



Set Up MMOG.np

‘Supplier perspective’

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1. INTRODUCTORY CHAPTER

1.1. Order MMOG.np Licence

To be able to run MMOG.np you need a licence.

To obtain your licence you need to complete an order form on the Odette International website
<https://www.odette.org/mmog#mmog-licence>

The cost of the licence depends on the number of separate sites in your company for which you need to make an assessment. The MMOG.np licence is valid for 3 years.

1.2. Register MMOG.np Account

When you have paid for your licence, you will be able to register:

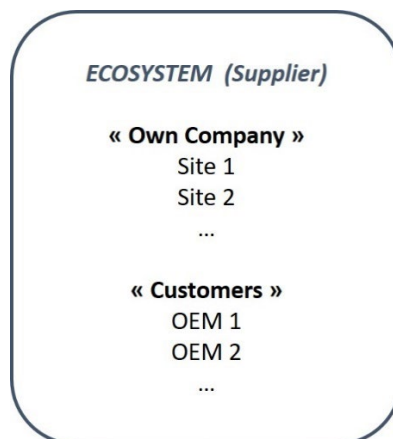
- The name of your MMOG.np account (usually the name of your company).
- The details of your initial Company Administrator (C-Admin)

1.3. Activate the licence for your account

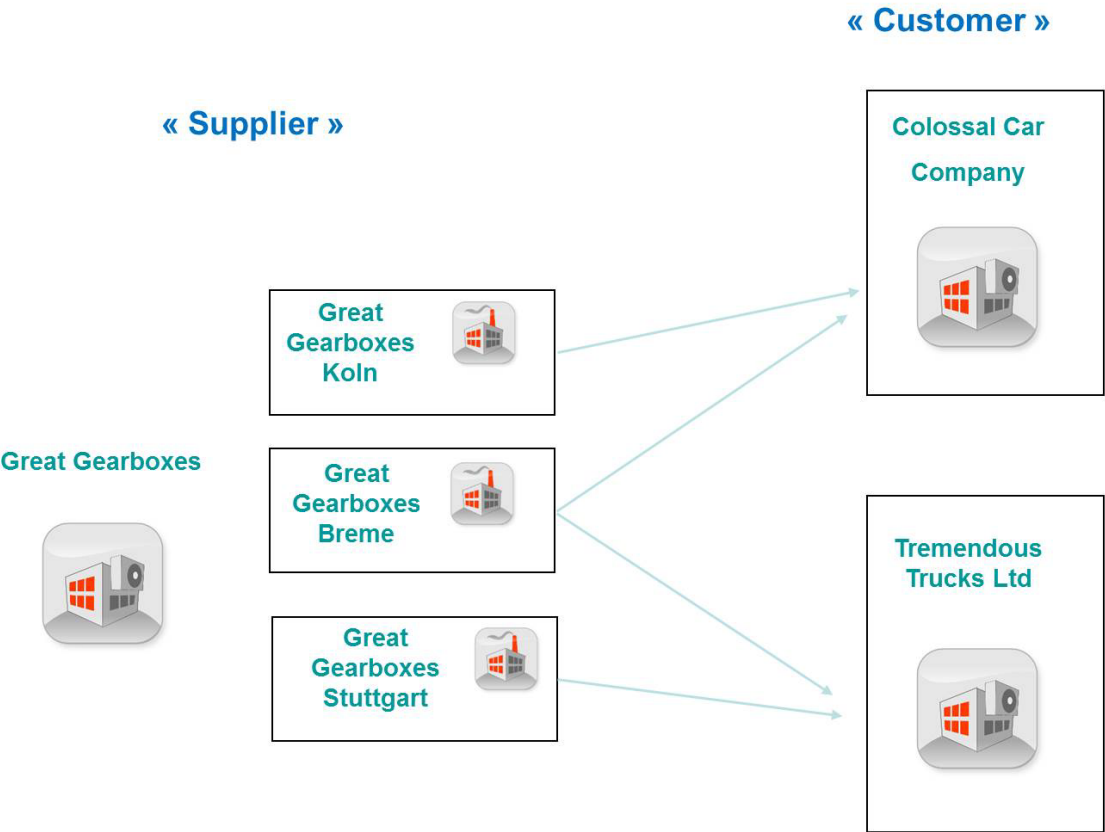
After registering your account, you need to activate the licence for your account.

1.4. Set up Ecosystem

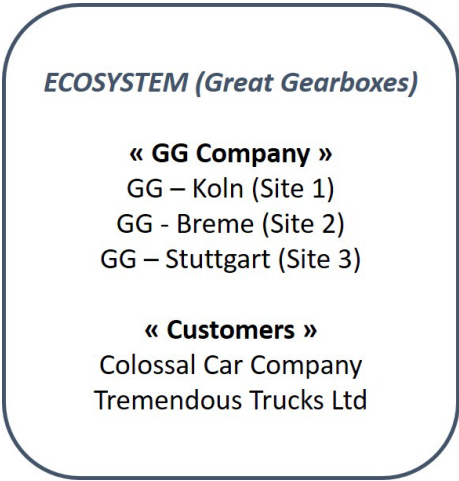
To be able to use the application you need to set up the “ecosystem” for your own company. From the “supplier perspective” the ecosystem is set up as described below:



We have based this User Guide on a use case, where a supplier - Great Gearboxes - has three separate sites which send assessments to two customers - Colossal Car Company and Tremendous Trucks (see picture below).



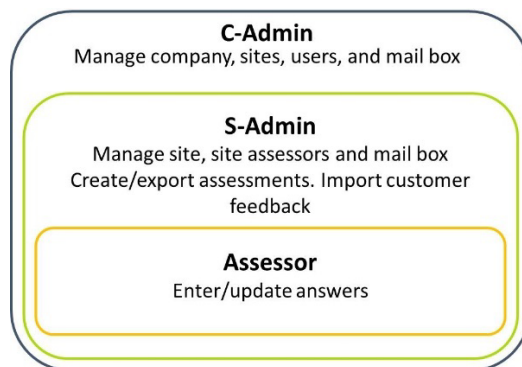
The Great Gearboxes “ecosystem” will be set up as described below.



1.5. Set Up Users

1.5.1. Roles and rights

In MMOG.np you can set up 3 user Roles: Company Administrator (C-Admin), Site Administrator (S-Admin) and Assessor. Each Role has specific rights.



The C-Admin manages the whole application. The initial user with this role is created during the Registration process (see Registration above). The initial C-Admin can add further users with a C-Admin role, if required. In fact, it would be wise to create at least one other C-Admin for the account, in case of unavailability of the initial C-Admin.

Users with S-Admin and Assessor roles are linked to individual Sites, so you must create at least one Site (see Ecosystem above) before creating users with these roles.

1.5.2. Two Factor Authentication (2FA)

Two-factor authentication (2FA) is a specific type of multi-factor authentication that strengthens access security by requiring the user to verify their identity.

In MMOG.np the two-factor authentication is applied by sending an email to the user's email address with a one-time password (numeric code) which must be entered during the login process. This is a global setting which affects all users registered in the account.

It is the responsibility of the Company Administrator to activate/deactivate the 2FA for the account.

1.6. Import Catalogue and Profile

Catalogue

A catalogue is the list of criteria for an MMOG/LE version. The currently available versions of the MMOG/LE catalogue in MMOG.np are V5 and V6, V7 will become available in Q2 2026.

You can download the MMOG/LE catalogues in different languages from the Catalogue libraries maintained by Odette International on its website.

To be able to carry out assessments in MMOG.np, you must install (import) the version(s) of the MMOG/LE catalogue you want to use or are required to use with your customers.

Profile

A profile is a filter applied on the criteria of a catalogue. The default profile for a catalogue is the FULL profile. All the MMOG/LE criteria are included in this profile.

Applying an alternative profile will reduce the number of criteria to be assessed.

Currently, the only alternative profile is the BASIC profile which includes 102 of the full 187 criteria for V5 and 96 of the full 176 criteria for V6. To apply the BASIC profile, you must import the corresponding Profile file for each version of the catalogue from the Profile libraries maintained by Odette International on its website.

The assessment scoring and the associated charts are calculated and displayed according to the selected profile.

1.7. Internal mailbox service

The internal mailbox service can be used by suppliers to send Assessments to customers and by customers to send Feedback to suppliers. Both partners must be using MMOG.np and have their own MMOG.np mailbox address.

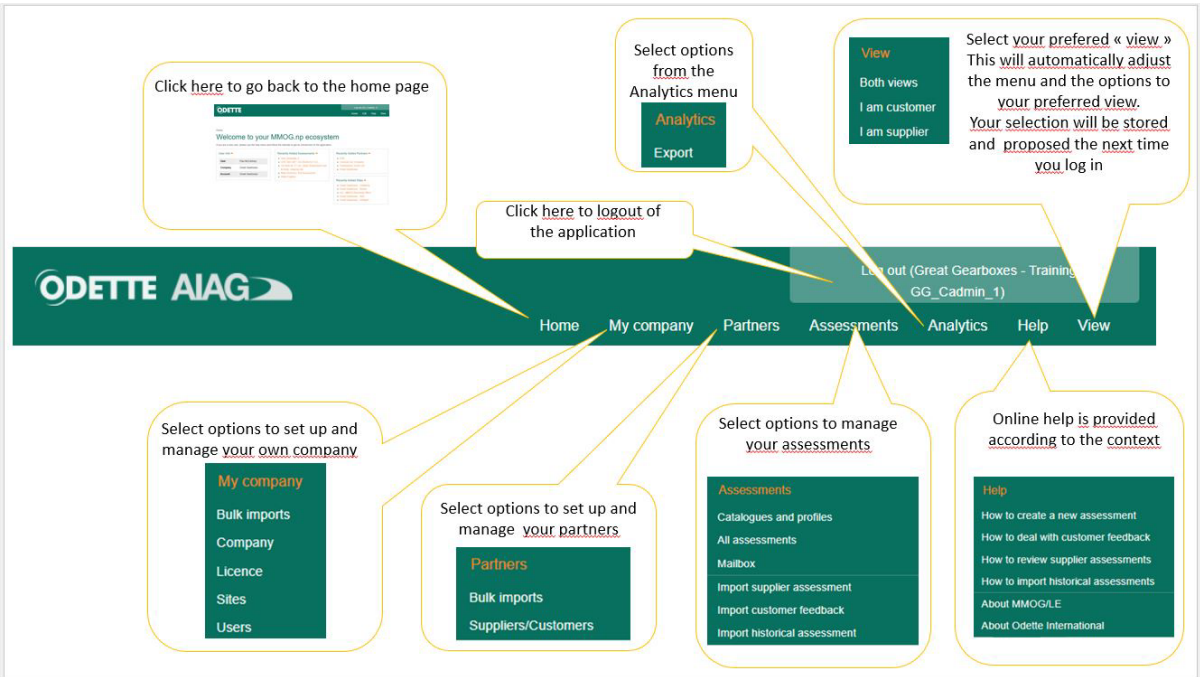
- Your own MMOG.np mailbox address will be automatically allocated when you create your account but it will not be visible to you until you have entered your company details.
- You will need to obtain the MMOG.np mailbox addresses of your customers and add them to the customer records in your “ecosystem”

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

- which version (and profile) of MMOG/LE is required:
 - o V5 (FULL or BASIC)
 - o V6 (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 is required for external email or portal upload:
 - o XML
 - o PDF

1.8. Menu

When you are logged in there are several menu options to access the various functionalities.



When you are updating an assessment or using the MMOG/LE catalogues, you will get other options in the menu which allow you to choose the language of the current catalogue.



Several specific options to manage assessments are displayed in the Assessments menu. For more details on the Assessments menu, please read the manual “MMOG_UG_Assessment_Supplier” which can be found in the User Manuals zip file available at: <https://www.odette.org/mmognp/mmog.pdf>



1.9. List of assessments – Advanced search for multiple sites

Using the “Advanced search” for the list of assessments, you can select assessments for multiple sites.

Select advanced search for your assessments list

ODETTE AIAG

Log out (Great Gearboxes - Training: GG_Cadmin_1)

Home My company Partners Assessments Analytics Help I am supplier

Catalogues and profiles
All assessments
Mailbox
Import customer feedback
Import historical assessment

Home » Assessments

Assessments for customers

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

New assessment

	Name	Status	Sent	Catalogue	Profile	Rating	Score	Site	Partner	Shipping site	Manufacturing site	
☐	Test import same assessment / Different mfg site code	Completed	Yes	5.0	FULL	C	92%	Great Gearboxes - Breme	Colossal Car Company 1	222333	222333	
☐	Great Gearboxes Breme (previous	Completed	Yes	5.0	FULL	C	92%	Great Gearboxes	Colossal Car Company 1	222333	222333	

You can filter for multiple sites by entering the manufacturing site or the shipping site codes for the sites you want to select, using semi-colon as the separator (i.e. site1;site2;site3)

Home » Assessments

Assessments for customers

Select view
Assessments for customers Catalogue Profile Rating A/B/C

Site Partner Shipping site code Manufacturing site code
WXYZ;26108;555666

Date sent from Date sent up to Date received from Date received up to

Status Sent? Score from Score up to

Assessment name Date created from Date created up to

Simple Search Search

New assessment

	Name	Status	Sent	Catalogue	Profile	Rating	Score	Site	Partner	Shipping site	Manufacturing site	
☐	Test mailbox error message	Completed	No	5.0	FULL	C	92%	Great Gearboxes - Stuttgart	Test error message	WXYZ	WXYZ	
☐	Test Tremendous truck inactive	Completed	Yes	5.0	FULL	C	92%	Great Gearboxes - Koln	Tremendous Trucks Ltd	555666	555666	
☐	Test error message / No mailbox address	Completed	No	5.0	FULL	B	93%	Great Gearboxes - Stuttgart	Test error message	WXYZ	WXYZ	
☐	Test XML / Mailbox GG Koln for TT / Edge	Archived	No	5.0	FULL	B	92%	Great Gearboxes - Koln	Tremendous Trucks Ltd	555666	555666	
☐	Mailbox	Completed	Yes	5.0	FULL	B	93%	Great Gearboxes - Paris	Colossal Car Company 1	26108	26108	
☐	Test basic profile 2	In progress	No	5.0	BASIC	ZA	92%	Great Gearboxes - Koln	Tremendous Trucks Ltd	7	555666	
☐	NITATOR I OSKARSTRÖM AS_for_01/07/2018	Archived	No	4.1	FULL	C	93%	Great Gearboxes - Paris	Colossal Car Company 1	26108	26108	

Displaying all 7 entries

Select multiple manufacturing site codes

Manufacturing site code
WXYZ;26108;555666

Click on search

2. REGISTER YOUR MMOG ACCOUNT

Important:

- When you access the application for the first time, you will register the initial C-Admin role

When you access the Odette MMOG.np application for the first time, you will register your MMOG account and the person who will be the initial Company Administrator (C-Admin).

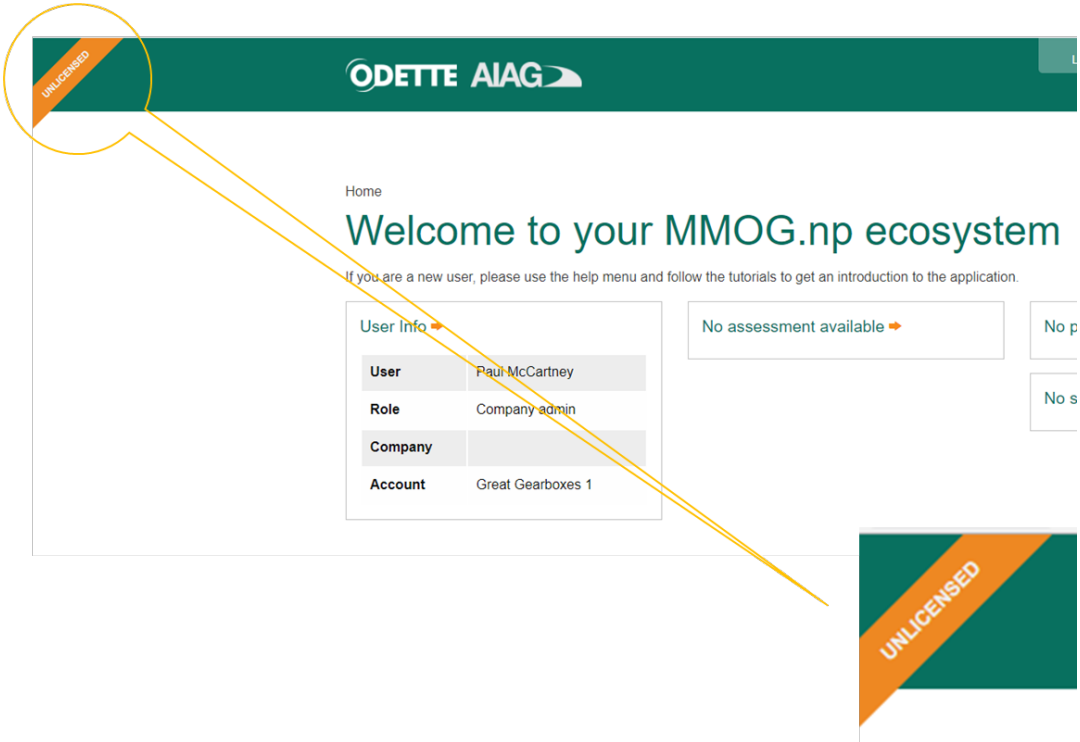
The screenshot shows the MMOG.np login page. The header includes the ODETTE AIAG logo and navigation links for Log in, Home, and Help. The main heading is 'Welcome to MMOG.np'. Below this, there is a section for 'Company Account Already Registered' with fields for Login and Password, and a 'Log in' button. To the right, there is a section for 'Company Account Not Yet Registered' which prompts the user to enter a 'Payment Confirmation Code' from a license order confirmation email. A yellow callout bubble points to the 'Payment Confirmation Code' field, which contains the text 'AAAA12345', and the 'New account' button. Another yellow callout bubble points to the 'New account' button with the text: 'Enter the Payment Confirmation Code you have received in your licence order confirmation email and click on New account'.

Register your account and create the initial C-Admin.

The screenshot shows the 'Register company account and administrator' form. The form is divided into two main sections: 'Account' and 'Company admin'. The 'Account' section includes fields for Name (Great Gearboxes 2), Time zone (GMT+01:00 Berlin), and a dropdown menu. The 'Company admin' section includes fields for Login (GG_Cadmin_21), Password, Password confirmation, First name (Paul), Last name (McCartney), E-Mail (pm@greatgearboxes.com), E-Mail confirmation (pm@greatgearboxes.com), and Telephone (+49 09 56 78 74). A yellow callout bubble points to the 'Account' section with the text: 'Account name It is recommended to use the name of your company (or part of your company that this « Ecosystem » will cover)'. Another yellow callout bubble points to the 'Time zone' dropdown with the text: 'Select the time zone Selected time zone which will apply to the whole « Ecosystem »'. A third yellow callout bubble points to the 'Company admin' section with the text: 'Create login details for Company Administrator'. A yellow callout bubble points to the 'Save' button with the text: 'Save'.

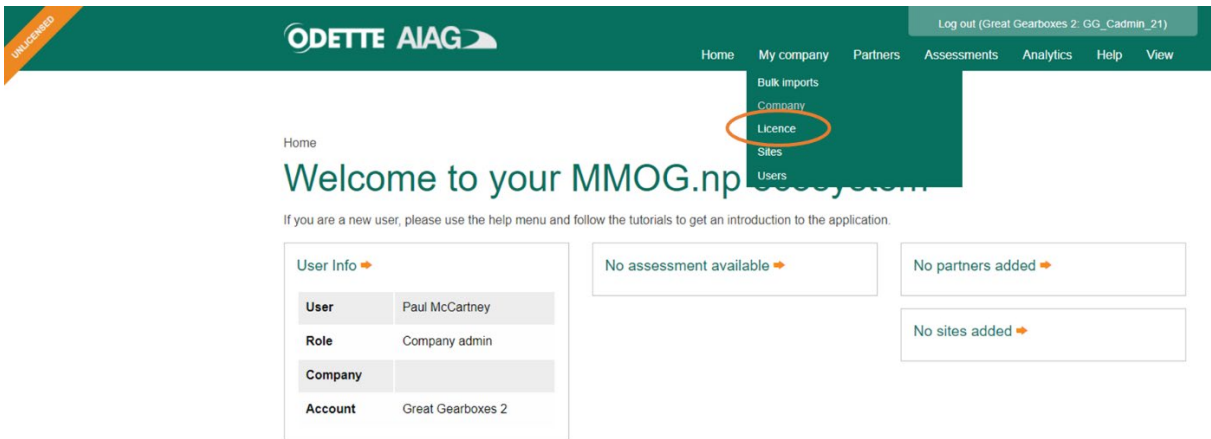
You are now logged in as Company Administrator (C-Admin)

To go any further in the application you need to activate the licence for your account.

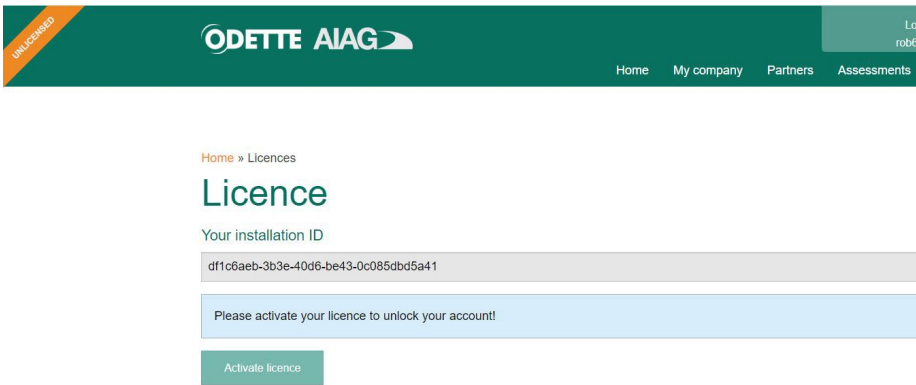


3. ACTIVATE THE LICENCE FOR YOUR ACCOUNT

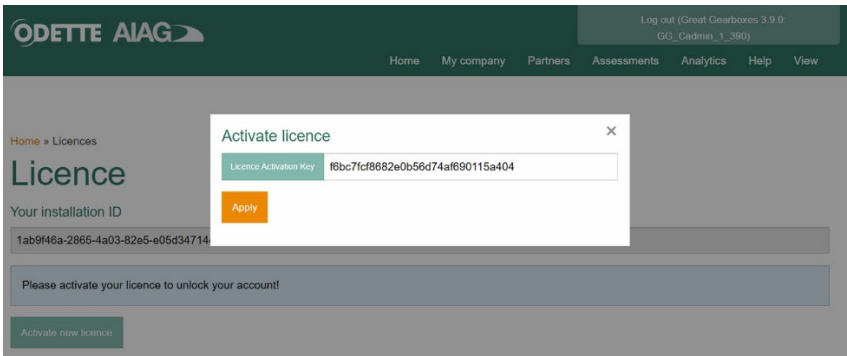
Click on Licence in the ‘My company’ menu



Click on “Activate new licence”



Enter the Licence Activation Key (LAK) you have received in the Licence Order Confirmation email from Odette and click on “Apply”



You have now successfully activated your licence for your account!

Home » Licences

Your new licence has been installed, please continue to set-up your account or update your site records

Licence

Your installation ID

1ab9f46a-2865-4a03-82e5-e05d34714c9f

Licence information

Expired Licences0 site

Valid Licences5 sites

Allocated to Site0 site

Not yet allocated to Site5 sites

Activate licence

Applied licence activation keys

Licence Id	Activation key	Installed	User email	Sites	Version	Valid until	
L01	f6bc7fcf8682e0b56d74af690115a404	2025-10-01	pm@greatgearboxes.com	5	All	2028-10-01	✓

Licence was for 5 sites.
It is not yet allocated to any sites.

Activation key has been installed on 01October2025 and is valid for 3 years until 01October2028

When your licence reaches its expiry date, it will show as ‘Expired Licence’ in the application.

Home » Licences

Licence

Your installation ID

1ab9f46a-2865-4a03-82e5-e05d34714c9f

Licence information

Expired Licences5 sites

Valid Licences0 site

Allocated to Site0 site

Not yet allocated to Site0 site

Activate licence

Applied licence activation keys

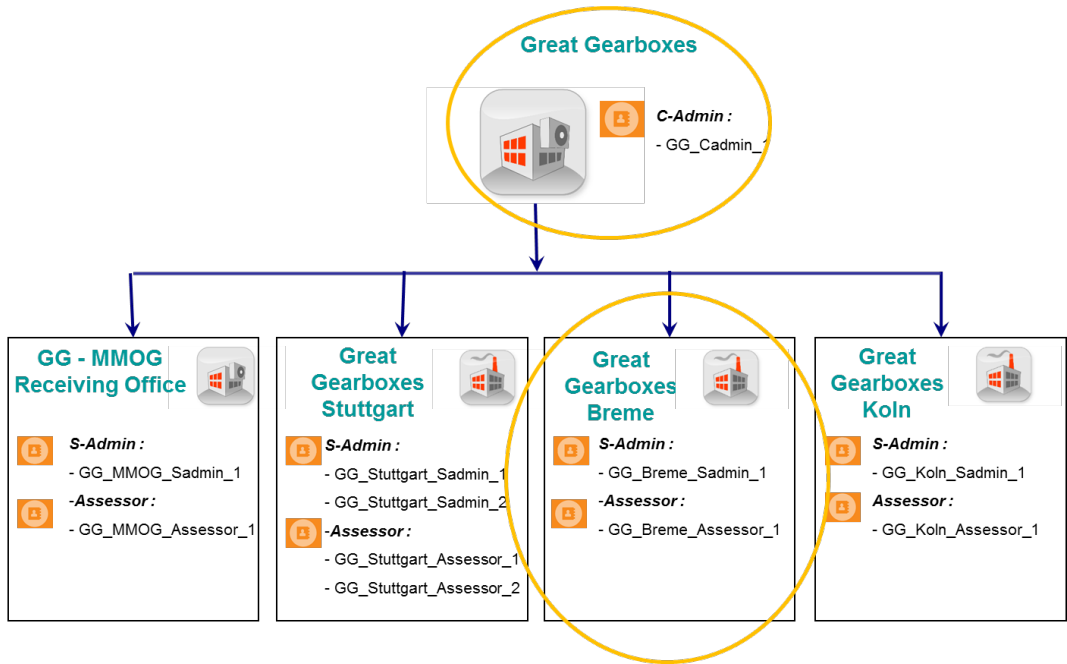
Licence Id	Activation key	Installed	User email	Sites	Version	Valid until	
L01	f6bc7fcf8682e0b56d74af690115a404	2025-10-01	pm@greatgearboxes.com	5	All	2025-09-30	✗

When your licence has expired, you will still be able to access your account but you will not be able to create new assessments for the sites to which the licence has been allocated.

4. SET UP YOUR OWN ORGANISATION - COMPANY AND SITES

4.1. Use case

In this example, we will set up “Great Gearboxes” as our own company and “Great Gearboxes - Breme” as one of our sites.

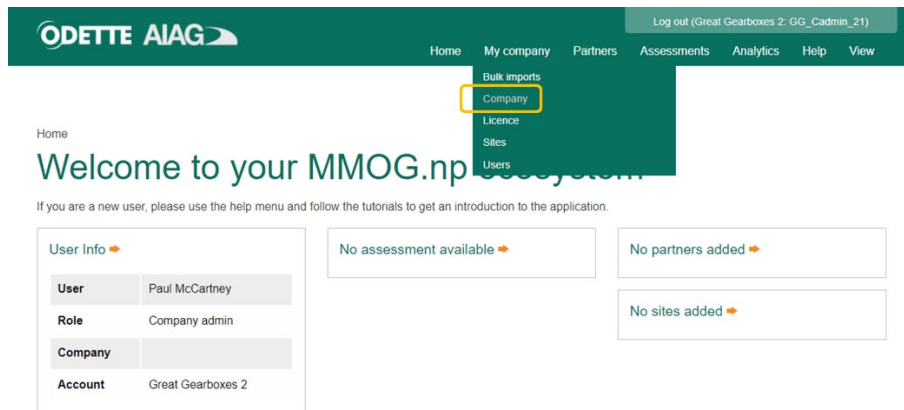


4.2. Set-Up Your Own Company

Important:

- To set-up your own company, you must be logged in as C-Admin
- You should set View to "Both views"

Select Company in the 'My company' menu.



Complete the fields and save.

Home » Companies » New

New company (partner or own company)

Name: Great Gearboxes

Role: Own organization Rôle « Own organization » is selected by default

Contact name: Lenny Kravitz

E-Mail: lk@greatgearboxes.com

Telephone: +49 098 908

Mailbox address: [Greyed out]

Address:

Line 1: Chausseestrasse 30

Line 2: [Empty]

Post code: 10115

City: Berlin

State: [Empty]

Country: Germany

Workflow policy: Standard Workflow policy: See explanation below

Buttons: Save, Back

Notes:

- MMOG.np Mailbox address is greyed out. It is already allocated and will be visible after you have saved your company details

There are 2 Workflow policy options: Standard and Collaborative.

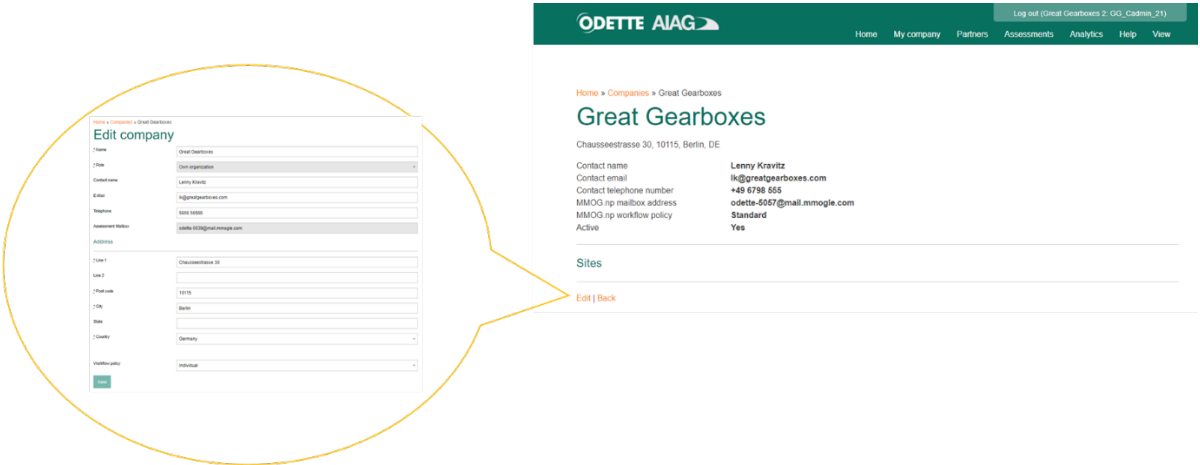
Standard: In Standard mode the supplier is not able to change the responses given by customers. This is the best practice to manage MMOG/LE self-assessment. By default, the workflow policy is set to “Standard”.

Collaborative: In Collaborative mode the supplier is able to change the responses given by customers. This should be used in collaboration with a customer during a common review or audit. When a customer response has been updated, you must send back the updated assessment to the customer using the mailbox service or as an XML file (see User Guide: “Assessments_Supplier”) to ensure that both you and your customer have the same version of the assessment.

You can switch the workflow policy at any time.

Note: You can also set up the workflow policy at the level of individual customers.

You have now created your own company record and you can view or edit it by selecting Company in the ‘My company’ menu



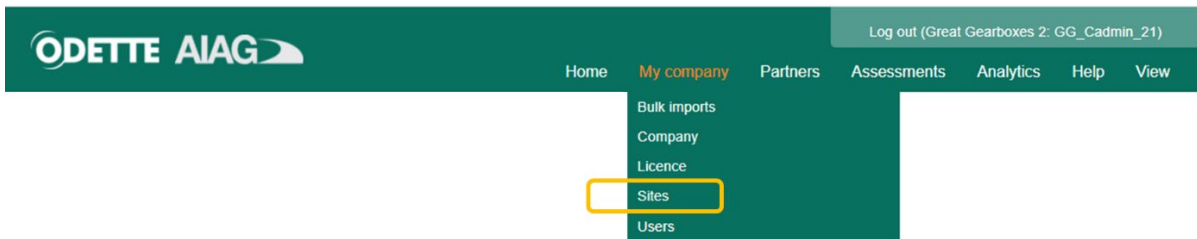
4.3. Add Sites

Important:

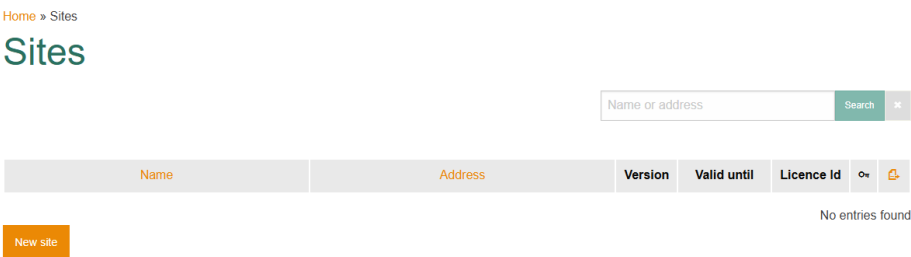
- *To add a site, you must be logged-in as a C-Admin*
- *You can add sites manually (one by one) **or** use the 'Bulk imports' option*
- *The 'Bulk imports' option should be considered only if you have more than 10 sites otherwise it is probably more efficient to add them manually*

4.3.1. Add sites manually

Select Sites in the 'My company' menu.

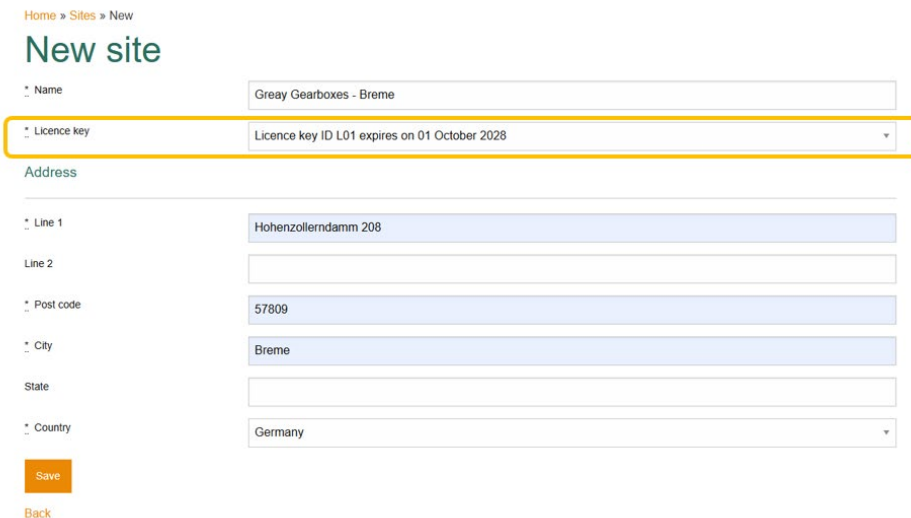


Click on New site



Enter the Site details, licence is allocated automatically, and Save.

*Licences issued from mid-January 2023, allow the use of all MMOG/LE Catalogues Version.



You have now added a site. You can view **Great Gearboxes - Breme**, edit  or delete  the record.

Note: At this stage you can delete the site  because you have not yet created any assessments for the site. Once you have created an assessment for the site, the site can no longer be deleted.

Home » Sites

Sites

Name or address

Search

Name	Address	Version	Valid until	Licence Id	On	
Greay Gearboxes - Breme	Hohenzollerndamm 208, 57809, Breme, DE	All	2028-10-01	L01		

Displaying 1 entry

New site

Home » Licences

Licence

Your installation ID

1ab9f46a-2865-4a03-82e5-e05d34714c9f

Licence information

Expired Licences

0 site

Valid Licences

5 sites

Allocated to Site

1 site

Not yet allocated to Site

4 sites

Activate licence

Applied licence activation keys

Licence Id	Activation key	Installed	User email	Sites	Version	Valid until	
L01	89bc71c18582e0b56d74a1890115a404	2025-10-01	pm@greatgearboxes.com	5	All	2028-10-01	

Licence « L01 » is valid for 5 sites, it has been allocated to 1 site
You can now create 4 more sites

Note: You can add sites up to the total number of sites for which you have a licence.

Home » Sites

Sites

Name or address

Search

Name	Address	Version	Valid until	Licence Id	On	
GG - MMOG Receiving Office	Am Juliusturm 14, 13599, Berlin, DE	All	2028-10-01	L01		
Great Gearboxes - Koln	UhlandstrASSE 57, 30678, Koln, DE	All	2028-10-01	L01		
Great Gearboxes - Stuttgart	Scheringstrasse 2, 20715, Stuttgart, DE	All	2028-10-01	L01		
Greay Gearboxes - Breme	Hohenzollerndamm 208, 57809, Breme, DE	All	2028-10-01	L01		

Displaying all 4 entries

New site

4.3.2. Add sites using the 'Bulk imports' option

You can add sites for your company by using the 'Bulk imports' option.

MMOG.np requires UTF-8 encoded plain text files to import data (csv files).

There are several ways to create csv files

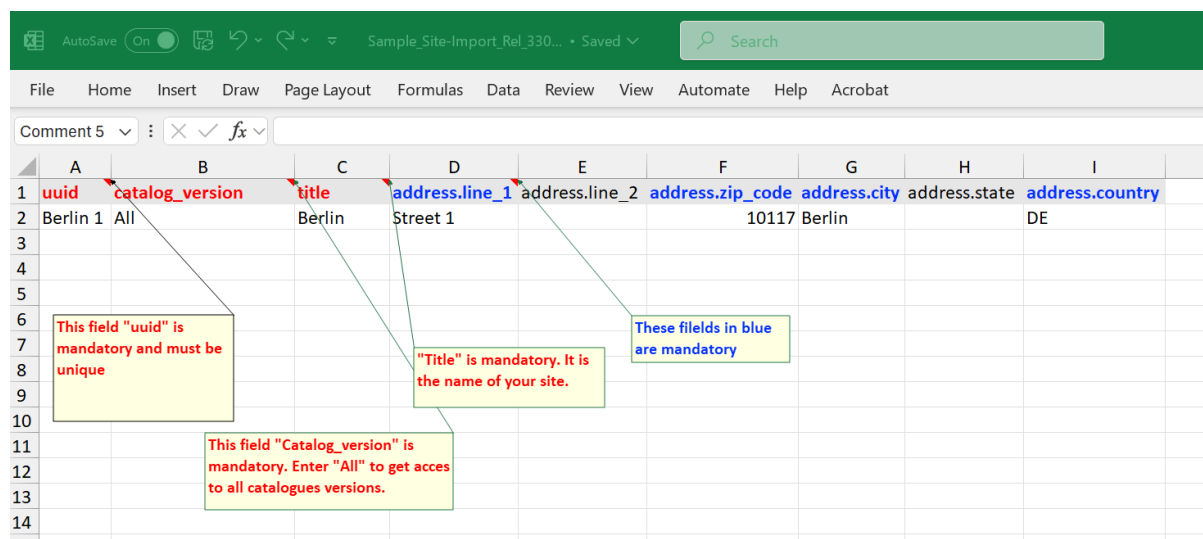
- export data from other systems (e.g., CRM database or other databases)
- export from Excel
- manually by using a plain text editor

Here we describe how you can create a csv file based on the Excel template provided by Odette.

Download the Excel template (Sample site-import) provided in the User Manuals zip file

<https://www.odette.org/mmognp/mmog.pdf>

Open the template.



	A	B	C	D	E	F	G	H	I	J
1	uuid	catalog_version	title	address.line_1	address.line_2	address.zip_code	address.city	address.state	address.country	
2	Berlin 1	All	Berlin	Street 1		10117	Berlin		DE	
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

Please note:

- The template must include a header line as defined in the sample-files **UUID***, **catalog_version**, **title**, **address.line_1**, **address.line_2**, **address.zip_code**, **address.city**, **address.state**, **address.country** (ISO 3166-1).

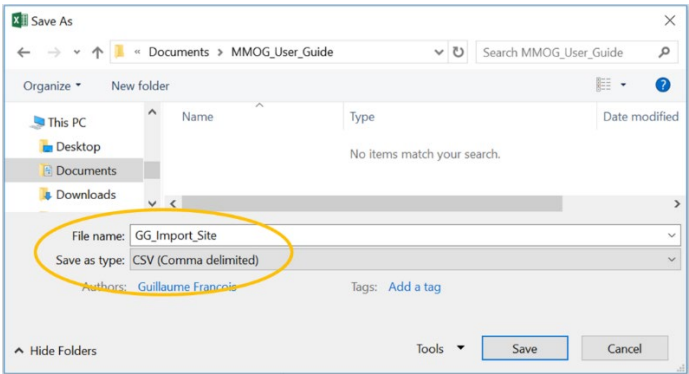
*The UUID (Universally Unique ID) term is incorrect: All that is required is a unique ID (UID) for the site within your own organisation.

- The validation of fields is implemented according to the validation within MMOG.np e.g., mandatory fields, unique fields
- All entries must be correct for the import to be successful but the application shows any import problems to be solved when importing files
- When the same UID is used several times in a file:
 - if it is imported for the first time, a "duplicate UID error" will be triggered
 - if the UID is already in the database, the latest record in the list will be the one that is taken into account.

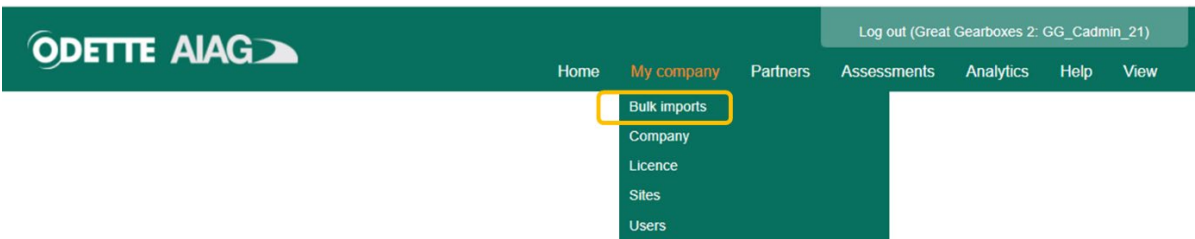
Populate the Excel template with data:

	A	B	C	D	E	F	G	H	I	J	K
1	uuid	catalog_ve	title	address.line_1	address.line_2	address.zip_code	address.city	address.state	address.country		
2	GG1	All	Great Gearboxes - Stuttgart	Scheringstrasse 2		20715	Stuttgart		DE		
3	GG2	All	Great Gearboxes - Koln	Uhlandstrasse 57		30678	Koln		DE		
4	GG3	All	GG - MMOG Receiving Office	Am Juliusturm 14		13599	Berlin		DE		
5	GG4	All	Great Gearboxes - Breme	Hohenzollerndamm 208		57809	Breme		DE		
6											

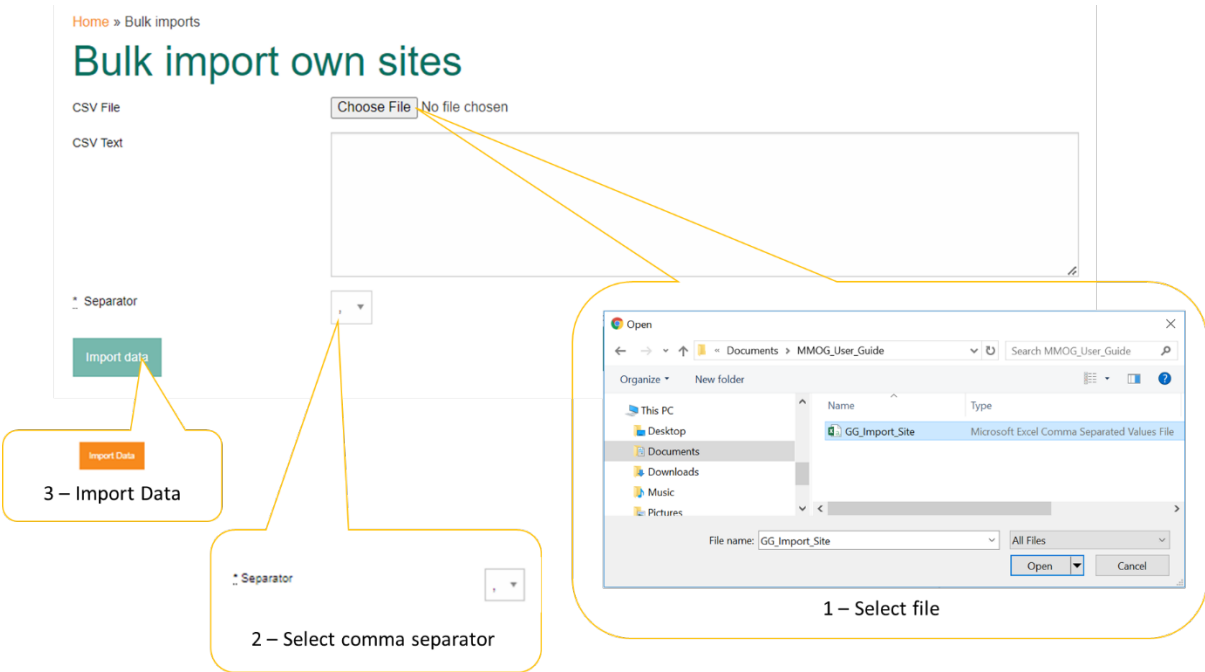
Using Excel, we suggest to use "save as ..." and choose comma separated values (csv).



Once you have your csv file, select Bulk imports in the 'My company' menu.



Import Data.



You have imported new sites.

csv file you have imported.
You can edit data directly in
this box if you get some
errors when importing

Imported data

Home » Bulk imports

Bulk import own sites

4 Sites successfully imported

CSV File

Choose File No file chosen

CSV Text

uuid,catalog_version,title,address.line_1,address.line_2,address.zip_code,address.city,address.state,address.country
GG1,All,Great Gearboxes - Stuttgart,Scheringstrasse 2,20715,Stuttgart,DE
GG2,All,Great Gearboxes - Koln,Uhlandstrasse 57,30678,Koln,DE
GG3,All,GG - MMOG Receiving Office,Am Juliusturm 14,13599,Berlin,DE
GG4,All,Great Gearboxes - Breme,Hohenzollerndamm 208,57809,Breme,DE

Separator

Import data

#	uuid	catalog_version	title	address.line_1	address.line_2	address.zip_code	address.city	address.state	address.country
1	GG1	All	Great Gearboxes - Stuttgart	Scheringstrasse 2		20715	Stuttgart		DE
2	GG2	All	Great Gearboxes - Koln	Uhlandstrasse 57		30678	Koln		DE
3	GG3	All	GG - MMOG Receiving Office	Am Juliusturm 14		13599	Berlin		DE
4	GG4	All	Great Gearboxes - Breme	Hohenzollerndamm 208		57809	Breme		DE

By selecting Sites in the ‘My company’ menu, you can see that sites have been created and that the licence L01 has been automatically allocated.

Home » Sites

Sites

Name or address

Search

Name	Address	Version	Valid until	Licence Id	Own	
GG - MMOG Receiving Office (UUID: GG3)	Am Juliusturm 14, 13599, Berlin, DE	All	2028-10-01	L01	✓	
Great Gearboxes - Breme (UUID: GG4)	Hohenzollerndamm 208, 57809, Breme, DE	All	2028-10-01	L01	✓	
Great Gearboxes - Koln (UUID: GG2)	Uhlandstrasse 57, 30678, Koln, DE	All	2028-10-01	L01	✓	
Great Gearboxes - Stuttgart (UUID: GG1)	Scheringstrasse 2, 20715, Stuttgart, DE	All	2028-10-01	L01	✓	

Displaying all 4 entries

New site

When you bulk import sites, you must ensure that your licence covers the number of sites you are importing, otherwise you will get the following error message.

Home » Bulk imports

You don't have enough licence

Bulk import own sites

CSV File

Choose File No file chosen

CSV Text

Please note:

- *There are several csv formats but not all of them generate the correct data format.*
- *csv stands for "comma separated values" but Excel exports often use semicolon as the field separator because in Europe the comma is often used as the decimal separator (e.g., 10,45).*
- *You can choose the field separator within the application (; or ,)*
- *If MMOG.np shows an error like "Unexpected text encoding error: "\xEF" from ASCII-8BIT to UTF-8" please choose another export in Excel.*
- If you get the following error messages "not a UTF-8 Format" or "Missing columns: UUID" when you try to import sites using the bulk import option, this is because UTF-8 is the only encoding admissible. Depending on your operating system, when converting your Excel file into csv, the file generated is encoded in UTF-8 BOM, not UTF-8.

To fix this issue, once you have created the .csv format using Excel, you should save it in UTF-8 format using a tool such as Notepad++. You can download Notepad++ from the internet free of charge.



Current Version 8.3.3

To save file as UTF-8 using Notepad++, open the file with Notepad++. select option "encoding" (Encode in UTF-8) and Save file.

5. SET UP CUSTOMERS

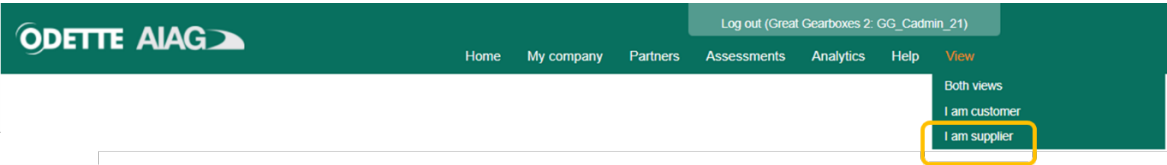
Important:

- To add a customer record, you must be logged in as a C-Admin
- We recommend selecting 'I am supplier' (supplier perspective) as the default View
- You can add customer records manually (one by one) or use the 'Bulk imports' option
- The 'Bulk imports' option should be considered only if you have more than 10 customer records to add otherwise it is probably more efficient to add them manually

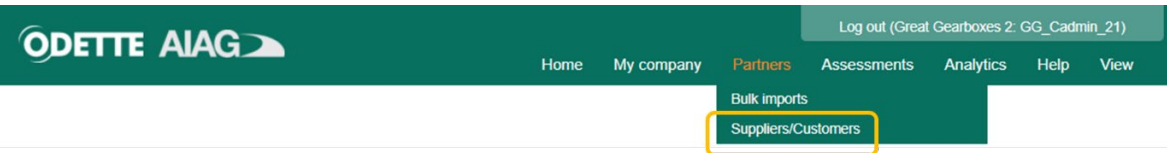
5.1. Add customers manually

In this example we will set up “Colossal Car Company” as a customer for “Great Gearboxes”.

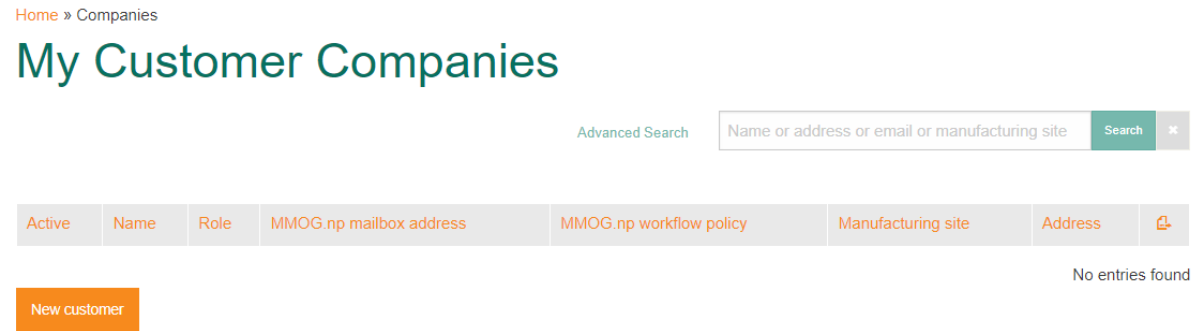
Select 'I am supplier' (supplier perspective) as the default View



To add a customer, select Suppliers/Customers in the 'Partners' menu.



Click on New customer



Enter the customer details and Save.

Role: ‘Customer’ will be the default proposal.

Home » Companies » New

New customer

Name

Colossal Car Company

Role

Customer

Contact

Contact name

Liam Gallagher

Contact email

lg@ccc.coM

Contact telephone number

MMOG.np internal mailbox service for assessments

MMOG.np mailbox address

odette-XXXX@mail2.mmogle.com

Address

Line 1

71 Great Peter Steet

Line 2

Post code

SW1 2BN

City

London

State

Country

United Kingdom

MMOG.np workflow policy

Standard

Active

☒

Save

Role

Customer

Customer is the default Role because supplier perspective is selected

I am supplier

If your Customer is using the integrated mailbox service, you should enter the Mailbox address provided by your customer.

By default the workflow policy is Standard. You can edit workflow policy to Collaborative according to your customer requirements

By default the customer is Active.

Please note: Mailbox format for the internal mailbox service is odette-XXXX@mail2.mmogle.com, any other email format will be rejected, and the following error message will be displayed.

Mailbox address

mmog@ccc.com

Bad email format

You have now added a Customer. You can view, edit or delete the record.

Home » Companies

My Customer Companies

Advanced Search

Name or address or email or manufacturing site

Search

Active	Name	Role	MMOG.np mailbox address	MMOG.np workflow policy	Manufacturing site	Address	
☒	Colossal Car Company	Customer	odette-5023@mail.mmogle.com	Standard		71 Great Peter Steet, SW1 2BN, London, GB	<div><div></div><div></div></div>

New customer

Displaying 1 entry

Note: At this stage you can delete a customer record  because you have not yet created any assessments for the customer. Once you have created an assessment for a customer, the customer record can no longer be deleted.

04/11/2025
Release 3.9.0

Set up MMOG.np
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25

You can create as many customers as required.

[Home](#) » [Companies](#)

My Customer Companies

[Advanced Search](#)

Active	Name	Role	MMOG.np mailbox address	MMOG.np workflow policy	Manufacturing site	Address	
☒	Colossal Car Company	Customer	odette-5023@mail.mmogle.com	Standard		71 Great Peter Steet, SW1 2BN, London, GB	
☒	Tremendous Truck Ltd	Customer	odette-5027@mail.mmogle.com	Standard		Storgatan 19, SE-100, Stockholm, SE	

Displaying **all 2** entries

5.2. Add customers using the 'Bulk imports' option

You can add customers by using the 'Bulk imports' option.

MMOG.np requires UTF-8 encoded plain text files to import data (csv files).

There are several ways to create csv files

- export data from other systems (e.g., CRM database or other databases)
- export from Excel
- manually by using a plain text editor

We describe here how you can create a csv file based on the Excel template provided by Odette.

Download the Excel template 'sample_partners_import for suppliers' provided in the User Manuals zip file: <https://www.odette.org/mmognp/mmog.pdf>

Open the template.

Please note:

- The template must include a header line as defined in the sample-files **UUID***, **title**, **role**, **manufacturing_site**, **contact_name**, **email**, **telephone**, **address.line_1**, **address.line_2**, **address.zip_code**, **address.city**, **address.state**, **address country**(ISO 3166-1), and **assessment mailbox**.

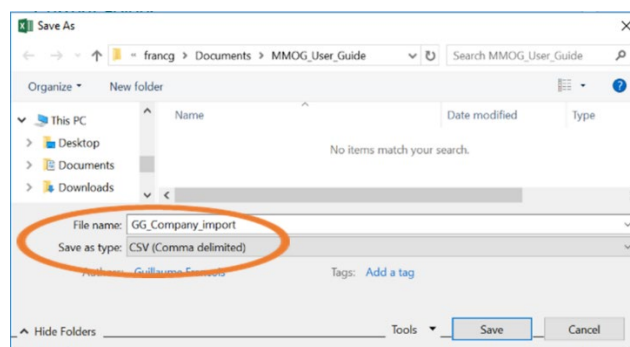
*The UUID (Universally Unique ID) term is incorrect: All that is required is a unique ID (UID) for the customer within your company.

- The role must be **customer**
- The validation of fields is implemented according to the validation within MMOG.np e.g. mandatory fields, unique fields
- All entries must be correct for the import to be successful but the application shows any import problems to be solved when importing files
- When the same UID is used several times in a file:
 - if the UID is not already in the database, a "duplicate UID error" will be triggered
 - if the UID is already in the database, the existing record will be updated by each instance of the same UID in the import and the final instance will be the one that counts.

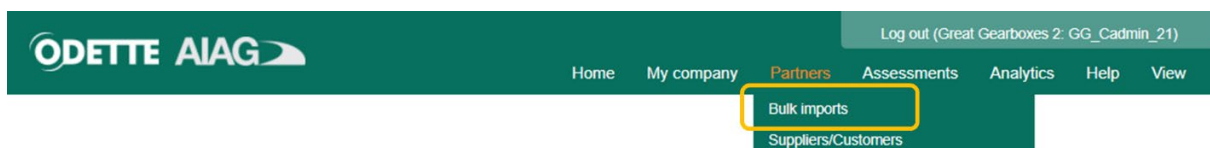
Populate the Excel template with data:

	uid	title	role	manufacturing_site	contact_name	email	telephone	address_line_1	address_line_2	address.zip_code	address.city	address.state	address.country	assessment_mailbox
1	C1	Tremendous	customer		Bon Scott	bs@tt.com		Storgatan 19	Plan 4	SE-100	Stockholm	SE		odette-5023@mail.mmogle.com
2	C2	Colossal Car	customer		Liam Gallagher	lg@ccc.com	44 8989 8987 71	Great Peter Steet		SW1P 2BN	London	GB		odette-5027@mail.mmogle.com

Using Excel we suggest to use "save as ..." and choose comma separated values (csv).



Once you have your csv file, select Bulk imports in the 'Partners' menu.



Import Data.

The screenshot shows the 'Bulk import partner companies' interface. It includes a 'Choose File' button, a 'No file chosen' message, a 'Separator' dropdown menu, and an 'Import data' button. A callout labeled '1 - Select file' points to a file explorer window showing a file named 'GG_Company_import'. A callout labeled '2 - Select comma separator' points to the 'Separator' dropdown menu. A callout labeled '3 - Import Data' points to the 'Import data' button.

You have imported new customers.

The screenshot shows the 'Bulk import partner companies' interface after a successful import. A green banner at the top states '2 Companies successfully imported'. Below this, the 'CSV Text' field displays the raw CSV data. A callout points to this field with the text: 'Csv file you have imported. You can edit data directly in this box if you get some errors when importing'. Below the CSV text, the 'Import data' button is visible. At the bottom, a table displays the imported data. A callout labeled 'Imported data' points to this table.

#	uuid	title	role	manufacturing_site	contact_name	email	telephone	address.line_1	address.line_2	address.zip
1	C1	Tremendous Trucks Ltd	customer		Ben Scott	bs@tt.com		Storgatan 19	Plan 4	SE-100
2	C2	Colossal Car Company	customer		Liam Gallagher	lg@ccc.com	44 8989 8989	71 Great Peter Steet		SW1P 2BN

You can see that customers have been created, by selecting Suppliers/Customers in the 'Partners' menu

[Home](#) » [Companies](#)

My Customer Companies

Advanced Search

Active	Name	Role	MMOG.np mailbox address	MMOG.np workflow policy	Manufacturing site	Address	
✓	Colossal Car Company (UUID: C2)	Customer	odette-5027@mail.mmogle.com	Standard		71 Great Peter Steet, SW1P 2BN, London, GB	 
✓	Tremendous Trucks Ltd (UUID: C1)	Customer	odette-5023@mail.mmogle.com	Standard		Storgatan 19, SE-100, Stockholm, SE	 

Displaying **all 2** entries

[New customer](#)

Please note:

- There are several CSV formats but not all of them generate the right data format.
- CSV stands for "comma separated values" but Excel exports often use semicolon as the field separator because in Europe the comma is often used as the decimal separator (e.g., 10,45).
- You can choose the field separator within the application (; or ,)
- If MMOG.np shows an error like "Unexpected text encoding error: "\xEF" from ASCII-8BIT to UTF-8" please choose another export in Excel.
- If you get the following error messages "not a UTF-8 Format" or "Missing columns: UUID" When you try to import sites using the bulk import option, this is because UTF-8 is the only encoding admissible. Depending on your operating system, when converting your Excel file into csv, the file generated is encoded in UTF-8 BOM, not UTF-8.

To fix this issue, once you have created the .csv format using Excel, you should save it in UTF-8 format using a tool such as Notepad++. You can download Notepad++ from the internet free of charge.



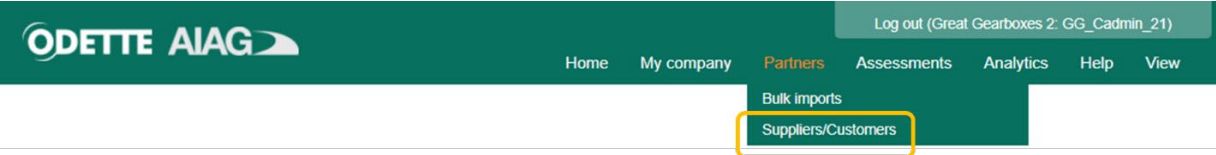
Current Version 8.3.3

To save file as UTF-8 using Notepad++, open the file with Notepad++. select option "encoding" (Encode in UTF-8) and Save file.

5.3. Activate/deactivate customers

If you deactivate a customer, the customer record will not be deleted but you will no longer see it in the list of partners (by default only active partners are shown) and you won't be able to select it when creating a new assessment. Nevertheless, assessments that have been created for this customer will still be available in the list of assessments.

To deactivate a customer, select Suppliers/Customers in the 'Partners' menu



Click on  to edit the customer to be deactivated

Home » Companies

My Customer Companies

Advanced Search

Active	Name	Role	MMOG.np mailbox address	MMOG.np workflow policy	Manufacturing site	Address	
✓	Colossal Car Company (UUID: C2)	Customer	odette-5027@mail.mmogle.com	Standard		71 Great Peter Steet, SW1P 2BN, London, GB	
✓	Tremendous Trucks Ltd (UUID: C1)	Customer	odette-5023@mail.mmogle.com	Standard		Storgatan 19, SE-100, Stockholm, SE	

Displaying all 2 entries

And deactivate the customer

Home » Companies » Tremendous Trucks Ltd

Edit company

UUID: C1

Name: Tremendous Trucks Ltd

Role: Customer

Contact

Contact name: Ben Scott

Contact email: bs@tt.com

Contact telephone number:

MMOG.np internal mailbox service for assessments

MMOG.np mailbox address: odette-5023@mail.mmogle.com

Address

Line 1: Storgatan 19

Line 2: Plan 4

Post code: SE-100

City: Stockholm

State:

Country: Sweden

MMOG.np workflow policy: Standard

Active: ☐

By default the customer is Active.

Active ☒

Untick the box to deactivate the customer.

Active ☐

You will see that the deactivated customer ‘Tremendous Trucks Ltd’ is no longer displayed

Home » Companies

My Customer Companies

Advanced Search

Name or address or email or manufacturing site

Search

×

Active	Name	Role	MMOG.np mailbox address	MMOG.np workflow policy	Manufacturing site	Address	
✓	Colossal Car Company (UID: C2)	Customer	odette-5027@mail.mmogle.com	Standard		71 Great Peter Steet, SW1P 2BN, London, GB	

Displaying 1 entry

New customer

To display inactive customers or both active and inactive customers, you can select the different statuses in the Advanced search option.

Home » Companies

My Customer Companies

Show active & inactive companies

Show active & inactive companies

Active companies

Inactive companies

Title

Mailbox address

Manufacturing site

Address

Simple Search

Search

×

Active	Name	Role	MMOG.np mailbox address	MMOG.np workflow policy	Manufacturing site	Address	
✓	Colossal Car Company (UID: C2)	Customer	odette-5027@mail.mmogle.com	Standard		71 Great Peter Steet, SW1P 2BN, London, GB	
✗	Tremendous Trucks Ltd (UID: C1)	Customer	odette-5023@mail.mmogle.com	Standard		Storgatan 19, SE-100, Stockholm, SE	

Displaying all 2 entries

New customer

Note: you can also use the ‘Bulk import’ function to deactivate customers. See § 5.2

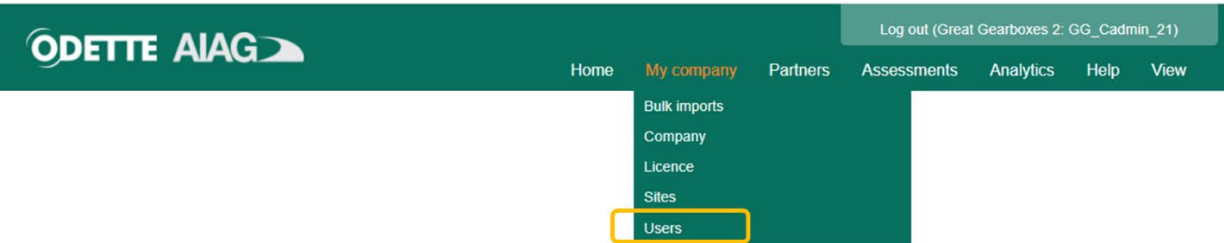
6. SET UP USERS

6.1. Creating another Company Administrator (C-Admin)

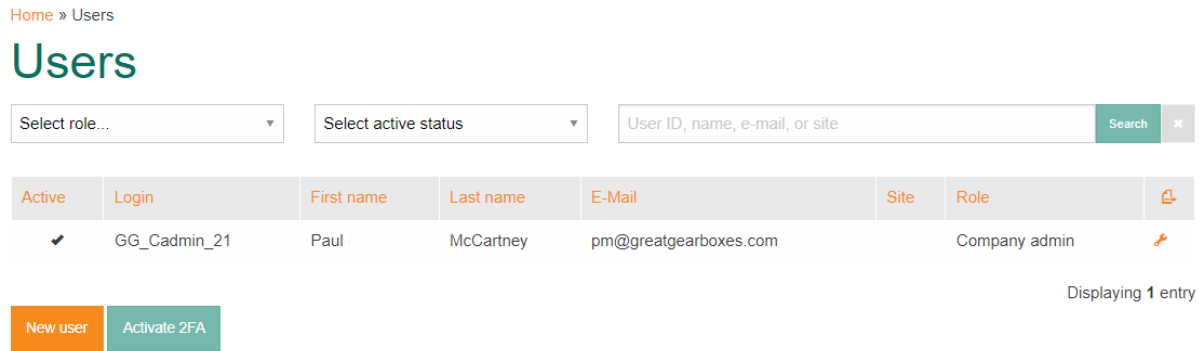
Important:

- The initial C-Admin was created when your account was registered (see above)
- If you want to create another C-Admin, you must be logged in as the initial C-Admin
- A C-Admin record cannot be deleted by another C-Admin.
- A C-Admin record can be deactivated/reactivated by another C-Admin
- If you have more than one C-Admin it is important to set up an internal process to be able to update the C-Admin profiles if necessary.

To create another C-Admin, select Users in the ‘My company’ menu



Click on New user.



Enter the details for the additional C-Admin. You will need to create an initial password for this user.

Home » Users » New

New user

* Login	GG_Cadmin_22
* Password	*****
* Password confirmation	*****
First name	stewart
Last name	Copeland
* E-Mail	sc@greatgearboxes.com
* E-Mail confirmation	sc@greatgearboxes.com
* Telephone	+49 8767 68
* Role	Company admin

[Save](#)

[Back](#)

Click 'Save'

Home » Users

Users

Select role... ▾

Select active status ▾

User ID, name, e-mail, or site [Search](#) ✕

Active	Login	First name	Last name	E-Mail	Site	Role	
✓	GG_Cadmin_22	stewart	Copeland	sc@greatgearboxes.com		Company admin	
✓	GG_Cadmin_21	Paul	McCartney	pm@greatgearboxes.com		Company admin	

Displaying all 2 entries

[New user](#) [Activate 2FA](#)

You have now created another C-Admin (stewart Copeland)

6.2. User management – Login and password reset

When you create a new user, the user will receive an email giving 2 options:

From: noreply@mmog-np.com <noreply@mmog-np.com>
To: "sc@greatgearboxes.com" <sc@greatgearboxes.com>
Sent: Wednesday, 21 December 2022 at 12:25:31 GMT
Subject: Welcome to MMOG.np

Welcome to MMOG.np.

Your login ID is GG_Cadmin_22

Your initial password has been assigned by your account administrator.

You can either log in with the password assigned by the administrator, or reset it and choose your own password.

- [Click here to log in.](#)
- [Click here to reset your password.](#)

Your password reset link is valid for a **one time use** within about 2 hours.

Odette international Ltd



71 Great Peter Street London SW1P 2BN

Option A: "Click here to log in" : The new user can log in using the Login ID and Password assigned (and communicated to him) by the initial C-Admin..



Log in

Home Help

Home

Welcome to MMOG.np

MMOG.np is the web platform for the management of MMOG/LE Assessments. To set up an account on the platform you will need to obtain a licence from Odette. To order a licence please click on the "Licence not yet ordered" link. If an account has already been set-up for your company, you can access the application using the Login and Password assigned to you by your Company Administrator.

Company Account Already Registered

* Login

* Password

Log in

Forgot login

Company Account Not Yet Registered

Please enter the "Payment Confirmation Code" from the licence order confirmation email received from Odette

* Payment Confirmation Code

New account

Option B: "Click here to reset your password" : The user can reset the password allocated by the initial C-Admin.

Home » Password Change

Password Change

Password

Password confirmation

[Change Password](#)

Then the user is logged in with a confirmation that the password has been changed.

Home

Password changed

Welcome to the New MMOG Platform

If you are a new user, please use the help menu and follow the tutorials to get an introduction on how to use the application.

User Info ➡

User	Stewart Copeland
Role	Company admin
Company	Great Gearboxes
Account	Great Gearboxes 1

No Assessments Available ➡

Recently Added Companies ➡

- Colossal Car Company
- Tremendous Trucks Ltd
- Great Gearboxes

Recently Added Sites ➡

- Great Gearboxes - Breme
- GG - MMOG Receiving Office
- Great Gearboxes - Koln
- Great Gearboxes - Stuttgart

If the reset link is not used within 2 hours, an error message will appear because the link has expired

[Log in](#)[Home](#)[Help](#)

Home » Password Change

Password Change

Unknown or expired password reset link!

In this case, the user has to reset the password at the log in page.

Log in

Home Help

[Home](#) » [Forgot login](#)

Forgot login

* E-Mail

sc@greatgearboxes.com

Forgot login

Forgot login

Submit the email address linked to your user account. You will receive an email with the corresponding login name and a link you can use to reset your password if necessary.

Log in

Home Help

[Home](#)

Login reminder email sent to sc@greatgearboxes.com

Welcome to MMOG.np

MMOG.np is the web platform for the management of MMOG/LE Assessments. To set up an account on the platform you will need to obtain a licence from Odette. To order a licence please click on the "Licence not yet ordered" link. If an account has already been set-up for your company, you can access the application using the Login and Password assigned to you by your Company Administrator.

Company Account Already Registered

* Login

* Password

Log in

[Forgot login](#)

Company Account Not Yet Registered

Please enter the "Payment Confirmation Code" from the licence order confirmation email received from Odette

* Payment Confirmation Code

New account

From: "noreply@mmog-np.com" <noreply@mmog-np.com>
To: "sc@greatgearboxes.com" <sc@greatgearboxes.com>
Sent: Sunday, 25 December 2022 at 08:15:10 GMT
Subject: Login reminder

Your login ID is GG_Cadmin_22.

- [Click here to log in.](#)
- [Click here to reset your password.](#)

Your password reset link is valid for a **one time use** within about 2 hours.

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71 Great Peter Street London SW1P 2BN

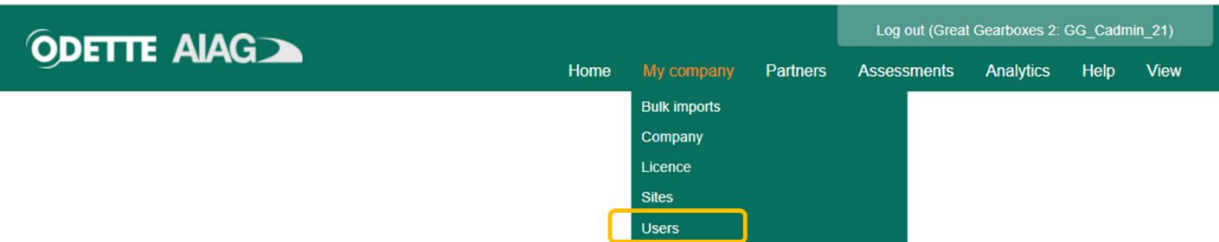
6.3. Company Administrator update

A Company Administrator has the possibility to update the profiles of other Company Administrators within the account.

Important:

- You must be logged in as a Company Administrator

Select Users in the ‘My company’ menu



Select and Edit any Company Admin profile

Home » Users

Users

Company admin

Select active status

User ID, name, e-mail, or site

Search

Active	Login	First name	Last name	E-Mail	Site	Role	
✓	GG_Cadmin_22.	stewart	Copeland	sc@greatgearboxes.com		Company admin	
✓	GG_Cadmin_2	Stewart	Copeland	sc@ggg.com		Company admin	
✗	Test user 3	iuyiuy	iuyiuy	gfrancois@odette.org		Company admin	
✓	Test user 2	jhgjhjg	jhgjh	gfrancois@odette.org		Company admin	
✓	GG_Cadmin_1	Paul	McCartney	gfrancois@odette.org		Company admin	
✓	GG_Cadmin_21.	Paul	McCartney	pm@greatgearboxes.com		Company admin	
✓	GG_Cadmin_3	XC60	Volvo	volvo@greatgerboxes.com		Company admin	

Displaying all 7 entries

New user

Activate 2FA

User details can be edited and the user can be deactivated, if necessary.

Home » Users » GG_Cadmin_2

Edit user

Login

GG_Cadmin_2

Password

Password confirmation

First name

Stewart

Last name

Copeland

E-Mail

sc@ggg.com

E-Mail confirmation

sc@ggg.com

Telephone

+49 123097

Role

Company admin

Site

Active

☒

Save

Back

You can edit all fields

Active or inactive Company Admin profile
☒ Active ☐ Inactive

You can display users according to their status: Active or Inactive

Home » Users

Users

Select role...

Select active status

Select active status

Yes

No

User ID, name, e-mail, or site

Search

Active	Login	First name	Last name	E-mail	Site	Role	
☒	GG_Breme_Sadmin_1	Pete	Dest	pb@gg.com	Great Gearboxes - Breme	Site admin	
☒	GG_Cadmin_2	Stewart	Copeland	sc@ggg.com		Company admin	
☒	GG_Stuttgart_Sadmin_1	Georges	Harrisson	gh@gg.com	Great Gearboxes - Stuttgart	Site admin	
☒	GG_MMOG_Assessor_1	billy	Idol	bi@gg.com	GG - MMOG Receiving Office	Assessor	
☒	GG_Cadmin_1	Paul	McCartney	pm@greatgearboxes.com		Company admin	
☒	GG_Breme_Assessor_1	Paul	simonon	ps@gg.com	Great Gearboxes - Breme	Assessor	
☒	GG_MMOG_Sadmin_1	Ringo	Starr	rs@greatgearboxes.com	GG - MMOG Receiving Office	Site admin	
☒	GG_Koln_Sadmin_1	Stuart	Sutcliffe	sts@gg.com	Great Gearboxes - Koln	Site admin	

Displaying all 8 entries

New user

Select Yes or No and click on search

Home » Users

Users

Select role... ▾

No ▾

User ID, name, e-mail, or site

Search ✕

Active	Login	First name	Last name	E-Mail	Site	Role	
✕	GG_Cadmin_2	Stewart	Copeland	sc@ggg.com		Company admin	

Displaying 1 entry

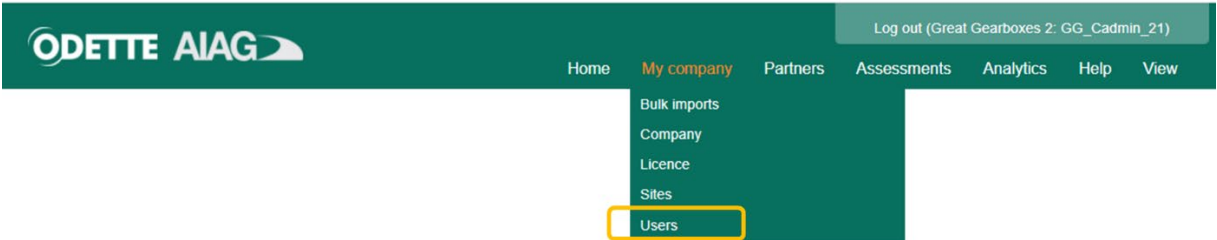
New user

6.4. Creating a Site Administrator (S-Admin)

Important:

- Prior to creating an S-Admin, you must have set up your site(s) (see above).
- You must be logged in as C-Admin

To create a user with an S-Admin role, select Users in the ‘My company’ menu.



Click on New user

Home » Users

Users

Select role...

Yes

User ID, name, e-mail, or site

Search

Active	Login	First name	Last name	E-Mail	Site	Role	
✓	GG_Cadmin_22.	stewart	Copeland	sc@greatgearboxes.com		Company admin	
✓	GG_Koln_Assessor_1	Jimi	Hendrix	jh@greatgearboxes.com	Great Gearboxes - Koln	Assessor	
✓	Test user 2	jhgjhgj	jhgjh	gfrancois@odette.org		Company admin	
✓	GG_Stuttgart_Assessor_2	Mick	Jones	mj@gg.com	Great Gearboxes - Stuttgart	Assessor	
✓	GG_Stuttgart_Sadmin_2	John	Lennon	jl@greatgearboxes.com	Great Gearboxes - Stuttgart	Site admin	
✓	GG_Cadmin_1	Paul	McCartney	gfrancois@odette.org		Company admin	
✓	GG_Cadmin_21.	Paul	McCartney	pm@greatgearboxes.com		Company admin	
✓	GG_MMOG_Sadmin_1	Ringo	Starr	rs@greatgearboxes.com	GG - MMOG Receiving Office	Site admin	
✓	GG_Stuttgart_Assessor_1	Joe	Strummer	js@greatgearboxes.com	Great Gearboxes - Stuttgart	Assessor	
✓	GG_Koln_Sadmin_1	Stuart	Sutcliffe	ss@greatgearboxes.com	Great Gearboxes - Koln	Site admin	

1 2 Next Last

Displaying entries 1 - 10 of 11 in total

New user

Activate 2FA

Enter the S-Admin details, create a password, select Site and Role from the dropdown boxes.

Home » Users » New

New user

* Login

* Password

* Password confirmation

First name

Last name

* E-Mail

* E-Mail confirmation

* Telephone

* Role

* Site

Active ☒

[Back](#)

S-Admin

Assessor

S-Admin

C-Admin

Great Gearboxes - Stuttgart

Great Gearboxes - Köln

GG - MMOG Receiving Office

Great Gearboxes - Breme

By default user status is active.

You have now created an S-Admin.

Home » Users

Users

Site admin

Yes

User ID, name, e-mail, or site

Search

x

Active	Login	First name	Last name	E-Mail	Site	Role	
✓	GG_Breme-Sadmin_1	Pete	Best	pb@greatgearboxes.com	Great Gearboxes - Breme	Site admin	
✓	GG_Stuttgart_Sadmin_2	John	Lennon	jl@greatgearboxes.com	Great Gearboxes - Stuttgart	Site admin	
✓	GG_MMOG_Sadmin_1	Ringo	Starr	rs@greatgearboxes.com	GG - MMOG Receiving Office	Site admin	
✓	GG_Koln_Sadmin_1	Stuart	Sutcliffe	ss@greatgearboxes.com	Great Gearboxes - Köln	Site admin	

Displaying all 4 entries

The S-Admin will receive an email to manage his log in and to reset his password. See “§6.2 -User management – Login and password reset” to check the process.

You can create as many S-Admin users per site as required. You can use the Search boxes to find users with specific roles.

Click on column header to sort in ascending/descending order

Use the « select role » box to filter on role

Use the « select active status » box to filter on user status

Click here to reset filter

Click here to export list of users as csv file

Use the the search box to apply filter on User ID, name, e-mail or site

Active	Login	First name	Last name	E-Mail	Site	Role
✓	GG_Cadmin_2	Stewart	Copeland	sc@greatgearboxes.com		Company admin
✓	GG_Breme_S...	Guillaume	FRANCOIS	gfrancois@odette.org	Great Gearboxes - B...	Site admin
✓	GG_Kolo...	Jimi	Hendrix	jh@greatgearboxes.com	Great Gearboxes - K...	Assessor
✗	Test	luyiuy	luyiuy	gfrancois@odette.org		Company a...
✓		jhgjhj	jhgjh	guillaume_francois_2006@yahoo.fr		Company a...
✓	part_Assessor_2	Mick	Jones	mj@gg.com	Great Gearboxes - Stutt	Assessor
✓	admin_2	John	Lennon	jl@greatgearboxes.com	Great Gearboxes - Stutt	admin
✓		Paul	McCartney	gfrancois@odette.org		admin
✓	in_1	Ringo	Starr	rs@greatgearboxes.com		admin
✓	essor_1	Joe	Strummer	js@greatgearboxes.com		admin

6.5. Creating Assessors

Important:

- Prior to creating Assessors, you must set up your site(s) (see above).
- If you are logged in as C-Admin, you will be able to create Assessors for all sites.
- If you are logged in as S-Admin, you will be able to create Assessors for your site only.

The process to create an Assessor is the same as the process to create an S-Admin. You just need to ensure that you have selected the correct Role.

Role

Assessor

S-Admin

C-Admin

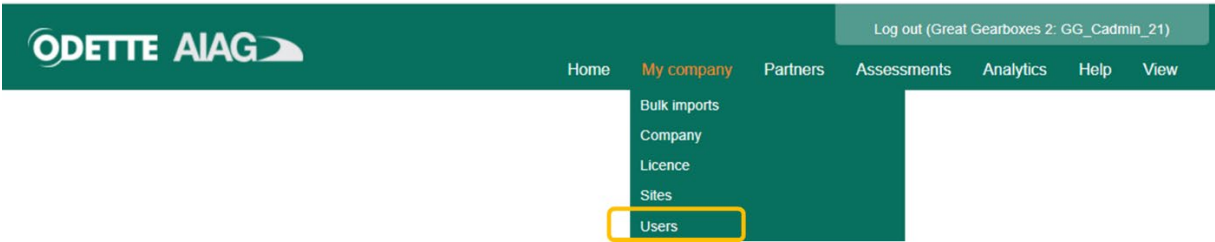
6.6. Activate/deactivate 2 Factor Authentication (2FA) for your account

Important:

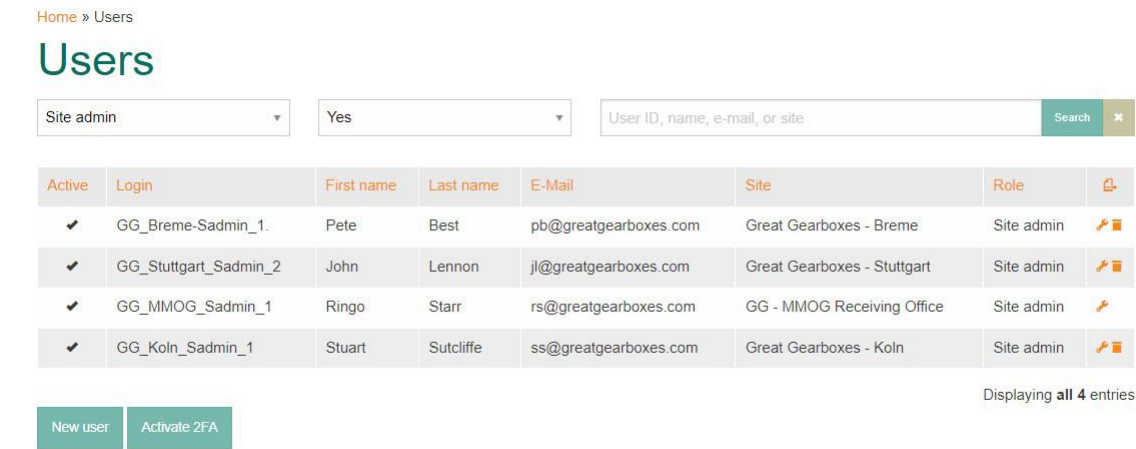
- By default, 2FA is not activated.
- To activate 2FA you must be logged in as a C-Admin.
- If you activate 2FA for your account this will apply for all users

6.6.1. Activate 2FA

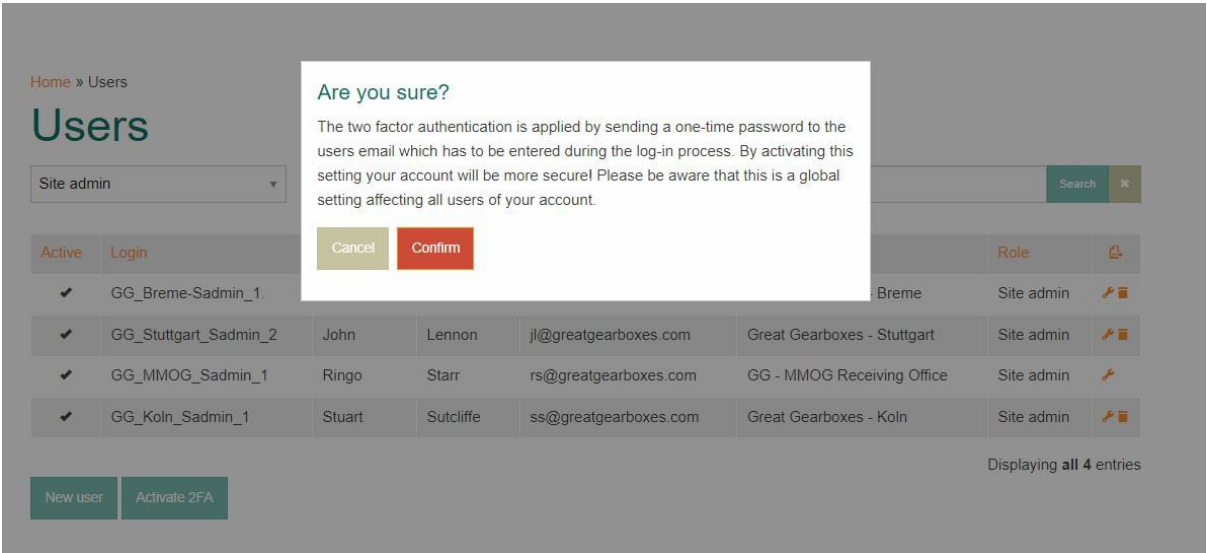
To activate the 2FA for your account, select Users in the ‘My company’ menu.



Click on Activate 2FA



And confirm



You have activated 2FA for your account

Home

2FA was successfully enabled. Please login again now.

Welcome to MMOG.np

MMOG.np is the web platform for the management of MMOG/LE Assessments. To set up an account on the platform you will need to obtain a licence from Odette. To order a licence please click on the "Licence not yet ordered" link. If an account has already been set-up for your company, you can access the application using the Login and Password assigned to you by your Company Administrator.

Company Account Already Registered

* Login

* Password

Log in

Forgot login

Company Account Not Yet Registered

Please enter the "Payment Confirmation Code" from the licence order confirmation email received from Odette

* Payment Confirmation Code

New account

6.6.2. User log in with 2FA activated

User logs in using their Login and Password

ODETTE AIAG

Log in

Home

Help

Home

Welcome to MMOG.np

MMOG.np is the web platform for the management of MMOG/LE Assessments. To set up an account on the platform you will need to obtain a licence from Odette. To order a licence please click on the "Licence not yet ordered" link. If an account has already been set-up for your company, you can access the application using the Login and Password assigned to you by your Company Administrator.

Company Account Already Registered

* Login

GG_Cadmin_21

* Password

.....

Log in

Forgot login

Company Account Not Yet Registered

Please enter the "Payment Confirmation Code" from the licence order confirmation email received from Odette

* Payment Confirmation Code

New account

User is asked to enter a one-time password

ODETTE AIAG

Log out (Great Gearboxes 2: GG_Cadmin_21)

Home

My company

Partners

Assessments

Analytics

Help

I am supplier

Home » Login

Please Enter Your One Time Password

* One Time Password

Cancel

Log in

The one-time password is sent to the email address registered in the user profile details.

From: noreply@www.mmog-np.com
To: "pm@greatgearboxes.com" <om@greatgearboxes.com>
Sent: Monday, 26 December 2022 at 08:42:14 GMT
Subject: One time password

Hello,

Your 6-digit one time password for login is

225817

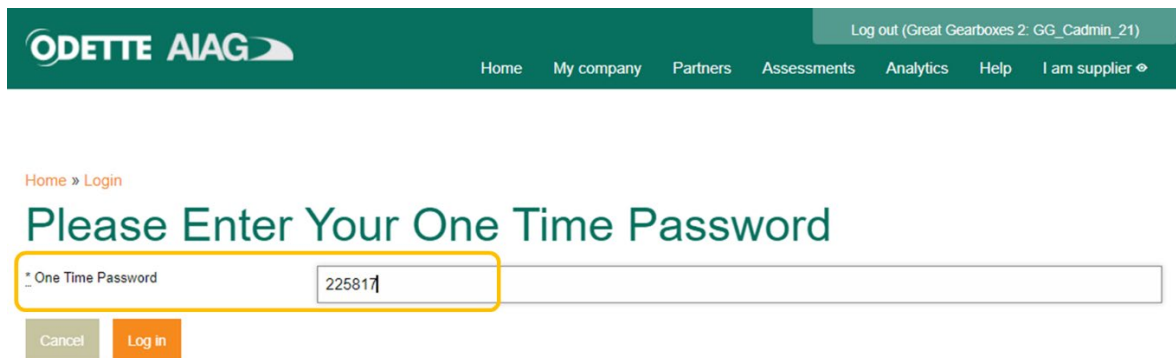
The code is valid for 5 minutes. Do not share this code with anyone for security reasons.

Odette international Ltd

71 Great Peter Street London SW1P 2BN

Please note: the subject of the email is one-time password, and the email address of the sender is noreply@www.mmog-np.com. If you do not receive the email with the one-time password, check your spam folder or contact your IT dept, the email may have been blocked because of your security policy.

To access your account, enter the one-time password (numeric code) received by email



The screenshot shows the ODETTE AIAG login interface. At the top, there is a navigation bar with the ODETTE AIAG logo on the left and a 'Log out (Great Gearboxes 2: GG_Cadmin_21)' button on the right. Below the navigation bar, there are links for Home, My company, Partners, Assessments, Analytics, Help, and I am supplier. The main heading is 'Please Enter Your One Time Password'. Below this, there is a text input field labeled 'One Time Password' with the value '225817' entered. To the left of the input field is a 'Cancel' button, and to the right is a 'Log in' button.

6.6.3. Deactivate 2FA

To deactivate 2FA for your account, log in and select Users in the 'My company' menu



The screenshot shows the ODETTE AIAG interface with the 'My company' menu open. The menu options are: Bulk imports, Company, Licence, Sites, and Users. The 'Users' option is highlighted with a yellow box. The navigation bar at the top includes the ODETTE AIAG logo, a 'Log out (Great Gearboxes 2: GG_Cadmin_21)' button, and links for Home, My company, Partners, Assessments, Analytics, Help, and View.

Click on Deactivate 2FA

Home » Users

Users

Site admin

Yes

User ID, name, e-mail, or site

Search

Active	Login	First name	Last name	E-Mail	Site	Role	
✓	GG_Breme-Sadmin_1	Pete	Best	pb@greatgearboxes.com	Great Gearboxes - Breme	Site admin	 
✓	GG_Stuttgart_Sadmin_2	John	Lennon	jl@greatgearboxes.com	Great Gearboxes - Stuttgart	Site admin	 
✓	GG_MMOG_Sadmin_1	Ringo	Starr	rs@greatgearboxes.com	GG - MMOG Receiving Office	Site admin	
✓	GG_Koln_Sadmin_1	Stuart	Sutcliffe	ss@greatgearboxes.com	Great Gearboxes - Koln	Site admin	 

New user

Deactivate 2FA

Displaying **all 4** entries

Confirm

Home » Users

Users

Site admin

Search

Are you sure?

The two factor authentication is applied by sending a one-time password to the users email which has to be entered during the log-in process. By deactivating this setting your account will be less secure! Please be aware that this is a global setting affecting all users of your account.

Cancel

Confirm

Active	Login	First name	Last name	E-Mail	Site	Role	
✓	GG_Breme-Sadmin_1	Pete	Best	pb@greatgearboxes.com	Great Gearboxes - Breme	Site admin	 
✓	GG_Stuttgart_Sadmin_2	John	Lennon	jl@greatgearboxes.com	Great Gearboxes - Stuttgart	Site admin	 
✓	GG_MMOG_Sadmin_1	Ringo	Starr	rs@greatgearboxes.com	GG - MMOG Receiving Office	Site admin	
✓	GG_Koln_Sadmin_1	Stuart	Sutcliffe	ss@greatgearboxes.com	Great Gearboxes - Koln	Site admin	 

New user

Deactivate 2FA

Displaying **all 4** entries

The 2FA for your account is deactivated.

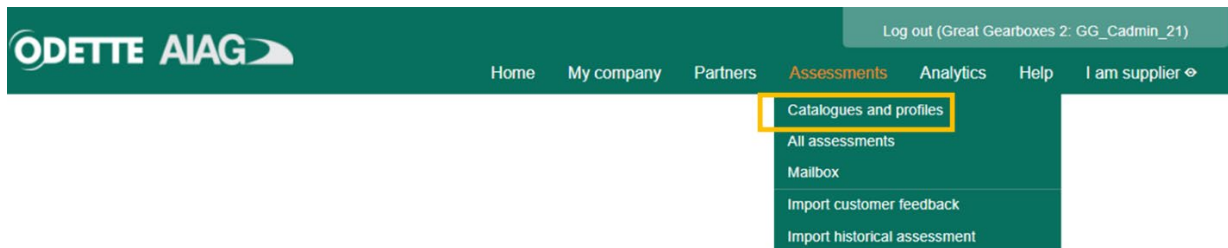
7. SET UP CATALOGUES AND PROFILES

Important:

- To import Catalogues (and Profiles) you must be logged in as a C-Admin.
- MMOG licence covers the use of all available Catalogues
- When you import a Catalogue, the default profile for the Catalogue is the FULL profile

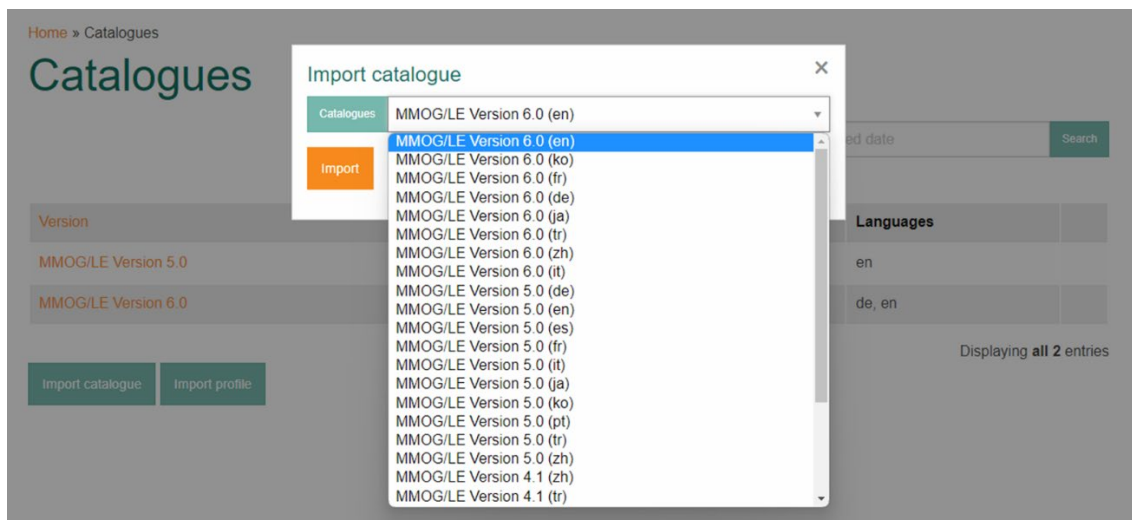
7.1. Catalogues

To import catalogues, select Catalogues and profiles in the 'Assessments' menu.



To Import Catalogue, click on [Import catalogue](#), select the Catalogue Version and Language from the list and import it.

You should import the English language (en) catalogue by default. You can import as many languages as needed for each Version.



Language abbreviations for MMOG/LE catalogues :

de - German	fr - French	ko - Korean	tr - Turkish
en - English	it - Italian	pl - Polish	zh - Chinese
es - Spanish	ja - Japanese	pt - Portuguese	cs - Czech

Catalogue has been successfully imported

Home » Catalogues

Catalogue successfully imported

Catalogues

Version or issued dateSearch

Version	Profiles	Issued date	Languages	
MMOG/LE Version 6.0	FULL	2023-03-31	en	

Displaying 1 entry

Import catalogueImport profile

For each catalogue, you can upload as many of the available languages as you need.

Home » Catalogues

Catalogues

Version or issued dateSearch

Version	Profiles	Issued date	Languages	
MMOG/LE Version 4.1	BASIC, FULL	2013-11-30	de, en, es, fr, it, ko, pt, tr, zh	
MMOG/LE Version 5.0	BASIC, FULL	2019-09-30	de, en, es, fr, it, ja, ko, pt, tr, zh	
MMOG/LE Version 6.0	BASIC, FULL	2023-03-31	de, en, fr, it, ja, ko, tr, zh	

Displaying all 3 entries

Import catalogueImport profile

You can download all versions of the MMOG/LE catalogue equal to or lower than the version of your licence

All available profiles are displayed if you have imported them

Languages
de: German
en: English
es: Spanish
fr: French
it: Italian
ja: Japan
ko: Korean
pl: Polish
pt: Portuguese
tr: Turkish
zh: Chinese
cs: Czech

To open a catalogue, click on the catalogue name

[Home](#) » [Catalogues](#) » MMOG/LE Version 6.0 » FULL

MMOG/LE Version 6.0

Supply Chain Management (SCM) is the process of managing the procurement, movement, and storage of materials, parts, and finished goods (and the related information flows) throughout the organization through the timely and cost-effective fulfilment of orders. Global Materials Management Operations Guidelines/Logistics Evaluation (MMOG/LE) is a self-assessment and continuous improvement tool that provides the means to enhance materials management efficiency and accuracy while reducing costs from errors and waste.

MMOG/LE is a global standard of industry best practice for supply chain management processes.

Its purpose is to establish a common definition of supply chain management best practice in order to facilitate efficient and effective physical and information flows between internal and external partners.

The MMOG/LE assessment process requires the support and involvement of top management. History has shown that the best results of using MMOG/LE have been achieved where executive management is actively involved and continuous improvement is a discipline that is rooted in the organization's culture.

The tool can be used at all levels of the supply chain by both supplier and customer throughout the entire product life cycle, including early product development and pre-production phases, and the post-production aftermarket/service phases. While MMOG/LE is primarily aimed at organizations in the automotive sector, the benefits that can be gained apply across many other industries. AIAG and Odette report growing interest in, and use of, MMOG/LE in other sectors including medical, construction, aerospace, chemical, electronics, industrial, and retail.

The document is the result of a collaborative effort among work groups within Odette International Limited and the Automotive Industry Action Group (AIAG) to develop a single SCM evaluation that can be used globally.

MMOG/LE was derived from the Odette Logistics Evaluation (OLE) and AIAG's Materials Management Operations Guideline (MMOG), which were both originally published in 1999. Organizations interested in participating in the AIAG/Odette MMOG/LE work group should contact AIAG at www.aiag.org or Odette at www.odette.org.

1 STRATEGY AND IMPROVEMENT

1.1 Vision and Strategy

1.1.1

Requirement: The organization has a documented Supply Chain Management (SCM) vision and strategy.

[Related profiles](#)

[Related assessments](#)

To display catalogue in a different language, select the appropriate language in the 'Language' menu.

The screenshot shows the MMOG/LE Version 6.0 page. The top navigation bar is dark green with the ODETTE AIAG logo on the left and a 'Log out (Import catalogue: Catalogue)' button on the right. The main navigation menu includes 'Home', 'My company', 'Partners', 'Assessments', 'Analytics', 'Help', 'Language', and 'View'. The 'Language' menu is open, showing a list of languages: English (en), Deutsch (de), Français (fr), Español (es), Português (pt), Türkçe (tr), 中文 (zh) (highlighted with a yellow box), 한국어 (ko), Italiano (it) (marked with a check), 'More Languages...', and 'Use Browser Language'. The page content below the header shows the breadcrumb 'Home » Catalogues » MMOG/LE Version 6.0 » FULL' and the title 'MMOG/LE Version 6.0'. The introductory text about Supply Chain Management (SCM) is visible.

[Home](#) » [Catalogues](#) » MMOG/LE Version 6.0 » FULL

MMOG/LE Version 6.0

Related profiles

Related assessments

供应链管理是供应商管理原材料、半成品和产成品以及相关信息流的采购、运输和存储的作业流程。该流程可以使供应商整个内部机构能够及时响应且成本合理地满足客户的订单需求。全球物料管理操作指南/物流评审(MMOG/LE)是一个自我评估并且持续改善的工具。它提供一些方法以加强整个组织原材料管理的效率和精准性,同时降低因各种错误和浪费而产生的成本。MMOG/LE是供应链管理流程基于业界最佳实践的全球标准。为了提升内部和外部合作伙伴之间的实物流和信息流的效率和效益,欧美汽车行业参与者达成了一套基于整车厂制造行业供应链管理最佳实践的共识。MMOG/LE评审流程要求供应商高管的支持和参与。历史经验表明:使用MMOG/LE能达到的最佳结果是管理层积极参与和持续改进的管理制度已经融入到企业文化中。供应商和客户都可以将MMOG/LE工具用于整个产品生命周期不同阶段的供应链管理,包括早期产品开发和产前阶段,和产后的后市场和服务阶段。尽管MMOG/LE最初目标是用于汽车行业的各类机构,其能够获得的利益可以用于到许多的其他行业。据美国汽车工业行动集团(AIAG)和Odette报告,其他行业,如医药、建筑、航空、化工、电子等工业制造业界和零售行业都对MMOG/LE有兴趣或者已采用了MMOG/LE的相关工具。该文本是Odette国际和AIAG开发的一种能够全球适用的简单供应链评审方法,是各个工作组协同努力的结果。MMOG/LE是在Odette物流评审(OLE)和AIAG的物料管理操作指南(MMOG)1999年版本的基础上整理完善而成的。任何有兴趣参加AIAG/Odette MMOG/LE工作组的机构可以通过AIAG官网www.aiag.org联系AIAG或者通过Odette的官网www.odette.org联系Odette。

1 战略和改进

1.1 愿景和战略

1.1.1

要求: 机构应有成文的供应链管理(SCM)的愿景和战略。

为什么重要? 机构的供应链管理(SCM)愿景和战略应该是整体业务愿景和战略的基本组成部分,即使它可能已经达到客户所需的标准。愿景和战略是要形成一种持续改进的企业文化,以便在经过一段时间后达到更高的绩效水平。为了使供应链管理(SCM)流程更高效,包括MMOG/LE在内的供应链管理(SCM)愿景,都应成为公司运营的重要组成部分,并相应地分配资源。

1.1.1.1

有成文的愿景,愿景中应包含实现机构总体业务目标的供应链管理(SCM)战略。该战略应包括客户要求、持续改进,并要按照计划的周期进行评审。战略在机构内部向所有员工传达,并被员工所理解。

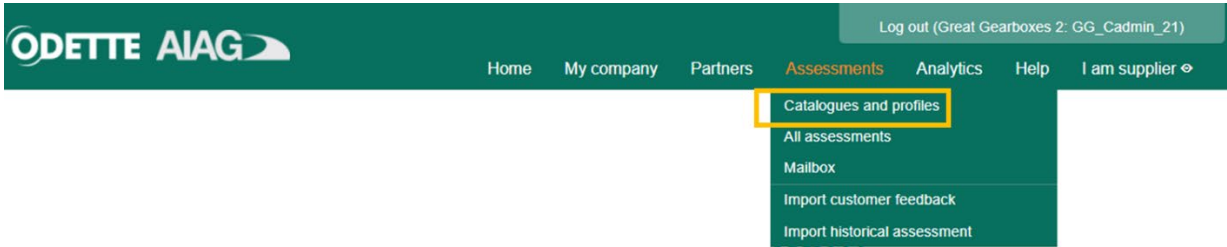
1.2 环境、社会及公司治理(ESG)

7.2. Profiles

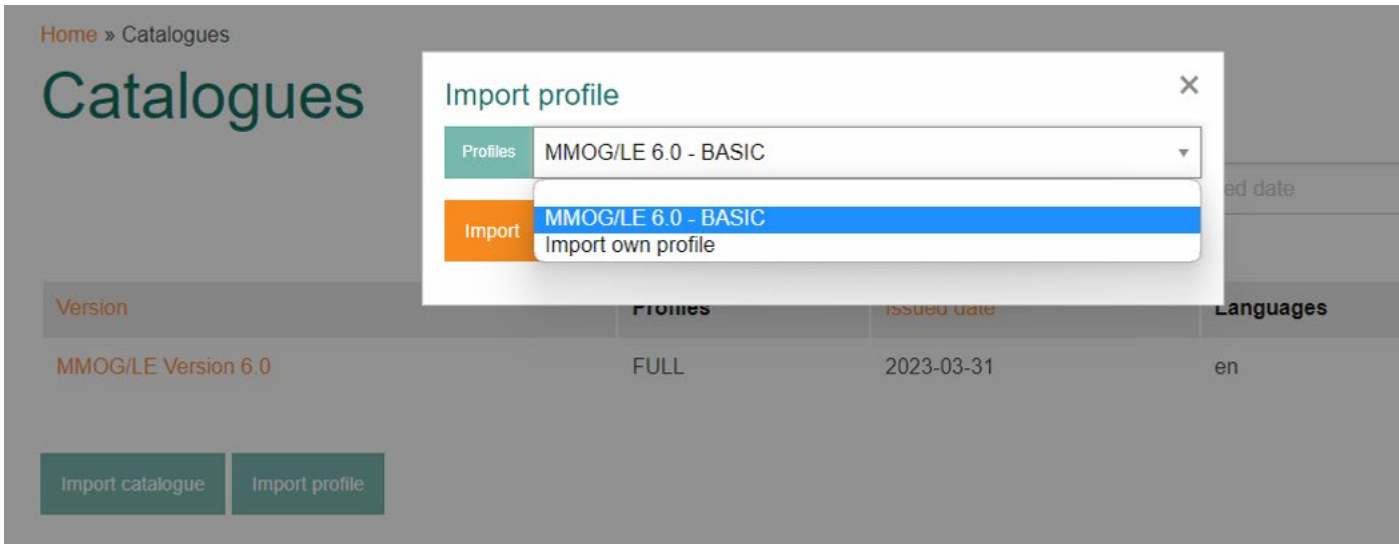
Important:

- *Catalogue default profile is "FULL"*

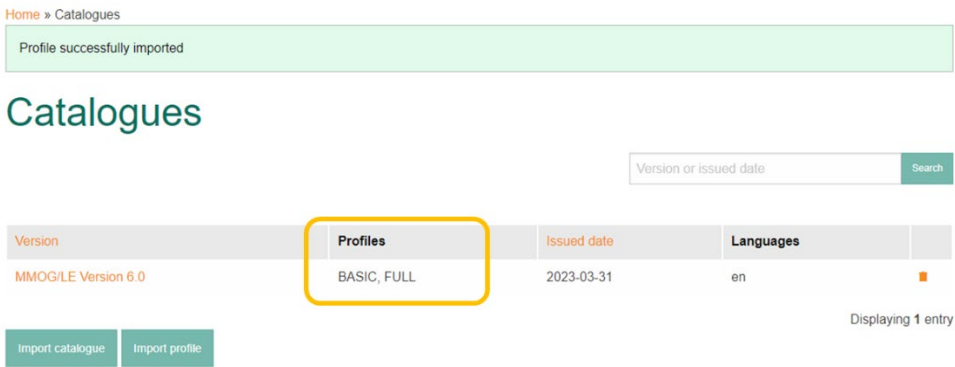
To import an alternative profile, select Catalogues and profiles in the 'Assessments' menu.



Click on **Import profile**, Select the BASIC profile for the catalogue you have already imported and import it



Profile has been successfully imported.



When you open the Catalogue, you can now see the alternative Profile

[Home](#) » [Catalogues](#) » MMOG/LE Version 6.0 » FULL

MMOG/LE Version 6.0

Supply Chain Management (SCM) is the process of managing the procurement, movement, and storage of materials, parts, and finished goods (and the related information flows) throughout the organization through the timely and cost-effective fulfillment of orders. Global Materials Management Operations Guidelines/Logistics Evaluation (MMOG/LE) is a self-assessment and continuous improvement tool that provides the means to enhance materials management efficiency and accuracy while reducing costs from errors and waste.

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Related profiles

- BASIC

Related assessments

1 STRATEGY AND IMPROVEMENT

1.1 Vision and Strategy

1.1.1

Requirement: The organization has a documented Supply Chain Management (SCM) vision and strategy.

8. SIMPLE EXPORT – EXPORT OF ALL DASHBOARDS AS CSV FILES

It is possible to export all dashboard data as csv files according to your selection.

8.1. Sites

To export your results as a csv file, click on the icon



Home » Sites

Sites

Name or address Search

Name	Address	
GG - MMOG Receiving Office (UUID: GG3)	Am Juliusturm 14, 13599, Berlin, DE	
Great Gearboxes - Breme (UUID: GG4)	Hohenzollerndamm 208, 57809, Breme , DE	
Great Gearboxes - Koln (UUID: GG2)	UhlandstrAsse 57, 30678, Koln, DE	
Great Gearboxes - Paris	20 rue Danjou, 92100, Boulogne-Billancourt, FR	
Great Gearboxes - Stuttgart (UUID: GG1)	Scheringstrasse 2, 20715, Stuttgart, DE	

Displaying all 5 entries

This will create a csv file which should arrive in your usual downloads folder.

AutoSave

Off

sites (4).csv

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Help

C10

	A	B	C
1	uuid	title	address.description
2	GG3	GG - MMOG Receiving Office	Am Juliusturm 14, 13599, Berlin, DE
3	GG4	Great Gearboxes - Breme	Hohenzollerndamm 208, 57809, Breme , DE
4	GG2	Great Gearboxes - Koln	UhlandstrAsse 57, 30678, Koln, DE
5		Great Gearboxes - Paris	20 rue Danjou, 92100, Boulogne-Billancourt, FR
6	GG1	Great Gearboxes - Stuttgart	Scheringstrasse 2, 20715, Stuttgart, DE

8.2. Users

To export your results as a csv file, click on the icon



Home » Users

Users

Select role... Select active status User ID, name, e-mail, or site Search

Active	Login	First name	Last name	E-Mail	Site	Role
✓	GG_Cadmin_2	Stewart	Copeland	sc@greatgarboxes.com		Company admin
✓	GG_Breme_Sadmin_1	Guillaume	FRANCOIS	gfrancois@odette.org	Great Gearboxes - Breme	Site admin
✓	GG_Koln_Assessor_1	Jimi	Hendrix	jh@greatgearboxes.com	Great Gearboxes - Koln	Assessor
✗	Test user 3	iuyiyu	iuyiyu	gfrancois@odette.org		Company admin
✓	Test user 2	jhgjhj	jhgjh	guillaume_francois_2006@yahoo.fr		Company admin
✓	GG_Stuttgart_Assessor_2	Mick	Jones	mj@gg.com	Great Gearboxes - Stuttgart	Assessor
✓	GG_Stuttgart_Sadmin_2	John	Lennon	jl@greatgearboxes.com	Great Gearboxes - Stuttgart	Site admin
✓	GG_Cadmin_1	Paul	McCartney	gfrancois@odette.org		Company admin
✓	GG_MMOG_Sadmin_1	Ringo	Starr	rs@greatgearboxes.com	GG - MMOG Receiving Office	Site admin
✓	GG_Stuttgart_Assessor_1	Joe	Strummer	js@greatgearboxes.com	Great Gearboxes - Stuttgart	Assessor

1 2 Next Last

Displaying entries 1 - 10 of 12 in total

New user Activate 2FA

This will create a csv file which should arrive in your usual downloads folder.

	A	B	C	D	E	F	G
1	active	login	first_name	last_name	email	site.title	role_text
2	TRUE	GG_Cadmin_2	Stewart	Copeland	sc@greatgarboxes.com		Company admin
3	TRUE	GG_Breme_Sadmin_1	Guillaume	FRANCOIS	gfrancois@odette.org	Great Gearboxes - Breme	Site admin
4	TRUE	GG_Koln_Assessor_1	Jimi	Hendrix	jh@greatgearboxes.com	Great Gearboxes - Koln	Assessor
5	FALSE	Test user 3	iuyiuy	iuyiuy	gfrancois@odette.org		Company admin
6	TRUE	Test user 2	jhghghj	jhghgh	guillaume_francois_2006@yahoo.fr		Company admin
7	TRUE	GG_Stuttgart_Assessor_2	Mick	Jones	mj@gg.com	Great Gearboxes - Stuttgart	Assessor
8	TRUE	GG_Stuttgart_Sadmin_2	John	Lennon	jl@greatgearboxes.com	Great Gearboxes - Stuttgart	Site admin
9	TRUE	GG_Cadmin_1	Paul	McCartney	gfrancois@odette.org		Company admin
10	TRUE	GG_MMOG_Sadmin_1	Ringo	Starr	rs@greatgearboxes.com	GG - MMOG Receiving Office	Site admin
11	TRUE	GG_Stuttgart_Assessor_1	Joe	Strummer	js@greatgearboxes.com	Great Gearboxes - Stuttgart	Assessor
12	TRUE	GG_Koln_Sadmin_1	Stuart	Sutcliffe	ss@greatgearboxes.com	Great Gearboxes - Koln	Site admin
13	TRUE	GG_Cadmin_3	XC60	Volvo	volvo@greatgerboxes.com		Company admin

8.3. My partner companies

To export your results as a csv file, click on the icon

Home » Companies

My Customer Companies

Advanced Search

Active	Name	Role	MMOG.np mailbox address	MMOG.np workflow policy	Manufacturing site	Address	
✓	Colossal Car Company 1 (UUID: C2)	Customer	odette-5032@mail.mmogle.com	Standard		71 Great Peter Steet, SW1P 2BN, London , GB	
✓	Demo Kunde	Customer	odette-5555@mail.mmogle.com	Standard		Demostrasse, 12345, Berlin, DE	
✓	Ford test	Customer	odette-5001@mail.mmogle.com	Standard		71 Great Peter Street, 48075, Southfield, FR	
✓	Test Customer Jonas (UUID: 1)	Customer		Standard	wrong	AWS Allee, 10117, Berlin, DE	
✓	Test error message	Customer		Standard		71 Great Peter Steet, SW1 2BN, London, GB	
✓	Tremendous Trucks Ltd (UUID: C1)	Customer	odette-5027@mail.mmogle.com	Standard		Storgatan 19, SE-100, Stockholm , SE	

Displaying all 6 entries

This will create a csv file which should arrive in your usual downloads folder.

	A	B	C	D	E	F	G	H	I	J	K
1	active	uid	title	role.text	assessmen workflow_	manufacturing_site	address.description	contact_name	email	telephone	
2	TRUE	C2	Colossal Car Company 1	Customer	odette-50; Standard		71 Great Peter Steet, SW1P 2BN, London , GB	Liam Gallagher	lg@ccc.com	44 8989 8989	
3	TRUE		Demo Kunde	Customer	odette-55; Standard		Demostrasse, 12345, Berlin, DE				
4	TRUE		Ford test	Customer	odette-50; Standard		71 Great Peter Street, 48075, Southfield, FR				
5	TRUE	1	Test Customer Jonas	Customer	Standard	wrong	AWS Allee, 10117, Berlin, DE				
6	TRUE		Test error message	Customer	Standard		71 Great Peter Steet, SW1 2BN, London, GB				
7	TRUE	C1	Tremendous Trucks Ltd	Customer	odette-50; Standard		Storgatan 19, SE-100, Stockholm , SE	Bon Scott	bs@tt.com		

8.4. Assessments

To export your results as a csv file, click on the icon



Home » Assessments

Assessments for customers

My Customers Assessments

Site

2020-01-01

Completed

Catalogue

Partner

2020-12-31

Yes

Profile

Shipping site

Received from

Score from

Created from

Rating

Manufacturing site

Received up to

Score up to

Created up to

Search

This will create a csv file which should arrive in your usual downloads folder.

AutoSave  assessments (4).csv  Search Guillaume Francois															
File Home Insert Page Layout Formulas Data Review View Help Power Pivot															
N14   															
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	id	title	created_at	updated_at	assessment_date	due_date	last_sent_time	received	was_sent	status	rating	score	shipping_site	manufact	assessor
2	1	GG Breme for CCC V5.0 2020	08/07/2020	08/07/2020	08/07/2020		08/07/2020		TRUE	complete	B	93		1	222333 Paul McCartney gfrancoi
3	3	GG Stuttgart for CCC V5.0 2020	08/07/2020	08/07/2020	08/07/2020		08/07/2020		TRUE	complete	B	93			111222 Paul McCartney gfrancoi
4	13	GG Breme for CCC V5.0 2020 / Test XML loop	21/07/2020	04/09/2020	21/07/2020		04/09/2020		TRUE	complete	B	93		1	222333 Pete Best pb@gg.
5	30	GG Stuttgart for CCC V5.0 - 2020	02/09/2020	02/09/2020	02/09/2020		02/09/2020		TRUE	complete	B	93			111222 Paul McCartney gfrancoi
6	45	test 25	02/09/2020	02/09/2020	02/09/2020		02/09/2020		TRUE	complete	B	93		1	222333 Pete Best pb@gg.
7	65	TEST V4.1 GG stuttgart / TT	03/09/2020	03/09/2020	03/09/2020		03/09/2020		TRUE	complete	A	95			ABCDE Georges Harrison gh@gg.
8	67	TEST V5 BASIC GG Koln / TT	03/09/2020	03/09/2020	03/09/2020		03/09/2020		TRUE	complete	ZA	96	555666	555666 Paul McCartney gfrancoi	
9	68	TEST V5.0 FULL - GG Breme / TT	03/09/2020	03/09/2020	03/09/2020		03/09/2020		TRUE	complete	B	93		1	222333 Paul McCartney gfrancoi
10	101	MMOG Test	23/11/2020	23/11/2020	23/11/2020		23/11/2020		TRUE	complete	B	93	888999	888999 Paul McCartney gfrancoi	