

TSS User Guides

Standalone Simplified Frontier Declaration: Step-by-step guide

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HM Revenue
& Customs



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

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

1 Introduction

This guide explains how to prepare and submit a [standalone Simplified Frontier Declaration](#) in the Trader Support Service (TSS) Portal using the **TSS Simplified Procedure**.

The Simplified Frontier Declaration is part of the customs declarations on the TSS Simplified Procedure. A Simplified Frontier Declaration, usually auto-generated by TSS from the information provided in the **Entry Summary Declaration**, is made before the goods movement using a simplified data set.

It is the responsibility of the Importer of Record to ensure the Simplified Frontier Declaration is completed.

Traders moving '[not at risk](#)' goods **only** from GB to NI may be able to utilise the **simplified processes for Internal Market Movements**. To benefit from the simplified processes, traders need to be authorised under the **UK Internal Market Scheme (UKIMS)**. For further guidance on [UKIMS authorisation and how to apply](#), refer to GOV.UK. Information on the simplified processes and available journey options can be found in the [Simplified processes for Internal Market Movements – Introduction Guide](#) and the [Internal Market Movement](#) page on NICTA.

1.1 What is a standalone Simplified Frontier Declaration?

While Simplified Frontier Declarations are typically automatically generated from an Entry Summary Declaration, you can also create a standalone Simplified Frontier Declaration, provided criteria are met, which is not generated automatically from a previously submitted Entry Summary Declaration.

The standalone Simplified Frontier Declaration process should only be used when:

- Using certain special procedures or relief options on the TSS Simplified Procedure. Further details can be found in the [Special procedures and relief options on the TSS Simplified Procedure](#) section of this guide

¹ Terms used in this guide refer to the terminology used on the TSS Portal. 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.



- The haulier/carrier has completed the Entry Summary Declaration outside of TSS and you wish to complete the customs declarations in TSS
- The haulier/carrier has created an Entry Summary Declaration only movement in TSS and you wish to complete the customs declarations on TSS

Note: Should you wish to create a Simplified Frontier Declaration from an 'Entry Summary Declaration only' movement, you may use the [Create SFD from ENS](#) functionality if the movement:

- Has a reason for submitting only an Entry Summary Declaration selected on it
- Was raised in TSS

AND

- Is in 'Authorised for Movement' status

In all cases, an **Entry Summary Declaration must still be completed either in or outside of TSS prior to goods movement.**

Note: TSS supports standalone Simplified Frontier Declarations for RoO movements only. It does not support standalone Simplified Frontier Declarations for maritime or air movements, regardless of whether they are Inventory-Linked Ports or locations in NI.

1.2 The TSS Simplified Procedure

The TSS Simplified Procedure allows businesses to move goods from Great Britain (GB) into Northern Ireland (NI) by making a simplified declaration before the goods move (pre-movement) and then providing the full information about the goods after they have moved (post-movement) for both ['not at risk'](#) and ['at risk'](#) goods. Further guidance on ['not at risk'](#) and ['at risk'](#) goods can be found on GOV.UK.

The TSS Simplified Procedure requires:

- A) A safety and security declaration, known as the **Entry Summary Declaration**, which must be done prior to the goods entering NI (usually completed by the carrier)

AND

- B) The **customs declarations**, which are divided into multiple steps:

- **A Simplified Frontier Declaration**, usually auto-generated by TSS from the information provided in the Entry Summary Declaration, **made before the goods movement** using a simplified data set

Note: This guide covers how to complete a standalone Simplified Frontier Declaration in TSS as part of the TSS Simplified Procedure.



- **A Supplementary Declaration**, requiring a full data set which is always **completed after the goods move** and used to close the customs journey and pay any required duties and other charges

If you qualify for the simplified processes, TSS has added functionality allowing traders who use the TSS Simplified Procedure to **convert** the generated Supplementary Declaration to an Internal Market Movement Information (IMMI). No duties are payable on the Internal Market Movement Information (IMMI).

You must continue submitting a Supplementary Declaration, if the goods are not eligible for the simplified processes.

Submission of the Supplementary Declaration is required by the tenth calendar day of the month following the goods movement.

Submission of the Supplementary Declaration is the responsibility of the Importer of Record, as indicated by the **Importer EORI** on the TSS Simplified Frontier Declaration.

- **A Final Supplementary Declaration**, detailing the number of Supplementary Declarations finalised for a reporting period (arrivals with a tax point date in the previous calendar month) compared to the Supplementary Declarations due, which TSS will automatically submit on your behalf

1.3 Special procedures and relief options on the TSS Simplified Procedure

Traders with their own **Simplified Customs Declaration Procedure (SCDP)**, formerly known as the **Customs Freight Simplified Procedure (CFSP)**, authorisations that are using certain special procedures are allowed to use the TSS Simplified Procedure for goods movements from GB to NI (including movements of non-domestic goods from a GB customs warehouse). You can process a standalone Simplified Frontier Declaration on TSS to support these movements.

For more information on special procedures, relief options and the requirements for having your own NI-valid SCDP authorisation to use special procedures on the TSS Simplified Procedure, refer to the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA.

For information on SCDP authorisations and how to add this information to your TSS Company Profile, see the [Registration: Step-by-step guide to using TSS](#) on NICTA.

2 How to create a standalone Simplified Frontier Declaration

TSS supports a functionality that allows you to create a standalone Simplified Frontier Declaration that is not automatically created from an Entry Summary Declaration submitted



through the TSS Portal (for example, where the Entry Summary Declaration has been created elsewhere or where the haulier has created an Entry Summary Declaration only movement).

You can complete a standalone Simplified Frontier Declaration using either the TSS SCDP authorisation or your SCDP authorisation.

If you prefer to use your own SCDP authorisation, you also have the option to select if the Supplementary Declaration will be generated in TSS. A Supplementary Declaration is required to complete your customs journey. TSS will give you the option to either complete the Supplementary Declaration on TSS with information auto-populated from your Simplified Frontier Declaration or complete the Supplementary Declaration outside of TSS.

If you prefer to use TSS SCDP authorisation on the standalone Simplified Frontier Declaration, TSS will generate a Supplementary Declaration in TSS for you to complete as part of the TSS Simplified Procedure customs declaration process.

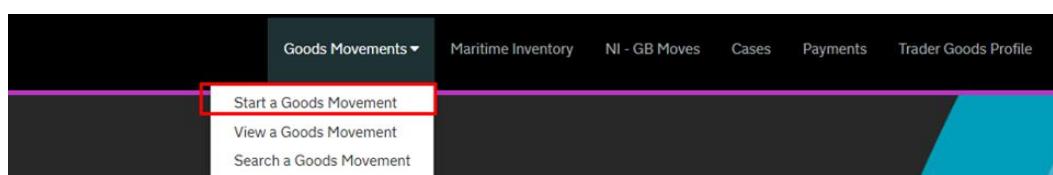
Depending on the SCDP authorisation used on your **Simplified Frontier Declaration**, you will be shown a drop-down list of the **Declaration Categories** that are allowed under the selected SCDP authorisation, including those used for customs special procedures and duty relief.

With either option, submission of the Supplementary Declaration in TSS is required by the tenth calendar day of the month following the goods movement.

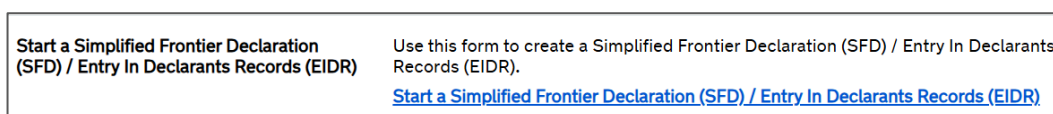
NOTE: The screenshots in this guide display TSS account information (for example, EORI number, SCDP authorisation number). These are included for demonstration purposes only and must not be used in live declarations.

To create a standalone Simplified Frontier Declaration in the [TSS Portal](#) follow these steps:

1. Select **Start a Goods Movement**



2. Then, within the **Additional Goods Movement Options**, select **Start a Simplified Frontier Declaration (SFD) / Entry In Declarants Record (EIDR)**. This will open a new record:



3. A form will open showing the name of the **Submitter** in the first field:



Home > Start a Goods Movement > Start a Simplified Frontier Declaration (SFD)

To help you populate the fields on this page, [watch this video](#).

Start a Simplified Frontier Declaration (SFD)

Use this form to create a Simplified Frontier Declaration (SFD) / Entry In Declarants Records (EIDR).

*** Submitter**

*** Movement Type**

*** Type of Movement**

*** Identity Number of Transport**

Required information

Movement Type Identity Number of Transport

Nationality of Means of Transport Carrier EORI

Arrival Date/Time Port of Arrival

Save as Draft

Create Consignments

Get Help

- Select the **Movement Type**: either '**Pre-lodged (IMF)**' for shipments that have not yet moved, or '**Arrived (IMC)**' for shipments that have already moved

*** Movement Type**

-- None --

-- None --

Pre-lodged (IMF)

Arrived (IMC)

- For the **Type of Movement** field, select 'RoRo (Accompanied / Unaccompanied)'

*** Type of Movement**

RoRo (Accompanied / Unaccompanied)

-- None --

RoRo (Accompanied / Unaccompanied)

Road

- In the **Identity Number of Transport** field:
 - For **accompanied Roll on Roll off (RoRo)** add the haulier's vehicle registration
 - For **unaccompanied RoRo** only the trailer number is required

Note: this field is 27 characters in length.

*** Identity Number of Transport**



- In the **Nationality of Means of Transport** field, select the country where the vehicle is registered (for example, 'United Kingdom') from the drop-down list

* Nationality of Means of Transport

- Complete the **Carrier EORI** number

This must be a **XI EORI** number. The carrier is the operator of the active means of transport at the border.

* Carrier EORI

- Add the **Arrival Date/Time** when the shipment is expected to land in NI

Note: this field is not visible if the **Declaration Category** is 'Arrived (IMC)'.

* Arrival Date/Time

For example, 01/09/2021 09:00:00

- Select the **Port of Arrival** from the drop-down list by either typing in the field or using the selection – this is the **first seaport or airport where the goods enter NI**

* Port of Arrival

Belfast Port (GBAUBELBELBEL)

Belfast Airport (GBAUBELBFSBEL)

DPD Ireland (Ballygowan Road) (GBAUCCVBELDPB)

DPD Ireland (Craigavon) (GBAUCRGBELDPC)

DPD Ireland (Kilbegs Business Park) (GBAUANTBELDPK)

DPD Ireland (Loughall) (GBAUXLUBELDPL)

DPD Ireland (Mallusk) (GBAUMLBELDPM)

DPD Ireland (Tombbridge) (GBAUITOBELOPT)

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

Seal Number



12. The **Route** will default to 'GB-NI'
13. In the **Place(s) of Loading** free-text field, add the place(s) of loading of the goods; for example, the **freight terminal** or **other place** where the goods were loaded onto the means of transport

Place(s) of Loading

For accompanied RoRo movements, the place of loading is where the goods are loaded onto the truck (for example, 'Liverpool').

If there are multiple places of loading for a RoRo movement (groupage), enter the best indication of the primary locations, in up to 35 characters (for example, 'Edinburgh, Glasgow').

14. Add the **Place(s) of Unloading**

This is the name(s) of the **freight terminal** or **other place** where goods are unloaded from the means of transport. For accompanied RoRo movements, the place of unloading is where the goods are unloaded from the truck (for example, 'Belfast').

Place(s) of Unloading

If there are multiple places of unloading for a RoRo movement (groupage), enter the best indication of the primary locations, in up to 35 characters (for example, 'Belfast', 'Larne').

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

This is the method of payment (from the trader to the carrier) for transporting the goods. The field defaults to 'Account Holder with Carrier', though you can opt for whichever suits the movement.

Transport Charges

Account Holder with Carrier

Payment in Cash
 Payment by Credit Card
 Payment by Cheque
 Other
 Electronic Credit Transfer
Account Holder with Carrier
 Not Pre-Paid



2.1 How to save the standalone Simplified Frontier Declaration

1. You can **Save as Draft** at any point

If (before adding the consignment details) you need assistance completing this part of the form, press the **Get Help** button.

2. Once saved, you will be presented with the following details, including the unique **Simplified Frontier Declaration Reference Number** at the top of the page

This will take you through to the **Consignments** part of the declaration.

3. Find your current Simplified Frontier Declaration movement information by selecting **Goods Movements** in the banner of the TSS Portal followed by **View a Goods Movement** and clicking on **SFD Declarations (by movement)**

A new tab will open that will allow searching and viewing **SFD Declarations (by movement)** by **Status**:



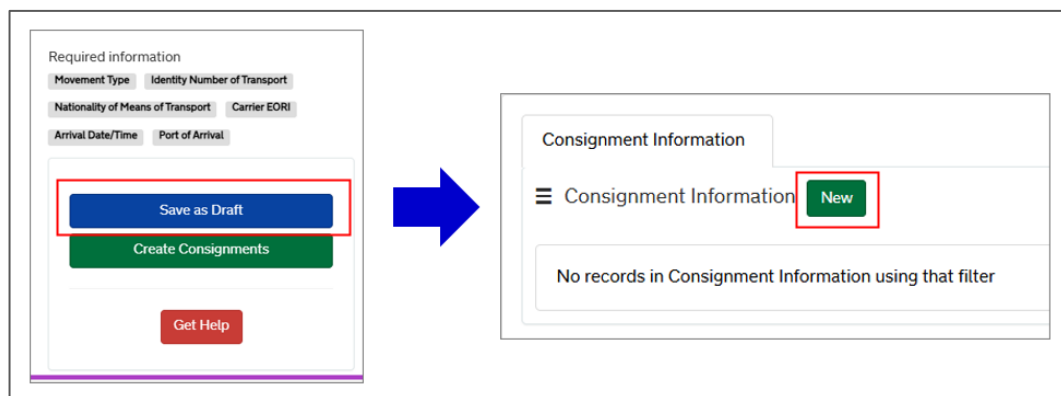
Home > View Goods Movements	Search all Goods Movements	Q
Type	Status	
Goods Movements (by movement)	▼ Draft SFD Declarations	▼
Goods Movement (by consignment)	▼ Trader Input Required SFD Declarations	▼
Internal Market Movement Information (by consignment)	▼ Processing SFD Declarations	▼
SFD Declarations (by movement)	✕ Authorised SFD Declarations	▼
SFD Declarations (by consignment)	▼ Arrived/Cancelled SFD Declarations	▼
Supplementary Declarations (by consignment)	▼ All SFD Declarations	▼
Post Movement Internal Market Movement Information (by consignment)	▼	
Full Frontier Declarations (by consignment)	▼	

3 How to create a standalone Simplified Frontier Declaration consignment

You must add at least one consignment to each standalone Simplified Frontier Declaration header (each movement). A consignment is a set of goods being moved from one consignor (seller/sender) to one consignee (buyer/receiver).

TSS will generate one standalone Simplified Frontier Declaration for each consignment.

1. When the standalone Simplified Frontier Declaration is saved at the movement level (as shown in the [How to save the standalone Simplified Frontier Declaration](#) section of this guide), scroll down to the **Consignment Information** tab and click **New**



Alternatively, you can select the **Create Consignments** button from the movement page instead of **Save as Draft**.



Start a Simplified Frontier Declaration (SFD)

Use this form to create a Simplified Frontier Declaration (SFD) / Entry In Declarants Records (EIDR).

* Submitter
An Trader5

* Movement Type
-- None --

* Type of Movement
RoRo (Accompanied / Unaccompanied)

Required information

Movement Type Identity Number of Transport

Nationality of Means of Transport Carrier EORI

Arrival Date/Time Port of Arrival

Save as Draft

Create Consignments

Get Help

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

SFD000000005000726

Simplified Frontier Declaration

SFD Number
SFD000000005000726

* Submitter
TonyG Trader5

* Declaration Type
SFD

* Movement Type
Pre-lodged (IMF)

ENS Reference

Status
Draft

- The **Transport Information** section is auto-populated from the standalone **Simplified Frontier Declaration** header

Transport Information

* Type of Movement
RoRo (Accompanied / Unaccompanied)

Conveyance Reference Number

* Port of Arrival
Belfast Port (GBAUBELBELBEL)

* Route
GB-NI

Seal Number
NO SEAL

Carrier Information

* Carrier EORI
GB000012340005

Haulier EORI (if different to Carrier)

* Identity Number of Transport
hf76 yui

* Nationality of Means of Transport
United Kingdom

* Arrival Date/Time
07/02/2022 13:06:48

Place(s) of Loading
Manchester

Place(s) of Unloading
Belfast

* Transport Charges
Account Holder with Carrier

Save (Ctrl + s)



3. Navigate to the bottom of the page and click on the **New** button on the **Consignment Information** tab

4. Having selected the option to create a new consignment, you will be directed to **Consignment Information - new record**

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**.

5. If you select 'Yes' to the the question **Does Consignment contain goods subject to control, licence or certification?** additional fields are added to the consignment and the item level to support additional data required for controlled goods

Further guidance and information on controlled goods can be found in [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

6. The **Goods Information** section has three sections greyed out that are read only



The **Total Packages** and **Total Gross Mass (KG)** fields will be populated from the item level, and the **Transport Document Type** will default to 'CMR/Delivery Note', which is the document used for RoRo and road journeys. (You will have selected 'RoRo' as the **Type of Movement** at the consignment (header) level.

7. Add the **Transport Document Number**, which is the identification number of the 'CMR/Delivery Note'.

Note: this field is limited to 35 characters.

8. The **Goods Domestic Status** field defaults to 'NIDOM (UK domestic status goods)', but the drop-down list has an option to select 'NIIMP (Non-UK domestic status goods)'

9. **Destination Country** will default to 'United Kingdom' for NI

If onward supply relief (OSR) procedure is being used the destination code should not be GB or IM; the country of destination must be a European Union (EU) member state (for example, 'Ireland').



10. Complete the **Consignment Description** field for 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's advisable to include the brand and model number along with the description. It's also recommended that the descriptions are packaged as sets and sizes (for example, 'women's cotton T-shirts, size 14, packs of 3').

Consignment Description
<input type="text"/>

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

11. You can choose to populate the **Trader Reference** field

This is a free-text field for personal reference only (for example, if you want to list an invoice number with your consignment or a collection point) and will not affect whether your standalone Simplified Frontier Declaration can be completed.

Trader Reference
<input type="text"/>

12. The **Declaration Unique Consignment Reference (DUCR)** is used to link the Entry Summary Declaration, standalone Simplified Frontier Declaration and the Supplementary Declaration

You may complete the **DUCR** data field with your internal company nomenclature following the recommended format detailed in [References of Messages, Document, Certificates and Authorisations for Imports](#) on GOV.UK. Alternatively, on the standalone Simplified Frontier Declaration the **DUCR** field will be auto-populated by TSS.

Declaration Unique Consignment Reference (DUCR)
<input type="text"/>

13. Add the **EORI** numbers for the **Consignor**, **Consignee**, **Importer**, **Importer Parent Organisation** (where required) and **Exporter**



If the **EORI** number is unknown for the **Consignor**, **Consignee**, or **Exporter**, select the check box and complete the additional fields.

Note: If the EORI number is invalid it will be cleared from the field.

For the **Consignor** and **Consignee**, **Importer**, **Importer Parent Organisation EORI** and **Exporter** the **EORI** field may have a prefix of 'GB' or 'XI'

Consignor

* Consignor EORI

If you need to check the validity of an XI or EU EORI, please use the [Europa EOS EORI checker](#) where you can enter the EORI and check it.

☐ Consignor Address Required/EORI Unknown

Consignee

* Consignee EORI

If you need to check the validity of an XI or EU EORI, please use the [Europa EOS EORI checker](#) where you can enter the EORI and check it.

☐ Consignee Address Required/EORI Unknown

Note:

- If, at this point, you wish to use NIREM to claim the 'not at risk' benefit on the Supplementary Declaration, the **Importer EORI** number will need to be aligned to a valid UKIMS Authorisation

If there is a mismatch of EORI references, the Customs Declaration System (CDS) system will fail to apply any relevant exemptions.

- If a GB EORI has been entered in the **Importer EORI** field, CDS will mandate the name and address of the GB EORI holder

In the **Company Profile**, if you have chosen to keep your company name private, you will need to manually enter the company name and address in the respective fields marked with a red asterisk. However, if you have chosen not to keep your company name private, TSS will auto-populate the name and address in the appropriate fields for you.



Importer
* Importer EORI
<input type="text" value="XI000012340005"/>
EORI of the party legally responsible for the import declaration, for more information please visit NICTA
Exporter
* Exporter EORI
<input type="text"/>
<input type="checkbox"/> Exporter Address Required/EORI Unknown

14. **Importer Parent Organisation EORI** is an optional field for cases where a child company is using a parent company's DDA for the deferment of duty, import VAT, excise and other charges

- The field is visible only if **Do you need to use a Parent Organisation Authorisation on your declarations** is answered with 'Yes' on the **Company Profile**

In these cases, the **Importer Parent Organisation EORI** is either auto-populated with the relevant parent company EORI number or is blank and editable depending on the company profile set up.

Importer
* Importer EORI
<input type="text" value="XI000012340005"/>
EORI of the party legally responsible for the import declaration, for more information please visit NICTA
Importer Parent Organisation EORI
<input type="text" value="XI000012340004"/>
Exporter
* Exporter EORI
<input type="text" value="XI000012340002"/>
<input type="checkbox"/> Exporter Address Required/EORI Unknown

- If **Do you need to use a Parent Organisation Authorisation on your declarations** is answered with 'No' on the **Company Profile**, the **Importer Parent Organisation EORI** field is not visible or available for input on the standalone Simplified Frontier Declaration

Should you wish to use the DDA of your parent company to defer customs charges, review the **Do you need to use a Parent Organisation Authorisation on your**



declarations field in your **Company Profile** and make the respective changes. For details on how to do so see the [Registration: Step-by-step guide using TSS](#) on NICTA.

Note: The functionality for you to have visibility, authorise and manage related parties (for example, Carrier, Haulier, Entry Summary Declaration Submitter and Exporter) on your declarations is in the '**Related Parties**' section of the **Company Profile**.

15. Once the details are added, press **Save (Ctrl + s)** and the unique **DEC** _____ reference number for the consignment will be presented at the top of the page

The screenshot shows a web interface with a header bar containing the DEC reference number 'DEC000000000331402' in a red box. Below the header, there is a section titled 'Consignment Information' with two input fields: 'Local Reference Number' (containing 'DEC000000000331402') and 'Client Job Number' (containing 'SFD000000000141455').

16. A new field will appear next to the **Importer EORI** field for you to select if you would like to use your own SCDP authorisation

Note: This field is only visible where you have an SCDP authorisation listed on your **Company Profile**. If you do not have one listed, proceed to the [Representation Type](#) step.

The screenshot shows a dialog box titled 'Do you wish to use Importer Account SDE CFSP authorisation?'. It has two radio buttons: 'No' (selected) and 'Yes'. Below the radio buttons is a search bar with a magnifying glass icon. At the bottom, there are two buttons: 'No' (highlighted in blue) and 'Yes'.

If selecting 'Yes', a pop-up message will appear to confirm the SCDP authorisation number that has been added to your TSS company profile, which will be used to support the consignment:

The screenshot shows a dialog box titled 'Authorise Use of CFSP Number, and XI EORI'. It contains the text: 'As the authorisation holder, I am granting TSS permission to use my XI EORI and CFSP authorisation number in order to progress my declaration using the TSS portal'. At the bottom right, there are two buttons: 'Yes' (green) and 'No' (white).

Note: If you are using your own SCDP Authorisation, this authorisation must be applicable to Northern Ireland movements and have an 'XI' prefix.

17. Select an option from the drop-down field **Which type of declaration do you intend to make?** based on the procedure code used on the declaration:



Which type of declaration do you intend to make?

Declaration for release for free circulation or end-use (includes 07XX, 40XX, 42XX, 4...

-- None --

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

Declaration for customs warehousing (includes 71XX PCs)

Declaration for inward processing (includes 51XX PCs)

For guidance on end-use, inward processing and customs warehouse requirements, refer to the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA for the Procedure Codes and Additional Procedure Codes that are available.

18. The field **If a Supplementary Declaration is required, do you wish to complete that in TSS?** will either auto-populate and be read only or give you an option to confirm that you want a Supplementary Declaration to be generated for you in the TSS Portal where one is required. For example:

Selecting:

Which type of declaration do you intend to make?

Declaration for release for free circulation or end-use (includes 07XX, 40XX, 42XX, 4...

Your choice of declaration will restrict your options for procedure selection to codes within the movement type selected. Please see TSS guidance for further details

will display:

If a Supplementary Declaration is required, do you wish to complete that in TSS?

Yes

Selecting:

Which type of declaration do you intend to make?

Declaration for inward processing (includes 51XX PCs)

Your choice of declaration will restrict your options for procedure selection to codes within the movement type selected. Please see TSS guidance for further details

will display:



If a Supplementary Declaration is required, do you wish to complete that in TSS?

Yes

Selecting:

Which type of declaration do you intend to make?

Declaration for customs warehousing (includes 71XX PCs)

The procedure codes supported include 71XX PCs. Please be advised there will be no supplementary declarations required at this stage, but a declaration will be needed when exiting warehouse.

will display:

If a Supplementary Declaration is required, do you wish to complete that in TSS?

No

By using this option you have elected to complete your Supplementary Declaration outside of TSS. In order to use this functionality, the procedure codes associated with the declaration must be compatible with those supported by the Customs Declaration Service (CDS). Please ensure you complete your Supplementary Declaration within the allotted timeframe.

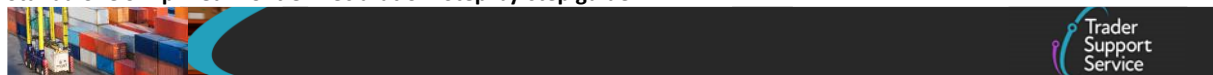
Note: Where 'Declaration for customs warehousing (71XX)' is selected, the TSS system will advise that a Supplementary Declaration is not required and will auto-populate this field to 'No' and read only.

19. The **Representation Type** field will be auto-populated with 'Direct'
20. The **Header Previous Document** field will auto-populate with the DUCR number

To add more previous documents, select **New** button on the tab and enter the required details.

Goods Records	Header Previous Document	Holder Of Authorisation	Supplementary Declaration	Guarantee Type								
<div> <div>Header Previous Document</div> <div>New</div> </div> <table border="1"> <thead> <tr> <th>Consignment Reference</th> <th>Previous Document Class</th> <th>Previous Document Reference</th> <th>Previous Document Type</th> </tr> </thead> <tbody> <tr> <td>DEC000000010003924</td> <td>Z</td> <td>4X1000012340005-000000010003924</td> <td>DCR</td> </tr> </tbody> </table>					Consignment Reference	Previous Document Class	Previous Document Reference	Previous Document Type	DEC000000010003924	Z	4X1000012340005-000000010003924	DCR
Consignment Reference	Previous Document Class	Previous Document Reference	Previous Document Type									
DEC000000010003924	Z	4X1000012340005-000000010003924	DCR									

21. The **Holder of Authorisation** will auto-populate with the **Authorisation Type Code** 'SDE':



If the intended movement involves a customs relief or special procedure, you can find further information about them in the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA for the respective document references and authorisations required in the declaration.

Add authorisation records by selecting the **New** button on the tab and entering the required details.

The field **Authorisation Role Type** is auto-populated by TSS. You do not need to populate this.

Once all the details are added, press **Save (Ctrl + s)**.

22. Before completing data entry for a consignment, it is recommended that 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 the movement of the goods. This could cause unnecessary delays to your journey.

There is a list below of the documents commonly required, refer to the [Northern Ireland Online Tariff](#) on GOV.UK for a **definitive list** of the documents required for a specific commodity code. For guidance on how to navigate the tariff tool, refer to the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

- 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 or item page

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 TSS. More information about document requirements can be found on [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.

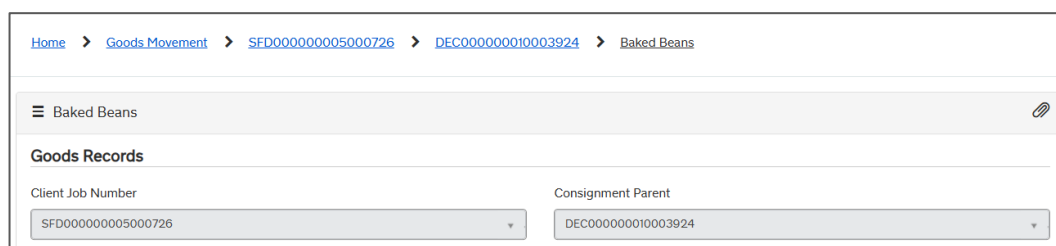
To attach documents, click on the paperclip icon at the top of the consignment or item page.

If the document applies to every item in the consignment, attach it on the consignment page using the paperclip icon.



If the document applies to an individual item, attach it on the item page using the paperclip icon. Next section details how to add items to a consignment.

Note: Any organisation that the consignment is shared with (for example, carrier/haulier) will be able to access uploaded documents.



3.1 Add items to a consignment

As mentioned above, you will need to add declaration goods (items) to each consignment. Each declaration goods item is a set of goods with the same description (with the same commodity code). For example, five pallets of a single type of apples should be added as one goods item on the declaration.



- Once the consignment has been saved, select the **New** button in the **Goods Records** section at the bottom of the consignment form

The **Goods Records** form will open denoted with a **Declaration Reference** at the top of the page.

Note: The maximum number of item(s) (sets of goods with the same description) that can be linked to a consignment is 99.

- Add the **Package Marks**; where containerised, the **Equipment Number (if Containerised)** can be used as a shipping mark

- Add the **Type of Packages** from the drop-down list



*Type of Packages

-- None --

-- None --

Cases

Boxes

Pallets

Bulk - Containerised

4. Add the **Equipment Number (if Containerised)** for the container, where goods are being shipped in a container; If not packaged in a container, leave the field blank

Equipment Number (if Containerised)

5. Add the **Number of Packages** and then confirm the **Number of Individual Pieces** within each package (only relevant if not in bulk, as explained below)

For goods with documentation that has been entered into [TRACES NT](#) the **Number of Packages** must match what was inputted.

The **Number of Packages** is the number of individual items packaged in such a way that they cannot be divided without undoing the packing if not in bulk, and the **Number of Individual Pieces** if in bulk. For example, for palletised goods the number of pallets should be provided if the goods are covered/wrapped on pallets.

*Number of Packages

Number of Individual Pieces

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

This is a unique serial 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.

UN Dangerous Goods Code

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



Invoice Number
<input type="text"/>

8. Confirm the **Item Gross Mass** (weight) in kilograms for all packages – this needs to include all packaging (but not the carrier’s equipment)

* Item Gross Mass (KG)
<input type="text"/>

9. The **Net Mass** is mandatory for goods subject to control, licence or certification and optional for standard goods. It should be entered in kilograms and excludes packaging.

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

Net Mass (KG)
<input type="text"/>

10. 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 along with the description. It is also recommended that the descriptions are packaged as sets and sizes, 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.

* Goods Description
<input type="text"/>

11. Add the **Procedure Code**

Where items are released into free circulation, with no previous procedure in GB, this will be ‘4000’.



*Procedure Code

4000

While TSS has defaulted the procedure code and additional procedure code values, if you need to use another customs process please feel free to update the fields accordingly.

Completion notes for procedure codes can be found in [Requested and Previous Procedure Codes for Imports](#) on GOV.UK.

12. **Additional Procedure Codes** specify where the importer has customs requirements above and beyond the standard procedure, for example when using a special procedure

*Additional Procedure Code

000 No other Additional Procedure Code applies.

1CG Controlled Goods using Simplified Procedures

1EB Grouping excise goods falling under different tariff subheadings

1EX Mineral (Hydrocarbon) oil imported on which Excise

A full list of **Additional Procedure Codes** that could apply can be found in the CDS guidance [Additional Procedure Codes for Imports: Introduction and index list](#) on GOV.UK. Only in cases where no other additional procedures apply should '000' may be used (indicating no additional procedure to declare).

If the intended movement involves a customs relief or special procedure, refer to the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA to be aware of the respective Procedure Codes and Additional Procedure Codes required on the declaration.

13. If you are moving controlled goods, update the following fields on the consignment items. The fields listed below are mandatory when the goods are controlled and thus required to meet additional control measures (for example, a certification, authorisation or licence)

If you are completing a standalone **Simplified Frontier Declaration**, you will need to input the following data:

- **Commodity Code**
- **Supplementary Units**
- **CUS Code**
- **TARIC Additional Code**



- [National Additional Code](#)
- [Country of Origin](#)
- [Item Currency](#)
- [Item Price / Amount](#)
- [Tax Type](#)
- [Tax Base Unit](#)
- [Tax Base Quantity](#)

You can find more information about these fields in the [Data guide: TSS declaration data requirements](#) on NICTA.

14. After pressing **Save**, the following tabs will appear at the bottom of the screen:

15. If you have declared a special procedure code, you will need to complete the **Additional Information** and **Document Reference** tabs, as per the requirements of the particular special procedure

Refer to the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA for more information on Additional Information and Document References required for your declaration.

16. When all the details have been added, press **Save** again

Once saved, the name of the goods is displayed at the top of the page, and you can navigate back to the consignment by clicking on the **declaration's LRN** number.

17. If you wish to add more **Goods Records** to your consignment, use the **Save and Add New** button to open a new record



The system will save the current goods record and automatically open a new **Goods Record** for you to complete.

* Nature of Transaction: 11
 * Package Marks: BX-1234228/34
 * Number of Packages: 200
 * Type of Packages: Boxes
 * Invoice Number: 290621
 Buttons: Delete Item, **Save and Add New**, Save (Ctrl + s)

If you wish to remove an existing goods record from the consignment you may do so by selecting **Delete Item**:

Procedures
 * Procedure Code: 4000
 * Additional Procedure Code: 000
 Buttons: **Delete Item**, Save and Add New, Save (Ctrl + s)

18. Once all the consignments are added to the standalone **Simplified Frontier Declaration** movement and the consignment (header) level details have been checked for accuracy, press the **Submit** button

Buttons: **Submit**, Cancel Consignment, Save (Ctrl + s)

19. Once the standalone **Simplified Frontier Declaration** has been approved, the **Status** field will change to 'Authorised for Movement'

If you need to amend, download data or get a copy of your **Simplified Frontier Declaration**, refer to the [How to use the TSS Portal](#) guide on NICTA.

4 How to cancel a standalone Simplified Frontier Declaration

If you have raised a standalone **Simplified Frontier Declaration** in **error**, you can cancel the movement declaration, provided that the declaration is in the following state:

- Draft
- Does not have an **Entry Summary Declaration** (ENS) associated to it
- Does not have any consignments associated to it



Note: If you have added a consignment to the declaration movement, you must cancel this consignment first by navigating to the consignment and clicking on **Cancel Consignment**:

The standalone Simplified Frontier Declaration can be cancelled by following these steps:

1. Navigate to the declaration you wish to cancel by following the steps shown in the [How to save the standalone Simplified Frontier Declaration](#) section of this guide
2. Click **Cancel SFD**

3. Once successfully cancelled, the **Status** of the Simplified Frontier Declaration will change to **Cancelled**:

5 I need to know more

There are additional guides available on [NICTA](#) to support you with trade into and out of NI:

- [How to use the TSS Portal](#)
- [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#)
- [Data guide: TSS declaration data requirements](#)
- [Tariff on goods movements into Northern Ireland \(NI\)](#)



- [Guidance on controlled goods and the Online Tariff Tool](#)
- [Guidance on resolution to common error codes for Entry Summary and Simplified Frontier Declarations](#)
- [Simplified processes for Internal Market Movements - Introduction guide](#)

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

6 Changes to guidance and policy

Last updated September 2025.

September 2025: Change to Net mass field and continuous improvement.

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

May 2025: Additional guidance created in Section 3 to cover R29 Certex requirements

May 2025: Removal of Windsor Framework disclaimer.

March 2025: Updated to reflect R28 changes and Windsor Framework terminology updates.

November 2024: Updated to reflect changes in goods description.

September 2024: Updated to reflect changes in consignment level goods description.

April 2024: Updated to reflect changes in GB EORI.

March 2024: Addition of text to confirm Importer EORI associated to UKIMS to claim NIREM.

January 2024: Updated with new section 'How to cancel a standalone Simplified Frontier Declaration' and updated to reflect new TSS Portal Design.

September 2023: Section 1 updated to reflect functionality to create SFD from ENS reason only.

April 2023: Updated to reflect Importer Parent Organisation EORI service enhancement changes.

February 2023: Updated to reflect Country of Destination and UCC changes.

December 2022: Updated to reflect change of the 'Save and Add new' functionality for adding multiple lines of goods to the consignment more easily.

October 2022: Updated guidance to reflect the re-design of Declaration TSS Portal Page

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

June 2022: Updates for auto-generation of Final Supplementary Declaration as the last step on TSS Simplified Procedure and addition of sub-section on the TSS Simplified Procedure.

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