

Exporting DHL Recipient Databases to FedEx Ship Manager Software

Follow these simple steps to export a recipient database from DHL shipping software for import into FedEx Ship Manager® Software:

- 1. Open the DHL shipping application.
- 2. Click on Tools.
- 3. Select Launch the Export Utility.
- 4. Select Create a new Export Definition.
- 5. Select Export Consignee.
- 6. Click Next (keep the default setting of Comma for the field delimiter).
- 7. Click Next.
- 8. Add all fields from the left column to right column by clicking the >> button or highlight specific fields from the left column and click the > button to add them to the right column.
- 9. Click Next.
- 10. Save the Export definition to a file (e.g., **Customers**).
- 11. Click Next.
- 12. Select the export file location (e.g., C:\save\).
- 13. Click Next.
- 14. Click Save.
- 15. Click Finish.
- 16. When the export is complete, close the DHL shipping application.
- 17. Open the file using Excel® (e.g., C:\Save\Customers.csv).

- **18.** Clean up the file by replacing all commas with hyphens and add leading zeroes to zip codes as required.
- 19. Save the updated file.
- **20.** Import to FedEx Ship Manager Software using the procedures in the current FedEx Ship Manager Software User Guide.