

Setting up the WorldShip Connection

Before you can export a shipment into WorldShip for the first time, there are a few steps you need to take to set up the integration between DGIS and WorldShip (you can always contact Technical Support for assistance with these steps):

Please refer to the article [Creating a UPS Export folder and saving the export file](#) to create the file needed to complete the integration.

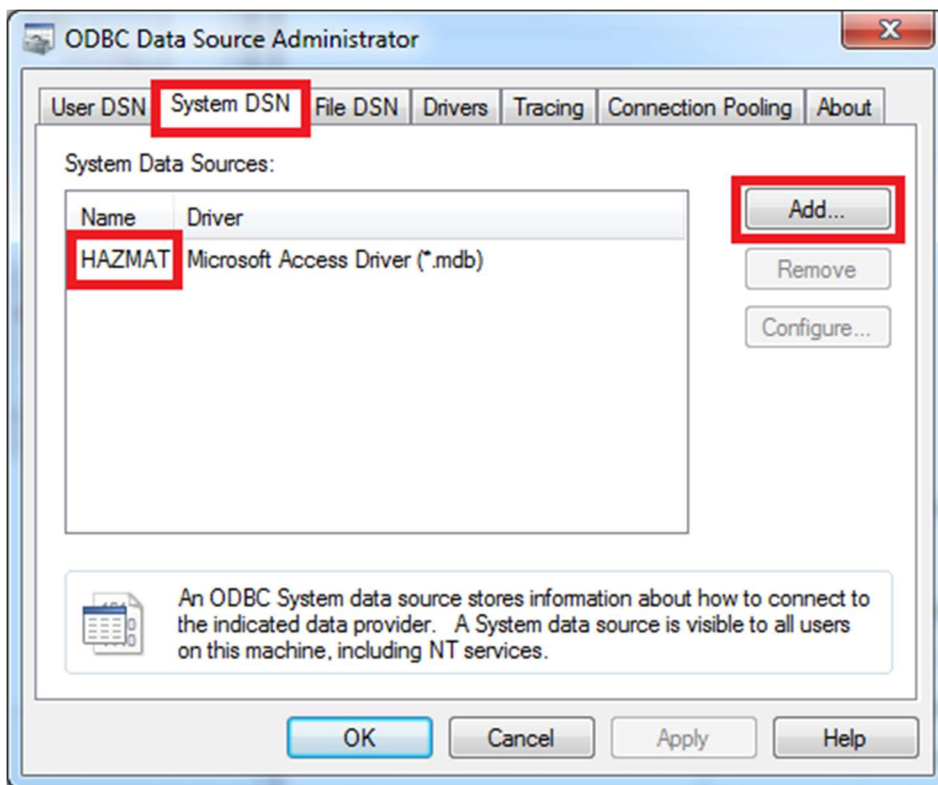
Video url, <https://youtu.be/EQfLOCInU9A>

Set up the data connection

Open up the ODBC Data Source Administrator by right clicking on it and then clicking on Run as Administrator.

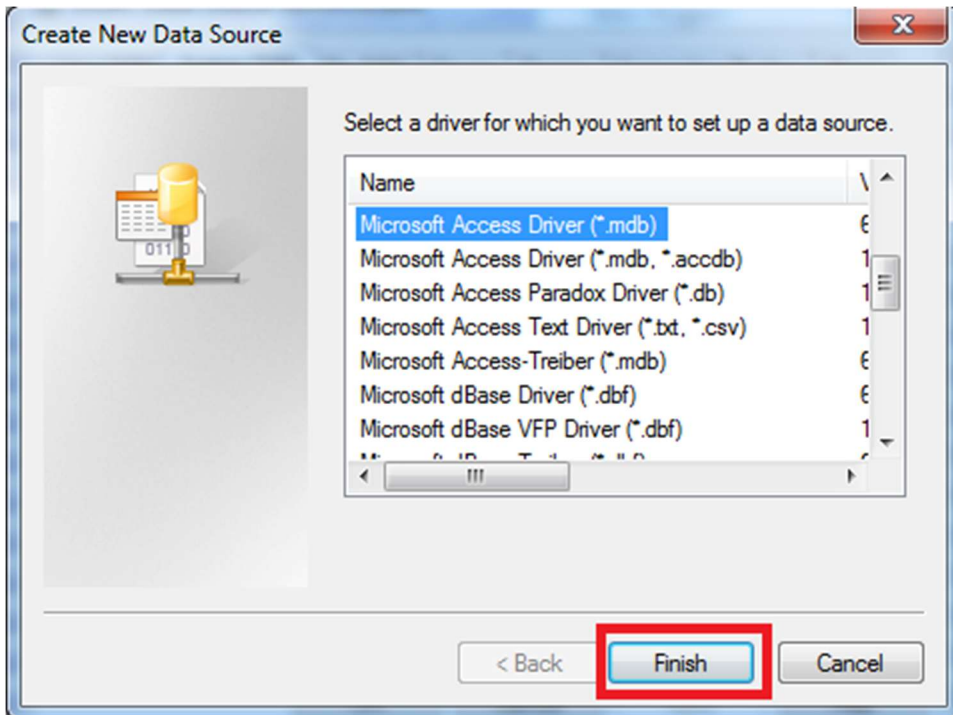
- If your OS system type is 32-bit, go to Start > Control Panel > Administrative Tools > Data Sources (ODBC)
- If your OS system type is 64-bit, go to C:\Windows\SysWOW64\odbcad32.exe. Right-click on Filename and select Run as Administrator.

Select the System DSN tab. If there is a HAZMAT listing, remove it. Then select Add.

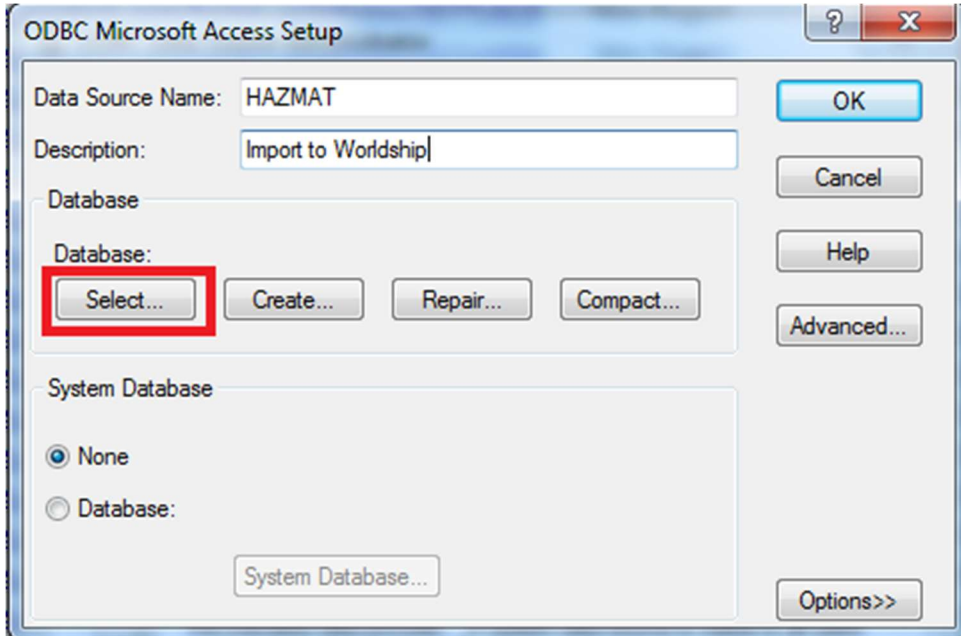


Select the Microsoft Access Driver (*.mdb) and then click on Finish.

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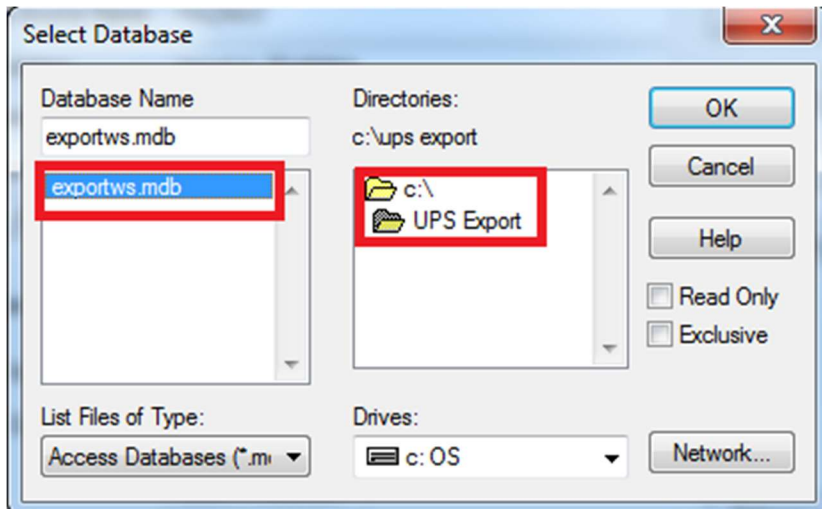


Name it HAZMAT and put WorldShip Integration in the description. Click Select to choose the database file.



In the right hand column, double click on the C: drive folder and then double click on the UPSEXPOT folder. Click on the ExportWS.mdb file that appears in the left hand column.

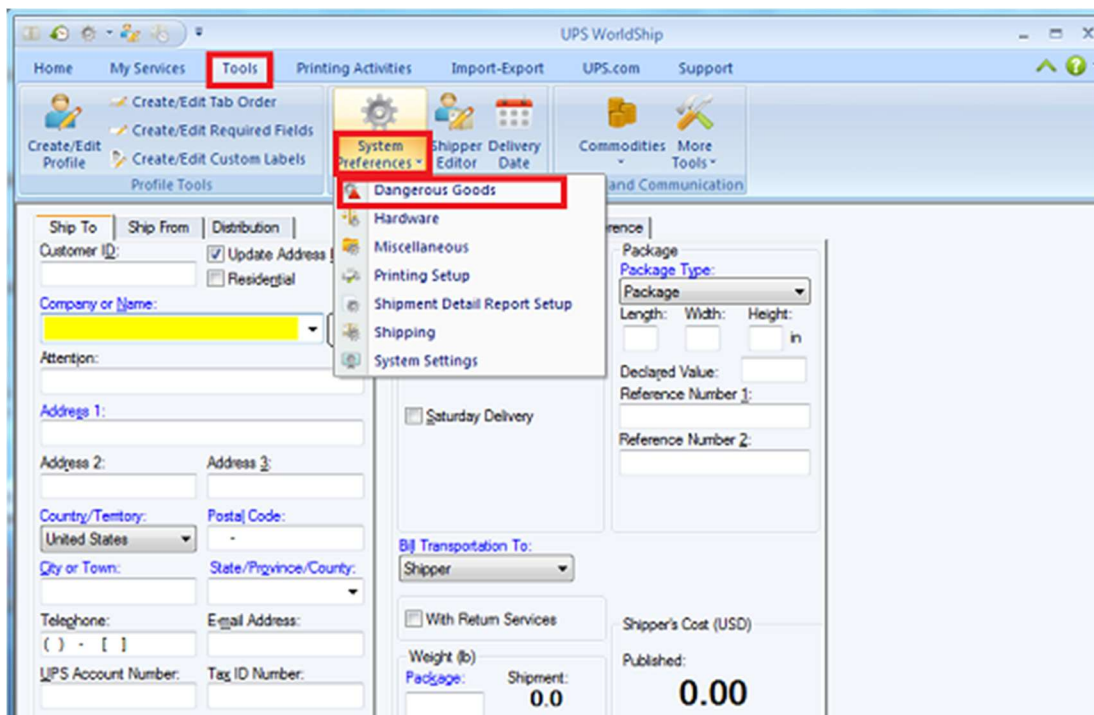
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Click on Ok and exit out of the ODBC.

Settings within UPS WorldShip

Open UPS WorldShip and go to the Menu bar, click Tools, System Preferences Editor, and the Dangerous Goods tab.

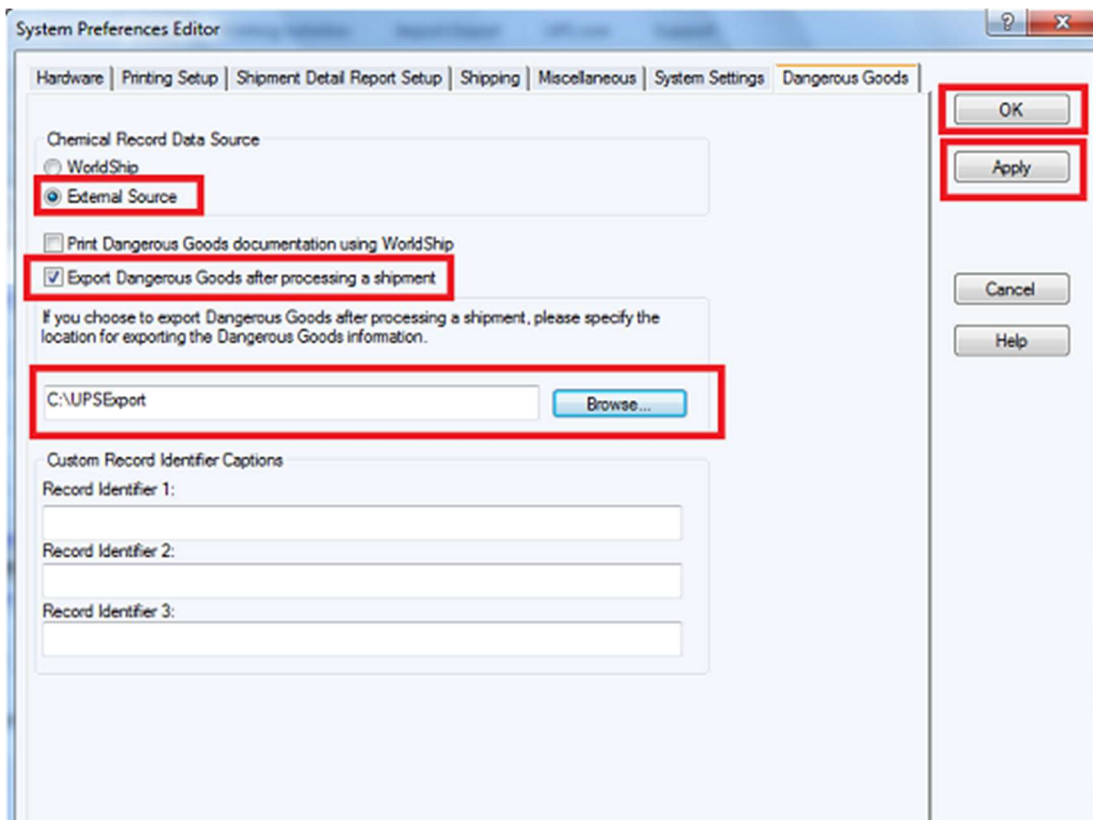


On this screen, the External Source option needs to be selected, the Print Dangerous Goods option unselected, and the Export Dangerous Goods option selected.

Click browse and select C:\UPSEXP

Click Apply and OK

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Pulling up your shipment

To pull up your shipment in WorldShip, go to the Options Tab on the right hand side and check the box next to Dangerous Goods. A dropdown list will appear on the furthest right hand side and your reference number should be under Reference 1 (make sure the regulations are set to 49CFR for domestic shipments and IATA for international air shipments).

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The screenshot shows the UPS WorldShip application window. The 'Options' tab is selected, and the 'Dangerous Goods' option is checked under 'Package Options'. A red box highlights the 'Options' tab and the 'Dangerous Goods' checkbox. Another red box highlights the 'DG Reference' dropdown menu, which is currently set to '1'. The interface includes a top menu bar with 'Home', 'My Services', 'Tools', 'Printing Activities', 'Import-Export', 'UPS.com', and 'Support'. Below the menu bar are icons for 'Create/Edit Profile', 'Create/Edit Required Fields', 'Create/Edit Custom Labels', 'System Preferences', 'Shipper Editor', 'Delivery Date', 'Commodities', and 'More Tools'. The main area is divided into sections for 'Ship To', 'Ship From', 'Distribution', 'Service', 'Options', 'Detail', and 'Reference'. The 'Ship To' section includes fields for '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 'Tag ID Number'. The 'Service' section includes a list of services with checkboxes: 'Direct Delivery Only', 'Handling Charge', 'Import Control', 'Quantum View Notify', 'Return Services', 'Saturday Delivery', 'Saturday Pickup', and 'UPS carbon neutral'. The 'Options' section includes a list of options with checkboxes: 'Additional Handling', 'COD', 'Dangerous Goods', 'Declared value', 'Delivery Confirmation', 'Dry Ice', 'Quantum View Notify', and 'Shipper Release'. The 'Reference' section includes a 'Package Dangerous Goods' section with a 'Current Regulation Set' dropdown set to '49CFR', a 'WorldShip Table's Data' section with a 'DG Reference' dropdown set to '1', and a 'Shipment Signatory Information' section with 'Name' and 'Date' fields. The 'Date' field is set to '20-Aug-2015'. At the bottom, the 'Option Cost' is '0.00 USD' and the 'Total Cost' is '0.00 USD'.

UPS WorldShip

Home My Services Tools Printing Activities Import-Export UPS.com Support

Create/Edit Profile Create/Edit Required Fields Create/Edit Custom Labels Profile Tools

System Preferences Shipper Editor Delivery Date Preferences

Commodities More Tools Editors and Communication

Ship To Ship From Distribution

Customer ID: [] Update Address Book [x] Residential []

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: [] Tag ID Number: []

Service Options Detail Reference

Shipment Options:

- ☐ Direct Delivery Only
- ☐ Handling Charge
- ☐ Import Control
- ☐ Quantum View Notify
- ☐ Return Services
- ☐ Saturday Delivery
- ☐ Saturday Pickup
- ☐ UPS carbon neutral

Package Options:

- ☐ Additional Handling
- ☐ COD
- ☒ Dangerous Goods
- ☐ Declared value
- ☐ Delivery Confirmation
- ☐ Dry Ice
- ☐ Quantum View Notify
- ☐ Shipper Release

Package Dangerous Goods

Current Regulation Set: 49CFR

WorldShip Table's Data

DG Reference

1. []

2. []

3. []

Packaging Type...

Shipment Signatory Information

Name: [] Date: 20-Aug-2015

Option Cost: 0.00 USD

Total Cost: 0.00 USD

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Once you have confirmed your shipment has exported to WorldShip successfully, you can select yes on the confirmation prompt in DGIS.

If you do several UPS shipments in a day, you can wait to export them all at once instead of doing them individually. To do this, process all of your shipments, then select all of them under Certifications to print one certification for all of them, then select all of them under Integration and click Export Selected. It will export all of your shipments in one file. Each shipment will be listed under Reference 1 in WorldShip.