



Saudi Arabian Mining Company (MAADEN)

Cloud Supplier Portal User Manual

- How to Create Invoices
- How to View Invoices
- How to View Payments

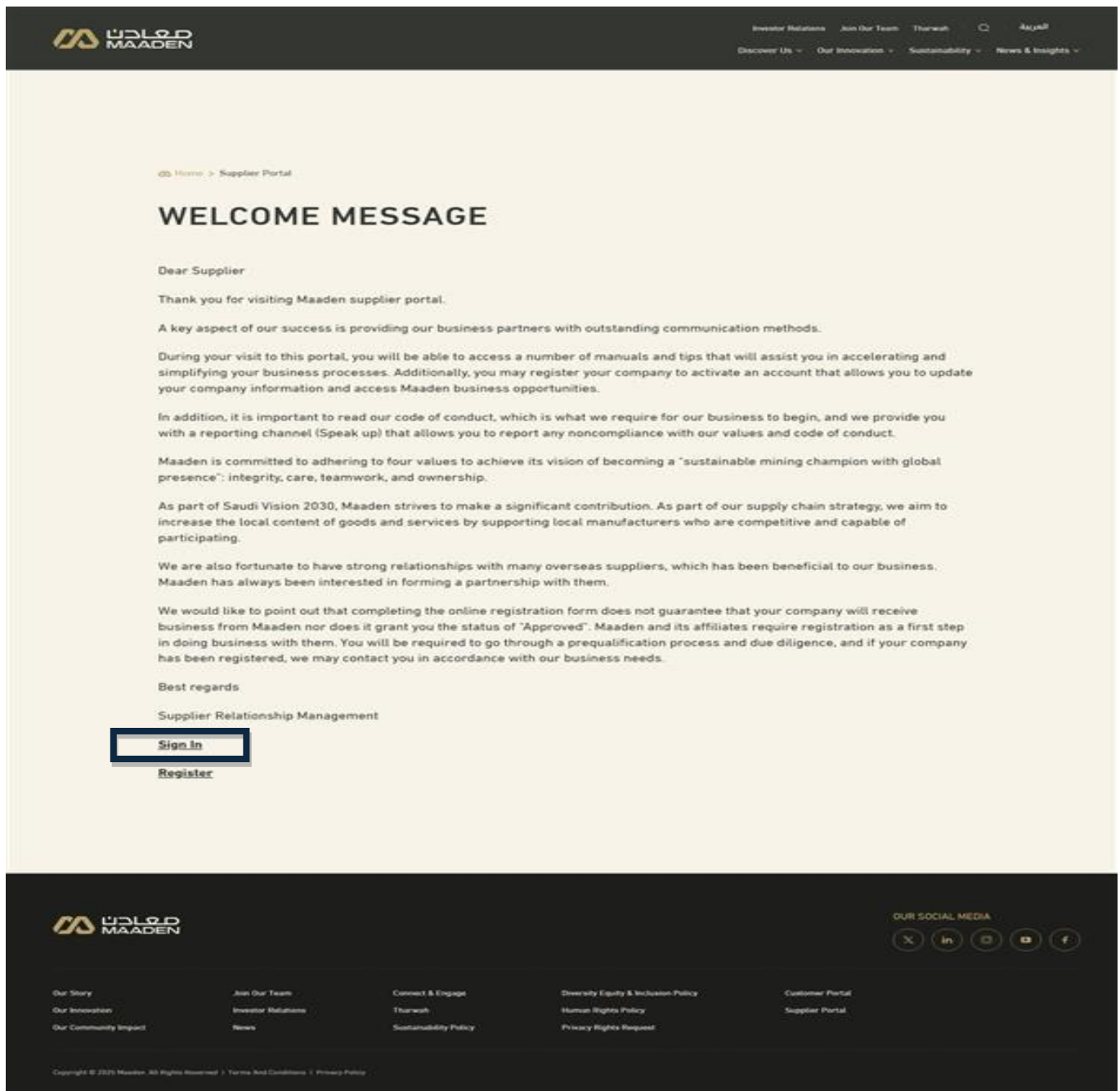




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1. How to Login

Visit our website - www.maden.com.sa

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



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[Home](#) > [Supplier Portal](#)

WELCOME MESSAGE

Dear Supplier

Thank you for visiting Maaden 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 that will assist you in accelerating and simplifying your business processes. Additionally, you may register your company to activate an account that allows you to update your company information and access Maaden business opportunities.

In addition, it is important to read our code of conduct, which is what we require for our business to begin, and we provide you with a reporting channel (Speak up) that allows you to report any noncompliance with our values and code of conduct.

Maaden is committed to adhering to four values to achieve its vision of becoming a "sustainable mining champion with global presence": integrity, care, teamwork, and ownership.

As part of Saudi Vision 2030, Maaden strives to make a significant contribution. As part of our supply chain strategy, we aim to increase the local content of goods and services by supporting local manufacturers who are competitive and capable of participating.

We are also fortunate to have strong relationships with many overseas suppliers, which has been beneficial to our business. Maaden has always been interested in forming a partnership with them.

We would like to point out that completing the online registration form does not guarantee that your company will receive business from Maaden nor does it grant you the status of "Approved". Maaden and its affiliates require registration as a first step in doing business with them. You will be required to go through a prequalification process and due diligence, and if your company has been registered, we may contact you in accordance with our business needs.






Best regards

Supplier Relationship Management

[Sign In](#)

[Register](#)

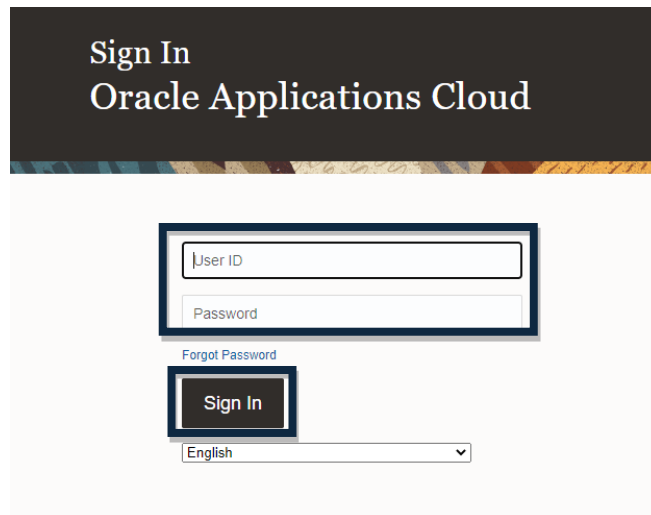
OUR SOCIAL MEDIA

Our Story | Join Our Team | Connect & Engage | Diversity Equity & Inclusion Policy | Customer Portal
 Our Innovation | Investor Relations | Thuwwah | Human Rights Policy | Supplier Portal
 Our Community Impact | News | Sustainability Policy | Privacy Rights Request

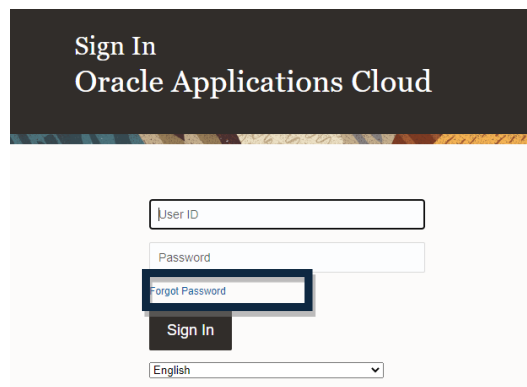
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If you don't know your password, follow next page for “**Login Assistance**”

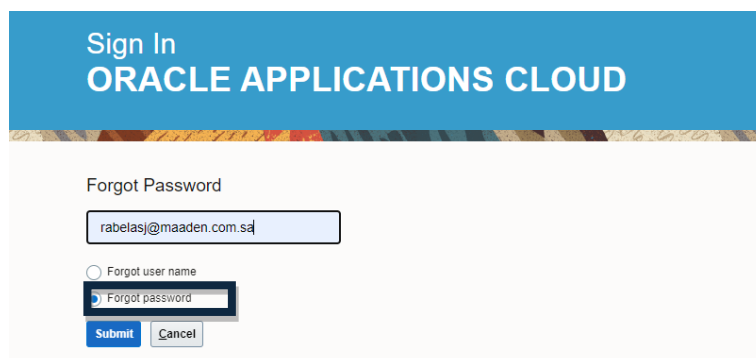


2. Login Assistance

1. Click Forget Password



2. In the field “Username 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.

4. 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.

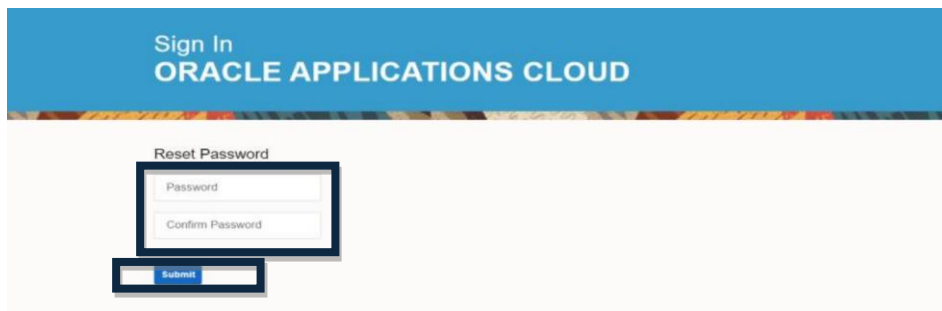
Please follow the link below to reset your password.

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.

Thank You,
Maaden SRM Team

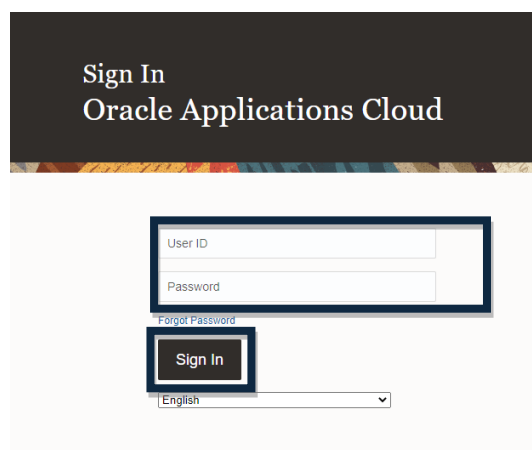
5. Provide New Password in the fields and click Submit



To Login:

Visit our website - www.maadens.com.sa

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



3. Guidelines on Creating Invoice

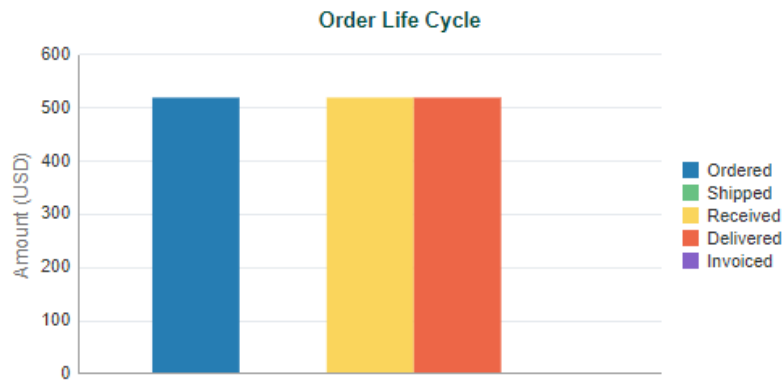
Before you create your invoices and upload them into Maaden portal, make sure your PO is ready for invoicing.

1. For Supplier with PO under the below Incoterms, uploading of invoices must be entered after the completion of the delivery of goods to Maaden designated carrier, FCR freight confirmation must be submitted to Maaden Logistics Team for shipment verification.

Incoterms: **EXW, FCA, FAS, FOB, CFR and CIF**

2. For supplier with PO under the below Incoterms, uploading of invoices must be entered if the PO status is updated to “Received” and “Delivered”.

Incoterms: **DDP, DAP**



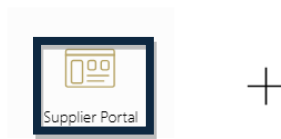
3. How to “Create Invoice”.



Good morning, fevrsmigh tbsiytye

Me Supplier Portal Tools

APPS



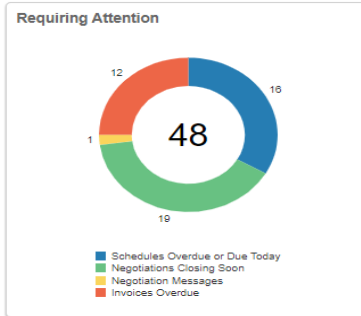
2. Under Tasks - Invoices and Payment click “Create Invoice”

Supplier Portal

Search Orders 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	1
Orders opened	4
Receipts	20
Payments	1

Transaction Reports
Last 30 Days

PO Purchase Amount	351K SAR
Invoice Amount	1.15M SAR
Invoice Price Variance Amount	0 SAR

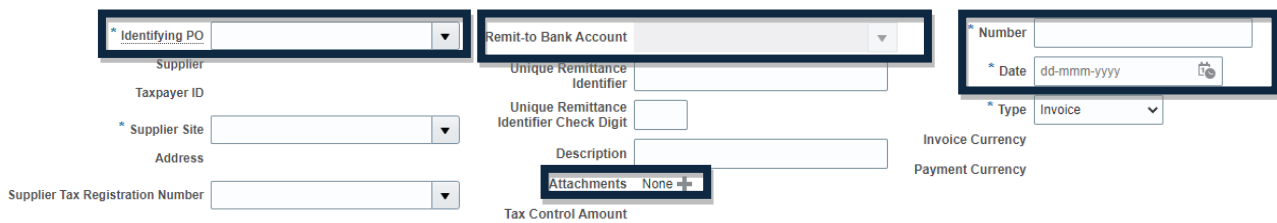
Supplier News

A. Create Invoice

1. In Identifying PO, type the PO No.
2. Remit-to Bank Account, from dropdown select your “bank account no.” payment will be paid against the selected account no. during invoice creation.
3. Number, type the “Invoice No.”
4. Date, select the “Invoice date”
5. Type, maintain default as “Invoice”
6. Attachments, click “+” and attach the copy of official invoice.
7. *Supplier Tax Registration Number, from dropdown select your “VAT Account no.”

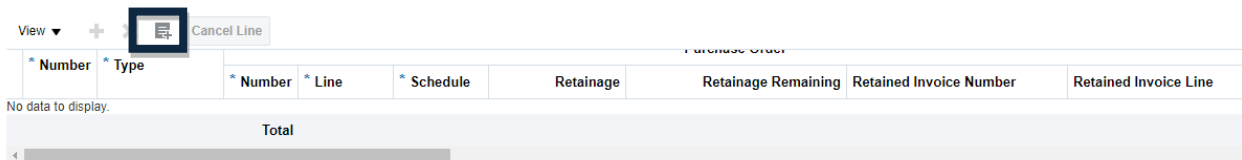
Note: This is applicable for KSA Supplier

Create Invoice [?](#)



8. In Lines Area, click” Select and add button, check the search results.

Lines

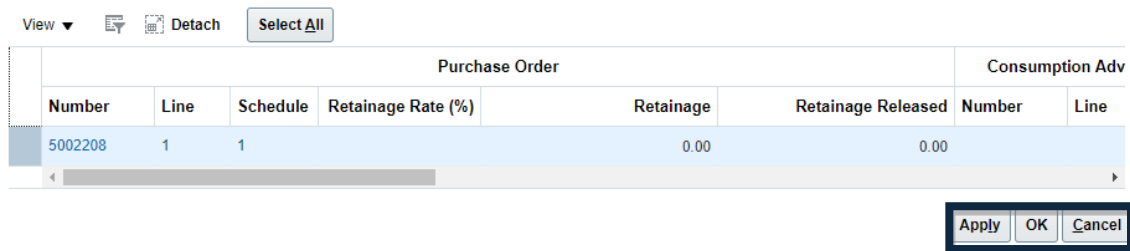


* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line
No data to display.								
Total								

9. In Search Results, highlight the line items.

Click “Apply”, then Click “OK” to add the line item in Lines Area

Search Results



Purchase Order						Consumption Adv	
Number	Line	Schedule	Retainage Rate (%)	Retainage	Retainage Released	Number	Line
5002208	1	1		0.00	0.00		

11. After adding line items, go to scroll bar, scroll it to right-side and check the “Quantity” and “Unit Price” fields.

12. Make sure to check the “Quantity” and “Unit Price” are matching with your invoice copy.

Note: If you are uploading your invoice in partial payment, edit the “Quantity” value and match with your invoice copy.

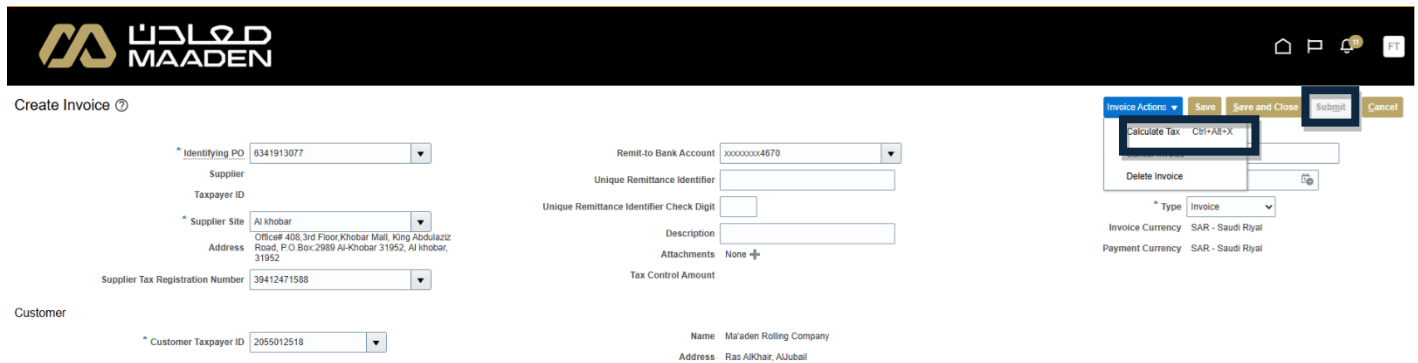
Lines

View

* Number	* Type	Number	L	Schedule	Retainage	Purchase Order			Consumption Advice		Supplier Item
						Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Number	Line	
1	Item	42007201	1	1	0.00	0.00					
2	Item	42007201	2	1	0.00	0.00					
3	Item	42007201	3	1	0.00	0.00					
4	Item	42007201	4	1	0.00	0.00					
Total											

Available Quantity	Quantity	Unit Price	UOM
0.13	0.1304348	171098.44	Daily

13. * Calculate Tax (This is applicable for KSA Supplier). Click “Invoice Action”, then Click “Calculate Tax”.



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Create Invoice

Identifying PO: 6341913077
 Supplier: [Dropdown]
 Taxpayer ID: [Dropdown]
 Supplier Site: Al khobar
 Address: Office# 408, 3rd Floor, Khabar Mall, King Abdulaziz Road, P.O. Box 2989 Al-Khobar 31952, Al khobar, 31952
 Supplier Tax Registration Number: 39412471588

Remit-to Bank Account: xxxxxxxx4670
 Unique Remittance Identifier: [Text]
 Unique Remittance Identifier Check Digit: [Text]
 Description: [Text]
 Attachments: None
 Tax Control Amount: [Text]

Customer Taxpayer ID: 2055012518
 Name: Ma'aden Rolling Company
 Address: Ras AlKhair, AlJubail

Invoice Actions:
 Calculate Tax (Ctrl+Alt+X)
 Delete Invoice

* Type: Invoice
 Invoice Currency: SAR - Saudi Riyal
 Payment Currency: SAR - Saudi Riyal

14. In Summary Tax Lines, check the VAT amount details if matching with your invoice copy.

Note: Steps 13 and 14 are not applicable for Foreign Suppliers.

Summary Tax Lines

View

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	KSA VAT	VAT	KSA VAT Jurisdi...	STANDARD	KSA VAT STD	15		0
Totals								
Items		Inclusive Tax		Exclusive Tax		Invoice Amount		
0.00		0.00		0.00		0.00		
		Retainage		Due				
		0.00		0.00				

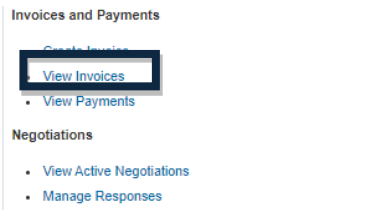
15. Check the total “Invoice Amount”, if value is match with Invoice Copy.

16. Click “Submit”

information will appear. Your Invoice No. XXXXX was successfully submitted

3. How to View the Invoice

1. Under Tasks - Invoices and Payment click “View Invoice”



2. In Invoice Number, input the “Invoice Number”



3. Then click “Search”



4. In Search Results, check the “Invoice Status”.

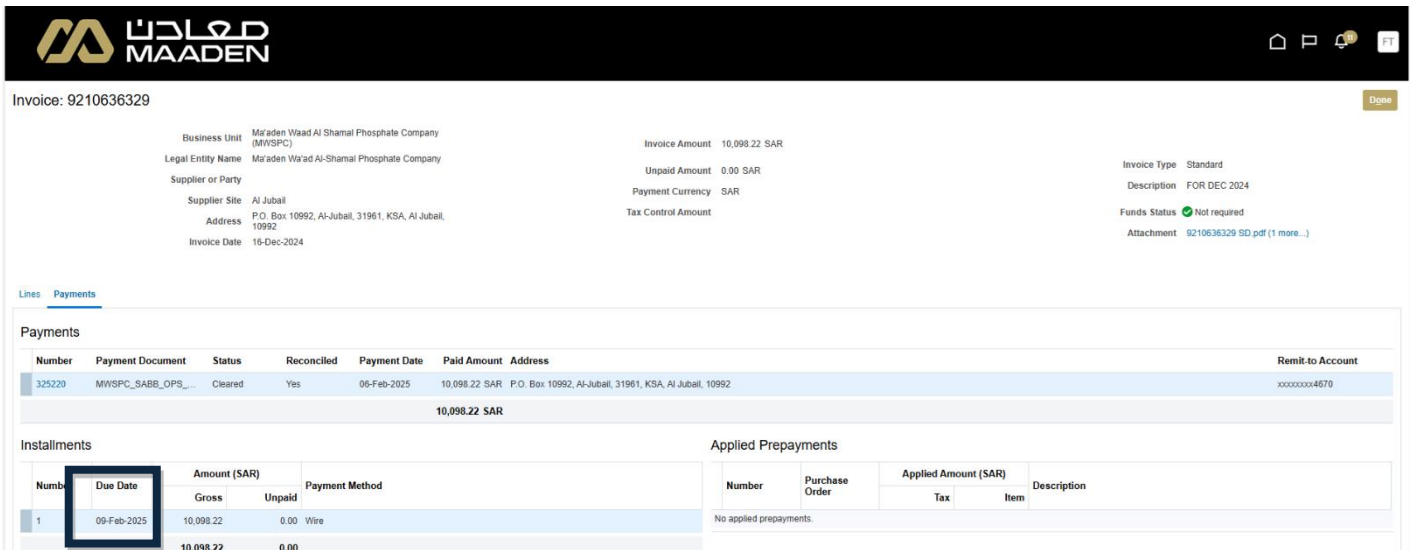
5. To check for Invoice details, click the “Invoice Number

Search Results

View   Detach

Invoice Number	Invoice Amount	Paid Status	Payment Number	Invoice Date	Invoice Status	Type	Purchase Order	Due Date	Supplier	Supplier Site
SA08S3	5,416.54 SAR	Unpaid		29-Dec-2022	In process	Standard	50022	28-Jan-2023	Services	Riyadh

6. In Invoice details, click “Payments” to check the payment Due Date.



Invoice: 9210636329

Business Unit: Ma'aden Wa'ad Al-Shamal Phosphate Company (MWSPC)
 Legal Entity Name: Ma'aden Wa'ad Al-Shamal Phosphate Company
 Supplier or Party: Al Jubail
 Supplier Site: P.O. Box 10992, Al-Jubail, 31961, KSA, Al Jubail, 10992
 Address: P.O. Box 10992, Al-Jubail, 31961, KSA, Al Jubail, 10992
 Invoice Date: 16-Dec-2024

Invoice Amount: 10,098.22 SAR
 Unpaid Amount: 0.00 SAR
 Payment Currency: SAR
 Tax Control Amount

Invoice Type: Standard
 Description: FOR DEC 2024
 Funds Status: Not required
 Attachment: 9210636329 SD pdf (1 more...)

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
325220	MWSPC_SABB_OPS_...	Cleared	Yes	09-Feb-2025	10,098.22 SAR	P.O. Box 10992, Al-Jubail, 31961, KSA, Al Jubail, 10992	XXXXXXXX4470
					10,098.22 SAR		

Installments

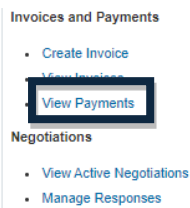
Number	Due Date	Amount (SAR)		Payment Method
		Gross	Unpaid	
1	09-Feb-2025	10,098.22	0.00	Wire
		10,098.22	0.00	

Applied Prepayments

Number	Purchase Order	Applied Amount (SAR)		Description
		Tax	Item	
No applied prepayments.				

3. How to View Payment

1. Under Tasks - Invoices and Payment click “View Payments”



Invoices and Payments

- Create Invoice
- View Payments**


Negotiations





- View Active Negotiations
- Manage Responses

2. In Supplier, select from dropdown list select your company name

3. Then click “Search”

4. In Search Results, click the “Payment No.” where you can check the payment details.


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View Payments Done

Search Advanced Saved Search All Payments

** At least one is required

Search Reset Save...

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
325818	24-Mar-2025	Payment Process Request	Multiple		Al khobar	34,292.64 SAR	Cleared	xxxxxxxx4570
13262	20-Mar-2025	Payment Process Request	Multiple		Al khobar	306,008.47 SAR	Cleared	xxxxxxxx4570
328264	20-Mar-2025	Payment Process Request	Multiple		Al khobar	241,607.55 SAR	Cleared	xxxxxxxx4570
724946	20-Mar-2025	Payment Process Request	Multiple		Al khobar	27,587.92 SAR	Cleared	xxxxxxxx4570
13205	17-Mar-2025	Payment Process Request	Multiple	**	Al khobar	62,354.80 SAR	Cleared	xxxxxxxx4570
13206	17-Mar-2025	Payment Process Request	Multiple		Al khobar	111,200.28 SAR	Cleared	xxxxxxxx4570

5. Payment details


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Payment: 325818 Done

<p>Business Unit: Ma'aden Waad Al Shamal Phosphate Company (MWSPC)</p> <p>Payee: JAL HUMAN RESOURCES COMPANY</p> <p>Payee Site: Al khobar</p> <p>Address: Office# 408,3rd Floor,Khobar Mall, King Abdulaziz Road, P.O.Box:2989 Al-Khobar 31952, Al Khobar.</p> <p><input type="text" value="Payment Status: Cleared"/></p>	<p>Payment Amount: 34,292.64 SAR</p> <p>Payment Date: 24-Mar-2025</p> <p>Payment Type: Payment Process Request</p> <p>Remit-to Account: xxxxxxxx4570</p> <p>Payment Document: MWSPC_SABB_OPS_WIRE_BATCH</p>
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End

Thank you