

**UPS WorldShip™**



Guide to Transfer Your  
Roadway ExpressWORKS®  
Commodities to UPS WorldShip

# Guide to Transfer Your Roadway ExpressWORKS Commodities to UPS WorldShip

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

Prior to beginning the process of transferring your commodities from Roadway ExpressWORKS 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](https://ups.com/worldship) to download it.

1. Launch Roadway ExpressWORKS.
2. Select **File**.
3. Select **Export**.
4. Select **Commodities** as the **Type**.
5. Click **Browse**.
6. Select **Local Disk (C:)** from the **Look in:** drop-down menu.
7. Type **C:\RoadwayCommodities.csv** as the **Export File Name**.
8. Click **Open**.
9. Select the **Comma Delimited** radio button for the **File Type**.
10. Click **Select All**.
11. Click **Export**.
12. Click **OK**.
13. Click **Close**.

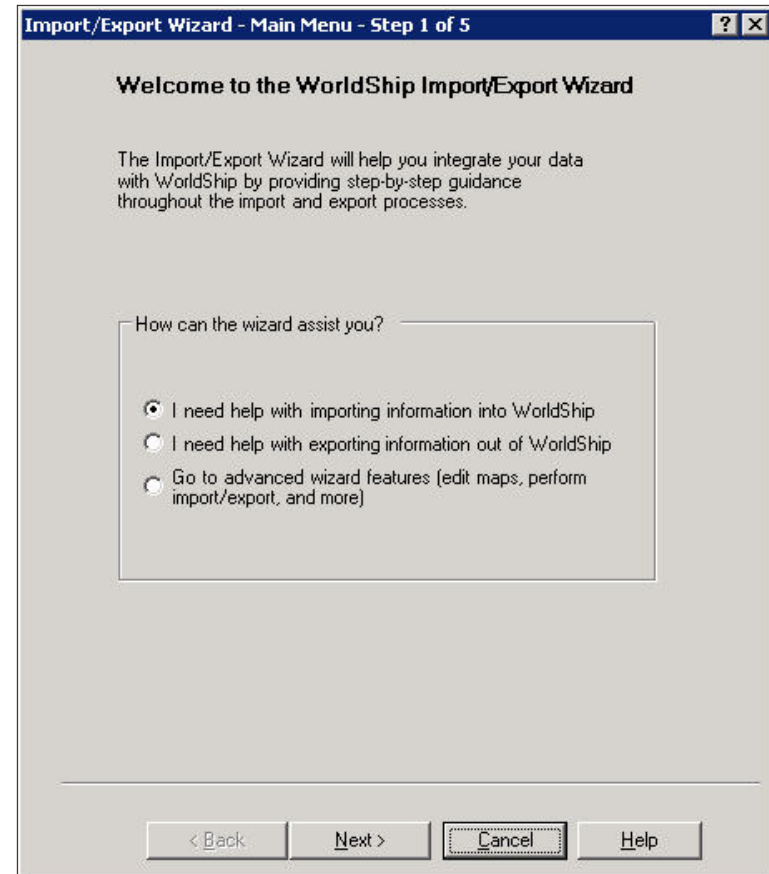
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14. Open the export file **RoadwayCommodities.csv**.
15. Delete **Columns G-T** and **V-Z**. *Make sure NOT to delete **Column U**.*
16. Insert a row at the top of the spreadsheet, and then enter (*make sure NOT to include spaces*) the column names shown at right.
17. If you would like UPS WorldShip to denote a commodity as a Dangerous Good, change the number (either I, II, or III) in the **Hazmat Column (G)** to 1.
18. If you would like UPS WorldShip to import the packaging type, change the three letter abbreviation in the Handling column (F) to the full name of the packaging type. (If the abbreviations are not changed, UPS WorldShip will import each commodity packaging type as Pallet.)
  - For example, change **RCK** to **Rack**.
19. Save the changes.
  - Although the commodity itself will still be imported into UPS WorldShip, if the Class column (D) has any freight classes which are greater than 2 digits, these classes will not import into UPS WorldShip.
    - For example: A freight class of 77.5 exports to the .csv file as 775 and will not import into UPS WorldShip.
  - In the **Weight** field, if the commodity weight contains a decimal point, UPS WorldShip will import digits prior to the decimal point, but will not import the decimal point or the preceding digits. There is no rounding.
    - For example, a commodity weight of 351.78 will import into WorldShip as 351.

Column	Name
A	CommodityID
B	Description
C	NMFC
D	Class
E	Weight
F	Handling
G	Hazmat

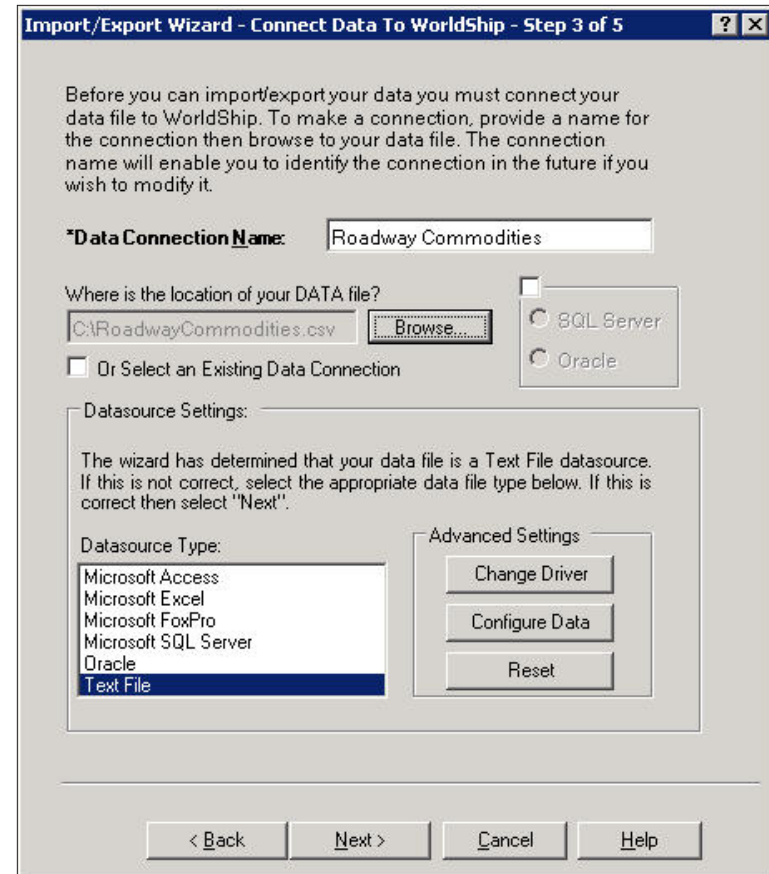
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20. Launch UPS WorldShip.
21. Select **Import/Export Data**.
22. Select **Import/Export Wizard**.
23. On **Step 1 of 5** verify the **I need help with importing information into WorldShip** radio button is selected, and then click **Next**.



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24. Enter **Roadway Commodities** in the **Data Connection Name** field.
25. Browse to the location of the **C:\RoadwayCommodities.csv** file.
26. Select **Text File** as the **Datasource Type**.
27. Click **Next**.



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28. Connect the following by dragging and dropping the field names from the data file to the applicable fields on the UPS WorldShip screen:

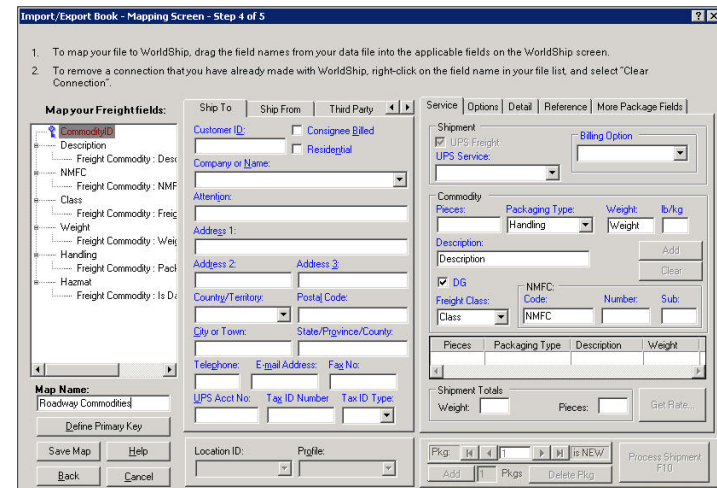
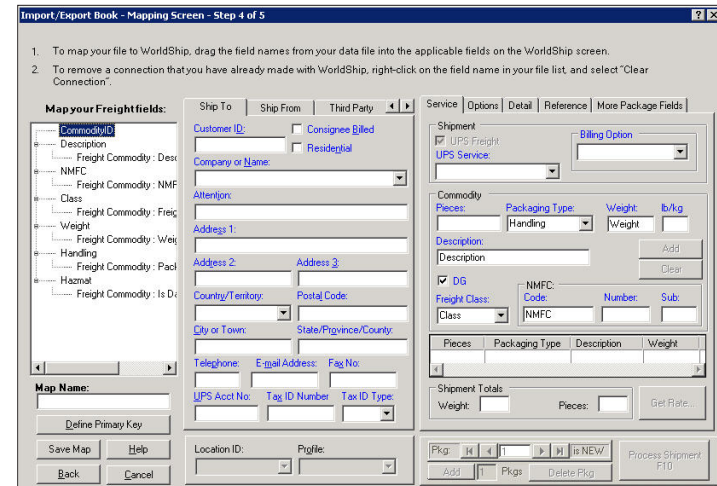
- a. From **Description** to **Description**
- b. From **NMFC** to **Code**
- c. From **Class** to **Freight Class**
- d. From **Weight** to **Weight**
- e. From **Handling** to **Packaging Type**
- f. From **Hazmat** to **DG**

29. Enter **Roadway Commodities** as the **Map Name**.

30. Highlight **CommodityID**.

31. Select **Define Primary Key**.

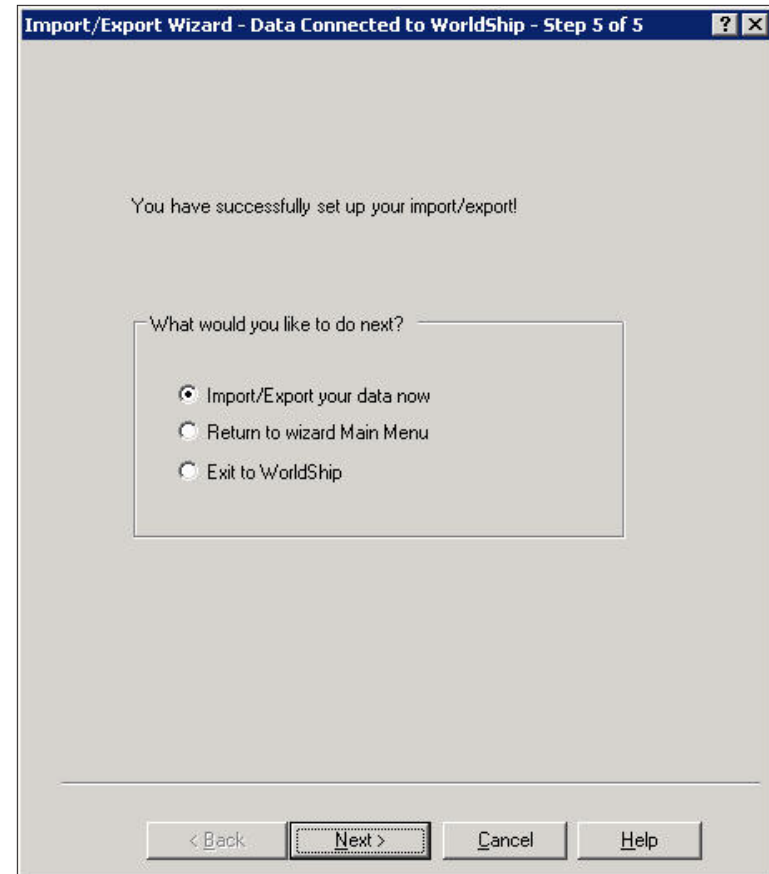
32. Click **Save Map**.



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33. Select the **Import/Export your data now** radio button.

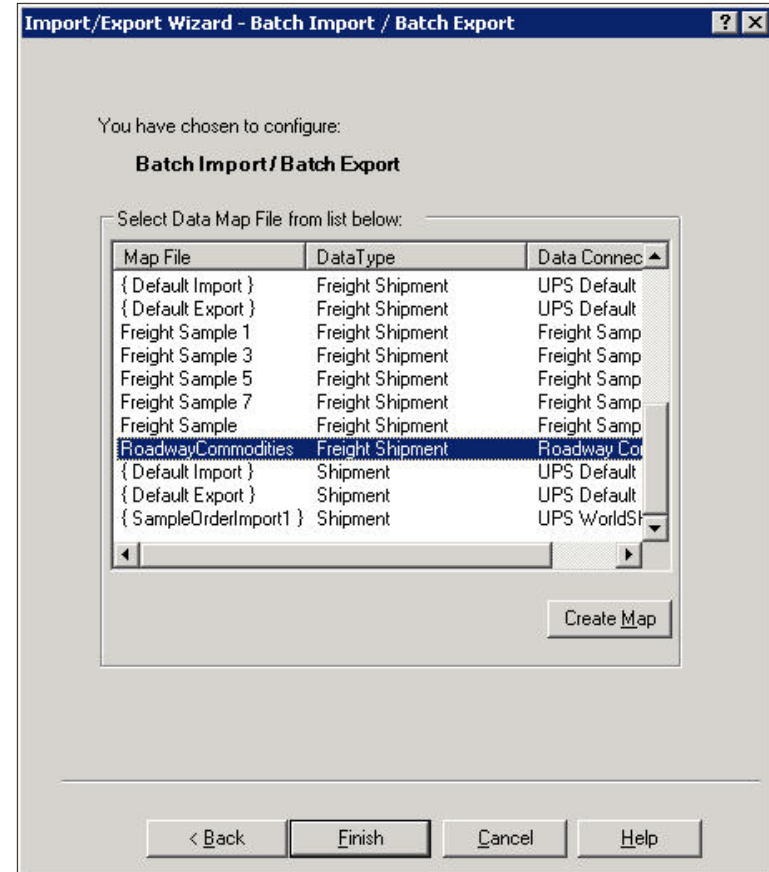
34. Click **Next**.



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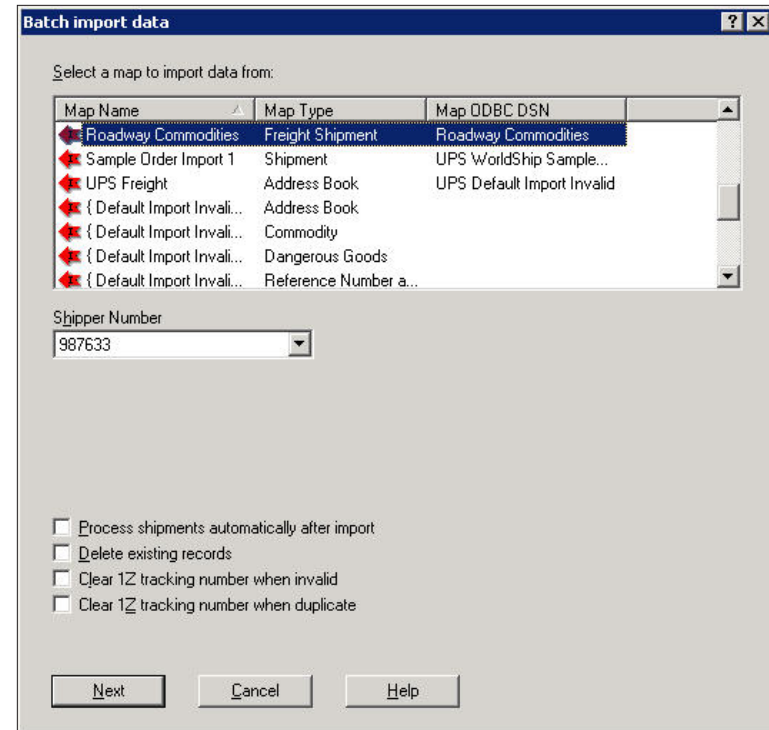
35. Highlight the **Roadway Commodities Data Map File**.

36. Click **Finish**.



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37. Verify the **Roadway Commodities Map Name** is selected, and then click **Next**.



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38. Click **Next** on the **Import/Export Preview** window.
39. The **Import/Export Summary** window displays the import progress. When the import process is complete (**Processed**), click the **Save** button. Commodities can now be selected in the commodity search.

