|  |
| --- |
| Bayer Healthcare |
| Doc41 Web UI User Guide |
|  |
|  |
| **Ingo Kaulbach (Bayer Business Services GmbH)** |
| **12.11.2013** |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Infobox |  |
| Applicable System: | Doc41 Web UI |
| Title: | User Guide |
| Author: | Ingo Kaulbach (EVFPU) |
| Change history (version number, last change, changed by, date) | 1. Ingo Kaulbach EVFPU, 2013-11-12, initial setup   1.1 Ingo Kaulbach EVFPU, 2014-01-15, infobox added |
| Current Version of document: | 1.1 |
|  |  |

Content

[Login 4](#_Toc377569155)

[Login screen 4](#_Toc377569156)

[My Profile 5](#_Toc377569157)

[Upload 6](#_Toc377569158)

[Download 7](#_Toc377569159)

[Roles 8](#_Toc377569160)

[Carrier 8](#_Toc377569161)

[Download: Air waybill 8](#_Toc377569162)

[Download: Bill of Lading 8](#_Toc377569163)

[Download: Shippers declaration 9](#_Toc377569164)

[Download: Waybill 10](#_Toc377569165)

[Download: FDA certificate 11](#_Toc377569166)

[Download: CMR (outgoing) 12](#_Toc377569167)

[Upload: CMR (incoming) 13](#_Toc377569168)

[Upload: Air waybill 14](#_Toc377569169)

[Upload: Bill of Lading 15](#_Toc377569170)

[Customs Broker 16](#_Toc377569171)

[DirectDownload: Air waybill 16](#_Toc377569172)

[DirectDownload: Bill of Lading 16](#_Toc377569173)

[DirectDownload: Shippers declaration 16](#_Toc377569174)

[DirectDownload: Waybill 16](#_Toc377569175)

[DirectDownload: FDA certificate 16](#_Toc377569176)

[Material Supplier 17](#_Toc377569177)

[Upload: Supplier CoA 17](#_Toc377569178)

[Product Supplier 18](#_Toc377569179)

[Upload: Delivery Certificate 18](#_Toc377569180)

[ViewerCountry 19](#_Toc377569181)

[Download: Delivery Certificate 19](#_Toc377569182)

[ViewerCustomer 20](#_Toc377569183)

[Download: Delivery Certificate 20](#_Toc377569184)

[Layout Supplier 21](#_Toc377569185)

[Download: HighRes Layout 21](#_Toc377569186)

[Download: LowRes Artwork 22](#_Toc377569187)

[Upload: HighRes Layout 23](#_Toc377569188)

[PM supplier 24](#_Toc377569189)

[Download: Packaging specification 24](#_Toc377569190)

[Download: Technical drawing 24](#_Toc377569191)

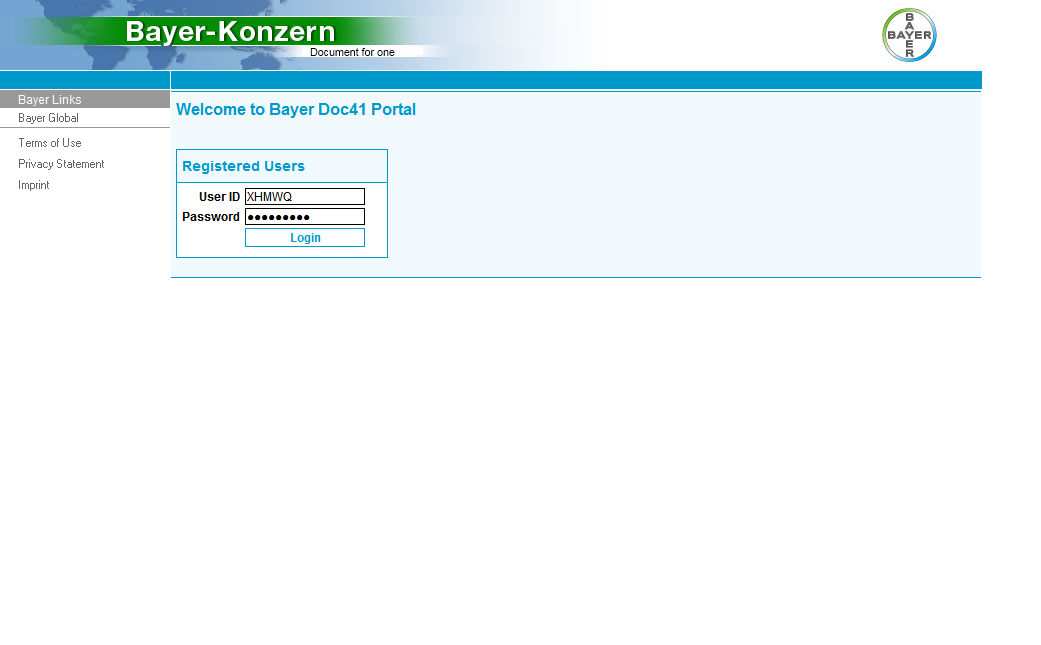
[Download: Technical packaging and Delivery requirements 25](#_Toc377569192)

[Download: CMR (outgoing) 26](#_Toc377569193)

# Login

## Login screen

Open   
<https://doc41.bayer.com/>   
in your browser and enter your user id and password if you are already registered.



# My Profile

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 surename, cwid, email-address and language.

You can see the roles assigned to your account.

You can also see the partner numbers, 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 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.

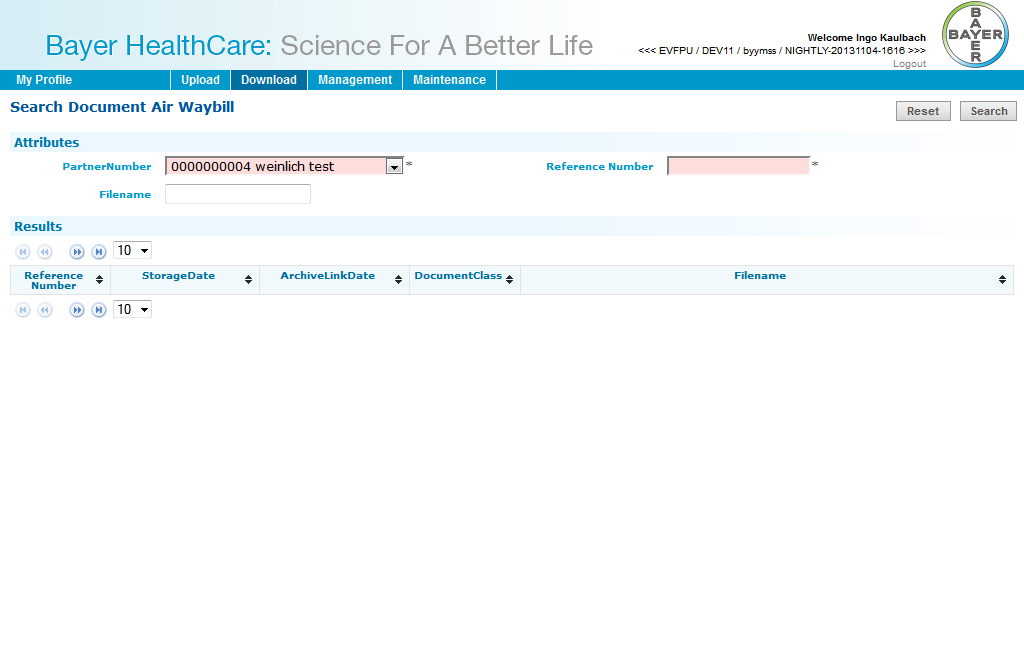
Depending on your roles you will find the types of documents you can download, for example *Bill of Lading*.

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

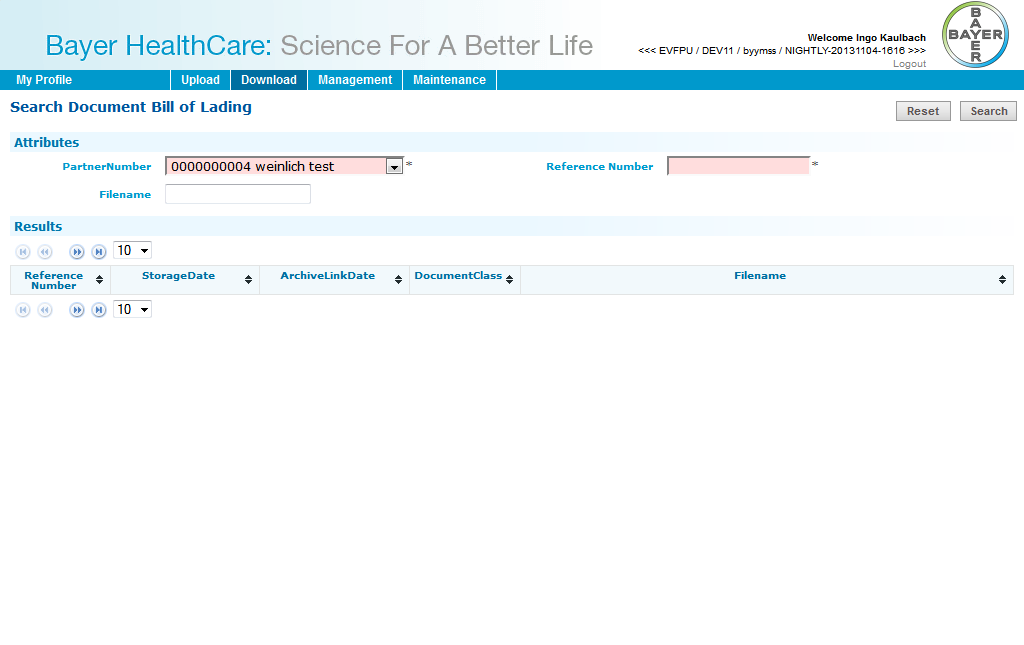
# Roles

## Carrier

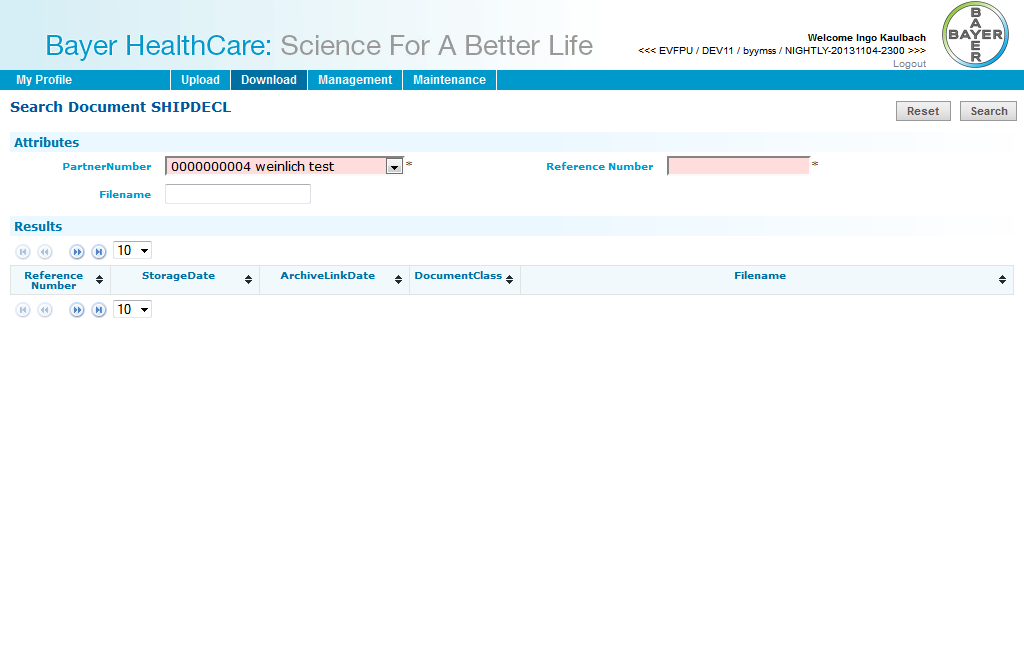
### Download: Air waybill



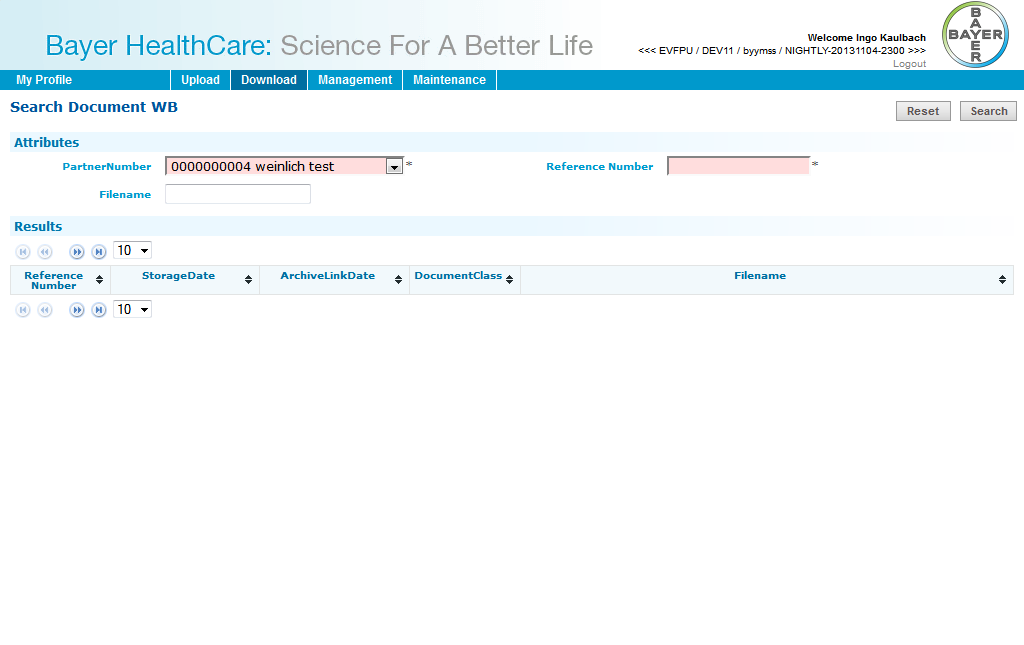
### Download: Bill of Lading



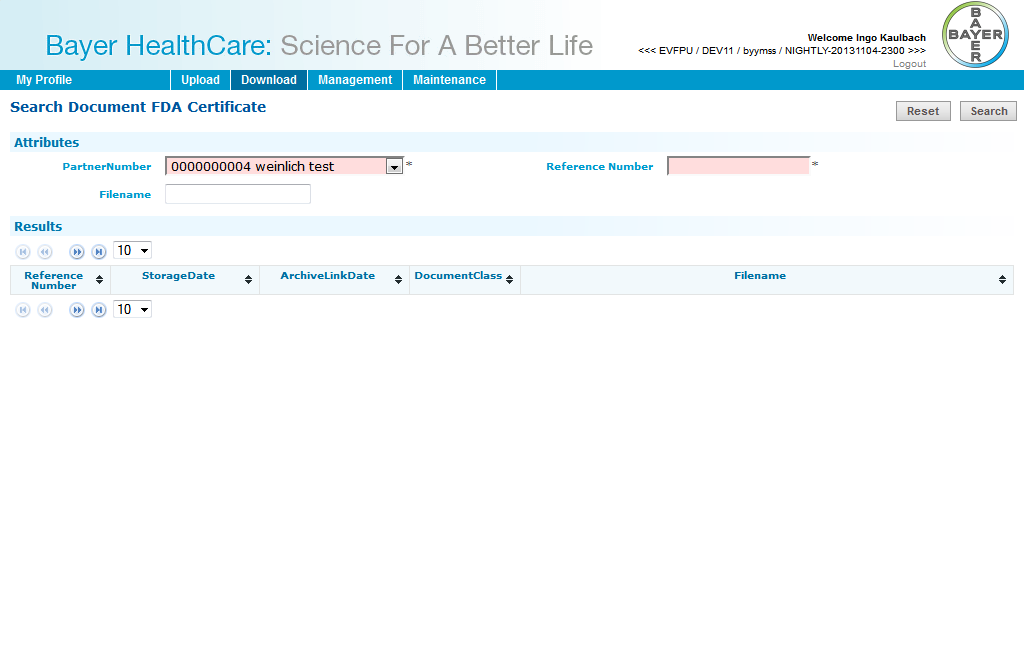
### Download: Shippers declaration



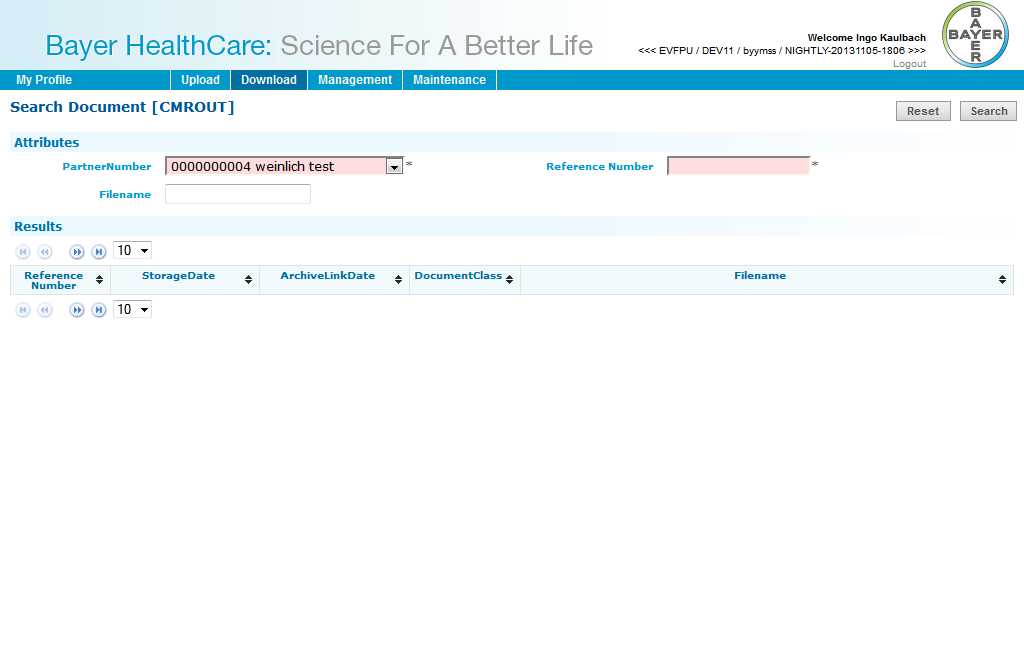
### Download: Waybill



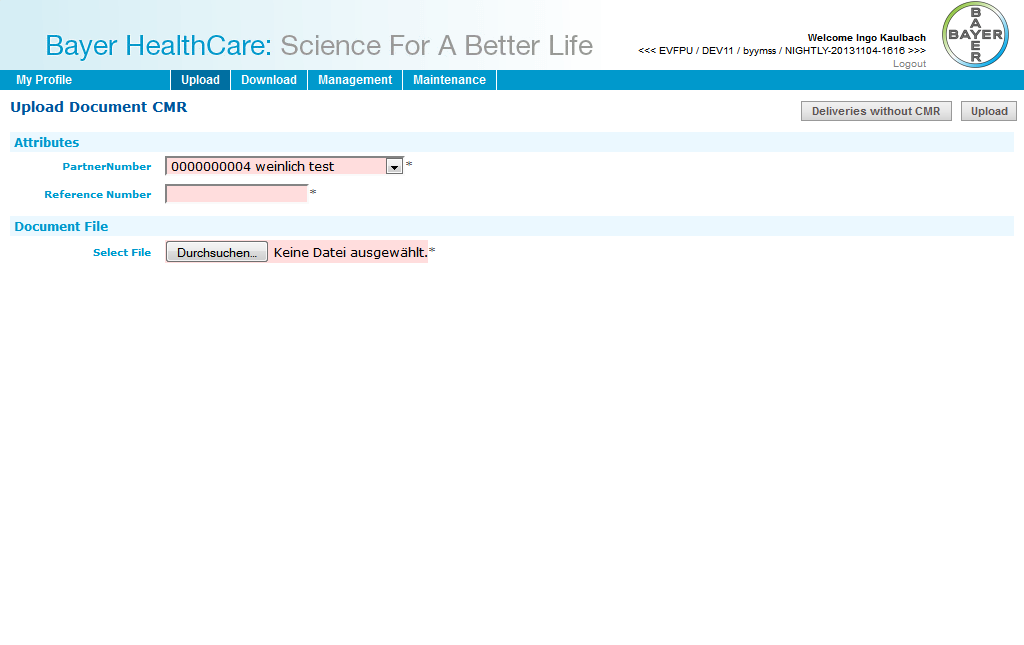
### Download: FDA certificate



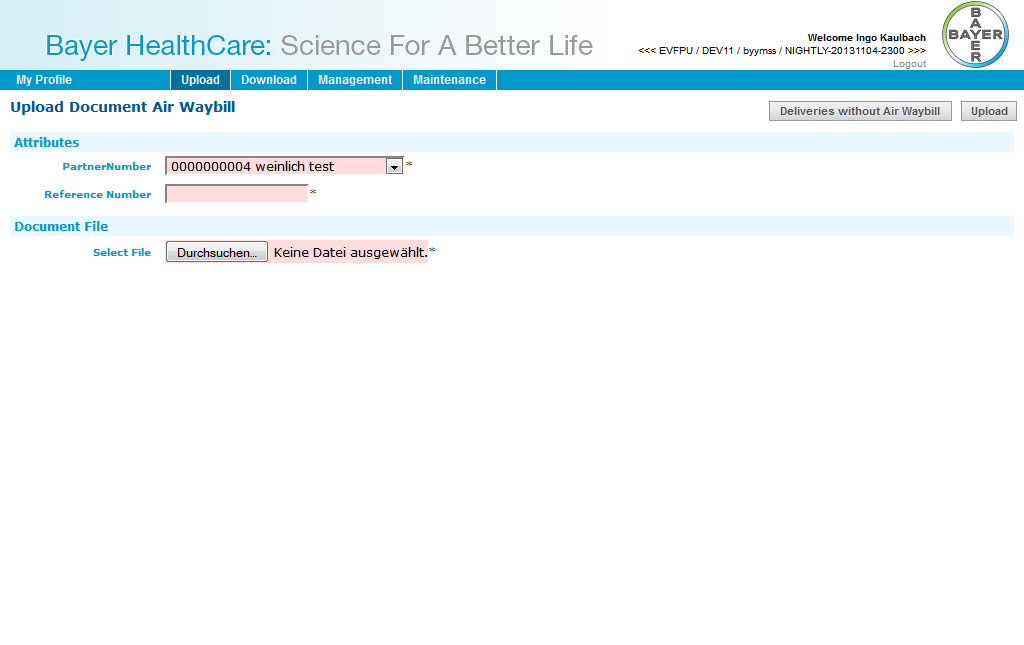
### Download: CMR (outgoing)



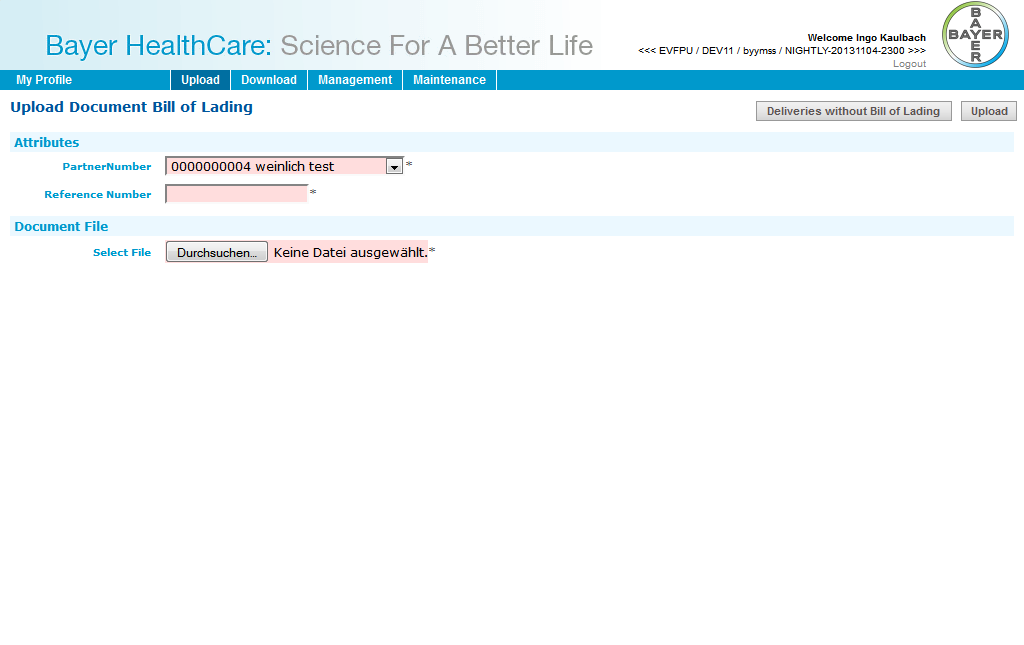
### Upload: CMR (incoming)



### Upload: Air waybill



### Upload: Bill of Lading



## Customs Broker

### DirectDownload: Air waybill

You will receive a direct link to the document. After clicking on the link you have to login with your username and password. You can download the document directly than.

### DirectDownload: Bill of Lading

You will receive a direct link to the document. After clicking on the link you have to login with your username and password. You can download the document directly than.

### DirectDownload: Shippers declaration

You will receive a direct link to the document. After clicking on the link you have to login with your username and password. You can download the document directly than.

### DirectDownload: Waybill

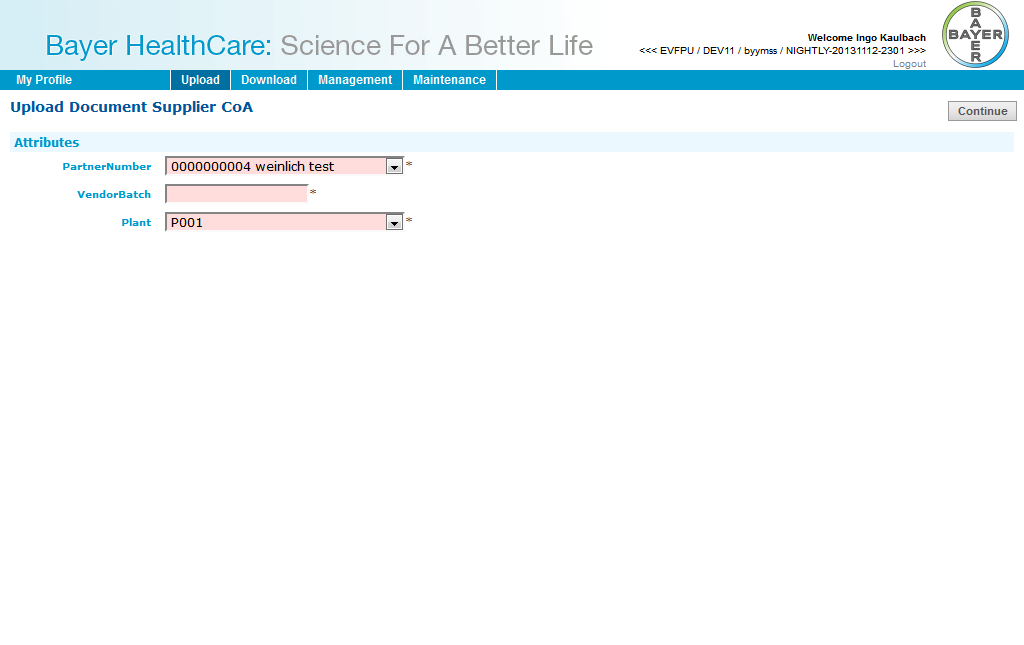
You will receive a direct link to the document. After clicking on the link you have to login with your username and password. You can download the document directly than.

### DirectDownload: FDA certificate

You will receive a direct link to the document. After clicking on the link you have to login with your username and password. You can download the document directly than.

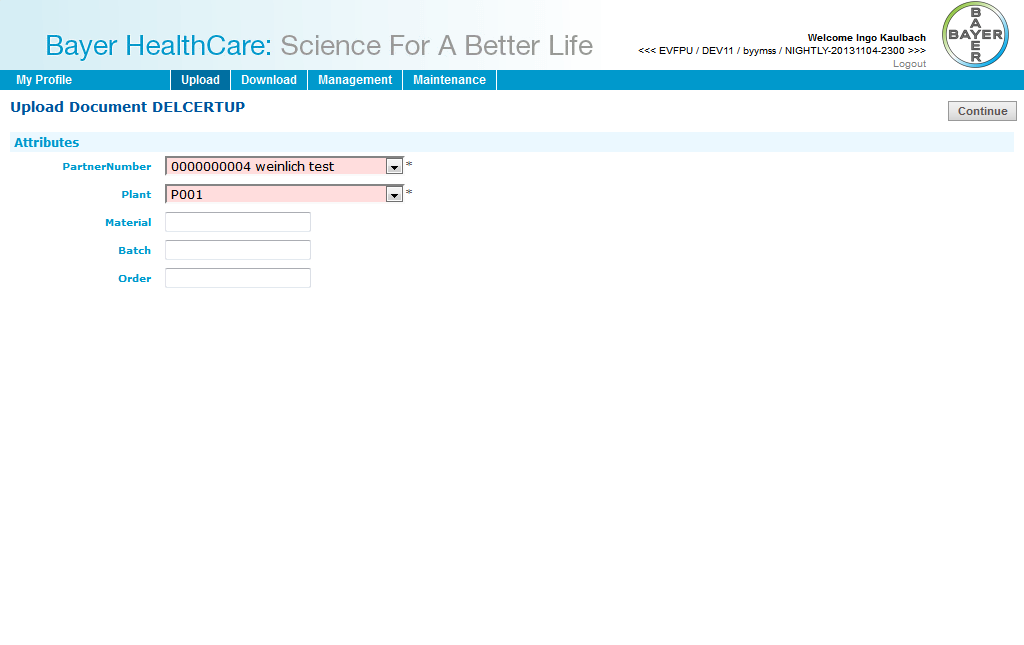
## Material Supplier

### Upload: Supplier CoA



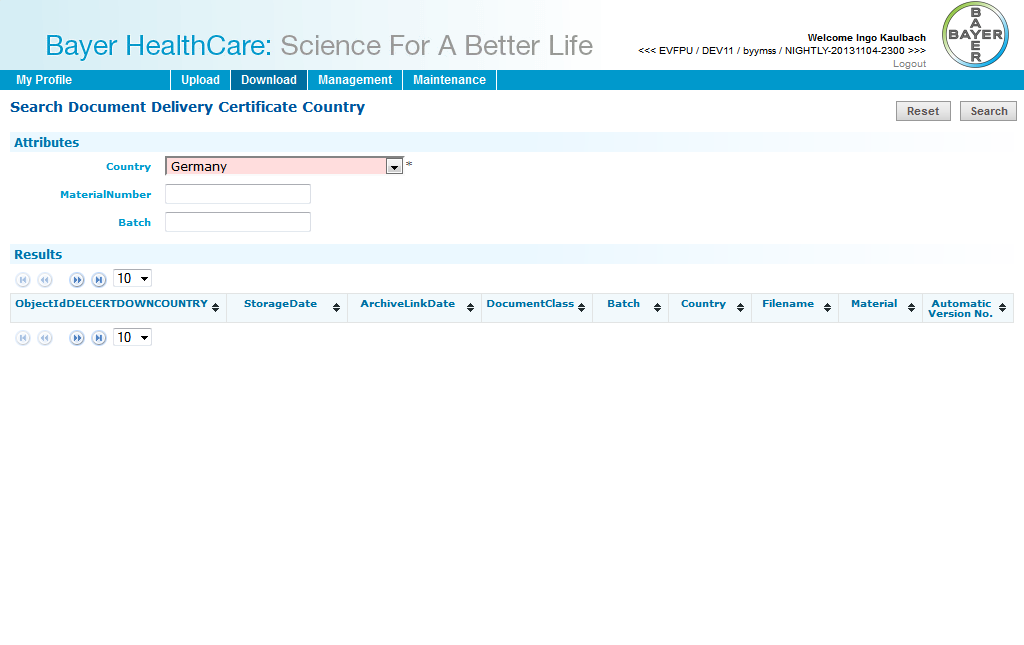
## Product Supplier

### Upload: Delivery Certificate



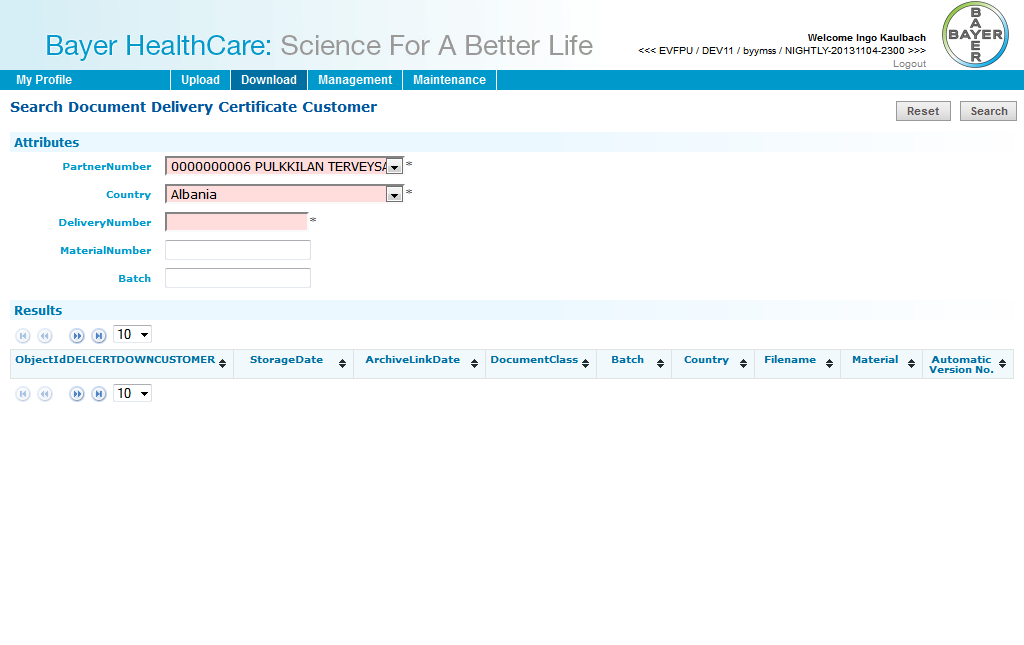
## ViewerCountry

### Download: Delivery Certificate



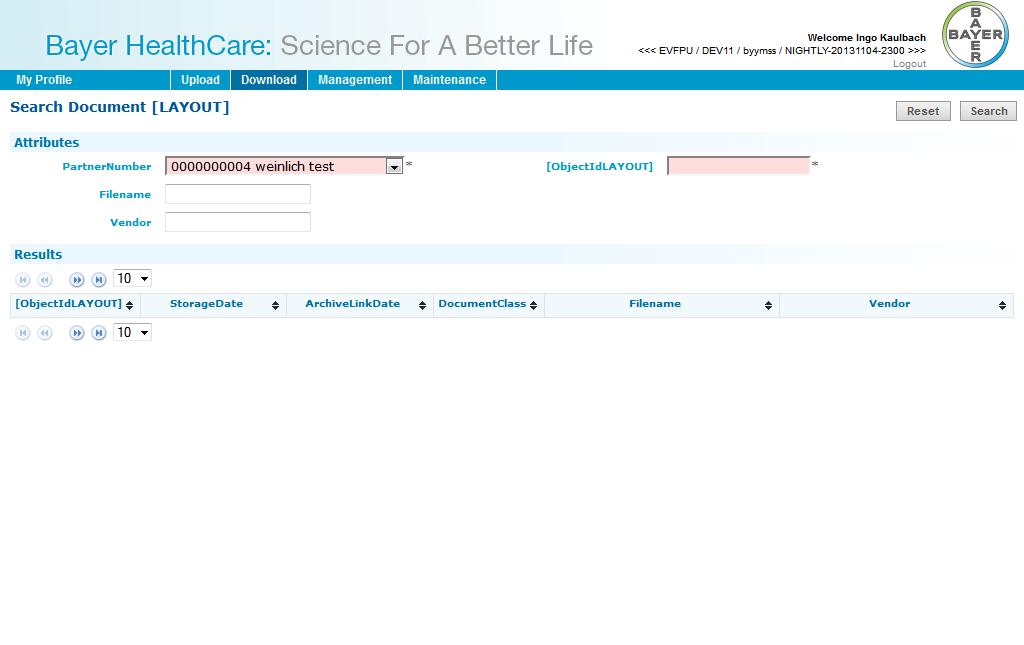
## ViewerCustomer

### Download: Delivery Certificate

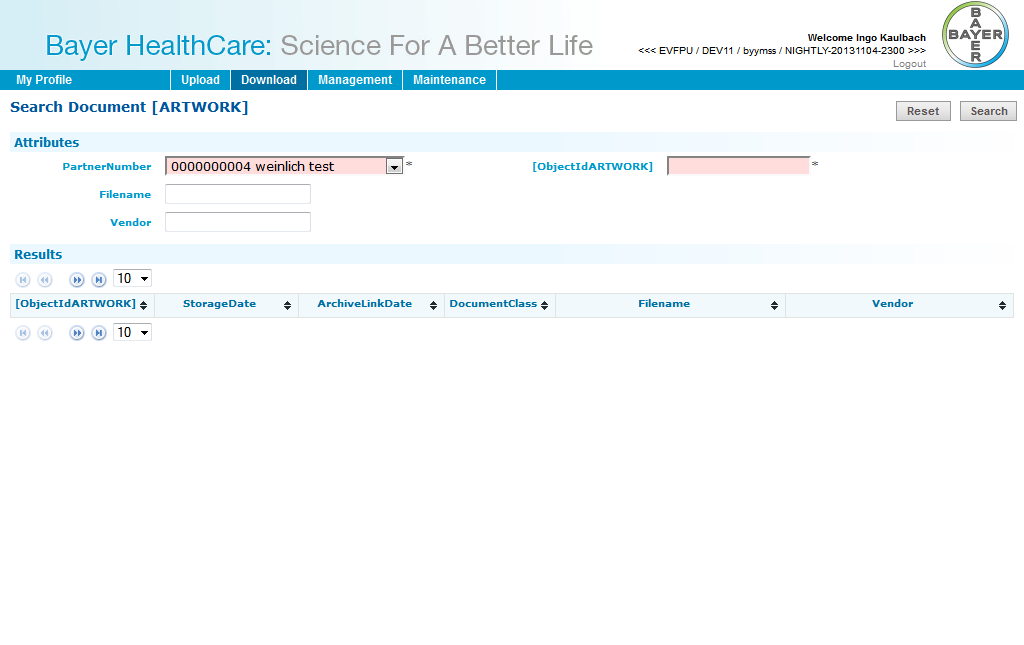


## Layout Supplier

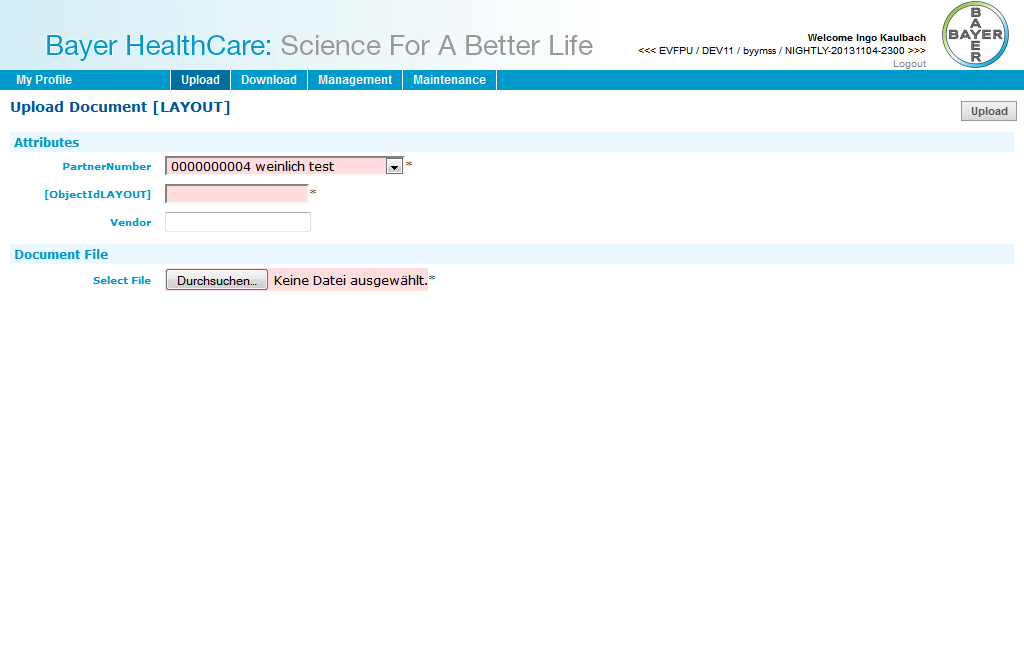
### Download: HighRes Layout



### Download: LowRes Artwork

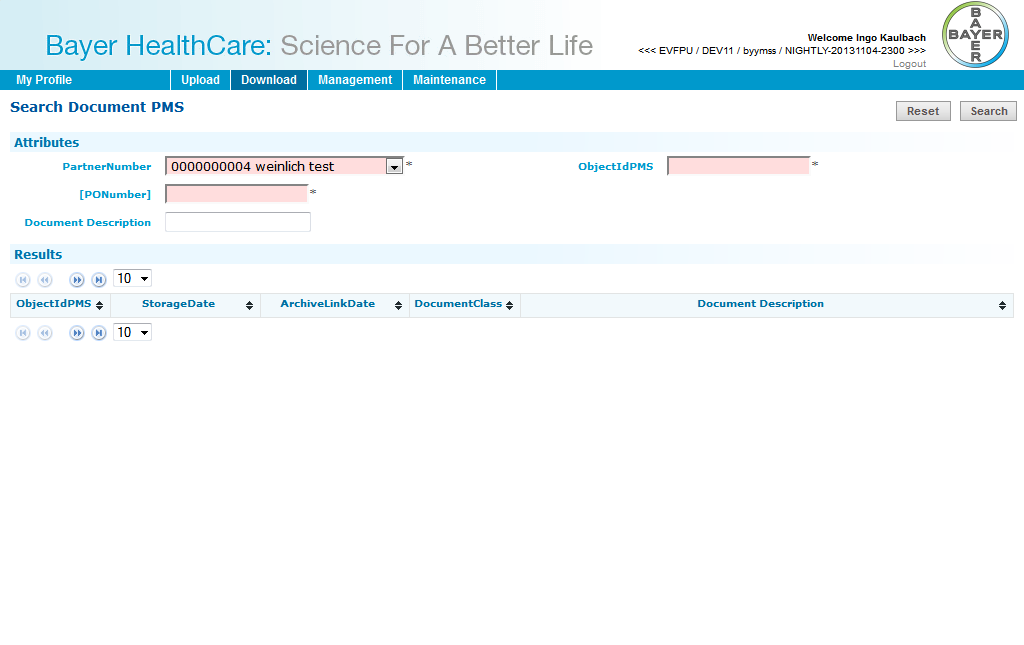


### Upload: HighRes Layout

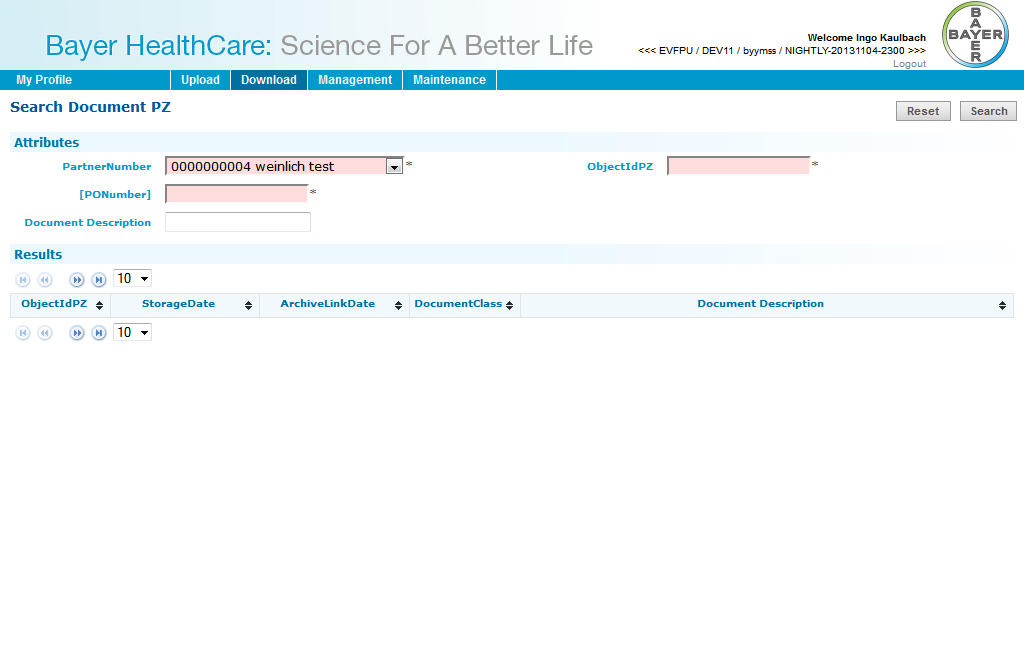


## PM supplier

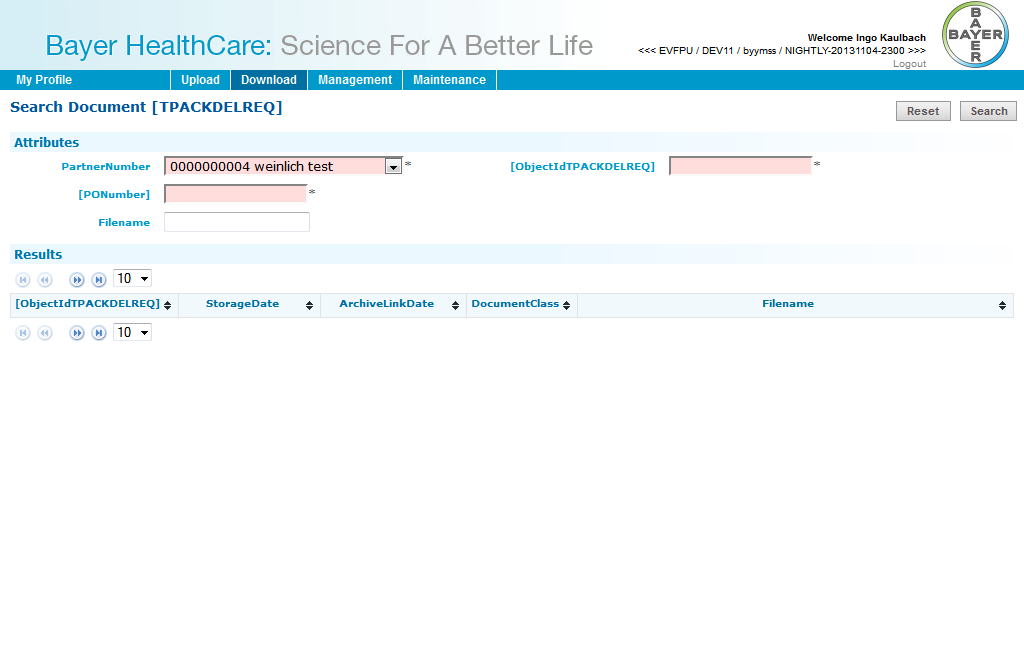
### Download: Packaging specification



### Download: Technical drawing



### Download: Technical packaging and Delivery requirements



### Download: CMR (outgoing)

