



"Business Software for a Changing World"

Data Business Systems

1315 Corte Maltera, Costa Mesa, CA 92626

714-556-0170, fax 714-242-1550

www.databusiness.com, support@databusiness.com

*Quick Installation Interface Guide &
OPERATOR'S MANUAL*

Connecting...

Signature Series ShipMaster

To UPS WorldShiptm Version 12'

"Ship Faster with ShipMaster"

UPS WorldShip



Version 3.0, June 10th, 2012

Revised 07/13/14

TABLE OF CONTENTS

Pg-1 Instructions for UPS WorldShip Printer Setup

Setting up the UPS WorldShip Drivers for Eltron Thermal Label Printers

Pg-2 Instructions for Disabling the Address Book in UPS WorldShip

Why Disable the Address Book

Pg-3 Instructions for Disabling International WorldShip Documents

Why Disable the International Documents

Pg-4 Changes to Canadian Customers

Signature Series / ShipMaster Canadian Customers now require Province Codes

Pg-5 Instructions for Setting up WorldShip with ShipMaster

A Complete Step-by-Step Guide on How to Setup WorldShip

Pg-6-7 Connecting Mapped Fields from ShipMaster to WorldShip

Accurately Mapping Fields from ShipMaster to WorldShip

Pg-8 Importing ShipMaster files / Printing Shipping Labels

How to Import ShipMaster files using WorldShip

Pg-9 Procedure for Voiding parcels from WorldShip

A Simple How-to-Void Parcels from WorldShip

Pg-10 Procedure for Transmitting Parcel Information to UPS

How & Why Parcel Information is Transmitted WorldShip to UPS

Pg-11 Procedure for Creating Multiple Customer Accounts

How to setup a Store Code to account for your customer's freight charges

APPENDIX – A Troubleshooting System Problems

A1 Shipping Labels Did Not Print From WorldShip

A2 WorldShip Drops the Zero in my Zip-Code During Batch Import

A3 WorldShip Shipping Labels Do Not Print the Phone Number

A4 WorldShip Didn't Print my Customer-Number on the Shipping Label

A5 WorldShip Intermittently Fails to Close the End-of-Day Successfully

A6 WorldShip Prints Out Dated Ship-From Information on Shipping Label



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INSTRUCTIONS FOR UPS WORLDSHIP PRINTER SETUP

Version 8.0, Build 14 or greater, Rev-1

The following is a detailed procedure for installing the correct printer driver for UPS WorldShip

Click **START** button
Click **SETTINGS**
Click **PRINTERS**
Select **ADD PRINTER**

Select **LOCAL**
Select **PORT**
Click **HAVE DISK**
Click **BROWSE**

Select **UPS** Folder
Click **WSTD** Folder
Click **FOSS** Folder
Click **DRIVERS** Folder

Select the printer driver that matches your Thermal Label Printer. (If in doubt, select UPS2442)
A new printer icon should appear with the selected driver number.

Launch WorldShip by clicking onto the UPS WorldShip Desktop Icon

Click **TOOLS**
Click **SYSTEM PREFERENCES**
Click **PRINTER SETUP**
Click **LABEL PRINTER SETUP**
Change Label Printer
Click onto the driver-name previously selected. Example: UPS2442
Click **Apply**

Finally, test the label by clicking the **TEST Button**
Also, test the plain paper printer as well

Exit

If you get stuck, UPS WorldShip Tech Support is very helpful: 888-553-1118, Option #3

If you have any questions, please do not hesitate to contact me.

Sincerely,
John Calicchio
President

Email: john@databusiness.com



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INSTRUCTIONS FOR DISABLING THE ADDRESS BOOK IN UPS WORLDSHIP

Version 8.0, Build-14 or greater, Rev-1

WorldShip will retain all addresses for shipments made. This will adversely affect the system performance. The following is a detailed procedure for disabling the Auto-Address Book.

Launch WorldShip by Clicking onto the UPS WorldShip Desktop Icon

Click **TOOLS**

Click **SYSTEM PREFERENCES**

Click **SHIPPING**

Un-Check Always Update Address Book Radio Button

Click **OK**

If you get stuck, UPS WorldShip Tech Support is very helpful: 888-553-1118, Option #3



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INSTRUCTIONS FOR DISABLING INTERNATIONAL WORLDSHIP DOCUMENTS

Version 8.0, Build-14 or greater, Rev-1

WorldShip will force certain international documents to be printed that may not be required. The following is a detailed procedure for disabling the International Documents Auto-Print function.

Launch WorldShip by Clicking onto the UPS WorldShip Desktop Icon

Click **TOOLS**
Click **SHIPPER EDITOR**
Click **MODIFY**
Click **INTERNATIONAL** Tab
Un-Check ENABLE INVOICE button
Click **NONE** for **SHIPPERS EXPORT DECLARATION** Radio Button
Un-Check ENABLE NAFTA box
Un-Check ENABLE CO box
Click **OK**
Exit [X]

If you get stuck, UPS WorldShip Tech Support is very helpful: 888-553-1118, Option #3



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CHANGES TO CANADIAN CUSTOMERS

Fields 4 & 8, Now require the first 2-digits to be the Province Code as is listed below, followed by the Canadian Postal Code.

Note: The Province Codes will only appear when field# 21 is populated with the Canadian Int'l Codes. All other international customers only require an * in field# 21

Total Customers: 1090	CUSTOMERS	Mode: VIEW
-----------------------	-----------	------------

Customer #: 2061	Last Sale 02/05/03	July 2, 2003
0 BILL-TO:	[GENERAL MOTORS OF CANADA LTD]	19 Starting Date [11/02]
1 Contact	[John Smith, CA1-000-000]	20 Residential Y/N [N]
2 Address	[PO Box 1908 Colonel Sam Drive]	21 Int'l Air/Gnd/* [72/52]
3 City	[Oshawa, Ontario, Canada]	22 Cancel B/Os Y/N [N]
4 State/Zip-Code	[ON-L1H8P7]	23 Discount (A-H) [A]
5 SHIP-TO:	[]	24 Price Level A-D [C]
6 Street Address	[]	25 Sales Person [JRC]
7 City	[]	26 Sales Tax % []
8 State/Zip-Code	[-]	27 Credit Limit [0]
9 Phone Number	[905-644-1234]	28 Billing Amount [0.00]
10 FAX Number	[905-644-1111]	29 Customer Filter []
11 Message Line	[]	30 Rep Commission []
12 Volume \$YTD	[0.00] ^Displays in POS/Order-Entry	
13 Volume Last Yr.	[0.00] ^Type HOLD to Prevent Invoicing	
14 User Defined	[email: dave.stormes@gm]	
15 Account Balance	[0.00]	
16 Account Terms	[PRE-PAY] <COD, COD-CASHIERS, CARD, 2%10, NET-???, PRE-PAY	
17 Credit Card#	[]	
18 Expiration Date	[/]	

Province Codes: AB, BC, MB, NB, NF, NS, NT, NU, ON, PE, QC, SK, YT

Press to Clear-Out Entry, Modify or Escape

AB	Alberta	NS	Nova Scotia	QC	Quebec
BC	British Columbia	NT	Northwest Territories	SK	Saskatchewan
MB	Manitoba	NU	Nunavut	YT	Yukon Territory
NB	New Brunswick	ON	Ontario		
NF	Newfoundland	PE	Prince Edward Island		



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INSTRUCTIONS FOR SETTING UP WORLDSHIP WITH SHIPMASTER

Version 11.0, Build-14 or greater, Rev-1

Launch WorldShip by Clicking onto the UPS WorldShip Desktop Icon

Select the **Import/Export Data** box up on top

Click onto **Connection Assistant**

Check the **Create a new map for Import** using the Radio button **O**

Click **NEXT**

From the Drop-Down Box, Select **Import Data Types: SHIPMENT**

Click **NEXT**

Check **BY FILE** Radio Button

Currently Selected file: type C:\DBS\SHIPMAST.CSV or (for Networks) F:\DBS\SHIPMAST.CSV

Data Source Name (DSN): SHIPMASTER

ODBC Drivers: select **Microsoft Text Driver (*.txt; *.csv)**

Click **NEXT**

Check **NEW MAP**

New Map Name: **SHIPMASTER**

Click **NEXT** Click **FINISH**

Click **OPTIONS>>** Button

Un-check **DEFAULT *.*** (If not already un-checked)

Select ***.csv**

Click **DEFINE FORMAT** Button, (Bottom)

Under **TABLES**, Select **SHIPMAST.CSV**

Check **COLUMN NAME HEADER** (If not already checked)

Click **GUESS** Button

Under **COLUMNS**

Hi-Lite **CUSTOMER_ID** Set **Data Type** to **CHAR**, Set **Width** to **255**, Press **MODIFY**

Hi-Lite **POSTAL_ZIP** Set **Data Type** to **CHAR**, Set **Width** to **255**, Press **MODIFY**

Hi-Lite **PHONE** Set **Data Type** to **CHAR**, Set **Width** to **255**, Press **MODIFY**

Hi-Lite **PARTY_ZIP** Set **Data Type** to **CHAR**, Set **Width** to **255**, Press **MODIFY**

Click **OK**

Note: Disregard the following message, as WorldShip may report the following Error:

FAILED TO SAVE TABLE ATTRIBUTES OF (NULL) INTO (NULL)

Click **OK**

Click **OK**

ODBC Tables, Select: **SHIPMAST.CSV**

Proceed to mapping fields...



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Connect the following Fields from SHIPMASTER to WORLDSHIP:

Version 11.0, Build-14 or greater, Rev-1

Connect the Appropriate Fields on the left & right side of screen. Follow this procedure for each field...
Hi-Lite ShipMaster Field #1 on **Left**, Match Corresponding UPS Field on **Right**, Click **CONNECT**

SHIPMASTER FIELDS

WORLDSHIP FIELDS

Select pull-down from top right side of screen > **SHIPMENT INFORMATION**

1	SERVICE_TYPE	3	Service Type
2	BILLING_OPTION	5	Billing Option
3	HANDLING_OPTION	18	Handling Charge Option
4	HANDLING_TYPE	19	Handling Charge Type
5	HANDLING_CHARGE	21	Handling Charge Flat Rate
6	RETURN_SERVICE_OPTION	24	Return Service Option
7	RETURN_SERVICE_TYPE	26	Return Service Type
8	SATURDAY_DELVRY	38	Saturday Delivery Option
9	GOODS_DESC	104	Description of Goods

Select pull-down from top right side of screen > **PACKAGE**

10	CUSTOMER_ID	6	Reference 2
----	-------------	---	-------------

Select pull-down from top right side of screen > **SHIP TO**

11	COMPANY_OR_NAME	2	Company or Name
12	ATTENTION	3	Attention
13	ADDRESS	5	Address 1
14	COUNTRY	8	Country/Territory
15	POSTAL_ZIP	9	Postal Code
16	CITY	10	City or Town
17	STATE	11	State/Providence/County
18	PHONE	12	Telephone
19	RESIDENTIAL	18	Residential Indicator

Continued on next page...



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Connect the following Fields from SHIPMASTER to WORLDSHIP:

Version 8.0, Build-14 or greater, Rev-1

SHIPMASTER FIELDS

WORLDSHIP FIELDS

	Select pull-down from top right side of screen>	PACKAGE
20	PACKAGE_TYPE	1 Package Type
21	WEIGHT	2 Weight
22	OVERSIZE	4 Large Package Indicator
*	23 REFERENCE	5 Reference 1 <Click Define Primary Key for Import
24	ADD_HANDLING	10 Additional Handling Option
25	COD_OPTION	12 COD Option
26	COD_AMOUNT	13 COD Amount
27	CASHIERS	15 Cashiers Check/Money Order Only
28	INSURANCE_OPTION	17 Declared Value Option
29	INSURANCE_VALUE	18 Declared Value Amount
30	DELIVERY_CONF_OPTION	20 Delivery Conformation Option
31	DELIVERY_SIGNATURE	21 Delivery Conformation Signature
32	DELIVERY_ADULT	22 Delivery Conformation Adult Signature
33	LENGTH	75 Length
34	WIDTH	76 Width
35	HEIGHT	77 Height

	Select pull-down from top right side of screen>	Third Party
36	COMPANY_NAME	2 Company or Name
37	PARTY_ATTN	3 Attention
38	PARTY_ADDRESS	4 Address 1
39	PARTY_COUNTRY	7 Country/Territory
40	PARTY_ZIP	8 Postal Code
41	PARTY_CITY	9 City or Town
42	PARTY_STATE	10 State/Province/County
43	PARTY_PHONE	11 Telephone
44	UPS_ACCT_NBR	13 UPS Account Number

Click **OK**

Do You Want to Batch Import Now? **YES** (This next step will test your map)

A new window will now appear. Check the box marked **Process shipments automatically...**
Press **Next** button to test your newly created map.

The dialog window will alert you as to the success or failure of your newly created map.

You can always re-edit if the newly created map fails a known good SHIPMAST.CSV file.

IMPORTING SHIPMAST FILES & PRINTING UPS SHIPPING LABELS

Version 14.0, Build-14 or greater, **Revised 9/25/11**

During the day, you can run as many batch processes as desired.

Each batch import will immediately begin printing shipping labels automatically through WorldShip.

Procedure for Batch Processing ShipMaster-to-WorldShip, with UPS Parcel Label-Printing.

Enter Orders through the **Order-Entry** or **Add-on Packages** program

Print Pick-Tickets & Optional Parcel-Labels

Update-Orders & Invoice

#5, Reports, FedEx, RPS, USPS, LTL Truck **Shipping-Labels**, Void

Proceed directly to UPS WorldShip and Batch-Import PLD, Print UPS Shipping Labels

Return back to Order-Entry or Add-on Packages to repeat the batch cycle.

From WorldShip, follow the procedure below:

Select **Import/Export Wizard** from the top of the screen

Click: **BATCH IMPORT**

Check Box: **Process shipments automatically after import**

Map Name	Map Type	Map ODBC DSN
SHIPMASTER	Shipment	SHIPMASTER
{ Default Import Invali...	Address Book	
{ Default Import Invali...	Commodity	
{ Default Import Invali...	Reference Number a...	
{ Default Import }	Address Book	
{ Default Import }	Shipment	

Shipper Number
56A8V6

Process shipments automatically after import
 Delete existing records before import

Next Cancel Help

Click **Next** or **Enter**

Select **Yes**, **No**, or **Enter** for International Parcels. (Yes only forces you to observe the rules).

A preview screen will appear. Click **Next** or **Enter**

Labels will immediately start printing.

WARNING! Do Not Import the same label secession more than one time. You could Experience multiple billings. (Transmit one time to UPS at the end of each business day).

PROCEDURE FOR VOIDING PARCELS

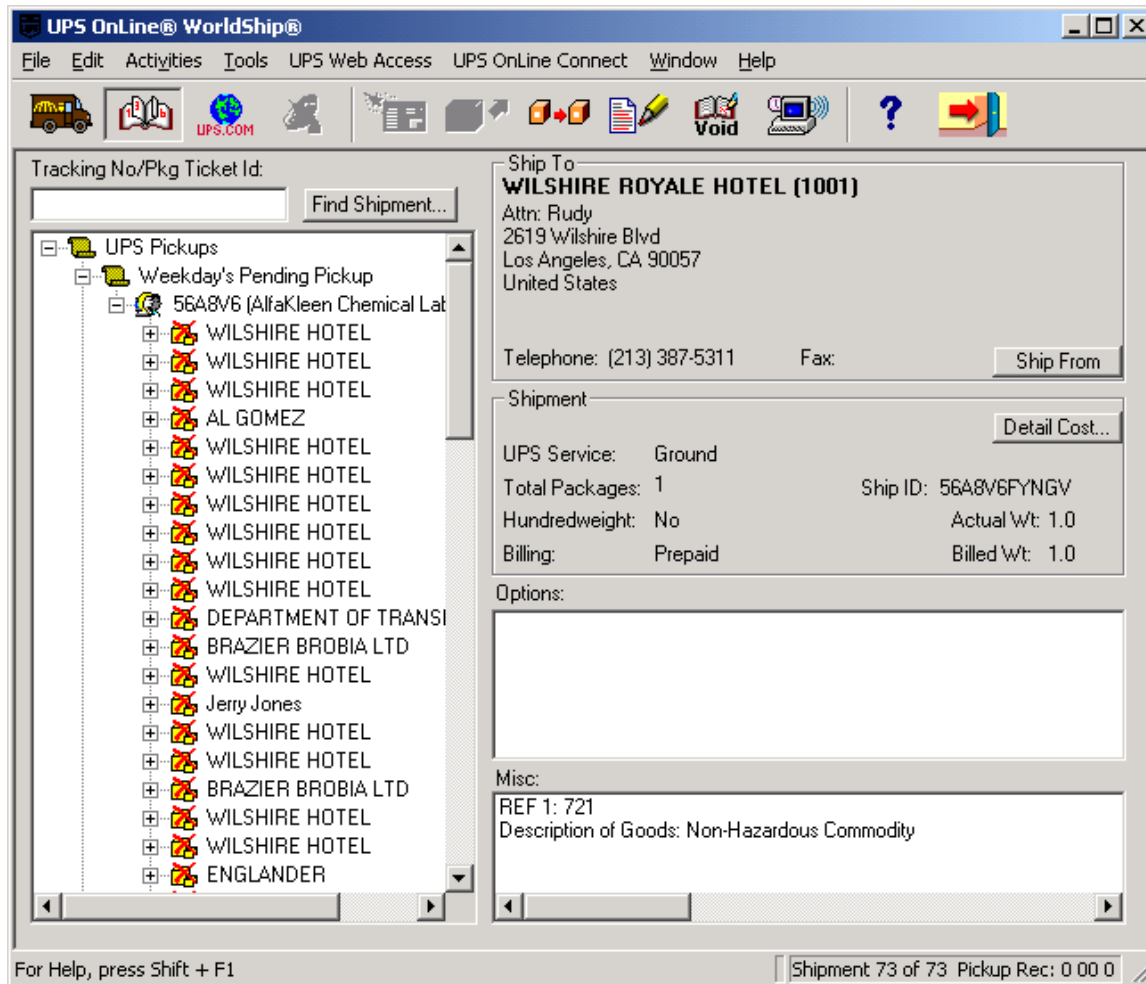
Version 8.0, Build-14 or greater, Rev-1

Select (Click-on) the Log-Book, 2nd Icon from the left, after the UPS truck.

Select **Weekdays Pending Pickup**

Click onto the plus button associated with your shipper number

Highlight the proper parcel, and then select the **VOID** Icon & Click **OK**



If you get stuck, UPS WorldShip Tech Support is very helpful: 888-553-1118, Option #3

If you have any questions, please do not hesitate to contact me.

Sincerely,

John Calicchio

President

Email: john@datbusiness.com



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END-OF-DAY UPLOAD TO UPS

Version 8.0, Build-14 or greater, Rev-1

At the end of each working day, you must upload the imported information to UPS
This information is vital to UPS in order to Audit and Prepare your Freight Bill.
This is accomplished by selecting the **Computer Icon** from the icon list, as is indicated below.
An end-of-day Parcel Detail Report will be printed, as well as a Driver Summary.

The screenshot shows the UPS OnLine WorldShip software interface. The window title is "UPS OnLine® WorldShip®". The menu bar includes File, Edit, Activities, Tools, UPS Web Access, UPS OnLine Connect, Window, and Help. The toolbar contains icons for a truck, a computer, a globe (UPS.COM), a printer, a void button, a question mark, and a red arrow. The main area is divided into two panes. The left pane shows a tree view of "UPS Pickups" with sub-items: "In Error Shipments", "56A8V6 (AlfaKleen Chemical Labs)", "WILSHIRE ROYALE HOTEL" (highlighted), "Weekday's Pending Pickup", "Saturday's Pending Pickup", and "06/25/2003 - 16:11:53". The right pane displays shipment details for "WILSHIRE ROYALE HOTEL (1001)".

Tracking No/Pkg Ticket Id: Find Shipment...

Ship To:
WILSHIRE ROYALE HOTEL (1001)
Attn: Rudy
2619 Wilshire Blvd
Los Angeles, CA 90057
United States

Telephone: (213) 387-5311 Fax: Ship From

Shipment

UPS Service: Ground
Total Packages: 1 Ship ID: 56A8V63333
Hundredweight: No Actual Wt: 0.0
Billing: Billed Wt: 0.0

Options:

Misc:
REF 1: 721
Description of Goods: Non-Hazardous Commodity

For Help, press Shift + F1 Shipment 1 of 1 Pickup Rec: 0 00 0



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Procedure for Creating Multiple Customer Accounts

Version 8.0, Build-14 or greater, Rev-1

How to setup a Store Code to account for your customer's freight charges

Click onto the **TOOLS** Tab

Select **Charge Back Code Editor**

Choose **Reference No.1**, or **Reference No.2** Tab

Select the radio button for **required & validated**

Navigate the Drop Down to **Store Number** and select by double clicking on the store number field

Look for **Valid Charge Back Codes** on Right-Side of screen

Under **Current Selection**, enter **1000** for customer store number 1

Repeat this process for store number 2, 3, etc.

Click **Add** button

Click **Close** button

Within the main UPS screen, you will now be able to select the Store No. from the right side of the screen.

Later, you can re-print the end-of-day reports, filtered by the store number.

SHIPPING LABEL(S) DID NOT PRINT FROM BATCH IMPORT

Version 8.0, Build-14 or greater, Rev-1

If a label does not print, the problem would be in the fields for import.

Select (Click-on) **LOG BOOK**, the 2nd Icon from the left, after the UPS truck.

Select **In Error Shipments**

Click onto your **Shipper Number**

Click onto the problem shipment

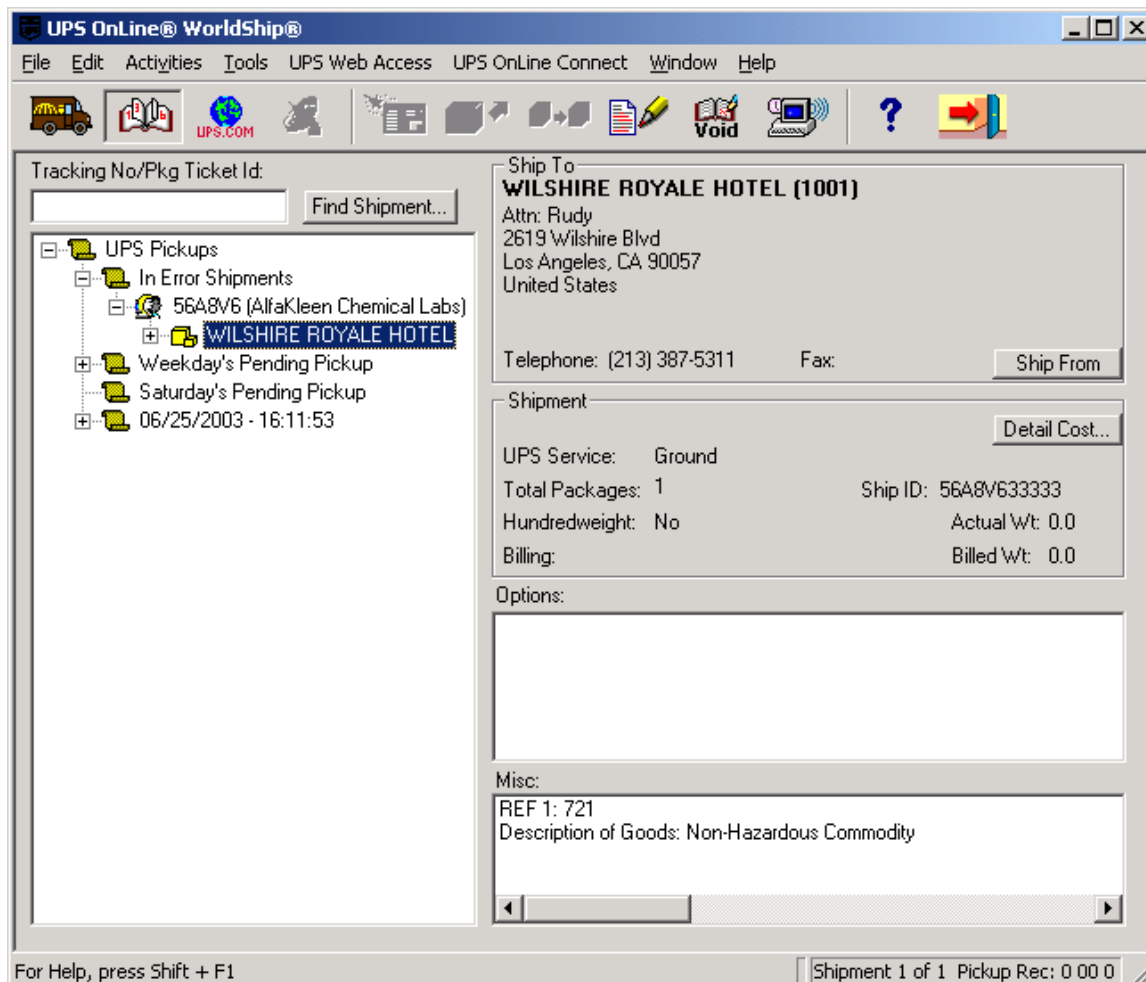
Choose **ACTIVITIES** from the tool bar

Choose **EDIT/RECONCILE** Shipment

When the parcel information appears, click onto the Process Shipment button located in the lower right corner. Observe, correct failure, and if necessary, fax the correction to me as a screen shot.

The label will print, if all the pertinent information is corrected.

Print a screen shot by holding down the **Alt-Key**, then press the **Print-Screen** Button. Open up Word, Word-Pad, or Note-Pad, right click in the letter body, and click **Paste**, finally, Print & Fax. I will look at the fault and contact you.





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WORLDSHIP DROPS THE ZERO IN MY ZIPCODE DURING BATCH IMPORT

Version 8.0, Build-14 or greater, Rev-1

Actually WorldShip is not the problem. The ODBC Driver Setup is set to Integer Field for the Zip-Code. The following is a detailed procedure for adjusting the ODBC driver link map.

From the Windows Desktop:

click **START**

click **SETTINGS**

click **CONTROL PANEL**

Click **ODBC** for Win95, 98, me, Click **ADMINISTRATIVE TOOLS** for Win2000 & NT

Click **DATA SOURCES (ODBC)**

Click **USER DSN tab**

Highlight **SHIPMASTER**

Click **CONFIGURE Button**

Click **OPTIONS>>**

Un-check **Default (*.*)**

Click ***.CSV**

Click **DEFINE FORMAT Button**

Win-98 Only: Click Column Name Header [X]

Under Tables, Hi-Lite **SHIPMAST.CSV**

Under columns, Hi-Lite **POSTAL_ZIP** (15th Field)

Change Data Type: **CHAR**

Change Width: **255**

Click the **MODIFY Button**

Click **OK**

Click **OK**

Click onto the **X to Exit** ODBC Driver Setup.

Click onto the **X to Exit** Control Panel.

If you get stuck, UPS WorldShip Tech Support is very helpful: 888-553-1118, Option #3

If you have any questions, please do not hesitate to contact me.

Sincerely,

John Calicchio

President

Email: john@databusiness.com



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WorldShip Shipping Labels Do Not Print the Phone Number

Version 8.0, Build-14 or greater, Rev-1

Actually WorldShip is not the problem. The ODBC Driver Setup is set to Integer Field for the Phone Number. The following is a detailed procedure for adjusting the ODBC driver link map.

From the Windows Desktop:

click **START**

click **SETTINGS**

click **CONTROL PANEL**

Click **ODBC** for Win95, 98, me, Click **ADMINISTRATIVE TOOLS** for Win2000 & NT

Click **DATA SOURCES (ODBC)**

Click **USER DSN tab**

Highlight **SHIPMASTER**

Click **CONFIGURE Button**

Click **OPTIONS>>**

Un-check **Default (*,*)**

Click ***.CSV**

Click **DEFINE FORMAT Button**

Under Tables, Hi-Lite **SHIPMAST.CSV**

Under columns, Hi-Lite **PHONE** (18th Field)

Change Data Type: **CHAR**

Change Width: **255**

Click the **MODIFY Button**

Click **OK**

Click **OK**

Click onto the **X to Exit ODBC Driver Setup**.

Click onto the **X to Exit Control Panel**.

If you get stuck, UPS WorldShip Tech Support is very helpful: 888-553-1118, Option #3

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WORLDSHIP WON'T PRINT MY CUSTOMER NUMBER ON THE SHIPPING LABEL

Version 8.0, Build-14 or greater, Rev-1

Procedure for Adding the Customer Number to the Bottom of the Shipping Label:

Select **UPS ONLINE CONNECT**

Click **Create/Edit Map...**

Hi-Lite **SHIPMASTER**

Click the **EDIT** button

Left-Side: Hi-Lite Field #10 **Customer ID**

Right-Side: Pull Down to **Ship To**

Click Field #1 **Customer ID**

Click the **Disconnect** button at bottom

Right Side, WorldShip Fields: select: **Package** from pull-down

Hi-Lite #6, **Reference 2**

Click **CONNECT** button

Click **OK**

Click **OK**



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WorldShip Intermittently Fails to Close the End-of-Day Successfully

Version 8.0, Build-14 or greater, Rev-1

NOTE: This problem only affects Dial-up Modems, Not DSL or Cable

Procedure for setting the End-of-Day dialing process:

From your Windows Desktop...

Click **START**

Click **SETTINGS**

Select **CONTROL PANEL**

Click **INTERNET OPTIONS** icon

Click onto the **CONNECTIONS** Tab

Click the **Never Dial a Connection** button

Click **OK**

Click **exit**



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WorldShip Prints Out Dated Ship From Information on Shipping Label

Version 8.0, Build-14 or greater, Rev-1

Procedure for changing the ship-from information printing on the shipping label:

From your WorldShip Toolbar Select...

Click **TOOLS**

Click **SHIPPER EDITOR**

Select **MODIFY**

Check to box: Use ALT Ship From

Modify the information as required

Click OK

Close