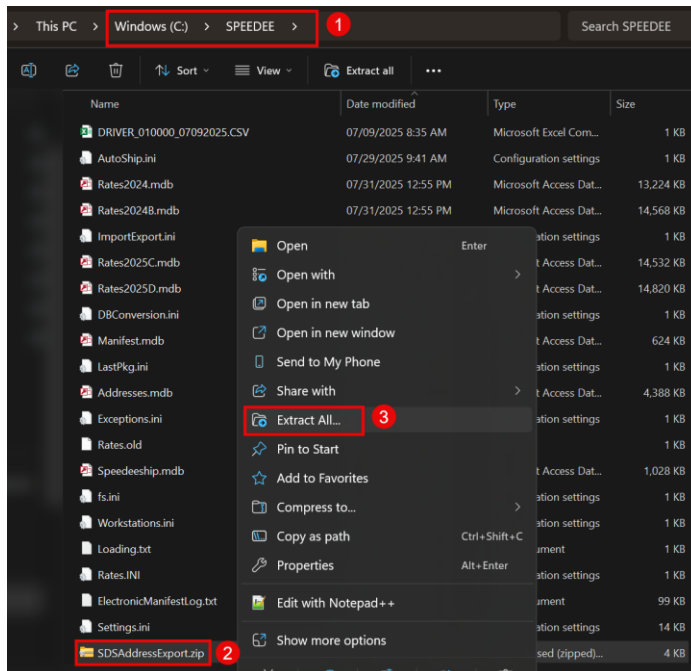
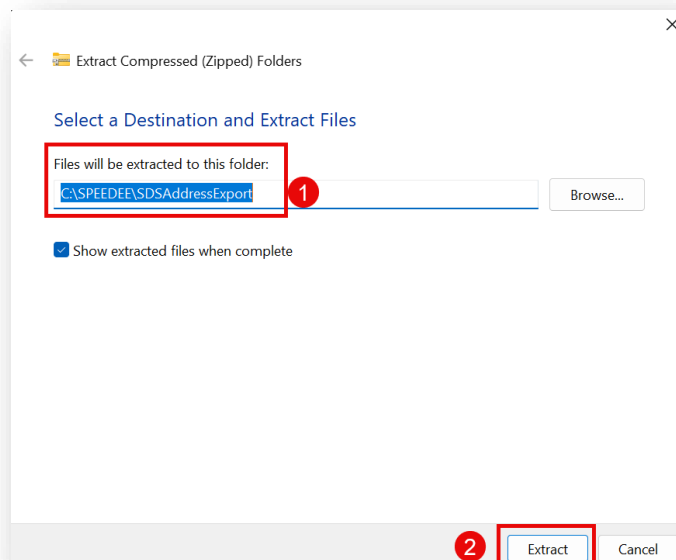


SDSAddressExport Guide



1. Save the **SDSAddressExport.zip** file you downloaded to the **C:\SPEEDEE** directory.
2. Once the file is saved navigate to the C:\SPEEDEE directory. Right click the SDSAddressExport.zip file and select Extract All.



3. You will be prompted to select the destination and to extract. Once confirmed hit extract.



4. Once exported there should be three files in the folder that was created. The guide you are currently reading. The **SDS_Address_Find_And_Export.vbs** and the **SDS-Addresses-Export.bat**

Name	Date modified	Type	Size
 SDS_Addresses_Find_And_Export.vbs	09/19/2025 12:16 PM	VBScript Script File	7 KB
 SDS-Addresses-Export.bat	08/25/2025 4:14 PM	Windows Batch File	1 KB

- a. The SDS-Addresses-Export.bat file calls the VBscript file that will perform the export and reorder the file into the proper format for importing. You can check the source code by opening the VBScript with notepad or a similar viewer.
5. Execute the script by running/double clicking the SDS-Address-Export.bat file.
6. The script should execute, and two windows should appear. Once completed you should get confirmation that the file is saved in the **C:\SPEEDEE** directory.

```

C:\WINDOWS\system32\cmd.
Exporting Customers table from Access to CSV...
Done! CSV created at C:\SPEEDEE\shipit_Import.csv
Press any key to continue . . .

```


7. Find and validate that the **shipit_Import.csv** file was created.

This PC > Windows (C:) > SPEEDEE >

Search SPEEDEE

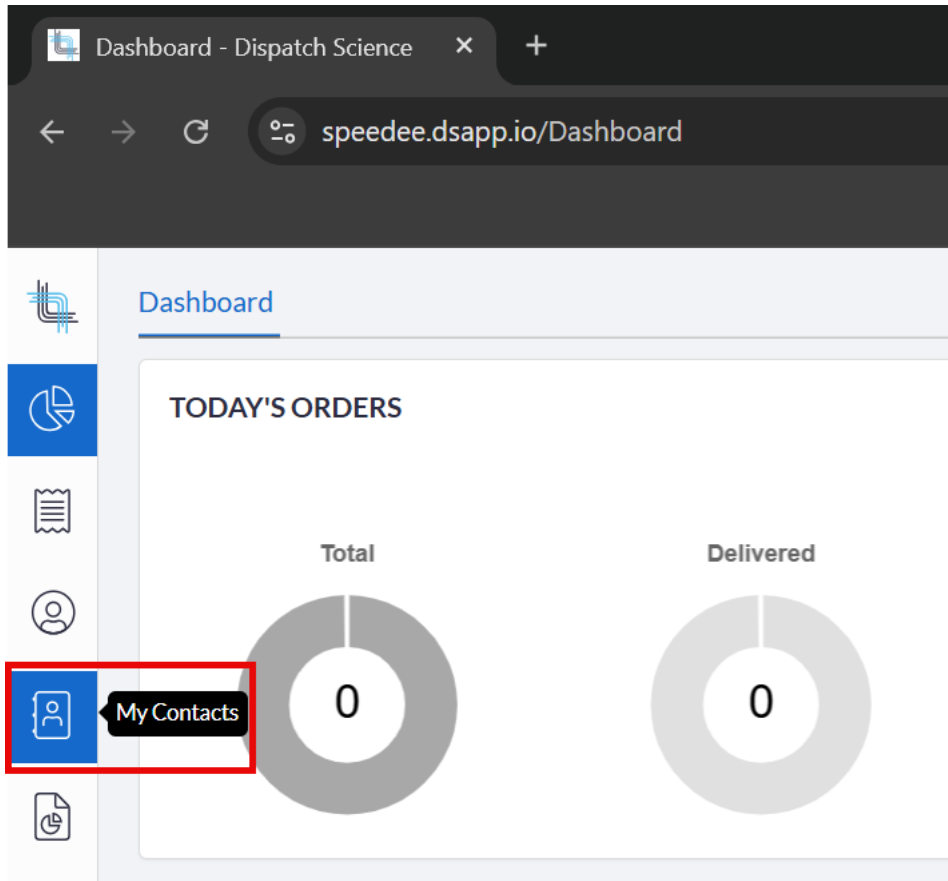
Sort

View

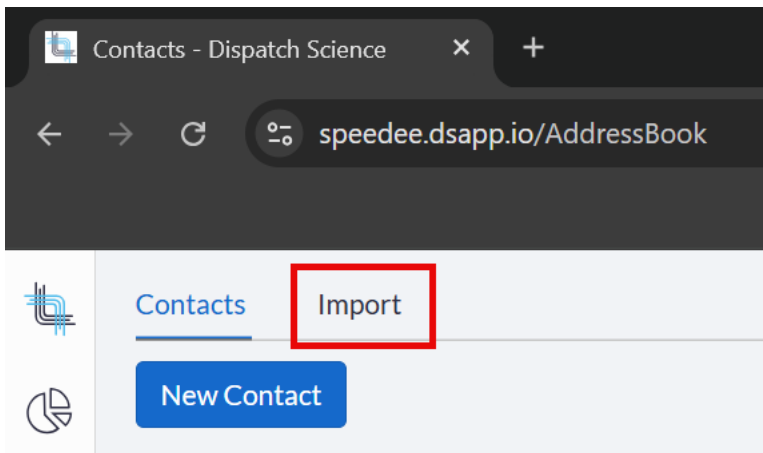
	Name	Date modified	Type	Size
	 shipit_Import.csv	09/19/2025 12:52 PM	Microsoft Excel Com...	1,784 KB

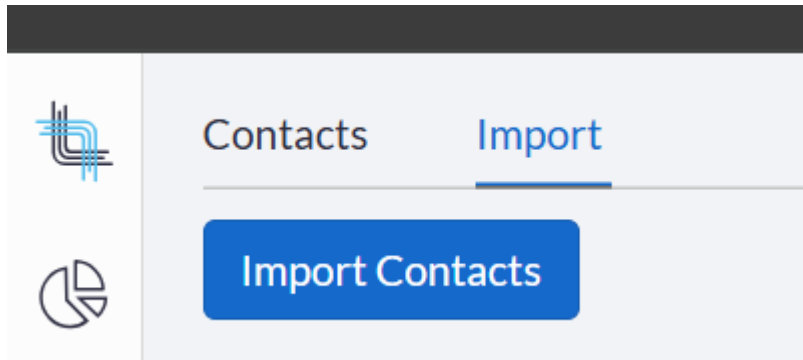
- a. If the file is not created try closing SpeedDeeShip and ensuring that no user is currently reading or writing to the Addresses database. If it still does not work you can contact our support team by calling 320-251-6697 or email contact@speedeedelivery.com
8. Now that the file is generated you will need to import it into the Shiplt portal. Login to the web portal at <https://speedee.dsapp.io/>

9. Once logged in navigate to the **My Contacts** tab in the top left corner.

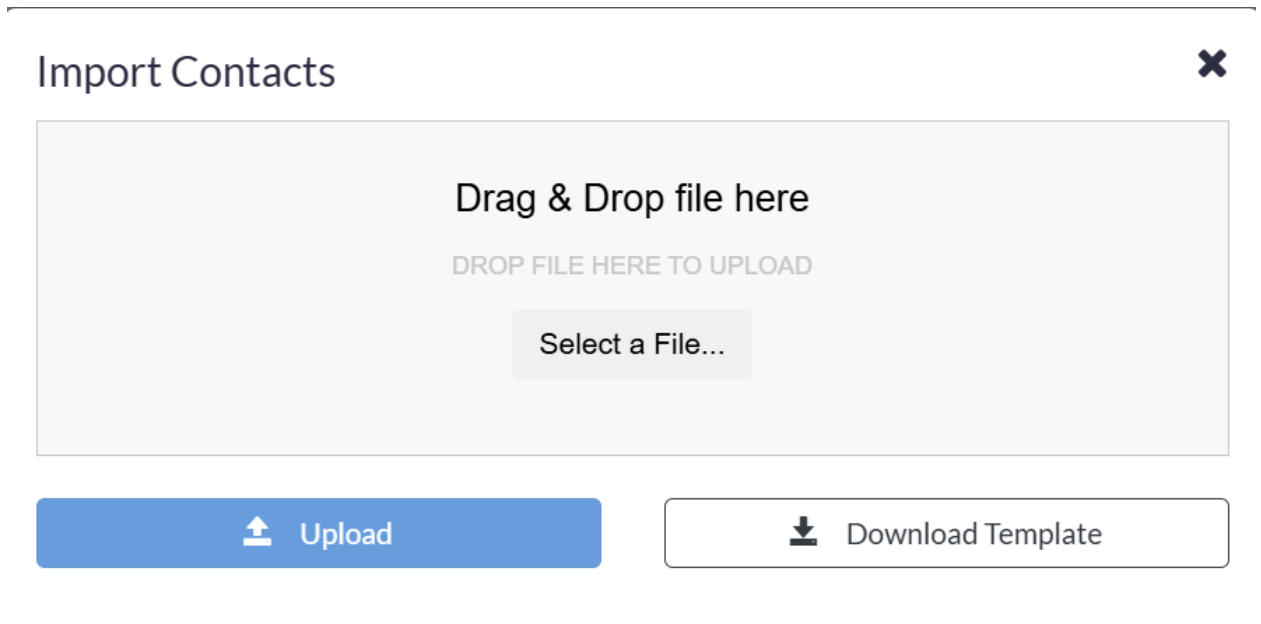


10. Select **Import**



11. Select **Import Contacts**

12. You will now be prompted to upload a file. You can drag the **shipit_import.csv** file into the box otherwise select “**Select a File**” and navigate to the **C:\SPEEDEE** directory and upload the **shipit_import.csv** file this way.



13. Once uploaded you will need to upload it to the address book database. Confirm you see shipit_Import.csv and then hit **Upload**.

Import Contacts ✕


Drag & Drop file here


DROP FILE HERE TO UPLOAD

Select a File...

shipit_Import.csv 1

2

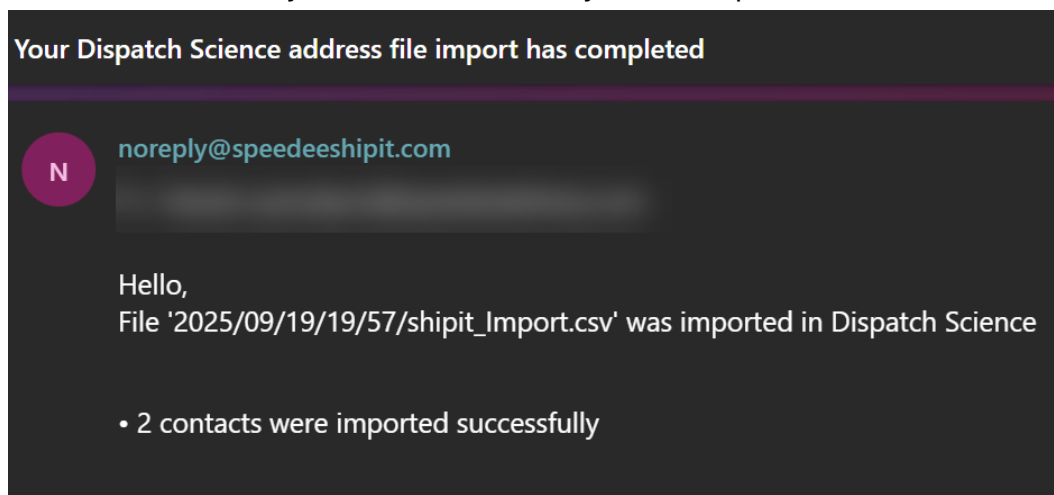
 Upload

 Download Template

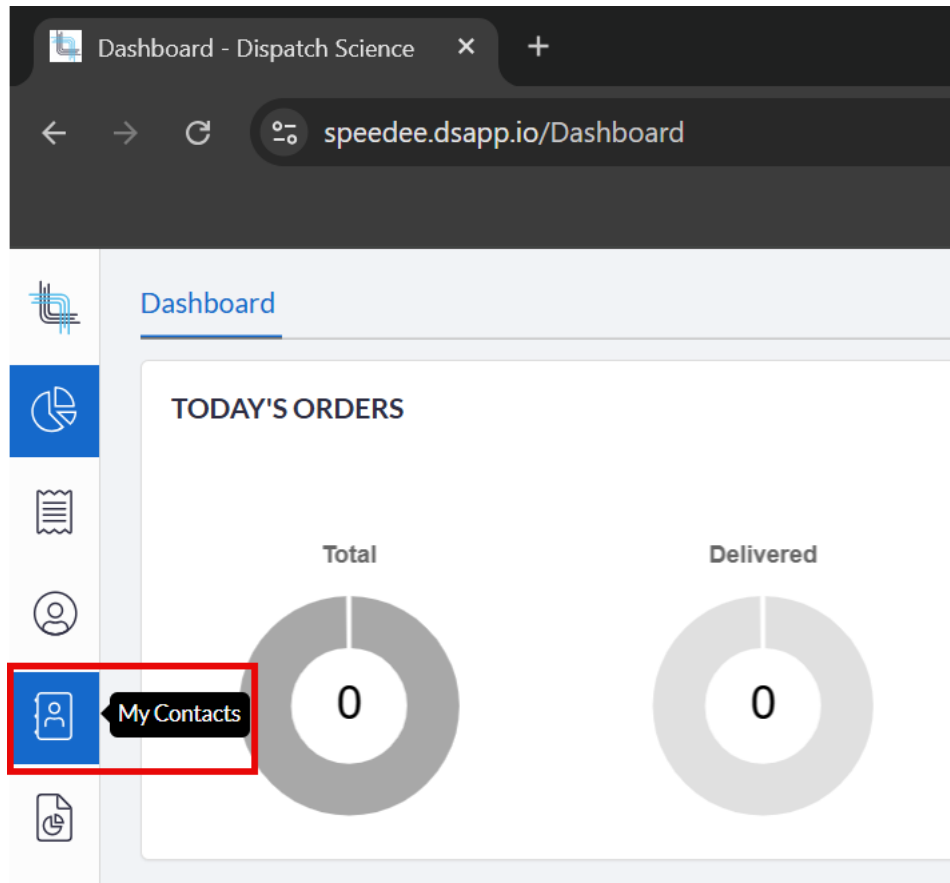
14. You should get a prompt that the contacts are being processed. The email will be sent to the email that was used to create the account.

The contacts are being processed. You will receive an email notification once completed. ✕

- This process can take a few minutes depending on how many entries there are in your addresses file.
 - Each address that is entered is geocoded in our system so some of the addresses may kick back
15. Once you have received your completion email you may notice that some of the addresses were not uploaded and it will tell you what line they were in the file. You will need to manually create these in the system if required.



16. Validate that all of your contacts are entered into the system by navigating back to the **My Contacts** page



17. If any contact were not entered you can manually create the contact by selecting

New Contact

The screenshot shows a web application interface with a sidebar on the left containing icons for various functions. The main area has two tabs: 'Contacts' and 'Import'. The 'Contacts' tab is active, and a red rectangle highlights a blue button labeled 'New Contact'. Below the button is a table with columns 'Contact Name' and 'Phone'. The table is currently empty, and a pagination bar at the bottom shows '1'.

18. Fill in the customers information into the fields.

The screenshot shows the 'New Contact' form. On the left is a map of Clearwater, Florida, with a location pin on Clearwater Road. The form fields are as follows:

- COMPANY:** Testing
- CONTACT NAME:** John Doe
- PHONE:** 000-000-0000
- EMAIL:** (empty)
- CONTACT LANGUAGE:** ☒ ENGLISH ☐ SPANISH
- ADDRESS:** + Enter address from Zip/Postal Code
4101 Clearwater Rd
- SUITE/APT:** (empty)
- LOAD/UNLOAD TIME (MINUTES):** 0
- ZONE DEFINITION:** Choose File No file chosen
- NOTES:** (empty text area)
- Account Contact:** ☒
- DEFAULT CONTACT:** ☐

A 'Save' button is located in the top right corner.

- a. If the address does not populate or come back accurately you can select the **+ Enter address from Zip/Postal Code** to select the coordinates/drag the pointer to the correct location on the map.
- b. Select **Save**

All contacts from Spee-Dee Ship should now be imported. If you need to make any adjustments or delete contacts this can be done from the My Contacts menu. To search for contacts, you need to hit the filter icon and adjust your filters as necessary.

If you run into any issues feel free to contact our support team at **320-251-6697** or over email by emailing **contact@speedeedelivery.com**.