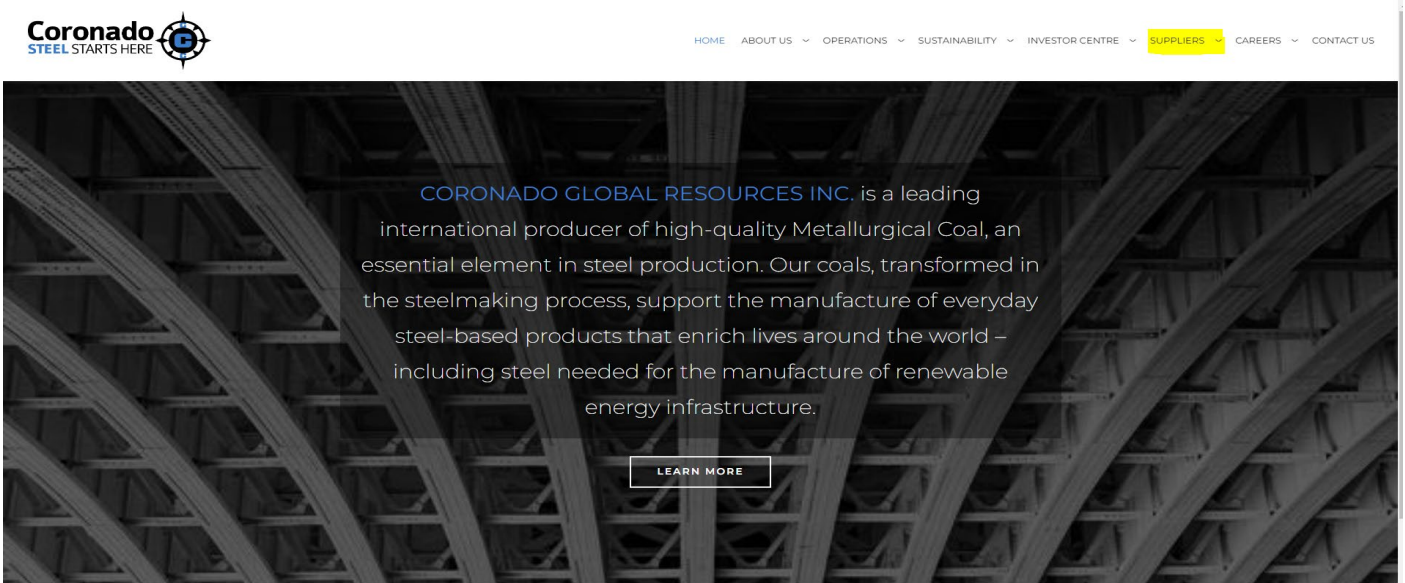


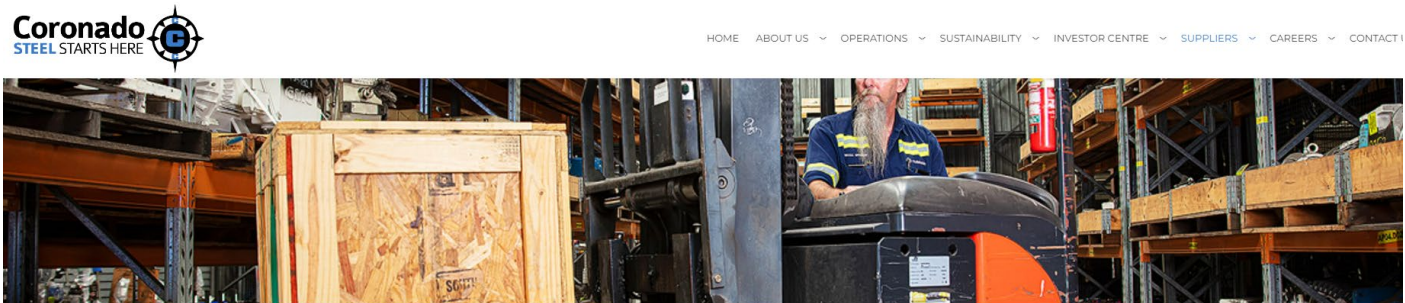
# Secured Portal in Oracle Cloud – for Existing Supplier

“How to change contact details”

- To access login page:
  - Go to [www.coronadoglobal.com](http://www.coronadoglobal.com)
  - Click **Suppliers** and select **Existing Suppliers**



- Click **Login** and insert your **User ID(which is your email address)** and **Password**.



- SUPPLYING TO CORONADO
- GLOBAL RESOURCES
- HOW WE OPERATE
- EXISTING SUPPLIERS
- BECOMING A SUPPLIER
- SUPPLIER REGISTRATION
- RESOURCES
- FAQS

## EXISTING SUPPLIERS

**Coronado's Australian operations transitioned to the New Oracle Cloud System in April 2021. We believe this new system and our revised processes have improved the way we collaborate and create shared value with our suppliers.**

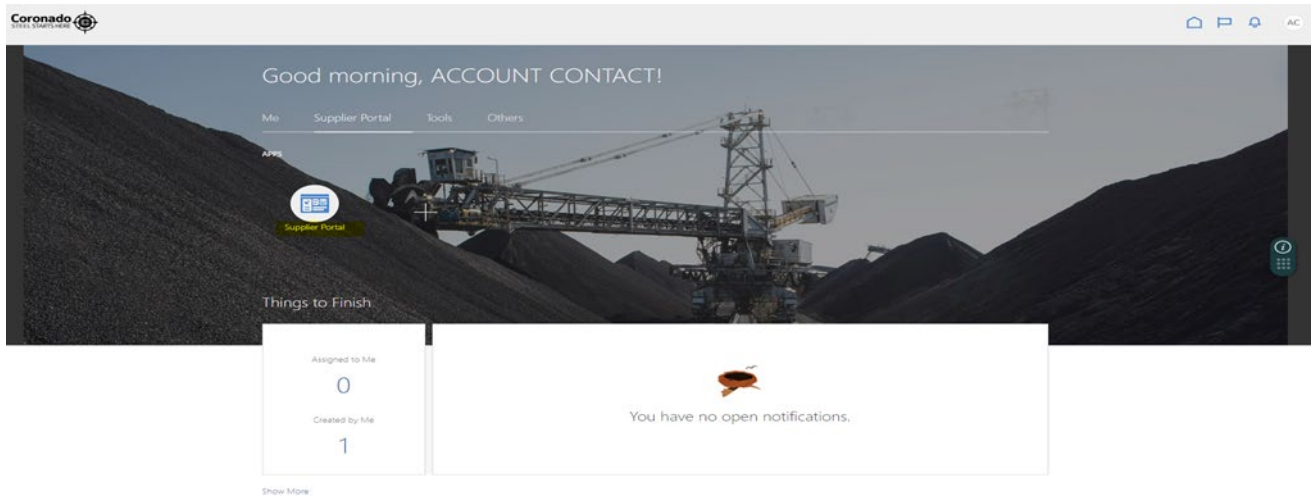


Existing suppliers will receive an email from the Oracle Cloud Project team with a direct link and default user login details to access Oracle Cloud.

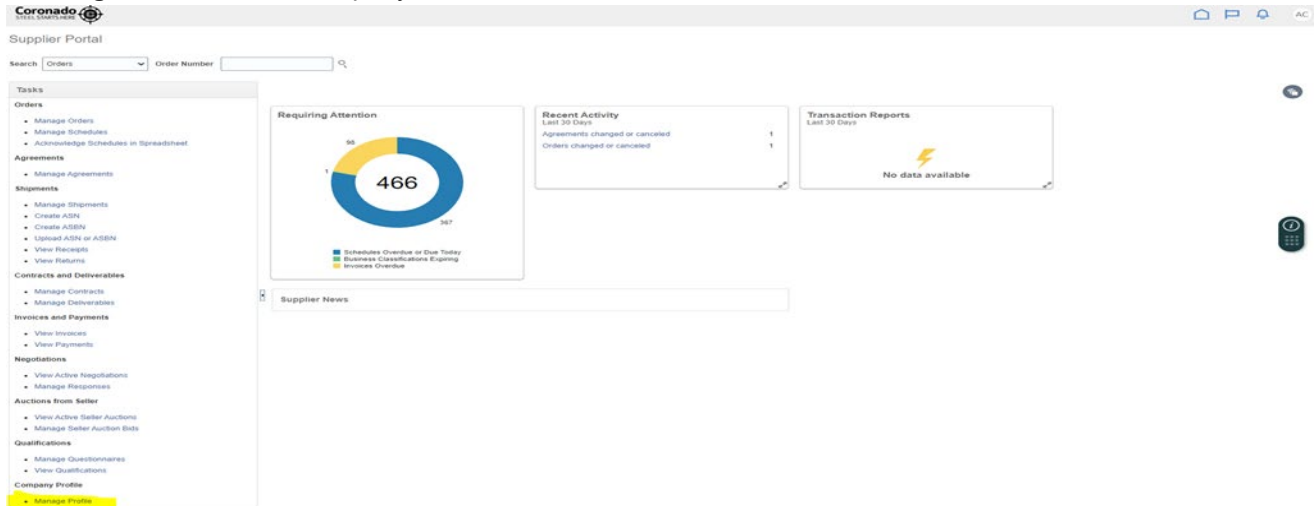
Upon receiving this email, existing suppliers should login to access their supplier file and ensure all details are up to date.

Suppliers will be able to access Secured Portals to view Purchase Orders, Invoices and Payments. Suppliers can also update contact details, upload insurances, respond to tenders and proposals amongst other things.

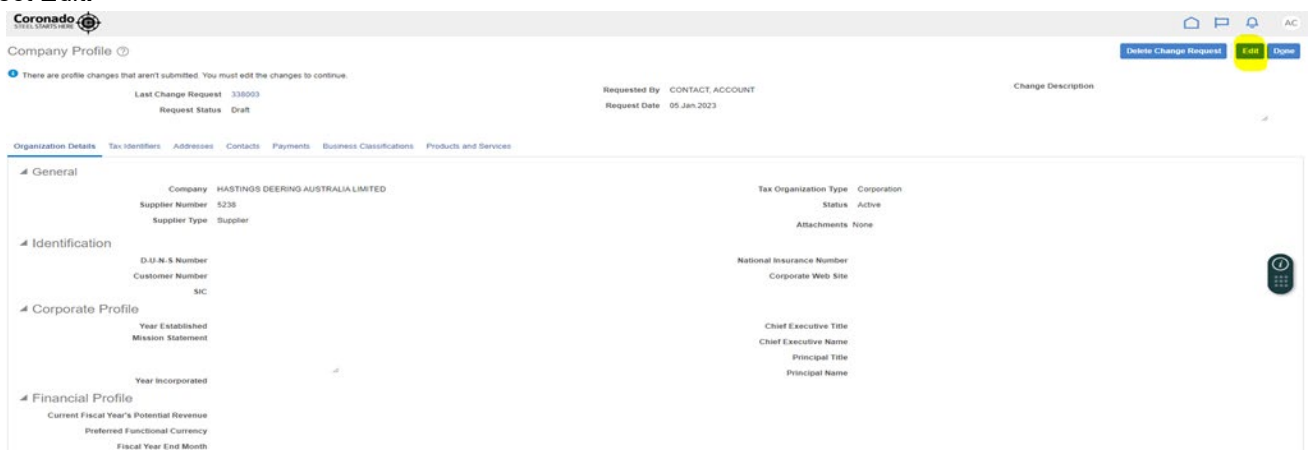
## 2. Select Supplier Portal.



## 3. Click **Manage Profile** under Company Profile.



## 4. Select Edit.



## 5. A 'warning' box will appear, click Yes to continue.


6. Type in the **Change Description** and select **Contacts**.





Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
ARIFIN, ELIYA	CONTRACT DEFAULT C...		+61 (07)49308688			Active
CONTACT, DEFAULT	DEFAULT CONTACT					Active
Elg, Bcd	Sales Manager	test@abc.com	+61 (7)4123 x45...	✓		Active
MCDONALD, ERIC	CONTRACT DEFAULT C...		+61 (07)49308688			Active
Xyz, Abc	ACCOUNTS	test@abc.co.au		✓	✓	Active

6. Select **+** to **add** a contact or Select the pencil icon to **edit**.  
-Click **OK** when you are done.

7. Select **Review Changes**

8. Click **Submit**






Coronado STAY STARTS HERE 


Review Changes    

[Edit](#) [Submit](#) [Cancel](#)

[Change Description](#) [Contacts changes](#)

Contacts

View  Format  Freeze  Detach  Wrap 

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
CONTACT, DEFAULT	DEFAULT CONTACT					Active	

Columns Hidden 7

**DONE!**