



# Saudi Arabian Mining Company (MAADEN)

Cloud Supplier Portal User Manual  
How to Update Company Profile



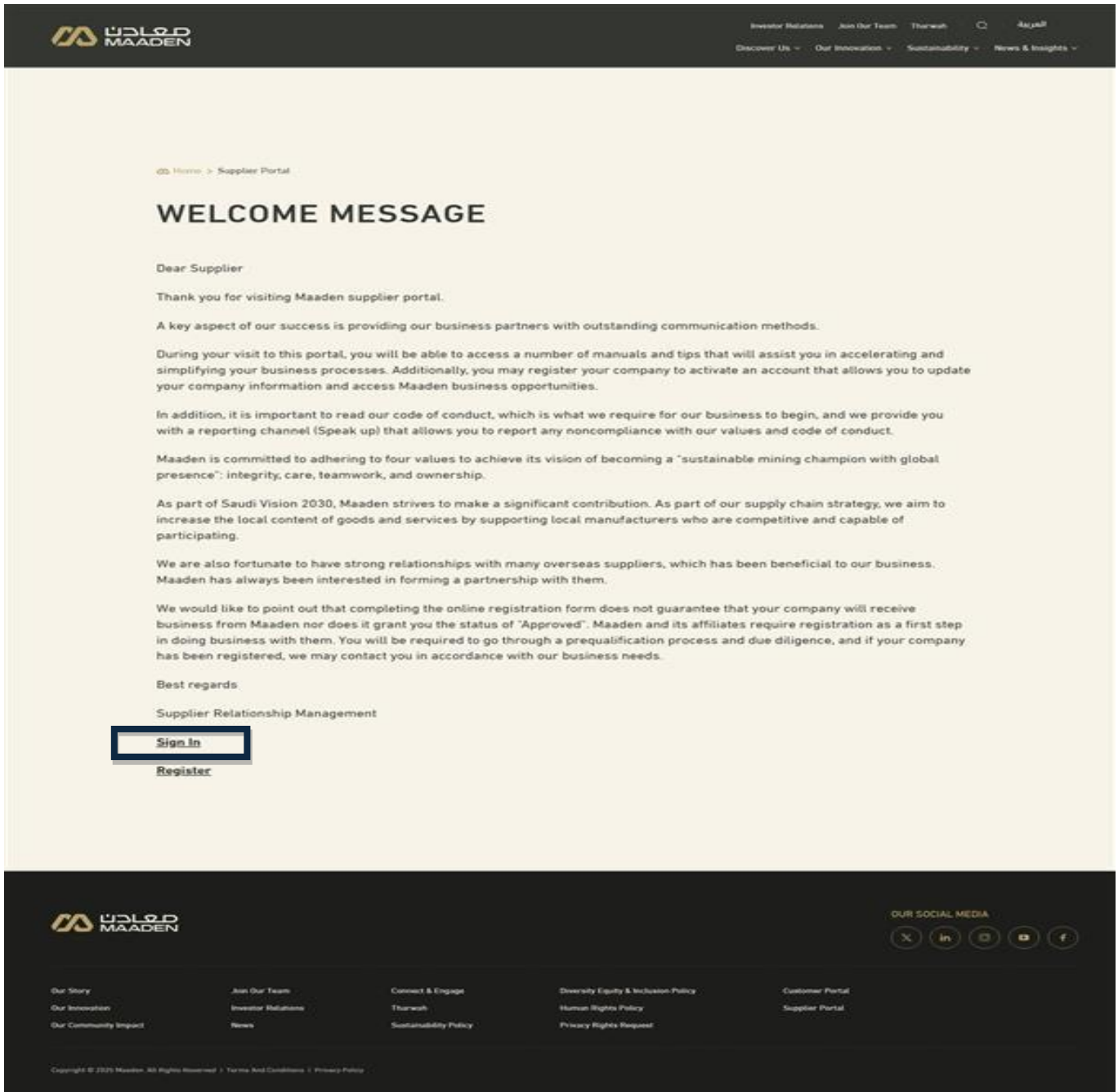
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## 1. How to Login

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

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



The screenshot shows the Maaden Supplier Portal's welcome message. At the top, there is a navigation bar with the Maaden logo and Arabic text 'مادن' on the left, and links for 'Investor Relations', 'Join Our Team', 'Thought', and 'الرئيسية' on the right. Below the navigation bar, the breadcrumb trail reads 'Home > Supplier Portal'. The main heading is 'WELCOME MESSAGE'. The text is as follows:

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,

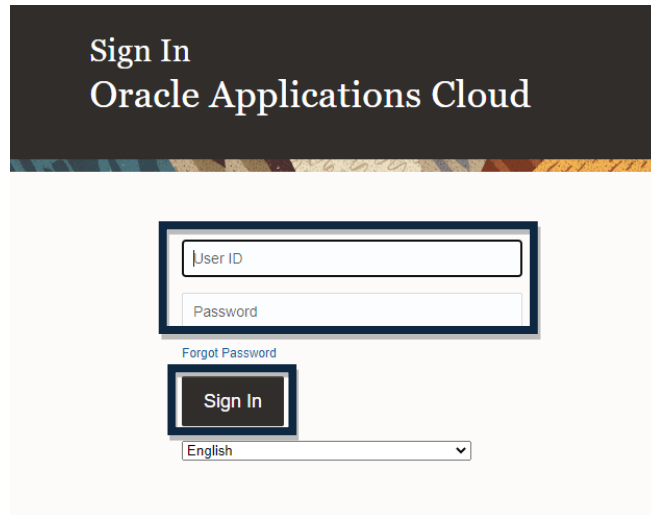
Supplier Relationship Management

**Sign In**

[Register](#)

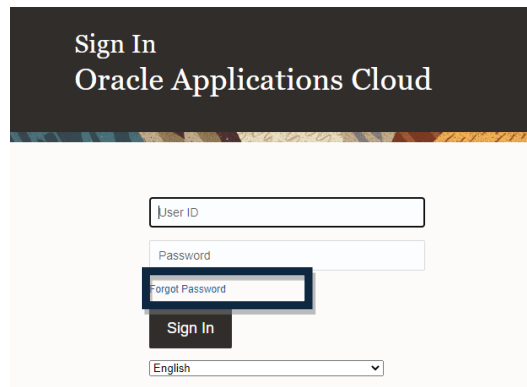
The footer contains the Maaden logo and Arabic text 'مادن' on the left, and 'OUR SOCIAL MEDIA' with icons for X, LinkedIn, YouTube, Instagram, and Facebook on the right. Below this is a grid of links: 'Our Story', 'Join Our Team', 'Contact & Engage', 'Diversity Equity & Inclusion Policy', 'Customer Portal'; 'Our Innovation', 'Investor Relations', 'Thought', 'Human Rights Policy', 'Supplier Portal'; 'Our Community Impact', 'News', 'Sustainability Policy', 'Privacy Rights Request'. At the bottom left, it says 'Copyright © 2025 Maaden. All Rights Reserved | Terms And Conditions | Privacy Policy'.

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

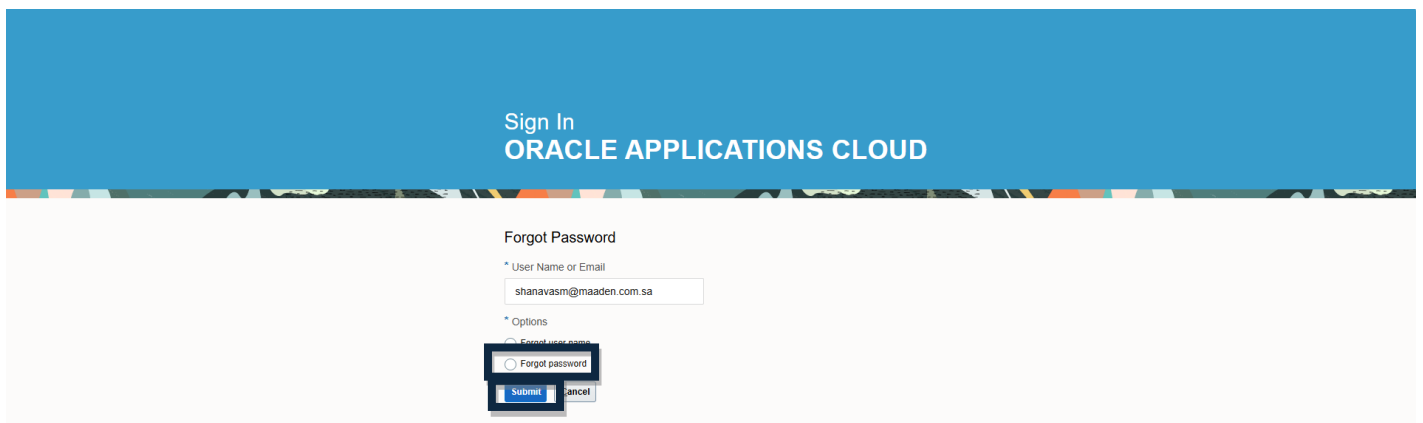


## 2. Login Assistance

1. Click Forget Password



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



3. Then you will receive an email from OracleCloud@maaden.com.sa with subject “Maaden Cloud Applications-Password Reset Information” Please check your email.

4. Open the email that you received and click on the link to reset your password, below is a screenshot of the email sample.

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

Dear <Supplier Contact Name>,

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

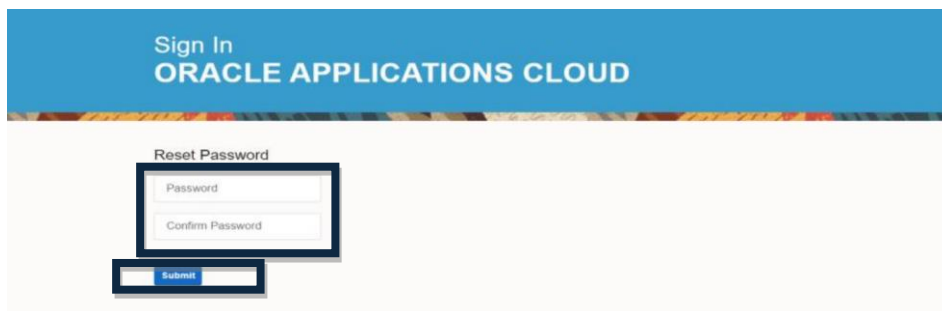
Please follow the link below to reset your password.

<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

5. Provide New Password in the fields and click Submit

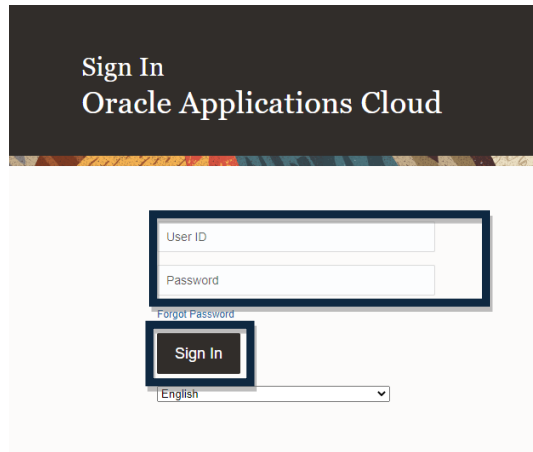


The screenshot shows the Oracle Applications Cloud Sign In page. At the top, there is a blue header with the text "Sign In ORACLE APPLICATIONS CLOUD". Below the header, there is a "Reset Password" form. The form contains two input fields: "Password" and "Confirm Password". Below these fields is a "Submit" button. The form is highlighted with a blue border.

### To Login:

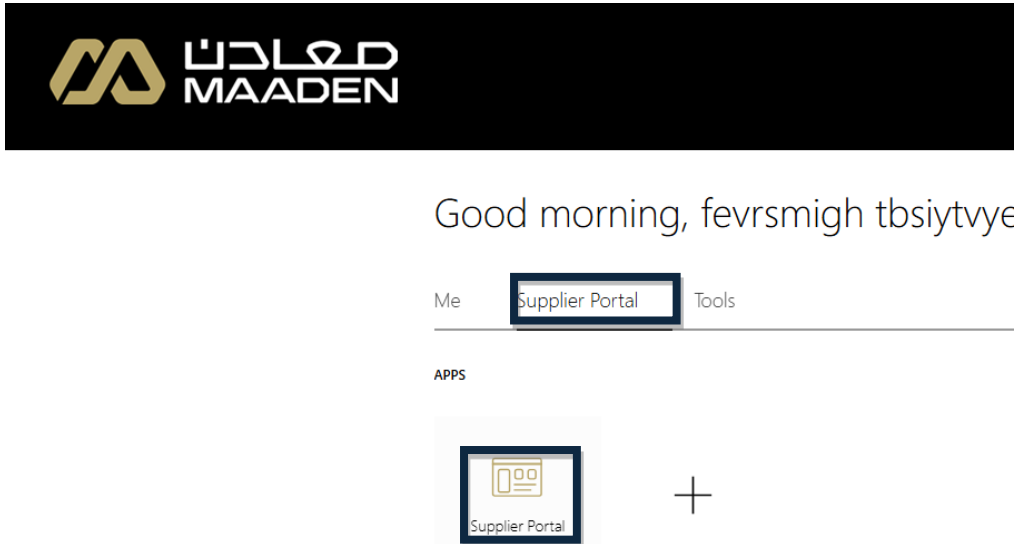
Visit our website - [www.maden.com.sa](http://www.maden.com.sa)

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



### 3. How to “Manage Profile”

1. Click, “Supplier Portal”



## 2. Under Tasks - Company Profile click “Manage Profile”

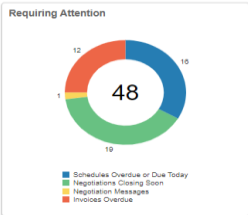
Supplier Portal

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 Advises
- Invoices and Payments**
  - Create Invoice
  - View Invoices
  - View Payments
- Negotiations**
  - View Active Negotiations
  - Manage Responses

**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**

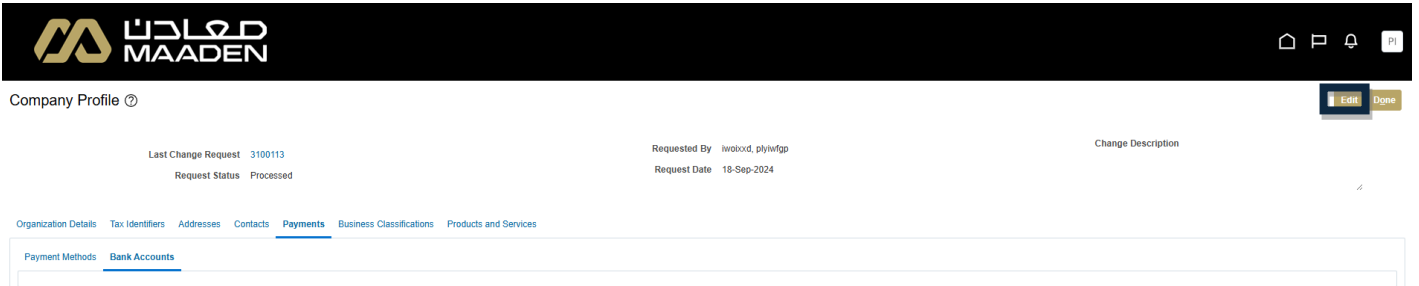
**Qualifications**

- Manage Questionnaires
- View Qualifications

**Company Profile**

- Manage Profile**

## 4. Click, “Edit”



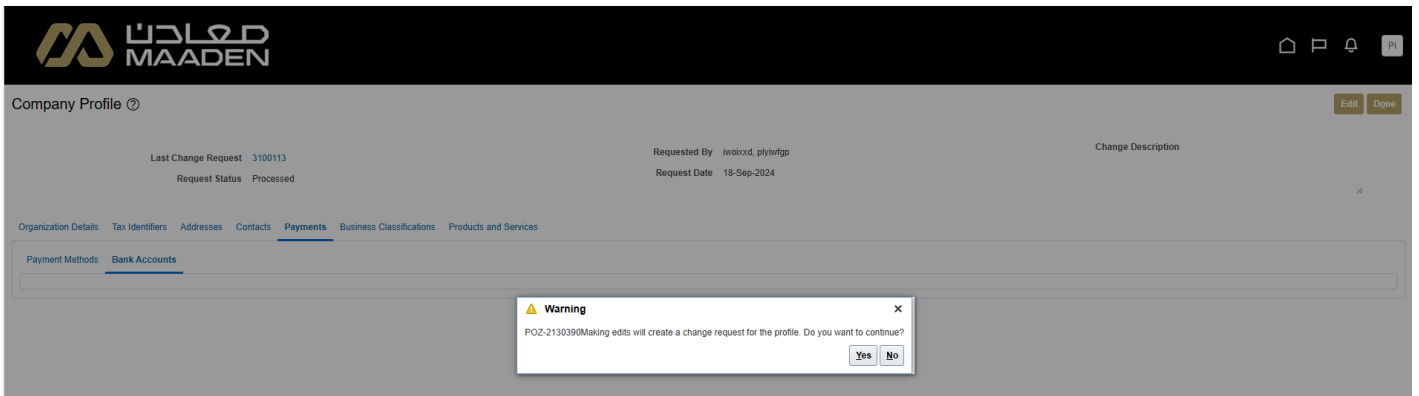
Company Profile

Last Change Request 3100113 Requested By iwqixd,plywfgp Change Description  
Request Status Processed Request Date 18-Sep-2024

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

## 5. Warning will pop-up. Click “Yes” to continue



Company Profile

Last Change Request 3100113 Requested By iwqixd,plywfgp Change Description  
Request Status Processed Request Date 18-Sep-2024

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

**Warning**

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

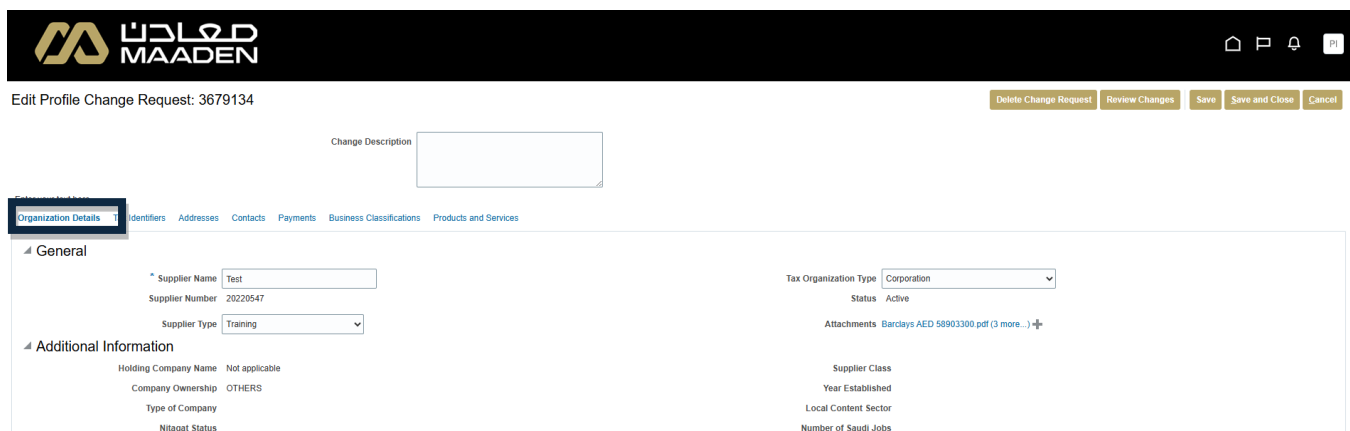


You can start updating your company profile

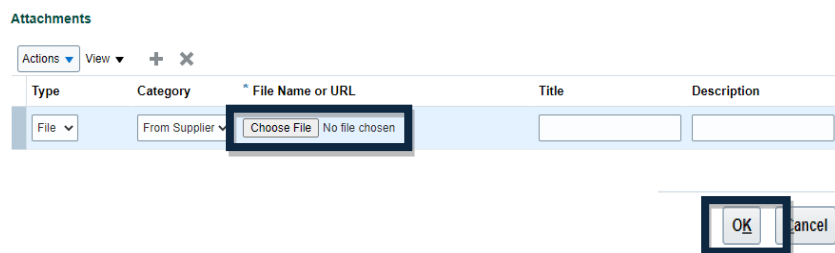
#### 4. How to update “Organization Details”

In this section you can edit the general information of your company, as well as attach your required documents.

- To add documents, in Attachment, click “+”, where you can attach your necessary documents.
  - Example - Bank Account Certificate, Brochures, Company Request Letter, etc.



- Click “Choose File” attached the document.
- Then Click “OK”



#### 5. How to update “Tax Identifiers”.

In this section you can edit your Income Tax and Transaction Tax. For KSA Suppliers this is mandatory to update.

Enter your text here

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

Income Tax

Taxpayer Country Saudi Arabia

Taxpayer ID 3000678615

Federal reportable

Federal Income Tax Type

State reportable

Tax Reporting Name Ernst & Young Co.

Name Control

Verification Date 22-Aug-2017

Use withholding tax

Withholding Tax Group

Transaction Tax

Tax Country Saudi Arabia

Tax Registration Number 300067861500003

Tax Registration Type VAT

Attached copy of “VAT Certificate”, to be attached in “Organization Details” – Attachment

In this section you can Add / Edit / Inactive the user account.

## 6. How to update “Contacts”.

### A. To Add User Account

1. Click “+” add button.

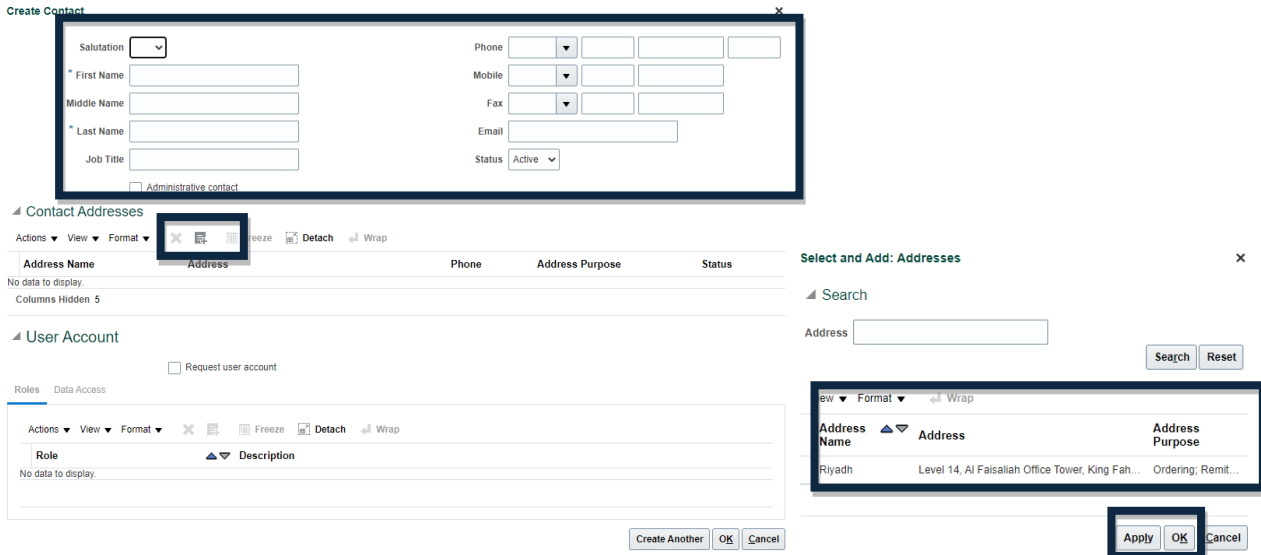
Enter your text here

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format **+** Status Active Freeze Detach Wrap

Salutation	Name	First Name	Middle Name	Last Name	Job Title	Email	Phone
	Fahad						

2. Fill out necessary information. \*(Mandatory)
3. Click “Select and add” button.
4. Add “Site address” for the user account.
5. Click “Apply”, then “OK”



**Create Contact**

Salutation: [Dropdown]  
 \* First Name: [Text Field]  
 Middle Name: [Text Field]  
 \* Last Name: [Text Field]  
 Job Title: [Text Field]  
 Administrative contact:   
 Phone: [Text Field]  
 Mobile: [Text Field]  
 Fax: [Text Field]  
 Email: [Text Field]  
 Status: Active [Dropdown]

**Contact Addresses**

Address Name | Address | Phone | Address Purpose | Status

**Select and Add: Addresses**

Search: [Text Field] [Search] [Reset]

Address Name | Address | Address Purpose

Riyadh | Level 14, Al Faisaliah Office Tower, King Fah... | Ordering; Remit...

Apply [OK] Cancel

**User Account**

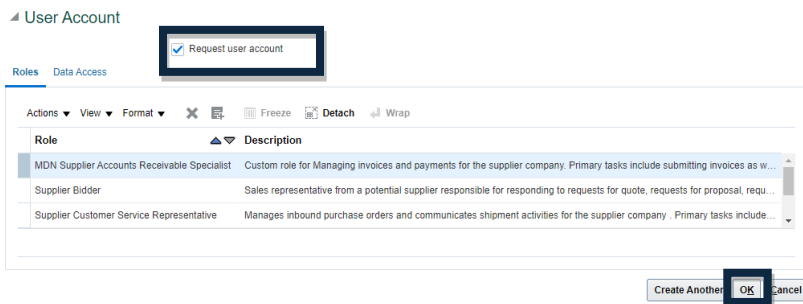
Request user account:

Role | Description

No data to display.

Create Another [OK] Cancel

6. Thick “Request user account”
7. Choose User Roles, click “Select and Add” button
8. Click “OK” to create the new user account.



**User Account**

Request user account:

Role | Description

MDN Supplier Accounts Receivable Specialist | Custom role for Managing invoices and payments for the supplier company. Primary tasks include submitting invoices as w...

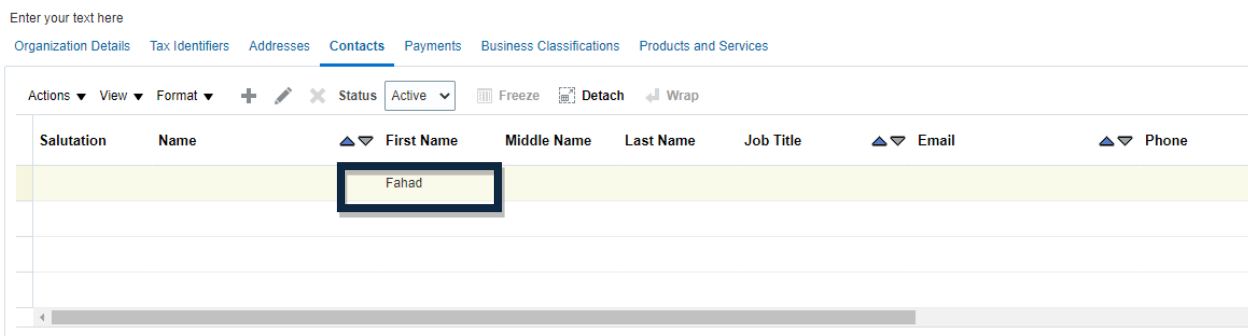
Supplier Bidder | Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...

Supplier Customer Service Representative | Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...

Create Another [OK] Cancel

## B. To Inactive User Account

1. In the list of active user accounts, click the user account you desire to Inactivate.



Enter your text here

Organization Details | Tax Identifiers | Addresses | **Contacts** | Payments | Business Classifications | Products and Services

Actions | View | Format | + | [Edit] | [Delete] | Status: Active [Dropdown] | [Freeze] | [Detach] | [Wrap]

Salutation	Name	First Name	Middle Name	Last Name	Job Title	Email	Phone
	Fahad						

2. Go to Status, click dropdown list and select “Inactive”
3. Then, click “OK” user account will be inactive.

**Edit Contact: Fahad Al Saud**


Salutation

\* First Name

Middle Name

^ Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

Active

Inactive

**Contact Addresses**

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Riyadh	Level 14,		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

**User Account**

Account Status

User Name

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
MDN Supplier Accounts Receivable Specialist	Custom role for Managing invoices and payments for the supplier company. Primary tasks include submitting invoices as w...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...

OK Cancel

## 6. How to update “Payment”.

In this section you can add, edit, and deactivate your bank account.

### A. To Add New Bank Account

#### 1. Click “Bank Accounts”

Enter your text here

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

In the "Organization Details" section, please attach the document related to your bank account information.  
In "Create Bank Account" page, please include the address name in the description field for which bank account is associated

Payment Methods **Bank Accounts**

Actions View Format + Freeze Detach Wrap

Default	Payment Method	From Date	To Date
<input checked="" type="checkbox"/>	Wire	03-Dec-2021	dd-mmm-yyyy
<input type="checkbox"/>	Check	02-Oct-2008	dd-mmm-yyyy
<input type="checkbox"/>	Electronic	02-Oct-2008	dd-mmm-yyyy
<input type="checkbox"/>	JPM EFT Payment Method	01-Feb-2022	dd-mmm-yyyy
<input type="checkbox"/>	JPM Paper Payment Method	01-Jun-2022	dd-mmm-yyyy
<input type="checkbox"/>	Outsourced Check	02-Oct-2008	dd-mmm-yyyy

#### 2. Click “+” select and add button. Or click “Action” and click “Select and Add”.

Enter your text here

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

In the "Organization Details" section, please attach the document related to your bank account information.  
In "Create Bank Account" page, please include the address name in the description field for which bank account is associated

Payment Methods **Bank Accounts**

Actions View Format + ✎ ✕ 🔄 Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Primary	From Assignment Date	Assignment Inactive On	Account Name	BIC	Ba
<input checked="" type="checkbox"/>	SA4445000000...	SA444500000154006662001	SAR	SABB (SAUDI BRITISH BANK)	<input type="checkbox"/>	01-Jan-1951	dd-mmm-yyyy	SABB (SAUDI B...	SABBSARI	334

#### 3. Fill out necessary information. \*(Mandatory)

Note: IBAN No. must also reflect in Account Number for applicable country.

#### 4. Then, click “OK”.

**Create Bank Account**

Enter account number or IBAN unless account number is marked as required.

\* Country

Account Number

Bank Name

Bank Branch

Allow international payments

From Date 03-Jan-2023

Inactive On dd-mmm-yyyy

IBAN

Currency

**Additional Information**

Account Name

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

Create Another  Cancel

1. Attach the latest copy of “Bank Certificate” issued by your corresponding bank with required signature and stamp.
2. Official Company Letter request for adding the new bank account, must be duly signed by your authorized company signatory with stamp, attached copy of CR or Certificate of incorporation along with company letter request.

Note: Beneficiary name must be exactly same as your Company Name.

Please attached the required documents in Organization Details “Attachment

#### A. To Inactivate Bank Account


1. In the list Active of “Bank Accounts”, click the account no. you desire to Inactivate.

Enter your text here

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

In the "Organization Details" section, please attach the document related to your bank account information.  
In "Create Bank Account" page, please include the address name in the description field for which bank account is associated

Payment Methods **Bank Accounts**

Actions View Format  Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Assignment Inactive On	Account Name	BIC	Ba
<input checked="" type="checkbox"/>	4445000000	SA44450000015400662001	SAR	SABB (SAUDI BRITISH BANK)	01-Jan-1951	dd-mmm-yyy	SABB (SAUDI B...	SABBSARI	33:
<input type="checkbox"/>	41930900137		USD	BANQUE SAUDI FRANSI	01-Jan-1951	11-Apr-2022	BANQUE SAUD...	BSFRSARI	00:

2. Go to “Inactive on”, select the Date you desire to Inactivate the bank account.

Click “OK”, the account will be Inactive on the date you have selected

**Edit Bank Account SA4445000**

Enter account number or IBAN unless account number is marked as required.

\* Country Saudi Arabia

Account Number SA4445000

Bank Name SABB (SAUDI BRITISH BANK)

Bank Branch RIYADH

Allow international payments

From Date 01-Jan-1951

Inactive On dd-mmm-yyyy

IBAN SA444500

Currency SAR

**Additional Information**

Account Name SABB (SAUDI BRITISH BANK)

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

**OK** Cancel

#### 8. How to update “Business Classification”.

In this section it is Mandatory requirement to add and update your company business certificates.

##### A. To add your certificate.

1. Click (+), add the classification. \*(Mandatory)
2. Select the document Classification from dropdown list.

3. “Certifying Agency”, from dropdown menu select “Other”
4. “Other Certifying Agency”, Input the agency who issued the certificate.
5. “Certificate”, Input the certificate name
6. “Start Date”, Select the date of issue of the certificate.
7. “Expiration Date”, Select the expiration date of the certificate.
8. Attachment, click “+” to attach the latest copy of the certificate.

Enter your text here

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
<input type="text" value=""/> <ul style="list-style-type: none"> <li>Any Additional Certificate</li> <li>Chamber of Commerce Registration Certificate</li> <li>Commercial Registration Certificate/ Certificate of Incorporation</li> <li>GOSI Insurance Certificate</li> <li>Quality Management System Certificate</li> <li>Saudization Certificate</li> <li>Zakath Certificate (Saudi Arabia based Company)</li> </ul>	Current	Other	Riyadh Chamber of ...	COC	dd-mm-yyy	dd-mm-yyy	None +			
	Current	Other	General Organizatio...	GOSI		dd-mm-yyy				
	Current	Other				dd-mm-yyy				
	Current	Other				dd-mm-yyy				
	Current	Other				04-Apr-2023				

Columns Hidden 1

## B. To update the expired certificate.

1. From the list of Business Classification, select the certification you desire to update
2. Change the expiration date.
3. In Attachments, click (+) button, add the latest copy of certificates. Do not remove the previous/old certificate.

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Chamber of Commerce Registration Certificate	Current	Other	Riyadh Chamber of ...	COC		dd-mm-yyy	OC.pdf +		Fahad Al Saud	24-Jan-2022
GOSI Insurance Certificate	Current	Other	General Organizatio...	GOSI		dd-mm-yyy	GOSI Certf. valid up to 6.7.1		Fahad Al Saud	24-Jan-2022
Saudization Certificate	Current	Other	Ministry of Labor an...	Saudization		dd-mm-yyy	SaudiCertificate 11-04-1443		Fahad Al Saud	24-Jan-2022
Zakath Certificate (Saudi Arabia based Company)	Current	Other	General Authority fo...			dd-mm-yyy	EYSA ZAKAT Final Certificat		Fahad Al Saud	24-Jan-2022
Commercial Registration Certificate/ Certificate of Incorporation	Current	Other	Ministry Of Commer...	1010383821	21-Jul-2013	04-Apr-2023	CR COPY EY +		Fahad Al Saud	29-Mar-2022

Columns Hidden 1

## 9. How to update “Products and Services”

This section is “Mandatory” requirement to select and add the category of your company products and services.

1. Click “” select and add button

Enter your text here

[Organization Details](#)
[Tax Identifiers](#)
[Addresses](#)
[Contacts](#)
[Payments](#)
[Business Classifications](#)
[Products and Services](#)

Actions ▾ View ▾ Format ▾   Freeze  Detach  Wrap

Category Name

No data to display.

2. Select the categories by clicking the expanded button “▶” choose the right category of your company products and services.
3. Once, you have chosen the right category Thick to select “”
4. Then click “Apply” then “OK” to add the selected categories in your Products and Services.

Select and Add: Products and Services Categories ×

Search  
 Category Name  Description 
Search Reset

View ▾ Format ▾  Freeze  Detach     Wrap

Select	Category Name	Description
<input type="checkbox"/>	▶ Material	Material
<input type="checkbox"/>	▶ Services	Services

Columns Hidden 1

Apply OK Cancel

Search  
 Category Name  Description 
Search Reset

View ▾ Format ▾  Freeze  Detach     Wrap

Select	Category Name	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 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
<input type="checkbox"/>	▶ General Service	General Service
<input type="checkbox"/>	▶ Editorial and Design and Graphic and Fine Art	Editorial and Design and Graphic and Fine Art Services
<input type="checkbox"/>	▶ Education and Training Services	Education and Training Services

Columns Hidden 1

Apply OK Cancel

**Required Documents:**

Attached copy of the following through “Organization Details” – Attachment.

Company Brochures / Business Activity License along with CR Copy / Cert. of incorporation Copy

**10. How to submit the “Change Request” to Maaden portal**



1. Once you complete the required update. In “Change Description” field, Input the reason of your change request.
2. Then, click “Review Changes” to review the changes you have made.

If you wish to delete the change request, click on “Delete Change Request” button.



3. Once review complete, click “Submit”



**Confirmation will appear “Your Change Request XXXXX was Submitted”**

**End**

**Thank you**