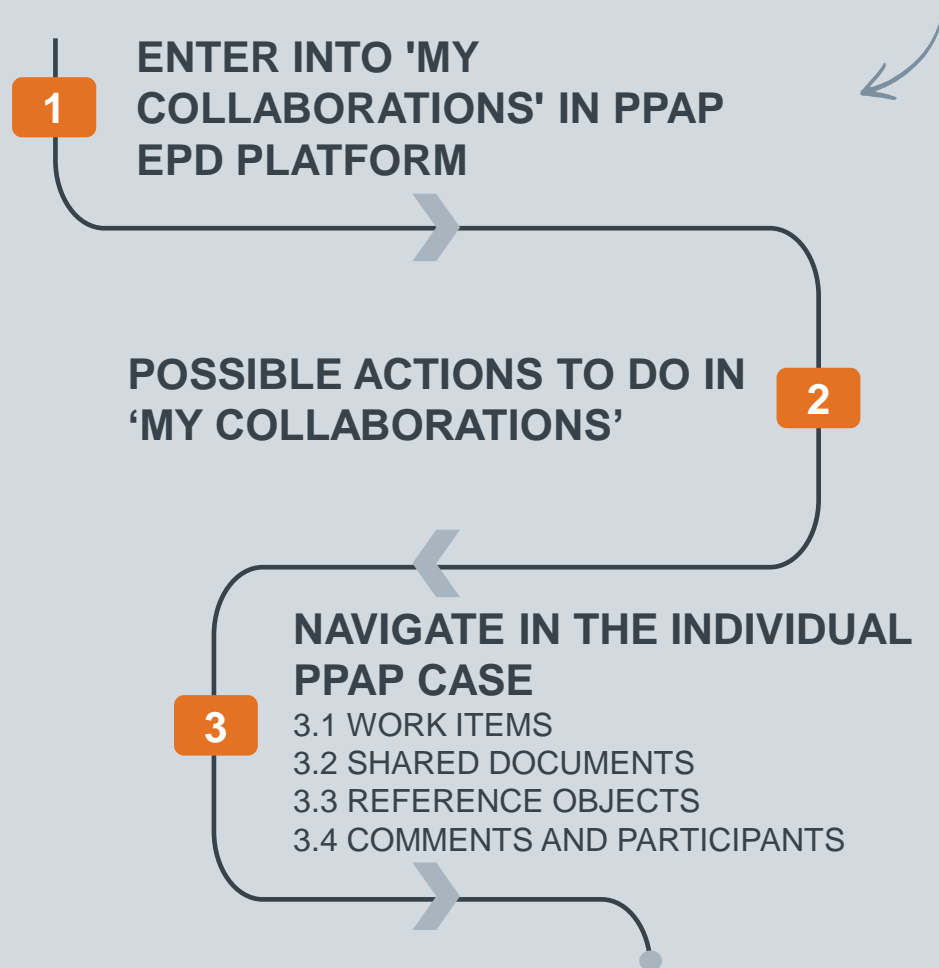


This **Vestas User Quick Guide** shows you how to...

NAVIGATE IN THE MY COLLABORATION AREA

...in **3 simple steps**



HOW TO NAVIGATE IN THE MY COLLABORATIONS AREA

1. Enter into 'My Collaborations' in PPAP EPD Platform

Step-by-step

When you have activated your PPAP EPD Supplier Profile and need to enter the PPAP EPD Platform, you can click on the link: [Home \(cloud.sap\)](#)

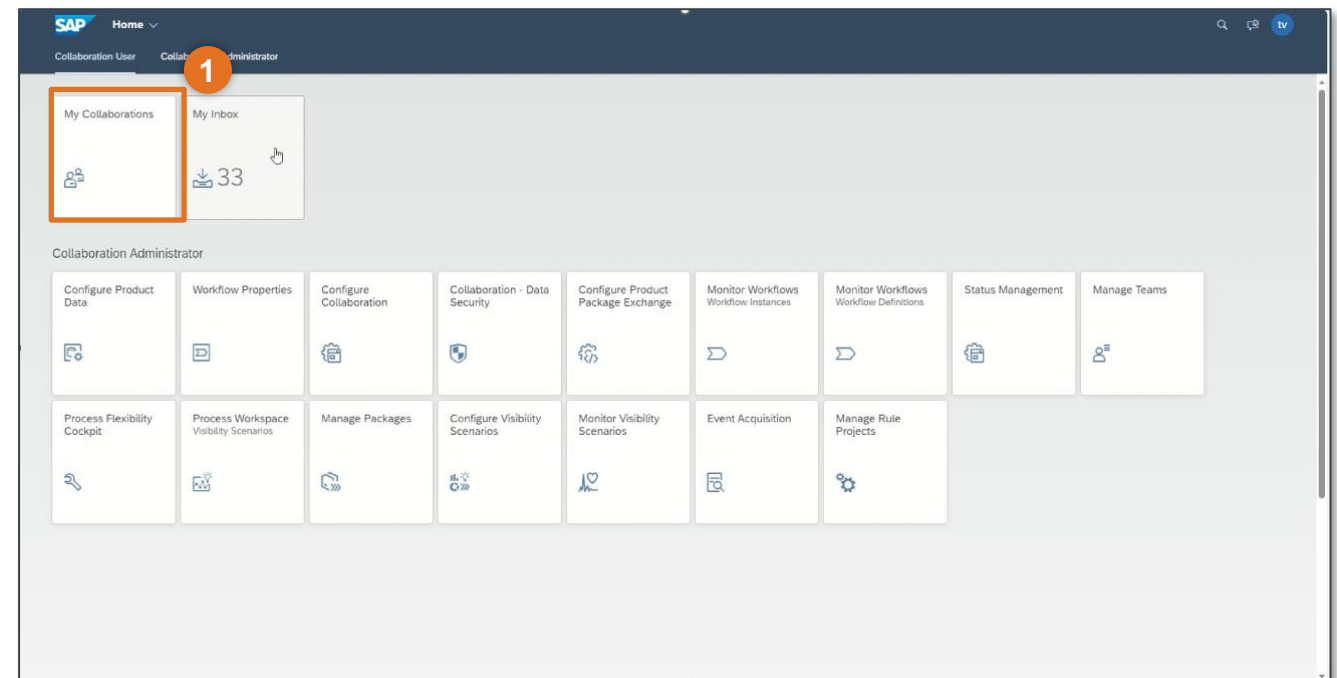
In 'My Collaborations' you can be able to see all the PPAP cases where you have been added as a Participant. You are only able to see your own company PPAP Cases.

1) Click on the '**My Collaborations**'

Tips & Tricks

View the video: [Video 4. How to navigate in the 'My Collaborations' Area in the PPAP EPD Platform](#)

Illustration



HOW TO NAVIGATE IN THE MY COLLABORATIONS AREA

2. Possible actions to do in 'My Collaborations'

Step-by-step

In 'My Collaborations' area, you can view all the PPAPs which you have been added to.

You can do the following:

- 1) Search on Collaboration Name, Status, Created on, Created By and Description
- 2) Click on a specific PPAP case to view more details or do an action
- 3) Click on 'the star' icon to mark favorites
- 4) Click on the 'Favorites button' to view your stars (favorites)

Illustration

The screenshot illustrates the SAP 'My Collaborations' interface. It shows a search bar at the top with filters for Name, Collaboration Type, Status, Created On, Created By, Changed On, and Changed By. Below the search bar is a table of collaborations with columns for Collaboration Name, Collaboration Type, Created By, Created On, Status, and Description. The table lists several PPAP cases, each with a star icon next to it. A callout box shows the 'Favorites' view, which displays only the collaborations marked as favorites.

Collaboration Name	Collaboration Type	Created By	Created On	Status	Description
PPAP-P_H_987654_1234567_00	P1CT	trole vestas.com	Feb 27, 2024	Initial Status	Material 1234567 Cable XY2123 Vendor 987654 SAP GmbH
PPAP-F_L_01175_501632_00	P1CT	wokoi vestas.com	Feb 8, 2024	Initial Status	Material 29260523 DOWN CONDUCTOR WW 116m Material 29234070 DOWN CONDUCTOR LW 116m Vendor ...
PPAP-F_L_01174_501632_00	P1CT	wokoi vestas.com	Feb 8, 2024	Initial Status	Material 25277363 LIGHTNING SPL KIT LW 116m Material 29277362 LIGHTNING SPL KIT WW 116m Vendor 50...
PPAP-P_L_29308743_544824_00	P1CT	wokoi vestas.com	Feb 8, 2024	Initial Status	Material 29308743 LIGHTNING BAND KIT 116m Vendor 544824 Weldcom GmbH & Co. KG PIR 5301747380
PPAP-P_L_29234076_501632_00	P1CT				
PPAP-P_L_29234090_501632_00	P1CT				
PPAP-P_M_29230351_501632_00	P1CT				
PPAP-P_M_29277894_562873_00	P1CT				
PPAP-P_M_29306826_562873_00	P1CT				
PPAP-F_H_01110_503134_00	P1CT				

HOW TO NAVIGATE IN THE MY COLLABORATIONS AREA

3. Navigate in the individual PPAP Case

Step-by-step

How to view an individual PPAP Case:

- 1) Click on one of the PPAP Cases from 'My Collaborations'.

You will be shown the individual PPAP Case details.

Here, you can:

- 2) View the individual PPAP Case naming
- 3) See current status, Created On, Created By and the description of the PPAP case
- 4) Navigate through different tab options: 'Work Items', 'Shared Documents', 'Reference Objects', 'Comments' and 'Participants'

Illustration

The illustration shows two screenshots of the SAP My Collaborations interface. The top screenshot shows a list of collaborations with a table of columns: Collaboration Name, Collaboration Type, Created By, Created On, Status, and Description. The first row is highlighted with a blue bar and a red circle labeled '1'. The bottom screenshot shows the detailed view of the selected case, with red boxes and numbers 2, 3, and 4 highlighting the case name, status and description, and the navigation tabs respectively.

Table 1: My Collaborations List

Collaboration Name	Collaboration Type	Created By	Created On	Status	Description
PPAP-P_H_987654_1234567_00	PICT	trole vestas.com	Feb 27, 2024	Initial Status	Material 1234567 Cable XYZ123 Vendor 987654 SAP GmbH
PPAP-F_L_01175_501632_00	PICT	wokoi vestas.com	Feb 8, 2024	Initial Status	Material 29260523 DOWN CONDUCTOR WW 116m Material 29234070 DOWN CONDUCTOR LW 116m Vendor ...
PPAP-F_L_01174_501632_00	PICT	wokoi vestas.com	Feb 8, 2024	Initial Status	Material 29277363 LIGHTNING SPL KIT LW 116m Material 29277362 LIGHTNING SPL KIT WW 116m Vendor 50...
PPAP-P_L_29308743_544824_00	PICT	wokoi vestas.com	Feb 8, 2024	Initial Status	Material 29308743 LIGHTNING BAND KIT 116m Vendor 544824 Weidcom GmbH & Co. KG PIR 5301747380
PPAP-P_L_29234076_501632_00	PICT	wokoi vestas.com	Feb 8, 2024	Initial Status	Material 29234076 BALLAST TANK TIP 116m Vendor 501632 PolyTech A/S PIR 5301636712

Table 2: Detailed View of PPAP Case

Tab	Count
Work Items	3
Shared Documents	71
Reference Objects	12
Comments	0
Participants	5
History	-

Table 3: Work Items

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						
> Phase 2	Phase 2: Product Design & Development			Running						

HOW TO NAVIGATE IN THE MY COLLABORATIONS AREA

3.1 Navigate in the individual PPAP Case – ‘Work Items’ Tab

Step-by-step

Work Items Tab

In the ‘Work Item’ Tab (1), you can:

- 2) View the activated phases and see all tasks
- 3) Understand the current status of each task

Status

- Ready: Ready for an action
- Completed: The task is completed

Decision:

- Accepted: The task is accepted by Vestas
- Rejected: The task is rejected by Vestas

- 4) View the assigned individuals responsible for completing them

Illustration

Title	Workflow	Due Date	Priority	Status	Decision	Assignee	Processor	Created On	Completed On	Reference O...
PPAPWorkflow	PPAPWorkflow			Running						
Phase 1: Plan, Define & Scope Quality Program...	Phase 1: Plan, Define & Scope Quality Program...			Running						
1.01 Provide Voice of Customer (VoC) (Product) - PPAP- P_M_29230351_501632_20240208	Phase 1: Plan, Define & Scope Quality Program...		Medium	Completed		Jonna Klujeff, Joselyn Tronc...	Jonna Klujeff	Feb 8, 2024	Feb 8, 2024	>
1.01 Provide Voice of Customer (VoC) (Product) - PPAP- P_M_29230351_501632_20240208	Phase 1: Plan, Define & Scope Quality Program...		Medium	Ready		Jonna Klujeff		Feb 8, 2024		>
1.01 Review Voice of Customer (VoC) (Product) - PPAP- P_M_29230351_501632_20240208	Phase 1: Plan, Define & Scope Quality Program...		Medium	Completed	Rejected	wokoi vestas.com, Anand Ku...	wokoi vestas...	Feb 8, 2024	Feb 8, 2024	>
1.02 Provide Design Goals (Relevant for Design Responsible) (Product) - PPAP- P_M_29230351_501632_20240208	Phase 1: Plan, Define & Scope Quality Program...		High	Completed		Jonna Klujeff	Jonna Klujeff	Feb 8, 2024	Feb 12, 2024	>
1.02 Review Design Goals (Relevant for Design Responsible) (Product) - PPAP- P_M_29230351_501632_20240208	Phase 1: Plan, Define & Scope Quality Program...		High	Ready		wokoi vestas.com, Anand Ku...		Feb 12, 2024		>
1.06 Provide Sub-Supplier Screening (Supply Chain) - PPAP- P_M_29230351_501632_20240208	Phase 1: Plan, Define & Scope Quality Program...		High	Completed		Jonna Klujeff	Jonna Klujeff	Feb 8, 2024	Feb 12, 2024	>
1.06 Review Sub-Supplier Screening (Supply Chain) - PPAP- P_M_29230351_501632_20240208	Phase 1: Plan, Define & Scope Quality Program...		High	Ready		wokoi vestas.com, Anand Ku...		Feb 12, 2024		>
1.07 Provide APQP4Wind Kickoff Meeting (Product) - PPAP- P_M_29230351_501632_20240208	Phase 1: Plan, Define & Scope Quality Program...		High	Ready		Jonna Klujeff		Feb 8, 2024		>
1.08 Provide Product Quality Planning Team (Product) - PPAP- P_M_29230351_501632_20240208	Phase 1: Plan, Define & Scope Quality Program...		High	Ready		Jonna Klujeff		Feb 8, 2024		>
1.09 Provide Product Quality Plan (PQP) (Product) - PPAP- P_M_29230351_501632_20240208	Phase 1: Plan, Define & Scope Quality Program...		High	Ready		Jonna Klujeff		Feb 8, 2024		>

HOW TO NAVIGATE IN THE MY COLLABORATIONS AREA

3.2 Navigate in the individual PPAP Case – ‘Shared Documents’ Tab

Step-by-step

Shared Documents Tab

In the ‘Shared Documents’ Tab (1) you can:

- 2) See the list of folders under each phase.
- 3) Each phase has subfolders and depending on the action to upload PPAP Deliverables, you or Vestas employee(s) shall upload and store the documentation here.

Illustration

The screenshot shows the SAP My Collaborations interface for a PPAP case. The case ID is PPAP-P_H_987654_1234567_00. The case type is PPAP Collaboration Type for Vestas (P1CT). The status is Initial Status, created on Feb 27, 2024, by trole.vestas.com. The description is Material 1234567 Cable XYZ123, Vendor 987654 SAP GmbH. The file storage is Default and the display language is EN.

The interface shows a navigation bar with the following tabs: Work Items (3), **Shared Documents (71)**, Reference Objects (12), Comments (0), Participants (5), and History. The 'Shared Documents' tab is highlighted with a red box and the number 1.

Below the navigation bar, there is a table of items. The table has columns: Type, Name, Modified On, Created By, and Modified By. The table is filtered by 'Standard' and shows 7 items. The first item, 'Phase 1', is highlighted with a red box and the number 3. The entire table area is enclosed in a red box with the number 2.

Type	Name	Modified On	Created By	Modified By
<input type="checkbox"/>	Phase 1	Feb 27, 2024	trole@vestas.com	trole@vestas.com
<input type="checkbox"/>	Phase 2	Feb 27, 2024	trole@vestas.com	trole@vestas.com
<input type="checkbox"/>	Phase 3	Feb 27, 2024	trole@vestas.com	trole@vestas.com
<input type="checkbox"/>	Phase 4	Feb 27, 2024	trole@vestas.com	trole@vestas.com
<input type="checkbox"/>	Phase 5	Feb 27, 2024	trole@vestas.com	trole@vestas.com
<input type="checkbox"/>	Phase 6	Feb 27, 2024	trole@vestas.com	trole@vestas.com
<input type="checkbox"/>	Phase 7	Feb 27, 2024	trole@vestas.com	trole@vestas.com

HOW TO NAVIGATE IN THE MY COLLABORATIONS AREA

3.3 Navigate in the individual PPAP Case – ‘Reference Objects’ Tab

Step-by-step

Reference objects Tab

In the ‘Reference Objects’ Tab (1), you can view (2)

- Due dates under each phases
- Material(s)
- PPAP Risk Level
- Product designer and
- Supplier information

This information will be updated by Vestas.

Illustration

The screenshot shows the SAP My Collaborations interface for a specific PPAP case. The 'Reference Objects' tab is selected and highlighted with a red box and a '1' in a red circle. The list of reference objects is also highlighted with a red box and a '2' in a red circle. The list includes columns for Due Dates, Material, PPAP Risk Level, Product Designer, and Supplier. The first row shows a 'Final' phase with a due date of 01.04.2024. The second row shows a material '29230351' with a description 'TIP BLOCK ARRAY V1B A08'. The third row shows a risk level 'M'. The fourth row shows a product designer 'Vestas'. The fifth row shows a supplier 'Vestas'.

Due Dates	Standard	Search	Add Workflow	Add Work Item	Add	Edit	Delete	Attachments
<input type="checkbox"/> Phase	Due Date							
<input type="checkbox"/> Final	01.04.2024							(0)
<input type="checkbox"/> Material	Description							
<input type="checkbox"/> 29230351	TIP BLOCK ARRAY V1B A08							(0)
<input type="checkbox"/> PPAP_Risk_Level_LMH	Standard							
<input type="checkbox"/> Risk	Comments							
<input type="checkbox"/> M	Add Comment							(0)
<input type="checkbox"/> Product Designer	Standard							
<input type="checkbox"/> Responsible	Comments							
<input type="checkbox"/> Vestas	Add Comment							(0)
<input type="checkbox"/> Supplier	Standard							

HOW TO NAVIGATE IN THE MY COLLABORATION AREA

3.4 Navigate in the individual PPAP Case – ‘Comments’ and ‘Participants’ Tab

Step-by-step

Comments Tab

In the ‘Comments’ Tab (1), you can

- Provide your statements/comments.
- Write an agreement with Vestas.
- Write your questions.

Participants Tab

In the ‘Participants’ tab (2), you can view added

- Internal Vestas employees.
- Colleagues from your company.

Contact the administrator (3) if you want to add your colleagues or other relevant Vestas employee. Required that your colleague has an activated 'PPAP EPD Supplier Profile'

Illustration

