

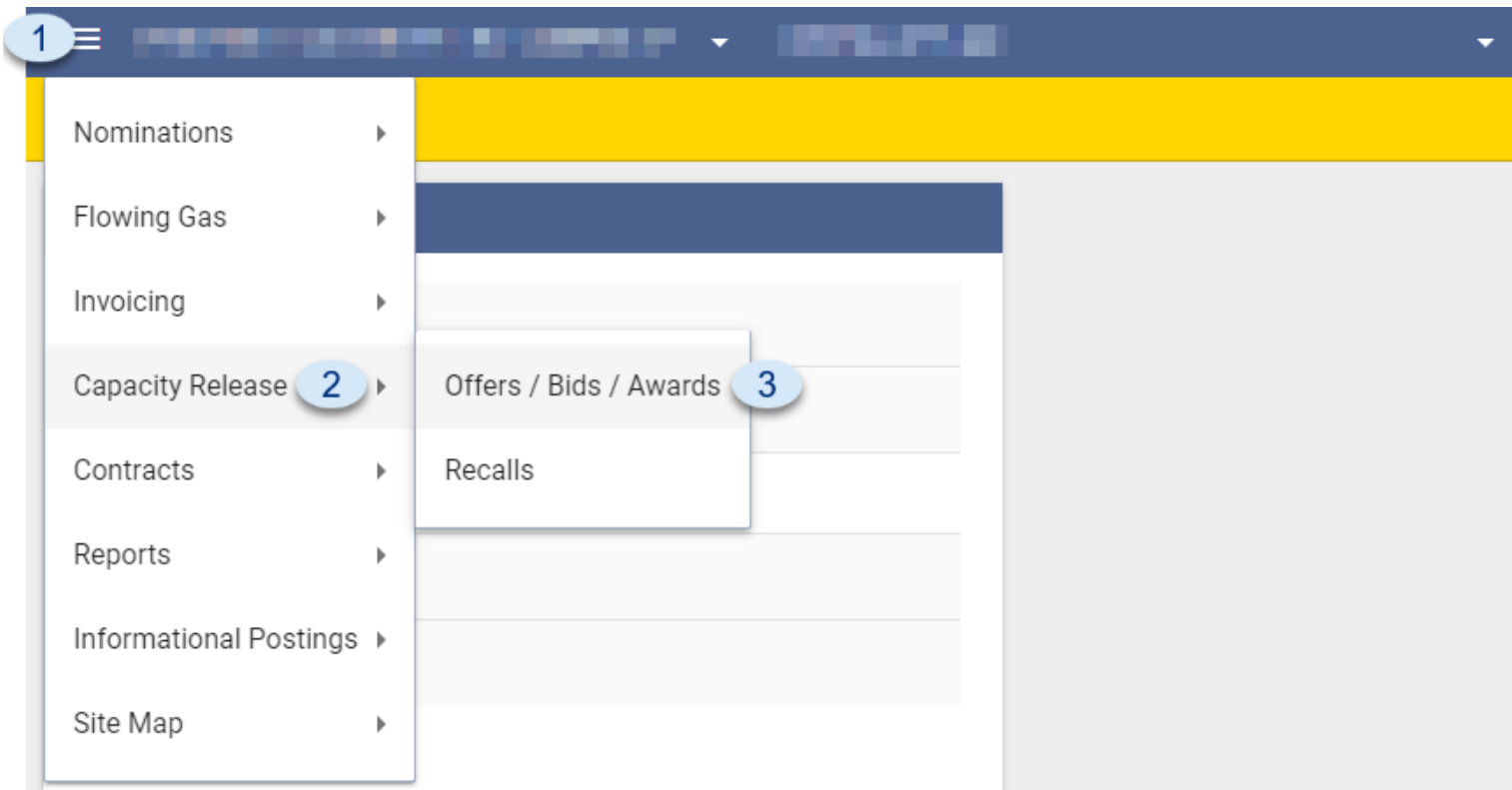


**Messenger+**  
**Capacity Release:**  
**Create/Post Bid for a Biddable Offer**

# 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.



QUANTUM GAS

Capacity Release > Manage Offers

PROJECT ONE

Recent Offers

My Offers

Biddable Offers

Offer Number	Rel St Date	Rel End Date	Rate Schedule	Bid Per St Date/Time (CCT)	Bid Per End Date/Time (CCT)	Releaser Name	Prearr Deal	Bid Eval Ind
42570	10/06/2021	10/08/2021	ENHANCED FIRM TRANS...	09/29/2021 10:17:35	09/30/2021 10:00:00	Central City LDC	Yes	NET PRESENT VALUE

Recent Bids

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
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 #: 42570 Offer Cond: POSTED Rate Form/Type: RESERVATION | Biddable | Prearranged

PROJECT ONE

SAVE

OFFER INFO

OFFER DETAILS

LOCATIONS

RATES

COMMENTS

PREARRANGED BID

BID INFO

Offers Details

General Information

Offer Number

42570

Rate Schedule

EFT

Offer Description

Test Prearranged Biddable

Offer Condition

POSTED

Rel K \*

67356

Rel Req Post Date/Time

09-29-2021 10:17:35

Release Term Start Date \*

10-06-2021

Release Term End Date \*

10-08-2021

Minimum Term

3

Release Term Start Time

9:00AM

Bid Period Days \*

1

Offer Terms and Details

Max Offer Quantity K \*

100

Min Offer Quantity K \*

100

Rate Form/Type \*

RESERVATION

Min Acpt Vol Pct

100

Rel Acpt Bid Basis \*

NON-IBR - ABSOLUTE DOLLARS AND CENTS PER UNIT BASIS

Recall/Reput

Capacity not recallable

VIEW RECALL DETAIL

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.



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QUANTUM GAS

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Capacity Release > Manage Offers > Details Offer #: 42570 Bid #: 42573 Rate Form/Type: RESERVATION PROJECT ONE

📄 OFFER INFO

💬 PREARRANGED BID

📋 BID INFO 7

OFFER DATA

BIDS

LOCATIONS

RATES

BID COMMENTS

Offer Data

Offer Number  
42570

Rate Schedule  
EFT

Release Term Start...  
10-06-2021 9:00AM

Release Term End Date  
10-08-2021

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 UNI...

Recall/Reput  
Capacity not recallable

VIEW RECALL DETAIL

☐ Rel SR Contng

☒ Stand-alone Offer

☐ 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
42573	Yes	POSTED				10/06/2...	10/08/2...	100	100

Locations

Max Offer Qty-K

Min Offer Qty-K

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/Post Bid for a Biddable Offer, cont.



CREATE A NEW BID

9

Bid Details

Bidder Rel Term St \*

10-06-2021

Bidder Rel Term End \*

10-08-2021

Bid Qty K \*

100

Bid Min Qty K

100

Min Vol Pct \*

100

Bidder Name

Quantum Gas

☒ Stand-Aln Bid ☐ Bidder Contng ☐ Prearr Bid

Affiliate Indicator \*

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

VIEW STATIC DATA

CANCEL

10

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.
- 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 \*

Aaron Brown

11/80

Phone \*

(713) 888-7777 ext.

20/30

Fax

0/30

E-Mail \*

aaron.brown@testcompany.comt

28/60

Secondary E-mail

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. 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

Loc	Associa Group	Location Name	Dir Flow	Billing Path P/S	Cap Type Loc	Bid Qty-Loc *	Bid Min Qty-Loc	Area/Miles	G/T
12059		GARFIELD - ENABLE OKLAHOMA	RECEIPT	Primary	Primary	100	100	-150.46	Transmission
63277		ONE GAS, INC. DBA KANSAS GAS SE...	DELIVERY	Secondary	Secondary	100	100	0.0	Transmission

12

Total Receipt

100

100

Total Delivery

100

100

VIEW STATIC DATA

SUBMIT AND SKIP WIZARD

BACK

13

SUBMIT AND CONTINUE

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 (\$)
12059 - 63277	0.0133	0.1095	0.1095	0.1095

Path Rate Detail

Rate / Surchg ID Desc	Usage (\$)	Max Trf Rate (\$)	Min Acpt Rate (\$)	Min Acpt PCT	Rate Bid (\$)	PCT Max Rate Bid
FIELD	0.0122	0.1095	0.1095		0.1095	
ACA	0.0011					

TOTALS

0

0

0

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

\*\* Path Rate Total: Market Component Rate is multiplied by the number of blocks of the release.

VIEW STATIC DATA

BACK

SUBMIT AND REVIEW

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.



OFFER INFO

PREARRANGED BID

BID INFO16

OFFER DATA

BIDS

LOCATIONS

RATES

BID COMMENTS

Offer Data

Offer Number42570

Rate ScheduleEFT

Release Term Start Date10-06-2021

Time9:00AM

Release Term End Date10-08-2021

Max Offer Quantity K100

Min Offer Quantity K100

Min Acpt Vol Pct100

Rate Form/TypeRESERVATION

Rel Acpt Bid BasisNON-IBR - ABSOLUTE DOLLARS AND CENTS PER UNIT BASIS

Recall/ReputCapacity 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
42574	No	INCOMPLETE	000000005	15856	Quantum Gas	10/06/2021	10/08/2021	100	100
42573	Yes	POSTED				10/06/2021	10/08/2021	1	

Locations

Max Offer Qty-K100

Min Offer Qty-K100

Loc	Associa Group	Location Name	Dir Flow	Billing Path P/S	Cap Type Loc	Bid Qty-Loc
12059		GARFIELD - ENABLE OKLAHOMA	RECEIPT	Primary	Primary	100
63277		ONE GAS, INC. DBA KANSAS GAS SERVICE COMPANY - FS	DELIVERY	Secondary	Secondary	100

View/Edit Bid Details

Post Bid

Withdraw Bid

Print As Report

QUANTUM GAS

PROJECT ONE

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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 on 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.



OFFER INFO

PREARRANGED BID

BID INFO

OFFER DATA

BIDS

LOCATIONS

RATES

BID COMMENTS

QUANTUM GAS

# 42570 Bid #: 42574 Rate Form/Type: RESERVATION

PROJECT ONE

Offer Data

Offer Number

42570

Rate Schedule

EFT

Release Term Start Date

10-06-2021

Time

9:00AM

Release Term End Date

10-08-2021

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 Conting

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
42574	No	INCOMPLETE	000000005	15856	Quantum Gas	10/06/2021	10/08/2021	100	100
42573	Yes	POSTED				10/06/2021	10/08/2021	1	

Locations

Max Offer Qty-K

100

Min Offer Qty-K

100

Loc	Associa Group	Location Name	Dir Flow	Billing Path P/S	Cap Type Loc	Bid Qty-Loc
12059		GARFIELD - ENABLE OKLAHOMA	RECEIPT	Primary	Primary	100
63277		ONE GAS, INC. DBA KANSAS GAS SERVICE COMPANY - FS	DELIVERY	Secondary	Secondary	100

18

View/Edit Bid Details

Post Bid

Withdraw Bid

Print As Report

18. To **Post your bid** click the vertical ellipsis button at end of your selected bid row and select from the drop-down list.

A Warning message pops up to inform you that your bid posted. Click the Bell icon at the top of the screen for details.

Note: Clicking the button also provides the ability to **Print As Report**.

# Create/Post Bid for a Biddable Offer, cont.



QUANTUM GAS

Capacity Release > Manage Offers

PROJECT ONE

Recent Offers

My Offers

Biddable Offers

Offer Number	Rel St Date	Rel End Date	Rate Schedule	Bid Per St Date/Time (CCT)	Bid Per End Date/Time (CCT)	Releaser Name	Prearr Deal	Bid Eval Ind
42570	10/06/2021	10/08/2021	ENHANCED FIRM TR...	09/29/2021 10:17:35	09/30/2021 10:00:00	Central City LDC	Yes	NET PRESENT VALUE

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
09/29/2021 ...	42574	42570	Central City L...	67356	10/06/2021	10/08/2021	100	Yes	POSTED	ENHANCED ...	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
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.

**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.

**Navigate to the Awards Search screen to identify the bid winner.**