Daleeli User Guide

Registration Process

Step1: Browse the system with the URL: <u>https://apps.pdo.co.om/vcu/external/</u>

D	aleeli 🎻
Login Here	
1	
Password	
Login	
New User Sign Up Here	Forgot Password

Step2: Select New User Sign Up Here

Step3: Fill in the registration form & accept the terms of service and privacy policy.

تشکرت تشمیة تفط عتمان Petroleum Development Oman		
Create Account		
	Civil ID / Passport*	Enter civil id/password
	Contact Email*	Enter contact email
	Contact Name*	Enter contact name
	Contact Number*	Enter contact number
	Mobile Number	Enter Mobile Number
	Classification*	Company
	Company Type*	O Micro O Large O SME
	Oman Registered [*]	○ Yes ● No
	Company CR*	Enter company cr
	Organization Name*	Enter company name
	JSRS Registration Number	Enter JSRS Registration number
	PDO Registration Number	Enter PDO Registration number
		I agree to the Terms Of Services and Privacy Policy

Step4: Click 'Create Account'

Create Account	Clear	Exit

After creating an account successfully, the system will send you an auto generated email with Login User Name & Password.

Registration Process is completed

Creating New Enquiry

Step1: Click on '<u>New Enquiry</u>' menu on top. Fill in the required information. Attach any supporting document your deem necessary. If you want to save your enquiry for later editing click Save <u>As Draft</u> otherwise click '<u>Submit</u>'

Petroleum Contan		Daleel
ates Lat. 1. See Support Enquiry		Ny Assault 🔟 1
ngartment*	- Salact -	
Category®		
Sub Category*		
Purpose of Enquiry*	Purpose of Enquiry	
Enquiry Datails*	Detail	
	Maximum of 500 characters allowed.	
Attach File 1	Brinslehr	
Attach File 2	Browne,	
Attach File 3	BT-URBER	
	Each files attachment must be less than 4MD. Allowed files topes: MS Office and FDP	Save As Droft Submit Detecte

Step 2: Check the response & enquiry's history from 'Enquires List'

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Enquiries List	New Enquiry SME Support Enquiry				My Acco	unt • I
Enquiry Search						
	Enquiry#		Status -All-	Search		
Enquiry#	Department Name	Purpose Of Enquiry	Submitted Date	Status	Last Action Date	
	Chemicals & Energy	dddd	20/05/2016 15:52:38	Request for Information	30/05/2016 16:01:57	
E-IND-2016-0000003						
E-IND-2016-0000003	Chemicals & Energy	Test Enquiry 111		Drafted	31/05/2016 10:44:14	
E-IND-2016-0000003 - E-IND-2016-0000002	Chemicals & Energy Corporate Services	Test Enquiry 111 Test Enquiry	30/03/2016 14:31:14	Drafted In Progress	31/05/2016 10:44:14 31/05/2016 10:53:31	

Creating SME Support Enquiry

Step1: Click on '<u>SME Support Enquiry</u>' menu on top. Fill in the required information.

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Requiry details*	
Maximum of 300 characters aboved.	
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Attain Fig. 8	

Step2: Click on '<u>Download Vendor Development Support</u>' form. Fill in the form & save. Attach any supporting document your deem necessary. If you want to save your enquiry for later editing, then click <u>Save As Draft</u> otherwise click <u>Submit</u>

Note: User can change/ modify profile details as desired. Select <u>*My Account*</u> in the main bar.

Wel	come 96763041
Dale	eli
My Account Edit Account Change Passwor	- Logout

*In Case you forgot your password Go to <u>https://apps.pdo.co.om/vcu/external/</u>

Select Option Forgot Password?

An email will be sent to your registered email address inbox in order to reset your password.