

Cloud Supplier Portal User Manual

RFQ Response (1 Stage) and (2 Stage)

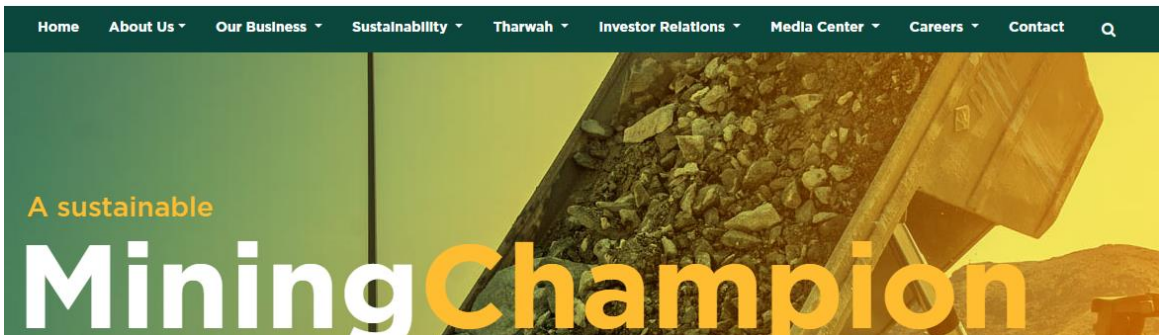
Table of Contents

| No. | Contents | Pages |
|-----------|---|-------|
| 1. | How to Login | 3 |
| 2. | Password Assistance | 4-5 |
| 3. | View Active Negotiations (1 Stage) | 6 |
| | A. How to Acknowledge Participation | 7 |
| | B. How to create response to RFQ. | 8 |
| 4. | View Active Negotiations (2 Stage) | 10 |
| | A. How to Acknowledge Participation | 11 |
| | B. How to create response to RFQ. | 12-13 |

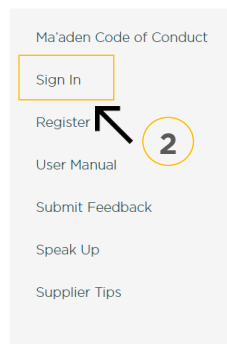
1. How to Login

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.

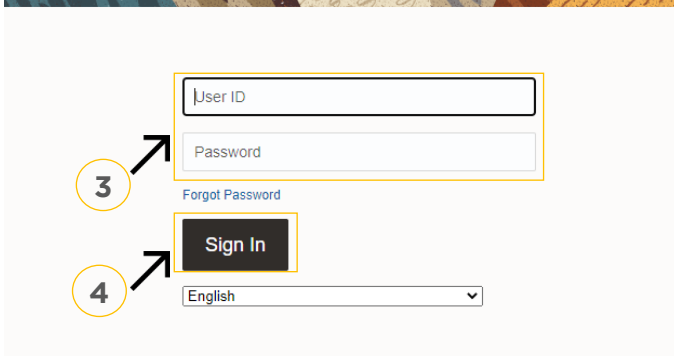
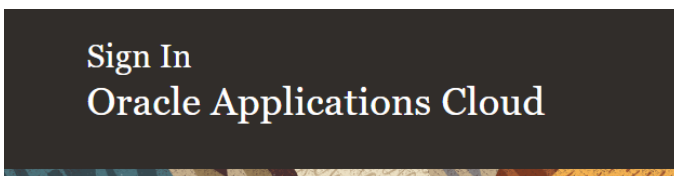
Using this site you can easily initiate your company registration, that can lead to becoming one of Ma'aden Group approved suppliers / contractors.

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.

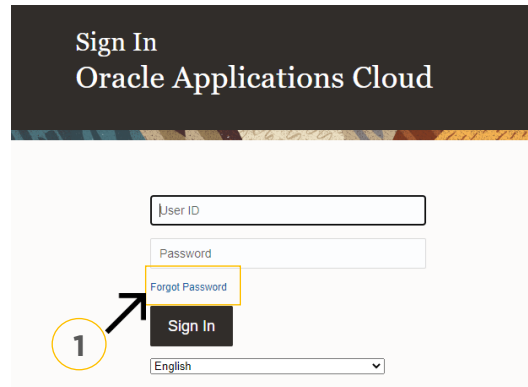
We appreciate your interest in becoming a Ma'aden Supplier / Contractor and look forward to the possibility to work with you.



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

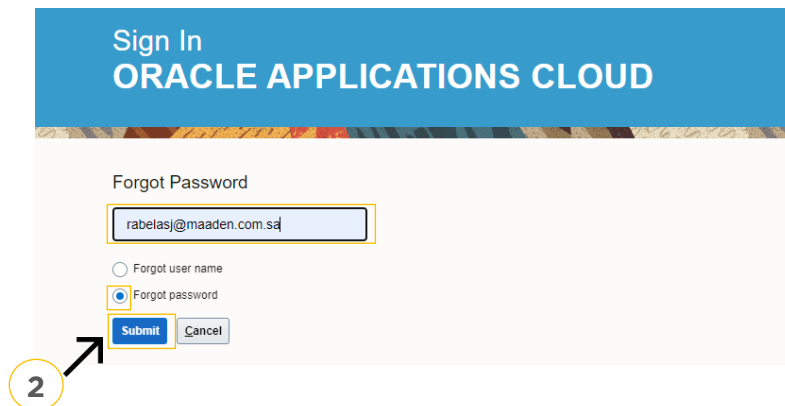
Password

[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.

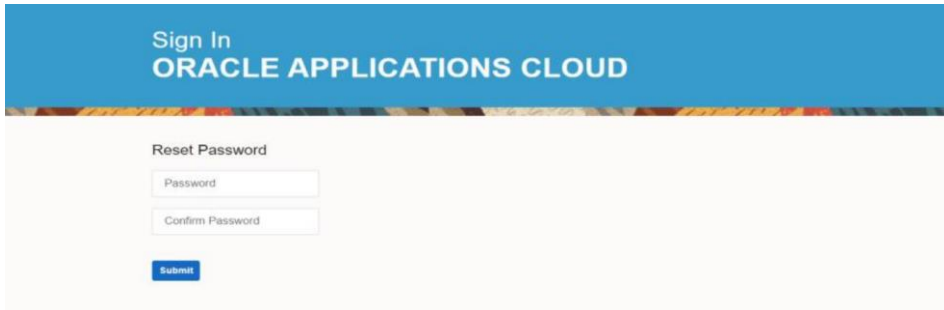
Please follow the link below to reset your password.

<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](#).

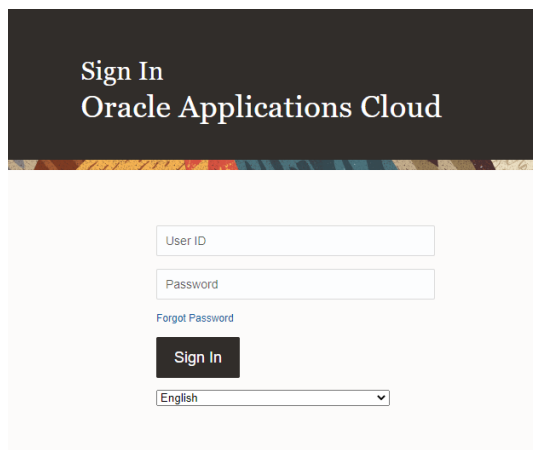


The screenshot shows the 'Reset Password' section of the Oracle Applications Cloud sign-in page. It features a blue header with the text 'Sign In ORACLE APPLICATIONS CLOUD'. Below the header, there is a 'Reset Password' section with two input fields: 'Password' and 'Confirm Password'. A blue 'Submit'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

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**

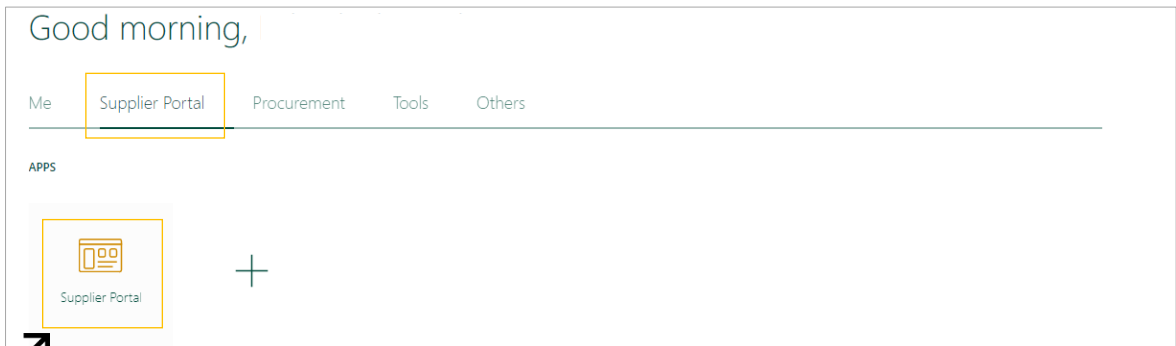


The screenshot shows the 'Sign In' section of the Oracle Applications Cloud sign-in page. It features a dark header with the text 'Sign In Oracle Applications Cloud'. Below the header, there is a 'Sign In' section with two input fields: 'User ID' and 'Password'. Below the input fields, there is a link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

1. RFQ Response (1 Stage)

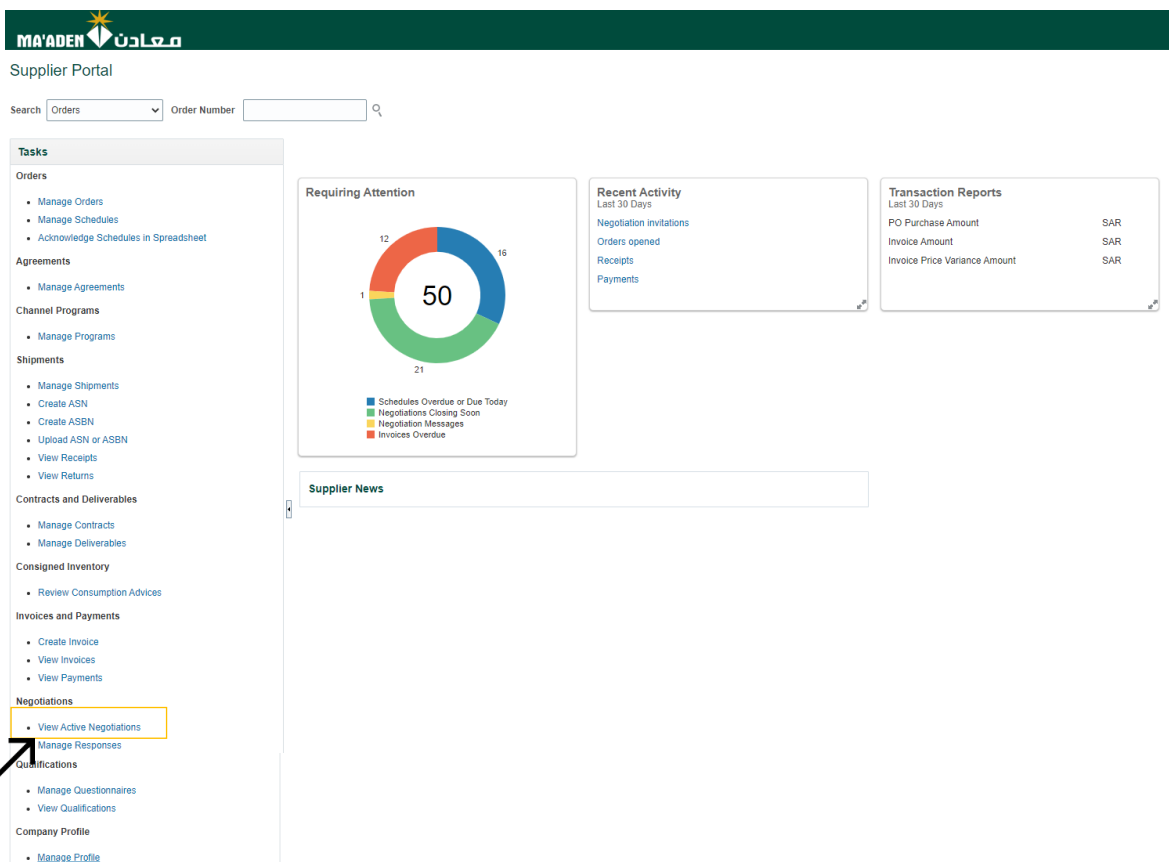
A. View Active Negotiation

1. Click, "Supplier Portal"



1

2. Under **Tasks - Company Profile** click "View Active Negotiations "



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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

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

Recent Activity
Last 30 Days

- Negotiation invitations
- Orders opened
- Receipts
- Payments

Transaction Reports
Last 30 Days

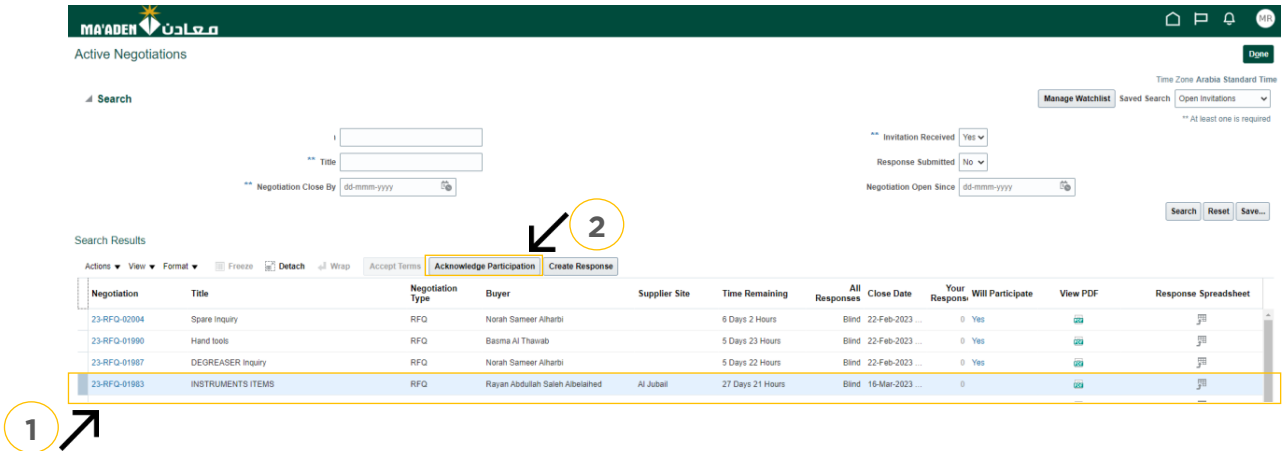
| Report Type | Amount |
|-------------------------------|--------|
| PO Purchase Amount | SAR |
| Invoice Amount | SAR |
| Invoice Price Variance Amount | SAR |

Supplier News

2

A. How to Acknowledge Participation.

1. In the Search Results, select the RFQ that you would like to respond to.
2. Then click “Acknowledge participation”.



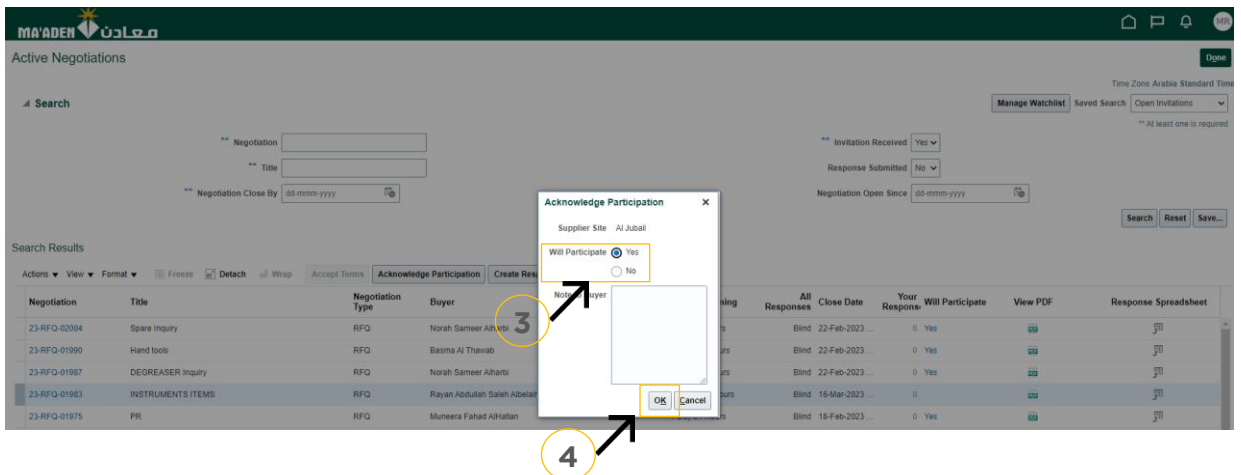
Active Negotiations

Search

Search Results

| Negotiation | Title | Negotiation Type | Buyer | Supplier Site | Time Remaining | All Responses | Close Date | Your Response | Will Participate | View PDF | Response Spreadsheet |
|--------------|-------------------|------------------|------------------------------|---------------|------------------|---------------|-----------------|---------------|------------------|----------|----------------------|
| 23-RFQ-02004 | Spare Inquiry | RFQ | Norah Sameer Alharti | | 6 Days 2 Hours | Blind | 22-Feb-2023 ... | 0 | Yes | | |
| 23-RFQ-01990 | Hand tools | RFQ | Basma Al Thavab | | 5 Days 23 Hours | Blind | 22-Feb-2023 ... | 0 | Yes | | |
| 23-RFQ-01987 | DEGREASER Inquiry | RFQ | Norah Sameer Alharti | | 5 Days 22 Hours | Blind | 22-Feb-2023 ... | 0 | Yes | | |
| 23-RFQ-01983 | INSTRUMENTS ITEMS | RFQ | Rayan Abdullah Saleh Albelal | Al Jubail | 27 Days 21 Hours | Blind | 16-Mar-2023 ... | 0 | | | |

3. Select “Yes” if you would like to participate, Select “No” if you will not participate.
4. Then Click “OK”



Active Negotiations

Search

Search Results

Acknowledge Participation

Supplier Site: Al Jubail

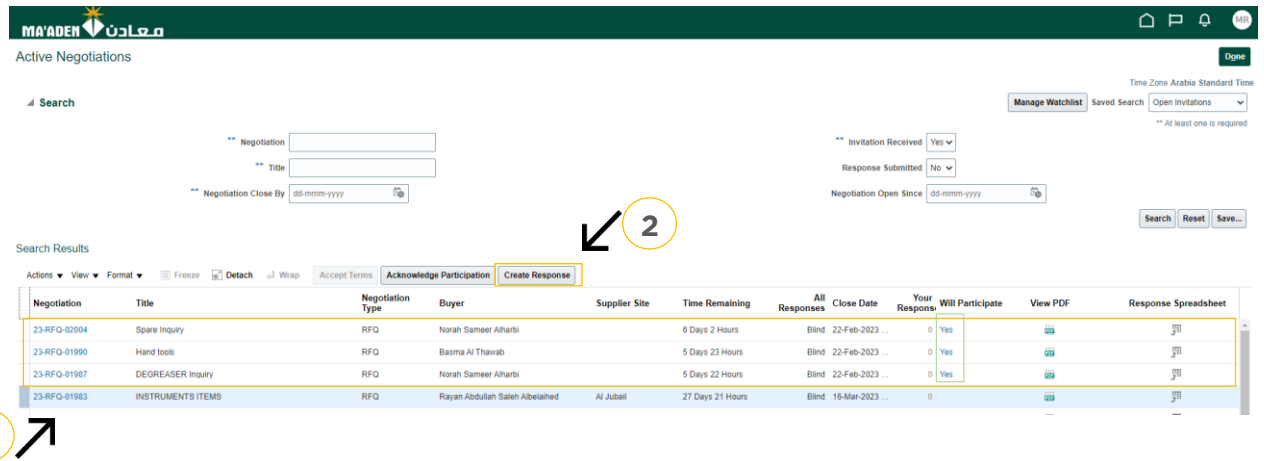
Will Participate Yes No

OK Cancel

Note: Once you have selected “Yes”, you must respond to the accepted RFQ request.

B. How to create response to accepted RFQ.

- In the search results, select the RFQ that you would like to respond.
- Then Click "Create Response".



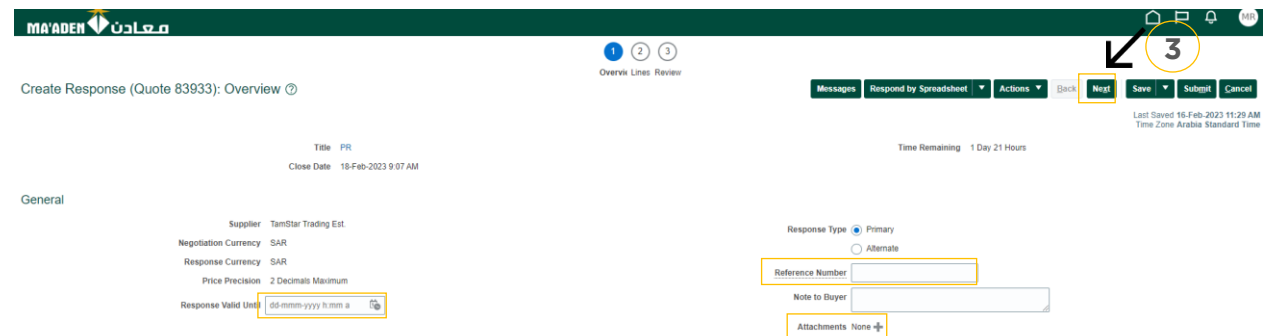
Active Negotiations

Search

Search Results

| Negotiation | Title | Negotiation Type | Buyer | Supplier Site | Time Remaining | All Responses | Close Date | Your Responses | Will Participate | View PDF | Response Spreadsheet |
|--------------|-------------------|------------------|--------------------------------|---------------|------------------|---------------|-----------------|----------------|------------------|----------|----------------------|
| 23-RFQ-02004 | Spare Inquiry | RFQ | Norah Sameer Alharbi | | 6 Days 2 Hours | Blind | 22-Feb-2023 ... | 0 | Yes | | |
| 23-RFQ-01990 | Hand tools | RFQ | Basma Al Thawab | | 5 Days 23 Hours | Blind | 22-Feb-2023 ... | 0 | Yes | | |
| 23-RFQ-01987 | DEGREASER Inquiry | RFQ | Norah Sameer Alharbi | | 5 Days 22 Hours | Blind | 22-Feb-2023 ... | 0 | Yes | | |
| 23-RFQ-01983 | INSTRUMENTS ITEMS | RFQ | Rayan Abdullah Saleh Albelahed | Al Jubail | 27 Days 21 Hours | Blind | 16-Mar-2023 ... | 0 | Yes | | |

- Fill up the required details as shown below and click on "Next".



Create Response (Quote 83933): Overview

Overview Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Title PR Time Remaining 1 Day 21 Hours

Close Date 19-Feb-2023 9:07 AM

General

Supplier TamStar Trading Est.

Negotiation Currency SAR

Response Currency SAR

Price Precision 2 Decimals Maximum

Response Valid Until dd-mm-yyyy h:mm a

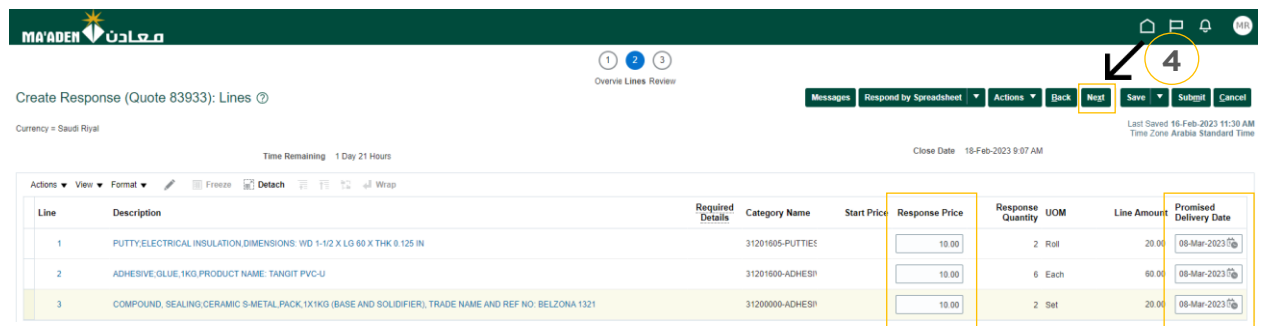
Response Type Primary Alternate

Reference Number

Note to Buyer

Attachments None

- Enter response price along with Promised delivery date and click on "Next".



Create Response (Quote 83933): Lines

Overview Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

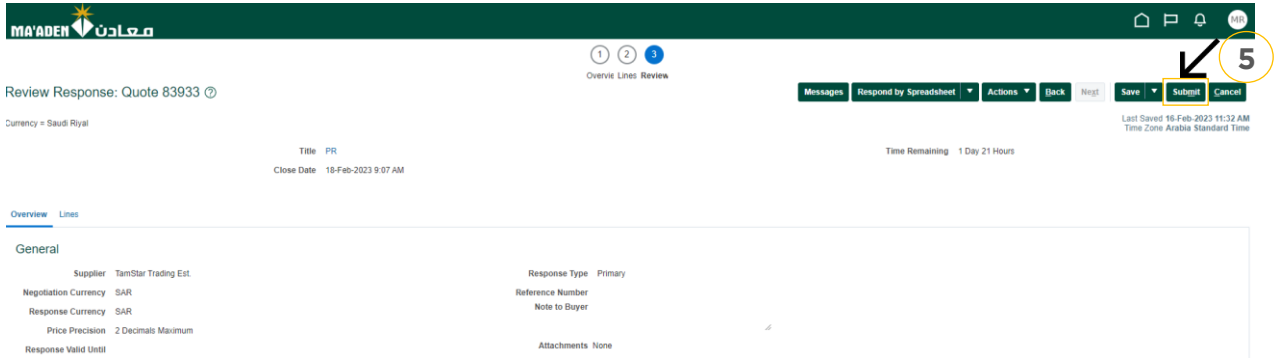
Currency = Saudi Riyal


Time Remaining 1 Day 21 Hours

Close Date 19-Feb-2023 9:07 AM

| Line | Description | Required Details | Category Name | Start Price | Response Price | Response Quantity | UOM | Line Amount | Promised Delivery Date |
|------|---|------------------|------------------|-------------|----------------|-------------------|------|-------------|------------------------|
| 1 | PUTTY:ELECTRICAL INSULATION,DIMENSIONS: WD 1-1/2 X LG 60 X THK 8-125 IN | | 31201605-PUTTIEC | | 10.00 | 2 | Roll | 20.00 | 09-Mar-2023 |
| 2 | ADHESIVE:GLUE,1KG,PRODUCT NAME: TANGIT PVC-U | | 31201600-ADHESI | | 10.00 | 6 | Each | 60.00 | 09-Mar-2023 |
| 3 | COMPOUND, SEALING,CERAMIC 3-METAL,PACK,1X1KG (BASE AND SOLIDIFIER), TRADE NAME AND REF NO: BELZONA 1321 | | 31200000-ADHESI | | 10.00 | 2 | Set | 20.00 | 09-Mar-2023 |

5. Review, then click "Submit".



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Review Response: Quote 83933

Currency = Saudi Riyal

Title PR

Close Date 18-Feb-2023 9:07 AM

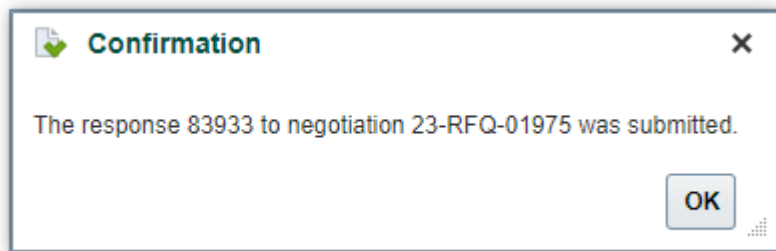
Time Remaining 1 Day 21 Hours

Overview Lines

General

| | | | |
|----------------------|----------------------|------------------|---------------|
| Supplier | TamStar Trading Est. | Response Type | Primary |
| Negotiation Currency | SAR | Reference Number | Note to Buyer |
| Response Currency | SAR | Attachments | None |
| Price Precision | 2 Decimals Maximum | | |
| Response Valid Until | | | |

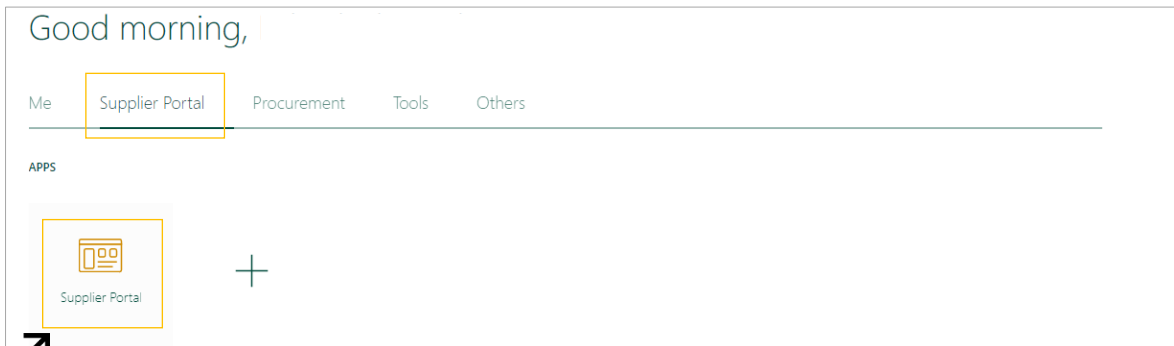
You will receive confirmation dialog BOX.



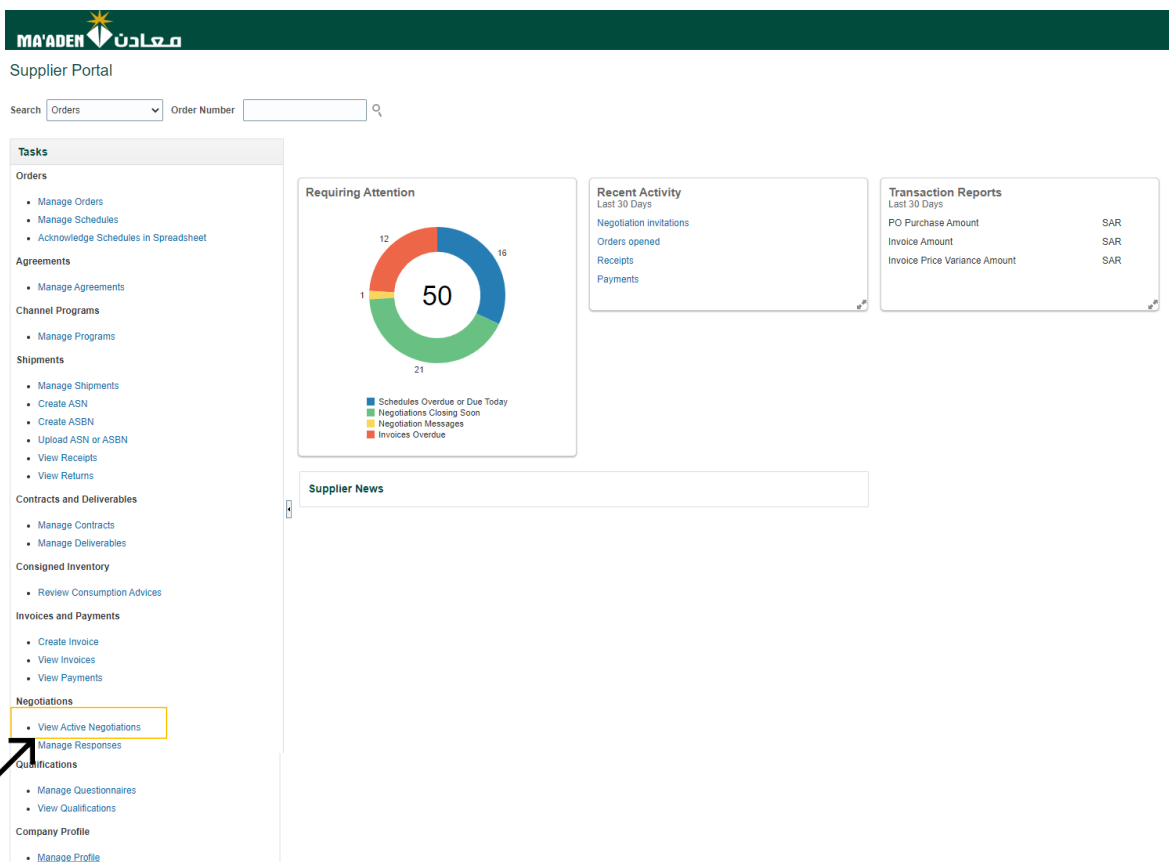
2. RFQ Response (2 Stage)

A. View Active Negotiation

1. Click, "Supplier Portal"



2. Under **Tasks - Company Profile** click "View Active Negotiations "



Requiring Attention

| Category | Count |
|--------------------------------|-----------|
| Schedules Overdue or Due Today | 16 |
| Negotiations Closing Soon | 21 |
| Negotiation Messages | 1 |
| Invoices Overdue | 12 |
| Total | 50 |

Recent Activity
Last 30 Days

- Negotiation invitations
- Orders opened
- Receipts
- Payments

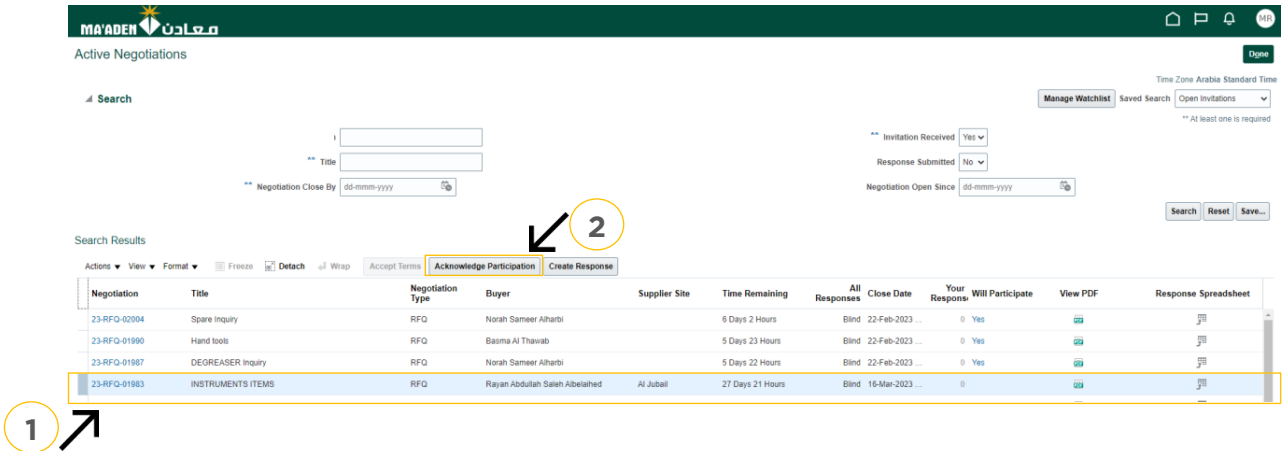
Transaction Reports
Last 30 Days

| Report Type | Amount |
|-------------------------------|--------|
| PO Purchase Amount | SAR |
| Invoice Amount | SAR |
| Invoice Price Variance Amount | SAR |

Supplier News

A. How to Acknowledge Participation.

1. In the Search Results, select the RFQ that you would like to respond to.
2. Then click “Acknowledge participation”.



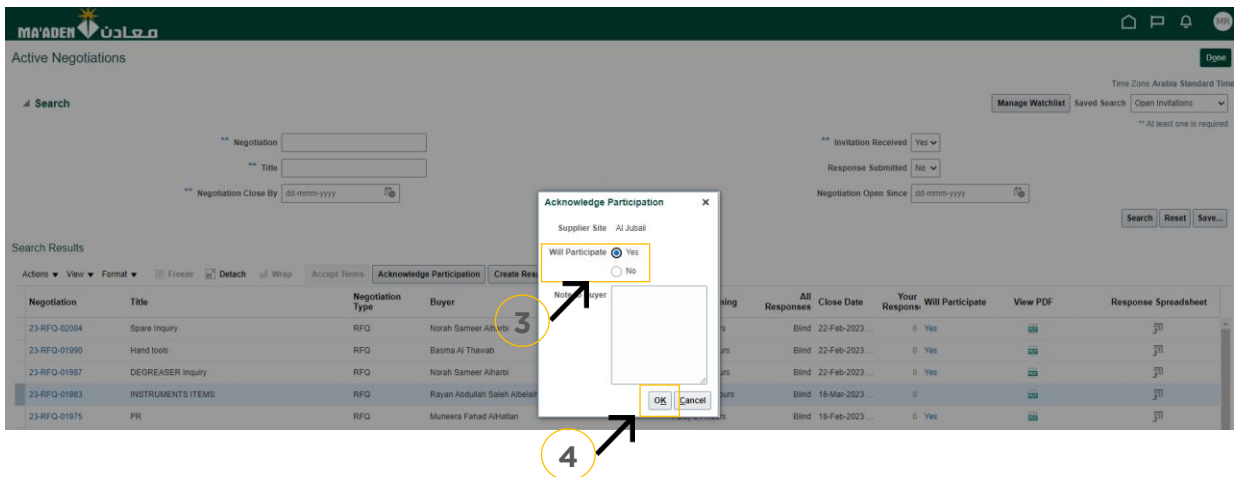
Active Negotiations

Search

Search Results

| Negotiation | Title | Negotiation Type | Buyer | Supplier Site | Time Remaining | All Responses | Close Date | Your Response | Will Participate | View PDF | Response Spreadsheet |
|--------------|-------------------|------------------|------------------------------|---------------|------------------|---------------|-----------------|---------------|------------------|----------|----------------------|
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| 23-RFQ-01987 | DEGREASER Inquiry | RFQ | Norah Sameer Alharti | | 5 Days 22 Hours | Blind | 22-Feb-2023 ... | 0 | Yes | | |
| 23-RFQ-01983 | INSTRUMENTS ITEMS | RFQ | Rayan Abdullah Saleh Albelal | Al Jubail | 27 Days 21 Hours | Blind | 16-Mar-2023 ... | 0 | | | |
| 23-RFQ-01975 | PR | RFQ | Muneera Fahad AlHattan | | | Blind | 16-Feb-2023 ... | 0 | Yes | | |

3. Select “Yes” if you would like to participate, Select “No” if you will not participate.
4. Then Click “OK”



Active Negotiations

Search

Search Results

Acknowledge Participation

Supplier Site: Al Jubail

Will Participate

Yes (selected)

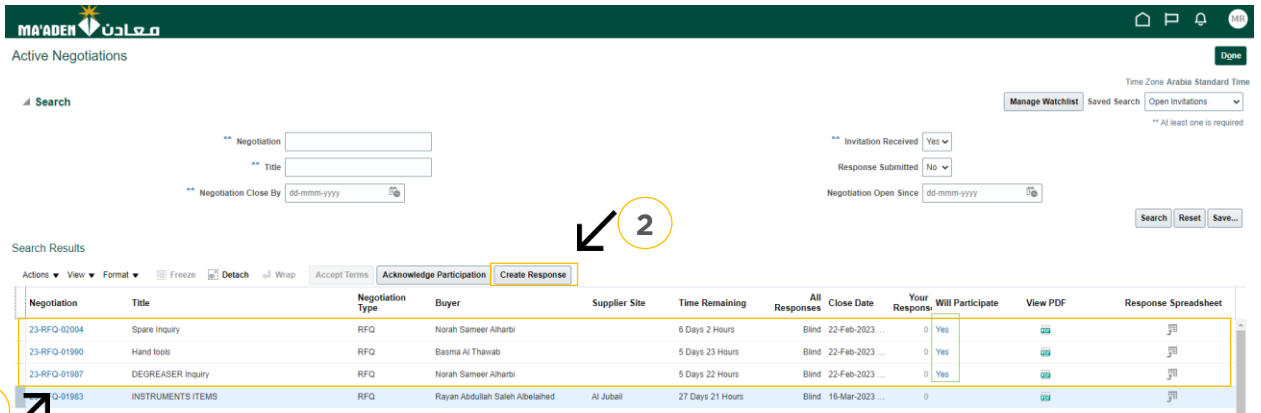
No

OK Cancel

Note: Once you have selected “Yes”, you must respond to the accepted RFQ request.

B. How to create response to accepted RFQ.

1. In the search results, select the RFQ that you would like to respond.
2. Then Click "Create Response".



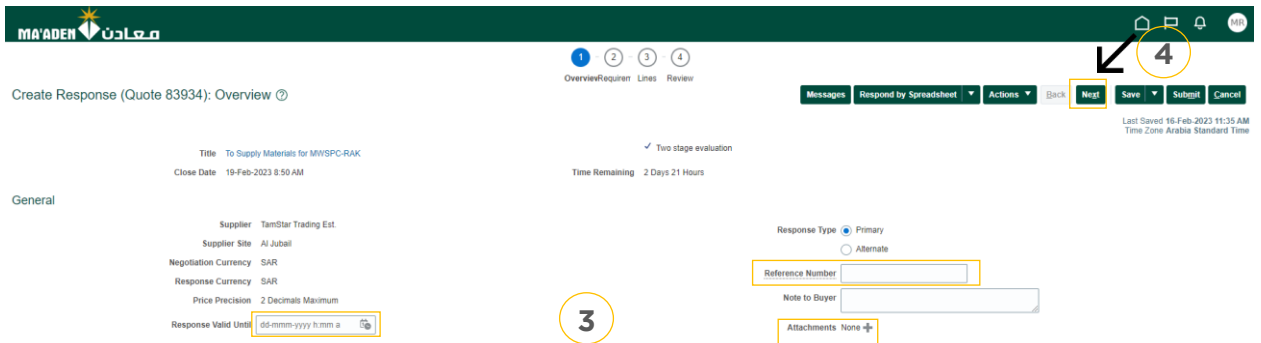
Active Negotiations

Search

Search Results

| Negotiation | Title | Negotiation Type | Buyer | Supplier Site | Time Remaining | All Responses | Close Date | Your Response | Will Participate | View PDF | Response Spreadsheet |
|--------------|-------------------|------------------|------------------------------|---------------|------------------|---------------|-----------------|---------------|------------------|----------|----------------------|
| 23-RFQ-02004 | Spare Inquiry | RFQ | Norah Sameer Alharbi | | 6 Days 2 Hours | Blind | 22-Feb-2023 ... | 0 | Yes | | |
| 23-RFQ-01990 | Hand tools | RFQ | Basma Al Thawab | | 5 Days 23 Hours | Blind | 22-Feb-2023 ... | 0 | Yes | | |
| 23-RFQ-01987 | DEGREASER Inquiry | RFQ | Norah Sameer Alharbi | | 5 Days 22 Hours | Blind | 22-Feb-2023 ... | 0 | Yes | | |
| 0-01983 | INSTRUMENTS ITEMS | RFQ | Rayan Abdullah Saleh Abelaah | Al Jubail | 27 Days 21 Hours | Blind | 16-Mar-2023 ... | 0 | | | |

3. Fill up details as shown below.
4. Then click on "Next".



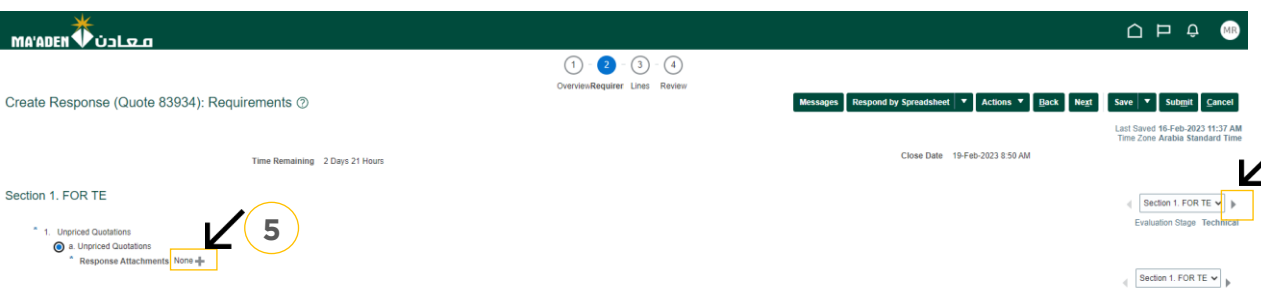
Create Response (Quote 83934): Overview

General

Supplier: TamStar Trading Est.
Supplier Site: Al Jubail
Negotiation Currency: SAR
Response Currency: SAR
Price Precision: 2 Decimals Maximum
Response Valid Until: 05-mm-yyyy h:mm a

Response Type: Primary
Reference Number: [Field]
Note to Buyer: [Field]
Attachments: None +

5. Section 1: TE - Technical stage response. Click "+" to add the Technical Proposal Document.
6. Then click "▶" to Section 2: CE - Commercial Proposal stage proposal.

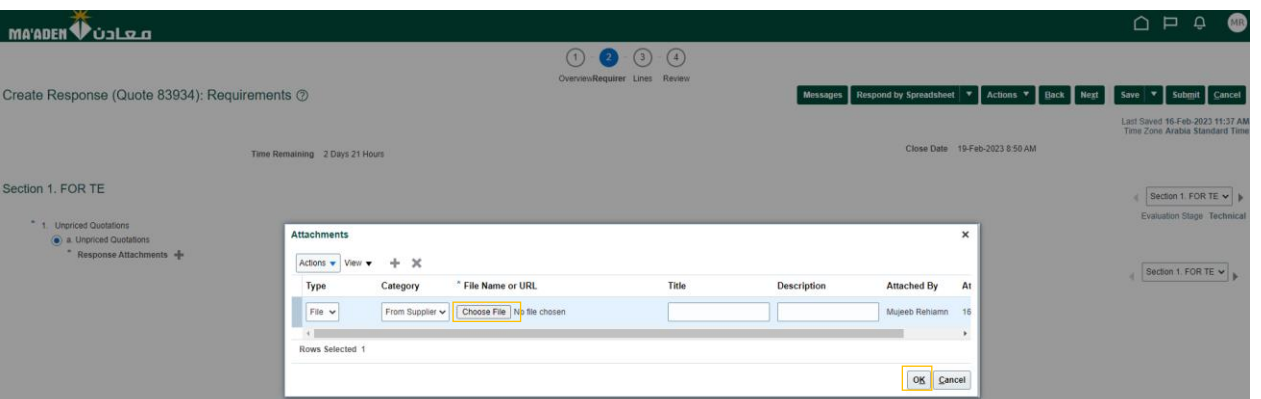


Create Response (Quote 83934): Requirements

Section 1. FOR TE

Response Attachments: None +

Section 1. FOR TE



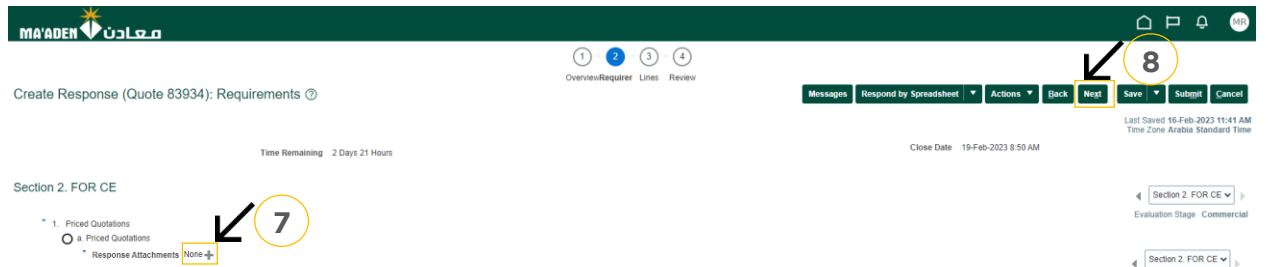
Create Response (Quote 83934): Requirements

Section 1. FOR TE

Attachments

| Type | Category | File Name or URL | Title | Description | Attached By | At |
|------|---------------|------------------|----------------|-------------|--------------|----|
| File | From Supplier | Choose File | No file chosen | | Mujeeb Rahim | 16 |

7. Section 2: CE- Commercial stage response. Click “+” to add the Commercial Proposal Document.
8. Then click “Next”.



Create Response (Quote 83934): Requirements

Section 2. FOR CE

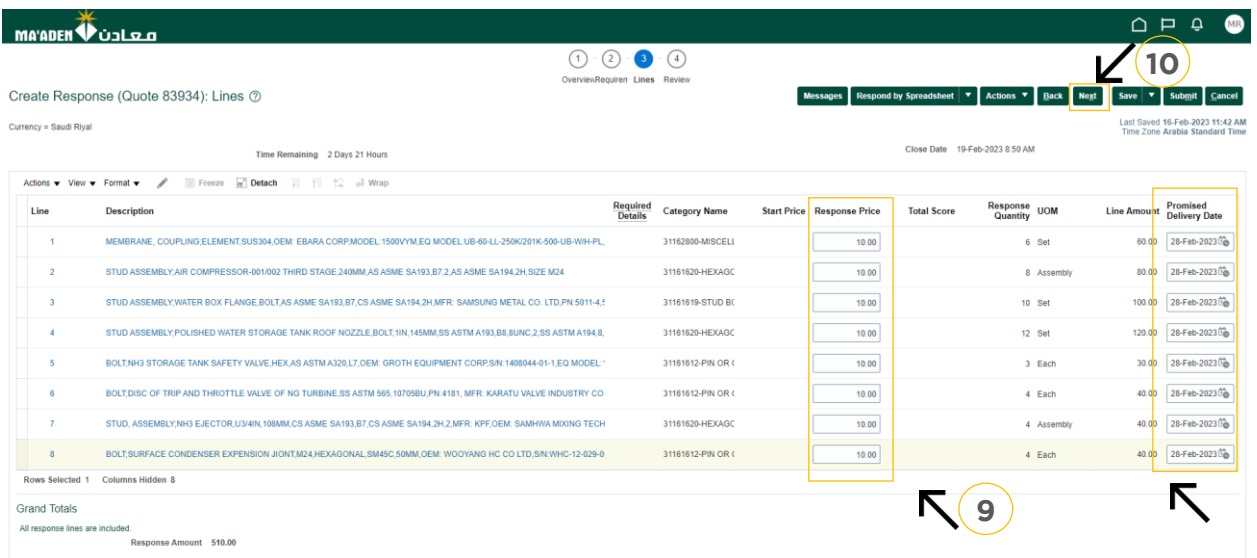
1. Priced Quotations
 a Priced Quotations
 * Response Attachments None

Section 2. FOR CE

Section 2. FOR CE

Section 2. FOR CE

9. Enter Response Price along with Promised delivery date.
10. Then click on “Next”.



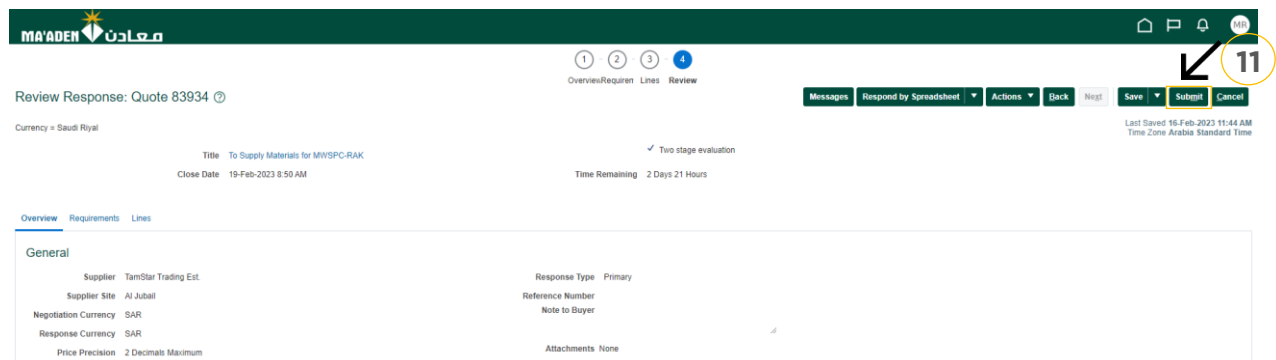
Create Response (Quote 83934): Lines

Currency = Saudi Riyal

| Line | Description | Required Details | Category Name | Start Price | Response Price | Total Score | Response Quantity | UOM | Line Amount | Promised Delivery Date |
|------|--|------------------|-------------------|-------------|----------------|-------------|-------------------|----------|-------------|------------------------|
| 1 | MEMBRANE_COUPLING.ELEMENT.SUS304.OEM: EBARA CORP.MODEL 1500VYM.EQ MODEL UB-60-LL-250K/201K-500-UB-WH-PL | | 31162800-MISCELL | | 10.00 | | 6 | Set | 60.00 | 28-Feb-2023 |
| 2 | STUD ASSEMBLY.AIR COMPRESSOR-001/002 THIRD STAGE.240MM.AS ASME SA193.B7.2.AS ASME SA194.2H.SIZE M24 | | 31161620-HEXAOC | | 10.00 | | 8 | Assembly | 80.00 | 28-Feb-2023 |
| 3 | STUD ASSEMBLY.WATER BOX FLANGE.BOLT.S ASME SA193.B7.CS ASME SA194.2H.MFR: SAMSUNG METAL CO. LTD.PN 5011-4.1 | | 31161619-STUD BC | | 10.00 | | 10 | Set | 100.00 | 28-Feb-2023 |
| 4 | STUD ASSEMBLY.POLISHED WATER STORAGE TANK ROOF NOZZLE.BOLT.1IN.145MM.SS ASTM A193.B8.8UNC.2.SS ASTM A194.8 | | 31161620-HEXAOC | | 10.00 | | 12 | Set | 120.00 | 28-Feb-2023 |
| 5 | BOLT.NH3 STORAGE TANK SAFETY VALVE.HEX.AS ASTM A320.L7.OEM: GROTH EQUIPMENT CORP.SN: 1488044-01-1.EQ MODEL: | | 31161612-PIN OR C | | 10.00 | | 3 | Each | 30.00 | 28-Feb-2023 |
| 6 | BOLT.DISC OF TRIP AND THROTTLE VALVE OF NG TURBINE.SS ASTM 565.10705BU.PN:4181.MFR: KARATU VALVE INDUSTRY CO | | 31161612-PIN OR C | | 10.00 | | 4 | Each | 40.00 | 28-Feb-2023 |
| 7 | STUD.ASSEMBLY.NH3 EJECTOR.U3/4IN.108MM.CS ASME SA193.B7.CS ASME SA194.2H.2.MFR: KPF.OEM: SAMHWA MIXING TECH | | 31161620-HEXAOC | | 10.00 | | 4 | Assembly | 40.00 | 28-Feb-2023 |
| 8 | BOLT.SURFACE CONDENSER EXPENSION JOINT.M24.HEXAAGONAL.SM45C.50MM.OEM: WOORYANG HC CO LTD.SN:WHC-12-029-0 | | 31161612-PIN OR C | | 10.00 | | 4 | Each | 40.00 | 28-Feb-2023 |

Grand Totals
 All response lines are included.
 Response Amount 510.00

11. Review, then click on “Submit”



Review Response: Quote 83934

Currency = Saudi Riyal

Title To Supply Materials for MWSPC-RAK

Close Date 19-Feb-2023 8:50 AM

Time Remaining 2 Days 21 Hours

Two stage evaluation

Overview Requirements Lines

General

Supplier TamStar Trading Est.
 Supplier Site Al Jubail
 Negotiation Currency SAR
 Response Currency SAR
 Price Precision 2 Decimals Maximum

Response Type Primary
 Reference Number Note to Buyer
 Attachments None

You will receive confirmation dialog BOX.

