



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

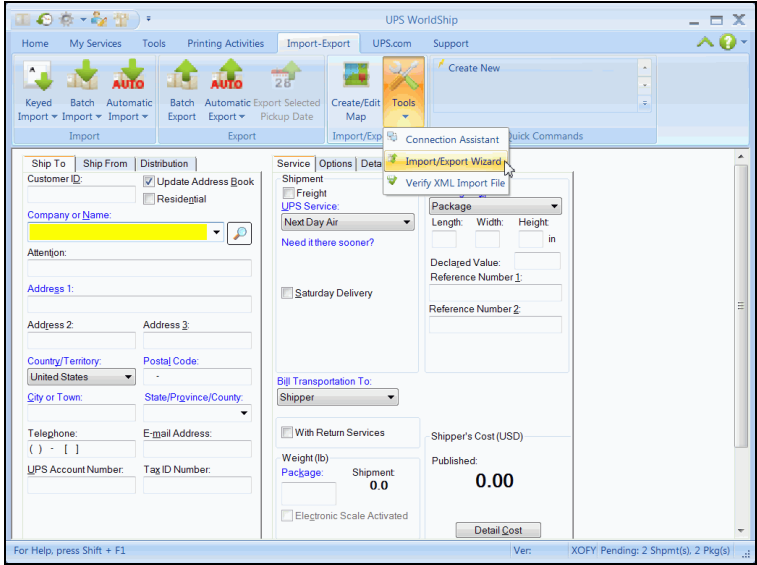
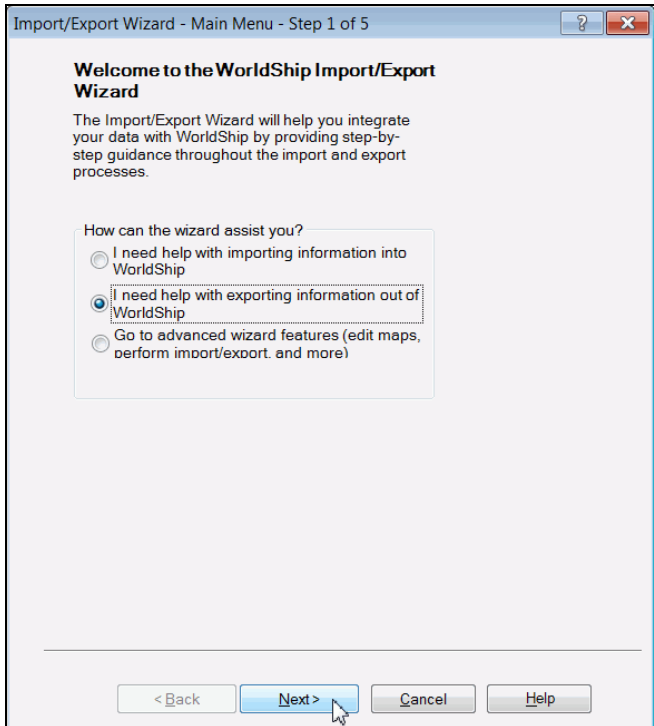
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## Export Shipment Data using the Import/Export Wizard

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.

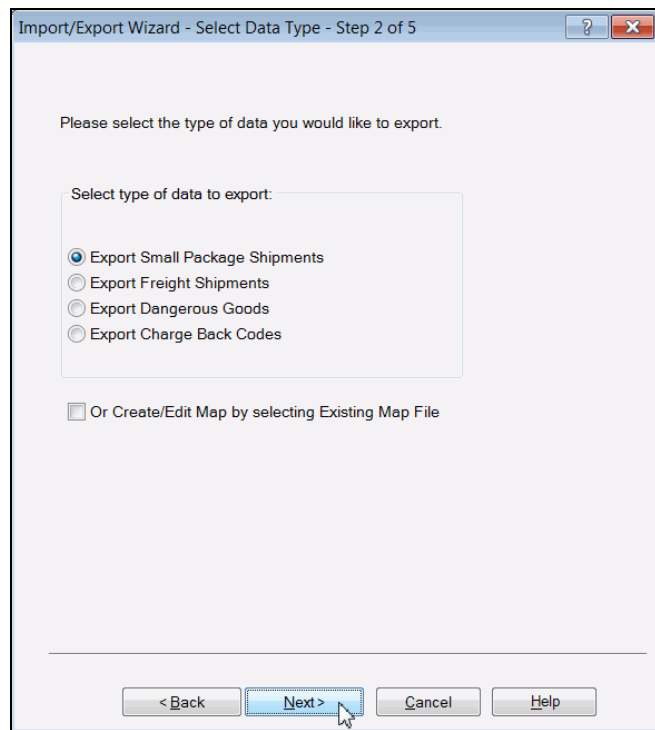
To export shipment data using the Import/Export Wizard:

Step	Window (if available)
<p>1. On the Import-Export tab, select Tools and then Import/Export Wizard.</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>	

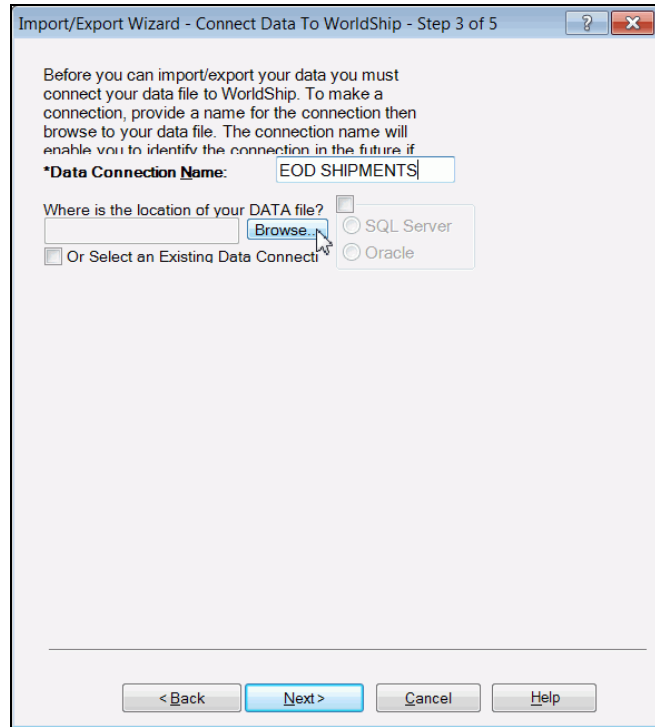


### Export Shipment Data using the Import/Export Wizard

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.



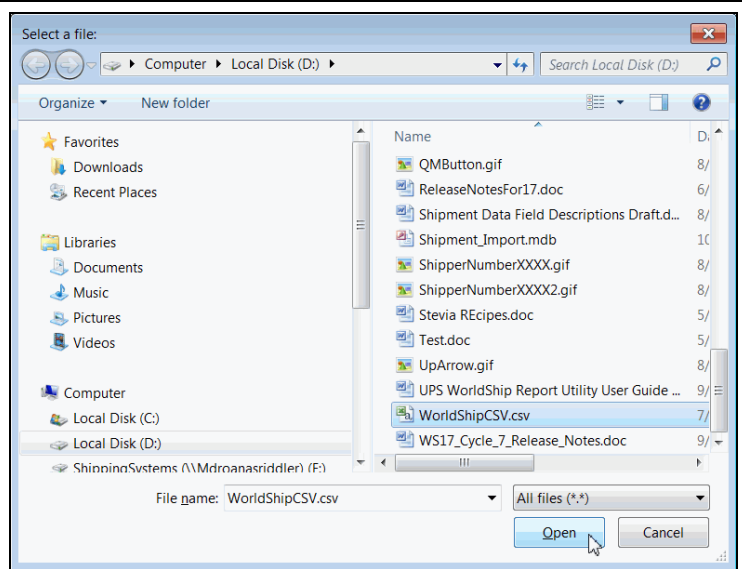
4. The Import/Export Wizard – Connect Data to WorldShip – Step 3 of 5 window appears.
- Type a name for the data connection in the Data Connection Name box.
  - Click the Browse button.



## Export Shipment Data using the Import/Export Wizard

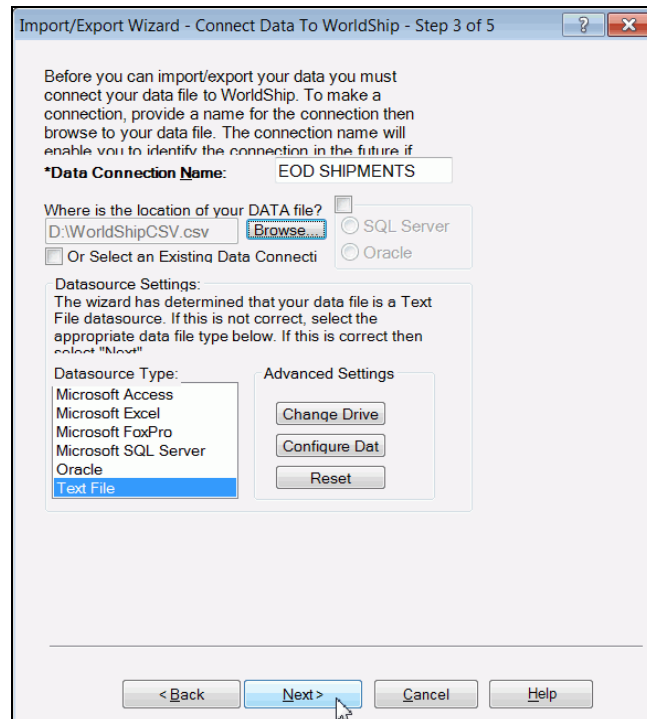
5. The Select a File window appears.

- 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.

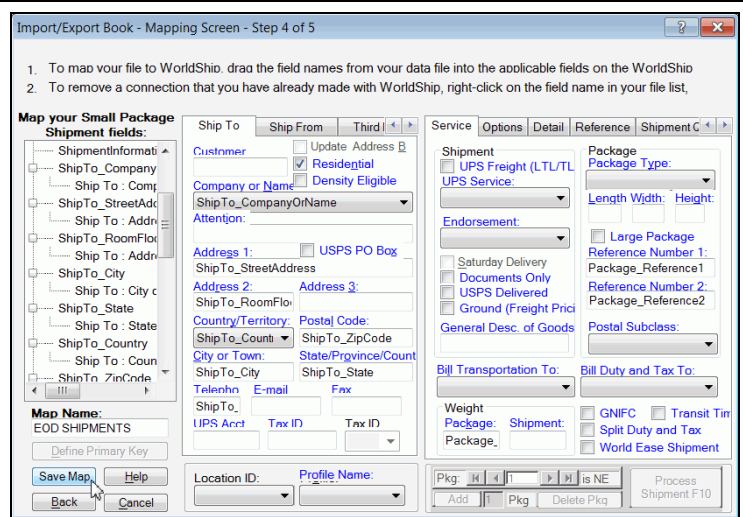
- If the Datasource Type is not correct, select the type.
  - For .csv, use Text File.
  - For .xls, use Microsoft® Excel.
  - For .mdb, use Microsoft® Access.
- Click the Next button.



## 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

- To map your file to WorldShip, drag the field names from your data file into the applicable fields on the WorldShip
- To remove a connection that you have already made with WorldShip, right-click on the field name in your file list,

**Map your Small Package Shipment fields:**

- ShipmentInformation
- ShipTo\_Company
- Ship To : Comp
- ShipTo\_StreetAdd
- Ship To : Addr
- ShipTo\_RoomFlo
- Ship To : Addr
- ShipTo\_City
- Ship To : City
- ShipTo\_State
- Ship To : State
- ShipTo\_Country
- Ship To : Coun
- ShipTo\_ZinCode

**WorldShip Fields:**

- Ship To
- Ship From
- Third Party
- Customer
- Residential
- Density Eligible
- Company or Name
- ShipTo\_CompanyOrName
- Attention
- Address 1
- USPS PO Box
- ShipTo\_StreetAddress
- Address 2
- Address 3
- ShipTo\_RoomFlo
- Country/Territory
- Postal Code
- ShipTo\_Count
- ShipTo\_ZipCode
- City or Town
- State/Province/Count
- ShipTo\_City
- ShipTo\_State
- TelArea
- E-mail
- Fax
- ShipTo
- UPS Acct
- Tax ID
- Tax ID

**Map Name:**  
EOD SHIPMENTS  
Define Primary Key

**Buttons:** Save Map, Help, Back, Cancel

**Location ID:** Profile Name

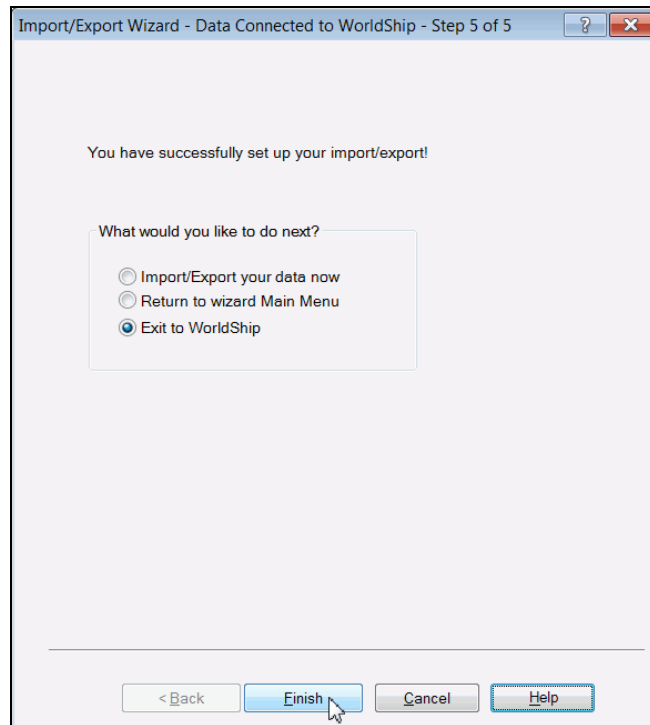
**Service Options:** UPS Freight (LTL/TL), UPS Service, Endorsement, Saturday Delivery, Documents Only, USPS Delivered, Ground (Freight Price), General Desc. of Goods, Bill Transportation To, Bill Duty and Tax To, Weight, Package, Shipments, GNFC, Transit Time, Split Duty and Tax, World Ease Shipment

**Package Reference:** Package Type, Length Width, Height, Large Package, Reference Number 1, Package\_Reference1, Reference Number 2, Package\_Reference2, Postal Subclass

**Buttons:** Add, Pkg, Delete Pkg, Process Shipment F10

### 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!

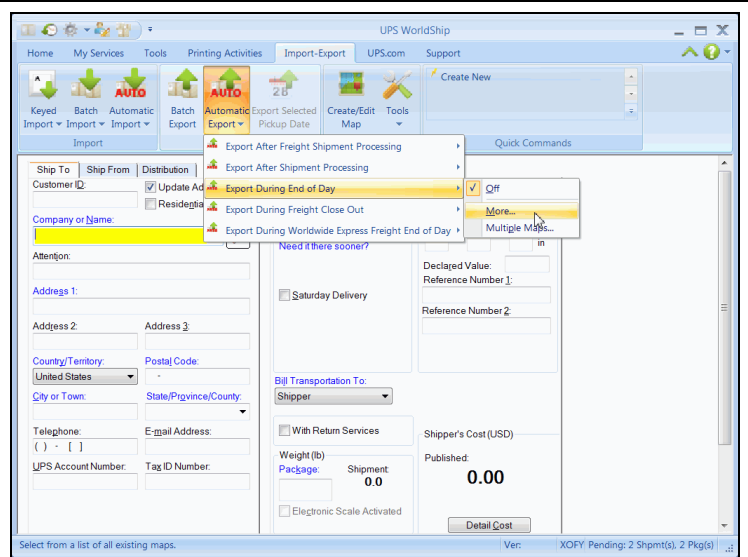
What would you like to do next?

- Import/Export your data now
- Return to wizard Main Menu
- Exit to WorldShip

**Buttons:** < Back, Finish, Cancel, Help

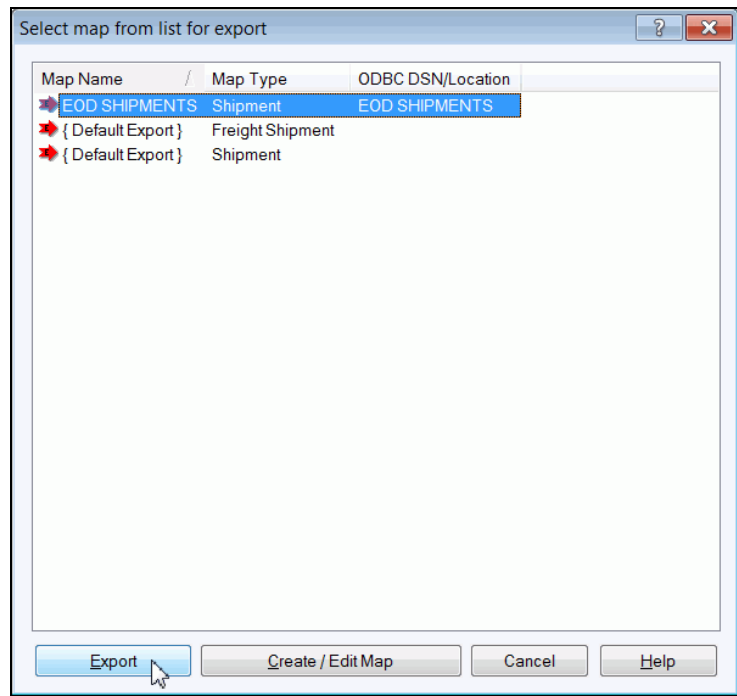
## Export Shipment Data using the Import/Export Wizard

9. On the Import-Export tab, select Automatic Export, Export During End of Day, and then More.



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

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





### Export Shipment Data using the Import/Export Wizard

11. After you run End of Day, WorldShip exports all shipments processed that day to the data source type selected.

To verify your mappings and shipping information, open your data source.

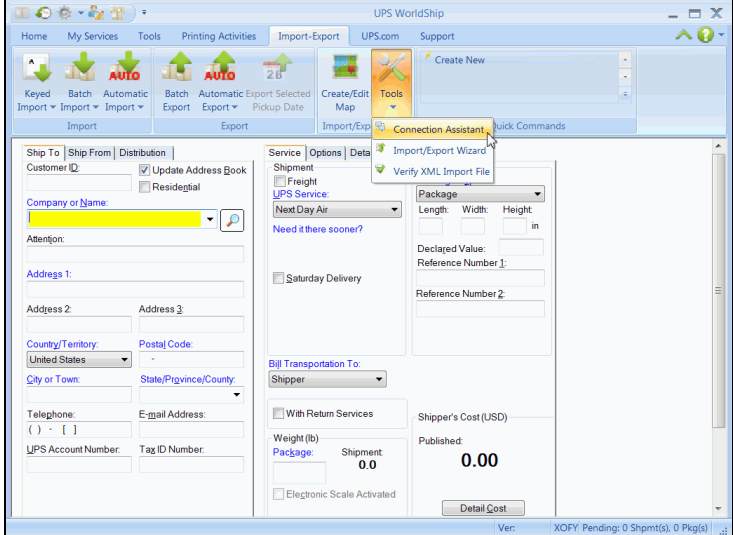
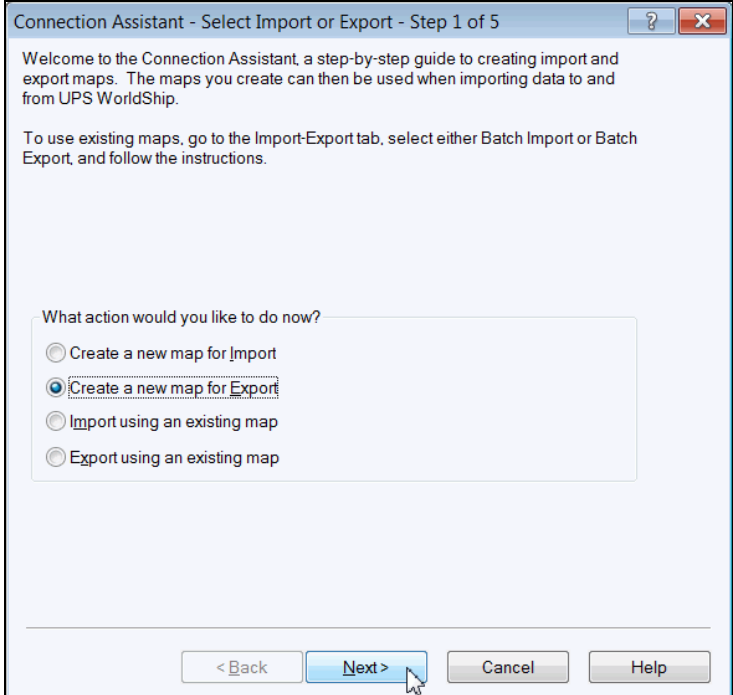
OrderId	Shipments	Shipments	Shipments	Shipments	Shipments	Shipments	ShipTo_Ci	ShipTo_St	ShipTo_Rc	ShipTo_Ci	ShipTo_St	ShipTo_Ci	ShipTo_Z4	ShipTo_Te	Sh
1	1	Next Day / Prepaid					ABC Comp	2311 York Rd		Cockeysvi	MD	United Sta	21030	4 11E+09	
2	2	Next Day / Prepaid					IBM	2311 York Rd		Fair Lawn	NJ	United Sta	7410	4 11E+09	
3	3	2nd Day A Prepaid					Ralph and Schiller	Strasse 13		Weisbaden		Germany	71544	1 23E+14	N
4							Ralph and Schiller	Strasse 13		Weisbaden		Germany	71544	1 23E+14	N
5							XYZ Comp	3355 Highgrove Road		LUTHERVIMD		United Sta	21093		N
6							Company_Street_001	Department		NOTTINGH		United Sta	21236		N
7							Company_Street_001	Department		NOTTINGH		United Sta	21236		N



### 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 tab, select Tools and then Connection Assistant.</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>	

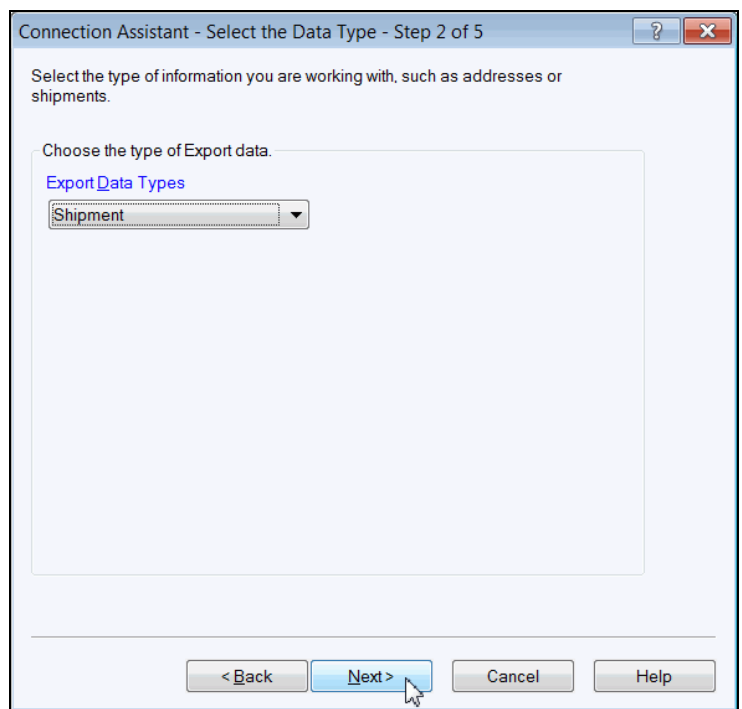




**Export Shipment Data using the Connection Assistant**

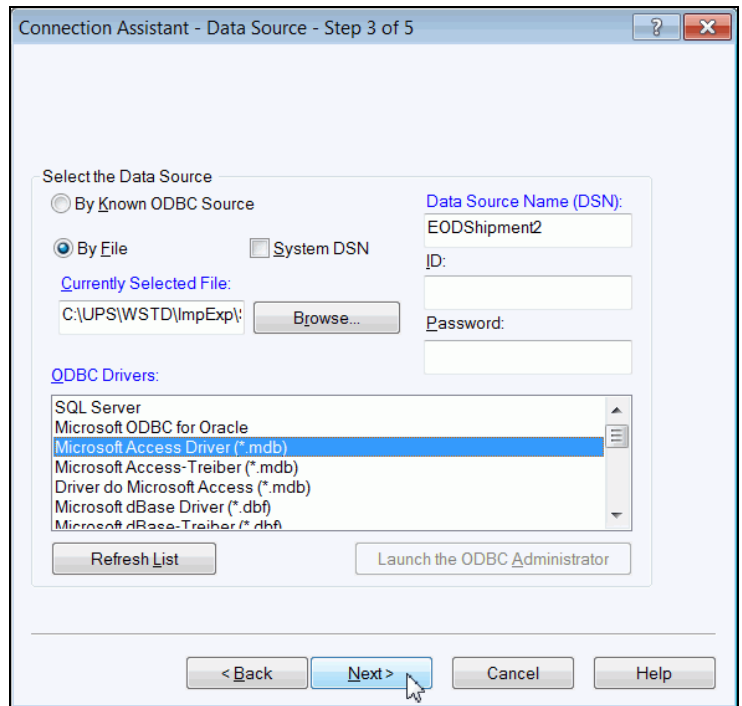
3. The Connection Assistant – Select the Data Type – Step 2 of 5 window appears.

- 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.

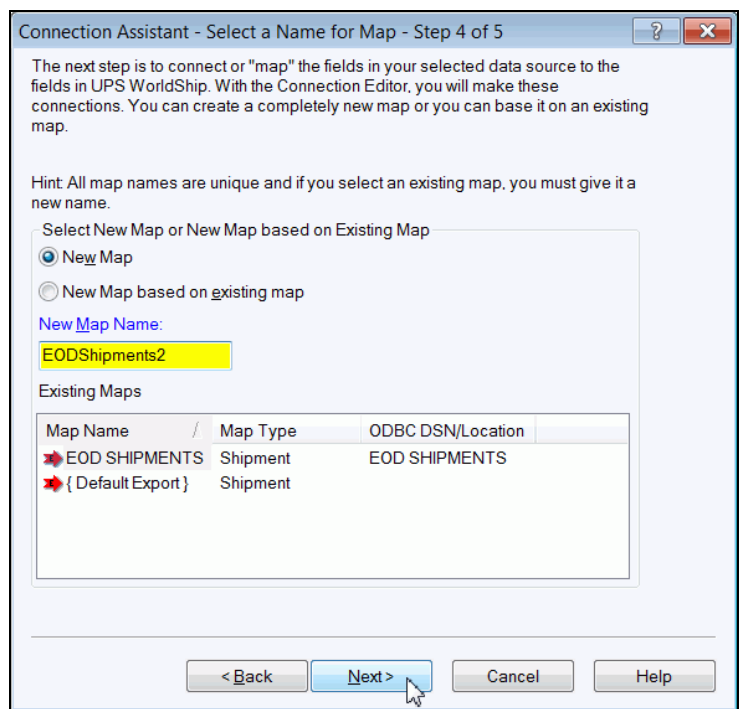




**Export Shipment Data using the Connection Assistant**

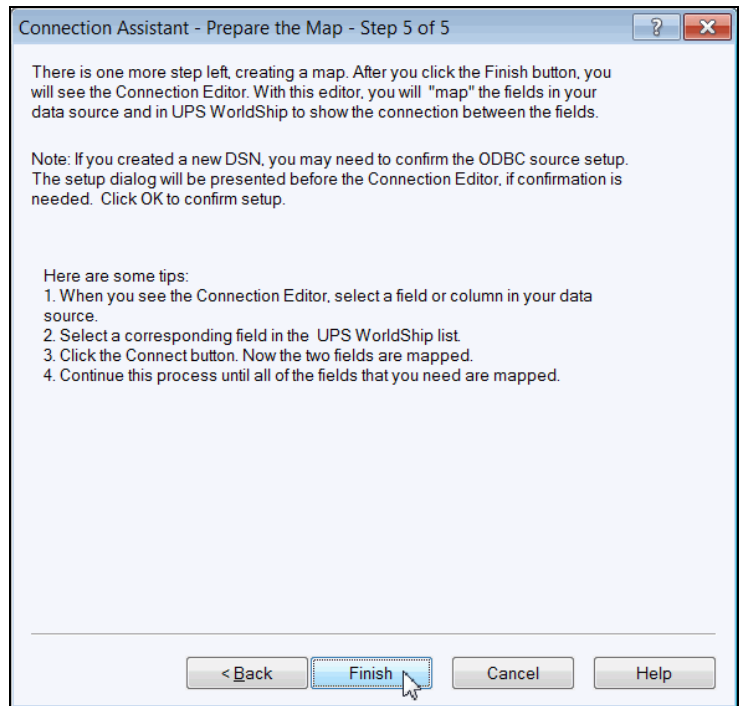
5. The Connection Assistant – Select a Name for Map – Step 4 of 5 window appears.

- 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.

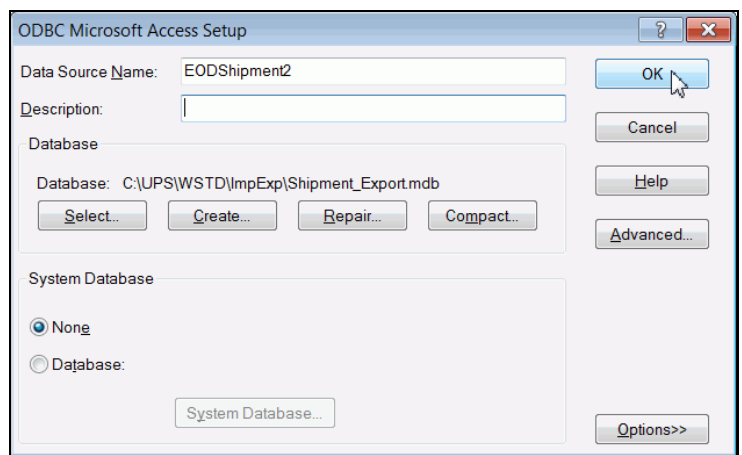




**Export Shipment Data using the Connection Assistant**

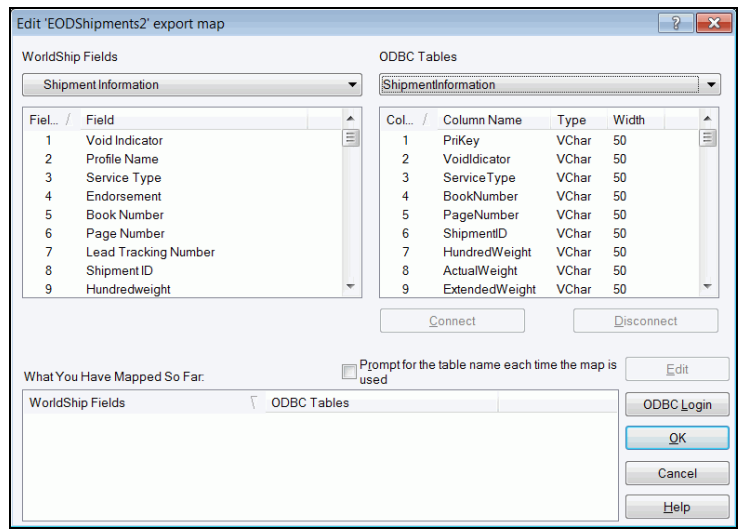
7. The ODBC Microsoft Access Setup window appears.

- 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.

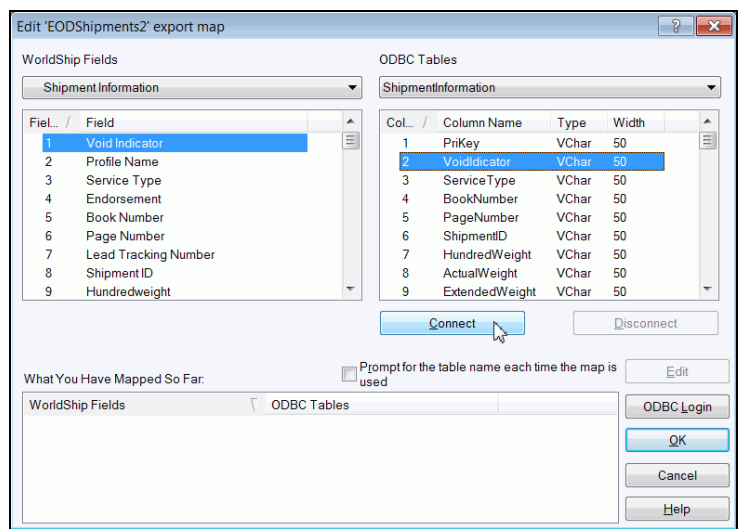
- Under WorldShip Fields, click the down arrow and select the table that you want to map from WorldShip.
- Under ODBC Tables, click the down arrow and select the table you want to map to WorldShip.



### Export Shipment Data using the Connection Assistant

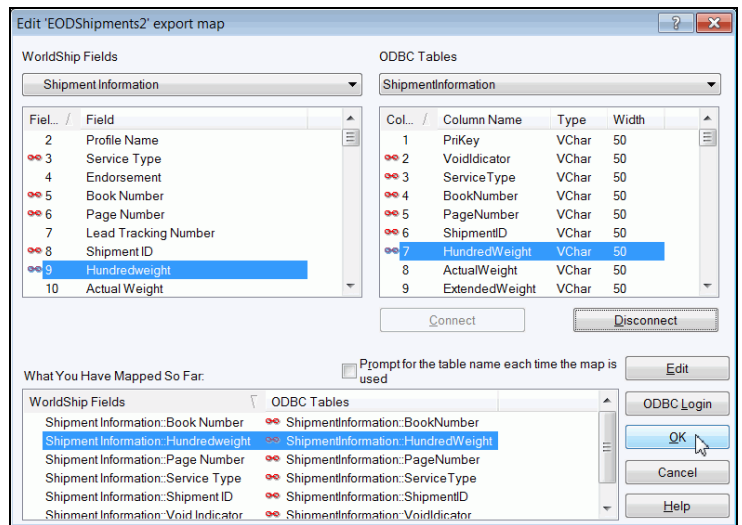
9. Do the following:

- Select a field under WorldShip Fields that contains data you want to export.
- Select the field under ODBC Tables that best matches your WorldShip field.
- Click the Connect button.



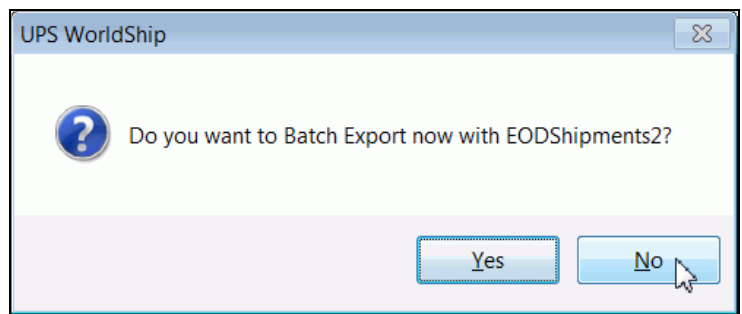
10. The mapped fields appear under What You Have Mapped So Far.

- Continue to map the rest of the WorldShip field names to the ODBC Table names.
- Click the OK button.



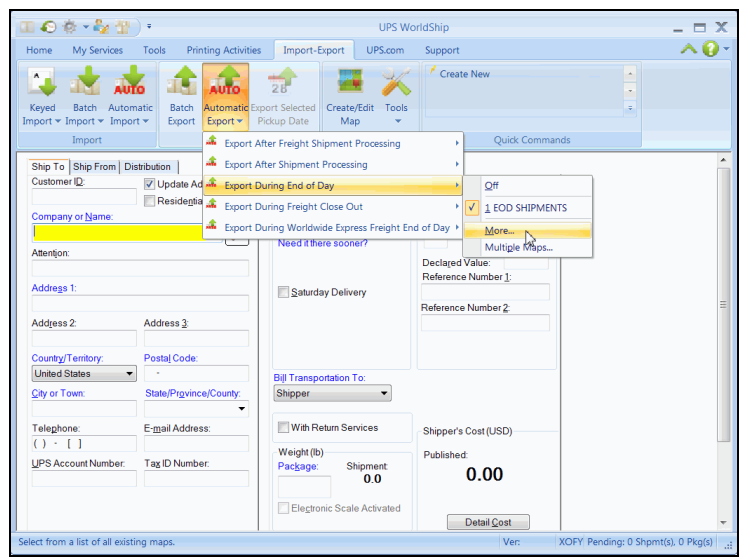
11. A message asks if you want to batch export now.

Click the No button.



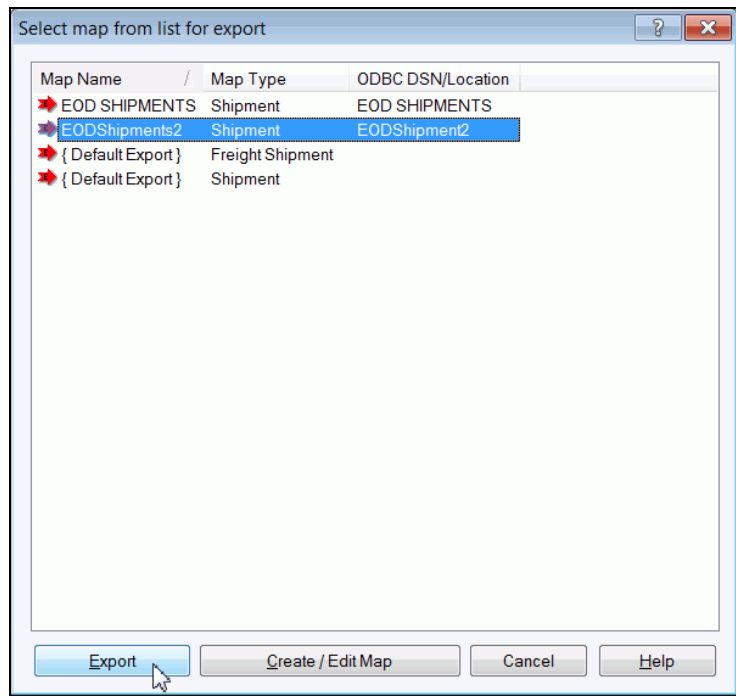
### Export Shipment Data using the Connection Assistant

12. On the Import-Export tab, select Automatic Export, Export During End of Day, and then More.



13. The Select Map from List for Export window appears.

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





### Export Shipment Data using the Connection Assistant

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

To verify that your mappings and shipping information, open your table using Microsoft® Access.

