

# TSS User Guides

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



Published: November 2024



HM Revenue  
& Customs



## Contents

<b>1</b>	<b>Introduction.....</b>	<b>3</b>
<b>2</b>	<b>Transit from GB to NI via IE – TSS support.....</b>	<b>4</b>
<b>3</b>	<b>TSS Transit service.....</b>	<b>5</b>
3.1	Start moving your goods in GB: TSS support ✓ .....	5
3.2	Before entering the port: TSS support ✓ .....	8
3.3	Before entering the port: TSS support ✗ .....	8
3.4	Crossing into Ireland: TSS support ✓ .....	8
3.5	Moving your goods into NI: TSS support ✓ .....	8
<b>4</b>	<b>Haulier responsibilities.....</b>	<b>9</b>
4.1	Moving Sanitary and Phytosanitary (SPS) goods .....	9
4.2	Submit a Transit Entry Summary Declaration.....	9
4.2.1	Haulier needs to start an Entry Summary Declaration in the TSS Portal .....	9
4.2.2	Validation of the XI EORI in the TSS Portal .....	10
4.2.3	Validation of Importer EORI in Associate Consignments for transit movements .....	13
4.2.4	Confirmation of Haulier’s responsibilities before associating consignments to an Entry Summary Declaration header for Transit Movements .....	13
4.2.5	Receive a case reference number .....	14
4.3	Provide additional information for the Transit declaration .....	15
4.4	Submit a Pre-Boarding Notification .....	17
4.5	Entering the GB port .....	17
4.6	Entering the Irish port.....	18
4.7	End Transit movement in Northern Ireland .....	18
4.8	Complete import process .....	18
<b>5</b>	<b>I need to know more .....</b>	<b>19</b>
<b>6</b>	<b>Changes to guidance and policy.....</b>	<b>19</b>
<b>7</b>	<b>Appendix 1: Useful addresses.....</b>	<b>20</b>



- 7.1 Office of Departure addresses and contact details ..... 20
- 7.2 Office of Destination addresses..... 20
- 8 Appendix 2: Information requirements for Transit journeys.....21**



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

## 1 Introduction

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

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

- **A direct import into IE:** goods are imported and declared to customs at the point of entry into IE and are then in free circulation for onward shipment to NI

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

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

**OR**

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

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

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



## 2 Transit from GB to NI via IE – TSS support

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

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

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

- An Entry Summary Declaration into the Import Control System (ICS) (see [GOV.UK](#))
- A Transit declaration into the New Computerised Transit System (NCTS) using the TSS Transit guarantee
- A Simplified Frontier Declaration for the NI import declaration
- A Supplementary Declaration for the importer to complete after the goods have reached NI
- A Goods Movement Reference (GMR) created on the Goods Vehicle Movement System (GVMS); see the [Creating a Goods Movement Reference](#) guide on NICTA

### WHAT IS... ?

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

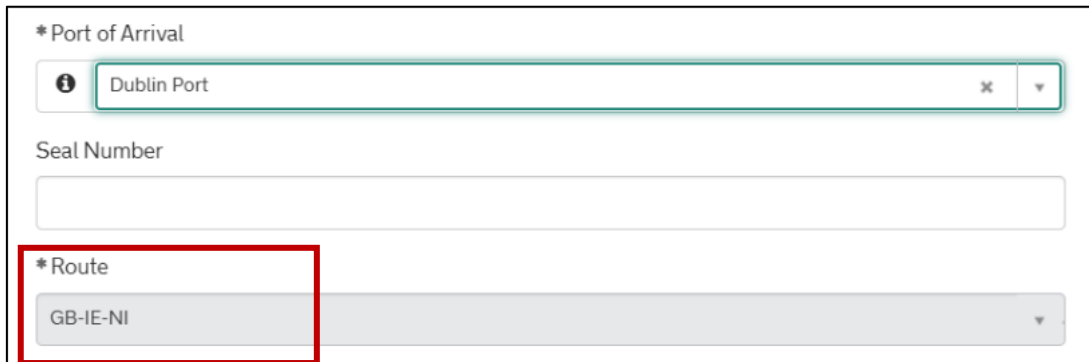
**You will need to organise the following steps without TSS support:**

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

### 3 TSS Transit service

#### 3.1 Start moving your goods in GB: TSS support ✓

1. For transit movements via Ireland, a Transit Guarantee is required against any customs duties suspended while the goods are in transit through Ireland; hauliers registered with TSS can use the TSS Transit Guarantee
2. The Transit process in TSS starts when a haulier submits an Entry Summary Declaration with 'Dublin Port' or 'Rosslare Port' selected as the **Port of Arrival**, which defaults the **Route** to 'GB-IE-NI':



\* Port of Arrival

Dublin Port

Seal Number

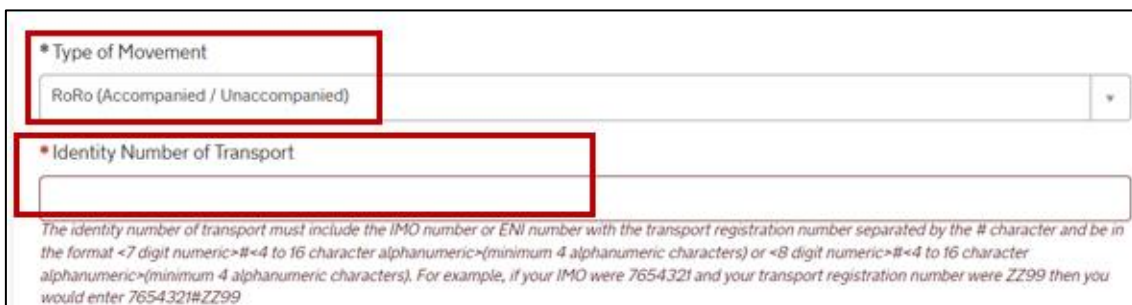
\* Route

GB-IE-NI

3. A Transit case will be created on the TSS Portal, and the Transit Declaration will be transmitted to the New Computerised Transit System (NCTS), which will generate a Transit Local Reference Number (LRN) to provide to your haulier
4. An **Entry Summary Declaration** needs to be submitted to the Irish ICS (Import Control System); this is because your goods are moving from one safety and security zone (GB) to another (EU)

TSS will ask your haulier to provide additional information as required by the [Irish ICS](#) to ensure your Entry Summary Declaration can be raised and won't be rejected.

**Note:** The **Identity Number of Transport** field of the Entry Summary Declaration for transit movements via IE must follow a specific format in line with the requirements of the Irish ICS system, as detailed below:



\* Type of Movement

RoRo (Accompanied / Unaccompanied)

\* Identity Number of Transport

*The identity number of transport must include the IMO number or ENI number with the transport registration number separated by the # character and be in the format <7 digit numeric>#<4 to 16 character alphanumeric>(minimum 4 alphanumeric characters) or <8 digit numeric>#<4 to 16 character alphanumeric>(minimum 4 alphanumeric characters). For example, if your IMO were 7654321 and your transport registration number were ZZ99 then you would enter 7654321#ZZ99*



If the **Identity Number of Transport** entered does not meet the Irish ICS system format the field reverts to blank, and the following guidance appears beneath it:

“The identity number of transport must include the IMO number or ENI number with the transport registration number separated by the # character and be in the format <7 digit numeric>#<4 to 16 character alphanumeric>(minimum 4 alphanumeric characters) or <8 digit numeric>#<4 to 16 character alphanumeric>(minimum 4 alphanumeric characters). For example, if your IMO were 7654321 and your transport registration number were ZZ99 then you would enter 7654321#ZZ99”.

Once the header and all other fields have been updated, the Entry Summary Declaration is ready to **Save as Draft**.

The screenshot shows a web form titled "Submit Entry Summary Declaration (ENS)". The form includes several input fields: "Submitter" (An Trader2), "Type of Movement" (RoRo (Accompanied / Unaccompanied)), and "Identity Number of Transport" (7654321#ZZ99). On the right side of the form, there are three buttons: "Save as Draft" (highlighted with a red box), "Create Consignments", and "Get Help".

TSS will then provide the draft Entry Summary Declaration **Movement Reference Number (MRN)** for the transit movement:

The screenshot displays the draft Entry Summary Declaration (ENS) interface. At the top, the MRN "ENS00000000207753" is highlighted with a red box. Below this, the form is divided into sections: "Entry Summary Declaration" (Client Job Number: ENS00000000207753, Declaration Type: ENS, Status: Draft) and "Transport Information" (Type of Movement: RoRo (Accompanied / Unaccompanied), Port of Arrival: Dublin Port (DUBLIN), Route: GB-IE-NI (highlighted with a red box), Identity Number of Transport: 7654321#ZZ99, Nationality of Means of Transport: United Kingdom, Arrival Date/Time: 29/06/2023 12:00:00, Seal Number: NO SEAL, Place(s) of Loading: Birmingham, Place(s) of Unloading: Belfast).

Further guidance can be found in the [ENS Step-by-step guide: Standard Process and Consignment First Process](#).





5. A **Simplified Frontier Declaration** will be auto-generated from the information provided in the Entry Summary Declaration and held for you as part of the TSS simplified journey

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

6. TSS will complete the Border Force (BF) notification on your haulier's behalf if you have chosen to end the Transit at the **Belfast, Larne, or Warrenpoint Office of Destination**
7. Before moving the goods, your haulier must take the Transit LRN to a GB Office of Departure (refer to [Appendix 1](#) in this guide) along with the goods

A Transit Accompanying Document (TAD) will be generated in the New Computerised Transit system (NCTS) for each consignment showing a unique Transit Movement Reference Number (MRN) in numeric form and as a barcode. See [GOV.UK](#) for details on NCTS. The TAD must accompany the goods throughout the entire transit movement and be available for presentation at the final destination or any point of the journey.

#### WHAT IS... ?

Countries that are part of the Common Transit Convention (see [GOV.UK](#)), including the UK, have designated customs offices where movements under Transit procedures must begin and end. These offices are called **Offices of Departure** and **Offices of Destination**, respectively.

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

Once goods are presented at the Office of Destination and all customs formalities are completed, the goods will be released and the Transit movement will be ended.

9. **Note:** If you are [moving sanitary and phytosanitary \(SPS\) goods](#) via Ireland, certification must be prepared, and pre-notification is required in the EU's TRACES NT system **at least 24 hours before your movement starts**

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

#### WHAT IS... ?

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





### 3.2 Before entering the port: TSS support ✓

#### Goods Movement Reference (GMR)

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

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

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

### 3.3 Before entering the port: TSS support ✗

#### Pre-Boarding Notification (PBN)

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

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

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

### 3.4 Crossing into Ireland: TSS support ✓

On arrival in Ireland, your haulier must present the goods and all accompanying documents to the local **Irish Office of Transit** for completion of customs formalities and any border agencies inspections.

### 3.5 Moving your goods into NI: TSS support ✓

Upon reaching NI, the goods must be taken directly to an **Authorised Consignee location** or the **Belfast, Larne or Warrenpoint [Offices of Destination](#)**, where the Transit can be closed.

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

If you go to the **Belfast, Larne, or Warrenpoint Office of Destination**, TSS needs to send a notification to Border Force prior to your arrival.



On arrival at the **Office of Destination** the driver must present all TADs to Border Force for every consignment in the vehicle. The Office of Destination will confirm whether an inspection is required. If no inspection is required, the driver will be informed that the goods have been released and can proceed to their unloading location.

If you opt for an **Authorised Consignee location**, on arrival the driver must present all their TADs for all the consignments in the vehicle. The Authorised Consignee will notify the Office of Destination of your arrival and confirm whether an inspection is required. If no inspection is required, the Authorised Consignee will carry out the necessary checks and inform the driver that the movement has ended, and the goods can proceed to their unloading location.

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

## 4 Haulier responsibilities

### 4.1 Moving Sanitary and Phytosanitary (SPS) goods

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

It is the responsibility of the NI importer to upload Export Health Certificates and other SPS documents onto the Irish TRACES NT system. There is more information on [Goods movements involving Irish Ports - Transit and Indirect Exports](#) in a webinar by Ireland's **Department of Agriculture, Food and the Marine (DAFM)**, from minute 40 onwards.

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

### 4.2 Submit a Transit Entry Summary Declaration

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

## 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 \(ENS\)](#)

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

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

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

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

**Importer**

---

\* Importer EORI

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

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

### 4.2.2 Validation of the XI EORI in the TSS Portal

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



XI EORI Number	<input type="text" value="XI EORI Number"/>
XI EORI Valid?	<input type="text" value="Yes"/>

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

\* Carrier EORI

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

**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

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

The message will state: "Warning: This EORI is not valid. Please provide the name and address details for this field as these will be used when you save and submit this data to



avoid the rejection of an invalid EORI in your ENS. To override this and use the EORI instead then untick the Address Required flag.”

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

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

**Authorisations and restrictions**

\* Do you move goods into NI that are subject to commercial processing? No

\* Do you operate in one of these sectors with restricted de-minimis aid limits? Road freight transport sector

**\* Do you want the company name to be private? No**

\* Do you need to use a Parent Organisation Authorisation on your Parent Organisation Authorisations are only

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

Consignor EORI Invalid

XI000012340090

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

Trader Name: Name Withheld

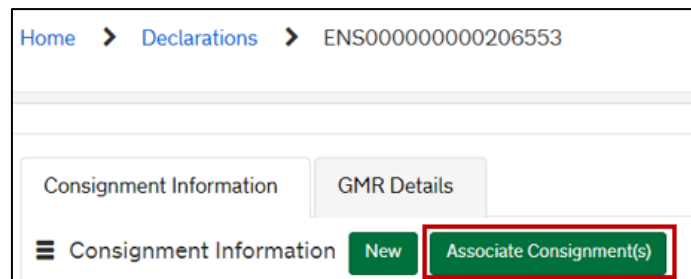
Consignor Address Required

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

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

#### 4.2.3 Validation of Importer EORI in Associate Consignments for transit movements

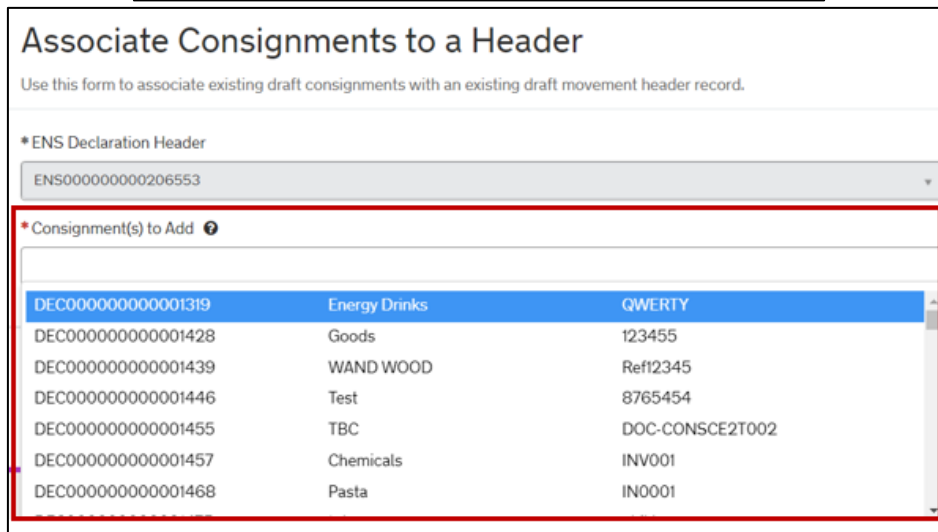
When hauliers are using the TSS **Associate Consignments** functionality to add consignments to an Entry Summary Declaration header on the **GB-IE-NI route**, TSS applies additional criteria and will only list consignments where the **Importer EORI** is TSS registered:



Home > Declarations > ENS000000000206553

Consignment Information | GMR Details

Consignment Information New Associate Consignment(s)



Associate Consignments to a Header

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

\*ENS Declaration Header  
ENS000000000206553

\* Consignment(s) to Add ⓘ

DEC000000000001319	Energy Drinks	QWERTY
DEC000000000001428	Goods	123455
DEC000000000001439	WAND WOOD	Ref12345
DEC000000000001446	Test	8765454
DEC000000000001455	TBC	DOC-CONSCE2T002
DEC000000000001457	Chemicals	INV001
DEC000000000001468	Pasta	IN0001

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

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



✕

Confirm ENS-Only Consignment(s)

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

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

DEC00000000364476 - My trader is due to submit the Simplified Frontier Declaration (SFD) using a system outside of TSS.

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

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

Confirm
Cancel

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

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

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

#### 4.2.5 Receive a case reference number

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

✕

Please be aware as this is a Transit declaration a case has been created to support this movement. The TSS Contact Centre will be in contact to progress the formalities associated with the Safety and Security Declaration and the Transit

---

Submitted Successfully.

---

Updated





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

Home > **My Cases**

Cases

My Cases

All Company Cases

Action Needed

Cases

Keyword Search

Number	Short description	Category	State	Action status	Updated ^
CS000000022268	Declaration DEC000000000307078 Requires Document Upload	Document Control	Awaiting Info	Blocked by customer	18/08/2021 16:43:04
CS000000033528	Declaration ENS000000000200351 contains Transit Declarations	Transit	Awaiting Info	Blocked by customer	16/02/2023 08:51:55
CS000000033529	Declaration ENS000000000200352 contains Transit Declarations	Transit	Awaiting Info	Blocked by customer	16/02/2023 08:55:27
CS000000037649	Declaration SUP000000000078960 in Trader Input Required	Declaration Queries	Awaiting Info	Blocked by customer	20/06/2023 17:32:09

< > Rows 1 - 4 of 4


### 4.3 Provide additional information for the Transit declaration


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

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



Home > My Cases > Case - CS000000037040

Declaration ENS000000000318526 contains Transit Declarations 


Add the requested information relating to the Vehicle and Date/Time of Transit here, then Send   
 e.g. OV65 XYZ. Departure Date/Time 28/01/2021 13:30 Arrival to IE: 28/01/2021 17:00

HGS Advisor  
 38m ago  
[CS000000037040 TSS Transit Template v4.xls](#)  
 187 KB

HA

EN  
 about an hour ago  
 CS000000037040 Created


Start

**Actions**  


**Case details**

<b>Number</b>	CS000000037040	<b>State</b>	New
<b>Category</b>	Transit		
<b>Declaration</b>	ENS000000000318526	<b>Account</b>	Example Company
<b>Contact</b>	Example Name		

Updated 4m ago

**Attachments** 

[CS000000037040 TSS Transit Template v4.xls \(187 KB\)](#)

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

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

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

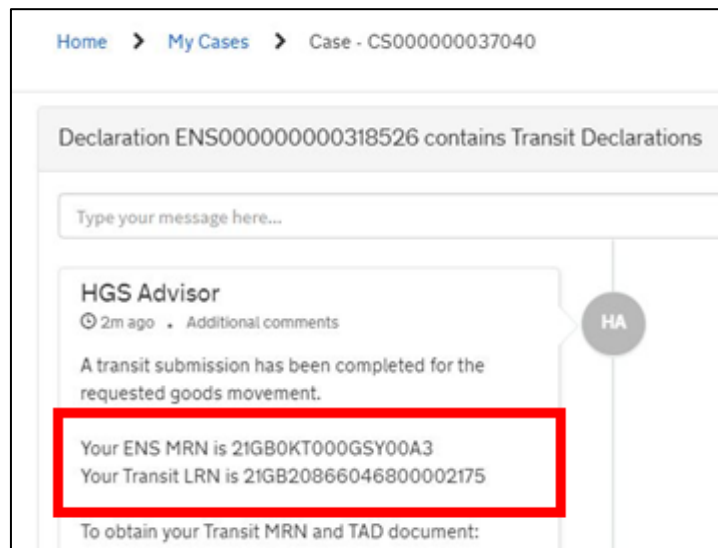
While the Transit case is still open and needs additional information to be supplied (for example, the completed Excel template) or other actions (for example, the above case notes), then the case will display to the haulier under **Action Needed**:

Number	Short description	Category	State	Action status	Updated
CS000000022268	Declaration DEC000000000307078 Requires Document Upload	Document Control	Awaiting Info	Blocked by customer	18/08/2021 16:43:04
CS000000033528	Declaration ENS000000000200351 contains Transit Declarations	Transit	Awaiting Info	Blocked by customer	16/02/2023 08:51:55
CS000000033529	Declaration ENS000000000200352 contains Transit Declarations	Transit	Awaiting Info	Blocked by customer	16/02/2023 08:55:27
CS000000037649	Declaration SUP000000000078960 in	Declaration Queries	Awaiting Info	Blocked by customer	20/06/2023 17:32:09

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

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

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



#### 4.4 Submit a Pre-Boarding Notification

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

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

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

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

#### 4.5 Entering the GB port

The driver must have the Irish PBN before entering the GB port and provide it to the ferry operator in order to board the ferry to Ireland.



## 4.6 Entering the Irish port

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

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

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

## 4.7 End Transit movement in Northern Ireland

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

## 4.8 Complete import process

TSS will submit the Simplified Frontier Declaration on the importers behalf once the haulier has confirmed arrival. TSS will auto-generate a Simplified Declaration on the TSS Portal and notify the declarant that it has been created and is ready to be completed.

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

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

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

Separate guidance on the submission of Supplementary Declaration is available in the [Supplementary Declarations: Step-by-step guide](#) on NICTA.



## 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](#)
- [Goods movements involving Irish Ports – Transit and Indirect Exports](#) [webinar]
- [Creating a Goods Movement Reference](#)
- [Supplementary Declarations: Step-by-step guide](#)
- [Guidance on controlled goods and the Online Tariff tool](#)
- [Goods movements involving Irish Ports – Transit and Indirect Exports](#) [webinar]
- [ENS Step-by-step guide: Standard Process and Consignment First Process](#)

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

## 6 Changes to guidance and policy

**Last updated November 2024**

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

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

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

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

**April 2022:** General improvements to guide.

**Published 2021.**

## 7 Appendix 1: Useful addresses

### 7.1 Office of Departure addresses and contact details

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

### 7.2 Office of Destination addresses

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



## 8 Appendix 2: Information requirements for Transit journeys

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

Data Description		
Case Number		Please click <a href="#">HERE</a> to view the template guide
Haulier Company		
Haulier Email		
Haulier Contact number		
SFD Number		
Carrier EORI		
Vehicle Registration/Trailer Number		Within your Trader Portal add a message in the 'Type your message here...' to say that the template is ready.
Nationality of Vehicle/Trailer		Click the 'Send' button to submit the case to TSS.
Transport Charges/Method of Payment		If you are completing the additional customs procedures yourself (or another provider), add a message to the Transit Case confirming that the ENS into Ireland, the Transit declaration and the Border Force notifications are being completed. TSS will resolve the Transit Case with the status that the additional customs procedures are being completed.
Method of Transport		<b>PLEASE NOTE</b>
Port of Departure		- The information you provide must be accurate and will be used by TSS to raise the necessary transit declarations.
Port of Arrival		- If we have a query with your submitted data we may contact you and ask you to resubmit your information.
Ferry Name	Isle of Inishmore	- TSS can submit transit movement declarations based on information provided between <b>07:30 and 22:30 7 days a week</b> .
Date of Ferry Sailing		- Please ensure your information is submitted well in advance to allow for completion of the declaration.
Time of Ferry Sailing		If you need any further help please call TSS on 0800 060 8888 (0800 060 8988 for Welsh speakers) and select option 3.
Date of Ferry Arrival		<b>Please note, due to the manner that the data provided is processed, it is imperative that the formatting and layout of the columns are not altered in any way.</b>
Time of Ferry Arrival		For quick <b>Hints and Tips</b> hover over the Purple comments marker on the data headers
Date of Arrival in NI		
Time of Arrival in NI		
Transit Closure Location		
Containerised		
Seal ID (if applicable)		
<b>Details of the Party sending the goods via Transit</b>		<b>Details of the Party receiving the goods via Transit</b>
<b>Consignor EORI (XI ONLY)</b>	<b>Consignee EORI (XI ONLY)</b>	<b>Consignee Name</b>
		<b>Consignee Street &amp; No</b>
		<b>Consignee City</b>
		<b>Consignee Post Code</b>
		<b>Goods Description</b>

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

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

Field Description	Required Information
<b>Case Number</b> (TSS will input)	TSS case number starting 'CS'
<b>Haulier Company</b> (TSS will input)	Haulier's Company Name
<b>Haulier Email</b> (TSS will input)	Haulier's email address
<b>Haulier Contact Number</b> (TSS will input)	Haulier's contact number
<b>SFD Number</b> (TSS will input)	TSS Simplified Frontier Declaration Number
<b>Carrier EORI</b> (TSS will input)	EORI of the Carrier/Haulier transporting the goods
<b>Vehicle Registration/Trailer Number</b>	Registration number of Trailer/Vehicle transporting the goods
<b>Nationality of Vehicle/Trailer</b>	Registered Nationality of Vehicle/Trailer
<b>Transport Charges/Method of Payment</b>	Transport Charges/Method of Payment





Field Description	Required Information
<b>Method of Transport</b>	Select <b>Road Method of Transport</b> from the drop-down: <ul style="list-style-type: none"> <li>• 'Car'</li> <li>• 'Truck'</li> <li>• 'Trailer'</li> <li>• 'Semi-trailer'</li> <li>• 'Tractor'</li> <li>• 'Flatbed'</li> <li>• 'Less than 7.5 tons'</li> </ul>
<b>Port of Departure</b>	For the departure port of the transit movement, select from the following: <ul style="list-style-type: none"> <li>• 'Liverpool (GB000080)'</li> <li>• 'Holyhead (GB000124)'</li> <li>• 'Pembroke (GB00126)'</li> <li>• 'Fishguard (GB005200)'</li> <li>• 'Heysham (GB005210)'</li> </ul>
<b>Port of Arrival</b>	For the arrival port of the transit movement, select from the following: <ul style="list-style-type: none"> <li>• 'Dublin (IEDUB100)'</li> <li>• 'Rosslare (IEROS100)'</li> </ul>
<b>Ferry Name</b>	Name of the ferry the goods will travel on
<b>Date of Ferry Sailing</b>	Date the goods will be sailing from GB: input in dd/mm/yyyy format
<b>Time of Ferry Sailing</b>	Time the goods will be sailing from GB: input in hh:mm format
<b>Date of Ferry Arrival</b>	Date the goods will arrive in IE: input in dd/mm/yyyy format
<b>Time of Ferry Arrival</b>	Time the goods will arrive in IE: input in hh:mm format
<b>Date of Arrival in NI</b>	Date the goods will arrive at their NI closure location: input in dd/mm/yyyy format
<b>Time of Arrival in NI</b>	Time the goods will arrive at their NI closure location: input in hh:mm format



Field Description	Required Information
<b>Transit Closure Location</b>	<p>For Office of Destination select one of the following:</p> <ul style="list-style-type: none"> <li>• 'Belfast (XI000142)'</li> <li>• 'Warrenpoint (XI005160)'</li> <li>• 'Larne (XI005220)'</li> </ul> <p>For Authorised Consignee Location (ACL) select one of the following:</p> <ul style="list-style-type: none"> <li>• 'Portadown'</li> <li>• 'Enniskillen'</li> <li>• 'Newry'</li> <li>• 'Ballymena'</li> <li>• 'Armagh'</li> </ul>
<b>Containerised</b>	<p>Are goods in a container?</p> <ul style="list-style-type: none"> <li>• '0-NO'</li> <li>• '1-Yes'</li> </ul>
<b>Seal ID (if applicable)</b>	Seal ID if applicable
<b>Contains SPS Goods</b>	<p>Does the movement contain SPS goods:</p> <ul style="list-style-type: none"> <li>• 'Yes'</li> <li>• 'No'</li> </ul>
<b>EORI Number of the party sending the goods (Consignor) – TSS will input from Entry Summary Declaration</b>	EORI number of the party sending the goods (Consignor) via transit
<b>Name of party sending goods (Consignor)</b>	Full trading name of the party sending the goods via transit
<b>Address Line 1 of party sending goods (Consignor)</b>	First line of the address at which the party sending the goods via transit is situated
<b>City of party sending goods (Consignor)</b>	The city in which the party sending the goods via transit is situated
<b>Post Code of party sending goods (Consignor)</b>	The post code for the address at which the party sending the goods via transit is situated
<b>EORI Number of the party receiving the goods (Consignee) – TSS will input from Entry Summary Declaration</b>	EORI number of the party receiving the goods (Consignee) via transit



Field Description	Required Information
<b>Name of party receiving goods (Consignee)</b>	Full trading name of the party receiving the goods via transit
<b>Address Line 1 of party receiving goods (Consignee)</b>	First line of the address at which the party receiving the goods via transit is situated
<b>City of party receiving goods (Consignee)</b>	The city in which the party receiving the goods via transit is situated
<b>Post Code of party receiving goods (Consignee)</b>	The post code for the address at which the party receiving the goods via transit is situated
<b>Consignee Language – pre-set</b>	Consignee Language (pre-set to 'EN').
<b>Goods Description – TSS will input from Entry Summary Declaration</b>	The normal trade description of the goods expressed in sufficiently precise terms to allow immediate and unambiguous identification and classification. This field has a maximum of 260 characters.
<b>Document Reference – TSS will input from Entry Summary Declaration</b>	The reference for the supported document selected
<b>Incoterms</b>	As per Incoterms® 2020
<b>Invoice Value of goods</b>	The invoice value of the specific goods
<b>Invoice Currency</b>	The three-digit currency code for the invoice value of the specified goods
<b>Gross Mass – TSS will input from Entry Summary Declaration</b>	The gross mass is the aggregate mass of the specific goods with all their packaging in KGS, excluding containers or transport equipment
<b>No of Packages– TSS will input from Entry Summary Declaration</b>	The number of packages for the specific line of the declaration
<b>Type of Packages – TSS will input from Entry Summary Declaration</b>	Select the appropriate type of package from the drop-down list, being used for the goods within the specific line of the declaration from the drop-down list: <ul style="list-style-type: none"> <li>• 'Boxes'</li> <li>• 'Cases'</li> <li>• 'Pallets'</li> <li>• 'Bulk-Containerised'</li> </ul>



Field Description	Required Information
	<ul style="list-style-type: none"><li>• 'Aerosol'</li><li>• 'Ampoule – non-protected'</li><li>• 'Ampoule – protected'</li></ul>
<b>Identifying Marks of Packages– TSS will input from Entry Summary Declaration</b>	Any identifying marks or numbers displayed on the packages for the specific line of the declaration. Where no marks or numbers are present, a full stop [.] should be entered into the field to enable Transinet to process it.