

# TSS User Guides

## Document Code Guide



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HM Revenue  
& Customs



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If there are any words or acronyms in this document that you don't know you can visit the [Jargon Buster](#) or use the search tool on the [Northern Ireland Customs & Trade \(NICTA\) website](#) to find a definition<sup>1</sup>.

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

## 1 Introduction

The purpose of this guide is to assist with completion of **Documents Codes** in the **Document Reference** field (Element – DE 2/3) on declarations submitted to the Customs Declaration Service (CDS) via the Trader Support Service (TSS) Portal.

**Document Codes** and references are required in declarations covering goods that might need specific certificates, authorisations, licences or even exemptions. Certain **Document Codes** are automatically completed by TSS, based on information held within the system and/or company profile.

Additional **Document Codes** are specific to goods being declared and therefore can't be updated by TSS. These should be entered into the **Document Reference** field on the item level of the declaration.

Details on the types of **Document Codes** required and rules for completion on the TSS Portal can be found in this guide.

## 2 What are Document Codes?

A **Document Code**, with a reference number or other details to be declared, is used to provide:

- Authorisation decision numbers (authorisations) required to declare the goods into a special procedure
- Veterinary or health certificates and quantities
- Licence reference numbers and quantities
- Preference certificates and quantities
- Invoices and other commercial documents, such as packing lists and transport documents (Bill of lading, Air waybill or CMR)
- Exemptions that apply to the goods

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<sup>1</sup> 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.



### 3 Where can Document Codes be found?

**Document Codes** are divided into two categories – Union and National codes – depending on where the measure or authorisation type originates from. These can be found in Appendix 5A on [GOV.UK](https://www.gov.uk).

Appendix 5A provides a list of **Document Codes**, including their description and usage, details of how they should be entered on the declaration and the **Document Status Codes** that may apply.

- **‘Union’ Document Codes** (a 4-digit code, starting with a letter) are listed in ‘Documents and Other Reference Codes (Union)’ on [GOV.UK](https://www.gov.uk)
- **‘National’ Document Codes** (a 4-digit code, starting with a number) are listed in ‘Documents and Other Reference Codes (National)’ on [GOV.UK](https://www.gov.uk)

Where a single goods item comprises both the Union and National codes declared, any Union Codes (beginning with a letter) must be declared first.

- Appendix 5B on [GOV.UK](https://www.gov.uk) provides a list of the **Document Status Codes** that may be declared with the **Document Code**, where required
- Appendix 5C on [GOV.UK](https://www.gov.uk) provides details of the types of Government Department licences that can be declared and where they are required

Certain **Document Code** requirements are driven by measures, prohibitions and restrictions known as conditions, which are put in place for different types of goods and procedures.

For example, if certain import measures apply to your goods this will be indicated in the **Commodity Code** information in the Northern Ireland Online Tariff tool on [GOV.UK](https://www.gov.uk). These are shown as **conditions**, which detail if documents are required to be held to satisfy the measure and will indicate that you need to declare the associated **Document Codes**.

#### 3.1 How to identify if import measures apply to your goods

1. Information on whether any measures apply to your goods is found in the **Commodity Code** import tab on the Northern Ireland Online Tariff tool on [GOV.UK](https://www.gov.uk)

Any measures will be shown as general (applies to all countries) or specific (applies to the country concerned). You can filter these by country and by date of trade.

Northern Ireland Online Tariff [→ Switch to the UK Integrated Online Tariff](#)

## Commodity 1806 1015 00 [Copy commodity code](#)

**Commodity** 1806 1015 00

**Classification** Containing no sucrose or containing less than 5% by weight of sucrose (including invert sugar expressed as sucrose) or isoglucose expressed as sucrose

**Supplementary unit** No supplementary unit required.  
[▶ What are supplementary units?](#)

**Date of trade** 28 April 2022 [Change](#)

**Filter by country** All countries [Change](#)

Prepared foodstuffs: beverages, spirits and vinegar; tobacco and manufactured tobacco substitutes [Section IV](#)

- ↳ [Cocoa and cocoa preparations](#) [Chapter 18](#)
- ↳ [Chocolate and other food preparations containing cocoa](#) [1806](#)
- ↳ [Cocoa powder, containing added sugar or other sweetening matter](#) [1806 10](#)
- ↳ [Containing no sucrose or containing less than 5% by weight of sucrose \(including invert sugar expressed as sucrose\) or isoglucose expressed as sucrose](#) [1806 1015 00](#)

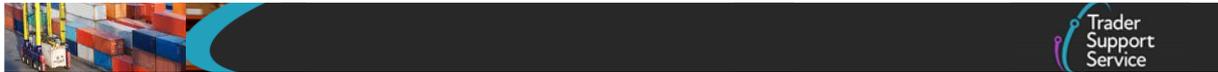
Trade between NI and

[Import](#) [Export](#) [Rules of origin](#) [Notes](#)

The table below shows which import measures apply to goods depending on their domestic status.

Status of the goods	Tariff measures applicable
UK Domestic Status and ‘not at risk’	European Union (EU) Tariff measures only
UK Domestic Status and ‘at risk’	EU Tariff measures only
Rest of the world (RoW), excluding EU, imports/non-UK domestic goods and ‘at risk’	EU Tariff measures only
RoW excluding EU imports/non-UK domestic goods and ‘not at risk’	EU Tariff measures and UK measures must be satisfied

- To check which measures apply to your goods, scroll down to the **EU import controls** and **UK import controls** sections at the bottom of the [Commodity Code](#) page



EU import controls				
Country	Measure type	Conditions	Legal base	Footnotes
<a href="#">All countries (1011)</a> <small>excluding Switzerland, Iceland, Liechtenstein, Norway</small>	Import control of organic products	<a href="#">Conditions</a>	<a href="#">R2306/21</a>	<a href="#">CD808</a>
<a href="#">All countries (1011)</a> <small>excluding Iceland, Liechtenstein, Norway</small>	Restriction on entry into free circulation	<a href="#">Conditions</a>	<a href="#">R0625/20</a>	<a href="#">CD597</a>
<a href="#">All third countries (1008)</a> <small>excluding Andorra, Switzerland, Faroe Islands, Greenland, Iceland, Liechtenstein, Norway, San Marino</small>	Veterinary control	<a href="#">Conditions</a>	<a href="#">R0632/21</a>	<a href="#">Footnotes</a>
European Union (EU)	Veterinary control	<a href="#">Conditions</a>	<a href="#">R0632/21</a>	<a href="#">Footnotes</a>
Faroe Islands (FO)	Veterinary control	<a href="#">Conditions</a>	<a href="#">R0632/21</a>	<a href="#">Footnotes</a>
Greenland (GL)	Veterinary control	<a href="#">Conditions</a>	<a href="#">R0632/21</a>	<a href="#">Footnotes</a>
Ukraine (UA)	Import control	<a href="#">Conditions</a>	<a href="#">R0263/22</a>	<a href="#">CD860</a>

UK import controls				
Country	Measure type	Conditions	Legal base	Footnotes
<a href="#">All countries (1011)</a>	Import control of organic products	<a href="#">Conditions</a>	<a href="#">S.I. 2019/693</a>	<a href="#">CD808</a>
<a href="#">All countries (1011)</a> <small>excluding European Union, Switzerland, Iceland, Liechtenstein, Norway</small>	Restriction on entry into free circulation	<a href="#">Conditions</a>		<a href="#">CD597</a>
<a href="#">All third countries (1008)</a> <small>excluding European Union, Switzerland, Iceland, Liechtenstein, Norway</small>	Veterinary control	<a href="#">Conditions</a>	<a href="#">S.I. 2019/782</a>	<a href="#">Footnotes</a>
Faroe Islands (FO)	Veterinary control	<a href="#">Conditions</a>	<a href="#">S.I.</a>	<a href="#">Footnotes</a>

- Click on the **Conditions** link to view which **Documents Codes** are required to satisfy each measure shown

**Import control of organic products for All countries**  
From 1 Jan 2022

**B: Presentation of a certificate/licence/document**

Document code	Requirement	Action
C644	Certificate of inspection for organic products	Import/export allowed after control
Y929	Goods not concerned by Regulation (EU) 2018/848 (organic products)	Import/export allowed after control
	No document provided	Import/export not allowed after control

[▶ Guidance for completing Box 44 or Data Element 2/3](#)

- Look up these **Document Codes** in the **Conditions** tab in Appendix 5A on [GOV.UK](#) to determine which code is the appropriate one for your goods and which you need to use when completing your declaration in TSS

Document Code to be declared	Import/Export/Both	Description and Usage of Code	Details to be entered on the declaration	Status Codes
C644	B	Certificate of inspection for organic products. Council Regulation (EC) No 834/2007 on organic production and labelling of organic products and repealing Regulation (EEC) No 2092/91. See also document code Y929	Enter the reference number of the Certificate. Where a sequentially numbered range of certificates cover the goods enter the lowest to the highest reference numbers of the certificates concerned i.e. document code + 0054037-0054047: status code. Where certificates are not sequentially numbered enter the reference number of each certificate concerned.	AE, AP, GE, LE, LP, UE.



**Note:** If multiple measures apply, a **Document Code** must be declared for each. Where allowed, the same documents may be used to satisfy different measures.

Where waivers or exemptions are claimed (for exclusions from the document requirements), it is important to understand the requirements and conditions that apply to the goods being moved and when waivers or exemptions can be claimed. If you are claiming a waiver or exemption, you must ensure you hold evidence to support your claim. HMRC may request to see evidence that the waiver or exemption conditions have been met. The full list of controls applicable to the goods can be seen by using the Northern Ireland Online Tariff on [GOV.UK](https://www.gov.uk). Waivers are explained in the [Waiver documents](#) section of this guide.

Step-by-step guidance on the completion of **Document Codes** in TSS is explained in the [Document Codes driven by import measure against the Commodity Code: practical examples on how to complete](#) section of this guide.

## 4 How we are making it easier

To help you identify what **Document Codes** apply to your goods, TSS has developed functionality to incorporate the **Tariff measure conditions** from the Northern Ireland Online Tariff tool on [GOV.UK](https://www.gov.uk) into the TSS Portal, which you can see when completing your declaration.

### 4.1 Tariff requirements table

When all the fields required by the **Commodity Code** have been completed and the declaration has been saved, the **Tariff Requirements** section will appear near the bottom of the page on the item level.

Based on the **Commodity Code** and **Country of Origin** specified, the **Tariff Requirements** section will provide you with details on what measures apply and the options for **Document Codes** that may relate to your goods.

Where multiple measures apply to your goods, the **Tariff Requirements** section will display these in a single-window layout, with subsections. Each subsection will list the measure type name and **Document Codes** with descriptions and usage conditions required to satisfy this measure.



**Tariff Requirements**

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

1 - Under the "Document References" related records associated to this Goods Item please review and provide the following:-

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**Import control of organic products**  
 B: Presentation of a certificate/licence/document  
 - Y929: Goods not concerned by Regulation (EC) No 834/2007 (organic products) Council Regulation (EC) No 834/2007 on organic production and labelling of organic products and repealing Regulation (EEC) No 2092/91. See also document code C644 - Import/export allowed after control  
 OR  
 - C644: Certificate of inspection for organic products. Council Regulation (EC) No 834/2007 on organic production and labelling of organic products and repealing Regulation (EEC) No 2092/91. See also document code Y929 - Import/export allowed after control

=====

**Restriction on entry into free circulation**  
 B: Presentation of a certificate/licence/document  
 - Y978: Exemption by virtue of Article 1(3) of Regulation (EU) 2019/1793 repealing Commission Regulation (EC) No 669/2009 as regards the increased level of official controls on imports of certain feed and food of non-animal origin See also document code Y937 - Import/export allowed after control  
 OR  
 - C678: Common Health Entry Document for Feed and Food of Non-Animal Origin (CHED-D) (as referred to in point (d) of Article 47(1) of Regulation (EU) 2017/625) and as set out in Part 2, Section D of Annex II to Commission Implementing Regulation (EU) 2019/1715 (OJ L 261)) - Import/export allowed after control  
 OR  
 - Y937: The declared goods are not concerned by Commission Implementing Regulation (EU) 2019/1793 repealing Commission Regulation (EC) No 669/2009 as regards the increased level of official controls on imports of certain feed and food of non-animal origin See also document code Y978 - Import/export allowed after control  
 E: The quantity or the price per unit declared, as appropriate, is equal or less than the specified maximum, or presentation of the required document  
 - C678: Common Health Entry Document for Feed and Food of Non-Animal Origin (CHED-D) (as referred to in point (d) of Article 47(1) of Regulation (EU) 2017/625) and as set out in Part 2, Section D of Annex II to Commission Implementing Regulation (EU) 2019/1715 (OJ L 261)) - Import/export allowed after control  
 OR  
 - Y937: The declared goods are not concerned by Commission Implementing Regulation (EU) 2019/1793 repealing Commission Regulation (EC) No 669/2009 as regards the increased level of official controls on imports of certain feed and food of non-animal origin See also document code Y978 - Import/export allowed after control

=====

**Veterinary control**  
 B: Presentation of a certificate/licence/document  
 - Y058: Exemption by virtue of Article 7 of Commission Delegated Regulation 2019/2122 (Goods which form part of passengers personal luggage and are intended for personal consumption or use) - Import/export allowed after control  
 OR  
 - C084: Exemption by virtue of Articles 3 and 4 of Commission Delegated Regulation (EU) 2019/2122 (Animals intended for scientific purposes, research and diagnostic samples). Certain categories of animals and goods that are exempted from official controls at border control posts as defined in Commission Delegated Regulation (EU) 2019/2122 - Import/export allowed after control  
 OR  
 - N853: Common Health Entry Document for Products (CHED-P) (as set out in Part 2, Section B of Annex II to Commission Implementing Regulation (EU) 2019/1715 (OJ L 261)) for products referred to in point (b) of Article 47(1) of Regulation (EU) 2017/625) - Import/export allowed after control  
 OR  
 - Y930: The declared goods are not concerned by Commission Decision 2007/275/EC and Commission Implementing Regulation (EU) 2019/2007 as regards the labelling of beef and beef products. - Import/export allowed after control  
 E: The quantity or the price per unit declared, as appropriate, is equal or less than the specified maximum, or presentation of the required document  
 - C084: Exemption by virtue of Articles 3 and 4 of Commission Delegated Regulation (EU) 2019/2122 (Animals intended for scientific purposes, research and diagnostic samples). Certain categories of animals and goods that are exempted from official controls at border control posts as defined in Commission Delegated Regulation (EU) 2019/2122 - Import/export allowed after control  
 OR  
 - N853: Common Health Entry Document for Products (CHED-P) (as set out in Part 2, Section B of Annex II to Commission Implementing Regulation (EU) 2019/1715 (OJ L 261)) for products referred to in point (b) of Article 47(1) of Regulation (EU) 2017/625) - Import/export allowed after control  
 OR  
 - Y930: The declared goods are not concerned by Commission Decision 2007/275/EC and Commission Implementing Regulation (EU) 2019/2007 as regards the labelling of beef and beef products. - Import/export allowed after control

You should review each subsection and consider which **Document Code** is applicable depending on the circumstances.

When adding new **Document Codes**, a light blue pop-up will display information on how to complete the section.

Document Reference - new record

Document Reference

Item Reference: Live horses for breeding

\* Document Code: C640

\* Document Reference: [Empty field]

Document Part Reference: [Empty field]

Document Reason: [Empty field]

\* Document Status: [Empty dropdown menu]

Enter GBCHD followed by the reference number of the CHED-A. A separate C640 entry in the Document Reference field is required for each individual CHED-A.



For waiver **Document Codes** (related to import measures on particular provisions), the light blue pop-up will detail a statement that should be completed together with the Regulation, description and usage.

Consult Appendix 5A on [GOV.UK](http://GOV.UK) for more information on descriptions and usage and how to complete the **Document Code** field before submitting your declaration.

## 4.2 What will happen if you miss the Document Code related to the Commodity Code?

When submitting a Simplified Frontier Declaration or Supplementary Declaration via the TSS Portal, the system will validate **Commodity Code** tariff requirements and check if all import measures are satisfied for each goods item on your declaration.

If the **Commodity Code** fails validation (for example, because the **Document Code** is missing), an **error message** section will appear on the consignment (header) level of your declaration advising you that a **Document Code** is missing.

The system will also send you an email notification and a case will be generated in the TSS Portal.

TSS will identify which item is missing a **Document Code** and ask you to refer to the **Tariff Requirements** section displayed at the item 2.

Consult Appendix 5A on [GOV.UK](http://GOV.UK) for the description and usage of the **Document Code**, how to enter it on the declaration and **Document Status Code** you may use, if required.



If more than one **Document Code** is missing, the error message will list all item lines where the import measure conditions are not met.

This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.	Declaration Category Pre-lodged (IMF)
Error Message Tariff Requirements validation was unsuccessful for the following Goods Item(s). Please refer to the Tariff Requirements information box at Goods Item level for further details. Goods Item Number: 1 - Missing Document Code Goods Item Number: 2 - Missing Document Code	Status Trader Input Required

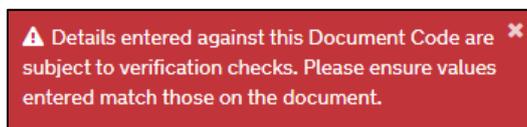
Once all missing **Document Code** are addressed and the import measure conditions are satisfied, you may save and reprocess the declaration.

**Note:** It is important to ensure that your documents have not expired, and all **Document Reference** information is accurately input into the TSS, as all details will be cross-checked.

TSS will assist you by showing instructions for entering the **Document Code** and **Document Reference** in the necessary format to reduce later queries.

<b>Document Reference</b>	
Item Reference Easter lamb	* Document Code C640
* Document Reference  Please provide the details in the format: CHEDA.XX.20YY.nnnnnn, where XX is the country of issuance, YY is the year and nnnnnn is the number (7 digits), (Optional suffix "V"). e.g CHEDA.FR.2024.1234567 OR e.g. CHEDA.FR.2024.1234567V	Enter GBCHD followed by the reference number of the CHED-A. A separate C640 entry in the Document Reference field is required for each individual CHED-A.
	* Document Status

If the details entered against the **Document Code** do not match verification checks, you will not be able to save the values, and an error message will be displayed.



## 5 Document Codes driven by authorisations

The **Document Reference** field (Element – DE 2/3) accommodates **Document Codes** that are related to authorisation decision numbers.

- ‘C506’ – **Document Code** is automatically populated with the Authorisation number for deferment of payment; this is either TSS or your authorisation, depending on the preferred method of payment on your company profile



- 'C505' – **Document Code** is populated with the authorisation number for the provision of a comprehensive guarantee, including a possible reduction or waiver; as above, this is either TSS or your authorisation, depending on preferred payment method

Those would appear as shown below and should not be either deleted or amended.

Document Reference	Tax Bases	Item Valuation	Additional Information	Detail Previous Document	Additional Procedure
National Additional Codes		Duty Lines			
Document Reference		New			
Document Code	Document Reference	Document Status			
C505	XICGU00001234000120201123091141				
C506	XIDPO0012341				
C512	XISDE000012340001120201123091141				

**For moving goods on the TSS Simplified Procedure, Document Codes** that relate to Simplified Customs Declaration Process (SCDP), formerly known as Customs Freight Simplified Procedure (CFSP), will auto-populate, depending on the company profile set in TSS and the type of SCDP authorisation used.

There are two types of SCDP authorisation:

- Simplified Declaration Procedure (SDP)
- Entry in Declarant's Records (EIDR)

**Document Codes** 'C512' or 'C514', relating to the type of SCDP authorisation, will be automatically populated, depending on type of goods and applied procedures:

- 'C512' – populates the authorisation number to use a Simplified Declaration (Authorisation to use Simplified Declaration Procedures)
- 'C514' – populates the authorisation number for making a customs declaration through an entry in the declarant's records (Authorisation to use Entry in Declarant's Records)

**Note:** For controlled goods, the type of authorisation used is always for Simplified Declaration Procedures, therefore the 'C512' **Document Code** will be auto-populated on the line item.

Document Code	Document Reference	Document Status
C505	XICGU00001234000120201123091141	
C506	XIDPO0012341	
C514	XIEIRO00012340001120201123091141	

**For moving goods on the Full Frontier route** and completing Full Frontier Declarations, if your Duty Deferment Account is selected as preferred method of payment in your company profile, **Document Codes** 'C505' or 'C506' are auto-populated as above.



If you are moving goods under a special procedure you can refer to the [GOV.UK](https://www.gov.uk) appendices listed below to view the completion notes for the procedure, which **Document Code** you may require and if those are mandatory or only recommended.

- Appendix 1: Requested and Previous Procedure Codes of the Customs Declaration Service (CDS) on [GOV.UK](https://www.gov.uk)
- Appendix 2: Additional Procedure Codes: Introduction and index list on [GOV.UK](https://www.gov.uk)

**Note:** Completion notes are not an exhaustive list of every **Document Code** required for certain customs procedures or additional procedures, therefore Appendix 5A (which is the full list of **Document Codes**) must be checked to identify if any extra **Document Codes** apply.

You also need to check if the procedure and additional procedure you want to use are supported on the TSS simplified journey and/or Full Frontier Declaration route. These details can be found in the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA.

For guidance on how to complete your declaration on the TSS Portal, refer to the [Data guide: TSS declaration data requirements](#) guide on NICTA for support with each element of the declaration.

## 6 Document Codes driven by valuation methods

The **Document Reference** field (Element – DE 2/3) accommodates **Document Codes** that are related to valuation methods that determine value of goods for customs purposes.

There are six valuation methods in place to determine the value of the goods, which are explained in depth in the guidance ‘Working out the customs value of your imported goods’ on [GOV.UK](https://www.gov.uk).

For most international goods movements, the value of the goods declared is based on the actual price of the goods, generally shown on the invoice. This price (plus adjustments for certain elements listed in Article 8, WTO Article VII of the GATT 1994) is considered Valuation Method 1 (Transaction value).

Where Valuation Method 1 (Transaction value) is used, TSS will populate the requirement of **Document Code** ‘N935’ for you to then complete with the invoice reference number in the **Document Reference** field and **Document Status** ‘AC’. These fields shouldn’t be deleted.

For cases in which there is no transaction value, or where the transaction value is not acceptable because the price has been distorted, importers need to consider **Valuation Methods 2 to 6 in hierarchical order** and apply the method that suits the case.



Document Reference	Tax Bases	Item Valuation	Additional Information	Detail Previous Document	Additional Procedure
National Additional Codes	Duty Lines				
Document Reference <span style="color: green; font-weight: bold;">New</span>					
Document Code	Document Reference	Document Status			
N935	123	AC			
Rows 1 - 1 of 1					

## 7 Document Codes driven by import measure against the Commodity Code: practical examples on how to complete

### 7.1 Common Health Entry Document (CHED)

The Common Health Entry Document (CHED) is a mandatory document for consignments of sanitary and phytosanitary (SPS) goods:

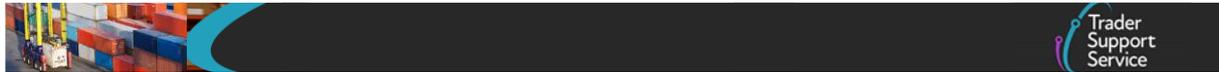
- Live animals (CHED-A)
- Animal origin, germinal products and animal by-products (CHED-P)
- Plants and plant products (CHED-PP)
- Food and feed of non-animal origin (CHED-D)

This section details how to complete the relevant **Document Code** for these CHED documents in the **Document Reference** tab of your declaration on TSS.

SPS goods are subject to the import measure type **Veterinary control** requirements, which are detailed in the import controls section of the **Commodity Code** in the Northern Ireland Online Tariff tool on [GOV.UK](https://gov.uk).

**Example:** **Commodity Code** '1601001015' (sausages) has veterinary control measures, where the conditions require the presentation of documents or claim exemptions.

To help you complete your declaration correctly, TSS will notify you in the **Tariff Requirements** pop-up that your **Commodity Code** is subject to veterinary control measures.



Veterinary control  
 B: Presentation of a certificate/licence/document  
 - N853: Common Health Entry Document for Products (CHED-P) (as set out in Part 2, Section B of Annex II to Commission Implementing Regulation (EU) 2019/1715 (OJ L 261)) for products referred to in point (b) of Article 47(1) of Regulation (EU) 2017/625) - Import/export allowed after control  
 OR  
 - C084: Exemption by virtue of Articles 3 and 4 of Commission Delegated Regulation (EU) 2019/2122 (Animals intended for scientific purposes, research and diagnostic samples). Certain categories of animals and goods that are exempted from official controls at border control posts as defined in Commission Delegated Regulation (EU) 2019/2122 - Import/export allowed after control

Delete Item Save and Add New Save (Ctrl + s)

Document Reference 4 Tax Bases Item Valuation Additional Information 1 Detail Previous Document Additional Procedure

National Additional Codes Duty Lines

Document Reference New

Document Code	Document Reference	Document Status
C506	XIDPO0012341	
C505	XICGU00001234000120201123091141	
N935	LMINV001	AC
C514	XIEIR000012340005120201123091141	

Rows 1 - 4 of 4

To complete this in TSS you need to:

1. Click **New** to add a new line under the **Document Reference** tab (if the **Document Code** is not auto-populated by TSS)
2. From the drop-down list, select the **Document Code** you want to declare

A light blue box will pop-up and offer instructions on how to fill in the **Document Reference** field. Where required, the **Document Reason** and **Document Status Code** should be declared.

Consult Appendix 5A on [GOV.UK](http://GOV.UK) for the description and usage of the **Document Code**, how to enter these on the declaration, and the **Document Status Code** you may use.

XXXX

Document Reference

Item Reference  
 Pork sausages - 6pack

\* Document Code  
 N853

\* Document Reference  
 GBCHD2021-XXXX

\* Document Status  
 JE  
 AE Document attached – exhausted by (or only applies to) this entry (document returned to the trader)  
 JA Document held by authorised trader – already attributed on simplified declaration  
 JE Document held by authorised trader – exhausted by (or only applies to) this entry

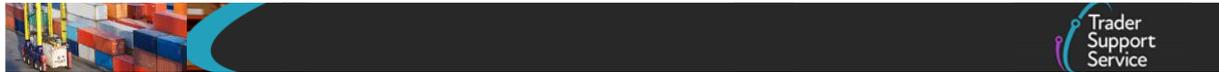
Document Part Reference

Document Reason

Writing Off

Currency

Where a **Document Code** permits the use of status codes 'XX' or 'XW' – 'Document is not held (waiver is claimed)', a statement supporting the use of those status codes must be provided in both the **Document Reference** and **Document Reason** fields. The use of status



code 'XX' or 'XW' is a legal declaration that the goods are exempted from the documentary controls.

You may then **Save** and continue with the completion of any other tariff requirements that apply to your goods.

## 7.2 Phytosanitary certificates

Phytosanitary certificates may be required when moving plants and plant products. This section details how to complete the **Document Code** where presentation of a phytosanitary certificate is required.

Some plants and plant products are subject to the import measure **Phytosanitary Certificate (import)** requirements, which are detailed in the import section of the **Commodity Code** in the Northern Ireland Online Tariff tool on [GOV.UK](https://www.gov.uk).

**Example 2:** **Commodity Code** '0603110000' (fresh roses) has a **Phytosanitary Certificate (import)** measure against it where conditions require presentation of document.

To help you complete your declaration correctly, TSS will notify you that your **Commodity Code** is subject to the **Phytosanitary Certificate measure** in the **Tariff Requirements** pop-up section as shown below.



**Note:** Phytosanitary certificates are mandatory for some plant products moving from RoW excluding EU to Northern Ireland (NI). To help you complete your declaration correctly, TSS will auto-populate **Document Code** 'N851', as required in the **Document Reference** field.

Document Reference	Tax Bases	Item Valuation	Additional Information	Detail Previous Document	Additional Procedure																		
National Additional Codes	Duty Lines																						
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Document Reference</span> <span>New</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Document Code</th> <th style="width: 40%;">Document Reference</th> <th style="width: 30%;">Document Status</th> </tr> </thead> <tbody> <tr> <td>C505</td> <td>XICGU00001234000120201123091141</td> <td></td> </tr> <tr> <td>C506</td> <td>XIDP00012341</td> <td></td> </tr> <tr> <td>C514</td> <td>XIEIR000012340005120201123091141</td> <td></td> </tr> <tr> <td>N851</td> <td></td> <td></td> </tr> <tr> <td>N935</td> <td>LMINV001</td> <td>AC</td> </tr> </tbody> </table>						Document Code	Document Reference	Document Status	C505	XICGU00001234000120201123091141		C506	XIDP00012341		C514	XIEIR000012340005120201123091141		N851			N935	LMINV001	AC
Document Code	Document Reference	Document Status																					
C505	XICGU00001234000120201123091141																						
C506	XIDP00012341																						
C514	XIEIR000012340005120201123091141																						
N851																							
N935	LMINV001	AC																					
<div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> <span>&lt;</span> <span>&gt;</span> <span>Rows 1 - 5 of 5</span> </div>																							



Navigate to the **Document Code** 'N851' (phytosanitary certificate) line created for you by TSS. Complete the details, after consulting Appendix 5A on [GOV.UK](https://www.gov.uk) for the description and usage, how to complete the **Document Code** and the **Document Status Code**.

Use of **Document Status Code** 'XX' is a legal declaration that the goods are exempt from the documentary controls. It is important to understand the requirements and conditions that apply to the goods being moved and when exemptions can be claimed. If you are claiming an exemption, you must ensure you hold evidence to support your claim. HMRC may request to see evidence that the exemptions conditions have been met. The full list of controls applicable to the goods can be seen by using the Northern Ireland Online Tariff on [GOV.UK](https://www.gov.uk).

You may then **Save** and continue with completion of any other tariff requirements that apply to your goods.

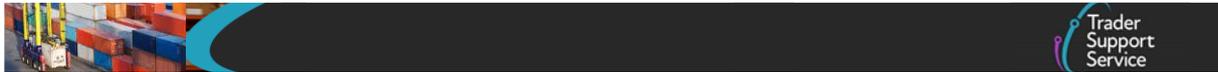
### 7.3 Certificate of inspection for organic products

A certificate of inspection for organic products may be required for some SPS goods. This section details how to complete **Document Codes** to satisfy the measure's requirements depending on the circumstances of the goods.

Goods of animal origin are subject to the import measure type **Import control of organic products** requirements, which are detailed in the import controls section of the **Commodity Code** in the Northern Ireland Online Tariff tool on [GOV.UK](https://www.gov.uk).

**Example:** **Commodity Code** '1601001015' (sausages) has an **import control of organic products** measure, where conditions require the presentation of documents (such as certificates) or claim document waivers (exclusions).

To help you complete your declaration correctly, TSS will notify you that your **Commodity Code** is subject to an **import control of organic products** measure in the **Tariff Requirements** pop-up section.



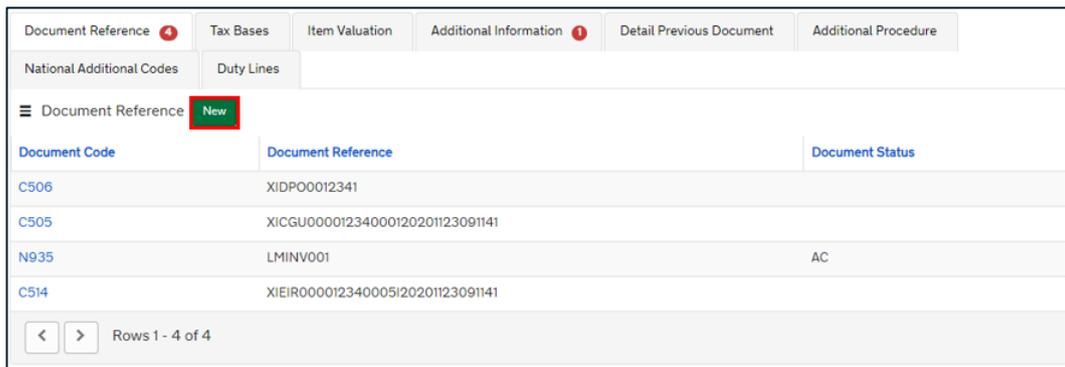
Import control of organic products  
 B: Presentation of a certificate/licence/document  
 - Y929: Goods not concerned by Regulation (EC) No 834/2007 (organic products) Council Regulation (EC) No 834/2007 on organic production and labelling of organic products and repealing Regulation (EEC) No 2092/91. See also document code C644 - Import/export allowed after control  
 OR  
 - C644: Certificate of inspection for organic products. Council Regulation (EC) No 834/2007 on organic production and labelling of organic products and repealing Regulation (EEC) No 2092/91. See also document code Y929 - Import/export allowed after control

Consult Appendix 5A on [GOV.UK](http://GOV.UK) for the description and usage of the **Document Code**, how to enter this on the declaration and the **Document Status Code** you may use.

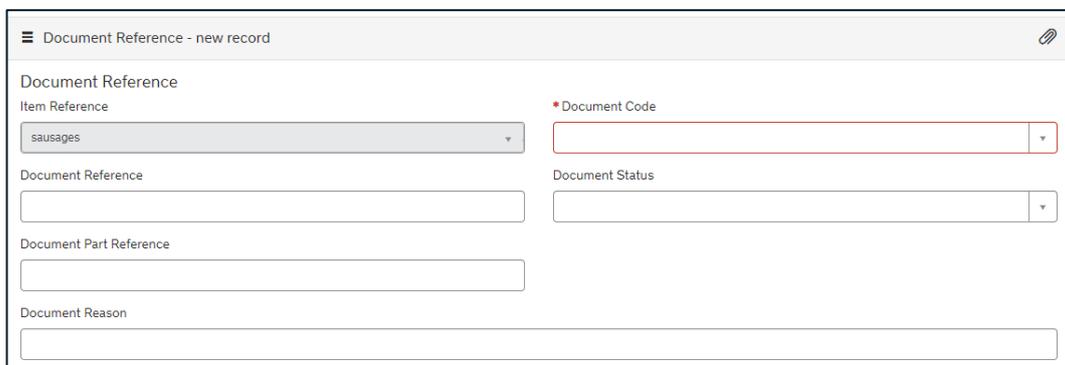
If you believe your goods are not covered by the regulation in place, you may claim a waiver (an exclusion) on the document, if your goods meet the exclusion requirements for this measure.

Ensure you consult the Regulation requirements and follow instructions in Appendix 5A on [GOV.UK](http://GOV.UK) for how to complete the waiver on the document, including the **set text** to add.

To complete this in TSS, select **New** to add a **Document Code** in the **Document Reference** tab on the item level of your declaration.



From the drop-down, select the **Document Code** you want to use and complete the **Document Reference** and **Document Status** fields.



Evidence must be held in records to show eligibility if a document waiver is claimed, which must be produced on demand.



You may then **Save** and continue completing any other tariff requirements that apply to your goods.

## 7.4 CITES certificate

A CITES certificate is required when moving goods of **endangered animal and plant species** on the **Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)** list.

**Goods of endangered animal and plant species** on the **CITES** list are subject to the measure type **Import control - CITES** requirements, which are detailed in the import controls section of the **Commodity Code** in the Northern Ireland Online Tariff tool on [GOV.UK](https://gov.uk).

This section details how to complete the **Document Code** field to satisfy the measure, depending on the circumstances of your goods.

**Example:** **Commodity Code** '4202310090' (leather purse), which may be made from leather from an endangered animal, has an **Import control - CITES** measure against it and requires presentation of a document or claim document waiver (an exclusion).

To help you complete your declaration correctly, TSS will notify you that your **Commodity Code** is subject to the **Import control - CITES** measure in the **Tariff Requirements** pop-up.

```

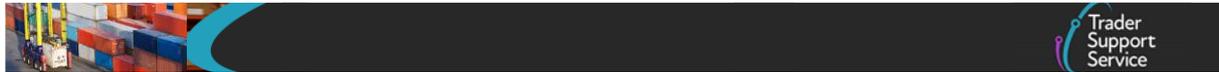
=====
Import control - CITES
Y: Other conditions
- C400: Presentation of the required "CITES" certificate. Commission Reg 160/2017 amending Council Reg (EC) No 338/97 on the protection of species of wild fauna and flora by regulating trade therein. See also Document Codes, C635, C638 and Y900 - Import/export allowed after control
OR
- Y900: Declared goods do not belong to the Washington Convention (CITES) Commission Reg 160/2017 amending Council Reg (EC) No 338/97 on the protection of species of wild fauna and flora by regulating trade therein. See also Document Codes C400, C635 and C638 - Import/export allowed after control
=====
  
```

Consult Appendix 5A on [GOV.UK](https://gov.uk) for the description and usage of the **Document Code**, how to enter this on the declaration, and the **Document Status Code** to use.

If you believe your goods are not covered by the Regulation, you may claim a waiver on the documents (an exclusion), if your goods meet the exclusion requirements of the measure.

Ensure you consult the Regulation requirements and [CITES list](#) and then follow the instructions in Appendix 5A on [GOV.UK](https://gov.uk) for how to complete a waiver on the document, including the **set text** you need to add. Evidence must be held in your records to show eligibility if a document waiver is claimed, which must be produced on demand.

To complete this in TSS, select **New** to add a **Document Code** in the **Document Reference** tab on the item level of your declaration.



Document Code	Document Reference	Document Status
C506	XIDPO0012341	
C505	XICGU00001234000120201123091141	
N935	LMINV001	AC
C514	XIEIR000012340005120201123091141	

From the drop-down, select the **Document Code** you want to use and complete the **Document Reference** and **Document Status** fields.

Document Reference	* Document Code
Item Reference sausages	
Document Reference	Document Status
Document Part Reference	
Document Reason	

You may then **Save** and continue completing any other tariff requirements that apply to your goods.

### 7.5 Waiver documents

Waiver documents are related to import measures on particular provisions and specific to a group of products or origins. Some examples are shown below, but this list is not exhaustive.

- Import control
- Import control on cat and dog fur
- Import control of fluorinated greenhouse gases for all countries
- Import control on seal products

This section details how to complete waiver **Document Codes** to satisfy some provisional measures depending on the circumstances of your goods.

Waiver documents (C series) will generally require a **Document Reference**, **Document Reason**, and a waiver **Document Status Code**.

Consult Appendix 5A on [GOV.UK](http://GOV.UK) for the description and usage of the **Document Codes**, how to enter on the declaration and **Document Status Code** you may use.



Waiver documents (Y series) do not generally require a **Document Reference** or **Document Status Code**. Where **set text** is specified on the **Document Code**, this must be declared in **Document Reason**.

**Example:** **Commodity Code** '4202310090' (leather purse) has two provisional measures that require waiver documents (exclusions).

To help you complete your declaration correctly, TSS will notify you that your **Commodity Codes** is subject to the measure types **Import control on cat and dog fur** and **Import control on seal products** in the **Tariff Requirements** pop-up section.

<p>Import control on cat and dog fur</p> <p>B: Presentation of a certificate/licence/document</p> <p>- Y922: Other than cats and dogs fur as mentioned by Regulation (EC) No 1523/2007 (OJ L 343) banning the placing on the market and the import to, or export from, the Union of cat and dog fur, and products containing such fur (Text with EEA relevance). - Import/export allowed after control</p> <p>=====</p> <p>Import control on seal products</p> <p>B: Presentation of a certificate/licence/document</p> <p>- C679: Attesting Document (seal product), issued by a recognised body in accordance with either -Regulation (EU) No 737/2010 (on condition that the attesting document was issued prior to 18 October 2015) or, COMMISSION IMPLEMENTING REGULATION (EU) 2015/1850, laying down detailed rules for the implementation of Regulation (EC) No 1007/2009 of the European Parliament and of the Council on trade in seal products. See also document codes C680, C683, Y032 and 9118 - Import/export allowed after control</p> <p>OR</p> <p>- Y032: Other goods than those seal products mentioned in Regulation (EU) 2015/1850 (OJ L 271) laying down detailed rules for the implementation of Regulation (EC) No 1007/2009 of the European Parliament and of the Council on trade in seal products. See also documents codes C679 and 9118 - Import/export allowed after control</p> <p>OR</p> <p>- C683: European Union - Attesting document for seal products resulting from hunt by Inuit or other indigenous communities for placing on the Union's market in accordance with Article 3 (1) of Regulation (EC) No 1007/2009 on trade in seal products. See also codes C679, C680 and 9118 - Import/export allowed after control</p> <p>OR</p> <p>- C680: Written notification of import and document giving evidence where the products were acquired (seal product). COMMISSION IMPLEMENTING REGULATION (EU) 2015/1850 laying down detailed rules for the implementation of Regulation (EC) No 1007/2009 of the European Parliament and of the Council on trade in seal products. See also codes C679, C683 and 9118 - Import/export allowed after control</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Ensure you consult the Regulation in the requirements and follow instructions in Appendix 5A on [GOV.UK](http://gov.uk) for how to complete the waiver on the document, including the **set text** you need to add.

To complete this in TSS, select **New** to add a **Document Code** in the **Document Reference** tab on the item level of your declaration.

Document Reference <span style="color:red">+</span>	Tax Bases	Item Valuation	Additional Information <span style="color:red">!</span>	Detail Previous Document	Additional Procedure															
National Additional Codes	Duty Lines																			
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>☰ Document Reference</span> <span style="background-color: red; color: white; padding: 2px 5px; border: 1px solid red;">New</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Document Code</th> <th style="width: 50%;">Document Reference</th> <th style="width: 25%;">Document Status</th> </tr> </thead> <tbody> <tr> <td>C506</td> <td>XIDPO0012341</td> <td></td> </tr> <tr> <td>C505</td> <td>XICGU00001234000120201123091141</td> <td></td> </tr> <tr> <td>N935</td> <td>LMINV001</td> <td>AC</td> </tr> <tr> <td>C514</td> <td>XIEIR000012340005120201123091141</td> <td></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <span>&lt; &gt;</span> <span>Rows 1 - 4 of 4</span> </div> </div>						Document Code	Document Reference	Document Status	C506	XIDPO0012341		C505	XICGU00001234000120201123091141		N935	LMINV001	AC	C514	XIEIR000012340005120201123091141	
Document Code	Document Reference	Document Status																		
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From the drop-down, select the **Document Code** you want to use and complete the **Document Reference** and **Document Status** fields.



Document Reference	
Item Reference sausages	* Document Code
Document Reference	Document Status
Document Part Reference	
Document Reason	

Evidence must be held in your records to show eligibility if a document waiver is claimed, which must be produced on demand.

You may then **Save** and continue completing any other tariff requirements that apply to your goods.

## 7.6 Import licences and writing off

Import licences may be required when moving certain goods, such as military, paramilitary, dual-use goods and technology, artworks, plants and animals, medicines or chemicals. This section details how to complete the **Document Code** for goods where an import licence is required.

Goods subject to licensing need to satisfy import measures in place, which are detailed in the import controls section against the **Commodity Code** in the Northern Ireland Online Tariff tool on [GOV.UK](https://www.gov.uk).

**Example:** **Commodity Code** '1006304610' (long grain rice) has a **Restriction on entry into free circulation** measure against it and requires the presentation of a licence if the goods are over 1,000 kg.

To help you complete your declaration correctly, TSS will notify you that your **Commodity Code** is subject to measure type **restriction on entry into free circulation** in the **Tariff Requirements** pop-up section.

### Restriction on entry into free circulation

E: The quantity or the price per unit declared, as appropriate, is equal or less than the specified maximum, or presentation of the required document

- L001: Import licence AGRIM. COMMISSION DELEGATED REGULATION (EU) 2016/1237 supplementing Regulation (EU) No 1308/2013 of the European Parliament and of the Council with regard to the rules for applying the system of import and export licences and supplementing Regulation (EU) No 1306/2013 of the European Parliament and of the Council with regard to the rules on the release and forfeit of securities lodged for such licences, amending Commission Regulations (EC) No 2535/2001, (EC) No 1342/2003, (EC) No 2336/2003, (EC) No 951/2006, (EC) No 341/2007 and (EC) No 382/2008 and repealing Commission Regulations (EC) No 2390/98, (EC) No 1345/2005, (EC) No 376/2008 and (EC) No 507/2008. See also document code Y036

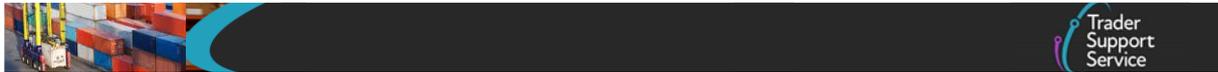
- Entry into free circulation allowed

OR

- Y036: The declared goods are exempted from the presentation of the concerned licence by virtue of Article 3 (1) points a, b, d and e and (2) of Commission Delegated Regulation (EU) 2016/1237 (OJ L 2016). See also document codes L001 and X001 - Entry into free circulation allowed

Consult Appendix 5A on [GOV.UK](https://www.gov.uk) for the description and usage of the **Document Code**, how to enter on the declaration and the **Document Status Code** you may use.

To complete this in TSS, select **New** to add a **Document Code** in the **Document Reference** tab on the item level of your declaration.



Document Reference 4	Tax Bases	Item Valuation	Additional Information 1	Detail Previous Document	Additional Procedure
National Additional Codes	Duty Lines				
<div style="display: flex; align-items: center;"> <span>☰ Document Reference</span> <span style="margin-left: 10px; border: 1px solid red; padding: 2px;">New</span> </div>					
Document Code	Document Reference	Document Status			
C506	XIDPO0012341				
C505	XICGU00001234000120201123091141				
N935	LMINV001	AC			
C514	XIEIR000012340005120201123091141				
<span>&lt;</span> <span>&gt;</span> Rows 1 - 4 of 4					

From the drop-down, select the **Document Code** you want to use and complete the **Document Reference** and **Document Status** fields.

☰ GBCPI12324 📎

**Document Reference**

Item Reference

LONG GRAIN RICE -IKG PK

\* Document Reference

GBCPI12324

Document Part Reference

Document Reason

Writing Off

Currency

Amount

Quantity

2500

\* Document Code

L001

\* Document Status

AC

AC Document attached for certification by customs

AE Document attached – exhausted by (or only applies to) this entry (document returned to the trader)

AF Document attached – exhausted by (or only applies to) this entry (document returned to the relevant department)

AG Document attached – exhausted by (or

Issuing Authority

Measurement Unit

KGM

Where **Document Status Codes** 'XX' or 'XW' are declared – 'Document is not held (waiver is claimed)' – a statement supporting the use of those **Document Status Codes** must be provided. The statement must be provided in both the **Document Reference** and **Document Reason** fields.

Where an open licence is being part used, **Writing Off** details should also be declared to indicate the amount of the licence that has been decremented and date of validity as advised.



Writing Off	
Currency <input type="text"/>	Date of Validity <input type="text" value="25/05/2022"/>
Amount <input type="text"/>	Issuing Authority <input type="text"/>
Quantity <input type="text" value="2500"/>	Measurement Unit <input type="text" value="KGM"/>
<input type="button" value="Delete Item"/>	<input type="button" value="Save (Ctrl + s)"/>

**Appendix 5C** on [GOV.UK](https://www.gov.uk) provides details of the types of Government Department licences that may be required.

If you believe your goods are not covered by the Regulation in place, you may claim a waiver (an exclusion) on the document, if your goods meet the requirements for exclusion of presentation of licence.

Ensure you consult the Regulation requirements and follow instructions in Appendix 5A on [GOV.UK](https://www.gov.uk) for how to complete the waiver on the document, including the **set text** you need to add. Evidence must be held in your records to show eligibility if a document waiver is claimed, which must be produced on demand.

You may then **Save** and continue completing any other tariff requirements that apply to your goods.

## 7.7 Preference Documents Codes

Preference **Documents Codes** are required when a preferential rate of duty is claimed for your goods.

To claim a preferential rate of duty, your goods need to meet the rules of origin requirements and sufficient evidence for the proof of origin must be held.

See the **Introduction to rules of origin and claiming duties when trading between the UK and EU** on [GOV.UK](https://www.gov.uk) for full details.

You are entitled to claim the preferential rate of duty under the Trade and Cooperation Agreement (TCA) between the EU and UK if you have:

- A statement on origin of the product made out by the exporter
- The importer's knowledge of where the product originates

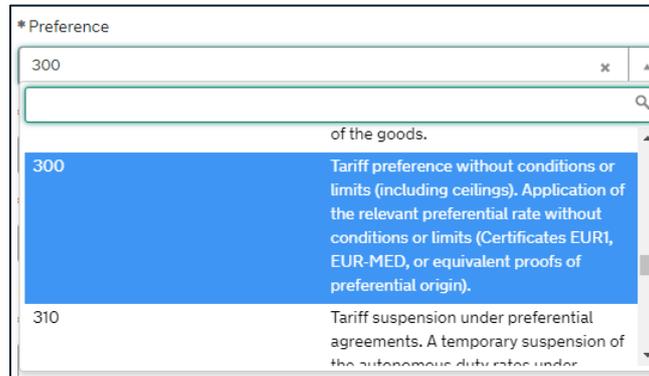
When claiming a preferential rate of duty rate under TCA, you must include one of the following codes, as appropriate:

- 'U110' – if the claim is based on a **statement on origin** for a single shipment
- 'U111' – if the claim is based on a **statement on origin** for multiple shipments of identical products to cover a 12-month period

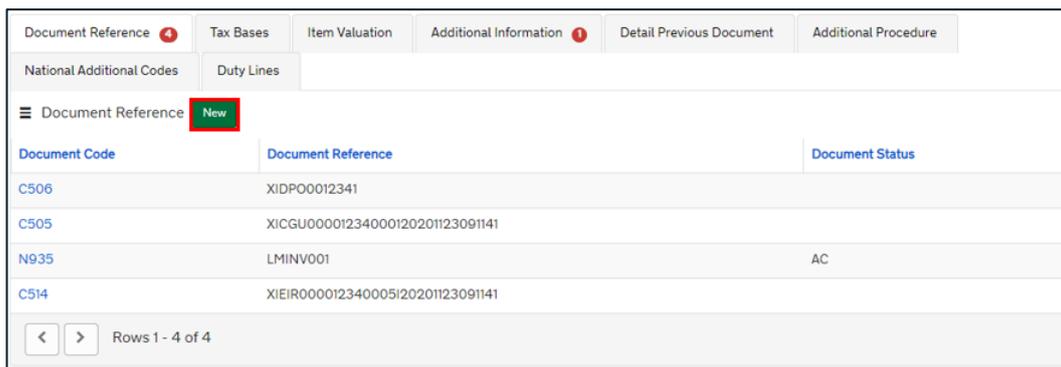


- ‘U112’ – if the claim is based on importers knowledge (this must be declared with **Document Status Code** ‘JP’)

In addition to the above, you must enter a 300 series preference code in the **Preference** field on the item level of your declaration.

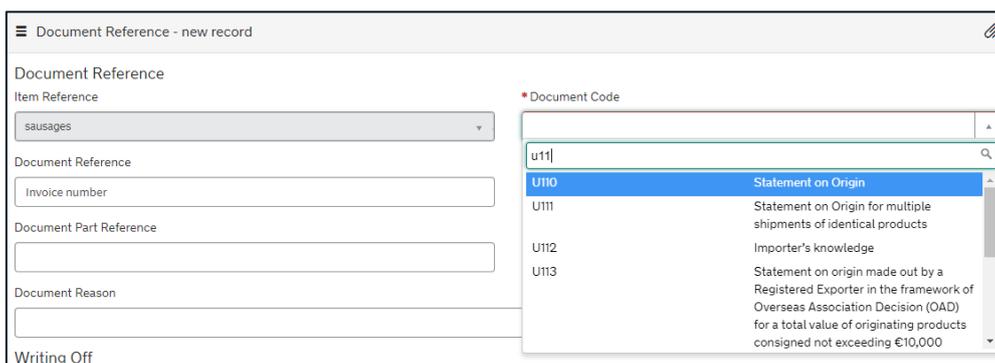


To complete this in TSS, select **New** to add a **Document Code** in the **Document Reference** tab on the item level of your declaration.



From the drop-down, select the **Document Code** you want to use and complete the **Document Reference** and **Document Status** fields.

Consult Appendix 5A on [GOV.UK](http://GOV.UK) for the description and usage of the **Document Code**, how to enter on the declaration and the **Document Status Code** you may use.





You may then **Save** and continue completing any other tariff requirements that apply to your goods.

Consult the [Tariffs on goods movements to NI](#) guide on NICTA for more options on how to reduce your tariffs.

## 8 I need to know more

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

- [Data guide: TSS declaration data requirements](#)
- [Tariffs on goods movements into NI](#)
- Video on [Supplementary Declarations GB-NI – a step-by-step guide](#)
- Video on [Tariffs on goods entering NI – what are your options?](#)
- If your declaration cannot be processed due to an error, see the [Guidance on resolution to common error codes for Supplementary and Full Frontier Declarations](#) for instructions on how to resolve the most common errors
- [Guidance on controlled goods and the Online Tariff Tool](#)
- [How to use the TSS Portal](#)

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

## 9 Changes to guidance and policy

Last updated May 2025.

**May 2025:** Updated requirements for document references and record keeping requirements for claiming waivers and exemptions.

**November 2024:** Updates to references of CFSP to SCDP.

**January 2024:** Changes to reflect XI EORI validation.

**July 2023:** Removal of valuation methods guide link and minor continuous improvement.

**July 2022:** Addition of section on changes to guidance and policy.

**Published** June 2022.