

## Shipping Export Overview

In the Shipping Module you have the opportunity to pull up the packing slips of your orders by any of the search criteria you want to put in. Once you develop the list of packing slips/orders you want to export, you can select them and choose an export format located in the "Export" button on the left side of the shipping screen.

The formats you have access to are:

Format 204 (WSN)

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Custom CSV (NVL)

FedEx (Federal Express)

Pack-N-Ship

GSO (Golden State Overnight)

UPS (United Parcel Service)

Once you select the format you want, export the orders to a folder in your computer or network. To set or change the location the file is to be saved to, double click on the "export to file" location and select the folder you wish to save the document to. For whichever export you are using, we recommend that you create a named folder that you can keep each of your exports in so they are available should you need to refer to them. (e.g., FedEx, GSO, UPS).

**Note:** For the Custom CSV shipping export you may pick a shipping priority for what you are exporting. If you pick one, all orders being exported will be set to the selected priority. If you only want one order in a group to have a special priority you will need to export that order by itself. Order types are set to "CLUB" for group orders or "STND" for all other orders.

Please note: VinNOW has a direct connection to the UPS server for faster processing of UPS orders. Please refer to our UPS Shipping Integration documentation for more information. VinNOW provides the UPS format for export/import into WorldShip if needed.