

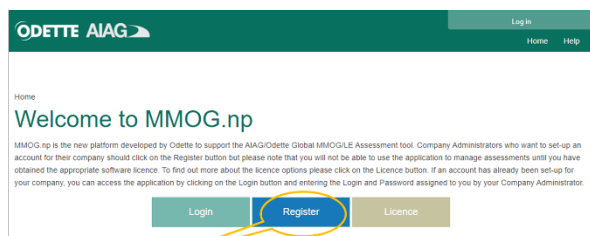


MMOG.np - Quick start guide for suppliers

Set up your MMOG/LE Ecosystem, detailed instructions are available at https://www.odette.org/mmogle/resources/1_MMOG_UG_Set_Up_Supplier_R2.pdf

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

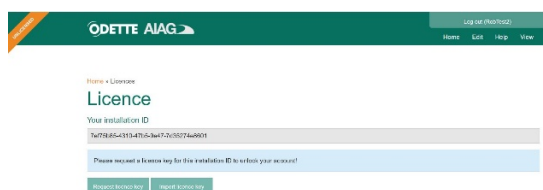
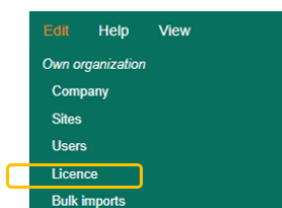
- Register your Account



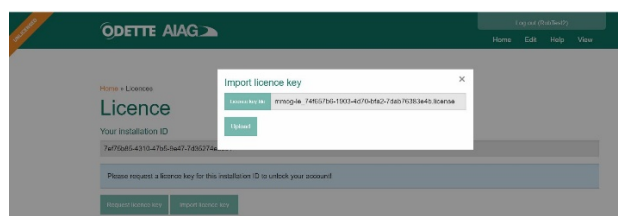
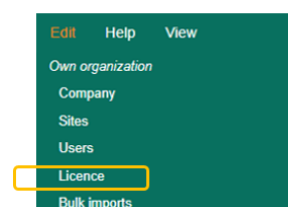
Click on  to register

- Request your licence key from Odette

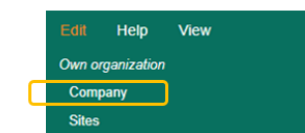
⚠ If the 'Request licence key' button does not open an email template on your computer, please [click](#) here to download a 'Request licence key' form to complete and email to mmog@odette.org



- When received, import the licence key file



- Create your own company details (**⚠ Role = Own organization**)



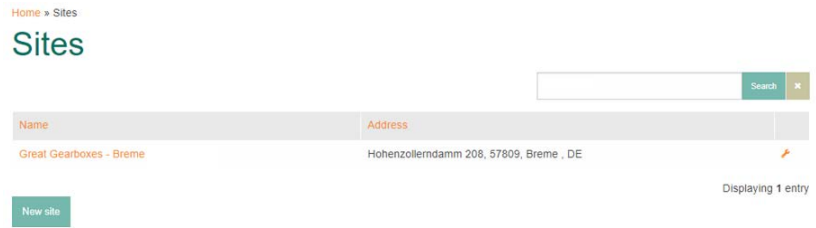
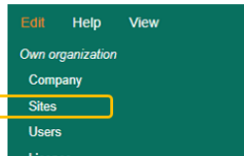
Home » Companies » New

New company (partner or own company)

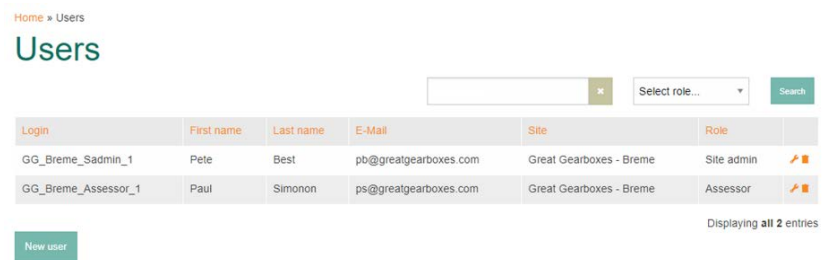
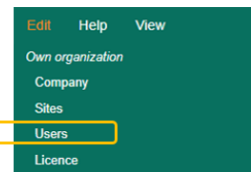
Name	My company
Role	Own organization
Contact name	Contact Name
E-Mail	ContactName@mycompany.com
Telephone	34 343
Mailbox address	odette-5038@mail.mmogle.com

Because 'Own organization' is selected, your internal MMOG Mailbox address cannot be entered. It will be automatically updated via your licence key and will be displayed after saving

- Create at least one site (New site) for your company (⚠️ You must have already imported your licence key and created your own company record – see above)



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



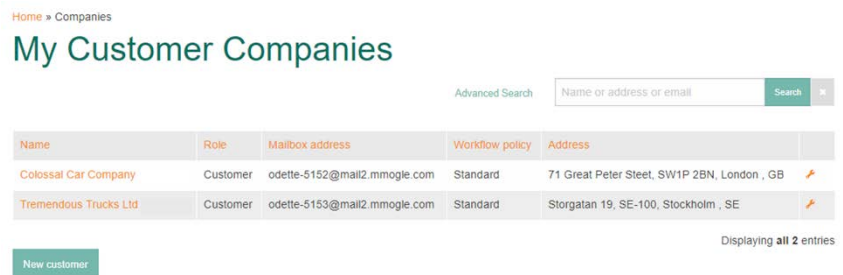
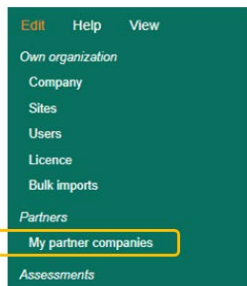
Download MMOG catalogue(s) from <https://www.odette.org/mmog/resources#catalogues>

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



(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)

- Create your MMOG/LE customer records (including internal MMOG Mailbox address if you know it)



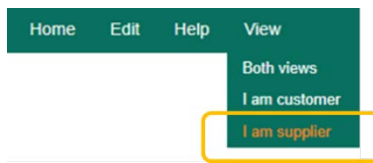
Once you have set up your Ecosystem, you can create assessments for your customer(s).

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)

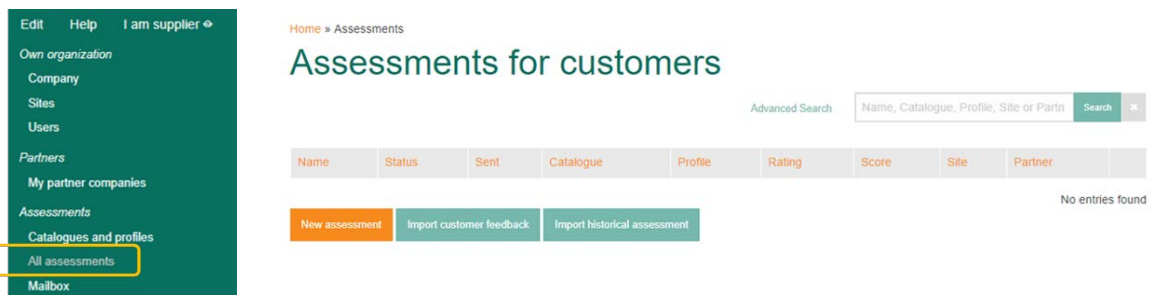
Note: Not all customers will have the same requirements. You will need to check:

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

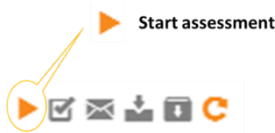
- Select "I am a supplier" in the view menu



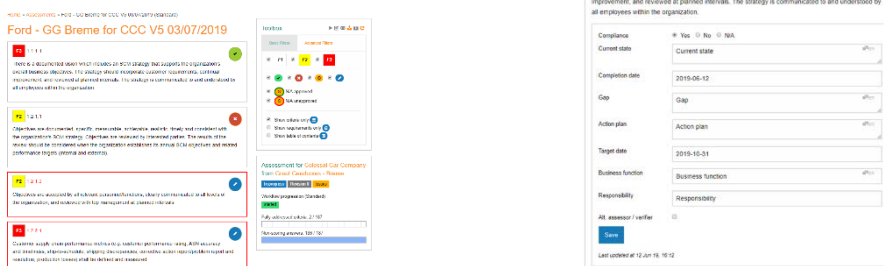
- Create assessment header and save



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



- Enter answer for each question

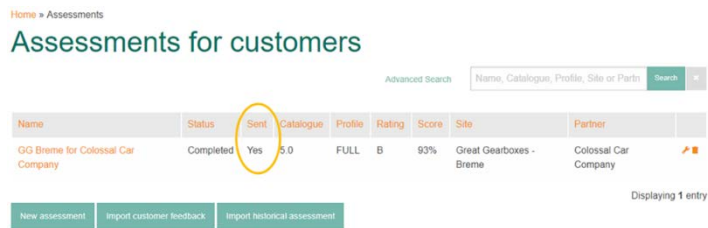


- When all questions are answered, Finish assessment



- 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



Download Assessment Results



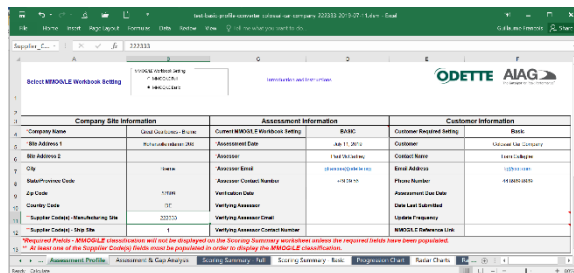
Send the XML file to your customer (external email or upload to customer portal)

- 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\(2018\).zip](https://www.odette.org/mmogle/mmog(2018).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)

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