



Saudi Arabian Mining Company (MAADEN)


Cloud Supplier Portal User Manual

User Manual How to Accept Pending Change Request



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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

[X](#) | [in](#) | [id](#) | [a](#) | [f](#)

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

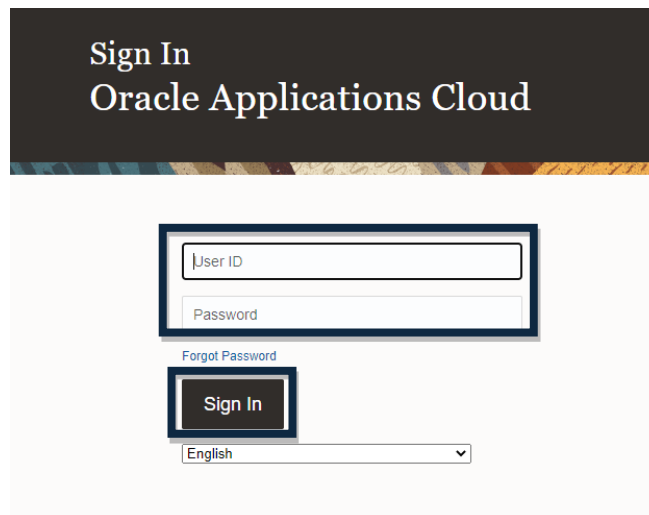
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1. How to Login

Visit our website - www.maaden.com.sa

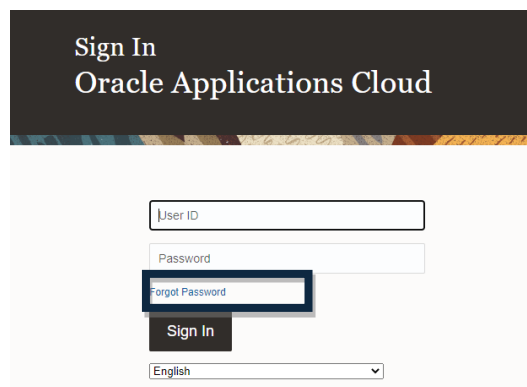
1. Click, Supplier Portal
2. Click, Sign In
3. Input your User ID and Password
4. Then, click Sign In

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

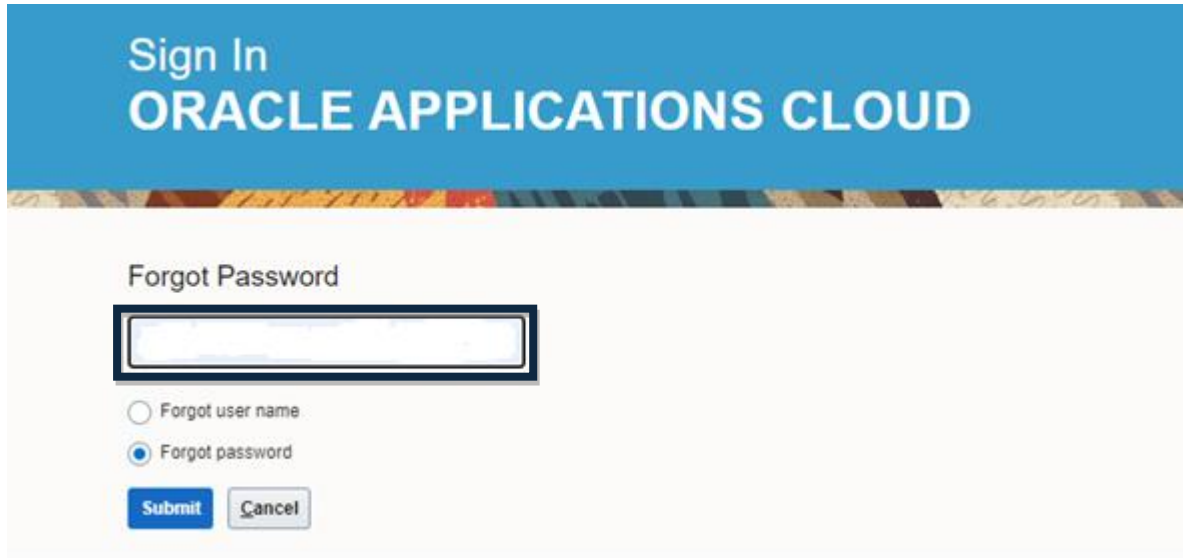


2. Login Assistance

1. Click Forget Password



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>
 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.

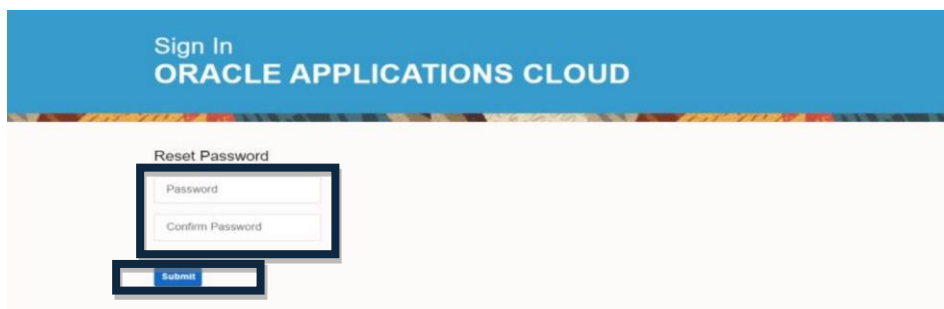
Please follow the link below to reset your password.

<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

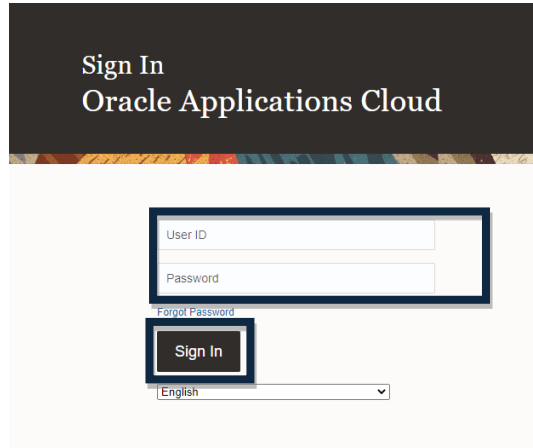
5. Provide New Password in the fields and click Submit



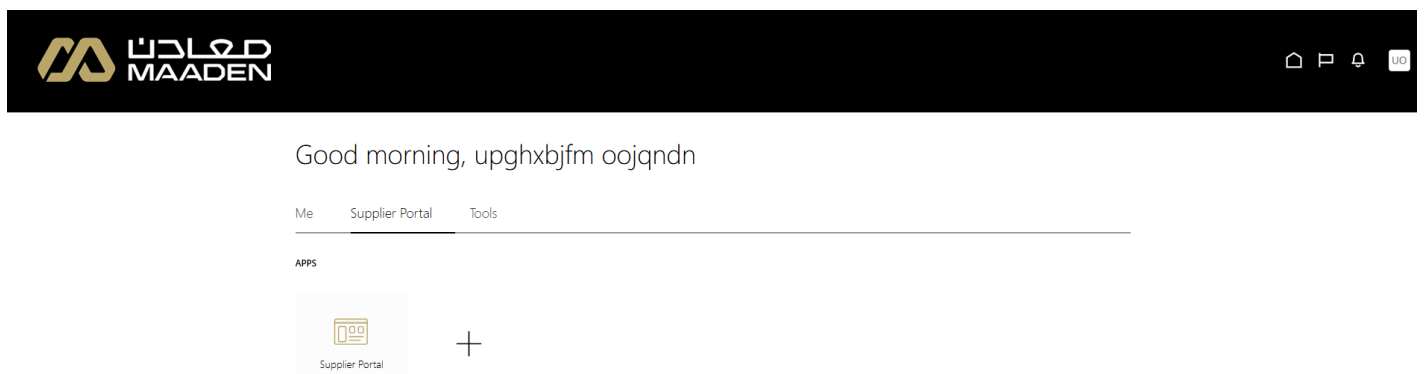
To Login:

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

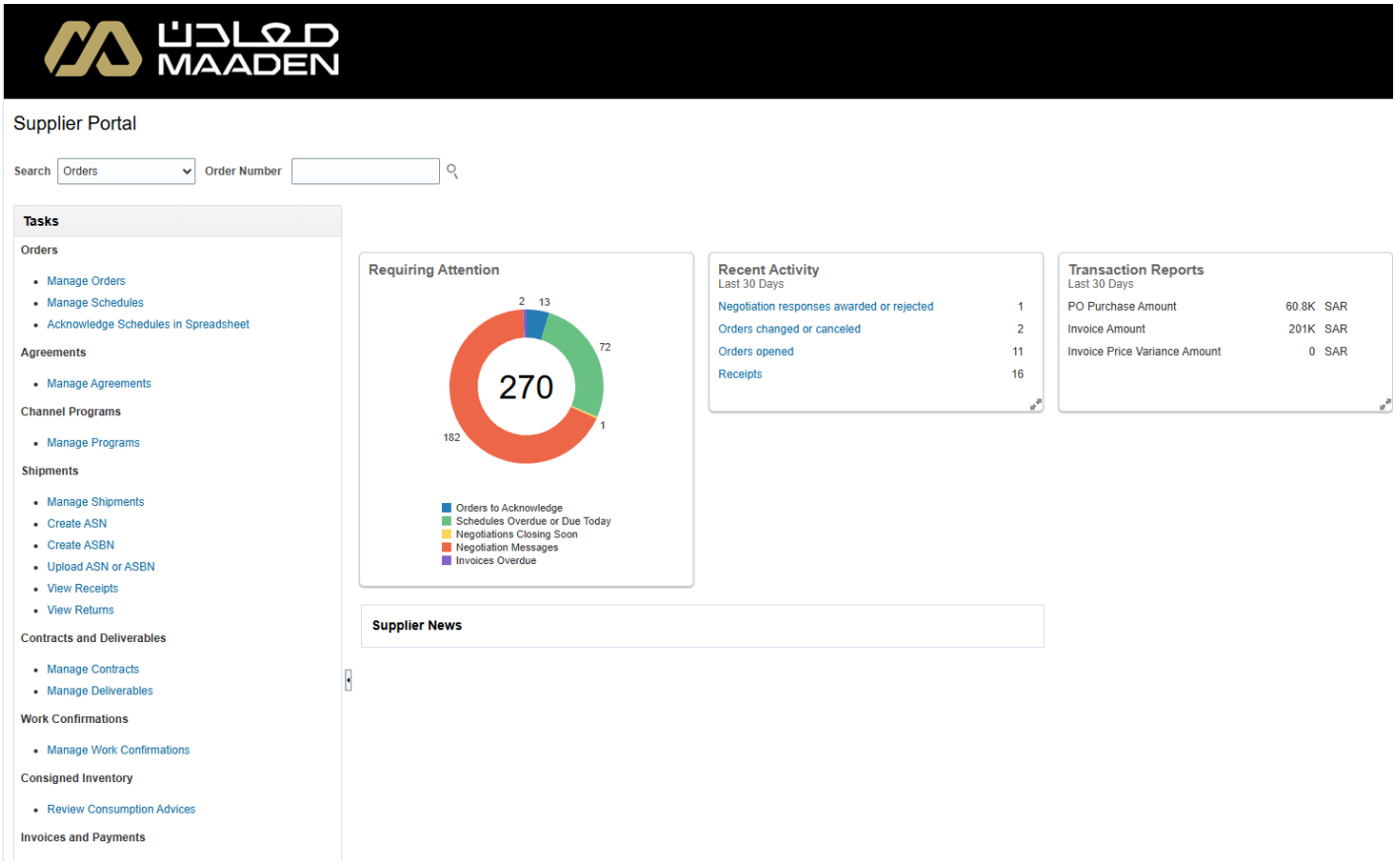
1. Click, Supplier
2. Click, Sign In
3. Input your User ID and Password
4. Then, click Sign In



1. Click, "Supplier Portal"



2. Under Tasks, Click “Manage Order”.



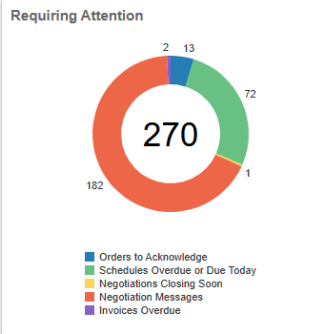
Supplier Portal

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

Requiring Attention



Category	Count
Orders to Acknowledge	2
Schedules Overdue or Due Today	13
Negotiations Closing Soon	72
Negotiation Messages	1
Invoices Overdue	162
Total	270

Recent Activity
Last 30 Days

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

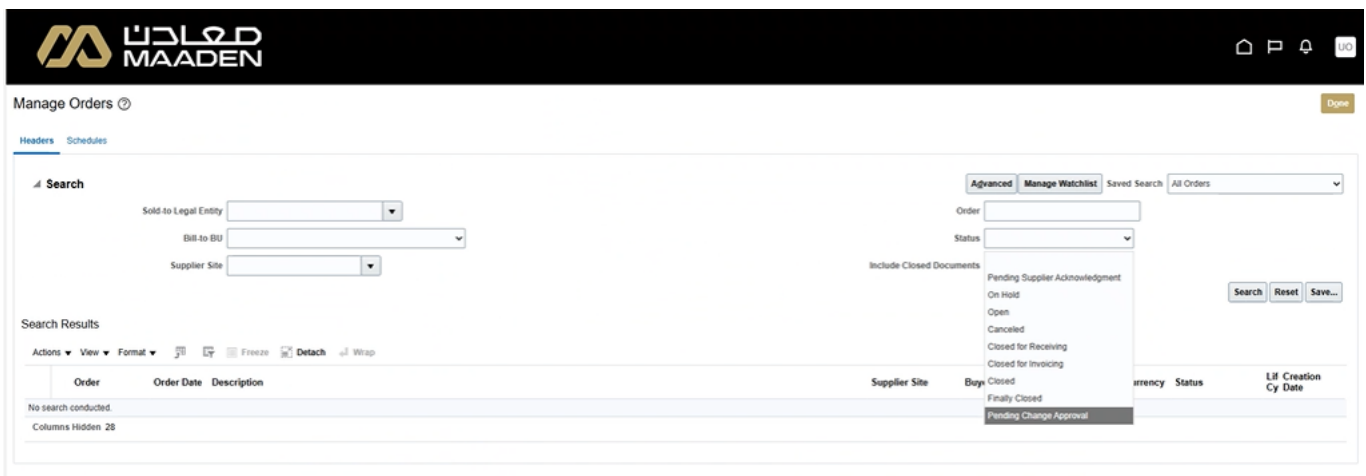
Transaction Reports
Last 30 Days

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

Supplier News

3. In Status, select “Pending Change Approval”

4. Then click “Search”.



Manage Orders

Search filters: Sold to Legal Entity, Bill to BU, Supplier Site

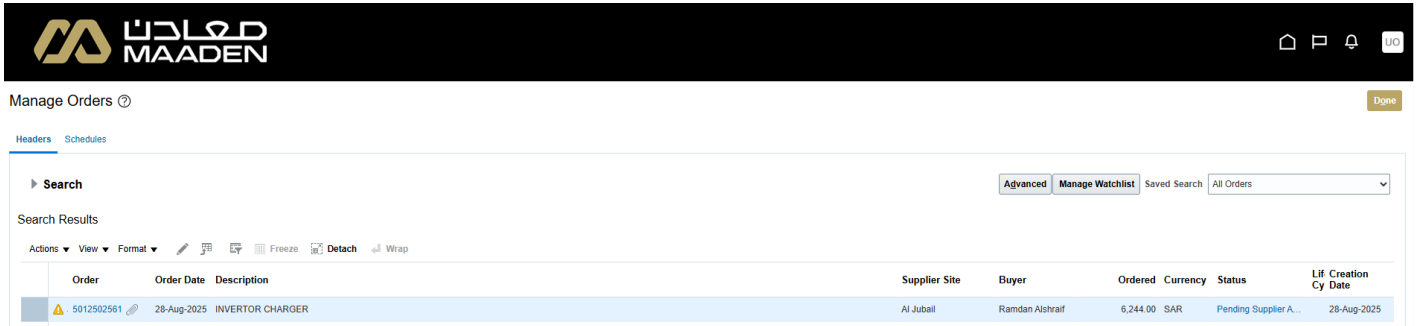
Advanced Search filters: Order, Status, Include Closed Documents

Search Results:

Order	Order Date	Description	Supplier Site	Buy	Currency	Status	LI# Creation Cy Date
No search conducted							
Columns Hidden: 28							

Dropdown menu options: Pending Supplier Acknowledgment, On Hold, Open, Canceled, Closed for Receiving, Closed for Invoicing, Closed, Finally Closed, Pending Change Approval

5. In the search result, click “Order No.” which requires acceptance of the change request.



Manage Orders 🔍 Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

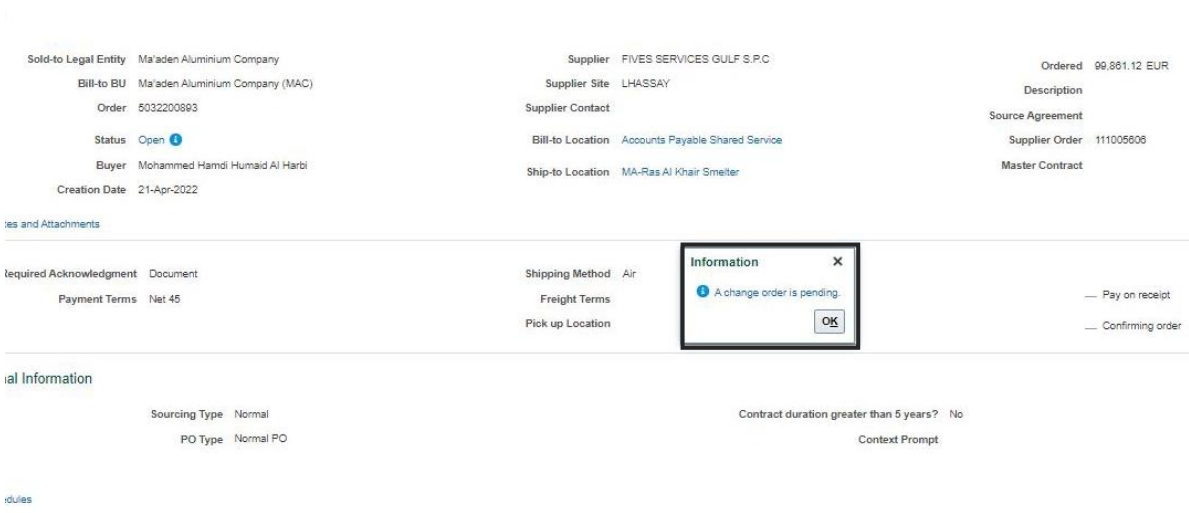
Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Lif	Creation Cy Date
5012502561	28-Aug-2025	INVERTOR CHARGER	Al Jubail	Ramdan Alshraif	6,244.00	SAR	Pending Supplier A...		28-Aug-2025

6. In the Status click the info icon “i”.

7. Information window will pop-up, click the “A change order is pending”



Sold-to Legal Entity: Ma'aden Aluminium Company
 Bill-to BU: Ma'aden Aluminium Company (MAC)
 Order: 5032200893
 Status: Open i
 Buyer: Mohammed Hamdi Humaid Al Harbi
 Creation Date: 21-Apr-2022

Supplier: FIVES SERVICES GULF S.P.C
 Supplier Site: LHASSAY
 Supplier Contact:
 Bill-to Location: Accounts Payable Shared Service
 Ship-to Location: MA-Ras Al Khair Smelter

Ordered: 99,851.12 EUR
 Description:
 Source Agreement:
 Supplier Order: 111005608
 Master Contract:

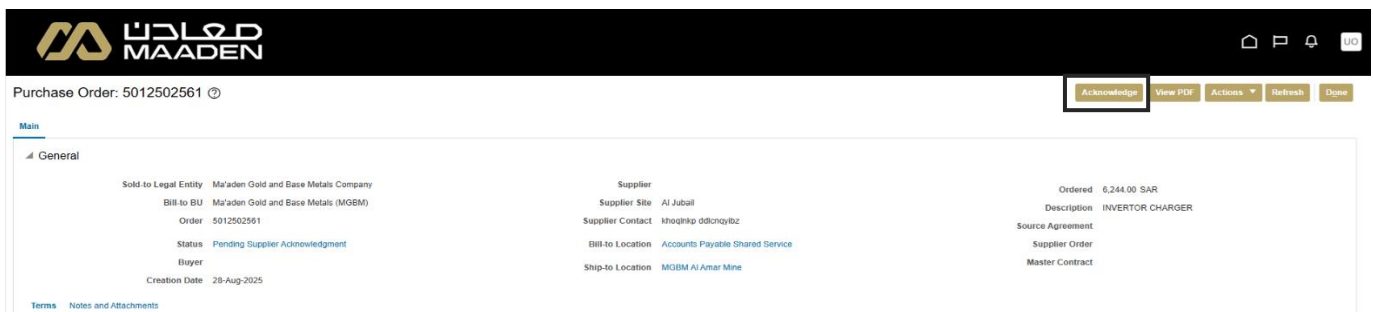
Shipping Method: Air
 Freight Terms:
 Pick up Location:

Information ✕
 A change order is pending.
 OK

Required Acknowledgment: Document
 Payment Terms: Net 45
 Shipping Method: Air
 Freight Terms:
 Pick up Location:

Additional Information:
 Sourcing Type: Normal
 PO Type: Normal PO
 Contract duration greater than 5 years?: No
 Context Prompt:

8. Click “Acknowledge”.



Purchase Order: 5012502561 🔍 Acknowledge View PDF Actions Refresh Done

Main

General

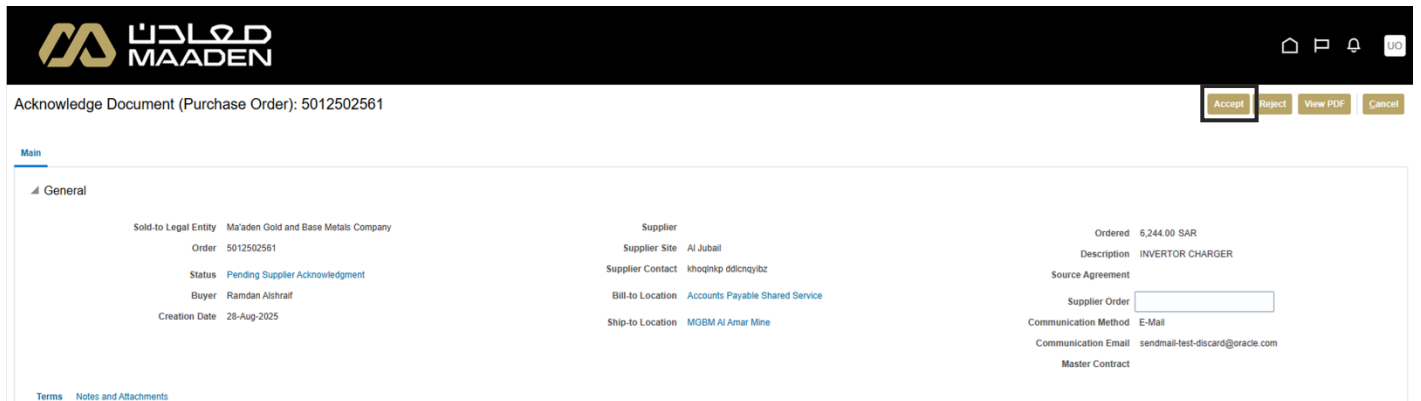
Sold-to Legal Entity: Ma'aden Gold and Base Metals Company
 Bill-to BU: Ma'aden Gold and Base Metals (MGEM)
 Order: 5012502561
 Status: Pending Supplier Acknowledgment
 Buyer:
 Creation Date: 28-Aug-2025

Supplier:
 Supplier Site: Al Jubail
 Supplier Contact: khoainp ddlnqyibz
 Bill-to Location: Accounts Payable Shared Service
 Ship-to Location: MGEM Al Amar Mine

Ordered: 6,244.00 SAR
 Description: INVERTOR CHARGER
 Source Agreement:
 Supplier Order:
 Master Contract:

Terms Notes and Attachments

11. Click “Accept” to acknowledge the PO change request. Or Click “Reject”, if the PO change request is not accepted.



Acknowledge Document (Purchase Order): 5012502561

Accept **Reject** **View PDF** **Cancel**

Main

General

Sold-to Legal Entity	Ma'aden Gold and Base Metals Company	Supplier		Ordered	6,244.00 SAR
Order	5012502561	Supplier Site	Al Jubail	Description	INVERTOR CHARGER
Status	Pending Supplier Acknowledgment	Supplier Contact	khoqinp.d@mcnyibz	Source Agreement	
Buyer	Ramdan Alshraif	Bill-to Location	Accounts Payable Shared Service	Supplier Order	<input type="text"/>
Creation Date	26-Aug-2025	Ship-to Location	MGBM Al Amar Mine	Communication Method	E-Mail
				Communication Email	sendmail-test-discard@oracle.com
				Master Contract	

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

If you click “Accept”, a warning will pop-up (The change order will be accepted), then click “OK”. The change order is accepted; the status will change to Open.

