TSS User Guides

TSS Pre-lodged Standalone Internal Market Movement Information (IMMI) Guide

Published: April 2025

Trader Support Service

HM Revenue & Customs

Contents

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

The new arrangements described in this guide are not yet in effect. Subject to the relevant procedures, the new arrangements as set out in the Windsor Framework are planned to take effect from 1 May 2025.

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

1   Introduction

This guide will assist hauliers and traders in moving goods using the **simplified processes for Internal Market Movements**. It outlines how to complete a **Pre-lodged Standalone Internal Market Movement Information (IMMI)** pre-movement in the Trader Support Service (TSS) Portal. The Pre-lodged Standalone Internal Market Movement Information (IMMI) should only be used when <u>the Entry Summary Declaration has been completed outside of the TSS or when an Entry Summary Declaration **only** movement has been completed in TSS</u>. This process removes the need for a Supplementary Declaration upon arrival in NI.

If you need to complete an Entry Summary Declaration and an Internal Market Movement Information together in the TSS portal, follow the step-by-step instructions in the [Pre-Movement Internal Market Movement Information (IMMI) Step-by-Step Guide](#) on NICTA.

The simplified processes for Internal Market Movements contains a range of facilitations to ease the process of moving goods 'not at risk' of entering the European Union (EU) (parcels and freight) from a business in Great Britain (GB) to a business in Northern Ireland (NI). These processes include:

- A simplified dataset known as the **Internal Market Movement Information (IMMI)**

- A **Trader Goods Profile (TGP)** to support the completion of the Internal Market Movement Information (IMMI)

- A new Entry in Declarant's Records (EIDR) authorisation available to traders authorised on the UK Internal Market Scheme (UKIMS), known as **UKIMS-EIDR**

Note: The simplified processes for Internal Market Movements will be referred to as the 'simplified processes' throughout this guide. The TSS Portal may also reference the simplified processes for Internal Market Movements using the acronym 'SPIMM' and where the portal view is being shown, this guide will reflect this term.

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

If you need more information on the simplified processes, the requirements for using the processes, the types of movements available in the TSS and how you can prepare for them, you can find this information in the Simplified processes for Internal Market Movement – Introduction Guide on NICTA.

This guide does not cover other movement options available on the TSS, such as the two-step customs declaration process known as the TSS Simplified Procedure, the Full Frontier Declaration journey or goods moving from Great Britain (GB) to Northern Ireland (NI) via Transit. For more details on alternative movements available on the TSS, see NICTA.

1.1 Before you start

You will need the following before starting this movement:

1. **Confirmation that goods are 'not at risk' and eligible for the simplified processes.** For example, confirmation from the trader (Importer of Record) that these goods should be moved using their UKIMS authorisation and meet the conditions for using the simplified processes

2. **The 'Importer of Records' EORI number.** This EORI number must be the same as the EORI number used when the trader was authorised for the UK Internal Market Scheme (UKIMS)

3. The EORI numbers for other parties involved in the movement of the goods (if known) or their name and address. For example, the Exporter

4. **Permissions to use the 'Importer of Records' UKIMS authorisation and Trader Goods Profile (TGP).** Required for third parties such as hauliers and agents (or intermediaries) to gain access and submit the Internal Market Movement Information (IMMI) on the trader's behalf. For details on granting permissions for UKIMS and the Trader Goods Profile (TGP), see the TSS Permissions Management for TGP and UKIMS guide on NICTA

5. **Commercial Information about the goods such as the goods description, country of origin, the quantity and the value.** This must include the commodity code of the goods (6 or 8-digits depending on Category of Goods). This information would typically be found on a commercial invoice

6. **The Procedure Code and Additional Procedure Codes applicable to the goods.** For example, goods moving into free circulation in NI would use Procedure Code 4000. For details of all Procedure Codes and Additional Procedure Codes available to use in the TSS, see the Internal Market Movement Information (IMMI) Procedures & Additional Procedure Codes Guide on NICTA

7. **Information on how the goods are being transported.** You will need to provide the mode of transport, the appropriate transport document number (for example, the CMR or Airway bill number) as well as the Location of Goods upon arrival in NI and the arrival date/time. If the goods moving through an inventory-linked port (ILP), you will also need the Inventory Consignment Reference

2 Step-by-step walkthrough of the Pre-lodged Standalone Internal Market Movement Information (IMMI)

2.1 Start a Pre-lodged Standalone Internal Market Movement Information (IMMI)

Log into the TSS Portal, and then click on the **Goods Movements** tab at the top of the page and select **Start a Goods Movement**.
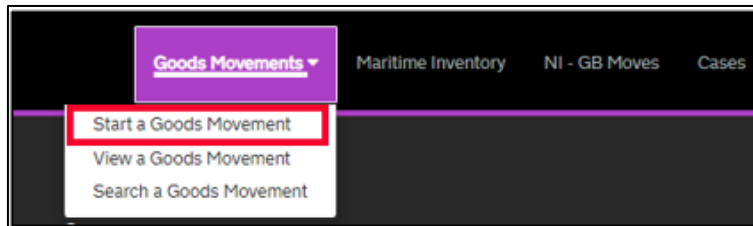
Under the **Additional Goods Movement Options**, select **Create Internal Market Movement Information (IMMI)**.

A pop-up message will appear in the centre of the screen. To start the Internal Market Movement Information (IMMI), you must read and **Confirm** that the conditions listed are met.

2.2 Completing your Pre-lodged Standalone Internal Market Movement Information (IMMI) at the Consignment (Header) level

The steps listed below are general instructions on completing a Pre-lodged standalone Internal Market Movement Information (IMMI) for free circulation in NI (procedure code 4000). If you are releasing the goods into free circulation with entry into an excise warehouse (procedure code 0700), there will be additional steps to take. Please refer to the Moving goods into an NI Excise Warehouse section of this guide.

Note: For the purpose of this guide, the Pre-lodged standalone Internal Market Movement Information (IMMI) will be referred to simply as the Internal Market Movement Information (IMMI) in all the steps listed below.

1. A **Local Reference Number** will be generated for your movement starting with the prefix 'GLR'; this will be unique to the consignment completed and you can use this number to search for this movement in the TSS portal:

    Local Reference Number

    GLR000000000001509

2. Select the **Movement Type** '**Pre-Lodged (IMD)**' from the drop-down menu:

    *Movement Type

    Pre-lodged (IMD)

    This indicates that the Internal Market Movement Information (IMMI) will be completed prior to the goods movement to NI. This process is called pre-lodgement.

3. Select 'Indirect' as the **Representation Type**:

    *Representation Type

    Indirect

    -- None --
    Direct
    Indirect

4. Add the **Exporter EORI**; if the Exporter EORI is unknown, the name and address fields will also have to be completed by selecting the check box

Exporter

* Exporter EORI

[ ]

☐ Exporter Address Required

5. Select the **Mode of Transport**

    - RoRo (Accompanied/Unaccompanied) is Roll-on Roll-off

    - Goods that move via Air or Maritime can move through either Inventory Linked Ports (ILP) or Non-Inventory-Linked Ports (Non ILP). You will need to check with the Carrier if your goods are moving through an ILP

* Mode of Transport

| RoRo (Accompanied / Unaccompanied) | ▲ |

[|🔍]

-- None --
RoRo (Accompanied / Unaccompanied)
Maritime (Non-ILP)
Air (Non-ILP)
Maritime
Air
Road

6. Use the calendar icon to select the **Arrival Date/Time** at the NI seaport, based on the GMT time zone, or type the date and time into the field in the following format DD/MM/YYYY HH:MM:SS using the 24-hr clock (for example, '11/01/2021 22:30:00')

* Arrival Date/Time

| DD/MM/YYYY HH:mm:ss | 📅 |

7. Select the **Transport Document Type** from the drop-down menu:

* Transport Document Type

| -- None -- | ▲ |

[|🔍]

-- None --
CMR/Delivery Note
Airway Bill

8. Add the **Transport Document Number**

This is the identification number of any international or national documents, certificates and authorisations produced in support of the movement and additional references (please note that this field is limited to 35 characters).

For RoRo (Accompanied/Unaccompanied), this is the reference number of the CMR document (also known as a Road Consignment) note or in French as the *Convention relative au contrat de transport international de Marchandises par Route*) filled out by the sender, the carrier or their agent. If unavailable, you can provide the delivery note reference number instead

> * Transport Document Number
>
> [   ]

9. The **Trader Reference** is a free-text field that you can use to identify the shipment at consignment (header) level; adding this information will help you to track the movement against your commercial records

> Trader Reference
>
> [   ]

10. Select the **Location of Goods** from the drop-down list of border locations for ports and airports (locations) of entry

   If 'RoRo' has been selected in the **Mode of Transport** field, the **Location of Goods** field will only show RoRo locations.

> * Location of Goods
>
> [▾]

11. Click Save at the bottom of the screen to save the information.

2.3   Adding further information to the Consignment (Header)

The steps listed below are general instructions on completing a Pre-lodged standalone Internal Market Movement Information (IMMI) for free circulation in NI (procedure code 4000). If you are releasing the goods into free circulation with entry into an excise warehouse (procedure code 0700), there will be additional steps to take. Please refer to the Moving goods into an NI Excise Warehouse section of this guide.

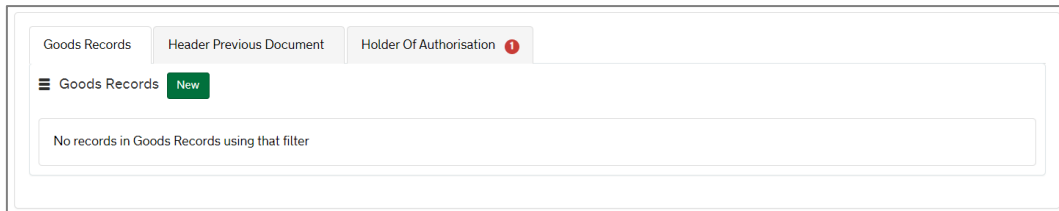At the bottom of the consignment (header) level form, there are several tabs that hold details of your consignment. See the Internal Market Movement Information (IMMI) Data Guide on NICTA for a detailed explanation on each of these tabs and fields:
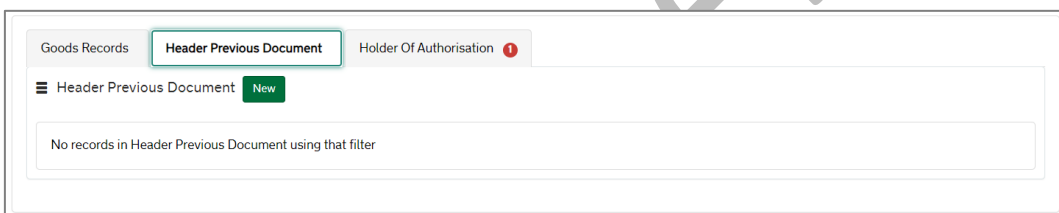
- **Goods Records** – goods items within the consignment

- **Header Previous Document**

- **Holder of Authorisation**

The number in red on the tab relates to the total number of records detailed within the tab.

1. Goods Records – use this tab to update information on your goods at an item line. Populate item line information in this section
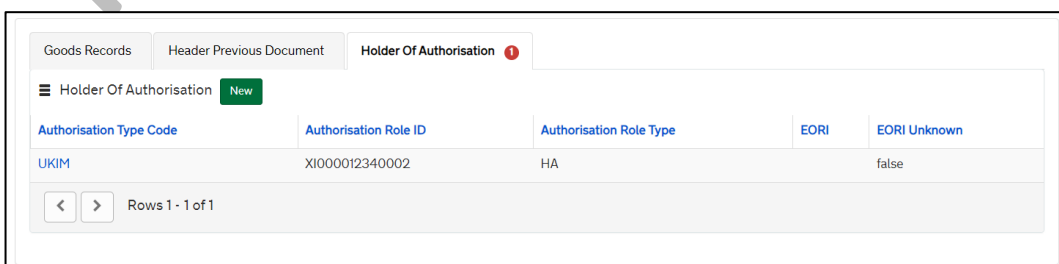

2. **Header Previous Document** – use this tab to show the list of documents linked to this consignment, for example, an Entry Summary Declaration MRN number

3. The **Holder Of Authorisation** tab enables the importer to enter the type of customs authorisation held

   For this movement type, only the traders EORI number which is associated to their UKIMS authorisation is required in this field and will be auto-populated by the TSS upon save of the **Goods Record**.

   Note: For movements into a NI Excise Warehouse, additional information is required in this field and is covered in the Moving goods into an NI Excise Warehouse section of this guide.

2.4   Completing your Internal Market Movement Information (IMMI) at the Goods Record line using the Trader Goods Profile (TGP)

If you are not using the Trader Goods Profile (TGP) to populate your goods record line, proceed to the section Completing your Internal Market Movement Information (IMMI) at the Goods Record line without using the Trader Goods Profile (TGP).

If you have set up your Trader Goods Profile (TGP), it can be used to populate the item line, reducing the number of fields you will need to complete manually. Any haulier or agent/intermediary that has been granted access to your Trader Goods Profile (TGP) will also be able to use it when completing the Internal Market Movement Information (IMMI) on your behalf.

Please refer to the Trader Goods Profile (TGP) Guide which provides detailed instructions on the set up and use of the Trader Goods Profile (TGP) within the TSS portal.
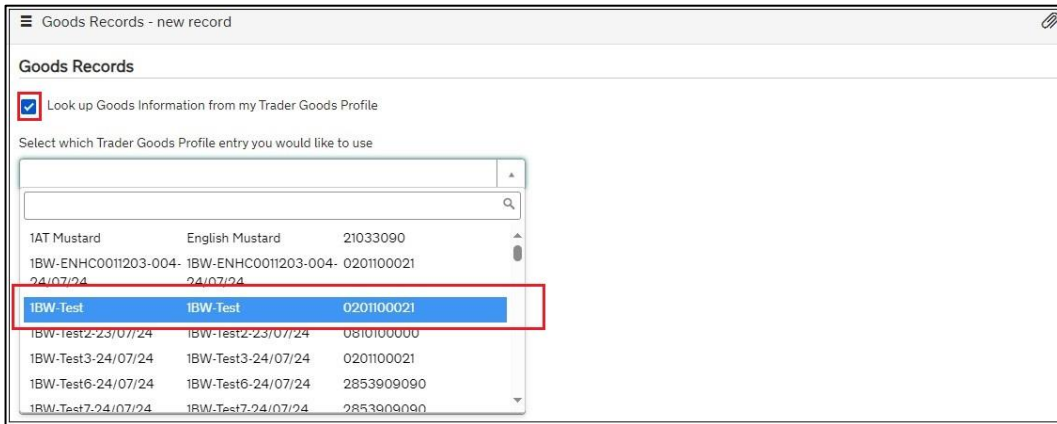
1.   To create a Goods Record, click **New** in the **Goods Records** tab

2.   Select the tick box beside **Look up Goods Information from my Trader Goods Profile**
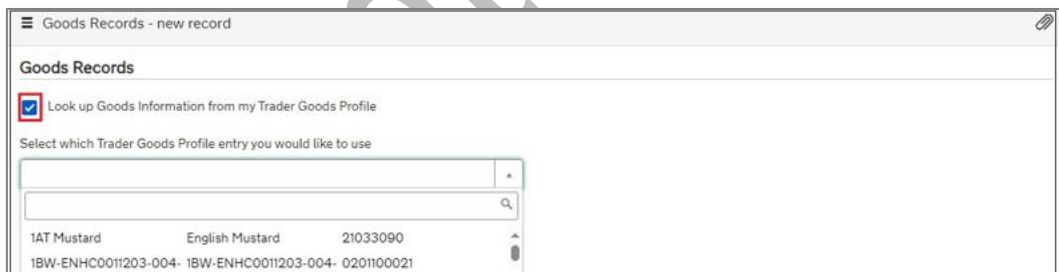
3.   Then **Select which Trader Goods Profile entry you would like to use** from the drop-down list or start typing the good in the search box

Once a Trader Goods Profile (TGP) entry has been chosen, a pop-up message will appear confirming that some item fields have been set.

This is where the information contained within that Trader Goods Profile (TGP) entry prepopulates some of the required fields on the Internal Market Movement Information (IMMI). The fields populated by the Trader Goods Profile (TGP) entry can be edited if required.

4. Select **Procedure code** from the drop-down

This field will be auto-populated with '**4000**' by TSS if you answered '**No**' in the '**Do goods move under your customs or excise warehouse authorisation**' question on your Company Profile. If you (as a third party) have been given procedure code 0700 to use, you will need to ask the Importer of Record to update their **Company Profile** and change the answer to this question to 'Yes'

Only **Procedure Codes** available for use on the Internal Market Movement Information (IMMI) can be selected from the drop-down menu.

5. Select the **Additional Procedure Code** from the four options in the drop-down list

Note: TSS will recommend an Additional Procedure Code and auto-populate it based on the commodity code length and category of the goods.

- **1SG** – Required for all standard goods

- These are goods that are non-excise and not subject to any licences or documentary controls. This also includes goods moving under the Northern Ireland Retail Movement Scheme (NIRMS)

  When using **Additional Procedure Code 1SG** a 6-digit commodity code can be used.

- **1EN** – Category 2 excise goods not subject to documentary controls

  When using **Additional Procedure Code 1EN** an 8-digit commodity code is required as a minimum.

- **1LG** – Category 2 non excise goods subject to documentary controls or licensing

  When using **Additional Procedure Code 1LG** an 8-digit commodity code is required as a minimum. This also includes goods moving under the Northern Ireland Plant Health Label (NIPHL) scheme.

- **1EL** – Category 2 excise goods subject to documentary controls or licensing

  When using **Additional Procedure Code 1EL** an 8-digit commodity code is required as a minimum.

  Full requirements for each **Additional Procedure Code** can be found in Additional Procedure Codes on GOV.UK.

6. The **Item Gross Mass** (weight) needs to be entered in kilograms for all packages. The Item Gross Mass needs to include all packaging (but not the carriers' equipment)

   Note: Packaging is defined as materials and components used in any packaging operation to wrap, contain, or protect the goods during transport.

   Item Gross Mass (KG)

7. Add the **Net Mass** in kilograms, which excludes packaging

   Item Net Mass is only mandatory in certain scenarios. Completion is required when **Additional Procedure Codes 1EL** (Excise licensable goods) or **1LG** (non-Excise licensable goods) have been selected.

   Note: Packaging is defined as materials and components used in any packaging operation to wrap, contain, or protect the goods during transport.

   Net Mass (KG)

8. The **Item Price / Amount** is the amount charged for the item listed on the invoice

> * Item Price / Amount

9. The **Item Currency** field presents a drop-down menu with currency codes to select the currency used to invoice the goods

   A list of currencies and their corresponding codes can be found in currency codes on GOV.UK.

> * Item Currency

10. The **Supplementary Units** field may be required if the commodity code must be described not only by mass, but by a second unit of measure. Refer to the NI Online Tariff on Northern Ireland Online Tariff on GOV.UK for more information. This field is only visible when using Additional Procedure Code 1EL (excise goods subject to documentary controls) or 1LG (non-excise goods subject to documentary controls)

> Supplementary Units

11. Add the **Number of Packages** for this goods item

> * Number of Packages

12. Click the **Save** button to save the item or the **Save and Add New** button to add more goods to your Consignment

> Delete Item   Save and Add New   Save (Ctrl + s)

When a Trader Goods Profile (TGP) entry has been used, the goods have already been categorised. However, if the **Commodity Code** (at 8 or 10-digits) or **Country of Origin** have been changed, the goods will need to be re-categorised.

If one or both of these fields have been changed, TSS will automatically categorise the goods when the **Goods Record** is saved and suggest an **Additional Procedure Code** based on the category. For more information see the Categorisation section of this guide.

2.5 Completing your Internal Market Movement Information (IMMI) at the Goods Record line without using the Trader Goods Profile (TGP)

If you have used the Trader Goods Profile (TGP) to populate information to your **Goods Record**, proceed to the section Adding further information to the Goods Record of this guide.

Follow the steps below to create your Goods Record line if you have not set up a Trader Goods Profile (TGP) or do not wish to use the Trader Goods Profile (TGP).

1. To add goods records to your consignment, you must select the **New** button on the **Goods Records** tab shown below:
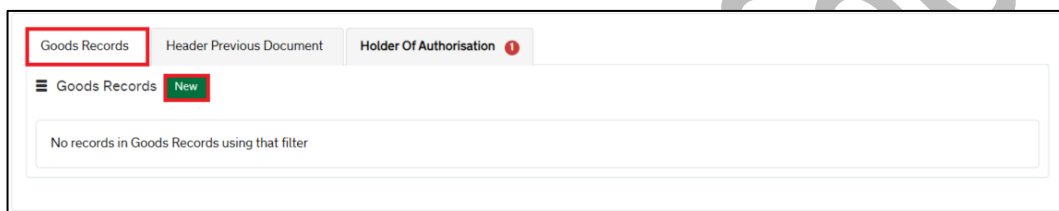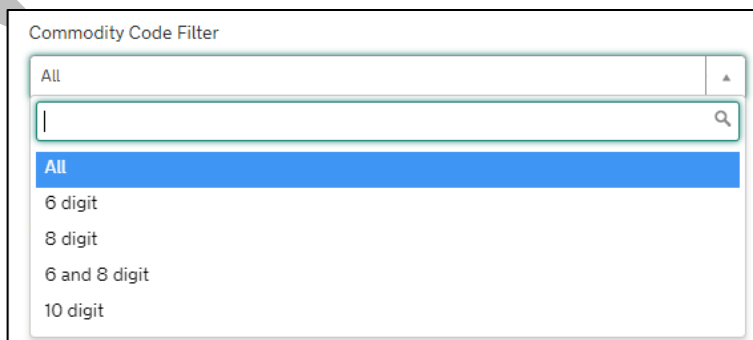
2. Populate the **Goods Description** field with a plain language description of the goods that is precise enough for customs to be able to identify what the goods are

    For guidance on what an acceptable goods description should contain, including examples, see the Goods Description guide on NICTA.

3. The **Commodity Code Filter** is a TSS portal function that can be used to filter commodity code by length – making a selection in this field will then filter the commodity codes shown in the **Commodity Code** field

4. The **Commodity Code** is a mandatory field and must be entered for the goods

If you are moving Standard Goods, you can enter a 6-digit commodity code. If you are moving Category 2 goods you should enter an 8-digit commodity code.

Note: You can still use a 10-digit commodity code if you prefer.

The length of commodity code required is linked to the **Additional Procedure Code** selected. Please see Step 7 for more information.

5. Select the **Country of Origin**, this is used to classify where goods were produced or substantially transformed

6. Select **Procedure code** from drop-down menu

Only **Procedure Codes** available for use on the Internal Market Movement Information (IMMI) can be selected from the drop-down menu.

This field will be auto-populated with '**4000'** by TSS if you answered '**No'** in the '**Do goods move under your customs or excise warehouse authorisation**' question on your Company Profile. If you (as a third party) have been given procedure code 0700 to use, you will need to ask the Importer of Record to update their **Company Profile** and change the answer to this question to 'Yes'.

7. Select the **Additional Procedure Code** from the four options in the drop-down list:

Note: TSS will recommend an Additional Procedure Code and auto-populate it based on the commodity code length and category of the goods.

- **1SG** – Required for all standard goods

    These are goods that are non-excise and not subject to any licences or documentary controls. This also includes goods moving under the Northern Ireland Retail Movement Scheme (NIRMS).

When using **Additional Procedure Code** **1SG** a 6-digit commodity code can be used.

- **1EN** – Category 2 excise goods not subject to documentary controls

  When using **Additional Procedure Code** **1EN** an 8-digit commodity code is required as a minimum.

- **1LG** – Category 2 non excise goods subject to documentary controls or licensing

  When using **Additional Procedure Code** **1LG** an 8-digit commodity code is required as a minimum. This also includes goods moving under the Northern Ireland Plant Health Label (NIPHL) scheme.

- **1EL** – Category 2 excise goods subject to documentary controls or licensing

  When using **Additional Procedure Code** **1EL** an 8-digit commodity code is required as a minimum.

Full requirements for each **Additional Procedure Code** can be found on Additional Procedure Codes on GOV.UK.

8. The **Item Gross Mass** (weight) needs to be entered in kilograms for all packages - this needs to include all packaging (but not the carrier's equipment)

9. Add the **Net Mass** in kilograms, which excludes packaging

   Item **Net Mass** is only mandatory when **Additional Procedure Codes** **1EL** (Excise licensable goods) or **1LG** (non-Excise licensable goods) have been selected.

   Note: Packaging is defined as materials and components used in any packaging operation to wrap, contain, or protect the goods during transport.

10. The **Item Price / Amount** is the amount charged for the item listed on the invoice

11. The **Item Currency** field presents a drop-down menu with currency codes to select the currency used to invoice the goods. It is pre-populated as 'Pounds Sterling' and can be changed if needed

A list of currencies and their corresponding codes can be found in currency codes on GOV.UK.

* Item Currency

[▼]

12. The **Supplementary Units** field may be required if the commodity code must be described not only by mass, but by a second unit of measure. Refer to the NI Online Tariff on Northern Ireland Online Tariff on GOV.UK for more information. This field is only visible when using Additional Procedure Code 1EL (excise goods subject to documentary controls) or 1LG (non-excise goods subject to documentary controls)

Supplementary Units

[   ]

13. Add the **Number of Packages** for this goods item

* Number of Packages

[   ]

14. Click the **Save** button to save the item or the **Save and Add New** button to add more goods to your Consignment

[Delete Item] [Save and Add New]   [Save (Ctrl + s)]

2.6   Categorisation

The TSS will automatically categorise the goods when the **Goods Record** is saved and recommend an **Additional Procedure Code** based on the category.

2.6.1   Category 2 and Standard Goods
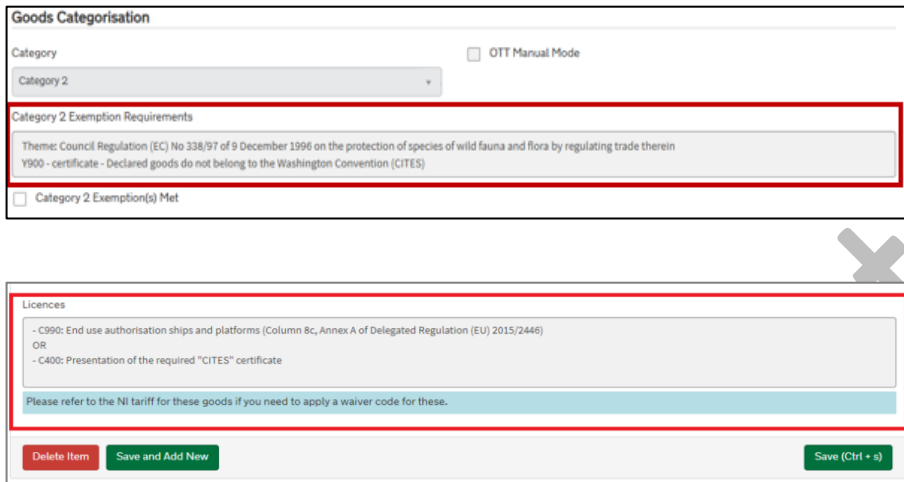
Once the category is determined, the **Additional Procedure Code** will also be recommended for the category of the goods. For example, if the **Category** shows as Standard Goods, the **Additional Procedure Code** will be updated to 1SG.

Goods Categorisation

Category   ☐ OTT Manual Mode
[Standard Goods   ▼]

If the goods are determined to be Category 2, TSS will show the Exemptions that apply including any licences that may apply to the goods.

Where there are two or more exemption requirements to be met within a Category, these are separated by 'AND':

The category of the goods can change, if you can confirm you meet the exemptions listed. In the example shown above, if you can confirm the goods do not require a CITES licence, you can click on the Category 2 **Exemption(s) Met** tick box as shown here.

This will change the category from Category 2 to Standard Goods and the **Additional Procedure Code** will change to 1SG.

If the exemptions cannot be met, the **Exemptions Met** tick box should not be clicked. Instead, the relevant documents or licences as displayed in the **Licences** box should be added as a **Document Reference** to the record as shown in Adding further information to the Goods Record section of this guide.
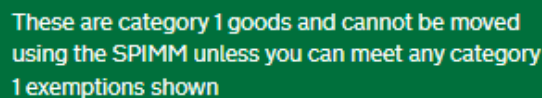
2.6.2 Category 1 Goods
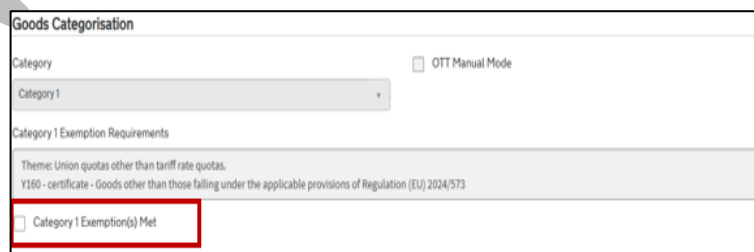
There are two possible scenarios where goods have been determined as Category 1 goods:

1. If the Category has been determined as Category 1 and there are exemptions available, the TSS portal will display the pop-up message below:

If you can confirm you meet the exemptions listed by clicking the Category 1 **Exemption(s) Met** tick box, the category will change to either Category 2 or Standard Goods depending on the restrictions that apply to those goods. The TSS will recommend and change the Additional Procedure Code to correspond with the change of category.
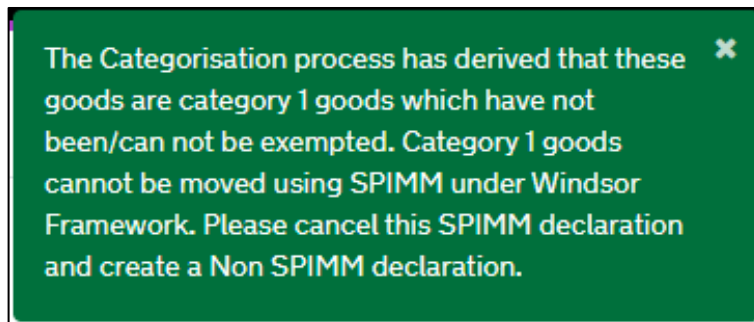

If the Category 1 exemption(s) cannot be met, **the goods cannot be moved using the simplified processes**.

2. Where there are no possible exemptions to controls available on a particular good, the Category will display as Category 1:

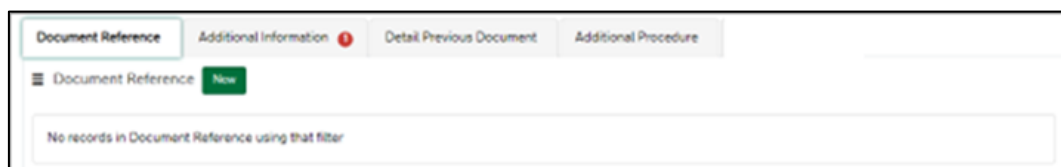Upon save, the TSS portal will display the pop-up message below:

It is important to understand the requirements and conditions that apply to the goods being moved and when exemptions can be claimed. If you are claiming exemptions, you must ensure that you hold evidence to support your claim. HMRC may request to see evidence that the exemptions have been met. The full list of controls applicable to the goods can be seen by using the NI Online Tariff on Northern Ireland Online Tariff on GOV.UK.

2.7   Adding further information to the Goods Record

You will then see the following tabs to supplement the information provided in the earlier fields of this section.

- **Document Reference**

- **Additional Information**

- **Detail Previous Document**

- **Additional Procedure**

1. Use the **Document Reference** tab if the movement requires input of additional documents, certificates or references
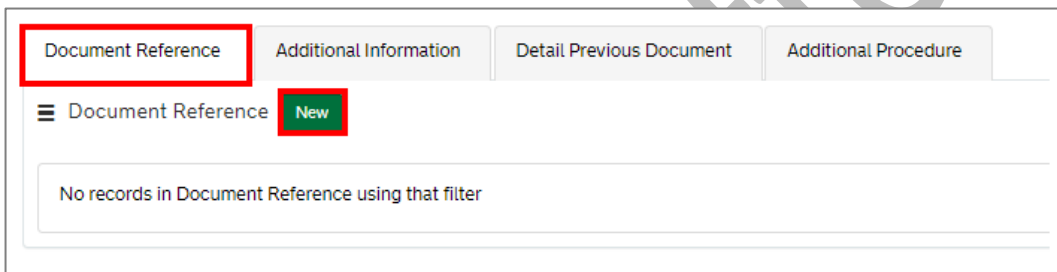
For more details on when these are required, please refer to the Internal Market Movement Information (IMMI) Data Guide on NICTA.

Document Code **1UKI** will be auto-populated here as part of the requirements to confirm goods 'not at risk' and the trader's UKIMS authorisation will be display.

If you have a NIRMS authorisation listed on your Company Profile and have selected a commodity code that is applicable for use under NIRMS, the Document Code **1RMS** and your NIRMS authorisation details will be added automatically.

Note: For movements into a NI Excise Warehouse, additional information is required in this field and is covered in the Moving goods into an NI Excise Warehouse section of this guide.
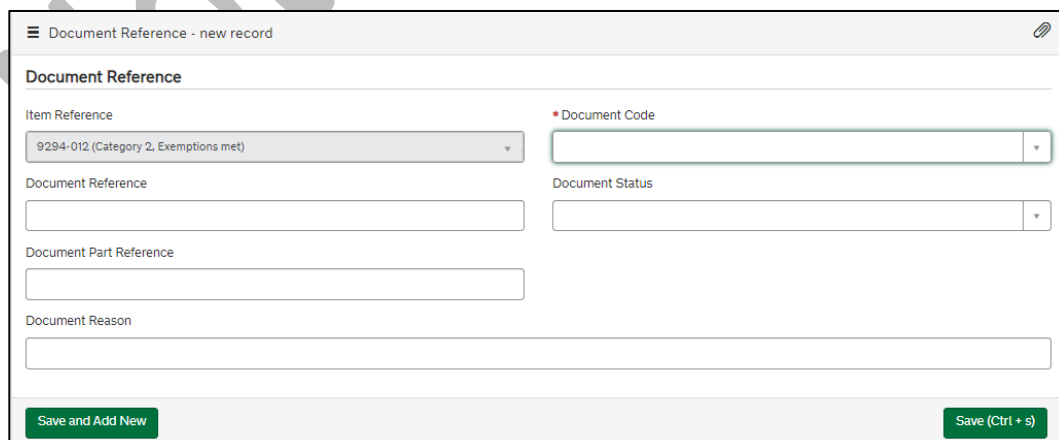
2. To add **Document References**, select **New**. You will be presented with fields to populate.

When selecting the **Document Code**, you will see a description of the code in the drop-down.

Once you have selected the correct **Document Code**, you will see help text appear that explains what information needs to be entered into the **Document Reference** and **Document Reason** fields.

You can also review guidance on how to correctly identify and enter **Document Codes** on your movement in the Document Code Guide on NICTA.
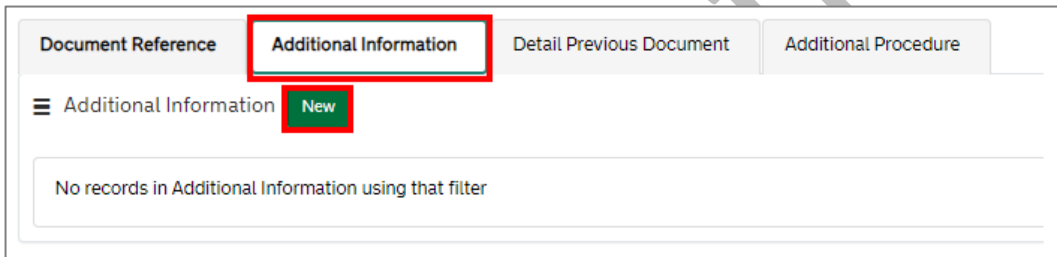
If you wish to add more **Document References** against the same goods item line, use the **Save and Add New** button to open a new record. The system will save the current **Document Reference** record and will automatically open a new one for you to complete.
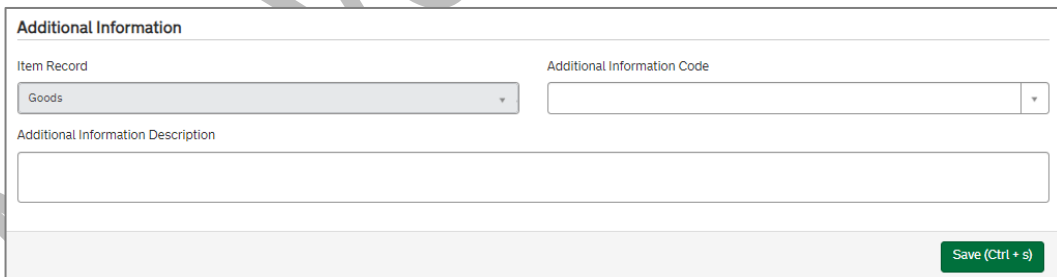
3. The **Additional Information** tab

    Some goods require **Additional Information Codes** to be attached to them depending on the purpose of the goods movement. Full information for Additional Information Codes used in the simplified processes for Internal Market Movements can be found on Additional Information Codes on GOV.UK.

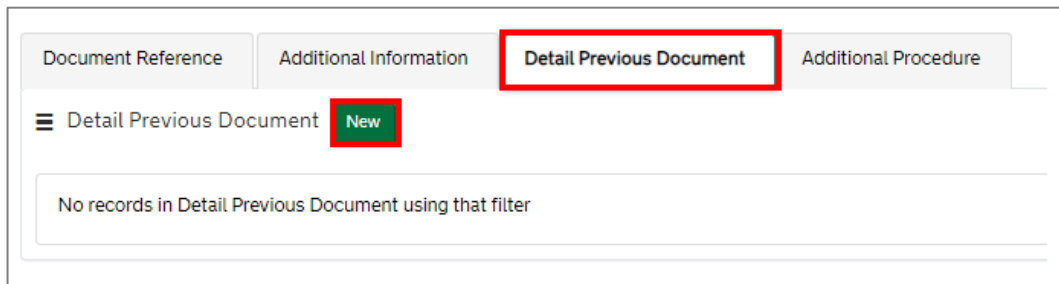   NIREM is a mandatory **Additional Information Code** and will be auto-populated by TSS.

    Note: For movements into a NI Excise Warehouse, additional information is required in this field and is covered in the Moving goods into an NI Excise Warehouse section of this guide.

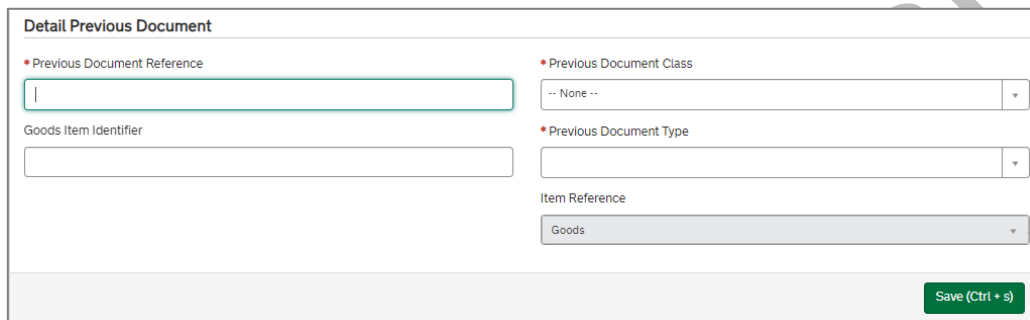   Click **New** to add **Additional Information Codes**. You will be presented with two editable fields.

4. The **Detail Previous Documents** tab is a mandatory field and follows the same structure as the consignment (header) level but is used where a previous document is to be entered for a single item within the movement

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Click **New** to add a **Previous Document** (for guidance on previous documents, refer to Previous Documents on GOV.UK). You will be presented with four editable fields.
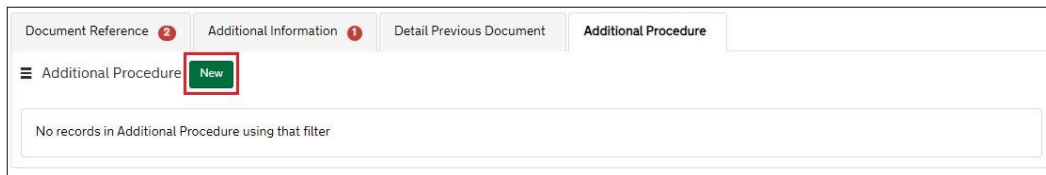
5. The **Additional Procedures** tab is used to enter more than one **Additional Procedure Code** for an item. The first **Additional Procedure Code** has been completed in the goods information section of the **Goods Record**. This would be one of the following:

- **1SG** – Standard goods (non excise and not subject to documentary controls)

- **1EN** – Category 2 Excise goods (not subject to documentary controls including licencing)

- **1EL** – Category 2 Excise goods (subject to documentary controls including licencing)

- **1LG** – Category 2 Non-Excise Goods (subject to documentary controls including licencing)

Any further **Additional Procedure Codes** required to satisfy the movement requirements should be added sequentially to this table. If you have a NIRMS authorisation listed on your Company Profile and have selected a commodity code that is applicable for use under NIRMS, the **Additional Procedure Code** **1RM** will be added automatically.
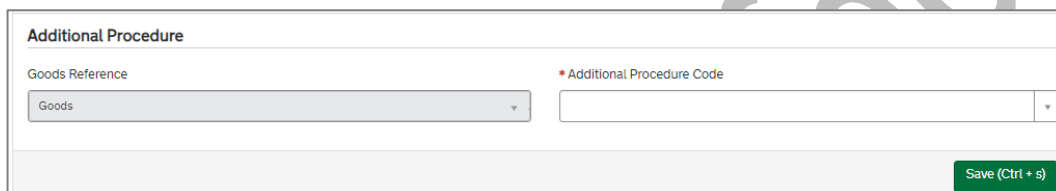
For further details on **Additional Procedure Codes** you can use on the Internal Market Movement Information (IMMI) can be found on Additional Procedure Codes on GOV.UK, or in the Internal Market Movement Information (IMMI) Procedures & Additional Procedure Codes Guide on NICTA.

Note: For movements into a NI Excise Warehouse, additional data is required in this field and is covered in the Moving goods into an NI Excise Warehouse section of this guide.

Click **New** to add an **Additional Procedure code**.

You will be presented with the option to input an **Additional Procedure Code:**

3   Moving goods into an NI Excise Warehouse

This section highlights the additional data necessary when using Procedure Code 0700, when goods are released for free circulation and excise duties are suspended by entering them into an NI Excise Warehouse.

This section should be used in conjunction with Section 2 of this guide to ensure all fields are completed.

This type of movement must meet all the conditions to use the simplified processes outlined in the Simplified processes for Internal Market Movements - Introduction Guide, including the need for any customs duties to be paid or accounted for in GB before moving to NI.

This Procedure Code can only be used where an Excise Registered Consignor has started the movement of goods under excise duty suspense on the Excise Movement Control System (EMCS) following release of the goods to free circulation in GB.

For full details on use of this Procedure Code please refer to Procedure code 0700 on GOV.UK.

Note: Use of Procedure Code 0700 suspends VAT which must be accounted for, if applicable, upon removal from the Excise Warehouse.

3.1 Additional information required on the Internal Market Movement Information (IMMI) Consignment (Header)

1. In the field **Warehouse Identifier**, enter the excise warehouse identification number, which will start with GB or XI followed by the reference number

Warehouse Identifier

2. In the **Holder of Authorisation** tab at the bottom of the page, add a new a record. The **Authorisation Type Code** should be selected as **EXW** (Excise Warehouse) or **EXWH** (Hydrocarbon Oils Excise Warehouse) depending on the type of Authorisation held.

   In the **Authorisation Role ID** field add the EORI number of the party who holds the excise warehouse authorisation.

Holder Of Authorisation

Consignment Reference

DEC000000010001766

Authorisation Role ID

Authorisation Type Code
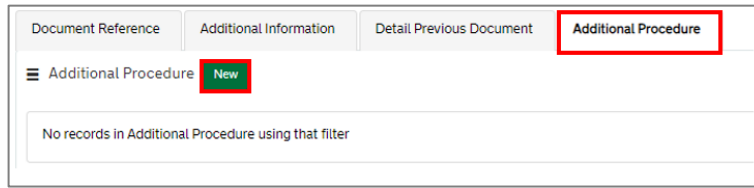
Authorisation Role Type

HA

Save (Ctrl + s)

3.2 Additional information required on the Internal Market Movement Information (IMMI) Goods Record line

1. The **Additional Procedure Code** must be selected as either:

   - **1EN** – Excise goods not subject to documentary controls or licensing

   or

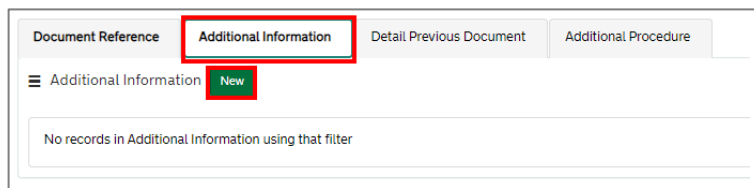   - **1EL** – Excise goods subject to documentary controls and/or licensing

* Additional Procedure Code

In the **Additional Procedure** tab at the bottom of the page, you can add further Additional Procedure Codes that are relevant to your movement. **Additional Procedure Code F06** is mandatory for all movements using Procedure Code **0700** and must be added in this field.

More information on **Additional Procedure Codes** can be found on [Additional Procedure](#) [Codes](#) on GOV.UK.

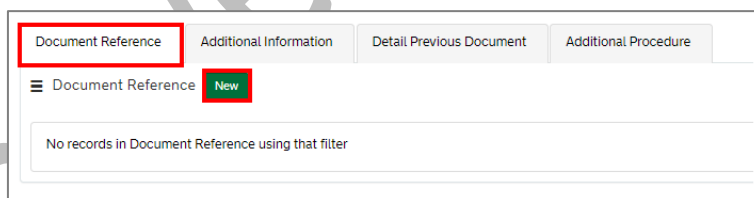2. In the **Additional Information Code** tab at the bottom of the page, add a new record

In the **Additional Information Code** field select **ECONR** (Excise Registered Consignor) and add their identification number in the **Additional Information Description** field, for example their EORI number or other identifier.

Other **Additional Information Codes** may be added here if they are applicable.
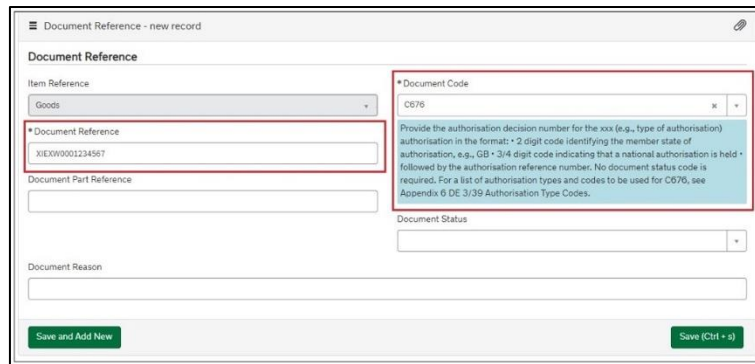
More information on Additional Information codes can be found on [Additional](#) [Information Codes](#) on GOV.UK.

3. In the **Document Reference** tab at the bottom of the page add a new record

Add the **Document Code** **C676** and in the **Document Reference** field add the authorisation number for the excise warehouse being used. This should take the following format:

XI or GB, followed by the Authorisation Type Code (EXW or EXWH), followed by the authorisation reference, for example, XIEXW0001234567
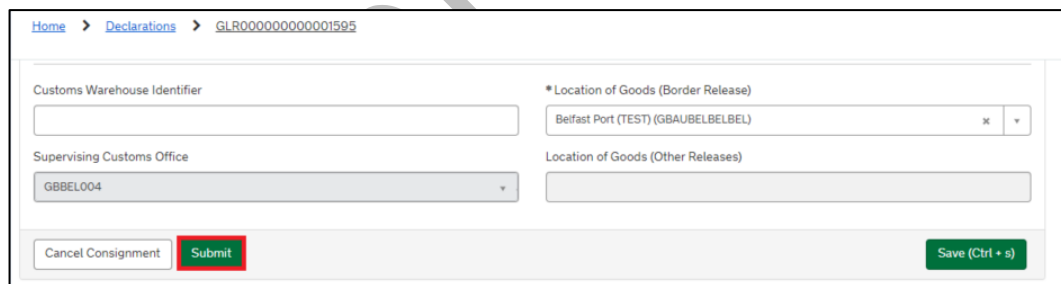
For a list of authorisation types and codes to be used, please refer to Authorisation type codes on GOV.UK.

Other **Document Codes** required for the movement should be entered in **Document Reference** field.

4 Submission of the Internal Market Movement Information (IMMI)

Once all required fields within the consignment (header) and **Goods Record** line have been completed, the Internal Market Movement Information (IMMI) can be submitted.
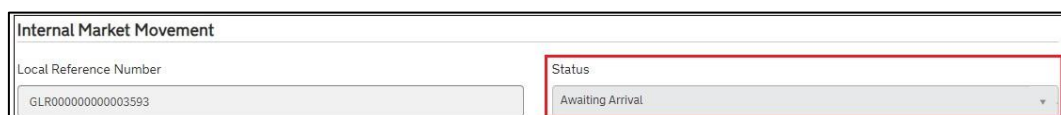
1. On the consignment (header) page, navigate down the form and click **Submit**:

2. A pop-up message will display on the right of the screen and the status of the Internal Market Movement Information (IMMI) will change to 'Processing':

3. The status of the IMMI will update to 'Awaiting Arrival' where there are no errors:

4. If there is an error in the submission, the status will update to 'Trader Input Required'.:

In this case, open the record and follow the guidance displayed in the **Error Message** box to resolve the error, then click **Reprocess**.

5   How to cancel a Pre-lodged Standalone Internal Market Movement (IMMI)

If you have raised the Internal Market Movement (IMMI) in error, you can cancel the record by following the steps below. It can only be cancelled using the method below if the status of the record is either in 'Draft' or in 'Trader Input Required'.

If the record is in 'Awaiting Arrival' status, please contact the TSS helpdesk to request cancellation.

1. Click on the **Goods Movements** tab at the top of the page, and select **View a Goods Movement**
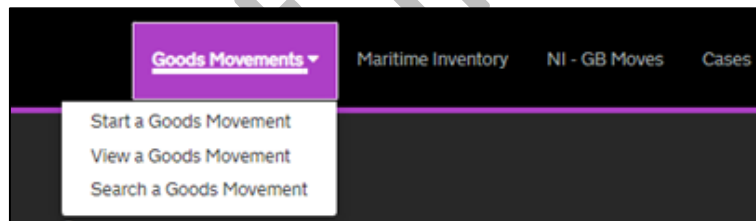
2. In the **View Goods Movement** page, select 'Internal Market Movement Information (by consignment)'

3. From the **Status** list, click on **Draft IMMI Records** or **Input Required IMMI Records** to find the Internal Market Movement Information (IMMI) you wish to cancel

4. Select the Internal Market Movement Information (IMMI) you wish to cancel from the list, which will take you to the consignment Header page

5. Within the consignment (Header) of the Internal Market Movement Information (IMMI), navigate down the form and click on **Cancel Consignment**:


6. A pop-up message will appear, asking you to confirm if you want to proceed with cancellation. Click **Yes**:

Cancel Consignment

You are about to cancel this declaration. Are you sure you want to proceed?

No | Yes
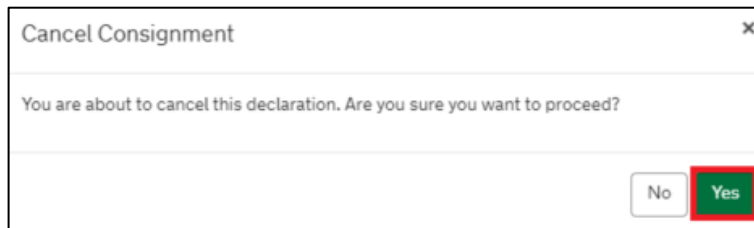
7. A message will appear on the right of the screen confirming the cancellation:

The Consignment GLR000000000001455 has been cancelled.
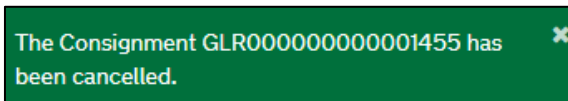
8. Once cancelled the **Status** of the Internal Market Movement Information (IMMI) will change to '**Cancelled**':

Internal Market Movement

Local Reference Number
GLR000000000003621

Status
Cancelled
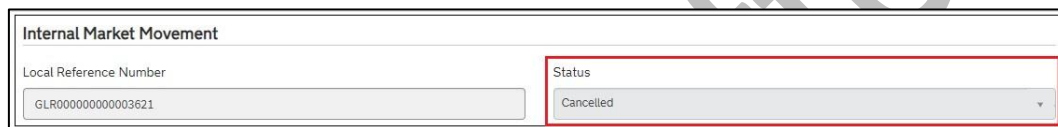
6   Further steps to facilitate the GB-NI movement

When the Internal Market Movement Information (IMMI) has been submitted, there is a step required to complete the goods journey.

If the goods are being moved by RoRo, prior to the goods boarding the ferry, the haulier will need to generate a **Goods Movement Reference (GMR)** on the **Goods Vehicle Movement Service (GVMS)**.

Once the Internal Market Movement Information (IMMI) has been submitted and is '**Awaiting Arrival'**, the Movement Reference Number (MRN) of the **Internal Market Movement Information (IMMI)** will be sent to the you by email from TSS. You will need to provide this MRN to the haulier which they can use to attach the movement to the GMR.

Further Details on GMRs and GVMS can be found in the How to create a GMR guide on NICTA.

This will ensure the free flow of your goods from GB to NI and no other submissions will be required post movement.

7   I need to know more

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

- [Simplified processes for Internal Market Movements - Introduction Guide](#)

- [Pre-Movement Internal Market Movement Information (IMMI) Step-by-Step Guide](#)

- [Internal Market Movement Information (IMMI) Data Guide](#)

- [Internal Market Movement Checklist for Traders](#)

- [Internal Market Movement Checklist for Hauliers](#)

- [Trader Goods Profile (TGP) Guide](#)

- [How to raise a GMR guide](#)

- [How to use the TSS Portal](#)

- [TSS Permissions Management for TGP and UKIMS](#)

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

Changes to guidance and policy

April 2025: Published.