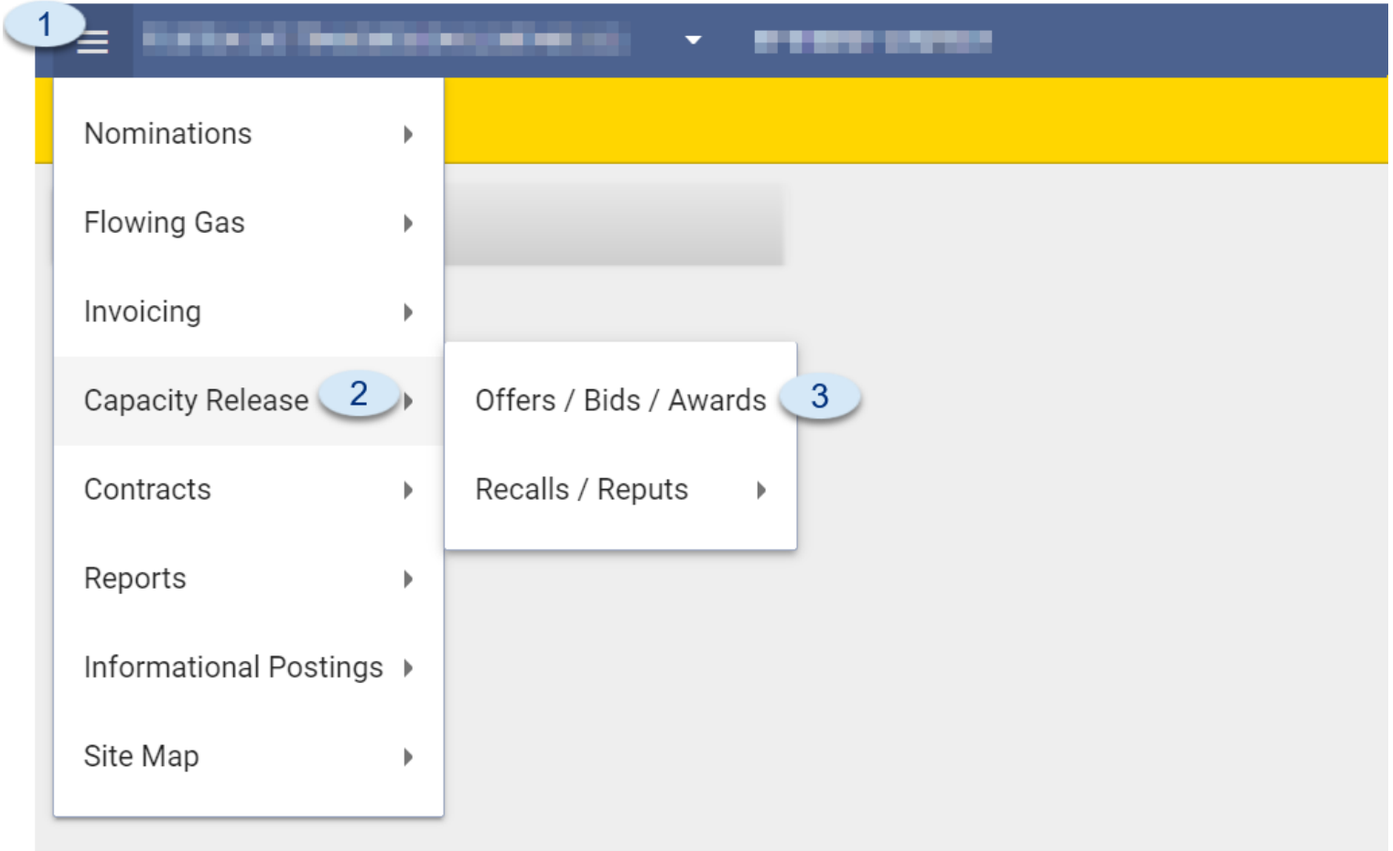
Messenger+
Capacity Release:
Create/Post Bid for a Biddable Offer

Create/Post Bid for a Biddable Offer

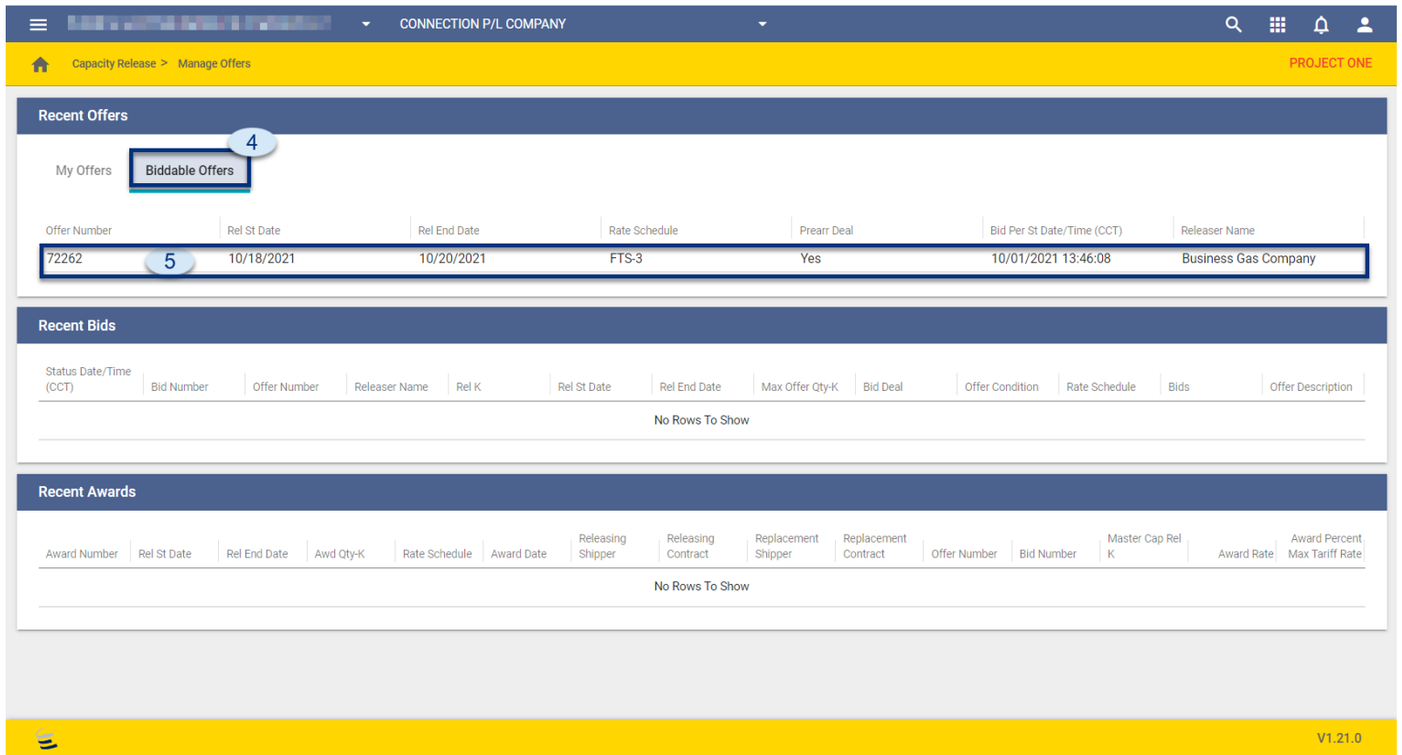
To **Create and Post a Bid for a Biddable Offer** or a **Prearranged Biddable Offer when you are not the prearranged bidder**, follow these steps.



1. Select the **Customer Activities Menu** ☰.

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

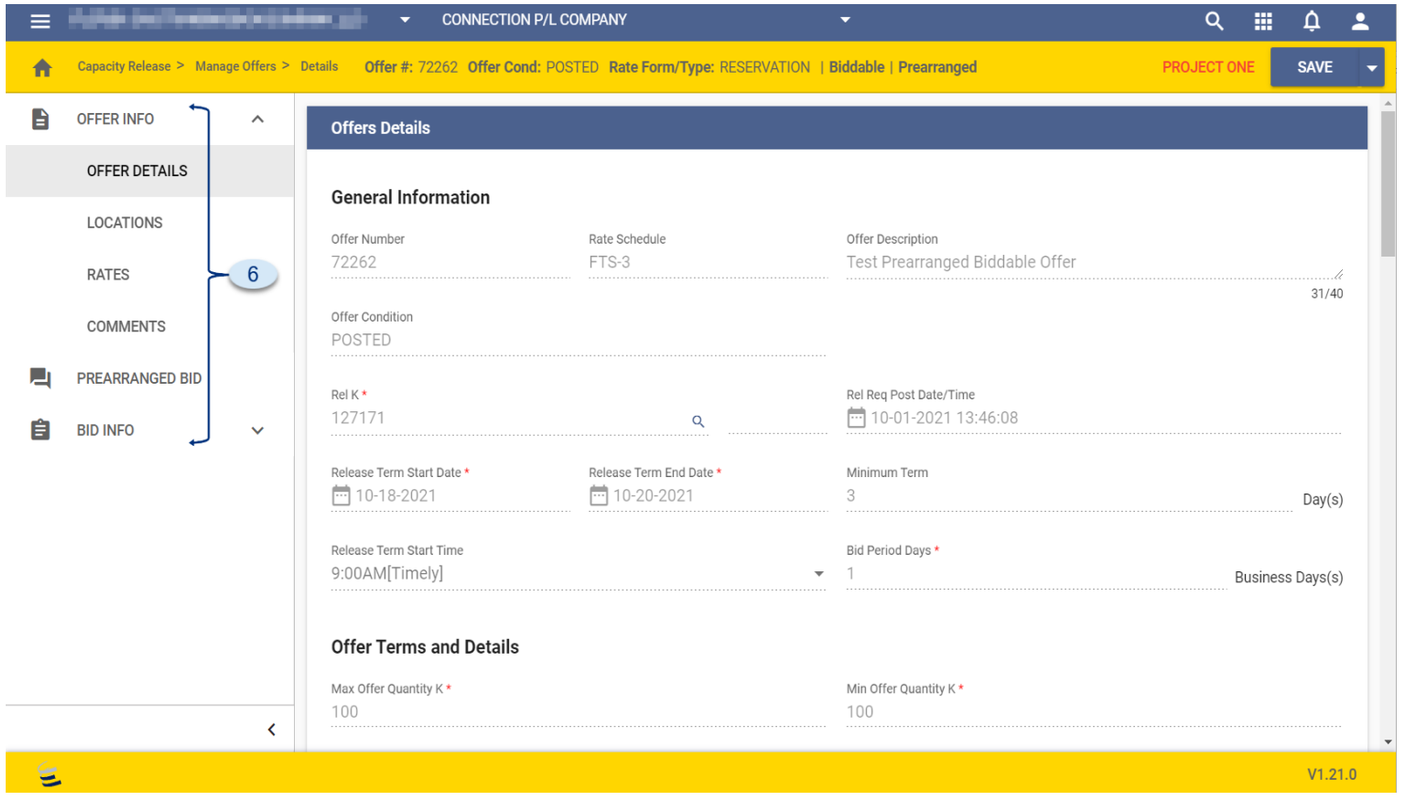
Create/Post Bid for a Biddable Offer, cont.



4. On the **Capacity Release > Manage Offers** screen (Dashboard) click the **Biddable Offers tab** in the **Recent Offers** section.

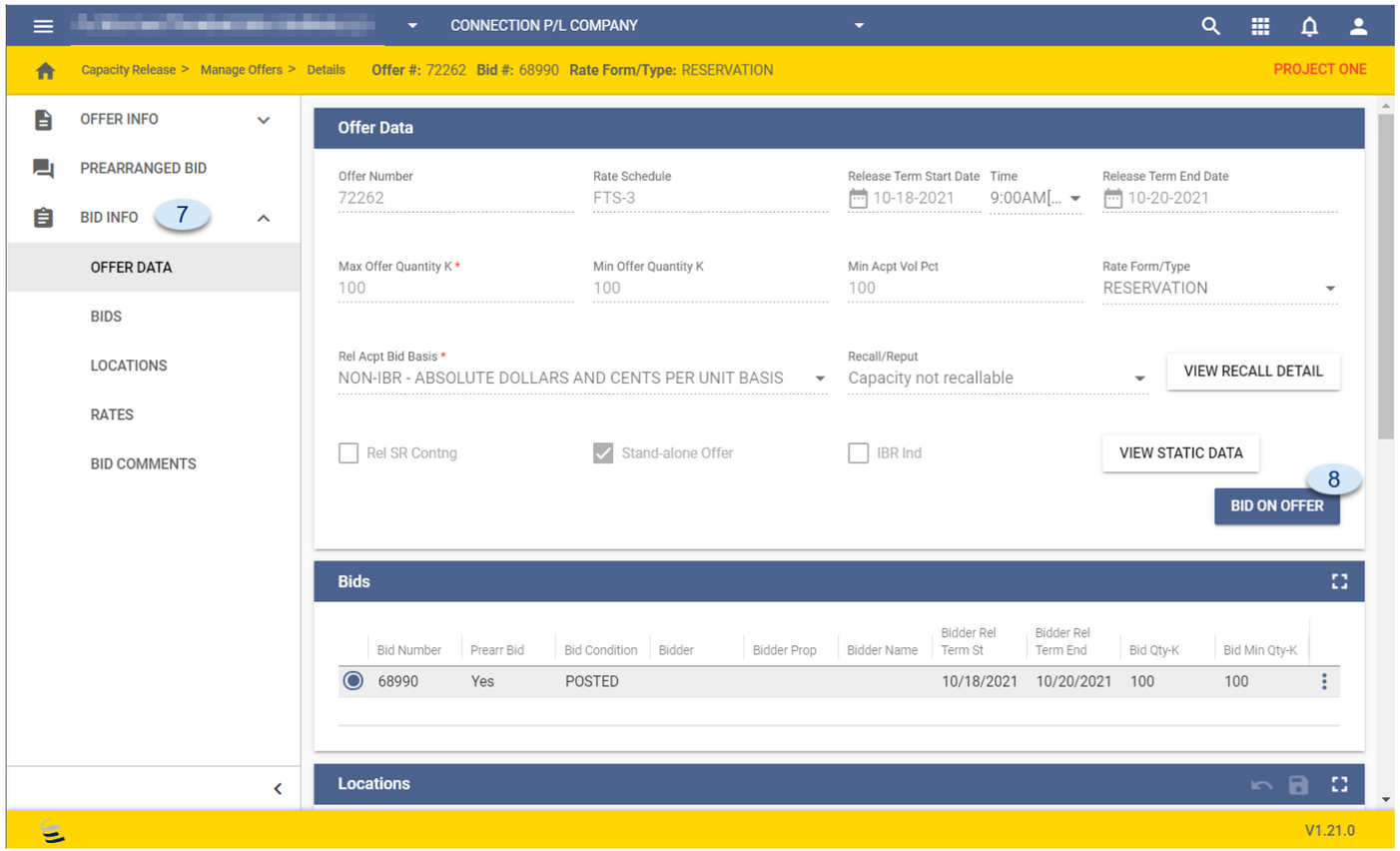
5. The **Biddable Offers** section displays a list of Offers available for bid. **Click** an **Offer line-item** to access the details.

Create/Post Bid for a Biddable Offer, cont.



6. 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.

Create/Post Bid for a Biddable Offer, cont.



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.

ℹ This brings up the **Create A New Bid** Wizard, which walks through creating a **Bid** for the selected **Offer**.

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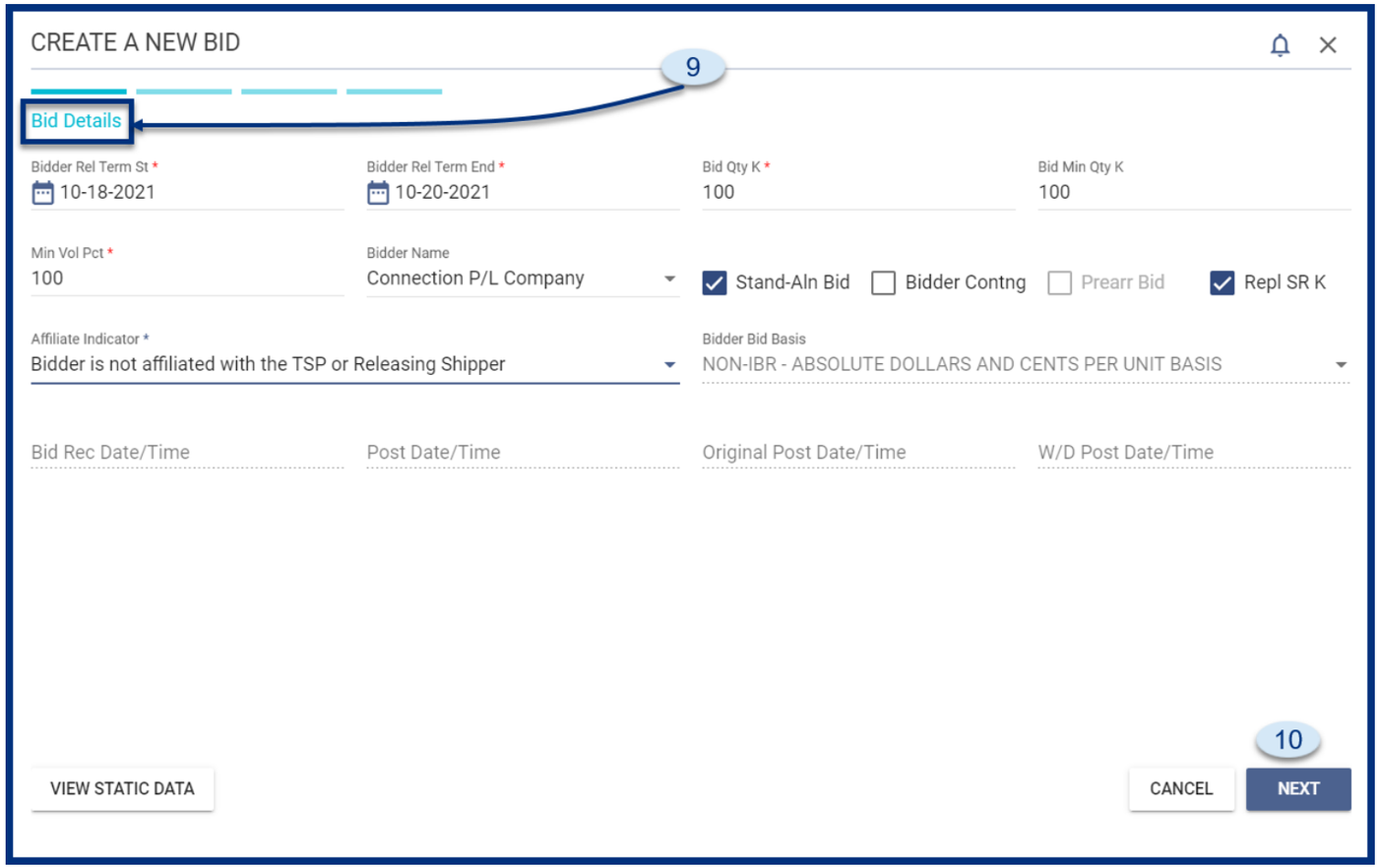


9. On the **Bid Details** screen of the **Create A New Bid Wizard**, enter/update bid information.

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**.

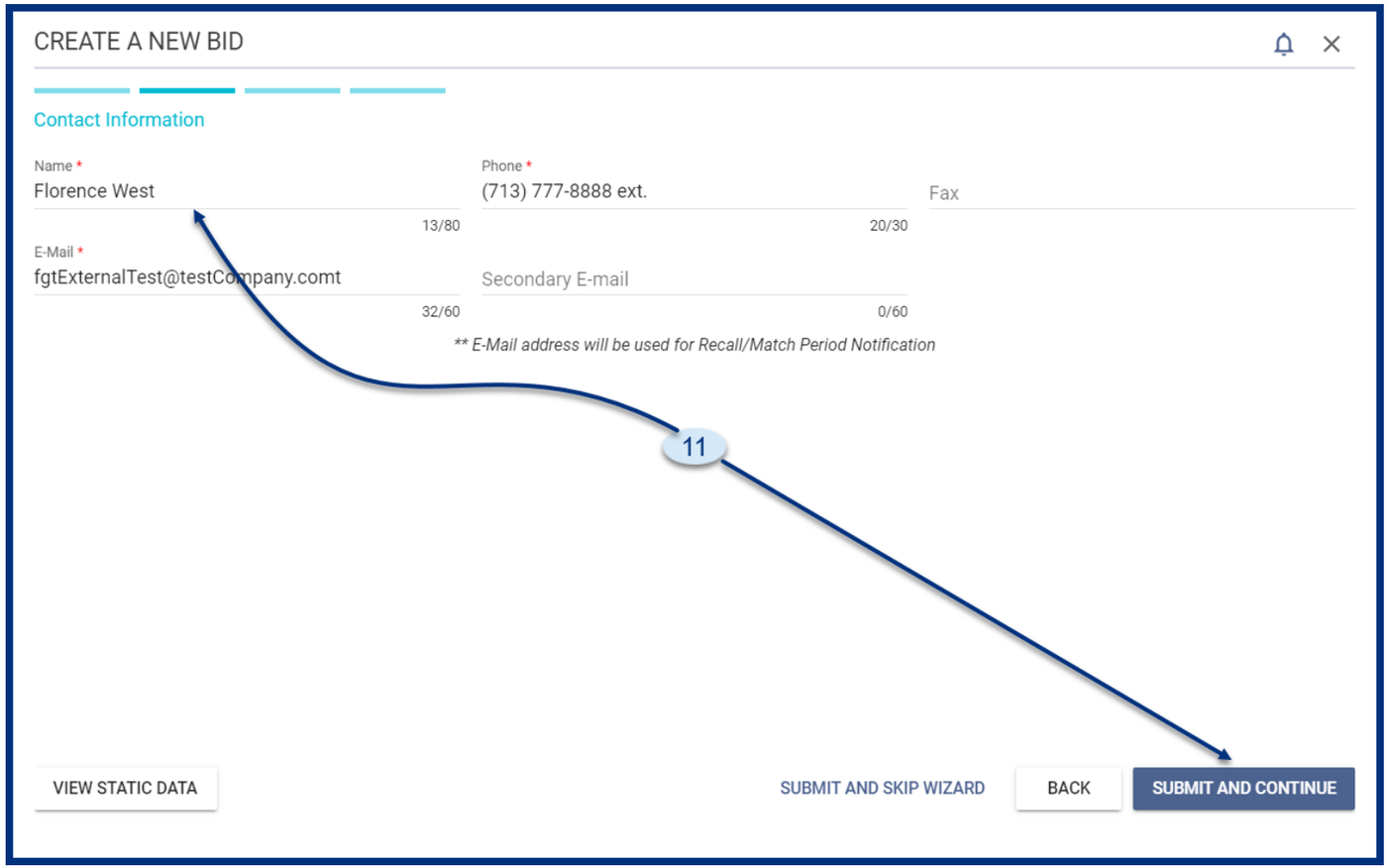
c) Select a value for the **Affiliate Indicator** from the dropdown.

d) If **REPL SR K** applies, click the check box.

Note: Fields with a red asterisk are required.

10. Click the NEXT button.

Create/Post Bid for a Biddable Offer, cont.



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.

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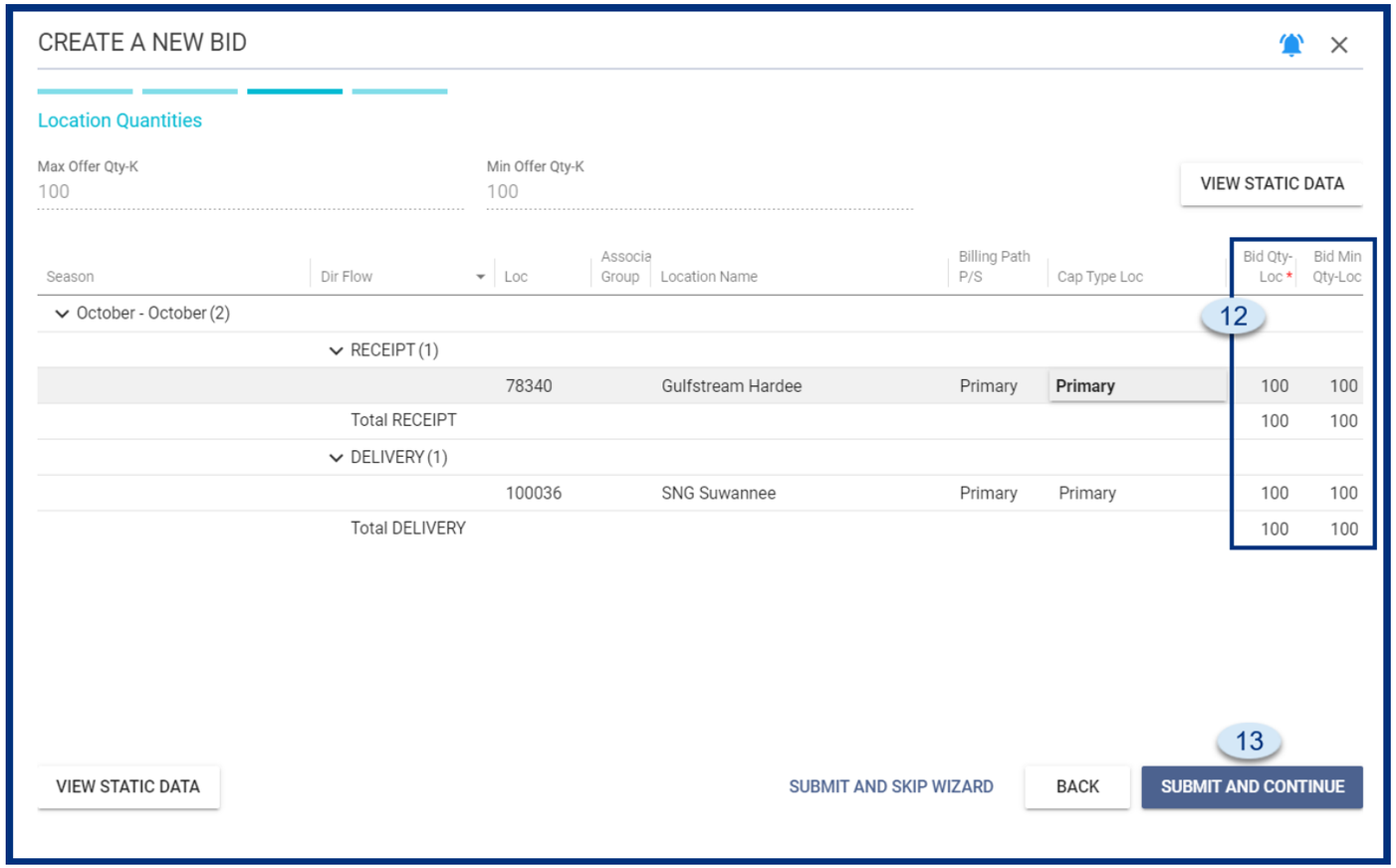


12. On the **Locations Quantities** screen review the location and quantity information. Update the quantity fields if needed.

13. Click the SUBMIT AND CONTINUE button.

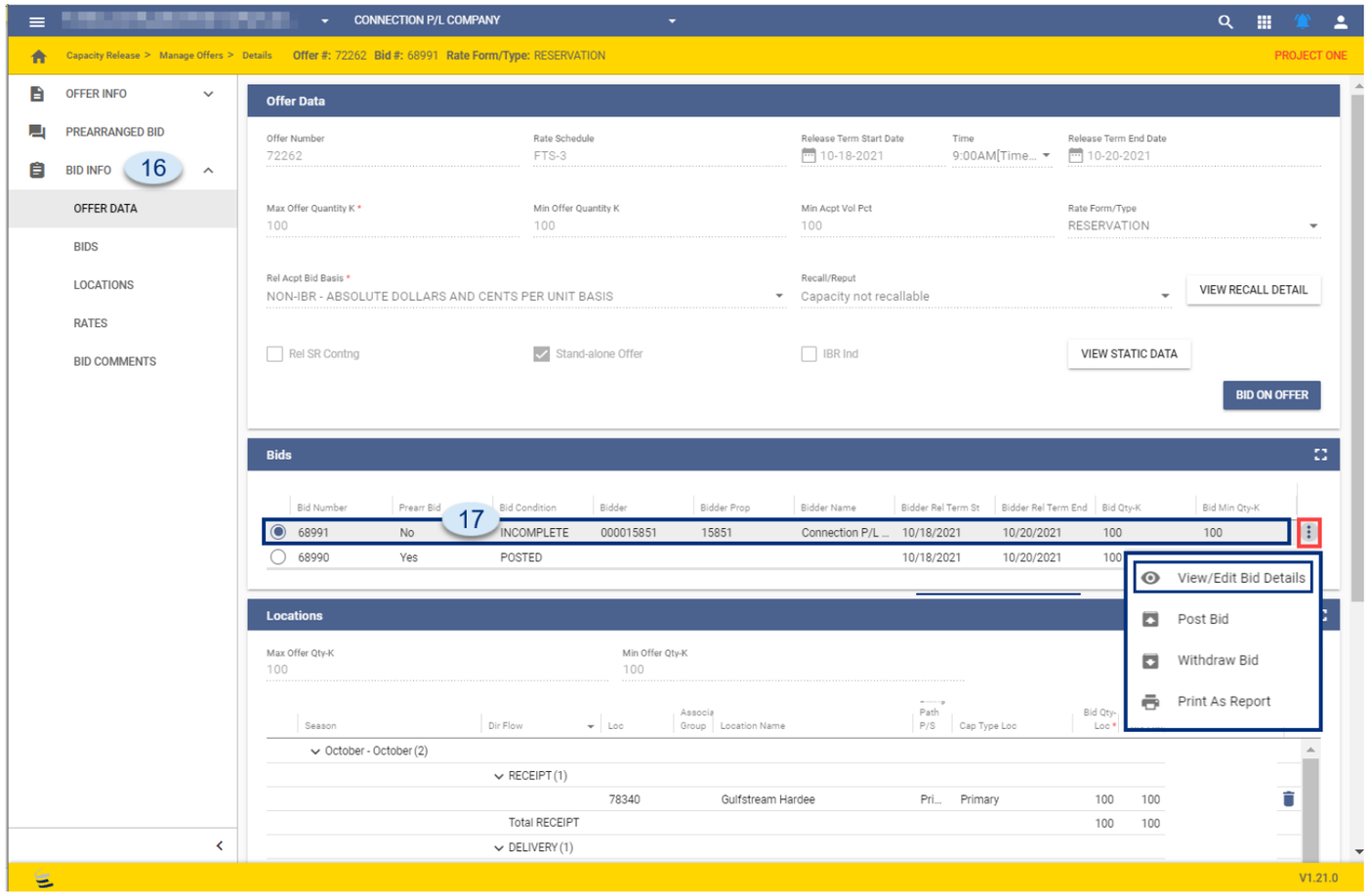
Create/Post Bid for a Biddable Offer, cont.

14. Enter your Bid in the **Rate Bid ($)** field.

Click the **down arrow** next to the **Rate Bid ($)** field to display the **Path Rate Detail**.

15. Click the SUBMIT AND REVIEW button to review your **Bid prior to Posting** it.

Create/Post Bid for a Biddable Offer, cont.



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**.

To make changes to your selected bid:

a. Click the **vertical ellipsis** 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.

c. 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.

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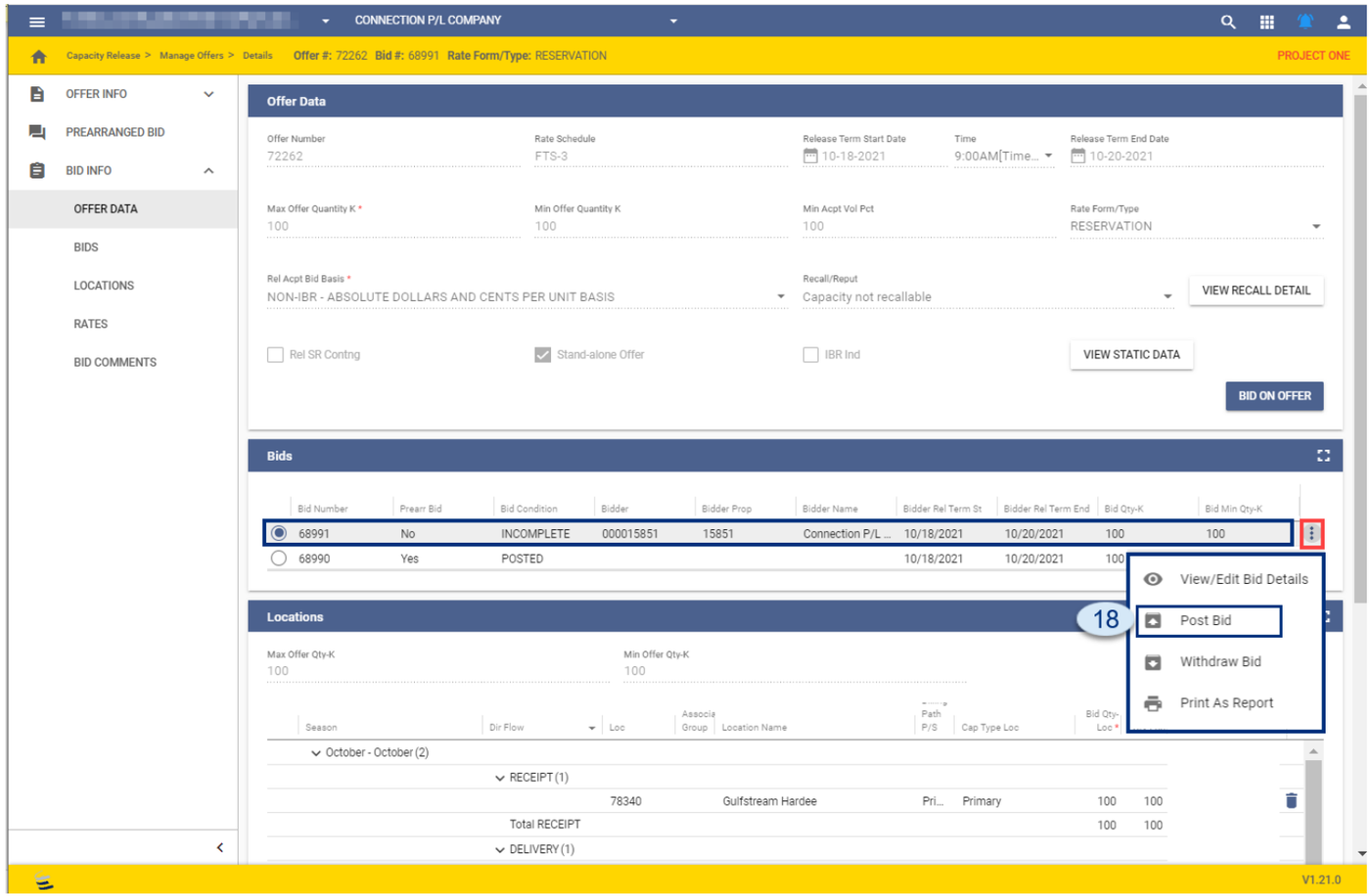

18. Click the vertical ellipsis button at end of your selected bid row and select Post Bid from the drop-down list and then click the Legal Execute button to **Post your bid**.

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 button also provides the ability to **Print As Report**.

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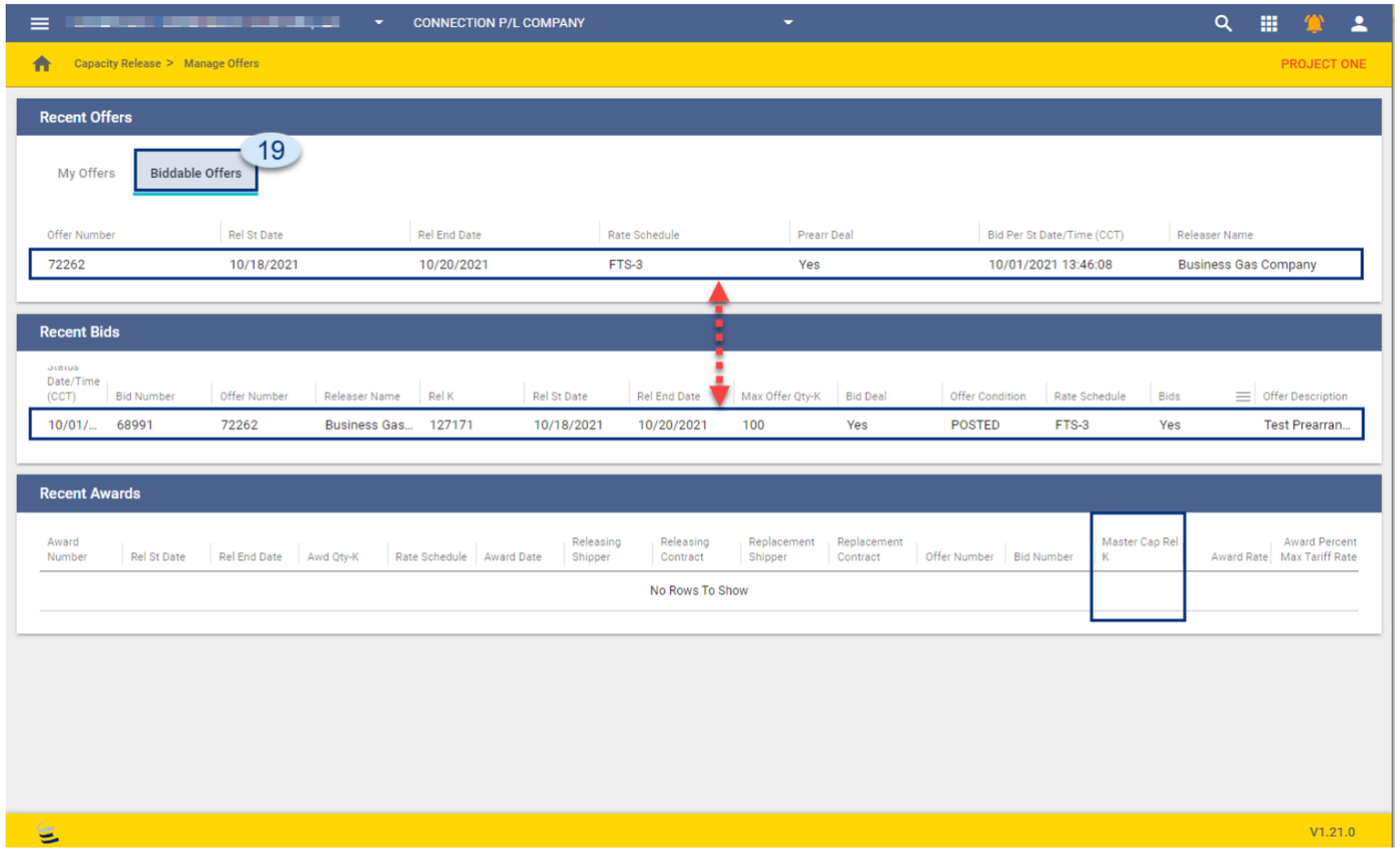

19. The **Offer** and **Bid** will remain in the **Recent Offers > Biddable Offers** section and **Recent Bids** section of the **Capacity Release > Manage Offers** screen (Dashboard) until award time.

Your 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.

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.