# Doc41 Web UI User Guide

Christian Wegmann (Bayer Business Services GmbH) 10.02.2015

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Author:	Ingo Kaulbach (EVFPU)
	Christian Wegmann (EVAYD)
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## Login

## Login screen

## Bayer HealthCare: Science For A Better Life





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**

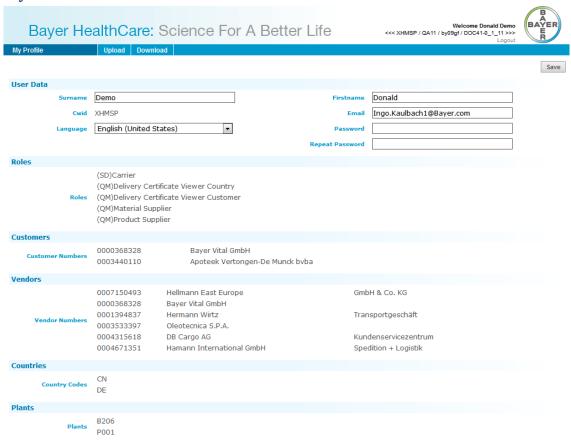


Image 2: My Profile screen

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.

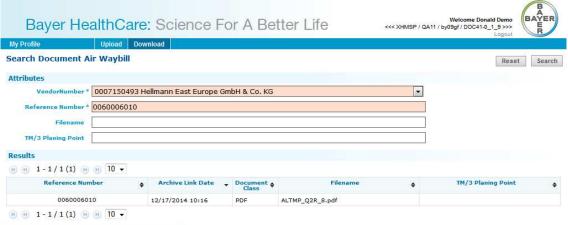
Depending on your roles you will find the types of documents you can download, for example *Bill of Lading*.

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

#### Roles

## (SD) Carrier

#### Download: Air waybill



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.

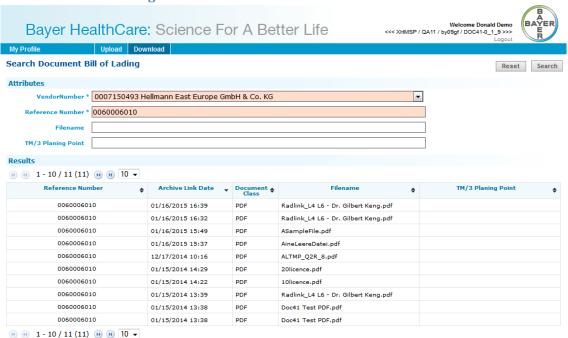
You have to enter the reference number of the document.

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.

#### **Download: Bill of Lading**



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.

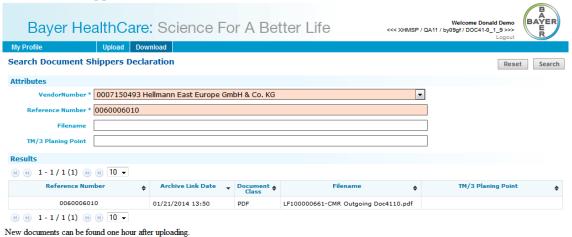
You have to enter the reference number of the document.

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.

#### **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.

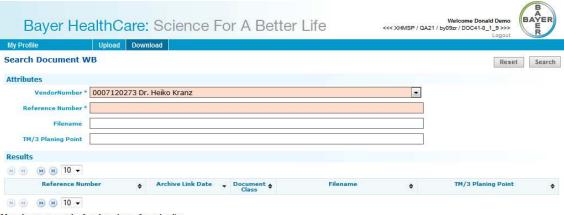
You have to enter the reference number of the document.

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.

#### **Download: Waybill**



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.

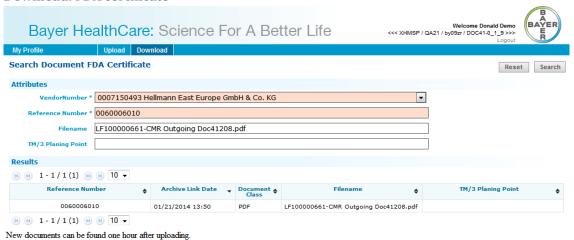
You have to enter the reference number of the document.

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.

#### 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.

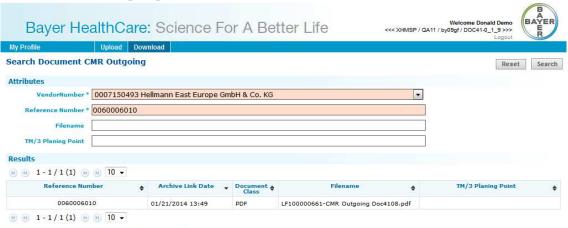
You have to enter the reference number of the document.

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.

#### **Download: CMR Outgoing**



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.

#### **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.

#### **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.

#### **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.

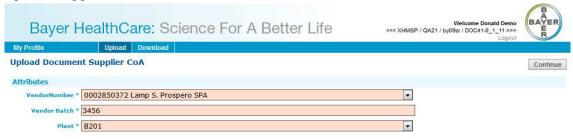
You have to select a document file to upload.

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.

## (QM) Material Supplier

#### **Upload: Supplier CoA**



#### Image 12: Upload Supplier CoA

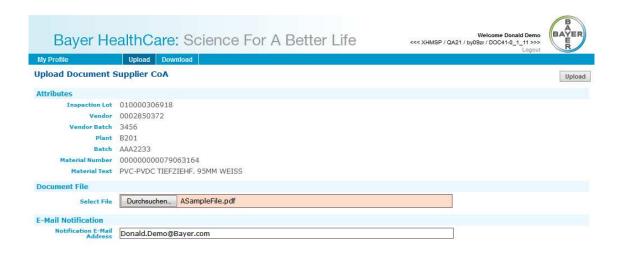
If you want to upload a supplier CoA, please select "Supplier CoA" from the Upload-tab in your top navigation menu.

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.



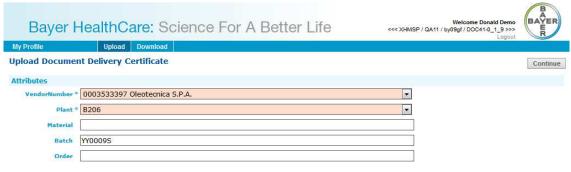
#### Image 13: Upload Supplier CoA, second screen

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: ';', ',', ',', ',',','

## (QM) Product Supplier

**Upload: Delivery Certificate** 



#### Image 14: 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 15: Upload Delivery Certificate, second screen

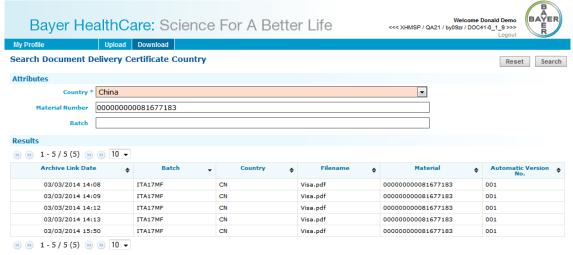
You have to select a country from the list. If the country is not in your list please contact your administrator.

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: ';', ',', ',', ',',','

#### (QM) Delivery Certificate Viewer Country

#### **Download: Delivery Certificate Country**



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.

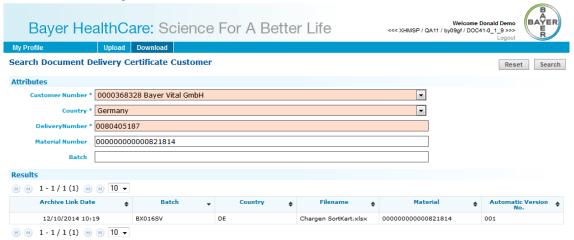
You have to select a country from the list. If the country is not in your list please contact your administrator.

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

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

#### (QM) Delivery Certificate Viewer Customer

#### **Download: Delivery Certificate Customer**



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.

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