

TSS User Guides

TSS Pre-lodged Standalone Internal Market Movement Information (IMMI) Guide

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HM Revenue
& Customs



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If there are any words or acronyms in this document that are unfamiliar, 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 hauliers and traders in moving goods using the **simplified processes for Internal Market Movements**. It outlines how to complete a **Pre-logged Standalone Internal Market Movement Information (IMMI)** pre-movement in the Trader Support Service (TSS) Portal. The Pre-logged Standalone Internal Market Movement Information (IMMI) should only be used when the Entry Summary Declaration has been completed outside of the TSS or when an Entry Summary Declaration **only** movement has been completed in TSS. This process removes the need for a Supplementary Declaration upon arrival in NI.

If you need to complete an Entry Summary Declaration and an Internal Market Movement Information together in the TSS portal, follow the step-by-step instructions in the [Pre-Movement Internal Market Movement Information \(IMMI\) Step-by-Step Guide](#) on NICTA.

The simplified processes for Internal Market Movements contains 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 Great Britain (GB) to a business in Northern Ireland (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 traders authorised on the UK Internal Market Scheme (UKIMS), known as **UKIMS-EIDR**

Note: The simplified processes for Internal Market Movements will be referred to as the 'simplified processes' throughout this guide. The TSS Portal may also reference the simplified processes for Internal Market Movements using the acronym 'SPIMM' and where the portal view is being shown, this guide will reflect this term.

If you need more information on the simplified processes, the requirements for using the processes, the types of movements available in the TSS and how you can prepare for them, you can find this information in the [Simplified processes for Internal Market Movement – Introduction Guide](#) on NICTA.

This guide does not cover other movement options available on the TSS, such as the two-step customs declaration process known as the TSS Simplified Procedure, the Full Frontier Declaration journey or goods moving from Great Britain (GB) to Northern Ireland (NI) via Transit. For more details on alternative movements available on the TSS, see NICTA.

¹ Terms used in this guide refer to the terminology used on the TSS Portal. These may not match the most recent terms used on GOV.UK, in HMRC's Customs Declaration Service or the [Northern Ireland Online Tariff](#) on GOV.UK.

1.1 Before you start

You will need the following before starting this movement:

1. **Confirmation that goods are 'not at risk' and eligible for the simplified processes.** For example, confirmation from the trader (Importer of Record) that these goods should be moved using their UKIMS authorisation and meet the conditions for using the simplified processes
2. **The 'Importer of Records' EORI number.** This EORI number must be the same as the EORI number used when the trader was authorised for the UK Internal Market Scheme (UKIMS)
3. The EORI numbers for other parties involved in the movement of the goods (if known) or their name and address. For example, the Exporter
4. **Permissions to use the 'Importer of Records' UKIMS authorisation and Trader Goods Profile (TGP).** Required for third parties such as hauliers and agents (or intermediaries) to gain access and submit the Internal Market Movement Information (IMMI) on the trader's behalf. For details on granting permissions for UKIMS and the Trader Goods Profile (TGP), see the [TSS Permissions Management for TGP and UKIMS](#) guide on NICTA
5. **Commercial Information about the goods such as the goods description, country of origin, the quantity and the value.** This must include the commodity code of the goods (6 or 8-digits depending on [Category of Goods](#) per GOV.UK). This information would typically be found on a commercial invoice
6. **The Procedure Code and Additional Procedure Codes applicable to the goods.** For example, goods moving into free circulation in NI would use Procedure Code 4000. For details of all Procedure Codes and Additional Procedure Codes available to use in the TSS, see the [Internal Market Movement Information \(IMMI\) Procedures & Additional Procedure Codes Guide](#) on NICTA
7. **Information on how the goods are being transported.** You will need to provide the mode of transport, the appropriate transport document number (for example, the CMR or Airway bill number) as well as the Location of Goods upon arrival in NI and the arrival date/time. If the goods moving through an inventory-linked port (ILP), you will also need the Inventory Consignment Reference

2 Step-by-step walkthrough of the Pre-logged Standalone Internal Market Movement Information (IMMI)

2.1 Start a Pre-logged Standalone Internal Market Movement Information (IMMI)

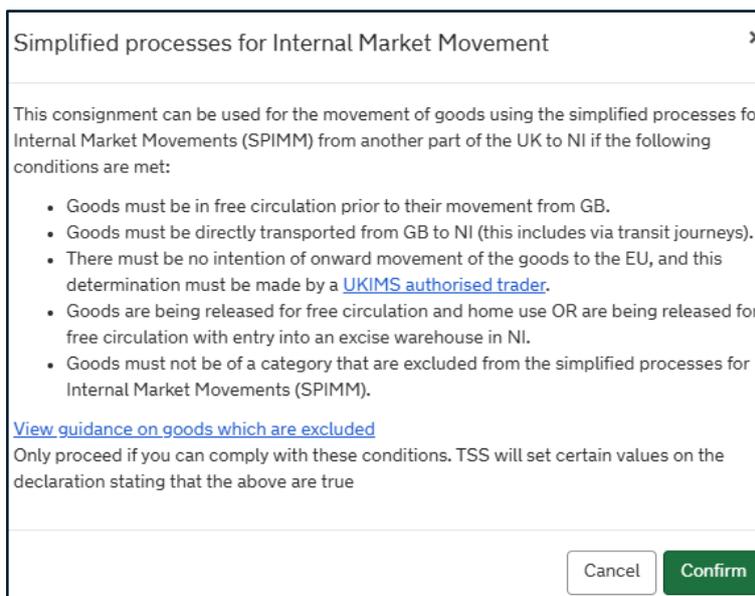
Log into the TSS Portal, and then click on the [Goods Movements](#) tab at the top of the page and select [Start a Goods Movement](#).



Under the **Additional Goods Movement Options**, select **Create Internal Market Movement Information (IMMI)**.

Create Internal Market Movement Information (IMMI)	Use this form to create 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
---	--

A pop-up message will appear in the centre of the screen. To start the Internal Market Movement Information (IMMI), you must read and **Confirm** that the conditions listed are met.



2.2 Completing your Pre-logged Standalone Internal Market Movement Information (IMMI) at the Consignment (Header) level

The steps listed below are general instructions on completing a Pre-logged standalone Internal Market Movement Information (IMMI) for free circulation in NI (procedure code 4000). If you are releasing the goods into free circulation with entry into an excise warehouse (procedure code 0700), there will be additional steps to take. Refer to the [Moving goods into an NI Excise Warehouse](#) section of this guide.

Note: For the purpose of this guide, the Pre-logged standalone Internal Market Movement Information (IMMI) will be referred to simply as the Internal Market Movement Information (IMMI) in all the steps listed below.

1. A **Local Reference Number** will be generated for your movement starting with the prefix 'GLR'; this will be unique to the consignment completed and you can use this number to search for this movement in the TSS portal:

Local Reference Number

GLR000000000001509

2. Select the **Movement Type** 'Pre-Lodged (IMD)' from the drop-down menu:

*Movement Type

Pre-lodged (IMD) ▼

This indicates that the Internal Market Movement Information (IMMI) will be completed prior to the goods movement to NI. This process is called pre-lodgement.

3. Select 'Indirect' as the **Representation Type**:

*Representation Type

Indirect ▲

-- None --

Direct

Indirect

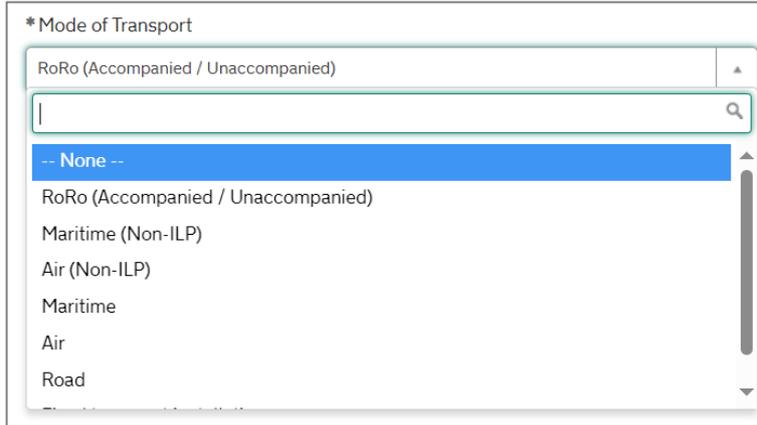
4. Add the **Exporter EORI**; if the Exporter EORI is unknown, the name and address fields will also have to be completed by selecting the check box

Exporter

*Exporter EORI

Exporter Address Required

5. Select the **Mode of Transport**
 - RoRo (Accompanied/Unaccompanied) is Roll-on Roll-off
 - Goods that move via Air or Maritime can move through either Inventory Linked Ports (ILP) or Non-Inventory-Linked Ports (Non ILP). You will need to check with the Carrier if your goods are moving through an ILP



*Mode of Transport

RoRo (Accompanied / Unaccompanied)

-- None --

RoRo (Accompanied / Unaccompanied)

Maritime (Non-ILP)

Air (Non-ILP)

Maritime

Air

Road

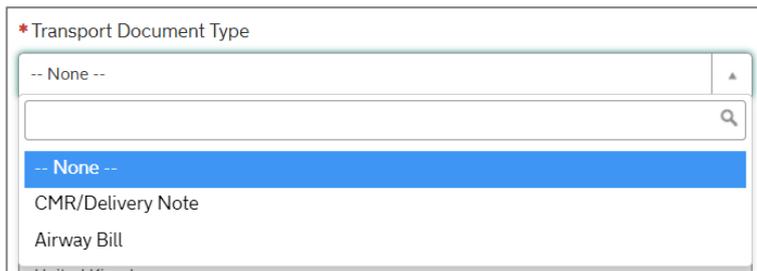
6. Use the calendar icon to select the **Arrival Date/Time** at the NI seaport, based on the GMT time zone, or type the date and time into the field in the following format DD/MM/YYYY HH:MM:SS using the 24-hr clock (for example, '11/01/2021 22:30:00')



*Arrival Date/Time

DD/MM/YYYY HH:mm:ss

7. Select the **Transport Document Type** from the drop-down menu:



*Transport Document Type

-- None --

-- None --

CMR/Delivery Note

Airway Bill

8. Add the **Transport Document Number**

This is the identification number of any international or national documents, certificates and authorisations produced in support of the movement and additional references (note that this field is limited to 35 characters).

For RoRo (Accompanied/Unaccompanied), this is the reference number of the CMR document (also known as a Road Consignment) note or in French as the *Convention relative au contrat de transport international de Marchandises par Route*) filled out by the sender, the carrier or their agent. If unavailable, you can provide the delivery note reference number instead.



*Transport Document Number

9. The **Trader Reference** is a free-text field that you can use to identify the shipment at consignment (header) level; adding this information will help you to track the movement against your commercial records



Trader Reference <input type="text"/>
--

- Select the **Location of Goods** from the drop-down list of border locations for ports and airports (locations) of entry

If 'RoRo' has been selected in the **Mode of Transport** field, the **Location of Goods** field will only show RoRo locations.

* Location of Goods <input type="text"/>

- Click Save at the bottom of the screen to save the information

2.3 Adding further information to the Consignment (Header)

The steps listed below are general instructions on completing a Pre-logged standalone Internal Market Movement Information (IMMI) for free circulation in NI (procedure code 4000). If you are releasing the goods into free circulation with entry into an excise warehouse (procedure code 0700), there will be additional steps to take. Refer to the [Moving goods into an NI Excise Warehouse](#) section of this guide.

At the bottom of the consignment (header) level form, there are several tabs that hold details of your consignment. See the [Internal Market Movement Information \(IMMI\) Data Guide](#) on NICTA for a detailed explanation on each of these tabs and fields:

- **Goods Records** – goods items within the consignment
- **Header Previous Document**
- **Holder of Authorisation**

The number in red on the tab relates to the total number of records detailed within the tab.

- Goods Records** – use this tab to update information on your goods at an item line. Populate item line information in this section

Goods Records	Header Previous Document	Holder Of Authorisation 1
☰ Goods Records New		
No records in Goods Records using that filter		

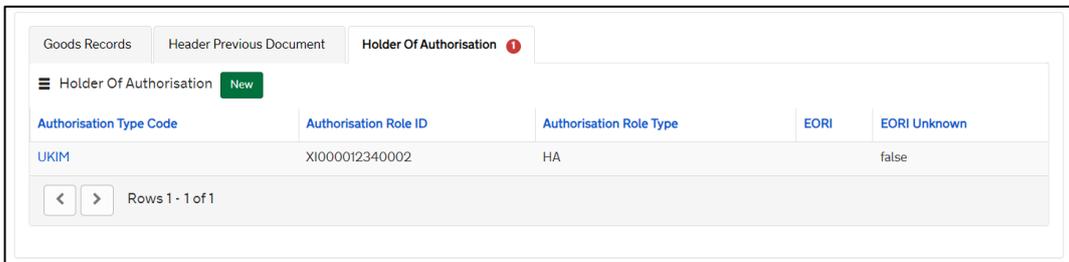
- Header Previous Document** – use this tab to show the list of documents linked to this consignment, for example, an Entry Summary Declaration MRN number



3. The **Holder Of Authorisation** tab enables the importer to enter the type of customs authorisation held

For this movement type, only the traders EORI number which is associated to their UKIMS authorisation is required in this field and will be auto-populated by the TSS upon save of the **Goods Record**.

Note: For movements into a NI Excise Warehouse, additional information is required in this field and is covered in the [Moving goods into an NI Excise Warehouse](#) section of this guide.



2.4 Completing your Internal Market Movement Information (IMMI) at the Goods Record line using the Trader Goods Profile (TGP)

If you are not using the Trader Goods Profile (TGP) to populate your goods record line, proceed to the section [Completing your Internal Market Movement Information \(IMMI\) at the Goods Record line without using the Trader Goods Profile \(TGP\)](#).

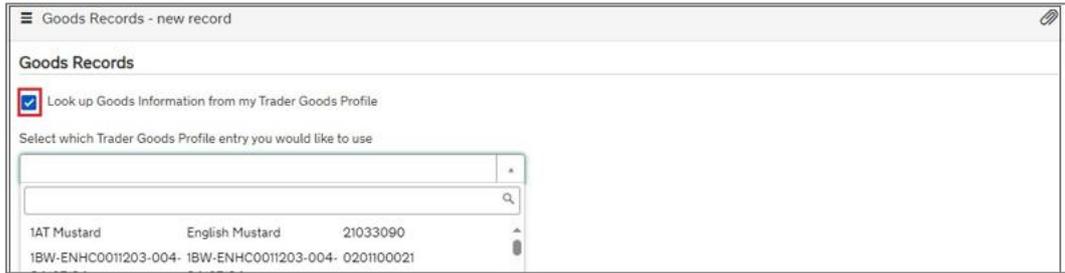
If you have set up your Trader Goods Profile (TGP), it can be used to populate the item line, reducing the number of fields you will need to complete manually. Any haulier or agent/intermediary that has been granted access to your Trader Goods Profile (TGP) will also be able to use it when completing the Internal Market Movement Information (IMMI) on your behalf.

Refer to the [Trader Goods Profile \(TGP\) Guide](#) which provides detailed instructions on the set up and use of the Trader Goods Profile (TGP) within the TSS portal.

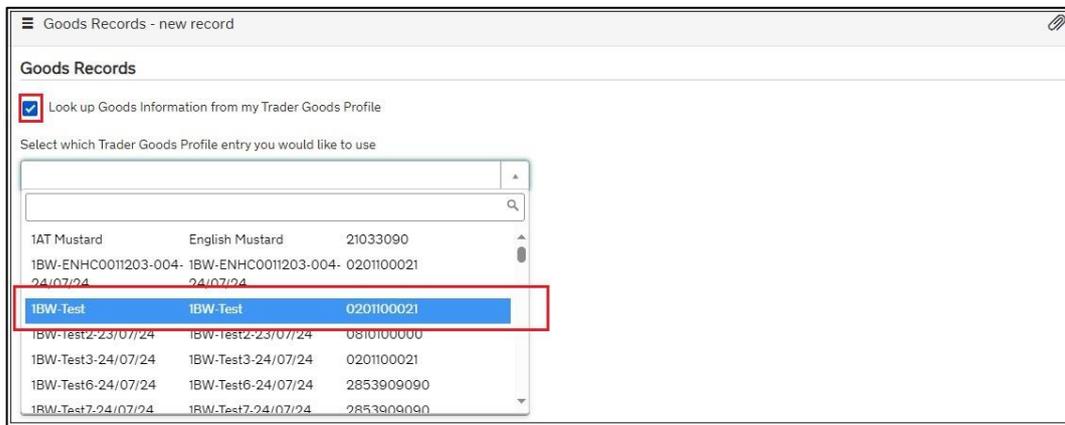
1. To create a Goods Record, click **New** in the **Goods Records** tab



2. Select the tick box beside **Look up Goods Information from my Trader Goods Profile**



3. Then **Select which Trader Goods Profile entry you would like to use** from the drop-down list or start typing the good in the search box



Once a Trader Goods Profile (TGP) entry has been chosen, a pop-up message will appear confirming that some item fields have been set.



This is where the information contained within that Trader Goods Profile (TGP) entry prepopulates some of the required fields on the Internal Market Movement Information (IMMI). The fields populated by the Trader Goods Profile (TGP) entry can be edited if required.

4. Select **Procedure code** from the drop-down



This field will be auto-populated with '4000' by TSS if you answered 'No' in the 'Do goods move under your customs or excise warehouse authorisation' question on your Company Profile. If you (as a third party) have been given procedure code 0700 to

use, you will need to ask the Importer of Record to update their **Company Profile** and change the answer to this question to 'Yes'

Only **Procedure Codes** available for use on the Internal Market Movement Information (IMMI) can be selected from the drop-down menu.

5. Select the **Additional Procedure Code** from the four options in the drop-down list

Note: TSS will recommend an Additional Procedure Code and auto-populate it based on the commodity code length and category of the goods.

* Additional Procedure Code

- **1SG** – Required for all standard goods

These are goods that are non-excise and not subject to any licences or documentary controls. This also includes goods moving under the Northern Ireland Retail Movement Scheme (NIRMS).

When using **Additional Procedure Code 1SG** a 6-digit commodity code can be used.

- **1EN** – Category 2 excise goods not subject to documentary controls

When using **Additional Procedure Code 1EN** an 8-digit commodity code is required as a minimum.

- **1LG** – Category 2 non excise goods subject to documentary controls or licensing

When using **Additional Procedure Code 1LG** an 8-digit commodity code is required as a minimum. This also includes goods moving under the Northern Ireland Plant Health Label (NIPHL) scheme.

- **1EL** – Category 2 excise goods subject to documentary controls or licensing

When using **Additional Procedure Code 1EL** an 8-digit commodity code is required as a minimum.

Full requirements for each **Additional Procedure Code** can be found in [Additional Procedure Codes](#) on GOV.UK.

6. The **Item Gross Mass** (weight) needs to be entered in kilograms for all packages. The Item Gross Mass needs to include all packaging (but not the carriers' equipment)

Note: Packaging is defined as materials and components used in any packaging operation to wrap, contain, or protect the goods during transport.

* Item Gross Mass (KG)

7. Add the **Net Mass** in kilograms, which excludes packaging

Item Net Mass is only mandatory in certain scenarios. Completion is required when **Additional Procedure Codes 1EL** (Excise licensable goods) or **1LG** (non-Excise licensable goods) have been selected.

Note: Packaging is defined as materials and components used in any packaging operation to wrap, contain, or protect the goods during transport.

8. The **Item Price / Amount** is the amount charged for the item listed on the invoice

9. The **Item Currency** field presents a drop-down menu with currency codes to select the currency used to invoice the goods

A list of currencies and their corresponding codes can be found in [currency codes](#) on GOV.UK.

10. The **Supplementary Units** field may be required if the commodity code must be described not only by mass, but by a second unit of measure. Refer to the NI Online Tariff on [Northern Ireland Online Tariff](#) on GOV.UK for more information. This field is only visible when using Additional Procedure Code 1EL (excise goods subject to documentary controls) or 1LG (non-excise goods subject to documentary controls)

11. Add the **Number of Packages** for this goods item

12. Click the **Save** button to save the item or the **Save and Add New** button to add more goods to your Consignment

When a Trader Goods Profile (TGP) entry has been used, the goods have already been categorised. However, if the **Commodity Code** (at 8 or 10-digits) or **Country of Origin** have been changed, the goods will need to be re-categorised.

If one or both fields have been changed, TSS will automatically categorise the goods when the **Goods Record** is saved and suggest an **Additional Procedure Code** based on the category. For more information see the [Categorisation](#) section of this guide.

2.5 Completing your Internal Market Movement Information (IMMI) at the Goods Record line without using the Trader Goods Profile (TGP)

If you have used the Trader Goods Profile (TGP) to populate information to your **Goods Record**, proceed to the section [Adding further information to the Goods Record](#) of this guide.

Follow the steps below to create your Goods Record line if you have not set up a Trader Goods Profile (TGP) or do not wish to use the Trader Goods Profile (TGP).

1. To add goods records to your consignment, you must select the **New** button on the **Goods Records** tab shown below:

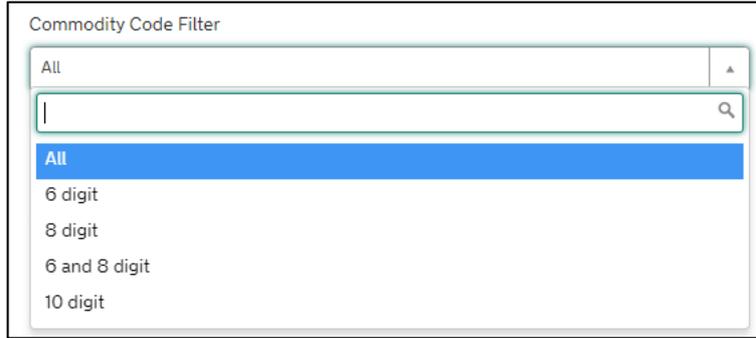


2. Populate the **Goods Description** field with a plain language description of the goods that is precise enough for customs to be able to identify what the goods are

For guidance on what an acceptable goods description should contain, including examples, see the [Goods Description guide](#) on NICTA.


 A screenshot of a text input field. The label above the field is '* Goods Description'. The field itself is empty and has a thin border.

3. The **Commodity Code Filter** is a TSS portal function that can be used to filter commodity code by length – making a selection in this field will then filter the commodity codes shown in the **Commodity Code** field

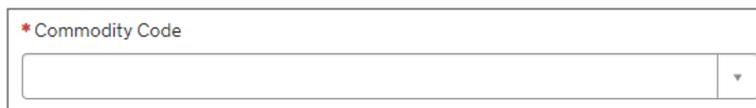


4. The **Commodity Code** is a mandatory field and must be entered for the goods

If you are moving Standard Goods, you can enter a 6-digit commodity code. If you are moving Category 2 goods you should enter an 8-digit commodity code.

Note: You can still use a 10-digit commodity code if you prefer.

The length of commodity code required is linked to the **Additional Procedure Code** selected. See Step 7 for more information.



5. Select the **Country of Origin**, this is used to classify where goods were produced or substantially transformed



6. Select **Procedure code** from drop-down menu

Only **Procedure Codes** available for use on the Internal Market Movement Information (IMMI) can be selected from the drop-down menu.

This field will be auto-populated with '4000' by TSS if you answered 'No' in the '**Do goods move under your customs or excise warehouse authorisation**' question on your Company Profile. If you (as a third party) have been given procedure code 0700 to use, you will need to ask the Importer of Record to update their **Company Profile** and change the answer to this question to 'Yes'.



7. Select the **Additional Procedure Code** from the four options in the drop-down list:

Note: TSS will recommend an Additional Procedure Code and auto-populate it based on the commodity code length and category of the goods.

* Additional Procedure Code

- **1SG** – Required for all standard goods

These are goods that are non-excise and not subject to any licences or documentary controls. This also includes goods moving under the Northern Ireland Retail Movement Scheme (NIRMS).

When using **Additional Procedure Code 1SG** a 6-digit commodity code can be used.

- **1EN** – Category 2 excise goods not subject to documentary controls

When using **Additional Procedure Code 1EN** an 8-digit commodity code is required as a minimum.

- **1LG** – Category 2 non-excise goods subject to documentary controls or licensing

When using **Additional Procedure Code 1LG** an 8-digit commodity code is required as a minimum. This also includes goods moving under the Northern Ireland Plant Health Label (NIPHL) scheme.

- **1EL** – Category 2 excise goods subject to documentary controls or licensing

When using **Additional Procedure Code 1EL** an 8-digit commodity code is required as a minimum.

Full requirements for each **Additional Procedure Code** can be found on [Additional Procedure Codes](#) on GOV.UK.

8. The **Item Gross Mass** (weight) needs to be entered in kilograms for all packages - this needs to include all packaging (but not the carrier's equipment)

* Item Gross Mass (KG)

9. Add the **Net Mass** in kilograms, which excludes packaging

Item **Net Mass** is only mandatory when **Additional Procedure Codes 1EL** (Excise licensable goods) or **1LG** (non-Excise licensable goods) have been selected.

Note: Packaging is defined as materials and components used in any packaging operation to wrap, contain, or protect the goods during transport.

Net Mass (KG)

10. The **Item Price / Amount** is the amount charged for the item listed on the invoice

* Item Price / Amount

11. The **Item Currency** field presents a drop-down menu with currency codes to select the currency used to invoice the goods. It is pre-populated as 'Pounds Sterling' and can be changed if needed

A list of currencies and their corresponding codes can be found in [currency codes](#) on GOV.UK.

* Item Currency

12. The **Supplementary Units** field may be required if the commodity code must be described not only by mass, but by a second unit of measure. Refer to the NI Online Tariff on [Northern Ireland Online Tariff](#) on GOV.UK for more information. This field is only visible when using Additional Procedure Code 1EL (excise goods subject to documentary controls) or 1LG (non-excise goods subject to documentary controls)

Supplementary Units

13. Add the **Number of Packages** for this goods item

* Number of Packages

14. Click the **Save** button to save the item or the **Save and Add New** button to add more goods to your Consignment

2.6 Categorisation

The TSS will automatically categorise the goods when the **Goods Record** is saved and recommend an **Additional Procedure Code** based on the category.

2.6.1 Category 2 and Standard Goods

Once the category is determined, the **Additional Procedure Code** will also be recommended for the category of the goods. For example, if the **Category** shows as Standard Goods, the **Additional Procedure Code** will be updated to 1SG.

Goods Categorisation

Category OTT Manual Mode

Standard Goods

If the goods are determined to be Category 2, TSS will show the Exemptions that apply including any licences that may apply to the goods.

Goods Categorisation

Category OTT Manual Mode

Category 2

Category 2 Exemption Requirements

Theme: Council Regulation (EC) No 338/97 of 9 December 1996 on the protection of species of wild fauna and flora by regulating trade therein
Y900 - certificate - Declared goods do not belong to the Washington Convention (CITES)

Category 2 Exemption(s) Met

Licences

- C990: End use authorisation ships and platforms (Column 8c, Annex A of Delegated Regulation (EU) 2015/2446)
OR
- C400: Presentation of the required "CITES" certificate

Please refer to the NI tariff for these goods if you need to apply a waiver code for these.

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

Where there are two or more exemption requirements to be met within a Category, these are separated by 'AND':

Category 2 Exemption Requirements

Theme: Council Regulation (EC) No 338/97 of 9 December 1996 on the protection of species of wild fauna and flora by regulating trade therein
Y900 - certificate - Declared goods do not belong to the Washington Convention (CITES)

AND

Theme: Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amending Directive 1999/45/EC and repealing Council Regulation (EEC) No 793/93 and Commission Regulation (EC) No 1488/94 as well as Council Directive 76/769/EEC and Commission Directives 91/155/EEC, 93/67/EEC, 93/105/EC and 2000/21/EC
Y106 - certificate - Compliance with the REACH restrictions defined in Column 2 of Annex XVII of Regulation (EC) No 1907/2006
OR
Y110 - certificate - Exemption from REACH restrictions by virtue of Article 67(1) and 67(2) of Regulation (EC) No 1907/2006
OR
Y113 - certificate - Substance/mixture not subjected to the provisions of Regulation (EC) No 1907/2006 (Annex XVII)

Category 2 Exemption(s) Met

The category of the goods can change, if you can confirm you meet the exemptions listed. In the example shown above, if you can confirm the goods do not require a CITES licence, you can click on the Category 2 **Exemption(s) Met** tick box as shown here.

Goods Categorisation

Category OTT Manual Mode

Category 2

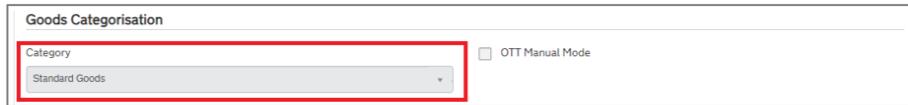
Category 2 Exemption Requirements

Theme: Council Regulation (EC) No 338/97 of 9 December 1996 on the protection of species of wild fauna and flora by regulating trade therein
Y900 - certificate - Declared goods do not belong to the Washington Convention (CITES)

Category 2 Exemption(s) Met

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

This will change the category from Category 2 to Standard Goods and the **Additional Procedure Code** will change to 1SG.

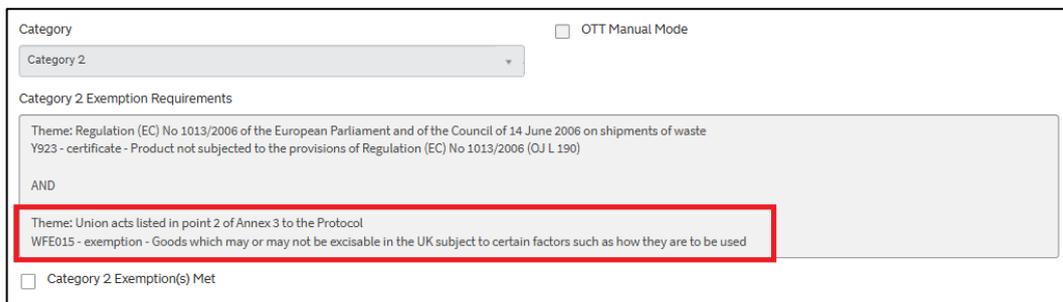

 A screenshot of the 'Goods Categorisation' form. The 'Category' dropdown menu is highlighted with a red box and shows 'Standard Goods' selected. To the right of the dropdown is a checkbox labeled 'OTT Manual Mode' which is currently unchecked.

If the exemptions cannot be met, the **Exemptions Met** tick box should not be clicked. Instead, the relevant documents or licences as displayed in the **Licences** box should be added as a **Document Reference** to the record as shown in [Adding further information to the Goods Record](#) section of this guide.


 A screenshot of the 'Licences' box. It contains a list of licence types: '- C990: End use authorisation ships and platforms (Column 8c, Annex A of Delegated Regulation (EU) 2015/2446)', 'OR', and '- C400: Presentation of the required "CITES" certificate'. Below the list is a note: 'Please refer to the NI tariff for these goods if you need to apply a waiver code for these.'

2.6.2 Excise Goods

All goods that are subject to UK excise duty, such as alcohol, tobacco and fuel, are deemed to be Category 2 goods. However, these goods may or may not be excisable, depending on their intended use. The TSS will display a Category 2 exemption advising these goods may be potentially excise goods and you will need to consider the intended use of the goods to determine whether your goods meet the exemption(s).


 A screenshot of the 'Category 2 Exemption Requirements' form. The 'Category' dropdown is set to 'Category 2'. Below it, the 'Category 2 Exemption Requirements' section is visible. It lists two themes: 'Theme: Regulation (EC) No 1013/2006 of the European Parliament and of the Council of 14 June 2006 on shipments of waste Y923 - certificate - Product not subjected to the provisions of Regulation (EC) No 1013/2006 (OJ L 190)' and 'Theme: Union acts listed in point 2 of Annex 3 to the Protocol WFE015 - exemption - Goods which may or may not be excisable in the UK subject to certain factors such as how they are to be used'. The second theme is highlighted with a red box. At the bottom, there is a checkbox labeled 'Category 2 Exemption(s) Met' which is currently unchecked.

If you can confirm you meet the exemption requirements by clicking the **Category 2 Exemption(s) Met** tick box, the category of goods will change to Standard goods.

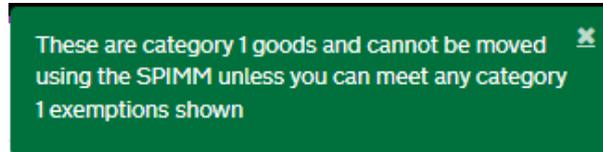
You can find out more information on potentially excise goods on the [Internal Market Movements: your questions answered](#) guidance on GOV.UK.

Note: If the exemptions cannot be met, the **Exemption(s) Met** tick box should not be clicked. Instead, the relevant documents or licences as displayed in the **Licences** box should be added as a **Document Reference** to the record, as shown in [Adding further information to the Goods Record](#) section of this guide.

2.6.3 Category 1 Goods

There are two possible scenarios where goods have been determined as Category 1 goods:

1. If the Category has been determined as Category 1 and there are exemptions available, the TSS portal will display the pop-up message below:



If you can confirm you meet the exemptions listed by clicking the Category 1 **Exemption(s) Met** tick box, the category will change to either Category 2 or Standard Goods depending on the restrictions that apply to those goods. The TSS will recommend and change the Additional Procedure Code to correspond with the change of category.

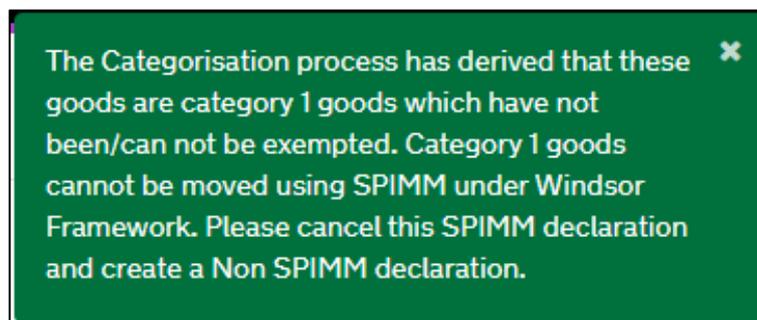
Goods Categorisation	
Category	<input type="checkbox"/> OTT Manual Mode
Category 1	
Category 1 Exemption Requirements	
Theme: Union quotas other than tariff rate quotas. Y160 - certificate - Goods other than those falling under the applicable provisions of Regulation (EU) 2024/573	
<input type="checkbox"/>	Category 1 Exemption(s) Met

If the Category 1 exemption(s) cannot be met, **the goods cannot be moved using the simplified processes.**

2. Where there are no possible exemptions to controls available on a particular good, the Category will display as Category 1:

Goods Categorisation	
Category	<input type="checkbox"/> OTT Manual Mode
Category 1	

Upon save, the TSS portal will display the pop-up message below:

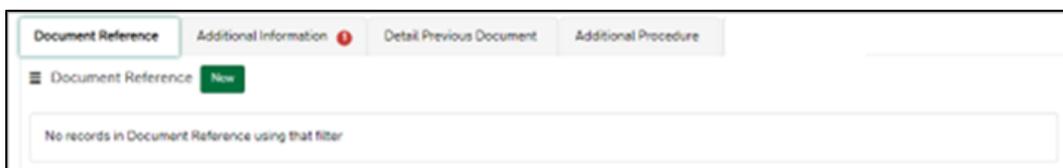


It is important to understand the requirements and conditions that apply to the goods being moved and when exemptions can be claimed. If you are claiming exemptions, you must ensure that you hold evidence to support your claim. HMRC may request to see evidence that the exemptions have been met. The full list of controls applicable to the goods can be seen by using the NI Online Tariff on [Northern Ireland Online Tariff](#) on GOV.UK.

2.7 Adding further information to the Goods Record

You will then see the following tabs to supplement the information provided in the earlier fields of this section.

- [Document Reference](#)
- [Additional Information](#)
- [Detail Previous Document](#)
- [Additional Procedure](#)



1. Use the [Document Reference](#) tab if the movement requires input of additional documents, certificates or references

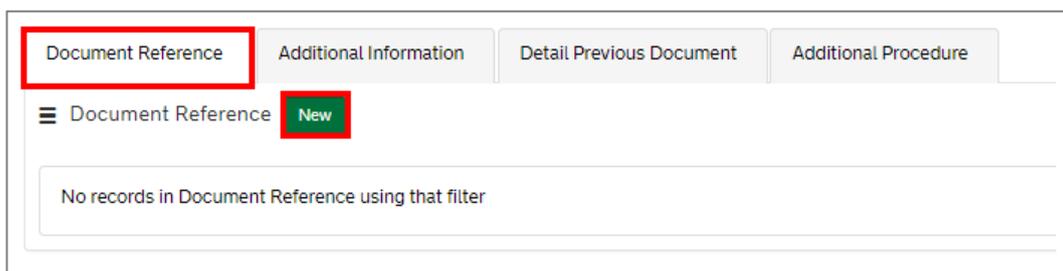
For more details on when these are required, refer to the [Internal Market Movement Information \(IMMI\) Data Guide](#) on NICTA.

Document Code **1UKI** will be auto-populated here as part of the requirements to confirm goods 'not at risk' and the trader's UKIMS authorisation will be display.

If you have a NIRMS authorisation listed on your Company Profile and have selected a commodity code that is applicable for use under NIRMS, the Document Code **1RMS** and your NIRMS authorisation details will be added automatically.

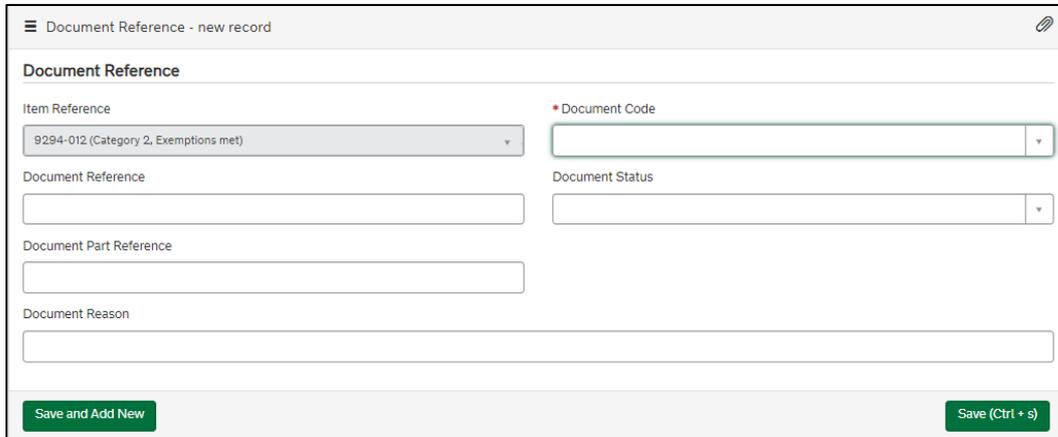
Note: For movements into a NI Excise Warehouse, additional information is required in this field and is covered in the [Moving goods into an NI Excise Warehouse](#) section of this guide.

2. To add [Document References](#), select **New**. You will be presented with fields to populate



When selecting the [Document Code](#), you will see a description of the code in the drop-down.

Once you have selected the correct **Document Code**, you will see help text appear that explains what information needs to be entered into the **Document Reference** and **Document Reason** fields.



Document Reference - new record

Document Reference

Item Reference: 9294-012 (Category 2, Exemptions met)

* Document Code: [Dropdown]

Document Reference: [Text]

Document Status: [Dropdown]

Document Part Reference: [Text]

Document Reason: [Text]

Save and Add New Save (Ctrl + s)

You can also review guidance on how to correctly identify and enter **Document Codes** on your movement in the [Document Code Guide](#) on NICTA.

If you wish to add more **Document References** against the same goods item line, use the **Save and Add New** button to open a new record. The system will save the current **Document Reference** record and will automatically open a new one for you to complete.

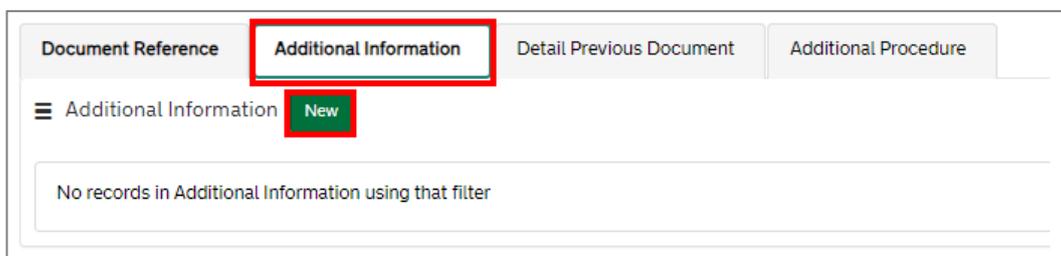
Licences and certificates for controlled goods being moved from GB to NI may be subject to format, validity and content checks. It is the trader's responsibility to ensure that all details on documents match the information that has been input into TSS. More information about document requirements can be found in NICTA [Guidance on controlled goods and the online tariff tool](#).

3. The **Additional Information** tab

Some goods require **Additional Information Codes** to be attached to them depending on the purpose of the goods movement. Full information for Additional Information Codes used in the simplified processes for Internal Market Movements can be found on [Additional Information Codes](#) on GOV.UK.

NIREM is a mandatory **Additional Information Code** and will be auto-populated by TSS.

Note: For movements into a NI Excise Warehouse, additional information is required in this field and is covered in the [Moving goods into an NI Excise Warehouse](#) section of this guide.

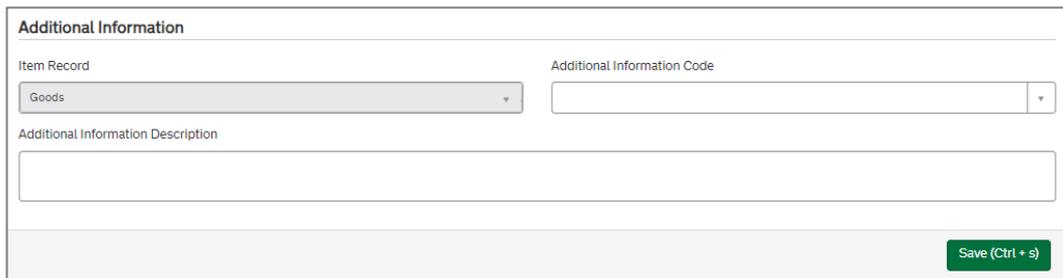


Document Reference **Additional Information** Detail Previous Document Additional Procedure

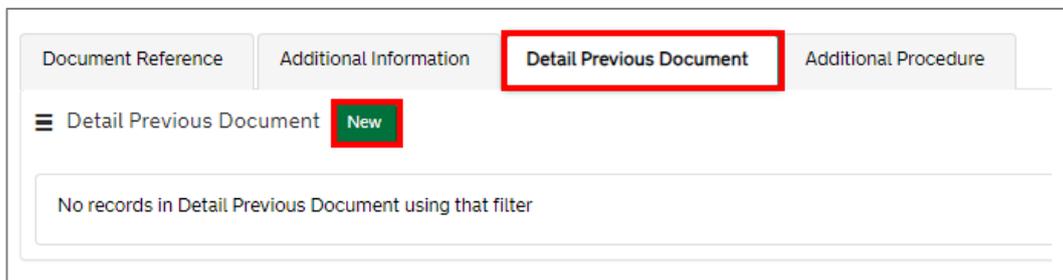
Additional Information **New**

No records in Additional Information using that filter

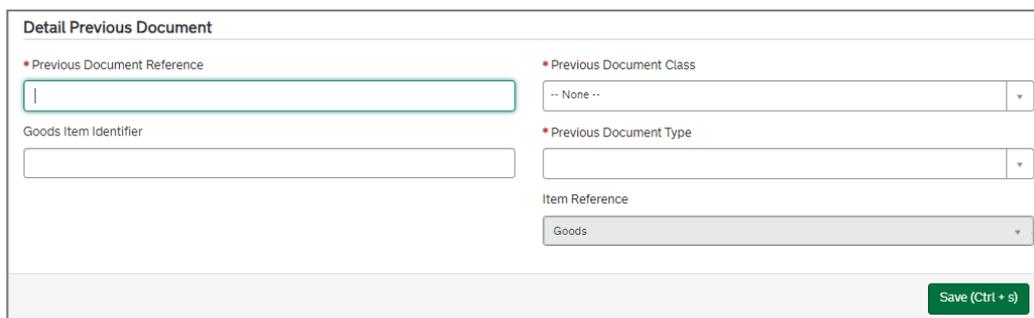
Click **New** to add **Additional Information Codes**. You will be presented with two editable fields.



4. The **Detail Previous Documents** tab is a mandatory field and follows the same structure as the consignment (header) level but is used where a previous document is to be entered for a single item within the movement



Click **New** to add a **Previous Document** (for guidance on previous documents, refer to [Previous Documents](https://www.gov.uk) on GOV.UK). You will be presented with four editable fields.



5. The **Additional Procedures** tab is used to enter more than one **Additional Procedure Code** for an item. The first **Additional Procedure Code** has been completed in the goods information section of the **Goods Record**. This would be one of the following:
- **1SG** – Standard goods (non-excise and not subject to documentary controls)
 - **1EN** – Category 2 Excise goods (not subject to documentary controls including licencing)
 - **1EL** – Category 2 Excise goods (subject to documentary controls including licencing)

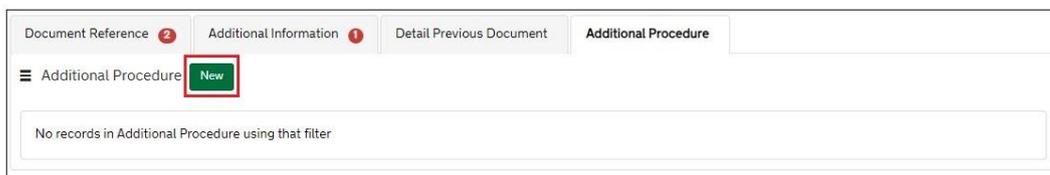
- **1LG** – Category 2 Non-Excise Goods (subject to documentary controls including licencing)

Any further **Additional Procedure Codes** required to satisfy the movement requirements should be added sequentially to this table. If you have a NIRMS authorisation listed on your Company Profile and have selected a commodity code that is applicable for use under NIRMS, the **Additional Procedure Code 1RM** will be added automatically.

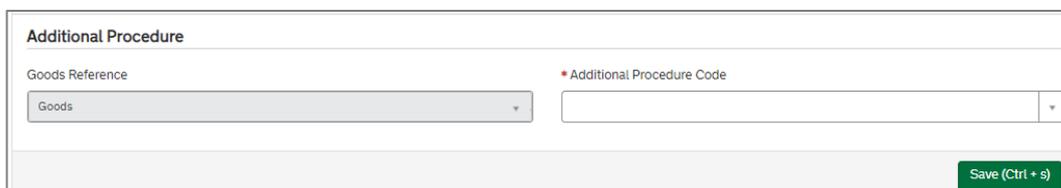
For further details on **Additional Procedure Codes** you can use on the Internal Market Movement Information (IMMI) can be found on [Additional Procedure Codes](#) on GOV.UK, or in the [Internal Market Movement Information \(IMMI\) Procedures & Additional Procedure Codes Guide](#) on NICTA.

Note: For movements into a NI Excise Warehouse, additional information is required in this field and is covered in the [Moving goods into an NI Excise Warehouse](#) section of this guide.

Click **New** to add an **Additional Procedure code**.



You will be presented with the option to input an **Additional Procedure Code**:



3 Moving goods into an NI Excise Warehouse

This section highlights the additional information necessary when using Procedure Code 0700, when goods are released for free circulation and excise duties are suspended by entering them into an NI Excise Warehouse.

This section should be used in conjunction with [Section 2](#) of this guide to ensure all fields are completed.

This type of movement must meet all the conditions to use the simplified processes outlined in the [Simplified processes for Internal Market Movements - Introduction Guide](#), including the need for any customs duties to be paid or accounted for in GB before moving to NI.

This Procedure Code can only be used where an Excise Registered Consignor has started the movement of goods under excise duty suspense on the Excise Movement Control System (EMCS) following release of the goods to free circulation in GB.



For full details on use of this Procedure Code refer to [Procedure code 0700](#) on GOV.UK.

Note: Use of Procedure Code 0700 suspends VAT which must be accounted for, if applicable, upon removal from the Excise Warehouse.

3.1 Additional information required on the Internal Market Movement Information (IMMI) Consignment (Header)

1. In the field **Warehouse Identifier**, enter the excise warehouse identification number, which will start with GB or XI followed by the reference number

Warehouse Identifier

2. In the **Holder of Authorisation** tab at the bottom of the page, add a new a record. The **Authorisation Type Code** should be selected as **EXW** (Excise Warehouse) or **EXWH** (Hydrocarbon Oils Excise Warehouse) depending on the type of Authorisation held

In the **Authorisation Role ID** field add the EORI number of the party who holds the excise warehouse authorisation.

Holder Of Authorisation

<p>Consignment Reference</p> <input style="width: 95%; height: 20px; margin-top: 5px;" type="text" value="DEC000000010001766"/>	<p>Authorisation Role ID</p> <input style="width: 95%; height: 20px; margin-top: 5px;" type="text"/>
<p>Authorisation Type Code</p> <input style="width: 95%; height: 20px; margin-top: 5px;" type="text"/>	<p>Authorisation Role Type</p> <input style="width: 95%; height: 20px; margin-top: 5px;" type="text" value="HA"/>

Save (Ctrl + s)

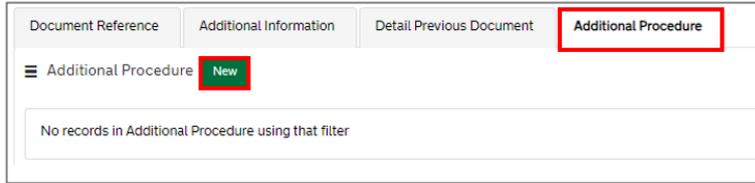
3.2 Additional information required on the Internal Market Movement Information (IMMI) Goods Record line

1. The **Additional Procedure Code** must be selected as either:
 - **1EN** – Excise goods not subject to documentary controls or licensing
or
 - **1EL** – Excise goods subject to documentary controls and/or licensing

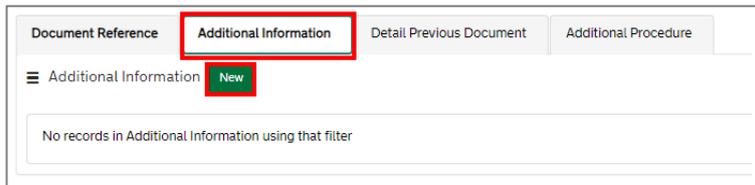
* Additional Procedure Code

In the **Additional Procedure** tab at the bottom of the page, you can add further Additional Procedure Codes that are relevant to your movement. **Additional Procedure Code F06** is mandatory for all movements using Procedure Code **0700** and must be added in this field.

More information on [Additional Procedure Codes](#) can be found on [Additional Procedure Codes](#) on GOV.UK.



- In the [Additional Information Code](#) tab at the bottom of the page, add a new record

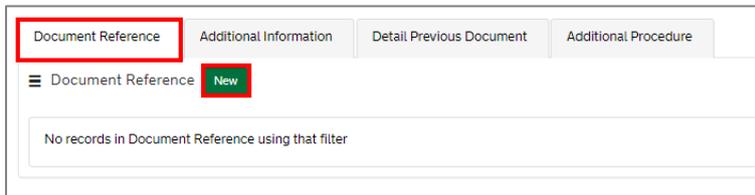


In the [Additional Information Code](#) field select **ECONR** (Excise Registered Consignor) and add their identification number in the [Additional Information Description](#) field, for example their EORI number or other identifier.

Other [Additional Information Codes](#) may be added here if they are applicable.

More information on Additional Information codes can be found on [Additional Information Codes](#) on GOV.UK.

- In the [Document Reference](#) tab at the bottom of the page add a new record



Add the [Document Code C676](#) and in the [Document Reference](#) field add the authorisation number for the excise warehouse being used. This should take the following format:

XI or GB, followed by the Authorisation Type Code (EXW or EXWH), followed by the authorisation reference, for example, XIEXW0001234567

For a list of authorisation types and codes to be used, refer to [Authorisation type codes](#) on GOV.UK.

Other **Document Codes** required for the movement should be entered in **Document Reference** field.

4 Submission of the Internal Market Movement Information (IMMI)

Once all required fields within the consignment (header) and **Goods Record** line have been completed, the Internal Market Movement Information (IMMI) can be submitted.

1. On the consignment (header) page, navigate down the form and click **Submit**:

2. A pop-up message will display on the right of the screen and the status of the Internal Market Movement Information (IMMI) will change to 'Processing':



3. The status of the Internal Market Movement Information (IMMI) will update to 'Awaiting Arrival' where there are no errors:

4. If there is an error in the submission, the status will update to 'Trader Input Required':.

Internal Market Movement	
Local Reference Number GLR000000000003616	Status Trader Input Required

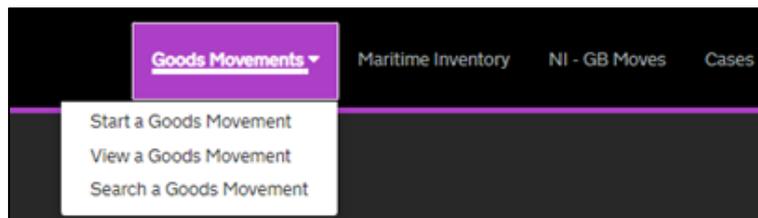
In this case, open the record and follow the guidance displayed in the **Error Message** box to resolve the error, then click **Reprocess**.

5 How to cancel a Pre-logged Standalone Internal Market Movement (IMMI)

If you have raised the Internal Market Movement (IMMI) in error, you can cancel the record by following the steps below. It can only be cancelled using the method below if the status of the record is either in 'Draft' or in 'Trader Input Required'.

If the record is in 'Awaiting Arrival' status, contact the TSS helpdesk to request cancellation.

1. Click on the **Goods Movements** tab at the top of the page, and select **View a Goods Movement**



2. In the **View Goods Movement** page, select 'Internal Market Movement Information (by consignment)'

Select Type and Status to view Goods Movements and Declarations	
Type	
Goods Movements (by movement)	▼
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)	▼

3. From the **Status** list, click on **Draft IMMI Records** or **Input Required IMMI Records** to find the Internal Market Movement Information (IMMI) you wish to cancel

Select Type and Status to view Declarations

Declaration Type	Declaration Status
ENS Declarations (by movement)	Draft IMMI Records
ENS Declarations (by consignment)	Input Required IMMI Records
Internal Market Movement Information (by consignment)	Processing IMMI Records
SFD Declarations (by movement)	Awaiting Arrival IMMI Records
SFD Declarations (by consignment)	Arrived IMMI Records
Supplementary Declarations (by consignment)	Post Arrival IMMI Records
Post Movement Internal Market Movement Information (by consignment)	Closed IMMI Records
Full Frontier Declarations (by consignment)	Cancelled IMMI Records
	Invalidated or Seized IMMI Records
	All IMMI Records

- Select the Internal Market Movement Information (IMMI) you wish to cancel from the list, which will take you to the consignment Header page

Results

Internal Market Movement Information (by consignment) - Input Required IMMI Records

Created this week

Local Reference Number	Transport Document Number	Submitter EORI	Status	Submission Due Date	Arrival Date/Time	Importer Account	Exporter Account	Trad
GLR000000000007979	101		Trader Input		27/03/2025 12:10:39	Trader Five		GLR

- Within the consignment (Header) of the Internal Market Movement Information (IMMI), navigate down the form and click on **Cancel Consignment**:

Home > Declarations > GLR000000000001455

Invoice and Goods

* Location of Goods (Border Release)
 Belfast Port (GBAUBELBELBEL)

Location of Goods (Other Releases)

Cancel Consignment Submit Save (Ctrl + s)

- A pop-up message will appear, asking you to confirm if you want to proceed with cancellation. Click **Yes**:

Cancel Consignment

You are about to cancel this declaration. Are you sure you want to proceed?

No Yes

- A message will appear on the right of the screen confirming the cancellation:

The Consignment GLR000000000001455 has been cancelled. ✕

8. Once cancelled the **Status** of the Internal Market Movement Information (IMMI) will change to '**Cancelled**':

Internal Market Movement	
Local Reference Number	Status
GLR000000000003621	Cancelled

6 Further steps to facilitate the GB-NI movement

When the Internal Market Movement Information (IMMI) has been submitted, there is a step required to complete the goods journey.

If the goods are being moved by RoRo, prior to the goods boarding the ferry, the haulier will need to generate a **Goods Movement Reference (GMR)** on the **Goods Vehicle Movement Service (GVMS)**.

Once the Internal Market Movement Information (IMMI) has been submitted and is '**Awaiting Arrival**', the Movement Reference Number (MRN) of the **Internal Market Movement Information (IMMI)** will be sent to the you by email from TSS. You will need to provide this MRN to the haulier which they can use to attach the movement to the GMR.

Further Details on GMRs and GVMS can be found in the [How to create a GMR](#) guide on NICTA.

This will ensure the free flow of your goods from GB to NI and no other submissions will be required post movement.

7 I need to know more

There are additional guides available on [NICTA](#) to support you with trade into and out of NI using the simplified processes:

- [Simplified processes for Internal Market Movements - Introduction Guide](#)
- [Pre-Movement Internal Market Movement Information \(IMMI\) Step-by-Step Guide](#)
- [Internal Market Movement Information \(IMMI\) Data Guide](#)
- [Internal Market Movement Checklist for Traders](#)
- [Internal Market Movement Checklist for Hauliers](#)
- [Trader Goods Profile \(TGP\) Guide](#)
- [How to raise a GMR guide](#)
- [How to use the TSS Portal](#)



- [TSS Permissions Management for TGP and UKIMS](#)

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



Changes to guidance and policy

Last updated: May 2025

May 2025: Updated for excise goods and document requirements for controlled goods

May 2025: Removal of Windsor Framework disclaimer.

April 2025: Published.