

TSS User Guides

TSS Portal user interface updates guide

Published: May 2025



HM Revenue
& Customs



Contents

1	Movements navigation in the TSS Portal	2
2	Where can I start or find movements related to declarations and Internal Market Movement Information (IMMI)?	2
3	How do I know that I am on the right page?	6
4	How do I know the type of form I am looking at?	7
5	Relevant features you need to be aware of when navigating the TSS Portal	8
6	I need to know more	9
7	Changes to guidance and policy	10



If there are any words or acronyms in this document that are unfamiliar, refer to 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.

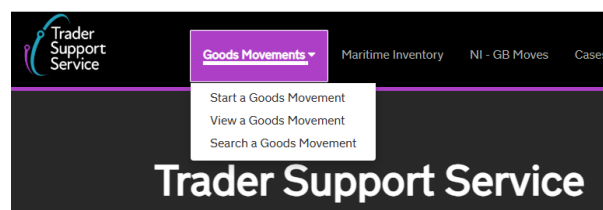
1 Movements navigation in the TSS Portal

The TSS Portal has been updated in preparation for the introduction of Windsor Framework features.

The following guidance will provide visualisation of the main features available to TSS users when navigating through movements in the TSS Portal.

2 Where can I start or find movements related to declarations and Internal Market Movement Information (IMMI)?

The TSS portal now uses '**Goods Movement**' terminology where previously it may have used '**Declaration**'. After logging into the TSS account, locate the **Goods Movements** tab. Click on one of the options under this tab based on your need.



- The **Start a Goods Movement** option will take you to the **Goods Movement Options** page, which lists all the forms available to declare or inform HMRC about the movement of your goods in the journeys supported by TSS and to obtain reports.

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.



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

① → 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.

② → **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.

③ → **Moving Goods from Great Britain to Northern Ireland**

Start a Goods Movement	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. Start a Goods Movement
<hr/>	
Start a Consignment for a Goods Movement	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. Start a Consignment for a Goods Movement

- ① The blue banner, at the top of the page, advises that the page has been redesigned, and some options have been renamed.
- ② The heading **Goods Movement Options** was formerly known as 'Declaration Options'
- ③ The **new** subheading **Moving Goods from Great Britain to Northern Ireland** comprises two options:
 - > **Start a Goods Movement**, which was previously labelled 'Entry Summary Declaration (by movement)'. You should use this option to start an Entry Summary Declaration movement, which allows you to either create an **Internal Market Movement Information (IMMI)** as part of an Entry Summary Declaration movement, a triggered **Simplified Frontier Declaration** for goods under Entry In Declarants Records (EIDR) or an **Entry Summary Declaration** only.
 - > **Start a Consignment for a Goods Movement**, which was previously labelled 'Entry Summary Declaration (by consignment)'. You should use this option to start an Entry Summary Declaration consignment.
- ④ **Moving Goods from Northern Ireland to Great Britain** is a **new** subheading which encloses a further subheading for **Goods Movement from NI to GB** (already existing)

④ → **Moving Goods from Northern Ireland to Great Britain**

Goods Movement from NI to GB	Use this form to complete a Goods Movement from NI to GB. Start a Goods Movement from NI to GB Export
-------------------------------------	--

- ⑤ There is a **new** subheading, **Additional Goods Movement Options**. You can access other options for goods movements by clicking the **chevron** to the **right** of this subheading, which displays further choices.



5 → Additional Goods Movement Options →

Reporting

Download a Goods Movement Record or Declaration	Use this form to receive an email with a goods movement record or declaration. Request download of a Goods Movement Record or Declaration
Request the Production of a Declaration Duty Paid Report	Use this process to request the production of a Declaration Duty Paid report Request Report

The list of choices displayed after clicking the chevron includes:

- **Existing options**

- > Entry Summary Declaration
- > Entry Summary Declaration – Consignment
- > Full Frontier Declaration
- > Start a Simplified Frontier Declaration (SFD) / Entry In Declarants Records (EIDR)
- > Supplementary Declaration

- **New options associated with the simplified processes for Internal Market Movements such as**

- > Create Internal Market Movement Information (IMMI)
- > Create a Post Movement Internal Market Movement Information (IMMI)



Additional Goods Movement Options	
Entry Summary Declaration	Use this form to complete an Entry Summary Declaration (ENS). Start an Entry Summary Declaration (ENS)
Entry Summary Declaration - Consignment	Use this form to complete an Entry Summary Declaration (ENS) Consignment without having created the Entry Summary Declaration (ENS) header first. The consignment will need to be associated to a header before it can be submitted. Start an Entry Summary Declaration (ENS) Consignment
Create Internal Market Movement Information (IMMI)	Use this form to complete and submit an IMMI where you have submitted the transportation information outside of TSS or where you are using an IMMI to discharge from applicable special procedures. Start an Internal Market Movement Information
Full Frontier Declaration	Use this form to complete a Full Frontier Declaration (FFD). Start a Full Frontier Declaration (FFD)
Start a Simplified Frontier Declaration (SFD) / Entry In Declarants Records (EIDR)	Use this form to create a Simplified Frontier Declaration (SFD) / Entry In Declarants Records (EIDR). Start a Simplified Frontier Declaration (SFD) / Entry In Declarants Records (EIDR)
Create a Post Movement Internal Market Movement Information (IMMI)	Use this form to complete and submit a post movement IMMI where you have completed earlier steps outside of TSS. Start a Post Movement Internal Market Movement Information
Supplementary Declaration	Use this form to create a Supplementary Declaration independent of an Entry Summary Declaration or Simplified Frontier Declaration. This declaration can only be used for Supplementary Declarations where the initial stage has been completed using an Entry Into Declarant Records Declaration. Start a Supplementary Declaration

- The [View a Goods Movement](#) option will take you to the [View Goods Movement](#) page, which lists all declarations or Internal Market Movement Information (IMMI) created in the TSS system under their current status.

View Goods Movement

Quick Filters

Pre-movement to-dos				Post-movement to-dos			
Entry Summary Declarations (ENS): Draft	Entry Summary Declarations (ENS): Input Required	Full Frontier Declarations (FFD): Input Required	Simplified Frontier Declarations (SFD): Input Required	Supplementary Declarations (SD): Draft	Supplementary Declarations (SD): Input Required	Supplementary Declarations (SD): Overdue	Supplementary Declarations (SD): Pending payment
4345	871	562	1601	6747	1234	7993	3

Select Type and Status to view Goods Movements and Declarations

Type	Status
Goods Movements (by movement) ▼	Select Type
Goods Movement (by consignment) ▼	
Internal Market Movement Information (by consignment) ▼	
SFD Declarations (by movement) ▼	
SFD Declarations (by consignment) ▼	
Supplementary Declarations (by consignment) ▼	
Post Movement Internal Market Movement Information (by consignment) ▼	
Full Frontier Declarations (by consignment) ▼	

Results

Select a Quick Filter or Type and Status to view Goods Movement and Declarations

- The [Search a Goods Movement](#) option will direct you to the [Search Good Movements](#) page which helps you find a specific reference to a declaration or Internal Market Movement Information (IMMI) created in the TSS system.

Search Goods Movements

Search

Search all Goods Movements

Search all Goods Movements by Number, Trader Reference or by free text. Please surround your search term in quotation marks to see results that match the exact phrase.

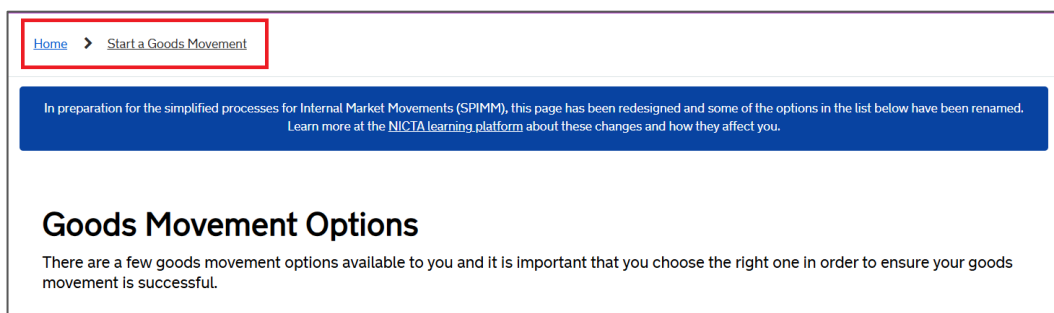
Search results

The [How to use the TSS portal](#) guide on NICTA provides further details on each option.

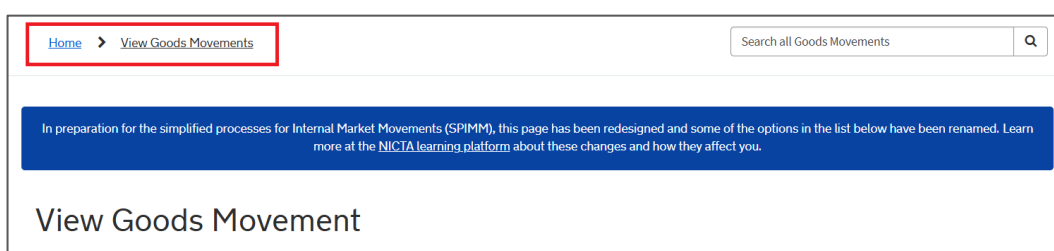
3 How do I know that I am on the right page?

Each of the above options will indicate, at the top of the page, the respective navigation route when accessing the option.

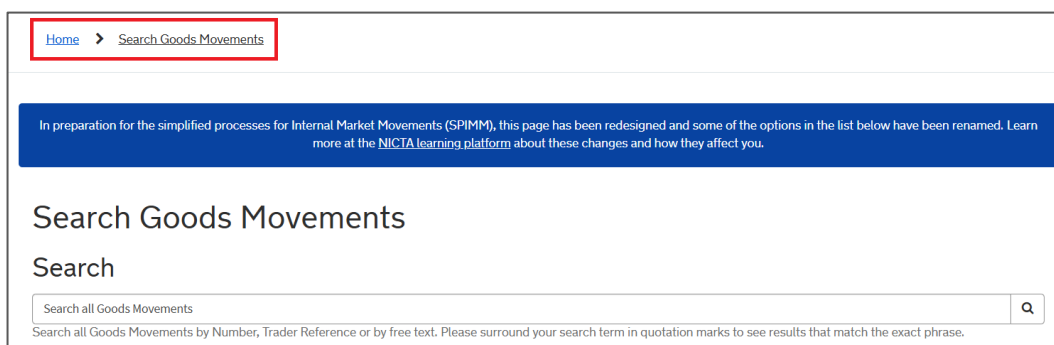
- [Start a Goods Movement](#) navigation route



- **View a Goods Movement** navigation route



- **Search a Goods Movement** navigation route



4 How do I know the type of form I am looking at?

When looking at a specific declaration or Internal Market Movement Information (IMMI), the navigation route at the top of a page will indicate the reference associated with the type of form.

- **Entry Summary Declaration (by movement)**

[Home](#) > [Goods Movement](#) > [ENS000000005005784](#)

- **Entry Summary Declaration (by consignment)**

[Home](#) > [Goods Movement](#) > [ENS000000005005756](#) > [DEC000000010010837](#)

- **Internal Market Movement Information (by consignment)**

[Home](#) > [Goods Movement](#) > [GLR000000000007301](#) > [Cotton knitted T-shirts for male](#)

- **SFD Declaration (by movement)**

[Home](#) > [Goods Movement](#) > [SFD000000005001935](#)

- **SFD Declarations (by consignment)**

[Home](#) > [Goods Movement](#) > [SFD000000005001935](#) > [DEC000000010010882](#)

- **Supplementary Declarations (by consignment)**

[Home](#) > [Goods Movement](#) > [SUP000000005002103](#) > [PS-11411-005.goods](#)

- **Post Movement Internal Market Movement Information (by consignment)**

[Home](#) > [Goods Movement](#) > [GLR000000000007187](#) > [ML-10956-003-2](#)

- **Full Frontier Declarations (by consignment)**

[Home](#) > [Goods Movement](#) > [FFD000000000080554](#) > [ML-11255-004-FFD](#)

5 Relevant features you need to be aware of when navigating the TSS Portal



In line with Windsor Framework preparations, new terminology and functionality have been incorporated into the TSS portal. Traders can **start** or **find** goods movements associated with the following forms:

- Entry Summary Declarations
- Simplify Frontier Declarations
- Supplementary Declarations
- Full Frontier Declarations
- Internal Market Movement Information (IMMI)

Note:

‘Goods Movements’ is a new term introduced in the TSS portal that covers both: **‘Declarations’** and **‘Internal Market Movement Information (IMMI)’**.

The term **‘Declarations’** comprises the following forms in TSS:

- Entry Summary Declarations
- Simplified Frontier Declarations
- Supplementary Declarations
- Full Frontier Declarations

6 I need to know more

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

- [How to use the TSS Portal](#)
- [ENS Step-by-step guide: Standard Process and Consignment First Process](#)
- [Standalone Simplified Frontier Declaration: Step-by-step guide](#)
- [Supplementary Declarations: Step-by-step guide](#)
- [Full Frontier Declaration: Step-by-step guide](#)
- [Simplified processes for Internal Market Movements – Introduction Guide](#)

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



7 Changes to guidance and policy

Last updated May 2025

May 2025: Removal of Windsor Framework disclaimer.

March 2025: Published.