



The following instructions assume the user has installed WorldShip.

This document provides complete instructions for creating import and export maps to facilitate integration between Marketplace shipping at ups.com and WorldShip. Shipments can be imported from Marketplace shipping into WorldShip using Keyed or Batch import and then processed. Processed shipments can be exported from WorldShip into Marketplace shipping with updated shipment information.

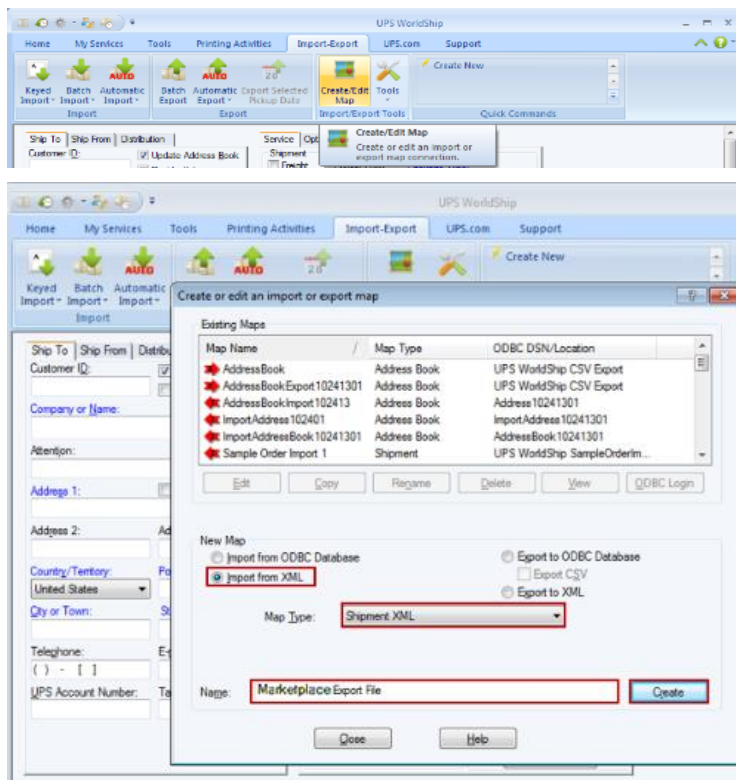


## Steps

### Create an Import Map to Export Orders from Marketplace shipping at ups.com Ship Marketplace Orders into WorldShip

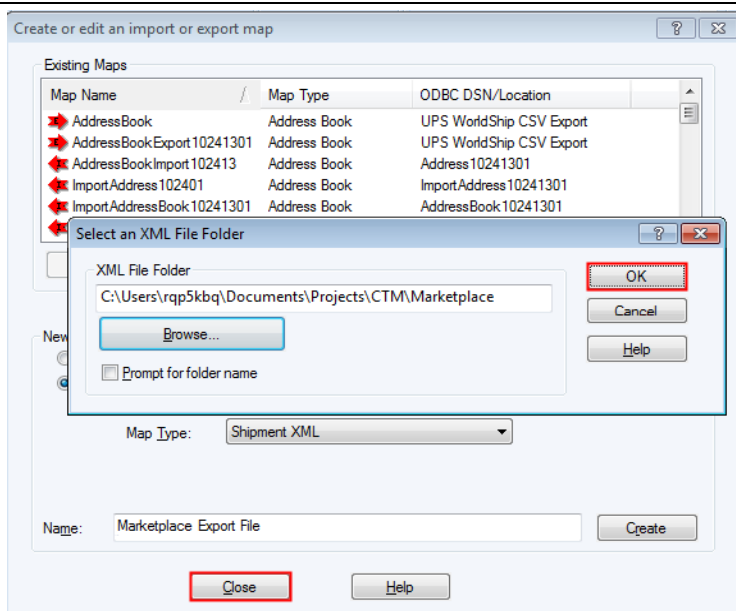
1. In WorldShip, select **Import-Export**, and then select **Create/Edit Map**.
  - In the New Map box, select **Import from XML** For Map Type select **Shipment XML** Name the map and click **Create**.

## Description



2. **Browse** to a XML file folder location and click **OK**.

- a) Click **Close**.





## Steps

3. Export Orders to WorldShip from Marketplace shipping at ups.com
  - a) Login to Marketplace shipping at ups.com/Ship Marketplace Orders
  - b) Select **Ship** or **Combine Multiple Orders** radio button from Order Management
  - c) Select checkbox next to orders you wish to export to WorldShip
  - d) Click **Export Selected Orders**

## Description

**Ship Marketplace Orders**

Order Summary | Order History

Search Orders: Order #, Ship To, etc. [Search](#) [Clear Search](#) Custom Date Range: From: 07/15/2014 To: 08/05/2014 [Get New Orders](#)

☐ Ship Single Order ☒ Ship or Combine Multiple Orders

Select the order number to edit order details. To ship multiple orders or combine orders into a single shipment, select using the checkboxes.

Order Date	Ship To	Description
<input checked="" type="checkbox"/> 07/25/2014	Amazon FR store	Amazon FR store Order Missing Data Bic Cristal Stylo-bil
<input type="checkbox"/> 07/25/2014	Amazon FR store	Amazon FR store Order Missing Data Bic Cristal Stylo-bil
<input type="checkbox"/> 07/25/2014	Amazon Store USA	Amazon Store USA Order Missing Data Dritz 2-Piece Plastic ...
<input type="checkbox"/> 07/25/2014	Amazon Store USA	Amazon Store USA Order Missing Data Dritz 2-Piece Plastic ...
<input type="checkbox"/> 07/24/2014	Amazon Store USA	Amazon Store USA Order Missing Data Dritz 2-Piece Plastic ...

[Combine Selected Orders](#)

☒ Ship Using WorldShip

[Export Selected Orders](#)

Import Order Data: [Browse...](#)

**Order Details**

Order #: 07252014000000000000  
Order From: Amazon FR store  
Order Date: 07/25/2014  
Description: Bic Cristal Stylo-bille 6 Noir 12 Bleu 5 Rouge 4 Vert 20+7 Gratuits

Service: [UPS Ground Service](#)  
Packaging: [Other Packaging](#)  
Dimensions: Length: X Width: X Height: X in  
Weight: lbs

Ship To: [Edit](#)

☐ I need additional shipping options (multiple packages, other shipping options)  
☐ Review Shipping details and price before completing this shipment  
By selecting the Ship Now or Ship Selected Orders button, I agree to the [Terms and Conditions](#)

4. Save the XML file to a location on your computer.

**File Download**

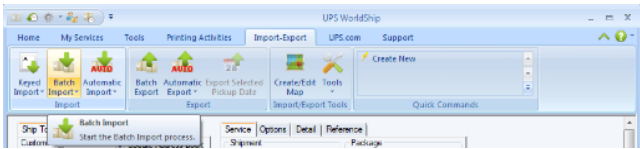
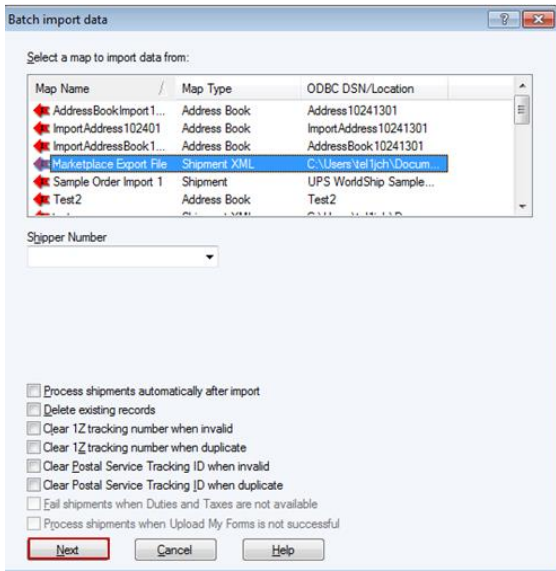
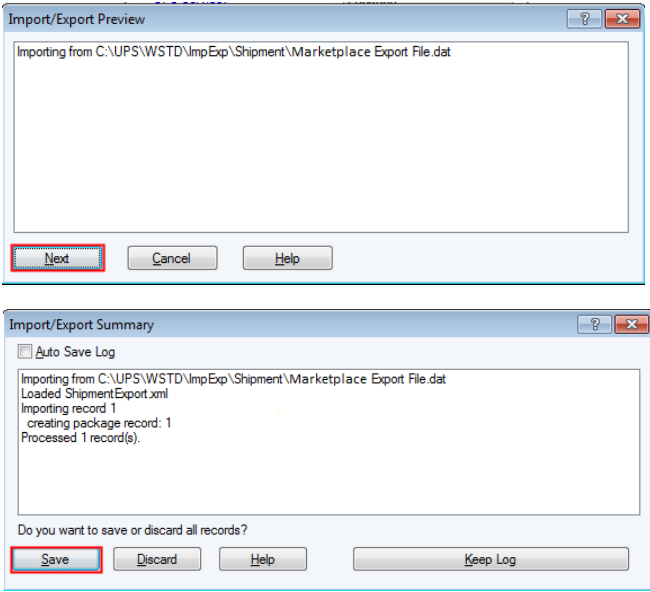
Do you want to open or save this file?

Name: ShipmentExport.xml  
Type: XML Document  
From: www.ups.com

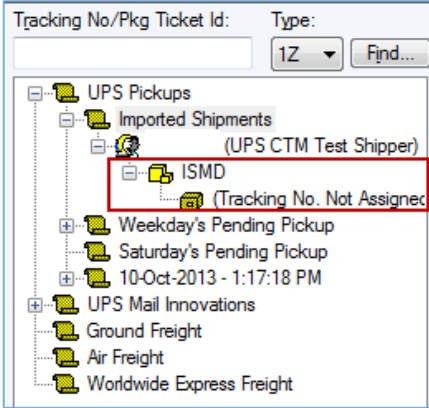
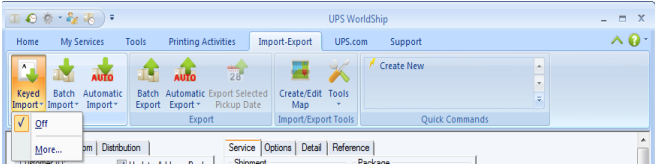
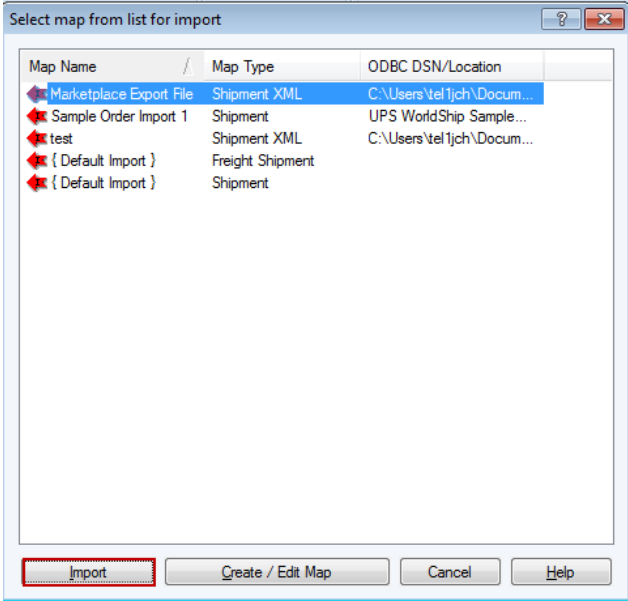
[Open](#) [Save](#) [Cancel](#)

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)



Steps	Description
5. For Batch Import, go to the <b>Import-Export</b> menu in WorldShip and select <b>Batch Import</b> .	
6. Select the import map you created earlier and click <b>Next</b> .	
7. Preview the import/export then click <b>Next</b> and <b>Save</b>	



Steps	Description
8. Imported shipments can be viewed In WorldShip History in the <b>Imported Shipments</b> node.	
9. For key import, select <b>Import-Export</b> then click <b>Keyed Import</b> .	
10. Select the import map you created earlier and click <b>Import</b> .	



## Steps

11. Enter Marketplace shipping at ups.com description number as import key.

## Description

The screenshot shows the 'Enter import key' dialog box in the UPS WorldShip application. The 'Close' button is highlighted in red. The dialog box contains fields for 'Ship To', 'Ship From', 'Distribution', 'Customer ID', 'Update Address Book', 'Residential', 'Company or Name', 'ISMD', 'Attention', 'Address 1', 'USPS PO Box', 'Address 2', 'Address 3', 'Country/Territory', 'Postal Code', 'City or Town', 'State/Province/Country', 'Telephone', 'Email Address', 'UPS Account Number', and 'Tag ID Number'. The 'Service' tab is selected, showing options for 'Freight', 'World Ease', 'UPS Service', and 'Package Type'. The 'Package Type' is set to 'Package'. The 'Length', 'Width', and 'Height' fields are empty. The 'Declared Value' and 'Reference Number' fields are also empty. The 'Need it there sooner?' checkbox is checked. The 'Delivery Date' is 'Unavailable'. The 'Saturday Delivery' checkbox is unchecked. The 'Bill Transportation To' is 'Shipper'. The 'With Return Services' checkbox is unchecked. The 'Shipper's Cost (USD)' is 'Negotiated: 0.00' and 'Published: 0.00'. The 'Electronic Scale Activated' checkbox is unchecked. The 'Detail Cost' button is visible at the bottom right.

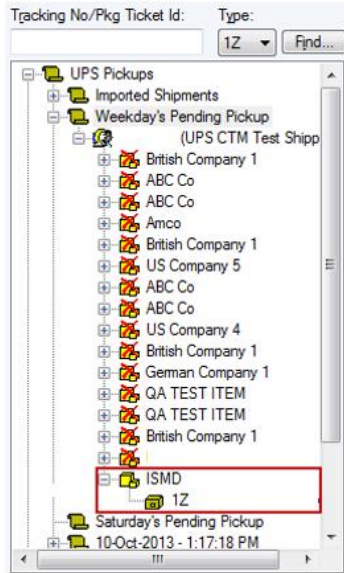

12. Press **Close**.

The screenshot shows the 'Enter import key' dialog box in the UPS WorldShip application. The 'Close' button is highlighted in red. The dialog box contains fields for 'Ship To', 'Ship From', 'Distribution', 'Customer ID', 'Update Address Book', 'Residential', 'Company or Name', 'ISMD', 'Attention', 'Address 1', 'USPS PO Box', 'Address 2', 'Address 3', 'Country/Territory', 'Postal Code', 'City or Town', 'State/Province/Country', 'Telephone', 'Email Address', 'UPS Account Number', and 'Tag ID Number'. The 'Service' tab is selected, showing options for 'Freight', 'World Ease', 'UPS Service', and 'Package Type'. The 'Package Type' is set to 'Package'. The 'Length', 'Width', and 'Height' fields are empty. The 'Declared Value' and 'Reference Number' fields are also empty. The 'Need it there sooner?' checkbox is checked. The 'Delivery Date' is 'Unavailable'. The 'Saturday Delivery' checkbox is unchecked. The 'Bill Transportation To' is 'Shipper'. The 'With Return Services' checkbox is unchecked. The 'Shipper's Cost (USD)' is 'Negotiated: 0.00' and 'Published: 0.00'. The 'Electronic Scale Activated' checkbox is unchecked. The 'Detail Cost' button is visible at the bottom right.

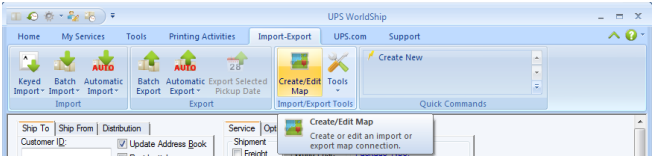
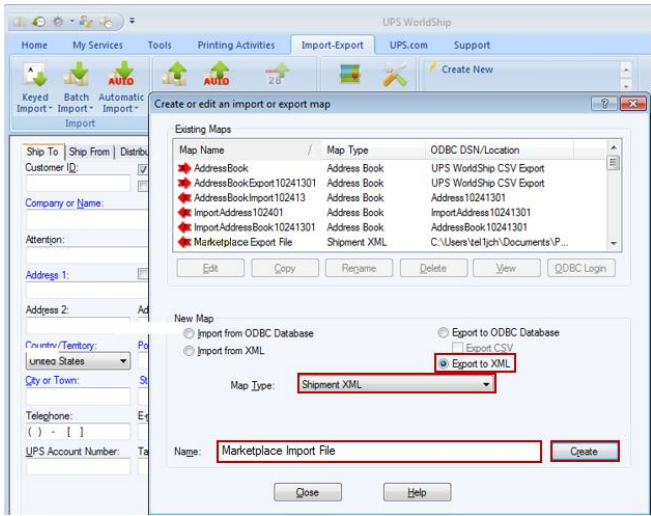
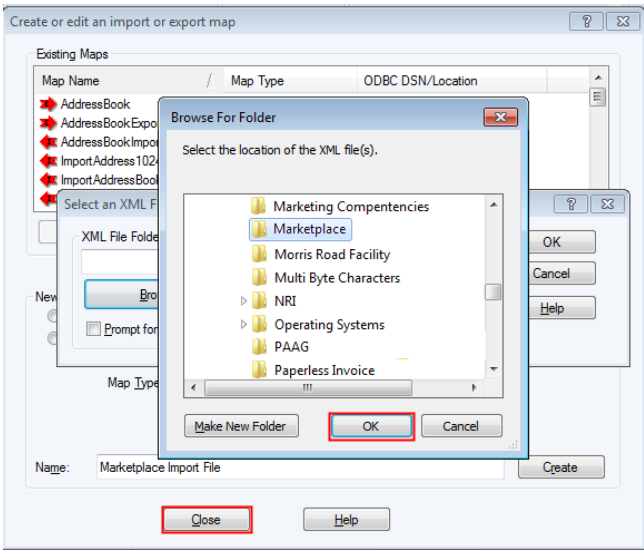
13. Click **Process Shipment (F10)**.

The screenshot shows the 'Enter import key' dialog box in the UPS WorldShip application. The 'Process Shipment (F10)' button is highlighted in red. The dialog box contains fields for 'Ship To', 'Ship From', 'Distribution', 'Customer ID', 'Update Address Book', 'Residential', 'Company or Name', 'ISMD', 'Attention', 'Address 1', 'USPS PO Box', 'Address 2', 'Address 3', 'Country/Territory', 'Postal Code', 'City or Town', 'State/Province/Country', 'Telephone', 'Email Address', 'UPS Account Number', and 'Tag ID Number'. The 'Service' tab is selected, showing options for 'Freight', 'World Ease', 'UPS Service', and 'Package Type'. The 'Package Type' is set to 'Package'. The 'Length', 'Width', and 'Height' fields are empty. The 'Declared Value' and 'Reference Number' fields are also empty. The 'Need it there sooner?' checkbox is checked. The 'Delivery Date' is 'Unavailable'. The 'Saturday Delivery' checkbox is unchecked. The 'Bill Transportation To' is 'Shipper'. The 'With Return Services' checkbox is unchecked. The 'Shipper's Cost (USD)' is 'Negotiated: 7.45' and 'Published: 9.93'. The 'Electronic Scale Activated' checkbox is unchecked. The 'Detail Cost' button is visible at the bottom right.



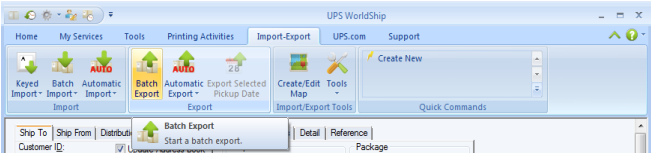
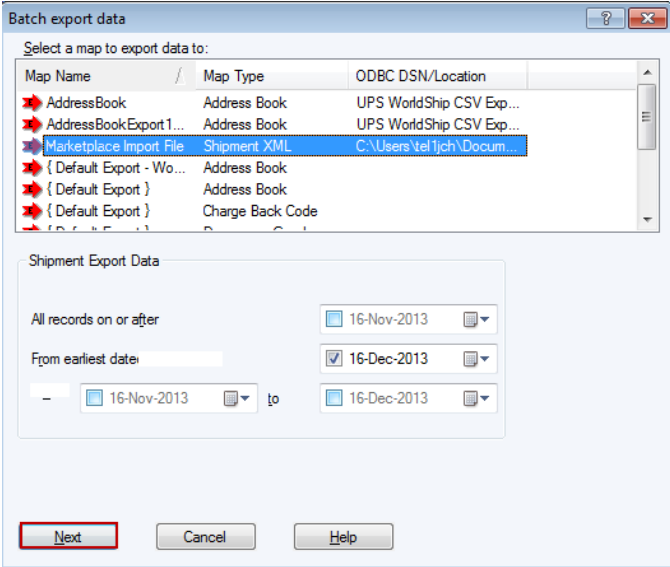
Steps	Description
14. In WorldShip History, processed Marketplace shipments can be viewed in the <b>Weekday's Pending Pickup node</b> .	
15. Perform normal end of day processing. <ul style="list-style-type: none"><li>Start at Step 5 when utilizing an existing import map to export Marketplace shipping at ups.com orders into WorldShip</li></ul>	



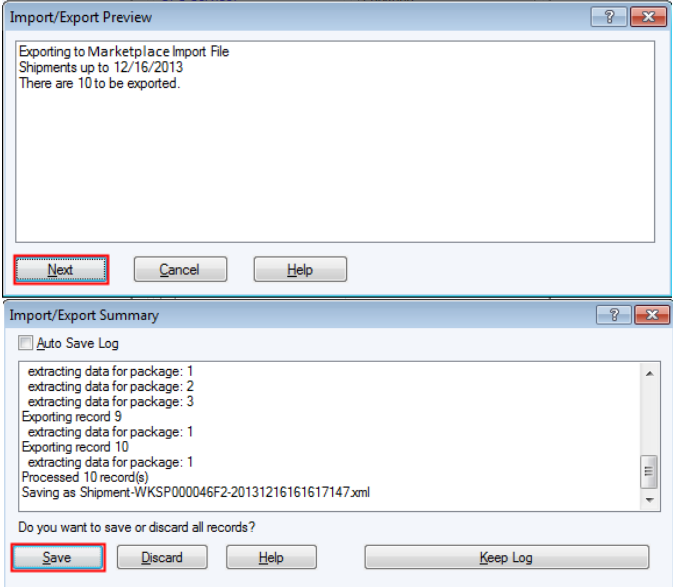
Steps	Description
Create an Export Map to import processed orders from WorldShip into Marketplace shipping at ups.com Order History	
16. In WorldShip, select <b>Import-Export</b> , and then select <b>Create/Edit Map</b> .	
17. In the <b>New Map</b> box, select <b>Export to XML</b> . For <b>Map Type</b> select <b>Shipment XML</b> . Name the map and click <b>Create</b> .	
18. Browse to an XML file folder location and click <b>OK</b> .	
<ul style="list-style-type: none"><li>Click <b>Close</b>.</li></ul>	





Steps	Description
19. Import processed orders from WorldShip into Marketplace shipping at UPS.com Marketplace shipping <b>Order History</b> . <ul style="list-style-type: none"><li>In <b>Import-Export</b>, select <b>Batch Export</b>.</li></ul>	
20. Select the export map you created earlier and click <b>Next</b> .	



Steps	Description
21. Preview the import/export then click <b>Next</b> and <b>Save</b> .	
22. Log into Marketplace shipping at ups.com/Ship Marketplace Orders, select the <b>Ship Using WorldShip</b> link and then click <b>Browse</b> next to <b>Import Order Data</b> : <ul style="list-style-type: none"><li>Select and open file.</li><li>The import is complete. Click <b>OK</b>.</li><li>Start at Step 3 when utilizing existing export map to import WorldShip processed orders into Marketplace shipping at ups.com Order History.</li></ul>	