

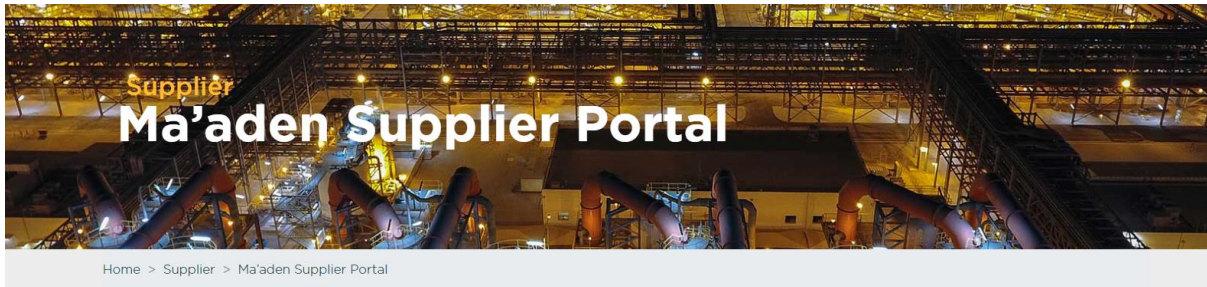


**Create Response by Spreadsheet
User Manual**

Ma'aden Supplier portal

<https://www.maaden.com.sa/en/eservices/supplier>

Use the URL to Sign in to the Supplier portal



Ma'aden Supplier Portal

[Ma'aden Code of Conduct](#)

[Sign In](#)

Welcome Message

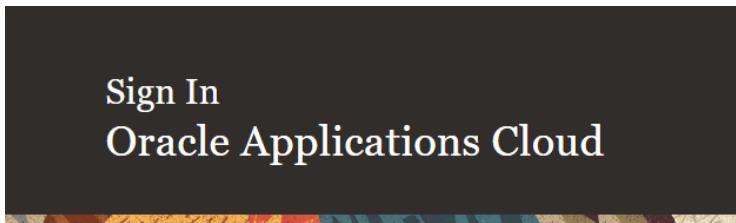
Dear Supplier

Thank you for visiting Ma'aden's supplier portal.

A key aspect of our success is providing our business partners with outstanding communication methods.

During your visit to this portal, you will be able to access a number of manuals and tips

Sign in



[Forgot Password](#)

Sign In

English

Create Response by Spreadsheet

Negotiations → View Active Negotiations

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

View Active Negotiations → Create Response

Active Negotiations

Search

** Negotiation

** Title

** Negotiation Close By

Time Zone Arabia Standard

Manage Watchlist Saved Search Open Invitations

** At least one is requ

** Invitation Received

Response Submitted

Negotiation Open Since

Search Reset Save

Search Results

Actions View Format Freeze Detach Wrap
Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
23-RFO-04172	MFR PWRC	RFO	9 Days 21 Hours	04-Apr-2023 4:2	0		0		

Select Create Response

MA'ADEN
1 Overview 2 Lines 3 **Respond by Spreadsheet**

Create Response (Quote 88932): Overview

Messages
Respond by Spreadsheet
Actions Back Next Save Submit

Last Saved 25-Mar-2023 Time Zone Arabia Standi

Title MFR PWRC

Close Date 04-Apr-2023 4:27 PM

Time Remaining 9 Days 21 Hours

Supplier

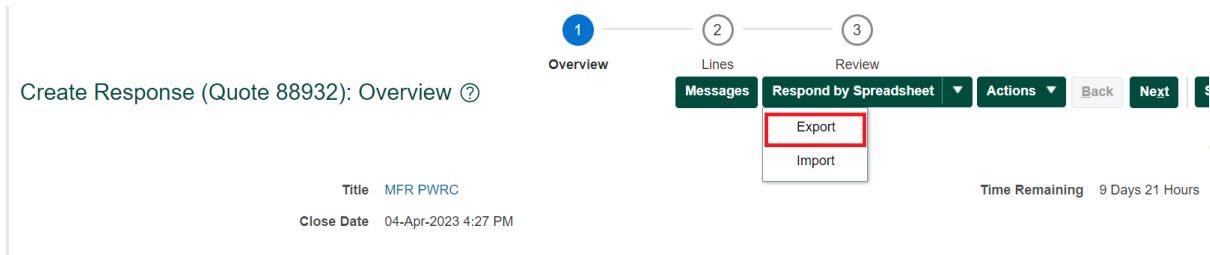
Supplier Site

Negotiation Currency SAR

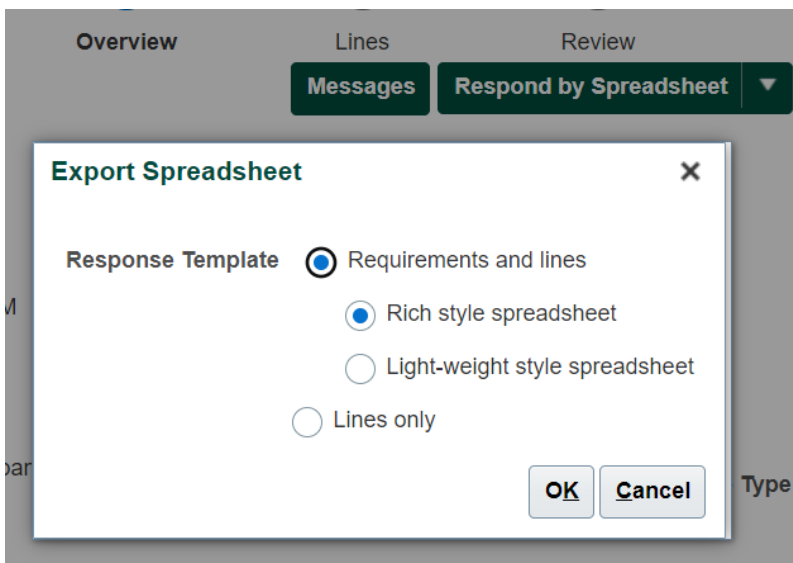
Response Type Primary Alternate

Reference Number

Select Response by Spreadsheet (Dropdown list)



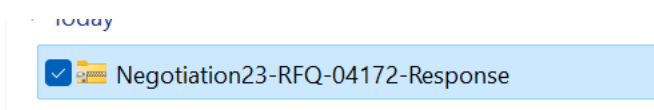
Select Export



You can either select Requirements and Lines → Rich style spreadsheet / Light-weight spreadsheet or

You can select Lines only.

If Requirements and Lines option is selected (Rich style spreadsheet), then it downloads the file



Extract the file and open with Excel

Name	Type
Negotiation23-RFQ-04172-Response	XML File

If Requirements and Lines option is selected (Rich style spreadsheet), then it appears as mentioned below with the Header and General section

General | Lines (1 - 1)

General spreadsheet

MFR PWRC

Negotiation	RFQ 23-RFQ-04172	Company	Saudi Arabian Mining Company - Maaden
Close Date	04-04-2023 16:27	Buyer	Khalid Mohammed Al-Amri
Negotiation Currency	SAR	Phone	
Response Currency	SAR	Email	
Price Precision	2	Supplier	
		Supplier Site	

General

Response Valid Until Reference Number
Example: 25-03-2023 19:20

Note to Buyer

Last Downloaded 25-03-2023 19:20

Enter the required details in the General section.

General | **Lines (1 - 1)**

Then select Lines sheet

MFR PWRC

Negotiation	RFQ 23-RFQ-04172	Company	Saudi Arabian Mining Company - Maaden
Close Date	04-04-2023 16:27	Buyer	Khalid Mohammed Al-Amri
Negotiation Currency	SAR	Phone	
Response Currency	SAR	Email	
Price Precision	2	Supplier	
		Supplier Site	

Lines

Response Amount (SAR)

Line	Item	Revision	Start Price	UOM	Negotiation Quantity	Response Price	Response Quantity	Promised Delivery Date	Note to Buyer	Requested Delivery Date	Target Price Ca
1	SWTCH,	1000251644		Pieces	1		1			20-04-2023	39

Last Downloaded 25-03-2023 19:20

Enter Response price

Promised delivery date

Note to buyer, if any

MFR PWRC

Negotiation	RFQ 23-RFQ-04172	Company	Saudi Arabian Mining Company - Maaden
Close Date	04-04-2023 16:27	Buyer	Khalid Mohammed Al-Amri
Negotiation Currency	SAR	Phone	
Response Currency	SAR	Email	
Price Precision	2	Supplier	
		Supplier Site	

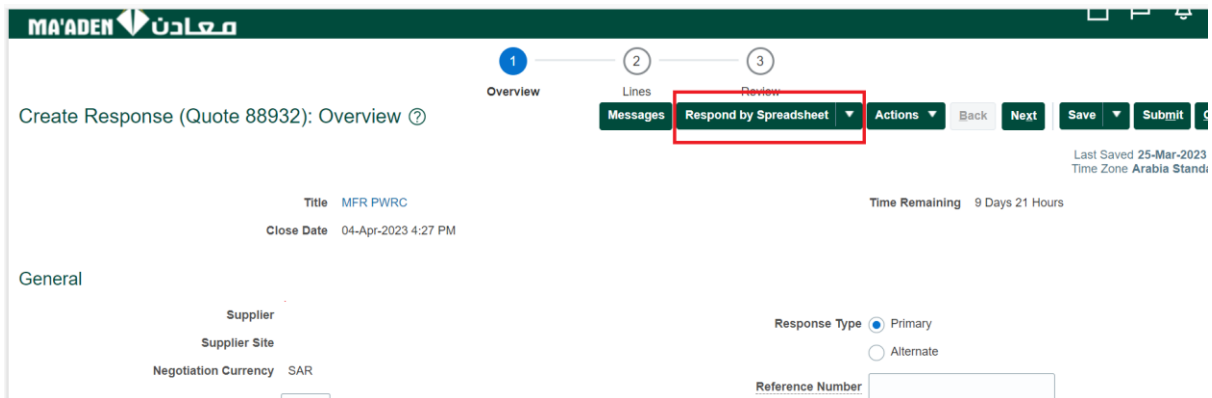
Lines

Response Amount (SAR)

Line	Item	Revision	Start Price	UOM	Negotiation Quantity	Response Price	Response Quantity	Promised Delivery Date	Note to Buyer
1	1000251644			Pieces	1	9.00	1	30-03-2023	Ok

Last Downloaded 25-03-2023 19:20

Once all the required details are entered then save



MA'ADEN مَعَادِن

1 Overview 2 Lines 3 Review

Create Response (Quote 88932): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit

Last Saved 25-Mar-2023 Time Zone Arabia Standi

Title MFR PWRC Time Remaining 9 Days 21 Hours

Close Date 04-Apr-2023 4:27 PM

General

Supplier

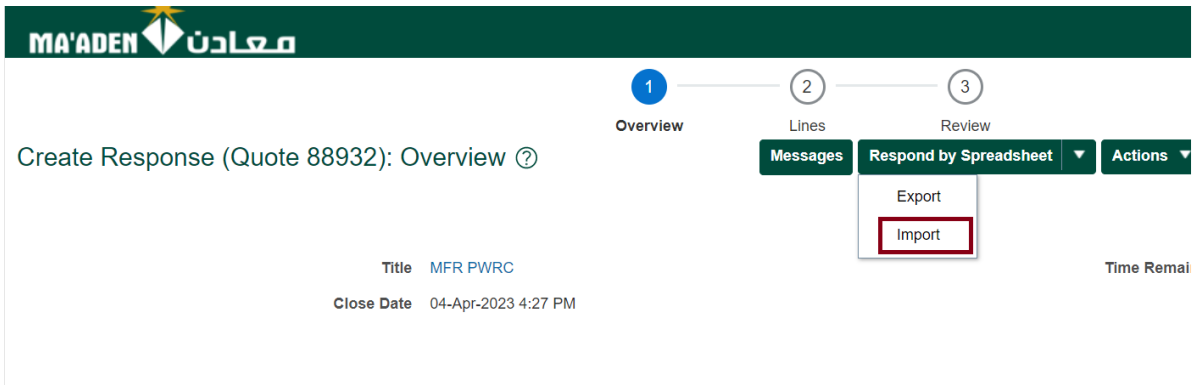
Supplier Site

Negotiation Currency SAR

Response Type Primary Alternate

Reference Number

Click on Response by spreadsheet (dropdown list)



MA'ADEN مَعَادِن

1 Overview 2 Lines 3 Review

Create Response (Quote 88932): Overview

Messages Respond by Spreadsheet Actions

Export

Import

Title MFR PWRC Time Remai

Close Date 04-Apr-2023 4:27 PM

Select Import

Import Response

Importing data will overwrite any existing online data.

* File Name No file chosen

Choose the Response file which is saved and click on OK

The details entered in the General section and in the lines will now be visible in the Response in the system

Response price is updated

Promised delivery date is updated

Note to buyer is updated

Create Response (Quote 88932): Lines ?

Overview **Lines** Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Ca

Currency = Saudi Riyal Last Saved 25-Mar-2023 8: Time Zone Arabia Standard

Time Remaining 9 Days 20 Hours Close Date 04-Apr-2023 4:27 PM

Actions View Format Freeze Detach Wrap

Line	Description	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date	Note to Buye
1					9.00	1	Pieces	9.00	30-Mar-2023	Ok

Columns Hidden 6

Grand Totals

All response lines are included.

Response Amount 9.00

Click Next to review

MA'ADEN Home Flag Bell User

1 Overview 2 Lines **3 Review**

Review Response: Quote 88932 ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Saudi Riyal Last Saved 25-Mar-2023 8:06 PM Time Zone Arabia Standard Time

Title MFR PWRC Time Remaining 9 Days 20 Hours

Close Date 04-Apr-2023 4:27 PM

Actions → View Response PDF

MA'ADEN Home Flag Bell User

1 Overview 2 Lines **3 Review**

Review Response: Quote 88932 ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Saudi Riyal Last Saved 25-Mar-2023 8:06 PM Time Zone Arabia Standard Time


Title MFR PWRC Time Remaining 9 Days 20 Hours

Close Date 04-Apr-2023 4:27 PM


View Negotiation
View Response PDF
Validate

Overview Lines

Submit

 **Confirmation** ✕

The response 88932 to negotiation 23-RFQ-04172 was submitted.



Response to the negotiation was submitted.