

Internal Market Movement Checklist for Traders [1/4]

Things you need to do once

- ☐ Ensure you and your haulier or intermediary are [registered](#) with the Trader Support Service (TSS). Further guidance can be found in the [Registration: Step-by-step guide to using TSS](#) guide on NICTA.
- ☐ Apply for the [UK Internal Market Scheme \(UKIMS\)](#) and upload your authorisation to your **TSS Company Profile**. For guidance on how to upload your authorisation, see [How to use the TSS Portal](#) on NICTA.
- ☐ If you move prepackaged retail food and drink for final consumption in Northern Ireland (NI), register for the [Northern Ireland Retail Movement Scheme \(NIRMS\)](#) and upload your authorisation to your TSS **Company profile**. For guidance on how to upload your authorisation, see [How to use the TSS Portal](#) on NICTA.
- ☐ If you are using a haulier/intermediary, you will need to grant them permission to use your UKIMS authorisation and Trader Goods Profile (TGP) (if you have one) to submit an Internal Market Movement Information (IMMI) on your behalf. You can do this on your TSS **Company Profile**.*
- ☐ You can check the status of your UKIMS, NIRMS and TGP using the Windsor Framework Trader Readiness Questionnaire in your **TSS Company Profile**. For guidance on how to complete the questionnaire, see [How to use the TSS Portal](#) on NICTA.

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

Things you need to do for every movement

- ☐ Determine if the goods are eligible to move using the simplified processes for Internal Market Movements and inform your haulier. See the **Conditions for using the simplified processes** section on [slide 4](#) for details.
- ☐ Decide if **IMMI** is to be submitted:
 - ✓ Pre-movement by you or your haulier/intermediary **OR**
 - ✓ Post-movement by you or your [agent/intermediary](#)**Note:** See the **Internal Market Movement options in the TSS** section on [slide 3](#).

Pre-movement

- ☐ If you are submitting the IMMI, provide your haulier/intermediary with the Local Reference Number (LRN) of the IMMI. **OR** if your haulier/intermediary is submitting the IMMI on your behalf, you will need to provide them with the information to complete it (see [slide 2](#)).
- ☐ You or your haulier/intermediary will need to submit the IMMI, through the TSS Portal at least two hours before the goods are due to arrive in NI.

Post-movement

- ☐ If you decide to submit the IMMI post-movement, you will need to give the haulier/intermediary the correct EORI number aligned with your UKIMS authorisation to use in the **Importer EORI** field on the Entry Summary Declaration. For information requirements for the IMMI see [slide 2](#).

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TSS Portal requirements – fields for completing the IMMI

- ☐ Mode of Transport
- ☐ Transport Document Type and Number*
- ☐ Location of goods
- ☐ Port of Arrival
- ☐ Arrival Date/Time
- ☐ Carrier XI/EU EORI and details*

- ☐ Consignor and Consignee EORI and details* ★

- ☐ Importer EORI and details* ★

***Note: This must be the EORI associated with the Importer of Records UKIMS authorisation. The importer name and address is required when a GB EORI is used and where the [Type of Movement](#) is RoRo Accompanied [ICS2] / RoRo Unaccompanied [ICS2] / Maritime.**

- ☐ Exporter EORI and details* ★

- ☐ Goods Description ▲
- ☐ Commodity Code* ▲
- ☐ Country of Origin* ▲
- ☐ Procedure Code & Additional Procedure Codes* ★
- ☐ The UKIMS authorisation Number ★

- ☐ Item Price / Amount*
- ☐ Item Currency*
- ☐ Item Gross Mass (kg)*
- ☐ Number of Packages*
- ☐ Type of Packages*
- ☐ Package Marks*

Optional Information – required dependent on type of movement

- ☐ Warehouse Identifier
- ☐ Supervising office ★
- ☐ Declaration Unique Consignment Reference (DUCR)
- ☐ Equipment Number (if containerised)

- ☐ NIRMS authorisation holder EORI (if applicable) ★

- ☐ NIRMS authorisation Number (if applicable) ★

- ☐ Number of Individual Pieces
- ☐ Invoice Number
- ☐ UN dangerous goods code (if applicable)*
- ☐ Net Mass

- ☐ Supplementary Units ▲
- ☐ Previous Document
- ☐ Holder of Authorisation
- ☐ Document Reference (for example, for a Northern Ireland Plant Health Label (NIPHL))
- ☐ Additional Information

*Pre-movement: Entry Summary Declaration data required on the Consignment first option on TSS

For further help, contact the TSS Contact Centre for support on 0800 060 8888

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What TSS will do

On the IMMI, TSS will auto-populate:

- The UKIMS authorisation for the Importer of Record
- The NIRMS authorisation (if the trader has one and is moving a NIRMS-applicable commodity code)
- The name and address of EORI holders (provided they have a TSS account 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 recommended Additional Procedure Code must still be checked
- 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 to use the **HMRC TGP** directly in the TSS Portal (if you have signed up for it)



TSS will allow you to create, edit and delete TGP entries directly in the TSS Portal (if you have authorised TSS to access your TGP)

What the TGP will do

Using the TGP in TSS 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 (for example, a NIRMS authorisation if present on the entry)



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 requiring 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.

Internal Market Movement Information (IMMI) Checklist for Traders [4/4]

What are the simplified processes for Internal Market Movements?

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.

The [UKIMS](#) is a trusted trader authorisation and is a 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 in [Apply for authorisation for the UK Internal market Scheme if you bring goods into Northern Ireland](#) on GOV.UK.

The simplified processes include:

1. The [IMMI](#), which is a simplified dataset for GB-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.
2. 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.
3. A new Entry in Declarant’s Records (EIDR) authorisation, available to the **UKIMS**-authorised traders, known as the [UKIMS-EIDR](#). The UKIMS-authorised traders will be able to apply for a new HMRC authorisation for EIDR, specifically for use on internal market movements. For further details on the UKIMS-EIDR and when it can be used, see [Apply to make an entry declaration in your records under the UK Internal Market Scheme](#) 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, providing 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.

Which Goods Categories can move using the simplified processes?

- **Standard Goods** are all goods (excluding excise) that have no documentary controls and/or have no licensing requirements. Prepackaged retail food and drink goods moving under a [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.