This document explains how to import shipment information in a .csv (comma-separated value) file format using the Sample Order Import 1 map provided with WorldShip. This map can only be used for domestic shipments that will be billed to the Shipper. To complete this example, you need to enter the shipment data into the worldship.csv file located in ProgramData\UPS\WSTD\ImpExp\AcctPkgs\Sample Order Import 1 folder (default location).

The table below shows the corresponding fields from the worldship.csv file, which would be connected to WorldShip fields. Required fields are indicated with *

WorldShip.csv Fields	WorldShip Fields
ORDERID	Ship To: Customer ID
SHIPMENTINFORMATION_SERVICETYPE *	Shipment Information: Service Type
SHIPMENTINFORMATION_BILLINGOPTION *	Shipment Information: Billing Option
SHIPMENTINFORMATION_QVNOPTION	Shipment Information: QVN Option
SHIPMENTINFORMATION_QVNSHIPNOTIFICATION1OPTION	Shipment Information: QVN Ship Notification 1 Option
SHIPMENTINFORMATION_NOTIFICATIONRECIPIENT1TYPE	Shipment Information: Notification Recipient 1 Type
SHIPMENTINFORMATION_NOTIFICATIONRECIPIENT1FAXOREMAIL	Shipment Information: Notification Recipient 1 Email
SHIPTO_COMPANYORNAME *	Ship To: Country or Name
SHIPTO_STREETADDRESS *	Ship To: Address 1
SHIPTO_ROOMFLOORADDRESS2	Ship To: Address 2
SHIPTO_CITY *	Ship To: City or Town
SHIPTO_STATE *	Ship To: State/Province/Country
SHIPTO_COUNTRY *	Ship To: Country/Territory
SHIPTO_ZIPCODE *	Ship To: Postal Code
SHIPTO_TELEPHONE	Ship To: Telephone
SHIPTO_RESIDENTIALINDICATOR	Ship To: Residential Indicator
PACKAGE_PACKAGETYPE *	Package: Package Type
PACKAGE_WEIGHT *	Package: Weight
PACKAGE_REFERENCE1	Package: Reference 1
PACKAGE_REFERENCE2	Package: Reference 2
PACKAGE_REFERENCE3	Package: Reference 3
PACKAGE_REFERENCE4	Package: Reference 4

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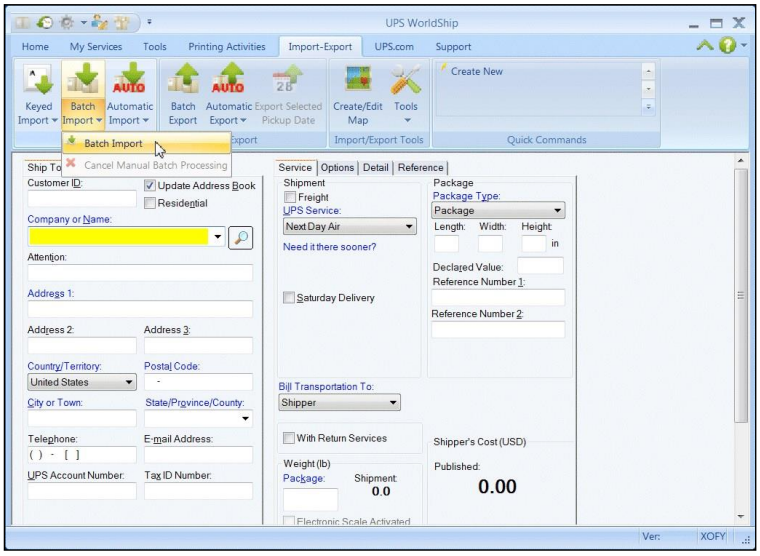
PACKAGE_REFERENCE5	Package: Reference 5
PACKAGE_DECLAREDVALUEOPTION	Package: Declared Value Option
PACKAGE_DECLAREDVALUEAMOUNT	Package: Declared Value Amount
SHIPTO_LOCATIONID	Ship To: Location ID

If desired the QVN and Declared Value options can be turned on by entering “Y” (without quotes) into the corresponding columns. To specify if the address is residential or commercial, enter “Y” for residential addresses and “N” for commercial addresses.

To import shipments using the Sample Order Import 1 map:

Step	Window (if available)
1. On the Import-Export tab select Batch Import and then Batch Import. **Note:** You can also use the Sample Order Import 1 map to complete a Keyed Import, which uses a single record to import from the WorldShip.csv file by a key field (such as, Customer ID). The key field uniquely identifies a particular order to import. When using Keyed Import, WorldShip prompts you to enter the key for the order in which you would like to import.	

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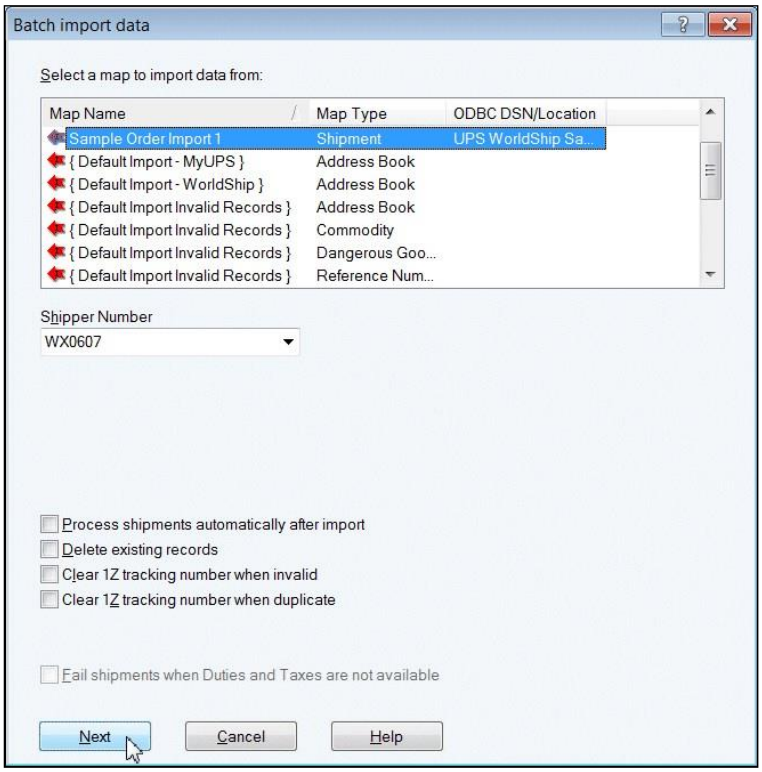
2. The Batch Import Data window appears.

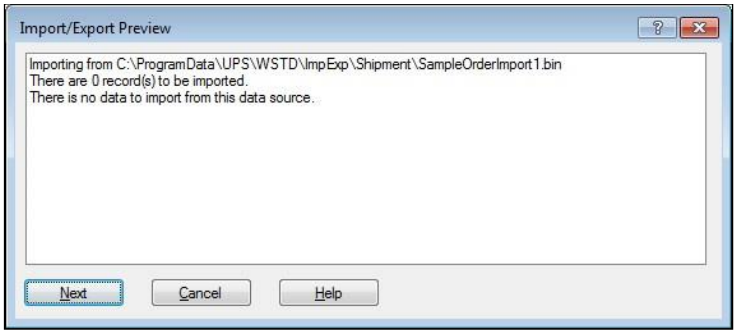
   - Select Sample Order Import 1.
   - Click the Next button.

   Note: This window also provides the Process Shipments Automatically after Import option. This option requires that all information (such as, Weight or Service) needed to complete the shipment appear in the data being imported.



3. The Import/Export Preview window appears and shows the total number of records that appear in your WorldShip.csv file.

   Click the Next button.



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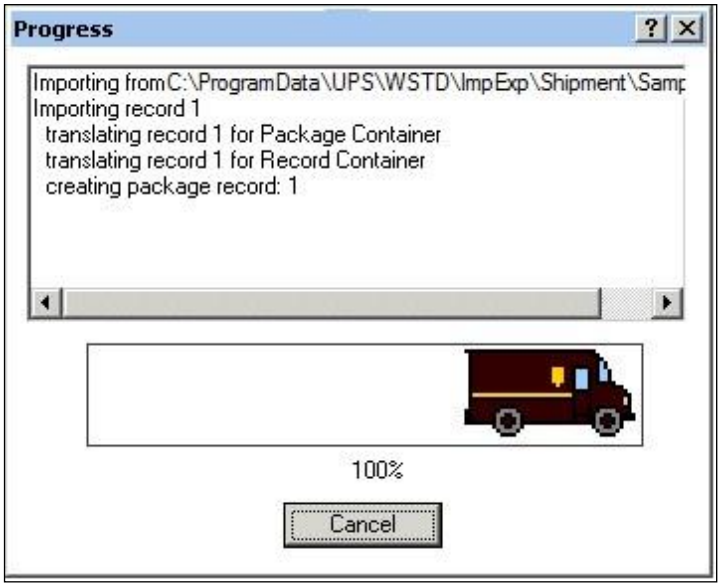
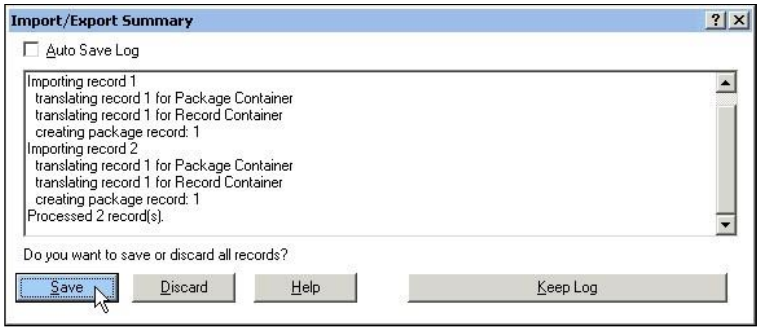
4. The Progress window appears and shows the progress of your import. No action is required.	
5. When the import completes, the Import/Export Summary window appears and shows a summary of the import process. Click Save button.	

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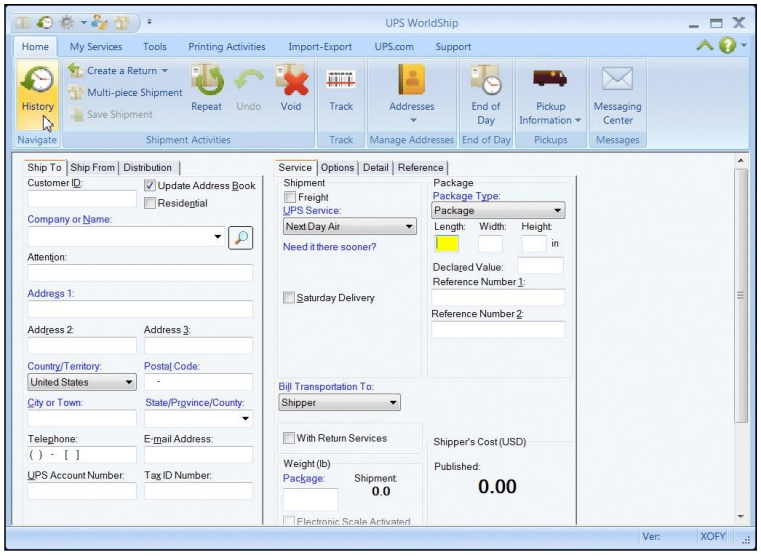
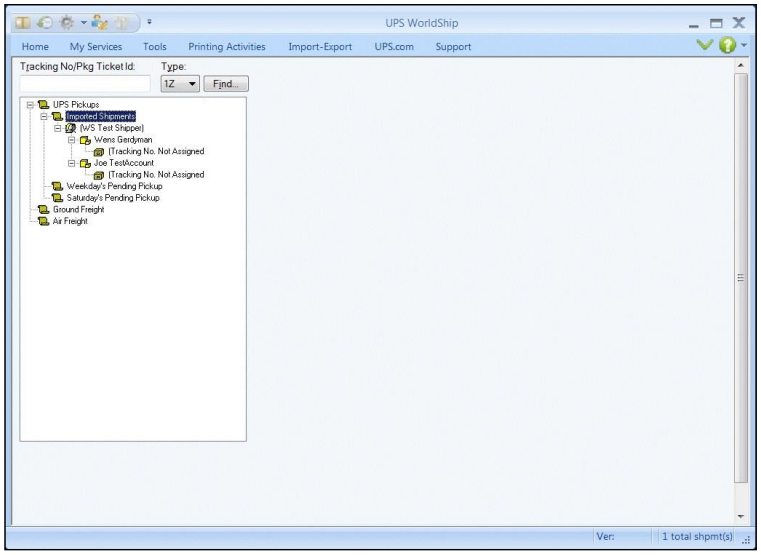
6. The Shipping window appears. On the Home tab, select History or press the F3 key on the keyboard.	
7. The Shipment History window appears. • Open the Imported Shipments folder to view the imported shipments. • Process the imported shipments.	

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