

LOGIN INSTRUCTIONS

11.07.2018

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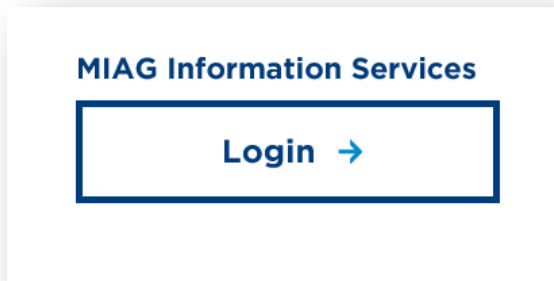
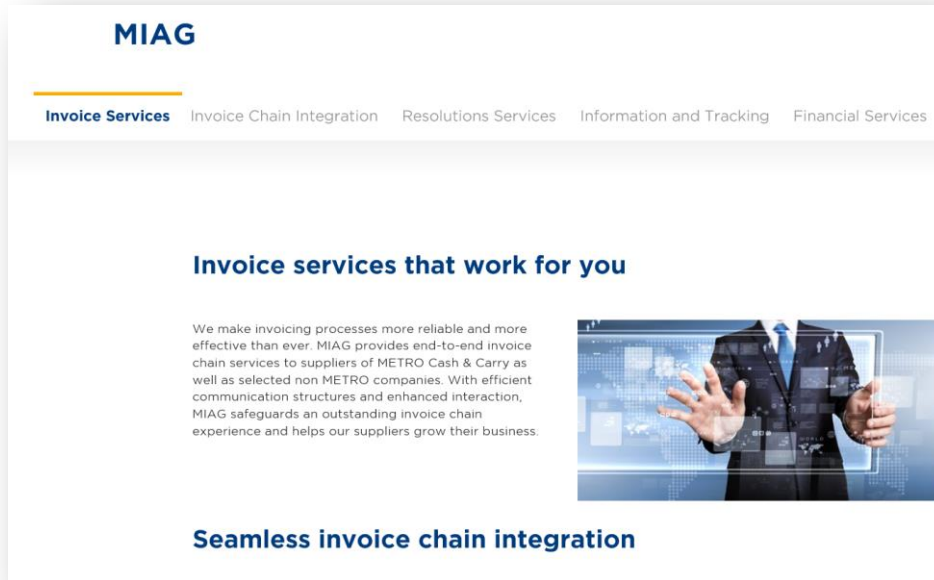
01 IMPORTANT NOTE

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!

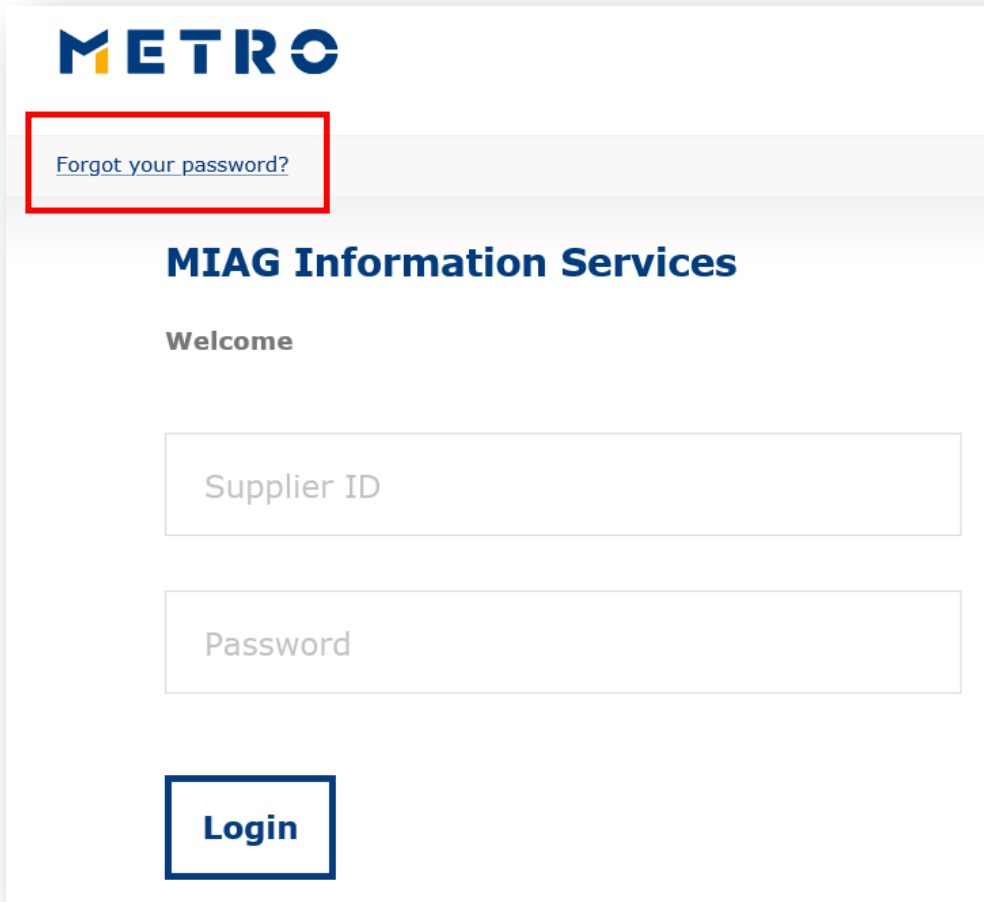
IN SUCH CASES THE REGISTRATION HAS TO BE COMPLETED SEPARATELY FOR EACH SUPPLIER NUMBER!

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 (007-METRO/MAKRO Netherland) + supplier number e.g. If your METRO/MAKRO supplier number is 12345 your Supplier ID is as follow: **00712345**

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 of Remittance Advice. For the distribution of E-Invoices you have to enter the requested e-mail addresses separate. 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:

supplier1@supplier.com ✕

supplier2@supplier.com ✕

Add e-mail address

METRO/MAKRO E-Invoice / Invoice Control

E-mail addresses to provide Supplier Documents (credit notes, debit notes etc):

supplier3@supplier.com

Add e-mail address

METRO/MAKRO E-Invoice / Bonus Settlement

E-mail addresses to provide Supplier Documents (later income, bonus settlement etc):

supplier4@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.

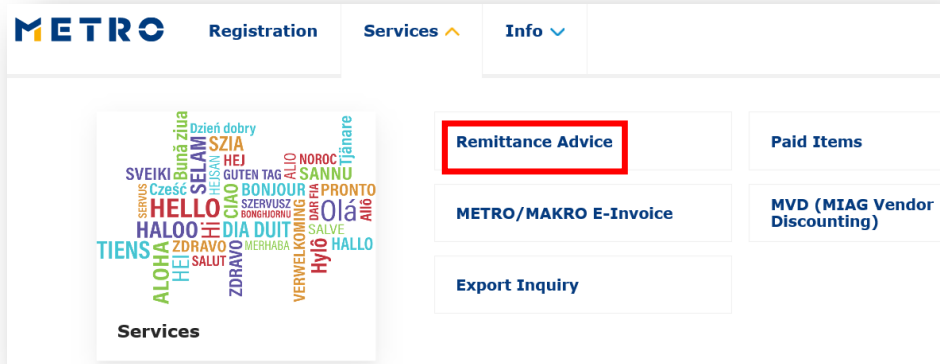
To add a new e-mail address to one of the distribution lists click "Add e-mail address" on the respective list.

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 and E-invoices can have up to 5 e-mail addresses each 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.

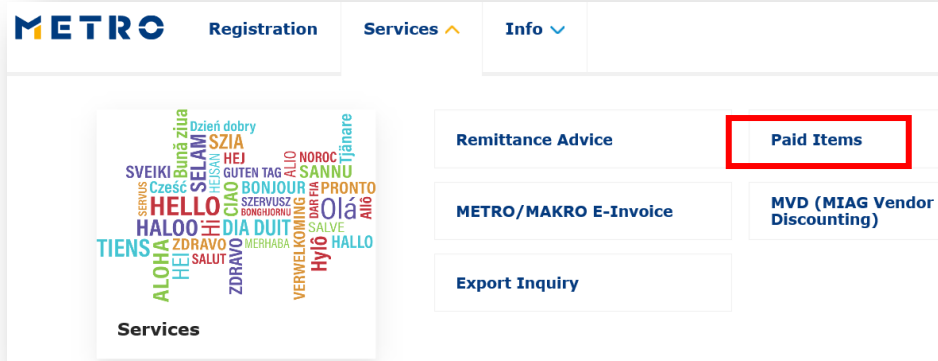
Available only for suppliers with valid MIAG Service Contract!

Remittance Advice

Advice-No.	Date	Amount	Description	PDF-File	CSV-File
00711135854	21.06.18	8,026.09	Remittance advice		
00711114085	14.06.18	10,198.94	Remittance advice		
00711095365	07.06.18	9,907.49	Remittance advice		
00711053247	25.05.18	8,171.76	Remittance advice		
00711036592	17.05.18	9,910.80	Remittance advice		
00711016880	09.05.18	9,434.55	Remittance advice		
00710944552	12.04.18	10,566.08	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
38	258330,33	-1117,02	258330,33	EUR

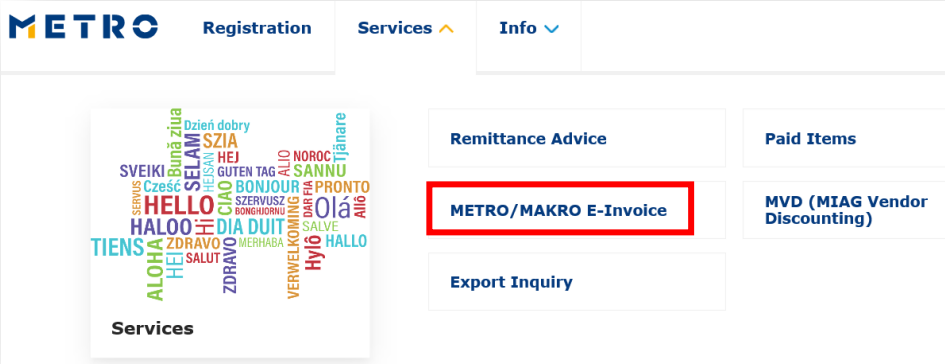
[Download CSV-File](#)

Value date	Invoice date	Invoice no	Document type	Reference no	Currency	Gross Amount	Discount Amount	Value paid	Remittance advice no
25.06.18	25.06.18	21804681	FA	01012457632018001	EUR	8074.54	-33.5	8074.54	00711135854
18.06.18	18.06.18	21804505	FA	01012403972018001	EUR	10260.5	-42.57	10260.5	00711114085
11.06.18	11.06.18	21804306	FA	01012231182018001	EUR	10791.16	-44.78	10791.16	00711095365
11.06.18	11.06.18	D101860	KI	00100107262018001	EUR	-818.92	-818.92	-818.92	00711095365
28.05.18	28.05.18	21803954	FA	01012198272018001	EUR	8221.09	-34.11	8221.09	00711053247
18.05.18	21.05.18	21803705	FA	01012113182018001	EUR	9970.62	-41.37	9970.62	00711036592
11.05.18	11.05.18	D100237	KI	00100092112018001	EUR	-801	-801	-801	00711016680
11.05.18	11.05.18	21803525	FA	01012062102018001	EUR	10297.33	-42.73	10297.33	00711016680
16.04.18	16.04.18	D098949	KI	00100079502018001	EUR	-307.57	-307.57	-307.57	00710944552
16.04.18	16.04.18	21802859	FA	01011845652018001	EUR	10939.29	-45.39	10939.29	00710944552
12.03.18	12.03.18	D097659	KI	00100065532018001	EUR	-211.86	-211.86	-211.86	00710858435
12.03.18	12.03.18	21801703	FA	01011497262018001	EUR	7535.08	-31.27	7535.08	00710858435
19.02.18	19.02.18	21800967	FA	01011290072018001	EUR	10500.71	-43.57	10500.71	00710802949
19.02.18	19.02.18	21800802	FA	01011247632018001	EUR	6822.65	-28.31	6822.65	00710802949
19.02.18	19.02.18	21800801	FA	01011247642018001	EUR	12045.52	-49.98	12045.52	00710802949
12.02.18	12.02.18	21800616	FA	01011210972018001	EUR	8411.32	-34.9	8411.32	00710784771
12.02.18	12.02.18	D096564	KI	00100054382018001	EUR	-1325.18	-1325.18	-1325.18	00710784771



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.



Print selected (PDF) Download selected Mark selected as downloaded

Select all <input type="checkbox"/>	Invoice-no.	Date	Description	PDF	Download date
<input type="checkbox"/>	D101860	01.06.2018	ADV - Advertisement document		
<input type="checkbox"/>	D100337	01.05.2018	ADV - Advertisement document		

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