



MR.
SPARROW

TSS GB TO NI ENTRY SUMMARY SHEET



Corresponding field on TSS Portal

YOUR REF :

1	Reg Number (Accompanied) or Trailer Number (Unaccompanied)	_____ →	Identity Number of Transport
2	Nationality of above transport (what country is vehicle registered in?)	_____ →	Nationality of Means of Transport
3	Carrier EORI - EORI number of the haulier - must be "XI" prefix. If you're moving your own goods, you are the haulier.	_____ →	
4	Expected Arrival Date + Time to NI Seaport (the ferry company will show this on their booking confirmation)	_____ →	Arrival Date/Time
5	Port of Arrival - NI Seaport the goods will arrive to	_____ →	Port of Arrival
6	Place of Loading - the town/city where the goods are being collected from.	_____ →	Place(s) of Loading
7	Place of Unloading - the town/city where the goods are being delivered to.	_____ →	Place(s) of Unloading
Click on "Save as Draft" button at bottom right			Save as Draft
Scroll to bottom of page and hit "New" beside "Consignment Information"			Consignment Information New
"Does Consignment contain goods subject to control...?" drop down box			Click arrow at right and select "No" in Dropdown
Click green "yes" button to confirm			Yes, I am sure these goods are not controlled
8	Transport Document Number - the CMR number	_____ →	Transport Document Number
9	Goods description - a plain language description that allows for visual identification	_____ →	Goods Description
10	Consignor EORI - the EORI number of the party supplying the goods in GB - must be "XI" prefix	_____ →	Consignor EORI
11	Consignee EORI - the EORI number of the party receiving the goods in NI - must be "XI" prefix	_____ →	Consignee EORI
12	Importer EORI - the EORI number of the party purchasing the goods in NI - must be "GB" prefix	_____ →	Importer EORI
13	Exporter EORI - the EORI number of the party selling the goods in GB - must be "GB" prefix	_____ →	Exporter EORI
Click "Save"			Save (Ctrl & S)
Beside "Declaration Goods", hit "New"			New
14	Package Marks - any marks/numbers/serial numbers etc. that will identify the cargo	_____ →	Package Marks
15	Type of Packages	_____ →	Type of Packages
16	Number of Packages - the number of outer packages	_____ →	Number of Packages
17	Item Gross Mass - the total weight of the goods including all packaging	_____ →	
Scroll to bottom of page, click on "Save" button at bottom right			Save (Ctrl & S)
Scroll to top of page, click on "DECXXX" in the top bar → Home > Declarations > ENS0000000000 > DEC0000000000 > 1 Pallet dog toys			
Scroll to bottom of page and click on "Submit" button			Submit

Need assistance? →

sparrow.org.uk
+44 (0) 845 5280921
mr@sparrow.org.uk