

# UPS WorldShip® 9.0

## Quick Start: XML Auto Import



### THE WORLDSHIP XML AUTO IMPORT PROCESS

The XML Auto Import feature allows WorldShip to import and process an XML file of shipments, for example **YourCompany.xml**, which was generated from an external application. The **YourCompany.xml** file is imported and prints labels. The **YourCompany.xml** file is unchanged and is renamed to **YourCompany.xxx**. An output file is created and given the name **YourCompany.out**. The output file will contain the shipment information and tracking number and is placed in the same folder as the **YourCompany.xml** file.

You may review any errors that are indicated in the summary box after the import process completes by viewing the log or output file. Shipments that were not processed will also appear in the Shipping History window in the In Error Shipments folder. They will remain there until you manually process those shipments that failed.

### WHAT YOU WILL NEED TO GET STARTED

1. To Import and process shipments using the XML Auto import shipping feature, you will need to create your .xml file using the schema format found in the following directory once you have installed WorldShip 9.0:

**\UPS\WSTD\ImpExp\XML Auto Import\OpenShipments.xdr**

2. Select a drive and path location for the XML input file(s) that are generated from your external application.

### WHAT PREVIOUS XML AUTO IMPORT USERS NEED TO KNOW

Previous users will want to closely review the section entitled *Previous WorldShip 6.0, 7.0 XML Auto Import Users Outside the United States and Puerto Rico*. Although these users may continue to use their current formatted files, understanding the use of certain field tags will determine the successful processing of their open shipments.

### FOR FURTHER REFERENCE

The examples in this document are condensed. For a complete listing and example of the XML auto import schema and rules, refer to the *WorldShip 9.0 XML Auto Import Guide*. The complete schema blocks information and a listing of codes and tables are also available in the *WorldShip 9.0 XML Auto Import File Specification Workbook*. All of these reference materials, with additional example customer XML files and a narrated demo are available on the WorldShip XML Auto Import ZIP Kit.

## TASK 1: PREPARING AND REVIEWING YOUR XML FILE(S)

STEP	WINDOW (IF AVAILABLE)
<ol style="list-style-type: none"><li>1. Review and Prepare Your XML File.  The OpenShipments.xdr represents the schema, or format that your XML file must conform.  The header information should be inserted at the top of each XML file that you process.</li></ol>	<p><b>Example File: YourCompany.xml</b></p> <pre>&lt;?xml version="1.0" encoding="windows-1252"?&gt;   &lt;OpenShipments xmlns="x-schema:   OpenShipments.xdr"&gt;</pre>

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STEP	WINDOW (IF AVAILABLE)																		
2. The Shipment Option code will be included in your <OpenShipment> header block. You must use one of these codes. If the shipment option is blank, the shipment will default to Standard Outbound.	<table><tr><th colspan="2">Shipment Options</th></tr><tr><th>Valid Values</th><th>Description</th></tr><tr><td>{Blank}</td><td>Standard Outbound</td></tr><tr><td>RS</td><td>Return Services</td></tr><tr><td>EC</td><td>UPS Exchange Collect</td></tr><tr><td>EU</td><td>European Union</td></tr><tr><td>SC</td><td>Single Country</td></tr><tr><td>LT</td><td>LTL</td></tr><tr><td>SP</td><td>Small Package</td></tr></table>	Shipment Options		Valid Values	Description	{Blank}	Standard Outbound	RS	Return Services	EC	UPS Exchange Collect	EU	European Union	SC	Single Country	LT	LTL	SP	Small Package
Shipment Options																			
Valid Values	Description																		
{Blank}	Standard Outbound																		
RS	Return Services																		
EC	UPS Exchange Collect																		
EU	European Union																		
SC	Single Country																		
LT	LTL																		
SP	Small Package																		
<p>Every open shipment contains two information blocks. The following sections explain the two information blocks and the rules that govern their use for the successful processing of your open shipments.</p> <p><b>Previous XML Auto Import users</b>, continue reading to the next section entitled, <i>Previous WorldShip 6.0, 7.0 XML Auto Import Users Outside the United States and Puerto Rico</i>.</p> <p><b>Users who are new to the XML process</b>, please skip to the section entitled, <i>New XML Auto Import Users</i>.</p>																			

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### PREVIOUS WORLDSHIP 6.0, 7.0 XML AUTO IMPORT USERS OUTSIDE THE UNITED STATES AND PUERTO RICO

1. Users who have formatted and processed their XML files in previous versions of WorldShip may continue using the following information blocks:

#### WorldShip 6.0, 7.0 users outside the US and PR

Receiver
Shipment
Invoice
ShipFor
ReturnTo
Shipper

Although WorldShip 9.0 XML Auto Import is backward compatible for previous WorldShip versions, previous users of XML Auto Import or WorldShip 6.0, 7.0 users outside the US and Puerto Rico must know the two information blocks which must be included in their XML file(s) and their rules. An example of the two information blocks, Receiver and Shipments, follows:

#### Previous WorldShip 6.0, 7.0 XML Auto Import Users Outside the US and PR

##### Rules for Receiver information block

1. The shipment will fail, if one of these tags is blank:  
<CompanyName>  
<AddressLine1>  
<City>  
<CountryCode>
2. The shipment will fail, if <CountryCode> is not blank but invalid.
3. The shipment will fail, if the conditional required fields (required for certain country origin/destination pairs) <ContactPerson>, <Phone> <Postalcode> are not provided or incorrect when they are required for certain country origin / destination pairs.

##### Example Receiver information block

```
<Receiver>
  <CompanyName>ABC Company</CompanyName>
  <ContactPerson>George</ContactPerson>
  <AddressLine1>6th Avenue</AddressLine1>
  <AddressLine2>Suite 227</AddressLine2>
  <City>New York</City>
  <CountryCode>US</CountryCode>
  <PostalCode>10001</PostalCode>
  <StateOrProvince>NY</StateOrProvince>
  <Phone>212-444-3232</Phone>
  <EmailAddress1>George@ABCCompany
</EmailAddress1>
</Receiver>
```

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### PREVIOUS WORLDSHIP 6.0, 7.0 XML AUTO IMPORT USERS OUTSIDE THE UNITED STATES AND PUERTO RICO (*continued*)

#### WorldShip 6.0, 7.0 users outside the US and PR

##### *Rules for Shipment Block*

1. When the XML file has the <Shipment> block WorldShip will use all the information blocks. **You may only use the information blocks that are indicated for the WorldShip 6.0, 7.0 or previous version users outside the US and PR in one XML file.**
2. If you have mistakenly mixed the use of the <ShipmentInformation> block for some shipments and then used the <Shipment> block for other shipments, WorldShip will use the information in the <ShipmentInformation> block and other shipments with the information block.  
  
Shipments that included the <Shipment> information block will not be processed.
3. When the XML file **does not have** the <ShipmentInformation> or the <Shipment> block the XML file will not process. You will receive an error message and be referred to view error messages in your .log file.

**Note:** Primarily, previous users of XML Auto Import may continue using their currently formatted files using the <Shipment>, <Receiver> <Invoice>, etc blocks. You may, at some later time, decide to format your XML files using the WorldShip 9.0 blocks. Should you make that decision, all shipments must then conform to the use of WorldShip 9.0 information blocks (<ShipmentInformation, <ShipTo>, etc. You may not mix the previous WorldShip version blocks with the WorldShip 9.0 blocks).

##### *Example Shipment Block*

```
<Shipment>
<ServiceLevel>ES</ServiceLevel>
<PackageType>CP</PackageType>
<NumberOfPackages>1</NumberOfPackages>
<ShipmentActualWeight>69</ShipmentActualWeight>
<DescriptionOfGoods>Computer
Hardware</DescriptionOfGoods>
<BillingOption>PP</BillingOption>
</Shipment>
```

When you have completed preparing and reviewing your XML input file, you are now ready to start UPS WorldShip 9.0. Please skip to *Task 2: Import and Process Open Shipments in your XML File*.

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### NEW XML AUTO IMPORT USERS

Users who are new to XML Auto Import processing will find WorldShip 9.0 accommodates every shipping, messaging and handling option. The following information blocks are used for new XML Auto Import users for WorldShip 9.0

New XML Auto Import Users
ShipTo
ShipmentInformation
International Documentation
ShipFrom
Goods
Producer
Ultimate Consignee
Importer
ThirdParty
ThirdPartyReceiver
LTLLineItem
Package

Every open shipment contains two information blocks. WorldShip 9.0 information blocks that must be included in your XML file(s) are the <ShipTo> and the <ShipmentInformation> blocks. There are rules specific to their use and the successful processing of your open shipments. An example of both blocks and their governing rules follows.

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### NEW XML AUTO IMPORT USERS (continued)

#### WorldShip 9.0 New XML Auto Import users

##### Rules for ShipTo information block

1. The shipment will fail, if one of these tags is blank:
2. <CompanyOrName>  
<Address1>  
<CityOrTown>  
<CountryTerritory>
3. The shipment will fail, if <CountryTerritory> is not blank but invalid.
4. The shipment will fail, if the conditional required fields (required for certain country origin/destination pairs) <Attention>, <Telephone> <Postalcode> are not provided or incorrect when they are required for certain country origin / destination pairs.

##### Example ShipTo information block

```
<ShipTo>
  <CompanyOrName>ABC Company</CompanyOrName>
  <Attention>George</Attention>
  <Address1>6th Avenue</Address1>
  <CityOrTown>New York</City>
  <CountryTerritory>US</CountryTerritory>
  <PostalCode>10001</PostalCode>
  <StateProvinceCounty>NY</StateProvinceCounty>
  <Telephone>212-444-3232</Telephone>
  <EmailAddress>George@ABCCompany</EmailAddr
ess1>
</ShipTo>
```

##### Rules for ShipmentInformation Block

1. When the XML input file has a <ShipmentInformation> block, all of the information blocks that are provided with data would be processed.
2. When the XML file **does not have** the <ShipmentInformation> or the <Shipment> blocks the XML file will not process. You will receive an error message and be referred to view error messages in your .log file.

##### Example ShipmentInformation Block

```
<ShipmentInformation>
  <ServiceLevel>ES</ServiceLevel>
  <PackageType>CP</PackageType>
  <NumberOfPackages>1</NumberOfPackages>
  <ShipmentActualWeight>69</ShipmentActualWeight>
  <DescriptionOfGoods>Computer
Hardware</DescriptionOfGoods>
  <BillingOption>PP</BillingOption>
</ShipmentInformation>
```

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### New XML Auto Import Users *(continued)*

#### *A Note about the Package Information Block*

1. When importing the <Package> block, certain fields cannot be imported in the <ShipmentInformation> block or a conflict will result and the shipment will not be processed. These fields include:

Fields that can not be used with the  
<ShipmentInformation> block when importing the  
<Package> block.

PackageType

ShipmentActualWeight

ShipmentDimensionalWeight

Reference1,2,3,4,5

Length

Width

Height

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### NEW XML AUTO IMPORT USERS

#### *Example XML file using the Package block and Return Notification and Quantum Notify option*

The following sample import file contains a regular shipment with the Quantum View Notify option, followed by a Return Service/Print Return Label shipment with a Return Notification. The return shipment utilizes the Package block to import the return notification information.

```
<?xml version="1.0" encoding="windows-1252"?>
<OpenShipments xmlns="x-schema:OpenShipments.xdr">
  <OpenShipment ShipmentOption="" ProcessStatus="">
    <ShipTo>
      <CustomerID></CustomerID>
      <CompanyOrName>OUTBOUND Company Name</CompanyOrName>
      <Attention>st attention</Attention>
      <Address1>st address 1</Address1>
      <Address2>st address 2</Address2>
      <Address3>st address 3</Address3>
      <CountryTerritory>US</CountryTerritory>
      <PostalCode>10016</PostalCode>
      <CityOrTown>New York</CityOrTown>
      <StateProvinceCounty>NY</StateProvinceCounty>
      <Telephone>2125551457</Telephone>
      <FaxNumber>2125558978</FaxNumber>
      <EmailAddress>St@outbound.com</EmailAddress>
      <TaxIDNumber>27123456</TaxIDNumber>
      <ReceiverUpsAccountNumber>999999</ReceiverUpsAccountNumber>
      <LocationID>loc ID</LocationID>
      <ResidentialIndicator>1</ResidentialIndicator>
    </ShipTo>
    <ShipmentInformation>
      <VoidIndicator></VoidIndicator>
      <ServiceType>Ground</ServiceType>
      <PackageType>CP</PackageType>
      <NumberOfPackages>1</NumberOfPackages>
      <ShipmentActualWeight>36</ShipmentActualWeight>
      <DescriptionOfGoods>Regular Shipment</DescriptionOfGoods>
      <Reference1>shp ref1-1</Reference1>
      <Reference2>shp ref2-1</Reference2>
      <DocumentOnly></DocumentOnly>
      <GoodsNotInFreeCirculation></GoodsNotInFreeCirculation>
      <SpecialInstructionForShipment></SpecialInstructionForShipment>
      <ShipperNumber></ShipperNumber>
      <BillingOption>PP</BillingOption>
    </ShipmentInformation>
    <ReturnService>
      <Options>PRL</Options>
      <SenderCompanyName>Brice</SenderCompanyName>
      <RecipientEmailAddress></RecipientEmailAddress>
      <MerchandiseDescOfPackage>Stuff To Return</MerchandiseDescOfPackage>
    </ReturnService>
  </OpenShipment>
</OpenShipments>
```

(continued)



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### New XML Auto Import Users *(continued)*

```
<Package>
  <PackageType>CP</PackageType>
  <Weight>36</Weight>
  <Reference1>pkg ref1-1</Reference1>
  <Reference2>pkg ref2-1</Reference2>
  <QVNOOrReturnNotificationOption>
    <QVNOOrReturnRecipientAndNotificationTypes>
      <EmailAddress>return@customer.com</EmailAddress>
      <Ship>1</Ship>
    </QVNOOrReturnRecipientAndNotificationTypes>
    <SubjectLine>0</SubjectLine>
    <Memo>Here is your shipment</Memo>
  </QVNOOrReturnNotificationOption>
</Package>
</OpenShipment>
</OpenShipments>
```

Quantum View Notify option, followed by a Return Service/Print Return Label shipment with a Return Notification. The return shipment utilizes the Package block to import the return notification information.

2. You must include the NumberOfPackages field in the <ShipmentInformation> block even when importing the Package block. WorldShip does not derive the number of packages from the number of Package block elements.

When you have completed preparing and reviewing your XML input file you are now ready to start UPS WorldShip 9.0.

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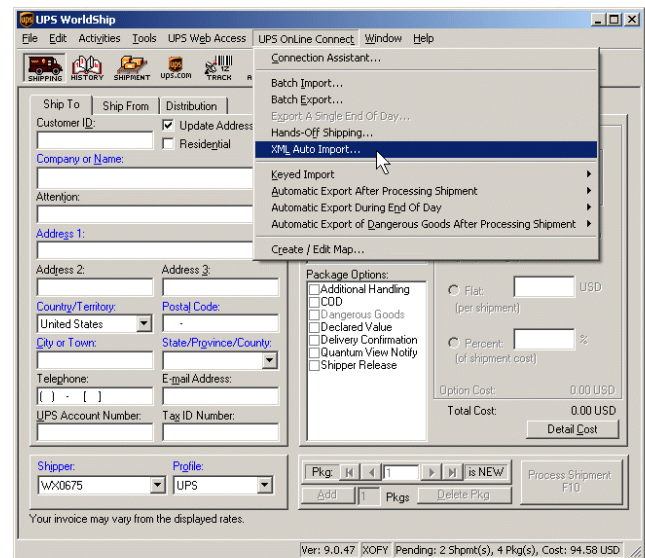


### TASK 2: IMPORT AND PROCESS OPEN SHIPMENTS IN YOUR XML FILE

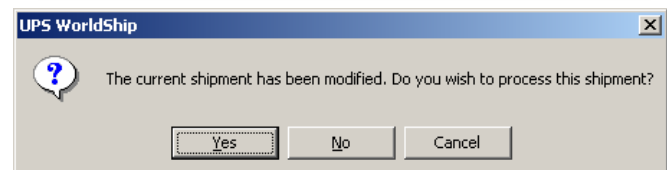
#### STEP

1. Select XML Auto Import from the UPS OnLine Connect menu option.

#### WINDOW (IF AVAILABLE)



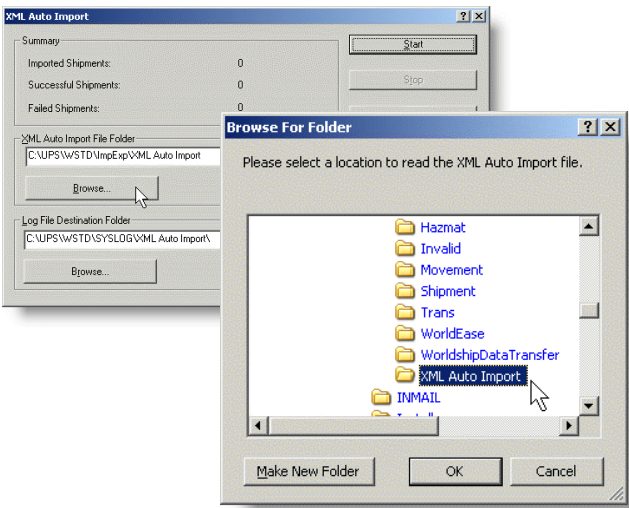
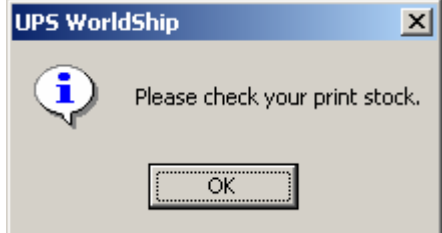
2. If the Shipping window has data when you begin an Auto Import process, the message “Do you wish to process the shipment” will appear. Process any shipments and reselect XML Auto Import.



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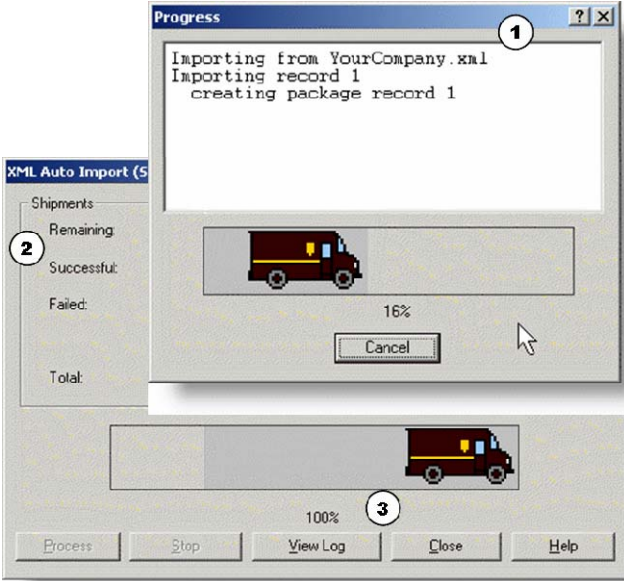


STEP	WINDOW (IF AVAILABLE)
<p>3. When the XML Auto Import window appears, select the Browse button or use the WorldShip default directory to indicate the location of your XML input file.</p> <p>The WorldShip default location is:  <b>C:\UPS\WSTD\ImpExp\XML Auto Import</b></p> <p>Select the Browse button or use the WorldShip default directory to indicate the location of your log file as well.</p> <p>The WorldShip default location is :  <b>C:\UPS\WSTD\SYSLG\XML Auto Import</b></p> <p>Select the file directory and click the OK button.</p> <p>(You may place your XML file(s) and your .log file in your preferred location.)</p> <p><b>Tip:</b> You may prefer to select the Make New Folder button to structure an efficient directory structure, such as XML32007, or XML20073 to keep smaller and easily located monthly chronological data.</p>	
<p>4. WorldShip 9.0 will prompt you to check your label stock. It is important to estimate adequate labels before confirming and starting the import process. When your printer runs out of labels during a process, it will send you a message but <b>WILL CONTINUE</b> processing your open shipments. Those shipments will process but will not have labels printed. You will have to match the last label printed with the open shipment data in your XML file.</p>	

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STEP	WINDOW (IF AVAILABLE)
<p>5. <b>For non US and PR origins</b></p> <p>The US FDA Food Import Prior Notice window appears. Review the information and follow through if the notice applies to any of your shipments.</p> <p>Further information is available on <a href="http://www.ups.com/forms/e-mail/fda_prior_notice">www.ups.com/forms/e-mail/fda_prior_notice</a>.</p>	
<p>6. The Progress window appears. There are two areas of the window that provide a status of your import process:</p> <ol style="list-style-type: none"> <li>1. The progress bar area will appear with a UPS package car icon, which will move forward as the percentage of open shipments are processed.</li> <li>2. The Shipments area will indicate in a column: Remaining, Successful and Failed to process open shipments. The Total is indicated at the bottom of the column.</li> <li>3. The progress bar will indicate 100% when the import has completed.</li> </ol> <p>You may choose to click on the View Log button to get information on your import process.</p>	

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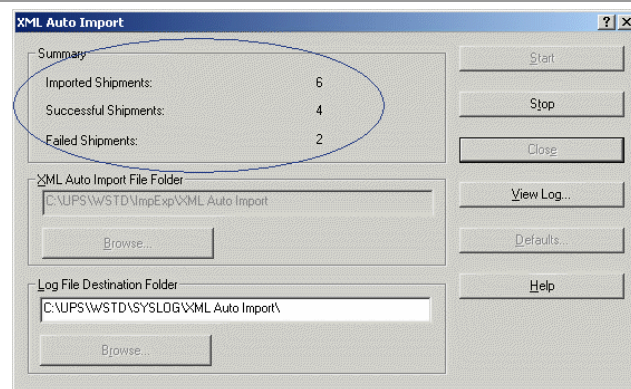
## Quick Start: XML Auto Import



### STEP

### WINDOW (IF AVAILABLE)

7. The XML Auto Import Summary Status window appears. You are provided another opportunity to view the log file for any errors.



### A WORD ABOUT STOPPING AN XML AUTO IMPORT OR SHIPPING PROCESS

There are two places where a customer may stop or cancel the XML Auto Import process. In each case, you will need to restart XML Auto Import:

#### *Stopping an XML Import Process*

1. The first place to stop or cancel the XML Auto Import process is during an import. WorldShip is gathering the XML input file information to be processed. When you stop at this phase, you will not see updated information in the .log file. An .out file will indicate any errors that may have been found while importing before you stopped the process. (When you click the Stop button, you will have the opportunity to cancel the stop import and continue processing)

#### *Stopping an XML Import Shipping Process*

1. The second place to stop or cancel the XML Auto Import is after the file shipment information has been validated and imported, but before the shipments have been processed and the labels have been printed. You are given an opportunity again, if need be, to stop the shipment processing and printing of labels.
2. You should view the log file for errors that may have processed before you stopped the process.

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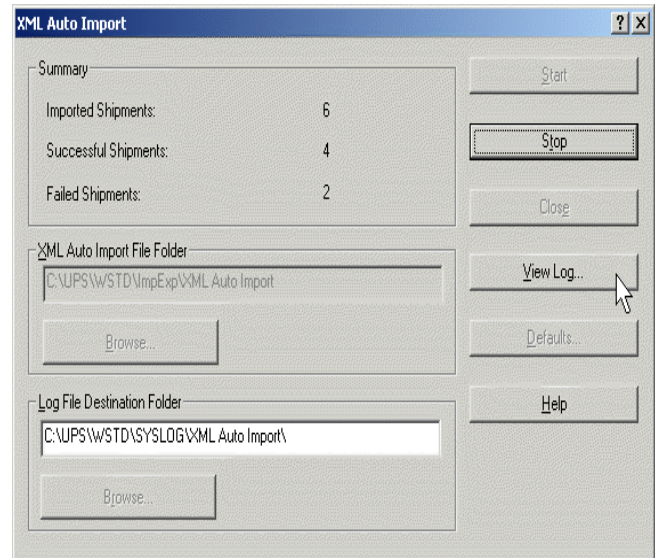
### TASK 3: VIEW YOUR LOG, OUTPUT FILE OR IN-ERROR SHIPMENTS FOLDER TO MAKE CORRECTIONS

#### STEP

#### WINDOW (IF AVAILABLE)

##### VIEWING A .LOG FILE

1. From the XML Auto Import window, click the View Log button.



2. Notepad will open the log file.

1. The example log file 20010314.log was generated from an XML input file. Log file names are created in the YYYYMMDD.log format. (An output file with the extension .out will maintain the XML input file name and change the extension to .out.)

2. The XML input file contained 6 records to be processed.





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### STEP

3. The log file indicates the country origin, country destination and the customer id for the first open shipment.

In this example, the log file indicates several advisories:

1. XYZCust1 and XYZCust2 were processed. The advisory indicates that the XML import process reset the invoice currency to US dollar.
2. XYZCust5 was not processed. The reason for error is given. This is a Dangerous Goods shipment. You must manually process a Dangerous Goods shipment.

#### A Word About Log Files

A log file provides a quick summary of the status of your import process from the WorldShip window. The Log file provides a summary of the shipment and a process status or reason for error, however, the information blocks, or field tags are not indicated. When you Stop an import versus a shipment process (as explained above), you will be able to see any interim processing through a log file. Based upon the stage of an import process, WorldShip may not generate an output file.

### WINDOW (IF AVAILABLE)

```
20070322.log - Notepad
File Edit Format View Help

US to Germany Co #1 (XYZCust1)
1. Warning: All goods on this shipment
are priced in US dollar. As a result, your invoice
currency will be set to US dollar and the invoice
line total will be calculated.

US to Germany Co #2 (XYZCust2)
1. Warning: All goods on this shipment
are priced in US dollar. As a result, your
currency will be set to US dollar and the
total will be calculated.

US to US HAZMAT #1 (XYZCust5)
1. Skipped: Cannot process
Dangerous Goods shipments automatically.

(XYZCust6)
1. The Consignee Company Name has been
left empty or is invalid.
```

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### STEP

### WINDOW (IF AVAILABLE)

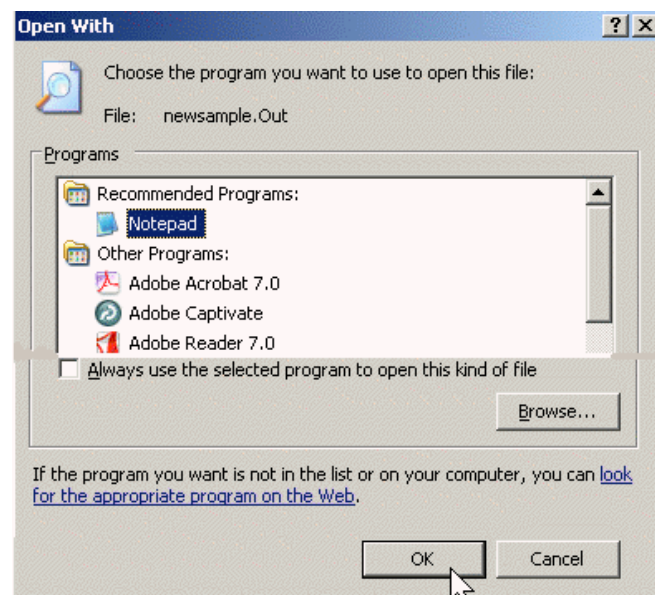
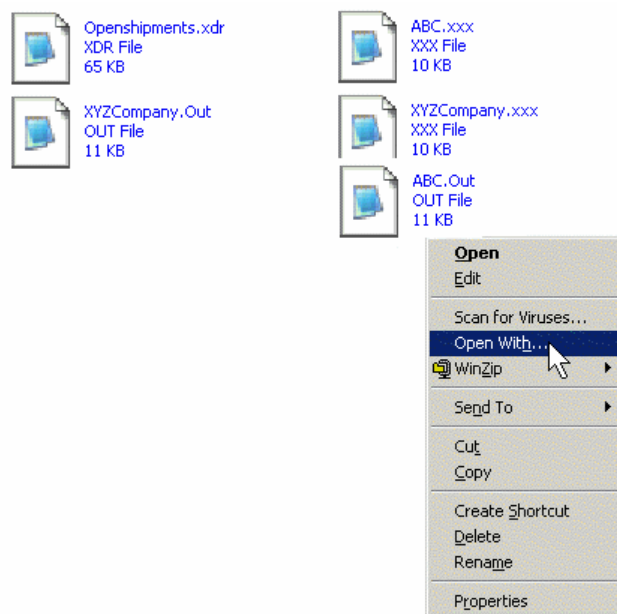
#### VIEWING AN .OUT FILE

1. Select the output file in the location of your XML input file(s). Output files have the extension .OUT.
2. Highlight the output file and right-click your mouse.
3. Select the Open With option.

4. The Open With window displays. Select the Scroll bar and scroll down until you see the application Notepad in the selection box.
5. Select Notepad.

**Tip:** You may also choose to select Notepad from the Start Menu, All Programs, Accessories menu. When Notepad opens, select File Open, and browse to your XML input file(s) location. Highlight the location and select the OK button to open the file.

The Open With command may also display the XML Editor. Follow the same procedure for opening with Notepad. The XML editor will maintain the correct alignment for displaying the fields.





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### STEP

### WINDOW (IF AVAILABLE)

6. With the output file opened in Notepad, you can review any error reasons for any failed files that were indicated on the Status Summary Box.
  1. The XML file used the WorldShip 9.0 `<ShipmentInformation>` block.
  2. In this example, the CustomerId ABCCust5 process status is "Fail to Import." The country origin is the US and the country destination is US. It is a HAZMAT shipment. HAZMAT shipments will not auto import. You would need to process this shipment manually.

#### A Word About .OUT Files

An output file indicates all shipment information blocks, and fields as well as the process status and error messages. Only an output file provides the tracking number when successful. When you stop an import process, depending upon the validation phase, WorldShip may not provide an .out file for your review. Only the .log file is guaranteed to be generated.

```
</ShipmentInformation>
<Package>
  <PackageType>UPS Package</PackageType>
  <Weight>4</Weight>
  <TrackingNumber></TrackingNumber>
  <LargePackageIndicator></LargePackageIndicator>
  <Reference4>Reference #4</Reference4>
  <Reference5>Reference #5</Reference5>
</Package>
<ProcessMessage>
  <TrackingNumbers>
    <TrackingNumber>1ZW06750172000040</Track-
  </TrackingNumbers>
  <ImportID></ImportID>
  <Reference1></Reference1>
  <Reference2></Reference2>
</ProcessMessage>
</OpenShipment>
<OpenShipment ShipmentOption="" ProcessStatus="Fail To Import">
  <ShipTo>
    <CustomerID>ABCCust5</CustomerID>
    <CompanyOrName>US to US HAZMAT #1</CompanyOrName>
    <Attention>Yahooo</Attention>
    <Address1>Address 1</Address1>
```

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### STEP

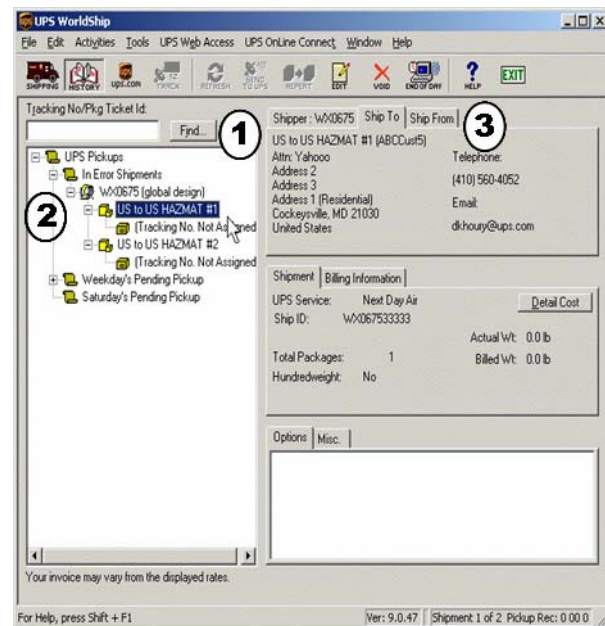
### WINDOW (IF AVAILABLE)

#### Reviewing the Shipping Window In-Error Folder

1. When WorldShip finds an error in a shipment being processed following an XML Auto Import, WorldShip also enters that shipment information into the In-Error Shipments folder in Shipment History. This folder provides the opportunity for you to review all the open shipments that did not process through WorldShip 9.0. All information blocks and field information displays.

The example shows the Shipping History window for shipper WX0675.

1. The left pane of the shipping window displays the In Error Shipments folder. When the folder is expanded by selecting the + button, the Shipper WX0675 In Error Shipments displays.
2. The first error shipment displays the Country Origin to Country Destination, then the Error Type, which is the shipment option HAZMAT. (HAZMAT shipments must be processed manually and will be skipped by the XML Auto Import process.)
3. In this example, the customer selected the first error shipment and expanded the shipment information. The right pane of the Shipping Window, with the Ship To tab selected, displays the shipment level information for the shipper that was in error. The Package Level information is also provided when the shipment selected is expanded.



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### COMPLETING THE XML AUTO IMPORT PROCESS

#### **Reprocessing and Removing A Shipment From The In Error Shipment Folder**

After you review the shipments in error in either the .log , .out file or the In Error Shipment Folder, you must manually process the shipments. (In some cases, the WorldShip application can make the corrections such as the example in Task 2, step 3.) After manually processing, and performing an End of Day, the In Error Shipment and Folder will be removed from the Shipping History Window.