

MMOG.np - Quick start guide for suppliers

Note: Full detailed instructions for Set-Up are available at:

https://www.odette.org/mmogle/resources/1_MMOG_UG_Set_Up_Supplier_R2.pdf

Regional User Support

In China		In Nort	h America
Email Phone Wechat	<u>cs@cedex.cn</u> +86 10 6243 2520 cedex001	Email Web	mmogle_help_desk@basics-llc.com https://basics-llc.com/mmog-le-help-desk/

To set up your MMOG.np Ecosystem connect to <u>www.mmogle.com</u> and follow the steps below:

Step 1 – Confirm that your licence purchase has been completed

Enter the Payment Confirmation Code you have received in the Licence Order Confirmation email from Odette and click on "New account"

MMOG. order a Login a	np is the web platform for the management of MMOG/LE Assessments. To set up an a licence please click on the "Licence not yet ordered" link. If an account has already been and Password assigned to you by your Company Administrator.	account on the platform you will need to obtain a licence from Odette. en set-up for your company, you can access the application using the
Compa	any Account Already Registered	
_* Login		Company Account Not Yet Registered
* Passwr	h	order confirmation email received from Odette
_ 1 05510		Payment Confirmation
Log in		Code
Forgot log	jin .	New account
Licenc	e not yet ordered? Please click here	
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Licence 2 - Register Register Account Name 2 Time zone 2 Time zone 2 Time zone 2 Time zone 2 Time zone 2 Password 2 Passw	er not yet ordered? Please click here er your MMOG.np account company account and administrator	Usually the name of your company This will be the name of your MMOG.np « Ecosystem » Select the time zone Selected time zone will apply to the whole « Ecosystem » Create your Company Admin login details

Step 3 - Request your licence key from Odette

Click on Licence in the Edit menu

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	come to you!	r MMOG.np ecosys	stem (Own organizatio Company Sites Users Licence Buix imports	n)
User Info	•	No Assessments Available 🍝	No Partners Added	Partners My partner col Assessments	npanies
User Role	Paul McCartney Company admin		No Sites Added 🜩	Catalogues an All assessmen	d profiles ts
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Your installation I e7b0355f-9717-492 Please request a li	D tc-b2bc-80a092e11cba cence key for this installation IC	D to unlock your account!			

Click 'Request licence key'.

A draft email will be created in your email system. You just need to add:

- Odette Order Number from Licence Order Confirmation email
- Payment Confirmation Code from Licence Order Confirmation email

8	ି ଓ ↑	↓ =	MMOG.np - Licence key request - Message (HTML)	o x
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	В	cc		
	Sub	ject	MMOG.np - Licence key request	
Şend thi	s mail to Od	ette tea	am at mmog@odette.org to request your licence key.	
Your ins	tallation ID i	s: 2dd36	6302-8ba8-409a-a3fb-85fe78dc219a	
Please f	ll in your Od	lette Or	rder Number and Payment Confirmation Code, you will have received from Odette when you paid for your licence:	
	- First Nam - Last Name	e: Paul e: McCar	irtney	
	- E-Mail: pr	n@great	rtgearboxes.com	
$\boldsymbol{<}$	- Order Nur	nber: Confirm	Nation Code:	
Odette	vill send vou	ır licenc	ze kev back by mail within 1 working day.	
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The info mail is n	mogle.com rmation in t harked 'pers	his e-ma onal' Oc	all is intended only for the named recipient and may be privileged or confidential. If you are not the intended recipient please notify us immediately and do not copy, distribute or take action based on this e-mail. If t dette is not liable in any way for its content.	:his e-
Register	ed Office: 7	1 Great	Peter Street, London SW1P 28N Registered No. 4039150 England. VAT No. GB-774 1590 13	

Send the email to <u>mmog@odette.org</u>. Your licence key will usually be delivered within 24 hours.

▲ If the 'Request licence key' button does not open an email template on your computer, please copy the text shown below into a new email, complete the details and send to <u>mmog@odette.org</u> with the subject line: MMOG.np - Licence key request

- Installation ID:
- User First Name:
- User Last Name:
- User E-Mail:
- MMOG.np Account:
- Odette Order Number:
- Payment Confirmation Code:

To find the installation ID, select Licence in the Edit Menu. Installation ID is displayed.

		Odette AIAG			uilaumo)	amo)	
			Home	Edit	Help	View	
Edit Help View							
Own organization		Home = Licences					
Company		Licence					
Sites	C	Your installation ID					
Users		207f8fd2-bbbe-4a9e-97b1-3c7803c83ba9					
Licence	C	Blassa regulat a linearce key for this installation ID to unlock your account					
Bulk imports		 навая технова в повтов кау на вла пакавания то за изоск уска воссила. 					
		Request licence key Import licence key					

Select Users in Edit menu to find first name, last name and email

						Log out (XYZCAdmin)			
	Sec.	ODETTE /					Home Edit	Help View	
Edit Help View									
Own organization		Home - Henry							
Company		Lleore							
Sites		05615						_	
Users					User ID, name, e	-mail, or site	Select role	* Seec	
Licence		Login	First name	Last name	E-Mail	Site	Role		
Bulk imports		XYZCAdmin	Robert	Smith	robert.smith@xyz.co.uk		Company admin	1	
Dartaare		_						Displaying 1 er	
ranners		Now user							

MMOG.np Account is shown on your MMOG.np homepage (see XYZ Ltd example below)



The Odette Order Number & Payment Confirmation Code are found in the Licence Order Confirmation email.

Step 4 - Receive licence key file from Odette and import to your account on MMOG.np

Edit Help View	Odette Alag >	Logion (Restless2) Home Ecit Hop View
Own organization		
Company	Licence	
Sites	Your installation ID	
Users	reconstruction at unit consider a construction of the initial fail on the last year account!	
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		Home	Edit	Help	Vie
Home » Licences Licence Your installation ID	Import licence key		>	<	
e7b0355f-9717-492c-b2bc-80a092e11cba	Upload				
Please request a licence key for this installation	D to unious your account:				

From the appropriate folder on your PC, select the licence key file received from Odette

Image: Share View								-	
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Upload file



You have now successfully imported your licence key!

Step 5 - Enter details of your own company (\triangle Default Role for your own company = Own organization)

Edit Help View Own organization	Home » Companies » New New Company	<u>(partne</u> r or own	company)
Sites	, Name	My company	
	Role	Own organization	Ť
	Contact name	Contact Name	
	E-Mail	ContactName@mycompany.com	
	Telephone	34 343	MMOG Mailbox address cannot be entered. It will be
	Mailbox address	odette-5038@mail.mmogle.com	automatically updated via your licence key and will displayed after saving

Step 6 - Create at least one site (New site) for your company

(Δ You must have already imported licence key and created own company record – see above)

Edit Help View Own organization Company	Home » Sites Sites		Search X
Sites	Name	Address	
Users	Great Gearboxes - Breme	Hohenzollerndamm 208, 57809, Breme , DE	1
	New site		Displaying 1 entry

Step 7 - Create other users (New user) for your company if needed and allocate appropriate roles

Own organization	Users						
Company					× Select ro	ve v	Search
Sites		First name	Last name	F-Mail	Site	Role	
Users	Logar		Luot marrie	L. TIME	UNU		
Licence	GG_Breme_Sadmin_1	Pete	Best	pb@greatgearboxes.com	Great Gearboxes - Breme	Site admin	1
	GG_Breme_Assessor_1	Paul	Simonon	ps@greatgearboxes.com	Great Gearboxes - Breme	Assessor	+
						Displaying a	all 2 ent

Step 8 - Download catalogue(s) from https://www.odette.org/mmog/resources#catalogues

Extract the XML catalogue file from the zip and import to the application

Edit Help View	Home » Catalogues				
Company					
Sites				Version or issued date	Seard
Users	Version	Profiles	Issued date	Languages	
Licence	MMOG/LE Version 5.0	BASIC, FULL	2018-11-30	de, en, es, fr, it, ko, pt, tr, zh	
Bulk imports	MMOG/LE Version 4.1	BASIC CULU	2012 10 21	do on on fritko at trizh	
Partners	WIMOO/LE Version 4.1	DASIC, FOLL	2013-10-31	ue, en, es, ii, ii, ko, pi, ii, 21	
My partner companies					Displaying all 2 entri
Assessments	Import catalogue Import profile				
Catalogues and profiles					
All assessments					

(**If required**, download Basic Profile(s) from <u>https://www.odette.org/mmog/resources#profiles</u>, extract the XML profile file from the zip and import to the application)

Step 9 - Create your customer record(s) (Δ Set View to 'I am supplier')

Edit Help View	Home » Companies	~				
Own organization	My Custon	ner Co	ompanies			
Company				Advanced Search	Name or address or email Se	arch X
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Licence						
Bulk imports	Colossal Car Company	Customer	odette-5152@mail2.mmogle.com	Standard	71 Great Peter Steet, SW1P 2BN, London , GB	-
Partners	Tremendous Trucks Ltd	Customer	odette-5153@mail2.mmogle.com	Standard	Storgatan 19, SE-100, Stockholm , SE	1
My partner companies					Displaying al	2 entrie
A	New customer					

Include the internal MMOG Mailbox address of your customer, if you know it (Customer Mailbox address format is odette-XXXX@mail2.mmogle.com)

Once you have set up your Ecosystem, you can create assessments for your customer(s).

Detailed instructions on how to manage assessments are available at

https://www.odette.org/mmogle/resources/2_MMOG_UG_Assessment_Supplier_R2.pdf

 Note: Not all customers will have the same requirements. You will need to check:

 which version of MMOG/LE they require:

 0
 V4

 0
 V5

 0
 Profile FULL or BASIC

 which type of data exchange is required:

 0
 MMOG.np mailbox service

 0
 external email

 0
 upload to portal

 which file format they require:

 0
 XML

 0
 Excel (only available with V4)

 0
 PDF

- Select "I am a supplier" in the view menu



- Create assessment header and save

Edit Help I am supplier ↔	Home » A	ssessment	9									
Own organization	A	000001110111										
Company	Ass	sess	me	nts to	r cus	stom	iers					
Sites								Adve	anood Conroh			Search X
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Partners				0.11		-		0.1		-		
My partner companies	Name	Status	Sent	Catalogue	Profile	Rating	Score	Site	Partner	Snipping site	Manufacturing site	8
Assessments	_										No e	entries found
Catalogues and profiles	New ass						ment					
All assessments												
Mallhau												

- Open assessment (click on assessment name) and start assessment



- Enter answer for each question



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- When all questions are answered, Finish assessment



- Export assessment according to the requirements of your customer:
 - If your customer uses the internal MMOG mailbox service, send the assessment directly from the application

	Send assessment result using internal mail box service	Home > Assessments Assessments for customers Advanced Search Nerrie, Catalogue, Profile, Sile or Parts									
🕨 🖾 💽 😋		Name	Status	Sent	Catalogue	Profile	Rating	Score	Site	Partner	
		GG Breme for Colossal Car Company	Completed	Yes	5.0	FULL	В	93%	Great Gearboxes - Breme	Colossal Car Company	21
		New assessment Import customer t	feedback Imp	ort histor	ical assessme	nt				Disp	olaying 1 entry

- If your customer requires an XML file, download assessment results



Send the XML file to your customer (external email or upload to customer portal)

 If your customer requires the Excel Workbook format for the assessment (V4 only), download the converter tool and the User Manual <u>https://www.odette.org/mmogle/mmog(2020).zip</u> <u>https://www.odette.org/mmogle/resources/user guide converter tool supplier release 1 V01.pdf</u>

Install the converter tool, download the assessment results (as XML) and create the Excel file



Send the Excel file to your customer (via external email or upload to customer portal)

- GG Breme for Tremendous Trucks 2016 ----- - - -...... GG Breme for Tremendous Trucks 2016 -1 STR VEN: pm Routingy, 50 2015-05-28 Keep, 2 Gregiason tri Nitki attratogy () partanaganag (Way a fin provin a l P2 (31) Objectives an Complexity Complexity ۲ IN SL PPP & SC, cash anistation windor using
- If your customer requires a PDF file use the Print function of your browser (see below).

All user manuals and material are available at <u>https://www.odette.org/mmog/resources</u>

Global support is provided by email at <u>mmog@odette.org</u>. Please explain your request in English and attach screenshots if necessary.

Regional User Support

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In China			In North America					
Email	<u>cs@cedex.cn</u>	Email	mmogle_help_desk@basics-llc.com					
Phone	+86 10 6243 2520	Web	https://basics-llc.com/mmog-le-help-desk/					
Wechat	cedex001							

FAQs:

Ordering a MMOG.np licence

Using MMOG.np