

BAYER HEALTHCARE

# Doc41 Web UI User Guide

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**10.02.2015**

<b>Infobox</b>	
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<b>Title:</b>	User Guide
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# Login

## Login screen



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<b>Bayer Links</b> Bayer Global  Terms of Use Privacy Statement Imprint	<b>Welcome to Bayer Doc41 Portal</b>  <div><b>Registered Users</b> User ID <input type="text"/> Password <input type="password"/> <input type="button" value="Login"/></div>
--	--

Image 1: Login screen

Open

<https://doc41.bayer.com/>


in your browser and enter your user id and password if you are already registered.

## My Profile

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<< XHMSP / QA11 / by09gf / DOC41-0\_1\_11 >>>

Welcome Donald DemoLogout



My ProfileUploadDownload

Save

User Data

SurnameDemo

CwidXHMSP

LanguageEnglish (United States)

FirstnameDonald

EmailIngo.Kaulbach1@Bayer.com

Password

Repeat Password

Roles

(SD)Carrier

(QM)Delivery Certificate Viewer Country

(QM)Delivery Certificate Viewer Customer

(QM)Material Supplier

(QM)Product Supplier

Customers

Customer Numbers

0000368328Bayer Vital GmbH

0003440110Apoteek Vertongen-De Munck bvba

Vendors

Vendor Numbers

0007150493Hellmann East Europe GmbH & Co. KG

0000368328Bayer Vital GmbH

0001394837Hermann Wirtz Transportgeschäft

0003533397Oleotecnica S.P.A.

0004315618DB Cargo AG Kundenservicezentrum

0004671351Hamann International GmbH Spedition + Logistik

Countries

Country Codes

CN

DE

Plants

Plants

B206

P001

Image 2: My Profile screen

After you have successfully logged in, you will see the “My Profile”-page, where you can find all details of your profile.

You can see your personal details, like first- and surname, cwid, email-address and language.

You can see the roles assigned to your account.

You can also see the customer- and vendornumbers, countries and plants assigned to your account.

## Upload

If you have a role that allows you to upload a document you will find the Upload-tab in your top navigation menu.

Depending on your roles you will find the types of documents you can upload, for example *Bill of Lading*.

In section Roles of this document you will find which documents you can upload for a certain role.

## Download

If you have a role that allows you to download a document you will find the Download-tab in your top navigation menu.

Depending on your roles you will find the types of documents you can download, for example *Bill of Lading*.

In section Roles of this document you will find which documents you can download for a certain role.





## Roles

### (SD) Carrier

#### Download: Air waybill

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Welcome Donald Demo  
<<< XHMSF / QA11 / by09gf / DOC41-0\_1\_9 >>>  
Logout

My Profile Upload Download

**Search Document Air Waybill** [Reset] [Search]

**Attributes**

VendorNumber \* 0007150493 Hellmann East Europe GmbH & Co. KG

Reference Number \* 0060006010

Filename

TM/3 Planing Point

**Results**

1 - 1 / 1 (1) 10

Reference Number	Archive Link Date	Document Class	Filename	TM/3 Planing Point
0060006010	12/17/2014 10:16	PDF	ALTMP_Q2R_8.pdf	

1 - 1 / 1 (1) 10

New documents can be found one hour after uploading.

Image 3: Download Air waybill

If you want to download an air waybill, please select “Air Waybill” from the Download-tab in your top navigation menu.

You have to select a vendor from the list. If the vendor is not in your list please contact your administrator.

You have to enter the reference number of the document.

Optional you can enter the exact filename.

Optional you can enter the exact TM/3 planing point name.


All found documents will be displayed in the Results-table.

To download a file you just have to click on the row of the file.

## Download: Bill of Lading

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Search Document Bill of Lading

ResetSearch

Attributes

VendorNumber \*0007150493 Hellmann East Europe GmbH & Co. KG

Reference Number \*0060006010

Filename

TM/3 Planing Point

Results

1 - 10 / 11 (11)10

Reference Number	Archive Link Date	Document Class	Filename	TM/3 Planing Point
0060006010	01/16/2015 16:39	PDF	Radlink_L4 L6 - Dr. Gilbert Keng.pdf	
0060006010	01/16/2015 16:32	PDF	Radlink_L4 L6 - Dr. Gilbert Keng.pdf	
0060006010	01/16/2015 15:49	PDF	ASampleFile.pdf	
0060006010	01/16/2015 15:37	PDF	AineLeereDatei.pdf	
0060006010	12/17/2014 10:16	PDF	ALTMP_Q2R_8.pdf	
0060006010	01/15/2014 14:29	PDF	20licence.pdf	
0060006010	01/15/2014 14:22	PDF	10licence.pdf	
0060006010	01/15/2014 13:39	PDF	Radlink_L4 L6 - Dr. Gilbert Keng.pdf	
0060006010	01/15/2014 13:38	PDF	Doc41 Test PDF.pdf	
0060006010	01/15/2014 13:38	PDF	Doc41 Test PDF.pdf	

1 - 10 / 11 (11)10

New documents can be found one hour after uploading.

### Image 4: Download Bill of Lading

If you want to download a bill of lading, please select “Bill of Lading” from the Download-tab in your top navigation menu.

You have to select a vendor from the list. If the vendor is not in your list please contact your administrator.

You have to enter the reference number of the document.

Optional you can enter the exact filename.

Optional you can enter the exact TM/3 planing point name.


All found documents will be displayed in the Results-table.

To download a file you just have to click on the row of the file.

## Download: Shippers declaration

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Logout



My Profile | Upload | Download

Search Document Shippers Declaration

Reset | Search

Attributes

VendorNumber \* 0007150493 Hellmann East Europe GmbH & Co. KG

Reference Number \* 0060006010

Filename

TM/3 Planing Point

Results

1 - 1 / 1 (1) 10

Reference Number	Archive Link Date	Document Class	Filename	TM/3 Planing Point
0060006010	01/21/2014 13:50	PDF	LF100000661-CMR Outgoing Doc4110.pdf	

1 - 1 / 1 (1) 10

New documents can be found one hour after uploading.

Image 5: Download Shippers declaration

If you want to download a shippers declaration, please select “Shippers Declaration” from the Download-tab in your top navigation menu.

You have to select a vendor from the list. If the vendor is not in your list please contact your administrator.

You have to enter the reference number of the document.

Optional you can enter the exact filename.

Optional you can enter the exact TM/3 planing point name.


All found documents will be displayed in the Results-table.

To download a file you just have to click on the row of the file.

## Download: Waybill

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Logout



My Profile

Upload

Download

Search Document WB

Reset

Search

Attributes

VendorNumber \*

0007120273 Dr. Heiko Kranz

Reference Number \*

Filename

TM/3 Planing Point

Results

10

Reference Number	Archive Link Date	Document Class	Filename	TM/3 Planing Point
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10

New documents can be found one hour after uploading.

Image 6: Download Waybill

If you want to download a waybill, please select “Waybill” from the Download-tab in your top navigation menu.

You have to select a vendor from the list. If the vendor is not in your list please contact your administrator.

You have to enter the reference number of the document.

Optional you can enter the exact filename.

Optional you can enter the exact TM/3 planing point name.


All found documents will be displayed in the Results-table.

To download a file you just have to click on the row of the file.

## Download: FDA certificate

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Logout



My ProfileUploadDownload

Search Document FDA CertificateResetSearch

Attributes

VendorNumber \*0007150493 Hellmann East Europe GmbH & Co. KG

Reference Number \*0060006010

FilenameLF100000661-CMR Outgoing Doc41208.pdf

TM/3 Planing Point

Results

1 - 1 / 1 (1)10

Reference Number	Archive Link Date	Document Class	Filename	TM/3 Planing Point
0060006010	01/21/2014 13:50	PDF	LF100000661-CMR Outgoing Doc41208.pdf	

1 - 1 / 1 (1)10

New documents can be found one hour after uploading.

### Image 7: Download FDA certificate

If you want to download a FDA certificate, please select “FDA Certificate” from the Download-tab in your top navigation menu.

You have to select a vendor from the list. If the vendor is not in your list please contact your administrator.

You have to enter the reference number of the document.

Optional you can enter the exact filename.

Optional you can enter the exact TM/3 planing point name.

All found documents will be displayed in the Results-table.

To download a file you just have to click on the row of the file.




























## (QM) Delivery Certificate Viewer Customer

### Download: Delivery Certificate Customer

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Logout



My Profile

Upload

Download

Search Document Delivery Certificate Customer

Reset

Search

Attributes

Customer Number \*

0000368328 Bayer Vital GmbH

Country \*

Germany

DeliveryNumber \*

0080405187

Material Number

000000000000821814

Batch

Results

1 - 1 / 1 (1)

10

Archive Link Date	Batch	Country	Filename	Material	Automatic Version No.
12/10/2014 10:19	BX016SV	DE	Chargen SortKart.xlsx	000000000000821814	001

1 - 1 / 1 (1)

10

New documents can be found one hour after uploading.

Image 17: Download Delivery Certificate Customer

If you want to download a delivery certificate for a customer, please select “Delivery Certificate Customer” from the Download-tab in your top navigation menu.

You have to select a customer from the list. If the country is not in your list please contact your administrator.

You have to select a country from the list. If the country is not in your list please contact your administrator.

You have to enter a delivery number.

You have to enter at least one of material number or batch.

All found documents will be displayed in the Results-table.

To download a file you just have to click on the row of the file.



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