UPS WorldShip Import Setup Guide

A guide for importing addresses from the Lakeshore system into the UPS WorldShip program.

The following instructions assume that the UPS WorldShip application has been properly installed and the computer can access the Lakeshore network. In order to import addresses an import map must be created through an ODBC connection.

The following screens from the UPS WorldShip program will illustrate the steps needed to import addresses (screens may be slightly different due to different versions of the software. Terminology should be correct).
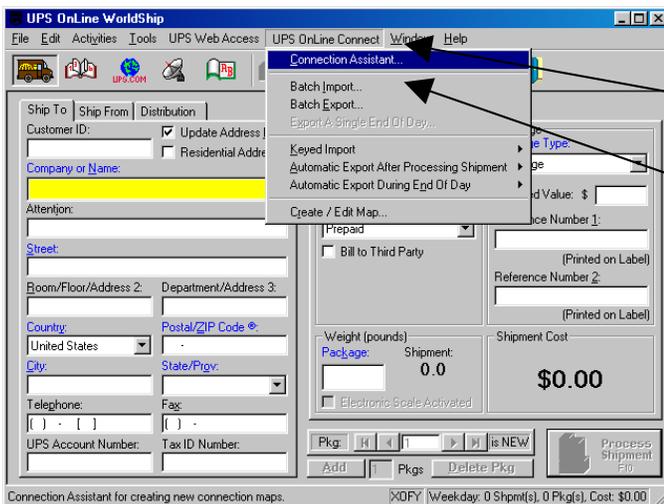
1. Open UPS Worldship.

2. Click on the Import/Export Data menu.

3. Click on the Connection Assistant.

The following Dialog box will open.
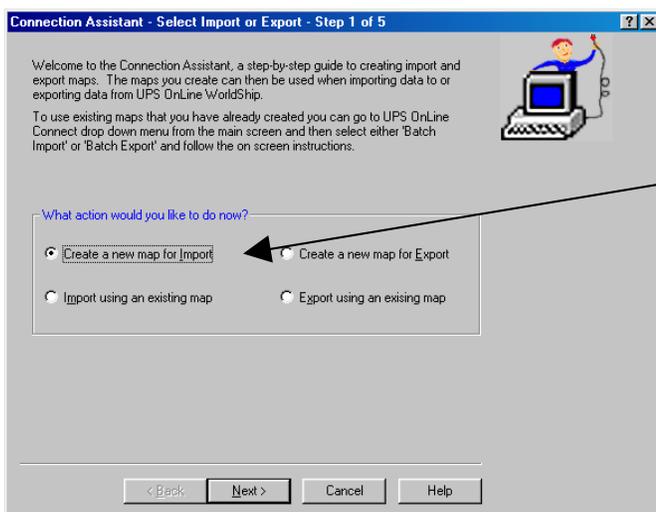
In the connection assistant select:

1. Create a new map for Import

2. Click Next >

Select the type of information you are working with, such as addresses or shipments.

Choose the type of Import data.

Import Data Types

Address

Select Address Book(s) and/or Distribution Lists

Address Books | Distribution Lists

☐ Importer
☐ Producer
☐ Ship From
☑ Ship To
☐ Third Party
☐ Ultimate Receiver

< Back   Next >   Cancel   Help
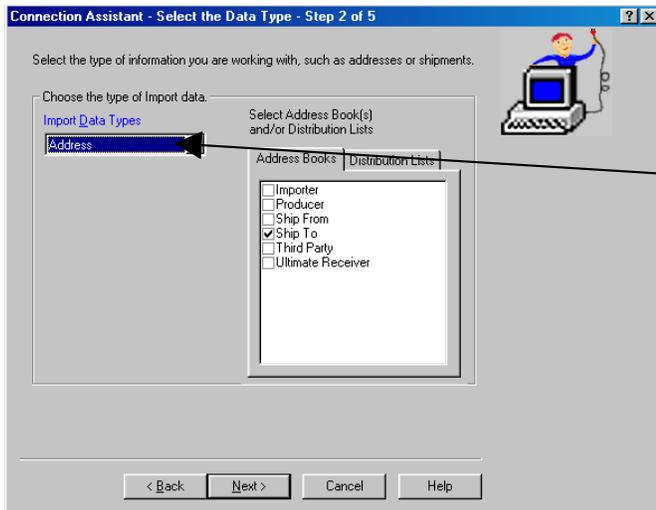
Accept the default values:

- Import Data Types – Shipment

- Click Next >

In order to import data, you will have to select or create an ODBC Data Source, which is simply the database or data file. ODBC Data Sources can be an ODBC database or a CSV file. Hint: If you do not know the exact path and file name of a CSV file, click the Browse button to help you find the file.

Select the Data Source

○ By Known ODBC Source
● By File

Currently Selected File:
oraddr.csv   Browse...

Data Source Name (DSN):
LGL Import

ID:

Password:

ODBC Drivers:
SQL Server
Microsoft Access Driver (*.mdb)
Microsoft Text Driver (*.txt; *.csv)
Microsoft Excel Driver (*.xls)
Microsoft dBase Driver (*.dbf)
Microsoft Paradox Driver (*.db)
Microsoft Visual FoxPro Driver

Refresh List   Launch the ODBC Administrator

< Back   Next >   Cancel   Help

1. Select By File

2. Select or enter the path and file name: Find "oraddr.txt" on the mapped drive for the UPS machine by clicking Browse (may have to map it if it does not show).

3. Enter a name in the Data Source Name (DSN) text box.

4. Select the Microsoft Text Driver

The next step is to connect or "map" the fields in your selected data source to the fields in UPS OnLine WorldShip. With the Connection Editor, you will make these connections. You can create a completely new map or you can base it on an existing map.
Hint: All map names are unique and if you select an existing map, you must give it a new name.

Select New Map or New Map based on Existing Map

● New Map   ○ New Map based on existing map

New Map Name: LGL Addresses

Existing Maps

Map Name	Map Type	Map ODBC DSN
{ Default Import Invalid... }	Address Book	
{ Default Import }	Address Book	

< Back   Next >   Cancel   Help

1. Select New Map

2. Enter a name in the New Map Name text box – LGL Addresses

3. Click Next >
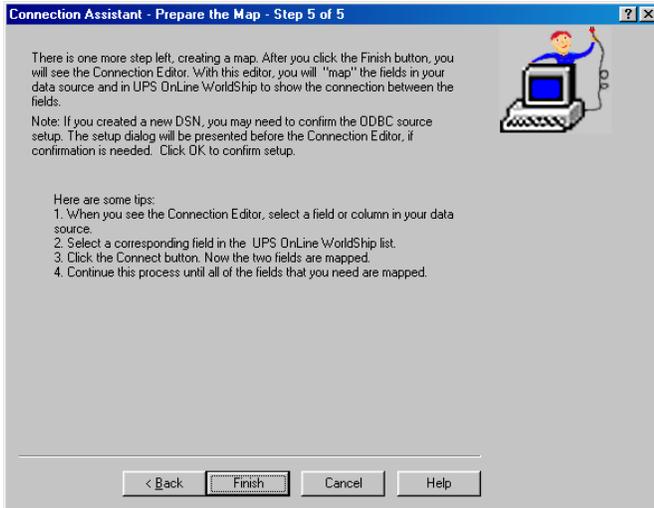
- Click Finish
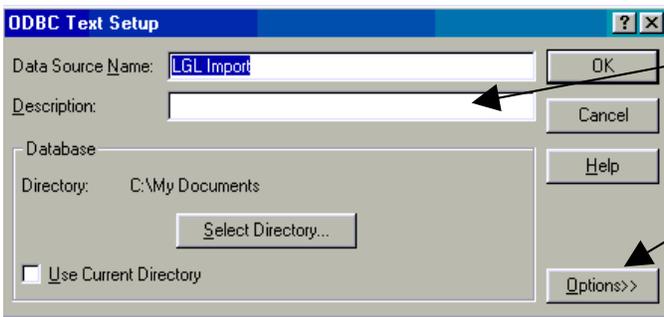
- Enter Description – LGL shipping address import.

- Click on Options then Define Format. Once in Define Format, select Tab Delimited.

- Click OK
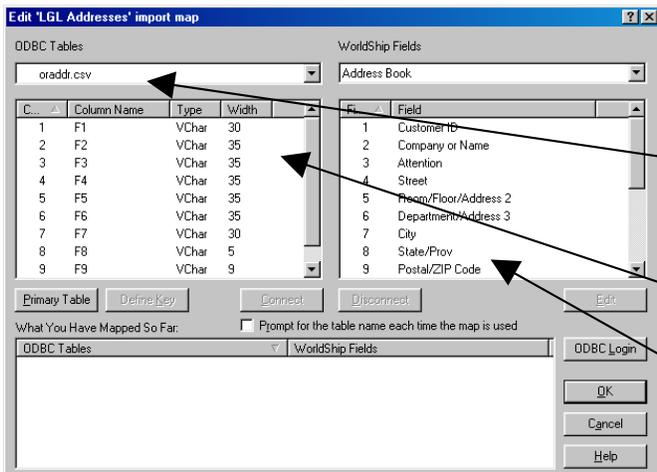
The Edit import map dialog box will appear next.

- Make sure that the oraddr.txt file is selected in the drop down box on the left and Ship To is in the drop down box on the right.

The columns from the oraddr.csv file will appear in the left side and the available fields from the UPS Worldship program will appear in the right side. The columns need to be connected to the corresponding fields in the UPS program.
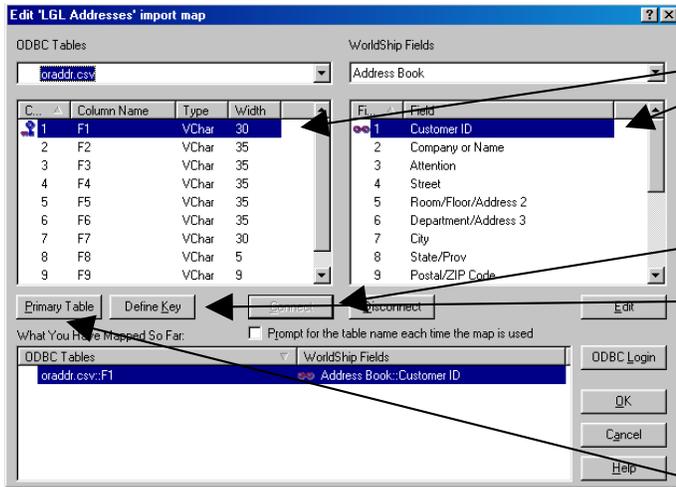
1. The first step in connecting the fields is to select the F1 field on the left and Customer ID on the right.

2. Then the Connect button.

3. The F1 column must be the key field (unique values), click on the Define Key button (while the F1 column name is selected)

4. Next click on the Primary Table.
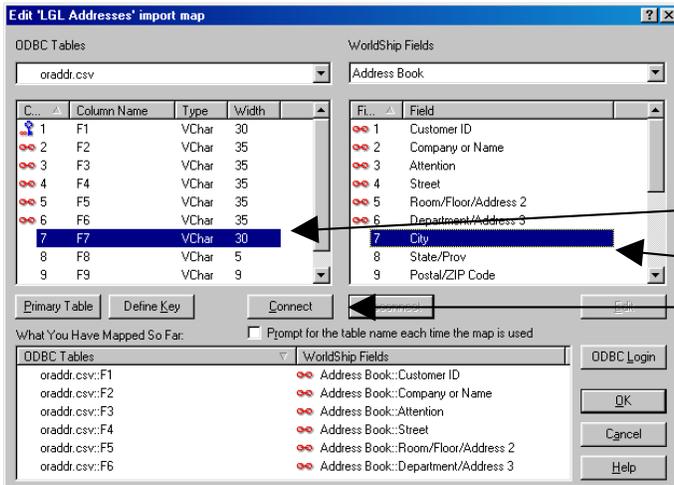
The remaining fields must be connected as listed in the table below.

- Select the column on the left side, e.g., F7 and the field on the right side, e.g., City, then click the Connect button. Continue until all columns are connected.

- Then click OK

Connect the fields as listed:

Our Columns	WorldShip Fields	WorldShip Column Headers
F1	Ship To	Customer ID
F2	Ship To	Company or Name
F3	Ship To	Attention
F4	Ship To	Street/Address1
F5	Ship To	Address2
F6	Ship To	Address3
F7	Ship To	City
F8	Ship To	State
F9	Ship To	Postal Code
F10	Ship To	Telephone

F11	Ship To	Email Address
F12	Shipment Information	Shipment Notification Option 1
F13	Package	Reference 1
F14	Shipment	Recipient Email

- Click No

- Click Import/Export Data.
- Select Keyed Import then "More".
- From the list that shows, select LGL Import.
- Click Import.