CNA Insurance – Job Aid – How To Export Your UPS Address Book and Import to PitneyShip Pro

- 1) Log Into UPS CampusShip
- 2) To export Address Book information for either your Corporate Address Book or from your Personal Address Book, select **My Settings**.
- 3) Select **Export Address Book** under either the Corporate Address Book section or the Personal Address Book section in the Address Books module. Selecting either link will create an export request.
- 4) Additionally, you may select Export Corporate Address Book under Import/Export Files in the side menu of the Administer CampusShip section. Selecting the link will create your export request.

For additional information, go to the UPS support page link

Importing into PitneyShip Pro:

Click on the "gear" icon and select Address Book:

	USPS Postage: \$110.00 +	欲	Р
& Mailing	My Settings		
tions	Address Book		

Under Address Book, click the 'Import' button:



Select Import UPS Contacts – Download the UPS.csv template

Import Contac	ts			×			
Import Multiple Cor	nt <mark>ac</mark> ts Import	UPS Contacts	mport FedEx Contacts]			
To import contacts, your file must be in .csv format. If you do not have one, use the link below to download a .csv template and build a contact list.							
Download a UPS Download Do	.csv template						
CHOOSE A FILE TO IMPORT (.CSV FORMAT)							
Choose File No File Chosen							
Merge contacts with my address book							
Replace contact	s (import will ove	rwrite contacts)					
Import contacts a	as private						
Continue	Cancel						

Complete the template by adding the information from your UPS address book export.

A	В	С	D	E	F	G	Н	I.	J	К	L
Company Name	Nick Name	Contact Name	Street Address Line 1	Street Address Line 2	Street Address Line 3	CityTownArea	StateProvinceRegion	Postal Cd	Country	Contact Phone	Contact Tel Ext
Test_PB	UPS_Import_01	UPS_Import_01	27 Waterview Drive			SHELTON	СТ	6484		9876543210	

Once completed, save the file as a csv to your folders/Desktop. Go back to PitneyShip Pro -> Gear -> Address Book -> Import – Select **Choose File** and select your saved file -> Select **Open** -> Check off if you want the import contacts tobe private -> Select **Continue**



Import Contacts

Please map your fields with Address Book fields correctly

ADDRESS BOOK FIELDS	YOUR CSV FIELDS				
Туре	Ignore Field				
SubscriptionID	Ignore Field Company Name Nick Name				
UserID	Contact Name Street Address Line 1				
ContactType	Street Address Line 2 Street Address Line 3 CityTownArea				
Company	StateProvinceRegion Postal Cd Country				
Name	Contact Phone Contact Tel Ext				
Title	Contact Email Contact Fax Res Ind				
AddressLine1	Loc ID Cons Ind Account Number				
AddressLine2	Acc Postal Cd				
Import Cancel					

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