

## [Pull Mailing List \(SAP\)](#)

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<p>1. In Citrix, select <b>Pooled SAP2 Desktop</b></p> <p>(note: Getting SAP desktop requires some gymnastics, of which <a href="#">Hicks, Shawne</a> is familiar)</p>	
<p>2. Once in SAP desktop, launch <b>Chrome</b>, then <a href="#">bna.okta.com</a>, select <b>SAP</b></p>	

<p>3. Select 1) Production, 2) RPI Core SAP System, then launch 3) <b>tx.sap</b> app which appears as a download.</p>	
<p>4. SAP Easy Access is now displayed. In search bar, type <b>“Z_BNA_PRINT_ADHOC”</b> , then <i>enter</i>.</p>	

5. Enter 1) first mail list number, then 2) click arrow.

mail list	Portfolio series
TM31_ML	US
TM031_ML	EGT
TM0031_ML	Foreign

**Background information, only needed if troubleshooting a customer**

TM08 – all three series (ML 21 & 21B)

TM77 – all three series (ML 21 & 21B)

TM10 – US & EGT (ML 21 & 22B)

	<div> <p>TM12 – US only (ML 22 &amp; 22B)</p> <p>TM16 – EGT only (ML 23 &amp; 25B)</p> <p>TM71 – US &amp; Foreign (ML 22 &amp; 21B)</p> </div>
6. Add 1) all mail lists for mailing, then 2) select	
7. Under 1) Menu, select 2) Program, then 3) Execute.  Then, in next screen,  4) select	

8. Finished.	Scheduled SAP Job “BNAPRINT_ONGOING_ADHOC_Y_AS_ISSU” has completed. Mail List Materials will be sent to the fulfillment vendor and a copy of the report will be emailed to <a href="mailto:TaxPrintPortfolios@bloombergindustry.com">TaxPrintPortfolios@bloombergindustry.com</a> .
Note:	Mail lists (.dat files) are pulled at 6:30 AM and 2:30 PM.
<b>Emails - SAP Mail Tape Reports Steps 1-4</b>	
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In Outlook 4 emails will generate	
Step 1	Mail Lists USPS breakdowns
Step 2	TM Code breakdowns

Step 3	Confirms creation of mail tape

Step 4	Confirms transmission of mail tape files to SFTP

Note:	<p>Mail lists (.dat files) are generated at 6:30 AM and 2:30 PM.</p> <p>Lists pulled after 2:30 PM = .dat files will appear in email at 6:30 AM</p>

	Lists pulled after 6:30 AM = .dat files will appear in email at 2:30 PM