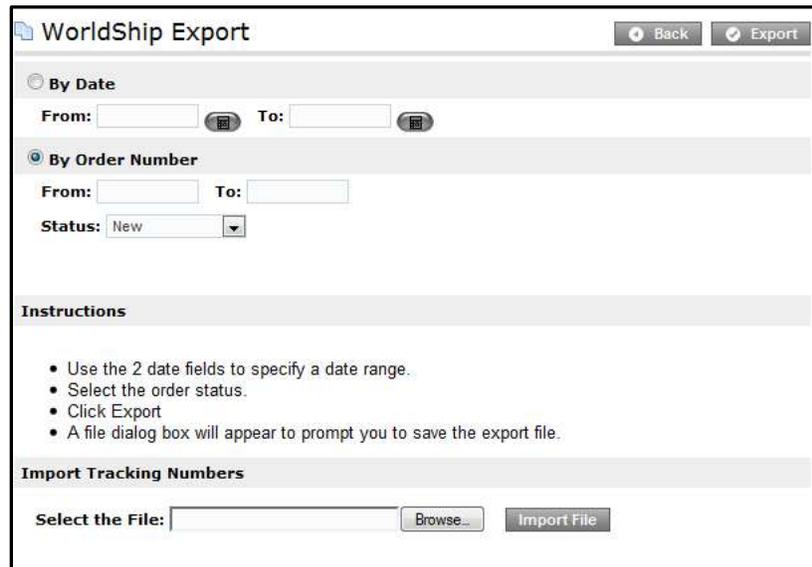


WorldShip Export File

To begin, you will first need to create an export file in order to set up your WorldShip integration. In your 3dcart Online Store Manager go to **Plugins =>Shipping =>WorldShip**, and click the “Process Orders” button at the top right.



3dcart/WorldShip Interface

Select a date range or order number range, and the order status to export. (In normal cases, you would export NEW orders, but you may select any of your available order queues as needed).

Click on the “Export” Button to create the file. On the subsequent page, click the download link and save the export file wherever you’d like. (Just remember where you saved it and make it easy to get to. We suggest your computer’s Desktop.)

WorldShip Setup

WorldShip needs to be configured to handle the imports/exports to and from 3dcart. The steps below will help you setup the import/export maps. You only have to do this setup once. After you’ve done this, you can access the export functions by going to **Plugins =>Shipping =>WorldShip** in your 3dcart online store manager.

Importing into WorldShip

To import into WorldShip Batch Setup Procedures - just follow these simple steps:

1. Run UPS WorldShip
2. Go the “UPS Online Connect” in the menu area
3. Click on “Connection Assistant”
4. Click on “Create a New Map for Import” and hit next
5. Change Import Data types to “Shipment” and hit next
6. Select by file and click browse
7. Select the .mda file you downloaded in the beginning of this guide
8. Choose a data source name (such as 3DCART)

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UPS WorldShip Integration Tutorial

9. Select Microsoft Access Driver (*.mdb) Driver and hit next
10. Select a new map and call the map name to 3DCARTIMPORT and click next
11. Hit finished
12. Hit ok on the ODBC Access Setup
13. You are now at Edit '3DCARTIMPORT' import map
14. Choose the upsIMPORT table from the ODBC table section (top left)
15. Change the WorldShip fields to "Ship To"
16. Select OrderID and click "Define Primary Key for Import"
17. Select CustomerID on left side and CustomerID on right side and hit connect
18. Repeat step 17 using the field names in first column and connecting to the field names in the right column
 - Name =>Company or Name
 - Address =>Street Address
 - Address2 =>Room/Floor/Address2
 - City =>City
 - State =>State
 - Zip =>Postal/ZipCode
 - Country =>Country
 - Email =>Email
 - Phone=>Telephone
19. Now change the WorldShip Fields to Shipment Information from the drop down menu on the right.
20. Select UPS Service on left side and Service Type on right then hit connect
21. Select Packages on left side and Number of Packages on right then hit connect
22. Change the ODBC table on the top left to Packages
23. Click "order id", then click "define foreign key relationships"
24. In the popup that appears, make sure you choose "UpsIMPORT" on the top left (relate from), "Packages" on the top right (relate to), and "orderid" on both the bottom left and right, then click "Add Relationship", and click "OK".
25. Now change the WorldShip Fields to Package from the drop down menu on the right.
 - Select weight on left side and weight on right side and hit connect
 - Select orderid on left side and Reference1 on right side and hit connect
 - Select Package Type on left side and Package Type on right side and hit connect
26. Click ok to save.

Exporting WorldShip Tracking into 3dCart

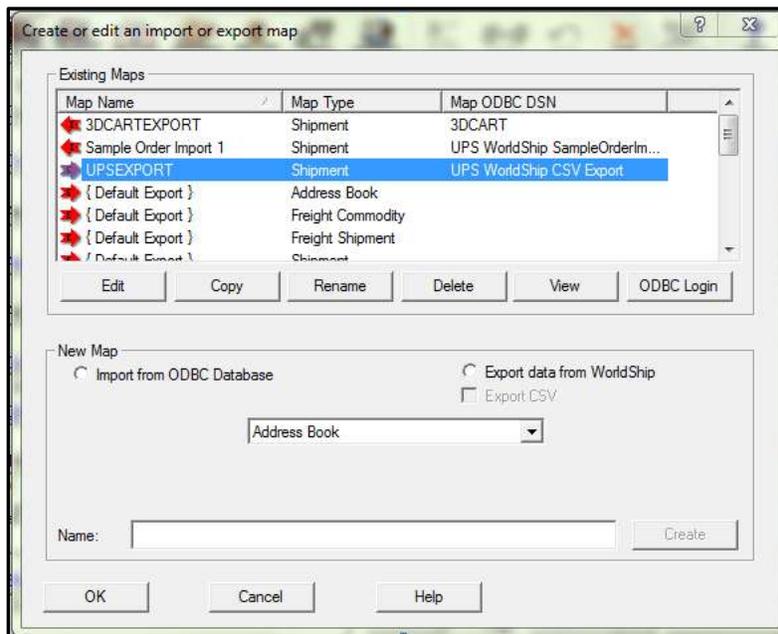
To export from WorldShip Setup Procedures just follow these steps:

1. Run UPS WorldShip
2. Go the **Plugins =>Shipping =>WorldShip** in the menu area.
3. Browse to the WorldShip file in the Import Tracking Numbers area and click Import File.

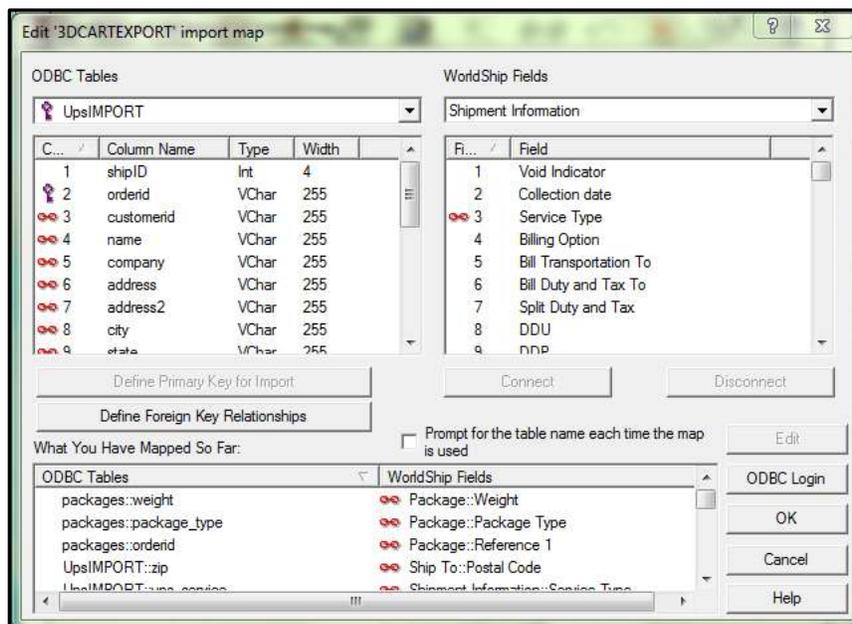
This will add the tracking number to the order, update the status of all the orders to "Shipped", and send the shipped email to the customer which will contain the tracking number.

Additional Screenshots

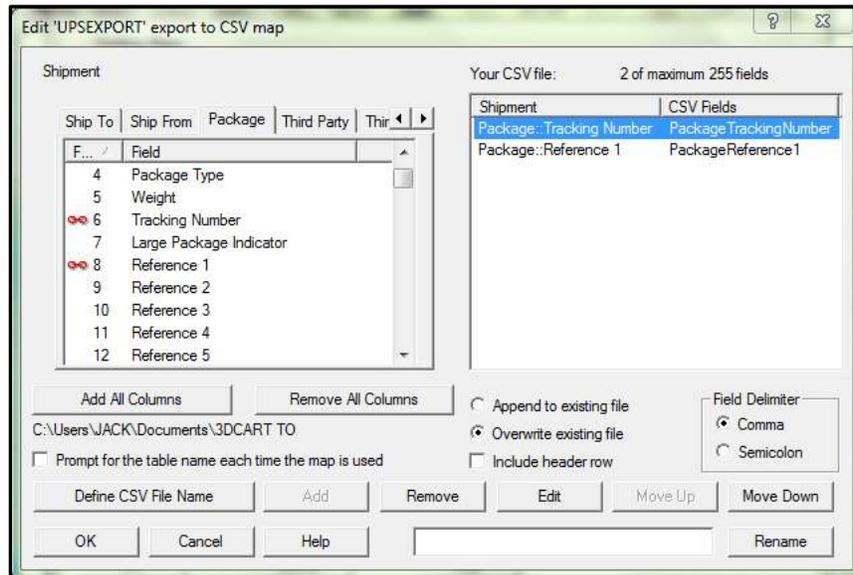
The following screenshots will illustrate the steps needed to create your Tracking CSV file for importing into 3dcart.



Import/Export Map View



Editing Import Map



Editing Export Map



Save Screen