



[Knowledgebase](#) > [ShipTo](#) > [Miscellaneous](#) > [UPS Create Keyed Import Launch Button v2014 and Later](#)

# UPS Create Keyed Import Launch Button v2014 and Later

Cavallo Support - 2024-11-22 - [Miscellaneous](#)

## Overview

These instructions will allow you to set up a button to auto-start the ShipTo Keyed Import option in UPS WorldShip 2014 or later.

1. Open UPS WorldShip and go to the Import-Export tab.
2. Click the **Create New** button in the Quick Commands section.

The screenshot shows the UPS WorldShip software interface. The 'Import-Export' tab is selected. In the 'Quick Commands' section, the 'Create New' button is highlighted with a red box. The main window displays various fields for creating a shipment, including 'Ship To', 'Ship From', 'Distribution', 'Service', 'Options', 'Detail', and 'Reference'.

Keyed Import Batch Automatic AUTO Batch Automatic Export Selected Pickup Date 28 Create/Edit Tools Import/Export Tools Quick Commands

Home Tools Printing Activities Import-Export UPS.com Support

Ship To Ship From Distribution

Customer ID: Update Address Book Residential

Company or Name: Attention: Address 1: Address 2: Address 3: Country/Territory: Postal Code: United States City or Town: State/Province/Country: Telephone: Email Address: UPS Account Number: Tax ID Number:

Service Options Detail Reference

Shipment Freight UPS Service: Next Day Air Need it there sooner? Saturday Delivery

Package Package Type: Length: Width: Height: in Declared Value: Reference Number 1: Reference Number 2:

Bill Transportation To: Shipper

With Return Services Shipper's Cost (USD) Published: 0.00

Weight (lb) Package: Shipment: 0.0 Electronic Scale Activated

Detail Cost

Shipper: Profile E28297 UPS

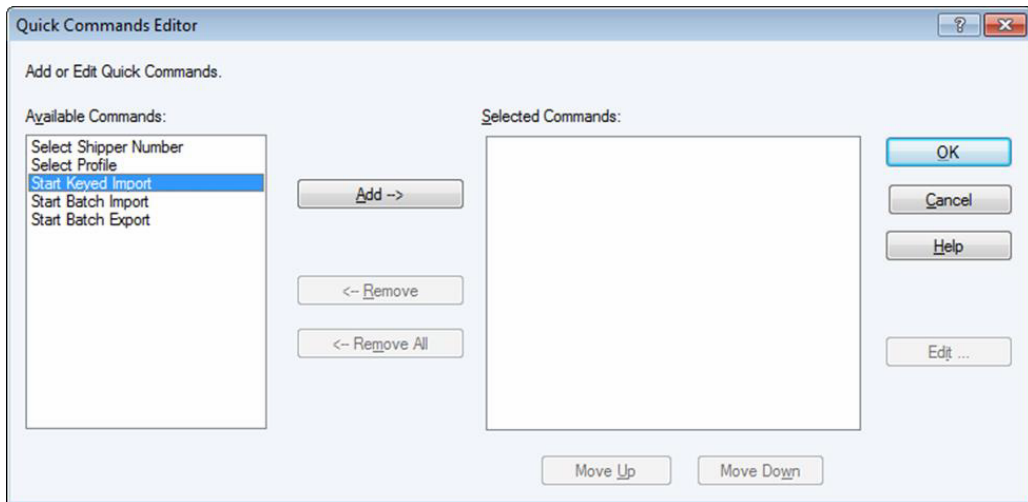
Pkg: 1 is NEW Process Shipment F10

Add 1 Pkgs Delete Pkg

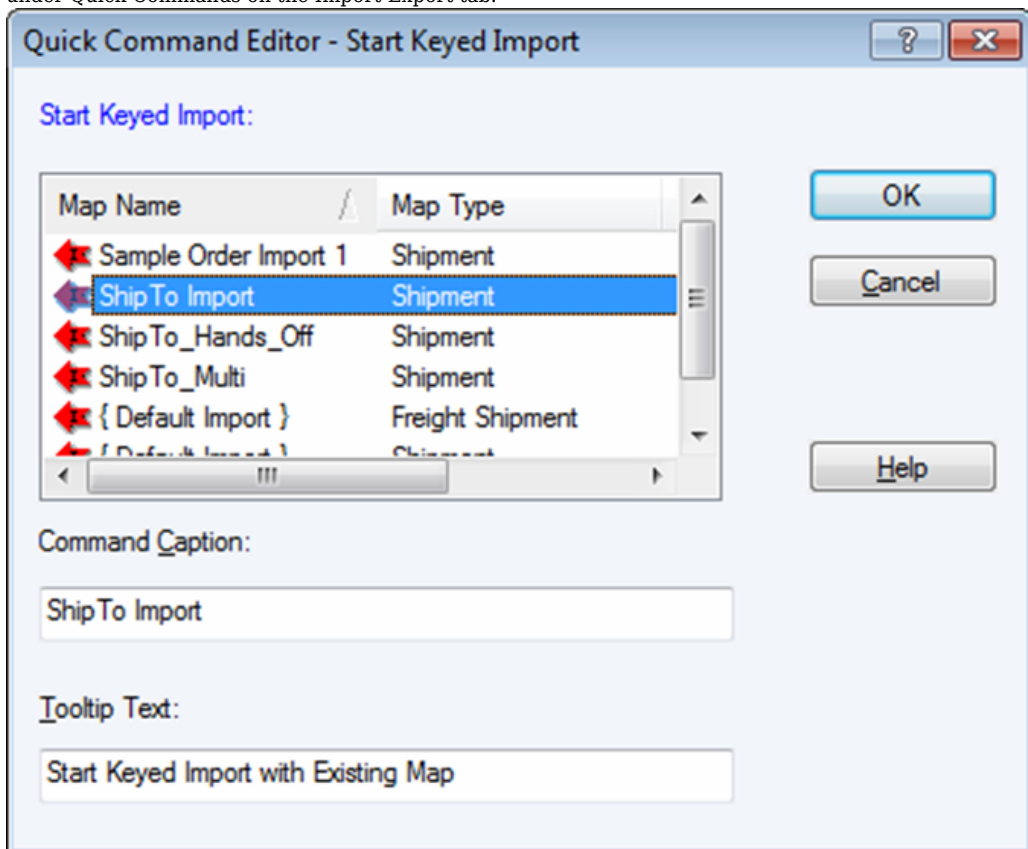
Your invoice may vary from the displayed rates.

Ver: 18.0.27 ASK Pending: 0 Shpmt(s), 0 Pkg(s)

3. In the Quick Commands Editor window, select Start Keyed Import from the list of available commands, and click **Add**.



4. Select ShipTo Import from the list of available maps and click **OK**. ShipTo Import will now show up under Quick Commands on the Import-Export tab.



UPS WorldShip

Home Tools Printing Activities Import-Export UPS.com Support

Keyed Import Batch Import Automatic Import **AUTO** Batch Export Automatic Export **AUTO** Export Selected Pickup Date 28 Create/Edit Map Tools **ShipTo Import** Create New

Quick Commands

---

Ship To | Ship From | Distribution

Customer ID:   Update Address Book  
 Residential

Company or Name:

Attention:

Address 1:

Address 2:  Address 3:

Country/Territory:  Postal Code:   
 United States -

City or Town:  State/Province/County:

Telephone:  E-mail Address:   
 ( ) - [ ]

UPS Account Number:  Tax ID Number:

---

Service | Options | Detail | Reference

Shipment  Freight  
 UPS Service:  Next Day Air  
 Need it there sooner?  
 Saturday Delivery

Package  
 Package Type:  Package  
 Length:  Width:  Height:  in  
 Declared Value:   
 Reference Number 1:   
 Reference Number 2:

Bill Transportation To:  
 Shipper

With Return Services

Weight (lb)  
 Package:  Shipment: **0.0**  
 Electronic Scale Activated

Shipper's Cost (USD)  
 Published: **0.00**

---

Shipper:  Profile   
 E28297 UPS

Pkg:   1 Pkgs  is NEW

Your invoice may vary from the displayed rates.

Ver: 18.0.27 ASK Pending: 0 Shpmt(s), 0 Pkg(s)