



Go to the appropriate page for a discussion on the following export shipment data procedures:

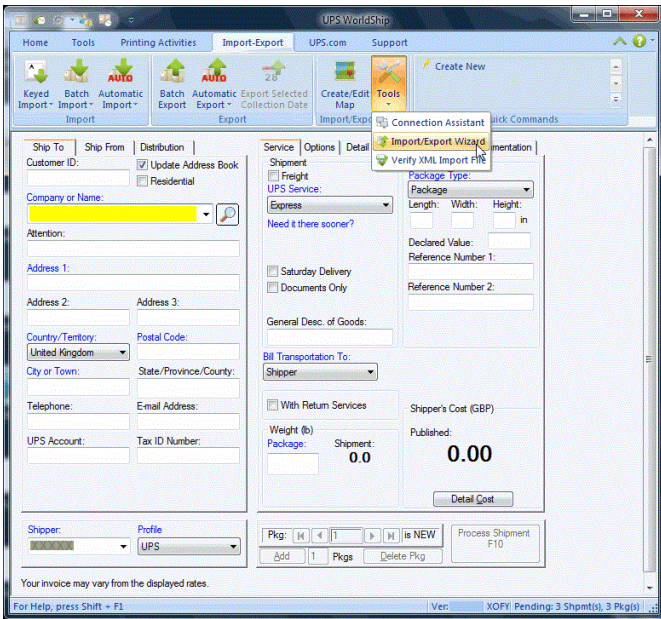
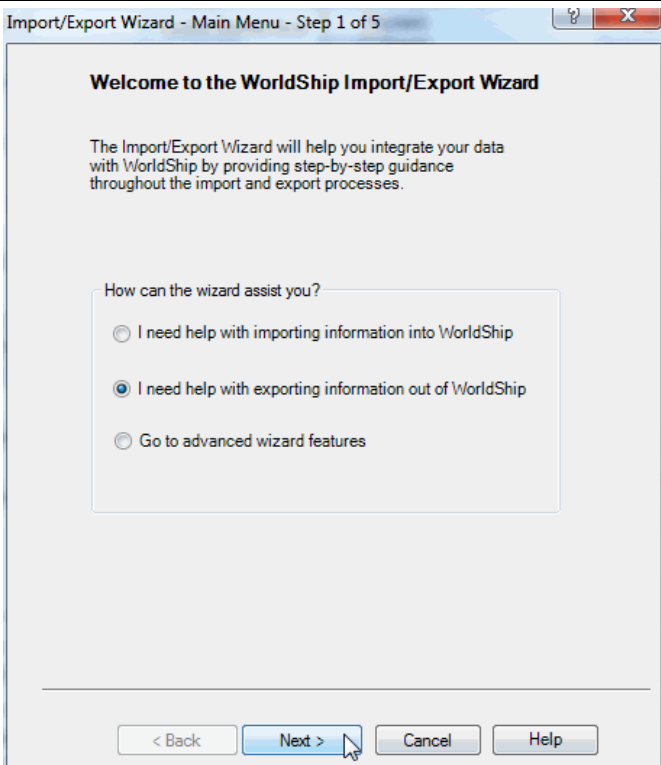
Procedure	Page
Export Shipment Data using the Import/Export Wizard	2
Export Shipment Data using the Connection Assistant	8



Export Shipment Data using the Import/Export Wizard

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

To export shipment data using the Import/Export Wizard:

Step	Window (if available)
1. On the Import-Export tab, select Tools and then Import/Export Wizard.	
2. The Import/Export Wizard – Main Menu – Step 1 of 5 window appears. - Select I Need Help With Exporting Information Out of WorldShip. - Click the Next button.	



Export Shipment Data using the Import/Export Wizard

3. The Import/Export Wizard – Select Data Type – Step 2 of 5 window appears.

- Under Select Type of Data to Export, select Export Small Package Shipments.
- Click the Next button.

4. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears.

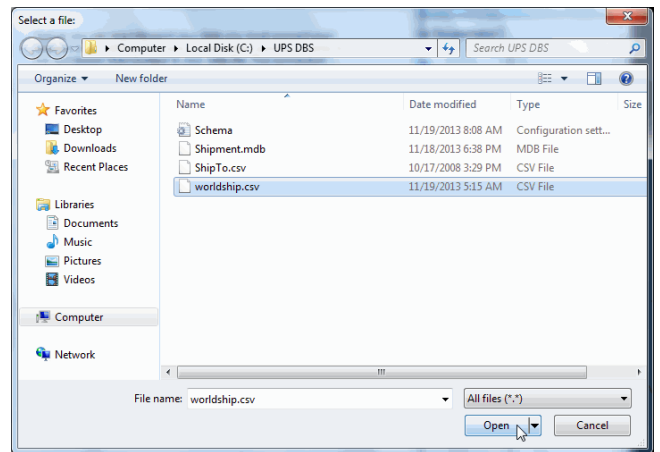
- Type a name for the data connection in the Data Connection Name box.
- Click the Browse button.



Export Shipment Data using the Import/Export Wizard

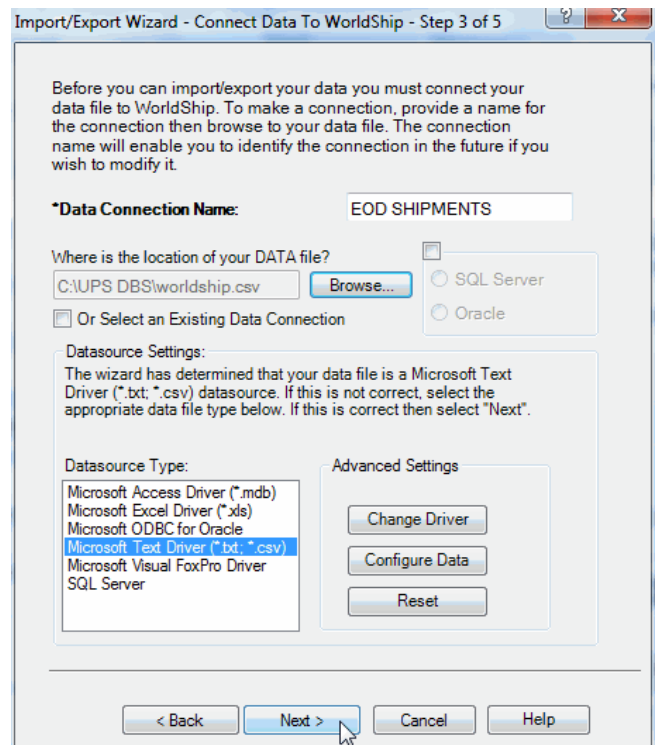
5. The Select a File window appears.

- Browse to and select your data file.
- Click the Open button.



6. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears again and shows the Datasource Type as determined by the Import/Export Wizard under Datasource Settings.

- If the Datasource Type is not correct, select the type.
 - For .csv, use Text File.
 - For .xls, use Microsoft® Excel.
 - For .mdb, use Microsoft® Access.
- Click the Next button.



7. The Import/Export Book – Mapping Screen – Step 4 of 5 window appears.

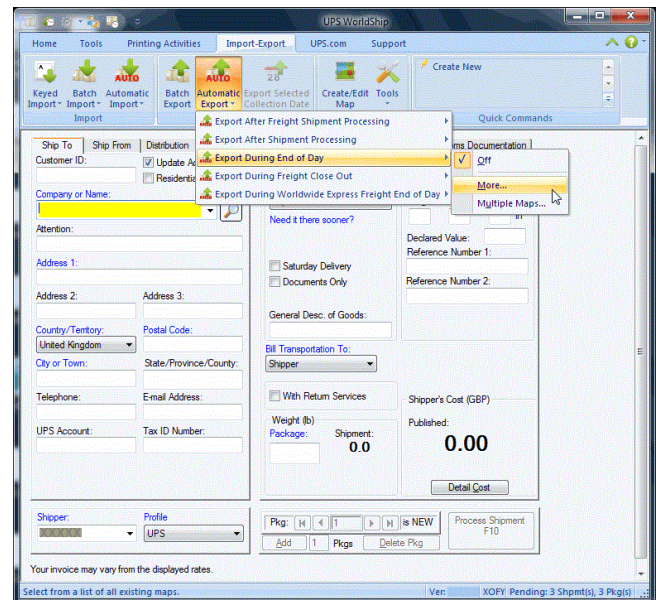
-
- Import/Export Book - Mapping Screen - Step 4 of 5
1. To map your file to WorldShip, drag the field names from your data file into the applicable fields on the WorldShip screen.
2. To remove a connection that you have already made with WorldShip, right-click on the field name in your file list, and select "Clear Connection".
- Map your Small Package Shipment Fields:**
- OrderId
 ShipTo: Customer Id
 ShipTo: Information_Service
 ShipmentInformation_Service
 ShipmentInformation_Billing
 ShipmentInformation_Bill
 ShipmentInformation_QvnOpt
 ShipmentInformation_GvnShip
 ShipmentInformation_Notific
 ShipmentInformation_Notific
 ShipTo: CompanyOrName
 ShipTo: CompanyOrName
 ShipTo: CompanyOrName
 ShipTo: Attention
 ShipTo: StreetAddress
 ShipTo: Address 1
 ShipTo: RoomFloorAddress
 ShipTo: Address 2
- Ship To** Ship From Third Party
- Customer ID: Update Address
 OrderId Residential
 Company or Name: Density Eligible
 ShipTo: CompanyOrName
 Attention
 ShipTo: CompanyOrName
 Address 1: USPS PO Box
 ShipTo: StreetAddress
 Address 2: Address 3:
 ShipTo: RoomFloorAddress
 Country/Territory: Postal Code:
 ShipTo: Country ShipTo: ZipCode
 City or Town: State/Province/County:
 ShipTo: City ShipTo: State
 Telephone: Email Address: Fax Number:
 ShipTo: Ti
 UPS Act No: Tax ID Number: Tax ID Type:
- Service** Options Detail Reference Shipment QVN Package: 1
- Shipment
 UPS Freight (LTL/TL)
 UPS Service
 ShipmentInformation_Service
 Endorsement
 Saturday Delivery
 Documents Only
 USPS Delivered
 Ground (Freight Pricing)
 General Desc. of Goods:
- Package**
 Package Type:
 Package: UPS Service
 Length: Width: Height:
 Large Package
 Reference Number 1:
 Reference Number 2:
 Postal Subclass:
- Bill Transportation To:** ShipmentInformation_Billing
Bill Duty and Tax To:
- Weight
 Package: Shipment:
 Package_W
 GMFC
 Transit Time
 Solt Duty and Tax
 World Ease Shipment
- Map Name:**
 EOD SHIPMENTS
 Define Primary Key
 Save Map Help
 Back Cancel
- Location ID:** Profile Name
- Pkg:** [List of Packages] [NEW] [Process Shipment F10]
 Add Pkgs Delete Pkg

-
- Import/Export Wizard - Data Connected to WorldShip - Step 5 of 5
- 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 Finish Cancel Help



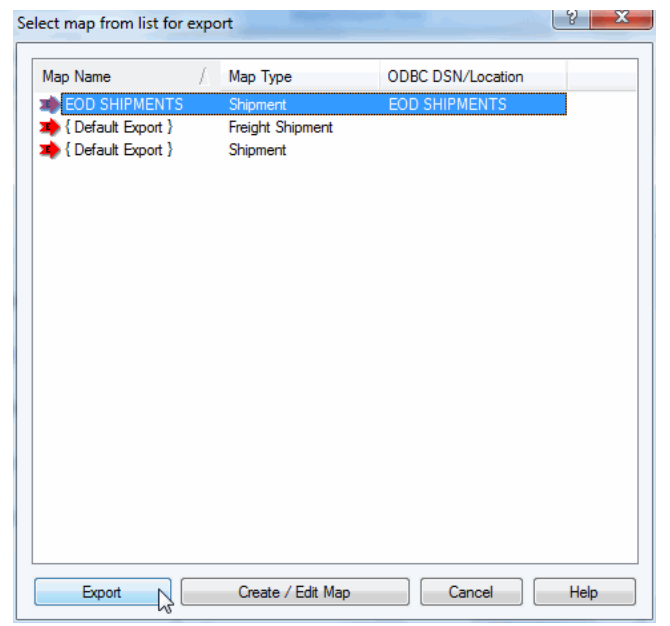
Export Shipment Data using the Import/Export Wizard

9. On the Import-Export tab, select Automatic Export, Export During End of Day, and then More.



10. The Select Map From List for Export window appears.

- Select your map from the list.
- Click the Export button.



11. After you run End of Day, WorldShip exports all shipments processed that day to the data source type selected.

Microsoft Excel - WorldShipCSV.csv

File Edit View Insert Format Tools Data Window Help Addge PDF

Type a question for help

TV Reply with Changes... Load Reviews

WorldShipCSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	OrderID	Shipments	Shipments	Shipments	Shipments	Shipments	ShipTo_Ct	ShipTo_Sit	ShipTo_Rc	ShipTo_Ct	ShipTo_Sit	ShipTo_Te	ShipTo	ShipTo_Te	
2	1	Next Day /Prepaid					ABC Comp	2311 York Rd		Cockeysville MD	United Sta	21030	4:11E+09		
3	2	Next Day /Prepaid					HRIC Comp	2311 York Rd		Cockeysville MD	United Sta	21030	4:11E+09		
4	3	2nd Day A/Prepaid					IBM	2311 York Rd		Fair Lawn NJ	United Sta	7410	4:11E+09		
5							Ralph and Schiller Strasse 13			Wiesbaden	Germany	71544	1:23E+14 N		
6							Ralph and Schiller Strasse 13			Wiesbaden	Germany	71544	1:23E+14 N		
7							XYZ Comp	3555 Highgrove Road		LUTHERVIMD	United Sta	21903		N	
8							Company_Street_001	Department		NOTTINGHAM	United Sta	21230		N	
9							Company_Street_001	Department		NOTTINGHAM	United Sta	21230		N	
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															

WorldShipCSV

Ready

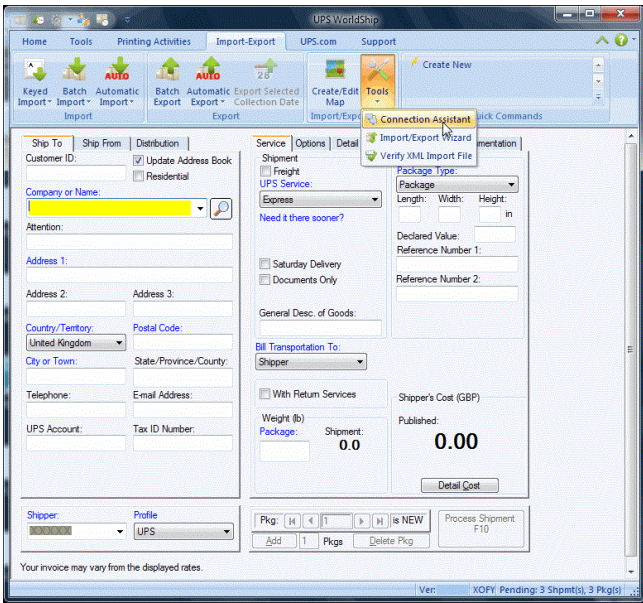
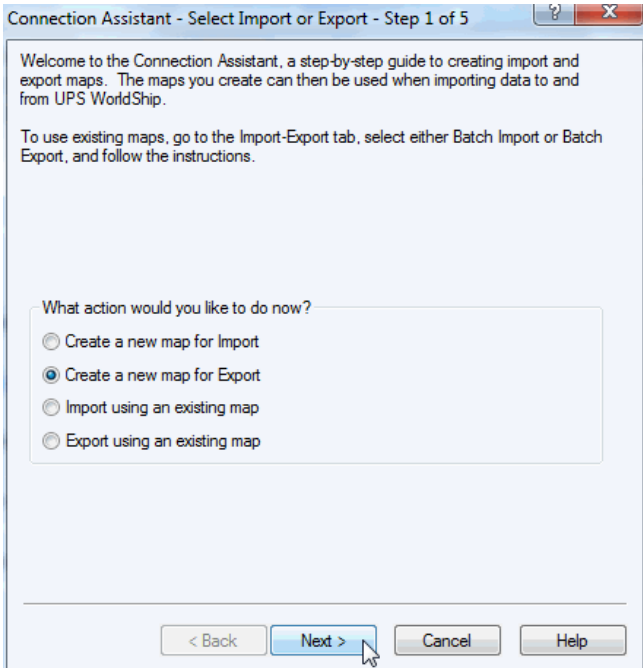
98% available (logged in, not charging)



Export Shipment Data using the Connection Assistant

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

To export shipment data during the End of Day process using the Connection Assistant:

Step	Window (if available)
1. On the Import-Export tab, select Tools and then Connection Assistant.	
2. The Connection Assistant – Select Import or Export – Step 1 of 5 window appears. • Select Create a New Map for Export. • Click the Next button.	



Export Shipment Data using the Connection Assistant

3. The Connection Assistant – Select the Data Type – Step 2 of 5 window appears.

- Click the down arrow in the Export Data Types box and select Shipment.
- Click the Next button.

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 a name in the Data Source Name (DSN) box.
- Select Microsoft Access Driver (*.mdb) in the ODBC Drivers box.
- Click the Next button.



Export Shipment Data using the Connection Assistant

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.
- 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

☒ New Map

☐ New Map based on existing map

New Map Name:

EODShipment2

Existing Maps

Map Name	Map Type	ODBC DSN/Location
EOD SHIPMENTS	Shipment	EOD SHIPMENTS
{ Default Export }	Shipment	

< Back Next > Cancel Help

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

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.

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:

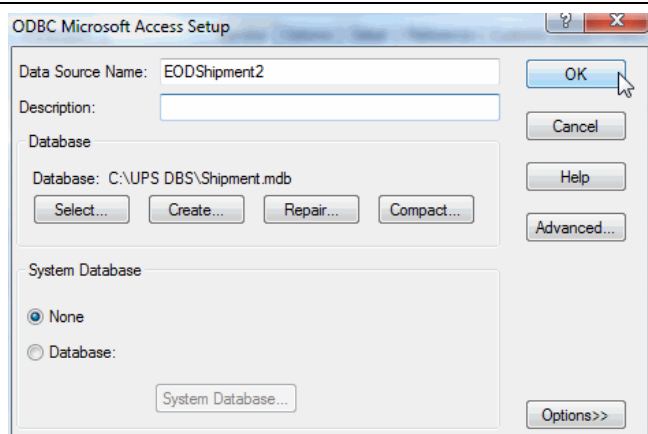
1. When you see the Connection Editor, select a field or column in your data source.
2. Select a corresponding field in the UPS WorldShip list.
3. Click the Connect button. Now the two fields are mapped.
4. Continue this process until all of the fields that you need are mapped.

< Back Finish Cancel Help

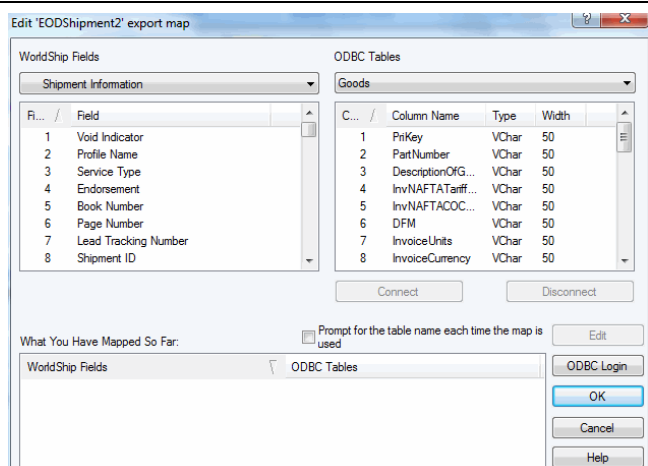


Export Shipment Data using the Connection Assistant

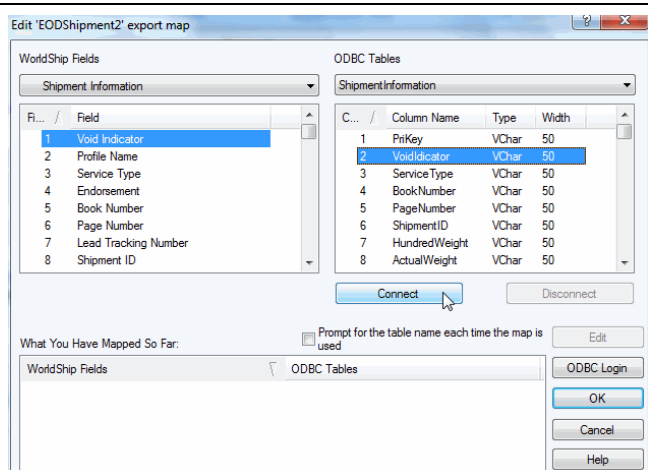
7. The ODBC Microsoft Access Setup window appears.
- Check for the following: the DSN name that you entered appears in the Data Source Name box, and the file name that you entered appears for Database.
 - Select None under System Database.
 - Click the OK button.



8. The Edit Export Map window appears.
- Under ODBC Tables, click the down arrow and select the table you want to map to WorldShip.
 - Under WorldShip Fields, click the down arrow and select the table that you want to map from WorldShip.



9. Do the following:
- Select a field under WorldShip Fields that contains data you want to export.
 - Select the field under ODBC Tables that best matches your WorldShip field.
 - Click the Connect button.





Export Shipment Data using the Connection Assistant

10. The mapped fields appear under What You Have Mapped So Far.

- Continue to map the rest of the WorldShip Fields names to the ODBC Tables names.
- Click the OK button.

WorldShip Fields

R...	Field
1	Void Indicator
2	Profile Name
3	Service Type
4	Endorsement
5	Book Number
6	Page Number
7	Lead Tracking Number
8	Shipment ID

ODBC Tables

C...	Column Name	Type	Width
1	PrimaryKey	VChar	50
2	VoidIndicator	VChar	50
3	ServiceType	VChar	50
4	BookNumber	VChar	50
5	PageNumber	VChar	50
6	ShipmentID	VChar	50
7	HundredWeight	VChar	50
8	ActualWeight	VChar	50

What You Have Mapped So Far:

WorldShip Fields	ODBC Tables
Shipment Information::Hundredweight	ShipmentInformation::HundredWeight
Shipment Information::Page Number	ShipmentInformation::PageNumber
Shipment Information::Service Type	ShipmentInformation::ServiceType
Shipment Information::Void Indicator	ShipmentInformation::VoidIndicator

Buttons: Connect, Disconnect, Edit, ODBC Login, OK, Cancel, Help

11. A message asks if you want to batch export now.

Click the No button.

UPS WorldShip

Do you want to Batch Export now with EODShipment2 ?

Buttons: Yes, No

12. On the Import-Export tab, select Automatic Export, Export During End of Day, and then More.

UPS WorldShip

Home Tools Printing Activities Import-Export UPS.com Support

Keyed Batch Automatic Batch
Import Import Import Export

Export After Freight Shipment Processing
Export After Shipment Processing
Export During End of Day
Export During Freight Close Out
Export During Worldwide Express Freight End of Day

Ship To Ship From Distribution
Customer ID: Update Address
Company or Name: Resident
Attention:
Address 1:
Address 2: Address 3:
Country/Territory: Postal Code:
United Kingdom
City or Town: State/Province/County:
Telephone: Email Address:
UPS Account: Tax ID Number:
Shipper: Profile
UPS

Need it there sooner?
Saturday Delivery
Documents Only
General Desc. of Goods:
Bill Transportation To: Shipper
With Return Services
Weight (lb): Package Shipment: 0.0
Shipper's Cost (GBP): Published: 0.00
Detail Cost

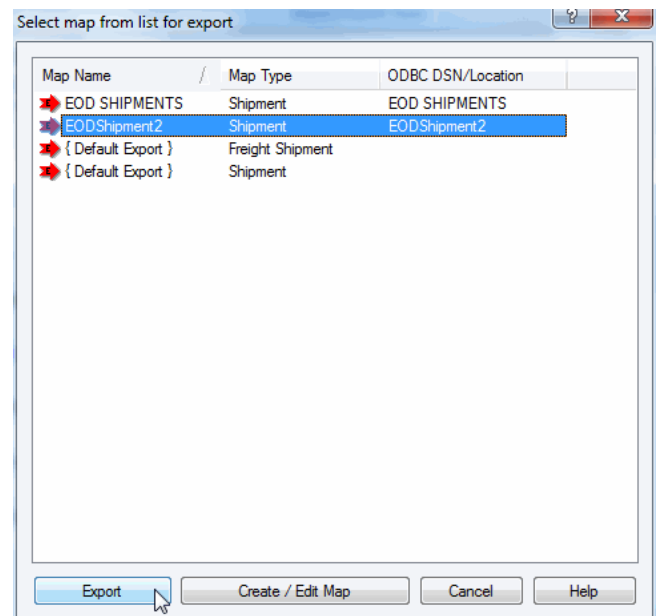
Your invoice may vary from the displayed rates.
Select from a list of all existing maps. Ver: XOFY Pending: 3 Shpmt(s), 3 Pkg(s)



Export Shipment Data using the Connection Assistant

13. The Select Map From List for Export window appears.

- Select your map from the list.
- Click the Export button.



14. After you run End of Day, WorldShip stores all shipments processed that day in your database.

To verify your mappings and shipping information, open your table using Microsoft® Access.

