



# Saudi Arabian Mining Company (MAADEN)

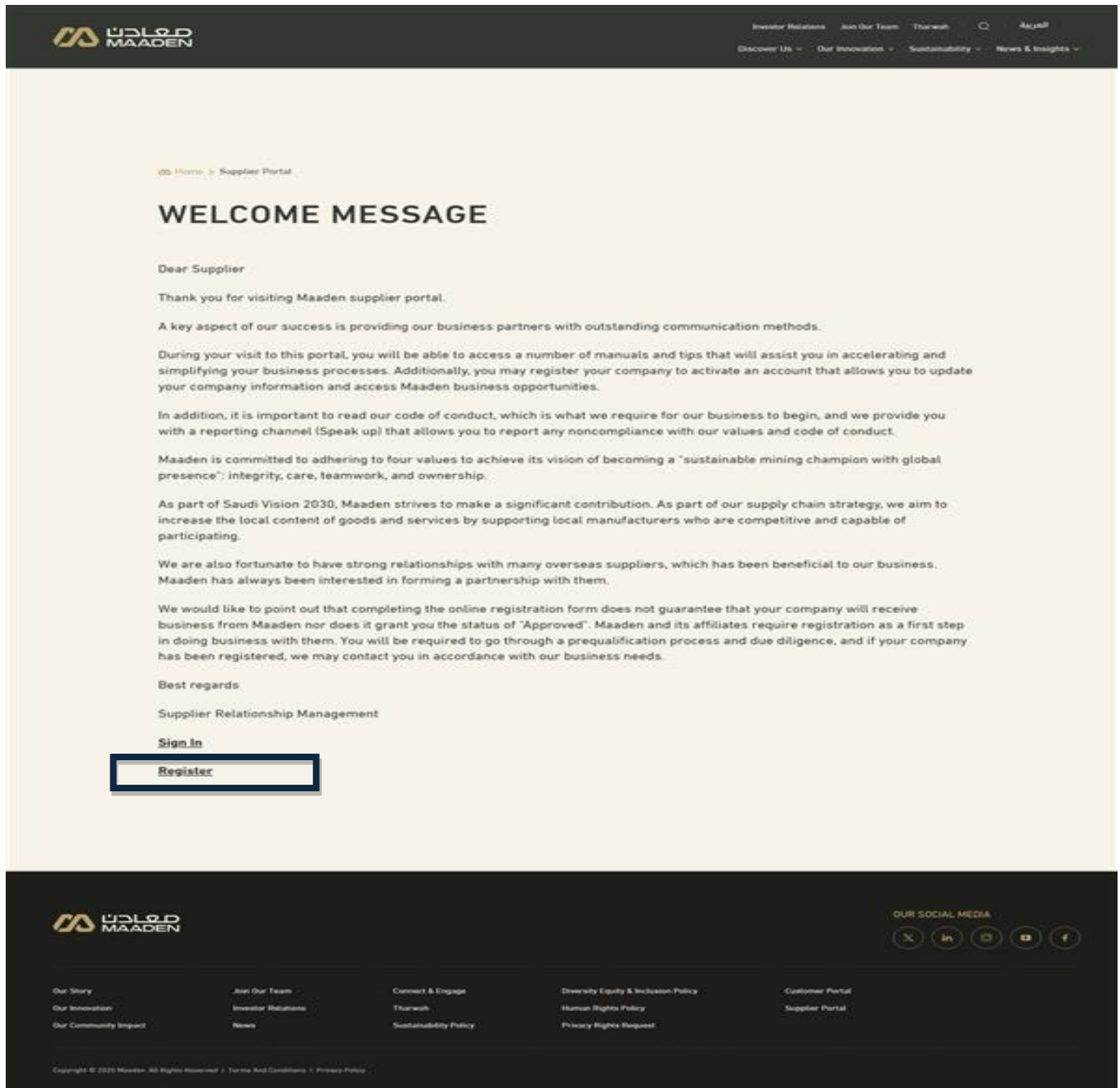
Cloud Supplier Portal User Manual  
Registration for New Supplier



## 1. Registration Link

Visit our website - [www.maaden.com.sa](http://www.maaden.com.sa)

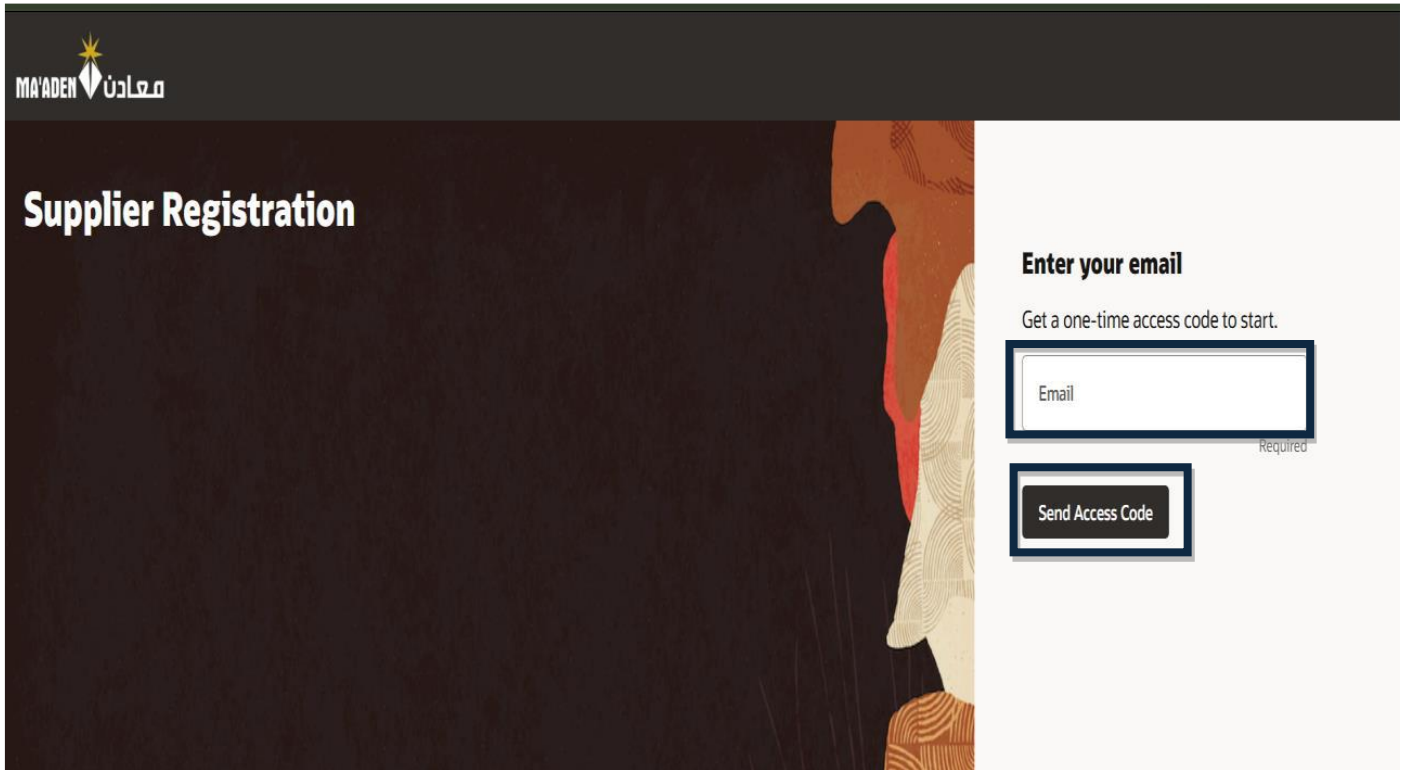
1. Click, Supplier, to go to Ma'aden Supplier portal page.
2. Then, click Register, to go to Registration page.



The screenshot shows the Maaden Supplier Portal registration page. At the top, there is a navigation bar with the Maaden logo on the left and links for Investor Relations, Join Our Team, and Thurath. Below this is a secondary navigation bar with links for Discover Us, Our Innovation, Sustainability, and News & Insights. The main content area has a breadcrumb trail: Home > Supplier Portal. The heading is "WELCOME MESSAGE". The text reads: "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." Below the text, it says "Best regards, Supplier Relationship Management". There are two buttons: "Sign In" and "Register". The "Register" button is highlighted with a red border. At the bottom, there is a footer with the Maaden logo, social media icons for Twitter, LinkedIn, YouTube, and Facebook, and a grid of links including Our Story, Join Our Team, Connect & Engage, Diversity Equity & Inclusion Policy, Customer Portal, Our Innovation, Investor Relations, Thurath, Human Rights Policy, Supplier Portal, Our Community Impact, News, Sustainability Policy, and Privacy Rights Request. The footer also contains the copyright notice: "Copyright © 2023 Maaden. All Rights Reserved | Terms And Conditions | Privacy Policy".

## 2. Supplier Email Verification

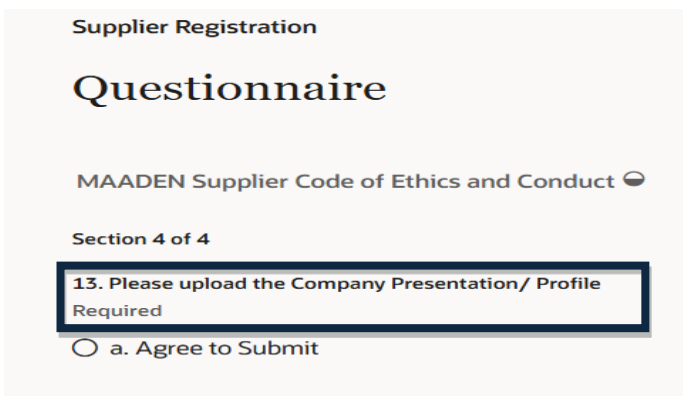
1. Enter Registration Email to receive verification code.
2. Once email has been verified, you will proceed to enter the required information.



## 3. Company Details

Refer to the Guided Journey by clicking on '**External Supplier Registration – Click Here for More Information**' before proceeding with the required details.

Note: Any field which is mentioned as "**Required word**" mandatory to respond to questions.



Supplier Registration

### Company Details

External Supplier Registration - Click Here For More...

Company ABC	Website
Tax Registration Number 1232121	D-U-N-S Number
Supplier Type Direct Payment	Note to Approver

Attach tax, insurance, and other relevant documents

Updated just now

**External Supplier Registration - Click Here For More Information**

Please don't select Supplier Type - "**Direct Payment**" or "**Tax Authority**". These 2 types are for internal use only. If you select Supplier Type as -"Direct payment" or "Tax Authority", registration request will be rejected by the system automatically.

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

1. Enter Company's Name.
2. Enter Company's Country.
3. Enter Company's Tax Registration Number.
4. Choose the Company's Organization Type from the drop-down menu.
5. Choose Company's Supplier Type from the drop-down menu.
6. Click Save and then Next to proceed to Contact Details.

Supplier Registration

### Company Details

External Supplier Registration - Click Here For More...

Company ABC	Website	Country Saudi Arabia
Tax Registration Number 1232121	D-U-N-S Number	Organization Type Limited Liability Company (LLC)
Supplier Type Direct Payment	Note to Approver	

**Drag and Drop**  
Select or drop files here.

1 | 6

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

#### 4. Contacts

1. Enter Supplier's First and Last Name.
2. Enter Supplier's Email.
3. Enter Supplier's Phone Number preceded by the correct Country Code.
4. Click Save and then Next to proceed to Addresses.

Supplier Registration

### Contacts

**Contact 1**  
Enter contact details. Registration communications will be sent to this contact.

First Name: ABC      Last Name: UVW      Email: ABDAL.ALTAFAKHAN@ORACLE.COM

Job Title:      Country: SA      Mobile: +966

Country: IN      Phone: +91 99009 90099      Ext:

Country: SA      Fax: +966

Does this contact need a user account?  Yes  No  
User accounts will provide online access to supplier transactions and self-service tasks.

What user roles does this contact need?  
Assign at least 1 user role to specify the responsibilities of the contact.

Supplier Sales Representative    Supplier Bidder    MDN Supplier Accounts Receivable Specialist  
MDN Supplier Customer Service Representative Custom    MDN Supplier Self-Service Administrator Custom

Updated just now      Cancel    Save    **Continue**

## 5. Addresses

1. Enter Name for Supplier's Address.
2. Choose Supplier Country from the drop-down menu.
3. Enter Address Line 1 or P.O. Box for Supplier Address.
4. Enter Supplier City.
5. Click and check the box to associate the Address with the Supplier Contact created previously.
6. Click Save and then Next proceed to Supplier Bank Details.

Addresses

Enter at least one address.

**Address 1**

Address Name: RIYADH      What's this address used for? Select at least 1 purpose.  
 Receive Purchase Orders     Receive Payments     Bid on RFQs

Country/Region: Saudi Arabia

Address Line 1 or P.O. Box: Riyadh      Address Line 2:      Building Number:

City:      District:      Postal Code:

State:

Email:      Country: SA      Phone: +966      Ext:

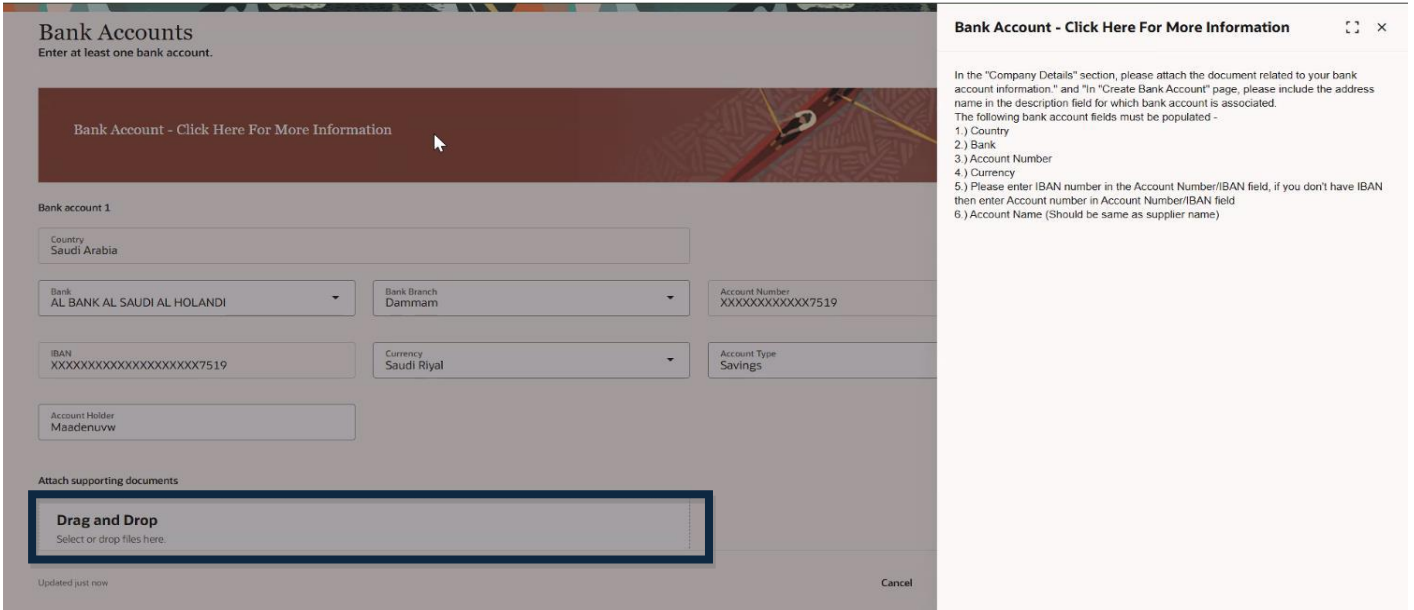
Country: SA      Fax: +966

Which contacts are associated to this address?  
 ABC XYZ      SHUBHAM.NAIK@ORACLE.COM

Last updated 4 minutes ago      Cancel    Save    **Continue**

## 6. Bank Accounts

Refer to the Guided Journey by clicking on '**Bank Account – Click Here for More Information**' before proceeding with the required details.



**Bank Accounts**  
Enter at least one bank account.

Bank Account - Click Here For More Information

Bank account 1

Country  
Saudi Arabia

Bank  
AL BANK AL SAUDI AL HOLANDI

Bank Branch  
Dammam

Account Number  
XXXXXXXXXXXX7519

IBAN  
XXXXXXXXXXXXXXXXXXXX7519

Currency  
Saudi Riyal

Account Type  
Savings

Account Holder  
Maadenuvw

Attach supporting documents

**Drag and Drop**  
Select or drop files here.

Updated just now

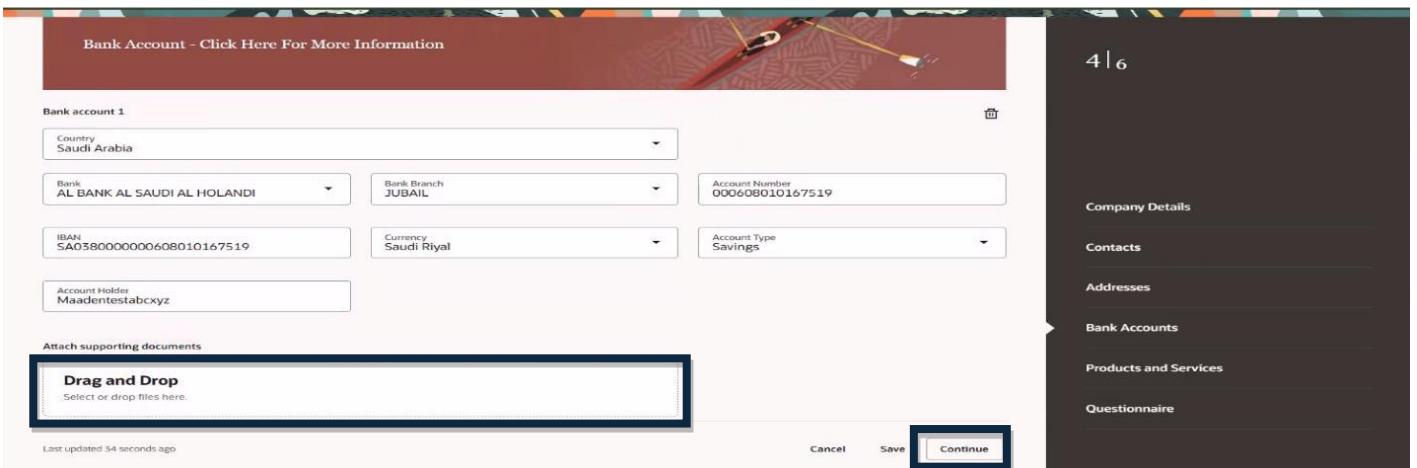
Cancel

**Bank Account - Click Here For More Information**

In the "Company Details" section, please attach the document related to your bank account information." and "in "Create Bank Account" page, please include the address name in the description field for which bank account is associated.  
The following bank account fields must be populated -

- 1.) Country
- 2.) Bank
- 3.) Account Number
- 4.) Currency
- 5.) Please enter IBAN number in the Account Number/IBAN field, if you don't have IBAN then enter Account number in Account Number/IBAN field
- 6.) Account Name (Should be same as supplier name)

1. Choose Country associated with Supplier Bank Account.
2. Choose the Bank Name from the drop-down menu.
3. Choose the Bank Branch from the drop-down menu.
4. Enter Bank Account Number.
5. Enter Bank Account IBAN Number.
6. Choose Currency from drop-down menu.
7. Choose Account Type from drop-down menu.
8. Enter Account Holder Name.
9. Click Save then Continue to proceed to Products and Services.



Bank Account - Click Here For More Information

Bank account 1

Country  
Saudi Arabia

Bank  
AL BANK AL SAUDI AL HOLANDI

Bank Branch  
JUBAIL

Account Number  
00608010167519

IBAN  
SA038000000608010167519

Currency  
Saudi Riyal

Account Type  
Savings

Account Holder  
Maadentabckyz

Attach supporting documents

**Drag and Drop**  
Select or drop files here.

Last updated: 54 seconds ago

Cancel Save **Continue**

4 | 6

Company Details

Contacts

Addresses

**Bank Accounts**

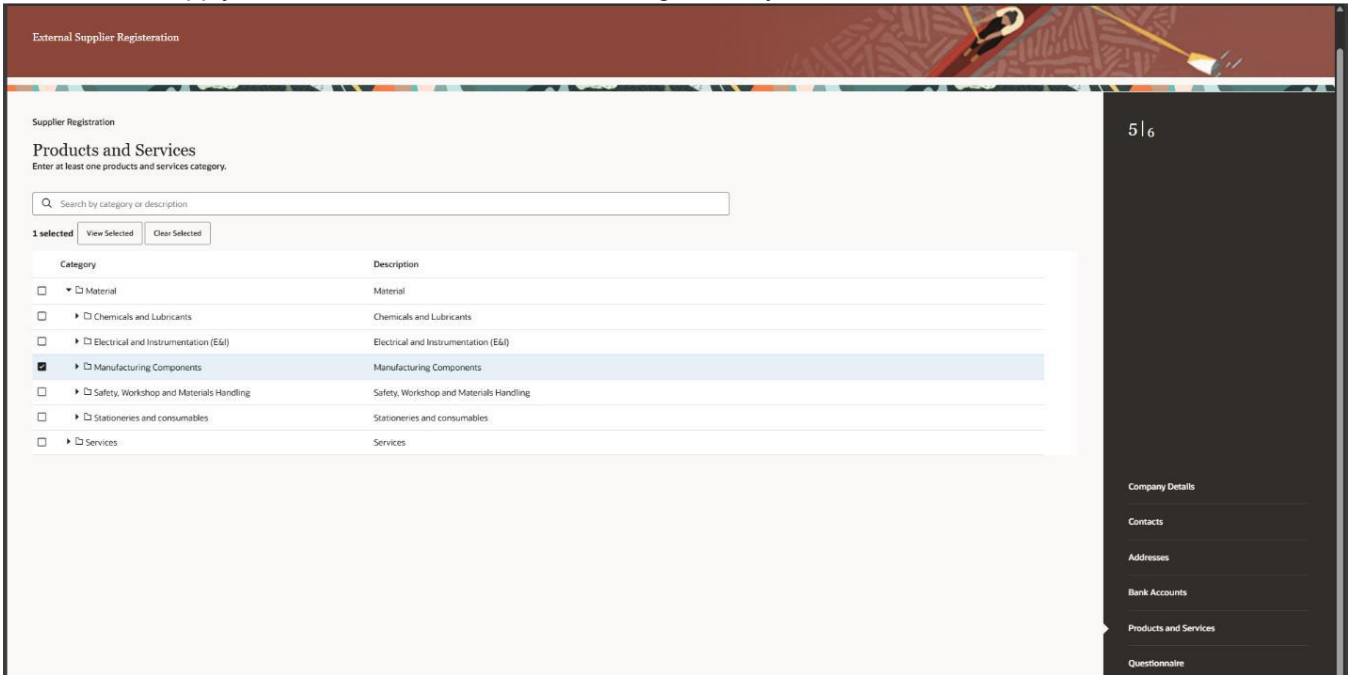
Products and Services

Questionnaire

## 7. Products and Services

1. Select the categories by clicking the expanded button to choose the right category of the company products and services.

2. Once you have selected the right category, tick to select.
3. Then click “Apply” then “OK” to add the selected categories in your Product and Services.



External Supplier Registration

Supplier Registration

### Products and Services

Enter at least one products and services category.

Search by category or description

1 selected

Category	Description
<input type="checkbox"/> Material	Material
<input type="checkbox"/> Chemicals and Lubricants	Chemicals and Lubricants
<input type="checkbox"/> Electrical and Instrumentation (E&I)	Electrical and Instrumentation (E&I)
<input checked="" type="checkbox"/> Manufacturing Components	Manufacturing Components
<input type="checkbox"/> Safety, Workshop and Materials Handling	Safety, Workshop and Materials Handling
<input type="checkbox"/> Stationeries and consumables	Stationeries and consumables
<input type="checkbox"/> Services	Services

5 | 6

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services**
- Questionnaire

**8. Questionnaires**

Please Choose and Select Supplier Type.

**Note:** Supplier Type will be based on your selected 'Supplier Type' in Company Details.

Manufacturer
Service Provider
Project Contractor
Consultant
Training
Material and Service Providers
Material Suppliers
SME Remote Areas



## Questionnaires – Manufacturer

Complete the registration process questionnaire from section 1 to 4.

External Supplier Registration

Supplier Registration

### Questionnaire

MAADEN Supplier Code of Ethics and Conduct ▾ KSA Only Suppliers ▾ Manufacturer ▾ Manufacturer\_Certificates and Attachments ▾

Section 1 of 4

1. MAADEN Supplier Code of Ethics and Conduct  
ⓘ Download the Supplier Code of Conduct, Sign & Upload It  
ⓘ View question attachments (2)

Required

6 | 6

---

Company Details

---

Contacts

---

Addresses

---

Bank Accounts

---

Products and Services

---

Questionnaire

Required

End of Section 1 of 4

Supplier Registration

### Questionnaire

MAADEN Supplier Code of Ethics and Conduct ▾ KSA Only Suppliers ▾ Manufacturer ▾ Manufacturer\_Certificates and Attachments ▾

Section 2 of 4

2. Please upload the Zakat Certificate and provide expiration date  
ⓘ Please populate future date otherwise request will be rejected

Required

Required

3. Please upload the Chamber of Commerce Registration Certificate and provide the expiration date  
ⓘ Please populate future date otherwise request will be rejected



Required

Required

Last updated 3 minutes ago

Supplier Registration

# Questionnaire

MAADEN Supplier Code of Ethics and Conduct     KSA Only Suppliers     Manufacturer     Manufacturer\_Certificates and Attachments 

Section 3 of 4

**7. Quality Standards**

Required

- a. Organization is not certified to quality certifications
- b. Organization is certified to Quality management system. Level of adherence to QMS is not visible.
- c. Organization is certified to Quality management system. Adherence to QMS is partially followed. Records are partially available.
- d. Organization is certified to Quality management system and system well practiced in day to day operations
- e. Internal audit schedule available and adhered. Quality Strategy and linkage with company KPI

**8. Incoming/ In process/ FG Inspection**


Required

- a. No evidence of Incoming Inspection
- b. Inspection standard is available for incoming & outgoing separately. Execution supporting documents partially available
- c. Trends for Incoming, In process, Outgoing and Customer are monitored and Top issues are reviewed,Records available
- d. Periodic Updation of Inspection / Test Standard based on customer & Process issues. Regular Updation of the records
- e. Critical Part, Process & Supplier are Identified, Periodic Audit & Improvement area are Identified, Records available. After Action Review mechanism is in Place

Last updated 5 minutes ago

Cancel    Save    **Submit**

**4. Please upload Saudization Certificate and provide expiration date**

 Please populate future date otherwise request will be rejected


Required

Required

 Add Attachments (0)

**5. Please upload the GOSI/ Insurance certificate and provide expiration date**

 Please populate future date otherwise request will be rejected

Required

Required

 Add Attachments (0)

**6. Please upload Local Content Certificate**

- a. Agree to Submit

End of Section 2 of 4

[Previous Section](#)    [Next Section](#)

Last updated 9 minutes ago

Cancel    Save    **Submit**

**9. Change Management**

Required

- a. Product, Process change management system not available
- b. Product, process change request from customer are recorded however systematic recording of sample approval , Control plan do not exist
- c. Product, process change request from customer are recorded however systematic recording of sample approval , Control plan partially exist
- d. Formal system in place to manage design, material changes. Records are verifiable. some gaps regarding approval records
- e. Proper change management system in place, approvals and records are verifiable. History management, implementation period, Old material disposition

**10. Continuous Improvement**

Required

- a. No such activity exist. Focus is just on production
- b. Kaizen activity being practiced on ad hoc basis without proper supporting records
- c. Kaizen activity being practiced but in few areas. Partial supporting records exist
- d. Kaizen, Suggestion scheme are in place and verifiable
- e. Kaizens/suggestion schemes/recognition exists and followed. Problem solving projects are initiated and monitored

**11. Technical know how**

Required

- a. No experience in similar product/process
- b. Limited experience in similar product/process
- c. Limited experience in similar product/process. Subject matter experts (SME) available
- d. Good experience in similar product/process and supplier is technically sound, capable, SME available. Adequate design resources are not available
- e. Good experience in similar product/process and supplier is technically sound, capable, SME available. Adequate design resources are available. Skill Critical training records are available over 75% adherence

Last updated 5 minutes ago

Cancel

Save

Submit

**12. Infrastructure Adequacy**

Required

- a. Machines, Equipment, tooling, fixtures, Gauges not maintained, no routine check up of machines
- b. Machines, Equipment, tooling, fixtures, Gauges maintained, Routine check up plan of machines available
- c. Machines, Equipment, tooling, fixtures, Gauges maintained, Routine check up performed for machines
- d. Machines, Equipment, Tooling, fixtures, Gauges maintained. Periodic preventive maintenance plan in place. Adherence is 50 -75%
- e. Machines, Equipment, Tooling, fixtures, Gauges maintained. Periodic preventive maintenance plan in place. Adherence is above 90%

**13. Work Place Management**

Required

- a. Work area is full of clutter (scrap etc.) and floor space unclean. No framework exist for 5S
- b. Clearly demarcated plant layout
- c. Shop floor has adequate illumination
- d. 5S organization is available.5S Zones identified. Periodic audits are performed
- e. Systematically maintained with scheduled audit adherence.5S , Best Practice Visual controls are displayed. 5S Audit assessment score > 80% across all zones

**14. Turn over in last 2 years, Present customers and work details, Projects delivered**

Required

- a. <50K SAR
- b. 50-100K SAR
- c. >=100K

**15. Financial sustainability of the supplier.**

Required

- a. Not profitable in last 2 years
- b. Profitable
- c. Profit more than 6%

**16. Delivery Performance**

Required

- a. <70% Adherence to schedule
- b. 70-80% Adherence to schedule
- c. 80-90% Adherence to schedule
- d. 90-99% Adherence to schedule
- e. 100% adherence to schedule

**17. Material Handling & Inventory Management**

Required

- a. No Inventory management system
- b. Finished stocks and Raw material stock maintained without any basis. Partial storage of WIP , FG in Bins / Trolleys
- c. Finished stocks and Raw material stock maintained manually. Storage of WIP , FG in Bins / Trolleys. Material is protected against Rust/Scratches/Dent
- d. Finished stocks and Raw material stock maintained through system. Storage of WIP , FG in Bins / Trolleys are separate. Material is kept in covered area
- e. Systematic approach /software driven inventory management system exists. Standardized pictures, SOP for packaging , storage and handling practices displayed. WIP, RM and FG condition monitoring

End of Section 3 of 4

Previous Section

Next Section

Last updated 8 minutes ago

Cancel

Save

Submit

**Supplier Registration****Questionnaire**

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

Manufacturer

**Manufacturer\_Certificates and Attachments**

Section 4 of 4

**18. Please upload the Company Presentation/ Profile**

Required

 a. Agree to Submit**19. Please upload Commercial Registration Certificate / Certificate of Incorporation**

Required

 a. Agree to Submit**20. Please upload the VAT Registration Certificate**

Required

 a. Agree to Submit**21. Does your company have an Organizational Chart showing responsibilities?**

Required

 a. Yes b. No**22. Please upload Completion Certificate of Project so far** a. Agree to Submit**23. Please upload the ISO certificate Related to Health, Safety and Environment**

Required

 a. Agree to Submit

Last updated 11 minutes ago

Cancel

Save

Submit

24. Does your company have a Quality Manual?

Required

a. Yes

b. No

Required

 Add Attachments (0)

Comments

25. Please upload the Audited Financial Statements for the past three years

Required

a. Agree to Submit

Comments

26. Please upload the List of Authorized distributors in ME/ Saudi Arabia

Required

a. Agree to Submit

Comments

27. Please upload the Manufacturing Standards ASTM, NEMA, API

Required

a. Agree to Submit

Comments

28. Please upload the list of consultation services

a. Agree to Submit

Comments

29. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person

Required

a. Agree to Submit

Comments

30. Do you maintain Resumes of Associates?

a. Yes

b. No

31. Please upload Bank IBAN - Confirmation Letter must be attached

Required

a. Agree to Submit

Comments 

32. Please upload Business continuity supporting documents

a. Agree to Submit

Comments 

33. Please upload Agency Letter, if any

a. Agree to Submit

Comments 

34. Please upload a copy of Authorized Signatures

Required

a. Agree to Submit

**35. Please provide ID number of all Ownership**

Required

Required

 Add Attachments (0)

Comments

**36. Please upload an Approved Classification Certificate issued by Government Agency**

a. Agree to Submit


Comments

**37. Please upload Copy of Contract.**

a. Agree to Submit

Comments

### 38. Please upload the Professional License and provide the expiration date

 Please populate future date otherwise request will be rejected

### 39. Please upload SMEs Certificate from Monshat (Only for KSA suppliers)

a. Agree to Submit

### 40. Please upload SME Jadeer Certificate

a. Agree to Submit

4 It is my understanding that all information regarding bids, awards, or any information, such includes but not limited to all financial, technical, sales, commercial, marketing or strategic information, whether verbally, in writing or in electronic form, disclosed on or after the procurement process by MA'ADEN, relating to the Project, including but not limited to agreements, fees, rates, market studies, contracts, engineering reports, technical and economic data, marketing terms and arrangements, know-how, formulas, compositions, processes, documents, designs, sketches, photographs, plans, graphs, drawings, specifications, equipment, samples, reports, customer lists, pricing information, studies, findings, inventions and ideas), we receive from MA'ADEN during the procurement process is strictly confidential. Any contract or purchase order issued by MA'ADEN must maintain the confidentiality of all such information, and the disclosure of such information to anyone outside MA'ADEN requires the prior written approval of MA'ADEN. In the event that any leakage of information is discovered against our company, MA'ADEN reserves the right to take legal action.

Note: Please provide Justification in the Comments, if Rejected

أقر بسرية جميع المعلومات المتعلقة بالعطاءات أو ترسية العقود أو أي معلومات تم تزويدي بها، بما في ذلك على سبيل المثال لا الحصر جميع المعلومات المالية أو الفنية أو المبيعات أو التجارية أو التسويقية أو الإستراتيجية ، سواء كانت شفوية أو كتابية أو إلكترونية ، تم الإفصاح عنها في أثناء أو بعد إجراءات إدارة المشتريات بمعادن ، متعلقة بالمشروع ، بما في ذلك على سبيل المثال لا الحصر الاتفاقيات والرسوم والأسعار ودراسات السوق والعقود والتقارير الهندسية والبيانات الفنية والاقتصادية وشروط التسويق والترتيبات وبراءات الاختراع، والوصفات، والمعادلات والوثائق والتصاميم والرسومات والصور الفوتوغرافية والخطط والرسوم البيانية والرسومات والمواصفات والمعدات والعينات والتقارير وقوائم العملاء ومعلومات التسعير والدراسات والنتائج والاختراعات والأفكار، وأن أعمل جميع مذكر سرية تامة، وألتزم بالمحافظة على سرية المعلومات بصورة مطلقة . كما ألتزم بالمحافظة على سرية جميع هذه المعلومات اللامدرجة في أي عقد أو أمر شراء صادر عن معادن، وألتزم بعدم الكشف عنها لأي شخص أو طرف خارج معادن إلا الموافقة الخطية المسبقة من معادن. وفي حال تم اكتشاف معادن لأي تسرب أي من المعلومات السابق ذكرها، أقر بحق معادن في اتخاذ الإجراءات القانونية اللازمة والرجوع علي الطرف الآخر بكامل التكاليف

Required

- a. Accept  
 b. Reject

End of Section 4 of 4

Previous Section

Next Section

Last updated 37 seconds ago

Cancel

Save





Submit



## Questionnaires – Service Provider

Supplier Registration


### Questionnaire

**MAADEN Supplier Code of Ethics and Conduct**  **KSA Only Suppliers**  **General Services**  **Service Provider\_Certificates and Attachments** 

Section 1 of 4





**1. MAADEN Supplier Code of Ethics and Conduct**  
Download the Supplier Code of Conduct, Sign & Upload it  
[View question attachments \(1\)](#)  
Required

Required

 **Add Attachments (0)**

End of Section 1 of 4


Last updated 2 minutes ago

**MAADEN Supplier Code of Ethics and Conduct**  **KSA Only Suppliers**  **General Services**  **Service Provider\_Certificates and Attachments** 

Section 2 of 4

**2. Please upload the Zakat Certificate and provide expiration date**  
Please populate future date otherwise request will be rejected  
Required


Required

 **Add Attachments (0)**

Comments

**3. Please upload the Chamber of Commerce Registration Certificate and provide the expiration date**  
Please populate future date otherwise request will be rejected  
Required

Required

 **Add Attachments (0)**

Comments

Last updated 3 minutes ago

**4. Please upload Saudization Certificate and provide expiration date**

 Please populate future date otherwise request will be rejected

Required

Required

**5. Please upload the GOSI/ Insurance certificate and provide expiration date**

 Please populate future date otherwise request will be rejected

Required

Required

**6. Please upload Local Content Certificate**

a. Agree to Submit



End of Section 2 of 4

Last updated 3 minutes ago

Supplier Registration

## Questionnaire

MAADEN Supplier Code of Ethics and Conduct  KSA Only Suppliers  General Services  Service Provider\_Certificates and Attachments

Section 3 of 4

**7. How many customer currently being served?**

Required

- a. Up to 2
- b. 2 to 4
- c. More than 4

**8. Feedback from existing customer(at-least 2 feedbacks) on response and supplier behaviour**

Required

- a. Good
- b. Very Good
- c. Excellent

9. Turn over in last 2 years, Present customers and work details, Projects delivered

Required

- a. ~50K SAR
- b. 50-100K SAR
- c. >=100K

10. Financial sustainability of the supplier.

Required

- a. Not profitable in last 2 years
- b. Profitable
- c. Profit more than 6%

11. Manpower adequacy and skill and availability of appropriate vehicles

Required

- a. Manpower is skilled & vehicles are not adequate
- b. Latest vehicle available & manpower is adequate
- c. Latest vehicle available and manpower is adequate & skilled

12. Supplier performance in last 5 years on Health &amp; Safety

Required

- a. Non Complaint for 3 years
- b. Applicable PPEs are in practice. Fire Hydrant availability
- c. People aware about safety requirements, First Aid and norms. Employee awareness about safety procedures

End of Section 3 of 4




[Previous Section](#) [Next Section](#)

Last updated 5 minutes ago

[Cancel](#) [Save](#) [Submit](#)

Supplier Registration

Questionnaire

MAADEN Supplier Code of Ethics and Conduct  KSA Only Suppliers  General Services  Service Provider\_Certificates and Attachments 

Section 4 of 4

13. Please upload the Company Presentation/ Profile

Required

- a. Agree to Submit

Comments 

14. Please upload Commercial Registration Certificate / Certificate of Incorporation

Required

- a. Agree to Submit

Comments 

Last updated 8 minutes ago

[Cancel](#) [Save](#) [Submit](#)

15. Please upload the VAT Registration Certificate

Required


- a. Agree to Submit

Comments 

16. Does your company have an Organizational Chart showing responsibilities?

Required

- a. Yes
- b. No

Comments 

17. Please upload Completion Certificate of Project so far

Required

- a. Agree to Submit

Comments 

**18. Please upload the ISO certificate Related to Health, Safety and Environment**

Required

- a. Agree to Submit

**19. Does your company have a Quality Manual?**

Required

- a. Yes  
 b. No

**20. Please upload the Audited Financial Statements for the past three years**

Required

- a. Agree to Submit

**21. Please upload the List of Authorized distributors in ME/ Saudi Arabia**

- a. Agree to Submit

**22. Please upload the Manufacturing Standards ASTM, NEMA, API**

- a. Agree to Submit

**23. Please upload the list of consultation services**

- a. Agree to Submit

**24. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person**

Required

- a. Agree to Submit

**25. Do you maintain Resumes of Associates?**

- a. Yes  
 b. No

**26. Please upload Bank IBAN - Confirmation Letter must be attached**

Required

- a. Agree to Submit

**27. Please upload Business continuity supporting documents**

- a. Agree to Submit

28. Please upload Agency Letter, if any

a. Agree to Submit

Comments

29. Please upload a copy of Authorized Signatures

Required

a. Agree to Submit

Comments

30. Please provide ID number of all Ownership

Required

Required

 Add Attachments (0)

Comments

31. Please upload an Approved Classification Certificate issued by Government Agency

a. Agree to Submit

Comments

32. Please upload Copy of Contract.

a. Agree to Submit

Comments

33. Please upload the Professional License and provide the expiration date

Please populate future date otherwise request will be rejected

Comments

34. Please upload SMEs Certificate from Monshat (Only for KSA suppliers)

a. Agree to Submit

Comments

35. Please upload SME Jadeer Certificate

a. Agree to Submit

Comments

3 It is my understanding that all information regarding bids, awards, or any information, such includes but not limited to all financial, technical, sales, commercial, marketing or strategic information, whether verbally, in writing or in electronic form, disclosed on or after the procurement process by MA'ADEN, relating to the Project, including but not limited to agreements, fees, rates, market studies, contracts, engineering reports, technical and economic data, marketing terms and arrangements, know-how, formulas, compositions, processes, documents, designs, sketches, photographs, plans, graphs, drawings, specifications, equipment, samples, reports, customer lists, pricing information, studies, findings, inventions and ideas), we receive from MA'ADEN during the procurement process is strictly confidential. Any contract or purchase order issued by MA'ADEN must maintain the confidentiality of all such information, and the disclosure of such information to anyone outside MA'ADEN requires the prior written approval of MA'ADEN. In the event that any leakage of information is discovered against our company, MA'ADEN reserves the right to take legal action.

**Note: Please provide Justification in the Comments, if Rejected**

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Required

a. Accept

b. Reject

Comments

End of Section 4 of 4

Last updated 11 minutes ago

Cancel

Save

Submit

## Questionnaires – Project Contractor

Complete the registration process questionnaire from section 1 to 4.

### Supplier Registration

## Questionnaire

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

Project Contractor

Supply Chain Management

Section 1 of 4

#### 1. MAADEN Supplier Code of Ethics and Conduct

Download the Supplier Code of Conduct, Sign & Upload it

View question attachments (1)

Required

Required

Add Attachments (0)

End of Section 1 of 4

Previous Section

Next Section

Supplier Registration

## Questionnaire

MAADEN Supplier Code of Ethics and Conduct

**KSA Only Suppliers**

Project Contractor

Supply Chain Management



Section 2 of 4

**2. Please upload the Zakat Certificate and provide expiration date**

Please populate future date otherwise request will be rejected

Required

Required

 Add Attachments (0)

Comments

**3. Please upload the Chamber of Commerce Registration Certificate and provide the expiration date**

Please populate future date otherwise request will be rejected

Required


Required

**4. Please upload Saudization Certificate and provide expiration date**

Please populate future date otherwise request will be rejected

Required

Required

 Add Attachments (0)

Comments

**5. Please upload the GOSI/ Insurance certificate and provide expiration date**

Please populate future date otherwise request will be rejected

Required

Required

 Add Attachments (0)

Comments

**6. Please upload Local Content Certificate**

a. Agree to Submit

Comments

End of Section 2 of 4

Previous Section

Next Section

**Supplier Registration**

## Questionnaire

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

**Project Contractor**

Supply Chain Management &gt;

**Section 3 of 4**
**7. Turn over in last 2 years, Present customers and work details, Projects delivered**

Required

- a. <50K SAR
- b. 50-100K SAR
- c. >=100K

**8. Financial sustainability of the supplier.**

Required

- a. Not profitable in last 2 years
- b. Profitable
- c. Profit more than 6%

**9. Does supplier have defined organization structure where roles of each function are defined?**

Required

- a. No org structure
- b. Org structure available till N-2
- c. Org Structure available till N-4 and more

**10. Supplier performance in last 3 years on Health & Safety**

Required

- a. Non Complaint for 3 years
- b. Applicable PPEs are in practice. Fire Hydrant availability
- c. People aware about safety requirements, First Aid and norms .Employee awareness about safety procedures

**11. Quality Standards**

Required

- a. Organization is not certified to quality certifications
- b. Organization is certified to Quality management system. Level of adherence to QMS is not visible.
- c. Organization is certified to Quality management system. Adherence to QMS is partially followed. Records are partially available.
- d. Organization is certified to Quality management system and system well practiced in day to day operations
- e. Internal audit schedule available and adhered. Quality Strategy and linkage with company KPI

**12. Incoming/ In process/ FG Inspection**

Required

- a. No evidence of Incoming Inspection
- b. Inspection standard is available for incoming & outgoing separately. Execution supporting documents partially available
- c. Trends for Incoming, In process, Outgoing and Customer are monitored and Top issues are reviewed, Records available
- d. Periodic Updation of Inspection / Test Standard based on customer & Process issues. Regular Updation of the records
- e. Critical Part, Process & Supplier are Identified, Periodic Audit & Improvement area are Identified, Records available. After Action Review mechanism is in Place

**13. Change Management**

Required

- a. Product, Process change management system not available
- b. Product, process change request from customer are recorded however systematic recording of sample approval , Control plan do not exist
- c. Product, process change request from customer are recorded however systematic recording of sample approval , Control plan partially exist
- d. Formal system in place to manage design, material changes. Records are verifiable. some gaps regarding approval records
- e. Proper change management system in place, approvals and records are verifiable. History management, implementation period, Old material disposition

**14. Continuous Improvement**

Required

- a. No such activity exist. Focus is just on production
- b. Kaizen activity being practiced on ad hoc basis without proper supporting records
- c. Kaizen activity being practiced but in few areas. Partial supporting records exist
- d. Kaizen, Suggestion scheme are in place and verifiable

**15. Material Handling & Inventory Management**

Required

- a. No Inventory management system
- b. Finished stocks and Raw material stock maintained without any basis. Partial storage of WIP , FG in Bins / Trolleys
- c. Finished stocks and Raw material stock maintained manually. Storage of WIP , FG in Bins / Trolleys. Material is protected against Rust/Scratches/Dent
- d. Finished stocks and Raw material stock maintained through system. Storage of WIP , FG in Bins / Trolleys are separate. Material is kept in covered area
- e. Systematic approach /software driven inventory management system exists. Standardized pictures, SOP for packaging , storage and handling practices displayed. WIP, RM and FG condition monitoring

**16. Technical know how**

Required

- a. No experience in similar product/process
- b. Limited experience in similar product/process
- c. Limited experience in similar product/process. Subject matter experts (SME) available
- d. Good experience in similar product/process and supplier is technically sound, capable, SME available. Adequate design resources are not available
- e. Good experience in similar product/process and supplier is technically sound, capable, SME available. Adequate design resources are available. Skill Critical training records are available over 75% adherence



**17. Infrastructure Adequacy**  
Required

- a. Machines, Equipment, tooling, fixtures, Gauges not maintained, no routine check up of machines
- b. Machines, Equipment, tooling, fixtures, Gauges maintained, Routine check up plan of machines available
- c. Machines, Equipment, tooling, fixtures, Gauges maintained, Routine check up performed for machines
- d. Machines, Equipment, Tooling, fixtures, Gauges maintained. Periodic preventive maintenance plan in place. Adherence is 50 -75%
- e. Machines, Equipment, Tooling, fixtures, Gauges maintained. Periodic preventive maintenance plan in place. Adherence is above 90%

**18. Work Place Management**  
Required

- a. Work area is full of clutter (scrap etc.) and floor space unclean. No framework exist for 5S
- b. Clearly demarcated plant layout
- c. Shop floor has adequate illumination
- d. 5S organization is available.5S Zones identified. Periodic audits are performed
- e. Systematically maintained with scheduled audit adherence.5S , Best Practice Visual controls are displayed. 5S Audit assessment score > 80% across all zones

**19. Delivery Performance**  
Required

- a. <70% Adherence to schedule
- b. 70-80% Adherence to schedule
- c. 80-90% Adherence to schedule
- d. 90-99% Adherence to schedule
- e. 100% adherence to schedule

End of Section 3 of 4

[Previous Section](#) [Next Section](#)

**Supplier Registration**

**Questionnaire**

MAADEN Supplier Code of Ethics and Conduct  KSA Only Suppliers  Project Contractor  Supply Chain Management\_Project Contractor

Section 4 of 4

**20. Please upload the Company Presentation/ Profile**  
Required

- a. Agree to Submit

Comments

**21. Please upload Commercial Registration Certificate / Certificate of Incorporation**  
Required

- a. Agree to Submit

Comments

**22. Please upload the VAT Registration Certificate**  
Required

- a. Agree to Submit

Comments

**23. Does your company have an Organizational Chart showing responsibilities?**  
Required

- a. Yes
- b. No

Comments

**24. Please upload Completion Certificate of Project so far**  
Required

- a. Agree to Submit

Comments

**25. Please upload the ISO certificate Related to Health, Safety and Environment**  
Required

- a. Agree to Submit

Comments

**26. Does your company have a Quality Manual?**  
Required

- a. Yes
- b. No

Comments

27. Please upload the Audited Financial Statements for the past three years  
Required

a. Agree to Submit

28. Please upload the List of Authorized distributors in ME/ Saudi Arabia

a. Agree to Submit

29. Please upload the Manufacturing Standards ASTM, NEMA, API

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a. Agree to Submit

31. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person  
Required

a. Agree to Submit

32. Do you maintain Resumes of Associates?

Required

a. Yes

b. No

33. Please upload Bank IBAN - Confirmation Letter must be attached

Required

a. Agree to Submit

34. Please upload Business continuity supporting documents

a. Agree to Submit

35. Please upload Agency Letter, if any

a. Agree to Submit

36. Please upload a copy of Authorized Signatures

Required

a. Agree to Submit

37. Please provide ID number of all Ownership

Required

Required

 Add Attachments (0)

38. Please upload an Approved Classification Certificate issued by Government Agency

Required

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39. Please upload Copy of Contract.

a. Agree to Submit

Comments

40. Please upload the Professional License and provide the expiration date

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Comments

41. Please upload SMEs Certificate from Monshat (Only for KSA suppliers)

a. Agree to Submit

Comments

42. Please upload SME Jadeer Certificate

a. Agree to Submit

Comments

35. Please upload SME Jadeer Certificate

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Comments

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Required

a. Accept

b. Reject

Comments

End of Section 4 of 4

Last updated 11 minutes ago

Cancel





Save

Submit

## Questionnaires – Consultant

Supplier Registration


### Questionnaire

**MAADEN Supplier Code of Ethics and Conduct**  **KSA Only Suppliers**  **Consultant**  **Consultant\_Certificates and Attachments** 

Section 1 of 4

**1. MAADEN Supplier Code of Ethics and Conduct**  
Download the Supplier Code of Conduct, Sign & Upload it  
[View question attachments \(1\)](#)  
Required





Required



End of Section 1 of 4

Supplier Registration


### Questionnaire

**MAADEN Supplier Code of Ethics and Conduct**  **KSA Only Suppliers**  **Consultant**  **Consultant\_Certificates and Attachments** 

Section 2 of 4


**2. Please upload the Zakat Certificate and provide expiration date**  
Please populate future date otherwise request will be rejected  
Required

Required




**3. Please upload the Chamber of Commerce Registration Certificate and provide the expiration date**  
Please populate future date otherwise request will be rejected  
Required

Required




**4. Please upload Saudization Certificate and provide expiration date**  
Please populate future date otherwise request will be rejected  
Required

Required



**5. Please upload the GOSI/ Insurance certificate and provide expiration date**  
Please populate future date otherwise request will be rejected  
Required

Required



6. Please upload Local Content Certificate

a. Agree to Submit

Comments

End of Section 2 of 4

Previous Section

Next Section

Supplier Registration

Questionnaire

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

Consultant

Consultant\_Certificates and Attachments

Section 3 of 4

7. Turn over in last 2 years, Present customers and work details, Projects delivered

Required

- a. <50K SAR  
 b. 50-100K SAR  
 c. >=100K

8. Financial sustainability of the supplier.

Required

- a. Not profitable in last 2 years  
 b. Profitable  
 c. Profit more than 6%

9. Does supplier have defined organization structure where roles of each function are defined?

Required

- a. No org structure  
 b. Org structure available till N-2  
 c. Org Structure available till N-4 and more

10. Manpower adequacy and skill and availability of appropriate vehicles

Required

- a. Manpower is skilled & vehicles are not adequate  
 b. Latest vehicle available & manpower is adequate  
 c. Latest vehicle available and manpower is adequate & skilled

End of Section 3 of 4

Previous Section

Next Section

Supplier Registration

Questionnaire

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

Consultant

Consultant\_Certificates and Attachments

Section 4 of 4

11. Please upload the Company Presentation/ Profile

Required

a. Agree to Submit

Comments

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Required

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Comments

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Required

a. Agree to Submit

Comments

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Required

- a. Yes  
 b. No

Comments

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- a. Agree to Submit

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- a. Agree to Submit

Comments

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Comments

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Comments

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Comments

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Comments

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Comments

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Comments

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Required

a. Accept

b. Reject

End of Section 4 of 4

Last updated 11 minutes ago

Cancel

Save

Submit



## Questionnaires – Training

Complete the registration process questionnaire from section 1 to 4.

Supplier Registration

### Questionnaire

[MAADEN Supplier Code of Ethics and Conduct](#)
[KSA Only Suppliers](#)
[SME Remote Areas and Training](#)
[Training\\_Certificates and Attachments](#)

Section 1 of 4

**1. MAADEN Supplier Code of Ethics and Conduct**  
 Download the Supplier Code of Conduct, Sign & Upload it  
[View question attachments \(1\)](#)  
 Required

Required

[Add Attachments \(0\)](#)

End of Section 1 of 4

[Previous Section](#)
[Next Section](#)

Supplier Registration

### Questionnaire

[MAADEN Supplier Code of Ethics and Conduct](#)
[KSA Only Suppliers](#)
[SME Remote Areas and Training](#)
[Training\\_Certificates and Attachments](#)

Section 2 of 4

**2. Please upload the Zakat Certificate and provide expiration date**  
 Please populate future date otherwise request will be rejected  
 Required

Required

[Add Attachments \(0\)](#)

Comments

**3. Please upload the Chamber of Commerce Registration Certificate and provide the expiration date**  
 Please populate future date otherwise request will be rejected  
 Required

Required

[Add Attachments \(0\)](#)

Comments

**4. Please upload Saudization Certificate and provide expiration date**  
 Please populate future date otherwise request will be rejected  
 Required

Required

[Add Attachments \(0\)](#)

Comments

**5. Please upload the GOSI/ Insurance certificate and provide expiration date**  
 Please populate future date otherwise request will be rejected  
 Required

Required

[Add Attachments \(0\)](#)

Comments

6. Please upload Local Content Certificate

a. Agree to Submit

Comments

End of Section 2 of 4

Previous Section

Next Section

Supplier Registration

Questionnaire

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

SME Remote Areas and Training

Training\_Certificates and Attachments

Section 3 of 4

7. How many customer currently being served?  
Required

- a. Up to 2  
 b. 2 to 4  
 c. More than 4

8. Feedback from existing customer(at-least 2 feedbacks) on response and supplier behaviour  
Required

- a. Good  
 b. Very Good  
 c. Excellent

9. Turn over in last 2 years, Present customers and work details, Projects delivered  
Required

- a. <50K SAR  
 b. 50-100K SAR  
 c. >=100K

10. Financial sustainability of the supplier.  
Required

- a. Not profitable in last 2 years  
 b. Profitable  
 c. Profit more than 6%

11. Manpower adequacy and skill and availability of appropriate vehicles  
Required

- a. Manpower is skilled & vehicles are not adequate  
 b. Latest vehicle available & manpower is adequate  
 c. Latest vehicle available and manpower is adequate & skilled

End of Section 3 of 4

Previous Section

Next Section

Supplier Registration

Questionnaire

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

SME Remote Areas and Training

Training\_Certificates and Attachments

Section 4 of 4

12. Please upload the Company Presentation/ Profile  
Required

a. Agree to Submit

Comments

13. Please upload Commercial Registration Certificate / Certificate of Incorporation  
Required

a. Agree to Submit

Comments

**14. Please upload the VAT Registration Certificate Required**

a. Agree to Submit

**15. Does your company have an Organizational Chart showing responsibilities?**

a. Yes

b. No

**16. Please upload Completion Certificate of Project so far**

a. Agree to Submit

**17. Please upload the ISO certificate Related to Health, Safety and Environment**

a. Agree to Submit

**18. Does your company have a Quality Manual?**

a. Yes

b. No

**19. Please upload the Audited Financial Statements for the past three years**

a. Agree to Submit

**20. Please upload the List of Authorized distributors in ME/ Saudi Arabia**

a. Agree to Submit

**21. Please upload the Manufacturing Standards ASTM, NEMA, API**

a. Agree to Submit

**22. Please upload the list of consultation services**

a. Agree to Submit

**23. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person Required**

a. Agree to Submit

**24. Do you maintain Resumes of Associates?**

a. Yes

b. No

**25. Please upload Bank IBAN - Confirmation Letter must be attached Required**

a. Agree to Submit

**26. Please upload Business continuity supporting documents**

a. Agree to Submit

27. Please upload Agency Letter, if any

a. Agree to Submit

28. Please upload a copy of Authorized Signatures

Required

a. Agree to Submit

29. Please provide ID number of all Ownership

Required

Required

 Add Attachments (0)

30. Please upload an Approved Classification Certificate Issued by Government Agency

a. Agree to Submit

31. Please upload Copy of Contract.

a. Agree to Submit

32. Please upload the Professional License and provide the expiration date

 Please populate future date otherwise request will be rejected

33. Please upload SMEs Certificate from Monshat (Only for KSA suppliers)

a. Agree to Submit

34. Please upload SME Jadeer Certificate

a. Agree to Submit

**35. Please upload SME Jadeer Certificate**

a. Agree to Submit

Comments

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Required

a. Accept

b. Reject

Comments

End of Section 4 of 4

Last updated 11 minutes ago

Cancel

Save

Submit

## Questionnaires – Material & Service Providers

Complete the registration process questionnaire from section 1 to 4.

Supplier Registration

### Questionnaire

MAADEN Supplier Code of Ethics and Conduct KSA Only Suppliers General Services Material and service providers\_Certificates and Attachments

Section 1 of 4

**1. MAADEN Supplier Code of Ethics and Conduct**  
Download the Supplier Code of Conduct, Sign & Upload it  
[View question attachments \(1\)](#)  
Required

Required

[Add Attachments \(0\)](#)

End of Section 1 of 4

[Previous Section](#) [Next Section](#)

Supplier Registration

### Questionnaire

MAADEN Supplier Code of Ethics and Conduct KSA Only Suppliers General Services Material and service providers\_Certificates and Attachments

Section 2 of 4

**2. Please upload the Zakat Certificate and provide expiration date**  
Please populate future date otherwise request will be rejected  
Required

Required

[Add Attachments \(0\)](#)

Comments

**3. Please upload the Chamber of Commerce Registration Certificate and provide the expiration date**  
Please populate future date otherwise request will be rejected  
Required

Required

[Add Attachments \(0\)](#)

Comments

**4. Please upload Saudization Certificate and provide expiration date**

⚠ Please populate future date otherwise request will be rejected

Required

Required



**5. Please upload the GOSI/ Insurance certificate and provide expiration date**

⚠ Please populate future date otherwise request will be rejected

Required

Required



**6. Please upload Local Content Certificate**

a. Agree to Submit

End of Section 2 of 4



Supplier Registration

Questionnaire

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

General Services

Material and service providers\_Certificates and Attachments

Section 3 of 4

**7. How many customer currently being served?**

Required

- a. Up to 2
- b. 2 to 4
- c. More than 4

**8. Feedback from existing customer(at-least 2 feedbacks) on response and supplier behaviour**

Required

- a. Good
- b. Very Good
- c. Excellent

**9. Turn over in last 2 years, Present customers and work details, Projects delivered**

Required

- a. <50K SAR
- b. 50-100K SAR
- c. >=100K

**10. Financial sustainability of the supplier.**

Required

- a. Not profitable in last 2 years
- b. Profitable
- c. Profit more than 6%

**11. Manpower adequacy and skill and availability of appropriate vehicles**

Required

- a. Manpower is skilled & vehicles are not adequate
- b. Latest vehicle available & manpower is adequate
- c. Latest vehicle available and manpower is adequate & skilled

**12. Supplier performance in last 3 years on Health & Safety**

Required

- a. Non Complaint for 3 years
- b. Applicable PPEs are in practice. Fire Hydrant availability
- c. People aware about safety requirements, First Aid and norms .Employee awareness about safety procedures

End of Section 3 of 4

Previous Section

Next Section

**Supplier Registration**

## Questionnaire

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

General Services

**Material and service providers\_Certificates and Attachments**

Section 4 of 4

**13. Please upload the Company Presentation/ Profile**

Required

- a. Agree to Submit

Comments

**14. Please upload Commercial Registration Certificate / Certificate of Incorporation**

Required

- a. Agree to Submit

Comments



**35. Please upload SME Jadeer Certificate**

a. Agree to Submit

Comments

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Required

a. Accept

b. Reject

Comments

End of Section 4 of 4

Last updated 11 minutes ago

Cancel

Save

Submit

## Questionnaires – Material Suppliers

Complete the registration process questionnaire from section 1 to 4.

Supplier Registration

### Questionnaire

MAADEN Supplier Code of Ethics and Conduct KSA Only Suppliers Material Supplier Material Suppliers\_Certificates and Attachments

Section 1 of 4

**1. MAADEN Supplier Code of Ethics and Conduct**  
Download the Supplier Code of Conduct, Sign & Upload it  
[View question attachments \(1\)](#)  
Required

Required

[Add Attachments \(0\)](#)

End of Section 1 of 4

[Previous Section](#) [Next Section](#)

Supplier Registration

### Questionnaire

MAADEN Supplier Code of Ethics and Conduct KSA Only Suppliers Material Supplier Material Suppliers\_Certificates and Attachments

Section 2 of 4

**2. Please upload the Zakat Certificate and provide expiration date**  
Please populate future date otherwise request will be rejected  
Required

Required

[Add Attachments \(0\)](#)

Comments

**3. Please upload the Chamber of Commerce Registration Certificate and provide the expiration date**  
Please populate future date otherwise request will be rejected  
Required

Required

[Add Attachments \(0\)](#)

Comments

**4. Please upload Saudization Certificate and provide expiration date**

Please populate future date otherwise request will be rejected

Required

Required



**5. Please upload the GOSI/ Insurance certificate and provide expiration date**

Please populate future date otherwise request will be rejected

Required

Required



**6. Please upload Local Content Certificate**

a. Agree to Submit

End of Section 2 of 4



Supplier Registration

Questionnaire

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

Material Supplier

Material Suppliers\_Certificates and Attachments

Section 3 of 4

**7. How many customer currently being served?**

Required

- a. Up to 2
- b. 2 to 4
- c. More than 4

**8. Feedback from existing customer(at-least 2 feedbacks) on response and supplier behaviour**

Required

- a. Good
- b. Very Good
- c. Excellent

**9. Turn over in last 2 years, Present customers and work details, Projects delivered**

Required

- a. <50K SAR
- b. 50-100K SAR
- c. >=100K

**10. Delivery Performance (% success)**

Required

- a. <70%
- b. 70%-80%
- c. 80%-90%
- d. 90%-100%

End of Section 3 of 4

[Previous Section](#)[Next Section](#)

## Supplier Registration

**Questionnaire**[MAADEN Supplier Code of Ethics and Conduct](#)[KSA Only Suppliers](#)[Material Supplier](#)[Material Suppliers\\_Certificates and Attachments](#)

Section 4 of 4

**11. Please upload the Company Presentation/ Profile**

Required

- a. Agree to Submit

**12. Please upload Commercial Registration Certificate / Certificate of Incorporation**

Required

- a. Agree to Submit

**13. Please upload the VAT Registration Certificate**

Required

- a. Agree to Submit

**14. Does your company have an Organizational Chart showing responsibilities?**

Required

- a. Yes
- b. No

**15. Please upload Completion Certificate of Project so far**

- a. Agree to Submit

**16. Please upload the ISO certificate Related to Health, Safety and Environment**

- a. Agree to Submit

**17. Does your company have a Quality Manual?**

Required

- a. Yes
- b. No

18. Please upload the Audited Financial Statements for the past three years

a. Agree to Submit

Comments

19. Please upload the List of Authorized distributors in ME/ Saudi Arabia

a. Agree to Submit

Comments

20. Please upload the Manufacturing Standards ASTM, NEMA, API

a. Agree to Submit

Comments

21. Please upload the list of consultation services

a. Agree to Submit

Comments

22. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person  
Required

a. Agree to Submit

Comments

23. Do you maintain Resumes of Associates?

a. Yes

b. No

Comments

24. Please upload Bank IBAN - Confirmation Letter must be attached

Required

a. Agree to Submit

Comments

25. Please upload Business continuity supporting documents

a. Agree to Submit

Comments

26. Please upload Agency Letter, if any

a. Agree to Submit

Comments 

27. Please upload a copy of Authorized Signatures

Required


a. Agree to Submit

Comments 

28. Please provide ID number of all Ownership

Required

Required

 Add Attachments (0)

Comments 

29. Please upload an Approved Classification Certificate issued by Government Agency

a. Agree to Submit

Comments 

30. Please upload Copy of Contract.

a. Agree to Submit

Comments 

31. Please upload the Professional License and provide the expiration date

 Please populate future date otherwise request will be rejected



Comments 

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Comments 

33. Please upload SME Jadeer Certificate

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Comments 

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Required

a. Accept

b. Reject

Comments

End of Section 4 of 4

Last updated 11 minutes ago

Cancel

Save

Submit

## Questionnaires – SME Remote Areas

Complete the registration process questionnaire from section 1 to 4.

Supplier Registration

### Questionnaire

MAADEN Supplier Code of Ethics and Conduct KSA Only Suppliers SME Remote Areas and Training SMEs Remote Areas\_Certificates and Attachments

Section 1 of 4

**1. MAADEN Supplier Code of Ethics and Conduct**  
Download the Supplier Code of Conduct, Sign & Upload it  
[View question attachments \(1\)](#)  
Required

Required

[Add Attachments \(0\)](#)

End of Section 1 of 4

[Previous Section](#) [Next Section](#)

Supplier Registration

### Questionnaire

MAADEN Supplier Code of Ethics and Conduct KSA Only Suppliers SME Remote Areas and Training SMEs Remote Areas\_Certificates and Attachments

Section 2 of 4

**2. Please upload the Zakat Certificate and provide expiration date**  
Please populate future date otherwise request will be rejected  
Required

Required

[Add Attachments \(0\)](#)

Comments

**3. Please upload the Chamber of Commerce Registration Certificate and provide the expiration date**  
Please populate future date otherwise request will be rejected  
Required

Required

[Add Attachments \(0\)](#)

Comments




**4. Please upload Saudization Certificate and provide expiration date**

🔔 Please populate future date otherwise request will be rejected

Required

Required

 Add Attachments (0)

Comments

**5. Please upload the GOSI/ Insurance certificate and provide expiration date**

🔔 Please populate future date otherwise request will be rejected

Required

Required

 Add Attachments (0)

Comments

**6. Please upload Local Content Certificate**

a. Agree to Submit

Comments

End of Section 2 of 4

[Previous Section](#)

[Next Section](#)

Supplier Registration

Questionnaire

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

SME Remote Areas and Training

SMEs Remote Areas\_Certificates and Attachments

Section 3 of 4

**7. How many customer currently being served?**

Required

- a. Up to 2
- b. 2 to 4
- c. More than 4

**8. Feedback from existing customer(at-least 2 feedbacks) on response and supplier behaviour**

Required

- a. Good
- b. Very Good
- c. Excellent

**9. Turn over in last 2 years, Present customers and work details, Projects delivered**

Required

- a. <50K SAR
- b. 50-100K SAR
- c. >=100K

10. Financial sustainability of the supplier.

Required

- a. Not profitable in last 2 years
- b. Profitable
- c. Profit more than 6%

11. Manpower adequacy and skill and availability of appropriate vehicles

Required

- a. Manpower is skilled & vehicles are not adequate
- b. Latest vehicle available & manpower is adequate
- c. Latest vehicle available and manpower is adequate & skilled

End of Section 3 of 4

Previous Section

Next Section

Supplier Registration

Questionnaire

MAADEN Supplier Code of Ethics and Conduct

KSA Only Suppliers

SME Remote Areas and Training

SMEs Remote Areas\_Certificates and Attachments

Section 4 of 4

12. Please upload the Company Presentation/ Profile  
Required

- a. Agree to Submit

Comments

13. Please upload Commercial Registration Certificate / Certificate of Incorporation  
Required

- a. Agree to Submit

Comments

14. Please upload the VAT Registration Certificate  
Required

- a. Agree to Submit

Comments

15. Does your company have an Organizational Chart showing responsibilities?

- a. Yes
- b. No

Comments

16. Please upload Completion Certificate of Project so far

- a. Agree to Submit

Comments

17. Please upload the ISO certificate Related to Health, Safety and Environment

- a. Agree to Submit

Comments

18. Does your company have a Quality Manual?

- a. Yes  
 b. No

Comments

19. Please upload the Audited Financial Statements for the past three years

- a. Agree to Submit

Comments

20. Please upload the List of Authorized distributors in ME/ Saudi Arabia

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Comments

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Comments

22. Please upload the list of consultation services

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Comments

23. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person  
Required

- a. Agree to Submit

Comments

24. Do you maintain Resumes of Associates?

- a. Yes  
 b. No

Comments

25. Please upload Bank IBAN - Confirmation Letter must be attached  
Required

- a. Agree to Submit

Comments

**26. Please upload Business continuity supporting documents**

a. Agree to Submit

Comments

**27. Please upload Agency Letter, if any**

a. Agree to Submit

Comments

**28. Please upload a copy of Authorized Signatures**

Required

a. Agree to Submit

Comments

**29. Please provide ID number of all Ownership**

Required

Required

 Add Attachments (0)

Comments

**30. Please upload an Approved Classification Certificate issued by Government Agency**

a. Agree to Submit


Comments

**31. Please upload Copy of Contract.**

a. Agree to Submit

Comments

**32. Please upload the Professional License and provide the expiration date**

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Comments

**33. Please upload SMEs Certificate from Monshat (Only for KSA suppliers)**

Required

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Comments

**35. Please upload SME Jadeer Certificate**

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Comments

3 It is my understanding that all information regarding bids, awards, or any information, such includes but not limited to all financial, technical, sales, commercial, marketing or strategic information, whether verbally, in writing or in electronic form, disclosed on or after the procurement process by MA'ADEN, relating to the Project, including but not limited to agreements, fees, rates, market studies, contracts, engineering reports, technical and economic data, marketing terms and arrangements, know-how, formulas, compositions, processes, documents, designs, sketches, photographs, plans, graphs, drawings, specifications, equipment, samples, reports, customer lists, pricing information, studies, findings, inventions and ideas, we receive from MA'ADEN during the procurement process is strictly confidential. Any contract or purchase order issued by MA'ADEN must maintain the confidentiality of all such information, and the disclosure of such information to anyone outside MA'ADEN requires the prior written approval of MA'ADEN. In the event that any leakage of information is discovered against our company, MA'ADEN reserves the right to take legal action.

**Note: Please provide Justification in the Comments, if Rejected**

أقر بسرية جميع المعلومات المتعلقة بالطلبات أو ترسية العقود أو أي معلومات تم تزويدي بها، بما في ذلك على سبيل المثال لا الحصر جميع المعلومات المالية أو الفنية أو المبيعات أو التجارية أو التسويقية أو الإستراتيجية ، سواء كانت شفوية أو كتابية أو إلكترونية ، تم الإفصاح عنها في أثناء أو بعد إجراءات إدارة المشتريات بمعدن ، متعلقة بالمشروع ، بما في ذلك على سبيل المثال لا الحصر الاتفاقيات والرسوم والأسعار ودراسات السوق والعقود والتقارير الهندسية والبيانات الفنية والاقتصادية وشروط التسويق والترتيبات وبراءات الاختراع، والوصفات، والمعادلات والوثائق والتصاميم والرسومات والصور الفوتوغرافية والخطط والرسوم البيانية والرسومات والمواصفات والمعدات والعينات والتقارير وقوائم العملاء ومعلومات التسعير والدراسات والنتائج والاكتراعات والأفكار، وأن أعمل جميع ما ذكر بسرية تامة، وأنأزوم بالمحافظة على سرية المعلومات بصورة مطلقة. كما أنأزوم بالمحافظة على سرية جميع هذه المعلومات الالمدرجة في أي عقد أو أمر شراء صادر عن معدن، وأنأزوم بعدم الكشف عنها لأي شخص أو طرف خارج معدن إلا الموافقة الخطية المسبقة من معدن. وفي حال تم اكتشاف معدن لأي تسرب أي من المعلومات السابق ذكرها، أقر بحق معدن في اتخاذ الإجراءات القانونية اللازمة والرجوع علي الطرف الأخر بكامل التكاليف

Required

a. Accept

b. Reject

Comments

End of Section 4 of 4

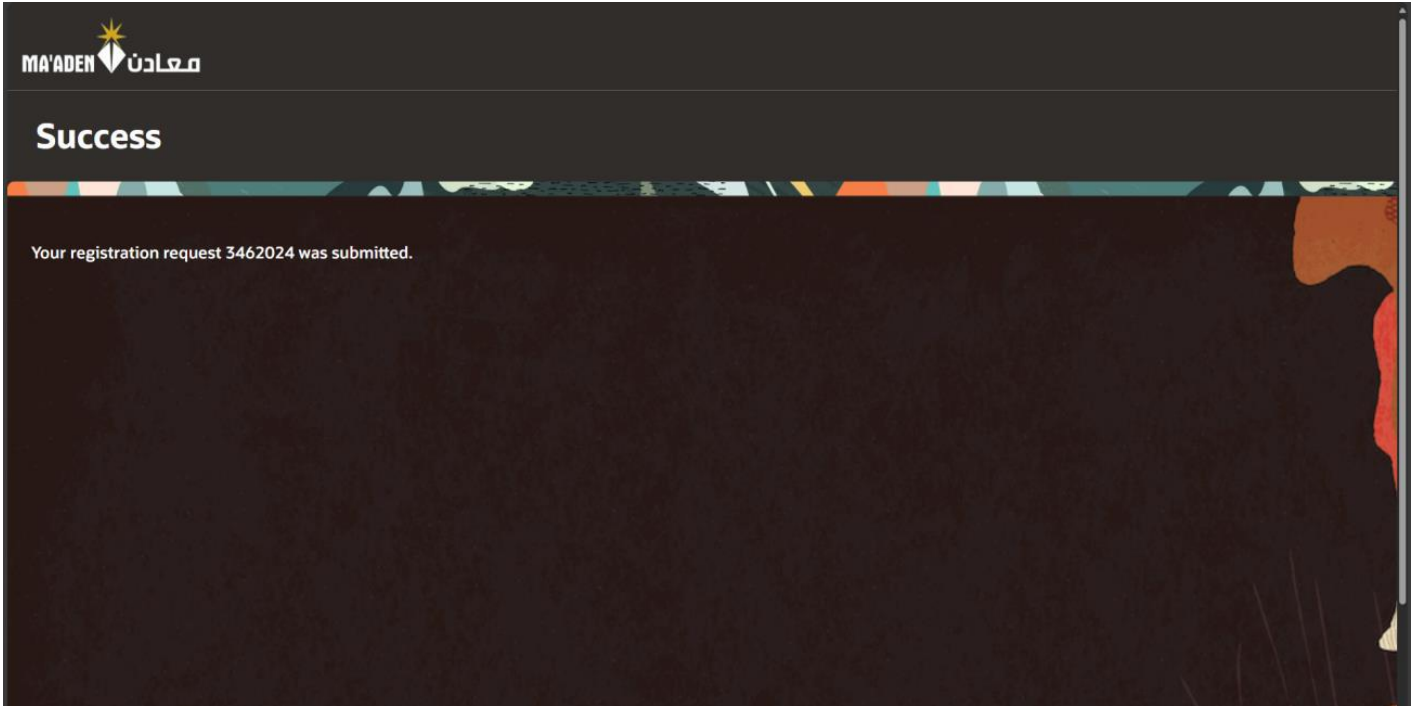
Last updated 11 minutes ago

Cancel

Save

Submit

## 9. Submit the registration request for Review and Approval



### \*Key Points:

Save every 10 minutes while registering.

You can log in and continue registering if the session expires/you want to continue later if you have saved your registration process.

For support you can reach out to [srm@maaden.co.sa](mailto:srm@maaden.co.sa)