



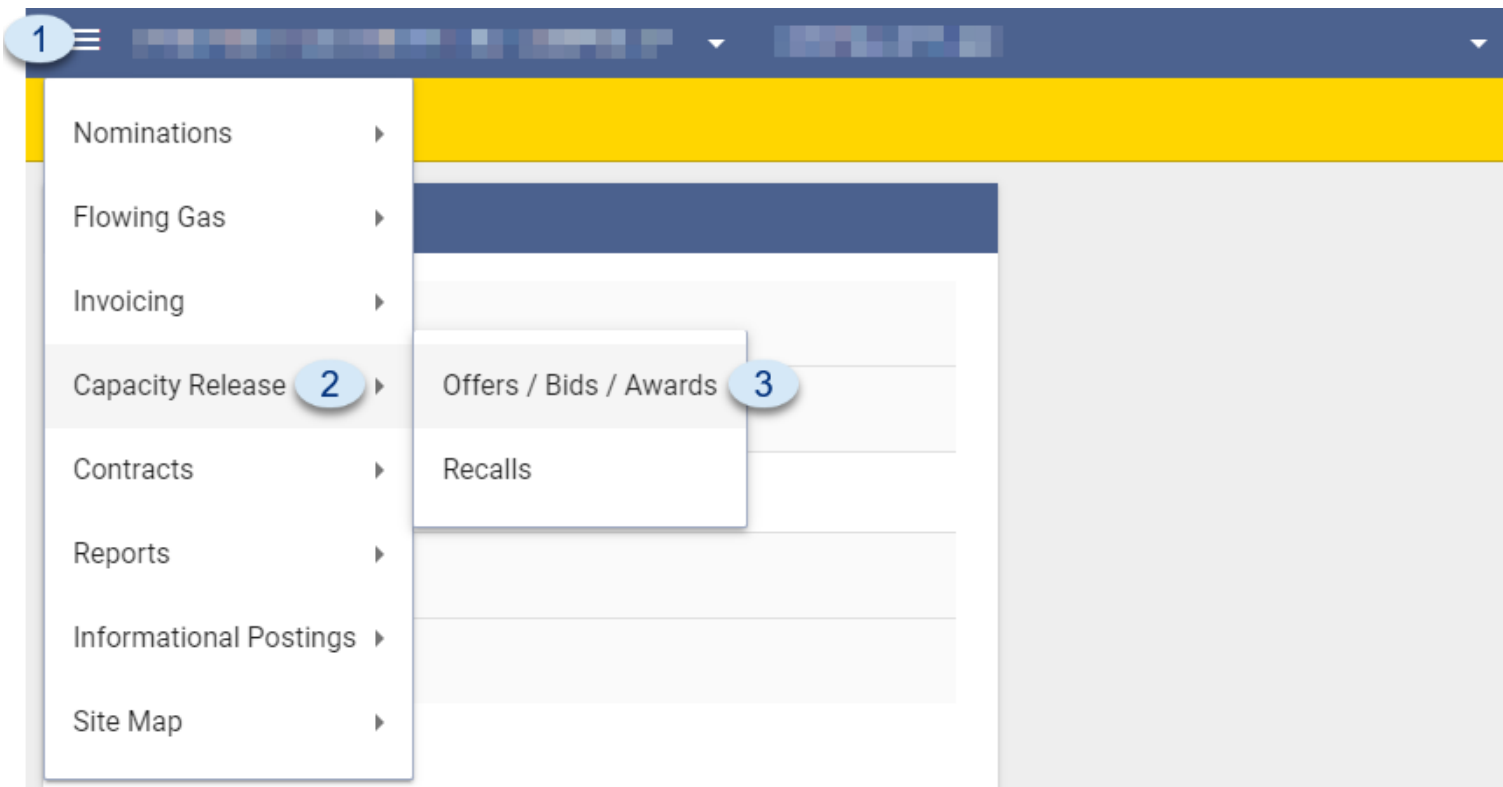
**Messenger+**  
**Capacity Release:**

**As the Prearranged Bidder - Post Bid for a Prearranged Biddable Offer**

# Post Bid for a Prearranged Biddable Offer



To **post/confirm a bid for a Prearranged Biddable Offer** in **Messenger+** for which you are the **prearranged bidder** follow these steps.



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

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

# Post Bid for a Prearranged Biddable Offer, cont.



Capacity Release > Manage Offers

Recent Offers

My Offers

Biddable Offers

4a

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
42535	10/01/2021	10/01/2021	ENHANCED FIR...	08/19/2021 21:0...	08/20/2021 10:0...	Central City LDC	No	NET PRESENT V...
42536	10/02/2021	10/31/2021	ENHANCED FIR...	08/20/2021 00:0...	08/20/2021 10:0...	Central City LDC	No	NET PRESENT V...
42537	11/01/2021	11/30/2021	ENHANCED FIR...	08/20/2021 00:1...	08/20/2021 10:0...	Central City LDC	Yes	NET PRESENT V...

Recent Bids

4b

5

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
	42549	42537	Central Cit...	67356	11/01/2021	11/30/2021	1000	Yes	POSTED	ENHANCE...	No	Cap Relea...

4. As the **Prearranged Bidder on a Biddable Offer**, the Offer will appear in two different sections of your **Capacity Release > Manage Offers** screen (Dashboard):

- a) **Recent Offers > Biddable Offers** section. This is because, as a **Biddable Offer**, it is still open for other shippers to bid upon.
- b) **Recent Bids** Section. This is because you are the **Prearranged Bidder**.

5. In the **Recent Bids** section click the **Prearranged Biddable Offer/Bid** for which you are the **Prearranged Bidder**.

**NOTE:** Prior to bidding **Prearranged Biddable Offer/Bid** is in **Posted** status.

# Post Bid for a Prearranged Biddable Offer, cont.



Capacity Release > Manage Offers > Details Offer #: 42537 Bid #: 42549 Rate Form/Type: RESERVATION PROJECT ONE

**6** Offer Data

Offer Number: 42537 Rate Schedule: EFT Release Term Start Date: 11-01-2021 Time: 9:00AM Release Term End Date: 11-30-2021

Max Offer Quantity K: 1000 Min Offer Quantity K: 1000 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 recallable but not reputable

☐ Rel SR Conting ☒ Stand-alone Offer ☐ IBR Ind

**7** Bids

Bid Number	Prearr Bid	Bid Condition	Bidder	Bidder Prop	Bidder Name	Bidder Ref Number	Bidder Term End	Bid Qty-K	Bid Min Qty-K
42549	Yes	POSTED	000000004	12345	Midwest Shipping, Inc.	11/01/2021	11/30/2021	1000	1000

**8** View/Edit Bid Details

**9** Post Bid

Withdraw Bid

Print As Report

**Locations**

Max Offer Qty-K: 1000 Min Offer Qty-K: 1000

Loc	Associated 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	1,000	1,000	-150.46	Transmission
KP&LK		KP&L KANSAS	DELIVERY	Primary	Primary	1,000	1,000	104.0	Transmission
Total Receipt						1,000	1,000		
Total Delivery						1,000	1,000		

**Rates**

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6. On the **Capacity Release > Manage Offers > Details** screen review all information.

7. In the **Bids** section click the button in the far-right column of the selected **Bid** line-item.

8. To verify contact information, select **View/Edit Bid Details**. Make changes if necessary.

9. Select **Post Bid** from the list of options to post your bid.

Since this is a **Biddable Offer**, it will **not** instantly go to the status of Award. Other shippers will have a chance to bid.

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

# Post Bid for a Prearranged Biddable Offer, cont.



Capacity Release > Manage Offers > Details Offer #: 42537

OFFER INFO

PREARRANGED BID

BID INFO

OFFER DATA

BIDS

LOCATIONS

RATES

BID COMMENTS

Offer Data

Offer Number  
42537

Max Offer Quantity K  
1000

Min Offer Quantity K  
1000

Min Acpt Vol Pct  
100

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

Recall/Reput  
Capacity recallable but not reputable

☐ 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
42549	Yes	POSTED	000000004	12345	Midwest Ship.	11/01/2021	11/30/2021	1000	1000

Locations

Max Offer Qty-K  
1000

Min Offer Qty-K  
1000

VIEW STATIC DATA

Loc	Associated Group	Location Name	Dir Flow	Billing Path P/S
12059		GARFIELD - ENABLE OKLAHOMA	RECEIPT	Primary

10. The **Active Processes** message appears and displays a yellow **Warning**. This is a reminder that the bidding window is still open.
11. Click the **Bell icon** on the top right side of the screen to open the system message informing you that **Messenger+** successfully **Posted the Bid** while also generating a **Warning** that the bidding window is still open.
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 Navigate to the **Awards Search** screen to identify the bid winner.

# Post Bid for a Prearranged 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	Bid Per St Date/Time (CCT)	Bid Per End Date/Time (CCT)	Releaser Name	Prearr Deal	Bid Eval Ind
42535	10/01/2021	10/01/2021	ENHANCED FIRM ...	08/19/2021 21:07:...	08/20/2021 10:00:...	Central City LDC	No	NET PRESENT VAL...
42536	10/02/2021	10/31/2021	ENHANCED FIRM ...	08/20/2021 00:05:...	08/20/2021 10:00:...	Central City LDC	No	NET PRESENT VAL...
42537	11/01/2021	11/30/2021	ENHANCED FIRM ...	08/20/2021 00:16:...	08/20/2021 10:00:...	Central City LDC	Yes	NET PRESENT VAL...

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
08/20/202...	42549	42537	Central City...	67356	11/01/2021	11/30/2021	1000	Yes	POSTED	ENHANCED...	Yes	Cap Releas...

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
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12. On the **Capacity Release > Manage Offers** screen the **Prearranged Biddable Offer/Bid** will remain in the **Recent Offers > Biddable Offers** section and the **Recent Bids** section until awarded.