

How to Export Your UPS Address Book How to Import Your Address Book to PitneyShip Enterprise



**Mail Equipment
Management**



**Enterprise-Wide
Solutions**



**USPS®
Management**



**Outsourced Print
& Mail Services**



**Enterprise Online
Postage Administration**

How To Export Your UPS® Address Book

- Log Into UPS CampusShip
- To export Address Book information for either your Corporate Address Book or from your Personal Address Book, select **My Settings**.
- 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.
- 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](#)

Address Books

Access and modify your address books here. Some functions may display only if the administrator has allowed that privilege.

Corporate Address Book

- [Search Corporate Address Book](#)
- [Create New Address](#)
- [Distribution Lists](#)
- [Import Addresses](#)
- [Export Addresses](#)
- [Manage Address Groups](#)

My UPS Address Book

- [Search My UPS Address Book](#)
- [Create New Address](#)
- [Distribution Lists](#)
- [Import Addresses](#)
- [Export Addresses](#)
- [Import / Export Status](#)

Importing addresses to PitneyShip Enterprise

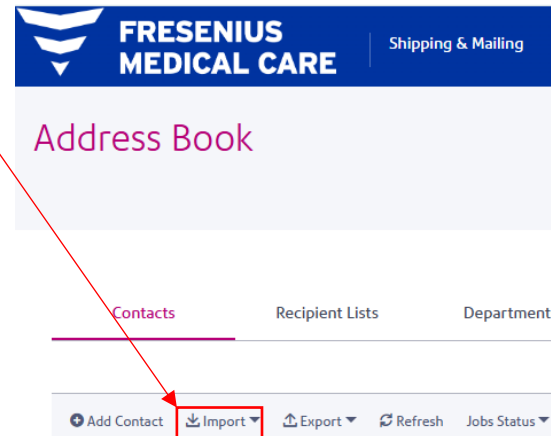
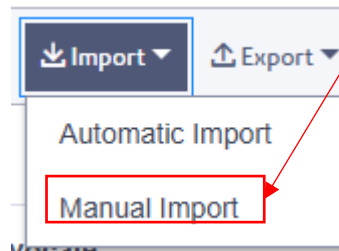
Click on the “gear” icon and select Address Book:



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