## **TSS User Guides**

## **Periodic Declaration: General Guidance**

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If there are any words or acronyms in this document that are unfamiliar you can visit the <u>Jargon Buster</u> or use the search tool on the <u>Northern Ireland Customs & Trade Academy</u> (<u>NICTA</u>) website to find a definition.<sup>1</sup>

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

## 1 Introduction

The purpose of this guide is to assist with the decision to use and subsequently complete Periodic Declarations, submitted via the Trader Support Service (TSS) for goods movements from Great Britain (GB) to Northern Ireland (NI).

Periodic Declarations are a method of declaring goods under combined Supplementary Declarations. This process reduces the burden of submitting individual Supplementary Declarations by creating a single Periodic Declaration when you make multiple goods movements over the same calendar month. Consignment (header) level information does not have to be provided repeatedly for Supplementary Declarations that have been combined in one Periodic Declaration. This is permitted as a trade simplification under <u>Title</u> <u>V</u> of the Union Customs Code (UCC), to improve efficiency in the customs process.

The TSS simplified journey allows businesses to move goods from GB to NI by making a simplified declaration before the goods move and then providing the full information about the goods after they have moved. As part of this journey, TSS provides a service to help users identify appropriate Supplementary Declarations and amalgamate these into a Periodic Declaration for the relevant month.

**No specific authorisation** is required for businesses to be able to use Periodic Declarations. All users of TSS can choose to use Periodic Declarations if appropriate.

**Note**: Customs agents (also known as Agents and Intermediaries) may complete declarations in TSS on behalf of traders, if authorised, and should follow the process in this guide after logging into their agent account and selecting 'Represent a Trader'. Details on how to represent a trader in TSS can be found in <u>A Handbook for Customs Agents and</u> <u>Intermediaries</u> on NICTA.

You can submit more than one Periodic Declaration per month. Any draft Supplementary Declarations that you do not combine into Periodic Declarations should be submitted individually in TSS, as explained in the <u>Supplementary Declarations: Step-by-step guide</u> on NICTA.

<sup>&</sup>lt;sup>1</sup> Terms used in this guide refer to the terminology used on the TSS Portal. These may not match the most recent terms used on GOV.UK, in HMRC's Customs Declaration System or the Northern Ireland Online Tariff on <u>GOV.UK</u>.



This guide leads you through the conditions and restrictions for opting to use Periodic Declarations and the steps you need to follow.

## 2 Periodic Declarations in TSS

Where <u>matching rules</u> are met, it is possible to make a monthly **Periodic Declaration** that combines Supplementary Declarations for multiple consignments for different goods, moved several days apart, into a single Periodic Declaration.

TSS applies <u>matching rules</u> at the consignment (header) level, to help you to determine which open Supplementary Declarations can be combined within a Periodic Declaration.

**Note**: For the purposes of this guide, open Supplementary Declarations are those in 'Draft' or 'Trader Input Required' state.

It is important that you fully understand how to interpret and apply these rules, since TSS can't confirm all criteria that must be met to combine Supplementary Declarations.

## 3 When can you use Periodic Declarations?

Goods movements being combined and declared on a single Periodic Declaration must meet the <u>matching rules</u>. **Note:** These rules differ from the aggregation rules to be met under customs simplified procedures.

#### You CAN:

- Only add Supplementary Declarations that satisfy the matching rules
- Only combine Supplementary Declarations created in TSS during the same calendar month (1st 31st)
- Only add Supplementary Declarations that are open (in 'Draft' or 'Trader Input Required' state). The <u>Data guide: TSS declaration data requirements</u> on NICTA explains how to upload a Periodic Declaration

#### You CAN'T:

- Create a Periodic Declaration from a Supplementary Declaration that has gone through the <u>TSS Assisted Completion Service</u>
- Create a Periodic Declaration from a Supplementary Declaration for which the first day of the arrival date and time is more than 365 days ago
- Add Periodic Declarations to another Periodic Declaration
- Add Supplementary Declarations for which the first day of the arrival date and time is more than 365 days ago
- Combine Supplementary Declarations if the total number of line items will exceed 99



Validation will be performed within TSS on Supplementary Declarations to check there are no system constraints on the item lines or the consignment (header) level information according to the <u>matching rules</u>. **TSS, however, is unable to confirm whether the matching rules have been met and therefore it is important that those intending to make use of Periodic Declarations fully familiarise themselves with these <u>matching rules</u>.** 

## 4 How to combine Supplementary Declarations into a Periodic Declaration

### 4.1 Creating a Periodic Declaration

An Add to Periodic Declaration button is available when you work with Supplementary Declarations in a 'Draft' or 'Trader Input Required' state that are less than 365 days old:

		Pounds Sterling	×	٣
Invoices and Goods				
Warehouse Identifier		Supervising Customs Office		
				٣
Exchange Rate		* INCOTERM		
		None		٣
* Location of Goods		* Delivery Location Country		
Belfast Port (TEST) (GBAUBELBELBEL) ×	*	United Kingdom	ж	٣
Location of Goods (if not in list above)		Delivery Location Town		
*Use Postponed VAT Accounting?		UN/LOCODE		
No	•			٣

This button is not displayed for:

- Supplementary Declarations being processed via the Assisted Completion Service
- Supplementary Declarations where the first day of the calendar month of the goods arrival date is more than 365 days ago
- Periodic Declarations

Clicking this button opens a form for combining Supplementary Declarations into a Periodic Declaration.

The blue banner in the screenshot below highlights important guidance on consignment (header) level details when combining Supplementary Declarations into Periodic Declarations. **You should familiarise yourself with the requirements before proceeding** by acknowledging the <u>matching rules</u> indicated in this guide.

eriodic Declaration: General Guidance	Trader Support Service
Home > Start a Goods Movement > Add Supp	vlementary Declaration to Periodic Declaration
NOTE: Please only proceed to add thi In particular all header level info must be Please do not add the So	Please refer to the rules and guidance for Periodic Declarations <u>here</u> . s Supplementary Declaration to a Periodic Declaration if you are sure that it adheres to the rules for doing so. the same and apply equally to all goods items, e.g. any Additions or Deductions (freight costs), INCOTERMS etc. upplementary Declaration to the Periodic Declaration if the header level information is different.
Add Supplementary Decl Use this form to associate a Supplementary Declaration	aration to Periodic Declaration
Supplementary Declaration SUP00000005001972	· ·
Tax Point Date	

If this is the first Periodic Declaration you create in a particular month, or TSS is unable to find any existing Periodic Declarations that meet the matching criteria based on what is in the Supplementary Declaration, a pale blue notice will appear at the bottom of the screen instructing you to click **Submit** to create a new Periodic Declaration:

Please refer to the rules and guidance for Periodic Declarations bere. NOTE: Please only proceed to add this Supplementary Declaration to a Periodic Declaration if you are sure that it ad In particular all header level info must be the same and apply equally to all goods items, e.g. any Additions or Deduction Please do not add the Supplementary Declaration to the Periodic Declaration if the header level inform	heres to the rules for during so. (Insight costs), INCOTERMS etc. ation is different.
Add Supplementary Declaration to Periodic Declaration	Submit
Supplementary Declaration	
SUP000000008458 v	
Tax Point Date	
11/12/2023 22:47:15	
Trader Reference	
P5-7663-007 Goods	
Total number of Goods Lines	
2	
No matching periodic declaration exists. Click submit for a new Periodic Declaration to be created.	

When you press **Submit**, a pop-up appears with further instructions. **It is your responsibility to check compatibility with the** <u>matching rules</u> **before continuing**.



You can **Cancel** at this stage and no further action will be taken. Otherwise, press **OK** to proceed with creating a new Periodic Declaration.

# 4.2 Adding one or more Supplementary Declarations to a Periodic Declaration

You can choose between **two different methods** to add one or more Supplementary Declarations on a Periodic Declaration:

- From the Periodic Declaration
- From the Supplementary Declaration

#### **Method 1: From the Periodic Declaration**

Scroll down the Periodic Declaration form and click the Add More Declarations button:

Home > Goods Movement > SUP000000000002045			
		Pounds oten ung A	•
VAT Adjustment		VAT Adjustment Currency	
		Pounds Sterling x	*
Invoices and Goods			
Warehouse Identifier		Supervising Customs Office	
			*
Exchange Rate		* INCOTERM	
		None	*
*Location of Goods		* Delivery Location Country	
Belfast Port (GBAUBELBELBEL) ×	*	United Kingdom 🗴 🗸	*
Location of Goods (if not in list above)		Delivery Location Town	
* Use Postponed VAT Accounting?		UN/LOCODE	
No	*		۳.
Submit		Save (Ctrl + s) Add More Declarations Revert to Non Periodic	
			5

This will open a new form.

Declaration: General Guidance	
	(
Home > Start a Declaration > Add more declarations to a Periodic Declaration	
NOTE: Please only proceed to add this Supplementary Declaration to a Periodic Declaration if you are sur In particular all header level info must be the same and apply equally to all goods items, e.g. any Additions or	e that it adheres to the rules for doing so. Deductions (freight costs), INCOTERMS etc.
Please do not add the Supplementary Declaration to the Periodic Declaration if the header le	evel information is different.
Add more declarations to a Periodic Declaration	
Periodic Declaration	Required information
SUP0000000098847	v .
Tax Point Date	Submit
11/10/2024 16:49:14	
Trader Reference	
Total number of Goods Lines	
1	
* Supplementary Declaration(s)	

Clicking the **Supplementary Declaration(s)** field opens a drop-down list of the Supplementary Declarations that TSS has proposed meet the <u>matching rules</u> for the Periodic Declaration you wish to combine them with:

Add more declarations to a Periodic Declaration	
Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration.	
Períodic Declaration	
SUP0000000075633 *	Required information
Tax Point Date	Supplementary Declaration(s)
01/02/2023 21:00:02	
Trader Reference	
	Submit
Total number of Goods Lines	
3	
* Supplementary Declaration(s)	
SUP0000000075627 01/02/2023 21:00:02 Perfect Match 1 1	
SUP0000000075628 01/02/2023 21:00:02 Perfect Match 2 1	
SUP0000000075629 01/02/2023 21:00:02 Perfect Match 3 1	
SUP0000000075630 22/02/2023 15:00:00 Later Tax Point 1	
SUP0000000075631 01/02/2023 21:00:02 Different Exporter 1	

For each you will see:

- The Local Reference Number: the Supplementary Declarations that satisfy the <u>matching</u> rules
- Tax Point Date: the Entry Summary Declaration's arrival date
- The Trader Reference: a free-text field, populated in the Entry Summary Declaration, to create a clear audit trail
- The number of line items for each Supplementary Declaration





When you select one or more of the Supplementary Declarations and click **Submit**, a pop-up information box asks you to confirm the matching criteria, with the option to press **Cancel** or press **OK** to proceed:

	Add to Periodic Declaration	×	GMRs		
Home > Add more declarations to a Pr Use this form to associate a Supplementa Fax Point Date	These Supplementary Declaration(s) will be incorporated into the selected Periodic Declaration. If you need to edit these Supplementary Declarations' goods lines, please d through the Periodic Declaration. By clicking Submit, you are confirming that these Supplementary Declarations meet all t criteria required to be included in the selected Periodic Declaration. Note that these declarations and any declarations subsequently added to the Periodic	io so he			
13/12/2023 12:20:00 Trader Reference E0H133 Total number of Goods Lines	Declaration must have the same consignment level details as those of the Periodic Declaration. Also, if it is necessary to later remove a Supplementary Declaration from the Periodic Declaration the whole Periodic Declaration will need to be cancelled and all changes ma to the Periodic Declaration will be lost. Please refer to the rules and quidance for Periodic Declarations here.	ıde			
2 Supplementary Declaration(s) SUP0000000085928	OK Can	cel		Submit	

**Note:** You should only combine the additional Supplementary Declarations with the selected Periodic Declaration if you are sure that they adhere to the <u>matching rules</u> for doing so.

After clicking **OK**, the chosen Supplementary Declarations are integrated into the Periodic Declaration. You can now see the newly added Supplementary Declarations listed under the new **Included Supplementary Declarations** tab in the Periodic Declaration:

			None		
Location of Goods			* Delivery Location Country		
Belfast Port (GBAUBELBELBEL)		× *	United Kingdom		×
ocation of Goods (if not in list at	bove)		Delivery Location Town		
Use Postponed VAT Accounting	?		UN/LOCODE		
No		-			
Submit Required information Any proce	dure(s) not currently supported by TSS1 INCOTER+	1 Delivery Location	Save (Ctrl - s)	Add More Declarations R	evert to Non Period
Submit Required information Any process	dure(s) not currently supported by TSST INCOTERN	Delivery Location Previous Docume	Save (Ctrl - s)	Add More Declarations R	evert to Non Period
Submit Required Information Any proce Goods Records  Head Included Supplementary Deck Included Supplementary	dureộ) net currently supported by TSST INCOTERP der Additions/Deductions Header F arations 2	Delivery Location  Previous Docume	Save (Ctrt - s)	Add More Declarations R	evert to Non Period Duty Total
Submit Required information Arrangement Goods Records  Head Included Supplementary Deck Included Supplementary Local Reference Number	dure(s) not currently supported by TSST INCOTERP der Additions/Deductions Header P arations 2 y Declarations SFD Consignment Reference	Delivery Location Previous Docume Goods Dor	Save (Ctrl - s)	Add More Declarations R	evert to Non Period Duty Total Goods Lines
Submit Required information Arrangement Goods Records  Hear Included Supplementary Declu Included Supplementary Local Reference Number SUP00000005001923	dure(s) not currently supported by TSST INCOTERN der Additions/Deductions Header F arations y Declarations SFD Consignment Reference DEC00000010009874	Delivery Location Previous Docume Goods Dor NIDOM (U)	Save (Ctrl - s)	Add More Declarations R	evert to Non Period Duty Total Goods Lines 1

**Note:** All **Included Supplementary Declarations** are now in the state of 'In Periodic' and can no longer be changed in the Supplementary Declaration form as they have been incorporated into the Periodic Declaration:

	Sup Sup
SUP0000000071571	
Supplementary Declaration	
Local Reference Number	SFD Declaration Reference
SUP00000000011571	DEC0000000348052
* Goods Domestic Status	Status
NIDOM (UK domestic status goods) *	In Periodic
* Which type of declaration do you intend to make?	* Any procedure(s) not currently supported by TSS?
Declaration for release for free circulation or end-use (includes 07XX, 40XX, 42XX, 4 *	No
Your choice of declaration will restrict your options for procedure selection to codes within the declaration category selected. Please see TSS guidance for further details	No' - all items in the consignment are being submitted into procedures supported by TSS, with no additional procedure except those corresponding to the supported additional procedures. 'Yes' - one or more items in the consignment do not fit the above criteria
	Tax Point Date
	01/02/2023 21:00:02

P

If you wish to remove a Supplementary Declaration from a Periodic Declaration, you have an option to <u>Revert to Non-periodic</u> and start the process again.

You can repeat the process described above for combining more Supplementary Declarations with a Periodic Declaration multiple times (depending on the number of declarations meeting the matching criteria).

If preferred, you can **add more than one Supplementary Declaration to a Periodic Declaration at a time** by clicking on each of the selected Supplementary Declarations separately in the drop-down list before pressing **Submit**:

Add more decl Use this form to associate a Sup	arations to a f	Periodic Decla n existing draft Periodic Decla	ration		
Periodic Declaration					
SUP00000000075633				Ψ.	Required information
Tax Point Date					Supplementary Declaration(s)
01/02/2023 21:00:02					
Trader Reference					
					Submit
Total number of Goods Lines					
4					
* Supplementary Declaration(s)					
SUP00000000075628	01/02/2023 21:00:02	Perfect Match 2	1		
SUP0000000007562	01/02/2023 21:00:02	Perfect Match 3	1		
SUP00000000075630	22/02/2023 15:00:00	Later Tax Point	1		
SUP00000000075631	01/02/2023 21:00:02	Different Exporter	1		

The individual Supplementary Declarations you have selected are then shown in the **\*Supplementary Declaration(s)** field:

existing draft Periodic Declarati		
	on.	
	τ.	Submit

P

The **Total number of Goods Lines** field for the Periodic Declaration is updated in accordance with the number of item lines in each Supplementary Declaration that you add.

A new box at the bottom of the form counts the number of **Good Lines** already in the Periodic Declaration, how many lines are being added when selecting each new Supplementary Declaration, and how many lines remain available to add:

Add more declarations	to a Periodic Declaration	
Periodic Declaration		
SUP0000000076751	Ÿ.	Submit
Tax Point Date		
10/05/2023 13:58:55		
Trader Reference		
CLPR16-5748-1		
Total number of Goods Lines		
0		
* Supplementary Declaration(s)		
× SUP0000000076746		
	Goods Line Limit: 99 O already in Periodic 1 selected 98 available to be added	

Below the tracking there is a two-column table listing the **Supplementary Declarations** selected and the Goods Lines included in each, which allows you to see the most appropriate Supplementary Declaration to remove should you begin to approach the **Goods Line Limit**:

Periodic Declaration: Gen	eral Guidance		
_			
		Over Goods Limit	×
		The last Supplementary Declaration that you have to maximum number of goods permitted under a Perio	ried to add would take you over the udic Declaration.
	Home > Add more declarations to a Pe	When you click 'OK' or close this modal, the last de removed from the list.	claration you tried to add will be
	Use this form to associate a Supplementa Tax Form Date		ОК
	10/05/2023 13:58:55		
	Trader Reference		
	CLPR16-5748-1		
	Total number of Goods Lines		
þ	O		
	*Supplementary Declaration(s)		
	× SUP0000000076748 × SUP000	000000076746	
		Goods Line Limit: 99 0 already in Periodic 100 selected -1 available to be added	
	Supplementary Declaration	Goods C	ount
	SUP00000000076748	99	
	SUP00000000076746	1	

If the combined total exceeds the **Goods Line Limit** of 99 a pop-up message will be displayed warning you that the last Supplementary Declaration that you have tried to add would take you over the maximum goods permitted under a Periodic Declaration. When you click **OK** or close this message this last Supplementary Declaration will be removed from the list of Supplementary Declarations in the Goods Count table.

After doing this, the selected Supplementary Declaration will also be removed as a selection in the **Supplementary Declaration(s)** multi-select field.

#### **Method 2: From the Supplementary Declaration**

Go to the **Supplementary Declaration** you wish to add to a Periodic Declaration and click on the **Add to Periodic Declaration** button:

Home > Goods Movement > SUP000000000001964	
Exchange Rate	INCOTERM
	None v
* Location of Goods	* Delivery Location Country
Belfast Port (TEST) (GBAUBELBELBEL) x v	United Kingdom × *
Location of Goods (if not in list above)	Delivery Location Town
* Use Postponed VAT Accounting?	UN/LOCODE
No v	· · · ·
Add to Periodic Declaration Submit Required information Ary procedure() not currently supported by TSS7 INCOTERM Delivery Local	Save (Ctrl + s)
Goods Records 🚯 Header Additions/Deductions Header Previous Docum	Holder Of Authorisation 👩 Guarantee Type Duty Total
Goods Records New Import Previous Good(s) Apply Scan	
Goods Description Goods Item Number Commodity Code Country of Origin N	ational Additional Code Procedure Code Item Gross Mass (KG) Number of Packages
goods 1	4000 10 1





#### This opens a new form:

Please refer to the rules and guidance for Periodic Declarations <u>here</u> . NOTE: Please only proceed to add this Supplementary Declaration to a Periodic Declaration if you are sure that it adheres to In particular all header level info must be the same and apply equally to all goods items, e.g. any Additions or Deductions (freight Please do not add the Supplementary Declaration to the Periodic Declaration if the header level information is d	the rules for doing so. costs), INCOTERMS etc. lifferent.
Add Supplementary Declaration to Periodic Declaration	Submit
Supplementary Declaration	
SUP00000005001964 *	
ax Point Date	
11/02/2025 17:14:00	
rader Reference	
LM test for convert	
otal number of Goods Lines	
1	

If no matching Periodic Declaration exists, you will be offered the opportunity to create one.

Once you press **Submit** and confirm on the pop-up message you are returned to the starting Periodic Declaration, where the records will have been updated in accordance with the Supplementary Declarations you have just added.

As one of the Periodic Declaration matching rules is that the **Tax Point Date** of the Supplementary Declaration must be the same month and year of the Periodic Declaration, TSS will take the latest date of the included Supplementary Declarations for updating in the Periodic Declaration.

Additionally, TSS sets the **Period Declaration - Calendar Month** field to 'Month - Year' based on the **Tax Point Date** of the latest source Supplementary Declaration:

■ SUP00000000075837			Ø
Supplementary Declaration			
Local Reference Number		Status	
SUP0000000075837		Trader Input Required	Ŧ
* Goods Domestic Status		*Any procedure(s) not currently supported by TSS	?
NIDOM (UK domestic status goods)		No	.*
* Which type of declaration do you intend to make? Declaration for release for free circulation or end-use (includes 07XX, 40XX, 42XX, 4 Your choice of declaration will restrict your options for proceeding selection to co	*	No' - all items in the consignment are being submi TSS, with no additional procedure except those or additional procedures. 'Yes' - one or more items in above criteria	Ited into procedures supported by prresponding to the supported the consignment do not fit the
within the declaration category selected. Please see TSS guidance for further det	ails	* Arrival Date/Time	
Period Declaration - Calendar Month		19/04/2023 09:45:21	Ħ
04 - 2023		Tax Point Date	
		19/04/2023 09:45:21	



### 4.3 Mixed Exporters

It is possible to mix Supplementary Declarations covering movements from **different Exporters under the same Periodic Declaration**.

When applicable, TSS will accept an XI EORI number in the **Exporter EORI** field (item level) on a Periodic Declaration, so you can use compliant XI EORIs.

In instances where the Exporter Address Required / EORI Unknown option was selected in the Entry Summary Declaration of the original Supplementary Declaration(s), there is still the option to populate the Exporter information directly into the Periodic Declaration by checking the Exporter Address Required / EORI Unknown box at the item lines and then manually filling the marked Exporter fields:

Home > Goods Movement > SUP00000000001964
Parties
* Importer EORI
X1000012340005
EORI of the party legally responsible for the import declaration, for more information please visit NICTA
Exporter Address Required/EORI Unknown
* Exporter Name
Exporter Street and Number
Exporter City
Exporter Postcode
• Exporter Country

# 5 Matching rules for combining Supplementary Declarations within a Periodic Declaration

It is only possible to combine Supplementary Declarations in a 'Draft' or 'Trader Input Required' state on Periodic Declarations in TSS if they meet the matching rules below.

The matching process is undertaken at consignment (header) level of the Supplementary Declaration against any available open Periodic Declarations to establish if the Supplementary Declaration can be added to an existing one or if a new Periodic Declaration will have to be created.

It is essential for you and your customs intermediary to have a thorough understanding of the matching rules and to be able to apply them.



To enable Supplementary Declarations to be included, TSS must find a **match** in the below fields at the consignment (header) level. More information on each field can be found in the <u>Data guide: TSS declaration data requirements</u> on NICTA.

TSS Field	Data Element	Notes
Which type of	1/1	The entry must be the same for each of the
declaration do		Supplementary Declarations being added:
you intend to		* Which type of declaration do you intend to make?
make?		None
		Declaration for release for free circulation or end-use (includes 07XX, 40XX, 42XX, 44XX, 61XX PCs)
		Declaration for temporary admission (includes 53XX PCs)
		Declaration for inward processing (includes 51XX PCs)
Importer EORI	3/16	Combination is only possible where the same EORI is used.
INCOTERMS®	4/1	Can't combine different delivery terms on a single Periodic Declaration.
Location of goods	5/23	Combination is only possible where the same port is used.
Type of Movement	7/4	Combination is only allowed for movements under the same mode of transport.
Destination Country	5/8	All goods must be destined for the same country or territory.
Tax point date		Must be within the same calendar month (1st – 31st).
Importer Parent Organisation EORI	3/20	You can't combine Supplementary Declarations with different Importer Parent Organisation EORI numbers entered in the Parties at Consignment (header) level.
Documents, certificates, and authorisations	2/3	You can't combine Supplementary Declarations with both GB and XI authorisation references under Document Codes C512 or C514. Combination is only possible where all associated Supplementary Declarations use a GB reference, or an XI reference.
Representation Type	3/21	You can't combine Direct and Indirect representatives in the same Periodic Declaration. This means that special procedures and standard procedures can't be mixed. For example, if a procedure requires that the





TSS Field	Data Element	Notes
		Trader's own Simplified Customs Declaration Process (SCDP), formerly known as Customs Freight Simplified Procedure (CFSP), be used on the Supplementary Declaration, it cannot be incorporated into a Periodic Declaration with Supplementary Declarations using the TSS SCDP authorisation.
Any Holder of Authorisation entry EORI	3/39	You can't combine items on a single Periodic Declaration if the holder of any authorisations on the Supplementary Declarations differs.
Supervising customs office	5/27	All items on the declarations must have the same Supervising Customs Office.
Goods domestic status		NIDOM (UK domestic status goods) and NIIMP (Non- UK domestic status goods) can't be mixed on a Periodic Declaration.
Use Postponed VAT Accounting	3/40	Supplementary Declarations can only be combined if they either all use Postponed VAT Accounting (PVA) or do not use PVA. Usage can't be mixed on the Periodic Declaration. Additionally, <b>Onward Supply Relief and</b> <b>PVA can't be mixed</b> in a Periodic Declaration.

**Note:** Following the UK's departure from the European Union (EU), businesses require an EORI number to move goods between GB and the EU. Depending on your location and the specific role you perform in the process of moving goods to NI, you may also require a valid XI EORI number. You can find further information on GOV.UK: <a href="https://www.gov.uk/eori/eori-northern-ireland">https://www.gov.uk/eori/eori-northern-ireland</a>

The matching criteria set out in the above table will consider GB/XI EORI references for the respective association of Supplementary Declarations under a Periodic Declaration.

The following checks are also performed by the TSS system:

Declaration types	You can't mix Supplementary Declarations originating from different declaration types. For example, a Supplementary Declaration for a Controlled Goods movement, cannot be combined with the Supplementary Declaration for a non-controlled goods movement.
Total number of Goods lines	Only Periodic Declarations where the number of goods lines is less than or equal to 99 minus the number of goods lines on your draft Supplementary Declaration will be suggested in the matching drop-



down list. This is so that you avoid exceeding the goods line limit when adding a new Supplementary Declaration to the Periodic Declaration.

Since Supplementary Declarations are still in a 'Draft' state at this point and awaiting further information from you, there are limits to the scope of automated checks TSS can carry out.

Although TSS automatically performs matching determination according to system logic, the responsibility for checking conformity before submitting a Supplementary Declaration to a Periodic Declaration remains with you and your customs intermediary.

You should not attempt to attach a Supplementary Declaration to a Periodic Declaration if any of the listed consignment (header) level information does not match.

## 6 Reviewing and editing a Periodic Declaration

It is possible to identify Periodic Declarations in the TSS Portal by viewing the column named **Periodic Month** via the **All SUP Declarations** filter on the Declarations screen.

If this column is populated with a month and year, for example '03 - 2023', then the line relates to a Periodic Declaration.

Results								
Supplementary Declar	arations (by consi	ignment) - All SUP	Declarations				Created last 6	months 🗸
Local Reference Number	Trader Reference	Importer Account	Exporter Name	Status	Period Declar	ation - Calendar Month	Submission Due Date	Arrival Date/Tir
SUP00000005001110		Trader Five	Trader Five	Draft	09 - 2024		10/10/2024	12/09/2024 15:30:47
SUP00000005001980	ML-11255-004- SaSFD	Trader Five	Trader Two.	Cancelled	02 - 2025		10/03/2025	12/02/2025 14:58:20
SUP00000005001960	ML-11255- UCRRR	Trader Five	Trader Two.	Draft	02 - 2025		10/03/2025	01/02/2025 16:38:00
SUP00000005002045	ML-11255-UCM	Trader Five	00200	Draft	02 - 2025		10/03/2025	06/02/2025 11:49:01
SUP00000005001950	ML-11255-002- StSFD	Trader Five	Trader Two.	Draft	02 - 2025		10/03/2025	10/02/2025 16:08:25
SUP00000005001938		Trader Five	Trader Two.	Cancelled	01 - 2025		10/02/2025	31/01/2025 14:50:25
SUP00000005000821		Trader Five	Trader Five	Draft			10/09/2024	07/08/2024 16:10:33

If no date is in this field, this means the declaration is an 'ordinary' Supplementary Declaration.

To view individual Periodic Declarations, click through the Local Reference Number links.

Periodic Declarations look very similar to a standard Supplementary Declaration, but there is no option to select **Assisted Completion** or to display **Previous Movement Information** at the top of the form.

#### **Standard Supplementary Declaration form**

Assisted Completion       Get He         To help you populate the fields on this page if you are declaring standard goods, watch this video. To help you populate the fields on this page if you are declaring controlled goods, watch this video. To help you populate the fields on this page if you are declaring controlled goods, watch this video.         For guidance on completing these fields, please refer to this guide.         TSS is currently only able to process supplementary declaritions for consignments that are being submitted into a subset of the available procedures, and additional procedures, detailed in this guide.         If you think these conditions don't apply, please select 'yes' under 'Any procedure(i) not currently supported by TSS?, and note that you will not be able or required to submit a supplementary Declaration at inter. TSS will contact you at a later date to complete the submission. For more details on whether these conditions apply to your movement, set this guide as mentioned above.         Previous Movement Information       SFD Declaration Reference: Arrival Information Reference: SFD Declaration Reference: Xrival Information       SFD Declaration Reference: Transport Document Number:         E SUP000000005001977       Cd         Supplementary Declaration       Farty         Local Reference: Notocompositio Status       Status         * Any procedure(s) not currently supported by TSS?       * Any procedure(s) not currently supported by TSS?         * Any procedure(s) not currently supported by TSS?       * Any procedure(s) not currently supported by TSS? <th>Home &gt; Goods Movement &gt; SUP000000005001977</th> <th></th>	Home > Goods Movement > SUP000000005001977	
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#### **New Periodic Declaration form**

- The Previous Movement Information is not displayed. To see the previous movement detail select the Included Supplementary Declaration tab and click through to the desired Supplementary Declaration
- Assisted Completion is not available for Periodic Declarations
- There is an additional field called **Period Declaration Calendar Month**, which is populated from the **Tax Point Date**. This field is important as it indicates you are looking at a Periodic Declaration and not just a Supplementary Declaration

Home > Goods Movement > SUP00000000500204	5		
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There is now a tab for **Included Supplementary Declarations** that shows which Supplementary Declarations are incorporated under this Periodic Declaration:

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The Included Supplementary Declarations tab lists all the associated Supplementary Declarations sorted according to the goods movement date, from oldest at the top to newest at the bottom:

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Submit Required information Any proof Goods Records (2) Hea	edure(s) not currently supported by TSS der Additions/Deductions	P INCOTERM D	Delivery Loc	ation Town	Save (Ctrl + s) Holder Of Authoris	Add Mo	re Declarations R	levert to Non Perio
Submit Required information Any press Goods Records (2) Hea Included Supplementary Dect	edure(s) not currently supported by TSS der Additions/Deductions <b>arations</b>	P INCOTERM D Header Previo	Delivery Loc	ation Town	Save (Ctrl - s) Holder Of Authorise	Add Mo	Guarantee Type	levert to Non Perio Duty Total
Submit Required information Ary proce Goods Records 2 Hea Included Supplementary Dect Included Supplementar	edure(i) not currently supported by TSS der Additions/Deductions arations 2 y Declarations	P INCOTERM D Header Previo	Delivery Loc	ation Town	Save (Ctrl - s) Holder Of Authorise	Add Mo	Guarantee Type	levert to Non Peri
Submit Required information Any proof Goods Records () Hea Included Supplementary Decl Included Supplementar Local Reference Number	edure(a) not currently supported by TSS der Additions/Deductions arations @ y Declarations SFD Consignment Refer	7 INCOTERM D Header Previo	ous Doc	ument O	Save (Ctrl - s) Holder Of Authorise	Add Mo	Guarantee Type	Duty Total
Submit Required information Any proce Goods Records (2) Hea Included Supplementary Decl Included Supplementar Local Reference Number SUP000000005001923	edure(s) not currently supported by TSS der Additions/Deductions arations y Declarations SFD Consignment Refer DEC0000001000987	P INCOTERM D Header Previo	ous Doci Goods	ation Town ument Domestic Sta	Save (Ctrl - s) Holder Of Authorisi itus	Add Mo	Guarantee Type	Duty Total

The key characteristics are displayed:

- Local Reference Number the LRN of the Supplementary Declaration that was consolidated
- SFD Consignment Reference the LRN of the original Simplified Frontier Declaration which was converted into the Supplementary Declaration included in the Periodic Declaration
- Goods Domestic Status NIDOM (UK domestic status goods) or NIIMP (Non-UK domestic status goods)
- Tax Point Date the tax point date of the Supplementary Declaration
- **Goods Lines** the number of goods lines on the original Supplementary Declaration that was consolidated.

By clicking into each included Supplementary Declaration individually, you can review the full details. Supplementary Declarations added to a Periodic Declaration can be accessed through the **Included Supplementary Declarations** list on the Periodic Declaration.

In the new Periodic Declaration itself you will see that all the item lines have been copied across from the Supplementary Declaration(s) into the Periodic Declaration:

Home > Goods Mov	ement > SUP00000005002045	5				
		2				
* Location of Goods			* Delivery	Location Country		
Belfast Port (GBAUBELBE	LBEL)	×	v United Ki	ngdom		×
Location of Goods (if not	in list above)		<ul> <li>Delivery</li> </ul>	Location Town		
* Use Postponed VAT Ac	counting?		UN/LOCO	DE		
No			•			
Submit Required information	Any procedure(a) not currently supported by TSS?	INCOTERM Delivery L	ocation Town	Save (Ctrl + s) Add	More Declarations Re	vert to Non Period
Submit Required information	Any procedure(i) not currently supported by TSS7	INCOTERM Delivery L	ocation Town	Save (Ctrl + s) Add	More Declarations Re	vert to Non Period
Submit Required information Goods Records @	Any procedure(s) not currently supported by TSS7 Header Additions/Deductions	INCOTERM Delivery Li Header Previous Do	acation Town	Save (Ctrl + s) Add	More Declarations Re	vert to Non Period Duty Total
Submit Required information Goods Records (2) Included Supplementa	Any procedure(s) not currently supported by TSS? Header Additions/Deductions ry Declarations 2	INCOTERM Delivery L Header Previous Do	ocation Town	Save (Ctrl + s) Add	More Declarations Re	vert to Non Period
Submit Required information Goods Records 2 Included Supplementa E Goods Records	Any procedure(s) not currently supported by TSS7 Header Additions/Deductions Iry Declarations New Import Previous Good(s) Ap	INCOTERM Delivery L Header Previous Do	ocation Town	Save (Ctr( + s) Add	More Declarations Re	vert to Non Period
Submit Required information Goods Records (2) Included Supplementa E Goods Records Goods Description G	Any procedure(s) not currently supported by TSS7 Header Additions/Deductions ary Declarations (2) New Import Previous Good(s) Ap cods Item Number Commodity Code	Header Previous Do	ocation Town	Save (Ctrl + s) Add Holder Of Authorisation @	More Declarations Re Guarantee Type Item Gross Mass (KG)	vert to Non Period Duty Total Number of Pack
Submit Required information Goods Records (2) Included Supplementa E Goods Records Goods Description G goods 1	Any procedure(s) not currently supported by TSST Header Additions/Deductions ry Declarations (2) New Import Previous Good(s) Ap oods Item Number Commodity Code 401692	Header Previous Do	ocation Town	Save (Ctrl + s) Add Holder Of Authorisation ( mail Code Procedure Code 4000	More Declarations Re Guarantee Type Item Gross Mass (KG) 1	Duty Total

The Header Previous Document records are slightly different, however, as not all records are copied from the Supplementary Declaration.

## 7 How to Revert to Non-Periodic status or Cancel a Periodic Declaration

When reviewing a Periodic Declaration or in the process of editing, you may need to **remove** a Supplementary Declaration that you have added to a Periodic Declaration.

**Before** adding Supplementary Declarations to a Periodic Declaration, you can remove any selected Supplementary Declarations by clicking the × next to the relevant Supplementary Declaration reference number:

	ĺ
Home > Add more declarations to a Periodic Declaration	
Please refer to the rules and guidance for Periodic Declarations here.	
NOTE: Please only proceed to add this Supplementary Declaration to a Periodic Declaration if you are sure that it adheres	to the rules for doing so.
In particular all header level info must be the same and apply equally to all goods items, e.g. any Additions or Deductions (freig	ht costs), INCOTERMS etc.
Please do not add the Supplementary Declaration to the Periodic Declaration if the header level information i	s different.
Add more deplarations to a Deviadia Deplaration	
NAA MARA AACIERETIANE TA E VARIAAIC HACIERETIAN	
Add more decidiations to a Ferrodic Decidiation	Submit
Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration.	Submit
Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration. Periodic Declaration	Submit
Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration. Periodic Declaration SUP00000000075912 v	Submit
Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration. Periodic Declaration SUP00000000075912 Tax Point Date	Submit
Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration. Periodic Declaration SUP00000000075912  Tax Point Date 27/04/2023 16:20:08	Submit
Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration. Periodic Declaration SUP00000000075912 v Tax Point Date 27/04/2023 16:20:08 Trader Reference	Submit
Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration. Periodic Declaration SUP00000000075912 v Tax Point Date 27/04/2023 16:20:08 Trader Reference CLPR16-6090-1_NEWPDDraft	Submit
Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration. Periodic Declaration SUP00000000075912  Tax Point Date Z7/04/2023 16:20:08 Trader Reference CLPR16-6090-1_NEWPDDraft Totat number of Goods Lines	Submit
Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration. Periodic Declaration SUP00000000075912  Tax Point Date 27/04/2023 16:20:08 Trader Reference CLPR16-6090-1_NEWPDDraft Total number of Goods Lines 2	Submit
Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration. Periodic Declaration SUP0000000075912   Tax Point Date 27/04/2023 16:20:08 Trader Reference CLPR16-6090-1_NEWPDDraft Total number of Goods Lines 2 Supplementary Declarations	Submit

However, if the **Supplementary Declaration has already been combined** into a Periodic Declaration, you should click the **Revert to Non-Periodic** button on the Periodic Declaration form to remove the Supplementary Declaration(s):

*Location of Goods		* Delivery Location Country	
Belfast Port (GBAUBELBELBEL) ×	*	United Kingdom x	Ŧ
Location of Goods (if not in list above)		Delivery Location Town	
* Use Postponed VAT Accounting?		UN/LOCODE	
No	*		¥
Submit		Save (Ctrl + s) Add More Declarations Revert to Non Periodi	ic

**Note:** Taking this step removes all the Supplementary Declarations that have been consolidated into the Periodic Declaration and can't be undone.

When Supplementary Declarations are removed from a Periodic Declaration, they will return to their original state of 'Draft' or 'Trader Input Required'.

If you opt to use the **Revert to Non-Periodic** button, you will receive a warning notification, with **OK** and **Cancel** buttons:

dic Declaration: General Guida	ance	
		Trac Sup Serv
	Confirm Revert to Non-Periodic	GMRs Trader
Home > Goods Movement > SI	Reverting to Non-Periodic will cancel this Periodic Declaration and reinstate the origination of the second Supplementary Declaration(s). By doing this you will lose all changes made to this Periodic Declaration. Are you sure you wish to proceed?	
* Location of Goods	Click 'OK' to proceed with reverting to Non-Periodic, or click 'Cancel' to return to the record.	
Belfast Port (GBAUBELBELBEL)		×
Location of Goods (if not in list above)	Cancel	
* Use Postponed VAT Accounting?	UN/LOCODE	
No		
Submit	Save (Ctrl + s) Add More Declarations R	evert to Non Periodic
Required information Any procedure(s) not o	unently supported by TSS2 IRCOTERM Delivery Location Town	

Clicking OK will:

- Return **each** of the selected Supplementary Declarations to the 'Draft' state. They will no longer be in the 'In Periodic' state
- Remove any reference to the Periodic Declaration from the selected Supplementary Declarations (this means that when viewing the Cancelled Periodic Declaration there will be no associated Supplementary Declarations)
- Change the entire Periodic Declaration to the 'Cancelled' state

It is very important to understand that the **Revert to Non-Periodic** button will take each of the Supplementary Declarations associated with the Periodic Declaration back to the original state of 'Draft' or 'Trader Input Required' and any changes you may have made while editing the Periodic Declaration will be lost.

## 8 I need to know more

There are additional guides available on <u>NICTA</u> to support you with trade into and out of Northern Ireland:

- How to use the TSS Portal
- Data guide: TSS declaration data requirements
- <u>Supplementary Declarations: Step-by-step guide</u>
- If your Supplementary Declaration cannot be processed due to an error, see the relevant section in the <u>Guidance on resolution to common error codes for</u> <u>Supplementary and Full Frontier Declarations</u> for instructions on how to resolve the most common errors

You can also consult the <u>TSS Contact Centre</u> for support on 0800 060 8888.



## 9 Changes to guidance and policy

Last updated March 2025.

March 2025: Updates in reference to Windsor Framework Terminologies and Portal changes.

November 2024: Updates to references of CFSP to SCDP.

January 2024: Updates on XI EORI.

June 2023: Guide published.