

DHL eMailShip

Data Export and Import Guide

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eMailShip Data Export and Import Guide

Contents

INTRODUCTION	2
1. ADOBE READER 11 AND BELOW	2
1.1 EXPORTING THE DATA	2
1.2 IMPORTING THE DATA INTO YOUR NEW EMAILSHIP	4
2. ADOBE READER DC	5
2.1 EXPORTING THE DATA	5
2.2 IMPORTING THE DATA INTO YOUR NEW EMAILSHIP	6

Introduction

This document explains to an eMailShip user how to copy data (account numbers, Shipper address, Address Book etc.) from one eMailShip PDF to another.

This process is usually followed when a new version of eMailShip is available and the user wishes to copy the data from their existing eMailShip PDF to the new eMailShip PDF.

Note: If the new eMailShip PDF already contains some data, it will be over written by the new data.

If you use Adobe Reader 11 or below follow the instructions in section 1 Adobe Reader 11 and below
If you use Adobe Reader DC, follow the instructions in section 2 Adobe Reader DC

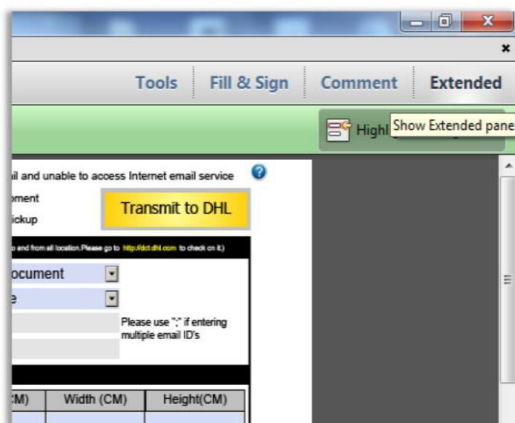
1. Adobe Reader 11 and below

Follow these instructions if you use Adobe Reader 11 or below

1.1 Exporting the Data

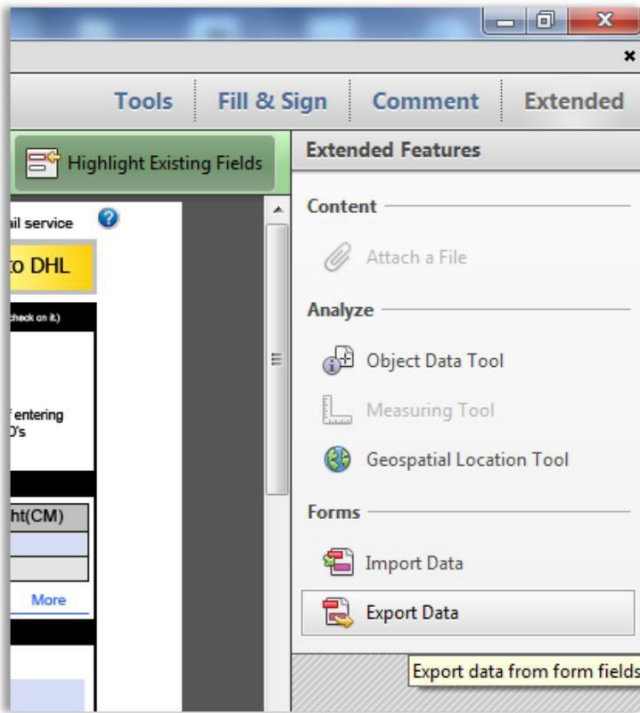
This process saves (exports) the data (account numbers, shipper address, Address Book etc.) from your eMailShip PDF to your PC

1. Open your existing eMailShip PDF
2. Click on the **Extended** button in the top right of the Adobe Reader.



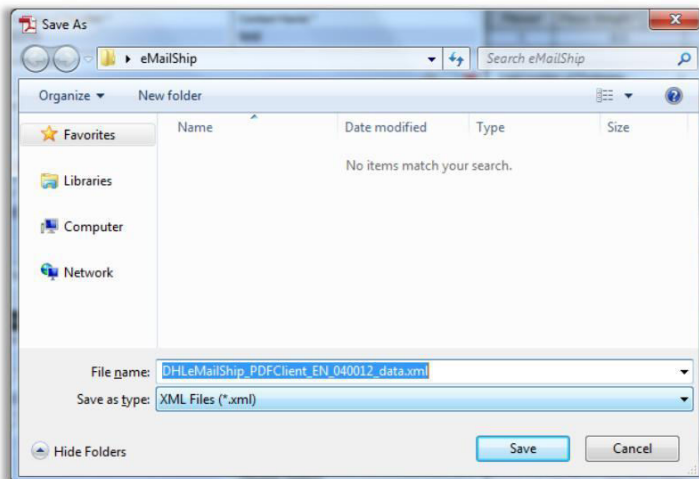
eMailShip Data Export and Import Guide

3. Click on **Export Data** in the Extended Features pane



4. Browse to where you want to save the file.

5. Click on **Save**

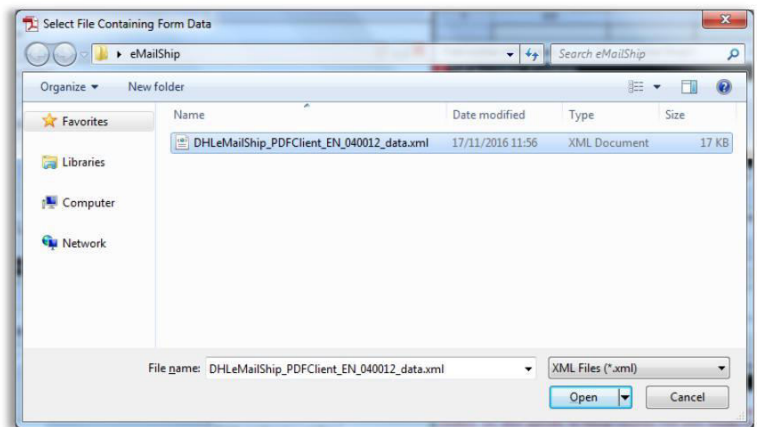
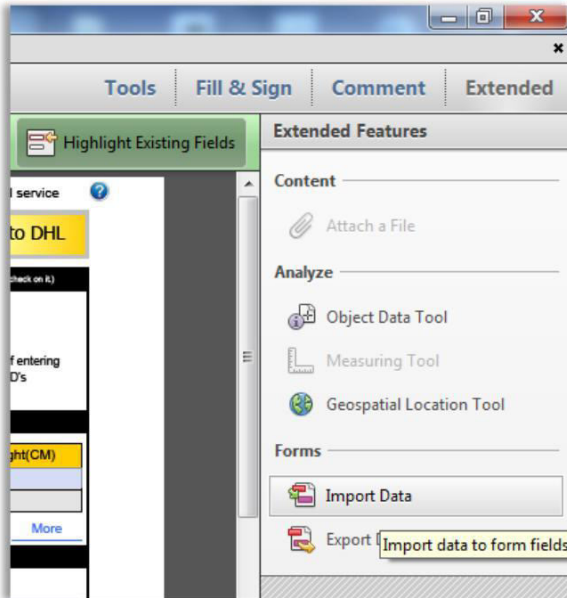


eMailShip Data Export and Import Guide

1.2 Importing the Data into your new eMailShip

This process copies (imports) the data (account numbers, shipper address, Address Book etc.) from the file you just saved to your new eMailShip.

1. Open the new eMailShip PDF
2. Click on the **Extended** button in the top right of the Adobe Reader.
3. Click on **Import Data**
4. Browse to the file you just saved and click on **Open**



5. The data will be copied into the new eMailShip PDF

A screenshot of the DHL Shipment Form. The form is filled with data from the imported file. The 'Payer account number and insurance details' section shows 'Payer Account No.' as 130000000. The 'From (Shipper)' section shows 'Account Number' as 130000000 and 'Name' as test. The 'To (Receiver)' section shows 'Company Name' as TEST and 'Address' as 1 LONG ROAD, TW19 3JD, Ashford, United Kingdom. The 'Products & Services' section shows 'Type' as International Non-Document and 'Product' as Express Worldwide. The 'Shipment details' section shows 'Pieces' as 1 and 'Total Weight' as 0.5 Kg(s). The 'Full description of contents' section shows 'TEST'. The 'Non-Document shipment only (Customs Requirements)' section shows 'Declared Value for Customs' as 0.00000. The 'Shipper's agreement' section shows 'I Agree' checked. The form is titled 'Shipment Form' and has buttons for 'Clear All', 'Process Shipment', and 'Transmit to DHL'.

6. Save the eMailShip PDF. You can now use eMailShip

eMailShip Data Export and Import Guide

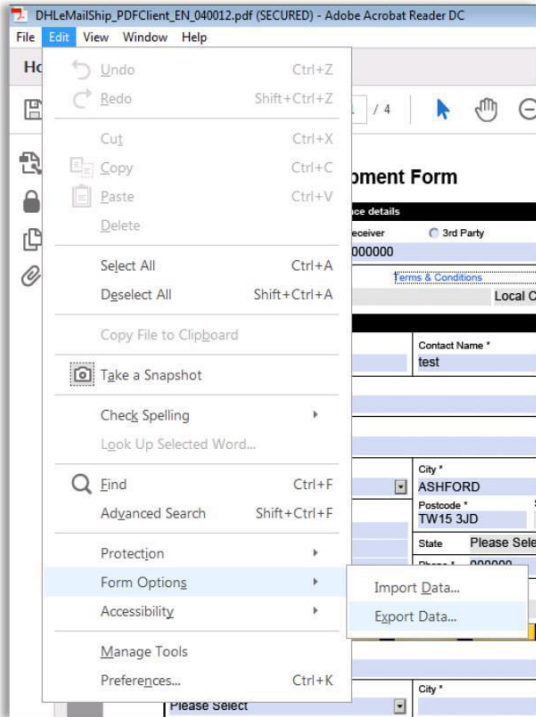
2. Adobe Reader DC

Follow these instructions if you use Adobe Reader DC

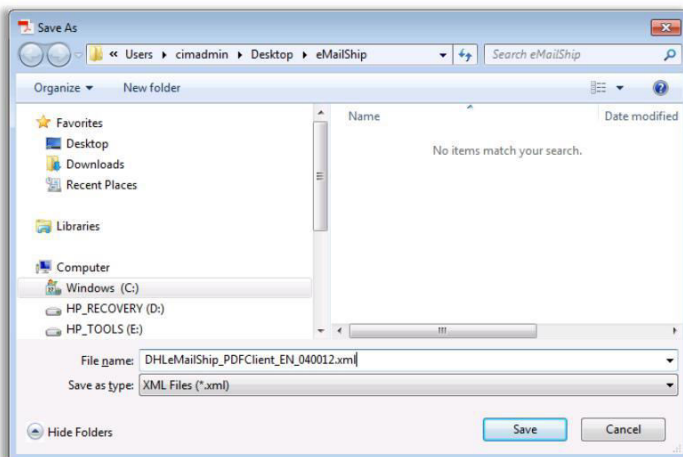
2.1 Exporting the Data

This process saves (exports) the data (account numbers, shipper address, Address Book etc) from your eMailShip PDF to your PC

1. Open your existing eMailShip
2. Click on **Edit > Form Options > Export Data**



3. Browse to where you want to save the file
4. Click on **Save**

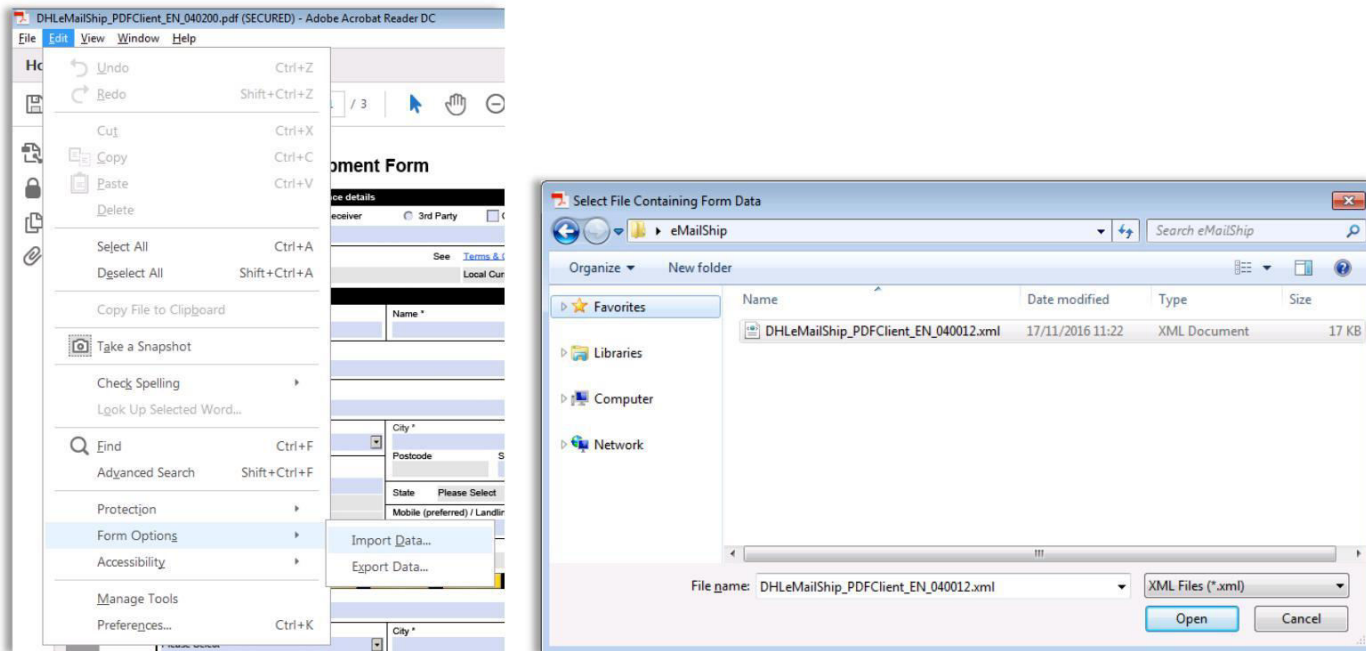


eMailShip Data Export and Import Guide

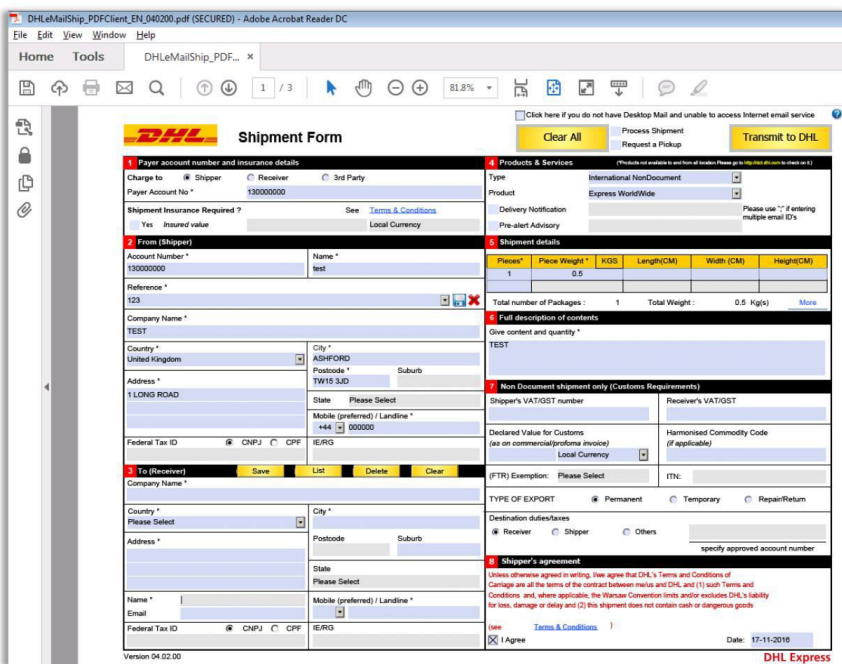
2.2 Importing the Data into your new eMailShip

This process copies (imports) the data (account numbers, shipper address, Address Book etc.) from the file you just saved to your new eMailShip.

1. Open the new eMailShip PDF
2. Click on **Edit > Form Options > Import Data**
3. Browse to the file you just saved and click on **Open**



4. The data will be copied into the new eMailShip PDF



5. Save the eMailShip PDF. You can now use eMailShip.