

TSS User Guides

ENS step-by-step guide for
maritime movements from GB
to NI



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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 definition.¹

1 Introduction

This guide will outline how to complete an Entry Summary Declaration for **maritime movements from Great Britain (GB) to non-inventory linked ports in Northern Ireland (NI)** using the TSS Portal.

Please note for containerised movements TSS currently supports the submission of Entry Summary Declarations for goods transported in 40ft containers **only**. For containerised goods movements that are not transported in 40ft containers, these must be completed outside of the TSS.

This guide does not cover Entry Summary Declarations for **accompanied or unaccompanied RoRo** movements, for information on RoRo movements refer to the [ENS Step-by-step guide: Standard Process and Consignment First Process](#).

2 Entry Summary Declaration

2.1 What is an Entry Summary Declaration?

A safety and security declaration, known as the Entry Summary Declaration, is required for goods movements from GB into NI.

The Entry Summary Declaration must be submitted prior to the goods entering NI and is the responsibility of the person operating the means of transport on which the goods are brought into NI. This person is commonly referred to as the carrier.

It is a legal requirement to submit an Entry Summary Declaration. The responsibility lies with the operator of the active means of transport on, or in, which the goods are brought into the customs territory, and this is generally the haulier or carrier.

TSS supports the submission of Entry Summary Declarations for the following Types of Movement:

- **Goods movements from GB to NI via maritime non-inventory linked ports**, which is the subject of this guide

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 guide will help you complete your Entry Summary Declaration for goods movements from GB to NI via maritime non-inventory linked locations.

- **Goods movements from GB to NI via Ro-Ro**

Refer to the [ENS Step-by-step guide: Standard Process and Consignment First Process](#) on NICTA for details on how to complete an Entry Summary Declaration for this type of movement.

TSS **does not** support the submission of Entry Summary Declarations for the following:

- Goods movements from Rest of World (RoW) excluding the European Union (RoW excluding EU) to NI **via maritime Inventory-Linked Ports (ILPs)**

Inventory-Linked Ports (ILPs) are those ports and airports that have customs control systems linked to HMRC systems. There is further guidance on ILPs in the [Inventory-Linked Ports](#) guide on NICTA.

- All goods movements into NI **via air**

Note: Entry Summary Declarations for these movements need to be submitted by the haulier/carrier outside of TSS.

The Entry Summary Declaration is not a customs declaration, and a customs declaration may be required for your journey, in addition to the Entry Summary Declaration.

Types of customs declarations for goods movements into NI include:

- A **Simplified Frontier Declaration, Supplementary Declaration and Final Supplementary Declaration** for goods movements on the [TSS Simplified Journey](#) (the most common journey on TSS)

TSS auto-generates the Simplified Frontier Declaration from the information provided within the Entry Summary Declaration, where the haulier and trader are using TSS for both the customs process and the safety and security declaration.

- A **Full Frontier Declaration**, for goods movements on the [TSS Full Frontier Declaration journey](#)

2.2 When is an Entry Summary Declaration required?

An Entry Summary Declaration is required before the goods arrive if you're moving goods from:

- GB to NI, including movements from GB to NI via Ireland (IE)
- RoW excluding EU into NI

You do not need to make an Entry Summary Declaration for goods if you are either:

- Bringing or receiving them into NI from an EU country

- Moving qualifying Northern Ireland goods from NI to GB; for more information on qualifying goods, see [GOV.UK](https://www.gov.uk)

To find out more about when an Entry Summary Declaration is required see [GOV.UK](https://www.gov.uk) guidance on making an Entry Summary Declaration.

2.3 Who completes the Entry Summary Declaration?

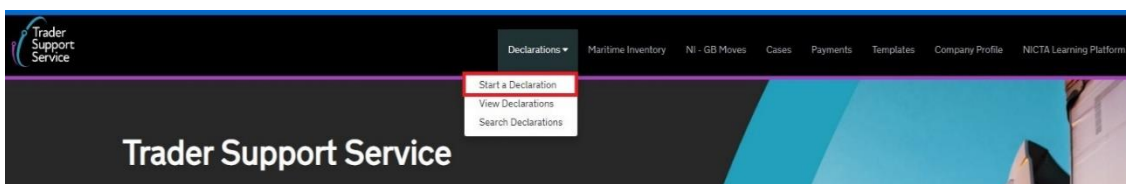
Carriers have the legal responsibility to ensure that the customs authorities are provided with **safety and security pre-arrival information** for all goods being moved to NI, by way of an Entry Summary Declaration. For these declarations, the carrier is defined as the operator of the active means of transport.

The legal requirement is that the Entry Summary Declaration is complete and accurate to the best of the declarant's knowledge at the time.

Customs agents (also known as Agents and Intermediaries) may complete declarations on behalf of traders in TSS if authorised. Customs agents should follow the process in this guide after logging into their agent account and selecting 'represent a trader'. Details on how to represent a trader in TSS can be found in [A Handbook for Customs Agents and Intermediaries](#) on NICTA.

3 Creating an Entry Summary Declaration Movement

1. Log in to the [TSS Portal](#) and in the **Declarations** tab in the navigation bar select **Start a declaration** from the drop-down menu to open a **Declaration Options** window



2. Select the option **Start an Entry Summary Declaration (ENS)**

Declaration Options

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

Entry Summary Declaration	Use this form to submit an Entry Summary Declaration (ENS). Start an Entry Summary Declaration (ENS)
Entry Summary Declaration - Consignment	Use this form to create an Entry Summary Declaration (ENS) Consignment without having created the Entry Summary Declaration (ENS) header first. The consignment will need to be associated to a header before it can be submitted. Start an Entry Summary Declaration (ENS) Consignment
Goods Movement from NI to GB	Use this form to submit Goods Movement from NI to GB. Start a Goods Movement from NI to GB Export

This opens the Entry Summary Declaration form for you to complete, automatically adding your business details to the **Submitter** field.

Note: the information required to complete the form is shown on the right-hand side of the screen. The Entry Summary Declaration can be saved at any time for you to complete and submit later, prior to the movement of goods.

3. In the **Type of Movement** field select 'Maritime' from the drop-down list

4. Enter the **Identity Number of Transport**

This will be the IMO ship identification number. The format required is 'IMO' followed by 7 digits.

5. Enter the **Nationality of Means of Transport**

This should be the country where the vessel is registered. Start typing the country name in the field or scroll through the down-down list.

* Nationality of Means of Transport

- United Arab Emirates
- United Kingdom**
- United Republic of Tanzania
- United States of America
- United States Virgin Islands

6. Add the **Carrier EORI** number – this must be either an XI or another EU EORI number

The carrier is the operator of the active means of transport at the border.

* Carrier EORI

Haulier EORI (if different to Carrier)

The **Name and Address** of the carrier is also required. This will be auto populated by TSS if the carrier is registered on TSS and has allowed their details to be shared via their company profile.

Underneath the **Carrier EORI** field is the following text, which contains a hyperlink:

Carrier EORI

If you need to check the validity of an XI or EU EORI, please click [this link](#) which will take you to the Europa EOS EORI checker where you can enter the EORI and check it.

Should you wish to use it, clicking the hyperlink will open the ‘EORI checker’ page of the Europa Economic Operator Systems (EOS) website in a new browser window.

TSS will auto populate the Europa EORI checker with the EORI number entered in the **Carrier EORI** field. Clicking the **Validate** button will run the checker and confirm if the EORI number is valid or invalid.



Taxation and Customs Union

Help What's new? Information FAQ Mail Box

European Commission > Taxation and Customs Union > Databases > EORI > EORI number validation

EORI validation open interface is now available [here](#).

Important note: Following the UK withdrawal from the EU, from the 1st of January 2021, the EORI numbers, and AEO authorisations, of UK (starting with the "GB" code) are not consultable anymore on the European Commission EOS online database. Only the EORI/AEO numbers of Northern Ireland (starting with the "XI" code), as foreseen by the Northern Ireland Protocol, are available for query.

Registered exporters in Madagascar, Ivory Coast and Zimbabwe are using their REX number for their preferential exports to the EU under the Economic Partnership Agreement (EPA). There is currently a limitation in the 'REX number validation' interface below that it does not indicate if the REX registrations for those 3 countries are valid in the context of the EPA. Nevertheless, if a REX registration in any of these 3 countries is valid for either the GSP scheme of Norway or of Switzerland, one should consider that the REX registration is also valid in the context of the EPA with the EU. This is because a REX registration, once revoked, is considered revoked for all legal contexts, and vice-versa. The 'REX number validation' interface will be enhanced in the future to show the validity of the registrations in the context of EU EPAs/FTAs.

Due to a planned maintenance, please be informed that the online database might not be available between 02.11.2024 20:00 CET and 03.11.2024 05:00 CET

Economic Operator Identification and Registration Information Panel Close (X)

EORI number validation

Last import date :01-11-2024

Retrieve EORI number validation

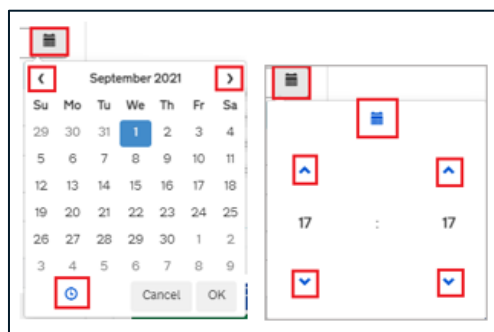
You can launch a validation request by entering the EORI number and clicking 'Validate'

EORI number Validate

- Use the calendar icon to select the **Arrival Date/Time** at the NI seaport based on the GMT time zone, or type the date and time into the field in the format DD/MM/YYYY HH:MM:SS using the 24-hr clock (for example, '11/01/2021 22:30:00')

* Arrival Date/Time

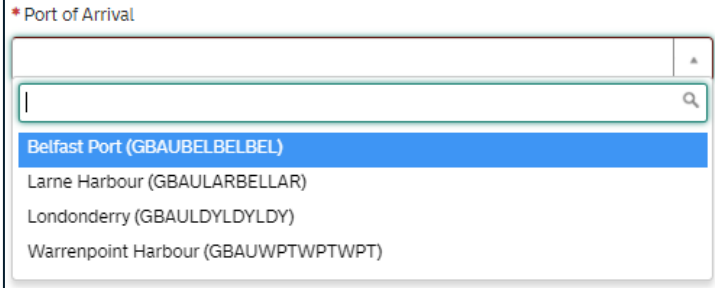
Selecting the clock icon on the calendar view will open the time selector and selecting the calendar from the time view will show the date selector.



Note: The date and time must be within the following 14 days. If the arrival date will be in more than 14 days, leave this field empty, save an initial draft, and complete the details later.

8. Add the **Port of Arrival** by either typing in the field or selecting from drop-down the list

This is the first seaport goods enter NI through. You will only be presented with the available seaports in NI.



* Port of Arrival

Belfast Port (GBAUBELBELBEL)

Larne Harbour (GBAULARBELLAR)

Londonderry (GBAULDYLDYLDY)

Warrenpoint Harbour (GBAUWPTWPTWPT)

9. Where seals are affixed to the transport equipment, the identification number on the seal will need to be added to the **Seal Number** field; otherwise, leave this field blank



Seal Number

10. Add the place(s) of loading of the goods to the **Place(s) of Loading** field


This is the name(s) of the seaport, freight terminal or other place where the goods are loaded onto the means of transport. If there are multiple places of loading for a RoRo movement, provide the best indication of primary locations, in up to 35 characters (for example, 'Edinburgh', 'Glasgow').



* Place(s) of Loading

11. Then, add the **Place(s) of Unloading**

This is the name(s) of the seaport or freight terminal or other place where goods are unloaded from the means of transport.



* Place(s) of Unloading

12. Select from the options below to confirm how the **Transport Charges** will be paid

This is the method of payment (from the trader to the carrier) for transporting the goods. The field defaults to 'Account Holder with Carrier'.

Transport Charges

Account Holder with Carrier
▲

🔍

- Payment in Cash
- Payment by Credit Card
- Payment by Cheque
- Other
- Electronic Credit Transfer
- Account Holder with Carrier
- Not Pre-Paid

3.1 Saving and searching for an Entry Summary Declaration Movement

You can **Save as Draft** at any point. If you need assistance completing this part of the form before adding the consignment details, press the **Get Help** button.

To help you populate the fields on this page, [watch this video.](#)

Submit an Entry Summary Declaration (ENS)

Use this form to submit an Entry Summary Declaration (ENS)

*** Submitter**

▼

*** Type of Movement**

-- None --
▼

*** Identity Number of Transport**

Conveyance Reference Number

*** Nationality of Means of Transport**

▼

*** Carrier EORI**

Required information

Type of Movement
Identity Number of Transport

Nationality of Means of Transport
Carrier EORI
Arrival Date/Time

Port of Arrival
Place(s) of Loading
Place(s) of Unloading

Save as Draft

Create Consignments

Get Help

Once the form is saved, you will be presented with the following details, including the unique Entry Summary Declaration reference number at the top of the page.

Home > Declarations > ENS000000000195261

Get Help

To help you populate the fields on this page, [watch this video.](#)

☰
ENS000000000195261
🔗

Entry Summary Declaration

Client Job Number

ENS000000000195261

* Declaration Type

ENS
▼

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Find your current Entry Summary Declaration movement information by selecting **Declarations** in the banner of the TSS Portal followed by **View Declarations** from the drop-down menu. Then, select **Draft ENS Declarations** or **All ENS Declarations** or alternatively click on the **Entry Summary Declarations (ENS): Draft** quick filter.

View Declarations

Quick Filters

Pre-movement todos				Post-movement todos			
Entry Summary Declarations (ENS): Draft 14974	Entry Summary Declarations (ENS): Input Required 626	Full Frontier Declarations (FFD): Input Required 939	Simplified Frontier Declarations (SFD): Input Required 281	Supplementary Declarations (SD): Draft 4063	Supplementary Declarations (SD): Input Required 867	Supplementary Declarations (SD): Overdue 5244	Supplementary Declarations (SD): Pending payment 300

Select Type and Status to view Declarations

Declaration Type	Declaration Status
ENS Declarations (by movement)	Draft ENS Declarations
ENS Declarations (by consignment)	Trader Input Required ENS Declarations
SFD Declarations (by movement)	Processing ENS Declarations
SFD Declarations (by consignment)	Authorised ENS Declarations
Supplementary Declarations (by consignment)	Arrived/Cancelled ENS Declarations
Full Frontier Declarations (by consignment)	All ENS Declarations

This opens a screen that lists either **Draft ENS Declarations** or **All ENS Declarations**, depending on your selection, created in your account during this week.

You can edit this selection by clicking on the **Created this week** button and selecting from the drop-down options. The relevant declarations will be listed depending on your selection:

View Declarations

Quick Filters

Pre-movement todos				Post-movement todos			
Entry Summary Declarations (ENS): Draft 14974	Entry Summary Declarations (ENS): Input Required 626	Full Frontier Declarations (FFD): Input Required 939	Simplified Frontier Declarations (SFD): Input Required 281	Supplementary Declarations (SD): Draft 4063	Supplementary Declarations (SD): Input Required 867	Supplementary Declarations (SD): Overdue 5244	Supplementary Declarations (SD): Pending payment 300

Select Type and Status to view Declarations **Currently Selected: ENS Declarations (by movement) - Draft ENS Declarations**

Results

ENS Declarations (by movement) - Draft ENS Declarations

Client Job Number	Submitter	Account	Status	Port of Arrival
ENS000000000216777	Denise Trader 2	Trader Two.	Draft	Belfast Port (TEST) (GBAUBELBELBEL)
ENS000000000216757	Selenium Trader 2	Trader Two.	Draft	Belfast Port (TEST) (GBAUBELBELBEL)

Created this week

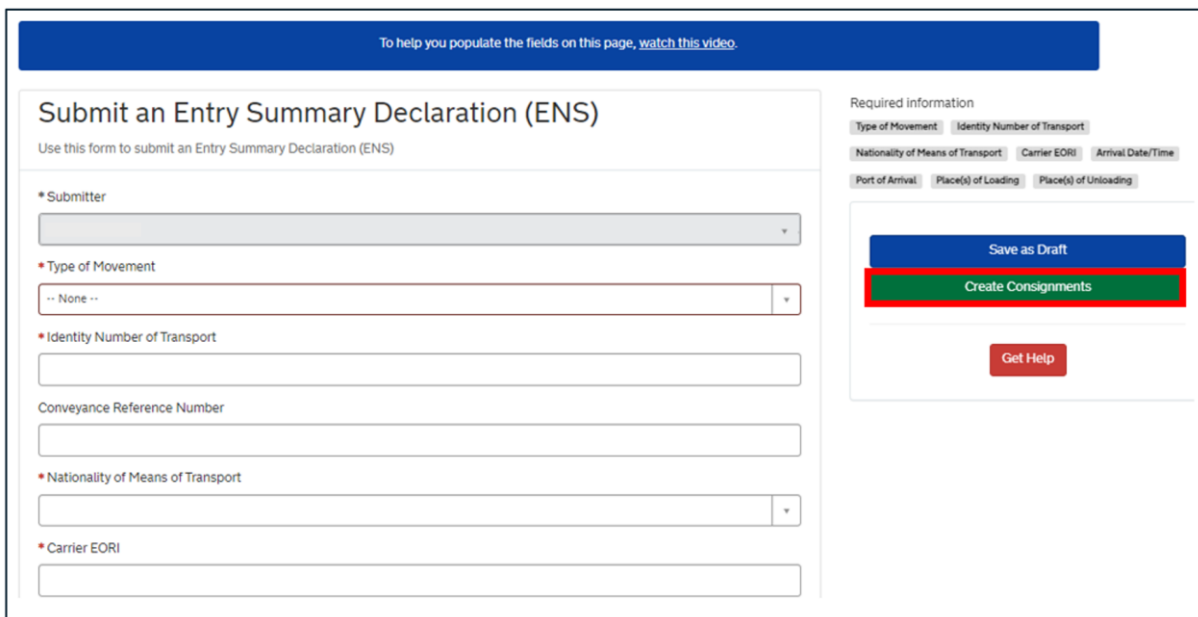
- Created this week
- Created this month
- Created last 6 months
- Created last 12 months
- Created over 12 months

4 Adding Consignment information to the Entry Summary Declaration

You (typically the carrier, on behalf of the importer) will need to add at least one consignment to each Entry Summary Declaration movement.

A consignment is the total quantity of goods delivered from an exporter (the consignor/sender) to an overseas party (the consignee/importer/receiver) under a sales or delivery agreement.

1. To add the first consignment, select the **Create Consignments** button located on the right-hand side of the declaration



To help you populate the fields on this page, [watch this video](#).

Submit an Entry Summary Declaration (ENS)

Use this form to submit an Entry Summary Declaration (ENS)

* Submitter

* Type of Movement

Identity Number of Transport

Conveyance Reference Number

* Nationality of Means of Transport

* Carrier EORI

Required information

Type of Movement Identity Number of Transport

Nationality of Means of Transport Carrier EORI Arrival Date/Time

Port of Arrival Place(s) of Loading Place(s) of Unloading

Save as Draft

Create Consignments

Get Help

2. Once you have created the first consignment, you can select the **New** button in the **Consignment Information** section at the bottom of the Entry Summary Declaration form to add a new consignment



Local Reference Number	Status	Client Job Number	Consignor EORI	Consignee EORI	Arrival Date/Time	Transport Document Number
DEC00000000343907	Draft	ENS000000000195420	XI000012340002	XI000012340002	02/11/2022 14:48:18	VG123456789

TSS will generate one Entry Summary Declaration for each consignment.

You will then be directed to a **New Consignment** page. The top section provides key information, depending on the status of the declaration. The fields highlighted in grey are read-only fields, including the **Status**.

Consignment Information - new record

Consignment Information

Local Reference Number: DEC00000000464548

Client Job Number: ENS00000000242129

Movement Reference Number: [Empty]

* Declaration Type: ENS

* Does Consignment contain goods subject to control, licence or certification? -- None --

Declaration Category: -- None --

ENS Only Reason: [Empty]

Status: Draft

This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.

3. You will be asked **Does Consignment contain goods subject to control, licence or certification?**

It is very important that you answer this question accurately. You need to confirm whether your goods are **standard** or **controlled goods**. The type of declaration you need to complete will be affected by the answer. See the [Categories of controlled goods](#) section in this guide for a more detailed list.

Controlled goods are those that require licences, certificates, or another form of controls. Food and agricultural items are considered sanitary or phytosanitary **controlled** goods when being moved to NI. See the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA for more information.

Please carefully assess the classification of your goods. If you select 'Yes' from the drop-down list, refer to the [Completing the details for a shipment containing controlled goods](#) section of this guide.

* Does Consignment contain goods subject to control, licence or certification?

-- None --

This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.

4. The **ENS Only Reason** field is to be completed if you only wish to create an Entry Summary Declaration without generating a Simplified Frontier Declaration in TSS

If you intend to create an Entry Summary Declaration only, for example when following the Full Frontier Declaration route, you must select a reason from the drop-down list:

ENS Only Reason

I am transporting an empty container/trailer/van/lorry under a contract of carriage, which requires a safety and security declaration for GVMS.

Goods which are the subject of a Transit declaration or are using the transhipment arrangements that do not require an import declaration through TSS into NI.

Your goods are entering Temporary storage and the customs declaration (if required) will not be made within TSS.

Your ENS relates to full frontier declaration (FFD) completed within TSS.

5. Add the **Transport Document Number**

This is the identification number of any international or national documents, certificates and authorisations produced in support of the declaration and additional references (please note that this field is limited to 35 characters). For maritime movements this should be the reference number for the Seaway Bill.

*Transport Document Type

▼
 Seaway Bill

*Transport Document Number

6. The **Goods Domestic Status** is auto-populated with ‘NIDOM (UK domestic status goods)’ because most goods will already be in free circulation within the UK
- ‘NIIMP (Non-UK domestic status goods)’ should be selected if the goods are being imported from RoW excluding EU and/or for goods moving from customs special procedures.

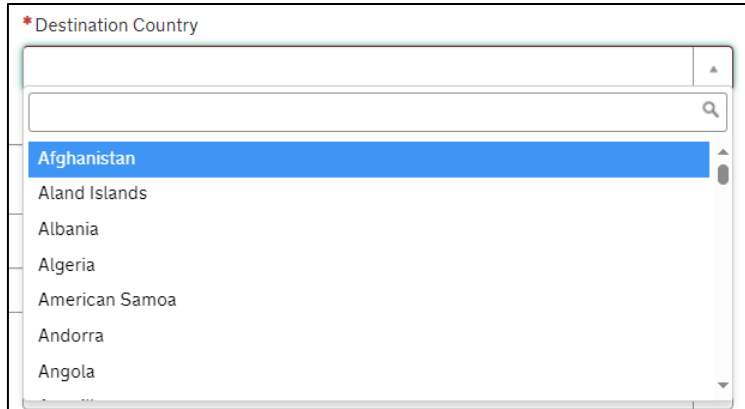
*Goods Domestic Status

-- None --

NIDOM (UK domestic status goods)

NIIMP (Non-UK domestic status goods)

7. The **Destination Country** is auto-populated with ‘United Kingdom’ as most of the shipment destinations through the TSS are to NI; however, it is possible to edit this field by selecting an alternative destination country from the drop-down list:



*Destination Country

Afghanistan

Aland Islands

Albania

Algeria

American Samoa

Andorra

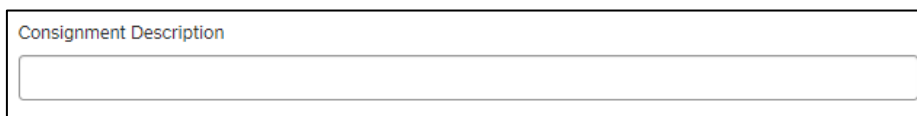
Angola

Note: The **Destination Country** is particularly relevant if you are claiming procedure code 42xx for Onward Supply Relief at the item level of your declaration. On entering the 42xx procedure code you will receive a warning message to remind you that you must ensure the **Destination Country** at the consignment (header) level is set to an EU Member State (for example, Ireland).

You have used procedure code 42xx on this goods line. Please make sure that you have set the Destination Country at the consignment level to an EU Member State. You cannot claim 42xx if the Destination Country is United Kingdom or Isle of Man or any other non-EU Member States

The **Destination Country** will be carried across to the Simplified Frontier Declaration and Supplementary Declaration.

8. **Consignment Description** is an optional field used to describe the associated goods in this consignment



Consignment Description

This should be a plain language description of the goods that is precise enough for customs to be able to identify what the goods are. The description should cover:

- What are the goods?
- What are they made of?
- What are they used for?

If the package contains any branded items, it is advisable to include the brand and model number along with the description. It is also recommended that the descriptions are packaged as sets and sizes (for example, 'women's cotton T-shirts, size 14, packs of 3').

For guidance on what an acceptable goods description should contain, including examples, see the [Goods Description guide](#) on NICTA.

9. **Trader Reference** is a free-text non-mandatory field populated in the Entry Summary Declaration at a consignment (header) level

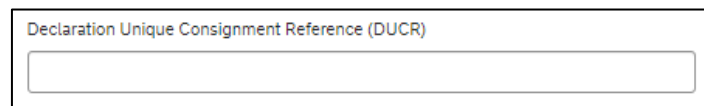
When completed, this information is carried through to the Simplified Frontier Declaration and Supplementary Declaration.

This trader's own reference was designed to aid the Importer of Record to easily identify which goods and/or invoices the specific consignment relates to. It is for personal reference only (for example, can be used to list invoice numbers, purchase orders or a collection point specific to the consignment) and will not affect whether your declaration(s) can be submitted.

Note: If **Trader Reference** is edited in the Supplementary Declaration, changes will not translate back to the Entry Summary Declaration or Simplified Frontier Declaration. It is very useful to input a reference you can recognise to help link/identify your Entry Summary Declaration with your customs declarations.


 A screenshot of a text input field labeled "Trader Reference". The field is empty and has a thin border.

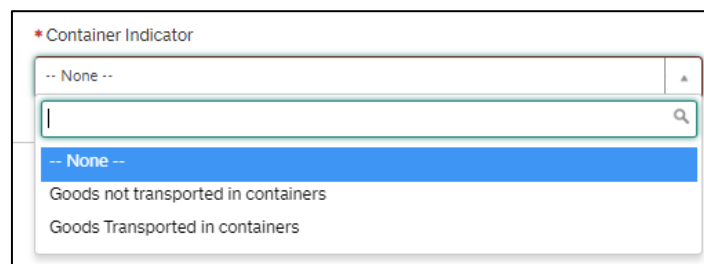
10. **Declaration Unique Consignment Reference (DUCR)** is a reference assigned by the declarant for the goods covered by the declaration; this can be entered into the field, but it is not mandatory


 A screenshot of a text input field labeled "Declaration Unique Consignment Reference (DUCR)". The field is empty and has a thin border.

11. Select an option from the drop-down list in the **Container Indicator** field to declare whether the goods are being transported in shipping containers.

Note: TSS currently supports the submission of Entry Summary Declarations for containerised goods transported in 40ft containers only.

For containerised goods movements that are not transported in 40ft containers, these must be completed outside of the TSS.


 A screenshot of a dropdown menu for the "Container Indicator" field. The menu is open, showing a search bar and two options: "-- None --" (highlighted in blue) and "Goods Transported in containers".

12. Enter the numbers for the **Consignor EORI** and **Consignee EORI**

- **Consignor** is the party delivering the goods as stipulated in the transport contract
- **Consignee** is the party who receives the goods post customs clearance

Businesses moving goods into or out of NI need an **EORI number starting with XI**. In order to qualify for an XI EORI, businesses need a permanent business establishment in NI. Businesses that do not have a permanent business establishment in NI may still be issued with an XI EORI if they handle certain limited customs activities within both NI and the EU. Guidance about obtaining EORI numbers can be found on [GOV.UK](https://www.gov.uk).

Underneath the **Consignor EORI** and **Consignee EORI** fields, TSS provides hyperlinks to the EORI Checker on the Europa Operator Systems (EOS) website, where users can check the validity of XI EORI numbers. If you wish to check the EORI number validity status, clicking the link opens the [Europa Economic Operator Systems \(EOS\)](https://www.eos.europa.eu/) website in a new browser window.

If you need to check the validity of an XI or EU EORI, please click [this link](#) which will take you to the Europa EOS EORI checker where you can enter the EORI and check it.

TSS will auto-populate the Europa EORI checker with the EORI number entered in the field. Clicking the **Validate** button will run the checker and confirm if the EORI number is valid or invalid.

If the **Consignor** and/or **Consignee EORI** number is valid and registered on TSS, then the company name will appear underneath each field, highlighted in blue:

Consignor
* Consignor EORI <input style="width: 100%;" type="text" value="XI000012340002"/> <div style="background-color: #e0f2f1; padding: 2px; margin-top: 5px;">Trader Name: Trader Two.</div> <input type="checkbox"/> Consignor Address Required
Consignee
* Consignee EORI <input style="width: 100%;" type="text" value="XI000012340002"/> <div style="background-color: #e0f2f1; padding: 2px; margin-top: 5px;">Trader Name: Trader Two.</div> <input type="checkbox"/> Consignee Address Required

The name and address of the **Consignor and **Consignee** are also required.** These will be auto-populated by TSS if the trader is registered on TSS and has allowed their details to be shared via their company profile; if not, you will need to enter the name and address details manually.

Consignor

Consignor EORI

Trader Name: Name Withheld

Please provide the name and address details for this field as these will be used when you save and submit this data to avoid the rejection of your ENS. Please untick the "Address Validation" flag or edit the value in the EORI field in order to provide a different EORI and address details.

If you need to check the validity of this EORI, please click [this link](#) which will take you to the Europa EOS EORI checker

Consignor Address Required

* Consignor Name

* Consignor Street and Number

* Consignor City

* Consignor Postcode

* Consignor Country

If the EORI number is unknown for the consignor or consignee, select the check box and complete the additional name and address fields.

Consignor

* Consignor EORI

If you need to check the validity of an XI or EU EORI, please click [this link](#) which will take you to the Europa EOS EORI checker where you can enter the EORI and check it.

Consignor Address Required

Consignee

* Consignee EORI

If you need to check the validity of an XI or EU EORI, please click [this link](#) which will take you to the Europa EOS EORI checker where you can enter the EORI and check it.

Consignee Address Required

13. Enter the numbers for the **Importer EORI** and **Exporter EORI**

- The **Importer** is the party responsible for completing the customs declarations for the arrival of the goods; this could be the sender, receiver or their intermediary and should be pre-agreed in the delivery terms (EORI of the party legally responsible for the import declaration)
- The **Exporter** is the party responsible for completing customs procedures for the departure of the goods

If you are using the **Entry Summary Declaration only** route as a haulier carrying empties under a contract of carriage, the system will auto-populate the **Importer EORI** field with the haulier's EORI number.

For **Importer EORI** and **Exporter EORI**, the field may have a GB or XI format.

TSS will help you to make sure you do not enter an incorrect EORI:

- If you enter a number that does not match the format of an EORI number, you will receive an error message and you will not be able to submit the consignment
- If you do not provide a valid GB or XI EORI in the **Importer EORI** field, you will receive an error message (see below) and you will not be able to submit the consignment

* Importer EORI

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

You must provide a valid EORI for the importer of these goods. Incorrect Format - Importer EORI must be 2 letters followed by 12-15 numbers

- If you have provided an **Importer EORI** that is not registered on TSS, you will receive a warning message that the EORI number entered cannot be used to create a customs declaration for this consignment

In this case, you will be able to create the Entry Summary Declaration **only** and will not be able to use TSS for any required customs declarations.

* Importer EORI

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

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

⚠ The EORI provided is not registered with TSS hence no import declaration will be created by TSS for this consignment. Please ensure before you travel that you obtain the relevant declaration references from the importer

In certain circumstances when an importer has a UK Internal Market Scheme (UKIMS) authorisation on their company profile, TSS will ask if you want to change the **Importer EORI** number provided to an EORI number that is associated with the importer's UKIMS authorisation. You will receive a pop-up message to confirm your choice.

Importer has Active UKIMS-authorisation associated with another EORI Number ✕

The importer has UKIMS associated with their GB EORI. Do you want to use the GB EORI to enable the importer to use their UKIMS authorisation?

- If you answer 'Yes' or 'I don't know' TSS will **change** the **Importer EORI** number to the importers UKIMS aligned EORI number
- If you answer 'No' TSS will **keep** the **Importer EORI** number that has been entered

Note: If the importer is authorised on the UK Internal Market Scheme (UKIMS) it is important to ensure that the EORI number aligned to the UKIMS authorisation is used when completing the **Importer EORI** field on the Entry Summary Declaration. **If you are unsure of which EORI numbers to use when submitting an Entry Summary Declaration you should check with the importer to ensure the information is accurate.**

The name and address details for the Importer and Exporter are required. Those will be auto-populated by TSS if the trader is registered on TSS and has allowed their details to be shared via their company profile; if not, you will need to enter the name and address details manually.



* Importer EORI

XI00012340002

Warning: you must provide the name and address for the EORI used in the importer EORI field. The trader has provided permission to share their details so they have been pre-populated for you.

Trader Name: Trader Two.

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

Importer Address Required

* Importer Name

* Importer Street and Number

* Importer City

* Importer Postcode

* Importer Country

14. If you intend to use the Duty Deferment Account (DDA) or Special Procedure authorisation of your parent organisation, enter their EORI number in the **Importer Parent Organisation EORI** field

Importer

* Importer EORI

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

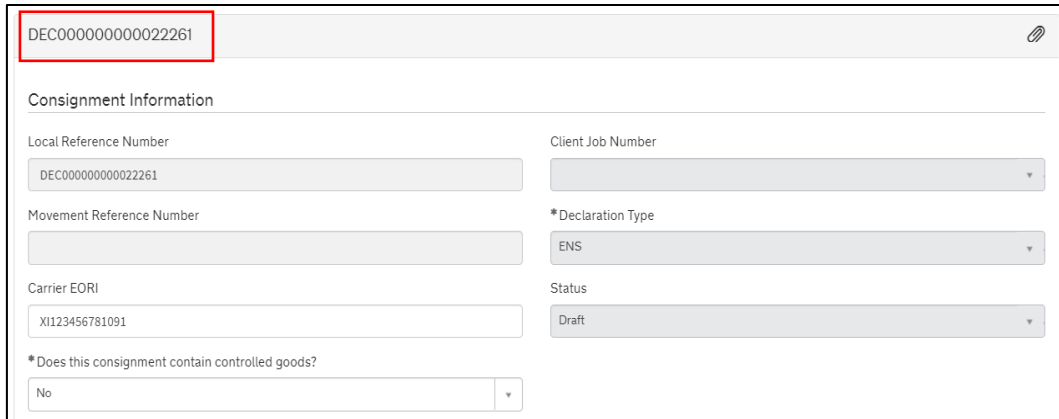
Importer Parent Organisation EORI

To use the **Importer Parent Organisation EORI** on your declarations, your company profile must be set up correctly so that the **Importer Parent Organisation EORI** field is automatically populated. Details on how to update this field in your company profile can be found in the [Registration: Step-by-step guide using TSS](#) on NICTA.

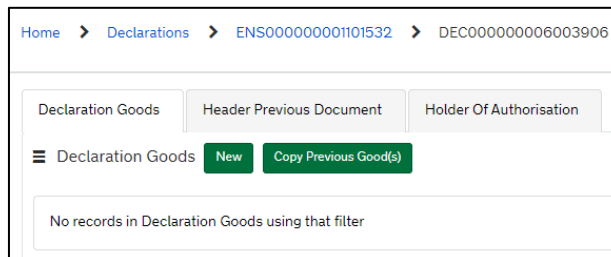
Note: Within your company profile, if you have answered ‘**Yes**’ for the question **Do you need to use a Parent Organisation Authorisation on your declarations**, but left the **Importer Parent Organisation EORI** field blank, then this field will also appear blank in the respective **Entry Summary Declaration**.

In this case, you need to specify how you intend to proceed. If you would like to use the authorisation of your parent organisation, enter their EORI number. If not, then leave this field blank.

15. Once the details are added, press **Save (Ctrl + s)** and the unique 'DEC _____' reference number for the consignment will be presented at the top of the page

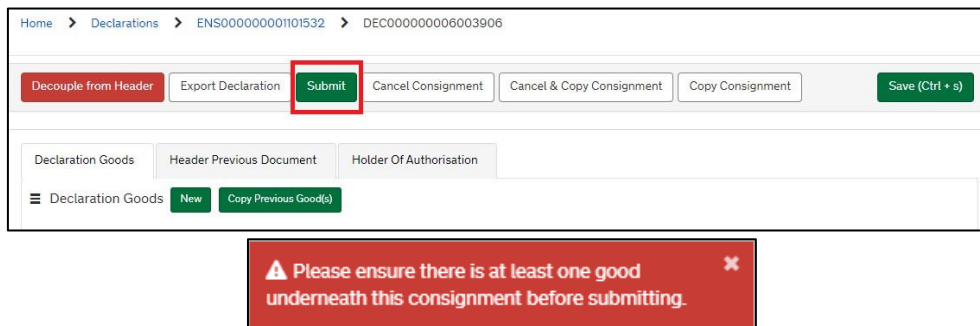


16. Once the consignment has been saved, you will see three additional tabs have been added to the bottom of the screen: **Declaration Goods**, **Header Previous Document** and **Holder of Authorisation**



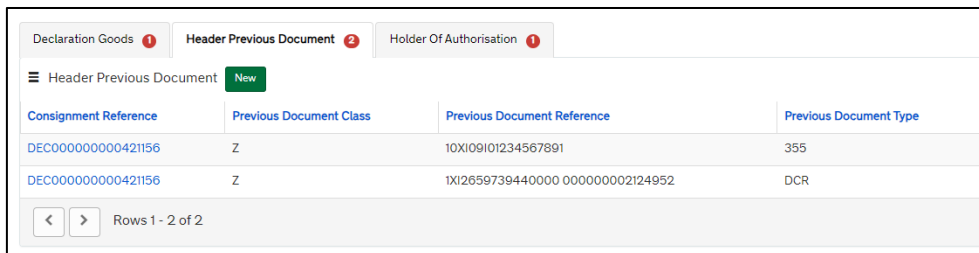
The **Declaration Goods** tab is used to submit item-level information about your goods. To complete the **Declaration Goods** form, you must add at least one **item** to the consignment before submitting. **Note:** an item is a set of goods with the same description and the maximum number of items that can be linked to a consignment is 99.

Pressing the **Submit** button on the consignment form without a goods record linked to the consignment will return the error message in the screenshot below. Selecting 'x' on the error message will remove it from view.



For certain procedures/additional procedures you may be required to populate the **Header Previous Document** and **Holder of Authorisation** tabs. See the [Data guide: TSS declaration data requirements](#) on NICTA for more details on when this is required.

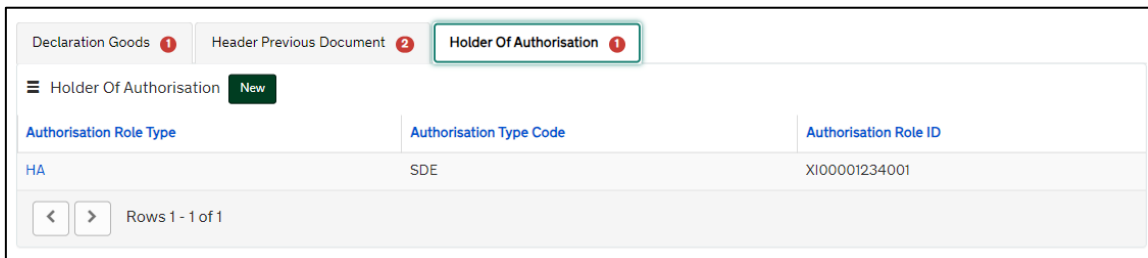
17. Additional **Header Previous Documents** may be added to the record and will be visible to you via the associated tab on the consignment (header) level record



Consignment Reference	Previous Document Class	Previous Document Reference	Previous Document Type
DEC000000000421156	Z	10XI09101234567891	355
DEC000000000421156	Z	1XI2659739440000 000000002124952	DCR

18. The **Holder of Authorisation** tab may also be populated after submitting the Entry Summary Declaration with information returned from HMRC

Note: The field **Authorisation Role Type** is auto-populated by TSS and requires no action from the trader.



Authorisation Role Type	Authorisation Type Code	Authorisation Role ID
HA	SDE	XI00001234001

Repeat the above steps for each item within the consignment. Navigate to the **Consignment Reference Number** by selecting the 'DEC _____' reference number at the top of the page. Before the consignment is linked to movement information, the top of the page should look as follows:

[Home](#) > [Declarations](#) > [DEC000000000216024](#) > Small Bluefin Tuna, for human consumption

Where multiple items are linked to a consignment, you will be presented with a unique number on the tab for the different items at the bottom of the consignment form.

Declaration Goods 2		Header Previous Document	Holder Of Authorisation				
Declaration Goods		New					
Goods Description	Goods Item Number	Client Job Number	Type of Packages	Item Gross Mass (KG)	Equipment Number (if Containerised)	Package Marks	
Small Bluefin Tuna, for human consumptio...		ENS000000000122609	Boxes	10		ADDR	
Large bluefin tuna, for human consumptio...		ENS000000000122609	Boxes	10		ADDR	

< > Rows 1 - 2 of 2

Note: As the items are added to the consignment records the **Total Packages** and the **Total Gross Mass (KG)** fields on the consignment form will be automatically updated and will total all the **Packages** and goods **Gross Mass** linked to this consignment. These fields are not editable on the consignment (header) level.

If needed, it is possible to remove items from the consignment by selecting **Delete Item**.

Home > Declarations > DEC00000000421279 > goods

2092/91. See also document code Y929 - Import/export allowed after control

Delete Item
Save and Add New
Save (Ctrl + s)

5 Adding item information to the Entry Summary Declaration

Declaration Goods (items) are required for each consignment. The **Declaration Goods** (item) is a set of goods with the same description (with the same **Commodity Code**). For example, five pallets of fresh apples should be added as one declaration good.

1. Press the **New** button in the **Declaration Goods** section

Home > Declarations > ENS000000001101532 > DEC000000006003906

Declaration Goods	Header Previous Document	Holder Of Authorisation
Declaration Goods New Copy Previous Good(s)		

2. The **Declaration Goods** form will open

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](#).

☰ Declaration Goods - new record 📎

Declaration Goods

Consignment Parent
DEC00000000464570

Goods Information

3. Enter the 6-digit **Commodity Code** for your goods

If you are unsure what your commodity code is, use the link to the Northern Ireland Online Tariff tool to look up the correct commodity code, or visit GOV.UK.

You can also search for the **Commodity Code** by typing in a short description of your goods into the **Commodity Code** field

Commodity Code Filter

6 digit

* Commodity Code

If you are unsure what your commodity code is, please click [this link](#) which will take you to the HMRC tariff tool.

Note: If you are moving **controlled goods** and have answered ‘Yes’ to the question **Does Consignment Contain Goods Subject to Control, Licence or Certification?** at consignment level you will be required to enter a 10-digit commodity code.

Refer to the [Completing the details for a shipment containing controlled goods](#) section of this guide for details on what additional information you are required to provide **if moving controlled goods**.

4. Select **Type of Packages** from the drop-down list

* Type of Packages

-- None --

-- None --

Aerosol

Bag

Bale, compressed

Barrel

Belt

Bottle, gas

Box

5. Add the **Number of Packages**

This is the number of individual items that are packaged in such a way that they cannot be divided without undoing the packaging. For example, if goods are palletised the number of pallets should be provided. Enter the **Number of Individual Pieces** within each package, where known.

* Number of Packages
<input type="text"/>
Number of Individual Pieces
<input type="text"/>

6. Add the **Package Marks**, which is a free-text description of any marks and numbers on transport units or packages; where containerised, the equipment number can be used as a shipping mark

* Package Marks
<input type="text"/>

7. Add the **Equipment Number** for the container, where goods are being shipped in a container; this field is required if you have selected 'Goods Transported in Containers' in the **Container Indicator** field

* Equipment Number (if Containerised)
<input type="text"/>

8. Declare the **UN Dangerous Goods Code**, if applicable to your goods

This is a unique serial number assigned by the UN to dangerous substances and articles (for example, chemicals, weapons). The codes are available in the [UN Recommendations on the Transport of Dangerous Goods - Model Regulations](#) on the United Nations Economic Commission for Europe (UNECE) website.

UN Dangerous Goods Code
<input type="text"/>

9. Add the associated **Invoice Number**, where known

Invoice Number
<input type="text"/>

10. Confirm the **Item Gross Mass** (weight) in kilograms for all packages; this needs to include all packaging (but not the carriers' equipment)

Note: Packaging is defined as materials and components used in any packaging operation to wrap, contain, or protect the goods during transport.

* Item Gross Mass (KG)

11. Add the **Item Net Mass** in kilograms, which excludes packaging

Item Net Mass is only mandatory for items where licences require the net mass on the declaration to match that on the licence, and for goods being released from bulk consignment.

Net Mass (KG)

12. Add the **Goods Description** for these packages

This should be a plain language description of the goods that is precise enough for customs to be able to identify what the goods are. The description should cover:

- What are the goods?
- What are they made of?
- What are they used for?

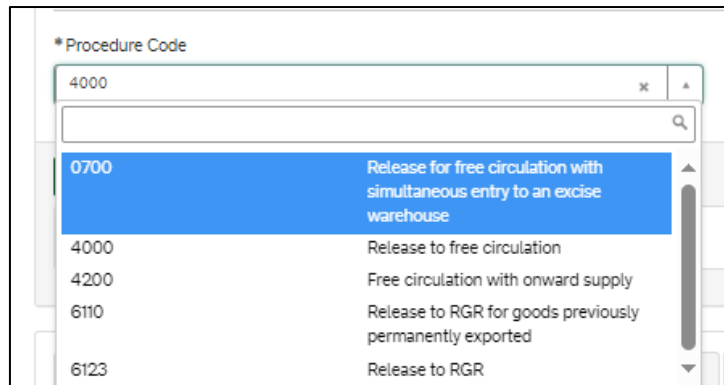
If the package contains any branded items, it is advisable to include the brand and model number with the description of your goods. It is also recommended that if goods are packaged as sets and sizes (for example, 'women's cotton T-shirts, size 14, packs of 3') this is outlined in the goods description.

For guidance on what an acceptable goods description should contain, including examples, see the [Goods Description guide](#) on NICTA.

* Goods Description

13. TSS defaults the **Procedure Code** field with '4000' – goods released into free circulation / home use, with no previous procedure in GB

If this **Procedure Code** does not apply to the goods movement, use the drop-down to select the appropriate code.

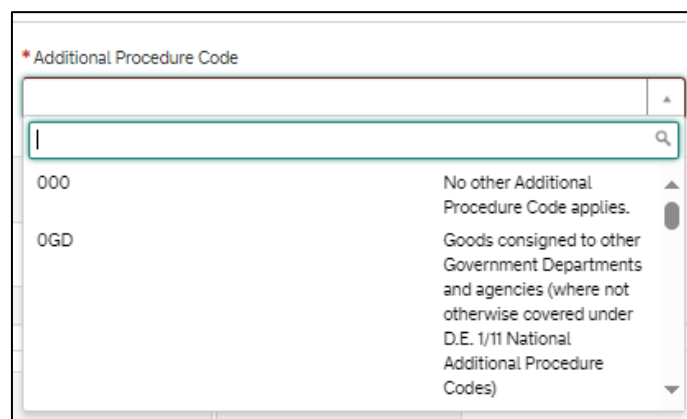


Procedure Code	Description
4000	Release to free circulation
4200	Free circulation with onward supply
6110	Release to RGR for goods previously permanently exported
6123	Release to RGR
0700	Release for free circulation with simultaneous entry to an excise warehouse

- For details on the Procedure Codes available to use in TSS, refer to the [Data guide: TSS declaration data requirements](#) guide on NICTA
- Further information on **Procedure Codes**, including completion instructions, can be found on [GOV.UK](#)

14. TSS defaults the **Additional Procedure Code** with '000', which indicates no additional conditions apply

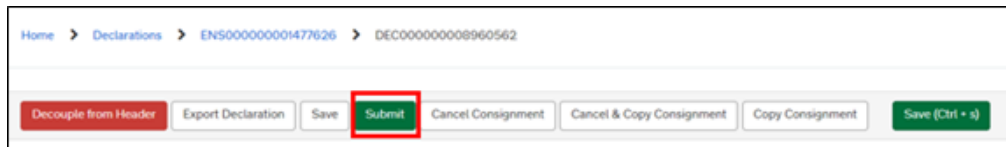
Additional Procedure Codes specify customs requirements above and beyond the standard procedure. Check the **Additional Procedure Codes** available in the drop-down list and select the appropriate code for your movement. '000' should only be declared if no other **Additional Procedure Code** applies to the unique circumstances/conditions of the movement.



Additional Procedure Code	Description
000	No other Additional Procedure Code applies.
0GD	Goods consigned to other Government Departments and agencies (where not otherwise covered under D.E. 1/11 National Additional Procedure Codes)

Further information on **Additional Procedure Codes**, description, usage, and completion instructions can be found on [GOV.UK](#).

When all the consignments are added to the Entry Summary Declaration movement and consignment (header) and the item level details are completed, press the **Submit** button on the consignment 'DEC_____ record' to submit your declaration.



6 Moving controlled goods

If you are moving controlled goods, additional information will be required on your Entry Summary Declaration. When moving goods that may require licences, authorisations, or certificates, you should check if your goods are subject to other requirements from other government agencies. For more information on moving controlled goods, visit the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

If you are moving controlled goods under the TSS Simplified Journey, you may need to declare additional information at the Entry Summary Declaration stage as TSS will use information from the Entry Summary Declaration to create a Simplified Frontier Declaration (if applicable).

You must declare the goods as controlled in TSS to generate the Simplified Frontier Declaration, declaring any licence, authorisation, or certificates at the Entry Summary Declaration item level.

When the Entry Summary Declaration or Simplified Frontier Declaration is submitted, TSS will validate the submission to ensure all required data and document references are present. The TSS Portal will generate an error message outlining any missing information so users can correct the entry before submission. Once the Entry Summary Declaration / Simplified Frontier Declaration is completed correctly, the TSS Portal will accept the submission and generate the required MRNs.

Note that full details are required for controlled goods at the item level. For standard goods this detail is not required unless they are part of a mixed consignment with controlled goods. For mixed consignments it is necessary to submit full item-level data for all goods in the consignment, including any standard goods.

Please consult the Northern Ireland Online Tariff on [GOV.UK](#) and HMRC guidance before moving your goods.

6.1 Categories of controlled goods

The list below details the categories of controlled goods requiring licences, authorisations, or certificates.

To check if your goods are controlled, refer to the Northern Ireland Online Tariff on [GOV.UK](#). For guidance on how to navigate the Northern Ireland Online Tariff see the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

- **Products of animal origin or fish (Sanitary and Phytosanitary (SPS) Goods)**
 - Common Health Entry Document (CHED) completed in [TRACES NT](#)
 - Illegal, Unreported and Unregulated (IUU) fishing catch certificate in [GOV.UK](#)
 - Notification to [TRACES NT](#) at least 24 hours in advance
- **Plant, plant products, timber-based products (Sanitary and Phytosanitary (SPS) Goods)**
 - Phytosanitary certificate
 - Notification to [TRACES NT](#) at least 24 hours in advance
- **Agri-Foods (Sanitary and Phytosanitary (SPS) Goods)**
 - CHED completed in [TRACES NT](#) (if applicable) and 24 hours pre-notification
 - Private attestations for shelf-stable composite products (see DEFRA guidance on [GOV.UK](#))
- **Controlled goods requiring import licences**
 - Open or Specific Individual Import Licences (firearms and nuclear materials)
 - Drugs and drug precursors
- **Excise Goods**
 - Licences or authorisations (which are dependent on the Commodity Code)
 - Notify the Excise Movement and Control System (EMCS; [GOV.UK](#)) if moving under excise duty suspense, or if required (see Excise Goods guidance on [GOV.UK](#))
- **International conventions**
 - Convention on International Trade in Endangered Species ([CITES](#))
 - Kimberley Certificate ([GOV.UK](#))

This list is not exhaustive. For a list of full licence types for import, refer to guidance on [GOV.UK](#).

6.2 Completing the details for a shipment containing controlled goods

1. Select 'Yes' to the question **Does Consignment Contain Goods Subject to Control, Licence or Certification?** at the Entry Summary Declaration consignment (header) level

* Does Consignment contain goods subject to control, licence or certification?

Yes
▼

This refers to authorisations by HMRC or other government departments who require your goods to be regulated, for example DEFRA in the case of most products of animal origin, Medicines under the UK Medicines Agency, or ozone depleting products or F-gases for DEFRA environmental controls.



This will open the **Controlled Goods** section at the item level on the **Declaration goods - new record** form.

Controlled Goods	
*What Type of Controlled Goods Are You Carrying?	*Country of Origin
-- None --	
*Commodity Code	*Item Currency
Supplementary Units	*Item Price / Amount
CUS Code	Tax Type
	-- None --
TARIC Additional Code	Tax Base Unit
National Additional Code	Tax Base Quantity
Save (Ctrl + s)	

2. In the field **What Type of Controlled Goods Are You Carrying?** select from the options in the drop-down list:

- 'Goods of animal origin'
- 'Plant-based products'
- 'Fruits & vegetables'
- 'Fish products'
- 'Endangered species' (CITES-listed endangered animals and plants or their products)
- 'Weapons'
- 'Goods requiring certifications' (for example, rough diamonds)
- 'Excise Goods'

3. Enter the 10-digit **Commodity Code** for your goods

If you are unsure what your commodity code is, use the link to the Northern Ireland Online Tariff tool to look up the correct commodity code, or visit [GOV.UK](https://gov.uk).

You can also search for the **Commodity Code** by typing in a short description of your goods into the **Commodity Code** field.

Note: TSS submits only the first 6 digits of your 10 digit commodity code for the Entry Summary Declarations along with your goods description.

* Commodity Code

If you are unsure what your commodity code is, please click [this link](#) which will take you to the HMRC tariff tool.

4. Select the **Country of Origin** by either typing the country name or using the drop-down list

This classifies where goods were produced (or substantially transformed) and is used to determine what controls and tariff measures apply. It is not necessarily where the goods were sent from. Details on establishing **Country of Origin** can be found in the rules of origin guidance on [GOV.UK](#).

* Country of Origin

united

- United Arab Emirates
- United Kingdom**
- United Republic of Tanzania
- United States of America
- United States Virgin Islands

5. The **Item Currency** is the currency used to invoice the goods and can be selected from the drop-down list

* Item Currency

* Item Price / Amount

A list of currencies and their corresponding codes can be found on [GOV.UK](#).

For the **Item Price / Amount** add the total value of the goods. Where goods have a payable price (Valuation Method 1), this is the amount charged for the item and the currency used, as listed on the invoice. Details on working out the customs value of your imported goods, including valuation, can be found on [GOV.UK](#).

6. Populate the **Supplementary Units** field if the **Commodity Code** must be described not only by 'mass', but by a second measure such as 'litres' or 'metres squared'

If applicable, this will be listed in the Northern Ireland Online Tariff (see [GOV.UK](#)) under the 'Value' column (column 3) of 'Import measures and restrictions' for the appropriate **Commodity Code**. When required, you should enter the **Supplementary Units** as a number.

Supplementary Units

When **Supplementary Units** are mandatory and there is no entry in this field, help text is returned at the bottom of the page:

Tariff Requirements

SUPPLEMENTARY UNITS
Supplementary Units required for the Commodity Code and Country of Origin selected.

- When moving certain chemicals, the eight-digit **CUS Code** (Customs Union and Statistics) is required to identify the chemical

CUS Code

For more details on the circumstances to populate this field and how to do so, refer to the [Data guide: TSS declaration data requirements](#) on NICTA. You can find government guidance on CUS codes on [GOV.UK](#).

- Enter the **TARIC Additional Code(s)** if relevant for the **Commodity Code**

You can find out if this is applicable to your goods by referencing the [EU TARIC tool](#). These codes indicate that there may be additional duty payable, for example duty applicable to some dairy or sugar products (identified by a Meursing code), or anti-dumping duty. In some cases, more than one **TARIC Additional Code** could be supplied per item. If this applies, all codes must be entered in a single string (no spaces between them) in the TSS Portal field. Only one Meursing Code is permitted per goods item.

- In the **National Additional Code** field select the associated 4-digit code:

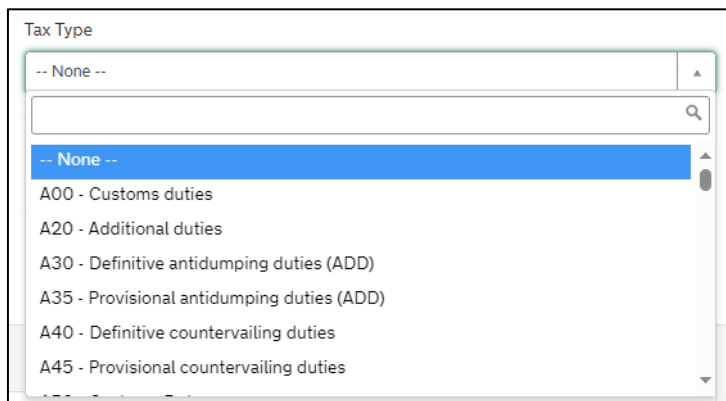
National Additional Code

VATE	VAT Exempt duty rate
VATR	VAT 5% duty rate
VATZ	VAT 0% duty rate
X301	UK Tax Type 301, Low Alcohol - not exc 1.2%
X311	UK Tax Type 311, Beer less than 3.5% abv
X312	UK Tax Type 312, Cider less than 3.5%

For certain goods there may be more than one code that is required, in which case use the **National Additional Codes** tab at the bottom of the item level form, where more codes can be added. Please note only one VAT rate code can be added per goods item.

- For more details, consult the [Data guide: TSS declaration data requirements](#) on NICTA
- Guidance on **National Additional Codes** including a full list of codes can be found on [GOV.UK](#)

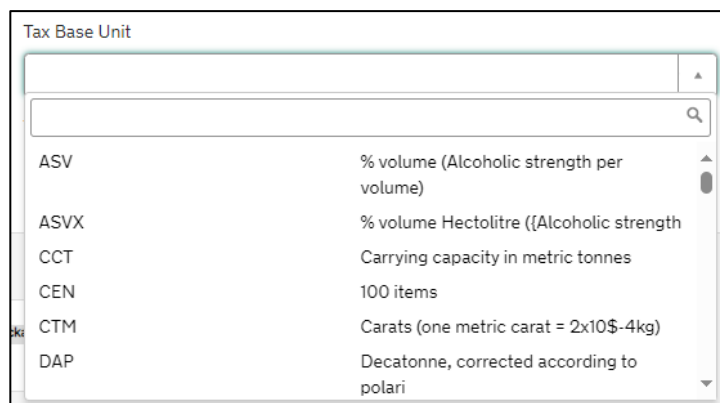
10. **Tax Type** codes identify the kinds of duty or tax being declared depending on the commodity codes used – select the appropriate code from the drop-down list if one is required for the commodity code



The screenshot shows a dropdown menu titled "Tax Type". The menu is open, displaying a search bar at the top and a list of options below. The first option is "-- None --". The second option is highlighted in blue: "-- None --". The remaining options are: A00 - Customs duties, A20 - Additional duties, A30 - Definitive antidumping duties (ADD), A35 - Provisional antidumping duties (ADD), A40 - Definitive countervailing duties, and A45 - Provisional countervailing duties.

Guidance on tax types can be found on [GOV.UK](#).

11. A **Tax Base Unit** will need to be declared where the **Commodity Code** requires the declaration of a third quantity for goods clearance and controls (for example, enter the pure alcohol content for certain alcoholic beverages)



The screenshot shows a dropdown menu titled "Tax Base Unit". The menu is open, displaying a search bar at the top and a list of options below. The options are: ASV (% volume (Alcoholic strength per volume)), ASVX (% volume Hectolitre ((Alcoholic strength)), CCT (Carrying capacity in metric tonnes), CEN (100 items), CTM (Carats (one metric carat = 2x10⁻⁴kg)), and DAP (Decatonne, corrected according to polari).

12. The **Tax Base Quantity** is the quantity of the goods and is based upon the **Tax Base Unit**; for example, if the **Tax Base Unit** is LTR (litres), write the quantity in litres

Once these steps are completed, press the **Save (Ctrl + s)** button. If you wish to create a new goods item without going out of the item you have part-populated, press the **Save and Add New button**. The item you are populating will be saved and a new item record will open.

After saving an item, supplementary tabs (related records) will be added to the form, so that additional information relating to the goods at the item level can be included as the goods are controlled.

- The **Detail Previous Document** tab is used to add previous documents, as some procedures will require previous documents to be declared on the Entry Summary Declaration / Simplified Frontier Declaration for the movement to be approved

Add a record by selecting the **New** button on the tab, and entering the data outlined below.

- The **Previous Document Reference** enables you to add a reference up to 35 characters in length for the document – add the reference identifier found on GOV.UK, using the description that matches the **Document Code**
- For **Previous Document Class**, enter 'Z' class for use when inputting any other previous document

Note: Document class ‘Y’ cannot be input here. It will only be available in the Supplementary Declaration, as it is a reference for the Simplified Frontier Declaration (and will be auto-populated by TSS).

- The **Previous Document Type** is a selection list; input the code that matches the reference identifier written in the previous field

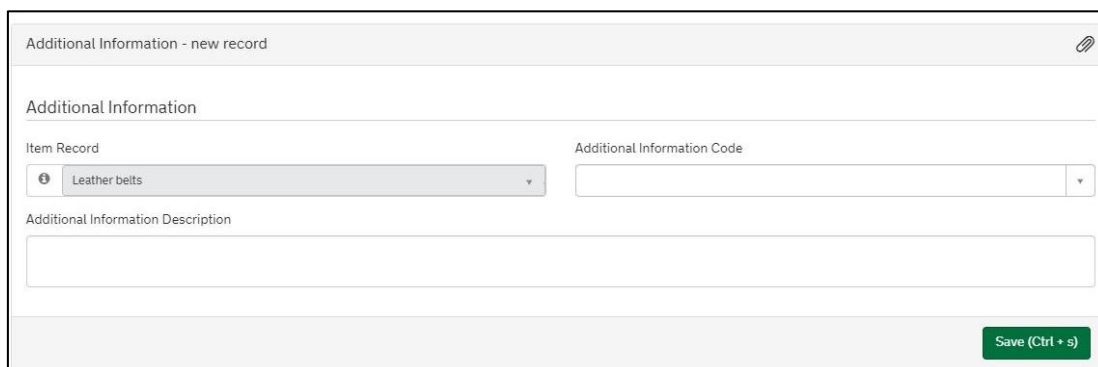
14. The **Additional Information** tab is used to add **Additional Information Codes**, which are required for certain movements and commodity codes



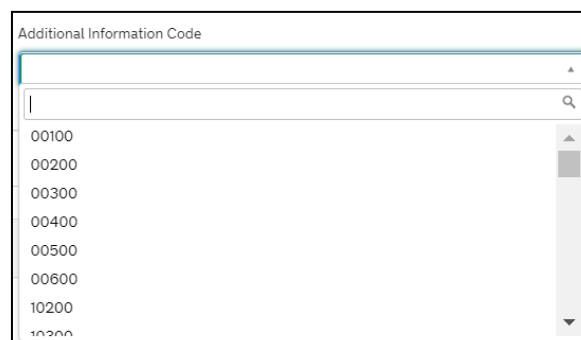
You can use the Northern Ireland Online Tariff on GOV.UK to identify your **Commodity Code**.

Completion rules for a specific **Additional Information (AI) Statement Code** can be identified on GOV.UK for **Procedure Codes** and in GOV.UK guidance on **Additional Procedure Codes** that are required by the customs procedure.

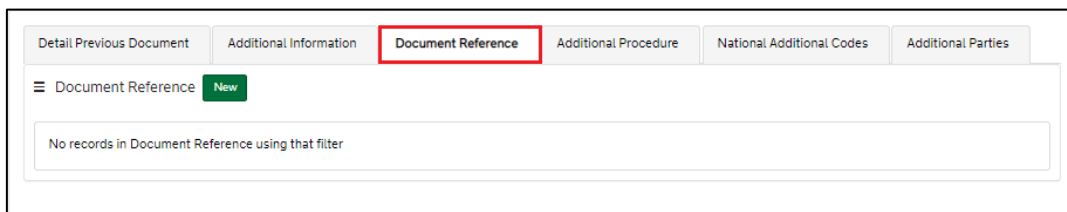
Add a record by selecting the **New** button on the tab and entering the data outlined below.



- **Additional Information Code:** select the from the drop-down list



- For more information on the full list of Additional Information Codes see [GOV.UK](https://www.gov.uk)
 - Refer to the [Data guide: TSS declaration data requirements](#) on NICTA for further guidance
 - **Additional Information Description:** where required by the Procedure Codes, Additional Procedure Codes or Commodity Codes, these Additional Information Codes will require accompanying descriptions; to see where this is the case consult the [GOV.UK](https://www.gov.uk) guidance on Additional Information Codes
15. The **Document Reference** tab is used to collate documents, certificates, authorisations, references that are required to enable the movement to take place

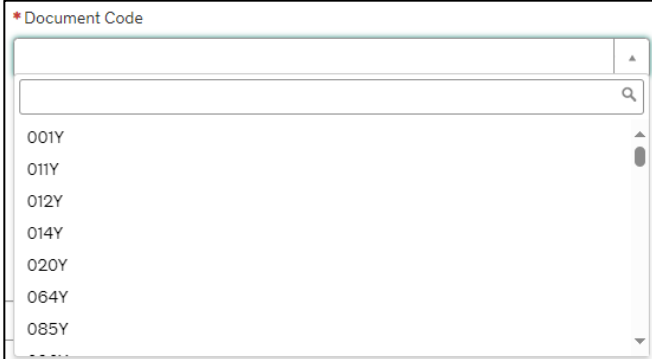


Note: This tab is only visible if you are declaring controlled goods.

See the [Data guide: TSS declaration data requirements](#) on NICTA for more details.

Add a record by selecting the **New** button on the tab. This will open the new record for you to populate.

- **Document Codes** are in used relation to any documents, authorisations, licences, or certificates that are associated with the consignment – select the required code from the drop-down list:

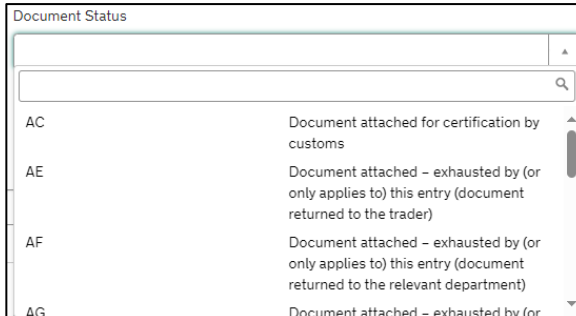


* Document Code

001Y
011Y
012Y
014Y
020Y
064Y
085Y

For further information on how to populate the **Document Codes**, consult the [Data guide: TSS declaration data requirements](#) on NICTA.

- To complete the **Document Reference** and **Document Reason** fields, refer to guidance on [GOV.UK](#)
 - **Document Reference**: up to 30 characters can be added to the **Reference** field; consult the [Data guide: TSS declaration data requirements](#) on NICTA for more details
 - **Document Reason**: where a **Document Code** permits the use of status codes 'XX' or 'XW', a statement supporting the use of those status codes must be provided in the section **Document Status Reason**
 - **Document Status**: select the required code from the drop-down list; consult the [Data guide: TSS declaration data requirements](#) on NICTA for more details



Document Status

AC Document attached for certification by customs

AE Document attached - exhausted by (or only applies to) this entry (document returned to the trader)

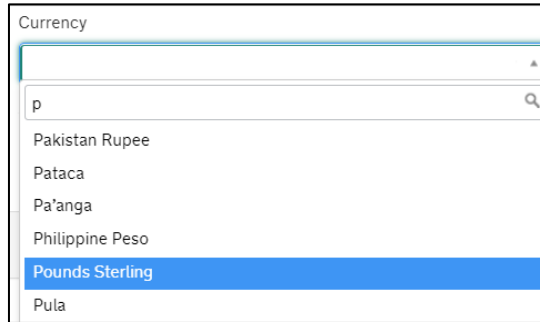
AF Document attached - exhausted by (or only applies to) this entry (document returned to the relevant department)

AG Document attached - exhausted by (or only applies to) this entry (document returned to the relevant department)

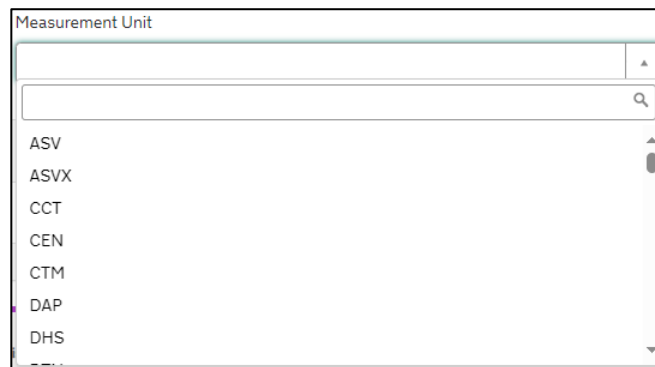
- **Document Part Reference**: up to five characters can be added to the **Document Part Reference** field, which identifies the line item (part) number; consult the [Data guide: TSS declaration data requirements](#) on NICTA for more details
- Populate the **Writing Off** section where required when you are declaring controlled goods

Not all document types require the completion of this field. Refer to the [Data guide: TSS declaration data requirements](#) on NICTA to identify the circumstances when this section must be populated.

- Add **Date of Validity** using the **Calendar** icon or use a date format of 'DD/MM/YYYY'
- For **Currency**, use the selection drop-down to select the required currency



- Add details regarding the **Issuing Authority**, which will be the governing body that issued the documents/certificates/authorisations that you have provided; it is a free-text field
- Where a **Currency** has been declared in the **Currency** field in the **Writing Off** section, enter the monetary amount associated with the document/writing off details in the **Item Price / Amount** field
- Select the **Measurement Unit** from the drop-down list



- In the **Quantity** field, enter the quantity being attributed to the specific **Document Code** being referenced; for example, a **Measurement Unit** (above) could be 'litres', and the **Quantity** could be number of litres

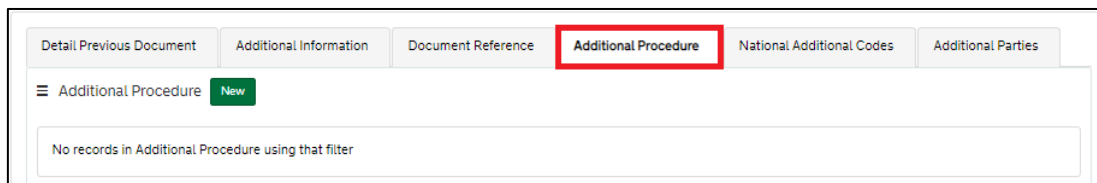
Once all the details are added, press the **Save (Ctrl + s)** button. Or, if you want to add another **Document Code** for the same item, press the **Save and Add New** button. This will open a new window to enter details for another **Document Code**.



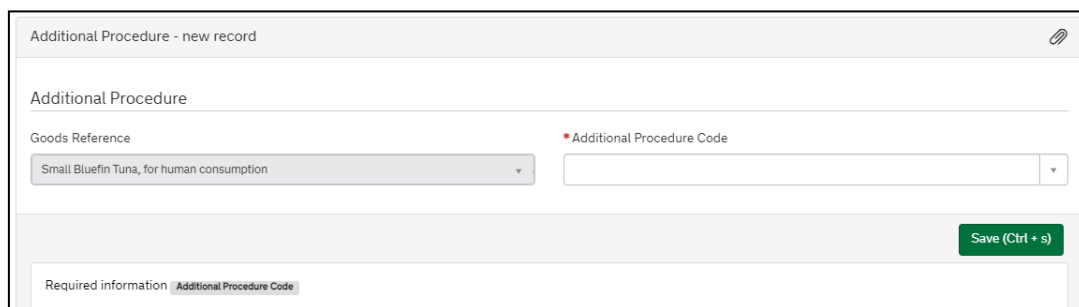
16. The **Additional Procedure** tab is used to enter more than one **Additional Procedure Code** for your item

The first **Additional Procedure Code** can be entered into the **Additional Procedure Code** field in the goods information section of the declaration. Any further codes should then be added one after the other to this table.

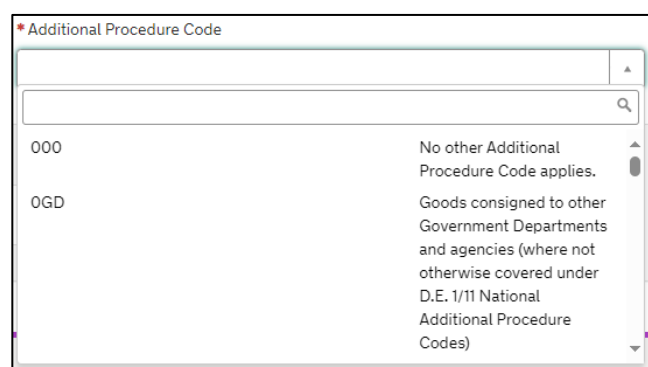
Note: '000' cannot be entered when more than one **Additional Procedure Code** is in use.



- Add a record by selecting the **New** button on the tab and enter the required details

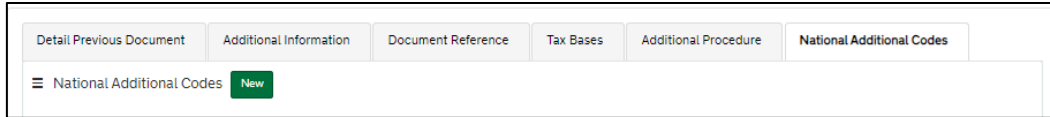


- Select the **Additional Procedure Code** from the drop-down list



If the intended movement involves a customs relief or special procedure, see the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA to determine which **Procedure Codes** and **Additional Procedure Codes** are required on the declaration.

17. **National Additional Codes** are used in conjunction with information provided elsewhere in the declaration, to calculate the duties and taxes applicable



For more details, see the guidance on [GOV.UK](https://www.gov.uk).

Check all the required data has been added to the item record and press **Save (Ctrl + s)**.

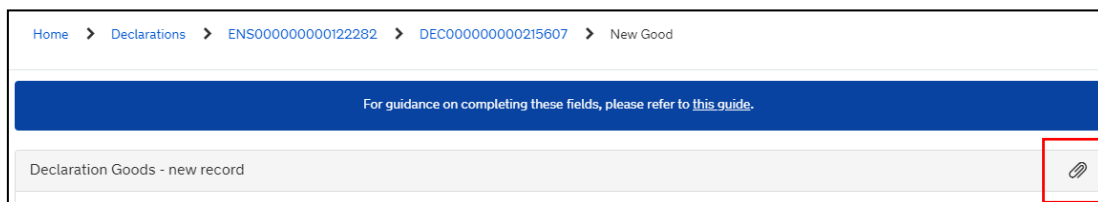
Before completing and submitting the data entry for a consignment, it is recommended you attach any relevant documents relating to your movement. If you do not, and your movement needs additional controls/inspections, you may be asked to upload these documents or physically present them during movement. This could cause unnecessary delays to your journey.

There is a list of the documents commonly required below. For a definitive list of the documents required for a specific commodity go to the Northern Ireland Online Tariff on [GOV.UK](https://www.gov.uk).

- Commercial invoice
- Packing list of items included
- Any non-electronic paper licences
- Any certificates of origin
- Additional certificates, licences and permits, for example CITES permits
- Export Health Certificates (EHCs)
- Any further documents you may have referenced in the supplementary tabs at the bottom of the consignment/item page

For guidance on how to navigate the tariff tool, refer to the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

To attach documents, use the paperclip icon at the top of the item level or consignment (header) level page.

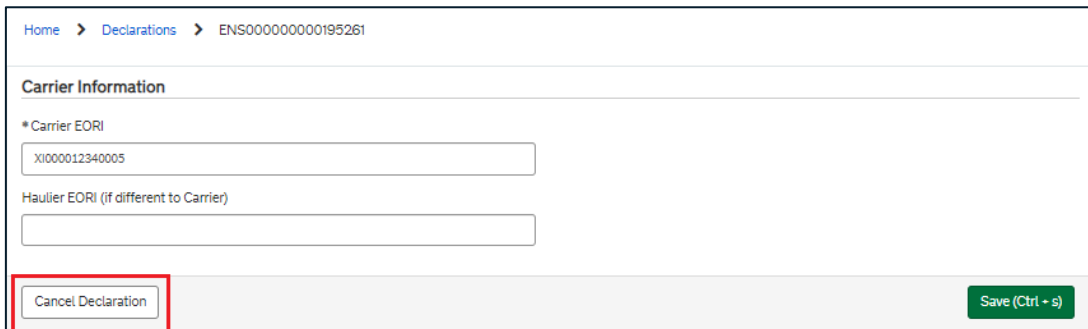


Documents attached to the consignment (header) level apply to all items; however, documents attached at the item level only apply to that specific item. Please also note that hauliers will be able to see documents you upload.

7 How to cancel an Entry Summary Declaration

If you need to cancel a declaration, you can do this by selecting the **Cancel Declaration** button at the bottom of the Entry Summary Declaration page.

Note: You will not be able to **cancel** a submitted declaration. For more guidance see [GOV.UK](https://www.gov.uk).



Home > Declarations > ENS000000000195261

Carrier Information

*Carrier EORI
XJ000012340005

Haulier EORI (if different to Carrier)

Cancel Declaration Save (Ctrl + s)

Submitted declarations can be amended but not cancelled. An amendment contains all the data from the original declaration plus any amendment made and is linked to the first entry.

Where goods are no longer to be shipped it is not necessary to inform the S&S GB service or Import Control System Northern Ireland. For further guidance visit [GOV.UK](https://www.gov.uk).

It is possible for you to cancel an Entry Summary Declaration in the TSS system and, consequently, a Simplified Frontier Declaration, with any associated goods it has, in the following circumstances:

- If you are still in the process of creation on the TSS Portal and have not yet submitted (for example, in **'Draft'** state)
- If you have submitted a declaration but it has been subsequently rejected, which means the Simplified Frontier Declaration will be in a state of **'Trader Input Required'** (TIR)
- If you have submitted a declaration but the declaration is not 'arrived' – this will occur at the date/time indicated in the **Arrival Date/Time** field indicated at the movement information level



Home > Declarations > ENS0000000001101532

Cancel Declaration Save (Ctrl + s)



If a vessel is re-routed and the departure or arrival port is changed, declarations do not need to be amended (as long as the vessel is leaving a GB port and arriving in a NI port) as customs systems will be able to identify this.

8 I need to know more

There are additional guides available on [NICTA](#) to support you with trade into and out of NI:

- [Data guide: TSS declaration data requirements](#)
- [Create and submit an Entry Summary Declaration \(video, duration 06:24\)](#)
- [Guidance on resolution to common error codes for Entry Summary and Simplified Frontier Declarations](#)
- [Merchandise in Baggage](#)
- [Creating a Goods Movement Reference](#)
- [Guidance on controlled goods and the Online Tariff Tool](#)
- [Supplementary Declarations: Step-by-step guide](#)
- [Full Frontier Declaration: Step-by-step guide](#)
- [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#)
- [How to use the TSS Portal](#)

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

9 Changes to guidance and policy

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