

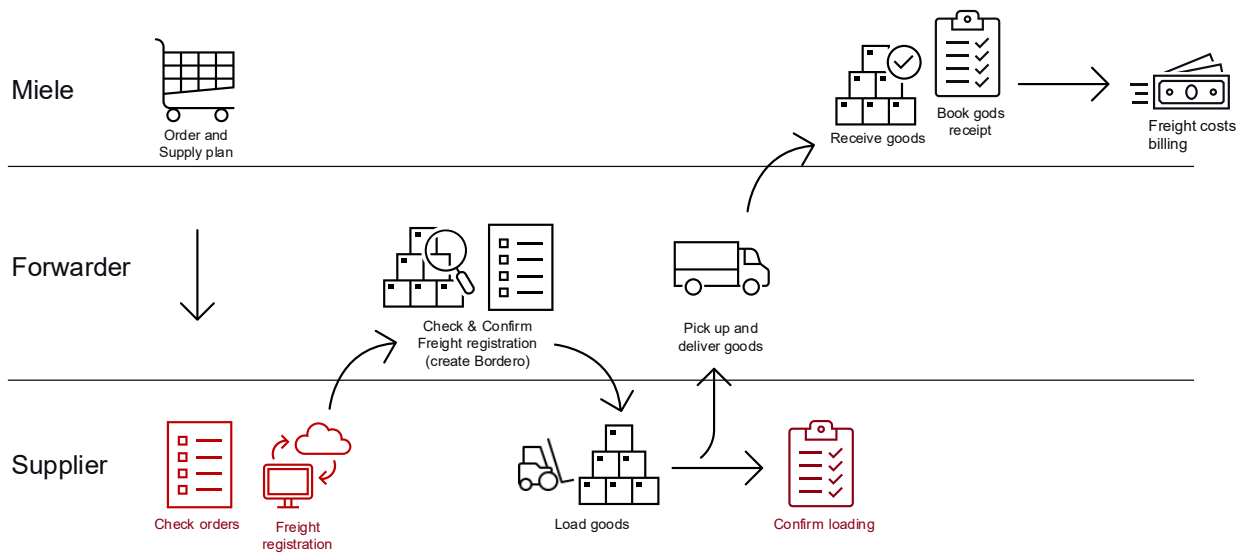
MieLog User Documentation for Suppliers

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1 Full Load process

The process steps marked in red in the figure are conducted by the supplier in the MieLog and are explained in detail below.



1.1 Preparation before the first freight declaration

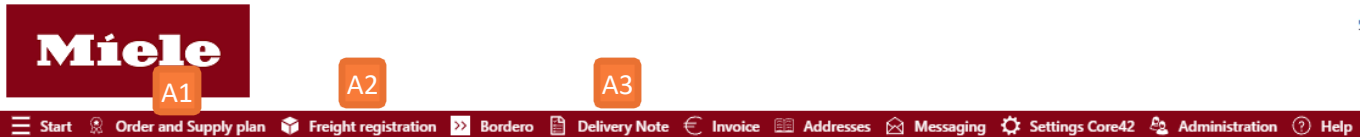
Log in and save settings

You will receive two emails from the address hotline@miele.com. One of the emails contains your username, the other the password. Use this information to log in at the following link: <https://mielog.miele.com/ax4sso/auth?ID=4611931>

Your browser may ask you if you want to save the login details. In this case, click on "Yes" so that you do not need to enter the data again every time you log in.

1.2 Preparation of freight declarations

1.2.1 Identification and selection of purchase orders and supply plan



After you have successfully registered for the MieLog, please proceed as follows:

- Accessing the "Order and Supply plan" tab (A1) "Overview"
- Set the filters in the selection screen:

The following view appears:

Results

Sort | Grouped by 2 | Hide fields | Download Excel

Type	Plant Delivery Place	Supplier	Receiver	Tour No. Tour Name	Sup. Mat.	Material No.	Delivery date	Purchase Receipt	Pos No.	Ord. Quantity	Open Quantity	Adv. / LSP Quantity	Trans. / Del. Quantity	FX
Receiver: Carl Miele Straße 29 Gütersloh DE 33332 Delivery date: 18/08/2025														
☒	1141 4101	Dummy	Carl Miele Straße 29 Gütersloh DE 33332	230 V-S-GT-01		10444372	18/08/2025	5500217326	00010	180	180	0/0	0/0	-

Showing 1 to 1 of 1 entries

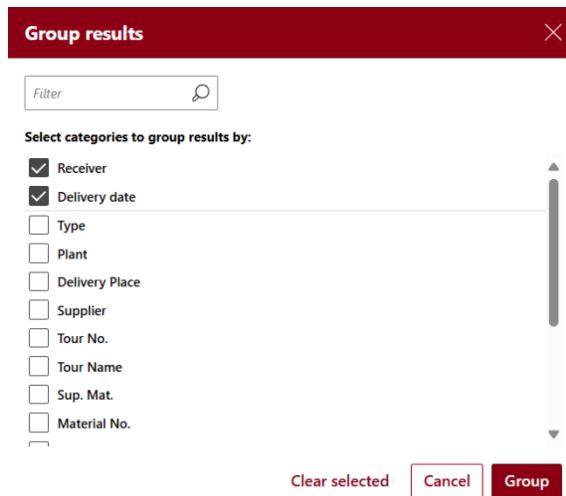
Page size 100

B4 Freight registration - Full Load Remove Order/ Supply Plan

Freight Registration - Special Transport

Download Order & Supply Plan Data

Please click on "Grouped by". This gives you the option to filter by several criteria:



First, sort by delivery date (and Receiver). This will give you a chronological list of all orders and delivery schedules. You can then change the option and choose a different grouping if necessary.

1) Search and filter the orders to be registered:

- Filter the relevant orders.
- Select the orders that are to be registered by checking the box next to the corresponding order in the first column (B2).
- By clicking on the box above the grouping (B1) or by right-clicking on the rows and selecting "Select all", all filtered orders will be highlighted.
- Alternatively, you can check the box in the parent grouping to select all divisions summarized under it (B3).

a) Criteria for combining classifications in a freight declaration:

- The receiver/storage location must be identical. You can check this in the "Plant Delivery Place" or "Receiver" column.

b) Criteria for the preparation of a freight declaration:

- Only order lines that have a positive value in the "Open Quantity" column can be selected. If the cargo has already been registered or loaded/delivered, an corresponding entry is in the columns "Adv. /LSP Quantity" or "Trans. /Del. Quantity".

2) Opening the freight registration screen:

- After checking the identified orders, it is possible to create the freight registration.
- Right-click on the selected row. A window will open in which you can select "Freight registration - Full Load". Alternatively, you can click on the button "Freight registration – Full Load" (B4) at the bottom of the page.

The following window opens (see Chapter 1.2.2).

1.2.2 Filling out the freight declaration

REGISTER FREIGHT

C1

* Tour ID

230 (V-S-GT-01) ✕

* Logistics Provider

Frye Transport-Logistik GmbH Miele ✕

C2

Addresses

Shipper

Dummy, Dummy 14, 33330 Dummy, Germany

Pickup

🔍
📍

Consignee

GT Gerätefertigung (DE), Carl-Miele-Str. 29, 33332 Gütersloh, Germany

Receiver Unload Address

Miele & Cie. KG, Carl Miele Straße 29, 33332 Gütersloh, Germany

C3

Details

* Pick up from

dd/MM/yyyy 📅

HH:mm 🕒

LM Eurotrailer LM Megatrailer LM Jumbotrailer Total Weight (kg)

0.63 0.42 0.42 377.99

Remark loading

* Date of delivery

18/08/2025 📅

External delivery ID

Remark unloading

C4

Package(s)

Qty.	Order number	Pos. No.	Material No.	Short Description	Supplier material no.	Open Quantity	* Quantity	UM	Net Wght (kg)
3	5500217326	00010	10444372	Führung Behälter BG USA		180	180	PCE	108.54
			Code LLC	Short Description LLC		Gross Wght (kg)	* Packing		
			GIB	Gitterbox DB UIC-435		377.99	Delivery Packa... ✕		➕ Packing Details

⊕ Add Empty Goods
⊕ Add Supplementary Goods

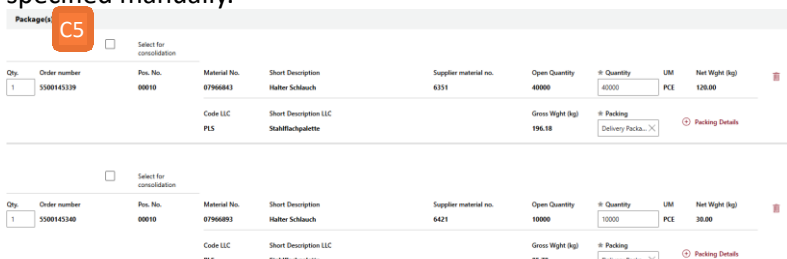
➤ Please fill in the fields of the freight declaration. The fields marked with a * are mandatory and must be filled.

Name	Sign	Explanation
Tour ID	C1	This field indicates the tour. In the case of full load freight registrations, this cannot be changed.
Address entries	C2	
Collection		If the auto-filled shipper address does not match the actual pickup address, an alternative pickup address can be provided.
		A window opens in which a pick-up address can be selected based on various criteria (see note 1). If the required address is not stored, please inform the administrator.
		If you did not find the correct address in the previous step, please click here to find the correct address manually. In this case, please also inform your Miele contact person.

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		Remove the selected pickup address
Provide details	C3	
Collection		Enter the pick-up date or select it via the calendar symbol (registration by 12 noon the day before at the latest).
from		Enter the earliest pickup time.
to		Enter the latest pickup time.
Remark loading		Optional: Enter additional comments.
Date of delivery		Enter the delivery date or select it using the calendar icon.
External delivery ID		A delivery note number can be entered here.
Remark unloading		Optional: Enter additional comments.
Specify package(s)	C4	
Qty.		Enter the number of packages (LLCs) to be collected. Modifying this field will automatically adjust the Quantity field.
Quantity		Enter the quantity. Modifying this field will automatically adjust the Number field.
Packing		This field is pre-filled with "Delivery" by default, which is the standard delivery packaging. You can delete the entry with the cross and select a new option from the drop-down menu. If "Alternative" is selected, the specified alternative address from the system is used, if it is stored. Otherwise, an Error message will occur. If "Own" is chosen, packaging details must be inserted manually (see note 2). In this case, please also inform your Miele contact person.
Packing Details		A new window will open. This information should not be changed by default.
Select for consolidation	C5	If you check these items, a mix palette is created. You can select the items individually by selecting "Select for consolidation" or marking all items by selecting all DCS. Click on "Consolidate positions" to create the mix palette. In this case, the quantity of mixed pallets must be specified manually. 

Materialnr.	Kurztext	Materialnr. Lieferant	Offene Menge	* Menge	ME	Nettogew. (kg)
09014864	Halber Schlauch	6469	110400	110400	PCE	1324.80
09702342	Abdeckung Schloss lw	6671	32000	32000	PCE	256.00
09051531	Betätigungsstang	6101	57600	57600	PCE	230.40
Code GLT	Kurzbezeichnung GLT	Brutto Gew. (kg)	* Verpackung			
PLS	Stahlflachpalette	2913.59	Anlieferung	Verpackungsdetails		

- Click on the "Advice" button to complete the freight registration (C4).

The created freight registration can then be accessed and viewed via the "Freight registration" tab (A2).

Note 1: Find an alternative pick-up address

- By entering information in the appropriate fields, the number of addresses displayed can be narrowed down (D1).
- By pressing the "Search" button, the respective search results are displayed (D2).
- By clicking on "Select", the corresponding address will be applied (D3).
- With "Cancel" the search can be canceled at any time (D4).

Search for Address

Customer No.

Name

Zip Code

City

Country

D1

mie

D2

Search

D4

Cancel

Customer No.	Address type	Name	Street	Country	Zip Code	City
	PLA	Miele & Cie. KG	Test	Germany	33332	Gütersloh

D3

Select

Note 2: Maintain packaging details for your own packaging

- To indicate self-packaging, all required information must be completed in full (E1).
- By pressing the "Save" button, the entries will be saved (E2)
- "Cancel" cancels the input (E3)

Own Packaging Details
✕

⛔
Please enter all data for own packaging.

Material No.
10444372

Short Description
Führung Behälter BG
USA

E1

Length (cm)

Width (cm)

Height (cm)

Net Wght. (kg)

Stacking Factor

Material per package

Description

E3

✕
Cancel

E2

✓
Save

Name	Explanation
Length (cm)	Length of packaging per packaging unit
Width (cm)	Width of packaging per packaging unit
Height (cm)	Amount of packaging per packaging unit
Net Wght. (kg)	Weight of packaging per unit
Stack Factor	Specifying the stack factor
Material per package	Number of materials per packaging unit
Description	A brief description of the packaging

1.3 Preparation and confirmation of shipment of freight declarations

After creating the freight registration, the freight forwarder creates a bordero and a delivery note. The number of borderos and delivery notes does not have to be the same as the number of freight registrations, as freight registrations can be combined, as well as split. One possible reason for splitting it can be too little space on a truck. To confirm loading, the delivery note must have the status "Advised".

To call up the delivery note overview: Navigate to "Overview" (A3) via the "Delivery note" tab.

Sort Grouped by 1 Hide fields Download Excel

	Reference External delivery ID Miele Reference Tour ID Type	Borders Freight Registration Barcode	Freight registration(s)	Creation date Modification date	Pick Up Date Date of delivery	Carrier	Sender	Pickup	Truck Licence Plate Trailer License Plate Pick up date (Carrier) Pick up time from (Carrier) Pick up time to (Carrier) Pick-Up Bordero	Receiver	Place of receipt	Current status Status Date	Change Status	Milestone Overview	Delivery Note	Total weight (kg) LM Eurotrailer LM Megatrailer LM Jumbotrailer
F2	89976368 Test_2025_05_13 DN89976368 230	89976141	13.05.2025 10:37 03.06.2025 08:00	15/05/2025 11:00 - 12:00 17/06/2025	Frye Transport- Logistik GmbH DE 49324 Melle	Dummy DE 33330 Dummy	39198916	GT Gerätefertigung (DG)	Miele & Cie. KG Carl Miele Straße 29 33332 Gütersloh Germany	Delivered 03.06.2025 00:00						3721.50 5.187 3.458 3.458

Showing 1 to 1 of 1 entries Page size 50

F3 Add delivery note number F4 Confirm and Notify

Create Bordero

Note: In addition to the view on the platform, you can export the delivery note view. To do this, click on "Download results as Excel".

By clicking on the pictures on the left in the lines (F1) you get to the respective bordero, or the freight declaration. The barcode opens a window in which a printable delivery note is provided.

In the following, a distinction must be made between whether the supplier confirms the shipment via the platform or whether this is notified via EDI.

1.3.1 Adding the delivery note number (supplier notification via EDI)

Suppliers who do not confirm the shipment via the platform, but via EDI, must still provide a delivery note number in the platform.

Enter delivery note number:

- Select the desired delivery note by checking (F2).
- Right-click and select "Add Delivery Note Number". Alternatively, you can click on the "Add delivery note number" button at the bottom of the page (F3).
- A new input mask will open.

Delivery note id
✕

 For one existing Freight Registration the following Delivery Notes have been created. Please enter missing delivery note ids.

Reference	Pick up date (Carrier)	LM Eurotrailer	LM Megatrailer	LM Jumbotrailer
90086265		4.10	2.73	2.73

 Remark loading

 Remark unloading

G1
* External delivery ID

G2
Save

- If splitting (e.g. if material is transported on more than one truck) means that several delivery notes belong to a freight registration, all relevant delivery notes are automatically displayed in this view.
- Maintaining/changing the delivery note number
- Enter the delivery note number in the External Delivery ID field (G1).
- Confirm the entry by clicking "Save" (G2).

Note: You can also add the delivery note number directly via the freight registration screen. The prerequisite for this is that the freight declaration has at least the status "Confirmed" (A2).

1.3.2 Shipment confirmation via the AX4 platform

Suppliers who confirm shipment via the platform (without EDI) must proceed as follows when confirming the shipment:

- Select the delivery note entry by checking the box in the first column (F2).
- Right-click and select the "Confirm and Notify" button. Alternatively, you can click on the "Confirm and Notify" button at the bottom of the page (F4).
- In addition, there is an option to click the arrow in the "Change Status" column (F5) to change the shipping status.

A new input mask opens (see chapters 1.3.2.1 and 1.3.2.2).

1.3.2.1 Easy shipping confirmation

Confirm Delivery Note(s)

i For one existing Freight Registration the following Delivery Notes have been created. Please assign the positions.

Reason for possible split

Delivery Note(s)

Reference	Current status	Pick up date (Carrier)
91073008	Advised	
Tour ID	* External delivery ID	Pick-Up Bordero
TEST		39712117
Freight Registration Type	* Truck Licence Plate	Billing mark
Full Load		Full Truck Load
	* Trailer License Plate	

Trailer TypeLM Euro

Euro Trailer0.20

LM Euro New0.20

H2

Show / Hide Packages

Loadingmeter total: 0.20 / 15.50

Package(s)

Consolidation ...	* Packages	Material No.	* Quantity	Order number	Short Description LLC
1	1 / 1	00010000	10	5500194706	

H3

H4

H5

Confirm and Notify

- Enter delivery note number or vehicle details: In the "External delivery ID" (H1) field, you can enter or change a delivery note number, a truck license plate or a trailer license plate.
- Show or hide package list: The "Show/Hide Packages" button (H2) can be used to collapse or expand the list of packages to be sent.
- Specify the number of load carriers: In the "Packages" (H3) field, you can specify the number of load carriers or packaging units with material that have been shipped. It is only possible to send smaller quantities than those originally declared. The "Quantity" field (H4) adjusts automatically, and open quantities are then displayed again in the order and delivery agreement overview (A1).
- Specify the quantity shipped: In the "Quantity" field (H4) you can enter the quantity shipped. It is only possible to send smaller quantities. The "Packages" field is automatically adjusted, and open quantities are then displayed again in the order and delivery agreement overview (A1).
- Confirm shipment: Finally, click on the "Confirm and Notify" button (H5) and close the window.

1.3.2.2 Shipping confirmation for split loads

Splitting distributes the load carriers across several trucks, which also means that several Delivery notes are created. However, it is only necessary to select a delivery note for confirmation and notification. In the displayed screen, the data of all associated delivery notes can then be edited.

Confirm Delivery Note(s)

For one existing Freight Registration the following Delivery Notes have been created. Please assign the positions.

* Reason for possible split
Select

Delivery Note(s)

Reference 91073008	Current status Confirmed	Pick up date (Carrier) 39712117
Tour ID TEST	* External delivery ID 	Pick-Up Bordero 39712117
Freight Registration Type Full Load	* Truck Licence Plate 	Billing mark Full Truck Load
	* Trailer License Plate 	Trailer Type Euro Trailer
		LM Euro 0.20
		LM Euro New 0.20

Loadingmeter total: 0.20 / 15.50

Show / Hide Packages

Package(s)

Consolidation ...	* Packages	Fix	Material No.	* Quantity	Order number	Short Description LLC
1	1	☐	00010000	10	/ 10	5500194706

Reference 91073048	Current status Advised	Pick up date (Carrier) 39712117
Tour ID TEST	* External delivery ID 	Pick-Up Bordero 39712117
Freight Registration Type Full Load	* Truck Licence Plate 	Billing mark Full Truck Load
	* Trailer License Plate 	Trailer Type Euro Trailer
		LM Euro 0.20
		LM Euro New 0.20

Loadingmeter total: 0.20 / 15.50

Show / Hide Packages

Package(s)

Consolidation ...	* Packages	Fix	Material No.	* Quantity	Order number	Short Description LLC
1	1	☐	00010000	10	/ 10	5500194706

Confirm and Notify

Notes on the splitting information regarding the quantities on the individual delivery notes are not yet available in the view. The division of the packages should therefore be carried out in close coordination with the freight forwarder.

In the field "Reason for possible split" (I1), the arrow can be used to specify a reason for splitting. In the "External delivery ID" (I2) fields, a delivery note number must be entered or changed.

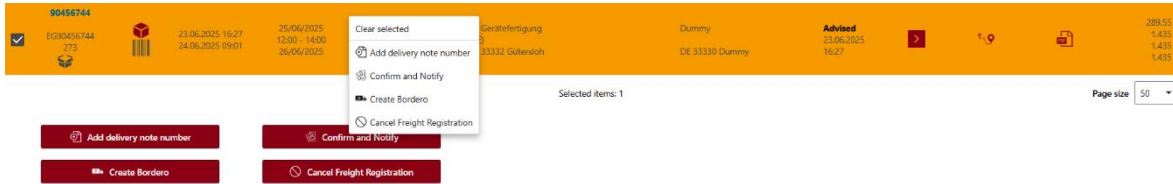
As already explained in chapter 1.2.2, the delivery note number can also be inserted in advance. The "Show/Hide" button (I3) can be used to collapse or expand the list of packages to be sent.

The load carriers and quantities can be adjusted as described in chapter 1.2.2. In splitting, the empty goods must be divided among the various delivery notes (I4, I5). The "Fix" box supports this: Processed entries are automatically fixed so that the number of load carriers and the quantity are automatically calculated for the other or the remaining delivery note. The checkmark for the fixation can also be set and deleted manually (I6).

Finally, click on the "Confirm and Notify" button (I7). The mask can then be closed.

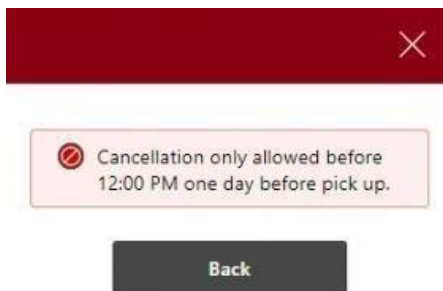
1.4 Canceling the Freight Registration

As long as the freight registration has the status "Ordered", it can still be cancelled:

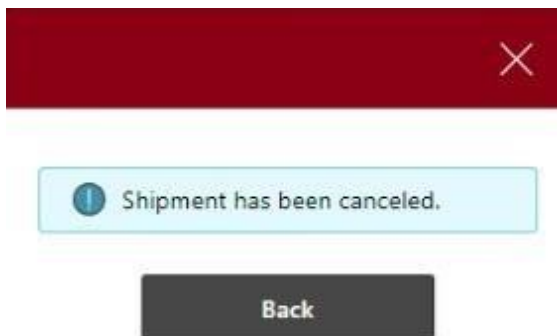


- Select Freight Registration
- Click on "Cancel Freight Registration" or right-click and select "Cancel Freight Registration".

It is important to note that this is only possible until 12 noon the day before.

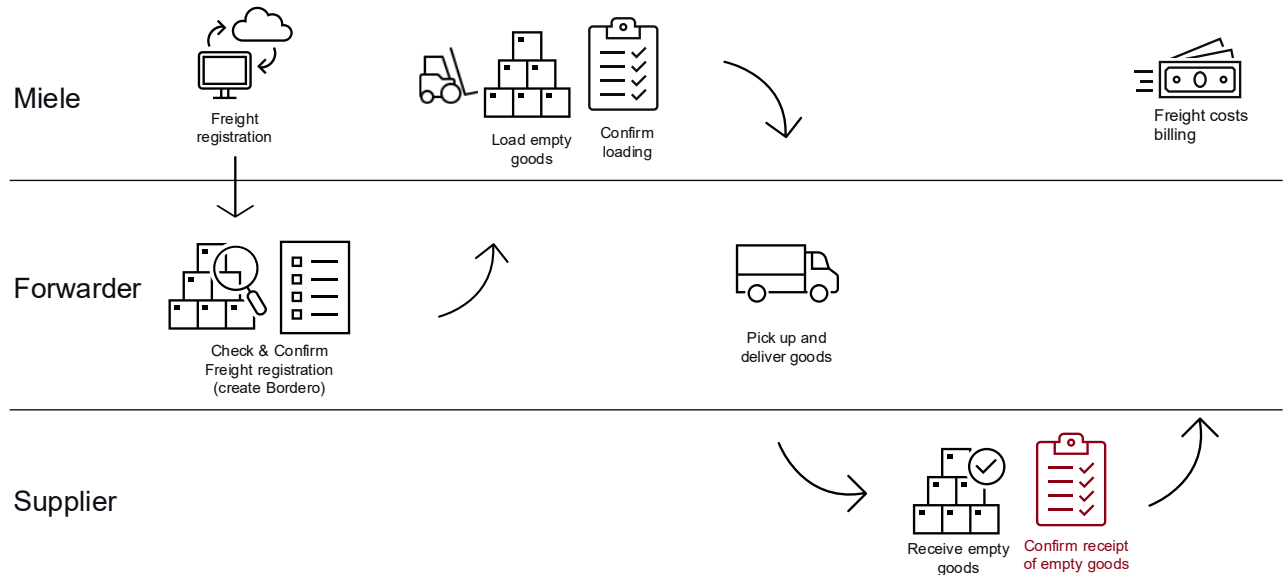


When the cancellation window appears, the freight registration has been successfully canceled.



2 Empty goods process

The process steps marked in red are conducted by the supplier in MieLog and explained below.

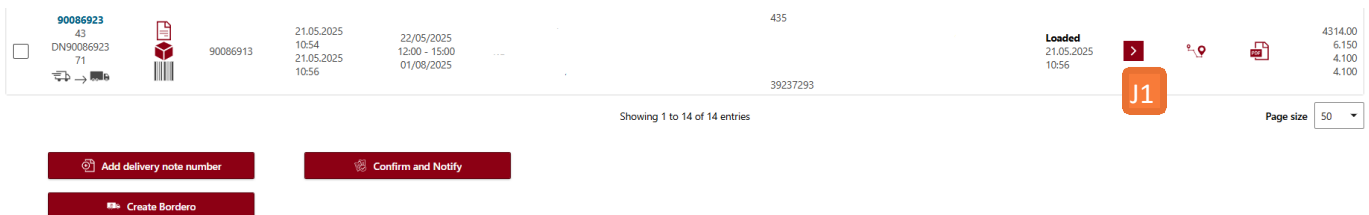


2.1 Confirmation of receipt of empty goods

In the freight registration and delivery note overview (A2, A3), entries on incoming empty goods can be viewed in addition to the entries for shipped goods. In the case of incoming empty goods, only the delivery to the supplier must be confirmed. To do this, the delivery note entry must have the status "Loaded".

- Opening the delivery note overview: A3

The following interface appears with empty goods:



- Click the arrow (J1) to view the details of the entry.
- Note: In addition to the view in the platform, you can export the delivery note view. To do this, click on the button "Download results as Excel" at the top of the page.

The following view opens:

Reference

90086265

Shipper

Consignee

External delivery ID

53

New milestone

* Milestone

Delivered

* Actual Date

19/08/2025

K3

K4

Remarks

K5

K1

✓ Save

✕ Cancel

Milestones

Milestone	Actual Date Modification date	Planned date Requested Date	Partner	Explanation Remarks
✓ Advised	✓ 21/05/2025 10:25 21/05/2025 10:25		Controltower Miele Gütersloh	
✓ Loaded	✓ 21/05/2025 10:27 21/05/2025 10:27		Controltower Miele Gütersloh	Produktionsprobleme
⌚ Delivered	● 21/05/2025 10:27		GT Gerätefertigung (DE) Gütersloh	

Delivery can be confirmed by clicking the "Save" button (K1). The window can then be closed (K2). Before saving the delivery status, you can adjust the date (K3), add a time (K4) and a Comment (K5).