

# WorldShip® Export Shipment Data



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

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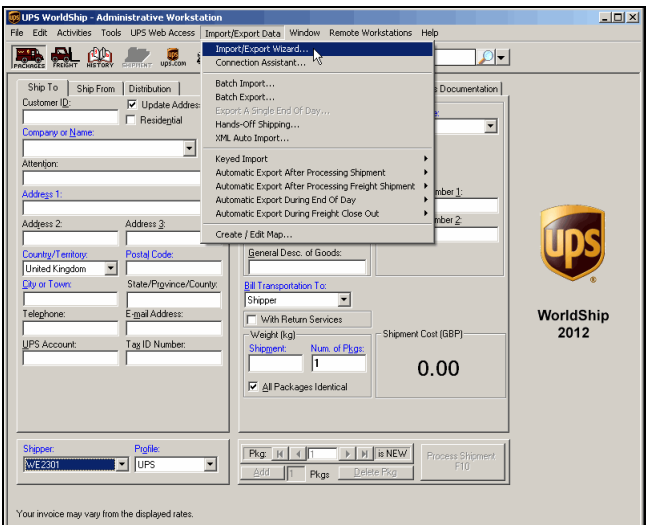
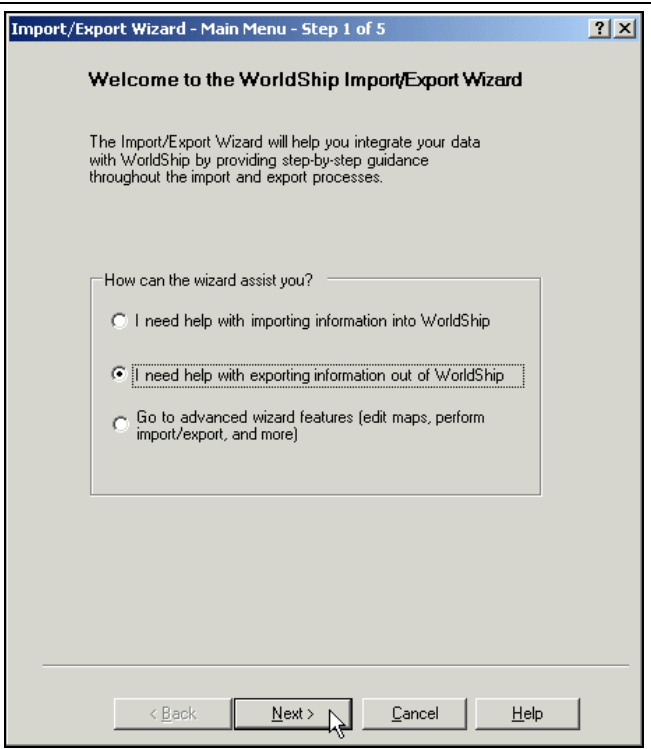
# WorldShip® Export Shipment Data



## 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)
<p>1. On the Import/Export Data menu, click Import/Export Wizard.</p>	 <p>The screenshot shows the 'UPS WorldShip - Administrative Workstation' window. The 'Import/Export Data' menu is open, and the 'Import/Export Wizard...' option is highlighted. The background window shows various shipping details like 'Ship To', 'Ship From', 'Distribution', 'Customer ID', 'Company or Name', 'Attention', 'Addresses', 'Country/Territory', 'Postal Code', 'City or Town', 'State/Province/Country', 'Telephone', 'E-mail Address', 'UPS Account', 'Tag ID Number', 'General Desc. of Goods', 'Bill Transportation To', 'Weight (kg)', 'Shipment Cost (GBP)', and 'Shipper'.</p>
<p>2. The Import/Export Wizard – Main Menu – Step 1 of 5 window appears.</p> <ul style="list-style-type: none"> <li>• Select I Need Help With Exporting Information Out of WorldShip.</li> <li>• Click the Next button.</li> </ul>	 <p>The screenshot shows the 'Import/Export Wizard - Main Menu - Step 1 of 5' window. It has a title bar with a question mark icon. The main text reads: 'Welcome to the WorldShip Import/Export Wizard. The Import/Export Wizard will help you integrate your data with WorldShip by providing step-by-step guidance throughout the import and export processes.' Below this, there is a section titled 'How can the wizard assist you?' with three radio button options:         <ul style="list-style-type: none"> <li><input type="radio"/> I need help with importing information into WorldShip</li> <li><input checked="" type="radio"/> I need help with exporting information out of WorldShip</li> <li><input type="radio"/> Go to advanced wizard features (edit maps, perform import/export, and more)</li> </ul>         At the bottom, there are four buttons: '&lt; Back', 'Next &gt;', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next &gt;' button.       </p>

# WorldShip® Export Shipment Data



## 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.

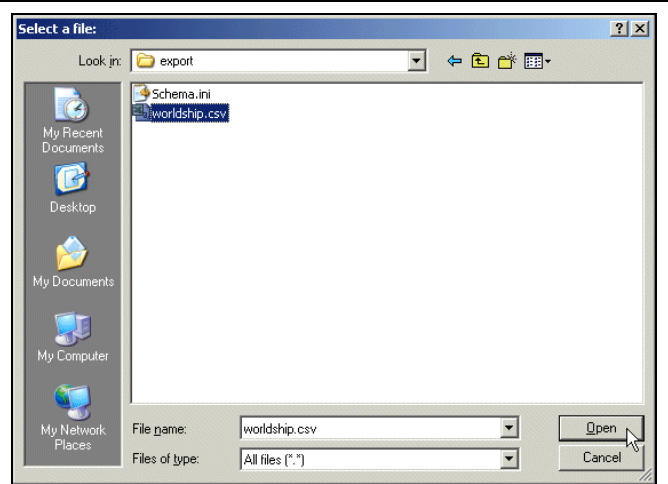
# WorldShip® Export Shipment Data



## Export Shipment Data using the Import/Export Wizard

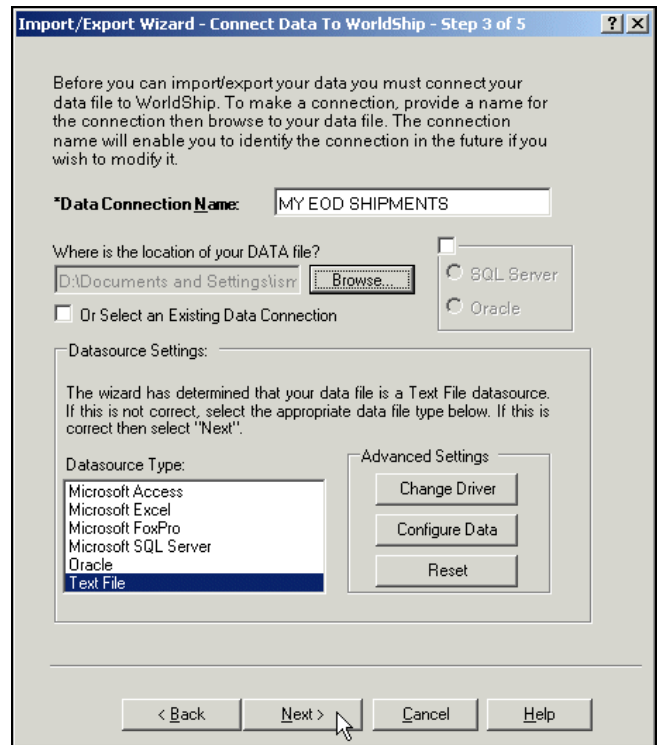
5. The Select a File window appears.

- 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.



# WorldShip® Export Shipment Data



## Export Shipment Data using the Import/Export Wizard

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

- Map your file to WorldShip by dragging and dropping each field name in the Map Your Small Package Shipment Fields box to the applicable field box on the WorldShip side on the right.
- Enter a name for the map in the Map Name box.
- Click the Save Map button.

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 Connector".

Map your Small Package Shipment fields:

Ship To: Customer ID  
Ship To: Company or Name  
Ship To: Street Address  
Ship To: City or Town  
Ship To: State  
Ship To: Country  
Ship To: Zip Code  
Ship To: Room/Floor/Address  
Ship To: Postal Code  
Ship To: State/Province/County  
Ship To: City  
Ship To: State  
Ship To: Telephone  
Ship To: E-mail Address  
Ship To: Fax Number  
Ship To: UPS Acct No.  
Ship To: Tag ID Number  
Ship To: Tax ID Type  
Ship To: Location ID  
Ship To: Shipper Number  
Ship To: Location ID

Customer ID  
Residential  
Company or Name  
Address 1  
Address 2  
Address 3  
Country/Territory  
Postal Code  
Ship To: Country  
Ship To: Zip Code  
City or Town  
State/Province/County  
Ship To: City  
Ship To: State  
Telephone  
E-mail Address  
Fax Number  
UPS Acct No.  
Tag ID Number  
Tax ID Type  
Location ID  
Shipper Number  
Ship To: Location ID

Service  
Options  
Detail  
Reference  
Shipment QTYN  
Pack

UPS Freight (LTL/TL)  
UPS Service  
Saturday Delivery  
Documents Only  
USPS Delivered  
Ground (Freight Pricing)  
General Desc. of Goods  
Bill Transportation To  
Bill Duty and Tax To  
With Return Services  
Weight  
Package  
Shipment  
Electronic Scale Activate

Package Type  
Length  
Width  
Height  
Reference Number 1  
Reference Number 2  
Reference Number 3  
Reference Number 4  
Reference Number 5  
Reference Number 6  
Reference Number 7  
Reference Number 8  
Reference Number 9  
Reference Number 10  
Reference Number 11  
Reference Number 12  
Reference Number 13  
Reference Number 14  
Reference Number 15  
Reference Number 16  
Reference Number 17  
Reference Number 18  
Reference Number 19  
Reference Number 20

Map Name: MY EDD SHIPMENTS

Save Map  
Help  
Back  
Cancel

0.00

Process Shipment P10

8. The Import/Export Wizard – Data Connected to WorldShip – Step 5 of 5 window appears.

- Select Exit to WorldShip.
- Click the Finish button.

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

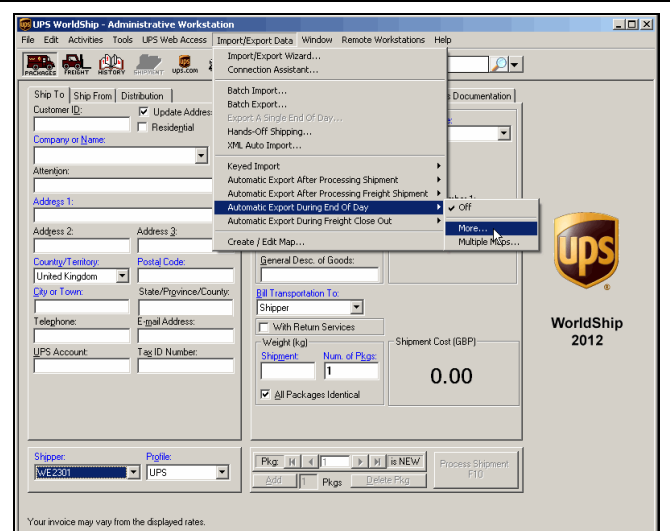
< Back Finish Cancel Help

# WorldShip® Export Shipment Data



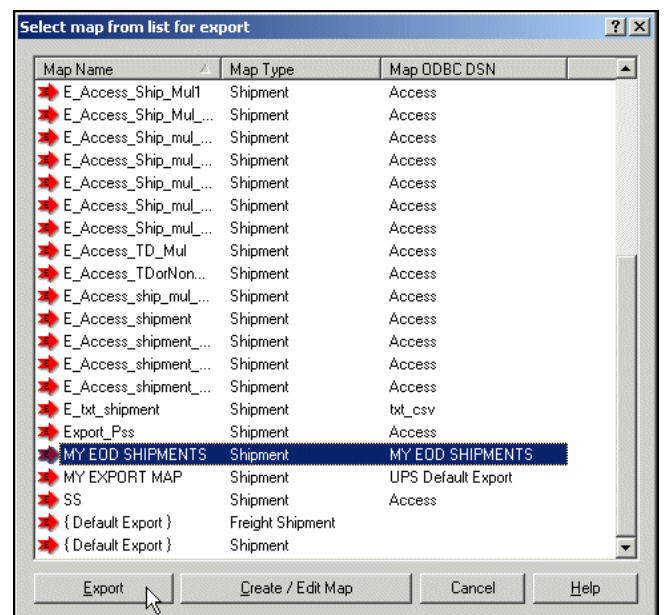
## Export Shipment Data using the Import/Export Wizard

9. On the Import/Export Data menu, point to Automatic Export During End Of Day and click More.



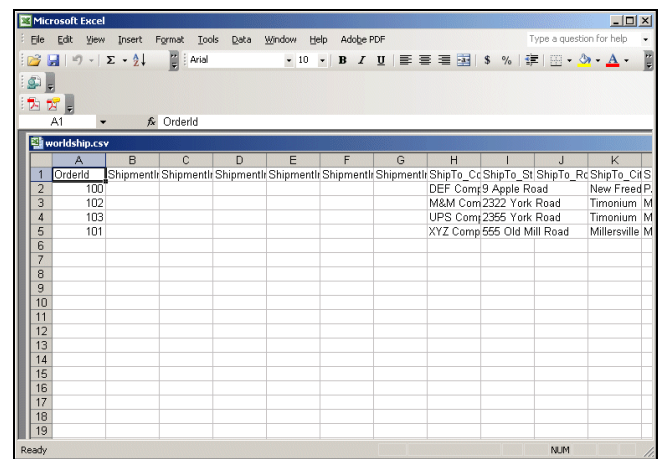
10. The Select Map From List for Export window appears.

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



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

To verify your mappings and shipping information, open your table.



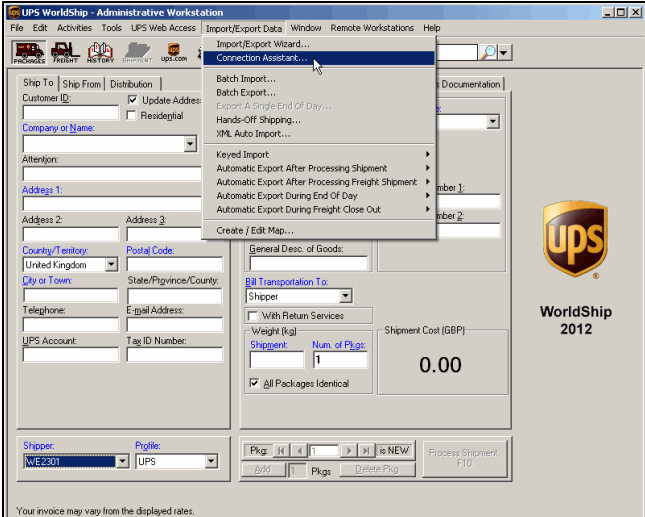
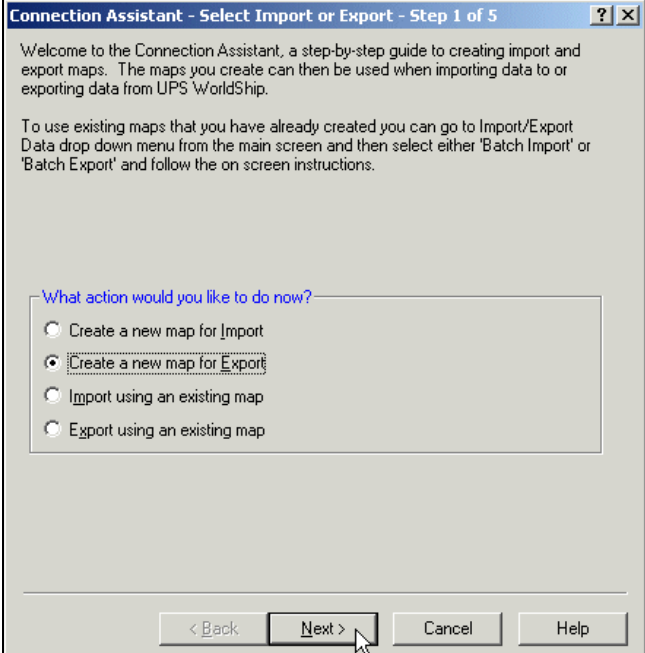
# WorldShip® Export Shipment Data



## 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)
<p>1. On the Import/Export Data menu, click Connection Assistant.</p>	 <p>The screenshot shows the 'UPS WorldShip - Administrative Workstation' window. The 'Import/Export Data' menu is open, and 'Connection Assistant...' is highlighted. Other menu items include 'Batch Import...', 'Batch Export...', 'Export At Single End of Day...', 'Hands-Off Shipping...', 'XML Auto Import...', 'Keyed Import', and several 'Automatic Export' options. The main window background shows various shipping details like 'Ship To', 'Company or Name', 'Address 1', 'Country/Territory', and 'Shipment Cost (GBP)' which is 0.00.</p>
<p>2. The Connection Assistant – Select Import or Export – Step 1 of 5 window appears.</p> <ul style="list-style-type: none"> <li>• Select Create a New Map for Export.</li> <li>• Click the Next button.</li> </ul>	 <p>The screenshot shows the 'Connection Assistant - Select Import or Export - Step 1 of 5' window. It contains a welcome message and instructions. Below the text, there are four radio button options: 'Create a new map for Import', 'Create a new map for Export' (which is selected), 'Import using an existing map', and 'Export using an existing map'. At the bottom, there are buttons for '&lt; Back', 'Next &gt;', 'Cancel', and 'Help'.</p>

# WorldShip® Export Shipment Data



## 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.

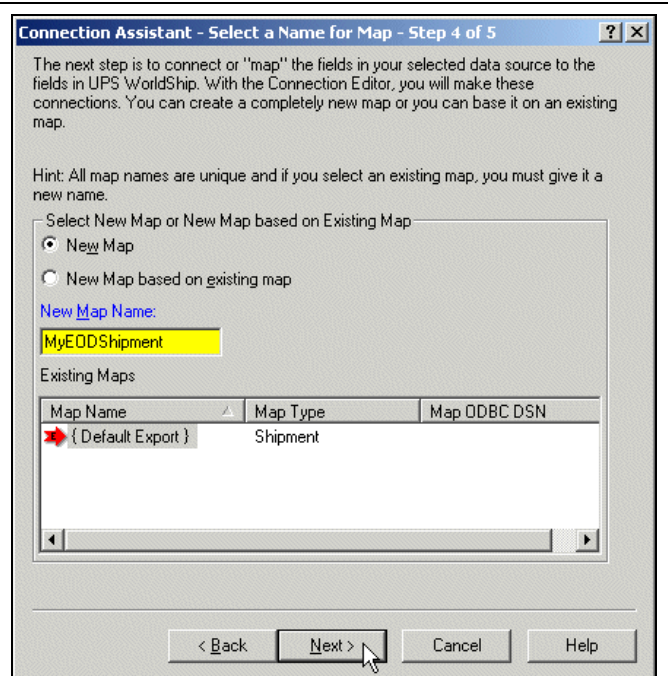
# WorldShip® Export Shipment Data



## Export Shipment Data using the Connection Assistant

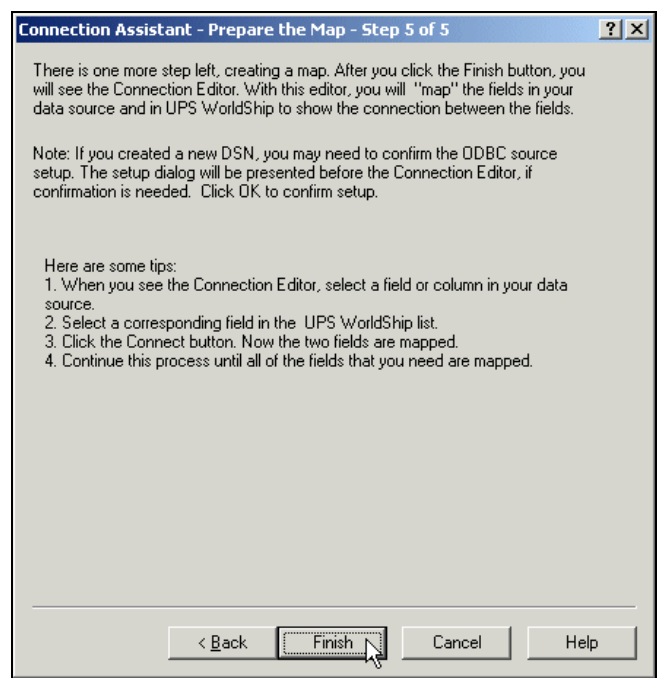
5. The Connection Assistant – Select a Name for Map – Step 4 of 5 window appears.

- Select New Map.
- Enter a name for the map in the New Map Name box.
- Click the Next button.



6. The Connection Assistant – Prepare the Map – Step 5 of 5 window appears.

- Review the instructions.
- Click the Finish button.



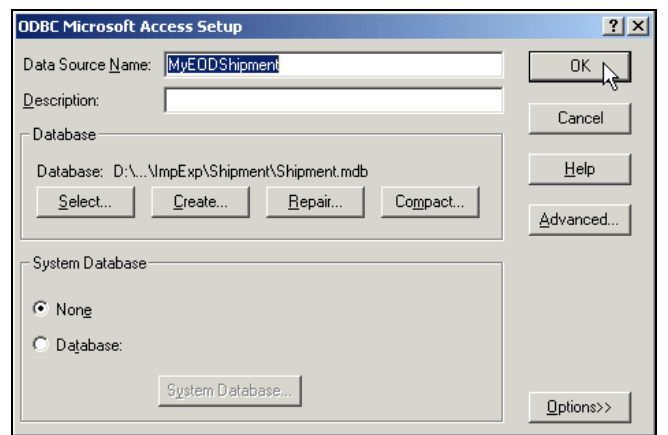
# WorldShip® Export Shipment Data



## Export Shipment Data using the Connection Assistant

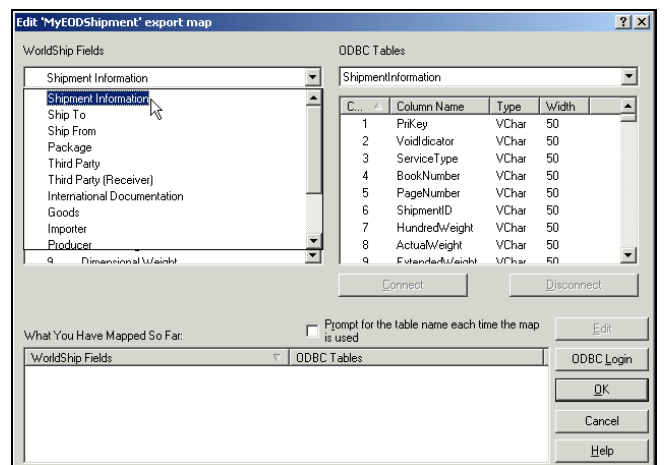
7. The ODBC Microsoft Access Setup window appears.

- 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.



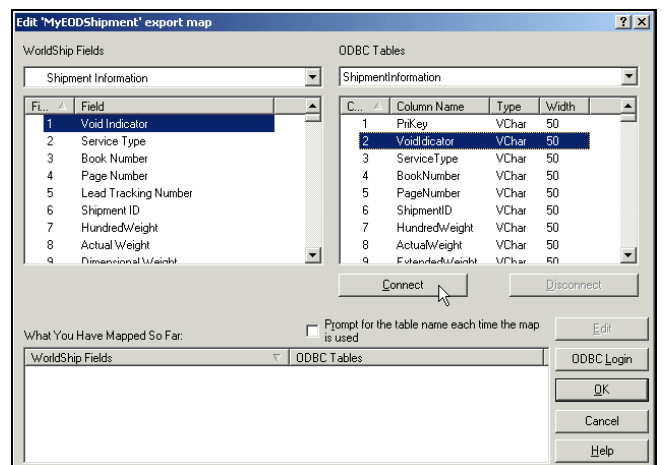
8. The Edit Export Map window appears.

- 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 Type under ODBC Tables that best matches your WorldShip field.
- Click the Connect button.



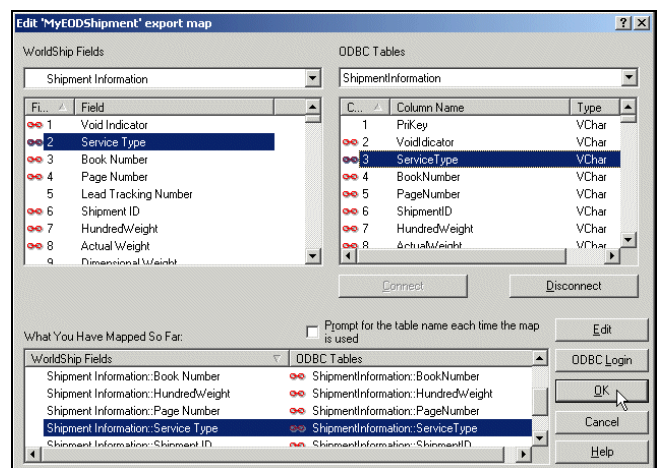
# WorldShip® Export Shipment Data



## 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.

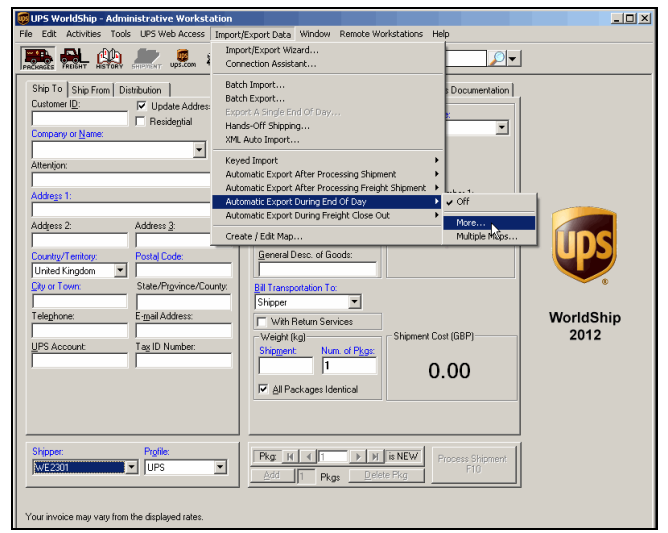


11. A message asks if you want to batch export now.

Click the No button.



12. On the Import/Export Data menu, point to Automatic Export During End Of Day and click More.



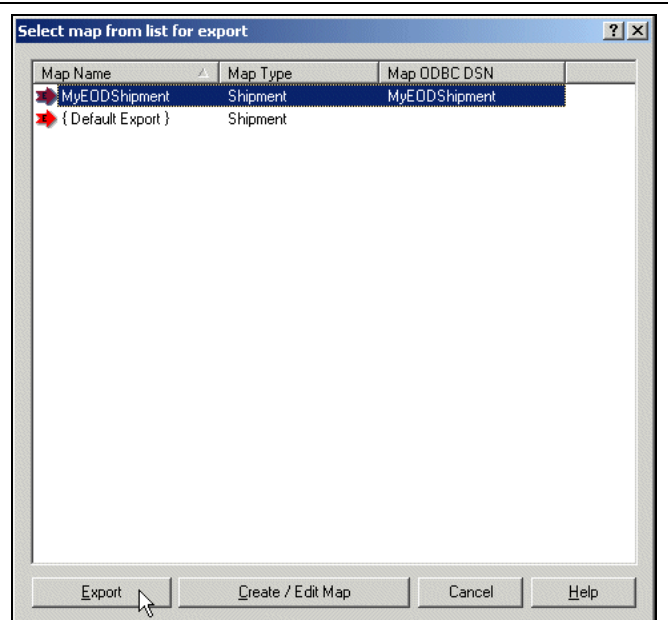
# WorldShip® Export Shipment Data



## 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.

