

# Supplier Registration in Oracle Cloud

Includes entering / updating company details

## Coronado Supplier Registration Webpage

Website address – <https://coronadoglobal.com.au/supplier-registration/>

Select which operation you would like to register with.



This how to will provide the steps required to register as a supplier and enter your company details.

Tips to complete your registration successfully:

- At each Train Stop enter details as per this how to guide
- Click 'save for later' if you wish to complete later OR;
- Click 'back' on Oracle Cloud to take you back to last train stop OR;
- Click 'next' to take you to next train stop
- Finally click registration at end of each train stop

**NOTE:** Do not click back button on your browser whilst filling in information

## TRAINSTOP 1 – COMPANY DETAILS



### Company Details

- Fill in all fields marked with an \* (*these fields are mandatory*)
- Company – enter details as per ABN lookup
- Tax organization type – select from drop down box
- Supplier type – select from dropdown box
- Corporate website – include website address if applicable
- Attachments – upload if required

### Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type  ▼

Supplier Type  ▼

Corporate Web Site

Attachments None +

### Contact Information

- Fill in all fields marked with an \* (*these fields are mandatory*)
- 'Email' – this email will become the user login

### Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* Email

\* Confirm Email

- Tax Country – select from dropdown
- ABN – input ABN e.g. 11 222 333 444
- Note to approver – enter notes (if required)

Tax Country


Tax Registration Number / ABN

Note to Approver

- Select 'next' to proceed to train stop 2 (Contacts)
- From the contacts page you can add user roles and obtain access to the supplier portal

**Top Tips:**

- ✓ Company name is as per ABN lookup
- ✓ Do not have Trustee as name format
- ✓ Ensure administrative email is correctly spelt



## TRAINSTOP 2 – CONTACTS



### Contacts

- Click on create, edit or delete to carry out the action required
- Contact name and email address entered at train stop 1 will appear under 'Name'

#### Register Supplier: Contacts ?

Enter at least one contact.

Actions ▼ View ▼ Format ▼

| Name           |
|----------------|
| MARTYN, DIANNE |
| AHMED, JAVED   |

## Create Contact

- Fill in all fields marked with an \* (*these fields are mandatory*)
- All suppliers must provide an administrative contact
- Email is required when creating a user account – ensure ‘create user account’ box is ticked
- Click on ‘create another’ to add more contacts OR;
- Click ‘ok’ to complete this section

Create Contact

Salutation  Phone

\* First Name  Mobile

Middle Name  Fax

\* Last Name  \* Email

Job Title

Administrative contact

User Account

Create user account

E-mail is required when creating a user account

Roles

| Role                                | Description  |
|-------------------------------------|--|
| Supplier Self Service Administrator | Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r... |
| Supplier Sales Representative       | Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...        |
| Supplier Inventory Manager          | Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors av... |

- Select ‘next’ to move to train stop 3 (Addresses)

### Top Tips:



- ✓ Include the following contacts:
  - Contract Administrator
  - Accounts Remittance
  - Purchase Order
  - Sales/Account Manager

## TRAINSTOP 3 – ADDRESSES



### Addresses

- Click on create, edit or delete to carry out the action required
- Fill in all fields marked with an \* (*these fields are mandatory*)
- Click the drop-down box to select your option where required

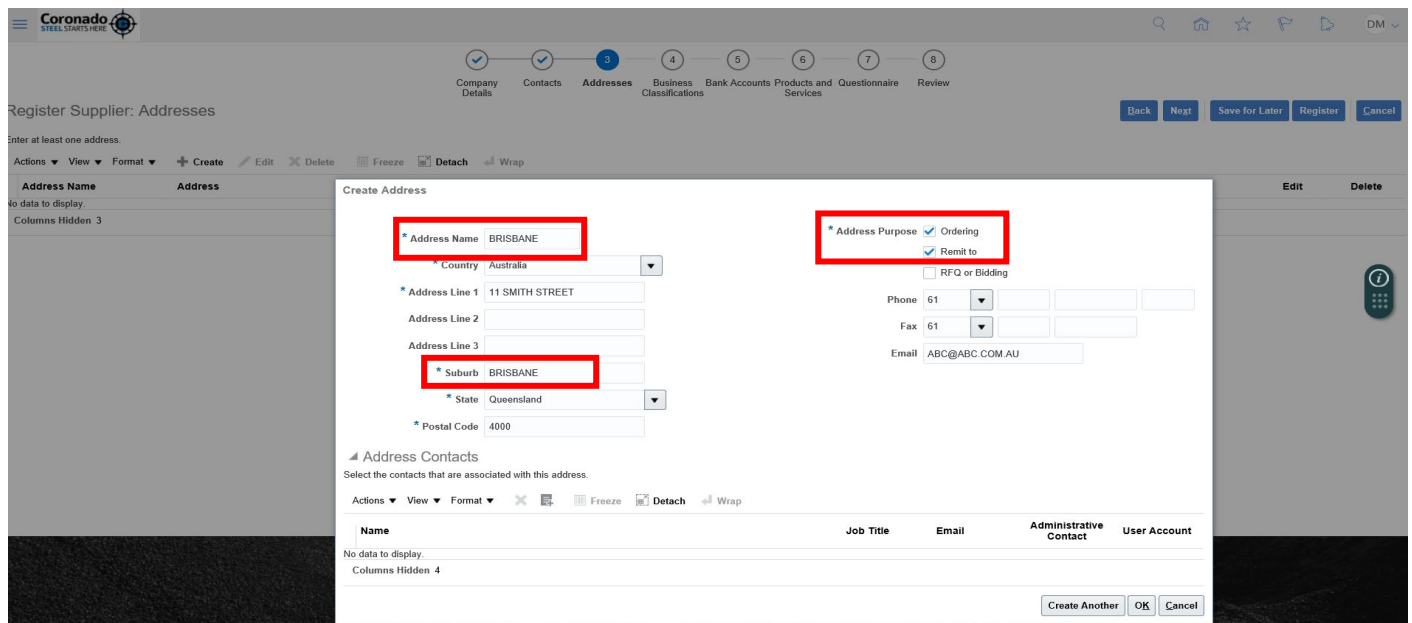
### Register Supplier: Addresses

Enter at least one address.

Actions ▾ View ▾ Format ▾ **+ Create** Edit X Delete Freeze Detach Wrap

| Address Name | Address                                   |
|--------------|---|
| BRISBANE     | 11 SMITH STREET, BRISBANE QUEENSLAND 4000 |

- 'Address Name' should be same as suburb name



**\* Address Name** BRISBANE

**\* Address Purpose**  Ordering  Remit to

**\* Suburb** BRISBANE

### Top Tips:

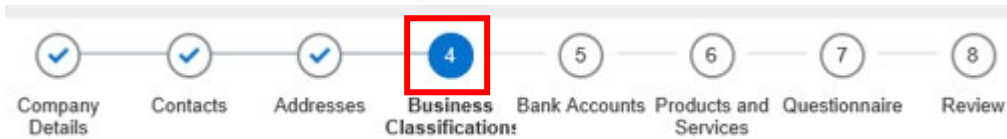


- ✓ 'Address Purposes' tick both boxes:
  - Ordering
  - Remit to

- Select 'next' to move to train stop 4 (Business Classifications)



## TRAINSTOP 4 – BUSINESS CLASSIFICATIONS



### Business Classifications

- Click on + to add business classification
- Click on x to delete business classification
- Click the drop-down box to select the business classification you require

### Register Supplier: Business Classifications ?


None of the classifications are applicable

Actions ▾ View ▾ Format ▾ **+** **x** Freeze Detach Wrap

**\* Classification**

|                      |
|----------------------|
| <input type="text"/> |
| Public Liability I ▾ |
| Workers Compe ▾      |
| Labour Hire Licc ▾   |

- Add details to each column as required
- Certifying agency name
- Certificate of Currency number
- Start and expiration date on document
- Upload evidence of documents to the attachments column by clicking +
- Insurance value should be added to the notes column by clicking on the icon

| Certifying Agency | Other Certifying Agency | Certificate | Start Date | Expiration Date | Attachments | Notes   |
|-------------------|-------------------------|-------------|------------|-----------------|-------------|---|
|                   |                         |             | dd-mmm     | dd-mmm          | None +      |   |
| Other             | SUNCORP                 | XYZ         | 13-Aug-2   | 12-Aug-2        | None +      |  |
| Other             | QUEENSLAND V            | XXX         | 30-Sep-2   | 30-Sep-2        | None +      |   |
| Other             | LABOUR HIRE             | ABC         | 01-Jan-2   | 01-Jan-2        | None +      |   |

### Insurance Matrix

| Insurance Name         | \$Value (Minimum)   | Mandatory Requirements |
|------------------------|---------------------|------------------------|
| Public Liability       | \$20 Million        | Mandatory              |
| Workers Compensation   | As per state of QLD | Mandatory              |
| Professional Indemnity | \$5 Million         | As Required            |
| Motor Vehicle          | \$30 Million        | As Required            |

### Top Tips:

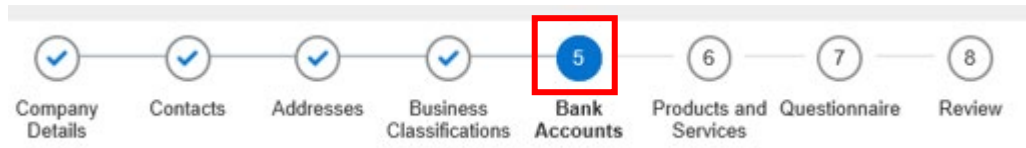


- ✓ Insurance has been added as per matrix
- ✓ Insurance value has been added to the 'Notes' column
- ✓ The following classifications have been added (*if applicable*):
  - Labor Hire Licence
  - Payroll Tax
  - Modern Slavery
- ✓ Mandatory attachments have been loaded

- Select 'next' to move to train stop 5 (Bank Accounts)








## TRAINSTOP 5 – BANK ACCOUNTS



### Bank Accounts

- Click on create, edit or delete to carry out the action required

#### Register Supplier: Bank Accounts

Actions ▾ View ▾ Format ▾ **+ Create**  Edit  Delete  Freeze  Detach  Wrap

| Account Number |
|----------------|
| 111XX          |

Columns Hidden 8

### Create Bank Account

- Click on create
- Fill in all fields marked with an \* (*these fields are mandatory*)
- Click the drop-down box to select your option where required
- Click on 'create another' to add more contacts OR;
- Click 'ok' to complete this section

#### Create Bank Account

Enter account number or IBAN unless account number is marked as required.

|                  |                                     |          |                      |
|------------------|-------------------------------------|----------|----------------------|
| * Country        | Australia ▾                         | IBAN     | <input type="text"/> |
| Bank             | Australia & New Zealand Banking ( ▾ | Currency | AUD ▾                |
| Branch           | 012-002 ANZ Smart Choice ▾          |          |                      |
| * Account Number | 111XX                               |          |                      |

#### Additional Information

|                        |                      |                      |                      |
|------------------------|----------------------|----------------------|----------------------|
| Account Name           | ABC TEST COMPANY     | Agency Location Code | MACKAY               |
| Alternate Account Name | <input type="text"/> | Account Type         | Savings ▾            |
| Account Suffix         | <input type="text"/> | Description          | <input type="text"/> |
| Check Digits           | <input type="text"/> |                      |                      |

#### Comments

Note to Approver

**Create Another** **OK** **Cancel**



## Top Tips:



Please contact [CurraghSuppliers@curragh.com.au](mailto:CurraghSuppliers@curragh.com.au) if you cannot locate the correct Bank and BSB details

- Select 'next' to move to train stop 6 (Products and Services)








## TRAINSTOP 6 – PRODUCTS AND SERVICES



### Products and Services

- Click on select and add or remove to carry out the action required

#### Register Supplier: Products and Services

Actions ▼ View ▼ Format ▼  Select and Add  Remove  Freeze  Detach  Wrap

| Category Name            |
|--------------------------|
| Consumables and MRO      |
| Mobile Equipment & Parts |

### Select and Add

- Use the search function to search by category name or description
- Where there is an arrow next to the category name you can click to expand
- Select the category you would like to add by ticking the box
- Click ok to move to next step

Select and Add: Products and Services

✕

Search

Category Name

Description

View

| Select                              | Category Name                    | Description                      |
|-------------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/>            | Consumables and MRO              | Consumables and MRO              |
| <input type="checkbox"/>            | General MRO                      | General MRO                      |
| <input type="checkbox"/>            | Abrasives and grinding materials | Abrasives and grinding materials |
| <input checked="" type="checkbox"/> | ABRASIVE MATERIALS               | ABRASIVE MATERIALS               |
| <input type="checkbox"/>            | DISKS AND STONES, ABRASIVE       | DISKS AND STONES, ABRASIVE       |
| <input checked="" type="checkbox"/> | Bearings                         | Bearings                         |
| <input type="checkbox"/>            | Belting                          | Belting                          |
| <input checked="" type="checkbox"/> | Cleaning Equipment               | Cleaning Equipment               |
| <input type="checkbox"/>            | Fixings/Fasteners                | Fixings/Fasteners                |
| <input type="checkbox"/>            | Gaskets / seals / packing        | Gaskets / seals / packing        |

Columns Hidden 1

### Top Tips:



- ✓ Ability to add 1 or more products or services
- ✓ Only add what you can provide
- ✓ A safety pre-qualification maybe triggered if items are added which you cannot provide

- Select 'next' to move to train stop 7 (Complete Questionnaire)

## TRAINSTOP 7 – COMPLETE QUESTIONNAIRE



### Questionnaire

- Work through the questionnaire answering all questions as required
- Fill in all fields marked with an \* (*these fields are mandatory*)

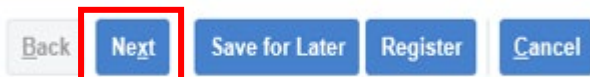
### Register Supplier: Questionnaire

Attachments None

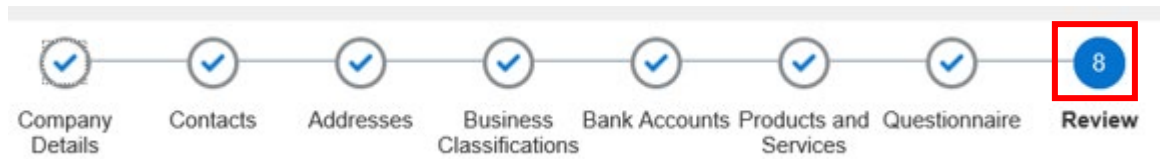
#### Section

- 1. Company Information
- 2. PrequalAudit\_Offsite

- Select 'next' to move to train stop 8 (Review)



## TRAINSTOP 8 – REVIEW DETAILS ENTERED



### Review supplier details

- Review all details entered into the registration and ensure everything is complete and correct

Review Supplier Registration: abc test company ?

[Back](#) [Next](#)

#### Company Details

|                       |                  |                               |                        |
|-----------------------|------------------|-------------------------------|------------------------|
| Company               | abc test company | Tax Country                   | Australia              |
| Tax Organization Type | Company          | Tax Registration Number / ABN | 11 222 333 444         |
| Supplier Type         | CUR              | Note to Approver              | pre registered & saved |
| Corporate Web Site    | www.abc.com.au   |                               |                        |

#### Attachments



Actions ▾ View ▾ + X

| Type                | * File Name or URL | Title | Description | Attached By | Attached Date |
|---------------------|--------------------|-------|-------------|-------------|---------------|
| No data to display. |                    |       |             |             |               |
| Columns Hidden 1    |                    |       |             |             |               |

#### Contacts

View ▾ Format ▾ Freeze Detach Wrap

| Name           | Job Title            | Email              | Administrative Contact |
|----------------|----------------------|--------------------|------------------------|
| MARTYN, DIANNE | VMO                  | DMARTYN@CURRAGH... | ✓                      |
| AHMED, JAVED   | PURCHASING SPECIA... | JA@HAR.COM.AU      | ✓                      |

### Top Tips:



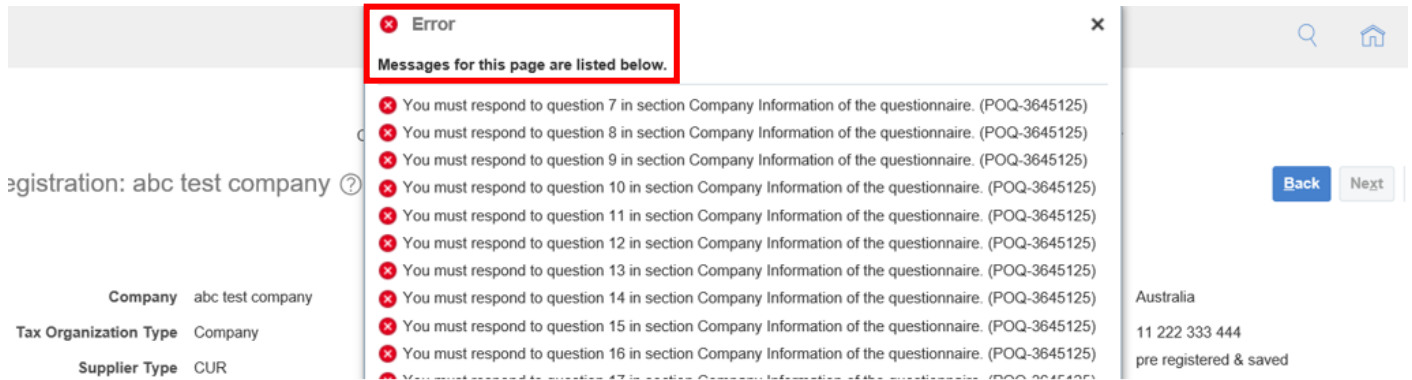
- ✓ Cross check and review for errors
- ✓ Final check:
  - ABN is correct
  - Company name matches ABN search
  - Email contact

- Select 'register' to complete the supplier registration OR;
- Select 'save for later' if you would like to come back and complete at a later stage

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)



## FINAL STEPS – ERRORS AND CONFIRMATIONS

- Error messages will appear if you have missed anything in the questionnaire
- You will not be able to select 'register' until all errors are rectified



- If you have saved your registration and need to go back to complete, a reminder email will be sent
- Click on the link in the email to complete the registration

Supplier Registration Request Was Saved

 elwy-test.fa.sender@workflow.mail.ap1.cloud.oracle.com  
To:  Martyn, Dianne



### Coronado Global Resources Inc. (CUR-BU)

Your supplier registration request was saved.

Request Number 18001  
Request Date 06 January 2021  
Requested By MARTYN, DIANNE  
Company abc test company

**Recommended Action**  
[Complete your supplier registration request.](#)

- Once your registration has been submitted, you will receive a confirmation message
- An email will be sent to the email address listed in contact information with a link to your registration (this can be accessed at any time if required)

Coronado Team will be in touch with further verifications and queries if required 