

Cloud Supplier Portal User Manual

How to Acknowledge the PO by Supplier

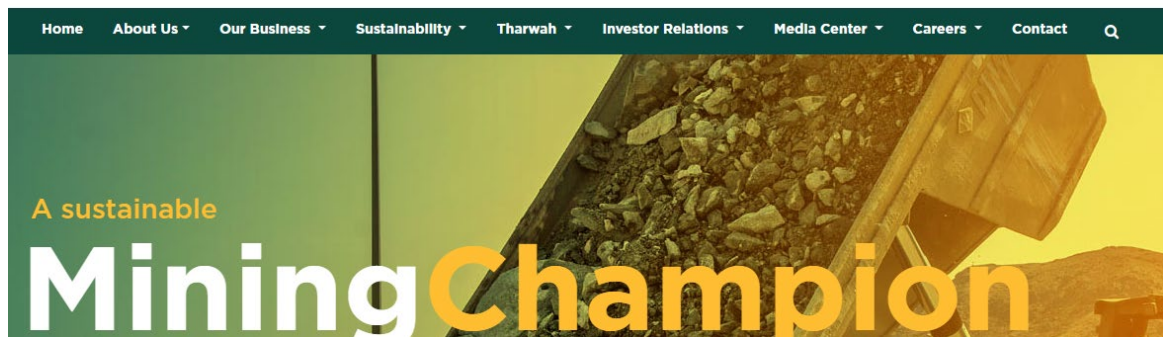
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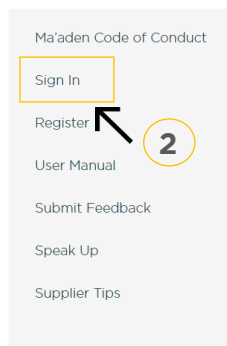
1. How to Login

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.

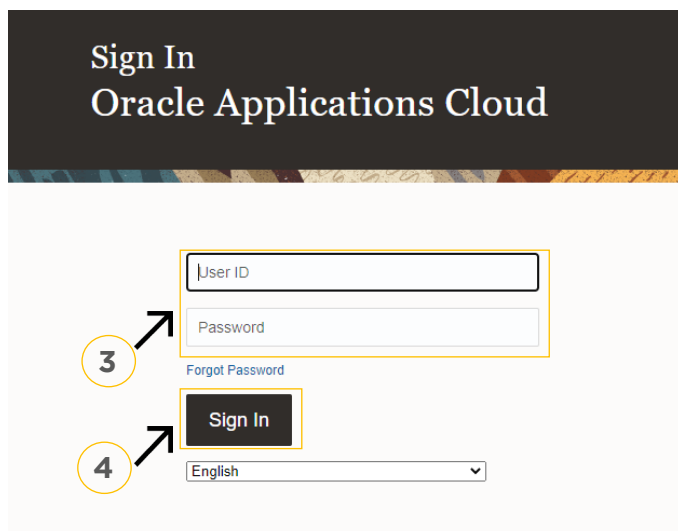
Using this site you can easily initiate your company registration, that can lead to becoming one of Ma'aden Group approved suppliers / contractors.

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.

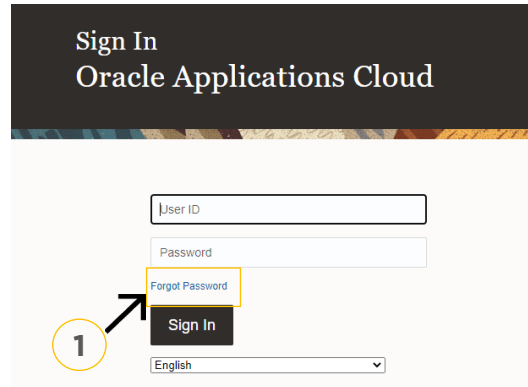
We appreciate your interest in becoming a Ma'aden Supplier / Contractor and look forward to the possibility to work with you.



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

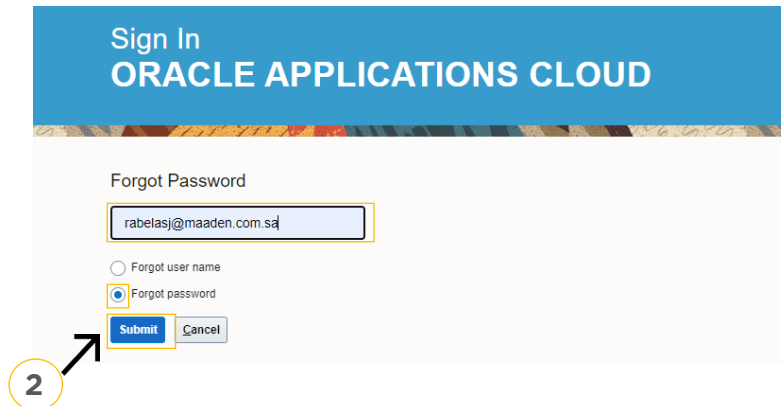
Password

[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.

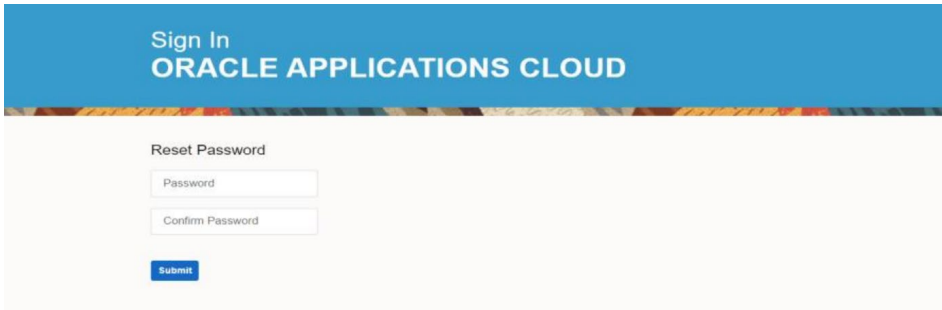
Please follow the link below to reset your password.

<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

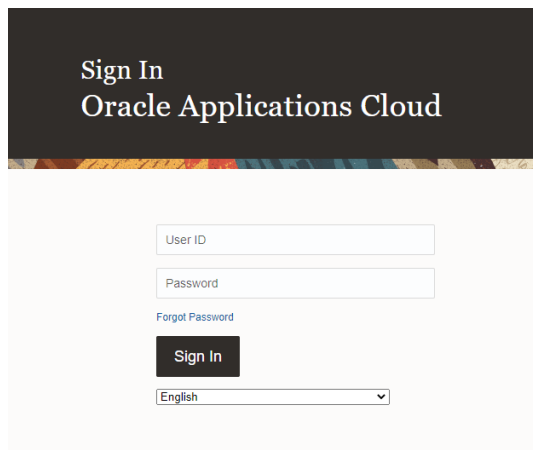
5. Provide **New Password** in the fields and click **Submit**.



To Login:

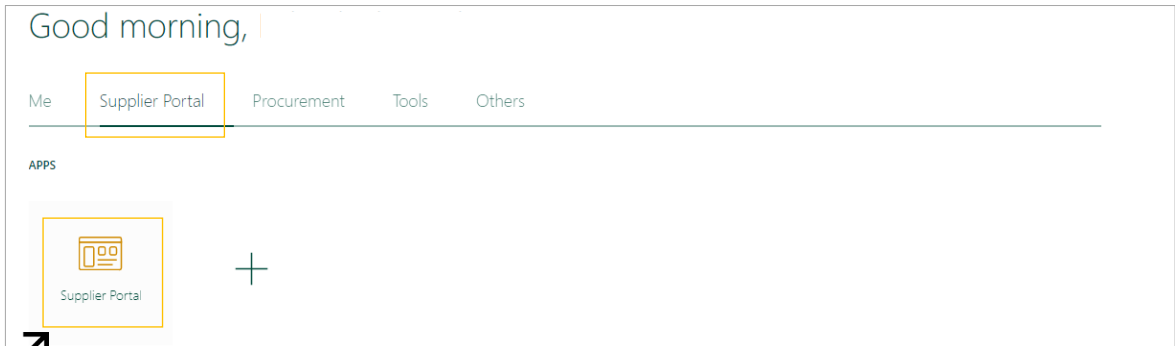
Visit our website - www.maaden.com.sa

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



A. Manager Order

1. Click, "Supplier Portal"



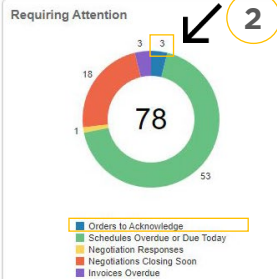
1

2. Under **Requiring Attention**, you can see the pending "Order to Acknowledge" and click the number which requires acknowledgement.
3. Or under Tasks, Click "Manage Order".

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



Recent Activity
Last 30 Days

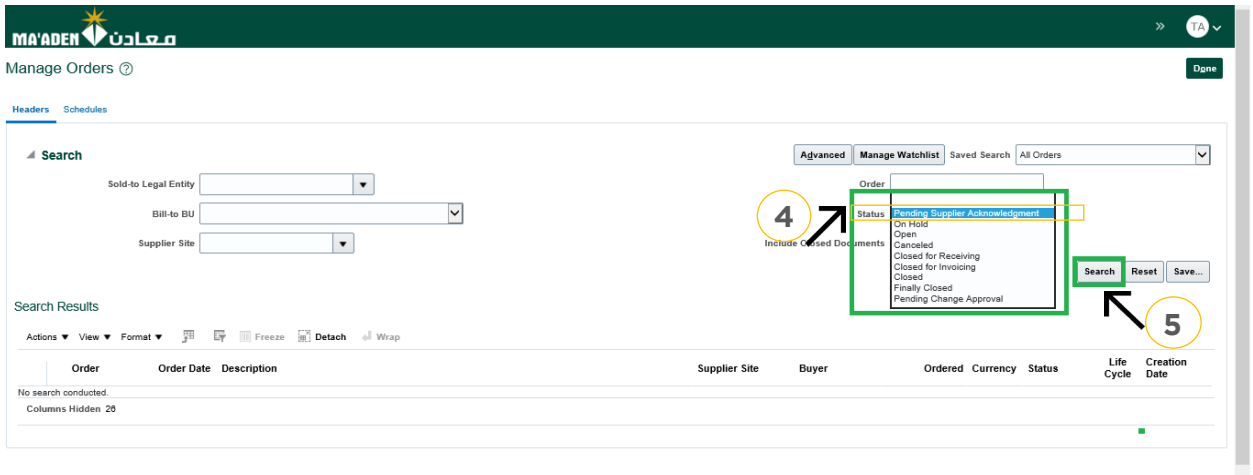
Negotiation invitations	13
Orders changed or canceled	4
Orders opened	27
Receipts	12

Transaction Reports
Last 30 Days

PO Purchase Amount	9.44K	EUR
PO Purchase Amount	2.67K	GBP
PO Purchase Amount	39K	USD
Invoice Amount	35.3K	EUR

Supplier News

4. In Status, select “Pending Supplier Acknowledgement”
5. Then click “Search”.



Manage Orders

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status Pending Supplier Acknowledgement

On Hold

Open

Cancelled

Closed for Receiving

Closed for Invoicing

Closed

Finally Closed

Pending Change Approval

Search Reset Save...

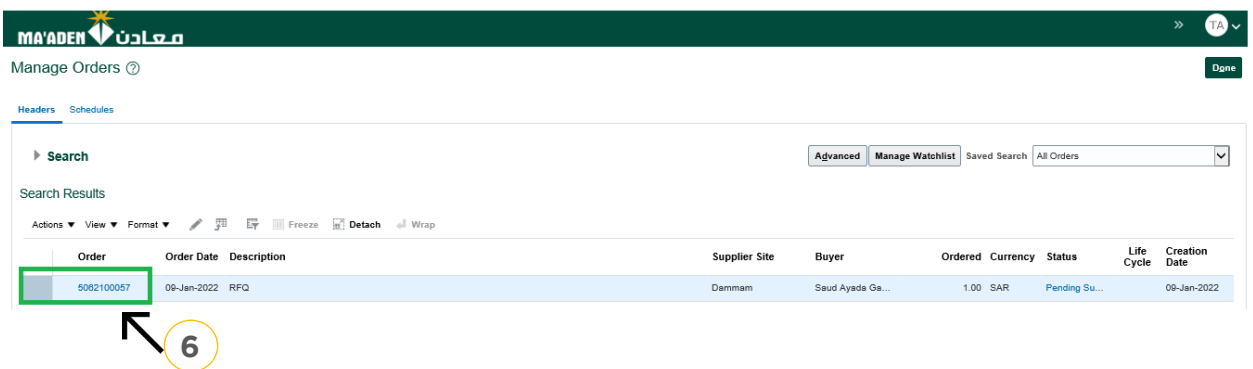
Search Results

No search conducted

Columns Hidden 28

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted									

6. In the search result, click “Order No.”



Manage Orders

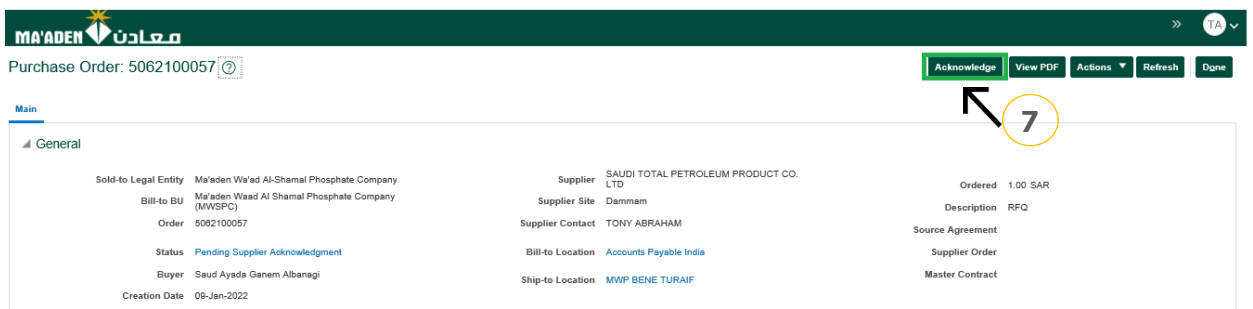
Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
5062100057	09-Jan-2022	RFQ	Dammam	Saud Ayada Ga...	1.00	SAR	Pending Su...		09-Jan-2022

7. Then click “Acknowledge”.



Purchase Order: 5062100057

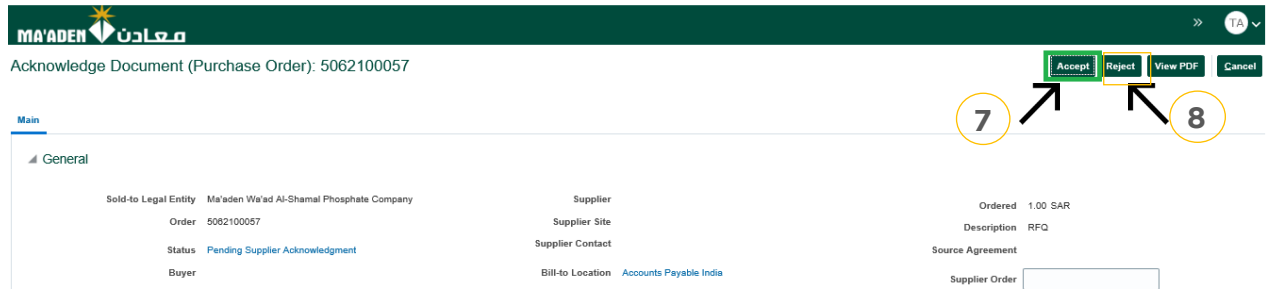
Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity	Ma'aden Wa'ed Al-Shamal Phosphate Company	Supplier	SAUDI TOTAL PETROLEUM PRODUCT CO. LTD	Ordered	1.00 SAR
Bill-to BU	Ma'aden Waad Al Shamal Phosphate Company (MWSPC)	Supplier Site	Dammam	Description	RFQ
Order	5062100057	Supplier Contact	TONY ABRAHAM	Source Agreement	
Status	Pending Supplier Acknowledgment	Bill-to Location	Accounts Payable India	Supplier Order	
Buyer	Saud Ayada Ganem Albanagi	Ship-to Location	MWP BENE TURAI	Master Contract	
Creation Date	09-Jan-2022				

7. Click “Accept” to acknowledge the PO.
8. Or Click “Reject”, if the PO is not accepted.



7. If you click “Accept”, a warning will pop-up, then click “OK”. Your PO is acknowledged, the status will change to Open.

