Messenger+
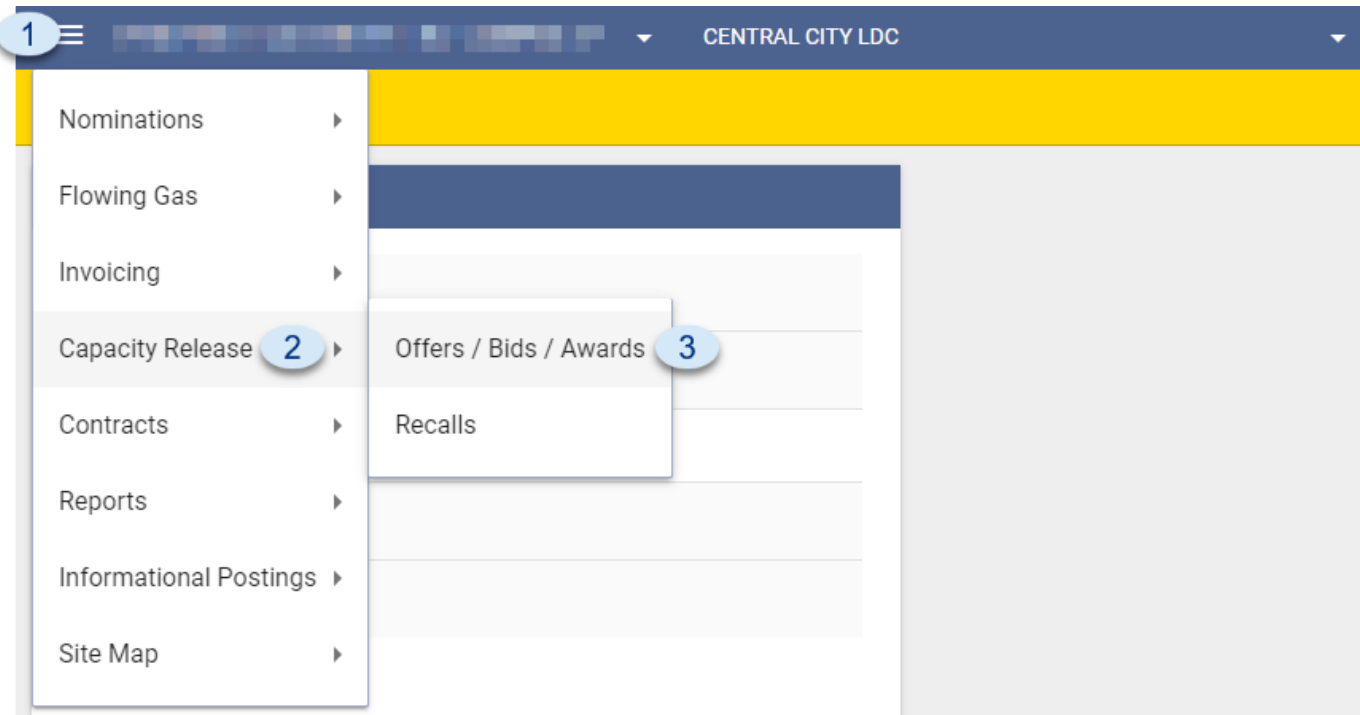# Capacity Release:
Create A New Prearranged Biddable Offer

Create A New Prearranged Biddable Offer

Messenger+ comes with a built-in, efficient, multi-step **Wizard** to assist you with creating new offers. Follow these steps to **Create a New Prearranged Biddable Offer.**

1. To create a new **Prearranged Biddable Offer**, select the **Customer Activities Menu** ☰.

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

Create A New Prearranged Biddable Offer, cont.

4. Select the **Options Menu** ▦ in the **Top Right** of the screen.

5. Select the ⊕ New button to begin creating your new **Offer**.

   📝 This launches the **Wizard**, which will walk you through **Creating your Offer in Messenger+**.

6. Select the radio button for the **Releasing Contract**.

7. Click the **NEXT** button to continue to the next step in the **Wizard**.

Create A New Prearranged Biddable Offer, cont.

8. Enter the Contract Quantity's Min/Max Offer Amounts in the **Max Offer Quantity K** & **Min Offer Quantity K** fields.

9. If desire enter an **Offer Description**.

10. Enter dates in the **Release Term Start Date** & Release **Term End Date** fields.

    Fields with a red asterisk ✱ are required. Assure that data is properly entered in all fields.

11. Click the NEXT button.

Create A New Prearranged Biddable Offer, cont.

ENERGY TRANSFER

CREATE NEW OFFER 🔔 ✕

Offer #: **Rel K:** 67356 **Rel Name/ID:** Central City LDC (15852) **Rate Sched:** EFT **Rel Start Dt:** 10/01/2021 **Rel End Dt:** 10/31/2021 **Pre-Arr Bidder BA/ID:** Prearranged Offer

Offer Details II

⑫

- ☑ Min Rate Disclosure
- ☐ Rel SR Contng
- ☐ Max Rate Indicator

- ☑ Stand-aln Offer
- ☐ Permanent Release Indicator
- ☑ Prearranged Deal Indicator

VIEW STATIC DATA

⑬

BACK   NEXT

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12. Check any of the boxes that apply to this Offer, such as:

- **Min Rate Disclosure:** Check to display Minimum Rate. This indicator defaults to checked.
- **Rel SR Contig:** Check to indicate that Offer has a Releaser Shipper Contingency.
- **Max Rate Indicator:** Check to display Tariff Rate.
- **Stand-aln Offer:** Check to indicate if Stand-Alone Offer. This indicator defaults to checked.
- **Permanent Release Indicator:** Check to indicate that Offer is a Permanent Release.
- **Prearranged Deal Indicator:** Check to indicate that the Offer is a Prearranged Deal.

13. Click the NEXT button.

Create A New Prearranged Biddable Offer, cont.

14. The **Review Releaser Contact Information** screen displays the contact information of the person logged in and entering the Offer.

ℹ️ You may change this, if needed.

15. Click the SUBMIT AND CONTINUE button.

Create A New Prearranged Biddable Offer, cont.

16. The **Select Locations** screen in the **Wizard,** displays all Primary and Secondary Locations on your Contract.

17. Select the **Receipt** and **Delivery Locations**.

18. Click the **NEXT** button.

Create A New Prearranged Biddable Offer, cont.

19. Enter the volumes for the **Receipt** and **Delivery Max Offer Qty-Loc** & **Min Offer Qty-Loc** volumes on the **Location Quantities** screen.

    📝 If the **Max Offer Qty-K** and **Min Offer Qty-K** fields are the same above, then you **only need to populate the Max Offer Qty-Loc field**. The Minimum volume fields will automatically populate when the Offer is saved.

20. Click the [SUBMIT AND CONTINUE] button.

Create A New Prearranged Biddable Offer, cont.

21. On the **Rates** screen in the **Wizard**, enter the **Minimum Acceptable Rate** in the **Min Acpt Rate** field.

22. Click the **SUBMIT AND CONTINUE** button.

Create A New Prearranged Biddable Offer, cont.

23. On the **Recall/Reput Info Step** of the **Wizard**, select the appropriate value from the **Recall/Reput** dropdown list.

    ℹ️ You will **NOT** be able to **Recall** unless you indicate that on this screen.

24. Input a value in the **Comment/Terms** field.

25. Choose either the **All Cycles** checkbox to select all cycles, or select the appropriate "Yes/No" radio buttons to indicate whether a **Cycle is Recallable or not.**

26. Select the appropriate value for the **Business Day Indicator**.

27. Click the [SUBMIT AND REVIEW] button.

Create A New Prearranged Biddable Offer, cont.

28. On the **Select Prearranged Bidder** screen of the Wizard, choose the Prearranged Bidder.

29. Click the **NEXT** button.

Create A New Prearranged Biddable Offer, cont.

30. On the **Prearranged Bidder Details** screen, make sure the **Biddable Deal Indicator** and the **Prearranged Deal Indicator** checkboxes **are** selected

31. Select the appropriate **Replacement Shipper Role Indicator** from the drop down.

32. Choose a value from the **Affiliate Indicator** drop down.

33. The **Rel Acpt Bid Basis** field defaults based on the selection made on the Offer Details screen.

34. Click the [SUBMIT AND REVIEW] button.

Create A New Prearranged Biddable Offer, cont.

35. On the **Capacity Release>Manage Offers>Details** screen review the Offer details selected via the Wizard, make any necessary changes and then click the **SAVE** button.

36. To **Post the Offer** choose the dropdown arrow next to the **Save** button and select **Post Offer**.

📒 Once the offer has been posted, the **Offer Cond** changes from **Incomplete** to **Pending**.