



Transferring fedex.com

Address Book to

WorldShip[®]

WorldShip

Transferring fedex.com Address Book to WorldShip

1. Log onto **fedex.com** and go to **FedEx Ship Manager**.
2. Click on the down arrow next to **Manage**.
3. Select **Access Address Book**.
4. On the Address Book page, click on the **Import/Export** tab.
5. Select **Export from Personal Address Book** from the **Choose action** drop-down menu.
6. Select **Recipient** from the **Export As** drop-down menu.
7. Click the **Export** button.
8. A **File Download** dialog box will appear with the option to Open, Save, or Cancel the file.
 - a. Click the **Save** option, and save the file to **C:\UPS\WSTD\ImpExp\Invalid**.
 - b. Click the **Close** button.

NOTE:

- Do not change the file name or the import will fail.
- 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.

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- Download the **FedExWeb.dat** from the UPS website and save it to **C:\UPS\WSTD\ImpExp\AddrBook**.
- Download the **schema.ini** from the UPS website and save it to **C:\UPS\WSTD\ImpExp\Invalid**.




NOTE: The files are located on the same website this guide was downloaded from.

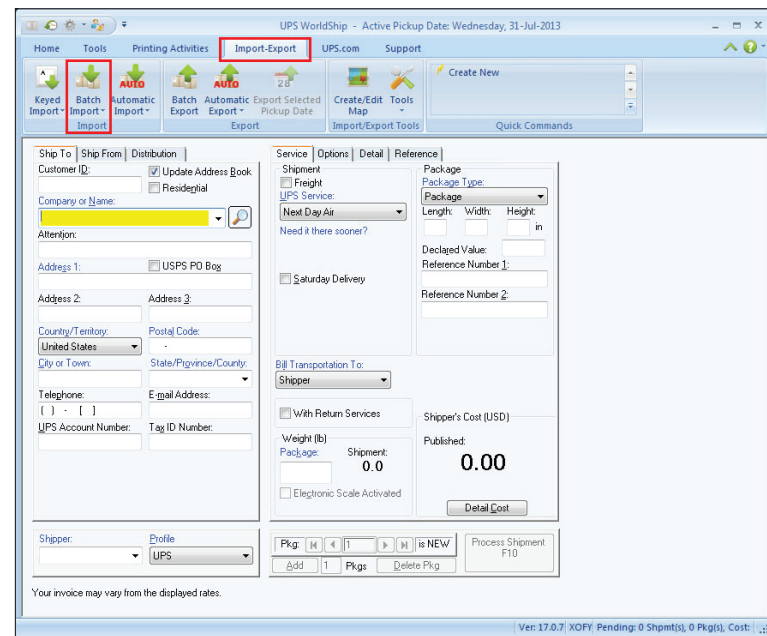
<http://www.ups.com/content/us/en/resources/techsupport/worldship/transfer.html>

- Launch **WorldShip**.
- Click on **Import-Export** tab.
- Select **Batch Import**.

FedEx Ship Manager @ FedEx.com Address Book Transfer

Download Transfer Guides

File Name	File Format	Date Created	Download
Guide to Transfer FedEx Ship Manager @ FedEx.com Address Book to UPS WorldShip		10/16/2009	Download
FedExWeb.dat		03/12/2009	Download
schema.ini		03/12/2009	Download

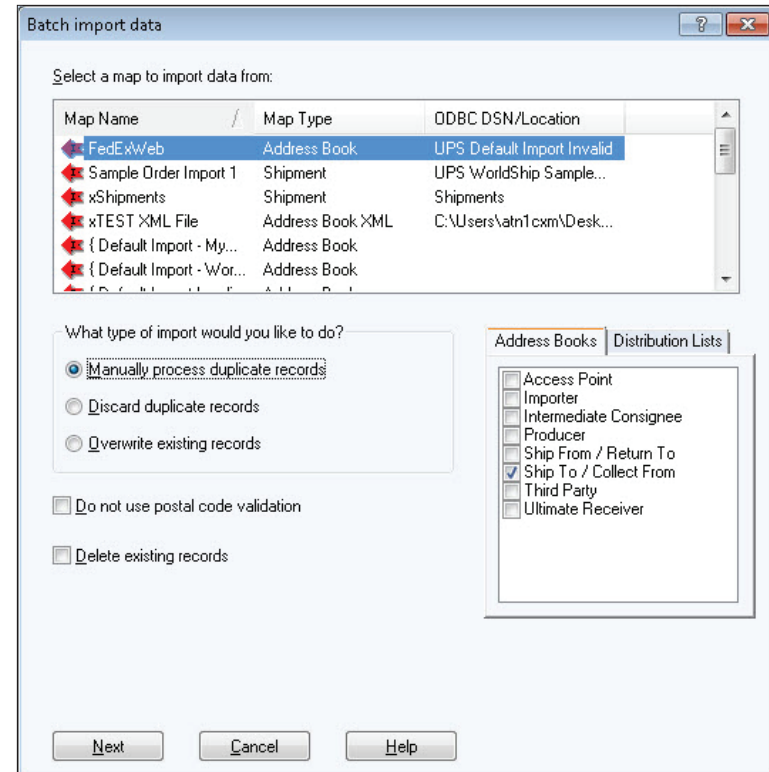


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15. Highlight the Map Name **FedExWeb**.

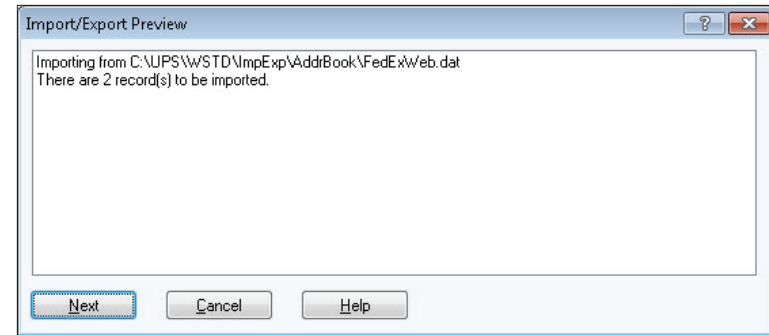
16. Select **Manually process duplicate records** as the import type.

17. Click **Next**.



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18. Click **Next** on the Import/Export preview.



19. Click **Save** when the import is complete. The imported addresses will now be available from the address book.

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**.

