

# TSS User Guides

## Creating a Goods Movement Reference



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HM Revenue  
& Customs



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If there are any words or acronyms in this document that are unfamiliar, visit the [Jargon Buster](#) or use the search tool on the [Northern Ireland Customs & Trade Academy \(NICTA\) website](#) to find a definition<sup>1</sup>.

## 1 Introduction

To move goods from Great Britain (GB) to Northern Ireland (NI) travelling via Roll on Roll off (RoRo) ports, **you will need a Goods Movement Reference (GMR) from HM Government's Goods Vehicle Movement Service (GVMS).**

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(s).

Hauliers and carriers are required to provide a GMR for each commercial vehicle or trailer(s) that leaves GB for NI.

The GMR therefore proves that the necessary declarations have either been pre-lodged (submitted prior to movement) or are not required for all the goods being moved.

GVMS is an IT service that facilitates the process of linking together the different declaration references for all the goods, so that the person moving them (haulier / carrier) is only required to present one GMR at the port of departure.

For goods movements from GB to NI declared on the Trader Support Service (TSS), these will have two declaration types completed: an Entry Summary Declaration and a customs declaration (either a Simplified Frontier Declaration or a Full Frontier Declaration):

- Entry Summary Declaration:
  - An Entry Summary Declaration must be submitted, generating a safety and security declaration Movement Reference Number (MRN)

This **MRN** will **start** with the **year** the reference was generated, **followed** by the code **'XI'** (the MRN will begin **24XI** if generated in **2024**); for example, **24XIJD4DCMAM33DOI2**

- A customs declaration:
  - If a Simplified Frontier Declaration or a Full Frontier Declaration has been submitted, an MRN is generated

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<sup>1</sup> Terms used in this guide refer to the terminology used on the TSS Portal. Please note that these may not match the most recent terms used on GOV.UK, in HMRC's Customs Declaration System or the Northern Ireland Online Tariff on [GOV.UK](#).



This **MRN** will **start** with the **year** the reference was generated, **followed** by the code **'GB'** (the MRN will begin **24GB** if generated in **2024**); for example, **24GBJD4DCMAM33DOI2**

- If the trader makes declarations in TSS that creates an Entry Into Declarant's Record (EIDR), which is the type of declaration used where non-controlled goods are being moved, an **Economic Operators Registration and Identification (EORI)** number is generated

This **EORI** will start with 'GB'; for example, **GB000000000000D**.

A full explanation of these different reference numbers and how they are generated is provided in the [What information do I require to create a GMR in the GVMS system?](#) section of this guide.

Each GMR contains details for a single crossing and can only be used once.

The carrier is legally responsible for the submission of safety and security information for the goods being moved to NI (pre-arrival), achieved through the submission of an Entry Summary Declaration. For Entry Summary Declarations, the carrier is defined as the operator of the active means of transport.

This declaration is separate from the customs declaration and contains the safety and security information about your goods. To find out when an Entry Summary Declaration is required, further guidance is available on [GOV.UK](#).

Once the GMR has been generated, the GVMS system notifies the haulier, carrier and port when goods have been cleared and if they are required to undergo checks on arrival.

**NOTE:** If you do not accurately complete this process by providing the correct declaration references for your Simplified Frontier Declaration consignments, your goods will not be marked as arrived. In this instance, TSS will not automatically generate a Supplementary Declaration for those moving goods on the TSS simplified journey and will not mark the declaration as closed for goods on a Full Frontier Declaration.

This guide provides an overview of the information that is required and explains the steps that must be followed to generate a GMR. For movements via other routes or directions, for example in exceptional circumstances NI to GB, further guidance is available on [GOV.UK](#) for the specific declaration requirements.

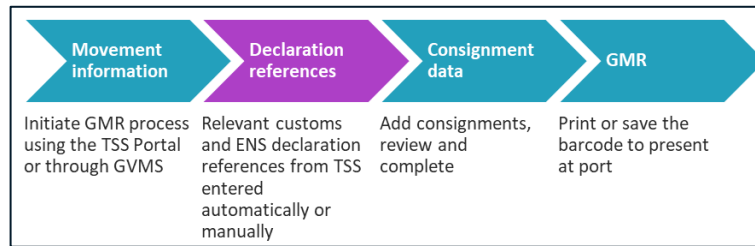
## 2 Overview of the process for creating a GMR

The first step you must take to create a GMR is to register for GVMS via [GOV.UK](#).

A GMR can only be created by interacting with the GVMS system, either directly or through TSS.



The following chart presents a general overview of the process to create a GMR after the initial registration of the user on the GVMS system.



- The **Declaration references** step, highlighted in the diagram above in purple, is where data input accuracy is essential for completing the GMR process correctly

There are two processes for creating a GMR for TSS declarations:

- **On TSS** – the automated GMR process, which will auto-load the references created in TSS into the GVMS system
- **On GVMS** – the manual process where you go direct to the GVMS system and enter the data manually

We recommend the '**On TSS**' process, as this is easier and minimises input errors. Further details can be found in the [Step-by-step GMR creation via the TSS Portal \(GMR automation\)](#) section of this guide.

**Note:**

- If you are completing a Full Frontier Declaration you cannot use the '**On TSS**' GMR process. In this case, to create a GMR you can only do it manually (putting data directly into the GVMS system)
- The GVMS system manual process should be carried out per consignment to ensure the arrival of all the goods and customs clearance for each custom declaration

### 3 Step-by-step GMR creation via the TSS Portal (GMR automation)

Once you are registered on the GVMS system via [GOV.UK](#), you have two options for creating a GMR for your movements within TSS:

1. Access the GVMS system directly and input the required data (see the [Create a GMR directly in the GVMS system](#) section of this guide)
2. Activate the GMR automation process within TSS. The automated process aims to reduce the manual administrative work involved in creating a GMR

For most traders using TSS, if their shipment is in scope they will benefit from using TSS GMR automation. It will reduce the amount of manual data input as this will now be uploaded



automatically. In addition, it will improve compliance as all consignments associated to a load will be added automatically.

To be in scope for TSS GMR automation, the movements need to be:

- Entry Summary Declaration triggered Simplified Frontier Declaration journey
- RoRo (accompanied/unaccompanied) GVMS ports
- GB-NI only
- All consignments in a movement have been exclusively created in TSS

This should account for 80–90% of all movements within TSS.

Movements that are classed as being out of scope are:

- Air shipment
- Inventory-Linked Port (ILP)
- Entry Summary Declaration only
- Full Frontier Declaration
- Standalone Simplified Frontier Declaration
- GB-NI-IE or GB-IE-NI
- Declaration by oral or conduct
- Any consignment with a submission to ICS/CDS outside of TSS

For any of the above type of movements, use the GVMS portal.

**Note:** Do not mix the use of the TSS GMR automation process ('**On TSS**') and the GVMS system manual process ('**On GVMS**'), as this will cause technical conflict with the generation of the GMR.

GMRs created using the '**On TSS**' process should not subsequently be accessed using HMRC's GMR service (the GVMS portal) or vice-versa. HMRC's GMR service is only designed to work with GMRs it creates itself.

For example, if a groupage load is being created with a mixture of TSS consignments and consignments created outside of TSS, they should not use TSS GMR automation. This is because accessing the non-TSS generated consignments in GVMS will present a different position for the GMR and any changes made in the GVMS will cancel changes made within TSS.

The following instructions describe the process to create a GMR using the TSS GMR automation functionality.

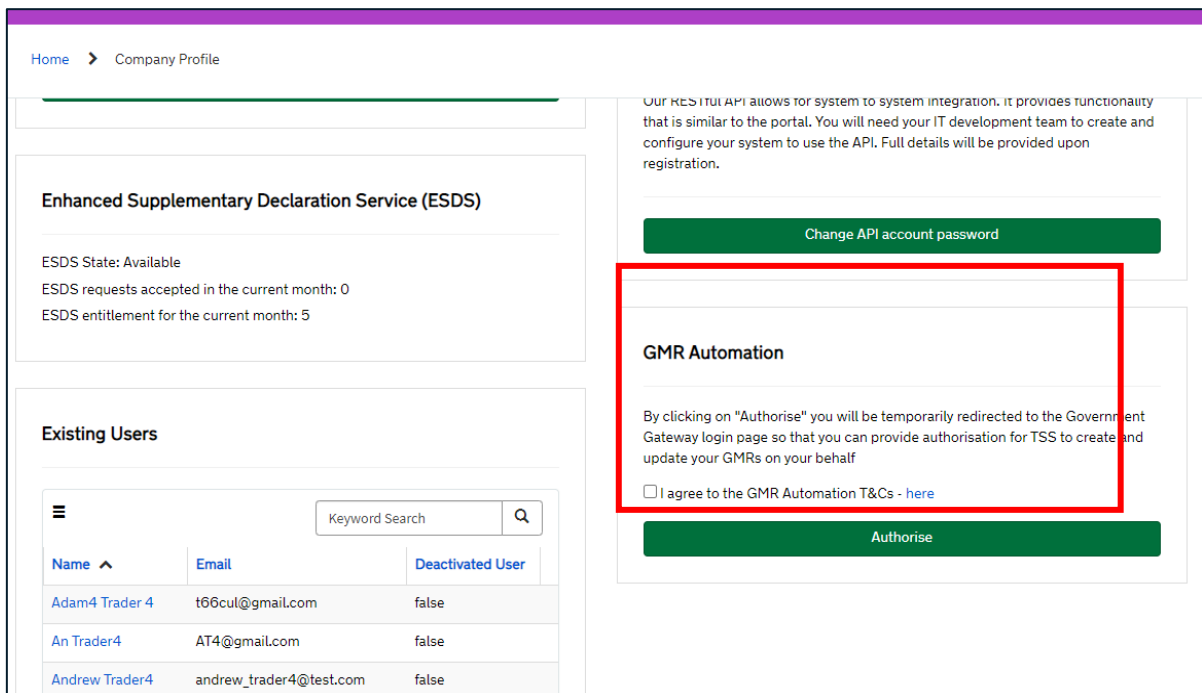


### 3.1 Authorise TSS to activate the GMR automation

If you have registered for GVMS via [GOV.UK](https://www.gov.uk) then you have the option to create a GMR within TSS by authorising the GMR automation process. If your organisation has not registered for GVMS then you cannot use TSS to automate the production of your GMR.

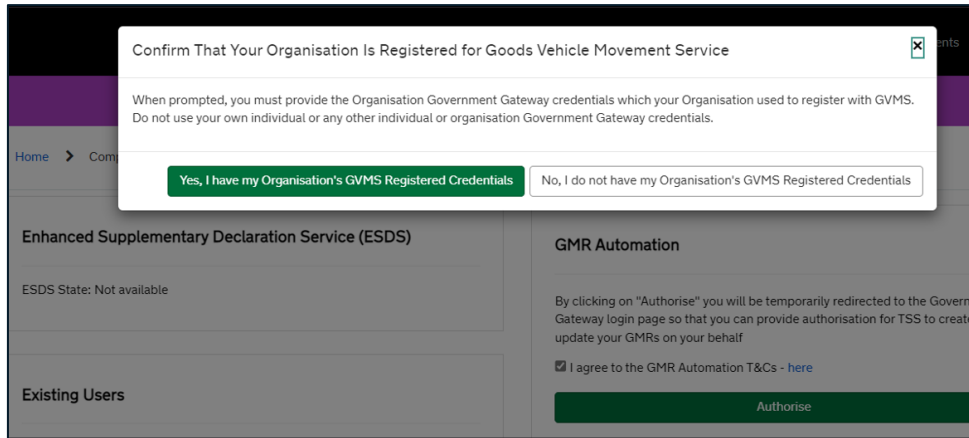
As the Primary Account holder on the TSS Account, go to your [Company Profile](#) in your account in the TSS Portal and scroll down to [GMR Automation](#). Only the Primary Account holder is permitted to grant authority for GMR automation to TSS.

**Note if you are working as an agent with an Agents account in TSS, you are not able to access the GMR automation process. This applies whether you are accessing as yourself or representing a trader. You need the trader to authorise this functionality on their account.**



Once you tick the box accepting the T&Cs relating to TSS authorisation for this service (see the TSS [T&Cs](#)), you can click the [Authorise](#) button. A pop-up will appear asking you to confirm you are using the organisation’s credentials for GVMS and not any individual’s Government Gateway details. This is to avoid an incorrect authorisation proceeding.





If you answer **Yes**, you will be taken through to the HMRC authorisation window. If you select **No**, you'll be returned to your company profile page.

If you proceed, a new browser window appears with the HMRC authorisation window. Click **Continue**.



You will be asked to sign into your Government Gateway account. Click **Sign into Government Gateway**.





The user will be asked to sign in to the HMRC authorisation window using their organisation’s GVMS credentials.

Your browser may have retained your individual Government Gateway credentials. Clear these if they are cached and make sure that you use your organisation’s GVMS credentials. The Government Gateway User ID for the user’s organisation must be registered for the **Goods Movement Reference Service**.

Once you click **Sign in** the following screen will be displayed, asking you to confirm that you give TSS permission to manage GMRs on your behalf.

On clicking **Give Permission**, the systems in the background will exchange authorising codes and access tokens to allow interchange between HMRC and TSS.

If the authorisation is successful, the GMR automation section in your **Company Profile** will display the message showing that you have now granted authority to TSS to manage GMRs on your behalf, with a button to revoke authorisation:



**GMR Automation**

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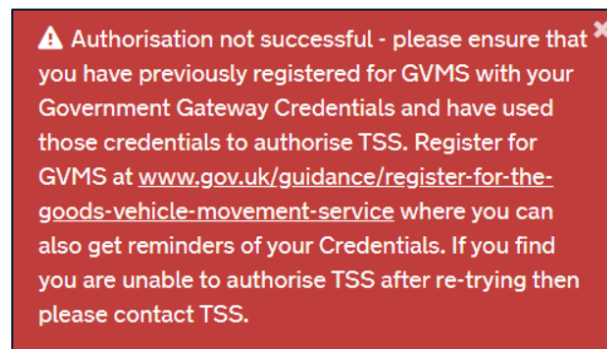
GMR State: Authorised  
Date Authorised: 20/12/2022

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Auto-update GMR

[Revoke Authorisation](#)

If you select **Do not give permission** or you will see an '**Authorisation not Successful**' message, then be redirected to your company profile and see a red warning pop up:



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

By authorising GMR automation your account will be automatically included into the **Auto-update GMR** function. This means that all consignments for a movement will be automatically updated into a GMR that you are creating within TSS.

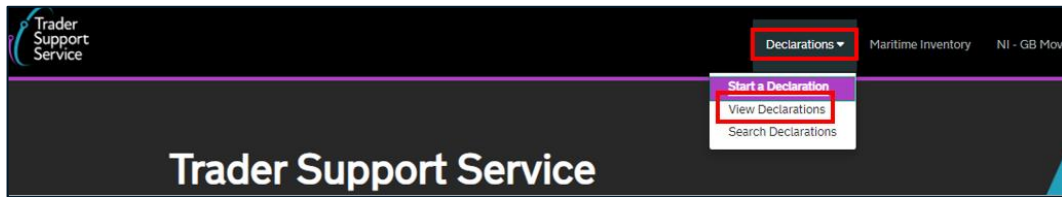
### 3.2 Create a GMR for your goods movement using the GMR automated process within TSS

Once you have authorised TSS to manage GMRs on your behalf, to create a GMR within TSS you need an **Entry Summary Declaration Movement Header** to be in any of these states:

- **Draft**
- **Authorised For Movement (AFM)**
- **Trader Input Required (TIR)**
- **Arrived**

and for the movement to contain authorised consignments (including any authorised that have arrived).

You can create a GMR within TSS by selecting the **Declarations** tab in the navigation bar at the top of the screen and then the **View Declarations** link in the drop-down menu.



Once the new page opens, you can select the Entry Summary Declaration you need from the options available for GMR creation (for example: [Draft ENS Declarations](#), [Trader Input Required ENS Declarations](#), [Authorised ENS Declarations](#) or [Arrived/Cancelled ENS Declarations](#)).

Home > View Declarations Search all Declarations

## View Declarations

Quick Filters

Pre-movement to-dos				Post-movement to-dos			
Entry Summary Declarations (ENS): Draft	Entry Summary Declarations (ENS): Input Required	Full Frontier Declarations (FFD): Input Required	Simplified Frontier Declarations (SFD): Input Required	Supplementary Declarations (SD): Draft	Supplementary Declarations (SD): Input Required	Supplementary Declarations (SD): Overdue	Supplementary Declarations (SD): Pending payment
4007	763	560	1527	6317	1233	7592	3

Select Type and Status to view Declarations ^

Declaration Type	Declaration Status
ENS Declarations (by movement) *	Draft ENS Declarations
ENS Declarations (by consignment) v	Trader Input Required ENS Declarations
Internal Market Movement Information (by consignment) v	Processing ENS Declarations
SFD Declarations (by movement) v	Authorised ENS Declarations
SFD Declarations (by consignment) v	Arrived/Cancelled ENS Declarations
Supplementary Declarations (by consignment) v	All ENS Declarations
Post Movement Internal Market Movement Information (by consignment) v	
Full Frontier Declarations (by consignment) v	

In any of these declaration categories a [Create GMR](#) button will appear in the **consignment (header)** of the Entry Summary Declaration Reference you selected (for example [ENS00000000195433](#)), at the bottom of the page, where you will also see the list of your ENS consignments and the status of each:



Cancel Declaration **Create GMR** Save (Ctrl + s)

Consignment Information 4 | GMR Details

Consignment Information **New** Associate Consignment(s)

Local Reference Number	Status	Client Job Number	Consignor EORI	Consignee EORI	Arrival Date/Time	Transport Document Number
DEC000000000343931	Authorised for Movement	ENS000000000195433	XI000012340005	XI000012340005	02/11/2022 16:22:00	Trader5GRMENS
DEC000000000343932	Authorised for Movement	ENS000000000195433	XI000012340005	XI000012340005	02/11/2022 16:22:00	Trader5GRMENS-1
DEC000000000343933	Authorised for Movement	ENS000000000195433	XI000012340005	XI000012340005	02/11/2022 16:22:00	Trader5GRMENS-2
DEC000000000343935	Authorised for Movement	ENS000000000195433	XI000012340005	XI000012340005	02/11/2022 16:22:00	Trader5GRMENS-3

If you normally create your GMR at the beginning of the TSS declarations process, the first opportunity to create a GMR from within TSS will be when the first Entry Summary Declaration consignment and associated Simplified Frontier Declaration / Entry into Declarants Record consignment becomes either **'Authorised for Movement'** or **'Draft'** State. This could take around two minutes to happen. If you would normally create your GMR at the end of the TSS declaration process where all consignments are authorised, then there is no need to wait.

Click **Create GMR** to begin the process. You will be presented with the following screen:

Home > Movement Header Number - ENS000000000191627 > GMR Details > GMR00000000001025

GMR00000000001025

**GMR Details**

Local Reference Number: GMR00000000001025 | Status: Draft

\* Movement Header: ENS000000000191627 | \* Arrival Date/Time: 29/07/2022 13:52:55

GMR ID: | Last update of GMR by GVMS: |

\* Route ID: Avonmouth, Warrenpoint, Cronus

**Transport Details**

\* Is Trailer Unaccompanied?: -- None -- | Vehicle Registration Number: |

Inspection Required: -- None -- | Trailer Registration Numbers: |

**Submit** Cancel GMR

The **GMR Details** page has three fields that require details regarding the movement.

1. For **Route ID** select the relevant route for the movement from the drop-down list:



\*Route ID

Birkenhead (Liverpool), Belfast, Stena Line

Avonmouth, Warrenpoint, Cronus

Birkenhead (Liverpool), Belfast, Stena Line

Cairnryan, Belfast, Stena Line

Cairnryan, Larne, P&O Ferries

**Heysham, Belfast, Stena Line**

Heysham, Warrenpoint, Seatruck Ferries Ltd

2. The **Transport Details** screen requires confirmation in the **Is Trailer Unaccompanied?** field of whether the shipment is **unaccompanied** or **accompanied**

- For an **unaccompanied movement** (a trailer without a driver) select ‘**Yes – the trailer will be transported on the crossing without the driver**’ from the drop-down list

This will then make the **Trailer Registration Numbers** field mandatory. Enter the trailer(s) number in this field.

**Transport Details**

\*Is Trailer Unaccompanied?

Yes – the trailer will be transported on the crossing without the driver

Vehicle Registration Number

Inspection Required

-- None --

\*Trailer Registration Numbers

AA2BBB

- For an **accompanied movement** (a truck with a driver) select ‘**No – the driver will travel with the vehicle on the crossing**’ from the drop-down list

This will then make the **Vehicle Registration Numbers** field mandatory. Enter the relevant registration number (using upper case letters).

**Transport Details**

\*Is Trailer Unaccompanied?

No – the driver will travel with the vehicle on the crossing

\*Vehicle Registration Number

BV21NON

Inspection Required

-- None --

Trailer Registration Numbers

3. Click **Save (Ctrl + s)** to save this as a draft GMR in TSS

Once it has been saved, the GMR can now be submitted, which will send all the GMR details along with any authorised or arrived consignments MRN details to GVMS. This GMR automation removes the need to enter in all your consignment MRNs.

☰ GMR000000000001025
📎

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**GMR Details**

Local Reference Number <input type="text" value="GMR000000000001025"/>	Status <input type="text" value="Draft"/>
* Movement Header <input type="text" value="ENS000000000191627"/>	* Arrival Date/Time <input type="text" value="29/07/2022 13:52:55"/>
GMR ID <input type="text"/>	Last update of GMR by GVMS <input type="text"/>
* Route ID <input type="text" value="Avonmouth, Warrenpoint, Cronus"/>	

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**Transport Details**

* Is Trailer Unaccompanied? <input type="text" value="Yes - the trailer will be transported on the crossing without the driver"/>	Vehicle Registration Number <input type="text"/>
Inspection Required <input type="text" value="-- None --"/>	* Trailer Registration Numbers <input type="text" value="AA24 AAA"/>

Submit
Cancel GMR

The **Submit** button will automatically add any consignments that are in the status of 'Authorised for Movement' or 'Arrived' when the **GMR Details** is in 'Draft' status.

The status of the GMR in TSS will momentarily change to 'Submitted' as shown below:

☰ GMR0000000000020208
📎

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**GMR Details**

Local Reference Number <input type="text" value="GMR0000000000020208"/>	Status <input type="text" value="Submitted"/>
* Movement Header <input type="text" value="ENS0000000005002865"/>	* Arrival Date/Time <input type="text" value="14/09/2024 14:23:29"/>
GMR ID <input type="text" value="GMRCY7FFWHDZ"/>	Last update of GMR by GVMS <input type="text" value="10/09/2024 14:44:12"/>
* Route ID <input type="text" value="Heysham, Belfast, Stena Line"/>	

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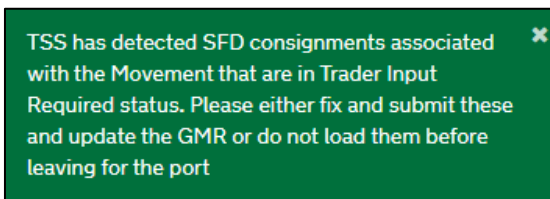
**Transport Details**

Is Trailer Unaccompanied? <input type="text" value="Yes - the trailer will be transported on the crossing without the driver"/>	Vehicle Registration Number <input type="text"/>
Inspection Required <input type="text" value="-- None --"/>	Trailer Registration Numbers <input type="text" value="GMR123"/>

All the related consignments added to the GMR will be listed at the bottom of the **GMR Details** pages:

Local Reference Number GMR00000000001326	Status Open
* Movement Header ENS000000000196367	* Arrival Date/Time 02/12/2022 14:03:22
GMR ID GMRCUSWKL8D	Last update of GMR by GVMS 25/11/2022 14:08:30
* Route ID Heysham, Warrenpoint, Seatruck Ferries Ltd	
<b>Transport Details</b>	
* Is Trailer Unaccompanied? Yes – the trailer will be transported on the crossing without the driver	Vehicle Registration Number
Inspection Required -- None --	* Trailer Registration Numbers AAA22BBB
<input type="button" value="Submit"/> <input type="button" value="Generate Barcode"/> <input type="button" value="Cancel GMR"/>	
ENS Consignments <span style="color:red">!</span> <b>SFD Consignments <span style="color:red">!</span></b>	
SFD Consignments	
Local Reference Number <span style="color:blue">^</span> DEC00000000345832	Status Authorised for Movement

If there are any consignments with the status ‘Trader Input Required’ then the following message will pop up:



It will then be necessary to fix the consignments in **Trader Input Required** or not load them as part of the movement.

If you refresh your browser screen, the GMR will transition to ‘Open’.

If your primary account contact has authorised ‘Auto-update GMR’, then consignments will automatically be updated to the GMR as soon as the status is ‘Authorised for Movement’ or ‘Arrived’, providing the GMR is in the status of ‘Open’.

### 3.2.1 Getting your GMR ID and GMR ID Barcode

Once you have created, saved, and submitted your GMR in TSS, the status of your GMR should move to ‘Open’ and the GMR ID will be populated.



Local Reference Number: GMR0000000001319

Status: Open

\* Movement Header: ENS00000000196194

\* Arrival Date/Time: 29/11/2022 12:59:00

GMR ID: GMRCI4UHZ9GN

Last update of GMR by GVMS: 22/11/2022 13:06:49

\* Route ID: Heysham, Warrenpoint, Seatruck Ferries Ltd

**Transport Details**

\* Is Trailer Unaccompanied?: Yes - the trailer will be transported on the crossing without the driver

Vehicle Registration Number: [Empty]

Inspection Required: -- None --

\* Trailer Registration Numbers: 7654, 5432

Buttons: Submit, Generate Barcode, Cancel GMR

ENS Consignments 1 | SFD Consignments 1

ENS Consignments

Local Reference Number: DEC00000000345477 | Status: Arrived

Use this **GMR ID** and not the **Local Reference Number**.

The **GMR ID** can be used to gain access to the port/ferry by either:

- Communicating it through your link to the port
- Uploading it into your ferry booking
- Providing it to the truck driver who will require it for check-in at the port/ferry

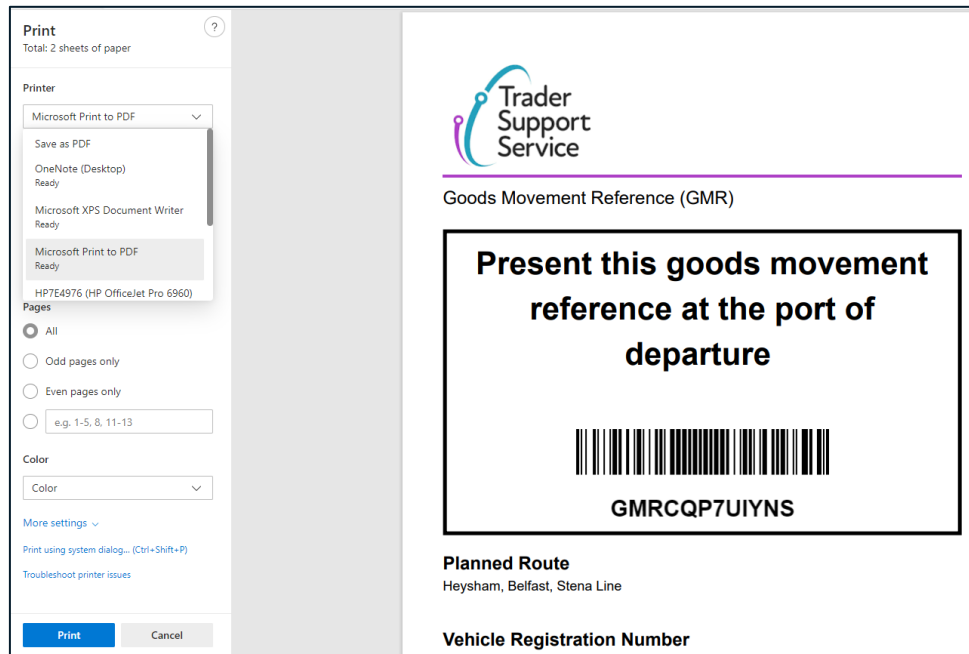
You can click **Generate Barcode** to print or save your barcode. You only need to do this once as the **GMR ID** will not change, even if you later update the GMR. When you click **Generate Barcode** this will open a new browser tab where the barcode will be displayed:



- Click the **Print/Save** button on the top right of the screen. This will open the system print dialogue on your device



- Select the printer or **Save as PDF** option on the dialogue:



The TSS barcode will have the Trader Support service logo rather than the GOV.UK logo.

The document will list the **Planned Route** and depending on whether the movement is accompanied or unaccompanied it will display the **Vehicle Registration number** or **Trailer number**. You can still manage the GMR by accessing the details through the TSS Portal.

**Note:** As long as the GMR is not cancelled, the GMR ID and barcode will remain the same, even if there have been changes to the transport details or route or consignments. This prevents a new GMR ID/barcode being given to the driver. However, if it's possible to issue a revised GMR barcode to the driver, this is advisable as it will have the most up-to-date details on the route and identification of the transport details.

You must ensure all consignments associated with the GMR are 'Authorised for Movement' before the goods leave for the port of departure. Any consignment not 'Authorised for Movement' must be remediated in TSS or removed from inclusion for the GMR.

**The driver for the movement should be given a hard copy of the GMR barcode, or be sent a digital copy, to present on arrival at the port/ferry to gain access.**

The barcode page contains useful information on what to do next. There is a hyperlink embedded in the barcode page should you need to update the GMR details. There is also a link to the driver inspection portal that, if clicked, will check the inspection status of the GMR.

Your driver **MUST** check the inspection status of the GMR (see instructions in the [What to do if I receive an inspection notification?](#) section of this guide).

The barcode generation button is only available when the status of the GMR is '**Open**'.



### 3.2.2 Updating your GMR

If you have created your GMR, submitted it and received a GMR ID using TSS, then it is possible to update that GMR where any of the following have occurred:

- You need to change the route
- You have changed the truck you are using to haul goods where the goods are accompanied
- You have changed the trailer you are using to haul goods where the goods are unaccompanied
- Your goods movement has changed from being accompanied to unaccompanied or vice versa
- You have made an error in entering the transport details
- If you have explicitly opted out of the 'Auto-update GMR' functionality, then you would need to update your GMR in this case where you have added consignments to the movement that are now authorised

If you change any of the details in TSS then you must click **Submit** to refresh the GMR in GVMS.

Here is an example of how you would update the vehicle registration number for a GMR that you had already created and submitted. At this point the trader has changed the **Vehicle Registration Number** on the 'Open' GMR from 'ABC 123' to 'GM21NON'. Now, the trader clicks the **Generate Barcode** button in error before submitting the new GMR details.

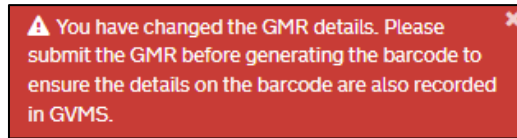
The screenshot shows the 'GMR Details' page in the TSS system. A red warning message at the top right states: 'You have changed the GMR details. Please submit the GMR before generating the barcode to ensure the details on the barcode are also recorded in GVMS.' The form contains the following fields:

- GMR ID:** GMR000000000001319
- Local Reference Number:** GMR00000000001319
- Status:** Open
- \*Movement Header:** ENS0000000000196194
- \*Arrival Date/Time:** 29/11/2022 12:59:00
- GMR ID:** GMRC4UH29GN
- Last update of GMR by GVMS:** 22/11/2022 13:06:49
- \*Route ID:** Heysham, Warrenpoint, Seatruck Ferries Ltd
- \*Is Trailer Unaccompanied?:** No - the driver will travel with the vehicle on the crossing
- \*Vehicle Registration Number:** GM21NON
- Inspection Required:** -- None --
- Trailer Registration Numbers:** (Empty field)

At the bottom of the form, there are three buttons: 'Submit', 'Generate Barcode', and 'Cancel GMR'.



The error presented states:



**This illustrates that changed details on the GMR must always be submitted in order to keep the GVMS system up to date with your GMR information.** There is no 'Save' button on the screen. The only option to save the information on the screen is to click [Submit](#). If you exit the screen without submitting the changed GMR details, then you will be presented with a warning that you are leaving the screen without saving the information. This will prompt you to either discard the changes or return to the screen and submit the details.

### 3.2.3 Updating an already created GMR with newly authorised consignments

By default, when you provided GVMS authorisation the 'Auto-update GMR' functionality would be turned on for your account and users in your account. In this case you and your users do not need to take any action – TSS will automatically add any newly authorised consignments to your TSS GMR and refresh this into GVMS.

If your account has explicitly opted out of the 'Auto-update GMR' functionality, if you have **already created** a GMR and it is in a state of 'Open' or 'Trader input Required' click the [Submit](#) button to automatically update the list of authorised consignments (including any which have changed to status 'Arrived') included in the GMR. There is no need to change any of the other details on the GMR details screen.

To save you the task of resubmitting your existing GMR every time newly added consignments become authorised for movement (or move to TSS status 'Arrived' in exceptional circumstances) we strongly recommend you do not opt out of the 'Auto-update GMR' functionality.

### 3.2.4 Cancelling a GMR

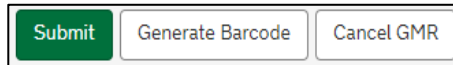
Providing the status is either 'Draft', 'Trader Input Required' or 'Open', it is possible to access the [Cancel GMR](#) button on the GMR details.

You would cancel a GMR if you wanted to restart the GMR creation and submission process where, for example, you had mistakenly mixed the use of the GVMS portal and the TSS Portal to create and/or update a GMR. In this case, one or other of the GMRs would need to be cancelled. As stated in the [GMR barcode](#) section of this guide, mixing the use of the GVMS portal and the TSS Portal for GMR management is not supported.

Another scenario where you might cancel a GMR would be if your GMR had become stuck in status 'Trader Input Required' and you were unable to remedy this. We suggest that in this situation you call TSS or raise a case using the 'Get Help' facility.



Pressing the **Cancel GMR** button will cancel the GMR request and disassociate any consignments with the movement within TSS.



The action of cancelling the GMR will result in the status of the GMR moving momentarily to 'Pending Cancellation' and then to 'Cancelled'. Beyond those states (Draft, Trader Input Required or Open) the **Cancel GMR** button is no longer visible.

**On cancelling the GMR request, TSS will set the status of the GMR to 'Cancelled'. If the status had previously been 'Trader Input Required' or 'Open', TSS will delete the GMR and all consignment movement references in the GVMS system.**

There can sometimes be a delay in the cancellation process while the information is exchanged with the GVMS system.

A GMR can also be cancelled if the TSS account has 'Auto-update GMR' and the **ENS Movement Header** is updated to a status of 'Cancelled'. The system will check whether the **ENS Header** has any associated consignments that are not in a 'non-cancelled' status. If both the **ENS Header** and all listed consignments are in a cancelled status, then the related GMR will also be automatically cancelled.

If the **GMR Detail record** has the GMR in a status of 'Draft' then the status is updated to 'Cancelled'.

If the **GMR Detail record** has the GMR in a status of 'Trader Input Required' or 'Open' then the status is updated to 'Pending Cancellation'. The status will move to 'Cancelled' when it has received the cancel confirmation from the GVMS system.

If the checks provided do not pass or discover a non-cancelled consignment, then the status of the GMR will not be updated to 'Cancel'.

When an Entry Summary Declaration consignment is 'Cancelled' and the associated **ENS Header** has a GMR in a state of 'Draft', 'Trader Input Required' or 'Open' and the TSS account has authorised the 'Auto-update GMR' function then the following will occur. Any Entry Summary Declaration and Simplified Frontier Declaration consignments in a status of 'Cancelled' will have the GMR details removed and not be included in any update of the GMR.

If there is at least one Entry Summary Declaration consignment not in 'Cancelled' status, the **GMR Detail Records** will be updated with all valid Entry Summary Declaration and Simplified Frontier Declaration consignments and included in the GMR and provided with the relevant GMR Details reference. The consignment must be in a status of 'Authorised for Movement' or 'Arrived' to pass the criteria.

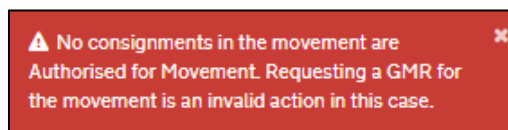
### 3.2.5 Possible reasons why you may not be able to create a GMR

#### 1. There are no authorised or arrived consignments in the movement

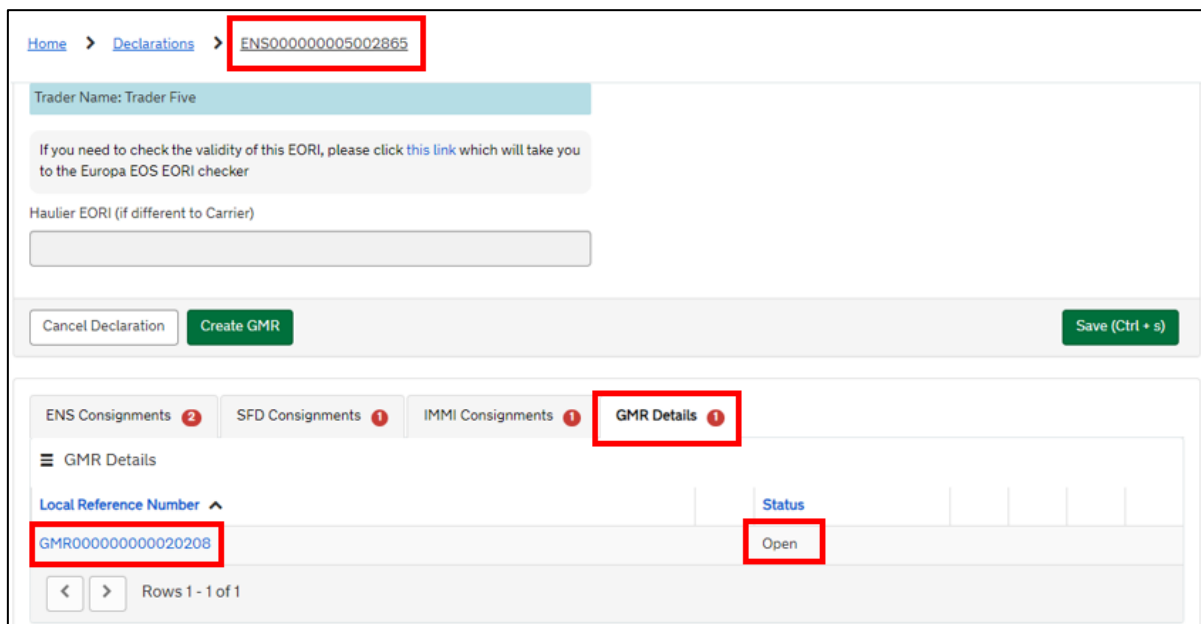
If you click **Create GMR** and either of these apply:

- No Entry Summary Declaration consignment is in a status of 'Authorised for movement' or 'Arrived'
- The SFD Consignment related to the 'AFM' or 'Arrived' ENS consignment is not in a status of 'Authorised for Movement' or its EIDR is not in a status of 'Authorised for Movement' or 'Arrived'

then the following error message is displayed:



In this case, you must ensure at least one of the associated consignments is in the state of 'Authorised for Movement' or 'Arrived' to be able to proceed with creating a GMR:



The screenshot shows the 'Declarations' page for movement ENS000000005002865. The 'Create GMR' button is highlighted in green. Below the declaration details, there are tabs for 'ENS Consignments', 'SFD Consignments', 'IMMI Consignments', and 'GMR Details'. The 'GMR Details' tab is active and shows a table with one row:

Local Reference Number	Status
GMR00000000020208	Open

The 'Local Reference Number' and 'Open' status are highlighted with red boxes in the original image.

#### 2. You have already created a GMR, and it is still active, so check the **GMR Details** tab

To monitor all updates within the TSS GMR automation process you can check the **Last update of GMR by GVMS** field in the **GMR Details** page. This will display the date and time of the last GVMS update for the relevant GMR. This enables you to check when any updates have been actioned within GVMS.



GMR000000000001183

**GMR Details**

Local Reference Number: GMR000000000001183

Status: Trader Input Required

\*Movement Header: ENS00000000192801

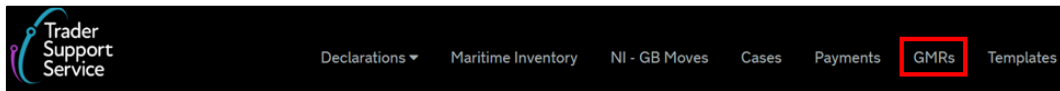
\*Arrival Date/Time: 25/08/2022 12:10:01

GMR ID: [Empty]

Last update of GMR by GVMS: 25/08/2022 12:19:21

### 3.3 GMR dashboard including inspection notifications

To enable you to monitor the status of all GMRs related to your account, you can access the GMR dashboard from the home page of your account in the TSS Portal:



This opens the following GMR dashboard screen:

Home > GMR Details Records

Select a filter using the left-side navigation

- GMR Detail Records
- All GMR Detail
- Draft GMR Detail
- Trader Input Required GMR Detail
- Processing GMR Detail
- Open GMR Detail
- Checked-In Detail
- Embarked GMR Detail
- Inspection Required GMR Detail
- Complete GMR Detail
- Pending Cancellation GMR Detail
- Cancelled GMR Detail

The dashboard provides a breakdown of the status of all GMRs related to your account. It enables you to access and monitor the status of each GMR. You can update, submit and cancel GMRs by accessing them through the dashboard.

### 3.4 GMR Detail Records

The **GMR Detail Records** list the status of all GMRs starting from 'Draft' and moving through all the stages to 'Complete' when the movement has finished.



It also lists any GMR references that have been cancelled, noting when it is 'Pending Cancellation' and when it has been 'Cancelled'. The period of 'Pending Cancellation' can be slightly prolonged if the GMR requires cancellation within the GVMS system as well as TSS. This will happen automatically but may account for a slight delay in the cancellation process while the TSS and GVMS systems exchange data.

When clicking on any of the status filters on the left-hand navigation, you are provided with a breakdown of details for each GMR in that status. The following screenshot shows GMRs in 'Open' status (or 'Ready to Check In'). This, along with any GMRs in the status 'Trader Input Required', will be those you access most often. Always check if there are any GMRs in status 'Trader Input Required', as they will need urgent attention to keep your goods moving.

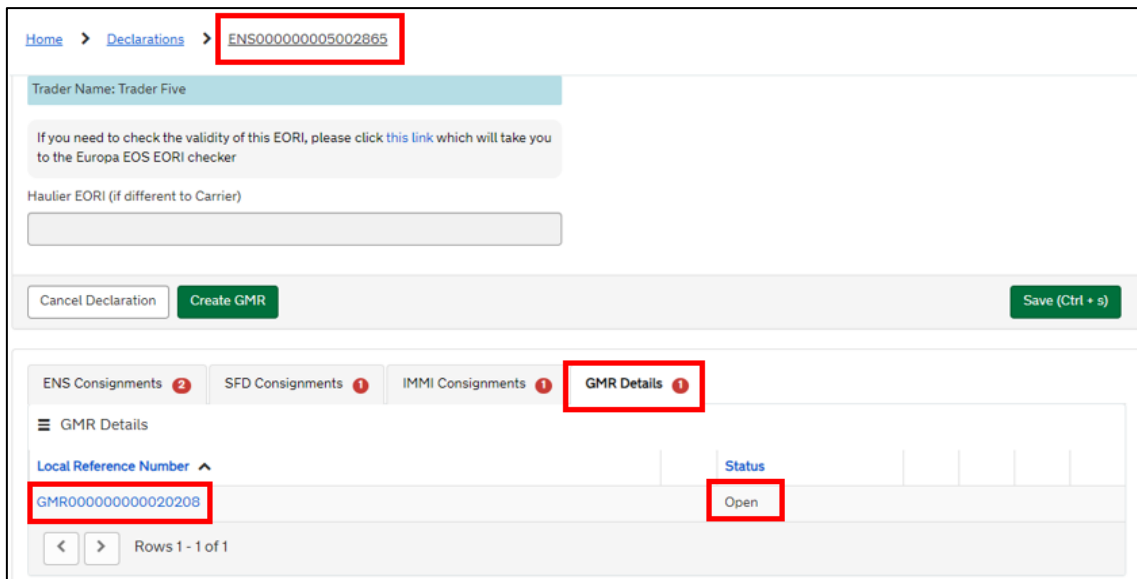
Visit the [GMR Detail Records](#) page periodically to check if any movements require inspection. More details on Inspections can be found in the [Checking inspection status through the TSS Portal](#) section of this guide.

Local Reference Number	Status	GMR ID	Last update of GMR by GVMS	Movement Header
GMR0000000000001026	Open	GMRCL0GTZWLO		ENS0000000000191630
GMR0000000000001095	Open	GMRCCWFBGPQZ		ENS0000000000191954
GMR0000000000001096	Open	GMRCF83RSLCN		ENS0000000000192046
GMR0000000000001097	Open	GMRCTLHJJNJQ		ENS0000000000192047

### 3.4.1 GMR Details

The **GMRs** tab in the TSS Portal contains a **GMR Details** section, which provides key data for each GMR reference:





- The **Local Reference Number** (the TSS GMR internal reference) enables you to access the **GMR Details** page for that movement; you are then able to edit that movement if it was in a state that allows editing
- The **Status** will indicate the current state of the respective GMR that has been requested
- The **GMR ID** is the reference issued by GVMS for your movement

This is the number that will provide access to the port/ferry. It will need to be communicated to the port either by data transfer, through the ferry booking, or by the driver by presenting the GMR ID barcode on arrival at the port.

- The **Last update of GMR** by GVMS displays the date and time of the last GVMS update for the relevant GMR
- The **Movement Header** provides the reference for the shipment  
By accessing the ENS you can find all the details and consignments that relate to that **Movement Header**.
- The **Route Description** details the route for the movement and the name of the ferry company
- The **Is Unaccompanied?** field confirms whether the movement is by an unaccompanied trailer or is an accompanied movement by truck with a driver:
  - If the movement is unaccompanied this column will show ‘Yes – the trailer will be transported on the crossing without the driver’
  - If it’s accompanied it will state ‘No – the driver will travel with the vehicle on the crossing’
- **Vehicle Registration Number** will display the registration number of the vehicle that is being used for an accompanied movement



- **Trailer Registration Numbers** will display the trailer numbers that relate to the unaccompanied movement

GMR Details					
Keyword Search					Q
Local Reference Number	Status	GMR ID	Last update of GMR by GVMS	Movement Header	Route Desc
GMR000000000001021	Open	GMRCWQFITZXH		SFD000000000142922	Cairnryan,

These columns will be updated as any new details or status is applied to your GMR. Use the horizontal scroll bar at the bottom of the right-hand list to see all details. You can also use the three-line burger icon beside the **GMR Details** text to export all details to a CSV file if you would find this more helpful.

### 3.5 GMR barcode

Once the GMR has been created within TSS and the GMR status has moved to **Open** you can access the barcode for the GMR. There is no need to access the GVMS portal to get your barcode. TSS actively discourages you from mixing the use of the GVMS portal and the TSS Portal for GMRs – if you created and/or updated the GMR in TSS, then you should use the TSS Portal to get your barcode.

You can access an Open GMR request from the declaration itself, as described in the [Getting your GMR ID and GMR Barcode ID](#) section of this guide or going through to the movement via the **GMR Detail Records** and selecting the **Local Reference Number** of the GMR reference in **Open** status (see below).

The screenshot shows the TSS portal interface. At the top, the breadcrumb navigation is 'Home > Declarations > ENS000000000194584'. Below this, there are tabs for 'Consignment Information' and 'GMR Details'. The 'GMR Details' tab is active, showing a table with columns: 'Local Reference Number', 'GMR ID', and 'Status'. The first row shows 'GMR000000000001251', 'GMRCSSVJSWWD', and 'Open'. Below this, there is a section for 'GMR Details Records' with a list of record types on the left and a table of records on the right. The 'Open GMR Detail' record type is selected. The table of records has columns: 'Local Reference Number', 'Status', 'GMR ID', 'Last update of GMR by GVMS', and 'Movement Header'. The first row of records shows 'GMR000000000001026', 'Open', 'GMRCLOGTZWLO', and 'ENS000000000191630'.

### 3.5.1 Updating submitted GMRs

You can update submitted GMRs that are in the status:

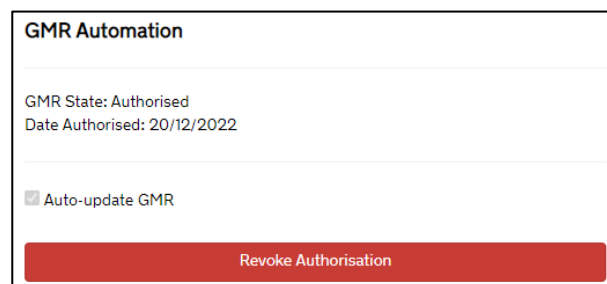
- 'Trader Input Required'
- 'Open'

You will access the Open GMRs in order to:

- Check or update the transport details, and/or
- Update the authorised consignments included in the GMR

Consignments will update automatically providing the 'Auto-update GMR' function is authorised as described in the [Create a GMR for your goods movement using the GMR automated process within TSS](#) section of this guide.

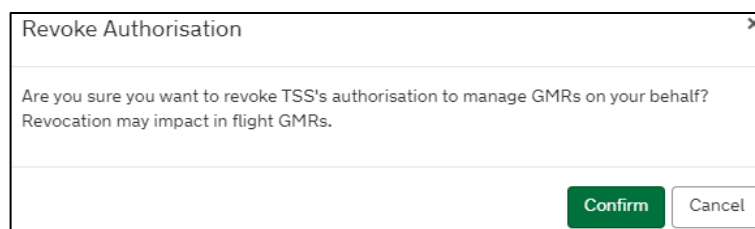
### 3.5.2 Revoke Authorisation



The screenshot shows a window titled "GMR Automation". It contains the following text: "GMR State: Authorised" and "Date Authorised: 20/12/2022". Below this is a checkbox labeled "Auto-update GMR" which is checked. At the bottom of the window is a red button labeled "Revoke Authorisation".

On selecting [Revoke Authorisation](#) in your Company Profile, a pop-up box appears with the following question: 'Are you sure you want to revoke TSS's authorisation to manage GMRs on your behalf? Revocation may impact in flight GMRs.'

The options are [Confirm](#) or [Cancel](#):



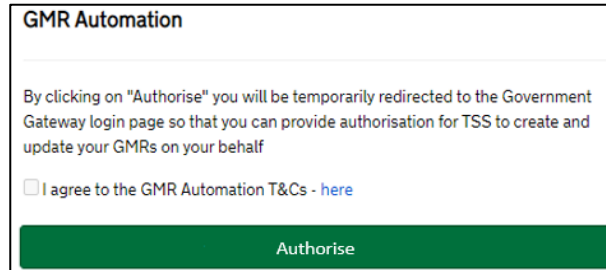
The screenshot shows a pop-up box titled "Revoke Authorisation" with a close button (X) in the top right corner. The text inside the box reads: "Are you sure you want to revoke TSS's authorisation to manage GMRs on your behalf? Revocation may impact in flight GMRs." At the bottom right of the box are two buttons: "Confirm" (green) and "Cancel" (white).

If you select [Cancel](#) you will be returned to the Company Profile page with no action or status changed.

By selecting [Confirm](#), the authorisation will be reversed, and the 'authorisation' status will return to [Authorise](#). Any stored GMRs created prior to revoking will remain in TSS, which

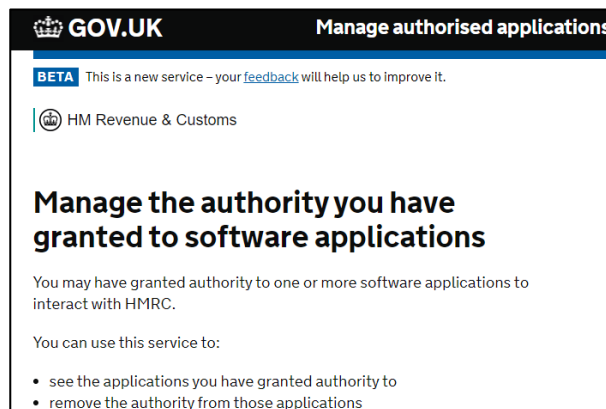


users can view. They will not be able to create any new GMR records. If you need to view a GMR after revoking the function, contact TSS by raising a case using the 'Get Help' facility. By revoking authorisation, you will also cancel the 'Auto-update GMR' function. If you wanted to re-authorise this function, you need to re-activate 'GMR Automation'.

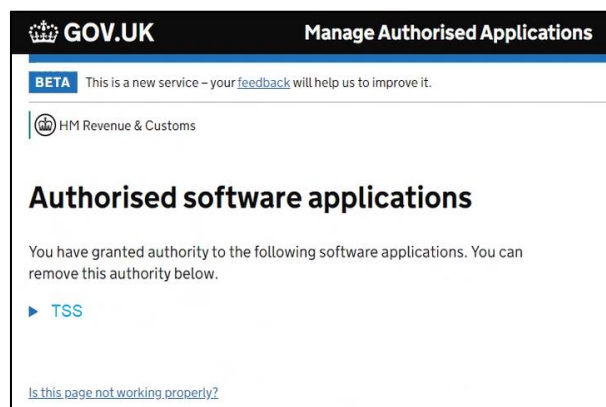


You will be taken to a new window for the Government Gateway to revoke the permission you granted to TSS via [GOV.UK](https://www.gov.uk).

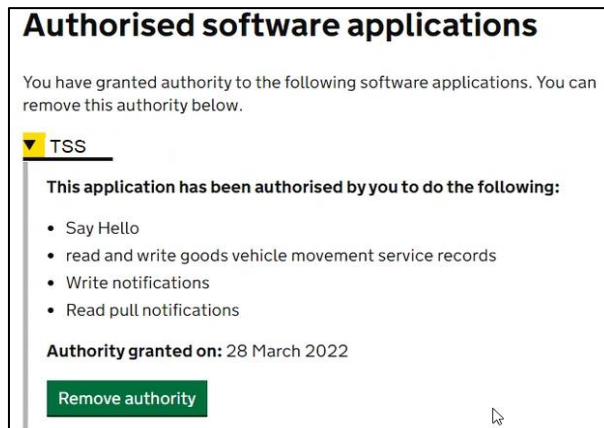
Once you have followed the link above you will be presented with this screen:



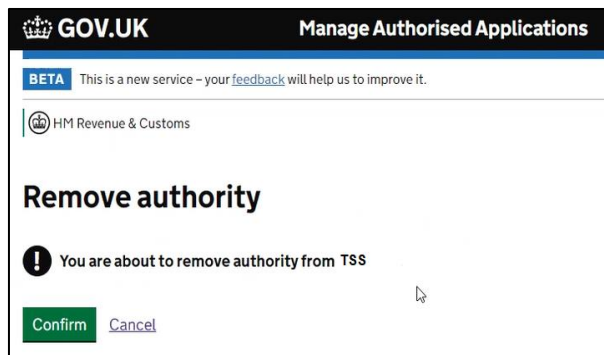
Click **Continue** to move to this screen:



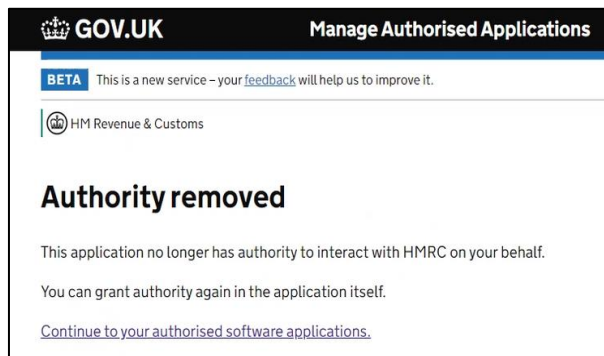
Again, click **Continue**:



Click [Remove authority](#) to move to this screen:



When you click [Confirm](#) you will see this confirmation screen:



At this point you will have revoked the GMR authorisation that had been granted to TSS.

### 3.6 Notifications to non-TSS registered contacts for details of a GMR

There are prompts within the [GMR Detail Records](#) to add contact details of parties not presently registered on the TSS account. You can decide who should receive details for GMRs, such as the [GMR ID](#), barcode, status updates and inspection notifications.



If the **ENS Header**, connected to the GMR, has a **Carrier EORI** not registered on TSS and no **Haulier EORI** is entered, or the **Haulier EORI** is provided but it is also not registered on TSS, then the below green pop-up is displayed in the relevant **GMR Detail Records**:

If you would like your non-TSS registered haulier to be informed then please add their email in the external contacts

As well as the above message, you will receive a prompt to add an external contact if you are moving an unaccompanied trailer. This will appear below the **Is Trailer Unaccompanied?** field of the Transport Details section of the **GMR Detail Records**:

**Transport Details**

<p>* Is Trailer Unaccompanied?</p> <p>Yes - the trailer will be transported on the crossing without the driver</p> <div style="border: 2px solid red; padding: 2px; margin-top: 5px;">                     The transport is unaccompanied. If you would like the NI side driver to be informed the please add their email in the external contacts                 </div> <p>Inspection Required</p> <p>-- None --</p>	<p>Vehicle Registration Number</p> <p>Trailer Registration Numbers</p> <p>MB123456</p>
--	--

This is to highlight the function that allows you to add contact details of a NI-based driver who will be collecting your trailer and will need to check if the movement has been called for an inspection.

**Note:** If your trailer is accompanied no messaging prompt will be displayed.

To add contact details for a non-TSS-registered party into a GMR you need to access the **External Contact** box at the bottom of the **GMR Details** page:

GMR000000000001720

**GMR Details**

Local Reference Number	Status
GMR000000000001720	Draft
* Movement Header	* Arrival Date/Time
ENS00000000204037	28/04/2023 15:46:30
GMR ID	Last update of GMR by GVMS
* Route ID	
Avonmouth, Warrenpoint, Cronus	
<b>Transport Details</b>	
* Is Trailer Unaccompanied?	* Vehicle Registration Number
No - the driver will travel with the vehicle on the crossing	R16-S47-GMR-5151-011
Inspection Required	Trailer Registration Numbers
-- None --	

ENS Consignments 1    SFD Consignments 1    External Contact



It is not mandatory to add a contact to the related **External Contact** field.

The **External Contact** field is only editable when the **GMR Details** record is in the following states: **'Draft'**, **'Open'**, **'Trader Input Required'** or **'Checked In'**.

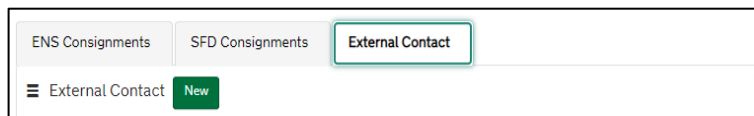
It is not editable when the status of the GMR has moved to either **'Embarked'** or **'Complete'**.

For the status **'Embarked'**, adding a haulier or driver's email at this stage would be too late to be updated if an **'Inspection Required'** notification is issued.

For the status of **'Checked In'**, the GB side driver would have already been informed of the GMR, but at this point it is still possible for the NI side driver to be updated.

The **External Contact** details are visible to the submitter of the GMR and any contacts on the submitter account. They will not be visible to any other parties on these accounts who have 'read only access' to the GMR, including those agents/intermediaries acting as the account holder.

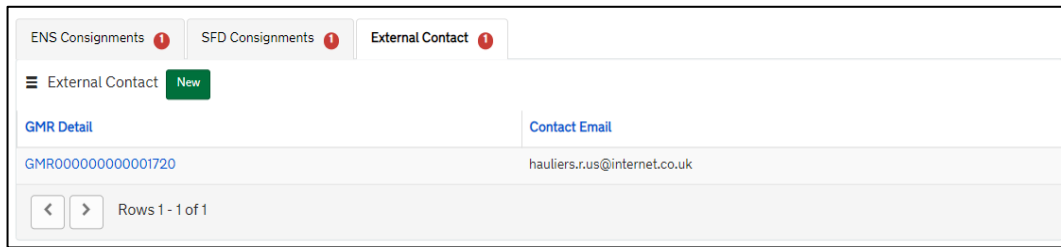
To enter contact details, click on the **External Contact** button and then press the **New** tab to open a new window:



Then enter the **Contact Email** address:

Then click **Save (Ctrl + s)** to confirm the details.

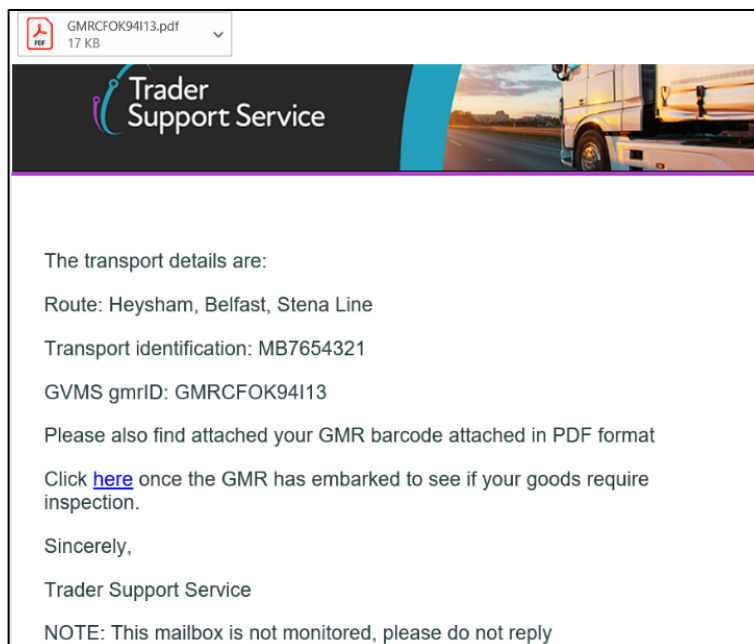
Once you've saved the details the contact will appear in the **External Contact** list for the relevant GMR. The user can then add additional contacts by creating a further new entry:



Emails will be issued to the external contacts when an **‘Open’** GMR’s transport details change. So, if any of the following change, an update with the new details will be issued:

- The **Route ID**
- Whether the movement is ‘Accompanied’ or ‘Unaccompanied’
- The **Vehicle Registration Number**
- The **Trailer Registration Number**

The email will list any change and include the **GMR ID** and a PDF of the barcode, plus a link to the driver inspection portal on [GOV.UK](http://GOV.UK).



This is to ensure any relevant external contacts receive all the key details for a GMR.

An email will also be sent if the GMR transitions to **‘Pending Cancellation’** prior to being cancelled. If the GMR moves into a state of **‘Inspection Required’** an email will be sent to confirm the need to attend an inspection and will provide the details relating to the inspection, such as the agency requesting the inspection or the location.





## 4 Step-by-step GMR creation via the GVMS System

### 4.1 What information do I require to create a GMR in the GVMS system?

To create a GMR using the GVMS service, the transport details and declaration references generated on TSS are required. These will be entered manually into the GVMS system.

#### 4.1.1 Movement Reference Number (MRN)

The MRN is a declaration identification number that is created each time a declaration is submitted for importing or exporting goods. The number generated is bespoke, allowing your goods to be uniquely linked to you. As such, it forms an important part of the audit process for your declarations.

Creating an Entry Summary Declaration in TSS will generate an Entry Summary Declaration MRN and a Simplified Frontier Declaration MRN.

For an EIDR movement, an Entry Summary Declaration MRN and the 'TSS EORI number' (which acts as a Simplified Frontier Declaration MRN) will be generated.

The Entry Summary Declaration MRN and the Simplified Frontier Declaration MRN (or the TSS EORI number, when applicable) for the consignments being moved are required to generate a GMR on GVMS.


#### 4.1.2 TSS email

Once an Entry Summary Declaration is successfully submitted on TSS and has achieved '**Authorised for Movement**' status, TSS will send an email containing the appropriate **MRN** references for the Entry Summary Declaration and the respective Simplified Frontier Declaration.

For more information on how to complete Entry Summary Declaration on TSS, see the [ENS Step-by-step guide: Standard Process and Consignment First Process](#) guide on NICTA.

The **ENS MRN will begin with the year it was generated (for example 22 for 2022), followed by 'XI'**. Here is an example of the reference sent by TSS via email (the reference is highlighted with the red box):





Hello Trader,  
The following Entry Summary, Safety and Security (ENS) declaration and Simplified Frontier Declaration (SFD) are now Authorised for Movement, please ensure ALL consignments associated to your vehicle are Authorised ~~for Movement before departing~~.

ENS MRN: 22XI10I01234567891 SFD MRN: GB028399684000

Please note, you must enter every consignment for which you have received an email with an SFD Movement Reference Number (MRN) to your Goods Movement Reference (GMR).

**Header:**  
Client Job Number: [SFD000000000143505](#)  
Arrival Date/Time: 11/08/2022 16:46:48 BS  
Identity Number of Transport: EOH5678  
Carrier EORI: GB000012340002

**Consignment:**  
Local Reference Number: [DEC000000000338624](#)  
Consignor EORI: GB000012340002  
Consignee EORI: GB000012340002  
Transport Document Number: TDN00011

**Trader Reference:**  
Please note, the importer declared on the ENS, GB000012340002 is TSS registered and uses simplified frontier declarations (SFDs) for movements. TSS will generate an SFD and supply the resulting MRN after the ENS has been successfully authorised for movement.  
Please note submission of this declaration means you will be responsible for completing a Supplementary Declaration. This must be completed by the 4th working day of the month following goods movement.  
For more information on Supplementary Declarations, please review [this guide](#) on the NICTA website.  
For more information on ENS, please review [this guide](#) on the NICTA website.  
For more information on GMR/GVMS, please review [this guide](#) on the NICTA website.  
If you require assistance with this [declaration](#) please contact the TSS contact desk on 0800 060 8888.

Sincerely,  
Trader Support Service

If applicable (for an EIDR movement), TSS will also send the 'TSS EORI number' (GB028399684000) as the MRN for the EIDR movement (highlighted with green box in the image above).

**Note:** For the purposes of GVMS, ignore all references on the email that begin with 'ENS', 'SFD' and 'DEC', as these are not your MRN and therefore should not be used to generate your GMR. Also ignore any reference to the 'Consignor EORI' or 'Consignee EORI'.

#### 4.1.3 Customs declaration MRN

Your customs declaration reference (Simplified Frontier Declaration MRN or Full Frontier Declaration MRN) will be sent by TSS, via email, once your customs declaration has been successfully submitted on TSS and is in '**Authorised for Movement**' status for Simplified Frontier Declarations or '**Awaiting Arrival**' status for Full Frontier Declarations.

For more information on how to complete the above declarations, see the following guides on NICTA:

- [ENS Step-by-step guide: Standard Process and Consignment First Process](#)
- [Full Frontier Declaration: Step-by-step guide](#)




For most movements, the Simplified Frontier Declaration will be auto-created by TSS once the Entry Summary Declaration has been successfully submitted.

The email sent by TSS will contain the ENS MRN and the Simplified Frontier Declaration MRN will be listed in the email.

- The ENS MRN begins with the year it was generated (for example 22 for 2022), followed by XI
- The Simplified Frontier Declaration MRN begins with the year it was generated (22 for 2022), followed by GB, usually when consignments of controlled goods have been declared (under a Simplified Frontier Declaration or a Full Frontier Declaration)

Here is an example of the MRN references sent by TSS via email:

- ENS MRN reference (22XI08101234567891) – highlighted by the red box in the screenshot
- SFD MRN reference (22GB8U3SGLOWDCHAR2) – highlighted by the green box in the screenshot


 Hello Trader,  
 The following Entry Summary, Safety and Security (ENS) declaration and Simplified Frontier Declaration (SFD) are now Authorised for Movement, please ensure ALL consignments associated to your vehicle are Authorised for Movement before departing.

ENS MRN: 22XI08101234567891
SFD MRN: 22GB8U3SGLOWDCHAR2

Please note, you must enter every consignment for which you have received an email with an SFD Movement Reference Number (MRN) to your Goods Movement Reference (GMR).

**Header:**  
 Client Job Number: [SFD00000000143512](#)  
 Arrival Date/Time: 12/08/2022 15:47:18 BST  
 Identity Number of Transport: R12 Regression  
 Carrier EORI: GB000012340005

**Consignment:**  
 Local Reference Number: [DFC00000000338649](#)  
 Consignor EORI: GB000012340005  
 Consignee EORI: GB000012340005  
 Transport Document Number: R12 Regression  
 Trader Reference:

Please note, the importer declared on the ENS, GB000012340005 is TSS registered and uses simplified frontier declarations (SFDs) for movements. TSS will generate an SFD and supply the resulting MRN after the ENS has been successfully authorised for movement.

Please note submission of this declaration means you will be responsible for completing a Supplementary Declaration. This must be completed by the 4th working day of the month following goods movement.

For more information on Supplementary Declarations, please review [this guide](#) on the NICTA website.

For more information on ENS, please review [this guide](#) on the NICTA website.

For more information on GMR/GVMS, please review [this guide](#) on the NICTA website.

If you require assistance with this [declaration](#) please contact the TSS contact desk on 0800 060 8888.

Sincerely,  
 Trader Support Service



For subsequent steps, you will require the MRN from the Entry Summary Declaration, and the MRN from the customs declaration (Simplified Frontier Declaration or Full Frontier Declaration) to generate your GMR in GVMS.

If moving goods using a Full Frontier Declaration, you can access the associated MRN for the **Awaiting Arrival** declaration on the TSS Portal:

Declarations ▾ Maritime Inventory NI - GB Moves Cases Payments GMRs Templates Company Profile

Home > **View Declarations** Search all Declarations

### View Declarations

Quick Filters

Pre-movement to-dos				Post-movement to-dos			
Entry Summary Declarations (ENS): Draft	Entry Summary Declarations (ENS): Input Required	Full Frontier Declarations (FFD): Input Required	Simplified Frontier Declarations (SFD): Input Required	Supplementary Declarations (SD): Draft	Supplementary Declarations (SD): Input Required	Supplementary Declarations (SD): Overdue	Supplementary Declarations (SD): Pending payment
2950	413	560	1389	6028	1203	7029	55

Select Type and Status to view Declarations

Declaration Type	Declaration Status
ENS Declarations (by movement)	Draft FFD Declarations
ENS Declarations (by consignment)	Input Required FFD Declarations
SFD Declarations (by movement)	Amendment Required FFD Declarations
SFD Declarations (by consignment)	Processing FFD Declarations
Supplementary Declarations (by consignment)	Amendment Processing FFD Declarations
<b>Full Frontier Declarations (by consignment)</b>	Pending Confirmation FFD Declarations
	Pending Payment FFD Declarations
	<b>Awaiting Arrival FFD Declarations</b>
	Arrived FFD Declarations

Home > Declarations > FFD000000000007796

FFD0000000000007796

Full Frontier Declaration

Local Reference Number: FFD000000000007796

Movement Reference Number: **22GBBT50KJ3UEZDAR2**

Status: **Awaiting Arrival**

\* Goods Domestic Status: NIIMP (Non-UK domestic status goods)

#### 4.1.4 If you have not received an email from TSS for the goods movement MRN/EORI

If you have not received a customs declaration email for your goods movement containing an MRN/EORI, this could be for one of the following reasons:

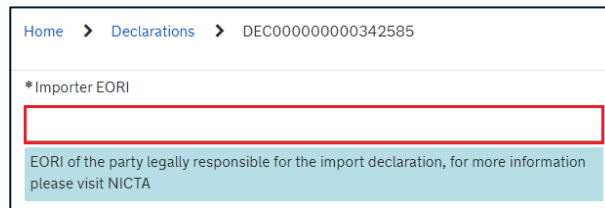
- **The declaration requires the trader’s input before being authorised for the movement (resolving an error code or making a payment for the Full Frontier Declaration)**

**Solution:** Return to the TSS Portal to check and amend information before moving the goods. You can review the declaration (Simplified Frontier Declaration/Full Frontier Declaration) to correct any errors.

- **The importer is not registered with TSS**

**Solution:** As a haulier you should ensure your trader is registered with TSS, or that they will submit their own import declarations (outside TSS) and provide you with the MRN.

**NOTE:** TSS will validate whether the importer is registered on TSS through the mandatory field **Importer EORI** entered on the Entry Summary Declaration form. The haulier should ensure this field reference is accurate and compliant (see [GOV.UK](https://www.gov.uk)).



Home > Declarations > DEC000000000342585

\*Importer EORI

EORI of the party legally responsible for the import declaration, for more information please visit NICTA

If the importer does not have a compliant EORI registered in TSS, the haulier must submit an 'Entry Summary Declaration Only' declaration and the importer must complete the required customs declarations outside of TSS.

If a trader submits (outside of TSS) their own import declaration for the consignment, you (the carrier) would require the import declaration MRN directly from the trader before moving.

**You must not move any consignments unless you receive a Simplified Frontier Declaration notification email from TSS that your goods in the consignment are 'Authorised for Movement'.**

## 5 Create a GMR directly in the GVMS system

You can create a GMR directly in the GVMS system. However, **this will require carrying over data from your TSS declaration manually to the GVMS portal**. You will need to create a GMR in GVMS if you have Entry Summary Declaration or Simplified Frontier Declaration consignments that have been created outside of TSS.

You should not be using both the TSS and GVMS portals for one movement. Only work within one portal. Details on how to create a GMR under this scenario are as follows:

### 5.1 Access the GVMS system

1. Navigate to the GVMS web portal on [GOV.UK](https://www.gov.uk) and scroll down the homepage to the **Start Now** button under the **Get a goods movement reference** heading:

### Get a goods movement reference

You'll need the Government Gateway user ID and password you used when you [registered for the Goods Vehicle Movement Service](#).

[Start now >](#)

2. Click the **Start now** button and sign into the GVMS portal using your Government Gateway user ID and password

## Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

[Sign in](#)

## 5.2 Create and edit a new GMR form

Once signed into your GVMS account you will see your GMR dashboard, and a list of all the GMRs you have created to date.

1. To create a new GMR, click the **Create a new GMR** button. If you would like to edit an existing draft GMR, click the blue **Goods movement reference ID** of the relevant GMR:

### Get a goods movement reference (GMR)

If you do not make any updates within 28 days, your goods movement reference will expire and you cannot use it.

[Create a new GMR](#)

Sort by

Goods movement reference ID	Vehicle or trailer number	Planned route	Departure time and date	Status
<a href="#">GMR G FRAY RW2V</a>				Draft
<a href="#">GMR O LEJF ME2G</a>	HT68 EER	Tyne to Amsterdam	7:20pm on 25 January	Draft Contains errors
<a href="#">GMR I MEER WF7B</a>	GH66 BNG	Rosslare to Fishguard	5:40pm on 25 January	Complete

2. After pressing the **Create a new GMR** button you will see the following screen, asking for the direction of the movement of your goods. Select and confirm the direction of movement. Click the **Continue** button:

### Where is this crossing going from and to?

From a port in the European Union (EU) or Norway into Great Britain (England, Scotland and Wales)

From Great Britain into a port in the EU

From Great Britain into Northern Ireland

From Northern Ireland into Great Britain

[Continue](#)

The system will ask you to recheck the route before it moves to the next screen.

### 5.3 Create a draft GMR

Selecting and confirming the direction of movement will create a draft GMR, which you must then update with information about the movement. To do so, click the **Continue** button:

## Your draft goods movement reference (GMR) has been created

You can only use a draft GMR to make transport bookings. You must complete your GMR to use it for moving goods.

Your draft GMR is: **GMR C 0000 FETI**

### Add more information to this draft to complete your GMR

This can be done at any time before you travel, but you will need to leave enough time to gather all the information needed.

### Check the status of your completed GMR

Track the progress of your GMR by checking its latest status on the dashboard, for example, to see if it has been checked in, or embarked.

You must check the status of your GMR and correct any errors before travelling to the port.

▶ [If you are moving goods under the Common Transit Convention \(CTC\)](#)

[Continue](#)

[Go back to the dashboard](#)

[Is this page not working properly? \(opens in new tab\)](#)

## 5.4 Provide movement details

You will be asked to provide information about the movement: about your crossing, about your vehicle, and about your declarations.

### Update GMR O AJTM IM90 direction: GB to NI

**1. About your crossing**

[Select the planned route](#) Completed

---

**2. About your vehicle**

[Confirm if the driver will travel with the vehicle](#) Not started

Enter unit reference numbers Cannot start yet

---

**3. About your declarations**

[Confirm if the vehicle contains goods](#) Not started

Enter declaration reference numbers Cannot start yet

---

**Complete your goods movement reference**

You must complete all of the sections relevant to this crossing before you go to the port.

---

If a section is marked completed then the answers are stored.

[Go back to dashboard](#)

[Delete this goods movement reference](#)

1. In section **1. About your crossing** click on the [Select the planned route](#) hyperlink, and input details of the route you or your driver will take when moving the goods:

Section 1: About your crossing

### Select the planned route

Select the ports for the crossing that this goods movement reference applies to.

Select a port of departure

Select a port of arrival

[Continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

2. In section **2. About your vehicle**, you can provide information about the vehicle being used to move your goods. Click on each of the blue hyperlinks:



2. About your vehicle	
Confirm if the driver will travel with the vehicle	Not started
Enter unit reference numbers	Cannot start yet

First, you will need to confirm that the driver will travel with the vehicle:

Section 2: About your vehicle

### Confirm if the driver will travel with the vehicle on the crossing

Yes, the driver will travel with the vehicle  
 No, the trailer will be left at the port

[Continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

You will be asked for the **vehicle registration number** of the vehicle moving the goods:

Section 2: About your vehicle

### Enter the vehicle registration number

You can find this on the number plate, or licence plate of the vehicle bringing the goods to the port.

[Continue](#)

[Is this page not working properly? \(opens in new tab\)](#)

If the driver is not accompanying the load, instead of the **vehicle registration number** you will be asked to provide the following (if applicable): the **trailer number** and the **container reference number**.

#### Enter a trailer number (optional)

You can add up to two trailers to this movement. You must add all trailers associated with this crossing.

Trailer 1:

Trailer 2:

#### Enter a container reference number (optional)

You can add up to two container reference numbers. Leave this field empty if you are not moving containers.

Container 1:

Container 2:

[Continue](#)

3. In section **3. About your declarations** click **Confirm if the vehicle contains goods**:

**3. About your declarations**

<a href="#">Confirm if the vehicle contains goods</a>	Not started
<a href="#">Enter declaration reference numbers</a>	Cannot start yet

Section 3: About your declarations

### Confirm if the vehicle contains goods

Yes, the vehicle contains goods

No, the vehicle is empty

[Continue](#)

Select the appropriate option and click the **Continue** button. You will then be asked **Is the vehicle being moved under a transport contract?** Select either 'Yes' or 'No' and click the **Continue** button.

Section 3: About your declarations

### Is the vehicle being moved under a transport contract?

A transport contract, or contract of carriage, is an agreement between a carrier and a shipper or passenger. It sets out each party's duties and rights.

Yes  No

[Continue](#)

## 5.5 Adding declaration references

After completion of the first part of your draft GMR, you will be presented with the following screen. Choose the type of declaration you need to add to your GMR. The steps below will help select which option is appropriate for your GMR.

Section 3: About your declarations

### Add a declaration

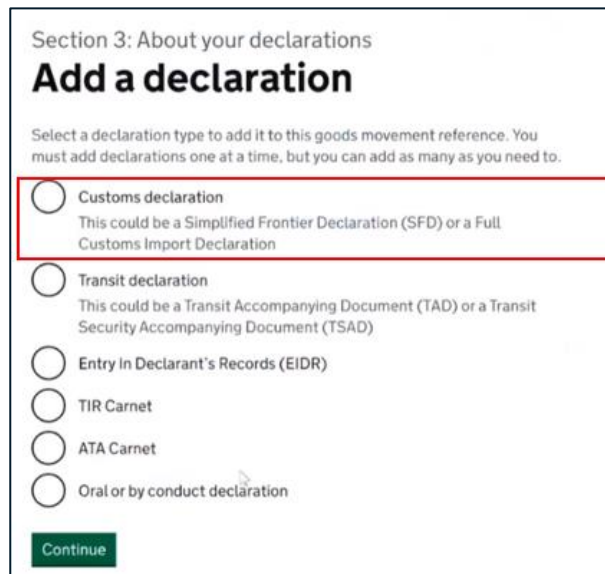
Select a declaration type to add it to this goods movement reference. You must add declarations one at a time, but you can add as many as you need to.

- Customs declaration  
This could be a Simplified Frontier Declaration (SFD) or a Full Customs Import Declaration
- Transit declaration  
This could be a Transit Accompanying Document (TAD) or a Transit Security Accompanying Document (TSAD)
- Entry In Declarant's Records (EIDR)
- TIR Carnet
- ATA Carnet
- Oral or by conduct declaration

[Continue](#)

You will need to add the declaration references, both **Entry Summary Declaration** and **customs declaration**, for each consignment being moved. The selection that you make depends on what reference information TSS has provided you with in the email correspondence described in the [What information do I require to create a GMR?](#) section of this guide.

- If the **Simplified Frontier Declaration MRN** in the TSS customs declaration (either **Simplified Frontier Declaration** or **Full Frontier Declaration**) email notification begins 'YYGB' ('22GB' if the declaration was created in the year 2022), select the **Customs declaration** option shown and click **Continue**



Section 3: About your declarations

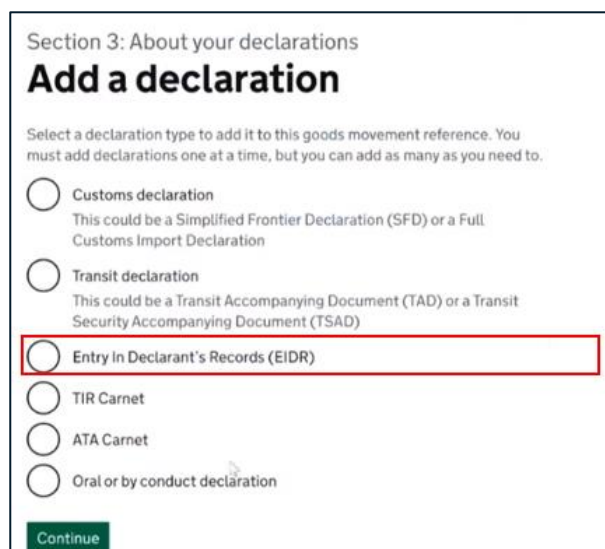
## Add a declaration

Select a declaration type to add it to this goods movement reference. You must add declarations one at a time, but you can add as many as you need to.

- Customs declaration  
This could be a Simplified Frontier Declaration (SFD) or a Full Customs Import Declaration
- Transit declaration  
This could be a Transit Accompanying Document (TAD) or a Transit Security Accompanying Document (TSAD)
- Entry In Declarant's Records (EIDR)
- TIR Carnet
- ATA Carnet
- Oral or by conduct declaration

[Continue](#)

- If you received the 'TSS' **EORI number** in these emails beginning with 'GB', select the **Entry in Declarant's Records (EIDR)** option and click **Continue**



Section 3: About your declarations

## Add a declaration

Select a declaration type to add it to this goods movement reference. You must add declarations one at a time, but you can add as many as you need to.

- Customs declaration  
This could be a Simplified Frontier Declaration (SFD) or a Full Customs Import Declaration
- Transit declaration  
This could be a Transit Accompanying Document (TAD) or a Transit Security Accompanying Document (TSAD)
- Entry In Declarant's Records (EIDR)
- TIR Carnet
- ATA Carnet
- Oral or by conduct declaration

[Continue](#)



- If you are **moving goods on Transit** and have a **Transit LRN** then take this to the Office of Declaration (located at the port or nearby)

On providing the **Transit LRN** you'll be issued with a **Transit Accompanying Document (TAD)** from the Office of Departure and a **Transit MRN** that begins with 'YGB' ('22GB' if the declaration was created in the year 2022). Select **Transit declaration** and click **Continue**.

Section 3: About your declarations

### Add a declaration

Select a declaration type to add it to this goods movement reference. You must add declarations one at a time, but you can add as many as you need to.

Customs declaration  
This could be a Simplified Frontier Declaration (SFD) or a Full Customs Import Declaration

Transit declaration  
This could be a Transit Accompanying Document (TAD) or a Transit Security Accompanying Document (TSAD)

Entry In Declarant's Records (EIDR)

TIR Carnet

ATA Carnet

Oral or by conduct declaration

**Note:** For the other options – 'TIR Carnet', 'ATA Carnet' and 'Oral by conduct declaration' – see [Appendix 1](#) in this guide.

## 5.6 Next steps if you are moving goods on Transit

Select the declaration type: **Transit Declaration**.

Section 3: About your declarations

### Add a declaration

Select a declaration type to add it to this goods movement reference. You must add declarations one at a time, but you can add as many as you need to.

Customs declaration  
This could be a full combined export declaration, an export or transhipment Memorandum of Understanding (MOU), or a simplified frontier declaration (SFD)

Transit declaration  
This could be a Transit Accompanying Document (TAD) or a Transit Security Accompanying Document (TSAD)

TIR Carnet

ATA Carnet

Next, you will have received details from the TSS case for your transit movement, either in the case or via an email from the case of your Transit LRN. This will need to be presented to the Office of Departure (at the port or nearby) to be converted to a TAD and Transit MRN as



your **Movement Reference Number**. The number starts with the last two digits of the specific year, for example 22GB for 2022, and is printed below the barcode on the TAD.

1 REGIME T1		MRN  22GB000126136A7152
3 Forms 001   002		
5 Items 3	6 Total Packages 52	LRN CS000000500135
Return copy has to be sent to the office: GB000126		

Enter the number and select **Transit Accompanying Document (TAD)** to confirm the type of document:

### Enter a transit Movement Reference Number (MRN)

It is 18 characters in the format 2 numbers then 2 letters followed by 14 numbers or letters. For example, 12AB12345678910111

**Confirm the type of document**

Transit Accompanying Document (TAD)

Transit Security Accompanying Document (TSAD)

## 5.7 Adding consignment data

You will now see your declaration added to your draft GMR, showing both the Entry Summary Declaration reference number and customs declaration or transit declaration reference number:

Section 3: About your declarations

### You have added 1 declaration

[Help with errors](#)

Type	Reference	Safety and security	
Customs declaration	<input style="border: 2px solid red;" type="text" value="22GB1M95J0QSLRMQR0"/>	<input style="border: 2px solid red;" type="text" value="22XIO9IO1234567892"/>	<a href="#">Change</a>   <a href="#">Remove</a>

You must add declarations for all goods on this crossing.

[Add another declaration](#)

[Is this name not working or empty? \(opens in new tab\)](#)

If you are moving multiple consignments within the same vehicle, you will need to add each one to the GMR. To do this, click the **Add another declaration** link and repeat the steps outlined in the [Adding declaration references](#) section of this guide.

**NOTE:**

- Each consignment added should reference the unique EORI or MRN in the customs declaration email you received
- You need to add an Entry Summary Declaration reference for every consignment
- You can attach more than one Entry Summary Declaration number to the same Simplified Frontier Declaration EORI

## 5.8 Adding non-TSS consignments

If you are also carrying goods under declarations that TSS has not processed for you, you must include all these declarations separately on the GMR.

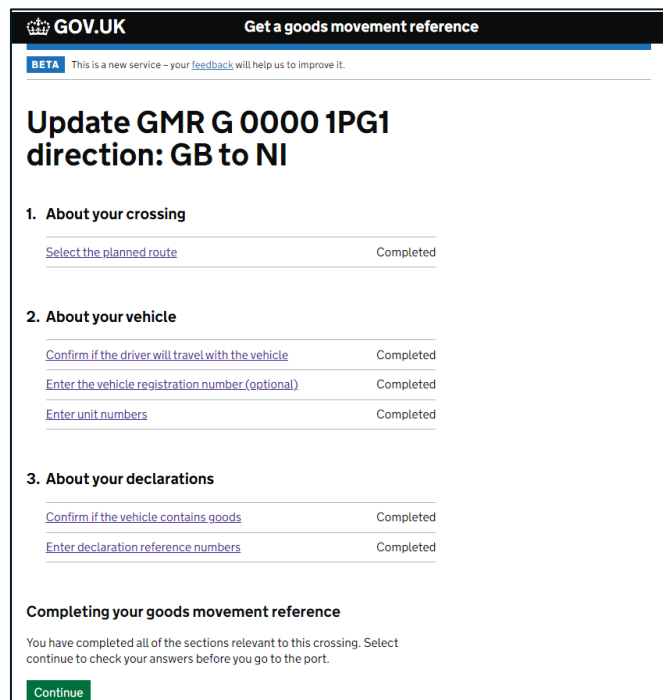
**Note:** If you have created a GMR via TSS and need to add non-TSS consignments then this GMR needs to be cancelled within TSS. You should create the GMR for these types of loads directly on GVMS.

Depending on the movement type, you will need to add the relevant declaration to the GMR for each additional consignment. This could include customs declaration MRNs, Transit Declaration MRNs, TIR Carnet or ATA Carnet.

For each declaration you will also need to add the relevant Entry Summary Declarations.

## 5.9 Finalising and submitting the draft GMR

Once all your consignment declarations have been added to the draft GMR, click the **Continue** button. You can now review your GMR.



**GOV.UK** Get a goods movement reference

**BETA** This is a new service - your [feedback](#) will help us to improve it.

### Update GMR G 0000 1PG1 direction: GB to NI

- 1. About your crossing**
  - [Select the planned route](#) Completed
- 2. About your vehicle**
  - [Confirm if the driver will travel with the vehicle](#) Completed
  - [Enter the vehicle registration number \(optional\)](#) Completed
  - [Enter unit numbers](#) Completed
- 3. About your declarations**
  - [Confirm if the vehicle contains goods](#) Completed
  - [Enter declaration reference numbers](#) Completed

**Completing your goods movement reference**

You have completed all of the sections relevant to this crossing. Select continue to check your answers before you go to the port.

[Continue](#)



If you do not accurately complete this process by providing the correct MRNs/EORI for your consignments, your goods will not be marked as arrived. **In this instance, TSS will not begin the Supplementary Declaration process for those moving goods on a Simplified Frontier Declaration and will not mark the declaration as closed for those moving goods on a Full Frontier Declaration.**

**NOTE:** As you need to present your GMR number and barcode at the port for scanning, it must be either:

- Printed
- On a smartphone

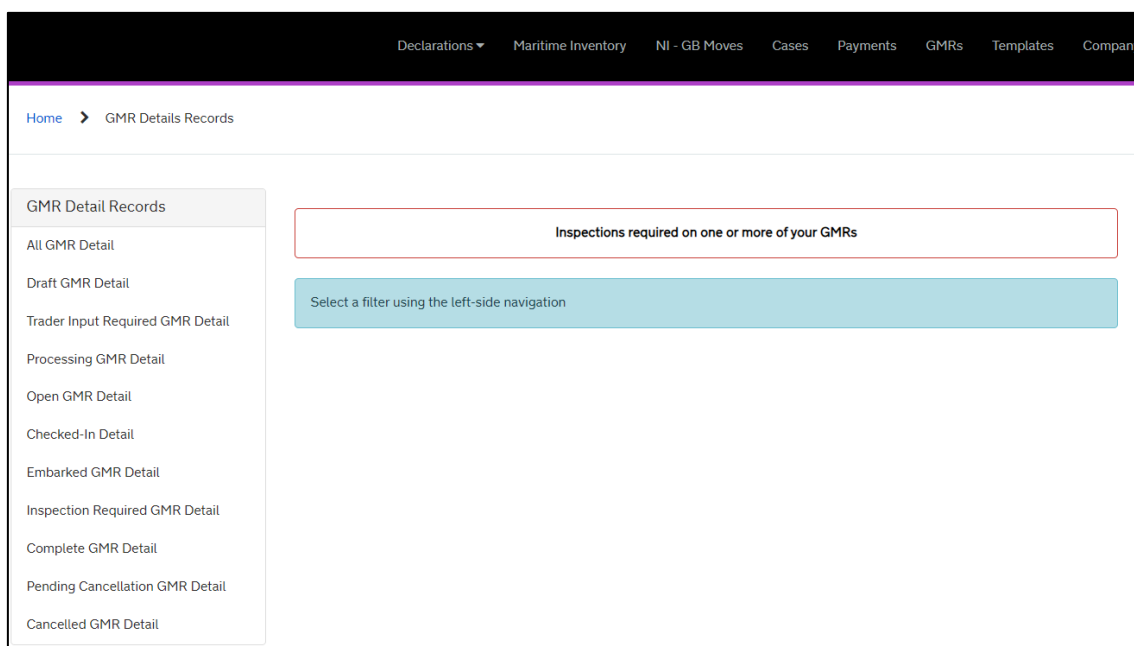
## 6 How to check for an inspection notification?

Some shipments may be selected for inspection. After the RoRo ferry has embarked, the driver needs to check if an inspection is required for the shipment. They need to do this by using the 'Check if you need to report for an inspection' service on [GOV.UK](https://www.gov.uk).

### 6.1 Checking inspection status through the TSS Portal

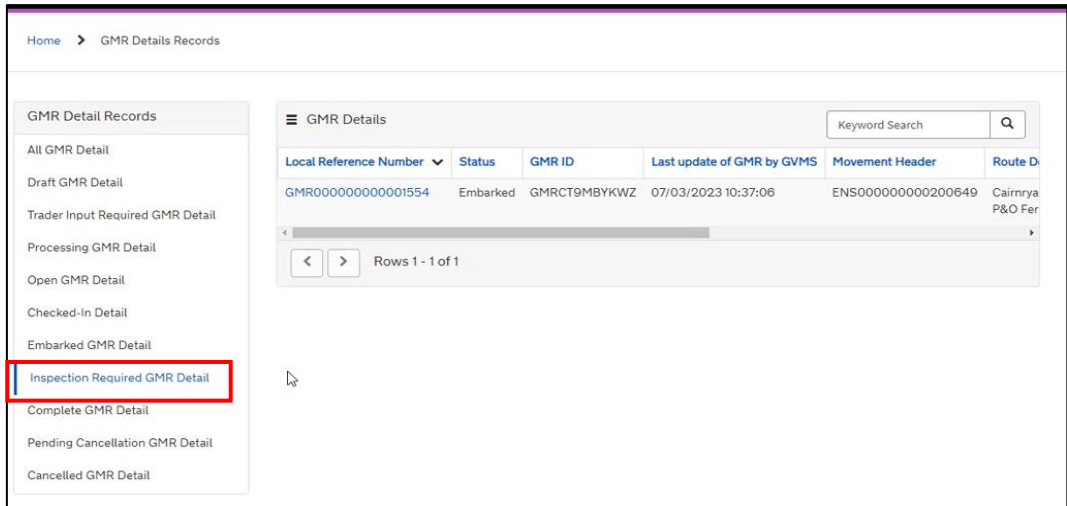
The haulier and the external contacts added to the account can check the 'Inspection Required' status in the TSS Portal to help alert the driver, should any inspections be flagged.

If any of your GMRs require inspection, then you will see a banner on the GMR details screen warning you of this. This should prompt you to click on and expand the **Inspection Required GMR Detail** filter on the left-hand side of the page.

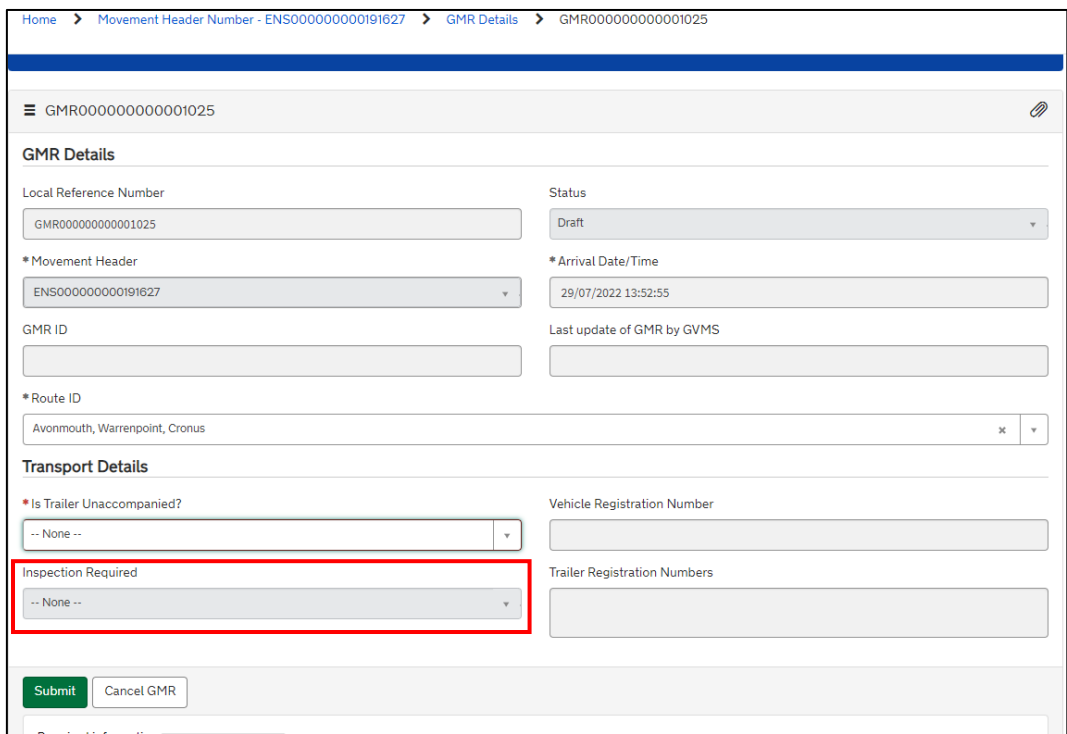


The screenshot shows the TSS Portal interface. At the top, there is a navigation bar with links for Declarations, Maritime Inventory, NI - GB Moves, Cases, Payments, GMRs, Templates, and Company. Below this, the breadcrumb trail shows 'Home > GMR Details Records'. On the left side, there is a vertical menu titled 'GMR Detail Records' with various filter options: All GMR Detail, Draft GMR Detail, Trader Input Required GMR Detail, Processing GMR Detail, Open GMR Detail, Checked-In Detail, Embarked GMR Detail, Inspection Required GMR Detail, Complete GMR Detail, Pending Cancellation GMR Detail, and Cancelled GMR Detail. The 'Inspection Required GMR Detail' option is highlighted. In the main content area, there is a red-bordered banner that reads 'Inspections required on one or more of your GMRs'. Below the banner, there is a blue button that says 'Select a filter using the left-side navigation'.



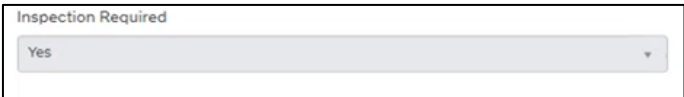


Any inspections that are required will be flagged on a GMR after it enters the 'Embarked' state. If you click on the **Local Reference Number**, you will open the page with the **GMR Details** for that movement. In every status there is a field called **Inspection Required**, which appears in the **Transport Details** section of a **GMR Details** page.



If an inspection is not required, the field **Inspection Required** will display 'No' or 'None'.

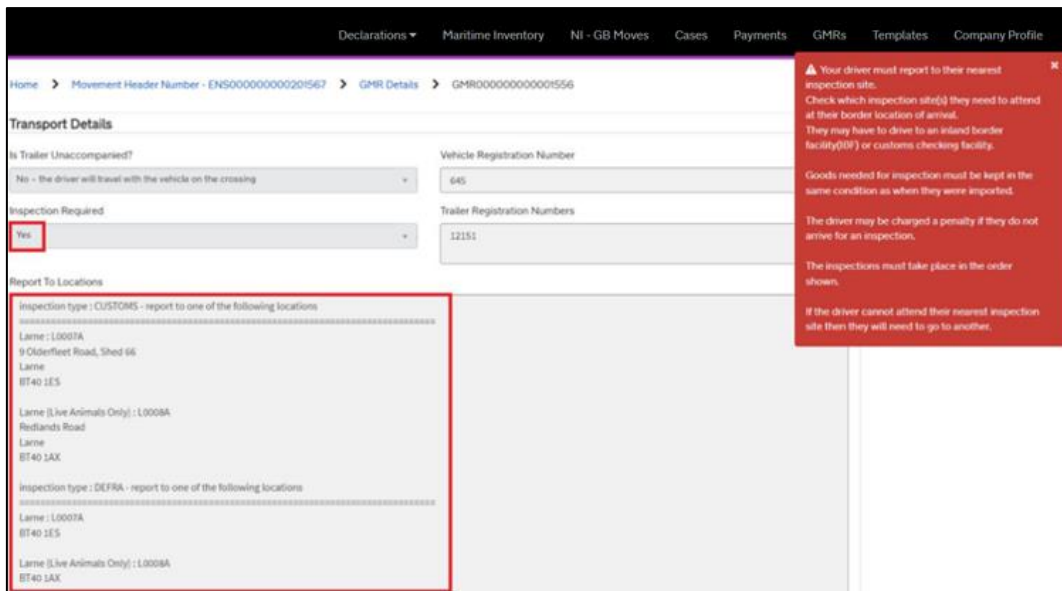
If an inspection is required the field will display 'Yes', meaning the shipment requires an inspection at arrival in a Northern Ireland port:



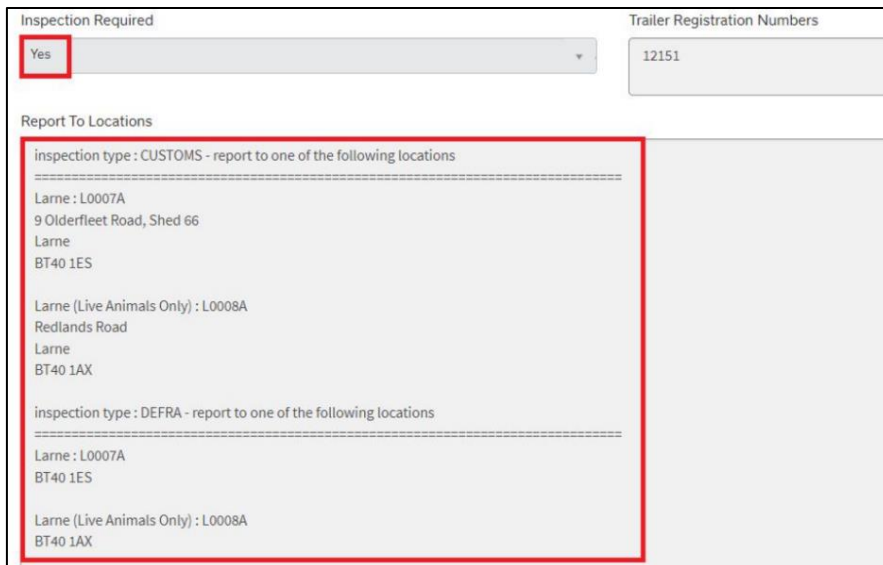


When the GMR moves to ‘**Completed**’ status the **Inspection Required** field will revert to ‘**None**’, regardless of whether the shipment has been called for inspection or not.

If the **Inspection Required** field displays ‘**Yes**’, a **Report to Locations** field will appear listing which authority has requested the inspection, (for example Customs and/or DEFRA), with the address of the inspection locations to be attended:



It is possible your movement may be called for more than one inspection. If the **Report to Locations** field displays the inspection type as **CUSTOMS** and **DEFRA**, then the shipment would need to attend both locations for each inspection in the order displayed.



A red box with a message will also appear on the page:



**⚠** Your driver must report to their nearest inspection site.  
 Check which inspection site(s) they need to attend at their port of arrival.  
 They may have to drive to a customs checking facility.

Goods needed for inspection must be kept in the same condition as when they were imported.

The driver may be charged a penalty if they do not arrive for an inspection.

The inspections must take place in the order shown.

If the driver cannot attend their nearest inspection site then they will need to go to another.

The information is presented to help you inform the driver of the inspection and you may relay all the information on this screen to the driver. **It is still the driver’s responsibility to check if inspections are required. You should make sure that the driver knows how to check for inspections before the shipment departs.**

**Note:** From 1 January 2022, hauliers and/or drivers may be liable to a penalty of up to £2,500 if they fail to follow HMRC instructions for inspections.

If you have added the haulier and/or driver to the **External Contact** field in the **GMR Detail Records**, they will receive an email notification if your GMR is called for an inspection. Within the body of the email, they will be provided with all the details relating to the inspection, such as the agency requesting the inspection (Customs or DEFRA) and the location for the inspection. An example of the email is shown below:

The movement GMRCVWHETK09 has embarked on the crossing.

**GMRCVWHETK09 requires an inspection on arrival.**

The transport details are:

Route: Cairnryan, Belfast, Stena Line

Transport identification:

**What do to next**

Your driver must report to their nearest inspection site.  
 Check which inspection site(s) they need to attend at their port of arrival.  
 They may have to drive to a customs checking facility.

Goods needed for inspection must be kept in the same condition as when they were imported.  
**The driver may be charged a penalty if they do not arrive for an inspection.**  
 The inspections must take place in the order shown.  
 If the driver cannot attend their nearest inspection site then they will need to go to another.

inspection type : DEFRA\_PLANTS - report to one of the following locations  
 =====  
 Larne (Live Animals Only) : L0008A Redlands Road Larne BT40 1AX Larne : L0007A 9 Olderfleet Road, Shed 66 Larne BT40 1AS

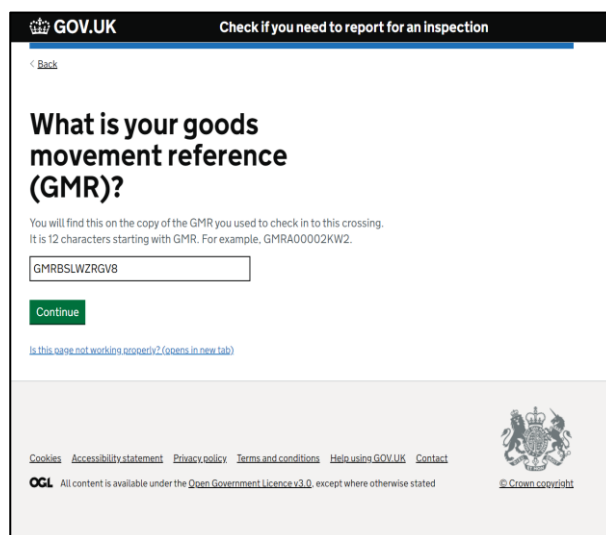
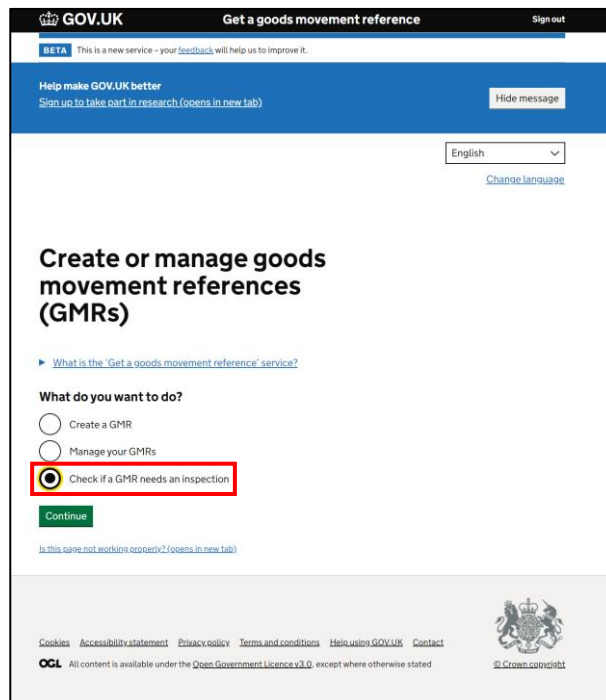
- Google Maps Link to [BT40 1AX](#)  
 - Google Maps Link to [BT40 1AS](#)

The inspection status can also be checked on gov.uk driver inspection portal <https://www.tax.service.gov.uk/driver-inspection-notification/results/GMRCVWHETK09>

Thank you  
 Trader Support Service

## 6.2 Checking inspection status through GVMS

Hauliers/drivers should use GVMS to check whether their shipment requires an inspection. To do so, they will need to select **Create or manage goods movement references (GMR)** in GVMS, then choose **Check if a GMR needs an inspection** and enter the GMR for the movement. It is important the check is made before shipment departs on its journey.



If there is no inspection required, the screen below is displayed:



GOV.UK
Check if you need to report for an inspection

[< Back](#)

## No inspection needed

### What happens next

You do not need to report for an inspection of your goods, but you may still need to report for other controls.

**Other additional controls**

Some movements may need additional controls, for example food, animals or organics. Check with your declarant.

**If you are ending a transit movement**

You must also present the goods at your nearest office of destination.

**If you have no other controls to report for**

You can continue from your border location of arrival, to your destination.

[Check another GMR](#)

[What did you think of this service?](#) (takes 30 seconds)

[Is this page not working properly?](#) (opens in new tab)

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If there is an inspection required, the following screen will be displayed. Hauliers/drivers must report to the appointed DAERA inspection site on their arrival in NI.

GOV.UK
Check if you need to report for an inspection

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## The goods you are moving require an inspection

GMR ID: GMRC00034J10

### What to do next

Report to your nearest inspection site.

Check which inspection site(s) you need to attend at your border location of arrival. You may have to drive to an inland border facility (IBF) or customs checking facility.

Goods needed for inspection must be kept in the same condition as when they were imported.

**!** Stopping for an inspection is a legal requirement.

### Your inspection site

**For your TIR Carnet endorsement**

**Belfast**  
 DAERA Inspection Facility  
 12-22 Duncrue Street  
 Belfast  
 BT3 9AQ

Hauliers/drivers may be liable to a penalty of up to £2,500 if they do not follow HMRC instructions and report to an inspection site.

Contact details for inspection sites in NI are listed below:



- DAERA Belfast Port on 028 9037 8555
- DAERA Larne Port on 028 2826 0021
- DAERA Warrenpoint Port on 028 4175 3503

## 7 I need to know more.

For assistance navigating the **GVMS online portal**, contact the HMRC Customs and International Trade technical support team at [GOV.UK](https://www.gov.uk).

If you are a **frequent user of GVMS**, you can find more information on Goods Vehicle Movements API via the HMRC software developer page at [GOV.UK](https://www.gov.uk). There are also commercial bulk upload solutions available on the market.

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

- [How to create GMR using GVMS \(video, duration 04:02\)](#)
- [How to use the TSS Portal](#)
- [Option 1 – Add a customs declaration to GMR \(video, duration 01:37\)](#)
- [Option 2 – Add an EIDR declaration to GMR \(video, duration 01:59\)](#)
- [Option 3 – Add a Transit declaration to GMR \(video, duration 01:44\)](#)
- [How do I finalise my GMR and print \(video, duration 02:26\)](#)
- [Data guide: TSS declaration data requirements](#)
- [Supplementary declarations: Step-by-step guide](#)
- [Full Frontier Declaration: Step by step guide](#)

You can also consult the TSS Contact Centre for support on 0800 060 8888.

## 8 Changes to guidance and policy

Last updated January 2025.

**January 2025:** Updated to reflect changes in Movement Header behaviour.

**September 2024:** Updated to reflect changes in GMR Automation.

**January 2024:** Updated to outline how to generate a GMR in TSS through GMR automation or how to obtain the GMR, outside TSS, through the GVMS system.

**October 2023:** Sections 3 and 6 updated to reflect DAERA changes to using GVMS for reporting to SPS Inspection Facilities.



**June 2023:** Updated to reflect GMR Dashboard changes and to outline the process for providing email details in the GMR for an external user.

**April 2023:** Updates on GMR inspections through the TSS Portal.

**February 2023:** Updated to include GMR 'auto-update' feature and information for traders who use GVMS to create GMR details instead of TSS.

**December 2022:** Updated to include additional functional and service content, and to emphasise the option for GMR creation in TSS.

**October 2022:** Updated to reflect the new design of the TSS Portal and new email design.

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

**April 2022:** General improvements to guide, including more granular step-by-step overview.

**Published** in 2021.

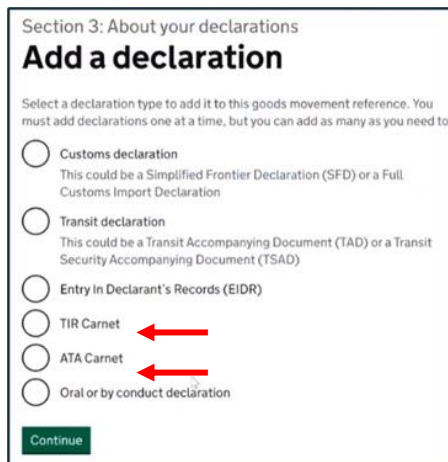
## 9 Appendix 1 – GMR for other types of declarations

### 9.1 TIR Carnet / ATA Carnet

An Entry Summary Declaration needs to be completed, in which you must indicate if your goods are moving under a contract of carriage.

For this scenario, a carrier registered in TSS can create and submit an Entry Summary Declaration called 'ENS only' in TSS. Subsequently, the carrier can provide you with the respective Entry Summary Declaration MRN.

The Entry Summary Declaration MRN and the TIR/ATA carnet references are required to create the GMR of the respective movement. You need to select the respective declaration (TIR or ATA carnet) in the GVMS portal:



Section 3: About your declarations

### Add a declaration

Select a declaration type to add it to this goods movement reference. You must add declarations one at a time, but you can add as many as you need to.

- Customs declaration  
This could be a Simplified Frontier Declaration (SFD) or a Full Customs Import Declaration
- Transit declaration  
This could be a Transit Accompanying Document (TAD) or a Transit Security Accompanying Document (TSAD)
- Entry In Declarant's Records (EIDR)
- TIR Carnet
- ATA Carnet
- Oral or by conduct declaration

[Continue](#)

### 9.2 Goods moved under a contract of transport or being declared orally/by conduct

A customs declaration is still needed for goods moved under a contract of transport (even if the goods are eligible to be declared orally or by conduct).

You still require a GMR for the goods you are declaring orally or by conduct, which are being moved under a contract of carriage. In this case, an Entry Summary Declaration needs to be completed, in which you must indicate if your goods are moving under a contract of carriage.

For this scenario, a carrier registered in TSS can create and submit an Entry Summary Declaration 'ENS only' in TSS. Subsequently, the carrier can provide you with the respective Entry Summary Declaration MRN.

Use the 'Oral or by conduct declarations' option in GVMS when creating your GMR.



Section 3: About your declarations

### Add a declaration

Select a declaration type to add it to this goods movement reference. You must add declarations one at a time, but you can add as many as you need to.

- Customs declaration  
This could be a Simplified Frontier Declaration (SFD) or a Full Customs Import Declaration
- Transit declaration  
This could be a Transit Accompanying Document (TAD) or a Transit Security Accompanying Document (TSAD)
- Entry In Declarant's Records (EIDR)
- TIR Carnet
- ATA Carnet
- Oral or by conduct declaration

[Continue](#)

Press [Continue](#) to proceed adding the Entry Summary Declaration MRN provided by the carrier.

More information on goods that can be declared by an oral declaration or by conduct can be found on [GOV.UK](https://www.gov.uk) or in the [Oral Declarations: a checklist for traders](#) guide on NICTA.