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

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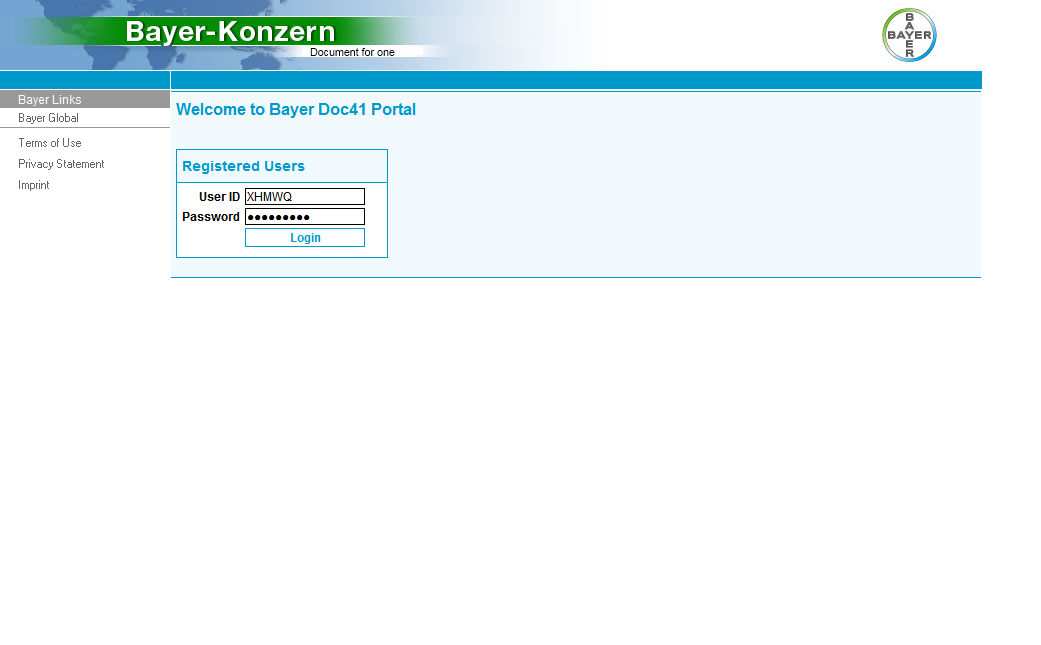
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# Login

## 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.

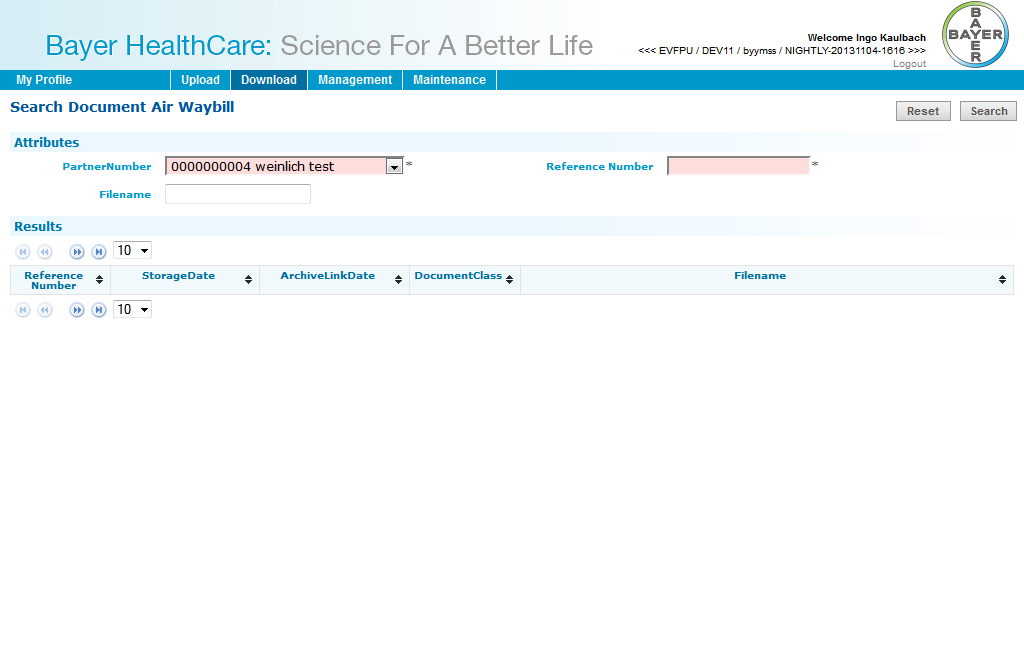
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In section Roles you will find which documents you can download for a certain role.

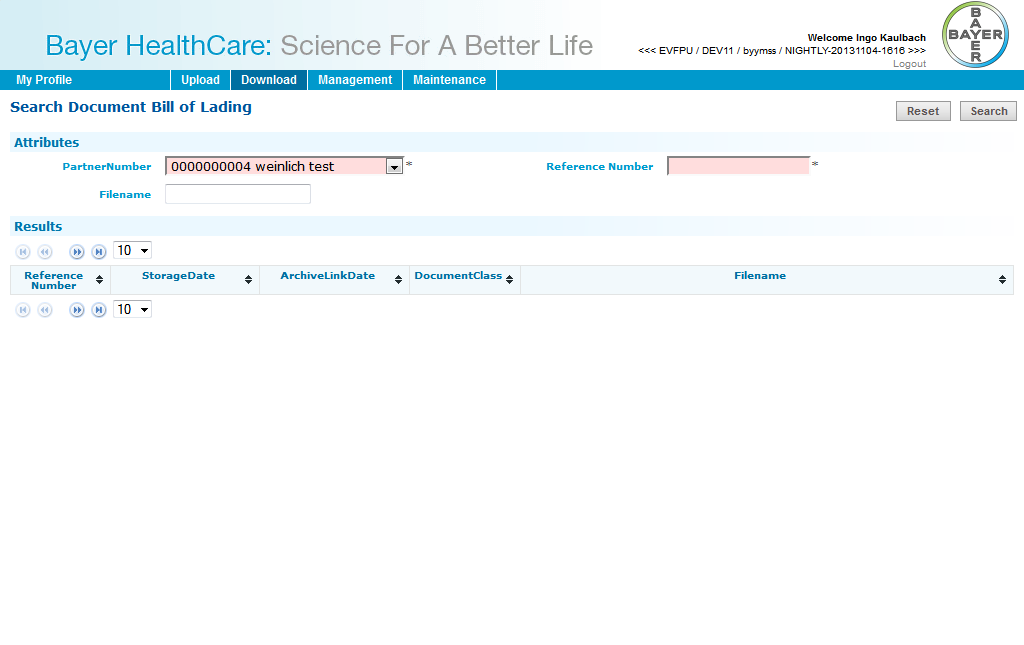
# Roles

## Carrier

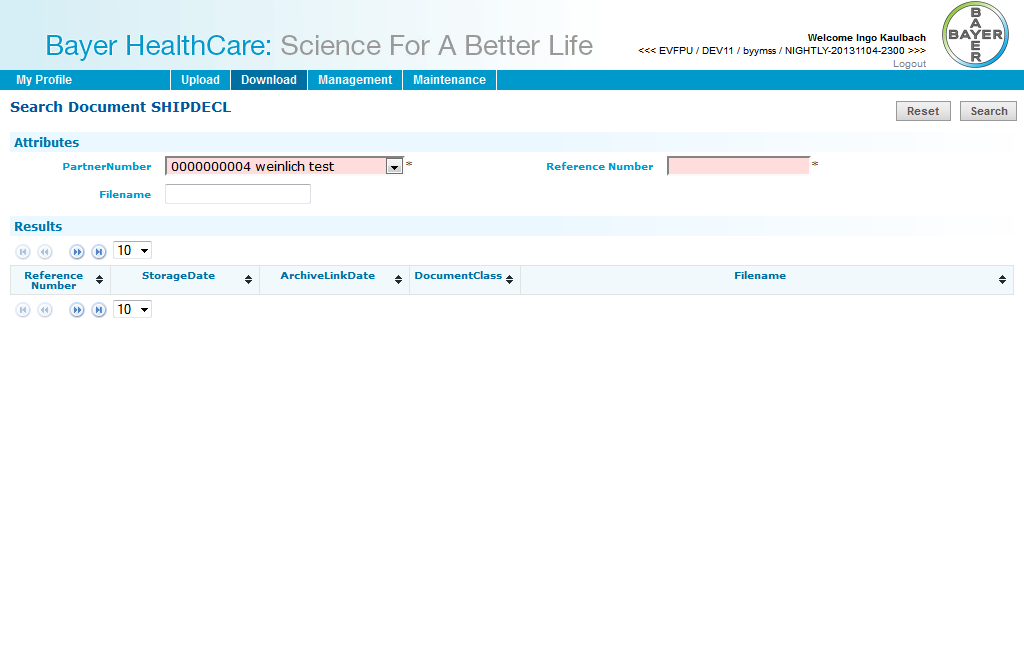
### Download: Air waybill



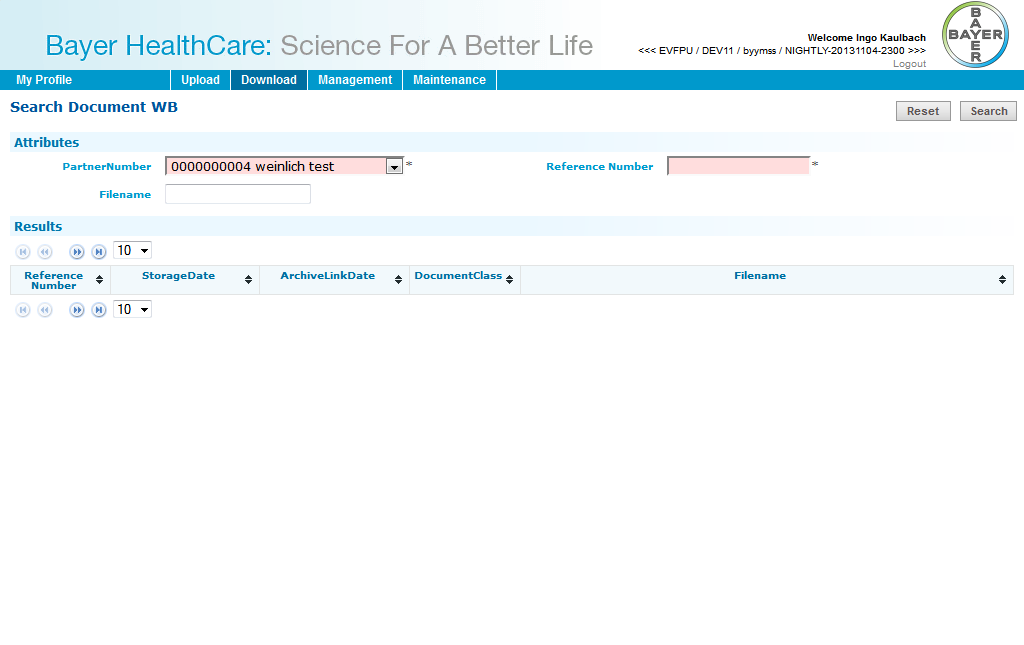
### Download: Bill of Lading



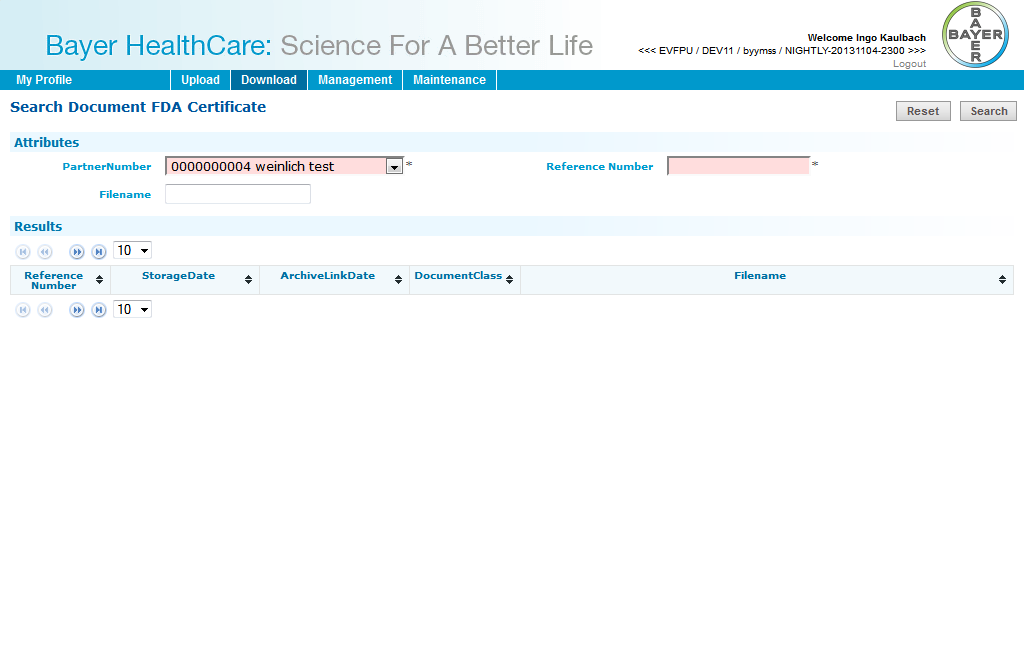
### Download: Shippers declaration



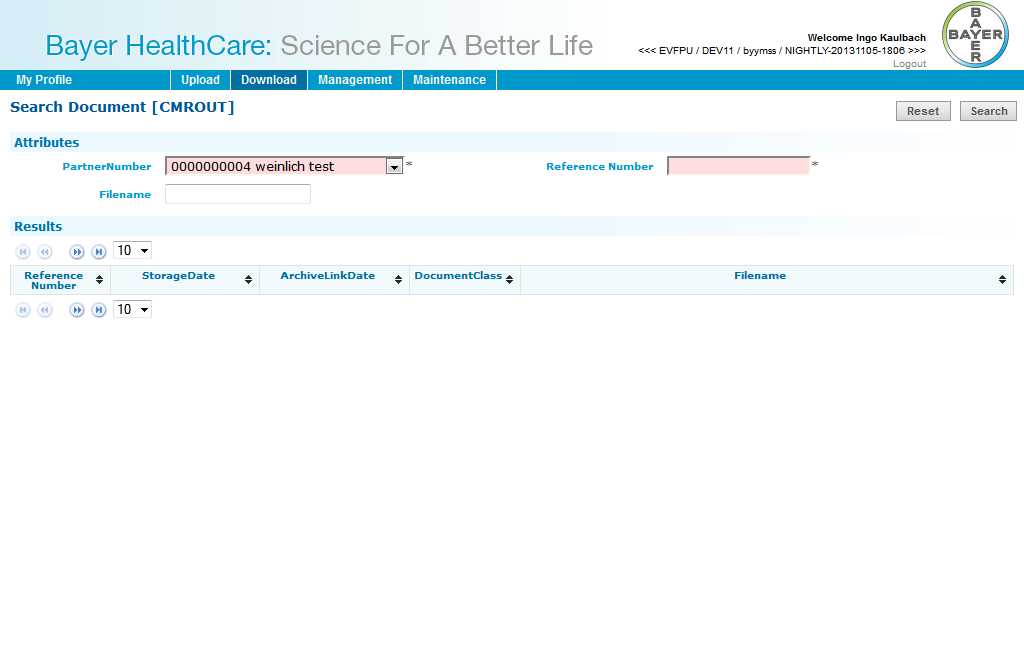
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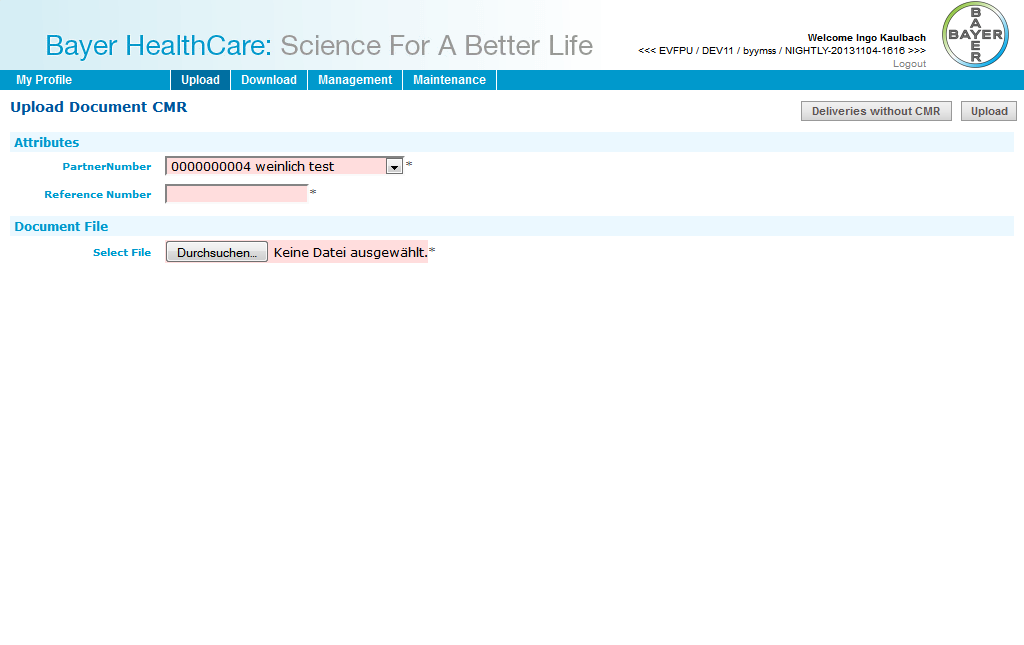
### Download: FDA certificate



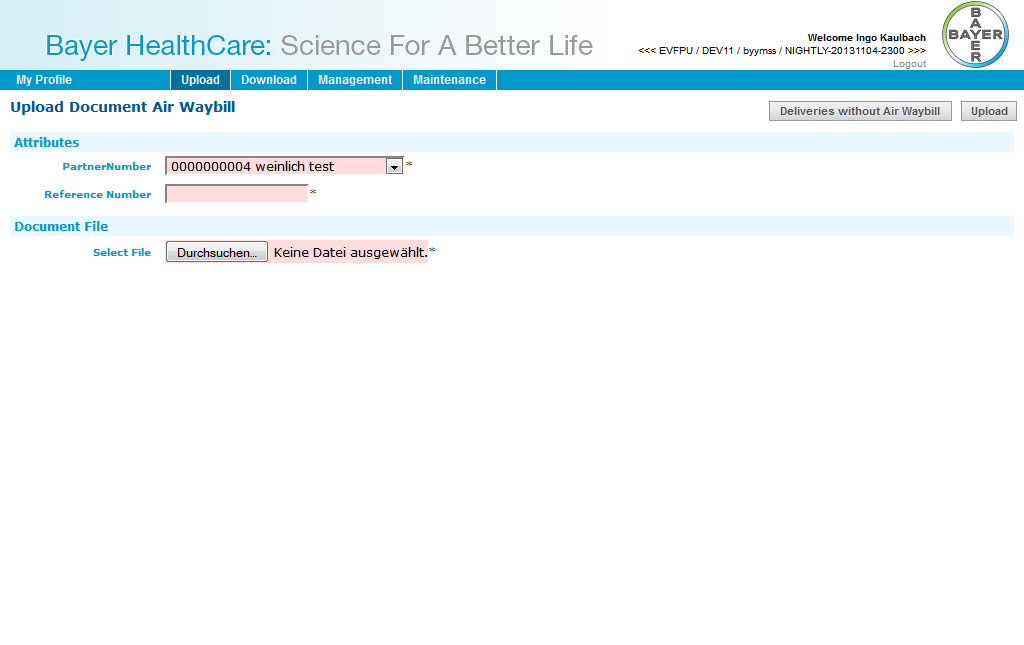
### Download: CMR (outgoing)



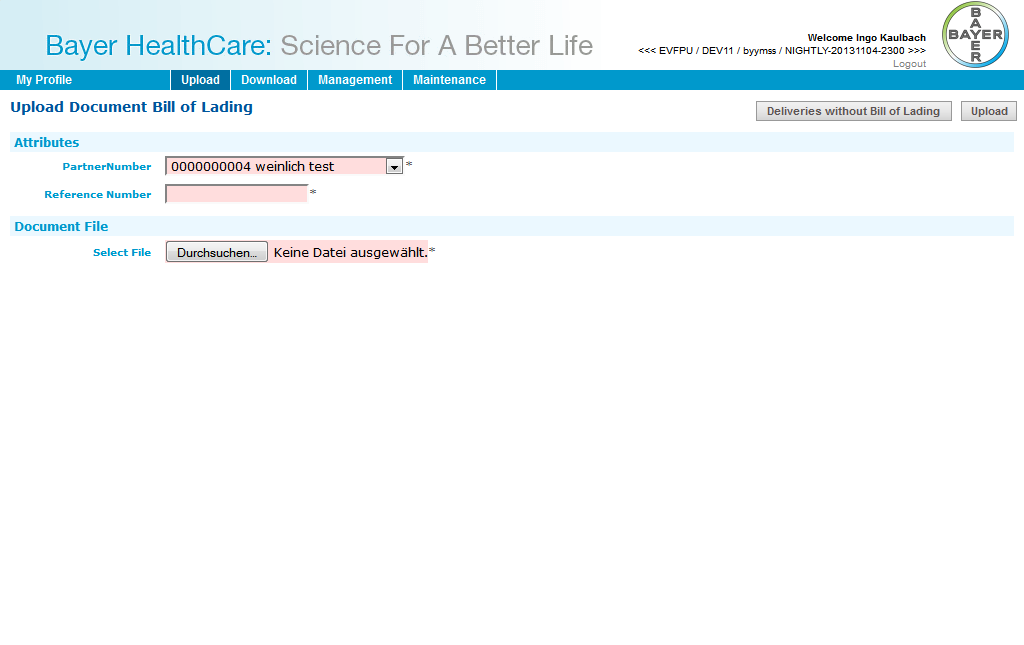
### Upload: CMR (incoming)



### 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

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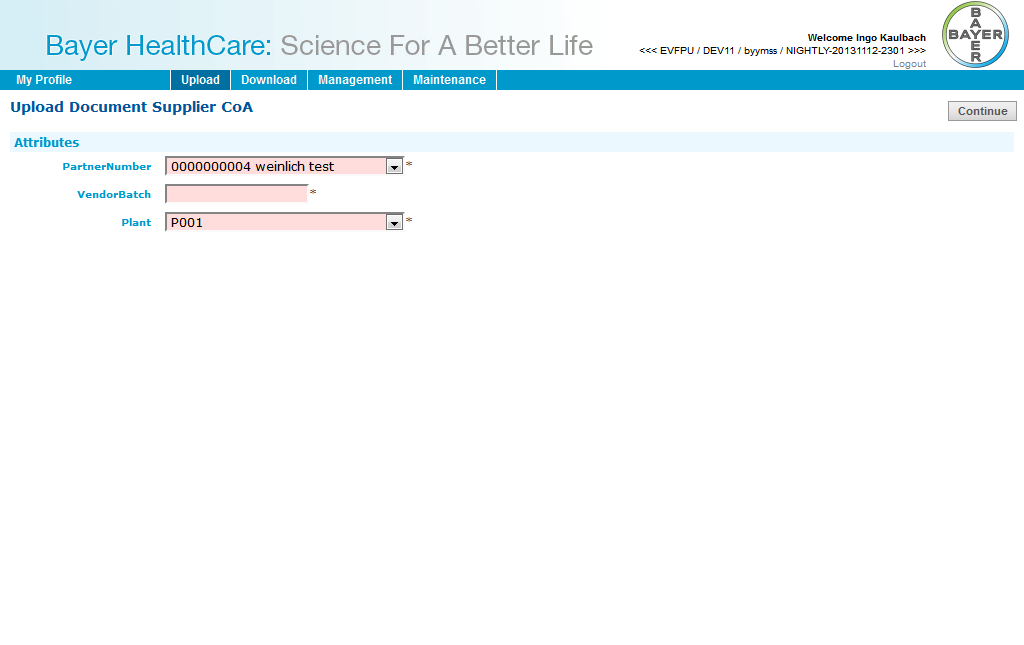
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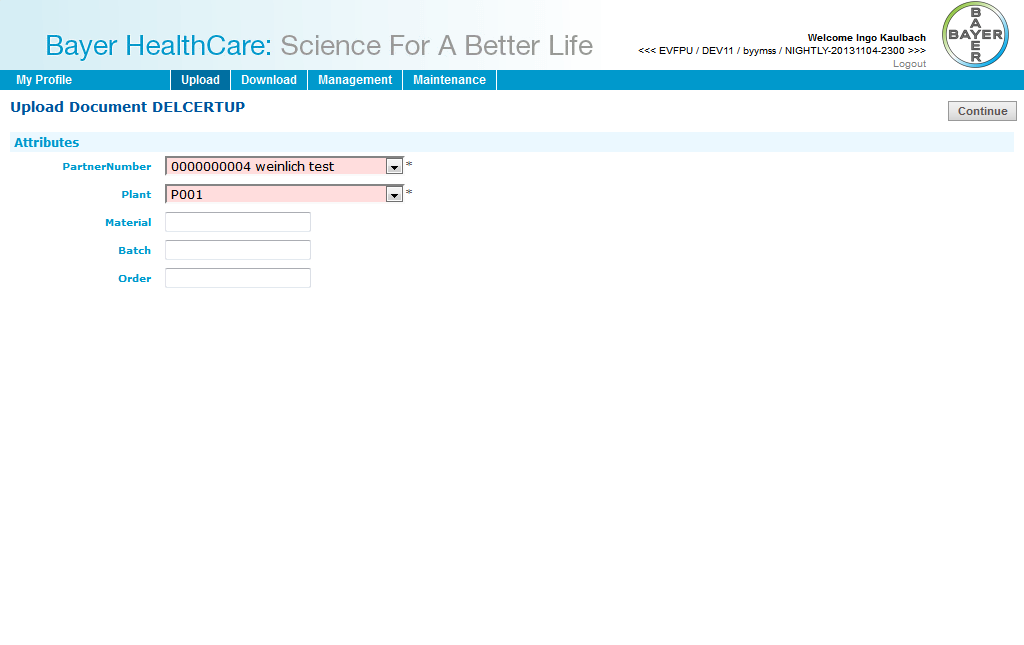
## Material Supplier

### Upload: Supplier CoA



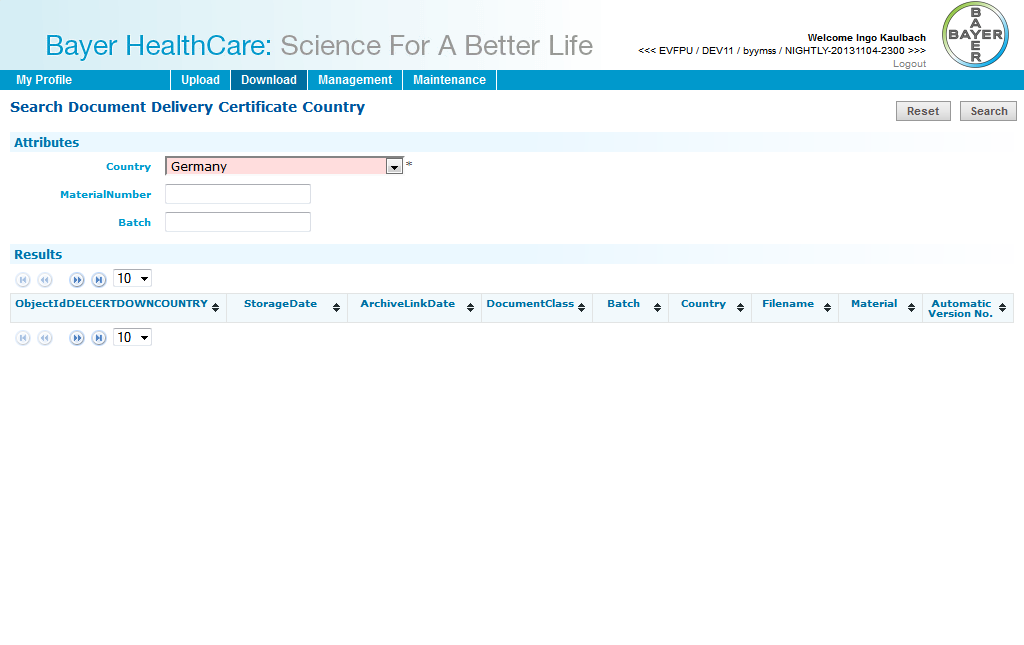
## Product Supplier

### Upload: Delivery Certificate



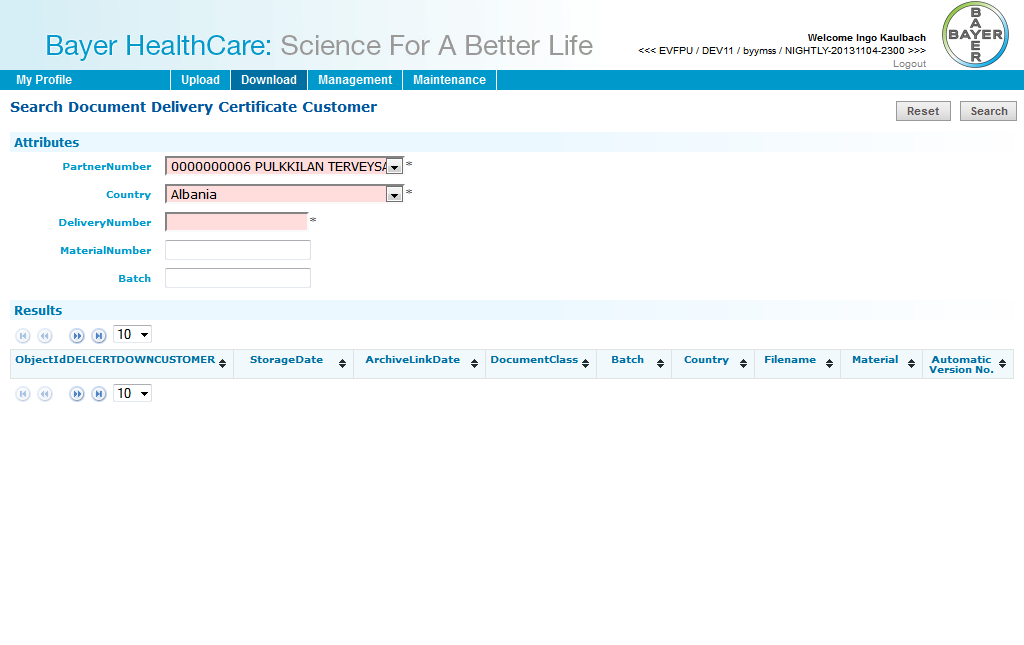
## ViewerCountry

### Download: Delivery Certificate



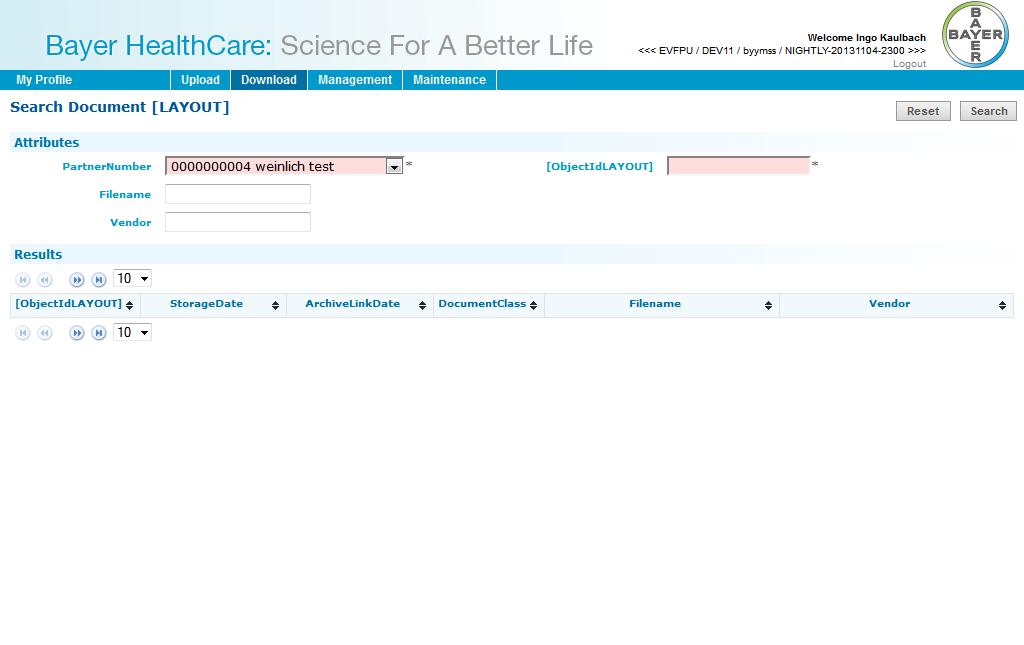
## ViewerCustomer

### Download: Delivery Certificate

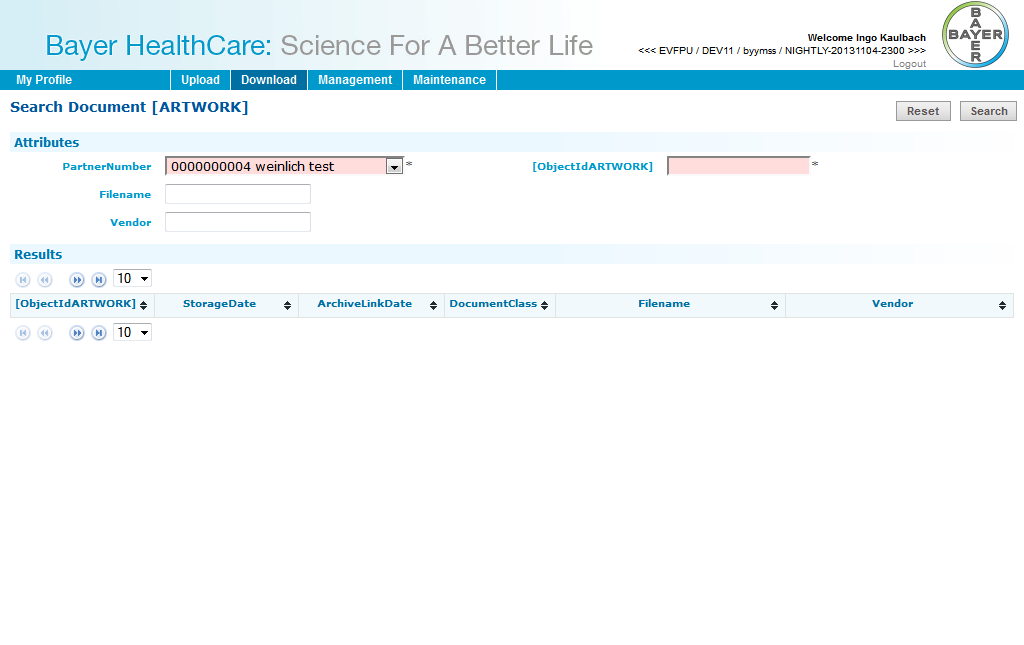


## Layout Supplier

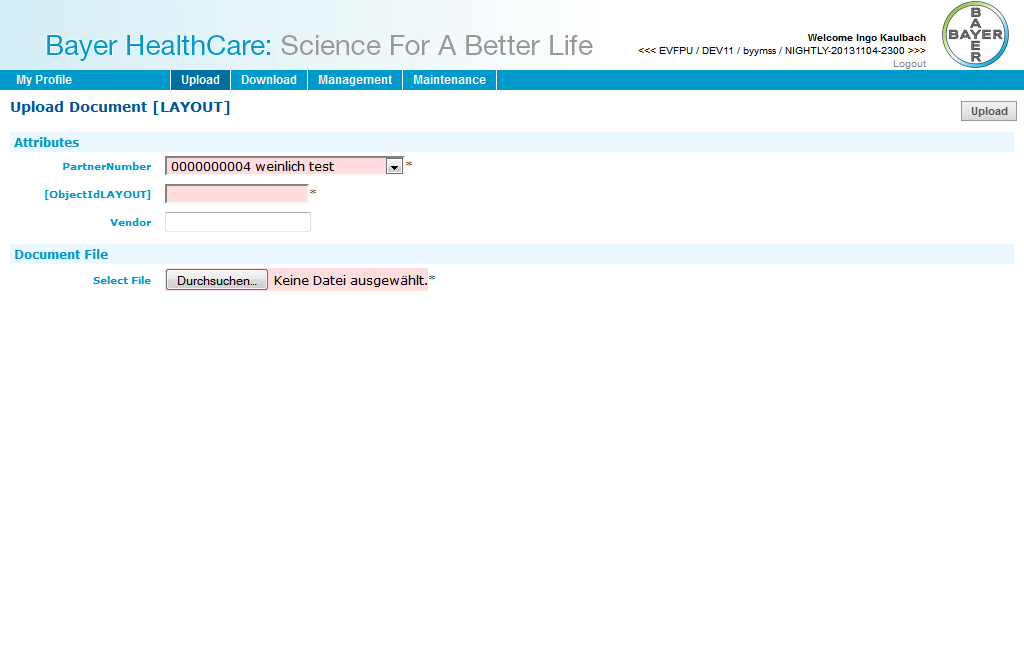
### Download: HighRes Layout



### Download: LowRes Artwork

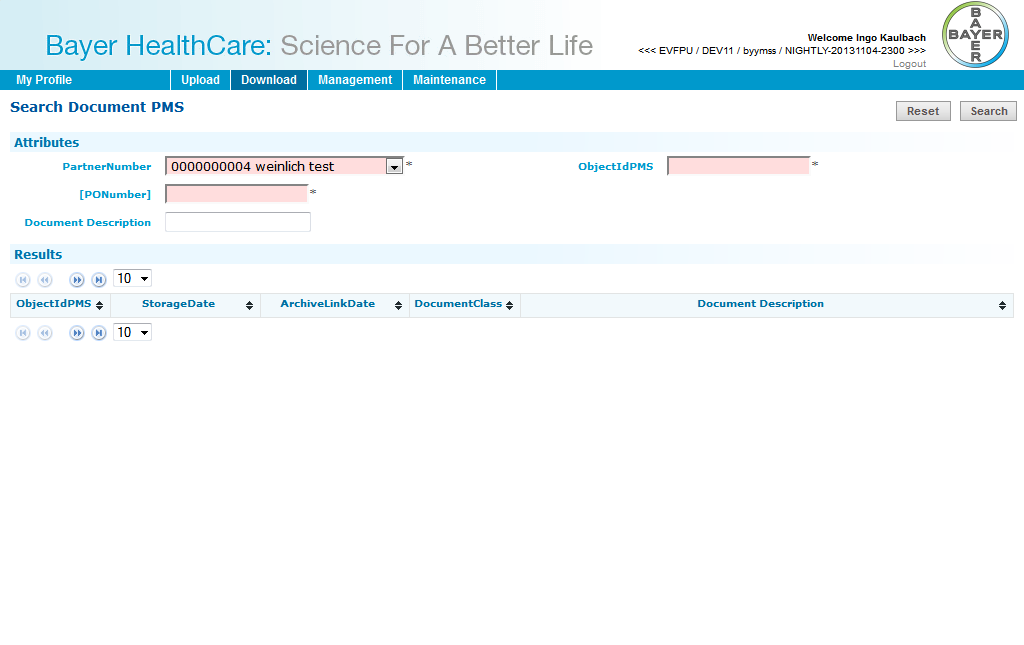


### Upload: HighRes Layout

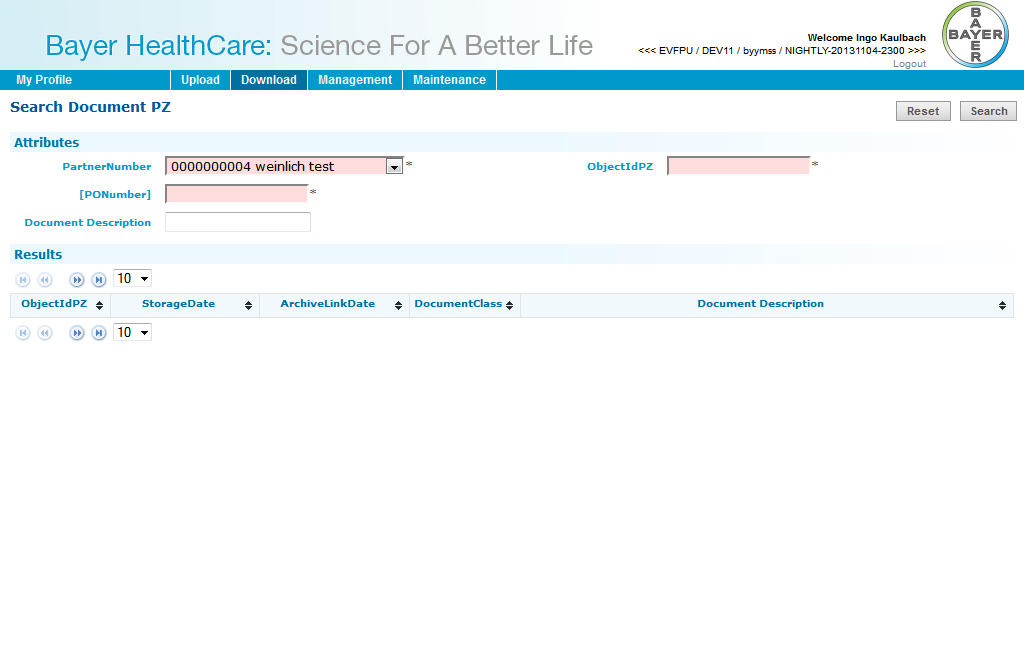


## PM supplier

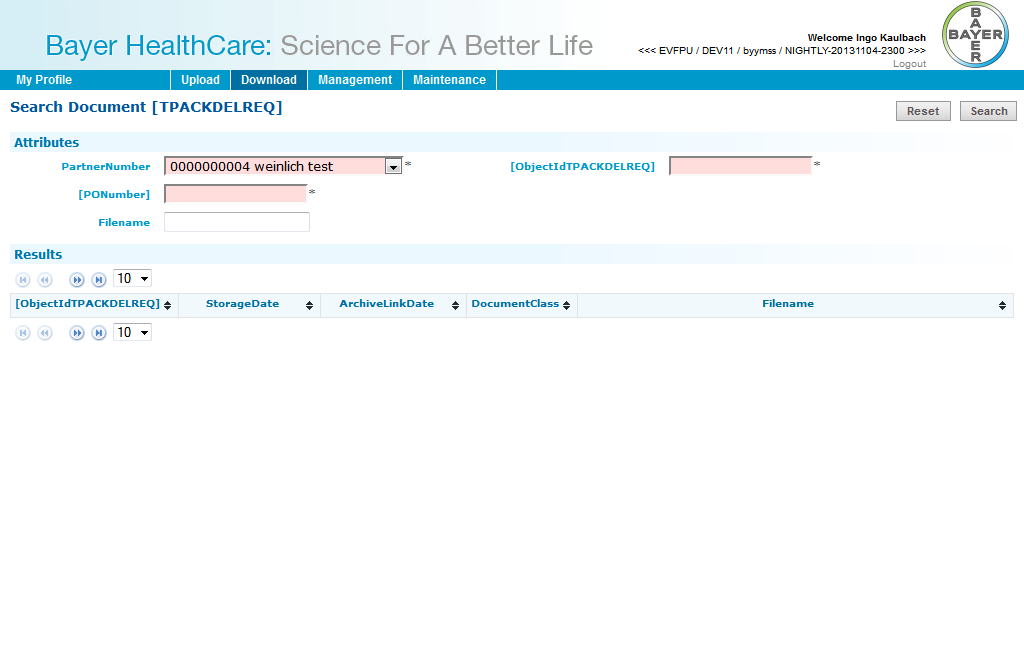
### Download: Packaging specification



### Download: Technical drawing



### Download: Technical packaging and Delivery requirements



### Download: CMR (outgoing)

