

Understanding German Ports IDs and Account Structures

What is a German Ports ID?

Every company that registers on the platform receives a unique German Ports ID.

- This ID acts as a digital identifier for your company or organisation on the platform.
- German Ports IDs consist of 17 characters and are technically structured to represent both your main company account and any subdivisions or departments you may need to define.

How is a German Ports ID structured?

The 17 characters of the GP ID are structured as follows:

- **Base:** Your company's VAT ID (2 characters)
- **Padding:** If your VAT ID has fewer than 12 characters, it will be padded to 12 digits
- **Extension:** Followed by 3 digits to define branches, departments, or other units.

Example: **DE**123456789**000000**

- "DE" Country code + 123456789 = Your VAT ID
- "000" = Padding
- "000" = Main office

Parent vs. Child German Ports IDs – What's the Difference?

Parent German Ports ID

- This is your main company ID, created when your organisation registers on the platform.
- It acts as the umbrella under which users and additional sub-IDs are managed.

VS.

Child German Ports IDs

- These are sub-IDs you can create under your parent account.
- Each child ID represents a subsidiary, department, or operational unit that needs to be identified separately, for example:
 - Different warehouse locations
 - Regional branches
 - Units working with different business partners
- All child IDs remain linked to the parent account, but can have:
 - Their own user groups
 - Separate permissions
 - A distinct identity for partners and platform functions

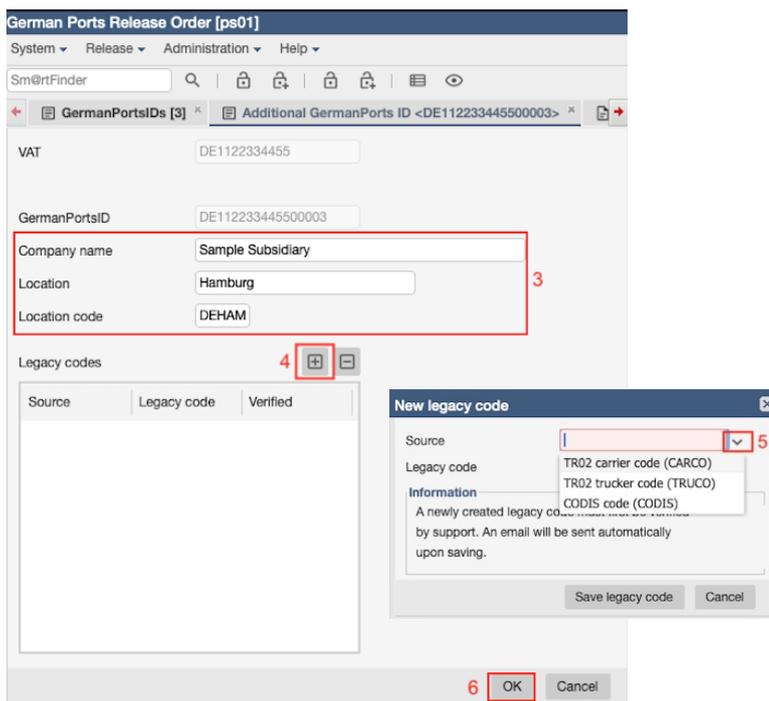
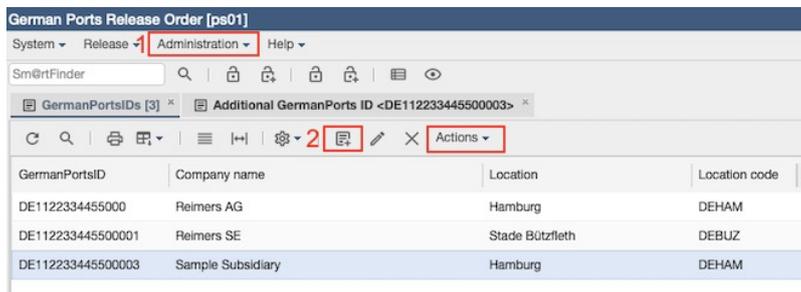
When to Register a New Account vs. Create a Child German Ports ID

Scenario	Register a New Account	Create a Child German Ports ID
Legally independent companies	✓ Yes	✗ No
Branches under same legal entity	✗ No	✓ Yes
Internal departments or branches	✗ No	✓ Yes
Separate operational units with shared admin	✗ No	✓ Yes
Company needs full independence (e.g. billing, admins)	✓ Yes	✗ No
Partners need to refer to different sites	✗ No	✓ Yes

How to create Child GermanPorts IDs

Login to your account via the German Ports Web Portal:

- Under "Administration", select "GermanPorts IDs". A tab will open to show you an overview of GermanPorts IDs linked to your account.
- Under "Actions" you will find the option "Create GermanPorts ID". Alternatively, you can use the quick addition icon on the menu bar.
- A new tab will open. Input all the necessary details such as the company/ branch name as well as location. If you are creating a new entity, please make sure to save your entry first by clicking the 'OK' button (step 6).
- You can also add legacy codes in this step (or later) which will be used for mapping purposes. If you press on the "+" symbol, a new window will open.
- Here, you can choose which legacy code you would like to add (CARCO, TRUCO, CODIS). Once you have input the code, click save legacy code.
- You will now be taken back to the tab of the additional GermanPorts ID. Click 'OK' on the bottom right of your page to save your changes and add the GermanPorts ID.



Information about legacy codes

Administrators have the option to assign legacy codes to any GermanPorts ID created (as shown above). These are codes that are already used in existing industry systems and processes. Common legacy codes include:

- TR02 carrier codes
- TR02 trucker codes
- CODIS codes (for rail operators)

These codes are used by terminals to verify Pick-Up Rights in German Ports.

If your company communicates with a terminal using a legacy code (for instance when booking a slot or sending a transport order), the correct legacy code must be linked to your GermanPorts ID.

Legacy codes can be added, updated, or removed by administrators at any time.

What are partner codes?

In many existing processes, **partner codes are used by carriers to identify their forwarders or customers**. If your company already uses a partner code with a carrier (e.g. when receiving container release order data), you can continue to use this code within the German Ports platform.

To enable this, German Ports allows forwarders to assign partner codes to their GermanPorts ID.

? Who can assign partner codes?

Only administrators of the forwarder account can manage partner codes. Carriers cannot make changes to partner code assignments.

? What is needed before I can assign a partner code?

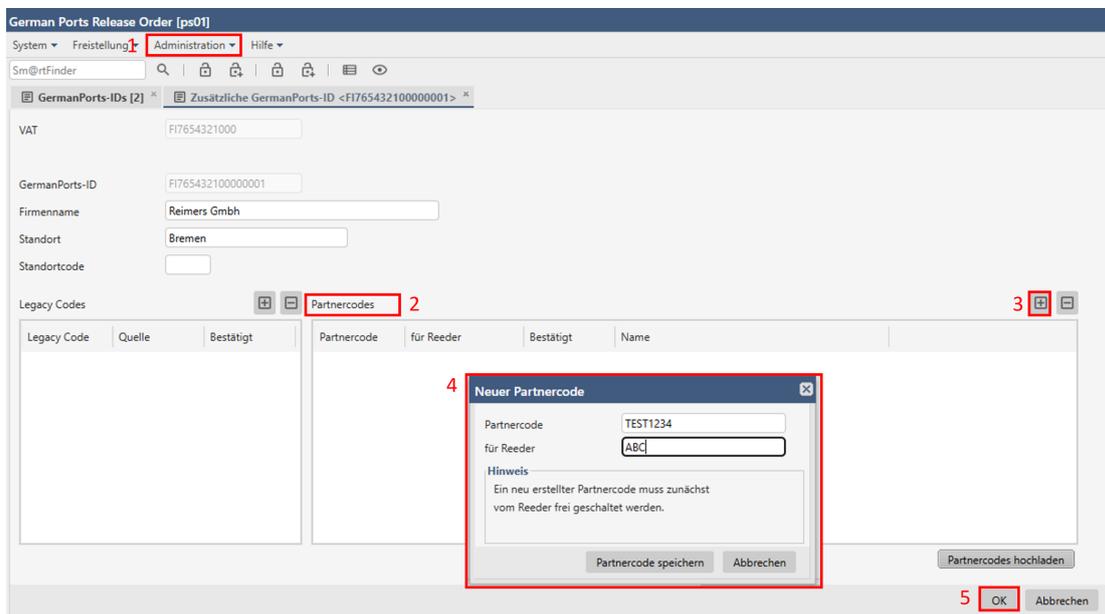
A partner code can only be assigned for supported carriers. A list of carriers that accept partner code mapping is available via a search menu in the platform. If your carrier is listed, you can assign a partner code.

If your carrier is not listed, they will release containers based on your GermanPorts ID, not a partner code.

How to setup the partner code mapping

Login to your account via the German Ports Web Portal:

1. Under "Administration", select "GermanPorts IDs". A tab will open to show you an overview of GermanPorts IDs linked to your account.
2. Under each GermanPorts ID you will find the option "Partnercodes". Alternatively, you can use the quick addition icon on the menu bar.
3. If you press on the "+" symbol, a new window will open. Input all the necessary details (partner code from your carrier as well as the SMDG liner code from the carrier). You can also add more partner codes in this step (or later) which will be used for mapping purposes.
4. You can also upload an Excel Sheet with the necessary information. The first column contains a partner code that a carrier uses to identify your company. The second column contains the SMDG liner code of this carrier.
5. You will now be taken back to the tab of the additional GermanPorts ID. Click 'OK' on the bottom right of your page to save your changes and add the GermanPorts ID. The carrier will then be notified to confirm the mapping.



The screenshot shows the German Ports Release Order web portal interface. The 'Administration' menu is highlighted in red, and the 'GermanPorts IDs' tab is selected. The 'Partnercodes' option is highlighted in red. A dialog box titled 'Neuer Partnercode' is open, showing input fields for 'Partnercode' (TEST1234) and 'für Reeder' (ABC). The dialog box also contains a warning message: 'Ein neu erstellter Partnercode muss zunächst vom Reeder frei geschaltet werden.' The 'OK' button is highlighted in red.

Legacy Code	Quelle	Bestätigt	Partnercode	für Reeder	Bestätigt	Name