



# Saudi Arabian Mining Company (MAADEN)


Cloud Supplier Portal User Manual

User Manual How to Acknowledge the Purchase Order



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05 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>	

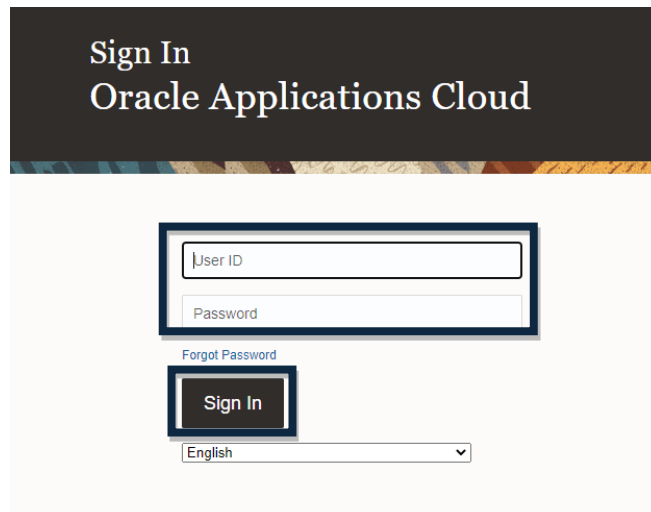
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## 1. How to Login

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

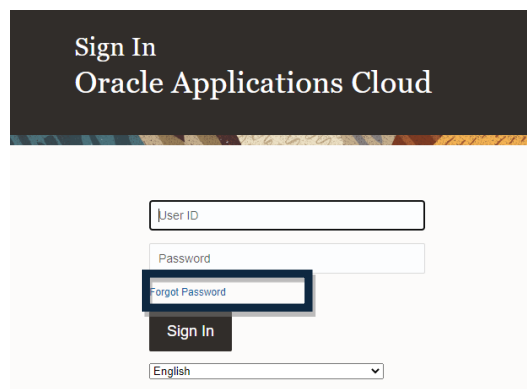
1. Click, Supplier Portal
2. Click, Sign In
3. Input your User ID and Password
4. Then, click Sign In

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

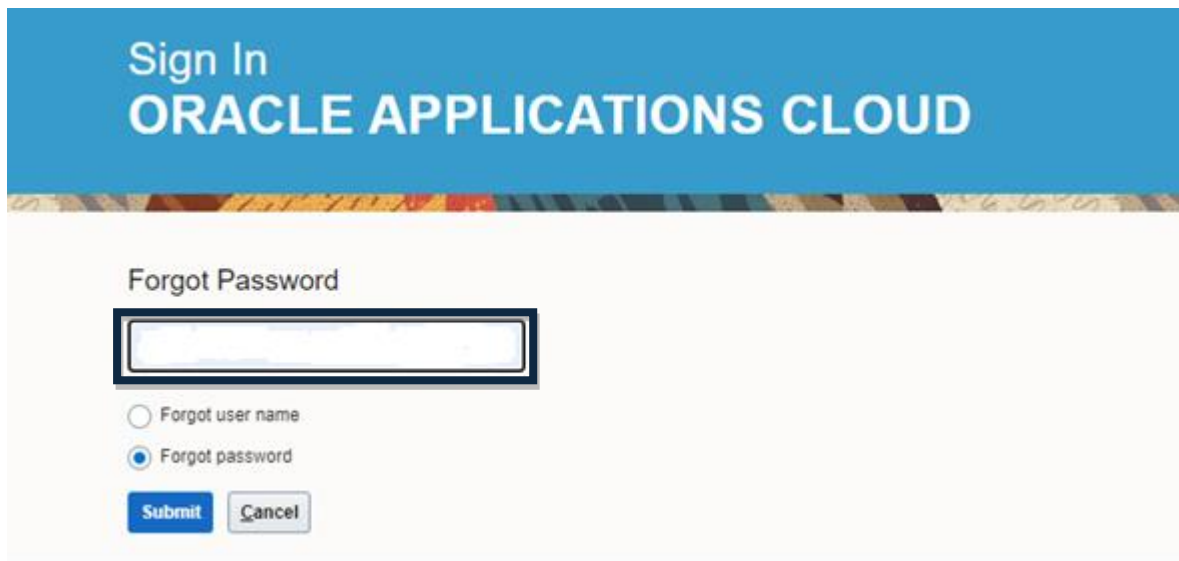


## 2. Login Assistance

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.

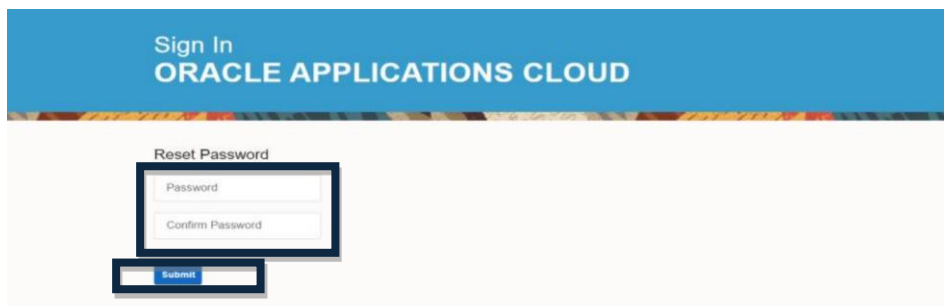
Please follow the link below to reset your password.

<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

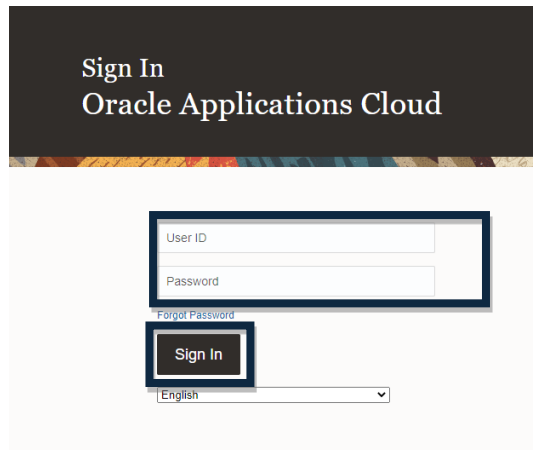
- Provide New Password in the fields and click Submit



**To Login:**

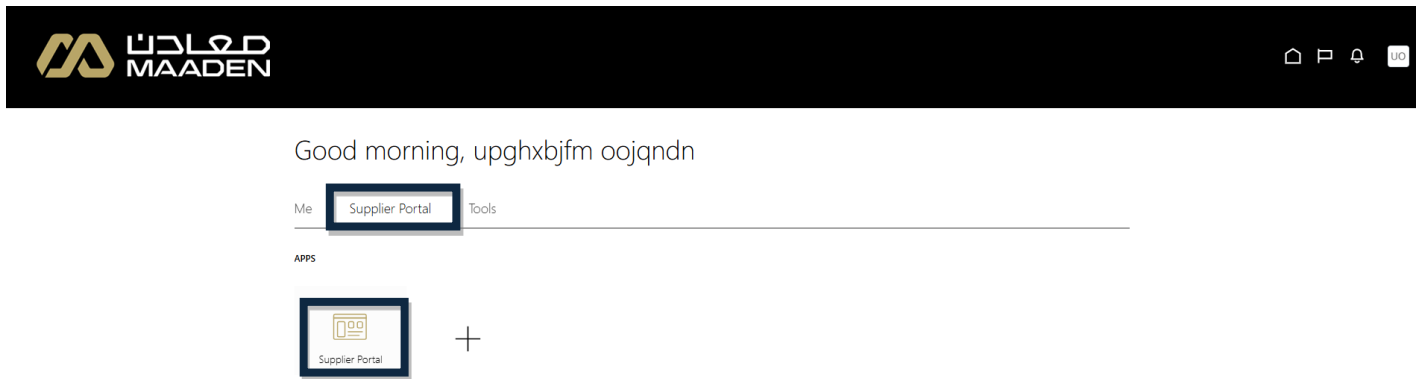
Visit our website - [Saudi Arabian Mining Company \(Maden\) - Leading Mining & Metals Company](#)

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

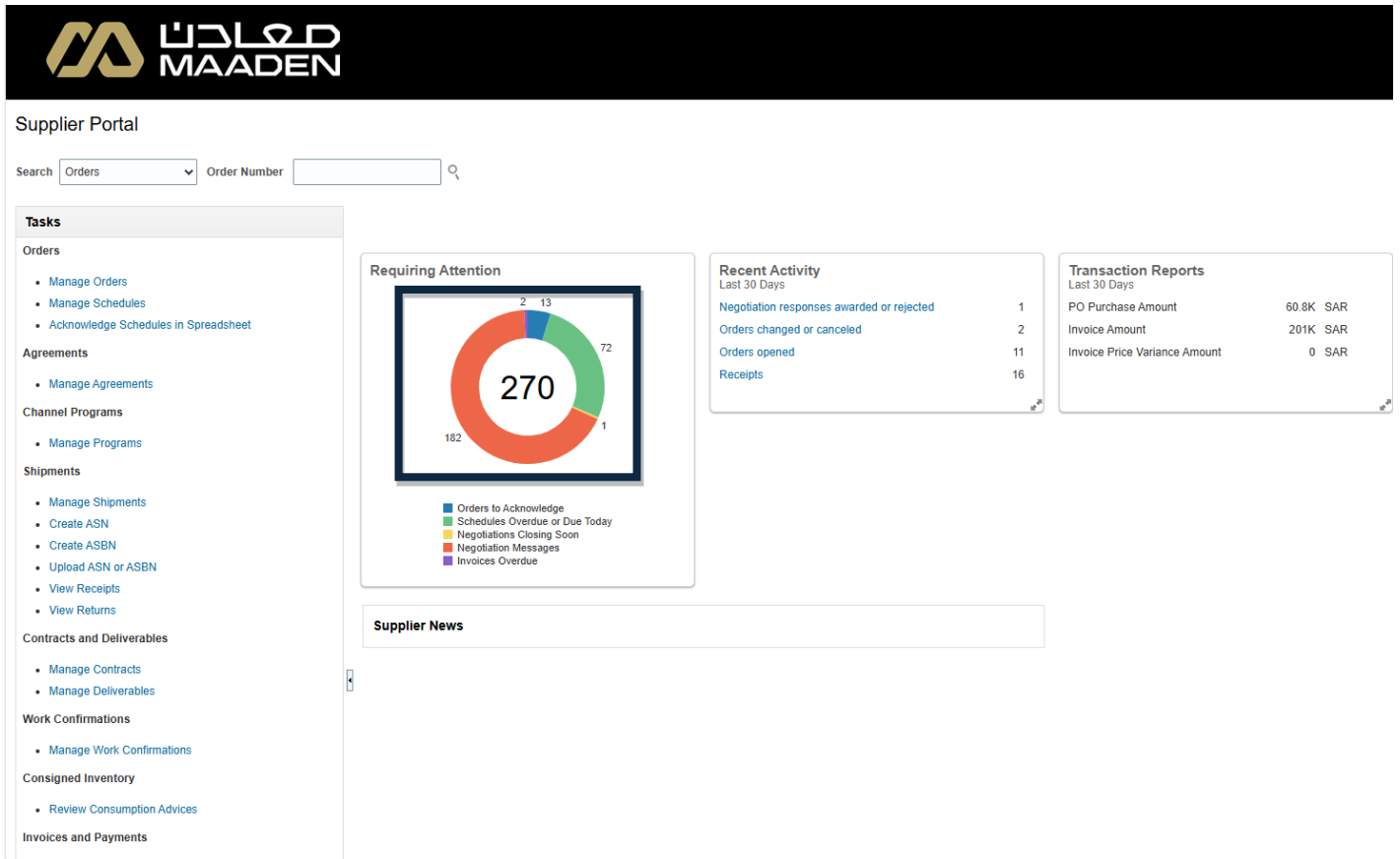


**Acknowledge the Purchase Order**

1. Click, "Supplier Portal"



2. Under Requiring Attention, you can see the pending “Order to Acknowledge” and click the number which requires acknowledgement.



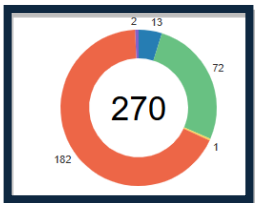
**Supplier Portal**

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
- Work Confirmations
  - Manage Work Confirmations
- Consigned Inventory
  - Review Consumption Advices
- Invoices and Payments

**Requiring Attention**



270

- Orders to Acknowledge: 182
- Schedules Overdue or Due Today: 72
- Negotiations Closing Soon: 2
- Negotiation Messages: 13
- Invoices Overdue: 1

**Recent Activity**  
Last 30 Days

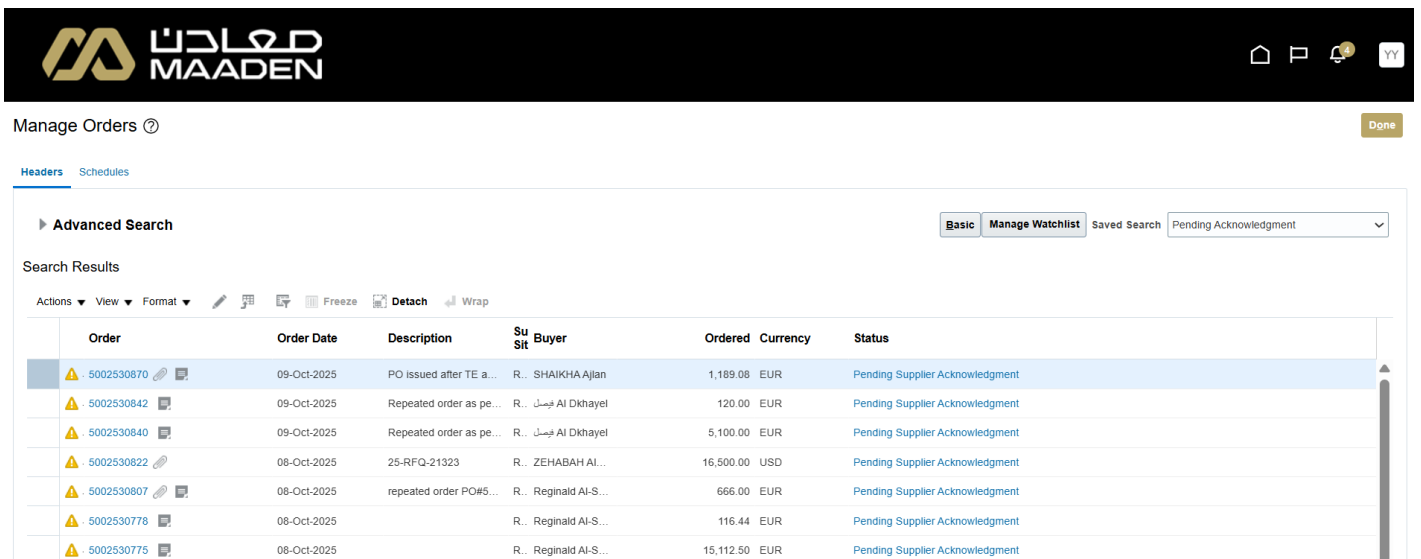
Negotiation responses awarded or rejected	1
Orders changed or canceled	2
Orders opened	11
Receipts	16

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	60.8K SAR
Invoice Amount	201K SAR
Invoice Price Variance Amount	0 SAR

**Supplier News**

3. Select the required PO to be acknowledged



**Manage Orders** Done

Headers Schedules


Advanced Search Basic Manage Watchlist Saved Search Pending Acknowledgment

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Su Sit Buyer	Ordered	Currency	Status
5002530670	09-Oct-2025	PO issued after TE a...	R... SHAIKHA Ajjan	1,189.08	EUR	Pending Supplier Acknowledgment
5002530842	09-Oct-2025	Repeated order as pe...	R... ZEHAJAYEI	120.00	EUR	Pending Supplier Acknowledgment
5002530840	09-Oct-2025	Repeated order as pe...	R... ZEHAJAYEI	5,100.00	EUR	Pending Supplier Acknowledgment
5002530822	08-Oct-2025	25-RFQ-21323	R... ZEHAJAYEI	16,500.00	USD	Pending Supplier Acknowledgment
5002530807	08-Oct-2025	repeated order PO#5...	R... REGINALD AI-S...	666.00	EUR	Pending Supplier Acknowledgment
5002530778	08-Oct-2025		R... REGINALD AI-S...	116.44	EUR	Pending Supplier Acknowledgment
5002530775	08-Oct-2025		R... REGINALD AI-S...	15,112.50	EUR	Pending Supplier Acknowledgment

4. Once PO opened “review the details and click on “Acknowledge Button”

Purchase Order: 5002531238 

**Main**

**General**

<b>Sold-to Legal Entity</b> Saudi Arabian Mining Company	<b>Supplier</b> Sulzer Saudi Pump Company limited	<b>Ordered</b> 3,375.25 EUR
<b>Bill-to BU</b> Shared Service BU	<b>Supplier Site</b> Riyadh	<b>Description</b> Repeated order as per PO#5002436552
<b>Order</b> 5002531238	<b>Supplier Contact</b> ylgbtwkkc ystfjaylud	<b>Source Agreement</b>
<b>Status</b> Pending Supplier Acknowledgment	<b>Bill-to Location</b> Accounts Payable Shared Service	<b>Supplier Order</b>
<b>Buyer</b> محمد بن علي Al Dkhayel	<b>Ship-to Location</b> MWSPC MWP Turaif MM-MRO WAREHOUSE	<b>Master Contract</b>
<b>Creation Date</b> 09-Oct-2025		

**Terms** Notes and Attachments

<b>Required Acknowledgment</b> Document and Schedule	<b>Shipping Method</b> Ocean	— Pay on receipt
<b>Acknowledgment Due Date</b> 25-Oct-2025	<b>Freight Terms</b> FCA	— Confirming order
<b>Payment Terms</b> Net 30	<b>Pick up Location</b> Finland	

5. Select as “Accept”

Acknowledge Document (Purchase Order): 5002531238

**Main**

**General**

<b>Sold-to Legal Entity</b> Saudi Arabian Mining Company	<b>Supplier</b> Sulzer Saudi Pump Company limited	<b>Ordered</b> 3,375.25 EUR
<b>Order</b> 5002531238	<b>Supplier Site</b> Riyadh	<b>Description</b> Repeated order as per PO#5002436552
<b>Status</b> Pending Supplier Acknowledgment	<b>Supplier Contact</b> ylgbtwkkc ystfjaylud	<b>Source Agreement</b>
<b>Buyer</b> محمد بن علي Al Dkhayel	<b>Bill-to Location</b> Accounts Payable Shared Service	<b>Supplier Order</b> <input type="text"/>
<b>Creation Date</b> 09-Oct-2025	<b>Ship-to Location</b> MWSPC MWP Turaif MM-MRO WAREHOUSE	<b>Communication Method</b> E-Mail
		<b>Communication Email</b> sendmail-test-discard@oracle.com
		<b>Master Contract</b>

**Terms** Notes and Attachments

<b>Required Acknowledgment</b> Document and Schedule	<b>Payment Terms</b> Net 30	— Pay on receipt
<b>Acknowledgment Due Date</b> 25-Oct-2025	<b>Shipping Method</b> Ocean	— Confirming order
<b>Acknowledgment Response</b> <input type="button" value="Accept"/>	<b>Freight Terms</b> FCA	
<b>Acknowledgment Note</b> <input type="text"/>	<b>FOB</b> Finland	

6. At line level also select as “Accept”



**Terms** Notes and Attachments

Required Acknowledgment	Document and Schedule	Payment Terms	Net 30	— Pay on receipt
Acknowledgment Due Date	25-Oct-2025	Shipping Method	Ocean	— Confirming order
Acknowledgment Response	Accept	Freight Terms	FCA	
Acknowledgment Note	<input type="text"/>	FOB	Finland	

**Additional Information**

Sourcing Type	Sole Source / OEM	Document Change Order Amount	0	CO_ID
PO Type	Normal PO	PO Expiration Date		Suggested Expiration Date
Contract duration greater than 3 years?	N	CapEx ID		PO Discount (in amount)
Change Order Change Percent	0	CDR_ID		

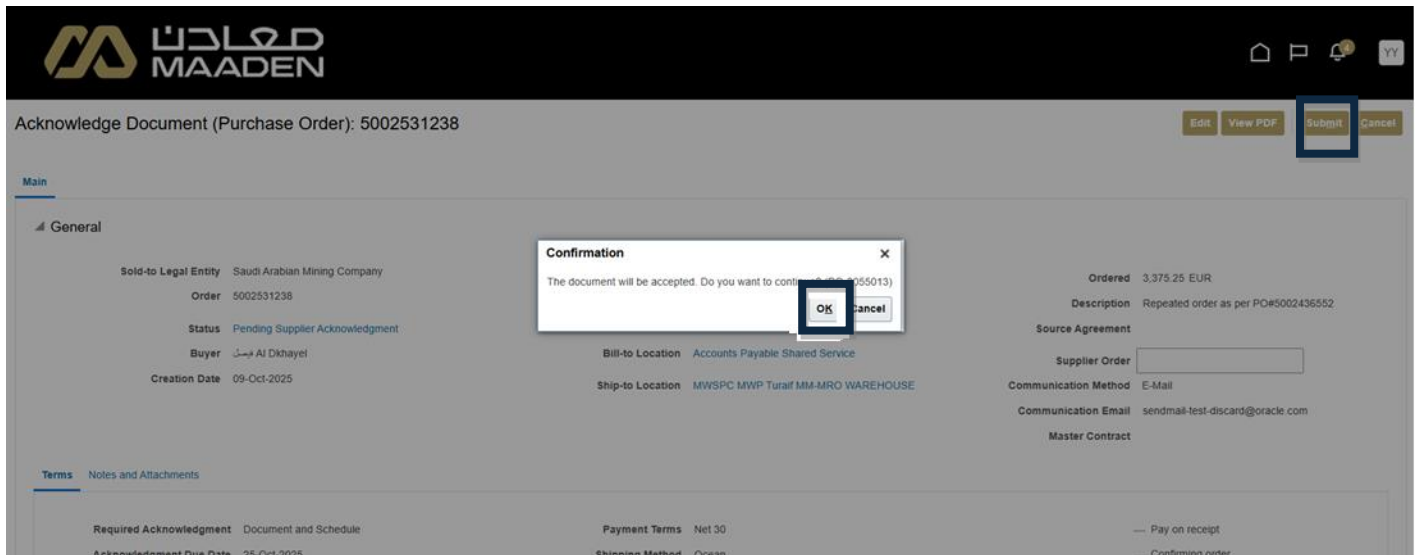
**Schedules**

Actions View Format Freeze Detach Wrap Accept Reject Response **Accept**

Line	Item	Description	Supplier Item	Quantity	UOM
1	1000419332	COVER,GUIDE SHIELD INBOARD SIDE,22/6/3 DUPLEX SS,EVAPORATOR VACUUM PUMP,PN 248A, MFR: ENSIVAL-MORET BELGIUM,EQ MODEL VRN 20,DWG.MD-512-305		1	Each

Rows Selected 1 Columns Hidden 10

7. Click on “submit” then Click on “ok”



**Acknowledge Document (Purchase Order): 5002531238**

Edit View PDF **Submit** Cancel

**Main**

**General**

Sold-to Legal Entity	Saudi Arabian Mining Company	Ordered	3,375.25 EUR
Order	5002531238	Description	Repeated order as per PO#5002436552
Status	Pending Supplier Acknowledgment	Source Agreement	
Buyer	أحمد دكحايه	Supplier Order	<input type="text"/>
Creation Date	09-Oct-2025	Communication Method	E-Mail
		Communication Email	sendmail-test-discard@oracle.com
		Master Contract	

**Confirmation**

The document will be accepted. Do you want to continue? (5002531238)

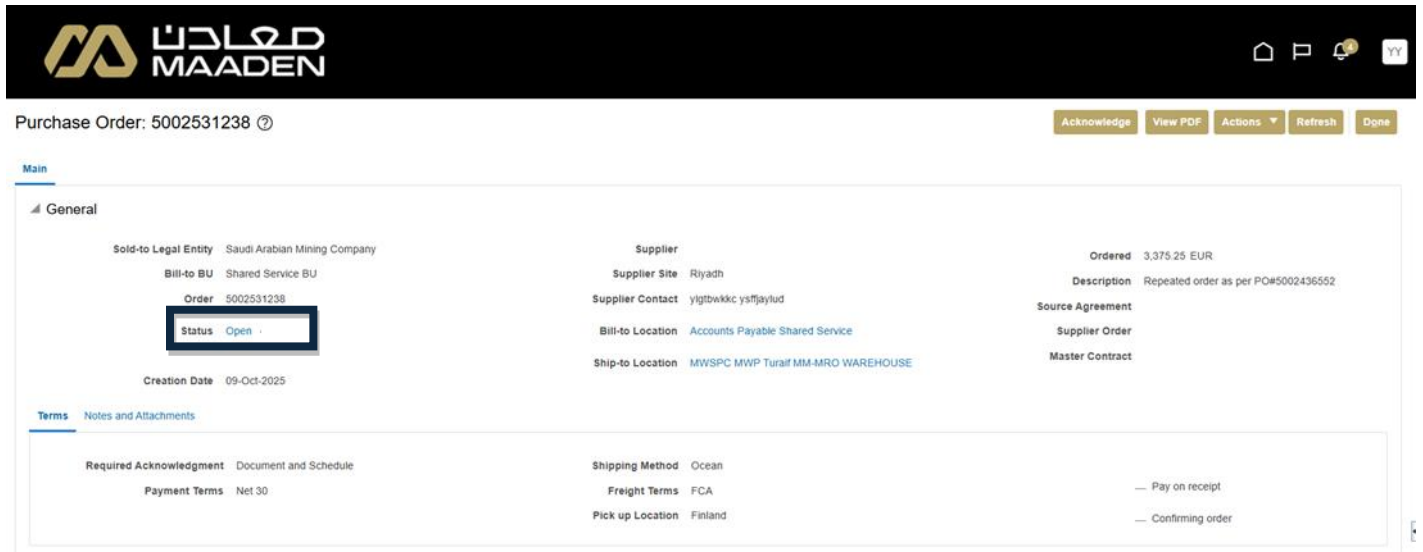
**OK** Cancel

**Terms** Notes and Attachments

Required Acknowledgment	Document and Schedule	Payment Terms	Net 30	— Pay on receipt
Acknowledgment Due Date	25-Oct-2025	Shipping Method	Ocean	— Confirming order

8.

9. The status will be changed to "OPEN"



Purchase Order: 5002531238 [?](#) Acknowledge View PDF Actions Refresh Done

**Main**

**General**

<b>Sold-to Legal Entity</b> Saudi Arabian Mining Company	<b>Supplier</b>	<b>Ordered</b> 3,375.25 EUR
<b>Bill-to BU</b> Shared Service BU	<b>Supplier Site</b> Riyadh	<b>Description</b> Repeated order as per PO#5002436552
<b>Order</b> 5002531238	<b>Supplier Contact</b> ylgitbwkkc_ystfjaylud	<b>Source Agreement</b>
<b>Status</b> Open	<b>Bill-to Location</b> Accounts Payable Shared Service	<b>Supplier Order</b>
<b>Creation Date</b> 09-Oct-2025	<b>Ship-to Location</b> MWSPC MWP Turalf MM-MRO WAREHOUSE	<b>Master Contract</b>

**Terms** [Notes and Attachments](#)

<b>Required Acknowledgment</b> Document and Schedule	<b>Shipping Method</b> Ocean	— Pay on receipt
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FCA	— Confirming order
	<b>Pick up Location</b> Finland	

Thank you