

# TSS User Guides

## ENS step-by-step guide for maritime movements from GB to NI

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HM Revenue  
& Customs





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

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

## 1 Introduction

This guide will outline how to complete an Entry Summary Declaration for **maritime movements from Great Britain (GB) to non-inventory linked ports in Northern Ireland (NI)** using the Trader Support Service (TSS) Portal.

For containerised movements TSS currently **only** supports the submission of Entry Summary Declarations for goods transported in 40ft containers. Containerised goods movements that are not transported in 40ft containers must be completed outside of the TSS Portal.

**This guide does not cover** Entry Summary Declarations for **accompanied or unaccompanied RoRo** movements. For information on RoRo movements, refer to the [ENS Step-by-step guide: Standard Process and Consignment First Process](#).

If you require to complete an **Entry Summary Declaration** and a subsequent **Internal Market Movement Information (IMMI)** pre-movement in the TSS Portal, which removes the need for a Supplementary Declaration upon arrival in NI, refer to the [Pre-movement Internal Market Movement Information \(IMMI\): Step-by-Step guide](#) on NICTA.

## 2 Entry Summary Declaration

### 2.1 What is an Entry Summary Declaration?

A safety and security declaration, known as the Entry Summary Declaration, is required for goods movements from GB to NI.

**It is a legal requirement to submit an Entry Summary Declaration prior to the goods entering NI.** The submission of Entry Summary Declaration 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.

**TSS supports the submission of Entry Summary Declarations for the following types of Movement:**

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<sup>1</sup> Terms used in this guide refer to the terminology used on the TSS Portal. 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.





- **Goods movements from GB to NI via maritime non-inventory linked ports**, which is the subject of this guide
- **Goods movements from GB to NI via RoRo**

Refer to the [ENS Step-by-step guide: Standard Process and Consignment First Process](#) on NICTA for details on how to complete an Entry Summary Declaration for this type of movement.

TSS **does not** support the submission of Entry Summary Declarations for the following:

- Goods movements from Rest of World excluding the European Union (RoW excluding EU) to NI **via maritime Inventory-Linked Ports** (ILPs)

ILPs are those ports and airports that have customs control systems linked to HMRC systems. There is further guidance on ILPs in the [Inventory-Linked Ports](#) guide on NICTA.

- All goods movements to NI **via air**

**Note:** Entry Summary Declarations for these movements need to be submitted by the carrier/hauler outside of the TSS Portal.

**In addition to the Entry Summary Declaration a customs declaration may be required for your goods.**

**Types of customs declarations** for goods movements to NI include:

- **A Simplified Frontier Declaration, Supplementary Declaration and Final Supplementary Declaration** for goods movements using the [TSS Simplified Procedure](#)

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

## 2.2 When is an Entry Summary Declaration required?

**An Entry Summary Declaration is required before the goods arrive** if you are moving goods from:

- GB to NI, including movements from GB to NI via Ireland (IE)
- RoW excluding EU to NI

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

- Bringing or receiving them to NI from an EU country
- Moving qualifying NI goods from NI to GB; for more information on moving [qualifying goods](#) see GOV.UK





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

## 2.3 Who completes the Entry Summary Declaration?

Carriers have the legal responsibility to ensure that the customs authorities are 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.

The Entry Summary Declaration should be completed accurately to the best of the declarant's knowledge at the time.

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

## 3 Standard Process: create new declarations and movement information on the TSS Portal

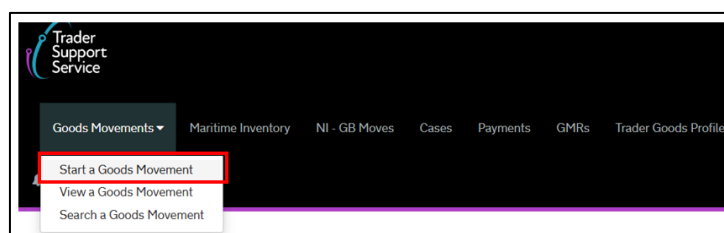
### 3.1 Starting an Entry Summary Declaration (Standard Process): creating the movement

**You (typically the carrier/haulier) will need to create a Goods Movement that contains information about the movement of the vessel 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 on GOV.UK for the [Trader Support Service](#), as the following steps are only accessible to registered traders and carriers.

1. To create a movement, select **Goods Movements**, followed by **Start a Goods Movement** from the drop-down list, which will open the **Goods Movement Options** page







## 2. Select the option **Start a Goods Movement**

[Home](#) > [Start a Goods Movement](#)

In preparation for the simplified processes for Internal Market Movements (SPIMM), this page has been redesigned and some of the options in the list below have been renamed. Learn more at the [NICTA learning platform](#) about these changes and how they affect you.

### Goods Movement Options

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

**Moving Goods from Great Britain to Northern Ireland**

<p><b>Start a Goods Movement</b></p>	<p>Use this form to complete a Goods Movement by providing transport and goods information. This form can be used for all Goods Movements, including SPIMM.</p> <p><a href="#">Start a Goods Movement</a></p>
<p><b>Start a Consignment for a Goods Movement</b></p>	<p>Use this form to complete your Goods Movement information which your haulier can then associate to the transport information. This form can be used for all Goods Movements, including SPIMM.</p> <p><a href="#">Start a Consignment for a Goods Movement</a></p>

This opens the **Goods Movement Header** 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 screen. The **Goods Movement Header** can be saved as a draft at any time for you to complete and submit later, prior to the movement of goods.

### Submit a Goods Movement

Use this form to submit a Goods Movement Header for the transport for your ENS-triggered consignments or your ENS-only consignments.

**\* Submitter**

Kassandra Trader5

**\* Type of Movement**

Maritime

**\* Identity Number of Transport**

Conveyance Reference Number

**Required information**

**Identity Number of Transport**

**Nationality of Means of Transport** **Carrier EORI**

**Arrival Date/Time** **Port of Arrival**

**Place(s) of Loading** **Place(s) of Unloading**

[Save as Draft](#)

[Create Consignments](#)

[Get Help](#)

## 3. In the **Type of Movement** field select 'Maritime' from the drop-down list

**\* Type of Movement**

Maritime

By selecting 'RoRo Accompanied [ICS2]', a new field will be presented for you to provide information for 'Type of Passive Transport'.

**What is ICS2?** It's the new safety and security declaration system for movements into NI. The ICS2 supports lodging of pre-arrival Entry Summary Declaration and requires the





submission of a minimum six-digit commodity code for each goods item, an accurate description of the goods, EORI number and name and address for the involved parties.

Further details on ICS2 are available on [Make an entry summary declaration using the Import Control System 2](#) on GOV.UK.

**Note:** The submitter of the Entry Summary Declaration **must have a valid XI or EU EORI number entered in the XI EORI Number** or the **EU EORI for ICS2 Declarant only** field on their TSS Company Profile to proceed with Entry Summary Declaration submission.

Check your Company Profile is set correctly before you proceed with Entry Summary Declaration submission.

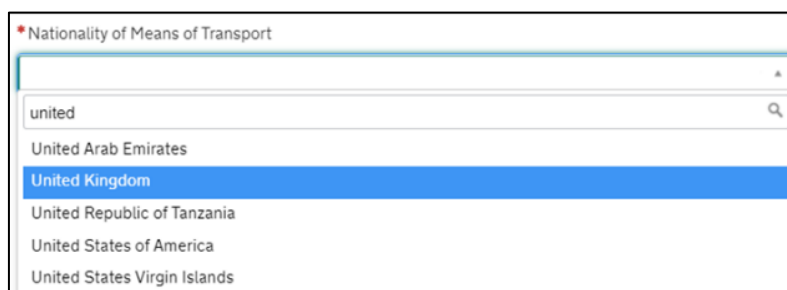
#### 4. Enter the **Identity Number of Transport**

This is the IMO ship identification number. The format required is 'IMO' followed by 7 digits.



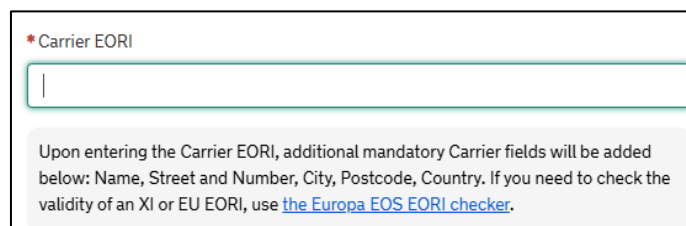
#### 5. Enter the **Nationality of Means of Transport**

This should be the country where the vessel is registered. Start typing the country name in the field or scroll through the down-down list.



#### 6. Add the **Carrier EORI** number – this must be either an XI or EU EORI number

The carrier is the operator of the active means of transport at the border.



Upon entering the Carrier EORI, additional mandatory Carrier fields will be added below: Name, Street and Number, City, Postcode, Country. If you need to check the validity of an XI or EU EORI, use [the Europa EOS EORI checker](#).

Underneath the **Carrier EORI** field is explanatory text containing a hyperlink to the Europa [EORI number validation](#) website, if you need to check the Carrier EORI number.





The link will open in a new browser window. TSS will auto-populate the EORI number entered in the **Carrier EORI** field for you to run the checker and confirm if the EORI number is valid.

**Note:** **Carrier** name and address including country are always required. These will be auto-populated by TSS if the carrier is registered on TSS and has allowed their details to be shared via their company profile. Alternatively, these must be entered manually.

In the **Carrier Street and Number** field enter the street number first (if existing) followed by the street name (for example, 6 Trader Lane or Units 5-6 Trader Lane).

7. Use the calendar icon to select the **Arrival Date/Time** at the NI seaport based on the GMT time zone, or type the date and time into the field in the format DD/MM/YYYY HH:MM:SS, using the 24-hr clock (for example, '11/01/2021 22:30:00')



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

**Note:** The date and time must be within the following 14 days. If the arrival date will be in more than 14 days, leave this field empty, save an initial draft, and complete the details later.

8. Add the **Port of Arrival** by either typing in the field or selecting from the drop-down list

This is the first seaport that goods enter NI through. You will only be presented with the available seaports in NI.



9. 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







### 10. Add the **Place(s) of Loading** of the goods

This is the name(s) of the seaport, freight terminal or other place where the goods are loaded onto the means of transport.

\* Place(s) of Loading

### 11. Then, add the **Place(s) of Unloading**

This is the name(s) of the seaport or freight terminal or other place where goods are unloaded from the means of transport.

\* Place(s) of Unloading

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

This is the method of payment (from you to the carrier) for transporting the goods. The field defaults to 'Account Holder with Carrier'.

Transport Charges

Account Holder with Carrier

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

## 3.2 Saving and searching for a Goods 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 **Get Help**.





Home > Start a Goods Movement > Submit a Goods Movement

Use this form to submit a Goods Movement Header for the transport for your ENS-triggered consignments or your ENS-only consignments.

Seal Number

\* Route  
 GB-NI

\* Place(s) of Loading  
 Liverpool

\* Place(s) of Unloading  
 Belfast

Transport Charges  
 Account Holder with Carrier

Required information  
 Identity Number of Transport  
 Nationality of Means of Transport Carrier EORI  
 Arrival Date/Time Port of Arrival

Save as Draft  
 Create Consignments  
 Get Help

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

Home > Goods Movement > ENS000000005005677

Get Help

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

ENS000000005005677

Goods Movements

Client Job Number  
 ENS000000005005677

Find your current Entry Summary Declaration movement information by selecting **Goods Movements** in the banner of the TSS Portal followed by **View a Goods Movement** from the drop-down list. Then select **Goods Movements (by movement)** and select either **Draft Goods Movements** or **All Goods Movements** under the **Status** list on the right-hand side. Alternatively, click on the **Entry Summary Declarations (ENS): Draft** quick filter.





### View Goods Movement

Quick Filters

Pre-movement to-dos				Post-movement to-dos			
Entry Summary Declarations (ENS): Draft 4180	Entry Summary Declarations (ENS): Input Required 821	Full Frontier Declarations (FFD): Input Required 560	Simplified Frontier Declarations (SFD): Input Required 1581	Supplementary Declarations (SD): Draft 6450	Supplementary Declarations (SD): Input Required 1232	Supplementary Declarations (SD): Overdue 7708	Supplementary Declarations (SD): Pending payment 4

Select Type and Status to view Goods Movements and Declarations

Type	Status
Goods Movements (by movement)	Draft Goods Movements
Goods Movement (by consignment)	Trader Input Required Goods Movements
Internal Market Movement Information (by consignment)	Processing Goods Movements
SFD Declarations (by movement)	Authorised Goods Movements
SFD Declarations (by consignment)	Arrived/Cancelled Goods Movements
Supplementary Declarations (by consignment)	All Goods Movements
Post Movement Internal Market Movement Information (by consignment)	
Full Frontier Declarations (by consignment)	

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

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

### View Goods Movement

Quick Filters

Pre-movement to-dos				Post-movement to-dos			
Entry Summary Declarations (ENS): Draft 4180	Entry Summary Declarations (ENS): Input Required 821	Full Frontier Declarations (FFD): Input Required 560	Simplified Frontier Declarations (SFD): Input Required 1581	Supplementary Declarations (SD): Draft 6449	Supplementary Declarations (SD): Input Required 1232	Supplementary Declarations (SD): Overdue 7708	Supplementary Declarations (SD): Pending payment 4

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

Results

Goods Movements (by movement) - Draft Goods Movements

Client Job Number	Submitter	Account	Status	Port of Arrival
ENS000000005005556	DanielleL.Trader5	Trader Five	Draft	Belfast Port (TEST) (GBAUBELBELBEL)
ENS000000005005541	DanielleL.Trader5	Trader Five	Draft	Belfast Port (TEST) (GBAUBELBELBEL)
ENS000000005005539	Hena.Trader2	Trader Two.	Draft	Belfast Port (TEST) (GBAUBELBELBEL)
ENS000000005005557	DanielleL.Trader5	Trader Five	Draft	Belfast Port (TEST) (GBAUBELBELBEL)

Created this week

Created this week

Created this month

Created last 6 months

Created last 12 months

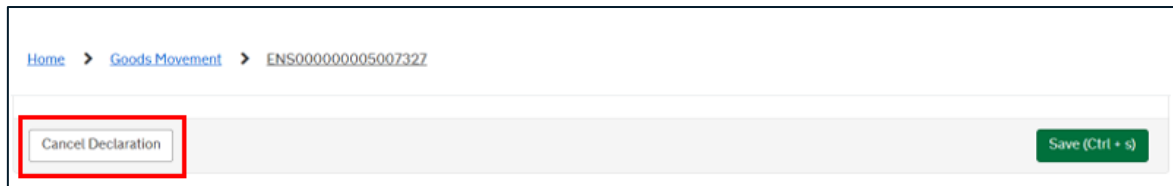
Created over 12 months

22/02/2025 16:53:17

### 3.3 How to cancel an Entry Summary Declaration

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



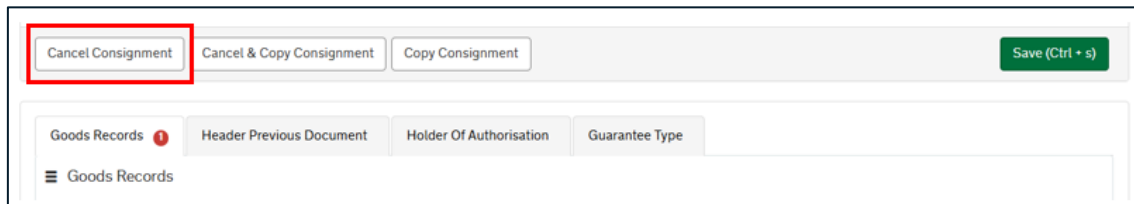
Home > Goods Movement > ENS000000005007327

Cancel Declaration Save (Ctrl + s)


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

- If the Entry Summary Declaration is in **'Draft'** state (not yet submitted)
- If you have submitted a declaration but it has been rejected, which means the Simplified Frontier Declaration will be in a state of **'Trader Input Required'**

Submitted declarations in state **'Authorised for Movement'** cannot be cancelled from **Cancel Declaration** at the bottom of the Entry Summary Declaration page. To cancel, you need to navigate to **Consignment Information** page and select **Cancel Consignment**.



Cancel Consignment Cancel & Copy Consignment Copy Consignment Save (Ctrl + s)

Goods Records  Header Previous Document Holder Of Authorisation Guarantee Type

≡ Goods Records

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.

If you have submitted an Entry Summary Declaration but then decide not to ship the goods, you do not need to take any action.

Entry Summary Declarations in the state of **'Arrived'** cannot be cancelled. For further guidance see the 'After you make your declaration' section in [Making an entry summary declaration](#) on GOV.UK.

## 4 Entry Summary Declaration (Standard Process): adding consignment information to the Entry Summary Declaration

### 4.1 Create a new consignment

Once you have completed the Entry Summary Declaration movement, you will have the option to add consignment information. In the TSS Portal, when adding the Entry Summary Declaration consignment, the Portal will also create one of the following:

- An Internal Market Movement Information (IMMI)





- A Simplified Frontier Declaration – the subject of this guide

When you have populated all data fields related to the movement, you can proceed to adding consignments associated to the movement, by selecting **Create Consignments** located on the right-hand side of the form

1. Select **New** in the **ENS Consignments** section at the bottom of the Goods Movement form to add a new consignment

2. Enter the **Importer EORI** number and click **Validate Importer EORI**





If the importer does not have an UK Internal Market Scheme (UKIMS) authorisation, or they have not granted you access to use it, TSS will direct you to use the TSS Simplified Procedure and display a pop-up message.

You are unable to use the internal market movement for these goods. Please submit the form to continue using the non-internal market movement.

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 or Internal Market Movement Information (IMMI) 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 to move goods using the simplified processes for Internal Market Movements or TSS Simplified Procedure.

In certain circumstances when an importer has a UKIMS authorisation on their company profile, TSS will ask if you want to change the **Importer EORI** number provided to an EORI number that is associated with the importer's UKIMS authorisation.

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

Importer UKIMS authorisation associated EORI check
 ✕

The importer has UKIMS associated with EORI XI000012340002. Do you want to use this EORI to enable the importer to use their UKIMS authorisation?

Yes No I don't know

- If you select **Yes** or **I don't know**, TSS will **change** the **Importer EORI** number to the importer's UK Internal Market Scheme (UKIMS) aligned EORI number
- If you select **No**, TSS will **keep** the **Importer EORI** number that has been entered

**Note: If you are unsure of which EORI numbers to use when submitting an Entry Summary Declaration, you should check with the party responsible for providing the information to ensure it is accurate.**

You will be required to complete the **Importer Name and Address** fields later in the consignment form. If the importer, on their **Company Profile**, has allowed their name and address details to be shared, this information will be auto-populated.

- When the **Importer EORI** has been validated, you will be asked, **Do you intend to submit only an Entry Summary Declaration?**
  - To use the TSS Simplified Procedure, you must select '**No**'





- If you answered 'Yes', select an option from the **What is the reason for submitting only an Entry Summary Declaration?** field

\* Do you intend to submit only an Entry Summary Declaration?

Yes

TSS will not generate an internal market movement information (IMMI) or Simplified Frontier Declaration (SFD) and this is required to be created outside of TSS. The importer or their representative is responsible for ensuring the necessary IMMI or SFD is submitted.

\* What is the reason for submitting only an Entry Summary Declaration?

**Note:** If you select 'Yes', you will only be able to create the Entry Summary Declaration and will not be able to use TSS to move goods using the simplified processes or TSS Simplified Procedure. A customs declaration or Internal Market Movement Information (IMMI) is still required and will have to be completed outside of the TSS Portal. Go to the **Common questions and answers** section of the [ENS Step-by-step guide: Standard Process and Consignment First Process](#) for details of when an Entry Summary Declaration Only can be used.

If you select 'No', then TSS will create the customs declaration form or Internal Market Movement Information (IMMI) record to be completed.

4. If the Importer has a valid UKIMS authorisation and granted permission for you to use it, you will be asked to read the conditions for use and select an option to continue

**The importer has granted you authority to use their UKIMS authorisation and the goods may be eligible for the simplified processes for Internal Market Movements (SPIMM).**

This consignment can be used for the movement of goods using the simplified processes for Internal Market Movements (SPIMM) from GB to NI if the following conditions are met:

- Goods must be in free circulation prior to their movement from GB.
- Goods must be directly transported from GB to NI (this includes via transit journeys).
- There must be no intention of onward movement of the goods to the EU, and this determination must be made by a UKIMS authorised trader.
- Goods are being released for free circulation and home use OR are being released for free circulation with entry into an excise warehouse in NI.
- Goods must not be of a category excluded for simplified processes for Internal Market Movements (SPIMM) movement.

[View guidance on goods which are excluded](#)

Only proceed if you can comply with these conditions. TSS will set certain values on the declaration stating that the above are true

\* Select an option

☐ I confirm the goods comply with this statement

☐ I am unable to confirm the goods comply with this statement

☐ I do not wish to use the internal market movement

- If you select 'I confirm the goods comply with this statement', TSS will create the Entry Summary Declaration consignment and the Internal Market Movement Information (IMMI) for you to move the goods via the simplified processes





- If you select ‘**I am unable to confirm the goods comply with this statement**’ or ‘**I do not wish to use the internal market movement**’, TSS will generate a Simplified Frontier Declaration for you to complete and move the goods via the TSS Simplified Procedure
5. Then click **Submit** to save the record

## 4.2 Adding consignment information to the Entry Summary Declaration

1. TSS will generate one Entry Summary Declaration for each consignment. You will then be directed to a new **Consignment** page

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

Home > Goods Movement > ENS000000005005678 > DEC000000010010690

### Consignment Information

Local Reference Number DEC000000010010690	Client Job Number ENS000000005005678
Movement Reference Number	* Declaration Type ENS
* Does Consignment contain goods subject to control, licence or certification? -- None --	Movement Type -- None --
<small>This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.</small>	ENS Only Reason
	Status Draft

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

It is important that you answer this question accurately. You need to confirm whether your goods are **standard** or **controlled goods** as the type of declaration you need to complete will be affected by the answer. See the [Categories of controlled goods](#) section in this guide for a more details.

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

You must carefully assess the classification of your goods. If you select ‘**Yes**’ to the question, refer to the [Completing the details for a shipment containing controlled goods](#) section of this guide.





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

-- None --

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

3. The **ENS Only Reason** field is only completed if you wish to create an Entry Summary Declaration without generating a Simplified Frontier Declaration in the TSS Portal, for example when following the Full Frontier Declaration route, otherwise leave blank

ENS Only Reason

4. Add the **Transport Document Number**

This is the identification number of any international or national documents, certificates and authorisations produced in support of the declaration and additional references (note that this field is limited to 35 characters). For maritime movements this should be the reference number for the Seaway Bill.

\* Transport Document Type

Seaway Bill

\* Transport Document Number

5. The **Goods Domestic Status** is automatically populated with 'NIDOM (UK domestic status goods)' if the goods are already 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.

\* Goods Domestic Status

-- None --

NIDOM (UK domestic status goods)

NIIMP (Non-UK domestic status goods)

6. The **Destination Country** is auto-populated with 'United Kingdom' by default; however, it is possible to edit this field by selecting an alternative destination country from the drop-down list:





\*Destination Country

Afghanistan  
 Aland Islands  
 Albania  
 Algeria  
 American Samoa  
 Andorra  
 Angola

7. **Consignment Description** is an optional field used to describe the associated goods in this consignment

Consignment Description

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 to describe the goods as sets in sizes and/or packages (for example, 'women's cotton T-shirts, size 14, packs of 3').

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

8. **Trader Reference** is a free-text, non-mandatory field

Trader Reference

When completed, this information is carried through to the Simplified Frontier Declaration and Supplementary Declaration.

This trader's own reference is 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 (for example, it can be used to list invoice numbers, purchase orders or a collection point specific to the consignment).





9. **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 field, but it is not mandatory

Declaration Unique Consignment Reference (DUCR)

10. The **Container Indicator (registered shipping container)** field will be defaulted to **'Goods not transported in a container'**

\* Container Indicator (registered shipping container)

Goods not transported in a container

-- None --

Goods not transported in a container

Goods transported in a container

If your goods are transported in a registered shipping container that has a container identification number in the format 'ZZZZ9999999', then you should change this field to **'Goods transported in a container'**.

**Note:** TSS currently only supports the submission of Entry Summary Declarations for containerised goods transported in 40ft containers. Containerised goods movements that are not transported in 40ft containers must be completed outside of the TSS Portal.

11. **Consignor** is the party delivering the goods as stipulated in the transport contract

Enter the **Consignor EORI** if you know it. If the **Consignor EORI** number is valid and registered on TSS, then the company name will appear underneath each field, highlighted in blue:

**Consignor**

Consignor EORI

XI000012340005

Trader Name: Trader Five

The name and address of the trader associated with this EORI are populated for you below and will be used when you save and submit this data to avoid the rejection of your ENS. Please check that this is the correct name and address. Please untick the "Address Required" flag or edit the value in the EORI field in order to provide a different EORI and address details.

If you need to check the validity of this EORI, please use the [Europa EOS EORI checker](#).

Underneath the **Consignor EORI** field, 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 [EORI number validation](#) website in a new browser window.

**Consignor name and address including country are always required.** If an EORI has been provided, TSS will auto-populate the details from the company profile when permission has been given for details to be shared. Otherwise, these need to be entered manually.

In the **Consignor Street and Number** field enter the street number first (if existing) followed by the street name (for example, 6 Trader Lane or Units 5-6 Trader Lane).

12. **Consignee** is the party who receives the goods post customs clearance

Enter the **Consignee EORI** if you know it. If the **Consignee EORI** number is valid and registered on TSS, then the company name will appear underneath each field, highlighted in blue:

Underneath the **Consignee EORI** field, 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 [EORI number validation](#) website in a new browser window.

Consignee

Consignee EORI

Upon entering the Consignee EORI or selecting the Address Required/EORI Unknown option below, additional mandatory Consignee fields will be added below: Name, Street and Number, City, Postcode, Country. If you need to check the validity of an XI or EU EORI, use [the Europa EOS EORI checker](#).

☒ Consignee Address Required/EORI Unknown

\* Consignee Name

\* Consignee Street and Number

\* Consignee City

\* Consignee Postcode

\* Consignee Country

**Consignee name and address including country are always required.** If an EORI has been provided, TSS will auto-populate the details from the company profile when permission has been given for details to be shared. Otherwise, these need to be entered manually.

In the **Consignee Street and Number** field enter the street number first (if existing) followed by the street name (for example, 6 Trader Lane or Units 5-6 Trader Lane).

13. The **Importer Parent Organisation EORI** field is only visible where you have answered 'Yes' to the question **Do you need to use a Parent Organisation Authorisation on your declarations?** in your company profile

This field is optional and should only be filled in if you are using the Duty Deferment Account (DDA) or special procedure authorisation of your parent organisation.

Importer Parent Organisation EORI

**Note:** Within your company profile, if you have answered 'Yes' for the question **Do you need to use a Parent Organisation Authorisation on your declarations?**, but left the **Importer Parent Organisation EORI** field blank, then this field will also appear blank in the respective **Entry Summary Declaration**.





In this case, you need to specify how you intend to proceed. If you would like to use the **Authorisation** of your **Parent Organisation**, 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 to using TSS](#) on NICTA.

14. In the **Are the Buyer's EORI and Name and Address the same as the Importer's?** drop-down list:

- Select **'Yes'** if the Importer is the same as the [Buyer](#)

\* Are the Buyer's EORI and Name and Address the same as the Importer's?

-- None --

By selecting 'No', additional fields will be added below as follows: optional 'Buyer EORI' and mandatory Buyer fields 'Name', 'Street and Number', 'City', 'Postcode' and 'Country'. By selecting 'Yes', those fields will not be available to you.

- Select **'No'** if the Importer and Buyer are not the same and complete the Buyer's name and address including country.

In the **Buyer Street and Number** field enter the street number first (if existing) followed by the street name (for example, 6 Trader Lane or Units 5-6 Trader Lane).

**Note:** If the Buyer has a valid XI or EU EORI it must be provided where known. GB EORIs are not accepted in the Buyer details for Entry Summary Declarations, which are submitted to ICS2.

15. Add the **Exporter EORI**

The name and address details for the **Exporter are required**. These will be auto-populated by TSS if the trader is registered on the TSS Portal and have allowed their details to be shared via the company profile; if not, you will need to enter the name and address details manually.

**Exporter**

\* Exporter EORI

☐ Exporter Address Required/EORI Unknown

When the Exporter Address Required/EORI Unknown is ticked then the following Exporter fields will become mandatory : Name, Street and Number, City, Postcode, Country. If TSS is able to auto complete those fields for you based on the EORI then it will do so.

If the **Exporter EORI** is unknown, select the check box underneath the field and complete the additional fields presented.





16. In the **Are the Seller's Name and Address (EORI if provided) the same as the Exporter's?** drop-down field:

- Select **'Yes'** if the Exporter is the same as the [Seller](#)

- Select **'No'** if the Exporter and Seller are not the same and complete the Buyer's name and address including country.

In the **Seller Street and Number** field enter the street number first (if existing) followed by the street name (for example, 6 Trader Lane or Units 5-6 Trader Lane).

**Note:** If the Seller has a valid XI or EU EORI it must be provided where known. GB EORIs are not accepted in the Seller details for Entry Summary Declarations, which are submitted to ICS2.

17. Once the consignment has been saved, press **Save (Ctrl + s)** and you will see that four additional tabs have been added to the bottom of the screen: **Goods Records**, **Header Previous Document**, **Holder of Authorisation** and **Guarantee Type**

The **Goods Records** tab is used to submit item level information about your goods. To complete the **Goods Movement** form, you must add at least one **item** to the consignment before submitting.

**Note:** An item is a set of goods with the same description and the maximum number of items that can be linked to a consignment is 99.

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

18. 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





Home > Goods Movement > ENS000000005007694 > DEC000000010023174

Goods Records Header Previous Document <sup>2</sup> Holder Of Authorisation Guarantee Type

Header Previous Document New

Consignment Reference	Previous Document Class	Previous Document Reference	Previous Document Type
DEC000000010023174	Z	Test1234	355

19. Use the **Holder of Authorisation** tab if you need to enter the type of customs authorisation held by the importer when they have instructed you to use customs procedures other than release to free circulation

For details on special procedures and reliefs available in the TSS Portal, see the [Reliefs and Duty Suspension Overview and considerations for data input in TSS declarations](#) guidance on NICTA

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

Home > Goods Movement > ENS000000005007694 > DEC000000010023174

Goods Records Header Previous Document <sup>2</sup> Holder Of Authorisation <sup>1</sup> Guarantee Type

Holder Of Authorisation New

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

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 show the following:

Home > Goods Movement > ENS000000000122526 > DEC000000000307055 > Small Bluefin Tuna, for human consumption

Where multiple items are linked to a consignment, the number of items will display next to the **Goods Records** tab within the red circle.

Goods Records <sup>2</sup> Header Previous Document Holder Of Authorisation Guarantee Type

Goods Records New Copy Previous Good(s)

Goods Description	Goods Item Number	Commodity Code	Country of Origin	National Additional Code	Procedure Code	Item Gross Mass (KG)	Number of Packages
Mobile phones Smartphones Electronic dev...	8517130000				4000	50	100
Bicycle 12 speed Mountain Bike	8407349110				4000	50	1





**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.

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

### 4.3 Adding item information to the Entry Summary Declaration

Information for the goods, known in TSS as a **Goods Record**, is required for each consignment. The **Goods Record** (item) is a set of goods with the same description (with the same **Commodity Code**). For example, five pallets of fresh apples can be covered as one goods line.

1. Select **New** in the **Goods Records** section at the bottom of the consignment form

2. The **Goods Records** form will open

3. Enter a **Commodity Code** – this could be a 6-digit or a 10-digit commodity code

**Note:** If you are moving **controlled goods** and have answered 'Yes' to the question **Does Consignment Contain Goods Subject to Control, Licence or Certification?** at the consignment (header) level, you will be required to enter a 10-digit commodity code.





TSS will submit only the first 6 digits of your commodity code to satisfy the requirements on the Entry Summary Declaration.

**Goods Information**

\* Commodity Code

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

If you are unsure what your commodity code is, use the [Northern Ireland Online Tariff](#) tool to look up the correct commodity code.

You can also search for the **Commodity Code** by typing in a short description of your goods into the **Commodity Code** field.

Refer to the [Completing the details for a shipment containing controlled goods](#) section of this guide for details on what additional information you are required to provide **if moving controlled goods**.

4. Select **Type of Packages** from the drop-down list

\* Type of Packages

-- None --

-- None --  
 Aerosol  
**Bag**  
 Bale, compressed  
 Barrel  
 Belt  
 Bottle, gas  
 Bottle, liquid

5. Add the **Number of Packages** and then confirm the **Number of Individual Pieces** within each package.

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

\* Number of Packages

Number of Individual Pieces





6. Add the **Package Marks**, which is a free-text description of any marks and numbers on transport units or packages

Where containerised, the equipment number can be used as a shipping mark.

\* Package Marks

7. If your goods are transported in a registered shipping [container](#), as defined by ICS2 requirements, add the container number in the **Equipment Number (if containerised)** field

If the container format is different from 'ZZZZ9999999', navigate to the Consignment (header) level and select 'Goods not transported in containers' in the **Container Indicator (registered shipping container)** field. This will remove the requirement to complete the **Equipment Number (if containerised)** field on the goods record.

\* Equipment Number (if Containerised)

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

This is a unique number assigned by the UN to dangerous substances and articles (for example, chemicals, weapons). The codes are available on the United Nations Economic Commission for Europe (UNECE) website – refer to the [UN Recommendations on the Transport of Dangerous Goods: Model Regulations](#) for details.

UN Dangerous Goods Code

9. Add the associated **Invoice Number**, where known – this will be needed at the Supplementary Declaration stage

Invoice Number

10. Confirm the **Item Gross Mass (KG)** in kilograms for all packages – this needs to include all packaging (but not the carriers' equipment)

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





\* Item Gross Mass (KG)

11. The **Net Mass (KG)** is an **optional** field for goods **not** subject to control, licence or certification

Net Mass (KG)

12. Add the **Goods Description** for these packages

This should be a plain language description of the goods that is precise enough for customs to be able to identify what the goods are. The description should cover:

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

If the package contains any branded items, it is advisable to include the brand and model number with the description of your goods. It is also recommended to describe the goods as sets in sizes and/or packages (for example, 'women's cotton T-shirts, size 14, packs of 3').

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

\* Goods Description

13. TSS defaults the **Procedure Code** field with '4000' – goods released into free circulation, with no previous procedure in GB

If this **Procedure Code** does not apply to the goods movement, use the drop-down to select the appropriate code.

\* Procedure Code
 

4000

0700 Release for free circulation with simultaneous entry to an excise warehouse  
 4000 Release to free circulation  
 4200 Free circulation with onward supply  
 6110 Release to RGR for goods previously permanently exported  
 6123 Release to RGR





- For details on the Procedure Codes available to use in TSS, refer to the [Data guide: TSS declaration data requirements](#) guide on NICTA
  - Further information on **Procedure Codes**, including completion instructions, can be found in the [Requested and Previous Procedure Codes for Imports](#) on GOV.UK
14. TSS defaults the **Additional Procedure Code** with '000', which indicates no additional conditions apply

**Additional Procedure Codes** specify customs requirements above and beyond the standard procedure. Check the **Additional Procedure Codes** available in the drop-down list and select the appropriate code for your movement. '000' should only be declared if no other **Additional Procedure Code** applies to the unique circumstances/conditions of the movement.

Further information on [Additional Procedure Codes for imports](#), description, usage and completion instructions can be found on GOV.UK.

When all the consignments are added to the Entry Summary Declaration movement and consignment (header) and the item level details are completed, press **Submit** on the consignment 'DEC\_\_\_\_\_ record' to submit your declaration.

#### 4.4 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 **Copy Previous Good(s)**.





This will then display a window, as per 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. See the [Completing the details for a shipment containing controlled goods](#) section of this guide for details on this process.

**Note:** You can only copy previous goods that have the same response to the question **Does Consignment contain goods subject to control, licence or certification?** and where the **Type of Movement** is the same.

## 5 Moving controlled goods

If you are moving controlled goods, additional information will be required on your Entry Summary Declaration. 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 on moving controlled goods, visit the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

If you are moving controlled goods under the TSS Simplified Procedure, 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.

**Note: Full details are required for controlled goods at the item level.** For standard goods these details are not required, unless they are part of a mixed consignment with controlled goods. For mixed consignments it is necessary to submit full item level information for all goods in the consignment, including any standard goods.

Consult the [Northern Ireland Online Tariff](#) on GOV.UK before moving your goods.

## 5.1 Categories of controlled goods

The list below summarises the categories of controlled goods requiring licences, authorisations or certificates.

To check if your goods are controlled, refer to the [Northern Ireland Online Tariff](#) on GOV.UK. For guidance on how to navigate the Northern Ireland Online Tariff see the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

- **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](#) on GOV.UK
  - Notification to [TRACES NT](#) at least 24 hours in advance

- **Plant, plant products, timber-based products (SPS Goods)**

- Phytosanitary certificate
- Notification to [TRACES NT](#) at least 24 hours in advance

**Note:** If you are moving goods on the Northern Ireland Plant Health Label (NIPHL) scheme, you will need to upload the CHED-PP on TRACES NT, but you do not need a Phytosanitary certificate. You will need to satisfy the labelling requirements.

- Further information about the [NIPHL scheme](#) and moving plants from GB to NI on GOV.UK

- **Agri-Foods (SPS Goods)**

- CHED completed in [TRACES NT](#) (if applicable) and 24 hours pre-notification
- Private attestations for shelf-stable composite products (see [DEFRA guidance](#) on GOV.UK)

**Note:** If you are moving goods under the Northern Ireland Retail Movement Scheme (NIRMS), you will not need to fill in the CHED on TRACES NT or use private attestations. You will instead need to fill in the General Certificate and upload that on TRACES NT,





which should be done by the party responsible for the load. You will need to satisfy the labelling requirements. Further information about [NIRMS](#) can be found 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) on GOV.UK if moving under excise duty suspense, or if required (see the [Excise Goods guidance](#) on GOV.UK)
- **International conventions**
  - Convention on International Trade in Endangered Species ([CITES](#)); see [Check if you need a CITES permit to import or export endangered species](#) on GOV.UK)
  - Kimberley Certificate (see the [Export rough diamonds: special rules](#) on GOV.UK)

This list is not exhaustive. For a list of full licence types for import, refer to [Documents and Other Reference Codes](#) on GOV.UK.

## 5.2 Completing the details for a shipment containing controlled goods

This section should be used in conjunction with the [Adding item information to the Entry Summary Declaration](#) in this guide to ensure all fields are completed.

1. Select 'Yes' to the question **Does Consignment Contain Goods Subject to Control, Licence or Certification?** at the Entry Summary Declaration consignment (header) level

\*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.

This will open the **Controlled Goods** section at the item level on the **Goods Records** form





Controlled Goods

\* What Type of Controlled Goods Are You Carrying?

-- None --

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

Save and Add New

Save (Ctrl + s)

- In the field **What Type of Controlled Goods Are You Carrying?** select from the options in the drop-down list
- Select the **Country of Origin** by either typing the country name or using the drop-down list

This records where the goods were produced (or substantially transformed) and is used to determine which controls and tariff measures apply. It is not necessarily where the goods were sent from. Details on establishing **Country of Origin** can be found in the [Rules of Origin](#) guidance on GOV.UK.

\* Country of Origin

united

United Arab Emirates

United Kingdom

United Republic of Tanzania

United States of America

United States Virgin Islands

- The **Item Currency** is the currency used to invoice the goods and can be selected from the drop-down list

\* Item Currency

\* Item Price / Amount





A list of currencies and their corresponding [currency codes](#) can be found on GOV.UK.

For the **Item Price / Amount** add the total value of the goods. Where goods have a payable price (Valuation Method 1), this is the amount charged for the item and the currency used, as listed on the invoice. Details on [working out the customs value of your imported goods](#), including valuation, can be found on GOV.UK.

5. Populate the **Supplementary Units** field if the **Commodity Code** must be described not only by 'mass', but also a second measure. When required, you should enter the **Supplementary Units** as a number.

If applicable, this will be listed in the [Northern Ireland Online Tariff](#) on GOV.UK against the commodity code

\* Supplementary Units

Refer to guidance on [Supplementary Units](#) on GOV.UK for more information.

When **Supplementary Units** are mandatory and there is no entry in this field, help text is displayed at the bottom of the page:

Tariff Requirements

SUPPLEMENTARY UNITS

Supplementary Units required for the Commodity Code and Country of Origin selected.

6. When moving certain chemicals, the 8-digit **CUS Code** (Customs Union and Statistics) is required to identify the chemical

CUS Code

For more details on the circumstances to populate this field and how to do so, refer to the [Data guide: TSS declaration data requirements](#) on NICTA. You can find guidance on [CUS codes](#) on GOV.UK.

7. Enter the **TARIC Additional Code(s)** if relevant for the **Commodity Code**

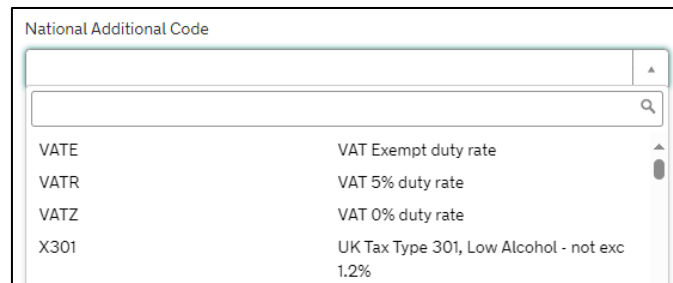
You can find out if this is applicable to your goods by referencing the [TARIC Consultation](#). These codes indicate that there may be additional duty payable, for example duty applicable to some dairy or sugar products (identified by a Meursing code), or anti-dumping duty. In some cases, more than one **TARIC Additional Code** could be supplied per item. If this applies, all codes must be entered in a single string (no





spaces between them) in the TSS Portal field. Only one Meursing Code is permitted per goods item.

8. In the **National Additional Code** field select the associated 4-digit code:

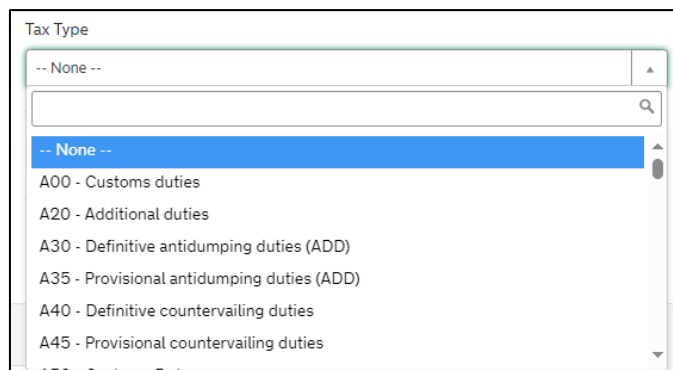


National Additional Code	
VATE	VAT Exempt duty rate
VATR	VAT 5% duty rate
VATZ	VAT 0% duty rate
X301	UK Tax Type 301, Low Alcohol - not exc 1.2%

For certain goods there may be more than one code that is required, in which case use the **National Additional Codes** tab at the bottom of the item level form, where more codes can be added. 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
- Guidance on [National Additional Codes](#) including a full list of codes can be found on GOV.UK

9. **Tax Type** codes identify the kind of duty or tax being declared



Tax Type	
-- None --	
A00	Customs duties
A20	Additional duties
A30	Definitive antidumping duties (ADD)
A35	Provisional antidumping duties (ADD)
A40	Definitive countervailing duties
A45	Provisional countervailing duties

For NI, there are additional tax types that may appear based on whether your goods are 'at risk' or 'not at risk'. See GOV.UK for [Tax Types](#) on goods movements to NI.

10. A **Tax Base Unit** will need to be declared when the commodity code mandates that a measurement unit is required to support the calculation of the tax amounts (for example, the pure alcohol content for certain alcoholic beverages)

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





Tax Base Unit	
ASV	% volume (Alcoholic strength per volume)
ASVX	% volume Hectolitre ((Alcoholic strength
CCT	Carrying capacity in metric tonnes
CEN	100 items
CTM	Carats (one metric carat = 2x10 <sup>-4</sup> kg)
DAP	Decatonne, corrected according to polari

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.

- The **Tax Base Quantity** is the quantity of the units as entered in the **Tax Base Unit** field (for example, if the **Tax Base Unit** is litres, the quantity in litres is entered in this field)

Home > Start a Goods Movement > ENS000000000122526 > DEC000000000307055 > New Good

Tax Base Unit

Tax Base Quantity

**Save and Add New** **Save (Ctrl + s)**

Guidance on [Tax Bases](#) can be found on GOV.UK.

Once these steps are completed, press **Save (Ctrl + s)**. If you wish to create a new goods item without going out of the item you have part-populated, press **Save and Add New**. 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. Additionally, if required, a Tariff Requirements box will appear below to advise of any additional mandatory requirements for the entered goods.

National Additional Code

Tax Base Unit

Tax Base Quantity

**Tariff Requirements**

The Goods Item does not currently meet the mandatory requirements for successful acceptance by HMRC, based on the Commodity Code and Country of Origin specified.  
 Please review and complete each of the following before attempting to submit this declaration.

1 - Under the "Document References" related records associated to this Goods Item please review and provide the following:-  
 =====  
 Import control of organic products





12. The **Detail Previous Document** tab is used to add 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 **New** on the tab and entering the information outlined below.

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

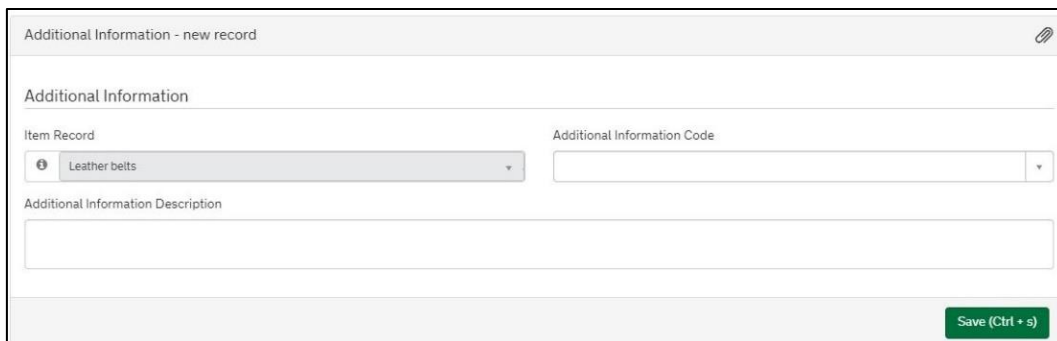
13. The **Additional Information** tab is used to add **Additional Information Codes**, which are required for certain movements and commodity codes



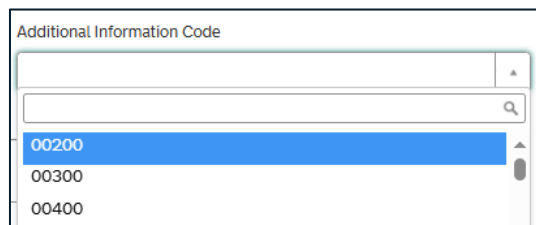


Completion rules for a specific [Additional Information Code](#) can be found on GOV.UK.

Add a record by selecting **New** on the tab and entering the information outlined below.



- **Additional Information Code:** select the from the drop-down list



- For more information and the full list of [Additional Information Codes](#) see GOV.UK
- Refer to the [Data guide: TSS declaration data requirements](#) on NICTA for further guidance
- **Additional Information Description:** where required by the Procedure Codes, Additional Procedure Codes or Commodity Codes

These Additional Information Codes will require accompanying descriptions. To see where this is the case, consult the guidance on [Additional Information Codes](#) on GOV.UK.

14. The **Document Reference** tab is used to collate documents, certificates, authorisations and references that are required to enable the movement to take place

Licences and certificates for controlled goods being moved from GB to NI may be subject to format, validity and content checks. It is the trader's responsibility to ensure that all details on documents match the information that has been input into the TSS. More information about document requirements can be found in the [Guidance on controlled goods and the online tariff tool](#) on NICTA and on [Moving licensed goods into or out of Northern Ireland](#) on GOV.UK.





See the [Data guide: TSS declaration data requirements](#) on NICTA for more details.

Add a record by selecting **New** on the tab. This will open the new record for you to populate.

- **Document Codes** are in used relation to any documents, authorisations, licences, or certificates that are associated with the consignment – select the required code from the drop-down list

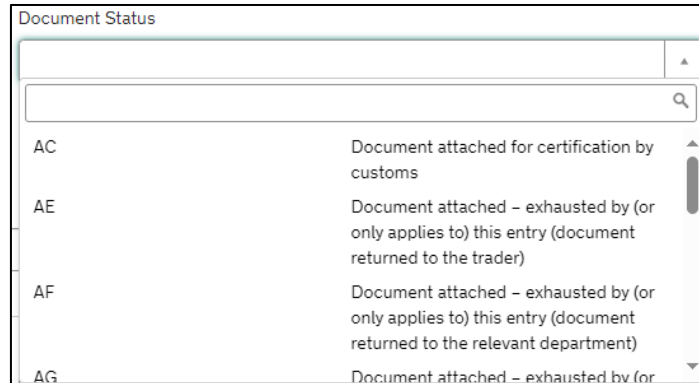
You can review guidance on how to correctly identify and enter **Document Codes** on your movement in the [Document Code Guide](#) on NICTA.

- To complete the **Document Reference** and **Document Reason** fields, refer to the guidance on [Documents and Other Reference Codes](#) on GOV.UK
  - **Document Reference**: up to 30 characters can be added to the **Reference** field



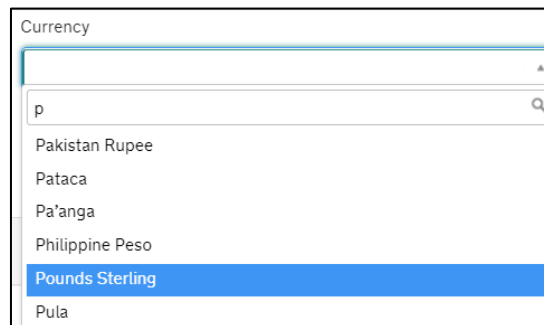


- **Document Reason:** where a **Document Code** permits the use of status codes 'XX' or 'XW', a statement supporting the use of those status codes must be provided in the section **Document Status Reason**
- **Document Status:** select the required code from the drop-down list



Document Code	Description
AC	Document attached for certification by customs
AE	Document attached – exhausted by (or only applies to) this entry (document returned to the trader)
AF	Document attached – exhausted by (or only applies to) this entry (document returned to the relevant department)
AG	Document attached – exhausted by (or only applies to) this entry (document returned to the relevant department)

- **Document Part Reference:** up to five characters can be added to the **Document Part Reference** field, which identifies the line item (part) number
- Populate the **Writing Off** section where required when you are declaring controlled goods; not all document types require completion of this field
- Add **Date of Validity** using the **Calendar** icon or use a 'DD/MM/YYYY' date format
- For **Currency**, select the required currency from the drop-down list



Currency
Pakistan Rupee
Pataca
Pa'anga
Philippine Peso
<b>Pounds Sterling</b>
Pula

- Add details regarding the **Issuing Authority**, which 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
- Select the **Measurement Unit** from the drop-down list





- In the **Quantity** field, 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

Consult the [Data guide: TSS declaration data requirements](#) on NICTA for more details

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

- The **Additional Procedure** tab is used to enter more than one **Additional Procedure Code** for your 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 by one to this table.

**Note:** '000' cannot be entered when more than one **Additional Procedure Code** is in use.

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





Additional Procedure - new record

Additional Procedure

Goods Reference: Small Bluefin Tuna, for human consumption

\* Additional Procedure Code

Save (Ctrl + s)

Required information: Additional Procedure Code

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

\* Additional Procedure Code

000 No other Additional Procedure Code applies.

OGD Goods consigned to other Government Departments and agencies (where not otherwise covered under D.E. 1/11 National Additional Procedure Codes)

If the intended movement involves a customs relief or special procedure, 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.

- National Additional Codes** are used in conjunction with information provided elsewhere in the declaration, to calculate the duties and taxes applicable

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

≡ National Additional Codes New

For more details, see the guidance on [National Additional Codes](#) on GOV.UK.

- The **Additional Parties** tab is for movements that are using Onward Supply Relief

Detail Previous Document Additional Information Document Reference Additional Procedure National Additional Codes **Additional Parties**

≡ Additional Parties New

No records in Additional Parties using that filter

Guidance on [Group 3: Parties](#) and how to complete this for the procedure can be found on GOV.UK.





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

**Note:** When the Entry Summary Declaration is submitted, TSS will validate the submission to ensure all required information including document references are present.

The TSS Portal will generate an error message outlining any missing information so you can correct the entry before submission. An error message will also be present on the Entry Summary Declaration Header section of the TSS Portal if any declarations within the consignment are not authorised to move, or if a Goods Movement Reference (GMR) cannot be checked in at the port. Once the Entry Summary Declaration / Simplified Frontier Declaration is completed correctly, and all error messages have been addressed, the TSS Portal will accept the submission and generate the required MRNs.

**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, 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.

There is a list of the documents commonly required below. For a definitive list of the documents required for a specific commodity go to the [Northern Ireland Online Tariff](#) on GOV.UK.

- Commercial invoice
- Packing list of items included
- Any non-electronic paper licences
- Any certificates of origin
- Additional certificates, licences and permits, for example CITES permits
- Export Health Certificates (EHCs)
- Any further documents you may have referenced in the supplementary tabs at the bottom of the consignment/item page

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


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





Home > Start a Goods Movement > ENS000000000122526 > DEC000000000307055 > New Good

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](#).

≡ Goods Records - new record 

Documents attached to the consignment (header) level apply to all items, while documents attached at the item level only apply to that specific item. Note that hauliers will be able to see documents you upload.

## 6 I need to know more

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

- [ENS Step-by-step guide: Standard Process and Consignment First Process](#)
- [Data guide: TSS declaration data requirements](#)
- [Guidance on resolution to common error codes for Entry Summary and Simplified Frontier Declarations](#)
- [Merchandise in Baggage](#)
- [Creating a Goods Movement Reference](#)
- [Guidance on controlled goods and the Online Tariff Tool](#)
- [Supplementary Declarations: Step-by-step guide](#)
- [Full Frontier Declaration: Step-by-step guide](#)
- [Reliefs and Duty Suspension Overview and considerations for data input in TSS declarations](#)
- [How to use the TSS Portal](#)

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

## 7 Changes to guidance and policy

Last updated January 2026.

**January 2026:** Additional updates for ICS2 functionality, including the removal of ICS NI.

**November 2025:** Updates to ICS2 validations.

**October 2025:** Updates to ICS2 features.

**August 2025:** Updates to RoRo functionalities and ICS2 features.





**July 2025:** Updates to ICS2 portal functionalities and features.

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

**May 2025:** Update regarding document validity and content checks for controlled goods.

**May 2025:** Removal of Windsor Framework disclaimer.

**March 2025:** Windsor Framework Portal interface changes including URL updates. Windsor Framework Portal Interface changes updates for Maritime movements. Updates for Additional Procedure Codes.

**January 2025:** Updated to reflect Error message box in the ENS Header section.

**November 2024:** Published.