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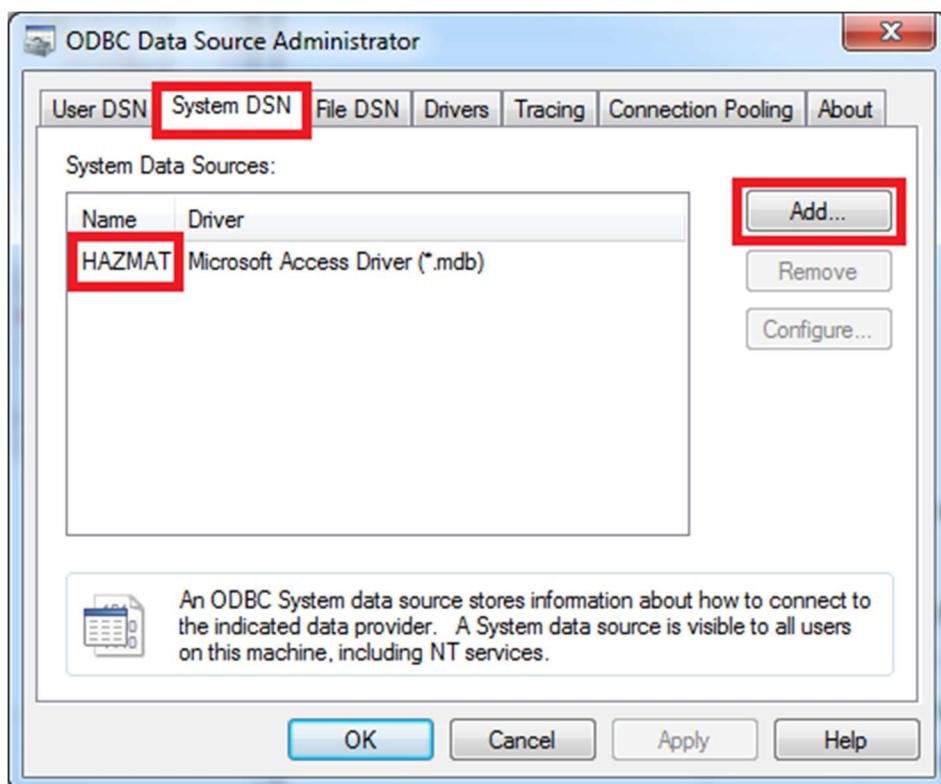
Select the Microsoft Access Driver (*.mdb) and then click on Finish.

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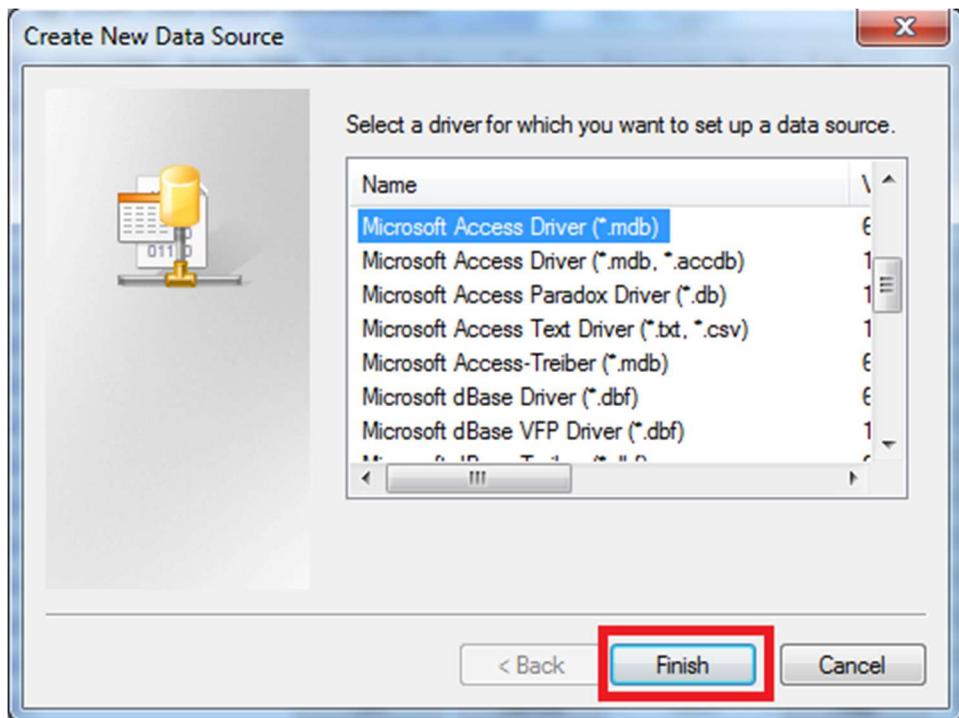
Name it HAZMAT and put WorldShip Integration in the description. Click Select to choose the database file.
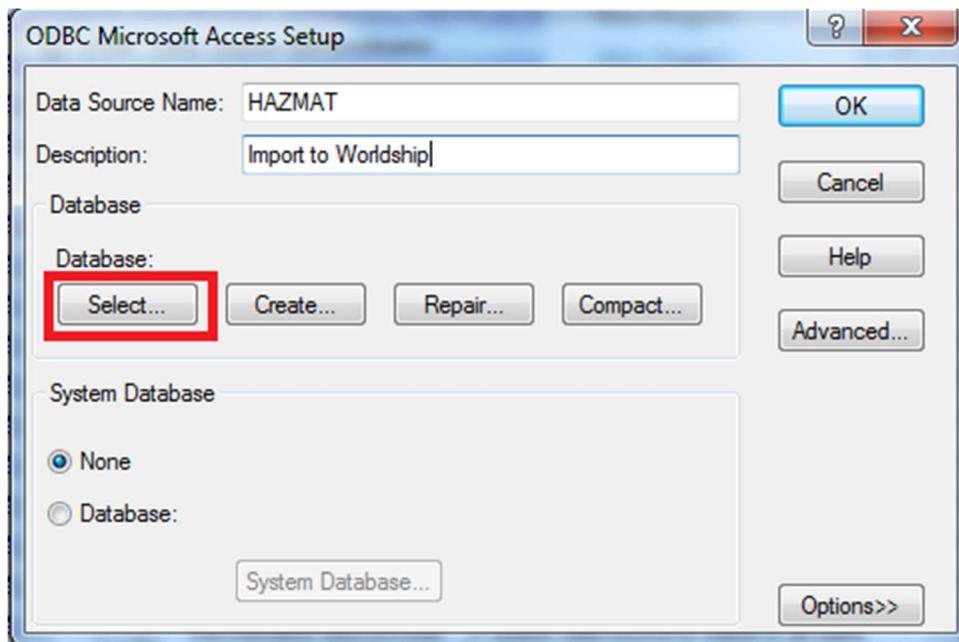
In the right hand column, double click on the C: drive folder and then double click on the UPSExport folder. Click on the ExportWS.mdb file that appears in the left hand column.

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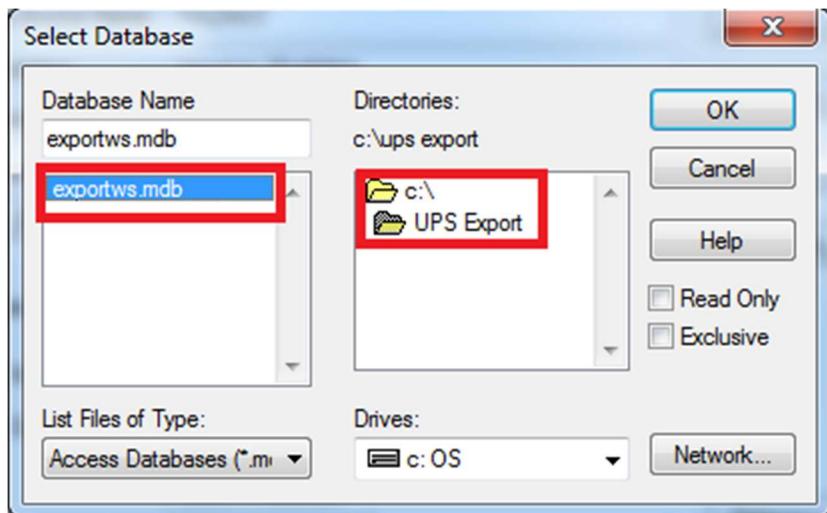
Click on Ok and exit out of the ODBC.

Settings within UPS WorldShip
Open UPS WorldShip and go the Menu bar, click Tools, System Preferences Editor, and the Dangerous Goods tab.
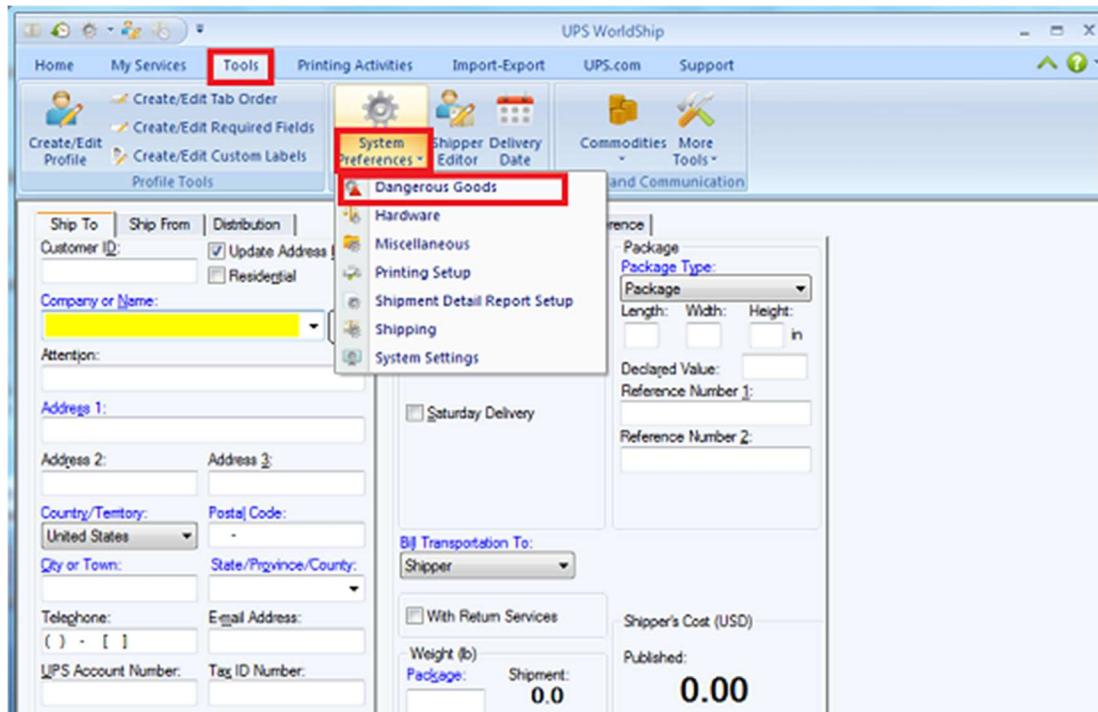
On this screen, the External Source option needs be selected, the Print Dangerous Goods option unselected, and the Export Dangerous Goods option selected
Click browse and select C:\UPSExport
Click Apply and OK

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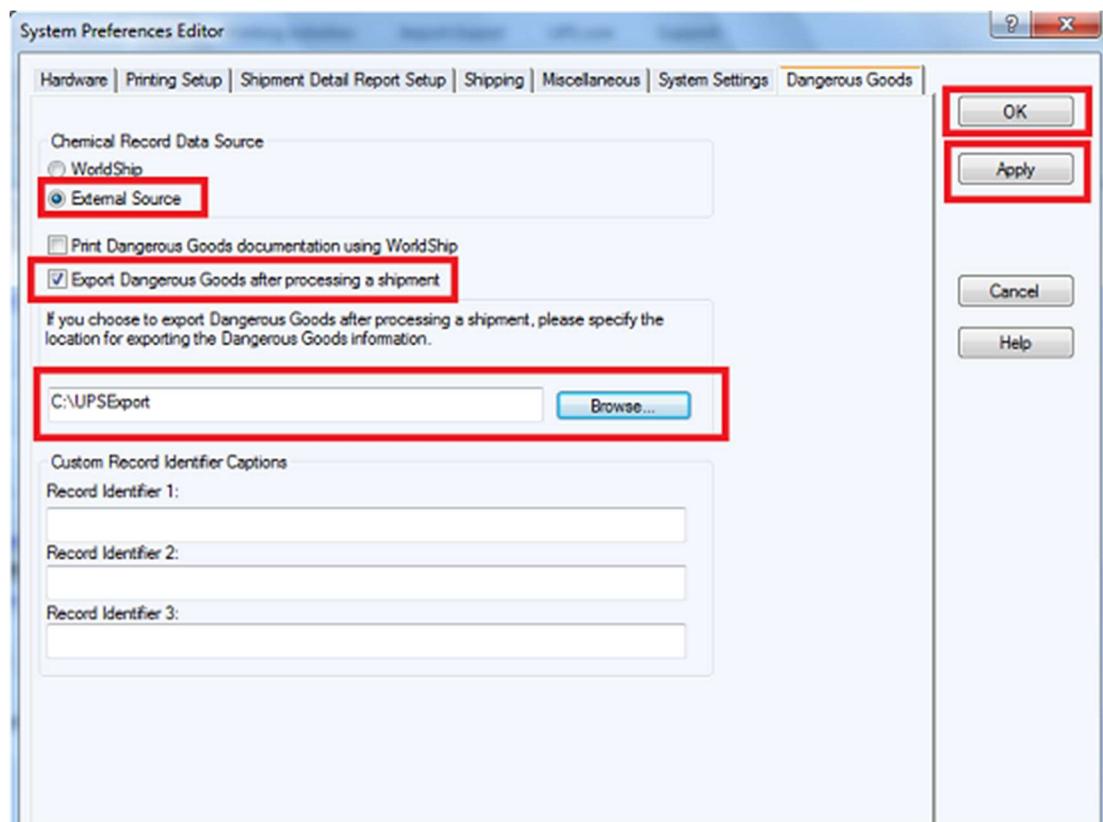
Pulling up your shipment
To pull up your shipment in WorldShip, go to the Options Tab on the right hand side and check the box next to Dangerous Goods. A dropdown list will appear on the furthest right hand side and your reference number should be under Reference 1 (make sure the regulations are set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

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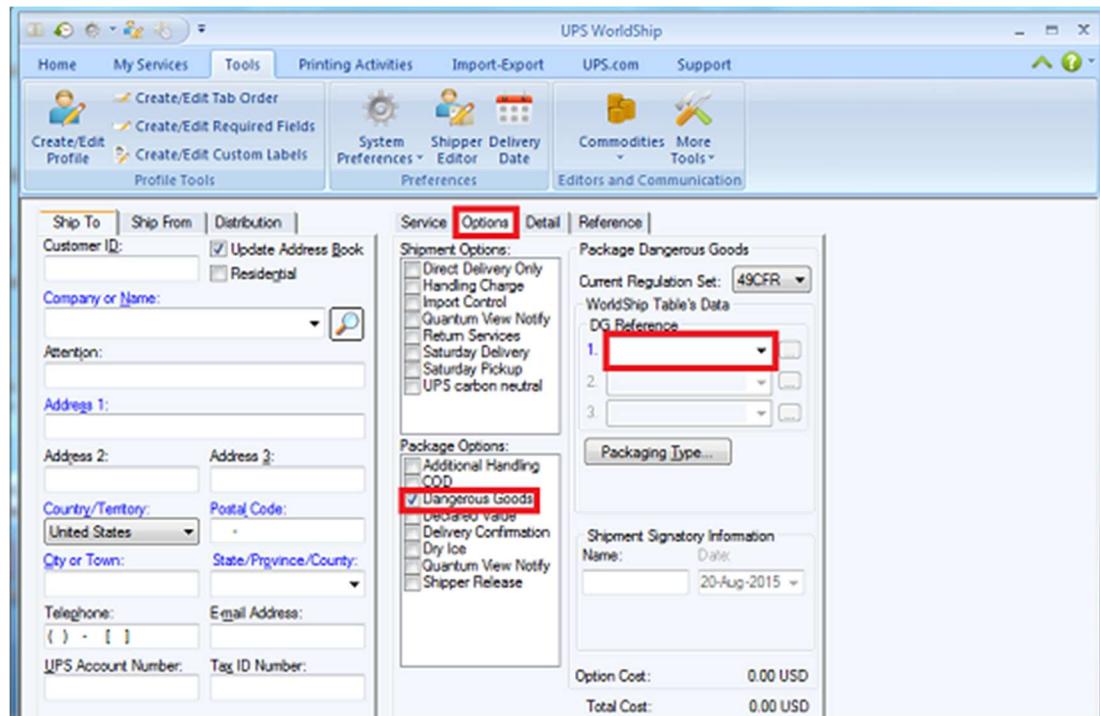
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Once you have confirmed your shipment has exported to WorldShip successfully, you can select yes on the confirmation prompt in DGIS.
If you do several UPS shipments in a day, you can wait to export them all at once instead of doing them individually. 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.