

TSS User Guides

TSS Transit service: a step-by-step guide for traders



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HM Revenue
& Customs



Contents

1	Introduction.....	2
2	Transit from GB to NI via IE	3
3	TSS Transit service.....	4
3.1	Transit process in TSS	4
3.2	Before entering the GB port	5
3.3	Crossing into Ireland	6
3.4	Moving your goods into NI	6
4	Haulier responsibilities.....	7
4.1	Submit a Transit Entry Summary Declaration.....	7
4.1.1	Haulier needs to start an Entry Summary Declaration in the TSS Portal	7
4.1.2	Validation of the XI EORI in the TSS Portal	8
4.1.3	Validation of Importer EORI in Associate Consignments for transit movements	10
4.1.4	Confirmation of Haulier’s responsibilities before associating consignments to an Entry Summary Declaration header for Transit Movements	11
4.2	Provide additional information for the Transit via case in TSS	12
4.3	Submit a Pre-Boarding Notification	14
4.4	Entering the GB port	15
4.5	Entering the Irish port.....	15
4.6	End Transit movement in Northern Ireland	15
5	Importer responsibilities	15
5.1	Moving Sanitary and Phytosanitary (SPS) goods	15
5.2	Complete import process	16
6	I need to know more	16
7	Changes to guidance and policy.....	17
8	Appendix 1: Useful addresses.....	18
8.1	Office of Departure addresses and contact details	18
8.2	Office of Destination addresses.....	18
9	Appendix 2: Information requirements for Transit journeys.....	19



If there are any words or acronyms in this document that are unfamiliar you can visit the [Jargon Buster](#) or use the search tool on the [Northern Ireland Customs & Trade Academy \(NICTA\) website](#) to find a definition.

Please note 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

The Trader Support Service (TSS) only supports **Transit Journeys from Great Britain (GB) to Northern Ireland (NI) via Ireland (IE)**. As such, this guide only describes the process required for moving goods from GB to NI via IE and how TSS supports you with using this route.

There are only two ways for goods to move from GB to NI via IE:

- **A direct import into IE**

Goods are imported and declared to customs at the point of entry into IE and are then in free circulation for onward shipment to NI.

Note: TSS does **not** support the direct import of goods into IE because this is a movement to a European Union (EU) member state. If you choose this journey, you will need to arrange for your own customs processes to be completed, including:

- Full export declarations and an Exit Summary Declaration, as your goods are leaving the UK safety and security zone when the goods leave GB – you can find out when to make an [Exit Summary Declaration](#) on GOV.UK
- Import declarations and Entry Summary Declarations, as your goods are entering the EU safety and security zone when the goods enter IE

OR

- **A Transit procedure**

Under a **Transit** custom procedure, the goods depart from GB, move through IE under duty suspension, and are presented to customs on arrival in NI, where the import is declared.

TSS offers a declarations service to support the Transit procedure for the GB-IE-NI route, **including starting and ending the Transit customs procedure involved with the transit movement**.

Where you organise a Transit procedure outside TSS, TSS can support the required GB-NI declarations but **does not assist with starting and ending the Transit procedure**. For this scenario, TSS will contact you to confirm that the additional customs procedures are in hand before resolving the case (see [Receive a case reference number](#) in this guide).



2 Transit from GB to NI via IE

The Transit service provided by TSS is free to use if you are registered with TSS and wish to move goods from GB to NI via IE. **Both the haulier and the importer need to be registered with TSS to use the Transit service.**

If the haulier or importer for your movement have not yet registered with TSS you should follow the process for registration outlined in the [Registration: Step-by-step guide to using TSS](#) on NICTA.

For transit movements GB to NI via IE, a **Transit Guarantee** is required against any customs duties suspended while the goods are in transit. Hauliers registered with TSS can use the TSS Transit Guarantee

WHAT IS...?

A **Transit Guarantee** provides security for any duties you may become liable for in a transit country if your movements are not discharged properly before reaching the declared destination country of import.

TSS will support you with submitting the following documents necessary to complete a transit movement:

- [An Entry Summary Declaration using the Import Control System 2](#) on GOV.UK
- A Transit declaration into the New Computerised Transit System (NCTS) using the TSS Transit guarantee
- A Simplified Frontier Declaration for the NI import declaration
- A Supplementary Declaration for the importer to complete after the goods have reached NI

You will need to organise the following steps without TSS support:

- [Create a Goods Movement Reference \(GMR\)](#) on to the [Goods Vehicle Movement System \(GVMS\)](#)

Further details on GMRs and GVMS can be found in the [Creating a Goods Movement Reference](#) guide on NICTA.

- Complete a [Pre-Boarding Notification \(PBN\)](#) for the Irish Roll on Roll off (RoRo) service (Revenue.ie)
- Any additional certificates and processing of documents required for Sanitary or Phytosanitary (SPS) goods, excise or controlled goods, outside of the customs declaration (see the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA)



3 TSS Transit service

3.1 Transit process in TSS

1. The Transit process in TSS starts when a **haulier submits an Entry Summary Declaration** with 'Dublin Port' or 'Rosslare Port' selected as the **Port of Arrival**, which defaults the **Route** to 'GB-IE-NI':

* Port of Arrival
 Dublin Port
 Seal Number
 * Route
 GB-IE-NI

Note: A safety and security declaration, known as the Entry Summary Declaration, is required for goods movements from GB to NI via IE. For this type of movements **Entry Summary Declaration** are submitted to the new **Import Control System 2 (ICS2)**. More guidance on Entry Summary Declarations can be found in the [ENS Step-by-step guide: Standard Process and Consignment First Process](#).

2. A **Simplified Frontier Declaration** will be auto-generated from the information provided in the Entry Summary Declaration and held for you as part of the TSS Simplified Procedure after transit is closed

If the movement does not qualify for the TSS Simplified Procedure, then TSS will issue a Full Frontier Declaration. An overview of when Full Frontier Declarations are required can be found in the [Full Frontier Declaration: Step-by-step guide](#) on NICTA.

3. A **Transit case** will be created on the TSS Portal, and the **Transit Declaration will be transmitted to the New Computerised Transit System (NCTS)**, which will generate a Transit Local Reference Number (LRN)

Note: Your **haulier must take the Transit LRN to a GB Office of Departure** (refer to Appendix 1 in this guide) along with the goods for presentation. For more details on moving goods under transit go to [New Computerised Transit System \(NCTS\)](#) on GOV.UK.

4. A **Transit Accompanying Document (TAD) will be generated in the NCTS** for each consignment showing a unique Transit MRN in numeric form and as a barcode

It is not mandatory for the TAD to travel with the goods as a paper document. If electronic presentation is supported at the Office of Transit or the Office of Destination then the MRN can be presented via a phone, tablet, or other electronic means (managed by each national administration) as an alternative to paper.



The status and location of transit movements can be tracked by their MRN on the [MRN Follow-up \(Export & Transit\)](#) page on the European Commission website

WHAT IS...?

Office of Departure and **Office of Destination** are designated customs offices where movements under transit as part of the [Common Transit Convention](#) procedures must begin and end.

5. TSS will complete the Border Force (BF) notification on your haulier's behalf if you have chosen to end the Transit at the **Office of Destination (Belfast, Larne or Warrenpoint)**
6. Once goods are presented at the Office of Destination and all customs formalities are completed, the goods will be released in free circulation and the Transit movement will be ended.

Note: If you are [moving SPS goods](#) a pre-notification is required in the EU's [TRACES NT](#) system **at least 24 hours before your movement starts**.

Documentary checks may be required before shipment and/or physical inspections conducted on the goods and seal at the IE port.

WHAT IS...?

[TRACES NT](#) (**Trade Control and Expert System New Technology**) is the European Commission's online system for health certification and tracking the movement of animals or animal products into and out of the EU.

3.2 Before entering the GB port

Goods Movement Reference (GMR)

To move goods from GB to NI travelling via Roll on Roll off (RoRo) ports, you will need a **GMR** from **GVMS**. Hauliers and carriers are required to provide a GMR for each commercial vehicle or trailer that leaves GB for NI.

The GMR is a number and a barcode that links together all the customs declarations associated with a particular shipment; therefore, the GMR covers all the goods being moved within a particular vehicle or trailer.

Further details can be found in the [Creating a Goods Movement Reference](#) guide on NICTA.

Pre-Boarding Notification (PBN)

TSS does not support this function but can provide advice and support to hauliers who are unfamiliar with it.



Your haulier needs to make a PBN to the Irish RoRo Service before moving the goods. This notification is necessary to ensure goods can move through the Irish port of entry.

You can learn more about the PBN process online at [Revenue.ie](https://www.revenue.ie), or from minute 21 of the [Goods movements involving Irish Ports - Transit and Indirect Exports](#) webinar on NICTA.

3.3 Crossing into Ireland

Where transit is closing at **Office of Destination in NI**, on arrival in Ireland, your haulier must **present the goods** and all accompanying documents to the local **Irish Office of Transit** for completion of customs formalities and any border agencies inspections.

Where transit is closing at **Authorised Consignee Location** in NI **there is no requirement for goods to be presented at Irish Office of Transit** and haulier may continue onward journey.

NOTE: For TAD requirements, these can be communicated electronically to the office of transit.

3.4 Moving your goods into NI

Upon reaching NI, the goods must be taken directly to a location, where the Transit can be
This could be either:

- **Authorised Consignee location**

Note: When a TSS agent contacts you about your Transit case, the agent will inform you of the available TSS Authorised Consignee locations, unless you have your own Authorised Consignee location.

- **Offices of Destination** – Belfast, Larne or Warrenpoint

If goods are taken to **Office of Destination (Belfast, Larne or Warrenpoint)**, TSS needs to send a notification to Border Force prior to goods arrival.

The TAD will have been received electronically.

Upon arrival, The Office of Destination will confirm whether an inspection is required.

If no inspection is required, the driver will be informed that the goods have been released from transit formalities and can proceed to their unloading location.

If have opted for an **Authorised Consignee location**, the Authorised Consignee will notify the Office of Destination of your arrival and confirm whether an inspection is required.

The TAD will have been communicated electronically.

If no inspection is required, the Authorised Consignee will carry out the necessary checks and inform the driver that the movement has ended, and the goods can proceed to their unloading location.



Where an inspection is required, this will be conducted at the Authorised Consignee or Office of Destination location. Permission to proceed will then be provided by the location. In some limited circumstances, the Authorised Consignee location may direct hauliers to facilities in the vicinity of Belfast International Airport if a further inspection is required.

4 Haulier responsibilities

4.1 Submit a Transit Entry Summary Declaration

4.1.1 Haulier needs to start an Entry Summary Declaration in the TSS Portal

Home > Start a Goods Movement

Goods Movement Options

There are a few goods movement options available to you and it is important that you choose the right one in order to ensure your goods movement is successful.

Moving Goods from Great Britain to Northern Ireland

Start a Goods Movement Use this form to complete a Goods Movement by providing transport and goods information. This form can be used for all Goods Movements, including SPIMM. Start a Goods Movement
Start a Consignment for a Goods Movement Use this form to complete your Goods Movement information which your haulier can then associate to the transport information. This form can be used for all Goods Movements, including SPIMM. Start a Consignment for a Goods Movement

Moving Goods from Northern Ireland to Great Britain

Goods Movement from NI to GB Use this form to complete a Goods Movement from NI to GB. Start a Goods Movement from NI to GB Export

Additional Goods Movement Options

Entry Summary Declaration Use this form to complete an Entry Summary Declaration (ENS). Start an Entry Summary Declaration (ENS)

Note: For transit movements, the haulier should only select 'Dublin Port' or 'Rosslare Port' as the **Port of Arrival**, depending on their journey.

Businesses moving goods into or out of NI need an **Economic Operator's Registration Identification (EORI) number starting with XI**. To be issued with an XI EORI, businesses must have a **permanent business establishment** or handle **specified customs activities in NI**. Guidance about obtaining [EORI numbers](#) can be found on GOV.UK.

Note: Businesses without an XI EORI may however continue to move goods into NI by using TSS.



For **Transit movements** TSS will **validate** that the **Importer EORI** entered on Entry Summary Declaration consignments is registered on TSS. If the EORI number entered in the **Importer EORI** field is not TSS registered, this field will revert to blank and the following message will be displayed:

Importer

* Importer EORI

Importer EORI not registered with TSS. For a transit journey via Ireland, the Importer must be registered on TSS and the import declaration must be created on TSS on behalf of the Importer.

Trader Name: Importer EORI not registered with TSS. Please be aware that unless an EORI registered with TSS is entered, no import declaration will be created by TSS on behalf of the importer for this consignment and you will not be asked if the goods are subject to control, license or certification. If you think this importer should be registered on TSS, please get in contact with the importer.

4.1.2 Validation of the XI EORI in the TSS Portal

All XI EORI numbers stored in TSS Company Profiles are subject to regular checks to ensure the validity status remains accurate in the system. The TSS Company Profile has a read-only field to indicate whether the **XI EORI Number** has been successfully validated:

XI EORI Number

XI EORI Number

XI EORI Valid?

Yes

Important: **Hauliers** and **carriers** were **excluded** from HMRC's XI EORI review and therefore retain their XI EORI numbers. For information purposes, TSS does however provide a hyperlink in the Entry Summary Declaration Consignment form for checking **Carrier EORI** validity on the [Europa Operator Systems \(EOS\)](#) website.

* Carrier EORI

Trader Name

If you need to check the validity of this EORI, please use the [Europa EOS EORI checker](#).

Additionally, TSS also provides hyperlinks underneath the **Consignee** and **Consignor** fields on the Entry Summary Declaration Consignment form for checking **XI EORI** number validity.



Consignor	
* Consignor EORI	<input type="text"/>
If you need to check the validity of an XI or EU EORI, please use the Europa EOS EORI checker where you can enter the EORI and check it.	
<input type="checkbox"/> Consignor Address Required/EORI Unknown	
Consignee	
* Consignee EORI	<input type="text"/>
If you need to check the validity of an XI or EU EORI, please use the Europa EOS EORI checker where you can enter the EORI and check it.	
<input type="checkbox"/> Consignee Address Required/EORI Unknown	

To ensure that invalid EORIs are not used to create an Entry Summary Declaration Consignment, users will receive a notification if an expired or invalid EORI has been entered in the **Consignee** or **Consignor** fields.

The message will state: 'Warning: This EORI is not valid. Provide the name and address details for this field as these will be used when you save and submit this data to avoid the rejection of an invalid EORI in your ENS. To override this and use the EORI instead then untick the Address Required flag.'

The affected field(s) will subsequently be re-named **Consignee / Consignor EORI Invalid** as shown. In such instances, TSS will **auto-populate the Consignee and Consignor name and address information directly** from your **Company Profile**, instead of continuing with an invalid XI EORI number.

NB: This is only possible if **you have not elected to keep this information private on your Company Profile**.

Authorisations and restrictions	
* Do you move goods into NI that are subject to commercial processing?	<input type="text" value="No"/>
* Do you want the company name to be private?	<input type="text" value="No"/>
* Do you need to use a Parent Organisation Authorisation on your declarations?	<input type="text" value="Yes"/>
Parent Organisation Authorisations are only required in the exceptional circumstances where you wish to use a Duty Deferment Account, or Special Procedure authorisation that is associated with a Parent Company EORI, rather than the Importer EORI.	

If you have not agreed to share company details from your Company Profile, then the **Consignee/Consignor Address Required/EORI Unknown** flag will appear as ticked and you must provide the name and address manually.



Consignor EORI Invalid
 XI000012340090
 Warning: This EORI is not valid. Please provide the name and address details for this field as these will be used when you save and submit this data to avoid the rejection of an invalid EORI in your ENS. To override this and use the EORI instead then untick the Address Required flag.
 Trader Name: Name Withheld
☒ Consignor Address Required/EORI Unknown

To override this functionality and continue using the EORI instead, the user must un-tick the **Consignee/Consignor Address Required/EORI Unknown** flag.

More information about **XI EORI validation assistance** and how to complete the **Entry Summary Declaration** submission can be found in the [ENS Step-by-step guide: Standard Process and Consignment First Process](#) on NICTA.

Once the Entry Summary Declaration data has been submitted, the status of the declaration will change.

If an error is reported and input is required, you will need to review and update accordingly. You will also receive an e-mail notification that will contain details of the specific errors to be corrected for the declaration to be successfully reprocessed.

4.1.3 Validation of Importer EORI in Associate Consignments for transit movements

When hauliers are using the TSS **Associate Consignments** functionality to add consignments to an Entry Summary Declaration header on the **GB-IE-NI route**, TSS applies additional criteria and will only list consignments where the **Importer EORI** is TSS registered:

Home > Goods Movement > ENS000000005005644
 Haulier EORI (if different to Carrier)
 [Text Field]
 Cancel Declaration Create GMR
 ENS Consignments 2 SFD Consignments IMMI Consignments GMR Details
 ENS Consignments New Associate Consignment(s)
 Local Reference Number ^ Trader Reference Status Client Job Number Consignor EORI
 DEC000000010010628 Draft ENS000000005005644



Associate Consignments to a Header

Use this form to associate existing draft consignments with an existing draft movement header record.

* ENS Declaration Header

ENS000000000206553

* Consignment(s) to Add

DEC0000000000001319	Energy Drinks	QWERTY
DEC0000000000001428	Goods	123455
DEC0000000000001439	WAND WOOD	Ref12345
DEC0000000000001446	Test	8765454
DEC0000000000001455	TBC	DOC-CONSCE2T002
DEC0000000000001457	Chemicals	INV001
DEC0000000000001468	Pasta	IN0001

4.1.4 Confirmation of Haulier's responsibilities before associating consignments to an Entry Summary Declaration header for Transit Movements

When the Entry Summary Declaration Movement has a **Route GB-IE-NI** and the **ENS Only Reason** field has been populated, the haulier will be presented with a dialog box asking them to confirm their responsibilities before associating a consignment to an Entry Summary Declaration Header:

Confirm ENS-Only Consignment(s)

This goods movement is for a Transit via Ireland and requires an import declaration to be declared with TSS. If you want to use TSS's Transit Guarantee then please provide proof of the import declaration for the consignments listed as having an ENS only when requested by TSS. If you are not able to do this then please use your own Transit Guarantee. If you can do neither then please click 'Cancel' and do not associate 'ENS only' consignments.

The following consignment(s) that you have selected have the ENS only reason(s) selected as follows:

DEC0000000000364476 - My trader is due to submit the Simplified Frontier Declaration (SFD) using a system outside of TSS.

If any of these ENS Only Reasons are incorrect then click 'Cancel'. You can then edit the Consignment(s) before associating to a Header.

Do you wish to associate these consignments(s)? If click 'Confirm' then all consignments selected will be associated to your ENS header. If you click 'Cancel' then none of the consignments selected will be associated to your ENS Header, including those that are not assigned as 'ENS only'

Confirm **Cancel**

There are **Confirm** and **Cancel** buttons within the pop up:

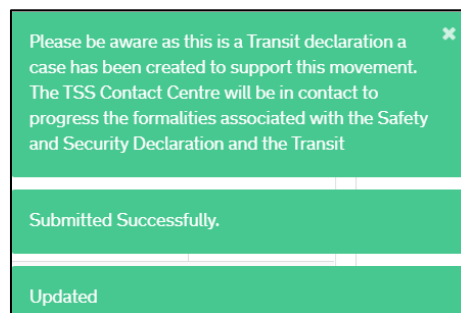
- **Confirm** – the pop-up will close and the **Submit** operation to associate all consignments to the Entry Summary Declaration movement header will continue
- **Cancel** – the pop-up will close, and the selected consignments will NOT be associated to the Entry Summary Declaration header and the haulier will be returned to the **Associate Consignments to a Header** form



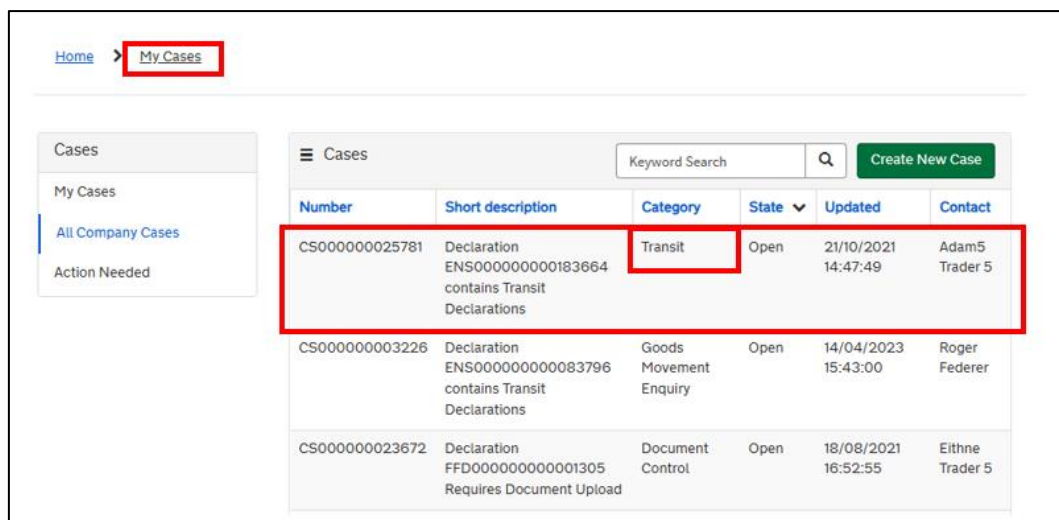
Note: Hauliers and traders must only select an **ENS Only Reason** on a Transit journey if evidence of the Import Declaration can be provided to TSS.

4.2 Provide additional information for the Transit via case in TSS

Once the Entry Summary Declaration is submitted your haulier will receive a notification from TSS confirming that a Transit case has been raised on their behalf:




The case is accessible via the TSS Portal and will be designated as 'Transit':



Your haulier will then receive an e-mail notification update on the case, asking them to access the Transit case on the TSS Portal. An Excel template will be attached to the case on the TSS Portal, which needs to be populated with the required information and the requested documentation collated.

The haulier will need to attach the documentation to the case notes on the TSS Portal by clicking on the paperclip icon while in the case view (see screenshot below). Guidance on populating the template is shown in [Appendix 2: Information requirements for Transit journeys](#).

Home > My Cases > Case - CS000000025781

Declaration ENS00000000183664 contains Transit Declarations 

Description:
Transit Declaration ENS00000000183664: contains Transit Consignments, please address accordingly.

Type your message here... Send

Adam5 Trader 5
21/10/2021 14:23:28
CS000000025781 Created


AT

Start

Actions
Make Me Case Contact

Case details

Number CS000000 025781	Assigned to HGS Agent Declarations
State Open	Category Transit
Declaration ENS00000 00001836 64	Account Trader Five
MRN 21GB12345 67890ADD A	Contact Adam5 Trader 5
Updated 21/10/2021 14:47:49	

Attachments 

CS000000037040
TSS Transit Template
v4.xls (187 KB)

The haulier should complete this step **at least three working hours before movement begins**.

Note: TSS Transit working hours are 7:30am – 10:30pm, seven days a week.

The information request is also displayed as a notification link at the top of the screen in the **Case** view.

While the Transit case is still open and needs additional information to be supplied (for example, the completed Excel template) or other actions (for example, the above case notes), then the case will display to the haulier under **Action Needed**:

Home > My Cases

Cases

My Cases

All Company Cases

Action Needed

≡ Cases

Keyword Search Q Create New Case

Number	Short description	Category	State	Action status	Updated
CS000000023803	Declaration FFD000000000001520 Requires Document Upload	Document Control	Awaiting Info	Blocked by customer	18/08/2021 10:36:42
CS000000023455	Declaration FFD000000000001178 Requires Document Upload	Document Control	Awaiting Info	Blocked by customer	18/08/2021 16:52:07



Note: The **Action Needed** view includes cases at different stages:

- During initial information gathering
- If TSS requires haulier input
- and
- When Transit is in progress, awaiting confirmation of arrival

Once all the required information is provided to TSS, your haulier will receive an email advising the **ENS MRN** and the **Transit LRN**, which are also visible through the TSS Portal:

The screenshot shows the TSS Portal interface. At the top, there is a breadcrumb trail: [Home](#) > [My Cases](#) > [Case - CS000000003226](#). Below this, a grey box contains the text: "Declaration ENS00000000083796 contains Transit Declarations". Underneath, a section titled "Description:" contains the text: "Transit Declaration ENS00000000083796: contains Transit Consigr accordingly." Below the description is a text input field with the placeholder "Type your message here...". To the right of the input field is a circular button labeled "HA". Below the input field, a message from the "HGS Advisor" is displayed, dated "2m ago" with a link to "Additional comments". The message text reads: "A transit submission has been completed for the requested goods movement." Below this message, a red rectangular box highlights the following information: "Your ENS MRN is 21GB0KT000GSY00A3" and "Your Transit LRN is 21GB20866046800002175". At the bottom of the message, it says "To obtain your Transit MRN and TAD document:".

4.3 Submit a Pre-Boarding Notification

Your haulier needs to create a PBN on the [Irish Customs Roll on Roll off service](#) (RoRo service), using the Entry Summary Declaration MRN provided by TSS and the Transit MRN as given to the driver for processing at the GB Office of Departure.

When creating the PBN, the haulier will need to select **Movement Direction** as 'Into Ireland'.

Obtaining the PBN will fulfil the Irish Office of Transit requirements – a necessary part of the transit movement.

Detailed instructions on how to navigate the PBN process can be found on pages 12–19 of the [PBN User Guide](#) on Revenue.ie. Hauliers can also contact CustomsPBN@revenue.ie if they have queries.



4.4 Entering the GB port

The driver must have both the Irish PBN and the generated GMR reference before entering the GB port and provide these to the ferry operator in order to board the ferry to Ireland.

4.5 Entering the Irish port

If moving SPS goods, the appropriate accompanying certificates (for example, Export Health Certificates or Phytosanitary Certificates) must be carried with the goods and may be subject to a documentary check and/or the goods may be subject to a physical inspection at the Border Control Post in the Irish ports of entry.

The SPS documentary requirements must be arranged by the NI importer and hauliers must ensure that the NI importer has obtained the correct SPS documents in advance.

The haulier will need to be registered with DAFM to be authorised to access the TRACES NT platform. The haulier will have to notify Border Control in Ireland, 24 hours in advance of movement of the goods, by generating a Common Health Entry Document (CHED) for each consignment on the TRACES NT platform. This is a legal requirement of the EU.

4.6 End Transit movement in Northern Ireland

The goods must be taken directly to an Authorised Consignee location or the Belfast, Larne or Warrenpoint Office of Destinations where the Transit can be discharged. Details on requirements to end the transit movements are covered in the [Moving your goods into NI: TSS support](#) section of this guide.

5 Importer responsibilities

5.1 Moving Sanitary and Phytosanitary (SPS) goods

If you are using Transit procedures to move SPS goods, you must enter a pre-notification onto the EU TRACES NT system and declare 'IE' as the goods destination 24 hours before your movement starts.

It is the responsibility of the NI importer to upload Export Health Certificates and other SPS documents onto the Irish TRACES NT system. See the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA for more information.

There is more information from minute 40 onwards in the [Goods movements involving Irish Ports - Transit and Indirect Exports](#) webinar by Ireland's **Department of Agriculture, Food and the Marine (DAFM)**.



Currently, the DAFM portal does not support transit, so you will need to **contact DAFM to obtain a MRN** to use for your movement, because the **Transit MRN isn't accepted when moving SPS goods**.

5.2 Complete import process

TSS will submit the Simplified Frontier Declaration on the importer's behalf once the haulier has confirmed arrival. This will subsequently auto-generate a Supplementary Declaration on the TSS Portal and notify the importer of record that it has been created and is ready to be completed.

TSS will populate the transit-specific information in the Supplementary Declaration. The transit MRN value will be added to the [Header Previous Document](#) and the [Location of Goods](#) field will be updated with the location at which the transit journey was discharged.

- In cases where the transit journey was completed at an Office of Destination, the [Location of Goods](#) field will be populated with the Office of Destination where the goods and TAD were presented on arrival: Belfast, Larne or Warrenpoint
- When the transit journey was completed at a TSS Authorised Consignee Location (ACL), the [Location of Goods](#) field will be populated with 'PING Handling Limited (GBAUBELBELHYX)', as the Authorised Consignee for TSS

The Supplementary Declaration is generated by TSS for the importer of record to complete, which will finalise the process.

Submission of the **Supplementary Declaration** in TSS is required by the **tenth calendar day** of the month following the goods movement.

Submission of the Supplementary Declaration is the responsibility of the importer of record, as indicated by the [Importer EORI](#) on the TSS Simplified Frontier Declaration.

Guidance on **Supplementary Declarations** can be found in the [Supplementary Declarations: Step-by-step guide](#) on NICTA

6 I need to know more

There are additional guides available to support you with trade into and out of NI:

- [How to use the TSS Portal](#)
- [Goods movements involving Irish Ports – Transit and Indirect Exports](#) [webinar]
- [Creating a Goods Movement Reference](#)
- [Supplementary Declarations: Step-by-step guide](#)
- [Guidance on controlled goods and the Online Tariff tool](#)



- [ENS Step-by-step guide: Standard Process and Consignment First Process](#)
- [Use the New Computerised Transit System](#)

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

7 Changes to guidance and policy

Last updated August 2025.

August 2025: Update covering the new Import Control System 2 implementation

March 2025: Screenshots updated to reflect correct terminologies for Windsor Framework updates.

January 2025: Section 4.2.3 updated for NCTS5.

November 2024: Section 3.2 updated to cover Goods Movement Reference (GMR).

September 2023: Section 4.2.2 updated to cover XI EORI Validation Assistance in TSS.

July 2023: Sections 3.1 and 4.2. updated to reflect Validation on Importer EORI and ENS only option. Continuous improvements also applied to guidance with updated screenshots and review of current TSS Transit process.

July 2022: Addition of section on changes to guidance and policy.

April 2022: General improvements to guide.

Published 2021.



8 Appendix 1: Useful addresses

8.1 Office of Departure addresses and contact details

GB departing port	Office of Departure	Phone number
Holyhead	Road King Holyhead Transport Café, Parc Cybi, Holyhead, LL65 2YQ	+44 (0)3330 235370
Fishguard / Pembroke	Border Force, Fishguard Harbour, SA64 0BU, Fishguard, Pembrokeshire	+44 (0)1646 623023
Heysham	Liverpool, Seaforth S2 Berth, Port of Liverpool, Crosby Road, Liverpool, L21 1JD	+44 (0)1519 34 1212 /1219/1226/1229
Liverpool	Liverpool, Seaforth S2 Berth, Port of Liverpool, Crosby Road, , Liverpool, L21 1JD	+44 (0)1519 34 1212 /1219/1226/1229

8.2 Office of Destination addresses

Location	Code	Address
Belfast EPU	XI000142	DAERA facility, Duncrue Street, Belfast, BT3 9BG
Larne	XI005220	9 Olderfleet Road, Larne, BT40 1AS
Warrenpoint	XI005160	The Ferry Terminal, Warrenpoint, Newry, T34 3JR



9 Appendix 2: Information requirements for Transit journeys

Appendix 2 provides guidance to support completing the Excel template required for a goods movement from GB to NI via IE.

Make sure that the correct **Transit Closure** location is selected as this cannot be changed after the submission of the Transit documents.

The rows greyed out in the table below are auto-populated by TSS.

Field Description	Required Information
Case Number (TSS will input)	TSS case number starting 'CS'
Haulier Company (TSS will input)	Haulier's Company Name
Haulier Email (TSS will input)	Haulier's email address
Haulier Contact Number (TSS will input)	Haulier's contact number
SFD Number (TSS will input)	TSS Simplified Frontier Declaration Number
Carrier EORI (TSS will input)	EORI of the Carrier/Haulier transporting the goods
Vehicle Registration/Trailer Number	Registration number of Trailer/Vehicle transporting the goods
Nationality of Vehicle/Trailer	Registered Nationality of Vehicle/Trailer
Transport Charges/Method of Payment	Transport Charges/Method of Payment
Method of Transport	Select Road Method of Transport from the drop-down: <ul style="list-style-type: none"> • 'Car' • 'Truck' • 'Trailer' • 'Semi-trailer' • 'Tractor' • 'Flatbed' • 'Less than 7.5 tons'
Port of Departure	For the departure port of the transit movement, select from the following: <ul style="list-style-type: none"> • 'Liverpool (GB000080)' • 'Holyhead (GB000124)' • 'Pembroke (GB00126)'



Field Description	Required Information
	<ul style="list-style-type: none"> • 'Fishguard (GB005200)' • 'Heysham (GB005210)'
Port of Arrival	For the arrival port of the transit movement, select from the following: <ul style="list-style-type: none"> • 'Dublin (IEDUB100)' • 'Rosslare (IEROS100)'
Ferry Name	Name of the ferry the goods will travel on
Date of Ferry Sailing	Date the goods will be sailing from GB: input in dd/mm/yyyy format
Time of Ferry Sailing	Time the goods will be sailing from GB: input in hh:mm format
Date of Ferry Arrival	Date the goods will arrive in IE: input in dd/mm/yyyy format
Time of Ferry Arrival	Time the goods will arrive in IE: input in hh:mm format
Date of Arrival in NI	Date the goods will arrive at their NI closure location: input in dd/mm/yyyy format
Time of Arrival in NI	Time the goods will arrive at their NI closure location: input in hh:mm format
Transit Closure Location	For Office of Destination select one of the following: <ul style="list-style-type: none"> • 'Belfast (XI000142)' • 'Warrenpoint (XI005160)' • 'Larne (XI005220)' For Authorised Consignee Location (ACL) select one of the following: <ul style="list-style-type: none"> • 'Portadown' • 'Enniskillen' • 'Newry' • 'Ballymena' • 'Armagh'
Containerised	Are goods in a container? <ul style="list-style-type: none"> • '0-NO'



Field Description	Required Information
	<ul style="list-style-type: none"> • '1-Yes'
Seal ID (if applicable)	Seal ID if applicable
Contains SPS Goods	Does the movement contain SPS goods: <ul style="list-style-type: none"> • 'Yes' • 'No'
EORI Number of the party sending the goods (Consignor) – TSS will input from Entry Summary Declaration	EORI number of the party sending the goods (Consignor) via transit
Name of party sending goods (Consignor)	Full trading name of the party sending the goods via transit
Address Line 1 of party sending goods (Consignor)	First line of the address at which the party sending the goods via transit is situated
City of party sending goods (Consignor)	The city in which the party sending the goods via transit is situated
Post Code of party sending goods (Consignor)	The post code for the address at which the party sending the goods via transit is situated
EORI Number of the party receiving the goods (Consignee) – TSS will input from Entry Summary Declaration	EORI number of the party receiving the goods (Consignee) via transit
Name of party receiving goods (Consignee)	Full trading name of the party receiving the goods via transit
Address Line 1 of party receiving goods (Consignee)	First line of the address at which the party receiving the goods via transit is situated
City of party receiving goods (Consignee)	The city in which the party receiving the goods via transit is situated
Post Code of party receiving goods (Consignee)	The post code for the address at which the party receiving the goods via transit is situated
Consignee Language – pre-set	Consignee Language (pre-set to 'EN').
Goods Description – TSS will input from Entry Summary Declaration	The normal trade description of the goods expressed in sufficiently precise terms to allow immediate and unambiguous identification and classification. This field has a maximum of 260 characters.



Field Description	Required Information
Document Reference – TSS will input from Entry Summary Declaration	The reference for the supported document selected
Incoterms	As per Incoterms® 2020
Invoice Value of goods	The invoice value of the specific goods
Invoice Currency	The three-digit currency code for the invoice value of the specified goods
Gross Mass – TSS will input from Entry Summary Declaration	The gross mass is the aggregate mass of the specific goods with all their packaging in KGS, excluding containers or transport equipment
No of Packages– TSS will input from Entry Summary Declaration	The number of packages for the specific line of the declaration
Type of Packages – TSS will input from Entry Summary Declaration	<p>Select the appropriate type of package from the drop-down list, being used for the goods within the specific line of the declaration from the drop-down list:</p> <ul style="list-style-type: none"> • ‘Boxes’ • ‘Cases’ • ‘Pallets’ • ‘Bulk-Containerised’ • ‘Aerosol’ • ‘Ampoule – non-protected’ • ‘Ampoule – protected’
Identifying Marks of Packages– TSS will input from Entry Summary Declaration	Any identifying marks or numbers displayed on the packages for the specific line of the declaration. Where no marks or numbers are present, a full stop [.] should be entered into the field to enable Transitnet to process it.
Commodity Code (six digits) See GOV.UK for tariff guidance	A six-digit commodity code is required for each product on the shipment.
Office of Incident	The nearest applicable customs office for reporting incidents as they happen during transit’