

# UPS WorldShip™ 2009

Version 11.0



## Guide to Transfer Your FedEx Ship Manager® @ fedex.com Address Book 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 address book from FedEx Ship Manager @ fedex.com and importing it into UPS WorldShip using either an automated or manual process.

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](https://ups.com/worldship) to download it.

1. Log onto fedex.com and go to FedEx Ship Manager.
2. Click on the down arrow next to **My Lists**.
3. Select **Address Book**.
4. On the Address Book page, click on the down arrow for **Import/Export**.
5. Select **Import/Export**.
6. Select **Export** from the **Choose action** drop down menu.
7. Select **Recipient** from the **Export as** drop down menu.
8. Click the **Export** button.

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9. A **File Download** dialog box will appear with the option to Open, Save or Cancel the file.
10. Click the **Save** option, and save the file to **X:\UPS\WSTD\ImpExp\Invalid**.
11. Do not change the file name or the import will fail.
12. Obtain the customer's email. Ask a coach to email the **FedExWeb.dat** and **schema.ini** files to the customer.
13. Ask the customer to save the files as follows: save the **FedExWeb.dat** to **X:\UPS\WSTD\ImpExp\AddrBook**. Save **schema.ini** to **X:\UPS\WSTD\ImpExp\Invalid**.
14. Launch UPS WorldShip.
15. Select **Import/Export Data**.
16. Select **Batch Import**.
17. Highlight the Map Name **FedExWeb**.
18. Select **Manually process duplicate records** as the import type.
19. Click **Next**.

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20. Click **Next** on the Import/Export Preview.
  21. Click **Save** when the import is complete. The imported addresses will now be available from the address book.
  22. Invalid records are saved to **X:\UPS\WSTD\ImpExp\Invalid\InvAddr.csv**.
  23. Records can be re-imported by editing the **Invalid\InvAddr.csv** file fields as directed in the file, and then importing the file (Map Type – Address Book).
- NOTE:** X designates the drive letter the customer selected when installing UPS WorldShip.

