

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
- **Padding:** Ignoring the country code (first 2 letters), if your VAT ID has fewer than 12 alphanumeric digits, it will be padded to 12 digits
- **Extension:** Followed by 3 digits to define branches, departments, or other units.

Example: **DE**123456789**000**000

- "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

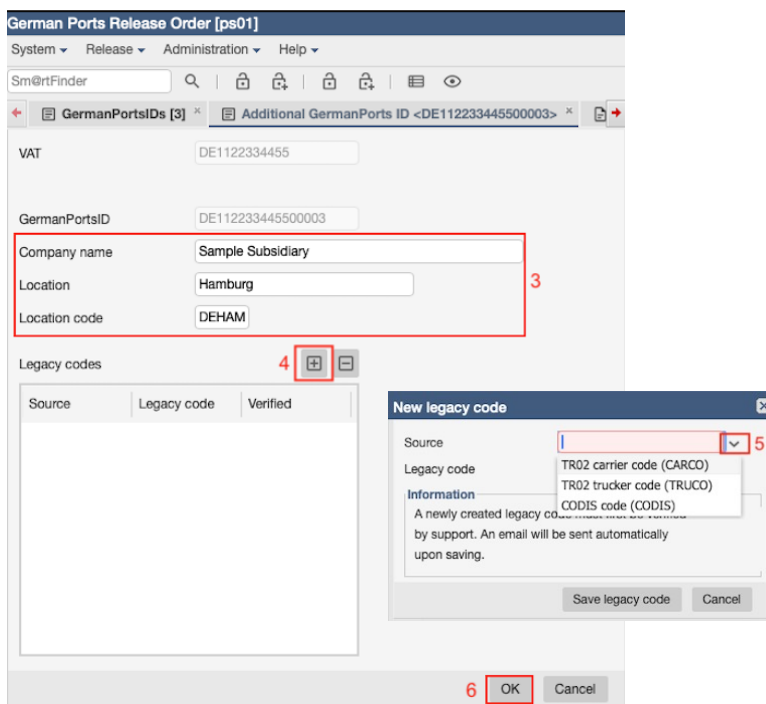
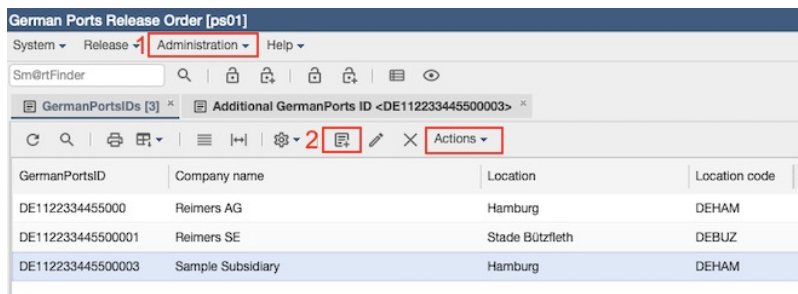
When to Register a New Account vs. Create a Child German Ports ID

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.