



Supplier Profile

November 2, 2022

Supplier Instructions

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SUPPLIER COMPANY PROFILE OVERVIEW

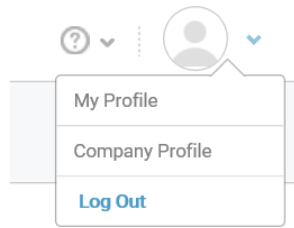
The Magnit Global supplier company profile provides suppliers with the ability to capture information about their company, services and experiences and Magnit Global team members with the ability to search that information. Suppliers are able to input a company overview, services provided, countries 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

Profile	Specialties & Roles	Company Contacts	Office Locations	Service Locations	More ...
<div>Company Information</div> <div> <div>Profile Owner First Name *</div> <div>Middle Name</div> <div>Profile Owner Last Name</div> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div>Profile Owner E-mail *</div>					<div>Diversity Certifications</div> <div>Client References</div> <div>Government Experience</div>

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.

Profile
Specialties & Roles
Company Contacts
Office Locations
Service Locations
More ...

Company Information

Profile Owner First Name *
Middle Name
Profile Owner Last Name *

Profile Owner E-mail *

Phone *
Mobile
Alternate Phone

Select...

Company Name *

Tax Registration Type
Tax Registration Number

Business Type *

Number of Employees *

Founded *

Publicly Traded *

Annual Revenue
USD

Dun & Bradstreet Number
Dun & Bradstreet Rating

Company Logo

Attach a Logo
Browse...
Upload Logo

2. Please also upload any relevant marketing materials.

- Browse for File
- Enter description
- Select the Paperclip to Upload
- Select “Add Attachment”

Attachments

Please upload any collateral, case studies, and other materials that you would like included in your profile.

Attach a File
Browse...

Description

Valid file types: .doc, .docx, .pdf, .txt, .xls, .xlsx

Add Attachment

Attachments

Please upload any collateral, case studies, and other materials that you would like included in your profile.

Attach a File
Browse...

Description

Valid file types: .doc, .docx, .pdf, .txt, .xls, .xlsx

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.

Profile
Specialties & Roles
Company Contacts
Office Locations
Service Locations
More ...

Assigned Service Types
 (No Service Type Assigned)
 Please select all of the service types that you provide.
 Assign Service Type

Assigned Industries
 (No Industry Assigned)
 Please select all of the industries that you serve.
 Assign Industry

What are the Specialties & Roles for this company?

Attention!
 Please input Roles for all listed Specialties.

25 records per page
Add Specialty

Specialty	% of Business	Roles	Actions
No records to display.			

Add Specialty
X

☒ ALL
☐ Selected

Specialty	
Accounting	<input type="checkbox"/>
Administration	<input type="checkbox"/>
Advertising	<input type="checkbox"/>
Arts	<input type="checkbox"/>
Automotive	<input type="checkbox"/>
Banking	<input type="checkbox"/>
Branding	<input type="checkbox"/>
Business Development	<input type="checkbox"/>
Change Management	<input type="checkbox"/>
Communications	<input type="checkbox"/>
Compliance	<input type="checkbox"/>

Cancel
Add Selected

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

Specialty	% of Business	Roles		Actions
Administration	Input is Required!	Edit	
Accounting	Input is Required!	Remove	

Displaying 1 - 2 of 2

Edit Specialty

Specialty: Administration

% of Business *

0

Roles *

Click to select options

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

Edit Specialty

Specialty: Administration

% of Business *

25

Roles *

Administrative Assistant x

Administrative Assistant

Administrator

Assistant Manager

Branch Manager

Business Manager

Cashier

Clerk

Coordinator

Department Manager

Executive Assistant

Cancel

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 CompanyProfile 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.

Profile
Specialties & Roles
Company Contacts
Office Locations
Service Locations
More...

Agreement
Select All Contacts

25 records per page
View: All
Add Company Contact

3. Complete all fields and Save

- All fields with a * are required.
- Under Permissions, check the Supplier Admin box to give the contact the ability to update your company profile.
- Submit.

New Contact

First Name *

Middle Name

Last Name *

Role / Title

Email Address *

Phone *

-SELECT-

Ext

Other

Alternate Phone
-SELECT-

Ext

Other

Address 1

Address 2

Postal Code

City

Country
-SELECT-

State
-SELECT-

External Contact ID

Preferred Language *
English (United States)

Preferred Time Zone *
-SELECT-

Social Media Presence

Add Social Media

No Social Media Added

Permissions

Supplier Admin
NO

EFT Admin
NO

Insurance(COI)
NO

Legal
NO

Financial Approver
NO

Authorized Signer
NO

Access to VMS
YES

Access to ESS
NO

Default To
VMS

Cancel
Submit

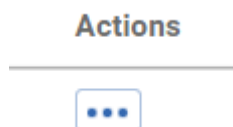
Editing Supplier Contacts

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.

Assign to Agreement ✕

Contact :

Supplier :

Division *

Agreement *

Configure Contact Role *

Requisitions
☐ NO

Time/Expenses/Adjustments/Projects
☐ NO

Invoices
☐ NO

Configure Requisition Distribution Settings

Regions

Job Classes

Cancel

Save

OFFICE LOCATIONS

Add/Edit a Location

1. Select Add Office Location

Profile
 Specialties & Roles
 Company Contacts
 Office Locations
 Service Locations
 More ...

Supplier Division

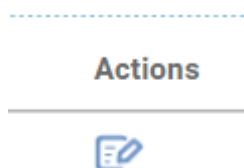
25 records per page
 View: All

Add Office Location

Location	State / Province	Country	Headquarters	Active	Actions
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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.

Active

☒ YES ☐ NO

SERVICE LOCATIONS

Add/Edit Service Locations

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

1. Go to “Add Service Location”

Profile
Specialties & Roles
Company Contacts
Office Locations
Service Locations
More ...

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

25 records per page
Add Service Location

Country	Is Employer of Record	State / Province	Primary Country	Region	% of Business	Actions
---------	-----------------------	------------------	-----------------	--------	---------------	---------

2. Complete details and Submit

Add Service Location
X

Country *
Select...

Is Employer of Record
☐ NO
An Employer of Record has the ability to directly employ resources in this country.

All States / Provinces
☐ NO

Select State / Province *
Click to select one or more options

% of Business *

Primary Country
☐ NO

Cancel Submit

3. Use Actions button to Edit or Remove location.

Edit
Remove

Actions
...

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”.

Profile
Specialties & Roles
Company Contacts
Office Locations
Service Locations
Diversity Certifications
More ...

Supplier Division
Entelligence LLC

25 records per page
Add Diversity Certification

Diversity Certification	Attached File	Type	Issuing Authority	Issued On	Expire On	Actions
▼	Diversity certification placeholder.pdf	None		01-Jan-9999	...

2. Complete details and Submit

Add Diversity Certification

Type *
Select...

Diversity Certification Name

Attach a File (File types: .doc, .docx, .pdf) *
Browse...

Description

Issuing Authority

Issued
DD-MMM-YYYY

Expires
DD-MMM-YYYY

Cancel Submit

CLIENT REFERENCES

Add/Edit Client Reference

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

Profile	Specialties & Roles	Company Contacts	Office Locations	Service Locations	Client References	More ...
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Supplier Division

25 records per page Add Client Reference

- 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.

Add Client Reference

Client Name *

Website

Start *

dd-MMM-yyyy

End

dd-MMM-yyyy

Services Delivered *

How Paid *

Select...

Display to Managers

NO

If enabled, this information will be visible to current and potential hiring managers viewing this profile. If disabled, this

Cancel

Submit

- Use Actions button to remove or edit entry.

<div>Edit</div> <div>Remove</div>	<div>Actions</div> <div>...</div>
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GOVERNMENT EXPERIENCE

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

Profile
Specialties & Roles
Company Contacts
Office Locations
Service Locations
Government Experience
More ...

Tell us about your experience

Please note that you may be required to provide proof of security clearance.

Country: United States

Do you have security clearance?
☐ NO

Certified SBA Ba company?
☐ NO

Federal CAGE Code:

Security Clearance Level

Date of Certification
Month... Year...

List the federal agencies or departments where you have had contracts

Add Another Agency / Department

Agency / Department

Cancel Changes Save

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

Profile
Specialties & Roles
Company Contacts
Office Locations
Service Locations
Government Experience
More ...

Tell us about your experience

Please note that you may be required to provide proof of security clearance.

Country: United States

Do you have security clearance?
☐ NO

Certified SBA Ba company?
☒ YES

Federal CAGE Code:

Security Clearance Level

Date of Certification
Month... Year...

List the federal agencies or departments where you have had contracts

Add Another Agency / Department