

How To Submit Your Project Work on PSPOM™ Supplier Guide



1

Assignment of Action Item(s)

Receive confirmation you have been assigned a project.

2

Login to PSPOM™

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

3

Upload Project Files

Click the Drop Files Here button. Kindly include your comments.

4

Complete Submission

To submit your work, press the Submit button.

How To Submit Your Project Work on PSPOM™

Supplier Guide

This guide provides step-by-step instructions on how to submit your work to your Process Safety Project Opportunity Marketplace (PSPOM™) project.

Any further questions should be directed to your Case Manager.

1. Viewing Action Items

1.1 Assignment of Action Item(s)

After you receive confirmation that you were awarded the work you bid on, you will also receive notification that the Case Manager of your project has assigned you an action item/work to complete. Click on the link as shown below to access and view the action item.

From: noreply@ioxpress.com
Date: December 21, 2021 at 4:35:52 PM CST

Subject: An action item was assigned from Kristin Robbins (robbins.k.tx@iomosaic.com)

The following action item (ID:5377) has been assigned to you by : Kristin Robbins (robbins.k.tx@iomosaic.com)
Belongs to: PSL Test
Description: Incident Investigation Basic Training for PSL

Due Date: 2/7/2022

Click here for more detail or to update action item: <https://www.pspom.com/Tasks/ActionItems/ActionDisplay.aspx?dataobjectid=2a9aad2e-efcd-4d35-8a6e-c9338bbbee02>

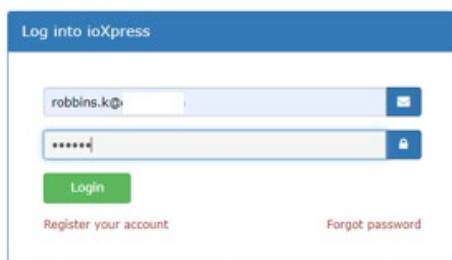
This message is sent by ioXpress Enterprise Knowledge Management and Business Workflow System. ioXpress can turn mountains of cluttered and unstructured data into easy to access precious knowledge that you can leverage for business advantage. Please visit us at www.ioiq.com to find out how.

*Data is inexpensive
Information is valuable
Knowledge is precious!*

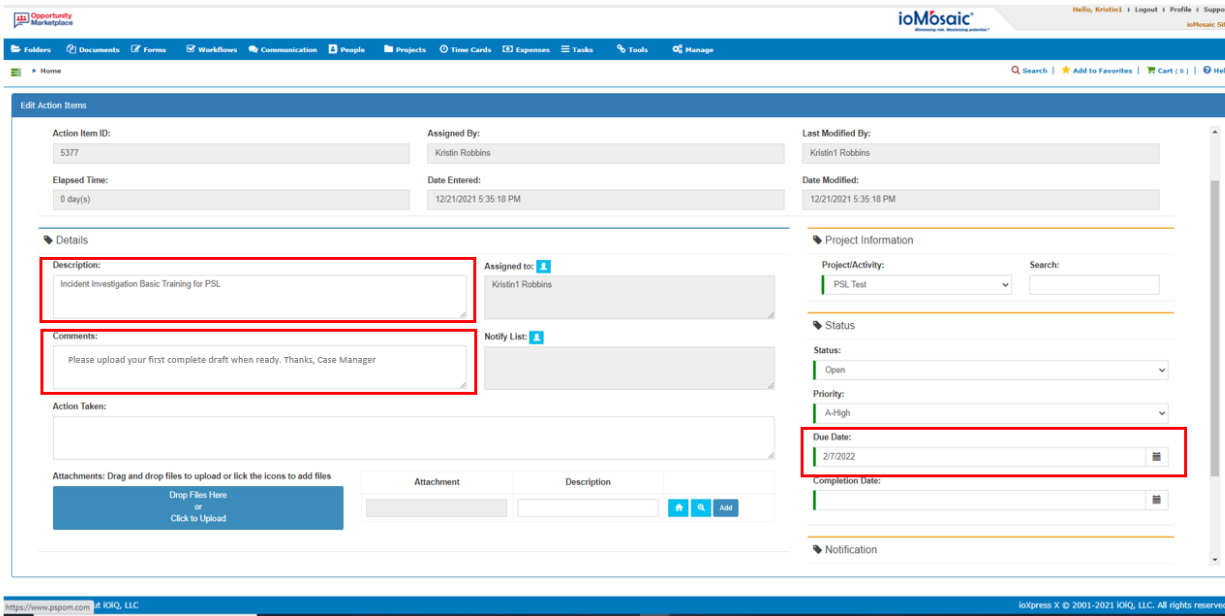
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Please keep this email on hand as it is the easiest way to access your project requirements and submit your work

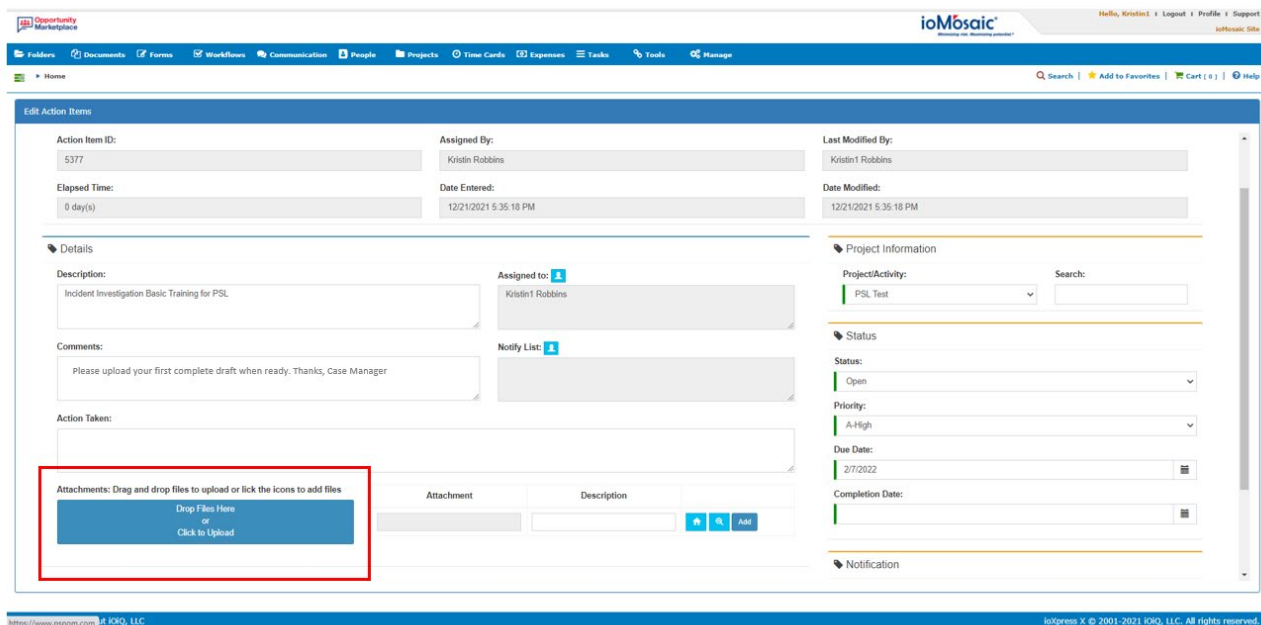
You must enter your login credentials and press “Login”.



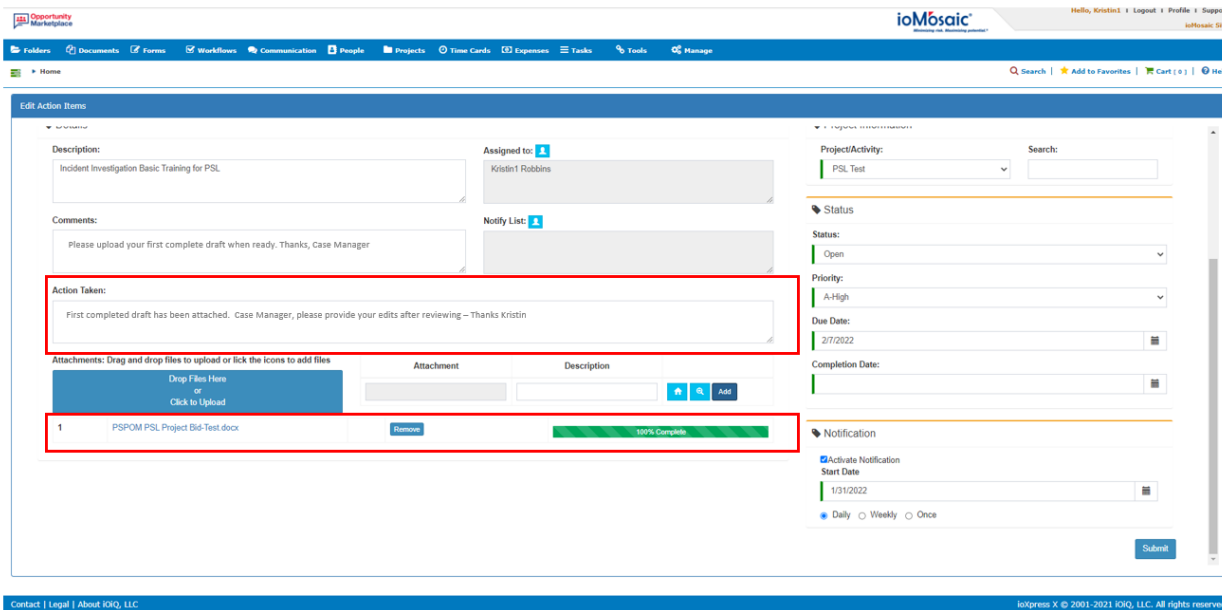
Then the Action Item task screen will populate. From this view, you can see important details such as the task description, any comments the Case Manager has provided, the due date.



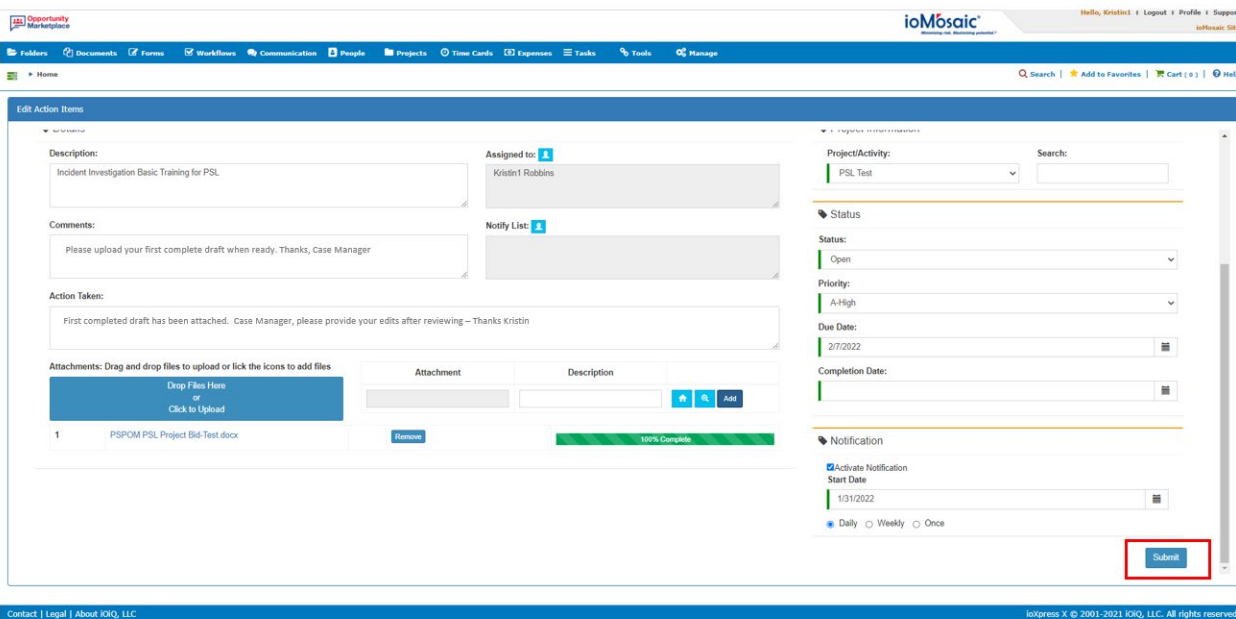
Click the “Drop Files Here or Click to Upload” button to upload your work. Either move your files to this area or click the button, locate your file(s) and press “Add”.



A progression bar will appear and indicate when the attachment is successfully uploaded. Suppliers are also encouraged to use the Action Taken field to provide comments/details to your Case Manager. After your comment, be sure to indicate your name or initials.



To submit your work, press “Submit,” and your Case Manager will be notified.



Repeat this process for any other action items assigned to you until the project is successfully completed.