

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 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 (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.

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.



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**:

| Document Records | | | New |
|--|--------|---|-----|
| <div> <div></div> <div>Keyword Search</div> <div></div> </div> | | | |
| Document Type | State | Authorisation/Document Reference Number | |
| 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 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](#)

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.

Confirm that you have successfully accessed your Trader Goods Profile via HMRC

In order to ensure that all the essential pre-requisites for TGP access have been met, you need to have successfully accessed your TGP via HMRC at Gov.uk before attempting access from TSS. When authorising TSS, you must provide the Government Gateway credentials which your Organisation used to access TGP through HMRC. Do not use your own individual or any other individual or Organisation Government Gateway credentials. The TSS Contact Centre can provide further guidance if required.

[Yes, I have successfully accessed my TGP via HMRC](#) [No, I have not successfully accessed my TGP via HMRC](#)

5. On the Government Gateway page 'Allow your software to connect with HMRC', click [Continue](#):

GOV.UK

Allow your software to connect with HMRC

Use this service to give **TSS** permission to:

- Trader Goods Profiles

[Continue](#)

6. The following sign-in page will appear next

GOV.UK

What you will need

You will need the [correct HMRC user ID and password](#). For example, if you want to authorise VAT software, use your VAT HMRC user ID and password.

If you are a tax agent, [check you are using the right account \(opens in new tab\)](#).

You might need to confirm who you are by answering some security questions on, for example, your [passport, P60 or other documents](#).

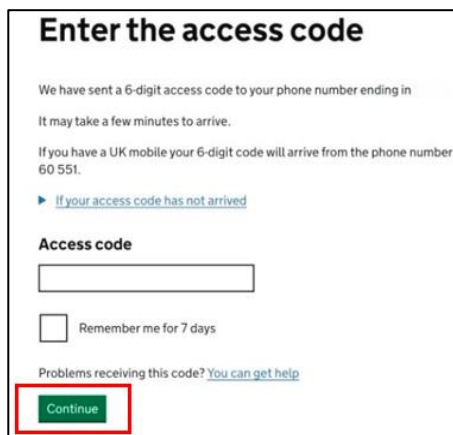
[Sign in to the HMRC online service](#)

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](#).

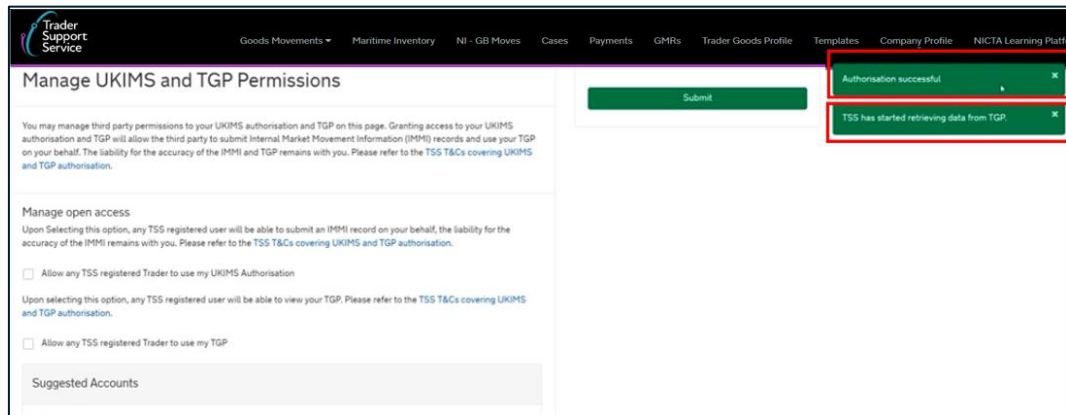


8. Once you sign in, the following page will appear where you need to grant permission to TSS by clicking the [Give Permission](#) box as per the screenshot below:

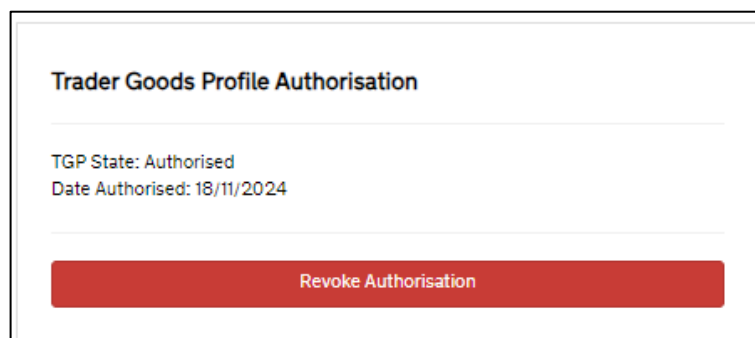
remove permission at any time.' At the bottom, it says 'TSS will conform to their [privacy policy \(opens in new tab\)](#) and their [terms and conditions \(opens in new tab\)](#).'" data-bbox="257 648 730 882"/>



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

Manage UKIMS and TGP Permissions

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 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**.

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 |
|--------------------|----------------------|----------------------------------|
| GB1000000000000001 | TestLMCompany | Grant Permission |
| GB1000000000000002 | User Data is Private | Grant Permission |
| GB2000000000000037 | LM Trader Comp37 Ltd | Grant Permission |

< > Rows 1 - 3 of 3

Existing Permissions [Add Permission](#)

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**.

Add Permission

Permissions

* Third Party EORI

Third Party Account Name

* UKIMS Permission

* TGP Permission

[Save](#)

[Close modal](#)

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

Cancel

OK

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'.

Existing Permissions

Add Permission

| EORI | Name | UKIMS Permission | TGP Permission | Actions |
|----------------|----------------------|------------------|----------------|-----------------------|
| GB000012340003 | Trader Three | Granted | Edit | <div>EditDelete</div> |
| GB000012340004 | User Data is Private | Granted | View | <div>EditDelete</div> |
| GB150454489082 | CustomAgent5 | Granted | View | <div>EditDelete</div> |
| GB000012340002 | Trader Two. | Granted | Edit | <div>EditDelete</div> |
| GB000012340005 | Trader Five | Not Granted | View | <div>EditDelete</div> |

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.

| Suggested Accounts | | |
|---|----------------------|-----------------------------------|
| EORI | Name | Actions |
| GB100000000000001 | TestLMCompany | <button>Grant Permission</button> |
| GB100000000000002 | User Data is Private | <button>Grant Permission</button> |
| GB2000000000000037 | LM Trader Comp37 Ltd | <button>Grant Permission</button> |
| <div> <div><</div> <div>></div> <div>Rows 1 - 3 of 3</div> </div> | | |
| Existing Permissions | | <button>Add Permission</button> |



Add Permission

Permissions

*Third Party EORI

*UKIMS Permission

-- None --

Third Party Account Name

*TGP Permission

-- None --

Save

Close modal

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

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

Close modal

- 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.



| EORI | Name | UKIMS Permission | Actions |
|----------------|------------------|------------------|---|
| GB123456789008 | Stark Industries | Granted | Edit Delete |

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

UKIMS and Trader Goods Profile Access

☐ Open UKIMS access
☐ Open TGP

These accounts have access to your UKIMS authorisation and TGP that allows them to submit Internal Market Movement Information (IMMI) records on your behalf. Accounts with 'Edit' TGP access can update TGP records 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](#).

| Third Party EORI | UKIMS Permission | TGP Permission |
|--------------------------------|------------------|-------------------------|
| GB000012340001 | Not Granted | View |
| GB000012340002 | Granted | Edit |
| GB000012340004 | Not Granted | Exclude |
| GB15045489082 | Granted | Edit |

Rows 1 - 4 of 4

UKIMS and TGP Access

EORI
EORI Number

UKIMS Access
Granted

TGP Access
View

[Cancel](#) [Save](#)

Editing UKIMS access



UKIMS Access Manage Permissions

☐ Open UKIMS access

These accounts have access to your UKIMS authorisation that allows them 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](#).

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

Rows 1 - 4 of 4

UKIMS Access

EORI

EORI Number

UKIMS Access

Granted

Cancel Save

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](#).

| Existing Permissions | | | | Add Permission | |
|----------------------|--------------|------------------|----------------|-----------------------------|---------------------|
| EORI | Name | UKIMS Permission | TGP Permission | Actions | |
| GB000012340003 | Trader Three | Granted | Edit | Edit | 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.

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 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 May 2025.

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.