

# **Cloud Supplier Portal User Manual**

## **How to Update Company Profile**

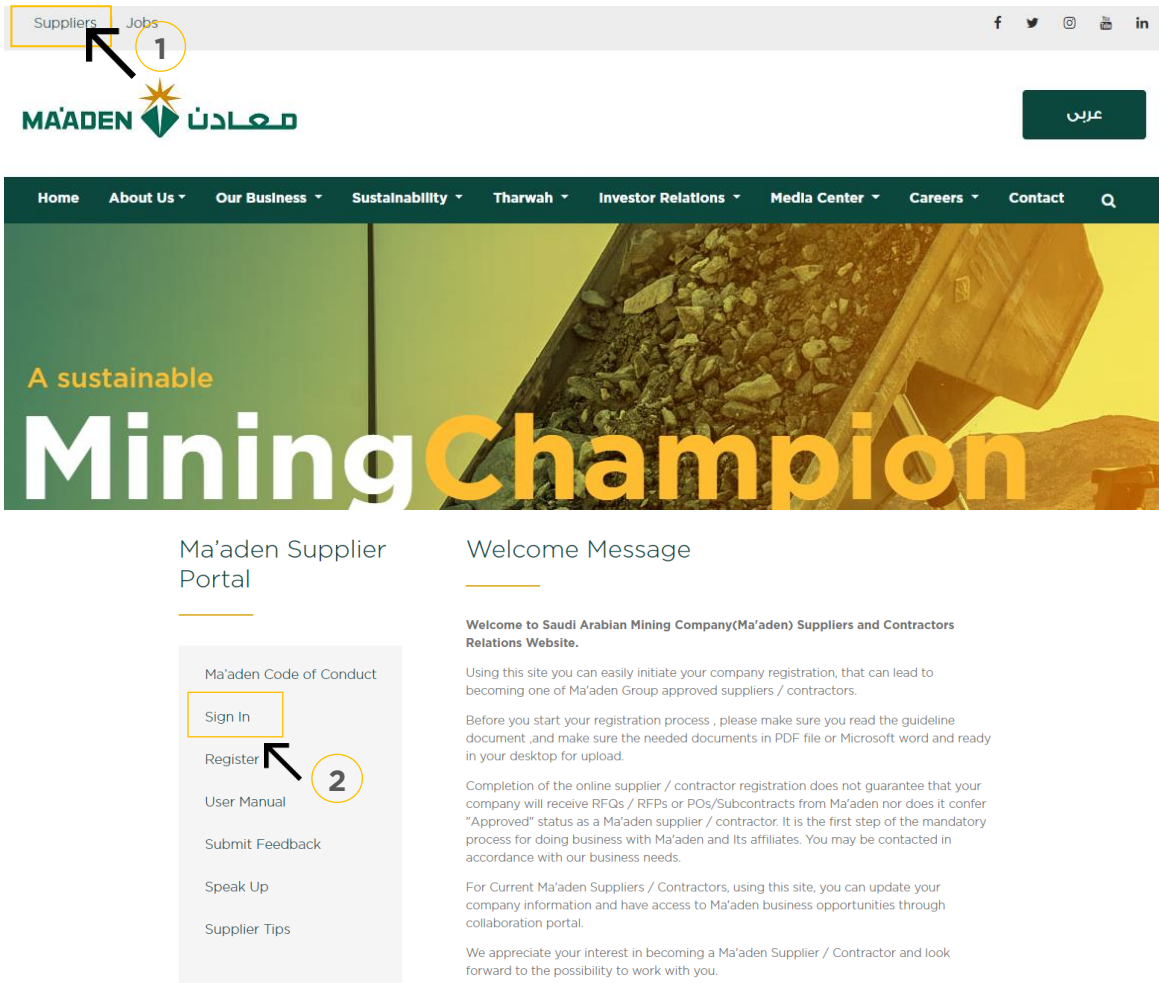
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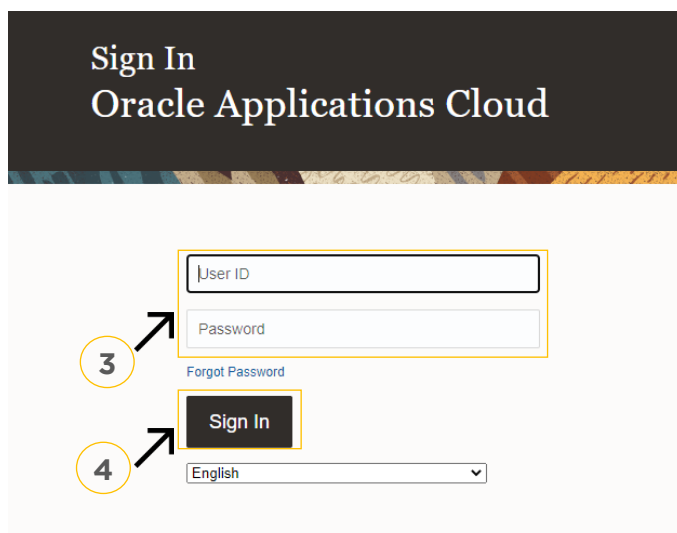
## 1. How to Login

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**



The screenshot shows the Ma'aden Supplier Portal website. At the top, there is a navigation bar with 'Suppliers' and 'Jobs' links. A callout '1' points to the 'Suppliers' link. Below the navigation bar is the Ma'aden logo and a 'عربي' (Arabic) button. A main menu contains links for Home, About Us, Our Business, Sustainability, Tharwah, Investor Relations, Media Center, Careers, and Contact. The main banner features the text 'A sustainable Mining Champion'. Below the banner, there are two columns: 'Ma'aden Supplier Portal' and 'Welcome Message'. In the 'Ma'aden Supplier Portal' column, there is a 'Sign In' button highlighted with a callout '2'. Below it is a 'Register' button with a callout '3'. In the 'Welcome Message' column, there is a 'Sign In' button highlighted with a callout '4'.

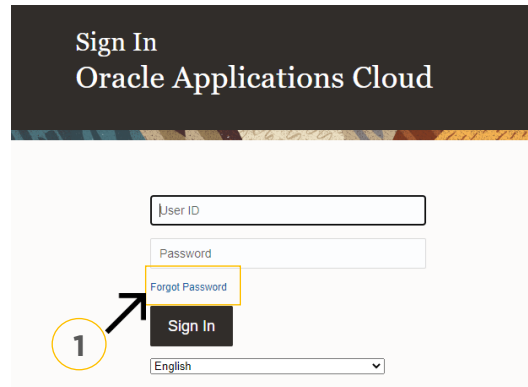


The screenshot shows the Oracle Applications Cloud Sign In page. The page has a dark header with the text 'Sign In Oracle Applications Cloud'. Below the header, there is a sign-in form with two input fields: 'User ID' and 'Password'. A callout '3' points to the 'User ID' field. Below the 'Password' field is a 'Forgot Password' link. A 'Sign In' button is highlighted with a callout '4'. At the bottom of the form, there is a language dropdown menu set to 'English'.

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

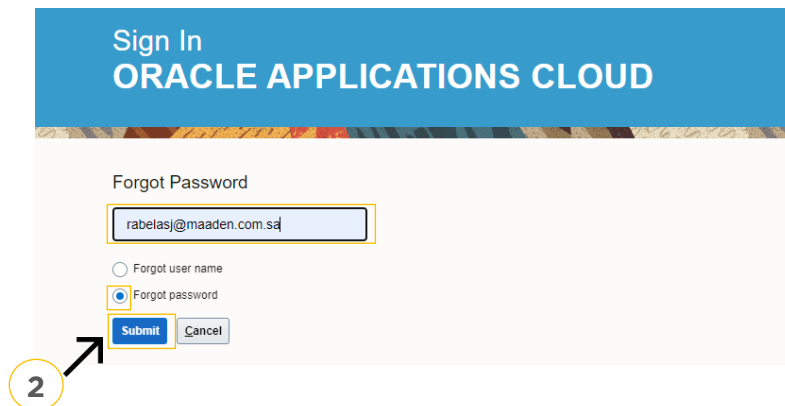
Password

[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.

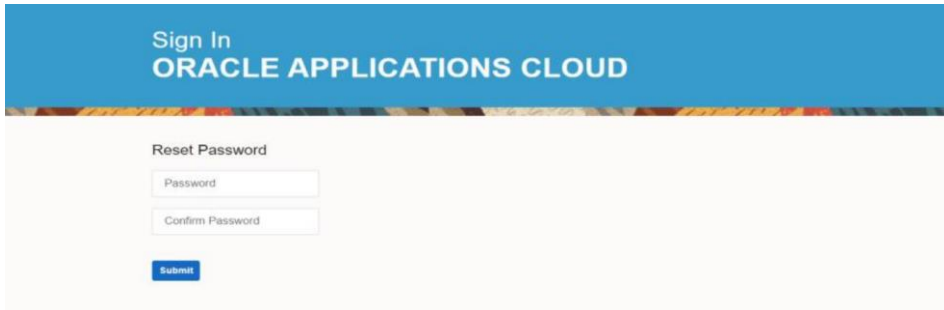
Please follow the link below to reset your password.

<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](#).

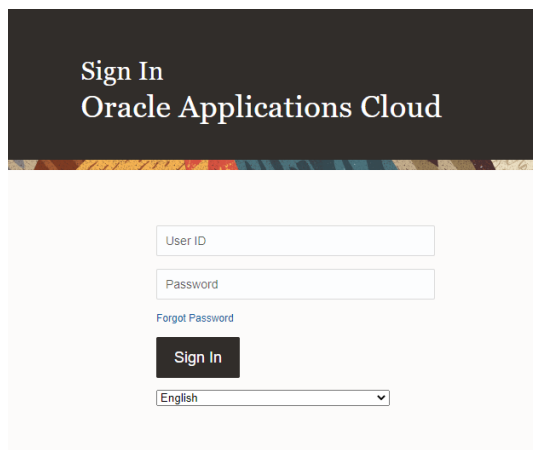


The screenshot shows the 'Reset Password' section of the Oracle Applications Cloud sign-in page. It features a blue header with the text 'Sign In ORACLE APPLICATIONS CLOUD'. Below the header, there is a 'Reset Password' section with two input fields: 'Password' and 'Confirm Password'. A blue 'Submit' button is located at the bottom of this section.

### To Login:

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

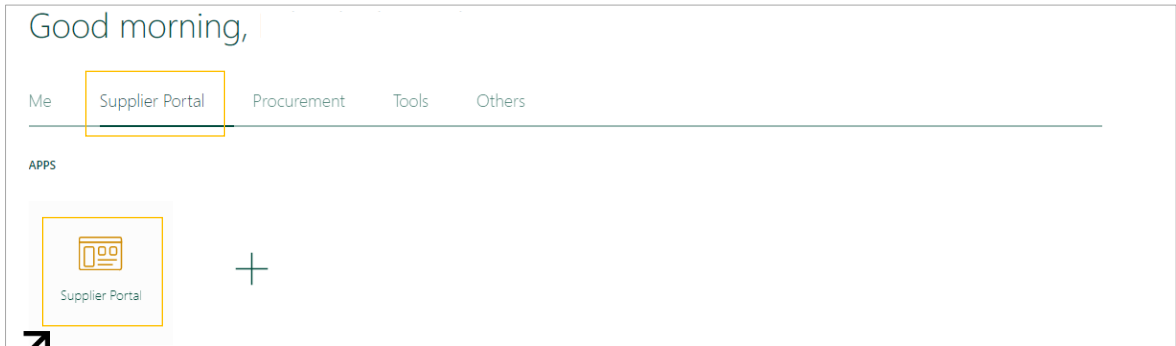
1. Click, **Supplier**
2. Click, **Sign In**
3. Input your **User ID** and **Password**
4. Then, click **Sign In**



The screenshot shows the 'Sign In' section of the Oracle Applications Cloud sign-in page. It features a dark blue header with the text 'Sign In Oracle Applications Cloud'. Below the header, there is a 'Sign In' section with two input fields: 'User ID' and 'Password'. Below these fields, there is a link for 'Forgot Password', a black 'Sign In' button, and a language dropdown menu currently set to 'English'.

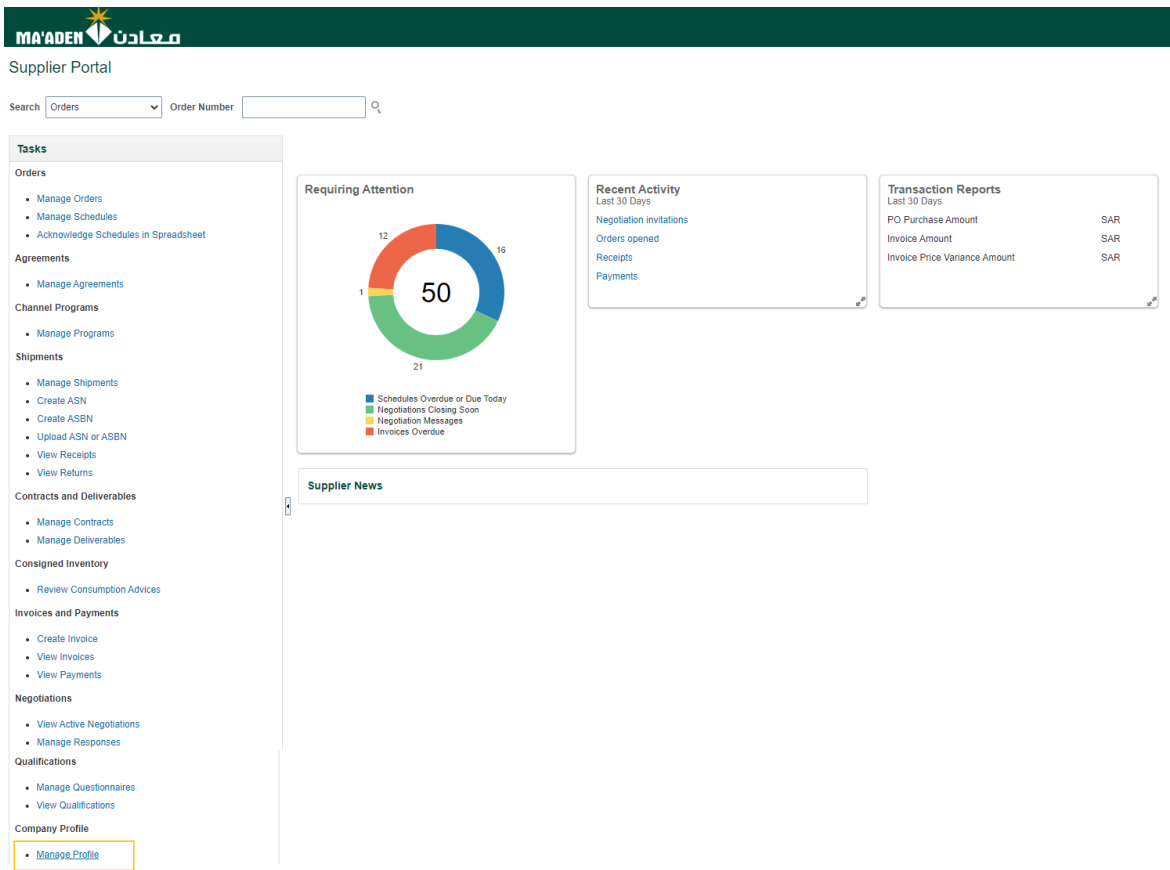
### 3. How to enter to “Manage Profile”

1. Click, “Supplier Portal”



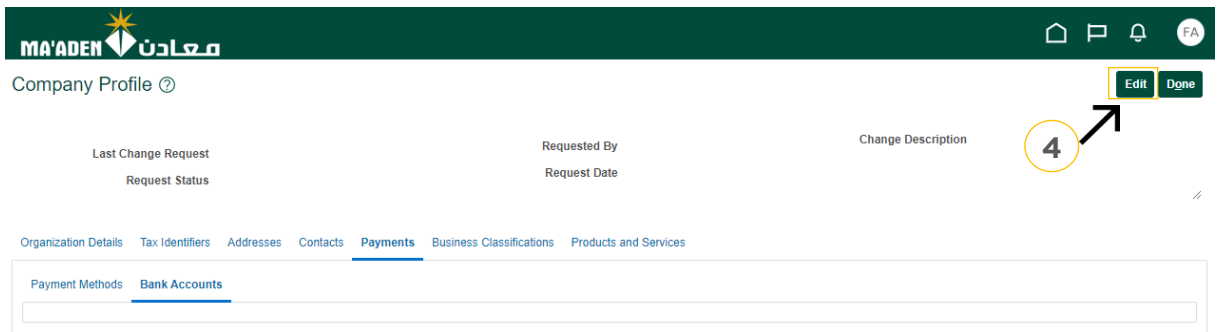
1

2. Under **Tasks - Company Profile** click “Manage Profile”

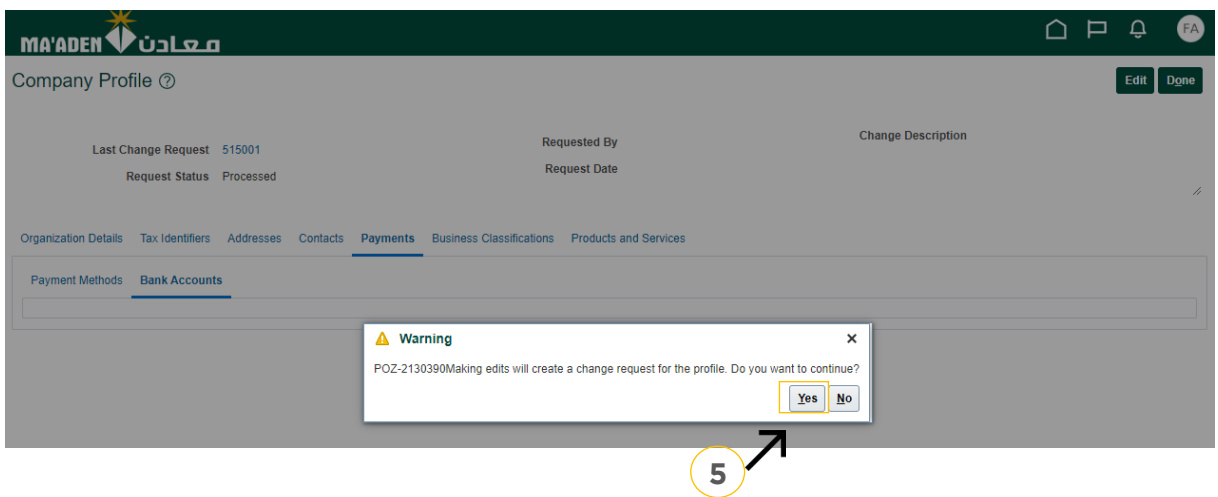


2

4. Click, "Edit"



5. Warning will pop-up. Click "Yes" to continue

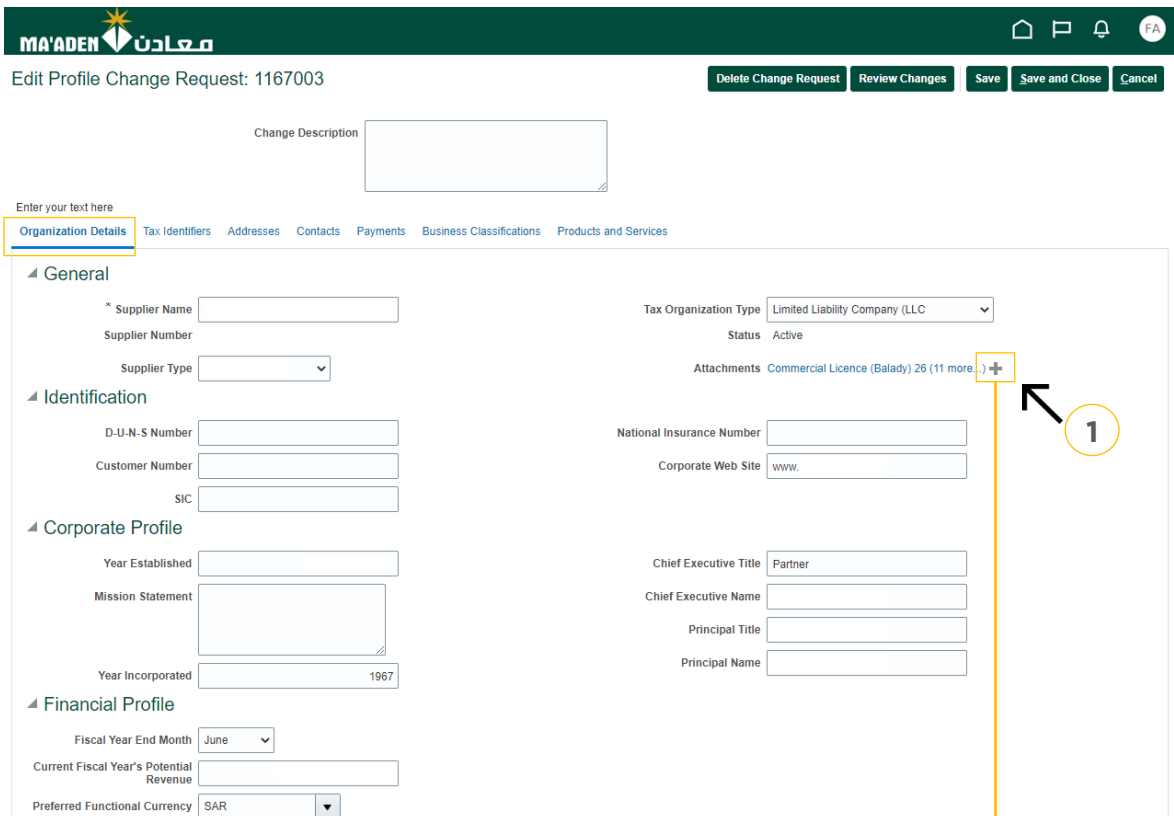


You can start updating your company profile

## 4. How to update “Organization Details”

In this section you can edit the general information of your company, as well as you can attach your required documents.

- To add documents, in Attachment, click “+”, where you can attach your necessary documents.
  - Example - Bank Account Certificate, Brochures, Company Request Letter, etc.



MA'ADEN مَعَادِن

Edit Profile Change Request: 1167003

Change Description

Enter your text here

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

**General**

\* Supplier Name

Supplier Number

Supplier Type

Tax Organization Type

Status

Attachments  +

**Identification**

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

**Corporate Profile**

Year Established

Mission Statement

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Year Incorporated

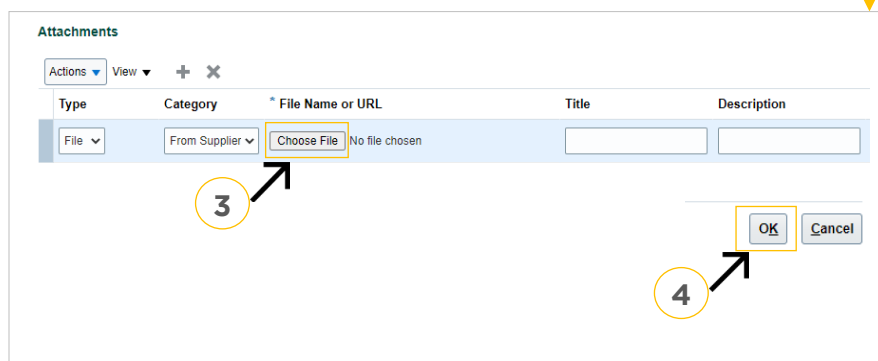
**Financial Profile**

Fiscal Year End Month

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

- Click “Choose File” attached the document.
- Then Click “OK”



**Attachments**

Actions View + X

Type	Category	* File Name or URL	Title	Description
File	From Supplier	Choose File No file chosen	<input type="text"/>	<input type="text"/>

OK Cancel



## 5. How to update “Tax Identifiers”.

In this section you can edit your Income Tax and Transaction Tax. For **KSA Suppliers** this is mandatory to update.

1. Tax Country, from dropdown button select “Saudi Arabia”
2. Tax Registration Number input your VAT No.
3. Tax Registration Type, from dropdown button select “VAT”

Enter your text here

[Organization Details](#)
[Tax Identifiers](#)
[Addresses](#)
[Contacts](#)
[Payments](#)
[Business Classifications](#)
[Products and Services](#)

### Income Tax

Taxpayer Country <input type="text" value="Saudi Arabia"/>	Tax Reporting Name <input type="text"/>
Taxpayer ID <input type="text"/>	Name Control <input type="text"/>
<input type="checkbox"/> Federal reportable	Verification Date <input type="text"/>
Federal Income Tax Type <input type="text"/>	<input type="checkbox"/> Use withholding tax
<input type="checkbox"/> State reportable	Withholding Tax Group <input type="text"/>

### Transaction Tax

Tax Country <input type="text" value="Saudi Arabia"/>	Tax Registration Type <input type="text" value="VAT"/>
Tax Registration Number <input type="text" value="3000"/>	

### Required Documents:

Attached copy of “VAT Certificate”, to be attached in “Organization Details” - Attachment

## 6. How to update “Contacts”.

In this section you can Add / Edit / InActive the user account.

### A. To Add User Account

1. Click “+” add button.

Enter your text here

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

Actions View Format **+** Status Active Freeze Detach Wrap

Salutation	Name	First Name	Middle Name	Last Name	Job Title	Email	Phone
	Fahad						

2. Fill up necessary information. \*(Mandatory)
3. Click “Select and add” button.
4. Add “Site address” for the user account.
5. Click “Apply”, then “OK”

**Create Contact**

Salutation  \* **2**

\* First Name  \*

Middle Name

\* Last Name  \*

Job Title  \*

Administrative contact

Phone  \*

Mobile  \*

Fax

Email  \*

Status Active

**Contact Addresses**

Address Name Phone Address Purpose Status

**3**

**User Account**

Request user account

Roles Data Access

Role Description

**4**

**Select and Add: Addresses**

Address

Search Reset

Address Name	Address	Address Purpose
Riyadh	Level 14,	Ordering, Remit...

**5**

Apply OK Cancel

6. Thick “Request user account”
7. Choose User Roles, click “Select and Add” button
8. Click “OK” to create the new user account.

**User Account**

Request user account

Roles Data Access **6**

Role Description

Role	Description
MDN Supplier Account Receivable Specialist	Custom role for Managing invoices and payments for the supplier company. Primary tasks include submitting invoices as w...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include ...

**7**

Create Another **OK** Cancel

**8**

## B. To Inactive User Account

1. In the list of active user account, click the user account you desire to [Inactivate](#).

Enter your text here

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

Actions View Format + ✕ Status Active Freeze Detach Wrap

Salutation	Name	First Name	Middle Name	Last Name	Job Title	Email	Phone
	Fahad Guillermo	Fahad					
	Mohammed Khan						
	Asim Sulami						
	Jessie Assalnar						

2. Go to [Status](#), click dropdown list and select “Inactive”
3. Then, Click “OK” user account will be inactive.

**Edit Contact: Fahad**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status  **2**

**Contact Addresses**

Actions View Format ✕ Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Riyadh	Level 14,		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

**User Account**

Account Status

User Name

**Roles** Data Access

Actions View Format ✕ Freeze Detach Wrap

Role	Description
MDN Supplier Accounts Receivable Specialist	Custom role for Managing invoices and payments for the supplier company. Primary tasks include submitting invoices as w...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...

**3**

## 7. How to update “Payment”.

In this section you can add, edit, deactivate your bank account.

### A. To Add New Bank Account

#### 1. Click “Bank Accounts”

Enter your text here

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

In the "Organization Details" section, please attach the document related to your bank account information.  
In "Create Bank Account" page, please include the address name in the description field for which bank account is associated

Payment Methods **Bank Accounts**

Actions View Format + Freeze Detach Wrap

Default	Payment Method	From Date	To Date
<input checked="" type="checkbox"/>	Wire	03-Dec-2021	dd-mmm-yyyy
<input type="checkbox"/>	Check	02-Oct-2008	dd-mmm-yyyy
<input type="checkbox"/>	Electronic	02-Oct-2008	dd-mmm-yyyy
<input type="checkbox"/>	JPM EFT Payment Method	01-Feb-2022	dd-mmm-yyyy
<input type="checkbox"/>	JPM Paper Payment Method	01-Jun-2022	dd-mmm-yyyy
<input type="checkbox"/>	Outsourced Check	02-Oct-2008	dd-mmm-yyyy

#### 2. Click “+” select and add button. Or click “Action” and click “Select and Add”.

Enter your text here

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

In the "Organization Details" section, please attach the document related to your bank account information.  
In "Create Bank Account" page, please include the address name in the description field for which bank account is associated

Payment Methods **Bank Accounts**

Actions View Format + ✎ ✕ ❄️ Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Assignment Inactive On	Account Name	BIC	Balance
<input checked="" type="checkbox"/>	SA4445000000...	SA4445000	SAR	SABB	01-Jan-1951	dd-mmm-yyyy	SABB (SAUDI B...	SABBSARI	334

#### 3. Fill up necessary information. \*(Mandatory)

Note: IBAN No. must also reflect in Account Number for applicable country.

#### 4. Then, click “OK”.

**Create Bank Account**

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

\* Country  \*

Account Number  \*

Bank Name  \*

Bank Branch  \*

Allow international payments

From Date 03-Jan-2023

Inactive On dd-mmm-yyyy

IBAN  \*

Currency  \*

**3**

Additional Information

Account Name  \*

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

Create Another

#### Required Documents:

1. Attach the latest copy of “Bank Certificate” issued by your corresponding bank with required signature and stamp.
2. Official Company Letter request for adding the new bank account, must be duly signed by your authorized company signatory with stamp, attached copy of CR or Certificate of incorporation along with company letter request.

Note: Beneficiary name must be exactly same as your Company Name.

Please attached the required documents in Organization Details “Attachment”.



## A. To Inactivate Bank Account

1. In the list Active of "Bank Accounts", click the account no. you desire to **Inactivate**.

Enter your text here

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

In the "Organization Details" section, please attach the document related to your bank account information.  
In "Create Bank Account" page, please include the address name in the description field for which bank account is associated

Payment Methods **Bank Accounts**

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Assignment Inactive On	Account Name	BIC	Ba
<input checked="" type="checkbox"/>	SA4445000000...	SA444500	SAR	SABB	01-Jan-1951	dd-mmm-yyy	SABB (SAUDI B...	SABBSARI	332
<input type="checkbox"/>	41930900137		USD	BANQUE SAUDI FRANSI	01-Jan-1951	11-Apr-2022	BANQUE SAUD...	B9FRSARI	002

2. Go to "Inactive on", select the **Date** you desire to Inactivate the bank account.
3. Click "OK", the account will be Inactive on the date you have selected.

### Edit Bank Account SA4445000

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

\* Country

Account Number

Bank Name

Bank Branch

Allow international payments

From Date 01-Jan-1951

Inactive On

IBAN

Currency

### Additional Information

Account Name

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

## 8. How to update “Business Classification”.

In this section it is Mandatory requirement to add and update your company business certificates.

### A. To add your certificate.

1. Click (+), add the classification. **\*(Mandatory)**
2. Select the document Classification from dropdown list.
3. “Certifying Agency”, from dropdown menu select “Other”
4. “Other Certifying Agency”, Input the agency who issued the certificate.
5. “Certificate”, Input the certificate name
6. “Start Date”, Select the date of issue of the certificate.
7. “Expiration Date”, Select the expiration date of the certificate.
8. Attachment, Click “+” to attached the latest copy of the certificate.

Enter your text here

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	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Any Additional Certificate	Current	Other			dd-mm-yy	dd-mm-yy	None +			
Chamber of Commerce Registration Certificate *	Current	Other			dd-mm-yy	dd-mm-yy				
Commercial Registration Certificate/ Certificate of Incorporation *	Current	Other			dd-mm-yy	dd-mm-yy				
GOSI Insurance Certificate	Current	Other			dd-mm-yy	dd-mm-yy				
Quality Management System Certificate	Current	Other			dd-mm-yy	dd-mm-yy				
Saudization Certificate	Current	Other			dd-mm-yy	dd-mm-yy				
Zakath Certificate (Saudi Arabia based Company) *	Current	Other			04-Apr-2023					

Columns Hidden 1

### Mandatory Update for:

#### (KSA Suppliers)

1. Chamber of Commerce Registration
2. Commercial Registration Certificate
3. Zakat Certificate

#### (Foreign Suppliers).

Trade License / Business License /  
Certificate of Incorporation

### B. To update the expired certificate.

1. From the list of Business Classification, select the certification you desire to update
2. Change the expiration date.
3. In Attachments, click (+) button, add the latest copy of certificates. Do not remove the previous/old certificate.

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	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Chamber of Commerce Registration Certificate	Current	Other	Riyadh Chamber of ...	COC		dd-mm-yy	COC.pdf +		Fahad Al Saud	24-Jan-2022
GOSI/ Insurance Certificate	Current	Other	General Organizatio...	GOSI		dd-mm-yy		GOSI Certif. valid up to 6.7.1	Fahad Al Saud	24-Jan-2022
Saudization Certificate	Current	Other	Ministry of Labor an...	Saudization		dd-mm-yy		SaudiCertificate 11-04-1443	Fahad Al Saud	24-Jan-2022
Zakath Certificate (Saudi Arabia based Company)	Current	Other	General Authority fo...			dd-mm-yy		EYSA ZAKAT Final Certificat	Fahad Al Saud	24-Jan-2022
Commercial Registration Certificate/ Certificate of Incorporation	Current	Other	Ministry Of Commer...	1010383821	21-Jul-2013	04-Apr-2023	CR COPY EY +		Fahad Al Saud	29-Mar-2022

Columns Hidden 1


## 9. How to update “Products and Services”


This section is “Mandatory” requirement to select and add the category of your company products and services.

1. Click “” select and add button.


Enter your text here

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

Actions View Format  Freeze Detach Wrap

Category Name **1** 

No data to display.

2. Select the categories by clicking the expanded button “” choose the right category of your company products and services.
3. Once, you have chosen the right category **Thick** to select “”.
4. Then click “Apply” then “OK” to add the selected categories in your Products and Services.

### Select and Add: Products and Services Categories



#### Search

Category Name

Description

Search Reset

View Format Freeze Detach  Wrap

Select	Category Name	Description
<input type="checkbox"/>	 Material	Material
<input type="checkbox"/>	 Services	Services

Columns Hidden 1

Apply OK Cancel











#### Search

Category Name

Description

Search Reset

View Format Freeze Detach  Wrap

Select	Category Name	Description
<input type="checkbox"/>	 Material	Material
<input type="checkbox"/>	 Chemicals and Lubricants	Chemicals and Lubricants
<input type="checkbox"/>	 Electrical and Instrumentation (E&I)	Electrical and Instrumentation (E&I)
<input type="checkbox"/>	 Manufacturing Components	Manufacturing Components
<input type="checkbox"/>	 Safety, Workshop and Materials Handling	Safety, Workshop and Materials Handling
<input type="checkbox"/>	 Stationeries and consumables	Stationeries and consumables
<input type="checkbox"/>	 Services	Services
<input type="checkbox"/>	 General Service	General Service
<input type="checkbox"/>	 Editorial and Design and Graphic and Fine Art S	Editorial and Design and Graphic and Fine Art Services
<input type="checkbox"/>	 Education and Training Services	Education and Training Services

Columns Hidden 1

**3**  **4**  Apply OK Cancel

### Required Documents:

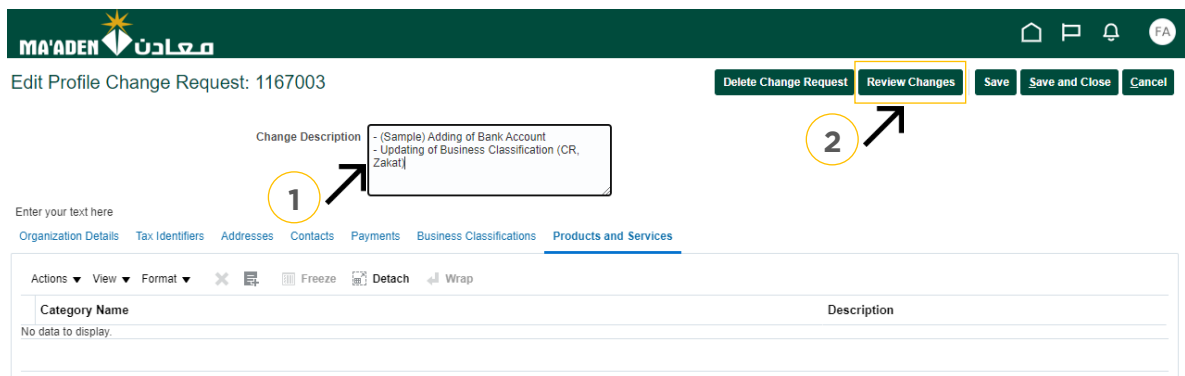
Attached copy of the following through “Organization Details” – Attachment.

- **Company Brochures / Business Activity License along with CR Copy / Cert. of incorporation Copy.**

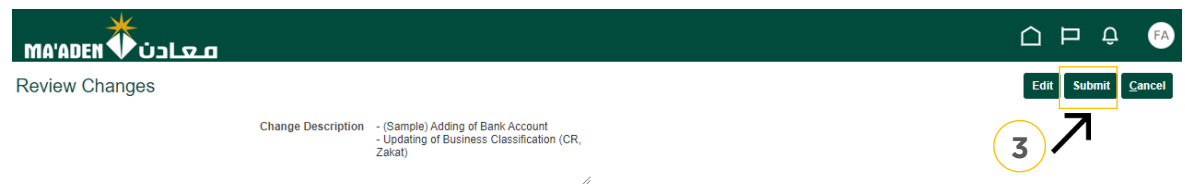
## 10. How to submit the “Change Request” to Maaden portal

1. Once you complete the required update. In “Change Description” field, Input the reason of your change request.
2. Then, Click “Review Changes” to review the changes you have made.

If you wish to delete the change request, click on “Delete Change Request” button.



3. Once review complete, Click “Submit”.



Confirmation will appear “Your Change Request XXXXX was Submitted”