SUPPLIER EMAIL TOOL INSRUCTIONS
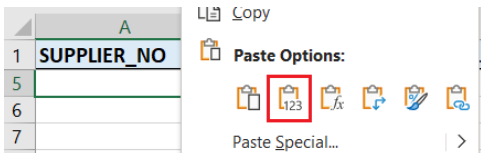
1. Open the *supplier_send_list.xlsx* file in the same folder as the code (**DO NOT RENAME THIS FILE**).

2. Add the supplier numbers you want to send (NO leading zeroes) in Column A. **Duplicate supplier numbers will be ignored** by the code. *Column B to J are filled out by the code automatically.*

   NOTE: If you copy and paste – you must right click, paste supplier numbers as values.

3. Save and close the *supplier_send_list.xlsx* file

4. Add file attachment you want to this folder (EACH FILE MUST BE UNDER 2MB). If your file name format looks like: *20002334_myfilename* – the code will determine it's unique for each supplier. **If you want each supplier to get the SAME attachment DO NOT NAME YOUR FILE STARTING WITH NUMBERS.**

5. Open the *SMTP_launcher.py*

   NOTE: you must be on VPN, and have access to SQL server and SNOWFLAKE

6. Select the roles you want to send to, enter your message and subject

7. Click *SEND.*

   NOTE: Any supplier number with SENT_STATUS equal to *SENT* in *supplier_send_list.xlsx* will be ignored by the code in **LIVE MODE** when retrying to send failed emails.

   NOTE 2: This field is **OPTIONAL**. If you fill it out, all emails will be sent from the typed email address instead of the SPA aligned to supplier

8. Check if any emails failed in status bar – open the *supplier_send_list.xlsx* file to see why it failed.

MESSAGE VARIABLES

You can type in variables (CASE SENSITIVE) in your email message or subject to have the code fetch the corresponding information tied to that variable.

[SUPPLIER_NAME]   -> supplier name
[SUPPLIER_NUMBER] -> supplier number
[SPA_NAME]   -> spa name aligned to supplier
[SPA_TITLE]   -> spa title aligned to supplier
[SPA_EMAIL]   -> spa email aligned to supplier

EXAMPLE 1.

SUBJECT: FEDEX [SUPPLIER_NUMBER] - [SUPPLIER_NAME]

FEDEX 20470822 - STREAMLIGHT INC

KB   Kartik Bambroo

EXAMPLE 2.

Regards,   Regards,

[SPA_NAME]   Kartik Bambroo
[SPA_TITLE]   Supplier Performance Analyst
[SPA_EMAIL]   Kartik.Bambroo@grainger.ca

HTML FORMATTING

You can place your text inside a HTML tag to have the desired format.

   -> bold
<u></u>   -> underline
<i></i>   -> italics
   -> bullet point
<h1></h1>   -> extra-large header
<h2></h2>   -> large header
<h3></h3>   -> medium header
<h4></h4>   -> small header
<h5></h5>   -> extra-small header
   -> hyperlink

EXAMPLE 1.

****THIS TEXT IS BOLD****

THIS TEXT IS BOLD

EXAMPLE 2.

<u>THIS TEXT IS BOLD AND UNDERLINED**</u>**

THIS TEXT IS BOLD AND UNDERLINED

EXAMPLE 3.

****What the reader sees****

What the reader sees

PROGRAM ERRORS

[16:56:17] ERROR: SUPPLIER SEND FILE IN USE   TEST MODE

The *supplier_send_list.xlsx* is opened and needs to be closed.

[16:41:01] ERROR: BAD SUPPLIER FORMAT, TRY PASTE AS VALUES   TEST MODE

The supplier number format is incorrect, refer to step 3. You might have also pasted non-number values.

[16:58:38] TEST EMAIL FAILED   TEST MODE

The code cannot find one valid supplier to do a test because all the supplier numbers have at least one error. Open *supplier_send_list.xlsx* to see what is causing the errors.

[17:00:24] ERROR: ATLEAST ONE ROLE MUST BE SELECTED   TEST MODE

You must select at least one role to send to.

EMAIL ERRORS

CONTACT_ERROR	FILE_ERROR	SERVER_ERROR	SERVER_RESPONSE

CONTACT_ERROR

- **MISSING CONTACT FIELD(S):** The code cannot find complete information from the SQL server tables. The SQL code used to fetch the contact can be found in DEVELOPER_FILES folder -> *contact_query.sql*

FILE_ERROR

- **MISSING FILE:** the code cannot find the unique file associated with that supplier in the ATTACHMENT folder.

- **ATTACHMENT FILE IN USE:** the attachment file is currently opened and needs to be closed before sending

SERVER_ERROR

- **NO SERVER RESPONSE:** The server returned empty response. This could be caused by invalid characters in your body text such as weird quotes, French characters, etc. It's difficult to see since characters like quotation has 3 different variations and only one of them works. This can be prevented by AVOID copying text from outlook emails.

  If you still face this error with ALL supplier numbers, you need to get local admin rights:

  Then Open command prompt
  Type **python** and press ENTER
  Type **import certifi** and press ENTER
  Type **print(certifi.where())** and press ENTER
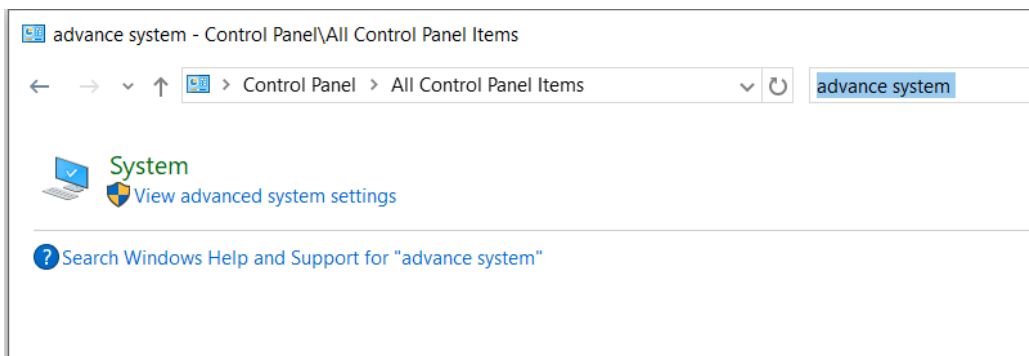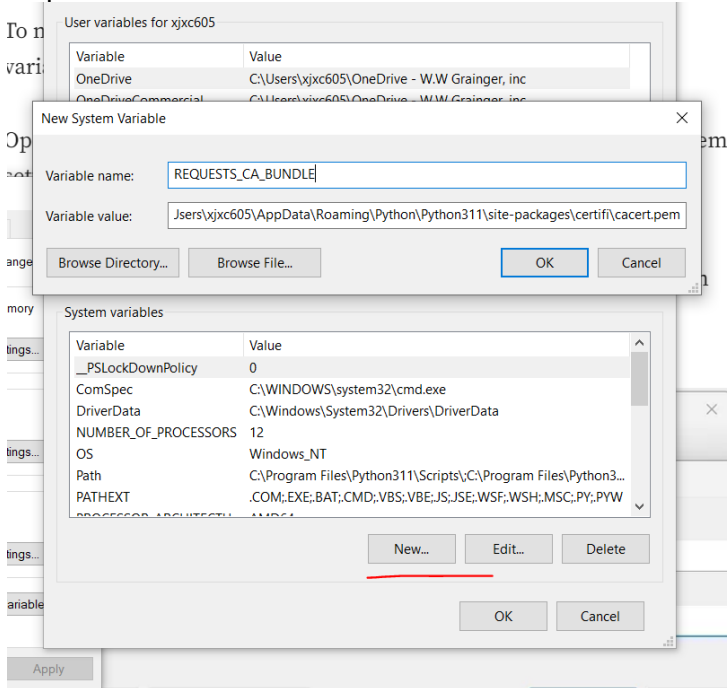

Copy the output path generated (circled in red)

Then go to control panel, search **advance system**

Under Advanced tab, click Environment Variables… - > New
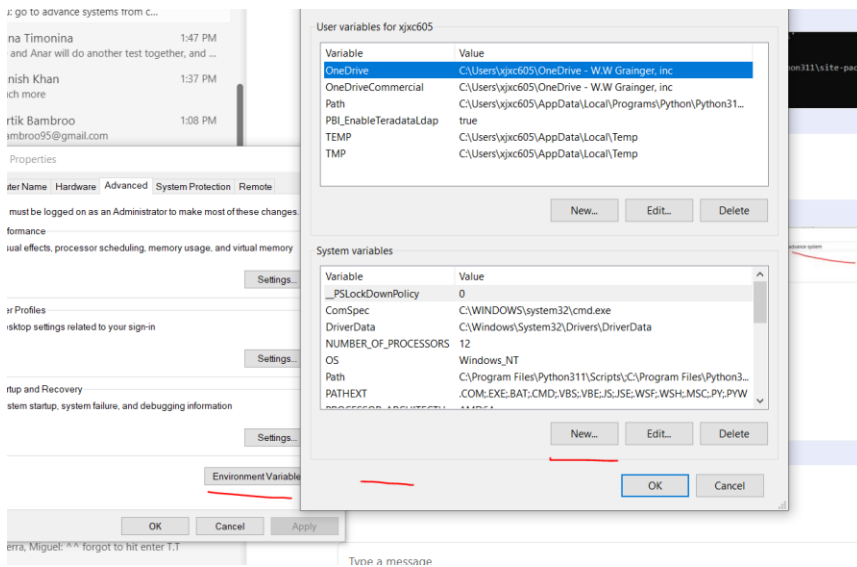
Set Variable name to **REQUESTS_CA_BUNDLE** and Variable value to your out path from command prompt step

Press Ok when done.

- **INCORRECT EMAIL ADDRESSES:** At least one of the From, To or CC email addresses are not in the correct format of *something@domain.com*

- **EXCEED SIZE LIMIT:** with larger files, the server can overload and skip some of the emails. But if at least one of the emails are sent successfully, you can resend the failed ones

- **FAILURE TO SEND:** server ran into a miscellaneous error and could not send the email - can try to resend

- **OTHER SERVER ERROR:** server ran into unknown error – can try to resend

- **CHECK SERVER_RESPONSE:** server did not respond in time, go check **column (J)** to verify sent status. If you see the same text in the **expanded formula bar**, it means it's sent. Go update **column (B)** to SENT

```
<?xml version="1.0" encoding="utf-8"?><soap:Envelope xmlns:soap="http://www.w3.org/2003/05/soap-envelope" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema"><soap:Body><SMTPEmailResponse xmlns="http://www.supplierconnect.com/LINUX_RULES"><SMTPEmailResult /></SMTPEmailResponse></soap:Body></soap:Envelope>
```

GENERAL INFORMATION

REPORT/PROCESS	Supplier Email Tool
PORTFOLIO KEY	
CREATED DATE	4/21/2023
LAST REVISION DATE	8/28/2024
CREATOR	Reporting & Analytics (O10143228 & O10107255) – Jeffrey Cao
STAKEHOLDER	Supplier Performance Management, SPM Operations
PURPOSE	Used to send mass emails to suppliers
LOCATION – USER	Each user has their own copy on local drive
LOCATION – R&A	\\us.grainger.com\files\Office\LF\IV\INVNTRY\Admin & Reference\Team Administrative\Reporting & Analytics\PROGRAMS\SUPPLIER E-MAIL TOOL
ACCESS NEEDED	SQL Server, SNOWFLAKE, Local Admin Rights
CONFLUENCE LINK	
NOTES (COMMENTS, KNOWN ISSUES, ETC.)	The program will connect to snowflake during the first time use to fetch and save user's email