



## Table of Contents

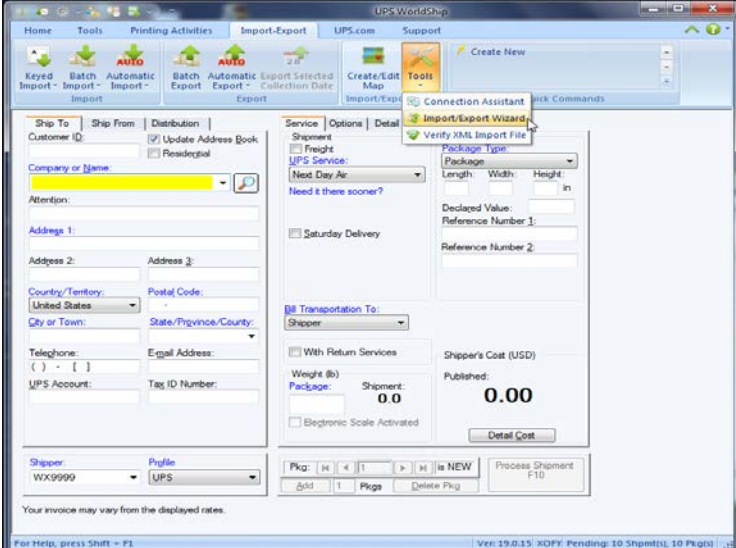
Import Customer Addresses using the Import/Export Wizard .....	2
Import Customer Addresses using the Connection Assistant .....	9



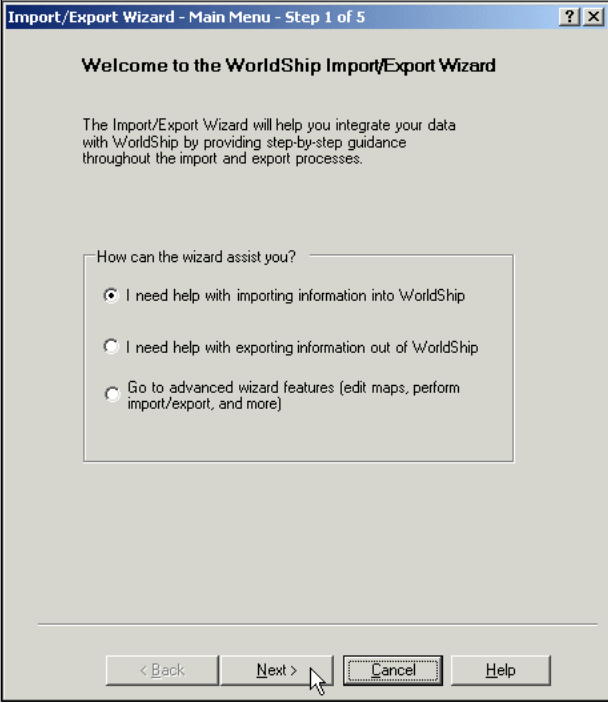
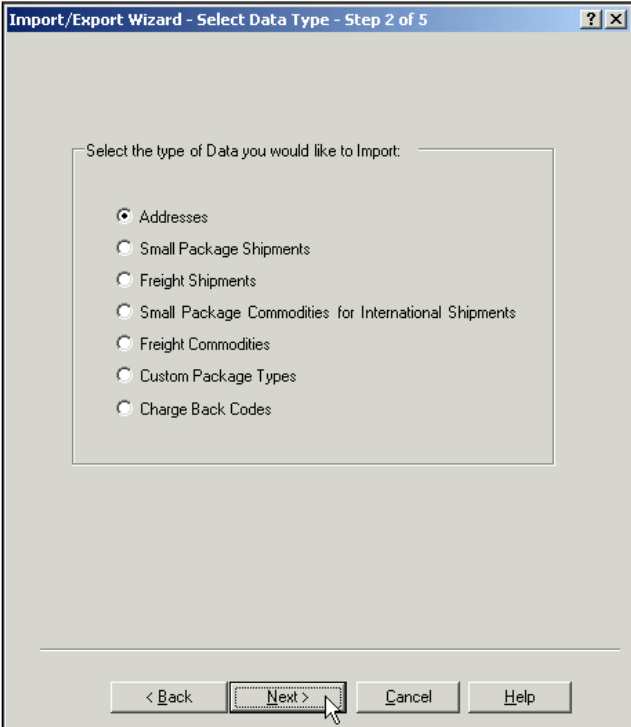
## Import Customer Addresses using the Import/Export Wizard

**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.

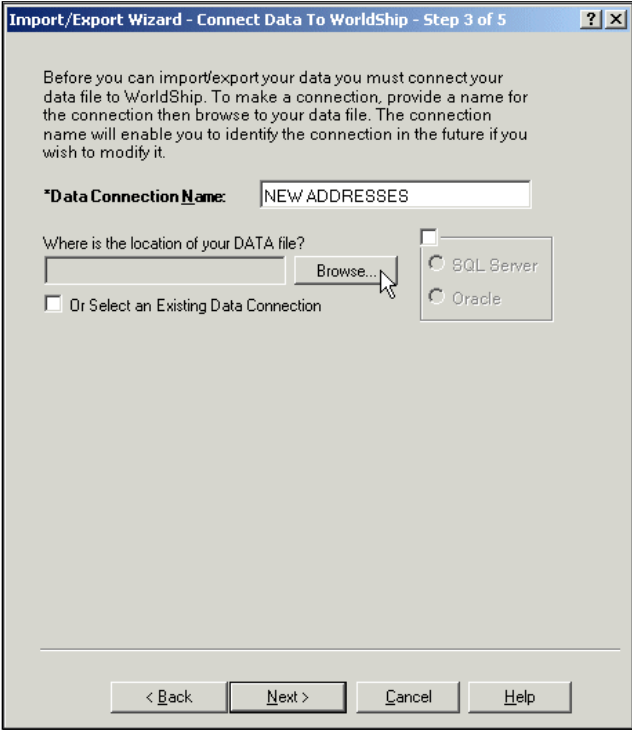
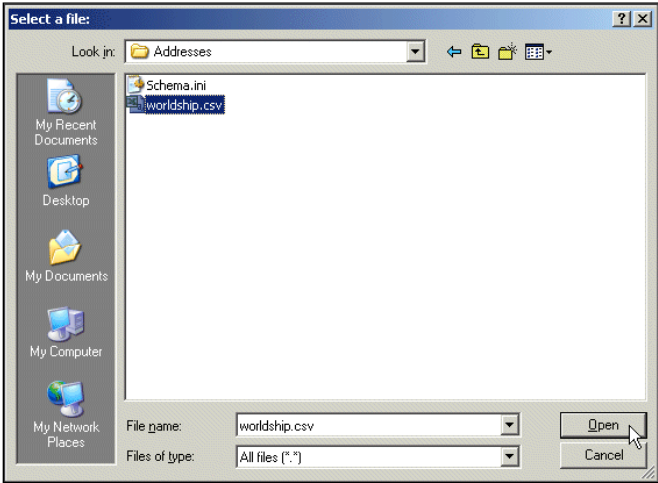
To import your address book (stored in a Microsoft® Access database) into UPS WorldShip:

Step	Window (if available)
1. On the Import-Export tab, select Tools and then Import/Export Wizard.	 <p>The screenshot shows the UPS WorldShip software interface. The 'Tools' menu is open, and the 'Import/Export Wizard' option is highlighted. The main window displays various shipping options and details, including 'Ship To', 'Ship From', 'Distribution', 'Service', 'Options', and 'Detail' tabs. The 'Ship To' section includes fields for Customer ID, Company or Name, Attention, Address 1, Address 2, Address 3, Country/Territory, Postal Code, City or Town, State/Province/County, Telephone, Email Address, UPS Account, and Tag ID Number. The 'Service' section includes 'Freight', 'UPS Service', 'Next Day Air', 'Need it there sooner?', 'Saturday Delivery', 'Bill Transportation To', 'With Return Services', 'Weight (lb)', 'Package', 'Shipment', 'Electronic Scale Activated', 'Shipper's Cost (USD)', and 'Published'. The 'Detail' section includes 'Package Type', 'Length', 'Width', 'Height', 'Declared Value', 'Reference Number 1', and 'Reference Number 2'. The 'Shipper' dropdown is set to 'WX9999' and the 'Profile' dropdown is set to 'UPS'. The 'Shipper's Cost (USD)' is displayed as '0.00'. The 'Process Shipment' button is visible at the bottom right.</p>

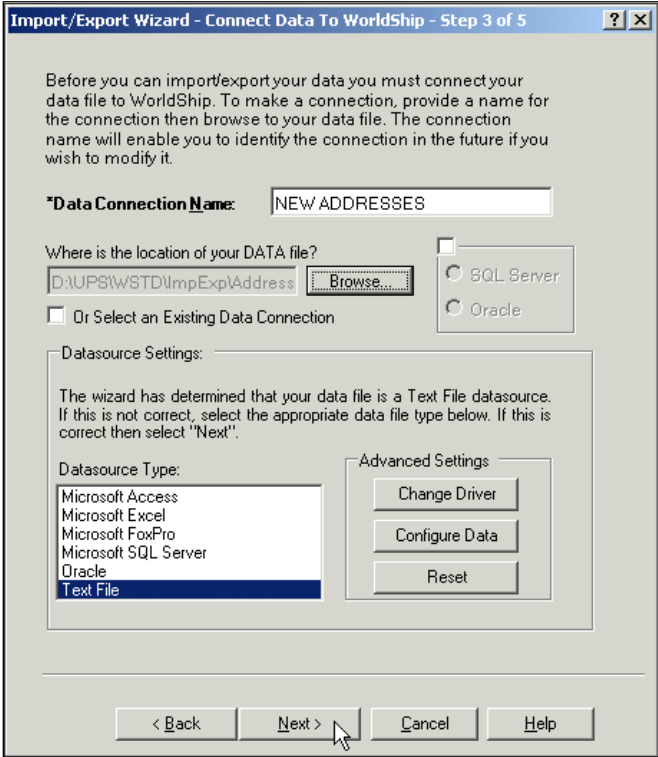
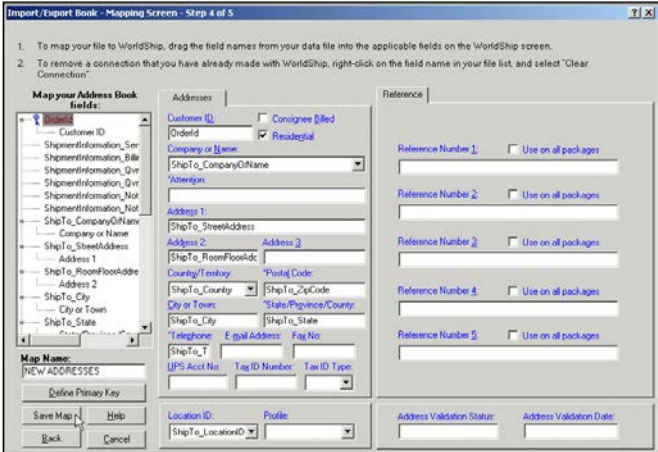


Step	Window (if available)
<p>2. The Import/Export Wizard – Main Menu – Step 1 of 5 window appears.</p> <ul style="list-style-type: none"><li>• Select <b>I need help with importing information into WorldShip.</b></li><li>• Click <b>Next.</b></li></ul>	
<p>3. The Import/Export Wizard – Select Data Type – Step 2 of 5 window appears.</p> <ul style="list-style-type: none"><li>• Select <b>Addresses.</b></li><li>• Click <b>Next.</b></li></ul>	

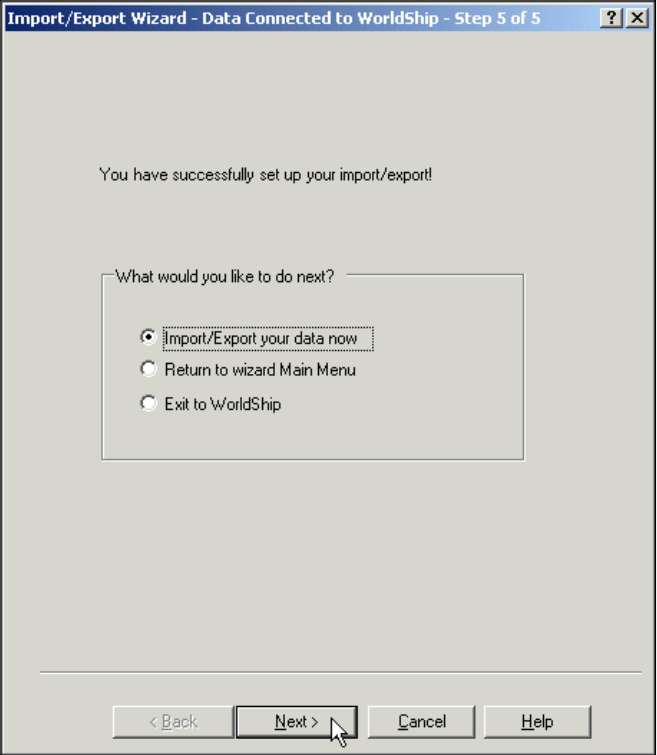
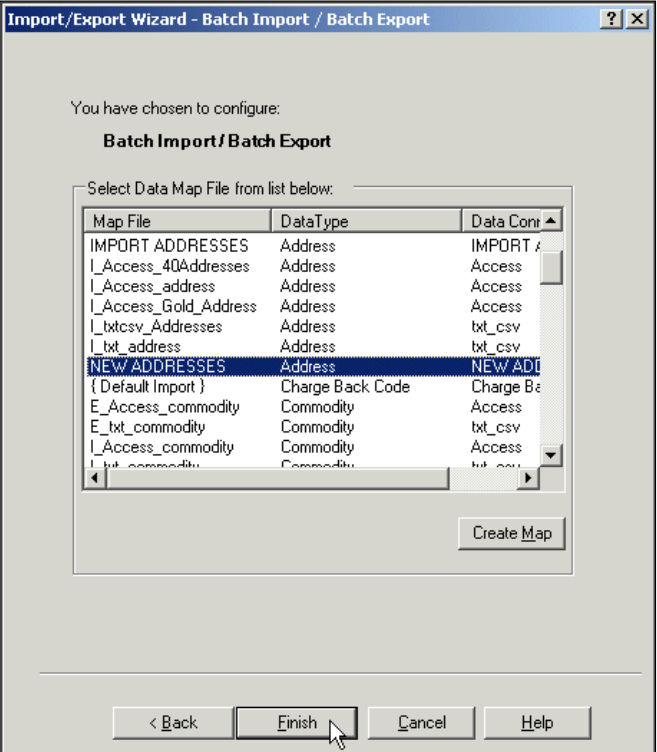


Step	Window (if available)
<p>4. The <b>Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5</b> window appears.</p> <ul style="list-style-type: none"><li>• Type a name for the data connection in the <b>Data Connection Name</b> box.</li><li>• Click <b>Browse</b>.</li></ul>	
<p>5. The <b>Select a File</b> window appears.</p> <ul style="list-style-type: none"><li>• <b>Browse</b> to and select your data file.</li><li>• Click <b>Open</b>.</li></ul>	

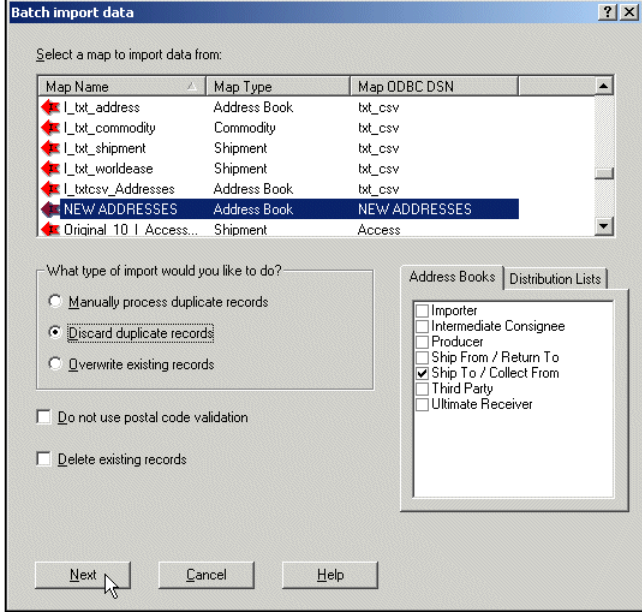
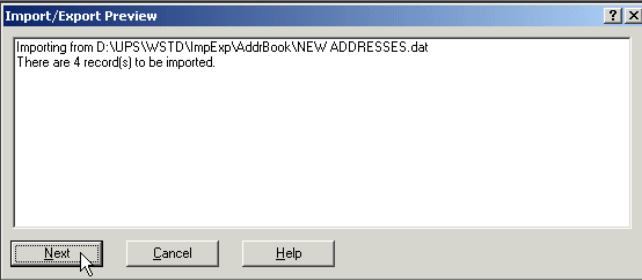
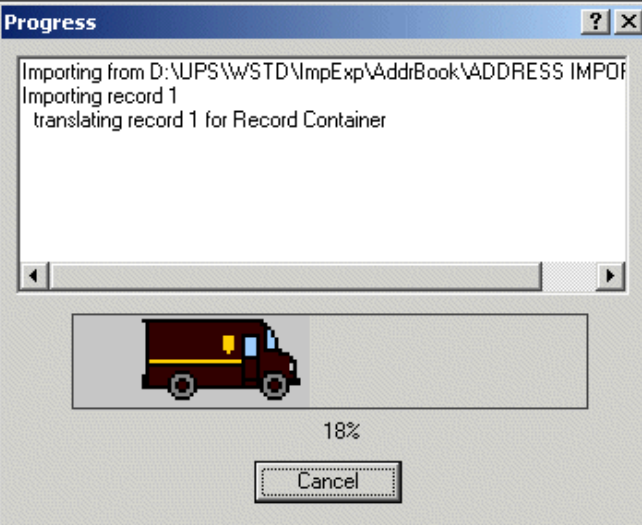


Step	Window (if available)
<p>6. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears again and shows the Data Source Type as determined by the Import/Export Wizard under Data Source Settings.</p> <ul style="list-style-type: none"><li>• If the <b>Data Source Type</b> is not correct, select the type.</li><li>• Click <b>Next</b>.</li></ul>	
<p>7. The Import/Export Book – Mapping Screen – Step 4 of 5 window appears.</p> <ul style="list-style-type: none"><li>• Map your file to WorldShip by dragging and dropping each field name in the <b>Map your Address Book fields</b> box to the applicable field box on the WorldShip side on the right.</li><li>• In the <b>Map your Address Book fields</b> box, select the field that uniquely identifies each customer and click <b>Define Primary Key</b>. A key appears next to the field name.</li><li>• Enter a name for the map in the <b>Map Name</b> box.</li><li>• Click <b>Save Map</b>.</li></ul>	

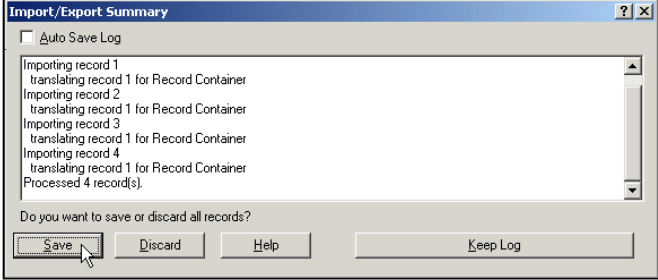
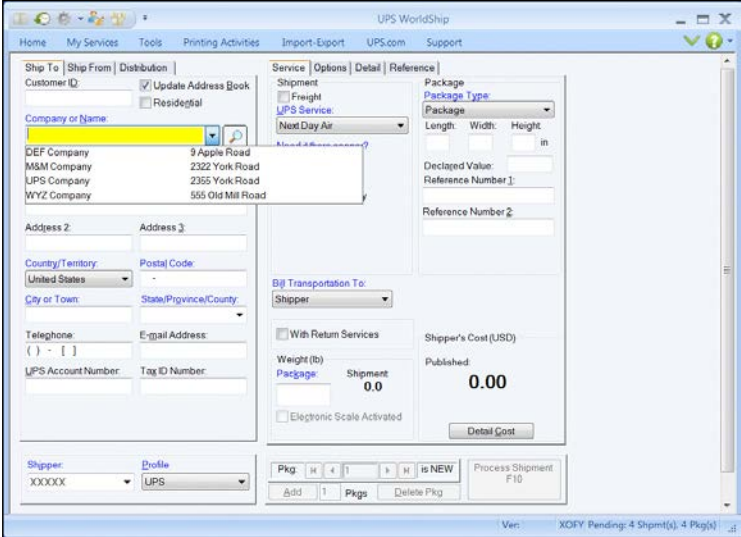


Step	Window (if available)																																							
<p>8. The <b>Import/Export Wizard – Data Connected to WorldShip – Step 5 of 5</b> window appears.</p> <ul style="list-style-type: none"><li>• Select <b>Import/Export your data now</b>.</li><li>• Click <b>Next</b>.</li></ul>																																								
<p>9. The <b>Import/Export Wizard – Batch Import/ Batch Export</b> window appears.</p> <ul style="list-style-type: none"><li>• Select your data map file name.</li><li>• Click <b>Finish</b>.</li></ul>	 <table border="1" data-bbox="862 1339 1360 1625"><thead><tr><th>Map File</th><th>DataType</th><th>Data Cont</th></tr></thead><tbody><tr><td>IMPORT_ADDRESSES</td><td>Address</td><td>IMPORT /</td></tr><tr><td>I_Access_40Addresses</td><td>Address</td><td>Access</td></tr><tr><td>I_Access_address</td><td>Address</td><td>Access</td></tr><tr><td>I_Access_Gold_Address</td><td>Address</td><td>Access</td></tr><tr><td>I_txtcsv_Addresses</td><td>Address</td><td>txt_csv</td></tr><tr><td>I_txt_address</td><td>Address</td><td>txt_csv</td></tr><tr><td><b>NEW ADDRESSES</b></td><td>Address</td><td><b>NEW ADI</b></td></tr><tr><td>{ Default Import }</td><td>Charge Back Code</td><td>Charge Ba</td></tr><tr><td>E_Access_commodity</td><td>Commodity</td><td>Access</td></tr><tr><td>E_txt_commodity</td><td>Commodity</td><td>txt_csv</td></tr><tr><td>I_Access_commodity</td><td>Commodity</td><td>Access</td></tr><tr><td>I_txt_commodity</td><td>Commodity</td><td>txt_csv</td></tr></tbody></table>	Map File	DataType	Data Cont	IMPORT_ADDRESSES	Address	IMPORT /	I_Access_40Addresses	Address	Access	I_Access_address	Address	Access	I_Access_Gold_Address	Address	Access	I_txtcsv_Addresses	Address	txt_csv	I_txt_address	Address	txt_csv	<b>NEW ADDRESSES</b>	Address	<b>NEW ADI</b>	{ Default Import }	Charge Back Code	Charge Ba	E_Access_commodity	Commodity	Access	E_txt_commodity	Commodity	txt_csv	I_Access_commodity	Commodity	Access	I_txt_commodity	Commodity	txt_csv
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Step	Window (if available)
<p>10. The <b>Batch Import Data</b> window appears. This window shows all the available maps, including the map that you created.</p> <ul style="list-style-type: none"><li>• Under <b>Select a map to import data from</b>, select the map name that you created.</li><li>• Under <b>What type of import would you like to do</b>, select <b>Discard Duplicate Records</b>.</li><li>• Click <b>Next</b>.</li></ul>	
<p>11. The <b>Import/Export Preview</b> window appears.</p> <ul style="list-style-type: none"><li>• Click <b>Next</b>.</li></ul>	
<p>12. The <b>Progress</b> window appears.</p> <ul style="list-style-type: none"><li>• Continue to Step 13.</li></ul>	



Step	Window (if available)
<p>13. The Import/Export Summary window displays.</p> <p><b>Tip:</b> To view the Import/Export Summary listing, click the up and down arrows or move the scroll bar.</p> <p>Options in this window include:</p> <ul style="list-style-type: none"><li>• Click <b>Save</b> to save the imported addresses.</li><li>• Click <b>Discard</b> to discard the imported addresses.</li><li>• Click <b>Auto Save Log</b> to save the log to a specified directory.</li></ul>	
<p>14. The <b>Shipping</b> window appears.</p> <ul style="list-style-type: none"><li>• Click the down arrow in the <b>Company or Name</b> box to see the imported addresses.</li></ul>	

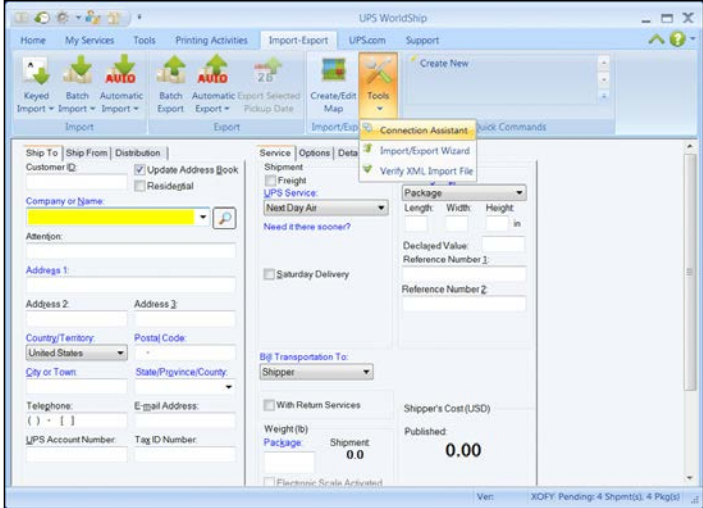
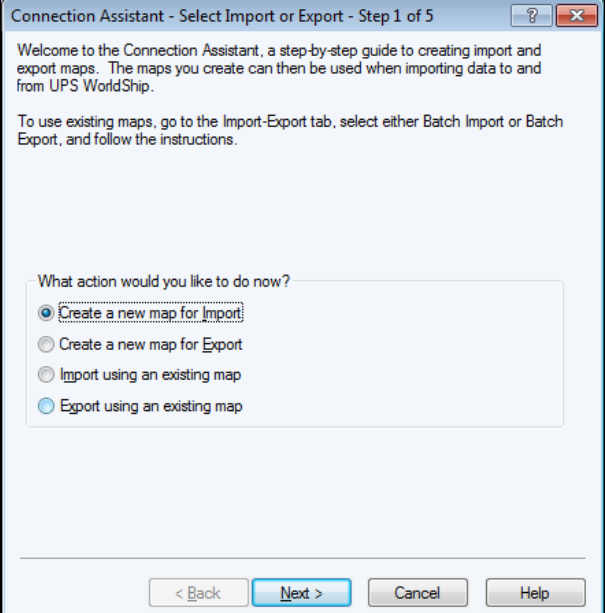




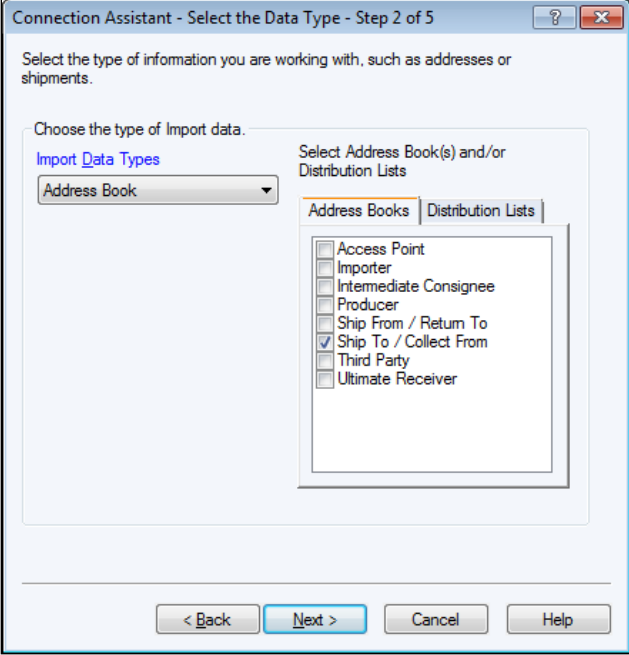
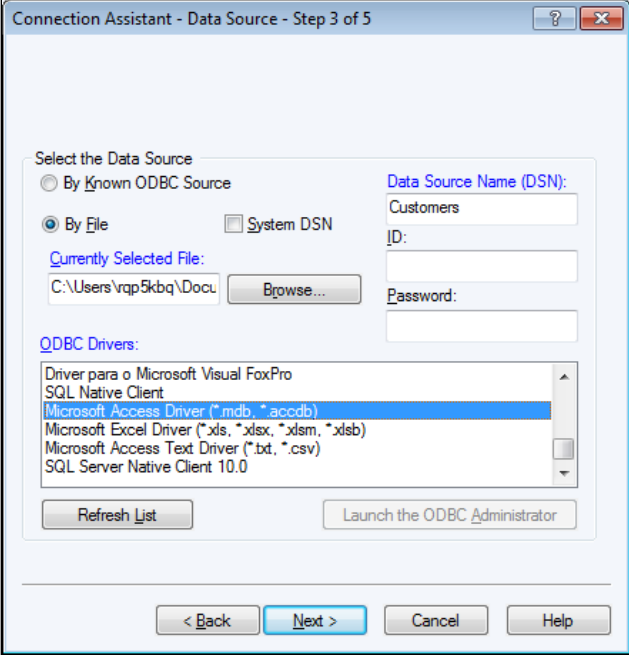
## Import Customer Addresses using the Connection Assistant

**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® Access database) into UPS WorldShip:

Step	Window (if available)
1. On the Import-Export tab, select Tools and then Connection Assistant.	
2. The <b>Connection Assistant – Select Import or Export – Step 1 of 5</b> window appears. <ul style="list-style-type: none"><li>• Select <b>Create a New Map for Import</b>.</li><li>• Click <b>Next</b>.</li></ul>	

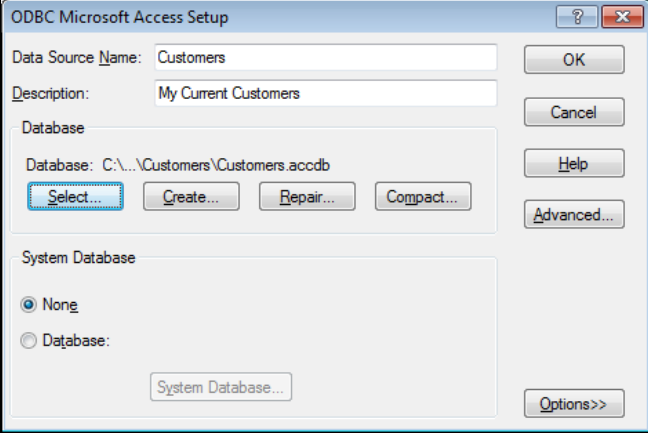
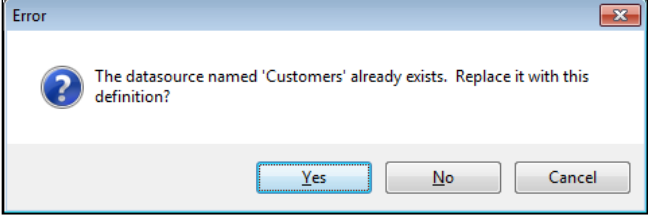
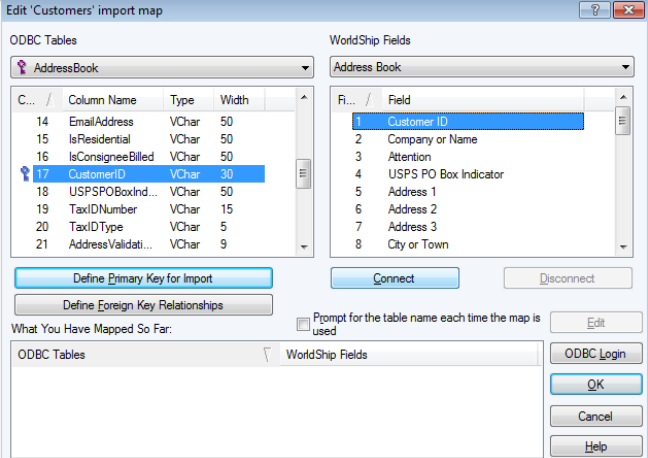


Step	Window (if available)
<p>3. The <b>Connection Assistant – Select the Data Type – Step 2 of 5</b> window appears.</p> <ul style="list-style-type: none"><li>• Check for the following defaults: <b>Address Book</b> in the <b>Import Data Types</b> box and <b>Ship To/Collect From</b> on the <b>Address Books</b> tab.</li><li>• Click <b>Next</b>.</li></ul>	
<p>4. The <b>Connection Assistant – Data Source – Step 3 of 5</b> window appears.</p> <ul style="list-style-type: none"><li>• Select <b>By File</b>.</li><li>• Enter the location of the file in the <b>Currently Selected File</b> box, or click <b>Browse</b> 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 <b>Next</b>.</li></ul>	

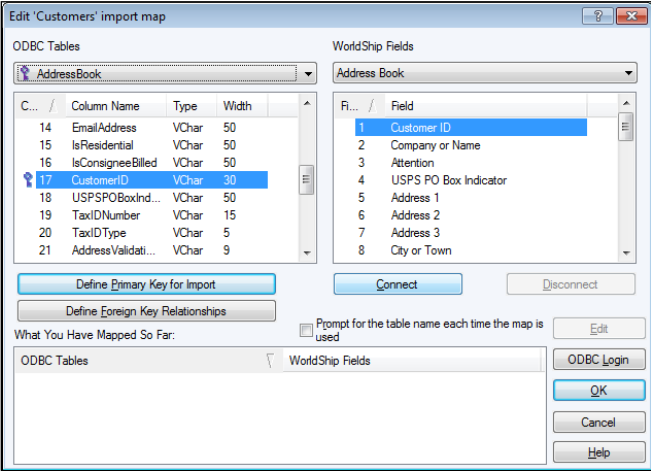
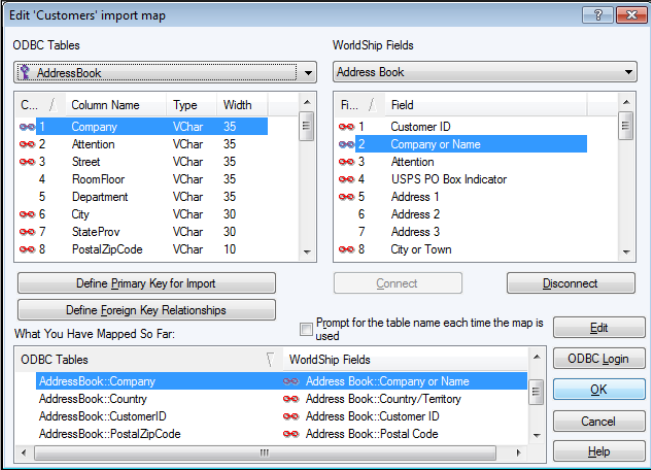
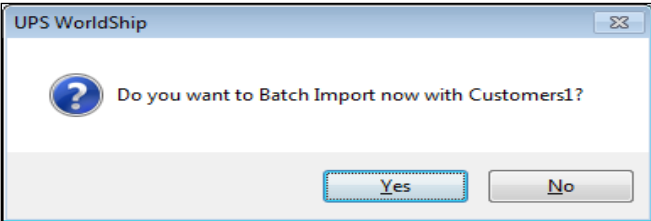


Step	Window (if available)															
<p>5. The <b>Connection Assistant – Select a Name for Map – Step 4 of 5</b> window appears.</p> <ul style="list-style-type: none"><li>• Select <b>New Map</b>.</li><li>• Enter a name for the map in the <b>New Map Name</b> box.</li><li>• Click <b>Next</b>.</li></ul>	<p>Connection Assistant - Select a Name for Map - Step 4 of 5</p> <p>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.</p> <p>Hint: All map names are unique and if you select an existing map, you must give it a new name.</p> <p>Select New Map or New Map based on Existing Map</p> <p><input checked="" type="radio"/> New Map</p> <p><input type="radio"/> New Map based on existing map</p> <p>New Map Name: Customers</p> <p>Existing Maps</p> <table border="1"><thead><tr><th>Map Name</th><th>Map Type</th><th>ODBC DSN</th></tr></thead><tbody><tr><td>{ Default Import - MyUPS }</td><td>Address Book</td><td></td></tr><tr><td>{ Default Import - WorldShip }</td><td>Address Book</td><td></td></tr><tr><td>{ Default Import Invalid Records }</td><td>Address Book</td><td></td></tr><tr><td>{ Default Import }</td><td>Address Book</td><td></td></tr></tbody></table> <p>&lt; Back   Next &gt;   Cancel   Help</p>	Map Name	Map Type	ODBC DSN	{ Default Import - MyUPS }	Address Book		{ Default Import - WorldShip }	Address Book		{ Default Import Invalid Records }	Address Book		{ Default Import }	Address Book	
Map Name	Map Type	ODBC DSN														
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{ Default Import Invalid Records }	Address Book															
{ Default Import }	Address Book															
<p>6. The <b>Connection Assistant – Prepare the Map – Step 5 of 5</b> window appears.</p> <ul style="list-style-type: none"><li>• Review the instructions.</li><li>• Click <b>Finish</b>.</li></ul>	<p>Connection Assistant - Prepare the Map - Step 5 of 5</p> <p>There is one more step left, creating a map. After you click the Finish button, you will see the 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.</p> <p>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.</p> <p>Here are some tips:</p> <ol style="list-style-type: none"><li>1. When you see the Connection Editor, select a field or column in your data source.</li><li>2. Select a corresponding field in the UPS WorldShip list.</li><li>3. Click the Connect button. Now the two fields are mapped.</li><li>4. Continue this process until all of the fields that you need are mapped.</li></ol> <p>&lt; Back   Finish   Cancel   Help</p>															

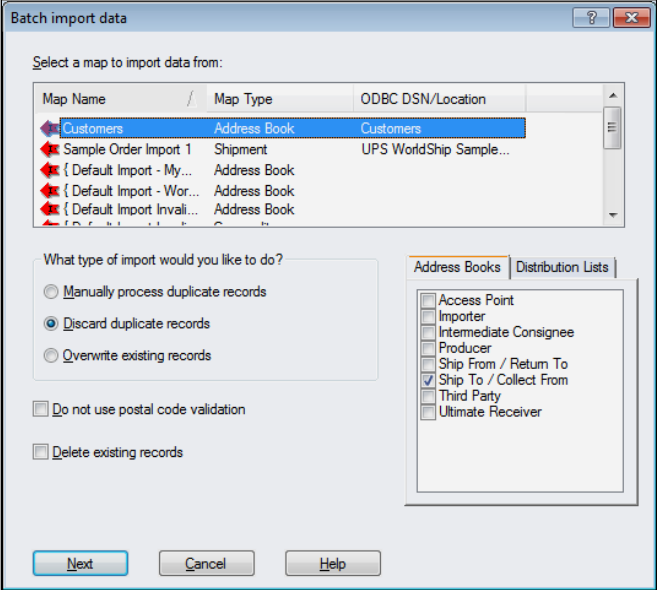
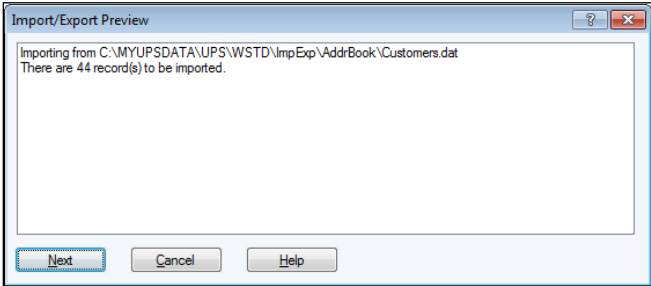
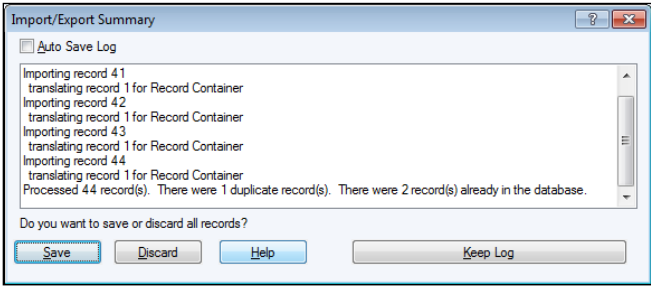


Step	Window (if available)
<p>7. The <b>ODBC Microsoft Access Set Up</b> window appears.</p> <ul style="list-style-type: none"><li>• Check for the following: the DSN name that you entered appears in the <b>Data Source Name</b> box, and the file name that you entered appears for <b>Database</b>.</li><li>• Select <b>None</b> under <b>System Database</b>.</li><li>• Click <b>OK</b></li></ul>	
<p>8. If the <b>Data Source Name</b> (DSN) already exists, a message asks you to confirm your choice.</p> <ul style="list-style-type: none"><li>• Click <b>Yes</b> to replace the existing DSN with your new DSN.</li><li>• Click <b>No</b> to rename your DSN.</li></ul>	
<p>9. The <b>Edit import map</b> window appears.</p> <ul style="list-style-type: none"><li>• Under <b>ODBC Tables</b>, 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 <b>Define Primary Key for Import</b>.</li></ul>	



Step	Window (if available)
<p>10. A key appears next to the <b>ODBC Table's</b> name and next to the selected field to indicate the Primary Key for Import.</p> <ul style="list-style-type: none"><li>• Select the field under <b>WorldShip Fields</b> that best matches your selection under <b>ODBC Tables</b>.</li><li>• Click <b>Connect</b>.</li></ul>	
<p>11. The mapped fields appear under <b>What You Have Mapped So Far</b>.</p> <ul style="list-style-type: none"><li>• Continue to map the rest of the <b>ODBC Tables</b> names to the <b>WorldShip Fields</b>.</li><li>• Click <b>OK</b>.</li></ul>	
<p>12. A message asks you to confirm your batch import.</p> <ul style="list-style-type: none"><li>• Click <b>Yes</b>.</li></ul>	



Step	Window (if available)
<p>13. The <b>Batch Import Data</b> window appears. This window shows all the available maps, including the map that you created.</p> <ul style="list-style-type: none"><li>• Under <b>Select a Map to Import Data from</b>, select the map name that you created.</li><li>• Under <b>What type of import would you like to do</b>, select an option</li><li>• Click <b>Next</b>.</li></ul>	
<p>14. The <b>Import/Export Preview</b> window appears.</p> <ul style="list-style-type: none"><li>• Click <b>Next</b>.</li></ul>	
<p>15. The <b>Progress</b> window appears followed by the <b>Import/Export Summary</b> window.</p> <p><b>Tip:</b> To view the Import/Export Summary listing, click the up and down arrows or move the scroll bar.</p> <p>Options in this window include:</p> <ul style="list-style-type: none"><li>• Click <b>Save</b> to save the imported addresses.</li><li>• Click <b>Discard</b> to discard the imported addresses.</li><li>• Click <b>Keep Log</b> to save the log to a specified directory.</li></ul>	



### Step

16. The **Shipping** window appears.

- Click the down arrow in the **Company or Name** box to see the imported addresses.

### Window (if available)

