

Cloud Supplier Portal User Manual

Supplier - PO Change Order Request



Table of Contents

No.	Contents	Pages
1.	How to Login	3
2.	Password Assistance	4-5
3.	Manage Order	6
4.	How to create Change Order Request.	7-8
5.	How to Delete / Cancel the Change Order Request.	9



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



Sign In Oracle Applications Cloud



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



2. Login Assistance

1. Click Forget Password

Sign In Oracle A	pplications Cloud
User II	D
Forgot Pa	ord ssword n In

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

S (Sign In DRACLE APPLICATIONS CLOUD
F	orgot Password rabelasj@maaden.com.sa
C) Forgot user name
7	Submit Cancel
(2)	

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

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/hcmUl/faces/ResetPassword?ase.gid=2fa4412a572d426b8407ba842199f1c0

If you did not request this information or have any question, contact <u>SRM@maaden.com.sa</u>.

Thank You, Maaden SRM Team

3



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

Sign In ORACLE APPLICATIONS CLOUD	
Reset Password Password	
Confirm Password Submit	

To Login:

Visit our website - <u>www.maaden.com.sa</u>

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

Sign In Oracl	n le Applications Cloud	
	User ID	
	Password	
	Forgot Password	
	Sign In	
	English 🗸	



A. Manager Order

1. Click, "Supplier Portal"

Me	Supplier Portal	Procurement	Tools	Others		
APPS						
		+				

2. Under Tasks - Company Profile click "Manager Order"

Tasks				
Orders Manage Orders Manage Schedules	Requiring Attention	Recent Activity Last 30 Days Negoliation invitations	Transaction Reports Last 30 Days PO Purchase Amount	
Acknowledge Schedules in Spreadsheet Agreements Manage Agreements	12 16	Orders opened Receipts Payments	Invoice Amount Invoice Price Variance Amount	ę
Channel Programs Manage Programs	50		<i>a</i>	
Shipments Manage Shipments Create ASN Create ASN Urplaad ASN or ASBN Ulplaad ASN or ASBN View Receipts	21 Schedules Overdue or Due Today Negotiations Closing Son Negotiation Messages Invices Overdue			
View Returns Contracts and Deliverables	Supplier News			
Manage Contracts Manage Deliverables Consigned Inventory Review Consumption Advices Invoices and Payments	u L			
Create Invoice View Invoices View Payments				
Negotiations View Active Negotiations Manage Responses				
Qualifications Manage Questionnaires View Qualifications				
Company Profile Manage Profile				



B. How to create Change Order Request.

- 1. In "Order", Input the PO No. which subject for change order.
- 2. Then click "Search"
- 3. In "Search Results", click the PO No. to go to PO Details.

		FA
Manage Orders ②		D <u>o</u> ne
Headers Schedules		
✓ Search	Advanced Manage Watchlist Saved Search All Orders	~
Sold-to Legal Entity	Order	
Bill-to BU	1 Status V	
Supplier Site	Include Closed Documents No V	
Search Results Actions ▼ View ▼ Format ▼ 第 ☞ ⊡ Freeze Detach ↓ Wrap	Search Reset Sa	IVe
Sold-to Legal Order Order Date Description Entity	Supplier Site Supplier Contact Buyer Ordered Currency	×
Columns Hidden 2		,

- 4. Click "Actions".
- 5. Then select "Edit".

دن 🗘 MA'ADEN	لعم						Ĺ	<u> </u>	þ û	FA
Purchase Order: 5	0022254			Acknowledge View PDF	Actions ▼ Refresh Done		Order Life	Cycle		
Main Meneral Sold-to Legal Entity Bill-to BU Order Status Buyer Creation Date Terms Notes and Attac	Saudi Arabian Mining Company Saudi Arabian Mining Company (MAADEN) 5002254 Closed for Receiving Hamad Rashid Al Hino 05-Oct-2022 hments	Supplier Supplier Site Supplier Contact Bill-to Location Ship-to Location	Accounts Payable Shared Service Ras Al Khair	4 Ordere Description Source Agreemen Supplier Order Master Contract	Edit Cancel Document View Document History View Change History View Revision History	5	Ordered Received Delivered Invoiced 0	Vie	200K 4000 Amount (SAF w Details	< 60(t)
Require Acknowledgmen Payment Term	d Document s (Net 30 Days - Inv Recd Date) ation	Shipping Method Freight Terms Pick up Location	Courier DAP None		Pay on receipt Confirming order	ŀ				
So	urcing Type Normal		Contract duration g	reater than 5 years? N						
	PO Type Normal PO			Context Prompt						

6. Pop-up window as Warning "This action will create a change on the document. Do you want to continue", click "Yes" if you would like to continue, Click "No" to cancel the Change Order Request.





7. In "Description", type the description of the Change Order request.

t Change Order: 1 ⑦		Actions	save sub <u>mit C</u> an
		_	
Change Order 1	Status Incomplete	Initiating Parl	y Supplier
* Description	Amount Changed 0.00 SAR	Initiato	
Creation Date 19-Feb-2023			
· · · · · · · · · · · · · · · · · · ·			
n Contract Terms			
General ⑦			
Sold-to Legal Saudi Arabian Mining Company	Supplier	Ordered	552 244 00 040
Bill-to BU Saudi Arabian Mining Company (MA'ADEN)	* Supplier Site	Description	553,344.00 SAR
Order 500222544	Supplier Contact		11
Status Closed for Receiving	Bill-to Location Accounts Payable Shared Service	Agreement	
* Buyer Hamad Rashid Al Hino	Default Ship-to Pas Al Khair	Master Contract	
Creation Date 05-Oct-2022	Location Res Arbital		
Terms Notes and Attachments			
Dayment Terms (Not 20 Days, Jay Rood Date)	* Shinping Method Courier		
Payment remis (Net 30 Days - IIIV Neta Date)	* Freight Terms DAP		 Pay on receipt
	* Distance Lange Mana		 Confirming order
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu	You can request to change the for e description of the item. uantity, Price of the item.	ollowing:	
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you c "Change Reason", provide the re	You can request to change the for e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item.	ollowing: ivery.	
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you c "Change Reason", provide the re	You can request to change the for e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item.	ollowing: ivery.	
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you c "Change Reason", provide the re	You can request to change the for e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item.	ollowing: ivery.	
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you c "Change Reason", provide the re	You can request to change the fe e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item.	ollowing: ivery. rester than 5 years? N Y	
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you c "Change Reason", provide the re	You can request to change the for e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item.	ollowing: ivery. reater than 5 years? N Context Prompt	
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you c "Change Reason", provide the re- reason" * Sourcing Type Normal PO * Do Type Normal PO * Do Type Normal PO	You can request to change the for e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item.	ollowing: ivery. rester than 5 years? N v Context Prompt v	
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you c "Change Reason", provide the re- onal Information *ourcing Type Remain * **********************************	You can request to change the fe e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item. -*Contract duration gr	ollowing: ivery. reater than 5 years? N Context Prompt v	Requested Promised character
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you c "Change Reason", provide the re and Information * Sourcing Type Remain Formation * Sourcing Type Remain Formation * Sourcing Type Remain Formation * Cardional States of the States	You can request to change the fe e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item. *Contract duration gr	ollowing: ivery. ivery. rester than 5 years? N Context Prompt v context pr	Requested Promised Change
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you can "Change Reason", provide the result of the second	You can request to change the fe e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item. *Contract duration gu	Ollowing: ivery. reater than 5 years? N v Context Prompt v context Prompt v context Prompt v context Prompt v context Prompt v v context Prompt v context Prompt v context Prompt v v context Prompt v context v conte	Requested Delivery Date Delivery Date Chang 98-Sep-2022
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you can "Change Reason", provide the reason onal Information *Sourcing Type Tommat • Tommat • * * * * * * * * * * * * * * * * * *	Pick up Location None You can request to change the fe e description of the item. uantity, Price of the item. an change the date of future delite eason of changes for line item. *Contact duration gr *Contact durat	ollowing: ivery. rester than 5 years? N ♥ Context Prompt ♥ y Confear and a context Prompt ♥ Confear and a context Prompt ♥	Requested Delivery Date 98-Sep-2022 11
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you co "Change Reason", provide the re "Change Reason", provide the re and Information "sourcing Type Remained and the second "Po type Remained and the second "the Type Remained and the second and th	Pick up Location None You can request to change the fe e description of the item. uantity, Price of the item. an change the date of future deliters an change the date of	ollowing: ivery. rester than 5 years? N Context Prompt v context Prompt v context Prompt v context Prompt v	Requested Delivery Date Promised Delivery Date Change 08-Sep-2022 (%)
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you c "Change Reason", provide the re and Information 	Pick up Location None You can request to change the fe e description of the item. uantity, Price of the item. an change the date of future deliverses asson of changes for line item. *Contact duration ge *Contact duration ge *Contact duration ge * Contact duration get * Contact duration ge	ollowing: ivery. ivery. rester than 5 years? N Context Prompt ↓ context Prompt ↓ context Prompt ↓ context Prompt ↓ Ras Al Khar	Requested Delivery Date 08-Sep-2022 11
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you c "Change Reason", provide the re and Information * Sourcing Type Remained * To Type Remained * Sourcing Type	You can request to change the fe e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item. *Contract duration put *Contract duration put *Price Ordered Currence *Contract duration put *Price Ordered Currence *S1344.00 553.344.00 SAR 9 *III send to the Buyer who issued	ollowing: ivery. ivery. context Prompt v context Prompt v configuration *Location Res.Al Khar the PO for ev	Requested Promised Change Delivery Date Change 99-Sep-2022 08-Sep-2022 100 111 raluation and app
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you co "Change Reason", provide the re oral Information * Sourcing Type Normal PO * To Type Normal PO * To Type Normal PO * The * Type Nem Revision * Cent 1 Rate Based Ser 900059007 * Change Reason * Cent * Sourcing Type Normal PO * Cent * Sourcing Type Normal PO * Sourcing Type Nor	You can request to change the fe e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item. *Contract duration put *Contract duration put *Contract duration put *Contract duration put *Price Ordered Currence *Contract duration put *Price Ordered Currence	ollowing: ivery. rester than 5 years? N v Context Prompt v context Prompt v configuration * Location Rate Al Khar the PO for ev	Requested Promised Change Delivery Date Change 08-Sep-2022 08-Sep-2022 10 11 valuation and approver
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you can "Change Reason", provide the re out out out out out out out out	Pick up Location None You can request to change the fe e description of the item. uantity, Price of the item. an change the date of future delite eason of changes for line item. • contact duration gr • govy Name Supplier Item Quantity UOM • Price Ordered Currence • contact duration gr • contact duration gr • contact duration gr • contact duration gr • govy Name Supplier Item Quantity UOM • Price Ordered Currence • govy Name Supplier Item Quantity UOM • Price Or	ollowing: ivery. rester than 5 years? N Context Prompt v context Prompt v sy <u>Configuration</u> * Location Rate Al Kher the PO for ev	Requested Delivery Date Delivery Date Change 06-Sep-2022 06-Sep-2022 11 11 Change relution and apport
In "Lines" area, go to line items. "Supplier Item", you can type th "Quantity", you can revise the qu "Promised Delivery Date", you co "Change Reason", provide the re oral Information * Sourcing Type * To Type * To Type * To Type * To Type * Freeze Detach # Wep * Description * Cat 1 Rate Based Ser 900005007 PROVIDE: IT SERVICES BITT when click "Submit". Notification w	You can request to change the fe e description of the item. uantity, Price of the item. an change the date of future deli eason of changes for line item. *contact duration gr *contact duration gr *c	ollowing: ivery. rester than 5 years? N V Context Prompt V context Prompt V context Prompt V the PO for ev	Requested Delivery Date Delivery Date Charge Delivery Date Delivery Delivery Date Delivery Delivery Date Delivery Delivery



C. How to Delete / Cancel the Change Order Request.

1. Click "Actions".

MA'	ADEN 🗘 U	معاد					û P 🗘 🚯
Edit C	Change Orde	ər: 1 🕐				Action	is ▼ Save ▼ Sub <u>m</u> it <u>C</u> ancel
		Change Order 1 * Description Creation Date 19-Feb-2023	Amour	Status Incomplete nt Changed 0.00 SAR		Initiating Party Suppler Initiator Fynad Al Saud	K 1
2. 3.	Click Click	"Delete", to delete the "Cancel Change Order	Change Order , to cancel the	r Request. submitted C	Change Order	r Request.	
			Initiating Party Supplier Initiator Fahad Al	Actions Save Validate Delete Cancel Change Order Review Changes View Change Order Hist	Submit Cancel	(