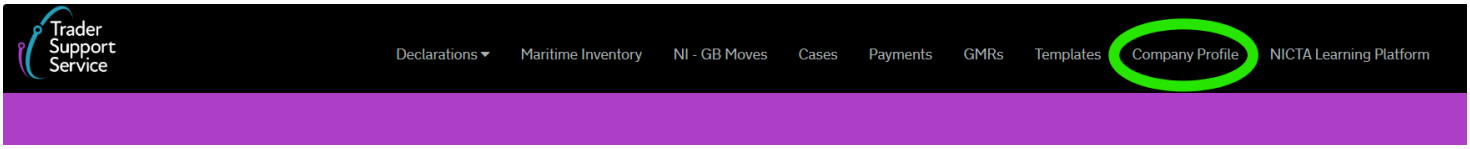
HOW TO GRANT DX UKIMS ACCESS ON TSS

This document demonstrates how DX Customers sending B2B goods from GB to Northern Ireland can allow DX to make Trader Support Service (TSS) declarations on their behalf. Customers must already be registered on TSS and should contact DX if they encounter any problem with the below. **This needs to be completed even if you have already previously authorised DX as an agent on TSS.**

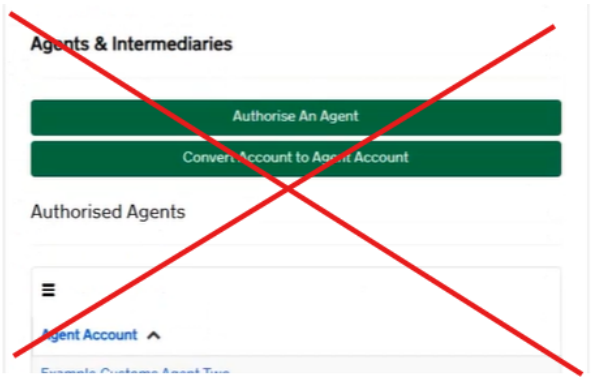
Failure to grant DX UKIMS access will result in GB-NI B2B shipments being rejected by TSS and then returned to sender.

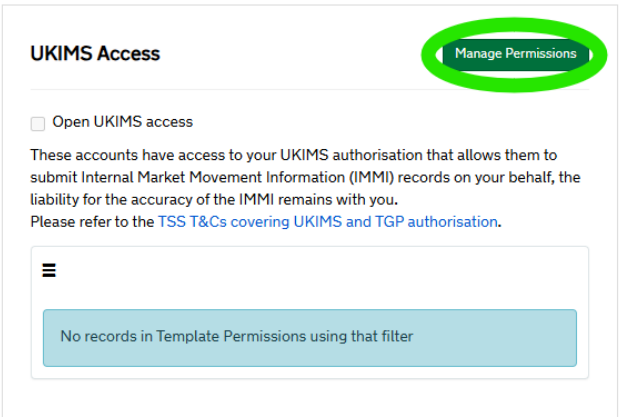
1. Please log into your TSS account at https://www.tradersupportservice.co.uk. This must be the **PRIMARY USER** that registered with TSS.

2. Click on 'Company Profile' at top of screen:



3. Scroll down to the bottom of the page and click on 'UKIMS Access – Manage Permissions'. Please DO NOT use the 'Authorise An Agent' section :

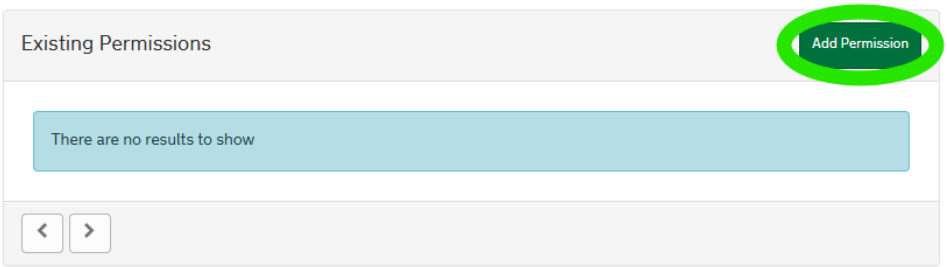




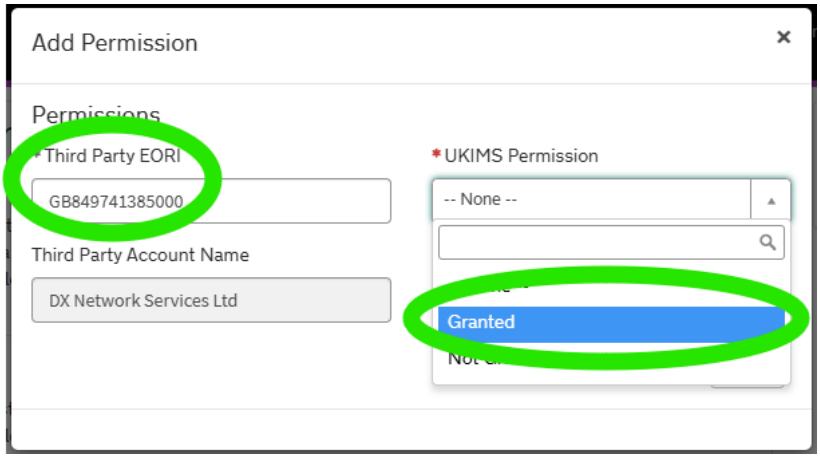
If you do not see the UKIMS Access section, it's either because you are not the primary user, or because you have not registered your UKIMS yet on TSS. Instructions on how to do this can be found from 5:30mins into this video guide – DX will not need access to your Trader Goods Profile (TGP):

https://www.nicustomstradeacademy.co.uk/video/preparing-for-windsor-framework-using-tss/

4. Scroll down to 'Existing Permissions – Add Permission':



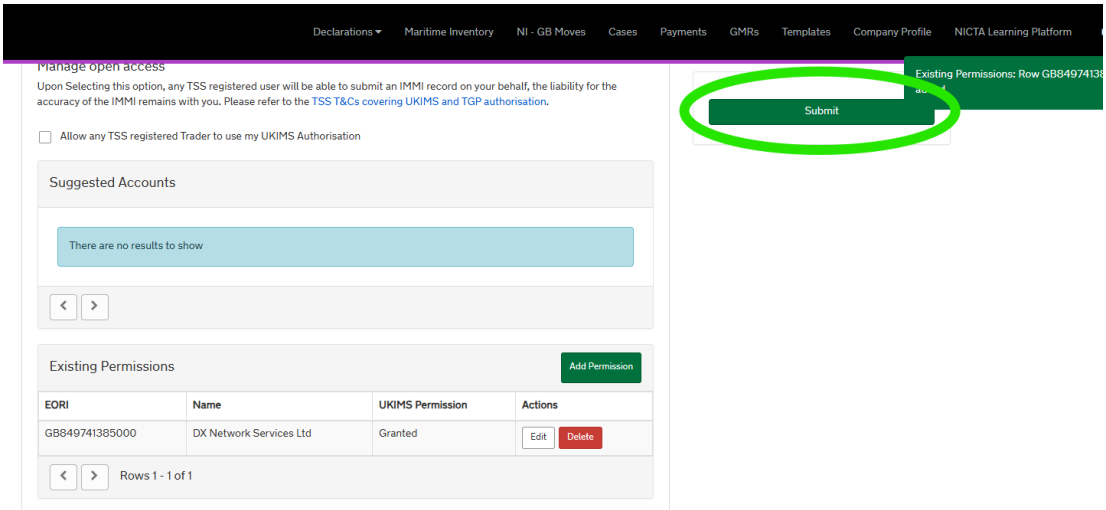
5. In the pop-out box please enter DX's EORI 'GB849741385000' and select 'Granted' in the 'UKIMS Permission drop-down list:



6. Click 'Save'

Your 'Existing Permissions' box on screen should now show DX Network Services Ltd as having UKIMS Permission Granted:

7. Click on 'Submit'



All done, thank you for your attention! Please contact your Account Manager if you have any problems completing this or for any other questions on the Windsor Framework.