI for you to move the goods via the simplified processes
- If you select '**I am unable to confirm the goods comply with this statement**' or '**I do not wish to use the internal market movement**', TSS will generate a Simplified Frontier Declaration for you to complete and move the goods via the TSS Simplified Procedure

6. Then click **Submit** to save the record

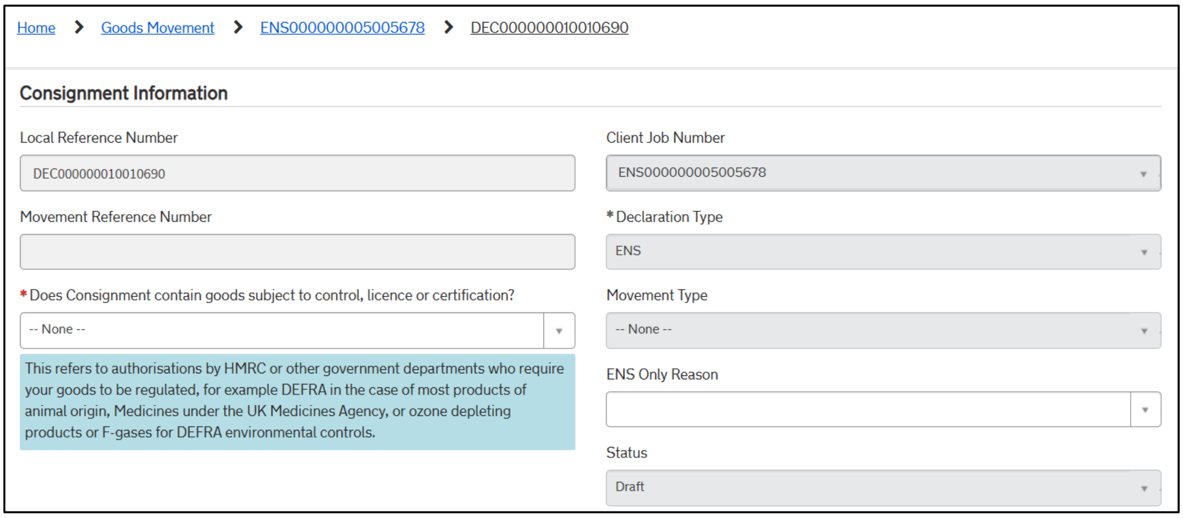
4.2 Adding consignment information to the Entry Summary Declaration

You (typically the carrier, on behalf of the importer) need to add at least one consignment to each Entry Summary Declaration movement.

A consignment is the total quantity of goods delivered from an exporter (the consignor/ sender) to an overseas party (the consignee/importer/receiver) under a sales or delivery agreement.

1. You will then be directed to a new **Consignment** page

   The top section provides key information, depending on the status of the declaration. The fields highlighted in grey are read-only fields, including the **Status**.

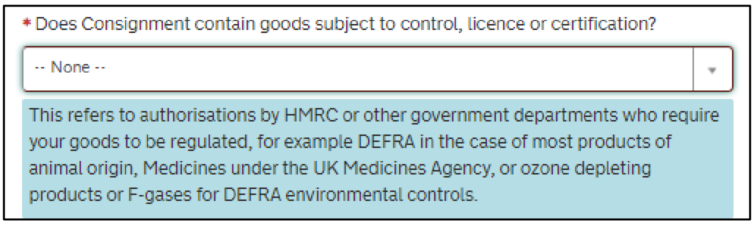


2. You will be asked **Does Consignment contain goods subject to control, licence or certification?**

   It is very important that you answer this question accurately. You need to confirm whether your goods are **standard** or **controlled goods**. The type of declaration you need to complete will be affected by the answer. See the Categories of controlled goods section in this guide for a more details.

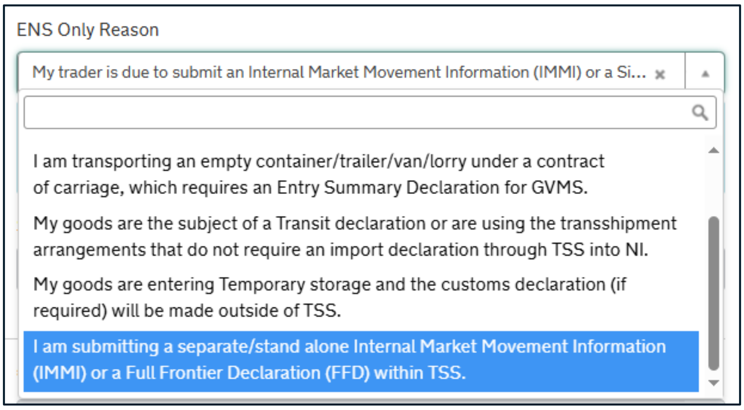
Controlled goods are those that require licences, certificates, or other form of controls. Food and agricultural items are considered sanitary or phytosanitary controlled goods when being moved from GB to NI. See the Guidance on controlled goods and the Online Tariff Tool on NICTA for more information.

Carefully assess the classification of your goods. If you select '**Yes**' from the drop-down list, refer to the Completing the details for a shipment containing controlled goods section of this guide.



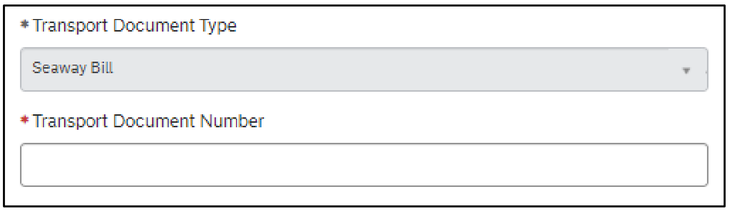
The **Do you intend to submit only an Entry Summary Declaration?** field is to be completed if you only wish to create an Entry Summary Declaration without generating a Simplified Frontier Declaration in the TSS Portal.

If you intend to create an Entry Summary Declaration only, for example when submitting a Full Frontier Declaration in the TSS Portal, you must select a reason from the drop-down list:



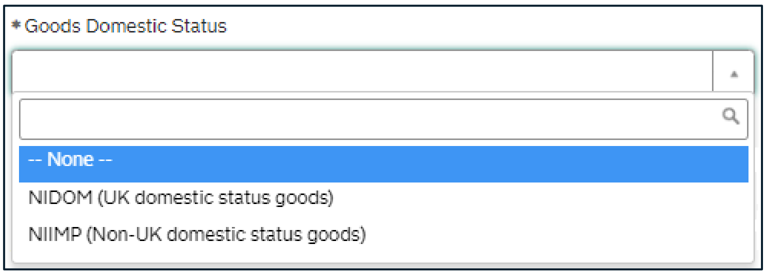
3. Add the **Transport Document Number**

   This is the identification number of any international or national documents, certificates and authorisations produced in support of the declaration and additional references (note that this field is limited to 35 characters). For maritime movements this should be the reference number for the Seaway Bill.

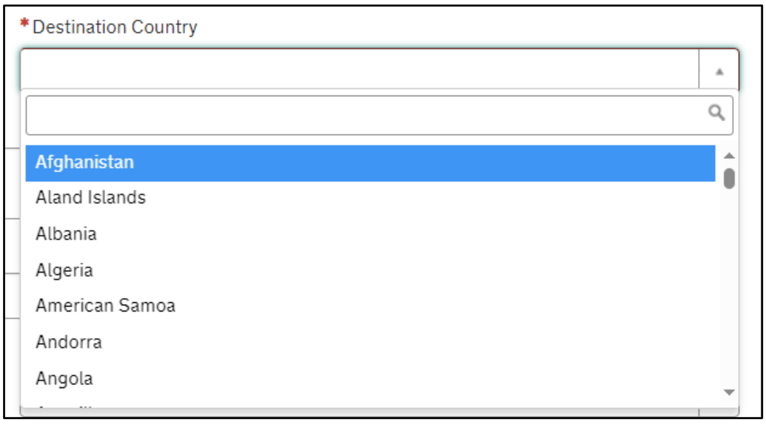


4. The **Goods Domestic Status** is automatically populated with 'NIDOM (UK domestic status goods)' if the goods are already in free circulation within the UK

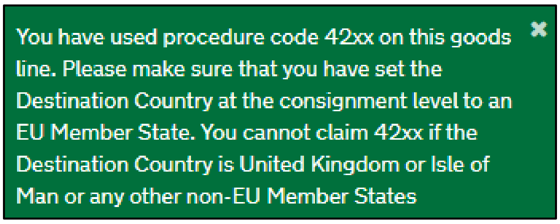
   'NIIMP (non-UK domestic status goods)' should be selected if the goods are being imported from RoW excluding EU and/or for goods moving from customs special procedures.



5. The **Destination Country** is populated with 'United Kingdom' by default; however, it is possible to edit this field by selecting an alternative destination country from the drop-down list:

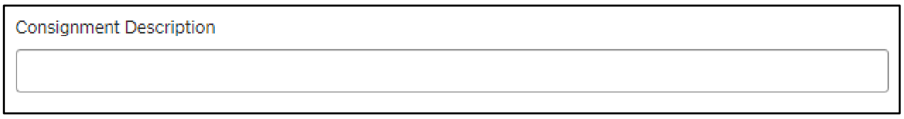


Note: The **Destination Country** is particularly relevant if you are claiming procedure code 42xx for Onward Supply Relief at the item level of your declaration. On entering procedure code 42xx you will receive a warning message to remind you that you must ensure the **Destination Country** at the consignment (header) level is set to an EU Member State (for example, Ireland).



The **Destination Country** will be carried across to the Simplified Frontier Declaration and Supplementary Declaration.

6. **Consignment Description** is an optional field used to describe the associated goods in this consignment



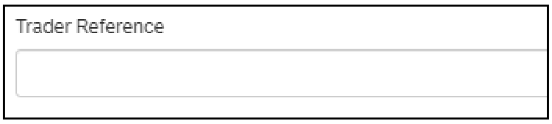
This should be a plain language description of the goods that is precise enough for customs to be able to identify what the goods are. The description should cover:

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

If the package contains any branded items, it is advisable to include the brand and model number along with the description. It is also recommended to describe the goods as sets in sizes and/or packages (for example, 'women's cotton T-shirts, size 14, packs of 3').

For guidance on what an acceptable goods description should contain, including examples, see the Goods Description Guide on NICTA.

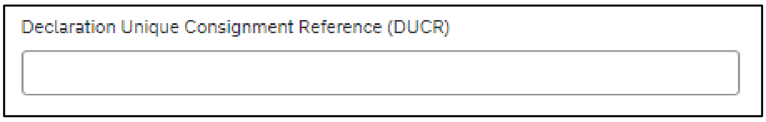
7. **Trader Reference** is a free-text, non-mandatory field



When completed, this information is carried through to the Simplified Frontier Declaration and Supplementary Declaration.

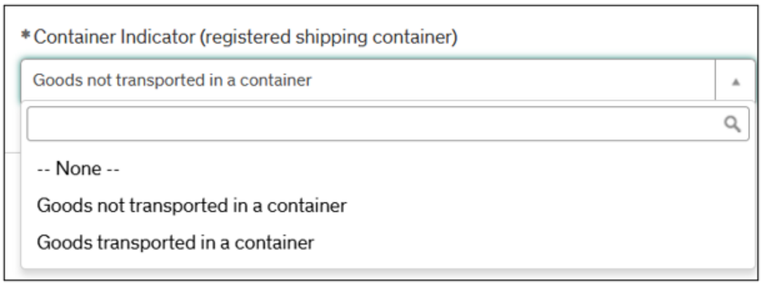
This trader's own reference is designed to aid the Importer of Record to easily identify which goods and/or invoices the specific consignment relates to. It is for personal reference only (for example, it can be used to list invoice numbers, purchase orders or a collection point specific to the consignment).

8. **Declaration Unique Consignment Reference (DUCR)** is a reference assigned by the declarant for the goods covered by the declaration; this can be entered into the field, but it is not mandatory



9. Select an option from the drop-down list in the **Container Indicator (registered shipping container)** field to declare whether the goods are being transported in shipping containers

   Note: TSS currently only supports the submission of Entry Summary Declarations for containerised goods transported in 40ft containers. Containerised goods movements that are not transported in 40ft containers must be completed outside of the TSS Portal.

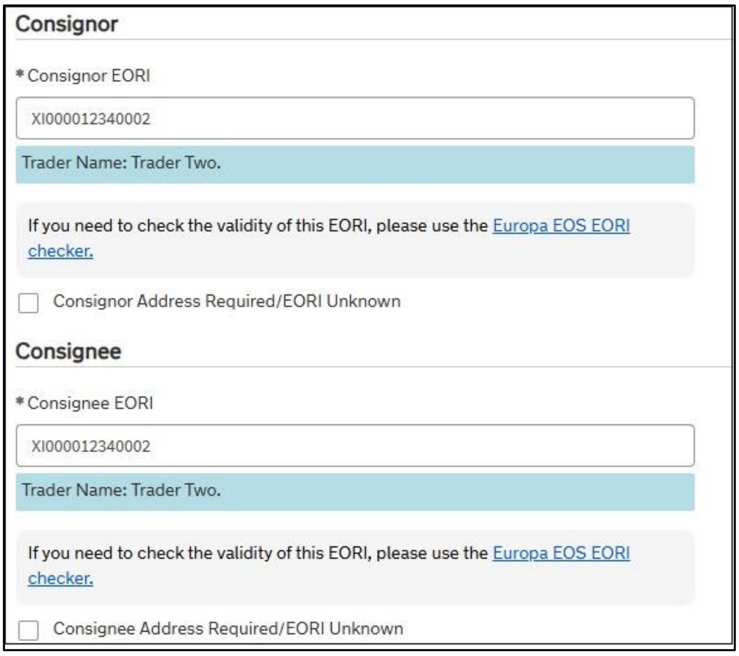


10. Enter the numbers for the **Consignor EORI** and **Consignee EORI**

    - **Consignor** is the party delivering the goods as stipulated in the transport contract
    - **Consignee** is the party who receives the goods post customs clearance

    Underneath the **Consignor EORI** and **Consignee EORI** fields, TSS provides hyperlinks to the EORI Checker on the Europa Operator Systems (EOS) website, where users can check the validity of XI EORI numbers. If you wish to check the EORI number validity status, clicking the link opens the EORI number validation website in a new browser window.

    If the **Consignor** and/or **Consignee EORI** number is valid and registered on the TSS Portal, then the company name will appear underneath each field, highlighted in blue:


Consignor

* Consignor EORI

XI000012340002

Trader Name: Trader Two.

If you need to check the validity of this EORI, please use the Europa EOS EORI checker.

Consignor Address Required/EORI Unknown

Consignee

* Consignee EORI

XI000012340002

Trader Name: Trader Two.

If you need to check the validity of this EORI, please use the Europa EOS EORI checker.

Consignee Address Required/EORI Unknown

The name and address of the Consignor and Consignee are also required. These will be auto-populated by TSS if the trader is registered on the TSS Portal and have allowed their details to be shared via the company profile. If not, you will need to enter the name and address details manually.


Consignor

Consignor EORI

XI000012340003

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

Consignor Address Required/EORI Unknown

* Consignor Name

* Consignor Street and Number

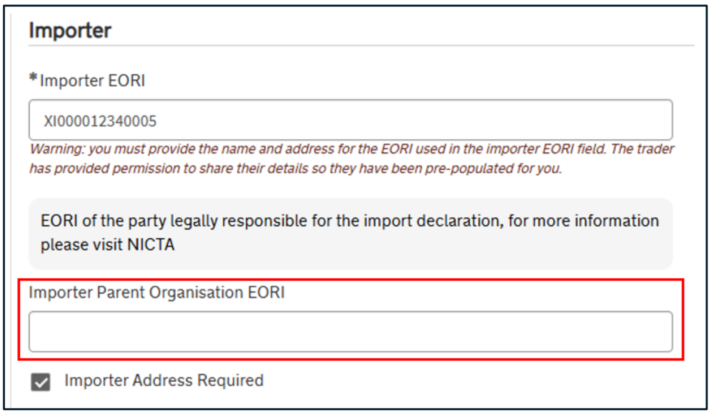
* Consignor City

* Consignor Postcode

* Consignor Country

If the EORI number is unknown for the consignor or consignee, select the check box and complete the additional name and address fields.

11. If you intend to use the Duty Deferment Account (DDA) or Special Procedure authorisation of your parent organisation, enter their EORI number in the **Importer Parent Organisation EORI** field



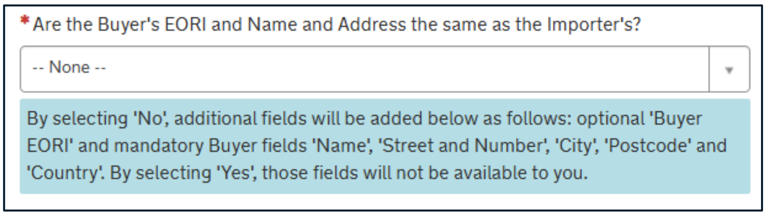
To use the **Importer Parent Organisation EORI** on your declarations, your company profile must be set up correctly so that the **Importer Parent Organisation EORI** field is automatically populated. Details on how to update this field in your company profile can be found in the Registration: Step-by-step guide to using TSS on NICTA.

Note: Within your company profile, if you have answered '**Yes**' for the question **Do you need to use a Parent Organisation Authorisation on your declarations**, but left the **Importer Parent Organisation EORI** field blank, then this field will also appear blank in the respective **Entry Summary Declaration**.

In this case, you need to specify how you intend to proceed. If you would like to use the authorisation of your parent organisation, enter their EORI number. If not, then leave this field blank.

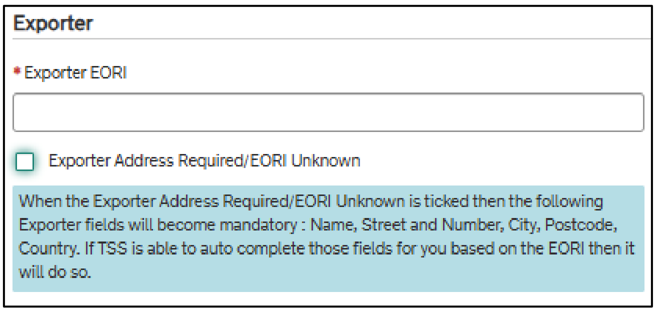
12. In the **Are the Buyer's Name and Address (EORI if provided) the same as the Importer's?** drop-down field:

    - Select '**Yes**' if the Importer is the same as the Buyer
    - Select '**No**' if the Importer and Buyer are not the same and complete the Buyer's name and address as required



13. Add the **Exporter EORI**

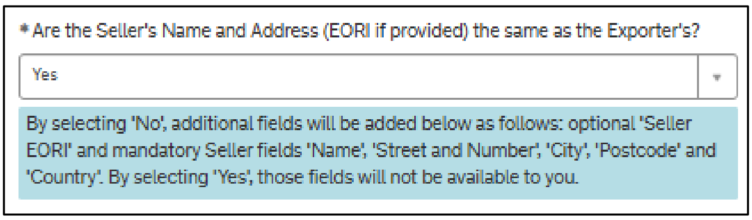
    The name and address details for the **Exporter are required**. These will be auto-populated by TSS if the trader is registered on the TSS Portal and have allowed their details to be shared via the company profile; if not, you will need to enter the name and address details manually.



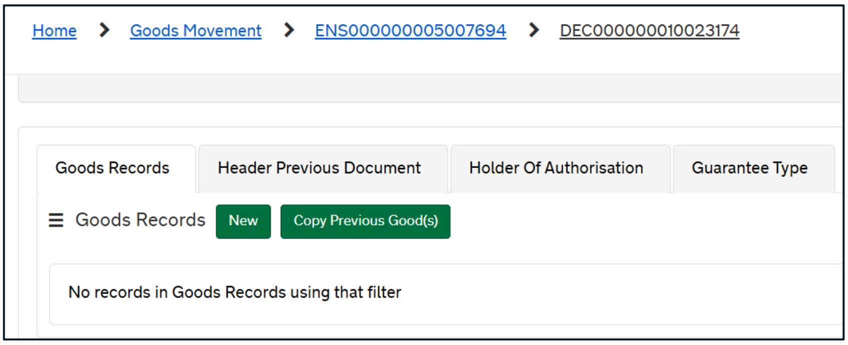
    If the **Exporter EORI** is unknown, tick the 'Exporter Address Required/EORI Unknown' box underneath the field and complete the name and address manually as required.

14. In the **Are the Seller's Name and Address (EORI if provided) the same as the Exporter's?** drop-down field:

    - Select '**Yes**' if the Exporter is the same as the Seller
    - Select '**No**' if the Exporter and Seller are not the same and complete the Seller's name and address as required



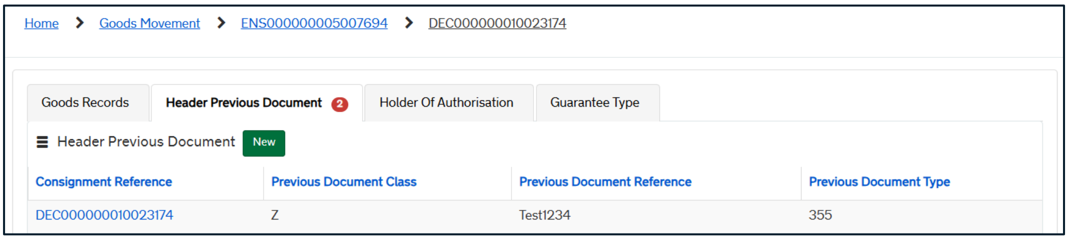
15. Once the consignment has been saved, press **Save (Ctrl + s)** and you will see that three additional tabs have been added to the bottom of the screen: **Goods Records**, **Header Previous Document** and **Holder of Authorisation**



The **Goods Records** tab is used to submit item-level information about your goods. To complete the **Goods Movement** form, you must add at least one **item** to the consignment before submitting. **Note:** An item is a set of goods with the same description and the maximum number of items that can be linked to a consignment is 99.

For certain procedures/additional procedures you may be required to populate the **Header Previous Document** and **Holder of Authorisation** tabs. See the Data guide: TSS declaration data requirements on NICTA for more details on when this is required.

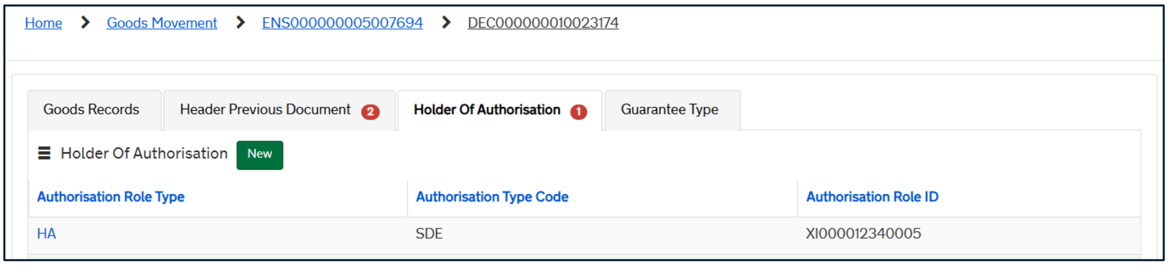
16. Additional **Header Previous Documents** may be added to the record and will be visible to you via the related tab



17. Use the **Holder of Authorisation** tab if you need to enter the type of customs authorisation held by the importer when they have instructed you to use customs procedures other than release to free circulation

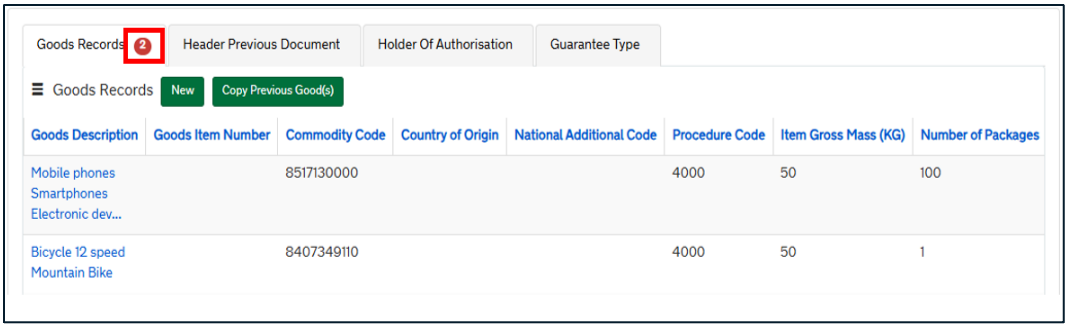
For details on special procedures and reliefs available in the TSS Portal, see the Reliefs and Duty Suspension Overview and considerations for data input in TSS declarations guidance on NICTA

Note: The field **Authorisation Role Type** is auto-populated by the TSS Portal and requires no action from the trader.



Repeat the above steps for each item within the consignment. Navigate to the **Consignment Reference Number** by selecting the 'DEC_________' reference number at the top of the page. Before the consignment is linked to movement information, the top of the page should look as follows:

Where multiple items or records are linked to a consignment, there will be a small, encircled number on each tab, to the right of the title. This simply indicates the number of records within that tab. If no number is present, no records have been saved.



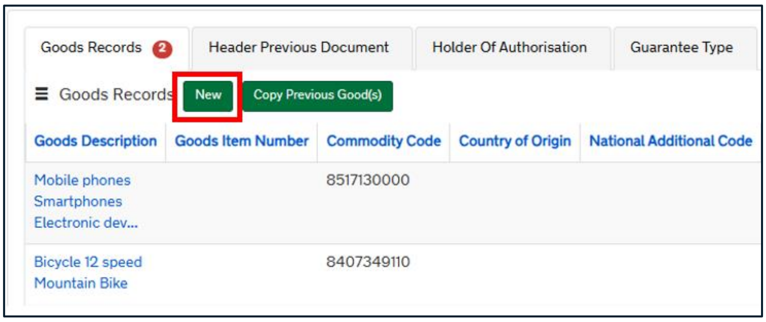
Note: As the items are added to the consignment records, the **Total Packages** and the **Total Gross Mass (KG)** fields on the consignment form will be automatically updated and will total all the **Packages** and goods **Gross Mass** linked to this consignment. These fields are not editable.

If needed, it is possible to remove items from the consignment by selecting **Delete Item**.

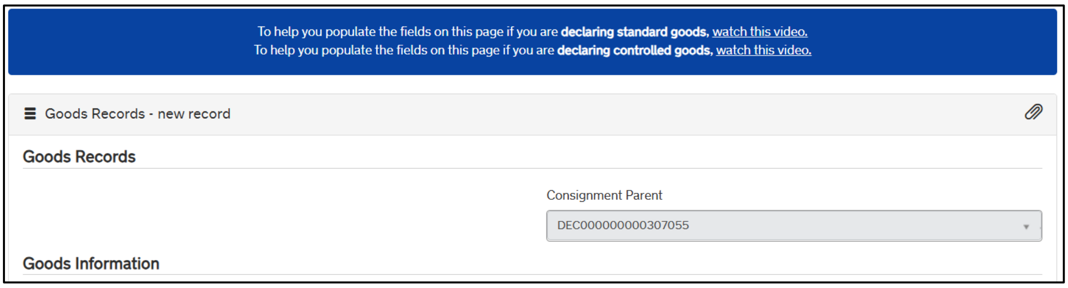
4.3 Adding item information to the Entry Summary Declaration

The **Goods Records** are a set of goods with the same description and **commodity code**. For example, five pallets of fresh apples can be covered as one goods line.

1. Press **New** in the **Goods Records** tab



2. The **Goods Records** form will open



3. Enter the **Commodity Code** for your goods

For non-controlled goods, you need to enter a **Commodity Code** to satisfy the ICS2 safety and security requirements. This could be a 6- digit or a 10- digit commodity code.

If you are unsure what your commodity code is, use the [Northern Ireland Online Tariff] tool to look up the correct commodity code.

You can also search for the **Commodity Code** by typing in a short description of your goods into the **Commodity Code** field

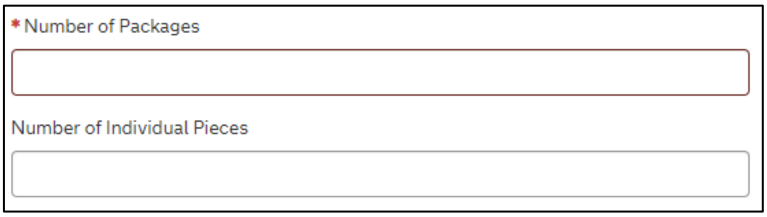
Note: If you are moving **controlled goods** and have answered 'Yes' to the question **Does Consignment Contain Goods Subject to Control, Licence or Certification?** at consignment (header) level you will be required to enter a 10-digit commodity code. The TSS Portal will submit only the first 6 digits of your commodity code to satisfy the requirements on the Entry Summary Declaration

Refer to the [Completing the details for a shipment containing controlled goods]() section of this guide for details on what additional information you are required to provide **if moving controlled goods**.

4. Select **Type of Packages** from the drop-down list

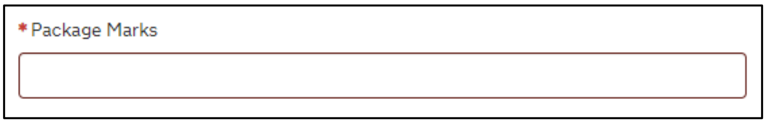
5. Add the **Number of Packages**

   This is the number of individual items that are packaged in such a way that they cannot be divided without undoing the packaging. For example, if goods are palletised the number of pallets should be provided. Enter the **Number of Individual Pieces** within each package, where known.

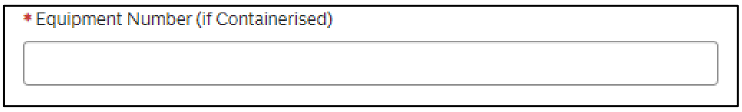


6. Add the **Package Marks**, which is a free-text description of any marks and numbers on transport units or packages

   Where containerised, the equipment number can be used as a shipping mark.

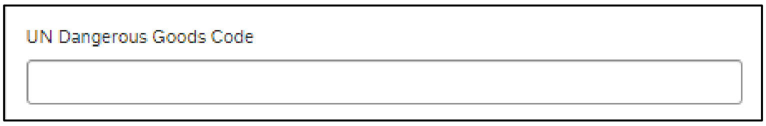


7. If your goods are transported in a registered shipping container, add the container number in the **Equipment Number (if containerised)** field.

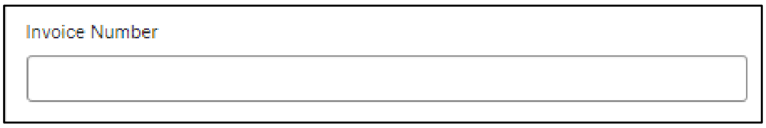


8. Declare the **UN Dangerous Goods Code**, if applicable to your goods

   This is a unique number assigned by the UN to dangerous substances and articles (for example, chemicals, weapons). The codes are available on the United Nations Economic Commission for Europe (UNECE) website – refer to the UN Recommendations on the Transport of Dangerous Goods - Model Regulations for details.

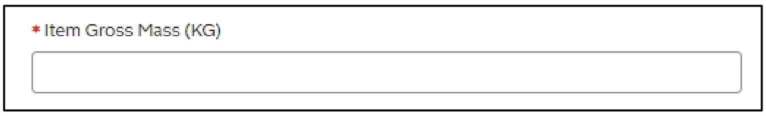


9. Add the associated **Invoice Number**, where known

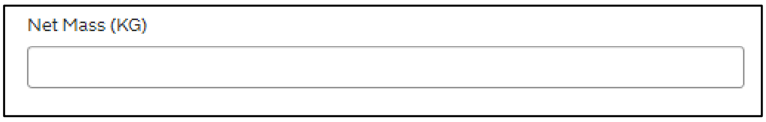


10. Confirm the **Item Gross Mass (KG)** in kilograms for all packages – this needs to include all packaging (but not the carriers' equipment)

    Note: Packaging is defined as materials and components used in any packaging operation to wrap, contain, or protect the goods during transport.



11. The **Net Mass (KG)** is mandatory for goods subject to control, licence or certification



    It should be entered in kilograms and excludes packaging. For goods **not** subject to control, licence or certification, this is an optional field.

    Note: Packaging is defined as materials and components used in any packaging operation to wrap, contain or protect the goods during transport.

12. Add the **Goods Description** for these packages

    This should be 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:

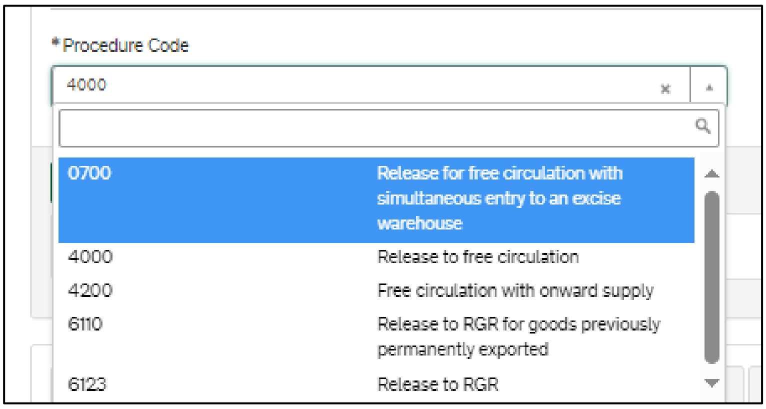
    - What are the goods?
    - What are they made of?
    - What are they used for?

If the package contains any branded items, it is advisable to include the brand and model number with the description of your goods. It is also recommended to describe the goods as sets in sizes and/or packages (for example, 'women's cotton T-shirts, size 14, packs of 3').

For guidance on what an acceptable goods description should contain, including examples, see the [Goods Description guide]() on NICTA.

13. TSS defaults the **Procedure Code** field with '4000' – goods released into free circulation, with no previous procedure in GB

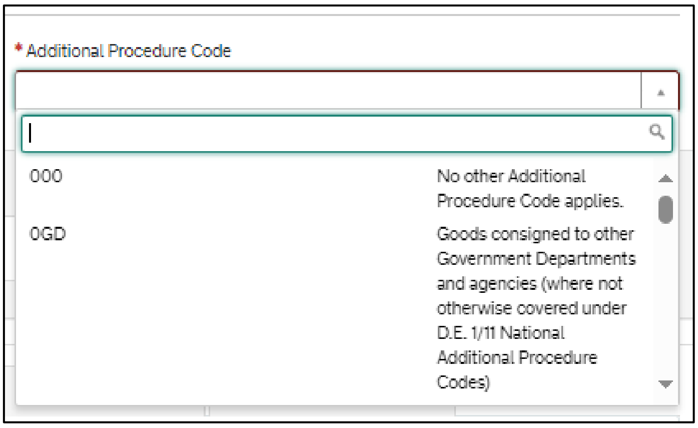
    If this **Procedure Code** does not apply to the goods movement, use the drop-down to select the appropriate code.



- For details on the Procedure Codes available to use in TSS, refer to the [Data guide: TSS declaration data requirements]() guide on NICTA
- Further information on **Procedure Codes,** including completion instructions, can be found in the [Requested and Previous Procedure Codes for Imports]() on GOV.UK

14. TSS defaults the **Additional Procedure Code** with '000', which indicates no additional conditions apply

    Additional Procedure Codes specify customs requirements above and beyond the standard procedure. Check the **Additional Procedure Codes** available in the drop-down list and select the appropriate code for your movement. '000' should only be declared if no other **Additional Procedure Code** applies to the unique circumstances/conditions of the movement.



Further information on [Additional Procedure Codes for imports](), description, usage and completion instructions can be found on GOV.UK.

When all the consignments are added to the Entry Summary Declaration movement and consignment (header) and the item level details are completed, press **Submit** on the consignment 'DEC__________ record' to submit your declaration or record.

5 Moving controlled goods

If you are moving controlled goods, additional information will be required on your Entry Summary Declaration. When moving goods that may require licences, authorisations or certificates, you should check if your goods are subject to other requirements from other government agencies. For more information on moving controlled goods, visit the Guidance on controlled goods and the Online Tariff Tool on NICTA.

If you are moving controlled goods under the TSS Simplified Procedure, you may need to declare additional information at the Entry Summary Declaration stage, as TSS will use information from the Entry Summary Declaration to create a Simplified Frontier Declaration (if applicable).

You must declare the goods as controlled in TSS to generate the Simplified Frontier Declaration, declaring any licence, authorisation or certificates at the Entry Summary Declaration item level.

Note that full details are required for controlled goods at the **item level**. For standard goods these details are not required, unless they are part of a mixed consignment with controlled goods. For mixed consignments it is necessary to submit full item-level information for all goods in the consignment, including any standard goods.

Consult the Northern Ireland Online Tariff on GOV.UK before moving your goods.

5.1 Categories of controlled goods

The list below summarises the categories of controlled goods requiring licences, authorisations or certificates.

To check if your goods are controlled, refer to the Northern Ireland Online Tariff on GOV.UK. For guidance on how to navigate the Northern Ireland Online Tariff see the Guidance on controlled goods and the Online Tariff Tool on NICTA.

- **Products of animal origin or fish (Sanitary and Phytosanitary (SPS) Goods)**
  - Common Health Entry Document (CHED), completed in TRACES NT
  - Illegal, Unreported and Unregulated (IUU) fishing catch certificate on GOV.UK
  - Notification to TRACES NT at least 24 hours in advance
- **Plant, plant products, timber-based products (SPS Goods)**
  - Phytosanitary certificate
  - Notification to TRACES NT at least 24 hours in advance

    Note: If you are moving goods on the Northern Ireland Plant Health Label (NIPHL) scheme, you will need to upload the CHED-PP on TRACES NT, but you do not need a Phytosanitary certificate. You will need to satisfy the labelling requirements.
  - Further information about the NIPHL scheme and moving plants from GB to NI on GOV.UK
- **Agri-Foods (SPS Goods)**
  - CHED completed in TRACES NT (if appliable) and 24 hours pre-notification
  - Private attestations for shelf-stable composite products (see DEFRA guidance on GOV.UK)

  Note: If you are moving goods under the Northern Ireland Retail Movement Scheme (NIRMS), you will not need to fill in the CHED on Traces NT or use private attestations. You will instead need to fill in the General Certificate and upload that on TRACES NT, which should be done by the party responsible for the load. You will need to satisfy the labelling requirements. Further information about NIRMS can be found on GOV.UK.
- **Controlled goods requiring import licences**
  - Open or Specific Individual Import Licences (firearms and nuclear materials)
  - Drugs and drug precursors
- **Excise Goods**
  - Licences or authorisations (which are dependent on the Commodity Code)

- Notify the Excise Movement and Control System (EMCS) on GOV.UK if moving under excise duty suspense, or if required (see the Excise Goods guidance on GOV.UK)

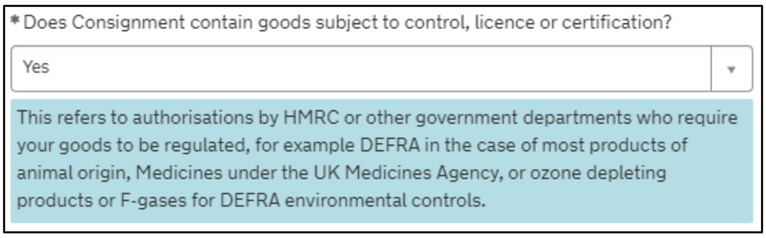
- **International conventions**
  - Convention on International Trade in Endangered Species (CITES); see Check if you need a CITES permit to import or export endangered species on GOV.UK)
  - Kimberley Certificate (see the Export rough diamonds: special rules on GOV.UK)

This list is not exhaustive. For a list of full licence types for import, refer to Documents and Other Reference Codes on GOV.UK.

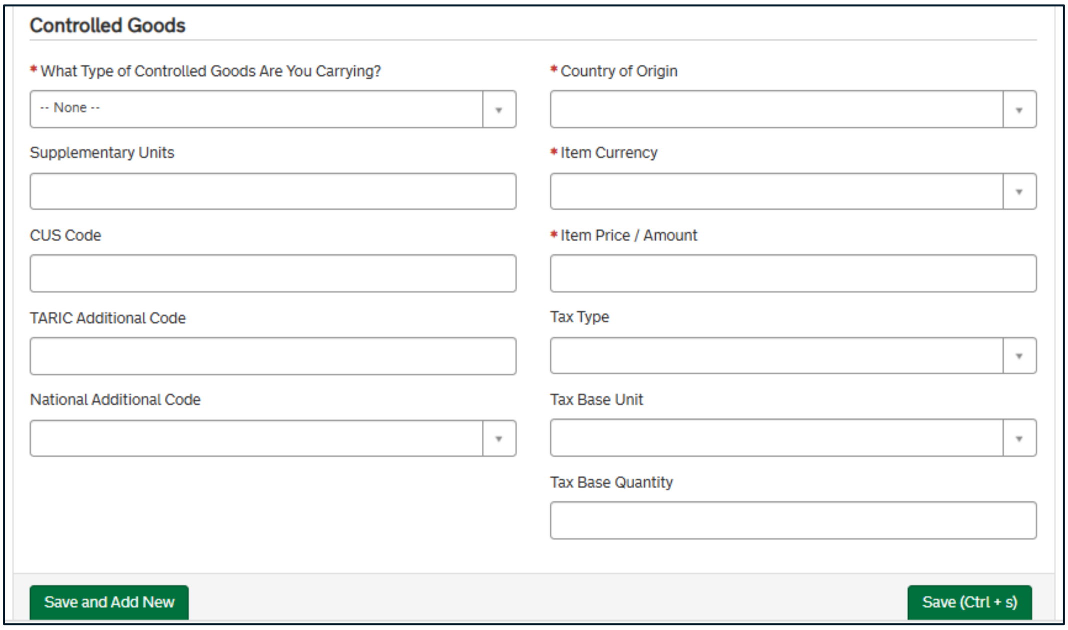
5.2 Completing the details for a shipment containing controlled goods

This section should be used in conjunction with the section Adding item information to the Entry Summary Declaration in this guide to ensure all fields are completed.

1. Select 'Yes' to the question **Does Consignment Contain Goods Subject to Control, Licence or Certification?** at the Entry Summary Declaration consignment (header) level



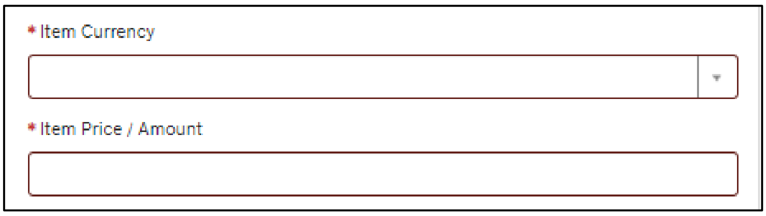
This will open the **Controlled Goods** section at the item level on the **Goods Records** form



2. In the field **What Type of Controlled Goods Are You Carrying?** select from the options in the drop-down list.
3. Select the **Country of Origin** by either typing the country name or using the drop-down list

   This records where the goods were produced (or substantially transformed) and is used to determine which controls and tariff measures apply. It is not necessarily where the goods were sent from. Details on establishing **Country of Origin** can be found in the Rules of Origin guidance on GOV.UK.

4. The **Item Currency** is the currency used to invoice the goods and can be selected from the drop-down list

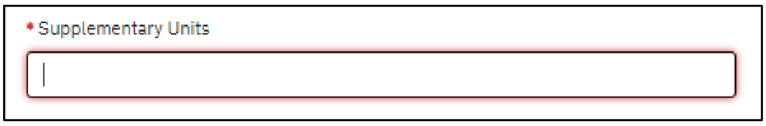


   A list of currencies and their corresponding currency codes can be found on GOV.UK.

   For the **Item Price / Amount** add the total value of the goods. Where goods have a payable price (Valuation Method 1), this is the amount charged for the item and the currency used, as listed on the invoice. Details on working out the customs value of your imported goods, including valuation, can be found on GOV.UK.

5. Populate the **Supplementary Units** field if the **Commodity Code** must be described not only by 'mass', but also a second measure. When required, you should enter the **Supplementary Units** as a number.

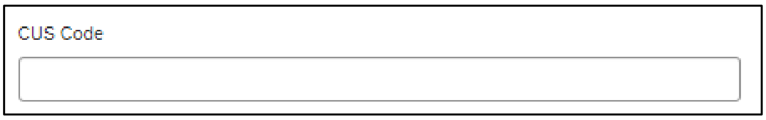
   If applicable, this will be listed in the Northern Ireland Online Tariff on GOV.UK against the commodity code



Refer to guidance on Supplementary Units on GOV.UK for more information.

When **Supplementary Units** are mandatory and there is no entry in this field, help text is displayed at the bottom of the page:

6. When moving certain chemicals, the 8-digit **CUS Code** (Customs Union and Statistics) is required to identify the chemical

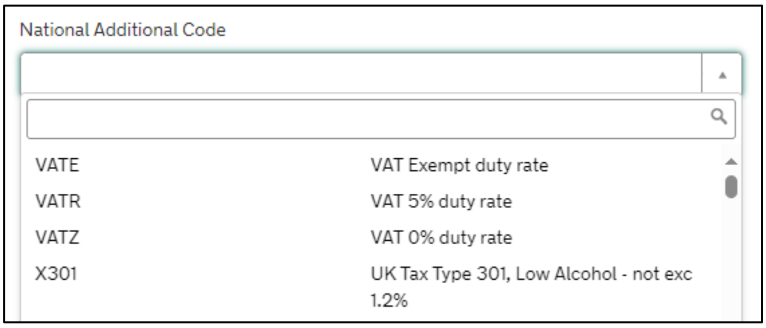


For more details on the circumstances to populate this field and how to do so, refer to the Data guide: TSS declaration data requirements on NICTA. You can find guidance on CUS codes on GOV.UK.

7. Enter the **TARIC Additional Code(s)** if relevant for the **Commodity Code**

You can find out if this is applicable to your goods by referencing the TARIC Consultation. 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. In some cases, more than one **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 TSS Portal field. Only one Meursing Code is permitted per goods item.

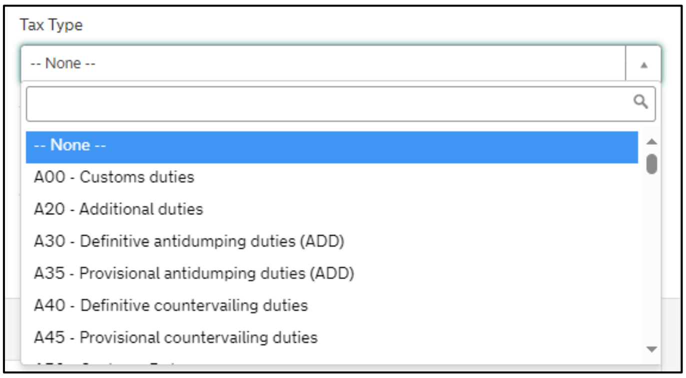
8. In the **National Additional Code** field select the associated 4-digit code:



For certain goods there may be more than one code that is required, in which case use the **National Additional Codes** tab at the bottom of the item level form, where more codes can be added. Note only one VAT rate code can be added per goods item.

- For more details, consult the Data guide: TSS declaration data requirements on NICTA
- Guidance on National Additional Codes including a full list of codes can be found on GOV.UK

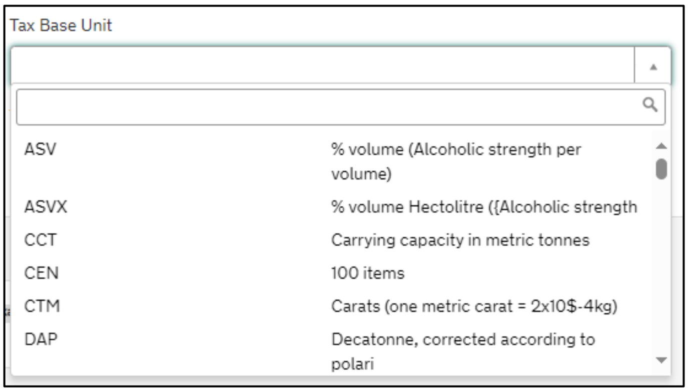
9. **Tax Type** codes identify the kind of duty or tax being declared depending on the commodity codes used; select the appropriate code from the drop-down list if one is required for the commodity code



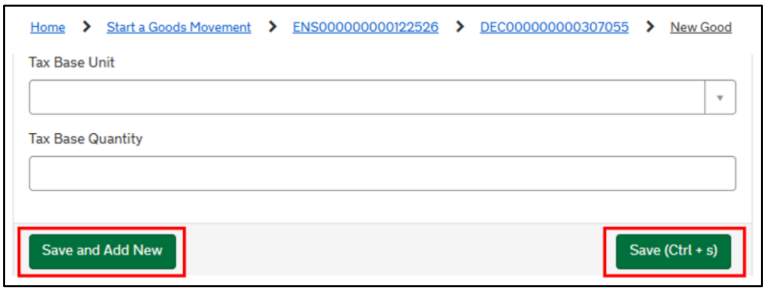
Guidance on Tax Types can be found on GOV.UK.

10. A **Tax Base Unit** will need to be declared when the commodity code mandates that a measurement unit is required to support the calculation of the tax amounts (for example, the 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.



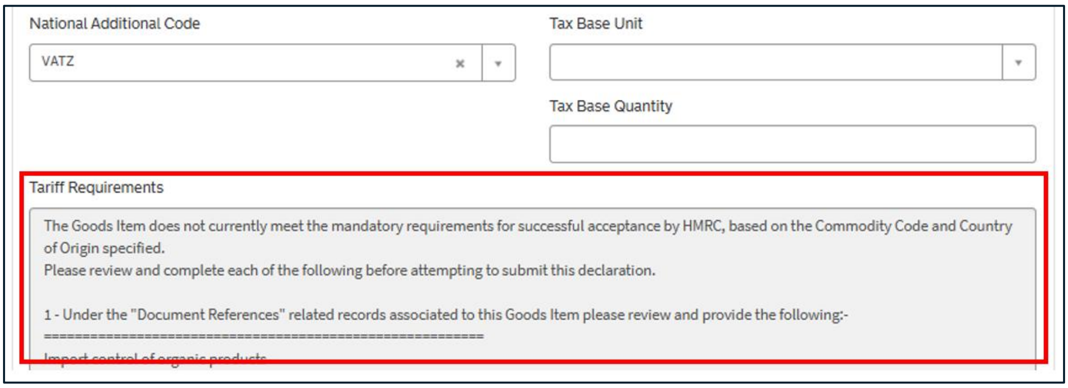
11. The **Tax Base Quantity** is the quantity of the units as entered in the **Tax Base Unit** field (for example, if the **Tax Base Unit** is litres, the quantity in litres is entered in this field)



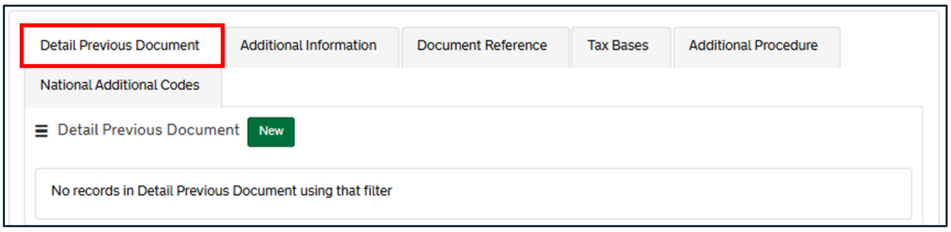
Guidance on [Tax Bases](#) can be found on GOV.UK.

Once these steps are completed, press **Save (Ctrl + s)**. If you wish to create a new goods item without going out of the item you have part-populated, press **Save and Add New**. The item you are populating will be saved and a new item record will open.

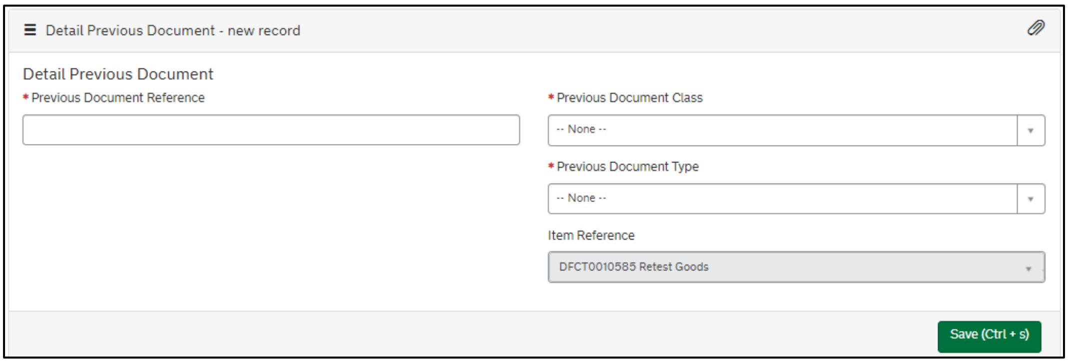
After saving an item, supplementary tabs (related records) will be added to the form, so that additional information relating to the goods at the item level can be included as the goods are controlled. Additionally, if required, a Tariff Requirements box will appear below to advise of any additional mandatory requirements for the entered goods.



12. The **Detail Previous Document** tab is used to add previous documents, as some procedures will require previous documents to be declared on the Entry Summary Declaration / Simplified Frontier Declaration



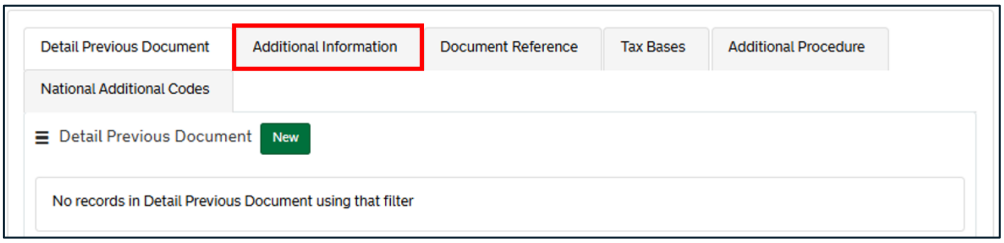
Add a record by selecting **New** on the tab and entering the information outlined below.



- The **Previous Document Reference** enables you to add a reference up to 35 characters in length for the document – add the [reference identifier](#) found on GOV.UK, using the description that matches the **Document Code**
- For **Previous Document Class**, enter 'Z' class for use when inputting any other previous document

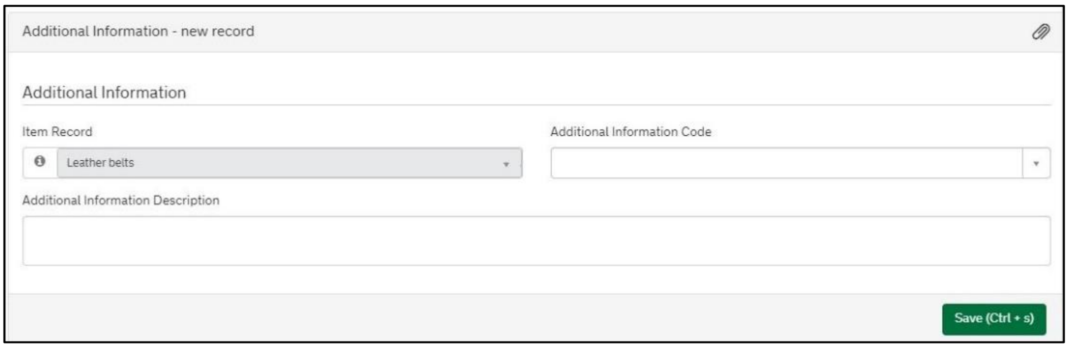
  Note: Document class 'Y' cannot be entered here. It will only be available in the Supplementary Declaration, as it is a reference for the Simplified Frontier Declaration (and will be auto-populated by TSS).
- The **Previous Document Type** is a selection list; input the code that matches the reference identifier written in the previous field

13. The **Additional Information** tab is used to add **Additional Information Codes**, which are required for certain movements and commodity codes

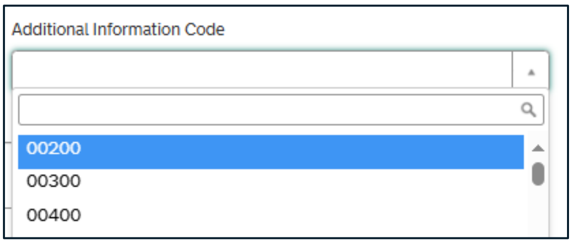


Completion rules for a specific [Additional Information Code](#) can be found on GOV.UK.

Add a record by selecting **New** on the tab and entering the information outlined below.



- **Additional Information Code**: select the from the drop-down list

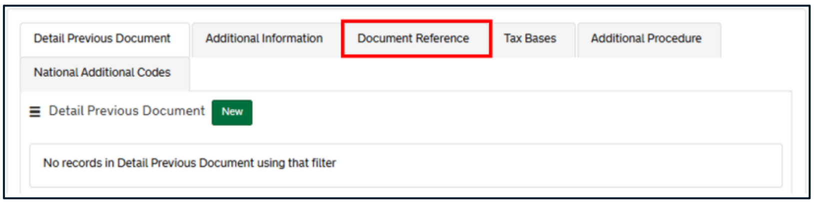


  - For more information and the full list of Additional Information Codes see GOV.UK
  - Refer to the Data guide: TSS declaration data requirements on NICTA for further guidance

- **Additional Information Description**: where required by the Procedure Codes, Additional Procedure Codes or Commodity Codes, these Additional Information Codes will require accompanying descriptions; to see where this is the case consult the guidance on Additional Information Codes on GOV.UK

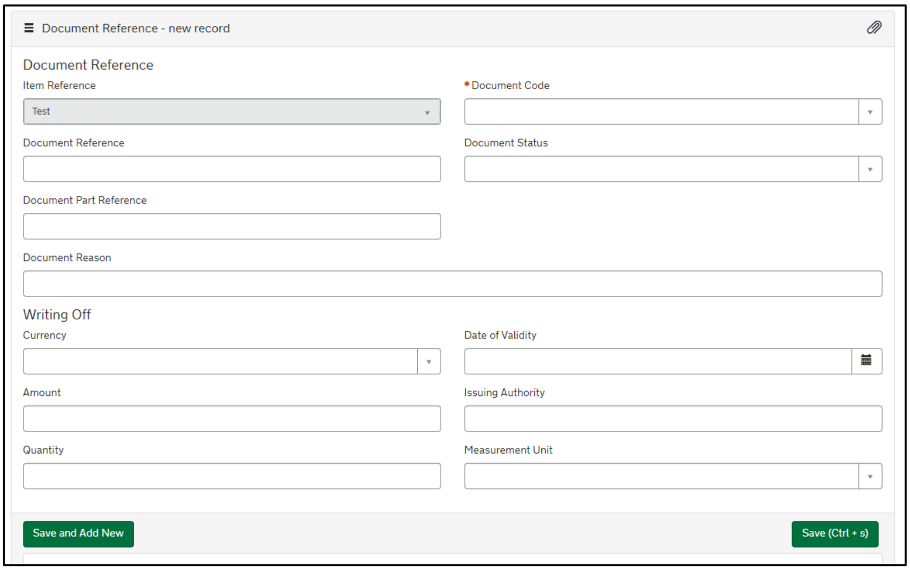
14. The **Document Reference** tab is used to collate documents, certificates, authorisations and references that are required to enable the movement to take place

    Licences and certificates for controlled goods being moved from GB to NI may be subject to format, validity and content checks. It is the trader's responsibility to ensure that all details on documents match the information that has been input into the TSS. More information about document requirements can be found in the Guidance on controlled goods and the online tariff tool on NICTA and on Moving licensed goods into or out of Northern Ireland on GOV.UK.

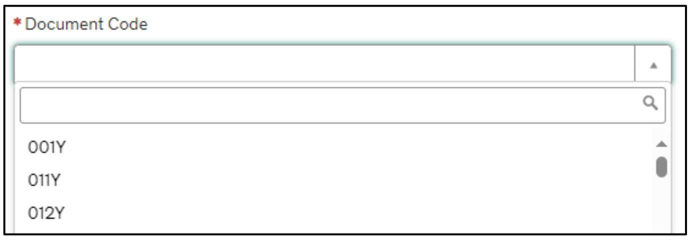


    See the Data guide: TSS declaration data requirements on NICTA for more details.

    Add a record by selecting **New** on the tab. This will open the new record for you to populate.

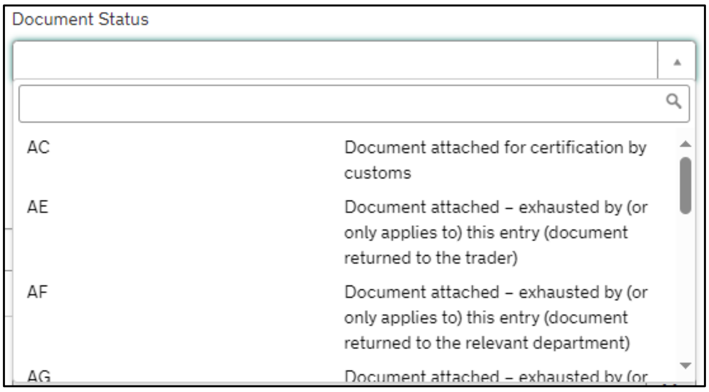


- **Document Codes** are in used relation to any documents, authorisations, licences, or certificates that are associated with the consignment – select the required code from the drop-down list:

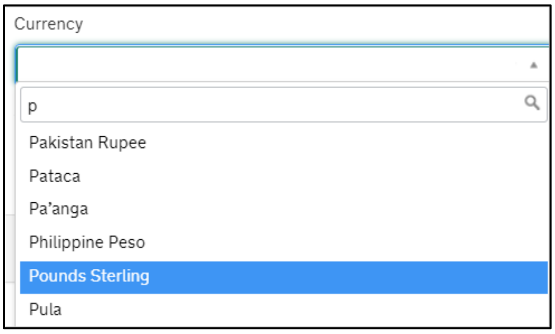


  You can review guidance on how to correctly identify and enter **Document Codes** on your movement in the Document Code Guide on NICTA.

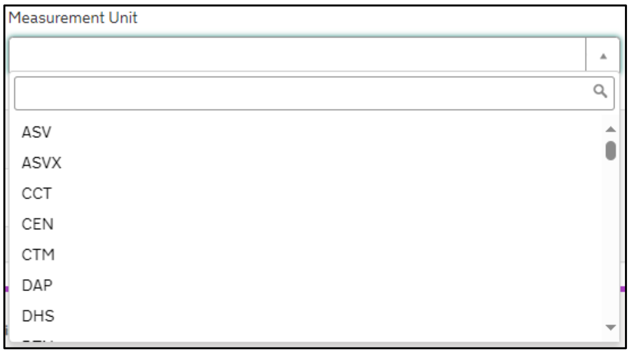
- To complete the **Document Reference** and **Document Reason** fields, refer to the guidance on Documents and Other Reference Codes on GOV.UK
  - **Document Reference**: up to 30 characters can be added to the **Reference** field
  - **Document Reason**: where a **Document Code** permits the use of status codes 'XX' or 'XW', a statement supporting the use of those status codes must be provided in the section **Document Status Reason**
  - **Document Status:** select the required code from the drop-down list



- **Document Part Reference**: up to five characters can be added to the **Document Part Reference** field, which identifies the line item (part) number
- Populate the **Writing Off** section where required when you are declaring controlled goods
- Add **Date of Validity** using the **Calendar** icon or use a date format of 'DD/MM/YYYY'
- For **Currency**, use the selection drop-down to select the required currency



- Add details regarding the **Issuing Authority**, which will be the governing body that issued the documents/certificates/authorisations that you have provided; it is a free-text field
- Where a **Currency** has been declared in the **Currency** field in the **Writing Off** section, enter the monetary amount associated with the document/writing off details in the **Item Price / Amount** field
- Select the **Measurement Unit** from the drop-down list



- In the **Quantity** field, 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

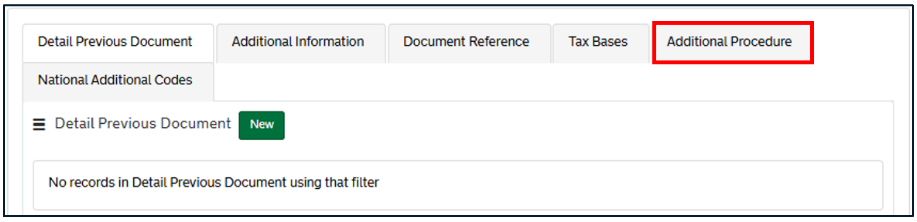
Consult the [Data guide: TSS declaration data requirements]() on NICTA for more details

Once all the details are added, press **Save (Ctrl + s)** Or, if you want to add another **Document Code** for the same item, press **Save and Add New**. This will open a new window to enter details for another **Document Code**.

15. The **Additional Procedure** tab is used to enter more than one **Additional Procedure Code** for your item

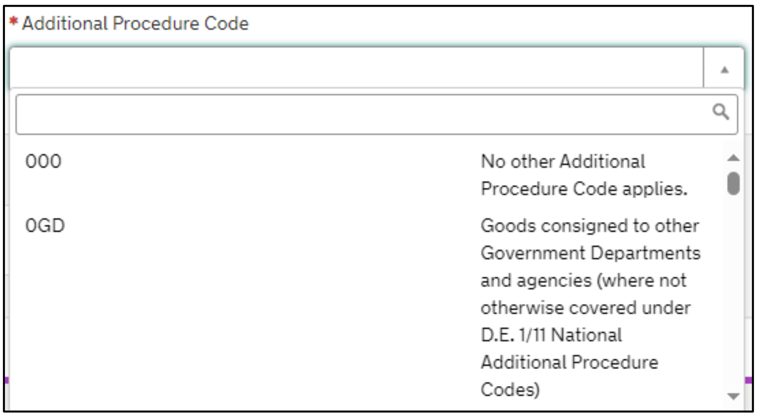
The first **Additional Procedure Code** can be entered into the **Additional Procedure Code** field in the goods information section of the declaration. Any further codes should then be added one by one to this table.

Note: '000' cannot be entered when more than one **Additional Procedure Code** is in use.



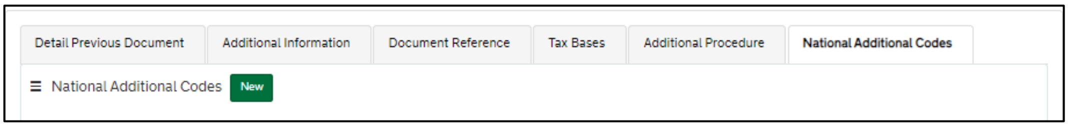
- Add a record by selecting **New** on the tab and enter the required details

- Select the **Additional Procedure Code** from the drop-down list



If the intended movement involves a customs relief or special procedure, see the [Reliefs and Duty Suspension Overview and considerations for data input in TSS declarations]() guide on NICTA to determine which **Procedure Codes** and **Additional Procedure Codes** are required on the declaration.

16. **National Additional Codes** are used in conjunction with information provided elsewhere in the declaration, to calculate the duties and taxes applicable



For more details, see the guidance on [National Additional Codes]() on GOV.UK.

17. The **Additional Parties** tab is for movements that are using Onward Supply Relief

Guidance on [Group 3: Parties]() and how to complete this for the procedure can be found on GOV.UK.

Check all the required information has been added to the item record and press **Save (Ctrl + s)**.

Note: When the Entry Summary Declaration is submitted, TSS will validate the submission to ensure all required information including document references are present.

The TSS Portal will generate an error message outlining any missing information so you can correct the entry before submission. An error message will also be present on the Entry Summary Declaration Header section of the TSS Portal if any declarations within the consignment are not authorised to move, or if a Goods Movement Reference (GMR) cannot be checked in at the port. Once the Entry Summary Declaration / Simplified Frontier Declaration is completed correctly, and all error messages have been addressed, the TSS Portal will accept the submission and generate the required MRNs.

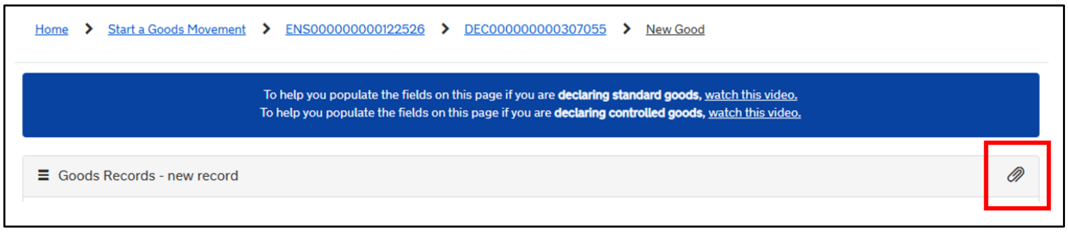
Before completing and submitting the data entry for a consignment, it is recommended you attach any relevant documents relating to your movement. If you do not, and your movement needs additional controls/inspections, you may be asked to upload these documents or physically present them during movement. This could cause unnecessary delays to your journey.

There is a list of the documents commonly required below. For a definitive list of the documents required for a specific commodity go to the Northern Ireland Online Tariff on GOV.UK.

- Commercial invoice
- Packing list of items included
- Any non-electronic paper licences
- Any certificates of origin
- Additional certificates, licences and permits, for example CITES permits
- Export Health Certificates (EHCs)
- Any further documents you may have referenced in the supplementary tabs at the bottom of the consignment/item page

For guidance on how to navigate the tariff tool, refer to the Guidance on controlled goods and the Online Tariff Tool on NICTA.

To attach documents, use the paperclip icon at the top of the item level or consignment (header) level page.



Documents attached to the consignment (header) level apply to all items, while documents attached at the item level only apply to that specific item. Note that hauliers will be able to see documents you upload.

6 I need to know more

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

- ENS Step-by-step guide: Standard Process and Consignment First Process
- Data guide: TSS declaration data requirements
- Guidance on resolution to common error codes for Entry Summary and Simplified Frontier Declarations
- Merchandise in Baggage
- Creating a Goods Movement Reference
- Guidance on controlled goods and the Online Tariff Tool
- Supplementary Declarations: Step-by-step guide
- Full Frontier Declaration: Step-by-step guide
- Reliefs and Duty Suspension Overview and considerations for data input in TSS declarations
- How to use the TSS Portal

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

7 Changes to guidance and policy

Last updated October 2025.

October 2025: Updates to ICS2 features.

August 2025: Updates to RoRo functionalities and ICS2 features.

July 2025: Updates to ICS2 portal functionalities and features.

June 2025: Hyperlink added for government guidance on moving licensed goods into or out of Northern Ireland.

May 2025: Update regarding document validity and content checks for controlled goods.

May 2025: Removal of Windsor Framework disclaimer.

March 2025: Windsor Framework Portal interface changes including URL updates. Windsor Framework Portal Interface changes updates for Maritime movements. Updates for Additional Procedure Codes.

January 2025: Updated to reflect Error message box in the ENS Header section.

November 2024: Published.