



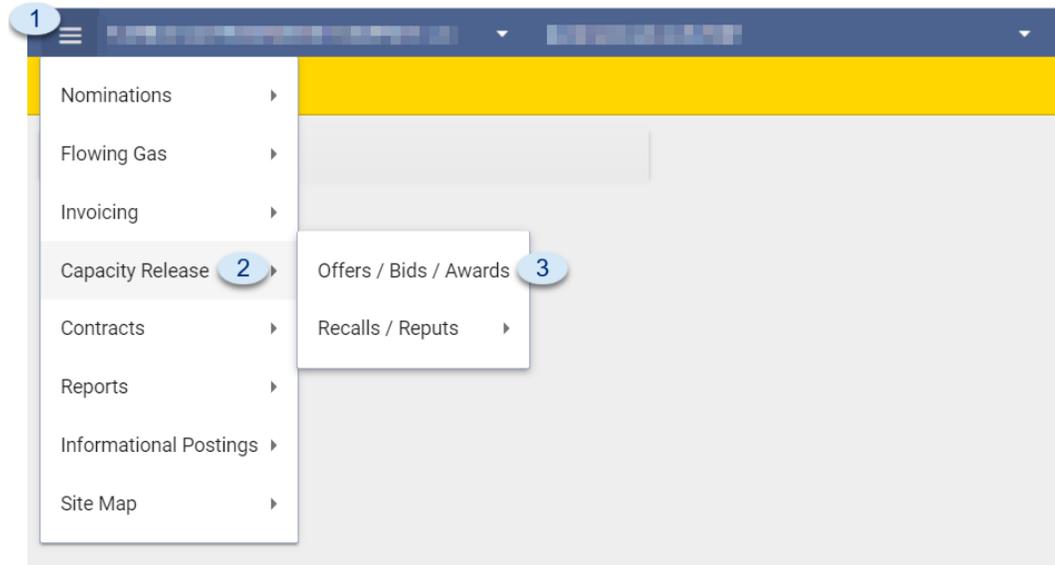
Messenger+
Capacity Release
Creating a New Offer From an Existing Offer

Creating a New Offer From an Existing Offer

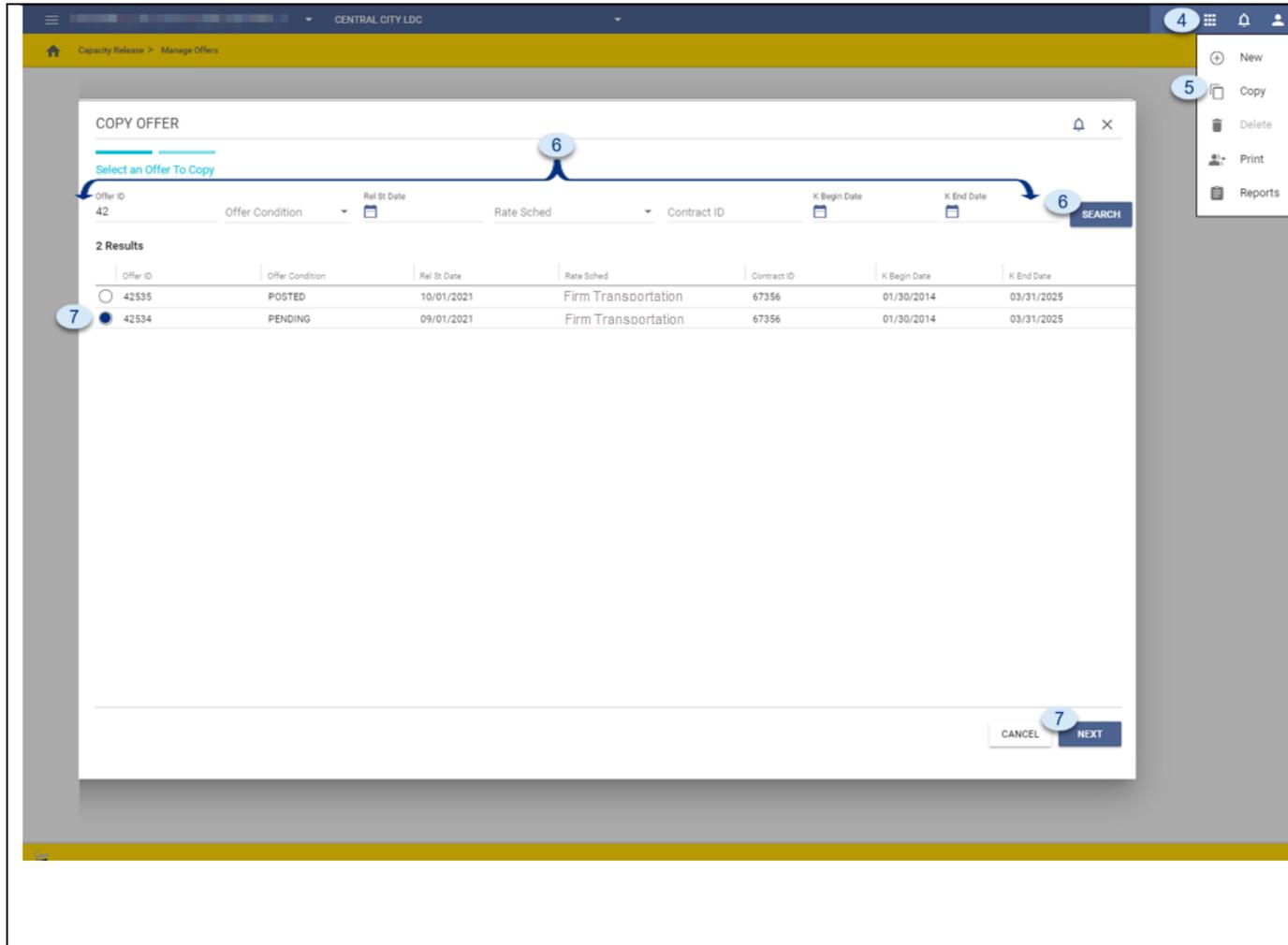
Messenger+ provides the ability to create a new offer from an existing offer through the **Copy Offer Wizard**. Follow these steps to **Copy an Existing Offer**.

1. To copy an existing offer, select the **Customer Activities Menu** .

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



Creating a New Offer From an Existing Offer, cont.



COPY OFFER

Select an Offer To Copy

Offer ID 42

Offer Condition

Rel St Date

Rate Sched

Contract ID

K Begin Date

K End Date

SEARCH

2 Results

Offer ID	Offer Condition	Rel St Date	Rate Sched	Contract ID	K Begin Date	K End Date
<input type="radio"/> 42535	POSTED	10/01/2021	Firm Transportation	67356	01/30/2014	03/31/2025
<input checked="" type="radio"/> 42534	PENDING	09/01/2021	Firm Transportation	67356	01/30/2014	03/31/2025

CANCEL NEXT

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

5. Select the  **Copy** button to begin the copy offer process.

 This launches the **Copy Offer Wizard**, which walks through locating and copying an existing offer.

6. Use the **Filter Row** at the top of the screen to enter specific information to help locate the **Existing Offer** to copy and then click the  button.

 Columns in the filter row such as Offer ID and Contract ID allow entry of partial data for searching.

7. Select the radio button for the Offer you would like to copy, and then click the  button.

Creating a New Offer From an Existing Offer, cont.



COPY OFFER 🔔 ✕

[Copy Offer Details](#)

Copied Offer Number: 42534 Rate Schedule: FTS Offer Description: Cap Release Example 19/40

Offer Condition: INCOMPLETE

Rel K*: 67356 Rel Req Post Date/Time: 📅

Release Term Start Date*: 📅 8 Release Term End Date*: 📅 8 Minimum Term: _____ Day(s)

Release Term Start Time: 9:00AM Bid Period Days*: 1 _____ Business Days(s)

IBR Ind Max Rate Indicator VIEW STATIC DATA

BACK SUBMIT 10

8. Enter the Release Term Start Date and the Release Term End Date.
9. Change/Update the values as needed for your **New Offer**. Fields available for update include Offer Description, Rel K, Minimum Term, Release Term Start Time, Bid Period Days, IBR Ind, and Max Rate Indicator.
10. Click the SUBMIT button.

Creating a New Offer From an Existing Offer, cont.



CENTRAL CITY LDC

Capacity Release > Manage Offers > 11 Offer #: 42536 Offer Cond: INCOMPLETE Rate Form/Type: RESERVATION | Biddable | Non-Prearranged

OFFER INFO

OFFER DETAILS 12

LOCATIONS

RATES

COMMENTS

PREARRANGED BID

Offers Details

General Information

Offer Number: 42536 Rate Schedule: FTS Offer Description: Cap Release Example 19/40

Offer Condition: INCOMPLETE

Rel K*: 67356 Rel Req Post Date/Time: [Calendar Icon]

Release Term Start Date*: 10-01-2021 Release Term End Date*: 10-31-2021 Minimum Term: 31 Day(s)

Release Term Start Time: 9:00AM Bid Period Days*: 1 Business Day(s)

Offer Terms and Details

Max Offer Quantity K*: 1000 Min Offer Quantity K*: 1000

Rate Form/Type*: RESERVATION 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 [VIEW RECALL DETAIL](#)

Bid Evaluation Method*: NET PRESENT VALUE IBR Ind

Bid Tie-breaking Method*: PIPELINE'S METHOD Min Rate Disclosure Stand-alone Offer
 Rel SR Conting Permanent Release Indicator
 Max Rate Indicator

[VIEW STATIC DATA](#)

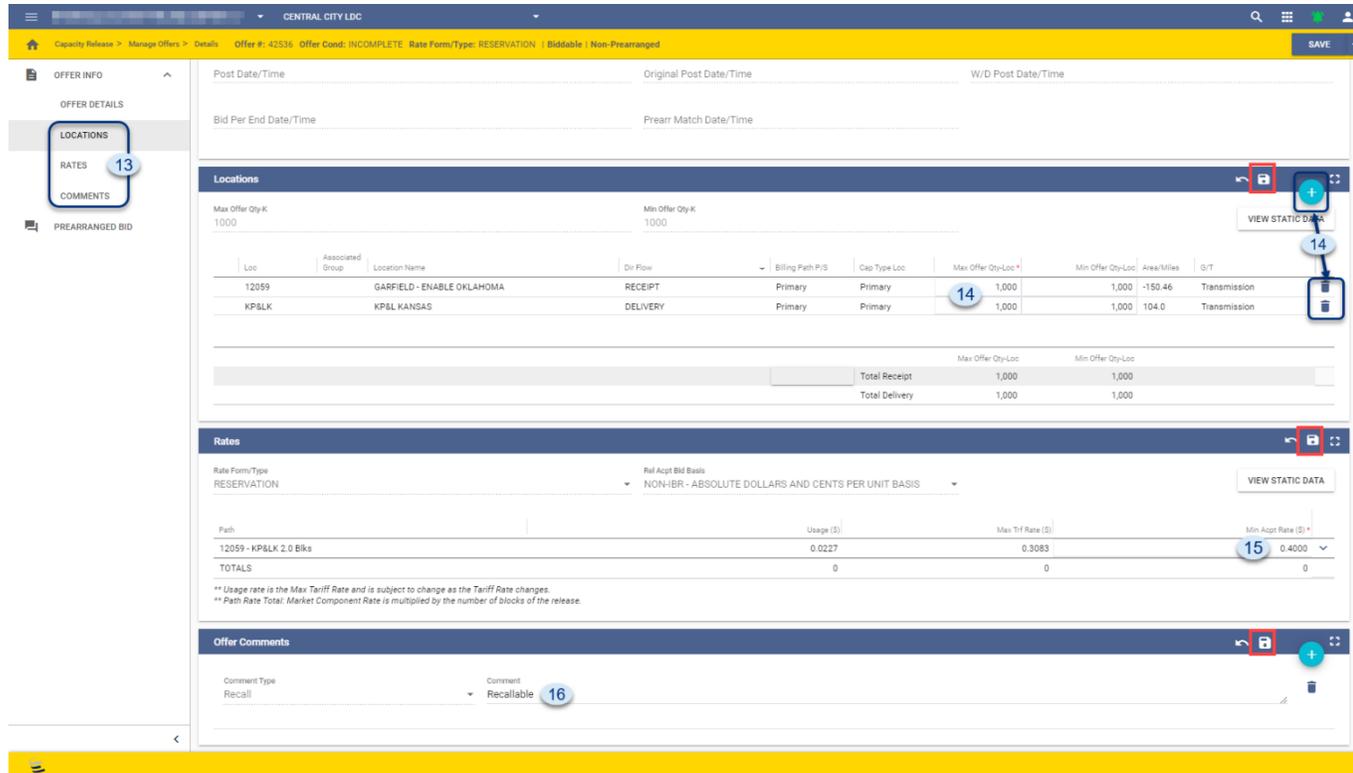
Releaser Contact Information

11. From **Capacity Release > Manage Offers > Details** screen, notice that a new Offer # has been created with an **Offer Cond** of **Incomplete**.

12. Within the **Offer Details** section, change/update data as needed for the new offer.

Adjustments to the recall cycles can be made by clicking the [VIEW RECALL DETAIL](#) button.

Creating a New Offer From an Existing Offer, cont.



The screenshot displays the 'OFFER INFO' page for 'CENTRAL CITY LDC'. The left-hand navigation menu is expanded to show 'OFFER DETAILS', with 'LOCATIONS', 'RATES', and 'OFFER COMMENTS' highlighted. Callout 13 points to the 'LOCATIONS' menu item. The main content area is divided into three sections: 'Locations', 'Rates', and 'Offer Comments'. Callout 14 points to the 'Max Offer Qty-Loc' and 'Min Offer Qty-Loc' columns in the 'Locations' table. Callout 15 points to the 'Min Acpt Rate (\$)' field in the 'Rates' section. Callout 16 points to the 'Recallable' comment type in the 'Offer Comments' section. A 'SAVE' button is visible in the top right corner of the interface.

Loc	Associated Group	Location Name	Dir Flow	Billing Path P/S	Cap Type Loc	Max Offer Qty-Loc	Min Offer Qty-Loc	Area/Title	Q/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
TOTALS						1,000	1,000		

Path	Usage (\$)	Max Trf Rate (\$)	Min Acpt Rate (\$)
12059 - KP&LK 2.0 Blks	0.0227	0.3083	0.4000
TOTALS	0	0	0

13. The **Locations, Rates, and Comments** sections may be accessed from the **Left Menu**.

14. Delete and add **Receipt and Delivery Locations**, in addition to updating the **Max Offer Qty-Loc & Min Offer Qty-Loc** volumes, as needed.

***Changes made must be saved by clicking the **Save** icon in the top right corner of the **Locations** section.

15. Update the **Minimum Acceptable Rate** in the **Min Acpt Rate** field.

***Changes made must be saved by clicking the **Save** icon in the top right corner of the **Rates** section.

16. Update **Recall Comments**, if necessary.

***Changes made must be saved by clicking the **Save** icon in the top right corner of the **Offer Comments** section.

Creating a New Offer From an Existing Offer, cont.



17. Select **Prearranged Bid** from the Left Menu.

18. Verify/Update the information in the **Prearranged Bid** section.

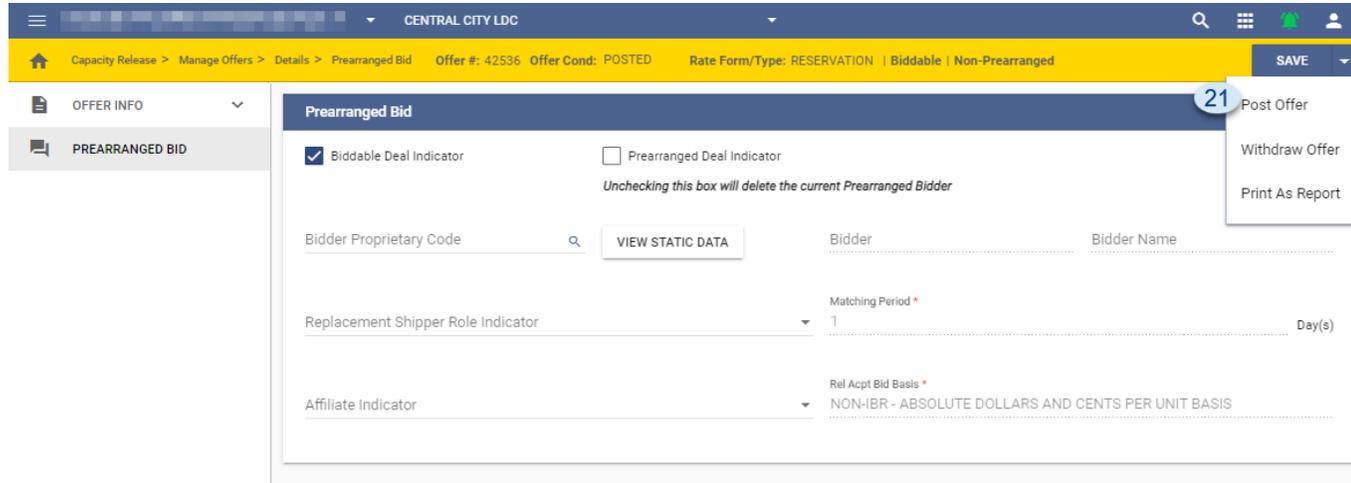
To make the offer:

- **Prearranged** and **Biddable**, both indicators must be checked.
- **Prearranged** and **Non-biddable**, the **Prearranged Deal Indicator** must be checked, and the **Biddable Deal Indicator** should not be checked.

19. To select a **Prearranged Bidder**, click the magnifying glass in the **Bidder Proprietary Code** field and select a shipper from the **Prearranged Bidder Lookup**.

20. To save changes, click the **Save** button in the top right corner of the screen.

Creating a New Offer From an Existing Offer, cont.



21. To Post the Offer select the dropdown arrow next to the **Save** button and click **Post Offer**.

📄 Once posted, the **Offer Cond** changes from **Incomplete** to **Pending**.