TSS User Guides

Standalone Simplified Frontier Declaration: Step-by-step guide

Published: April 2024

Trader Support Service

HM Revenue & Customs

Contents

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]

1   Introduction

This guide will show you how to complete a standalone Simplified Frontier Declaration in the Trader Support Service (TSS) Portal as part of the TSS simplified journey.

1.1   The TSS simplified journey

The Simplified Frontier Declaration is part of the customs declarations on the TSS simplified journey. A Simplified Frontier Declaration, usually auto-generated by TSS from the information provided in the Entry Summary Declaration, is made before the goods movement using a simplified data set. It is the responsibility of the Importer of Record to ensure the Simplified Frontier Declaration is submitted.

The TSS simplified journey allows businesses to move goods from Great Britain (GB) into Northern Ireland (NI) by making a Simplified Frontier 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, known as the Entry Summary Declaration, which must be done prior to the goods entering NI (usually completed by the carrier)

   AND

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

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

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

   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**

---

[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 Service or the Northern Ireland Online Tariff on [GOV.UK](#).

Declaration by the fourth <u>working</u> day of the month following the goods movement if preferred.

- **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

This **guide covers** how to complete a standalone Simplified Frontier Declaration in TSS as part of the TSS simplified journey.

1.2   What is a standalone Simplified Frontier Declaration?

While Simplified Frontier Declarations are usually auto-generated from an Entry Summary Declaration, traders can also create a standalone Simplified Frontier Declaration, <u>subject to meeting certain criteria</u>, **which isn't auto-generated from a previously submitted Entry Summary Declaration.**

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

- Utilising certain special procedures or relief options on the TSS simplified journey

- The haulier/carrier has completed the Entry Summary Declaration outside of TSS and the trader wishes to submit the customs declarations in TSS

- The haulier/carrier has created an Entry Summary Declaration only movement in TSS and the trader wishes to submit the customs declarations on TSS

  Note: Should you wish to create a Simplified Frontier Declaration (SFD) from an Entry Summary Declaration for a movement with 'ENS Only Reason' selected against it, that is raised in TSS and is in 'Authorised for movement' status, you may use the 'Create SFD from ENS' functionality.

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

1.3   Special procedures and relief options on the TSS simplified journey

Traders with their own CFSP authorisations that are using certain special procedures are allowed to use the TSS simplified journey for goods movements from GB to NI (including movements of non-domestic goods from a GB customs warehouse). These traders are able to process a standalone Simplified Frontier Declaration on TSS to support their movements.

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

For more information on special procedures and relief options and the requirements for having your own NI valid CFSP authorisation to use special procedures on the TSS simplified journey, please see the Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations guide on NICTA.

For information on CFSP authorisations and how to add this information to your TSS Company Profile, please see the Registration: Step-by-step guide using TSS on NICTA.

2 How to create a standalone Simplified Frontier Declaration movement

TSS supports a functionality that allows traders to create a standalone Simplified Frontier Declaration that is not automatically created from an Entry Summary Declaration submitted through the TSS Portal (e.g., where the Entry Summary Declaration has been created elsewhere or where the haulier has created an Entry Summary Declaration only movement).

You can submit a standalone Simplified Frontier Declaration using either TSS CFSP authorisation or your own CFSP authorisation.

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

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

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

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

NOTE: The screenshots in this guide display TSS account information (e.g., EORI number, CFSP authorisation number, etc.). Please note that these are included for demonstration purposes only and must not be used in live declarations.

To create a standalone Simplified Frontier Declaration in the TSS Portal follow these steps:
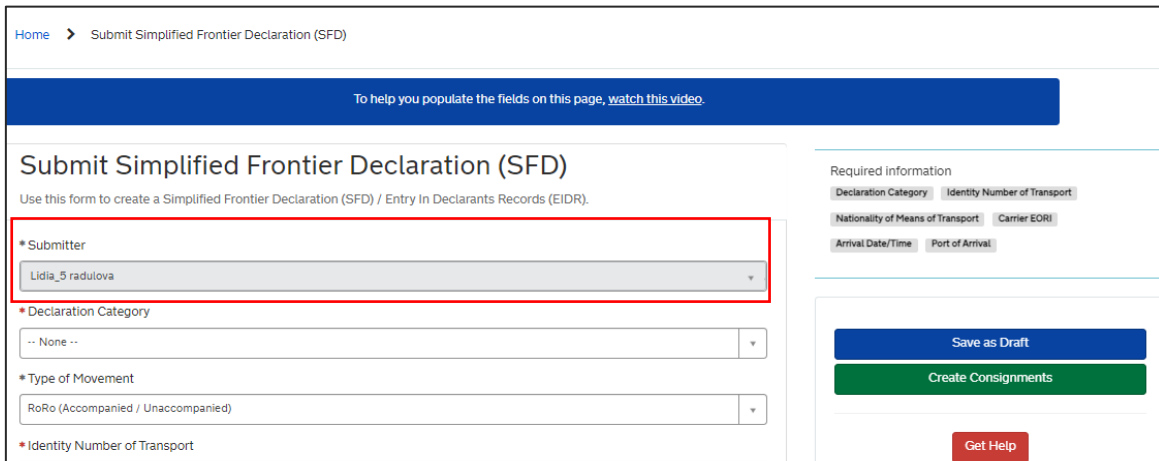
1. Select **Start a Declaration**

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

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

4. Select the **Declaration Category** – either '**Pre-lodged (IMF)**' for shipments that have not yet moved, or '**Arrived (IMC)**' for shipments that have already moved
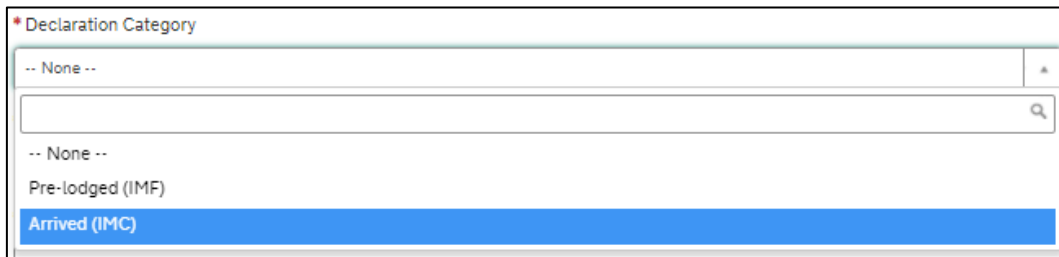
5. Select the **Type of Movement** – either 'RoRo (Accompanied / Unaccompanied)' or 'Road'

6. In the **Identity Number of Transport** field:

    •   For **accompanied Roll on Roll off (RoRo)** add 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.

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

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

9. Add the **Arrival Date/Time** when the shipment is expected to land in NI. **Note:** this field is not visible if the **Declaration Category** is 'Arrived (IMC)'

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

Note: TSS supports standalone Simplified Frontier Declarations for RoRo movements only. It does not support standalone Simplified Frontier Declarations for **maritime (sea)** or **air** movements regardless of whether or not they are **inventory-linked ports or locations** in NI

11. Where seals are affixed to the transport equipment, the **identification number on the seal** must be added to the **Seal Number** field. Otherwise, leave this field blank

12. The **Route** will default to 'GB-NI'

13. In the **Place(s) of Loading** free-text field, add the place(s) of loading of the goods; for example, the **freight terminal** or **other place** where the goods were loaded onto the means of transport

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

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

14. Add the **Place(s) of Unloading**. This is the name(s) of the **freight terminal** or **other place** where goods are unloaded from the means of transport. For accompanied RoRo

movements the place of unloading is where the goods are unloaded from the truck (e.g., 'Belfast')

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

15. Select from the options below to confirm how the **Transport Charges** will be paid. This is the method of payment (from the trader to the carrier) for transporting the goods. The field defaults to 'Account Holder with Carrier', though you can opt for whichever suits the movement

2.1   How to save the standalone Simplified Frontier Declaration

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

2. Once saved, you will be presented with the following details, including the unique **Simplified Frontier Declaration Reference Number** at the top of the page. This will take you through to the **Consignments** part of the declaration
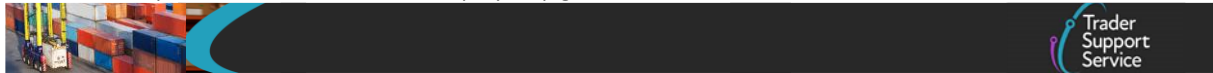
3. Find your current Simplified Frontier Declaration movement information by selecting **Declarations** in the banner of the TSS Portal followed by **View Declarations** and clicking on **SFD Declarations (by movement)**. A new tab will open that will allow searching and viewing **SFD Declarations (by movement)** by **Declaration Status**:

3   How to create a standalone Simplified Frontier Declaration consignment

You must add at least one consignment to each standalone Simplified Frontier Declaration header (each movement).

A consignment is a set of goods being moved from one consignor (seller/sender) to one consignee (buyer/receiver).

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

1. Once you have saved the standalone Simplified Frontier Declaration at the movement level, you will be taken to the consignment (header) level (as shown in the How to create a standalone Simplified Frontier Declaration movement section of this guide, above)

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

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

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

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

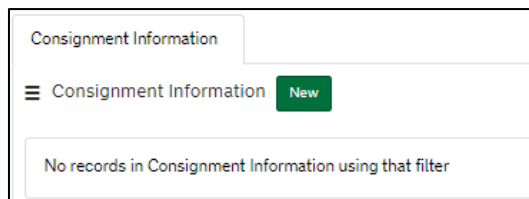4. Having selected the option to create a new consignment, you will be directed to **Consignment Information - new record**. The top section provides key information, depending on the status of the declaration. The fields highlighted in grey are read-only fields, including the **Status**

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

> * Does Consignment contain goods subject to control, licence or certification?
>
> | Yes | ▼ |
> |---|---|
>
> This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.

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

6. The **Goods Information** section has three sections greyed out that are read only. The **Total Packages** and **Total Gross Mass (KG)** fields will be populated from the item level, and the **Transport Document Type** will default to 'CMR/Delivery Note', which is the document used for RoRo and road journeys. (You will have selected 'RoRo' or 'Road' as the **Type of Movement** at the consignment (header) level

> Home > Declarations > SFD000000000141455 > New Consignment
>
> **Goods Information**
>
> | * Total Packages | * Transport Document Type |
> |---|---|
> | 0 | CMR/Delivery Note ▼ |
>
> | * Total Gross Mass (KG) | * Transport Document Number |
> |---|---|
> | 0 | |
>
> | * Goods Domestic Status | |
> |---|---|
> | NIDOM (UK domestic status goods) ▼ | |

7. Add the **Transport Document Number**, which is the identification number of the 'CMR/Delivery Note'. **Note:** this field is limited to 35 characters

> | * Transport Document Number |
> |---|
> | |

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

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

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

10. Complete the **Goods Description** field for the associated goods in this consignment. This should be a plain language description of the goods that is precise enough for customs to be able to identify what the goods are. The description should cover:

    - What are the goods?

    - What are they made of?

    - What are they used for?

    If the package contains any branded items, it 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 the consignment. Examples of acceptable and unacceptable descriptions (e.g., 'refrigerator' vs 'appliances') are available in [European Commission guidance](#).

11. You can choose to populate the **Trader Reference** field. This is a free-text field for personal reference only (e.g., if you want to list an invoice number with your consignment or a collection point) and will not affect whether your standalone Simplified Frontier Declaration can be submitted

12. The **Declaration Unique Consignment Reference (DUCR)** is used to link the Entry Summary Declaration, standalone Simplified Frontier Declaration and the Supplementary Declaration. The trader may complete the DUCR data field with their internal company nomenclature following the recommended format detailed on GOV.UK. Alternatively, on the standalone Simplified Frontier Declaration the DUCR field will be auto-populated by TSS

> Declaration Unique Consignment Reference (DUCR)
>
> [   ]

13. Add the **EORI** numbers for the **Consignor**, **Consignee**, **Importer**, **Importer Parent Organisation** (where required) and **Exporter**. If the **EORI** number is unknown for the **Consignor**, **Consignee**, or **Exporter**, please select the check box and complete the additional fields presented

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

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

> Consignor
> * Consignor EORI
>
> [   ]
>
> ☐ Consignor EORI Unknown
>
> Consignee
> * Consignee EORI
>
> [   ]
>
> ☐ Consignee EORI Unknown

Note: If, at this point, you wish to use NIREM to claim the 'not at risk' benefit on the Supplementary Declaration, the **Importer EORI** number will need to be aligned to a valid UKIMS Authorisation. If there is a mis-match of EORI references, the CDS system will fail to apply any relevant exemptions.

Note: If a GB EORI has been entered in the **Importer EORI** field, CDS will mandate the name and address of the GB EORI holder. In the **Company Profile**, if you have chosen to keep your company name private, you will need to manually enter the company name and address in the respective fields marked with a red asterisk. However, if you have chosen <u>not</u> to keep your company name private, TSS will auto populate the name and address in the appropriate fields for you.

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

- The field is visible only if **Do you need to use a Parent Organisation Authorisation on your declarations** is answered with 'Yes' on the company profile. In these cases, the **Importer Parent Organisation EORI** is either auto-populated with the relevant parent company EORI number or is blank and editable depending on the company profile set up

- If **Do you need to use a Parent Organisation Authorisation on your declarations** is answered with 'No' on the company profile, the **Importer Parent Organisation EORI**

field is not visible or available for input on the standalone Simplified Frontier Declaration

Should you wish to use the DDA of your parent company to defer customs charges, please review the **Do you need to use a Parent Organisation Authorisation on your declarations** field in your company profile and make the respective changes. For details on how to do so please see Registration: Step-by-step guide using TSS on NICTA.

Note: Functionality for traders to have visibility, authorise and manage related parties (e.g., Carrier, Haulier, ENS Submitter and Exporter) on their declarations is in the '**Related Parties**' section in the company profile.

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

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

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

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

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

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

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

Selecting:

will display:

Selecting:

will display:

Selecting:

Which type of declaration do you intend to make?

Declaration for customs warehousing (includes 71XX PCs)   ▾

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

will display:

Do you want TSS to generate a Supplementary Declaration for these Goods?

No   ▾

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

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

19. The **Representation Type** field will be auto-populated with 'Direct':

Representation Type

Direct   ▾

20. The **Header Previous Document** field will auto-populate with the DUCR number:

Declaration Goods	Header Previous Document ❶	Holder Of Authorisation ❶	Supplementary Declaration	Guarantee Type

☰ Header Previous Document   New

Consignment Reference	Previous Document Class	Previous Document Reference	Previous Document Type
DEC000000000418604	Z	3XI000012340005-000000000418604	DCR

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

Declaration Goods	Header Previous Document ❶	Holder Of Authorisation ❶	Supplementary Declaration	Guarantee Type

☰ Holder Of Authorisation   New

Authorisation Role Type	Authorisation Type Code	Authorisation Role ID
HA	SDE	XI000012340005

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 for the respective document references and authorisations required in the declaration.

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

22. Once all the details are added, press **Save (Ctrl + s)**. The field **Authorisation Role Type** is auto-populated by TSS; you do not need to populate this

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

    There is a list below of the documents commonly required, but please refer to the Northern Ireland Online Tariff on [GOV.UK](#) for a **definitive list** of the documents required for a specific commodity. 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 licenses

    - Any certificates of origin

    - Additional certificates, licenses 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 or item page

To attach documents, click on the paperclip icon at the top of the consignment or item page (see screenshots below).

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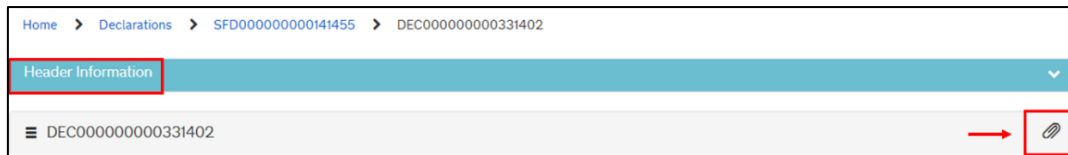
If the document applies to an individual item, attach it on the item page using the paperclip icon. Next section details how to add items to a consignment.

Note: Any organisation that the consignment is shared with (e.g., carrier/haulier) will be able to access uploaded documents.
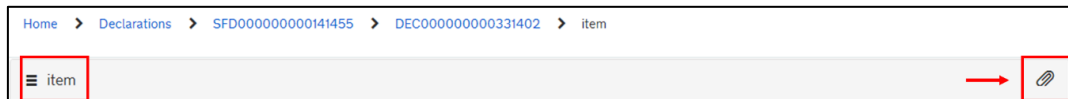
3.1   Add items to a consignment

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

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

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

2. Add the **Package Marks**. Where containerised, the **Equipment Number** can be used as a shipping mark

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

4. 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

5. Add the **Number of Packages** and then confirm the **Number of Individual Pieces** within each package (only relevant if not in bulk, as explained below). For goods with documentation that has been entered into TRACES NT the **Number of Packages** must match what was inputted

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

* Number of Packages
Number of Individual Pieces

6. Declare the **UN Dangerous Goods Code**, if applicable to your goods. This is a unique serial number assigned by the UN to dangerous substances and articles (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

UN Dangerous Goods Code

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

Invoice Number

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

* Item Gross Mass (KG)

9. Add the **Net Mass** in kilograms, which excludes packaging. Item **Net Mass** is mandatory for items where licenses require the net mass on the declaration to match that on the license, and for goods being released from bulk consignment. Goods with documentation that has been entered into TRACES NT will require the net mass to match what was inputted

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

> **Net Mass (KG)**
>
> [   ]

10. Add the **Goods Description** for these packages. This should be a plain language description of the goods that is precise enough for customs to be able to identify what the goods are. The description should cover:

    - What are the goods?

    - What are they made of?

    - What are they used for?

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

> *** Goods Description**
>
> [   ]

11. Add the **Procedure Code**. Where items are released into free circulation/home use, with no previous procedure in GB, this will be '4000'

> *** Procedure Code**
>
> [4000   ✕ | ▾]
>
> While TSS has defaulted the procedure code and additional procedure code values, if you need to use another customs process please feel free to update the fields accordingly.

    Completion notes for procedure codes can be found in Appendix 1 on GOV.UK.

12. **Additional Procedure Codes** specify where the importer has customs requirements above and beyond the standard procedure

> *** Additional Procedure Code**
>
> [1CG   ✕ | ▴]
>
> [🔍]
>
> | 000 |
> | 0GD |
> | 1BN |
> | 1CD |
> | 1CG |
> | 1CL |
> | 1DP |

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

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

13. If you are moving controlled goods, update the following fields on the consignment items. The fields listed below are mandatory when the goods are controlled and thus required to meet additional control measures (e.g., a certification, an authorisation, a license, etc.)

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

    - **Commodity Code**

    - **Supplementary Units**

    - **CUS Code**

    - **TARIC Additional Code**

    - **National Additional Code**

    - **Country of Origin**

    - **Item Currency**

    - **Item Price / Amount**

    - **Tax Type**

    - **Tax Base Unit**

    - **Tax Base Quantity**

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

14. After pressing **Save**, the following tabs will appear at the bottom of the screen:
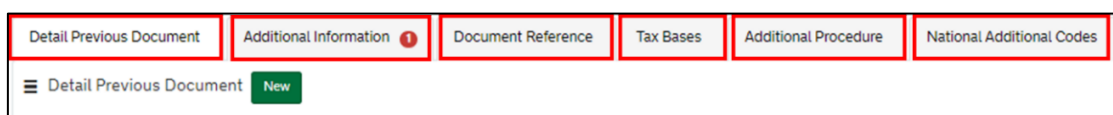
15. If you have declared a special procedure code, you will need to complete the **Additional Information** and **Document Reference** tabs, as per the requirements of the particular special procedure

Detail Previous Document	Additional Information ❶	Document Reference	Tax Bases	Additional Procedure	National Additional Codes

☰ Detail Previous Document New

Please refer to Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations on NICTA to be aware of the respective procedure codes and Additional Procedure Codes required on the declaration.

16. When all the details have been added, press **Save** again. Once saved, the name of the goods is displayed at the top of the page, and you can navigate back to the consignment by clicking on the **declaration's LRN** number

Home > Declarations > DEC000000000415819 > goods

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

17. If you wish to add more **Declaration Goods** to your consignment, use the **Save and Add New** button to open a new record. The system will save the current goods record and automatically open a new **Declaration Goods** record for you to complete

*Nature of Transaction	*Package Marks
11	BX-1234228/34
*Number of Packages	*Type of Packages
200	Boxes
*Invoice Number	
290621	

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

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

*Nature of Transaction	*Package Marks
11	BX-1234228/34
*Number of Packages	*Type of Packages
200	Boxes
*Invoice Number	
290621	

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

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

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

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

4   How to cancel a standalone Simplified Frontier Declaration

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

- Draft

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

- Does not have any consignments associated to it

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

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

1. Navigate to the declaration you wish to cancel by following the steps shown in the How to save the standalone Simplified Frontier Declaration section of this guide

2. Click **Cancel SFD**:
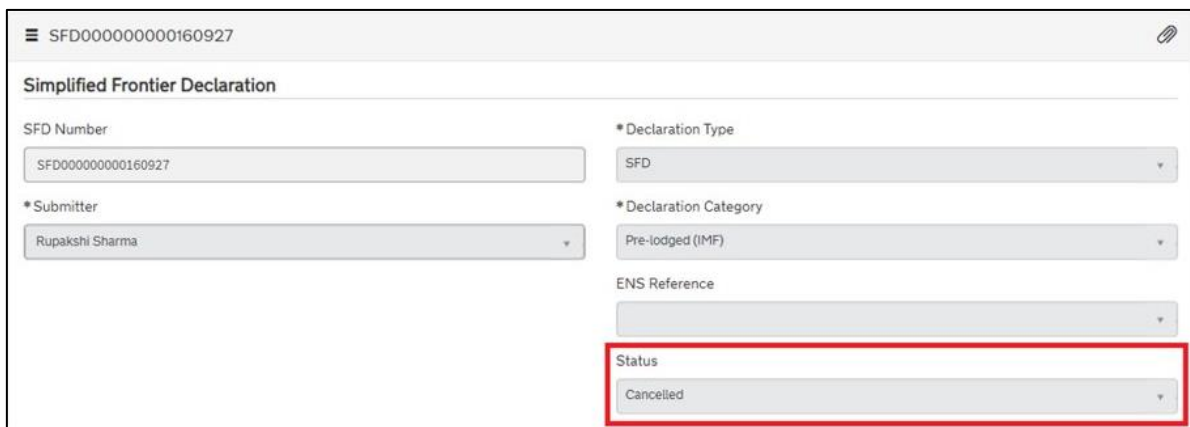
Once successfully cancelled, the **Status** of the Simplified Frontier Declaration will change to **Cancelled**:

5   I need to know more

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

- How to use the TSS Portal

- Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations

- Data guide: TSS declaration data requirements

- Tariffs on goods movements into NI

- Guidance on controlled goods and the Online Tariff Tool

- Guidance on resolution to common error codes for Entry Summary and Simplified Frontier Declarations

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

---

6 Changes to guidance and policy

Last Updated April 2024.

April 2024: Updated to reflect changes in GB EORI

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

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

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

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

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

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

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

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

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

Published February 2022.