

TSS User Guides

TSS Permissions Management for TGP and UKIMS



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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

The new arrangements described herein are not yet in effect, businesses should be fully prepared for them by 31 March 2025.

1 Introduction

This guide will assist you with moving goods from Great Britain (GB) to Northern Ireland (NI) using the simplified processes for Internal Market Movements (SPIMM). Specifically, it can be used **to support the set up and management of permissions and authorisations for the UK Internal Market Scheme (UKIMS) and the Trader Goods Profile (TGP)** on your Trader Support Service (TSS) Company Profile.

The simplified processes for Internal Market Movements (SPIMM) contain a range of facilitations to ease the process of moving goods ‘not at risk’ of entering the European Union (EU) (parcels and freight) from a business in GB to a business in NI. These processes include:

- A simplified dataset known as the **Internal Market Movement Information (IMMI)**
- A **Trader Goods Profile (TGP)** to support the completion of the Internal Market Movement Information (IMMI)
- A new Entry in Declarant’s Records (EIDR) authorisation available to UKIMS-authorised traders, known as **UKIMS-EIDR** (not supported in TSS)

Further details on the simplified processes can be found in the [Simplified processes for Internal Market Movements - Introduction Guide](#) on NICTA.

To benefit from the simplified processes, you need to be authorised under the UKIMS. UKIMS is a trusted trader scheme that allows you to declare goods ‘not at risk’ if they are brought into NI for sale or final use by end consumers in NI. For further guidance and how to apply for UKIMS, see [GOV.UK](#).

The Trader Goods Profile (TGP) is automatically set up by HMRC when you register for the UKIMS, and it holds information – known as a Trader Goods Profile (TGP) entry – about the goods you are moving from GB to NI. By allowing TSS access to your Trader Goods Profile (TGP) you can use the information stored in your entries to populate that data into the Internal Market Movement Information (IMMI) when moving that good.

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 does not cover the management of your Trader Goods Profile (TGP) entries, for example how to create, edit or delete them. For further details on this, refer to the [Trader Goods Profile \(TGP\) Guide](#) on NICTA.

2 Setting up TSS to access and interact with your UKIMS and Trader Goods Profile (TGP)

To benefit from the simplified processes, you need to set up permissions for use of your UKIMS authorisation and Trader Goods Profile (TGP) by following the steps below.

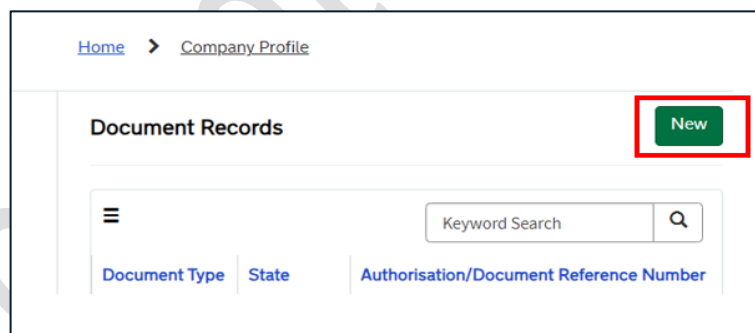
2.1 Upload your UKIMS authorisation letter on TSS

As a 'Primary Contact', you will need to upload your UKIMS authorisation letter on your TSS company profile, which will be verified by TSS.

The TSS Portal will then use your UKIMS authorisation number and the associated EORI to populate required fields on the Internal Market Movement Information (IMMI), which means you don't have to enter your UKIMS authorisation details every time you declare goods 'not at risk' under UKIMS.

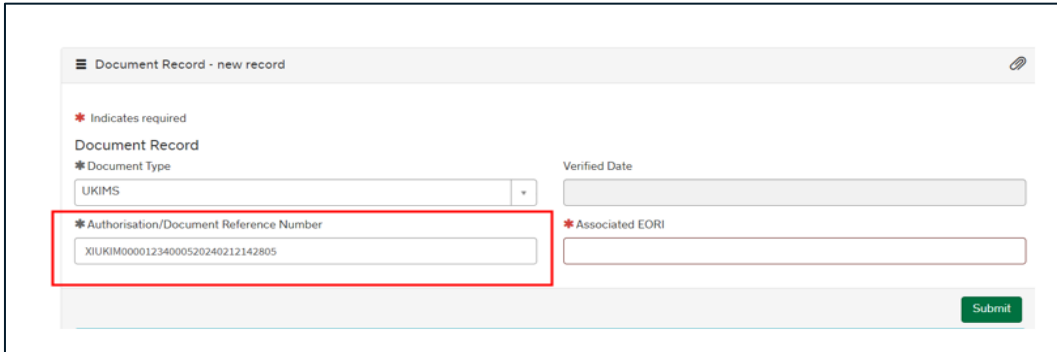
Follow these steps to record your UKIMS authorisation details:

1. Click on the [Company Profile](#) located in the banner of the TSS Portal and then click [New](#) in the [Document Records](#) section



2. Select the document type as 'UKIMS' from the drop-down menu

- Enter the UKIMS authorisation number, which is detailed on your authorisation letter from HMRC in the **Authorisation/Document Reference Number** field



Document Record - new record

Indicates required

Document Record

* Document Type: UKIMS

Verified Date: [Empty]

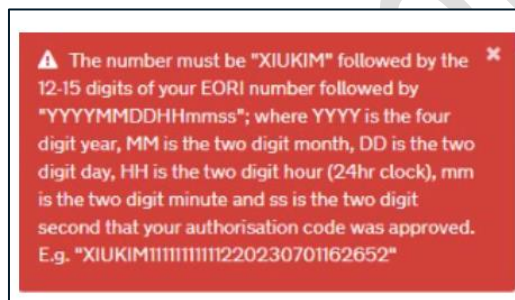
* Authorisation/Document Reference Number: XIUKIM00001234000520240212142805

* Associated EORI: [Empty]

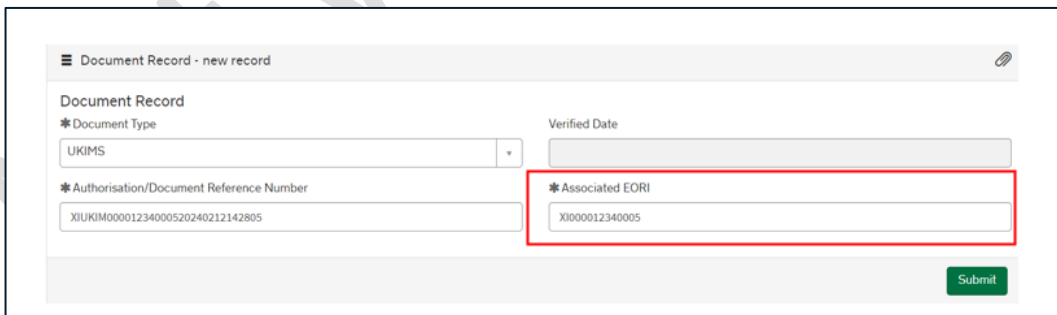
Submit

Note: This field will **only** accept the following format - Prefix 'XIUKIM' followed by the EORI number and time of issue by YYYYMMDDHHmmss.

If the entered format is not correct you will see the following error message:



- Enter the EORI number in the **Associated EORI** field



Document Record - new record

Document Record

* Document Type: UKIMS

Verified Date: [Empty]

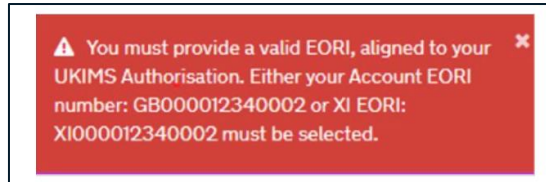
* Authorisation/Document Reference Number: XIUKIM00001234000520240212142805

* Associated EORI: XI000012340005

Submit

Note: The **Associated EORI** field should be completed with the GB or XI prefixed EORI that is aligned to your UKIMS authorisation, this is the one that was entered on your UKIMS application.

If this field is completed incorrectly, you will receive the following error message:



- Click on the paperclip icon to attach a copy of the UKIMS authorisation letter:

Home > Company Profile > New Document Record

Document Record - new record

Please use the paper clip icon to upload UKIMS authorisation letter for TSS to verify.

Document Record

* Document Type: UKIMS

Verified Date: []

* Authorisation/Document Reference Number: XIUKIM1111111111220230701162852

* Associated EORI: X000012340005

Submit

- If the attachment was added successfully, you will see a copy of your attachment in the **Attachments** section

Document Record - new record

Attachments Edit

UKIMS TEST.docx

Document Record

* Document Type: UKIMS

Verified Date: []

* Authorisation/Document Reference Number: XIUKIM00001234000520240212142805

* Associated EORI: XI000012340005

Submit

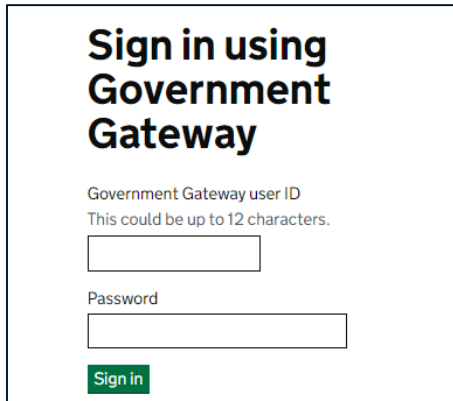
- Click **Submit** to update your UKIMS record

The record will then move to a 'Pending Verification' status in the field under the **State** column to be verified by TSS. On successful verification the status of your UKIMS authorisation will be moved to 'Active' in your company profile:

Document Records			New
<input type="text" value="Keyword Search"/> <input type="submit" value="Q"/>			
Document Type	State	Authorisation/Document Reference Number	
UKIMS	Active	XIUKIM00001234000520240212142805	

2.2 Sign up to the HMRC system to use your Trader Goods Profile (TGP)

As the 'Primary Contact' on your company's TSS account, you need to register your business on the HMRC system to use your Trader Goods Profile (TGP) account using [GOV.UK](https://www.gov.uk). To complete this step, you need your business's Government Gateway ID and password and the UKIMS authorisation details.



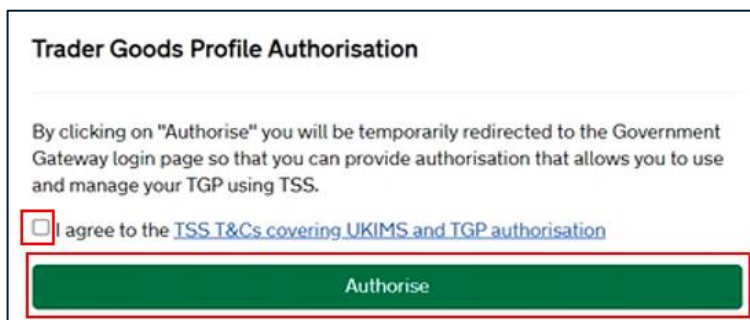
Note: The Government Gateway account you use must be subscribed to the Customs Declaration Service (CDS). To subscribe or check whether you are already subscribed to CDS, see [GOV.UK](https://www.gov.uk). For help with using HMRC online services, you can [ask HMRC's digital assistant](#).

2.3 Authorising TSS to use your Trader Goods Profile (TGP)

Once your Trader Goods Profile (TGP) account is registered on the HMRC online service, TSS needs permission to access and retrieve the information from your Trader Goods Profile (TGP) account.

The TSS Primary Contact must update the [Trader Goods Profile Authorisation](#) in the company profile on TSS. To do this:

1. Click the 'TSS T&Cs covering UKIMS and TGP authorisation' to read the terms and conditions
2. Click the **check box** to agree to the T&Cs
3. Click the **Authorise** button

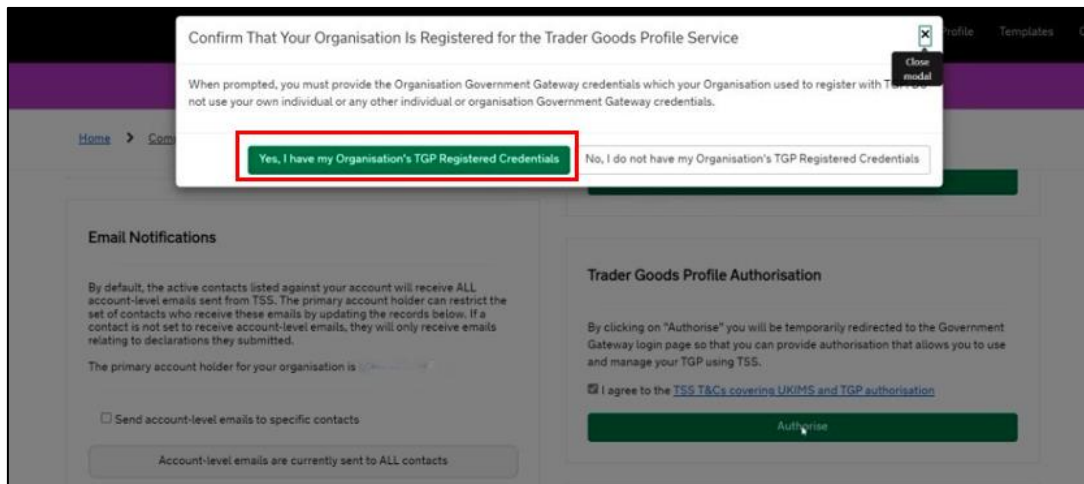




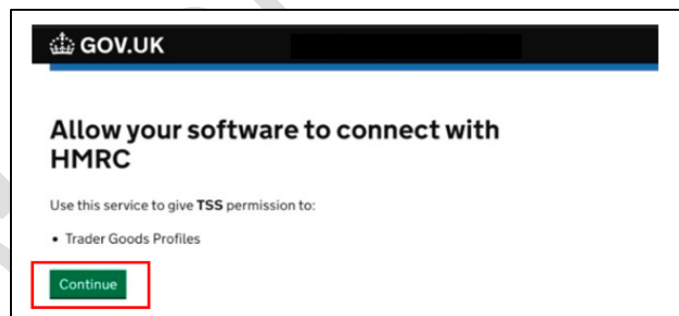
NOTE: If you are not the Primary Contact on the account, the T& Cs checkbox and the Authorise button will not be active.

- Once you click the **Authorise** button, you will be redirected back to the Government Gateway page

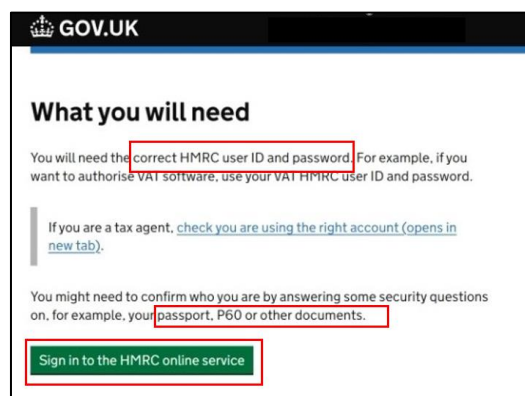
Confirm that you have the correct Trader Goods Profile (TGP) credentials by clicking the **Yes, I have my Organisation's TGP Registered Credentials** button.



- On the Government Gateway page 'Allow your software to connect with HMRC', click **Continue**:



- The following sign-in page will appear next



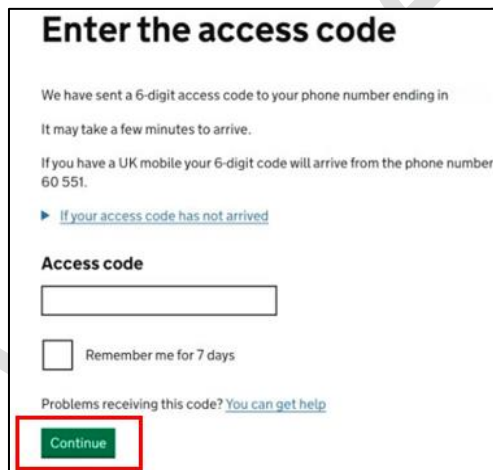
- Once you have acquired all the required details as per the message, click **Sign in to the HMRC Online Service** to access the **Sign in** form below

Complete the log-in details and click **Sign In**.



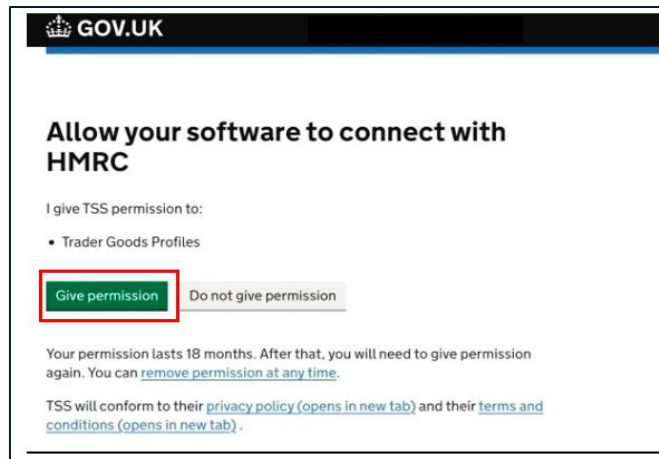
The screenshot shows the HMRC Sign in page. At the top, there are logos for GOV.UK and HMRC. The main heading is "Sign in". Below it, the text says "Enter your Test User credentials to sign in." There are two input fields: "User ID" with the value "123456789102" and "Password" with masked characters. A green "Sign in" button is highlighted with a red box.

Enter the access code which will be sent to your phone number and click **Continue**.

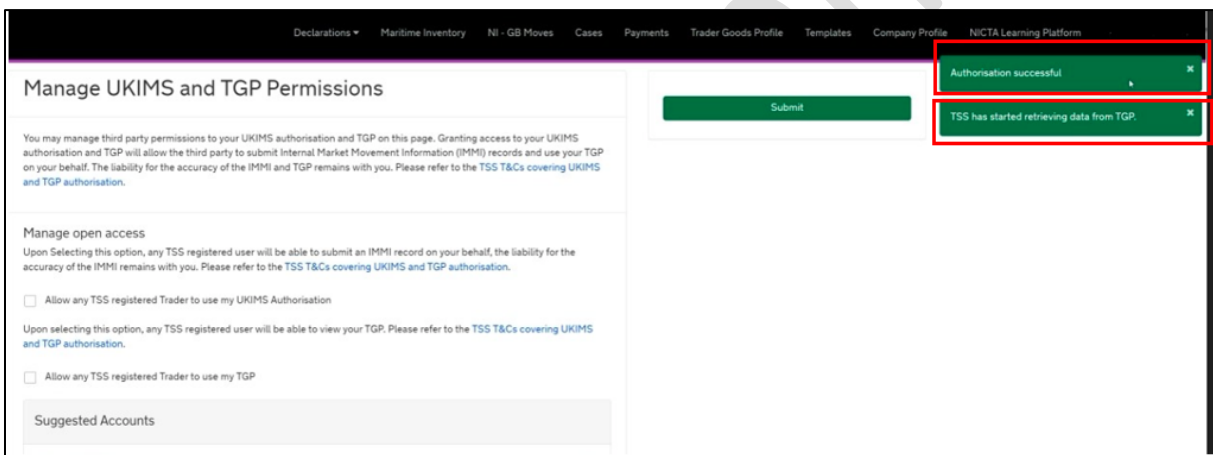


The screenshot shows the "Enter the access code" page. The heading is "Enter the access code". The text says "We have sent a 6-digit access code to your phone number ending in [redacted]. It may take a few minutes to arrive." Below this, it says "If you have a UK mobile your 6-digit code will arrive from the phone number 60 551." There is a link: "▶ If your access code has not arrived". Below that is an "Access code" input field. There is a checkbox labeled "Remember me for 7 days". At the bottom, there is a link: "Problems receiving this code? You can get help". A green "Continue" button is highlighted with a red box.

- Once you sign in, the following page will appear where you will need to grant permission to TSS by clicking the **Give Permission** box as per the screenshot below:



- When you have successfully granted TSS permission to access your Trader Goods Profile (TGP), you will be redirected to the TSS Portal where the following messages will be displayed:



- The following **Trader Goods Profile Authorisation** screen in your company profile will confirm that the permission (authorisation) was granted by showing **TGP state** as 'Authorised', and the **Date Authorised** will display when the authorisation was completed.





3 Setting permissions for third parties to use your UKIMS and Trader Goods Profile (TGP) in TSS

If third-party TSS users are **completing** the Internal Market Movement Information (IMMI) on your behalf, you will need to grant permissions to use your UKIMS and/or **access** your Trader Goods Profile (TGP).

These permissions are independent of each other. Two permissions scenarios are possible by granting and combining the different permissions to third parties:

- TGP and UKIMS
- UKIMS only

This diagram shows the permissions available:

REQUIREMENTS / PERMISSIONS NEEDED	No Permissions required	TGP Edit & UKIMS Access	TGP View & UKIMS Access	UKIMS only
I want to submit my own IMMI & use my TGP	✓	N/A		
I want my third parties to be able to create/submit IMMI and be able to edit TGP	X	✓	X	N/A
I want my third parties to be able to create/submit IMMI on my behalf, but not have access to my TGP	X	X	X	✓
I want my third party to be able to create/submit an IMMI on my behalf and be able to view my TGP .	X	X	✓	X

3.1 Manage UKIMS and TGP permissions

In the [UKIMS and Trader Goods Profile Access](#) section within your company profile, the Primary Contact can permit **all** third-party registered TSS users to use your UKIMS to complete the Internal Market Movement Information (IMMI) and use your Trader Goods Profile (TGP), while doing so.

The third parties won't be able to edit Trader Goods Profile (TGP) entries, and you do not need to grant permission individually. You do this by completing the respective tick boxes for [Open UKIMS access](#) and/or [Open TGP](#).

Manage UKIMS and TGP Permissions

You may manage third party permissions to your UKIMS authorisation and TGP on this page. Granting access to your UKIMS authorisation and TGP will allow the third party to submit Internal Market Movement Information (IMMI) records and use your TGP on your behalf. The liability for the accuracy of the IMMI and TGP remains with you. Please refer to the [TSS T&Cs covering UKIMS and TGP authorisation](#).

Manage open access

Upon Selecting this option, any TSS registered user will be able to submit an IMMI record on your behalf, the liability for the accuracy of the IMMI remains with you. Please refer to the [TSS T&Cs covering UKIMS and TGP authorisation](#).

Allow any TSS registered Trader to use my UKIMS Authorisation

Upon selecting this option, any TSS registered user will be able to view your TGP. Please refer to the [TSS T&Cs covering UKIMS and TGP authorisation](#).

Allow any TSS registered Trader to use my TGP

Suggested Accounts

[Submit](#)

To grant permission to access your Trader Goods Profile (TGP) and/or use your UKIMS, you can select a third party from the **Suggested Accounts** section, which lists the related third parties and agents that you, as a trader, may have a current relationship with (for example the ENS Submitter, Intermediary, Agent, Haulier). Or, you can click **Add Permission** to grant permission to another account not on the list of suggested accounts. To grant permission you will need this third party's **EORI** number and/or account **Name**.

Manage open access

Upon Selecting this option, any TSS registered user will be able to submit an IMMI record on your behalf, the liability for the accuracy of the IMMI remains with you. Please refer to the [TSS T&Cs covering UKIMS and TGP authorisation](#).

Allow any TSS registered Trader to use my UKIMS Authorisation

Upon selecting this option, any TSS registered user will be able to view your TGP. Please refer to the [TSS T&Cs covering UKIMS and TGP authorisation](#).

Allow any TSS registered Trader to use my TGP

Suggested Accounts

EORI	Name	Actions
GB100000000000001	TestLMCompany	Grant Permission
GB100000000000002	User Data is Private	Grant Permission
GB200000000000037	LM Trader Comp37 Ltd	Grant Permission

< > Rows 1 - 3 of 3

Existing Permissions [Add Permission](#)

When you click the **Add Permission** button, the following form pops up. Enter the **EORI** number and select from the drop-down menus the **UKIMS Permission** and **TGP Permission** option you want to grant to the third party. Click **Submit**.



Add Permission

EORI

UKIMS Permission

TGP Permission

Options (UKIMS)

- 'None' (default)
- 'Granted'
- 'Not Granted'

Options (TGP)

- 'None' (default)
- 'View'
- 'Edit'
- 'Exclude'

Pressing **Submit** will lead to a permissions liability pop-up for your information. You must read the statements before clicking **OK** to signify that you accept the liabilities.

Permissions Confirmation

Please read the relevant statements below before selecting OK. If you do not agree please select cancel and your permissions will not be saved.

For access to your UKIMS authorisation

You are granting a third party TSS Registered user access to use your UKIMS authorisation number in the process of making a declaration or providing an Internal Market Movement Information (IMMI) for a SPIMM. The liability for the accuracy of the declaration or IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with those third parties.

For view access to your TGP

You are granting a third party TSS Registered user access to view your TGP who will be able to use your TGP entries to fill in Internal Market Movement Information (IMMI) on your behalf as part of a Simplified Process Internal Market Movement (SPIMM). The liability for the accuracy of the IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with third parties who have access to your TGP.

For edit access to your TGP

You are granting a third party TSS Registered user access to edit your TGP who will be able to create new, update or remove existing TGP entries from your TGP. They will be able to use these TGP entries to fill in Internal Market Movement Information (IMMI) on your behalf as part of a Simplified Process Internal Market Movement (SPIMM). The liability for the accuracy of the IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with third parties who have access to your TGP.

For open UKIMS and/or open view TGP access

You are granting all TSS Registered users access to use your UKIMS authorisation number and/or view the contents of your TGP. This will allow third parties to submit the Internal Market movement Information (IMMI) on your behalf. The liability for the accuracy of the IMMI remains with you. It is therefore important you recognise this before granting Open UKIMS and/or Open view TGP access.

Please refer to TSS T&Cs

Once you grant permission (see the [Editing permissions](#) section of this guide) to an EORI from the list of **Suggested Accounts**, this will be added as the top row of the **Existing Permissions** list with all the fields populated. **UKIMS Permission** is set to **'Granted'** and **TGP Permission** is set to **'View'** or **'Edit'**.



Existing Permissions				Add Permission	
EORI	Name	UKIMS Permission	TGP Permission	Actions	
GB000012340003	Trader Three	Granted	Edit	Edit	Delete
GB000012340004	User Data is Private	Granted	View	Edit	Delete
GB150454489082	CustomAgent5	Granted	View	Edit	Delete
GB000012340002	Trader Two.	Granted	Edit	Edit	Delete
GB000012340005	Trader Five	Not Granted	View	Edit	Delete

The granted permissions can be edited afterwards (see the [Editing permissions](#) section of this guide).

3.2 Manage UKIMS permissions

UKIMS-only access applies when you do not require third parties to have access to your Trader Goods Profile (TGP).

You can tick the box against [Allow any TSS registered Trader to use my UKIMS Authorisation](#), which grants those users permission to complete IMMIs on your behalf.

Selecting this **open access** does not stop you from granting permissions to specific accounts listed in the [Suggested Accounts](#) section to use your UKIMS.

1. To grant permission to an account in the suggested list, click any field in the line of the respective EORI number/Account and click the [Add Permission](#) button

An [Add Permission](#) form will pop up. Add the **EORI** number of the third party and then select the correct permission from the **UKIMS Permission** drop-down menu.

Suggested Accounts		
EORI	Name	Actions
GB1000000000000001	TestLMCompany	Grant Permission
GB1000000000000002	User Data is Private	Grant Permission
GB2000000000000037	LM Trader Comp37 Ltd	Grant Permission

< > Rows 1 - 3 of 3

Existing Permissions [Add Permission](#)

Add Permission

EORI

UKIMS Permission

[Submit](#)

Options (UKIMS)

- 'None' (default)
- 'Granted'
- 'Not Granted'

2. Press **Submit** and the **Permissions Confirmations** page will pop up – once you have read the text, press **OK**



Permissions Confirmation ✕

Please read the relevant statements below before selecting OK. If you do not agree please select cancel and your permissions will not be saved.

For access to your UKIMS authorisation

You are granting a third party TSS Registered user access to use your UKIMS authorisation number in the process of making a declaration or providing an Internal Market Movement Information (IMMI) for a SPIMM. The liability for the accuracy of the declaration or IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with those third parties.

For view access to your TGP

You are granting a third party TSS Registered user access to view your TGP who will be able to use your TGP entries to fill in Internal Market Movement Information (IMMI) on your behalf as part of a Simplified Process Internal Market Movement (SPIMM). The liability for the accuracy of the IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with third parties who have access to your TGP.

For edit access to your TGP

You are granting a third party TSS Registered user access to edit your TGP who will be able to create new, update or remove existing TGP entries from your TGP. They will be able to use these TGP entries to fill in Internal Market Movement Information (IMMI) on your behalf as part of a Simplified Process Internal Market Movement (SPIMM). The liability for the accuracy of the IMMI remains with you. It is therefore important for you to recognise this liability in your commercial arrangements with third parties who have access to your TGP.

For open UKIMS and/or open view TGP access

You are granting all TSS Registered users access to use your UKIMS authorisation number and/or view the contents of your TGP. This will allow third parties to submit the Internal Market movement Information (IMMI) on your behalf. The liability for the accuracy of the IMMI remains with you. It is therefore important you recognise this before granting Open UKIMS and/or Open view TGP access.

Please refer to TSS T&Cs

3. You will be returned to the [Manage UKIMS Permissions](#) page

The permission record is added to the [Existing Permissions](#) list. Granted permissions can be edited afterwards.



Trader Support Service

Declarations Maritime Inventory NI - GB Moves Cases Payments Trader Goods Profile Templates Co

Existing Permissions: Row GB223456789008 updated

NICTA Learning Platform

Manage UKIMS Permissions

You may manage third party permissions to your UKIMS authorisation on this page. Granting access to your UKIMS authorisation will allow the third party to submit Internal Market Movement Information (IMMI) records on your behalf, the liability for the accuracy of the IMMI remains with you. Please refer to the TSS T&Cs covering UKIMS and TGP authorisation.

Manage open access
Upon Selecting this option, any TSS registered user will be able to submit an IMMI record on your behalf, the liability for the accuracy of the IMMI remains with you. Please refer to the TSS T&Cs covering UKIMS and TGP authorisation.

Allow any TSS registered Trader to use my UKIMS Authorisation

Suggested Accounts

There are no results to show

< >

Existing Permissions [Add Permission](#)

EORI	Name	UKIMS Permission	Actions
GB223456789008	Stark Industries	Granted	Edit Delete

Submit

3.3 Editing permissions

You can edit an already granted permission to suit your business needs through the [UKIMS and Trader Goods Profile Access](#) and [UKIMS Access](#) screens in your Company Profile. You will need to click the [EORI Number](#) of the party whose granted permission you wish to edit.

Clicking the EORI number opens a new page for each type of access, and you can edit and save the respective accesses. See the screenshots below for both types of permission.

Editing UKIMS and Trader Goods Profile access



UKIMS and Trader Goods Profile Access

[Manage Permissions](#)

Open UKIMS access
 Open TGP

These accounts have access to your UKIMS authorisation and TGP that allows them to submit Internal Market Movement Information (IMMI) records on your behalf. Accounts with 'Edit' TGP access can update TGP records on your behalf. The liability for the accuracy of the IMMI and TGP remains with you. Please refer to the [TSS T&Cs covering UKIMS and TGP authorisation](#).

Third Party EORI	UKIMS Permission	TGP Permission
GB000012340001	Not Granted	View
GB000012340002	Granted	Edit
GB000012340004	Not Granted	Exclude
GB150454489082	Granted	Edit

Rows 1 - 4 of 4

Home > Company Profile > UKIMS and TGP Access

UKIMS and TGP Access

EORI

EORI Number

UKIMS Access

Granted

TGP Access

View

Cancel [Save](#)

Editing UKIMS access

UKIMS Access

[Manage Permissions](#)

Open UKIMS access

These accounts have access to your UKIMS authorisation that allows them to submit Internal Market Movement Information (IMMI) records on your behalf, the liability for the accuracy of the IMMI remains with you. Please refer to the [TSS T&Cs covering UKIMS and TGP authorisation](#).

Third Party EORI	UKIMS Permission
GB000012340002	Granted
GB000012340004	Granted
GB000012340005	Granted
GB150454489082	Granted

Rows 1 - 4 of 4

Home > Company Profile > UKIMS Access

UKIMS Access

EORI

EORI Number

UKIMS Access

Granted

Cancel [Save](#)

3.4 Deleting permissions

To delete permission of a third party, go to the [Existing Permissions](#). Select the [EORI/Name](#) on the existing [UKIMS Permission](#) and [TGP Permission](#) you want to remove and click [Delete](#).



Existing Permissions				Add Permission
EORI	Name	UKIMS Permission	TGP Permission	Actions
GB000012340003	Trader Three	Granted	Edit	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

4 Revoke authorisation for TSS to access your Trader Goods Profile (TGP)

The Primary Contact can revoke TSS authorisation to use your Trader Goods Profile (TGP), if no longer required, by clicking [Revoke Authorisation](#). For other users this button will be inactive and not available. Revoking authorisation to TSS means you and any appointed third-party agents cannot use Trader Goods Profile (TGP) for any goods movements on the TSS.

Trader Goods Profile Authorisation

TGP State: Authorised
Date Authorised: 18/11/2024

[Revoke Authorisation](#)

5 I need to know more

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

- [Simplified processes for Internal Market Movements - Introduction guide](#)
- [Trader Goods Profile \(TGP\) Guide](#)
- [Internal Market Movement Information \(IMMI\) Data Guide](#)
- [How to use the TSS Portal](#)

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

6 Changes to guidance and policy

Published January 2025.