

ARENA SUPPLIER TRAINING MODULE

Arena Account Set-up

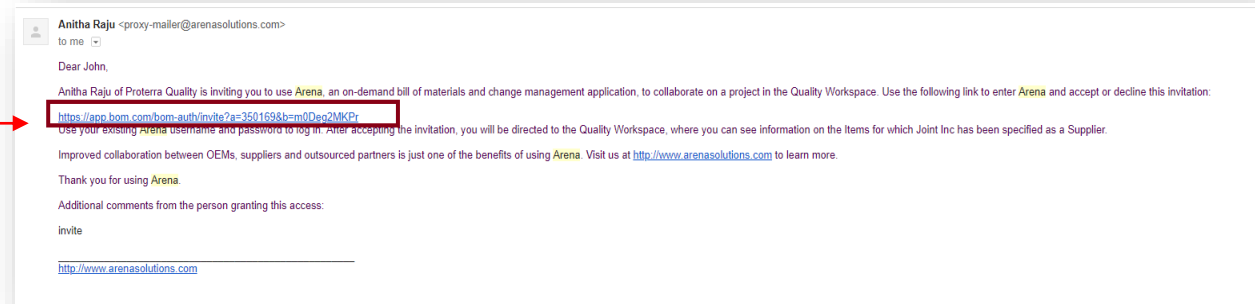


Instructor : Proterra SQE Team

- Proterra will provide access for external suppliers to view and complete certain tasks assigned within a NCR. The supplier will view the workspace within Arena shared by Quality Engineer at Proterra. At the end of this module, suppliers will be able to:
- Complete the set up of their Arena account

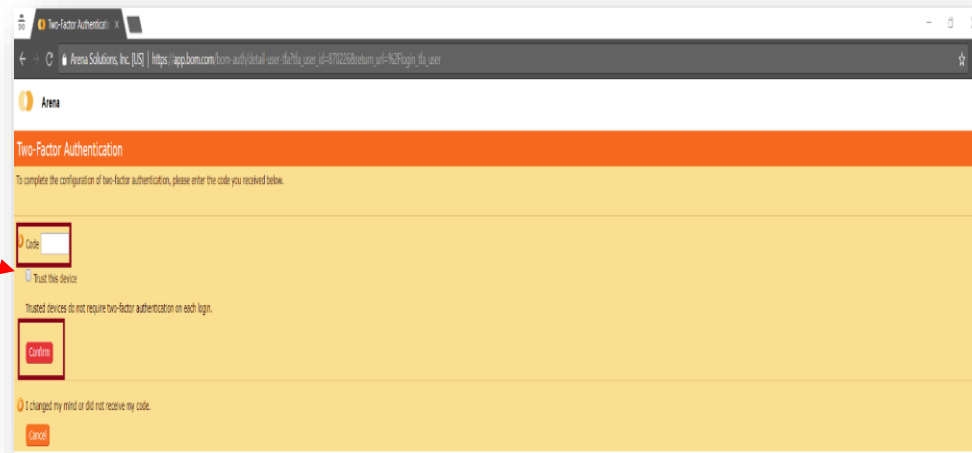
- The Once admin has entered supplier information into the system, the supplier will receive an **invitation** to Arena.

Follow the link provided in the email



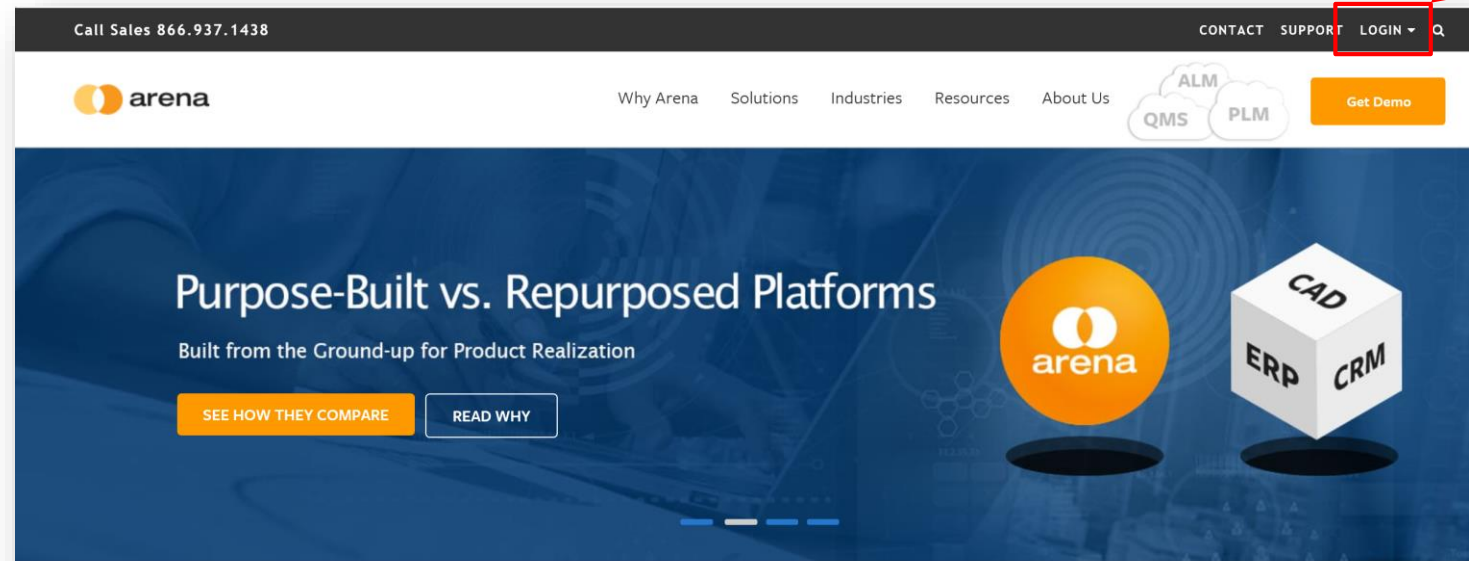
- After accepting the invitation, suppliers will be prompted to set up a **password, contact phone number, security question** and a two factor **authentication setup-code** sent to email or text.

Selecting “**Trust this device**” would default and not require the “code”

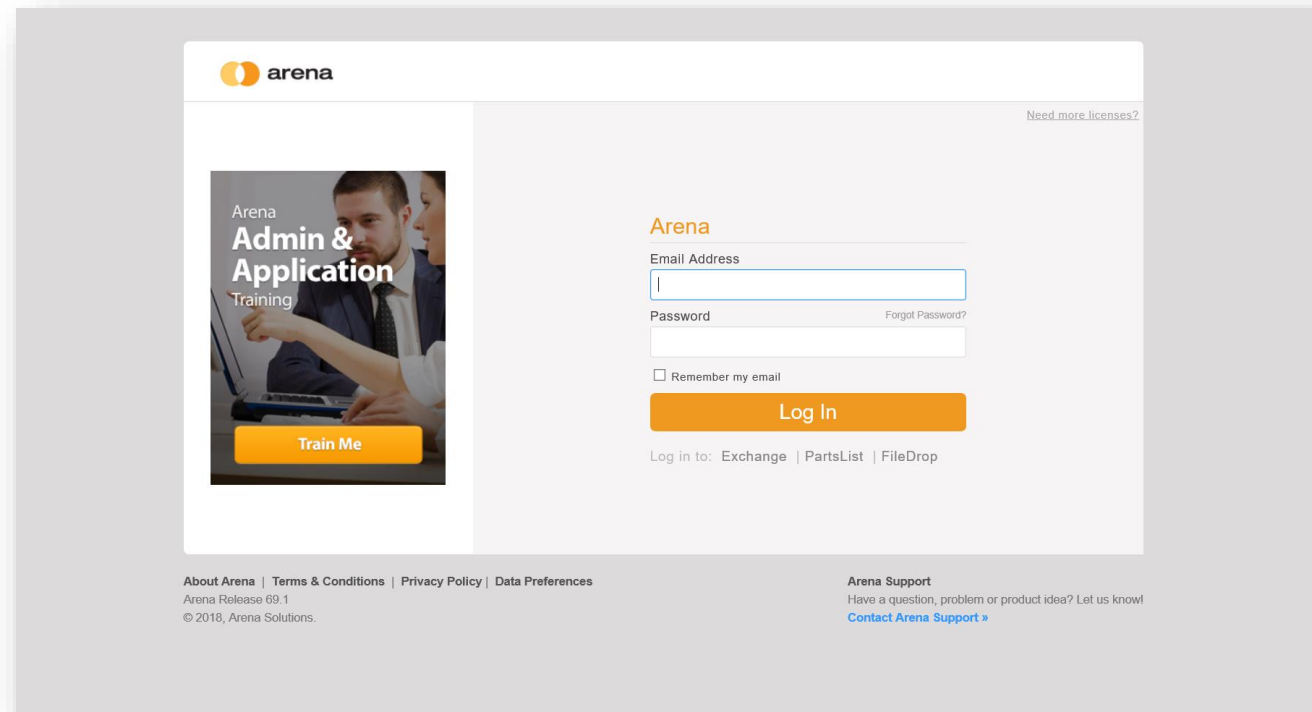


Note: To use the “code” function, a cell phone must be used.

- Upon completion of Arena “set up”, user will be directed to the Quality workspace. Here, the user can view information about the items assigned by Proterra. Note: Arena will sign supplier in automatically the first time after authentication and initial set-up.
- Bookmark the link below for future log on.
- <http://www.arenasolutions.com>
- Select **LOGIN** and Log in to PLM.



- Sign in using **email address** and **password** created during set up.
- Verify that user is able to sign into Arena.



Suppliers should be able to now:

- Complete the set up of their Arena account

Our Mission: Advancing electric vehicle technology to deliver the world's best performing transit vehicles.

Our Vision: Clean, quiet transportation for all.



QUESTIONS?

THANK YOU.



PROTERRA

