



# Saudi Arabian Mining Company (MAADEN)


Cloud Supplier Portal User Manual

How to participate and respond to RFQ



## Table of Contents

No.	Contents	Page
1.	How to Login	4
2.	Password Assistance	4-6
3.	How to participate on RFQ	7-8
4.	How to Respond to the RFQ	9-11



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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

<a href="#">Our Story</a>	<a href="#">Join Our Team</a>	<a href="#">Connect &amp; Engage</a>	<a href="#">Diversity Equity &amp; Inclusion Policy</a>	<a href="#">Customer Portal</a>
<a href="#">Our Innovation</a>	<a href="#">Investor Relations</a>	<a href="#">Thursday</a>	<a href="#">Human Rights Policy</a>	<a href="#">Supplier Portal</a>
<a href="#">Our Community Impact</a>	<a href="#">News</a>	<a href="#">Sustainability Policy</a>	<a href="#">Privacy Rights Request</a>	

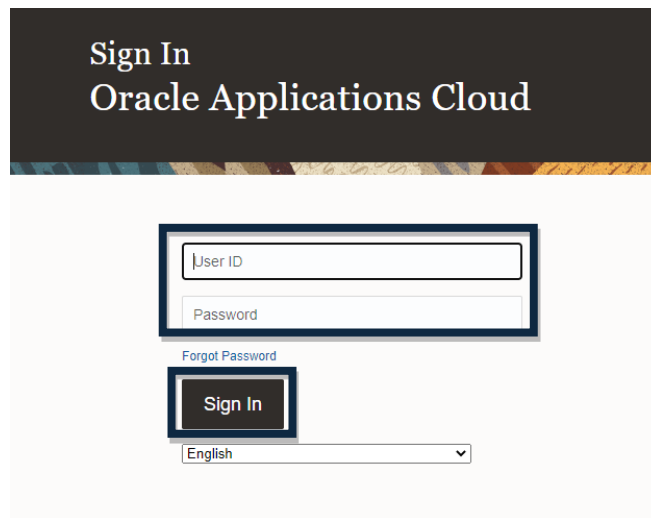
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## 1. How to Login

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

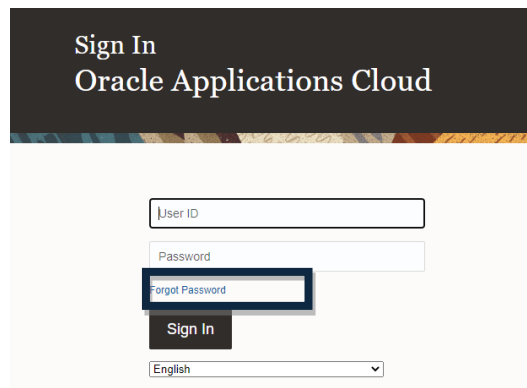
1. Click, Supplier Portal
2. Click, Sign In
3. Input your User ID and Password
4. Then, click Sign In

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

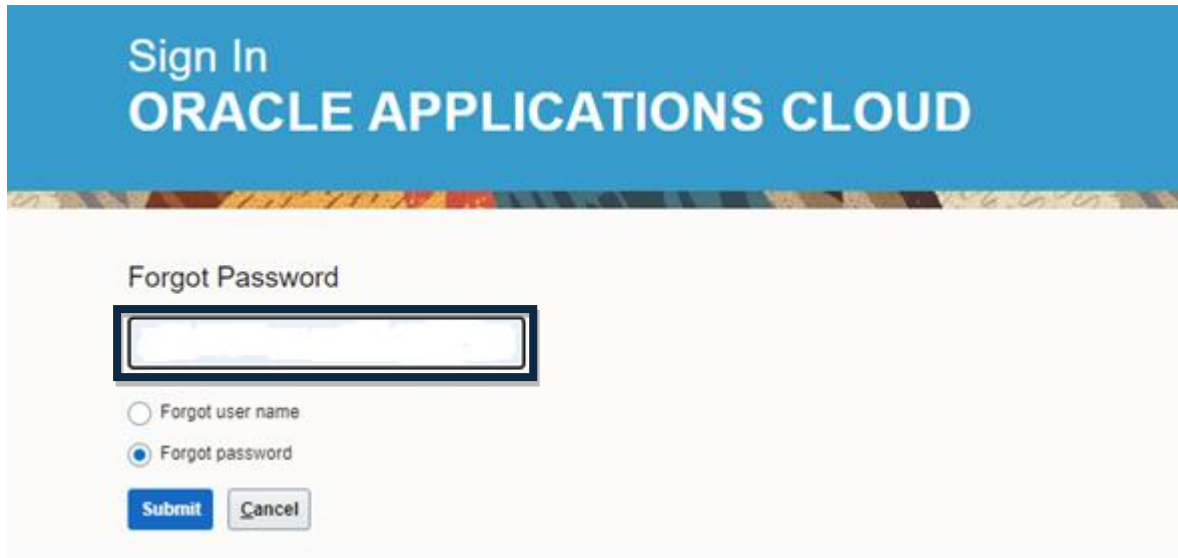


## 2. Login Assistance

1. Click Forget Password



- In the field "Username or Email", provide email id, select "Forgot password" option and click on "Submit" button.



- Then you will receive an email from OracleCloud@maaden.com.sa with subject "Maaden Cloud Applications-Password Reset Information" Please check your email.
- Open the email that you received and click on the link to reset your password, below is a screenshot of the email sample.

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

Dear <Supplier Contact Name>,

You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.

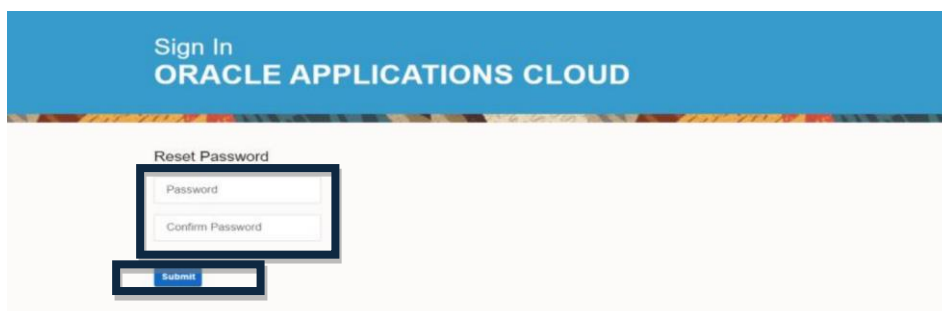
Please follow the link below to reset your password.

<https://fa-epod-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=2fa4412a572d426b8407ba842199f1c0>

If you did not request this information or have any question, contact [SRM@maaden.com.sa](mailto:SRM@maaden.com.sa).

Thank You,  
 Maaden SRM Team

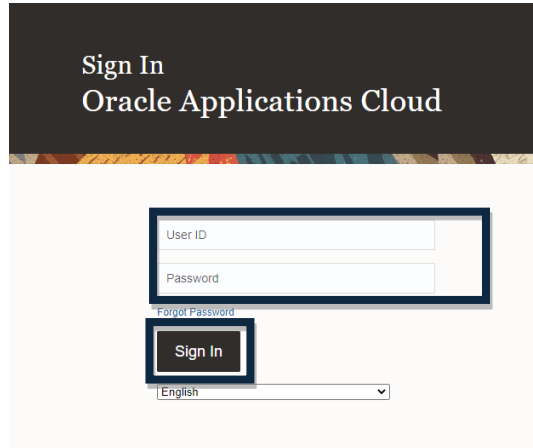
- Provide New Password in the fields and click Submit



**To Login:**

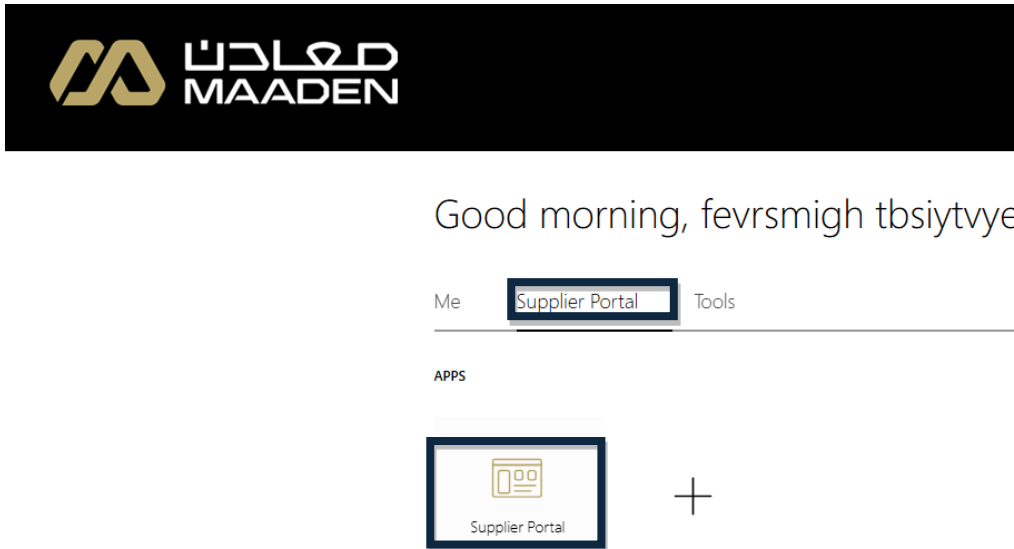
Visit our website - [Saudi Arabian Mining Company \(Maaden\) - Leading Mining & Metals Company](#)

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



## How to participate on RFQ

### 1. Click, "Supplier Portal"



## A. View Active Negotiation

Supplier Portal

Search  Order Number

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Channel Programs**

- Manage Programs

**Shipments**

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Consigned Inventory**

- Review Consumption Advices

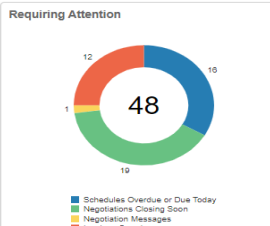
**Invoices and Payments**

- Create Invoice
- View Invoices
- View Payments

**Negotiations**

- View Active Negotiations**

**Requiring Attention**



**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**

**Qualifications**

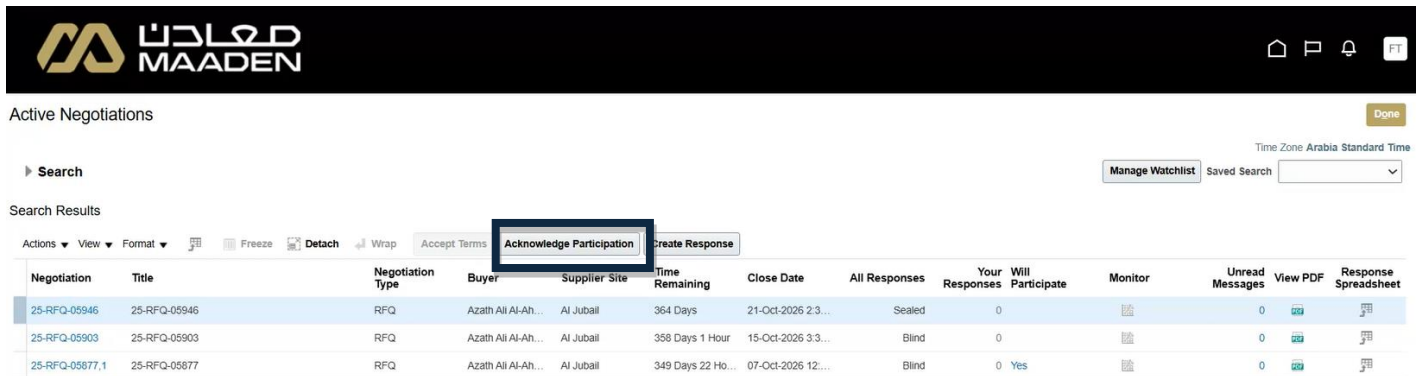
- Manage Questionnaires
- View Qualifications

**Company Profile**

- Manage Profile

## B. How to Acknowledge Participation.

1. In the Search Results, select the RFQ that you would like to respond to.
2. Then click “Acknowledge participation”.



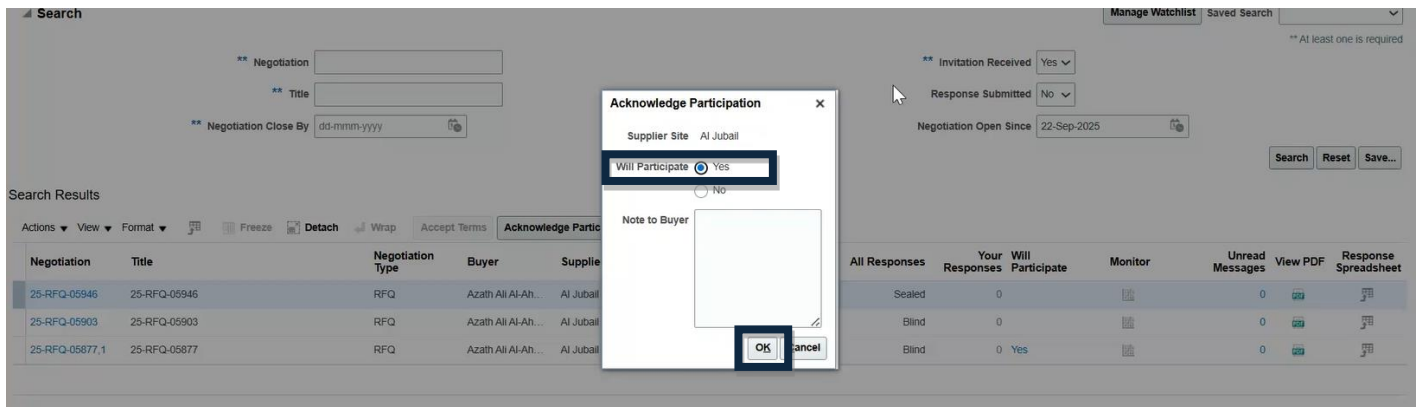
Active Negotiations

Search

Search Results

Negotiation	Title	Negotiation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
25-RFQ-05946	25-RFQ-05946	RFQ	Azath Ali Al-Ah...	Al Jubail	364 Days	21-Oct-2026 2:3...	Sealed	0			0		
25-RFQ-05903	25-RFQ-05903	RFQ	Azath Ali Al-Ah...	Al Jubail	358 Days 1 Hour	15-Oct-2026 3:3...	Blind	0			0		
25-RFQ-05877,1	25-RFQ-05877	RFQ	Azath Ali Al-Ah...	Al Jubail	349 Days 22 Ho...	07-Oct-2026 12:...	Blind	0	Yes		0		

3. Select “Yes” if you would like to participate, select “No” if you will not participate.
4. Then Click “OK”



Search

Search Results

Acknowledge Participation

Supplier Site Al Jubail

Will Participate  Yes  No

Note to Buyer

OK Cancel

All Responses	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
Sealed	0			0		
Blind	0			0		
Blind	0	Yes		0		

Note: Once you have selected “Yes”, you must respond to the accepted RFQ request.

#### 4. How to respond to the RFQ


1. In the search results, select the RFQ that you would like to respond to.
2. Then Click “Create Response”.

Search Results

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

Negotiation	Title	Negotiation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
25-RFQ-05946	25-RFQ-05946	RFQ	Azath Ali Al-Ah...	Al Jubail	364 Days	21-Oct-2026 2:3...	Sealed	1			0		
25-RFQ-05903	25-RFQ-05903	RFQ	Azath Ali Al-Ah...	Al Jubail	358 Days 1 Hour	15-Oct-2026 3:3...	Blind	1			0		
25-RFQ-06877,1	25-RFQ-06877	RFQ	Azath Ali Al-Ah...	Al Jubail	349 Days 22 Ho...	07-Oct-2026 12:...	Blind	0	Yes		0		

3. Fill up the required details as shown below and click on “Next”.



1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 267786): Overview

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 22-Oct-2025 2:11 PM  
Time Zone Arabia Standard Time

You must enter “YES” or “NO” under the column ‘is the proposal as specified’ to enable submitting the offer.  
 Yes: Goods as specified in negotiation line  
 No: Goods not as specified  
 Note: only those offers will be considered for commercial evaluation where offers are “as specified”

Title 25-RFQ-05903 Time Remaining 356 Days 1 Hour  
 Close Date 15-Oct-2026 3:30 PM

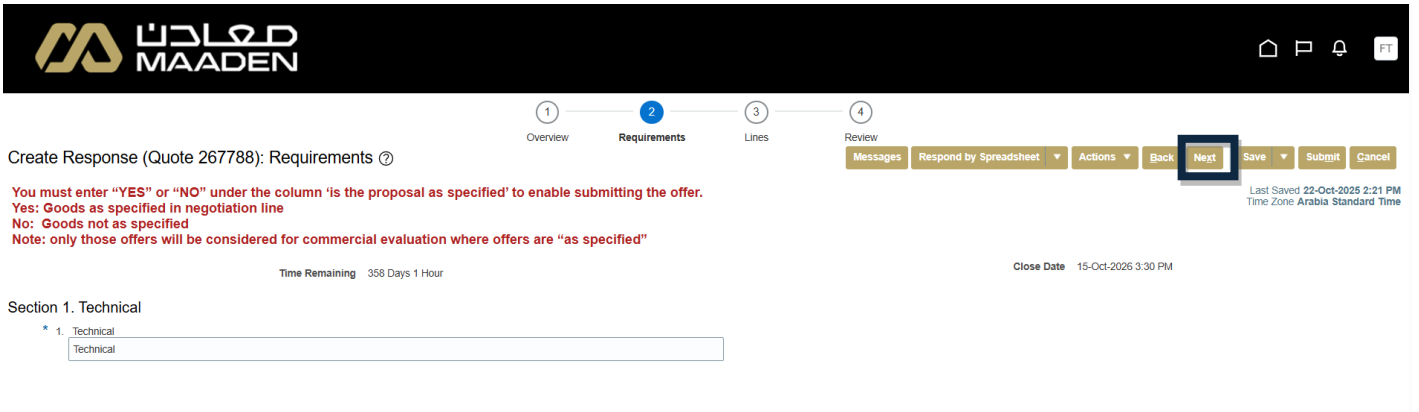
General

Supplier  
 Supplier Site Al Jubail  
 Negotiation Currency SAR  
 Response Currency SAR  
 Response Currency SAR  
 Price Precision 2 Decimals Maximum

Response Type  Primary  Alternate  
 Reference Number  
 Note to Buyer  
 Attachments None

**Response Valid Until 22-Oct-2026 3:31 PM**

Section 1: 4. TE -Technical stage response. Click “+” to add the Technical Proposal Document.



Create Response (Quote 267788): Requirements

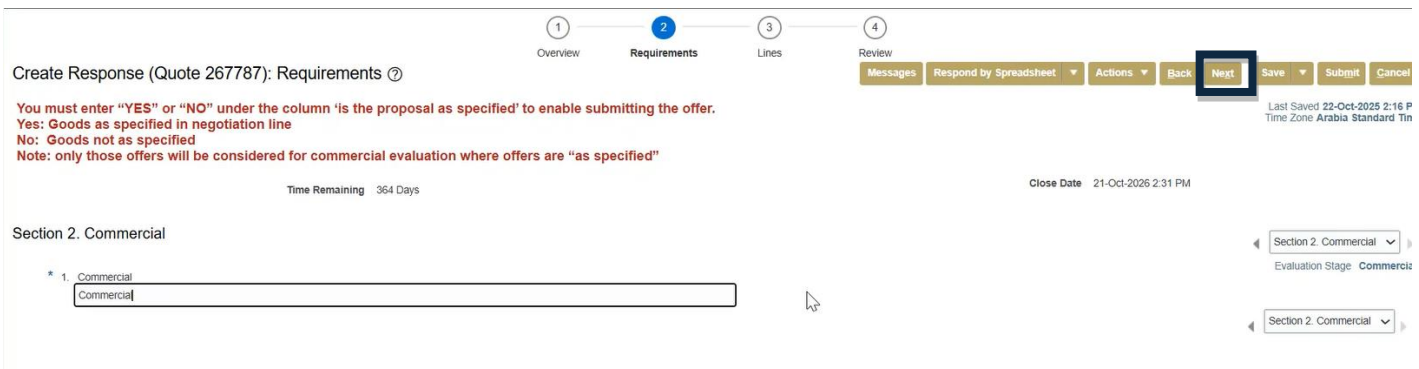
You must enter “YES” or “NO” under the column ‘is the proposal as specified’ to enable submitting the offer.  
 Yes: Goods as specified in negotiation line  
 No: Goods not as specified  
 Note: only those offers will be considered for commercial evaluation where offers are “as specified”

Time Remaining 358 Days 1 Hour      Close Date 15-Oct-2026 3:30 PM

Section 1. Technical

- 1. Technical

5. Then click “+” to Section 2: CE -Commercial Proposal stage proposal. (If there is an option to attach)



Create Response (Quote 267787): Requirements

You must enter “YES” or “NO” under the column ‘is the proposal as specified’ to enable submitting the offer.  
 Yes: Goods as specified in negotiation line  
 No: Goods not as specified  
 Note: only those offers will be considered for commercial evaluation where offers are “as specified”

Time Remaining 364 Days      Close Date 21-Oct-2026 2:31 PM

Section 2. Commercial

- 1. Commercial

Section 2. Commercial  
 Evaluation Stage Commercial

6. Enter response price along with Promised delivery date and click on “Next”. “Review and submit”


**Create Response (Quote 267786): Lines**

You must enter "YES" or "NO" under the column 'is the proposal as specified' to enable submitting the offer.  
 Yes: Goods as specified in negotiation line  
 No: Goods not as specified  
 Note: only those offers will be considered for commercial evaluation where offers are "as specified"  
 Currency = Saudi Riyal

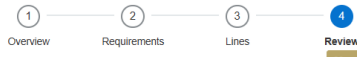
Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 22-Oct-2025 2:14 PM  
 Time Zone Arabia Standard Time

Time Remaining 358 Days 1 Hour

Close Date 15-Oct-2026 3:30 PM

Line	Description	Category Name	Start Price	Response Price	Estimated Quantity	Note to Buyer	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Is the proposal as specified?	Item	Revision	Target P
1	PAINT, OIL, COLOF	31211505-OIL BASI			1		Each					1000702617		
2	PAINT, OIL, COLOF	31211505-OIL BASI			1		Each					1000702617		


**Review Response: Quote 267789**

You must enter "YES" or "NO" under the column 'is the proposal as specified' to enable submitting the offer.  
 Yes: Goods as specified in negotiation line  
 No: Goods not as specified  
 Note: only those offers will be considered for commercial evaluation where offers are "as specified"  
 Currency = Saudi Riyal

Messages Respond by Spreadsheet Actions Back Next **Submit** Save Cancel

Last Saved 22-Oct-2025 2:36 PM  
 Time Zone Arabia Standard Time

Title 25-RFQ-05903  
 Close Date 15-Oct-2026 3:30 PM

Time Remaining 358 Days

Overview Requirements Lines

**General**

Supplier  
 Supplier Site Al Jubail  
 Negotiation Currency SAR  
 Response Currency SAR  
 Price Precision 2 Decimals Maximum  
 Response Valid Until

Response Type Primary  
 Reference Number Note to Buyer  
 Attachments None

You will receive confirmation dialog BOX.

**RFQ: 25-RFQ-05903**

Currency = Saudi Riyal  
[Click here for all line items long description & full details](#)

**Confirmation**

Response 267788 to negotiation 25-RFQ-05903 was submitted. We'll notify you by email.

**OK**

Messages Create Response Actions Done

Open Date 08-Oct-2025 3:34 PM  
 Close Date 15-Oct-2026 3:30 PM  
 Time Zone Arabia Standard Time

Status Active  
 Time Remaining 358 Days 1 Hour

**Table of Contents**
**Overview**

Overview  
 Requirements  
 Lines  
 Contract Terms

Title 25-RFQ-05903  
 Synopsis

Buyer Azath Ali Al-Ahmadi  
 Outcome Blanket Purchase Agreement  
 Attachments None

Expand All