

# How To Submit Your Project Work on Process Safety Project Opportunity Marketplace™ (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 Process Safety Project Opportunity Marketplace™ (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](mailto: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](mailto:robbins.k.tx@iomosaic.com))

The following action item (ID:5377) has been assigned to you by : Kristin Robbins ([robbins.k.tx@iomosaic.com](mailto:robbins.k.tx@iomosaic.com))  
Belongs to: PSL Test  
Description: Incident Investigation Basic Training for PSL  
Due Date: 2/7/2022

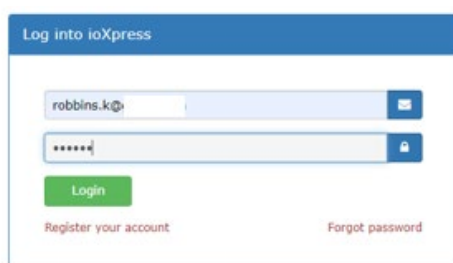
Click here for more detail or to update action item: <https://www.pspom.com/tasks/ActionItems/ActionDisplay.aspx?dataobjectid=2a9aad2e-efcd-4d35-8a6e-c9938bbbee02>

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Knowledge is precious!*

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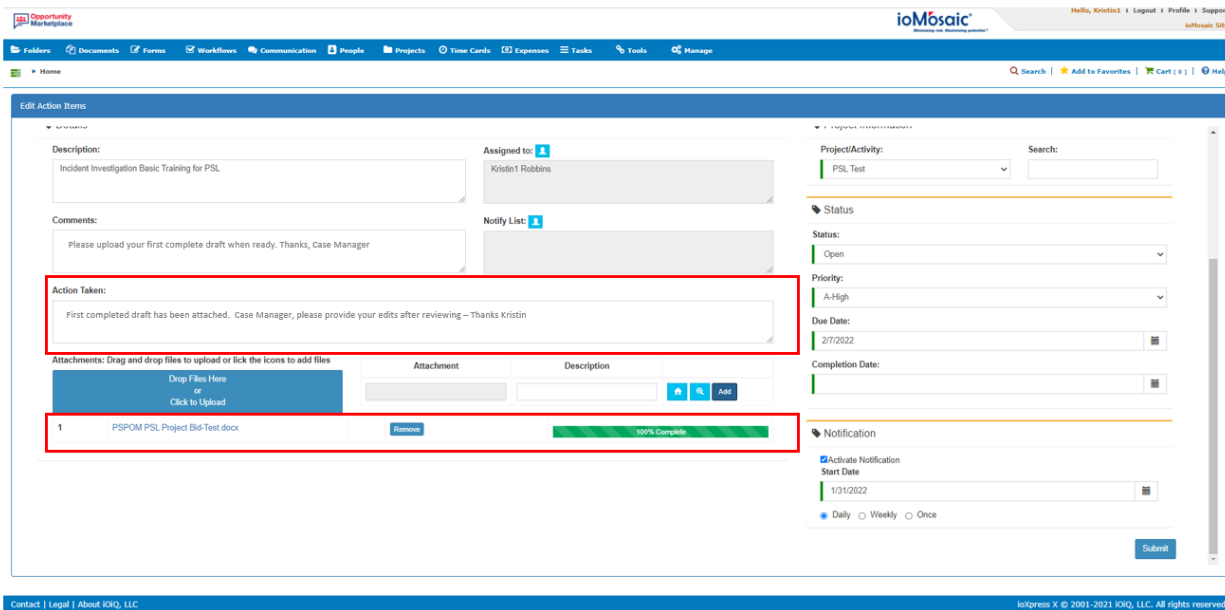
Please keep this email on hand as it is the easiest way to access your project requirements and submit your work. You must enter your login credentials and press “Login”.



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, and 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.



**Edit Action Items**

Description: Incident Investigation Basic Training for PSL

Assigned to: Kristin Robbins

Comments: Please upload your first complete draft when ready. Thanks, Case Manager

**Action Taken:** First completed draft has been attached. Case Manager, please provide your edits after reviewing – Thanks Kristin

Attachments: Drag and drop files to upload or lick the icons to add files

	Attachment	Description
1	PSPOM PSL Project Bid-Test.docx	100% Complete

Project/Activity: PSL Test

Status: Open

Priority: A-High

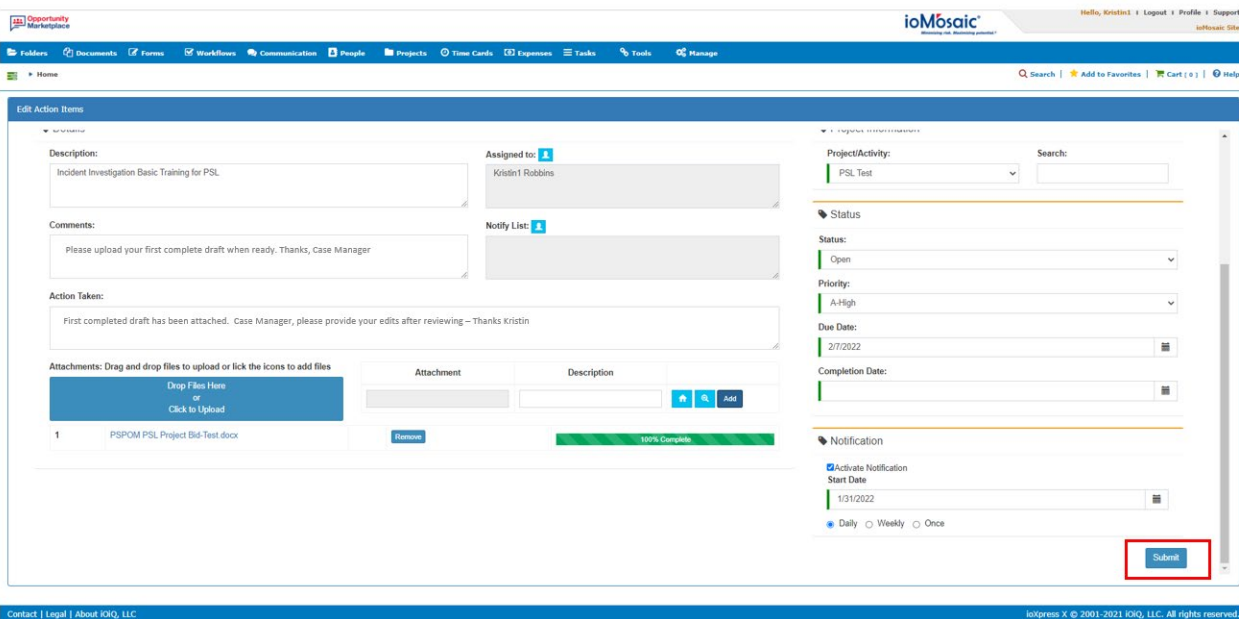
Due Date: 2/7/2022

Completion Date:

Notification: Activate Notification, Start Date: 1/31/2022, Frequency: Daily

**Submit**

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



**Edit Action Items**

Description: Incident Investigation Basic Training for PSL

Assigned to: Kristin Robbins

Comments: Please upload your first complete draft when ready. Thanks, Case Manager

**Action Taken:** First completed draft has been attached. Case Manager, please provide your edits after reviewing – Thanks Kristin

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Project/Activity: PSL Test

Status: Open

Priority: A-High

Due Date: 2/7/2022

Completion Date:

Notification: Activate Notification, Start Date: 1/31/2022, Frequency: Daily

**Submit**

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