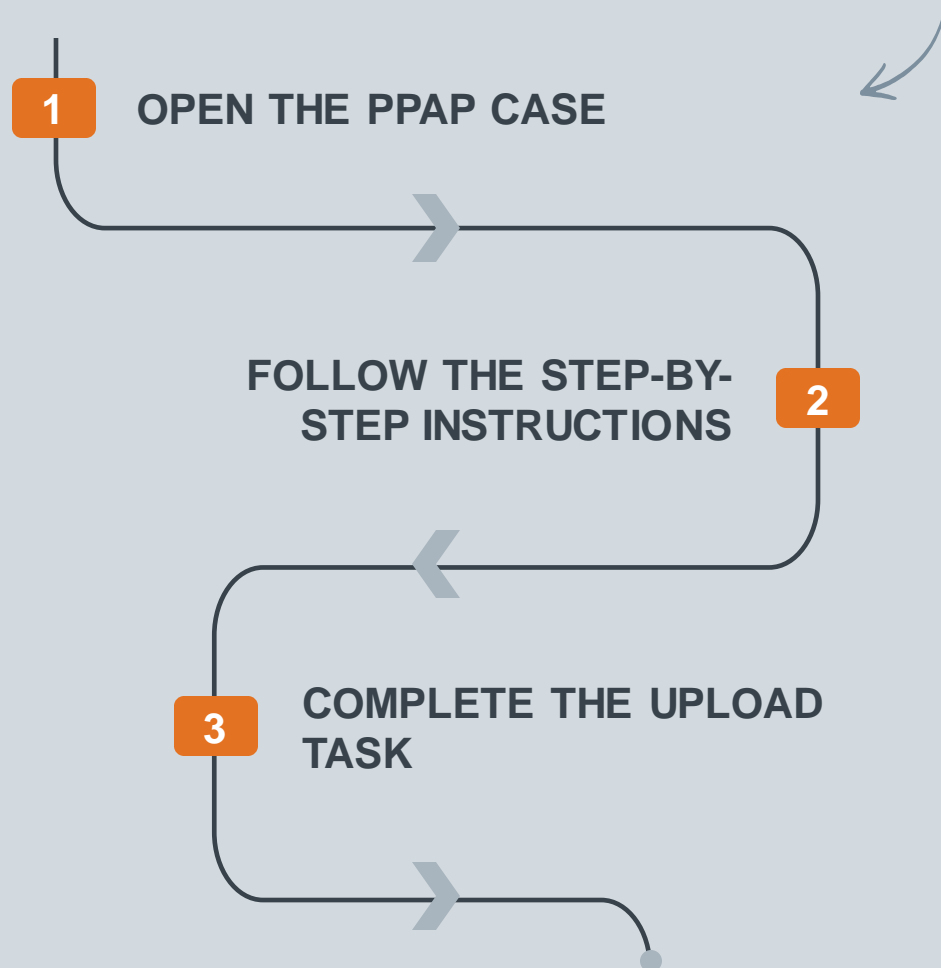


This **Vestas User Quick Guide** shows you how to...

## PROVIDE AND UPLOAD PPAP DELIVERABLES (PROVIDE TASK)

...in **3 simple steps**



# HOW TO PROVIDE AND UPLOAD PPAP DELIVERABLES

## 1. Open the PPAP case

### Step-by-step

To upload the PPAP deliverables on a given specific task.

- 1) Open the PPAP case and click on the specific task. Here in the screenshot, it is Voice of Customer (VOC) task which needs to be completed by the Vendor

You can now see what type of PPAP deliverables or documentation needed to complete this task (2)

Note: This is the same setup for Vestas employees if they are required to provide some documentation towards the PPAP case.

### Illustration

The illustration consists of two screenshots from the SAP My Collaborations interface. The top screenshot shows a table of work items. The table has columns for Title, Workflow, Due Date, Priority, Status, Decision, Assignee, Processor, Created On, Completed On, and Reference O... The row for '1.01 Provide Voice of Customer (VoC)' is highlighted, and a red box highlights a right-pointing arrow icon in the 'Completed On' column. The bottom screenshot shows the detailed view of the '1.01 Provide Voice of Customer (VoC)' task. It displays the task description and a section titled 'Linked Files and Folders' which lists several deliverables with checkboxes next to them. A red box highlights this list.

Title	Workflow	Due Date	Priority	Status	Decision	Assignee	Processor	Created On	Completed On	Reference O...
> PPAPWorkflow	PPAPWorkflow			Running						
Phase 1	Phase 1: Plan, Define & Scope Quality Program			Running						
1.01 Provide Voice of Customer (VoC) (Product) - PPAP-P_H_987654_1234567_00	Phase 1: Plan, Define & Scope Quality Program	Aug 30, 2024	Medium	Ready		Marc Berlinghof, Tolunay Mend		Mar 5, 2024		
1.02 Provide Design Goals (Relevant for Design Responsible) (Product) - PPAP-P_H_987654_1234567_00	Phase 1: Plan, Define & Scope Quality Program	Sep 2, 2024	High	Ready		Marc Berlinghof, Tolunay Mend		Mar 5, 2024		

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## 2. Follow the step-by-step instructions

### Step-by-step

In the Linked Files and Folders:

- A. Click on the “Voice of Customer (VOC)” where the documents needs to be uploaded

There are two ways in which the SAP folders can be uploaded:

- A. Drag and drop the documents in the Highlighted Area directly to upload
- B. Click on Create > Document > Upload file

Note: It doesn't matter the type of file that you are uploading or the size of the file. But for larger files it may have higher loading time.

### Illustration

The illustration consists of two screenshots from the SAP system. The top screenshot shows the '1.01 Provide Voice of Customer (VoC) (Product) - PPAP-P\_H\_987654\_1234567\_00' page. In the 'Linked Files and Folders' section, a list of folders is displayed. The folder '1.01 (M) Voice of Customer (VoC) (Product)' is highlighted with a red box, and a red circle with the number '3' is placed next to it. The bottom screenshot shows the 'Upload to Visualize' dialog box. A red box highlights the 'Upload File' option, and a red circle with the letter 'B' is placed next to it.

# HOW TO PROVIDE AND UPLOAD PPAP DELIVERABLES 3/3

## 3. Complete the upload task

### Step-by-step

You can now see that the file VOC has been uploaded (4)

In case you want to download, delete, move or copy, you can select the file and do the actions (5)

6) The final step is to click on 'Complete' which completes this upload task.

### Illustration

The screenshot displays the SAP My Collaborations interface for a PPAP collaboration. The main area shows a list of documents under the heading 'PPAP-P\_H\_987654\_1234567\_00 / Phase 1 / 1.01 (M) Voice of Customer (VoC) (Product)'. A table lists the documents, with one row highlighted: 'Voice of Customer (VoC).docx' (22 KB, created by trole@vestas.com on Mar 20, 2024). A red box labeled '4' highlights this row. Below the table, a red box labeled '5' highlights the 'Download', 'Delete', 'Move', and 'Copy' action buttons. On the right side, a red box labeled '6' highlights the 'Complete' button in the bottom right corner of the interface.

Type	Name	Modified On	Created By	Modified By	Size	Actions
Document	Voice of Customer (VoC).docx	Mar 20, 2024	trole@vestas.com	trole@vestas.com	22 KB	Download, Delete, Move, Copy, Manage Document, etc.