WorldShip® *to* ups.com®
Address Transfer

WorldShip

WorldShip to [ups.com](ups.com) Address Transfer

1. Download **Address Transfer to MyUPS.dat** file into the **x:\ProgramData\UPS\WSTD\ImpExp\AddrBook** folder.

2. Start WorldShip.

3. Select **IMPORT-EXPORT** tab.

4. Select **BATCH EXPORT...**

5. Select the **AddressTransfertoMyUPS** map.

6. Click NEXT.
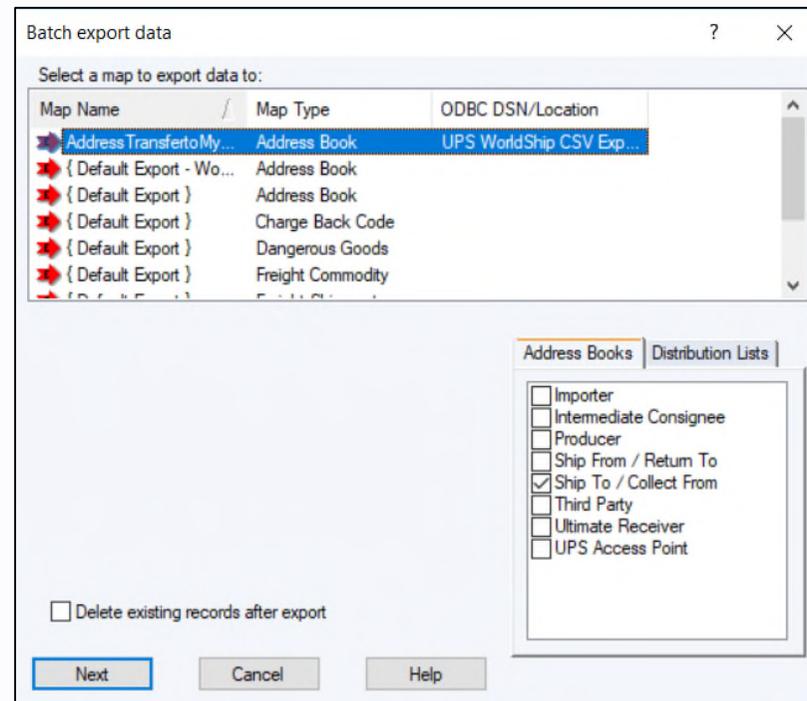
7. Browse to the **Local Disk [C:]** drive and click **SAVE** to save export file
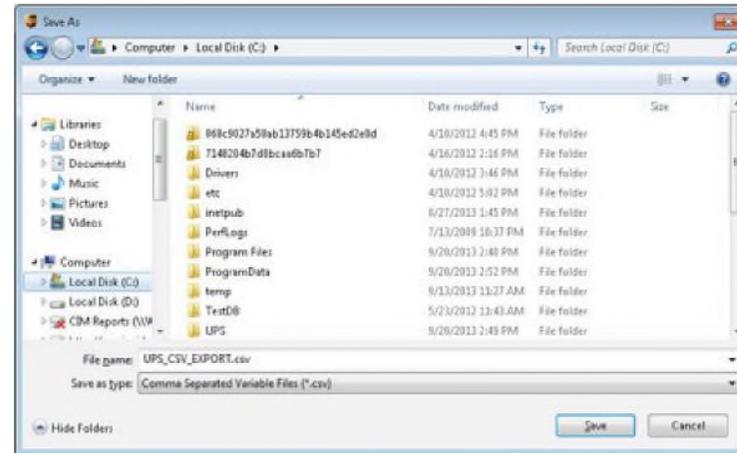
8. Click **NEXT** in the **Import/Export Preview** window

Import/Export Preview

Exporting to AddressTransfertoMyUPS C:\UPS_CSV_EXPORT.csv
There are 1 to be exported.

[Next]   [Cancel]   [Help]
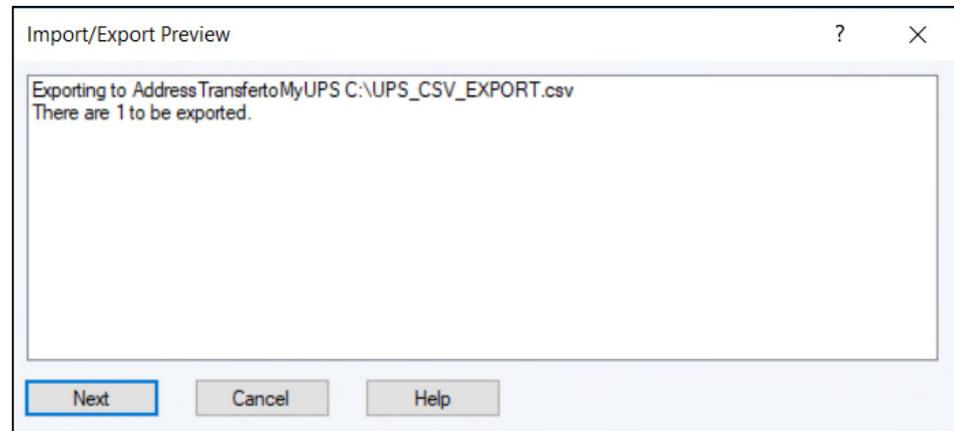
9. Click **SAVE**. (The UPS_CSV_EXPORT.csv file is saved to the hard drive.)
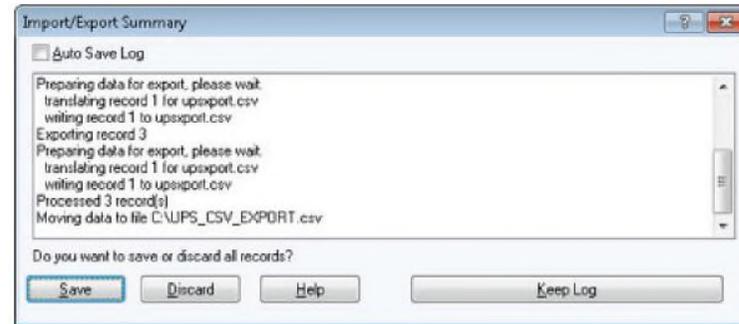
10. On the [ups.com](ups.com) homepage, expand the drop down on **MY PROFILE**.

11. Select **ADDRESSES**.

12. Log into [ups.com](ups.com).
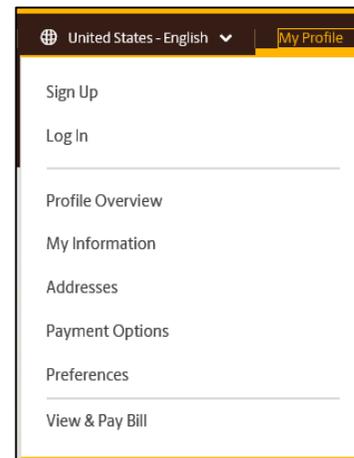
13. Select **IMPORT** under **MY CONTACTS**.
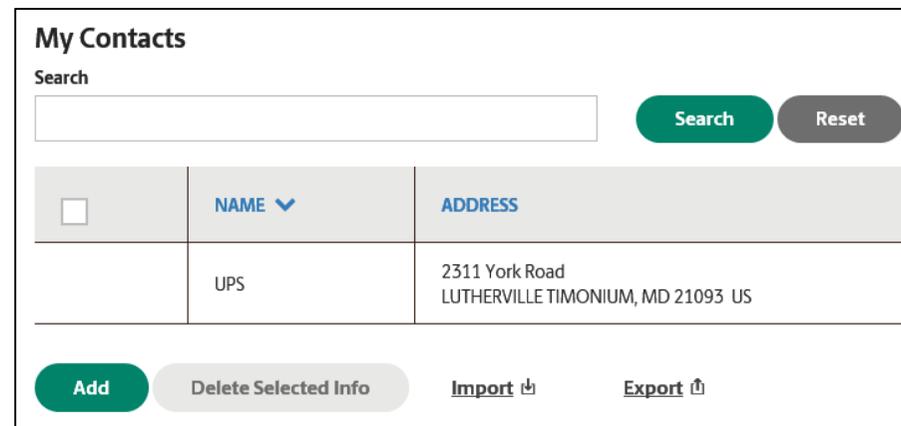
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14. Select the location of the file.

15. Select **UPS WorldShip** as the Original File Format.

16. Select the **Upload My File** button.

Use a comma-separated values (CSV) file to **upload your contacts.** [↗]

Select My File

CSV File Name

UPS_CSV_EXPORT.csv

Original File Format

| UPS WorldShip ▼ |

How would you like to save these contacts?

◉ Add the imported information to my current list of contacts.

◯ Replace my existing contacts with the imported information.

Upload My File   Cancel

17. If No errors are displayed, the import process is complete.

Import your contacts.

Your contacts are ready.

100%

Next

18. If imported with errors, records must be corrected and resubmitted for import.

NOTE: If importing a large amount of addresses you may receive this error. Wait a few minutes and check your profile again to see if the addresses have been uploaded.

Import your contacts.

Your import was only partially successful, due to formatting issues. Please double-check formatting and resubmit.

100%

Next