



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

UPS Create Keyed Import Launch Button v2014 and Later

Megan De Freitas - 2024-11-22 - [Miscellaneous](#)

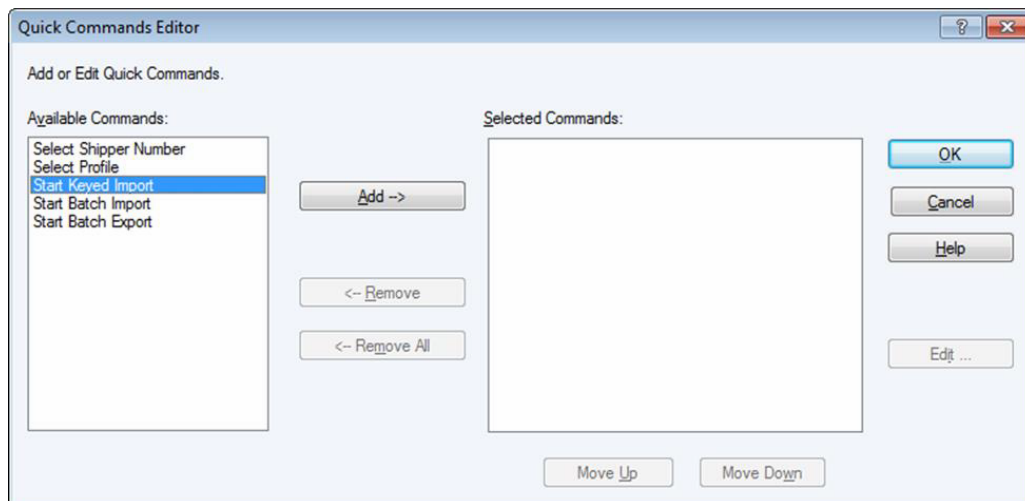
Overview

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

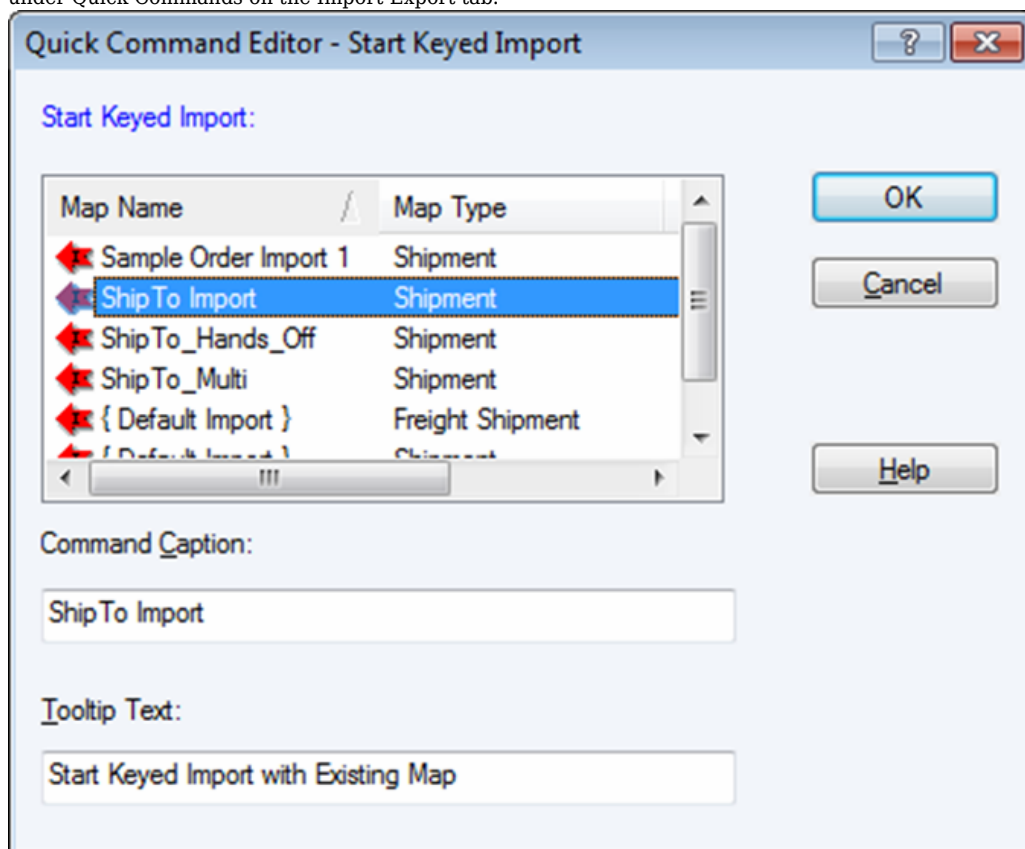
1. Open UPS WorldShip and go to the Import-Export tab.
2. Click the **Create New** button in the Quick Commands section.

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 icons for '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 area of the window is divided into several sections: 'Ship To' (with fields for Customer ID, Company or Name, Attention, Address 1, Address 2, Address 3, Country/Territory, Postal Code, City or Town, State/Province/Country, Telephone, E-mail Address, UPS Account Number, and Tax ID Number), 'Service' (with options for Freight, UPS Service, Next Day Air, Need it there sooner?, Saturday Delivery, Bill Transportation To, With Return Services, Weight (b), Package, Shipment, Electronic Scale Activated), 'Package' (with fields for Package Type, Length, Width, Height, Declared Value, Reference Number 1, Reference Number 2), and 'Shipper's Cost (USD)' (with a Published field showing 0.00). At the bottom, there is a 'Detail Cost' button and a 'Process Shipment F10' button. The status bar at the bottom right 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

Home

Tools

Printing Activities

Import-Export

UPS.com

Support

Keyed Import

Batch Import

Automatic Import

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:

City or Town:

State/Province/County:

Telephone:

E-mail Address:

UPS Account Number:

Tax ID Number:

Shipper:

Profile

Service

Options

Detail

Reference

Shipment

☐ Freight

UPS Service:

Next Day Air

Need it there sooner?

☐ Saturday Delivery

Package

Package Type:

Package

Length:

Width:

Height:

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

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)