

Messenger+ Capacity Release: Create/Post Bid for a Biddable Offer

To Create and Post a Bid for a Biddable Offer or a Prearranged Biddable Offer when you are not the prearranged bidder, follow these steps.





1. Select the Customer Activities Menu =.

2 & 3. Select Capacity Release and Offers/Bids/Awards.



	CONNECTION P/L COMPAN	Y			९ 🏭 🌲
Capacity Release > Manage Offers					PROJECT ONE
Recent Offers					
My Offers Biddable Offers					
Offer Number Rel St Date	Rel End Date	Rate Schedule	Prearr Deal	Bid Per St Date/Time (CCT)	Releaser Name
72262 5 10/18/2021	10/20/2021	FTS-3	Yes	10/01/2021 13:46:08	Business Gas Company
Recent Bids Status Date/Time (CCT) Bid Number Offer Number	Releaser Name Rel K	Rel St Date Rel End Date No Rows To Sh	Max Offer Qty-K Bid Deal	Offer Condition Rate Schedule	Bids Offer Description
Award Number Rel St Date Rel End Date Awd C	Ity-K Rate Schedule Award Date	Releasing Releasing Shipper Contract	Replacement Replacement Shipper Contract	Offer Number Bid Number K	ap Rel Award Percent Award Rate Max Tariff Rate
G					V1.21.0

- 4. On the Capacity Release > Manage Offers screen (Dashboard) click the Biddable Offers tab in the Recent Offers section.
- 5. The Biddable Offers section displays a list of Offers available for bid. Click an Offer line-item to access the details.



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Capacity Release	e > Manage Offers >	Details Offer #: 72262 Offer Co	nd: POSTED Rate Form/Type: RESERVA	TION Biddable Prearranged	PROJECT ONE	SAVE	
OFFER INFO	`] ^	Offers Details					
OFFER DETAI	ILS						
		General Information					
LOCATIONS		Offer Number	Rate Schedule	Offer Description			
DATES	6	72262	FTS-3	Test Prearranged Biddable Offer		,	,
RATES	$\int \circ$					31/40	Ď
COMMENTS		Offer Condition					
		POSTED					
PREARRANGE	D BID						
		Rel K *	0	Rel Req Post Date/Time $10-01-2021$ 13-46-08			
BID INFO	 ✓ 		ų				
		Release Term Start Date *	Release Term End Date *	Minimum Term			
		10-18-2021	10-20-2021	3		Day(s))
		Release Term Start Time		Bid Period Days *			
		9:00AM[Timely]		• 1	Busines	s Days(s))
		Offer Terms and Details					
		Max Offer Quantity K *		Min Offer Quantity K *			
		100		100			
	<						
						V1.21	1,

Once the **Capacity Release > Manage Offers** > **Details** screen opens, it will display information related to the Offer. Review this information prior to creating/posting a bid.



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Capacity Release > Manage Offers >	Details Offer #: 72262 Bid #: 68990	Rate Form/Type: RESERVATION		PROJECT ONE
OFFER INFO V	Offer Data			i i i i i i i i i i i i i i i i i i i
PREARRANGED BID	Offer Number	Rate Schedule	Release Term Start Date Time	Release Term End Date
	72262	FTS-3	···· 10-18-2021 9:00AM[▼	···· 10-20-2021
OFFER DATA	Max Offer Quantity K *	Min Offer Quantity K	Min Acpt Vol Pct	Rate Form/Type
BIDS				
LOCATIONS	Rel Acpt Bid Basis * NON-IBR - ABSOLUTE DOLLAR	S AND CENTS PER UNIT BASIS 🗸	Recall/Reput Capacity not recallable	VIEW RECALL DETAIL
RATES				
BID COMMENTS	Rel SR Contng	✓ Stand-alone Offer	IBR Ind	VIEW STATIC DATA
				BID ON OFFER
	Bide			
	Bid Number Prearr Bid	Bid Condition Bidder Bidder Prop	Bidder Rel Bidder Re Bidder Name Term St Term End	el J Bid Qty-K Bid Min Qty-K
	68990 Yes	POSTED	10/18/2021 10/20/2	2021 100 100
<	Locations			∽ 8 0
E				V1.21.0

- 7. To create a Bid, navigate to the left sidebar menu and click Bid Info.
- 8. Click the BID ON OFFER button in the bottom-right of the Offer Data section.
 - This brings up the **Create A New Bid** Wizard, which walks through creating a **Bid** for the selected **Offer**.



CREATE A NEW BID		9	Ϋ́ Χ
Bidder Rel Term St *	Bidder Rel Term End *	Bid Qty K * 100	Bid Min Qty K 100
Min Vol Pct * 100	Bidder Name Connection P/L Company	👻 🔽 Stand-Aln Bid 🗌 Bidde	er Contng 📃 Prearr Bid 🔽 Repl SR K
Affiliate Indicator * Bidder is not affiliated with th	e TSP or Releasing Shipper	Bidder Bid Basis NON-IBR - ABSOLUTE DOLLA	RS AND CENTS PER UNIT BASIS -
Bid Rec Date/Time	Post Date/Time	Original Post Date/Time	W/D Post Date/Time
			10
VIEW STATIC DATA			CANCEL

- 9. On the Bid Details screen of the Create A New Bid Wizard, enter/update bid information.
 - a) If the **Offer's Bid Qty K matches** the **Bid Min Qty K**, these fields **cannot be changed**.
 - b) If the **Offer's Bid Qty K does not match** the **Bid Min K**, these fields can be **changed**.
 - c) Select a value for the **Affiliate Indicator** from the dropdown.
 - d) If **REPL SR K** applies, click the check box.
 - **1** Note: Fields with a red asterisk are required.
- **10.** Click the **NEXT** button.



CREATE A NEW BID			Ų	×
Contact Information				
Name* Florence West		Phone * (713) 777-8888 ext.	Fax	
E-Mail *	13/80	20/30		
IgiExternal rest@testCompany.comt	32/60	Secondary E-mail		
	**	E-Mail address will be used for Recall/Match Period Notifica	tion	
		11		
VIEW STATIC DATA		SUBMIT AND SKI	P WIZARD BACK SUBMIT AND CONTIN	IUE

- **11.** Review your **Contact Information** and click the SUBMIT AND CONTINUE button.
 - This screen pulls in your contact information, since you are the person logged in and entering the **Bid**. You may change this, if needed.



CREATE A NEW BID					(پ	× 12. On th
Location Quantities						quan
Max Offer Qty-K 100	Min Offer Qty-K 100				VIEW STATIC DATA	^A 13. Click
Season Dir Flow	▼ Loc	Associa Group Location Name	Billing Path P/S	Cap Type Loc	Bid Qty-Bid Loc * Qty-	Min -Loc
✓ October - October (2)					12	
✓ RECEIPT (1)						
	/8340	Gulfstream Hardee	Primary	Primary	100 1	100
					100 1	
	100036	SNG Suwannee	Primary	Primary	100 1	100
Total DELIVERY	100000	ono ouvunite	i iiiiai y	- minury	100 1	100
					13	_
VIEW STATIC DATA		SUBMIT AND S	KIP WIZARD	BACK	SUBMIT AND CONTINUE	E

12. On the **Locations Quantities** screen review the location and quantity information. Update the quantity fields if needed.

13. Click the **SUBMIT AND CONTINUE** button.



CREATE A NEW BID				🈩 ×	14. Enter your Bid in the Rate Bid (\$) field.
Rates Rate Form/Type RESERVATION		Bidder Bid Basis	DLUTE DOLLARS	-	Click the down arrow next to the Rate Bid (\$) field to display the Path Rate Detail.
Path ANY - ANY	Usage (\$) 0.0000	Max Trf Rate (\$) 1.0104	Min Acpt Rate (\$) 0.9520	14 Rate Bid (\$) 0.9520	15. Click the SUBMIT AND REVIEW button to review your Bid prior to Posting it.
Path Rate Detail Rate / Surchg ID Desc RESV CHARGE	Usage (\$) Max Trf Rate (\$) 1.0104	Min Acpt Rate (\$) 0.9520	Min Acpt PCT Rate Bid (\$) 0.9520	PCT Max Rate Bid	
** Usage rate is the Max Tariff Rate and is VIEW STATIC DATA	s subject to change as the Tariff Rate chang	es.	BACK	15 SUBMIT AND REVIEW	



Capacity Release > Manage Offers >	Details Offer #: 72262 Bid #: 68991	Rate Form/Type: RESERVATION			PROJECT
OFFER INFO V	Offer Data				
PREARRANGED BID	Offer Number	Rate Schedule	Release Term Start Date Time	Release Term End Date	
BID INFO 16 ^	72262	FTS-3	10-18-2021 9:00AM[Ti	ime 🔻 🛅 10-20-2021	
OFFER DATA	Max Offer Quantity K *	Min Offer Quantity K	Min Acpt Vol Pct	Rate Form/Type	_
BIDS		100	100	RESERVATION	•
LOCATIONS	Rel Acpt Bid Basis * NON-IBR - ABSOLUTE DOLLAF	RS AND CENTS PER UNIT BASIS	Recall/Reput Capacity not recallable	-	VIEW RECALL DETAIL
RATES					
BID COMMENTS	Rel SR Contng	Stand-alone Offer	IBR Ind	VIEW STATIC DATA]
	Bids				BID ON OFFER
	Bids Bid Number Prear Bi	d 17 Bid Condition Bidder Bidder Pn INCOMPLETE 000015851 15851	ip Bidder Name Bidder Rel Term St Bi Connection P/L 10/18/2021 1	idder Rel Term End Bid Qty-K 0/20/2021 100	BID ON OFFER
	Bids Bid Number Prearr Bid 68991 No 68990 Yes	d 17 Bid Condition Bidder Bidder Pn INCOMPLETE 000015851 15851 POSTED	p Bidder Name Bidder Rei Term St Bi Connection P/L 10/18/2021 1 10/18/2021 1	dder Rel Term End Bid Oty-K 0/20/2021 100 0/20/2021 100	BID ON OFFER Bid Min Qty-K 100
	Bids Bid Number Prear Bid 68991 No 68990 Yes	d 17 Bid Condition Bidder Bidder Pri INCOMPLETE 000015851 15851 POSTED	p Bidder Name Bidder Rel Term St Bi Connection P/L 10/18/2021 1 10/18/2021 1	idder Rel Term End Bid Qty-K 0/20/2021 100 0/20/2021 100	BID ON OFFER
	Bids Bid Number Prear Bi 68991 No 68990 Yes Locations	d 17 Bid Condition Bidder Bidder Pro INCOMPLETE 000015851 15851 POSTED	p Bidder Name Bidder Rel Term St Bi Connection P/L 10/18/2021 1 10/18/2021 1	idder Rel Term End Bid Qty-K 0/20/2021 100 0/20/2021 100	BID ON OFFER
	Bids Bid Number Prear Bid 	d 17 Bid Condition Bidder Bidder Pro INCOMPLETE 000015851 15851 POSTED Min Offer Qty-K 100	p Bidder Name Bidder Rel Term St Bi Connection P/L 10/18/2021 1 10/18/2021 1	idder Rel Term End Bid Oty-K 0/20/2021 100 0/20/2021 100 0/20/2021 00 0/20/2021 00 0/20/2020 00 0/20/2000 00 0/20/2000 00 0/20/2000 00 0/20/2000 00 0/20/2000 00 0/20/2000 00 0/20/2000 00 0/2000 00 0/20000000000	BID ON OFFER
	Bids Bid Number Prear Bi 68991 No 68990 Yes Locations Max Offer Qty-K 100 Season	d 17 Bid Condition Bidder Bidder Pro INCOMPLETE 000015851 15851 POSTED Min Offer Qty-K 100 Dir Flow Loc Associa Group Loca	p Bidder Name Bidder Rel Term St Bi Connection P/L 10/18/2021 1 10/18/2021 1 	dder Rel Term End Bid Qty-K 0/20/2021 100 0/20/2021 100 0/20/2021 00 ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	BID ON OFFER
	Bids Bid Number Pream Bi ● 68991 No ● 68990 Yes Locations Max Offer Qty-K 100 Season ✓ October - October (2)	d 17 Bid Condition Bidder Bidder Pn INCOMPLETE 000015851 15851 POSTED Min Offer Qty-K 100 Dir Flow - Loc Associa Group Loca	p Bidder Name Bidder Rel Term St Bi Connection P/L 10/18/2021 1 10/18/2021 1 	dder Rel Term End Bid Qty-K 0/20/2021 100 0/20/2021 100 0/20/2021 100 ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	BID ON OFFER
	Bids Bid Number Prear Bid 68991 No 68990 Yes Locations Max Offer Qty-K 100 Season October - October (2) 	d 17 Bid Condition Bidder Minoffer Qty-K 10COMPLETE 000015851 15851 POSTED Minoffer Qty-K 100 Dir Flow - Loc Group Loca - RECEIPT (1)	ip Bidder Name Bidder Rel Term St Bi Connection P/L 10/18/2021 1/ 10/18/2021 1/ ion Name P/S Cap Type Lo	idder Rel Term End Bid Qty-K 0/20/2021 100 0/20/2021 100 0/20/2021 00 0/20/2021 00 0/20/2021 00 0/20/2021 00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	BID ON OFFER
	Bids Bid Number Prear Bid © 68991 No O 68990 Yes Locations Max Offer Qty-K 100 Season Voctober - October (2)	d 17 Bid Condition Bidder Bidder Pr INCOMPLETE 000015851 15851 POSTED Min offer qty-K 100 Dir Flow Loc Group Loca V RECEIPT (1) 78340 Guift Total RECEIPT	ip Bidder Name Bidder Rel Term St Bi Connection P/L 10/18/2021 1 10/18/2021 1 ion Name P/S Cep Type Lo Stream Hardee Pri Primary	idder Rel Term End Bid Qty-K 0/20/2021 100 0/20/2021 100 C V E P E V E P E V E P E P E P E V E P E P E V E P E P E C V E P E P E C V E P E C V E P E C V E	BID ON OFFER

- 16. Once the Create A Bid Wizard is complete, the application returns to the Capacity Release > Manage Offers>Details>Bid Info screen for review.
- **17.** Your **newly created bid** is located in the **Bids** section of the screen. It is automatically selected upon entry and has a **Bid Condition** of **Incomplete**.

1 To make changes to your selected bid:

a. Click the **vertical ellipsis** i at the end of your bid line item and select **View Edit/Bid Details.**

NOTE: The contract bid quantities on the **View/Edit Bid Details** screen must match the location bid quantities in the **Bid Info > Locations** section.

- b. Navigate to the Bid Info > Locations section to change a bid location quantities. Click the button located in the top right corner of this section to save any changes.
- Navigate to the Bid Info > Rates section to change your bid rate. Click the button located in the top right corner of this section to save any changes.



Capacity Release > Mana	age Offers > 1	Details Offer #: 72262	Bid #: 68991 Rate F	orm/Type: RESERVA	TION							F	PROJEC
OFFER INFO	~	Offer Data											
PREARRANGED BID		Offer Number		Rate Sched	lule		Release Term Start Da	ate Time		Release Term	End Date		
BID INFO	^	72262		FTS-3			10-18-2021	9:00A	M[Time 🔻	10-20-2	2021		
OFFER DATA		Max Offer Quantity K *		Min Offer Q	Juantity K		Min Acpt Vol Pct			Rate Form/Typ	pe		
BIDS		100		100			100			RESERVAI	ION		
LOCATIONS		Rel Acpt Bid Basis * NON-IBR - ABSOLU	TE DOLLARS AND	CENTS PER UNIT E	BASIS	-	Recall/Reput Capacity not rec	allable			Ŧ	VIEW RECALL D	ETAIL
RATES													
BID COMMENTS		Rel SR Contng		🗸 Stand	d-alone Offer		IBR Ind			VIEW STA	ATIC DATA		
		Bids											
		Bids Bid Number	Prearr Bid	Bid Condition	Bidder 000015851	Bidder Prop	Bidder Name	Bidder Rel Term St 10/18/2021	Bidder Rel Terr	n End Bid Qt 100	ty-K	Bid Min Qty-K	
		Bids Bid Number 68991 68991	Prearr Bid No Ves	Bid Condition	Bidder 000015851	Bidder Prop 15851	Bidder Name Connection P/L	Bidder Rel Term St 10/18/2021 10/18/2021	Bidder Rel Terr 10/20/2021 10/20/2021	n End Bid Qt 100	ty-K	Bid Min Qty-K 100	
		Bids Bid Number ⑥ ⑥	Prear Bid No Yes	Bid Condition INCOMPLETE POSTED	Bidder 000015851	Bidder Prop 15851	Bidder Name Connection P/L	Bidder Rel Term St 10/18/2021 10/18/2021	Bidder Rel Terr 10/20/2021 10/20/2021	n End Bid Qt 100 100	ty-K	Bid Min Qty-K 100 View/Edit Bid De	tails
		Bids Bid Number 68991 68990 Locations	Prearr Bid No Yes	Bid Condition INCOMPLETE POSTED	Bidder 000015851	Bidder Prop 15851	Bidder Name Connection P/L	Bidder Rel Term St 10/18/2021 10/18/2021	Bidder Rel Terr 10/20/2021 10/20/2021	n End Bid Qt 100 100	ty-K	Bid Min Qty-K 100 View/Edit Bid De Post Bid	tails
		Bids Bid Number 68991 68990 Locations Max Offer Qty-K	Prearr Bid No Yes	Bid Condition INCOMPLETE POSTED	Bidder 000015851 Min Offer O	Bidder Prop 15851	Bidder Name Connection P/L	Bidder Rel Term St 10/18/2021 10/18/2021	Bidder Rei Terr 10/20/2021 10/20/2021	n End Bid Qt 100 100	ty-K	Bid Min Qty-K 100 View/Edit Bid De Post Bid Withdraw Bid	tails
		Bids Bid Number 68991 68990 Locations Max Offer Qty-K 100	Prear Bid No Yes	Bid Condition INCOMPLETE POSTED	Bidder 000015851 Min Offer Q 100	Bidder Prop 15851 1944	Bidder Name Connection P/L	Bidder Rel Term St 10/18/2021 10/18/2021	Bidder Rel Terr 10/20/2021 10/20/2021	n End Bid Qt 100 100	ty-K	Bid Min Qty-K 100 View/Edit Bid De Post Bid Withdraw Bid	tails
		Bids Bid Number 68991 68990 Locations Max Offer Qty-K 100 Season	Prearr Bid No Yes	Bid Condition INCOMPLETE POSTED Dir Flow	Bidder 000015851 Min Offer 0 100	Bidder Prop 15851 NY-K Associa Group Location Name	Bidder Name Connection P/L	Bidder Rel Term St 10/18/2021 10/18/2021	Bidder Rel Terr 10/20/2021 10/20/2021	n End Bid Qt 100 100 18id Qty- Loc*	ту-К	Bid Min Qty-K 100 View/Edit Bid De Post Bid Withdraw Bid Print As Report	etails
		Bids Bid Number 68991 68990 Locations Max Offer Qty-K 100 Season V October -	Prearr Bid No Yes October (2)	Bid Condition INCOMPLETE POSTED Dir Flow	Bidder 000015851 Min Offer Q 100 v	Bidder Prop 15851 Ry-K Associa Group Location Name	Bidder Name Connection P/L	Bidder Rel Term St 10/18/2021 10/18/2021 10/18/2021 Path P/S Cap Ty	Bidder Rel Terr 10/20/2021 10/20/2021	n End Bid Qt 100 100 18 Bid Qty- Loc*	sy-K ♥ ■ ■ ■	Bid Min Qty-K 100 View/Edit Bid De Post Bid Withdraw Bid Print As Report	tails
		Bids Bid Number Bid Suppl Bid S	Prear Bid No Yes October (2)	Bid Condition INCOMPLETE POSTED Dir Flow	Bidder 000015851 Min Offer Q 100	Bidder Prop 15851 2ty-K Associa Group Location Name	Bidder Name Connection P/L e	Bidder Rel Term St 10/18/2021 10/18/2021 10/18/2021	Bidder Rei Terr 10/20/2021 10/20/2021	n End Bid Qt 100 100 100 100 100 100 100	ту-К	Bid Min Qty-K 100 View/Edit Bid De Post Bid Withdraw Bid Print As Report	etails
		Bids Bid Number Bid State Bid	Prearr Bid No Yes October (2)	Bid Condition INCOMPLETE POSTED Dir Flow ~ RECEIPT (1) Total BECCIPT	Bidder 000015851 Min Offer Q 100 ▼ Loc 78340	Bidder Prop 15851 Ity-K Associa Group Location Name Gulfstream F	Bidder Name Connection P/L e Hardee	Bidder Rel Term St 10/18/2021 10/18/2021 Path P/S Cap Ty Pri Prima	Bidder Rel Terr 10/20/2021 10/20/2021	n End Bid Qt 100 100 100 100 100	5y-K	Bid Min Qty-K 100 View/Edit Bid De Post Bid Withdraw Bid Print As Report	tails

- 18. Click the vertical ellipsis is button at end of your selected bid row and select row Bid from the drop-down list and then click the Legal Execute button to Post your bid.
- A Warning message pops up to inform you that your bid posted. Click the **Bell** icon at the top of the screen for details and to verify that your bid posted.
- Note: Clicking the i button also provides the ability to Print As Report.



=		✓ CONNECTION P/L	COMPANY		-					۹	1	2
Capacity Release > N	Aanage Offers										PROJECT C	ONE
Recent Offers	-											
My Offers Biddab	le Offers											
Offer Number	Rel St Date	Rel End Date	Rat	te Schedule	Prear	rr Deal	Bid Per St	Date/Time (CCT)	Relea	aser Name		
72262	10/18/2021	10/20/2021	FT	S-3	Yes		10/01/20	021 13:46:08	Bus	iness Gas (Company	
Recent Bids												
Date/Time (CCT) Bid Number	Offer Number Relea	ser Name Rel K	Rel St Date	Rel End Date	Max Offer Qty-K	Bid Deal	Offer Condition	Rate Schedule	Bids		Offer Description	n
10/01/ 68991	72262 Busir	ness Gas 127171	10/18/2021	10/20/2021	100	Yes	POSTED	FTS-3	Yes		Test Prearran	
Recent Awards Award Number Rel St Date	Rel End Date Awd Qty-	K Rate Schedule Award	Releasing Date Shipper	Releasing Contract	Replacement Shipper	Replacement Contract	Offer Number Bid N	Master K	Cap Rel	Award Rat	Award Perce Max Tariff Ra	ent ate
				No Rows To S	show							_
												_

- 19. The Offer and Bid will remain in the Recent Offers
 > Biddable Offers section and Recent Bids section of the Capacity Release > Manage Offers screen (Dashboard) until award time.
- Our Bid will remain in a Status of Posted until the bid period ends. Other shippers will have a chance to bid on this offer until that time.
- **1** To identify the bid winner:
 - a) Navigate to **Capacity Release > Manage Offers** screen (Dashboard).

-**Or-**

- b) Navigate to the Awards Search screen.
- Note: If Repl SR K was elected, the Master Cap Rel K column in the Recent Awards section will display the master capacity release contract number used for entering nominations.