

## **Cloud Supplier Portal User Manual**

- **How to Create Invoices**
- **How to View Invoices**
- **How to View Payments**

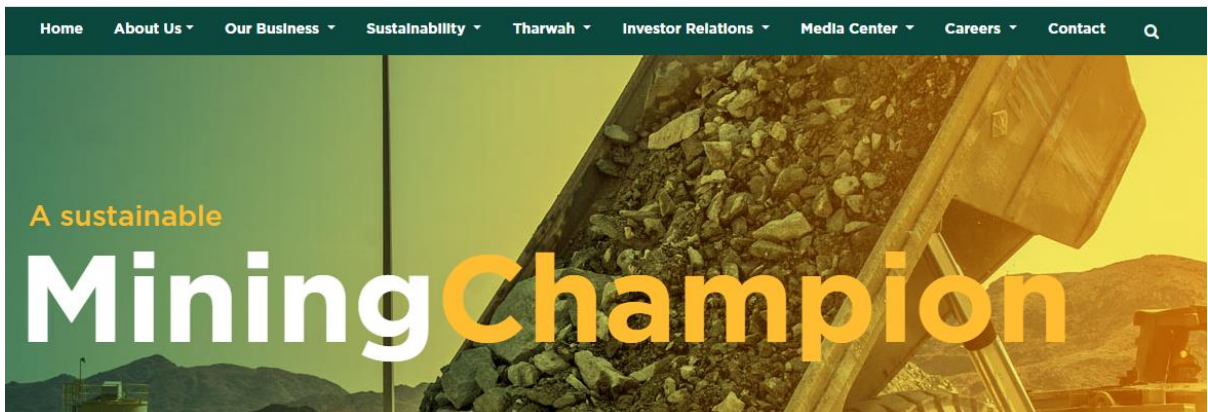
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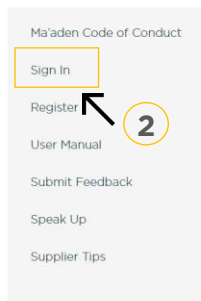
## 1. How to Login

Visit our website - [www.maaden.com.sa](http://www.maaden.com.sa)

1. Click, **Supplier**
2. Click, **Sign In**
3. Input your **User ID** and **Password**
4. Then, click **Sign In**



### Ma'aden Supplier Portal



### Welcome Message

Welcome to Saudi Arabian Mining Company(Ma'aden) Suppliers and Contractors Relations Website.

Using this site you can easily initiate your company registration, that can lead to becoming one of Ma'aden Group approved suppliers / contractors.

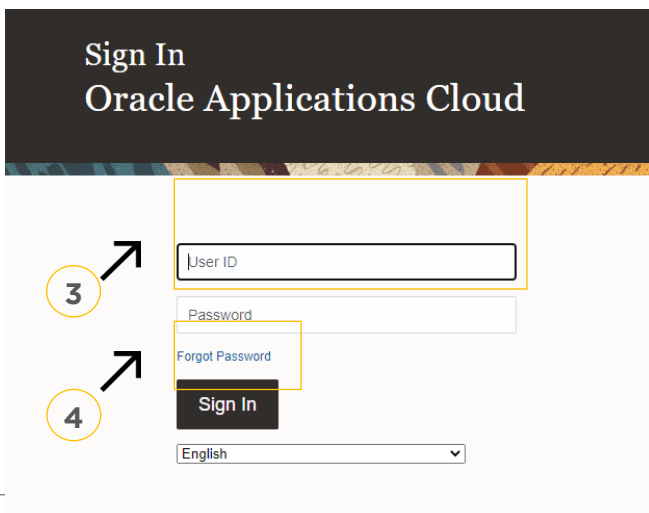
Before you start your registration process , please make sure you read the guideline document ,and make sure the needed documents in PDF file or Microsoft word and ready in your desktop for upload.

Completion of the online supplier / contractor registration does not guarantee that your company will receive RFGs / RFPs or POs/Subcontracts from Ma'aden nor does it confer "Approved" status as a Ma'aden supplier / contractor. It is the first step of the mandatory process for doing business with Ma'aden and its affiliates. You may be contacted in accordance with our business needs.

For Current Ma'aden Suppliers / Contractors, using this site, you can update your company information and have access to Ma'aden business opportunities through collaboration portal.

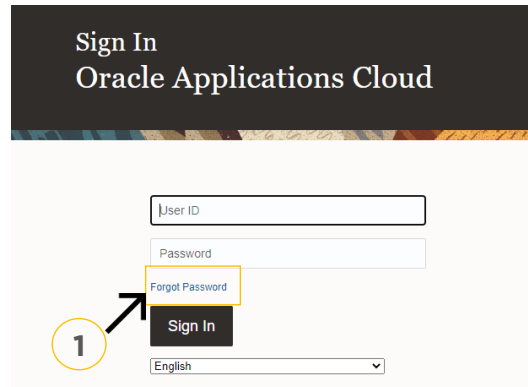
We appreciate your interest in becoming a Ma'aden Supplier / Contractor and look forward to the possibility to work with you.

if you don't know your password follow next page for **"Login Assistance"**



## 2. Login Assistance

1. Click [Forgot Password](#)



Sign In  
Oracle Applications Cloud

User ID

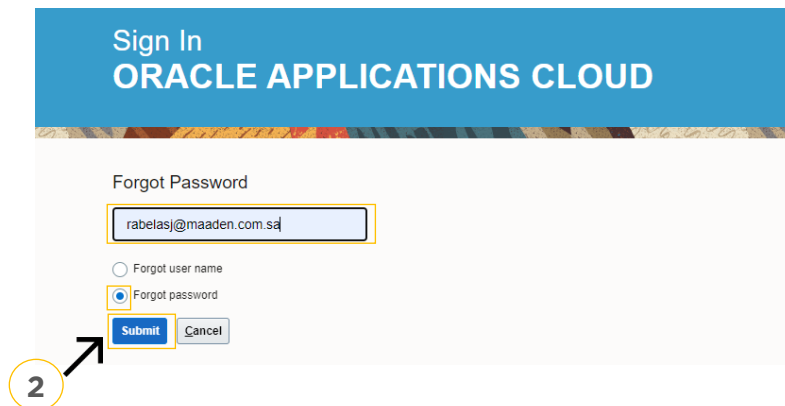
Password

[Forgot Password](#)

Sign In

English

2. In the field "User Name or Email", provide **email id**, select "Forgot password" option and click on "Submit" button.



Sign In  
ORACLE APPLICATIONS CLOUD

Forgot Password

Forgot user name  
 [Forgot password](#)

Submit Cancel

3. Then you will receive an email from [OracleCloud@maaden.com.sa](mailto:OracleCloud@maaden.com.sa) with subject "Maaden Cloud Applications-Password Reset Information" Please check your email.

Open the email that you received and [click](#) on the link to [reset your password](#), below is a screenshot of the email sample.

From: <[OracleCloud@maaden.com.sa](mailto:OracleCloud@maaden.com.sa)>  
 Date: Sun, 19 Dec 2021, 16:27  
 Subject: Maaden Cloud Applications-Password Reset Information  
 To: <[info@company.com](mailto:info@company.com)>

Dear <Supplier Contact Name>,

You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.

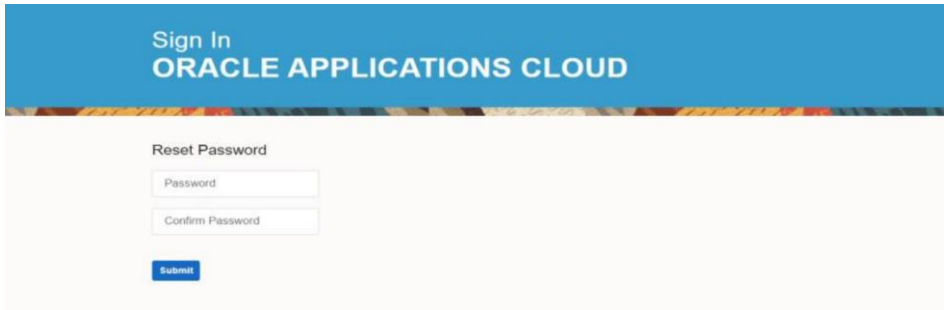
Please follow the link below to reset your password.

<https://fa-epod-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=2fa4412a572d426b8407ba842199f1c0>

If you did not request this information or have any question, contact [SRM@maaden.com.sa](mailto:SRM@maaden.com.sa).

**3** Thank You,  
Maaden SRM Team

5. Provide [New Password](#) in the fields and click [Submit](#).

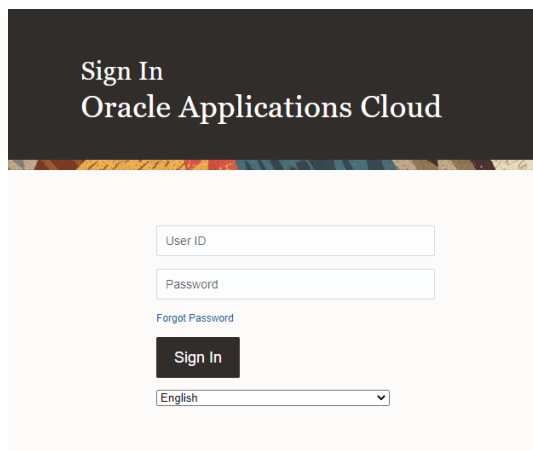


The screenshot shows the 'Sign In ORACLE APPLICATIONS CLOUD' header. Below it, the 'Reset Password' section contains two input fields: 'Password' and 'Confirm Password', followed by a blue 'Submit' button.

### To Login:

Visit our website - [www.maaden.com.sa](http://www.maaden.com.sa)

1. Click, **Supplier**
2. Click, **Sign In**
3. Input your **User ID** and **Password**
4. Then, click **Sign In**



The screenshot shows the 'Sign In Oracle Applications Cloud' header. Below it, the main login section contains two input fields: 'User ID' and 'Password'. Below these fields is a link for 'Forgot Password', a black 'Sign In' button, and a language dropdown menu currently set to 'English'.

### 3. Guidelines on Creating Invoice

Before you create your invoices and uploading into Maaden portal, make sure your PO is ready for invoicing.

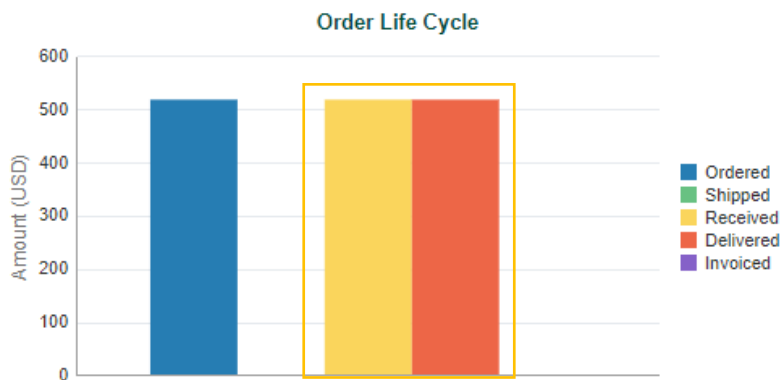
1. For Supplier with PO under the below **Incoterms**, uploading of invoices must be entered after the collection of materials from the supplier by our designated Maaden forwarder, FCR (Forwarder's Cargo Receipt) must be submitted to Maaden Logistics Team for material verification.

**Incoterms: EXW, FCA, FAS, FOB, CFR and CIF**

2. For supplier with PO under the below **Incoterms**, uploading of invoices must be entered if the PO status is updated to **"Received"** and **"Delivered"**.

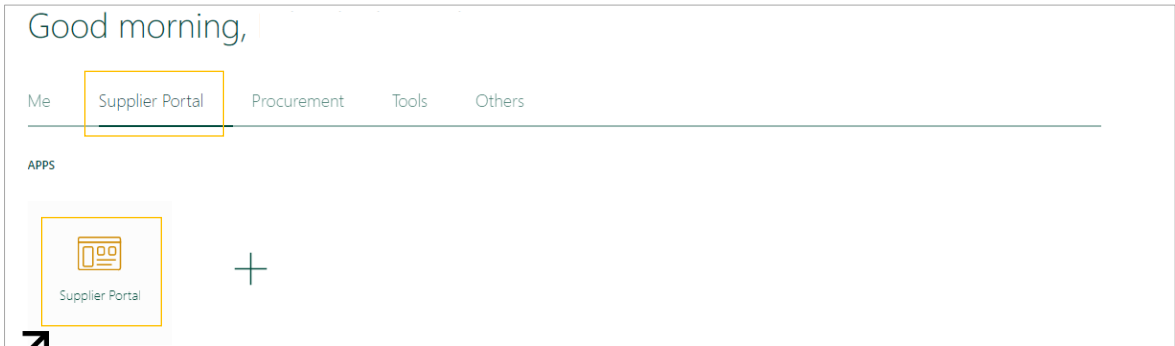
You can check the status of the PO in your portal through [Manage Order](#).

**Incoterms: DDP, DAP**



### 3. How to “Create Invoice”.

1. Click, “Supplier Portal”



1

2. Under **Tasks - Invoices and Payment** click “Create Invoice”

#### Supplier Portal

Search  Order Number

##### Tasks

###### Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

###### Agreements

- Manage Agreements

###### Channel Programs

- Manage Programs

###### Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

###### Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

###### Consigned Inventory

- Review Consumption Advices

###### Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

2

###### Negotiations

- View Active Negotiations
- Manage Responses

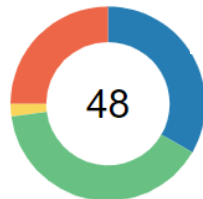
###### Qualifications

- Manage Questionnaires
- View Qualifications

###### Company Profile

- Manage Profile

##### Requiring Attention



- Schedules Overdue or Due Today
- Negotiations Closing Soon
- Negotiation Messages
- Invoices Overdue

##### Recent Activity

Last 30 Days

- Negotiation invitations
- Orders opened
- Receipts
- Payments

##### Transaction Reports

Last 30 Days

PO Purchase Amount	SAR
Invoice Amount	SAR
Invoice Price Variance Amount	SAR

##### Supplier News

## A. Create Invoice

1. In **Identifying PO**, type the **PO No.**
2. **Remit-to Bank Account**, from dropdown select your **“bank account no.”** payment will be paid against the selected account no. during invoice creation.
3. **Number**, type the **“Invoice No.”**
4. **Date**, select the **“Invoice date”**
5. **Type**, maintain default as **“Invoice”**
6. **Attachments**, Click **“+”** and attach the copy of official invoice.
7. **\*Supplier Tax Registration Number**, from dropdown select your **“VAT Account no.”**  
**Note: This is applicable for KSA Supplier.**

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

The screenshot shows the 'Create Invoice' form with the following fields and callouts:

- 1: \* Identifying PO (dropdown)
- 2: Remit-to Bank Account (dropdown)
- 3: \* Number (text input)
- 4: \* Date (calendar icon)
- 5: \* Type (dropdown, set to 'Invoice')
- 6: Attachments (None +)
- 7: \* Supplier Tax Registration Number (dropdown)

Other visible fields include: Supplier, Taxpayer ID, \* Supplier Site, Address, Unique Remittance Identifier, Unique Remittance Identifier Check Digit, Description, Invoice Currency, and Payment Currency.

8. In **Lines Area**, click **“☰” Select and add button**, check the search results.

Lines

View + x ☰ Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line
No data to display.								
Total								

9. In **Search Results**, highlight the line items.
10. Click **“Apply”**, to add the line item in Lines Area, then Click **“OK”** to close the window.

### Search Results

View ☰ Detach Select All

Purchase Order							Consumption Adv	
Number	Line	Schedule	Retainage Rate (%)	Retainage	Retainage Released	Number	Line	
5002208	1	1		0.00	0.00			

☰

Apply OK Cancel



- After adding line items, go to scroll bar, scroll it to right-side and check the “Quantity” and “Unit Price” fields.
- Make sure to check the “Quantity” and “Unit Price” are matching with your invoice copy.  
**Note:** If you are uploading your invoice in partial payment, edit the “Quantity” value and match with your invoice copy.

Lines

* Number	* Type	* Number	* L * Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Consumption Advice Number	Consumption Advice Line	Supplier Item
1	Item	42007201	1 1	0.00	0.00					
2	Item	42007201	2 1	0.00	0.00					
3	Item	42007201	3 1	0.00	0.00					
4	Item	42007201	4 1	0.00	0.00					
Total										

11 ↗

Available Quantity	Quantity	Unit Price	UOM
0.13	0.1304348	171098.44	Daily

12 ↗

- \* **Calculate Tax** (This is applicable for KSA Supplier). Click “Invoice Action”, then Click “Calculate Tax”.

FA

Edit Invoice ?

Identifying PO: 42007

Supplier

Taxpayer ID

Supplier Site: Riyadh

Address

Supplier Tax Registration Number: 30006

Remit-to Bank Account: SA44450000

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments: None

Tax Control Amount

**Invoice Actions** ▼

- Calculate Tax Ctrl+Alt+X
- Cancel Invoice 123xx
- Delete Invoice 31-Mar-2022

Type: Invoice

Invoice Currency: SAR - Saudi Riyal

Payment Currency: SAR - Saudi Riyal

Customer

Customer Taxpayer ID: 1010164391

Name: Saudi Arabian Mining Company

Address

- In **Summary Tax Lines**, check the VAT amount details if matching with your invoice copy.

**Note:** Step 13 and 14 is not applicable for Foreign Suppliers.

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	KSA VAT	VAT	KSA VAT Jurisdi...	STANDARD	KSA VAT STD	15		0

14 ↗

Totals	Items	Inclusive Tax	Exclusive Tax	Retainage	Invoice Amount	Due
	0.00	0.00	0.00	0.00	0.00	0.00

15 ↗

- Check the total “Invoice Due Amount”, if value is match with Invoice Copy.

- Click “Submit” information will appear. **Your Invoice No. XXXXX was successfully submitted.**

### 3. How to View the Invoice

1. Under **Tasks - Invoices and Payment** click “View Invoice”

Invoices and Payments

- Create Invoice
- View Invoices**
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

2. In Invoice Number, input the “Invoice Number”  
 3. Then click “Search”

View Invoices

Search

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Advanced Saved Search All Invoices

\*\* At least one is required

Search Reset Save...

Search Results

Invoice Number	Invoice Amount	Paid Status	Payment Number	Invoice Date	Invoice Status	Type	Purchase Order	Due Date	Supplier	Supplier Site
SA08S3	6,416.54 SAR	Unpaid		29-Dec-2022	In process	Standard	50022	28-Jan-2023	Services	Riyadh

4. In Search Results, check the “Invoice Status”.  
 5. To check for Invoice details, click the “Invoice Number”

Search Results

Invoice Number	Invoice Amount	Paid Status	Payment Number	Invoice Date	Invoice Status	Type	Purchase Order	Due Date	Supplier	Supplier Site
SA08S3	6,416.54 SAR	Unpaid		29-Dec-2022	In process	Standard	50022	28-Jan-2023	Services	Riyadh

6. In Invoice details, click “Payments” to check the payment Due Date.

Invoice: SA08S300070499

Business Unit Saudi Arabian Mining Company (MA'ADEN) Invoice Amount 96,416.54

Legal Entity Name Saudi Arabian Mining Company Unpaid Amount 96,416.54 Invoice Type Standard

Supplier or Party Supplier Site Riyadh Payment Currency SAR Description Attachment (1 more...)

Address Tax Control Amount

Invoice Date 29-Dec-2022

Lines Payments

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
No payments.							

Installments

Number	Due Date	Amount (SAR)		Payment Method
		Gross	Unpaid	
1	28-Jan-2023	96,416.54	96,416.54	Wire
		96,416.54	96,416.54	

Applied Prepayments

Number	Purchase Order	Applied Amount (SAR)		Description
		Tax	Item	
No applied prepayments.				

### 3. How to View Payment

1. Under **Tasks - Invoices and Payment** click **“View Payments”**



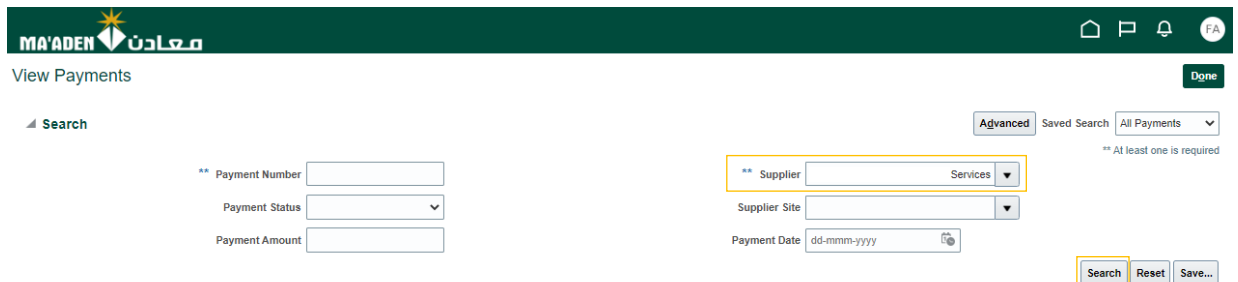
Invoices and Payments

- Create Invoice
- View Invoices
- View Payments**

Negotiations

- View Active Negotiations
- Manage Responses

- In Supplier, select from dropdown list **select your company name**
- Then click **“Search”**
- In Search Results, click the **“Payment No.”** where you can check the payment details



View Payments Done

Advanced Saved Search All Payments

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier  Services

Supplier Site

Payment Date dd-mmm-yyyy

Search Reset Save...

#### Search Results

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Pa
538	26-Dec-2022	Payment Process Request	SA08S	Services	Riyadh	2,300.00 SAR	Cleared	Ern
319	14-Nov-2022	Payment Process Request	Multiple	Services	Riyadh	37,486.48 SAR	Cleared	Ern
536	17-Oct-2022	Payment Process Request	Multiple	Services	Riyadh	822,215.00 ...	Cleared	Ern
535	17-Sep-2022	Payment Process Request	SA08	Services	Riyadh	650.00 SAR	Cleared	Ern
535	14-Sep-2022	Payment Process Request	SA08	Services	Riyadh	2,237.60 SAR	Cleared	Ern
504	05-Sep-2022	Payment Process Request	SA08	Services	Riyadh	6,185.50 USD	Cleared	Ern
534	24-Aug-2022	Payment Process Request	Multiple	Services	Riyadh	9,883.80 SAR	Cleared	Ern
534	21-Aug-2022	Payment Process Request	Multiple	Services	Riyadh	52,402.90 ...	Cleared	Ern

### 5. Payment details

Payment: 538 Done

Business Unit	Saudi Arabian Mining Company (MA'ADEN)	Payment Amount	2,300.00 SAR
Payee	Services	Payment Date	26-Dec-2022
Payee Site	Riyadh	Payment Type	Payment Process Request
Address	Riyadh 11391, Riyadh 11391	Remit to Account	SA4445
Payment Status	Cleared	Payment Document	SABB_BATCH_NEW

#### Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
SA08S3	17-Oct-2022	Standard	50022	Multiple		2,300.00 SAR	2,300.00 SAR	Workflow approved	31-Dec-2022	Fully paid

- End -  
Thank you