



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 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	

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

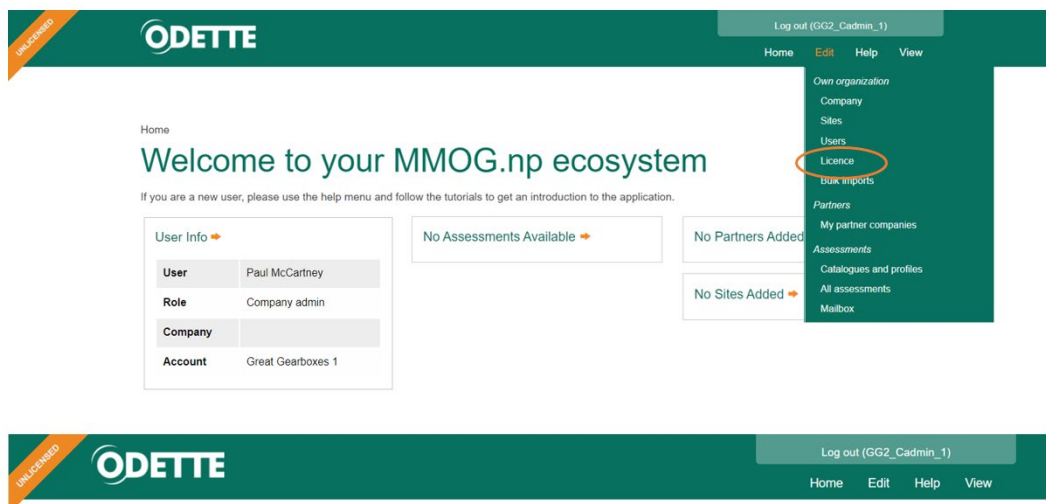
Step 1 – Confirm that your licence purchase has been completed

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

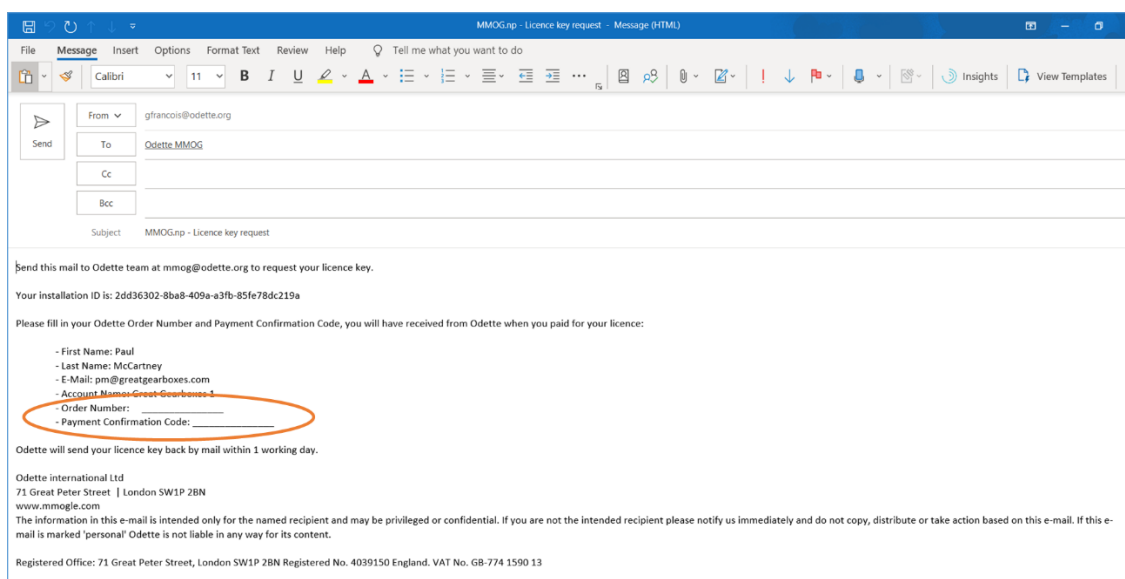
Please request a licence key for this installation ID to unlock your account!

[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

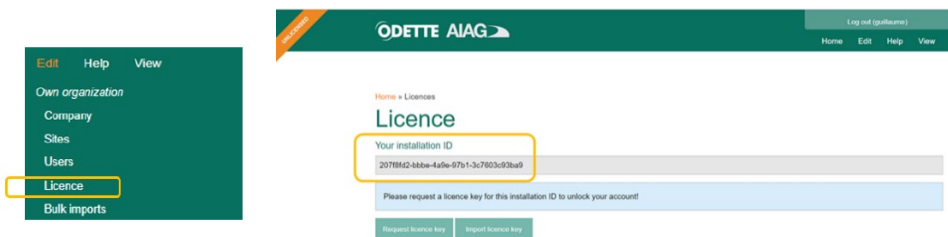


Send the email to mmog@odette.org . Your licence key will usually be delivered within 24 hours.

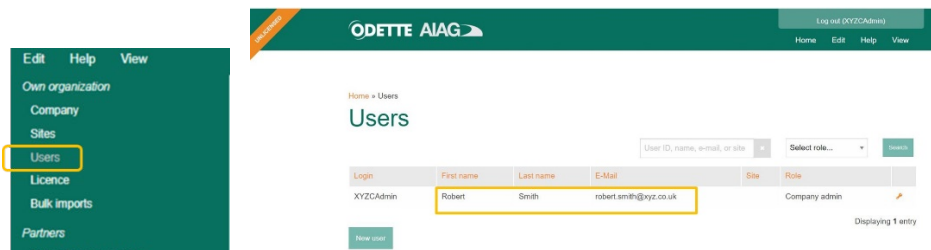
⚠ If the 'Request licence key' button does not open an email template on your computer, please copy the text shown below into a new email, complete the details and send to mmog@odette.org with the subject line: MMOG.np - Licence key request

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

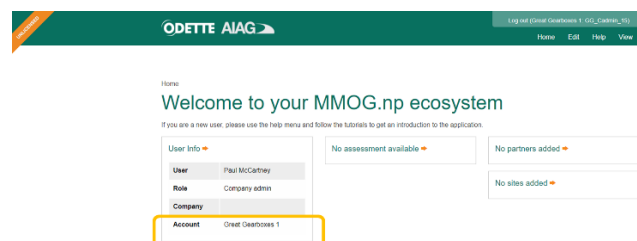
To find the installation ID, select Licence in the Edit Menu. Installation ID is displayed.



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

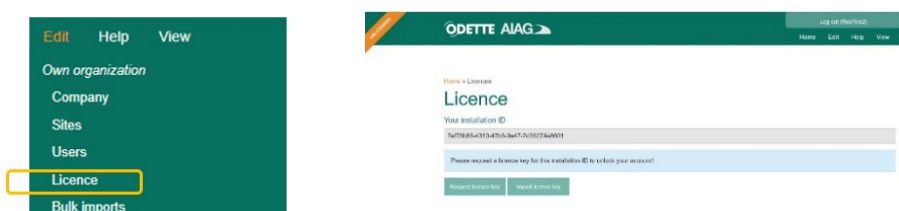


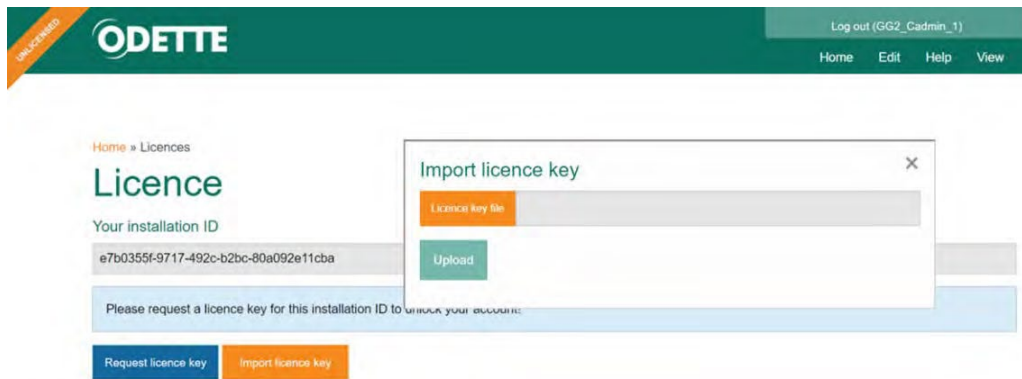
MMOG.np Account is shown on your MMOG.np homepage (see XYZ Ltd example below)



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

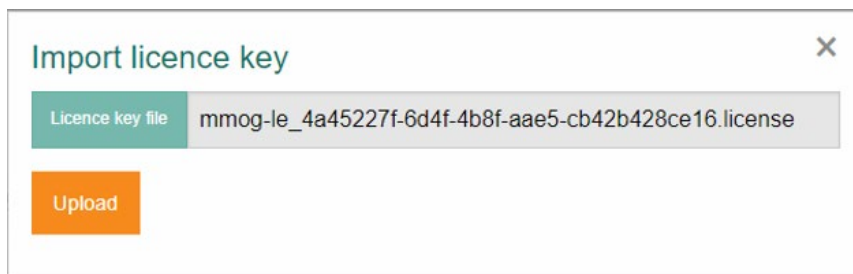




From the appropriate folder on your PC, select the licence key file received from Odette

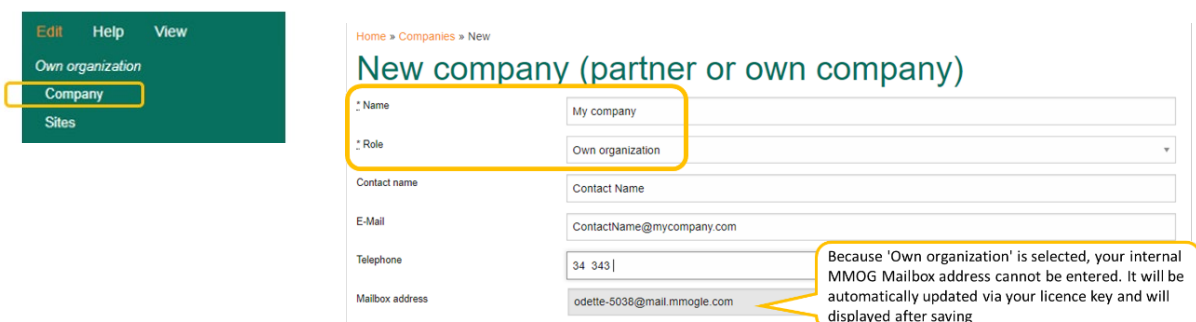


Upload file



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).

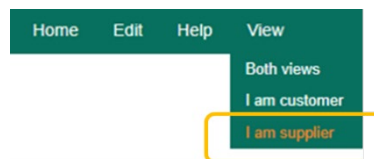
Detailed instructions on how to manage assessments are available at

[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)

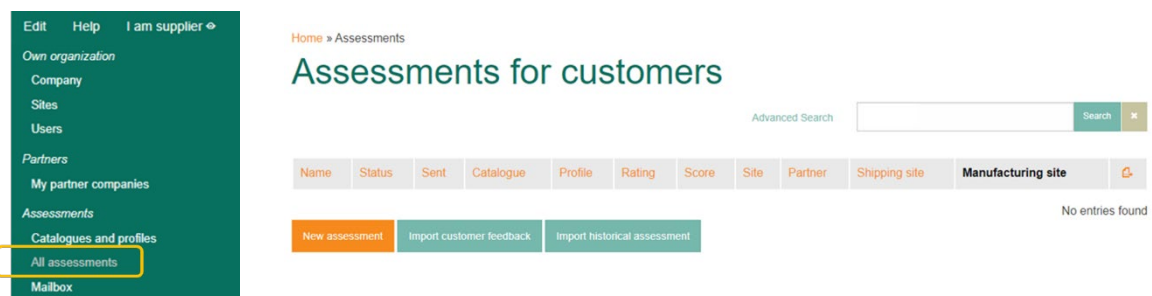
Note: Not all customers will have the same requirements. You will need to check:

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

- Select “I am a supplier” in the view menu



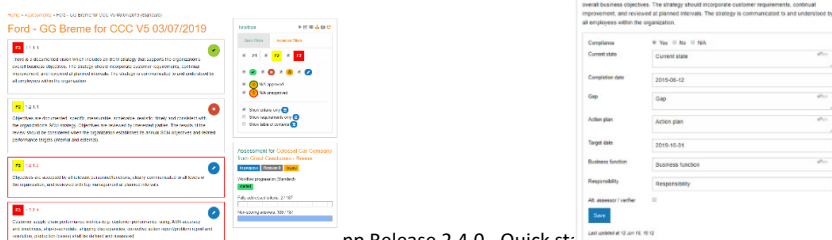
- Create assessment header and save



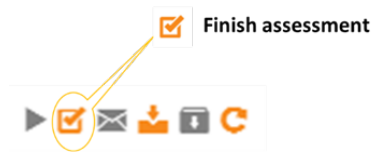
- Open assessment (click on **assessment name**) and start assessment



- 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



Home > Assessments

Assessments for customers

Advanced Search: Name, Catalogue, Profile, Site or Partner Search

Name	Status	Sent	Catalogue	Profile	Rating	Score	Site	Partner
GG Breme for Colossal Car Company	Completed	Yes	5.0	FULL	B	93%	Great Gearboxes - Breme	Colossal Car Company

Displaying 1 entry

Buttons: New assessment, Import customer feedback, Import historical assessment

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



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

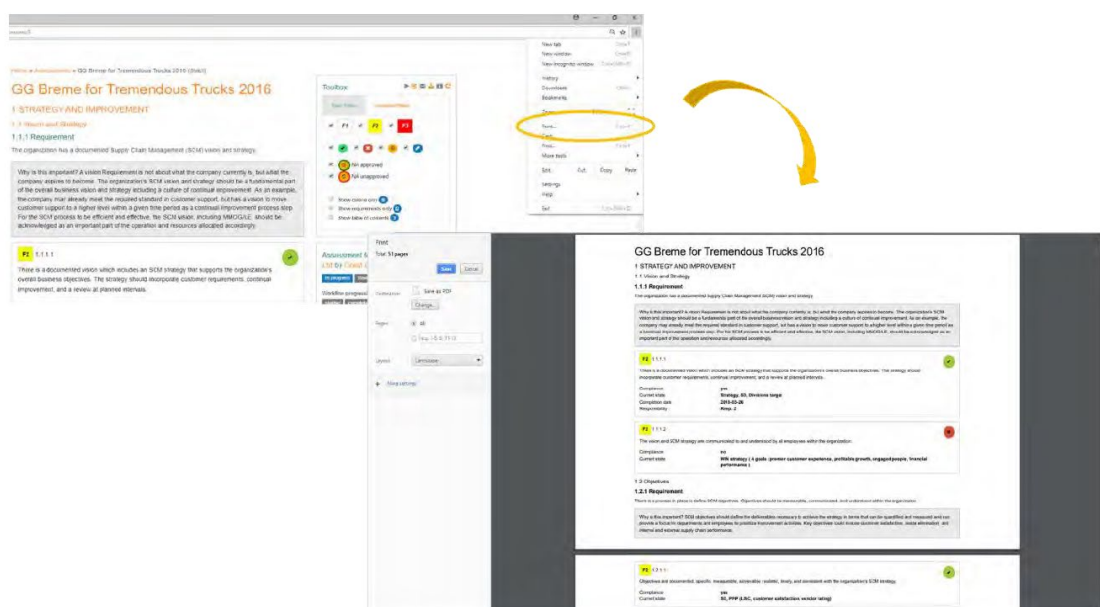
Install the converter tool, download the assessment results (as XML) and create the Excel file



Company Site Information		Assessment Information		Customer Information	
Company Name	GG Breme for Colossal Car Company	Customer MMOG-LE Feedback Rating	5.0	Customer Feedback Rating	5.0
Site Address 1	GG Breme for Colossal Car Company	Assessment Date	11/11/2020	Customer	Colossal Car Company
Site Address 2		Assessor	11/11/2020	Customer Name	GG Breme for Colossal Car Company
City	Breme	Assessor Email	gg.breme@colossalcar.com	Site Address	GG Breme for Colossal Car Company
State/Province Code		Assessor Contact Number	+44 1234 5678	Phone Number	+44 1234 5678
Zip Code	10000	Verification Code		Assessment Due Date	11/11/2020
Country Code	US	Verifying Assessment		Site Last Submitted	
Supplier Contact: Manufacturing Site	GG Breme for Colossal Car Company	Verifying Assessment Email		Update Frequency	MMOG-LE Feedback Link
Supplier Contact: Site Site		Verifying Assessment Contact Number			

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

Email cs@cedex.cn
Phone +86 10 6243 2520
Wechat cedex001

In North America

Email mmogle_help_desk@basics-llc.com
Web <https://basics-llc.com/mmog-le-help-desk/>

FAQs:

[Ordering a MMOG.np licence](#)

[Using MMOG.np](#)