

TSS User Guides

Standalone Simplified Frontier Declaration: Step-by-step guide



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HM Revenue
& Customs



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

1 Introduction

This guide will show you how to complete a standalone Simplified Frontier Declaration in the Trader Support Service (TSS) Portal as part of the TSS simplified journey.

1.1 The TSS simplified journey

The Simplified Frontier Declaration is part of the customs declarations on the TSS simplified journey. A Simplified Frontier Declaration, usually auto generated by TSS from the information provided in the Entry Summary Declaration, is made before the goods movement using a simplified data set. It is the responsibility of the Importer of Record to ensure the Simplified Frontier Declaration is submitted.

The TSS simplified journey allows businesses to move goods from Great Britain (GB) into Northern Ireland (NI) by making a Simplified Frontier Declaration before the goods move and then providing the full information about the goods after they have moved. This is the most common journey on TSS.

The TSS simplified journey requires:

A safety and security declaration, known as the Entry Summary Declaration, which must be done prior to the goods entering NI (usually completed by the carrier)

AND

The **customs declarations**, which are divided into multiple steps:

- **A Simplified Frontier Declaration**, usually auto generated by TSS from the information provided in the Entry Summary Declaration, **made before the goods movement** using a simplified data set
- **A Supplementary Declaration**, requiring a full data set, which is always **completed after the goods move** and used to close the customs journey and pay any required duties and other charges

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

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



- **A Final Supplementary Declaration**, detailing the number of Supplementary Declarations finalised for a reporting period (arrivals with a tax point date in the previous calendar month) compared to the Supplementary Declarations due, which TSS will automatically submit on your behalf

This guide covers how to complete a standalone Simplified Frontier Declaration in TSS as part of the TSS simplified journey.

1.2 What is a standalone Simplified Frontier Declaration?

Simplified Frontier Declarations are usually auto generated from an Entry Summary Declaration, although you can create a standalone Simplified Frontier Declaration, subject to meeting certain criteria, which isn't auto generated from a previously submitted Entry Summary Declaration.

The standalone Simplified Frontier Declaration process should only be used when:

Utilising certain special procedures or relief options on the TSS simplified journey

The haulier/carrier has completed the Entry Summary Declaration outside of TSS and you wish to submit the customs declarations in TSS

The haulier/carrier has created an Entry Summary Declaration only movement in TSS and you wish to submit the customs declarations on TSS

Note: Should you wish to create a Simplified Frontier Declaration from an Entry Summary Declaration for a movement with 'ENS Only Reason' selected against it, that is raised in TSS and is in 'Authorised for movement' status, you may use the 'Create SFD from ENS' functionality.

In all cases, an **Entry Summary Declaration must still be completed either in or outside of TSS prior to goods movement.**

1.3 Special procedures and relief options on the TSS simplified journey

Traders with their own **Simplified Customs Declaration Process (SCDP)**, formerly known as Customs Freight Simplified Procedure (CFSP), authorisations that are using certain special procedures are allowed to use the TSS Simplified journey for goods movements from GB to NI (including movements of non-domestic goods from a GB customs warehouse). You can process a standalone Simplified Frontier Declaration on TSS to support these movements.

For more information on special procedures and relief options and the requirements for having your own NI-valid SCDP authorisation to use special procedures on the TSS simplified journey, see the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA.

For information on SCDP authorisations and how to add this information to your TSS Company Profile, see the [Registration: Step-by-step guide using TSS](#) on NICTA.



2 How to create a standalone Simplified Frontier Declaration movement

TSS supports a functionality that allows you to create a standalone Simplified Frontier Declaration that is not automatically created from an Entry Summary Declaration submitted through the TSS Portal (for example, where the Entry Summary Declaration has been created elsewhere or where the haulier has created an Entry Summary Declaration only movement).

You can submit a standalone Simplified Frontier Declaration using either TSS SCDP authorisation or your own SCDP authorisation.

If you prefer to use your own SCDP authorisation, you also have the option to select if the Supplementary Declaration will be generated in TSS. Note that a Supplementary Declaration is required to complete your customs journey. TSS will give you the option to either complete the Supplementary Declaration on TSS with information auto populated from your Simplified Frontier Declaration or complete the Supplementary Declaration outside of TSS.

If you prefer to use TSS SCDP authorisation on the standalone Simplified Frontier Declaration, TSS will generate a Supplementary Declaration in TSS for you to complete as part of the TSS simplified journey customs declaration process.

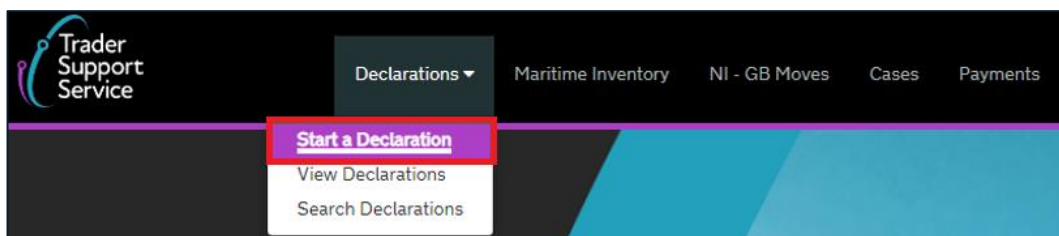
Depending on the SCDP authorisation used on your **Simplified Frontier Declaration**, you will be shown a drop-down list of the **Declaration Categories** that are allowed under the selected SCDP authorisation, including those used for customs special procedures and duty relief.

With either option, submission of the Supplementary Declaration in TSS is required by the tenth calendar day of the month following the goods movement.

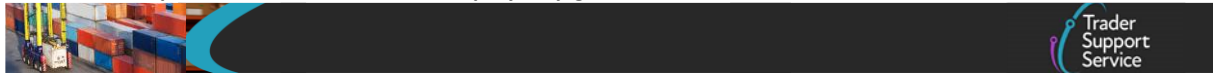
NOTE: The screenshots in this guide display TSS account information (for example, EORI number, SCDP authorisation number). Note that these are included for demonstration purposes only and must not be used in live declarations.

To create a standalone Simplified Frontier Declaration in the [TSS Portal](#) follow these steps:

1. Select [Start a Declaration](#)



2. Then, select [Start a Simplified Frontier Declaration \(SFD\) / Entry In Declarants Record \(EIDR\)](#). This will open a new record:



<p>Simplified Frontier Declaration / Entry In Declarants Records</p>	<p>Use this form to create a Simplified Frontier Declaration (SFD) / Entry In Declarants Records (EIDR).</p> <p>Start a Simplified Frontier Declaration (SFD) / Entry In Declarants Records (EIDR)</p>
---	--

- A form will open showing the name of the **Submitter** in the first field:

- Select the **Declaration Category** – either ‘**Pre-lodged (IMF)**’ for shipments that have not yet moved, or ‘**Arrived (IMC)**’ for shipments that have already moved

- Select the **Type of Movement** – either ‘RoRo (Accompanied / Unaccompanied)’ or ‘Road’

Note: TSS supports standalone Simplified Frontier Declarations for RoRo movements only. It does not support standalone Simplified Frontier Declarations for **maritime (sea)** or **air** movements, regardless of whether or not they are **inventory-linked ports or locations** in NI.

6. In the **Identity Number of Transport** field:

- For **accompanied Roll on Roll off (RoRo)** add the haulier's vehicle registration and trailer number, separated by a space
- For **unaccompanied RoRo** only the trailer number is required

Note: this field is 27 characters in length.

* Identity Number of Transport

7. In the **Nationality of Means of Transport** field, select the country where the vehicle is registered (for example, 'United Kingdom') from the drop-down list

* Nationality of Means of Transport

8. Complete the **Carrier EORI** number


This must be a **XI EORI** number. The carrier is the operator of the active means of transport at the border.

* Carrier EORI

9. Add the **Arrival Date/Time** when the shipment is expected to land in NI

Note: this field is not visible if the **Declaration Category** is 'Arrived (IMC)'.

* Arrival Date/Time



For example, 01/09/2021 09:00:00

10. Select the **Port of Arrival** from the drop-down list by either typing in the field or using the selection; this is the **first seaport or airport where the goods enter NI**



* Port of Arrival

Belfast Port (GBAUBELBELBEL)

Belfast Airport (GBAUBELBFSBEL)

DPD Ireland (Ballygowan Road) (GBAUCCVBELDPB)

DPD Ireland (Craigavon) (GBAUCRGBELDPC)

DPD Ireland (Kilbegs Business Park) (GBAUANTBELDPK)

DPD Ireland (Loughall) (GBAUXLUBELDPL)

DPD Ireland (Mallusk) (GBAUMLBELDPM)

DPD Ireland (Teembridge) (GBAUTOBELDPT)

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

Seal Number

- The **Route** will default to 'GB-NI'
- In the **Place(s) of Loading** free-text field, add the place(s) of loading of the goods; for example, the **freight terminal** or **other place** where the goods were loaded onto the means of transport

Place(s) of Loading

For accompanied RoRo movements the place of loading is where the goods are loaded onto the truck (for example, 'Liverpool').

If there are multiple places of loading for a RoRo movement (groupage), enter the best indication of the primary locations, in up to 35 characters (for example, 'Edinburgh', 'Glasgow').

- Add the **Place(s) of Unloading**

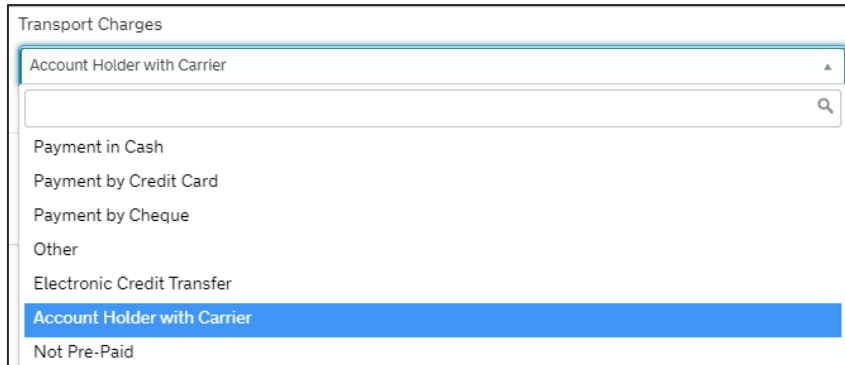
This is the name(s) of the **freight terminal** or **other place** where goods are unloaded from the means of transport. For accompanied RoRo movements the place of unloading is where the goods are unloaded from the truck (for example, 'Belfast').

Place(s) of Unloading

If there are multiple places of unloading for a RoRo movement (groupage), enter the best indication of the primary locations, in up to 35 characters (for example, 'Belfast', 'Larne').

15. 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', though you can opt for whichever suits the movement.



The screenshot shows a dropdown menu titled "Transport Charges". The selected option is "Account Holder with Carrier". Other options listed include "Payment in Cash", "Payment by Credit Card", "Payment by Cheque", "Other", "Electronic Credit Transfer", and "Not Pre-Paid".

2.1 How to save the standalone Simplified Frontier Declaration

1. You can **Save as Draft** at any point and if (before adding the consignment details) you need assistance completing this part of the form, select the **Get Help** button



The screenshot shows the "Submit Simplified Frontier Declaration (SFD)" form. The "Transport Charges" dropdown menu is set to "Account Holder with Carrier". The "Add attachments" button is visible. The "Save as Draft" button is highlighted with a red box and an arrow pointing to it. The "Get Help" button is also highlighted with a red box and an arrow pointing to it.

2. Once saved, you will be presented with the following details, including the unique **Simplified Frontier Declaration Reference Number** at the top of the page – this will take you through to the **Consignments** part of the declaration



SFD00000000141455

Simplified Frontier Declaration

SFD Number: SFD00000000141455

*Declaration Type: SFD

*Submitter: Name

*Declaration Category: Pre-logged (IMF)

ENS Reference: [Empty]

Status: Draft

- Find your current Simplified Frontier Declaration movement information by selecting **Declarations** in the banner of the TSS Portal followed by **View Declarations** and clicking on **SFD Declarations (by movement)**

A new tab will open that will allow searching and viewing **SFD Declarations (by movement)** by **Declaration Status**:

Home > **View Declarations** Search all Declarations

View Declarations

Quick Filters

Pre-movement todos				Post-movement todos			
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
14975	625	939	282	4061	869	5244	300

Select Type and Status to view Declarations

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

3 How to create a standalone Simplified Frontier Declaration consignment

You must add at least one consignment to each standalone Simplified Frontier Declaration header (each movement).

A consignment is a set of goods being moved from one consignor (seller/sender) to one consignee (buyer/receiver).



TSS will generate one standalone Simplified Frontier Declaration for each consignment.

1. Once you have saved the standalone Simplified Frontier Declaration at the movement level, you will be taken to the consignment (header) level (as shown in the [How to create a standalone Simplified Frontier Declaration movement](#) section of this guide)

Alternatively, you can select the **Create Consignments** button straight away from the movement page instead of **Save as Draft**.

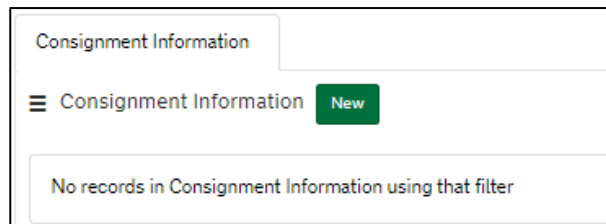
The top section of the consignment page provides key information, depending on the status of the declaration. The fields highlighted in grey are read-only fields, including the **Status**.

2. The **Transport Information** section is auto populated from the standalone Simplified Frontier Declaration header



Transport Information * Type of Movement RoRo (Accompanied / Unaccompanied)		* Identity Number of Transport hf76 yui	
Conveyance Reference Number [Empty Field]		* Nationality of Means of Transport United Kingdom	
* Port of Arrival Belfast Port (GBAUBELBELBEL)		* Arrival Date/Time 07/02/2022 13:06:48	
* Route GB-NI		Place(s) of Loading Manchester	
Seal Number NO SEAL		Place(s) of Unloading Belfast	
Carrier Information * Carrier EORI GB000012340005		* Transport Charges Account Holder with Carrier	
Haulier EORI (if different to Carrier) [Empty Field]			
Save (Ctrl + s)			

3. Navigate to the bottom of the page and click on the **New** button on the **Consignment Information** tab



4. Having selected the option to create a new consignment, you will be directed to **Consignment Information - new record**

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: DEC00000000331432

Client Job Number: SFD00000000141455

Movement Reference Number: [Empty]

ENS Consignment Reference: [Empty]

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

* Declaration Type: SFD

Declaration Category: -- None --

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.

* Are all of the items in this consignment considered not 'at risk' goods? No

If you are a haulier, you should only declare your goods are not-at-risk if the importer has instructed you to do so. If no instructions have been made, please leave this as 'No'.

- If you select 'Yes' to the the question **Does Consignment contain goods subject to control, license or certification?** additional fields are added to the consignment and the item level to support additional data required for controlled goods

* 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.

Further guidance and information on controlled goods can be found in [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

- The **Goods Information** section has three sections greyed out that are read-only
- The **Total Packages** and **Total Gross Mass (KG)** fields will be populated from the item level, and the **Transport Document Type** will default to 'CMR/Delivery Note', which is the document used for RoRo and road journeys. You will have selected 'RoRo' or 'Road' as the **Type of Movement** at the consignment (header) level.

Home > Declarations > SFD00000000141455 > New Consignment

Goods Information

* Total Packages: 0

* Total Gross Mass (KG): 0

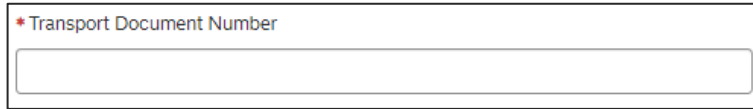
* Goods Domestic Status: NIDOM (UK domestic status goods)

* Transport Document Type: CMR/Delivery Note

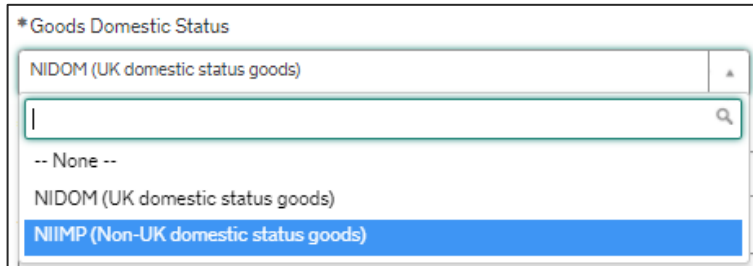
* Transport Document Number: [Empty]

7. Add the **Transport Document Number**, which is the identification number of the 'CMR/Delivery Note'

Note: this field is limited to 35 characters.


 A screenshot of a form field labeled '* Transport Document Number'. The field is empty and has a search icon on the right side.

8. The **Goods Domestic Status** field defaults to 'NIDOM (UK domestic status goods)', but the drop-down list has an option to select 'NIIMP (Non-UK domestic status goods)'


 A screenshot of a dropdown menu for the field '* Goods Domestic Status'. The current selection is 'NIDOM (UK domestic status goods)'. The dropdown list is open, showing options: '-- None --', 'NIDOM (UK domestic status goods)', and 'NIIMP (Non-UK domestic status goods)'. The 'NIIMP' option is highlighted in blue.

9. **Destination Country** will default to 'United Kingdom' for NI

If onward supply relief (OSR) procedure is being used the destination code should not be GB or IM; the country of destination must be a European Union (EU) member state (for example, 'Ireland').


 A screenshot of a form field labeled '* Destination Country'. The field contains the text 'United Kingdom' and has a search icon on the right side.

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

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'.



Further details of the goods are also completed in the next step on the goods linked to the consignment. Examples of acceptable and unacceptable descriptions (for example, 'refrigerator' vs 'appliances') are available in [European Commission guidance](#).

Consignment Description
<input type="text"/>

11. You can choose to populate the **Trader Reference** field

This is a free-text field for personal reference only (for example, if you want to list an invoice number with your consignment or a collection point) and will not affect whether your standalone Simplified Frontier Declaration can be submitted.

Trader Reference
<input type="text"/>

12. The **Declaration Unique Consignment Reference (DUCR)** is used to link the Entry Summary Declaration, standalone Simplified Frontier Declaration and the Supplementary Declaration

You may complete the DUCR data field with your internal company nomenclature following the recommended format detailed on [GOV.UK](#). Alternatively, on the standalone Simplified Frontier Declaration the DUCR field will be auto populated by TSS.

Declaration Unique Consignment Reference (DUCR)
<input type="text"/>

13. Add the **EORI** numbers for the **Consignor**, **Consignee**, **Importer**, **Importer Parent Organisation** (where required) and **Exporter**

If the **EORI** number is unknown for the **Consignor**, **Consignee**, or **Exporter**, select the check box and complete the additional fields presented.

Note: If the EORI number is invalid it will be cleared from the field.

- For the **Consignor** and **Consignee**, **Importer**, **Importer Parent Organisation** **EORI** and **Exporter** the **EORI** field may have a prefix of 'GB' or 'XI'



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

Note: If, at this point, you wish to use NIREM to claim the ‘not at risk’ benefit on the Supplementary Declaration, the **Importer EORI** number will need to be aligned to a valid UK Internal Market Scheme (UKIMS) Authorisation. If there is a mismatch of EORI references, the Customs Declaration System (CDS) will fail to apply relevant exemptions.

Note: If a GB EORI has been entered in the **Importer EORI** field, CDS will mandate the name and address of the GB EORI holder. In the **Company Profile**, if you have chosen to keep your company name private, you will need to manually enter the company name and address in the respective fields marked with a red asterisk. However, if you have chosen not to keep your company name private, TSS will auto populate the name and address in the appropriate fields for you.



*** Importer EORI**

GB000012340002

Warning: you must provide the name and address for a GB 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. **Importer Parent Organisation EORI** is an optional field for cases where a child company is using parent company’s DDA for the deferment of duty, import VAT, excise, and other charges

- The field is visible only if **Do you need to use a Parent Organisation Authorisation on your declarations** is answered with ‘Yes’ on the company profile

In these cases, the **Importer Parent Organisation EORI** is either auto populated with the relevant parent company EORI number, or is blank and editable depending on the company profile set up.

Importer

*** Importer EORI**

XI000012340004

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

Importer Parent Organisation EORI

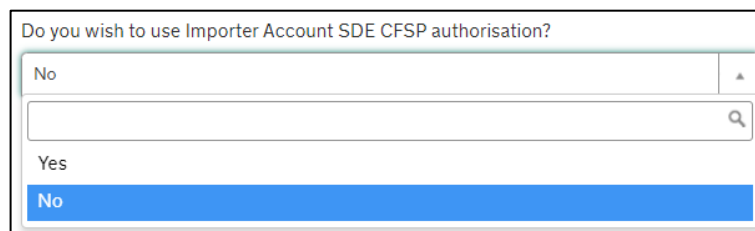
XI000012340005

- If **Do you need to use a Parent Organisation Authorisation on your declarations** is answered with ‘No’ on the company profile, the **Importer Parent Organisation EORI** field is not visible or available for input on the standalone Simplified Frontier Declaration

Should you wish to use the DDA of your parent company to defer customs charges, review the [Do you need to use a Parent Organisation Authorisation on your declarations](#) field in your company profile and make the respective changes. For details on how to do this, see [Registration: Step-by-step guide using TSS](#) on NICTA.

Note: Functionality for you to have visibility, authorise and manage related parties (for example, Carrier, Haulier, ENS Submitter and Exporter) on your declarations is in the 'Related Parties' section in the company profile.

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. A new field will appear next to the **Importer EORI** field for you to select if you would like to use your own SCDP authorisation



Do you wish to use Importer Account SDE CFSP authorisation?

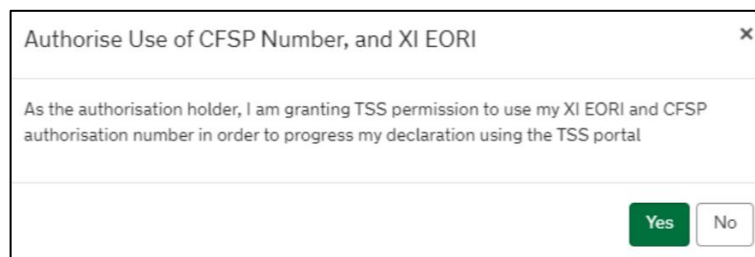
No

Yes

No

Note: CFSP is now known as SCDP.

If selecting 'Yes', a pop-up message will appear to confirm the SCDP authorisation number that has been added to your TSS company profile, which will be used to support the consignment:



Authorise Use of CFSP Number, and XI EORI

As the authorisation holder, I am granting TSS permission to use my XI EORI and CFSP authorisation number in order to progress my declaration using the TSS portal

Yes No

If you are using your own SCDP Authorisation, this authorisation must be applicable to NI movements and have an 'XI' prefix.

17. Select an option from the [Which type of declaration do you intend to make?](#) drop-down field based on the procedure code used on the declaration:

Which type of declaration do you intend to make?

Declaration for release for free circulation or end-use (includes 07XX, 40XX, 42XX, 4...

|

-- None --

Declaration for release for free circulation or end-use (includes 07XX, 40XX, 42XX, 44XX, 60XX PCs)

Declaration for customs warehousing (includes 71XX PCs)

Declaration for inward processing (includes 51XX PCs)

For guidance on end-use, inward processing and customs warehouse requirements, refer to the [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) guide on NICTA for the Procedure Codes and Additional Procedure Codes that are available.

18. The field **Do you want TSS to generate a Supplementary Declaration for these Goods?** will either auto populate and be read only or give you an option to confirm that you want a Supplementary Declaration to be generated for you in the TSS Portal where one is required. For example:

Selecting:

Declaration for release for free circulation or end-use (includes 07XX, 40XX, 42XX, 4...

will display:

If a Supplementary Declaration is required, do you wish to complete that in TSS?

Yes

|

Yes

No

Selecting:

Which type of declaration do you intend to make?

Declaration for inward processing (includes 51XX PCs)

will display:

If a Supplementary Declaration is required, do you wish to complete that in TSS?

Yes

|

Yes

No



Selecting:

Which type of declaration do you intend to make?

Declaration for customs warehousing (includes 71XX PCs)

The procedure codes supported include 71XX PCs. Please be advised there will be no supplementary declarations required at this stage, but a declaration will be needed when exiting warehouse.

will display:

Do you want TSS to generate a Supplementary Declaration for these Goods?

No

By using this option you have elected to complete your Supplementary Declaration outside of TSS. In order to use this functionality, the procedure codes associated with the declaration must be compatible with those supported by the Customs Declaration Service (CDS). Please ensure you complete your Supplementary Declaration within the allotted timeframe.

Note: Where ‘Declaration for customs warehousing (71XX)’ is selected, the TSS system will advise that a Supplementary Declaration is not required and will auto populate this field to ‘**No**’ and read only.

19. The **Representation Type** field will be auto populated with ‘Direct’
20. The **Header Previous Document** field will auto populate with the DUCR number
21. The **Holder of Authorisation** will auto populate with the **Authorisation Type Code** ‘SDE’

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 for the respective document references and authorisations required in the declaration.

Add authorisation records by selecting the **New** button on the tab and entering the required details.

Declaration Goods 1	Header Previous Document 1	Holder Of Authorisation 1	Supplementary Declaration	Guarantee Type
☰ Holder Of Authorisation		New ←		

22. Once all the details are added, press **Save (Ctrl + s)**

The field **Authorisation Role Type** is auto populated by TSS. You do not need to populate this.



23. Before completing data entry for a consignment, it is recommended that 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 the movement of the goods. This could cause unnecessary delays to your journey.

There is a list below of the documents commonly required, refer to the Northern Ireland Online Tariff on [GOV.UK](https://www.gov.uk) for a **definitive list** of the documents required for a specific commodity. For guidance on how to navigate the tariff tool, refer to the [Guidance on controlled goods and the Online Tariff Tool](#) on NICTA.

- 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 or item page

To attach documents, click on the paperclip icon at the top of the consignment or item page.

If the document applies to every item in the consignment, attach it on the consignment page using the paperclip icon.

If the document applies to an individual item, attach it on the item page using the paperclip icon. The next section details how to add items to a consignment.



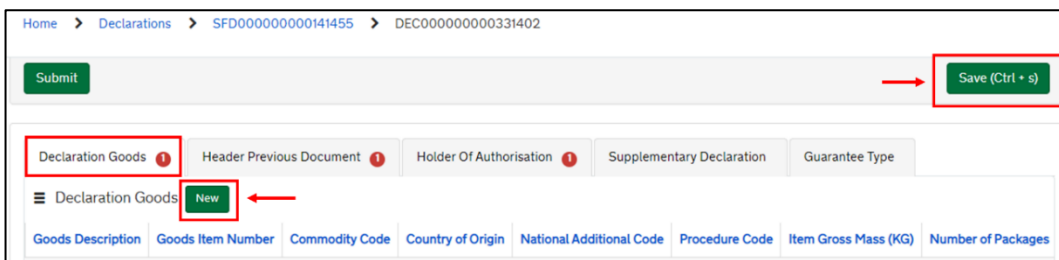
Note: Any organisation that the consignment is shared with (for example, carrier/haulier) will be able to access all uploaded documents.



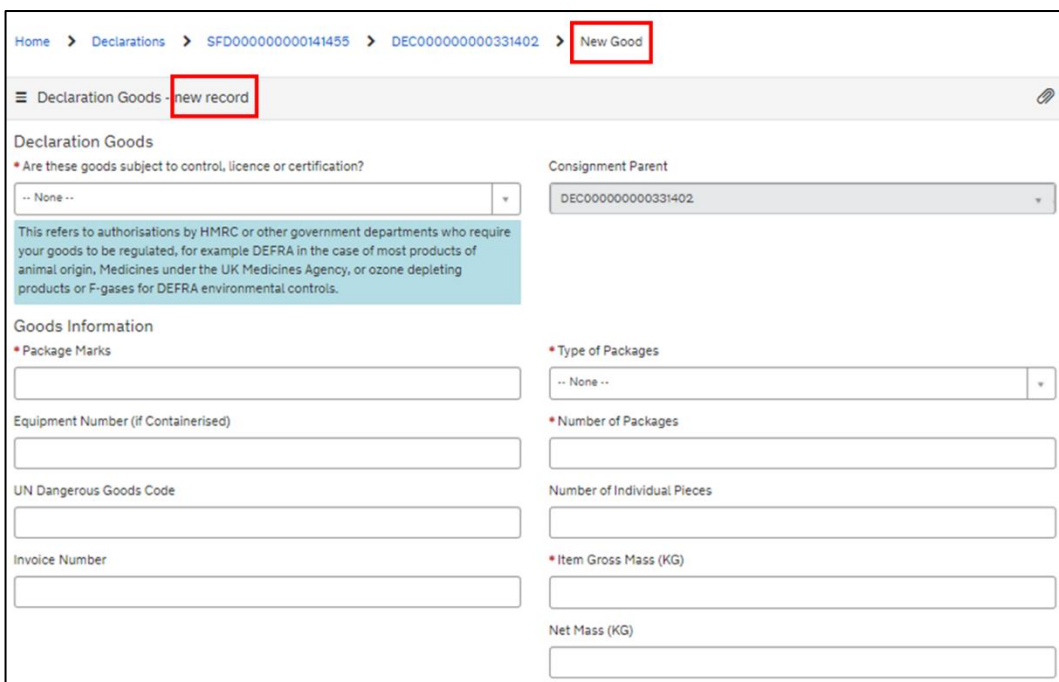
3.1 Add items to a consignment

As mentioned above, you will need to add declaration goods (items) to each consignment. Each declaration goods item is a set of goods classified under the same commodity code. For example, five pallets of a single type of apple should be added as one goods item on the declaration.

1. Once the consignment has been saved, select the **New** button in the **Declaration Goods** section at the bottom of the consignment form, denoted with a **Declaration Reference** at the top of the page



The **Declaration Goods** form will open. **Note:** The maximum number of item(s) (sets of goods with the same description) that can be linked to a consignment is 99.





2. Add the **Package Marks** – where containerised, the **Equipment Number** can be used as a shipping mark

* Package Marks

3. Add the **Type of Packages** from the drop-down list

* Type of Packages

-- None --

-- None --

Cases

Boxes

Pallets

Bulk - Containerised

4. Add the **Equipment Number** for the container, where goods are being shipped in a container. If not packaged in a container, leave the field blank

Equipment Number (if Containerised)

5. Add the **Number of Packages** and then confirm the **Number of Individual Pieces** within each package (only relevant if not in bulk, as explained below)

For goods with documentation that has been entered into [TRACES NT](#) the **Number of Packages** must match the number input there

The **Number of Packages** is the number of individual items packaged in such a way that they cannot be divided without undoing the packing if not in bulk, and the **Number of Individual Pieces** if in bulk. For example, for palletised goods the number of pallets should be provided if the goods are covered/wrapped on pallets.

* Number of Packages

Number of Individual Pieces

6. 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, chemical goods such as hairspray, weapons, or electronic goods with lithium batteries). The codes are available on the United Nations Economic Commission for Europe (UNECE) website; refer to the [UN Recommendations on the Transport of Dangerous Goods - Model Regulations](#) for details.

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

8. Confirm the **Item Gross Mass** (weight) in kilograms for all packages. The weight (**Item Gross Mass**) needs to include all packaging (but not the carrier's equipment)

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

Item **Net Mass** is 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. Goods with documentation that has been entered into [TRACES NT](#) will require the net mass to match what was input there.

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

10. 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 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.

11. Add the **Procedure Code**. Where items are released into free circulation/home use, with no previous procedure in GB, this will be ‘4000’

Completion notes for procedure codes can be found in Appendix 1 on [GOV.UK](#).

12. **Additional Procedure Codes** specify where the importer has customs requirements above and beyond the standard procedure

Code	Description
000	No other Additional Procedure Code applies.
1CG	Controlled Goods using Simplified Procedures
1EB	Grouping excise goods falling under different tariff subheadings
1EX	Mineral (Hydrocarbon) oil imported on which Excise

A full list of **Additional Procedure Codes** that could apply can be found in the CDS guidance on [GOV.UK](#). Only in cases where no other additional procedures apply should ‘000’ be used (indicating no additional procedure to declare).

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 be aware of the respective procedure codes and Additional Procedure Codes required on the declaration.

13. If you are moving controlled goods, update the following fields on the consignment items



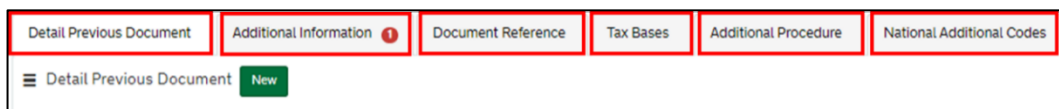
The fields listed below are mandatory when the goods are controlled and thus required to meet additional control measures (for example, a certification, authorisation, or licence).

If you are completing a standalone **Simplified Frontier Declaration**, you will need to input the following data:

- [Commodity Code](#)
- [Supplementary Units](#)
- [CUS Code](#)
- [TARIC Additional Code](#)
- [National Additional Code](#)
- [Country of Origin](#)
- [Item Currency](#)
- [Item Price / Amount](#)
- [Tax Type](#)
- [Tax Base Unit](#)
- [Tax Base Quantity](#)

You can find more information about these fields in the [Data guide: TSS declaration data requirements](#) on NICTA.

14. After pressing **Save**, the following tabs will appear at the bottom of the screen:



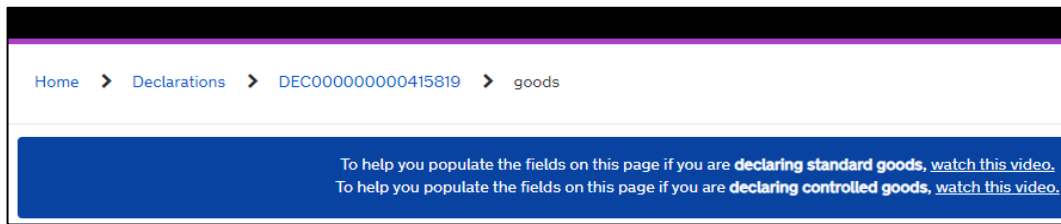
15. If you have declared a special procedure code, you will need to complete the **Additional Information** and **Document Reference** tabs, as per the requirements of the particular special procedure



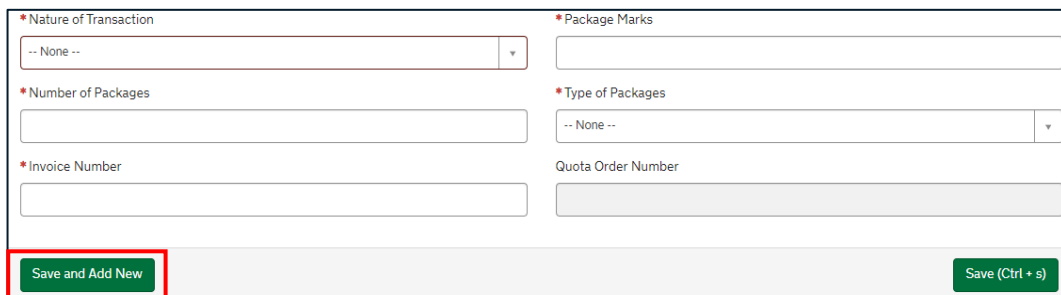
Refer to [Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#) on NICTA to be aware of the respective procedure codes and Additional Procedure Codes required on the declaration.



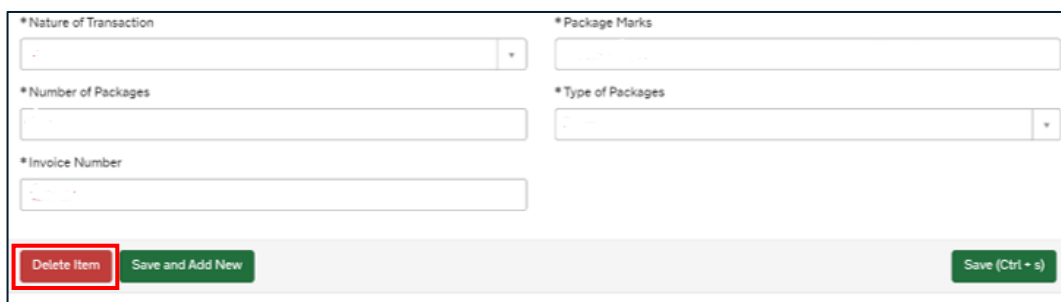
- When all the details have been added, press **Save** again. Once saved, the name of the goods is displayed at the top of the page, and you can navigate back to the consignment by clicking on the **declaration's LRN** number



- If you wish to add more **Declaration Goods** to your consignment, use the **Save and Add New** button to open a new record. The system will save the current goods record and automatically open a new **Declaration Goods** record for you to complete



If you wish to remove an existing goods record from the consignment you may do so by selecting **Delete Item**:



- Once all the consignments are added to the standalone **Simplified Frontier Declaration** movement and the consignment (header) level details have been checked for accuracy, press the **Submit** button



- Once the standalone **Simplified Frontier Declaration** has been approved, the **Status** field will change to 'Authorised for Movement'

If you need to amend, download data or get a copy of your **Simplified Frontier Declaration**, refer to the [How to use the TSS Portal](#) guide on NICTA.

4 How to cancel a standalone Simplified Frontier Declaration

If you have raised a standalone **Simplified Frontier Declaration** in **error**, you can cancel the movement declaration, provided that the declaration is in the following state:

Draft

Does not have an **Entry Summary Declaration** (ENS) associated to it

Does not have any consignments associated to it

Note: If you have added a consignment to the declaration, you must cancel this consignment first by navigating to the consignment and clicking on **Cancel Consignment**:



The standalone Simplified Frontier Declaration can be cancelled by following these steps:

1. Navigate to the declaration you wish to cancel by following the steps shown in the [How to save the standalone Simplified Frontier Declaration](#) section of this guide
2. Click **Cancel SFD**:



Once successfully cancelled, the **Status** of the Simplified Frontier Declaration will change to **Cancelled**.

5 I need to know more

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

[How to use the TSS Portal](#)

[Reliefs and Duty Suspension: Overview and considerations for data input in TSS declarations](#)

[Data guide: TSS declaration data requirements](#)

[Tariffs on goods movements into NI](#)



[Guidance on controlled goods and the Online Tariff Tool](#)

[Guidance on resolution to common error codes for Entry Summary and Simplified Frontier Declarations](#)

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

6 Changes to guidance and policy

Last Updated November 2024.

November 2024: Updated to reflect changes in goods description.

September 2024: Updated to reflect changes in consignment level goods description.

April 2024: Updated to reflect changes in GB EORI

March 2024: Addition of text to confirm Importer EORI associated to UKIMS to claim NIREM.

January 2024: Updated with new section 'How to cancel a standalone Simplified Frontier Declaration' and updated to reflect new TSS Portal Design.

September 2023: Section 1 updated to reflect functionality to create SFD from ENS reason only.

April 2023: Updated to reflect Importer Parent Organisation EORI service enhancement changes.

February 2023: Updated to reflect Country of Destination and UCC changes.

December 2022: Updated to reflect change of the 'Save and Add new' functionality for adding multiple lines of goods to the consignment more easily.

October 2022: Updated guidance to reflect the re-design of Declaration TSS Portal Page

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

June 2022: Updates for auto-generation of Final Supplementary Declaration as the last step on TSS simplified journey and addition of sub-section on the TSS simplified journey.

Published February 2022.