

**UPS WorldShip™**

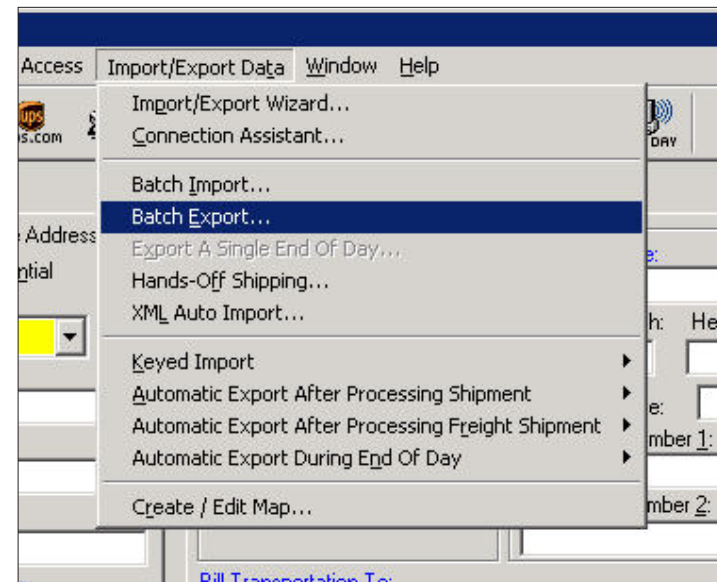


Guide to Transfer Your UPS WorldShip  
Address Book to [ups.com](http://ups.com)®

# Guide to Transfer Your UPS WorldShip Address Book to ups.com

Welcome. We want to make the transition from UPS WorldShip to ups.com as easy as possible. Here are instructions for exporting your address book from UPS WorldShip and importing it into the ups.com address book.

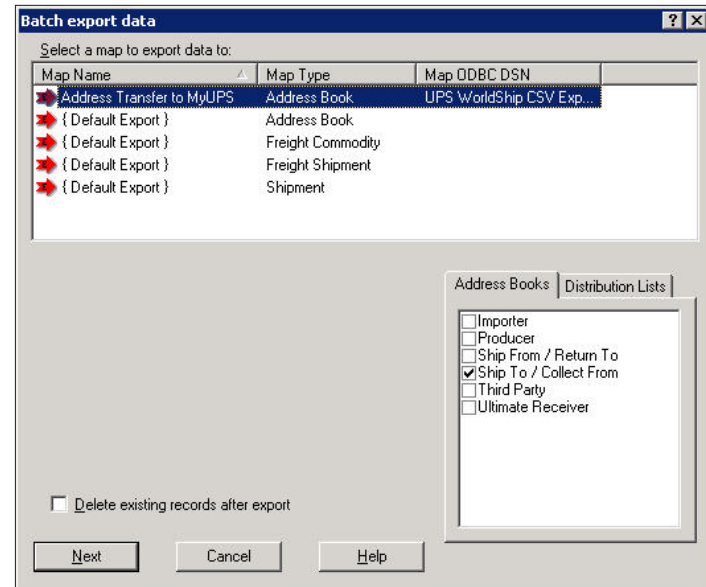
1. Download **Address Transfer to MyUPS.dat** file into the **x:\UPS\WSTD\ImpExp\AddrBook** folder.
2. Start UPS WorldShip.
3. Select **Import/Export Data**.
4. Select **Batch Export**.



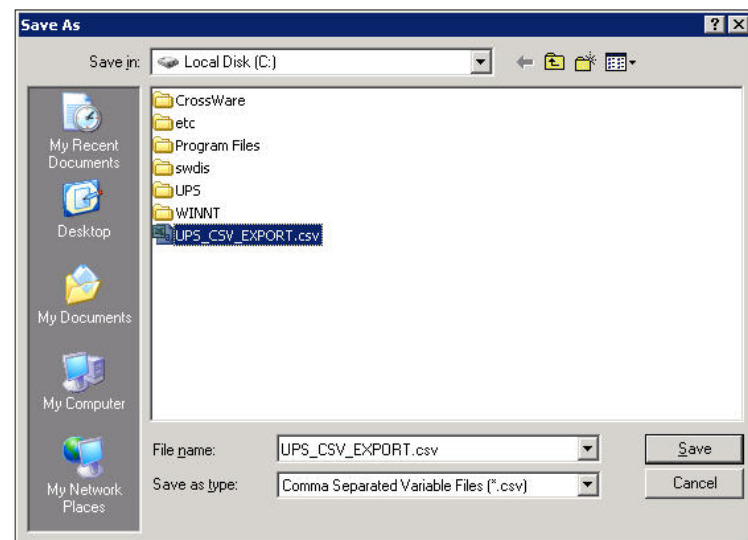
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5. Select **Address Transfer to MyUPS** Map.

6. Click **Next**.

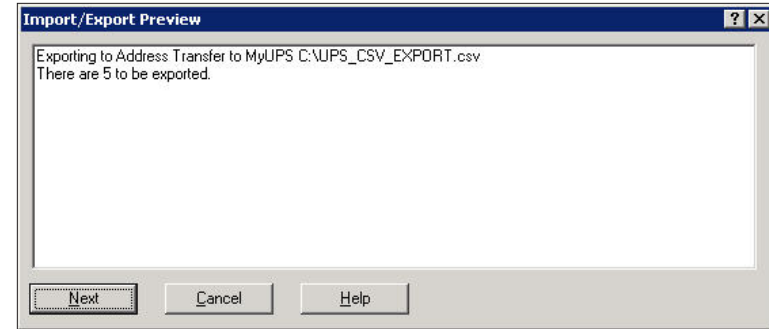


7. Browse to the **Local Disk [C:]** drive and click **Save** to save the export file.

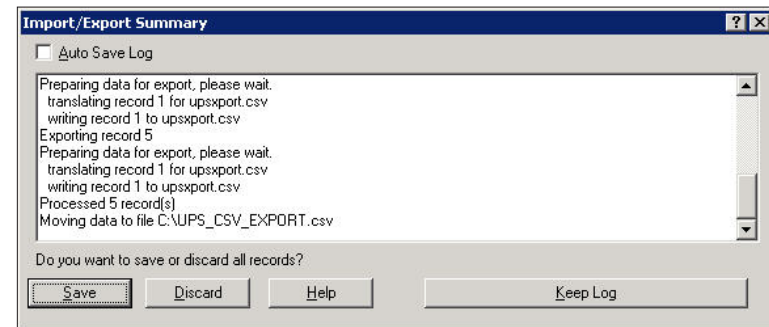


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8. Click **Next** in the **Import/Export Preview** Window.



9. Click **Save**. (The C:\UPS\_CSV\_EXPORT.csv file is saved to the hard drive.)



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10. On the ups.com homepage, click **My UPS**.

11. Select **Address Book**.

12. Log into ups.com.




13. Select **Import Addresses**.



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14. Browse to the location of the file.
15. Select **UPS WorldShip** as the Original File Format.
16. Select the **Import** button.

### Import Addresses

**Import an Address Book File** [Help](#) 

Enter the file name, or Browse to locate the file to Import.

**Note:** The format of the file must be a comma separated values (\*.csv) file.

**Location and Name of File:**  
D:\

**Original File Format:**  
UPS WorldShip

Add imported addresses to the current list.

Write over the current list with the imported addresses.  
**Note:** The imported addresses will replace your current addresses.

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17. After the import is selected, the Import/Export Status screen displays.

18. Select **Update** to check progress.

**View Import/Export Status** [Help](#)

View the status of My UPS Address Book Imports or Exports.

Show the Status of My:  
Import Requests

Displaying 1 of 1

Import Reference ID	Request Date	Import File Type	Status
CC3C56B8000AACB0	Feb 19, 2009 9:34 AM	UPS WorldShip	In progress

Displaying 1 of 1

19. If **Completed/No errors** is displayed, the import process is complete.

**View Import/Export Status** [Help](#)

View the status of My UPS Address Book Imports or Exports.

Show the Status of My:  
Import Requests

Displaying 1-3 of 3

Import Reference ID	Request Date	Import File Type	Status
2C3C56CB089772C8	Feb 19, 2009 9:39 AM	UPS WorldShip	Completed / No errors

20. If **Completed with errors** is displayed, records must be corrected and resubmitted for import before the import process can be completed.

**View Import/Export Status** [Help](#)

View the status of My UPS Address Book Imports or Exports.

Show the Status of My:  
Import Requests

Displaying 1 of 1

Import Reference ID	Request Date	Import File Type	Status
CC3C56B8000AACB0	Feb 19, 2009 9:34 AM	UPS WorldShip	Completed with errors <a href="#">View Errors</a>

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