This Supplier Quick Guide shows you how to...





Vestas

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1. RECEIVE AN INVITATION EMAIL

Open the email and click on the link: 'Click here to activate your account'

Step-by-step

To enter the PPAP EPD Platform, a Vestas employee has created an IT Ticket to invite you to the PPAP EPD Platform.

An invitation email will be sent to your mailbox afterwards by <u>do_not_reply@web.vestas.com</u>.

The email is sent from "Vestas" and the subject of it is "Activate Your Account on Vestas Authentication service for the PPAP EPD Platform".

- 1. Open the email
- 2. Click on the 'Click here to activate your account' link

Tips & Tricks

• If the email is missing inside your inbox folder, please ensure to check the spam/junk email folder.





2. ACTIVATE AND UPDATE YOUR 'PPAP EPD SUPPLIER PROFILE' (1/3)

Update your information and set the password

Step-by-step

You will be redirected to Vestas 'Identity and Authentication System' (IAS) site.

- 1. If needed, correct your first name and last name.
- 2. Set a password.
 - The password will be used to authenticate you on Vestas' IAS system.
 - The password must follow the required security rules as shown.
- 3. Click on the 'Save' button.

Tips & Tricks

• The password is individual, so please ensure not to share your password.





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2. ACTIVATE AND UPDATE YOUR 'PPAP EPD SUPPLIER PROFILE' (2/3)

Confirmed 'PPAP EPD Supplier Profile' account

Step-by-step

After clicking on the 'save' button, you will be redirected to a confirmation page. Your 'PPAP EPD Supplier Profile' Account is activated, and you will now be able to login to Vestas' PPAP EPD system.

You can now do two activities

- A. Close the page and log in to the PPAP EPD Platform (See next slides 5 and 6)
- B. Click on 'Continue' to view your profile.

The next slide will be regarding viewing and editing your profile.

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2. ACTIVATE AND UPDATE YOUR 'PPAP EPD SUPPLIER PROFILE' (3/3)

If needed, view and edit your 'PPAP EPD Supplier Profile' account

Step-by-step

After clicking on the 'continue' button, you can review your account. On your profile management site, you can

- A. Edit your personal information.
- B. Change your password.
- C. Close the browser tab after editing or changing information(s).

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Authentication		
Password Durp assword grants you access to any platform connected to identity Authentication. Note that your password can only be changed once every 24 hours.	Multi-Factor Authentication Enable Two-Factor Authentication Enable Aways provide second factor when authenticating.	Social Sign-On
Biometric Authentication Add	TOTP Two-Factor Authentication Activate To access applications that require TOTP two-factor authentication, you need to have a device activated. No devices are currently activated for TOTP two-factor authentication.	Social Sign-On Your account does not currently use social sign-on. To link your account with a social sign-on provider, click one of the social network buttons next time you log on.
Biometric Authentication Biometric Authentication To access applications that require biometric authentication, you need howas a device activated. No devices are currently activated for biometric authentication.	Web Two-Factor Authentication Add Device To access applications that require web two-factor authentication, you need to have a device activated. No devices are currently activated for web two-factor authentication.	Sessions and Tokens You are able to see and control your active sessions and tokens. Active Sessions View





3. LOGIN INTO THE PPAP EPD PLATFORM 1/2

Enter the PPAP EPD Platform

Step-by-step -

To enter the Vestas PPAP EPD Platform

1. Please login through this link

PPAP EPD Platform page will be opened.

- 2. Enter your email address
- 3. Provide your password
- 4. Click on the 'Continue' button





3. LOGIN INTO THE PPAP EPD PLATFORM 2/2

Entering the PPAP EPD Platform view

Step-by-step

After clicking on the 'continue' button, you will successfully join the Vestas PPAP EPD Platform.

- 1. Please ensure that you can see
 - 'My Collaborations' and
 - 'My Inbox'.

If you see only one of them, or 'My Inbox' is showing 'error' instead of zero, please do not hesitate to contact Ariba.SSC@vestas.com.





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