

UPS WorldShip™ 2009

Version 11.0



Guide to Transfer Your FedEx Ship Manager® Commodities to UPS WorldShip

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

Prior to beginning the process of transferring your commodities 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.

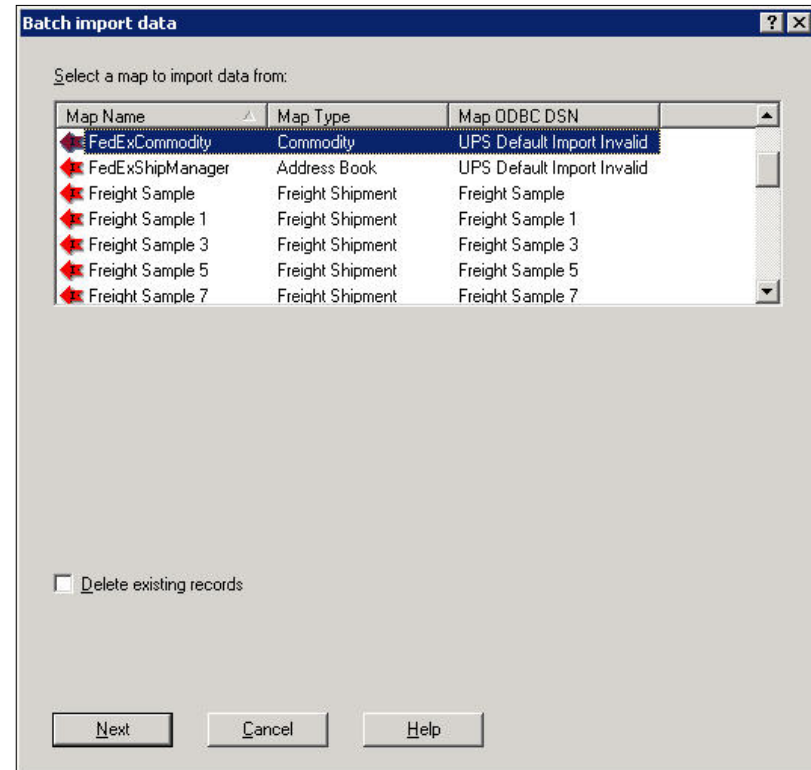
1. Launch FedEx Ship Manager.
2. Go to **Databases**.
3. Select **Templates**.
4. Click **Add**.
5. Enter **COMMODITIES** as the **Template ID**.
6. Select **Export** in the **Type** drop down menu
7. Select **Commodity** in the **Database** drop down menu.
8. Enter **c:\fedexcommodity.csv** as the File name. (The File name must be typed as **c:\fedexcommodity.csv** (case sensitive). The File name must match *exactly*, or the UPS WorldShip import will fail.)
9. Change the **Date Format** to **YYYYMMDD**.

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10. Change the **Date Delimiter** to **None**.
11. Select all fields for export by clicking the **Add all >>** button.
12. Click **OK**.
13. Click **OK** on the **View Templates** page.
14. Go to **Databases**.
15. Select **File Maintenance**.
16. Select **Export**.
17. Select **COMMODITIES** from the **Template name** drop down.
18. Click **OK**.
19. Click **OK**.

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20. Obtain the customer's email. Ask a coach to email the **FedExCommodity.dat**, **InvExp.bin**, **InvExp.bin** and **schema.ini** files (*InvImp.bin and InvExp.bin should only be used with UPS WorldShip 10.0 and 11.0*).
21. Ask the customer to save the files as follows: save **FedExCommodity.dat**, **InvImp.bin**, and **InvExp.bin** to **X:\UPS\WSTD\ImpExp\Commod**. Save the **schema.ini** file to **X:\UPS\WSTD\ImpExp\Invalid**.
22. Move **fedexcommodity.csv** to **X:\UPS\WSTD\ImpExp\Invalid**.
23. Launch UPS WorldShip.
24. Select **Import/Export Data**.
25. Select **Batch Import**.
26. Highlight **FedExCommodity**.
27. Select **Next**.



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28. Click **Next** on the **Import/Export Preview** window.
29. Click **Save** when the import is complete. Commodities will now be available in UPS WorldShip from the Commodity Editor.
30. Invalid records are saved to **C:\UPS\WSTD\ImpExp\Invalid\ComInv.csv**. Records can be modified in this file and re-imported using the Default Import Invalid Records (Map Type – Commodity).

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

