

MATCHMAKER 365



MMSDC

Michigan Minority Supplier
Development Council

MATCHMAKER365

User Guide

MMSDC Matchmaker365 is an on-demand online matchmaking tool that allows the actual buyer or decision-maker to curate sourcing opportunities according to their detailed specifications literally 24/7 and 365 days of the year.

This is the future of supplier diversity. Right Resources. Right Timing.



Creating an account is easy.

Go to <https://matchmaker365.minoritysupplier.org>.

Click "Sign Up."

Enter your details on the Registration screen – first and last name, username, email, password. Each email can be used for 1 Matchmaker account.

Click "Create Account."



The MMSDC Matchmaker365 is a tool leveraging technology for a streamlined process for you and your buyers. Matchmaker 365 connects corporate members, with actual sourcing opportunities, to MBEs that provide the goods or services needed.

[LOGIN](#) [SIGN UP](#)

MMSDC

MATCHMAKER 365

CONNECTING MBEs WITH CORPORATE OPPORTUNITIES

Login / Sign Up

Register

First Name *

Last Name *

Username *

Email *

Password *

Confirm Password *

I'm not a robot



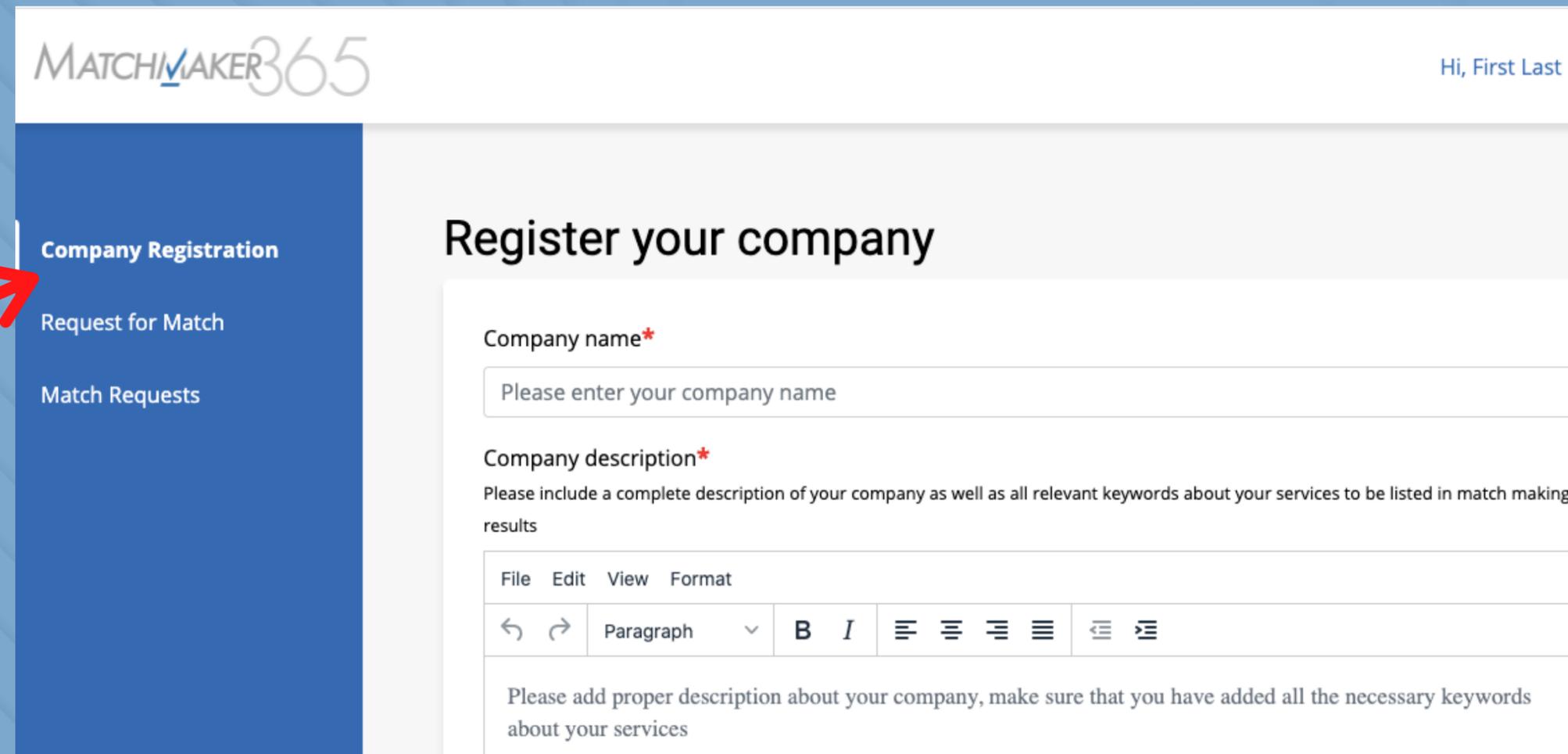
reCAPTCHA
Privacy - Terms

[CREATE ACCOUNT](#)

[Login](#)

Once you create an account, you'll receive a confirmation email from noreply@minoritysupplier.org

Once you create your account, you will be brought to the "Company Registration" page.



The screenshot displays the MATCHMAKER365 website interface. The top navigation bar includes the logo and a user greeting 'Hi, First Last'. A blue sidebar on the left contains the following menu items: 'Company Registration', 'Request for Match', and 'Match Requests'. A red arrow points to the 'Company Registration' item. The main content area is titled 'Register your company' and contains a form with the following fields:

- Company name***: A text input field with the placeholder text 'Please enter your company name'.
- Company description***: A rich text editor with the placeholder text 'Please include a complete description of your company as well as all relevant keywords about your services to be listed in match making results'. The editor includes a menu with 'File', 'Edit', 'View', and 'Format' options, and a toolbar with icons for undo, redo, paragraph selection, bold, italic, bulleted list, numbered list, link, and unlink.

Below the rich text editor, there is a note: 'Please add proper description about your company, make sure that you have added all the necessary keywords about your services'.

To ensure your optimal experience using the site, it is **CRITICAL** that you fill out the requested information as fully and accurately as possible.

The following information is required to register your company on Matchmaker365:

Company Name

** Company Description – include a COMPLETE description of company and all applicable KEYWORDS to be included in searches!

Contact Person

Company Address

Country

State

City

ZIP code

Phone

Email

Service Type [Buyer / Supplier]

Industries

Company Services

If you selected "supplier" for service type, the following information is also required:

Minority Classification

Capability Statement

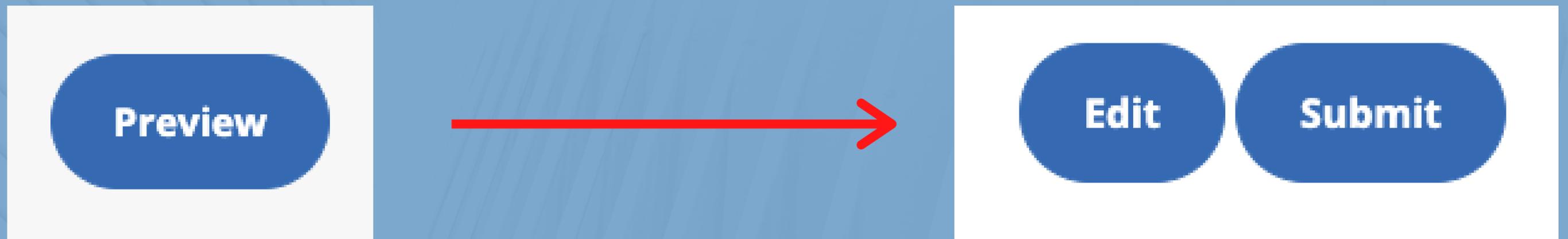
- Be sure to upload a polished Capability Statement
- Should be one (1) page and free of errors
- [Click here](#) for tips on creating a winning Capability Statement
- Need support creating a Capability Statement? Please contact the Detroit MBDA Center (313) 481-4784

The following information is optional for Company Registration, but recommended to **ensure optimal visibility for matching.**

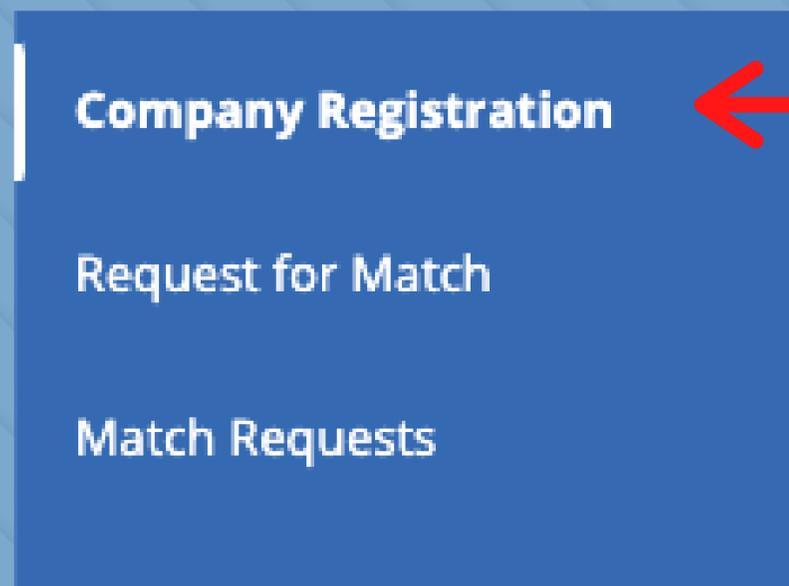
Company Website
Alternate Contact Person
Alternate Phone
Alternate Email
NAICS Codes
Current Customers
Size of Company
Number of Employees
Certifications

Once you have completed the Company Registration fully & accurately as possible, click **"PREVIEW."**

Then, **"SUBMIT."**

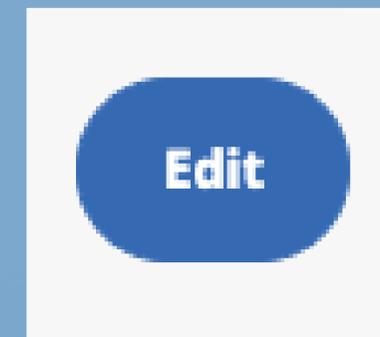


Remember, you can always **"Edit"** your Company Details under the **"Company Registration"** page.



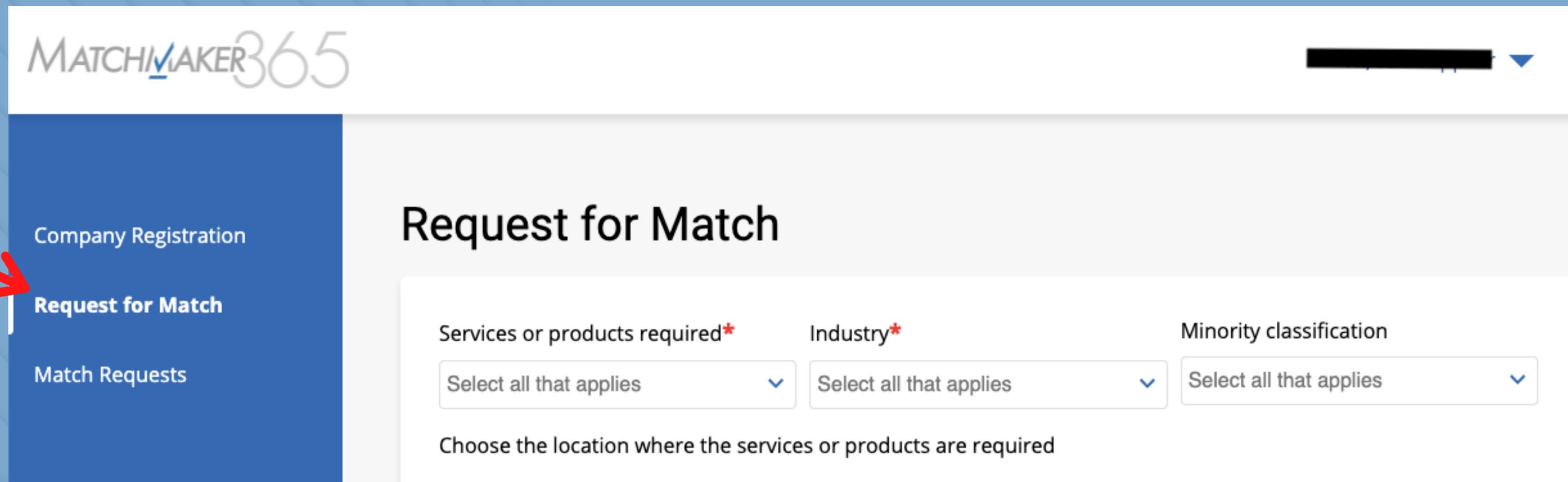
Click on "Company Registration" and scroll to the bottom of the page.

Then, click "Edit."



Great, so you've registered your company!

Now, if you have a sourcing request, you can make a **"Request for Match."**



MATCHMAKER365

Request for Match

Company Registration

Request for Match

Match Requests

Services or products required* Industry* Minority classification

Select all that applies Select all that applies Select all that applies

Choose the location where the services or products are required

Request for Match

This is how you will search for specific products or services that you are looking to **BUY**.

MATCHMAKER365 Hi [redacted]

Company Registration
Request for Match
Match Requests

Request for Match

Services or products required* Industry* Minority classification

Choose the location where the services or products are required.

Country State City

Required certifications NAICS code

[Search for NAICS code](#) ➔

Annual sales in dollars Number of employees

Request
for Match



Select the **"Services or Products"** you are sourcing.

If you don't see your requested option listed, select "Other."
Then, enter your requested service / product.

MATCHMAKER365 Hi [redacted]

Request for Match

Company Registration
Request for Match
Match Requests

Services or products required* Industry* Minority classification

Choose the location where the services or products are required.

Country State City

Required certifications NAICS code

[Search for NAICS code](#) ➔

Annual sales in dollars Number of employees

Request
for Match

Select the "**Industry**" for which you are sourcing.

If you don't see your requested option listed, select "Other."
Then, enter your requested industry.

The following fields are optional for **Match Requests**, but recommended so we can match your request with the most relevant, capable companies.

Minority Classification
Location
Required Certifications
NAICS Code
Annual sales in Dollars
Number of Employees

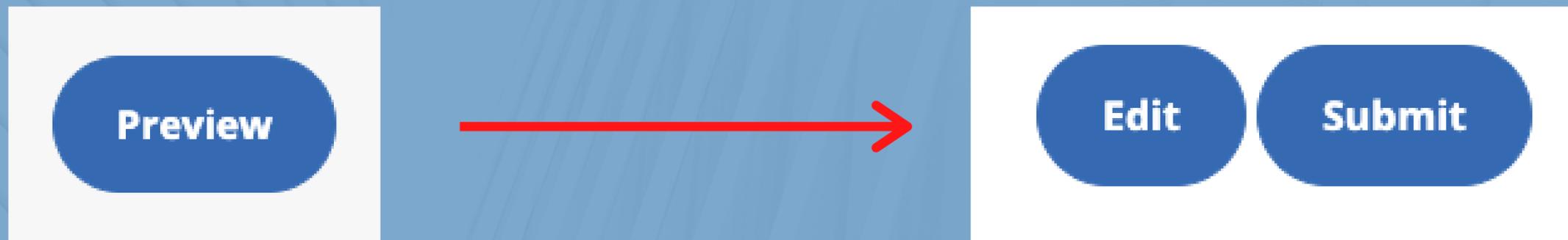
The last required field says:

"Describe the details of services or products you are looking for."

KEYWORDS here are super important to ensure you are matched with the right supplier(s).

Once you have entered the requested information, hit "PREVIEW."

Review your request for accuracy, then hit "SUBMIT."





Our Team will review your request within 2 business days.

You will receive an email from
noreply@minoritysupplier.org once your **Match
Request** has been approved.

To view a report in .xlsx file format of your match requests – select the time frame for the report and then click "**Download Match Requests.**"

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Company Registration

Request for Match

Match Requests

Click here to request for match +

Match Requests

Last two weeks

Download Match Requests

Display 10 match requests per page

Search:

Looking for	Requested date & time	Location	Status	View Details	View Match
Software company that provides consulting	06/07/2021 10:31 AM	Any City, Any State, United States	Pending	View Details	View Match
Seeking Software Development Services for for cybersecurity.	06/07/2021 12:18 PM	Albion, Michigan, United States	Pending	View Details	View Match
looking for welding services	06/04/2021 06:01 AM	Any City, Any State, United States	Approved	View Details	View Match

To see your Match Requests – click "**Match Requests**" on the menu on the left side of your screen.

"**Status**" shows whether the request is "pending" or "approved."

To view Results from a specific approved match, click "**View Match.**"

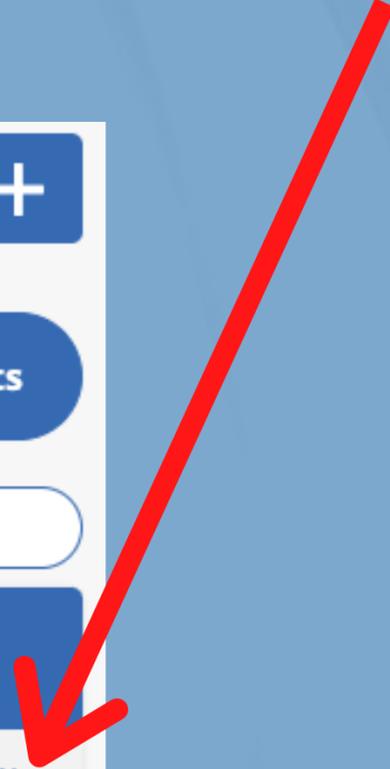
Click here to request for match +

Match Requests

Last two weeks ▼ [Download Match Requests](#)

Display 10 ▼ match requests per page Search:

Looking for	Requested date & time	Location	Status		
Looking for cleaning, sanitizing and janitorial services	06/09/2021 11:20 AM	Detroit, Michigan, United States	Approved	View Details	View Match
Looking for Consulting Services in Cybersecurity area. Specifically Software development.	06/07/2021 04:26 PM	Any City, Any State, United States	Approved	View Details	View Match



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Match Requests

Below "**Match Request Details**," see a summary of your request.

← View Match Download Results

Match Request Details

Company name	[REDACTED]
Contact person	[REDACTED]
Phone number	[REDACTED]
Email ID	[REDACTED]
Looking for	Looking for cleaning, sanitizing and janitorial services
Approved date & time	06/09/2021 3:30 PM

Match Results

Company name	Location	Company description	
[REDACTED]	[REDACTED]	[REDACTED]	Company Details
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	

Below "**Match Results**," see the suppliers you have been matched with to fulfill your request.

Click on "**Company Details**" to learn more.

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Match Requests

← Company Details

Company name*

Company description*

Contact person*

Address*

Country*

State*

City*

ZIP code*

Phone*

Email*

Company website

Alternate contact person*

Alternate phone*

Alternate email*

Service type*

Industries*

Company services*

Minority classification*

NAICS codes

Current customers

Capability statements*

Size of company

Number of employees

Certifications

Here, you can see company details of the supplier who can fulfill your request based on your detailed specifications.

Now, you have access to their **contact information** and can reach out accordingly.

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It's that simple.

Questions?

Please contact the Michigan Minority Supplier
Development Council
(313) 873-3200