

TSS User Guides

ENS Step-by-step guide: Standard Process and Consignment First Process

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Contents

1	Introduction.....	3
1.1	What is an Entry Summary Declaration?	4
1.2	When is an Entry Summary Declaration required?	4
1.3	Who completes the Entry Summary Declaration?	5
2	How TSS supports customs declarations	6
2.1	Generating customs declarations from the Entry Summary Declaration	6
2.2	The TSS simplified journey	6
2.3	The TSS Full Frontier Declaration journey	9
2.4	What if I have my own Customs Freight Simplified Procedure (CFSP) authorisation?	9
2.5	In what circumstances should I create an Entry Summary Declaration only movement?	10
2.6	Common questions and answers.....	11
3	How do I choose between the Standard and Consignment First Processes?	13
4	Standard Process – create new declarations and movement information on the TSS Portal.....	15
4.1	Starting an Entry Summary Declaration (Standard Process) – creating the movement	15
4.2	How to save the Entry Summary Declaration Movement.....	21
4.3	How to cancel an Entry Summary Declaration	23
5	Entry Summary Declaration (Standard Process) – add consignment details to movement level information.....	23
5.1	Create a new consignment	23
5.2	Add items to a consignment	38
5.2.1	Controlled goods	41
5.3	How to copy goods details from a previous Entry Summary Declaration.....	42
6	Consignment First Process.....	43
6.1	Entry Summary Declaration (Consignment First) – create new Consignment First declaration	43



7	Entry Summary Declaration (Consignment First) – create movement information and link a consignment to a movement.....	47
8	Moving controlled goods.....	49
8.1	Categories of controlled goods.....	50
8.2	Completing the details for a shipment containing controlled goods.....	51
9	ENS Templates.....	66
9.1	Create a template – Goods Line.....	66
9.2	Use templates – ENS consignment (header) level.....	67
9.3	Manage Templates.....	68
9.4	Get help with templates.....	69
10	How do I check the status of an Entry Summary Declaration and a Simplified Frontier Declaration?.....	70
10.1	GMR automation (ENS Header).....	71
10.1.1	GMR Automation (ENS Header) – out of scope movements.....	72
10.1.2	GMR Automation (ENS Header) – in scope movements.....	72
10.1.3	GMR Automation (ENS Header) – generating a GMR.....	73
10.1.4	GMR Automation (ENS Header) – Movement Reference Number (MRN).....	73
10.1.5	GMR Automation (ENS Header) – Generate GMR Barcode, check for an inspection, and/or add an External Contact.....	75
10.2	Related parties.....	76
11	I need to know more.....	77
12	Changes to guidance and policy.....	78
13	Appendix – overview of where Entry Summary Declarations are and are not supported on TSS.....	79
13.1	Entry Summary Declarations are supported on TSS for the following scenarios.....	79
13.2	Entry Summary Declarations are not supported on TSS for the following scenarios....	80



If there are any words or acronyms in this document that are unfamiliar, please visit the [Jargon Buster](#) or use the search tool on the [Northern Ireland Customs & Trade Academy \(NICTA\) website](#) to find a definition¹.

For additional support with the declaration requirements for your journey, please see the [Trader Journey Assistant](#). This tool will ask you a series of questions to point you towards the required declarations and the relevant guidance for your goods movement.

1 Introduction

This guide will outline **how to complete an Entry Summary Declaration in the Trader Support Service (TSS) Portal**.

As of 01 January 2021, goods moving into Northern Ireland are subject to EU Customs Union rules, under the Northern Ireland Protocol (NIP). Goods movements into Northern Ireland (NI) from Great Britain (GB), or the Rest of World excluding the European Union (RoW excluding EU), will **require a safety and security declaration, called an Entry Summary Declaration**.

It is a legal requirement to submit an Entry Summary Declaration. The responsibility lies with the operator of the active means of transport on, or in, which the goods are brought into the customs territory, generally the haulier or carrier.

The safety and security information collected on the Entry Summary Declaration is submitted to the Import Control System (ICS) for bringing goods into Northern Ireland. **The Entry Summary Declaration is not a customs declaration.**

This guide will outline **how to complete an Entry Summary Declaration in the TSS Portal for the following journeys**:

- Goods movements from GB to NI as part of the TSS simplified journey
- Goods movements from GB to NI as part of the Full Frontier Declaration journey
- Goods movements from RoW excluding EU to NI by air into non Inventory-Linked Ports (ILPs)
- Goods movements where the Entry Summary Declaration is completed within TSS and any required customs declaration(s) are completed outside TSS

The above are subject to the list of supported and excluded journeys; please see the [Appendix](#) of this guide for a full list of the journeys where Entry Summary Declarations are and are not supported by TSS and **links to relevant guidance for these journeys**.

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



Customs agents (also known as Agents and Intermediaries) may complete declarations on behalf of traders in TSS 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 TSS can be found in [A Handbook for Customs Agents and Intermediaries](#) on NICTA.

1.1 What is an Entry Summary Declaration?

A safety and security declaration, known in TSS as the Entry Summary Declaration, is required for goods movements from GB into NI. The Entry Summary Declaration must be submitted prior to the goods entering NI and 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.

A customs declaration is also required for your journey, in addition to the Entry Summary Declaration. Types of customs declarations for goods movements into NI include:

- **A Simplified Frontier Declaration, Supplementary Declaration and Final Supplementary Declaration** for goods movements on the [TSS simplified journey](#) (the most common journey on TSS)

TSS auto-generates the Simplified Frontier Declaration from the information provided within the Entry Summary Declaration, where the haulier and trader are using TSS 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](#)

See [A Beginner's guide for importing goods into Northern Ireland](#) or the [Trader Journey Assistant](#) on NICTA to identify what customs declarations are required for your journey.

1.2 When is an Entry Summary Declaration required?

You'll need to make an Entry Summary Declaration before the goods arrive if you're transporting goods:

- From RoW excluding EU into NI
- From GB into NI

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

- Bringing or receiving them into NI from an EU country
- Moving qualifying Northern Ireland goods from Northern Ireland to Great Britain; for more information on qualifying goods, please see [GOV.UK](#)

To find out more about when an Entry Summary Declaration is required, please see [GOV.UK](#) guidance on making an Entry Summary Declaration.



Entry Summary Declarations for goods movements from GB to NI will usually be done as part of the TSS simplified journey. See [The TSS simplified journey](#) section in this guide for further details.

Entry Summary Declarations for goods movements from RoW excluding EU to NI will require a Full Frontier Declaration as the customs declaration. Please see the [Full Frontier Declaration: Step-by-step guide](#) on NICTA for more information.

TSS does not support the submission of Entry Summary Declarations for all journeys, including Entry Summary Declarations for:

- Goods movements from RoW excluding EU to NI via maritime inventory-linked ports (ILPs); Entry Summary Declarations for these movements need to be submitted by the haulier/carrier outside of TSS
- All goods movements into NI via air into inventory-linked airports; Entry Summary Declarations for these movements need to be submitted by the haulier/carrier outside of TSS

Inventory-Linked Ports (ILPs) are those ports and airports that have customs control systems linked to HMRC systems. In NI there are two air ILPs: Belfast International and Belfast City. There are three maritime ILPs: Belfast, Warrenpoint and Foyle (Londonderry). All other ports, both air and maritime, are non-inventory-linked. There is further guidance on ILPs in the [Inventory-Linked Ports](#) guide on NICTA.

Please see the [Appendix](#) of this guide for a full list of the journeys where Entry Summary Declarations are and are not supported by TSS and **links to relevant guidance for these journeys**.

1.3 Who completes the Entry Summary Declaration?

Carriers have the legal responsibility to ensure that the UK customs authority is 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. For Roll on Roll off (RoRo) movements, this would mean the haulier (if goods are accompanied) or the ferry operator (if goods are unaccompanied).

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

Note: Traders moving Merchandise in Baggage (MiB) who are completing an Entry Summary Declaration in TSS will be acting as the carrier themselves. For further information on moving Merchandise in Baggage refer to the [Merchandise in Baggage](#) guide on NICTA.



2 How TSS supports customs declarations

Customs declarations are required for goods moved from GB to NI and for goods moving from RoW excluding EU to NI. These declarations are separate from Entry Summary Declarations, which contain safety and security information.

2.1 Generating customs declarations from the Entry Summary Declaration

Before completing your Entry Summary Declaration, you must consider what kind of customs declaration you require. A customs declaration is required in addition to the Entry Summary Declaration for customs clearance.

For the customs declaration you will either need to use the [TSS simplified journey](#) or the [TSS Full Frontier Declaration journey](#). The vast majority of TSS users moving goods from GB to NI will use the TSS simplified journey.

2.2 The TSS simplified journey

Most Entry Summary Declarations on TSS will be submitted as part of the TSS simplified journey.

The TSS simplified journey allows businesses to move goods from GB into NI by making a simplified declaration before the goods move and then providing the full information about the goods after they have moved. This is the most common journey on TSS.

The TSS simplified journey requires:

- A. **A safety and security declaration** – the Entry Summary Declaration – which must be done **prior to the goods entering NI** (usually completed by the carrier); **this step is covered in this guide**
- B. **A customs declaration**, which is divided into multiple steps:
 - **A Simplified Frontier Declaration**, usually auto-generated by TSS from the information provided in the Entry Summary Declaration, **made before goods movement** using a simplified data set
 - **A Supplementary Declaration**, requiring a full data set that is always **completed after the goods have moved** and used to close the customs journey and pay any required duties and other charges

Submission of the **Supplementary Declaration** in TSS is required by the **tenth calendar day** of the month following the goods movement. You do not have to make use of this additional time and can continue to submit your Supplementary Declaration by the **fourth working day** of the following month if preferred.

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.

Guidance on **Supplementary Declarations** can be found in the [Supplementary Declarations: Step-by-step guide](#) on NICTA.

- **A Final Supplementary Declaration**, detailing the number of Supplementary Declarations finalised for a reporting period (i.e., 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

Exhibit 1 shows the end-to-end TSS simplified journey for goods movements from GB to NI via RoRo and released into free circulation / home use, which is the most common journey on TSS. Exhibit 1 highlights where the Entry Summary Declaration sits within this journey.

Please note the legal responsibility rests with the carrier although the haulier may assume that responsibility when they are accompanying the goods, which is the case for RoRo shipments. The ferry operator assumes the role from the carrier when the goods are in an unaccompanied shipment.



Guidance for steps:

- Submit your Entry Summary Declaration – see the [Standard Process](#) and [Consignment First Process](#) sections of this guide
- Obtain a Goods Movements Reference – see the [Creating a Goods Movement Reference](#) guide on NICTA
- Submit [Supplementary Declarations](#) and pay the relevant duties (see the [Payments: Step-by-step guide using TSS](#) on NICTA)

You will not be able to use the TSS simplified journey if:

- Your goods are travelling into NI into an inventory-linked location
- Your goods are moving from RoW excluding EU directly into NI (i.e., the goods are imported from RoW excluding EU directly into NI and are not in free circulation)



- The special procedure or relief option you intend to declare is not supported on the TSS simplified journey

For further guidance in relation to special procedures and relief options and their use in the TSS Portal, please see the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA.

2.3 The TSS Full Frontier Declaration journey

Full Frontier Declarations are required for any goods movements from the RoW excluding EU to NI, as well as for some scenarios of goods moving from GB to NI (e.g., those moving into ILPs and when using certain special procedures).

Entry Summary Declarations on the TSS Full Frontier Declaration journey should be submitted as an Entry Summary Declaration Only movement. Failure to select the relevant **ENS Only Reason** in conjunction with a Full Frontier Declaration will automatically create a Simplified Frontier Declaration on the TSS Portal.

Please see the [Full Frontier Declaration: Step-by-step guide](#) on NICTA for more details.

2.4 What if I have my own Customs Freight Simplified Procedure (CFSP) authorisation?

Many traders have their own Customs Freight Simplified Procedure (CFSP) authorisations and may wish to use them instead of using the TSS authorisation.

Note: You may see CFSP authorisation referred to in GOV.UK materials as the authorisation to use **simplified declaration procedures** (see [GOV.UK](#) for more details). As the term CFSP authorisation is used throughout the TSS system, this guide uses the term CFSP authorisation to make navigating the TSS Portal as easy as possible.

TSS currently supports the use of a trader’s own CFSP authorisation (either **SDE** or **EIR**, see the screenshot below) if they are authorised by HMRC for Simplified Declaration Procedures (SDP). A trader who has their own CFSP authorisation can access special procedures and duty relief processes that are not available to users without this authorisation.

Note: To move goods using your CFSP authorisation on movements from GB to NI you need to hold an authorisation associated with your XI EORI. Please ensure that the EORI and CFSP authorisation references are recorded in your Company Profile.

<p>* Do you hold a Customs Freight Simplified Procedures (CFSP) - SDE authorisation for Northern Ireland? <input type="text" value="Yes"/></p>	<p>* CFSP SDE Authorisation Number <input type="text" value="XISDE000012340005120201123091141"/></p> <p style="background-color: #e0f2f1; padding: 2px;">You can only add CFSP-authorisations associated with XI EORI</p>
<p>* Do you hold a Customs Freight Simplified Procedures (CFSP) - EIR Authorisation for Northern Ireland? <input type="text" value="Yes"/></p>	<p>* CFSP EIR Authorisation Number <input type="text" value="XIEIR000012340005120201123091141"/></p> <p style="background-color: #e0f2f1; padding: 2px;">You can only add CFSP-authorisations associated with XI EORI</p>



Please visit the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA for more information on how to use your own CFSP authorisation to support special procedures and relief options on the TSS simplified journey. You must enter your CFSP authorisation(s) on your TSS company profile to use them for declarations on TSS.

2.5 In what circumstances should I create an Entry Summary Declaration only movement?

Before you submit your Entry Summary Declaration data, you will be asked whether you only want TSS to generate the Entry Summary Declaration without auto-generating a Simplified Frontier Declaration (the first part of the customs declaration on the TSS simplified journey). There are certain situations in which you may wish to complete an Entry Summary Declaration only movement in TSS (e.g., if using the Entry Summary Declaration for movement of an empty vehicle or using an alternative system for any required customs declarations).

You will be asked to provide the **ENS Only Reason** for this from the options below:

- ‘Your ENS relates to a Full Frontier Declaration completed within TSS’

The trader is completing a Full Frontier Declaration within TSS. The Full Frontier Declaration Movement Reference Number (MRN) should be given to the carrier, which they will use together with the Entry Summary Declaration MRN to complete the Goods Movement Record (GMR) through the Government Vehicle Movement System (GVMS) or the TSS system before the goods arrive.

Details on GMRs and GVMS can be viewed here: [Creating a Goods Movement Reference](#) on NICTA.

- ‘My trader is due to submit the Simplified Frontier Declaration (SFD) using a system outside of TSS’

The declarant will be creating a Simplified Frontier Declaration outside of TSS on a different platform, using their own CFSP authorisation.

If the Importer of Record does not have an Economic Operators Registration and Identification (EORI) number registered to TSS, only the Entry Summary Declaration can be completed within TSS, and the declarant will need to complete the rest of the declaration outside of TSS.

- ‘Goods where a customs declaration is being made via EIDR using a system outside of TSS’

The declarant will be making a declaration using Entry Into Declarant’s Records (EIDR) outside of TSS against the Importer of Record’s own CFSP authorisation.

If the designated importer does not have an EORI number registered to TSS, only the Entry Summary Declaration can be completed within TSS, and the declarant will need to complete the rest of the declaration outside of TSS.

- ‘I am transporting an empty container/trailer/van/lorry under a contract of carriage, which requires an Entry Summary Declaration for GVMS’

The trailer does not contain goods but is under a contract of carriage, which requires an Entry Summary Declaration for GVMS. For further information on obtaining a GMR so you can move goods using GVMS or the TSS system, please refer to the [Creating a Goods Movement Reference](#) guide on NICTA. Alternatively, you can follow [GOV.UK](#) guidance.

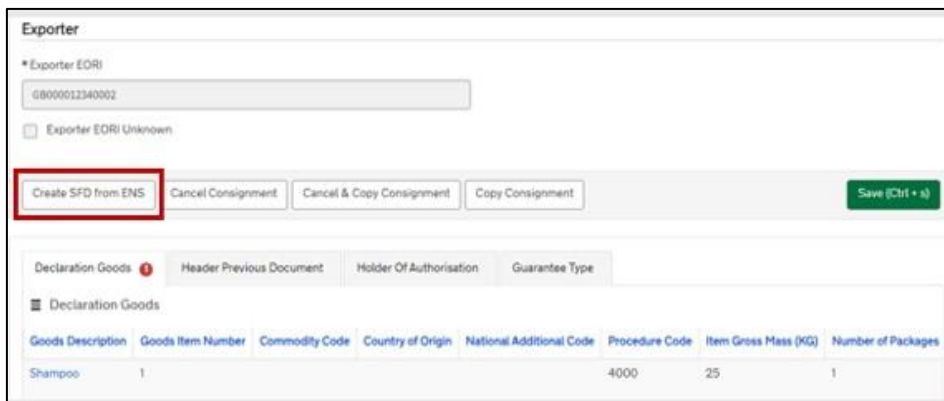
- ‘Goods which are the subject of a Transit declaration or are using the transhipment arrangements that do not require an import declaration through TSS into NI’

Goods that are travelling through NI to another common transit country and do not require an import declaration through TSS into NI.

- ‘Your goods are entering temporary storage and the customs declaration (if required) will not be made within TSS’

The goods are going to a temporary storage facility outside of the scope of TSS and require a declaration outside of TSS to be completed.

Note: If **ENS only** is selected in error and the Trader or Haulier needs to complete the rest of the customs journey in TSS, they can create a Simplified Frontier Declaration from inside an **ENS only** declaration by using the new **Create SFD from ENS** button:



The screenshot shows a web form titled 'Exporter' with the following elements:

- *Exporter EORI: 6800012340002
- Exporter EORI Unknown
- Buttons: **Create SFD from ENS** (highlighted with a red box), Cancel Consignment, Cancel & Copy Consignment, Copy Consignment, and Save (Ctrl + s)
- Section: Declaration Goods (with a red notification icon)
- Sub-sections: Header Previous Document, Holder Of Authorisation, Guarantee Type
- Table: Declaration Goods

Goods Description	Goods Item Number	Commodity Code	Country of Origin	National Additional Code	Procedure Code	Item Gross Mass (KG)	Number of Packages
Shampoo	1				4000	25	1

Note: It is only possible to create a Simplified Frontier Declaration from an Entry Summary Declaration that is in the status ‘Authorised for movement’ (prior to the goods movement).

2.6 Common questions and answers

In this section we answer some of the main questions our users are likely to ask.

As a haulier, what if my customer is not registered with TSS?

- TSS can only generate customs declarations for registered users. You should ensure your customers are registered for TSS, or they will have to submit their own import declarations and provide you with an import declaration Movement Reference Number (MRN) so you can obtain a Goods Movement Reference (GMR). See the [Creating a Goods Movement Reference](#) guide on NICTA for further information
- The specified importer must have an EORI number registered to TSS. If this is not the case and you are unable to have the importer registered, then you can only complete the Entry Summary Declaration within TSS. You will need to select the 'Entry Summary Declaration only' option and select the relevant **ENS Only Reason**. The rest of the declaration process (e.g., the Simplified Frontier Declaration, Supplementary Declaration and Final Supplementary Declaration) will need to be completed outside of TSS

Note: If the Importer EORI is not registered with TSS, a message in a blue box will appear highlighting the absence of an EORI registered with TSS.

* Importer EORI

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

You must provide a valid EORI for the importer of these goods. Incorrect Format - Importer EORI must be 2 letters followed by 12-15 numbers

Trader Name: Importer EORI not registered with TSS. Please be aware that unless an EORI registered with TSS is entered, no import declaration will be created by TSS on behalf of the importer for this consignment and you will not be asked if the goods are subject to control, license or certification. If you think this importer should be registered on TSS, please get in contact with the importer.

Note: For controlled goods, **if the customer is not registered with TSS** the full set of additional data is not required but, again, you should ensure the importer has provided the import declaration MRN (either Simplified Frontier Declaration or Full Frontier Declaration) to you directly

As an importer, what if the carrier does not use TSS to submit the Entry Summary Declaration, but I want to use the TSS simplified journey?

- To use the TSS simplified journey, you should ideally complete the Entry Summary Declaration through TSS and the importer must be registered on TSS
- If your carrier has already completed the Entry Summary Declaration outside of TSS, you should either:
 - Ask your carrier/haulier to cancel that Entry Summary Declaration and re-submit through TSS; or
 - Complete a standalone Simplified Frontier Declaration within TSS; see the [Standalone Simplified Frontier Declaration: Step-by-step guide](#) on NICTA for full details



As an importer, what do I need my carrier to do if I have completed or intend to complete a Full Frontier Declaration?

- The haulier must ensure they specify the appropriate reason within the **ENS Only Reason** related to your Full Frontier Declaration. This will ensure a Simplified Frontier Declaration / Supplementary Declaration is not generated for your goods
- In turn, you should provide your haulier with the MRN from your Full Frontier Declaration for them to complete their Goods Movement Reference (GMR) through GVMS

Can I complete an Entry Summary Declaration on TSS for my goods arriving by air or maritime (sea) from GB or RoW excluding EU?

- TSS does not currently support Entry Summary Declarations for goods arriving by air to inventory-linked locations in NI from countries other than GB, or for moving goods to inventory-linked locations in NI from GB or RoW excluding EU by maritime (sea)

TSS does support the customs process for these movements through the TSS **Full Frontier Declaration journey**.

How do Entry Summary Declarations work in the TSS process?

- TSS provides a portal and bulk upload function for registered carriers and hauliers to provide safety and security data, which TSS uses to generate and submit an Entry Summary Declaration to HMRC

TSS then provides hauliers with MRNs, which must be input into GVMS to receive a GMR and authorisation to move goods. Hauliers and carriers can now automate the GMR creation using the TSS Portal (see the [Creating a Goods Movement Reference](#) guide on NICTA). These GMR references will be provided immediately after an Entry Summary Declaration is successfully submitted. By using TSS **GMR Automation** the MRNs are auto-populated into the GMR.

3 How do I choose between the Standard and Consignment First Processes?

There are two methods for submitting an Entry Summary Declaration in TSS: the **Standard Process** and the **Consignment First Process**.

The Consignment First Process was developed specifically to assist hauliers who were substantially engaged in groupage movements where goods are picked up at different locations and added to the truck on its way to NI from GB. Hauliers can use Consignment First if they need to have the details of each consignment added as consignments are picked up.

For both the Standard and Consignment First Processes, the declaration data must be provided at three levels:



- **Movement level:** provided once for all consignments on a vehicle (e.g., truck)
- **Consignment (header) level:** provided once for each consignment. A consignment is a set of goods being moved from one consignor (sender) to one consignee (receiver). TSS will generate one Entry Summary Declaration for each consignment
- **Item level:** provided once for each item on the Entry Summary Declaration. An item is a set of goods with the same description (i.e., with the same **Commodity Code**). For example, five pallets of fresh apples would be one item. On the TSS Portal, this is called **Declaration Goods**

The Standard and Consignment First Processes differ in the order in which the above data is uploaded, and have different benefits (see Exhibit 2 below):

- **Standard Process:** information on the movement is submitted first; next, consignments are created and linked to the movement. This process is recommended if all movement and consignment data is available upfront and held by a single party (e.g., the carrier/haulier)
- **Consignment First process:** consignment data is submitted first. This allows consignments to be created independently and later linked to the movement level information. Consignments can be created by any user and are linked to another TSS user account (e.g., consignment data created by a trader and assigned to the consignment (header) by the carrier/haulier) using the latter's EORI number. This allows creation of an Entry Summary Declaration / Simplified Frontier Declaration where consignments have been created (and data supplied) by other users

This process is **recommended** if:

- You require flexibility in adding and removing consignments related to movement information (e.g., where a haulier is managing groupage movements)
- Consignment and movement information are held by different parties (e.g., where an importer holds consignment (header) level data for controlled goods)

This process is **required** where:

- **You want to use your own CFSP authorisation.** Please see the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA for additional details on using your own CFSP authorisation for special procedures and relief options on the TSS simplified journey

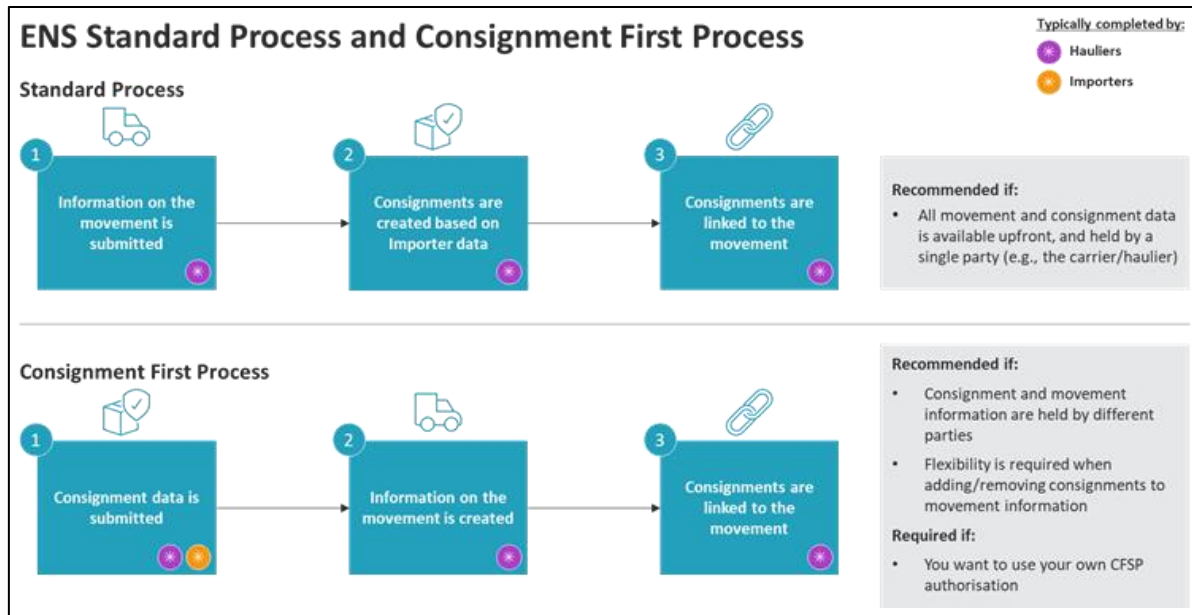


Exhibit 2: The Entry Summary Standard Process and Consignment First Process

This guide will explain the steps for the Entry Summary Declaration Standard Process (see the [Standard Process](#) section of this guide) and Entry Summary Declaration Consignment First Process (see the [Consignment First](#) section of this guide).

4 Standard Process – create new declarations and movement information on the TSS Portal

You (typically the carrier/haulier) will need to create a movement that represents all the goods associated with a vehicle before you can associate consignments to it.

You can create Entry Summary Declarations by navigating to the [TSS Portal](#) and logging in.

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

Please refer to the [Data guide: TSS declaration data requirements](#) guide on NICTA for support with each data element.

4.1 Starting an Entry Summary Declaration (Standard Process) – creating the movement

- To create a declaration, select [Start a declaration](#), which will open the declaration options page



Declarations	<p>If you would like to submit an Entry Summary Declaration (ENS), Simplified Frontier Declaration (SFD), Full Frontier Declaration (FFD), Supplementary Declaration or Goods Movement Record from NI to GB, you can do that from here.</p> <p>Start a declaration</p>
---------------------	--

- To start populating the fields related to the movement, select the option **Start an Entry Summary Declaration (ENS)** from the Declaration Options page
- Create one Entry Summary Declaration for every movement, i.e., for all consignments on a vehicle (e.g., 'truck')

Declaration Options

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

Entry Summary Declaration	<p>Use this form to submit an Entry Summary Declaration (ENS).</p> <p>Start an Entry Summary Declaration (ENS)</p>
Entry Summary Declaration - Consignment	<p>Use this form to create an Entry Summary Declaration (ENS) Consignment without having created the Entry Summary Declaration (ENS) header first. The consignment will need to be associated to a header before it can be submitted.</p> <p>Start an Entry Summary Declaration (ENS) Consignment</p>
Goods Movement from NI to GB	<p>Use this form to submit Goods Movement from NI to GB.</p> <p>Start a Goods Movement from NI to GB Export</p>

- This opens the Entry Summary Declaration 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 page. The Entry Summary Declaration can be saved at any time for you to complete and submit later, prior to the movement of goods

Home > Submit Entry Summary Declaration (ENS)

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

Submit Entry Summary Declaration (ENS)

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

* Submitter

* Type of Movement

* Identity Number of Transport

Conveyance Reference Number

* Nationality of Means of Transport

* Carrier EORI

Required information

Save as Draft

Create Consignments

Get Help

5. Select the **Type of Movement** from 'RoRo' (Accompanied/Unaccompanied) or 'Air'
 - TSS will not support Entry Summary Declarations for air shipments if the goods are travelling to NI from a country other than GB
 - Air and maritime (sea) shipments to NI from outside GB arriving to inventory-linked locations will require a Full Frontier Declaration for the customs declaration if you wish to use TSS (you will not be allowed to use the TSS simplified journey)
6. The **Identity Number of Transport** for accompanied RoRo is the haulier's vehicle registration and trailer number, separated by a space

* Identity Number of Transport

Conveyance Reference Number

For unaccompanied RoRo, only the trailer number is required.

Note: this field is 27 characters in length and is not required for 'Air'.

7. When 'Air' is selected, the **Conveyance Reference Number** is mandatory, and you will need to add the International Air Transport Association (IATA) flight number. This can contain up to eight alphanumeric characters, and should include the carrier code (three characters), the flight number (four characters) and an optional suffix (one character) without any separator between the two or three elements

Refer to the [Data Guide: TSS Declaration Data requirements](#) on NICTA for further information.

8. The **Nationality of Means of Transport** should be the country where the vehicle is registered (e.g., 'United Kingdom') and is selectable from a drop-down list. You can start to type in the field or scroll through the list presented

* Nationality of Means of Transport

- United Arab Emirates
- United Kingdom
- United Republic of Tanzania
- United States of America
- United States Virgin Islands

9. Add the **Carrier EORI** number to the form. This must be either an XI or EU EORI number. The carrier is the operator of the active means of transport at the border



* Carrier EORI

Haulier EORI (if different to Carrier)

- For accompanied RoRo movements, the haulier’s EORI should be entered
- For unaccompanied RoRo shipments, the ferry company’s EORI should be entered
- Underneath the **Carrier EORI** field is the following text which contains a hyperlink:

* Carrier EORI

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

Should you wish to use it, clicking the hyperlink will open the EORI checker page of the Europa Economic Operator Systems (EOS) website in a new browser window.

TSS will auto populate the Europa EORI checker with the EORI number entered in the Carrier EORI field. Clicking on the Validate button will run the checker and confirm if the EORI number is valid or invalid.

Taxation and Customs Union

[Help](#) [What's new?](#) [Information](#) [FAQ](#) [Mail Box](#)

European Commission > Taxation and Customs Union > Databases > EORI > EORI number validation

EORI validation open interface is now available [here](#).

Important note: Following the UK withdrawal from the EU, from the 1st of January 2021, the EORI numbers, and AEO authorisations, of UK (starting with the "GB" code) are not consultable anymore on the European Commission EOS online database. Only the EORI/AEO numbers of Northern Ireland (starting with the "XI" code), as foreseen by the Northern Ireland Protocol, are available for query.

Registered exporters in Madagascar, Ivory Coast and Zimbabwe are using their REX number for their preferential exports to the EU under the Economic Partnership Agreement (EPA). There is currently a limitation in the 'REX number validation' interface below that it does not indicate if the REX registrations for those 3 countries are valid in the context of the EPA. Nevertheless, if a REX registration in any of these 3 countries is valid for either the GSP scheme of Norway or of Switzerland, one should consider that the REX registration is also valid in the context of the EPA with the EU. This is because a REX registration, once revoked, is considered revoked for all legal contexts, and vice-versa. The 'REX number validation' interface will be enhanced in the future to show the validity of the registrations in the context of EU EPAs/FTAs.

EORI number validation

Last import date :18-07-2023

Retrieve EORI number validation

You can launch a validation request by entering the EORI number and clicking 'Validate'

EORI number Validate

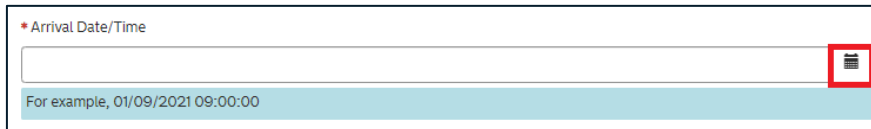
Where a European EORI is added you will be prompted to add the **Carrier Name**, address details and **Carrier Country**.

There is also the option to input a **Haulier EORI**, so that a haulier can manage the movement information and its consignments, even if they are not the carrier.

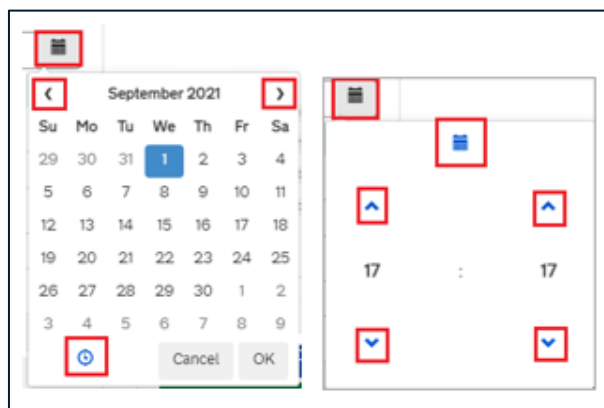
For unaccompanied movements where the carrier (ferry company) is not accessing TSS, it is the haulier who is handling the declaration submission. However, the haulier can only complete the movement with the agreement of the carrier as the carrier is legally responsible for the Entry Summary Declaration.

Note: Traders moving merchandise in baggage (MiB) and completing an Entry Summary Declaration in TSS, will be acting as the carrier themselves (in absence of a contract of transport); therefore, their own XI EORI should be introduced in this field

- Use the calendar icon to select the **Arrival Date/Time** at the NI seaport or airport, based on the GMT time zone, or type the date and time into the field in the following format DD/MM/YYYY HH:MM:SS using the 24-hr clock (e.g., '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.

- Add 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 goods enter NI through. Please note that TSS does not support Entry Summary Declarations for maritime (sea) or air movements arriving to inventory-linked locations in NI



*Port of Arrival

Belfast Port

Seal N

Belfast - Oil Berth 4

Belfast Port

*Route

Belfast Airport

GB-N

Coleraine

George Best Belfast City Apt / Belfast

*Place

Larne Harbour

Londonderry

Seal Number

- 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
- The Route will default to 'GB-NI' or will default to 'GB-IE-NI' if the transport is via an Irish port, such as Dublin or Rosslare. Additional processes and data are required for transit movements (including GB to NI via Ireland). More information is outlined in the [TSS Transit service: a step-by-step guide for traders](#) on NICTA

*Route

GB-NI

- Add the place(s) of loading of the goods to the **Place(s) of Loading** field. This is the name(s) of the seaport, airport, freight terminal or other place where the goods are loaded onto the means of transport

For accompanied RoRo movements, the place of loading would be a description of where goods are loaded onto the truck (e.g., 'Birmingham').

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

*Place(s) of Loading

*Place(s) of Unloading

- Then, add the **Place(s) of Unloading**. This is the name(s) of the seaport, airport, freight terminal or other place where goods are unloaded from the means of transport. For



accompanied RoRo movements, the place of unloading would be a description of where goods are unloaded from the truck (e.g., 'Antrim')

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

16. 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'

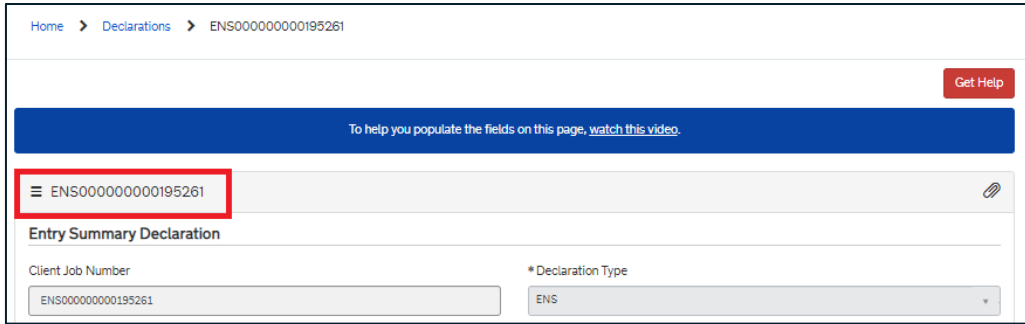
The screenshot shows a dropdown menu titled "Transport Charges". The menu is open, displaying several options. The option "Account Holder with Carrier" is highlighted in blue. Other options include "Payment in Cash", "Payment by Credit Card", "Payment by Cheque", "Other", "Electronic Credit Transfer", and "Not Pre-Paid". A search icon is visible in the top right corner of the dropdown.

4.2 How to save the Entry Summary Declaration Movement

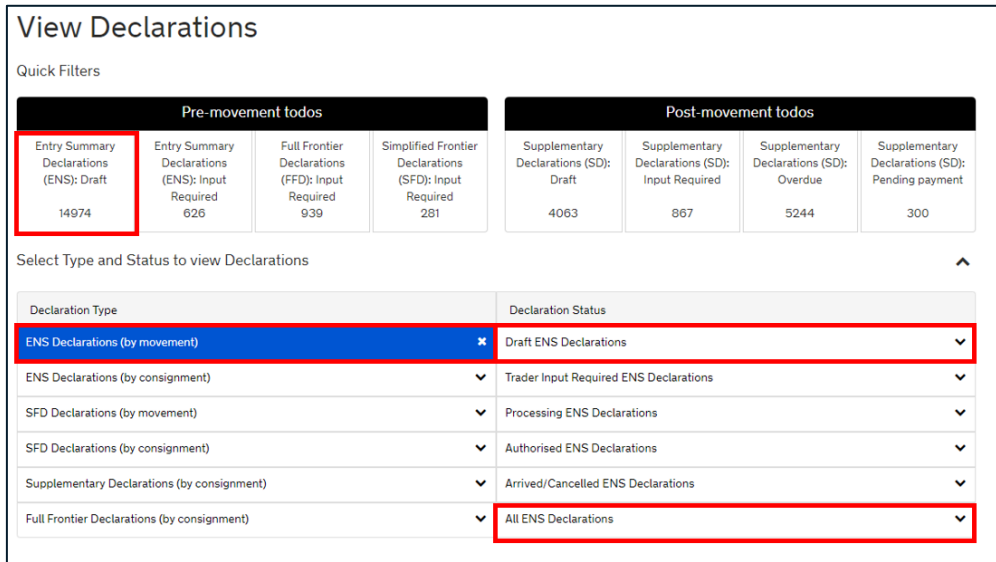
You can **Save as Draft** at any point. If you need assistance completing this part of the form, before adding the consignment details press the **Get Help** button.

The screenshot shows the "Submit Entry Summary Declaration (ENS)" form. The form is titled "Submit Entry Summary Declaration (ENS)" and includes a sub-header "Use this form to submit an Entry Summary Declaration (ENS)". The form contains several fields and buttons. The "Submitter" field is set to "XimenaF Trader3". The "Type of Movement" field is set to "RoRo (Accompanied / Unaccompanied)". The "Identity Number of Transport" field is empty. The "Conveyance Reference Number" field is empty. The "Nationality of Means of Transport" field is empty. The "Carrier EORI" field is empty. On the right side of the form, there is a "Required information" section with links for "Identity Number of Transport", "Nationality of Means of Transport", "Carrier EORI", "Arrival Date/Time", "Port of Arrival", "Place(s) of Loading", and "Place(s) of Unloading". At the bottom right of the form, there are three buttons: "Save as Draft" (highlighted with a red box), "Create Consignments", and "Get Help".

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



Find your current Entry Summary Declaration movement information by selecting **Declarations** in the banner of the TSS Portal followed by **View Declarations** from the drop-down menu. Then select **Draft ENS Declarations** or **All ENS Declarations** or alternatively click on the **Entry Summary Declarations (ENS): Draft** Quick Filter.



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

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



View Declarations

Quick Filters

Pre-movement todos				Post-movement todos			
Entry Summary Declarations (ENS): Draft	Entry Summary Declarations (ENS): Input Required	Full Frontier Declarations (FFD): Input Required	Simplified Frontier Declarations (SFD): Input Required	Supplementary Declarations (SD): Draft	Supplementary Declarations (SD): Input Required	Supplementary Declarations (SD): Overdue	Supplementary Declarations (SD): Pending payment
14974	626	939	281	4063	867	5244	300

Select Type and Status to view Declarations **Currently Selected: ENS Declarations (by movement) - Draft ENS Declarations**

Results

ENS Declarations (by movement) - Draft ENS Declarations

Client Job Number	Submitter	Account	Status	Port of Arrival
ENS000000000216777	Denise Trader 2	Trader Two.	Draft	Belfast Port (TEST) (GBAUBELBELBEL)
ENS000000000216757	Selenium Trader 2	Trader Two.	Draft	Belfast Port (TEST) (GBAUBELBELBEL)

Created this week

Created this month

Created last 6 months

Created last 12 months

Created over 12 months

4.3 How to cancel an Entry Summary Declaration

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

Note: You will not be able to **cancel** a submitted declaration; for more guidance see [GOV.UK](https://www.gov.uk).

Home > Declarations > ENS000000000195261

Carrier Information

* Carrier EORI

Haulier EORI (if different to Carrier)

Cancel Declaration

Save (Ctrl + s)

5 Entry Summary Declaration (Standard Process) – add consignment details to movement level information

5.1 Create a new consignment

You (typically the carrier, on behalf of the importer) will 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.



- Once you have populated all data fields related to the movement, then you can proceed to add consignments associated to the movement. To add the first consignment, select the **Create Consignments** button located on the right-hand side of the declaration

Home > Submit Entry Summary Declaration (ENS)

Submit Entry Summary Declaration (ENS)

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

* Submitter: XimenaF Trader3

* Type of Movement: RoRo (Accompanied / Unaccompanied)

* Identity Number of Transport: [Empty field]

Conveyance Reference Number: [Empty field]

* Nationality of Means of Transport: [Empty field]

* Carrier EORI: [Empty field]

Required information:

- Identity Number of Transport: [Empty field]
- Nationality of Means of Transport: [Empty field]
- Carrier EORI: [Empty field]
- Arrival Date/Time: [Empty field]
- Port of Arrival: [Empty field]
- Place(s) of Loading: [Empty field]
- Place(s) of Unloading: [Empty field]

Buttons: Save as Draft, **Create Consignments**, Get Help

- Once you have saved the Entry Summary Declaration movement information, and you have created the first consignment, you can select the **New** button in the **Consignment Information** section at the bottom of the Entry Summary Declaration form to add a new consignment

Consignment Information 1

Consignment Information **New** Associate Consignment(s)

Local Reference Number	Status	Client Job Number	Consignor EORI	Consignee EORI	Arrival Date/Time	Transport Document Number
DEC00000000343907	Draft	ENS000000000195420	XI000012340002	XI000012340002	02/11/2022 14:48:18	VG123456789

- TSS will generate one Entry Summary Declaration for each consignment. 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**

Home > Declarations > ENS000000000195261 > New Consignment

Consignment Information - new record

Consignment Information

Local Reference Number: DEC00000000343851

Client Job Number: ENS000000000195261

Movement Reference Number: [Empty field]

* Declaration Type: ENS

Declaration Category: -- None --

ENS Only Reason: [Empty field]

Status: Draft

* Does Consignment contain goods subject to control, licence or certification? -- None --

This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.

4. 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. Most goods will be **standard** goods requiring a basic declaration. However please see the [Categories of controlled goods](#) section in this guide for a more detailed list.

Controlled goods are those that require licences, certificates, or other form of controls. Food and agricultural items will be considered as sanitary or phytosanitary **controlled** goods when being moved to NI. See the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA for more information.

Please carefully assess the classification of your goods. If you select 'Yes' to the field question, refer to the [Completing the details for a shipment containing controlled goods](#) section of this guide.

* Does Consignment contain goods subject to control, licence or certification?

Yes

This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.

5. The **ENS Only Reason** field is to be completed if you only wish to create an Entry Summary (ENS) Declaration without generating a Simplified Frontier Declaration. If you intend to create an Entry Summary Declaration only, for example when following the Full Frontier Declaration route, you must select a reason from the drop-down menu:

ENS Only Reason

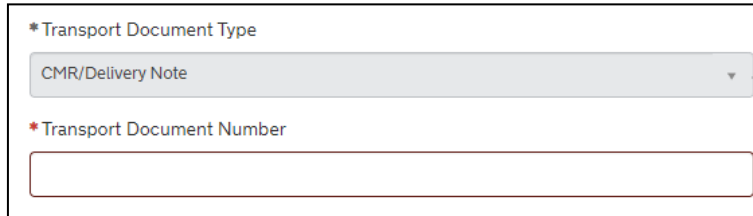
I am transporting an empty container/trailer/van/lorry under a contract of carriage, which requires a safety and security declaration for GVMS.

Goods which are the subject of a Transit declaration or are using the transhipment arrangements that do not require an import declaration through TSS into NI.

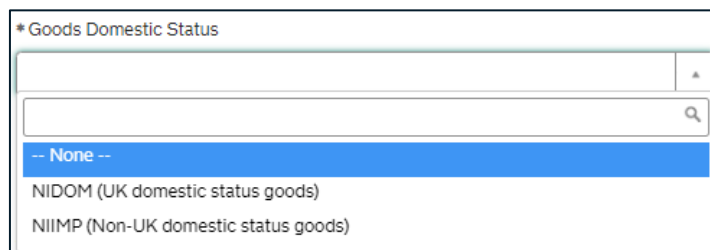
Your goods are entering Temporary storage and the customs declaration (if required) will not be made within TSS.

Your ENS relates to full frontier declaration (FFD) completed within TSS.

6. The **Transport Document Type** will auto populate with one of the options below, depending on whether **'RoRo'** or **'Air'** has been selected in the **Type of Movement** field
- 'CMR/Delivery Note' – used for **RoRo** journeys
 - 'Air waybill' – used for **air** journeys GB to NI. (**Note:** TSS does not support the Entry Summary Declarations for movements by air from RoW excluding EU to NI)


 A screenshot of a form field labeled '* Transport Document Type'. The field is a dropdown menu with 'CMR/Delivery Note' selected. Below it is another field labeled '* Transport Document Number' which is currently empty.

7. Add the **Transport Document Number**, which is the identification number of any international or national documents, certificates and authorisations produced in support of the declaration and additional references (please note that this field is limited to 35 characters). The relevant transport document number will be dictated by the type of journey:
- For RoRo (Accompanied/Unaccompanied), this is the reference number of the CMR document (also known as a Road Consignment) note or in French as the *Convention relative au contrat de transport international de Marchandises par Route*) filled out by the sender, the carrier or their agent. If unavailable, you can provide the delivery note reference number instead
 - For Air, this is the air waybill documents issued by the carrier or their agent
8. The **Goods Domestic Status** is auto-populated with 'NIDOM (UK domestic status goods)' because most goods will already be 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.


 A screenshot of a dropdown menu titled '* Goods Domestic Status'. The menu is open, showing three options: '-- None --' (highlighted in blue), 'NIDOM (UK domestic status goods)', and 'NIIMP (Non-UK domestic status goods)'.

9. The **Destination Country** is auto-populated with 'United Kingdom' as most of the shipment destinations, through the TSS, are to Northern Ireland. However, it is possible to edit this field by selecting an alternative destination country from the drop-down menu:



* Goods Domestic Status NIDOM (UK domestic status goods)	* Destination Country United Kingdom
* Goods Description test good	Atghanistan
Trader Reference	Albania
Declaration Unique Consignment Reference (DUCR)	Algeria
Consignor	American Samoa
	Andorra
	Angola
	Anguilla
	Antigua and Barbuda

This field is editable provided the declaration is in the status of 'Draft' or 'Trader Input Required'.

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 the 42xx procedure code 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 (e.g. Ireland).

You have used procedure code 42xx on this goods line. Please make sure that you have set the Destination Country at the consignment level to an EU Member State. You cannot claim 42xx if the Destination Country is United Kingdom or Isle of Man or any other non-EU Member States

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

10. Add the **Goods Description** 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?
11. 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 (e.g., 'women's cotton T-shirts, size 14, packs of 3')

* Goods Description



12. Further details of the goods are also completed in the next step on the goods linked to this consignment. Examples of acceptable and unacceptable descriptions (e.g., 'refrigerator' vs 'appliances') are available from [European Commission guidance](#)
13. **Trader Reference** is a free-text non-mandatory field populated in the Entry Summary Declaration at a consignment (header) level. When completed, this information is carried through to the Simplified Frontier Declaration and Supplementary Declaration

This trader's own reference was 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 (e.g., can be used to list invoice numbers, purchase orders or a collection point specific to the consignment) and will not affect whether your declaration(s) can be submitted

Note: If **Trader Reference** is edited in the Supplementary Declaration, changes will not translate back to the Entry Summary Declaration or Simplified Frontier Declaration. It is very useful to input a reference you can recognise to help link/identify your Entry Summary Declaration with your customs declarations

Trader Reference <input type="text"/>
--

14. **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 below field, but it is not mandatory

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

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

Note: For the **Consignor EORI** and **Consignee EORI**, the field needs to have an XI format.

Please be aware that businesses moving goods into or out of NI need **an EORI number starting with XI**. In order to qualify for an XI EORI, businesses need a permanent business establishment in NI.

Businesses that do not have a permanent business establishment in NI may still be issued with an XI EORI if they handle certain limited customs activities within both NI and the EU.

Guidance about obtaining EORI numbers can be found on [GOV.UK](#).

Note: Between 1 January 2021 and 14 September 2021 HMRC auto-allocated XI EORI numbers to businesses operating in NI whether those businesses were established in NI or not. In April 2023 HMRC contacted businesses with an XI EORI number and a GB address to identify whether they have a permanent business establishment in NI or if



they meet the criteria to have one for limited customs activities. From 31 July 2023, HMRC removed XI EORI numbers assigned to businesses who did not reply to their letters or who were unable to confirm their eligibility for an XI EORI. These businesses may however continue to move goods into NI by using TSS.

All XI EORI numbers stored in TSS company profiles are now subject to regular checks to ensure the validity status remains accurate in the system.

For guidance purposes the TSS Company Profile has a read-only field to indicate whether the XI EORI number has been successfully validated:

XI EORI Number	XI000012340002
XI EORI Valid?	Yes

- 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 [Europa Economic Operator Systems \(EOS\)](#) website in a new browser window
- TSS will auto-populate the Europa EORI checker with the EORI number entered in the Carrier EORI field. Clicking the **Validate** button will run the checker and confirm if the EORI number is valid or invalid

<p>* Consignor EORI</p> <input type="text" value="XI14234556432145"/> <p>If you need to check the validity of an XI or EU EORI, please click this link which will take you to the Europa EOS EORI checker where you can enter the EORI and check it.</p> <input type="checkbox"/> Consignor EORI Unknown
<p>Consignee</p> <p>* Consignee EORI</p> <input type="text" value="XI14234556432145"/> <p>If you need to check the validity of an XI or EU EORI, please click this link which will take you to the Europa EOS EORI checker where you can enter the EORI and check it.</p> <input type="checkbox"/> Consignee EORI Unknown

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

Consignor

* Consignor EORI

Trader Name: Goods by Good

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

Consignor EORI Unknown

Consignee

* Consignee EORI

Trader Name: Goods by Good

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

Consignee EORI Unknown

Note: When you type in a valid TSS-registered EORI number into any of the **EORI** fields, the **name of the registered party** that the EORI belongs to will appear below the field. For the option to opt out of sharing your registered party name, please follow the instructions given in section 2.4 of the [How to use the TSS Portal](#) guide on NICTA or contact the [TSS Contact Centre](#).

In the event an XI EORI number is invalidated, TSS will auto-populate the details from the name and address on the trader company profile into an ENS consignment for registered traders who choose to make their name and address visible on TSS through their company profile by selecting 'No' in the field **Do you want the company name to be private?**

Consignor

* Consignor EORI

XI00012340005

Trader Name: Trader Five

Warning: This EORI has previously been used by a registered TSS trader and is not valid with that EORI are populated for you and will be used when you save and submit this d ENS - please check that this is the correct name and address. To override this and use t flag.

Consignor EORI Unknown/Invalid

* Consignor Name

Trader Five

* Consignor Street and Number

5 The Street

* Consignor City

Hull

* Consignor Postcode

HU1 123

* Consignor Country

England

Authorisations and restrictions

* Do you move goods into NI that are subject to commercial processing? No

* Do you operate in one of these sectors with restricted de-minimis aid limits? Road freight transport sector

*** Do you want the company name to be private? No**

* Do you need to use a Parent Organisation Authorisation on your declarations? No

Parent Organisation Authorisations are only required in the exceptional circumstances where you wish to use a Duty Deferment Account, or Special Procedure authorisation that is associated with a Parent Company EORI, rather than the Importer EORI.

- TSS registered traders who choose not to share their company details in their TSS company profile will need to enter the name and address details manually



Consignor

Consignor EORI Invalid

XI000012340090

Warning: This EORI is not valid. Please provide the name and address details for this field as these will be used when you save and submit this data to avoid the rejection of an invalid EORI in your ENS. To override this and use the EORI instead then untick the Unknown/Invalid flag.

Trader Name: Name Withheld

Consignor EORI Unknown/Invalid

* Consignor Name

* Consignor Street and Number

* Consignor City

* Consignor Postcode

* Consignor Country

- If the EORI number is unknown for the consignor or consignee, please select the check box and complete the additional fields presented

Consignor

* Consignor EORI

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

Consignor EORI Unknown

Consignee

* Consignee EORI

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

Consignee EORI Unknown

16. Enter the numbers for the **Importer EORI** and **Exporter EORI**

Note: for **Importer EORI**, **Importer Parent Organisation EORI** and **Exporter EORI**, the field may have a GB or XI format.

TSS will help you to make sure you do not enter an incorrect EORI:

- If you enter a number that does not match the format of an EORI number, you will receive an error message and you will not be able to submit the consignment
- If you do not provide a valid GB or XI EORI in the **Importer EORI** field, you will receive an error message (see below) and you will not be able to submit the consignment

* Importer EORI

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

You must provide a valid EORI for the importer of these goods. Incorrect Format - Importer EORI must be 2 letters followed by 12-15 numbers

- 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 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 for any required customs declarations (i.e., Simplified Frontier Declaration / Supplementary Declaration)

* Importer EORI

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

Trader Name: Importer EORI not registered with TSS. Please be aware that unless an EORI registered with TSS is entered, no import declaration will be created by TSS on behalf of the importer for this consignment and you will not be asked if the goods are subject to control, license or certification. If you think this importer should be registered on TSS, please get in contact with the importer.

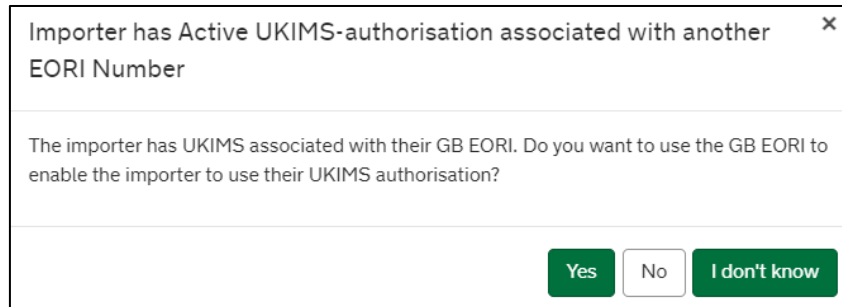
⚠ The EORI provided is not registered with TSS hence no import declaration will be created by TSS for this consignment. Please ensure before you travel that you obtain the relevant declaration references from the importer ✕

Note: If the **Importer EORI** is not provided or the importer is not registered with TSS, you will not be able to generate a customs declaration on behalf of the importer. The importer will need to independently submit their import declaration, which is required before goods travel.

In certain circumstances when an importer has a UK Internal Market Scheme (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 UK Internal Market Scheme (UKIMS) authorisation.

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



- If you answer ‘**Yes**’ or ‘**I don’t know**’ TSS will **change** the **Importer EORI** number to the importers UK Internal Market Scheme (UKIMS) aligned EORI number.
- If you answer ‘**No**’ TSS will **keep** the **Importer EORI** number that has been entered.

Note: If the importer is authorised on the UK Internal Market Scheme (UKIMS) it is important to ensure that the EORI number aligned to the UKIMS authorisation is used when completing the **Importer EORI** field on the Entry Summary Declaration. If you are unsure of which EORI numbers to use when submitting an Entry Summary Declaration you should check with the importer to ensure the information is accurate.

17. The roles of the importer/exporter are explained below:

- **Consignor:** the party delivering the goods as stipulated in the transport contract
- **Consignee:** the party who receives the goods post customs-clearance
- **Importer:** the party responsible for completing the customs declarations for the arrival of the goods; this could be the sender, receiver or their intermediary and should be pre-agreed in the delivery terms (EORI of the party legally responsible for the import declaration)
- **Importer Parent Organisation:** the parent company of an importer; this party is only relevant when an importer wants to use the Duty Deferment Account (DDA) or Special Procedure authorisation of their parent organisation
- **Exporter:** the party responsible for completing customs procedures for the departure of the goods
- If you are using the **Entry Summary Declaration only** route as a haulier carrying empties under a contract of carriage, the system will auto-populate the **Importer EORI** field with the haulier’s EORI number

18. If the EORI number for the consignee and consignor is unknown, select the check box and enter the address and name of the consignor, which will appear when the check box is selected. However, please note that this is not applicable for the **Importer EORI**,



which is a mandatory field or the **Importer Parent Organisation EORI** which is an optional field:

<p>Consignor</p> <p>* Consignor EORI</p> <input type="text"/> <p>If you need to check the validity of an XI or EU EORI, please click this link which will take you to the Europa EOS EORI checker where you can enter the EORI and check it.</p> <input type="checkbox"/> Consignor EORI Unknown
<p>Consignee</p> <p>* Consignee EORI</p> <input type="text"/> <p>If you need to check the validity of an XI or EU EORI, please click this link which will take you to the Europa EOS EORI checker where you can enter the EORI and check it.</p> <input type="checkbox"/> Consignee EORI Unknown
<p>Importer</p> <p>* Importer EORI</p> <input type="text"/> <p>EORI of the party legally responsible for the import declaration, for more information please visit NICTA</p>
<p>Exporter</p> <p>* Exporter EORI</p> <input type="text"/>

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

<p>Importer</p> <p>* Importer EORI</p> <input type="text"/> <p>EORI of the party legally responsible for the import declaration, for more information please visit NICTA</p> <p>Importer Parent Organisation EORI</p> <input type="text"/>
--

- This field is optional and should only be filled in if you are using the DDA or Special procedure authorisation of your parent organisation

Note:

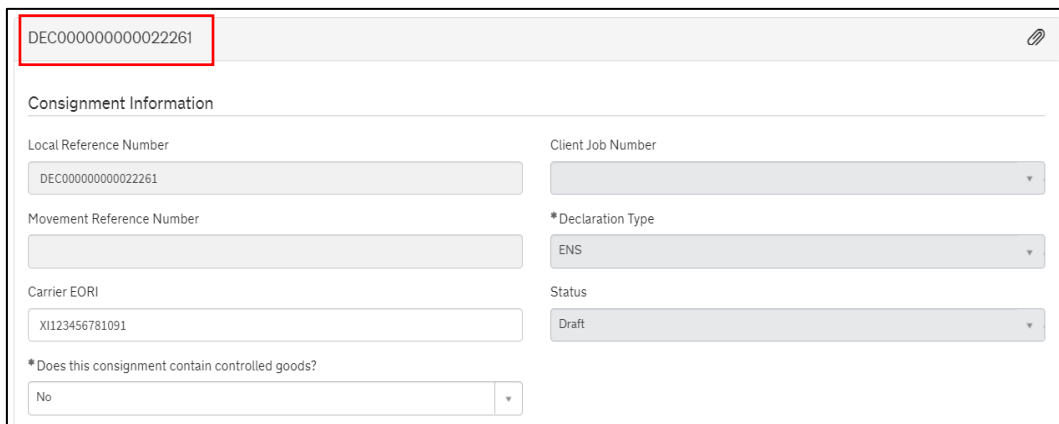
If the **Parent Organisation EORI** field has been completed in your company profile, the **Importer Parent Organisation EORI** field will be automatically populated.

Within your company profile, if you select **'Yes'** in answer to the question **'Do you need to use a Parent Organisation Authorisation on your declarations'** but leave 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**, please enter the **EORI** number of your **Parent Organisation**. If not, then leave this field blank.

Details on how to update this field in your company profile can be found in the [Registration: Step-by-step guide using TSS](#) on NICTA.

- Once the details are added, press the **Save (Ctrl + s)** button and the unique 'DEC_____ ' reference number for the consignment will be presented at the top of the page



DEC00000000022261

Consignment Information

Local Reference Number DEC00000000022261	Client Job Number [Dropdown]
Movement Reference Number [Blank]	*Declaration Type ENS
Carrier EORI XI123456781091	Status Draft
*Does this consignment contain controlled goods? No	

You can also view the consignment by selecting **Declarations** in the banner of the TSS Portal followed by **View Declarations** from the drop-down menu. Then navigate to **ENS Declarations (by consignment)** then **Draft ENS Consignments** or **All ENS Consignments**.



View Declarations

Quick Filters

Pre-movement todos				Post-movement todos			
Entry Summary Declarations (ENS): Draft	Entry Summary Declarations (ENS): Input Required	Full Frontier Declarations (FFD): Input Required	Simplified Frontier Declarations (SFD): Input Required	Supplementary Declarations (SD): Draft	Supplementary Declarations (SD): Input Required	Supplementary Declarations (SD): Overdue	Supplementary Declarations (SD): Pending payment
14974	626	939	281	4063	867	5244	300

Select Type and Status to view Declarations

Declaration Type	Declaration Status
ENS Declarations (by movement)	Draft ENS Consignments
ENS Declarations (by consignment)	Trader Input Required ENS Consignments
SFD Declarations (by movement)	Processing ENS Consignments
SFD Declarations (by consignment)	Authorised ENS Consignments
Supplementary Declarations (by consignment)	Arrived/Cancelled ENS Consignments
Full Frontier Declarations (by consignment)	All ENS Consignments

20. Once the consignment has been saved, you will see three additional tabs have been added to the bottom of the screen:

Home > Declarations > ENS000000001101532 > DEC000000006003906

Declaration Goods | Header Previous Document | Holder Of Authorisation

☰ Declaration Goods New Copy Previous Good(s)

No records in Declaration Goods using that filter

Declaration Goods is used to submit item level data (sets of goods with the same description), as explained in the [Add items to a consignment](#) section of this guide.

To complete the **Declaration Goods** form, you must add at least one item (an item is a set of goods with the same description) to the consignment before submitting.

Selecting the **Submit** button on the consignment form, without a goods record linked to the consignment, will return the error message in the screenshot below. Selecting 'x' on the error message will remove it from view.

Home > Declarations > ENS000000001101532 > DEC000000006003906

Decouple from Header Export Declaration **Submit** Cancel Consignment Cancel & Copy Consignment Copy Consignment Save (Ctrl + s)

Declaration Goods | Header Previous Document | Holder Of Authorisation

☰ Declaration Goods New Copy Previous Good(s)

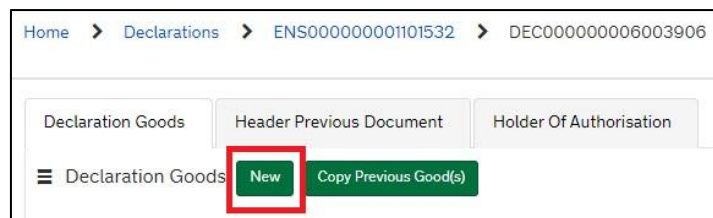
⚠ Please ensure there is at least one good underneath this consignment before submitting.

For certain procedures/additional procedures, you may be required to populate the [Header Previous Document](#) tab and [Holder of Authorisation](#) tab (see the [Data guide: TSS declaration data requirements](#) on NICTA for more details on when this is required).

5.2 Add items to a consignment

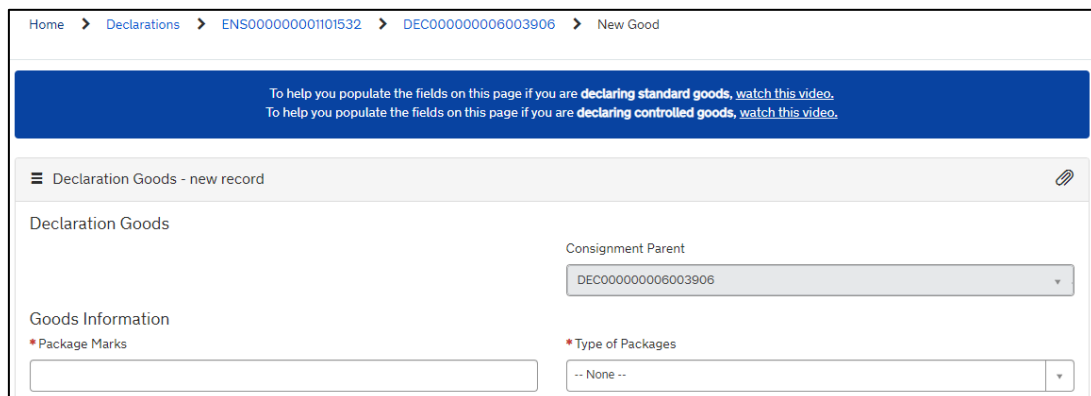
As mentioned above, you (typically the carrier on behalf of the importer) will need to add [Declaration Goods](#) (items) to each consignment. Each [Declaration Goods](#) (item) is a set of goods with the same description (i.e., with the same [Commodity Code](#)). For example, five pallets of fresh apples should be added as one declaration good.

1. Once the consignment has been saved, select the [New](#) button in the [Declaration Goods](#) section at the bottom of the consignment form denoted with a [Declaration Reference](#) at the top of the page



2. The [Declaration Goods](#) form will open

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



3. Add the [Package Marks](#). Where containerised, the equipment number can be used as a shipping mark
4. Select from the [Type of Packages](#) drop-down list



* Type of Packages

-- None --

-- None --

Aerosol

Bag

Bale, compressed

Barrel

Belt

Bottle, gas

Box

5. Add the **Equipment Number** for the container, where goods are being shipped in a container. If not packaged in a container, leave the field blank
6. 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)
7. The **Number of Packages** is the number of individual items that are packaged in such a way that they cannot be divided without undoing the packaging, 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

Home > Declarations > ENS000000001101532 > DEC000000006003906 > New Good

Equipment Number (if Containerised)	* Number of Packages
<input type="text"/>	<input type="text"/>
UN Dangerous Goods Code	Number of Individual Pieces
<input type="text"/>	<input type="text"/>

8. 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 (e.g., chemicals, weapons). The codes are available on the United Nations Economic Commission for Europe (UNECE) website; please refer to the [UN Recommendations on the Transport of Dangerous Goods - Model Regulations](#) for details
9. Add the associated **Invoice Number**, where known. This will be needed at the Supplementary Declaration stage
10. Confirm the **Item Gross Mass** (weight) in kilograms for all packages. The weight (**Item Gross Mass**) needs to include all packaging (but not the carriers' equipment)
11. Add the **Item Net Mass** in kilograms, which excludes packaging. **Item Net Mass** is mandatory for items where licences require the net mass on the declaration to match that on the licence, and for goods being released from bulk consignment

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



Home > Declarations > ENS000000001101532 > DEC000000006003906 > New Good

Invoice Number

*Item Gross Mass (KG)

Net Mass (KG)

*Goods Description

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 along with the description. It is also recommended that the descriptions are packaged as sets and sizes (e.g., 'women's cotton T-shirts, size 14, packs of 3').

Further details of the goods are also completed in the next step on the **Goods Linked to this Consignment**. Examples of acceptable and unacceptable descriptions (e.g., 'refrigerator' vs 'appliances') are available from [European Commission guidance](#).

13. Add the **Procedure Code**. Where items are released into free circulation / home use, with no previous procedure in GB, this will be '4000', but please refer to the [Data guide: TSS declaration data requirements](#) guide on NICTA for more details

Home > Declarations > ENS000000001101532 > DEC000000006003906 > New Good

Procedures

*Procedure Code

*Additional Procedure Code

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.

Save (Ctrl + s)

Completion notes for **Procedure Codes** can be found in Volume 3 Appendix 1 in the Customs Declaration Service (CDS) of the UK Tariff (see [GOV.UK](#))

14. Most shipments will use the **Procedure Code** '4000' and the **Additional Procedure Code** '000'. This is for movements in free circulation or home use

Additional Procedure Codes specify where the importer has customs requirements above and beyond the standard procedure. You need to check each of the **Additional**

Procedure Codes in the drop-down list to check if you need to include them. You can do this using the index list and completion notes on [GOV.UK](https://www.gov.uk).

Only in cases where no other additional procedures apply should '000' be used (indicating no additional procedure to declare). Please see the [Data guide: TSS declaration data requirements](#) on NICTA for more details.

If the intended movement involves a customs relief or special procedure, please see the [Options to claim duty relief or declare goods moving under a customs special procedure](#) guide on NICTA to be aware of the respective **Procedure Codes** and **Additional Procedure Codes** required on the declaration.

5.2.1 Controlled goods

If you selected 'Yes' to the question **Does Consignment Contain Goods Subject to Control, Licence or Certification?** at the ENS consignment (header) level, the **Controlled Goods** section will open for the **Declaration goods - new record**.

Note: Goods are controlled if they are subject to special health, licensing or environmental controls and as such must be placed under customs control at the border.

In addition to those goods shown as restricted in the Northern Ireland Online Tariff (see [GOV.UK](https://www.gov.uk)), the following are also classed as controlled goods:

- Common Agricultural Policy (CAP) goods
- Excise goods including unmanufactured tobacco and tobacco refuse

For more information on how to find out if your goods are controlled goods, please refer to the [Data guide: TSS declaration data requirements](#) and [Guidance on controlled goods and the Online Tariff tool](#) on NICTA.

☰ Declaration Goods - new record

Declaration Goods

*Are these goods subject to control, licence or certification?

Yes ▼

Please ensure you have the correct documents/certificates for these goods.

This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.

If you select 'Yes' to this question, you are moving controlled goods. Please refer to the [Completing the details for a shipment containing controlled goods](#) section of the guide.

Once you've completed all the details for a **Declaration Goods** (items) entry you can either press **Save (Ctrl + s)** if you have only one item to add or press the **Save and Add New** button if you want to add further items to the consignment:



Home > Declarations > SUP000000000069862 > Books

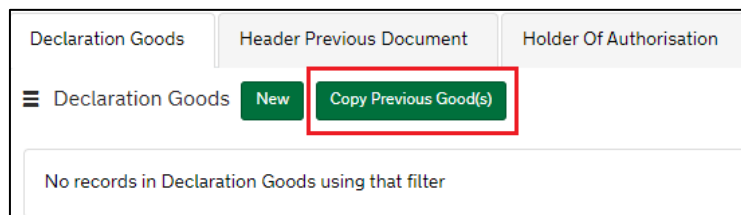
Delete Item Save and Add New Save (Ctrl + s)

Required information

This will open a new **Declaration Goods** form to add details for a new item. You can add up to 99 items.

5.3 How to copy goods details from a previous Entry Summary Declaration

If you transport the same type of goods on a regular basis, you can copy item level goods information from a previously submitted or closed Entry Summary Declaration by clicking on the **Copy Previous Good(s)** button.

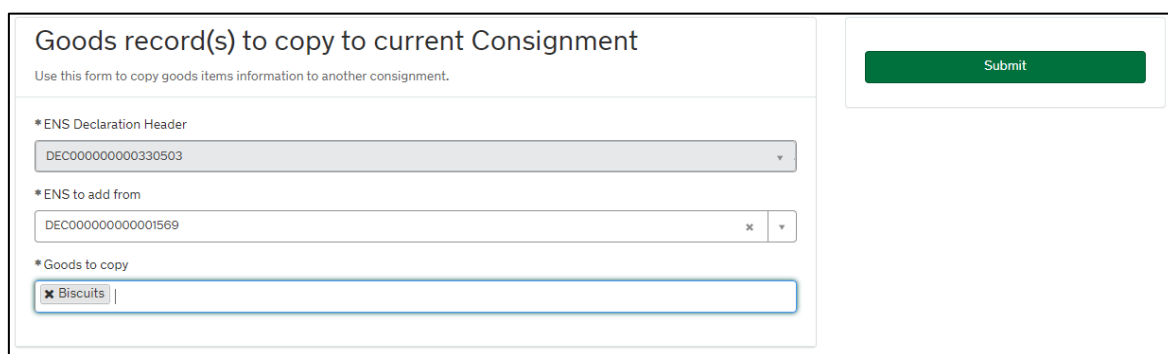


Declaration Goods Header Previous Document Holder Of Authorisation

☰ Declaration Goods New Copy Previous Good(s)

No records in Declaration Goods using that filter

This will then display the window in the screenshot, where you can input the Entry Summary Declaration you wish to add from and select the goods you want to copy.



Goods record(s) to copy to current Consignment

Use this form to copy goods items information to another consignment.

* ENS Declaration Header
DEC000000000330503

* ENS to add from
DEC000000000001569

* Goods to copy
x Biscuits

Submit

By using this functionality, the system copies and populates into the new item line all the data that can be templated. This is data that is not affected by unique circumstances or requirements that can change among movements; therefore, it remains the same. Any other data that may be affected by unique circumstances will not be copied and need to be added manually.



For shipments of controlled goods, you may need to add documents and authorisations from a previous Entry Summary Declaration. Please go to the section of this guide on [Completing the details for a shipment containing controlled goods](#) to see details on this process.

Submitted declarations can be amended but not cancelled. An amendment contains all the data of the original declaration plus any amendment made and is linked to the first entry.

Where goods are no longer to be shipped it is not necessary to inform the S&S GB service or Import Control System Northern Ireland. For further guidance please visit [GOV.UK](#).

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

- If you are still in the process of creation on the TSS Portal and have not yet submitted – (i.e., in ‘**Draft**’ state)
- If you have submitted a declaration but it has been subsequently rejected, which means the Simplified Frontier Declaration will be in a state of ‘**Trader Input Required**’ (TIR)
- If you have submitted a declaration but the declaration is not ‘arrived’ – this will occur at the date/time indicated in the **Arrival Date/Time** field indicated at the movement information level



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.

6 Consignment First Process

6.1 Entry Summary Declaration (Consignment First) – create new Consignment First declaration

This section explains how to do Consignment First Entry Summary Declaration, for example if you have chosen that model because you are a groupage haulier (i.e., if you have consignments for multiple traders and delivery points).

You will need to first create a new consignment in TSS, to be linked to movement information by the carrier/hauler.

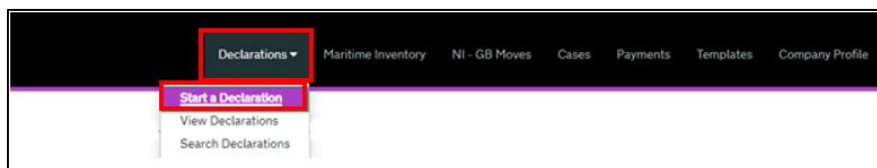


A consignment is the total quantity of goods delivered from an exporter (the consignor/sender) to an overseas party (the consignee/importer/receiver) under a sales or delivery agreement. TSS will generate one Entry Summary Declaration for each consignment.

The Consignment First process enables you to create a consignment before linking it to a movement arranged by the carrier/haulier.

As an importer, you can create a consignment and assign this to a carrier/haulier profile if you choose to on the carrier's behalf. This is mandatory if you wish to use your own CFSP authorisation.

You can create consignments by navigating to the [TSS Portal](#), logging in and selecting [Start a Declaration](#).



1. Click the [Start an Entry Summary Declaration \(ENS\) Consignment](#) link on the Declarations Options page, which opens a new consignment form

Declaration Options

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

Entry Summary Declaration	Use this form to submit an Entry Summary Declaration (ENS). Start an Entry Summary Declaration (ENS)
Entry Summary Declaration - Consignment	Use this form to create an Entry Summary Declaration (ENS) Consignment without having created the Entry Summary Declaration (ENS) header first. The consignment will need to be associated to a header before it can be submitted. Start an Entry Summary Declaration (ENS) Consignment
Goods Movement from NI to GB	Use this form to submit Goods Movement from NI to GB. Start a Goods Movement from NI to GB Export

2. When the consignment is opened, the **Client Job Number** field (this is your Entry Summary Declaration reference) is empty as this consignment has not yet been linked to an Entry Summary Declaration record (as you are creating consignments first before linking to movement information)
3. The form includes a new 'DEC _____' number (e.g., 'DEC000000000320847'), which is the unique reference number called the **Local Reference Number (LRN)** that will be used to link your consignment to movement information before submission

Local Reference Number

DEC000000000320847



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

- The **Status** of the consignment will need to be monitored to determine if the goods have been authorised for movement to NI

The **Movement Reference Number** (MRN) will be populated once the consignment has been authorised for movement. For RoRo shipments, this number should be declared on the haulier's GMR. If the GMR automation process has been authorised within the TSS account, then the MRN will be auto-populated into the GVMS system. Otherwise, the MRN needs to be manually updated into the GVMS system to obtain the respective GMR.

For details on how to activate or deactivate the GMR automation functionality in TSS please refer to the [Creating a Goods Movement Reference](#) guide on NICTA

Consignment Information	
Local Reference Number DEC00000000316228	Client Job Number
Movement Reference Number	* Declaration Type ENS
Carrier EORI	ENS Only Reason
* Does Consignment contain goods subject to control, licence or certification? -- None --	Status Draft
<small>This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.</small>	

- The **Carrier EORI** field must be used to add the carrier details, either on initial completion of the consignment form or when the form is submitted. The purpose of this field is to enable the carrier to have visibility of the consignment from their movement information and to link the consignment prior to submission. When empty, only the trader who created and saved the consignment can view the consignment details. You may find this useful if you wish to prevent others from editing the consignment, only adding the **Carrier EORI** when the declaration is ready for final submission

Please be aware that businesses moving goods into or out of NI need an EORI number starting with XI. In order to qualify for an XI EORI, businesses need a permanent business establishment in NI.

Businesses that do not have a permanent business establishment in NI may still be issued with an XI EORI if they handle certain limited customs activities within both NI and the EU.

Guidance on obtaining EORI numbers can be found on [GOV.UK](https://www.gov.uk).

If you are using your own CFSP authorisation, you will need to complete the Entry Summary Declaration consignment on the profile where the CFSP authorisation has been added. Once



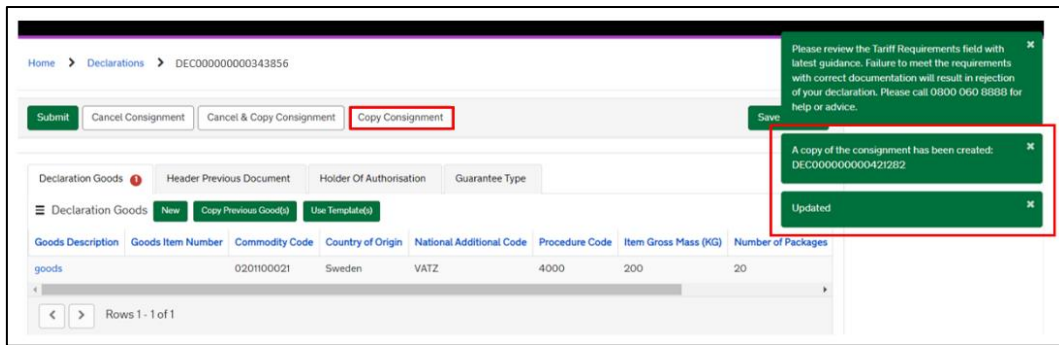
the consignment is complete, the CFSP authorised party will reassign the consignment to the carrier/hauler who is completing the Entry Summary Declaration movement by entering their EORI in this field.

From this point, the Consignment First Process now follows the same steps as the Standard Process:

1. Following the instructions given in the [New Consignment page](#) section of this guide (Standard Process), finish populating the fields of the **New Consignment** page (Movement First)
2. Verify if your goods are [controlled \(and populate the respective fields if applicable\)](#)
3. Once you have finished populating the fields in the **New Consignment** page (Movement First), press the **Save (Ctrl + s)** button at the bottom of the page

4. On pressing the **Save (Ctrl + s)** button, the new consignment is created. You will receive a confirmation message 'Record Added' (green box in the right-hand corner) and a reference (e.g., DEC000000000343855) to identify the new consignment that has been created:

5. Following the instructions given in the [Add items to a consignment](#) section of this guide (Standard Process), start adding the items to the consignment that has been created
6. To create an additional consignment, for the same movement, press the **Copy Consignment** button and a new record will be created with its respective reference (e.g., DEC000000000343856). This functionality copies over all the details apart from certain **Document Codes** that cannot be templated, if necessary, these would need to be added manually



- 7. Items for all consignments created can be added later by tracking and accessing the respective consignment reference given by the TSS system (e.g., DEC000000000343856)



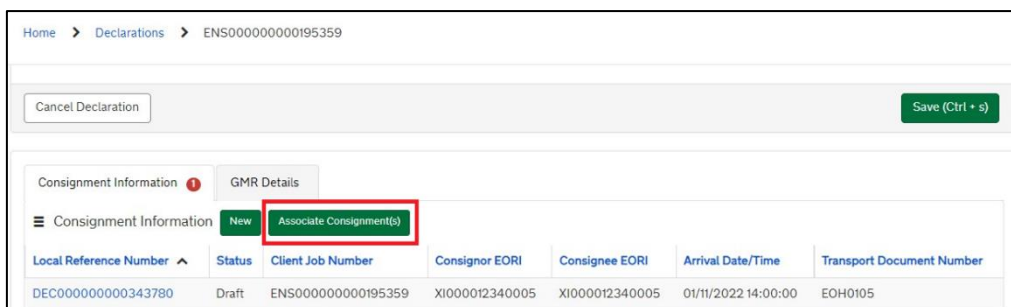
For details of the differences between the two processes, please refer to the [How do I choose between the Standard and Consignment First Process](#) section of this guide.

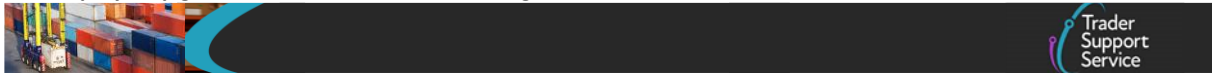
7 Entry Summary Declaration (Consignment First) – create movement information and link a consignment to a movement

Once consignments are created and saved, they can be linked to an Entry Summary Declaration (by movement) which represents the vehicle moving items (which could therefore transport multiple items and have multiple consignments aligned with it).

Once a consignment has been saved, a notification will be sent to the carrier indicating that there is an orphaned consignment (a consignment not linked to movement information) ready to be linked to the movement information from an Entry Summary Declaration (by movement) record. The user that created the consignment will also receive a notification.

Once the Entry Summary Declaration (by movement) information is saved, you can navigate to the **Consignment Information** section on the form and select the **Associate Consignment(s)** button.





1. Selecting **Associate Consignment(s)** allows you to link consignments that are associated to the carrier/haulier’s organisation, based on the EORI number added to the **Carrier EORI** field on the consignment form
2. Click on the field **Consignment(s) to Add**, which will present a drop-down menu of these consignments, highlighting the ‘DEC_____’ reference number, the description of the goods and the document reference number. Select (type or paste) the reference you require, and it will be linked as a consignment to the movement information

This enables multiple consignments to be linked to the movement information, before selecting the **Submit** button.

3. Once associated, the user that created the consignment will have visibility of the Entry Summary Declaration reference number via their account on the TSS Portal, as it is populated onto the consignment form in the **Client Job Number** field. They will not be able to access the movement information

Local Reference Number	Status	Client Job Number	Consignor EORI	Consignee EORI	Arrival Date/Time	Tr
DEC000000000022261	Draft	ENS00000000002028	XI987698769876	XI123456789123	05/02/2021 15:30:00	eg

4. Once saved, you can decouple the consignment from the movement information. To do so, navigate to the consignment ‘DEC_____’ record at the bottom of the form and select the **Decouple from Header** button



5. Once all consignments are added to movement information, verify that the consignment and goods details are accurate. The consignments are now ready for submission. Click the **Submit** button on the Consignment 'DEC _____' record
6. If you need to create a standalone Entry Summary Declaration only (i.e., without a subsequent Simplified Frontier Declaration), select the reason from the **ENS Only Reason** drop-down menu. The **ENS Only Reasons** are referenced in the [In what circumstances should I create an Entry Summary Declaration only movement?](#) section of this guide

Consignment Information

Local Reference Number DEC00000000421163	Client Job Number ENS00000000215872
Movement Reference Number <input type="text"/>	*Declaration Type ENS
* Does Consignment contain goods subject to control, licence or certification? -- None --	Declaration Category -- None --
This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.	ENS Only Reason <input type="text"/>
	Status Draft

Notes:

- If you are using the Full Frontier Declaration process, you must select 'Your ENS relates to Full Frontier Declaration completed within TSS' as the **ENS Only Reason**
- If you are selecting **ENS Only** because you are a haulier carrying empties under a contract of carriage, the system will auto-populate the **Importer EORI** number field with your EORI number (if the field is not already populated). This information does not go to the Customs Declaration Service (CDS) so there is no risk of the wrong importer being included in CDS. In this situation, there is no requirement for a declaration so there is no need for CDS to receive these details

8 Moving controlled goods

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 please visit the [Guidance on controlled goods and the Online Tariff Tool](#) guide on NICTA.

If you are moving these goods by the TSS simplified journey, 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.

When the Entry Summary / Simplified Frontier Declaration is submitted, TSS will validate the submission to ensure all required data and document references are present. The TSS Portal will generate an error message outlining any missing information so users can correct the entry before submission. Once the Entry Summary Declaration / Simplified Frontier Declaration is completed correctly, the TSS Portal will accept the submission and generate the required MRNs.

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

Please consult the Northern Ireland Online Tariff on [GOV.UK](https://www.gov.uk) and HMRC guidance before moving your goods.

8.1 Categories of controlled goods

For controlled goods, additional information will be required on your declarations. Further guidance is available on NICTA in the [Guidance on controlled goods and the Online Tariff Tool](#).

For TSS, controlled goods requiring specific certificates/licences include:

- **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 in [GOV.UK](#)
 - Notification to [TRACES NT](#) at least 24 hours in advance
- **Plant, plant products, timber-based products (Sanitary and Phytosanitary (SPS) Goods)**
 - Phytosanitary certificate
 - Notification to [TRACES NT](#) at least 24 hours in advance
- **Agri-Foods (Sanitary and Phytosanitary (SPS) Goods)**
 - CHED completed in [TRACES NT](#) (if applicable) and 24 hours pre-notification
 - Private attestations for shelf-stable composite products (see DEFRA guidance 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; [GOV.UK](#)) if moving under excise duty suspense, or if required (see Excise Goods guidance on [GOV.UK](#))
- **International conventions**
 - Convention on International Trade in Endangered Species (CITES)
 - Kimberley Certificate ([GOV.UK](#))

This list is not exhaustive. For a list of full licence types for import, please refer to **Appendix 5C** in the Document and Other Reference Codes guidance on [GOV.UK](#).

8.2 Completing the details for a shipment containing controlled goods

Once you confirm your consignment contains controlled goods you are required to provide additional information:

* Does Consignment contain goods subject to control, licence or certification?

Yes ▼

This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.

If you select ‘Yes’ to this question, then the following fields must be completed. If you select ‘No’, you will not be prompted with further questions and fields:

Controlled Goods

<p>* What Type of Controlled Goods Are You Carrying?</p> <p>.. None .. ▼</p> <p>* Commodity Code</p> <p>_____ ▼</p> <p>Supplementary Units</p> <p>_____</p> <p>CUS Code</p> <p>_____</p> <p>TARIC Additional Code</p> <p>_____</p> <p>National Additional Code</p> <p>_____ ▼</p>	<p>* Country of Origin</p> <p>_____ ▼</p> <p>* Item Currency</p> <p>_____ ▼</p> <p>* Item Price / Amount</p> <p>_____</p> <p>Tax Type</p> <p>.. None .. ▼</p> <p>Tax Base Unit</p> <p>_____ ▼</p> <p>Tax Base Quantity</p> <p>_____</p>
---	---

Save (Ctrl + s)



1. **What Type of Controlled Goods Are You Carrying?** You should select from the options in the drop-down list:
 - 'Goods of animal origin'
 - 'Plant-based products'
 - 'Fruits & vegetables'
 - 'Fish products'
 - 'Endangered species' (CITES-listed endangered animals and plants or their products)
 - 'Weapons'
 - 'Goods requiring certifications' (e.g., rough diamonds)
 - 'Excise Goods'

To check if your goods are controlled, you should refer to the Northern Ireland Online Tariff on [GOV.UK](https://www.gov.uk). For guidance on how to navigate the tariff tool, refer to the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

For support with any errors, see [Guidance on resolution to common error codes for Entry Summary and Simplified Frontier Declarations](#) on NICTA.

2. For the **Country of Origin** either start typing the country name or use the lookup function to select the country. This classifies where goods were produced (or substantially transformed) and is used to determine what controls and tariff measures apply. It is not necessarily where the goods were sent from. The importer must establish the **Country of Origin** and provide this information as this can influence the duty level applicable for the shipment. For guidance on establishing **Country of Origin**, the importer can consult the rules of origin guidance on [GOV.UK](https://www.gov.uk). For more details, please refer to the [Data guide: TSS declaration data requirements](#) on NICTA

The screenshot shows a form field labeled '* Country of Origin'. Below the field is a search dropdown menu. The search input contains the text 'united'. The dropdown list shows the following options: 'United Arab Emirates', 'United Kingdom' (highlighted in blue), 'United Republic of Tanzania', 'United States of America', and 'United States Virgin Islands'.

3. For the **Commodity Code** enter the relevant commodity code number or search for goods to identify the appropriate **Commodity Code**. The **Commodity Code** is a ten-digit code that links goods to duties, VAT rates, control measures, measurement units, etc.

When entering your **Commodity Code**, you will have access to a link to the Northern Ireland Tariff tool ([GOV.UK](https://gov.uk)) which is used to look up the **Commodity Codes** for your goods.

* Commodity Code

If you are unsure what your commodity code is, please click [this link](#) which will take you to the HMRC tariff tool.

For more details, please refer to the [Data guide: TSS declaration data requirements](#) on NICTA. In addition, you can find guidance on finding commodity codes for imports into or exports out of the UK on [GOV.UK](https://gov.uk).

Commodity Code	Description
0101210000	Pure-bred breeding horses
0101291000	Horses for slaughter
0101299000	Live horses (excl. for slaughter, pure-bred for breeding)
0101300000	Live asses
0101900000	Live mules and hinnies
0102211000	Pure-bred breeding heifers "female bovines that have never calved"

- The **Item Currency** is the currency used to invoice the goods. A list of currencies and their corresponding codes can be found on [GOV.UK](https://gov.uk)

Home > Declarations > ENS000000000195359 > DEC000000000343856 > New Good

If you are unsure what your commodity code is, please click [this link](#) which will take you to the HMRC tariff tool.

* Item Currency

Supplementary Units

* Item Price / Amount

- Populate the **Supplementary Units** field if the **Commodity Code** must be described not only by 'mass', but by a second measure such as 'litres' or 'metres squared'

If applicable, this will be listed in the Northern Ireland Online Tariff (see [GOV.UK](https://gov.uk)) under the 'Value' column (column 3) of 'Import measures and restrictions' for the appropriate **Commodity Code**. When required, you should enter the **Supplementary Units** as a number.

When **Supplementary Units** are mandatory and there is no entry in this field, help text is returned at the bottom of the page (see below).



Tariff Requirements
<p>SUPPLEMENTARY UNITS</p> <p>Supplementary Units required for the Commodity Code and Country of Origin selected.</p>

- For the **Item Price / Amount** add the total value of the goods. Where goods have a payable price (i.e. Valuation Method 1 – see [GOV.UK](https://www.gov.uk)), this is the amount charged for the item and the currency used, as listed on the invoice

For more details on working out the customs value of your imported goods, please refer to the government guidance at [GOV.UK](https://www.gov.uk).

- When moving certain chemicals, the eight-digit **CUS Code** (Customs Union and Statistics) is added 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 government guidance on CUS codes on [GOV.UK](https://www.gov.uk)

- Tax Type** codes identify the kinds of duty or tax being declared. Please see [GOV.UK](https://www.gov.uk) for guidance

For NI, there are additional tax types that may appear based on whether your goods are 'at risk' or 'not at risk'. Please see [GOV.UK](https://www.gov.uk) for NI Protocol Tax Types.

- 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 [EU TARIC tool](#). 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 single string (no spaces between them) in the TSS Portal field. Only one Meursing Code is permitted per goods item
- A **Tax Base Unit** will need to be declared where the **Commodity Code** requires the declaration of a third quantity for goods clearance and controls (e.g., enter 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.



Tax Base Unit	
EUR	Euro (used for statistical surveillance)
FC1	Factor
FC1X	Factor Hectolitre
GBP*	Pounds (£) Sterling
GFI	Gram of fissile isotopes
GP1	Gross Production
GP1X	Gross Production Hectolitre

Further details, including what the different units are and where they are applicable, can be found in the [Data guide: TSS declaration data requirements](#) on NICTA. TSS supports the declaration of goods with multiple tax base units.

- Select the associated four-digit national additional code for the **National Additional Code(s)** field. For certain items (see [GOV.UK](#) for a full list) there may be more than one code; if this applies, there is a tab at the bottom of the item level called **National Additional Codes** where more codes can be added. Please 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

National Additional Code	
	Draught Relief
X380	UK Tax Type 380, Spirits at least 3.5% abv but less than 8.5% abv & eligible for Small Producer Relief and Draught Relief
X407	UK tax type 407, Beer made in UK (standard rate, that is, annual production more than 60,000 hectolitres)

- The **Tax Base Quantity** is the quantity of the goods and is based upon the **Tax Base Unit**. For example, if the **Tax Base Unit** is LTR (litres), write the quantity in litres

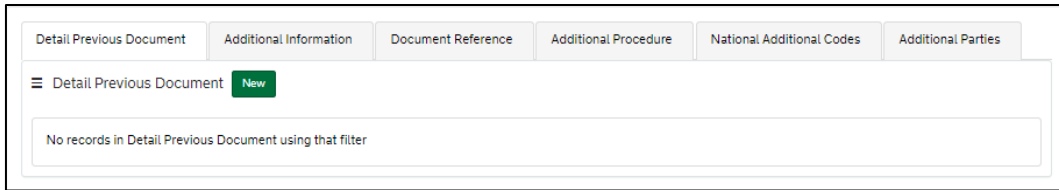
Home > Declarations > ENS000000000195359 > DEC000000000343856 > New Good

National Additional Code	Tax Base Quantity
<input type="text"/>	<input type="text"/>
<input type="button" value="Save and Add New"/>	<input type="button" value="Save (Ctrl + s)"/>

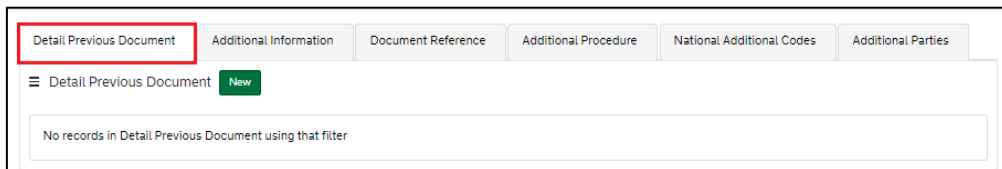
- Once these steps are completed, press the **Save (Ctrl + s)** button. If you wish to create a new goods item without going out of the item you have part-populated, you can press the **Save and Add New** button. The item you are populating will be saved and a new item record will open



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.



- The **Detail Previous Document** tab is used to combine previous documents, as some procedures will require previous documents to be declared on the Entry Summary Declaration / Simplified Frontier Declaration for the movement to be approved



Add a record by selecting the **New** button on the tab, and entering the data outlined below.

- The **Previous Document Reference** enables you to add up to 35 characters in length for the reference for that 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 input 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



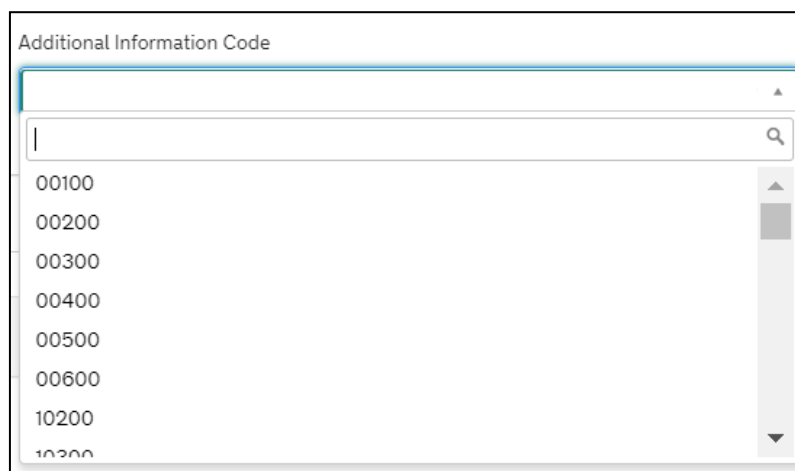
15. The **Additional Information** tab is used to combine **Additional Information Codes**, which are required for certain movements and commodity codes. You can use the Northern Ireland Online Tariff on [GOV.UK](https://www.gov.uk) to identify your **Commodity Code**

Completion rules for a specific **Additional Information (AI) Statement Code** can be identified on [GOV.UK](https://www.gov.uk) for **Procedure Codes** and in [GOV.UK](https://www.gov.uk) guidance on **Additional Procedure Codes** that are required by the customs procedure.



Add a record by selecting the **New** button on the tab, and entering the data outlined below.

- **Additional Information Code:** use the drop-down to select the required code. For more information on the full list of these codes please see [GOV.UK](https://www.gov.uk) or refer to the [Data guide: TSS declaration data requirements](#) on NICTA for further guidance

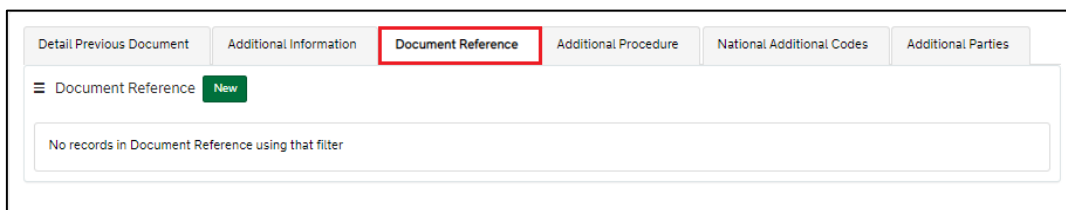


- **Additional Information Description**: when procedure codes, **Additional Procedure Codes** or **Commodity Codes** are required, these **Additional Information Codes** will require accompanying descriptions. To see where this is the case consult the [GOV.UK](#) guidance on **Additional Information Codes**

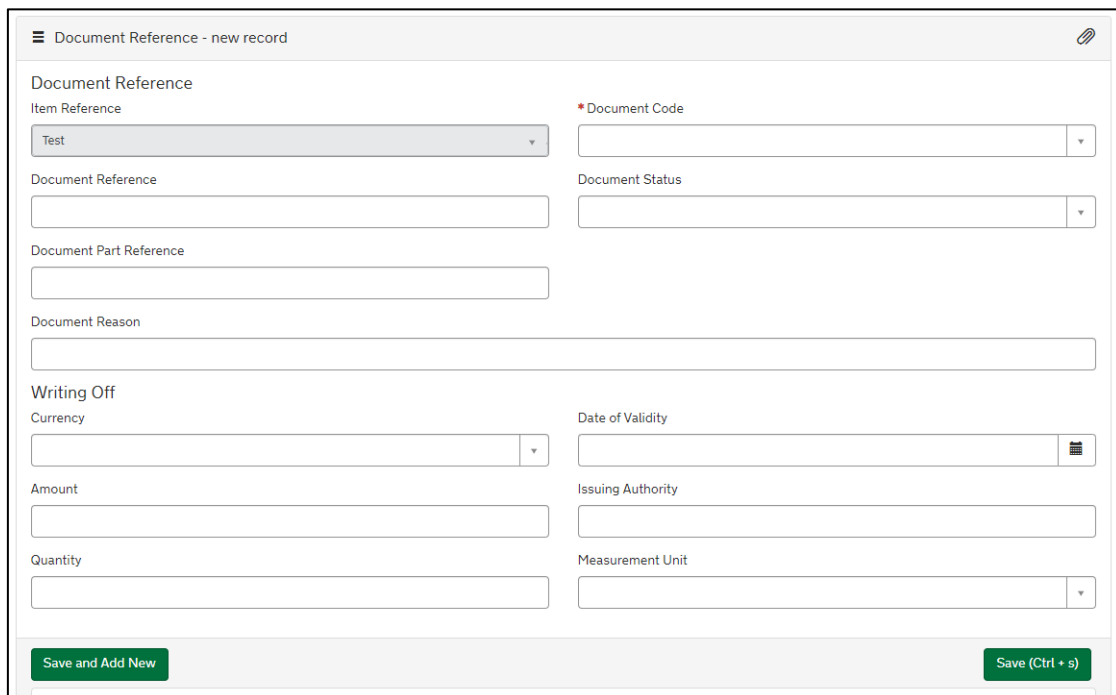
Once all the details are added, press the **Save (Ctrl + s)** button.

16. The **Document Reference** tab is used to collate documents, certificates, authorisations, references, etc. (that are not documents used on previous movements) that are required to enable this movement to occur. Please see the [Data guide: TSS declaration data requirements](#) on NICTA for more details

Note: This tab is only visible if you are declaring controlled goods.

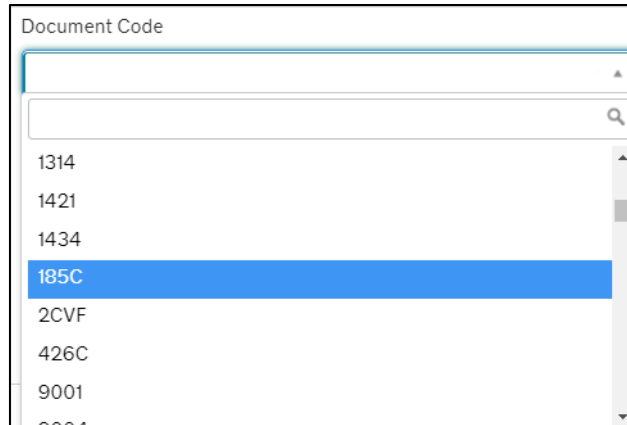


Add a record by selecting the **New** button on the tab. Once the new record opens, populate the fields in the page (see below).

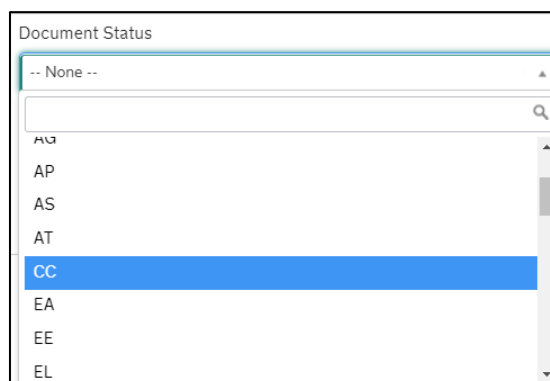


- **Document Code**: use the selection drop-down to select the required code. The **Document Codes** are in used relation to any documents, authorisations, licences or certificates that are associated with the consignment. For further information on

how to populate the **Document Codes**, consult the [Data guide: TSS declaration data requirements](#) on NICTA



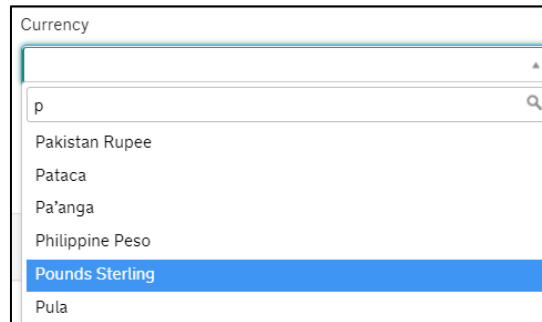
- To complete the **Document Reference** and **Document Reason** fields, refer to information provided in Appendix 5 on [GOV.UK](#)
 - **Document Reference:** up to 30 characters can be added to the **Reference** field. Consult the [Data guide: TSS declaration data requirements](#) on NICTA for more details
 - **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** (see the [Data guide: TSS declaration data requirements](#) on NICTA for more details)
- **Document Status:** use the selection drop-down to select the required code. Consult the [Data guide: TSS declaration data requirements](#) on NICTA for more details



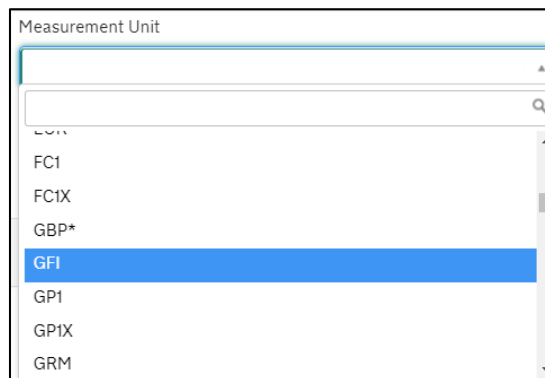
- **Document Part Reference:** up to five characters can be added to the **Document Part Reference** field, which identifies the line item (part) number. Consult the [Data guide: TSS declaration data requirements](#) on NICTA for more details
- Populate the **Writing Off** section where required when you are declaring controlled goods. Not all document types require the completion of this field. Please refer to

the [Data guide: TSS declaration data requirements](#) on NICTA to identify the circumstances when this section must be populated

- 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

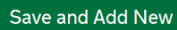
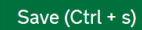


- Add details regarding the **Issuing Authority**. This will be the governing body that issued the documents/certificates/authorisations that you have provided. It is a free-text field
- Where a **Currency** has been declared in the **Currency** field in the **Writing Off** section, enter the monetary amount associated with the document/writing off details in the **Item Price / Amount** field
- For **Measurement Unit**, use the selection drop-down to select the required **Measurement Unit**

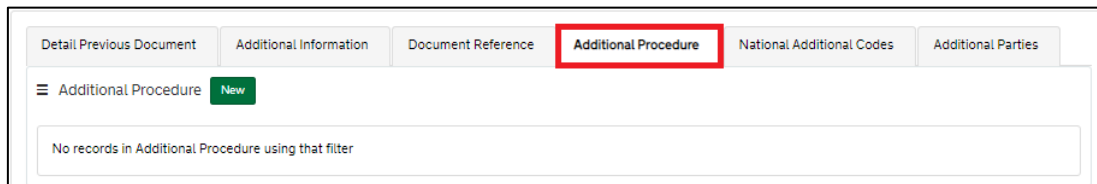


- For **Quantity**, enter the quantity being attributed to the specific **Document Code** being referenced. For example, a **Measurement Unit** (above) could be 'litres', and the quantity could be number of litres (e.g., '5')

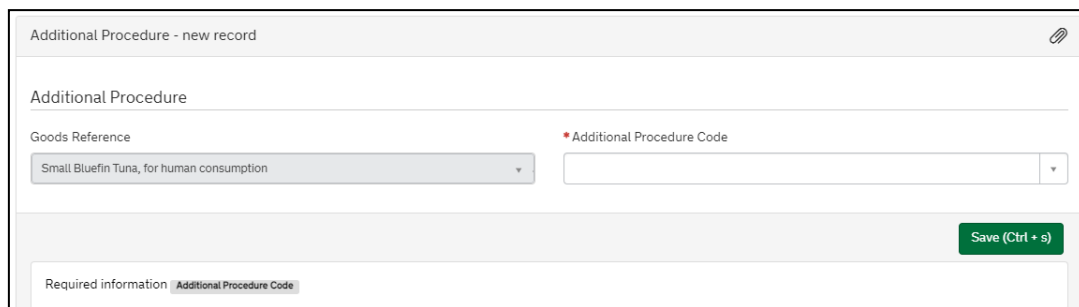
Once all the details are added, press the **Save (Ctrl + s)** button. Or, if you want to add another **Document Code** for the same item, press the **Save and Add New** button. This will open a new window to enter details for another **Document Code**.

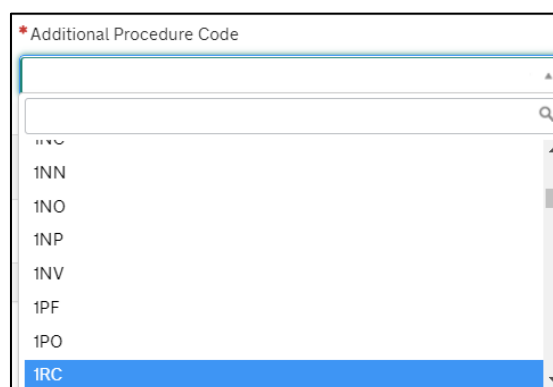
17. The **Additional Procedure** tab is used when traders want to enter more than one **Additional Procedure Code** for their item. The first **Additional Procedure Code** can be entered into the **Additional Procedure Code** field in the goods information section of the declaration. Any further codes should then be added one after the other to this table. Note: '000' cannot be entered when more than one **Additional Procedure Code** is in use



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



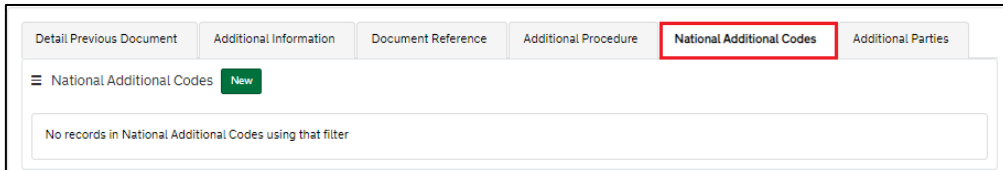
- Select the **Additional Procedure Code** using the drop-down list



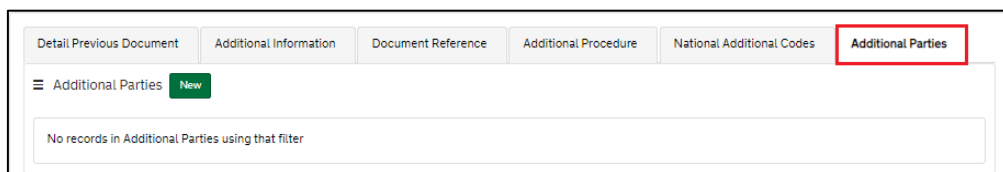
If the intended movement involves a customs relief or special procedure, please see the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA to determine which **Procedure Codes** and **Additional Procedure Codes** are required on the declaration.



18. **National Additional Codes** are used in conjunction with information provided elsewhere in the declaration, to calculate the duties and taxes applicable. For more details, please see the [GOV.UK](https://www.gov.uk) guidance



19. The **Additional Parties** tab is for movements that are using Onward Supply Relief, and for more guidance please see [GOV.UK](https://www.gov.uk). You would need to enter details of the relevant parties for the onward supply



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



21. When all the data is added to the item level, and saved, the consignment is updated with the new item information. Additional **Header Previous Documents** may be added to the record and will be visible to you via the associated tab on the consignment (header) level record

Consignment Reference	Previous Document Class	Previous Document Reference	Previous Document Type
DEC000000000421156	Z	10XI09I01234567891	355
DEC000000000421156	Z	1XI2659739440000 000000002124952	DCR

22. The **Holder of Authorisation** may also be populated after submitting the Entry Summary Declaration with information returned from HMRC

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

These details must remain as TSS, unless the importer is using their own CFSP authorisation as the importer of the goods. This can only be attributed if the importer is using the **Consignment First Process** as the CFSP authorised importer.

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

Note: If you are not moving controlled goods, you do not need to populate the supplementary tabs (which will not appear if you have not declared controlled goods).

Once saved, the name of the standard or controlled goods will be presented at the top of the page, and you can navigate back to the consignment by clicking on the 'DEC _____' link.

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

25. 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:

Home > Declarations > DEC000000000216024 > Small Bluefin Tuna, for human consumption

Where multiple items are linked to a consignment, you will be presented with a unique number on the tab for the different items at the bottom of the consignment form.

Declaration Goods 2		Header Previous Document	Holder Of Authorisation			
<div style="display: flex; align-items: center;"> Declaration Goods New </div>						
Goods Description	Goods Item Number	Client Job Number	Type of Packages	Item Gross Mass (KG)	Equipment Number (if Containerised)	Package Marks
Small Bluefin Tuna, for human consumption...		ENS000000000122609	Boxes	10		ADDR
Large bluefin tuna, for human consumption...		ENS000000000122609	Boxes	10		ADDR
< > Rows 1 - 2 of 2						

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 on the consignment (header) level.

Home > Declarations > DEC00000000022261

DEC00000000022261 📎

Consignment Information

Local Reference Number <input type="text" value="DEC00000000022261"/>	Client Job Number <input type="text" value=""/>
Movement Reference Number <input type="text" value=""/>	*Declaration Type <input type="text" value="ENS"/>
Carrier EORI <input type="text" value="XI123456781091"/>	Status <input type="text" value="Draft"/>
* Does this consignment contain controlled goods? <input type="text" value="No"/>	

Goods Information

*Total Packages <input type="text" value="15"/>	*Transport Document Type <input type="text" value="CMR/Delivery Note"/>
*Total Gross Mass (KG) <input type="text" value="311.00"/>	*Transport Document Number <input type="text" value="eg doc ref 7987986t8798"/>

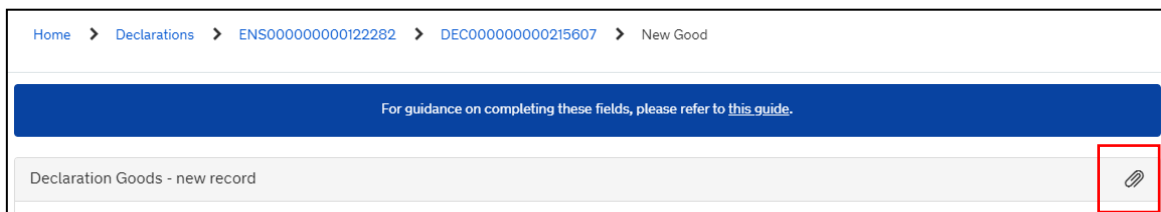
26. Before completing and submitting the data entry for a consignment, it is recommended you attach any relevant documents relating to your movement. If you do not do so, and your movement needs additional controls/inspections, you may be asked to upload these documents or physically present them during movement. This could cause unnecessary delays to your journey
27. To find a list of the documents commonly required, refer below. For a definitive list of the documents required for a specific commodity go to the Northern Ireland Online Tariff on [GOV.UK](https://gov.uk)

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, e.g. 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

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

Documents attached to the consignment (header) level applies to all items; however, documents attached at the item level only apply to that specific item. Please also note that hauliers will be able to see documents you upload.



28. Once all the consignments are added to the Entry Summary Declaration movement and consignment (header) details have been checked for accuracy, select the **Submit** button on the consignment 'DEC_____ record'

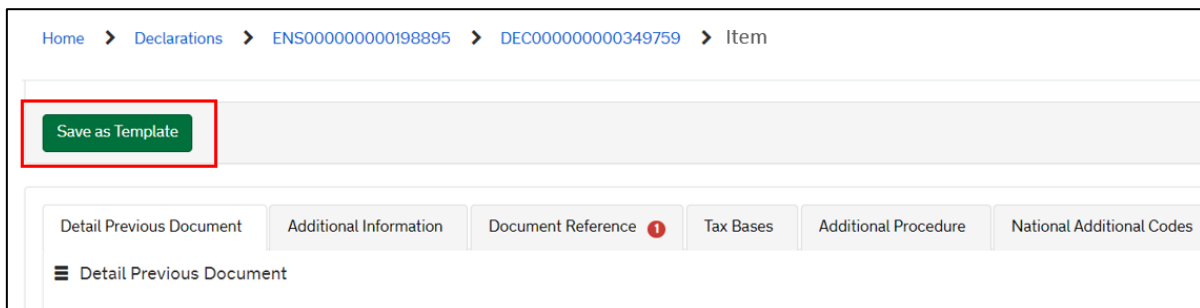


9 ENS Templates

When creating a **new Goods line** within an **ENS Declaration**, it is possible to save the information into a template, which can be applied multiple times within that declaration or used when creating new Entry Summary Declarations. The process below will guide you through creating and managing ENS Templates

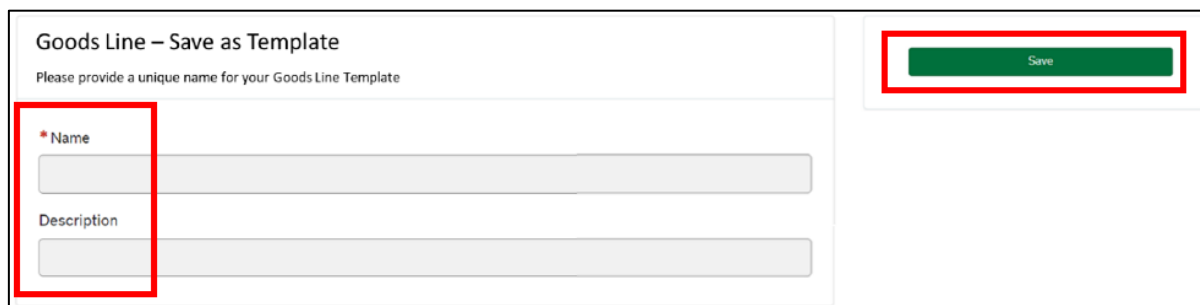
9.1 Create a template – Goods Line

When a declaration is in an **‘Authorised for Movement’** or **‘Arrived’** status, you can click the **Save as Template** button at the item line located to the left, at the bottom of the form.



The screenshot shows a navigation breadcrumb: Home > Declarations > ENS000000000198895 > DEC000000000349759 > Item. Below the breadcrumb, a green button labeled "Save as Template" is highlighted with a red box. Below the button are several tabs: "Detail Previous Document", "Additional Information", "Document Reference" (with a red notification icon), "Tax Bases", "Additional Procedure", and "National Additional Codes". A hamburger menu icon is visible next to the "Detail Previous Document" tab.

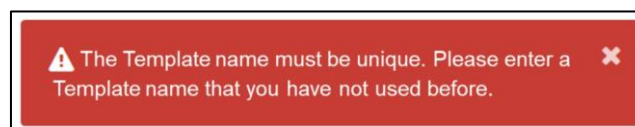
You will then be presented by another window to enter a **unique** template **Name** and a **Description** of the goods template.



The screenshot shows a form titled "Goods Line – Save as Template" with the instruction "Please provide a unique name for your Goods Line Template". The form has two input fields: "Name" (marked with a red asterisk) and "Description". Both fields are highlighted with a red box. A green "Save" button is highlighted with a red box in the top right corner of the form.

To complete the template, press the **Save** button. The new goods line template will now be associated to your trader TSS Account or your Agent and Intermediary Account.


Note: The template name must be unique, different to any other templates on your account. If the template name has been used before, an error message will be displayed:



On creation of a new template the current account will be recorded as the 'Owner' of the template. This applies to both Traders' Accounts and Agent and Intermediary Accounts.

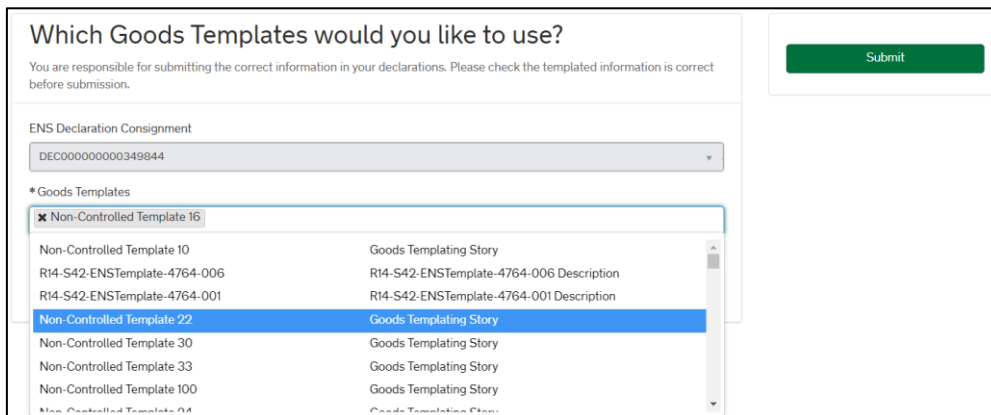
9.2 Use templates – ENS consignment (header) level

At the consignment (header) level of an ENS, you can import one or more goods' templates that you have previously created. Locate the **Declaration Goods** tab (at the bottom of the form) and then click the **Use Template(s)** button.



The screenshot shows a form with several tabs: 'Declaration Goods', 'Header Previous Document', 'Holder Of Authorisation', and 'Guarantee Type'. Below the tabs are three buttons: 'New', 'Copy Previous Good(s)', and 'Use Template(s)'. The 'Use Template(s)' button is highlighted with a red rectangular box.

This will open up another window for you to select which template to use.



The screenshot shows a dialog box titled 'Which Goods Templates would you like to use?'. It contains a dropdown menu for 'ENS Declaration Consignment' with the value 'DECO0000000349844'. Below this is a section for '* Goods Templates' with a list of templates. The first template, 'Non-Controlled Template 16', is selected. Other templates include 'Non-Controlled Template 10', 'R14-S42-ENSTemplate-4764-006', 'R14-S42-ENSTemplate-4764-001', 'Non-Controlled Template 22', 'Non-Controlled Template 30', 'Non-Controlled Template 33', and 'Non-Controlled Template 100'. A 'Submit' button is located in the top right corner.

At the **Goods Templates** field, from the drop-down menu, you can select a **maximum of 99 Goods Templates (it is not possible to import more than 99 templates/Goods Lines)**. These will be populated into the current ENS consignment you are working on when you click the **Submit** button.

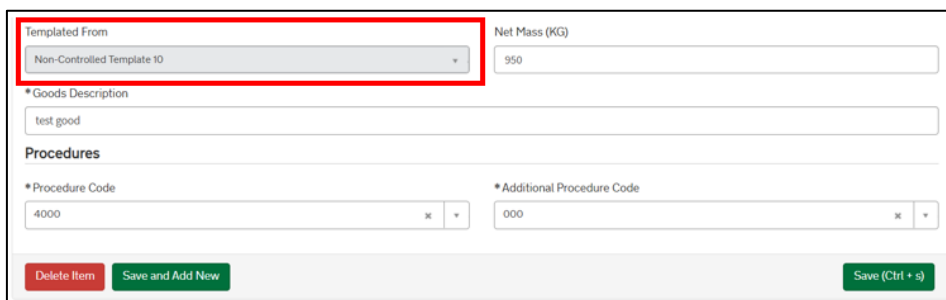
Note: If you have stated, at the consignment (header) level, that the consignment does **not** contain **controlled goods**, then only templates for **non-controlled goods** will be shown. If, on the other hand, you have stated that the consignment **does** contain **controlled goods**, then **all** templates will be shown (controlled and non-controlled).

When you have selected the template(s), by clicking the **Submit** button for the template(s) to be applied to the declaration, you will then be taken back to your current declaration.



Once you have submitted all the **Goods Templates** you need, you will see them reflected in the **Declaration of Goods** tab (at the ENS consignment) as goods to declare. Please access each one and **finish completing other additional data that is unique (different)** between movements (e.g., **Gross Mass**); therefore, the respective data field is blank.

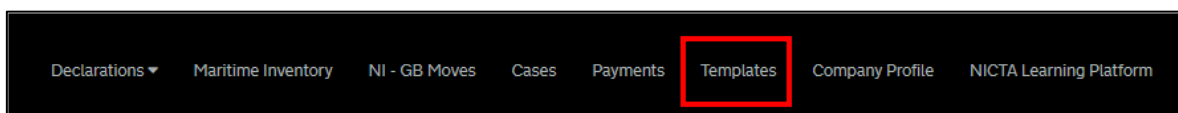
When accessing a template that you have imported into the Entry Summary Declaration, as a guide the read-only field called **Templated From** will be auto-populated with the '**Template Name**' of the template imported.



Note: When using a template in a goods line, ensure that all **mandatory fields** are completed, including the **Gross Mass** field, as mandatory fields left blank will bring up an error message upon submission.

9.3 Manage Templates

A widget on the menu banner at the top of the TSS Portal called **Templates** can be accessed to manage saved templates.



By clicking the **Templates** widget on the menu banner, a new window will open showing all templates that have been created and saved in your account.



Further guidance on Templates can be found [here](#).

Templates		Declaration Good Templates					
Goods Templates		Name	Description	Updated	Owner	Last Used	Status
		R14-S42-ENSTemplate-4764-002 Template	R14-S42-ENSTemplate-4764-002 Template de...	25/01/2023 09:56:56	Eithne Trader 5	25/01/2023 09:56:56	Active
		Non-Controlled Template 10	Goods Templating Story	24/01/2023 14:26:47	Selenium Trader 5 A	24/01/2023 14:26:47	Active

If you click on top of one of the templates listed on the **Templates** window, the respective template form will open, and you can modify the existing records of the template and/or add additional information associated to them. Once you have finished editing or updating data fields within the open template, press the **Save** button at the bottom of the form.

Note: If you wish to add an **Additional Procedure Code**, ensure the **Procedure Code** field is populated. If this field is blank, no **New** button will appear to add an additional procedure code. The **New** button will appear once the template has been saved when the **Procedure Code** field has been populated.

Valuation Method

Valuation Method 1 - Transaction value

Save (Ctrl + s)

Note: The **Goods Template** record will only be visible by the account stakeholders (i.e., contacts within that company) for which the template was created.

If you are an **Agent or Intermediary** that is acting behalf of a trader, you will be able to see all the **Templates** associated with your account.

9.4 Get help with templates

When modifying a template, a **Get Help** button is available at the top right of the form.

Home > Templates > Non-Controlled Template 30

Get Help

Non-Controlled Template 30

Declaration Good Template

*Name

Non-Controlled Template 30

When the **Get Help** button is clicked in a template, this will bring up a pop-up window, where you can add further comments about the query or issue.

Get Help

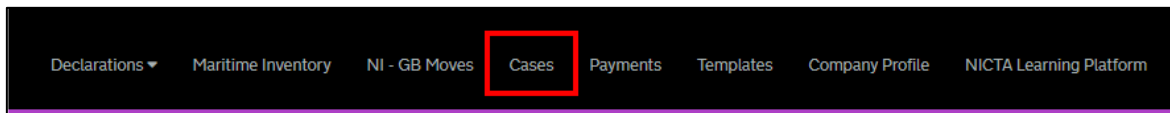
When you press the submit button below, your form will be automatically saved. This is to ensure that our agents will be able to see the latest information you have entered.

• Comments

There is an issue with my template

[Submit](#)

When the **Submit** button is clicked, this will raise a case to TSS and will be available within the **Cases** widget on the TSS banner of your account header page.



10 How do I check the status of an Entry Summary Declaration and a Simplified Frontier Declaration?

1. Once the Entry Summary Declaration data has been submitted, it will be processed through government systems (Customs Declaration Service (CDS)). If there is a validation error, you will need to review the data and update or provide additional information. When this occurs, you will receive an e-mail notification that will contain details of the specific errors to be corrected for the declaration to be successfully reprocessed
2. To prevent a trader's CFSP authorisation being used incorrectly by other parties, the importer must complete the Entry Summary Declaration consignment with their CFSP authorisation number on their company profile. This can be done through the 'Consignment First Process'
3. The CFSP authorisation number on the company profile must match the CFSP authorisation number on the declaration, otherwise you will be blocked from using the CFSP authorisation number. You will be able to see the CFSP authorisation number being used on the consignment record
4. The CFSP authorised importer will have to complete the consignment information themselves and assign this to you as the carrier/haulier by inputting your EORI in the **Carrier EORI** field to complete the Entry Summary Declaration
5. Update the associated details on the declaration at the associated consignment (header) or item level via the TSS Portal and select **Reprocess**



Home > Declarations > ENS000000000203496 > DEC000000000358994

* Importer EORI

Do you wish to use Importer Account SDE CFSP authorisation?

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

Exporter

* Exporter EORI

Exporter EORI Unknown

Decouple from Header **Reprocess** Cancel Consignment Cancel & Copy Consignment Copy Consignment Save (Ctrl + s)

6. If you require assistance to correct the error messages, please contact TSS, either by phone, or by selecting [Get Help](#) at the top of the declaration page

Home > Declarations > ENS000000000200160 > DEC000000000352231

[Get Help](#)

To help you populate the fields on this page if you are **declaring standard goods**, [watch this video](#).
 To help you populate the fields on this page if you are **declaring controlled goods**, [watch this video](#).
 To help you **submit a consignment**, [watch this video](#).

In certain circumstances, you will need to present documents that are required to move the goods. If this is required, TSS will contact you to guide you on how to do this. This may delay the time taken to approve your declaration, so it is recommended you pre-upload these documents whilst initially submitting your declaration. For details on how to do this, please refer to the step above on how to attach relevant documents

7. Once resubmitted, if no further updates are required, the Entry Summary Declaration and Simplified Frontier Declaration will be processed and will move into a 'Ready for Movement' state. You will receive an email notification when a consignment is approved for authorisation, including its [Movement Reference Number \(MRN\)](#)

10.1 GMR automation (ENS Header)

If you have authorised **GMR automation** within your TSS account, when the Entry Summary Declaration (ENS) status is either '**Authorised for Movement**' or '**Trader Input Required**' or '**Arrived**' the option to [Create GMR](#) will appear as a button at the bottom of the [ENS Header](#) page.



* Type of Movement RoRo (Accompanied / Unaccompanied)	* Identity Number of Transport FEX2504
* Port of Arrival Belfast Port (TEST) (GBAUBELBELBEL)	* Nationality of Means of Transport United Kingdom
* Route GB-NI	* Arrival Date/Time 02/09/2022 09:00:00
Seal Number No Seal	* Place(s) of Loading Liverpool
	* Place(s) of Unloading Craigavon
	* Transport Charges Account Holder with Carrier
Carrier Information * Carrier EORI XI000012340002 Haulier EORI (if different to Carrier)	
Cancel Declaration	Create GMR
	Save (Ctrl + s)

10.1.1 GMR Automation (ENS Header) – out of scope movements

Please be aware that there are several movements that are out of scope for using GMR automation within the TSS Portal.

The following movements should continue to use the GVMS portal for generating their GMRs:

- Air
- Inventory-Linked Ports (ILPs)
- Entry Summary Declaration only
- Full Frontier Declaration
- Standalone Simplified Frontier Declaration
- GB-NI-IE
- Declaration by oral or conduct
- Any consignment with a submission to ICS/CDS outside of TSS

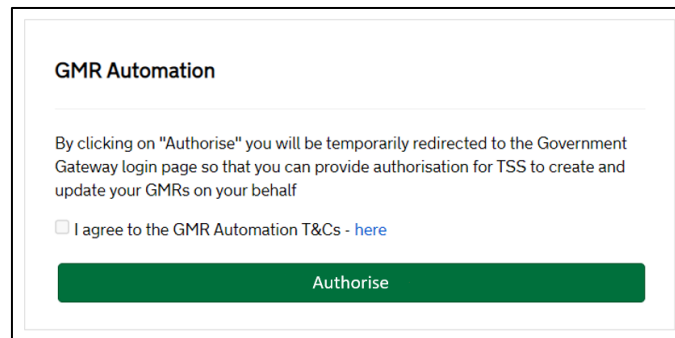
For more information see the [Creating a Goods Movement Reference](#) guide on NICTA.

10.1.2 GMR Automation (ENS Header) – in scope movements

If a movement can benefit of the GMR automation feature in TSS, the owner of the TSS account can activate the GMR automation through the Company Profile page of the account.

As the **Primary Account Holder**, under the **GMR Automation** section you have the option to authorise your account for GMR creation within TSS. Once you accept the TSS you simply press the **Authorise** button, which will take you to the HMRC site to activate this function.

Once the **GMR Automation** is authorised you will also benefit from the **Auto-update GMR** function, which will automatically update the status of consignments with the related TSS-generated GMR.



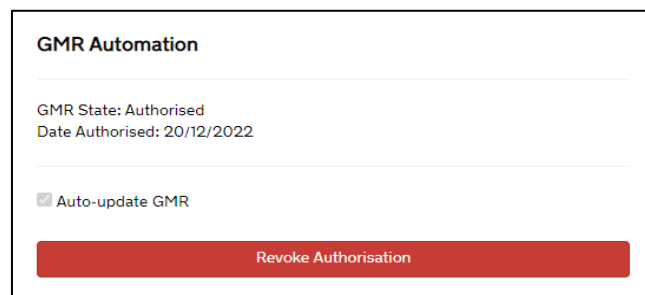
GMR Automation

By clicking on "Authorise" you will be temporarily redirected to the Government Gateway login page so that you can provide authorisation for TSS to create and update your GMRs on your behalf

I agree to the GMR Automation T&Cs - [here](#)

Authorise

This option can be reversed by pressing the **Revoke Authorisation** button, which (if you have previously authorised your account) will appear in the same position as the **Authorise** button on your Company Profile page.



GMR Automation

GMR State: Authorised
Date Authorised: 20/12/2022

Auto-update GMR

Revoke Authorisation

For full details please refer to the [Creating a Goods Movement Reference](#) guide on NICTA.

10.1.3 GMR Automation (ENS Header) – generating a GMR

Pressing the **Create GMR** button will take you to a new page that will enable you to generate a GMR number within the TSS Portal. This leads to the option to either print or save a barcode which gives you the means of entry to the port/ferry.

10.1.4 GMR Automation (ENS Header) – Movement Reference Number (MRN)

You can find the **Movement Reference Number (MRN)** by navigating to **Declarations**, and then clicking **Authorised ENS or SFD Declaration** on the relevant tab:



Select Type and Status to view Declarations

Declaration Type	Declaration Status
ENS Declarations (by movement) *	Draft ENS Declarations
ENS Declarations (by consignment)	Trader Input Required ENS Declarations
SFD Declarations (by movement)	Processing ENS Declarations
SFD Declarations (by consignment)	Authorised ENS Declarations
Supplementary Declarations (by consignment)	Arrived/Cancelled ENS Declarations
Full Frontier Declarations (by consignment)	All ENS Declarations

If your journey does not require a Simplified Frontier Declaration, then when the Entry Summary Declaration has been successfully completed and the **MRN** received, the declarant and the importer (if TSS registered) will be notified of the MRN and that the Simplified Frontier Declaration will not be generated through TSS. This ensures all parties are aware that the Simplified Frontier Declaration will not be raised using TSS.

If you are completing a Full Frontier Declaration, you must complete the **ENS Only Reason** field. The Full Frontier Declaration will produce a separate **MRN**.

Below is an example **Entry Summary Declaration**, with **Status** 'Authorised for Movement' and with **Movement Reference Number** details added (MRN – used to confirm goods can be shipped).

Home > Declarations > ENS000000001101520 > DEC0000000006003790

DEC0000000006003790

Consignment Information

Local Reference Number: DEC0000000006003790

Client Job Number: ENS000000001101520

Movement Reference Number: 22XI10IC0ZLXN10008

* Does Consignment contain goods subject to control, licence or certification? No

This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.

Are any of the goods on this consignment EU destined? Yes - Some EU Destined

* Declaration Type: ENS

Declaration Category: -- None --

ENS Only Reason:

Status: Authorised for Movement

The associated **Simplified Frontier Declaration** will also need to be in a status of 'Authorised for Movement'.

If you are using the GMR automation process within TSS, you can access details for your GMRs by accessing the **GMR Detail Records**:



Home > GMR Details Records

GMR Detail Records

- All GMR Detail
- Draft GMR Detail
- Trader Input Required GMR Detail
- Processing GMR Detail
- Open GMR Detail
- Checked-In Detail
- Embarked GMR Detail
- Inspection Required GMR Detail
- Complete GMR Detail
- Pending Cancellation GMR Detail
- Cancelled GMR Detail

GMR Details

Local Reference Number ^	Status	GMR ID	Last update of GMR by GVMS	Movement Header	Route Desc
GMR000000000001026	Open	GMRCLGTZWLO		ENS000000000191630	Heysham, Warrenpoint Seatruck Fe L...
GMR000000000001095	Open	GMRCCWFBGPQZ		ENS000000000191954	Heysham, Warrenpoint Seatruck Fe L...
GMR000000000001096	Open	GMRCF83RSLCN		ENS000000000192046	Heysham, Warrenpoint Seatruck Fe L...
GMR000000000001097	Open	GMRCTLHJJNJQ		ENS000000000192047	Heysham, Warrenpoint Seatruck Fe L...

10.1.5 GMR Automation (ENS Header) – Generate GMR Barcode, check for an inspection, and/or add an External Contact

To generate a GMR barcode within the TSS Portal, check the **GMR dashboard** for movements that are in an ‘Open’ status. This will enable you to access the **Generate Barcode** button, which will allow you to print or save the barcode. Presentation of the barcode will give you access to the port/ferry.

You can check whether your movement requires an inspection by clicking on the **Inspection Required GMR Detail** on the **GMR Dashboard**. This will also provide details of where you need to go for any inspection.

To inform and update your non-TSS registered contacts for a particular GMR you can simply add their email into the **External Contacts** field in the **GMR Details record**. They will receive details of the GMR status, barcode and access to the driver inspection notification portal on GOV.UK.

To help you populate the fields on this page if you are **declaring standard goods**, watch this video.
 To help you populate the fields on this page if you are **declaring controlled goods**, watch this video.
 To help you **submit a consignment**, watch this video.

External Contact - new record 📄

External Contact

* Contact Email

hauliers.rus@internet.co.uk




GMR Detail

GMR000000000001720

For full details please refer to the [Creating a Goods Movement Reference](#) guide on NICTA.

10.2 Related parties

You can also gain visibility of all related parties associated with your movement. On your [Company Profile](#), towards the bottom of the page, there is a section called [Related Parties](#), which lists a maximum of ten entries (listed by recent involvement in arrived ENS Consignments). Further entries can be accessed by scrolling down the screen:

Related Parties			
 <input type="text" value="Keyword Search"/> 			
EORI	Name	Relationship Held	Last Used 
GB150454489082	CustomAgent5	ENS Submitter	17/08/2022 12:36:56
XI000012340004	Trader Four	Carrier	16/08/2022 14:37:27
GB000022223333	EOHR12RegComp	ENS Submitter	15/08/2022 10:21:26
GB000012340004	Trader Four	Exporter	15/08/2022 10:21:26

The list is exportable into Excel, CSV and PDF.

The tables enable you to see all connected parties who are involved in a declaration where you have been declared as the importer.

If for Exporters/Carriers the 'EORI unknown' option has been selected on the Entry Summary Declaration, then the row will display the Exporter/Carrier Name that was used on the Entry Summary Declaration consignment.

If a related party fulfils multiple roles (e.g., Exporter, Carrier, Haulier, Entry Summary Declaration Submitter), a separate row will be created and displayed in the list for each role they fulfil.

If 'Haulier EORI' (if different to the Carrier), is left blank in the Entry Summary Declaration, then no row will be created. The 'Haulier' row will only be created where the 'Haulier' entry was explicitly populated on the Entry Summary Declaration.

The **Primary Contact** in your account can authorise parties involved in your declarations particularly the role of carrier, haulier, Entry Summary Declaration submitter and exporter. By clicking on a name listed in the [Related Parties](#) section of your [Company Profile](#) you open a new window that enables the Primary Contact to confirm 'Yes' or 'No' for that party to be authorised in your account.

☰ Related Parties
📎

Related Parties

<p>Name</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="User Data is Private"/>	<p>Relationship Held</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Exporter"/>
<p>EORI</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="GB000012340002"/>	<p>Last Used</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="31/08/2022 11:05:57"/>
	<p>Authorised</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Yes"/>

If a party has a status of 'No' in the authorised section, then a validation prompt will be displayed on submission of a declaration, questioning whether you want to proceed with a declaration of a 'non authorised' related party. This provides the opportunity to decide whether you want to proceed with or cancel this declaration.

By proceeding to submit this declaration, any named parties will be added as authorised to the **Related Parties** unless previously specified as not authorised by the primary account holder. For parties with an authorisation of 'Yes' then no validation is carried out on the named parties and the declaration will proceed.

11 I need to know more

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

- [Data guide: TSS declaration data requirements](#)
- [Create and submit an Entry Summary Declaration \(video, duration 06:24\)](#)
- [Guidance on resolution to common error codes for Entry Summary and Simplified Frontier Declarations guide](#)
- Guidance on moving [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.



12 Changes to guidance and policy

Last updated March 2024.

March 2024: Updated to support the logic of UKIMS validation support.

January 2024: Updated to further detail Entry Summary Declarations.

September 2023: updated to reflect updated XI EORI functionality and making an SFD/EIDR only from an ENS only.

August 2023: Section 2 updated for make an SFD/EIDR from an ENS only declaration

Section 5.1 updated for XI EORI Eligibility Part A).

Section 8 updated for changes to Alcohol Duty on page 53.

July 2023: Section 5.1. updated to reflect Parent EORI functionality change.

June 2023: Screenshots updated and explanation added for process of providing email details in the GMR for an external user.

April 2023: Updated to reflect the GMR inspection and Service Enhancement changes.

February 2023: Updated to reflect the Country of Destination, GMR Automation, TSS Portal, Service Enhancement and UCC changes.

December 2022: Updates on the new Commodity Code Tariff Guide link, 'Save and add new' feature and GMR automation through the TSS Portal.

October 2022: Updates for GMR Automation on TSS and new portal design.

June 2022: Updates for auto-generation of Final Supplementary Declaration as the last step on TSS simplified journey.

April 2022: Updates for requirement that Importer have a TSS registered EORI number to enable auto-generation of a Simplified Frontier Declaration from an Entry Summary Declaration.

February 2022: Updates for special procedures on the TSS simplified journey.



13 Appendix – overview of where Entry Summary Declarations are and are not supported on TSS

Below is a list of the journeys where Entry Summary Declarations are and are not supported by TSS. Where additional guidance is available (over and above the information contained in this guide), links to support materials have been highlighted.

For any journeys where specific guidance is not available, please reach out to the [TSS Contact Centre](#) for support on 0800 060 8888.

13.1 Entry Summary Declarations are supported on TSS for the following scenarios

- Goods movements from GB to NI via RoRo or via air on the TSS simplified journey (Entry Summary, Simplified Frontier Declaration, Supplementary Declaration, Final Supplementary Declaration). For air shipments of goods from GB to NI, which are in free circulation, you can access the Entry Summary Declarations within TSS

NOTE: the TSS simplified journey is relevant for most goods movements on TSS

See the [Supplementary Declarations: Step-by-step guide](#) on NICTA for information about how to complete the customs declarations for the TSS simplified journey

- Goods movements from RoW excluding EU to NI via RoRo or air into non-inventory linked locations

See the [Full Frontier Declaration: Step-by-step guide](#) on NICTA for information about how to complete the customs declaration for RoW excluding EU movements (i.e., the Full Frontier Declaration)

- Transit goods movements on the GB to NI via Ireland journey (route is 'GB-IE-NI')

See the [TSS Transit service: a step-by-step guide for traders](#) guide on NICTA for more information.

- Goods movements initially originating from RoW excluding EU and moving via transit through GB into NI to non-inventory-linked locations (route is 'RoW excluding EU-GB-NI')

For transit procedures that have been organised outside of TSS, TSS can support Entry Summary Declarations for the GB-NI portion of the journey but cannot assist with starting and ending the transit procedure. For example, a journey from RoW excluding EU to NI that is been moved under transit and has the GB-IE-NI route as part of the journey.

- Goods movements from GB to NI where the haulier is creating an Entry Summary Declaration only movement inside TSS and where all pre- and post-movement customs declarations will be completed by the trader outside of TSS (i.e., trader communicating



with HMRC's Customs Declaration Service (CDS) using a declaration management system other than TSS)

A standalone Entry Summary Declaration can be submitted in this case. See the [In what circumstances should I create an Entry Summary Declaration only movement?](#) section of this guide for more information

- Goods movements from GB to NI where an Entry Summary Declaration is required but where a written customs declaration is not required and goods can be moved without a written declaration (e.g., under the parcel easement, see [GOV.UK](#) for details) or goods are declared using an oral or by conduct basis (e.g., the haulier is transporting an empty container)

A standalone Entry Summary Declaration can be submitted in this case. See the [Standard Process – create new declarations and movement information on the TSS Portal](#) section of this guide for more information.

See the [Oral Declarations: Checklist for traders](#) guide on NICTA for information on what goods can be moved under an oral declaration or on a by conduct basis and how TSS supports this process.

13.2 Entry Summary Declarations are not supported on TSS for the following scenarios

Entry Summary Declarations for all movements from RoW excluding EU direct to NI are not supported by TSS. An Entry Summary Declaration or equivalent safety and security declaration will need to be generated outside of TSS.

- Goods movements from GB to NI or RoW excluding EU to NI via maritime (sea) inventory-linked ports; a safety and security declaration must be submitted outside of TSS prior to goods arrival
- Goods movements from GB to NI or RoW excluding EU to NI via air into inventory-linked airports; a safety and security declaration must be submitted outside of TSS prior to goods arrival
- Exports from NI to GB, either direct, unless unfettered (see [GOV.UK](#) for details) or via Ireland; an exit safety and security declaration is required, TSS will automatically submit this for you through the export declaration, which includes safety and security data

Safety and security declarations (EXS) are an important part of Border Force's frontier risk assessment processes. The timely provision of complete and accurate data will help your goods flow through the border more smoothly.

See the [Movement of Goods from NI to GB: Step-by-step guide](#) on NICTA for more information.