



Cloud Supplier Portal User Manual

How to Accept Pending Change Approval Request

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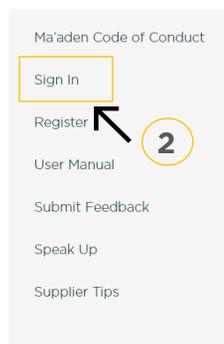
1. How to Login

Visit our website - 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.

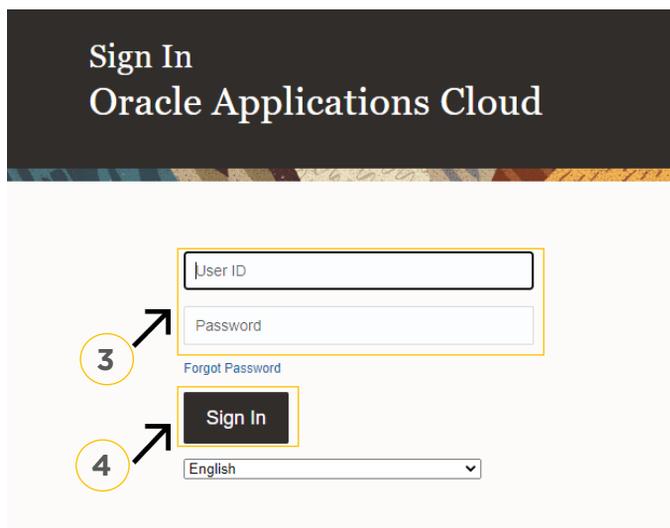
Using this site you can easily initiate your company registration, that can lead to becoming one of Ma'aden Group approved suppliers / contractors.

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 RFQs / 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.

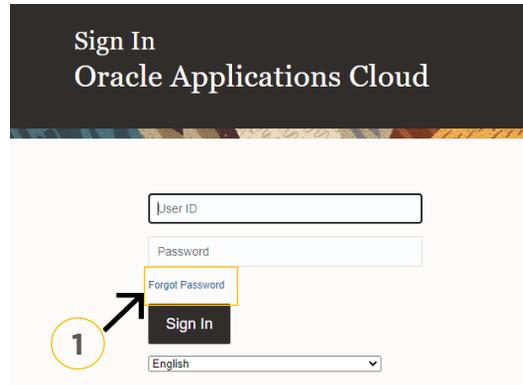
We appreciate your interest in becoming a Ma'aden Supplier / Contractor and look forward to the possibility to work with you.



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

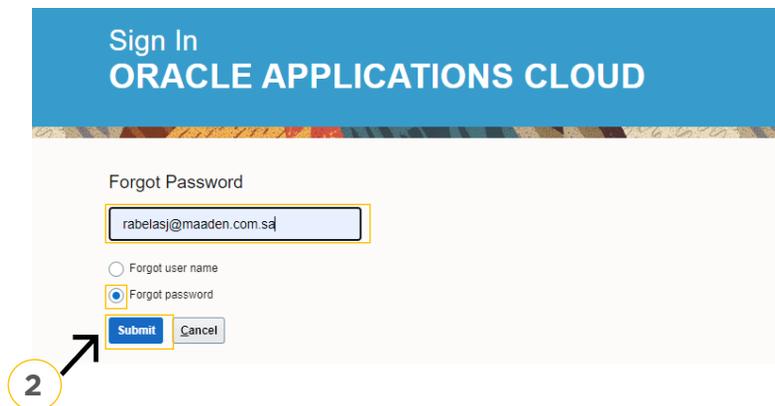
Password

[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 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>
 Date: Sun, 19 Dec 2021, 16:27
 Subject: Maaden Cloud Applications-Password Reset Information
 To: <info@company.com>

Dear <Supplier Contact Name>,

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

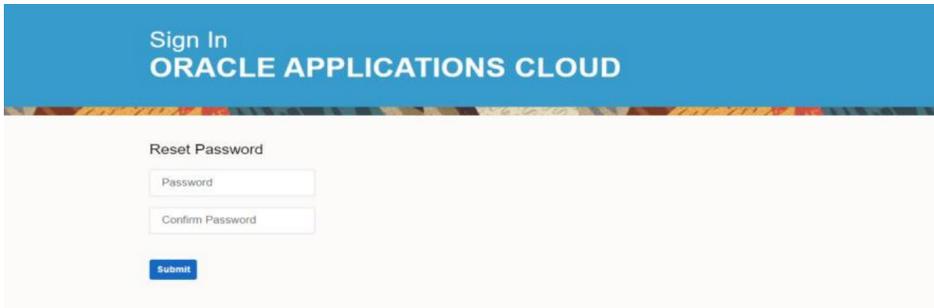
Please follow the link below to reset your password.

<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.

3 Thank You,
Maaden SRM Team

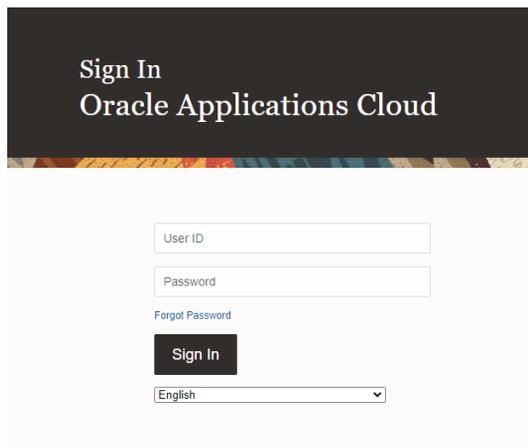
5. Provide **New Password** in the fields and click **Submit**.



To Login:

Visit our website - www.maaden.com.sa

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



1. Click, "Supplier Portal"

Good morning, |

Me **Supplier Portal** Procurement Tools Others

APPS

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1

2. Under Tasks, Click "Manage Order".

MA'ADEN مَعَادِن

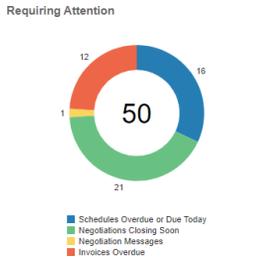
Supplier Portal

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
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile

Requiring Attention



50

- Schedules Overdue or Due Today: 12
- Negotiations Closing Soon: 16
- Negotiation Messages: 1
- Invoices Overdue: 21

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

2

3. In Status, select “Pending Change Approval”
4. Then click “Search”.

Manage Orders Done

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All My Orders

Keywords

Procurement BU Shared Service BU

Supplier

Buyer

Order

Requisition

Status

Include Closed Documents

- Cancelled
- Closed
- Closed for Invoicing
- Closed for Receiving
- Finally Closed
- Incomplete
- On Hold
- Open
- Pending Approval
- Pending Change Approval**
- Pending Funds Reservation
- Pending Supplier Acknowledgment
- Rejected
- Withdrawn

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Sold to Legal Entity	Order	Description	Supplier	Ordered	Currency	Status	Shipping Method	Change Order Status

Columns Hidden 12

5. In the search result, click “Order No.” which requires acceptance of the change request.

MA'ADEN Done

Manage Orders Done

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
5082100057	09-Jan-2022	RFQ	Dammam	Saud Ayada Ga...	1.00	SAR	Pending Su...		09-Jan-2022

6. In the Status click the info icon “ i ”.

Purchase Order: 5032200893 Acknowledge View PDF Actions

Main

General

Sold-to Legal Entity Ma'aden Aluminium Company

Supplier FIVES SERVICES GULF S.P.C

Ordered 09.881.12 EUR

Bill-to BU Ma'aden Aluminium Company (MAC)

Supplier Site LHASSAY

Description

Order 5032200893

Supplier Contact

Source Agreement

Status **Open** i

Bill-to Location Accounts Payable Shared Service

Supplier Order 111005808

Buyer Mohammed Hassan Humaid Al Harbi

Ship-to Location MA-Ras Al Khair Smelter

Master Contract

Creation Date 21-Apr-2022

Terms Notes and Attachments

Required Acknowledgment Document

Shipping Method Air

Payment Terms Net 45

Freight Terms --- Pay on receipt

Pick up Location --- Confirming order

Additional Information

Sourcing Type Normal

Contract duration greater than 5 years? No

PO Type Normal PO

Context Prompt

7. Information window will pop-up, click the “  A change order is pending”

Sold-to Legal Entity	Ma'aden Aluminium Company	Supplier	FIVES SERVICES GULF S.P.C	Ordered	99,861.12 EUR
Bill-to BU	Ma'aden Aluminium Company (MAC)	Supplier Site	LHASSAY	Description	
Order	5032200893	Supplier Contact		Source Agreement	
Status	Open 	Bill-to Location	Accounts Payable Shared Service	Supplier Order	111005605
Buyer	Mohammed Hamdi Humaid Al Harbi	Ship-to Location	MA-Ras Al Khair Smelter	Master Contract	
Creation Date	21-Apr-2022				

Notes and Attachments

Required Acknowledgment	Document	Shipping Method	Air	— Pay on receipt
Payment Terms	Net 45	Freight Terms		— Confirming order
		Pick up Location		

Information X

 A change order is pending.

7

Additional Information

Sourcing Type	Normal	Contract duration greater than 5 years?	No
PO Type	Normal PO	Context Prompt	

Rules

8. Click “Acknowledge”.

Change Order: 1 

Change Order	1	Status	Pending Supplier Acknowledgment	Initiating Party	Buyer
Description	Update inco term			Initiator	Abouliah Bari AlShamman
Creation Date	23-Aug-2022				

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Main

General

Sold-to Legal Entity	Ma'aden Aluminium Company	Supplier	FIVES SERVICES GULF S.P.C	Ordered	99,861.12 EUR
Bill-to BU	Ma'aden Aluminium Company (MAC)	Supplier Site	LHASSAY	Description	
Order	5032200893	Supplier Contact		Agreement	
Status	Open	Bill-to Location	Accounts Payable Shared Service	Supplier Order	111005605
Buyer	Mohammed Hamdi Humaid Al Harbi	Ship-to Location	MA-Ras Al Khair Smelter	Master Contract	
Creation Date	21-Apr-2022				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	Air	— Pay on receipt
Acknowledgment Due Date	27-Aug-2022	Freight Terms	FCA	— Confirming order
Payment Terms	Net 45	Pick up Location	FRANCE-AGEN	

Additional Information

Sourcing Type	Normal	Contract duration greater than 5 years?	No
PO Type	Normal PO	Context Prompt	

9. Click **“Accept”** to acknowledge the PO change request.
10. Or Click **“Reject”**, if the PO change request is not accepted.

Acknowledge Change Order: 1

9 → Accept Reject Actions

10 ←

Change Order: 1	Creation Date: 23-Aug-2022	Initiating Party: Buyer
Description: Update invo term	Status: Pending Supplier Acknowledgment	Initiator: Abdullah Bani AlShammari

Main

General

Sold-to Legal Entity: Maraden Aluminium Company	Supplier: FIVES SERVICES GULF S.P.C	Ordered: 99,891.12 EUR
Order: 5032200983	Supplier Site: LHASSAY	Description:
Status: Open	Supplier Contact:	Source Agreement:
Buyer: Mohammed Hamdi Humaid Al Harbi	Bill-to Location: Accounts Payable Shared Service	Supplier Order: 111005606
Creation Date: 21-Apr-2022	Ship-to Location: MA-Ras Al Khair Smelter	Communication Method: E-Mail
		Email: srm@maaden.com.sa
		Master Contract:

Terms Notes and Attachments

Required Acknowledgment: Document	Payment Terms: Net 45	— Pay on receipt
Acknowledgment Due Date: 27-Aug-2022	Shipping Method: Air	— Confirming order
Acknowledgment Note: <input type="text"/>	Freight Terms: FCA	
	• FOB FRANCE-AGEN	

11. If you click **“Accept”**, a warning will pop-up (The change order will be accepted), then click **“OK”**. The change order is accepted, the status will change to Open.

Warning ✕

The change order will be accepted. Do you want to continue? (PO-2055009)

OK
Cancel

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