ioMosaic®

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.

© Copyright ioMosaic Corporation. All rights reserved.

How To Bid on PSPOM™ Projects

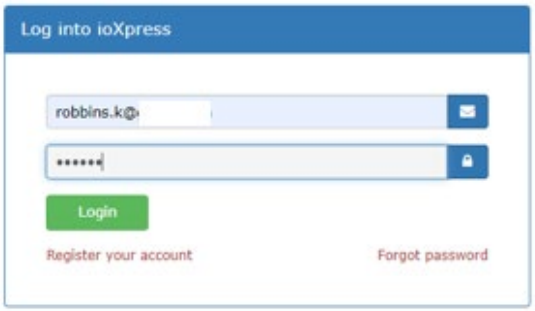
Supplier Guide

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

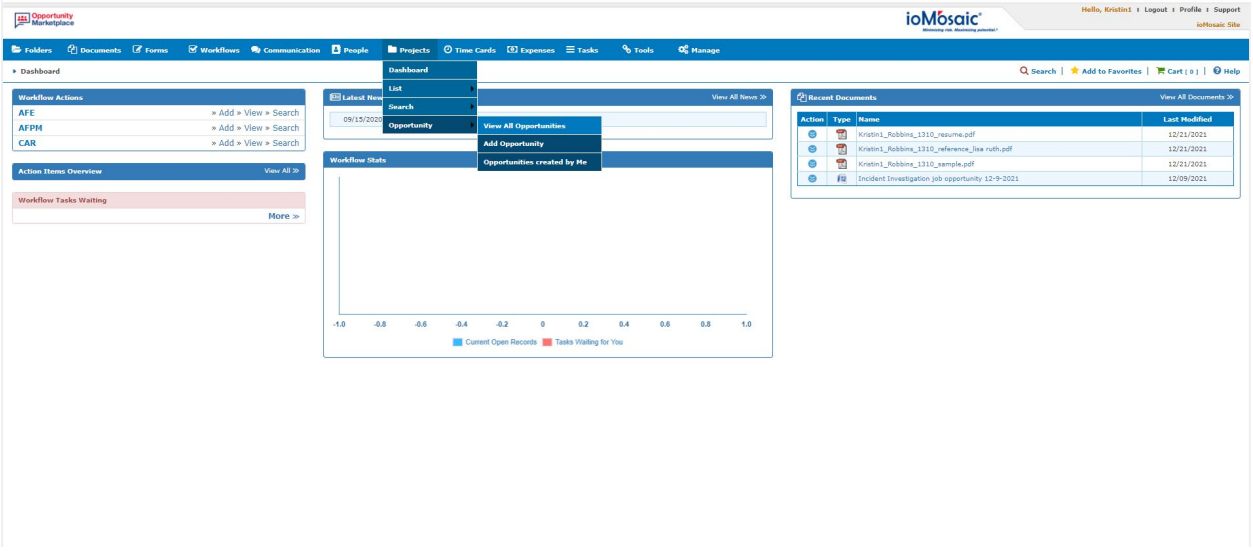
1.1 Log on PSPOM™

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”.

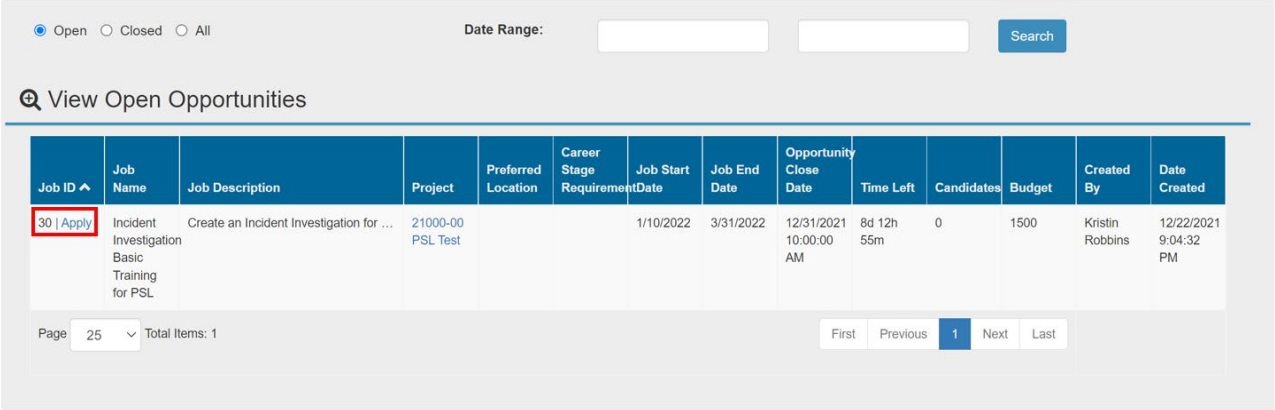


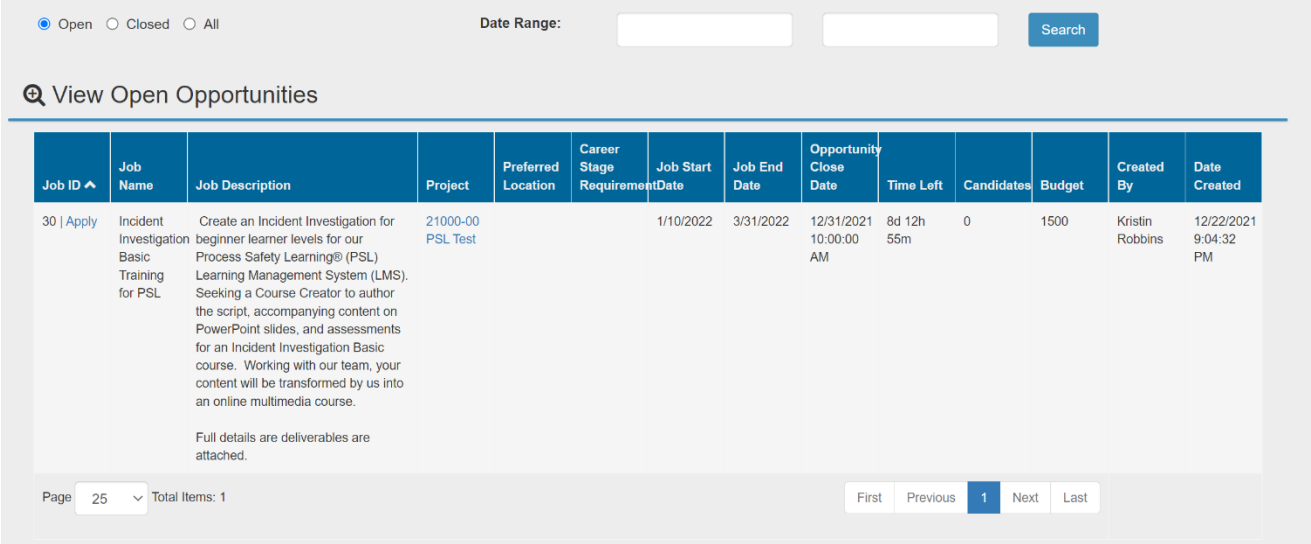
1.2 View Projects/Open Opportunities

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”.



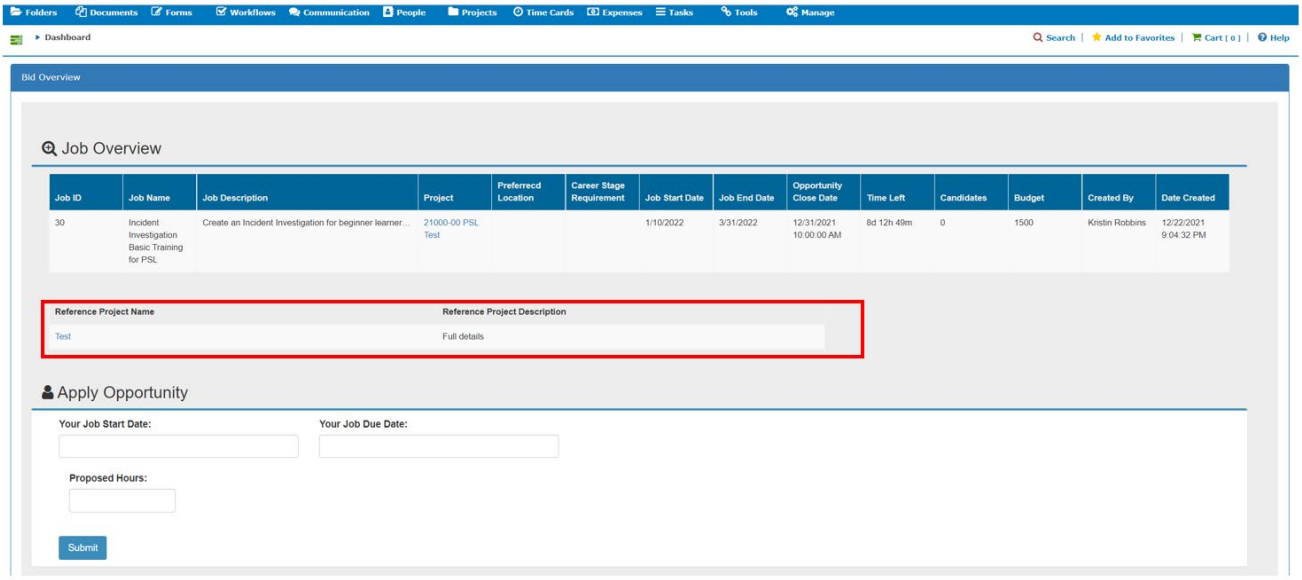
All open opportunities you are eligible to apply to will now populate on the screen.



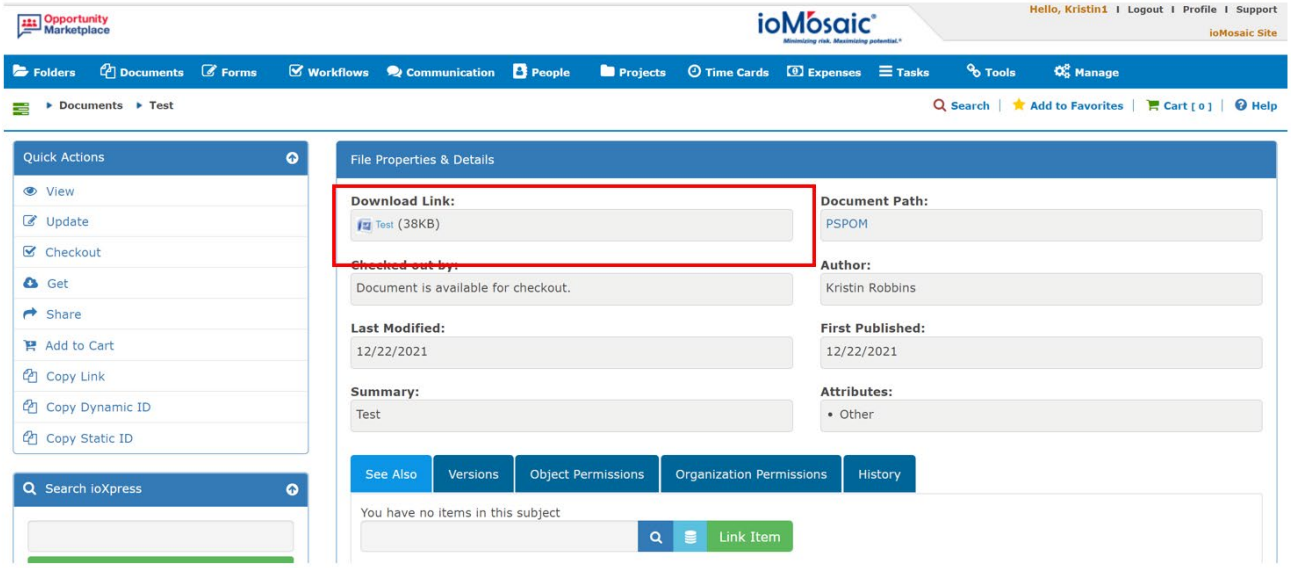


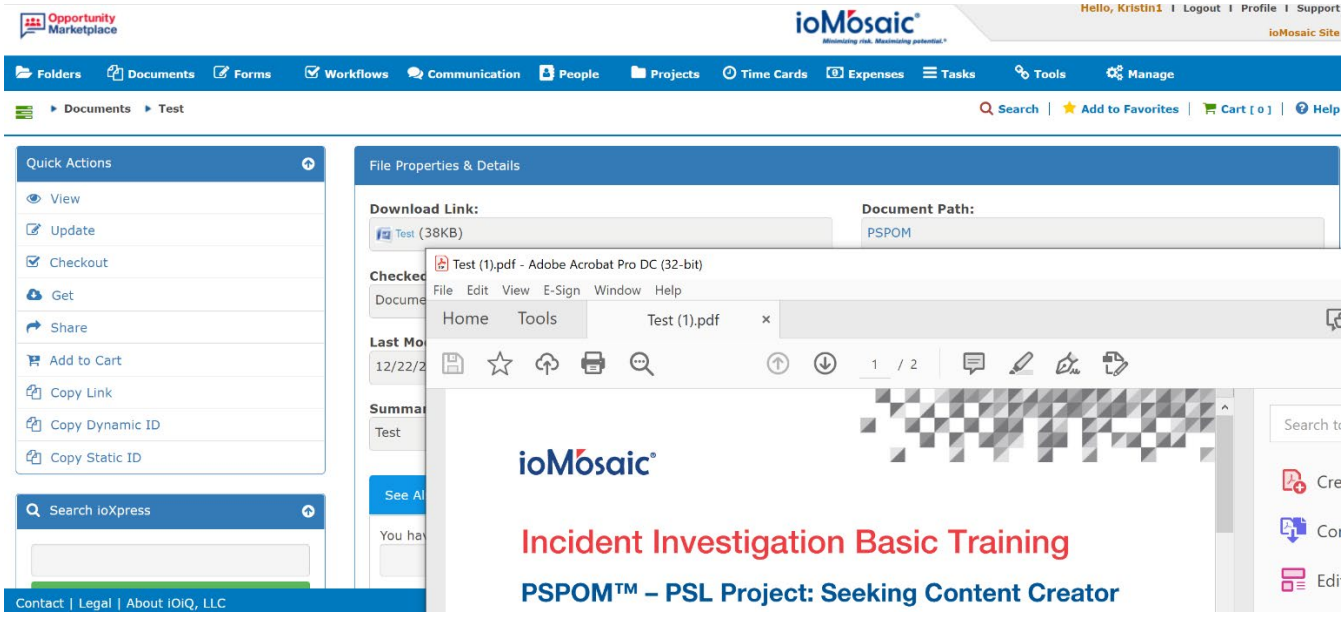
From this view, you can see the job title/type, a preview of the job description, the application deadline (Opportunity Close Date), the job start date, completion/end date, and how many candidates have already applied. To view the complete job description, hover over the Job Description field with your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



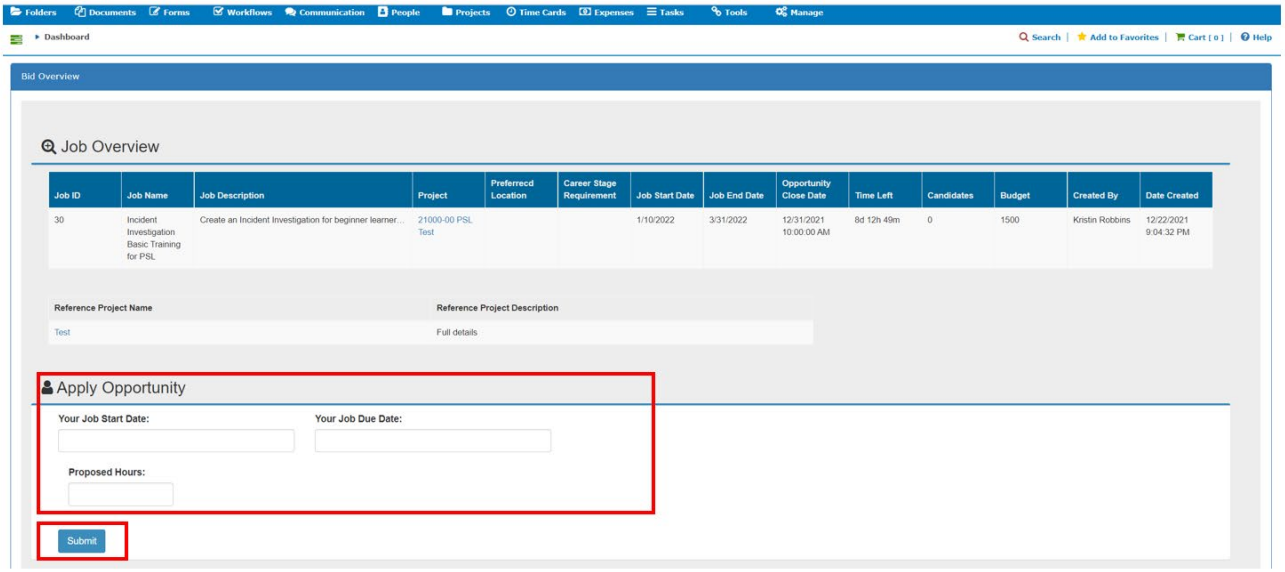
To open, click on the link and then the File Properties & Details menu will appear. Click on the link again to download the document and open it.



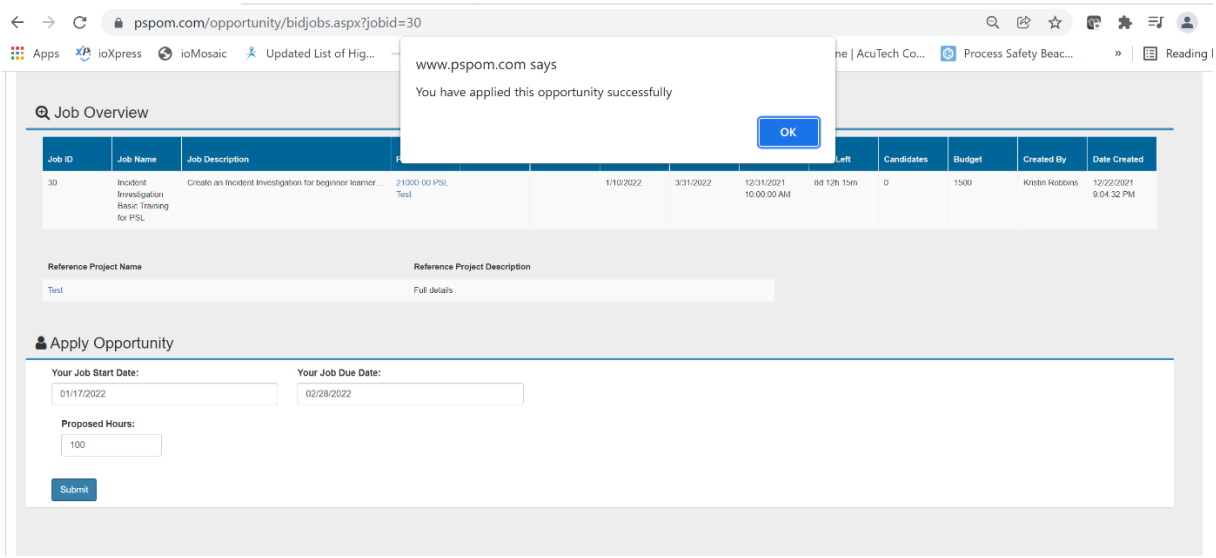


1.3 Applying for an Opportunity

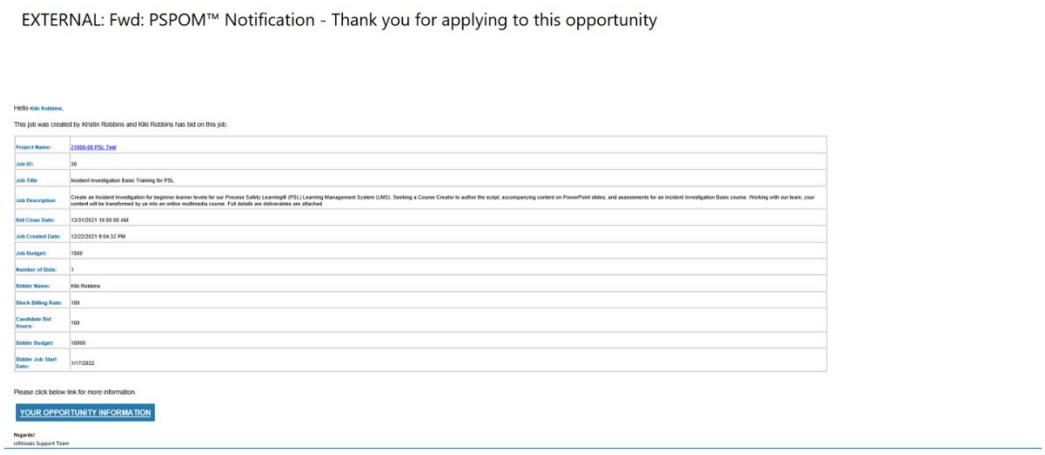
When you have read all information, including any attachments found in the opportunity, you can apply simply by completing all fields that appear in “Apply Opportunity” section. When completed, press “Submit”.



You should then receive a successful notification message once submitted.



You will receive confirmation via your registered email address.



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**,

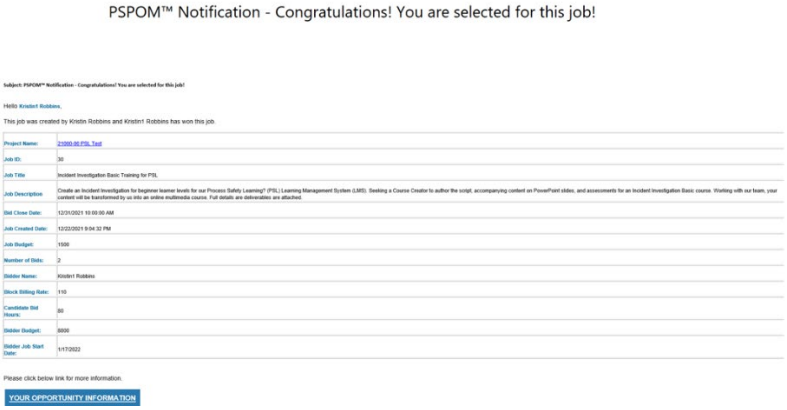
This job was created by Kristin Robbins

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.ioiq.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!

Subject: PSPOM™ Notification - Congratulations! You are selected for this job!

Hello Kristin! Robbins,

This job was created by Kristin Robbins and Kristin! Robbins has won this job.

Project Name:	21080.00 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
Number of Bids:	2
Bidder Name:	Kristin! Robbins
Block Billing Rate:	110
Candidate Bid Hours:	80
Bidder Budget:	8800
Bidder Job Start Date:	1/17/2022

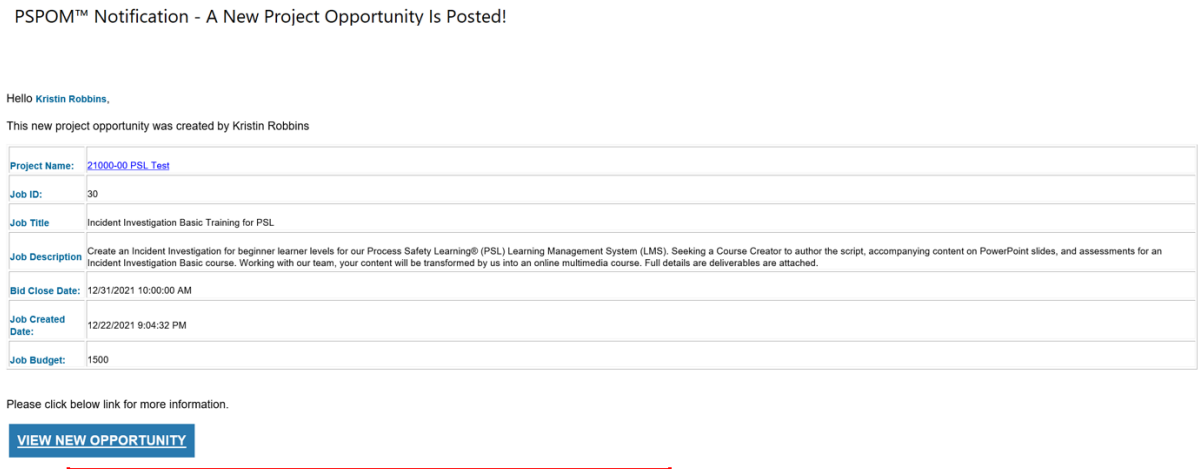
Please click below link for more information.

YOUR OPPORTUNITY INFORMATION

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