




# Entry Summary Declarations: Checklist for traders of controlled goods [1/3]

## Action

\*One-time action

Active step

No action required

- ☐ Determine if your goods are controlled, based on the commodity code and relevant legislation. Refer to the [Trade Tariff](#) on GOV.UK. In addition, refer to the [Guidance on controlled goods and the online tariff tool](#) on NICTA.
- ☐ Ensure you and your haulier/intermediary are registered with the Trader Support Service (TSS).\*
- ☐ Ensure your haulier is registered for the Goods Vehicle Movement Service (GVMS) to get a Goods Movement Reference (GMR).\*
- ☐ Ensure you have obtained the required licences or authorisations pertinent to your goods **prior** to dispatch.
- ☐ Provide your haulier/intermediary with the data required to complete the Entry Summary Declaration (see following pages).  
**Note:** If you are registered under the UK Internal Market Scheme (UKIMS), ensure that the Importer EORI used on the Entry Summary Declaration is the EORI number aligned to your UKIMS authorisation.
- ☐ You or your haulier/intermediary need to submit this data through the TSS Portal at least two hours before goods are due to arrive in Northern Ireland (NI).
-  *TSS completes import declaration requirements.*
-  *Your haulier populates GMR in GVMS using information provided by TSS.*
-  *Once GMR is completed, your haulier can board the ferry and move the goods.*

## What is an Entry Summary Declaration?

- Entry Summary Declarations are required for all goods moved from Great Britain (GB) to NI.
- It's the legal responsibility of the carrier to ensure information is declared via the Entry Summary Declaration, but other parties (trader, haulier or intermediary) can 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.

## What are controlled goods?

- Controlled goods are those requiring additional licences or authorisations before being moved from GB to NI.
- Some common examples are:
  - Excise goods
  - Goods requiring export licences
  - Common Agricultural Policy (CAP) goods
- For more information, please visit the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

# Entry Summary Declarations: Checklist for traders of controlled goods [2/3]

## Standard 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

### 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
- ☐ Invoice Number

### Additional information – required depending on the 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 (registered shipping container)

**Note: Some types of goods may require specific data. Please refer to the relevant checklist for more information.**

- [Checklist: Entry Summary Declarations for traders of standard goods](#)
- [Checklist: Entry Summary Declarations for traders of excise goods](#)
- [Checklist: Entry Summary Declarations for traders of SPS goods](#)

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## Additional controlled goods data

### Consignment data

- ☐ Goods Domestic Status
- ☐ Warehouse identifier
- ☐ Supervising Customs Office
- ☐ Declaration Unique Consignment Reference (DUCR)
- ☐ Consignment Previous Documents
- ☐ Document Class
- ☐ Document Type
- ☐ Document Reference
- ☐ Authorisation Type Code, Authorisation Role ID

### Item data

- ☐ What type of controlled goods are you carrying?
- ☐ Net Mass (KG)
- ☐ Procedure Code
- ☐ Additional Procedure Code
- ☐ Country of Origin
- ☐ Commodity Code
- ☐ Item currency and price / amount
- ☐ Supplementary Units
- ☐ CUS Code
- ☐ TARIC Additional Code(s)
- ☐ Tax Base Unit and quantifier (3rd quantity)
- ☐ Tax Base Quantity (3rd quantity)
- ☐ National Additional Code(s)

- ☐ Document Class, Document Type, Document Reference
- ☐ Additional Information Code, Additional Information Description
- ☐ Document Reference
- ☐ Document Code number
- ☐ Document Status
- ☐ Document Part
- ☐ Document (status) Reason
- ☐ Writing Off – Issuing Authority
- ☐ Writing off – Date of validity
- ☐ Writing Off – Measurement Unit (and qualifier)
- ☐ Writing Off – Quantity

For further help, depending on your journey, please refer to: [Data guide: TSS declaration data requirements](#) or consult the TSS Contact Centre for support on 0800 060 8888.