

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, please visit the [Jargon Buster](#) or use the search tool on the [Northern Ireland Customs & Trade Academy \(NICTA\) website](#) to find a definition¹.

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 (e.g. the haulier or 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'** (e.g. the MRN will begin **24XI** if generated in **2024**).

Example: 24XIJD4DCMAM33DOI2
- A customs declaration:
 - If a Simplified Frontier Declaration or a Full Frontier Declaration has been submitted, an MRN is generated

¹ 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'** (e.g. the MRN will begin **24GB** if generated in **2024**).

Example: 24GBJD4DCMAM33DO12

- If the trader makes declarations in TSS that create 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'.

Example: GB028399684000D

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, i.e. in exceptional circumstances NI to GB, further guidance is available on [GOV.UK](#) for the specific declaration requirements.

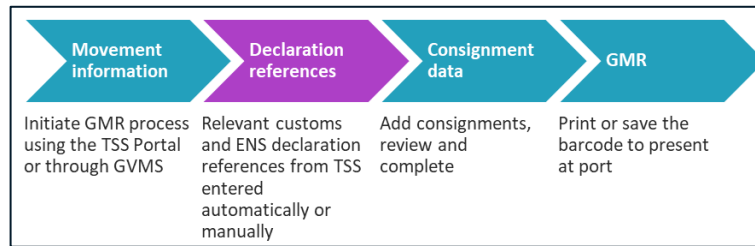
2 Overview of the process for creating a GMR

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.

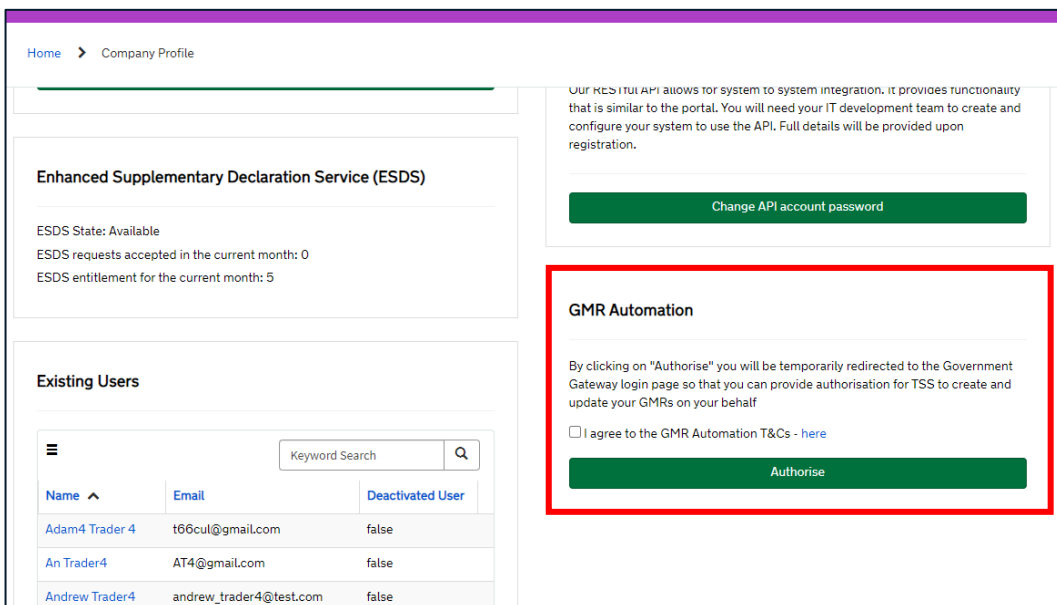
The following instructions describe the process to create a GMR using the TSS GMR automation functionality.

3.1 Authorise TSS to activate the GMR automation

If you have registered for GVMS via [GOV.UK](https://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.



The screenshot shows the 'Company Profile' page in the TSS portal. The 'GMR Automation' section is highlighted with a red box. It contains the following text and elements:

OUR RESTFUL API allows for system to system integration. It provides functionality that is similar to the portal. You will need your IT development team to create and configure your system to use the API. Full details will be provided upon registration.

[Change API account password](#)

GMR Automation

By clicking on "Authorise" you will be temporarily redirected to the Government Gateway login page so that you can provide authorisation for TSS to create and update your GMRs on your behalf

I agree to the GMR Automation T&Cs - [here](#)

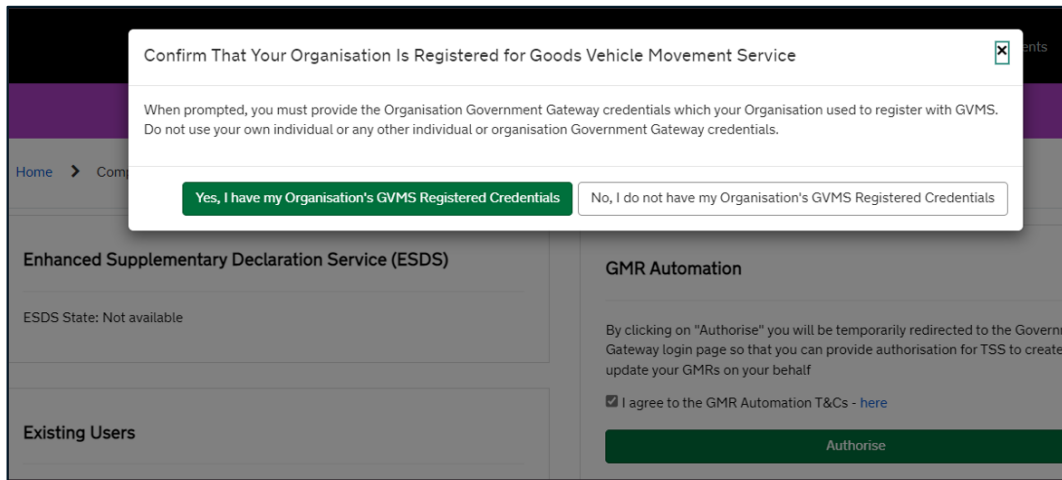
[Authorise](#)

Other sections visible on the page include:

- Enhanced Supplementary Declaration Service (ESDS)**
 - ESDS State: Available
 - ESDS requests accepted in the current month: 0
 - ESDS entitlement for the current month: 5
- Existing Users**

Name	Email	Deactivated User
Adam4 Trader 4	t66cul@gmail.com	false
An Trader4	AT4@gmail.com	false
Andrew Trader4	andrew_trader4@test.com	false

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 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:



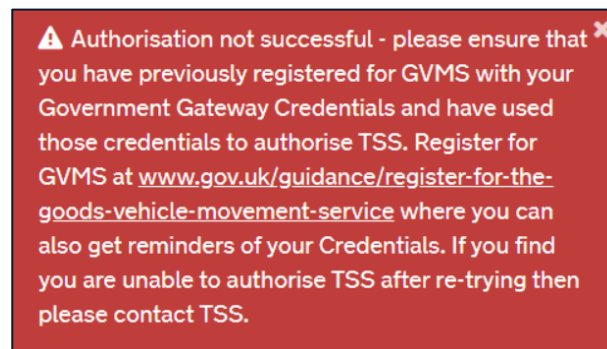
GMR Automation

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

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.

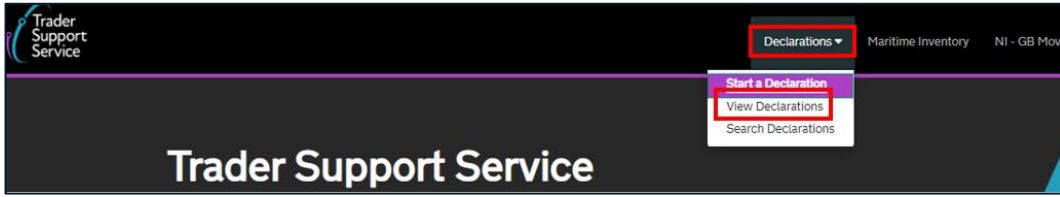
3.2 Create a GMR for your goods movement using the GMR automated process within TSS

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 a state of either:

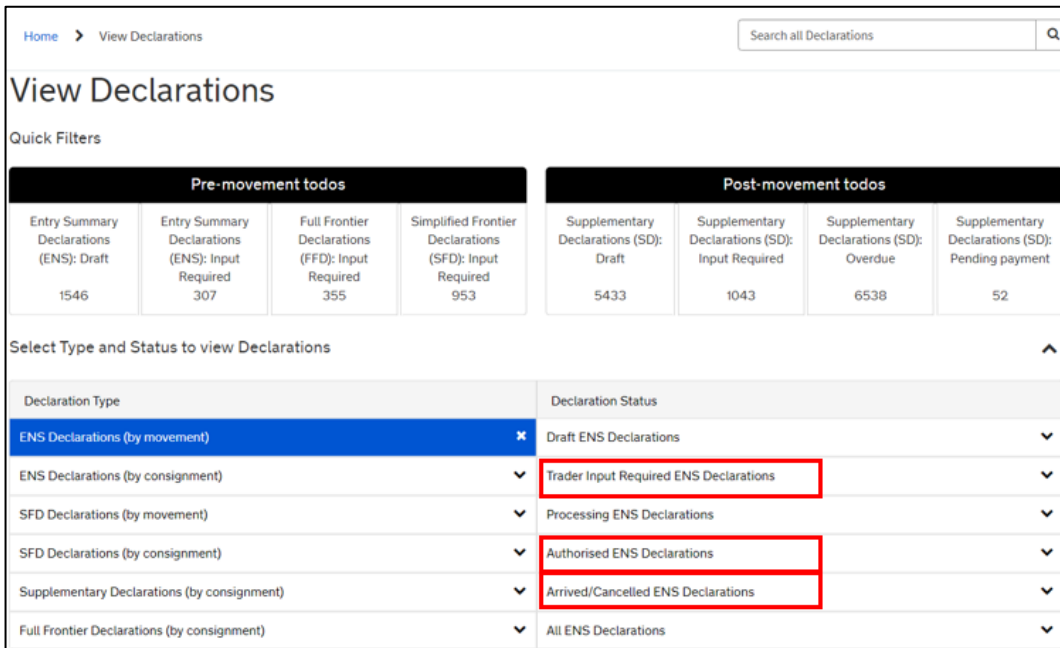
- **Authorised For Movement (AFM)**
- **Trader Input Required (TIR)**
- **Arrived**

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

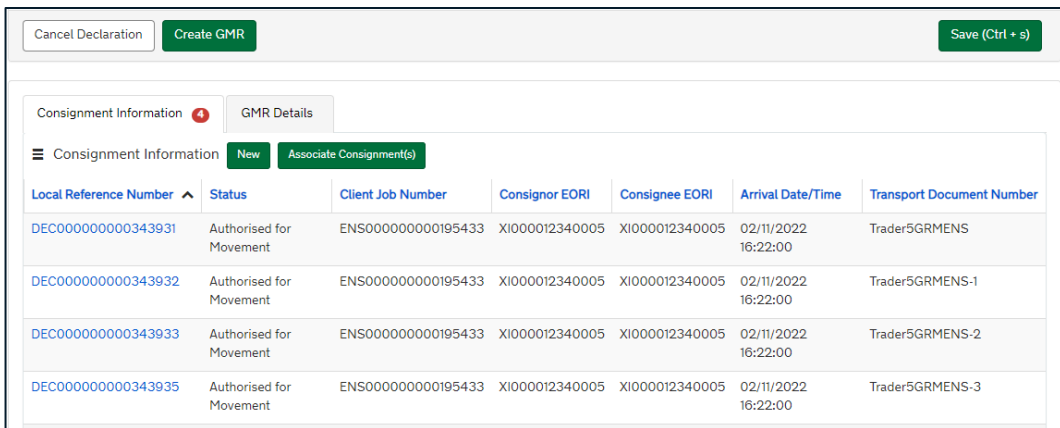
You can create a GMR within TSS by selecting the **Declarations** tab in the navigation bar at the top of the screen and then the **View Declarations** link in the drop-down menu.



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



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





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 ‘Authorised for Movement’. 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:

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:

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** (i.e. by 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?	Vehicle Registration Number
Yes – the trailer will be transported on the crossing without the driver	
Inspection Required	* Trailer Registration Numbers
-- None --	AA2BBB

- For an **accompanied movement** (i.e. by 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?	* Vehicle Registration Number
No – the driver will travel with the vehicle on the crossing	BV21NON
Inspection Required	Trailer Registration Numbers
-- None --	

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.

GMR Details	
Local Reference Number	Status
GMR000000000001025	Draft
* Movement Header	* Arrival Date/Time
ENS000000000191627	29/07/2022 13:52:55
GMR ID	Last update of GMR by GVMS
* Route ID	
Avonmouth, Warrenpoint, Cronus	
Transport Details	
* Is Trailer Unaccompanied?	Vehicle Registration Number
Yes – the trailer will be transported on the crossing without the driver	
Inspection Required	* Trailer Registration Numbers
-- None --	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:

GMR000000000020208 📎

GMR Details

Local Reference Number GMR000000000020208	Status Submitted
* Movement Header ENS000000005002865	* Arrival Date/Time 14/09/2024 14:23:29
GMR ID GMRCY7FFWHDZ	Last update of GMR by GVMS 10/09/2024 14:44:12
* Route ID Heysham, Belfast, Stena Line	

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 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 GMRCUSWKLD8D	Last update of GMR by GVMS 25/11/2022 14:08:30
* 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
Inspection Required -- None --	* Trailer Registration Numbers AAA22BBB

Submit
Generate Barcode
Cancel GMR

ENS Consignments 1
SFD Consignments 1

☰ SFD Consignments

Local Reference Number ^ DEC00000000345832	Status Authorised for Movement
---	-----------------------------------

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

TSS has detected SFD consignments associated with the Movement that are in Trader Input Required status. Please either fix and submit these and update the GMR or do not load them before leaving for the port

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	GMR00000000001319	Status	Open				
* Movement Header	ENS000000000196194	* 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				
Inspection Required	-- None --		* Trailer Registration Numbers				
			7654, 5432				
<input type="button" value="Submit"/> <input type="button" value="Generate Barcode"/> <input type="button" value="Cancel GMR"/>							
ENS Consignments 1		SFD Consignments 1					
<table border="1"> <thead> <tr> <th>Local Reference Number</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>DEC00000000345477</td> <td>Arrived</td> </tr> </tbody> </table>				Local Reference Number	Status	DEC00000000345477	Arrived
Local Reference Number	Status						
DEC00000000345477	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

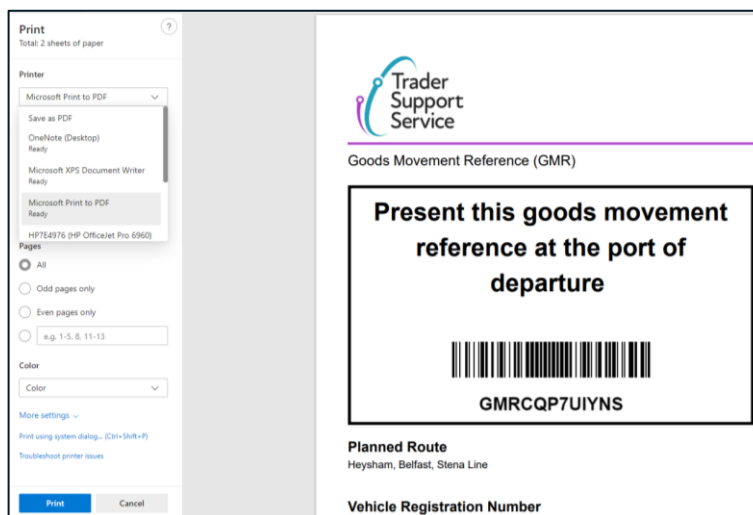


- Providing it to the truck driver who will require it for check-in at the port/ferry

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 to 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:

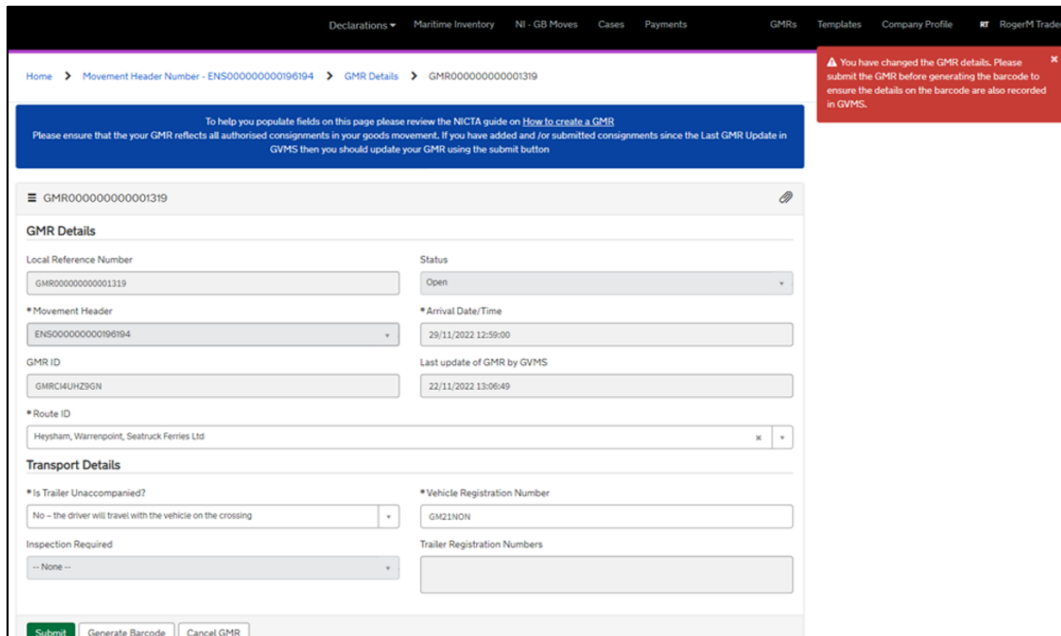
- You need to change the route
- You have changed the truck you are using to haul goods where the goods are accompanied
- You have changed the trailer you are using to haul goods where the goods are unaccompanied
- Your goods movement has changed from being accompanied to unaccompanied or vice versa
- 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.

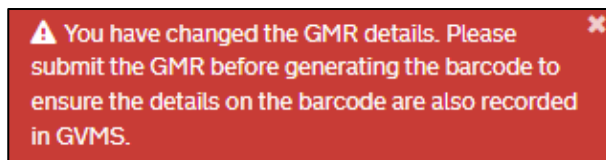


Here is an example of how you would update the vehicle registration number for a GMR that you had already created and submitted.

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 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' within TSS. 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.

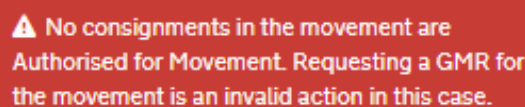
3.2.5 Possible reasons why you may not be able to create a GMR

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'

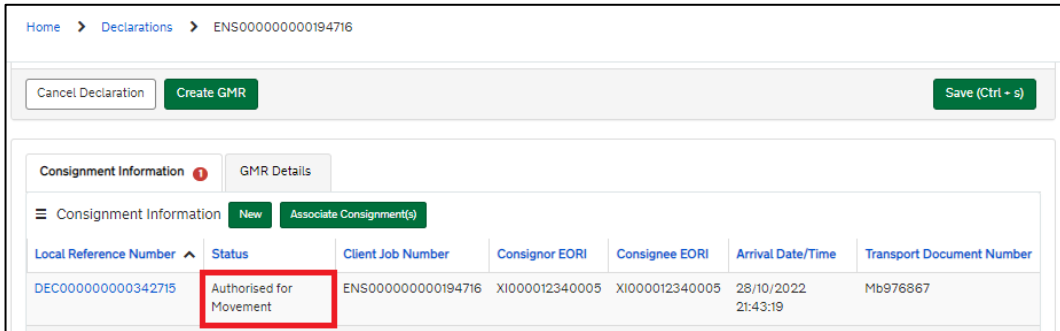
then the following error message is displayed:



⚠ No consignments in the movement are Authorised for Movement. Requesting a GMR for the movement is an invalid action in this case. ✕

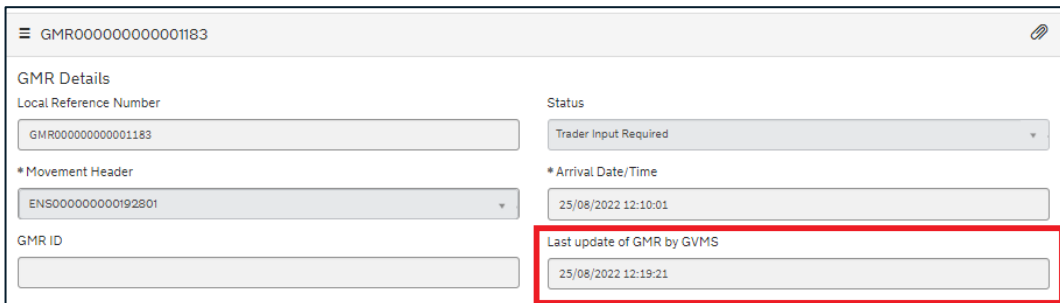


In this case, you must ensure at least one of the associated consignments is in the state of 'Authorised for Movement' or 'Arrived' to be able to proceed with creating a GMR:



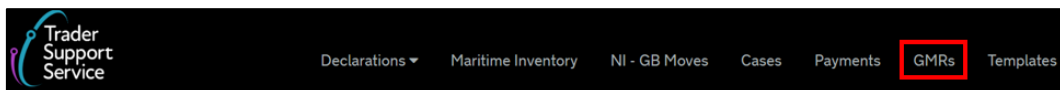
- You have already created a GMR, and it is still active, so check the **GMR Details** tab

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.

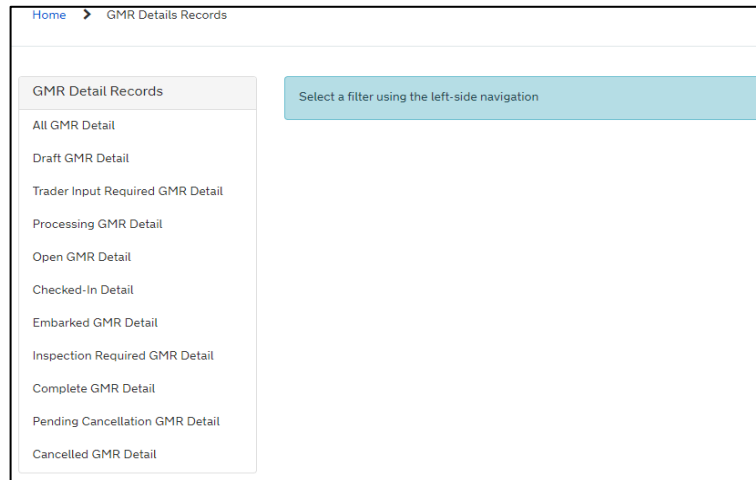


3.3 GMR dashboard including inspection notifications

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:



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.

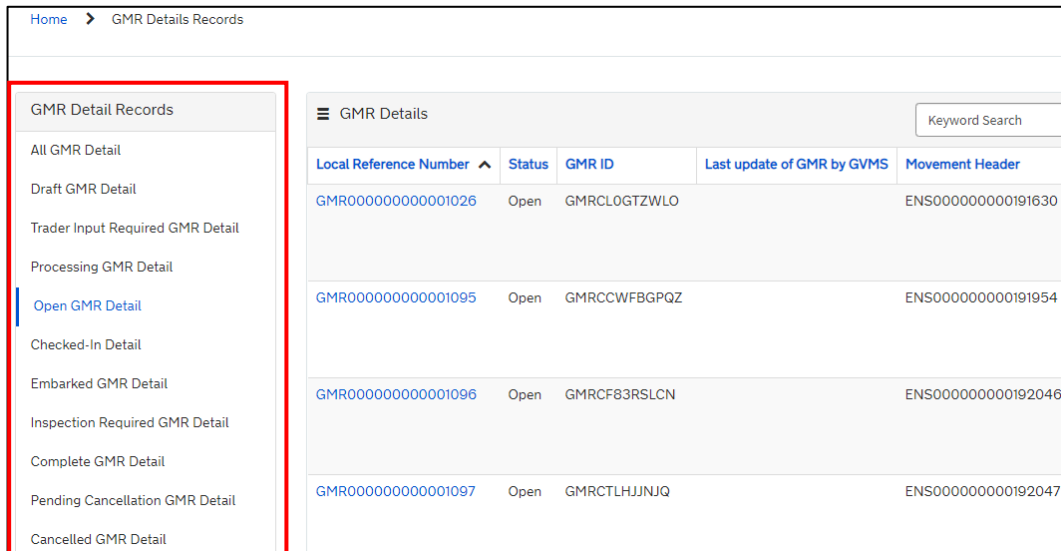
3.4 GMR Detail Records

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.

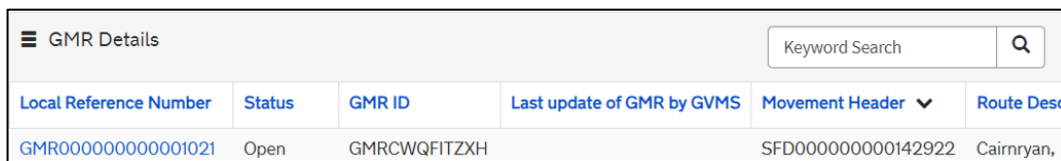
When clicking on any of the status filters on the left-hand navigation, you are provided with a breakdown of details for each GMR in that status. The following screenshot shows GMRs in 'Open' status (or 'Ready to Check In'). This, along with any GMRs in the status 'Trader Input Required', will be those 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.



3.4.1 GMR Details

The GMR 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’, and 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).

Home > Declarations > ENS000000000194584		
Consignment Information	GMR Details	
GMR Details		
Local Reference Number	GMR ID	Status
GMR000000000001251	GMRCVJSWWD	Open



Home > GMR Details Records

GMR Details				
Local Reference Number	Status	GMR ID	Last update of GMR by GVMS	Movement Header
GMR000000000001026	Open	GMRCL0GTZWLO		ENS000000000191630
GMR000000000001095	Open	GMRCCWF8GPQZ		ENS000000000191954
GMR000000000001096	Open	GMRCF83RSLCN		ENS000000000192046
GMR000000000001097	Open	GMRCTLHJJNJQ		ENS000000000192047

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

GMR Automation

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

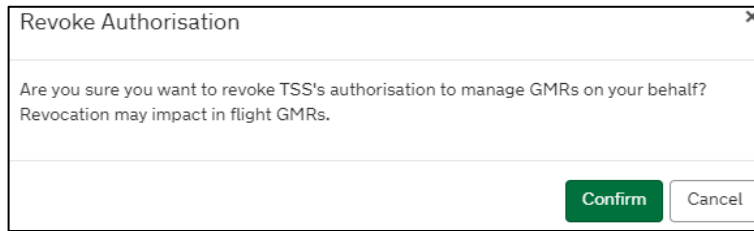
Auto-update GMR

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.’

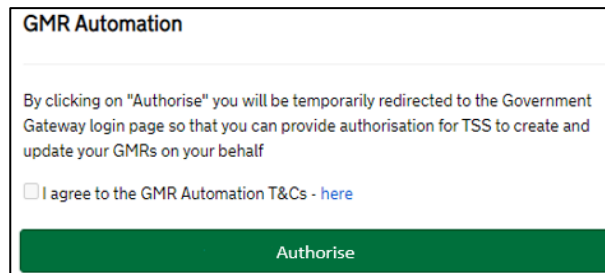


The options are **Confirm** or **Cancel**:



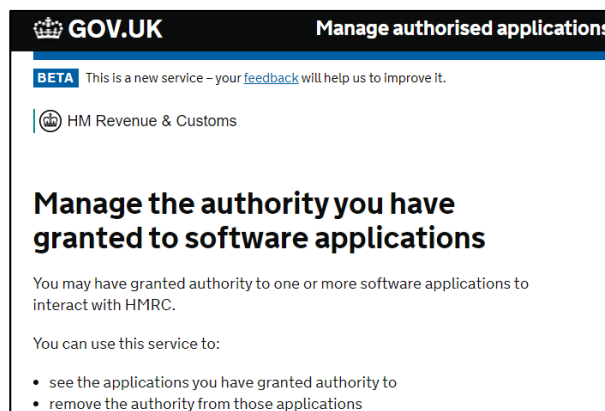
If you select **Cancel** you will be returned to the Company Profile page with no action or status changed.

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'.

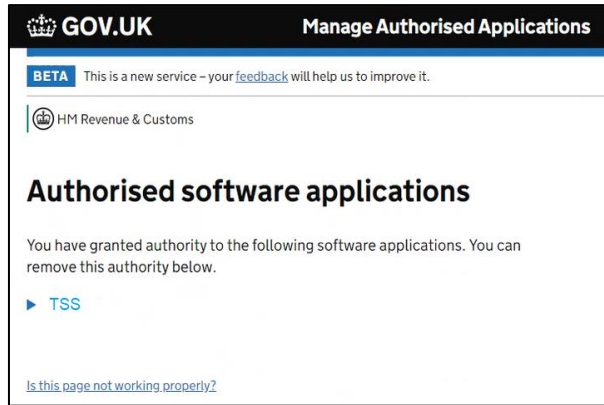


You will be taken to a new window for the Government Gateway to revoke the permission you granted to TSS via [GOV.UK](https://www.gov.uk).

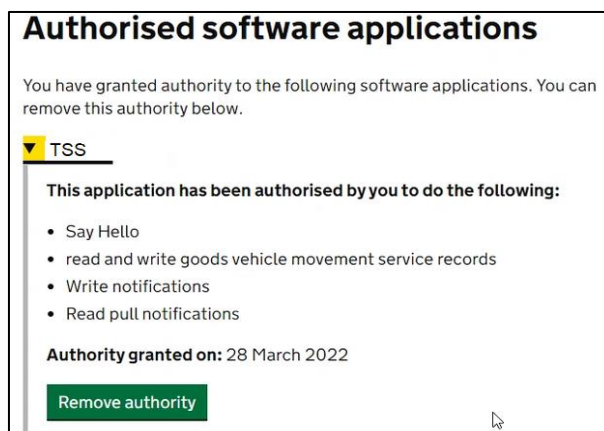
Once you have followed the link above you will presented with this screen:



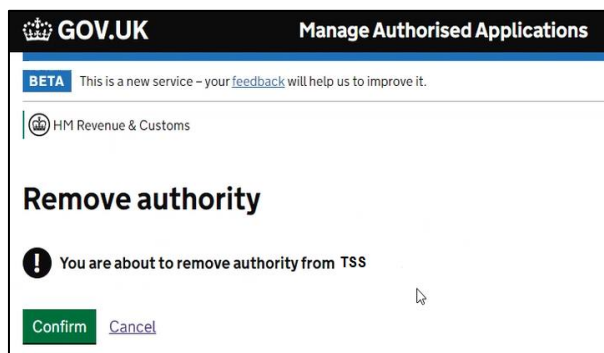
Click **Continue** to move to this screen:



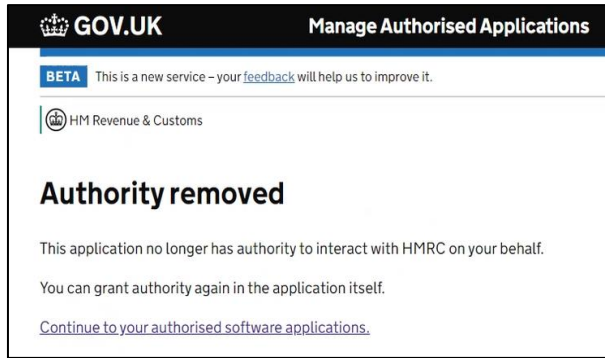
Again, click **Continue**:



Click **Remove authority** to move to this screen:



When you click **Confirm** you will see this confirmation screen:

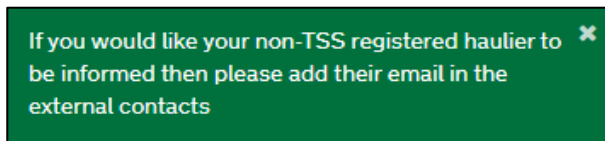


At this point you will have revoked the GMR authorisation that had been granted to TSS.

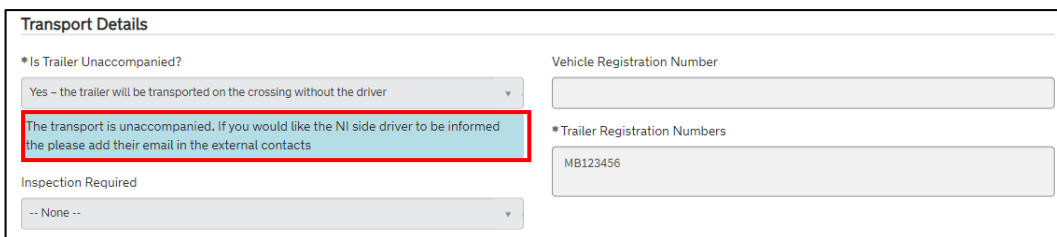
3.6 Notifications to non-TSS registered contacts for details of a GMR

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**:



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**:



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: GMR000000000001720

Status: Draft

* Movement Header: ENS000000000204037

* Arrival Date/Time: 28/04/2023 15:46:30

GMR ID: [Empty field]

Last update of GMR by GVMS: [Empty field]

* Route ID: Avonmouth, Warrenpoint, Cronus

Transport Details

* Is Trailer Unaccompanied?: No - the driver will travel with the vehicle on the crossing

* Vehicle Registration Number: R16-S47-GMR-5151-011

Inspection Required: -- None --

Trailer Registration Numbers: [Empty field]

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.

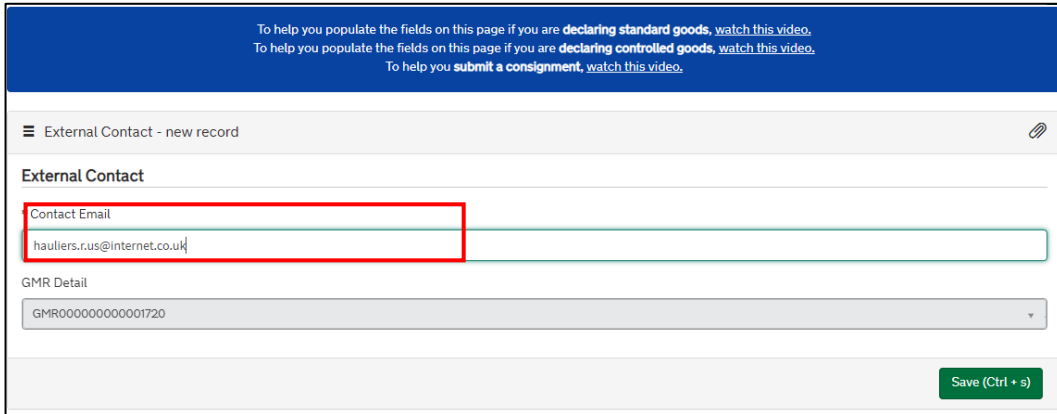
The **External Contact** details are visible to the submitter of the GMR and any contacts on the submitter account. They will not be visible to any other parties on these accounts who have ‘read only access’ to the GMR, including those agents/intermediaries acting as the account holder.

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

ENS Consignments | SFD Consignments | **External Contact**

External Contact **New**

Then enter the **Contact Email** address:



To help you populate the fields on this page if you are **declaring standard goods**, [watch this video](#).
 To help you populate the fields on this page if you are **declaring controlled goods**, [watch this video](#).
 To help you **submit a consignment**, [watch this video](#).

External Contact - new record

External Contact

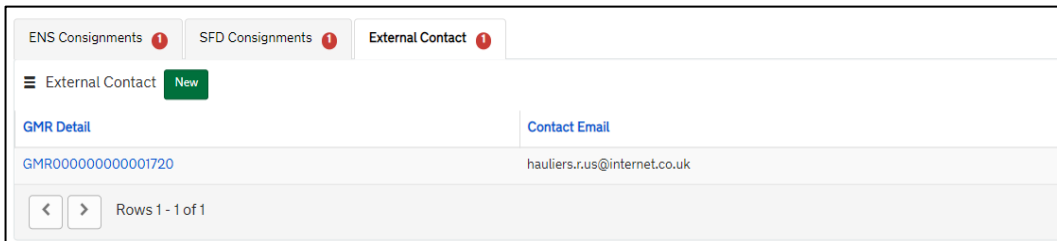
Contact Email
 hauliers.rus@internet.co.uk

GMR Detail
 GMR0000000000001720

Save (Ctrl + s)

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:



ENS Consignments 1 SFD Consignments 1 External Contact 1

External Contact **New**

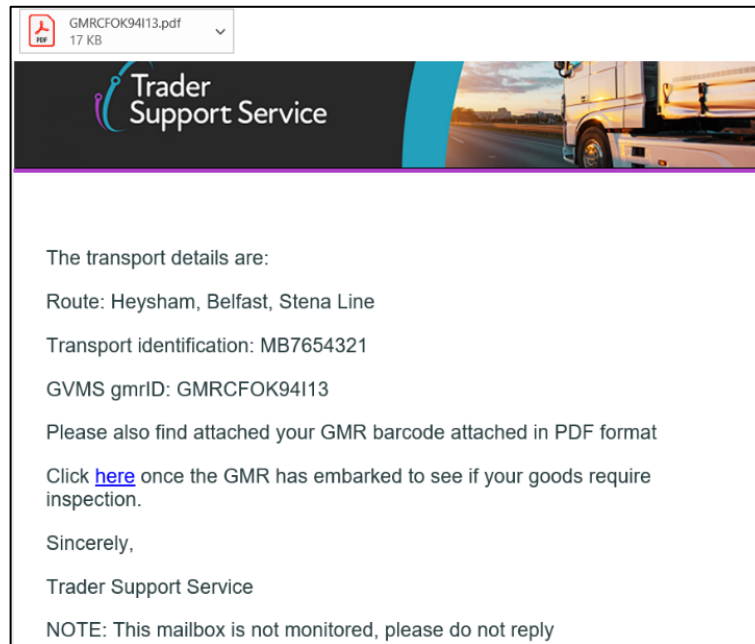
GMR Detail	Contact Email
GMR0000000000001720	hauliers.rus@internet.co.uk

< > Rows 1 - 1 of 1

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](https://www.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.



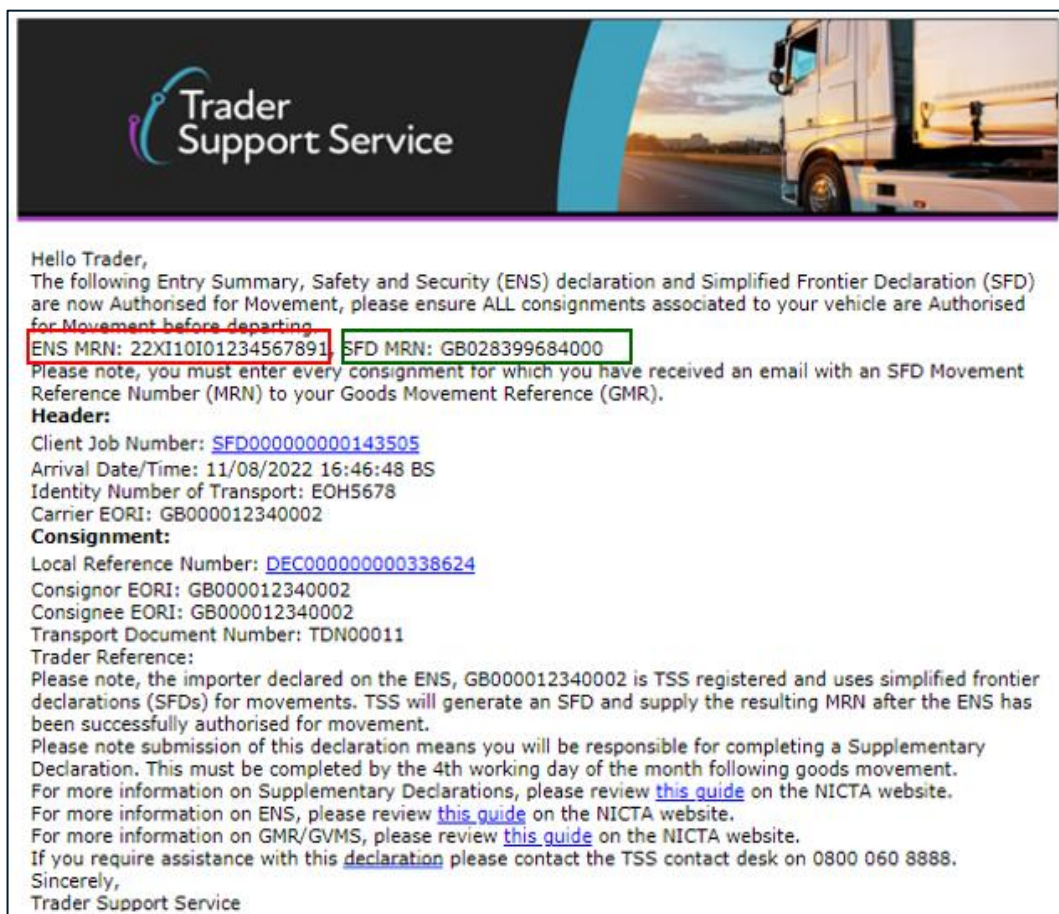
The Entry Summary Declaration MRN and the Simplified Frontier Declaration MRN (or the TSS EORI number, when applicable) for the consignments being moved are required to generate a GMR on GVMS.

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 (e.g. 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):



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 (e.g. 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 (e.g. 22 for 2022), followed by XI
- The Simplified Frontier Declaration MRN begins with the year it was generated (e.g. 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 (22**XI**08101234567891) – highlighted by the red box in the screenshot
- SFD MRN reference (22**GB**8U3SGLOWDCHAR2) – 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: 22XI08I01234567891 SFD MRN: 22GB8U3SLOWDCHAR2

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: [SFD000000000143512](#)
Arrival Date/Time: 12/08/2022 15:47:18 BST
Identity Number of Transport: R12 Regression
Carrier EORI: GB000012340005

Consignment:
Local Reference Number: [DEC000000000338649](#)
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
Full Frontier Declarations (by consignment)	Pending Confirmation FFD Declarations
	Pending Payment FFD Declarations
	Awaiting Arrival FFD Declarations
	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:

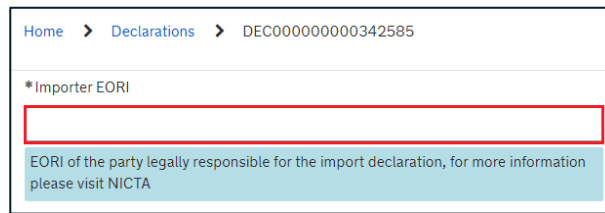
- **The declaration requires the trader’s input before being authorised for the movement (e.g. resolving an error code or making a payment for the Full Frontier Declaration)**

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)).



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'.

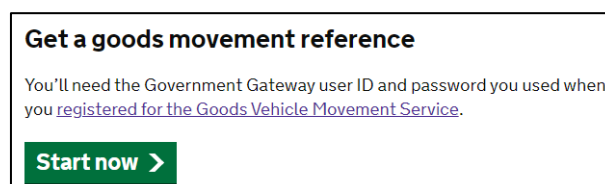
5 Create a GMR directly in the GVMS system

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:



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 Departure date (last) ▼

Goods movement reference ID	Vehicle or trailer number	Planned route	Departure time and date	Status
GMR G FRAY RW2V				Draft
GMR O LEJF ME2G	HT68 EER	Tyne to Amsterdam	7:20pm on 25 January	Draft Contains errors
GMR I MEER WF7B	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
- 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

Select a port of arrival

Select

[Continue](#)

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

- Select the appropriate **port of departure** and **port of arrival** and then press **Continue**.
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 next 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:

- The **Trailer number** (if applicable)
- The **Container reference number** (if applicable)

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 the [Confirm if the vehicle contains goods](#) link:

3. About your declarations

Confirm if the vehicle contains goods	Not started
Enter declaration reference numbers	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?**

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](#)

Select either 'Yes' or 'No' and click the [Continue](#) button.

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' (e.g. '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 'YYGB' (e.g. '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

[Continue](#)

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

22GB000126136A7152

Confirm the type of document

Transit Accompanying Document (TAD)

Transit Security Accompanying Document (TSAD)

Continue

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	22GB1M95J0QSLRMQR0	22XIO9I01234567892	Change Remove

You must add declarations for all goods on this crossing.

[Add another declaration](#)

Continue

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

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.

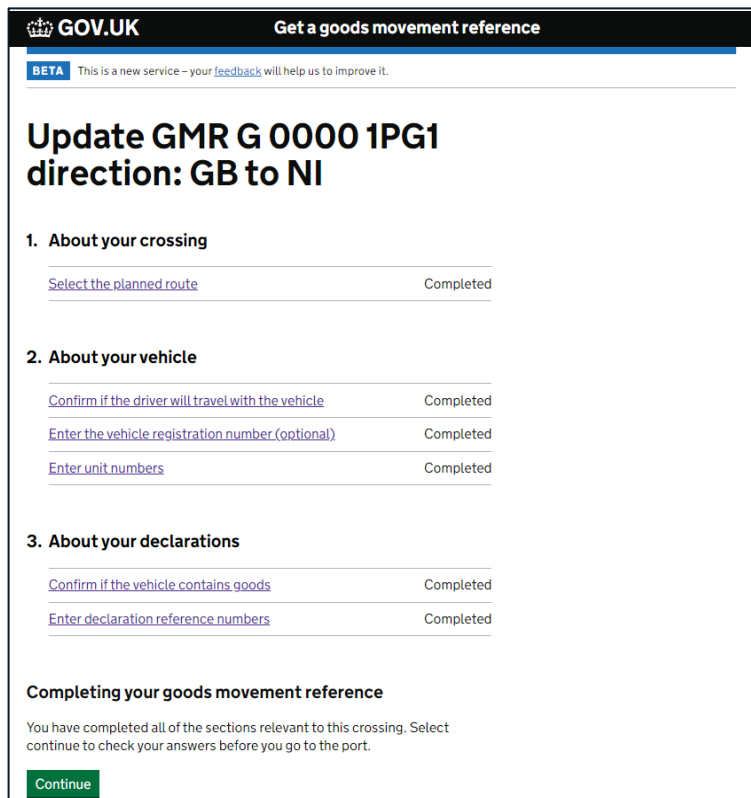
Note: If you have created a GMR via TSS and need to add non-TSS consignments then this GMR needs to be cancelled within TSS. You should create the GMR for these types of loads directly on GVMS.

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

- About your crossing**
 - [Select the planned route](#) Completed
- About your vehicle**
 - [Confirm if the driver will travel with the vehicle](#) Completed
 - [Enter the vehicle registration number \(optional\)](#) Completed
 - [Enter unit numbers](#) Completed
- 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](#)



Once you are happy that you have input all the required information correctly on the draft GMR, click [Continue](#). You can now review your answers:

Check your answers

Goods movement reference GMR G 0000 1PG1

Direction From Great Britain into Northern Ireland

About your movement

Planned route Departing: Cairnryan
Arriving: Belfast [Change](#)

About your vehicle

Driver travelling with the vehicle No [Change](#)

Vehicle registration number R500 MCB [Change](#)

Trailer and container numbers V123 [Change](#)

About your declarations

Vehicle contains goods Yes [Change](#)

Declaration reference	Type	Safety & security reference	Change
GB028399684000	Entry-In Declarant's Records (EIDR)		Change

Finish your goods movement reference

You are confirming that, to the best of your knowledge, the details you are providing are correct.

[Finish](#)

Review your information, and if correct click [Finish](#).

5.10 Receiving your GMR number and barcode

You will now receive your GMR number and barcode:

Present this goods movement reference at the port

GMR G 0000 1PG1

Planned route Cairnryan to Belfast

Vehicle registration number R500 MCB

Trailer numbers V123

What happens next

The driver needs to present this goods movement reference at the port.

[Print this page](#)

You must have a GMR number and barcode to move goods from GB to NI by RoRo. You will be required to present both at the port before your vehicle can embark the ferry.



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

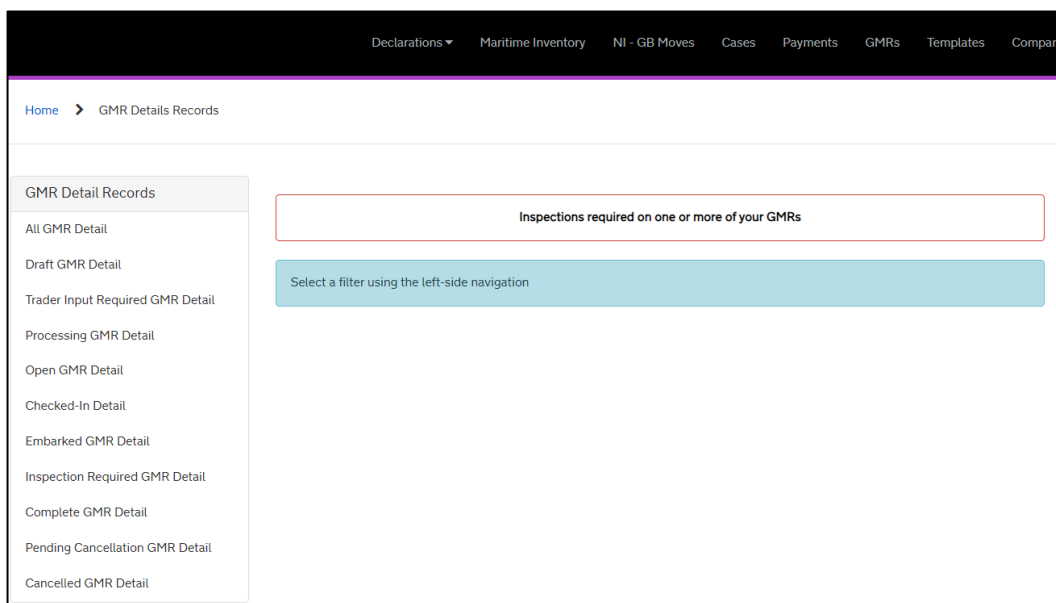
6 How to check for an inspection notification?

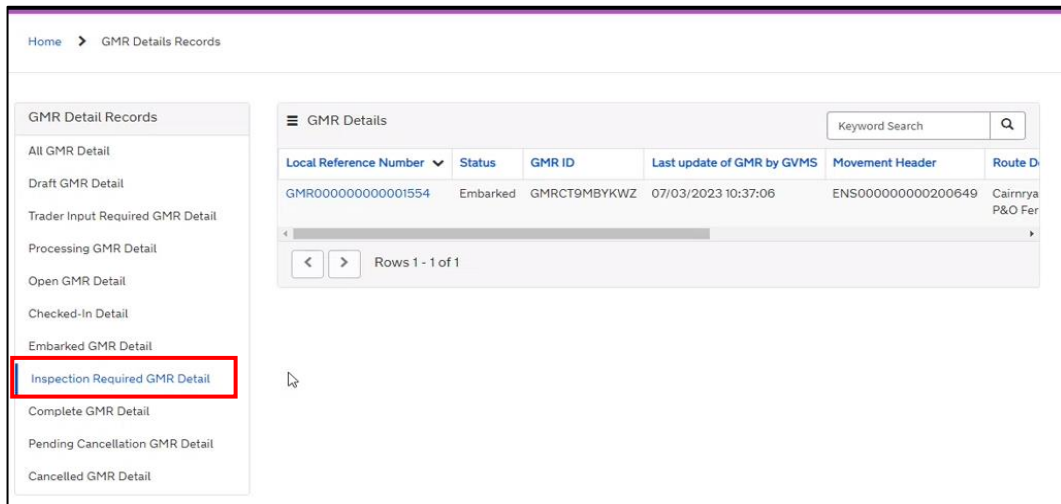
Some shipments may be selected for inspection. After the RoRo ferry has embarked, the driver needs to check if an inspection is required for the shipment. They need to do this by using the ‘Check if you need to report for an inspection’ service on [GOV.UK](https://www.gov.uk).

6.1 Checking inspection status through the TSS Portal

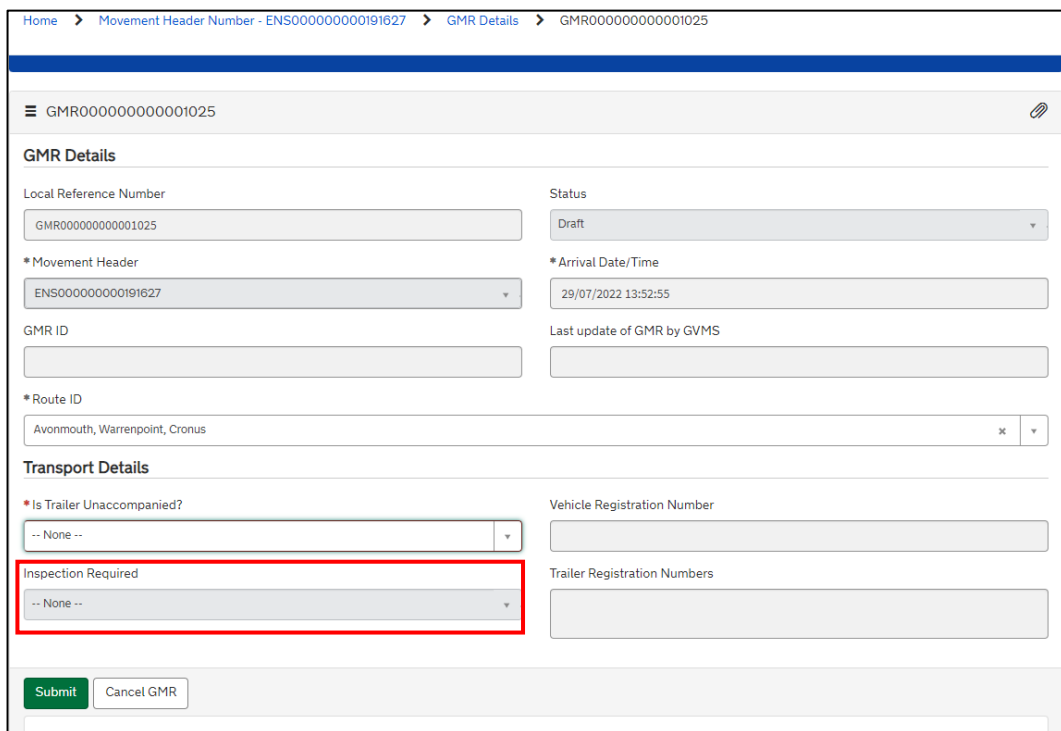
The haulier and the external contacts added to the account can check the ‘Inspection Required’ status in the TSS Portal to help alert the driver, should any inspections be flagged.

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.





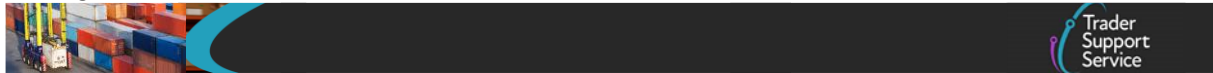
Any inspections that are required will be flagged on a GMR after it enters the 'Embarked' state. If you click on the **Local Reference Number**, you will open the page with the **GMR Details** for that movement. In every status there is a field called **Inspection Required**, which appears in the **Transport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



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

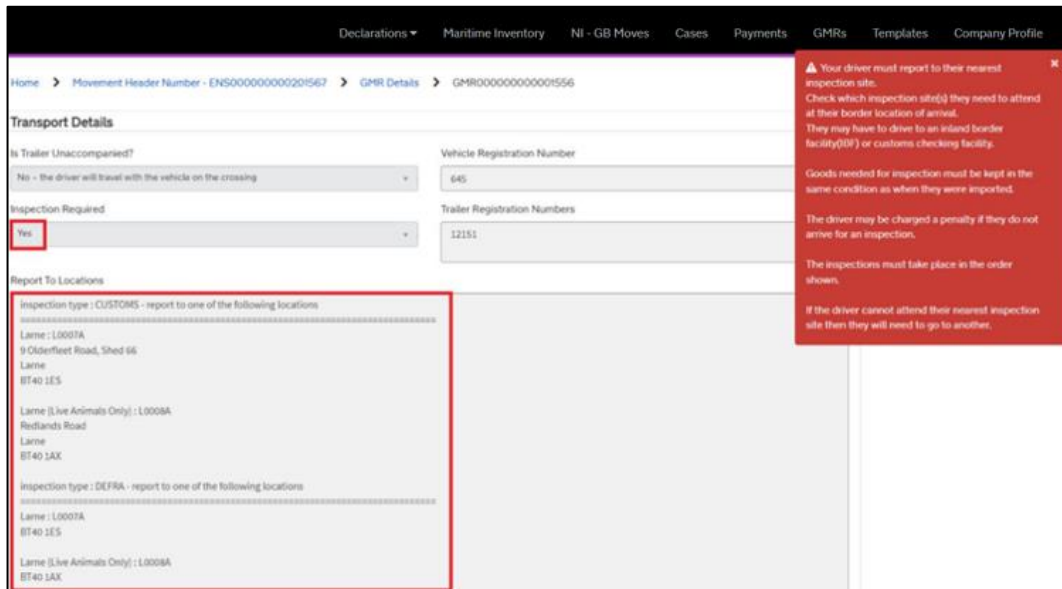
If an inspection is required the field will display 'Yes', meaning the shipment requires an inspection at arrival in a Northern Ireland port:



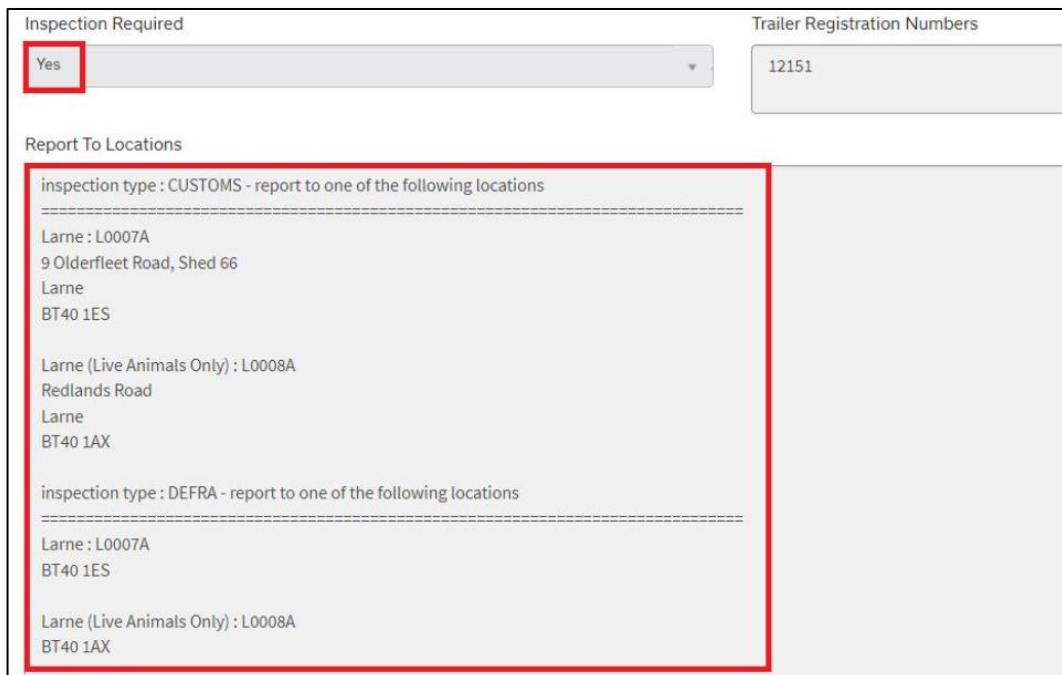


When the GMR moves to 'Completed' status the **Inspection Required** field will revert to 'None', regardless of whether the shipment has been called for inspection or not.

If the **Inspection Required** field displays 'Yes', a **Report to Locations** field will appear listing which authority has requested the inspection, i.e. Customs and/or DEFRA, with the address of the inspection locations to be attended:

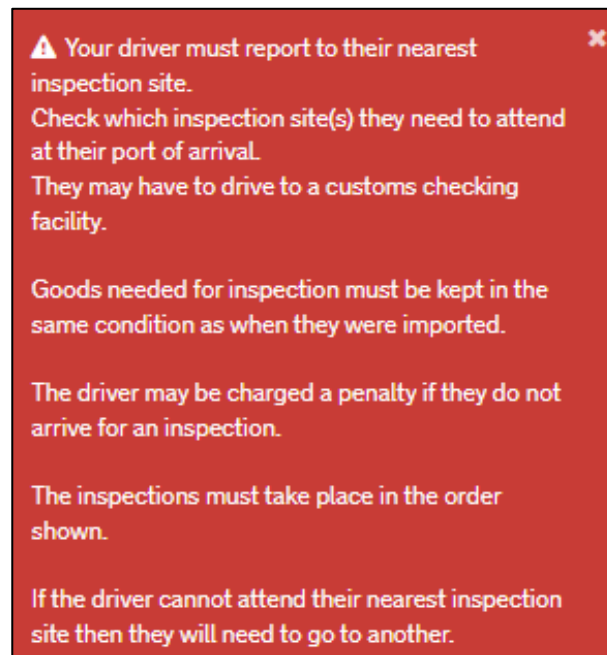


It is possible your movement may be called for more than one inspection. If the **Report to Locations** field displays the inspection type as **CUSTOMS** and **DEFRA**, then the shipment would need to attend both locations for each inspection in the order displayed.





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



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:



Trader Support Service

The movement GMRCVWHEK09 has embarked on the crossing.
GMRCVWHEK09 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

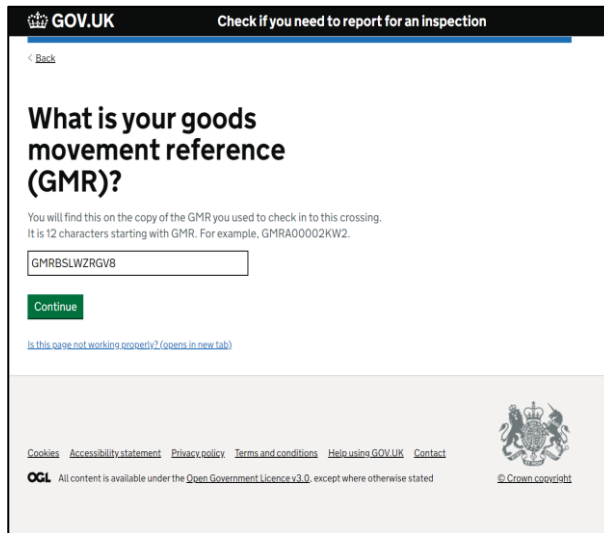
- Google Maps Link to [BT40 1AX](#)
 - Google Maps Link to [BT40 1AS](#)

The inspection status can also be checked on gov.uk driver inspection portal <https://www.tax.service.gov.uk/driver-inspection-notification/results/GMRCVWHEK09>

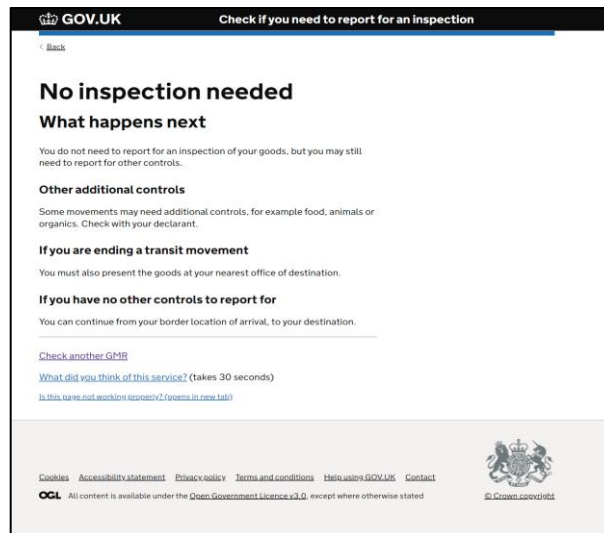
Thank you
 Trader Support Service

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 below screen is displayed:



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

< Back

The goods you are moving
require an inspection

GMR ID: GMRC00034JIO

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 September 2024.

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.

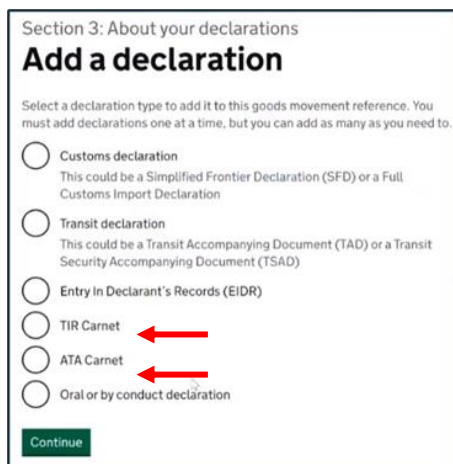
9 Appendix 1 – GMR for other types of declarations

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.