



DHL EasyShip[®]

to **WorldShip**[®]

Commodity Transfer

WorldShip

DHL EasyShip to WorldShip Commodity Transfer

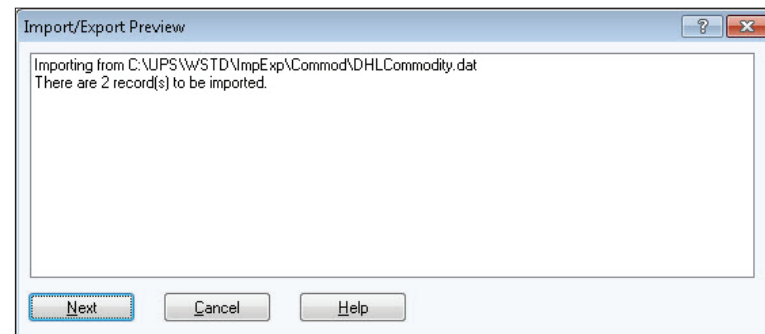
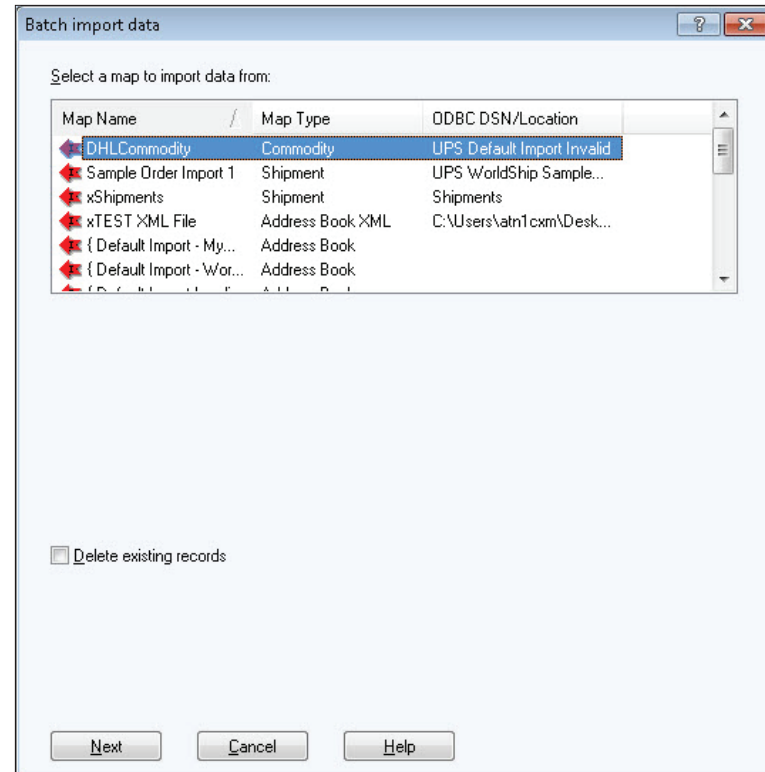
1. Start **DHL EasyShip**.
2. Go to **Tools**.
3. Select **Launch Export Utility**.
4. Select **Create a new Export Definition**.
5. Click **Next**.
6. Select **Export Commodity Inventory**.
7. Click **Next**.
8. The following are selected as defaults:
 - a. Delimited
 - b. Comma as the delimiter
 - c. Include Field Names on First Row
 - d. " as the Text Qualifier
9. Click **Next**.
10. Select all fields for export by clicking the » button.
11. Click **Next**.
12. Enter **c:\dhlcommodity** in the **Save Export Definition to File** field. (Verify the **Save Export Definition to File** radio button is selected.)
13. Click **Next**.
14. There should be no options selected in the **Frequency/Time of Export** section. **UNCHECK** options that are checked.
15. Enter **C:\DHLCommodity.csv** as the output file name. (The file name must be **DHLCommodity.csv** or the import will not work.)
16. Click **Finish**.
17. Click **Exit**. (The export is complete.)

DHL EasyShip to WorldShip Commodity Transfer

18. Open the **DHLCommodity.csv** file (created from the EasyShip commodity export) using **Notepad** or **WordPad**. (**DO NOT** use *Excel®* to edit the file! *Excel* will modify the file format.)
19. Remove all **SPACES** and # signs from the first row of the listed column names.
20. Additional Notes:
 - a. **Unit of Measure** is *not* exported from EasyShip. WorldShip will default the Unit of Measure to **Each**. (No Action Required.)
 - b. **Unit Price** is *not* exported from EasyShip. WorldShip will import the **Total Value** into the **Unit Price** field. (No Action Required.)
21. If importing SED information:
 - a. Remove the period from the **Schedule B** field (for example **9101.29.1020** should be modified to **9101291020**).
 - b. The SED **Unit of Measure** information will be imported as **Number**.
 - c. SED commodities that have a **License with an Expiration** date *will fail* due to date formatting issues.
22. Save the file changes to **X:\UPS\WSTD\ImpExp\Invalid**, then exit **Notepad** or **WordPad**. (Commodities can be modified after import if necessary.)

DHL EasyShip to WorldShip Commodity Transfer

23. Download and save **DHLCommodity.dat**, **InvImp.bin**, and **InvExp.bin** files to **x:\UPS\WSTD\ImpExp\Commod** directory.
24. Download and save the **schema.ini** file to **X:\UPS\WSTD\ImpExp\Invalid**.
25. Start **WorldShip**.
26. Select **IMPORT-EXPORT** tab.
27. Select **BATCH IMPORT**.
28. Highlight **DHLCOMMODITY**.
29. Select **Next**.
30. Click **Next** on the **Import/Export Preview** window.



DHL EasyShip to WorldShip Commodity Transfer

31. Click **Save** when the import is complete. (Commodities will now be available in WorldShip from the Commodity Editor.)
32. Invalid records are saved to **C:\UPS\WSTD\ImpExp\Invalid\ComInv.csv**. Invalid records are imported by editing the file fields as directed, and then importing the file using the **Default Import Invalid Records** Commodity map.

