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#### Import Customer Addresses using the Import/Export Wizard

**Note:** Customer addresses stored in a previous version of WorldShip are automatically added to your address book. If you do not see your addresses, call UPS Technical Support on 0800 3316010.

## To import your address book (stored in a Microsoft<sup>®</sup> Access database) into UPS WorldShip:

St	ер	Window (if availab	e)		
<ol> <li>On the Import-Export tab, select Tools and then Import/Export Wizard.</li> </ol>	🎿 📩 📩 🚓 🛵	T Import/Expl (c) C	ort 🧭 Create New		
	United States     Posts Loss:       United States     State / Psycholor County:       Teleghone:     Egal Address:       () - []     Tag ID Number:       UP'S Account:     Tag ID Number:       VX0909     UP'S       Your invoice may vary from the displayed rates.       Pot Help, press Shift = F1	and the second s	Shipper's Cost (USD) Published: 0.000 Detail Cost Ile NEW Process Shipment F10 Ver: 199.35 XDPY Pending 1		





Step	Window (if available)
<ol> <li>The Import/Export Wizard – Main Menu – Step 1 of 5 window appears.</li> <li>Select I need help with importing information into WorldShip.</li> <li>Click Next.</li> </ol>	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.         How can the wizard assist you?         Import / Export Wizard with importing information into WorldShip         Import / Export with importing information into WorldShip         Import / Export with exporting information out of WorldShip         Import / Export / Export with exporting information into WorldShip         Import / Export / E
<ul> <li>3. The Import/Export Wizard – Select Data Type – Step 2 of 5 window appears.</li> <li>Select Addresses.</li> <li>Click Next.</li> </ul>	Import/Export Wizard - Select Data Type - Step 2 of 5       ? ×         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





Step	Window (if available)
<ul> <li>4. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears.</li> <li>Type a name for the data connection in the Data Connection Name box.</li> <li>Click Browse.</li> </ul>	Import/Export Wizard - Connect Data To WorldShip - Step 3 of 5       ? ×         Before you can import/export your data you must connectyour 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:       NEW ADDRESSES         Where is the location of your DATA file?       SQL Server         Or Select an Existing Data Connection       Oracle
<ul> <li>5. The Select a File window appears.</li> <li>Browse to and select your data file.</li> <li>Click Open.</li> </ul>	Select a file:       ? ×         Look jn:       Addresses       • • • • • • • • • • • • • • • • • • •





Step		Window (if available)
<ul> <li>6. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears again and shows the Data Source Type as determined by the Import/Export Wizard under Data Source Settings.</li> <li>If the Data Source Type is not correct, select the type.</li> <li>Click Next.</li> </ul>		Import/Export Wizard - Connect Data To WorldShip - Step 3 of 5       ? X         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:       NEW ADDRESSES         Where is the location of your DATA file?       SQL Server         D:UPSWSTD!ImpExplAddress       Browse         Or Select an Existing Data Connection       Oracle         Datasource Settings:       The wizard has determined that your data file is a Text File datasource. If this is not correct, select the appropriate data file type below. If this is correct then select 'Next'.         Datasource Type:       Advanced Settings         Microsoft Excel       Configure Data         Microsoft SQL Server       Configure Data         Oracle       Reset
	<ul> <li>The Import/Export Book – Mapping Screen</li> <li>Step 4 of 5 window appears.</li> <li>Map your file to WorldShip by dragging and dropping each field name in the Map your Address Book fields box to the applicable field box on the WorldShip side on the right.</li> <li>In the Map your Address Book fields box, select the field that uniquely identifies each customer and click Define Primary Key. A key appears next to the field name.</li> <li>Enter a name for the map in the Map Name box.</li> <li>Click Save Map.</li> </ul>	Import/Joport Book - Medpaine Screen - Step 4 at 3     I > 1       1. To map your lists WorldShip, drag the field names from your data file into the applicable fields on the WorldShip screen.     I       2. To manow a concection thatyou have already made with WorldShip, right-click on the field names in your file list and select "Clear Construct"     Import Scheme 10       Map profile     Control 0     Import 10       Steperantification, 00     Phone 10     Import 10       Steperantification, 00     Shell C, Conserv@Ride     Address       Steperantification, 00     Shell C, Conserv@Ride     Address       Steperantification, 00     Shell C, Conserv@Ride     Address       Shell C, Conserv@Ride     Address     Reference Number 1     Use on all packages       Shell C, Conserv@Ride     Shell C, Conserv@Ride     Reference Number 2     Use on all packages       Mag Name:     Shell C, Conserv@Ride     Shell C, Conserv@Ride     Reference Number 3     Use on all packages       Mag Name:     Tright Name:     Tright Name:     Tright Name:     Reference Number 4     Use on all packages       Mag Name:     Exect Name:     Tright Name:     Tright Name:     Shell C, Subt Name:     Reference Number 5     Use on all packages       Mag Name:     Exect Name:     Tright Name:     Tright Name:     Reference Number 5     Use on all packages       Mag Name:     E





Step	Window (if available)
<ul> <li>8. The Import/Export Wizard – Data Connected to WorldShip – Step 5 of 5 window appears.</li> <li>Select Import/Export your data now.</li> </ul>	Import/Export Wizard - Data Connected to WorldShip - Step 5 of 5
Click Next.	You have successfully set up your import/export!
	What would you like to do next?
	< Back Next > Cancel Help
<ol> <li>The Import/Export Wizard – Batch Import/Batch Export window appears.</li> </ol>	Import/Export Wizard - Batch Import / Batch Export
Select your data map file name.	You have chosen to configure:
Click Finish.	Batch Import / Batch Export
	Select Data Map File from list below:         Map File       DataType       Data Cont         IMPORT ADDRESSES       Address       IMPORT /         I_Access_40Addresses       Address       Access         I_Access_address       Address       Access         I_Access_Gold_Addresse       Address       Access         I_Access_Gold_Addresse       Address       Access         I_Access_Gold_Addresse       Address       Access         I_txtcsv_Addresses       Address       txt_csv         I_txt_addresse       Address       txt_csv         I_txt_address       Address       NEW ADI         {Default Import }       Charge Back Code       Charge Back Code         E_Access_commodity       Commodity       txt_csv         I_Access_commodity       Commodity       Access         I_t+ commodity       Commodity       txt_csv         I_t+ commodity       Commodity       txt_csv         I_t+ commodity       Commodity       txt_csv         I_t+ commodity       Create Map       Create Map
	< Back Einish Cancel Help



Step	Window (if available)
<ul> <li>10. The Batch Import Data window appears. This window shows all the available maps, including the map that you created.</li> <li>Under Select a map to import data from, select the map name that you created.</li> <li>Under What type of import would you like to do, select Discard Duplicate Records.</li> <li>Click Next.</li> </ul>	Batch import data       2 ×         Select a map to import data from:
<ul><li>11. The Import/Export Preview window appears.</li><li>Click Next.</li></ul>	Import/Export Preview     ? X       Importing from D:UUPS\WSTD\ImpExp\AddrBook\NEW ADDRESSES.dat       There are 4 record(s) to be imported. <u>Next</u> <u>Cancel</u> <u>Hep</u>
<ul><li>12. The <b>Progress</b> window appears.</li><li>Continue to Step 13.</li></ul>	Progress ? > Importing from D:\UPS\WSTD\ImpExp\AddrBook\ADDRESS IMPOF Importing record 1 for Record Container Translating record 1 for Record Container 18% Cancel





Step	Window (if available)
13. The Import/Export Summary window displays.	Import/Export Summary       ? ×         Auto Save Log       Importing record 1         Importing record 1 for Record Container       •         Importing record 1 for Record Container       •         Importing record 1 for Record Container       •         Importing record 3       •         Importing record 4       •         Importing record 5       •
<b>Tip:</b> To view the Import/Export Summary listing, click the up and down arrows or move the scroll bar.	
Options in this window include:	Do you want to save or discard all records?       Save       Discard
<ul> <li>Click Save to save the imported addresses.</li> </ul>	
<ul> <li>Click <b>Discard</b> to discard the imported addresses.</li> </ul>	
• Click <b>Auto Save Log</b> to save the log to a specified directory.	
14. The <b>Shipping</b> window appears.	UPS WorldShip
<ul> <li>Click the down arrow in the Company or Name box to see the imported addresses.</li> </ul>	Home         My Services         Tools         Printing Activities         Import-Esport         UPScom         Support           Ship To         Ship Fond         Detrive         Options         Detail         Reference             Curstomer ID         IV Update Address Book         Pringht         Package Type         Package Type           DEF Company or Name         Import Pringht         Package Type         Package Type         Package Type           DEF Company         2325 York Road         Import Pringht         Package Type         Import Package Type           VY2 Company         255 York Road         Import Package Type         Import Package Type         Import Package Type           VY2 Company         255 York Road         Import Package Type         Import Package Type         Import Package Type           VY2 Company         255 York Road         Import Package Type         Import Package Type         Import Package Type
	Address 2: Address 3: Country/Territory: Postal Code: United States • City or Toan: States/Pigvince/Country: Teleghone: Ergal Address: () - [] UPS Account Number: Tax ID Number: Shipment Designer: Shipment 0,0 Detail Cost Detail Cost
	Shpper         Profile           XXXXX         UPS           Add         Pkgs           Delete Pkg         F10           Ver.         XXXFY Pending: 4 Shpmt(s), 4 Pkg(s)



#### Import Customer Addresses using the Connection Assistant

**Note:** Customer addresses stored in a previous version of WorldShip are automatically added to your address book. If you do not see your addresses, call UPS Technical Support on 0800 3316010.

## To import your address book (stored in a Microsoft<sup>®</sup> Access database) into UPS WorldShip:

Step	Window (if available)
<ol> <li>On the Import-Export tab, select Tools and then Connection Assistant.</li> </ol>	Import + Tool       Printing Activities       Import-Export       UPS WorldShip         Home       My Service       Tool       Printing Activities       Import-Export       UPS on       Support         Import + Import + Import + Import + Import + Import + Printing Activities       Zato       Zato       Create New       Import + Impo
<ul> <li>2. The Connection Assistant – Select Import or Export – Step 1 of 5 window appears.</li> <li>Select Create a New Map for Import.</li> <li>Click Next.</li> </ul>	Connection Assistant - Select Import or Export - Step 1 of 5       Image: 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?         Image: Create a new map for Import         Import using an existing map





Step	Window (if available)
<ul> <li>3. The Connection Assistant – Select the Data Type – Step 2 of 5 window appears.</li> <li>Check for the following defaults: Address Book in the Import Data Types box and Ship To/Collect From on the Address Books tab.</li> <li>Click Next.</li> </ul>	Connection Assistant - Select the Data Type - Step 2 of 5       Image: Connection Assistant - Select Address Book         Select the type of Import data.       Select Address Book(s) and/or Distribution Lists         Address Book       Image: Connection Assistant - Select Address Book(s) and/or Distribution Lists         Address Book       Address Books Distribution Lists         Address Book       Image: Connection Assistant - Select Address Book(s) and/or Distribution Lists         Address Book       Image: Connection Assistant - Select Address Book(s) and/or Distribution Lists         Address Book       Image: Connection Assistant - Select Address Book(s) and/or Distribution Lists         Address Book       Image: Connection Assistant - Select Address Book(s) and/or Distribution Lists         Access Point       Image: Connection Assistant - Select Address Book(s) Distribution Lists         Access Point       Imgooter         Ship From / Return To       Ship Tor / Cellect From         Third Party       Utimate Receiver         Utimate Receiver       Vext > Cancel       Help
4. The Connection Assistant – Data Source – Step 3 of 5 window appears.	Connection Assistant - Data Source - Step 3 of 5
<ul> <li>Select By File.</li> <li>Enter the location of the file in the Currently Selected File box, or click Browse and locate and select your file.</li> <li>Select Microsoft Access Driver (*.mdb) in the ODBC Drivers box.</li> <li>Enter the name for the new file in the Data Source Name (DSN) box.</li> <li>Click Next.</li> </ul>	Select the Data Source       Data Source Name (DSN):





Step	Window (if available)
<ul> <li>5. The Connection Assistant – Select a Name for Map – Step 4 of 5 window appears.</li> <li>Select New Map.</li> <li>Enter a name for the map in the New Map Name box.</li> <li>Click Next.</li> </ul>	Connection Assistant - Select a Name for Map - Step 4 of 5       Image: 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 f 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 based on existing map         New Map based on existing map         New Map Name:         Customers         Existing Maps         Map Name       / Map Type         ODBC DSN         Image Content of the Solar stress of t
<ul> <li>6. The Connection Assistant – Prepare the Map – Step 5 of 5 window appears.</li> <li>Review the instructions.</li> <li>Click Finish.</li> </ul>	Connection Assistant - Prepare the Map - Step 5 of 5       Image: Connection Editor: With this editor, you will "map" the fields in your data source and in UPS WorldShip to show the connection between the fields.         Note: If you created 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.         (Continue this process until all of the fields that you need are mapped.         (Egack Finish)       Cancel       Help





Step	Window (if available)	
<ul> <li>7. The ODBC Microsoft Access Set Up window appears.</li> <li>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.</li> <li>Select None under System Database.</li> <li>Click OK</li> </ul>	ODBC Microsoft Access Setup       ?         Data Source Name:       Customers         Description:       My Current Customers         Database       Cancel         Database:       Help         System Database       Advanced         System Database:       System Database         Options>>       Options>>	
<ul> <li>8. If the Data Source Name (DSN) already exists, a message asks you to confirm your choice.</li> <li>Click Yes to replace the existing DSN with your new DSN.</li> <li>Click No to rename your DSN.</li> </ul>	Error         Image: The datasource named 'Customers' already exists. Replace it with this definition?         Image: Yes       No         Cancel	
<ul> <li>9. The Edit import map window appears.</li> <li>Under ODBC Tables, click the down arrow and select the table that contains the Primary Key for Import, a field that uniquely identifies each customer.</li> <li>Select the field in the table that uniquely identifies each customer.</li> <li>Click Define Primary Key for Import.</li> </ul>	Edit 'Customers' import map         ODBC Tables       WorldShip Fields         Address Book       Address Book         C / Column Name       Type         14       Email/Address         15       IsResidential         VChar       50         15       IsResidential         VChar       50         18       USPS POBoxind VChar         19       TaxIDNumber         VChar       50         20       TaxIDNumber         VChar       5         21       Address Vohar         Define Primary Key for Import       Connect         Define Primary Key for Import       Connect         Used       ODBC Tables         Vhat You Have Mapped So Far:       Prompt for the table name each time the map is         Used       ODBC Tables       ODBC Login	





Step	Window (if available)
<ul> <li>10. A key appears next to the ODBC Table's name and next to the selected field to indicate the Primary Key for Import.</li> <li>Select the field under WorldShip Fields that best matches your selection under ODBC Tables.</li> <li>Click Connect.</li> </ul>	Edit 'Customers' import map       Image: Comparison of the second of the s
<ul> <li>11. The mapped fields appear under What You Have Mapped So Far.</li> <li>Continue to map the rest of the ODBC Tables names to the WorldShip Fields.</li> <li>Click OK.</li> </ul>	Edit 'Customers' import map       Import map         ODBC Tables       WorldShip Fields         Import map       Address Book         Import map       Address Book         Import map       Vitar         Import map       Address Book         Import map       Vitar         Import map       Import map         Import map       Import map         Import map       Import map         Import map       Impor
<ul><li>12. A message asks you to confirm your batch import.</li><li>Click <b>Yes</b>.</li></ul>	UPS WorldShip 23 Do you want to Batch Import now with Customers1? Yes No





Step	Window (if available)
<ul> <li>13. The Batch Import Data window appears. This window shows all the available maps, including the map that you created.</li> <li>Under Select a Map to Import Data from, select the map name that you created.</li> <li>Under What type of import would you like to do, select an option</li> <li>Click Next.</li> </ul>	Batch import data         Select a map to import data from:         Map Name       / Map Type       ODBC DSN/Location         Customers       Address Book       Customers         Sample Order Import 1       Shipment       UPS WorldShip Sample         It Default Import - My       Address Book       It of the second
<ul> <li>14. The Import/Export Preview window appears.</li> <li>Click Next.</li> </ul>	Import/Export Preview Importing from C:\MYUPSDATA\UPS\WSTD\ImpExp\AddrBook\Customers.dat There are 44 record(s) to be imported.  Next Cancel Help
<ol> <li>The Progress window appears followed by the Import/Export Summary window.</li> <li>Tip: To view the Import/Export Summary listing, click the up and down arrows or move the scroll bar.</li> <li>Options in this window include:         <ul> <li>Click Save to save the imported addresses.</li> <li>Click Discard to discard the imported addresses.</li> <li>Click Keep Log to save the log to a specified directory.</li> </ul> </li> </ol>	Import/Export Summary       P         Auto Save Log       Importing record 41         Installating record 1 for Record Container       Importing record 42         Installating record 1 for Record Container       Importing record 43         Installating record 41       Installating record 44         Do you want to save or discard all records?       Importing records?         Save       Discard





Step	Window (if available)
<ul> <li>16. The Shipping window appears.</li> <li>Click the down arrow in the Company or Name box to see the imported addresses.</li> </ul>	Import-Signer       UPS WorldShp         Hone       My Services       Tools       Printing Activities       Import-Signer       UPS com       Support         Ship To Ship Form Distibution       Residegfal       Strope Options       Detail       Reference       Package         Company or Name       Package       Package       Package       Longfit       Package         DEFC Company       9 Apple Read       Nont Day Ar       In       Declaged Value:       Reference Number 1;         MMC Company       2355 York Road       Vork Road       Reference Number 1;       Reference Number 2;         Addgess 2       Address 1;       Reference Number 2;       Reference Number 2;
	Country/Tentopy       Portal Code         United States       Code         Cip or Toom:       States/Province/County         Teleghone       E-gnail Address:         (1)       I         UPS Account Number:       Tog ID Number:         Weight (b)       Published         Pactages       5.00         Electronic Scale Activated       Detail Cost         Shipper:       Dotal         Very *       UPE
	XXXXX         UPS         PAge (n ( x ( n ( n ( n ( x ( x ( n ( n ( x ( x