

**UPS WorldShip™**



Transferring fedex.com  
Address Book to UPS WorldShip

## Transferring Fedex.com Address Book to UPS WorldShip

1. Log onto **Fedex.com** and go to **FedEx Ship Manager**.
  2. Click on the down arrow next to **My Lists**.
  3. Select **Address Book**.
  4. In the Address Book page, click on the down arrow on the **Import/Export** tab.
  5. Select **Import/Export**.
  6. Select **Export** from the **Choose action** drop down menu.
  7. Select **Recipient** from the **Export As** drop down menu.
  8. Click the **Export** button.
  9. 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**.
- NOTE:**
- Do not change the file name or the import will fail.
  - C:\ is the default drive letter UPS WorldShip is installed on. Change the drive letter accordingly if it was installed on a different drive letter.
  - If UPS 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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10. Download the following files from the UPS website under the **FedEx Ship Manager @ FedEx.com Address Book Transfer** section:



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

■ **FedExWeb.dat**

Save to **C:\UPS\WSTD\ImpExp\AddrBook**.

■ **schema.ini**

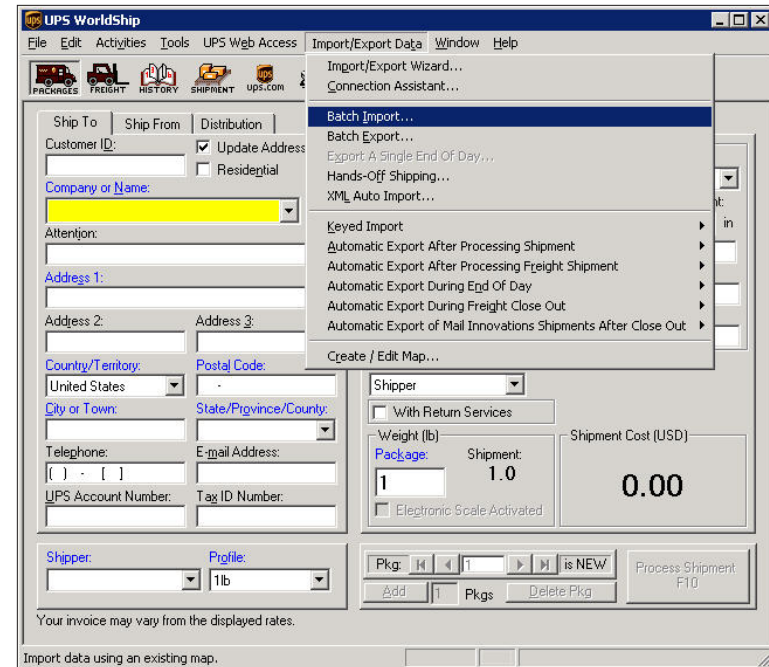
Save to **C:\UPS\WSTD\ImpExp\Invalid**.

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

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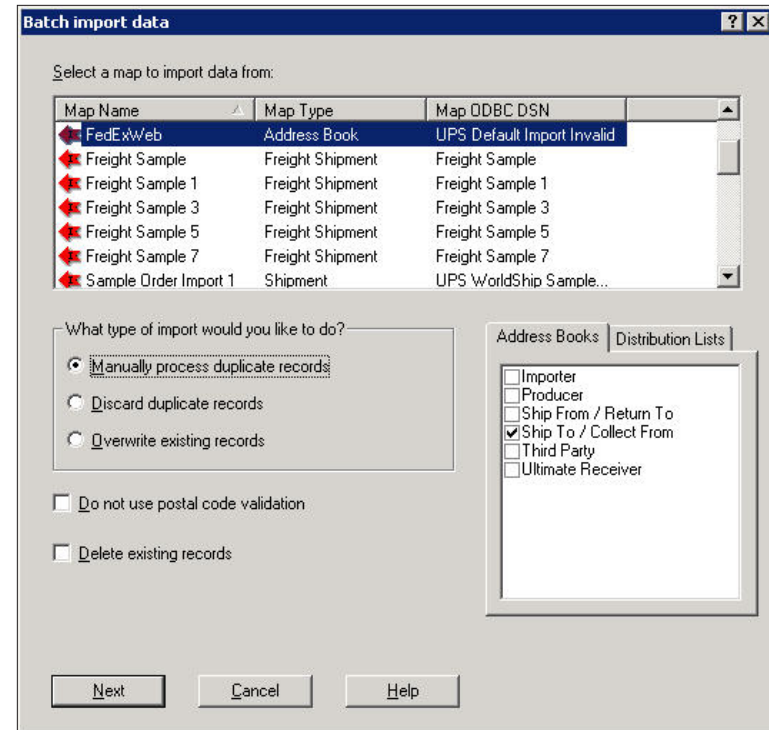
11. Launch **UPS WorldShip**.

12. In the menu bar select the following:  
**Import/Export Data > Batch Import.**



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13. In the *Batch import data* window highlight the Map Name — **FedExWeb**.
14. Select **Manually process duplicate records**.
15. Click **Next**.



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

17. 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**
- Records can be modified from this file and re-imported using the following Map Name — **{ Default Import Invalid Records }**  
Map Type — **Address Book**.

