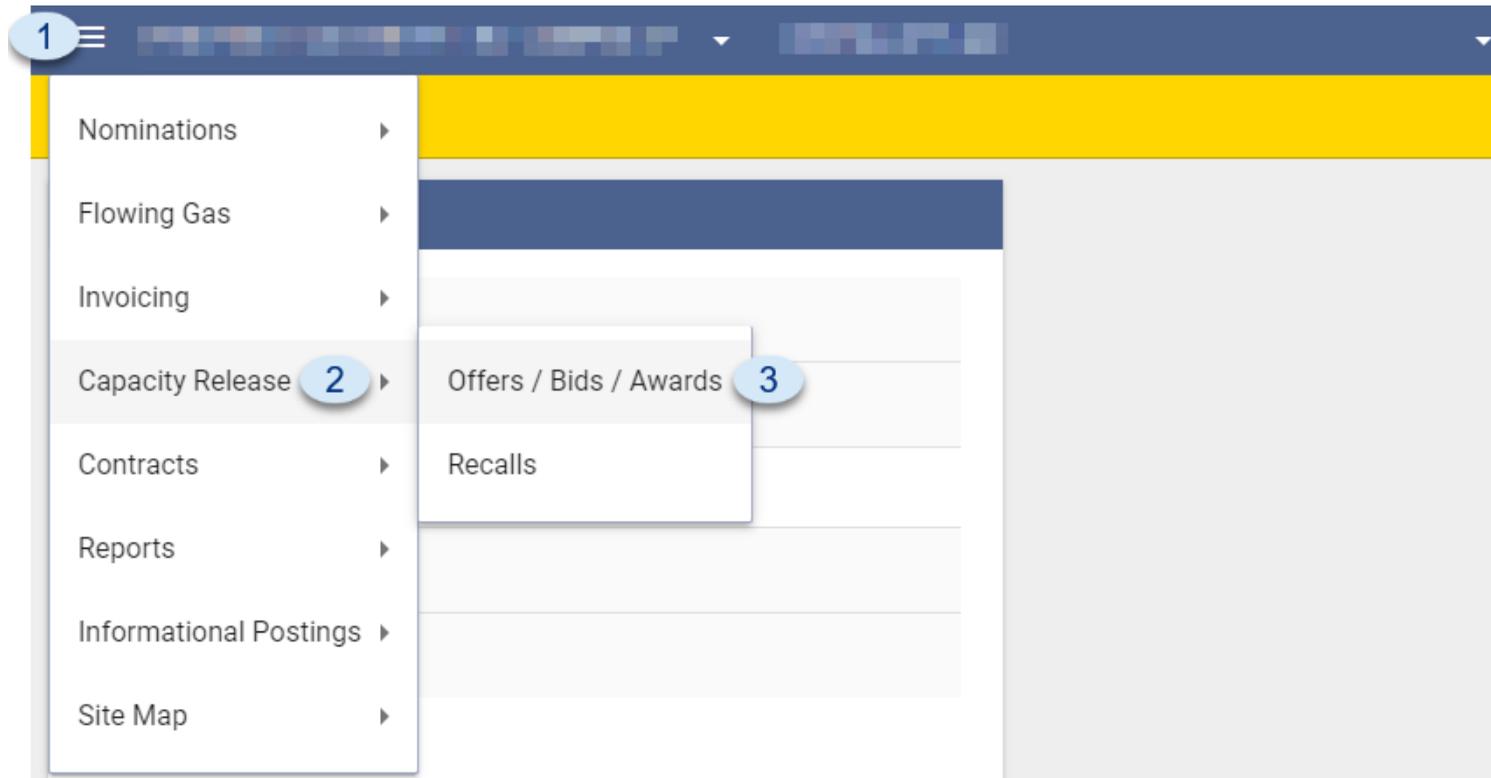




Messenger+
Capacity Release:
View and Search Offers, Bids & Awards

View and Search Offers, Bids & Awards

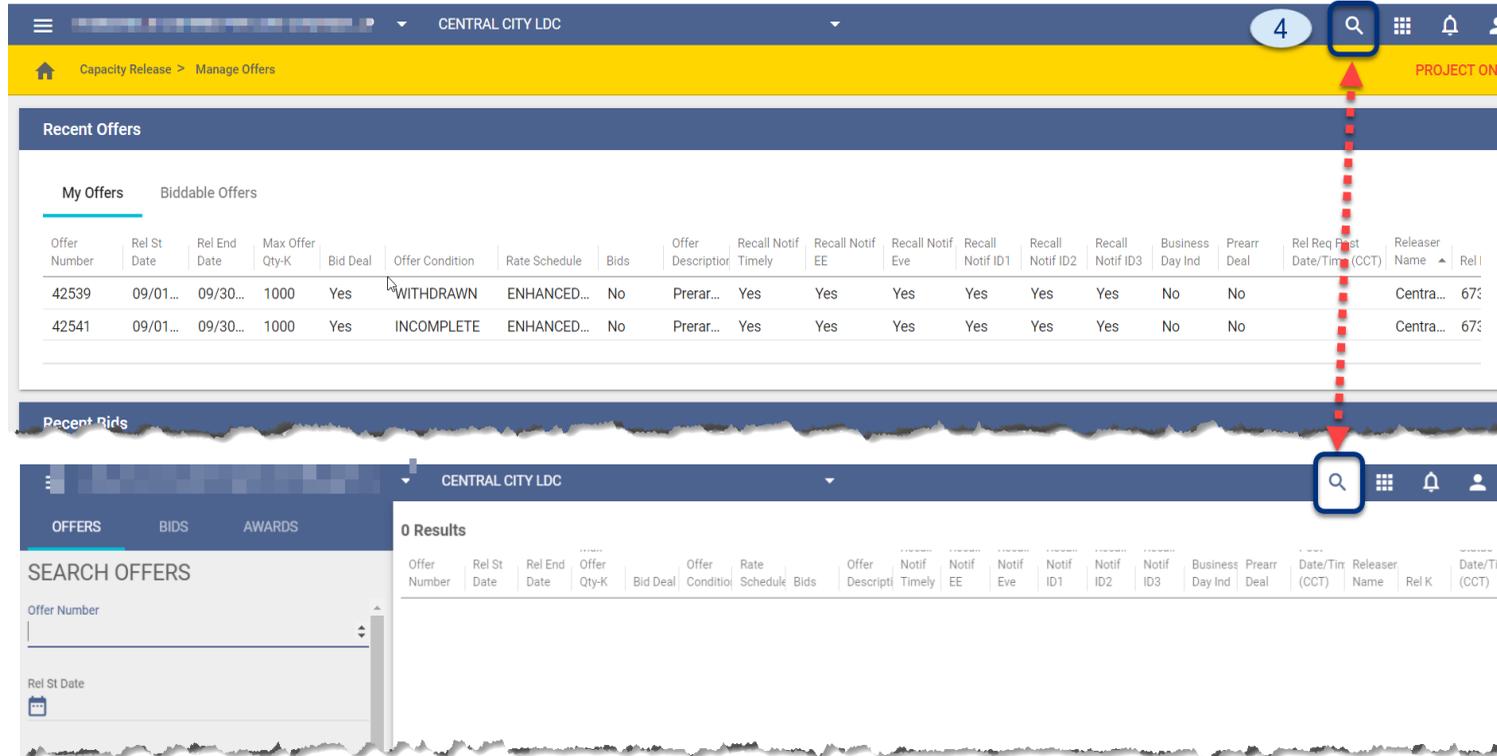
You may view and search **Offers, Bids and Awards** in **Messenger+** using the Search screen.



1. To view and search **Offers, Bids and Awards** select the **Customer Activities Menu** .

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

View and Search Offers, Bids & Awards, cont.



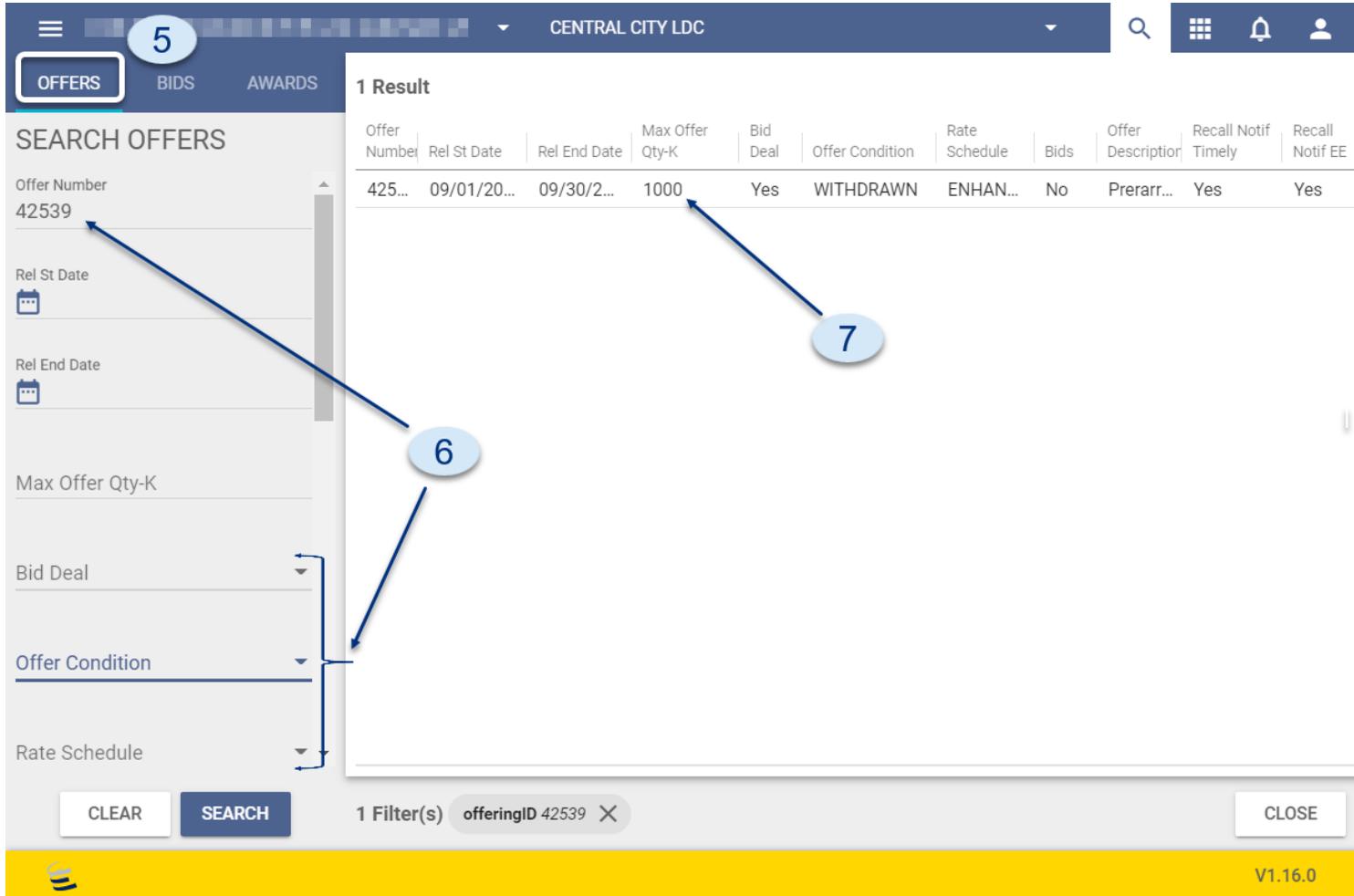
The screenshot shows the 'Capacity Release > Manage Offers' dashboard for 'CENTRAL CITY LDC'. The top navigation bar includes a home icon, the breadcrumb 'Capacity Release > Manage Offers', and a 'PROJECT ONE' label. The main content area is titled 'Recent Offers' and contains two tabs: 'My Offers' (selected) and 'Biddable Offers'. Below the tabs is a table of offers with columns for Offer Number, Rel St Date, Rel End Date, Max Offer Qty-K, Bid Deal, Offer Condition, Rate Schedule, Bids, Offer Description, Recall Notif Timely, Recall Notif EE, Recall Notif Eve, Recall Notif ID1, Recall Notif ID2, Recall Notif ID3, Business Day Ind, Prearr Deal, Rel Req Post Date/Tim (CCT), Releaser Name, and Rel K. Two offers are listed: 42539 (WITHDRAWN) and 42541 (INCOMPLETE). Below the offers table is a section for 'Recent Bids'. A red dashed arrow points from the magnifying glass icon in the top right of the dashboard to the magnifying glass icon in the top right of the search screen.

The search screen is titled 'SEARCH OFFERS' and has tabs for 'OFFERS', 'BIDS', and 'AWARDS'. The 'OFFERS' tab is selected. The search results section shows '0 Results' and a table with the same columns as the dashboard. The search input fields are empty.

4. Upon initial entry the **Capacity Release Dashboard** is displayed. To open the **Search** screen, select the **magnifying glass icon**.

i Clicking the **magnifying glass icon** allows you to toggle between the Capacity Release Dashboard and the Search screen.

View and Search Offers, Bids & Awards, cont.



5

OFFERS BIDS AWARDS

SEARCH OFFERS

Offer Number
42539

Rel St Date

Rel End Date

Max Offer Qty-K

Bid Deal

Offer Condition

Rate Schedule

CLEAR SEARCH 1 Filter(s) offeringID 42539 X CLOSE

1 Result

Offer Number	Rel St Date	Rel End Date	Max Offer Qty-K	Bid Deal	Offer Condition	Rate Schedule	Bids	Offer Description	Recall Notif Timely	Recall Notif EE
425...	09/01/20...	09/30/2...	1000	Yes	WITHDRAWN	ENHAN...	No	Prerarr...	Yes	Yes

6

7

V1.16.0

5. Once on the **Search** screen, you can retrieve **Offers, Bids or Awards** by selecting the appropriate tab.
6. Search criteria can be entered into the various search fields or selected from the provided drop downs. Some fields such as the Offer Number and Max Offer Qty-K fields allow the user to enter partial data. To retrieve data click enter, tab out of the field, or click the **Search** button.
- i** Once results appear, clicking a column header will sort the results by the data in that column. To add a sub-sort, simply press the **<Shift>** key on the keyboard and click a second column header.
7. Select a line item to open the **Offer, Bid or Award**.