



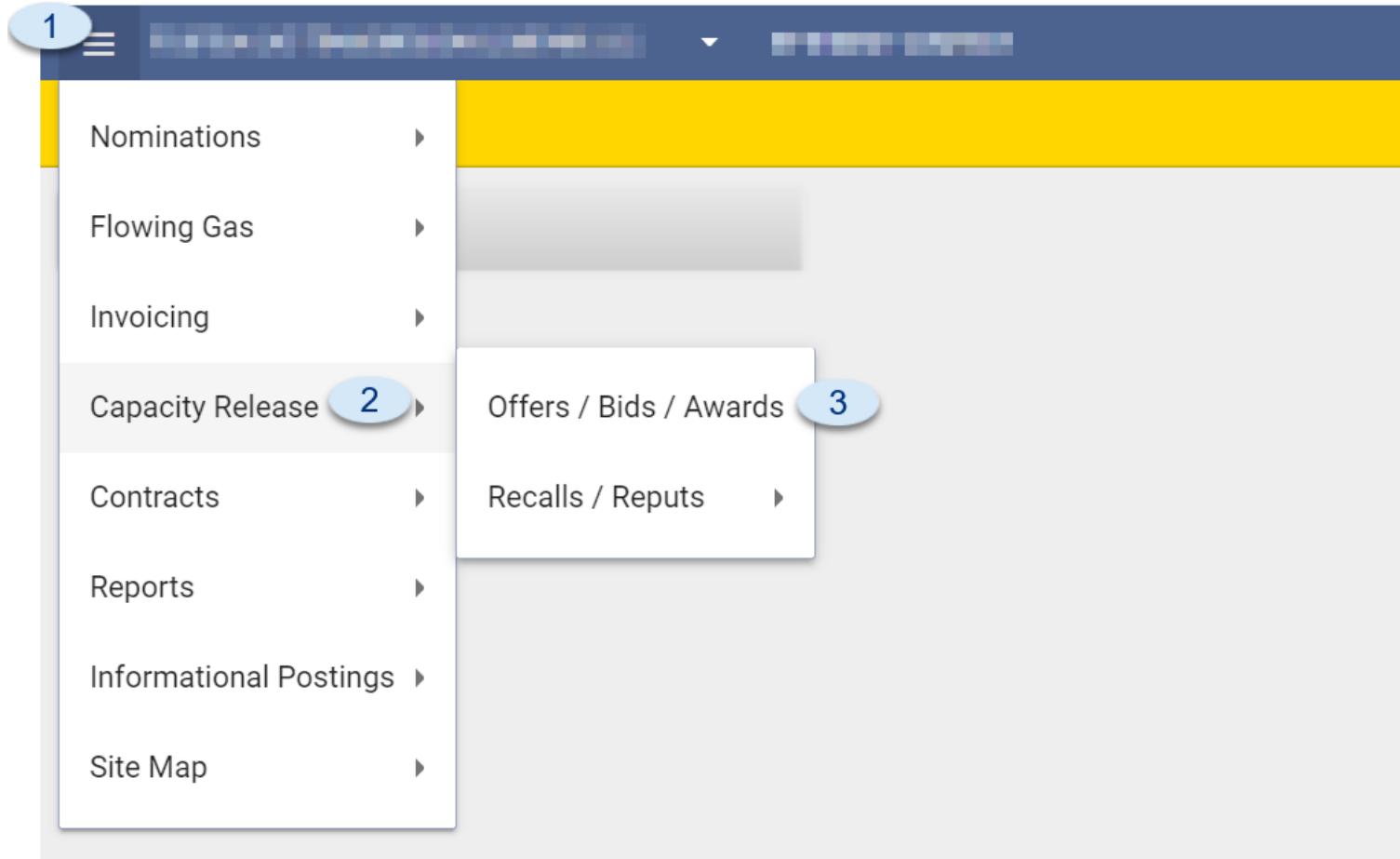
Messenger+
Capacity Release:
Create/Post Bid for a Biddable Offer

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.



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 | 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 | Max Offer Qty-K | Bid Deal | Offer Condition | Rate Schedule | Bids | Offer Description |
|------------------------|------------|--------------|---------------|-------|-------------|--------------|-----------------|----------|-----------------|---------------|------|-------------------|
| No Rows To Show | | | | | | | | | | | | |

Recent Awards

| Award Number | Rel St Date | Rel End Date | Awd Qty-K | Rate Schedule | Award Date | Releasing Shipper | Releasing Contract | Replacement Shipper | Replacement Contract | Offer Number | Bid Number | Master Cap Rel K | Award Rate | Award Percent Max Tariff Rate |
|-----------------|-------------|--------------|-----------|---------------|------------|-------------------|--------------------|---------------------|----------------------|--------------|------------|------------------|------------|-------------------------------|
| No Rows To Show | | | | | | | | | | | | | | |

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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.



Capacity Release > Manage Offers > Details Offer #: 72262 Offer Cond: POSTED Rate Form/Type: RESERVATION | Biddable | Prearranged PROJECT ONE SAVE

OFFER INFO
OFFER DETAILS
LOCATIONS
RATES
COMMENTS
PREARRANGED BID
BID INFO

6

Offers Details

General Information

| | | |
|---------------------------|-------------------------|---------------------------------|
| Offer Number | Rate Schedule | Offer Description |
| 72262 | FTS-3 | Test Prearranged Biddable Offer |
| | | 31/40 |
| Offer Condition | POSTED | |
| Rel K * | Rel Req Post Date/Time | |
| 127171 | 10-01-2021 13:46:08 | |
| 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 | Business Days(s) |

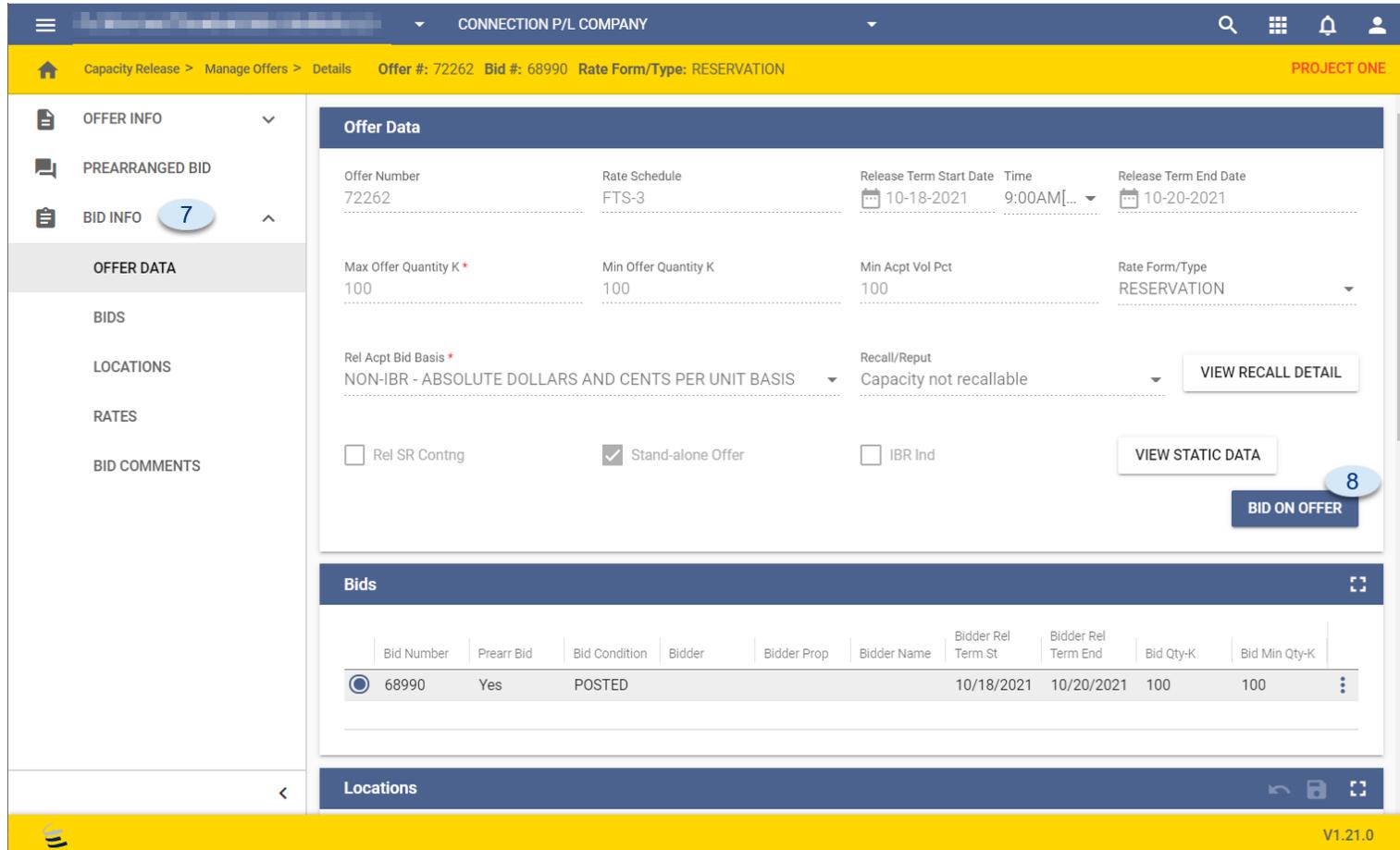
Offer Terms and Details

| | |
|------------------------|------------------------|
| Max Offer Quantity K * | Min Offer Quantity K * |
| 100 | 100 |

V1.21.0

- 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.



Capacity Release > Manage Offers > Details Offer #: 72262 Bid #: 68990 Rate Form/Type: RESERVATION PROJECT ONE

OFFER INFO
PREARRANGED BID
BID INFO 7

OFFER DATA

BIDS
LOCATIONS
RATES
BID COMMENTS

Offer Data

| | | | | |
|---|---|---|-------------------------------|-------------------------------------|
| Offer Number 72262 | Rate Schedule FTS-3 | Release Term Start Date 10-18-2021 | Time 9:00AM[...] | Release Term End Date 10-20-2021 |
| Max Offer Quantity K 100 | Min Offer Quantity K 100 | Min Acpt Vol Pct 100 | Rate Form/Type RESERVATION | |
| Rel Acpt Bid Basis NON-IBR - ABSOLUTE DOLLARS AND CENTS PER UNIT BASIS | | Recall/Reput Capacity not recallable | | VIEW RECALL DETAIL |
| <input type="checkbox"/> Rel SR Contng | <input checked="" type="checkbox"/> Stand-alone Offer | <input type="checkbox"/> IBR Ind | VIEW STATIC DATA | |

BID ON OFFER 8

Bids

| Bid Number | Prearr Bid | Bid Condition | Bidder | Bidder Prop | Bidder Name | Bidder Rel Term St | Bidder Rel Term End | Bid Qty-K | Bid Min Qty-K |
|------------|------------|---------------|--------|-------------|-------------|--------------------|---------------------|-----------|---------------|
| 68990 | Yes | POSTED | | | | 10/18/2021 | 10/20/2021 | 100 | 100 |

Locations

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.

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

Create/Post Bid for a Biddable Offer, cont.

CREATE A NEW BID 🔔 ✕

Bid Details 9

| | | | |
|---|---|--|----------------------|
| Bidder Rel Term St * 📅 10-18-2021 | Bidder Rel Term End * 📅 10-20-2021 | Bid Qty K * 100 | Bid Min Qty K 100 |
| Min Vol Pct * 100 | Bidder Name Connection P/L Company | <input checked="" type="checkbox"/> Stand-Aln Bid <input type="checkbox"/> Bidder Contng <input type="checkbox"/> Prearr Bid <input checked="" type="checkbox"/> Repl SR K | |
| Affiliate Indicator * Bidder is not affiliated with the TSP or Releasing Shipper | Bidder Bid Basis NON-IBR - ABSOLUTE DOLLARS 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 NEXT

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.
- i Note: Fields with a red asterisk are required.
10. Click the NEXT button.

Create/Post Bid for a Biddable Offer, cont.



CREATE A NEW BID

Contact Information

Name * Florence West Phone * (713) 777-8888 ext. Fax
13/80 20/30

E-Mail * fgtExternalTest@testCompany.com Secondary E-mail
32/60 0/60

** E-Mail address will be used for Recall/Match Period Notification

VIEW STATIC DATA SUBMIT AND SKIP WIZARD BACK SUBMIT AND CONTINUE

11

11. Review your **Contact Information** and click the **SUBMIT AND CONTINUE** button.

i 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/Post Bid for a Biddable Offer, cont.



CREATE A NEW BID 🔔 ✕

Location Quantities

Max Offer Qty-K: 100 Min Offer Qty-K: 100 VIEW STATIC DATA

| Season | Dir Flow | Loc | Associa Group | Location Name | Billing Path P/S | Cap Type Loc | Bid Qty- Loc * | Bid Min Qty-Loc |
|-------------------------|----------|--------|---------------|-------------------|------------------|--------------|----------------|-----------------|
| ▼ October - October (2) | | | | | | | | |
| ▼ RECEIPT (1) | | | | | | | | |
| | | 78340 | | Gulfstream Hardee | Primary | Primary | 100 | 100 |
| Total RECEIPT | | | | | | | 100 | 100 |
| ▼ DELIVERY (1) | | | | | | | | |
| | | 100036 | | SNG Suwannee | Primary | Primary | 100 | 100 |
| Total DELIVERY | | | | | | | 100 | 100 |

VIEW STATIC DATA SUBMIT AND SKIP WIZARD BACK SUBMIT AND CONTINUE

12 (circled) points to the Bid Qty- Loc and Bid Min Qty-Loc columns in the table.

13 (circled) points to the SUBMIT AND CONTINUE button.

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.

CREATE A NEW BID 🔔 ×

Rates

Rate Form/Type: RESERVATION Bidder Bid Basis: NON-IBR - ABSOLUTE DOLLARS

| Path | Usage (\$) | Max Trf Rate (\$) | Min Acpt Rate (\$) | Rate Bid (\$) |
|-----------|------------|-------------------|--------------------|---------------|
| ANY - ANY | 0.0000 | 1.0104 | 0.9520 | 0.9520 |

Path Rate Detail

| Rate / Surchg ID Desc | Usage (\$) | Max Trf Rate (\$) | Min Acpt Rate (\$) | Min Acpt PCT | Rate Bid (\$) | PCT Max Rate Bid |
|-----------------------|------------|-------------------|--------------------|--------------|---------------|------------------|
| RESV CHARGE | | 1.0104 | 0.9520 | | 0.9520 | |

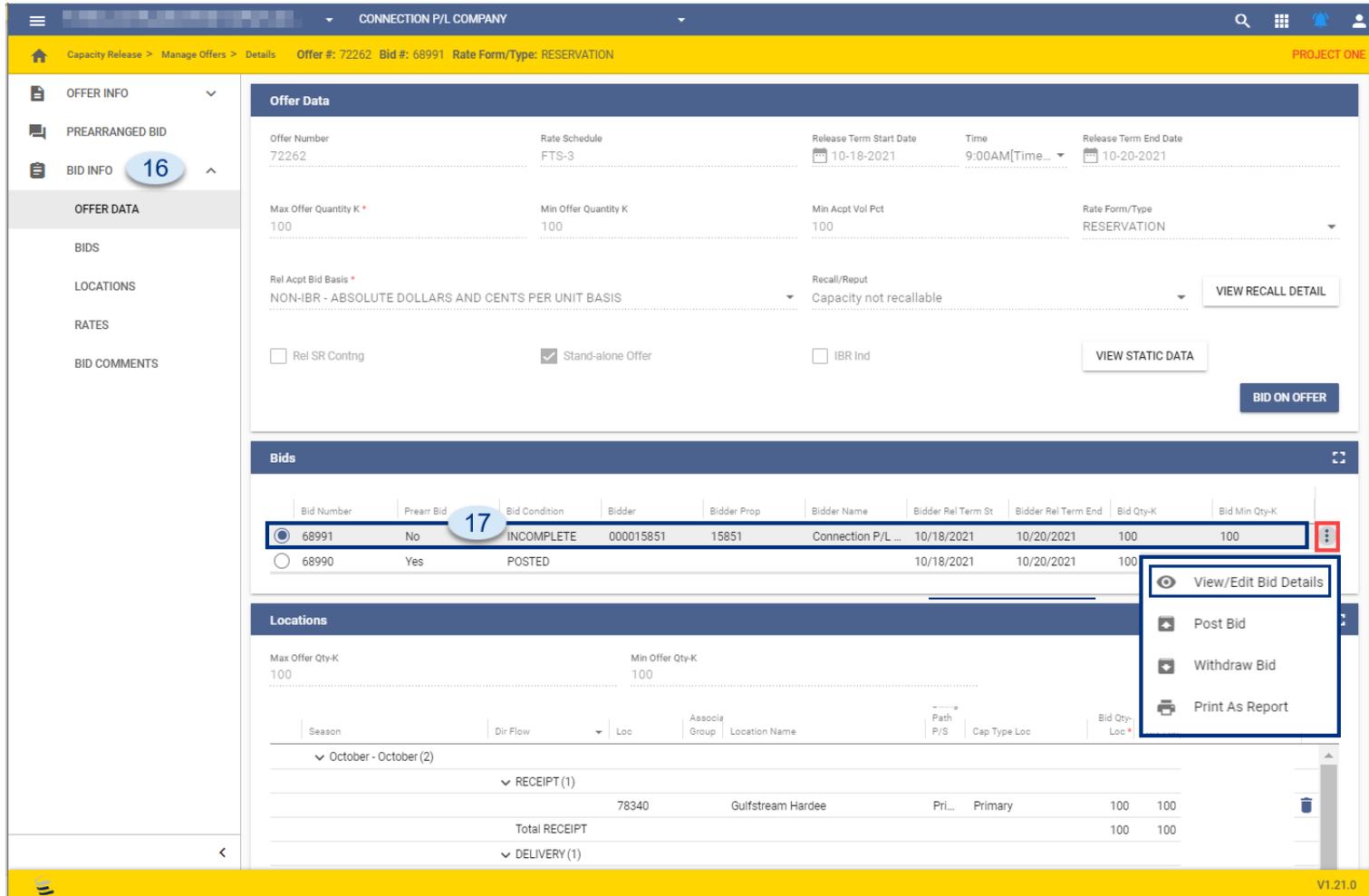
** Usage rate is the Max Tariff Rate and is subject to change as the Tariff Rate changes.

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.



CONNECTION P/L COMPANY

Capacity Release > Manage Offers > Details Offer #: 72262 Bid #: 68991 Rate Form/Type: RESERVATION PROJECT ONE

OFFER INFO

PREARRANGED BID

BID INFO 16

OFFER DATA

BIDS

LOCATIONS

RATES

BID COMMENTS

Offer Data

Offer Number: 72262 Rate Schedule: FTS-3 Release Term Start Date: 10-18-2021 Time: 9:00AM[Time...] Release Term End Date: 10-20-2021

Max Offer Quantity K*: 100 Min Offer Quantity K: 100 Min Acpt Vol Pct: 100 Rate Form/Type: RESERVATION

Rel Acpt Bid Basis*: NON-IBR - ABSOLUTE DOLLARS AND CENTS PER UNIT BASIS Recall/Reput: Capacity not recallable VIEW RECALL DETAIL

Rel SR Contng Stand-alone Offer IBR Ind VIEW STATIC DATA

BID ON OFFER

Bids

| Bid Number | Prearr Bid | Bid Condition | Bidder | Bidder Prop | Bidder Name | Bidder Rel Term St | Bidder Rel Term End | Bid Qty-K | Bid Min Qty-K |
|------------|------------|---------------|-----------|-------------|--------------------|--------------------|---------------------|-----------|---------------|
| 68991 | No | INCOMPLETE | 000015851 | 15851 | Connection P/L ... | 10/18/2021 | 10/20/2021 | 100 | 100 |
| 68990 | Yes | POSTED | | | | 10/18/2021 | 10/20/2021 | 100 | |

Locations

Max Offer Qty-K: 100 Min Offer Qty-K: 100

| Season | Dir Flow | Loc | Associa Group | Location Name | Path P/S | Cap Type Loc | Bid Qty-Loc* |
|-----------------------|----------|-----|---------------|-------------------|----------|--------------|--------------|
| October - October (2) | | | | | | | |
| RECEIPT (1) | | | | | | | |
| | | | 78340 | Gulfstream Hardee | Pri... | Primary | 100 100 |
| Total RECEIPT | | | | | | | 100 100 |
| DELIVERY (1) | | | | | | | |

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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.

Create/Post Bid for a Biddable Offer, cont.



CONNECTION P/L COMPANY

Capacity Release > Manage Offers > Details Offer #: 72262 Bid #: 68991 Rate Form/Type: RESERVATION PROJECT ONE

OFFER DATA

Offer Number: 72262 Rate Schedule: FTS-3 Release Term Start Date: 10-18-2021 Time: 9:00AM[Time... Release Term End Date: 10-20-2021

Max Offer Quantity K*: 100 Min Offer Quantity K: 100 Min Acpt Vol Pct: 100 Rate Form/Type: RESERVATION

Rel Acpt Bid Basis*: NON-IBR - ABSOLUTE DOLLARS AND CENTS PER UNIT BASIS Recall/Reput: Capacity not recallable VIEW RECALL DETAIL

Rel SR Contng Stand-alone Offer IBR Ind VIEW STATIC DATA

Bids

| Bid Number | Pearr Bid | Bid Condition | Bidder | Bidder Prop | Bidder Name | Bidder Rel Term St | Bidder Rel Term End | Bid Qty-K | Bid Min Qty-K |
|------------|-----------|---------------|-----------|-------------|--------------------|--------------------|---------------------|-----------|---------------|
| 68991 | No | INCOMPLETE | 000015851 | 15851 | Connection P/L ... | 10/18/2021 | 10/20/2021 | 100 | 100 |
| 68990 | Yes | POSTED | | | | 10/18/2021 | 10/20/2021 | 100 | |

Locations

Max Offer Qty-K: 100 Min Offer Qty-K: 100

| Season | Dir Flow | Loc | Associa Group | Location Name | Path P/S | Cap Type Loc | Bid Qty- Loc* |
|-----------------------|----------|-------|---------------|-------------------|----------|--------------|---------------|
| October - October (2) | | | | | | | |
| RECEIPT (1) | | | | | | | |
| | | 78340 | | Gulfstream Hardee | Pri... | Primary | 100 100 |
| Total RECEIPT | | | | | | | 100 100 |
| DELIVERY (1) | | | | | | | |

18

View/Edit Bid Details
Post Bid
Withdraw Bid
Print As Report

VI.21.0

18. Click the vertical ellipsis button at end of your selected bid row and select 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**.

Create/Post Bid for a Biddable Offer, cont.

Capacity Release > Manage Offers PROJECT ONE

Recent Offers

My Offers Biddable Offers 19

| Offer Number | Rel St Date | Rel End Date | Rate Schedule | Prearr Deal | Bid Per St Date/Time (CCT) | Releaser Name |
|--------------|-------------|--------------|---------------|-------------|----------------------------|----------------------|
| 72262 | 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 | Max Offer Qty-K | Bid Deal | Offer Condition | Rate Schedule | Bids | Offer Description |
|--------|-----------------|------------|--------------|-----------------|--------|-------------|--------------|-----------------|----------|-----------------|---------------|------|-------------------|
| | 10/01/... | 68991 | 72262 | Business 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 Date | Releasing Shipper | Releasing Contract | Replacement Shipper | Replacement Contract | Offer Number | Bid Number | Master Cap Rel K | Award Rate | Award Percent | Max Tariff Rate |
|-----------------|-------------|--------------|-----------|---------------|------------|-------------------|--------------------|---------------------|----------------------|--------------|------------|------------------|------------|---------------|-----------------|
| No Rows To Show | | | | | | | | | | | | | | | |

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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.

i 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.

i To identify the bid winner:

a) Navigate to **Capacity Release > Manage Offers** screen (Dashboard).

-Or-

b) Navigate to the **Awards Search** screen.

i 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.