Supplier Profile

November 2, 2022

Supplier Instructions

TABLE OF CONTENTS

SUPPLIER COMPANY PROFILE OVERVIEW

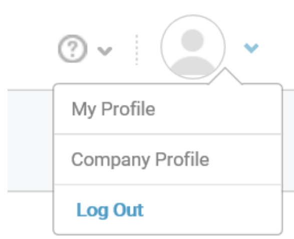
The Magnit Global supplier company profile provides suppliers with the ability to capture information about their company, services and experiences and Magnit Global team members with the ability to search that information. Suppliers are able to input a company overview, services provided, countries and states serviced, and upload reference documents and links to social media. The Magnit Global VMS automatically updates the supplier company profile with customers serviced and project information.

Magnit Global program and supplier relations teams search supplier company profiles when looking to augment the supplier network for a program. The more complete the profile, the more likely the supplier will receive additional opportunities.

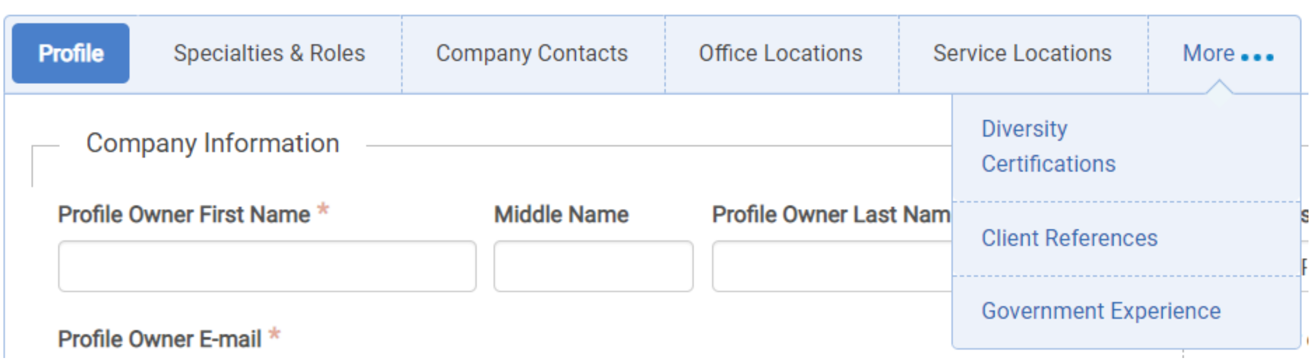
COMPLETING OR UPDATING YOUR COMPANY PROFILE

ACCESSING AND EDITING YOUR PROFILE

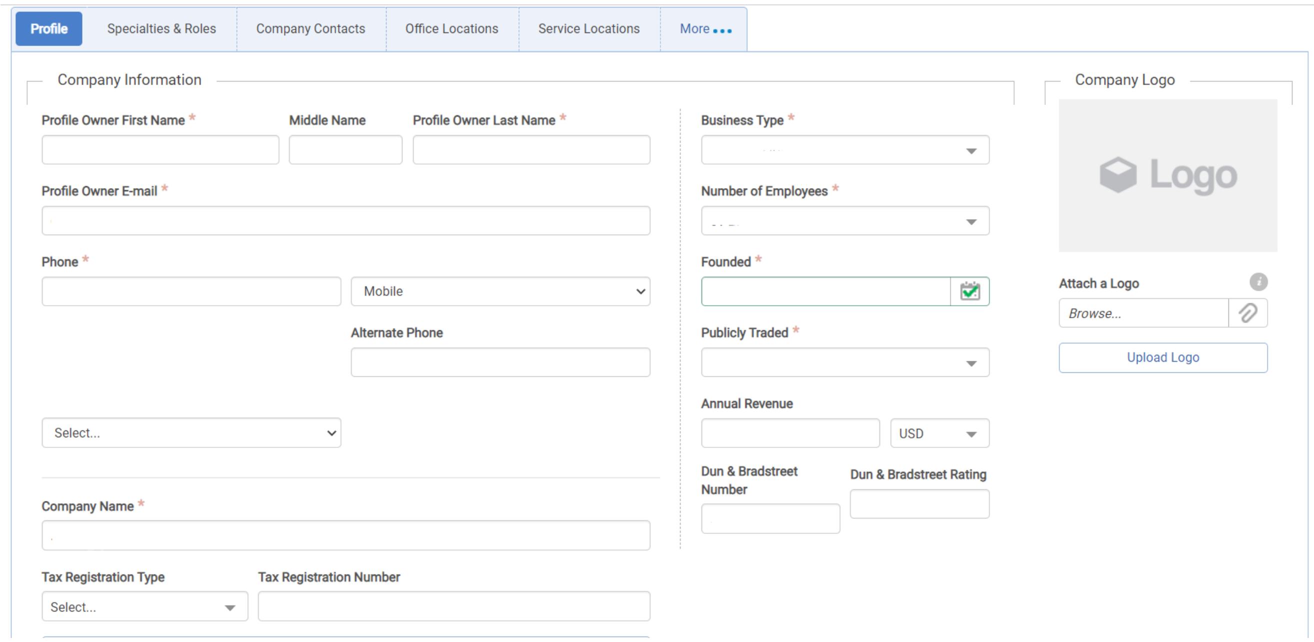
Select Company Profile at the top of your landing page



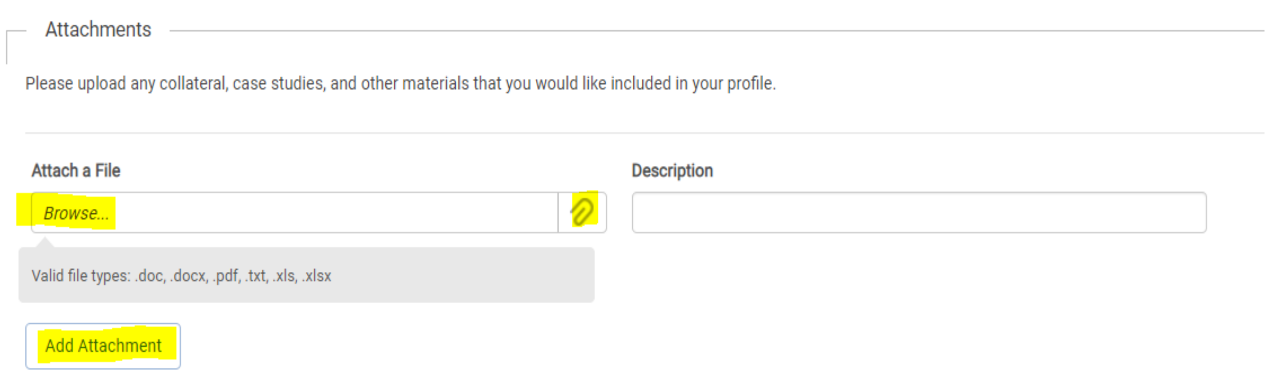
COMPANY PROFILE

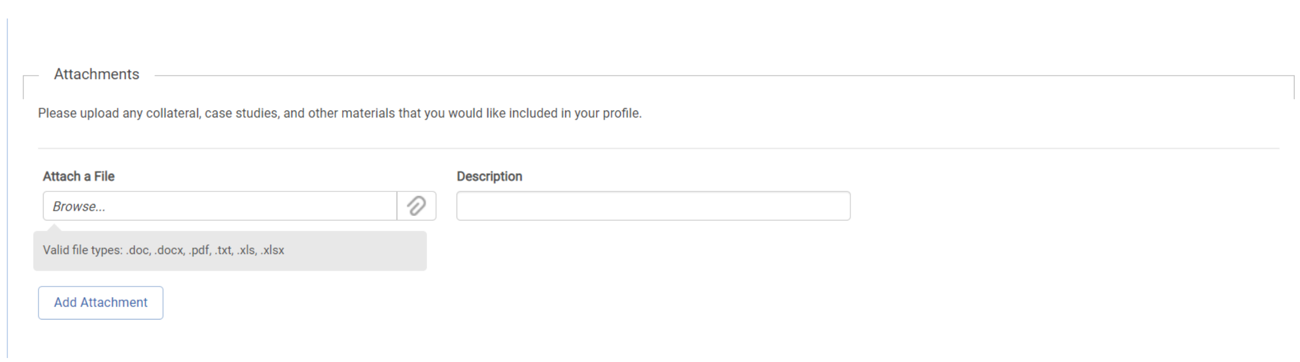


1. Complete all fields and Save
    a. The Profile Owner included in the company overview is the primary contact for opportunities.
    b. Please include a short description of your company and links to social media.



2. Please also upload any relevant marketing materials.
    a. Browse for File
    b. Enter description
    c. Select the Paperclip to Upload
    d. Select “Add Attachment”

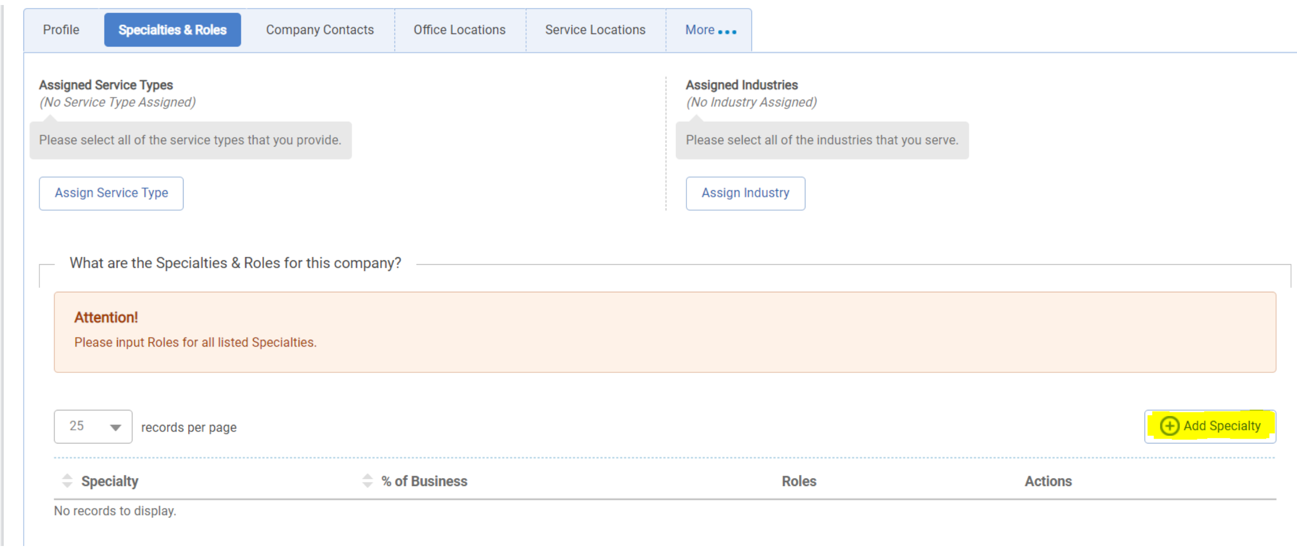


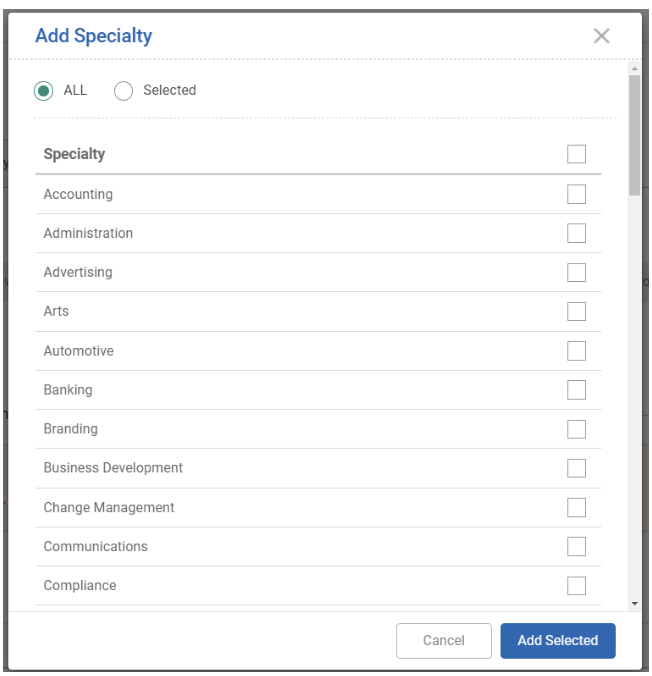


SPECIALTIES & ROLES

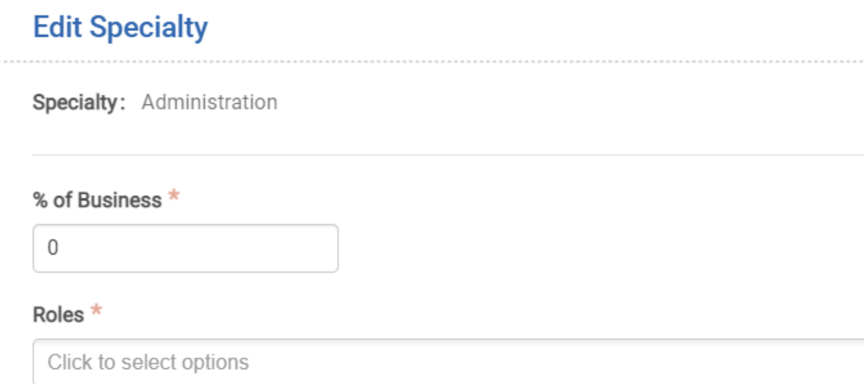
1. Select + "Add Specialty". Select all classifications that apply and "Add Selected".

Note – Specialties and Roles are to be completed based on the services you provide, not your specific location and industry.

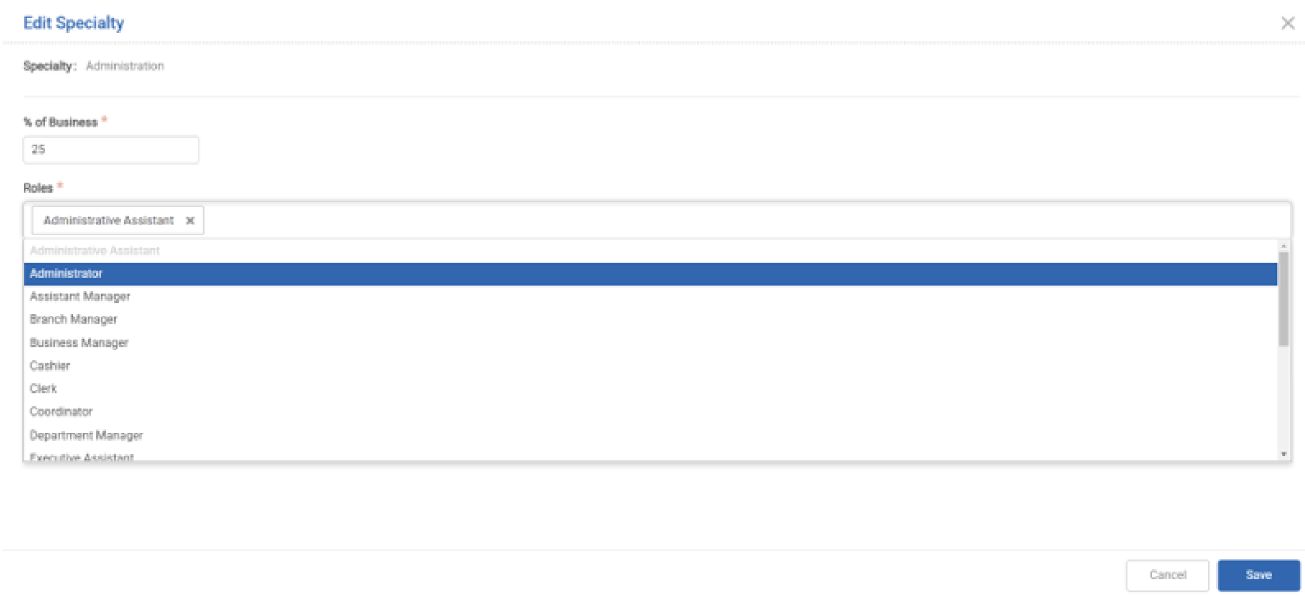




2. Go to "Roles" or "Actions" and edit to add percentage of business and roles.



3. Select details (percentage of business and roles) and save.



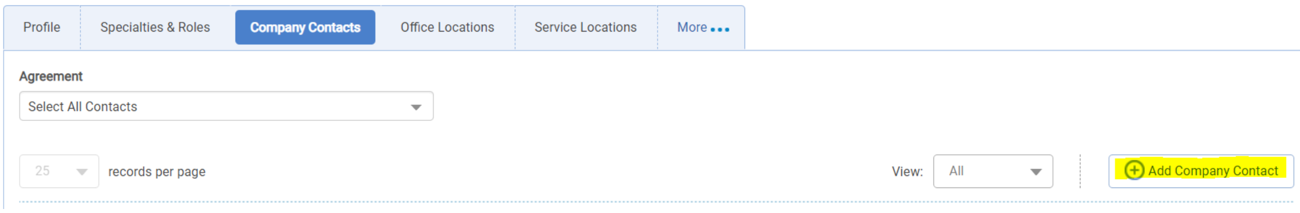
COMPANY CONTACTS

All active contacts from Magnit Global agreements automatically populate the contacts tab. The supplier has the ability to add and edit contacts and to assign contacts with specific agreements from the Edit Company Profile tab. The default contact list view shows only those contacts not assigned to customer agreements. To change the view, select from the Agreement dropdown.

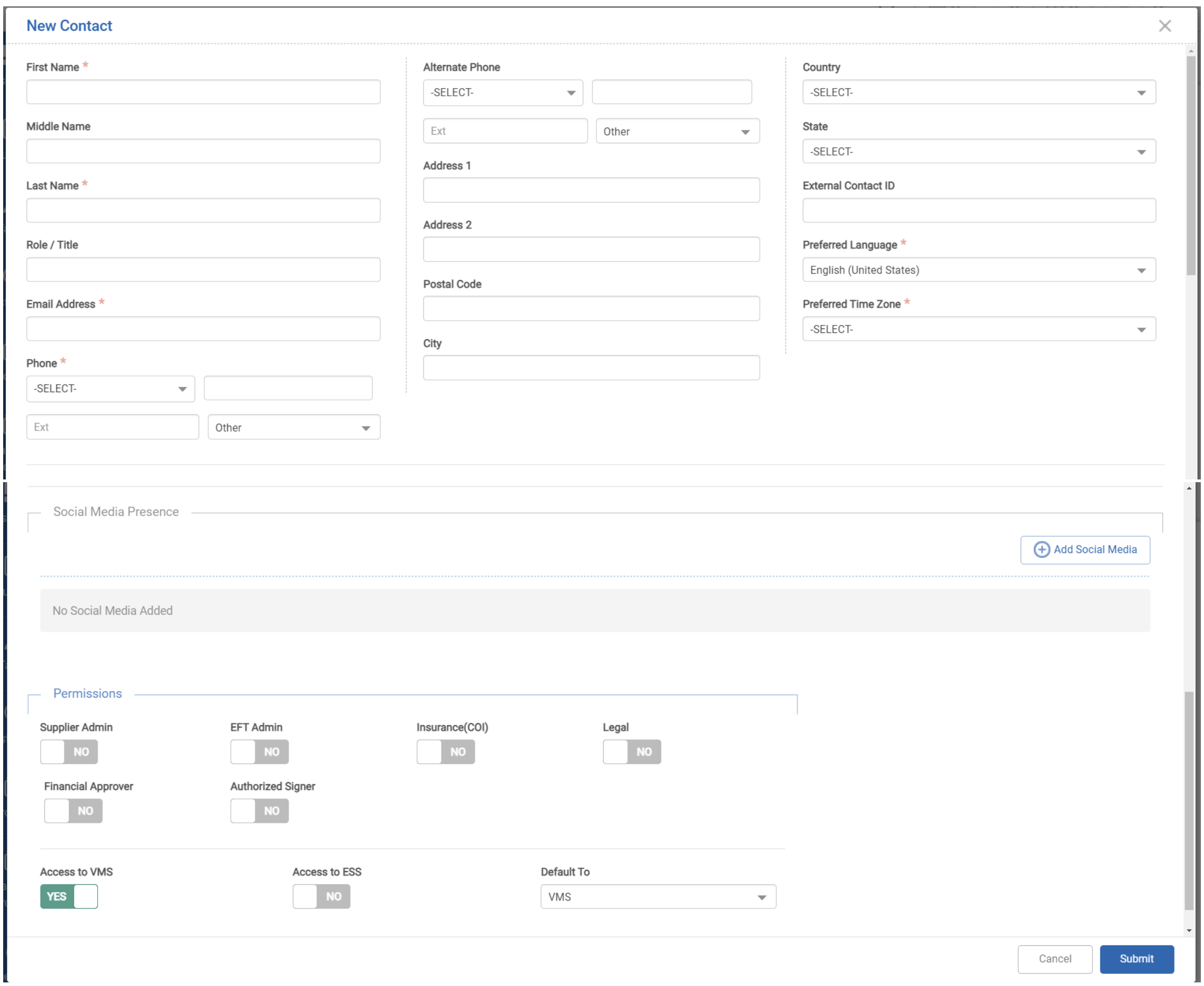
Adding a Contact

1. Choose Select All Contacts from the Agreement dropdown.

2. Select Add New contact to add a new contact.

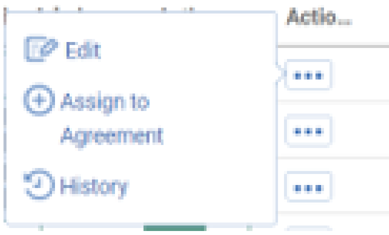


3. Complete all fields and Save
   a All fields with a * are required.
   b Under Permissions, check the Supplier Admin box to give the contact the ability to update your company profile.
   c Submit.



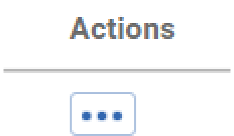
Editing Supplier Contacts

1. Select Edit from the Actions Column
2. Make the edits and Save

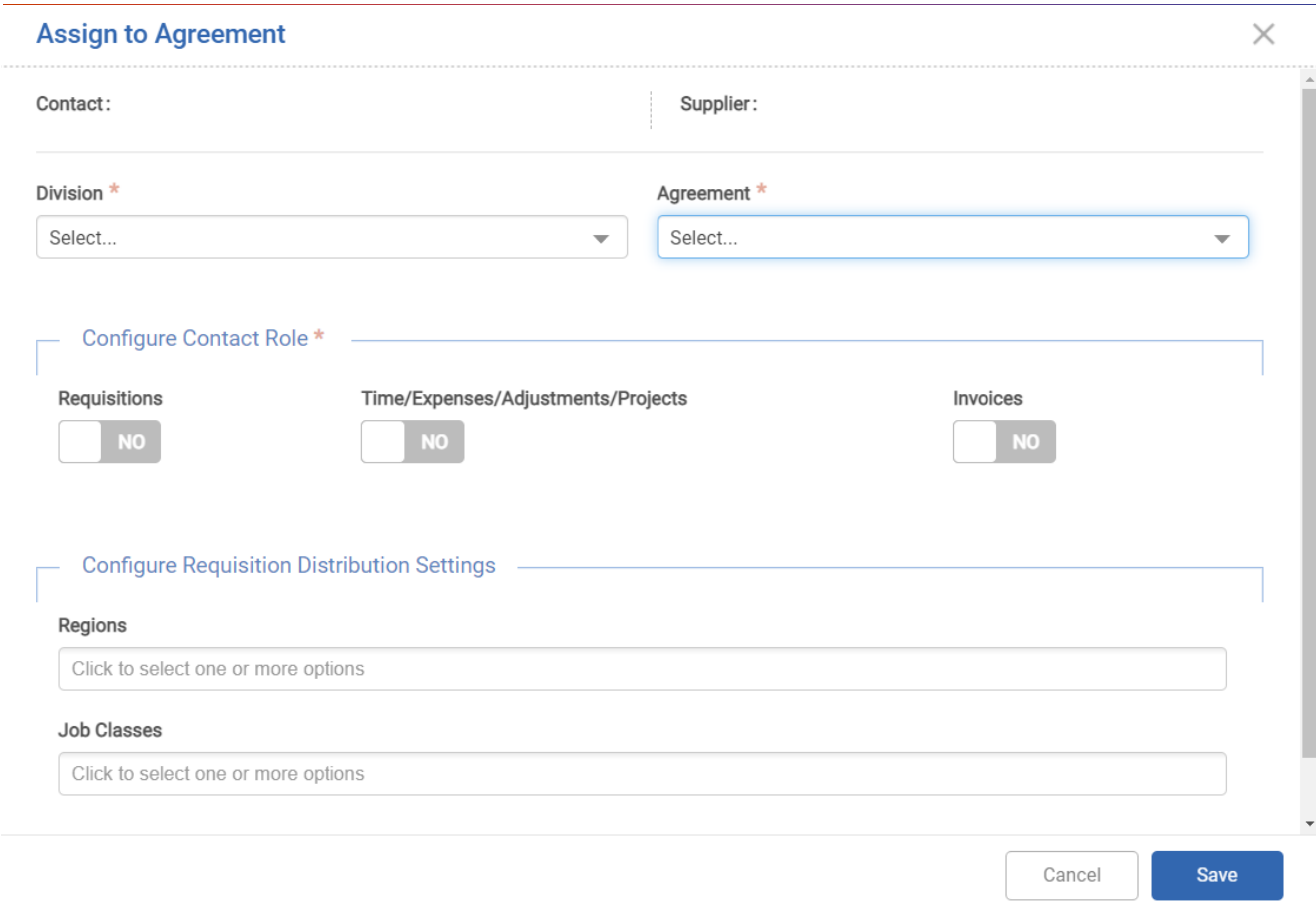


Assigning an Agreement to a Contact

1. Select Assign Agreements from the Actions Column



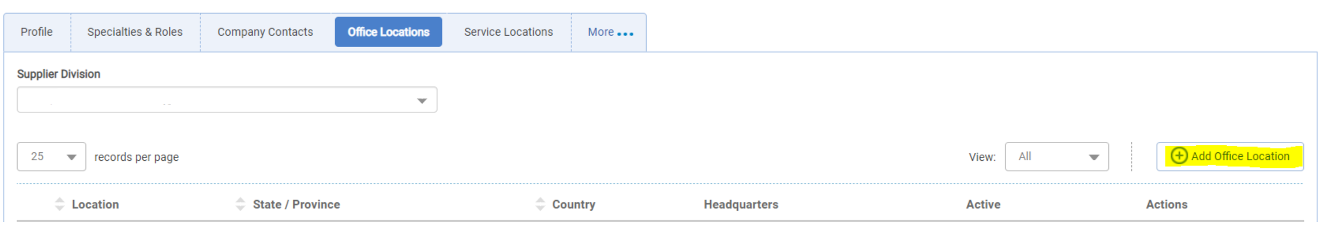
2. Select the Division and Agreement
3. Check the items under Configure Contact Role to give the contact access.
4. Assign Region and/or Job Class as needed (click on text field to see options).
5. Save.



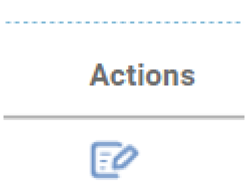
OFFICE LOCATIONS

Add/Edit a Location

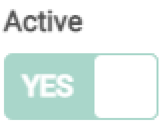
1. Select Add Office Location



2. Complete the information requested and select Submit.
3. To update, use the Actions menu.



4. To change the status of a location, select the box labeled Active on the edit page.



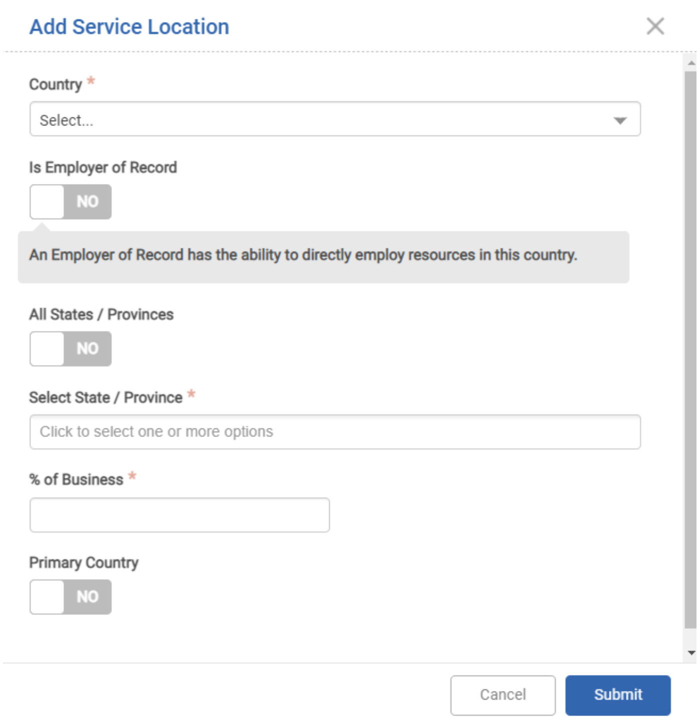
SERVICE LOCATIONS

Add/Edit Service Locations

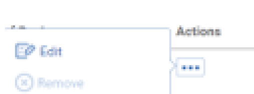
Please add any locations where your company is able to provide services.

1. Go to "Add Service Location"

2. Complete details and Submit



3. Use Actions button to Edit or Remove location.

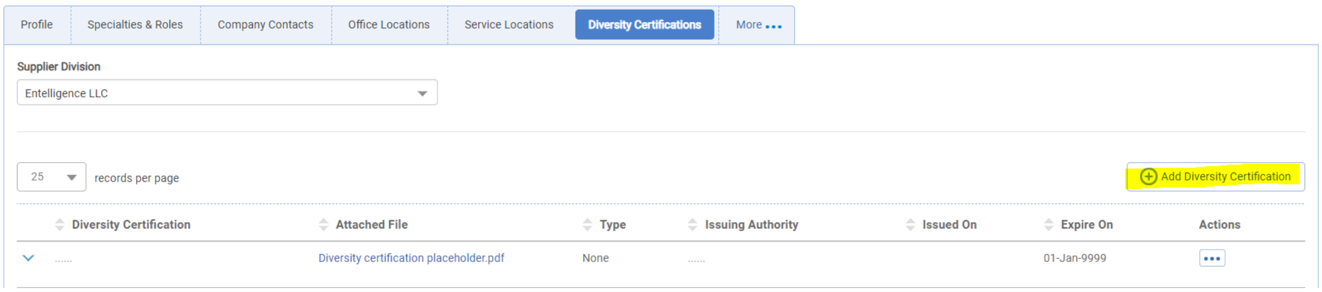


DIVERSITY CERTIFICATIONS

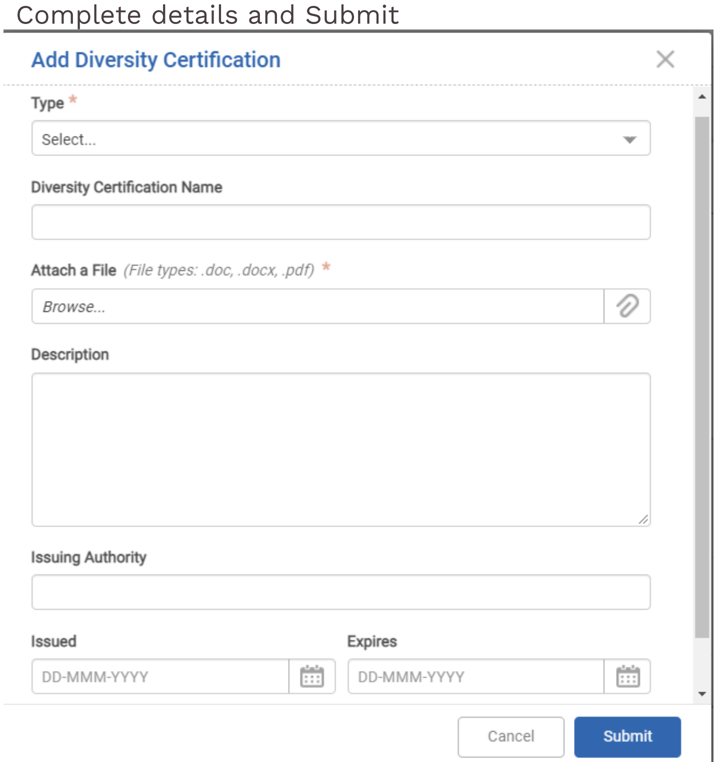
Add/Edit a Diversity Certification

Keep Diversity Certification up to date to maintain diverse status.

1. Go to “More” and Diversity Certifications. Select “Add Diversity Certification”.



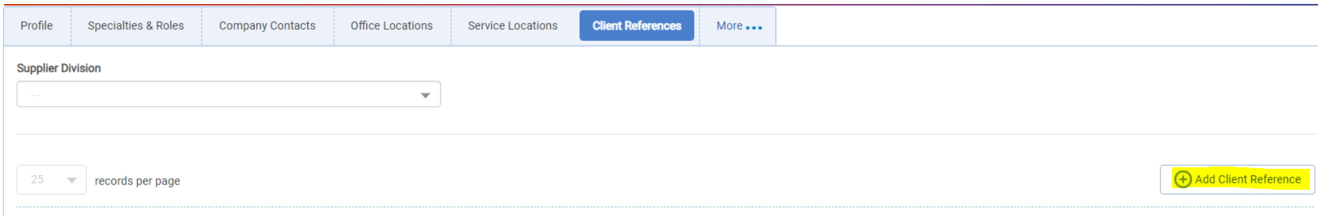
2. Complete details and Submit



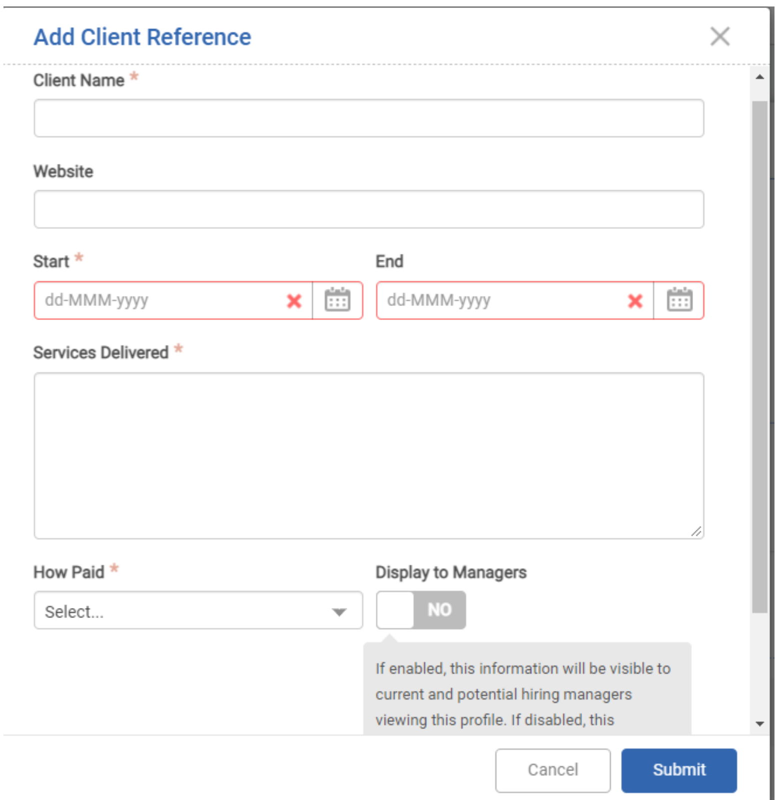
CLIENT REFERENCES

Add/Edit Client Reference

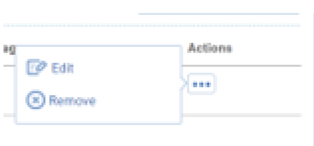
1. Go to “More” and Client References. Select “Add Client Reference”.



2. Add details. Fields marked with * are required. There is an option to make the reference visible to current/potential hiring managers, in addition to administrative users.

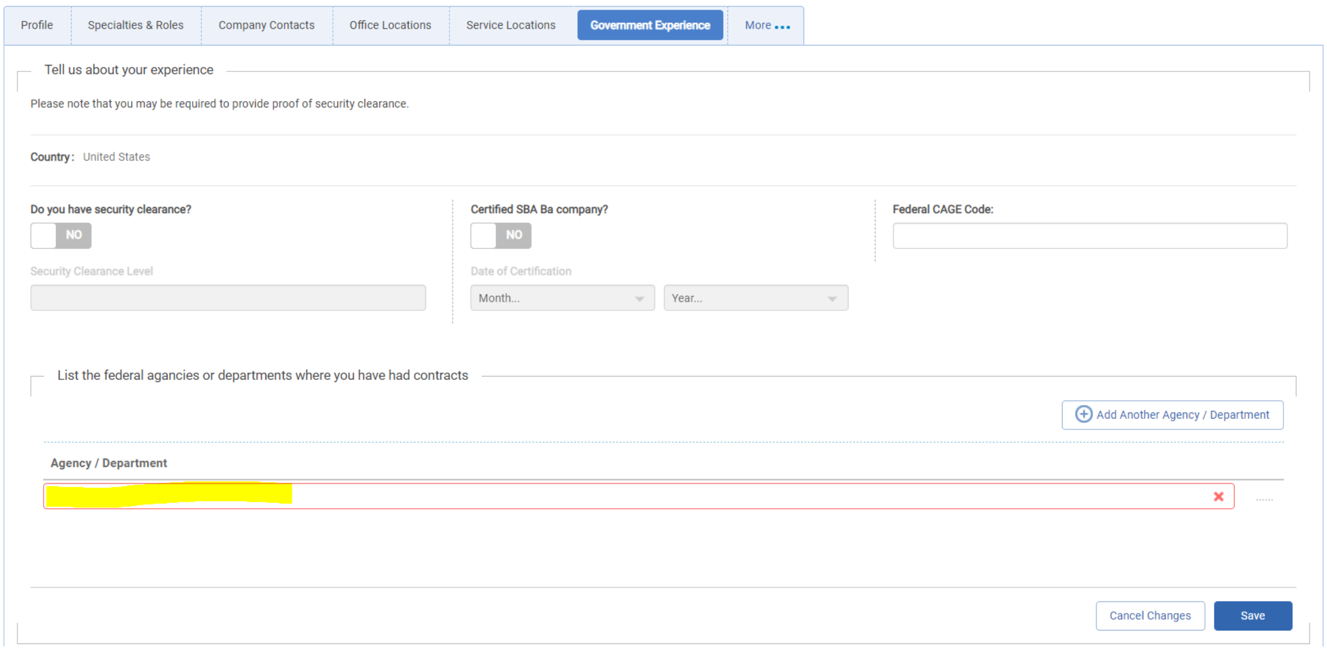


3. Use Actions button to remove or edit entry.



GOVERNMENT EXPERIENCE

1. Add Agency/Department in field and complete details above. Save when complete.
2. Edits can be completed within the form.



3. Use “Add Another Agency/Department” for additional experience.