



UPS Create Keyed Import Launch Button v2014 and Later

Megan De Freitas - 2024-11-22 - Miscellaneous

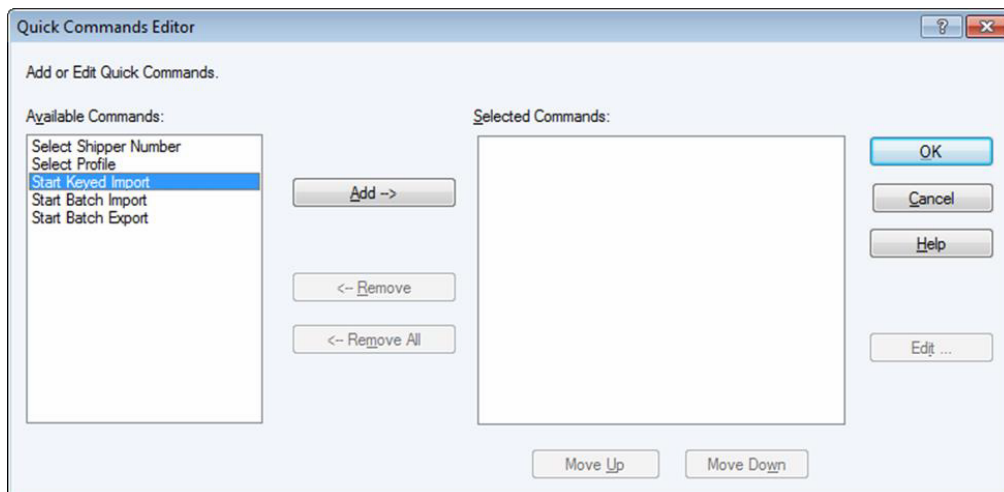
Overview

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

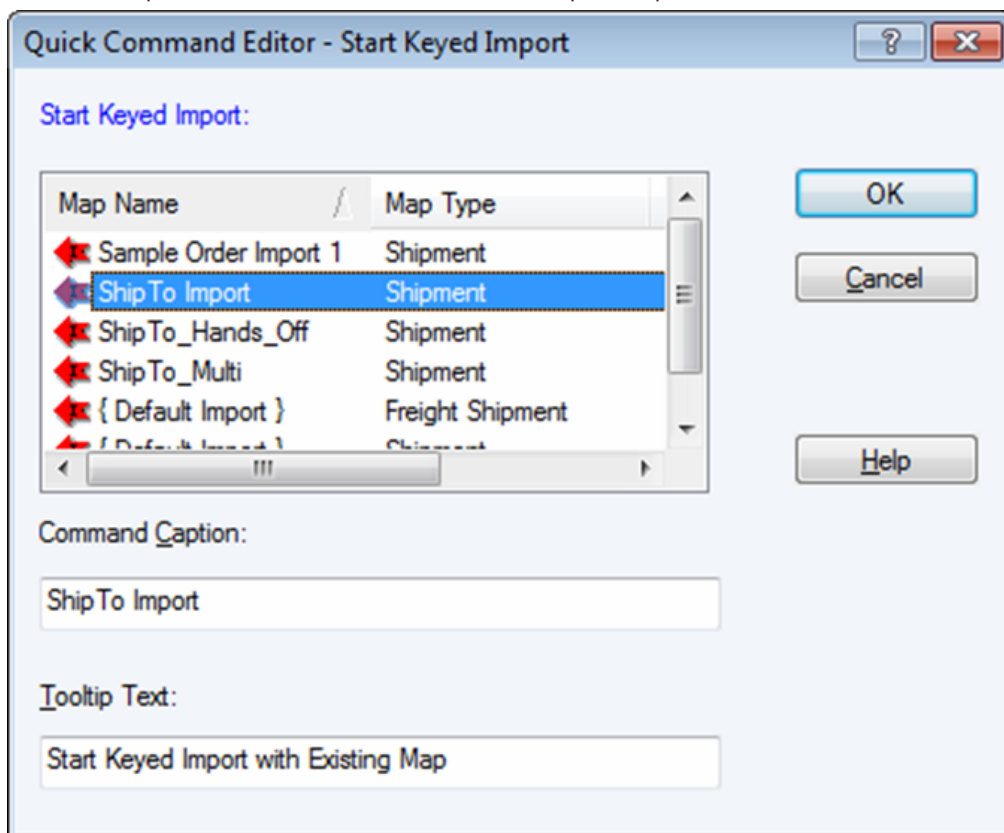
1. Open UPS WorldShip and go to the Import-Export tab.
2. Click the **Create New** button in the Quick Commands section.

The screenshot displays the UPS WorldShip application window. The 'Import-Export' tab is selected in the top navigation bar. Below the navigation bar, there are several tool icons: 'Keyed Import', 'Batch Import', 'Automatic Import', 'Batch Export', 'Automatic Export', 'Export Selected Pickup Date', 'Create/Edit Map', and 'Tools'. A 'Create New' button is highlighted with a red box in the 'Quick Commands' section. The main workspace is divided into two panes. The left pane contains fields for 'Ship To' information, including 'Customer ID', 'Company or Name', 'Attention', 'Address 1', 'Address 2', 'Address 3', 'Country/Territory', 'Postal Code', 'City or Town', 'State/Province/County', 'Telephone', 'Email Address', 'UPS Account Number', and 'Tax ID Number'. The right pane contains fields for 'Service' options, including 'Shipment', 'Freight', 'UPS Service', 'Next Day Air', 'Need it there sooner?', 'Saturday Delivery', 'Bill Transportation To', 'With Return Services', 'Weight (lb)', 'Package', 'Shipment', 'Electronic Scale Activated', 'Shipper's Cost (USD)', 'Published', and 'Reference Number 1' and 'Reference Number 2'. At the bottom of the right pane, there is a 'Detail Cost' button. The status bar at the bottom of the window shows '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

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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:

United States

Postal Code:

City or Town:

State/Province/County:

Telephone:

() - []

E-mail Address:

UPS Account Number:

Tax ID Number:

Shipper:

E28297

Profile

UPS

Service

Options

Detail

Reference

Shipment

Freight

UPS Service:

Next Day Air

Need it there sooner?

Saturday Delivery

Bill Transportation To:

Shipper

With Return Services

Weight (lb)

Package:

Shipment:

0.0

Electronic Scale Activated

Package

Package Type:

Package

Length:

Width:

Height:

in

Declared Value:

Reference Number 1:

Reference Number 2:

Shipper's Cost (USD)

Published:

0.00

Detail Cost

Pkg:

1

is NEW

Add

1

Pkgs

Delete Pkg

Process Shipment

F10

Your invoice may vary from the displayed rates.

Ver: 18.0.27

ASK

Pending: 0 Shpmt(s), 0 Pkg(s)