



**Messenger+**  
**Capacity Release:**  
**Post Bid for a Prearranged Non-Biddable Offer**

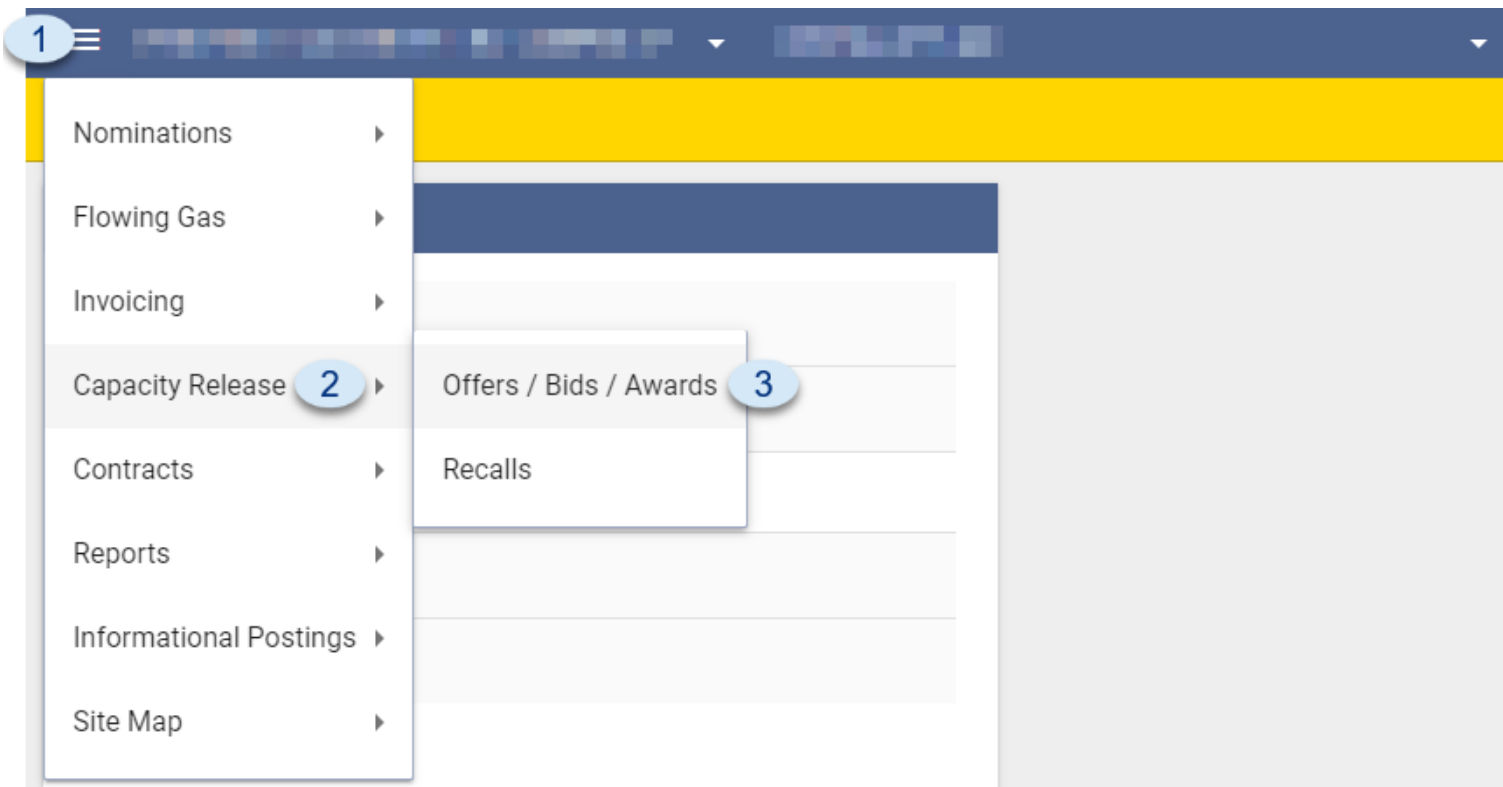
# Post a Bid for a Prearranged Non-Biddable Offer



To **post/confirm a bid on a Prearranged Non-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 a Bid for a Prearranged Non-Biddable Offer, cont.



Capacity Release > Managers

4

Recent Offers

My Offers

Biddable Ofi

Offer Number	Rel St Date	Rel End Date	Offer Qty-K	Bid Deal	Offer Condition	Rate Schedule	Bids	Offer Descripti	Notif Timely	Notif EE	Notif Eve	Notif ID1	Notif ID2	Notif ID3	Business Day Ind	Prearr Deal	Date/Tim (CCT)	Releaser Name	Rel K	Date/Tim (CCT)
No Rows To S																				

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
5	42548	42534	Central City L...	67356	09/01/2021	09/30/2021	1000	Yes	PENDING	ENHANCED F...	No	Cap Release ...
	42549	42537	Central City L...	67356	11/01/2021	11/30/2021	1000	Yes	POSTED	ENHANCED F...	No	Cap Release ...

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 S											

4. On the **Capacity Release > Manage Offers** screen (Dashboard), the **Recent Bids** section displays a list of your bids in various **Offer Conditions** (statuses).
5. Locate and select the **Offer/Bid for which you are the Prearranged Bidder**. Prior to bidding the Offer/Bid is in **Pending** status.

# Post Bid for a Prearranged Non-Biddable Offer, cont.



Capacity Release > Manage Offers > Details Offer #: 42534 Bid #: 42548 Rate Form/Type: RESERVATION

OFFER INFO  
BID INFO  
OFFER DATA  
BIDS  
LOCATIONS  
RATES  
BID COMMENTS

6

**Offer Data**

Offer Number: 42534  
Rate Schedule: EFT  
Release Term Start: 09-01-2021 9:00AM  
Release Term End Date: 09-30-2021

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 B...  
Recall/Reput: Capacity recallable but not rep...  
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
42548	Yes	INCOMP...	00000004	15855	Midwest S	09/01/2...	09/30/2...	1000	1000

7

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	Assoc Group	Location Name	Dir Flow	Billing Path P/S	Cap Type Loc	Bid Qty-Loc
12059		GARFIELD - ENABLE OKLAHOMA	RECEIPT	Primary	Primary	1,000

6. On the **Capacity Release > Manage Offers > Details** screen review all Offer Info and Bid Info.
  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.
- Note: Clicking the button also provides the ability to **Print As Report**.

# Post Bid for a Prearranged Non-Biddable Offer, cont.



Capacity Release > Manage Offers > Details > Award Info

Offer #: 42534 Award #: 42548 Rate Form/Type: RESERVATION

AWARD INFO

Offer Data

Offer Number  
42534

Rate Form  
RES

Offer Condition  
AWARD

Awards

ACTIVE PROCESSES

Post Bid 42548: POSTING BID

ACTIVE PROCESSES

Post Bid 42548: SUCCESS

Start Date  
2021

Release Term End Date  
09-30-2021

Rate Schedule  
EFT

Post Date/Time  
21 20:21:49 PM

Bid Per End Date/Time  
08/31/2021 18:00:00 PM

VIEW STATIC DATA

Award Number	Bid Number	Term St	Term End	Rel Contrac	Releaser Name	Repl SR Contrac	Repl SR Name	Awd Qty - K	Award Date/Time
42548	425...	09/...	09/...	673...	Central City LDC	673...		1,000	08-20-2021 03:12:55

Locations

Awd Qty - K  
1000

VIEW STATIC DATA

Loc	Location Name	Dir Flow	Cap Type Loc	Awd Qty- Loc	Area/Mile	G/T
12059	GARFIELD - ENABLE OKLAHOMA	RECEIPT	Primary	1,000	-150....	Tran...
KP&LK	KP&L KANSAS	DELIVERY	Primary	1,000	104.0	Tran...
Total Receipt				1,000		
Total Delivery				1,000		

10. A notification message will appear that the Posting Bid process is running and once this process completes, the notice status will automatically update.
11. Upon success the screen will display three updates:
  - An **Award Number** will be assigned at the top of the screen.
  - The **Offer Condition** will change to **Award**.
  - The **Bid** section will be renamed the **Awards** section.

# Post Bid for a Prearranged Non-Biddable Offer, cont.



Capacity Release > Manage Offers

Recent Offers

My Offers

Biddable Offers

Offer Number	Rel St Date	Rel End Date	Offer Qty-K	Bid Deal	Offer Condition	Rate Schedule	Bids	Offer Description	Notif Timely	Notif EE	Notif Eve	Notif ID1	Notif ID2	Notif ID3	Business Day Ind	Prearr Deal	Date/Time (CCT)	Releaser Name	Rel K	Date/Time (CCT)
No Rows To Show																				

Recent Bids

View 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...

Recent Awards

12

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
42548	09/01/2021	09/30/2021	1000	ENHANCED...	08/20/2021	Central City ...	67356	...	67372	42534	42548

12. Note: The awarded **Confirmed Prearranged Non-Biddable Offer/Bid** moves from **Recent Bids** to **Recent Awards** on the **Capacity Release > Manage Offers** screen (Dashboard).