



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

Regional User Support

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

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

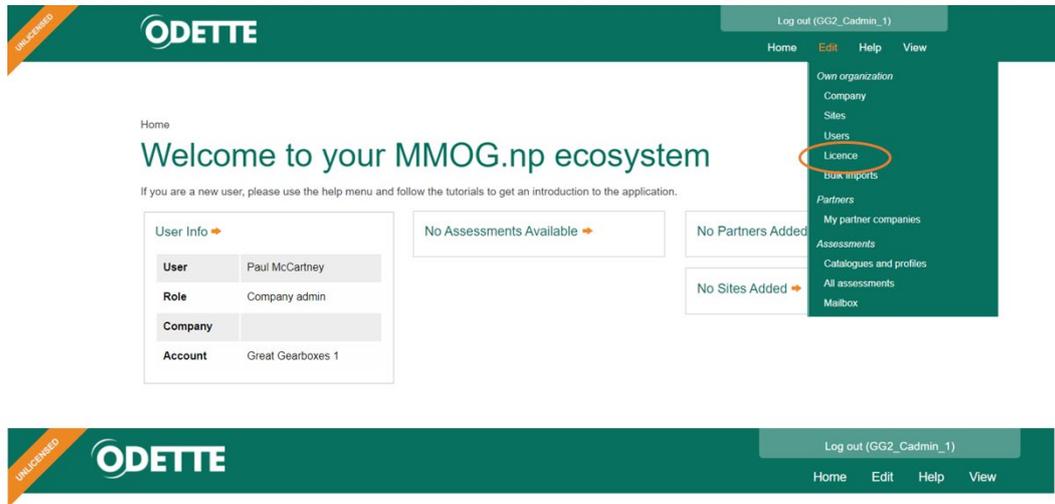
Step 1 – Confirm that your licence purchase has been completed

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

Step 2 - Register your MMOG.np account

Step 3 - Request your licence key from Odette

Click on Licence in the Edit menu



Home » Licences

Licence

Your installation ID

e7b0355f-9717-492c-b2bc-80a092e11cba

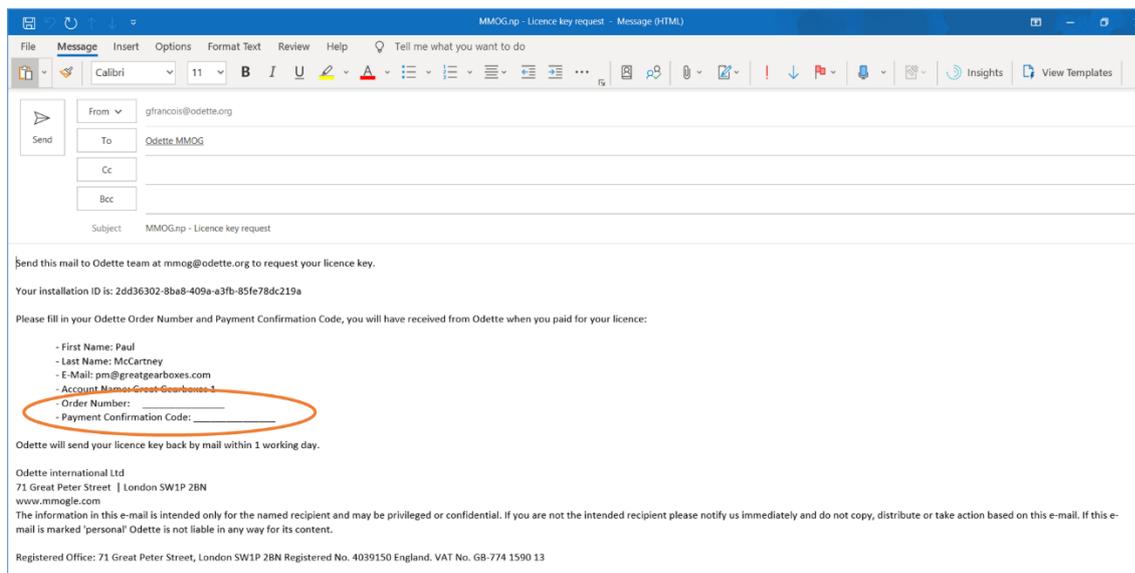
Please request a licence key for this installation ID to unlock your account!

[Request licence key](#) [Import licence key](#)

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



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

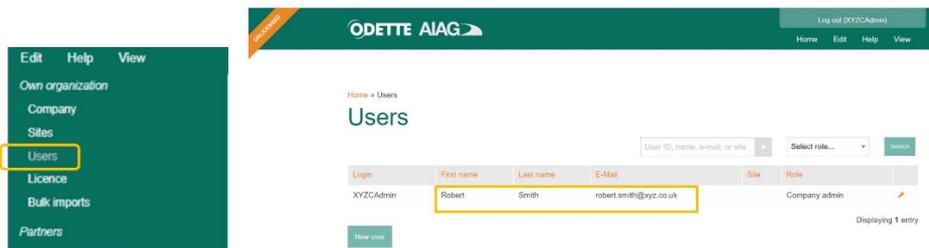
⚠ If the 'Request licence key' button does not open an email template on your computer, please copy the text shown below into a new email, complete the details and send to mmog@odette.org with the subject line: MMOG.np - Licence key request

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

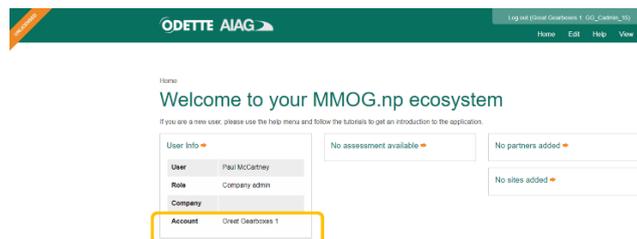
To find the installation ID, select Licence in the Edit Menu. Installation ID is displayed.



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



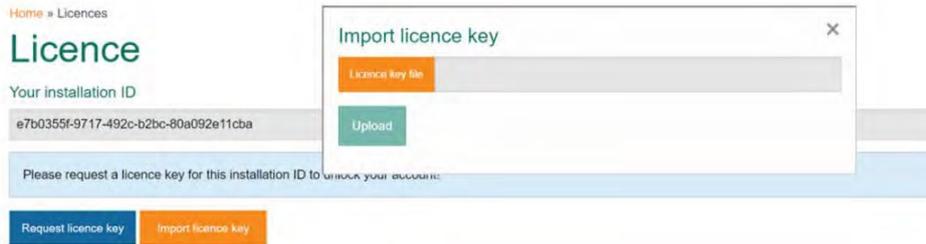
MMOG.np Account is shown on your MMOG.np homepage (see XYZ Ltd example below)



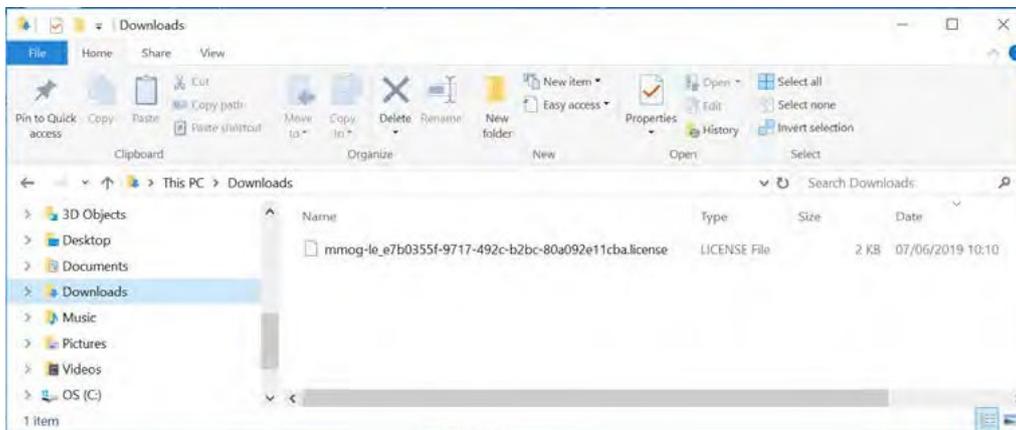
The Odette Order Number & Payment Confirmation Code are found in the Licence Order Confirmation email.

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

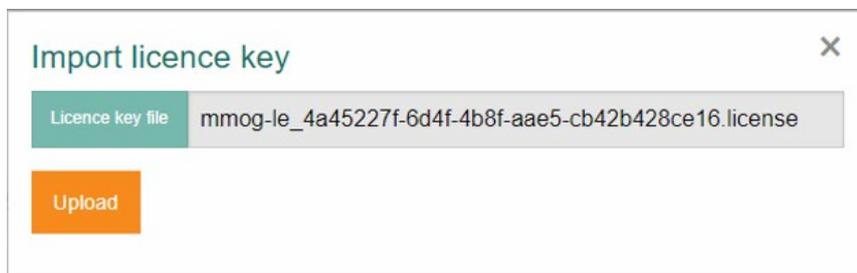




From the appropriate folder on your PC, select the licence key file received from Odette

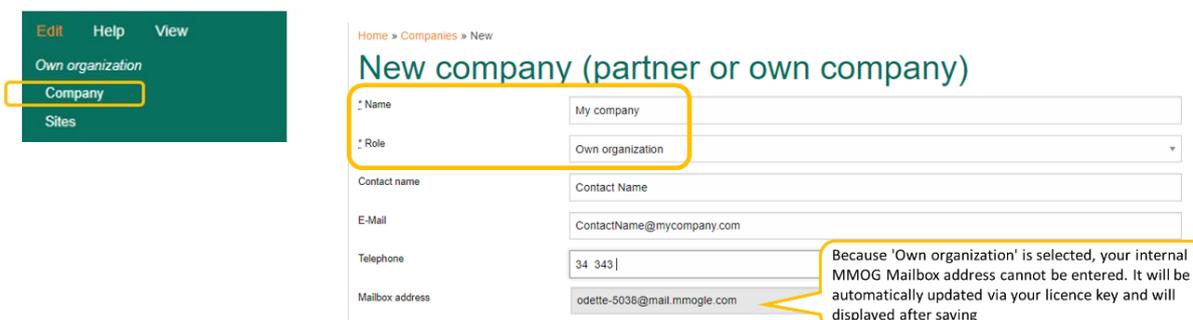


Upload file



You have now successfully imported your licence key!

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



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

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

Home » Sites

Sites

| Name | Address |
|-------------------------|--|
| Great Gearboxes - Breme | Hohenzollerndamm 208, 57809, Breme, DE |

Displaying 1 entry

New site

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

Home » Users

Users

| Login | First name | Last name | E-Mail | Site | Role |
|---------------------|------------|-----------|-----------------------|-------------------------|------------|
| GG_Breme_Sadmin_1 | Pete | Best | pb@greatgearboxes.com | Great Gearboxes - Breme | Site admin |
| GG_Breme_Assessor_1 | Paul | Simonon | ps@greatgearboxes.com | Great Gearboxes - Breme | Assessor |

Displaying all 2 entries

New user

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

Home » Catalogues

Catalogues

| Version | Profiles | Issued date | Languages |
|---------------------|-------------|-------------|------------------------------------|
| MMOG/LE Version 5.0 | BASIC, FULL | 2018-11-30 | de, en, es, fr, it, ko, pt, tr, zh |
| MMOG/LE Version 4.1 | BASIC, FULL | 2013-10-31 | de, en, es, fr, it, ko, pt, tr, zh |

Displaying all 2 entries

Import catalogue Import profile

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

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

Home » Companies

My Customer Companies

| Name | Role | Mailbox address | Workflow policy | Address |
|-----------------------|----------|------------------------------|-----------------|--|
| Colossal Car Company | Customer | odette-5152@mail2.mmogle.com | Standard | 71 Great Peter Steet, SW1P 2BN, London, GB |
| Tremendous Trucks Ltd | Customer | odette-5153@mail2.mmogle.com | Standard | Storgatan 19, SE-100, Stockholm, SE |

Displaying all 2 entries

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

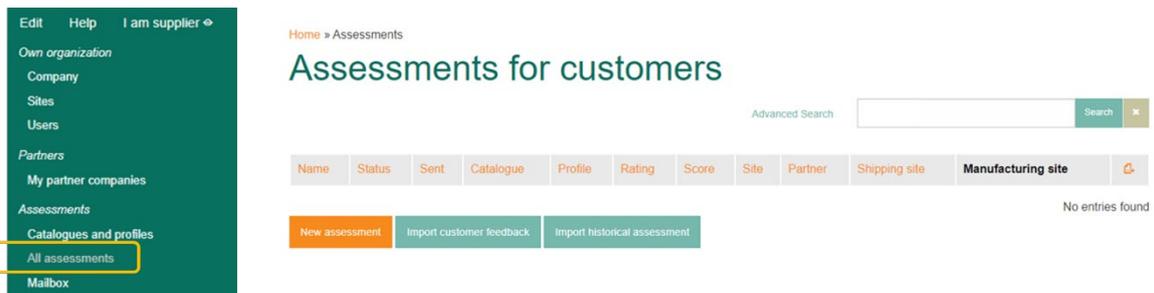
Note: Not all customers will have the same requirements. You will need to check:

- which version of MMOG/LE they require:
 - o V4
 - o V5
 - o Profile FULL or BASIC
- which type of data exchange is required:
 - o MMOG.np mailbox service
 - o external email
 - o upload to portal
- which file format they require:
 - o XML
 - o Excel (only available with V4)
 - o PDF

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



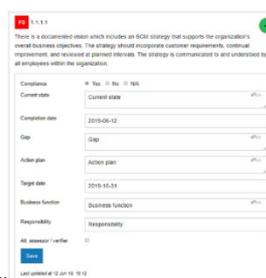
- Create assessment header and save



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



- Enter answer for each question

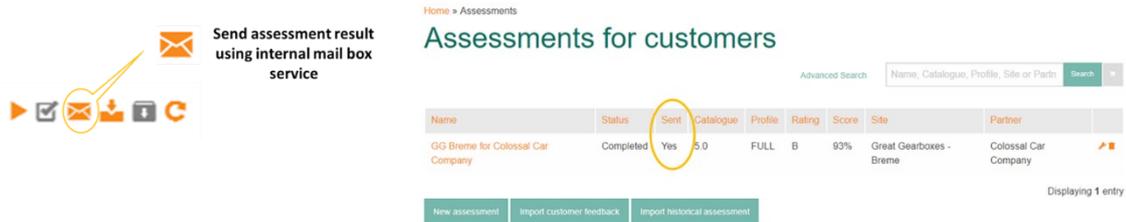


- When all questions are answered, Finish assessment

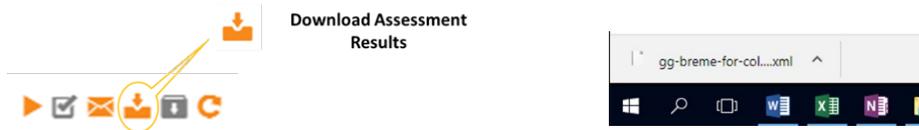


- Export assessment according to the requirements of your customer:

- If your customer uses the internal MMOG mailbox service, send the assessment directly from the application



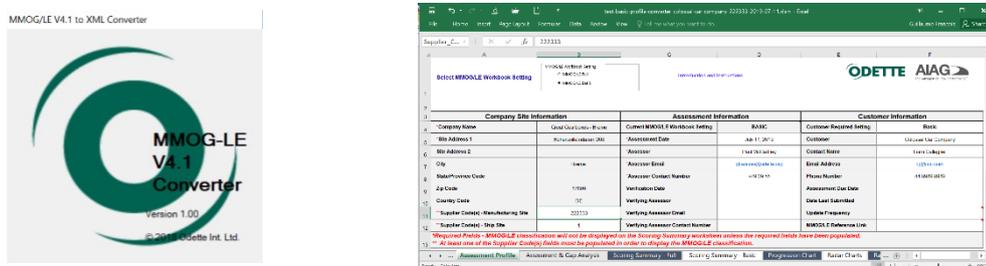
- If your customer requires an XML file, download assessment results



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

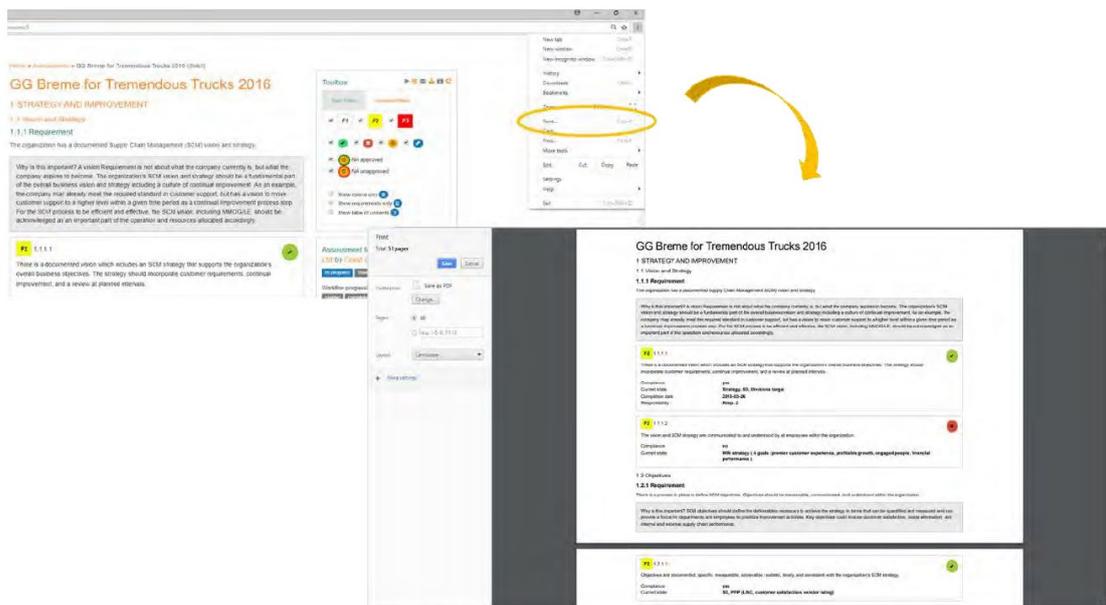
- If your customer requires the Excel Workbook format for the assessment (V4 only), download the converter tool and the User Manual
[https://www.odette.org/mmogle/mmog\(2020\).zip](https://www.odette.org/mmogle/mmog(2020).zip)
https://www.odette.org/mmogle/resources/user_guide_converter_tool_supplier_release_1_V01.pdf

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)

- If your customer requires a PDF file use the Print function of your browser (see below).



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

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

Regional User Support

| In China | | In North America | |
|----------|--|------------------|---|
| Email | cs@cedex.cn | 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](#)