

Go to the appropriate page for a discussion of the following import shipment data procedures:

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Use the Import/Export Wizard for address book, commodity and other simple import types. For more complex import types, see Import Shipment Data using the Connection Assistant.

To import shipment data using the Import/Export Wizard and Keyed Import:

St	ер	Window (if available)
2.	On the Import-Export tab, select Tools and then Import/Export Wizard. The Import/Export Wizard – Main Menu – Step 1 of	Import Fundation UPS WorldShip Hone Tools Printing Activities Import-Export UPS consumption Import Import Batch Automatic Export Create State Automatic Import Import Batch Automatic Export Control Map Import Import Import Export Control Map Import Brow Export Control Map Import Princip Export Control Map Campany or Name Previot Previot Previot Previot Address 2 Address 3 Ship Too Previot Previo
	 5 window appears. Select I Need Help With Importing Information into WorldShip. Click the Next button. 	Welcome to the WorldShip Import/Export Wizard The Import/Export Wizard will help you integrate your data with WorldShip by providing step-by-step guidance throughout the import and export processes. How can the wizard assist you? I need help with importing information into WorldShip I need help with exporting information out of WorldShip Go to advanced wizard features I need help with exporting information out of WorldShip Go to advanced wizard features





3.	The Import/Export Wizard – Select Data Type – Step 2 of 5 window appears.	Import/Export Wizard - Select Data Type - Step 2 of 5
	Select Small Package Shipments.	
	Click the Next button.	Select the type of Data you would like to Import: Addresses Small Package Shipments Freight Shipments Small Package Commodities for International Shipments Freight Commodities Custom Package Types Charge Back Codes
4.	 The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears. Type a name for the data connection in the Data Connection Name box. Click the Browse button. 	Import/Export Wizard - Connect Data To WorldShip - Step 3 of 5 Participation Before you can import/export your data you must connect your data file to WorldShip. To make a connection, provide a name for the connection then browse to your data file. The connection name will enable you to identify the connection in the future if you wish to modify it. • Data Connection Name: SHIPMENT IMPORT • Where is the location of your DATA file? Or Select an Existing Data Connection Oracle
		< Back Next > Cancel Help



Select a file:
Organize * New folder
Organize ▼ New folder IIII ▼ IIII ♥ ★ Favorites Name Date modified Type Size
End Desktop Schema 11/19/2013 & 0.8 AM Configuration sett W Downloads Shipment.mdb 11/18/2013 6/38 PM MDB File
Image: ShipTo.csv 10/17/2008 3:29 PM CSV File Image: Worldship.csv 11/19/2013 5:15 AM CSV File
ibraries is Documents in Music
E Pictures Wideos
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Network
File name: Shipment.mdb
Open V Cancel
Import/Export Wizard - Connect Data To WorldShip - Step 3 of 5 2 Before you can import/export your data you must connect your data file to WorldShip. To make a connection, provide a name for the connection then browse to your data file. The connection name will enable you to identify the connection in the future if you wish to modify it. *Data Connection Name: SHIPMENT IMPORT *Data Connection Name: SHIPMENT IMPORT Where is the location of your DATA file? SQL Server Oracle Oracle Datasource Settings: The wizard has determined that your data file is a Microsoft Access Driver (*mdb) datasource. If this is not correct, select the appropriate data file type below. If this is correct then select "Next". Datasource Type: Microsoft Excel Driver (*xds) Microsoft Excel Driver (*bd: *csv) Microsoft Visual FoxPro Driver Configure Data SQL Server SQL Server Configure Data SQL Server Reset Reset





 The Import/Export Wizard – S Step 3b of 5 window appears selected contains multiple tak 	if the data file that you	Import/Export Wizard - Select Table Name - Step 3b of 5
 Select the appropriate ta data you wish to import Name box. 		The wizard has determined your data file has multiple tables. Select the table below which contains the data you wish to import/export.
Click the Next button.		Select Table Name: Goods Hazmat Importer InternationalDocument Package PrimaryTable Producer ShipFrom ShipPTo ThirdParty Cancel Help
8. The Import/Export Book – Ma of 5 window appears.	pping Screen – Step 4	Import/Export Book - Mapping Screen - Step 4 of 5 Import/Export Book - Mapping Screen - Step 4 of 5 I. To map your file to WorldShip, drag the field names from your data file into the applicable fields on the WorldShip screen. Connection Connection
 Map your file to WorldSh dropping each field nam Small Package Shipmer applicable field box on th the right. 	e in the Map Your it Fields box to the	Map your Small Package Stypment field: Styp To
 In the Map Your Small F Fields box, select the fie identifies each customer Primary Key button. A ke field name. 	ld that uniquely and click the Define	Stee Map, Help See Map, Help See Map, Help Support Number: Support Number:
Enter a name for the ma box.	p in the Map Name	Back Cancel Cancel Add Pkgs Delete Pkg F10
Click the Save Map butter	on.	





 The Import/Export Wizard – Data Connected to WorldShip – Step 5 of 5 window appears. 	Import/Export Wizard - Data Connected to WorldShip - Step 5 of 5
Select Return to Wizard Main Menu.	
Click the Next button.	You have successfully set up your import/export!
	What would you like to do next? Import/Export your data now Return to wizard Main Menu Exit to WorldShip
	< Back Next > Cancel Help
10. The Import/Export Wizard – Main Menu – Step 1 of	Import/Export Wizard - Main Menu - Step 1 of 5
 10. The Import/Export Wizard – Main Menu – Step 1 of 5 window appears. Select Go to Advanced Wizard Features (edit maps, perform import/export, and more). Click the Next button. 	Import/Export Wizard - Main Menu - Step 1 of 5 Welcome to the WorldShip Import/Export Wizard The Import/Export Wizard will help you integrate your data with WorldShip by providing step-by-step guidance throughout the import and export processes.
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11. The Import/Export Wizard – Advanced Features window appears.	Import/Export Wizard - Advanced Features
Select Initiate Keyed Import.	Select a Specific Task below.
Click the Next button.	What would you like to do? Connect my Data File to WorldShip Edit Existing Data Connection Create New Import/Export Map Edit Existing Import/Export Map Edit Existing Import/Export Map Initiate Batch Import Initiate Batch Export Initiate Batch Export Initiate Keyed Import Set Up Automatic Export during End of Day Set Up Automatic Export After Processing Shipments Learn more about: Hands-Off Shipping XML Auto Import
 12. The Import/Export Wizard – Keyed Import window appears. Clear the Turn Off Keyed Import check box. Under Select Data Map File From List Below, select the map name that you created. Click the Finish button. 	Import/Export Wizard - Keyed Import You have chosen to configure: Keyed Import Select Data Map File from list below:





 13. The Enter Import Key window appears. Type the appropriate key for the shipment you want to import. Note: The Primary Key field defined in step 8 shows the available import keys. Click the Close button. 14. The Shipping window appears and shows the imported chimment information.	Enter import key: CustID_001 Close Cose
 imported shipment information. Complete the shipment information (such as weight). Click the Process Shipment F10 button. 	Create a Return * Repeat Undo Void IIII Left Addresses End Collection Metraging Nampate Shipment Shipment Tack Manage Addresses End Collection Metraging Nampate Shipment Shipment Residence Catoms Documentation Metraging Customer Dividue Address Book Residence Package Package Package Customer Dividue Address Book Residence Package Package Package Customer Dividue Address Book Residence Residence Residence Residence Customer Dividue Address Book Package Package Package Package Company of Name: Residence Residence Namber 1: Residence Namber 1: Redeence Namber 1: Redeence Namber 1: Address 1 Stepfinor Stepfinor Stepfinor Residence Namber 1: Residence Namber 1: Address 2 Reserve Residence Namber 1: Residence Namber 1: Residence Namber 1: Gay of fow: Stepfinor Steppinor: Steppinor: Stepinor: Stepeino
 15. A blank Shipping window appears. On the Home tab, select History. 	USWordShip Home Tools Printing Activities Import-Export UPS con Support Multi-piece Shipment Repeat Unio Void Iffit Repeat Onto Collection Metraging Nangate Shipment Activities Took Manage Addresses End Collection Metraging Nangate Shipment Activities Took Manage Addresses End Collection Metraging Ownors To Optage Addresses End Package Package Collections Metraging Shipment Activities Took Hereson Package





Image: State in the second	 The Shipment History window shows the shipment under UPS Collections. 	Image: Construction UPS WorldShip Home Tools Printing Activities Home Tools Printing Activities Image: Construction Image: Construction Im
Ver: Package 1 of 1		Image: Comparent Action of the second act





Use the Connection Assistant to import multiple table databases and other complex import types. For simple import types, see Import Shipment Data using the Import/Export Wizard.

To import shipment data using the Connection Assistant and Keyed Import:

Step	Window (if available)
 On the Import-Export tab, select Tools and then Connection Assistant. 	UPS WondShip Hone Tots Printing Adtwitte: Import-Export UPS con Support Kryed Bath Automatic Export Create Flot Tots Create Flot Import Import Bath Automatic Export Collection Data Tots Flot Flot<
 2. The Connection Assistant – Select Import or Export – Step 1 of 5 window appears. Select Create a New Map for Import. Click the Next button. 	Connection Assistant - Select Import or Export - Step 1 of 5 Welcome to the Connection Assistant, a step-by-step guide to creating import and export maps. The maps you create can then be used when importing data to and from UPS WorldShip. To use existing maps, go to the Import-Export tab, select either Batch Import or Batch Export, and follow the instructions. What action would you like to do now? © Create a new map for Import © Create a new map for Export © Import using an existing map © Export using an existing map © Export using an existing map Kext > Cancel Help





 3. The Connection Assistant – Select the Data Type – Step 2 of 5 window appears. Click the down arrow in the Import Data Types box and select Shipment. Click the Next button. 	Connection Assistant - Select the Data Type - Step 2 of 5 Select the type of information you are working with, such as addresses or shipments. Choose the type of Import data. Import Data Types Shipment
 4. The Connection Assistant – Data Source – Step 3 of 5 window appears. Select By File. Enter the location of the file in the Currently Selected File box, or click the Browse button and locate and select your file. Enter the Data Source Name (DSN) in the Data Source Name (DSN) box. WorldShip saves the DSN for future reference. Tip: Write down this name. Select the appropriate ODBC driver in the ODBC Drivers box. Click the Next button. 	Connection Assistant - Data Source - Step 3 of 5 Select the Data Source By Known ODBC Source By File System DSN Currently Selected File: C:\UPS DBS\Shipment.a Browse Password: ODBC Drivers: SQL Server Microsoft Access Driver (*mdb) Microsoft Access Treiber (* mdb) Driver do Microsoft Access (* mdb) Microsoft Access Treiber (* dbf) Microsoft Access Treiber (* dbf) Microsoft Access (* dbf) Microsoft Access Treiber (* dbf) Microsoft Access Treiber (* dbf) Microsoft Access Treiber (* dbf)





 5. The Connection Assistant – Select a Name for Map – Step 4 of 5 window appears. Select New Map. Enter a name for the map in the New Map Name box. Tip: Write down this name. Click the Next button. 	Connection Assistant - Select a Name for Map - Step 4 of 5 The next step is to connect or "map" the fields in your selected data source to the fields in UPS WorldShip. With the Connection Editor, you will make these connections. You can create a completely new map or you can base it on an existing map. Hint: All map names are unique and if you select an existing map, you must give it a new name. Select New Map or New Map based on Existing Map Image: New Map Select New Map based on existing map New Map New Map ONEW Map based on existing map New Map New Map Name: SAMPLE Existing Maps Map Name / Map Type ODBC DSN/Location SHIPMENT IMPORT Shipment SHIPMENT IMPORT Shipment Shipment UPS WorldShip Sample.
 6. The Connection Assistant – Prepare the Map – Step 5 of 5 window appears. Review the instructions. Click the Finish button. 	Connection Assistant - Prepare the Map - Step 5 of 5 Cancel Help Connection Assistant - Prepare the Map - Step 5 of 5 Cancel Help Connection Assistant - Prepare the Map - Step 5 of 5 Cancel Help Market associate a new DSN, you may need to confirm the ODBC source setup. The setup dialog will be presented before the Connection Editor, if confirmation is needed. Click OK to confirm setup. Here are some tips: 1. When you see the Connection Editor, select a field or column in your data source. 2. Select a corresponding field in the UPS WorldShip list. 3. Click the Connect button. Now the two fields are mapped. 4. Continue this process until all of the fields that you need are mapped. Kent mapped and mapped and mapped and mapped and mapped and mapped">Kent Mapped and mapped. Kent Continue this process until all of the fields that you need are mapped. Kent Help





7.	 The ODBC Microsoft Access Setup window appears. Check for the following: the DSN name that you entered appears in the Data Source Name box and the file name that you entered appears for Database. Enter a description in the Description box (optional). Click the OK button. 	ODBC Microsoft Access Setup Image: Compact Compa
		System Database Options>>
8.	 The Edit Import Map window appears. Under ODBC Tables, click the down arrow and select the table that contains the Primary Key for Import, a field that uniquely identifies each shipment. Select the field in the table that uniquely identifies each shipment. Click the Define Primary Key for Import button. 	Edit 'SAMPLE' import map Import map ODBC Tables WorldShip Fields Goods Import map C / Column Name Type 1 Pritkey 2 PartNumber 3 Description OK. 4 Inv/NAFTATorff 5 Inv/NAFTATorff 6 DFM VChar 50 5 InvoiceUnits 7 InvoiceUnits 8 Invoice/CN22 Unit Define Primary Key for Import Connect Define Foreign Key Relationships Prompt for the table name each time the map is What You Have Mapped So Far: Prompt for the table name each time the map is ODBC Tables WorldShip Fields
9.	 A key icon appears next to the ODBC Tables name and next to the selected field to indicate the Primary Key for Import. Map the data from your data source to WorldShip: Select the ODBC Tables name and field containing the data you want to import. Select the corresponding WorldShip Fields table and field that best matches your selection under ODBC Tables. Click the Connect button. Continue to map the rest of the ODBC Tables names to the WorldShip Fields names. 	Edit 'SAMPLE' import map ODBC Tables WorldShip Fields Image: Colored colspan="2">Goods Image: Colored colspan="2">Colored colspan="2">Image: Colored colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2" Image: Colspan="2">Colspan="2" Image: Colspan="2">Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2" Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2" Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan= 2" Image: Colspan="2"





10. The mapped fields appear under What You Have Mapped So Far.	Edit 'SAMPLE' import map
 If your data source contains information that WorldShip does not recognise, define translations for connected fields. For example, if you use internal codes for UPS services, you must create a translation for your company's internal codes to standard UPS service names. Note: If you do not need to translate data, skip to step 14. Select the connection that requires a translation in the What You Have Mapped So Far box. 	1 Prikey VChar 50 1 Prikey VChar 50 1 Prikey VChar 50 2 Void Indicator 2 Collection date 2 Service Type VChar 50 4 BookNumber VChar 50 5 PageNumber VChar 50 6 ShipmertID VChar 50 7 HundredWight VChar 50 7 HundredWight VChar 50 8 ActualWeight VChar 50 7 Bill Transportation To 8 Bill Duty and Tax To Vhat You Have Mapped So Far: Prompt for the table name each time the map is Edit What You Have Mapped So Far: WordShip Fields ODBC Lagin ODBC Tables WordShip Fields ODBC Lagin OK Shipment Information::Service Type Shipment Information::Service Type OK Shipment Information::Void licicator vs Shipment Information::Void licicator
Click the Edit Button.	
 The Mapping Connections into Shipment Information window appears. Click the Translations button. 	Mapping Connections into Shipment Information::Void Indicator External Field WorldShip Field External Field Ádd External Field MorldShip Field Delete Rename
	Translations OK Cancel Help
 12. The Select a Common Map window appears and lists the predefined translation maps included with WorldShip. Select a map. Click the OK button. 	Select a common map





- 13. The Mapping Connections into Shipment Information window appears.
 - Select the external field name that you want to translate. That name appears in the External Field box.
 - Enter the WorldShip field name in the WorldShip Field box and click the Rename button. The list is updated with your change.
 - Repeat the process for any additional translations.
 - Click the OK button.



14. The Edit <filename> Import Map window appears.

If you need to map multiple fields in your data source to a single field in the WorldShip database, define the way that WorldShip combines this information in its database.

Note: If you do not need to map multiple fields to a single field, skip to step 16.

Assuming that you store the street address in one field and the postal code in a separate field and you want to combine these fields into a single street address field, do the following:

- Select StreetAddress under ODBC Tables, select Address 1 under WorldShip Fields, and click the Connect button.
- Select ZipCode/Postal Code under ODBC Tables, select Address 1 under WorldShip Fields, and click the Connect button. A special icon indicating multiple connections appears beside the connection in the What You Have Mapped So Far box.
- Select either of the connections in the What You Have Mapped So Far box.
- Click the Edit button.





15. The Modify Connections window appears.	Modify Connections into Ship To::Address 1
 Select the field that you want to appear first in the Street Address and click the Up button to move it to the top. Click the Translate button to define any translations that should be applied to this connection during import. (See step 11.) Click the OK button. 	External Field: Ship To::Street Address Ship To::Postal ZIPCode Up Down Translate Format: <ship address="" to::street=""> <ship to::postal="" zipcode=""></ship></ship>
	OK Cancel Help
 16. The Edit Import Map window appears. After you have finished connecting your tables to the WorldShip database, you must define the relationships between the tables in your data source. Click the Define Foreign Key Relationships button. Note: If you have not mapped fields from more than one table in your data source, skip to step 18. 	Edit 'SAMPLE' import map ODBC Tables WorldShip Fields ODBC Tables Ship To C / Column Name Type 3 Attention 4 CompanyorMane 5 DepartmentAddr 6 RoomBoorAddr 7 Address 1 8 City 9 State VOHA S0 9 State VOhar S0 9 State VDefine Foreign Key Relationships Prompt for the table name each time the map is
 17. The Edit Relationships for Import Map window appears. Note: This window has four selection boxes. The Relate From boxes on the left contain the tables and fields from which you can create relationships. When this window first appears, only the primary table is available in the Relate From boxes. The Relate To boxes on the right list all the tables and fields in your data source. The bottom boxes only display the fields available in the tables selected in the top boxes. Select the table and field in the Relate From selection boxes and the corresponding table and field in the Relate To selection boxes. Click the Add Relationship button. The relationship appears in the What You Have Related So Far box. Note: Tables do not have to be mapped directly to the primary table. For example, let's assume you have created an import map that connects information from tables A, B, and C in your data source to the WorldShip database. Table A 	Edit Relationships for 'SAMPLE' import map Relate From: Goods ShipTo Shipment Information Relate To: C / Table Name Goods ShipTo Shipment Information C / Column Name Type Width Producer ShipTom Producer ShipTom ShipTom Producer ShipTom ShipTom ShipTom Producer ShipTom Producer ShipTom Producer ShipTom Producer ShipTom Producer ShipTom Producer Producer Producer ShipTom Producer ShipTom Producer Producer Producer Producer Producer Producer





 contains the Primary Key for Import and is therefore the primary table. Create a relationship between Table A and Table B. You can now create a relationship between Table B and Table C. Because Table B is already linked to Table A, Table C has an indirect link to Table A. Continue to define the relationships between tables until all the tables mapped in the Edit Import Map window are related directly or indirectly to the primary table. Click the OK button. 				
 18. The Edit Import Map window appears. Click the OK button. Note: If you have any connections from the WorldShip database to a table in your data source that does not have a defined foreign key relationship, a message appears and lists the tables in your data source without relationships to the primary table. In order to continue, you must correct this condition. (See step 16.) 	Edit Relationships for 'SAMPLE' import map Relate From: C / Table Name 1 Goods 2 Ship To 3 Shipment Information C / Column Name Type 1 Price 2 Ship To 3 Shipment Information C / Column Name Type 1 Price 2 PartNumber VDar 50 3 DescriptionOfG 4 InvNAFTATarff VDar 50 2 Void doctor Void VDar 50 3 DescriptionOfG VDar 50 2 Void doctor 4 InvNAFTATarff VDar 50 5 DescriptionOff VDar 50 5 DescriptionOff VDar 50 5 DescriptionOff VDar 50 5 DescriptionOff VDar 50			
19. A message asks you to confirm your selection. Click the No button.				





20. On the Import-Export tab, select Keyed Import and then More.	Hone Tools Plinting Adtivities Import-Export UPS.com Support Hone Tools Plinting Adtivities Import-Export UPS.com Support Keyet Batch Automatic Export Create/East Tools More Package Package Quick Commands More Package Package Package More Package Package Package More Package Package Package More Package Package Package Address 1 Import/Export Declared Value Package Address 2 Address 3 Declared Value Package Churdty/Tentkoy: Package Package Package Package Weight (file) Batimagotation To: Support Coat (GBP) Published: UPS Account Tax ID Number: Package Support Coat (GBP) Published: UPS Account Tax ID Number: Page Page Page Page Package Page Voar Invoice may vary frion the displayed rates. Ver <t< th=""></t<>
21. The Select Map From List for Import window appears.	Select map from list for import
 Select your newly created map from the list of maps. Click the Import button. 	Inpot Create / Edit Map Cancel Help Impot Create / Edit Map Cancel Help
22. The Enter Import Key window appears.	Enter import key:
 Enter the number of the record you wish to import from your data source. 	Close
Tip: This number is the unique identifier you defined as the Primary Key for Import.	
Press the Enter key on your keyboard.	





23. The Shipping window appears.

Verify that your mappings are correct:

- The address information shows properly. If you connected multiple fields in your data source to a single field in WorldShip, verify that the data is imported in the proper order.
- All connections requiring translation were translated properly.
- Any special services, such as COD or Quantum View Notify, were imported correctly.

Solutions isony Solution Solutions S	ece Shipment	Void Track Manage Add	es End of Day Information ~ Collections	Messaging Centre Messages
Ship To Ship From Customer ID: CUSTID_001 Company or Name: Company_001 Attention: Attention_001 Address 1: Street_001 Address 2: Room_001 Country/Temtory:	Datibution	Service Options Detail Ref Shipment Freight. UPS Service: Standard Randard Standard Delivery Date: Unavailable Staturdary Delivery Documents Only General Desc. of Goods:	eence (Oustons Documentation) Package Type: Package Pa	
United Kingdom City or Town: London Telephone: 4101111111 UPS Account: 560050	2 21236 State/Province/County: Email Address: Tax ID Number: TaxID_001	Bil Transportation To: Shipper With Return Services Weight (b) Package: Shipment: 11.0	Shipper's Cost (GBP) Published: 25.73 Detail <u>Cost</u>	
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