

UPS WorldShip™



Guide to Transfer Your DHL WebShip® Address Book into UPS WorldShip

Guide to Transfer Your DHL WebShip Address Book into UPS WorldShip

Welcome. We want to make the transition from DHL to UPS as easy as possible. Here are instructions for exporting your address book from DHL WebShip on DHL.com and importing it into UPS WorldShip using either an automated or manual process.

Prior to beginning the process of transferring your address book from DHL WebShip 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.

Ready to get started?

- First, you will need to export your files from DHL WebShip (located on DHL.com).
- Next, you will import your files into UPS WorldShip using the automated process.
- Then you will make any necessary corrections to invalid files.
- If the automated process fails, follow the instructions for importing files into UPS WorldShip using the manual process. We recommend that you attempt the automated process first.

Contents

[Export addresses from DHL WebShip \(located on DHL.com\)](#)

[Import addresses into UPS WorldShip using an Automated Process](#)

[Import Addresses into UPS WorldShip using a Manual Process](#)

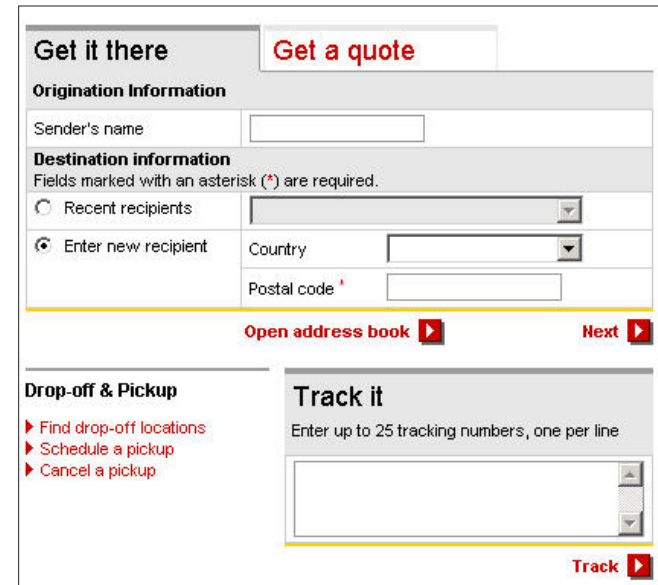
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Export from DHL WebShip

1. Launch DHL WebShip.
2. Select **Open address book**.

3. Select **Go to print/Export**.

4. Select **Export**.



Get it there [Get a quote](#)

Origination Information

Sender's name

Destination information
Fields marked with an asterisk (*) are required.

Recent recipients

Enter new recipient

Country

Postal code *

[Open address book](#) [Next](#)

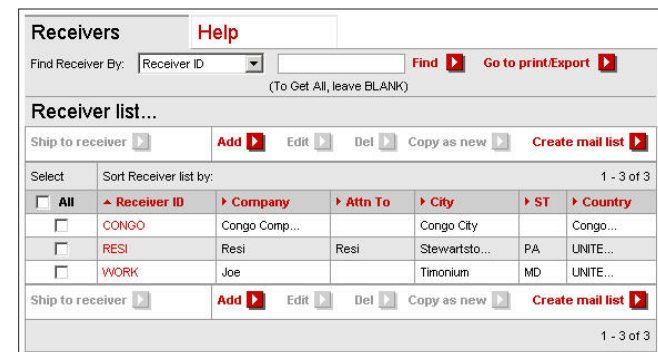
Drop-off & Pickup

- ▶ Find drop-off locations
- ▶ Schedule a pickup
- ▶ Cancel a pickup

Track it

Enter up to 25 tracking numbers, one per line

[Track](#)



Receivers [Help](#)

Find Receiver By: [Find](#) [Go to print/Export](#)

(To Get All, leave BLANK)

Receiver list...

Ship to receiver [Add](#) [Edit](#) [Del](#) [Copy as new](#) [Create mail list](#)


Select All CONGO RESI WORK

Sort Receiver list by: 1 - 3 of 3

Select	Receiver ID	Company	Attn To	City	ST	Country
<input type="checkbox"/>	CONGO	Congo Comp...		Congo City		Congo...
<input type="checkbox"/>	RESI	Resi	Resi	Stewartsto...	PA	UNITE...
<input type="checkbox"/>	WORK	Joe		Timonium	MD	UNITE...

Ship to receiver [Add](#) [Edit](#) [Del](#) [Copy as new](#) [Create mail list](#)

1 - 3 of 3



Address book report

Select sort order for the Address Book Report

Sort by

then

then

[Create printable report](#) [Export](#)

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The **File Download** dialog appears.

5. Click **Save**.



The file name defaults to DHL Ship Address Book.

By default, the file is saved to the **Desktop**.

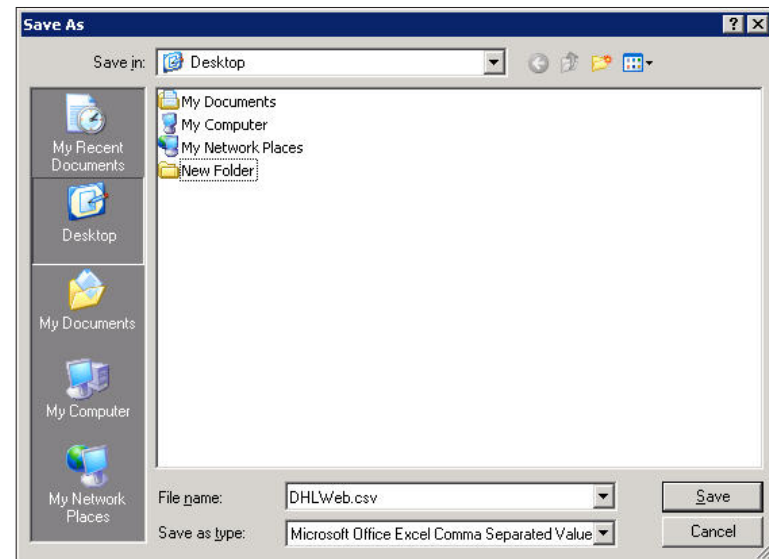
6. Change the file name to **DHLWeb.csv** without any spaces in the file name.

NOTE: The filename is case sensitive and must be typed exactly as it is shown!

7. Click **Save**.

8. Click **Close** on the download complete dialog box.

You have completed the export process. You may exit DHL WebShip.



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Import Addresses into UPS WorldShip Automated Process

Note: The automated process should be attempted before the manual import process.

DHL column names must be modified in the export file prior to beginning the UPS WorldShip import.

1. Open the **DHLWeb.csv** file that you exported from DHL WebShip and saved on your C: drive (**C:\DHLWeb.csv**).
2. Update the column names as designated below:
 - Remove the **space** from **RECEIVER ID**, so it becomes **RECEIVERID**
 - Remove the **space** from **COMPANY NAME**, so it becomes **COMPANYNAME**
 - Remove the **spaces** from **STREET ADDRESS 1**, so it becomes **STREETADDRESS1**
 - Remove the **spaces** from **STREET ADDRESS 2**, so it becomes **STREETADDRESS2**
 - Remove the **** from **SUITE\DEPARTMENT**, so it becomes **SUITEDEPARTMENT**
 - Remove the **space** from **ZIP CODE**, so it becomes **ZIPCODE**
 - Remove the **space** from **ATTENTION TO**, so it becomes **ATTENTIONTO**
 - Remove the **space** from **EMAIL ADDRESS**, so it becomes **EMAILADDRESS**
 - Remove the **space** from **BILL TO**, so it becomes **BILLTO**
 - Remove the **space** and **#** from **RECEIVER ACCOUNT #**, so it becomes **RECEIVERACCOUNT**

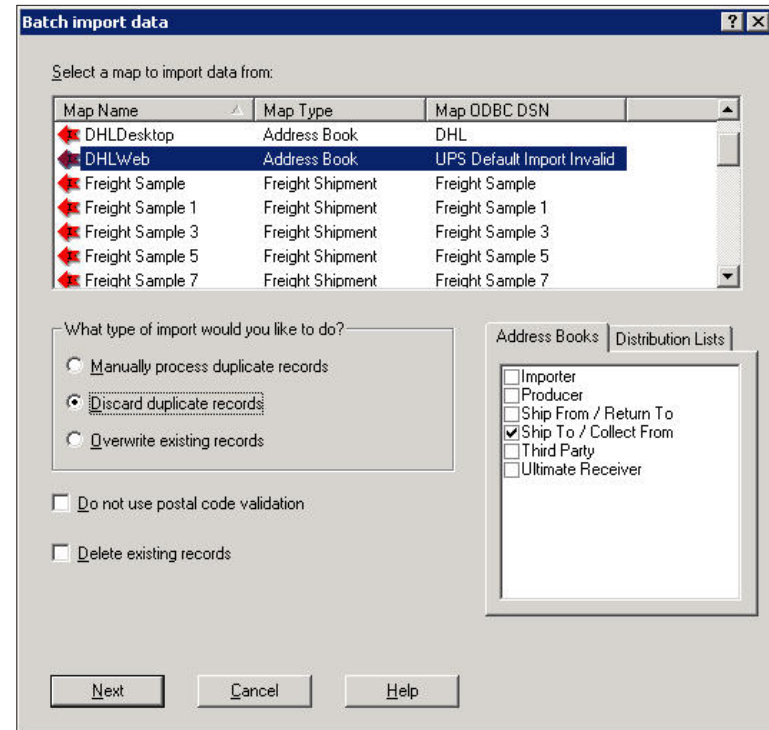
- Remove the **spaces** and **#** from **3RD PARTY ACCOUNT #**, so it becomes **3RDPARTYACCOUNT**
 - Remove the **space** from **RECEIVER NOTE**, so it becomes **RECEIVERNOTE**
 - Remove the **space**, **/** and **#** from **TAX ID/VAT #**, so it becomes **TAXIDVAT**
 - Remove the **spaces** from **MAILLIST ID 1**, so it becomes **MAILLISTID1**
 - Remove the **spaces** from **MAILLIST ID 2**, so it becomes **MAILLISTID2**
 - Remove the **spaces** from **MAILLIST ID 3**, so it becomes **MAILLISTID3**
 - Remove the **spaces** from **MAILLIST ID 4**, so it becomes **MAILLISTID4**
3. Save the changes to the file. You do not need to change the filename.

The next part of the process uses the **Batch Import** function from within UPS WorldShip.

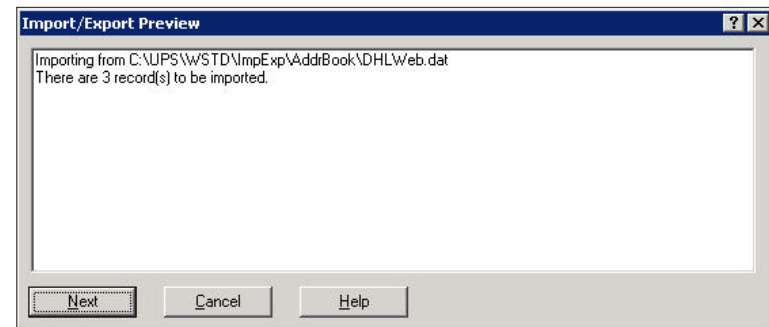
4. Download the map file **dhlweb.dat** from www.ups.com/media/en/DHLWeb.dat and save it to the **C:\UPS\WSTD\ImpExp\AddrBook** folder.
5. Copy the exported addresses from DHL.com WebShip (the file named **DHLWeb.csv**) to the **C:\UPS\WSTD\ImpExp\Invalid** folder.

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6. Launch UPS WorldShip.
7. Select **Import/Export Data**.
8. Select **Batch Import**.
9. Under **Map Name**, choose **DHLWeb**.
10. Select **Discard duplicate records**.
11. Click **Next**.



12. Select **Next** from the **Import/Export Preview** window.

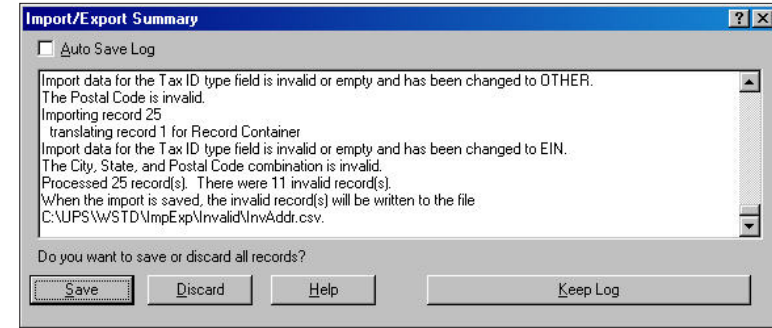


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The data is imported and an **Import/Export Summary** window is displayed upon completion.

13. Click **Save**.

The successfully imported address can now be selected in the address book.



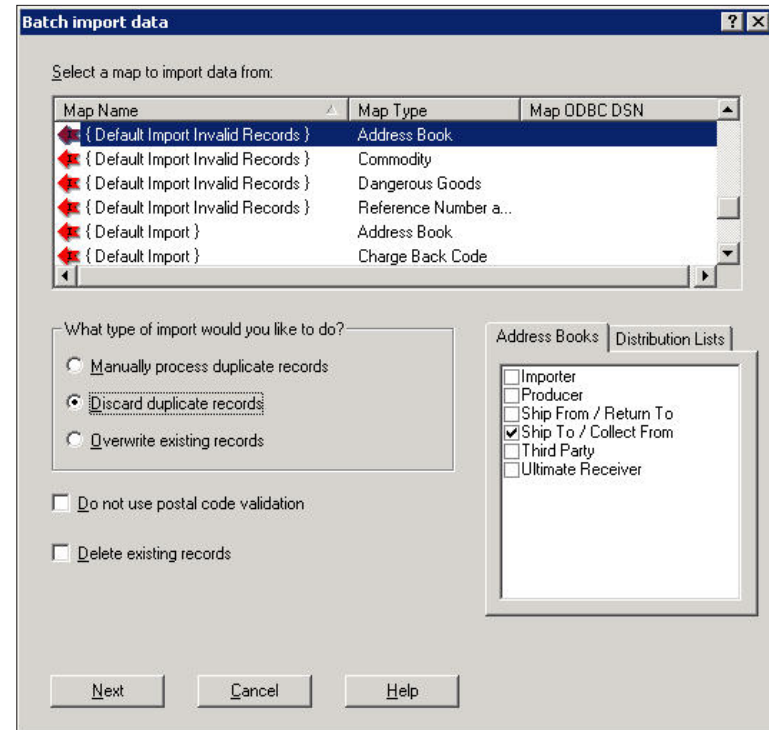
Manual Correction of Invalid Records

NOTE: Only continue with the following steps if you wish to manually correct and re-import address records that were detected as invalid during the automated process. The Import/Export Summary window shows the number of invalid records.

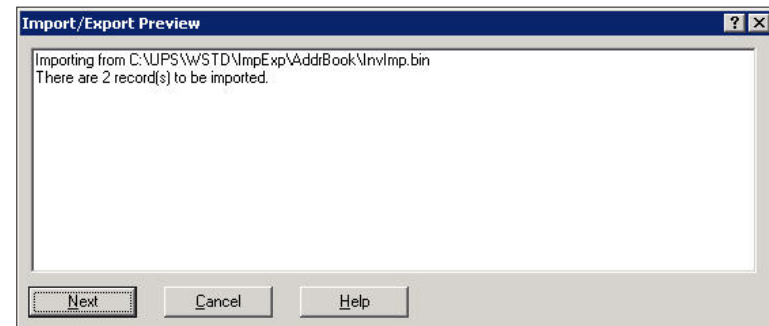
14. If there were invalid records detected by the import, you can open the **InvAddr.csv** file from the **C:\UPS\WSTD\ImpExp\Invalid** folder for editing.
15. The entry at the end of each row describes why each record is invalid. Make corrections to each record as necessary and **Save** the file. You do not need to rename the file.

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16. Select **Import/Export Data**.
17. Select **Batch Import**.
18. Under **Map Name**, choose **{Default Import Invalid Records} Address Book**.
19. Select **Discard duplicate records**.
20. Click **Next**.



21. Select **Next** from the **Import/Export Preview** window.
22. Repeat steps 11 through 18 as necessary.



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Import Addresses into WorldShip Manual Process

NOTE: Prior to beginning the manual process for importing DHL WebShip addresses into UPS WorldShip, you should have already exported your files from DHL WebShip and attempted the automated import process. The manual process should be used only after the automated process has been attempted and failed.

DHL column names must be modified in the export file prior to starting the UPS WorldShip import.

1. Open the **DHLWeb.csv** file created from the WebShip address export and saved on your C: drive (**C:\DHLWeb.csv**).
2. Delete the following columns:
 - **BILL TO**
 - **RECEIVER ACCOUNT #**
 - **3RD PARTY ACCOUNT #**
 - **RECEIVER NOTE**
 - **MAILLIST ID 1**
 - **MAILLIST ID 2**
 - **MAILLIST ID 3**
 - **MAILLIST ID 4**
 - **RELATED**

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3. Save the changes to the file. You do not need to change the file name.

NOTE: This procedure uses the Import\Export Wizard.

Advanced users may use the Connection Assistant if they wish to use translations instead of modifying address information in the DHL export file.

4. Launch UPS WorldShip.

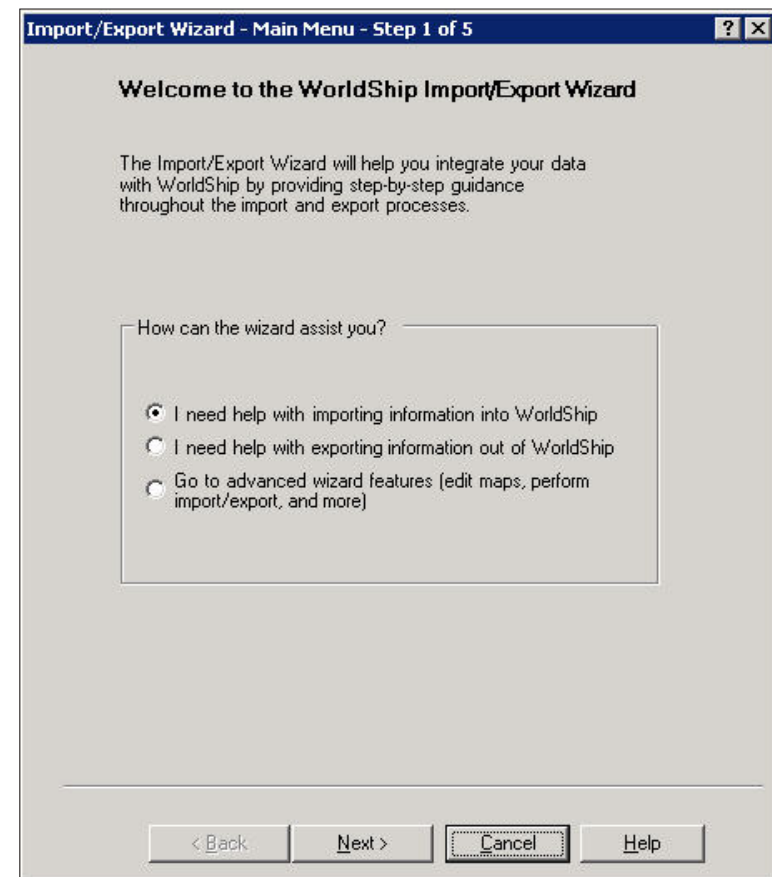
5. Select **Import/Export Data**.

6. Select **Import/Export Wizard**.

There are five steps in the Import/Export Wizard.

7. On Step 1, select **I need help with importing information into WorldShip**.

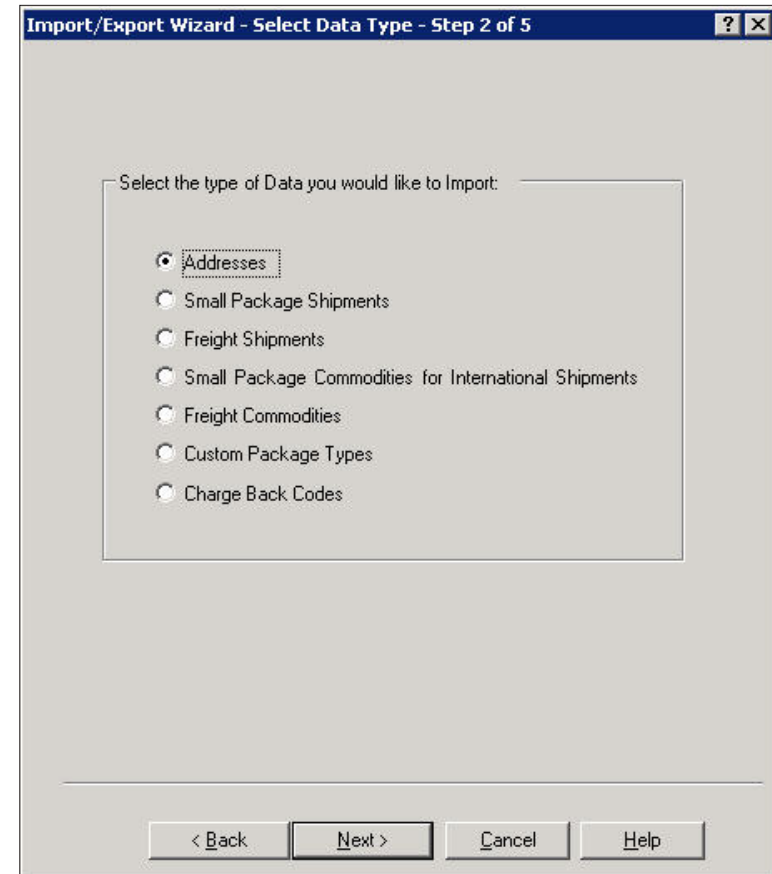
8. Click **Next**.



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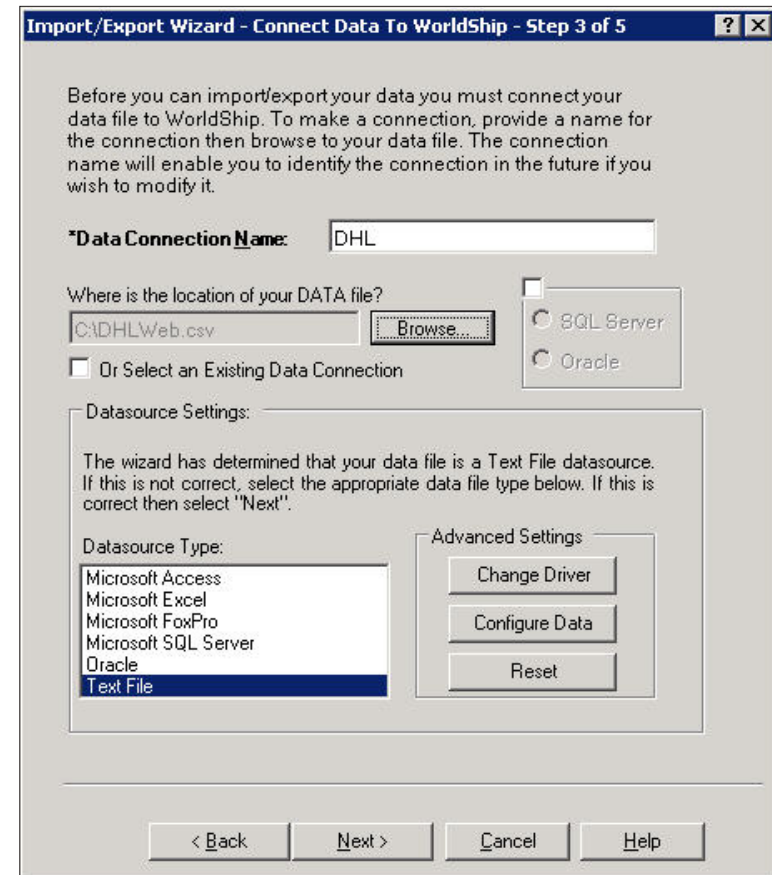
9. On Step 2, under **Select the type of Data you would like to Import**, select **Addresses**.

10. Click **Next**.



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11. On Step 3, Enter **DHL** for the **Data Connection Name**.
12. Under **Where is the location of your DATA file?**, browse to the location of the **C:\DHLWeb.csv** file.
13. Under **Datasource Type**, ensure that **Text File** is selected.
14. Click **Next**.



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15. On Step 4, you are mapping your file to UPS WorldShip. Simply drag the following field names (from **Map your Address Book fields**) into the corresponding **Addresses** fields and drop them there:

- **ReceiverID > Customer ID**
- **CompanyName > Company or Name**
- **StreetAddress1 > Address 1**
- **StreetAddress2 > Address 2**
- **SuiteDepartment > Address 3**
- **City > City or Town**
- **State > State/Province/County**
- **ZipCode > Postal Code**
- **AttentionTo > Attention**
- **Phone > Telephone**
- **EmailAddress > E-Mail Address**
- **Country > Country/Territory**
- **TaxIDVAT > Tax ID Number**

1. To map your file to WorldShip, drag the field names from your data file into the applicable fields on the WorldShip screen.
2. To remove a connection that you have already made with WorldShip, right-click on the field name in your file list, and select "Clear Connection".

Map your Address Book fields:

- ReceiverID
- Customer ID
- CompanyName
- Company or Name
- StreetAddress1
- Address 1
- StreetAddress2
- Address 2
- SuiteDepartment
- Address 3
- City
- City or Town
- State
- State/Province/County
- Zip Code
- Postal Code
- AttentionTo
- Phone
- E-mail Address
- Country
- Country/Territory
- TaxIDVAT

Addresses:

- Customer ID: Consignee Billed
- ReceiverID: Residential
- Company or Name:
- Attention:
- Address 1:
- Address 2: Address 3:
- StreetAddress2: SuiteDepartment:
- Country/Territory: Postal Code:
- Zip Code:
- City or Town: State/Province/County:
- City: State:
- Telephone: E-mail Address: Fax No:
- UPS Acct No: Tag ID Number: Tax ID Type:

Reference:

- Reference Number 1: Use on all packages
- Reference Number 2: Use on all packages
- Reference Number 3: Use on all packages
- Reference Number 4: Use on all packages
- Reference Number 5: Use on all packages

Map Name: DHL

Define Primary Key

Save Map Help

Back Cancel

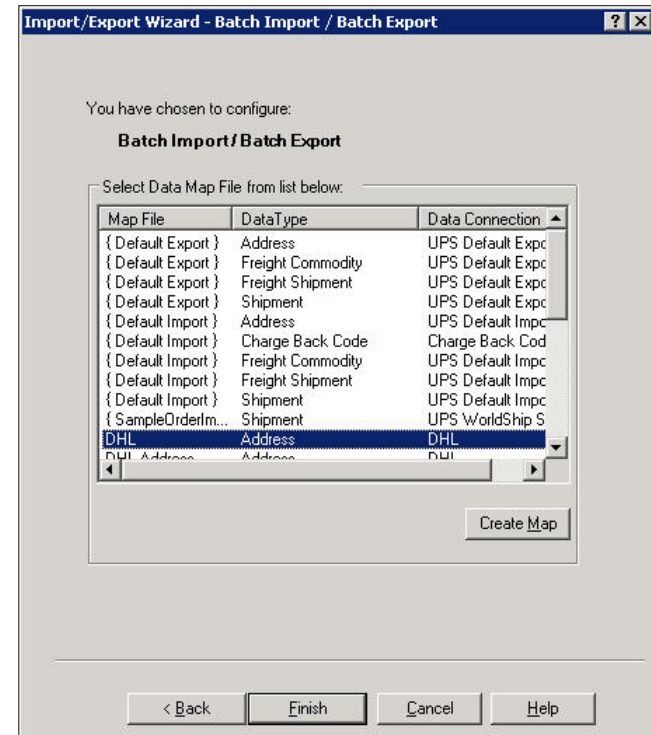
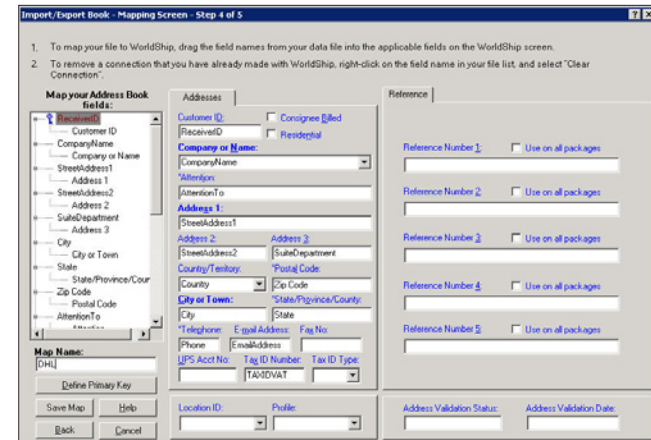
Location ID: Profile:

Address Validation Status: Address Validation Date:

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16. Under **Map Name**, enter **DHL**.
17. Under **Map your Address Book fields**, highlight **ReceiverID**.
18. Select **Define Primary Key**.
19. Click **Save Map**.
20. On Step 5 select **Import/Export Data Now**.
21. Click **Next**.

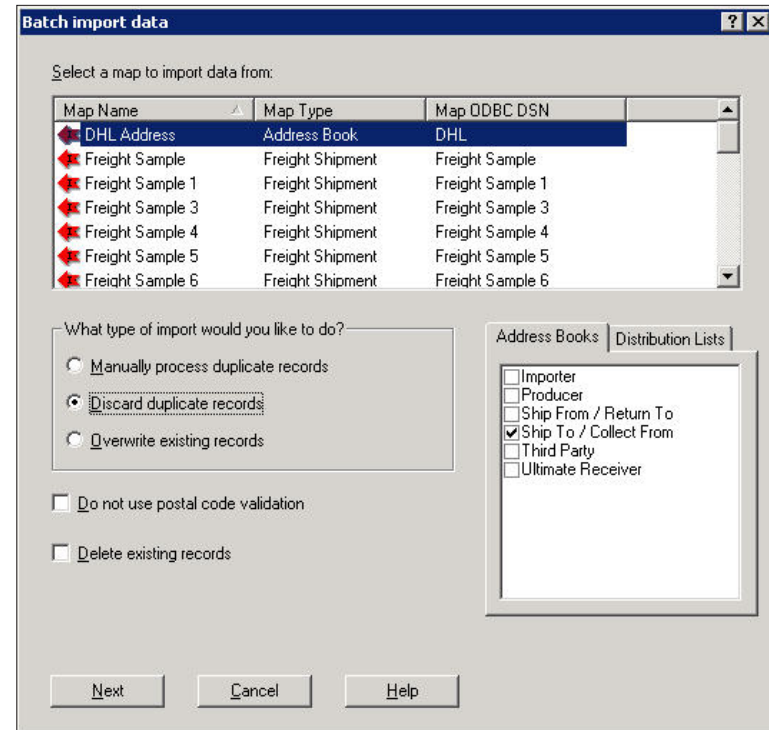
22. From **Select Data Map File from list below**, select **DHL**.
23. Click **Finish**.



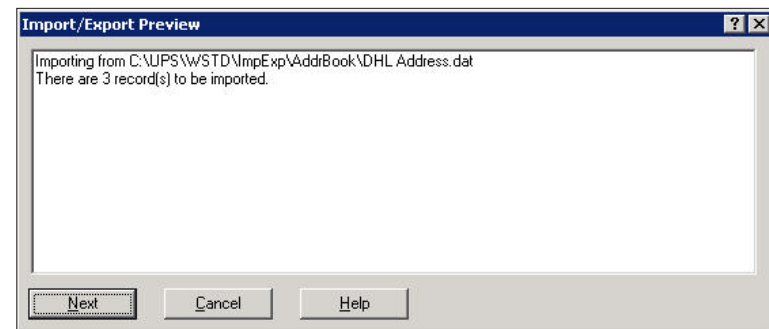
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24. From **What type of import would you like to do?**, select **Discard duplicate records**.

25. Click **Next**.



26. Click **Next** on the **Import/Export Preview**.



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27. When the import is complete, click **Save**.

Addresses can now be selected in the address book.

If you have any questions or need further assistance, please contact the help desk at 1-888-553-1118.

