

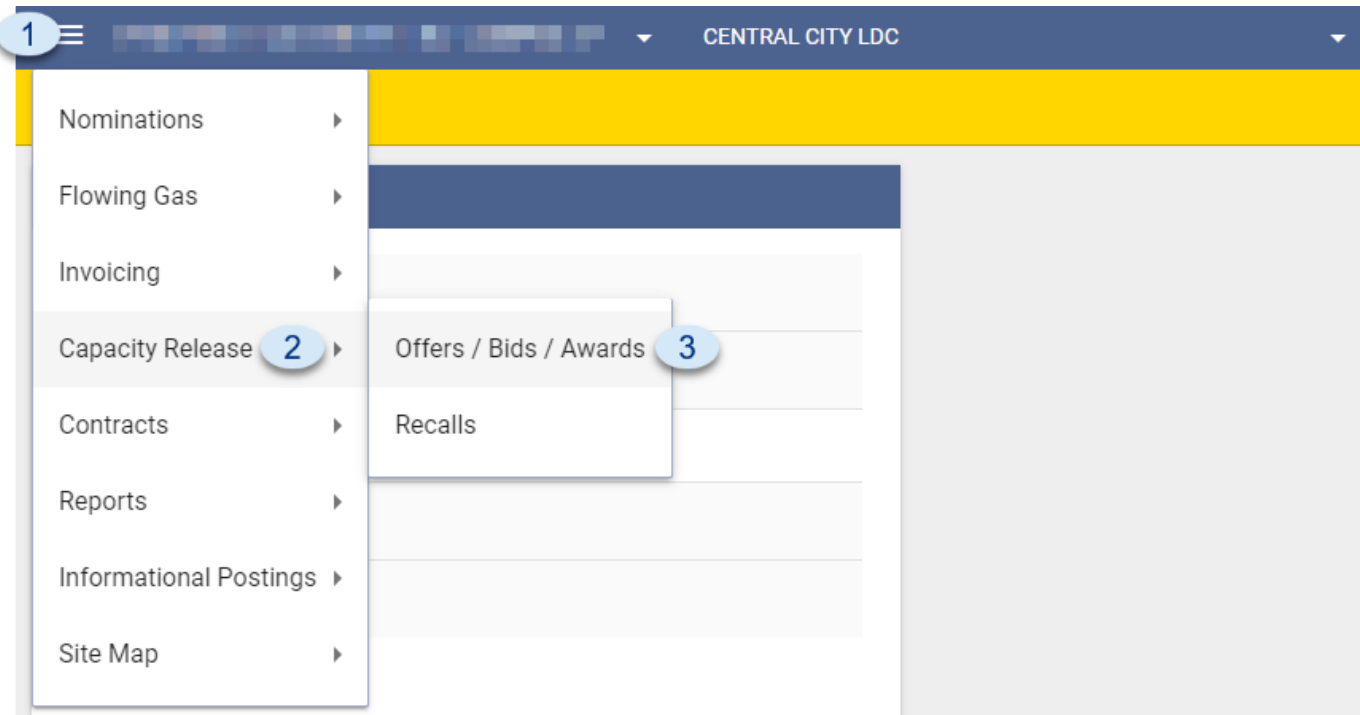


**Messenger+**  
**Capacity Release:**  
**Create A New Prearranged Biddable Offer**

# 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

5

6

7

VIEW STATIC DATA

CANCEL

NEXT

CREATE NEW OFFER

Offer #: Rel K: 67356 Rel Name/ID: Central City LDC (15852) Rate Sched: Rel Start Dt: Rel End Dt: Pre-Arr Bidder BA/ID: Non-Prearranged

Select Releasing Contract

Svc Req K	Rate Schedule	Status	Svc Req Name	Begin Date	End Date	Replacement Contract Ind
<input type="radio"/> 67358	FLEXIBLE STORAGE	EXECUTED	Central City LDC	04-01-2019	03-31-2025	
<input type="radio"/> 67357	FLEXIBLE STORAGE	EXECUTED	Central City LDC	04-01-2019	03-31-2025	
<input checked="" type="radio"/> 67356	ENHANCED FIRM TR...	EXECUTED	Central City LDC	01-30-2014	03-31-2025	

My Offers

Offer Number Rel St Date

Recent Bids

Status Date/Time (CCT) B

Recent Awards

Award Number R

Offer Number Bid Number

Releaser Name

Copy

Delete

Print

Reports

New

Next

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.



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: Non-Prearranged

Offer Details

Rel K \*

67356

Rate Schedule

EFT

Max Offer Quantity K \*

100

Min Offer Quantity K \*

100

Offer Description

Capacity Release Example

Bid Evaluation Method \*

NET PRESENT VALUE

Release Term Start Date \*

10-01-2021

Release Term End Date \*

10-31-2021

Rel Acpt Bid Basis \*

NON-IBR - ABSOLUTE DOLLARS AND CENTS PER UNIT BASIS

Rate Form/Type \*

RESERVATION

Bid Tie-breaking Method \*

PIPELINE'S METHOD

Min Acpt Vol Pct

100

Bid Period Days \*

1

Business Day(s)

Release Term Start Time

9:00AM

Minimum Term

Day(s)

Note: When Max Offer Quantity K equals Min Offer Quantity K, denotes the releasing shipper will not accept bids for less than the full quantity

VIEW STATIC DATA

BACK

NEXT

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.



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

☒ Min Rate Disclosure

☐ Rel SR Contng

☐ Max Rate Indicator

☒ Stand-ain Offer

☐ Permanent Release Indicator

☒ Prearranged Deal Indicator

VIEW STATIC DATA

BACK

NEXT

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-ain 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.



CREATE NEW OFFER

Offer #:

Rel K:

Rel Name/ID:

Rate Sched:

Rel Start Dt:

Rel End Dt:

Pre-Arr Bidder BA/ID:

67356

Central City LDC (15852)

EFT

10/01/2021

10/31/2021

Prearranged Offer

Review Releaser Contact Information

14

Releaser

Rel Contact \*

Aaron Brown

11/80

Releaser Prop

Rel Phone \*

15852

(713) 888-7777 ext.

20/30

Releaser Name

Rel Fax

Central City LDC

Rel Email \*

aaron.brown@testcompany.comt

28/60

VIEW STATIC DATA

SUBMIT AND SKIP WIZARD

BACK

15

SUBMIT AND CONTINUE

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

You may change this, if needed.

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

# Create A New Prearranged Biddable Offer, cont.



CREATE NEW OFFER

Offer #:

Rel K:

Rel Name/ID:

Rate Sched:

Rel Start Dt:

Rel End Dt:

Pre-Arr Bidder BA/ID:

Select Locations

16

MRPL

MDPL

☒ Contract locations only

☐ Selected locations only

<input type="checkbox"/>	Code	Associated Group	Flow Dir Ind	Location Name	Location Type	State	County	Area Cd	G/T	Zone	P/S
<input checked="" type="checkbox"/>	12059		RECEIPT	GARFIELD - ...	PHYSICAL	Oklahoma	GARFIELD	FLD	Transmission	FLD	Primary
<div>17</div> <input type="checkbox"/>	63277		DELIVERY	ONE GAS, IN...	STORAGE	Kansas	RENO	FLD	Transmission	FLD	Secondary
<input checked="" type="checkbox"/>	KP&LK		DELIVERY	KP&L KANSAS	PHYSICAL	Kansas	FRANKLIN	104.0	Transmission	MKT	Primary

VIEW STATIC DATA

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NEXT

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.



CREATE NEW OFFER

Offer #:

42568

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:

Non-Prearranged

Location Quantities

Max Offer Qty-K

100

Min Offer Qty-K

100

Loc	Associa Group	Location Name	Dir Flow	Billing Path P/S	Cap Type Loc	Max Offer Qty-Loc	Min Offer Qty-Loc	Area/Miles	G/T
12059		GARFIELD - ENABLE OKLAHOMA	RECEIPT	Primary		100	100	FLD	Transmission
KP&LK		KP&L KANSAS	DELIVERY	Primary		100	100	104.0	Transmission

Max Offer Qty-Loc

Min Offer Qty-Loc

Total Receipt

100

100

Total Delivery

100

100


VIEW STATIC DATA

SUBMIT AND SKIP WIZARD

BACK

SUBMIT AND CONTINUE

- 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.



CREATE NEW OFFER

Offer #: 42568

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: Non-Prearranged

Rates

Rate Form/Type

RESERVATION

Rel Acpt Bid Basis

NON-IBR - ABSOLUTE DOLLARS AND CENTS PER UNIT BASIS

Path	Usage (\$)	Max Trf Rate (\$)	Min Acpt Rate (\$) *
12059 - KP&LK 2.0 Blks	0.0227	0.3083	210.2985

TOTALS

0

0

0

\*\* Usage rate is the Max Tariff Rate and is subject to change as the Tariff Rate changes.

\*\* Path Rate Total: Market Component Rate is multiplied by the number of blocks of the release.

VIEW STATIC DATA

SUBMIT AND SKIP WIZARD

BACK

22SUBMIT AND CONTINUE

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.



CREATE NEW OFFER

Offer #: 42568

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: Non-Prearranged

Recall/Reput Info

Recall/Reput

Capacity recallable but not reputable

23

Comment/Terms

Example Comment

24

Recall Detail

25

☒ All Cycles

Recall Notif Timely

☒ Yes ☐ No

Recall Notif ID1

☒ Yes ☐ No

Business Day Indicator

☐ Yes ☒ No

26

Recall Notif EE

☒ Yes ☐ No

Recall Notif ID2

☒ Yes ☐ No

Recall Notif Eve

☒ Yes ☐ No

Recall Notif ID3

☒ Yes ☐ No

Recall/Reput

YD/YR - Capacity Recallable not reputable. The Terms are described/referenced in REF03. [when Recall/Reput box is checked]  
NO - Capacity not recallable [when Recall/Reput box is not checked]

Recall Notif Timely

Yes [When Recall Notif Timely Box is checked]  
No [When Recall Notif Timely Box is not checked]

Recall Notif EE

Yes [When Recall Notif EE Box is checked]  
No [When Recall Notif EE Box is not checked]

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SUBMIT AND SKIP WIZARD

BACK

SUBMIT AND CONTINUE

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

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.



CREATE NEW OFFER

Offer #: 42568

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: Non-Prearranged

Select Prearranged Bidder

BA Name	BA Number	Abbr.Name	DUNS Number	BA Type
<input checked="" type="radio"/> Midwest Shipping Inc.	15855	Midwest SHIP	000000004	MK

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BACK

NEXT

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.



CREATE NEW OFFER

Offer #:

42568

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:

Midwest Shipping Inc., (15855)

Prearranged Bidder Details

☒ Biddable Deal Indicator

☒ Prearranged Deal Indicator

Bidder Proprietary Code

15855

Bidder

000000004

Bidder Name

Midwest Shipping Inc.

Replacement Shipper Role Indicator \*

RETAIL CHOICE

Matching Period

1

Day(s)

Affiliate Indicator \*

Bidder is not affiliated with the TSP or Releasing Shipper

Rel Acpt Bid Basis \*

NON-IBR - ABSOLUTE DOLLARS AND CENTS PER UNIT BASIS

VIEW STATIC DATA

BACK

SUBMIT AND REVIEW

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**.