

UPS WorldShip™



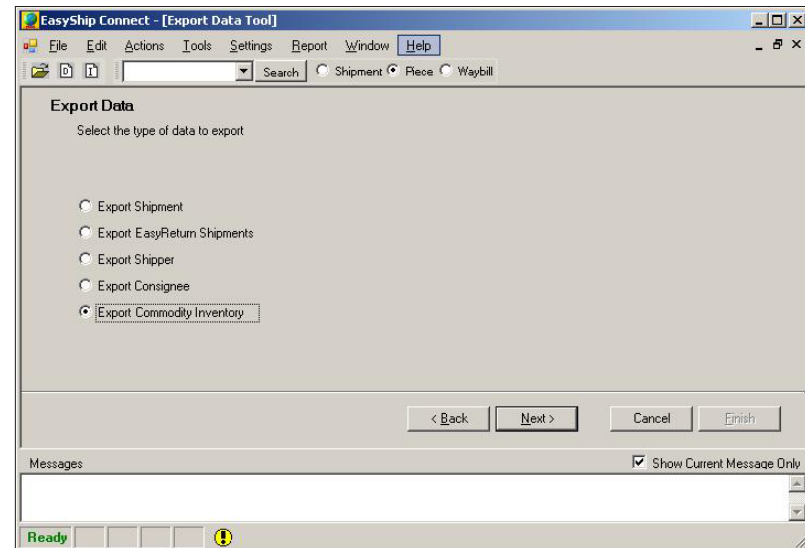
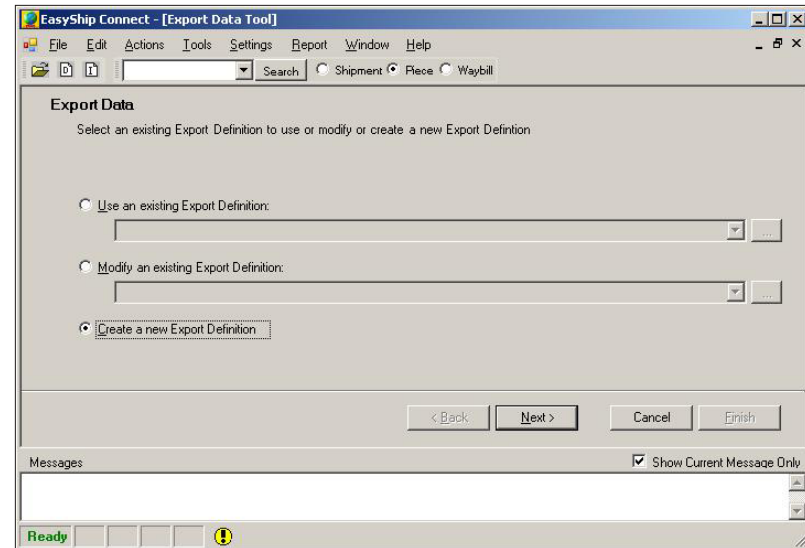
Guide to Transfer Your DHL EasyShip® Commodities to UPS WorldShip

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Welcome. We want to make the transition from DHL to UPS as easy as possible. Here are instructions for exporting your commodities from DHL EasyShip and importing them into UPS WorldShip.

Prior to beginning the process of transferring your commodities from DHL EasyShip to UPS WorldShip, you need to ensure that UPS WorldShip has been installed on your workstation. If you need to install UPS WorldShip, or want to upgrade from a previous version, visit ups.com/worldship to download it.

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**.



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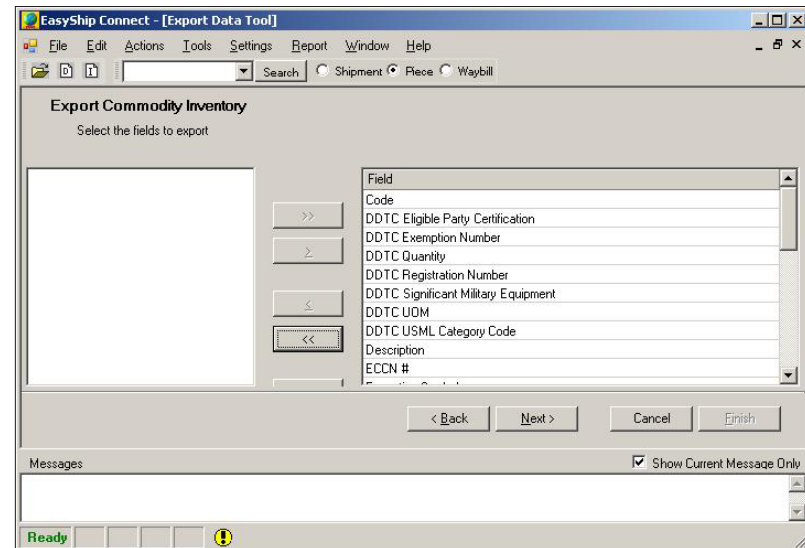
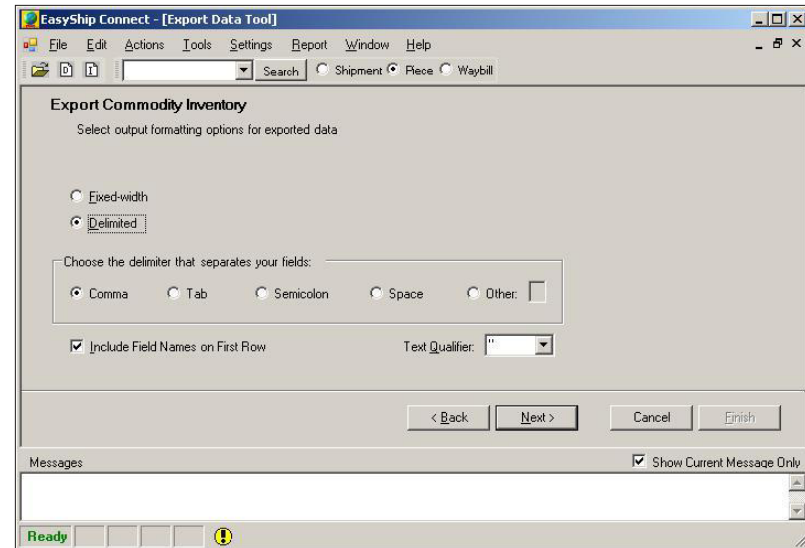
8. The following are selected as defaults:

- 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.

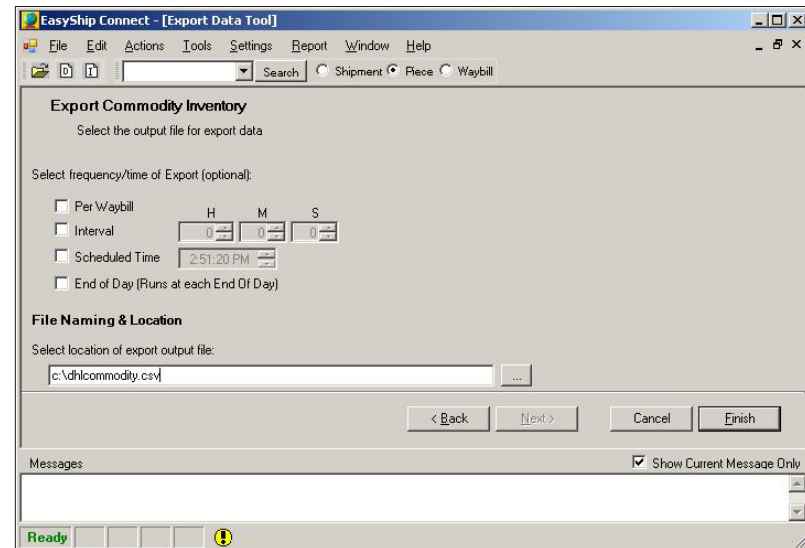
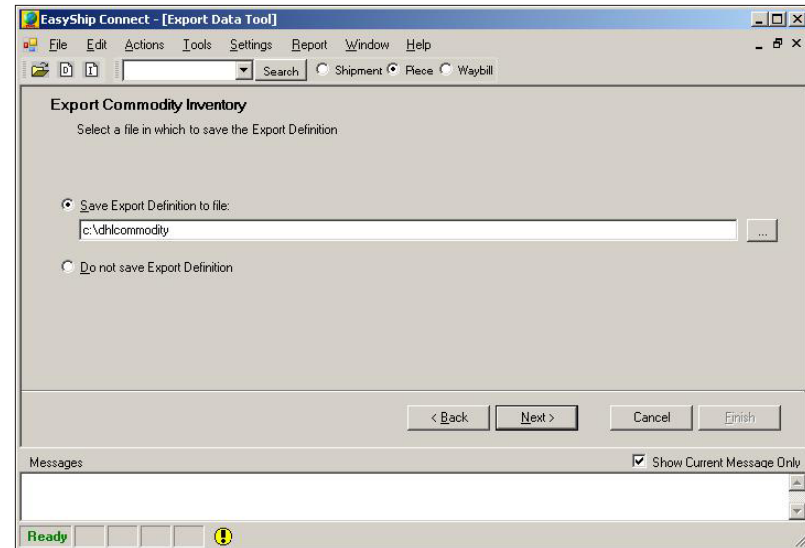
11. Click **Next**.



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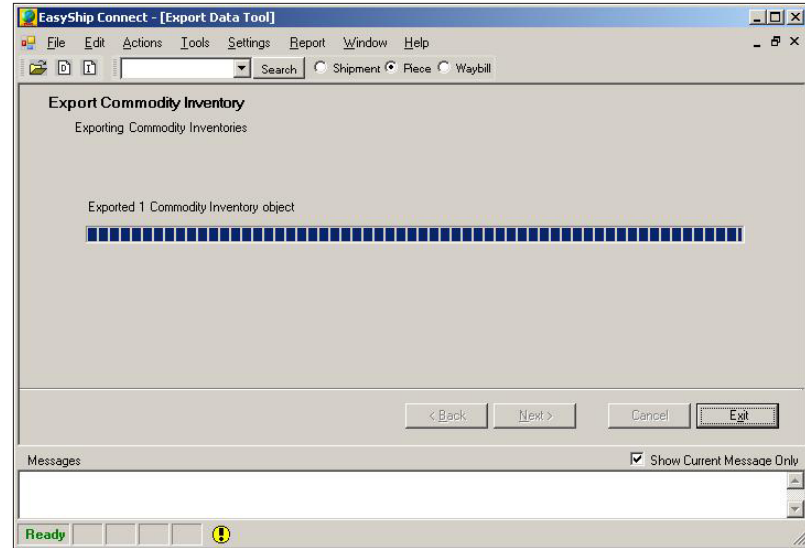
12. Enter **c:\dhlcommodity** in the **Save Export Definition to file** field. (Verify the **Save Export Definition to file** radio button is selected.)
13. Click **Next**.

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 **c:\dhlcommodity.csv** or the import will not work.)
16. Click **Finish**.



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17. Click **Exit**. (The export is complete.)



18. Open the **c:\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.

The column names are shown in the field to the right.

DDTC Eligible Party Certification	Manufacture Country Code
DDTC Exemption Number	Manufacture Country Name
DDTC Quantity	Number Of Units
DDTC Registration Number	Primary Quantity
DDTC Significant Military Equipment	Primary Quantity Unit
DDTC UOM	Schedule B
DDTC USML Category Code	Schedule B Description
ECCN #	Secondary Quantity
Exception Symbol	Secondary Quantity UOM
Export License #	Total Value
Export License Required	Total Weight
Foreign Military Sale	Total Weight Unit
License Code	

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20. Additional Notes:

- a. **Unit of Measure** is *not* exported from EasyShip. UPS WorldShip will default the Unit of Measure to **Each**. (No Action Required.)
- b. **Unit Price** is *not* exported from EasyShip. UPS WorldShip will import the **Total Value** into the **Unit Price** field. (No Action Required.)

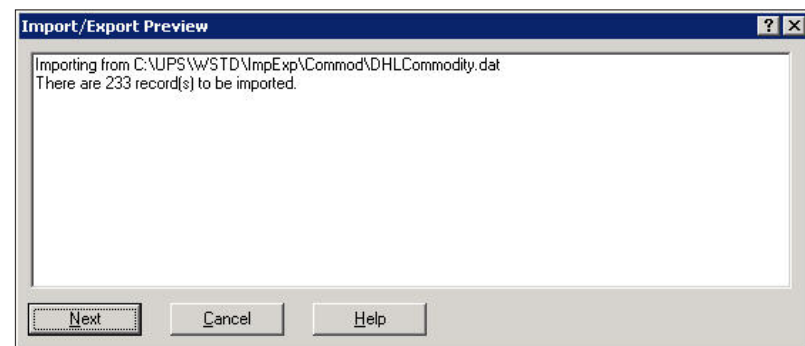
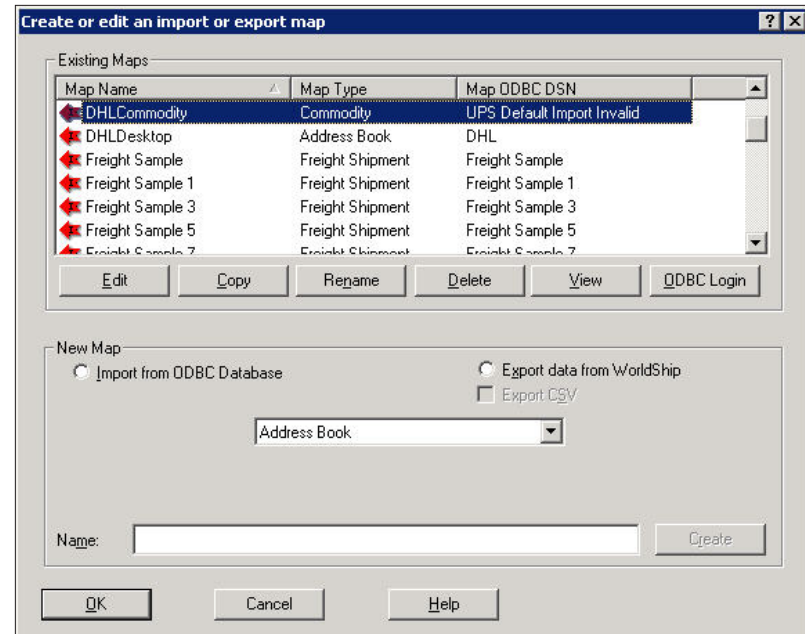
21. If importing SED information:

- a. Remove the periods 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.)

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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 **UPS WorldShip**.
26. Select **Import/Export Data**.
27. Select **Batch import data**.
28. Highlight **DHLCommodity**.
29. Select **Next**.
30. Click **Next** on the **Import/Export Preview** window.



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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.

