

TSS User Guides

Trader Goods Profile (TGP) Guide



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HM Revenue
& Customs



Contents

1	Introduction.....	2
2	What is the Trader Goods Profile (TGP)?.....	2
3	How do I use the Trader Goods Profile (TGP)?	3
3.1	Eligibility for the Trader Goods Profile (TGP).....	4
3.2	Goods Categories.....	4
4	How to benefit from using the Trader Goods Profile (TGP).....	5
5	How to use the Trader Goods Profile (TGP) in TSS.....	5
5.1	Locating your Trader Goods Profile Management page	6
5.2	Creating a new Trader Goods Profile (TGP) Entry	7
5.3	Categorisation of Trader Goods Profile (TGP) entries	9
5.4	Viewing and updating a Trader Goods Profile (TGP) entry in TSS.....	12
5.5	Deleting a Trader Goods Profile (TGP) entry in TSS.....	14
6	How to use the Trader Goods Profile (TGP) for your goods movements Internal Market Movement Information (IMMI).....	16
7	I need to know more	17
8	Changes to guidance and policy.....	17



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

1 Introduction

This guide explains what a **Trader Goods Profile (TGP)** is, how you can use it for your ‘not at risk’ goods movements from Great Britain (GB) into Northern Ireland (NI) using the **simplified processes for Internal Market Movements** and how you can manage your Trader Goods Profile (TGP) through the Trader Support Service (TSS) Portal.

This guide does not cover how to complete the **Internal Market Movement Information (IMMI)**. For further information, refer to the [Simplified processes for Internal Market Movements - Introduction Guide](#) on NICTA.

Note: The Trader Goods Profile (TGP) is part of the simplified processes and it is optional to use when submitting Internal Market Movement Information (IMMI) for your goods. You can use the Internal Market Movement Information (IMMI) without having a Trader Goods Profile (TGP). Alternatively, if you do not wish to use the simplified processes, you – as a TSS-registered user – can continue using the existing facilitations in TSS for other NI goods movements and submit customs declarations. Guidance for these is available at [Alternative methods for moving goods from Great Britain to Northern Ireland](#) on NICTA.

Before you use the Trader Goods Profile (TGP) on TSS you need to set up your Trader Goods Profile (TGP) access – follow the steps in the [TSS Permissions Management for TGP and UKIMS](#) guide on NICTA.

2 What is the Trader Goods Profile (TGP)?

The Trader Goods Profile (TGP) is a unique goods profile that HMRC will populate with the relevant trade information, including the commodity code from the goods you have historically moved. HMRC will automatically create a Trader Goods Profile (TGP) for your business when you register for the UK Internal Market Scheme (UKIMS). For guidance on how to **activate and access your Trader Goods Profile (TGP) profile with HMRC** refer to GOV.UK.

Each Trader Goods Profile (TGP) record in HMRC contains:

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](#).



- A goods description
- A commodity code (6 or 8 digits)
- A product reference - this reference needs to be unique, as in, the same product reference can't be used on two goods entries on the Trader Goods Profile (TGP)

By allowing TSS access to your HMRC Trader Goods Profile (TGP) profile, TSS retrieves the information (known as a Trader Goods Profile (TGP) entry in the TSS Portal) which you can use to auto-populate fields onto the Internal Market Movement Information (IMMI) on goods movements to NI. When you are submitting the Internal Market Movement Information (IMMI), you can use the Trader Goods Profile (TGP) entry to auto-populate a part of the Internal Market Movement Information (IMMI), so you do not need to manually enter that information each time you move those goods. The Internal Market Movement Information (IMMI) is a simplified data set that can be used instead of a full declaration for goods you move from GB to NI. Further guidance on Internal Market Movement Information (IMMI) can be found on [GOV.UK](https://www.gov.uk).

Each Trader Goods Profile (TGP) entry in TSS contains:

- A goods description
- A commodity code
- A product reference - this reference needs to be unique, as in, the same product reference can't be used on two goods entries on the Trader Goods Profile (TGP)
- The country of origin
- Supplementary units (if applicable for certain commodities, otherwise optional)
- The category of the good (once it has been reviewed and categorised)

Note:

- The **product reference** and **goods description** held in your entry is your own reference, which allows you to share that reference or description with your haulier or intermediary so they can complete the Internal Market Movement Information (IMMI) on your behalf
- TSS uses the HMRC OTT to categorise the goods movement, and for this purpose it requires values for the **Country of Origin** and **Commodity Code** fields. For further details on goods categories, see the [Goods Categories](#) section of this guide

3 How do I use the Trader Goods Profile (TGP)?

The Trader Goods Profile (TGP) can be used to auto-populate the Internal Market Movement Information (IMMI) as part of the simplified processes.



3.1 Eligibility for the Trader Goods Profile (TGP)

You must be UKIMS authorised to use the Trader Goods Profile (TGP). For further guidance, and how to apply for UKIMS, refer to [GOV.UK](https://www.gov.uk). You will need to upload your UKIMS authorisation onto your company profile.

HMRC will automatically create a TGP for your business when you register for UKIMS. However, you need to sign up for it. For further information on how to sign up refer to the [TSS Permissions Management for TGP and UKIMS](#) guide on NICTA.

3.2 Goods Categories

The Trader Goods Profile (TGP) can only be used for goods that are eligible to move using the simplified processes. Most goods are eligible and can be identified by the category of the goods. The goods category is part of the information that is stored on your Trader Goods Profile (TGP) entry, and the Trader Goods Profile (TGP) will support the categorisation of each good to ensure they are eligible for use on the Internal Market Movement Information (IMMI).

To determine eligibility for using the simplified processes, goods are divided into three categories:

- **Standard goods** – all goods (excluding excise) that have no documentary controls and/or have no licensing requirements

Prepackaged retail food and drink goods moving under **Northern Ireland Retail Movement Scheme (NIRMS)** fall into this category. For more information and how to apply for the scheme, refer to [GOV.UK](https://www.gov.uk). You can also find a comprehensive overview of NIRMS on [NICTA](https://www.nicta.gov.uk).

Standard goods can move using the Internal Market Movement Information (IMMI) and **require a 6-digit commodity code.**

- **Category 2 goods** – these goods are subject to special health, licensing or environmental controls including excise goods

The following goods fall into this category if moved with a **Northern Ireland Plant Health Label (NIPHL)**:

- Plants and seeds for planting (plants and seeds which will be grown by professional growers or traded for retail sale)
- Seed potatoes (for commercial growing)
- Used agricultural and forestry machinery and vehicles

These goods can move using the Internal Market Movement Information (IMMI) but **require an 8-digit commodity code.** Further details on NIPHL can be found on [GOV.UK](https://www.gov.uk).



- **Category 1 goods** – these are goods that are subject to total bans, prohibitions, trade defence measures such as quotas, safeguarding and anti-dumping duties. Goods that are subject to the excise duty off-set mechanism are also considered in this category

These goods cannot move using the Internal Market Movement Information (IMMI).

Further guidance about the categorisation of goods is available on [GOV.UK](https://www.gov.uk).

4 How to benefit from using the Trader Goods Profile (TGP)

The Trader Goods Profile (TGP) holds information (**a Trader Goods Profile (TGP) record**) about the goods you move from GB to NI. In TSS this information is referred to as a **Trader Goods Profile (TGP) entry**.

Each record contains a **goods description, a commodity code (6, 8 or 10 digits) and a product reference** (this reference needs to be unique, as in, the same product reference cannot be used on 2 goods entries on the Trader Goods Profile (TGP)). The **product reference** and **goods description** held in your record is your own reference. You can share this reference or description with your haulier or intermediary so they can complete the Internal Market Movement Information (IMMI) on your behalf.

The information held in the Trader Goods Profile (TGP) can be used to auto-populate information into the Internal Market Movement Information (IMMI). For further detail on the information requirements, refer to the [Simplified processes for Internal Market Movements - Introduction guide](#) and [Internal Market Movement Information \(IMMI\) Data Guide](#) on NICTA.

You can use third parties to manage your entries and/or complete the Internal Market Movement Information (IMMI) on your behalf through the TSS Portal, as long as you share the product reference or goods description with them.

As a prerequisite, the **Primary Contact** on your TSS account needs to grant permission to third parties to use both your UKIMS and Trader Goods Profile (TGP). For more details on this refer to the [TSS Permissions Management for TGP and UKIMS](#) guide on NICTA.

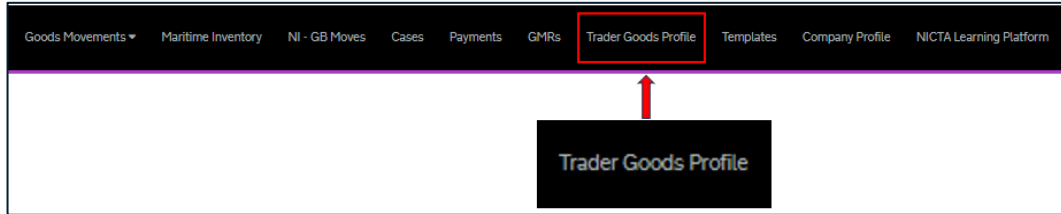
5 How to use the Trader Goods Profile (TGP) in TSS

The TSS Portal acts as an interface and allows you or a third party (for example, a haulier or agent/intermediary where authorised) to manage your Trader Goods Profile (TGP) records in your HMRC Trader Goods Profile (TGP).

You may **appoint** and **authorise** third parties to use your Trader Goods Profile (TGP) profile on TSS and perform some actions on your behalf. You will be able to create, view, update, and delete TGP records (known as **entries** in the TSS Portal).

5.1 Locating your Trader Goods Profile Management page

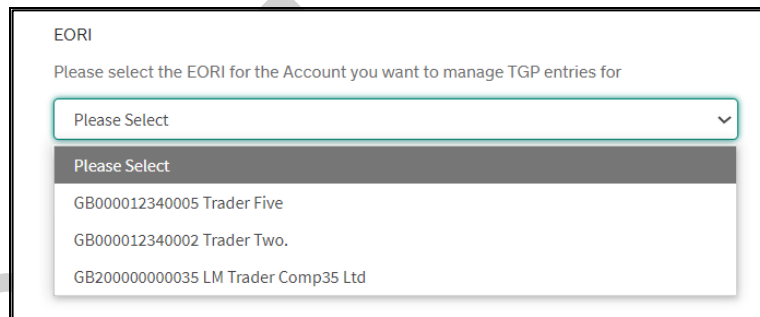
- Once your account has been set up for Trader Goods Profile (TGP) access as described above, you will find the **Trader Goods Profile** button on the page header:



- Click **Trader Goods Profile** to be directed to the **Trader Goods Profile Management** page, as shown below:



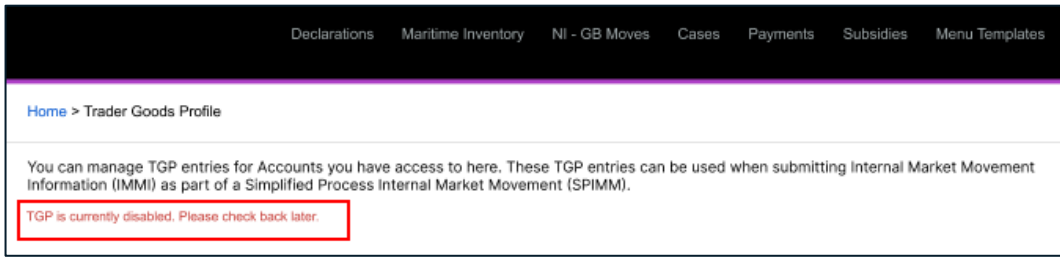
- Next, select the relevant **EORI** from the drop-down menu.



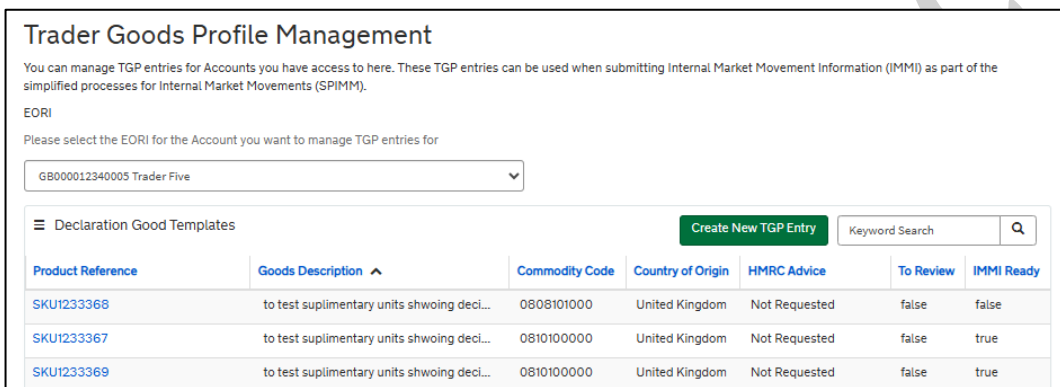
Note:

- If you have been given access to manage/view/maintain other TSS users' Trader Goods Profile (TGP), the drop-down menu will also show their EORI numbers and the name (if not withheld)
- If you are creating your own records and do not have access permission to other TSS users' Trader Goods Profile (TGP), the EORI drop-down will default to your own EORI number

- If the HMRC Trader Goods Profile (TGP) is unavailable you will be presented with the message highlighted below, and advised to check later in case the service has resumed

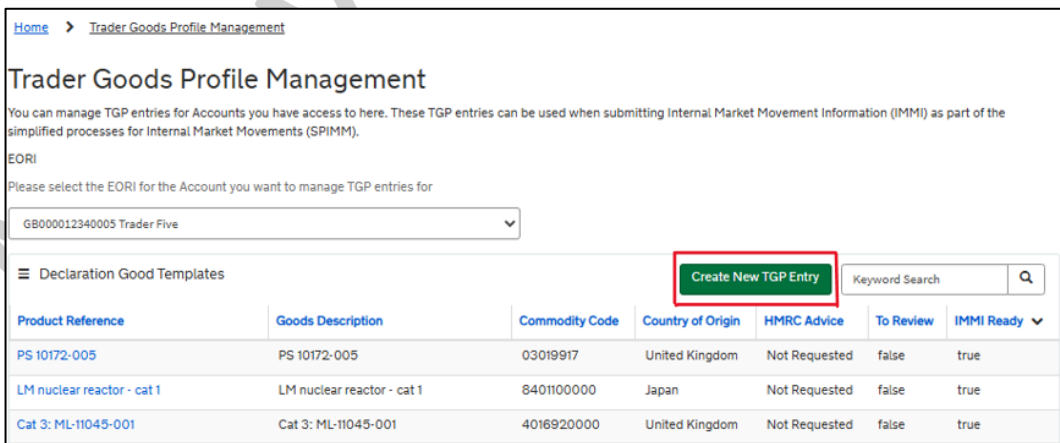


- When you select the required EORI number, the TSS Portal will retrieve all the existing entries from the HMRC Trader Goods Profile (TGP) for that EORI and present them in a list; the option **Create New TGP Entry** becomes available for you if you have permission to do so



5.2 Creating a new Trader Goods Profile (TGP) Entry

- Click the **Create New TGP Entry** button:



- This will open a **Create New TGP Entry** window with a blank entry template for you to complete

The mandatory fields are marked with a red asterisk and the other fields should be completed as appropriate.



Home > Trader Goods Profile > Create New TGP Entry

☰ Create New TGP Entry

TGP Entry

EORI
GB000012340005

Trader Name: Trader Five

* Product Reference

* Goods Description

Commodity Code Filter
All

* Commodity Code

If you are unsure what your commodity code is, please click [this link](#) which will take you to the HMRC tariff tool.

Commodity Code Effective From Date

Commodity Code Effective To Date

* Country of Origin

Supplementary Units

Save Cancel

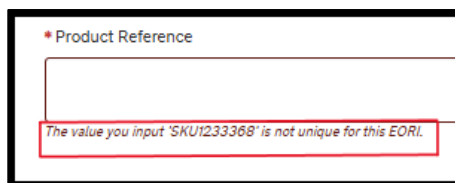
Required information Product Reference Goods Description Commodity Code Country of Origin

- **EORI** – this field is auto-populated with the value from the account you have selected in the previous step

It is a read-only field and cannot be amended. If you need to add an entry for a different EORI, return to the **Trader Goods Profile Management** page and select the EORI you wish to manage.

- **Product Reference** – this value must be **unique** to the entry and can be any reference you choose to help identify your goods entry

You or your haulier/intermediary can enter this on the Internal Market Movement Information (IMMI) to auto-populate the information. You can't have the same **Product Reference** for two entries. If the value is not unique it will not be accepted, and you will see the message highlighted below:

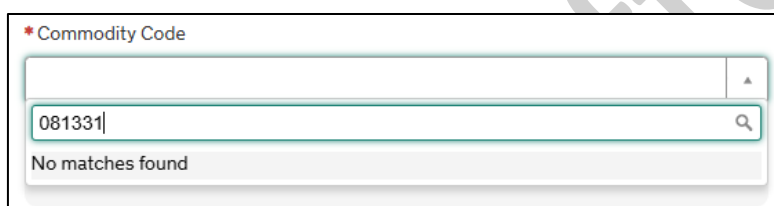


- **Goods Description** – provide a brief but clear description of the goods
- **Commodity Code Filter** – this drop-down field allows you to select the length of the commodity code as 6, 8 or 10 digits


This field is optional, to support you when adding in your commodity code. If you know the information to be added, you do not need to make a selection here.

- **Commodity Code** – start typing in the commodity code if known, or the description of the good, and the tariff information will show based on what you enter; you can select an option as it appears

The commodity code options will be 6, 8 or 10 digits, corresponding with the length chosen in the **Commodity Code Filter** field above. If the commodity code typed is incorrect, the message below will indicate 'no matches found' based on the NI online tariff.



* Commodity Code

 
No matches found

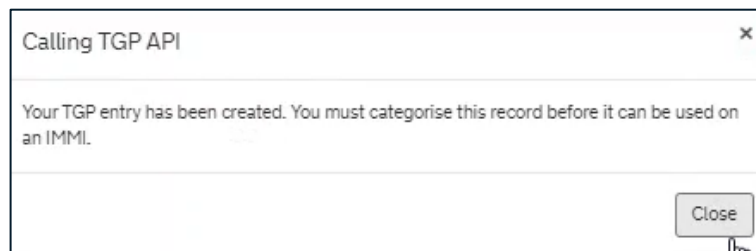
- **Commodity Code Effective From Date** and **Commodity Code Effective To Date** – these read-only fields will be auto-populated by the TSS Portal
- **Country of Origin** – start typing the country name and select from the options listed rather than scrolling through all the countries in the drop-down menu
- **Supplementary Units** – only certain category 2 goods will require a supplementary unit

You can populate this field in the entry if you move the same goods in each movement. If you move different goods, then you don't need to complete this field in the entry but instead add the required value into the Internal Market Movement Information (IMMI). For more details on Supplementary Units refer to [Internal Market Movement Information \(IMMI\) Data Guide](#) on NICTA.

Click **Save** once you have completed all the fields to create the entry.

5.3 Categorisation of Trader Goods Profile (TGP) entries

An initial categorisation process will be triggered at this stage and when the entry has been created the following message will be displayed:



When you click the **Close** button, your goods will be assigned a category based on the information provided and the NI Online Tariff.

Next, check the 'category exemption requirements' and where your goods meet the criteria you can follow the exemption process. This will allow you to re-categorise your goods. For example, the goods may initially be categorised as Category 2 goods but if they meet the stated exemption then tick the 'Category 2 Exemption Met' box and they will be re-categorised.

Note: Goods can be in one of three categories, which determines eligibility. Category 2 and standard goods can move using the Internal Market Movement Information (IMMI). Category 1, goods must move under a full declaration.

- **Standard goods** – all goods (excluding excise) that have no documentary controls and/or have no licensing requirements
 - Prepackaged retail food and drink goods moving under a **NIRMS** authorisation also fall into this category
 - Movements of these goods require a 6-digit commodity code.
- **Category 2 goods** – these goods are subject to special health, licensing or environmental controls, including excise goods
 - Goods moved under a **NIPHL** authorisation also fall into this category
 - Movements of these goods require an 8-digit commodity code.
- **Category 1 goods** – the simplified processes **cannot** be used for goods in this category: these are goods that are subject to total bans, prohibitions, trade defence measures such as quotas, safeguarding and anti-dumping duties
 - Goods that are subject to the excise duty off-set mechanism are also considered in this category
 - These goods cannot move using the Internal Market Movement Information (IMMI) and require a full declaration using a 10-digit commodity instead

The initial result of the goods categorisation will be displayed in the **Category** field. The final categorisation of goods will depend on whether you confirm that you meet the exemption requirements presented for each exemption **by ticking the boxes next to the statement that the category exemption has been met:**



Supplementary Units

Category
Category 1

Category 1 Exemption Requirements

Theme: restrictive measures in force based on Article 215 Treaty on the Functioning of the European Union, insofar as they relate to trade in goods between the Union and third countries;
Y949 - certificate - Goods other than those described in the footnotes linked to the measure (Reg 267/2012)
OR
Y069 - certificate - Goods not consigned from Iran

Category 1 Exemption Met

Save Categorise Delete Cancel

The value in the **Category** field for the goods can move through the categories to ‘**Standard Goods**’ if all exemptions for the previous categories are met.

Note: If you cannot confirm that you meet the category exemptions, you **should not** tick the exemptions box, and the category assigned will remain.

Supplementary Units

Category
Standard Goods

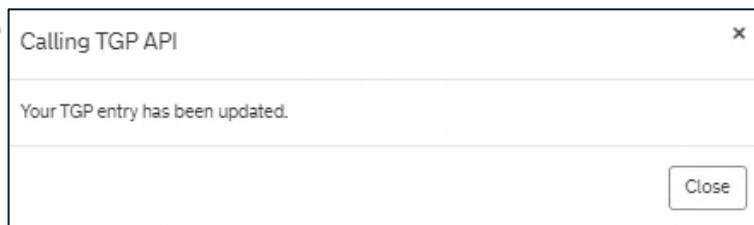
Category 1 Exemption Requirements

Theme: restrictive measures in force based on Article 215 Treaty on the Functioning of the European Union, insofar as they relate to trade in goods between the Union and third countries;
Y949 - certificate - Goods other than those described in the footnotes linked to the measure (Reg 267/2012)
OR
Y069 - certificate - Goods not consigned from Iran

Category 1 Exemption Met

Save Categorise Delete Cancel

- Click **Save** to update the entry. The following message will confirm that the entry has been added:



From here, return to the **Trader Goods Profile Management** page to review or create a new entry.

- The TSS Portal will retain a local copy of the entry if it has been successfully submitted into your Trader Goods Profile (TGP) profile with HMRC



This record will be listed on the [Trader Goods Profile Management](#) page, as shown below. The value in the **IMMI Ready** field will be set to 'true' when the entry is ready to be used for submitting the Internal Market Movement Information (IMMI). If it is 'false' click on the line to review the categorisation, as explained in the [Viewing and updating a Trader Goods Profile \(TGP\) entry in TSS](#) section of this guide. **Note:** Category 1 entries cannot be used on the Internal Market Movement Information (IMMI).

Product Reference	Goods Description	Commodity Code	Country of Origin	HMRC Advice	To Review	IMMI Ready
SKU1233368	to test suplimentary units shwoing deci...	0808101000	United Kingdom	Not Requested	false	false
PS 10172-005	PS 10172-005	03019917	United Kingdom	Not Requested	false	true

5.4 Viewing and updating a Trader Goods Profile (TGP) entry in TSS

1. If you wish to update an entry that is not yet ready for use in the IMMI, you can use the **Keyword Search** function in the top right-hand corner of the **Trader Goods Profile Management** screen to find the record you wish to view or update

You can also:

- Sort each column in ascending or descending order by clicking on the column title
- Filter records by right-clicking the relevant field and select **Show Matching** or **Filter Out** from the pop up box

Product Reference	Goods Description	Commodity Code	Country of Origin	HMRC Advice	To Review	IMMI Ready
PS 10172-005	PS 10172-005	03019917	United Kingdom	Not Requested	false	true
LM nuclear reactor - cat 1	LM nuclear reactor - cat 1	8401100000	United Kingdom	Not Requested	false	true
Cat 3: ML-11045-001	Cat 3: ML-11045-001	4016920000	United Kingdom	Not Requested	false	true

2. Once you have identified the entry you want to view or update, click any field in the entry and a **View or Update TGP Entry** screen will appear, as shown below:



Home > Trader Goods Profile > View or Update TGP Entry

TGP Goods Template

TGP Entry

EORI
GB000012340005

Trader Name: Trader Five

* Product Reference
SKU1233367

* Goods Description
to test supplementary units showing decimals

Commodity Code Filter
All

* Commodity Code
0810100000

If you are unsure what your commodity code is, please click [this link](#) which will take you to the HMRC tariff tool.

Commodity Code Effective From Date
01/01/2023 00:00:00

Commodity Code Effective To Date
01/01/2028 00:00:00

* Country of Origin
United Kingdom

Supplementary Units
1.234567890123456

Category
Category 2

Save Categorise Delete Cancel

- You can make any changes to the entry from this screen if required

Note: not all fields can be updated and these are for display purposes only – they will be ‘greyed out’.

After making your changes click **Categorise**. The entry will automatically be re-categorised and updated, as described in the Creating a new Trader Goods Profile (TGP) Entry

- After reviewing the new categorisation (and ticking the boxes of the exemptions listed if you can meet them), press **Save**
- If the entry can be used in the Internal Market Movement Information (IMMI), it will show in the list view within the Trader Goods Profile (TGP) management screen

The status of the entry will be changed from ‘false’ to ‘true’ under the **IMMI Ready** column to signify that the entry is ready for use in the Internal Market Movement Information (IMMI).



Declaration Good Templates							
Product Reference	Goods Description	Commodity Code	Country of Origin	HMRC Advice	To Review	IMMI Ready	
SKU1233368	to test suplimentary units shwoing deci...	0808101000	United Kingdom	Not Requested	false	false	<div style="border: 2px solid red; padding: 10px; text-align: center;"> <p>The IMMI Ready status will change from false to true, meaning its now ready for use in an IMMI</p> </div>
PS 10172-005	PS 10172-005	03019917	United Kingdom	Not Requested	false	true	

If for any reason the entry cannot be used, the message 'This TGP entry needs review' will pop up and the status for the entry will be changed to 'true' under the **To Review** column in the list view, and the **IMMI Ready** value will remain as 'false'

Declaration Good Templates							
Product Reference	Goods Description	Commodity Code	Country of Origin	HMRC Advice	To Review	IMMI Ready	
LM - to review	Linda M Created on TGP from Postman	0201203021	United Kingdom	Not Requested	true	false	

- To make an entry usable, review the entry by clicking on the relevant **Product Reference** and ensure all fields are completed correctly

Once this is done the **IMMI Ready** status will change to 'true' before it can be used.

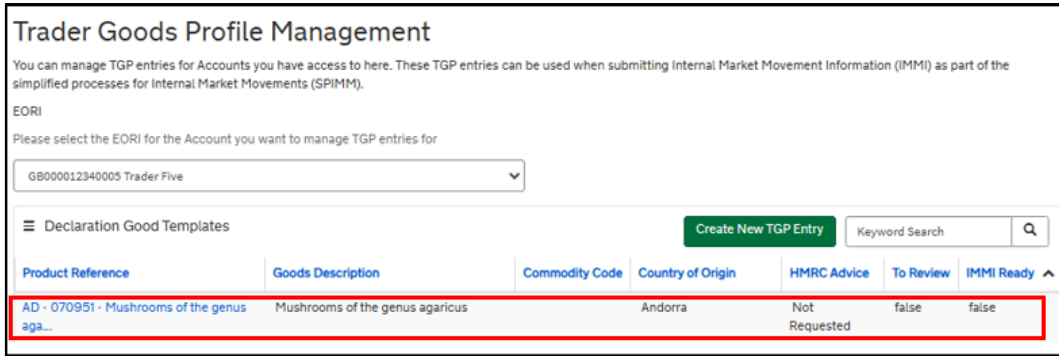
Declaration Good Templates							
Product Reference	Goods Description	Commodity Code	Country of Origin	HMRC Advice	To Review	IMMI Ready	
PS 10172-005	PS 10172-005	03019917	United Kingdom	Not Requested	false	true	

5.5 Deleting a Trader Goods Profile (TGP) entry in TSS

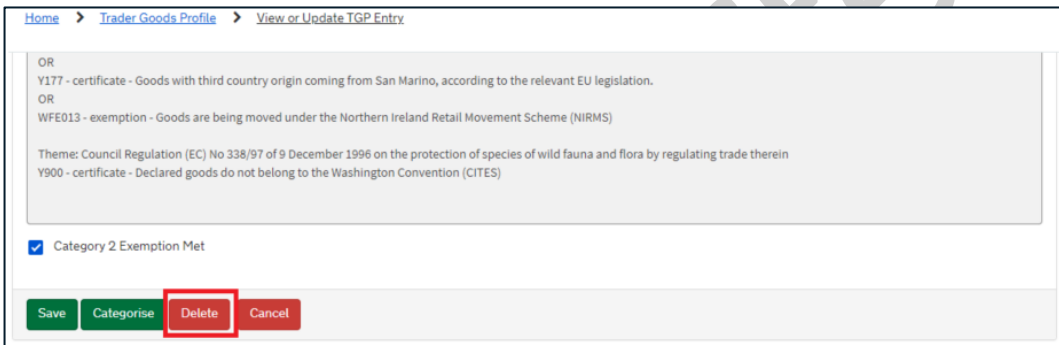
You can manage and delete entries through the TSS Portal.

Note: As TSS is a user interface for your Trader Goods Profile (TGP), any changes made to your entries through the TSS Portal will be reflected in your HMRC Trader Goods Profile (TGP) as they share the same information.

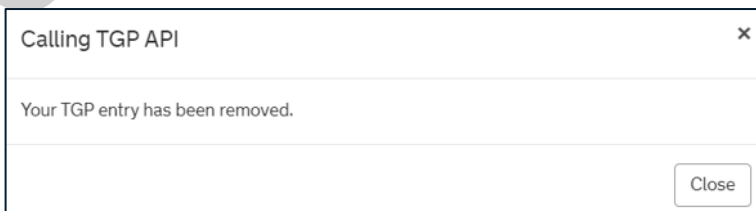
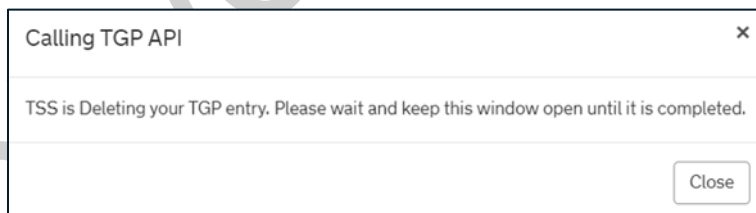
- Select the relevant entry to be deleted from the Trader Goods Profile management screen; this will take you to the **View or Update TGP entry** screen



- This screen will display the full entry and a **Delete** button at the bottom of the screen
If you click **Delete** the entry will be removed from HMRC Trader Goods Profile (TGP) and the entry will be removed from the list of entries on the **TSS TGP Management** screen.



- The following two messages will be displayed in succession after a brief pause as the entry is removed:



On closing both messages you will be redirected to your **TGP Management** screen.

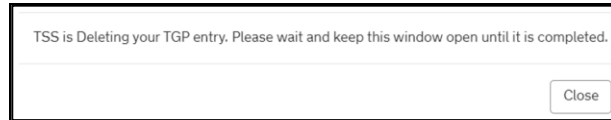
Notes on deleting Trader Goods Profile (TGP) entries from TSS

- If the entry is 'locked' while another request is being processed, the **Delete** button will not be available

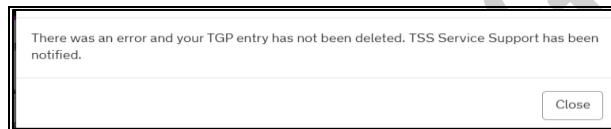


- If the HMRC Trader Goods Profile (TGP) service has been disabled, an error message will be displayed: **‘TGP is currently disabled. Please check back later.’**

Close this message and once the Trader Goods Profile (TGP) is re-enabled click [Delete](#) again. A pop-up message will be displayed: **‘TSS is deleting your TGP entry – Please wait and keep this window open until it is completed.’**



- If there is an error, a pop-up message will be displayed: **‘There was an error and your TGP entry has not been deleted. TSS Service Support has been notified.’**



At this point you can close the notification message, edit the form and follow the process again. Once the entry is deleted you will be redirected to your [TGP Management](#) page.

6 How to use the Trader Goods Profile (TGP) for your goods movements Internal Market Movement Information (IMMI)

You can use your entries in the TSS Portal to auto-populate the information into the Internal Market Movement Information (IMMI) for your goods movements. This reduces the number of fields you need to complete manually on the Internal Market Movement Information (IMMI).

You will need to ensure you have given TSS and any third party TSS users, including hauliers and agents or intermediaries, the appropriate permission to access your Trader Goods Profile (TGP) information. Further guidance is available in the [TSS Permissions Management for TGP and UKIMS Guide](#) on NICTA.

For further details on how to use the Trader Goods Profile (TGP) to complete an Internal Market Movement Information (IMMI) in TSS, follow the respective guidance on NICTA that applies to your goods movement.



7 I need to know more

The following additional guides are available on NICTA to support you with movements from GB to NI using the simplified processes:

- [Simplified processes for Internal Market Movements - Introduction 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.

8 Changes to guidance and policy

Last updated February 2025.

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

January 2025: New guidance created for management of TGP entries.