# Internal Market Movement Checklist for Hauliers [1/4]

## Things you need to do once

- ❑ Ensure you and the trader are registered with the Trader Support Service (TSS). Further guidance can be found in the Registration: Step-by-step guide to using TSS on NICTA.

- ❑ Register for the Goods Vehicle Movement Service (GVMS) on GOV.UK to get a Goods Movement Reference (GMR). The GMR is required to be presented at the port of departure. See Creating a Goods Movement Reference on NICTA.
  **Note:** To get a GMR for an Internal Market Movement (IMMI), you will need to provide the Movement Reference Number (MRN) for both the Entry Summary Declaration and the Internal Market Movement Information (IMMI).

- ❑ If you're submitting the Internal Market Movement Information (IMMI), you need permission to use the trader's UK Internal Market Scheme (UKIMS) authorisation (to gain access to the IMMI) and Trader Goods Profile (TGP), if they are using it.

  **Note:** You will need to ask the trader to do this via their TSS Company Profile*.

  *Traders can change or revoke access permissions to their UKIMS and/or TGP at any time.

## Things you need to do for every movement

- ❑ Check with the trader if they and their goods are eligible to use the simplified processes. See the Conditions for using the simplified processes section on slide 4.

- ❑ Check whether the IMMI is to be submitted:
  - ✓ Pre-movement by the trader, the trader's intermediary, or you, OR
  - ✓ Post-movement by the trader or the trader's intermediary

  Note: See the **Movement options available in the TSS** section on slide 3.

**Pre-movement**

- ❑ If the trader is submitting the IMMI, they must provide you with the Local Reference Number (LRN) of the IMMI.
  OR If you are submitting the IMMI on behalf of the trader, they will need to provide you with the information to complete the IMMI (see slide 2). If the trader's TGP is being used, ask for the goods description or product reference to help populate information onto the IMMI.

- ❑ Submit the information through the TSS Portal at least two hours before the goods are due to arrive in Northern Ireland (NI).

- ❑ Check you've received an email from TSS confirming the MRN of the IMMI and the Entry Summary Declaration MRN. You will need both MRNs to obtain the GMR on the GVMS, either directly or via the TSS system prior to movement.

**Post-movement**

- ❑ If your customer wants to submit the IMMI post-movement, you need to ensure you use the correct EORI number aligned with their UKIMS authorisation in the **Importer EORI** field on the Entry Summary Declaration. For information requirements for the IMMI, see slide 2.

# Internal Market Movement Checklist for Hauliers [2/4]

## TSS Portal requirements – all fields for completing an Entry Summary Declaration and an IMMI

### Movement Information

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

### Consignment Information

- ☐ Consignor and Consignee EORI and details* ★
- ☐ Importer EORI and details^ ★

  ^Note: This must be the EORI associated to the Importer of Record's UKIMS authorisation. The importer name and address is required when a GB EORI is used or where the Type of Movement is RoRo Accompanied [ICS2] / RoRo Unaccompanied [ICS2]/ Maritime.

- ☐ Exporter EORI and details ★
- ☐ Transport Document Number

### Item Information

- ☐ Goods Description ▲
- ☐ Commodity Code ▲
- ☐ Country of Origin ▲
- ☐ Procedure Code & Additional Procedure Codes ★
- ☐ UKIMS authorisation Number ★
- ☐ Item Price / Amount
- ☐ Item Currency
- ☐ Gross Mass (KG)
- ☐ Number of Packages
- ☐ Type of Packages
- ☐ Package Marks
- ☐ Number of Individual Pieces
- ☐ Invoice Number
- ☐ UN dangerous goods code
- ☐ Net Mass
- ☐ Supplementary Units ▲
- ☐ Equipment number, if containerised
- ☐ Document Reference (for example, for a Northern Ireland Plant Health Label (NIPHL))
- ☐ Additional Information

### Additional Information – required dependent on type of movement

- ☐ Seal Number
- ☐ Conveyance Reference Number
- ☐ Haulier EORI (if different to carrier)
- ☐ 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*

- ☐ NIRMS authorisation holder EORI (if applicable) ★
- ☐ NIRMS authorisation number (if applicable) ★
- ☐ Warehouse Identifier
- ☐ Supervising office ★
- ☐ Declaration Unique Consignment Reference (DUCR)
- ☐ Trader Reference
- ☐ Header Previous Document
- ☐ Holder of authorisation

*Mandatory where TSS Portal field Type of Movement is RoRo Accompanied [ICS2] / RoRo Unaccompanied [ICS2] / Maritime

Trader Support Service

HM Revenue & Customs

★ Auto-populated by TSS. See the 'What TSS will do section' on slide 3.

▲ Auto-populated by the TGP. See the 'What the TGP will do' section on slide 3.

## What TSS will do

On the IMMI, TSS will auto-populate the following information:
- The UKIMS authorisation for the Importer of Record
- The NIRMS authorisation (if they have one and are moving a NIRMS-applicable commodity code)
- The name and address details of the EORI holders (provided they have a TSS account that is not set to private)
- Procedure Code 4000 for traders who have specified that they do not move goods into a customs or excise warehouse on their TSS Company Profile
- A recommended Additional Procedure Code based on the commodity code entered or populated through the TGP
- The Document References related to the trader's authorisations
- The Document Codes related to the type of transport
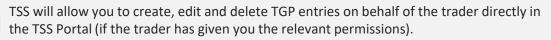- Additional Information Codes NIDOM & NIREM

TSS will categorise the goods and recommend an Additional Procedure Code to use on the IMMI.

TSS will allow you the use of the traders **HMRC TGP** <u>directly</u> in the TSS Portal (if the trader has signed up for it and has given you permission to use it).

TSS will allow you to create, edit and delete TGP entries on behalf of the trader directly in the TSS Portal (if the trader has given you the relevant permissions).

TSS will allow you to create a Goods Movement Reference (GMR) directly in the TSS Portal via the GMR automation functionality (if the trader has given you the permissions).

## What the TGP will do

Using the TGP in the TSS Portal will **auto-populate the following information onto the IMMI:**
- The commodity code
- The country of origin
- The category of the goods
- Additional Information codes (if present on the entry)
- Document References and authorisations (such as a NIRMS authorisation if present)

## Internal Market Movement options available in the TSS

**Pre-movement**
- **Pre-movement IMMI** – an Entry Summary Declaration, combined with the IMMI completed as a single submission before the goods are due to arrive.
- **Pre-lodged standalone IMMI** – where the haulier has completed an Entry Summary Declaration outside of TSS, or where an Entry Summary Declaration **only** has been submitted, and a **standalone IMMI** is completed before the goods are due to arrive.

**Post-movement**
- **Post-Movement IMMI** – TSS allows traders, as part of the TSS Simplified Procedure, to convert the generated Supplementary Declaration into the IMMI if goods meet the criteria for using the simplified processes. This conversion significantly reduces the information fields required for completion.
- **Arrived Standalone IMMI** – This is for traders looking to release goods for free circulation (also known as diversions) that have been previously placed under customs special procedure on their arrival in NI and meet the requirements to use the simplified processes.

The **simplified processes for Internal Market Movements** contain a range of facilitations to ease the process of moving 'not at risk' goods (parcels and freight) from a business in Great Britain (GB) to a business in NI.

**UKIMS** is a trusted trader authorisation and is mandatory requirement to use the simplified processes. It allows traders to declare goods **'not at risk'** if they are brought into NI for sale or final use by end consumers in NI and meet all the other criteria to move under the UKIMS, as set out in the guidance on GOV.UK.

The simplified processes include:

- The IMMI – a simplified dataset for GB to NI movements, available to traders who are UKIMS authorised, where the goods are for sale to or for final use by an end consumer in NI.

- The **TGP** – an online service from HMRC for traders that holds records about goods movements to NI from GB, which is available on the TSS Portal. The information in the TGP can be used to auto-populate information onto the IMMI.

- A new Entry in Declarant's Records (EIDR) authorisation available to **UKIMS-authorised** traders, known as the **UKIMS-EIDR**. UKIMS-authorised traders will be able to apply for a new HMRC authorisation for EIDR, specifically for use on Internal Market Movements. There is further information on the UKIMS-EIDR and when it can be used on GOV.UK. Although not available in TSS, traders can continue to use their existing EIDR authorisation (if they have one) in the TSS Portal.

## Conditions for using the simplified processes

- The Importer of Record must have a **UKIMS** authorisation.
- Goods must be **'not at risk'** of entering the European Union (EU).
- Goods must be moved by **direct transport** from GB to NI (including transit goods, as long as the transit starts in GB and ends in NI).
- The goods must be in **free circulation** in GB prior to movement.
- Goods must not be **Category 1 Goods** (those liable to quotas, anti-dumping duties or trade safeguards and those subject to prohibitions or restrictions). Details on Categorisation can be found on Categorising goods for Internal Market Movements on GOV.UK.

## What goods categories can move using the simplified processes?

- **Standard Goods** – all goods (excluding excise) that have no documentary controls and/or have no licensing requirements. Prepackaged retail food and drink goods moving under a Northern Ireland Retail Movement Scheme (NIRMS) authorisation fall into this category.
- **Category 2 Goods** – are subject to special health, licensing or environmental controls, including excise goods. Goods moving under the Northern Ireland Plant Health Label (NIPHL) scheme fall into this category.

## Is an Entry Summary Declaration required for the movement of goods using the simplified processes?

An **Entry Summary Declaration** is always required for goods moved from GB to NI **pre-movement**.

Further information on Entry Summary Declarations can be found in the ENS Step-by-step Guide: Standard Process and Consignment First Process on NICTA.