



*Transferring FedEx  
Ship Manager<sup>®</sup> Address  
Book to **WorldShip<sup>®</sup>***

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WorldShip

# Transferring FedEx Ship Manager Address Book to WorldShip

1. Launch **FedEx Ship Manager**.
  2. In the menu bar select the following: **Databases > Templates**.
  3. Click **Add** in the *View Templates* window.
  4. Enter the following in the *Enter template Information* section.
    - a. Enter **RECIPIENT** as the Template ID.
    - b. Select **Export** as the Type.
    - c. Select **Recipient** as the Database.
    - d. Enter **c:\fedexaddresses.csv** as the File name.

**NOTE:** The file name is case sensitive and *must match exactly* or the import into WorldShip will fail.
  5. Select and Check the following under *Format* section.
    - a. Select **Delimited** as the file format.
    - b. Check **Column headers on 1st line** and delete all spaces and special characters.
  6. Click on **Add all >>** under the **Fields** section.
  7. Click on **OK**.
  8. Click **OK** under the *View Templates* window.
  9. In the format section select the following:  
**Databases > File Maintenance > Export**.
  10. Select **RECIPIENT** from the *Template name:* drop-down menu, and then click **OK**.
- NOTE:** Verify the output filename is **c:\fedexaddresses.csv**.
11. Click **OK** in the *File Maintenance Export* message window.

## Transferring FedEx Ship Manager Address Book to WorldShip

12. Move **fedexaddresses.csv** to **C:\UPS\WSTD\ImpExp\Invalid**.

**NOTE:**

- C:\ is the default drive letter WorldShip is installed on. Change the drive letter accordingly if it was installed on a different drive letter.
- If WorldShip was installed as a LAN Admin/Remote, the path will include the shared folder name.

**C:\<SharedFolder>\UPS\WSTD\ImpExp\Invalid**.

# Transferring FedEx Ship Manager Address Book to WorldShip

13. Download the following files from the UPS website under the **FedEx Ship Manager Address Book Transfer** section:  
<http://www.ups.com/content/us/en/resources/techsupport/worldship/transfer.html>.

- **FedExShipManager.dat**  
Save to **C:\UPS\WSTD\ImpExp\AddrBook**.
- **schema.ini**  
Save to **C:\UPS\WSTD\ImpExp\Invalid**.

14. Launch **WorldShip**.

15. Select the **Import-Export** tab.

16. Click on **Batch Import**.




<u>Before Modifying</u>	<u>After Modifying</u>
Recipient Code	RecipientCode
Address 1	Address1
Address 2	Address2
Address 2	Address2
Country Code	CountryCode
ZIP/Postal Code	ZIPPPostalCode
Phone Number	PhoneNumber
Residential/Commercial Flag	ResidentialCommercialFlag
Ship Notify Fax Number	ShipNotifyFaxNumber
Shipment Notify Email Address	ShipmentNotifyEmailAddress

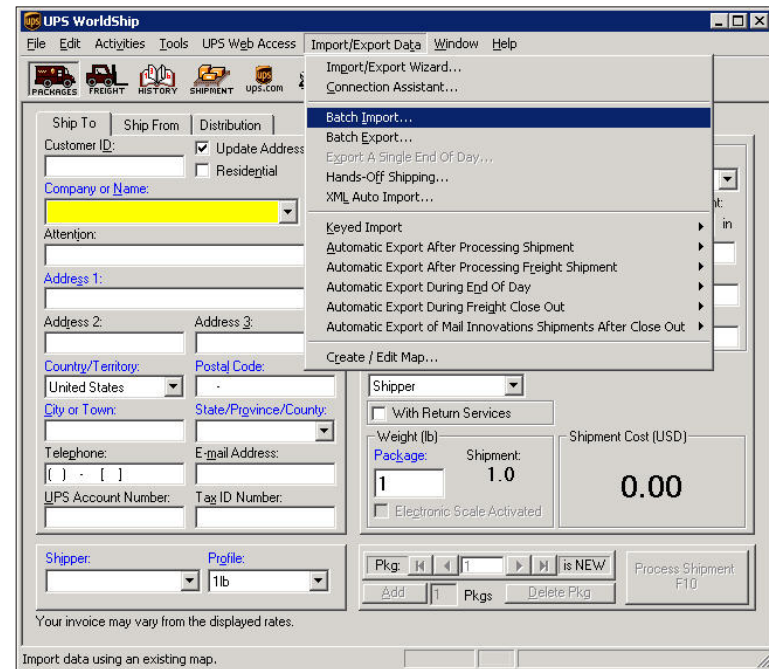
# Transferring FedEx Ship Manager Address Book to WorldShip

17. In the *Batch import data* window highlight the Map Name — **FedExShipManager**.
18. Select **Manually process duplicate records**.
19. Click **Next**.

**FedEx Ship Manager® Address Book Transfer**

Download Transfer Guides

File Name	File Format	Date Created	Download
Guide to Transfer FedEx Ship Manager Address Book to UPS WorldShip		10/16/2009	<a href="#">Download</a>
FedExShipManager.dat		03/12/2009	<a href="#">Download</a>
schema.ini		03/12/2009	<a href="#">Download</a>



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20. Click **Next** in the *Import/Export Preview* window.

21. Click **Save** when the import is complete in the *Import/Export Summary* window.

## NOTE:

- Invalid records are saved to

**C:\UPS\WSTD\ImpExp\Invalid\InvAddr.csv.**

- C:\ is the default drive letter WorldShip is installed on. Change the drive letter accordingly if it was installed on a different drive letter.

- If WorldShip was installed as a LAN Admin/Remote, the path will include the shared folder name.

**C:\<SharedFolder>\UPS\WSTD\ImpExp\Invalid**

- Records can be modified from this file and re-imported using the following Map Name —

**{ Default Import Invalid Records } Map Type — Address Book.**

