

TSS User Guides

TSS Permissions Management for TGP and UKIMS



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HM Revenue
& Customs



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

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 assist you with moving goods from Great Britain (GB) to Northern Ireland (NI) using the simplified processes for Internal Market Movements. Specifically, it can be used **to support the set up and management of permissions and authorisations for the UK Internal Market Scheme (UKIMS) and your Trader Goods Profile (TGP)** on your Trader Support Service (TSS) Company Profile.

The simplified processes contain a range of facilitations to ease the process of moving goods ‘not at risk’ of entering the European Union (EU) – parcels and freight – from a business in GB to a business in NI. These processes include:

- A simplified dataset known as the **Internal Market Movement Information (IMMI)**
- A **Trader Goods Profile (TGP)** to support the completion of the IMMI
- A new Entry in Declarant’s Records (EIDR) authorisation, available to UKIMS-authorised traders, known as **UKIMS-EIDR**

Further details on the simplified processes can be found in the [Simplified processes for Internal Market Movements - Introduction Guide](#) on NICTA.

To benefit from the simplified processes, you need to obtain a UKIMS authorisation. The UKIMS is a trusted trader scheme that allows you to declare goods ‘not at risk’ if they are brought to NI for sale or final use by end consumers in NI. For further guidance and how to apply for a [UKIMS authorisation](#), see GOV.UK.

A TGP is automatically created by HM Revenue & Customs (HMRC) when you register for the UKIMS, and it holds information – known as a TGP record – about the goods you are moving from GB to NI. By allowing TSS access to your TGP, you can use the information stored in your records to populate that information into the IMMI when moving those goods.

This guide does not cover the management of your TGP entries, for example how to create, edit or delete them. For further details on this, refer to the [Trader Goods Profile \(TGP\) Guide](#) on NICTA.

¹ Terms used in this guide refer to the terminology used on the TSS Portal. 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.



1.1 Before you start

You will need to have the following before you can set up your TGP on GOV.UK and provide access to TSS to retrieve your TGP from HMRC:

1. Be the TSS primary account holder

Only the primary account holder can upload documents to the Company Profile and can authorise TSS access to retrieve your company's TGP

2. Have your business's [Government Gateway](#) details ready

You need your business's Government Gateway ID and password. This must be the same account that was used when you applied for the UKIMS.

The Government Gateway account you use **must also be subscribed to the Customs Declaration Service (CDS)**. You can [Subscribe to the Customs Declaration Service](#) on GOV.UK

Note: The holder of the Government Gateway ID may not necessarily be the same person as the TSS primary account holder. If this is the case, ensure both parties are available to complete the steps in the [Setting up TSS to access and interact with your UKIMS authorisation and Trader Goods Profile \(TGP\)](#) section of this guide

3. Have your UKIMS authorisation letter

You must hold a valid UKIMS authorisation to use a TGP and have the letter available to upload to the TSS Portal. Guidance on how to apply for a [UKIMS authorisation](#) can be found on GOV.UK.

2 Setting up TSS to access and interact with your UKIMS authorisation and Trader Goods Profile (TGP)

To benefit from the simplified processes, you need to set up permissions for use of your UKIMS authorisation and TGP by following the steps below.

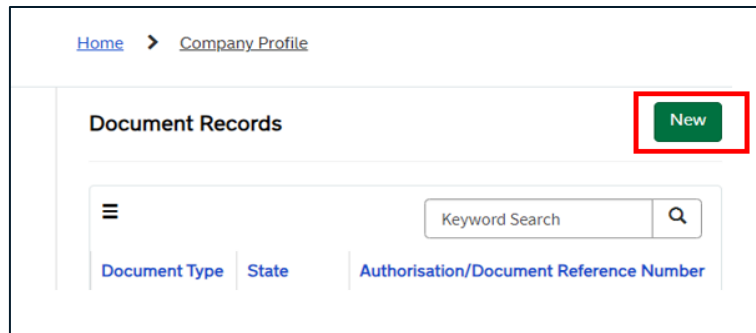
2.1 Upload your UKIMS authorisation letter on TSS

As a 'Primary Contact', you need to upload your UKIMS authorisation letter on your TSS [Company Profile](#), which will be verified by TSS.

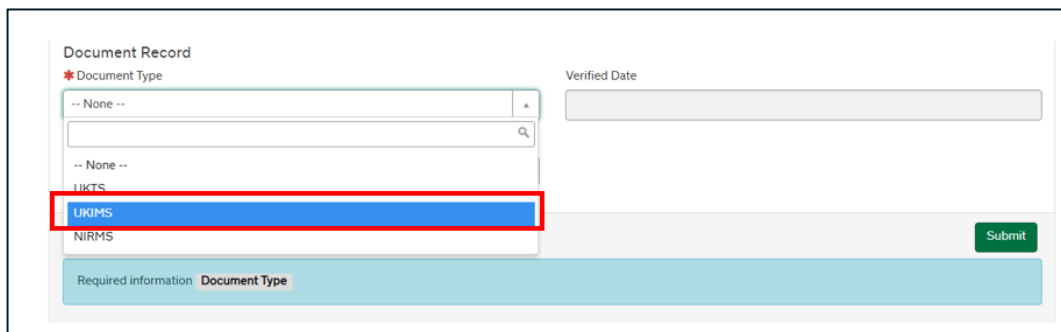
The TSS Portal uses your UKIMS authorisation number and the associated EORI to populate required fields on the IMMI. This means you don't have to enter your UKIMS authorisation details every time you declare goods 'not at risk' using your UKIMS authorisation.

Follow these steps to record your UKIMS authorisation details:

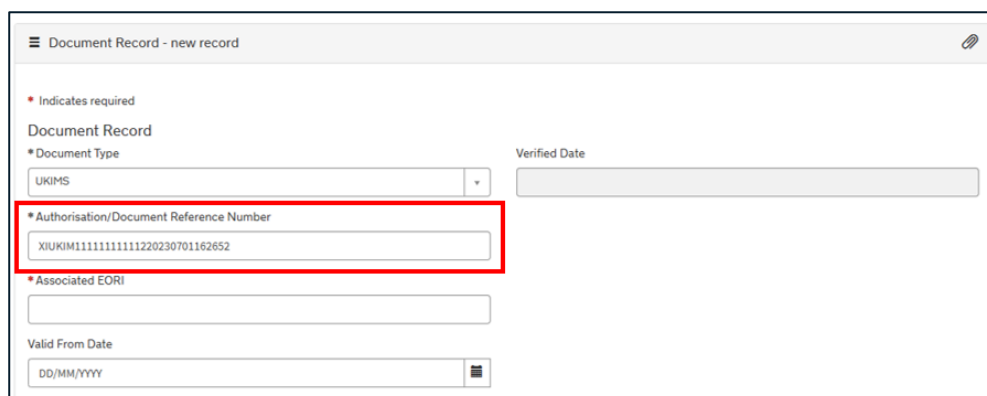
1. Click on the **Company Profile** located in the banner of the TSS Portal and then click **New** in the **Document Records** section:



2. Select the document type as 'UKIMS' from the drop-down menu:



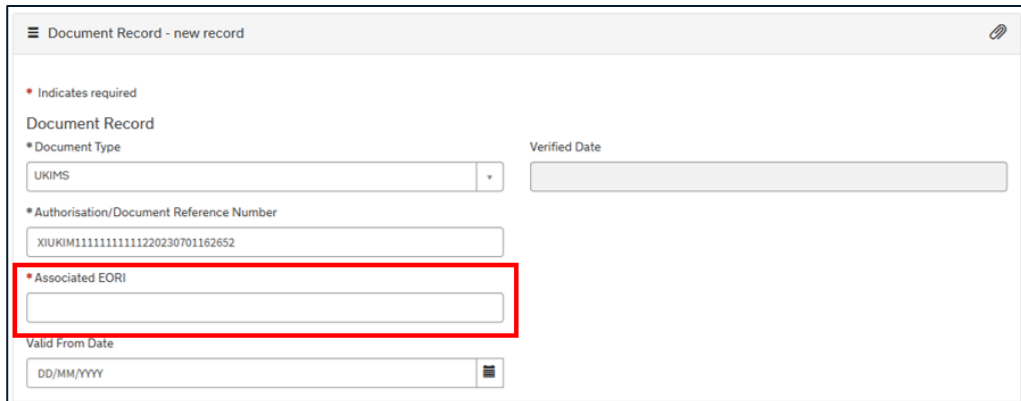
3. Enter the UKIMS authorisation number, detailed on your authorisation letter from HMRC, in the **Authorisation/Document Reference Number** field:


 A screenshot of the 'Document Record - new record' form. The 'Document Type' dropdown is set to 'UKIMS'. The 'Authorisation/Document Reference Number' field is highlighted with a red rectangular box and contains the value 'XIUKIM11111111220230701162652'. Other fields include 'Verified Date', 'Associated EORI', and 'Valid From Date' (with a calendar icon).

Note: This field **only** accepts the following format – Prefix 'XIUKIM' followed by the EORI number and time of issue by YYYYMMDDHHmmss.

If the entered format is not correct, you will see an error message.

4. Enter the EORI number in the **Associated EORI** field:



Document Record - new record

Indicates required

Document Record

* Document Type: UKIMS

Verified Date: []

* Authorisation/Document Reference Number: XIUKIM1111111111220230701162652

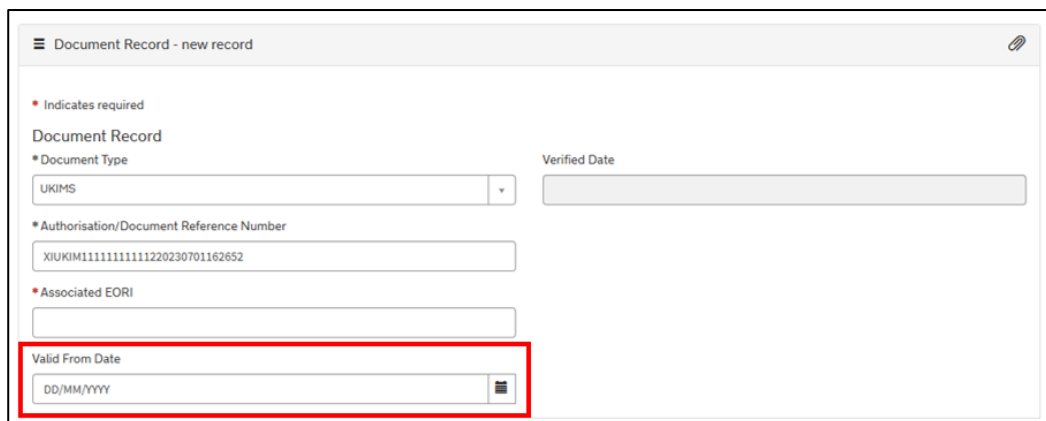
* Associated EORI: []

Valid From Date: DD/MM/YYYY

Note: The **Associated EORI** field should be completed with the GB or XI prefixed EORI that is aligned to your UKIMS authorisation – the one that was entered on your UKIMS application.

If this field is completed incorrectly, you will receive an error message.

5. Enter the date that your UKIMS authorisation is valid from in the **Valid From Date** field:



Document Record - new record

Indicates required

Document Record

* Document Type: UKIMS

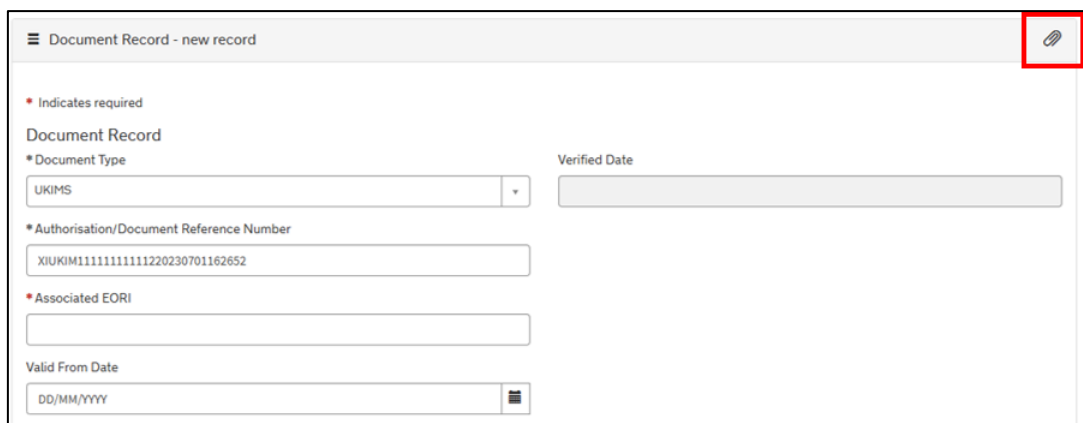
Verified Date: []

* Authorisation/Document Reference Number: XIUKIM1111111111220230701162652

* Associated EORI: []

Valid From Date: DD/MM/YYYY

6. Click on the paperclip icon to attach a copy of your UKIMS authorisation letter:



Document Record - new record

Indicates required

Document Record

* Document Type: UKIMS

Verified Date: []

* Authorisation/Document Reference Number: XIUKIM1111111111220230701162652

* Associated EORI: []

Valid From Date: DD/MM/YYYY



7. If the attachment was added successfully, you will see a copy of your attachment in the **Attachments** section:

8. Click **Submit** to update your UKIMS record

The record will then move to a 'Pending Verification' status in the field under the **State** column to be verified by TSS. On successful verification, the status of your UKIMS authorisation will be moved to 'Active' in your **Company Profile**:

Document Records			New
Document Type	State ^	Authorisation/Document Reference Number	Keyword Search
UKIMS	Active	XIUKIM00001234000520240212142805	

2.2 Sign up to the HMRC system to use your Trader Goods Profile (TGP)

As the 'Primary Contact' on your company's TSS account, you need to register your business using the [Manage your Trader Goods Profile](#) page on GOV.UK. To complete this step, you need your business's Government Gateway ID and password and the UKIMS authorisation details:



Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Note: The Government Gateway account you use must be subscribed to CDS. To [subscribe](#) or [check whether you are already subscribed to CDS](#), see GOV.UK. For help with using HMRC online services, you can [ask HMRC's digital assistant](#).

2.3 Authorising TSS to use your Trader Goods Profile (TGP)

Once you've signed up to use your TGP on GOV.UK, TSS needs permission to access and retrieve the information from your profile.

The TSS Primary Contact must update the [Trader Goods Profile Authorisation](#) in the Company Profile on TSS. To do this:

1. Click the link '[TSS T&Cs covering UKIMS and TGP authorisation](#)' to read the terms and conditions (T&Cs)
2. Click the **check box** to agree to the T&Cs
3. Click the **Authorise** button:

Trader Goods Profile Authorisation

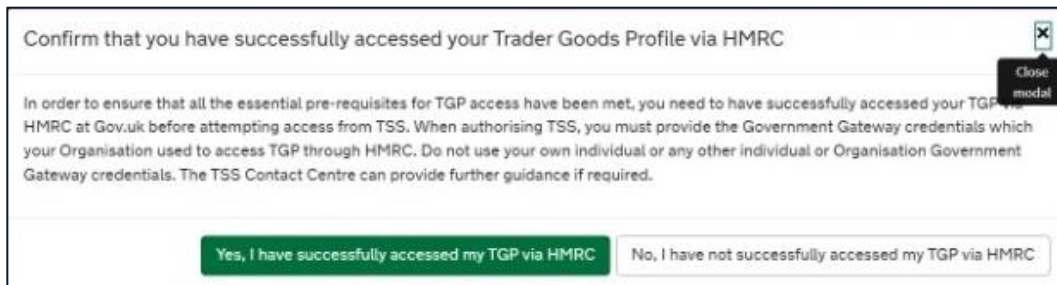
By clicking on "Authorise" you will be temporarily redirected to the Government Gateway login page so that you can provide authorisation that allows you to use and manage your TGP using TSS.

I agree to the [TSS T&Cs covering UKIMS and TGP authorisation](#)

NOTE: If you are not the Primary Contact on the account, the T&Cs checkbox and the **Authorise** button will not be active.

4. Once you click the **Authorise** button, you will be redirected back to the Government Gateway page

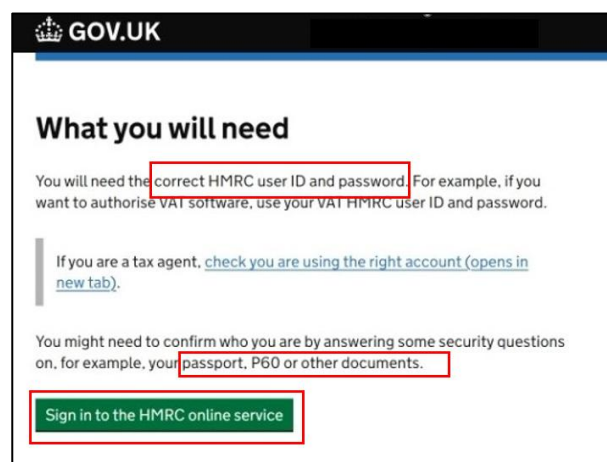
Return to the TSS Portal and confirm that you have the correct TGP credentials by clicking the **Yes, I have successfully accessed my TGP via HMRC** button:



5. On the Government Gateway page 'Allow your software to connect with HMRC', click **Continue**:



6. The following sign-in page will appear next:



7. Once you have acquired all the required details as per the message, click **Sign in to the HMRC Online Service** to access the **Sign in** form below

Complete the log-in details and click **Sign In**:



GOV.UK HMRC

Sign in

Enter your Test User credentials to sign in.

User ID

Password

Sign in

Enter the access code which will be sent to your phone number and click **Continue**:

Enter the access code

We have sent a 6-digit access code to your phone number ending in
It may take a few minutes to arrive.

If you have a UK mobile your 6-digit code will arrive from the phone number
60 551.

▶ [If your access code has not arrived](#)

Access code

Remember me for 7 days

Problems receiving this code? [You can get help](#)

Continue

- Once you sign in, the following page will appear where you need to grant permission to TSS by clicking the **Give Permission** box, as per the screenshot below:

Allow your software to connect with HMRC

I give TSS permission to:

- Trader Goods Profiles

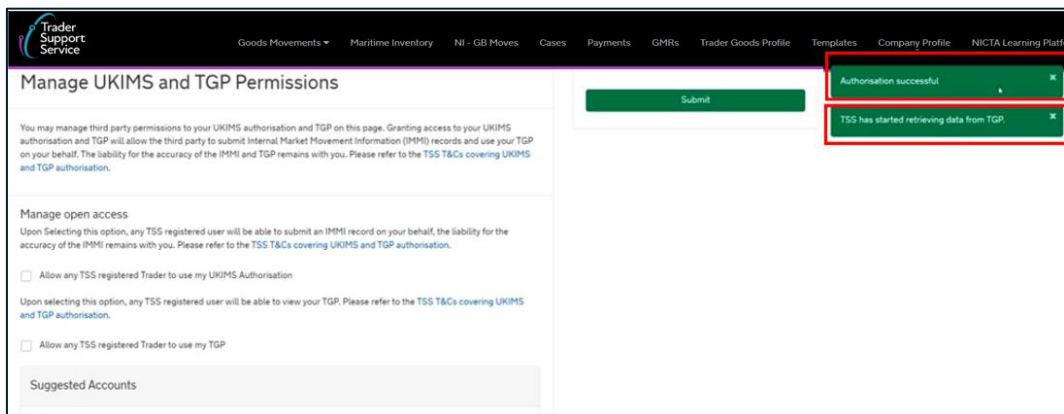
Give permission Do not give permission

Your permission lasts 18 months. After that, you will need to give permission again. You can [remove permission at any time](#).

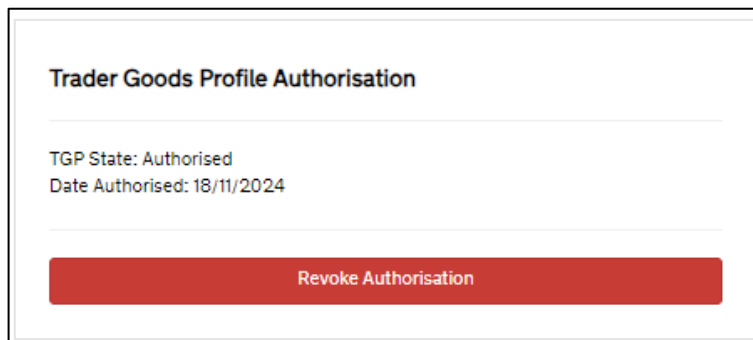
TSS will conform to their [privacy policy \(opens in new tab\)](#) and their [terms and conditions \(opens in new tab\)](#).



9. When you have successfully granted TSS permission to access your TGP, you will be redirected to the TSS Portal where the following messages will be displayed:



10. The following **Trader Goods Profile Authorisation** screen in your **Company Profile** will confirm that the permission (authorisation) was granted by showing **TGP state** as 'Authorised', and the **Date Authorised** will display when the authorisation was completed:



3 Setting permissions for third parties to use your UKIMS authorisation and Trader Goods Profile (TGP) in TSS

If third-party TSS users are **completing** the IMMI on your behalf, you need to grant permissions to use your UKIMS and/or **access** your TGP.

These permissions are independent of each other. Two permissions scenarios are possible by granting and combining the different permissions to third parties:

- TGP and UKIMS
- UKIMS only

This table shows the permissions available:



REQUIREMENTS / PERMISSIONS NEEDED	No Permissions required	TGP Edit & UKIMS Access	TGP View & UKIMS Access	UKIMS only
I want to submit my own IMMI & use my TGP	✓	N/A		
I want my third parties to be able to create/submit IMMI and be able to edit TGP	X	✓	X	N/A
I want my third parties to be able to create/submit IMMI on my behalf, but not have access to my TGP	X	X	X	✓
I want my third parties to be able to create/submit IMMI on my behalf and be able to view my TGP .	X	X	✓	X

3.1 Manage UKIMS and Trader Goods Profile (TGP) permissions

In the [UKIMS and Trader Goods Profile Access](#) section within your [Company Profile](#), the Primary Contact can permit **all** third-party registered TSS users to use your UKIMS authorisation to complete the IMMI and use your TGP while doing so.

By selecting the respective tick boxes granting any TSS registered trader [Open access](#) to your **UKIMS authorisation** and/or **TGP**, third parties will not be able to edit your TGP entries, and you do not need to grant permission individually:

Manage UKIMS and TGP Permissions

Submit

You may manage third party permissions to your UKIMS authorisation and TGP on this page. Granting access to your UKIMS authorisation and TGP will allow the third party to submit Internal Market Movement Information (IMMI) records and use your TGP on your behalf. The liability for the accuracy of the IMMI and TGP remains with you. Please refer to the [TSS T&Cs covering UKIMS and TGP authorisation](#).

Manage open access

Upon Selecting this option, any TSS registered user will be able to submit an IMMI record on your behalf, the liability for the accuracy of the IMMI remains with you. Please refer to the [TSS T&Cs covering UKIMS and TGP authorisation](#).

Allow any TSS registered Trader to use my UKIMS Authorisation

Upon selecting this option, any TSS registered user will be able to view your TGP. Please refer to the [TSS T&Cs covering UKIMS and TGP authorisation](#).

Allow any TSS registered Trader to use my TGP

Suggested Accounts

To grant permission to access your TGP and/or use your UKIMS authorisation, you can select a third party from the [Suggested Accounts](#) section. This lists the related third parties and agents that you, as a trader, may have a current relationship with – for example, the ‘Intermediary’, ‘Agent’ or ‘Haulier’). Alternatively, you can click [Add Permission](#) to grant permission to another account not on the list of suggested accounts. To grant permission, you will need this third party’s **EORI** number and/or account **Name**:

Manage open access

Upon Selecting this option, any TSS registered user will be able to submit an IMMI record on your behalf, the liability for the accuracy of the IMMI remains with you. Please refer to the TSS T&Cs covering UKIMS and TGP authorisation.

Allow any TSS registered Trader to use my UKIMS Authorisation

Upon selecting this option, any TSS registered user will be able to view your TGP. Please refer to the TSS T&Cs covering UKIMS and TGP authorisation.

Allow any TSS registered Trader to use my TGP

Suggested Accounts

EORI	Name	Actions
GB100000000000001	TestLMCompany	Grant Permission
GB100000000000002	User Data is Private	Grant Permission
GB200000000000037	LM Trader Comp37 Ltd	Grant Permission

< > Rows 1 - 3 of 3

Existing Permissions [Add Permission](#)

When you click the **Add Permission** button, the form below pops up. Enter the **EORI** number and select from the drop-down menus the **UKIMS Permission** and **TGP Permission** option you want to grant to the third party. Click **Submit**.

Add Permission Close modal

Permissions

*Third Party EORI

*UKIMS Permission

Third Party Account Name

*TGP Permission

[Save](#)

Pressing **Submit** will lead to a permissions liability pop-up for your information. You must read the statements before clicking **OK** to signify that you accept the liabilities:



Permissions Confirmation

Please read the relevant statements below before selecting OK. If you do not agree please select cancel and your permissions will not be saved.

For access to your UKIMS authorisation

You are granting a third party TSS Registered user access to use your UKIMS authorisation number in the process of making a declaration or providing an Internal Market Movement Information (IMMI) for a SPIMM. The liability for the accuracy of the declaration or IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with those third parties.

For view access to your TGP

You are granting a third party TSS Registered user access to view your TGP who will be able to use your TGP entries to fill in Internal Market Movement Information (IMMI) on your behalf as part of the simplified processes for Internal Market Movements (SPIMM). The liability for the accuracy of the IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with third parties who have access to your TGP.

For edit access to your TGP

You are granting a third party TSS Registered user access to edit your TGP who will be able to create new, update or remove existing TGP entries from your TGP. They will be able to use these TGP entries to fill in Internal Market Movement Information (IMMI) on your behalf as part of the simplified processes for Internal Market Movements (SPIMM). The liability for the accuracy of the IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with third parties who have access to your TGP.

For open UKIMS and/or open view TGP access

You are granting all TSS Registered users access to use your UKIMS authorisation number and/or view the contents of your TGP. This will allow third parties to submit the Internal Market movement Information (IMMI) on your behalf. The liability for the accuracy of the IMMI remains with you. It is therefore important you recognise this before granting Open UKIMS and/or Open view TGP access.

Please refer to TSS T&Cs

Once you grant permission to an EORI from the list of **Suggested Accounts**, this will be added as the top row of the **Existing Permissions** list with all the fields populated. **UKIMS Permission** is set to **'Granted'** and **TGP Permission** is set to **'View'** or **'Edit'**:

Existing Permissions					<input type="button" value="Add Permission"/>	
EORI	Name	UKIMS Permission	TGP Permission	Actions		
GB000012340003	Trader Three	Granted	Edit	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
GB000012340004	User Data is Private	Granted	View	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
GB150454489082	CustomAgent5	Granted	View	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
GB000012340002	Trader Two.	Granted	Edit	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
GB000012340005	Trader Five	Not Granted	View	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	

The granted permissions can be edited afterwards – see the [Editing permissions](#) section of this guide.

3.2 Manage UKIMS permissions

UKIMS-only access applies when you do not require third parties to have access to your TGP.

You can tick the box next to **Allow any TSS registered Trader to use my UKIMS Authorisation**, which grants those users permission to complete IMMI on your behalf.



Selecting this **open access** does not stop you from granting permissions to specific accounts listed in the **Suggested Accounts** section to use your UKIMS:

1. To grant permission to an account in the suggested list, click any field in the line of the respective EORI number/account and click the **Add Permission** button.

An **Add Permission** form will pop up. Add the **EORI** number of the third party and then select the correct permission from the **UKIMS Permission** drop-down menu:

EORI	Name	Actions
GB1000000000000001	TestLMCompany	Grant Permission
GB1000000000000002	User Data is Private	Grant Permission
GB20000000000000037	LM Trader Comp37 Ltd	Grant Permission

Rows 1 - 3 of 3

Existing Permissions [Add Permission](#)

- Press **Submit** and the **Permissions Confirmations** page will pop up. Once you have read the text, press **OK**:

Close model

Permissions Confirmation

Please read the relevant statements below before selecting OK. If you do not agree please select cancel and your permissions will not be saved.

For access to your UKIMS authorisation

You are granting a third party TSS Registered user access to use your UKIMS authorisation number in the process of making a declaration or providing an Internal Market Movement Information (IMMI) for a SPIMM. The liability for the accuracy of the declaration or IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with those third parties.

For view access to your TGP

You are granting a third party TSS Registered user access to view your TGP who will be able to use your TGP entries to fill in Internal Market Movement Information (IMMI) on your behalf as part of the simplified processes for Internal Market Movements (SPIMM). The liability for the accuracy of the IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with third parties who have access to your TGP.

For edit access to your TGP

You are granting a third party TSS Registered user access to edit your TGP who will be able to create new, update or remove existing TGP entries from your TGP. They will be able to use these TGP entries to fill in Internal Market Movement Information (IMMI) on your behalf as part of the simplified processes for Internal Market Movements (SPIMM). The liability for the accuracy of the IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with third parties who have access to your TGP.

For open UKIMS and/or open view TGP access


You are granting all TSS Registered users access to use your UKIMS authorisation number and/or view the contents of your TGP. This will allow third parties to submit the Internal Market movement Information (IMMI) on your behalf. The liability for the accuracy of the IMMI remains with you. It is therefore important you recognise this before granting Open UKIMS and/or Open view TGP access.

Please refer to TSS T&Cs

Cancel
OK

- You will be returned to the **Manage UKIMS Permissions** page.

The permission record is added to the **Existing Permissions** list. Granted permissions can be edited afterwards:


Goods Movements ▾ Maritime Inventory NI - GB Moves

Existing Permissions: Row GB123456789008 updated

Manage UKIMS Permissions

You may manage third party permissions to your UKIMS authorisation on this page. Granting access to your UKIMS authorisation will allow the third party to submit Internal Market Movement Information (IMMI) records on your behalf, the liability for the accuracy of the IMMI remains with you. Please refer to the TSS T&Cs covering UKIMS and TGP authorisation.

Manage open access

Upon Selecting this option, any TSS registered user will be able to submit an IMMI record on your behalf, the liability for the accuracy of the IMMI remains with you. Please refer to the TSS T&Cs covering UKIMS and TGP authorisation.

Allow any TSS registered Trader to use my UKIMS Authorisation

Suggested Accounts

There are no results to show

<
>

Existing Permissions Add Permission

EORI	Name	UKIMS Permission	Actions
GB123456789008	Stark Industries	Granted	Edit Delete

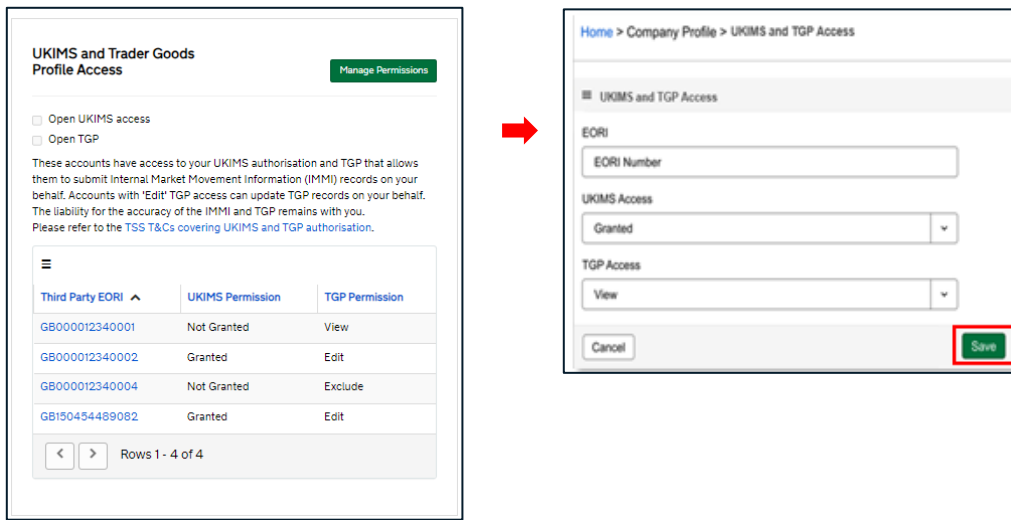
Submit

3.3 Editing permissions

You can edit an already granted permission to suit your business needs through the **UKIMS and Trader Goods Profile Access** and **UKIMS Access** screens in your **Company Profile**. You need to click the **EORI Number** of the party whose granted permission you wish to edit.

Clicking the EORI number opens a new page for each type of access, and you can edit and save the respective accesses. See the screenshots below for both types of permission.

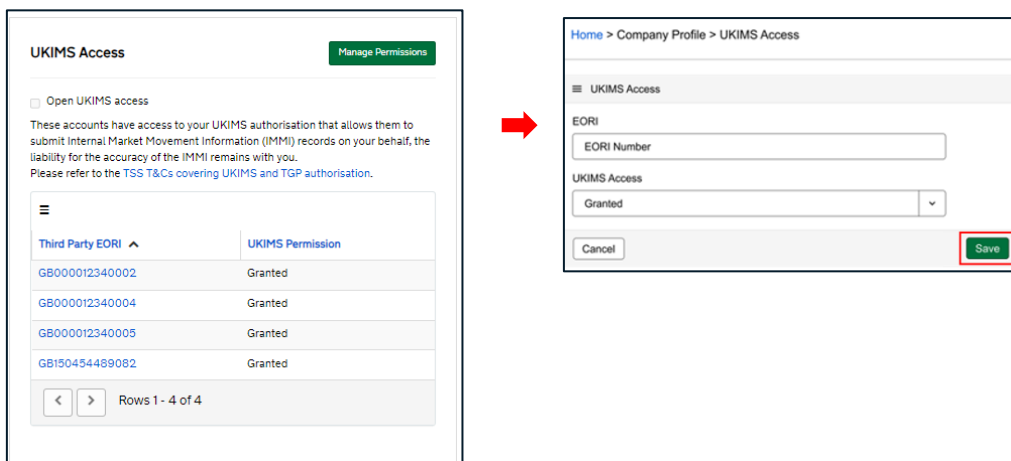
Editing UKIMS and TGP access:



The screenshot shows the 'UKIMS and Trader Goods Profile Access' screen. It includes a 'Manage Permissions' button, checkboxes for 'Open UKIMS access' and 'Open TGP', and a table of permissions. A red arrow points from the 'Edit' link in the table to the 'UKIMS and TGP Access' edit screen.

Third Party EORI	UKIMS Permission	TGP Permission
GB000012340001	Not Granted	View
GB000012340002	Granted	Edit
GB000012340004	Not Granted	Exclude
GB150454489082	Granted	Edit

Editing UKIMS access:



The screenshot shows the 'UKIMS Access' screen. It includes a 'Manage Permissions' button, a checkbox for 'Open UKIMS access', and a table of permissions. A red arrow points from the 'Edit' link in the table to the 'UKIMS Access' edit screen.

Third Party EORI	UKIMS Permission
GB000012340002	Granted
GB000012340004	Granted
GB000012340005	Granted
GB150454489082	Granted

3.4 Deleting permissions

To delete the permission granted to a third party, go to the **Existing Permissions**. Select the **EORI/Name** on the existing **UKIMS Permission** and **TGP Permission** you want to remove and click **Delete**:



Existing Permissions				Add Permission
EORI	Name	UKIMS Permission	TGP Permission	Actions
GB000012340003	Trader Three	Granted	Edit	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

4 Revoke authorisation for TSS to access your Trader Goods Profile (TGP)

The Primary Contact can revoke TSS authorisation to use your TGP, if no longer required, by clicking [Revoke Authorisation](#). For other users, this button will be inactive and not available. Revoking authorisation to TSS means you and any appointed third-party agents cannot use TGP for any goods movements in the TSS Portal:

Trader Goods Profile Authorisation

TGP State: Authorised
Date Authorised: 18/11/2024

[Revoke Authorisation](#)

5 I need to know more

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

- [Simplified processes for Internal Market Movements - Introduction Guide](#)
- [Trader Goods Profile \(TGP\) Guide](#)
- [Internal Market Movement Information \(IMMI\) Data Guide](#)
- [How to use the TSS Portal](#)

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

6 Changes to guidance and policy

Last updated April 2026.

April 2026: Updated for continuous improvement.



May 2025: Removal of Windsor Framework disclaimer.

April 2025: Updates to pre-requisites for Traders made.

March 2025: Minor updates to language and terminology throughout the guide.

January 2025: Published.