

How To Bid on PSPOM™ Projects Supplier Guide



1

Login to PSPOM™

Enter your email and password,
then press the Login button.

2

View Open Opportunities

Click on Projects, then
Opportunity, then All Open
Opportunities.

3

Scan Job Postings

Scan job postings and click
Apply to view the complete job
description and attachments.

4

Apply for an Opportunity

Submit your information.
Chosen candidates will be be
informed via email.

How To Bid on PSPOM™ Projects

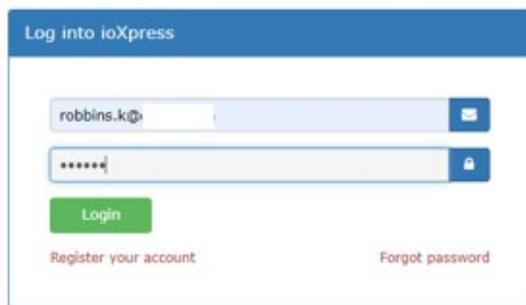
Supplier Guide

This guide provides step-by-step instructions for approved suppliers to bid on Process Safety Project Opportunity Marketplace (PSPOM™) projects.

1. Accessing PSPOM™ open projects

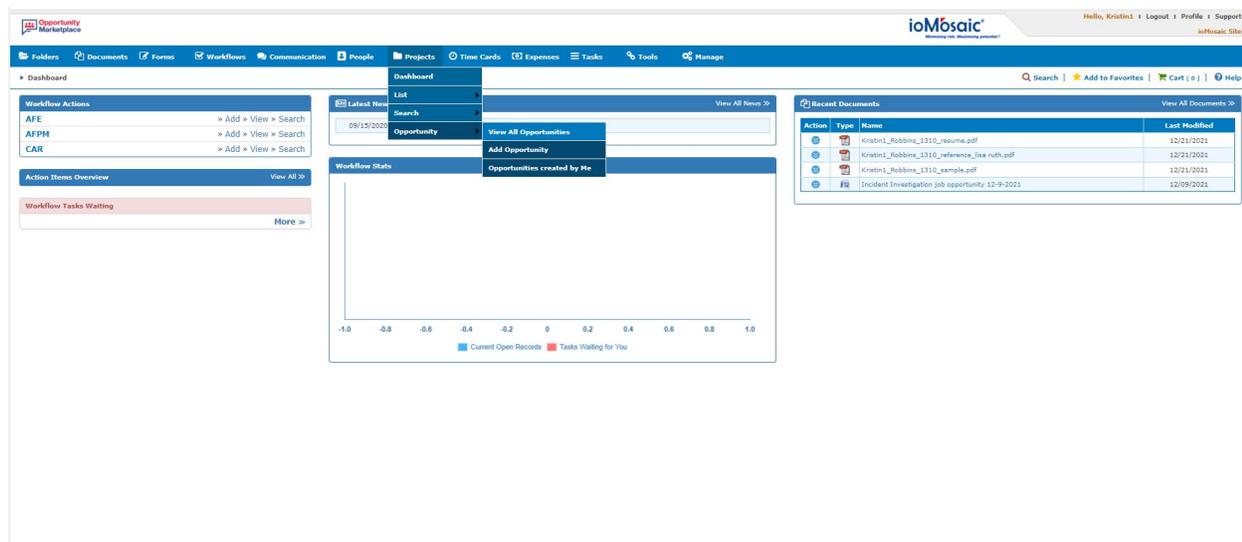
1.1 Log on PSPOM™

You must be an approved supplier to view open opportunities. Begin by visiting <https://www.pspom.com> and entering your account information. Then press “Login”.



1.2 View Projects/Open Opportunities

Click on “Projects” from the top navigation bar, scroll to “Opportunity” and place mouse over the right arrow icon to click on “View All Opportunities”.



All open opportunities you are eligible to apply to will now populate on the screen.

Open
 Closed
 All
 Date Range:
Search

View Open Opportunities

Job ID ^	Job Name	Job Description	Project	Preferred Location	Career Stage Requirement	Job Start Date	Job End Date	Opportunity Close Date	Time Left	Candidates	Budget	Created By	Date Created
30 Apply	Incident Investigation Basic Training for PSL	Create an Incident Investigation for ...	21000-00 PSL Test			1/10/2022	3/31/2022	12/31/2021 10:00:00 AM	8d 12h 55m	0	1500	Kristin Robbins	12/22/2021 9:04:32 PM

Page: 25 Total Items: 1 First Previous 1 Next Last

Open
 Closed
 All
 Date Range:
Search

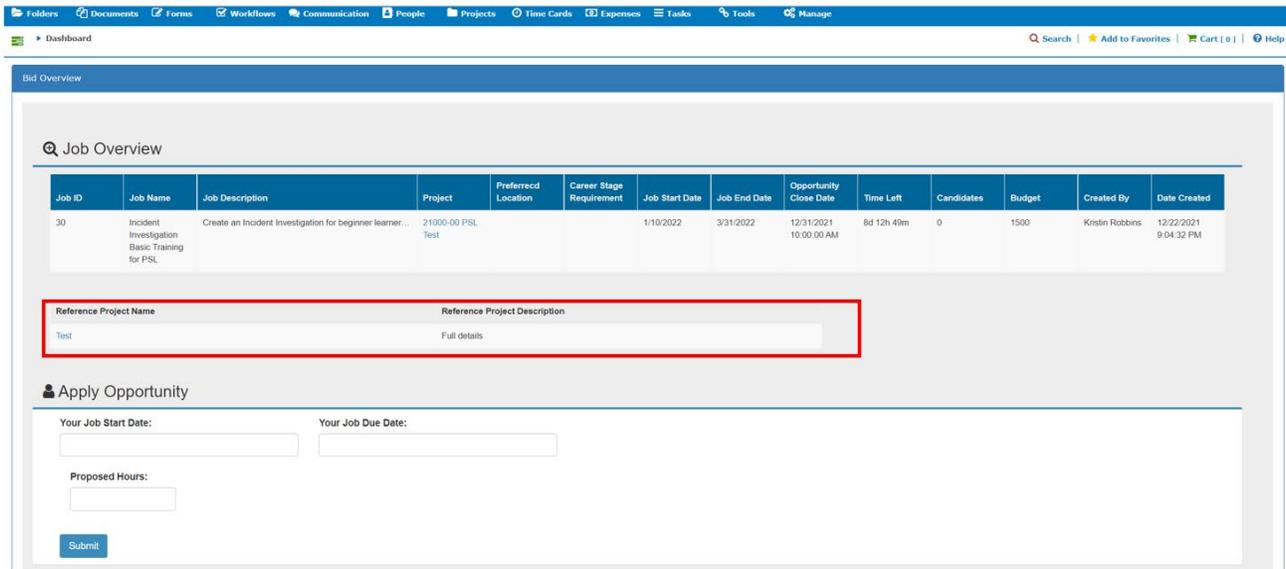
View Open Opportunities

Job ID ^	Job Name	Job Description	Project	Preferred Location	Career Stage Requirement	Job Start Date	Job End Date	Opportunity Close Date	Time Left	Candidates	Budget	Created By	Date Created
30 Apply	Incident Investigation Basic Training for PSL	Create an Incident Investigation for beginner learner levels for our Process Safety Learning® (PSL) Learning Management System (LMS). Seeking a Course Creator to author the script, accompanying content on PowerPoint slides, and assessments for an Incident Investigation Basic course. Working with our team, your content will be transformed by us into an online multimedia course. Full details are deliverables are attached.	21000-00 PSL Test			1/10/2022	3/31/2022	12/31/2021 10:00:00 AM	8d 12h 55m	0	1500	Kristin Robbins	12/22/2021 9:04:32 PM

Page: 25 Total Items: 1 First Previous 1 Next Last

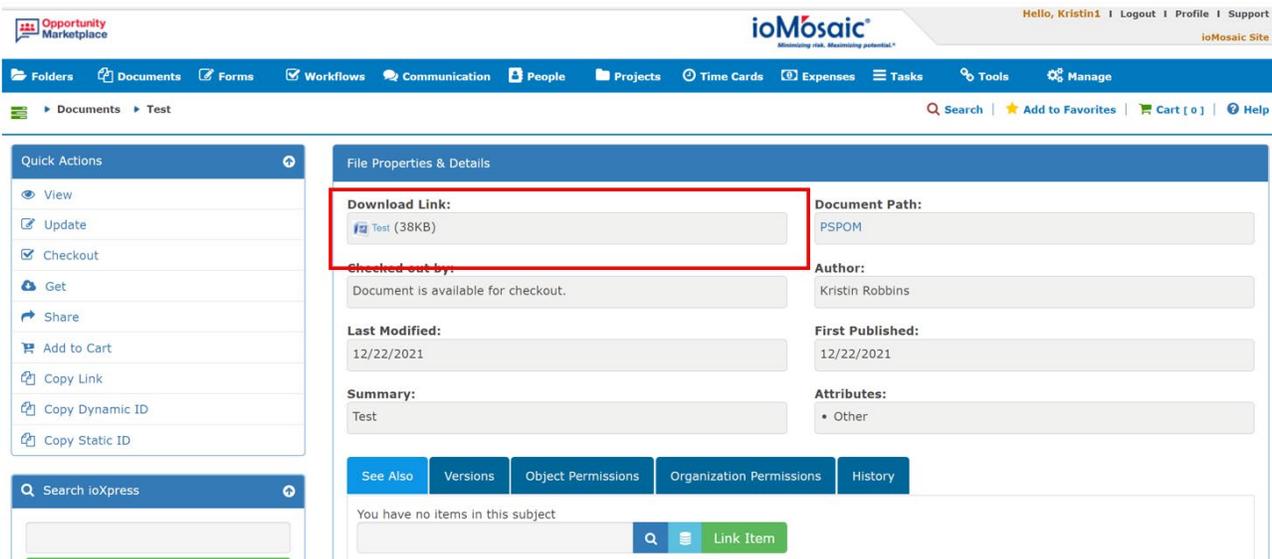
From this view, you can see the job title/type, a preview of the job description, the application deadline (Opportunity Close Date), the job start date, completion/end date, and how many candidates have already applied. To view the complete job description, hover over the Job Description field with your mouse. To apply, click the “Apply” link.

Before you apply, it is important to read through the entire posting, including any attachments that appear in the Reference section as indicated here, as additional information may need to be submitted as is the case for Content Creator opportunities for Process Safety Learning® (PSL).



Job ID	Job Name	Job Description	Project	Preferred Location	Career Stage Requirement	Job Start Date	Job End Date	Opportunity Close Date	Time Left	Candidates	Budget	Created By	Date Created
30	Incident Investigation Basic Training for PSL	Create an Incident Investigation for beginner learner...	21000-00 PSL Test			1/10/2022	3/31/2022	12/31/2021 10:00:00 AM	8d 12h 49m	0	1500	Kristin Robbins	12/22/2021 9:04:32 PM

To open, click on the link and then the File Properties & Details menu will appear. Click on the link again to download the document and open it.



Download Link:
[Test \(38KB\)](#)

Document Path:
 PSPOM

Author:
 Kristin Robbins

Last Modified:
 12/22/2021

First Published:
 12/22/2021

Summary:
 Test

Attributes:
 • Other

The screenshot shows the ioMosaic Opportunity Marketplace interface. At the top, there is a navigation bar with various icons for Folders, Documents, Forms, Workflows, Communication, People, Projects, Time Cards, Expenses, Tasks, Tools, and Manage. Below this is a search bar and a 'Cart' icon. The main content area is divided into several sections: 'Quick Actions' on the left with options like View, Update, Checkout, Get, Share, Add to Cart, Copy Link, Copy Dynamic ID, and Copy Static ID; 'File Properties & Details' at the top of the document preview; and the document content itself, which is a PDF titled 'Test (1).pdf'. The document content features the ioMosaic logo and the text: 'Incident Investigation Basic Training' and 'PSPOM™ – PSL Project: Seeking Content Creator'. A search bar is visible on the right side of the document preview.

1.3 Applying for an Opportunity

When you have read all information, including any attachments found in the opportunity, you can apply simply by completing all fields that appear in “Apply Opportunity” section. When completed, press “Submit”.

The screenshot shows the 'Apply Opportunity' form in the ioMosaic Opportunity Marketplace interface. The form is titled 'Apply Opportunity' and is located below a 'Job Overview' table. The table lists job details for job ID 30, including job name, description, project, dates, and budget. Below the table, there are fields for 'Reference Project Name' and 'Reference Project Description'. The 'Apply Opportunity' form itself contains the following fields:

- Your Job Start Date:
- Your Job Due Date:
- Proposed Hours:

A red box highlights the 'Apply Opportunity' form and the 'Submit' button below it.

You should then receive a successful notification message once submitted.

The screenshot shows a browser window at pspom.com/opportunity/bidjobs.aspx?jobid=30. A notification box from www.pspom.com says "You have applied this opportunity successfully" with an "OK" button. Below the notification is a "Job Overview" section with a table:

Job ID	Job Name	Job Description	Reference Project Name	Reference Project Description	Start	End	Left	Candidates	Budget	Created By	Date Created	
30	Incident Investigation Basic Training for PSL	Create an Incident Investigation for beginner learner.	Test	Full details	1/10/2022	3/31/2022	12/31/2021 10:00:00 AM	8d 12h 15m	0	1500	Kristin Robbins	12/22/2021 9:04:32 PM

Below the table is an "Apply Opportunity" section with input fields for "Your Job Start Date" (01/17/2022), "Your Job Due Date" (02/28/2022), and "Proposed Hours" (100). A "Submit" button is at the bottom.

You will receive confirmation via your registered email address.

EXTERNAL: Fwd: PSPOM™ Notification - Thank you for applying to this opportunity

The email notification includes the following details:

- Project Name:** 21000-00 PSL Test
- Job ID:** 30
- Job Title:** Incident Investigation Basic Training for PSL
- Job Description:** Create an Incident Investigation for beginner learner for our Process Safety Learning (PSL) Learning Management System (LMS). Seeking a Content Creator to author the script, accompanying content on PowerPoint slides, and assessments for an Incident Investigation Basic course. Working with our team, your content will be translated for use in an online web-based system. Full details are referenced in attached.
- End Close Date:** 12/31/2021 10:00:00 AM
- Job Created Date:** 12/22/2021 9:04:32 PM
- Job Budget:** 1500
- Number of Bids:** 0
- Bidder Name:** Kristin Robbins
- Block Bidding Rule:** 100
- Candidate Bid Hours:** 100
- Bidder Budget:** 15000
- Bidder Job Start Date:** 01/10/2022

At the bottom, there is a link for "YOUR OPPORTUNITY INFORMATION" and a signature from the "Mosaic Support Team".

If the posting requires any supplementary information, please be sure to submit it accordingly. This typically applies to Content Creator opportunities for PSL.

Once the project closes to applicants, it may take up to one week for a candidate to be selected. If another candidate was chosen, you will be informed via email.

PSPOM™ Notification - Thank you for your participation! The case manager has already chosen another candidate.

Hello [Kiki Robbins](#),

This job was created by Kristin Robbins

Job ID:	30
Job Title	Incident Investigation Basic Training for PSL

Regards!
ioMosaic Support Team

This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

If you are selected for this job, you will receive a notification via email.

PSPOM™ Notification - Congratulations! You are selected for this job!

Subject: PSPOM™ Notification - Congratulations! You are selected for this job!

Hello Kristin Robbins,

This job was created by Kristin Robbins and Kristin Robbins has won this job.

Project Name:	2020-07-29-30
Job ID:	30
Job Title:	Incident Investigation Basic Training for PSL
Job Description:	Create an Incident Investigation for Beginner learner levels for our Process Safety Learning (PSL) Learning Management System (LMS). Seeking a Course Creator to author the script, accompanying content on PowerPoint slides, and assessment for an Incident Investigation Basic course. Working with our team, your content will be transformed by us into an online multimedia course. Full details are contained in attached.
Job Close Date:	12/31/2021 10:00:00 AM
Job Created Date:	12/03/2021 8:56:32 PM
Job Budget:	1500
Number of Bids:	2
Bidder Name:	Kristin Robbins
Block Billing Rate:	110
Completion Mile	30
Mileage	
Bidder Budget:	8000
Bidder Job Work	11713022
Date:	

Please click below link for more information.

[YOUR OPPORTUNITY INFORMATION](#)

To learn what to do next if you are selected as the winner, refer to our How to Submit Your Work to PSPOM™ Guide.

1.4 Other notifications

As an approved supplier, you will be notified via email of new opportunities that matches your experience/area of interest. To view and apply, click on the link found in the email and follow the steps outlined in this document.

PSPOM™ Notification - A New Project Opportunity Is Posted!

Hello [Kristin Robbins](#),

This new project opportunity was created by Kristin Robbins

Project Name:	21000-00 PSL Test
Job ID:	30
Job Title	Incident Investigation Basic Training for PSL
Job Description	Create an Incident Investigation for beginner learner levels for our Process Safety Learning® (PSL) Learning Management System (LMS). Seeking a Course Creator to author the script, accompanying content on PowerPoint slides, and assessments for an Incident Investigation Basic course. Working with our team, your content will be transformed by us into an online multimedia course. Full details are deliverables are attached.
Bid Close Date:	12/31/2021 10:00:00 AM
Job Created Date:	12/22/2021 9:04:32 PM
Job Budget:	1500

Please click below link for more information.

[VIEW NEW OPPORTUNITY](#)