

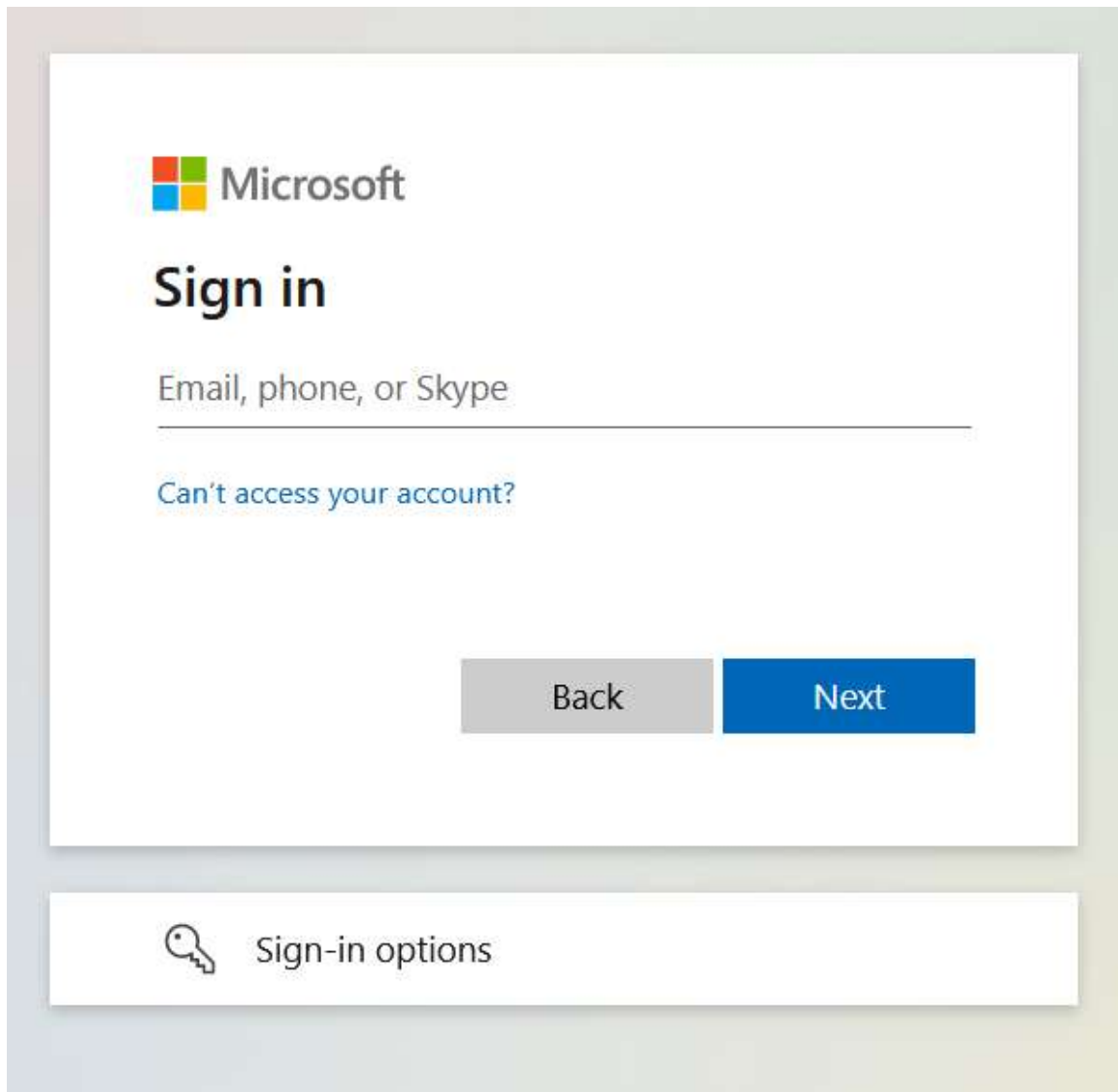
Vendor Portal

To login to Takamol vendor portal follow the following instruction

Navigate to this website: <https://takamol.operations.dynamics.com/>

For best performance use Microsoft Edge browser

1. If your username is on one of Microsoft platforms you will need only to enter your username e-mail and password to login to the portal



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom of the sign-in area, there are two buttons: a grey "Back" button and a blue "Next" button. Below the main sign-in area, there is a separate box containing a key icon and the text "Sign-in options".



← m.kamal@first-technology.org

Enter password

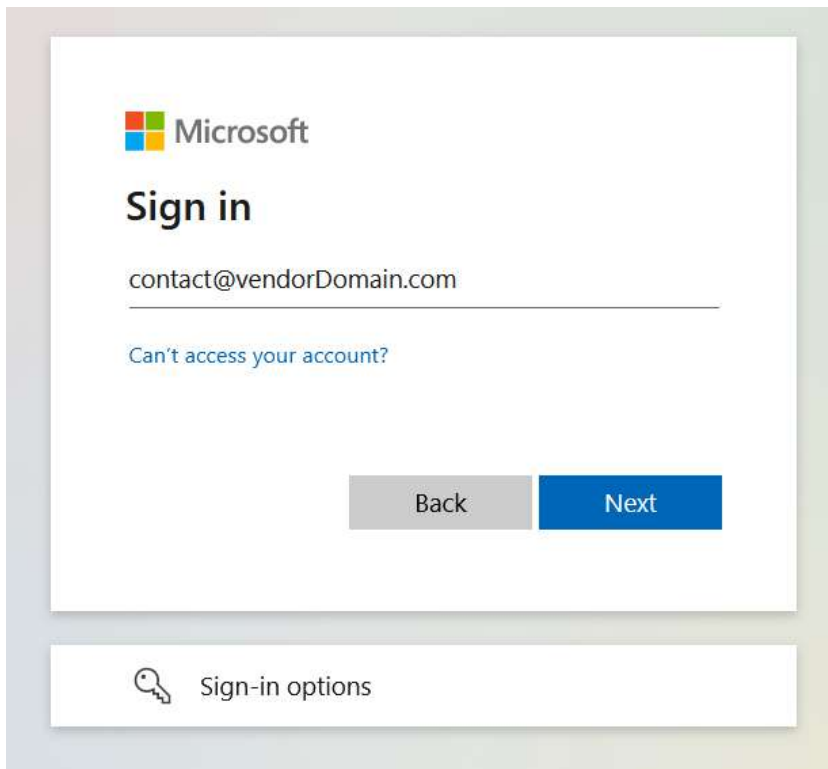
●●●●●●●●|

[Forgot my password](#)

Sign in

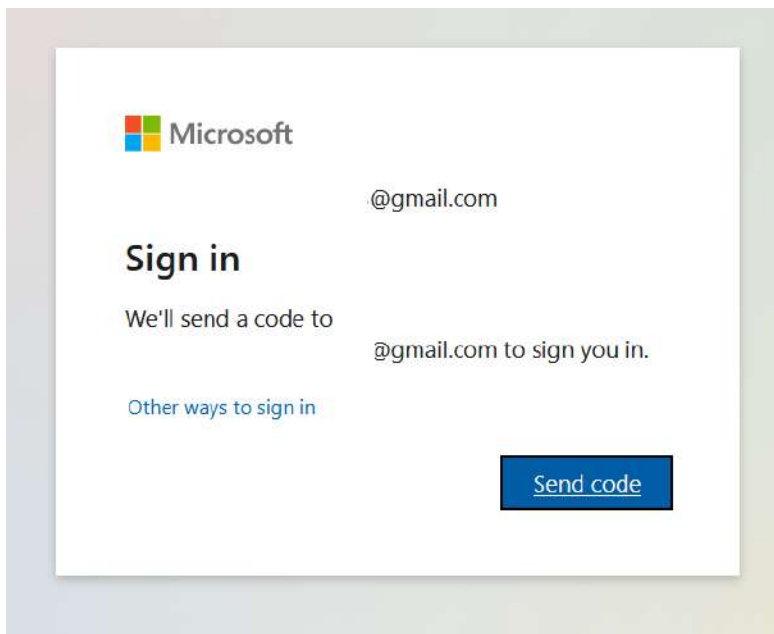
2. If your logins credential not on one of Microsoft platforms you will need to make one more steps to register your login information on Microsoft platform this steps showed in the next images step by step

Step 1



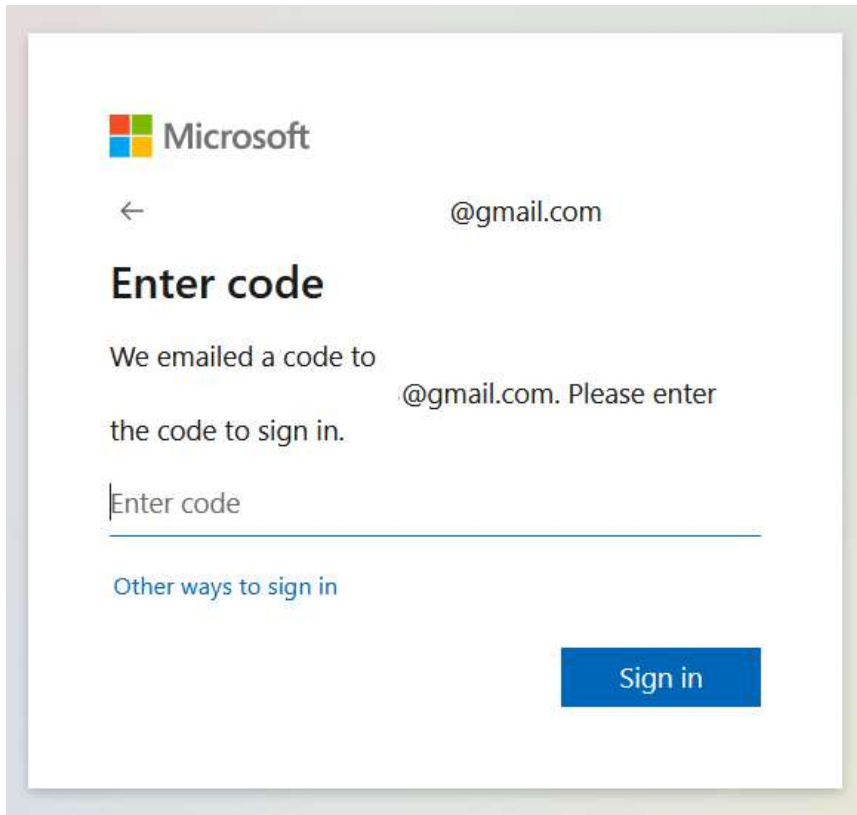
The screenshot shows the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Microsoft" is displayed. The main heading is "Sign in". A text input field contains the email address "contact@vendorDomain.com". Below the input field is a link that says "Can't access your account?". At the bottom of the page, there are two buttons: a grey "Back" button and a blue "Next" button. Below the main content area, there is a white box with a key icon and the text "Sign-in options".

Step 2



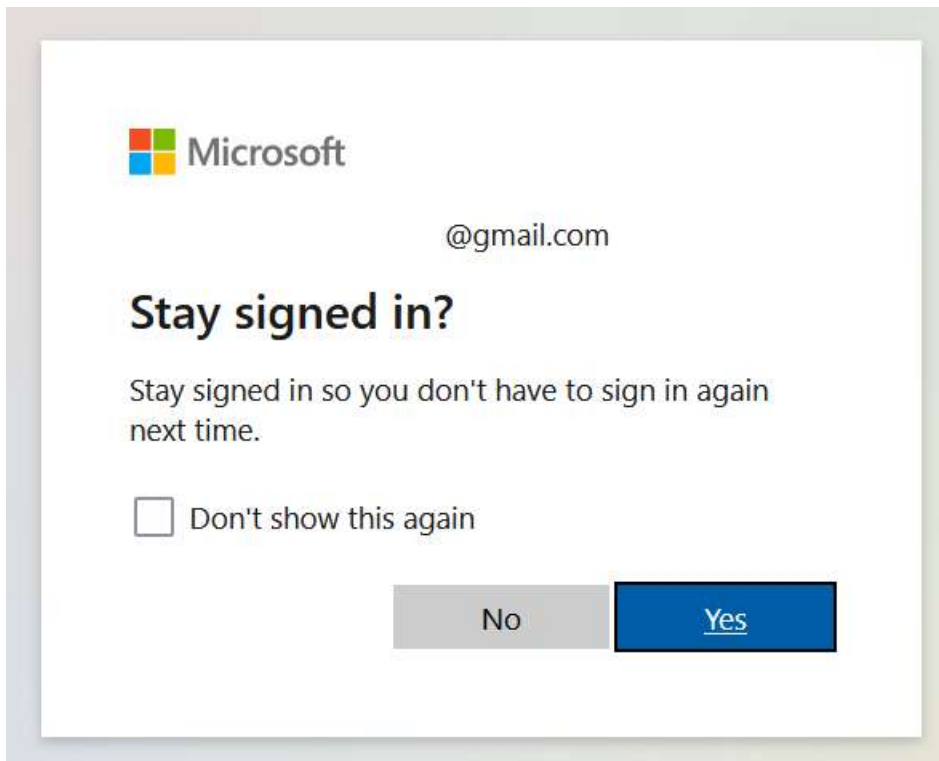
The screenshot shows the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Microsoft" is displayed. The main heading is "Sign in". Below the heading, the text "@gmail.com" is visible. Below that, the text "We'll send a code to" is followed by "@gmail.com to sign you in.". Below this text is a link that says "Other ways to sign in". At the bottom right of the page, there is a blue button with the text "Send code".

Step 3



The screenshot shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is a back arrow and the email address "@gmail.com". The main heading is "Enter code". Below this, it says "We emailed a code to @gmail.com. Please enter the code to sign in." There is a text input field with the placeholder "Enter code". Below the input field is a link "Other ways to sign in". At the bottom right is a blue "Sign in" button.

Step 4



The screenshot shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the email address "@gmail.com". The main heading is "Stay signed in?". Below this, it says "Stay signed in so you don't have to sign in again next time." There is a checkbox with the text "Don't show this again". At the bottom are two buttons: a grey "No" button and a blue "Yes" button.

Step 5



!@gmail.com

Permission requested by:

T Takamol
takamol.com.sa

By accepting, you allow this organization to:

- ✓ Receive your profile data
Your profile data means your name, email address, and photo
- ✓ Collect and log your activity
Your activity data means your access, usage, and content associated with their apps and resources
- ✓ Use your profile data and activity data
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

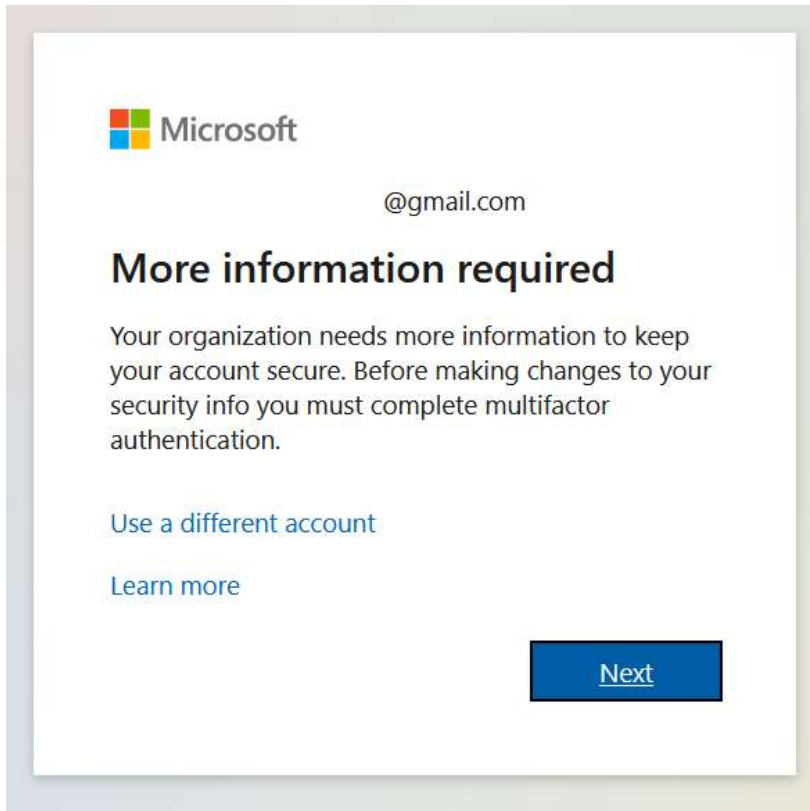
You should only accept if you trust Takamol. **Takamol has not provided a link to their privacy statement for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>
[Learn More](#)


This resource is not shared by Microsoft.

Cancel

Accept

Step 6



 Microsoft

@gmail.com

More information required

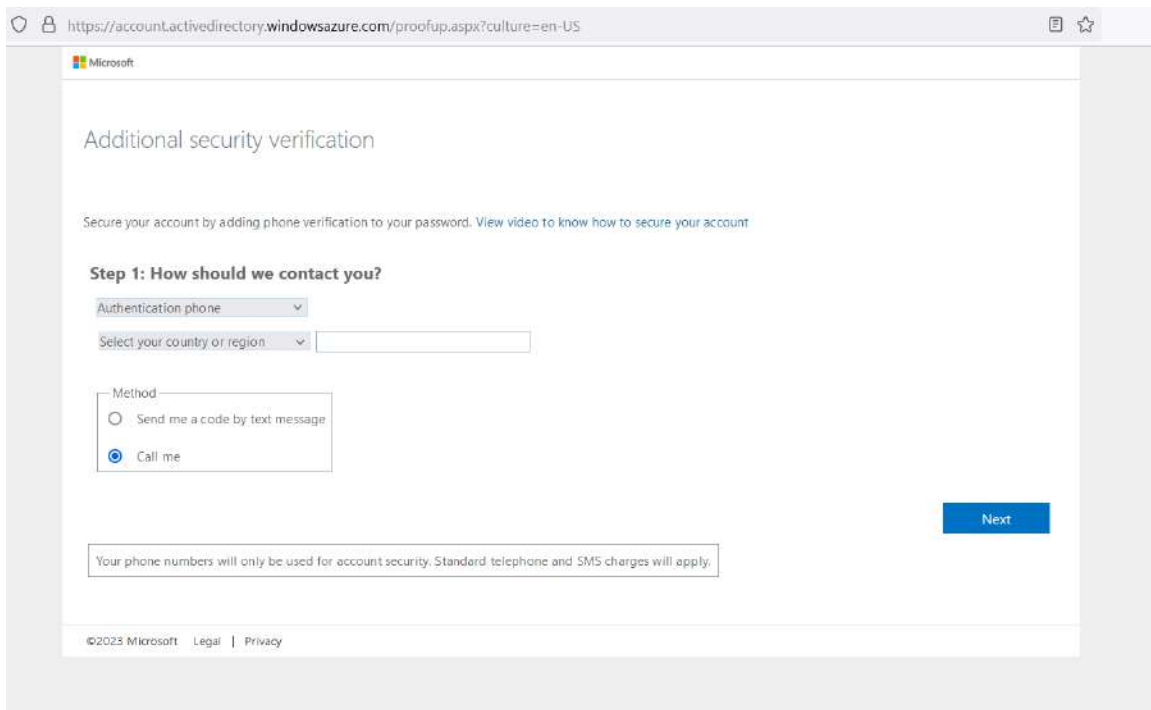
Your organization needs more information to keep your account secure. Before making changes to your security info you must complete multifactor authentication.

[Use a different account](#)


[Learn more](#)

[Next](#)

Step 7



https://account.activedirectory.windowsazure.com/proofup.aspx?culture=en-US

 Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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Step 8

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account.

Step 1: How should we contact you?

Authentication phone

Saudi Arabia (+966)

Method

Send me a code by text message

Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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Step 9

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account.

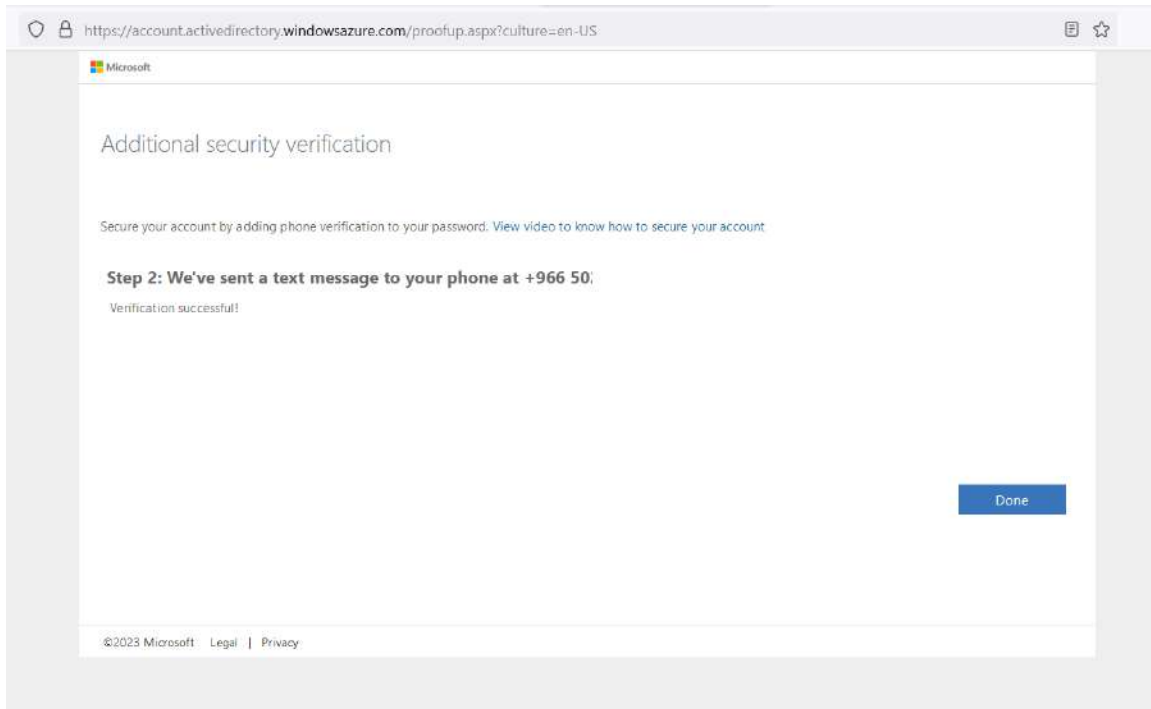
Step 2: We've sent a text message to your phone at +966 51

When you receive the verification code, enter it here

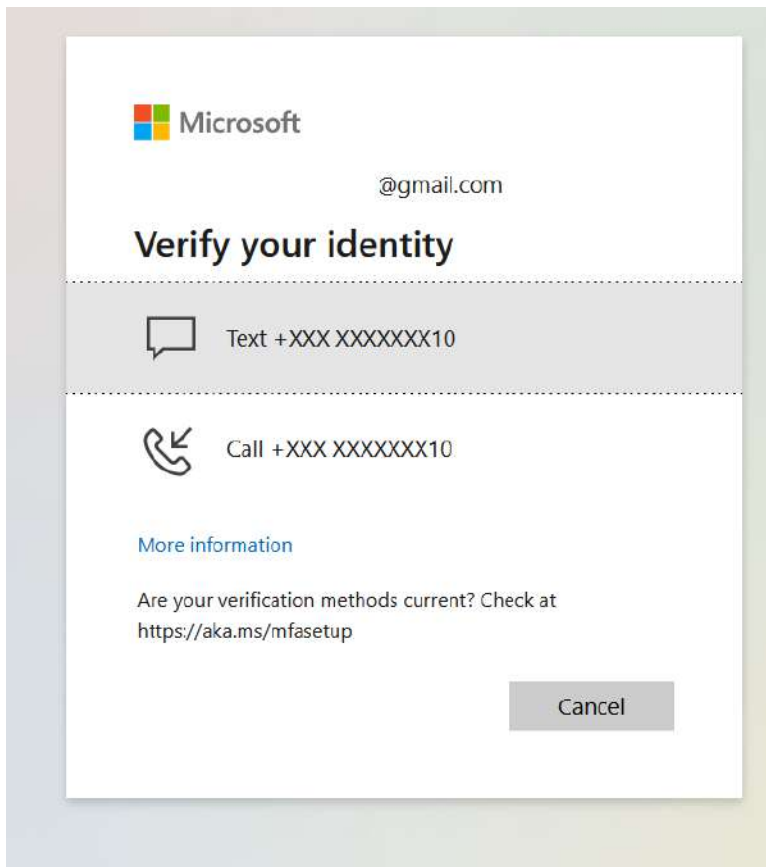
Cancel Verify

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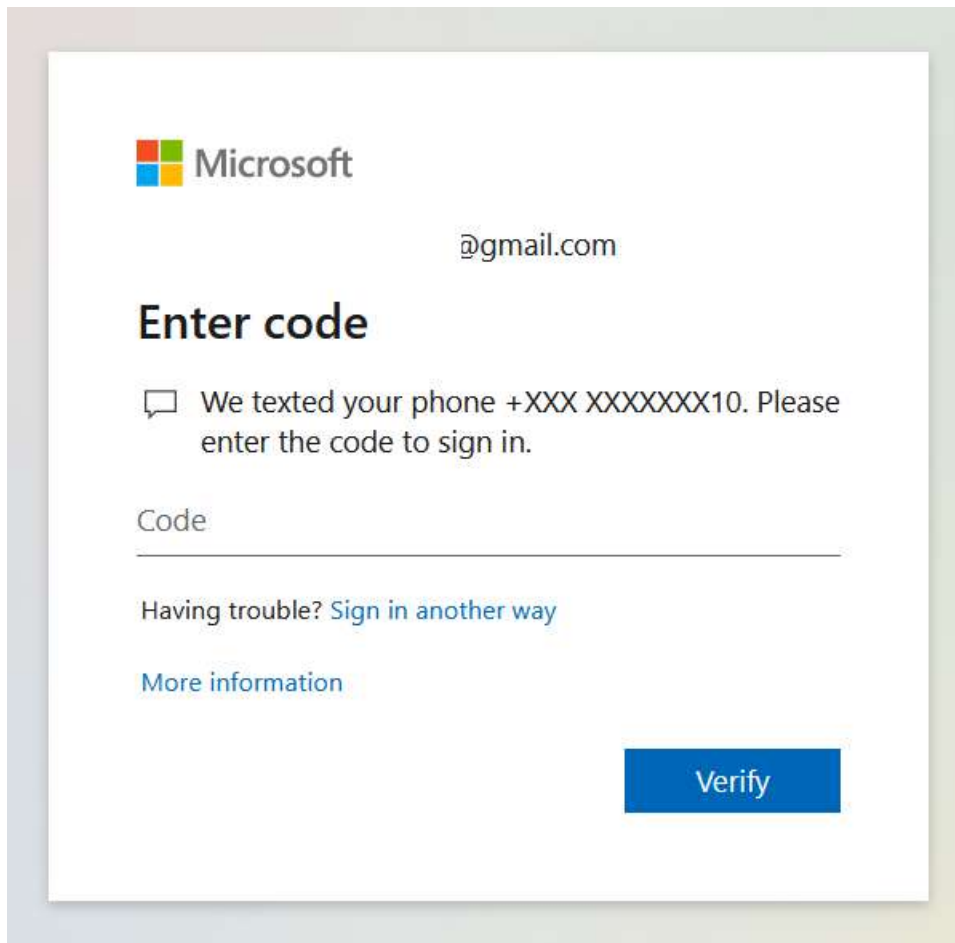
Step 10




Step 11




Step 12

A screenshot of a Microsoft sign-in verification screen. At the top left is the Microsoft logo. Below it, the text "@gmail.com" is displayed. The main heading is "Enter code". Below this, a message reads: "We texted your phone +XXX XXXXXXXX10. Please enter the code to sign in." There is a text input field labeled "Code" with a horizontal line underneath. Below the input field, there are two links: "Having trouble? Sign in another way" and "More information". At the bottom right, there is a blue button labeled "Verify".

 Microsoft

@gmail.com

Enter code

 We texted your phone +XXX XXXXXXXX10. Please enter the code to sign in.

Code

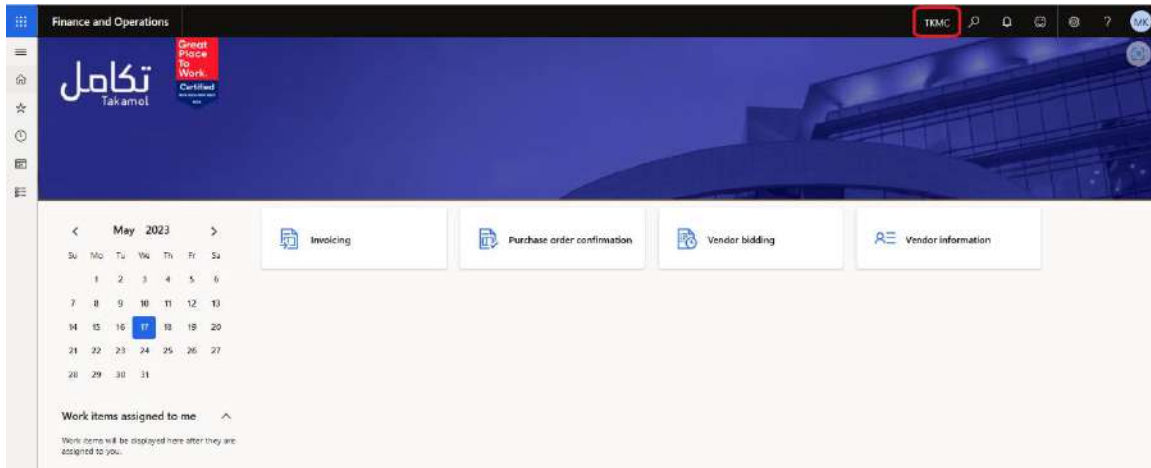
Having trouble? [Sign in another way](#)

[More information](#)

[Verify](#)

Congratulations
You have done registration

Then the Portal window will open as following

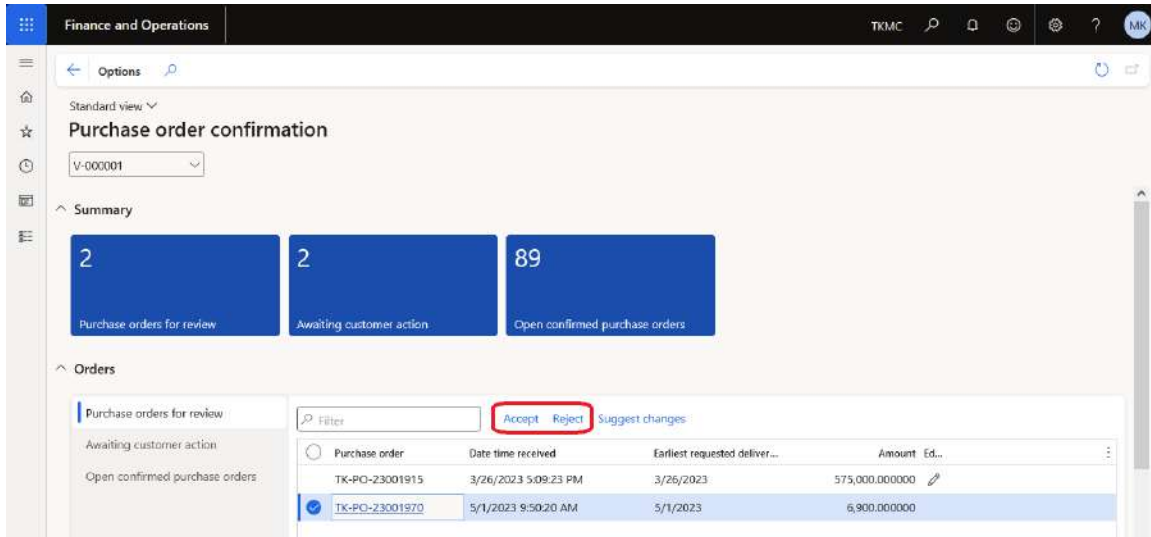


Changing Company

You can change the company you want to confirm POs or upload invoices from the upper right beside search icon click the company name and select and change company as following image



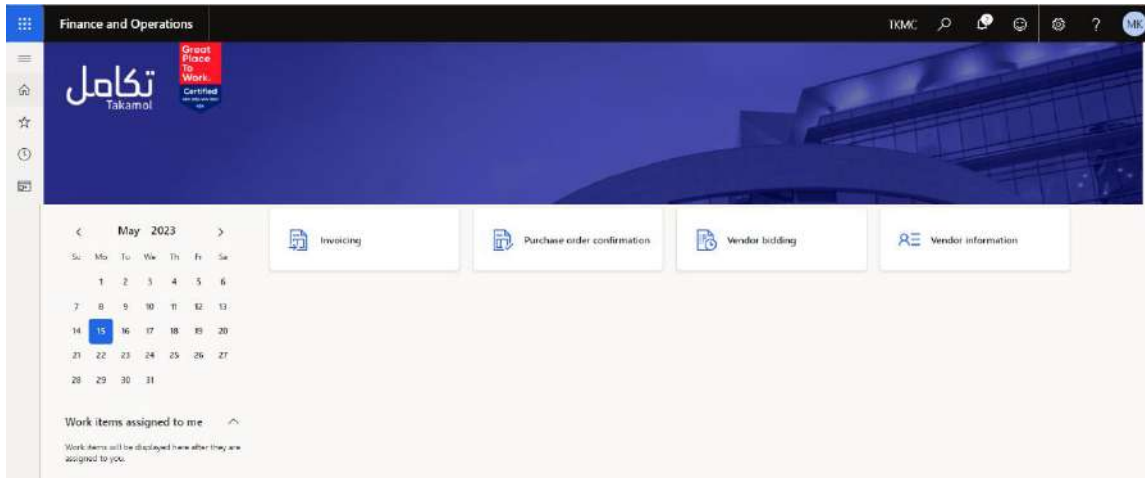
1. **Click Purchase order confirmation.** (To confirm Purchase order from the customer)



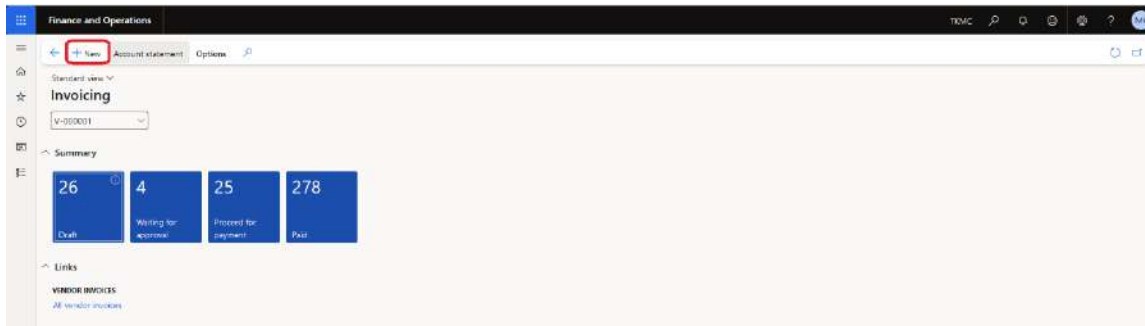
The screenshot shows the 'Purchase order confirmation' screen in the Finance and Operations application. The interface includes a navigation pane on the left with options like 'Purchase orders for review', 'Awaiting customer action', and 'Open confirmed purchase orders'. The main area displays a summary of these categories with counts: 2 for 'Purchase orders for review', 2 for 'Awaiting customer action', and 89 for 'Open confirmed purchase orders'. Below the summary is a table of purchase orders. The table has columns for 'Purchase order', 'Date time received', 'Earliest requested deliver...', and 'Amount'. Two rows are visible: one for 'TK-PO-23001915' and another for 'TK-PO-23001970'. The 'TK-PO-23001970' row is selected. Above the table, there are buttons for 'Accept', 'Reject', and 'Suggest changes'. The 'Accept' button is highlighted with a red box.

Purchase order	Date time received	Earliest requested deliver...	Amount	Ed..
TK-PO-23001915	3/26/2023 5:09:23 PM	3/26/2023	575,000.000000	
TK-PO-23001970	5/1/2023 9:50:20 AM	5/1/2023	6,900.000000	

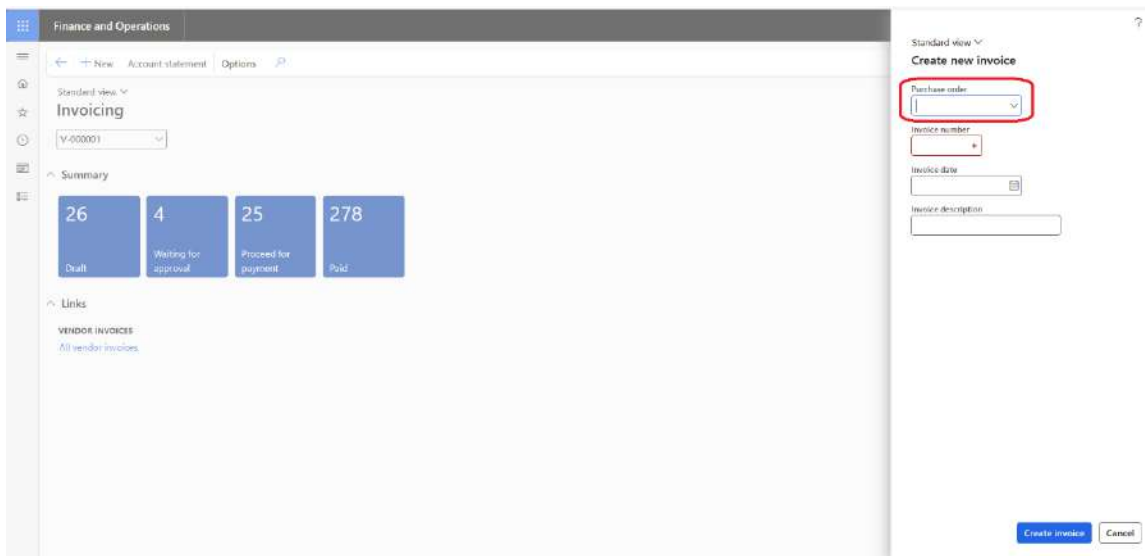
2. **In the list, find and select the desired record.** (Your Purchase order number to be confirmed)
3. **Click Accept.** (If you want to accept the sent order from customer) or you can reject
4. **Click OK.**
5. **Click Awaiting customer action.** (In this cube the orders that customer not yet confirmed)
6. **Close the page.**
7. **Click Open confirmed purchase orders.** (In this cube the orders that customer confirmed to process)



8. Click Invoicing.



9. Click New. (To upload new invoice in the portal)



10. **In the Purchase order field, enter or select a value.** (The Purchase order which is delivered and you want to make invoice for it)

Purchase order	Vendor name	Vendor account	Purchase order status	Project ID	Payment limit	Payment remaining
PC-000888	Tarkeen	V-000001	Open order	TK-PI-000004		
PC-000955	Tarkeen	V-000001	Received			
PC-000956	Tarkeen	V-000001	Received			
PC-000997	Tarkeen	V-000001	Received			
PC-001013	Tarkeen	V-000001	Open order	TK-PI-000003		
PC-001058	Tarkeen	V-000001	Received			

11. **In the Invoice number field, type a value.**
12. **In the Invoice date field, enter a date.**
13. **In the Invoice description field, type a value.**
14. **Click Create invoice.**

Standard view ?

Create new invoice

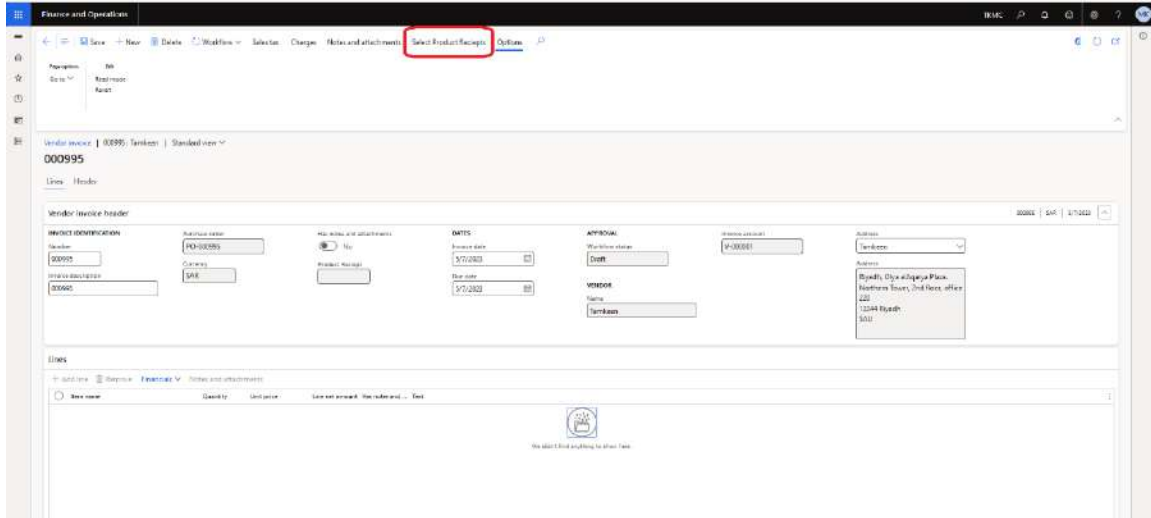
Purchase order
PO-000995

Invoice number
*

Invoice date

Invoice description

Create invoice Cancel

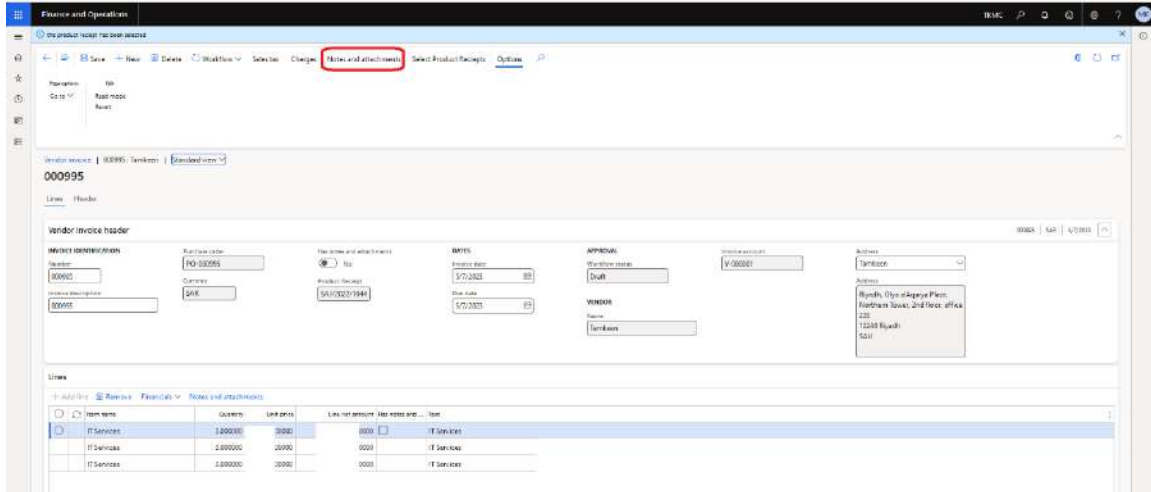


15. Click Select Product Receipts.
16. In the list, mark the selected row.

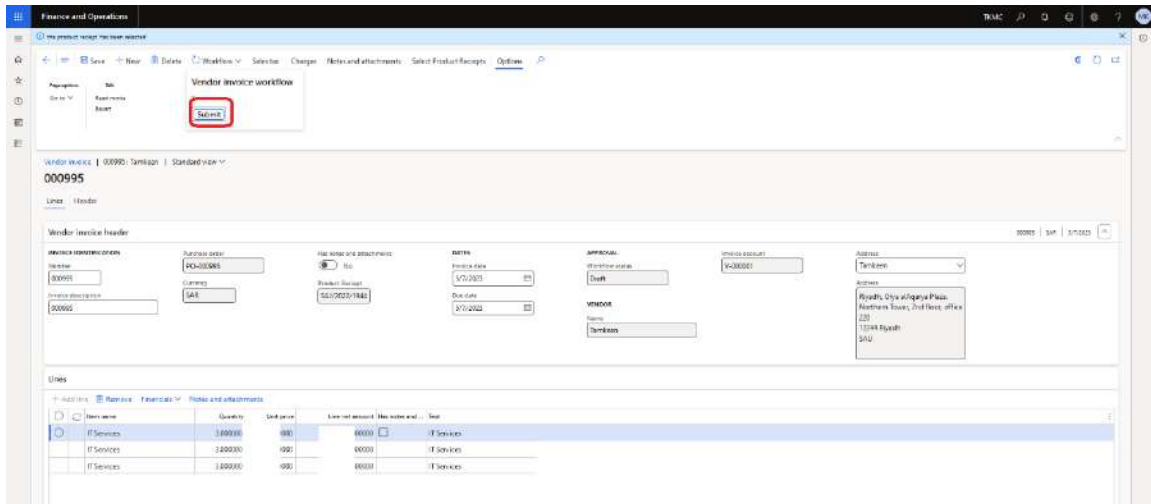


17. On the Action Pane, click Select Product Receipt.
18. Click Select.





1. **Click Notes and attachments. (You have to upload the invoice pdf attachment to your invoice to be accepted)**
2. **Click New.**
3. **Click File.**
4. **Close the page.**



5. **Click Workflow to open the drop dialog.**
6. **Click Submit. (This is last step then your invoice will be registered to the system)**
7. **Click OK.**
8. **Close the page.**



9. **Click Waiting for approval.** (In this cube you can see the not yet approved invoices)
10. **Close the page.**
11. **Click Proceed for payment.** (In this cube you can see the approved and posted invoices)
12. **Close the page.**
13. **Click Paid.** (In this cube you can see the already paid invoices)

Close the page