



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 respond RFQ using excel sheet	7 - 14



[Investor Relations](#) | [Join Our Team](#) | [Tourweb](#) | [العربية](#)
[Discover Us](#) | [Our Innovation](#) | [Sustainability](#) | [News & Insights](#)

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

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

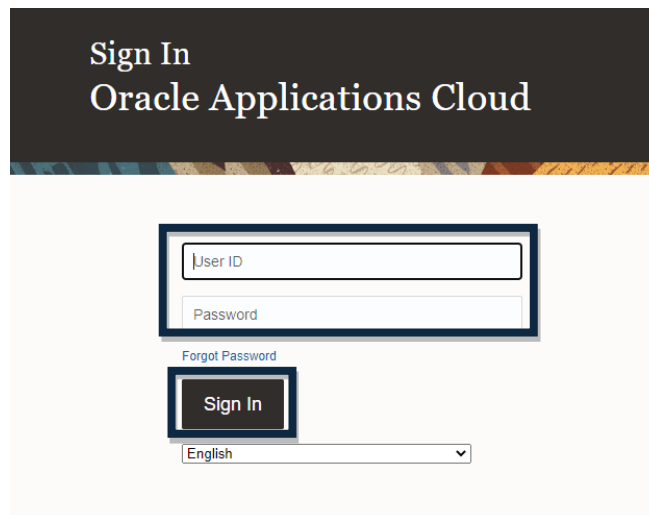
Copyright © 2020 Maaden. All Rights Reserved | Terms And Conditions | Privacy Policy

1. How to Login

Visit our website - www.maaden.com.sa

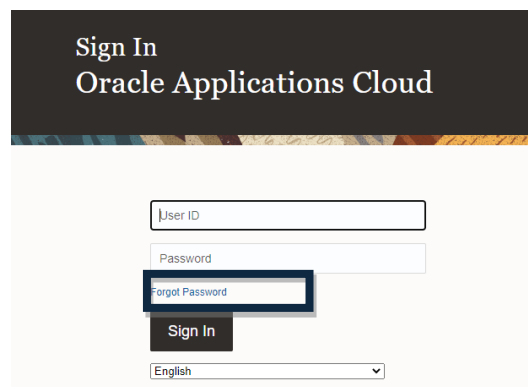
1. Click, Supplier Portal
2. Click, Sign In
3. Input your User ID and Password
4. Then, click Sign In

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

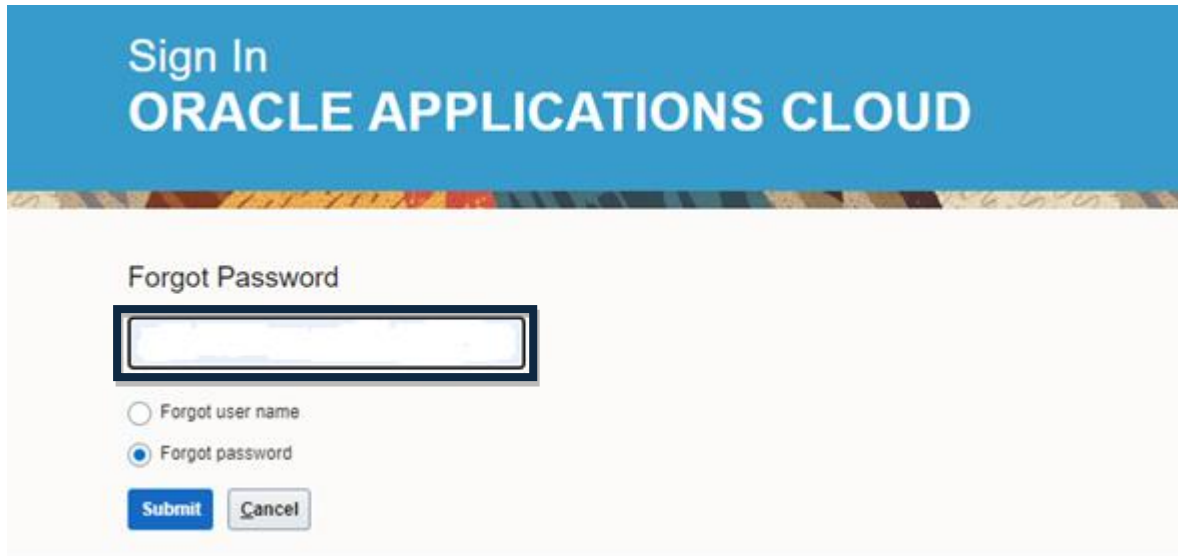


2. Login Assistance

1. Click Forget Password



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



Sign In
ORACLE APPLICATIONS CLOUD

Forgot Password

Forgot user name
 Forgot password

- 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.

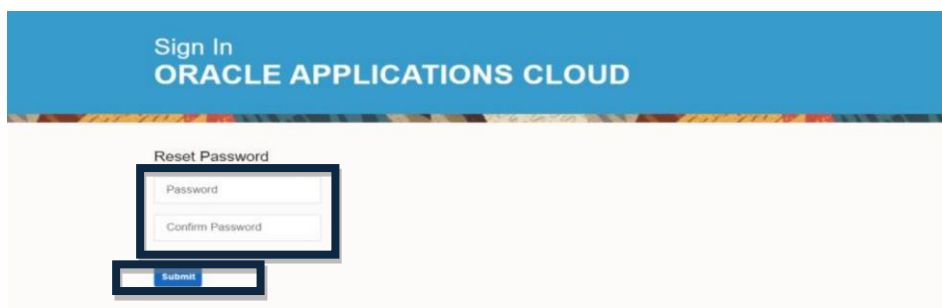
Please follow the link below to reset your password.

<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.

Thank You,
 Maaden SRM Team

- Provide New Password in the fields and click Submit



Sign In
ORACLE APPLICATIONS CLOUD

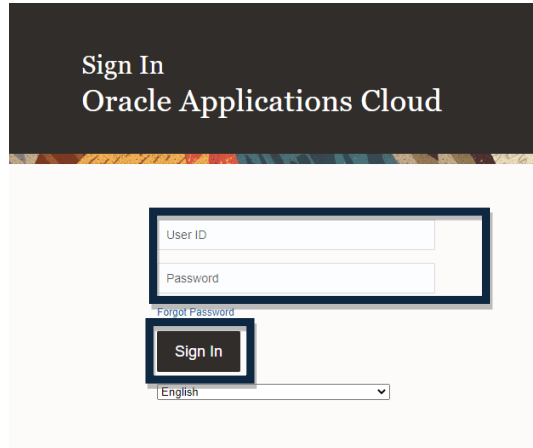
Reset Password

Password
 Confirm Password

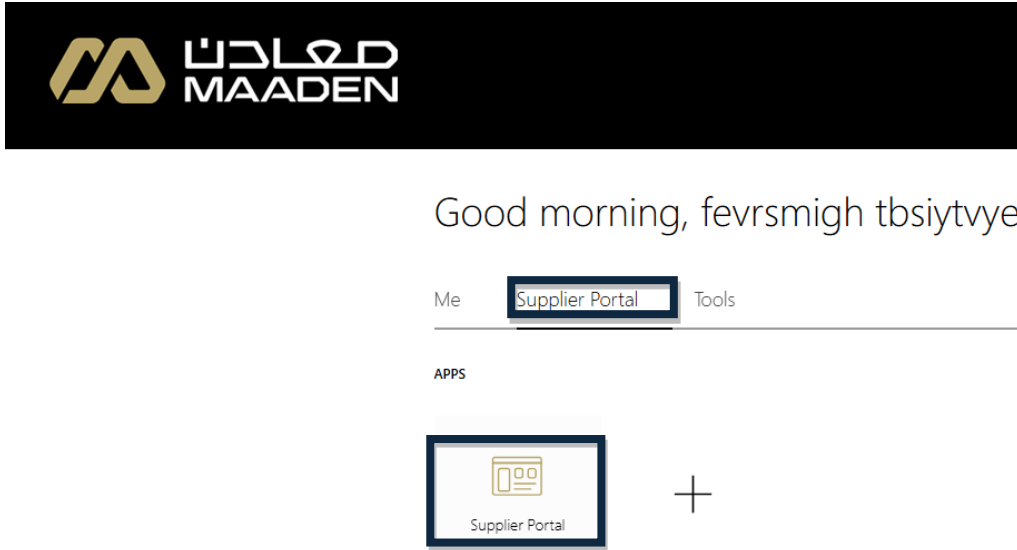
To Login:

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



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

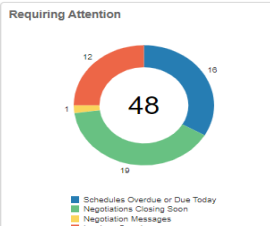
Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations**

Requiring Attention



48

- Schedules Overdue or Due Today: 12
- Negotiations Closing Soon: 16
- Negotiation Messages: 1
- Invoices Overdue: 19

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

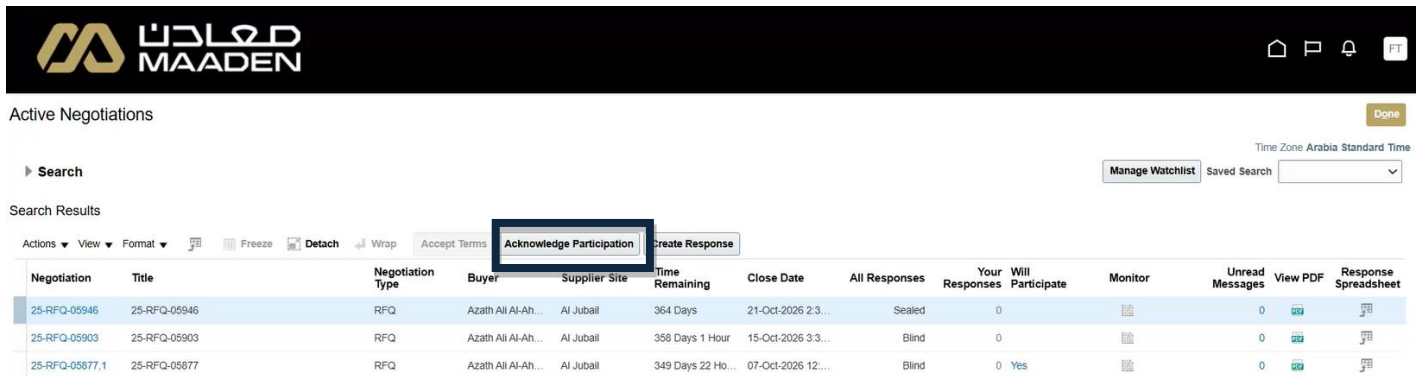
- Manage Questionnaires
- View Qualifications

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”.



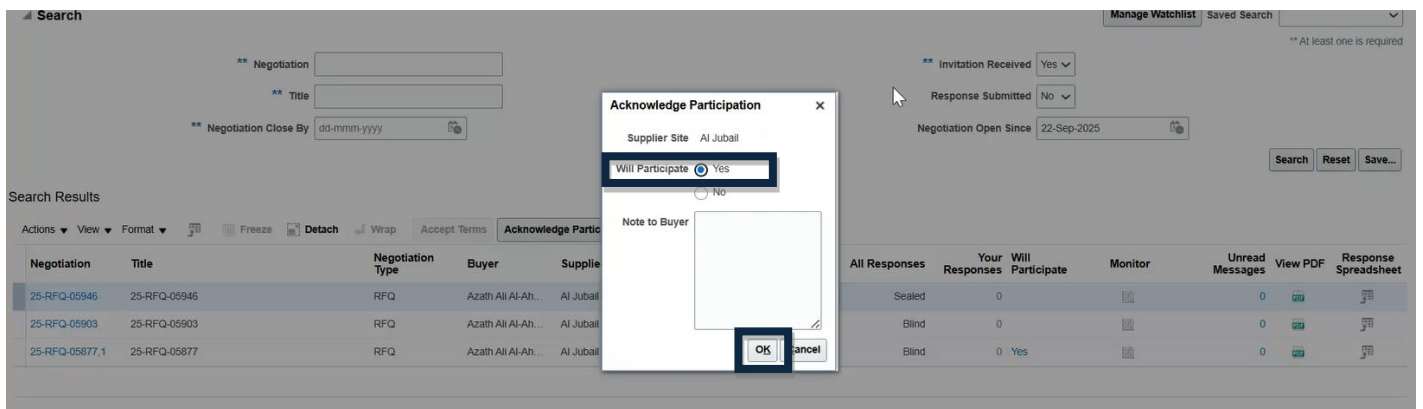
Active Negotiations

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.

C. 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-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. Fill up the required details as shown below and click on “Respond by Spreadsheet”.



1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 267786): Overview ?

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 358 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

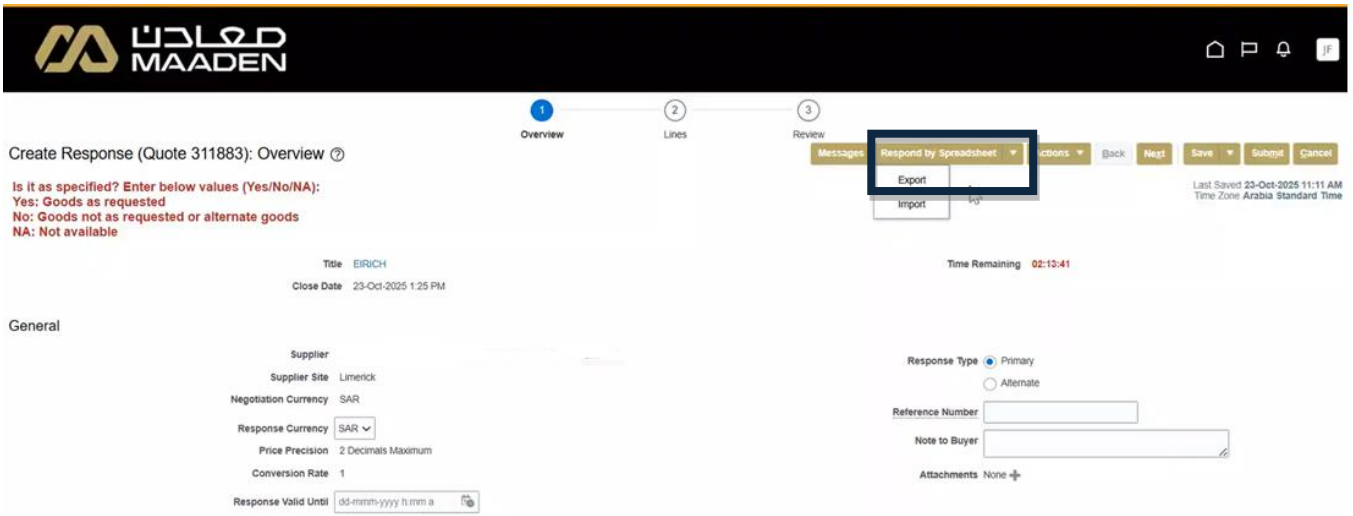
Response Type Primary Alternate
 Reference Number
 Note to Buyer
 Attachments None

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

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

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

Select Export



Create Response (Quote 311883): Overview

Is it as specified? Enter below values (Yes/No/NA):
 Yes: Goods as requested
 No: Goods not as requested or alternate goods
 NA: Not available

Time Remaining: 02:13:41

General

Title: EIRICH
 Close Date: 23-Oct-2025 1:25 PM

Supplier: Limerick
 Supplier Site: Limerick
 Negotiation Currency: SAR
 Response Currency: SAR
 Price Precision: 2 Decimals Maximum
 Conversion Rate: 1
 Response Valid Until: dd-mm-yyyy h:mm a

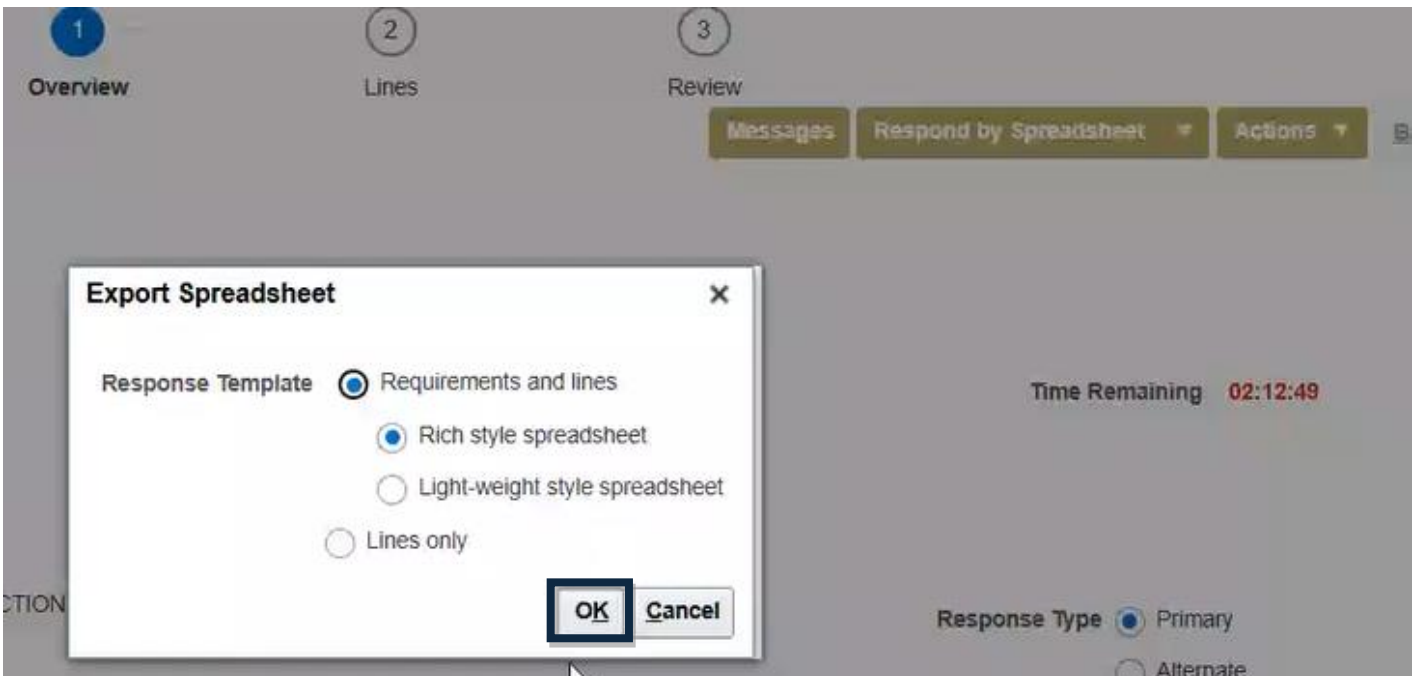
Response Type: Primary
 Alternate

Reference Number:
 Note to Buyer:
 Attachments: None

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

You can select Lines only.

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



Export Spreadsheet

Response Template


- Requirements and lines
- Rich style spreadsheet
- Light-weight style spreadsheet
- Lines only

OK Cancel

Time Remaining: 02:12:49

Response Type: Primary
 Alternate

Today

 Negotiation23-RFQ-04172-Response

Extract the file and open with Excel

Name

Type



Negotiation23-RFQ-04172-Response

XML File

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

General

Lines (1 - 1)

General spreadsheet

MFR PWRC

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

General

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

Reference Number

Note to Buyer

Last Downloaded **25-03-2023 19:20**

Enter the required details in the General section.

General

Lines (1 - 1)

Then select Lines sheet

MFR PWRC

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

Lines

 Response Amount (SAR)

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

Last Downloaded 25-03-2023 19:20

Enter Response price

Promised delivery date

Note to buyer, if any

MFR PWRC

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

Lines

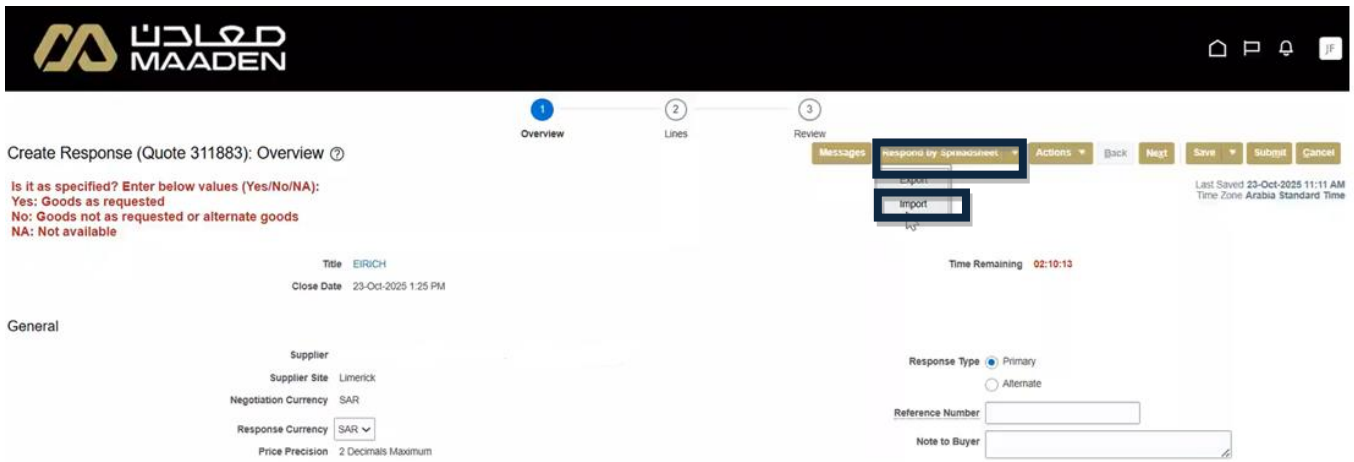
 Response Amount (SAR)

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

Last Downloaded 25-03-2023 19:20

Once all the required details are entered then save

Click on Response by spreadsheet (dropdown list)



Select Import

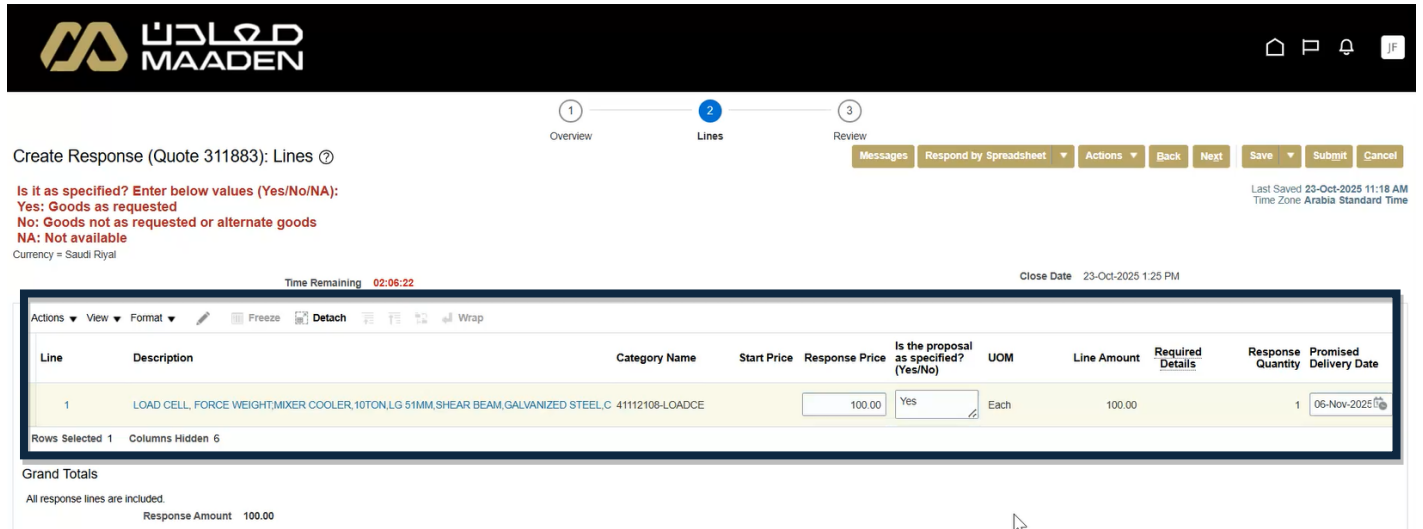


Choose the Response file which is saved and click on OK

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

Response price is updated

Promised delivery date is updated



MAADEN Home, Notifications, JF

1 Overview 2 **Lines** 3 Review

Create Response (Quote 311883): Lines Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

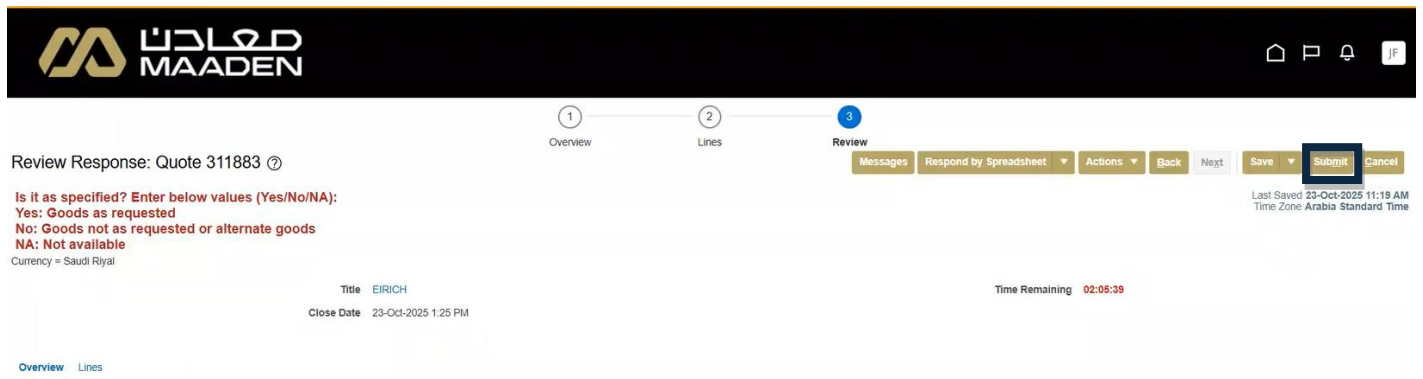
Is it as specified? Enter below values (Yes/No/NA):
 Yes: Goods as requested
 No: Goods not as requested or alternate goods
 NA: Not available
 Currency = Saudi Riyal Last Saved 23-Oct-2025 11:18 AM Time Zone Arabia Standard Time

Time Remaining 02:06:22 Close Date 23-Oct-2025 1:25 PM

Line	Description	Category Name	Start Price	Response Price	Is the proposal as specified? (Yes/No)	UOM	Line Amount	Required Details	Response Quantity	Promised Delivery Date
1	LOAD CELL, FORCE WEIGHT,MIXER COOLER,10TON,LG 51MM,SHEAR BEAM,GALVANIZED STEEL,C	41112108-LOADCE		100.00	Yes	Each	100.00		1	06-Nov-2025

Grand Totals
 All response lines are included.
 Response Amount 100.00

Click Next to review and submit



MAADEN Home, Notifications, JF

1 Overview 2 Lines 3 **Review**

Review Response: Quote 311883 Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Is it as specified? Enter below values (Yes/No/NA):
 Yes: Goods as requested
 No: Goods not as requested or alternate goods
 NA: Not available
 Currency = Saudi Riyal Last Saved 23-Oct-2025 11:19 AM Time Zone Arabia Standard Time

Title EIRICH Time Remaining 02:06:39
 Close Date 23-Oct-2025 1:25 PM

Overview Lines

Response to the negotiation was submitted.



MAADEN Home, Notifications, JF

Active Negotiations Done

Confirmation

Response 311883 to negotiation 25-RFQ-22928 was submitted. We'll notify you by email.

OK

Search Manage Watchlist Saved Search Time Zone Arabia Standard Time

** At least one is required