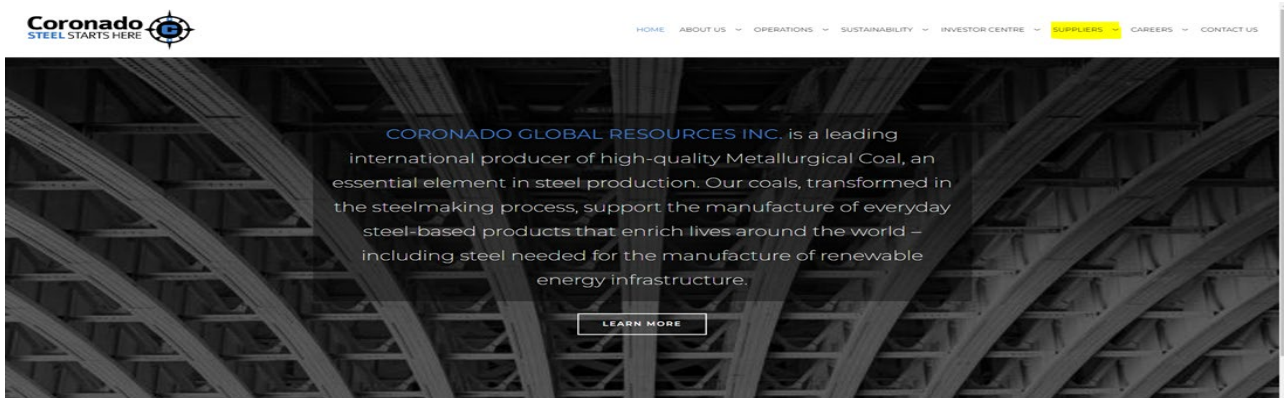


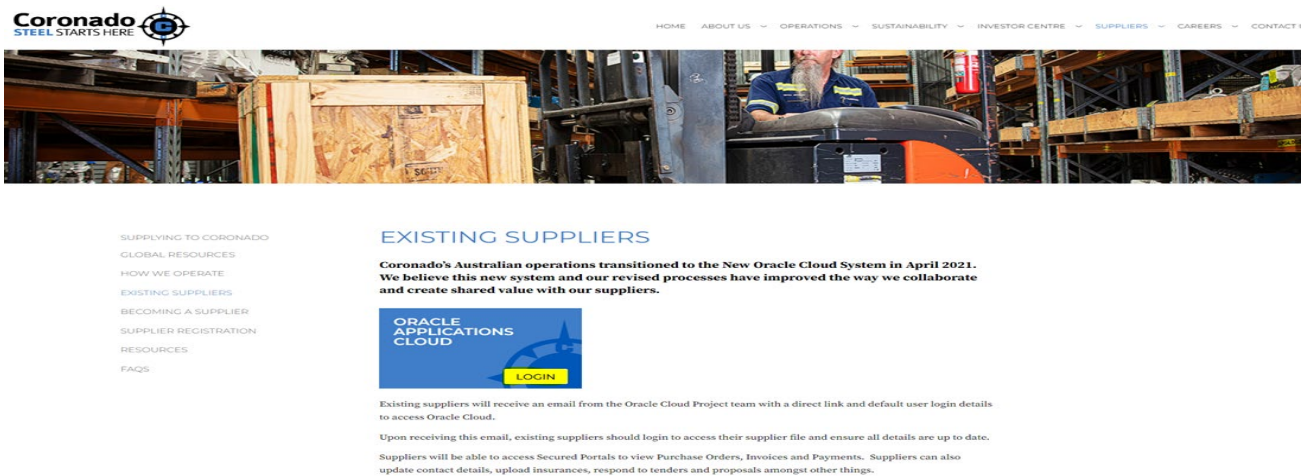
Secured Portal in Oracle Cloud for Existing Supplier

“How to change address details”

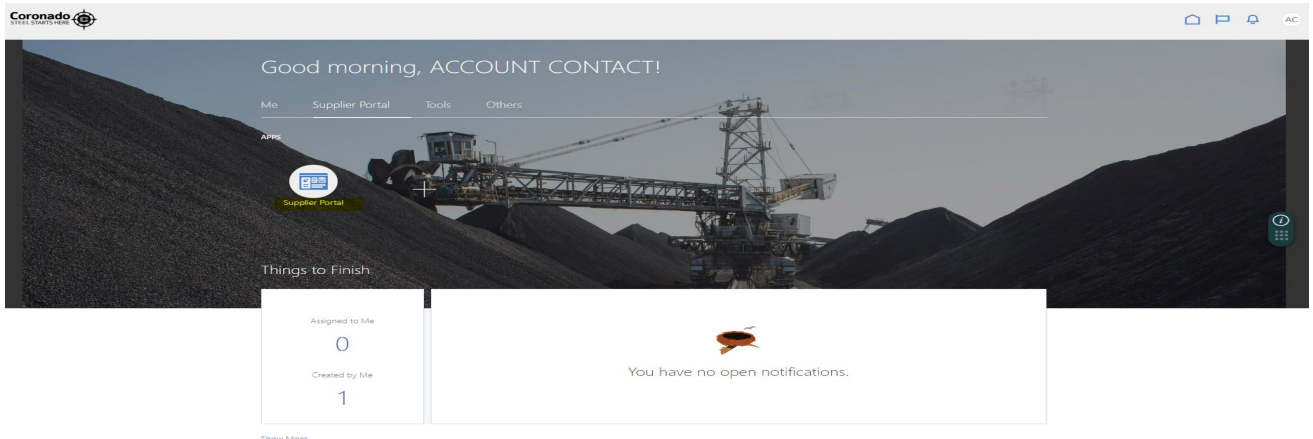
1. To access login page:
 - Go to www.coronadoglobal.com
 - Click Suppliers and select Existing Suppliers



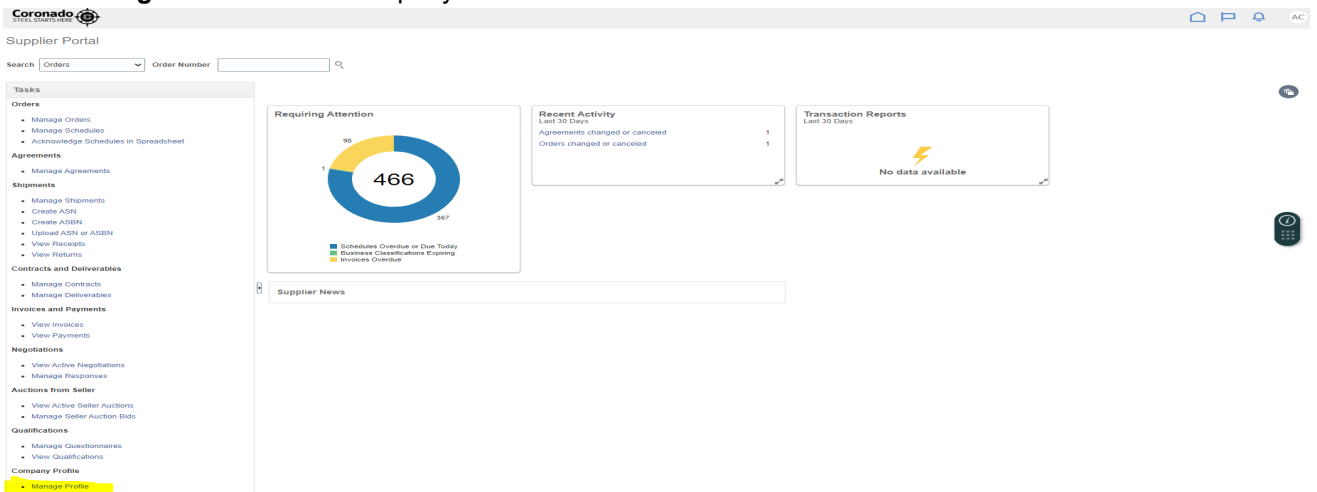
-Click Login and insert your User ID(which is your email address) and Password



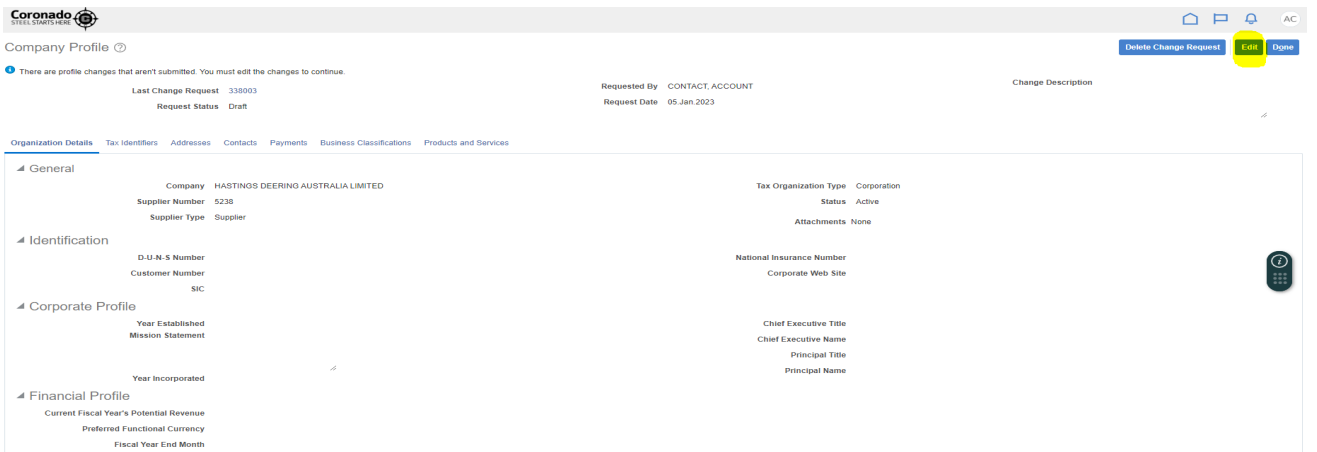
2. Select Supplier Portal.



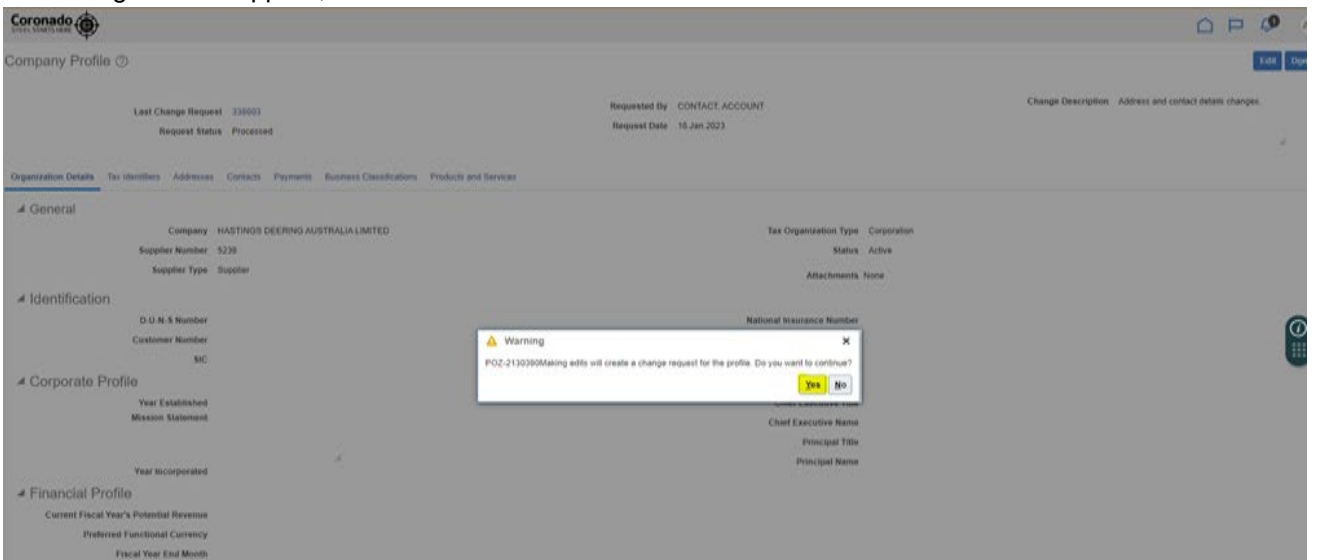
3. Click **Manage Profile** under Company Profile.



4. Select **Edit**.



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



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

Coronado STEEL STARTS HERE

Edit Profile Change Request: 341003

Change Description: Address Change

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

General: Supplier Name: J BLACKWOOD AND SON PTY LTD, Supplier Number: 994, Supplier Type: Supplier, Tax Organization Type: Corporation, Status: Active, Attachments: None

Identification: D-U-N-S Number, Customer Number, SIC

Corporate Profile: Year Established, Mission Statement, Year Incorporated

Financial Profile: Fiscal Year End Month, Current Fiscal Year's Potential Revenue, Preferred Functional Currency

National Insurance Number, Corporate Web Site, Chief Executive Title, Chief Executive Name, Principal Title, Principal Name

7. Highlight the Address line you want to change and Click the **Edit Pencil** button.

Coronado STEEL STARTS HERE

Edit Profile Change Request: 338003

Change Description: Address and contact details changes.

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

Actions: View, Format, Add, Status: Active, Freeze, Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
HEADOFFICE	111 CONNORS ROAD, PAGET QUEENSLAND 4740	+61 (4) 3896 1581	Ordering; Remit to		Active
ROCKHAMPTON BRANCH	PORT CURTIS ROAD, ROCKHAMPTON QUEENSLAND 4700	+61 (07)49308688	Ordering; Remit to		Active
TEST	40-42 CATERPILLAR DRIVE, PAGET QUEENSLAND 4740	+61 (4) 3896 1581	Ordering; Remit to		Active

Columns Hidden: 3

8. Edit the address as requested, click **OK** and select **Review Changes**.

Coronado STEEL STARTS HERE

Edit Profile Change Request: 338003

Change Description: Address and contact details changes.

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

Actions: View, Format, Add, Status: Active, Freeze, Wrap

Address Name: Address

Address Purpose: Address Purpose, Fax, Status

Columns Hidden: 3

Edit Address: ROCKHAMPTON BRANCH

* Address Name: ROCKHAMPTON BR
 * Country: Australia
 * Address Line 1: PORT CURTIS ROAD
 Address Line 2:
 Address Line 3:
 * Suburb: ROCKHAMPTON
 * State: Queensland
 * Postal Code: 4700
 Language:

* Address: Ordering
 Purpose: Remit to
 RFQ or Bidding
 Phone: 61 07 49308688
 Fax:
 Email: test@abc.com.au
 Inactive Date:
 Status: Active

OK Cancel

9. Select **Submit**.

Coronado STEEL STARTS HERE

Review Changes

Change Description: Address and contact details changes.

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

Actions: View, Format, Freeze, Wrap

Address Name: Address

Address Purpose: Address Purpose, Fax, Status, Details

Columns Hidden: 3

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
HEADOFFICE	111 CONNORS ROAD, PAGET QUEENSLAND 4740	+61 (4) 3896 1581	Ordering; Remit to		Active	
ROCKHAMPTON BRANCH	PORT CURTIS ROAD, ROCKHAMPTON QUEENSLAND 4700	+61 (07)49308688	Ordering; Remit to		Active	
TEST	40-42 CATERPILLAR DRIVE, PAGET QUEENSLAND 4740	+61 (4) 3896 1581	Ordering; Remit to		Active	

DONE!