

UPS WorldShip™ 2009

Version 11.0



Guide to Transfer Your FedEx Ship Manager® Address Book to UPS WorldShip

Guide to Transfer Your FedEx Ship Manager Address Book to UPS WorldShip

Welcome. We want to make the transition from FedEx to UPS as easy as possible. Here are instructions for exporting your address book from FedEx Ship Manager and importing it into UPS WorldShip.

Prior to beginning the process of transferring your address book from FedEx Ship Manager to UPS WorldShip, you need to ensure that UPS WorldShip has been installed on your workstation. If you need to install UPS WorldShip, or want to upgrade from a previous version, visit ups.com/worldship to download it.

1. Launch FedEx Ship Manager.
2. Select **Databases**.
3. Select **Templates**.
4. Highlight **RECIPIENT1 EXP** under the template lists.
5. Click the **Add by duplication** button.
6. Enter a template id of **RECIPIENT**.
7. Select **Delimited** as the file format.
8. Check **Column** headers on first line.
9. Enter **c:\fedexaddresses.csv** as the file name.
 - a. The file name must be typed as **c:\fedexaddresses.csv** (case sensitive).
 - b. The file name *must match exactly* or the import into UPS WorldShip will fail.

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10. Select **Databases**.
11. Select **File Maintenance**.
12. Select **Export**.
13. Select **RECIPIENT** from the **Template name** drop down menu, and then click **OK**.
14. Click **OK** on the **File Maintenance – Export** message window.
15. Open the export file **c:\fedexaddresses.csv** in Notepad or WordPad.
16. *Do not use Excel* to edit the file as it will modify the file format.
17. Remove all spaces and slashes (/) from each column name in the first row.
18. Save the changes and exit Notepad or WordPad.
19. Move **fedexaddresses.csv** to **X:\UPS\WSTD\ImpExp\Invalid**.
20. Obtain the customer's email. Ask a coach to email the **FedExShipManager.dat** and **schema.ini** to the customer.
21. Ask the customer to save the files as follows: save **FedExShipManager.dat** to **X:\UPS\WSTD\ImpExp\AddrBook**. Save the **schema.ini** to **X:\UPS\WSTD\ImpExp\Invalid**.
22. Launch UPS WorldShip

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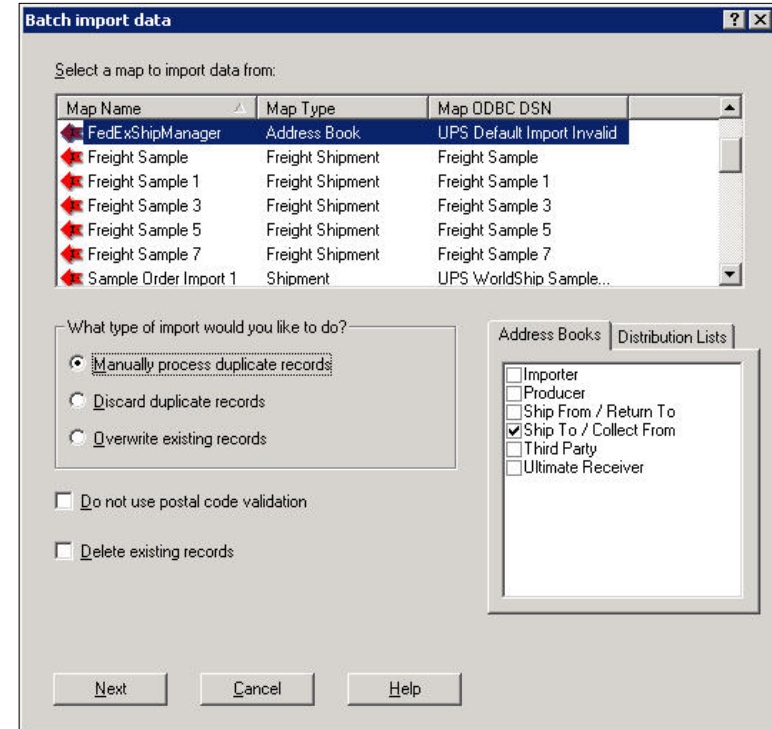
23. Select **Import/Export Data**.

24. Select **Batch Import**.

25. Highlight the Map Name **FedExShipManager**.

26. Select **Manually process duplicate records**.

27. Click **Next**.



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28. Click **Next** on the Import/Export preview.
29. Click **Save** when the import is complete. (Addresses will now be available from the address book.)
30. Invalid records are saved to **X:\UPS\WSTD\ImpExp\Invalid\InvAddr.csv**.
31. Invalid records are saved to **X:\UPS\WSTD\ImpExp\Invalid\InvAddr.csv**. Records can be modified from this file and re-imported using the Default Import Invalid Records (Map Type – Address Book).

NOTE: X designates the drive letter the customer selected when installing UPS WorldShip.

