TSS User Guides

Creating a Goods Movement Reference

Trader Support Service

Published: March 2025

HM Revenue & Customs

Contents

1 Introduction 3

2 How the GMR process works for the different goods movements 4

2.1 Simplified processes for Internal Market Movements 4

2.2 Other NI Goods Movements 4

3 Overview of the process for creating a GMR 5

4 Step-by-step GMR creation via the TSS Portal (GMR automation) 6

4.1 Authorise TSS to activate the GMR automation 7

4.2 Create a GMR for your goods movement using the GMR automated process within TSS 11

4.2.1 Getting your GMR ID and GMR ID Barcode 16

4.2.2 Updating your GMR 19

4.2.3 Updating an already created GMR with newly authorised consignments 20

4.2.4 Cancelling a GMR 21

4.2.5 Possible reasons why you may not be able to create a GMR 22

4.3 GMR dashboard including inspection notifications 23

4.4 GMR Detail Records 24

4.4.1 GMR Details 25

4.5 GMR barcode 26

4.5.1 Revoke Authorisation 28

4.6 Notifications to non-TSS registered contacts for details of a GMR 31

5 Step-by-step GMR creation via the GVMS System 34

5.1 What information do I require to create a GMR in the GVMS system? 34

5.1.1 Movement Reference Number (MRN) 34

5.1.2 TSS email 35

5.1.3 Customs declaration MRN or Internal Market Movement Information (IMMI) MRN 36

5.1.4 If you have not received an email from TSS for the goods movement MRN/EORI 38

6 Create a GMR directly in the GVMS system 39

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

6.1 Access the GVMS system 39
6.2 Create and edit a new GMR form 40
6.3 Create a draft GMR 41
6.4 Provide movement details 41
6.5 Adding declaration references 44
6.6 Next steps if you are moving goods on Transit 46
6.7 Adding consignment data 47
6.8 Adding non-TSS consignments 48
6.9 Finalising and submitting the draft GMR 48
6.10 Receiving your GMR number and barcode 50
7 How to check for an inspection notification? 50
7.1 Checking inspection status through the TSS Portal 51
7.2 Checking inspection status through GVMS 55
8 I need to know more. 57
9 Changes to guidance and policy 57
10 Appendix 1 – GMR for other types of declarations 59
10.1 TIR Carnet / ATA Carnet 59
10.2 Goods moved under a contract of transport or being declared orally/by conduct 59

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

If there are any words or acronyms in this document that are unfamiliar, visit the Jargon Buster or use the search tool on the Northern Ireland Customs & Trade Academy (NICTA) website to find a definition[1].

This guide includes information on the simplified processes for Internal Market Movements (SPIMM) as part of the Windsor Framework implementation, and enables traders to be prepared for when they take effect.

Throughout this document there will be words highlighted in a **bold, blue colour**. This indicates a TSS Portal field name that will support you in completing the actions required.

1 Introduction

To move goods from Great Britain (GB) to Northern Ireland (NI) travelling via Roll on Roll off (RoRo) ports, **you will need a Goods Movement Reference (GMR) from HM Government's Goods Vehicle Movement Service (GVMS)**.

The GMR is required whether you are using the TSS Simplified Procedure or the simplified processes for Internal Market Movements. If you are using the simplified processes, you will need to provide the Internal Market Movement Information (IMMI) before the movement.

You can use the TSS Simplified Procedure and then convert the post-movement supplementary declaration to an Internal Market Movement Information (IMMI) after the movement. In that case, the GMR process works in the same way as for the TSS Simplified Procedure.

The GMR is alphanumeric with a barcode that links together customs declarations or Internal Market Movement Information (IMMI) associated with a particular shipment. The GMR covers all the goods being moved within a particular vehicle or trailer.

Hauliers and carriers are required to provide a GMR for each commercial vehicle or trailer(s) that leaves GB for NI. The GMR proves that the necessary declarations have either been pre-lodged (submitted prior to movement) or are not required for all the goods being moved.

GVMS is an IT service that facilitates the process of linking together the different declaration references for all the goods, so that the person moving them (haulier/carrier) is only required to present one GMR at the port of departure.

This guide provides an overview of the information that is required and explains the process steps that must be followed to generate a GMR.

SPIMM is not yet in effect

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

Copyright © 2025 Trader Support Service. All rights Reserved.

2 How the GMR process works for the different goods movements

2.1 Simplified processes for Internal Market Movements

If you are moving your goods using the simplified processes, you will require the following Movement Reference Numbers (MRNs) to be able to generate a GMR for your goods:

- **Entry Summary Declaration MRN:**
  - An Entry Summary Declaration must be submitted, generating a safety and security declaration MRN
  - Entry Summary Declaration MRN **starts** with the **year** in which is generated, **followed** by the code **'XI'** (for example, the MRN will begin **24XI** if generated in **2024**)

    Example: 24XIXXXX..

- **Internal Market Movement Information (IMMI) MRN**

The Internal Market Movement Information (IMMI) is required to be submitted prior to goods movements from GB to NI under the simplified processes arrangements. When the Internal Market Movement Information (IMMI) is submitted an MRN is also generated.

  - This MRN will start with the year the reference was generated, followed by the code **'GB'** (the MRN will begin **24GB** if generated in **2024)**.

    Example: 24GBXXXX…0

2.2 Other NI Goods Movements

- **Entry Summary Declaration:**
  - An Entry Summary Declaration must be submitted, generating a safety and security declaration MRN. This MRN will **start** with the **year** the reference was generated, **followed** by the code **'XI'** (e.g., the MRN will begin **22XI** if generated in **2022**)

    Example: 24XIXXXX..
- A **customs declaration**:
  - If a Simplified Frontier Declaration or a Full Frontier Declaration has been submitted, an **MRN** is generated. This MRN will **start** with the **year** the reference was generated, **followed** by the code **'GB'** (e.g., the MRN will begin **22GB** if generated in **2022)**

    Example: 24GBXXXX..

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

- If the trader makes declarations in TSS that create an Entry Into Declarant's Record (EIDR), which is the type of declaration used where non-controlled goods are being moved, an **Economic Operators Registration and Identification (EORI)** number is generated. **This EORI will start with 'GB'**

  Example: GBXXXXXXXXXXXX

A full explanation of these different reference numbers and how they are generated is provided in the What information do I require to create a GMR in the GVMS system? section of this guide.

Each GMR contains details for a single crossing and can be used only once.

The carrier is legally responsible for the submission of safety and security information for the goods being moved to NI (pre-arrival), achieved through the submission of an Entry Summary Declaration. For Entry Summary Declarations, the carrier is defined as the operator of the active means of transport. This applies whether the Entry Summary Declaration is being used as part of the normal customs journey or as part of the simplified processes.

This declaration is separate from the customs declaration and contains the safety and security information about your goods. To find out when an Entry Summary Declaration is required, please refer to the guidance on GOV.UK.

Once the GMR has been generated, the GVMS system notifies the haulier, the carrier and the port when goods have been cleared and if they are required to undergo checks on arrival.

NOTE: If you don't accurately complete this process by providing the correct declaration references for your Simplified Frontier Declaration consignments, your goods will not be marked as arrived. In this instance, TSS will not automatically generate a Supplementary Declaration for those goods on the TSS Simplified Procedure and will not mark the declaration as 'closed' for goods on a Full Frontier Declaration.

Note: For movements via other routes or directions, for example, in exceptional circumstances NI to GB, please refer to GOV.UK for the specific declaration requirements

SPIMM is not yet in effect

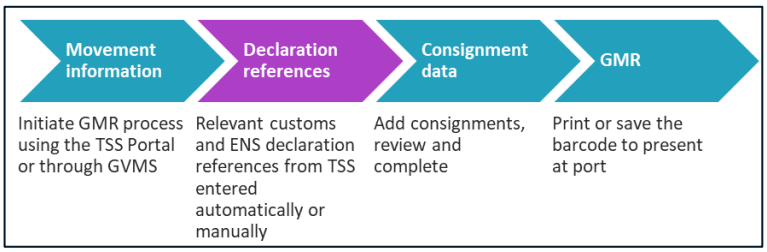
3 Overview of the process for creating a GMR

The first step that you should take to create a GMR is to register for GVMS via GOV.UK.

A GMR can only be created through the GVMS system whether directly or through TSS.

The following chart presents a general overview of the process to create a GMR after the initial registration of the user on the GVMS system.

Copyright © 2025 Trader Support Service. All rights Reserved.



- The **Declaration references** step, highlighted in the diagram above in purple, is where data input accuracy is essential for completing the GMR process correctly

There are two processes for creating a GMR for TSS movements:

- **On TSS** – the automated GMR process, which will auto-load the references created in TSS into the GVMS system
- **On GVMS** – the manual process where you go direct to the GVMS system and enter the data manually

We recommend the '**On TSS**' process as this is easier and minimises input errors. Further details can be found in the Step-by-step GMR creation via the TSS Portal (GMR automation) section of this guide.

SPIMM is not yet in effect

4 Step-by-step GMR creation via the TSS Portal (GMR automation)

To be in scope for TSS GMR automation, the movements need to be:

- Entry Summary Declaration triggered Simplified Frontier Declaration journey and/or Entry Summary Declaration triggered Internal Market Movement Information (IMMI)
- RoRo (accompanied/unaccompanied) GVMS ports
- GB to NI only
- All consignments in a movement have been exclusively created in TSS

Movements that are classed as being out of scope are:

- Air shipment
- Inventory-Linked Port (ILP)
- Entry Summary Declaration only
- Full Frontier Declaration
- Standalone Simplified Frontier Declaration
- GB-NI-IE or GB-IE-NI
- Declaration by oral or conduct

Copyright © 2025 Trader Support Service. All rights Reserved.

- Any consignment with a submission to ICS2/CDS outside of TSS

For any of the above type of movements, use the GVMS portal.

Note: Do not mix the use of the TSS GMR automation process ('**On TSS**') and the GVMS system manual process ('**On GVMS**') as this will cause technical conflict with the generation of the GMR.

GMRs created using the '**On TSS**' process should not subsequently be accessed using HMRC's Goods Movement Reference service (the GVMS portal) or vice-versa. HMRC's Goods Movement Reference service is only designed to work with GMRs it creates itself.

For example, if a groupage load is being created with a mixture of TSS consignments and consignments created outside of TSS, they should not use TSS GMR automation. This is because accessing the non-TSS generated consignments in GVMS will present a different position for the GMR and any changes made in the GVMS will cancel changes made within TSS.

The following instructions will describe the process to create a GMR using the TSS GMR automation functionality.

4.1 Authorise TSS to activate the GMR automation

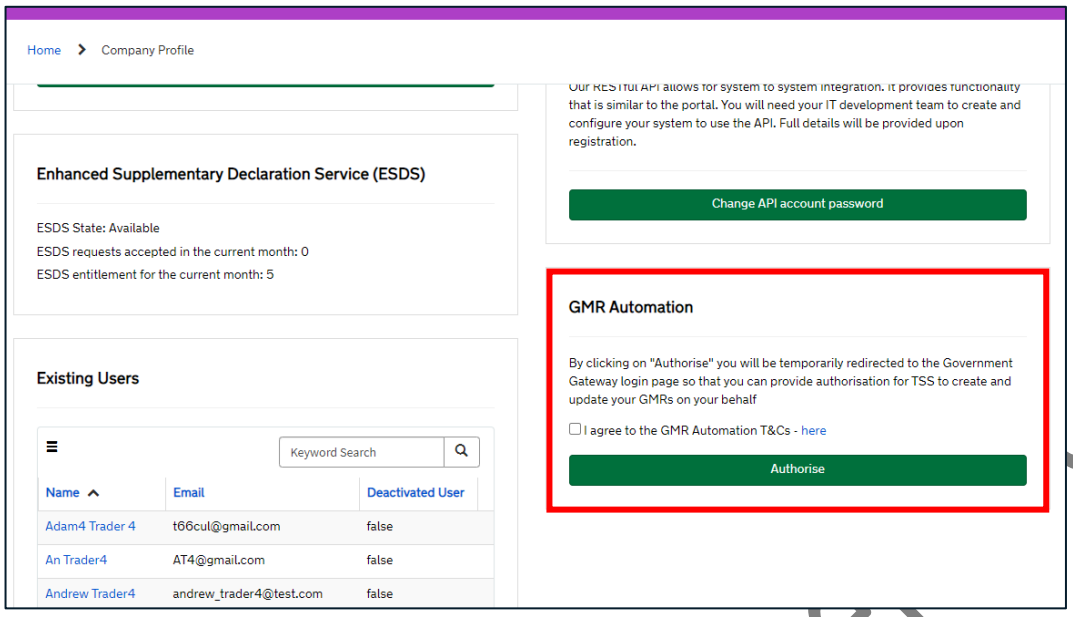
If you have registered for GVMS via GOV.UK then you have the option to create a GMR within TSS by authorising the GMR automation process. If your organisation has not registered for GVMS then you can't use TSS to automate the production of your GMR.

As the Primary Account holder on the TSS Account, go to your **Company Profile** in your account in the TSS Portal and scroll down to **GMR Automation**. Only the Primary Account holder is permitted to grant authority for GMR automation to TSS.

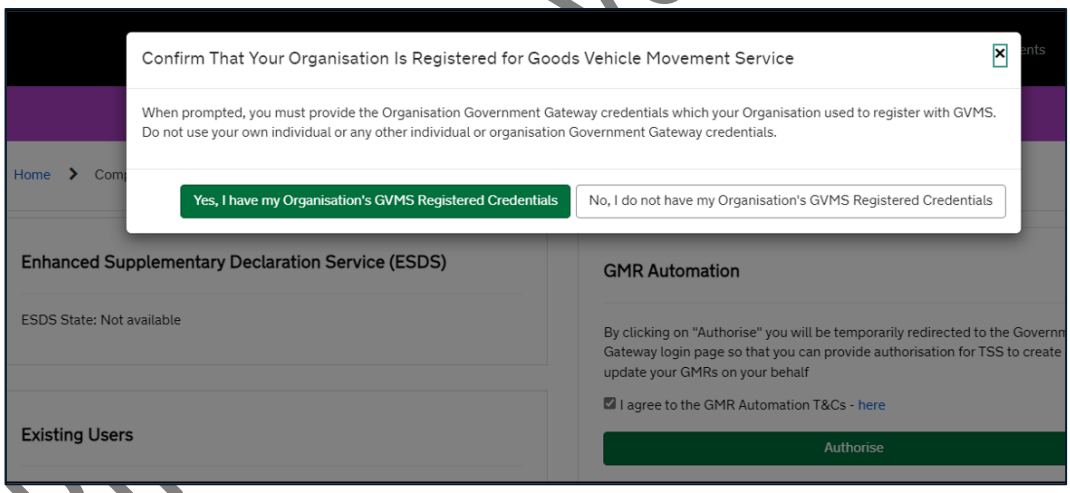
Please note if you are working as an agent with an Agents account in TSS, you are not able to access the GMR automation process. This applies whether you are accessing as yourself or representing a trader. You need the trader to authorise this functionality on their account.

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.



Once you tick the box accepting the T&Cs relating to TSS authorisation for this service (see the TSS T&Cs), you can click the **Authorise** button. A pop-up will appear asking you to confirm you are using the organisation's credentials for GVMS and not any individual's Government Gateway details. This is to avoid an incorrect authorisation proceeding.



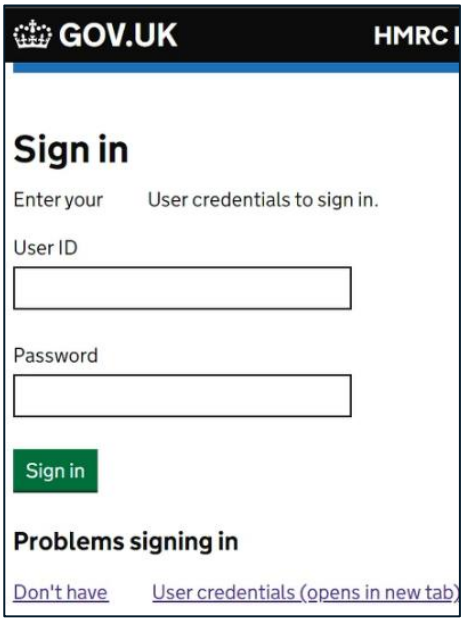
If you answer **Yes**, you will be taken through to the HMRC authorisation window. If you select **No**, you'll be returned to your company profile page.

If you proceed, a new browser window appears with the HMRC authorisation window. Click **Continue**.

Copyright © 2025 Trader Support Service. All rights Reserved.

You will be asked to sign into your Government Gateway account. Click **Sign into Government Gateway**.

The user will be asked to sign in to the HMRC authorisation window using their organisation's GVMS credentials.

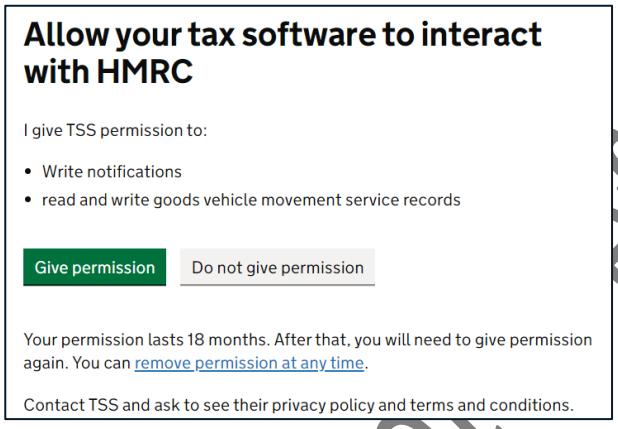


SPIMM is effect

Copyright © 2025 Trader Support Service. All rights Reserved.

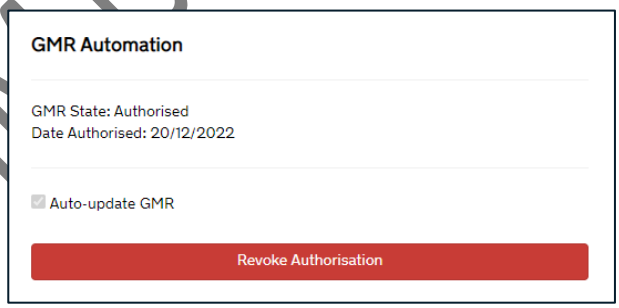
Your browser may have retained your individual Government Gateway credentials. Clear these if they are cached and make sure that you use your organisation's GVMS credentials. The Government Gateway User ID for the user's organisation must be registered for the **Goods Movement Reference Service**.

Once you click **Sign in** the following will be displayed, asking you to confirm that you grant TSS permission to manage GMRs on your behalf.



On clicking **Give Permission**, the systems in the background will exchange authorising codes and access tokens to allow interchange between HMRC and TSS.

If the authorisation is successful, the GMR automation section in your **Company Profile** will display the message showing that you have now granted authority to TSS to manage GMRs on your behalf with a button to revoke authorisation:



If you select **Do not give permission** you will get a red warning pop up message '**Authorisation not Successful**' and later be redirected to your **Company Profile**.

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

> ⚠ Authorisation not successful - please ensure that you have previously registered for GVMS with your Government Gateway Credentials and have used those credentials to authorise TSS. Register for GVMS at www.gov.uk/guidance/register-for-the-goods-vehicle-movement-service where you can also get reminders of your Credentials. If you find you are unable to authorise TSS after re-trying then please contact TSS.

You can consult the TSS Contact Centre for support on 0800 060 8888.

By authorising GMR automation your account will be automatically included into the **Auto-update GMR** function. This means that all consignments for a movement will be automatically updated into a GMR that you are creating within TSS.

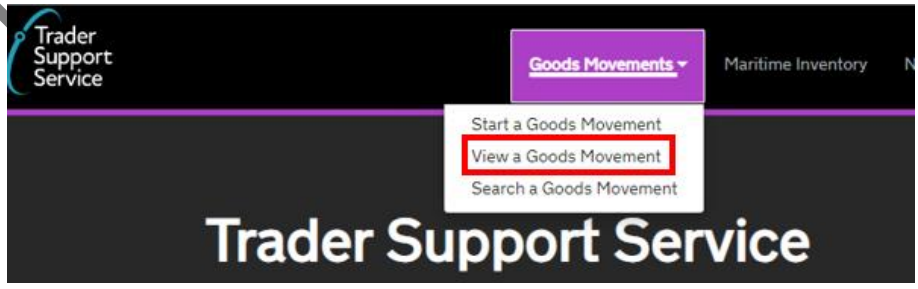
4.2 Create a GMR for your goods movement using the GMR automated process within TSS

Once you have authorised TSS to manage GMRs on your behalf, to create a GMR within TSS you need a **Goods Movement Header** to be in a state of either:

- **Draft**
- **Authorised For Movement (AFM)**
- **Trader Input Required (TIR)**
- **Arrived**

and for that movement to contain authorised consignments (including any authorised that have arrived).

You can create a GMR within TSS by selecting the Goods Movements tab in the navigation bar at the top of the screen and then the **View a Goods Movement** link in the drop-down menu.

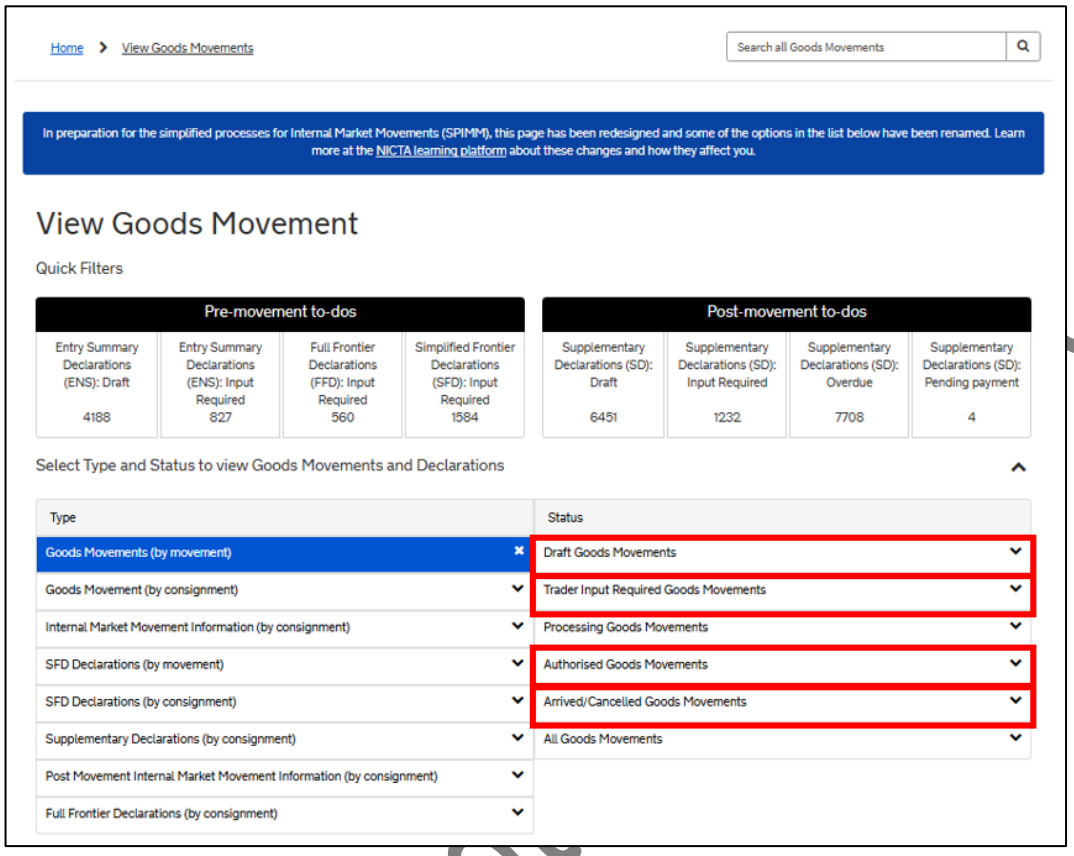


Once the new page opens, you can select the Goods Movement record you need from the options available for GMR creation (for example: **Draft Goods Movements, Trader Input**

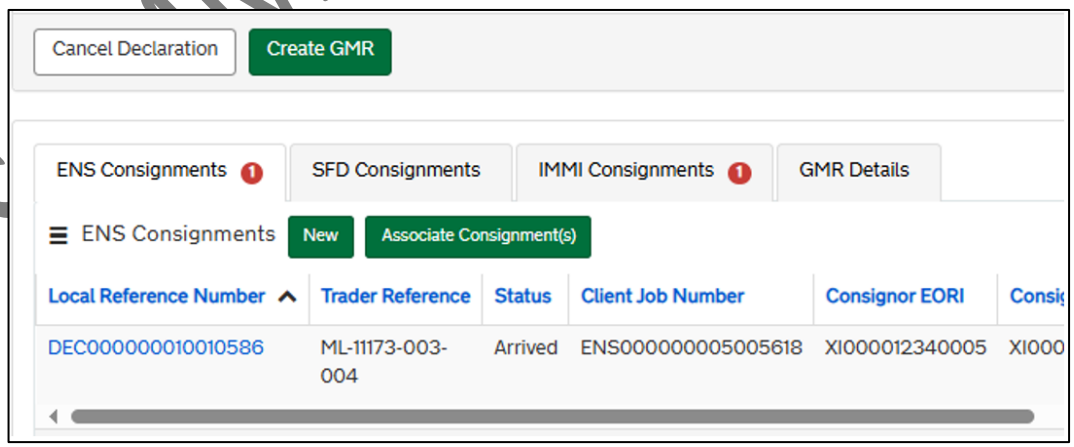
SPMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

Required Goods Movements, **Authorised Goods Movements** or **Arrived/Cancelled Goods Movements**)



In any of the mentioned movement categories, having selected an **Entry Summary Declaration Reference** on any of them (for example, ENS000000005005618), will open the respective page presenting a Create GMR button at the bottom of the page, where you will also see the list of your movement consignments and the status of each one:

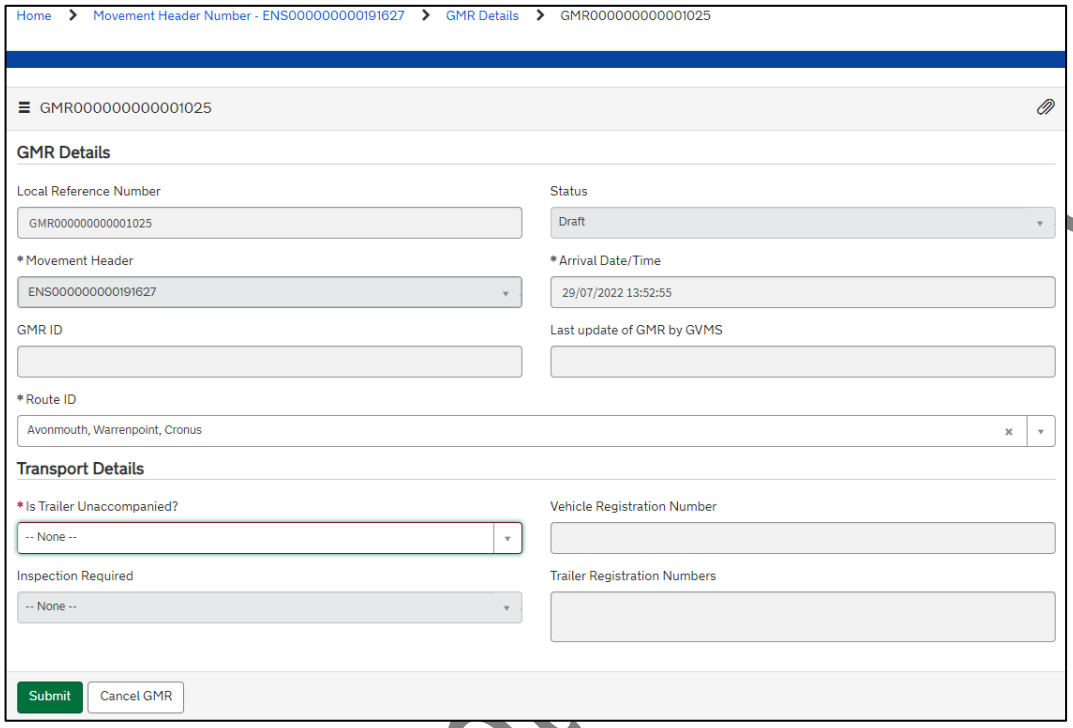


If you normally create your GMR at the beginning of the TSS Goods Movements process, the first opportunity to create a GMR from within TSS will be when the first Entry Summary Declaration consignment and associated Simplified Frontier Declaration / EIDR consignment

Copyright © 2025 Trader Support Service. All rights Reserved.

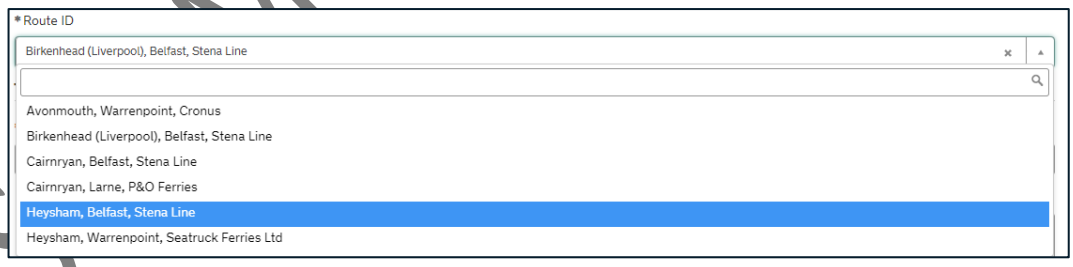
becomes either **'Authorised for Movement'** or **'Draft'** Status. This could take around two minutes to happen. If you would normally create your GMR at the end of the TSS declaration process where all consignments are authorised, then there is no need to wait.

Click **Create GMR** to begin the process. You will be presented with the following screen:



The **GMR Details** page has three fields that require details regarding the movement to be inputted.

1. For **Route ID** select the relevant route for the movement from the drop-down list:

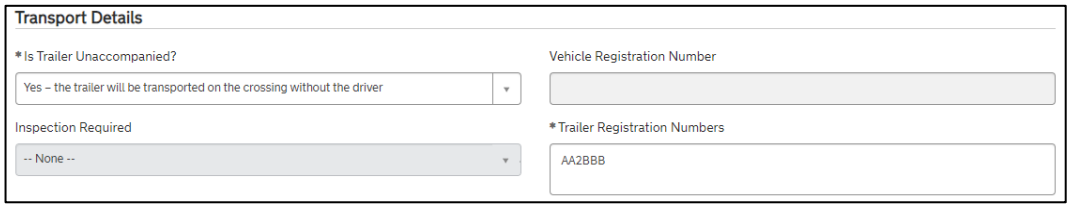


2. The **Transport Details** screen requires confirmation in the **Is Trailer Unaccompanied?** field of whether the shipment is **unaccompanied** or **accompanied**

   - For an **unaccompanied movement** (for example, by a trailer without a driver) select '**Yes** – the trailer will be transported on the crossing without the driver' from the drop-down list

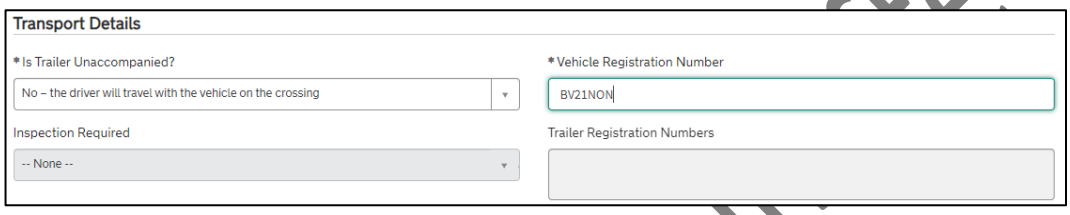
     This will then make the **Trailer Registration Numbers** field mandatory. Enter the trailer(s) number in this field.

Copyright © 2025 Trader Support Service. All rights Reserved.



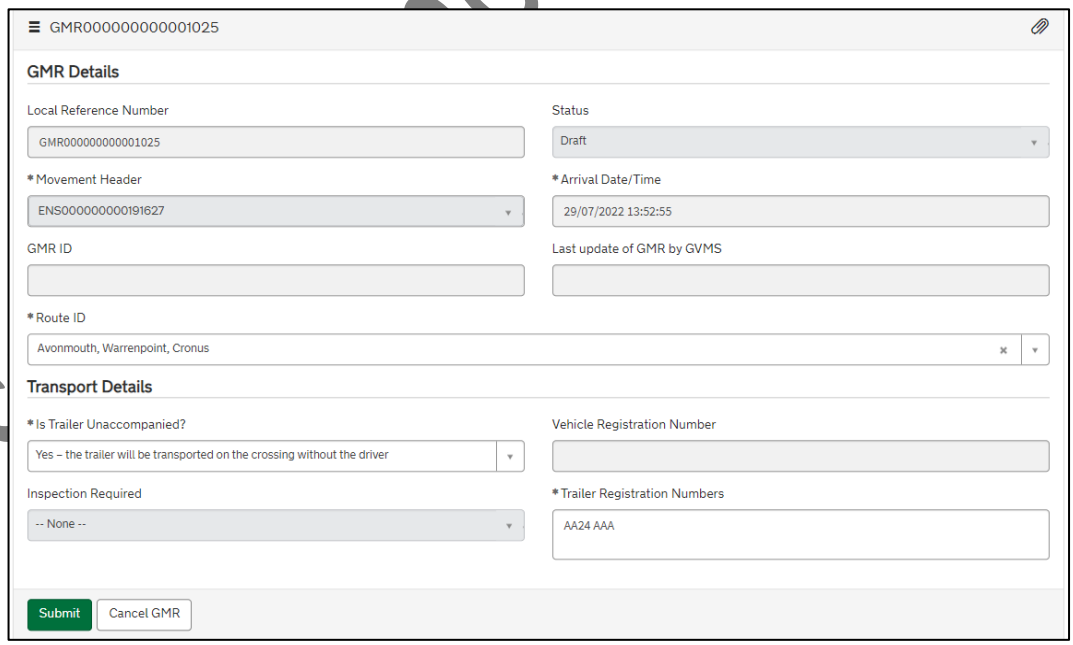
- For an **accompanied movement** (i.e., by a truck with a driver) select '**No** – the driver will travel with the vehicle on the crossing' from the drop-down list

  This will then make the **Vehicle Registration Numbers** field mandatory. Enter the relevant registration number (using upper case letters).



3. Click **Save (Ctrl + s)** to save this as a draft GMR in TSS

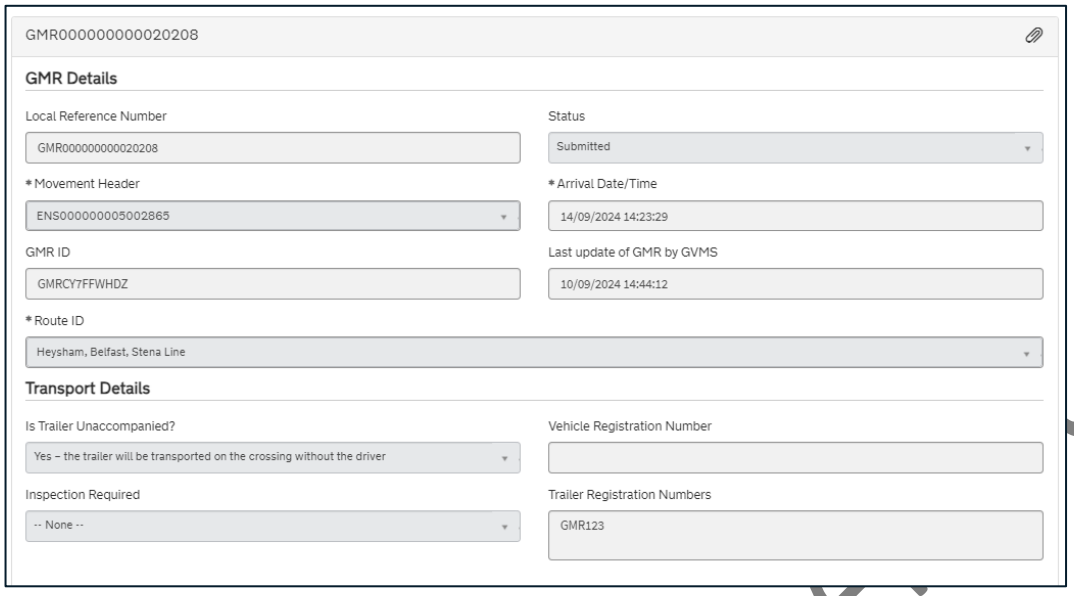
Once it has been saved, the GMR can now be submitted, which will send all the GMR details along with any authorised or arrived consignments MRN details to GVMS. This GMR automation removes the need to enter in all your consignment MRNs.



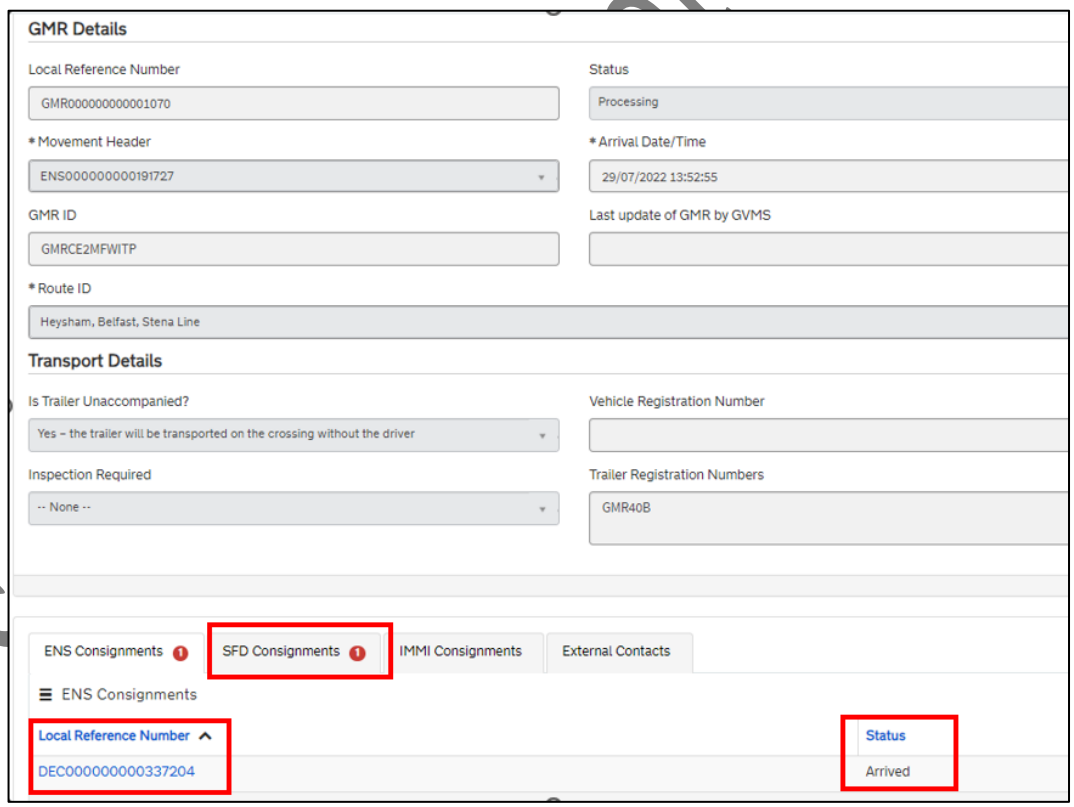
The **Submit** button will auto-add any consignments that are in the status of 'Authorised for Movement' or 'Arrived' when the **GMR Details** is in 'Draft' status.

The status of the GMR in TSS will momentarily change to 'Submitted' as shown below:

Copyright © 2025 Trader Support Service. All rights Reserved.

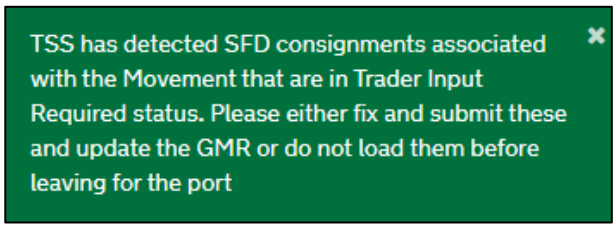


All the related consignments added to the GMR will be listed at the bottom of the **GMR Details** pages:

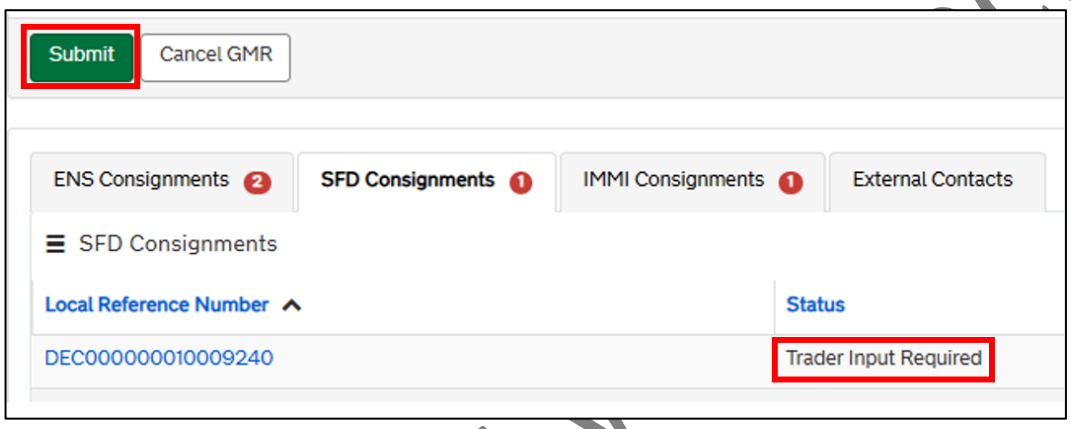


If there are any consignments with the status '**Trader Input Required'** then the following message will pop up:

Copyright © 2025 Trader Support Service. All rights Reserved.



It would then be necessary to fix the consignments in **Trader Input Required,** then you will need to resubmit the consignment via the **Submit** button **or** not load them as part of the movement.



If you refresh your browser screen the GMR will transition to 'Open'.

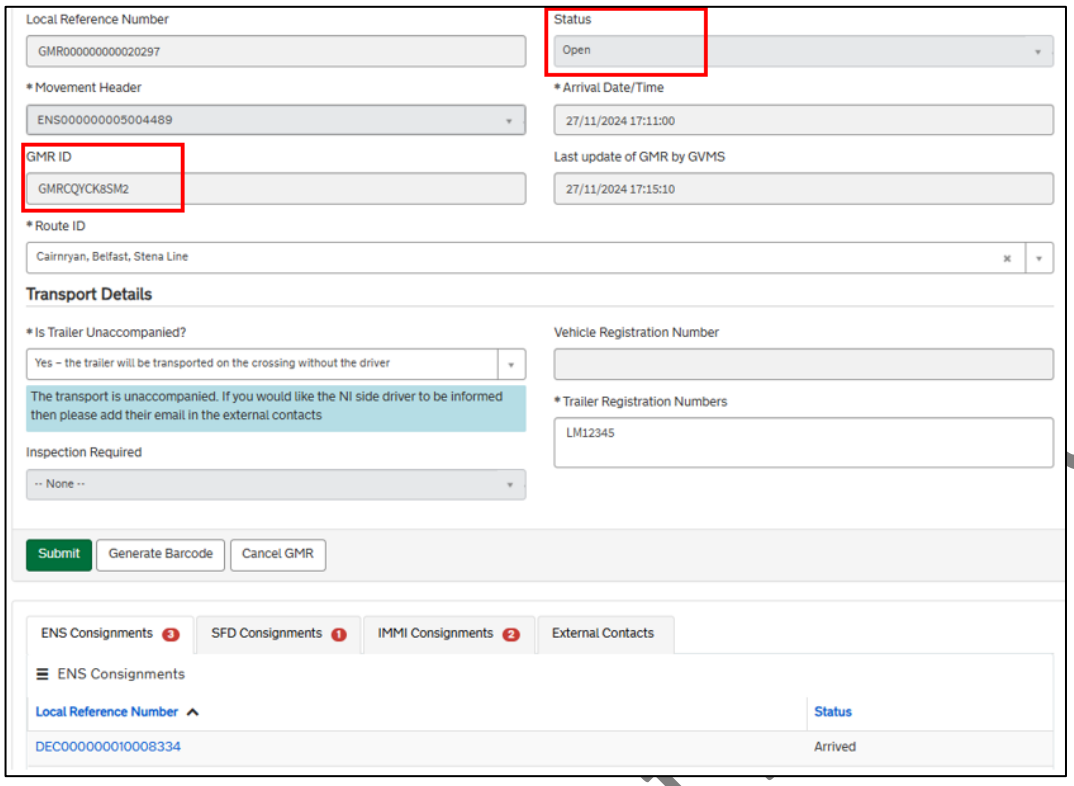
If your primary account contact has authorised 'Auto-update GMR' then consignments will automatically be updated to the GMR as soon as the status is 'Authorised for Movement' or 'Arrived', providing the GMR is in the status of 'Open'.

4.2.1 Getting your GMR ID and GMR ID Barcode

Once you have created, saved, and submitted your GMR in TSS then the status of your GMR should move to 'Open' and the GMR ID will be populated.

SPIMM is not y ct

Copyright © 2025 Trader Support Service. All rights Reserved.



Use this **GMR ID** and not the **Local Reference Number**.

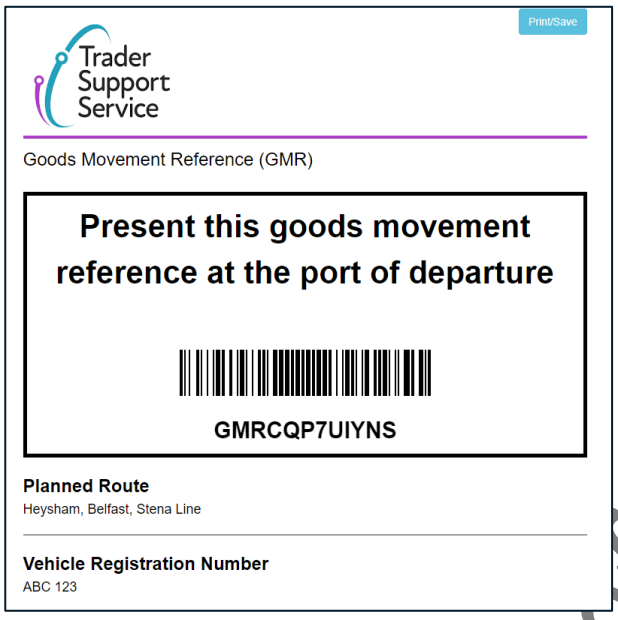
The **GMR ID** can be used to gain access to the port/ferry by either:

- Communicating it through your link to the port
- Uploading it into your ferry booking
- Providing it to the truck driver who will require it for check-in at the port/ferry

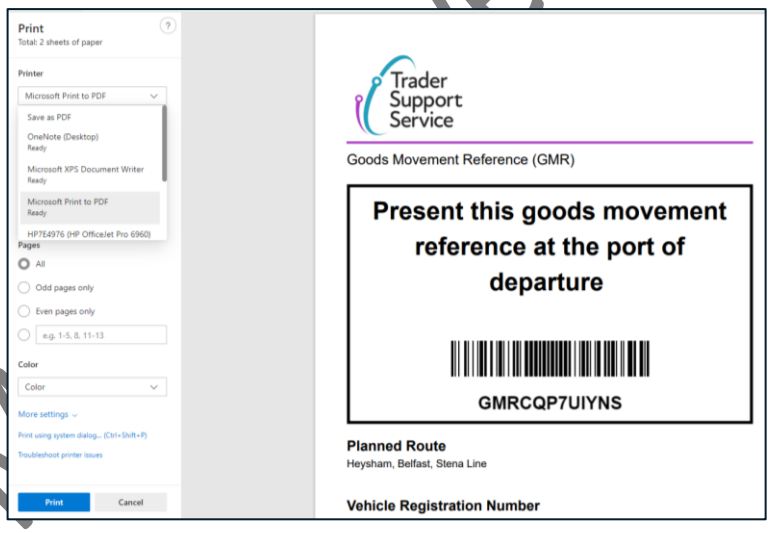
You can click **Generate Barcode** to print or save your barcode. You only need to do this once as the **GMR ID** will not change even if you later update the GMR. When you click **Generate Barcode** this will open a new browser tab where the barcode will be displayed:

SPIMM is not yet

Copyright © 2025 Trader Support Service. All rights Reserved.



- Click the **Print/Save** button on the top right of the screen. This will open the system print dialogue on your device
- Select the printer or **Save to PDF** option on the dialogue:



The TSS barcode will have the Trader Support service logo rather than the GOV.UK logo.

The document will list the **Planned Route** and depending on whether the movement is accompanied or unaccompanied it will display the **Vehicle Registration number** or **Trailer number**.

You can still manage the GMR by accessing the details through the TSS Portal.

Note: As long as the GMR is not cancelled, the GMR ID and barcode will remain the same, even if there have been changes to the transport details or route or consignments. This prevents the need for a new barcode to be given to the driver. However, if it's possible to

SPM yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

issue a revised GMR barcode to the driver, this is advisable as it will have the most up-to-date details on the route and identification of the transport details.

You must ensure all consignments associated with the GMR are 'Authorised for Movement' before the goods leave for the port of departure. Any consignment not 'Authorised for Movement' must be remediated in TSS or removed from inclusion for the GMR.

The driver for the movement should be given a hard copy of the GMR barcode, or be sent a digital copy, to present on arrival at the port/ferry to gain access.

The barcode page contains useful information on what to do next. There is a hyperlink embedded in the barcode page should you need to update the GMR details. There is also a link to the driver inspection portal that, if clicked, will check the inspection status of the GMR.

Your driver MUST check the inspection status of the GMR (see instruction on What to do if I receive an inspection notification?)

The barcode generation button is only available when the status of the GMR is '**Open**'.

4.2.2 Updating your GMR

If you have created your GMR, submitted it and received a GMR ID using TSS, then it is possible to update that GMR where any of the following have occurred:

- You need to change the route
- You have changed the truck you are using to haul goods where the goods are accompanied
- You have changed the trailer you are using to haul goods where the goods are unaccompanied
- Your goods movement has changed from being accompanied to unaccompanied or vice versa
- You have made an error in entering the transport details
- If you have explicitly opted out of the 'Auto-update GMR' functionality, then you would need to update your GMR manually, for example, if you have added consignments to the movement that are now authorised. See 4.2.3 Updating an already created GMR with newly authorised consignments section of this guide for details

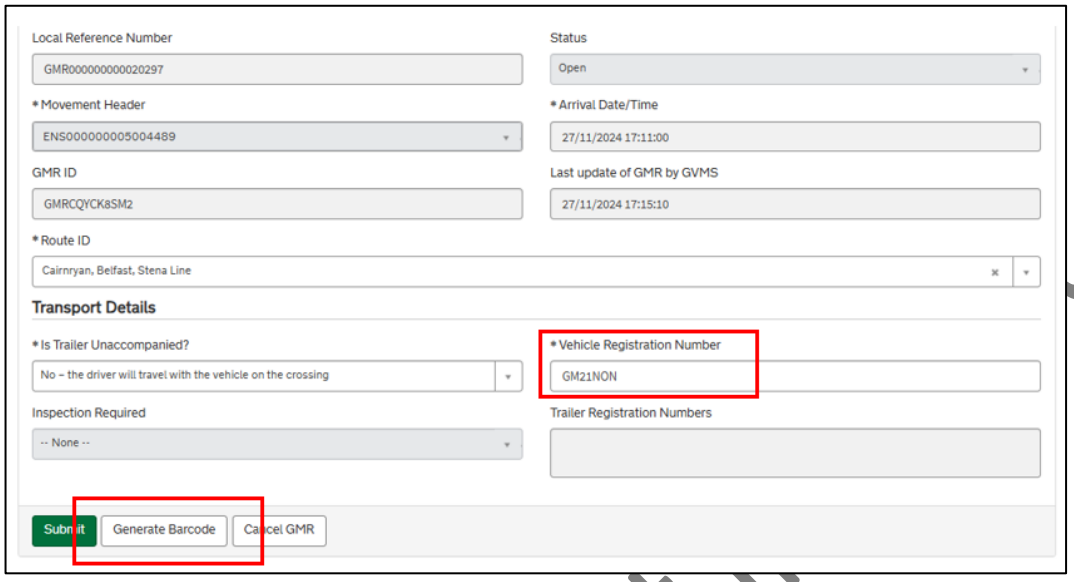
If you change any of the details in TSS then you must click **Submit** to refresh the GMR within GVMS.

Here is an example of how you would update the vehicle registration number for a GMR that you had already created and submitted.

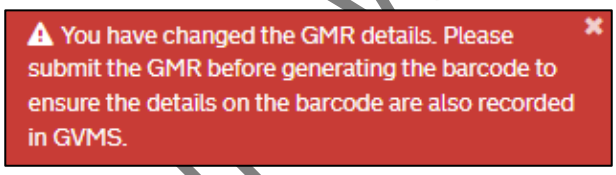
SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

At this point the trader has changed the **Vehicle Registration Number** on the '**Open**' GMR from 'ABC 123' to 'GM21NON'. Now, the trader clicks the **Generate Barcode** button in error before submitting the new GMR details.



The error presented states:



This illustrates that changed details on the GMR must always be submitted in order to keep the GVMS system up to date with your GMR information. There is no '**Save**' button on the screen. The only option to save the information on the screen is to click **Submit**. If you exit the screen without submitting the changed GMR details, then you will be presented with a warning that you are leaving the screen without saving the information. This will prompt you to either discard the changes or to return to the screen and submit the details.

4.2.3 Updating an already created GMR with newly authorised consignments

By default, when you provided GVMS authorisation then the 'Auto-update GMR' functionality would be turned on for your account and users in your account. In this case you and your users do not need to take any action – TSS will automatically add any newly authorised consignments to your TSS GMR and refresh this into GVMS.

If your account has explicitly opted out of the 'Auto-update GMR' functionality, **if you have already created a GMR and it is in a state of 'Open'** or **'Trader input Required'** then click the **Submit** button to automatically update the list of authorised consignments (including

Copyright © 2025 Trader Support Service. All rights Reserved.

any which have changed to status 'Arrived') included in the GMR. There is no need to change any of the other details on the GMR details screen.

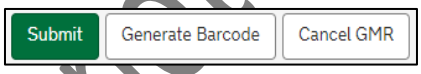
To save you the task of resubmitting your existing GMR every time newly added consignments become authorised for movement (or move to TSS status 'Arrived' in exceptional circumstances) we strongly recommend you do not opt out of the 'Auto-update GMR' functionality.

4.2.4 Cancelling a GMR

Providing the status is either '**Draft**', '**Trader Input Required**' or '**Open**' it is possible to access the **Cancel GMR** button on the GMR details.

You would cancel a GMR if for some reason you wanted to restart the GMR creation and submission process where, for example, you had mistakenly mixed the use of the GVMS portal and the TSS Portal to create and/or update a GMR. In this case one or other of the GMRs would need to be cancelled. (As stated in the GMR barcode section of this guide, mixing the use of the GVMS portal and the TSS Portal for GMR management is not supported.)

Another scenario where you might cancel a GMR would be if your GMR had become stuck in status 'Trader Input Required' and you were unable to remediate this. We would suggest that in this situation you call TSS or raise a case using the 'Get Help' facility.



Pressing the **Cancel GMR** button will cancel the GMR request and disassociate any consignments with the movement within TSS.

The action of cancelling the GMR will result in the status of the GMR moving momentarily to 'Pending Cancellation' and then to 'Cancelled'.

Beyond those states (Draft, Trader Input Required or Open) the **Cancel GMR** button is no longer visible.

On cancelling the GMR request, TSS will set the status of the GMR to 'Cancelled' within TSS and if the status had previously been 'Trader Input Required' or 'Open', will delete the GMR and all consignment movement references in the GVMS system.

There can sometimes be a delay in the cancellation process while the information is exchanged with the GVMS system.

A GMR can also be cancelled if the TSS account has 'Auto-update GMR' and the **Goods Movement Header** is updated to a status of 'Cancelled'. The system will check whether the **Goods Movement Header** has any associated consignments that are not in a 'non-cancelled'

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

status. If both the **Goods Movement Header** and all listed consignments are in a cancelled status, then the related GMR will also be automatically cancelled.

If the **GMR Detail record** has the GMR in a status of 'Draft' then the status is updated to 'Cancelled'.

If the **GMR Detail record** has the GMR in a status of 'Trader Input Required' or 'Open' the status is updated to 'Pending Cancellation'. The status will move to 'Cancelled' when it has received the cancel confirmation from the GVMS system.

If the checks provided do not pass or discover a non-cancelled consignment, then the status of the GMR will not be updated to 'Cancel'.

When a Goods Movement consignment is 'Cancelled' and the associated record has a GMR in a state of 'Draft', 'Trader Input Required' or 'Open' and the TSS account has authorised the 'Auto-update GMR' function then the following will occur:

- Any Entry Summary Declaration and Simplified Frontier Declaration consignments or Internal Market Movement Information (IMMI) consignments in a status of 'Cancelled' will have the GMR details removed and not be included in any update of the GMR

If there is at least one Goods Movement consignment not in 'Cancelled' status, then the **GMR Detail Records** will be updated with all valid Entry Summary Declaration, Internal Market Movement Information (IMMI) and Simplified Frontier Declaration consignments and provided with the relevant GMR Details reference. The consignment must be in a status of 'Authorised for Movement' or 'Arrived' to pass the criteria.

4.2.5 Possible reasons why you may not be able to create a GMR

1. There are no authorised or arrived consignments in the movement

   If you click **Create GMR** and either of these apply:

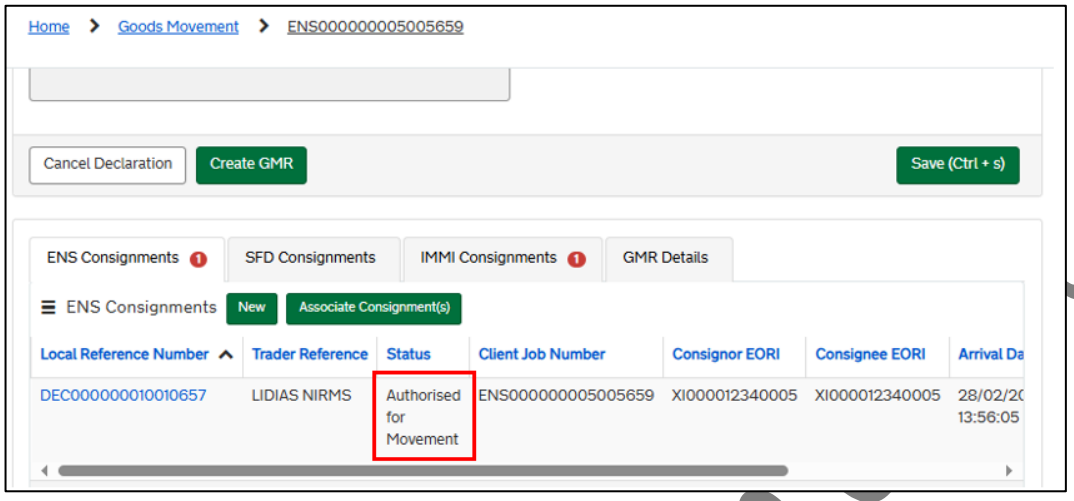
   - No Goods Movement consignments is in a status of 'Authorised for Movement' or 'Arrived'
   - The Simplified Frontier Declaration Consignment related to the 'Authorised for Movement' or 'Arrived' Goods Movement consignment is not in a status of 'Authorised for Movement' or its EIDR is not in a status of 'Authorised for Movement' or 'Arrived'

   then the following error message is displayed:

SPIMM is not yet in effect

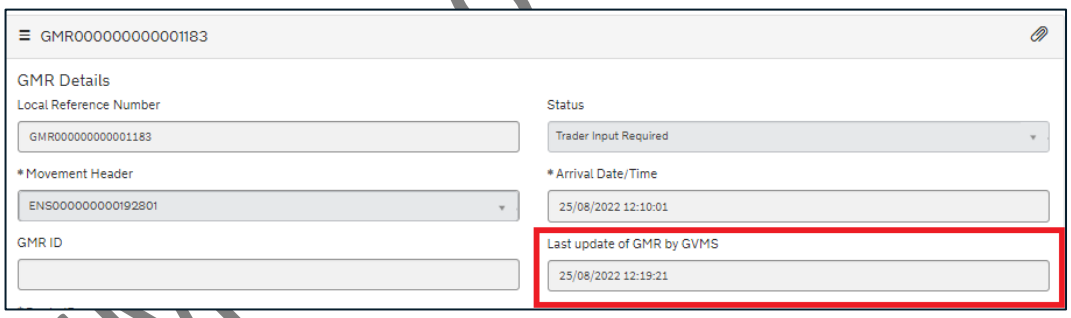
Copyright © 2025 Trader Support Service. All rights Reserved.

In this case, you must ensure at least one of the associated consignments is in the state of 'Authorised for Movement' or 'Arrived' to then be able to proceed with creating a GMR as shown below:



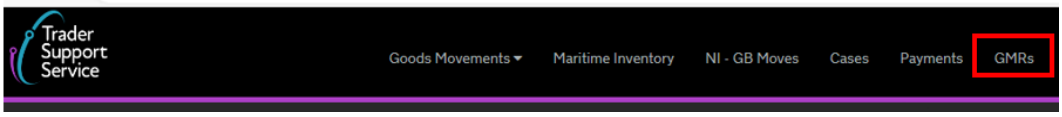
2. You have already created a GMR, and it is still active so check the **GMR Details** tab

To monitor all updates within the TSS GMR automation process you can check the **Last update of GMR by GVMS** field in the **GMR Details** page. This will display the date and time of the last GVMS update for the relevant GMR. This enables you to check when any updates have been actioned within GVMS.



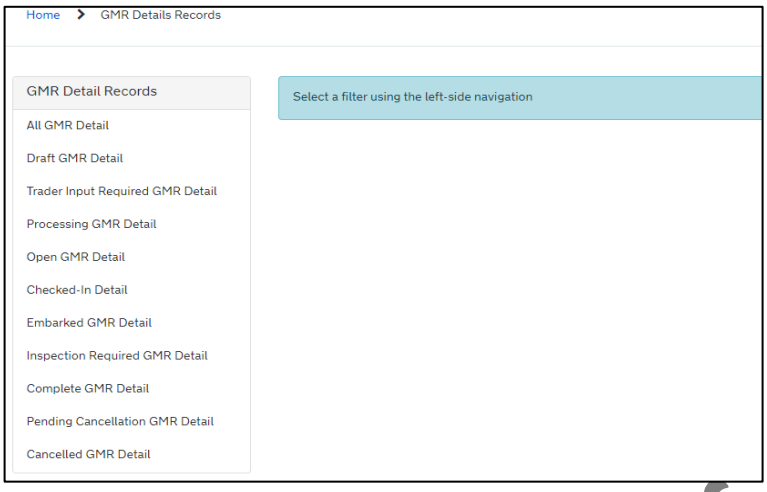
4.3 GMR dashboard including inspection notifications

To enable you to monitor the status of all GMRs related to your account you can access the GMR dashboard from the home page of your account in the TSS Portal:



This opens the following GMR dashboard screen:

Copyright © 2025 Trader Support Service. All rights Reserved.



The dashboard provides a breakdown of the status of all GMRs related to your account. It enables you to access and monitor the status of each GMR. You can update, submit, and cancel GMRs by accessing them through the dashboard.

4.4 GMR Detail Records

The **GMR Detail Records** list the status of all GMRs starting from 'Draft' and moving through all the stages until it becomes 'Complete' when the movement has finished.

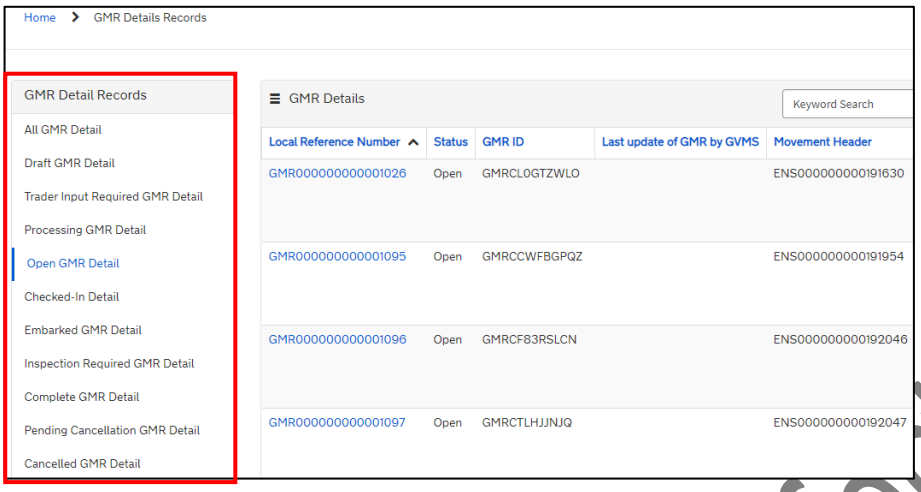
It also lists any GMR references that have been cancelled, noting when it is 'Pending Cancellation' and when it has been 'Cancelled'. The period of 'Pending Cancellation' can be slightly prolonged if the GMR requires cancellation within the GVMS system as well as TSS. This will happen automatically but may account for a slight delay in the cancellation process while the TSS and GVMS systems exchange data.

When clicking on any of the status filters on the left-hand navigation, you are provided with a breakdown of details for each GMR in that status, for instance the following screenshot shows GMRs in 'Open' status (or 'Ready to Check In'). This, along with any GMRs in the status 'Trader Input Required', will be those you will access most often. Always check if there are any GMRs in status 'Trader Input Required' as they will need urgent attention to keep your goods moving.

Visit the **GMR Detail Records** page periodically to check if any movements require inspection. More details on Inspections can be found in the Checking inspection status through the TSS Portal section of this guide.

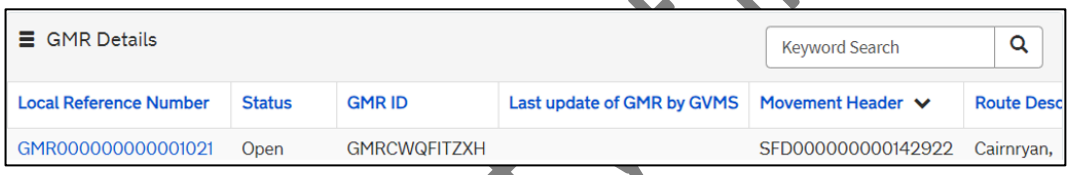
SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.



4.4.1 GMR Details

The GMR Tab in the TSS Portal contains a **GMR Details** section, which provides key data for each GMR reference:



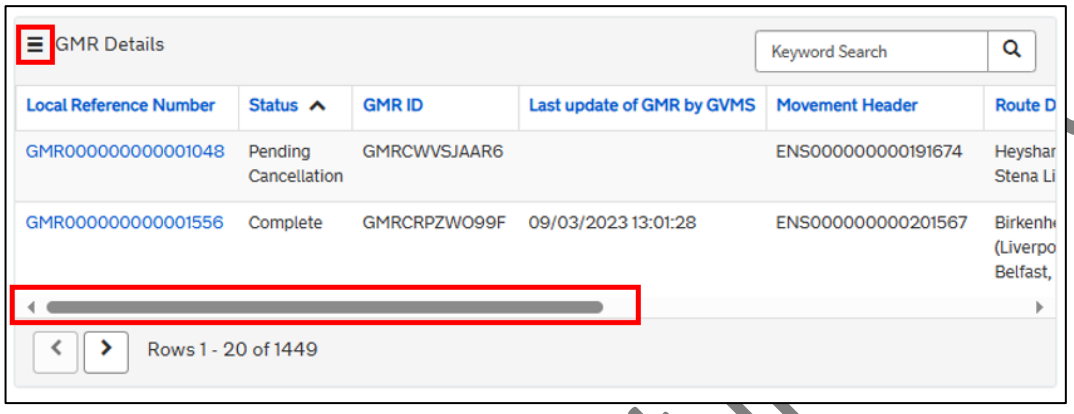
- The **Local Reference Number** (the TSS GMR internal reference) enables you to access the **GMR Details** page for that movement. You are then able to edit that movement if it was in a state that allows editing
- The **Status** will indicate the current state of the respective GMR that has been requested
- The **GMR ID** is the reference issued by GVMS for your movement. This is the number that will provide access to the port/ferry. It will need to be communicated to the port either by data transfer, through the ferry booking, or communicated by the driver by presenting the GMR ID barcode at arrival at the port
- The **Last update of GMR** by GVMS displays the date and time of the last GVMS update for the relevant GMR
- The **Movement Header** provides the reference for the shipment. By accessing the ENS you can find all the details and consignments that relate to that **Movement Header**
- The **Route Description** details the route for the movement and the name of the ferry company
- The **Is Trailer Unaccompanied?** field confirms whether the movement is by an unaccompanied trailer or is an accompanied movement by truck with a driver. If the movement is unaccompanied this column will show 'Yes – the trailer will be transported

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

on the crossing without the driver', and if it's accompanied it will state 'No – the driver will travel with the vehicle on the crossing'

- **Vehicle Registration Number** will display the registration number of the vehicle that is being used for an accompanied movement
- **Trailer Registration Numbers** will display the trailer numbers that relate to the unaccompanied movement



These columns will be updated as any new details or status is applied to your GMR. Use the horizontal scroll bar at the bottom of the right-hand list to see all details. You can also use the three-line burger icon beside the **GMR Details** text to export all details to a PDF, Excel or CSV file.

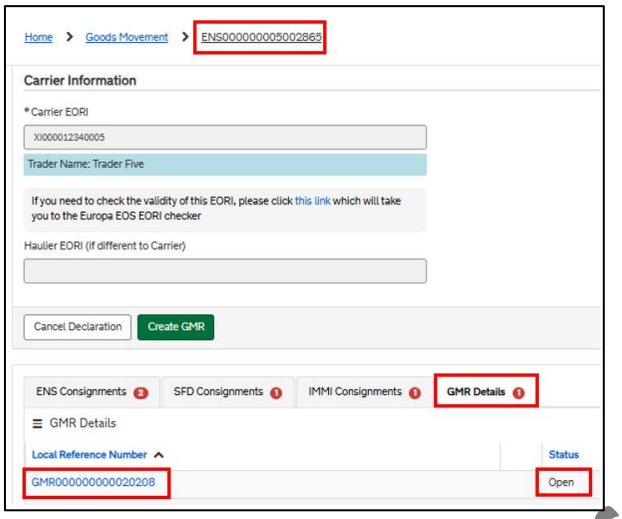
4.5 GMR barcode

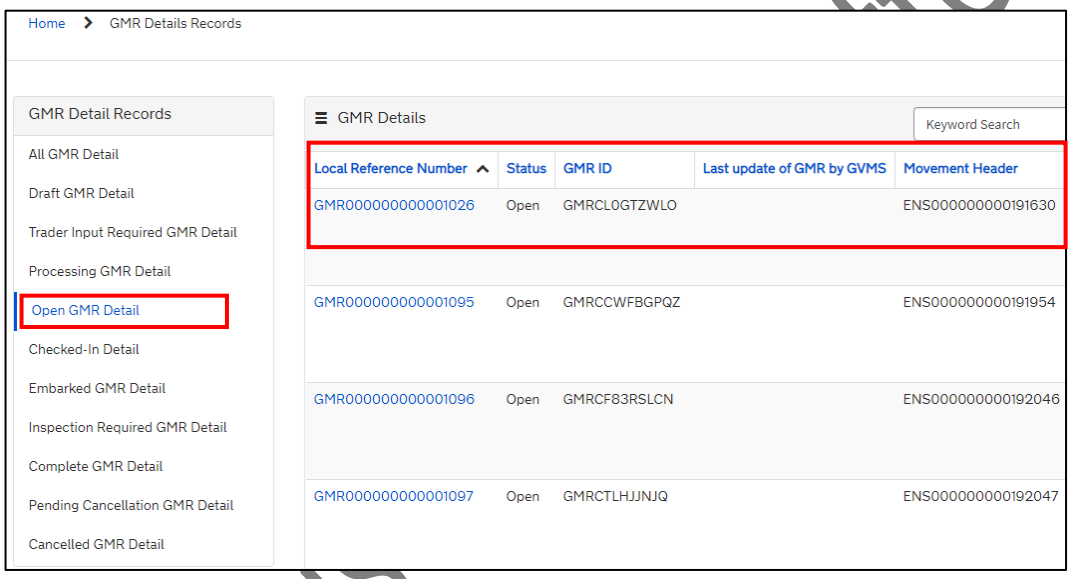
Once the GMR has been created within TSS and the GMR status has moved to '**Open**', you can access the barcode for the GMR. There is no need to access the GVMS portal to get your barcode. TSS actively discourages you from mixing the use of the GVMS portal and the TSS Portal for GMRs – if you created and/or updated the GMR in TSS then you should use the TSS Portal to get your barcode.

You can access an Open GMR request from the declaration itself, as described in the Getting your GMR ID and GMR Barcode ID section of this guide or going through to the movement via the **GMR Details Records** and selecting the **Local Reference Number** of the GMR reference in '**Open**' status.

SPIMM is not yet l

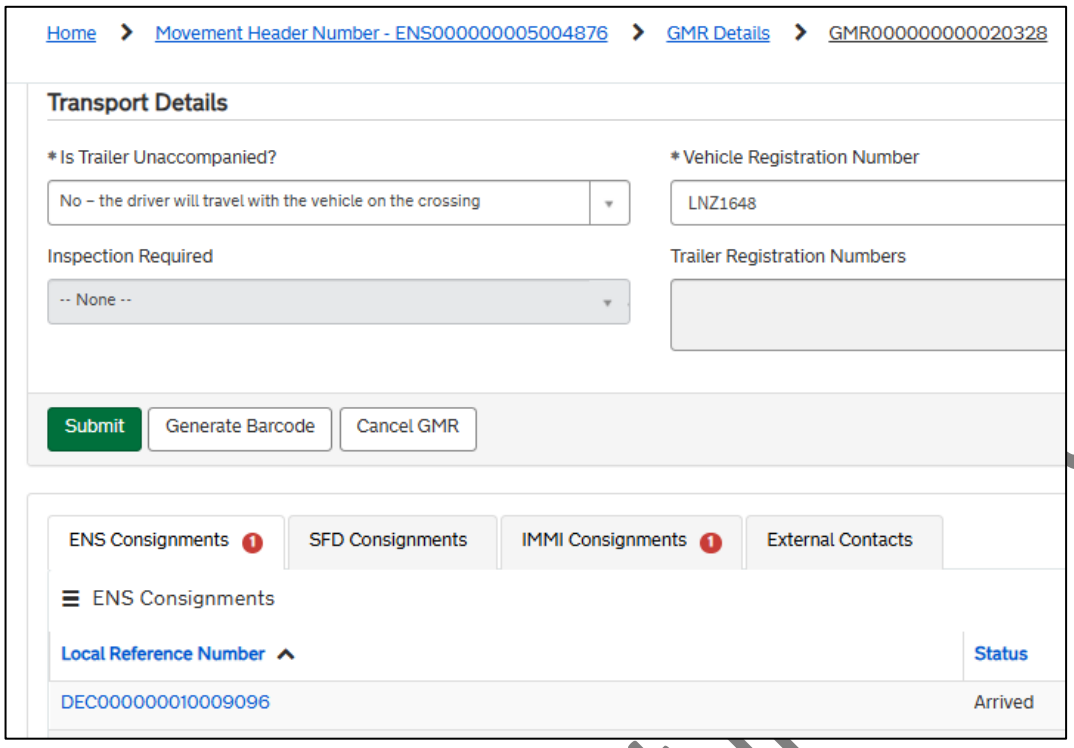
Copyright © 2025 Trader Support Service. All rights Reserved.





SPIMM IS effect

Copyright © 2025 Trader Support Service. All rights Reserved.



Updating submitted GMRs

You can update submitted GMRs that are in the status:

- 'Trader Input Required'
- 'Open'

You will access the Open GMRs in order to:

- Check or update the transport details

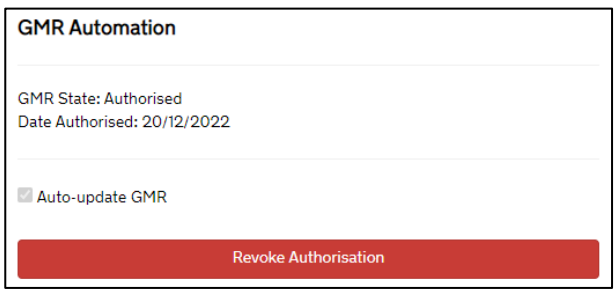
  and/or

- Update the authorised consignments included in the GMR

  Consignments will update automatically providing the 'Auto-update GMR' function is authorised as described in the Create a GMR for your goods movement using the GMR automated process within TSS section of this guide.

SPIMM is not yet

4.5.1 Revoke Authorisation



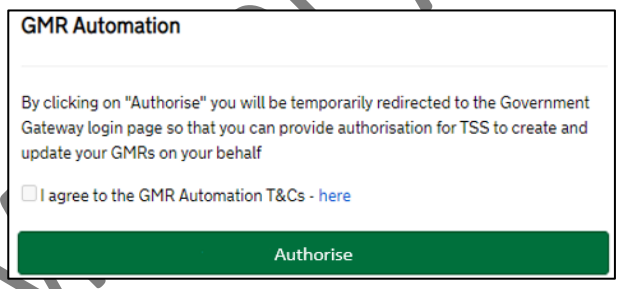
Copyright © 2025 Trader Support Service. All rights Reserved.

On selecting **Revoke Authorisation** in your Company Profile, a pop up appears with the following question: 'Are you sure you want to revoke TSS's authorisation to manage GMRs on your behalf? Revocation may impact in flight GMRs.'

The options are **Confirm** or **Cancel**:

If you select **Cancel** you will be returned to the Company Profile page with no action or status changed.

By selecting **Confirm** the authorisation will be reversed and the 'authorisation' status will return to **Authorise**. Any stored GMRs created prior to revoking will remain in TSS, which users can view but not create any new GMR records. If you need to view a GMR after revoking the function, contact TSS by raising a case using the 'Get Help' facility. By revoking authorisation, you will also cancel the 'Auto-update GMR' function. If you wanted to re-authorise this function, you need to re-activate 'GMR Automation'.

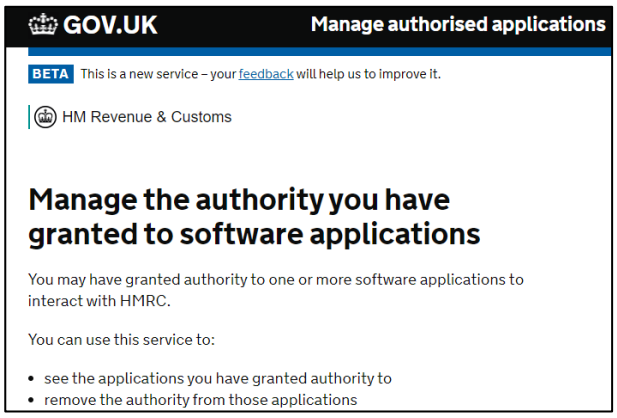


You will be taken to a new window for the Government Gateway to revoke the permission you granted to TSS via GOV.UK as follows.

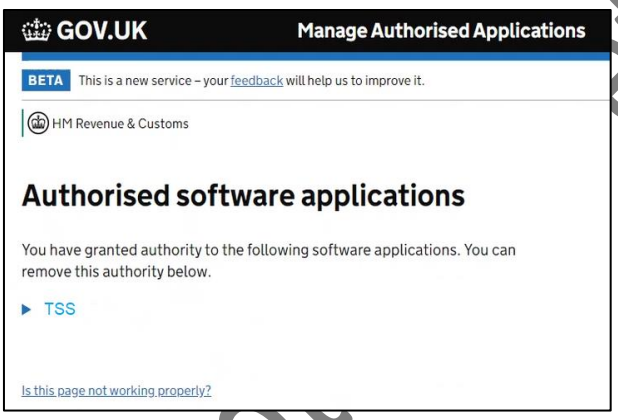
Once you have followed the link above you will presented with this screen:

SPIMM not yet in effect

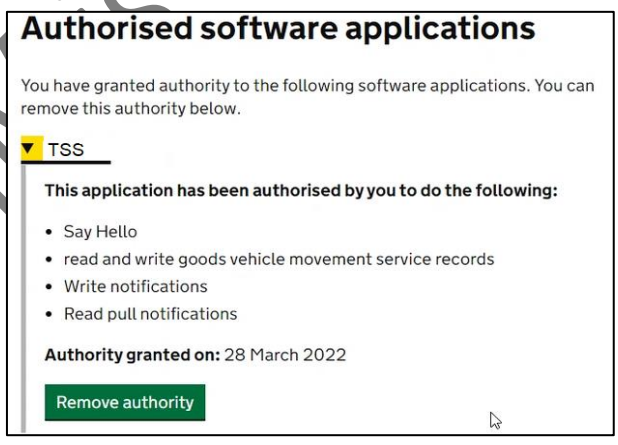
Copyright © 2025 Trader Support Service. All rights Reserved.



Click **Continue** to move to this screen:



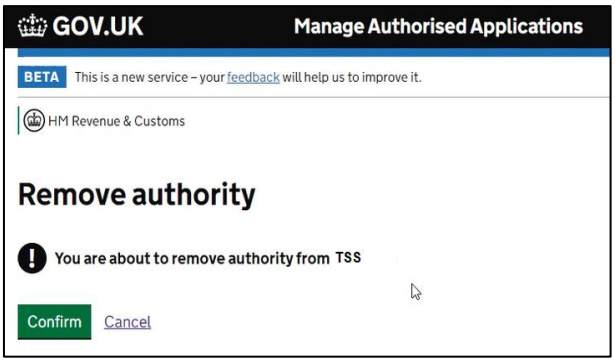
Again, click **Continue**:



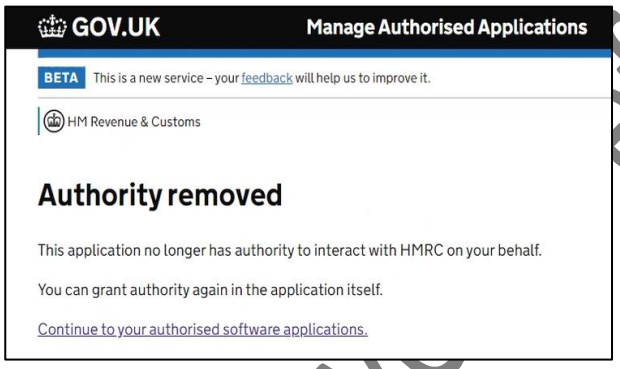
Click **Remove authority** to move to this screen:

SPIM is not in effect

Copyright © 2025 Trader Support Service. All rights Reserved.



When you click **Confirm** you will see this confirmation screen:

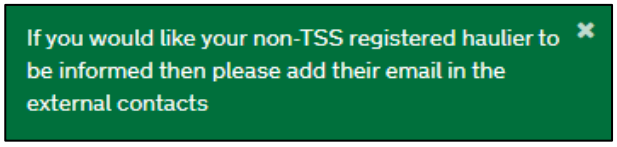


At this point you will have revoked the GMR authorisation that had been granted to TSS.

4.6 Notifications to non-TSS registered contacts for details of a GMR

There are prompts within the **GMR Detail Records** to add contact details of parties not presently registered on the TSS account. You can decide who should receive details for GMRs, such as the **GMR ID**, barcode, status updates and inspection notifications.

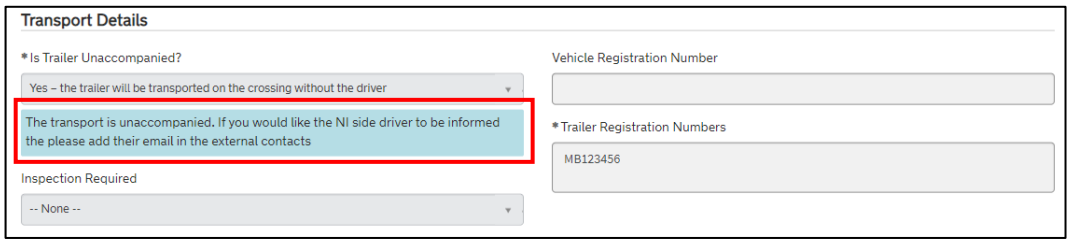
If the **Goods Movement Header**, connected to the GMR, has a **Carrier EORI** not registered on TSS and no **Haulier EORI** is entered, or the **Haulier EORI** is provided but it is also not registered on TSS, then the below green pop-up is displayed in the relevant **GMR Detail Records**:



In addition to the above messaging, you will also receive a prompt to add an external contact if you are moving an unaccompanied trailer. This will appear below the **Is Trailer Unaccompanied?** field of the Transport Details section of the **GMR Detail Records**:

SPMM is not yet in effect

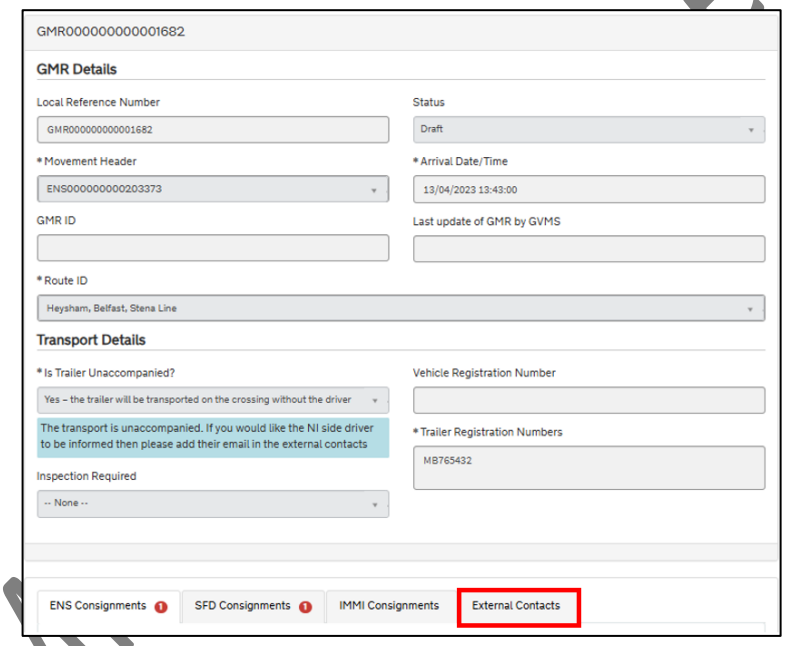
Copyright © 2025 Trader Support Service. All rights Reserved.



This is to highlight the function that allows you to add contact details of a NI-based driver who will be collecting your trailer and will need to check if the movement has been called for an inspection.

Note: If your trailer is accompanied no messaging prompt will be displayed.

To add contact details for a non-TSS registered party into a GMR you need to access the **External Contact** box at the bottom of the **GMR Details** page:



It is not mandatory to add a contact to the related **External Contact** field.

The **External Contact** field is only editable when the **GMR Details** record is in the following states: '**Draft**', '**Open**', '**Trader Input Required**' or '**Checked In**'.

It is not editable when the status of the GMR has moved to either '**Embarked**' or '**Complete**'.

For the status '**Embarked**', adding a haulier or driver's email at this stage would be too late to be updated if an '**Inspection Required**' notification is issued.

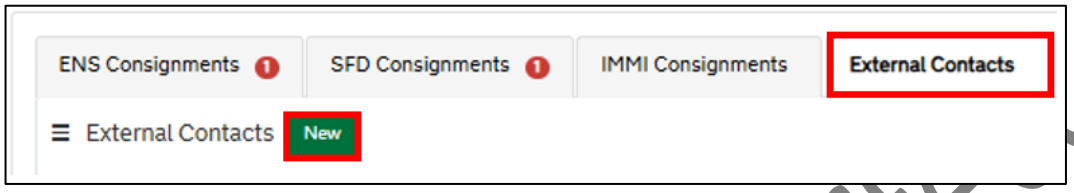
For the status of '**Checked In**', the GB side driver would have already been informed of the GMR but at this point it is still possible for the NI driver to be updated.

SPIMM effect

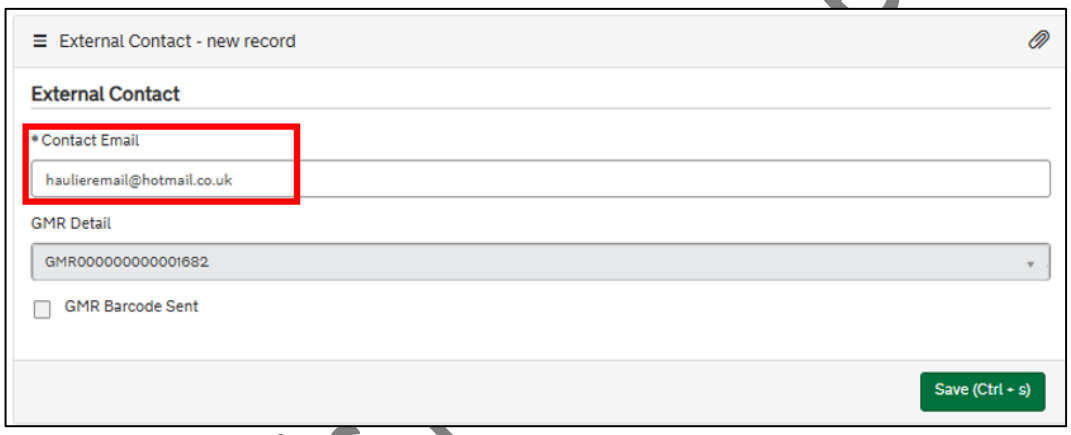
Copyright © 2025 Trader Support Service. All rights Reserved.

The **External Contact** details are visible to the submitter of the GMR and any contacts on the submitter account. They will not be visible to any other parties on these accounts who have 'read only access' to the GMR, including those agents/intermediaries acting as the account holder.

To enter contact details, click on the **External Contact** button and then press the **New** tab to open a new window:

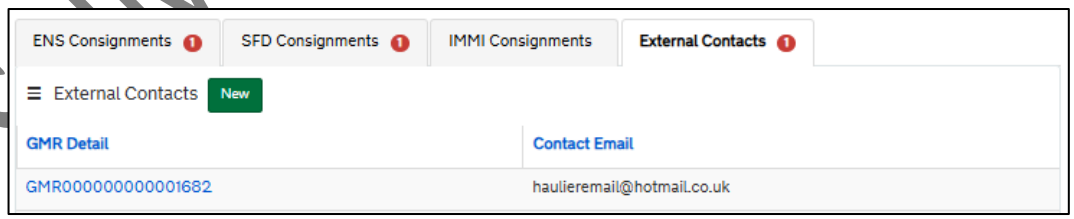


Then enter the **Contact Email** address:



Then click **Save (Ctrl + s)** to confirm the details.

Once you've saved the details the contact will appear in the **External Contact** list for the relevant GMR. The user can then add additional contacts by creating a further new entry:



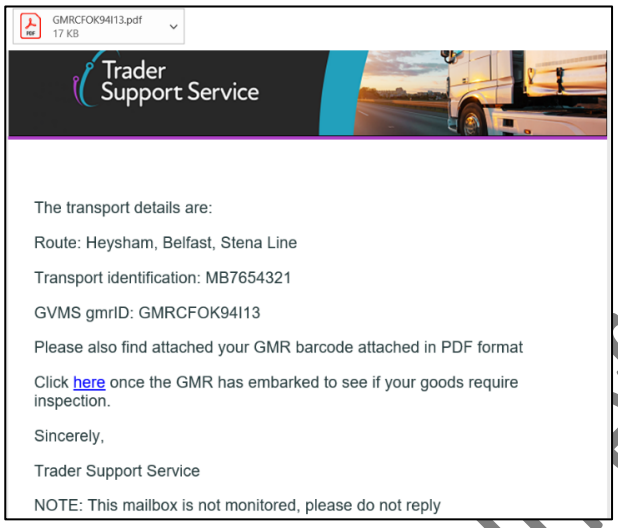
Emails will be issued to the external contacts when an '**Open**' GMR's transport details change. So, if any of the following change, an update with the new details will be issued:

- The **Route ID**
- Whether the movement is 'Accompanied' or 'Unaccompanied'
- The **Vehicle Registration Number**

Copyright © 2025 Trader Support Service. All rights Reserved.

- The **Trailer Registration Number**

The email will list any change and will also include the **GMR ID** and a PDF of the barcode, plus a link to the driver inspection portal on GOV.UK.



This is to ensure any relevant external contacts receive all the key details for a GMR.

An email will also be sent if the GMR transitions to '**Pending Cancellation**' prior to being cancelled. If the GMR moves into a state of '**Inspection Required**' then an email will be sent to confirm the need to attend an inspection and provide all the details relating to the inspection, for example, the agency requesting the inspection or the location.

5 Step-by-step GMR creation via the GVMS System

5.1 What information do I require to create a GMR in the GVMS system?

To create a GMR using the GVMS service, the transport details and declaration references generated on TSS are required. These will be entered manually into the GVMS system. The details are as follows.

5.1.1 Movement Reference Number (MRN)

The Movement Reference Number (MRN) is a declaration identification number that is created each time a declaration is submitted for importing or exporting goods. The number generated is bespoke, allowing your goods to be uniquely linked to your movement. As such, it forms an important part of the audit process for your declarations.

Creating a Goods Movement in TSS will generate an Entry Summary Declaration MRN and a Simplified Frontier Declaration MRN or Internal Market Movement Information (IMMI) MRN

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

For an EIDR movement, an Entry Summary Declaration MRN and the 'TSS EORI number' (which acts as a Simplified Frontier Declaration MRN) will be generated.

The Entry Summary Declaration MRN and the Simplified Frontier Declaration MRN (or the TSS EORI number, when applicable) or Internal Market Movement Information (IMMI) MRN are required to generate a GMR on GVMS.

Note: For EIDR movements the Trader EORI, Local Reference Number (LRN) and Procedure Code are required on the GMR to meet Notice of Presentation (NOP) requirements. All required information will be sent via the TSS email notification.

5.1.2 TSS email

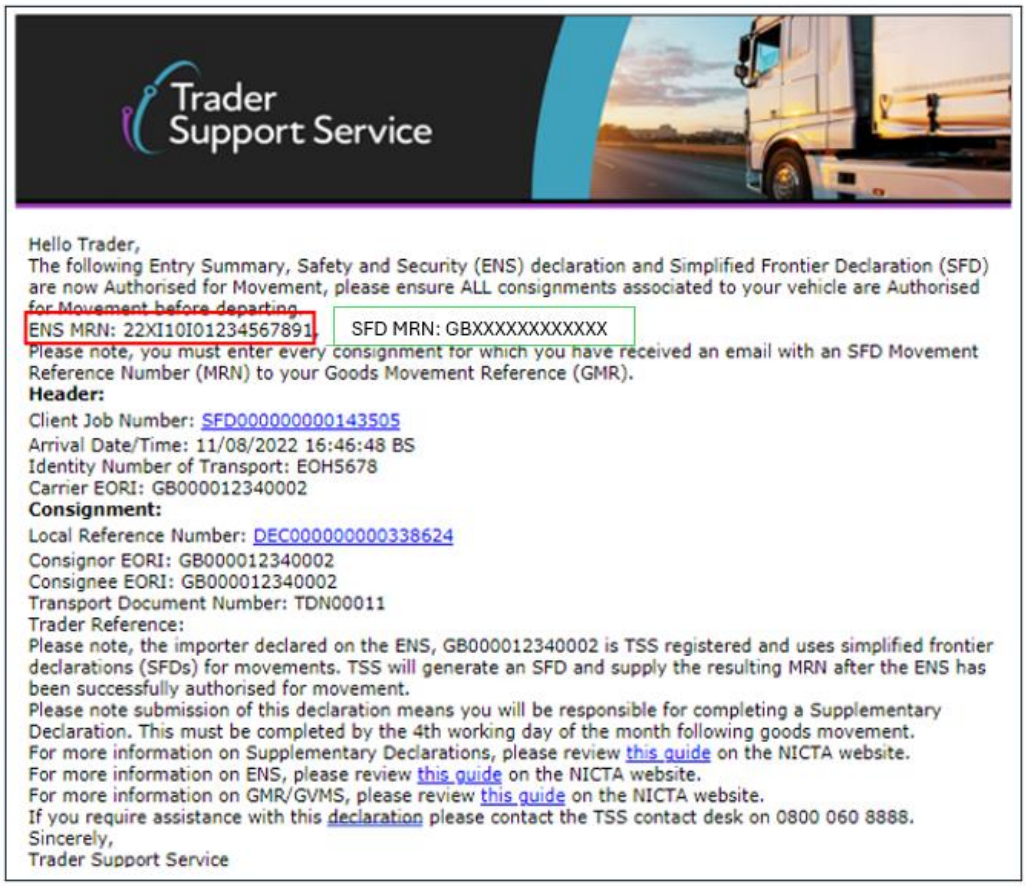
Once a Goods Movement is successfully submitted on TSS and has achieved '**Authorised for Movement'** status, TSS will send an email containing the appropriate **MRN** references for the Entry Summary Declaration and the respective Simplified Frontier Declaration or Internal Market Movement Information (IMMI) MRN under the simplified processes for Internal Market Movements.

For more information on how to complete Entry Summary Declaration on TSS, please see the ENS Step-by-step guide: Standard Process and Consignment First Process guide on NICTA.

The **ENS MRN will begin with the year it was generated (for example, 22 for 2022),** followed **by 'XI'.** Here is an example of the reference sent by TSS via email (the reference is highlighted with the red box):

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.



For EIDR movements, TSS will provide the relevant EORI number in the SFD MRN field (highlighted with green box in the image above).

Note: For the purposes of GVMS, ignore all references on the email that begin with 'ENS', 'SFD' and 'DEC', as these are not your MRN and therefore should not be used to generate your GMR. Also ignore any reference to the 'Consignor EORI' or 'Consignee EORI'.

5.1.3 Customs declaration MRN or Internal Market Movement Information (IMMI) MRN

Your customs declaration reference (for example, Simplified Frontier Declaration MRN or Full Frontier Declaration MRN or your Internal Market Movement Information (IMMI) record MRN) will be sent by TSS (by email). This will happen once your customs declaration or Internal Market Movement Information (IMMI) has been successfully submitted on TSS and is in '**Authorised for Movement**' status for Simplified Frontier Declarations or Internal Market Movement Information (IMMI) MRN or '**Awaiting Arrival**' status for Full Frontier Declarations.

For more information on how to complete the above declarations see the following guides on NICTA:

- Entry Summary Declaration: Step-by-step guide
- Full Frontier Declaration: Step-by-step guide

Copyright © 2025 Trader Support Service. All rights Reserved.

- Simplified processes for Internal Market Movements – Introduction Guide

Other NI Goods Movements

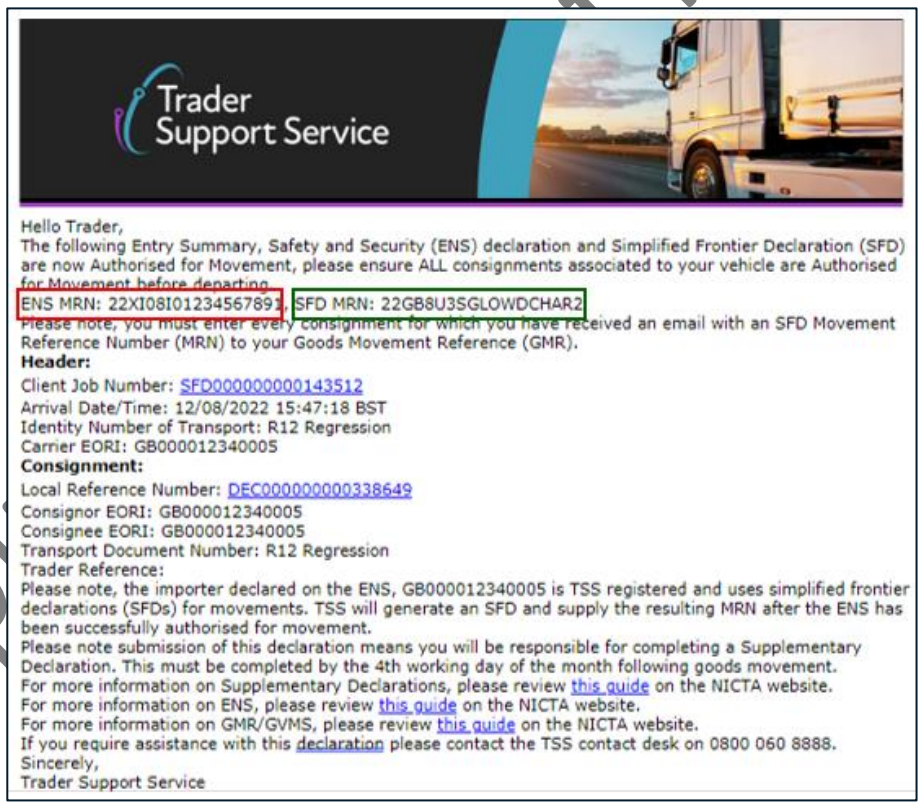
The email sent by TSS will list the **ENS MRN** and the **SFD MRN**.

For Other NI Goods Movements, the Simplified Frontier Declaration will be auto created by TSS once the Goods Movement has been successfully submitted.

- The ENS MRN begins with the year it was generated (22 for 2022), followed by XI
- The Simplified Frontier Declaration MRN begins with the year it was generated (22 for 2022), followed by GB, usually when consignments of controlled goods have been declared (under a Simplified Frontier Declaration or a Full Frontier Declaration)

Here is an example of the MRN references sent by TSS via email:

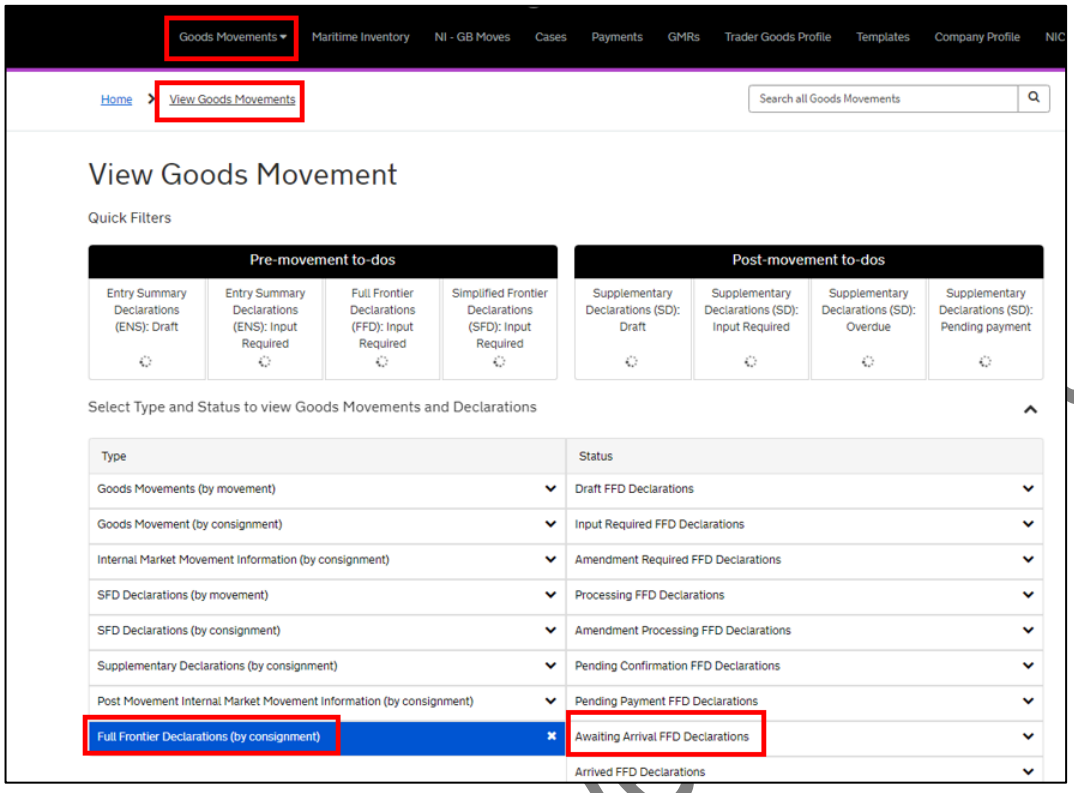
- ENS MRN reference (24XIXXXXXXXXXX) – highlighted by the red box in the screenshot
- SFD MRN reference (24GBXXXXXXXXXXXX) – highlighted by the green box in the screenshot

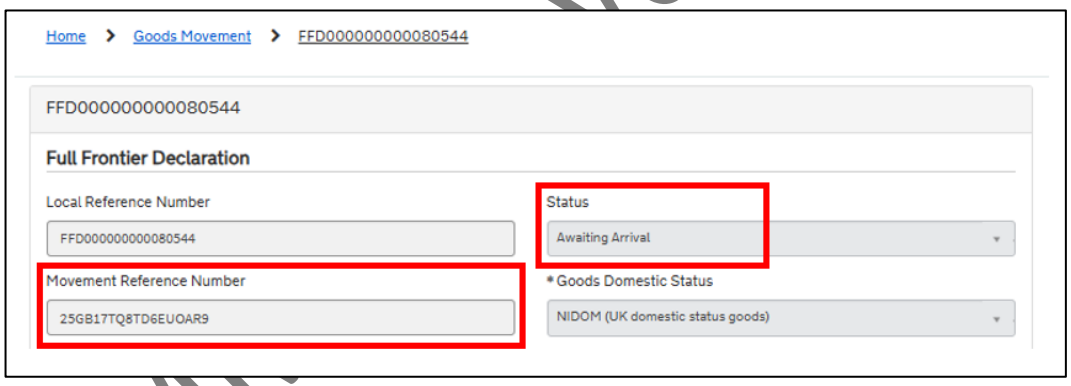


For subsequent steps, you will require the MRN from the Goods Movement and the MRN from the customs declaration (Simplified Frontier Declaration or Full Frontier Declaration) or Internal Market Movement Information (IMMI) MRN to generate your GMR in GVMS.

If moving goods using a Full Frontier Declaration you can access the associated MRN for the **Awaiting Arrival** declaration on the TSS Portal:

Copyright © 2025 Trader Support Service. All rights Reserved.





5.1.4 If you have not received an email from TSS for the goods movement MRN/EORI

If you have not received a customs declaration email for your goods movement containing an MRN/EORI, this could be for one of the following reasons:

- **The declaration requires the trader's input before being authorised for the movement (for example, resolving an error code or making a payment for the Full Frontier Declaration)**

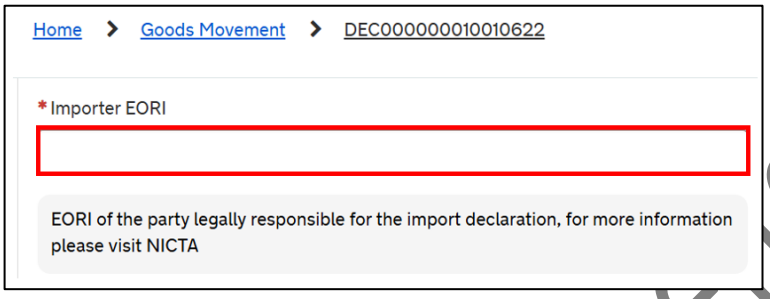
  Solution: Return to the TSS Portal to check and amend information before moving the goods. You can review the declaration (Simplified Frontier Declaration/Full Frontier Declaration) to correct any errors.

- **The importer is not registered with TSS**

Copyright © 2025 Trader Support Service. All rights Reserved.

Solution: As a haulier you should ensure your trader is TSS registered, or that they will submit their own import declarations (outside TSS) and provide you with an MRN directly.

NOTE: TSS will validate whether the importer is registered on TSS through the mandatory field **Importer EORI** entered on the Goods Movement form. The haulier should ensure this field reference is accurate and compliant (see GOV.UK).



If the importer does not have a compliant EORI registered in TSS, the haulier must submit an **Entry Summary Declaration Only** declaration and the importer must complete the required customs declarations or Internal Market Movement Information (IMMI) record outside of TSS.

If a trader submits (outside of TSS) their own import declaration for the consignment, the carrier would require the import declaration MRN directly from the trader before moving.

You must not move any consignments unless you receive a **Simplified Frontier Declaration** or an **Internal Market Movement Information (IMMI)** record under the simplified processes for Internal Market Movements notification email from TSS that your goods in the consignment are '**Authorised for Movement**'.

SPIMM is not yet in effect

6 Create a GMR directly in the GVMS system

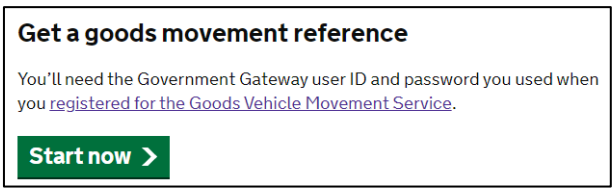
You can create a GMR directly in the GVMS system; however, **this will require carrying over data from your TSS declaration manually to the GVMS portal**. You will need to create a GMR in GVMS if you have an Entry Summary Declarations, Internal Market Movement Information (IMMI) consignments or Simplified Frontier Declaration consignments that have been created **outside** of TSS.

You should not use both, the TSS and GVMS portals to generate GMRs for one movement. Only use one or the other portal. Details on how to create a GMR under this scenario are as follows:

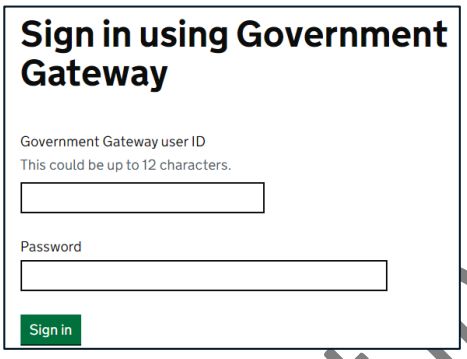
6.1 Access the GVMS system

1. Navigate to the GVMS web portal on GOV.UK and scroll down the homepage to the **Start Now** button under the **Get a goods movement reference** heading:

Copyright © 2025 Trader Support Service. All rights Reserved.



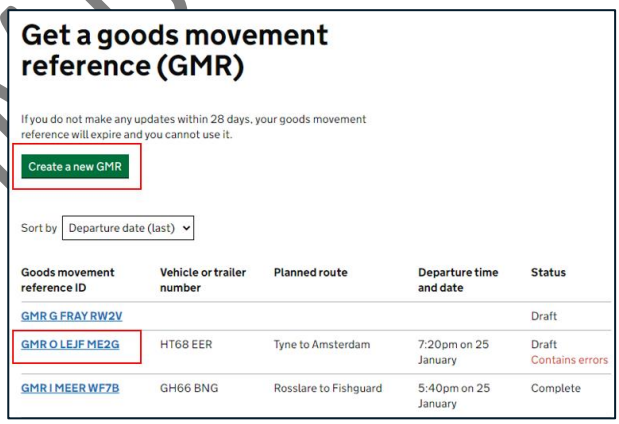
2. Click the **Start now** button and sign into the GVMS portal using your Government Gateway user ID and password



6.2 Create and edit a new GMR form

Once signed into your GVMS account you will see your GMR dashboard, and a list of all the GMRs you have created to date.

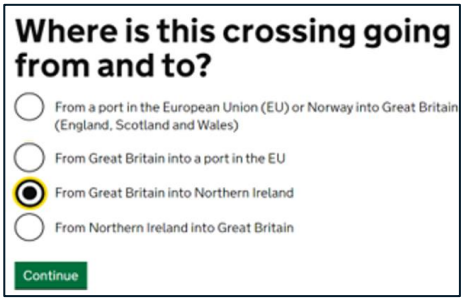
1. To create a new GMR, click the **Create a new GMR** button. If you would like to edit an existing draft GMR, click the blue **Goods movement reference ID** of the relevant GMR:



2. After pressing the **Create a new GMR** button you will see the following screen, asking for the direction of the movement of your goods. Select and confirm the direction of movement. Click the **Continue** button:

SPIMM is not yet in effect

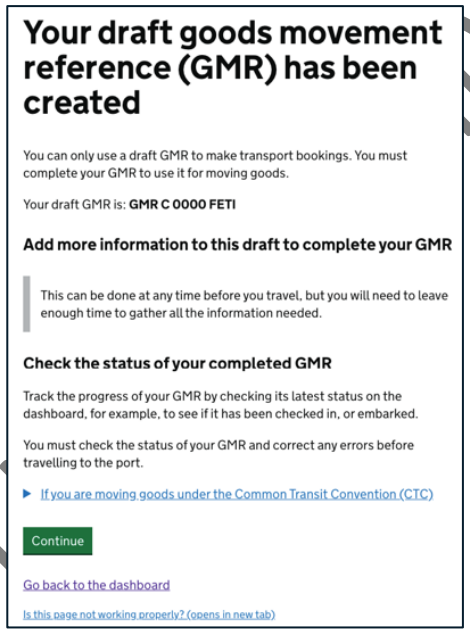
Copyright © 2025 Trader Support Service. All rights Reserved.



The system will ask you to recheck the route before it moves to the next screen.

6.3 Create a draft GMR

Selecting and confirming the direction of movement will create a draft GMR, which you must then update with information about the movement. To do so, click the **Continue** button:



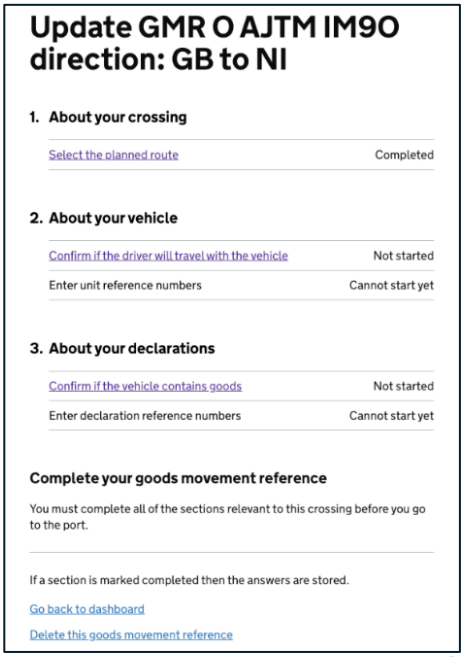
6.4 Provide movement details

You will be asked to provide information about the movement:

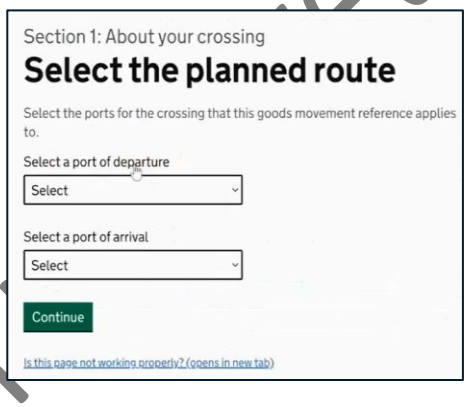
- About your crossing
- About your vehicle
- About your declarations

SPIMM in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

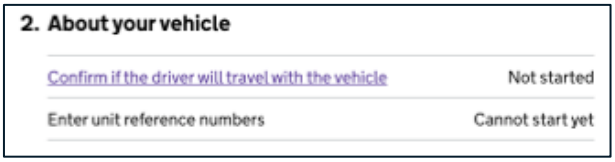


1. In section **1. About your crossing** click on the **Select the planned route** hyperlink, and input details of the route you or your driver will take when moving the goods:



Select the appropriate **port of departure** and **port of arrival** and then press **Continue**.

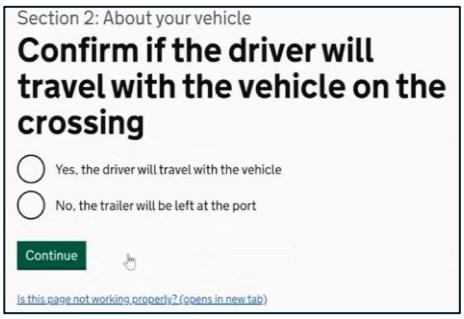
2. In section **2. About your vehicle**, you can provide information about the vehicle being used to move your goods. Click on each of the blue hyperlinks:



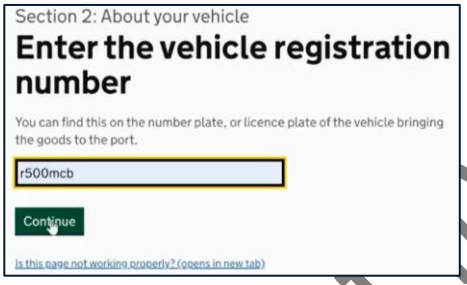
First, you will need to confirm that the driver will travel with the vehicle:

SPIMM is not in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

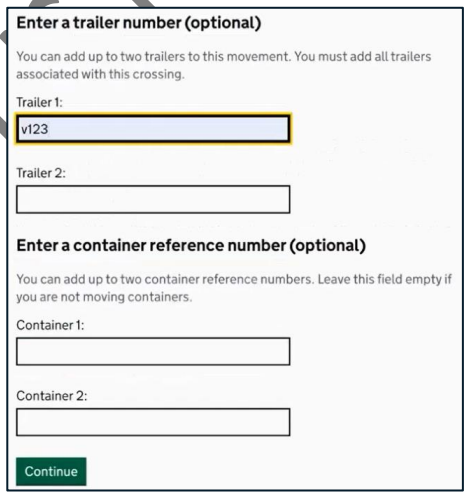


You will next be asked for the **vehicle registration number** of the vehicle moving the goods:



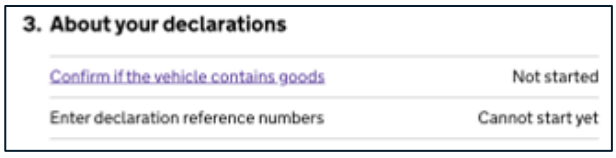
If the driver is not accompanying the load, instead of the vehicle registration number you will be asked to provide the following:

- The **Trailer number** (if applicable)
- The **Container reference number** (if applicable)



SPIMM is not yet in effect

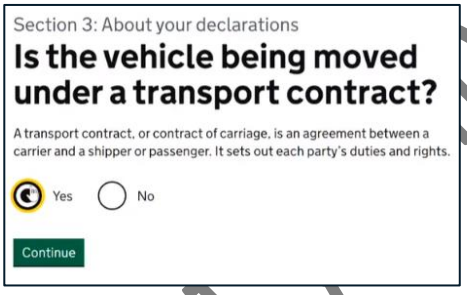
3. In section **3. About your declarations** click the Confirm if the vehicle contains goods link:



Copyright © 2025 Trader Support Service. All rights Reserved.

You will see the following screen:

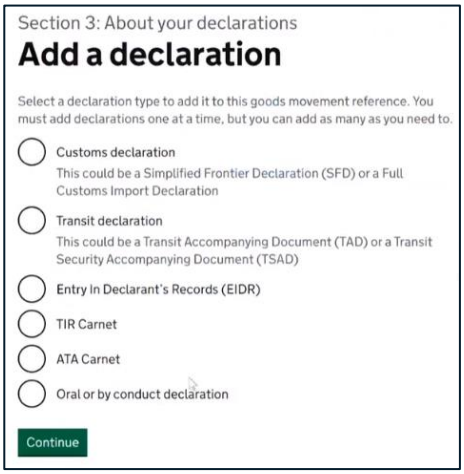
Select the appropriate option and click the **Continue** button. You will then be asked **Is the vehicle being moved under a transport contract?**



Select either 'Yes' or 'No' and click the **Continue** button.

6.5 Adding declaration references

After creating the Draft GMR, you will be presented with the following screen. Choose the type of declaration you need to add to your GMR. The steps below will help select which option is appropriate for your GMR.



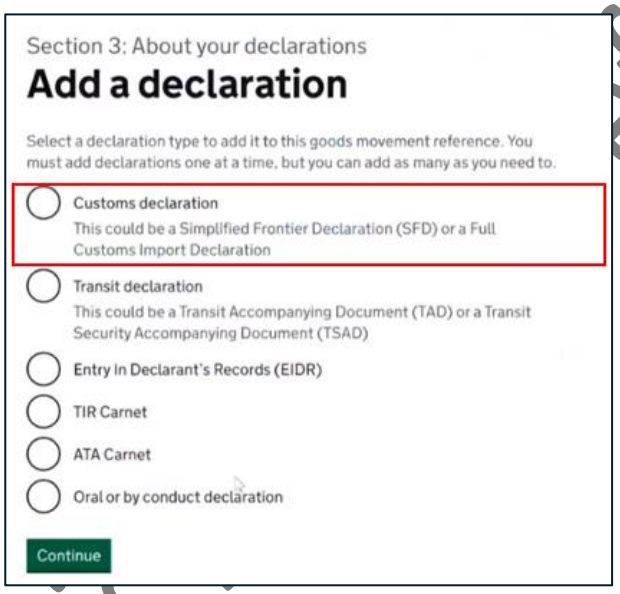
SPIMM is not in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

You will need to add the declaration references, both **Entry Summary Declaration** and **customs declaration or Internal Market Movement Information (IMMI) under the simplified processes for Internal Market Movements**, for each consignment being moved.

The selection that you make depends on what reference information TSS has provided you with in the email correspondence described in the What information do I require to create a GMR? section of this guide.

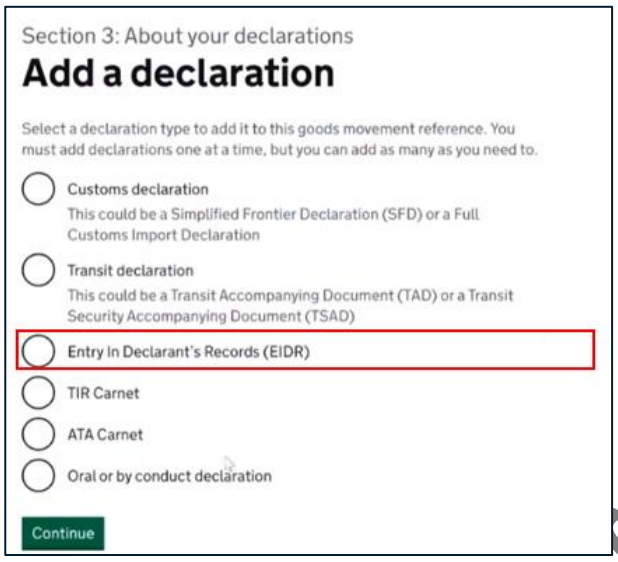
- If the **Simplified Frontier Declaration MRN** in the TSS customs declaration (either **Simplified Frontier Declaration or Full Frontier** Declaration) email notification begins 'YYGB' (e.g., '22GB' if the declaration was created in the year 2022), select the **Customs declaration** option shown and click **Continue**



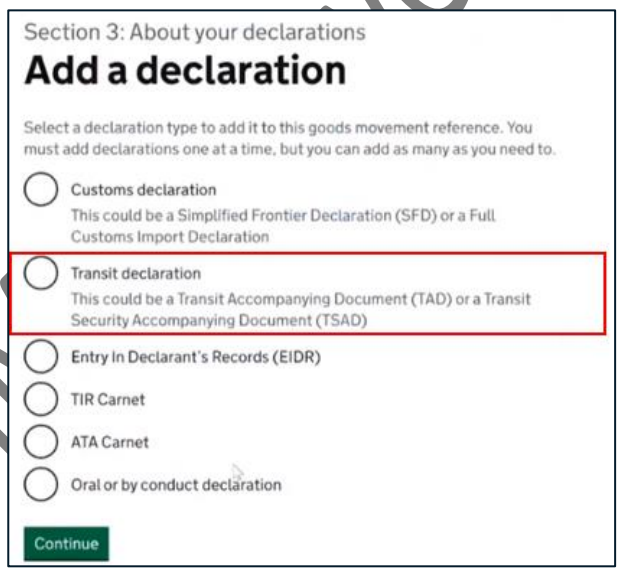
- If your movement is under the simplified processes for Internal Market Movements. Select the wording that best describes your goods movement.
- If you received the 'TSS' **EORI number** in these emails beginning with 'GB', select the **Entry in Declarant's Records (EIDR)** option and click **Continue**

SPIMM is in effect

Copyright © 2025 Trader Support Service. All rights Reserved.



- If you are **moving goods on Transit** and have a **Transit LRN** then take this to the Office of Declaration (located at the port or nearby). On providing the **Transit LRN** you'll be issued with a **Transit Accompanying Document (TAD)** from the Office of Departure and a **Transit MRN** number that begins with '**YYGB**' (e.g., '**22GB**' if the declaration was created in the year 2022) then select **Transit declaration** and click **Continue**



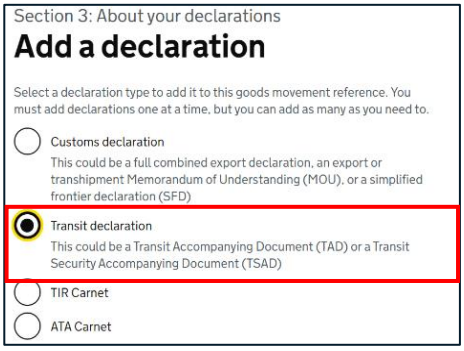
SPIMM not yet in effect

Note: For the other options – 'TIR Carnet', 'ATA Carnet' and 'Oral by conduct declaration' – please see Appendix 1 in this guide.

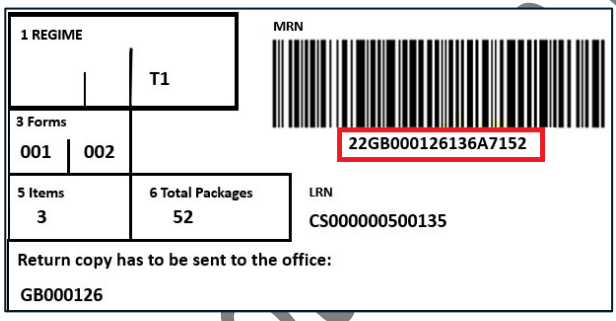
6.6 Next steps if you are moving goods on Transit

Select the declaration type: **Transit Declaration**.

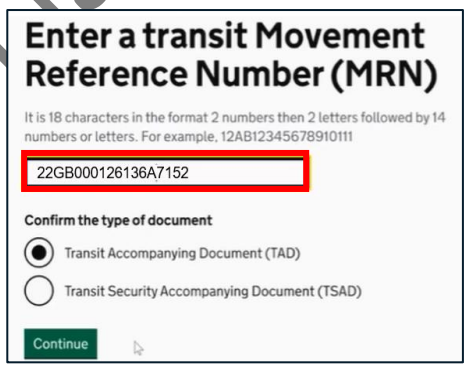
Copyright © 2025 Trader Support Service. All rights Reserved.



Next, you will have received details from the TSS case for your transit movement, either in the case or via an email from the case of your Transit LRN. This will need to be presented to the Office of Departure (at the port or nearby) to be converted to a TAD and Transit MRN as your **Movement Reference Number**. The number starts with the last two digits of the specific year, for example 22GB for 2022, and is printed below the barcode on the TAD.



Enter the number and select **Transit Accompanying Document (TAD)** to confirm the type of document:

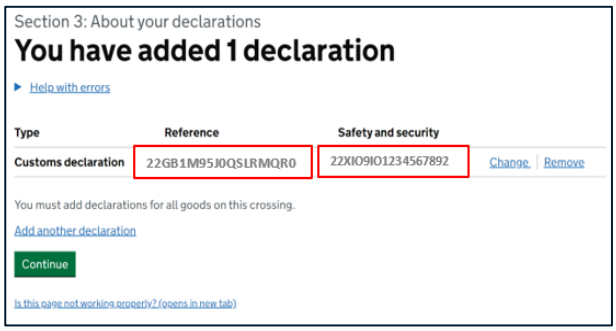


SPIMM is not in effect

6.7 Adding consignment data

You will now see your declaration added to your draft GMR, showing both the Entry Summary Declaration reference number and customs declaration or transit declaration or Internal Market Movement Information (IMMI) reference number:

Copyright © 2025 Trader Support Service. All rights Reserved.



If you are moving multiple consignments within the same vehicle, you will need to add each to the GMR. To do this, click the **Add another declaration** link and repeat the steps outlined in the Adding declaration references section of this guide to input the relevant declaration information.

NOTE:

- Each consignment added should reference the unique EORI or MRN in the customs declaration or Internal Market Movement Information (IMMI) email you received
- You need to add an Entry Summary Declaration reference for every consignment
- You can attach more than one Entry Summary Declaration number to the same Simplified Frontier Declaration EORI

6.8 Adding non-TSS consignments

If you are also carrying goods under declarations that TSS has not processed for you, you must include all these declarations separately on the GMR.

Note: If you have created a GMR via TSS and need to add non-TSS consignments then this GMR needs to be cancelled within TSS. You should create the GMR for these types of loads directly on GVMS.

Depending on the movement type, you will need to add the relevant declaration or Internal Market Movement Information (IMMI) to the GMR for each additional consignment. This could include customs declaration MRNs, Transit Declaration MRNs, Internal Market Movement Information (IMMI) MRNs, TIR Carnet or ATA Carnet.

For each type of movement, you will also need to add the relevant Entry Summary Declarations.

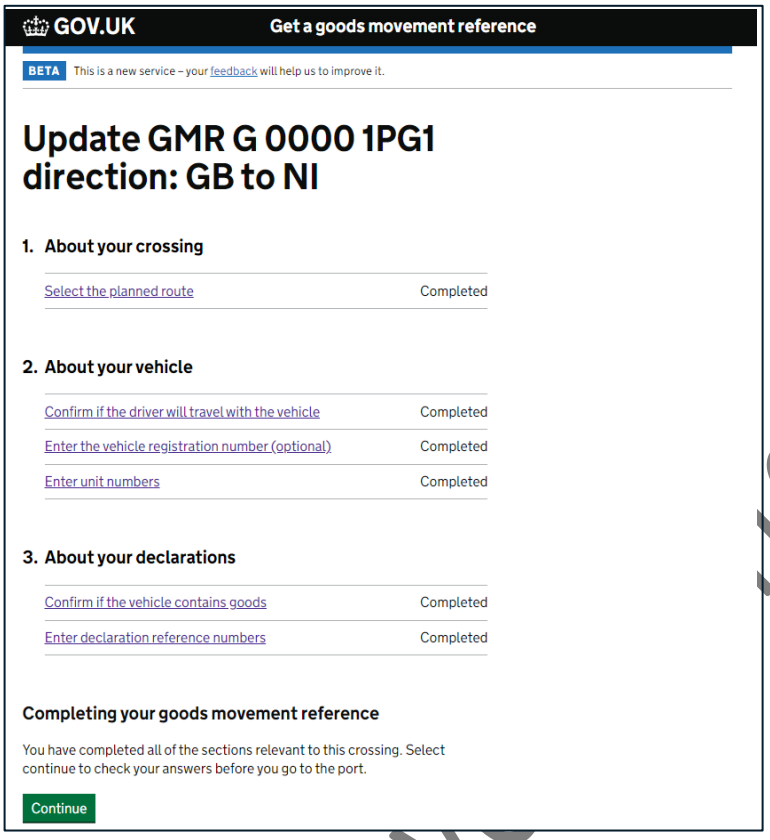
6.9 Finalising and submitting the draft GMR

Once all your consignment declarations have been added to the draft GMR, click the **Continue** button (shown in the screenshot above).

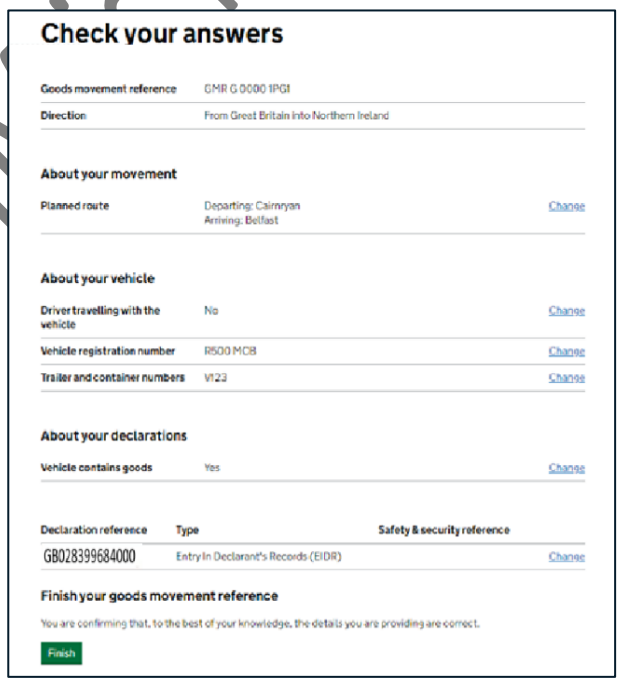
You will now see the following screen and can review your GMR.

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.



Once you are happy that you have inputted all the required information correctly on the draft GMR, click on the **Continue** button. You will see the following screen, where you can review your answers:



Review your information, and if correct click **Finish**.

Copyright © 2025 Trader Support Service. All rights Reserved.

6.10 Receiving your GMR number and barcode

You will now receive your GMR number and barcode:

You must have a GMR number and barcode to move goods from GB to NI by RoRo. You will be required to present both at the port before your vehicle can embark the ferry.

If you do not accurately complete this process by providing the correct MRNs/EORI for your consignments, your goods will not be marked as arrived. **In this instance, TSS will not begin the Supplementary Declaration process for those moving goods on a Simplified Frontier Declaration and will not mark the declaration as closed for those moving goods on a Full Frontier Declaration**.

NOTE: As you need to present your GMR number and barcode at the port for scanning, it must be either:

- **Printed**
- **On a smartphone**

7 How to check for an inspection notification?

Some shipments may be selected for inspection. After the RoRo ferry has embarked, the driver needs to check if an inspection is required for the shipment.

There are 2 options available to check if an Inspection notification has been issued for a GMR

If the GMR has been created via the TSS Portal – Then it can be checked directly on the TSS portal GMR details section

Or

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

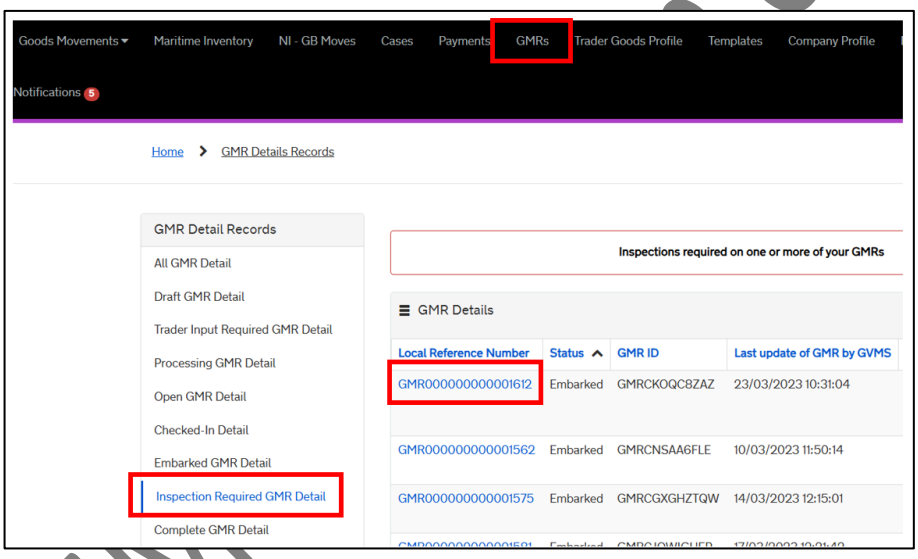
By using the 'Check if you need to report for an inspection' service on GOV.UK. via your GVMS account.

Note: From 1 January 2022, hauliers and/or drivers may be liable to a penalty of up to £2,500 if they fail to follow HMRC instructions for inspections.

7.1 Checking inspection status through the TSS Portal

The haulier and the external contacts added to the account can check the 'Inspection Required' status in the TSS Portal to help alert the driver should any inspections be flagged.

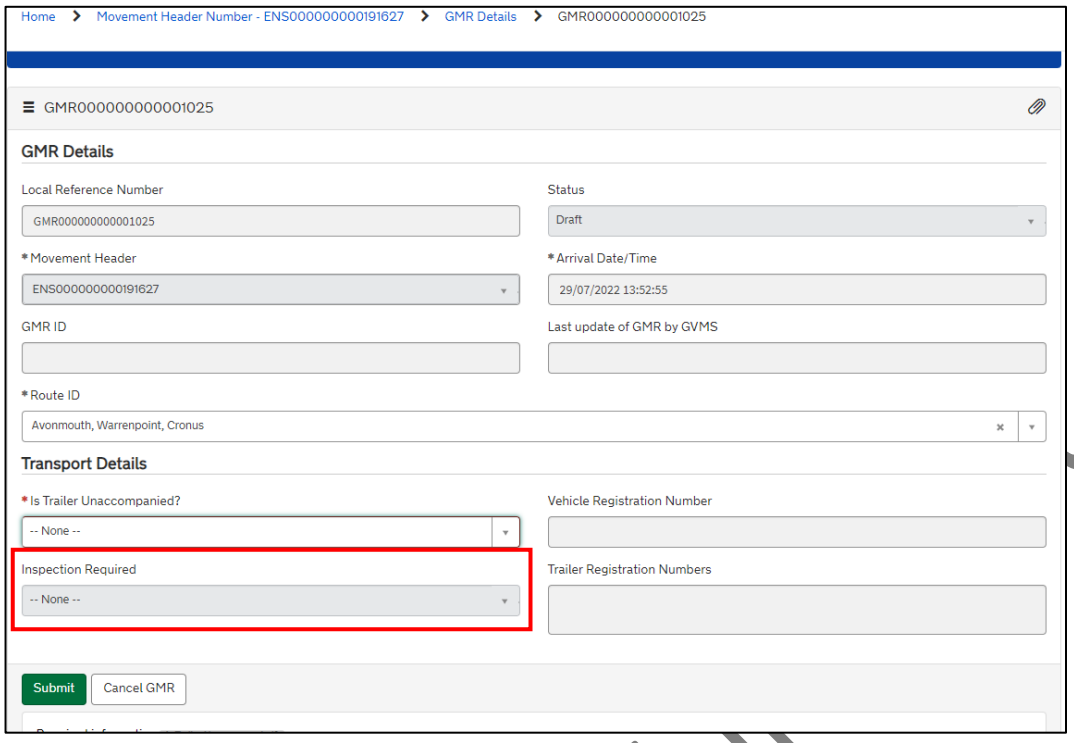
If any of your GMRs require inspection, you will see a banner on the GMR details screen warning you of this. This should prompt you to click on and expand the **Inspection Required GMR Detail** filter on the left-hand side of the page.



Any inspections that are required will be flagged on a GMR after it enters the 'Embarked' state. If you click on the **Local Reference Number**, you will open the page with the **GMR Details** for that movement. In all statuses there is a field called **Inspection Required**, which appears in the **Transport Details** section of a **GMR Details** page.

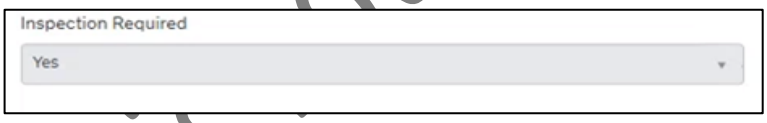
SPIMM in effect

Copyright © 2025 Trader Support Service. All rights Reserved.



If an inspection is not required, the field **Inspection Required** will display '**No**' or '**None**'.

If an inspection is required the field will display '**Yes**', meaning the shipment requires an inspection at arrival in a Northern Ireland port:

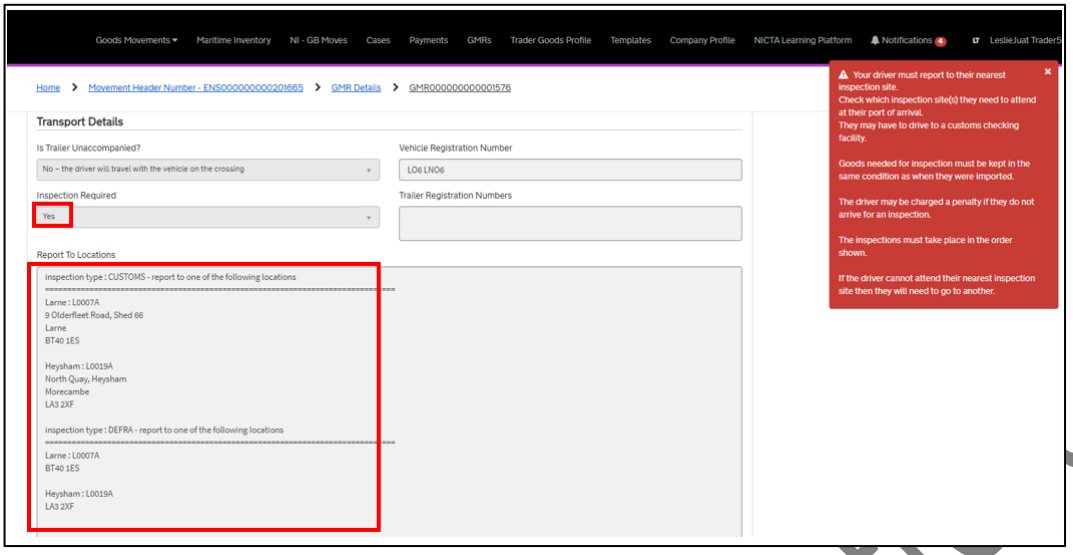


When the GMR moves to '**Completed**' status the **Inspection Required** field will revert to '**None**' regardless of whether the shipment has been called for inspection or not.

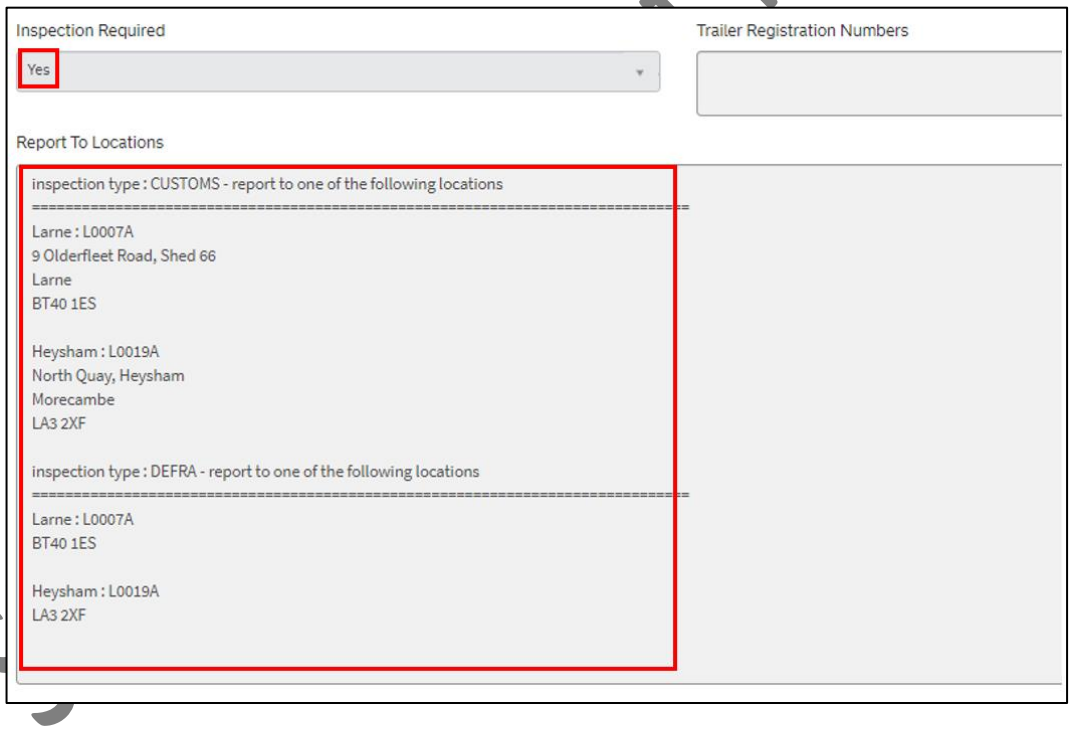
If the **Inspection Required** field displays '**Yes**', a **Report to Locations** field will appear listing which authority has requested the inspection, i.e. Customs and/or DEFRA, with the address of the inspection locations to be attended:

SPIMM is not yet live

Copyright © 2025 Trader Support Service. All rights Reserved.

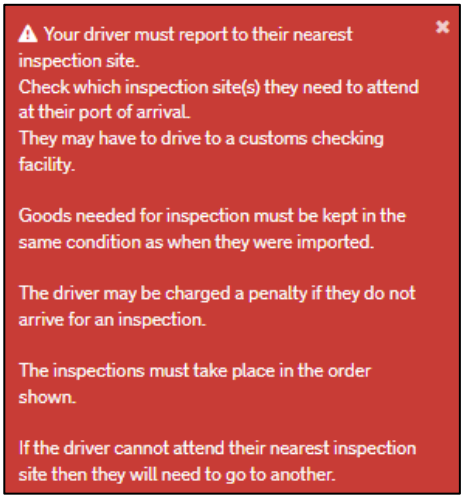


It is possible your movement may be called for more than one inspection. If the **Report to Locations** field displays the inspection type as **CUSTOMS** and **DAERA,** then the shipment would need to attend both locations for each inspection in the order displayed.



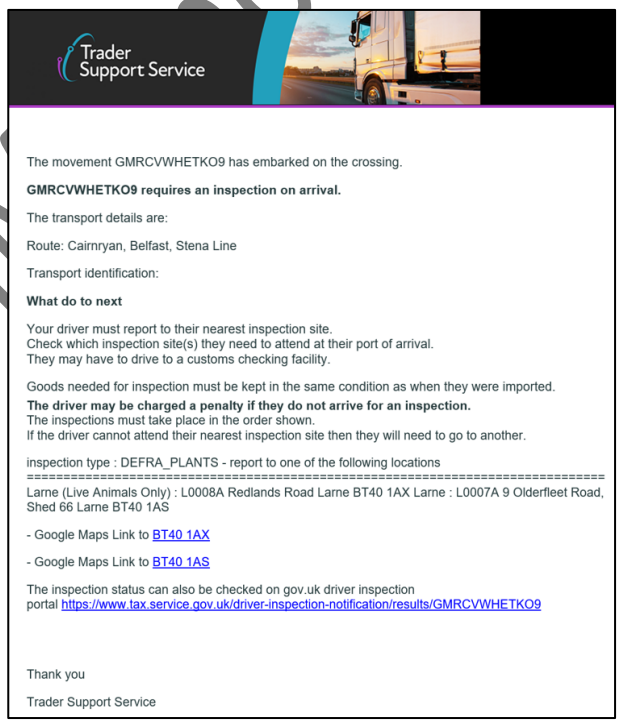
A red box with a message will also appear on the page:

Copyright © 2025 Trader Support Service. All rights Reserved.



The information is presented to help you inform the driver of the inspection and you may relay all the information on this screen to the driver. **It is still the driver's responsibility to check if inspections are required. You should make sure that the driver knows how to check for inspections before the shipment departs.**

If you have added the haulier and/or driver to the **External Contact** field in the **GMR Detail Records**, they will receive an email notification if your GMR is called for an inspection. Within the body of the email, they will be provided with all the details relating to the inspection, such as the agency requesting the inspection (Customs or DEFRA) and the location for the inspection. An example of the email is shown below:



The movement GMRCVWHETKO9 has embarked on the crossing.

GMRCVWHETKO9 requires an inspection on arrival.

The transport details are:

Route: Cairnryan, Belfast, Stena Line

Transport identification:

What do to next

Your driver must report to their nearest inspection site.
Check which inspection site(s) they need to attend at their port of arrival.
They may have to drive to a customs checking facility.

Goods needed for inspection must be kept in the same condition as when they were imported.
The driver may be charged a penalty if they do not arrive for an inspection.
The inspections must take place in the order shown.
If the driver cannot attend their nearest inspection site then they will need to go to another.

inspection type : DEFRA_PLANTS - report to one of the following locations
==========
Larne (Live Animals Only) : L0008A Redlands Road Larne BT40 1AX Larne : L0007A 9 Olderfleet Road, Shed 66 Larne BT40 1AS

- Google Maps Link to BT40 1AX

- Google Maps Link to BT40 1AS

The inspection status can also be checked on gov.uk driver inspection portal https://www.tax.service.gov.uk/driver-inspection-notification/results/GMRCVWHETKO9

Thank you

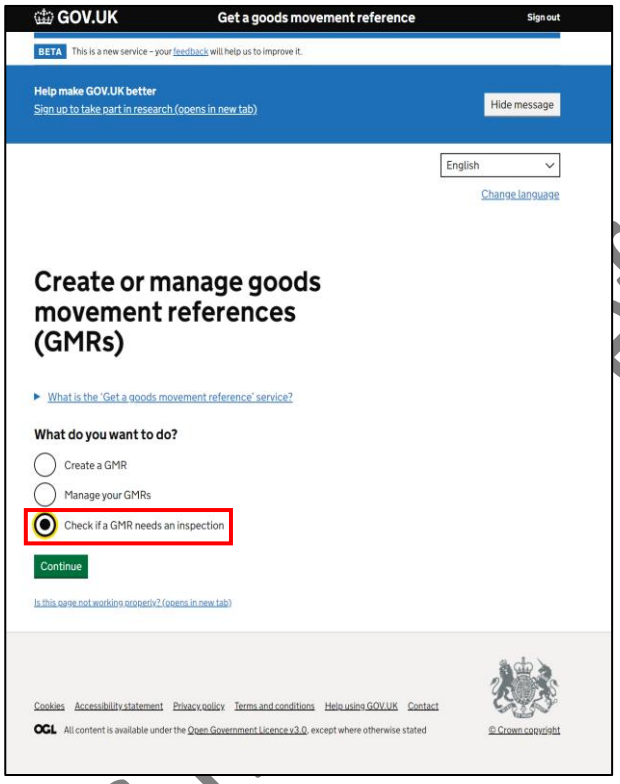
Trader Support Service

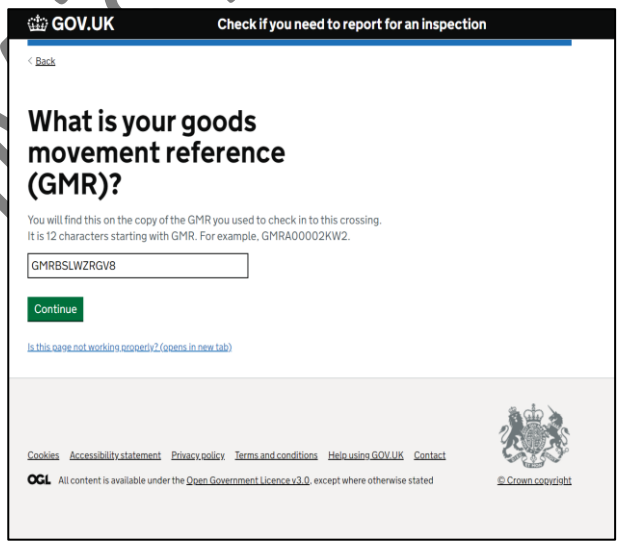
SPIM not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

7.2 Checking inspection status through GVMS

Hauliers/drivers should use GVMS to check whether their shipment requires an inspection. To do so, they will need to select **Create or manage goods movement references (GMR)** in GVMS, then choose **Check if a GMR needs an inspection** and enter the GMR for the movement. It is important the check is made before shipment departs on its journey.

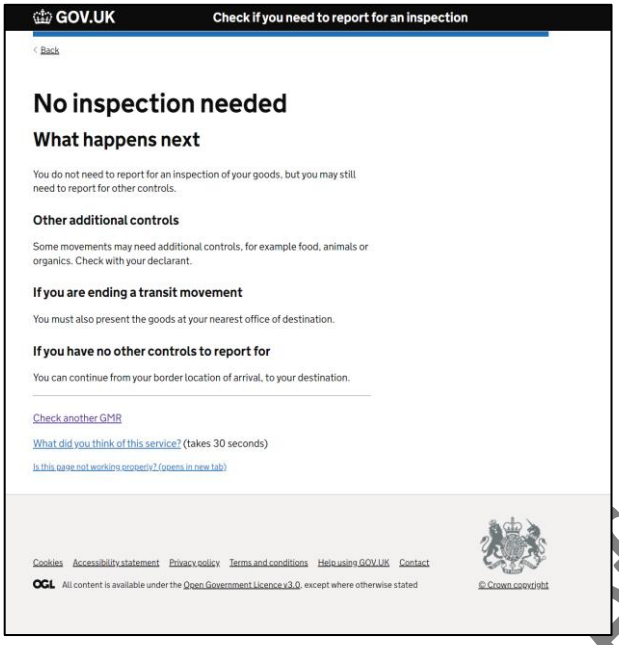




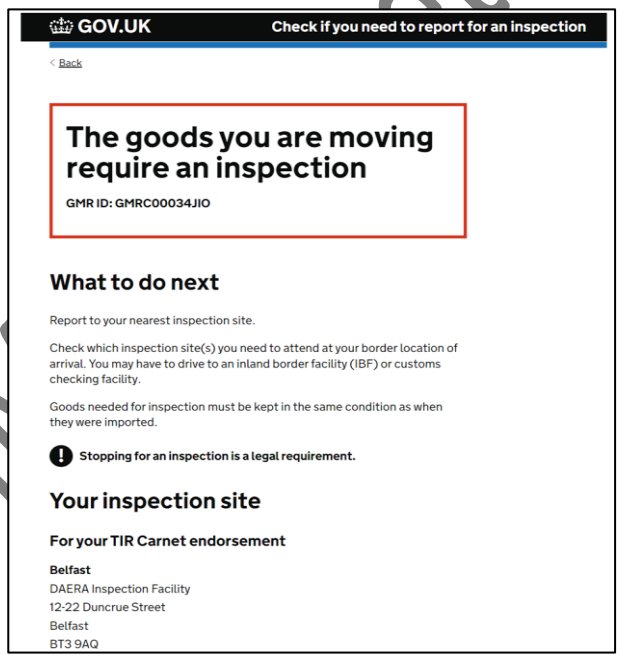
If there is no inspection required, the below screen is displayed:

SPIMM in effect

Copyright © 2025 Trader Support Service. All rights Reserved.



If there is an inspection required, the following screen will be displayed. Hauliers/drivers must report to the appointed DAERA inspection site on their arrival in NI.



SPIM ... t in effect

Contact details for inspection sites in NI are listed below:

- DAERA Belfast Port on 028 9037 8555
- DAERA Larne Port on 028 2826 0021
- DAERA Warrenpoint Port on 028 4175 3503

Copyright © 2025 Trader Support Service. All rights Reserved.

8 I need to know more.

For assistance navigating the **GVMS online portal**, please contact the HMRC Customs and International Trade technical support team at GOV.UK.

If you are a **frequent user of GVMS**, you can find more information on Goods Vehicle Movements API via the HMRC software developer page at GOV.UK. There are also commercial bulk upload solutions available on the market.

There are additional guides available on NICTA to support you with trade into and out of NI:

- How to create GMR using GVMS (video, duration 04:02)
- How to use the TSS Portal
- Option 1 – Add a customs declaration to GMR (video, duration 01:37)
- Option 2 – Add an EIDR declaration to GMR (video, duration 01:59)
- Option 3 – Add a Transit declaration to GMR (video, duration 01:44)
- How do I finalise my GMR and print (video, duration 02:26)
- Data guide: TSS declaration data requirements
- Internal Market Movement Information (IMMI) Data Guide
- Simplified processes for Internal Market Movements – Introduction
- Supplementary declarations: Step-by-step guide
- Full Frontier Declaration: Step by step guide

You can also consult the TSS Contact Centre for support on 0800 060 8888.

9 Changes to guidance and policy

Last updated March 2025.

March 2025: Windsor Framework updates.

January 2025: Updated to reflect changes in Movement Header behaviour.

September 2024: Updated to reflect changes in GMR Automation.

January 2024: Updated to outline how to generate a GMR in TSS through GMR automation or how to obtain the GMR, outside TSS, through the GVMS system.

October 2023: Sections 3 and 6 updated to reflect DAERA changes to using GVMS for reporting to SPS Inspection Facilities.

June 2023: Updated to reflect GMR Dashboard changes and to outline the process for providing email details in the GMR for an external user.

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

April 2023: Updates on GMR inspections through the TSS Portal.

February 2023: Updated to include GMR 'auto-update' feature and information for traders who use GVMS to create GMR details instead of TSS.

December 2022: Updated to include additional functional and service content, and to emphasise the option for GMR creation in TSS.

October 2022: Updated to reflect the new design of the TSS Portal and new email design.

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

April 2022: General improvements to guide, including more granular step-by-step overview.

Published in 2021.

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.

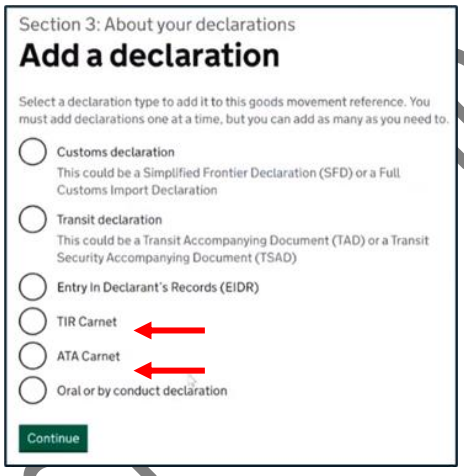
10 Appendix 1 – GMR for other types of declarations

10.1 TIR Carnet / ATA Carnet

An Entry Summary Declaration needs to be completed, in which you must indicate if your goods are moving under a contract of carriage.

For this scenario, a carrier registered in TSS can create and submit an Entry Summary Declaration called '**Entry Summary Declaration only'** in TSS. Subsequently, the carrier can provide you with the respective Entry Summary Declaration MRN.

The Entry Summary Declaration MRN and the TIR/ATA carnet references are required to create the GMR of the respective movement. You need to select the respective declaration (TIR or ATA carnet) in the GVMS portal:



10.2 Goods moved under a contract of transport or being declared orally/by conduct

A customs declaration is still needed for goods moved under a contract of transport (even if the goods are eligible to be declared orally or by conduct).

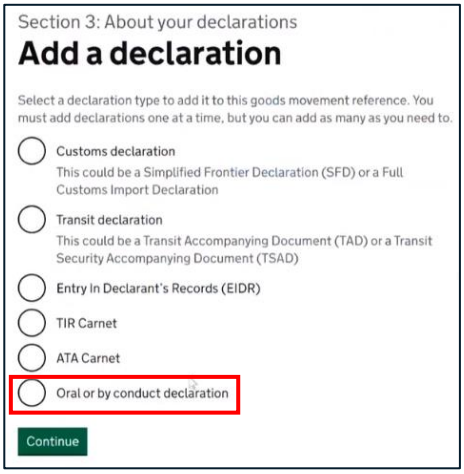
You still require a GMR for the goods you are declaring orally or by conduct, which are being moved under a contract of carriage. In this case, an Entry Summary Declaration needs to be completed, in which you must indicate if your goods are moving under a contract of carriage.

For this scenario, a carrier registered in TSS can create and submit an Entry Summary Declaration '**Entry Summary Declaration only**' in TSS. Subsequently, the carrier can provide you with the respective Entry Summary Declaration MRN.

Use the '**Oral or by conduct declarations**' option in GVMS when creating your GMR.

SPIMM is not in effect

Copyright © 2025 Trader Support Service. All rights Reserved.



Press the **Continue** button to proceed adding the Entry Summary Declaration MRN provided by the carrier.

More information on goods that can be declared by an oral declaration or by conduct can be found on GOV.UK or in the Oral Declarations: a checklist for traders guide on NICTA.

SPIMM is not yet in effect

Copyright © 2025 Trader Support Service. All rights Reserved.