TSS User Guides

TSS Permissions Management for TGP and UKIMS

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HM Revenue & Customs

Contents

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]

This guide includes information on the simplified processes for Internal Market Movements (SPIMM) as part of the Windsor Framework implementation and enables traders to be prepared when they take effect.

Throughout this document there will be words highlighted in a **bold, blue colour**. This indicate 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 Britian (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 Internal Market Movement Information (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 Trader Goods Profile (TGP) is automatically created by HMRC when you register for the UKIMS, and it holds information – known as a Trader Goods Profile (TGP) record – about the goods you are moving from GB to NI. By allowing TSS access to your Trader Goods Profile

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[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.

(TGP) you can use the information stored in your records to populate that information into the Internal Market Movement Information (IMMI) when moving that good.

This guide does not cover the management of your Trader Goods Profile (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.

1.1   Before you start

You will need to have the following before you can set up your Trader Goods Profile (TGP) on GOV.UK and provide access to TSS to retrieve your Trader Goods Profile (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 Trader Goods Profile (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 Trader Goods Profile (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 Trader Goods Profile (TGP) by following the steps below.

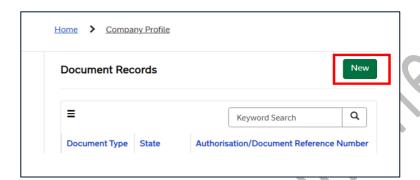## 2.1   Upload your UKIMS authorisation letter on TSS

As a 'Primary Contact', you need to upload your UKIMS authorisation letter on your TSS **Company Profile**, which will be verified by TSS.
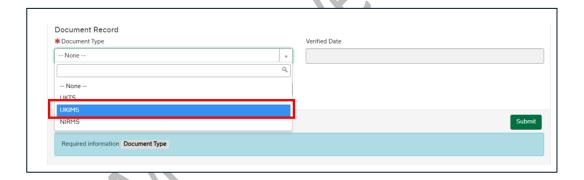
The TSS Portal uses your UKIMS authorisation number and the associated EORI to populate required fields on the Internal Market Movement Information (IMMI), which means you don't have to enter your UKIMS authorisation details every time you declare goods 'not at risk' using your UKIMS authorisation.

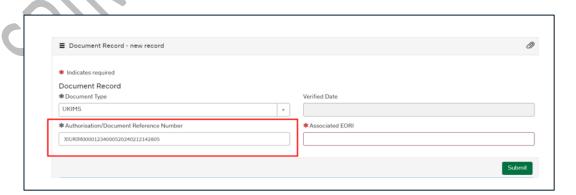**Follow these steps to record your UKIMS authorisation details:**

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

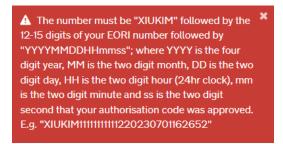2. Select the document type as 'UKIMS' from the drop-down menu

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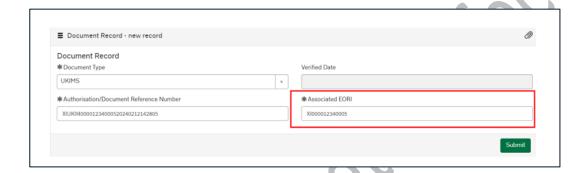

Note: This field **only** accepts the following format - Prefix 'XIUKIM' followed by the EORI number and time of issue by YYYYMMDDHHmmss.

If the entered format is not correct you will see the following error message:

⚠ The number must be "XIUKIM" followed by the 12-15 digits of your EORI number followed by "YYYYMMDDHHmmss"; where YYYY is the four digit year, MM is the two digit month, DD is the two digit day, HH is the two digit hour (24hr clock), mm is the two digit minute and ss is the two digit second that your authorisation code was approved. E.g. "XIUKIM1111111111220230701162652"

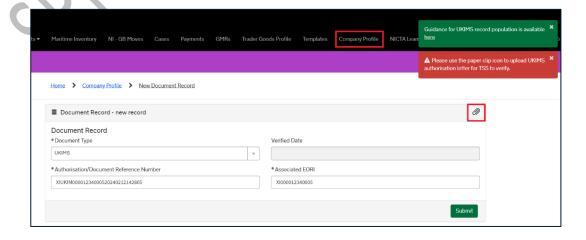4.   Enter the EORI number in the **Associated EORI** field:

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

If this field is completed incorrectly, you will receive the following error message:
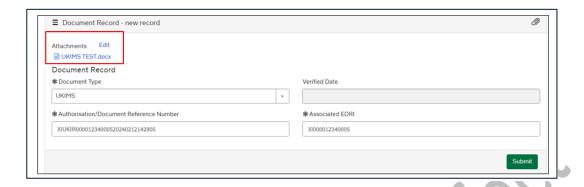
⚠ You must provide a valid EORI, aligned to your UKIMS Authorisation. Either your Account EORI number: GB000012340005 or XI EORI: XI000012340005 must be selected.

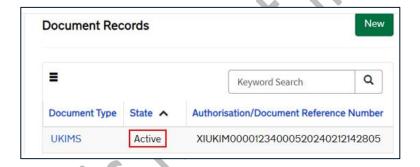5.   Click on the paperclip icon to attach a copy of your UKIMS authorisation letter:

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

7. 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**:

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.
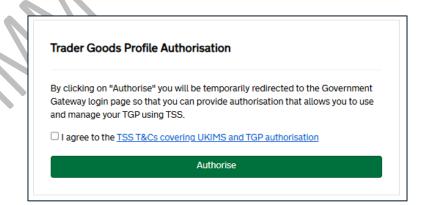
Sign in using Government Gateway

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

Password

Show

Sign in

Note: The Government Gateway account you use must be subscribed to the Customs Declaration Service (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 Trader Goods Profile (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

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.

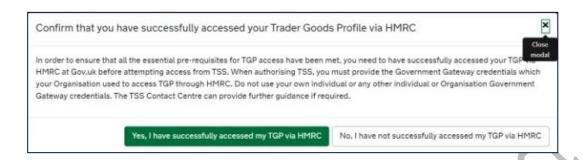☐ I agree to the TSS T&Cs covering UKIMS and TGP authorisation

Authorise

NOTE: If you are not the Primary Contact on the account, the T&Cs checkbox and the **Authorise** button will not be active.
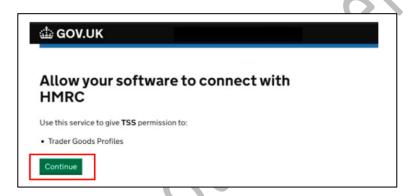
4.   Once you click the **Authorise** button, you will be redirected back to the Government Gateway page

Confirm that you have the correct Trader Goods Profile (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**:

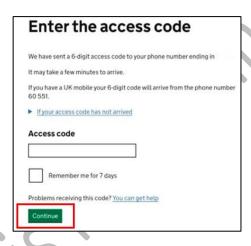6. The following sign-in page will appear next

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**.

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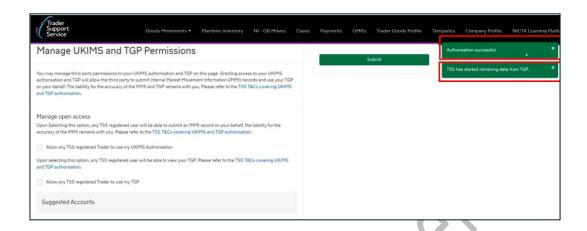

8. Once you sign in, the following page will appear where you need to grant permission to TSS by clicking the **Give Permission** box as per the screenshot below:
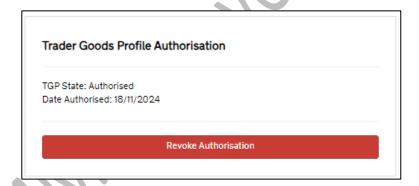
9. When you have successfully granted TSS permission to access your Trader Goods Profile (TGP), you will be redirected to the TSS Portal where the following messages will be displayed:

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 Internal Market Movement Information (IMMI) on your behalf, you need to grant permissions to use your UKIMS and/or **access** your Trader Goods Profile (TGP).

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

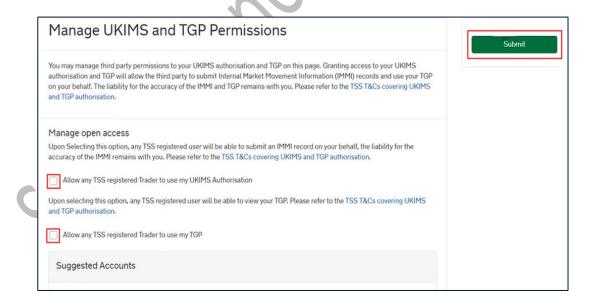- Trader Goods Profile (TGP) and UKIMS

- UKIMS only

This diagram 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 Internal Market Movement Information (IMMI) and use your Trader Goods Profile (TGP), while doing so.
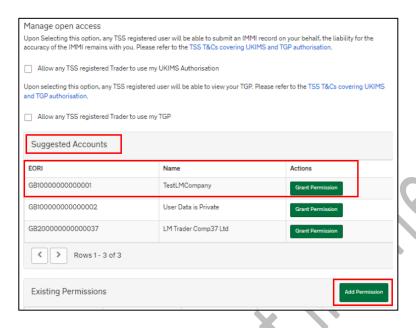
By selecting the respective tick boxes granting any TSS registered trader **Open access** to your **UKIMS authorisation** and/or **Trader Goods Profile (TGP)**, third parties won't be able to edit your TGP entries, and you do not need to grant permission individually
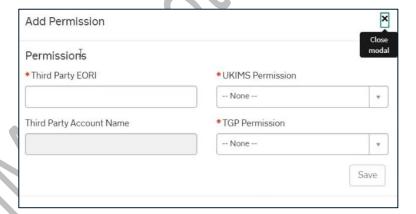

To grant permission to access your Trader Goods Profile (TGP) and/or use your UKIMS authorisation, you can select a third party from the **Suggested Accounts** section, which lists the related third parties and agents that you, as a trader, may have a current relationship with (for example the Intermediary, Agent, or Haulier). Or, 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**.
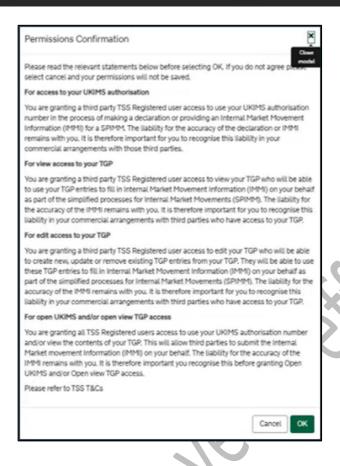

When you click the **Add Permission** button, the following form pops up. Enter the **EORI** number and select from the drop-down menus the **UKIMS Permission** and **TGP Permission** option you want to grant to the third party. Click **Submit**.
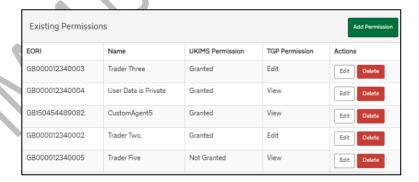

Pressing **Submit** will lead to a permissions liability pop-up for your information. You must read the statements before clicking **OK** to signify that you accept the liabilities.

Once you grant permission (see the **Editing permissions** section of this guide) 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**'.

The granted permissions can be edited afterwards (see the Editing permissions section of this guide).
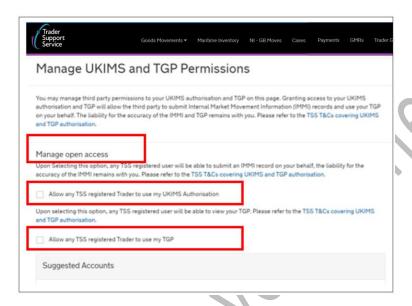
3.2   Manage UKIMS permissions

UKIMS-only access applies when you do not require third parties to have access to your Trader Goods Profile (TGP).
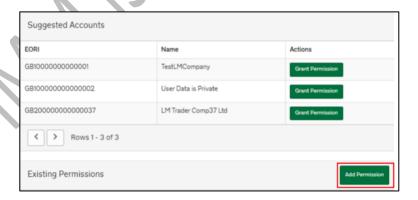
You can tick the box next to **Allow any TSS registered Trader to use my UKIMS Authorisation**, which grants those users permission to complete Internal Market Movement Information (IMMI) on your behalf.

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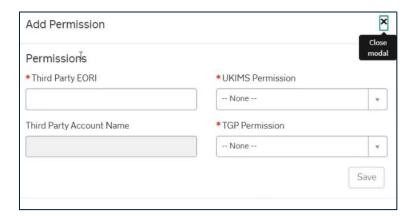

4. To grant permission to an account in the suggested list, click any field in the line of the respective EORI number/Account and click the **Add Permission** button.

   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.
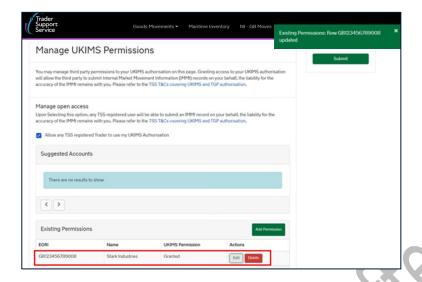
5.   Press **Submit** and the **Permissions Confirmations** page will pop up – once you have read the text, press **OK**

6.   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.
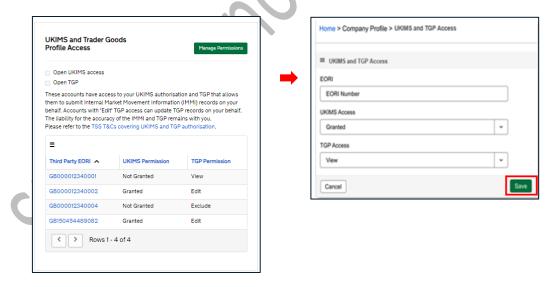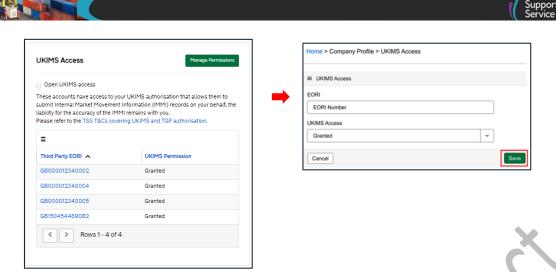
3.3   Editing permissions

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.
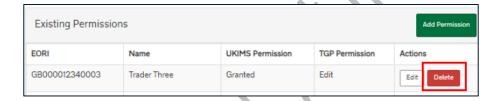
Editing UKIMS and Trader Goods Profile access
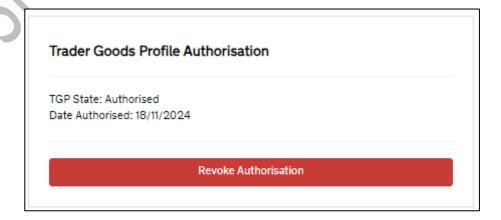

Editing UKIMS access

3.4 Deleting permissions

To delete permission of 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**.

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

The Primary Contact can revoke TSS authorisation to use your Trader Goods Profile (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 Trader Goods Profile (TGP) for any goods movements in the TSS Portal.

5 I need to know more

There are additional guides available on NICTA to support you with trade in and out of Northern Ireland:

- 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 2025.

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

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

January 2025: Published.