

LOGIN INSTRUCTIONS

11.07.2018

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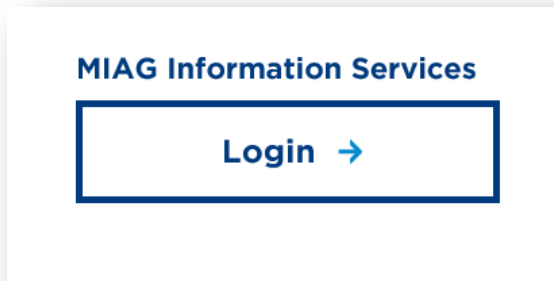
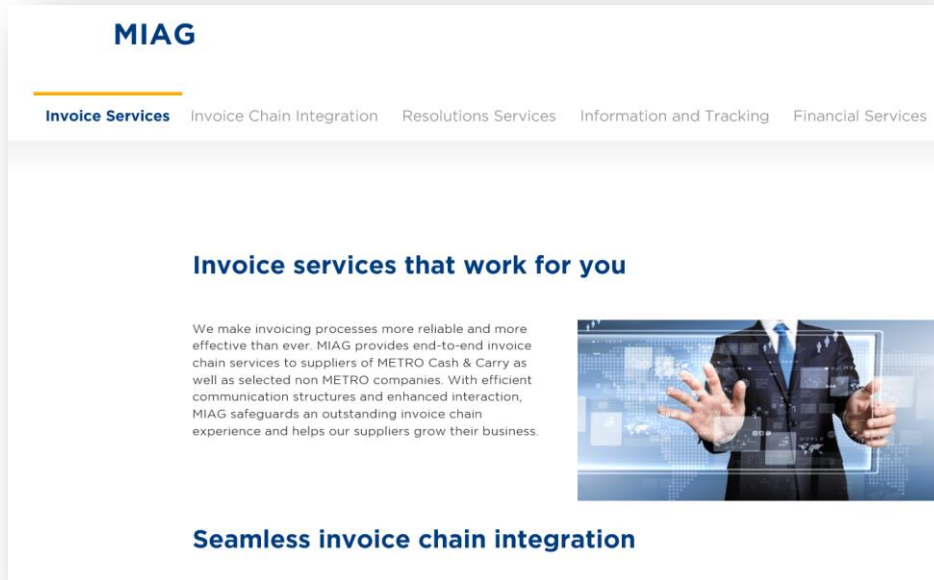
01 IMPORTANT NOTE

THE FOLLOWING INSTRUCTIONS APPLY TO REGISTRATION OF **ONLY ONE SUPPLIER NUMBER!**

PLEASE NOTE, THAT SOME SUPPLIERS MAY HAVE SEVERAL SUPPLIER NUMBERS PROVIDED BY THE RESPECTIVE SALES LINES!

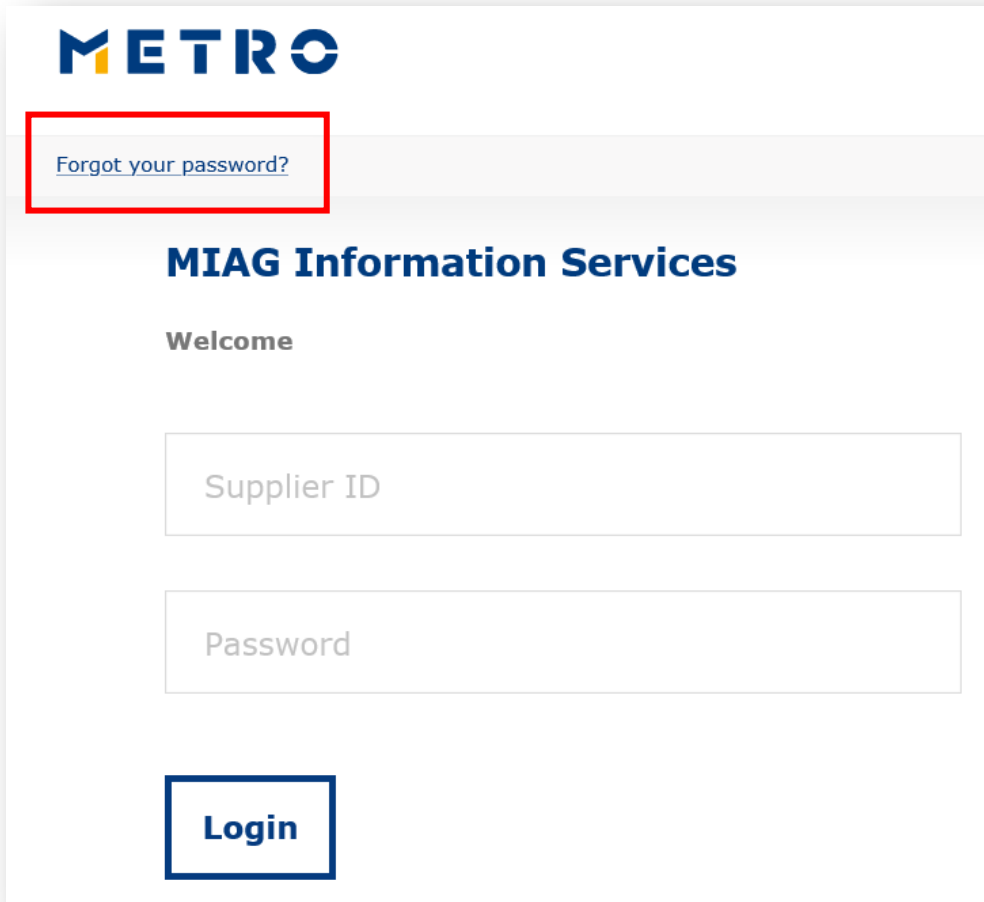
IN SUCH CASES THE REGISTRATION HAS TO BE COMPLETED SEPARATELY FOR EACH SUPPLIER NUMBER!

02 LOG IN TO WWW.MIAG.COM



Open www.miag.com and click on "MIAG Information Services - Login" at the bottom of the Welcome page.

02 LOG IN TO WWW.MIAG.COM



METRO

[Forgot your password?](#)

MIAG Information Services

Welcome

Supplier ID

Password

Login

Please provide your Supplier ID and Password to login.

Supplier ID = Sales Line number (008-METRO/MAKRO Belgium) + supplier number e.g. If your METRO/MAKRO supplier number is 12345 your Supplier ID is as follow: **00812345**

If you are new to MIAG or forgot your password click on "Forgot your password?" and follow the instructions on the screen.

03 REGISTERING E-MAIL FOR ELECTRONIC REMITTANCE ADVICE

Registration

Missing Supplier Contact Data

Our records show that we are missing some important contact information from you.
You need to fill in the missing contact information before you can proceed using our website.

Please maintain here your e-mail addresses

Main e-mail address:

Add e-mail address

Contact information

Please insert here your contact information

Name

First name

Phone-number

Update

You are now logged in!

If you are logging in for the very first time, you will be asked to provide a main e-mail address. To do so please click on "Add E-mail address". On the second screen please enter your e-mail address and click on "Save".

The Main e-mail address is copied automatically to the distribution lists for Remittance Advice after it is entered the very first time. How to manage those distribution lists is mentioned on the next page.

To finalize the registration please provide your name, first name and phone-number in the respective fields and click "Update".

Please remember to complete the registration process for each supplier number!

04 ADDING AND DELETING E-MAIL ADDRESSES

Registration

Please maintain here your e-mail addresses

Main e-mail address:

supplier@supplier.com

Update e-mail address

Remittance advice

E-mail addresses to provide Remittance Advice:

supplier2@supplier.com ✕

supplier1@supplier.com ✕

Add e-mail address

The Main e-mail address can be changed by clicking on "Update e-mail address" entering the new address and clicking "Save". Only one main e-mail address can be provided.

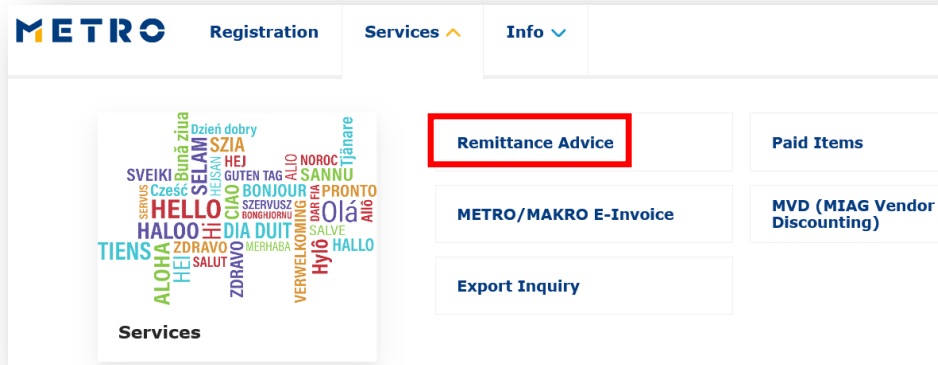
To add a new e-mail address to the distribution lists click "Add e-mail address" on the respective list.

To delete an existing e-mail address from a distribution list click on ✕ next to the entry to delete it. (a pop up will prompt for confirmation of deletion).

The distribution lists for remittance advice can have up to 5 e-mail addresses and can contain up to 100 characters respectively.

Distribution lists cannot be empty. If you want to change a single e-mail address in a list, please first add the new address then delete the old one.

05 FINDING REMITTANCE ADVICE



Under Services, link "Remittance Advice" you will find all Remittance Advices in PDF and where applicable also CSV (Excel) format.

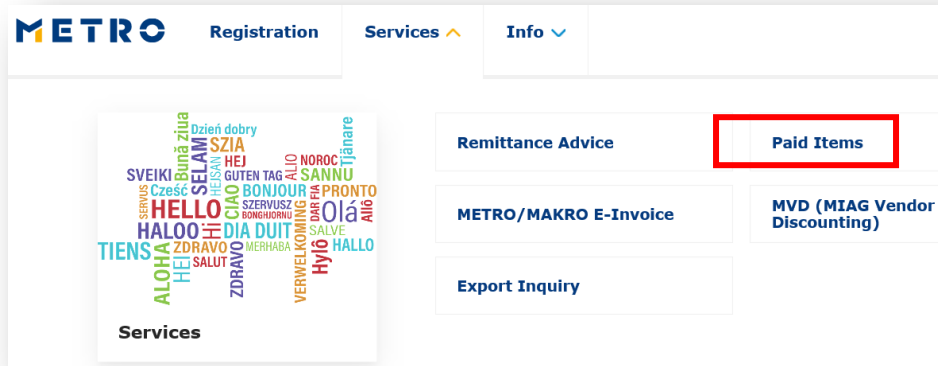
Available only for suppliers with valid MIAG Service Contract!

Remittance Advice

Advice-No.	Date	Amount	Description	PDF-File	CSV-File
00811153540	28.06.18	14,083.80	Remittance advice		
00811111459	14.06.18	7,056.57	Remittance advice		
00811100318	11.06.18	4,663.57	Remittance advice		
00811092021	07.06.18	2,952.85	Remittance advice		
00811079978	04.06.18	6,157.05	Remittance advice		
00811050258	24.05.18	6,079.27	Remittance advice		
00811032760	17.05.18	5,775.66	Remittance advice		
00811021178	14.05.18	1,928.88	Remittance advice		
00811005204	07.05.18	5,582.18	Remittance advice		
00810997320	03.05.18	6,051.37	Remittance advice		
00810980365	26.04.18	2,528.30	Remittance advice		
00810941187	12.04.18	5,713.59	Remittance advice		

Should you not be able to open the PDF-File, please save it locally in your PC before opening it!

06 PAID ITEMS



Under Services, link "Paid Items" you will find a search function allowing suppliers to find single paid items, credit notes, debit notes, etc.

Available only for suppliers with valid MIAG Service Contract!

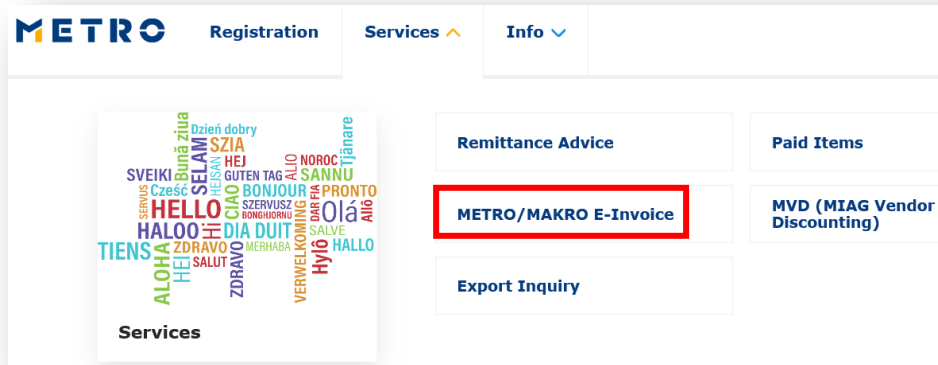
Summarized view

Items	Gross Amount	Discount Amount	Value Paid	Currency	Download CSV-File
129	720232,2	0	720232,2	EUR	

Value date	Invoice date	Invoice no	Document type	Reference no	Currency	Gross Amount	Discount Amount	Value paid	Remittance advice no
03.07.18	03.07.18	181108987	KA	61002467752018001	EUR	9561.84		9561.84	00811153571
03.07.18	03.07.18	181108596	KA	61002415962018001	EUR	10281.6		10281.6	00811153571
03.07.18	03.07.18	181108541	KA	61002416042018001	EUR	13801.25		13801.25	00811153571
03.07.18	03.07.18	0180015797	KP	70000281132018001	EUR	-256.62		-256.62	00811153571
03.07.18	03.07.18	0180015120	KP	70000276752018001	EUR	-937.46		-937.46	00811153571
03.07.18	03.07.18	0180015113	KP	70000276682018001	EUR	-311.77		-311.77	00811153571
19.06.18	19.06.18	0180013549	KP	70000259102018001	EUR	-358.73		-358.73	00811111479

All filtered positions can be downloaded in CSV format!

07 METRO/MAKRO E- INVOICES



Under Services, link “METRO/Makro E- Invoices” you will find a list of debit and credit notes issued by METRO/Makro.

Available only for suppliers with valid MIAG Service Contract!

Print selected (PDF) Download selected Mark selected as downloaded

Select all <input type="checkbox"/>	Invoice-no.	Date	Description	PDF	Download date
<input type="checkbox"/>	180015797	20.06.2018	GRT - Goods>Returns		
<input type="checkbox"/>	180015120	15.06.2018	GRT - Goods>Returns		
<input type="checkbox"/>	180015113	15.06.2018	GRT - Goods>Returns		
<input type="checkbox"/>	180013549	30.05.2018	GRT - Goods>Returns		
<input type="checkbox"/>	180013166	25.05.2018	GRT - Goods>Returns		
<input type="checkbox"/>	180012772	22.05.2018	GRT - Goods>Returns		
<input type="checkbox"/>	180012781	22.05.2018	GRT - Goods>Returns		
<input type="checkbox"/>	6900001828	17.05.2018	LIN - Later Income		
<input type="checkbox"/>	6900001827	17.05.2018	LIN - Later Income		
<input type="checkbox"/>	180011669	05.05.2018	GRT - Goods>Returns		
<input type="checkbox"/>	6900001609	26.04.2018	LIN - Later Income		15.05.2018
<input type="checkbox"/>	180011016	26.04.2018	GRT - Goods>Returns		

CONTACT

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