

How To Bid on PSPOM® Projects

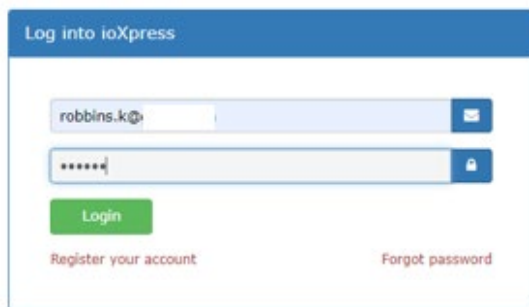
Supplier Guide

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

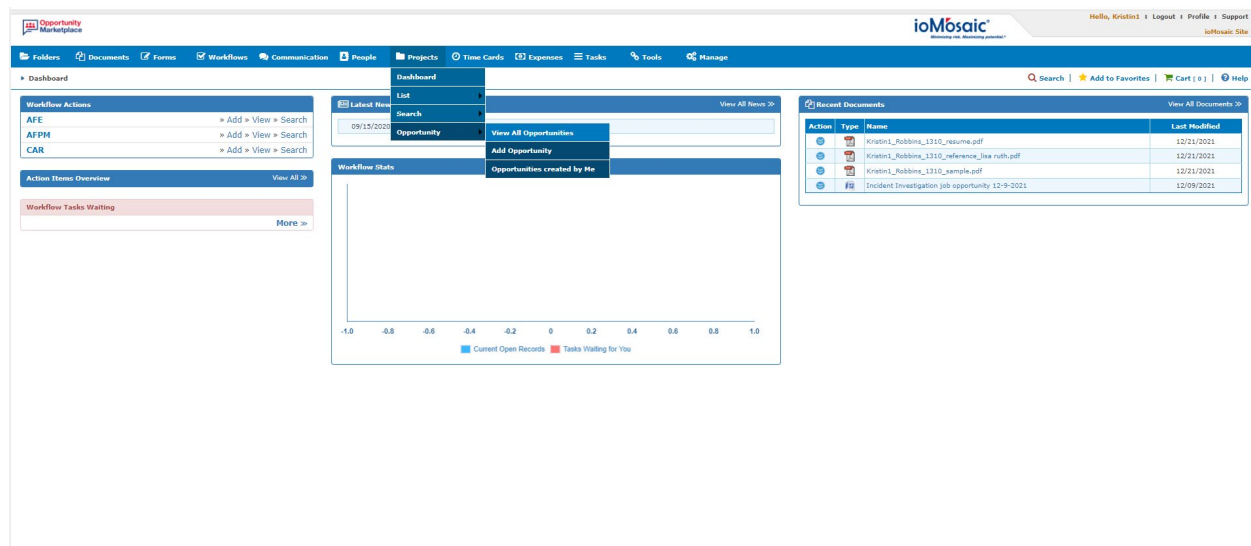
1.1 Log on PSPOM®

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

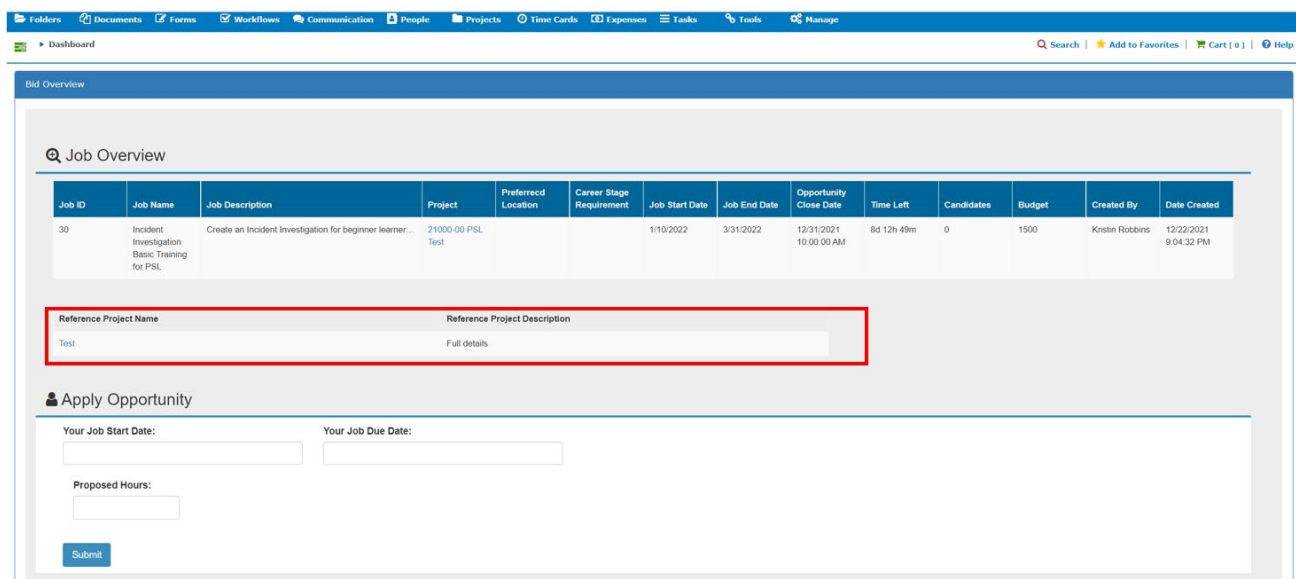
View Open Opportunities

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

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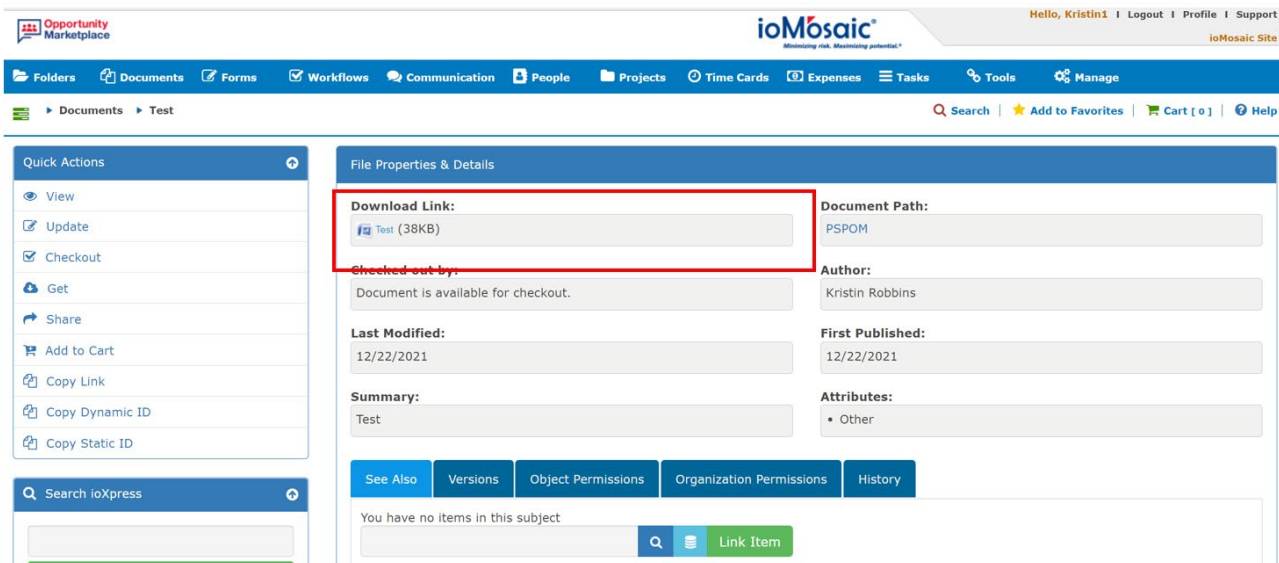
From this view, you can see the job title/type, a preview of the job description, the application deadline (Opportunity Close Date), the job start date, completion/end date, and how many candidates have already applied. To view the complete job description, hover over the Job Description field with your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

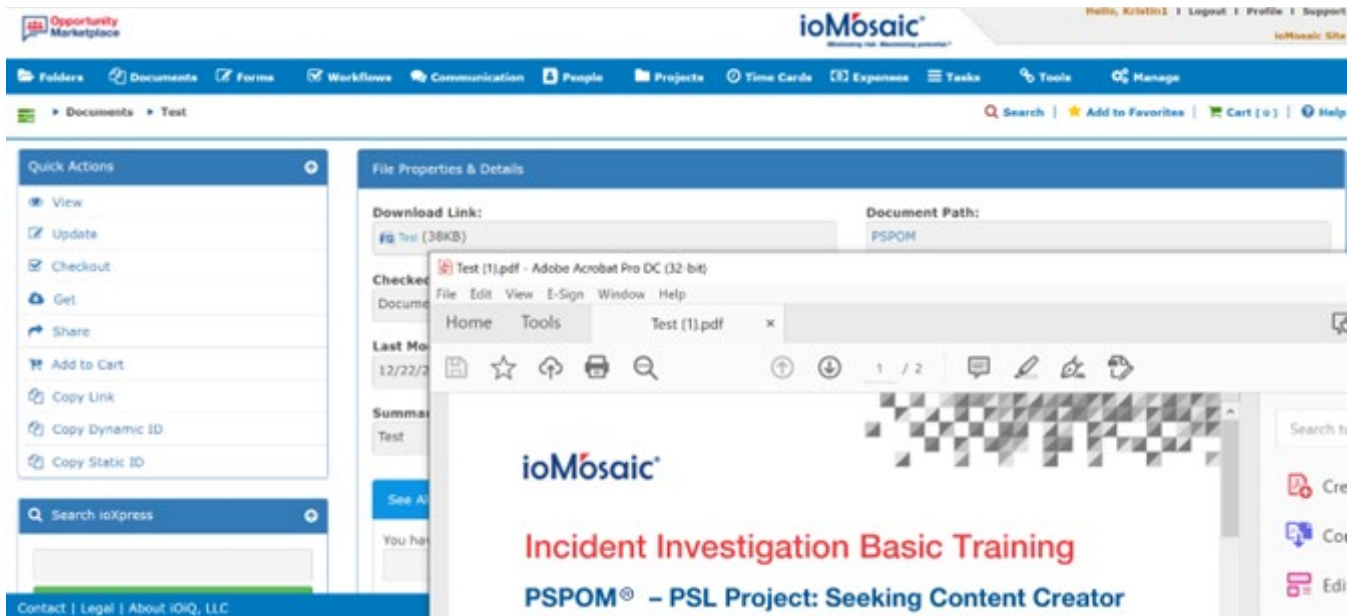
Last Modified:
 12/22/2021

First Published:
 12/22/2021

Summary:
 Test

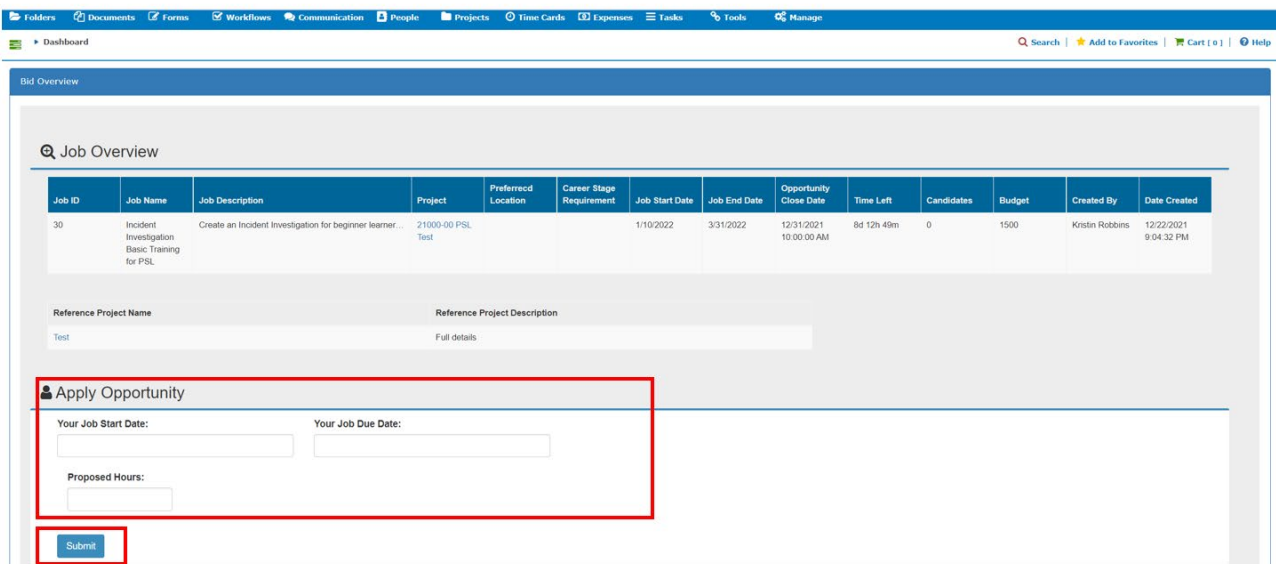
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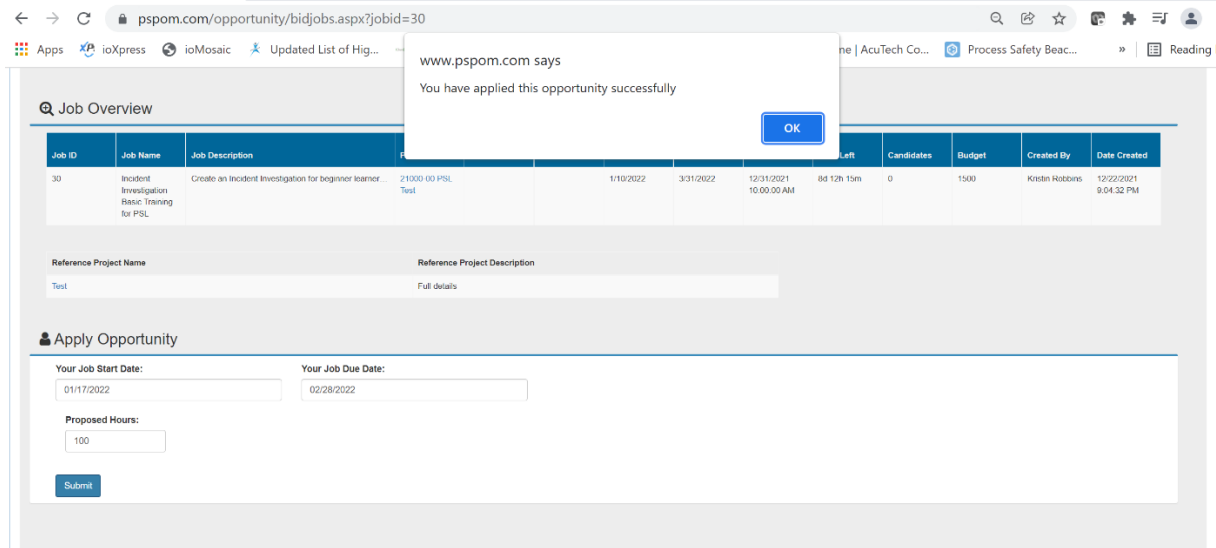


1.3 Applying for an Opportunity

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”.



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 of job details.

Job ID	Job Name	Job Description	F	21000 00 PSL	1/10/2022	3/31/2022	12/31/2021 10:00:00 AM	8d 12h 15m	Candidates	Budget	Created By	Date Created
30	Incident Investigation Basic Training for PSL	Create an Incident Investigation for beginner learner.		Test					0	1500	Kristin Robbins	12/22/2021 9:04:32 PM

Below the table are fields for "Reference Project Name" (Test) and "Reference Project Description" (Full details). At the bottom 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), along with a "Submit" button.

You will receive confirmation via your registered email address.

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



The screenshot shows an email notification with the subject "EXTERNAL: Fwd: PSPOM® Notification - Thank you for applying to this opportunity". The body of the email contains a table with job details, including Job ID, Job Name, Job Description, and other relevant information. A "Submit" button is visible at the bottom of the email content.

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.ioXpress.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!

Happy PSPOM® notification - Congratulations! You are selected for this job!

Hello Kiki Robbins,

You are selected to apply for this position and should receive this job offer.

Project Name:	IOXpress/PSL Job
Job ID:	30
Job Title:	Incident Investigation Basic Training for PSL
Job Description:	<small>Provide an Incident Investigation Program based on the IOXpress/PSL/Case Management System (CMS). Working in a team to define the scope, understanding of the system, and processes for an Incident Investigation Basic Training. Working with the team, you will define the scope, understanding of the system, and processes for an Incident Investigation Basic Training.</small>
Job Offer Date:	2023-01-01 00:00:00
Job Creation Date:	2023-01-01 00:00:00
Job Manager:	John
Number of Jobs:	1
Job Offer Status:	Open Position
Work History Date:	0000-00-00
Application ID:	0000000000
Application Status:	Open
Application Date:	2023-01-01 00:00:00

Please visit [www.ioXpress.com](#) for more information.

[View Application Details](#)

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](#)