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

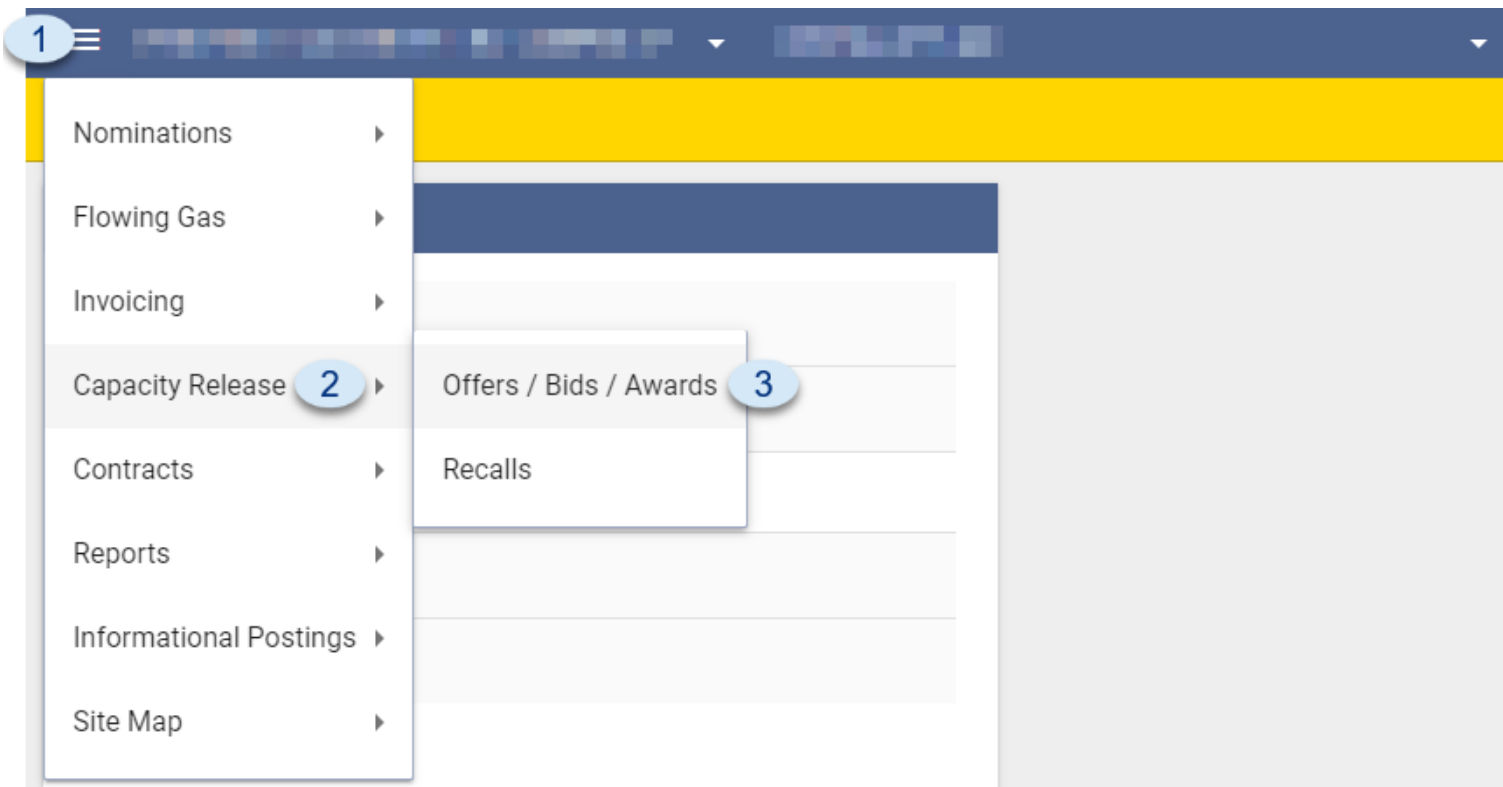# Post a Bid for a Prearranged Non-Biddable Offer

ENERGY TRANSFER

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.

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.

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.

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.

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).