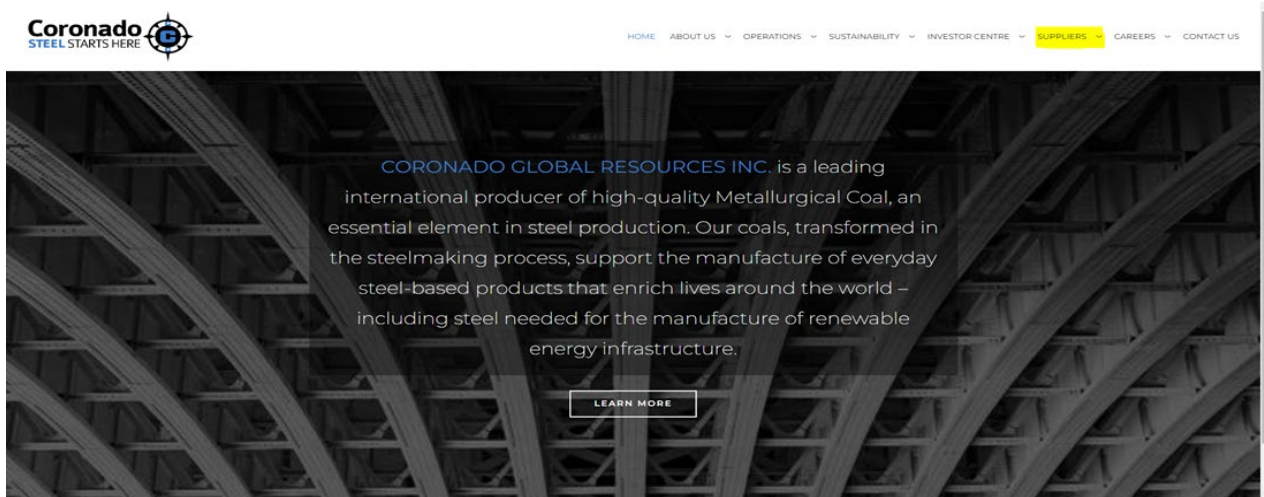


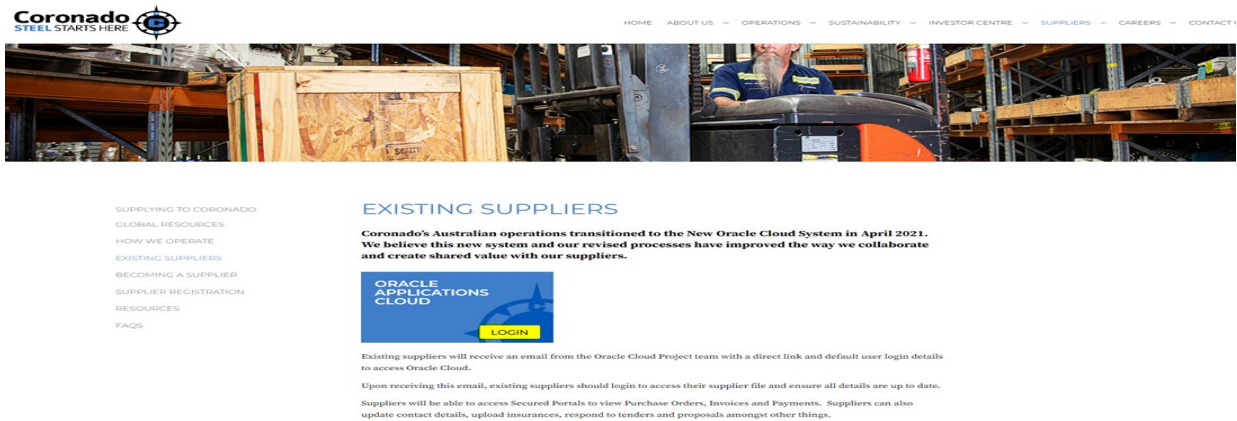
Secured Portal in Oracle Cloud for Existing Supplier

“How to update or upload business classifications”

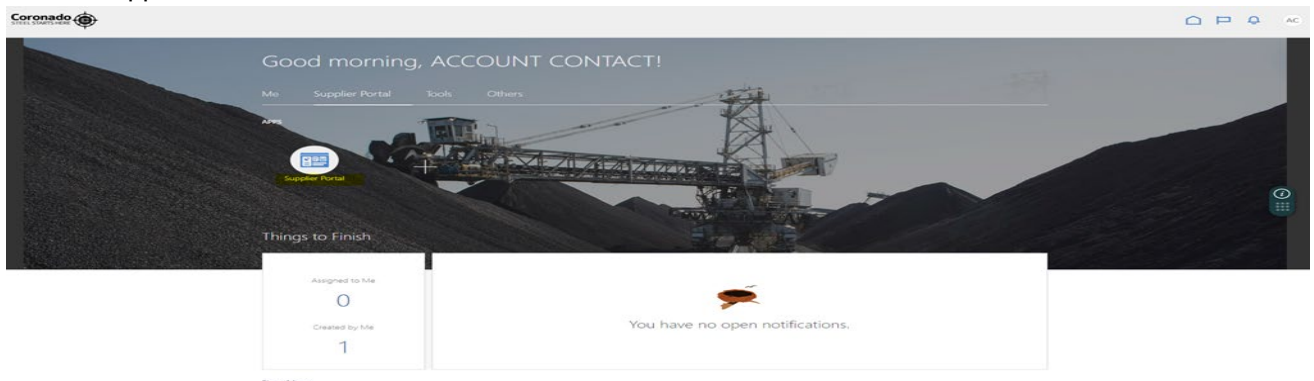
- To access login page:
 -Go to www.coronadoglobal.com
 -Click Suppliers and select Existing Suppliers



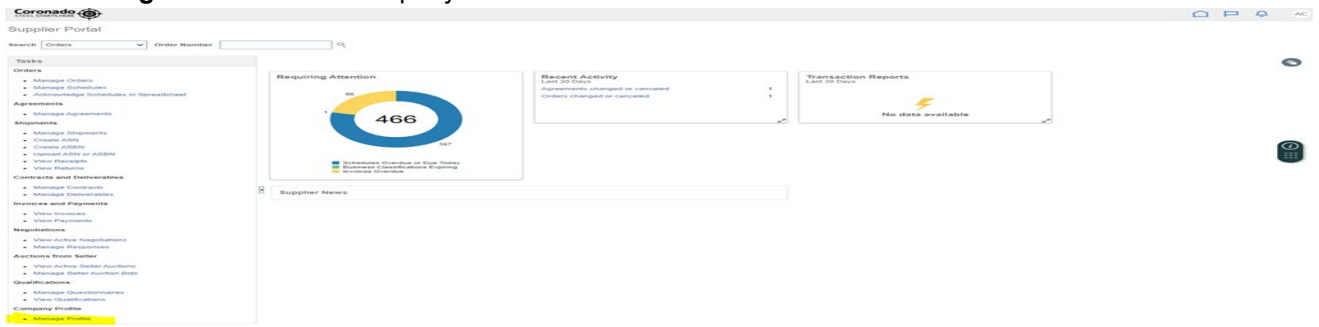
- Click **Login** and insert your **User ID(which is your email address)** and **Password**.



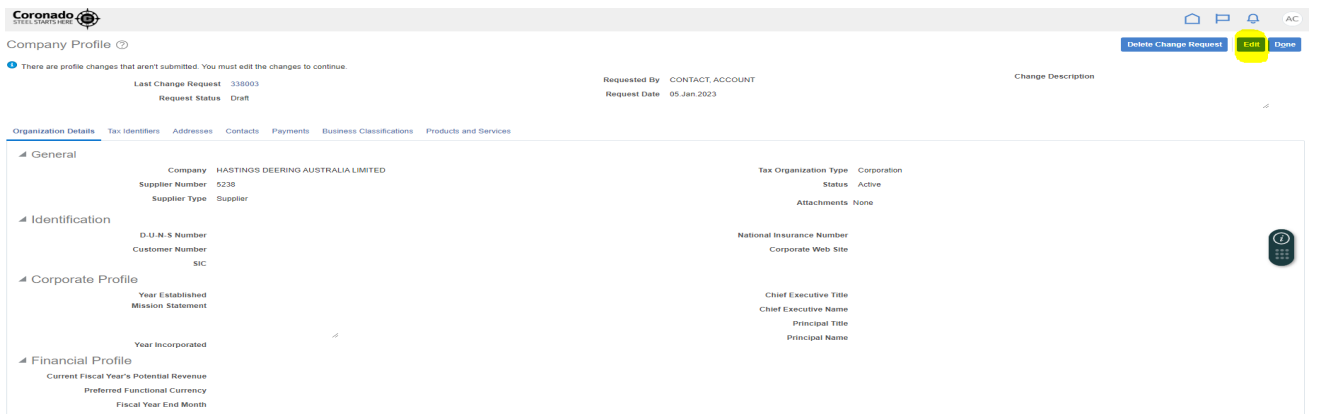
- Select Supplier Portal.



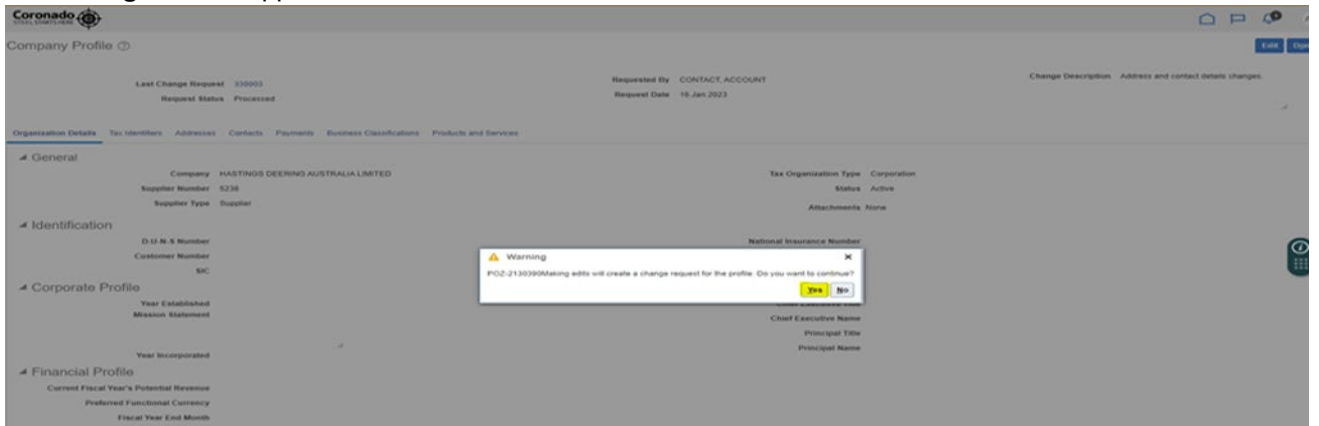
3. Click **Manage Profile** under Company Profile.



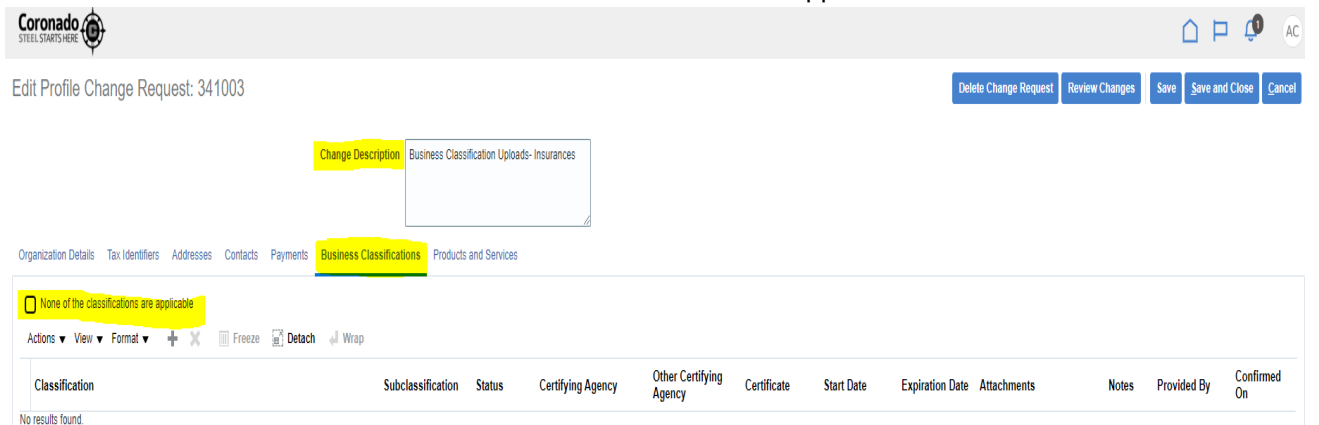
4. Select **Edit**.



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



6. Type in the **Change Description** and select **Business Classifications**. Ensure that **box** on the left side of 'None of the classifications are applicable' is **unticked**.



- Click **+** and Select the **Classification** on the drop-down tab.
-Fill in the required information on the row as well as attaching the documents.

Edit Profile Change Request: 341003

[Delete Change Request](#) [Review Changes](#) [Save](#) [Save and Close](#) [Cancel](#)

Change Description: Business Classification Uploads- Insurances

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

| Classification | Subclassification | Status | Certifying Agency | Other Certifying Agency | Certificate | Start Date | Expiration Date | Attachments | Notes | Provided By | Confirmed On |
|------------------|-------------------|---------|-------------------|-------------------------|-------------|------------|-----------------|-------------|-------|-------------|--------------|
| PUBLIC LIABILITY | | Current | | | | dd.mmm.yyy | dd.mmm.yyy | None | | | |

- Select Review Changes.

Coronado STEEL STARTS HERE

Edit Profile Change Request: 341003

[Delete Change Request](#) [Review Changes](#) [Save](#) [Save and Close](#) [Cancel](#)

Change Description: Business Classification Uploads- Insurances

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

| Classification | Subclassification | Status | Certifying Agency | Other Certifying Agency | Certificate | Start Date | Expiration Date | Attachments | Notes | Provided By | Confirmed On |
|---------------------|-------------------|---------|-------------------|-------------------------|--------------|-------------|-----------------|--------------------|-------|-------------|--------------|
| Labour Hire Licence | | Current | Other | TEST | 567890XY223 | 01 Jan 2023 | 31 Dec 2023 | CERT-192920445.pdf | | | |
| PUBLIC LIABILITY | | Current | AON | | 12345ABC2023 | 02 Jan 2023 | 31 Dec 2023 | CERT-192920445.pdf | | | |

- A 'Confirmation' box will appear, click **Confirm** to proceed.

Coronado STEEL STARTS HERE

Edit Profile Change Request: 340004

[Delete Change Request](#) [Review Changes](#) [Save](#) [Save and Close](#) [Cancel](#)

Change Description: business classification changes

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

| Classification | Subclassification | Status | Certifying Agency | Other Certifying Agency | Certificate | Start Date | Expiration Date | Attachments | Notes | Provided By | Confirmed On |
|---------------------|-------------------|---------|-------------------|-------------------------|--------------|-------------|-----------------|-----------------------|-------|-------------|--------------|
| Labour Hire Licence | | Current | Other | TEST | 34567XVY2023 | 01 Jan 2023 | 31 Dec 2023 | I MPPL PI CoC - 10M.p | | | |
| PUBLIC LIABILITY | | Current | AON | | 12345ABC2023 | 01 Jan 2023 | 31 Dec 2023 | CERT-192920445.pdf | | | |

Confirm Business Classification Updates

I confirm the accuracy of the new or updated business classifications.

[Confirm](#) [Cancel](#)

- Select **Submit**.

Coronado STEEL STARTS HERE

Review Changes

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

Change Description: business classification changes

Business Classifications

None of the classifications are applicable

View Format Freeze Detach Wrap

| Classification | Subclassification | Status | Certifying Agency | Other Certifying Agency | Certificate | Start Date | Expiration Date | Attachments | Notes | Provided By | Confirmed On | Details |
|----------------------------------------------------------|-------------------|---------|-------------------|-------------------------|--------------|-------------|-----------------|----------------------------|-------|---------------|--------------|---------|
| + PUBLIC LIABILITY | | Current | AON | | 12345ABC2023 | 01 Jan 2023 | 31 Dec 2023 | CERT-192920445.pdf | | ACCOUNT CONTA | 16 Jan 2023 | |
| + Labour Hire Licence | | Current | Other | TEST | 34567XVY2023 | 01 Jan 2023 | 31 Dec 2023 | 2022 12 31 MPPL PI CoC - 1 | | ACCOUNT CONTA | 16 Jan 2023 | |

Done!