

Fortnightly bulletin

188th edition

Date 27 February 2025



Trader Support Service (TSS)

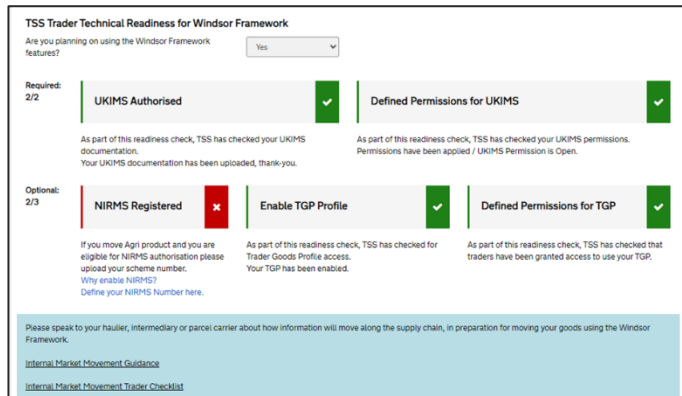
Fortnightly bulletin: Key updates to support you

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New Windsor Framework TSS Portal feature: are you 'IMMI Ready'?

In your TSS Company profile you are now able to view your own company dashboard to show if your TSS profile is 'IMMI Ready'. TSS has summarised all the Windsor Framework processes you can set up in your TSS Company Profile to help you make use of the simplified processes for Internal Market Movements to use the Internal Market Movement Information (IMMI).



To view your dashboard/company dashboard, the primary account holder should answer 'Yes' to the question 'Are you planning on using the Windsor Framework features?' at the top of your TSS Company Profile.

- If you select 'Yes' the dashboard will then be visible for TSS to review your profile and identify actions you can take to ensure you are 'IMMI Ready'. As each action is completed, the dashboard will update to reflect the changes you make to your profile.
- If you are not planning on using the Windsor Framework simplified processes, you can select 'No' so that TSS knows your choice and movement preference.

Step 1: Upload your UKIMS authorisation

Why? Your UKIMS authorisation gives you access to submit an IMMI on the TSS Portal. It also gives you access to your Trader Goods Profile (TGP). If your UKIMS authorisation is not added to your profile you won't be able to benefit from the Windsor Framework simplified processes in the TSS Portal or make 'not at risk' movements using your authorisation.

Step 2: Upload your NIRMS authorisation

Why? If you move goods via the Northern Ireland Retail Movement Scheme (NIRMS), uploading your scheme number to your TSS Company Profile allows TSS to support the correct categorisation of your goods in your TGP and on the Internal Market Movement Information (IMMI). Giving TSS access to your NIRMS number allows goods to be categorised accordingly and TSS to support auto population of the required NIRMS information on the IMMI. This is because eligible goods can be moved as Standard Goods instead of Category 2 goods, but only if the information is in your TSS Company Profile.

Step 3: Authorise TSS to access your Trader Goods Profile

Why? If you are using your Trader Goods Profile to populate data onto your IMMI, you will need to authorise TSS to access your TGP data from HMRC, as TGP is hosted by GOV.UK.

Step 4: Define your permissions for UKIMS and Trader Goods Profile

Why? If you engage with a haulier or intermediary to submit the IMMI on your behalf, you will need to set them up with the appropriate permissions to use your UKIMS authorisation and your TGP, if you are using one, to submit the IMMI data on the TSS Portal. You can also give permission to a TSS third-party account to manage and maintain your TGP data.

Although you can give permission to a third-party TSS user to submit IMMI data or manage your TGP on your behalf, you as the UKIMS authorisation holder are responsible for the accuracy of the information submitted on the IMMI.

Detailed step-by-step guidance is available in the [TSS Permissions Management for TGP and UKIMS](#) guide on NICTA.

New videos: preparing for the Windsor Framework on the TSS Portal

TSS has introduced a series of Windsor Framework training videos on the [Internal Market Movements page of NICTA](#) under the subheading 'Videos'. The [Preparing for the Windsor Framework using the TSS Portal](#) video covers simplified processes for Internal Market Movements and getting your TSS profile ready.

The following videos are also available to help you get ready for 31 March 2025:

- [Preparing for the Windsor Framework using the Trader Goods Profile](#)
- [Using TSS to submit your Internal Market Movement Information](#)

14 February webinar recap

TSS has recently been using webinars as a dynamic way to connect with our service users to help them prepare for 31 March 2025. These sessions have provided valuable insights, expert discussions, and essential information on a range of topics related to the Windsor Framework.

A recording of the webinar on 14 February is now available: [Windsor Framework simplified processes using the Trader Support Service Portal](#).

You can revisit the recordings of the previous webinars hosted by TSS on [NICTA](#).

Post webinar Q&A

Q: When will the Trader Goods Profile (TGP) be available in my TSS account? It's not currently showing.

A: To access and use your TGP on the TSS, first you must authorise TSS to access your TGP. You can do this on your TSS Company Profile. You can [watch our video on how to do this](#).

Q: Do both the Exporter and Importer need to have UKIMS authorisation?

A: Only one UKIMS authorisation is required for each goods movement. This does not have to be the receiver in NI – it can be the sender in GB and can be different for each goods movement, if required. This is a business decision, agreed between the parties, of which

UKIMS authorisation the goods are moved under, but the UKIMS authorisation holder is the party responsible for the accuracy of the information submitted on the Internal Market Movement Information (IMMI) for the goods movement.

Q: By using my UKIMS authorisation and submitting Internal Market Movement Information (IMMI) for goods ‘not at risk’, I assume that the Supplementary Declaration in TSS is no longer required?

A: When the simplified processes are in effect, you can use the IMMI pre-movement or post-movement. If you use the IMMI either pre-movement or post-movement there is no requirement to complete a Supplementary Declaration.

Submitting the IMMI replaces the requirement to submit a Supplementary Declaration as long as the requirements are met for both goods moved under a UKIMS authorisation and the simplification pre-requisites.

For goods movements from GB to NI, if you are UK Internal Market Scheme (UKIMS) registered your authorisation will allow you to benefit from [simplified processes for Internal Market Movements](#). The goods must be remaining in NI (‘not at risk’). This means you’ll be able to use IMMI for certain movements instead of a full declaration, so you will be able to provide less information while ensuring that no customs duty is charged on those goods.

If you make any movements before the effective date, then you should continue to submit the Supplementary Declaration.

Q: Can I use my Trader Goods Profile and submit the Internal Market Movement Information (IMMI) if I’m using a parcel carrier to move goods GB to NI?

A: If you use a parcel carrier, they may complete the IMMI on your behalf as part of their service. This is completed outside of the TSS. You will only need to provide your parcel carrier with a plain English goods description and relevant commercial information.

You will not be able to use the Trader Goods Profile (TGP) for goods moved by most carriers. If you are moving business-to-business parcels from Great Britain to Northern Ireland you should speak to your parcel carrier about their arrangements.

Are you using the correct commodity codes for your goods?

Commodity codes are a sequence of digits used in systems and paperwork to classify the items being moved and to check any applicable tariffs or controls. Choosing the correct commodity code helps avoid delays and ensures accurate duty payments.

The Harmonised System, managed by the World Customs Organization (WCO), standardises the first six digits of commodity codes for all member countries.

When moving goods to Northern Ireland (NI) that are 'not at risk' of onward movement to the EU you should consult the [UK Integrated Online Tariff](#) to classify your goods with up to ten-digits, as may be required in TSS. For 'at risk' goods movements, the [Northern Ireland Online Tariff](#) should be used.

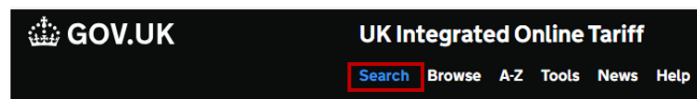
There are 21 sections that cover all types of goods, organised into chapters, headings, and subheadings for specific classification.

The classification process follows six [General Interpretative Rules \(GIRs\)](#) as set out by the WCO.

Consider the following when browsing the tariff:

- What are your goods?
- What are your goods made of?
- How were they produced?
- What is their function?
- How are they packaged?

You can search for a commodity code by entering the name of the goods directly into the **Search** function from the main menu of the [UK Integrated Online Tariff](#) or the [Northern Ireland Online Tariff](#):



Enter the goods name in the search box mid-way down the page.

A screenshot of a search input field on the website. The field is labeled 'Search the UK Integrated Online Tariff' and contains the placeholder text 'Enter the name of the goods or commodity code'. The input field is highlighted with a red box.

Alternatively, you can find the commodity code by **browsing** the tariff from the main menu and following these steps to arrive at a 10-digit commodity code:



1. Identify the relevant tariff section and chapters that apply
2. Specify the chapter

3. Determine the appropriate tariff heading
4. Select the subheading and commodity code

For example, for **shampoos**:

Description	Third country duty	Supplementary unit	Commodity code
Shampoos	0.00 %		3305 1000 00
Preparations for permanent waving or straightening	0.00 %		3305 2000 00
Hair lacquers	0.00 %		3305 3000 00
Other	0.00 %		3305 9000 00

You can also find the commodity code for your goods using the **A-Z** function from the main menu:



Select the letter relating to the name of the goods.



Scroll to the name of the goods you are classifying.

Shale	Heading	3206
Shallots, fresh or chilled	Commodity	0703 1090 00
Shampoos	Commodity	3305 1000 00
Shandy	Subheading	2206 0031
Shank tools	Heading	8207

Help and advice is available by webchat or email via the online tariff as well as the option to apply for [an advance tariff ruling](#) to obtain legal certainty. For further guidance, please see [An overview of tariff classification](#) on NICTA.

TSS feedback survey

We would be very grateful if you could complete a [short survey](#) about how you use the TSS and what we can do to improve.

Your comments and opinions are very important to us and will be very helpful in shaping the way the TSS continues to grow and support service users.

Helpful Windsor Framework guidance available on NICTA

On [NICTA](#) there are guides to help with your readiness for 31 March. Clicking on the [Moving Goods from](#) option on the menu bar at the top of any page will direct you to further information concerning [Internal Market Movement](#).

Here are some useful links:

- [Internal Market Movement Checklist for Traders](#)
- [Internal Market Movement Checklist for Hauliers](#)
- [Simplified processes for Internal Market Movements – Introduction Guide](#)
- [TSS Permissions Management for TGP and UKIMS](#)
- [Trader Goods Profile \(TGP\) Guide](#)
- [Internal Market Movement Information \(IMMI\) Data Guide](#)
- [Internal Market Movement Information \(IMMI\) Procedures and Additional Procedure Codes Guide](#)
- [Video: Preparing for the Windsor Framework using the TSS Portal](#)
- [Video: Preparing for the Windsor Framework using the Trader Goods Profile](#)
- [Video: Using TSS to submit your Internal Market Movement Information](#)

TSS Contact Centre hours of operation:

07:30–22:30, 7 days a week

[Contact options](#)

Tel: 0800 060 8888 **Welsh speakers Tel:** 0800 060 8988

Northern Ireland Customs & Trade Academy (NICTA)

Find [guides, webinars, and training](#) on the NICTA website to assist with your customs movements and using TSS.

NOTE: Please do not reply to this email as this mailbox is not monitored