Entry Summary (ENS) Declarations:
Checklist for freight forwarder of standard goods [1/2]

Action   *One-time action   ☐ Active step   ■ *No action required*

☐ Ensure you and your customer register to the Trader Support Service (TSS).*

☐ Register for the Goods Vehicle Movement Service (GVMS) if you are carrying the goods yourself, in order to get a Goods Movement Reference (GMR) number. If subcontracting a haulier, ensure they register for GVMS.*

☐ Ensure the trader provides you with the data required to complete an Entry Summary Declaration (see following page).
Note: If the Importer is authorised for the UK Internal Market Scheme (UKIMS) ensure the EORI number aligned with this is used as the Importer EORI.

☐ Submit this data through the TSS Portal at least two hours before the goods are due to arrive in Northern Ireland.

TSS completes import declaration requirements

☐ Populate GMR in GVMS (pass on to haulier if subcontracting) – you will receive information from TSS on how to do this. See the Creating a GMR checklist for more information.

☐ Board the ferry to move goods – once the GMR is completed, you (or your haulier) can take this step.

What is an Entry Summary Declaration?

- Entry Summary Declarations are required for all goods moved from Great Britain to Northern Ireland.
- It is the legal responsibility of the carrier to ensure safety and security information is declared via the Entry Summary Declaration, but other parties (trader, haulier or intermediary) may agree to complete it.

How does TSS support Entry Summary Declarations?

- TSS provides a portal for registered traders, carriers and hauliers to provide safety and security data, which TSS will use to generate and submit Entry Summary Declarations to HMRC.
- TSS uses this and further data provided by the trader to complete import declaration requirements.

Trader Support Service   HM Revenue & Customs

Entry Summary (ENS) Declarations:
Checklist for freight forwarder of standard goods [2/2]

Data requirements for ENS declarations

Movement data

- ☐ Type of Movement
- ☐ Identity Number of transport
- ☐ Conveyance Reference Number
- ☐ Nationality of Means of Transport
- ☐ Carrier XI/EU EORI and details
- ☐ Arrival Date/Time
- ☐ Port of Arrival
- ☐ Seal Number
- ☐ Route
- ☐ Place(s) of Loading
- ☐ Place(s) of Unloading
- ☐ Transport Charges

Consignment data

- ☐ Consignor and consignee EORI and details
- ☐ Importer EORI and details
- ☐ Exporter EORI and details
- ☐ Transport Document Type
- ☐ Transport Document Number
- ☐ Goods Domestic Status
- ☐ Goods 'at risk' or 'not at risk' status
- ☐ Destination Country

Item data

- ☐ Equipment number, if containerised
- ☐ UN dangerous goods code
- ☐ Type of Packages
- ☐ Number of pieces or packages
- ☐ Package marks
- ☐ Gross Mass (KG)
- ☐ Goods Description
- ☐ Commodity Code
- ☐ Invoice Number
- ☐ Procedure Code

For further help, please refer to the ENS Step-by-step guide: Standard Process and Consignment First Process or consult the TSS Contact Centre for support on 0800 060 8888.