**Email Automation For Weekly Forecast Reports**

In This project, we have developed a Model to Send Mass mails to the List of Vendors with Their attachments. Particularly, we have to send more than 100 mails to each vendor with their Forecast Report Attachment. Earlier user has to send each mail individually by selecting each attachment from Folder. It requires lot of time to the work weekly. To reduce this Manual Hours we made a Python Script to do it in within…… minutes.

In this task, user has to send these mails weekly for two Plants i.e. US80 & US82. Therefore we made two python scripts with same procedures. In elaborately we do extraction of attachments to a New Folder named “US80-Attachment” for US80 Plant and “US82-Attachemnt” for US82 plant. Each attachment excel file will be downloaded to the respective folders with File Name “US80\_Roscoe\_Forecast\_Vendor Name” for US80 plant & “US82\_Roscoe\_Forecast\_Vendor Name” for US82 Plant.

Then we have ‘Master vendor file’ which contains each vendor name with their mail IDs, mail body and subject. The program sends mails to only vendors who has attachments in attachment folder rest of the vendors from master vendor file will not get the mail as they don’t have attachments.

**Constraints:-**

There are some constraints required for Proper Execution of Both Python Applications on User System as mentioned below:-

1. **Name of The files:-**

In this project we require Two file from In US80 Folder only. These files are as below names

Row data File name—**"US80 Gateway.xlsx”**

Email File name –**"Email\_Python New US80.xlsx”**

1. **Column Names:-**
2. In both files The name of Vendor name column should be **“Vendor\_Name”**
3. Each name of the vendor in both The Columns should be exactly same.
4. There should NOT be any repetition in Vendor names in email file

**For execution of this project please follow below Steps:-**

1. **Extraction of Attachments:-** In this step we are extracting Each Vendor Forecast File into a separate folder with File name contains “US-80/82 Forecast\_Vendor\_Name”
   1. Open US80 Folder

Graphical user interface, table

Description automatically generated

* 1. Open Python Application name US80\_Attachment:

Just double click on this file and it will create Folder and save all the Attachments into US80\_Attchments Folder.



* 1. Check in Same folder US80 that New Folder created and All the unique attachments are there in US80\_Attchemnt folder

1. **Email Sending :-** In this step we have to send emails with attachments Each mail contains the attachment of respective vendor only.
   1. Open “US80\_Email” file with Double Click and All the mails were sent to Each Vendor listed in Email file.



* 1. Open outlook and check all the mails were sent.

Conclusion and Result:

1. Time Saving:- 2 Hrs weekly