



UPS Create Keyed Import Launch Button v2014 and Later

Megan De Freitas - 2024-11-22 - Miscellaneous

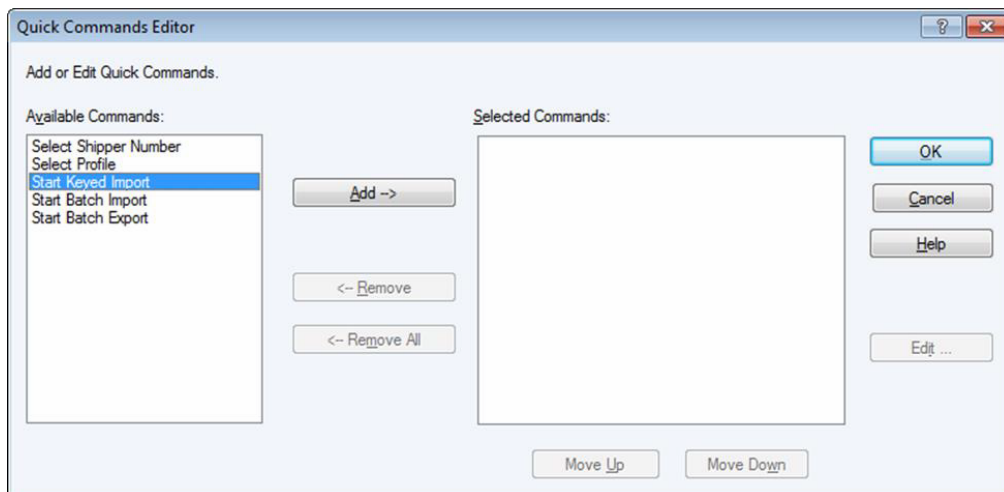
Overview

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

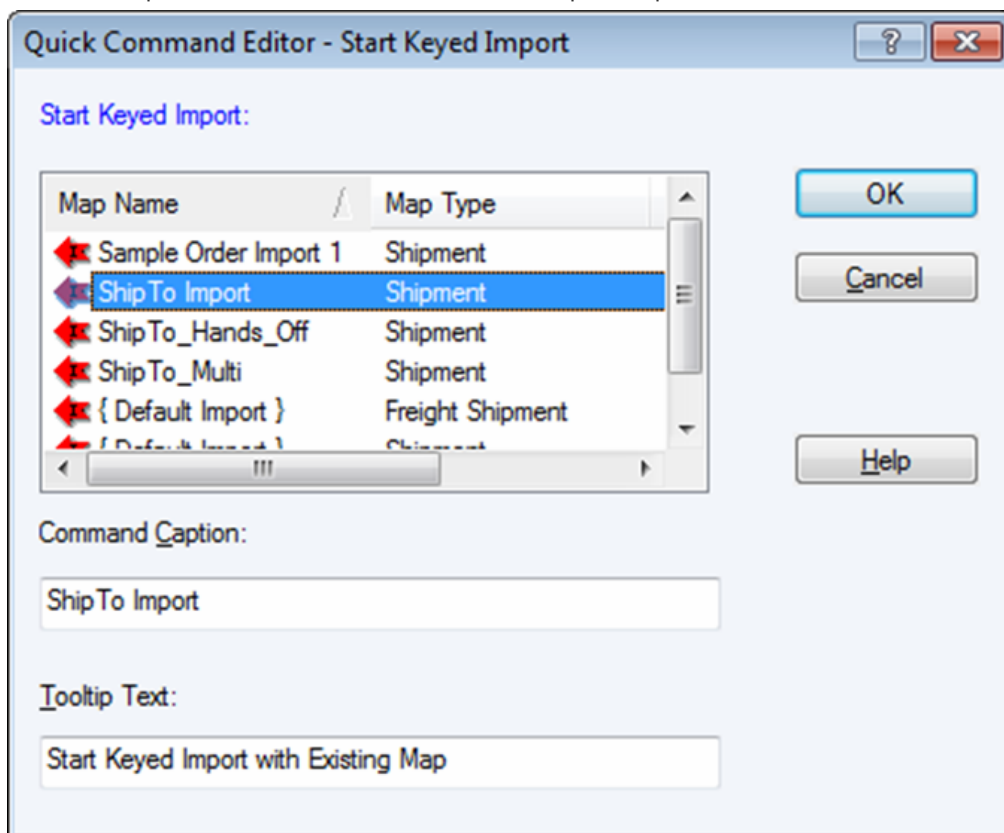
1. Open UPS WorldShip and go to the Import-Export tab.
2. Click the **Create New** button in the Quick Commands section.

The screenshot displays the UPS WorldShip software interface. The top navigation bar includes 'Home', 'Tools', 'Printing Activities', 'Import-Export', 'UPS.com', and 'Support'. The 'Import-Export' tab is active, showing a 'Quick Commands' section with a 'Create New' button highlighted in red. Below this, the 'Ship To' section contains fields for Customer ID, Company or Name, Attention, Address 1, Address 2, Address 3, Country/Territory (United States), Postal Code, City or Town, State/Province/County, Telephone, Email Address, UPS Account Number, and Tax ID Number. The 'Service' section includes options for Shipment, Freight, UPS Service (Next Day Air), Need it there sooner?, Saturday Delivery, Bill Transportation To (Shipper), With Return Services, Weight (lb) (Package: 0.0, Shipment: 0.0), and Electronic Scale Activated. The 'Package' section includes Package Type, Length, Width, Height, Declared Value, Reference Number 1, and Reference Number 2. The 'Shipper's Cost (USD)' is displayed as 0.00. At the bottom, there is a 'Process Shipment F10' button and a status bar showing 'Ver: 18.0.27 ASK Pending: 0 Shpmt(s), 0 Pkg(s)'. A note at the bottom left states 'Your invoice may vary from the displayed rates.'

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 Export Selected Pickup Date 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:

Shipper: Profile:
 E28297 UPS

Service | Options | Detail | Reference

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

Saturday Delivery

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

Bill Transportation To: Shipper

With Return Services

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

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

Pkg: 1 is NEW
 1

Your invoice may vary from the displayed rates.

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