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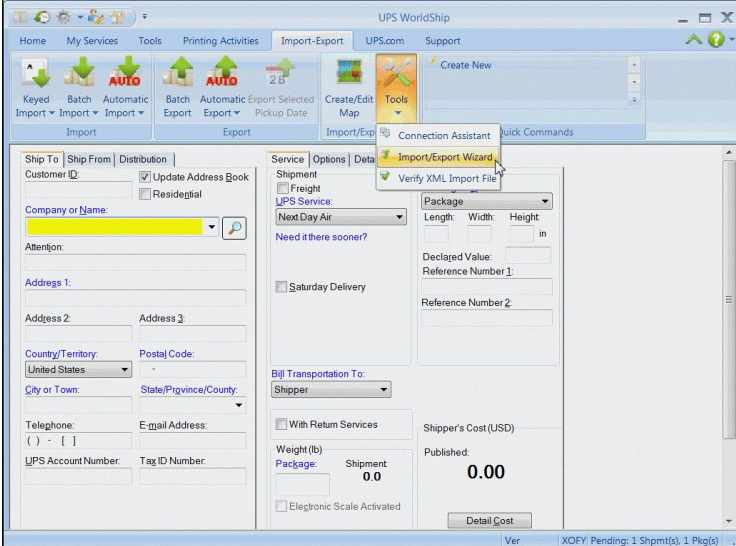
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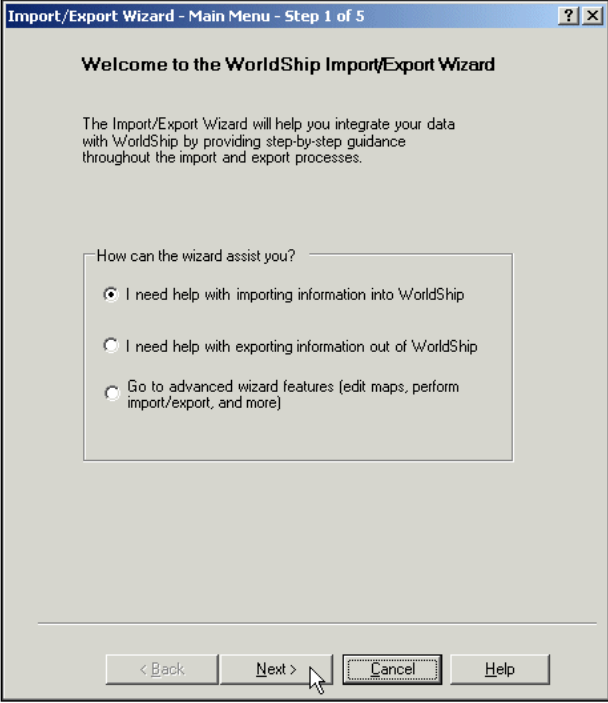
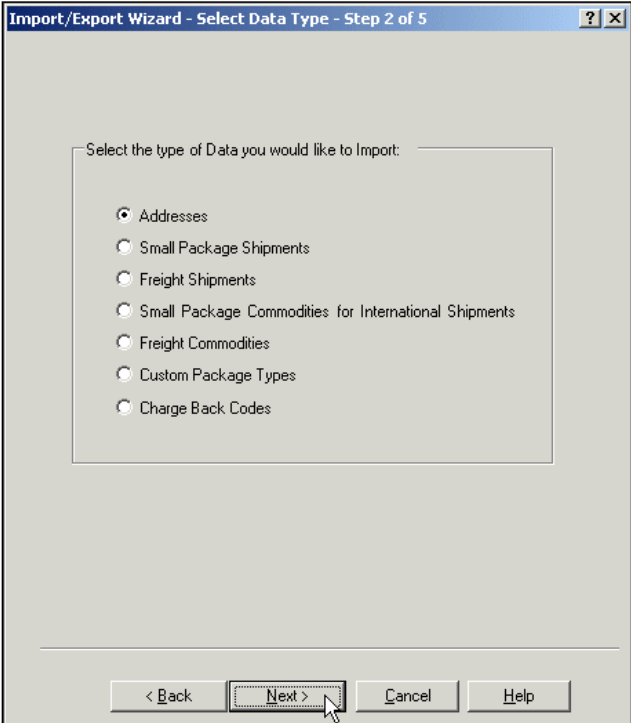
Import Customer Addresses using the Import/Export Wizard

Note: Customer addresses stored in a previous version of WorldShip are automatically added to your address book. If you do not see your addresses, call UPS Technical Support at 1-888-553-1118.

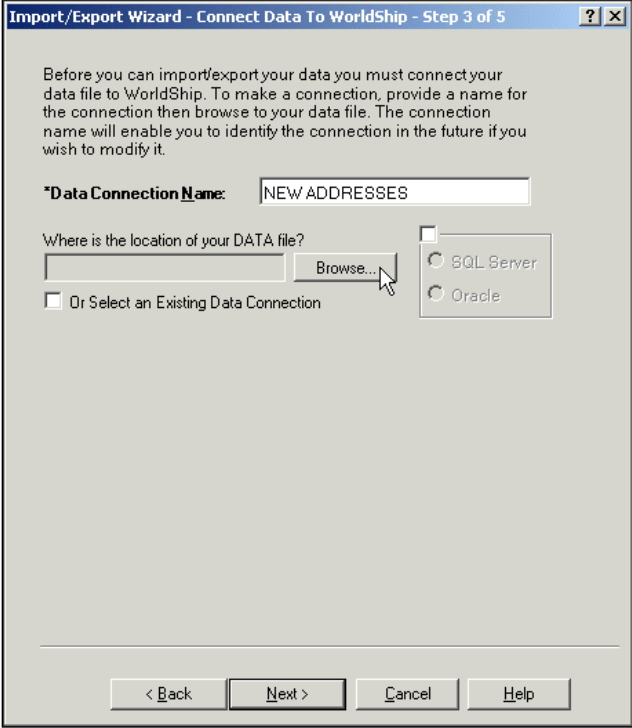
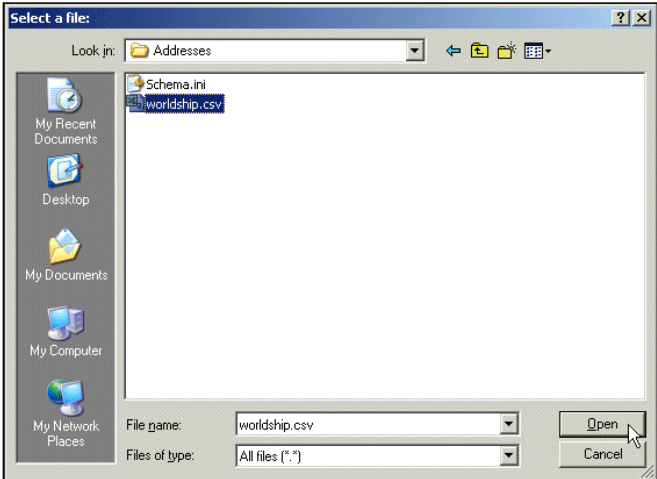
To import your address book (stored in a Microsoft® Access database) into UPS WorldShip:

Step	Window (if available)
1. On the Import-Export tab, select Tools and then Import/Export Wizard.	 <p>The screenshot shows the UPS WorldShip software interface. The 'Import-Export' tab is active, and the 'Tools' menu is open, highlighting the 'Import/Export Wizard' option. The main window displays various shipping options and settings, including 'Ship To', 'Ship From', 'Distribution', 'Service', 'Options', and 'Data'. The 'Service' dropdown is set to 'Next Day Air', and the 'Package' dropdown is set to 'Package'. The 'Shipper's Cost (USD)' is displayed as '0.00'.</p>

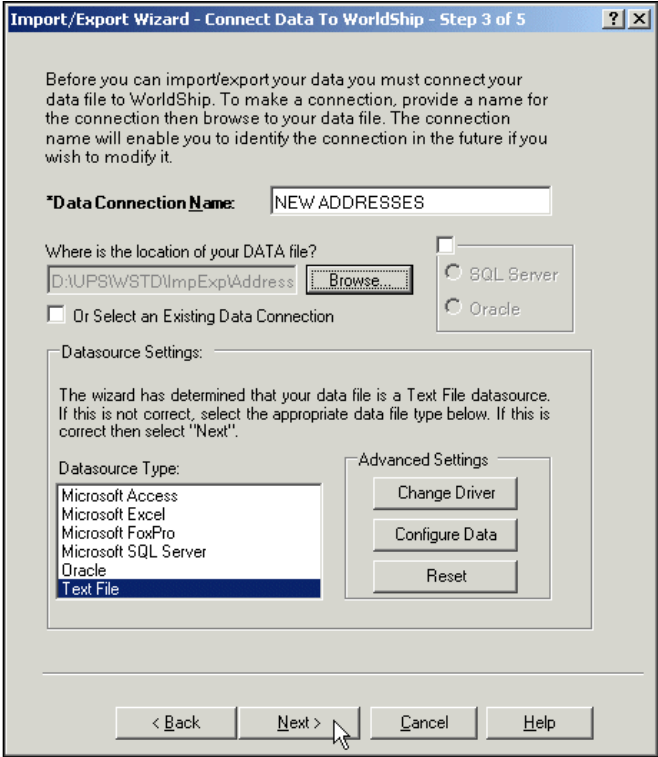
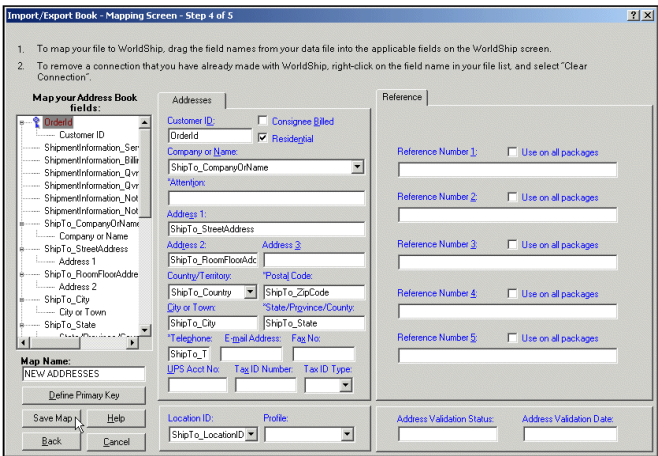


Step	Window (if available)
<p>2. The Import/Export Wizard – Main Menu – Step 1 of 5 window appears.</p> <ul style="list-style-type: none">• Select I need help with importing information into WorldShip.• Click Next.	
<p>3. The Import/Export Wizard – Select Data Type – Step 2 of 5 window appears.</p> <ul style="list-style-type: none">• Select Addresses.• Click Next.	

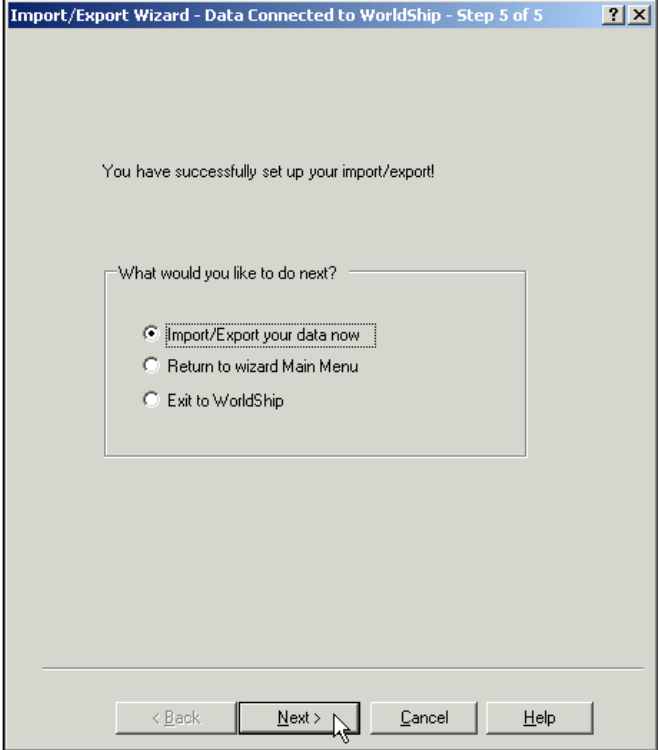
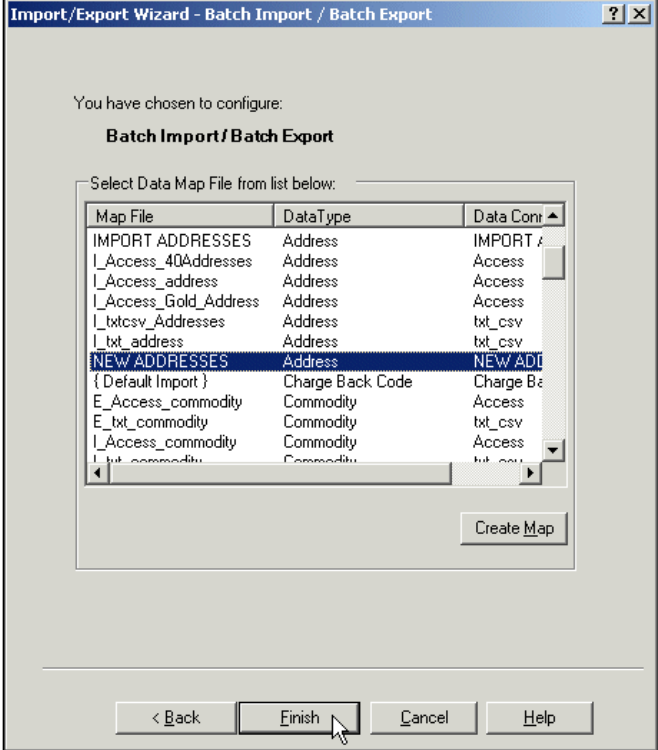


Step	Window (if available)
<p>4. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears.</p> <ul style="list-style-type: none">• Type a name for the data connection in the Data Connection Name box.• Click Browse.	
<p>5. The Select a File window appears.</p> <ul style="list-style-type: none">• Browse to and select your data file.• Click Open.	

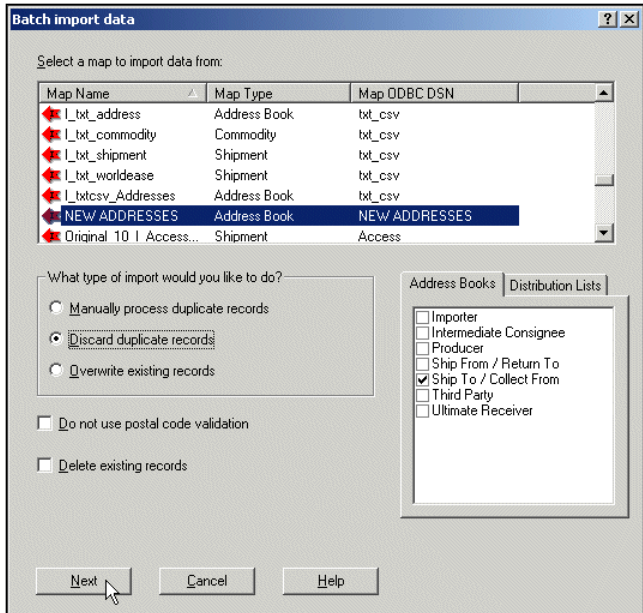
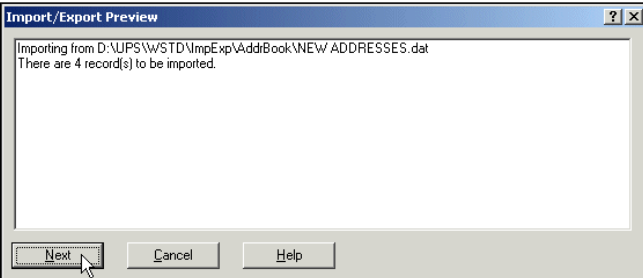
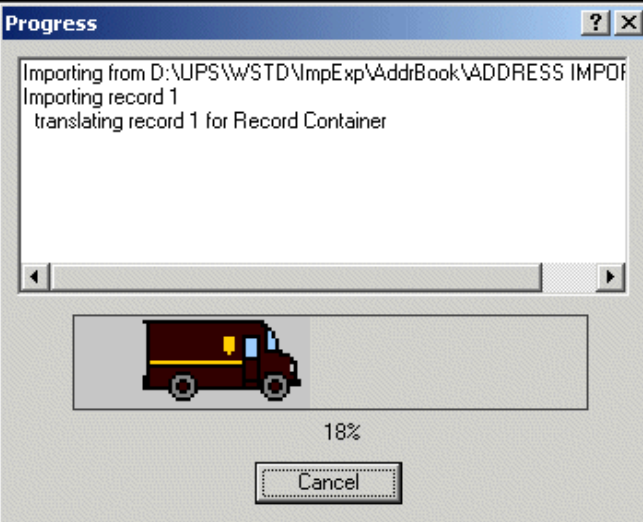


Step	Window (if available)
<p>6. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears again and shows the Datasource Type as determined by the Import/Export Wizard under Datasource Settings.</p> <ul style="list-style-type: none">• If the Datasource Type is not correct, select the type.• Click Next.	
<p>7. The Import/Export Book – Mapping Screen – Step 4 of 5 window appears.</p> <ul style="list-style-type: none">• Map your file to WorldShip by dragging and dropping each field name in the Map your Address Book fields box to the applicable field box on the WorldShip side on the right.• In the Map your Address Book fields box, select the field that uniquely identifies each customer and click Define Primary Key. A key appears next to the field name.• Enter a name for the map in the Map Name box.• Click Save Map.	

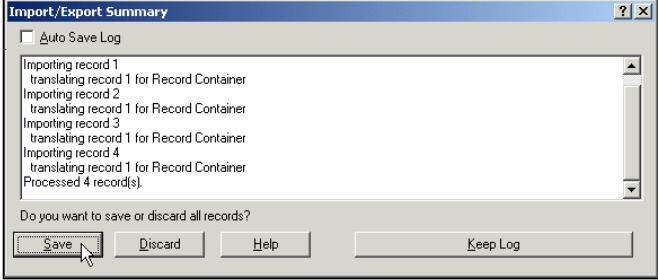
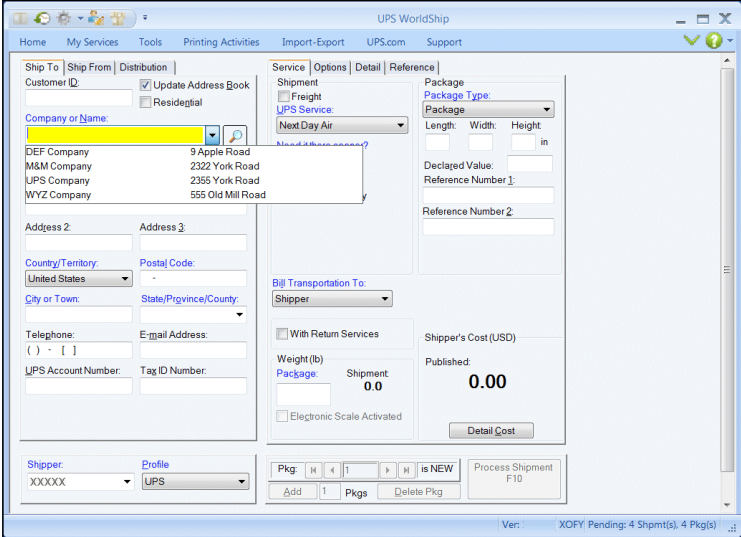


Step	Window (if available)																																							
<p>8. The Import/Export Wizard – Data Connected to WorldShip – Step 5 of 5 window appears.</p> <ul style="list-style-type: none">• Select Import/Export your data now.• Click Next.																																								
<p>9. The Import/Export Wizard – Batch Import/ Batch Export window appears.</p> <ul style="list-style-type: none">• Select your data map file name.• Click Finish.	 <table border="1" data-bbox="846 1360 1338 1646"><thead><tr><th>Map File</th><th>Data Type</th><th>Data Cont</th></tr></thead><tbody><tr><td>IMPORT ADDRESSES</td><td>Address</td><td>IMPORT z</td></tr><tr><td>I_Access_40Addresses</td><td>Address</td><td>Access</td></tr><tr><td>I_Access_address</td><td>Address</td><td>Access</td></tr><tr><td>I_Access_Gold_Address</td><td>Address</td><td>Access</td></tr><tr><td>I_txtcsv_Addresses</td><td>Address</td><td>txt_csv</td></tr><tr><td>I_txt_address</td><td>Address</td><td>txt_csv</td></tr><tr><td>NEW ADDRESSES</td><td>Address</td><td>NEW ADI</td></tr><tr><td>{ Default Import }</td><td>Charge Back Code</td><td>Charge Ba</td></tr><tr><td>E_Access_commodity</td><td>Commodity</td><td>Access</td></tr><tr><td>E_txt_commodity</td><td>Commodity</td><td>txt_csv</td></tr><tr><td>I_Access_commodity</td><td>Commodity</td><td>Access</td></tr><tr><td>I_txt_commodity</td><td>Commodity</td><td>txt_csv</td></tr></tbody></table>	Map File	Data Type	Data Cont	IMPORT ADDRESSES	Address	IMPORT z	I_Access_40Addresses	Address	Access	I_Access_address	Address	Access	I_Access_Gold_Address	Address	Access	I_txtcsv_Addresses	Address	txt_csv	I_txt_address	Address	txt_csv	NEW ADDRESSES	Address	NEW ADI	{ Default Import }	Charge Back Code	Charge Ba	E_Access_commodity	Commodity	Access	E_txt_commodity	Commodity	txt_csv	I_Access_commodity	Commodity	Access	I_txt_commodity	Commodity	txt_csv
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Step	Window (if available)
<p>10. The Batch Import Data window appears. This window shows all the available maps, including the map that you created.</p> <ul style="list-style-type: none">• Under Select a map to import data from, select the map name that you created.• Under What type of import would you like to do, select Discard Duplicate Records.• Click Next.	
<p>11. The Import/Export Preview window appears.</p> <p>Click Next.</p>	
<p>12. The Progress window appears.</p> <p>Continue to step 13.</p>	



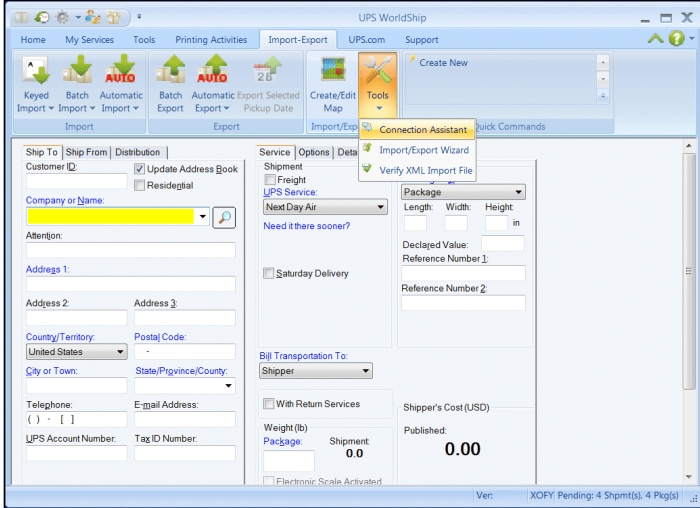
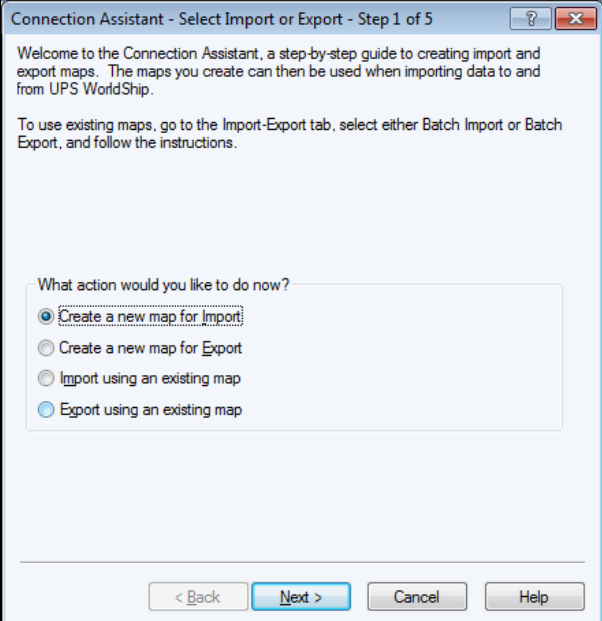
Step	Window (if available)
<p>13. The Import/Export Summary window displays.</p> <p>Tip: To view the Import/Export Summary listing, click the up and down arrows or move the scroll bar.</p> <p>Options in this window include:</p> <ul style="list-style-type: none">• Click Save to save the imported addresses.• Click Discard to discard the imported addresses.• Click Auto Save Log to save the log to a specified directory.	
<p>14. The Shipping window appears.</p> <p>Click the down arrow in the Company or Name box to see the imported addresses.</p>	



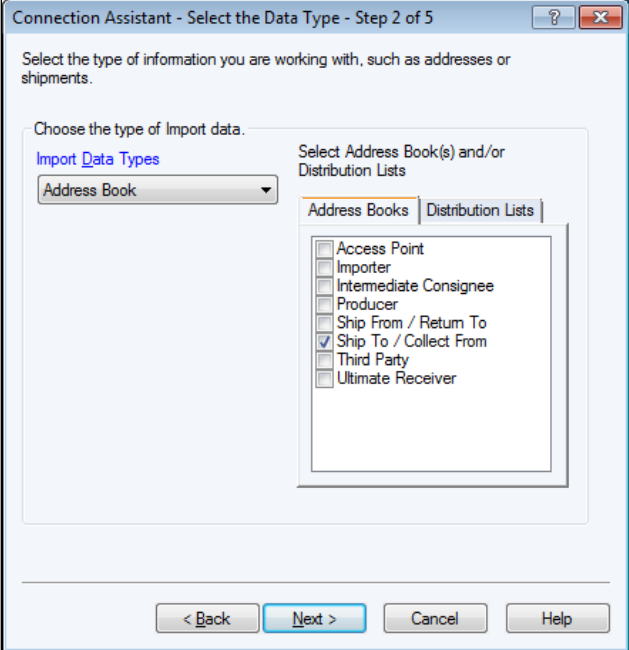
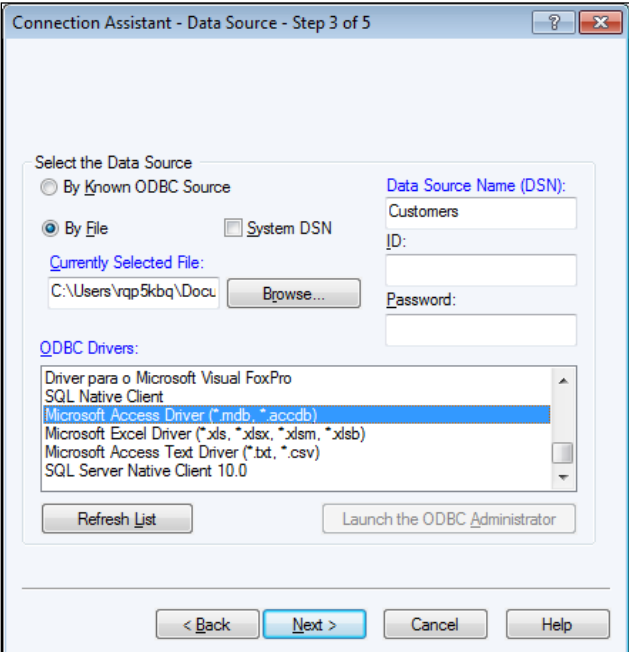
Import Customer Addresses using the Connection Assistant

Note: Customer addresses stored in a previous version of WorldShip are automatically added to your address book. If you do not see your addresses, call UPS Technical Support at 1-888-553-1118.

To import your address book (stored in a Microsoft® Access database) into UPS WorldShip:

Step	Window (if available)
1. On the Import-Export tab, select Tools and then Connection Assistant.	 The screenshot shows the UPS WorldShip software interface. The 'Import-Export' tab is active, and the 'Tools' menu is open, highlighting the 'Connection Assistant' option. The main window displays various shipping options and details, including 'Next Day Air' service, 'Update Address Book' checkbox, and 'Shipper's Cost (USD)' set to 0.00.
2. The Connection Assistant – Select Import or Export – Step 1 of 5 window appears. <ul style="list-style-type: none">• Select Create a New Map for Import.• Click Next.	 The screenshot shows a dialog box titled 'Connection Assistant - Select Import or Export - Step 1 of 5'. The text inside reads: 'Welcome to the Connection Assistant, a step-by-step guide to creating import and export maps. The maps you create can then be used when importing data to and from UPS WorldShip. To use existing maps, go to the Import-Export tab, select either Batch Import or Batch Export, and follow the instructions.' Below this text is a section titled 'What action would you like to do now?' with four radio button options: 'Create a new map for Import' (selected), 'Create a new map for Export', 'Import using an existing map', and 'Export using an existing map'. At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

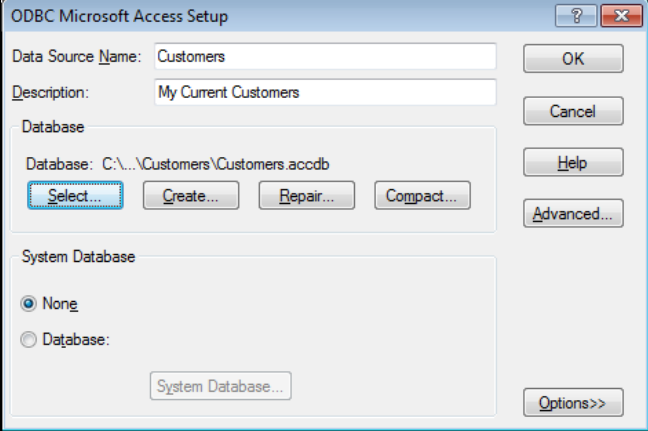
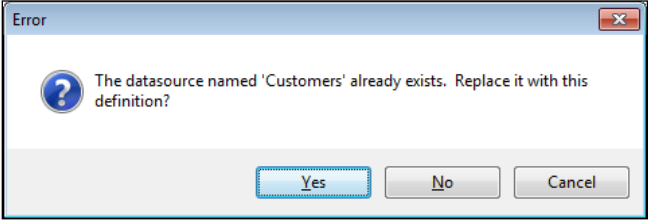
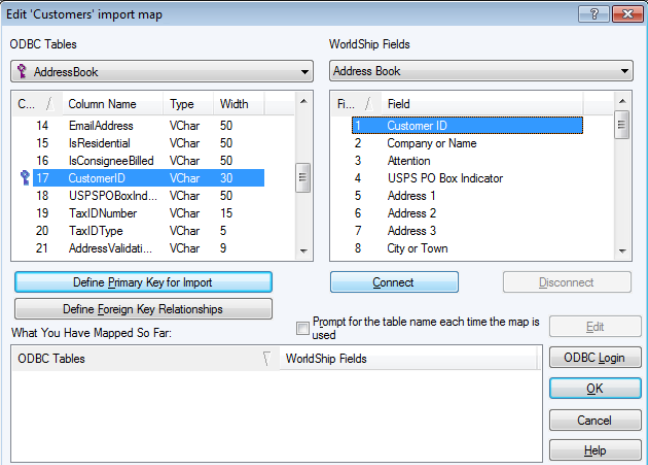


Step	Window (if available)
<p>3. The Connection Assistant – Select the Data Type – Step 2 of 5 window appears.</p> <ul style="list-style-type: none">• Check for the following defaults: Address Book in the Import Data Types box and Ship To/Collect From on the Address Books tab.• Click Next.	
<p>4. The Connection Assistant – Data Source – Step 3 of 5 window appears.</p> <ul style="list-style-type: none">• Select By File.• Enter the location of the file in the Currently Selected File box, or click Browse and locate and select your file.• Select Microsoft Access Driver (*.mdb) in the ODBC Drivers box.• Enter the name for the new file in the Data Source Name (DSN) box.• Click Next.	

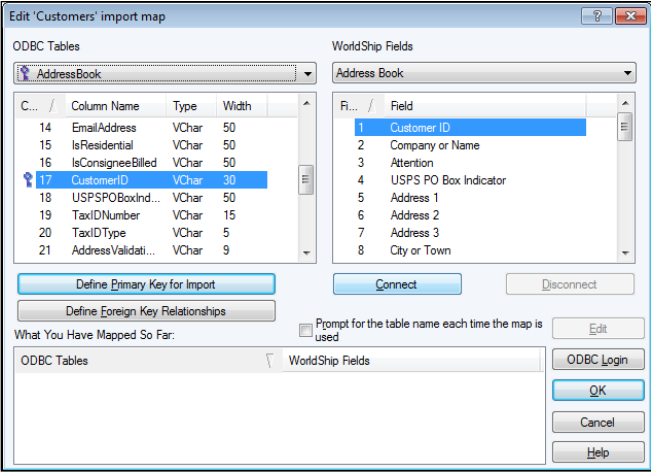
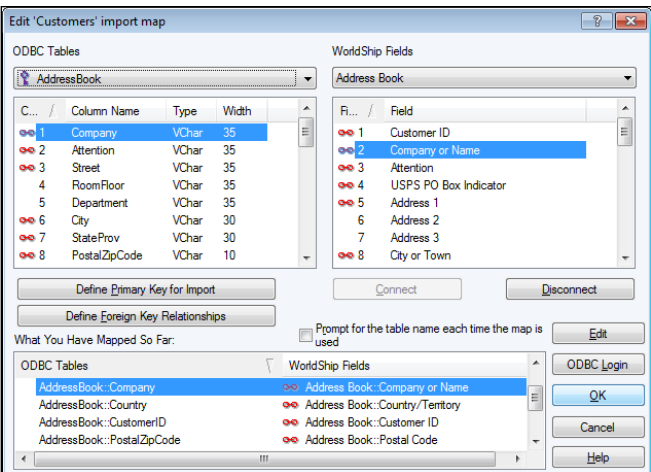
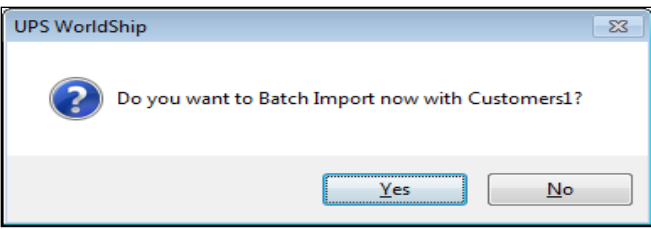


Step	Window (if available)															
<p>5. The Connection Assistant – Select a Name for Map – Step 4 of 5 window appears.</p> <ul style="list-style-type: none">• Select New Map.• Enter a name for the map in the New Map Name box.• Click Next.	<p>Connection Assistant - Select a Name for Map - Step 4 of 5</p> <p>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.</p> <p>Hint: All map names are unique and if you select an existing map, you must give it a new name.</p> <p>Select New Map or New Map based on Existing Map</p> <p><input checked="" type="radio"/> New Map</p> <p><input type="radio"/> New Map based on existing map</p> <p>New Map Name: Customers</p> <p>Existing Maps</p> <table border="1"><thead><tr><th>Map Name</th><th>Map Type</th><th>ODBC DSN</th></tr></thead><tbody><tr><td>{ Default Import - MyUPS }</td><td>Address Book</td><td></td></tr><tr><td>{ Default Import - WorldShip }</td><td>Address Book</td><td></td></tr><tr><td>{ Default Import Invalid Records }</td><td>Address Book</td><td></td></tr><tr><td>{ Default Import }</td><td>Address Book</td><td></td></tr></tbody></table> <p>< Back Next > Cancel Help</p>	Map Name	Map Type	ODBC DSN	{ Default Import - MyUPS }	Address Book		{ Default Import - WorldShip }	Address Book		{ Default Import Invalid Records }	Address Book		{ Default Import }	Address Book	
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<p>6. The Connection Assistant – Prepare the Map – Step 5 of 5 window appears.</p> <ul style="list-style-type: none">• Review the instructions.• Click Finish.	<p>Connection Assistant - Prepare the Map - Step 5 of 5</p> <p>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.</p> <p>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.</p> <p>Here are some tips:</p> <ol style="list-style-type: none">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. <p>< Back Finish Cancel Help</p>															

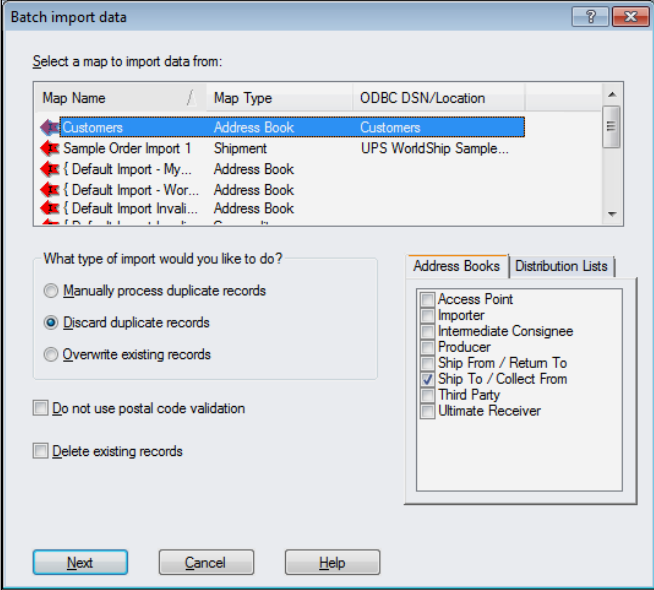
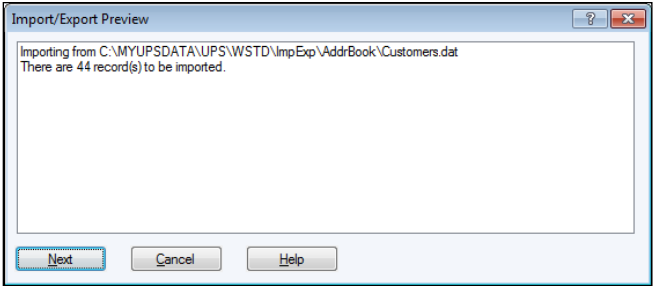
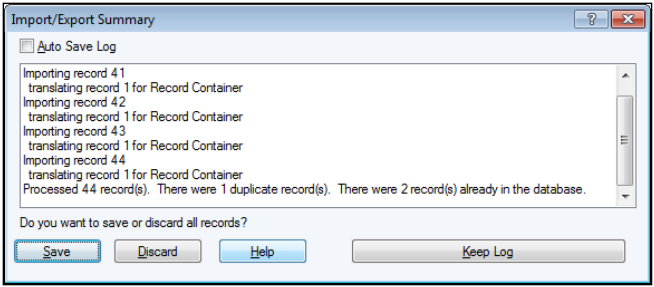


Step	Window (if available)
<p>7. The ODBC Microsoft Access Setup window appears.</p> <ul style="list-style-type: none">• Check for the following: the DSN name that you entered appears in the Data Source Name box, and the file name that you entered appears for Database.• Select None under System Database.• Click OK	
<p>8. If the Data Source Name (DSN) already exists, a message asks you to confirm your choice.</p> <ul style="list-style-type: none">• Click Yes to replace the existing DSN with your new DSN.• Click No to rename your DSN.	
<p>9. The Edit import map window appears.</p> <ul style="list-style-type: none">• Under ODBC Tables, click the down arrow and select the table that contains the Primary Key for Import, a field that uniquely identifies each customer.• Select the field in the table that uniquely identifies each customer.• Click Define Primary Key for Import.	



Step	Window (if available)
<p>10. A key appears next to the ODBC Tables name and next to the selected field to indicate the Primary Key for Import.</p> <ul style="list-style-type: none">• Select the field under WorldShip Fields that best matches your selection under ODBC Tables.• Click Connect.	
<p>11. The mapped fields appear under What You Have Mapped So Far.</p> <ul style="list-style-type: none">• Continue to map the rest of the ODBC Tables names to the WorldShip Fields.• Click OK.	
<p>12. A message asks you to confirm your batch import.</p> <p>Click Yes.</p>	



Step	Window (if available)
<p>13. The Batch Import Data window appears. This window shows all the available maps, including the map that you created.</p> <ul style="list-style-type: none">• Under Select a Map to Import Data from, select the map name that you created.• Under What type of import would you like to do, select an option• Click Next.	
<p>14. The Import/Export Preview window appears.</p> <p>Click Next.</p>	
<p>15. The Progress window appears followed by the Import/Export Summary window.</p> <p>Tip: To view the Import/Export Summary listing, click the up and down arrows or move the scroll bar.</p> <p>Options in this window include:</p> <ul style="list-style-type: none">• Click Save to save the imported addresses.• Click Discard to discard the imported addresses.• Click Keep Log to save the log to a specified directory.	



Step

16. The **Shipping** window appears.
Click the down arrow in the **Company or Name** box to see the imported addresses.

Window (if available)

