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## Electronic Manifest

Please review the SDS\_CSVFileStructure.CSV. It defines the layout of the CSV file structure required by our end of day process.

Please note that when sending the .CSV file via FTP, you need only provide through field 46 'AU - Unboxed'. The remaining fields are populated by our manifest processing engine.

The file naming format is as follows:

XXXXXX.YYYYMMDD

XXXXXX = 6 digit Shipper number

YYYY = 4 digit Year

MM = 2 digit Month

DD = 2 digit Day

If you will be transmitting more than one file in a day, then use this format:

The file naming format is as follows:

XXXXXX.YYYYMMDDHHMMSS

XXXXXX = 6 digit Shipper number

YYYY = 4 digit Year

MM = 2 digit Month

DD = 2 digit Day

HH = 2 digit Hour

MM = 2 digit Minute

SS = 2 digit Second

(or 6 unique digits after 'Day')

Please send a request to [manifest@speedeedelivery.com](mailto:manifest@speedeedelivery.com) when you would like to set up your account to send electronic manifests.