

# 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

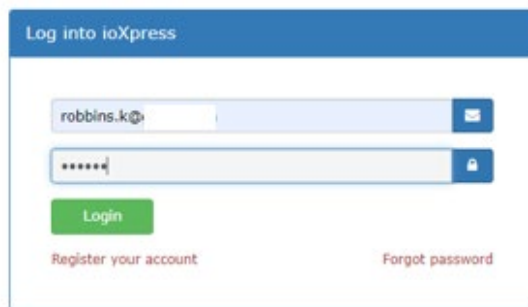
## Supplier Guide

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

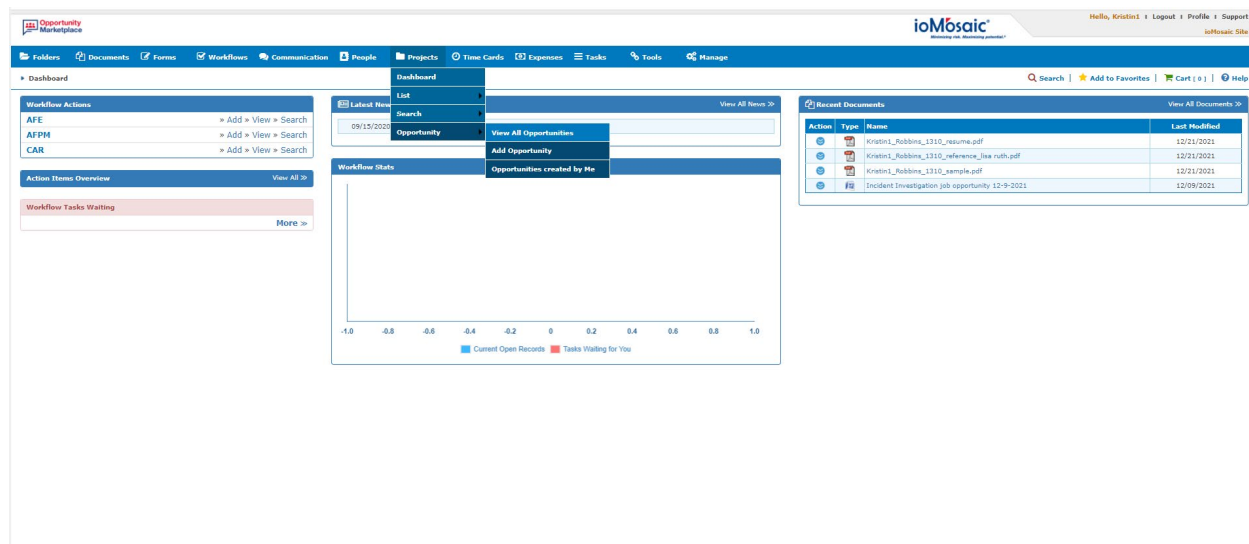
#### 1.1 Log on PSPOM®

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   <a href="#">Apply</a>	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

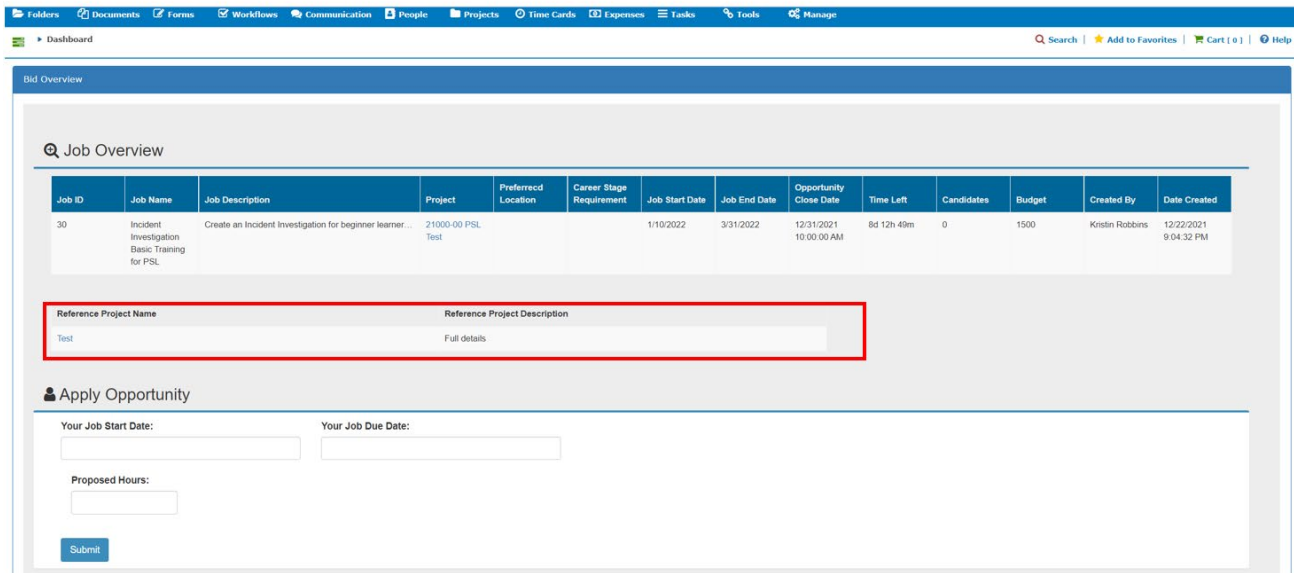
**View Open Opportunities**

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   <a href="#">Apply</a>	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

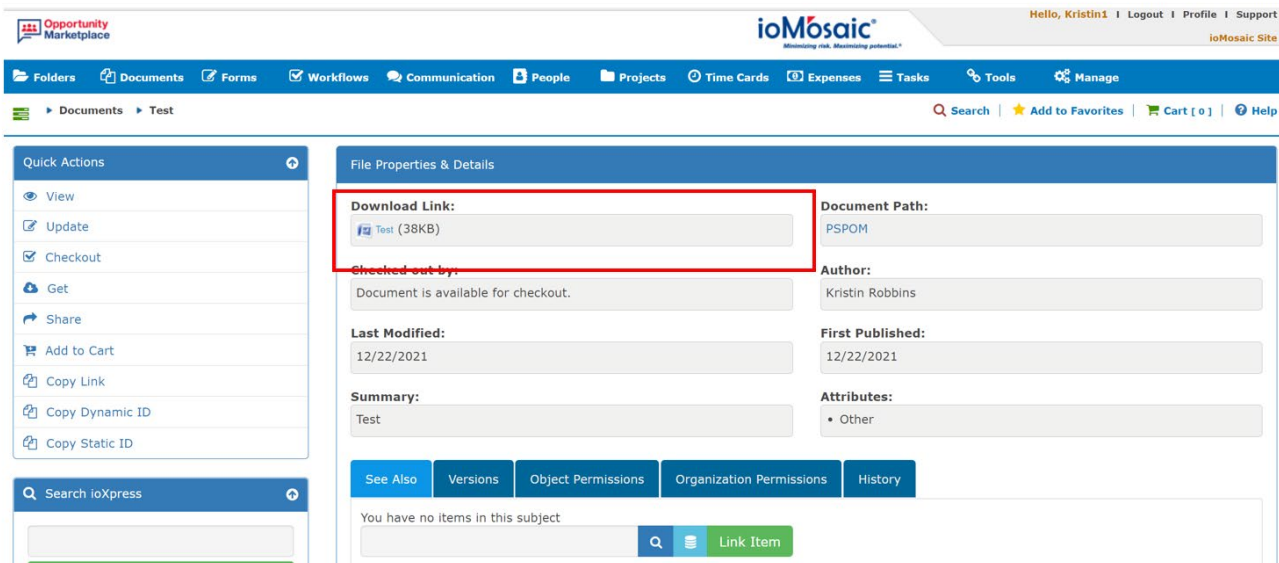
**Reference Project Name:** Test  
**Reference Project Description:** Full details

**Apply Opportunity**

Your Job Start Date:  Your Job Due Date:

Proposed Hours:

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

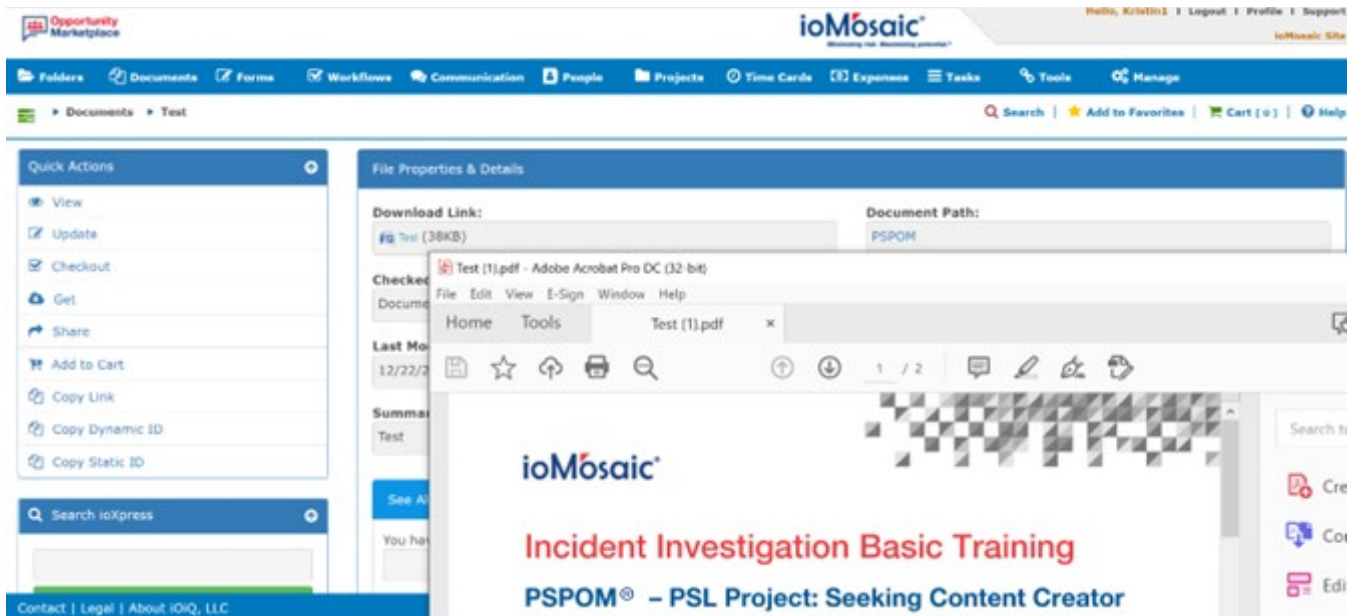
**First Published:** 12/22/2021

**Summary:** Test

**Attributes:** Other

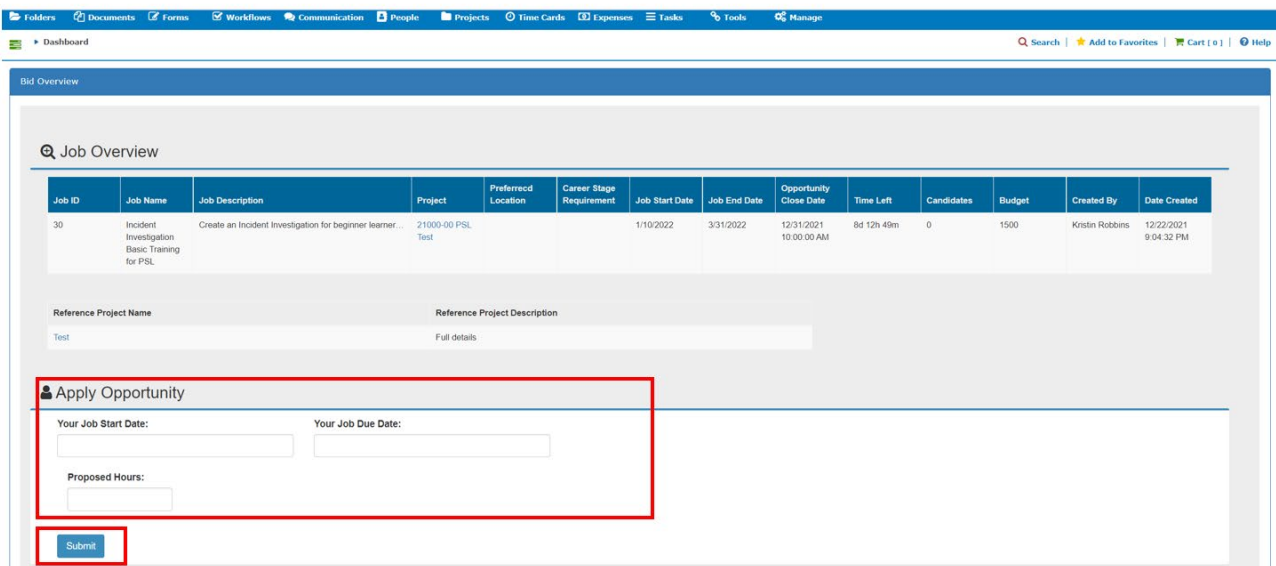
**See Also** | **Versions** | **Object Permissions** | **Organization Permissions** | **History**

You have no items in this subject

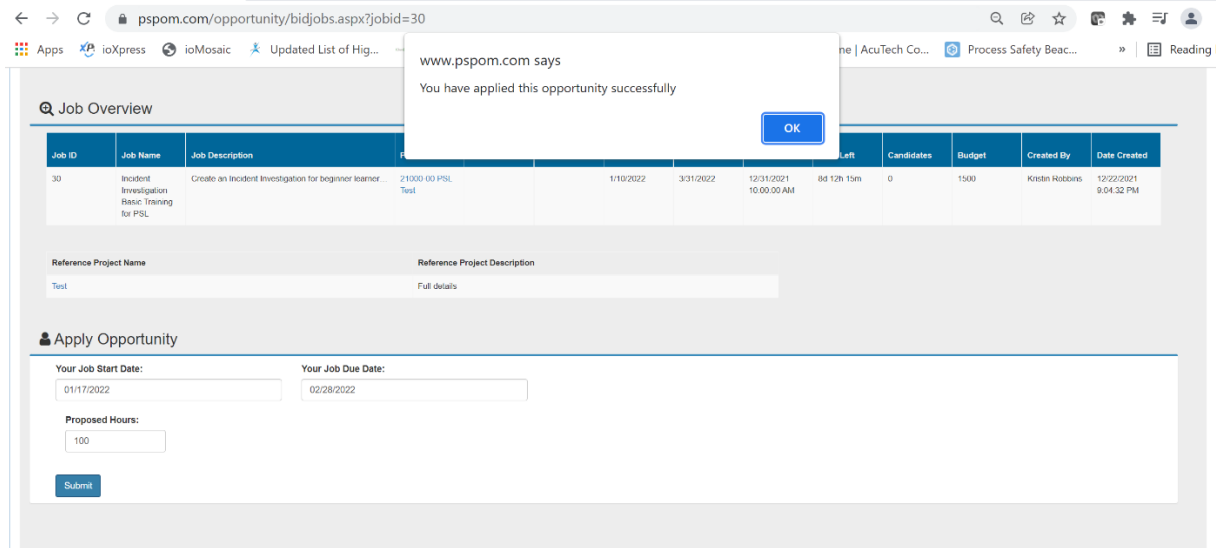


### 1.3 Applying for an Opportunity

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](http://pspom.com/opportunity/bidjobs.aspx?jobid=30). A notification box from [www.pspom.com](http://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				Start	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 15m	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), 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, Budget, and Dates. 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](http://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 Birthday! Congratulations! You are selected for this job!

Hello Kiki Robbins,

You are now invited to apply for this job and create your profile for this job.

Project Name: [Incident Investigation Basic Training for PSL](#)

Job ID: 30

Job Title: Incident Investigation Basic Training for PSL

Description: Create an Incident Investigation Program based on the "Incident Investigation (PSL) - Case Management System (CMS) - Training of Case Managers to utilize the CMS" accompanying content in "PSPOM" folder, and associated to an Incident Investigation Basic Training for PSL. Job is open for the responsibility to take on other related cases. For more information on details.

Job Owner Name: Kristin Robbins

Job Creation Date: 12/15/2016 10:48 AM

Job Location: USA

Number of Jobs: 1

Job Status: Open

Work Scheduling: Full

Employment Type: Full

Job Posting: Open

Job ID: 30

Job ID: 30

Job ID: 30

Please click here for more information.

[Click Here to View Job 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

<b>Project Name:</b>	<a href="#">21000-00 PSL Test</a>
<b>Job ID:</b>	30
<b>Job Title</b>	Incident Investigation Basic Training for PSL
<b>Job Description</b>	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.
<b>Bid Close Date:</b>	12/31/2021 10:00:00 AM
<b>Job Created Date:</b>	12/22/2021 9:04:32 PM
<b>Job Budget:</b>	1500

Please click below link for more information.

[VIEW NEW OPPORTUNITY](#)