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

NAVIGATE IN THE MY INBOX AREA

…in 3 simple steps

1 ENTER INTO 'MY INBOX' IN PPAP EPD PLATFORM

TAKE ACTIONS ON THE 'PROVIDE TASK' **2**

3 TIPS & TRICKS

Classification
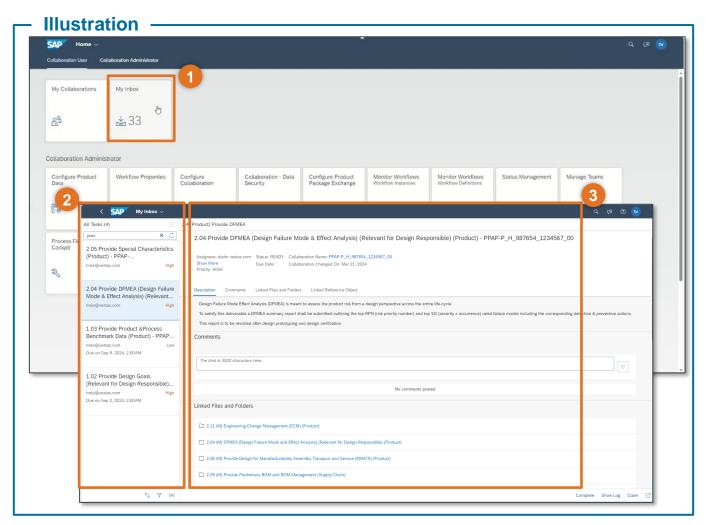
Vestas

HOW TO NAVIGATE IN THE MY INBOX AREA

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

Step-by-step

'My Inbox' is the alternative way to complete a task on a specific PPAP case.

1) Click on the 'My Inbox'

2) On the left side, you will see the list of Provide task

3) On the right side, you can see more details regarding

- The selected task
- Assignee details
- Collaboration Name
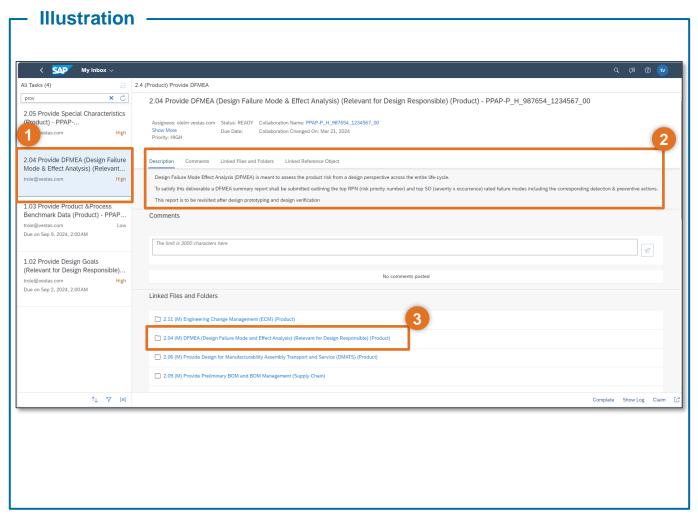- Description of the task
- Linked folders

Illustration

HOW TO NAVIGATE IN THE MY INBOX AREA

2. Take actions on the 'Provide' Task – Understand and find the linked folders (1/3)

Step-by-step

When you click on one of the Provide task (1),

2) Read the description of what PPAP Deliverables which are needed to complete the task

3) Find the linked folder to upload the PPAP Deliverables
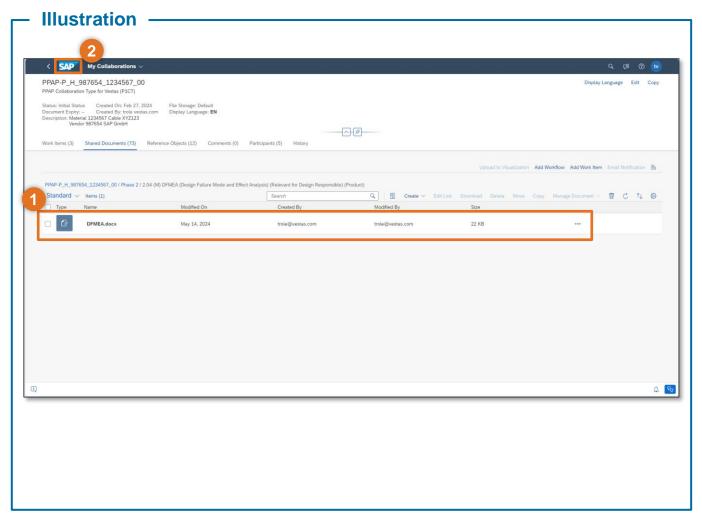
Illustration

HOW TO NAVIGATE IN THE MY INBOX AREA

Take actions on the 'Provide' Task – Upload PPAP deliverables (2/3)

Step-by-step

1) Upload the necessary PPAP Deliverables

2) Click on the SAP icon to go back to 'My Inbox'

Tips & Tricks

Please view the Video 6. How to provide and upload PPAP deliverables (Provide Task) in the PPAP EPD Platform.mp4 (vestas.com)

Illustration

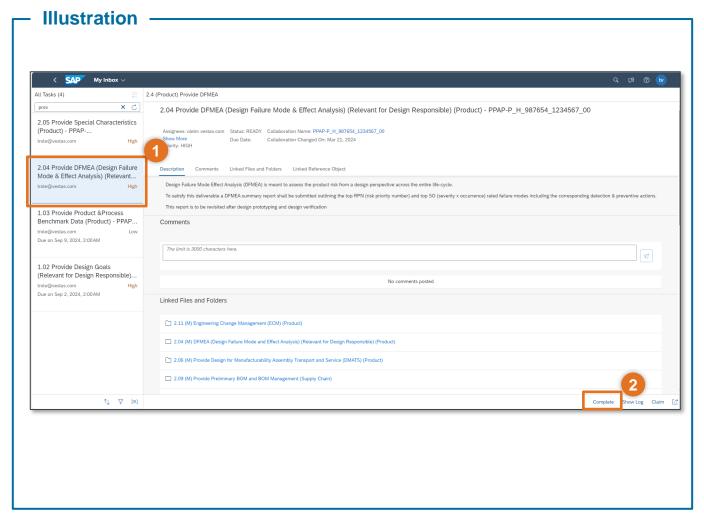Classification: Restricted

HOW TO NAVIGATE IN THE MY INBOX AREA

Take actions on the 'Provide' Task – Complete the task (3/3)

Step-by-step

When all PPAP deliverables are uploaded in the linked folders for the provided task then:

1) Find the Provide task (left side)

2) Click on "Complete" task.

Illustration

Classification: Restricted

HOW TO NAVIGATE IN THE MY INBOX AREA

3. Tips & Tricks – 'Claim' button and direct link to PPAP case

Step-by-step

In case there are more assignees to the task (1), and you want to have the task on your own, you can

2) Click on 'Claim' button, and this will restrict other users or Assignee to act on this task

If you want to navigate directly to the PPAP Case, you can

3) Click on the link next to Collaboration Name.

Tips & Tricks

Claim button: In case of regretting taking the Provided task, you can always change it back to all assignees by clicking on the 'Release' (4)

Illustration