

# UPS WorldShip Configuration

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Add to UPS Worldship® CSV

If you are a UPS customer that ships from your own location, you are very likely using UPS's own software – UPS Online® WorldShip® – to record the shipments. Actinic Business will export order information into a .csv file that can be imported into WorldShip when you are ready to ship.

UPS Online WorldShip includes a “Connection Assistant” through which you can map the fields in the Actinic-exported .csv file to corresponding fields within WorldShip. Here is an outline of the process for exporting the order information, creating an import map for UPS Online WorldShip, importing the orders and processing them.

## Step 1: Export Actinic Orders, Set Up Data Source

1. The first step is to create the ODBC data source for UPS to read. This must be done by creating the data source from a downloaded order. To export this order, click the 'Add to UPS WorldShip CSV' button.
2. A .csv file of this and all other orders you decide to ship will be created. This file will be found in your Actinic Ecommerce folder in the following location: 'C:\Program Files\Actinic Ecommerce v6\Sites\Site1\SSP\UPSWorldShip'. It is called 'worldshp.csv.'

Note: The WorldShip .csv file is appended with shipment information for any order you choose to process in this manner. It is never overwritten, therefore it is recommended that you add order information to this file only when you are prepared to ship, and that you clear it out each day after orders have been processed, to prevent accidental double processing of shipments.

3. Set the 'worldshp.csv' file up as an ODBC data source on your computer:
  - a. Go to Start | Settings | Control Panel | ODBC Data Sources. (Windows 2000 and NT users, this may also be found at Start | Settings | Control Panel | Administrative Tools | ODBC Data Sources, depending on your configuration.)
  - b. Click Add. Choose the “Microsoft Text Drivers (.txt, .csv)” and click Finish.
  - c. Name the Data Source “worldshp.csv.” Click on the “Options>>” button and indicate the file extension “.csv.” Un-check the “Use Current Directory” box and click the Select Directory button to find browse for the “worldshp.csv” file. It will be at C:\Program Files\Actinic ecommerce v6\Sites\Site1\SSP\UPSWorldShip, where Site1 is your site name.
  - d. Click OK. The ODBC Data Source is now set up. You will not need to repeat this step.

## Step 2: Set Up UPS Import Map

1. Launch UPS Online WorldShip. Click UPS Online Connect | Connection Assistant. This will start the Connection Assistant Wizard.
2. On the first screen, choose Create a New Map for Import
3. On the next screen, choose “Shipment” from the “Import Data Types” drop down box.
4. On the next screen, click the “By Known ODBC Source” radio button and choose the “worldshp.csv” ODBC source you created earlier.

5. On the fourth screen, click the New Import radio button and name your import map in the space provided.
6. Click Finish on the fifth screen and you will be presented with the “Edit Import Map” screen.

Below is a completed import map:

7. The first step in mapping the fields in the ODBC Table (the exported order information) into the WorldShip Fields is to set the ODBC table as the “Primary Table.” Do this by clicking on the table name and clicking the Is Primary button. This button will change to Primary Table, indicating you have made your choice.
8. Next, define a key data field for the import by clicking on a data field and clicking the Define Key button. In the above example, we have chosen the Actinic Order Number for this.
9. On the next screen, choose which fields from the Actinic import file (“ODBC Tables” area, on the left) will map to fields in WorldShip (“WorldShip Fields” area, on right). Do this by clicking on an Actinic field, clicking on a WorldShip field and clicking the Connect button. You can click Disconnect to cancel any link.

Note: there are several tables within WorldShip to choose from, i.e. Shipment Information, Ship To, etc., where the data fields that correspond to the Actinic fields will be found. It may be tricky to decide which Actinic fields should map to which WorldShip fields, so you should review the worldship.csv file and its data.

The following table provides a guideline for mapping the fields, based on the standard Actinic Business sample store. Your catalog may be configured differently, so keep that in mind as you complete this step.

Actinic Field	Recommended WorldShip Table	Recommended WorldShip Field
OrderNumber1	Package	Reference 1
OrderDate	No UPS equivalent	
InvoiceName	Do not map Invoice information if you allow separate bill to and ship to	
addresses online		
InvoiceCompany		
InvoiceAddressLine1		
InvoiceAddressLine2		
InvoiceAddressLine3		
InvoiceAddressLine4		
InvoiceCountry		
InvoiceState		
InvoicePostalCode		
InvoicePhoneNumber		
InvoiceFAXNumber		
InvoiceEmailAddress		
CustomerExternalReference2	Package	Reference 2
DeliveryName3	Ship To	Attention
DeliveryCompany3	Ship To	Company or Name
DeliveryAddressLine1	Ship To	Street Address
DeliveryAddressLine2	Ship To	Room/Floor/Address 2
DeliveryAddressLine3	Ship To	City
DeliveryAddressLine4	Not mapped; no equivalent	
DeliveryCountry	Ship To	Country
DeliveryState	Ship To	State

DeliveryPostalCode	Ship To	Postal/Zip Code
DeliveryPhoneNumber	Ship To	Telephone
DeliveryFAXNumber	Ship To	Fax Number
DeliveryEmailAddress	Shipment Information	Recipient Email Address
UserDefinableShipping4	Shipment Information	Special Instructions
Weight	Package	Weight
UPSService	Shipment Information	Service type
PackageType	Package	Package Type
ResidentialIndicator	Ship To	Residential Indicator

When all your fields are mapped, click OK and your map will be saved. You will not need to create this map again.

### **Step 3: Importing Actinic Orders to UPS Online WorldShip for Processing**

1. In UPS Online WorldShip, click UPS Online Connect | Batch Import.
2. Choose your Actinic map and options for processing and click Next.
3. WorldShip will analyze the data to be imported and provide a report. Click Next to continue.
4. You will next see a log of the process, whether the import was a success or failure. Choose to Save or Discard the log.
5. In your Pickup Log view in UPS WorldShip, you will see a new category, “Imported Shipments.”
6. Tracking numbers are assigned to shipments when they are processed. To process shipments, you need to check the orders you’re ready to ship and process them either manually or automatically.

In our example, we will process the order manually. Click on an order to be processed and then click Activities | Mark Shipments or click the [F4] button on your keyboard. This will place a blue checkmark over the shipment.

7. Click Activities | Marked Shipment Activities | Process Imported Shipments Manually or click [Shift+F4]. Your view will change to the Shipping screen.
8. All your customer info will be populated. Click the Process Shipment button or press the [F10] button on your keyboard and UPS Online WorldShip will create a Tracking Number and print a shipping label as usual. This tracking number can be emailed to the customer from Actinic Business. See the Tracking section below for more information.

Note: For Help with technical questions on UPS Online WorldShip, consult the Help in the software, or contact their Help Desk at 888-553-1118.