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.