

TSS User Guides

Internal Market Movement Information (IMMI) Data 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, please visit the [Jargon Buster](#) or use the search tool on the [Northern Ireland Customs & Trade Academy \(NICTA\) website](#) to find a definition¹.

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

1 Introduction

This guide outlines the data requirements for using the Trader Support Service (TSS) to create the **Internal Market Movement Information (IMMI)** as a standalone movement or as a consignment for the Entry Summary Declaration for goods movements from Great Britain (GB) to Northern Ireland (NI) when it becomes available in 2025.

The Internal Market Movement Information (IMMI) is a simplified dataset that you can use to record goods you move by direct transport from GB to NI which are 'not at risk' of entering the European Union (EU). You will need to complete this to fulfil your legal obligations when moving goods from GB-NI.

This guide will not cover data requirements for movements **where the Internal Market Movement Information (IMMI) is not being used**. For support on declaration completion instructions for other TSS portal fields follow the [Data guide: TSS declaration data requirements](#) on NICTA.

Note: If you are completing an Entry Summary Declaration as part of the Pre-movement Internal Market Movement Information (IMMI) and require guidance on those particular fields, you will need to refer to Section 3 of the [Data guide: TSS declaration data requirements](#) on NICTA before using this guide.

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

2 Procedure Codes available for use on the Internal Market Movement Information (IMMI) in TSS

The information below gives an overview of the movement types, descriptions of usage and Procedure Codes relevant only to the Internal Market Movement Information (IMMI), which is also known as H8 in CDS. Additional information on the completion instructions for this can be found on [GOV.UK](https://www.gov.uk).

Movement category	Movement type	Description of usage in TSS	Procedure Codes in TSS
Internal Market Movement Information (IMMI)	IMD Pre-Lodged Internal Market Movement Information (IMMI)	Pre-lodged movement relating to goods brought by a trusted trader into NI from another part of the UK by direct transport that are not 'at risk' of entering the EU.	0700, 4000
Internal Market Movement Information (IMMI)	IMA Arrived Internal Market Movement Information (IMMI)	Arrived movement relating to goods brought by a trusted trader into NI from another part of the UK by direct transport that are not 'at risk' of entering the EU. Includes goods previously entered into customs special procedure on arrival in NI now being diverted to free circulation or an excise warehouse.	0700, 0751, 0771, 4000, 4051, 4071
Internal Market Movement Information (IMMI)	IMY, IMZ Conversion of a Supplementary Declaration generated on the TSS Simplified Procedure into the Internal Market	Arrived movement relating to goods brought by a trusted trader into NI from another part of the UK by direct transport that are not 'at risk' of entering the EU that have been moved using the TSS Simplified Procedure, where the auto-generated Supplementary Declaration is converted to the Internal Market Movement Information (IMMI).	0700, 4000

Movement category	Movement type	Description of usage in TSS	Procedure Codes in TSS
	Movement Information (IMMI)		
Internal Market Movement Information (IMMI)	IMZ Post Movement Internal Market Movement Information (IMMI)	Arrived movement relating to goods brought by a trusted trader into NI from another part of the UK by direct transport that are not 'at risk' of entering the EU. Includes goods previously entered into customs special procedure on arrival in NI now being diverted to free circulation. For traders using their own Entry in Declarant's Records (EIDR) authorisation.	4000, 4051, 4071

3 Consignment Information fields in TSS

Consignment Information field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Movement Type	Internal Market Movement Information (IMMI)	Mandatory	<p>This field is only for a Standalone Internal Market Movement Information (IMMI) that determines whether the goods have already arrived in NI or have not arrived in NI.</p> <ul style="list-style-type: none"> 'Pre-lodged (IMD)' means the goods have not arrived in NI. This indicates that the Internal Market Movement Information (IMMI) will be completed prior to movement and will be arrived by GVMS.

Consignment Information field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
			<ul style="list-style-type: none"> • ‘Arrived (IMA)’ means the goods have arrived in NI. Goods moving by air must be completed as arrived and certain procedure codes require the use of this movement type. For further guidance please see GOV.UK .
Representative Type	Internal Market Movement Information (IMMI)	Mandatory: Standalone Internal Market Movement Information (IMMI) only	Indicates the relationship between the representative and the importer, not the sub-agent and any other party. If you select ‘Indirect Representation’, special procedures will no longer be available to you. To use special procedures, you will need to use Direct Representation. For further details on the different representative types see GOV.UK . Also known as Representative Status Code

3.1 Parties

Consignment Information field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Importer EORI [Consignment importer_eori]	Internal Market Movement Information (IMMI)	Mandatory	<p>This will be auto-populated with the Importer EORI entered on the Entry Summary Declaration consignment</p> <p>If the Importer EORI is a GB EORI, the associated name and address is required. This will be auto-populated for you, unless your company name is set to 'Private' in your Company Profile, in which case you will need to enter the associated name and address manually.</p>
Exporter EORI [Consignment exporter_eori]	Internal Market Movement Information (IMMI)	Mandatory	<p>XI or EU EORI number of the exporter.</p> <p>If the EORI is unknown, add the name and address details by clicking the tick box 'Exporter EORI Unknown'.</p> <p>If more than two parties are involved in exporting goods to NI, the party consigning the goods (as stipulated in the transport contract by the party ordering the transport) should be entered as the Exporter.</p>

3.2 Transport Details

Consignment Information field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Transport Document Number [Consignment transport_document_number]	Internal Market Movement Information (IMMI)	Mandatory	<p>The reference number of the applicable transport document.</p> <p>For RoRo, this is the reference number of the CMR document (also known as a Road Consignment Note) filled out by the sender, the carrier or their agent(s). If unavailable, you can also provide the delivery note reference number.</p>
Transport Document Type	Internal Market Movement Information (IMMI)	Mandatory	<p>This would typically be set automatically to 'CMR/Delivery Note'.</p> <p>For a Standalone Internal Market Movement Information (IMMI), this can be set to 'Airway Bill'.</p>
Mode of Transport [Declaration header movement_type]	Internal Market Movement Information (IMMI)	Mandatory	<p>This is the active means of transport that moves the goods to the point of clearance also known as the Mode of Transport at the Border.</p> <p>When creating a Standalone Internal Market Movement Information (IMMI) you can select from the following:</p> <ul style="list-style-type: none"> • 'RoRo' (Roll on Roll off) • 'Air' • 'Road'

			<ul style="list-style-type: none"> • 'Fixed Transport Installations' • 'Maritime'
Inventory Consignment Reference (ICR)	Internal Market Movement Information (IMMI)	Optional	<p>This field will only be visible if the Mode of Transport is 'Air'.</p> <p>The Inventory Consignment Reference (ICR) number, also known as Unique Consignment Reference (UCR) number, is generated by the inventory-linked location. The inventory record must be nominated by the shed operator or ground handler to the correct TSS badge code 'YOB'.</p> <p>Scenario dependant: This field is only available on Standalone IMMIs.</p> <p>For more information see the Inventory-Linked Ports guide on NICTA.</p>
Maritime Inventory	Internal Market Movement Information (IMMI)	Mandatory (for Maritime only)	<p>This field will become active when 'Maritime' is selected as the Mode of Transport and is mandatory for completion.</p> <p>This field will contain a drop-down list of the inventory records you have claimed through the TSS Portal. You will need to claim the inventory using the Inventory Claim Form before attempting to link it to an IMMI. Select the relevant inventory record from the list to link the inventory to the IMMI.</p> <p>Please see the Inventory-Linked Ports guide on NICTA for more guidance.</p>

			Scenario dependant: This field is only available on Standalone IMMIs.
Trader Reference [Consignment trader_reference]	Internal Market Movement Information (IMMI)	Optional	A reference for your goods movement.
Warehouse Identifier [Consignment customs_warehouse_ identifier]	Internal Market Movement Information (IMMI)	Optional	This field is used to enter the premises ID for goods being entered to or removed from a private customs warehouse or an excise warehouse. The requested procedure in the Procedure Code field will correspond with the type of warehousing or removal.
Declaration Unique Consignment Reference (DUCR) [Consignment ducr]	Internal Market Movement Information (IMMI)	Optional	<p>In most cases, and where this field is left blank, TSS will auto-generate this reference on the importer's behalf, so no population would be required.</p> <p>However, for cases where the importer is using electronic licensing the DUCR entered should match that entered on the licence to ensure acceptance in CDS.</p> <p>If an electronic licence has been issued using a GB EORI, the DUCR must include the GB EORI regardless of whether an XI EORI is held. It also needs to be provided in the Previous Documents field. Further information on licence types can be found on GOV.UK.</p> <p>In these cases, the trader should first enter their own DUCR into licence application and then enter the same reference field in the TSS Portal.</p>

			Once you have entered the DUCR into TSS and saved, the system will then auto-populate an entry into the Header Previous Document tab.
Consignor EORI Consignee EORI [Consignment consignor_eori, consignee_eori]	Entry Summary Declaration	Mandatory	Enter details here for Consignor and Consignee. If an EORI cannot be entered, their full Name and Address must be populated.

3.3 Invoice and Goods

Consignment Information field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Location of Goods (Border Release)	Internal Market Movement Information (IMMI)	Mandatory	<p>This field is a drop-down menu to select where goods are clearing at one of the ports or airports on the list available within the TSS Portal.</p> <p>If the location of goods code is not on the drop-down list, you may need to use the Location of Goods (other releases) box to free type the location code as per the procedure completion notes where the procedure requires this.</p> <p>Please refer to GOV.UK guidance for relevant location codes.</p>

Consignment Information field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Location of Goods (Other Releases)	Internal Market Movement Information (IMMI)	Optional: See description	This field can be populated only if a selection cannot be made with Location of Goods (Border Release) field.

3.4 Additional Records tab – Header Previous Document

Consignment Information field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Header Previous Document [Consignment header_previous_document]	Internal Market Movement Information (IMMI)	Mandatory	<p>TSS will automatically populate the following previous documents on your behalf on the IMMI, which are the only mandatory previous documents to input for most movements using the Release to free circulation (PC 4000) procedure.</p> <p>For an Entry Summary Declaration, Document Codes will be auto-populated referencing the Entry Summary Declaration DUCR and MRN.</p> <p>For Supplementary Declarations that have been converted to the Internal Market Movement Information (IMMI): 'SDE' is generated for TSS controlled goods or 'CLE' is added for TSS non-controlled goods.</p>

			<p>Where an electronic licence is associated with a DUCR (for example DEFRA licences – Common Health Entry Documents (CHEDs)), the DUCR must be entered at consignment (header) level. Note: The DUCR entered should match the one entered on the electronic licence.</p> <p>For details of which licence types require a DUCR to be provided, see GOV.UK.</p> <p>Any other entries are optional and should only be input if relevant to the goods being moved. See the previous Document Code list on GOV.UK.</p> <p>For further details on Previous Documents see GOV.UK.</p>
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3.5 Additional Records tab – Holder of Authorisation

Consignment Information field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Holder of Authorisation Authorisation Type Code, Authorisation Role ID [Consignment holder of authorisation auth role id, auth type code]	Internal Market Movement Information (IMMI)	Mandatory	<p>Authorisation Type Code and Authorisation Role ID must be entered at consignment (header) level for any authorisations that are required in order to enter the goods to the procedure concerned.</p> <p>The Authorisation Role ID is the EORI identifier of the holder of authorisation.</p> <p>When creating an IMMI, TSS will auto-populate:</p>

			<ul style="list-style-type: none"> • Authorisation Type Code 'UKIM' • Authorisation Role ID – the EORI of the Importer holding UKIMS authorisation <p>The corresponding UKIMS authorisation number and Document Code '1UKI' in the Document Reference field in the Goods Records tab will also be auto-populated.</p>
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4 Goods Records fields in TSS

Goods Records field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Look up Goods Information from my Trader Goods Profile (tick box)	TSS Portal function	Optional: Access to trader TGP	<p>Trader Goods Profile (TGP) is an online service from HMRC to store information about goods commonly moved from GB to NI. It holds records about goods movements to NI, where each goods item contains the following:</p> <ul style="list-style-type: none"> • Goods Description • Commodity Code • Product Reference (this reference needs to be unique, as in, the same product reference cannot be used on two goods entries on the Trader Goods Profile (TGP))

Goods Records field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
			<ul style="list-style-type: none"> Country of Origin NIRMS and NIPHL details Supplementary Units <p>If you have set up your TGP for the use in TSS, the information held can be used to populate the Goods item, reducing the number of fields you will need to complete manually.</p> <p>Any haulier or agent/intermediary that has been granted access will also be able to use it when completing an IMMI on your behalf.</p> <p>To activate and access a TGP account with HMRC you will need to be UKIMS authorised and log into your business’s Government Gateway account on GOV.UK. Trader Goods Profile (TGP) Guide on NICTA provides details on how to use in TSS.</p>

4.1 Goods Records

Goods Records field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
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Goods Description [Goods Item goods_description]	Internal Market Movement Information (IMMI)	Mandatory	<p>Enter a description of the goods that is specific enough to allow the unambiguous identification, classification and examination of goods.</p> <p>See the Goods Description guide on NICTA for acceptable and unacceptable terms for the description of goods.</p> <p>Note: You can also use this field to auto-populate data into the IMMI from matching records from your TGP.</p>
Client Job Number	TSS Portal function	Mandatory: Auto-populated	<p>This should match your LRN and will be auto-populated by TSS.</p>

4.2 Goods Information

Goods Records field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Commodity Code Filter	TSS Portal function	Optional	<p>An optional field and can be used to filter commodity code by length. Making a selection in this field will then filter the commodity codes shown in the Commodity Code field. This filters all listed commodity codes to either 6, 8, 6 and 8 or 10 digits.</p>
Commodity Code [Goods item commodity_code]	Internal Market Movement Information (IMMI)	Mandatory	<p>Commodity Codes are used to classify goods for movement and must be entered in all instances.</p> <p>If you are unsure what your Commodity Code is, the link underneath this field is to direct you to HMRC's</p>

			<p>Northern Ireland(NI) Online Tariff tool on GOV.UK, which is used to look up the Commodity Code for your goods.</p> <p>The Import tab of the Commodity Code page within the NI Online Tariff will list any additional requirements for the goods, including any tariff measures and conditions (for example import controls, measure types, Document Codes and waivers).</p> <p>Depending on the Additional Procedure Code being used on the IMMI, only a 6-digit or 8-digit Commodity Code is required:</p> <ul style="list-style-type: none"> • For Additional Procedure Code 1SG: a 6-digit Commodity Code • For Additional Procedure Code 1EL, 1EN or 1LG: an 8-digit Commodity Code <p>Full requirements for each Additional Procedure Code can be found on GOV.UK or in the Internal Market Movement Information (IMMI) Procedures & Additional Procedure Codes Guide on NICTA.</p> <p>For goods requiring application in TRACES NT, the Commodity Code entered on the IMMI must be identical to that which has been input into TRACES NT.</p> <p>Note: This field can be auto-populated when using the Trader Goods Profile (TGP) service in TSS.</p>
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<p>Country of Origin [Goods item country of origin]</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Mandatory</p>	<p>The Country of Origin classifies where the goods were produced, were wholly obtained, or underwent their last substantial change (where the product has had a complete tariff heading change (CTH) or a change other than painting, sharpening or affixing a logo, for example). It is the economic nationality of the goods and should not be confused with the country where the goods have been shipped from as this may be different. For instructions on establishing the Country of Origin for goods, consult GOV.UK guidance and Appendix 13 on GOV.UK.</p> <p>Note: This field can be auto-populated when using the TGP.</p>
<p>Procedure Code [Goods item procedure code]</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Mandatory</p>	<p>This describes the procedure that the goods are being entered into/released from. Procedure Codes are four digits, which are split into two components:</p> <ul style="list-style-type: none"> • The first two digits indicate the requested procedure: the customs procedure to which the goods are being entered into in NI for a GB-NI movement, for example '40' • The third and fourth digits indicate the previous procedure: the customs procedure the goods are being removed from in GB for a GB-NI movement. For example, '00' implies no direct previous procedure – goods in free circulation in GB before entry

			<p>The Procedure Codes section of this guide gives an overview of the Procedure Codes eligible to be used on an IMMI.</p> <p>For further guidance on Procedure Codes available on the IMMI in TSS see the Internal Market Movement Information (IMMI) Procedures & Additional Procedure Codes Guide on NICTA.</p>
<p>NI Additional Information Codes [Goods item ni_additional_information_codes]</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Mandatory: Auto-populated</p>	<p>The field states Goods are not 'at risk' (NIREM) and is auto-populated by TSS.</p>
<p>Additional Procedure Code [Goods item additional_procedure_code]</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Mandatory</p>	<p>Additional Procedure Code (three-digit) and must be entered in all instances.</p> <p>One of the four primary Additional Procedure Codes <u>must be used</u> in each goods item on the IMMI.</p> <p>The four primary Additional Procedure Codes are defined from the category of the goods and mandate the data required for the successful completion of an IMMI.</p> <ul style="list-style-type: none"> • 1SG – Standard Goods not subject to Documentary Controls (Non-Excise Goods) • 1LG – Category 2 Non-Excise Goods Subject to Documentary Controls, including Licences • 1EN – Category 2 Excise Goods not subject to Documentary Controls

			<ul style="list-style-type: none"> • 1EL – Category 2 Excise Goods subject to Documentary Controls, including Licensing <p>You may be required to add more than one Additional Procedure Code to satisfy the requirements that apply to your goods your movement.</p> <p>If more Additional Procedure Codes are required to supplement the above primary ones those need to be entered in the Related records Additional Procedure tab.</p> <p>The Internal Market Movement Information (IMMI) Procedures & Additional Procedure Codes Guide on NICTA contains guidance on Additional Procedure Codes available in the IMMI in TSS.</p> <p>Further details on Additional Procedure Codes, usage and requirements can be found on GOV.UK.</p> <p>Note: Additional Procedure Codes ‘000’, ‘1CD’ and ‘1CG’ that are commonly used on other NI movements cannot be used on IMMI.</p>
<p>UN Dangerous Goods Code [Goods item un_dangerous_goods_code</p>	<p>Entry Summary Declaration</p>	<p>Optional</p>	<p>This is an optional field that only needs to be entered in exceptional circumstances where goods have a United Nations Dangerous Goods identifier (UNDG) – a unique serial number assigned by the UN to dangerous substances and articles (for example chemicals or weapons). If you think this could apply to your goods, please see further information from the Health & Safety Executive (HSE).</p>

<p>Package Marks [Goods item package_marks]</p>	<p>Entry Summary Declaration</p>	<p>Mandatory</p>	<p>The Package Marks entered should be the marks on the packages themselves. This should include a description and any information that will allow customs to identify this package within the load. If goods are in a container, the container number can replace the shipping marks.</p> <ul style="list-style-type: none"> • For unpackaged goods, enter 'Unpackaged' • For bulk goods, enter 'Loose Bulk' or 'Break Bulk' • For Merchandise in Baggage (MiB) enter 'No marks' <p>Further guidance on Package Marks can be found on GOV.UK.</p>
<p>Type of Packages [Goods item type_of_packages]</p>	<p>Entry Summary Declaration</p>	<p>Mandatory</p>	<p>There is a drop-down list for the Type of Packages. You must complete the Type of Packages, corresponding with the Number of Packages and Package Marks at the item level.</p> <p>For MiB, it may be that none of these apply. In this case, please select 'Cases'.</p>
<p>Equipment Number (if Containerised) [Goods item equipment_number]</p>	<p>Entry Summary Declaration</p>	<p>Optional</p>	<p>This field is for the container number if the goods are being shipped in a container. If the goods are not shipped in a container, this field remains blank.</p>
<p>Invoice Number [Goods item invoice number]</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Optional</p>	<p>Optional field for entering the Invoice Number associated with the consignment. This will help you keep track of your movements.</p>

			Where multiple invoices apply to the goods item they can be entered as a range rather than listing each individual invoice reference number.
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4.3 Measurement and Value

Goods Records field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Item Gross Mass (KG) [Goods item gross_mass_kg]	Internal Market Movement Information (IMMI)	Mandatory	<p>Enter the gross mass in kilograms (kg) for the specific goods item. This should include all packaging (but not the carrier's equipment).</p> <p>When the weight of the pallets is included in the transport documents, it will also be included in the calculation of the gross mass, except when the pallet forms a separate item on the movement.</p> <p>Note: The import licence, when applicable, is based on the gross weight of the goods.</p>
Net Mass (KG) [Goods item net_mass_kg]	Internal Market Movement Information (IMMI)	Mandatory only for certain Additional Procedure Codes (see Description)	<p>The Net Mass (KG) is the weight of the goods (in kg), without any packaging.</p> <p>Packaging means materials and components used in any packaging operation to wrap, contain or protect the goods during transport.</p>

			<p>Note: Net Mass (KG) is only required when Additional Procedure Code 1EL or 1LG is entered. In all other instances it may be left blank.</p> <p>Net mass value cannot be greater than the gross mass value, therefore providing a number higher than entered in Item Gross Mass (KG) will trigger an error and not allow you to save the Goods item unless both fields are populated correctly.</p> <p>For goods that have documents in TRACES NT, the Net Mass (KG) should match with what has been input into TRACES NT.</p>
Item Currency	Internal Market Movement Information (IMMI)	Mandatory	Select the currency used to invoice the goods from a drop-down menu.
Item Price / Amount [Goods item item_invoice_amount, item_invoice_currency]	Internal Market Movement Information (IMMI)	Mandatory	<p>Value of the goods being moved. Normally recorded on a commercial document.</p> <p>The Item Price / Amount should be completed with the invoice price for each goods item.</p> <p>Where there is no invoice for the goods, enter an appropriate value for the goods, such as:</p> <ul style="list-style-type: none"> • Intrinsic commercial value of the goods • Insurance value of the goods • Value used for the comparable goods from previous shipments

			Where the goods are invoiced in multiple currencies, the Item Price / Amount of all goods items must be converted and entered in Pound Sterling (GBP). See GOV.UK for further details on how to convert foreign currency.
Number of Packages [Goods item number_of_packages]	Internal Market Movement Information (IMMI)	Mandatory	This is the number of individual items packaged in such a way that they cannot be divided without first undoing the packing, or the number of pieces, if unpackaged. You must complete the Number of Packages corresponding to the Type of Packages entered for the Goods item.
Number of Individual Pieces [Goods item number_of_individual_pieces]	Entry Summary Declaration	Optional	If goods are in bulk, enter the number of individual external packing units, for example, two containers of loose sand should be entered as '2'. If goods are not in bulk, enter the Number of Packages . This is the number of individual items that are packaged in such a way that they cannot be divided without undoing the packing. For example, for palletised goods that are covered/wrapped, provide the number of pallets.
Supplementary Units [Goods item supplementary_units]	Internal Market Movement Information (IMMI)	Mandatory only for certain Additional Procedure Codes (see Description)	Certain Commodity Codes , need the measure not only by mass but also by a secondary measure. If applicable, this will be listed in the Northern Ireland Online Tariff on GOV.UK under the 'Value' column of 'Import measures and restrictions' for the Commodity

			<p>Code. Where required, traders should enter the Supplementary Units as a number.</p> <p>For live animals Commodity Codes, this field must match the value within TRACES NT.</p> <p>Note: This Data Element is only mandatory when Additional Procedure Codes 1EL or 1LG are entered in Additional Procedure Code. In all other instances it may be left blank.</p> <p>Note: Supplementary Units are required when Additional Procedure Code 1EL or 1LG is entered. In all other instances it may be left blank.</p> <p>The TGP can be used to auto-populate this field, however, can be left blank if moving various quantities across multiple movements.</p>
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4.4 Additional Records tab – Document Reference

Goods Records field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Document Reference Document Code	Internal Market Movement Information (IMMI)	Mandatory	<p>The Document Code specifies the type of document being entered such as certificates, authorisations and additional references.</p> <p>TSS auto-populates the road consignment note, N730, and your UKIMS authorisation reference, 1UKI, taken from your company profile.</p>

			<p>To check whether a Commodity Code requires a document to be entered go to the Northern Ireland Online Tariff on GOV.UK.</p> <p>For further guidance on Document Codes, please refer to the Document Code Guide on NICTA.</p> <p>Appendix 5A on GOV.UK contains a list and description of the Union codes and National codes.</p> <p>You can also find a list of government department licences and their associated codes on GOV.UK.</p> <p>Note: This tab can be auto-populated when using the Trader Goods Profile.</p>
<p>Document Reference</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Mandatory</p>	<p>Depending on the Document code entered, you may need to also add the reference of the document, certificate or authorisation . These should be entered in the Document Reference tab.</p> <p>Note: The Importer’s UKIMS authorisation will be automatically added</p> <p>Appendix 5A on GOV.UK contains a list and description of the Union codes and National codes.</p> <p>You can also find a list of government department licences and their associated codes on GOV.UK.</p> <p>If any of these documents or certificates have been entered into other Government systems (for example TRACES NT), please ensure the Document Reference numbers match exactly. Additional documents are</p>

			<p>always required to be entered to indicate certificates or exemptions for import controls.</p> <p>To check whether a Commodity Code requires a document to be entered go to the Northern Ireland Online Tariff on GOV.UK. Here you can identify any conditions that apply in the import measures and restrictions section of the import tab for the relevant page of the goods you are moving.</p>
<p>Document Status</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Mandatory for certain document codes (See description)</p>	<p>The Document Status is a two-letter code that needs to be entered with the Document Code.</p> <p>For certain document types, the document status is a mandatory field. When a document code has been selected from the drop-down menu, a red asterisk will appear next to the Document Status, and this shows that a status must be entered.</p> <p>Based on the Document Code you have entered, you will be presented with a drop-down list of the associated Document Status codes, with a plain-English description of the code.</p> <p>A full list of the document status codes and their descriptions can be found on GOV.UK.</p> <p>Documentational evidence such as commercial documents and licences, must be held in records to demonstrate eligibility for the waiver or exemption which must be produced on demand.</p>

<p>Document Part Reference</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Mandatory dependent on licences/certificates (See description)</p>	<p>Some documents require goods item (part) number. For example, some licences cover many products with each defined as a line on the licence.</p> <p>The Document Part Reference is used to identify the line number in the case of many products associated with a specific licence.</p> <p>You should complete this field if the licence/certificate you are referencing has more than one item.</p> <p>If left blank, this defaults to '1' and the system will attribute the declaration to the item on the first (or only) line of the licence.</p>
<p>Document Reason</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Mandatory</p>	<p>Enter a free-text description of the reason where required by the Document Status code.</p> <p>Where a Document Reason is required TSS will advise suggested text when the Document code is selected.</p> <p>Appendix 5A on GOV.UK contains a list and description of the Union codes and National codes.</p>
<p>Writing Off</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Mandatory only for certain Additional Procedure Codes (see Description)</p>	<p>Scenario Dependant: Only visible with certain Additional Procedure Codes (i.e. 1LG – licensable goods).</p> <p>The details for Writing Off are to be entered when a licence defines a quantity, alongside any Document Code details inputted (outlined above). Note that writing off details will be required for licences even when a waiver status code is used.</p>

			<p>These details will provide further information on the documents provided. They are required for goods being released into free circulation, where the document being entered refers to a specific quantity, for example a licence allows 1,000 litres to be imported and the declaration is for 200 litres.</p> <p>Used to 'write off' any goods and/or monetary amounts on licences.</p>
Currency	Internal Market Movement Information (IMMI)	Mandatory if using Writing Off	<p>If the specific amount to be associated with the Document/Writing Off details is a monetary amount, the Measurement Unit must be a currency, for example, GBP.</p> <p>You may enter the currency type in this field if not already provided in the Measurement Unit field.</p>
Date of Validity	Internal Market Movement Information (IMMI)	Mandatory if using Writing Off	<p>This is the date of validity of any licences/certificates (if required). This field must be in the format <code>yyyymmdd</code>.</p> <p>For licences and non-preference certificates, the date to be entered is the expiry date of the licence or certificate. This field is mandatory for government department licences listed on GOV.UK.</p>
Amount	Internal Market Movement Information (IMMI)	Mandatory if using Writing Off	<p>Where a currency has been entered in Writing Off – Currency field, enter the monetary amount associated with the document/writing off details in this field.</p>

Issuing Authority	Internal Market Movement Information (IMMI)	Mandatory if using Writing Off	In the Issuing Authority section, enter a free-text description of the Issuing Authority, which is the governing body that issued the relevant document, certificate, or authorisation produced.
Quantity	Internal Market Movement Information (IMMI)	Mandatory if using Writing Off	Your licence defines the Quantity associated to the Document Code being used. For example, a Measurement Unit could be litres, and the quantity could be number of litres.
Measurement Unit	Internal Market Movement Information (IMMI)	Mandatory if using Writing Off	<p>A Measurement Unit and Qualifier is required when your licence specifies the quantity and measurement type.</p> <p>Where the specific document requires a Measurement Unit (and Qualifier) to be entered, enter the appropriate unit code followed by a Qualifier if required for the commodity or document's Measurement Unit type using the list on GOV.UK.</p> <p>If the document requires a quantity in litres, enter the Measurement Unit code of 'LTR'. The quantity of litres being entered should be entered in the data field Writing Off – Quantity. If the document requires a quantity in litres of total alcohol, enter the code 'LTRA'.</p> <p>For more information on Measurement Unit codes please see GOV.UK.</p>

			Where a waiver previous status code is used, and the licence requires a quantity, a Measurement Unit is still required. If no Quantity, Measurement Unit or qualifier is required, this field should be omitted.
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4.5 Additional Records tab – Additional Information

Consignment Information field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
Additional Information Additional Information Code Additional Information Description [Goods item additional_information, additional_info_code, additional_info_description] [Goods item additional_information]	Internal Market Movement Information (IMMI)	Mandatory	<p>Certain movements (specified by the Commodity Code or Procedure Code) require Additional Information Codes to be entered.</p> <p>Certain Codes will be auto-populated by TSS based on the Goods Domestic Status of NIDOM for an IMMI movement.</p> <p>There is a full list and descriptions of scenarios where Additional Information Codes apply on GOV.UK.</p> <p>Note: This tab can be auto-populated when using the Trader Goods Profile.</p>

4.6 Additional Records tab – Detail Previous Document

Consignment Information field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
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<p>Detail Previous Document, Document Class, Document Type, Document Reference [Goods item detail_previous_document, previous_document_ref, previous_document_type, previous_document_class] [Goods item detail_previous_document previous_document_ref, previous_document_type, previous_document_class]</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Optional</p>	<p>The Detail Previous Document follows the same format as the Header Previous Document but should only be used where a document is to be entered for a single item.</p> <p>Use the consignment (header) level entry when document applies across consignment.</p> <p>Other types of previous documents may be required and can be checked in GOV.UK guidance.</p>
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4.7 Additional Records tab – Additional Procedure Code

Consignment Information field in TSS Portal [API Field Name]	Field location	Consignment Information	Description
<p>Additional Procedure</p>	<p>Internal Market Movement Information (IMMI)</p>	<p>Optional (Scenario Dependant)</p>	<p>To add more than one Additional Procedure Code, use this tab.</p> <p>Further information on Additional Procedure Codes follow the Internal Market Movement Information (IMMI) Procedures & Additional Procedure Codes Guide on NICTA.</p>



			More guidance on Additional Procedure Codes can be found on GOV.UK .
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Not yet in effect



5 I need to know more

There are additional guides available on [NICTA](#) to support you further with Internal Market Movement Journeys:

- [Simplified processes for Internal Market Movements – Introduction Guide](#)
- [How to use the TSS Portal](#)
- [Internal Market Movements Checklist for Traders](#)
- [Internal Market Movements Checklist for Hauliers](#)

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

6 Changes to guidance and policy

Last updated February 2025.

February 2025: Renamed 'Trader Reference' field to 'Product Reference'

January 2025: Published