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| Bayer Healthcare |
| Doc41 Web UI User Guide |
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| **Ingo Kaulbach (Bayer Business Services GmbH)** |
| **16.01.2015** |

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| Infobox |  |
| Applicable System: | External Access: 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 1.2 Ingo Kaulbach EVFPU, 2015-01-16, update |
| Current Version of document: | 1.2 |
|  |  |

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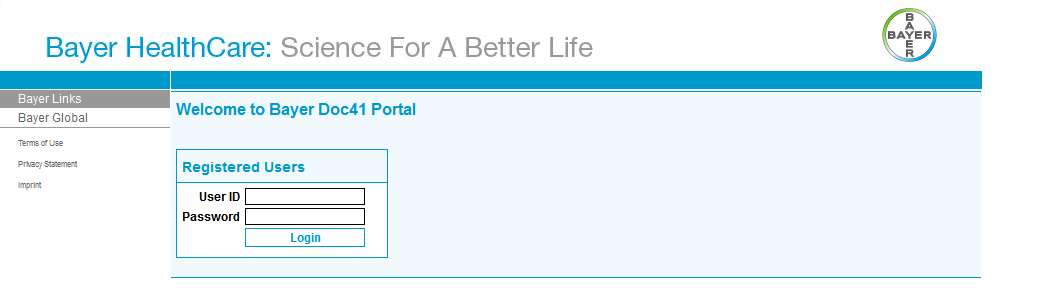
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# Login

## Login screen

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



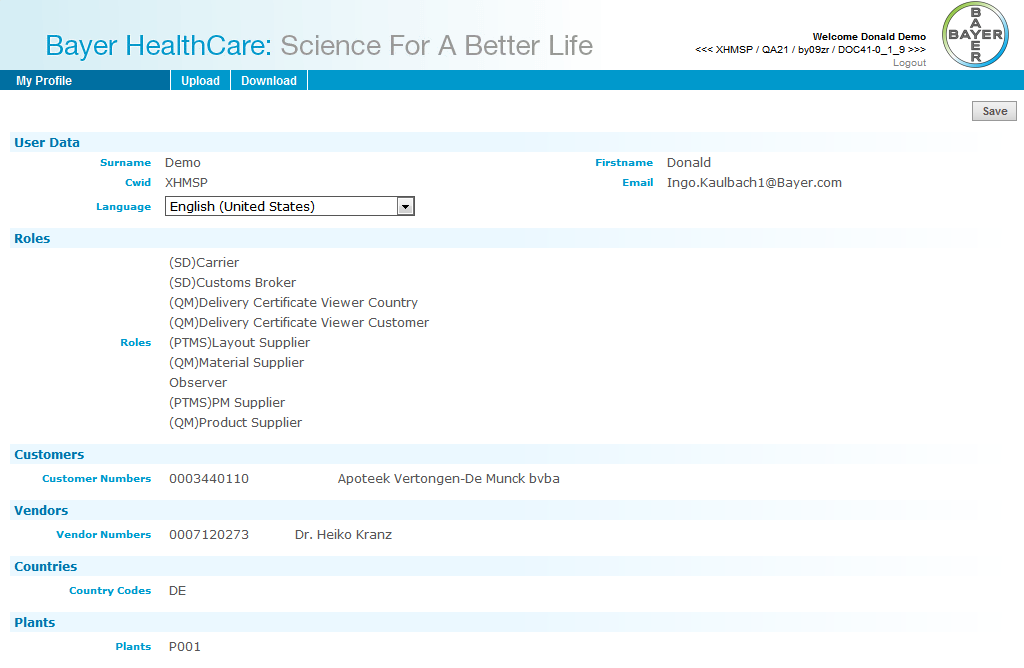
# My Profile

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 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.

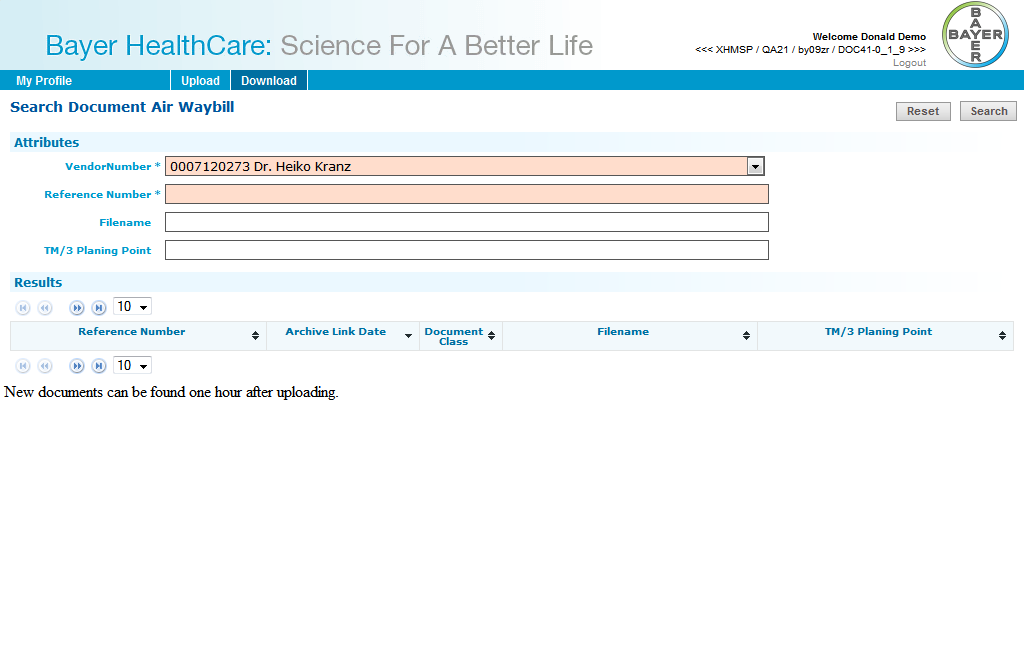
Depending on your roles you will find the types of documents you can download, for example *Bill of Lading*.

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

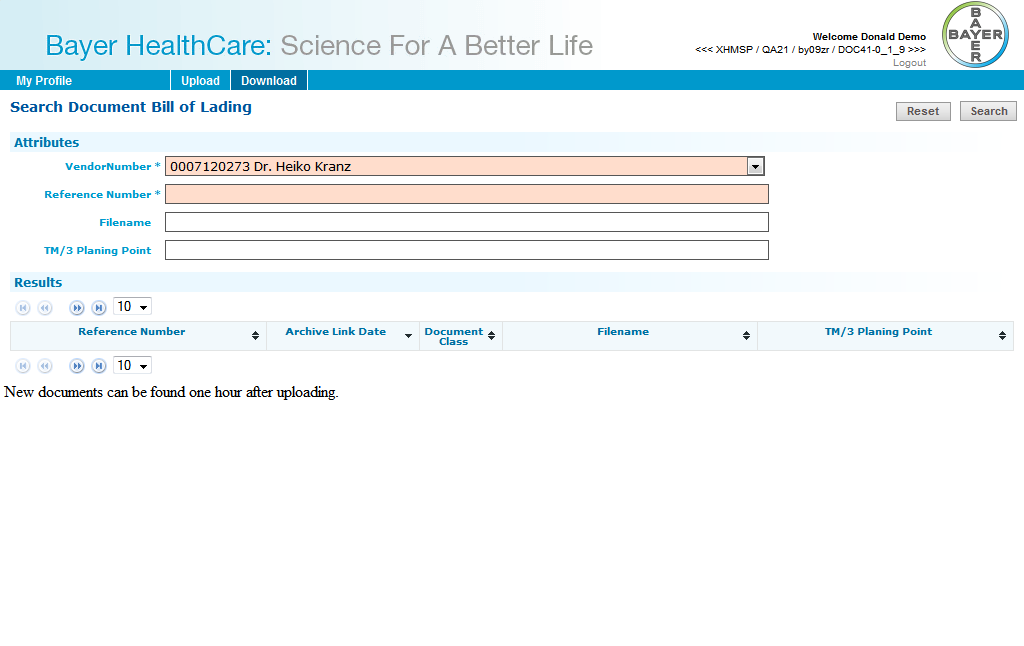
# Roles

## (SD) Carrier

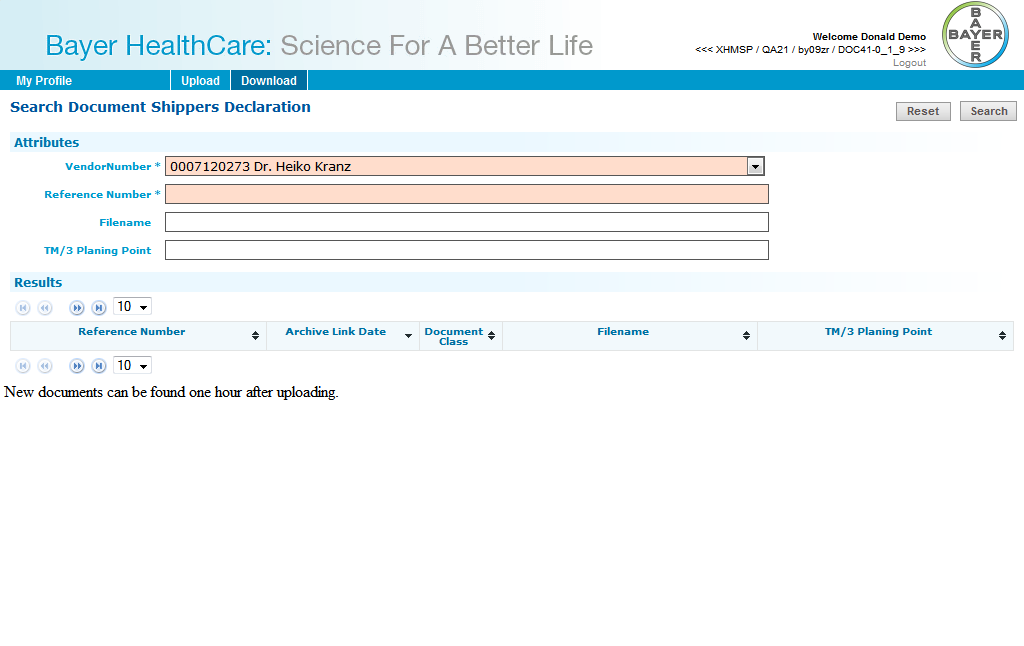
### Download: Air waybill



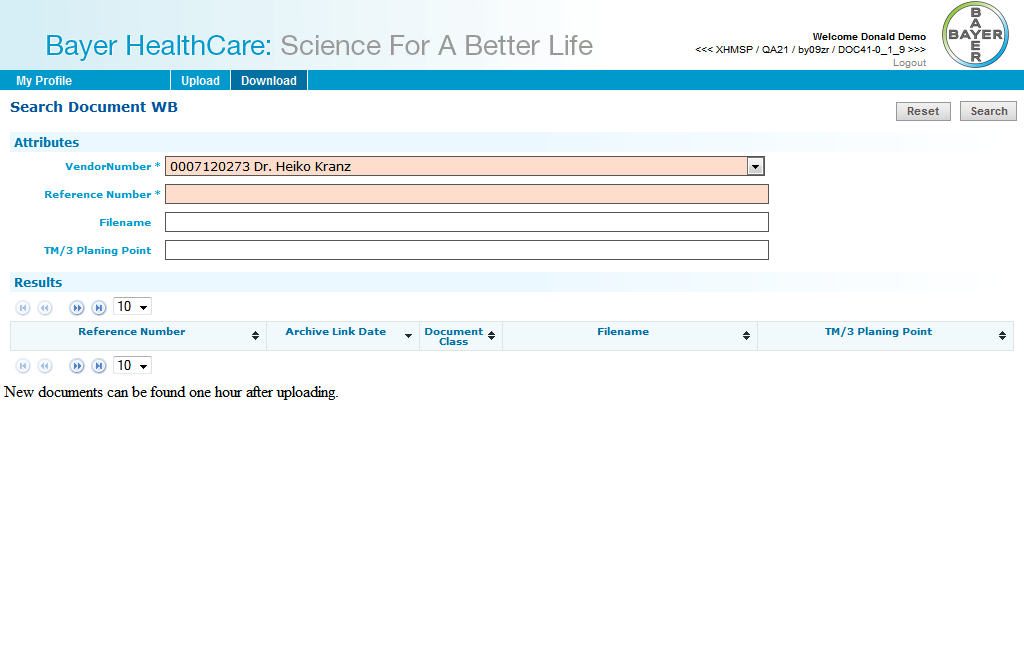
### Download: Bill of Lading



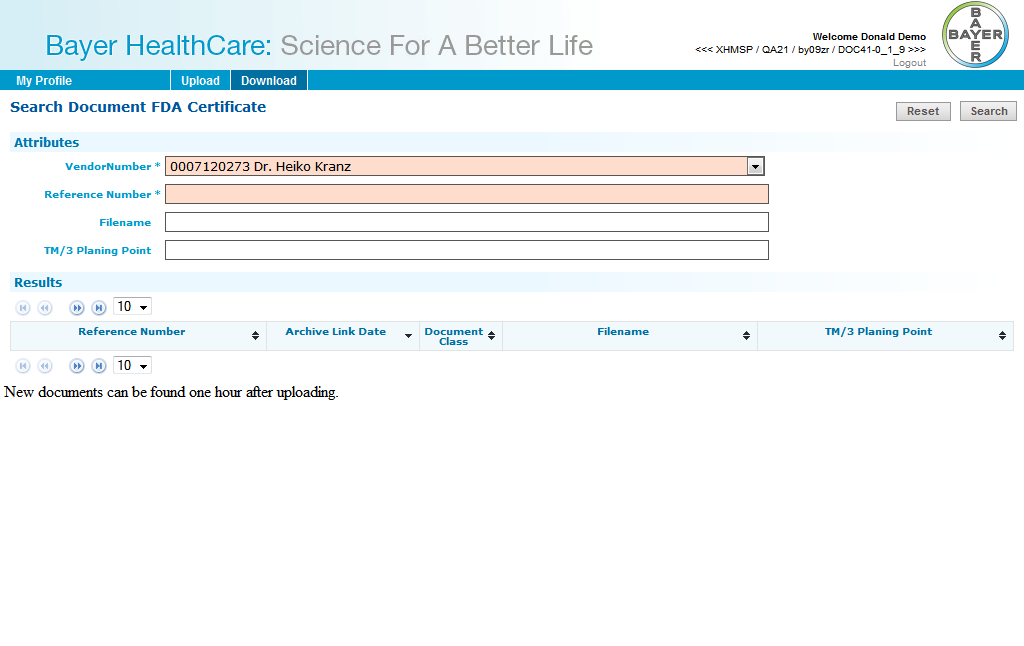
### Download: Shippers declaration



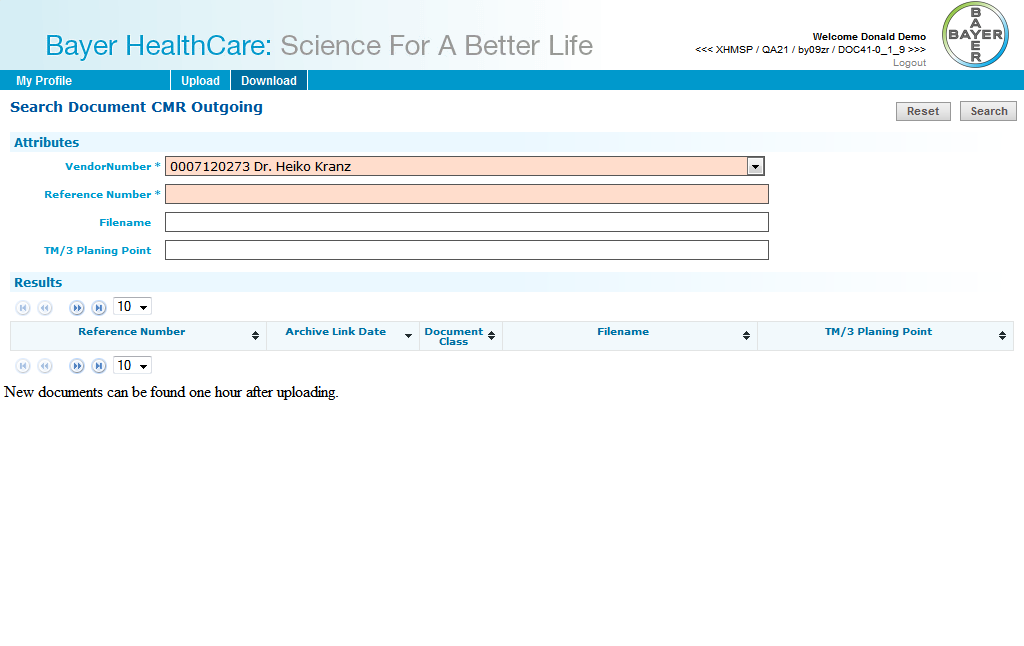
### Download: Waybill



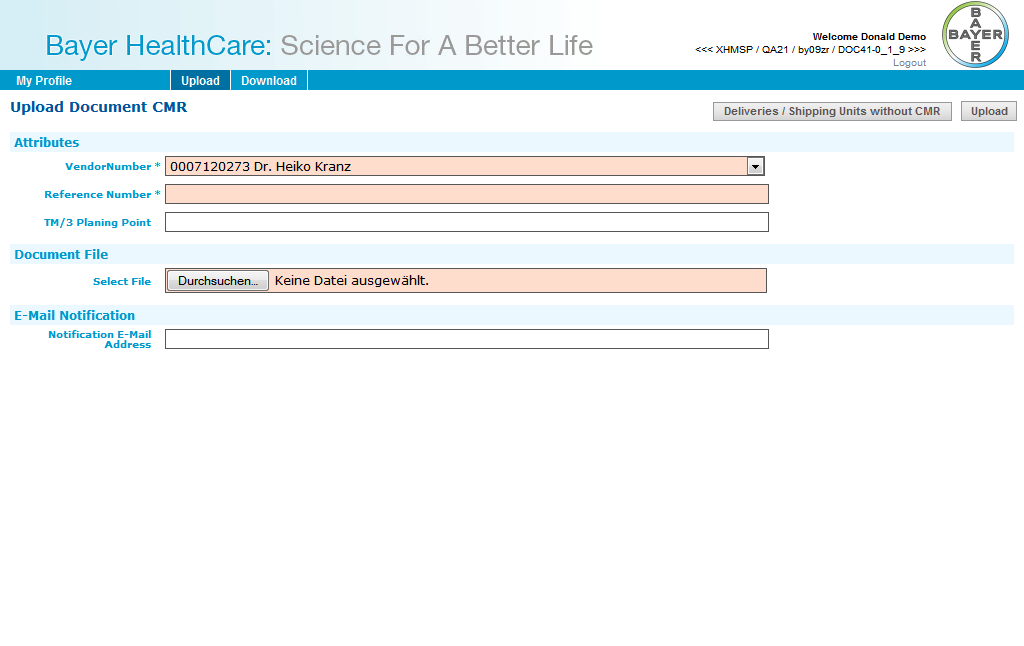
### Download: FDA certificate

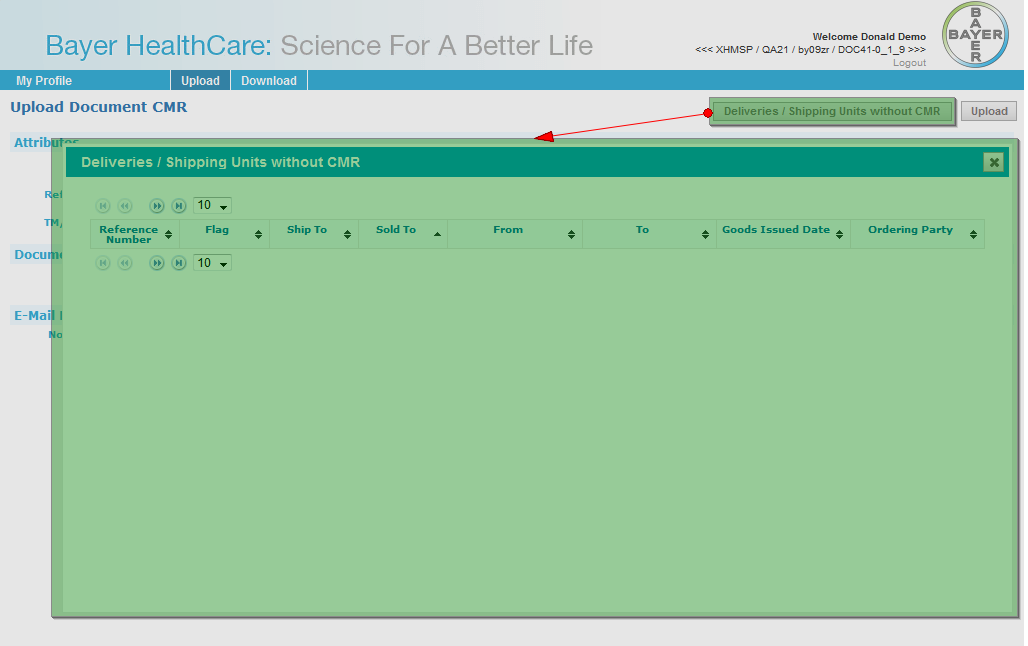


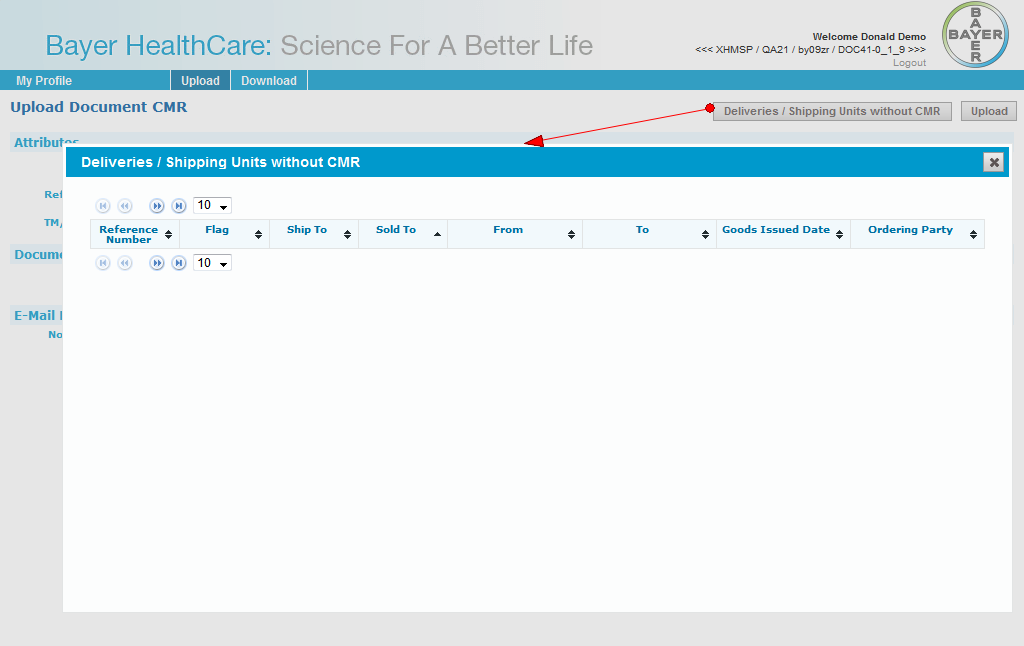
### Download: CMR Outgoing



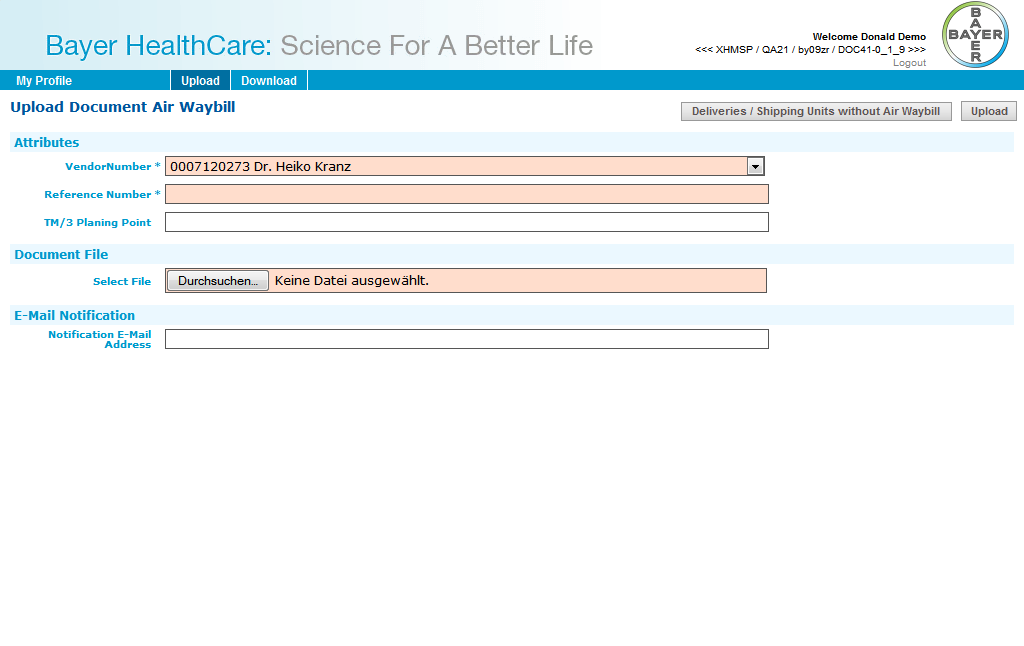
### Upload: CMR Incoming



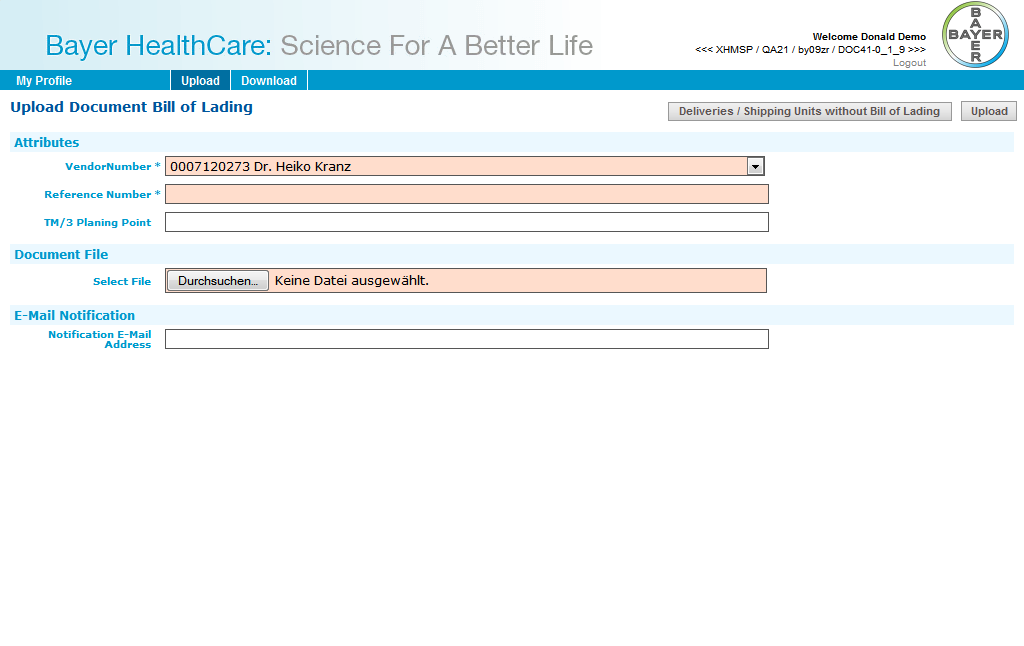




### Upload: Air waybill



### Upload: Bill of Lading



## (SD) 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

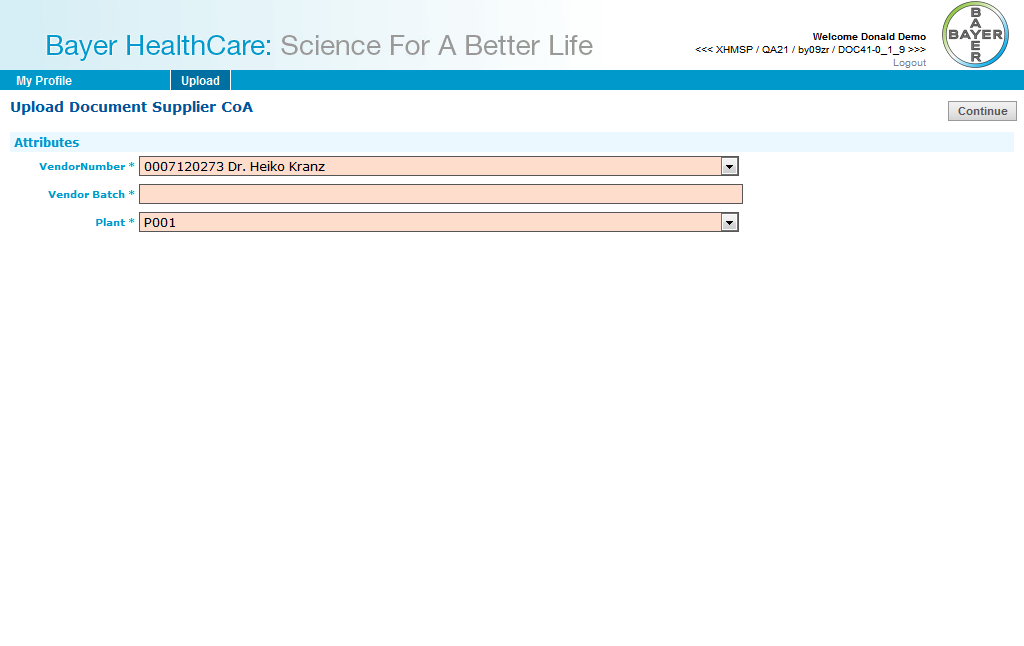
You will receive a direct link to the document. After clicking on the link you have to login with your username and password. You can download the document directly than.

### 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.

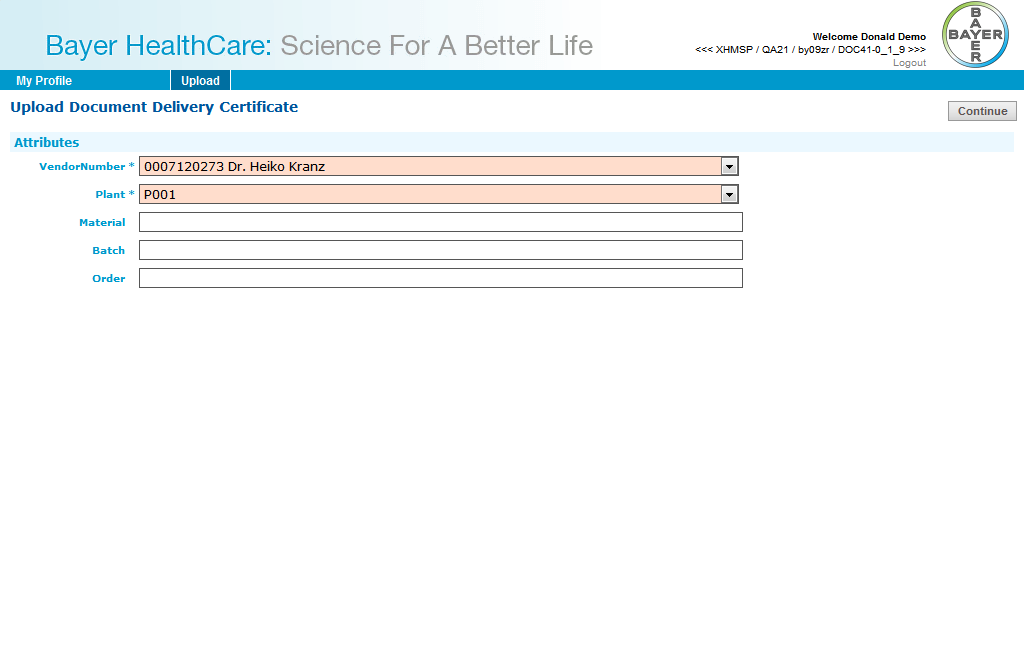
## (QM) Material Supplier

### Upload: Supplier CoA



## (QM) Product Supplier

### Upload: Delivery Certificate



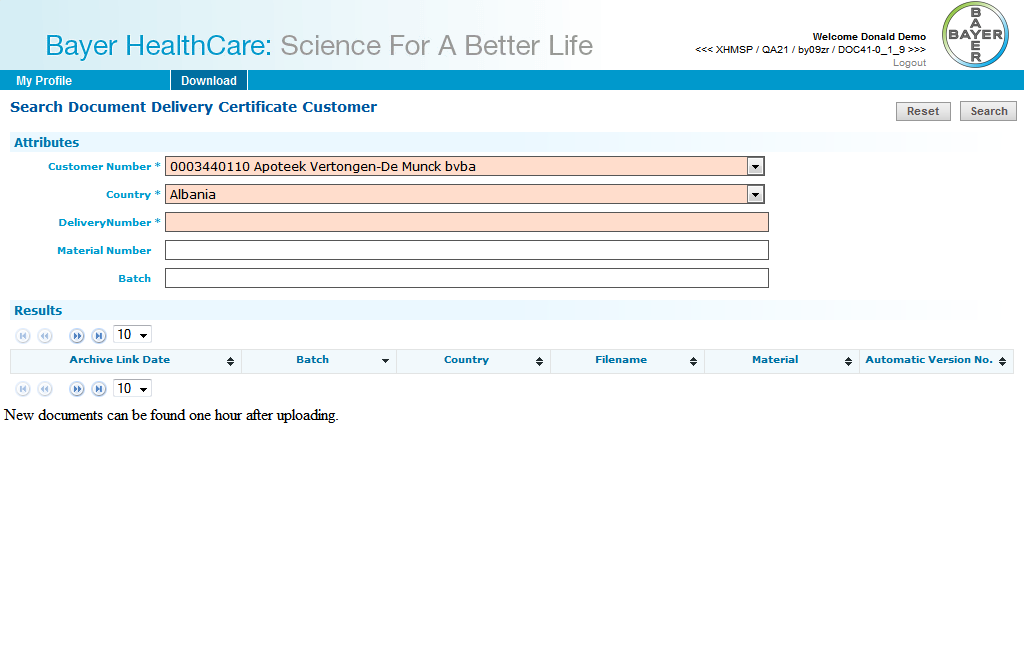
## (QM) Delivery Certificate Viewer Country

### Download: Delivery Certificate Country



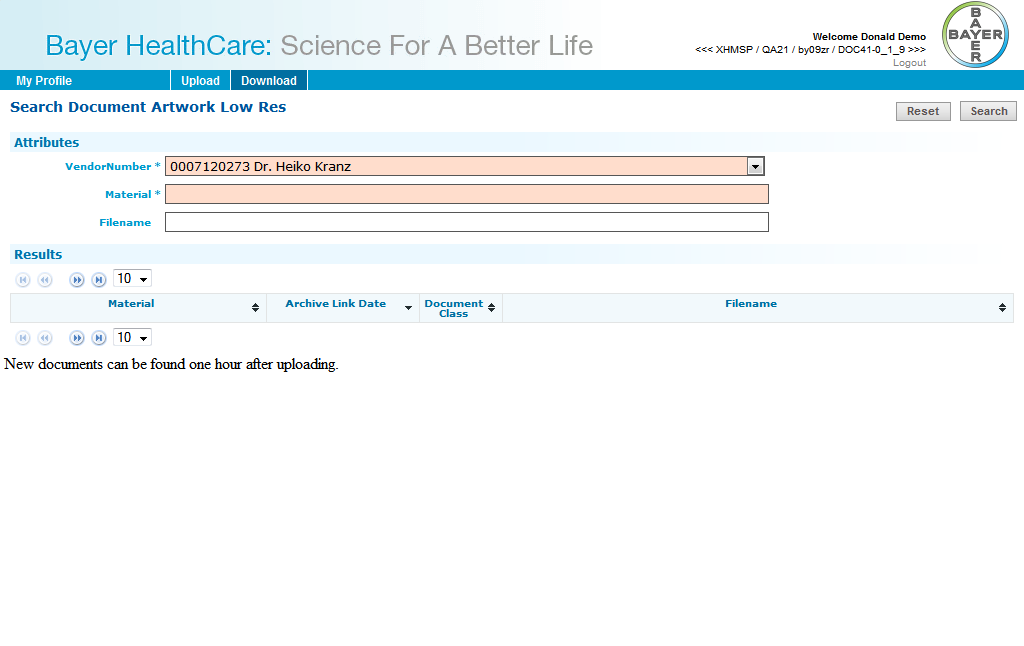
## (QM) Delivery Certificate Viewer Customer

### Download: Delivery Certificate Customer

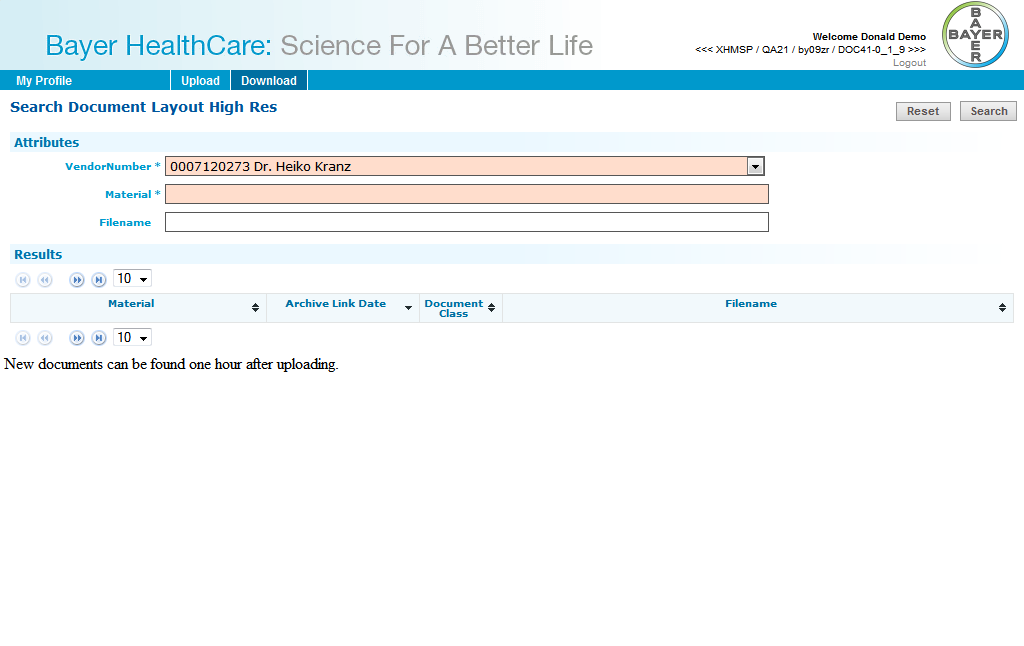


## (PTMS) Layout Supplier

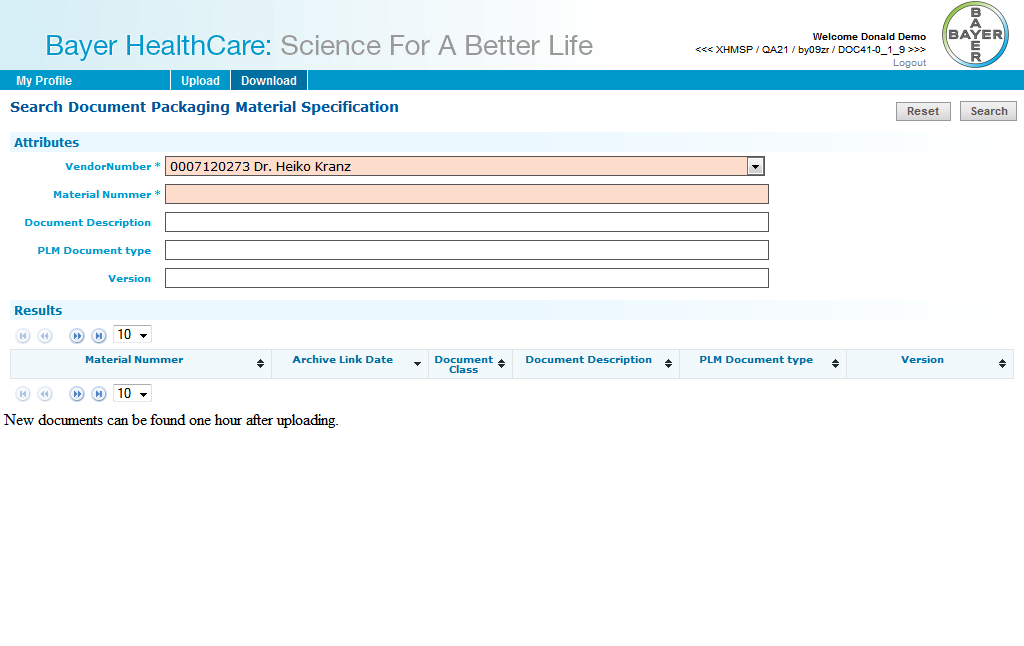
### Download: LowRes Artwork



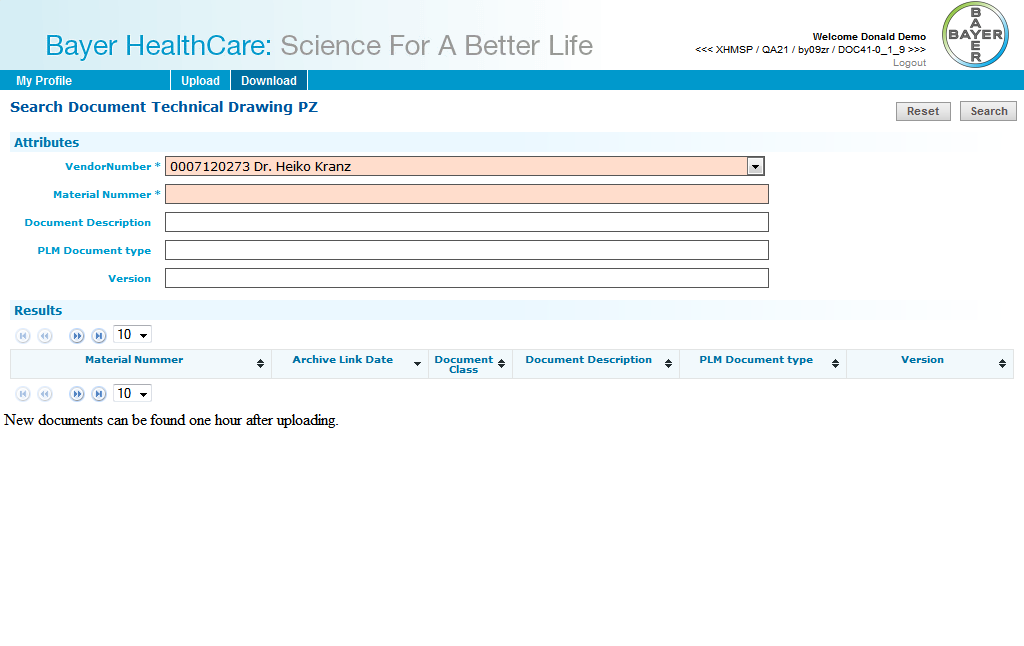
### Download: HighRes Layout



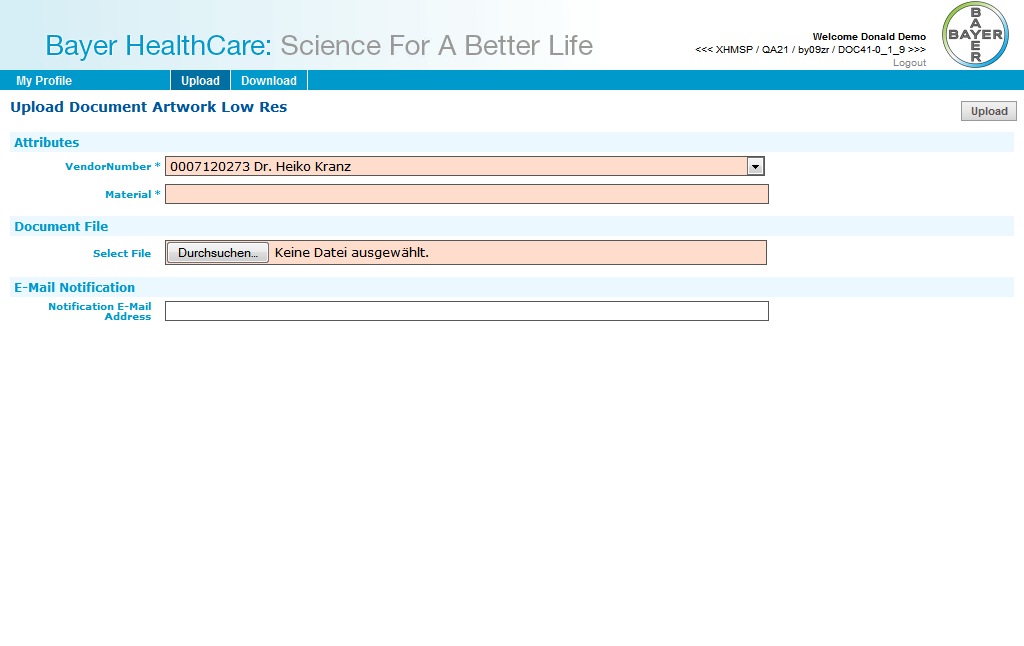
### Download: Packaging Material Specification



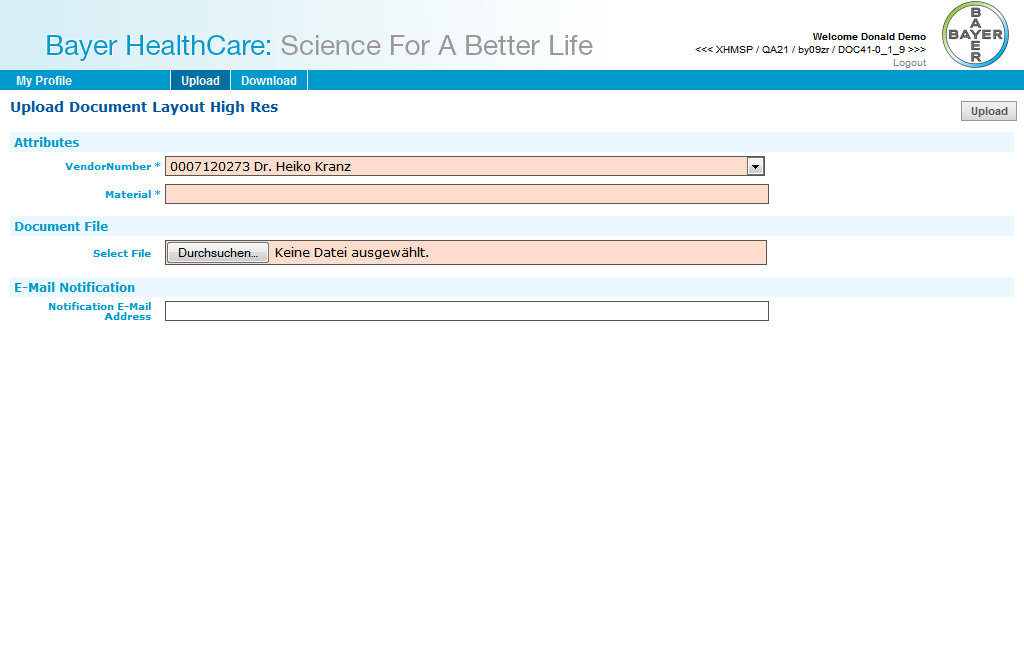
### Download: Technical Drawing PZ



### Upload: LowRes Artwork

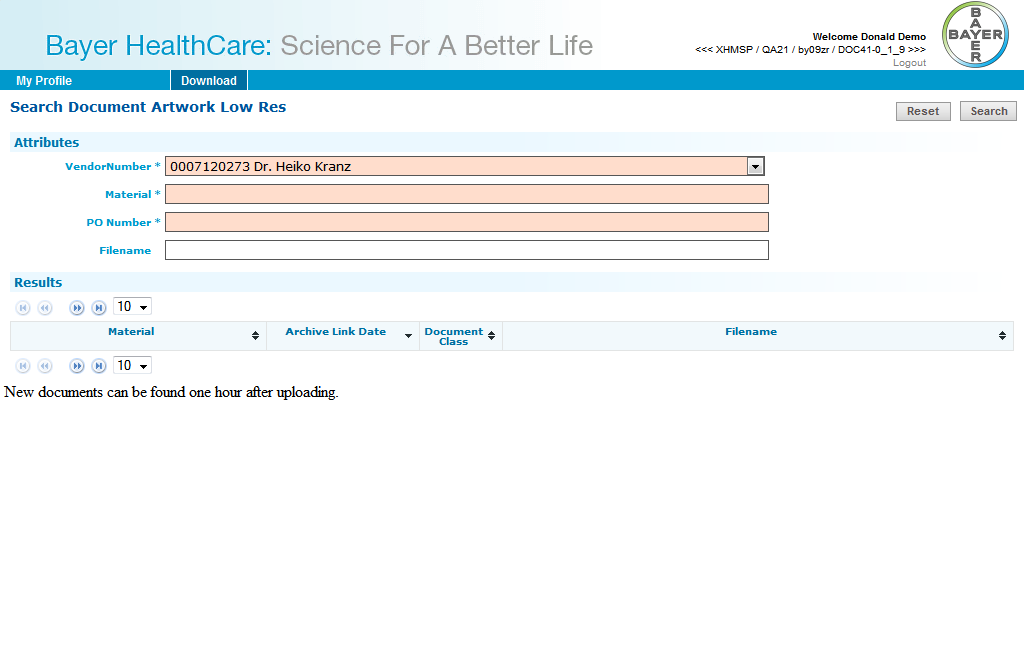


### Upload: HighRes Layout

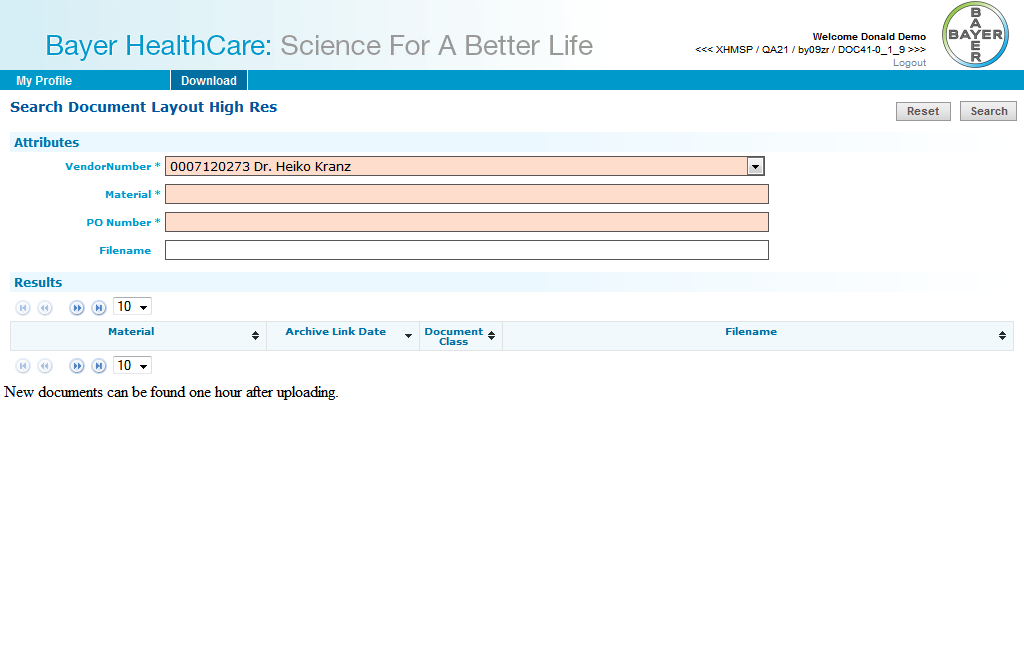


## (PTMS) PM Supplier

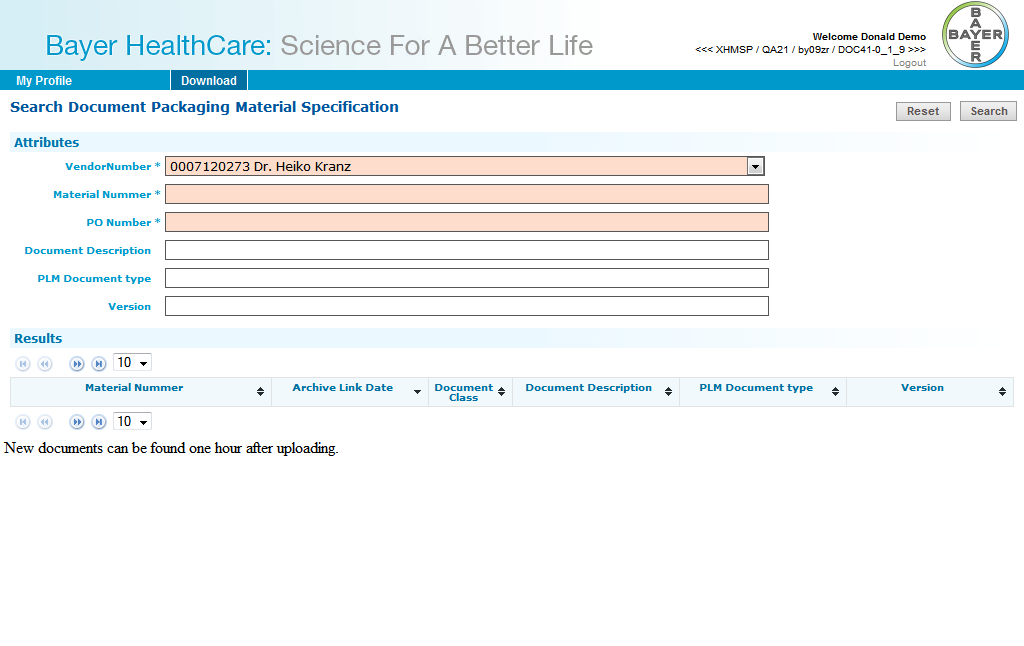
### Download: LowRes Artwork



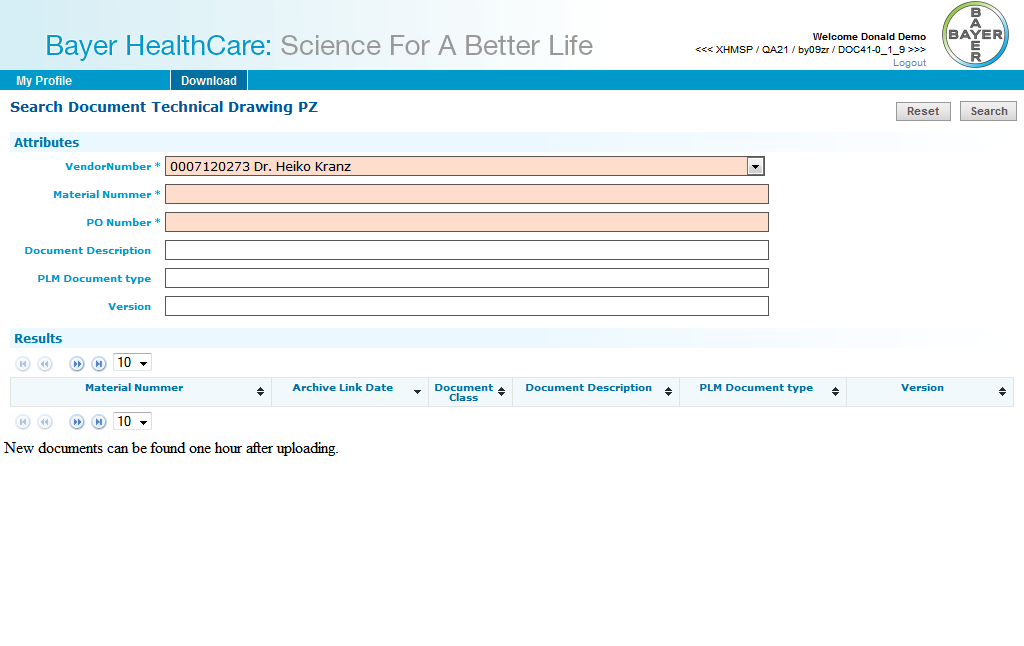
### Download: HighRes Layout



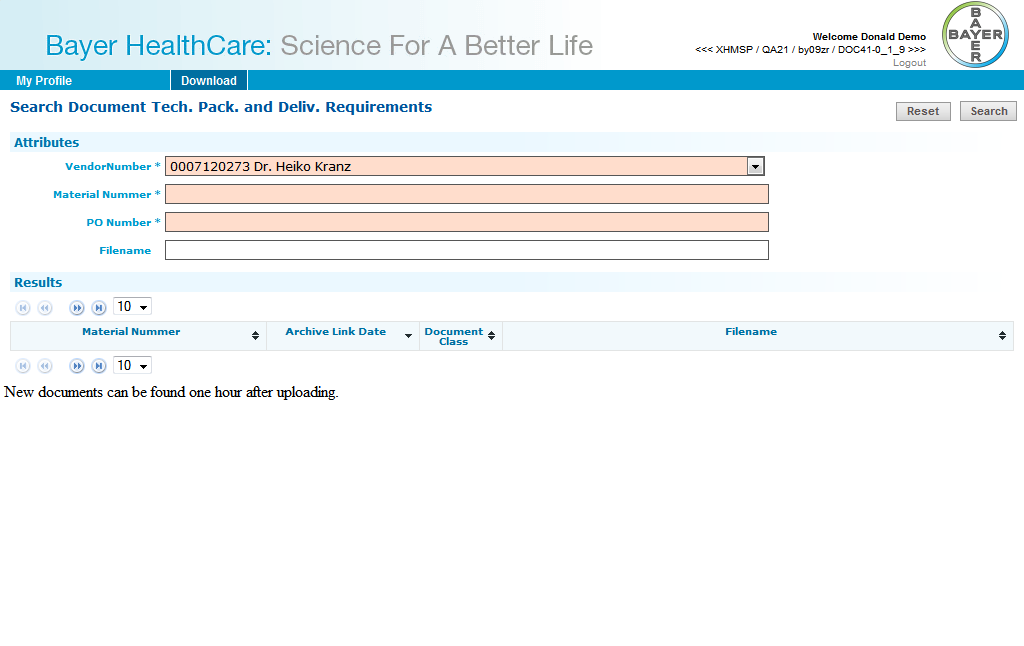
### Download: Packaging Material Specification



### Download: Technical Drawing PZ



### Download: Technical Packaging and Delivery Requirements



# How To

In this How To section we will describe how documents can be up- and downloaded in Doc41WebUI.

We will describe some documents exemplarily for similarly document types.

## 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.

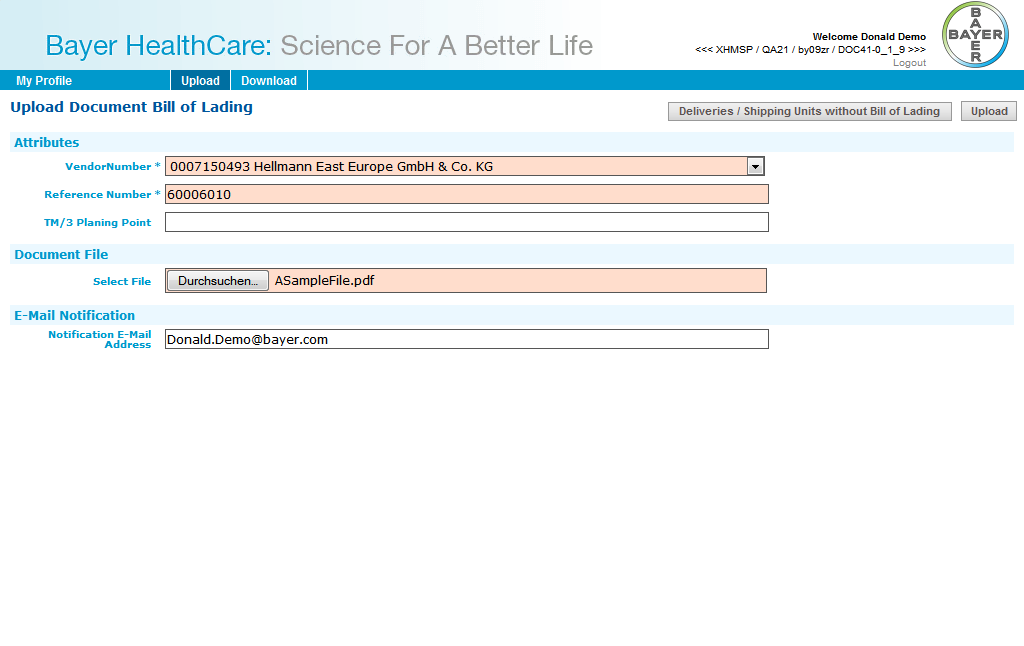
Optional you can enter the TM/3 planning point name.

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.



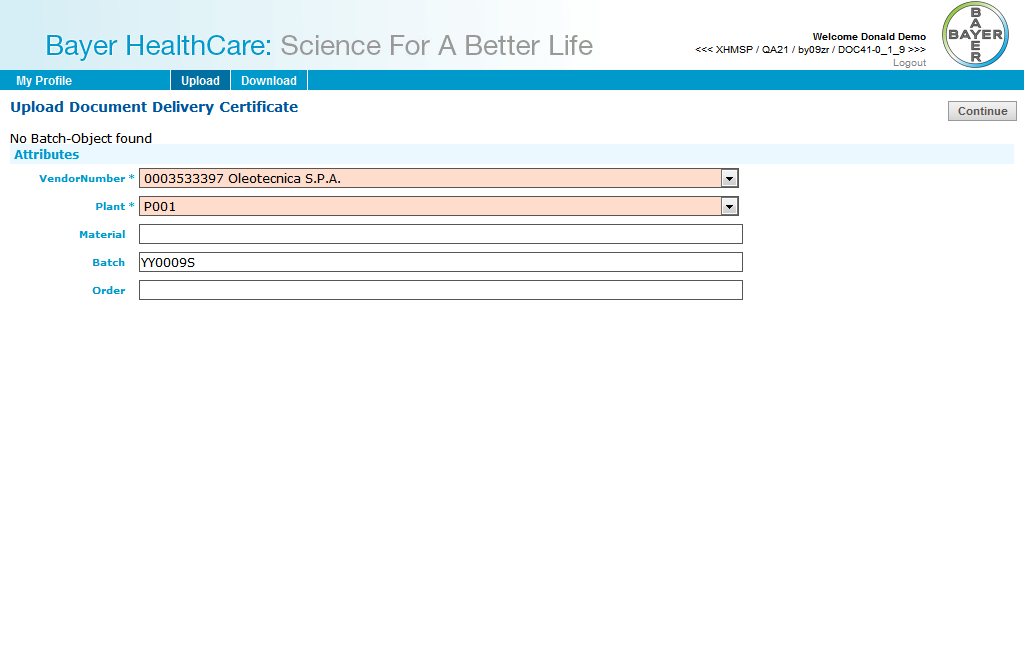
### Delivery Certificate

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.

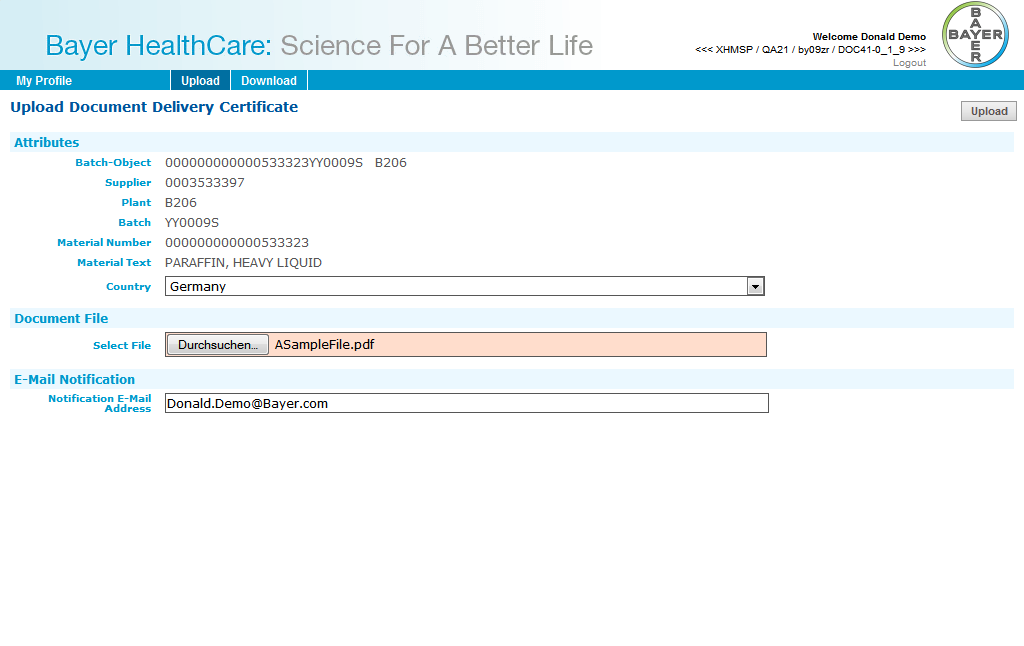


In the following screen you have to select a country from list.

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.



## 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.

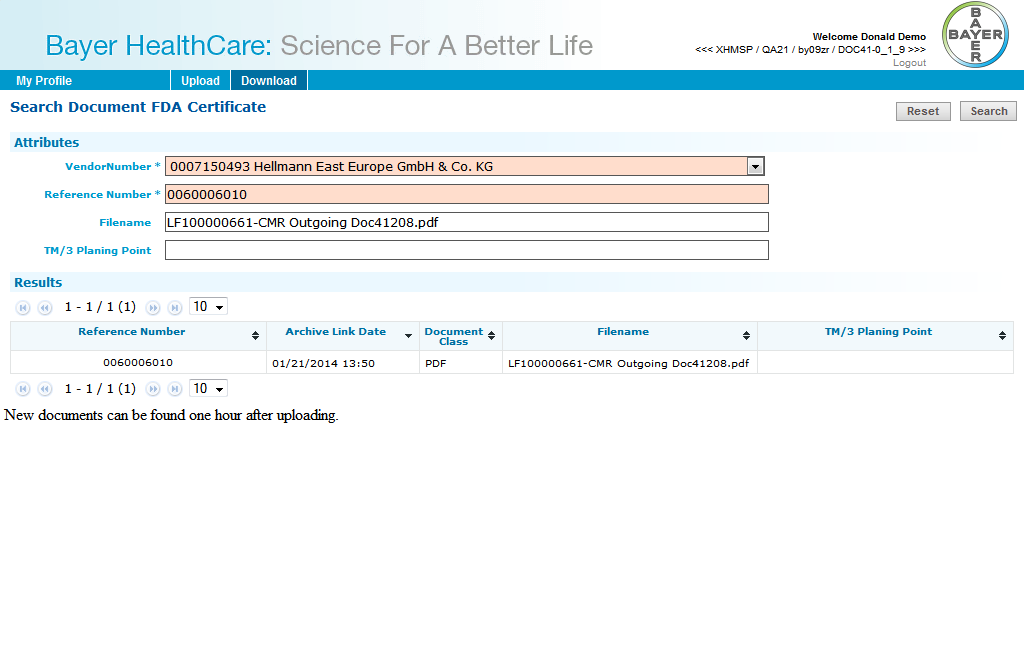
You have to enter the reference number of the document.

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.



### 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.

