TSS User Guides

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

Published: April 2024

HM Revenue & Customs

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 5

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 8

2.4 What if I have my own Customs Freight Simplified Procedure (CFSP) authorisation? 8

2.5 In what circumstances should I create an Entry Summary Declaration only movement? 9

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 14

4.1 Starting an Entry Summary Declaration (Standard Process) – creating the movement 15

4.2 How to save the Entry Summary Declaration Movement 20

4.3 How to cancel an Entry Summary Declaration 22

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 37

5.2.1 Controlled goods 40

5.3 How to copy goods details from a previous Entry Summary Declaration 41

6 Consignment First Process 43

6.1 Entry Summary Declaration (Consignment First) – create new Consignment First declaration 43

Copyright © 2024 Trader Support Service. All rights Reserved.

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 50

9 ENS Templates 65

9.1 Create a template – Goods Line 65

9.2 Use templates – ENS consignment (header) level 66

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 71

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 74

10.2 Related parties 75

11 I need to know more 76

12 Changes to guidance and policy 77

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

Copyright © 2024 Trader Support Service. All rights Reserved.

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 definition[1].

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.

Copyright © 2024 Trader Support Service. All rights Reserved.

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.

Copyright © 2024 Trader Support Service. All rights Reserved.

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.

Copyright © 2024 Trader Support Service. All rights Reserved.

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

Copyright © 2024 Trader Support Service. All rights Reserved.

record, as indicated by the **Importer EORI** on the TSS Simplified Frontier Declaration.

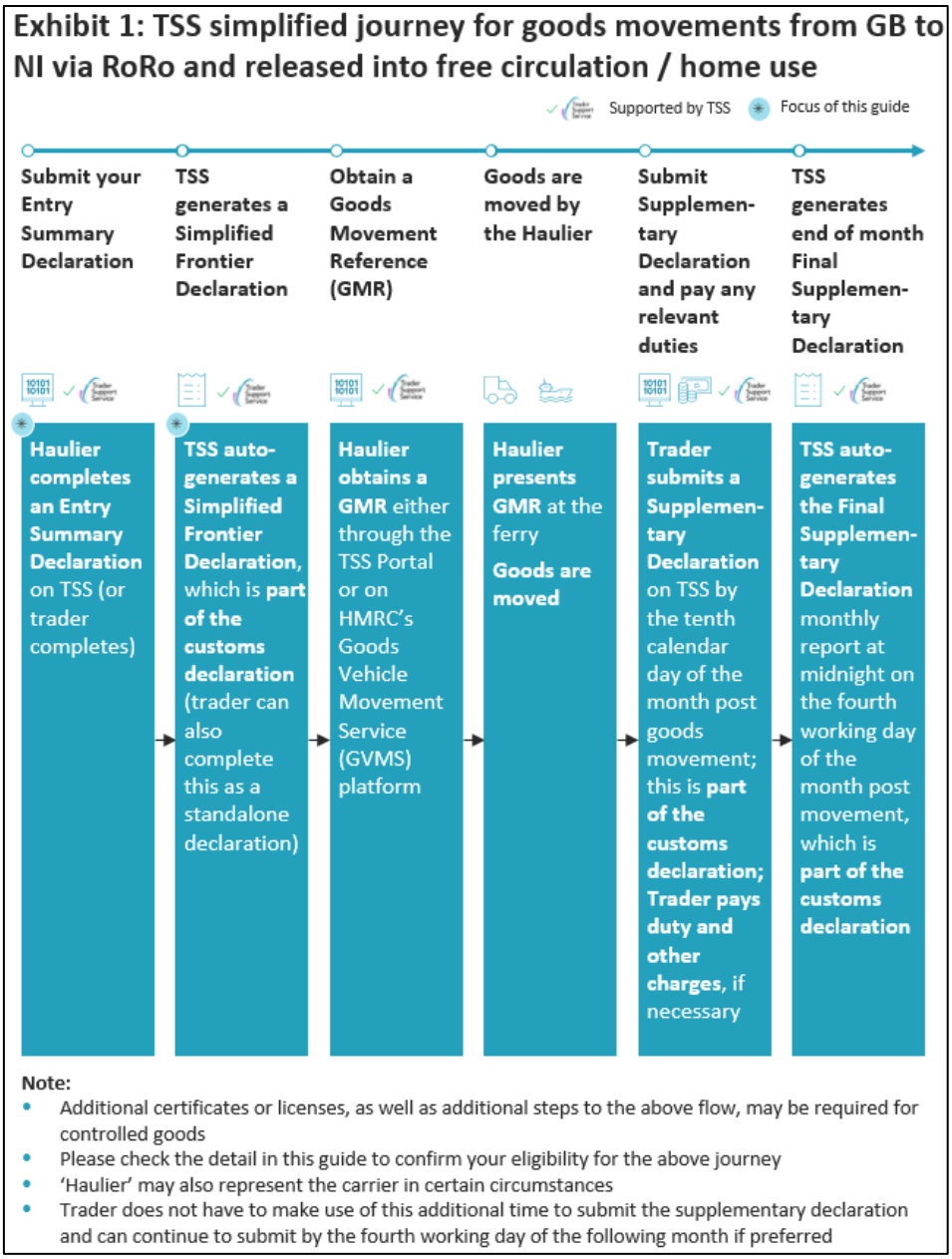
Guidance on **Supplementary Declarations** can be found in the Supplementary Declarations: Step-by-step guide on NICTA.

- **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.

Copyright © 2024 Trader Support Service. All rights Reserved.



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

Copyright © 2024 Trader Support Service. All rights Reserved.

- 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?

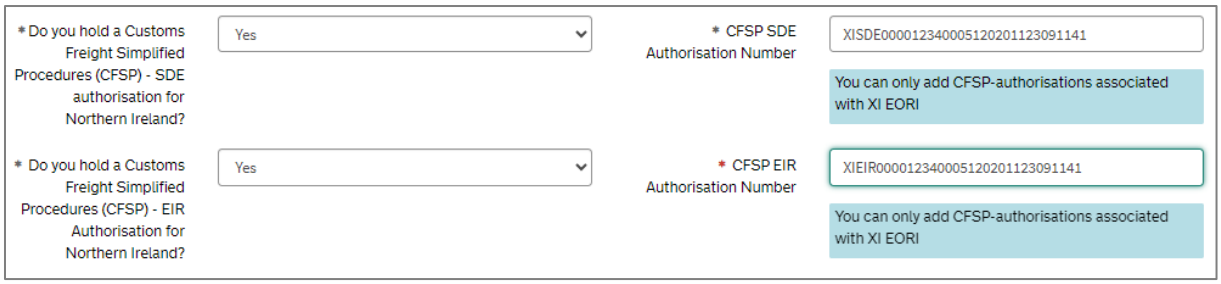
Many traders have their own Customs Freight Simplified Procedure (CFSP) authorisations and may wish to use them instead of using the TSS authorisation.

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.

Copyright © 2024 Trader Support Service. All rights Reserved.



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

Copyright © 2024 Trader Support Service. All rights Reserved.

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.

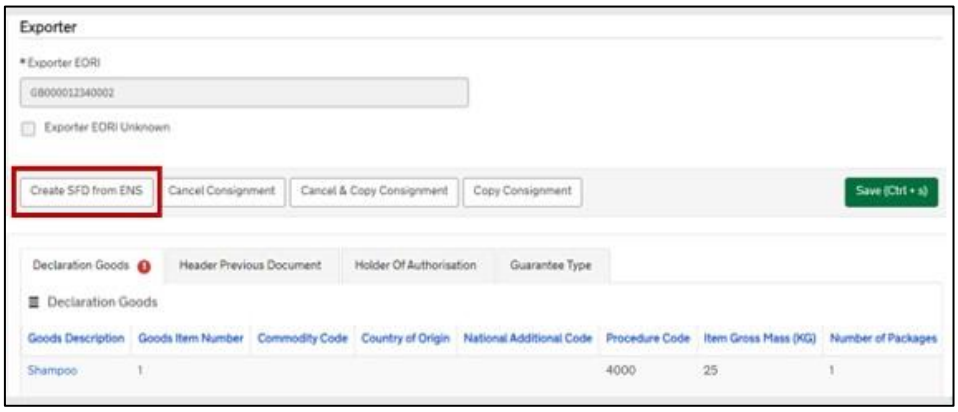
- 'Goods which are the subject of a Transit declaration or are using the transhipment arrangements that do not require an import declaration through TSS into NI'

  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:



Copyright © 2024 Trader Support Service. All rights Reserved.

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).

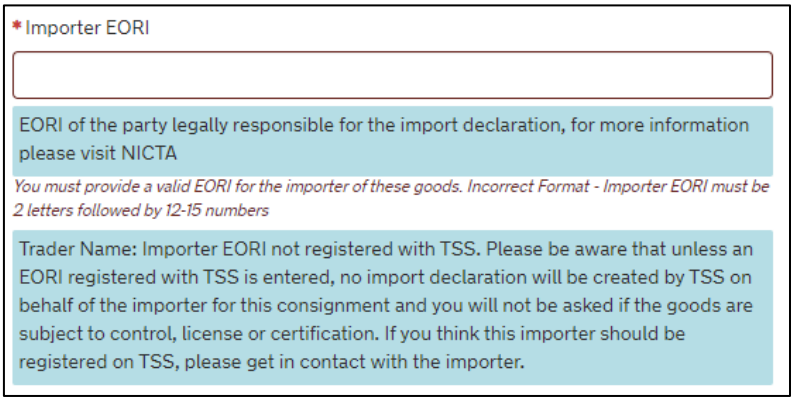
2.6 Common questions and answers

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.



  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

Copyright © 2024 Trader Support Service. All rights Reserved.

- 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.

Copyright © 2024 Trader Support Service. All rights Reserved.

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)

Copyright © 2024 Trader Support Service. All rights Reserved.

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

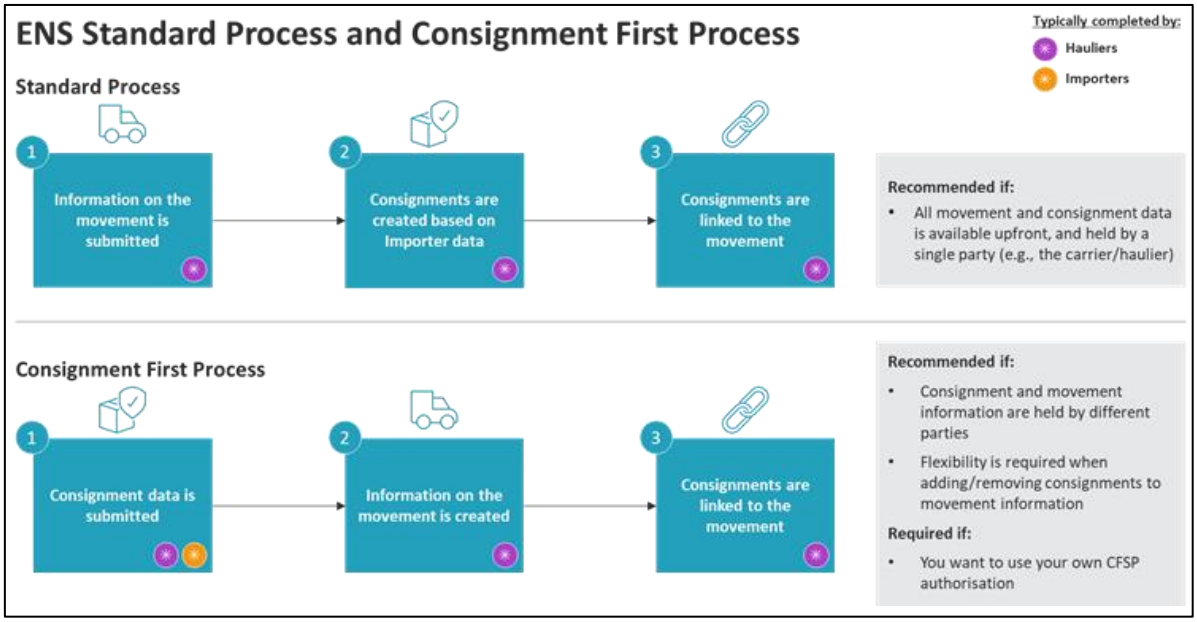


Exhibit 2: The Entry Summary Standard Process and Consignment First Process

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.

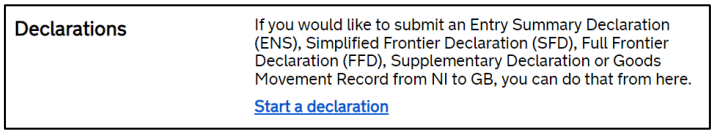
Note: If you do not have an account, to complete a declaration you will first have to register for the Trader Support Service at GOV.UK (the following steps are only accessible to registered traders and carriers).

Please refer to the Data guide: TSS declaration data requirements guide on NICTA for support with each data element.

Copyright © 2024 Trader Support Service. All rights Reserved.

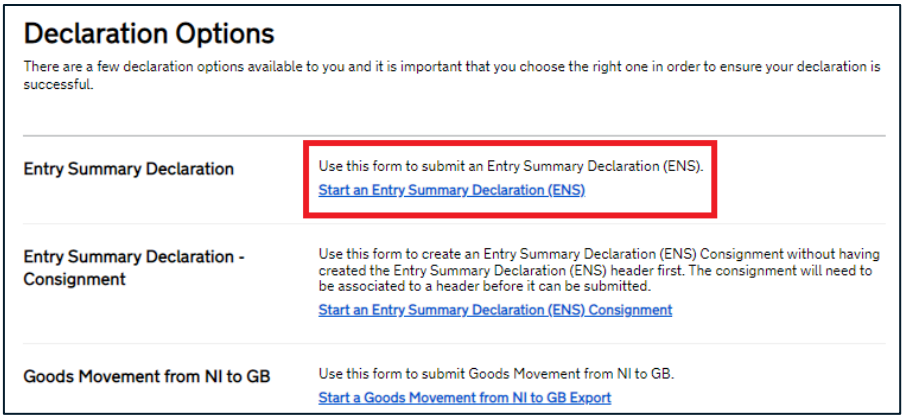
4.1 Starting an Entry Summary Declaration (Standard Process) – creating the movement

1. To create a declaration, select **Start a declaration**, which will open the declaration options page



2. To start populating the fields related to the movement, select the option **Start an Entry Summary Declaration (ENS)** from the Declaration Options page

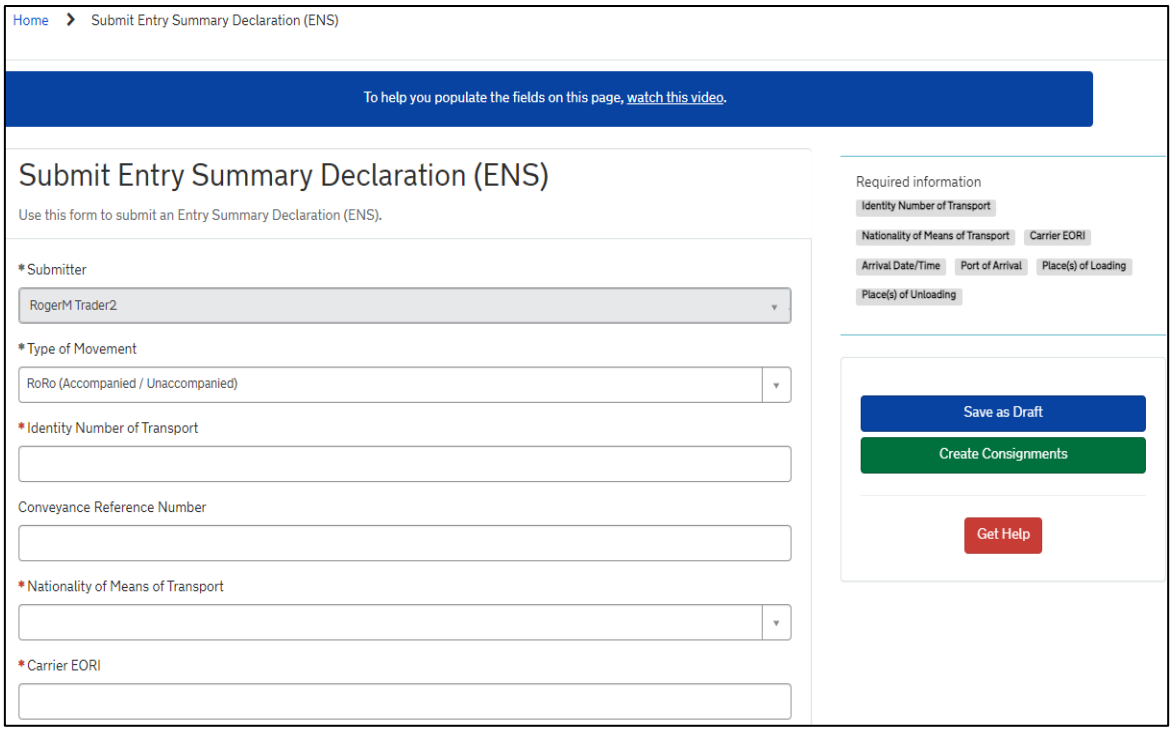
3. Create one Entry Summary Declaration for every movement, i.e., for all consignments on a vehicle (e.g., 'truck')



4. 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.

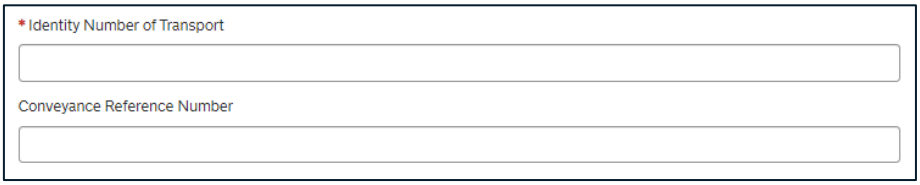
Copyright © 2024 Trader Support Service. All rights Reserved.



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



   For unaccompanied RoRo, only the trailer number is required.

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

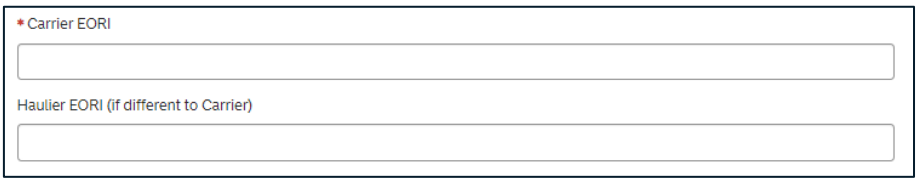
7. When 'Air' is selected, the **Conveyance Reference Number** is mandatory, and you will need to add the International Air Transport Association (IATA) flight number. This can contain up to eight alphanumeric characters, and should include the carrier code (three characters), the flight number (four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

Copyright © 2024 Trader Support Service. All rights Reserved.

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

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

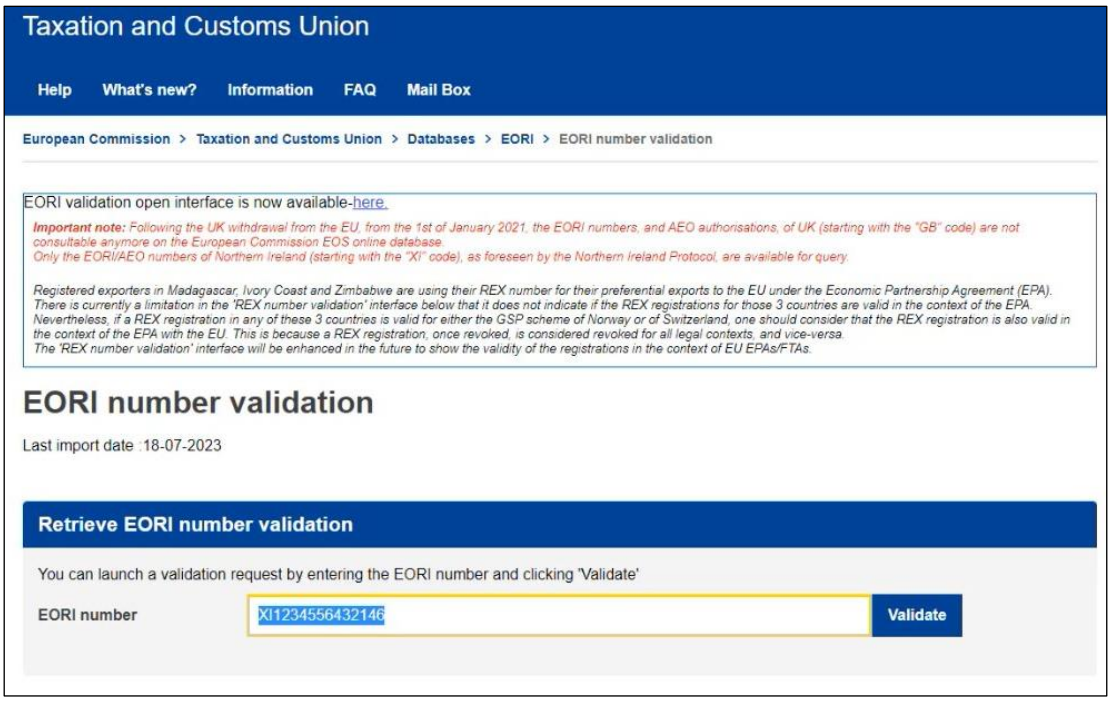


- For accompanied RoRo movements, the haulier's EORI should be entered
- For unaccompanied RoRo shipments, the ferry company's EORI should be entered
- Underneath the **Carrier EORI** field is the following text which contains a hyperlink:

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 the **Validate** button will run the checker and confirm if the EORI number is valid or invalid.

Copyright © 2024 Trader Support Service. All rights Reserved.



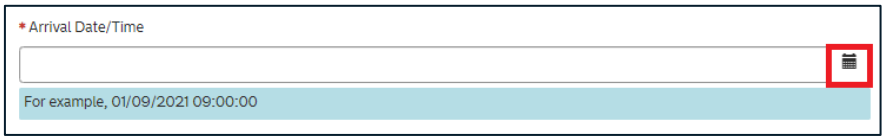
Where a European EORI is added you will be prompted to add the **Carrier Name**, address details and **Carrier Country**.

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.

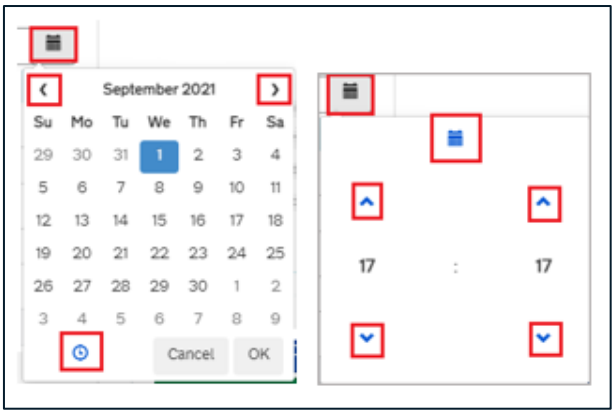
Note: Traders moving merchandise in baggage (MiB) and completing an Entry Summary Declaration in TSS, will be acting as the carrier themselves (in absence of a contract of transport); therefore, their own XI EORI should be introduced in this field.

10. 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')



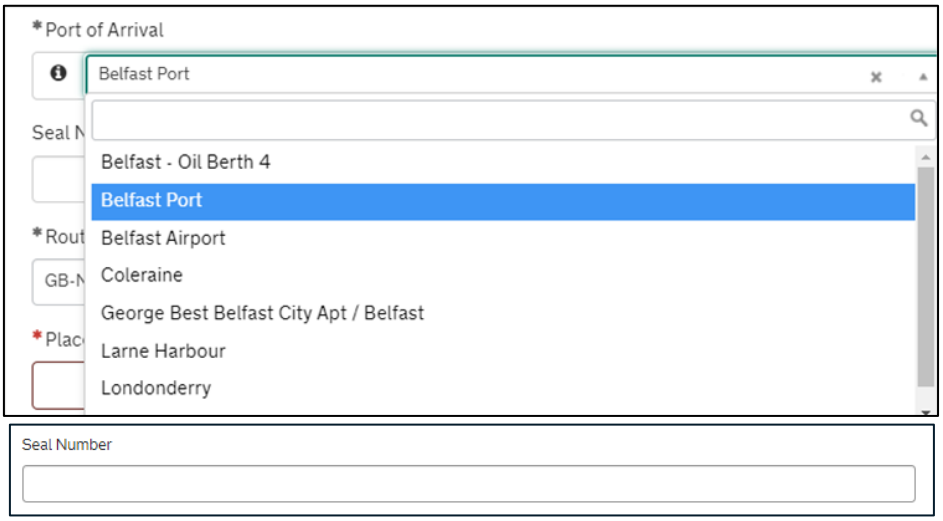
Selecting the clock icon on the calendar view will open the time selector and selecting the calendar from the time view will show the date selector.

Copyright © 2024 Trader Support Service. All rights Reserved.



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.

11. 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



12. 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

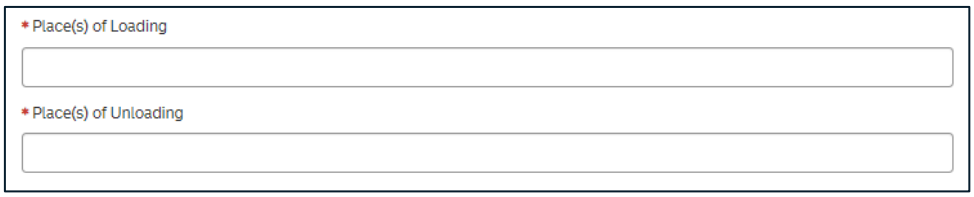
13. The Route will default to 'GB-NI' or will default to 'GB-IE-NI' if the transport is via an Irish port, such as Dublin or Rosslare. Additional processes and data are required for transit movements (including GB to NI via Ireland). More information is outlined in the TSS Transit service: a step-by-step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

Copyright © 2024 Trader Support Service. All rights Reserved.

14. 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').



15. 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')

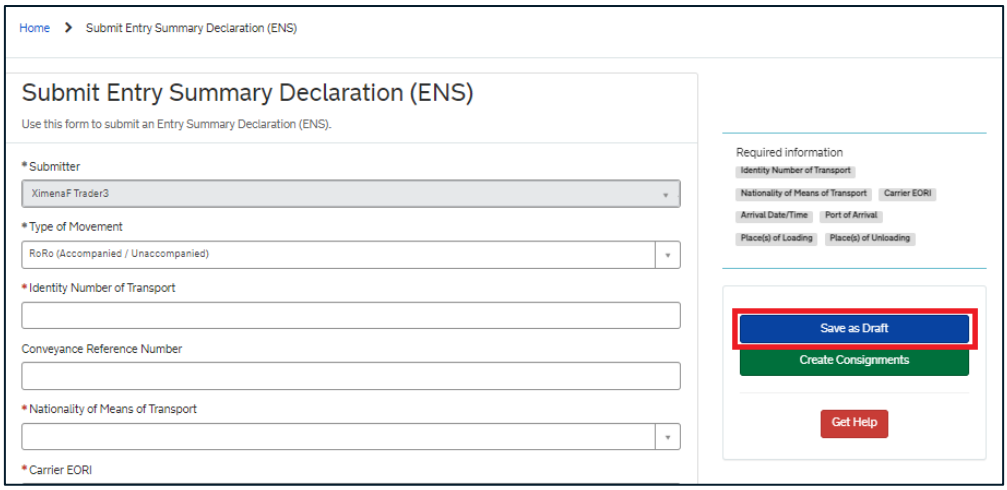
    If there are multiple places of unloading for a RoRo movement (e.g., groupage), provide the best indication of primary locations, in up to 35 characters (e.g., 'Belfast', 'Larne').

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'

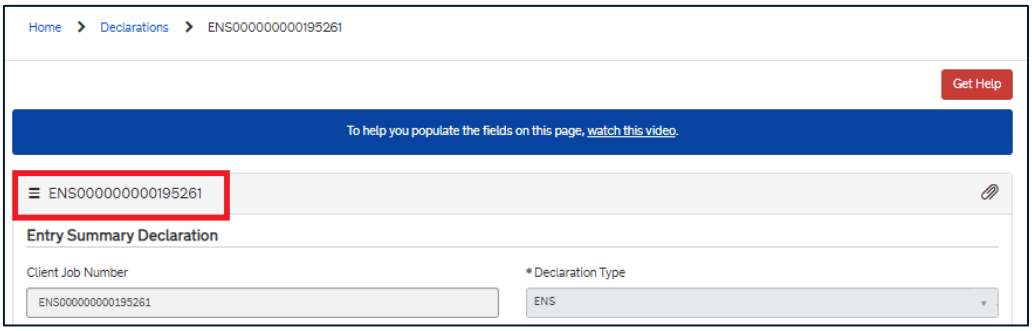
4.2 How to save the Entry Summary Declaration Movement

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.

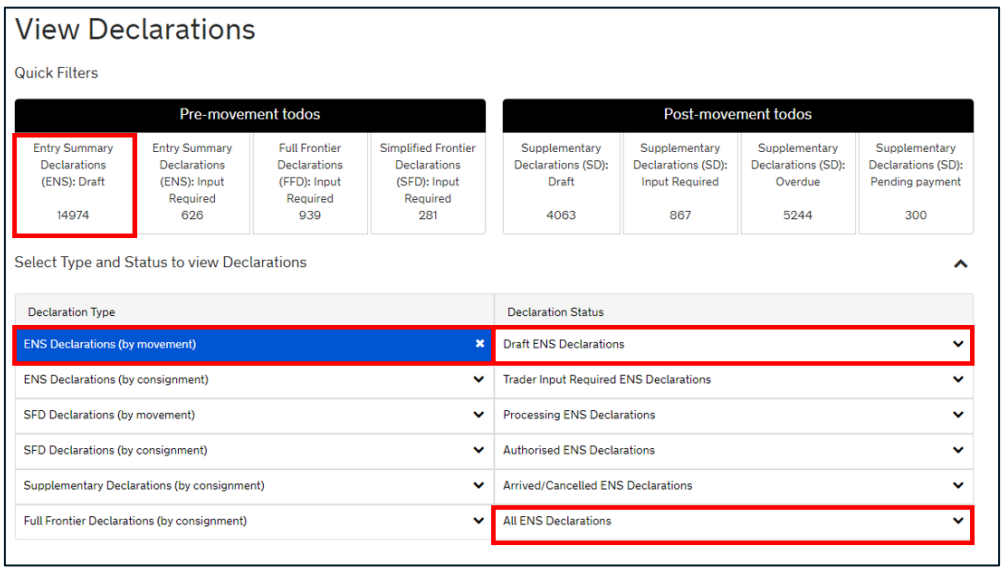
Copyright © 2024 Trader Support Service. All rights Reserved.



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



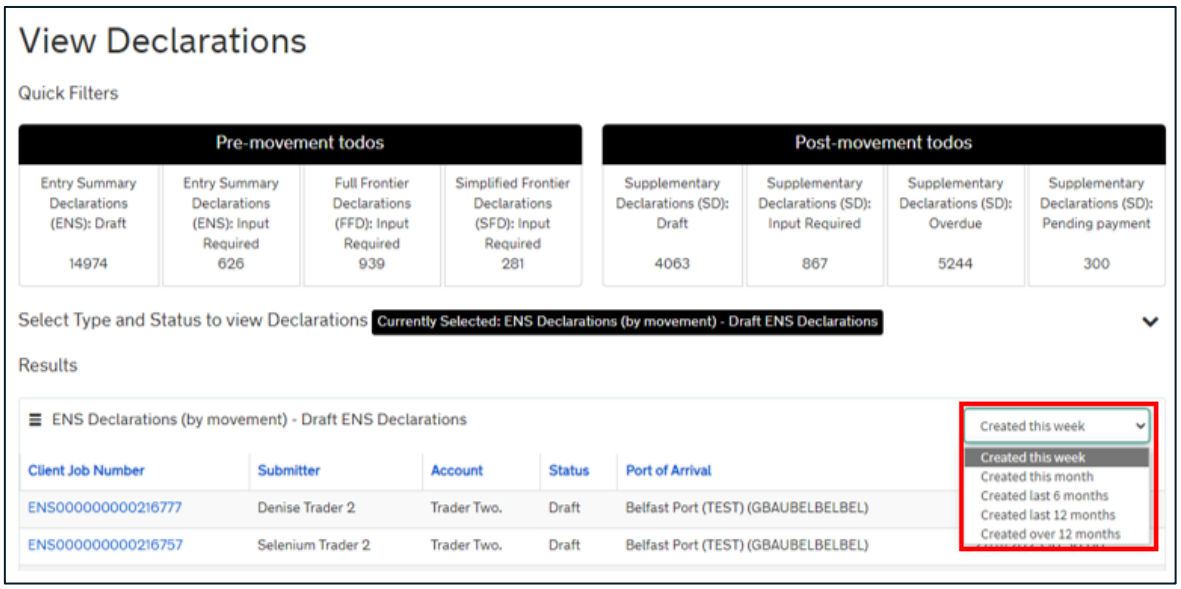
Find your current Entry Summary Declaration movement information by selecting **Declarations** in the banner of the TSS Portal followed by **View Declarations** from the drop-down menu. Then select **Draft ENS Declarations** or **All ENS Declarations** or alternatively click on the **Entry Summary Declarations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



Copyright © 2024 Trader Support Service. All rights Reserved.

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):



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.

Copyright © 2024 Trader Support Service. All rights Reserved.

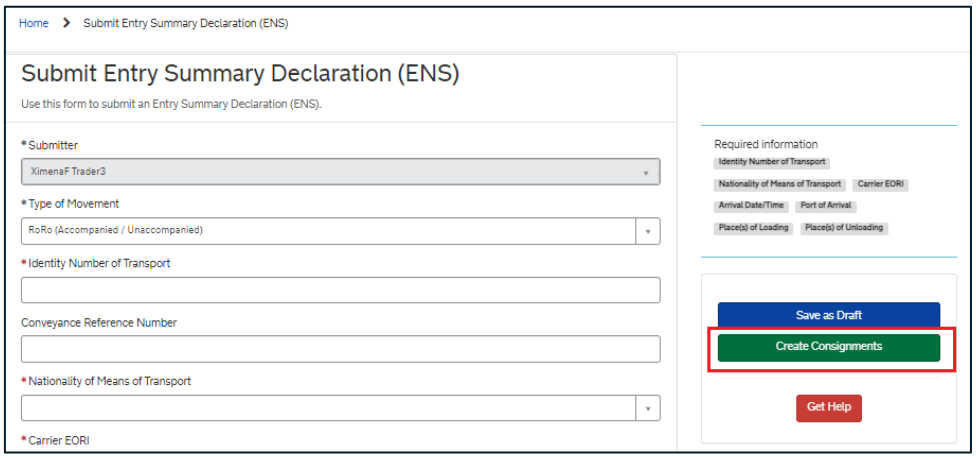
5 Entry Summary Declaration (Standard Process) – add consignment details to movement level information

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.

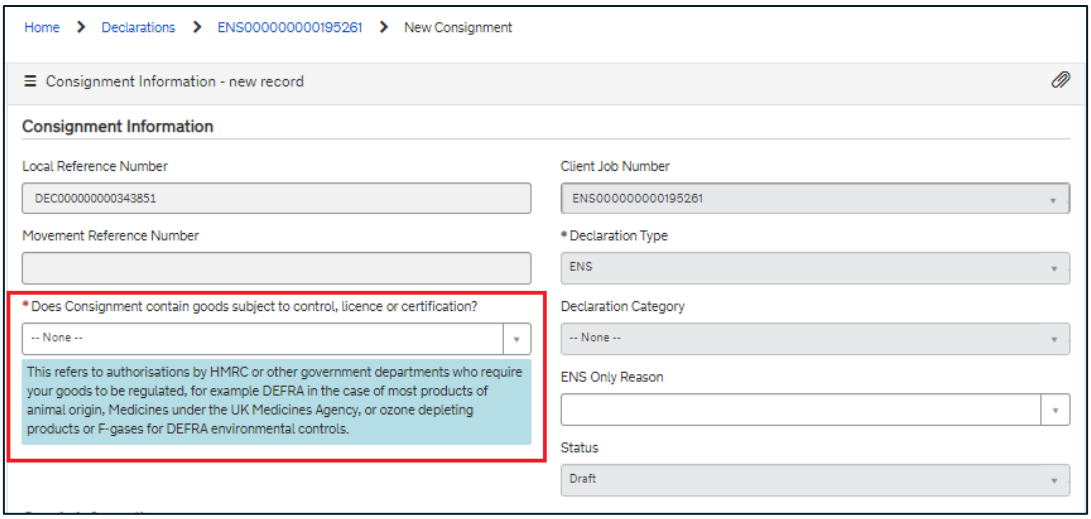
1. Once you have populated all data fields related to the movement, then you can proceed to add consignments associated to the movement. To add the first consignment, select the **Create Consignments** button located on the right-hand side of the declaration



2. 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

3. 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**

Copyright © 2024 Trader Support Service. All rights Reserved.



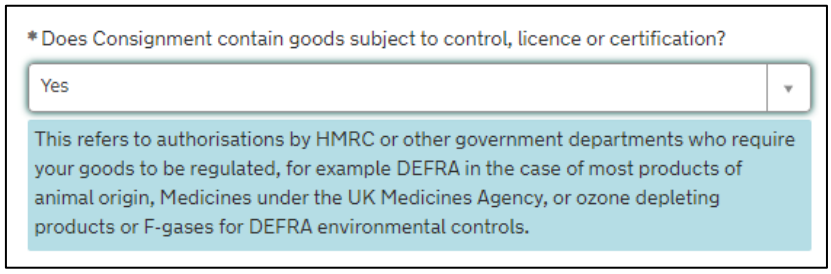
4. You will be asked **Does Consignment contain goods subject to control, licence or certification?**

   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.

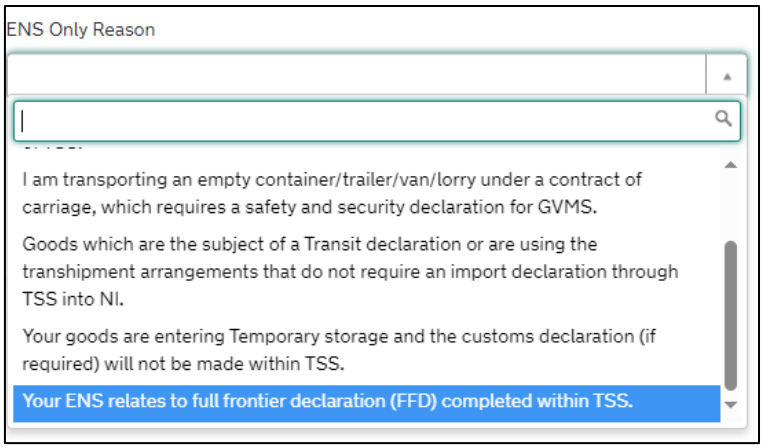
   Controlled goods are those that require licences, certificates, or other form of controls. Food and agricultural items will be considered as sanitary or phytosanitary **controlled** goods when being moved to NI. See the Guidance on controlled goods and the Online Tariff Tool on NICTA for more information.

   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.



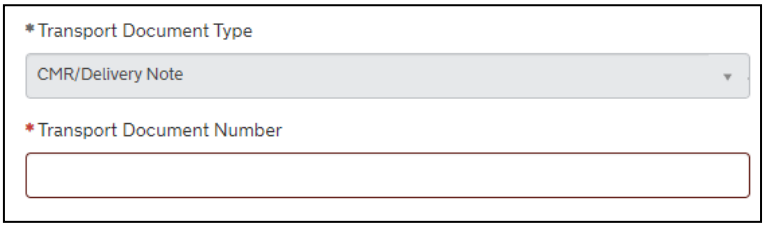
5. The **ENS Only Reason** field is to be completed if you only wish to create an Entry Summary (ENS) Declaration without generating a Simplified Frontier Declaration. If you intend to create an Entry Summary Declaration only, for example when following the Full Frontier Declaration route, you must select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

Copyright © 2024 Trader Support Service. All rights Reserved.



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)



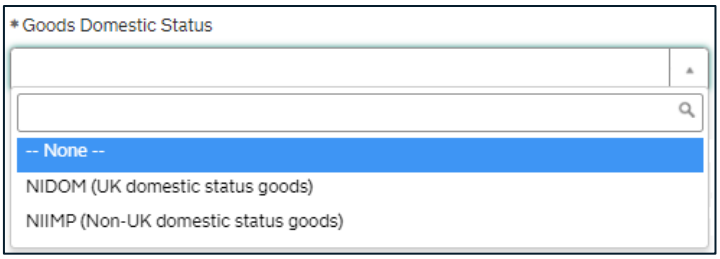
7. Add the **Transport Document Number**, which is the identification number of any international or national documents, certificates and authorisations produced in support of the declaration and additional references (please note that this field is limited to 35 characters). The relevant transport document 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

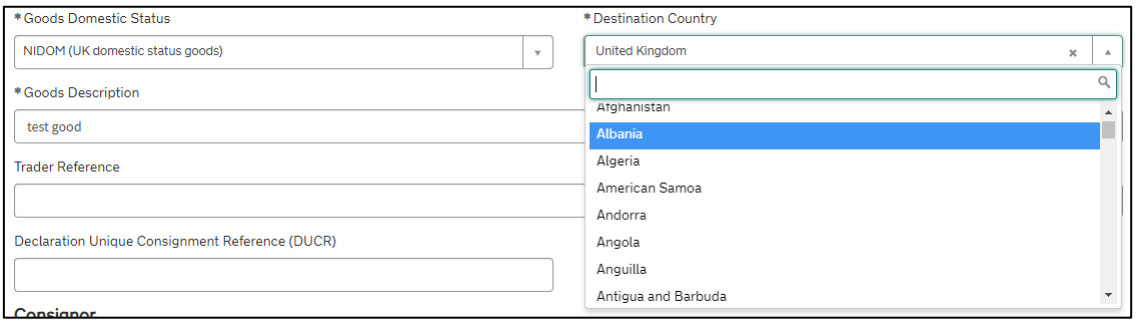
8. The **Goods Domestic Status** is auto-populated with 'NIDOM (UK domestic status goods)' because most goods will already be in free circulation within the UK

   '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.

Copyright © 2024 Trader Support Service. All rights Reserved.

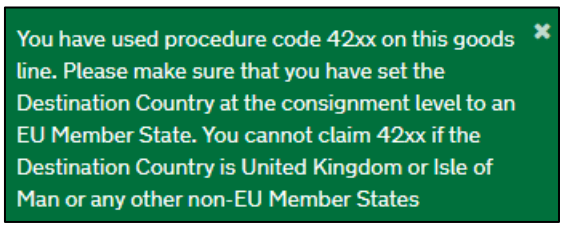


9. The **Destination Country** is auto-populated with 'United Kingdom' as most of the shipment destinations, through the TSS, are to Northern Ireland. However, it is possible to edit this field by selecting an alternative destination country from the drop-down menu:



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).



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?

Copyright © 2024 Trader Support Service. All rights Reserved.

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

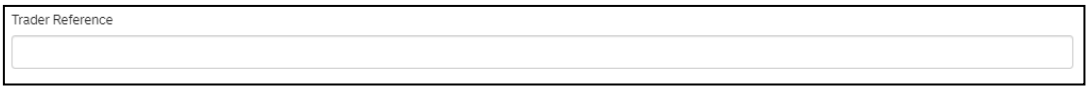
11. If the package contains any branded items, it is advisable to include the brand and model number along with the description. It is also recommended that the descriptions are packaged as sets and sizes (e.g., 'women's cotton T-shirts, size 14, packs of 3')

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

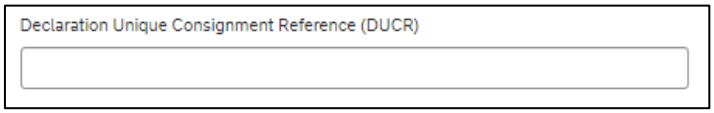
13. **Trader Reference** is a free-text non-mandatory field populated in the Entry Summary Declaration at a consignment (header) level. When completed, this information is carried through to the Simplified Frontier Declaration and Supplementary Declaration

    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



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



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.

Copyright © 2024 Trader Support Service. All rights Reserved.

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.

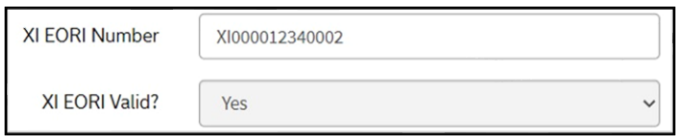
Businesses that do not have a permanent business establishment in NI may still be issued with an XI EORI if they handle certain limited customs activities within both NI and the EU.

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.

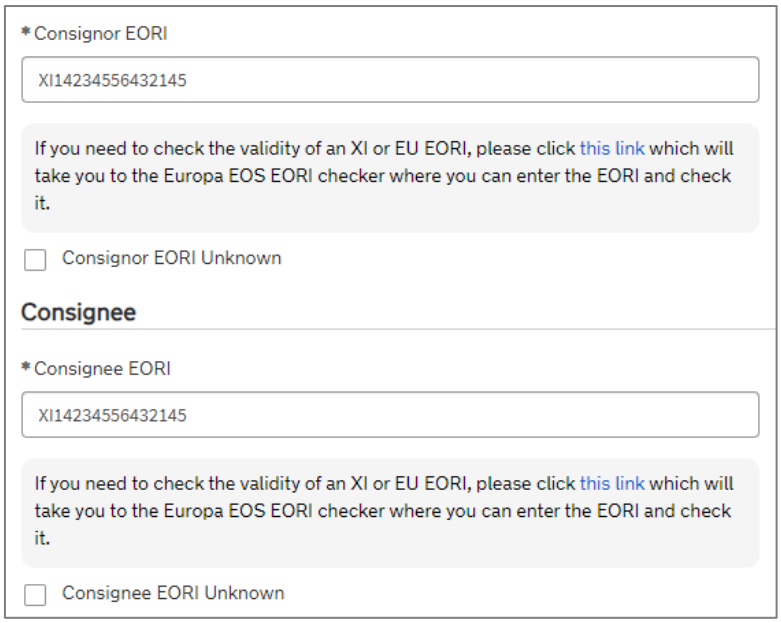
All XI EORI numbers stored in TSS company profiles are now subject to regular checks to ensure the validity status remains accurate in the system.

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

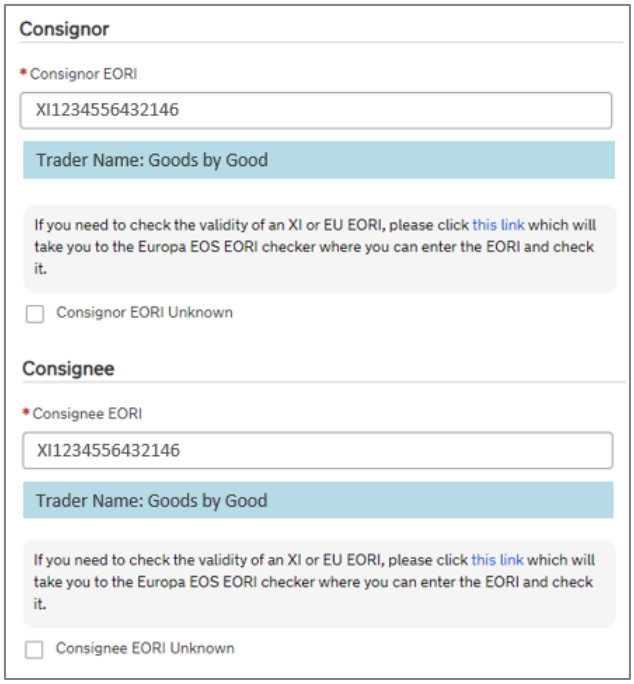


- Underneath the **Consignor EORI** and **Consignee EORI** fields, TSS provides hyperlinks to the EORI Checker on the Europa Operator Systems (EOS) website where users can check the validity of XI EORI numbers
- If you wish to check the EORI number validity status, clicking the link opens the Europa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

Copyright © 2024 Trader Support Service. All rights Reserved.



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:

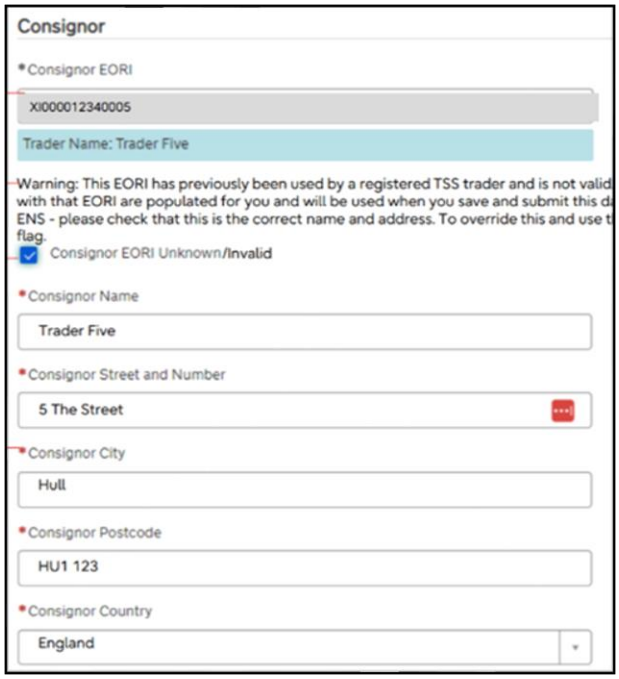


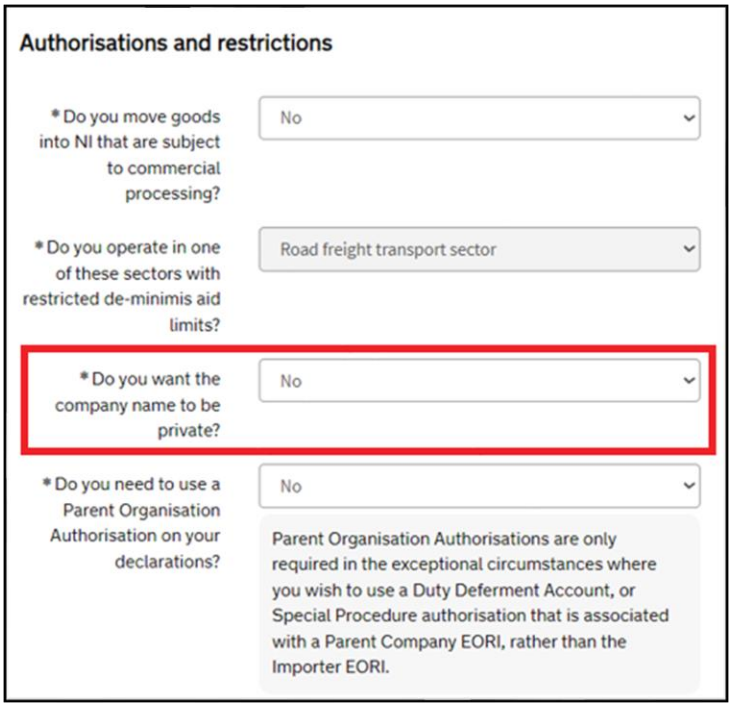
Note: When you type in a valid TSS-registered EORI number into any of the **EORI** fields, the **name of the registered party** that the EORI belongs to will appear below the field. For the option to opt out of sharing your registered party name, please follow the instructions given in section 2.4 of 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

Copyright © 2024 Trader Support Service. All rights Reserved.

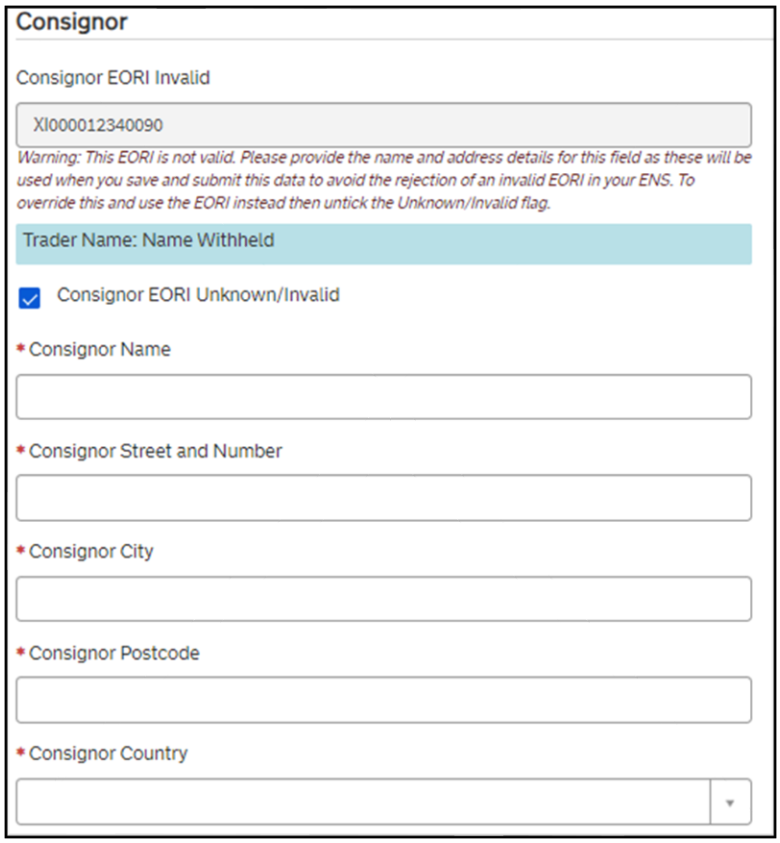
registered traders who choose to make their name and address visible on TSS through their company profile by selecting 'No' in the field **Do you want the company name to be private?**



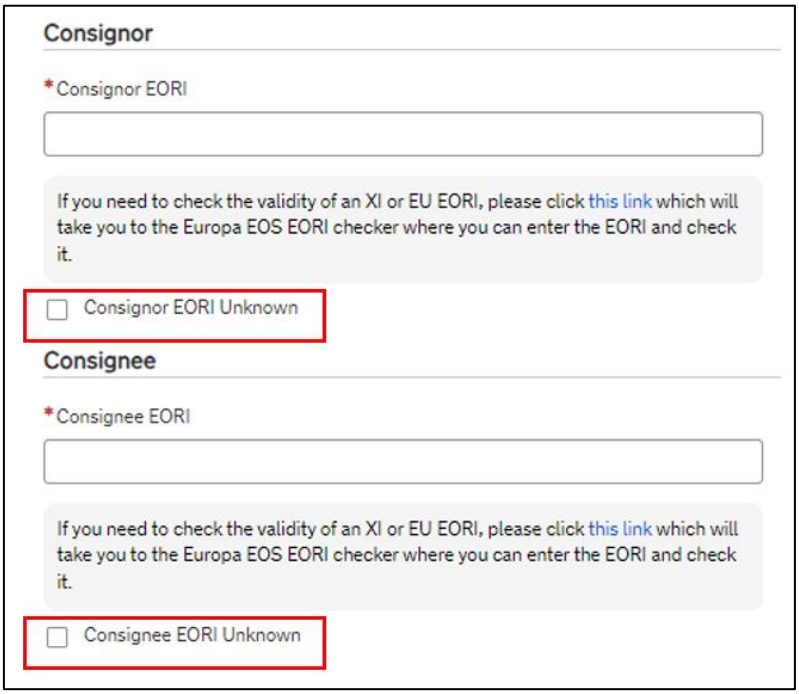


- TSS registered traders who choose not to share their company details in their TSS company profile will need to enter the name and address details manually

Copyright © 2024 Trader Support Service. All rights Reserved.



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



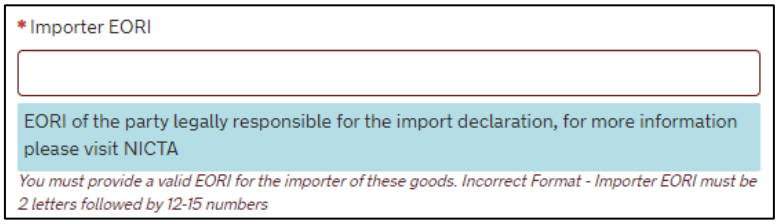
16. Enter the numbers for the **Importer EORI** and **Exporter EORI**

Copyright © 2024 Trader Support Service. All rights Reserved.

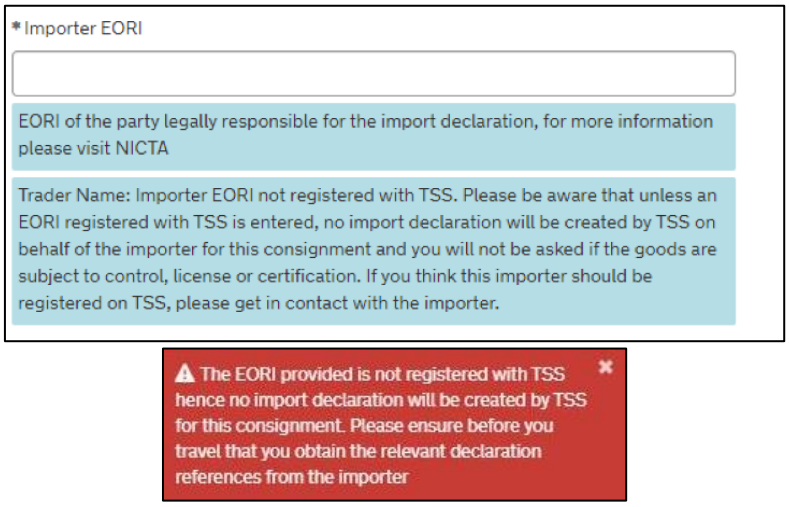
Note: for **Importer EORI**, **Importer Parent Organisation EORI** and **Exporter EORI**, the field may have a GB or XI format.

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



- 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)



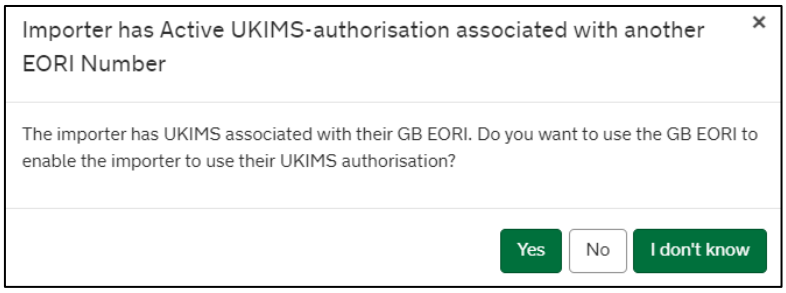
Note: If the **Importer EORI** is not provided or the importer is not registered with TSS, you will not be able to generate a customs declaration on behalf of the importer. The importer will need to independently submit their import declaration, which is required before goods travel.

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**

Copyright © 2024 Trader Support Service. All rights Reserved.

EORI number provided to an EORI number that is associated with the importers UK Internal Market Scheme (UKIMS) authorisation.

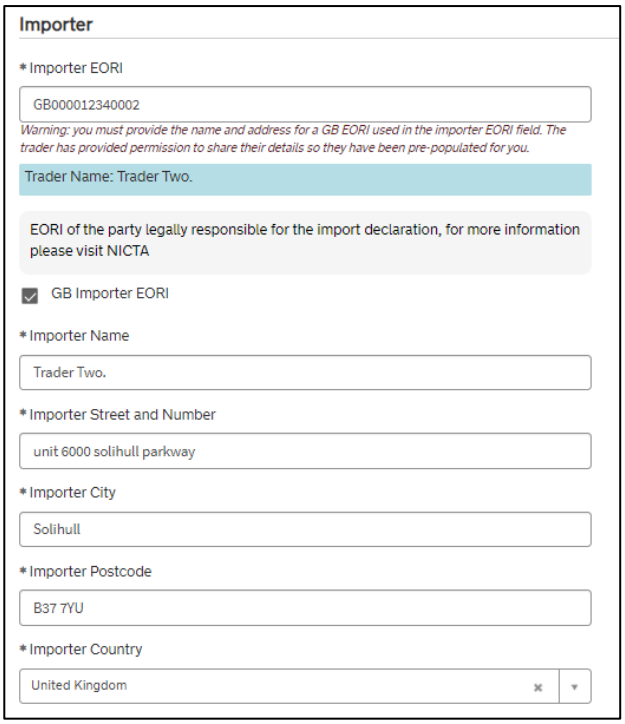
When this happens, you will receive a pop-up message to confirm your choice.



- 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.

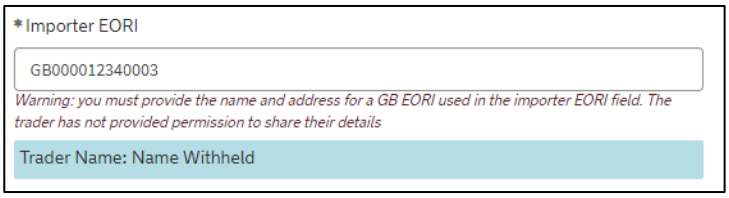
Note: If the importer is authorised on the UK Internal Market Scheme (UKIMS) it is important to ensure that the EORI number aligned to the UKIMS authorisation is used when completing the **Importer EORI** field on the Entry Summary Declaration. If you are unsure of which EORI numbers to use when submitting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

When a GB EORI is entered into the **Importer EORI** field you will be required to complete the **Importer Name and Address** fields. If the Importer, on their company profile, has allowed their name and address details to be shared this information will be auto populated.



Copyright © 2024 Trader Support Service. All rights Reserved.

If the Importer, on their company profile has not allowed their name and address details to be shared you will receive a warning message (screenshot below) and the **Importer Name and Address** fields will have to be completed manually.



If an XI EORI is populated in the **Importer EORI** field the name and address fields are not required.

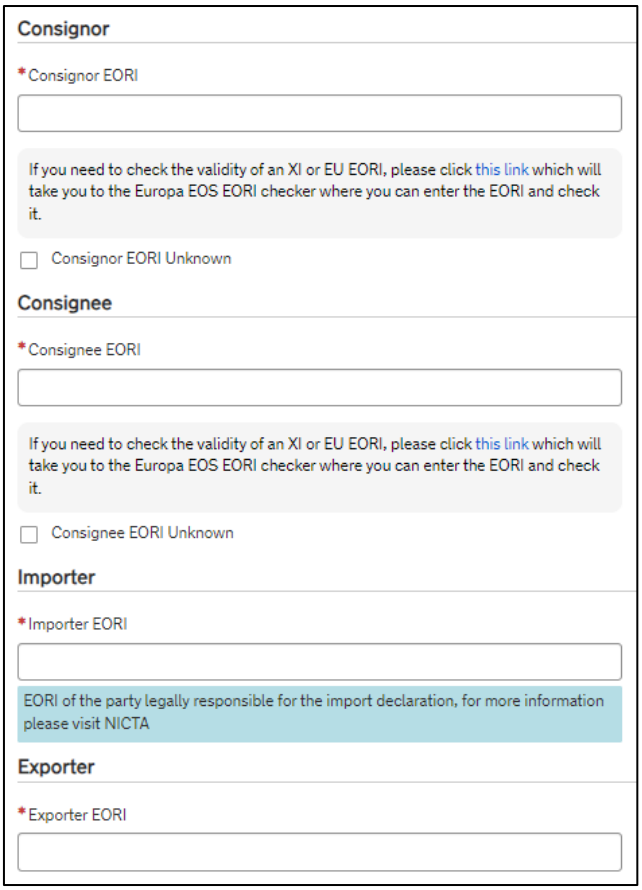
For further information on how to set up the company profile please see the Registration: Step-by-step guide using TSS on NICTA.

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

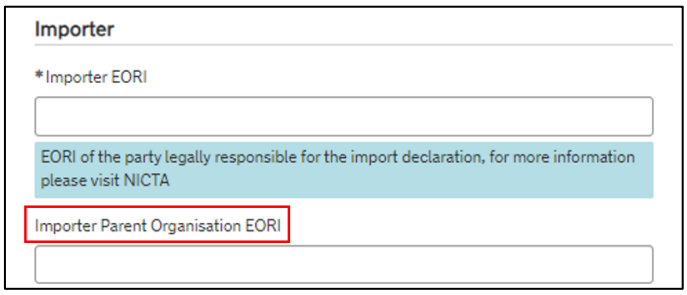
- **Consignor**: the party delivering the goods as stipulated in the transport contract
- **Consignee**: the party who receives the goods post customs-clearance
- **Importer**: the party responsible for completing the customs declarations for the arrival of the goods; this could be the sender, receiver 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:

Copyright © 2024 Trader Support Service. All rights Reserved.



- 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.



- 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

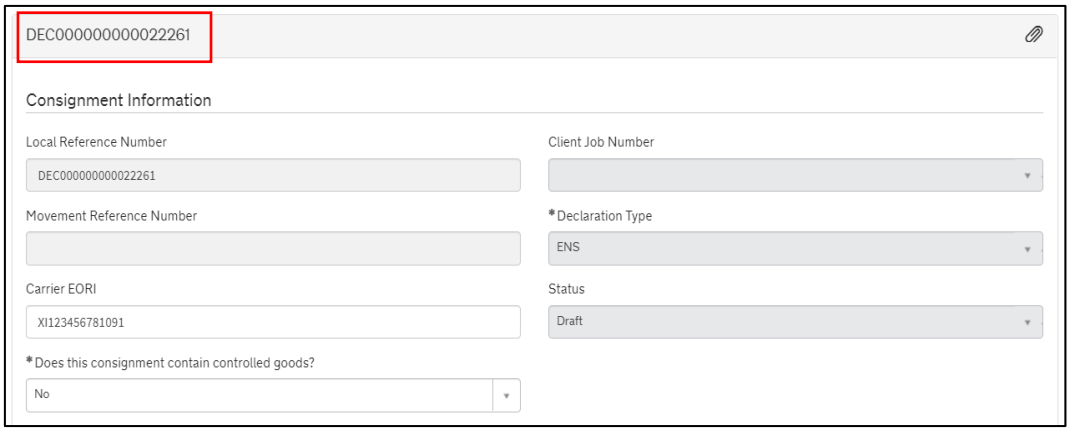
Copyright © 2024 Trader Support Service. All rights Reserved.

Importer Parent Organisation EORI field blank, then this field will also appear blank in the respective **Entry Summary Declaration**.

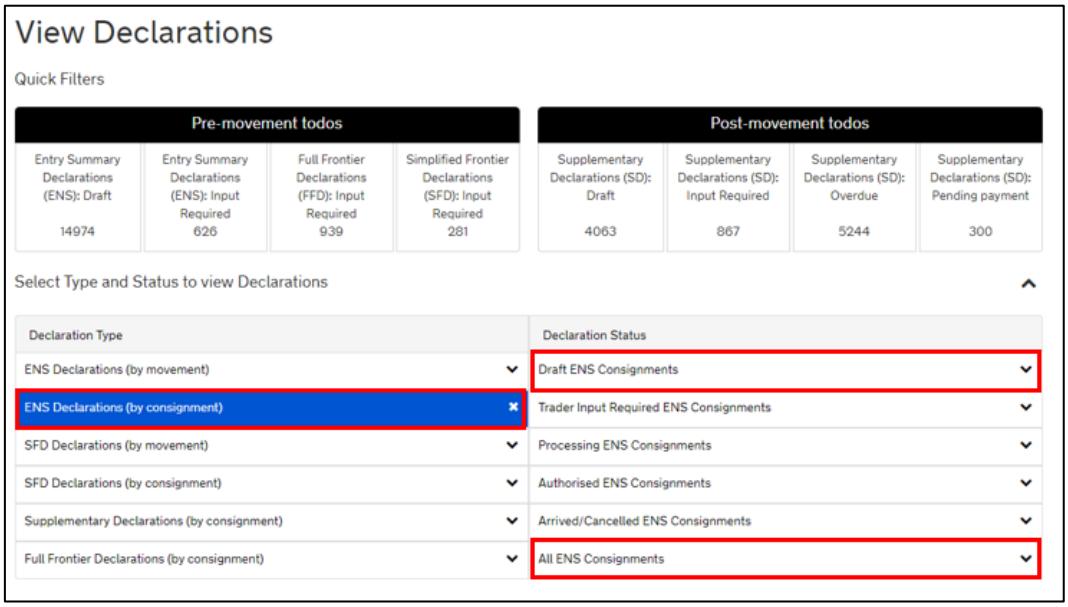
In this case, you need to specify how you intend to proceed. If you would like to use the **Authorisation** of your **Parent Organisation**, please enter the **EORI** number of your **Parent Organisation.** If not, then leave this field blank.

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.

19. 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

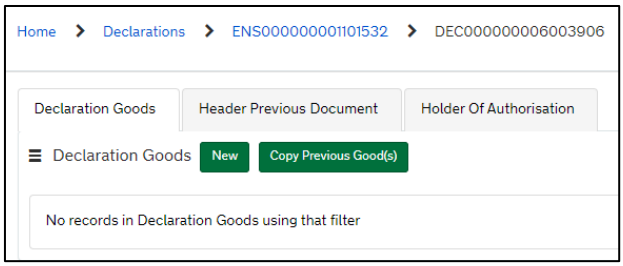


You can also view the consignment by selecting **Declarations** in the banner of the TSS Portal followed by **View Declarations** from the drop-down menu. Then navigate to **ENS Declarations (by consignment)** then **Draft ENS Consignments** or **All ENS Consignments**.



Copyright © 2024 Trader Support Service. All rights Reserved.

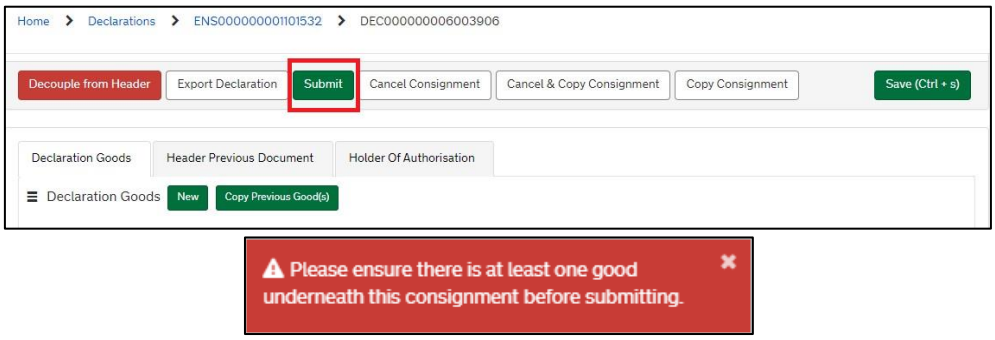
20. Once the consignment has been saved, you will see three additional tabs have been added to the bottom of the screen:



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.



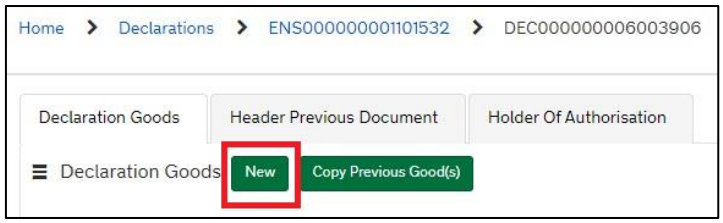
For certain procedures/additional procedures, you may be required to populate the **Header Previous Document** tab and **Holder of Authorisation** tab (see the Data guide: TSS declaration data requirements on NICTA for more details on when this is required).

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.

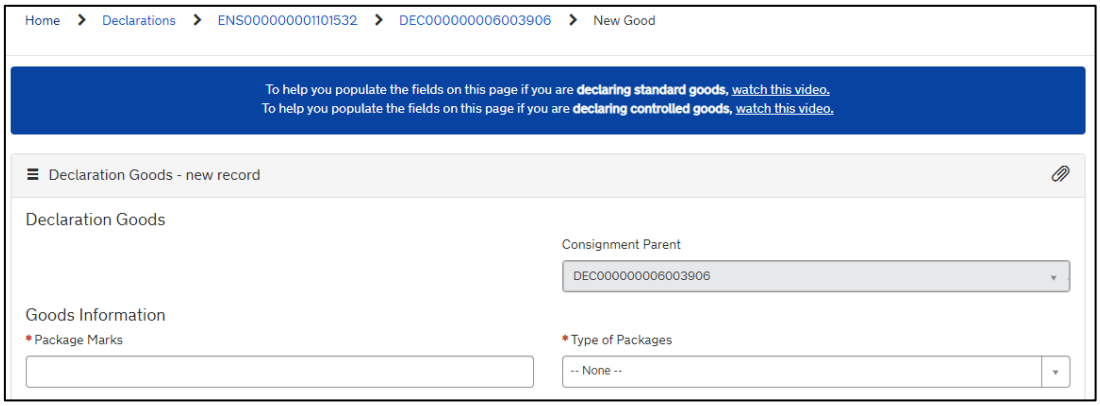
1. Once the consignment has been saved, select the **New** button in the **Declaration Goods** section at the bottom of the consignment form denoted with a **Declaration Reference** at the top of the page

Copyright © 2024 Trader Support Service. All rights Reserved.



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.

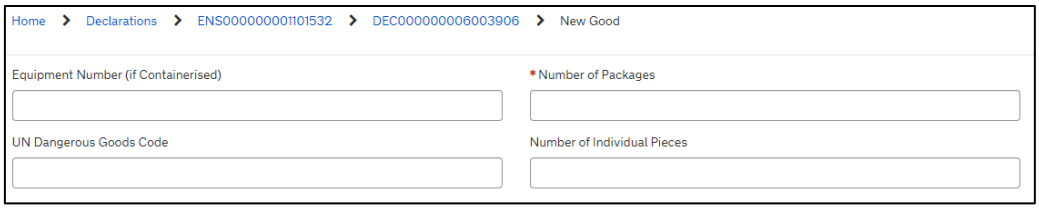


3. Add the **Package Marks**. Where containerised, the equipment number can be used as a shipping mark
4. Select from the **Type of Packages** drop-down list

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

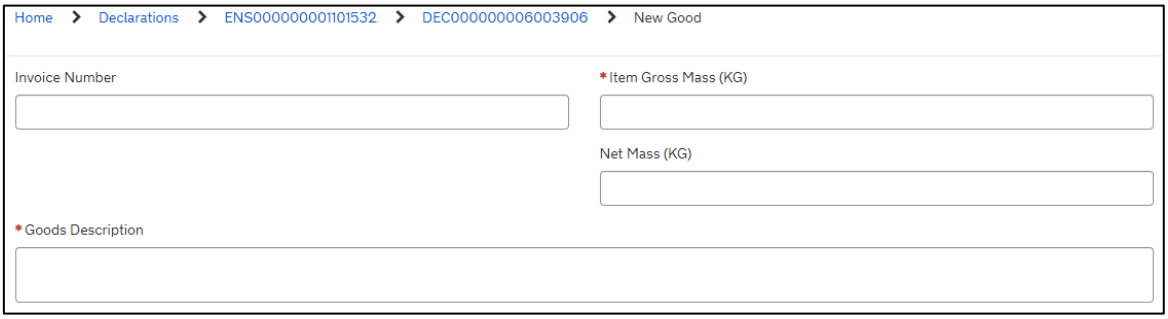
Copyright © 2024 Trader Support Service. All rights Reserved.

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



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.



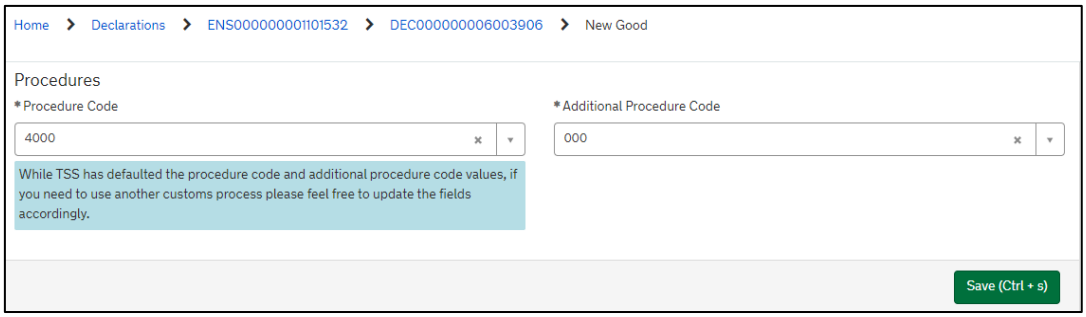
12. Add the **Goods Description** for these packages. This should be a plain language description of the goods that is precise enough for customs to be able to identify what the goods are. The description should cover:
    - What are the goods?
    - What are they made of?
    - What are they used for?

Copyright © 2024 Trader Support Service. All rights Reserved.

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



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.

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**.

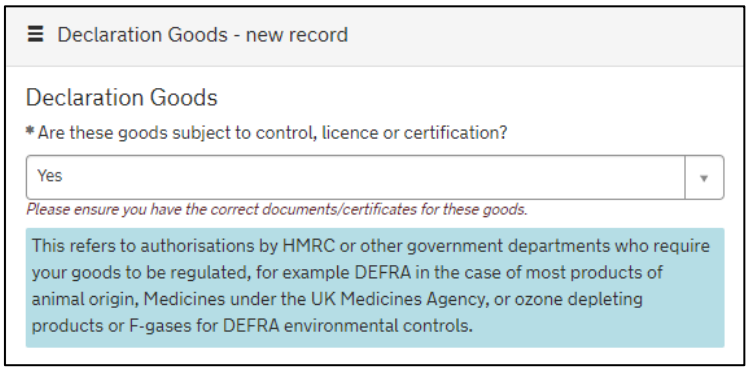
Copyright © 2024 Trader Support Service. All rights Reserved.

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), the following are also classed as controlled goods:

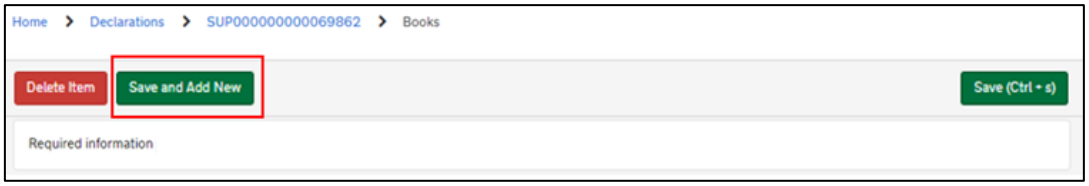
- Common Agricultural Policy (CAP) goods
- Excise goods including unmanufactured tobacco and tobacco refuse

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.



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:

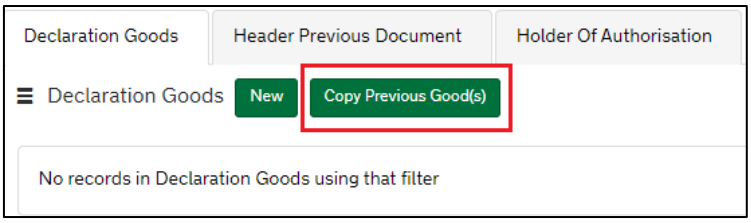


This will open a new **Declaration Goods** form to add details for a new item. You can add up to 99 items.

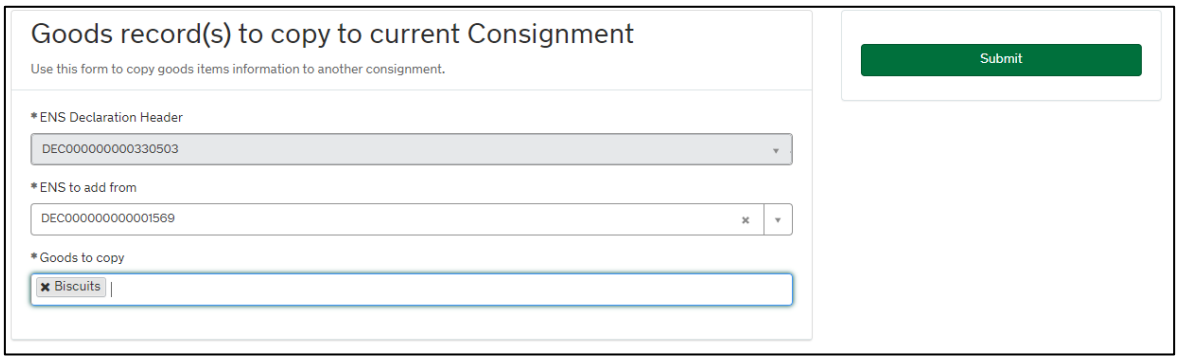
5.3 How to copy goods details from a previous Entry Summary Declaration

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.

Copyright © 2024 Trader Support Service. All rights Reserved.



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



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)

Copyright © 2024 Trader Support Service. All rights Reserved.

- 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/haulier.

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.

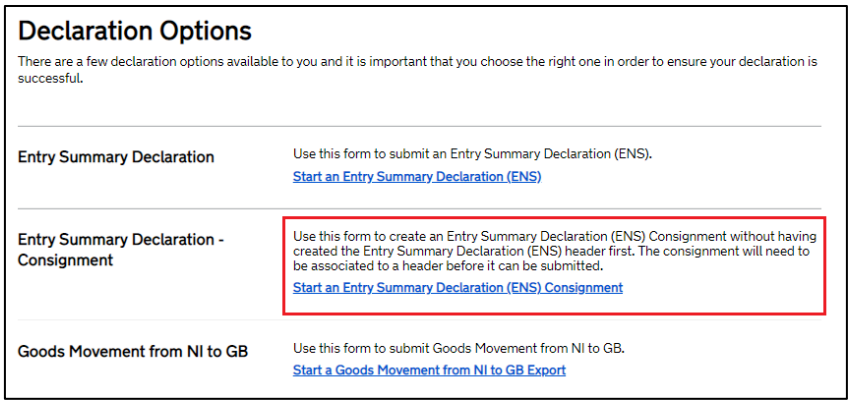
The Consignment First process enables you to create a consignment before linking it to a movement arranged by the carrier/haulier.

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**.

Copyright © 2024 Trader Support Service. All rights Reserved.

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



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., 'DEC0000000000320847'), 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

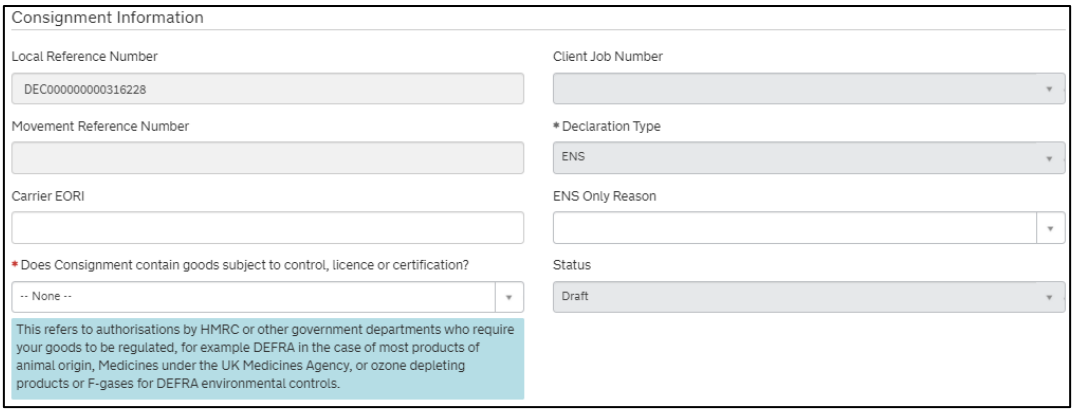
The top section of the form provides key information, depending on the status of the declaration. The fields highlighted in grey are read-only fields, including the **Status**.

4. 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

Copyright © 2024 Trader Support Service. All rights Reserved.



5. 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.

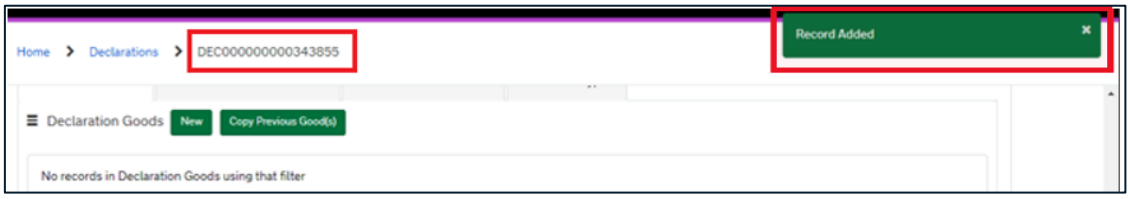
If you are using your own CFSP authorisation, you will need to complete the Entry Summary Declaration consignment on the profile where the CFSP authorisation has been added. Once the consignment is complete, the CFSP authorised party will reassign the consignment to the carrier/haulier who is completing 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

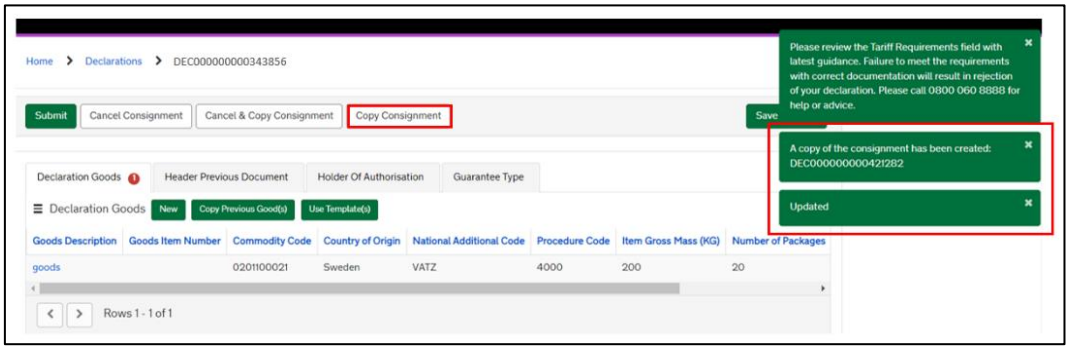
Copyright © 2024 Trader Support Service. All rights Reserved.

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.

Copyright © 2024 Trader Support Service. All rights Reserved.

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

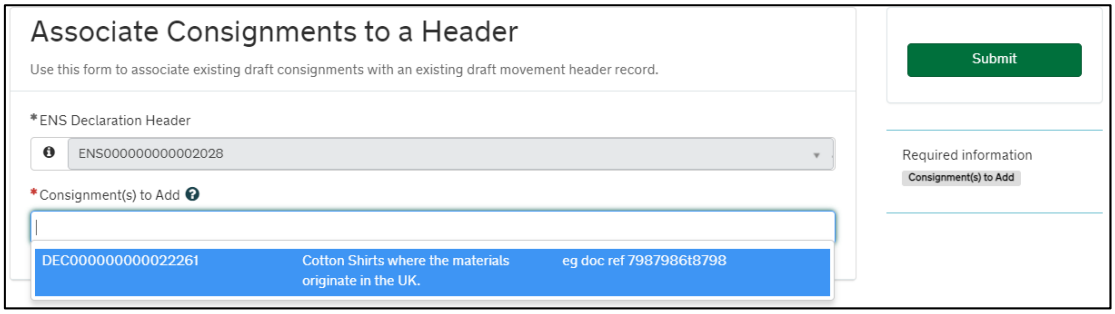
Once consignments are created and saved, they can be linked to an Entry Summary Declaration (by movement) which represents the vehicle moving items (which could therefore transport multiple items and have multiple consignments aligned with it).

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

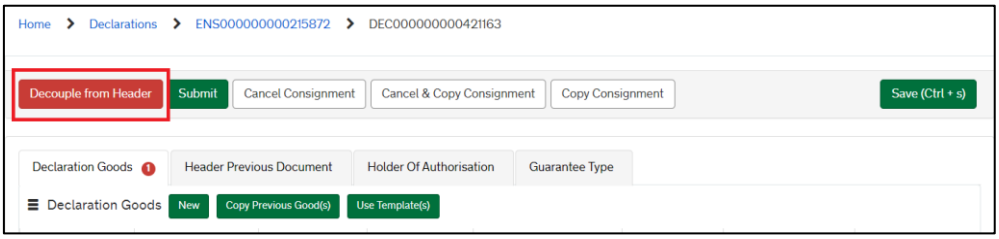
   This enables multiple consignments to be linked to the movement information, before selecting the **Submit** button.



Copyright © 2024 Trader Support Service. All rights Reserved.

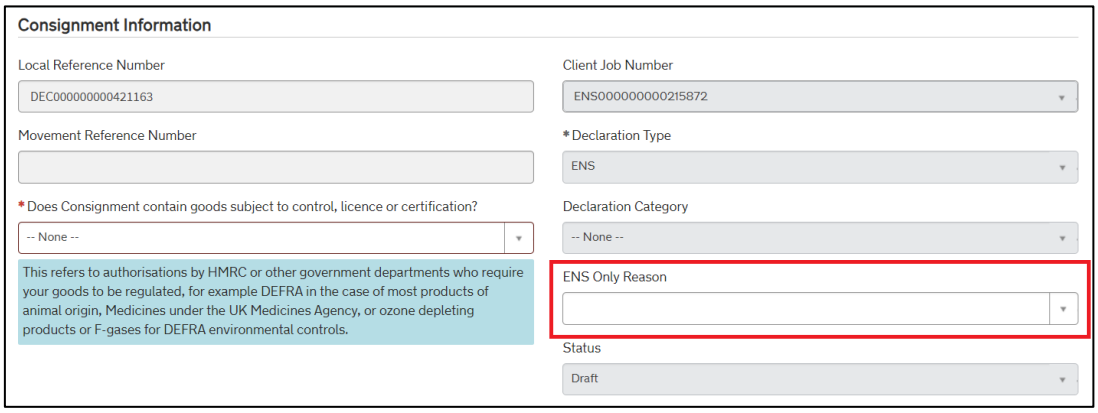
3. Once associated, the user that created the consignment will have visibility of the Entry Summary Declaration reference number via their account on the TSS Portal, as it is populated onto the consignment form in the **Client Job Number** field. They will not be able to access the movement information

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



Copyright © 2024 Trader Support Service. All rights Reserved.

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 and HMRC guidance before moving your goods.

Copyright © 2024 Trader Support Service. All rights Reserved.

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:

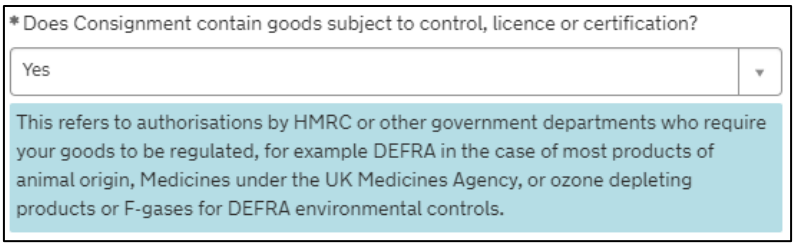
- **Products of animal origin or fish (Sanitary and Phytosanitary (SPS) Goods)**
  - Common Health Entry Document (CHED) completed in TRACES NT
  - Illegal, Unreported and Unregulated (IUU) fishing catch certificate in GOV.UK
  - Notification to TRACES NT at least 24 hours in advance
- **Plant, plant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

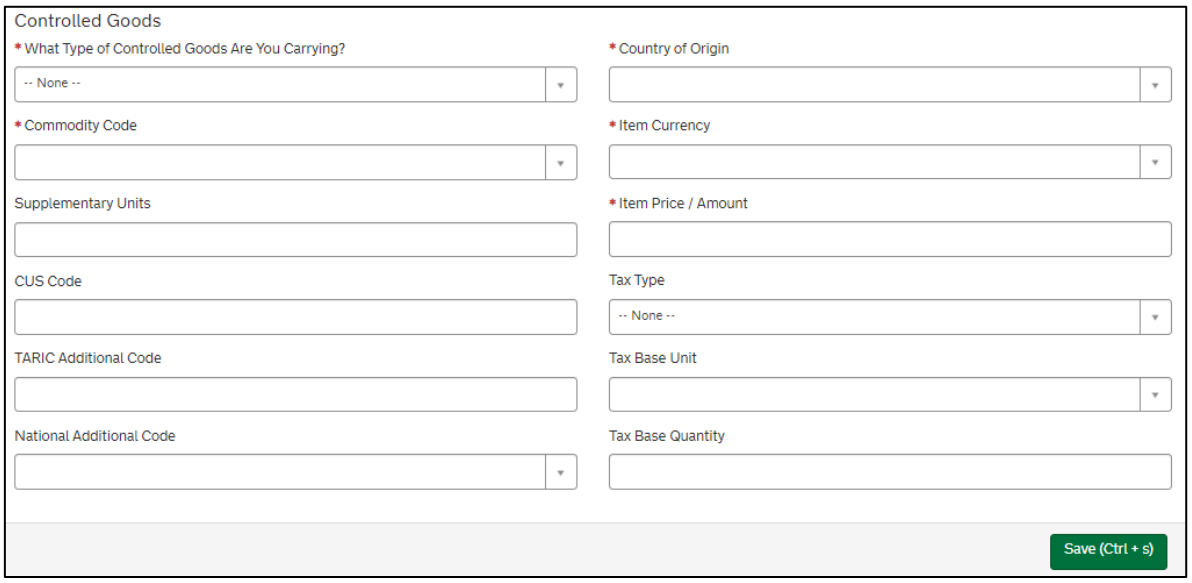
8.2 Completing the details for a shipment containing controlled goods

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

Copyright © 2024 Trader Support Service. All rights Reserved.



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:



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

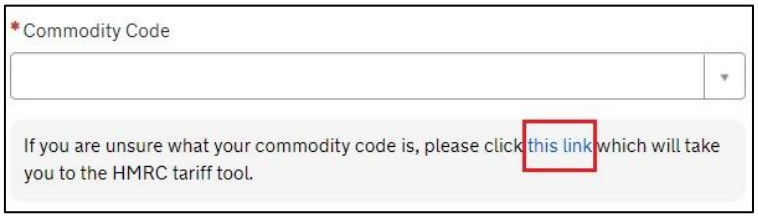
Copyright © 2024 Trader Support Service. All rights Reserved.

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. For more details, please refer to the Data guide: TSS declaration data requirements on NICTA

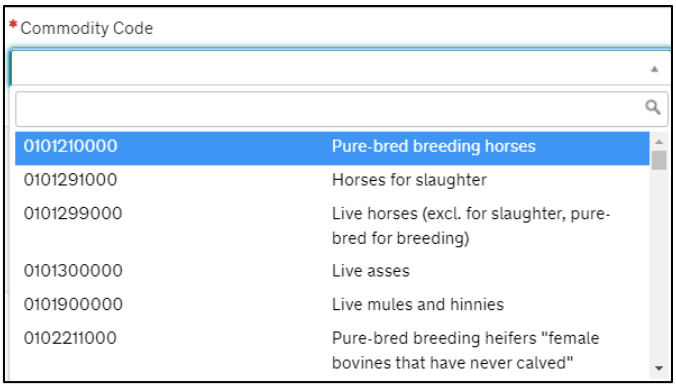
3. For the **Commodity Code** enter the relevant commodity code number or search for goods to identify the appropriate **Commodity Code**. The **Commodity Code** is a ten-digit code that links goods to duties, VAT rates, control measures, measurement units, etc.

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

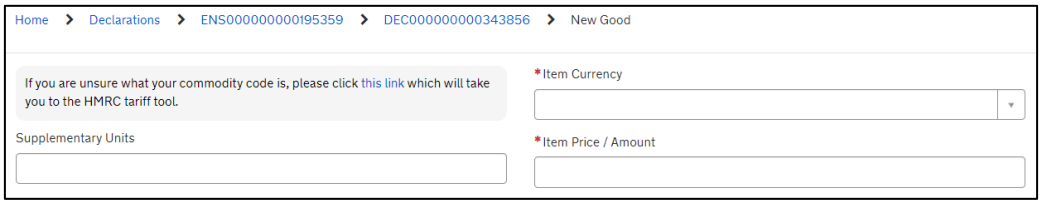


   For more details, please refer to the Data guide: TSS declaration data requirements on NICTA. In addition, you can find guidance on finding commodity codes for imports into or exports out of the UK on GOV.UK.

Copyright © 2024 Trader Support Service. All rights Reserved.



4. 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



5. 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) 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).

6. 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), 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.

7. 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

Copyright © 2024 Trader Support Service. All rights Reserved.

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

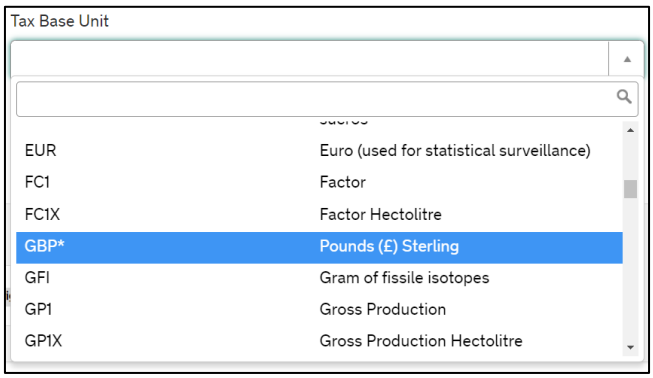
8. **Tax Type** codes identify the kinds of duty or tax being declared. Please see GOV.UK for guidance

   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 for NI Protocol Tax Types.

9. 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

10. 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)

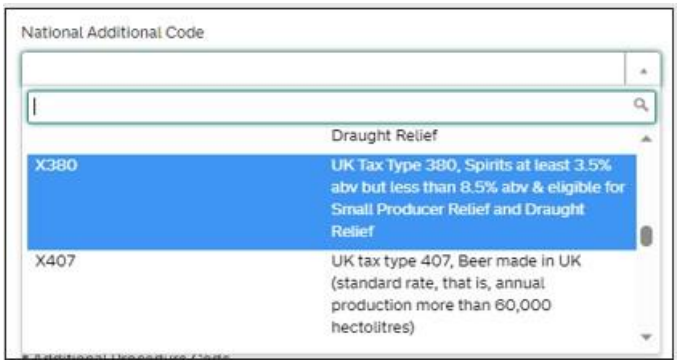
    The field is structured as follows: the measurement unit code is a three-letter code, and a qualifier (if present) is a single letter to indicate which type of third quantity is being entered.



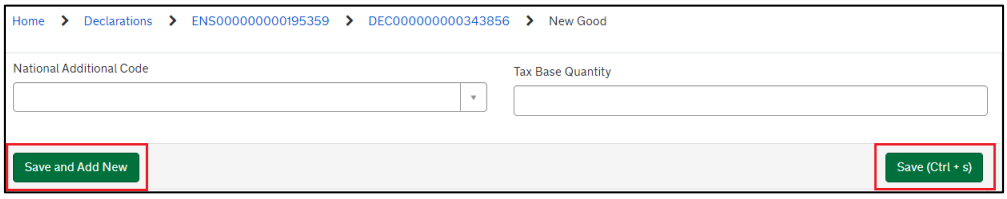
    Further details, including what the different units are and where they are applicable, can be found in the Data guide: TSS declaration data requirements on NICTA. TSS supports the declaration of goods with multiple tax base units.

11. 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

Copyright © 2024 Trader Support Service. All rights Reserved.

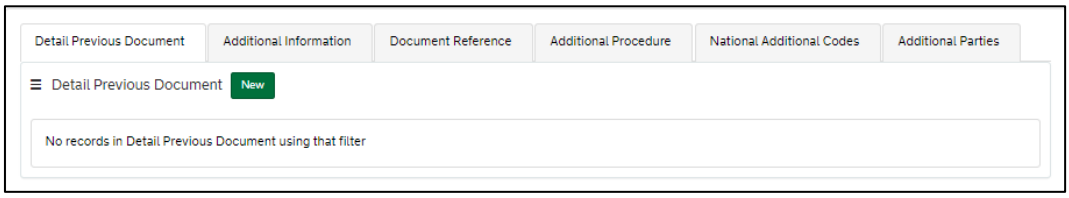


12. The **Tax Base Quantity** is the quantity of the goods and is based upon the **Tax Base Unit**. For example, if the **Tax Base Unit** is LTR (litres), write the quantity in litres

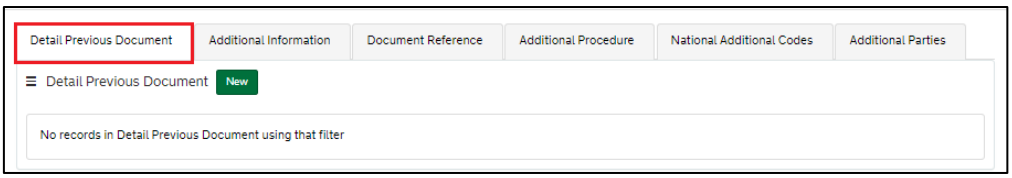


13. Once these steps are completed, press the **Save (Ctrl + s)** button. If you wish to create a new goods item without going out of the item you have part-populated, you can press the **Save and Add New button**. The item you are populating will be saved and a new item record will open

    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.

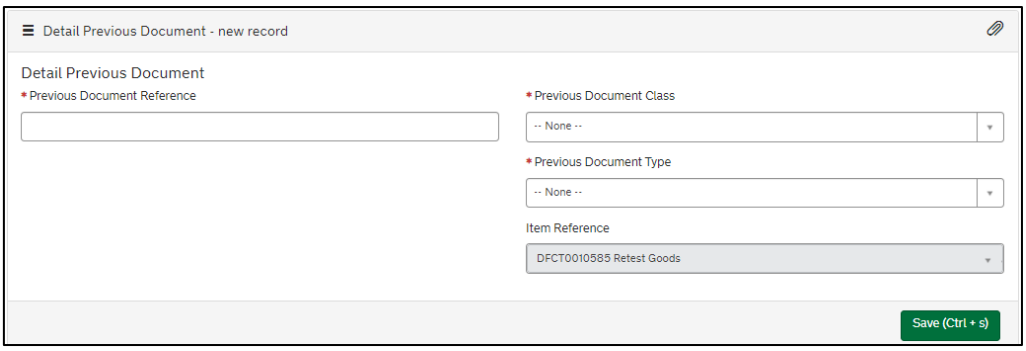


14. The **Detail Previous Document** tab is used to combine previous documents, as some procedures will require previous documents to be declared on the Entry Summary Declaration / Simplified Frontier Declaration for the movement to be approved



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

Copyright © 2024 Trader Support Service. All rights Reserved.



- 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

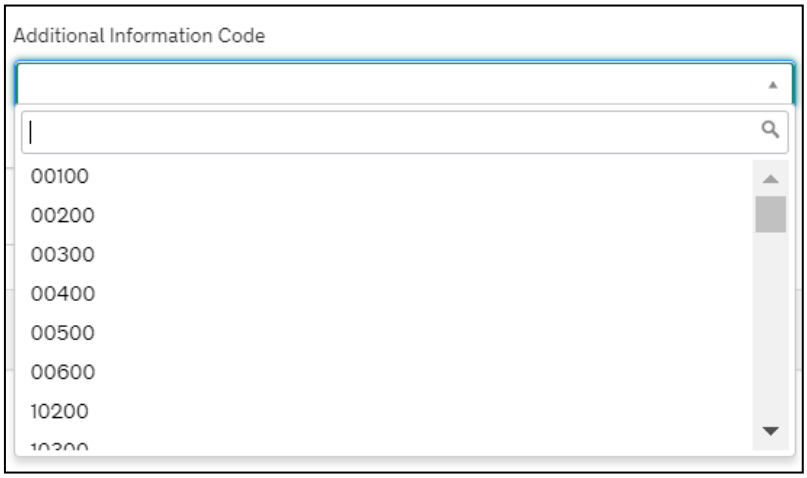
15. The **Additional Information** tab is used to combine **Additional Information Codes**, which are required for certain movements and commodity codes. You can use the Northern Ireland Online Tariff on GOV.UK to identify your **Commodity Code**

    Completion rules for a specific **Additional Information (AI) Statement Code** can be identified on GOV.UK for **Procedure Codes** and in 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.

Copyright © 2024 Trader Support Service. All rights Reserved.

- **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 or refer to the Data guide: TSS declaration data requirements on NICTA for further guidance



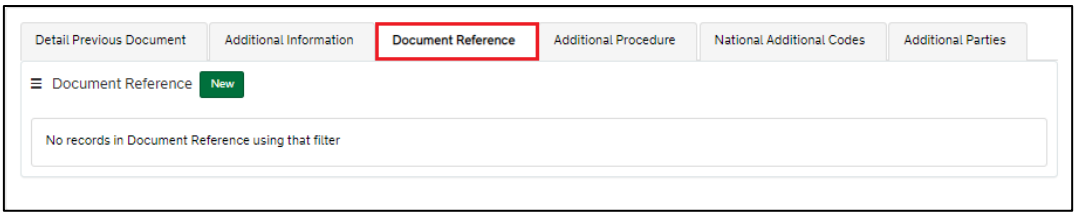
- **Additional Information Description**: when procedure codes, **Additional Procedure Codes** or **Commodity Codes** are required, these **Additional Information Codes** will require accompanying descriptions. To see where this is the case consult the GOV.UK guidance on **Additional Information Codes**

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

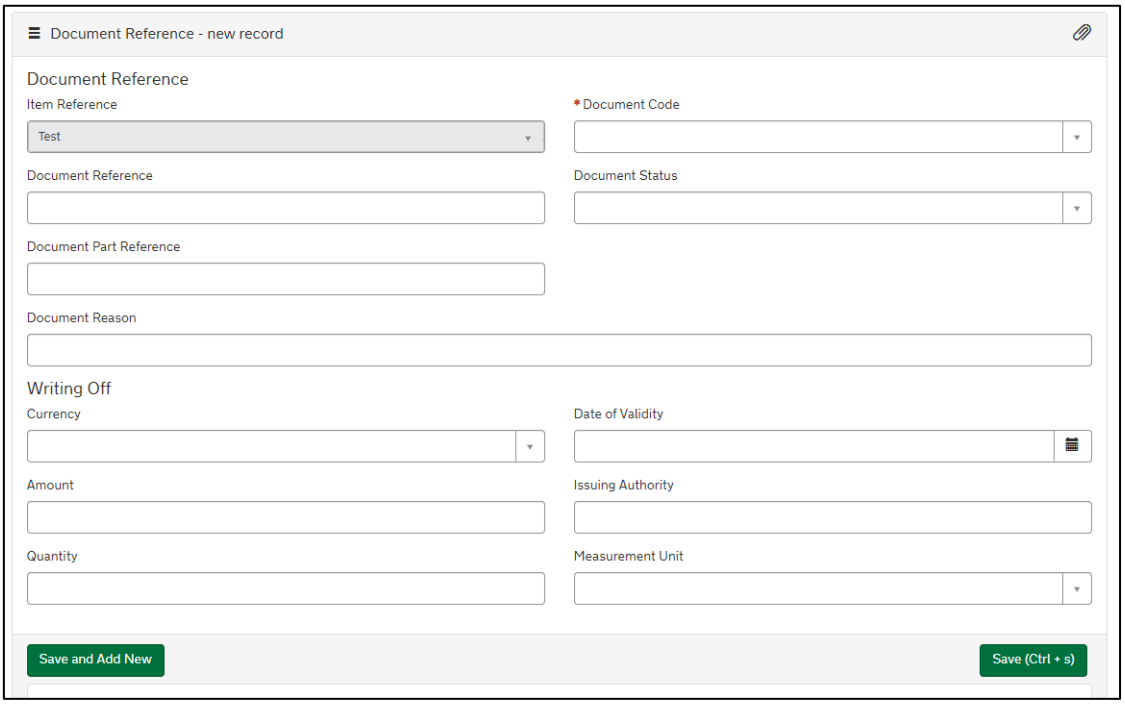
16. The **Document Reference** tab is used to collate documents, certificates, authorisations, references, etc. (that are not documents used on previous movements) that are required to enable this movement to occur. Please see the Data guide: TSS declaration data requirements on NICTA for more details

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

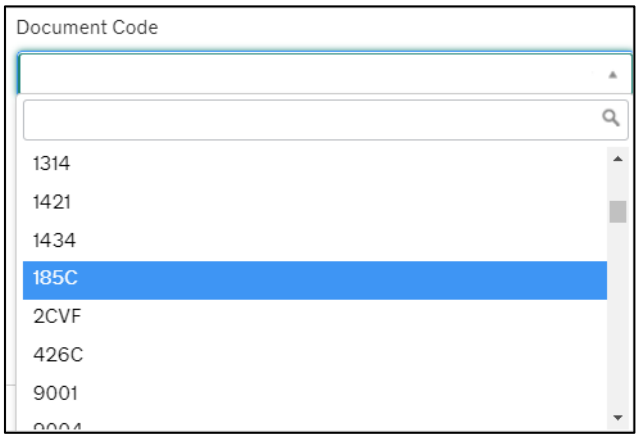
Copyright © 2024 Trader Support Service. All rights Reserved.



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

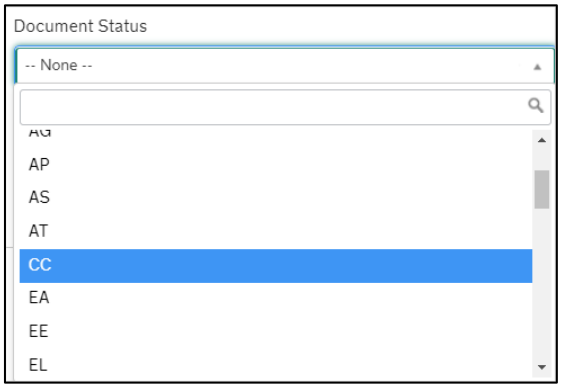


- **Document Code**: use the selection drop-down to select the required code. The **Document Codes** are in used relation to any documents, authorisations, licences or certificates that are associated with the consignment. For further information on how to populate the **Document Codes**, consult the Data guide: TSS declaration data requirements on NICTA

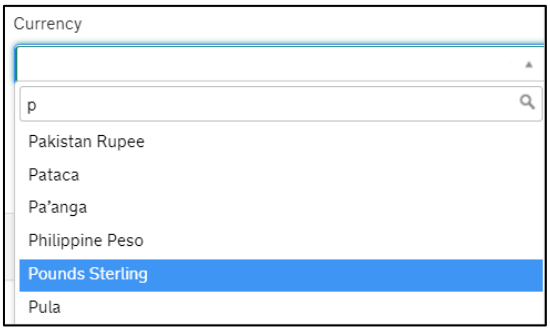


Copyright © 2024 Trader Support Service. All rights Reserved.

- 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



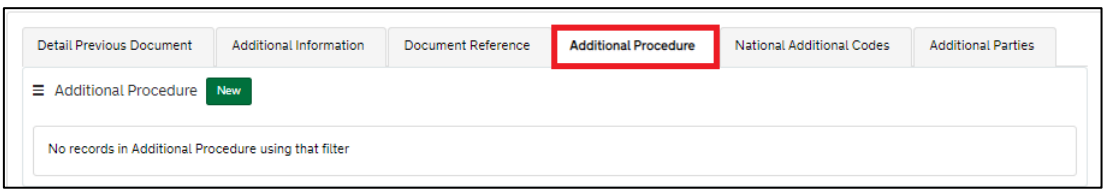
Copyright © 2024 Trader Support Service. All rights Reserved.

- 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**.

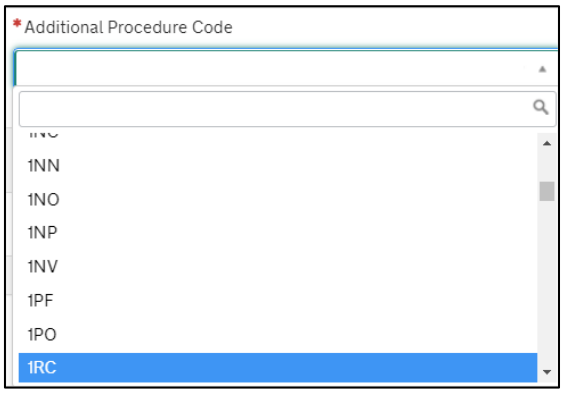
17. The **Additional Procedure** tab is used when traders want to enter more than one **Additional Procedure Code** for their item. The first **Additional Procedure Code** can be entered into the **Additional Procedure Code** field in the goods information section of the declaration. Any further codes 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



Copyright © 2024 Trader Support Service. All rights Reserved.

- 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

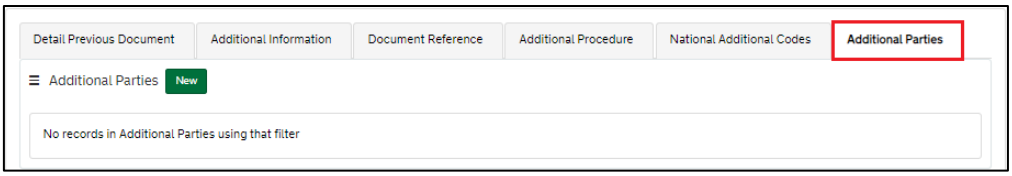


If the intended movement involves a customs relief or special procedure, please see the Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations guide on NICTA to determine which **Procedure Codes** and **Additional Procedure Codes** are required on the declaration.

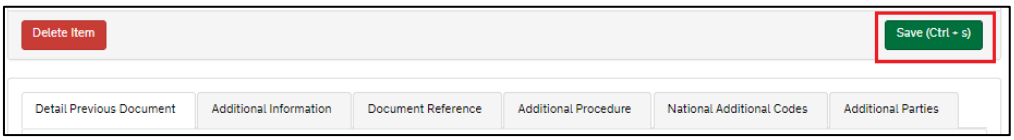
18. **National Additional Codes** are used in conjunction with information provided elsewhere in the declaration, to calculate the duties and taxes applicable. For more details, please see the GOV.UK guidance

19. The **Additional Parties** tab is for movements that are using Onward Supply Relief, and for more guidance please see GOV.UK. You would need to enter details of the relevant parties for the onward supply

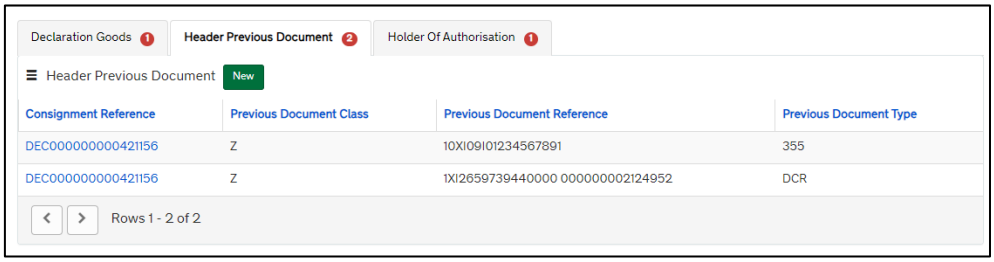
Copyright © 2024 Trader Support Service. All rights Reserved.



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

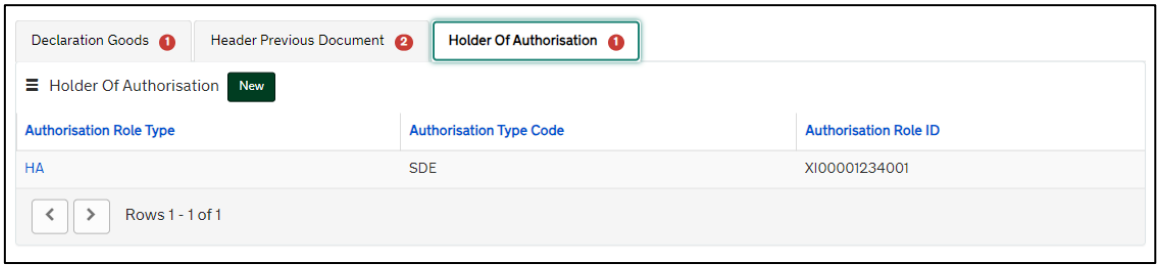


21. When all the data is added to the item level, and saved, the consignment is updated with the new item information. Additional **Header Previous Documents** may be added to the record and will be visible to you via the associated tab on the consignment (header) level record



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.



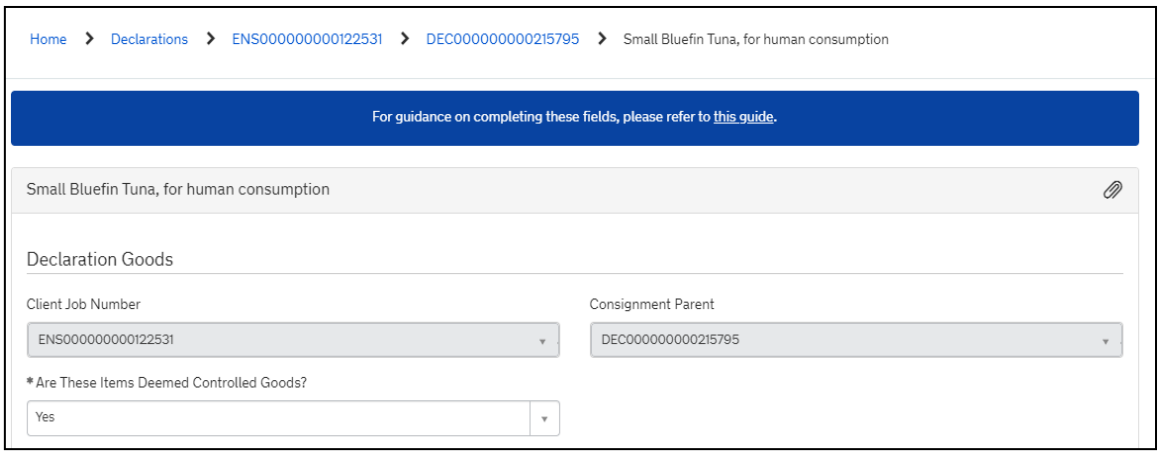
    These details must remain as TSS, unless the importer is using their own CFSP authorisation as the importer of the goods. This can only be attributed if the importer is using the **Consignment First Process** as the CFSP authorised importer.

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

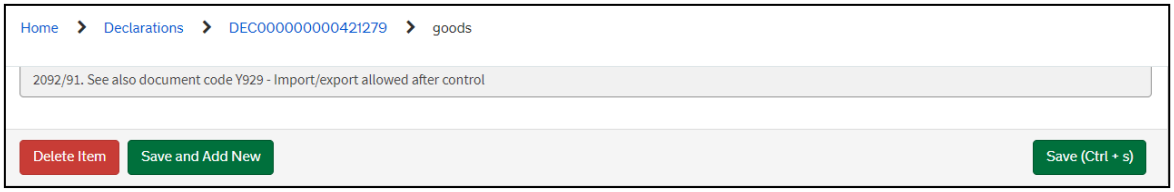
    Note: If you are not moving controlled goods, you do not need to populate the supplementary tabs (which will not appear if you have not declared controlled goods).

Copyright © 2024 Trader Support Service. All rights Reserved.

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.

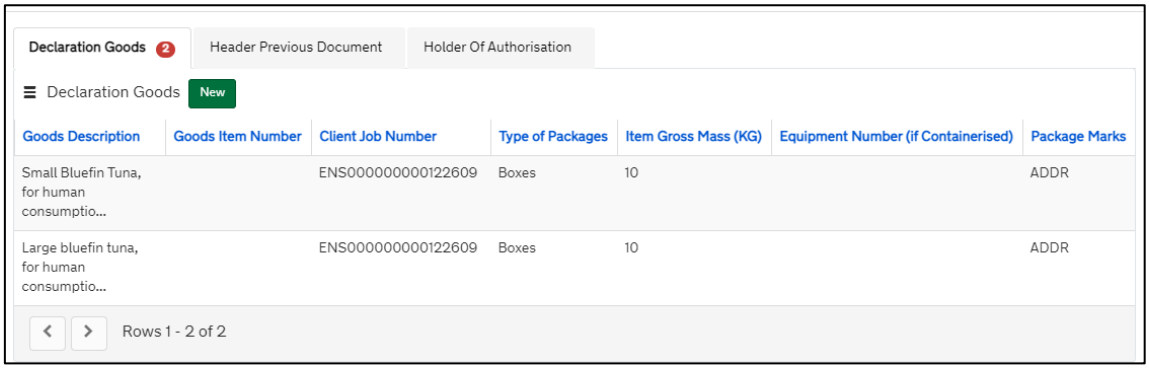


24. If needed, it is possible to remove items from the consignment by selecting **Delete Item**



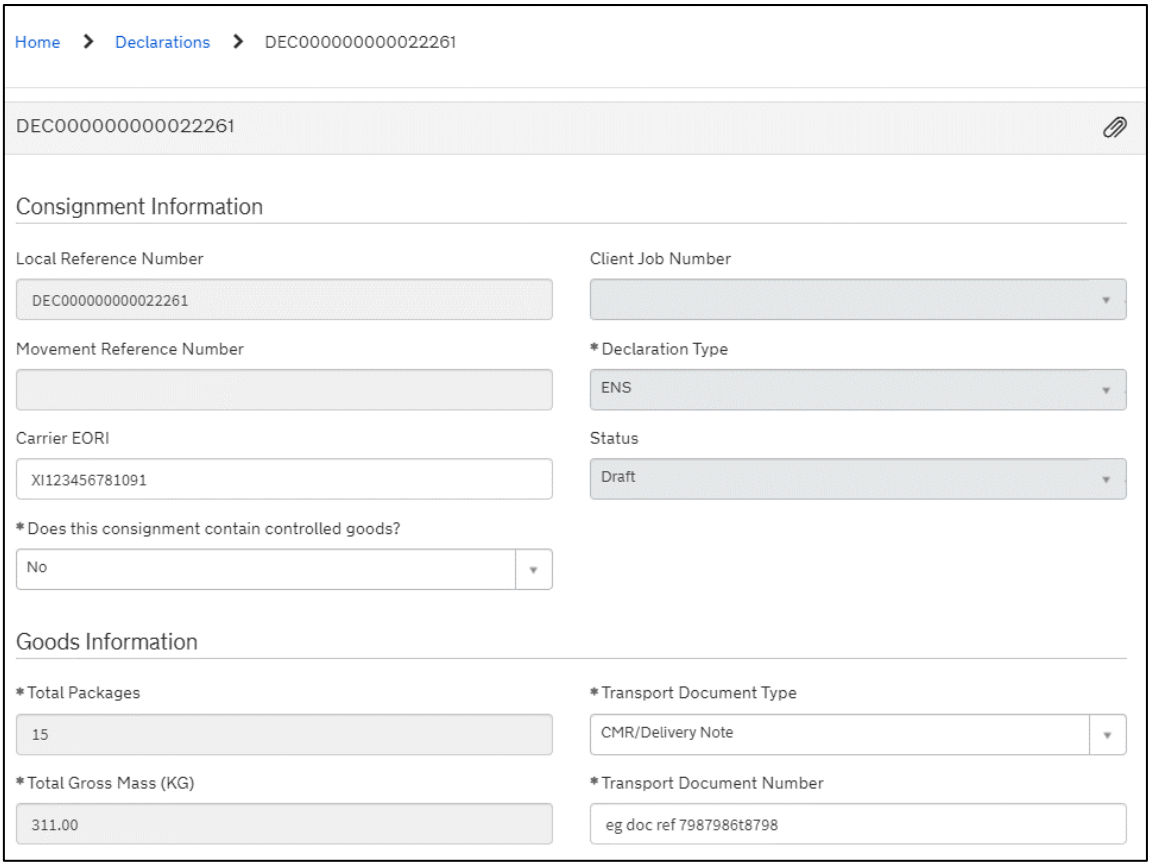
25. Repeat the above steps for each item within the consignment. Navigate to the **Consignment Reference Number** by selecting the 'DEC_____' reference number at the top of the page. Before the consignment is linked to movement information, the top of the page should look as follows:

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.



Copyright © 2024 Trader Support Service. All rights Reserved.

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.



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

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

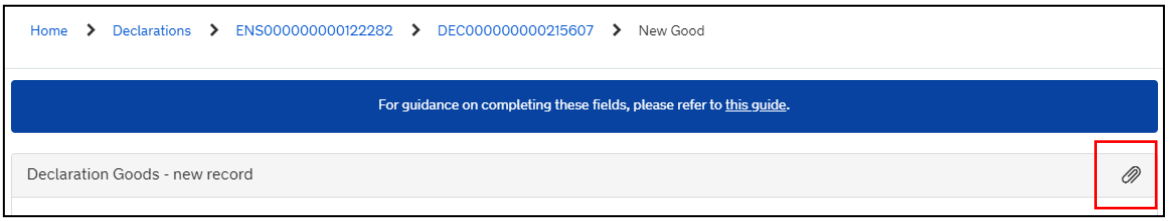
    - Commercial invoice
    - Packing list of items included
    - Any non-electronic paper licences

Copyright © 2024 Trader Support Service. All rights Reserved.

- 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'

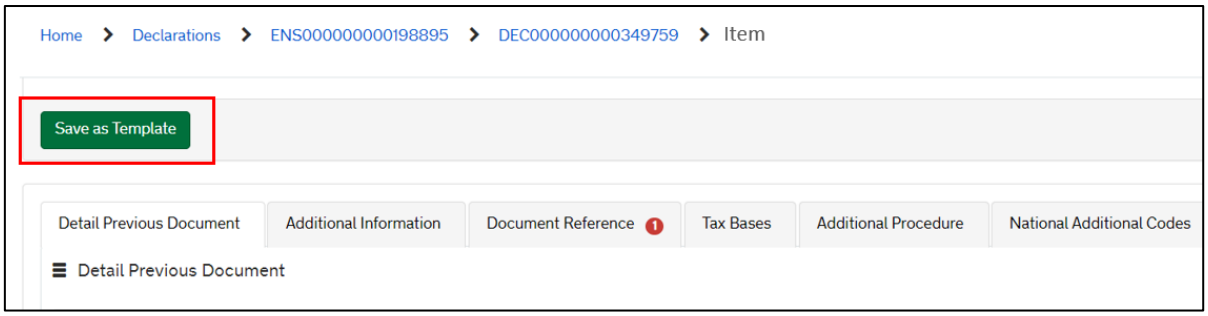
9 ENS Templates

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

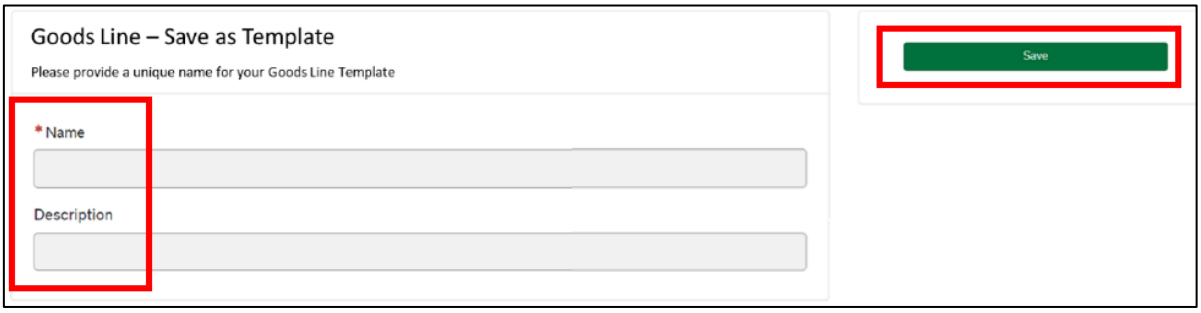
9.1 Create a template – Goods Line

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.

Copyright © 2024 Trader Support Service. All rights Reserved.



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



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:

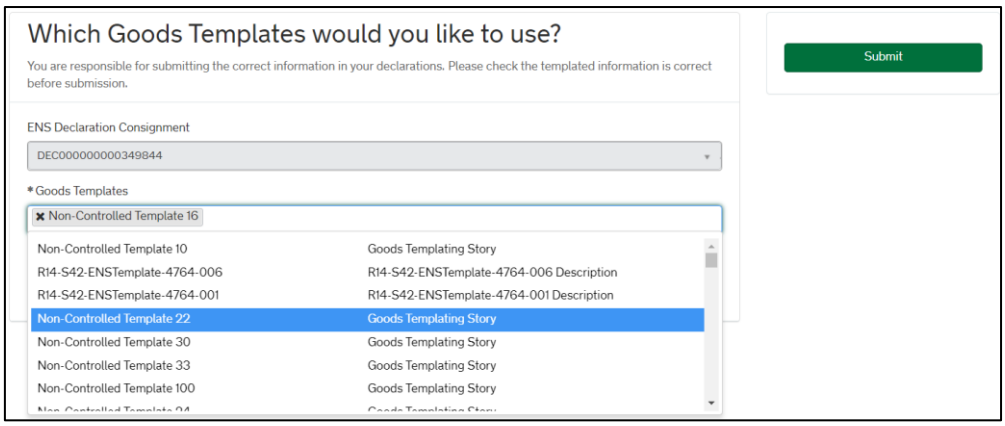
On creation of a new template the current account will be recorded as the 'Owner' of the template. This applies to both Traders' Accounts and Agent and Intermediary Accounts.

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.

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

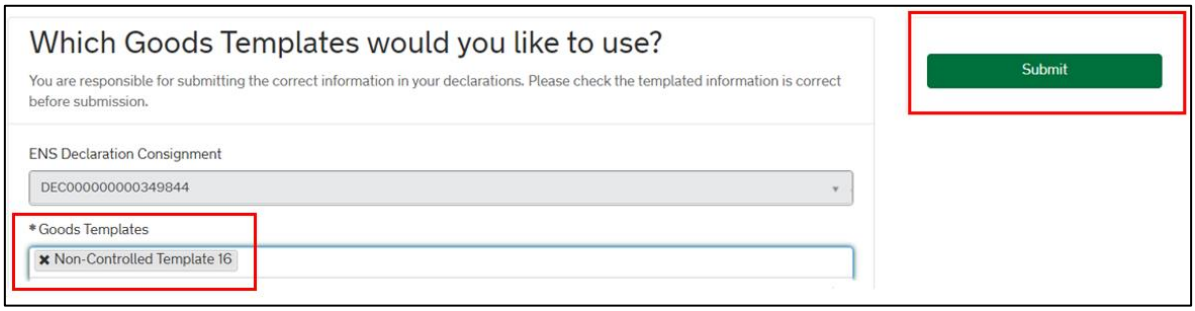
Copyright © 2024 Trader Support Service. All rights Reserved.



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).

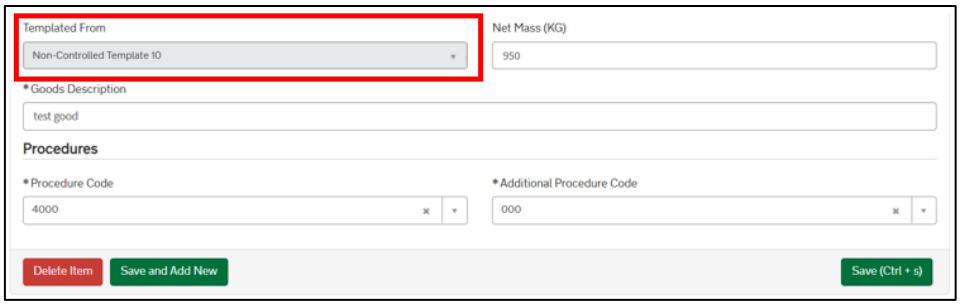
When you have selected the template(s), by clicking the **Submit** button for the template(s) to be applied to the declaration, you will then be taken back to your current declaration.



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.

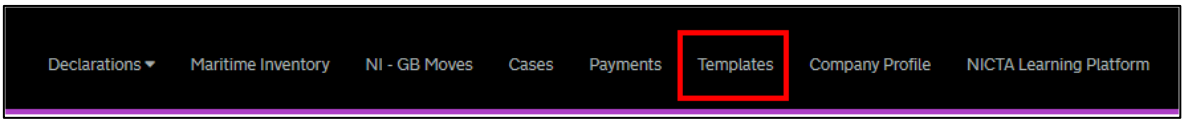
Copyright © 2024 Trader Support Service. All rights Reserved.



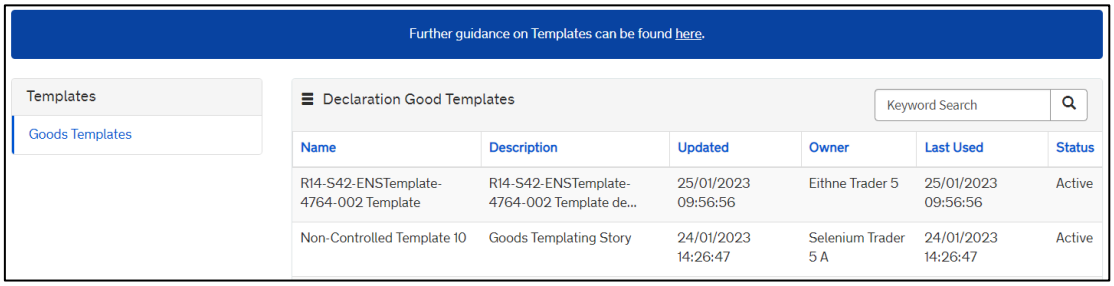
Note: When using a template in a goods line, ensure that all **mandatory fields** are completed, including the **Gross Mass** field, as mandatory fields left blank will bring up an error message upon submission.

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.



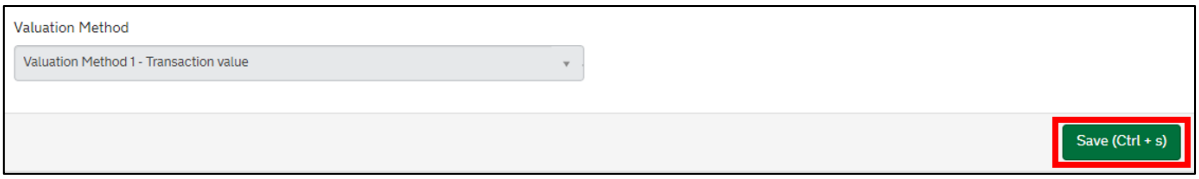
By clicking the **Templates** widget on the menu banner, a new window will open showing all templates that have been created and saved in your account.



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.

Copyright © 2024 Trader Support Service. All rights Reserved.

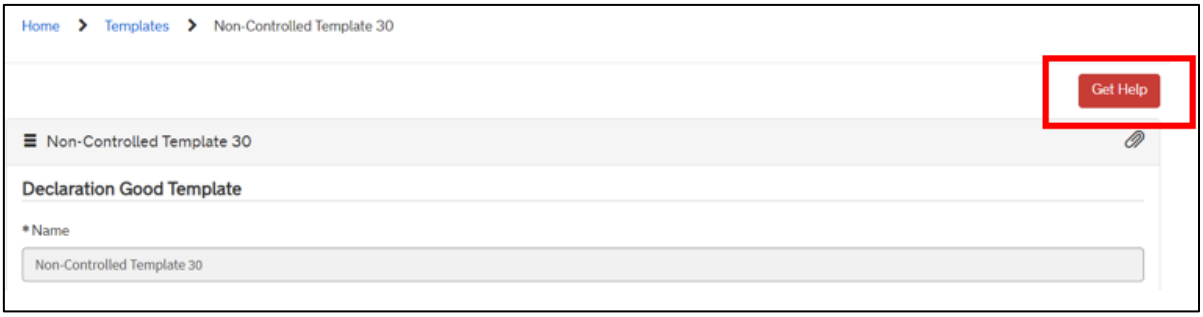


Note: The **Goods Template** record will only be visible by the account stakeholders (i.e., contacts within that company) for which the template was created.

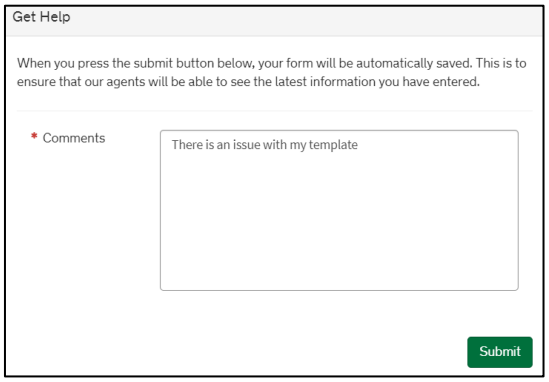
If you are an **Agent or Intermediary** that is acting behalf of a trader, you will be able to see all the **Templates** associated with your account.

9.4 Get help with templates

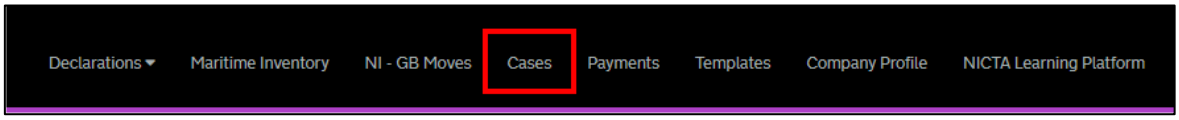
When modifying a template, a **Get Help** button is available at the top right of the form.



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.



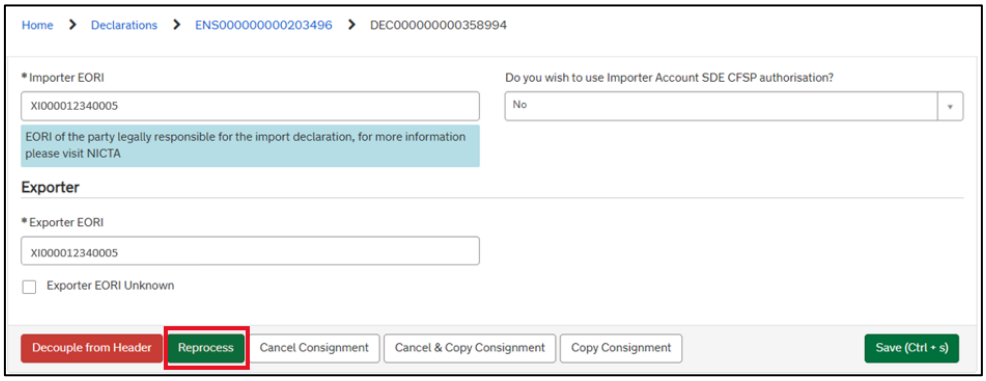
When the **Submit** button is clicked, this will raise a case to TSS and will be available within the **Cases** widget on the TSS banner of your account header page.



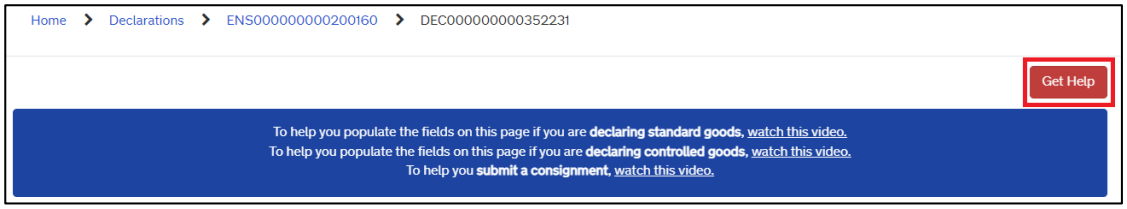
Copyright © 2024 Trader Support Service. All rights Reserved.

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**



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



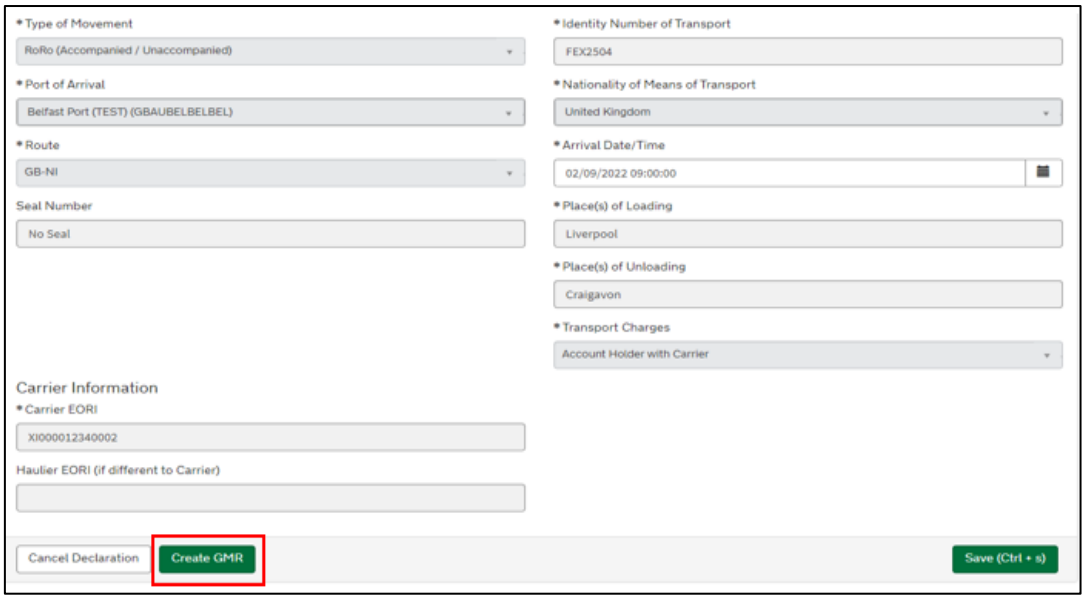
Copyright © 2024 Trader Support Service. All rights Reserved.

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.



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

Copyright © 2024 Trader Support Service. All rights Reserved.

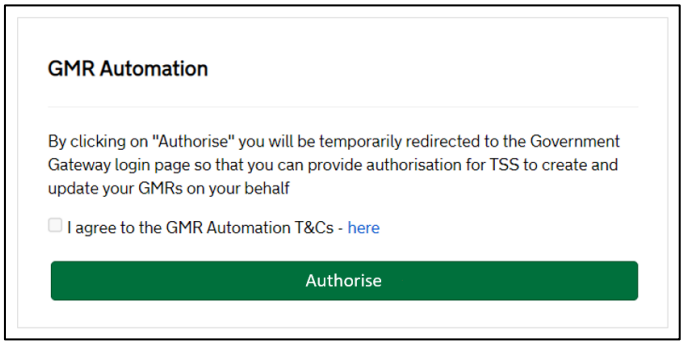
- Full Frontier Declaration
- Standalone Simplified Frontier Declaration
- GB-NI-IE
- Declaration by oral or conduct
- Any consignment with a submission to ICS/CDS outside of TSS

For more information see the Creating a Goods Movement Reference guide on NICTA.

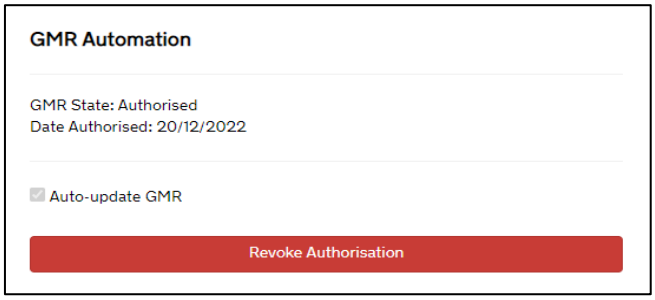
10.1.2 GMR Automation (ENS Header) – in scope movements

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.



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.



For full details please refer to the Creating a Goods Movement Reference guide on NICTA.

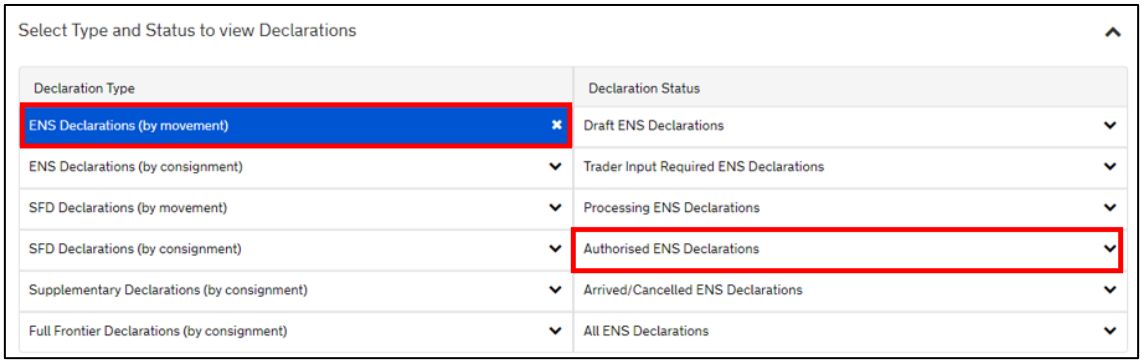
Copyright © 2024 Trader Support Service. All rights Reserved.

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)

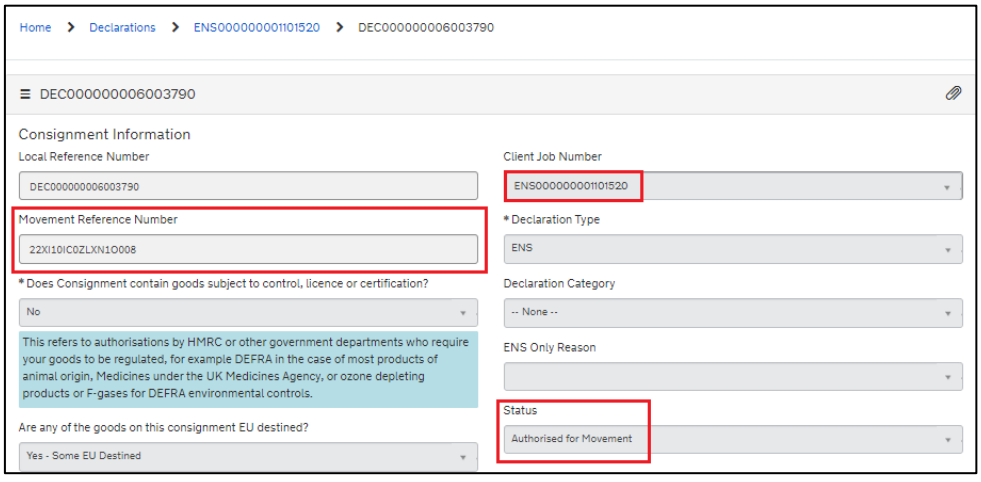
You can find the **Movement Reference Number (MRN)** by navigating to **Declarations**, and then clicking **Authorised ENS or SFD Declaration** on the relevant tab:



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**.

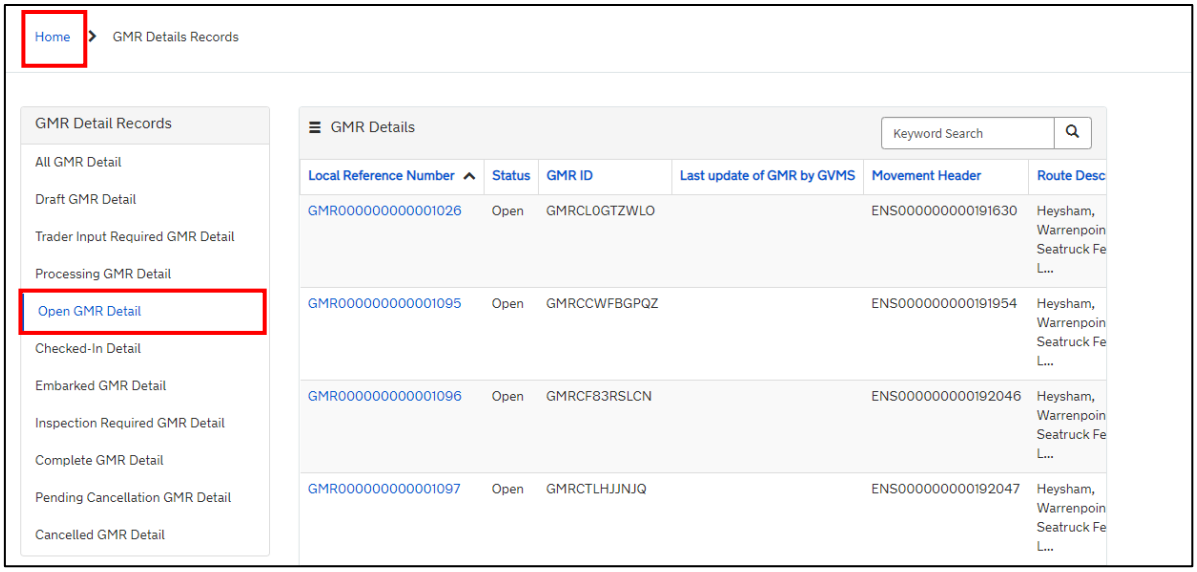
Below is an example **Entry Summary Declaration**, with **Status** 'Authorised for Movement' and with **Movement Reference Number** details added (MRN – used to confirm goods can be shipped).



Copyright © 2024 Trader Support Service. All rights Reserved.

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**:



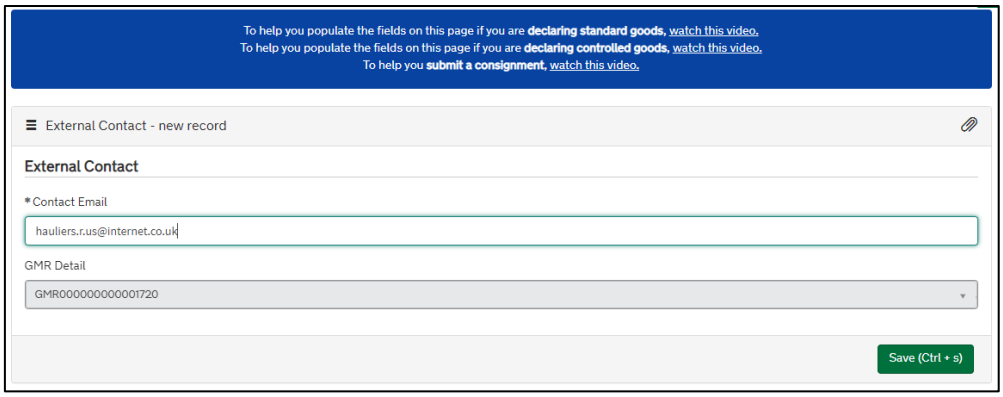
10.1.5 GMR Automation (ENS Header) – Generate GMR Barcode, check for an inspection, and/or add an External Contact

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.

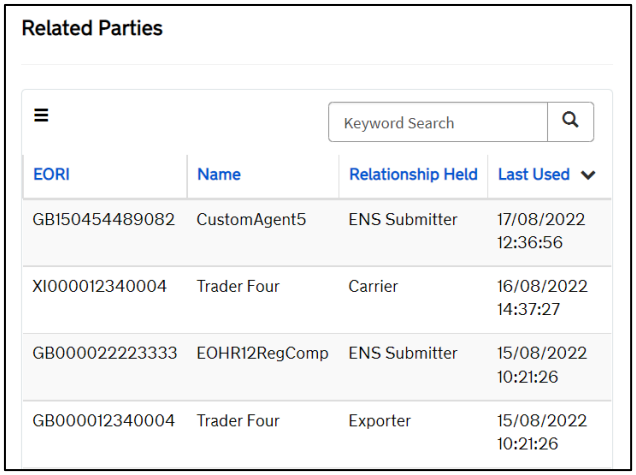
Copyright © 2024 Trader Support Service. All rights Reserved.



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:



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.

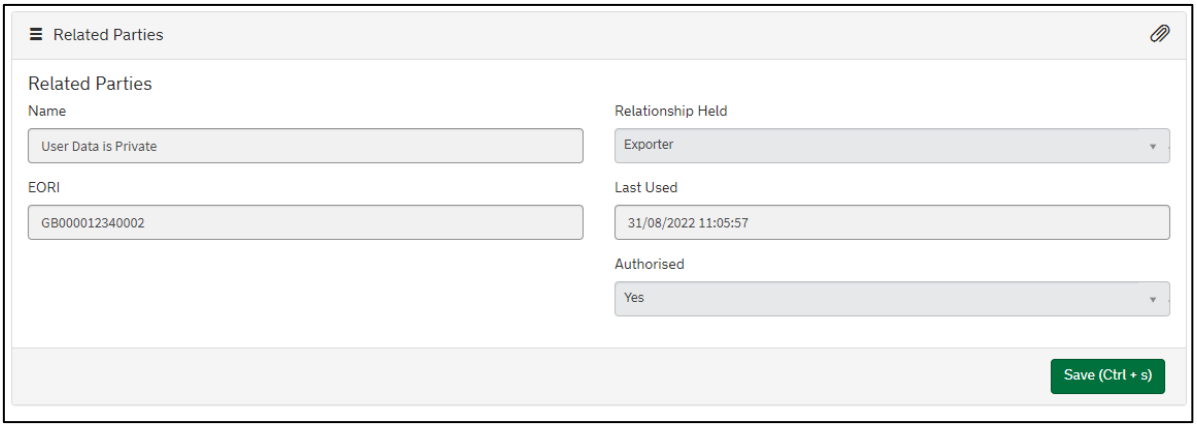
If for Exporters/Carriers the 'EORI unknown' option has been selected on the Entry Summary Declaration, then the row will display the Exporter/Carrier Name that was used on the Entry Summary Declaration consignment.

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.

Copyright © 2024 Trader Support Service. All rights Reserved.

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.



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
- Guidance on moving Merchandise in Baggage
- Creating a Goods Movement Reference
- Guidance on controlled goods and the Online Tariff Tool

Copyright © 2024 Trader Support Service. All rights Reserved.

- 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 April 2024.

April 2024: Updated to reflect changes in GB EORI

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.

Copyright © 2024 Trader Support Service. All rights Reserved.

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

Copyright © 2024 Trader Support Service. All rights Reserved.

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

Copyright © 2024 Trader Support Service. All rights Reserved.

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 smoothly.

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

Copyright © 2024 Trader Support Service. All rights Reserved.