

# 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 [Jargon Buster](#) or use the search tool on the [Northern Ireland Customs & Trade Academy \(NICTA\) 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 [Title V](#) 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 [A Handbook for Customs Agents and Intermediaries](#) 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 [Supplementary Declarations: Step-by-step guide](#) on NICTA.

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<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 [GOV.UK](#).



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 [matching rules](#) 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 [matching rules](#) 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 [matching rules](#). **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 [Data guide: TSS declaration data requirements](#) 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 [TSS Assisted Completion Service](#)
- 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 [matching rules](#). 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 [matching rules](#).

## 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:

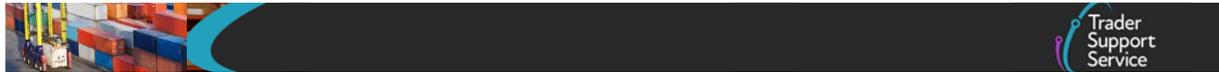
The screenshot shows a web form for Supplementary Declarations. At the top, there is a breadcrumb trail: Home > Goods Movement > SUP000000005001972. Below this, there is a currency dropdown set to 'Pounds Sterling'. The form is titled 'Invoices and Goods' and contains several fields: Warehouse Identifier, Exchange Rate, \* Location of Goods (set to 'Belfast Port (TEST) (GBAUBELBEL)'), Location of Goods (if not in list above), \* Use Postponed VAT Accounting? (set to 'No'), Supervising Customs Office, \* INCOTERM (set to '-- None --'), \* Delivery Location Country (set to 'United Kingdom'), Delivery Location Town, and UN/LOCODE. At the bottom of the form, there are four buttons: 'Add to Periodic Declaration' (highlighted with a red box), 'Convert to IMMI', 'Submit', and 'Save (Ctrl + s)'.

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 [matching rules](#) indicated in this guide.



Home > Start a Goods Movement > Add Supplementary Declaration to 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 (freight costs), INCOTERMS etc.

Please do not add the Supplementary Declaration to the Periodic Declaration if the header level information is different.

### Add Supplementary Declaration to Periodic Declaration

Use this form to associate a Supplementary Declaration to an existing or new draft Periodic Declaration.

Supplementary Declaration

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 [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 (freight costs), INCOTERMS etc.

Please do not add the Supplementary Declaration to the Periodic Declaration if the header level information is different.

### Add Supplementary Declaration to Periodic Declaration

Use this form to associate a Supplementary Declaration to an existing or new draft Periodic Declaration.

Supplementary Declaration

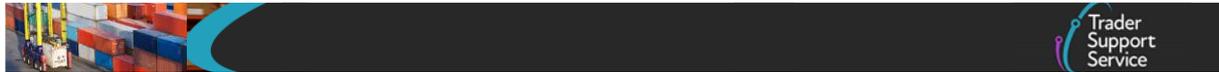
Tax Point Date

Trader Reference

Total number of Goods Lines

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 [matching rules](#) before continuing.**



New Periodic Declaration ✕

This Supplementary Declaration will be incorporated into a new Periodic Declaration. If you need to edit this Supplementary Declaration's goods lines, please do so through the Periodic Declaration.

Before proceeding, please confirm that this declaration meets the criteria for inclusion in a Periodic Declaration. Note that any declaration subsequently added to the Periodic Declaration with this declaration must have the same consignment level details. 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 made to the Periodic Declaration will be lost.

Please refer to the rules and guidance for Periodic Declarations [here](#).

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:

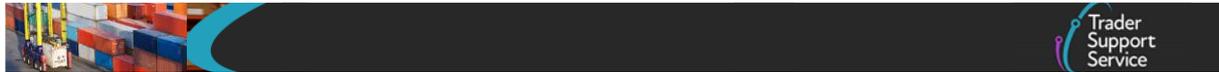
- From the Periodic Declaration
- From the Supplementary Declaration

### Method 1: From the Periodic Declaration

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

The screenshot shows a web form for a Periodic Declaration. At the top, there is a breadcrumb trail: Home > Goods Movement > SUP000000005002045. The form contains several input fields and dropdown menus, including VAT Adjustment, VAT Adjustment Currency (set to Pounds Sterling), Warehouse Identifier, Supervising Customs Office, Exchange Rate, \*INCOTERM (set to -- None --), \*Location of Goods (set to Belfast Port (GBAUBELBELBEL)), \*Delivery Location Country (set to United Kingdom), Location of Goods (if not in list above), \*Use Postponed VAT Accounting? (set to No), and UN/LOCODE. At the bottom of the form, there are three buttons: a green 'Submit' button, a green 'Save (Ctrl - s)' button, a green 'Add More Declarations' button which is highlighted with a red rectangle, and a red 'Revert to Non Periodic' button.

This will open a new form.



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 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 (freight costs), INCOTERMS etc.

Please do not add the Supplementary Declaration to the Periodic Declaration if the header level information is different.

### Add more declarations to a Periodic Declaration

Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration.

Periodic Declaration: SUP000000000098847

Tax Point Date: 11/10/2024 16:49:14

Trader Reference:

Total number of Goods Lines: 1

\* Supplementary Declaration(s)

Required information: Supplementary Declaration(s)

Submit

Clicking the **Supplementary Declaration(s)** field opens a drop-down list of the Supplementary Declarations that TSS has proposed meet the [matching rules](#) 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.

Periodic Declaration: SUP000000000075633

Tax Point Date: 01/02/2023 21:00:02

Trader Reference:

Total number of Goods Lines: 3

\* Supplementary Declaration(s)

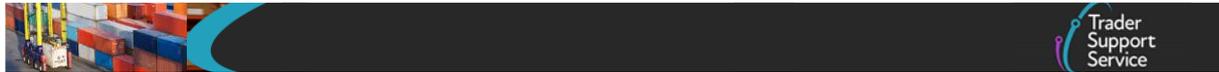
SUP000000000075627	01/02/2023 21:00:02	Perfect Match 1	1
SUP000000000075628	01/02/2023 21:00:02	Perfect Match 2	1
SUP000000000075629	01/02/2023 21:00:02	Perfect Match 3	1
SUP000000000075630	22/02/2023 15:00:00	Later Tax Point	1
SUP000000000075631	01/02/2023 21:00:02	Different Exporter	1

Required information: Supplementary Declaration(s)

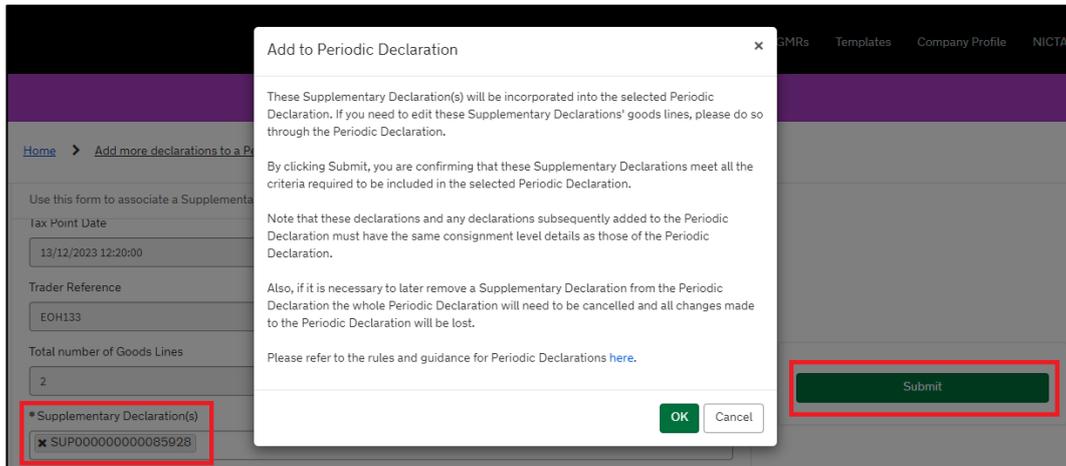
Submit

For each you will see:

- The Local Reference Number: the Supplementary Declarations that satisfy the [matching 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

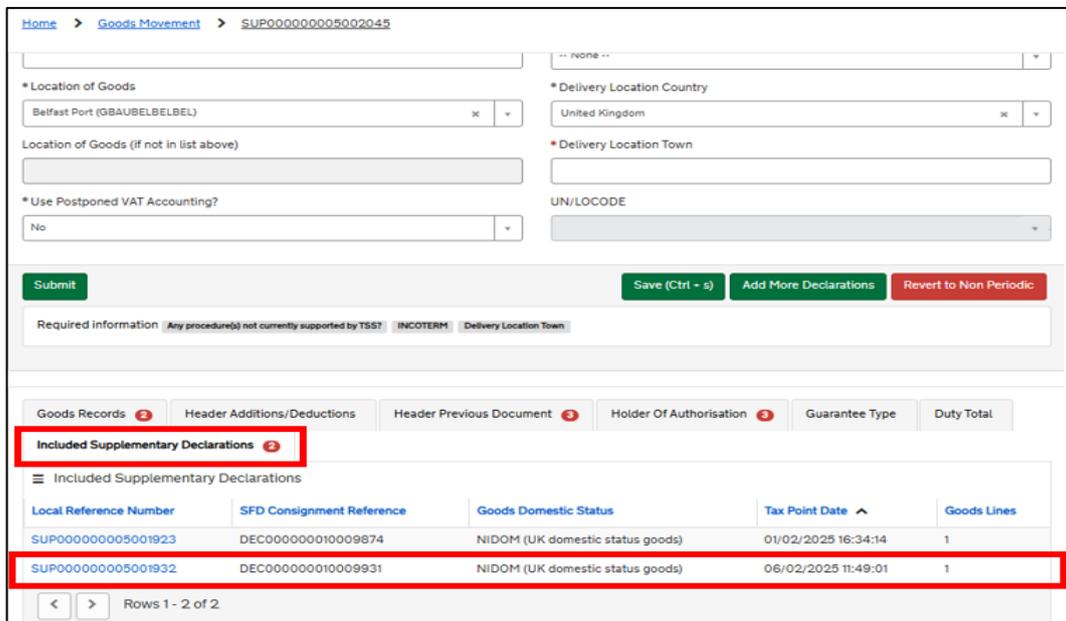


When you select one or more of the Supplementary Declarations and click **Submit**, a pop-up information box asks you to confirm the matching criteria, with the option to press **Cancel** or press **OK** to proceed:

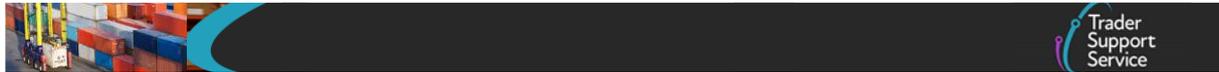


**Note:** You should only combine the additional Supplementary Declarations with the selected Periodic Declaration if you are sure that they adhere to the [matching rules](#) for doing so.

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:



**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:



SUP00000000071571

### Supplementary Declaration

Local Reference Number: SUP00000000071571

SFD Declaration Reference: DEC00000000348052

\* Goods Domestic Status: NIDOM (UK domestic status goods)

\* 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 procedure selection to codes within the declaration category selected. Please see TSS guidance for further details

Status: In Periodic

\* Any procedure(s) not currently supported by TSS? No

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

If you wish to remove a Supplementary Declaration from a Periodic Declaration, you have an option to [Revert to Non-periodic](#) 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 declarations to a Periodic Declaration

Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration.

Periodic Declaration: SUP00000000075633

Tax Point Date: 01/02/2023 21:00:02

Trader Reference:

Total number of Goods Lines: 4

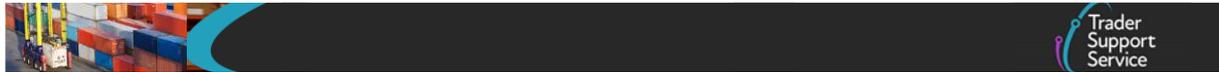
\* Supplementary Declaration(s)

SUP00000000075628	01/02/2023 21:00:02	Perfect Match 2	1
SUP00000000075628	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

Required information: Supplementary Declaration(s)

Submit

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



**Add more declarations to a Periodic Declaration**  
 Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration.

Periodic Declaration: SUP000000000075633

Tax Point Date: 01/02/2023 21:00:02

Trader Reference:

Total number of Goods Lines: 4

\* Supplementary Declaration(s):  
 x SUP000000000075628 x SUP000000000075629

Submit

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**  
 Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration.

Periodic Declaration: SUP000000000076751

Tax Point Date: 10/05/2023 13:58:55

Trader Reference: CLPR16-5748-1

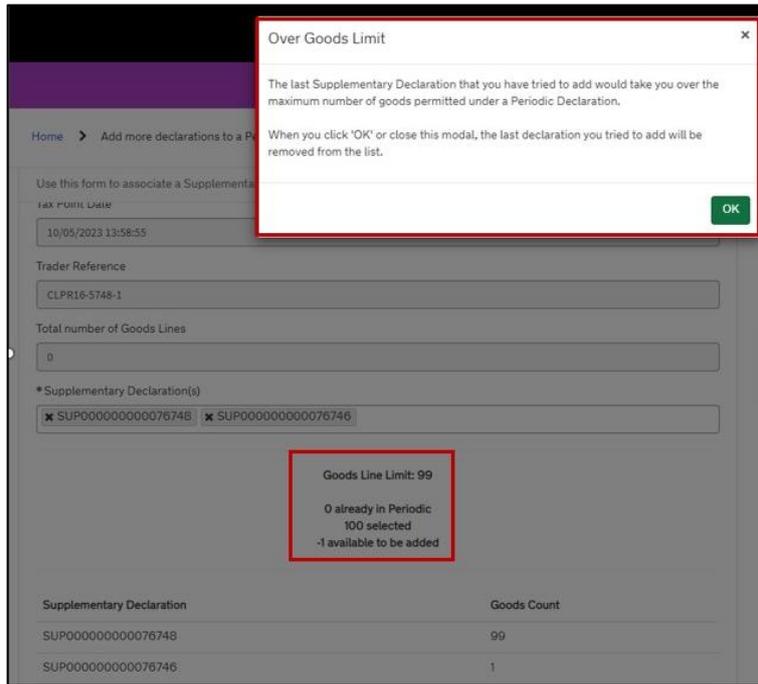
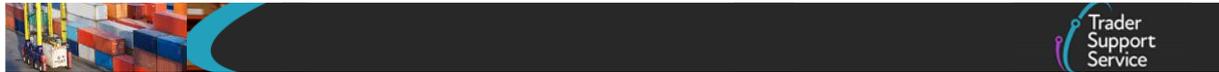
Total number of Goods Lines: 0

\* Supplementary Declaration(s):  
 x SUP000000000076746

Goods Line Limit: 99  
 0 already in Periodic  
 1 selected  
 98 available to be added

Submit

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**:

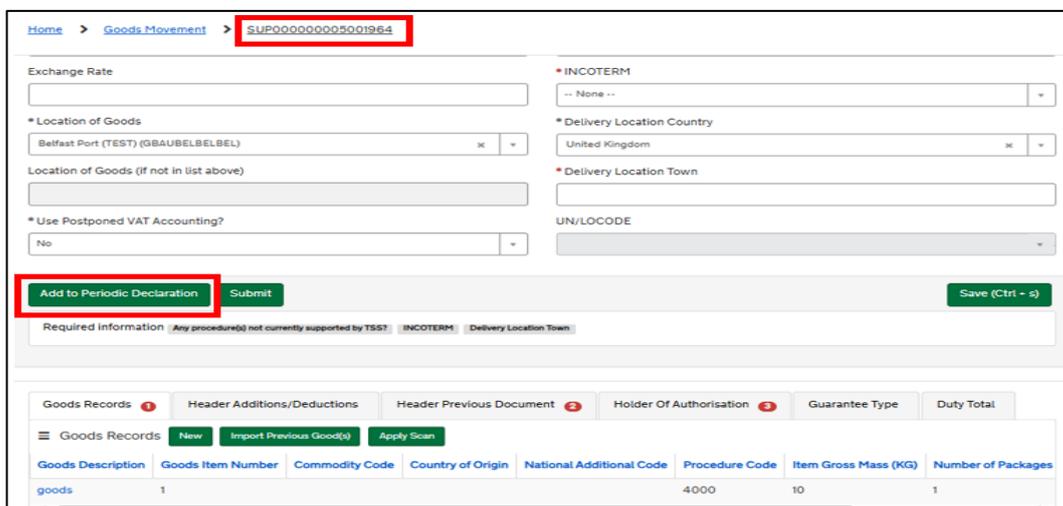


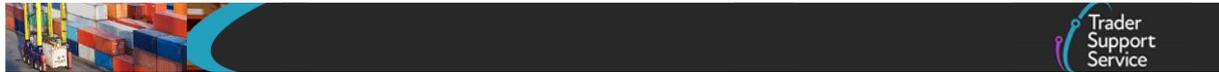
If the combined total exceeds the **Goods Line Limit** of 99 a pop-up message will be displayed warning you that the last Supplementary Declaration that you have tried to add would take you over the maximum goods permitted under a Periodic Declaration. When you click **OK** or close this message this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





This opens a new form:

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:



### 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:

The screenshot shows a web interface for a Periodic Declaration. The breadcrumb trail is 'Home > Goods Movement > SUP000000005001964'. Under the 'Parties' section, there is a field for 'Importer EORI' with the value 'XI000012340005'. Below this is a note: 'EORI of the party legally responsible for the import declaration, for more information please visit NICTA'. A checkbox labeled 'Exporter Address Required / EORI Unknown' is checked and highlighted with a red box. Below this checkbox, a group of input fields for 'Exporter Name', 'Street and Number', 'City', 'Postcode', and 'Country' is also highlighted with a red box.

## 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 [Data guide: TSS declaration data requirements](#) on NICTA.

TSS Field	Data Element	Notes
<b>Which type of declaration do you intend to make?</b>	1/1	<p>The entry must be the same for each of the Supplementary Declarations being added:</p>
<b>Importer EORI</b>	3/16	Combination is only possible where the same EORI is used.
<b>INCOTERMS®</b>	4/1	Can't combine different delivery terms on a single Periodic Declaration.
<b>Location of goods</b>	5/23	Combination is only possible where the same port is used.
<b>Type of Movement</b>	7/4	Combination is only allowed for movements under the same mode of transport.
<b>Destination Country</b>	5/8	All goods must be destined for the same country or territory.
<b>Tax point date</b>		Must be within the same calendar month (1st – 31st).
<b>Importer Parent Organisation EORI</b>	3/20	You can't combine Supplementary Declarations with different Importer Parent Organisation EORI numbers entered in the Parties at Consignment (header) level.
<b>Documents, certificates, and authorisations</b>	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.
<b>Representation Type</b>	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.
<b>Any Holder of Authorisation entry EORI</b>	3/39	You can’t combine items on a single Periodic Declaration if the holder of any authorisations on the Supplementary Declarations differs.
<b>Supervising customs office</b>	5/27	All items on the declarations must have the same Supervising Customs Office.
<b>Goods domestic status</b>		NIDOM (UK domestic status goods) and NIIMP (Non-UK domestic status goods) can’t be mixed on a Periodic Declaration.
<b>Use Postponed VAT Accounting</b>	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 PVA can’t be mixed</b> in a Periodic Declaration.

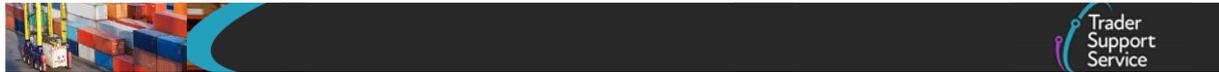
**Note:** Following the UK’s departure from the European Union (EU), businesses require an EORI number to move goods between GB and the EU. Depending on your location and the specific role you perform in the process of moving goods to NI, you may also require a valid XI EORI number. You can find further information on GOV.UK:

<https://www.gov.uk/eori/eori-northern-ireland>

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:

<b>Declaration types</b>	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.
<b>Total number of Goods lines</b>	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.

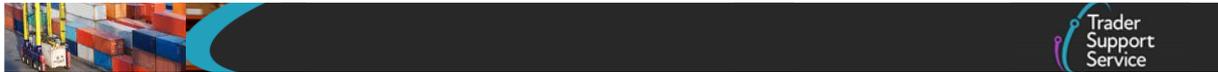
Results							
Supplementary Declarations (by consignment) - All SUP Declarations							
Local Reference Number	Trader Reference	Importer Account	Exporter Name	Status	Period Declaration - Calendar Month	Submission Due Date	Arrival Date/Ti
SUP00000005001110		Trader Five	Trader Five	Draft	09 - 2024	10/10/2024	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-SISFD	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



Home > Goods Movement > SUP000000005001977

**Assisted Completion** Get Help

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 **submit a consignment**, [watch this video](#).

For guidance on completing these fields, please refer to [this guide](#).

TSS is currently only able to process supplementary declarations 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(s) not currently supported by TSS?', and note that you will not be able or required to submit a Supplementary Declaration at this time. TSS will contact you at a later date to complete the submission. For more details on whether these conditions apply to your movement, see [this guide](#) as mentioned above.

**Previous Movement Information** ✕

<p><b>ENS Declaration Reference:</b>                  Arrival Information: Belfast Port (GBAUBELBELBEL) on 11/02/2025 14:50:26</p>	<p><b>SFD Declaration Reference:</b>                  Transport Document Number:</p>
--	--

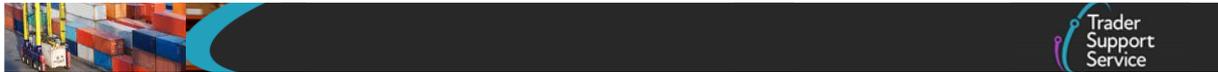
SUP000000005001977 📎

**Supplementary Declaration**

<p>Local Reference Number  <input type="text" value="SUP000000005001977"/></p> <p>* Goods Domestic Status  <input type="text" value="NIDOM (UK domestic status goods)"/></p> <p>* Which type of declaration do you intend to make?  <input type="text" value="Declaration for release for free circulation or end-use (includes 070X, 400X, 420X, 4..."/></p> <p><small>Your choice of declaration will restrict your options for procedure selection to codes within the movement type selected. Please see TSS guidance for further details</small></p>	<p>Status  <input type="text" value="Draft"/></p> <p>* Any procedure(s) not currently supported by TSS?  <input type="text" value="No"/></p> <p><small>*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</small></p> <p><small>* Arrival Date/Time</small></p>
---	---

### 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 > SUP000000005002045

[Get Help](#)

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 **submit a consignment**, [watch this video](#).

For guidance on completing these fields, please refer to [this guide](#).

TSS is currently only able to process supplementary declarations 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(s) not currently supported by TSS', and note that you will not be able or required to submit a Supplementary Declaration at this time. TSS will contact you at a later date to complete the submission. For more details on whether these conditions apply to your movement, see [this guide](#) as mentioned above.

**Previous Movement Information** ▾

☰ SUP000000005002045 📎

**Supplementary Declaration**

Local Reference Number: SUP000000005002045

Status: Draft

\* Goods Domestic Status: NIDOM (UK domestic status goods)

\* Any procedure(s) not currently supported by TSS: -- None --

\* Which type of declaration do you intend to make?  
 Declaration for release for free circulation or end-use (includes 07XX, 40XX, 42XX, 4...)

\* Arrival Date/Time: 06/02/2025 11:49:01

Tax Point Date:

Period Declaration - Calendar Month: 02 - 2025

There is now a tab for **Included Supplementary Declarations** that shows which Supplementary Declarations are incorporated under this Periodic Declaration:

Home > Goods Movement > SUP000000005002045

\* Location of Goods: Belfast Port (GBAUBELBELBEL)

\* Delivery Location Country: United Kingdom

\* Use Postponed VAT Accounting?: No

UN/LOCODE:

[Submit](#) [Save \(Ctrl - s\)](#) [Add More Declarations](#) [Revert to Non Periodic](#)

Required information: [Any procedure\(s\) not currently supported by TSS?](#) [INCOTERM](#) [Delivery Location Town](#)

Goods Records **2** | Header Additions/Deductions | Header Previous Document **3** | Holder of Authorisation **3** | Guarantee Type | Duty Total

**Included Supplementary Declarations** **2**

☰ Included Supplementary Declarations

Local Reference Number	SFD Consignment Reference	Goods Domestic Status	Tax Point Date	Goods Lines
SUP000000005001923	DEC00000010009874	NIDOM (UK domestic status goods)	01/02/2025 16:34:14	1
SUP000000005001932	DEC00000010009931	NIDOM (UK domestic status goods)	06/02/2025 11:49:01	1

< > Rows 1 - 2 of 2



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:

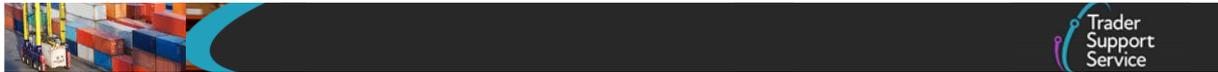
Local Reference Number	SFD Consignment Reference	Goods Domestic Status	Tax Point Date	Goods Lines
SUP000000005001923	DEC000000010009874	NIDOM (UK domestic status goods)	01/02/2025 16:34:14	1
SUP000000005001932	DEC000000010009931	NIDOM (UK domestic status goods)	06/02/2025 11:49:01	1

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 Movement > SUP000000005002045

\* Location of Goods: Belfast Port (GBAUBELBELBEL) x

\* Delivery Location Country: United Kingdom x

Location of Goods (if not in list above):

\* Delivery Location Town:

\* Use Postponed VAT Accounting?: No

UN/LOCODE:

Submit Save (Ctrl - s) Add More Declarations Revert to Non Periodic

Required information: Any procedure(s) not currently supported by TSS? INCOTERM Delivery Location Town

Goods Records 2 Header Additions/Deductions Header Previous Document 3 Holder Of Authorisation 3 Guarantee Type Duty Total

Included Supplementary Declarations 2

Goods Records: New Import Previous Good(s) Apply Scan

Goods Description	Goods Item Number	Commodity Code	Country of Origin	National Additional Code	Procedure Code	Item Gross Mass (KG)	Number of Packages
goods	1	401692			4000	1	1
ML-11255-UCM	1	401692			4000	100	100

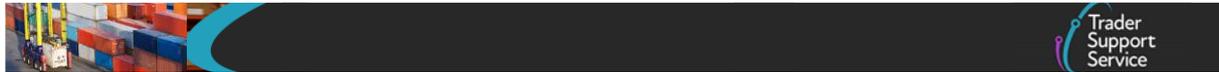
< > Rows 1 - 2 of 2

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 **x** next to the relevant Supplementary Declaration reference number:



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 (freight costs), INCOTERMS etc.

Please do not add the Supplementary Declaration to the Periodic Declaration if the header level information is different.

### Add more declarations to a Periodic Declaration

Use this form to associate a Supplementary Declaration to an existing draft Periodic Declaration.

Submit

Periodic Declaration  
SUP00000000075912

Tax Point Date  
27/04/2023 16:20:08

Trader Reference  
CLPR16-6090-1\_NEWPDDraft

Total number of Goods Lines  
2

\*Supplementary Declaration(s)  
 SUP00000000075445
  SUP00000000075884

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):

Home > Goods Movement > SUP000000005002045

\* Location of Goods  
Belfast Port (GBAUBELBELBEL)

\* Delivery Location Country  
United Kingdom

Location of Goods (if not in list above)

\* Delivery Location Town

\* Use Postponed VAT Accounting?  
No

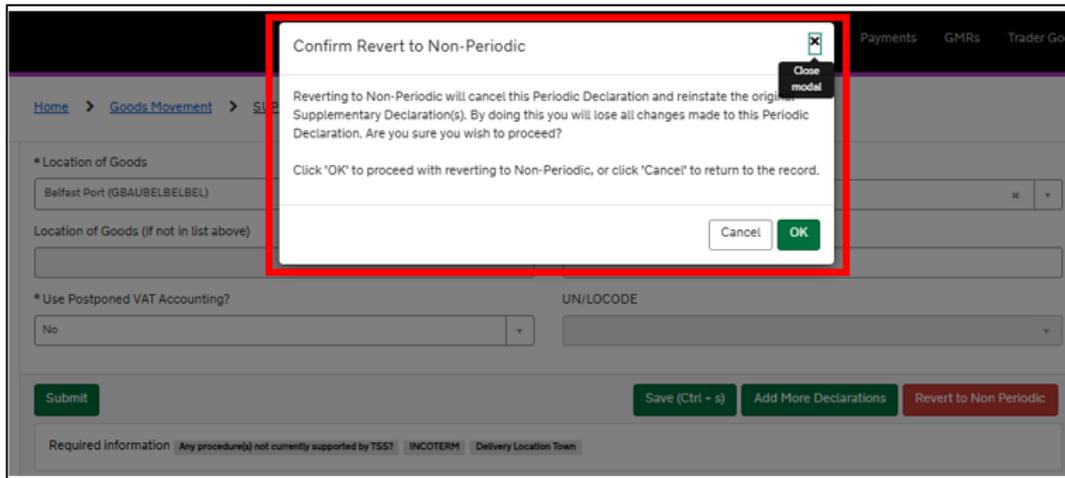
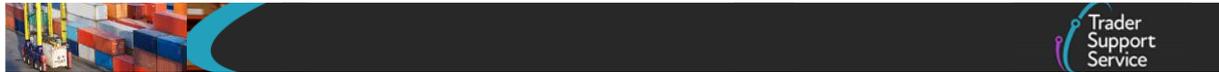
UN/LOCODE

Submit Save (Ctrl + s) Add More Declarations **Revert to Non Periodic**

**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:



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 [NICTA](#) to support you with trade into and out of Northern Ireland:

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

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:** 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.