ioMosaic®

How To Register on PSPOM™

Supplier Application Guide

1 **Register on PSPOM™**
Create a new user account in less than 5 minutes.

2 **Apply to Become Service Provider**
Share employment, experience and expected compensation.

3 **Wait for Approval**
Review of your application will take up to 48 hours.

4 **Review Agreement Documents & Sign**
Review contractual info and electronically sign documents.

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How To Register on PSPOM™

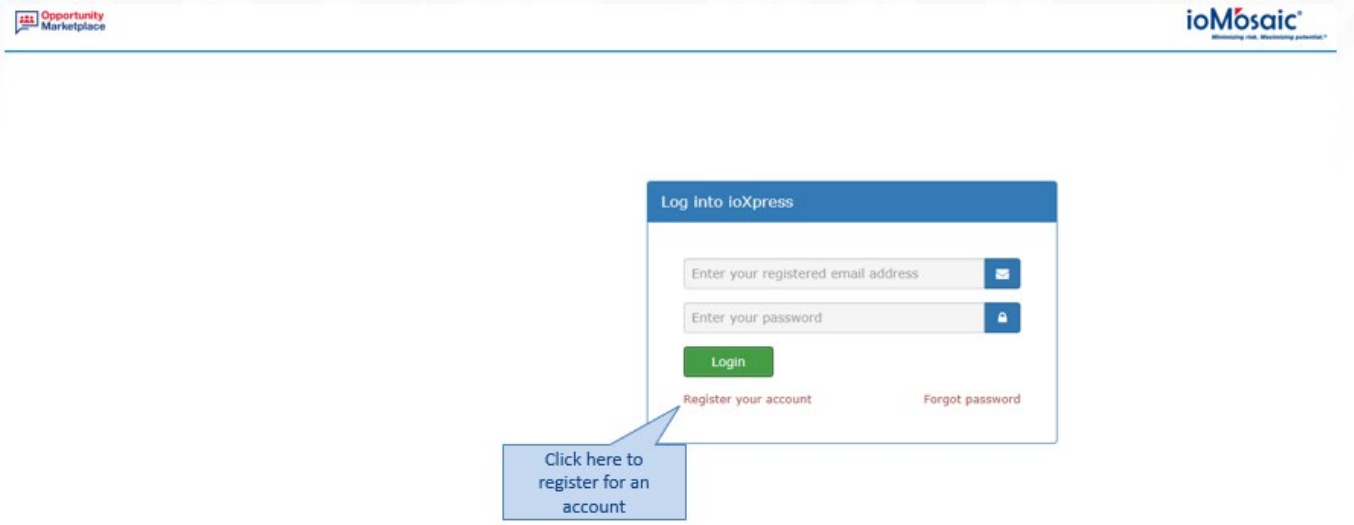
Supplier Application Guide

This guide provides step-by-step instructions for registering to become a supplier on Process Safety Project Opportunity Marketplace (PSPOM™).

1 PSPOM™ Supplier Application Process

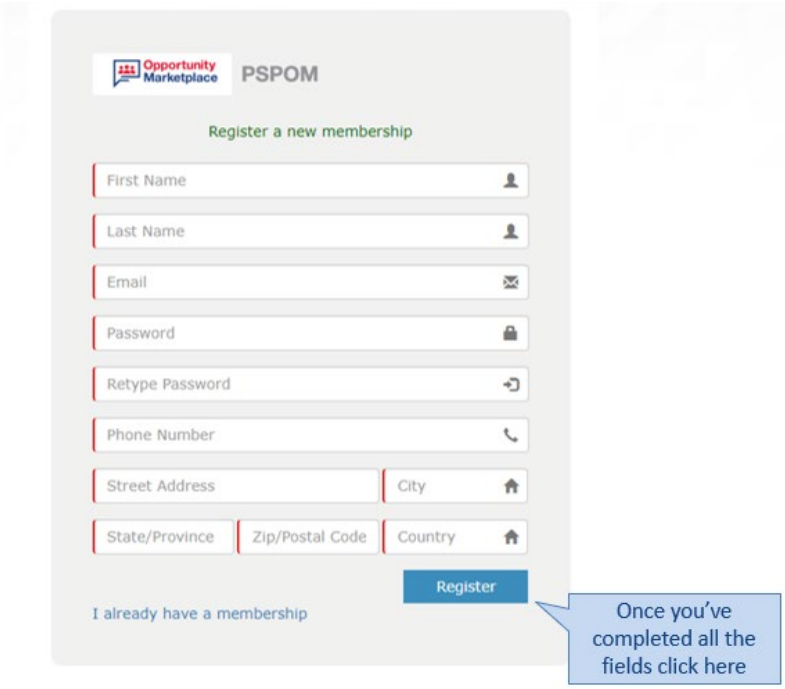
1.1. Register on PSPOM™

A new user will need to register by visiting https://www.pspom.com and click on “Register your account” as shown below. This process takes less than 5 minutes to complete.



Click on “Register your account” as shown above.

Next complete the form. All fields need to be completed in order to register. Press “Register” once you’re ready to submit your information.



Your registration will be confirmed via email to the address you provided, as shown below.

Subject: Thank you for registering to become a service provider for ioMosaic

ioMosaic Corporation is certified in our New Hampshire, Texas, Minnesota, Bahrain and United Kingdom offices in accordance with the ISO 9001:2015 Quality Management System (QMS), internationally recognized as the world's leading quality management standard. This certification demonstrates our commitment to quality, our motivation for continuous improvement to meet the changing needs of our clients, and our achievement of attaining higher operating efficiency. ioMosaic considers quality management to be an integral part of all our business operations. ISO 9001:2015 certification also demonstrates our establishment of clearly defined operational processes, communication structures, and goals that help to inform tasks and responsibilities throughout the entire organization.

Thank you for registering to become a service provider for ioMosaic. Please save this link for future use.

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

Data is inexpensive
Information is valuable
Knowledge is precious!

ioXpress is a trademark of iOiQ, LLC.

Now you are registered for an account. The screen will automatically populate to begin your application to become a Service Provider. Continue on by following Section 2. Apply to Become Service Provider.

2 Apply to Become Service Provider

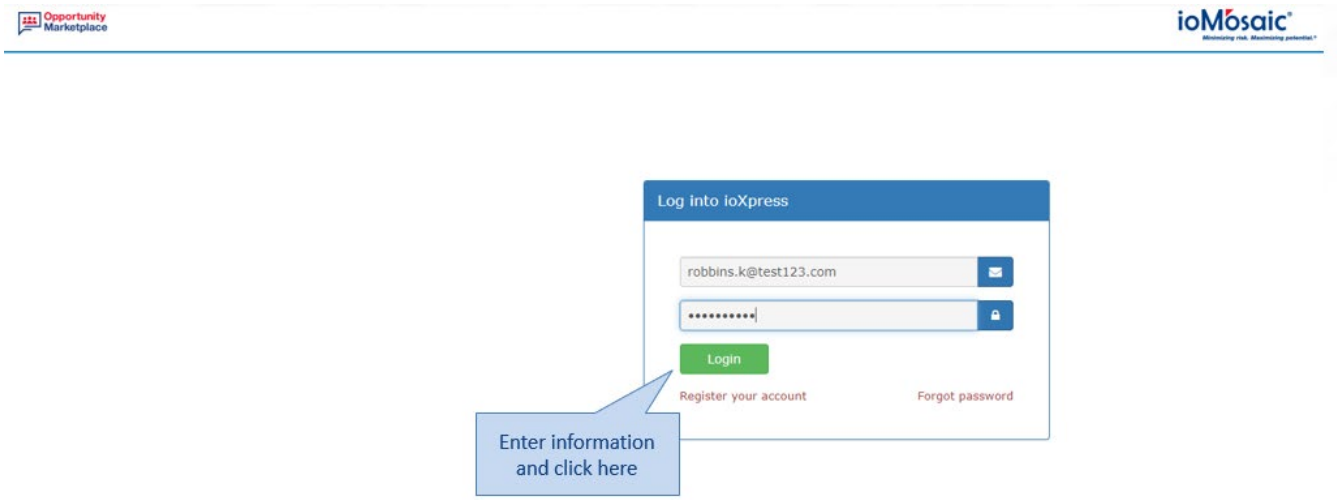
The application is a 3-step process and is as follows:

1. Basic Service Provider Information
2. Additional Service Provider Information
3. Contractual Information and ioMosaic ISO Training

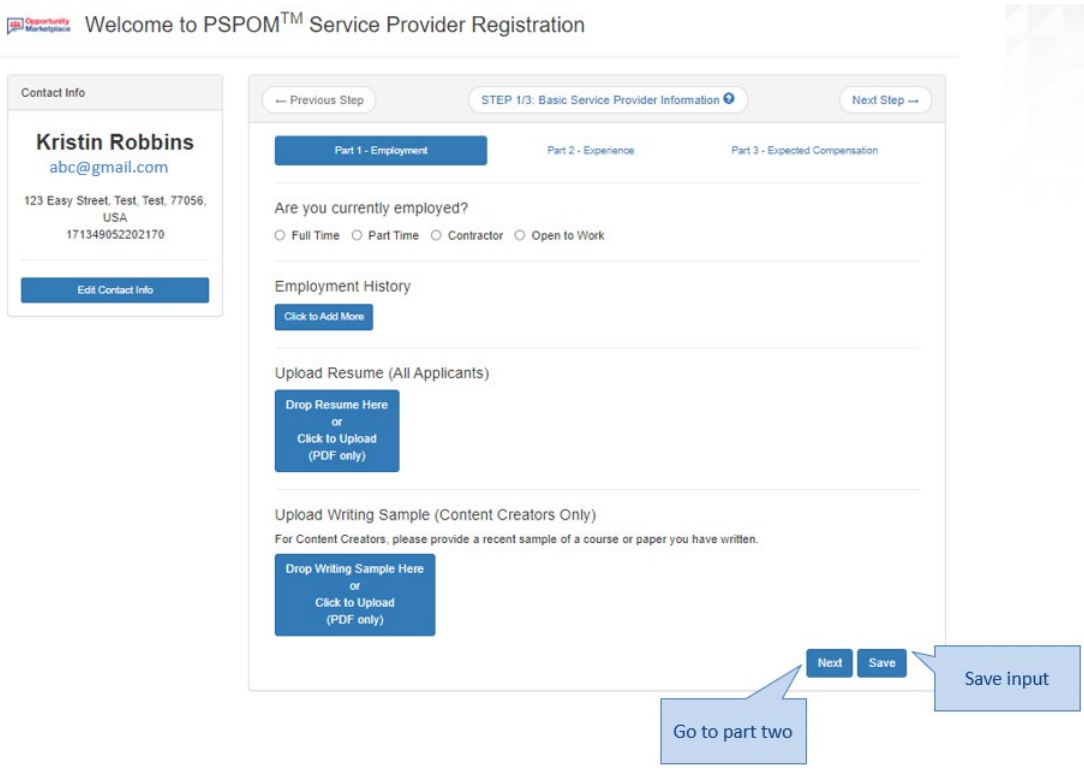
Each step must be approved by ioMosaic before you can view or bid on any projects.

2.1 Login

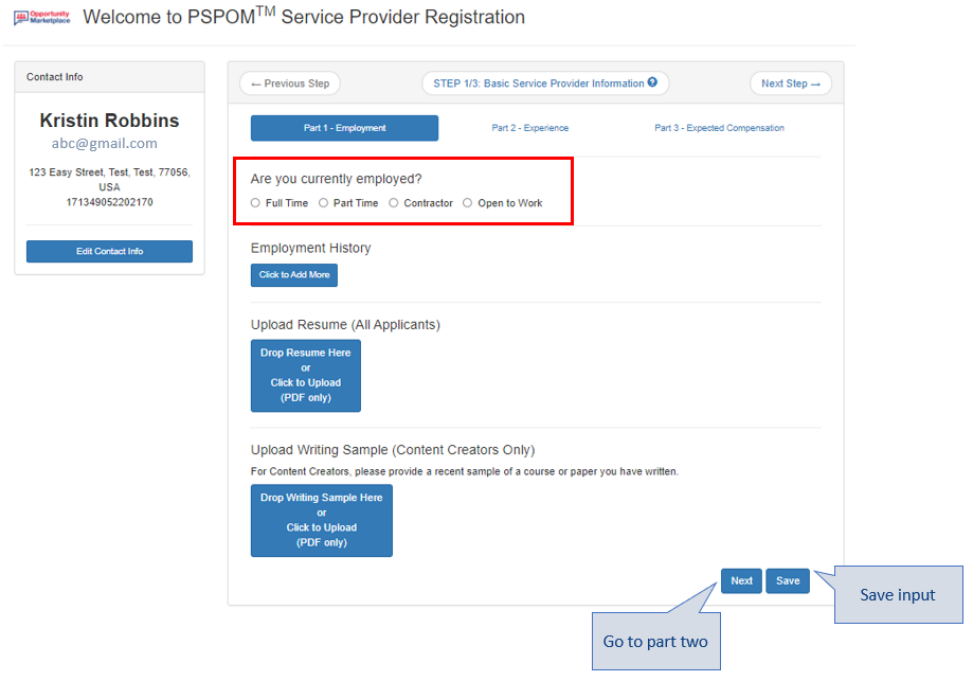
Once you have registered and received confirmation, you're all set to apply to become a Service Provider, providing the opportunity to bid on many projects, including sub-contracting and Content Creator for Process Safety Learning® (PSL). To get started, go to https://www.pspom.com. Enter your registered email address and password. Click "Login".



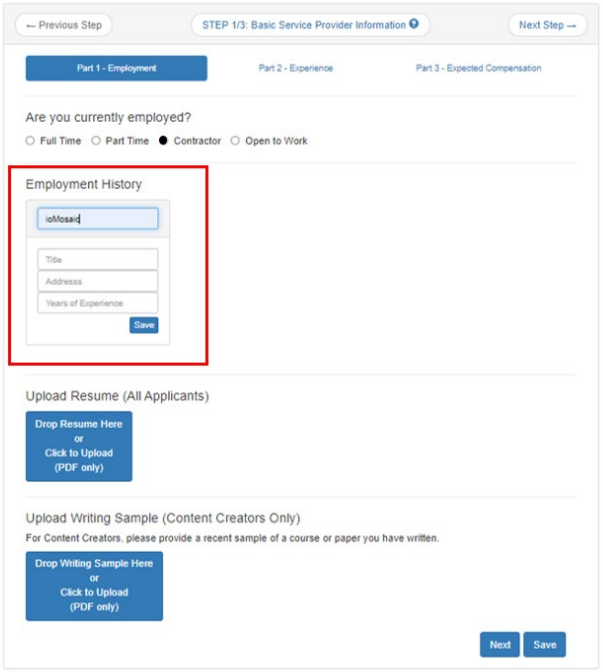
Step 1 – Part 1 – Employment. Step 1 is comprised of 3 parts: **Employment, Experience & Expected Compensation**. Once you login, Step 1 will populate on the screen as shown below. This section takes approximately 25 minutes to complete if all required documents are available to upload. More time may be needed to compile document requirements.



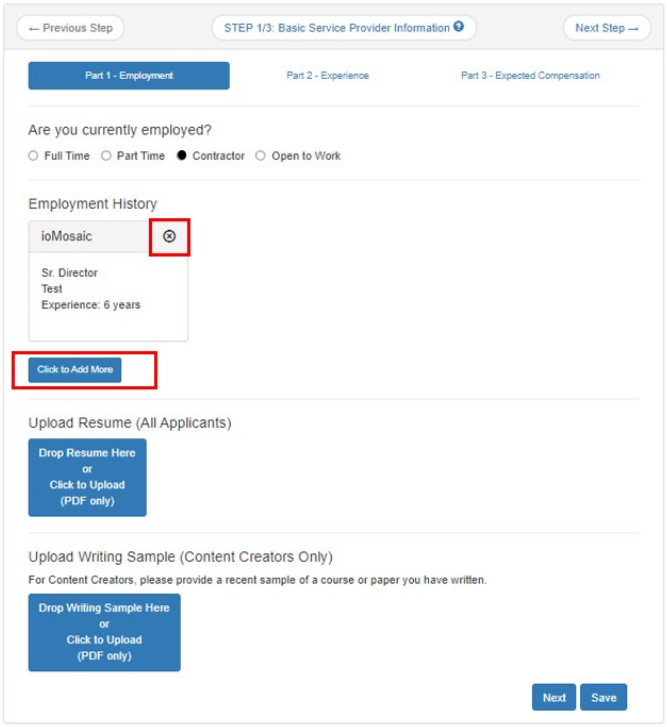
Complete the information needed and provide the requested documents. Input your status of employment.



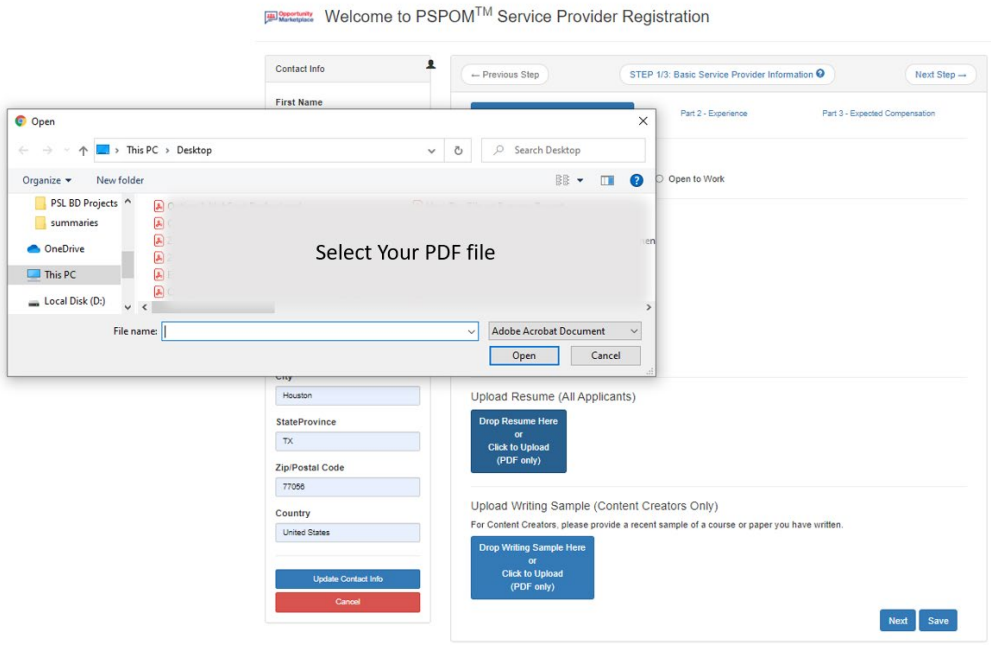
Provide your employment history.



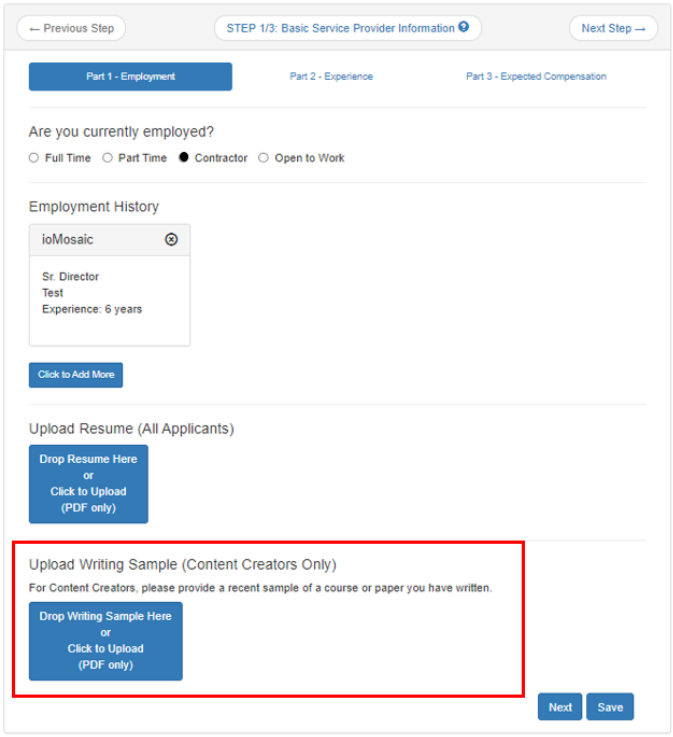
To add a new entry, click on “Click to Add More”. If you found a typo or mistake on any entry, press the “X” button. It will delete the entry and you can input your information again.



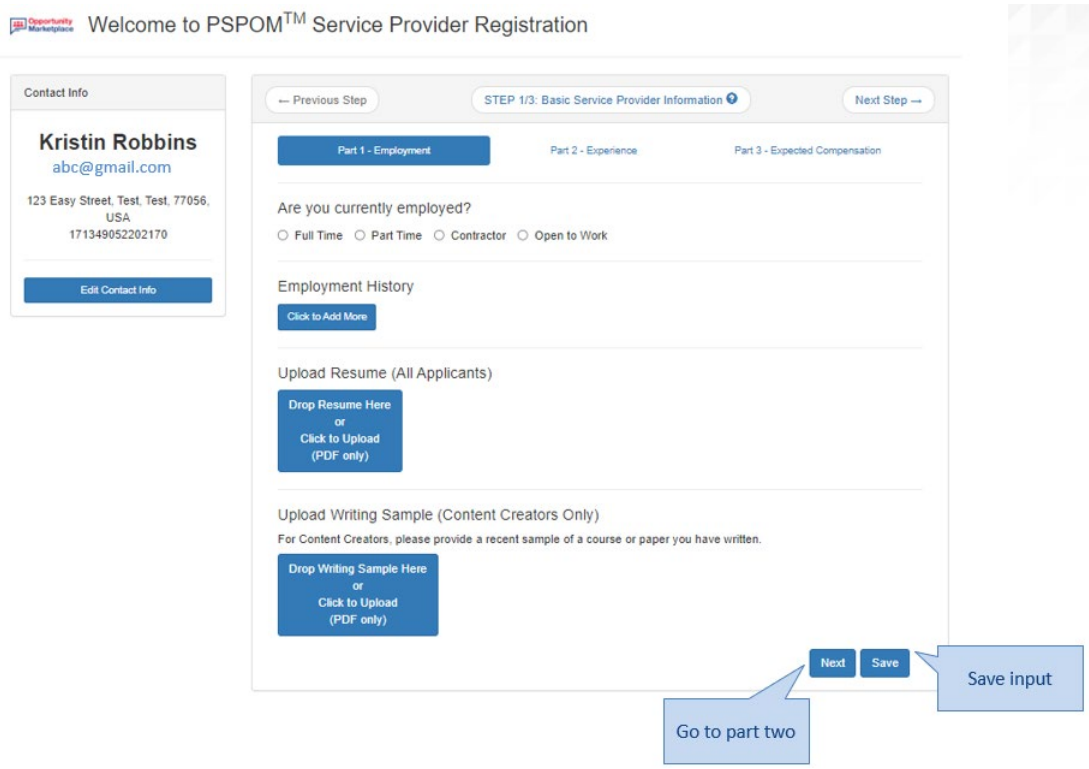
Upload your resume by either dropping and dragging the file or press “Click to Upload” Button and select your file from your folder. Only PDF format is accepted.



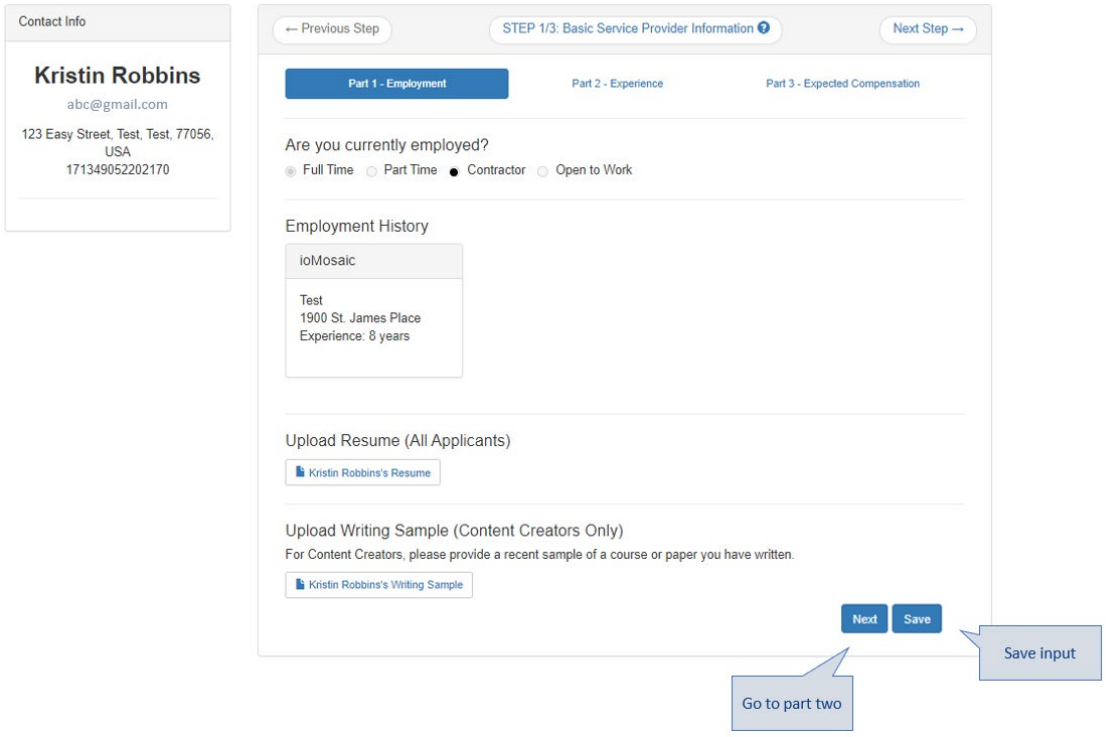
This next step only applies to those interested in becoming a PSL Content Creator; other applicants skip this step. All applicants interested in becoming a PSL Content Creator must upload a writing sample – either of a course or paper sample. Only PDF format is accepted. To upload, drop and drag the file or press “Click to Upload” Button and select your file from your folder.



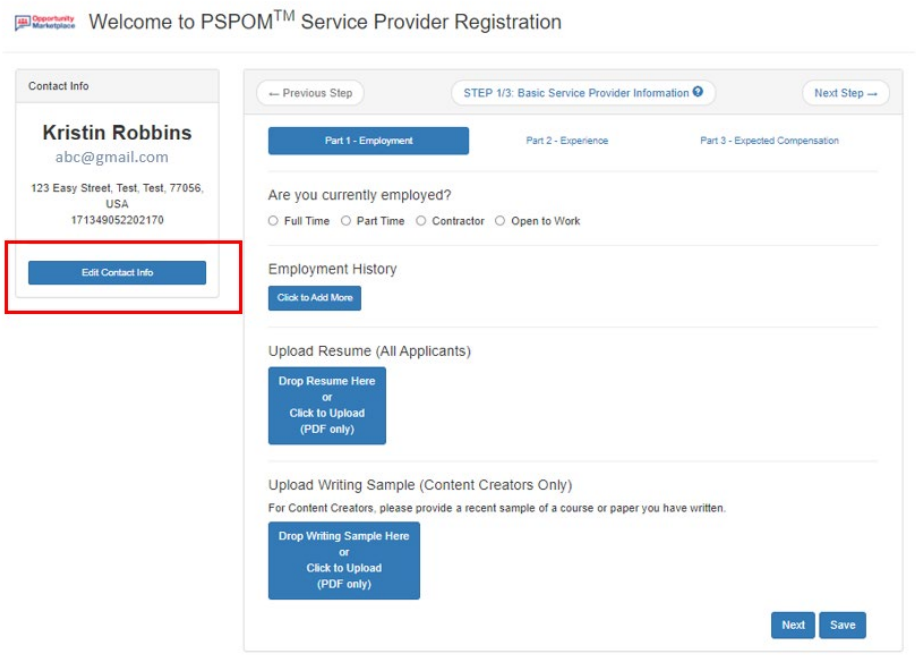
When satisfied with your entries, click “Next” to continue to **Part 2 – Experience**. If you need more time to gather documents or wish to proceed later, click “Save”. Once you log back in, you can pick-up when you left off.



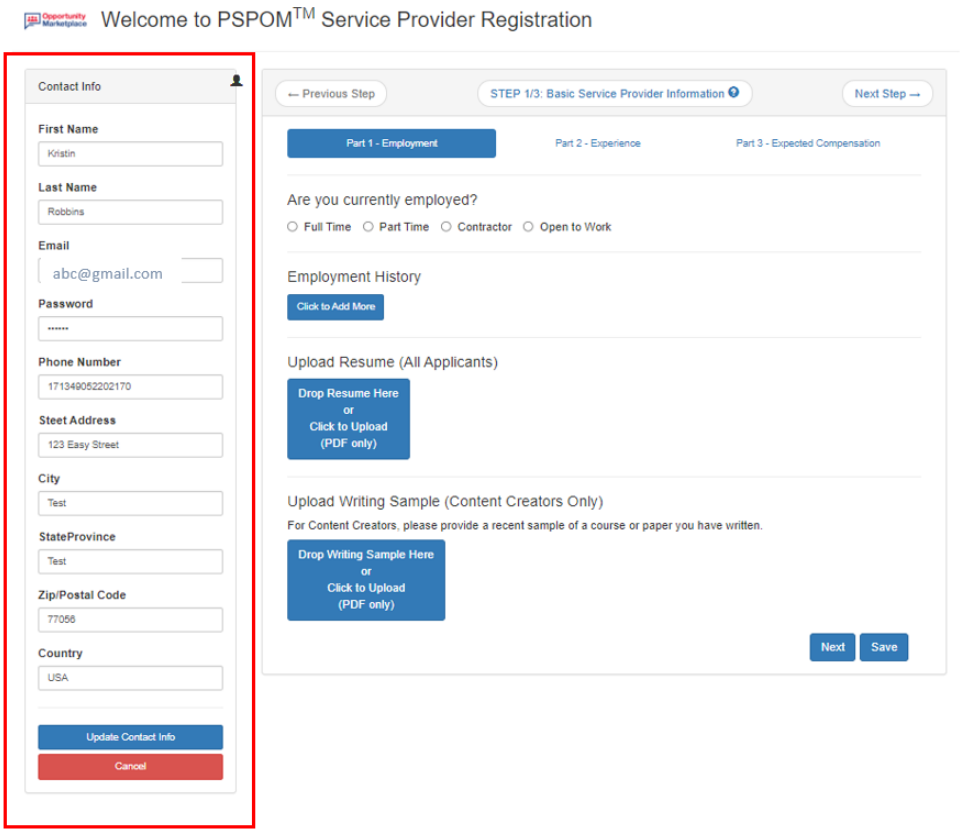
Once you click "Next", **Part 1 – Employment** is completed and you can proceed with **Part 2**.



Note: If you need to change your contact information, you can do so by clicking on “Edit Contact Info”.



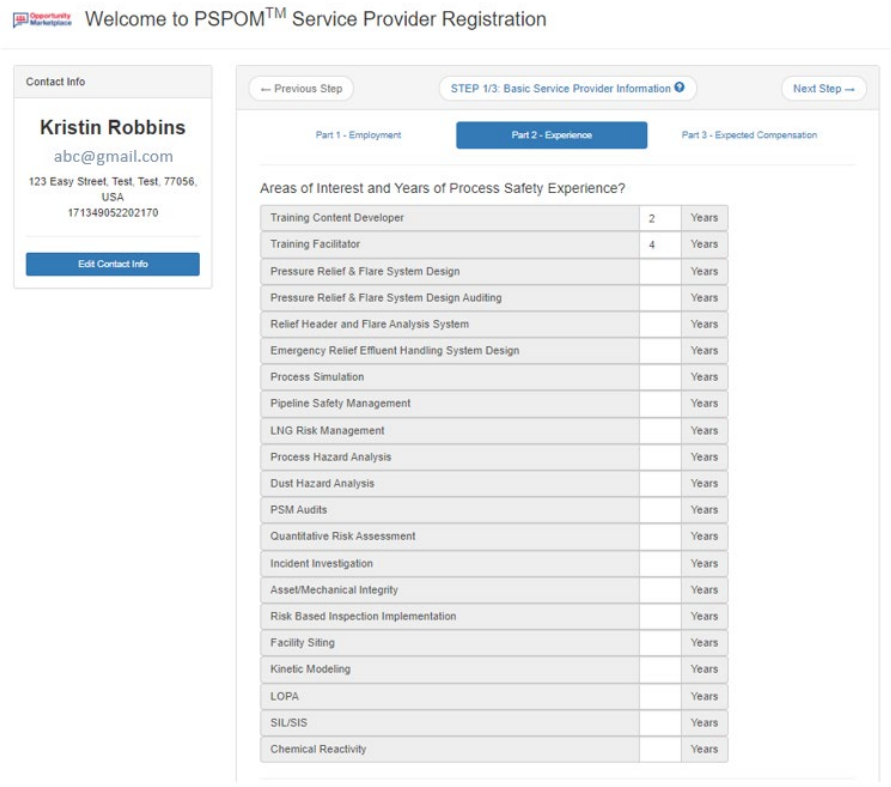
Make your changes and to save them click “Update Contact Info”.



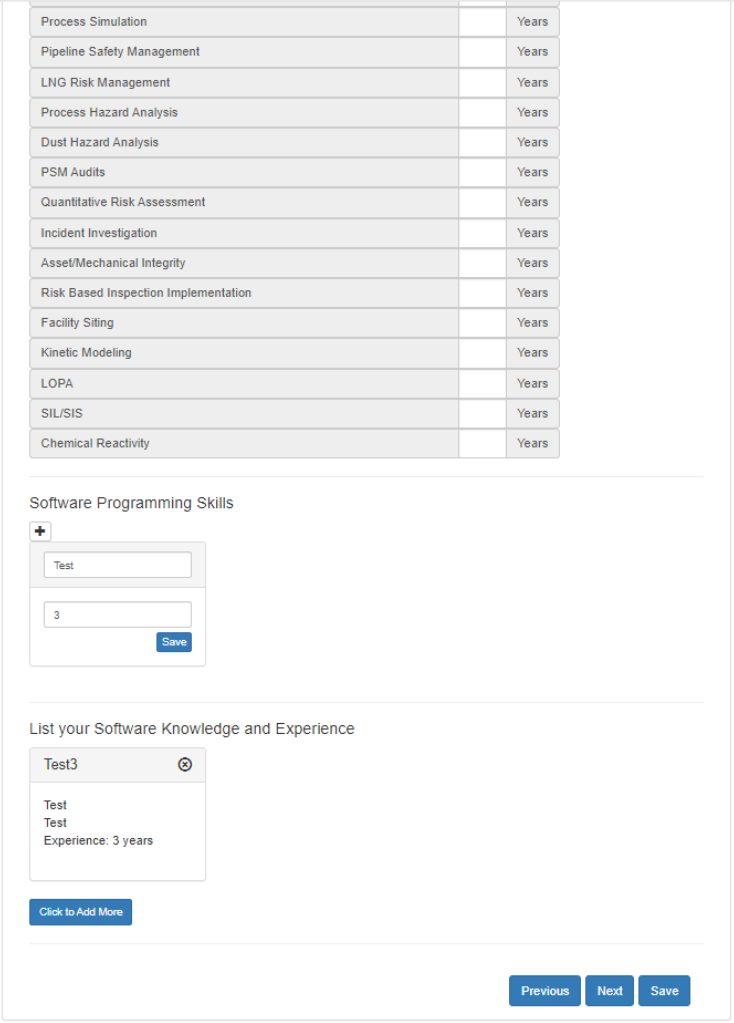
Now **Part 2 – Experience** will populate on the screen. This section takes approximately 5 minutes to complete and does not require any document uploads.

Input the required information.

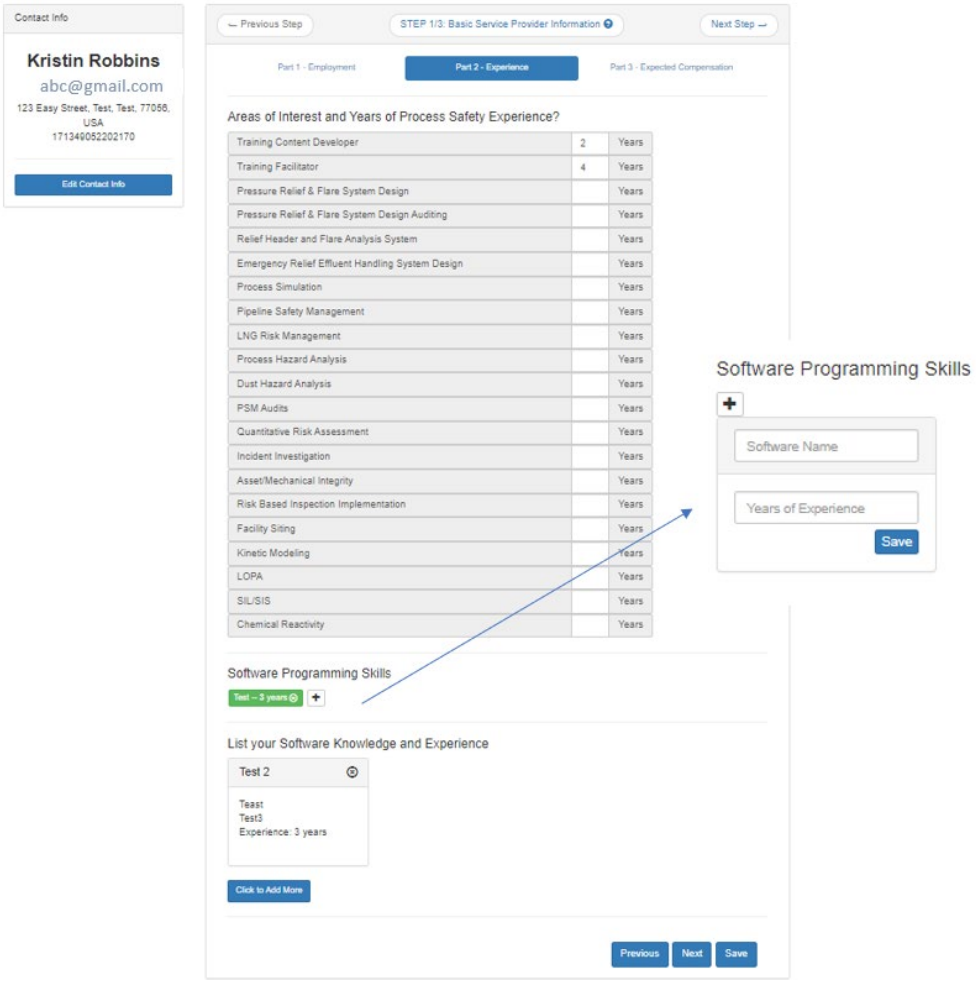
Provide your years of experience to the areas of interest you would like to bid on projects. You can add the number of years by typing it into the field or clicking your mouse in the white space, and arrow icons will appear to increase or decrease in numbers.



Next, provide any software programming skills as well as input any software knowledge or experience.

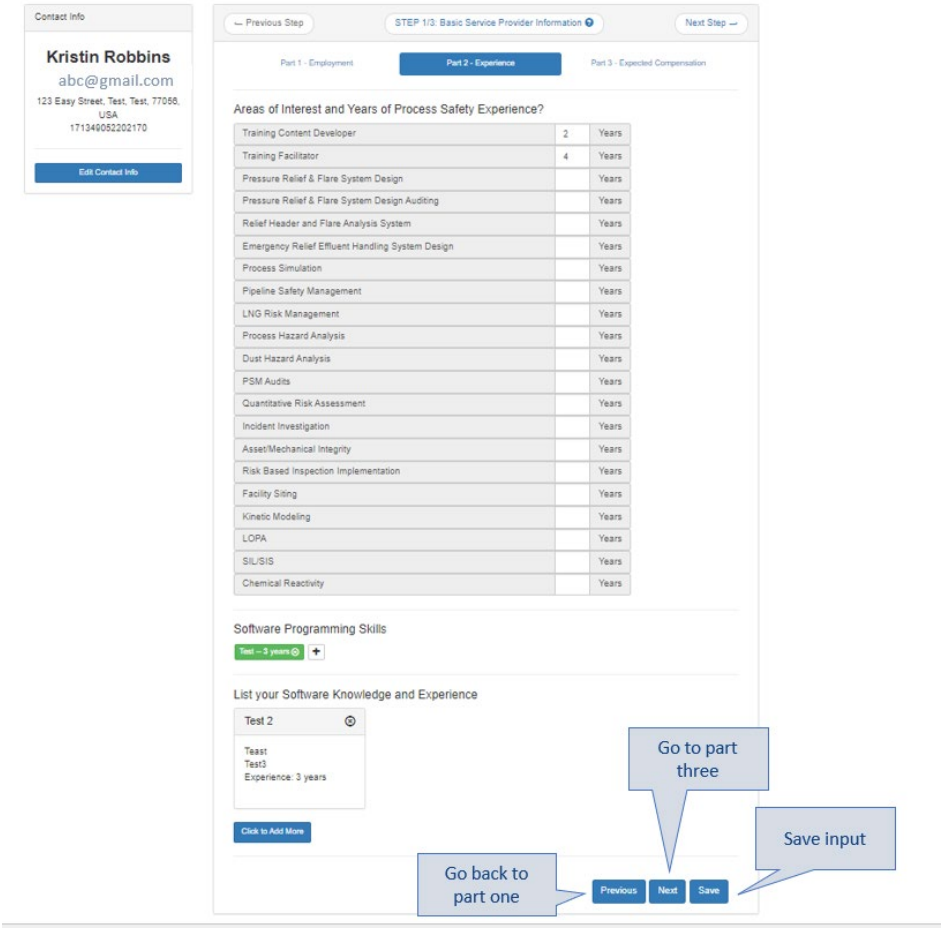


To add a new skill, click on “+” icon. If you can a typo or mistake on any entry, press the X button. It will delete the entry, and you can input it in again.



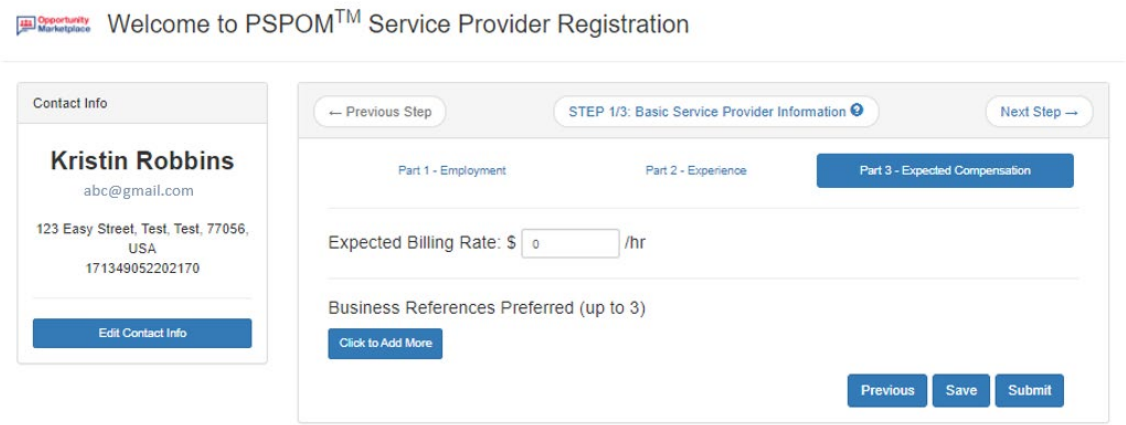
To add a new entry for your software knowledge or experience, click “Click to Add More”. If you can a typo or mistake on any entry, press the X button. It will delete the entry and you can input it in again.

Once you are satisfied when your selections, click “Next” to move to **Part 3 – Expected Compensation**. If you need to go back to **Part 1 – Employment**, you can click on “Previous”. Also, if you need more time or wish to continue the application at a later time, click on “Save”, and then you can log out and resume later.

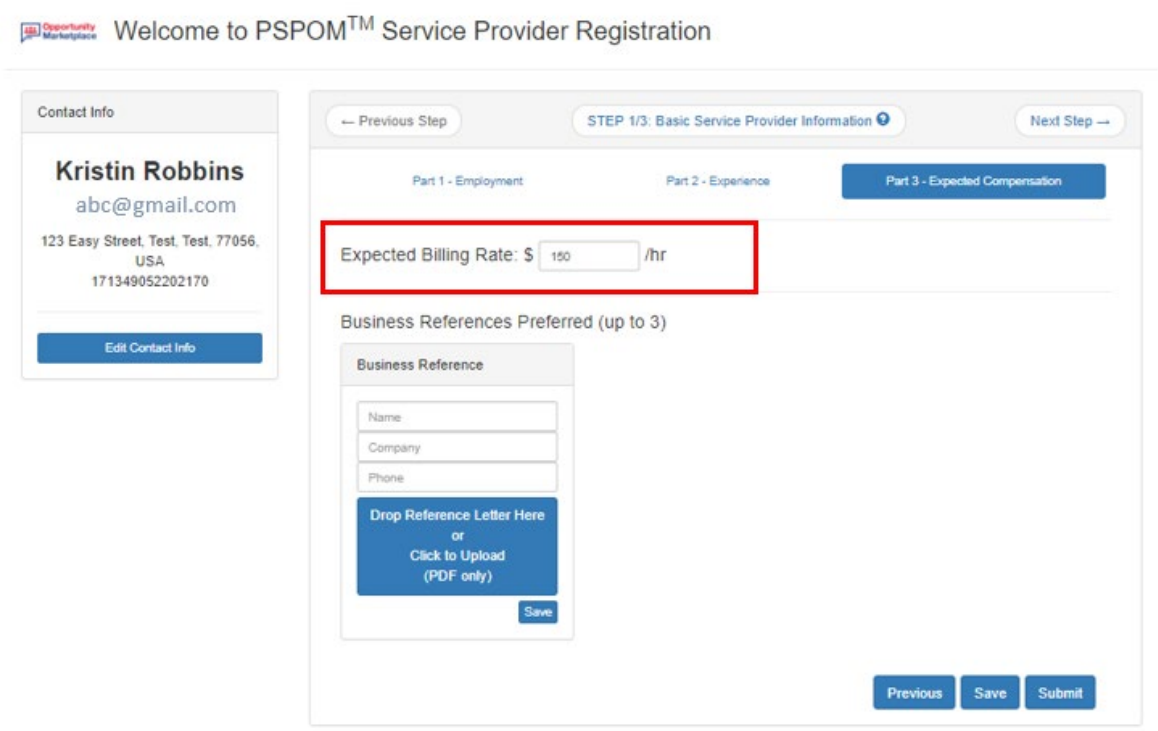


Now **Part 3 – Expected Compensation** will populate on the screen. This section takes approximately 5 minutes to complete unless more time is needed to gather document requirements.

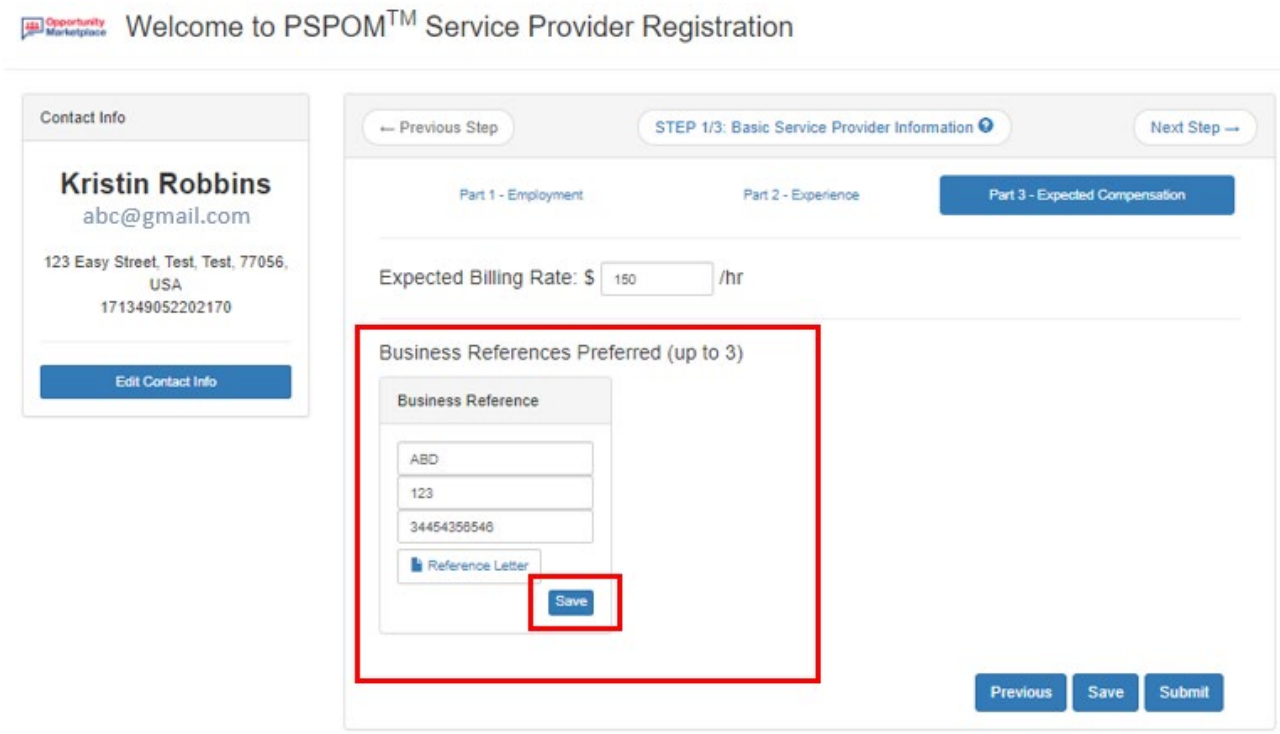
Input the required information and upload relevant documentation.



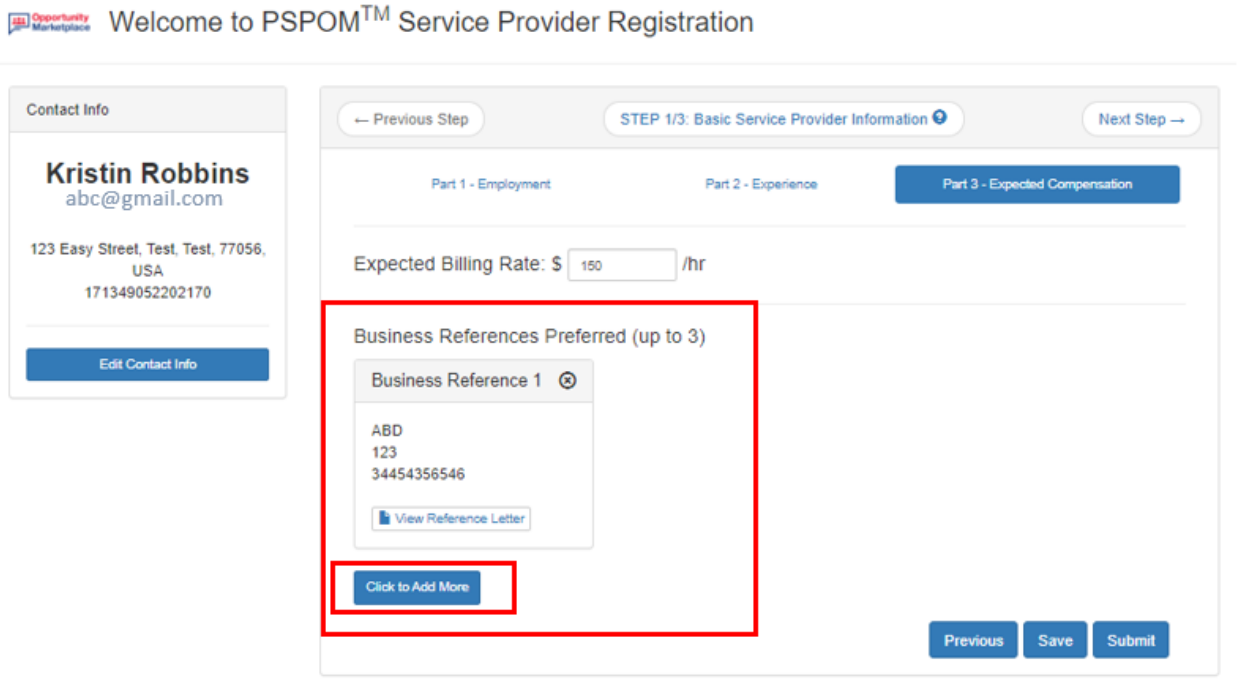
Enter your expected billing rate per hour for project work.

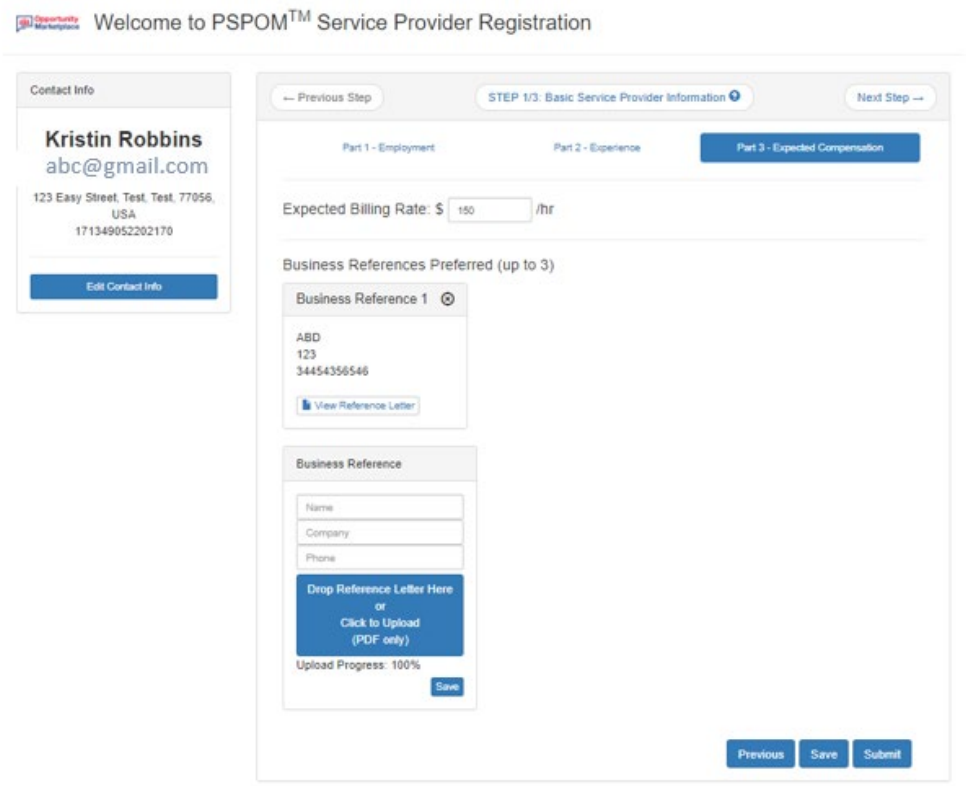


Upload up to three (3) business references as PDF documents only by pressing “Click to Add More”. This is not mandatory. Be sure to press “Save” once you’ve located your file to attach it successfully.

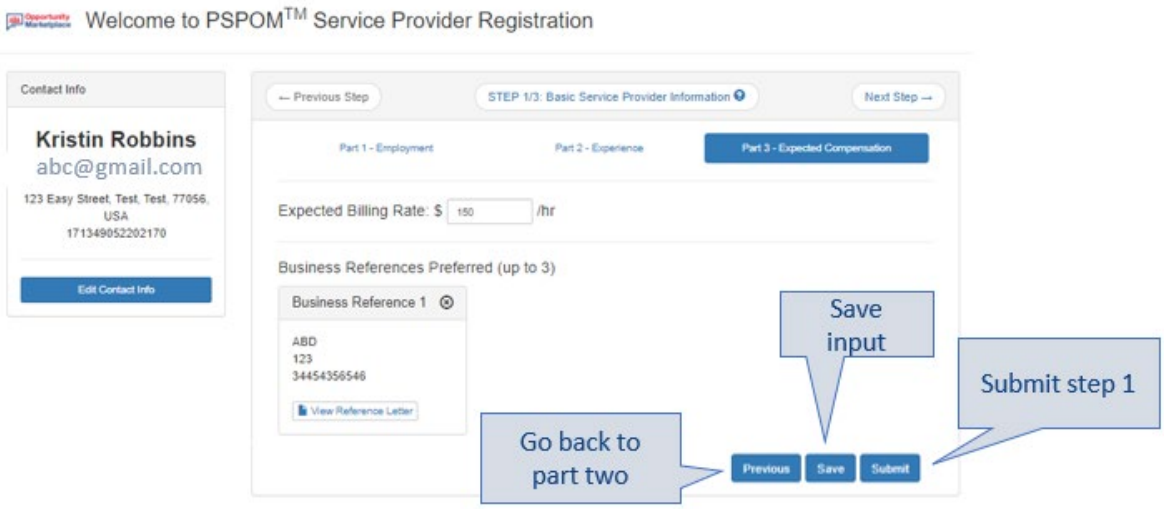


Remember to add a new entry, click on “Click to Add More”. If you found a typo or mistake on any entry,press the “X” button. It will delete the entry, and you can input your information again.

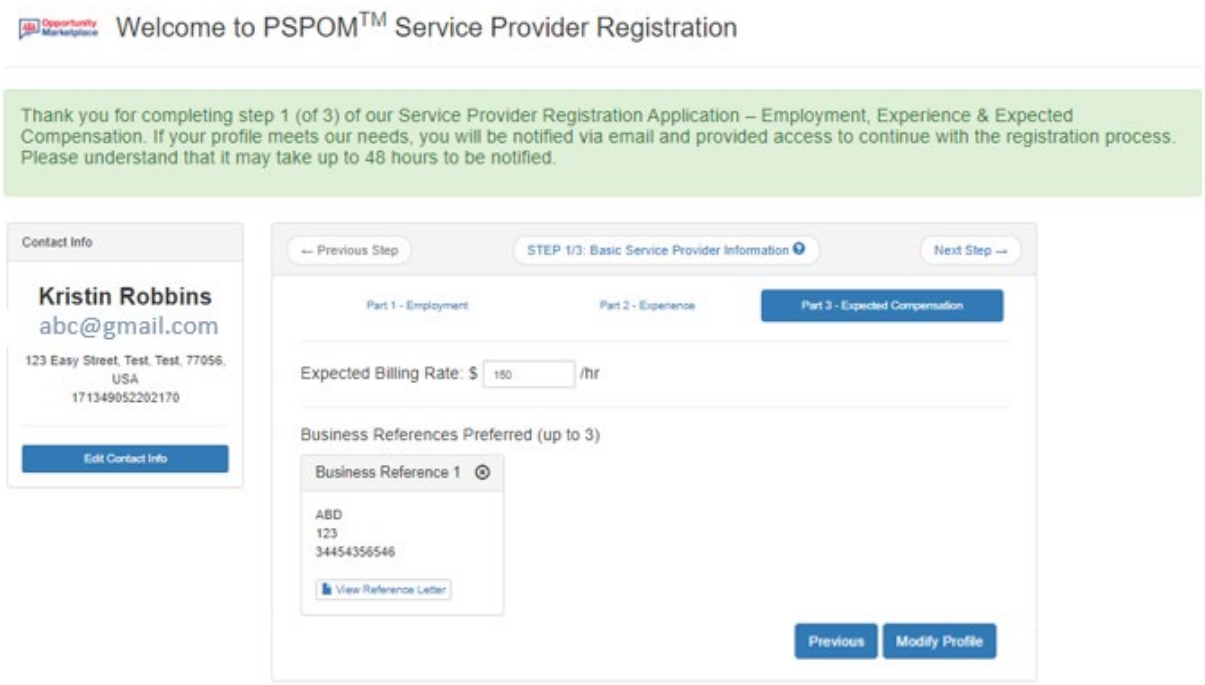




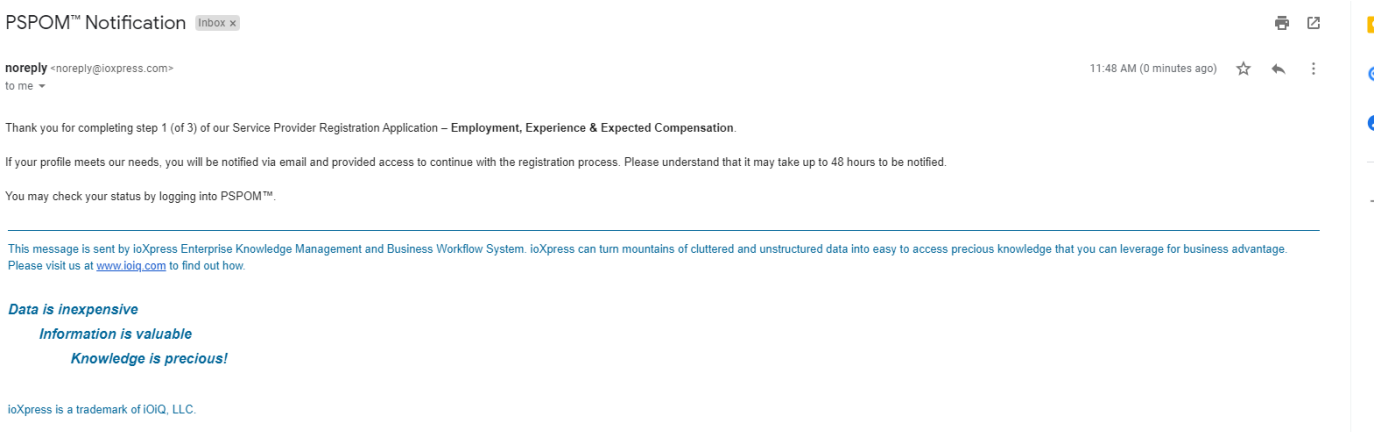
This is the last part of **Step 1**. If you need to make any final changes before submitting, click on "Previous" and it will take you back to revisit the previous parts. Once satisfied click "Submit."



After you click “Submit”, a green message as shown below should appear near the top of the screen to confirm that your submission was successful. You will need to wait for approval from ioMosaic to proceed to Step 2.

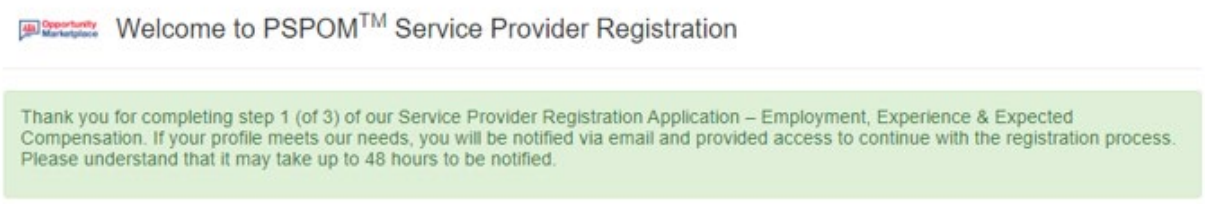


If you need to make a change, click on “Modify Profile” and you will have the opportunity to revise and re-submit. You will receive confirmation via email as shown below. Review of your application will take up to 48 hours.

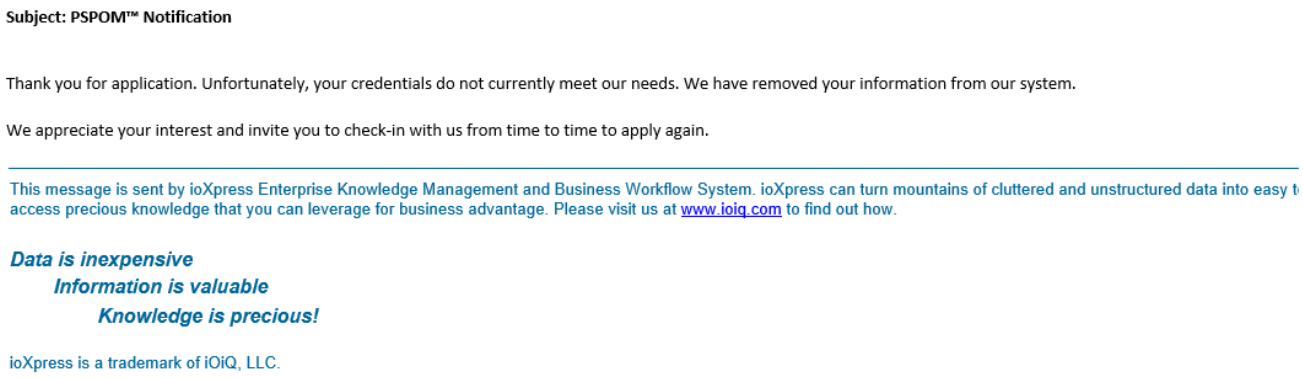


Checking Application Status:

You can check your status by logging into PSPOM™ and the green notification message at the top of the screen as shown below. This applies to all steps of the application process.



Approval or Denial of Step 1: As mentioned, it may take up to 48 hours for your application to be reviewed. Notification will be sent to your registered email address. If not approved, you will receive this message. It is also encouraged to check back in at a later date and apply again as our will be evolving.



If approved, you will receive this notification via email:

From: noreply <noreply@ioxpress.com>

Subject: PSPOM™ Notification

Congratulations! Step 1 - **Employment, Experience & Expected Compensation** of our Service Provider Application has been approved. Complete Part 2 – **Additional Information** by clicking this Link.

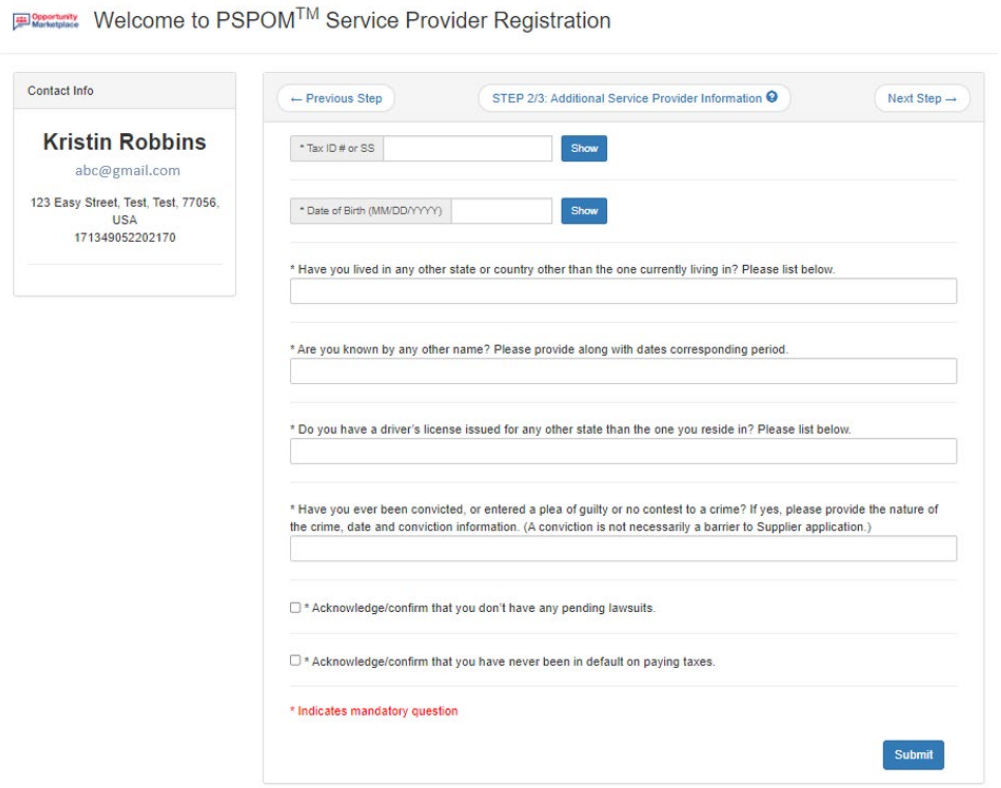
This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy t access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

Data is inexpensive
Information is valuable
Knowledge is precious!

ioXpress is a trademark of iOiQ, LLC.

You are now able to proceed to **Step 2**.

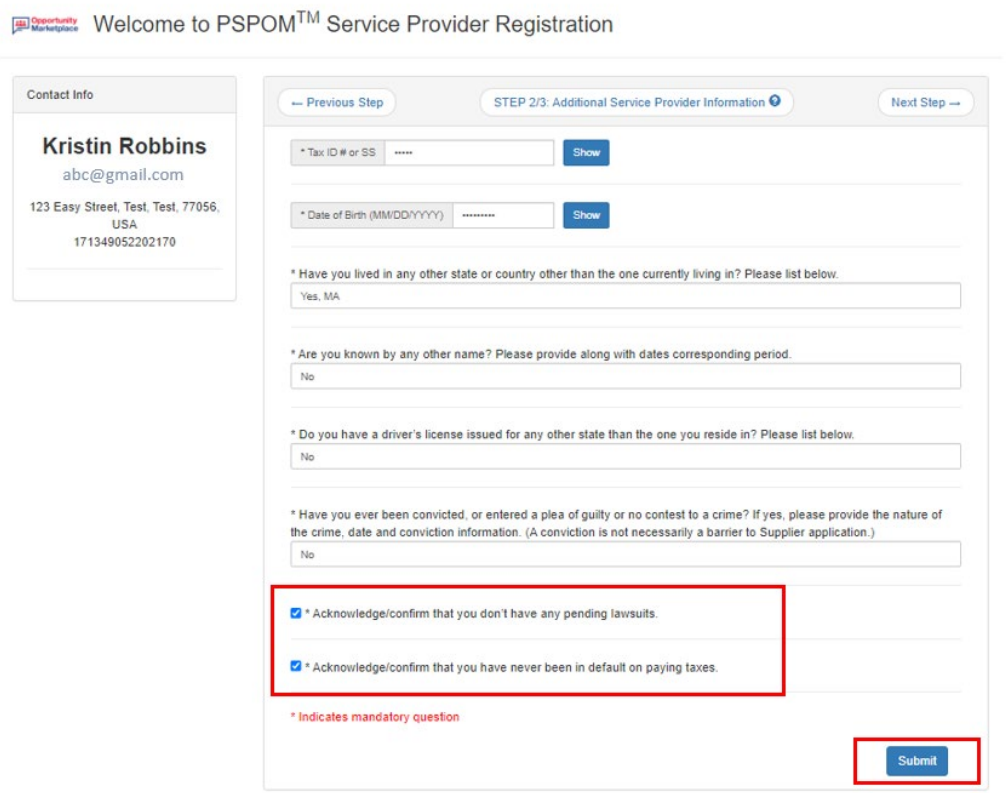
Step 2 – Additional Service Provider Information. To complete **Step 2**, click the link found in your approval notification that was sent to your registered email. Once you login, **Step 2** will populate on the screen as shown below. This section takes approximately 5 minutes to complete.



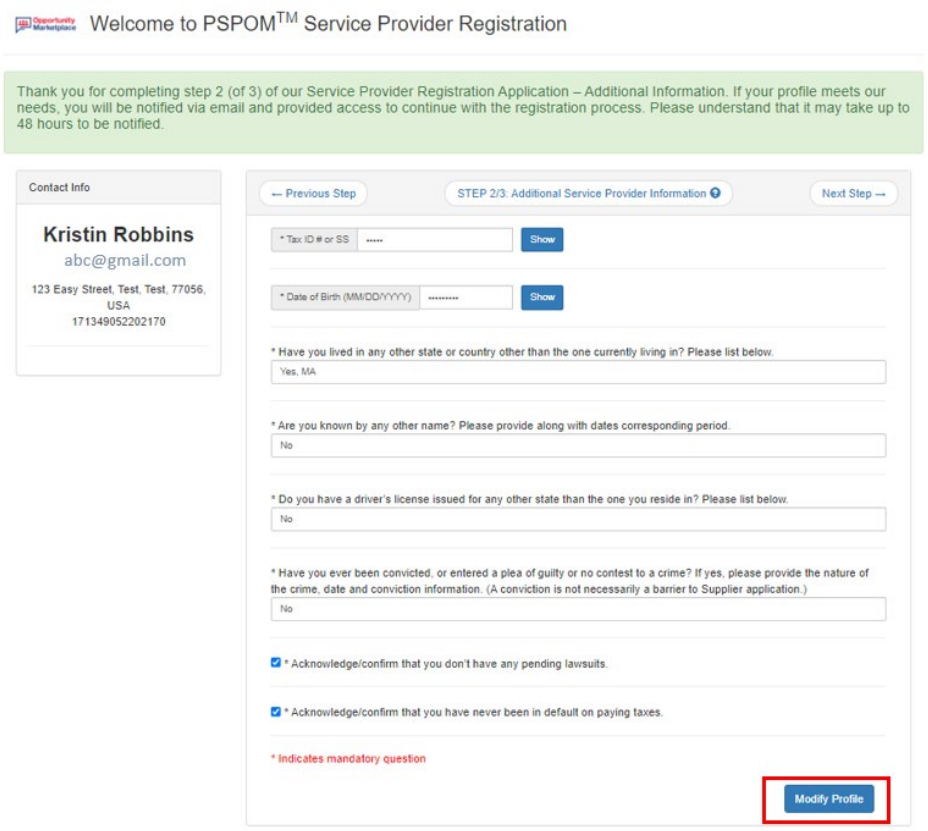
This section is straightforward; please complete with appropriate responses and provide the information needed. Each question is mandatory.

Once completed be sure to tick off the required acknowledgements.

Once satisfied click “Submit.”



After you click “Submit”, a green message as shown below should appear near the top of the screen to confirm that your submission was successful. You will need to wait for approval from ioMosaic to proceed to Step 3. Also, remember if you need to make any changes, click “Modify Profile” and then re-submit.



You will also receive confirmation of the via email as shown below. Review of your application will take up to 48 hours.

From: noreply <noreply@ioxpress.com>

Subject: PSPOM™ Notification

Thank you for completing step 2 (of 3) of our Service Provider Registration Application – **Additional Information.**

If your profile meets our needs, you will be notified via email and provided access to continue with the registration process. Please understand that it may take up to 48 hours to be notified.

You may check your status by logging into PSPOM™.

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

Data is inexpensive
Information is valuable

Remember you can check the status of your application by following the instructions outline in 2.5 CheckingApplication Status.

Wait for your application to be reviewed. Notification will be sent to your registered email address.

If not approved, you will receive this message. It is also encouraged to check back later and apply again as our needs will evolve.

Subject: PSPOM™ Notification

Thank you for application. Unfortunately, your credentials do not currently meet our needs. We have removed your information from our system.

We appreciate your interest and invite you to check-in with us from time to time to apply again.

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

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Information is valuable
Knowledge is precious!

ioXpress is a trademark of iOiQ, LLC.

If approved, you will receive this notification via email:

From: noreply <noreply@ioxpress.com>

Subject: PSPOM™ Notification

Congratulations! Step 2 – **Additional Information** of our Service Provider Application has been approved. Complete step 3 – **Contractual Information and ioMosaic ISO Training** by clicking this Link.

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

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Information is valuable
Knowledge is precious!

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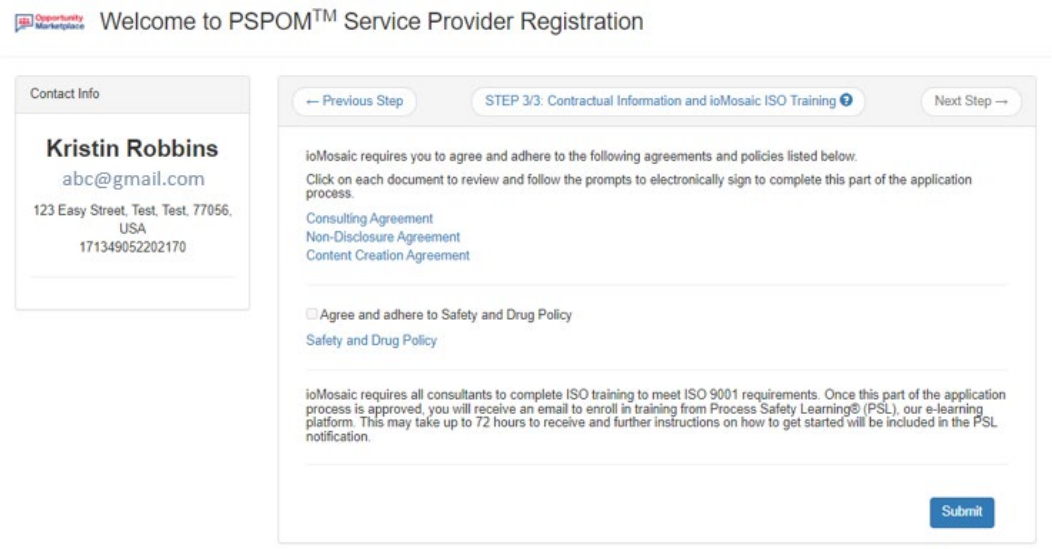
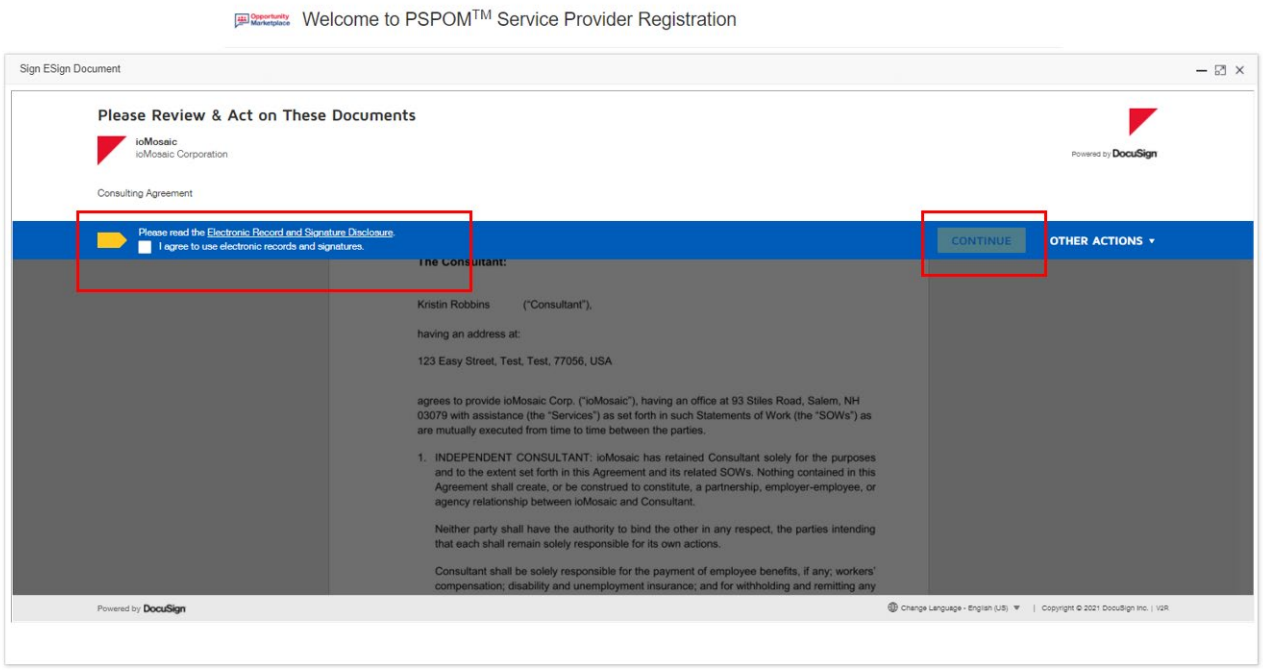
You are now able to proceed to Step 3.

Step 3 – Additional Service Provider Information. To complete Step 3, click the link found in your approval notification that was sent to your registered email. Once you login, Step 3 will populate on the screen as shown below. This section takes approximately 25 minutes to complete and involves reviewing and e-signing documents.

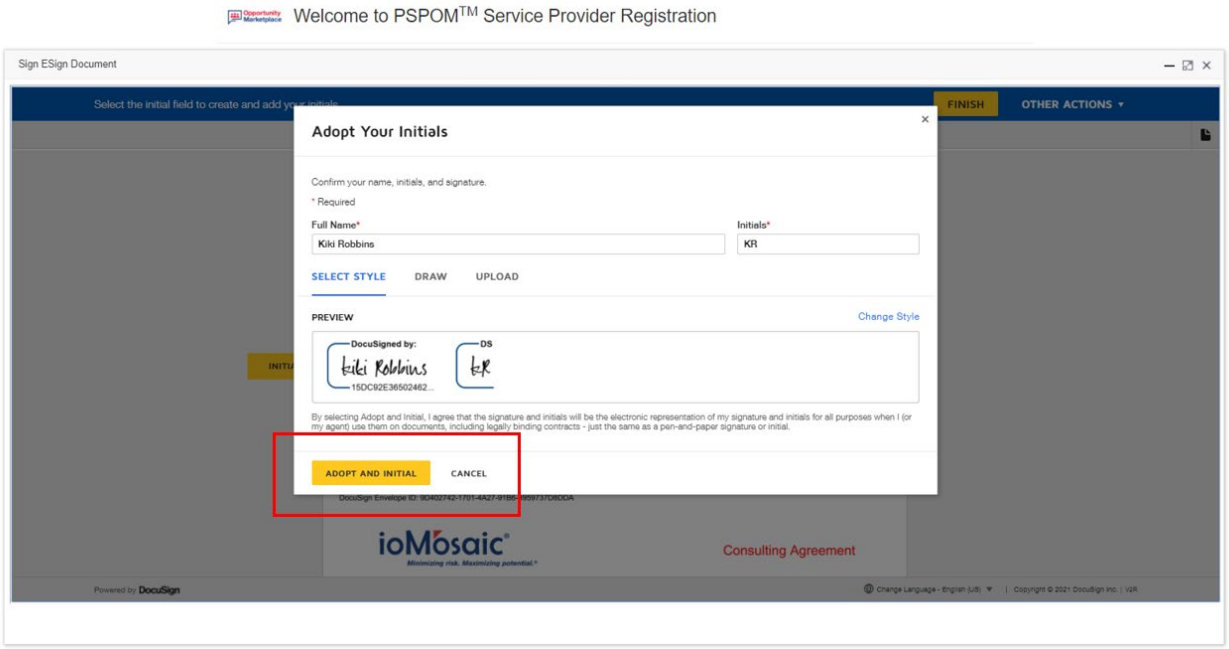


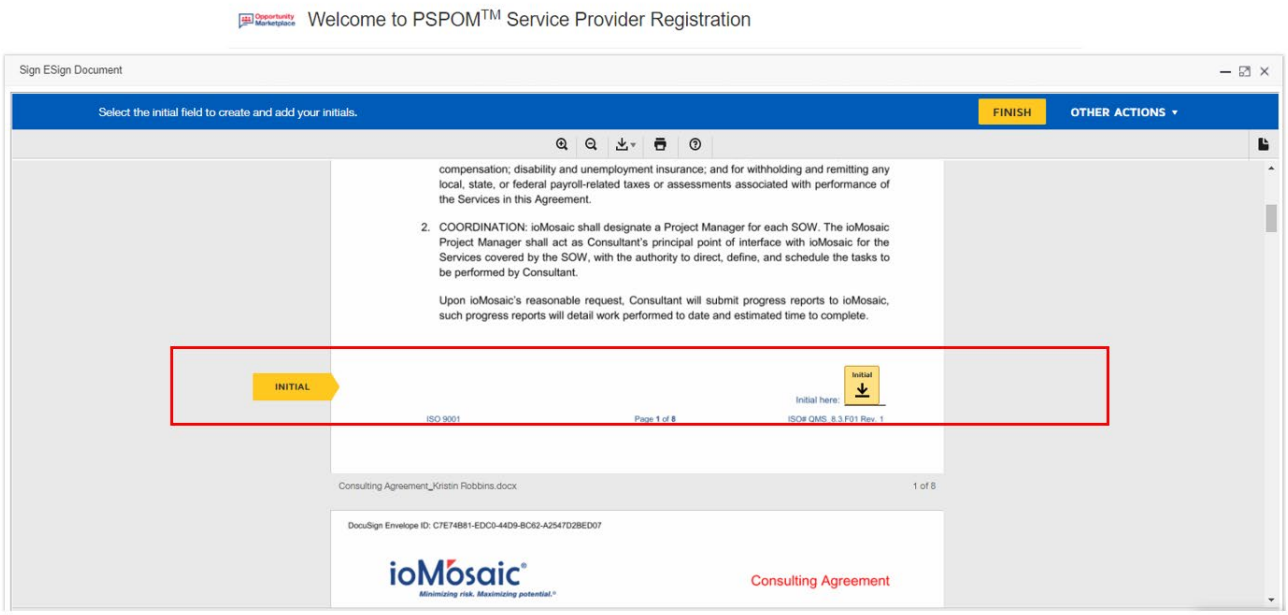
Every applicant will need to review and sign the Consulting Agreement and Non-Disclosure Agreement (NDA). The Content Creation Agreement only needs to be submitted by applicants applying to be a PSL Content Creator.

To sign a document, click on the link. Now Docu-Sign application will open. You will need to accept the terms and then press “Continue.” Read through the documents and as you do, the application will indicate what you need to fill-in or electronically sign.

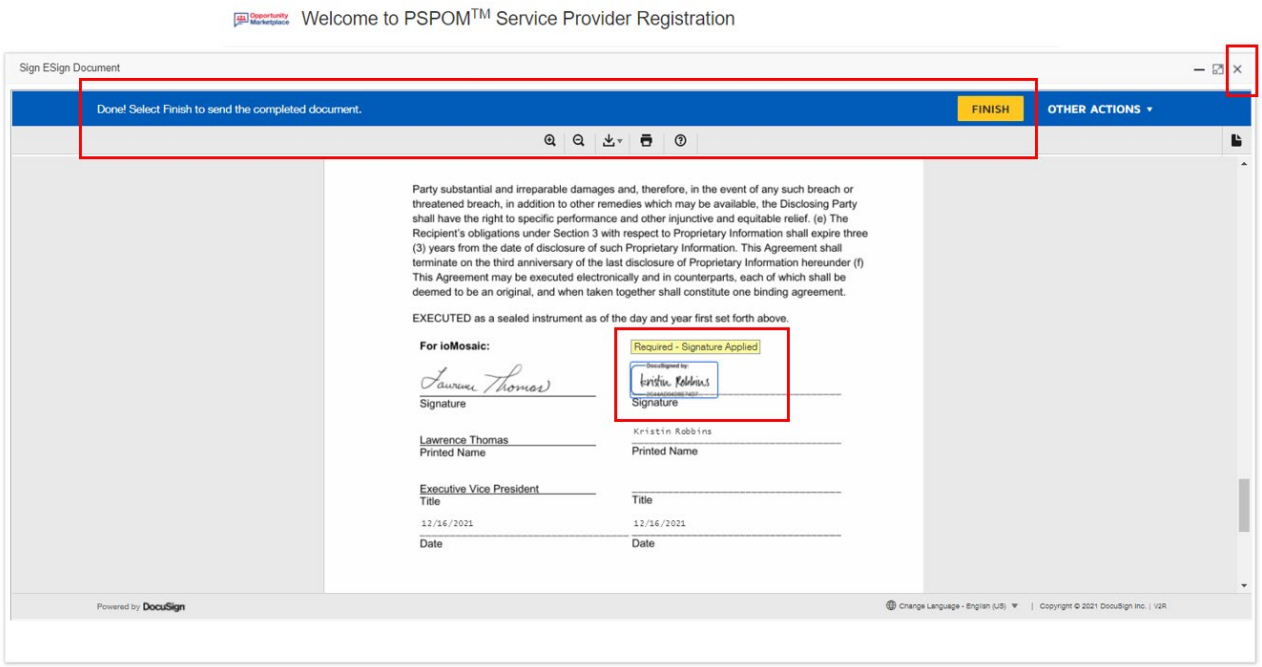


As you progress through the documents, you will be prompt to take action like below:

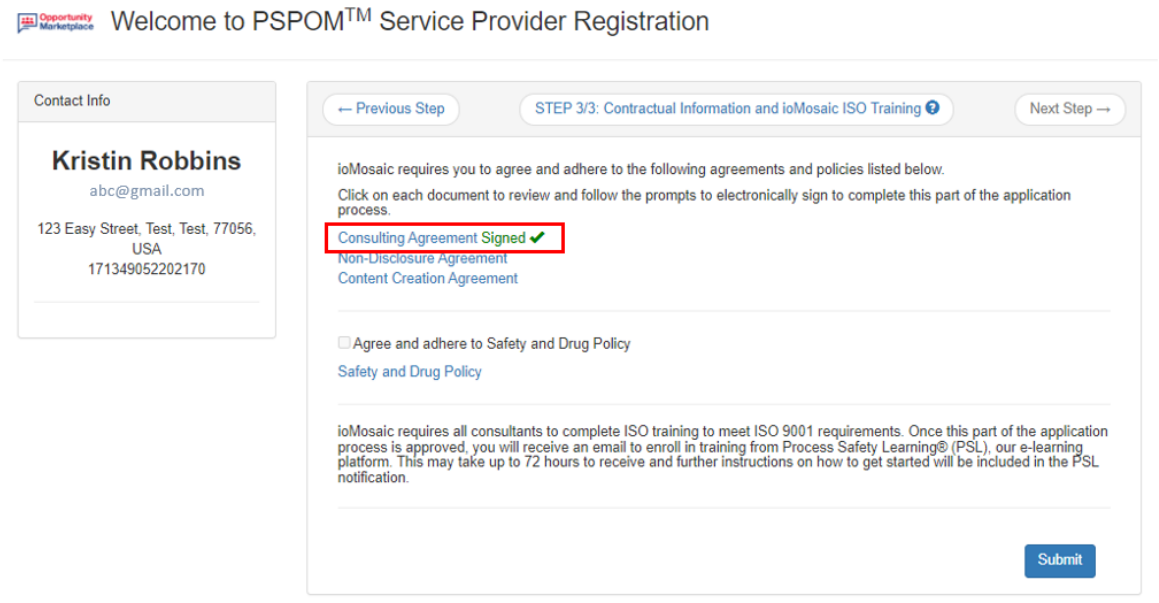




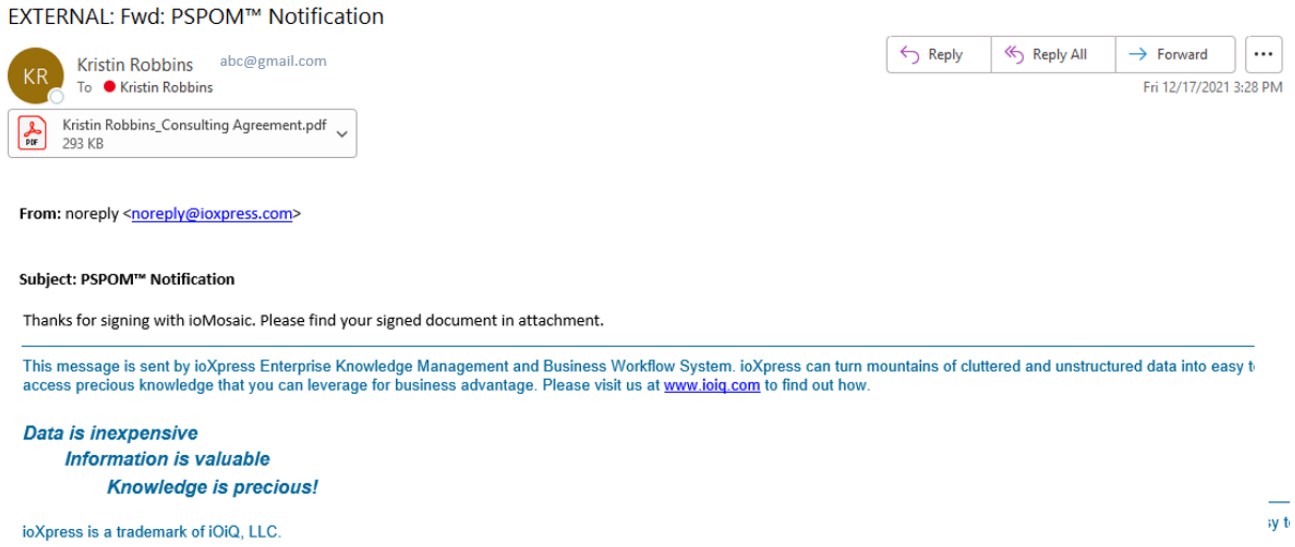
Once you have completed this and made it to the end, Click “Finish” and then close the document by clicking the “X”.



Now you are back to the Step 3 screen and a green checkmark will appear, indicating that the document was properly completed.

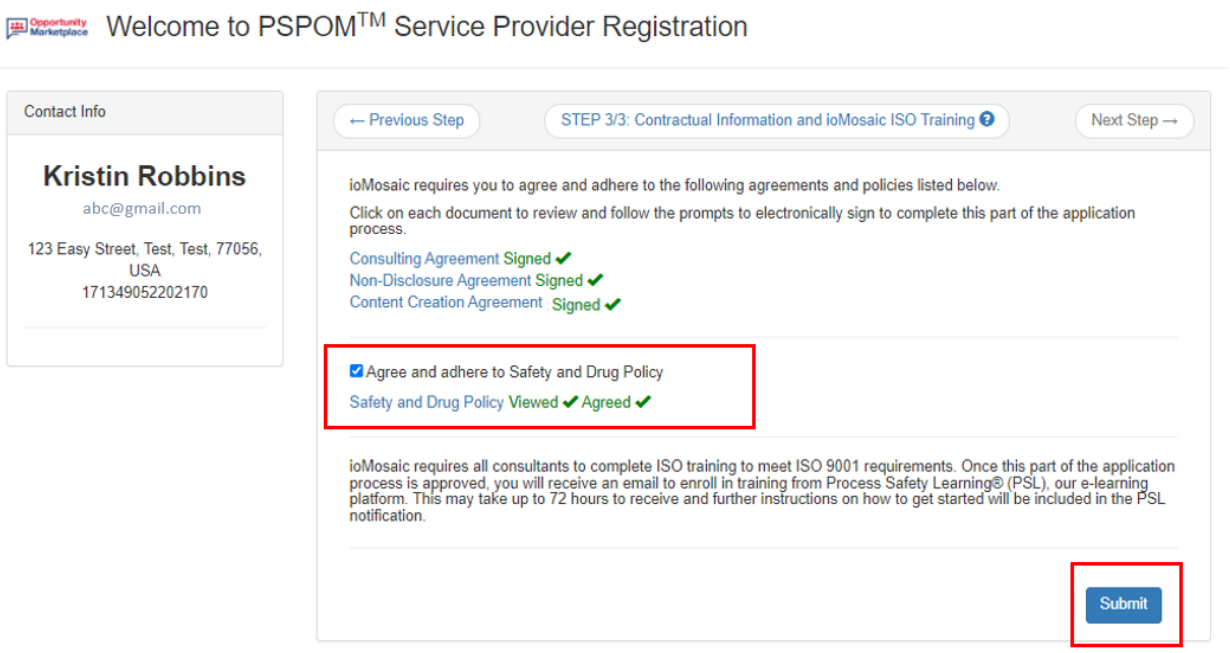


Repeat this for the remaining document(s). A copy of each document will be emailed to your registered address.

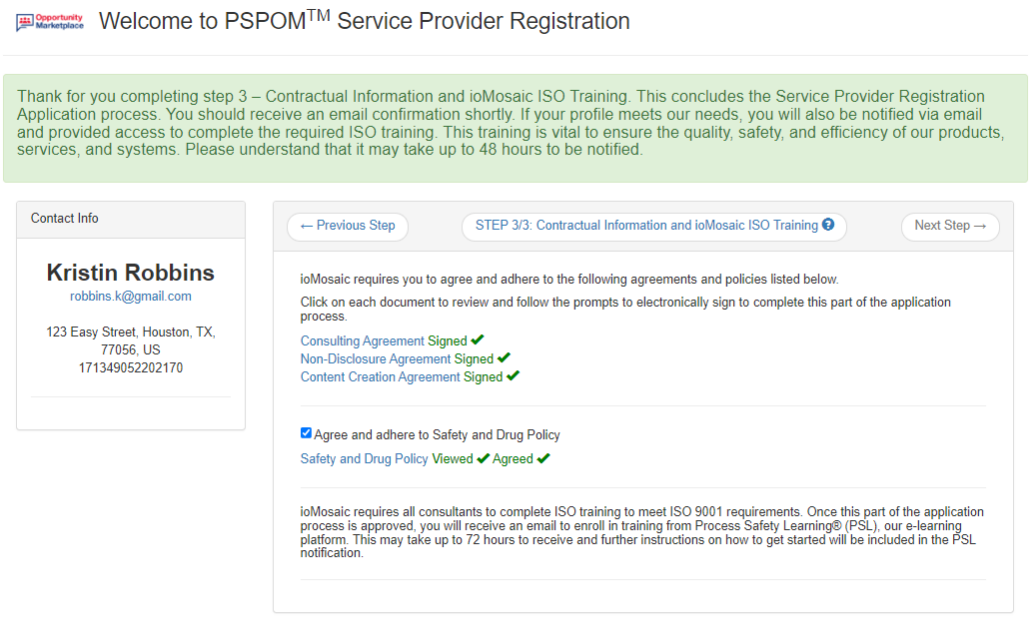


Next click the Safety and Drug Policy to review it. Close it and be sure to check/tick off the Agreement box once you read through it.

After you sign the documents and agree to the policy, then press “Submit” to complete this final step of the application process.



After you click “Submit”, a green message as shown below should appear near the top of the screen to confirm that your submission was successful. You will need to wait for approval from ioMosaic to proceed to **Step 3**.



You will also receive confirmation via email as shown below. Review of your application will take up to 48 hours.

From: noreply <noreply@ioxpress.com>
Date: December 17, 2021 at 3:24:27 PM CST

Subject: PSPOM™ Notification

Thank you for completing step 3 (of 3) of our Service Provider Registration Application – **Areas of Expertise and Interest Section – Contractual Information and Required Training.**

ioMosaic requires all consultants to complete ISO training to meet ISO requirements. This helps ioMosaic ensure the quality, safety, and efficiency of our products, services, and systems.

Look for a message in your inbox from our online learning platform **Process Safety Learning®** to begin your training.

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

Your signed documents will also be sent to you via email, like displayed below:

EXTERNAL: Fwd: PSPOM™ Notification

KR Kristin Robbins
To Kristin Robbins

Reply | Reply All | Forward | ...
Fri 10/1/2021 9:51 AM

Kristin Robbins_ioMosaic Consulting Agreement.pdf
332 KB

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: noreply <noreply@ioxpress.com>
Date: October 1, 2021 at 9:44:12 AM CDT

Subject: PSPOM™ Notification

Thanks for signing with ioMosaic. Please find your signed document in attachment.

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.

Data is inexpensive
Information is valuable
Knowledge is precious!

ioXpress is a trademark of iOiQ, LLC.

Complete ISO Training. Every applicant must complete ISO 9001 QMS Training in our Process Safety Learning® (PSL) platform. Depending on your learning speed, this may take 1-2 hours to complete once your account is activated.

You will receive an activation email within 48 hours from one of our PSL Admins to your registered email address that will contain your login information.

Hi Kristin,

Welcome to Process Safety Learning®. You have been enrolled, and should see an email in your inbox from PSL.

https://psl.iomosaic.com/
Username: Use your email address
Password: TEST

Have a great day,

Debbie Rivero
Graphic Designer | Webmaster

Then you will receive a notification that you have been registered for the ISO training from PSL.

Process Safety Learning: You are added as learner in course ISO 9001 Compliance Training

PS-Learning Support
To Kristin Robbins

Reply | Reply All | Forward | ...
Thu 10/7/2021 5:11 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Process Safety Learning®

Dear User,

You are added as a learner in the course **ISO 9001 Compliance Training**. You can start learning by logging into your account from below link.

https://psl.iomosaic.com//PSL/Dashboard/?direct=lr

Regards,
PSL Support Team

ioMosaic Corporation
93 Stiles Road, Salem, NH 03079
1.844.ioMosaic
Privacy Policy | Terms of Use

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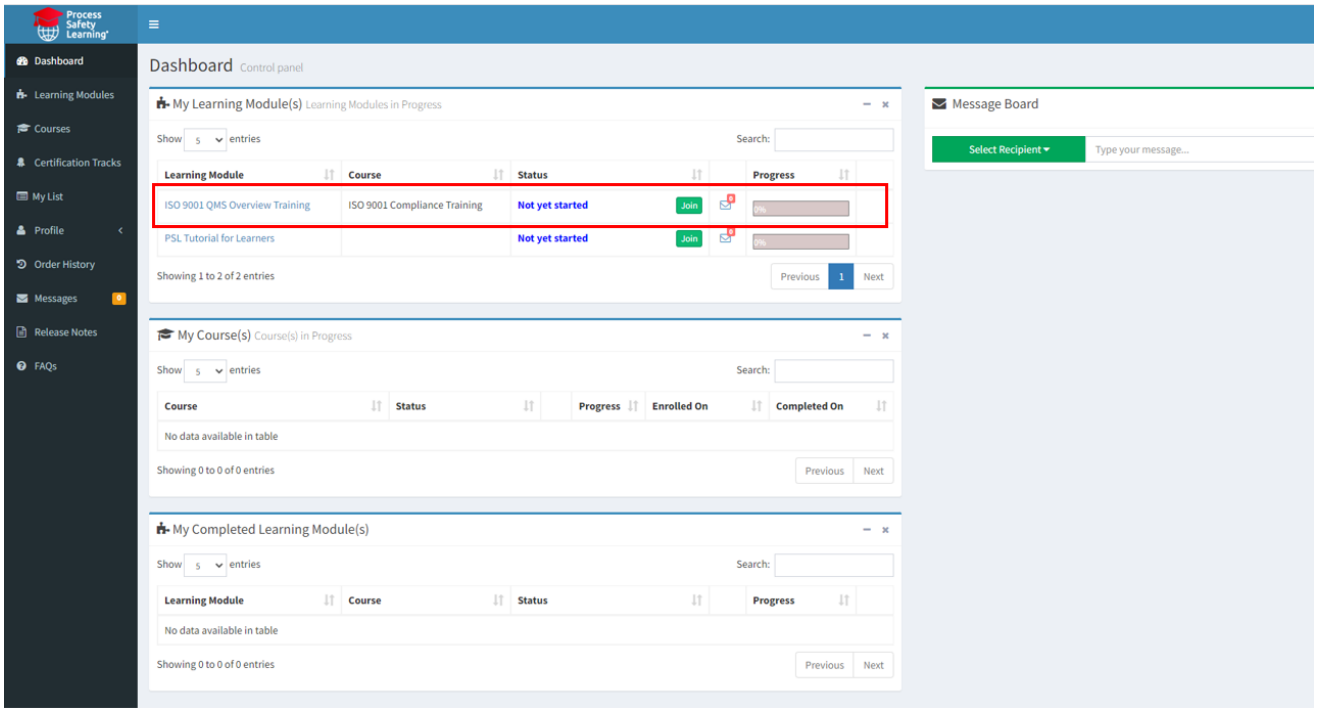
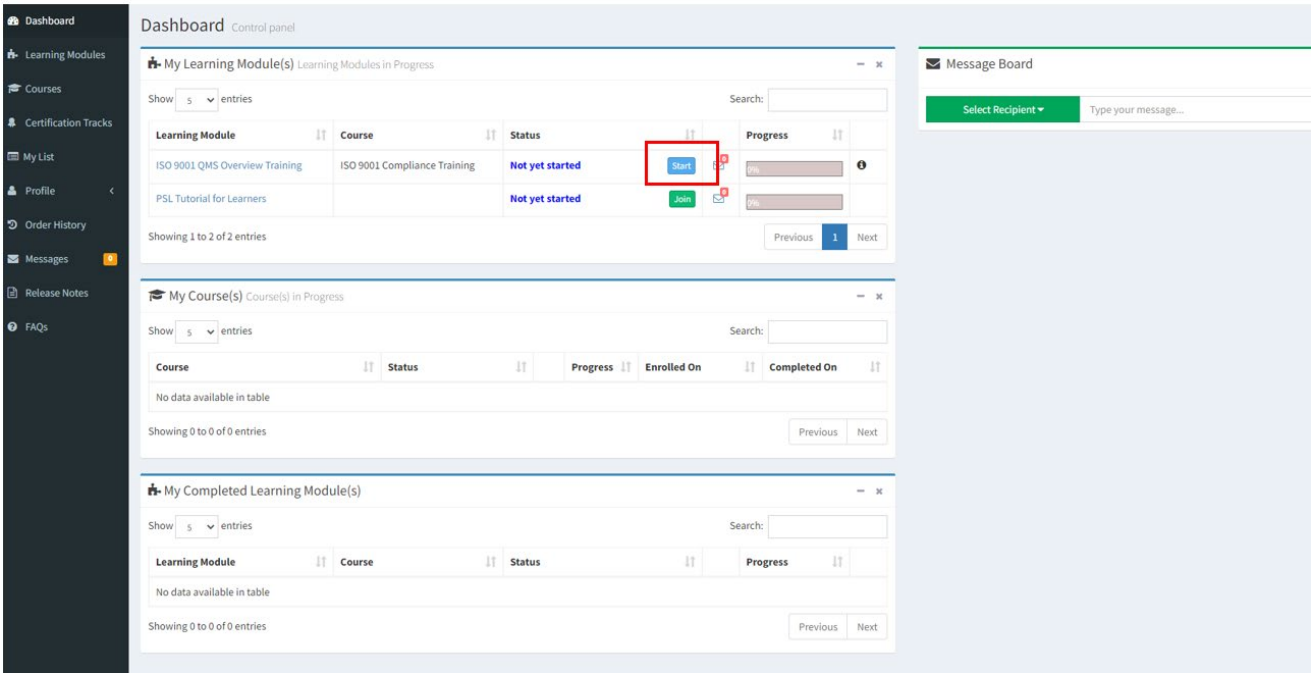
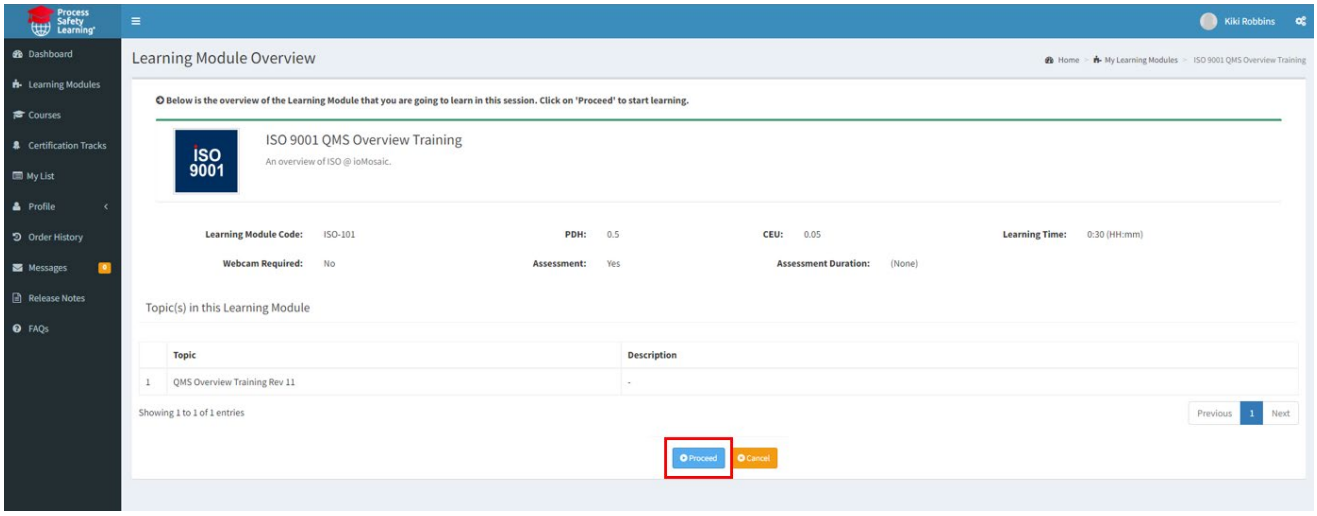
To start training, click the link, log in, and your dashboard will appear. Both modules need to be completed: “PSL Tutorials for Learners” and “ISO 9001 QMS Overview Training”. Some users find it helpful to watch the PSL Tutorial first then proceed to the ISO Training. To join either module, click “Join”.

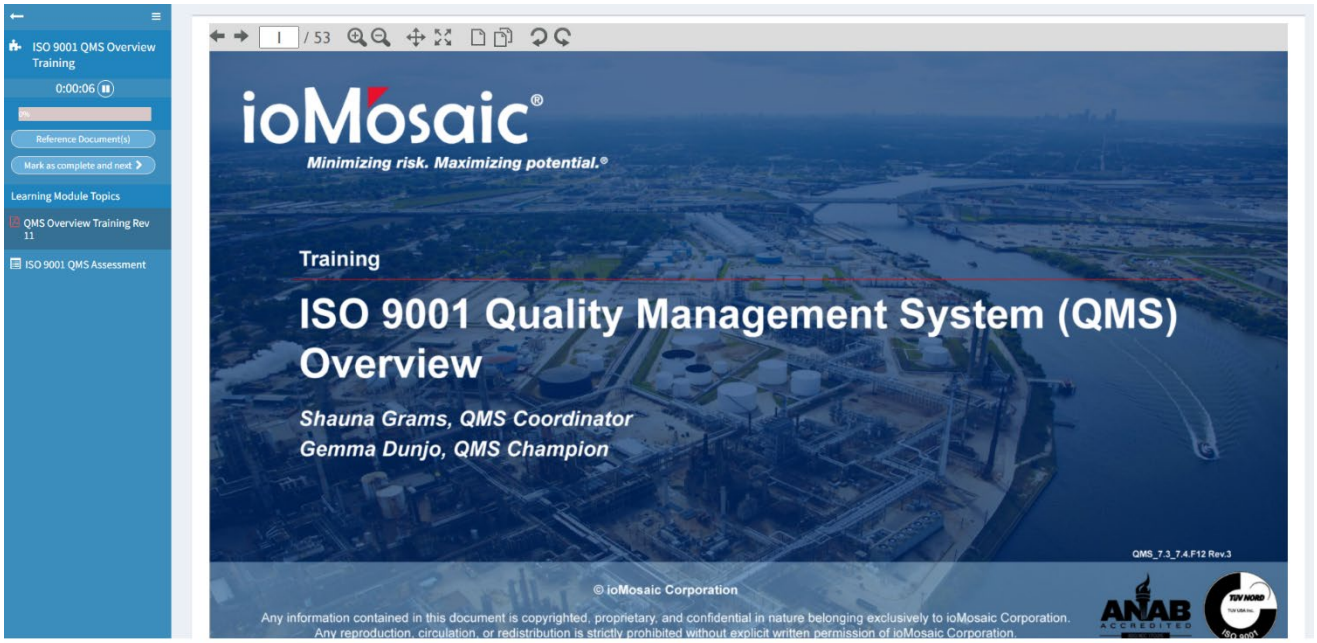


Next press “Start”.

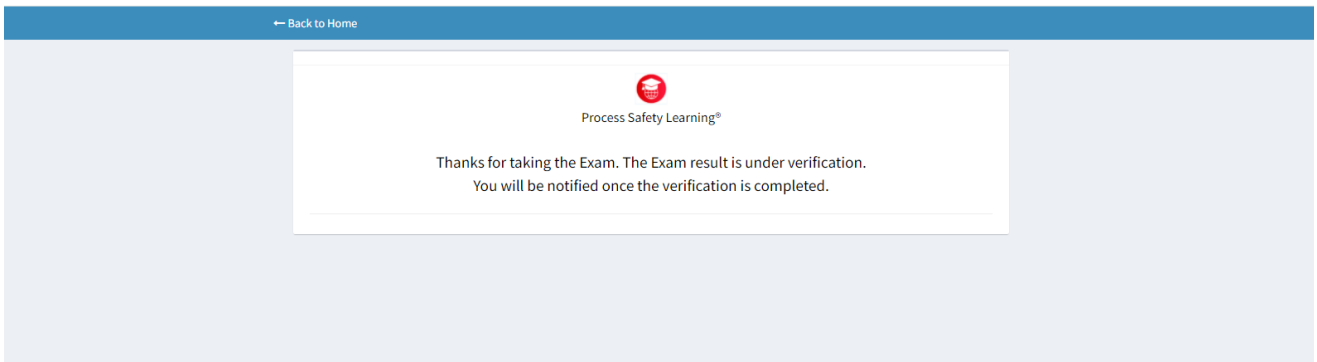


After that, the module screen will appear, and you will see an overview of the requirements (ISO training requires video and assessment). Now click “Proceed”.





Follow the cues, and to complete this step, you must complete the assessment(s) where required. Successful completion will have a message similar to this:



Once you have successfully completed your training, please wait for your application to be reviewed. Notification will be sent to your registered email address.

If not approved, you will receive this message. It is also encouraged to check back later and apply again as our needs will evolve.

Subject: PSPOM™ Notification

Thank you for application. Unfortunately, your credentials do not currently meet our needs. We have removed your information from our system.

We appreciate your interest and invite you to check-in with us from time to time to apply again.

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

Data is inexpensive
Information is valuable
Knowledge is precious!

ioXpress is a trademark of iOiQ, LLC.

If approved, you will receive this notification via email:

From: noreply <noreply@ioxpress.com>

Subject: PSPOM™ Notification

CONGRATULATIONS! You have been approved as a **ioMosaic SUPPLIER.**

Log into PSPOM when you are ready to 'bid' on projects available.

Next click on the 'PROJECTS' tab at the top of the screen.

Click on Opportunity tab, then View all Opportunities.

Select projects of interest and submit interest.

Thank you!

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 tha

Data is inexpensive
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Knowledge is precious!

ioXpress is a trademark of iOiQ, LLC.

This notification contains an overview of accessing open projects and bidding them. Please read our How to Bid on PSPOM™ Projects guide if you want additional information on project bidding.