

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.

