This **Supplier Quick Guide** shows you how to…

ACTIVATE A 'PPAP EPD SUPPLIER PROFILE' …in 3 simple steps

One portal for supplier collaboration

DIGITAL PROCUREMENT

1 RECEIVE AN INVITATION EMAIL

ACTIVATE AND UPDATE YOUR 'PPAP EPD SUPPLIER PROFILE' **2**

3 LOGIN INTO THE PPAP EPD PLATFORM

Classification

Vestas

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.

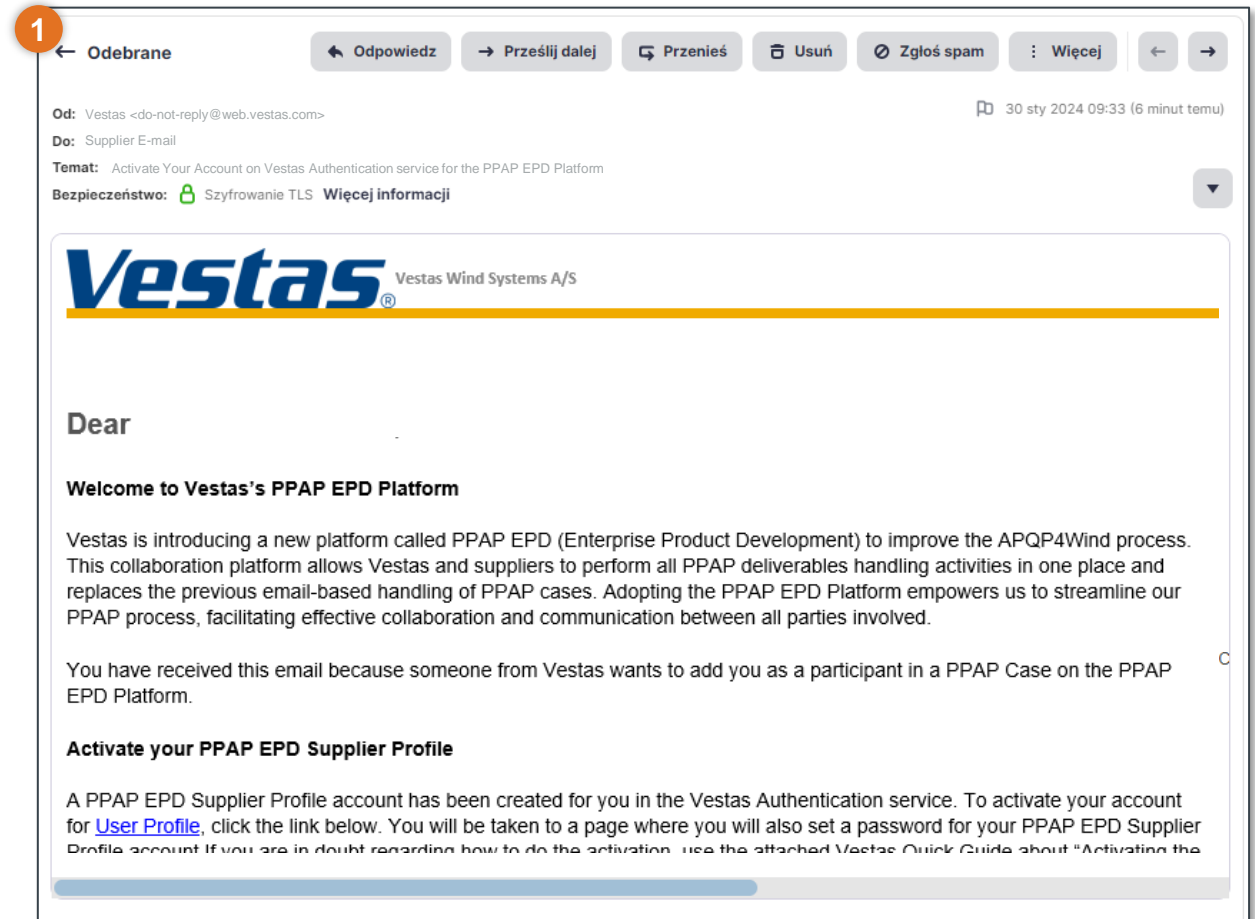An invitation email will be sent to your mailbox afterwards by do_not_reply@web.vestas.com.

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.

Illustration

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.

Illustration

Classification: Restricted

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

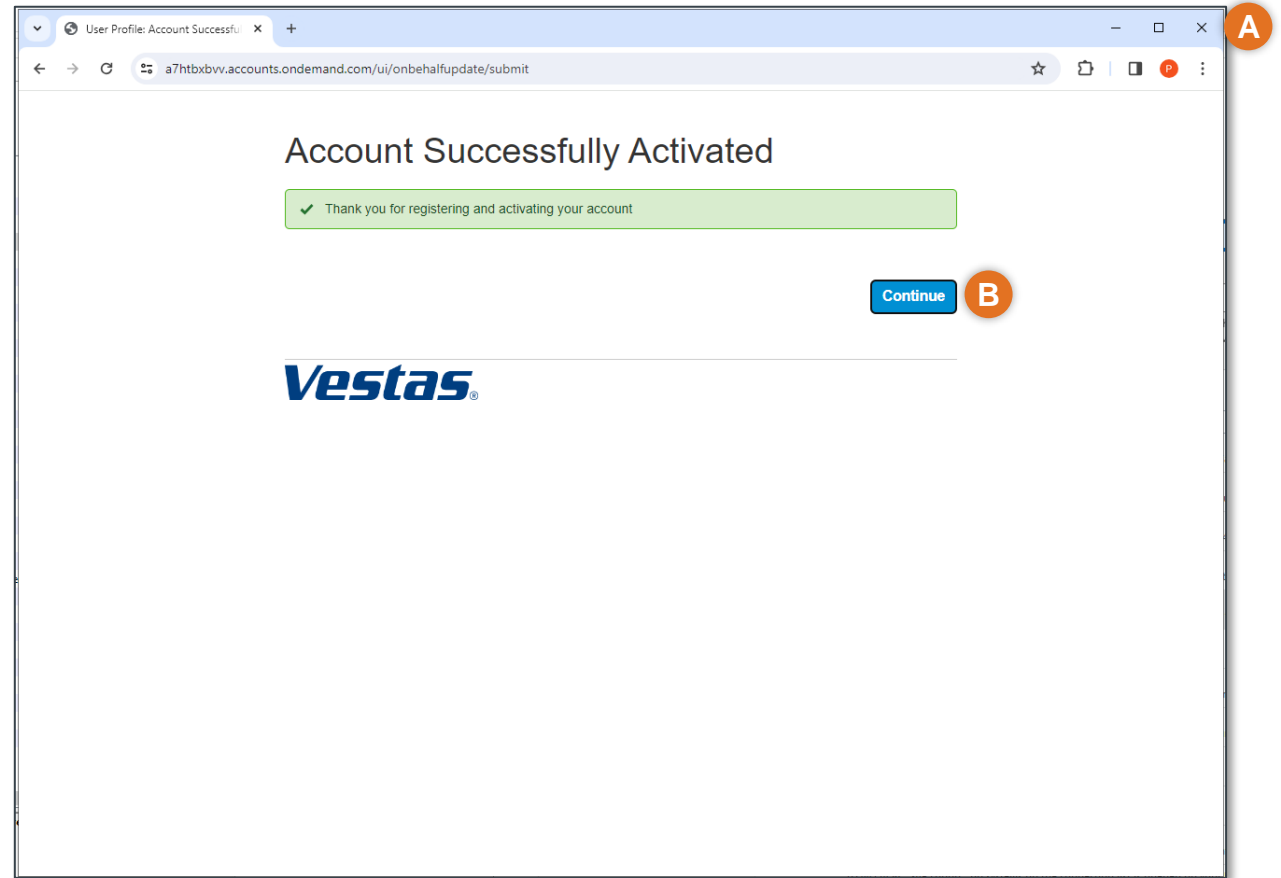## Confirmed 'PPAP EPD Supplier Profile' account

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.

Illustration

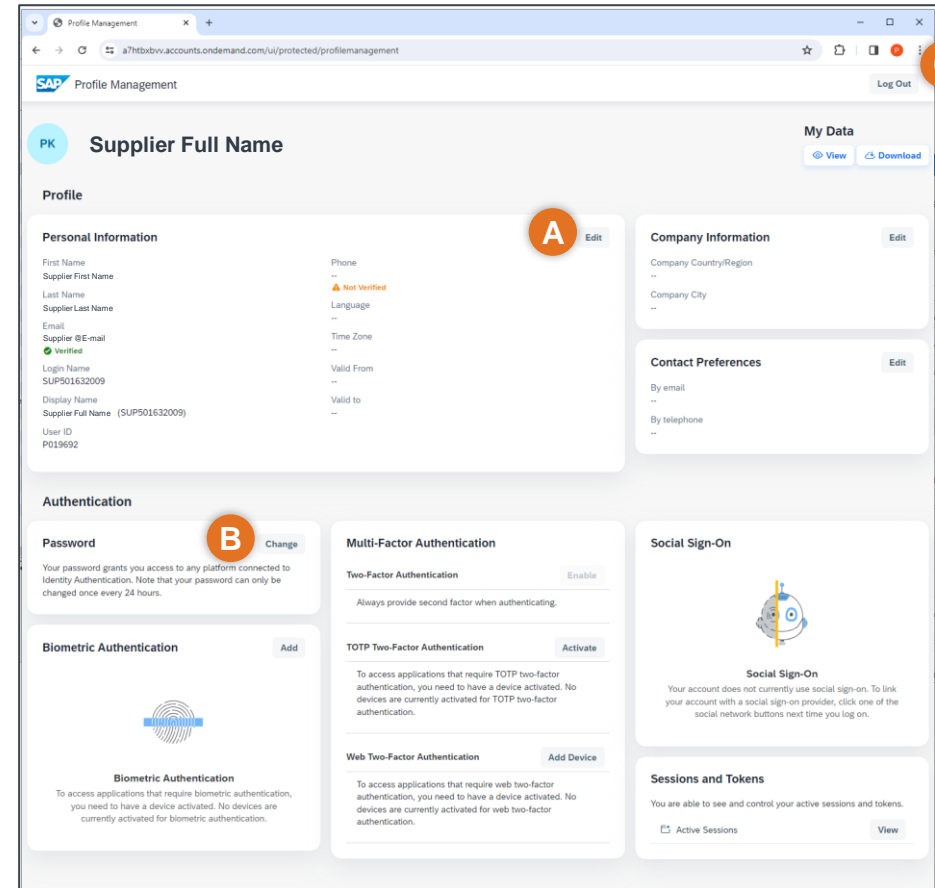# 2. ACTIVATE AND UPDATE YOUR 'PPAP EPD SUPPLIER PROFILE' (3/3)

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).

Illustration

3. LOGIN INTO THE PPAP EPD PLATFORM 1/2

Enter the PPAP EPD Platform

Step-by-step

To enter the Vestas PPAP EPD Platform

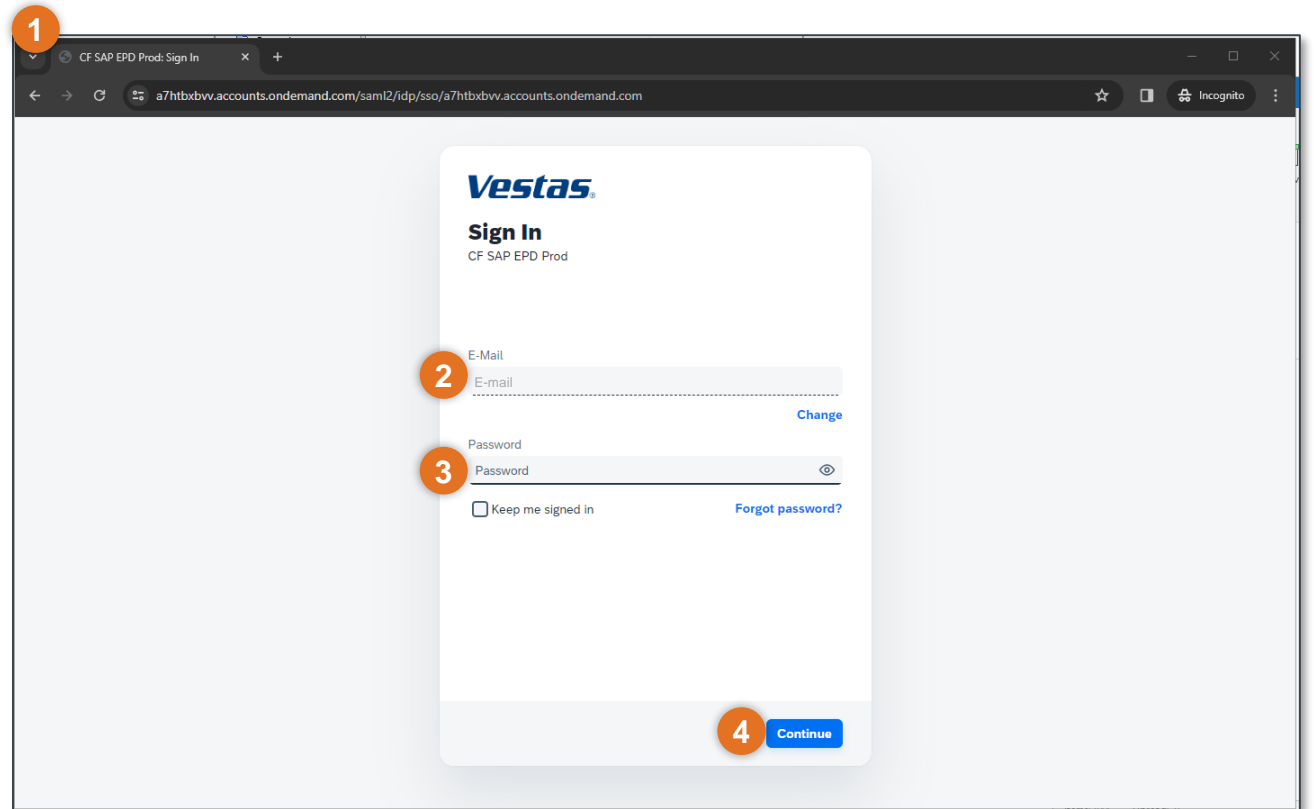1. Please login through this link

PPAP EPD Platform page will be opened.

2. Enter your email address

3. Provide your password

4. Click on the 'Continue' button

Illustration

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.

Illustration