

How to create a new pick-up right

Login to your account via the German Ports Web Portal:

1. Navigate to "Release" and select "New pick-up right". A new tab titled "New pick-up right" will appear, displaying several data fields.
2. Fill in all mandatory fields, clearly highlighted in red: Container number, Bill of Lading number and Terminal
3. Additionally, you must select your own (carrier) code from the drop-down field "Shipowner code".
4. After filling out the mandatory fields, you may enter additional details for the pick-up right in the white fields.
5. Lastly, save your entry by clicking the 'OK' button.

Editing of Pick-up rights

Login to your account via the German Ports Web Portal:

1. Navigate to "Release" and select "Release orders". A new tab titled "Release orders" will appear, displaying several previously created release orders.
 2. Right click on the individual (or multiple) selected release order(s) to edit
 3. A new pop-up window will open where you can edit the fields "Return depot code" and "Turn-In ref.".
- Alternatively, you can edit an existing release order by creating a new one with identical mandatory fields, effectively overwriting the previous entry.

German Ports Release Order [pm01]							
System Release Administration Help							
Sm@rtFinder							
Release orders [1] Pick-up rights [1]							
Actions							
Recipient code	Recipient name	Recipient phone	Status	Containerno.	B/L no.	Exemption reference	Termi
FI765432100000000			Released	TESTCON12345	TESTCON12345		CTD