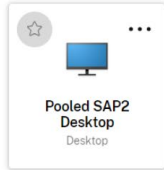
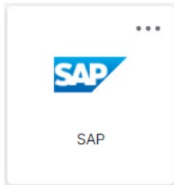
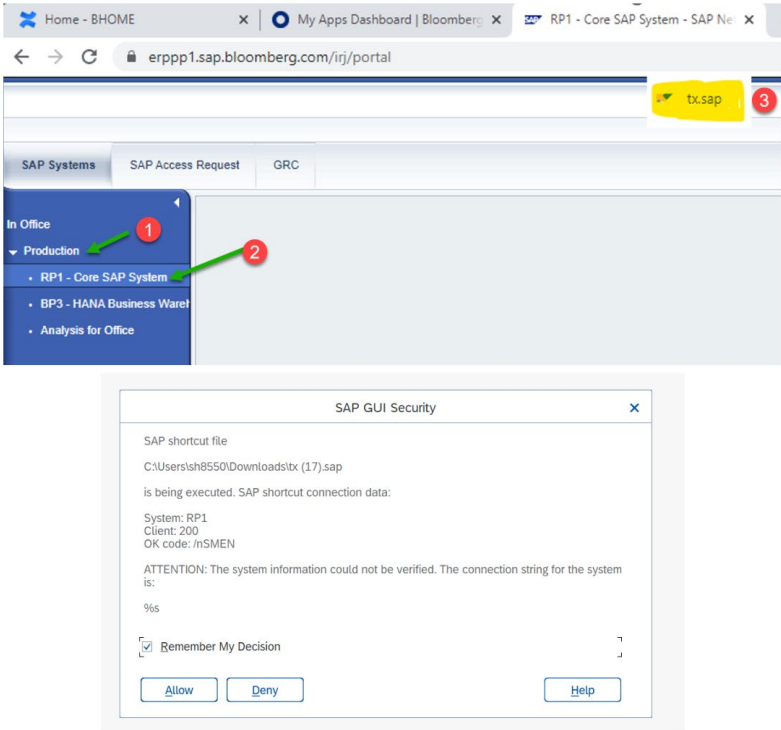
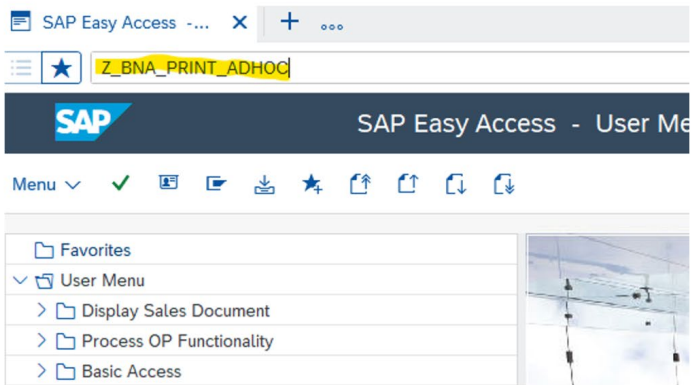
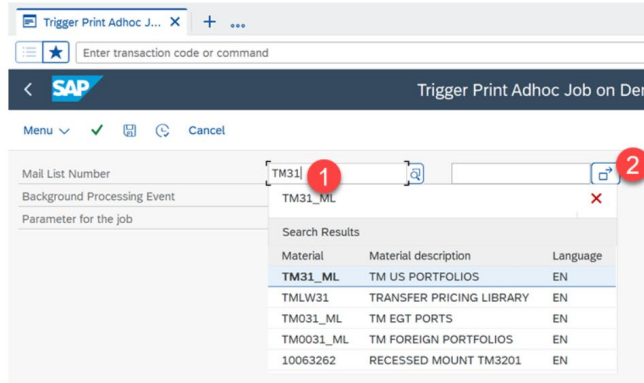


<p>1. In Citrix, select <b>Pooled SAP2 Desktop</b></p> <p>(note: Getting SAP desktop requires some gymnastics, of which @Hicks, Shawne is familiar)</p>	
<p>2. Once in SAP desktop, launch <b>Chrome</b>, then <b>bn.okta.com</b>, select <b>SAP</b></p>	
<p>3. Select 1) Production, 2) RPI Core SAP System, then launch 3) <b>tx.sap</b> app which appears as a download.</p>	

4. SAP Easy Access is now displayed. In search bar, type “Z\_BNA\_PRINT\_ADHOC”, then *enter*.



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 delivery problem:**

TM08 – all three series (ML 21 & 21B)

TM77 – all three series (ML 21 & 21B)

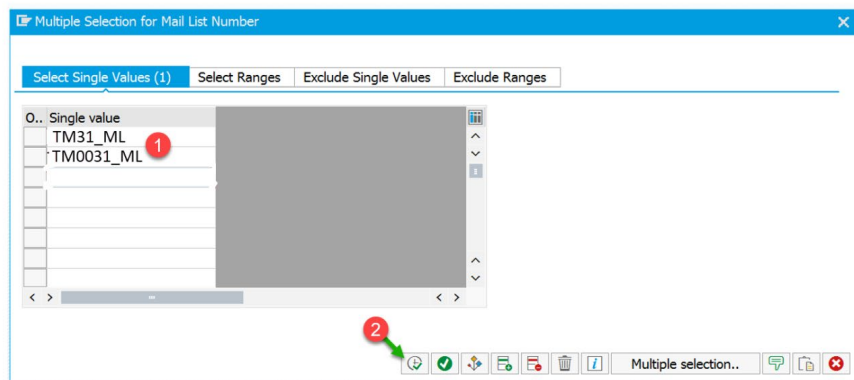
TM10 – US & EGT (ML 21 & 22B)


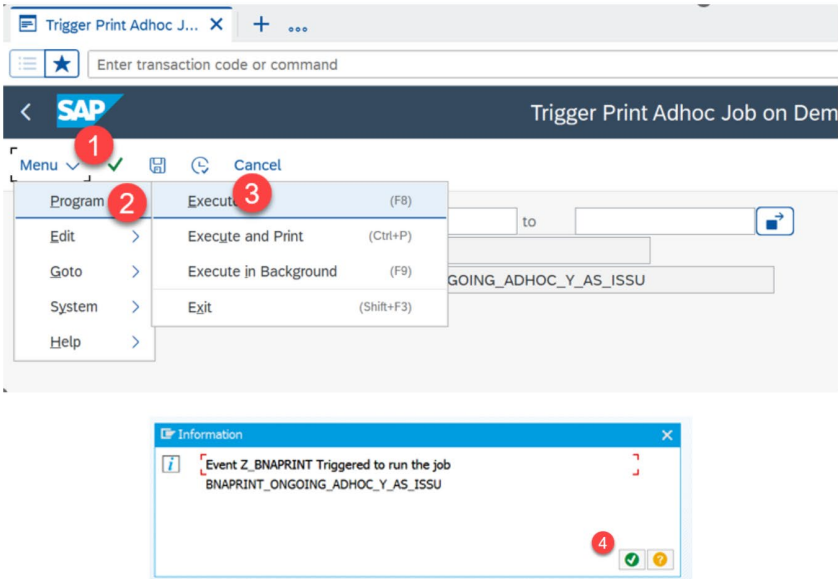
TM12 – US only (ML 22 & 22B)

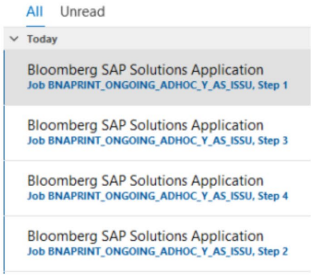
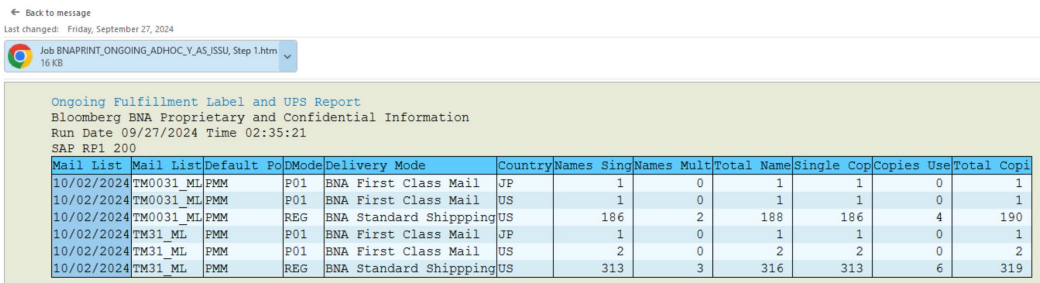
TM16 – EGT only (ML 23 & 25B)

TM71 – US & Foreign (ML 22 & 21B)

6. Add 1) all mail lists for mailing, then 2) select



<p>7. Under 1) Menu, select 2) Program, then 3) Execute.</p> <p>Then, in next screen,</p> <p>4) select </p>	
<p>8. Finished.</p>	<p>Scheduled SAP Job "BNAPRINT_ONGOING_ADHOC_Y_AS_ISSU" has been triggered. The requested Mail List Materials will be sent to the fulfillment vendor and a copy of those lists will also be sent to <a href="mailto:TaxPrintPortfolios@bloombergindustry.com">TaxPrintPortfolios@bloombergindustry.com</a>.</p>
<p>Note:</p>	<p>Mail lists (.dat files) are pulled at 6:30 AM and 2:30 PM.</p>

<p><b>Emails - SAP Mail Tape Reports Steps 1-4</b></p>																																																																																					
<p>In Outlook 4 emails will generate</p>																																																																																					
<p>Step 1</p>	<p>Mail Lists USPS breakdowns</p>  <p>← Back to message Last changed: Friday, September 27, 2024 Job BNAPRINT_ONGOING_ADHOC_Y_AS_ISSU, Step 1.htm 16 KB</p> <p>Ongoing Fulfillment Label and UPS Report Bloomberg BNA, Proprietary and Confidential Information Run Date 09/27/2024 Time 02:35:21 SAP RPI 200</p> <table border="1"> <thead> <tr> <th>Mail List</th> <th>Mail List</th> <th>Default Po</th> <th>DMode</th> <th>Delivery Mode</th> <th>Country</th> <th>Names Sing</th> <th>Names Mult</th> <th>Total Name</th> <th>Single Cop</th> <th>Copies Use</th> <th>Total Copi</th> </tr> </thead> <tbody> <tr> <td>10/02/2024</td> <td>TM0031_ML</td> <td>FMM</td> <td>P01</td> <td>BNA First Class Mail</td> <td>JP</td> <td>1</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> <td>1</td> </tr> <tr> <td>10/02/2024</td> <td>TM0031_ML</td> <td>FMM</td> <td>P01</td> <td>BNA First Class Mail</td> <td>US</td> <td>1</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> <td>1</td> </tr> <tr> <td>10/02/2024</td> <td>TM0031_ML</td> <td>FMM</td> <td>REG</td> <td>BNA Standard Shipping</td> <td>US</td> <td>186</td> <td>2</td> <td>188</td> <td>186</td> <td>4</td> <td>190</td> </tr> <tr> <td>10/02/2024</td> <td>TM31_ML</td> <td>FMM</td> <td>P01</td> <td>BNA First Class Mail</td> <td>JP</td> <td>1</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> <td>1</td> </tr> <tr> <td>10/02/2024</td> <td>TM31_ML</td> <td>FMM</td> <td>P01</td> <td>BNA First Class Mail</td> <td>US</td> <td>2</td> <td>0</td> <td>2</td> <td>2</td> <td>0</td> <td>2</td> </tr> <tr> <td>10/02/2024</td> <td>TM31_ML</td> <td>FMM</td> <td>REG</td> <td>BNA Standard Shipping</td> <td>US</td> <td>313</td> <td>3</td> <td>316</td> <td>313</td> <td>6</td> <td>319</td> </tr> </tbody> </table>	Mail List	Mail List	Default Po	DMode	Delivery Mode	Country	Names Sing	Names Mult	Total Name	Single Cop	Copies Use	Total Copi	10/02/2024	TM0031_ML	FMM	P01	BNA First Class Mail	JP	1	0	1	1	0	1	10/02/2024	TM0031_ML	FMM	P01	BNA First Class Mail	US	1	0	1	1	0	1	10/02/2024	TM0031_ML	FMM	REG	BNA Standard Shipping	US	186	2	188	186	4	190	10/02/2024	TM31_ML	FMM	P01	BNA First Class Mail	JP	1	0	1	1	0	1	10/02/2024	TM31_ML	FMM	P01	BNA First Class Mail	US	2	0	2	2	0	2	10/02/2024	TM31_ML	FMM	REG	BNA Standard Shipping	US	313	3	316	313	6	319
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