

Daleeli User Guide

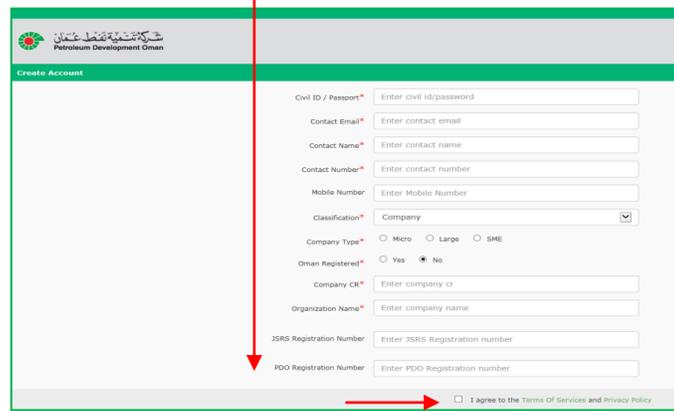
Registration Process

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

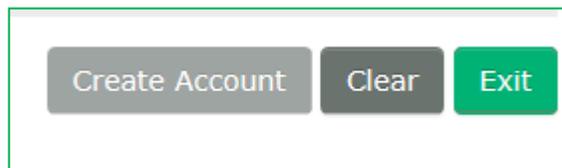


Step2: Select New User Sign Up Here

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



Step4: Click '[Create Account](#)'

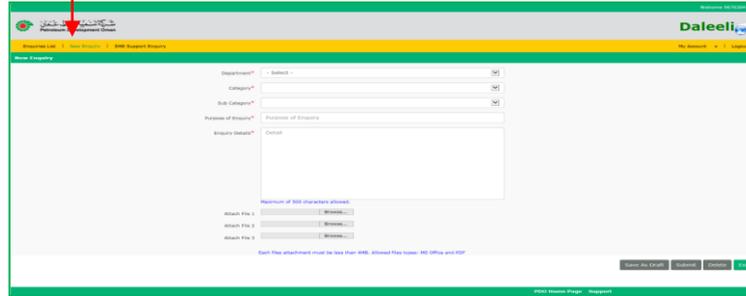


✚ After creating an account successfully, the system will send you an auto generated email with Login User Name & Password.

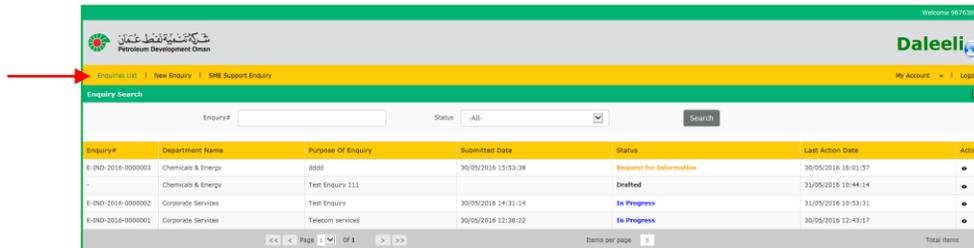
Registration Process is completed

Creating New Enquiry

Step 1: Click on '[New Enquiry](#)' 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 [As Draft](#) otherwise click '[Submit](#)'



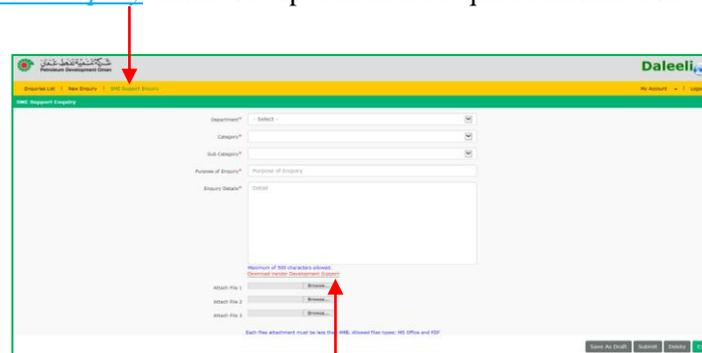
Step 2: Check the response & enquiry's history from '[Enquires List](#)'



Enquiry#	Department Name	Purpose Of Enquiry	Submitted Date	Status	Last Action Date	Action
E-IND-2016-000003	Chemicals & Energy	dbdd	30/05/2016 15:53:38	Request for Information	30/05/2016 16:01:57	
-	Chemicals & Energy	Test Enquiry 111		Drafted	31/05/2016 10:44:14	
E-IND-2016-000002	Corporate Services	Test Enquiry	30/05/2016 14:31:14	In Progress	31/05/2016 10:53:31	
E-IND-2016-000001	Corporate Services	Telecom services	30/05/2016 12:38:22	In Progress	30/05/2016 12:43:17	

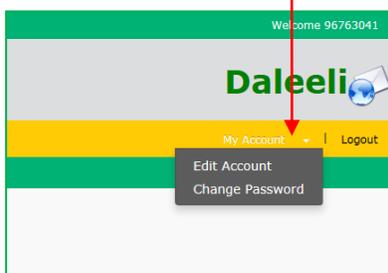
Creating SME Support Enquiry

Step 1: Click on '[SME Support Enquiry](#)' menu on top. Fill in the required information.



Step 2: Click on '[Download Vendor Development Support](#)' 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 [Save As Draft](#) otherwise click [Submit](#)

Note: User can change/ modify profile details as desired. Select '[My Account](#)' in the main bar.



***In Case you forgot your password**

Go to <https://apps.pdo.co.om/vcu/external/>

Select Option [Forgot Password?](#)

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