Entry Summary Declarations:
Checklist for freight forwarders of standard goods [1/2]

Action   *One-time action   ☐ Active step   ■ *No action required*

☐ Ensure you and your customer are registered with the Trader Support Service (TSS).*

☐ Register for the Goods Vehicle Movement Service (GVMS) if you are carrying the goods yourself, to get a Goods Movement Reference (GMR) number. If subcontracting a haulier, ensure they register for GVMS.*

☐ Ensure the trader provides you with the data required to complete an Entry Summary Declaration (see following page).
Note: If the Importer is authorised for the UK Internal Market Scheme (UKIMS) ensure the EORI number aligned with this is used as the Importer EORI.

☐ Submit this data through the TSS Portal at least two hours before the goods are due to arrive in Northern Ireland.

TSS completes import declaration requirements.

☐ Populate the GMR in GVMS (pass on to haulier if subcontracting). You will receive information from TSS on how to do this. See the Checklist: Creating a GMR in GVMS checklist for more information.

☐ Once the GMR is completed, you (or your haulier) can board the ferry and move goods.

What is an Entry Summary Declaration?

- Entry Summary Declarations are required for all goods moved from Great Britain to Northern Ireland.
- It is the legal responsibility of the carrier to ensure safety and security information is declared via the Entry Summary Declaration, but other parties (trader, haulier or intermediary) may agree to complete it.

How does TSS support Entry Summary Declarations?

- TSS provides a portal for registered traders, carriers and hauliers to provide safety and security information that TSS uses to generate and submit Entry Summary Declarations.
- TSS uses safety and security information from the Entry Summary Declaration and further data provided by the trader to complete import declaration requirements.

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Entry Summary Declarations:
Checklist for freight forwarders of standard goods [2/2]

Data requirements

*The parties name and address details are mandatory unless **Type of Movement** is 'RoRo (accompanied/unaccompanied)'

Movement data

- ☐ Type of Movement
- ☐ Identity Number of Transport
- ☐ Conveyance Reference Number
- ☐ Nationality of Means of Transport
- ☐ Carrier XI/EU EORI and details*
- ☐ Arrival Date/Time
- ☐ Port of Arrival
- ☐ Seal Number
- ☐ Route
- ☐ Place(s) of Loading
- ☐ Place(s) of Unloading
- ☐ Transport Charges

Consignment data

- ☐ Does Consignment contain goods subject to control, licence or certification?
- ☐ Consignor and consignee EORI and details*
- ☐ Importer EORI and details*

  Note: for a GB EORI, the importer name and address is required to complete the declaration.

- ☐ Exporter EORI and details*
- ☐ Transport Document Number
- ☐ Goods Domestic status
- ☐ Destination Country

Additional information – required dependent on selected Type of Movement

- ☐ Buyer EORI and details (if different to Importer)
- ☐ Seller EORI and details (if different to Exporter)
- ☐ Place(s) of acceptance (if different from place(s) of loading)
- ☐ Place(s) of delivery (if different from place(s) of unloading)
- ☐ Container indicator

Item data

- ☐ Equipment number, if containerised
- ☐ UN dangerous goods code
- ☐ Type of packages
- ☐ Number of pieces or packages
- ☐ Package Marks
- ☐ Gross Mass (KG)
- ☐ Goods Description
- ☐ Commodity Code
- ☐ Invoice Number
- ☐ Procedure Code & Additional Procedure Code

Note: Some types of goods may require specific data. Refer to the relevant checklist for more information.
- Checklist: Entry Summary Declarations for traders of controlled goods
- Checklist: Entry Summary Declarations for traders of excise goods
- Checklist: Entry Summary Declarations for traders of SPS goods

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For further help, depending on your journey, please refer to: ENS Step-by-step guide: Standard Process and Consignment First Process or consult the TSS Contact Centre for support on 0800 060 8888.

2