

BAYER HEALTHCARE

# Doc41 Web UI User Guide

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**Christian Wegmann (Bayer Business Services GmbH)**

**10.02.2015**

<b>Infobox</b>	
<b>Applicable System:</b>	External Access: Doc41 Web UI
<b>Title:</b>	User Guide
<b>Author:</b>	Ingo Kaulbach (EVFPU) Christian Wegmann (EVAYD)
<b>Change history (version number, last change, changed by, date)</b>	1.0 Ingo Kaulbach EVFPU, 2013-11-12, initial setup 1.1 Ingo Kaulbach EVFPU, 2014-01-15, infobox added 1.2 Ingo Kaulbach EVFPU, 2015-01-16, update 1.3 Christian Wegmann EVAYD, 2015-01-21, out of scope content removed 1.4 Ingo Kaulbach EVFPU, 2015-02-10, prettifying
<b>Current Version of document:</b>	1.4

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# Login

## Login screen



Bayer HealthCare: Science For A Better Life

<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

**Bayer HealthCare: Science For A Better Life**

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

My Profile

Upload

Download

Save

User Data

Surname

Demo

Cwid

XHMSP

Language

English (United States)

Firstname

Donald

Email

Ingo.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

0000368328

Bayer Vital GmbH

0003440110

Apoteek Vertongen-De Munck bvba

Vendors

Vendor Numbers

0007150493

Hellmann East Europe

GmbH & Co. KG

0000368328

Bayer Vital GmbH

0001394837

Hermann Wirtz

Transportgeschäft

0003533397

Oleotecnica S.P.A.

0004315618

DB Cargo AG

Kundenservicezentrum

0004671351

Hamann 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

**Bayer HealthCare: Science For A Better Life**

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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Logout



My ProfileUploadDownload

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 ProfileUploadDownload

Search Document Shippers Declaration

ResetSearch

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

Bayer HealthCare: Science For A Better Life

Welcome Donald Demo  
<<< XHMSF / QA21 / by08zr / DOC41-0\_1\_9 >>>  
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.

11

## Download: FDA certificate

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<<< XHMSF / QA21 / by08zr / DOC41-0\_1\_9 >>>  
Logout



My Profile

Upload

Download

Search Document FDA Certificate

Reset

Search

Attributes

VendorNumber \*

0007150493 Hellmann East Europe GmbH & Co. KG

Reference Number \*

0060006010

Filename

LF100000661-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.

## Download: CMR Outgoing

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



My ProfileUploadDownload

Search Document CMR OutgoingResetSearch

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 13:49	PDF	LF100000661-CMR Outgoing Doc4108.pdf	

1 - 1 / 1 (1)10

New documents can be found one hour after uploading.

Image 8: Download CMR Outgoing

If you want to download a CMR outgoing, please select “CMR Outgoing” 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.

## Upload: CMR Incoming

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<<< XHMS / QA11 / by09gt / DOC41-0\_1\_9 >>>  
Logout



My Profile

Upload

Download

Upload Document CMR

Deliveries / Shipping Units without CMR

Upload

Attributes

VendorNumber \*

0007150493 Hellmann East Europe GmbH & Co. KG

Reference Number \*

0060006010

TM/3 Planing Point

Document File

Select File

Durchsuchen...

ASampleFile.pdf

E-Mail Notification

Notification E-Mail Address

Donald.Demo@Bayer.com

Image 9: Upload CMR Incoming

If you want to upload a CMR incoming, please select “CMR Incoming” from the Upload-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 TM/3 planning point name.

You have to select a document file to upload.

Optional you can enter an E-Mail-Address to send an E-Mail after uploading the file.

Multiple addresses are given as a list of strings separated by one of the following characters: ';', ',', ' ', '/', '\'


You can display Deliveries/Shipping Units without Bill of Lading by clicking on the corresponding button on the top.

To upload the file you have to click on the button on the upper right.

## Upload: Air waybill

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<<< XHMSP / QA11 / by09gt / DOC41-0\_1\_9 >>>  
Logout



My Profile

Upload

Download

Upload Document Air Waybill

Deliveries / Shipping Units without Air Waybill

Upload

Attributes

VendorNumber \*

0007150493 Hellmann East Europe GmbH & Co. KG

Reference Number \*

0060006010

TM/3 Planing Point

Document File

Select File

Durchsuchen...

ASampleFile.pdf

E-Mail Notification

Notification E-Mail Address

Donald.Demo@Bayer.com

Image 10: Upload Air waybill

If you want to upload an air waybill, please select “Air waybill” from the Upload-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 TM/3 planning point name.

You have to select a document file to upload.

Optional you can enter an E-Mail-Address to send an E-Mail after uploading the file.

Multiple addresses are given as a list of strings separated by one of the following characters: ';', ' ', ' ', '/', '\'

You can display Deliveries/Shipping Units without Bill of Lading by clicking on the corresponding button on the top.


To upload the file you have to click on the button on the upper right.



## Upload: Bill of Lading

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<<< XHMSP / QA21 / by05zr / DOC41-0\_1\_9 >>>  
Logout



My Profile

Upload

Download

Upload Document Bill of Lading

Deliveries / Shipping Units without Bill of Lading

Upload

Attributes

VendorNumber \*

0007150493 Hellmann East Europe GmbH & Co. KG

Reference Number \*

60006010

TM/3 Planing Point

Document File

Select File

Durchsuchen...

ASampleFile.pdf

E-Mail Notification

Notification E-Mail Address

Donald.Demo@bayer.com

Image 11: Upload Bill of Lading

If you want to upload a Bill of Lading, please select “Bill of Lading” from the Upload-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 TM/3 planning point name.

You have to select a document file to upload.

Optional you can enter an E-Mail-Address to send an E-Mail after uploading the file.

Multiple addresses are given as a list of strings separated by one of the following characters: ';', ',', ' ', '/', '\'

You can display Deliveries/Shipping Units without Bill of Lading by clicking on the corresponding button on the top.

To upload the file you have to click on the button on the upper right.



## (QM) Material Supplier

### Upload: Supplier CoA

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

My Profile Upload Download

Upload Document Supplier CoA Continue

Attributes

VendorNumber \* 0003533397 Oleotecnica S.P.A.

Vendor Batch \* YY0009S

Plant \* B206

Image 12: Upload Supplier CoA

If you want to upload a supplier CoA, please select “Supplier CoA” from the Upload-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 vendor batch.

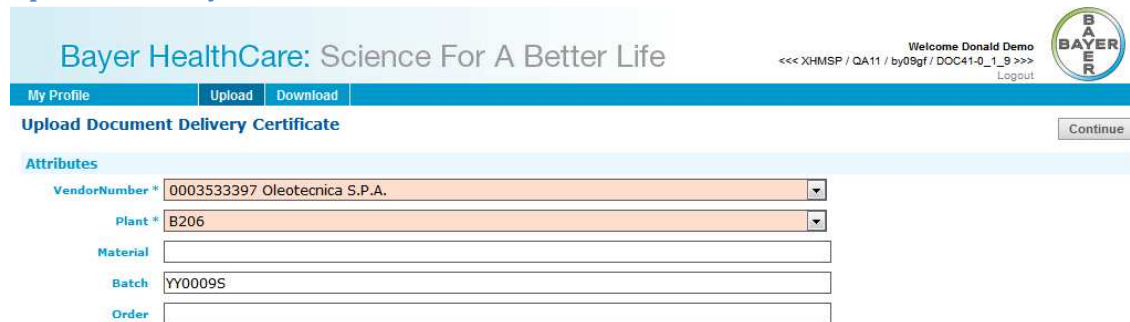
You have to select a plant from the list. If the plant is not in your list please contact your administrator.

Click on the button on the upper right to continue.



## (QM) Product Supplier

### Upload: Delivery Certificate



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

My Profile Upload Download

Upload Document Delivery Certificate

Continue

Attributes

VendorNumber \* 0003533397 Oleotecnica S.P.A.

Plant \* B206

Material

Batch YY0009S

Order

Image 13: Upload Delivery Certificate

If you want to upload a Delivery Certificate, please select “Delivery Certificate” from the Upload-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 select a plant from the list. If the plant is not in your list please contact your administrator.

You have to enter at least one of Material, Batch or Order ID.

Click on the button on the upper right to continue.

**Image 14: Upload Delivery Certificate, second screen**


To upload the file you have to click on the button on the upper right.

## (QM) Delivery Certificate Viewer Country

### Download: Delivery Certificate Country

Bayer HealthCare: Science For A Better Life

Welcome Donald Demo  
<<< XHMSP / QA21 / by09zx / DOC41-0\_1\_9 >>>  
Logout



My Profile

Upload

Download

Search Document Delivery Certificate Country

Reset

Search

Attributes

Country \*

China

Material Number

000000000081677183

Batch

Results

1 - 5 / 5 (5)

10

Archive Link Date	Batch	Country	Filename	Material	Automatic Version No.
03/03/2014 14:08	ITA17MF	CN	Visa.pdf	000000000081677183	001
03/03/2014 14:09	ITA17MF	CN	Visa.pdf	000000000081677183	001
03/03/2014 14:12	ITA17MF	CN	Visa.pdf	000000000081677183	001
03/03/2014 14:13	ITA17MF	CN	Visa.pdf	000000000081677183	001
03/03/2014 15:50	ITA17MF	CN	Visa.pdf	000000000081677183	001

1 - 5 / 5 (5)

10

New documents can be found one hour after uploading.

Image 15: Download Delivery Certificate Country

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

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 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.






## (QM) Delivery Certificate Viewer Customer

### Download: Delivery Certificate Customer

Bayer HealthCare: Science For A Better Life

Welcome Donald Demo  
<<< XHMSP / QA11 / by09gf / DOC41-0\_1\_9 >>>  
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 16: 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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