

Cloud Supplier Portal User Manual

Supplier - PO Change Order Request

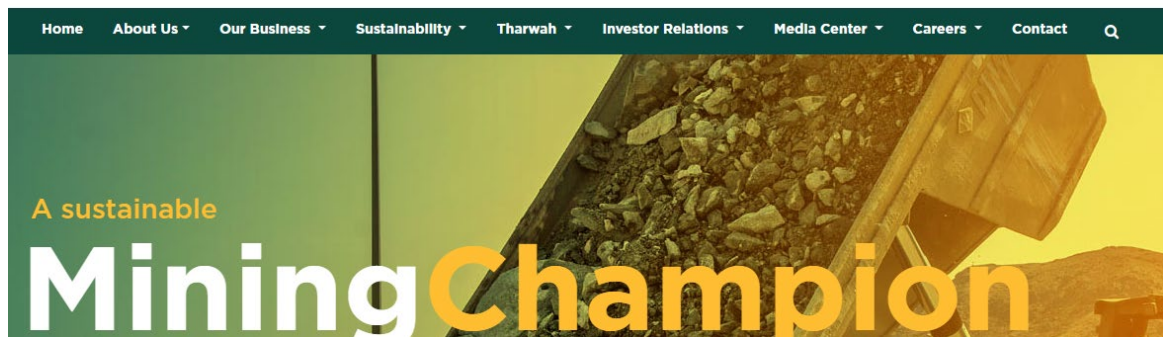
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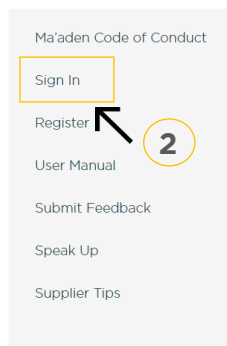
1. How to Login

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.

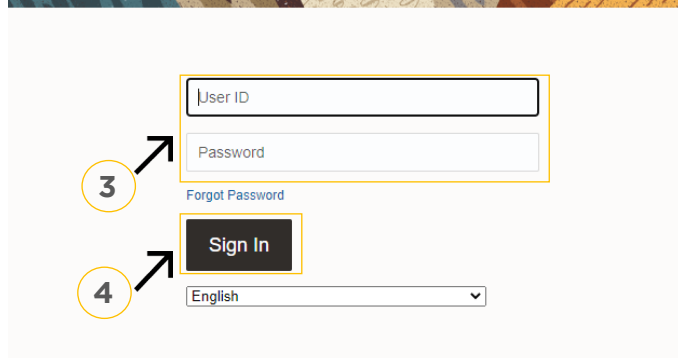
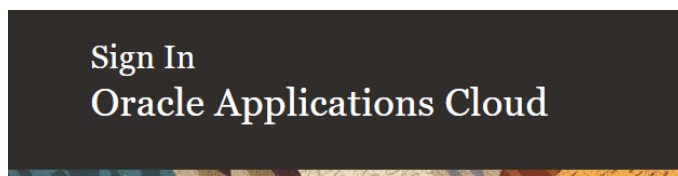
Using this site you can easily initiate your company registration, that can lead to becoming one of Ma'aden Group approved suppliers / contractors.

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.

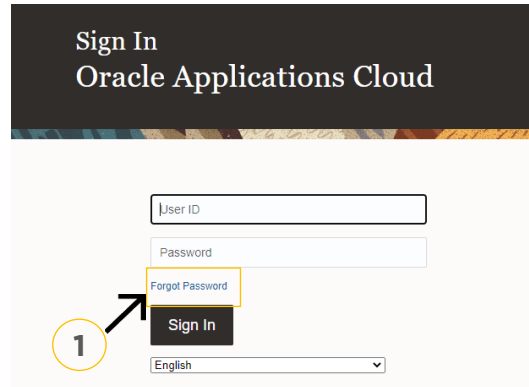
We appreciate your interest in becoming a Ma'aden Supplier / Contractor and look forward to the possibility to work with you.



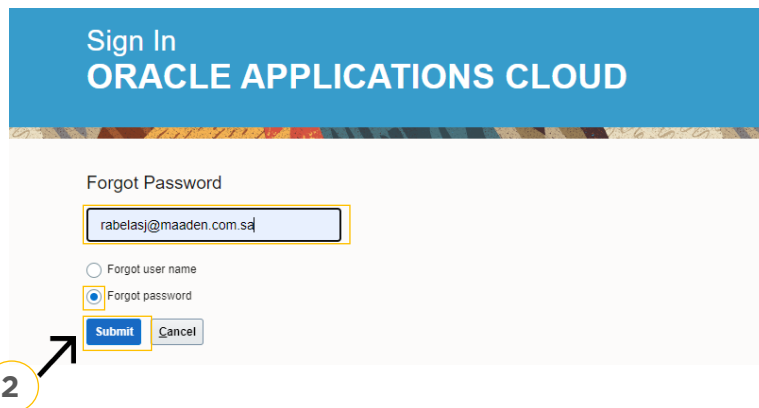
if you don't know your password follow next page for **“Login Assistance”**

2. Login Assistance

1. Click [Forgot Password](#)



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



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.

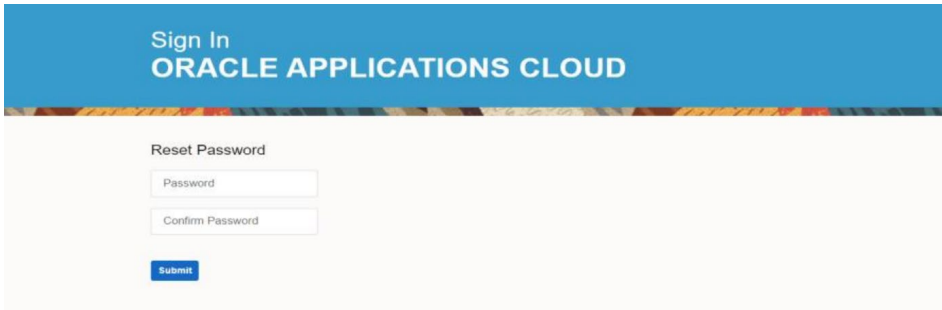
Please follow the link below to reset your password.

<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

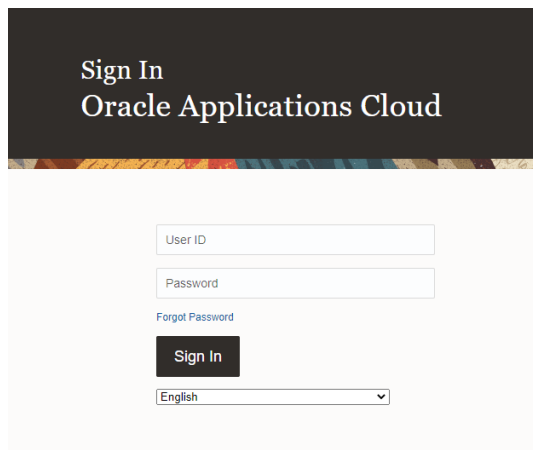
5. Provide **New Password** in the fields and click **Submit**.



To Login:

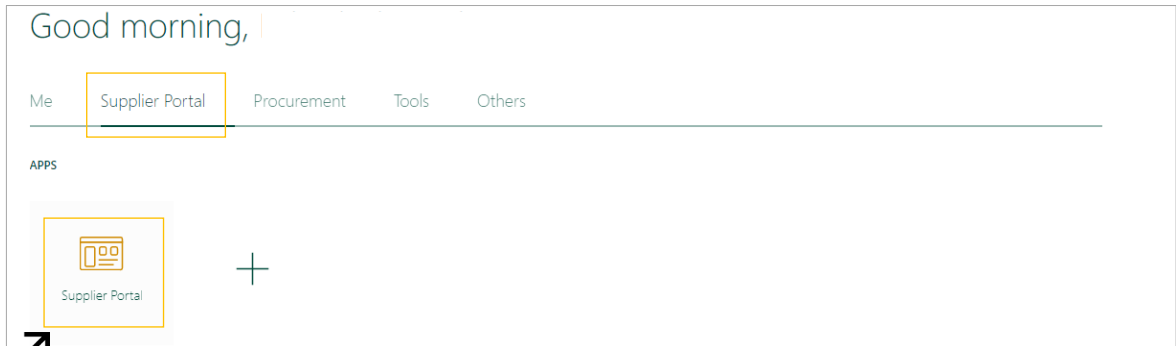
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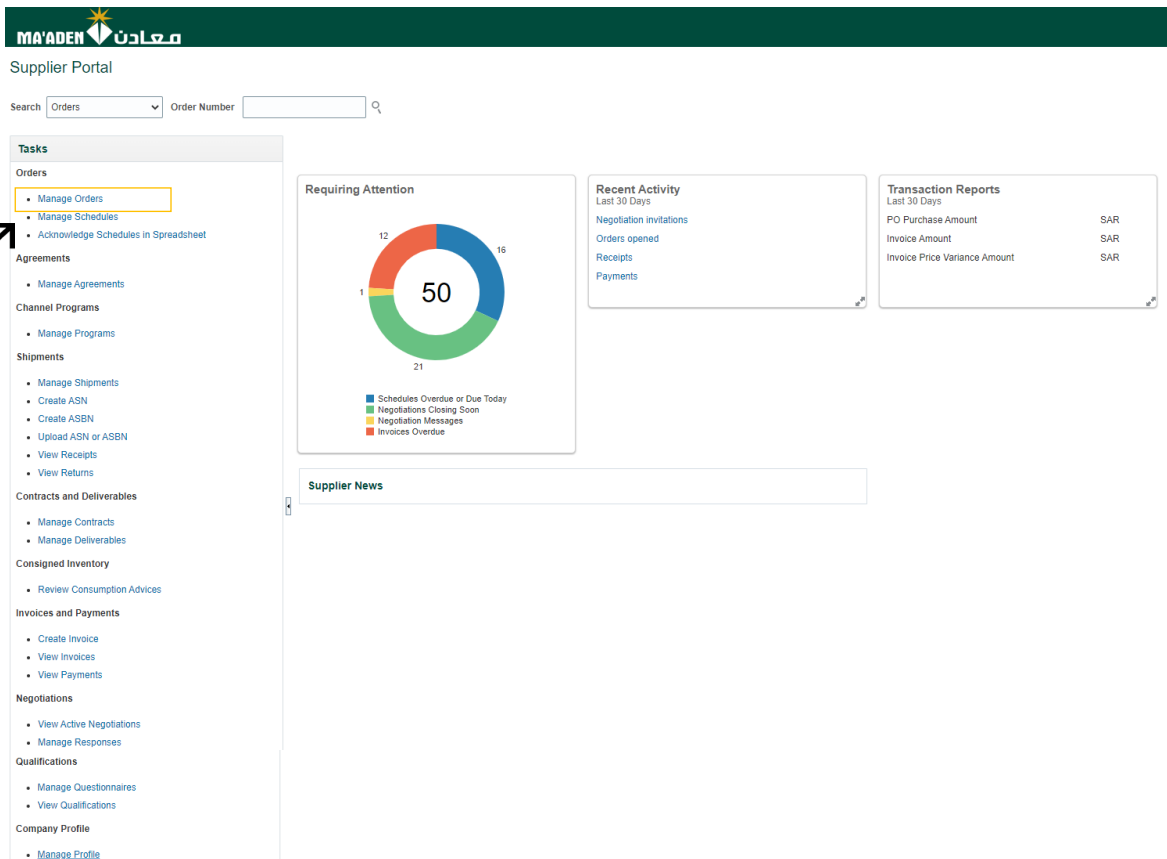


A. Manager Order

1. Click, "Supplier Portal"



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

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

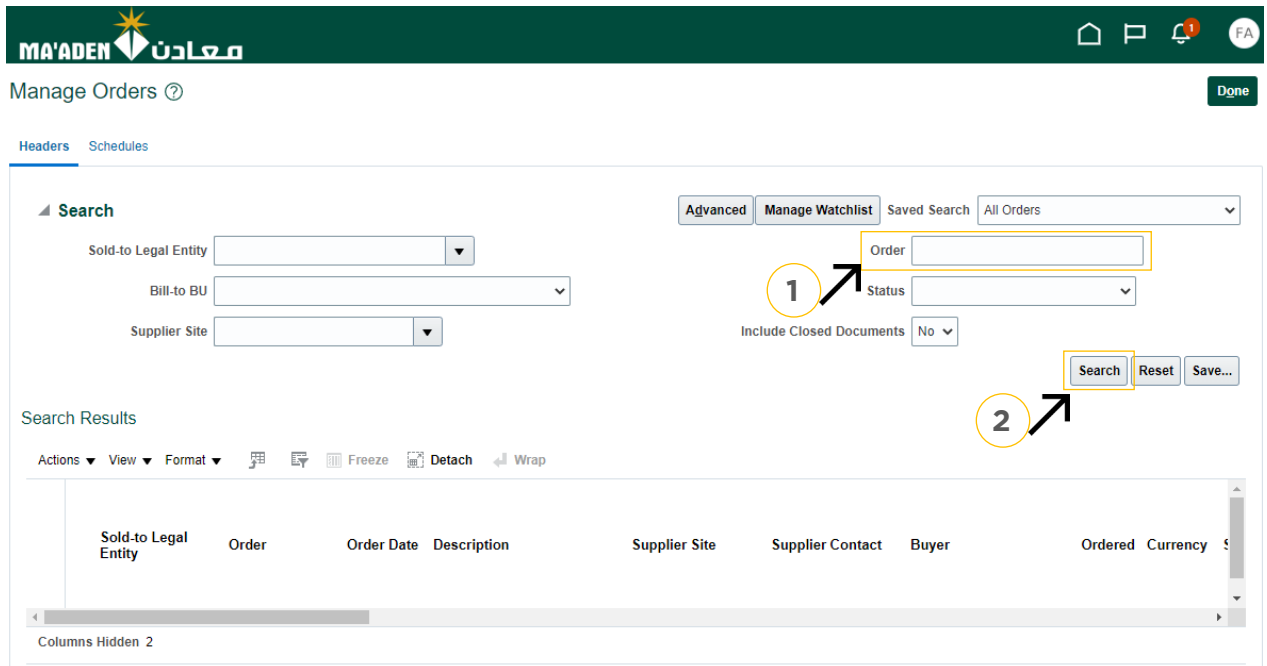
Transaction Reports
Last 30 Days

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

Supplier News

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.



Manage Orders Done

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed Documents

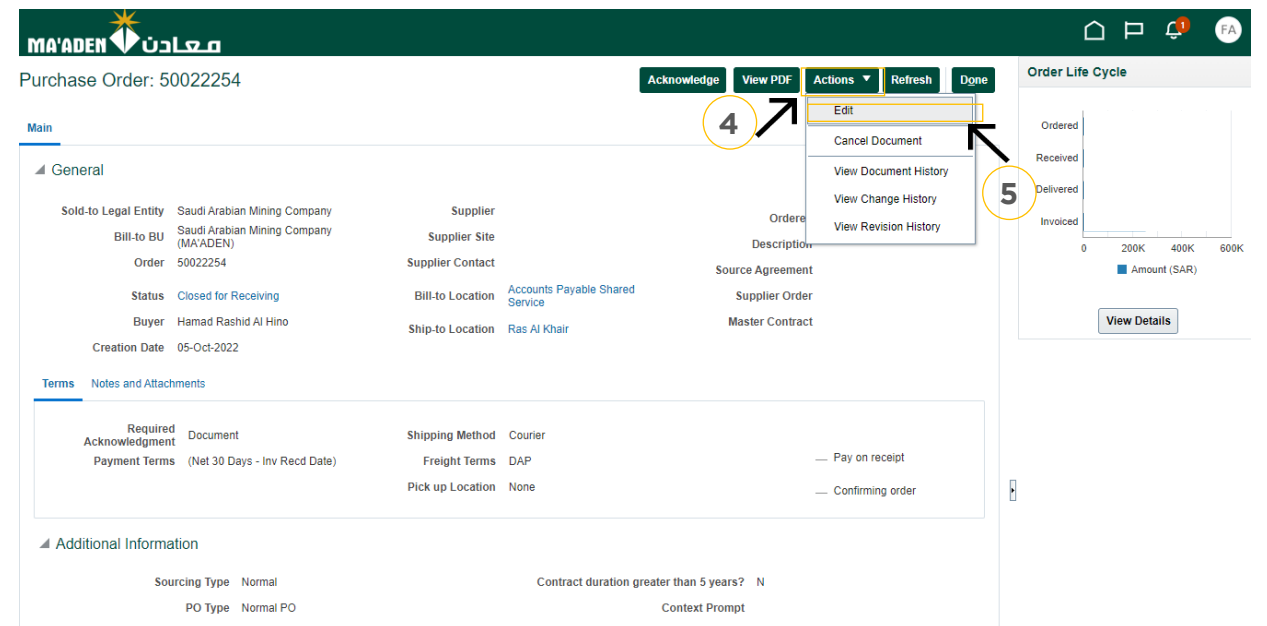
Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency
Columns Hidden 2								

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



Purchase Order: 50022254

Acknowledge View PDF Actions Refresh Done

Order Life Cycle

Ordered Received Delivered Invoiced

Amount (SAR)

View Details

Main

General

Sold-to Legal Entity Saudi Arabian Mining Company Supplier

Bill-to BU Saudi Arabian Mining Company (MA'ADEN) Supplier Site

Order 50022254 Supplier Contact

Status Closed for Receiving Bill-to Location Accounts Payable Shared Service Supplier Order

Buyer Hamad Rashid Al Hino Ship-to Location Ras Al Khair Master Contract

Creation Date 05-Oct-2022

Terms Notes and Attachments

Required Document Shipping Method Courier

Acknowledgment (Net 30 Days - Inv Recd Date) Payment Terms Freight Terms DAP — Pay on receipt

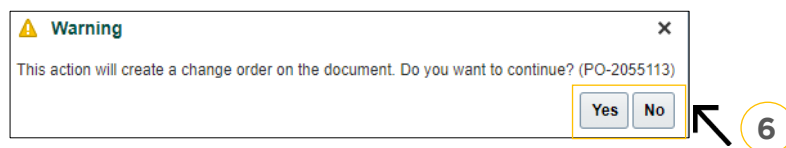
Pick up Location None — Confirming order

Additional Information

Sourcing Type Normal Contract duration greater 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.

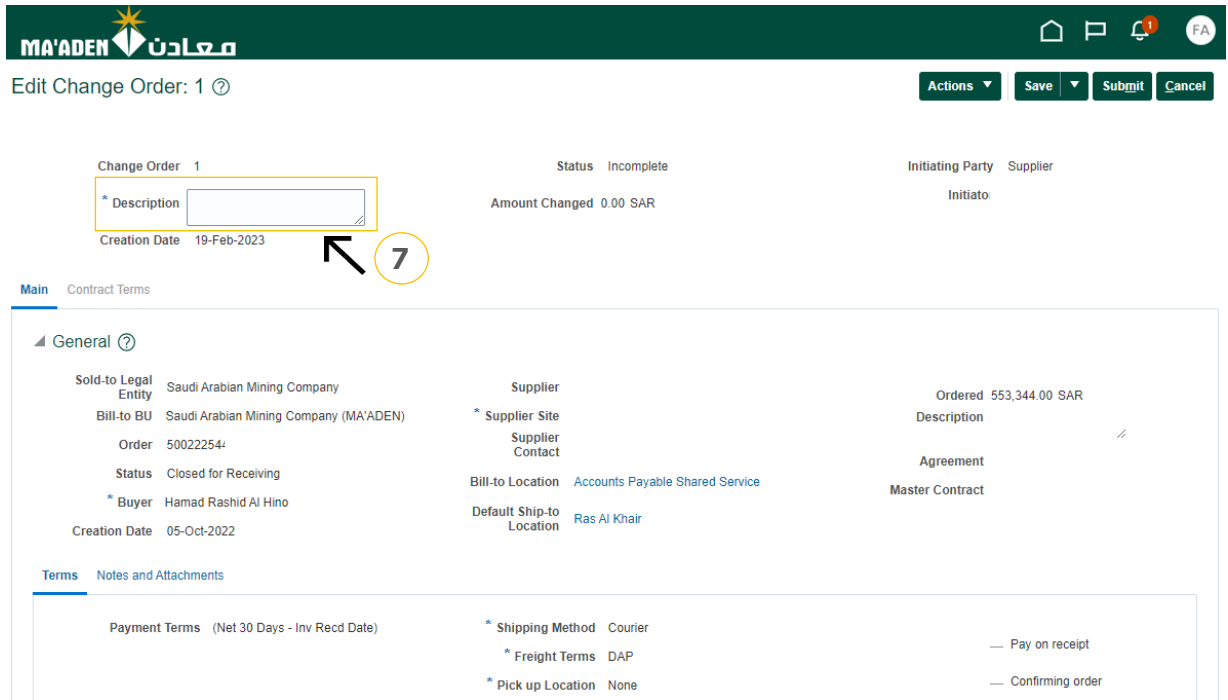


Warning

This action will create a change order on the document. Do you want to continue? (PO-2055113)

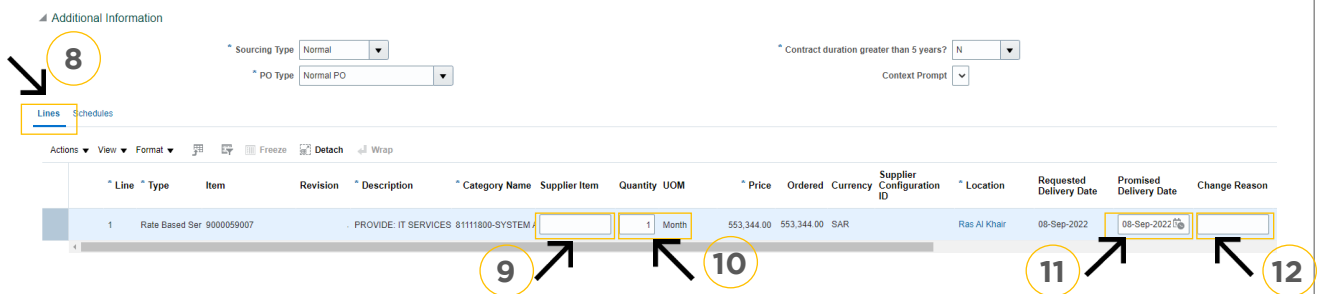
Yes No

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



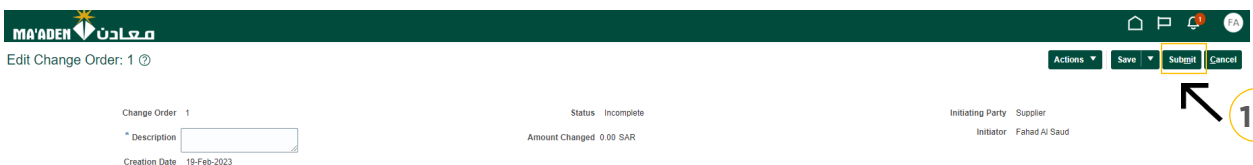
8. In "Lines" area, go to line items. You can request to change the following:

9. "Supplier Item", you can type the description of the item.
10. "Quantity", you can revise the quantity, Price of the item.
11. "Promised Delivery Date", you can change the date of future delivery.
12. "Change Reason", provide the reason of changes for line item.



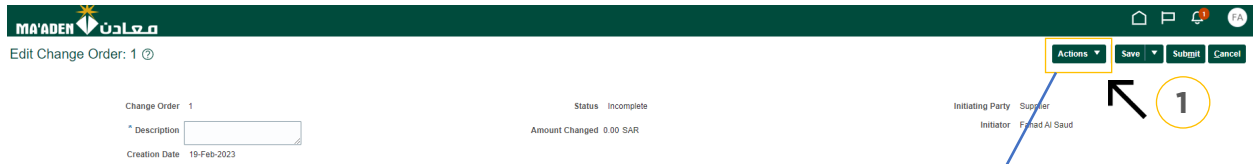
* Line	* Type	Item	Revision	* Description	* Category Name	Supplier Item	Quantity	UOM	* Price	Ordered	Currency	Supplier Configuration ID	* Location	Requested Delivery Date	Promised Delivery Date	Change Reason
1	Rate Based Ser	9000059007		PROVIDE: IT SERVICES 81111800-SYSTEM			1	Month	553,344.00	553,344.00	SAR		Ras Al Khair	08-Sep-2022	08-Sep-2022	

13. Then click "Submit". Notification will send to the Buyer who issued the PO for evaluation and approval.



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

1. Click "Actions".



2. Click "Delete", to delete the Change Order Request.
3. Click "Cancel Change Order", to cancel the submitted Change Order Request.

