

# How to Export Your Stamps.com Address Book How to Import Your Address Book to PitneyShip Enterprise

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**Mail Equipment  
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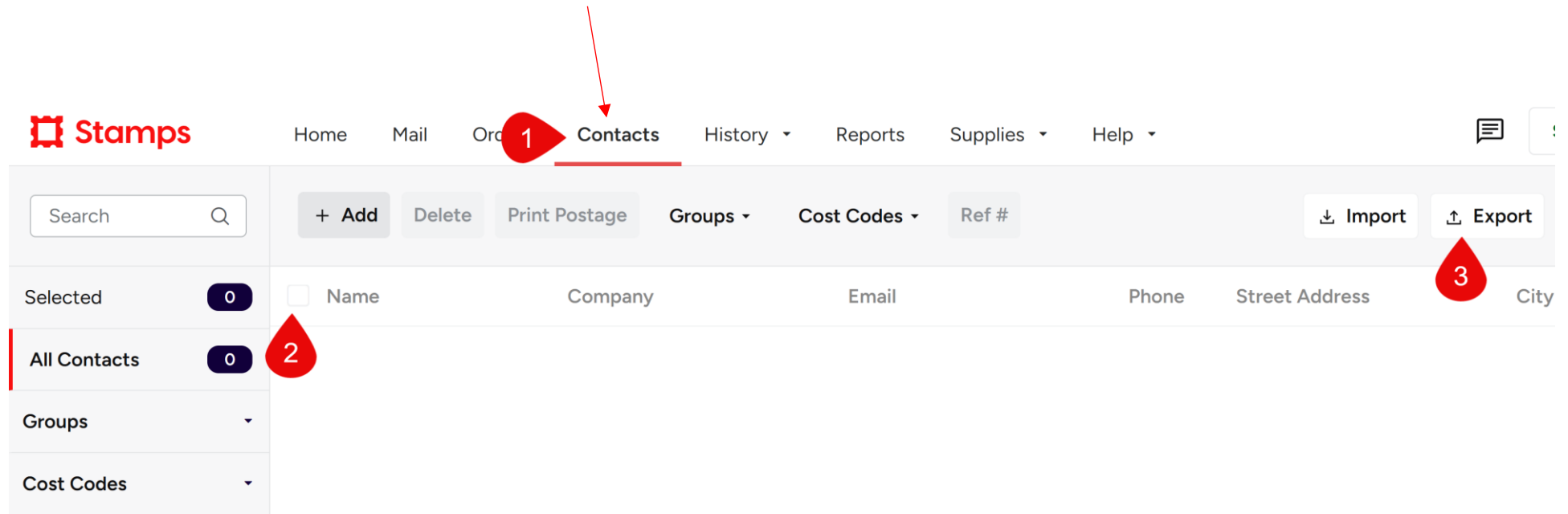
**Outsourced Print  
& Mail Services**



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# Export Stamps.com Address Book

1. Click on contacts at the top
2. Click on the box next to Name
3. Click on Export



The screenshot shows the Stamps.com web interface. At the top, the navigation menu includes Home, Mail, Orders, **Contacts** (highlighted with a red arrow and a red circle containing the number 1), History, Reports, Supplies, and Help. Below the navigation is a toolbar with buttons for + Add, Delete, Print Postage, Groups, Cost Codes, Ref #, Import, and Export. The 'Export' button is highlighted with a red circle containing the number 3. On the left side, there is a sidebar with a search box and a list of filters: Selected (0), All Contacts (0) (highlighted with a red circle containing the number 2), Groups, and Cost Codes. The main content area displays a table with columns for Name, Company, Email, Phone, Street Address, and City.

# Importing addresses to PitneyShip Enterprise

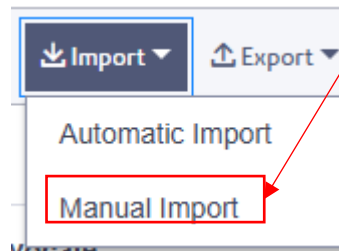
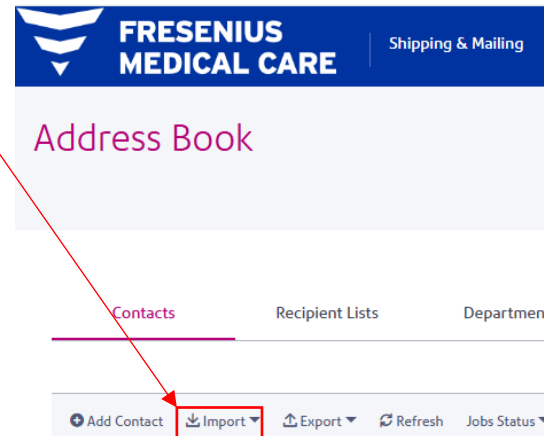
Click on the “gear” icon and select Address Book:



My Settings

Address Book

Under Address Book, click the 'Import' button and choose Manual Import:



# Importing addresses to PitneyShip Enterprise

Map the Address Book fields, click Select **Import**

Import Contacts



Please map your fields with Address Book fields correctly

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

Import

Cancel