Doc41 Web UI User Guide

Christian Wegmann (Bayer Business Services GmbH)

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Author:	Ingo Kaulbach (EVFPU)
	Christian Wegmann (EVAYD)
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	1.4 Ingo Kaulbach EVFPU, 2015-02-10, prettifying
Current Version of document:	1.4

Table of contents

Login

Login screen

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

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

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

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

Image 5: Download Shippers declaration

If you want to download a shipers 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

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

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.

12

Download: CMR Outgoing

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

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

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

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

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.

Image 13: Upload Supplier CoA, second screen

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: ';', ',', ' ',
'/','\'

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

(QM) Product Supplier

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.

20

Image 15: Upload Delivery Certificate, second screen

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

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: ';', ',', ' ', '/','\'

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

(QM) Delivery Certificate Viewer Country

Download: Delivery Certificate Country

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

New documents can be found one hour after uploading.

Image 16: 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

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.

List of Figures