

DGIS / UPS Worldship integration - Exportws.mdb file

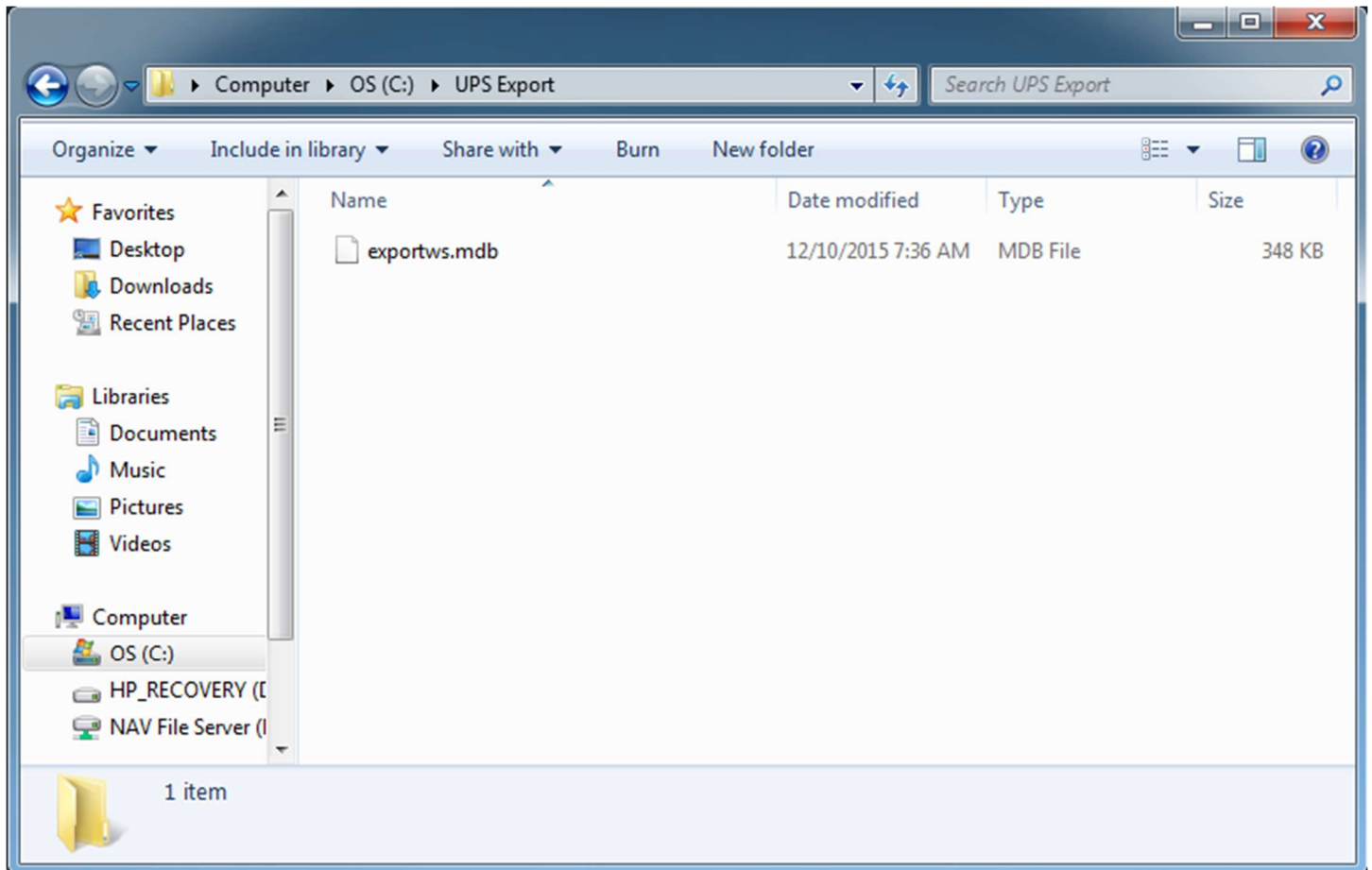
Video url, https://youtu.be/dk4OBaGoK_Y

Creating the UPS Export Folder

Before you can export a shipment into UPS WorldShip for the first time, there are a few steps you need to take to set up the integration between DGIS and WorldShip:

On your PC:

1. Go to the Start menu and click on Computer.
2. From there, open up the C: drive.
3. If there is not already a folder called UPSEExport, create one by clicking on New Folder and name it UPSEExport. If there is already a folder called UPSEExport, open it to see if it has an [ExportWS.mdb](#) file in it and then skip to the next step.



Saving the ExportWS.mdb file

If you don't have a current shipment but want a blank ExportWS.mdb file to put in the directory for now, there is one attached at the end of this article.

After integration is set up, follow these steps to export your shipments from DGIS to WorldShip:

1. Process your shipping paper. Complete the shipping information, package/material information, and print your shipping paper. Be sure to confirm that it printed correctly.
2. Under Print, go to Certifications and print your Certification. Be sure to confirm that it printed correctly.

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Welcome, Caleb Wrege [Log Out](#)

Home Parts **Shipping Papers** Regulations Administration Training Help

Search for [Select] Find Match for View My Shipments Search Clear

Form Type UPS Certification Regulation [Select] Shipment Dates All Dates Shipment Collections

Certifications Page 1 of 1 ☐ Expand All ☐ Select All

Select	View	Ship Date	Transport Mode	Consignee Address	Waybill / Package / Shipper's Reference	Delete
<input checked="" type="checkbox"/>		1/7/2016			1DE27799C186	
<input type="checkbox"/>		1/7/2016			5EEDCAC90AF0	
<input type="checkbox"/>		1/7/2016			3D8123FB5DCC	
<input type="checkbox"/>		1/7/2016			CAAAD4691C26	
<input type="checkbox"/>		1/7/2016			393F0F5B146E	

3. Under Tools, go to Integration and select the shipment(s) and click on Export Selected. Make sure that WorldShip is closed.

Search for [Select] Find Match for View My Shipments Search Clear

Form Type UPS Laser [UPS WorldShip set-up instructions](#)

Shipments Page 1 of 2 ☐ Expand All ☐ Select All

Select	View	Ship Date	Transport Mode	Consignee Address	Waybill / Package / Shipper's Reference	Delete
<input checked="" type="checkbox"/>		12/16/2015		Sci-tron	E048E5F1AC22	
<input type="checkbox"/>		12/9/2015		Sci-tron	77D8B92CB856	
<input type="checkbox"/>		11/4/2015		Sci-tron	D1CFF464051E	
<input type="checkbox"/>		10/14/2015		Sci-tron	Package A	
<input type="checkbox"/>		8/27/2015		Test	9F24009E3299	
<input type="checkbox"/>		7/29/2015		Sci-tron	9F45FE4E1E41	

- When the data is exported, make sure you choose to SAVE AS and save the export file to the UPSExport folder. (You may need to change your web browser settings that will allow you to save to a folder location)
- Make sure you select the existing ExportWS.mdb file and select save. When it asks you if you want to replace the existing file, click on yes.

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6. Next a box will pop up asking you to confirm if your data was exported successfully.



Before confirming that the data was exported successfully, you will want to make sure you can pull up your shipment in Worldship. Once you've selected yes, you will not be able to export the shipment again.

7. Once you have confirmed your shipment has exported to Worldship successfully, you can select yes on the confirmation prompt.