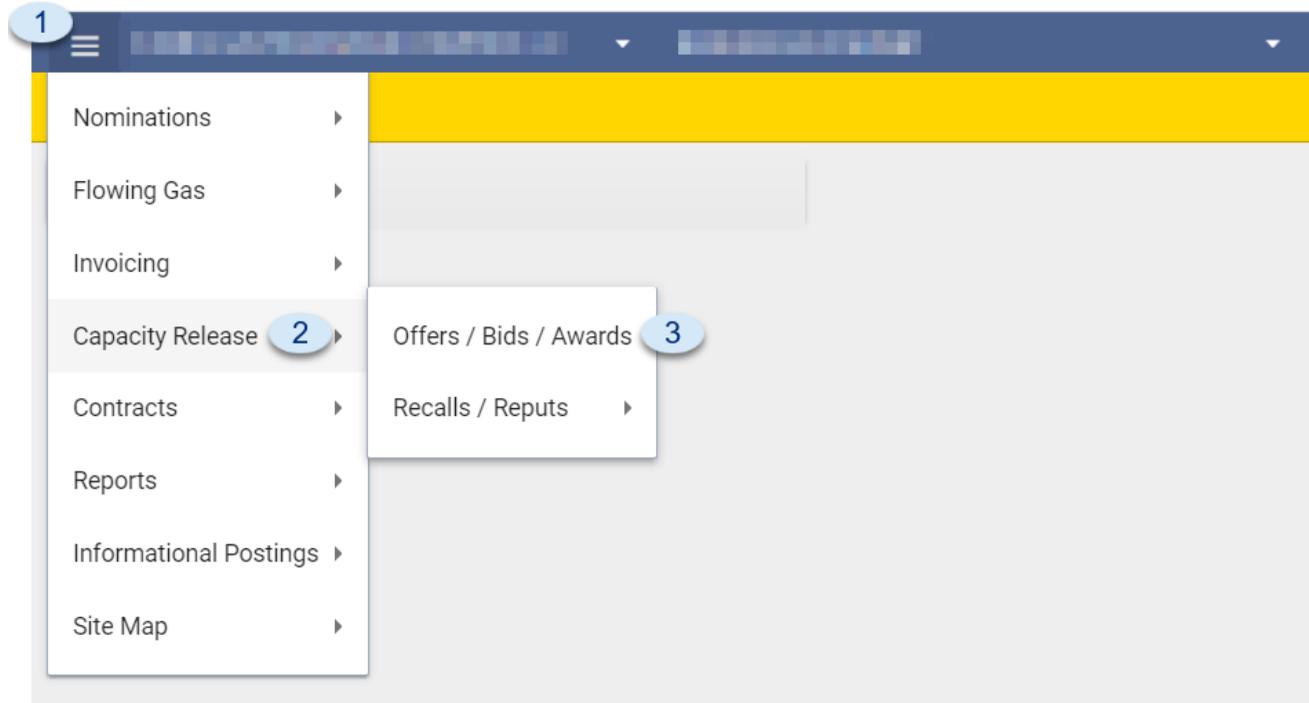




Messenger+
Capacity Release
Create A New Biddable Offer

Create A New Biddable Offer

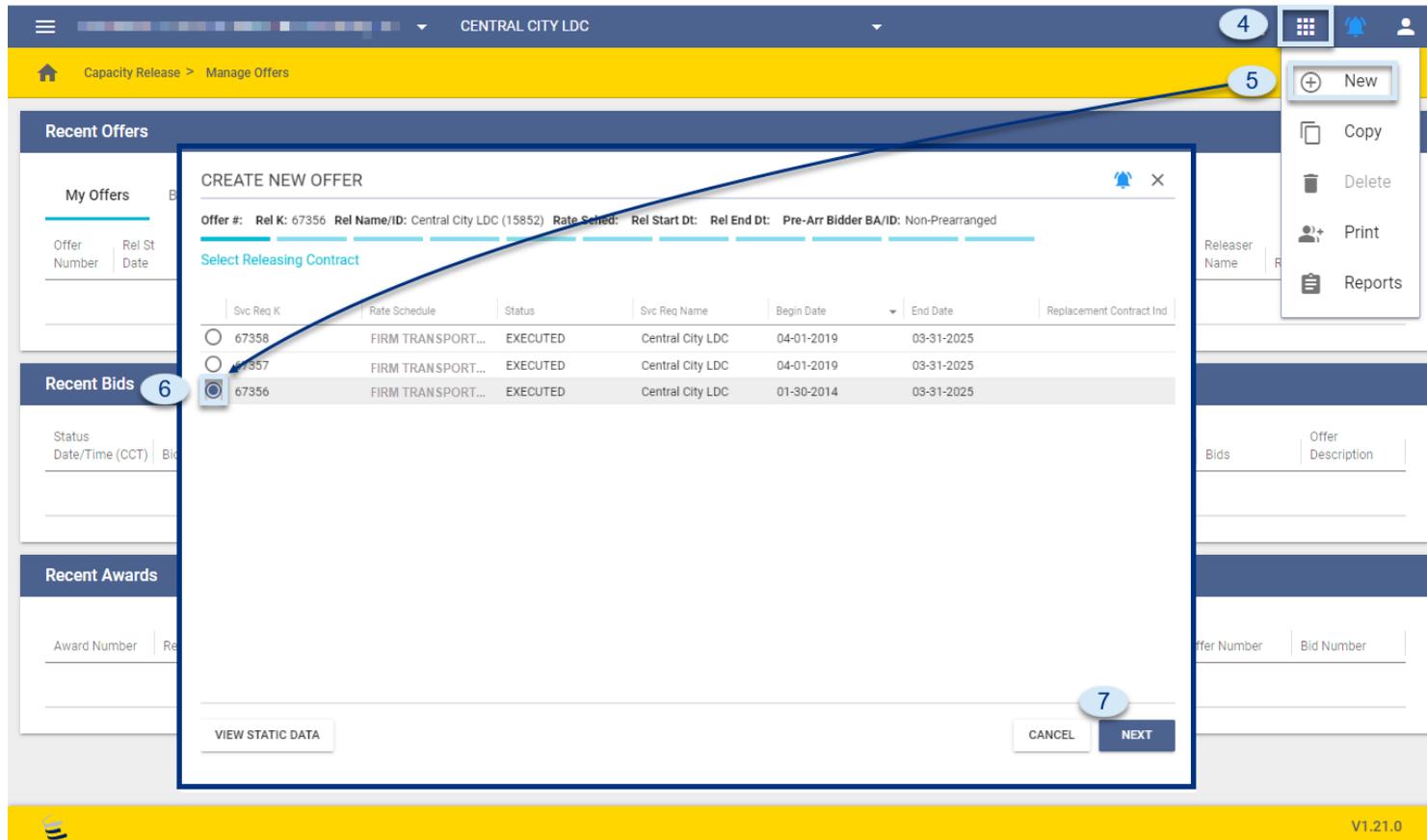
Messenger+ comes with a built-in, efficient, multi-step **Wizard** to assist you with creating new offers. Follow these steps to **Create a New Biddable Offer**.



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

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

Create A New Biddable Offer, cont.



4

5

6

7

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

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 Biddable Offer, cont.



CREATE NEW OFFER

Offer #: Rel K: 67356 Rel Name/ID: Central City LDC (15852) Rate Sched FTS 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 FTS	Max Offer Quantity K * 100	Min Offer Quantity K * 100	<i>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</i>
Offer Description * Capacity Release Example		Bid Evaluation Method * NET PRESENT VALUE		Min Acpt Vol Pct 100
Release Term Start Date * 10-01-2021	Release Term End Date * 10-31-2021	Bid Period Days * 1	Business Day(s)	Release Term Start Time 9:00AM
Rel Acpt Bid Basis * NON-IBR - ABSOLUTE DOLLARS AND CENTS PER UNIT BASIS		Minimum Term		Day(s)
Rate Form/Type * RESERVATION	Bid Tie-breaking Method * PIPELINE'S METHOD			

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 desired, 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 Biddable Offer, cont.

CREATE NEW OFFER 🔔 ✕

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

Offer Details II 12

Min Rate Disclosure Stand-ain Offer

Rel SR Contng Permanent Release Indicator

Max Rate Indicator Prearranged Deal Indicator

VIEW STATIC DATA BACK 13 NEXT

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

- **Min Rate Disclosure:** Check to display Minimum Rate. This indicator box defaults to checked.
- **Rel SR Contig:** Check to indicate that the Offer has a Releaser Shipper Contingency.
- **Max Rate Indicator:** Check to display Tariff Rate.
- **Stand-ain Offer:** Check to indicate Stand-Alone Offer. This indicator box 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 Biddable Offer, cont.

CREATE NEW OFFER 🔔 ✕

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

[Review Releaser Contact Information](#) 14

Releaser	Rel Contact *	Aaron Brown	11/80
Releaser Prop 15852	Rel Phone *	(713) 888-7777 ext.	20/30
Releaser Name Central City LDC	Rel Fax		
	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.

i You may change this, if needed.

15. Click the SUBMIT AND CONTINUE button.

Create A New Biddable Offer, cont.

CREATE NEW OFFER 🔔 ✕

Offer #: 42565 Rel K: 67356 Rel Name/ID: Central City LDC (15852) Rate Sched: FTS Rel Start Dt: 10/01/2021 Rel End Dt: 10/31/2021 Pre-Arr Bidder BA/ID: Non-Prearranged

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	GARFIEL...	PHYSICAL	Oklahoma	GARFIELD	FLD	Transmis...	FLD	Primary
<input type="checkbox"/>	63277		DELIVERY	ONE GAS,...	STORAGE	Kansas	RENO	FLD	Transmis...	FLD	Secondary
<input checked="" type="checkbox"/>	KP&LK		DELIVERY	KP&L KA...	PHYSICAL	Kansas	FRANKLIN	104.0	Transmis...	MKT	Primary

17

18

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 Biddable Offer, cont.

CREATE NEW OFFER 🔔 ×

Offer #: 42565 Rel K: 67356 Rel Name/ID: Central City LDC (15852) Rate Sched: FTS 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 Biddable Offer, cont.



CREATE NEW OFFER

Offer #: 42565 Rel K: 67356 Rel Name/ID: Central City LDC (15852) Rate Sched: FTS 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	21 0.2095
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 SUBMIT 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 Biddable Offer, cont.

CREATE NEW OFFER

Offer #: 42565 Rel K: 67356 Rel Name/ID: Central City LDC (15852) Rate Sched: FTS 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
Insert Recallable Comment **24**

Recall Detail

All Cycles **25**

Recall Notif Timely
 Yes No

Recall Notif ID1
 Yes No

Business Day Indicator **26**
 Yes No

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]

27

BACK SUBMIT AND REVIEW

23. Once on the **Recall/Reput Info** screen, select the appropriate value from the **Recall/Reput** dropdown list.

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

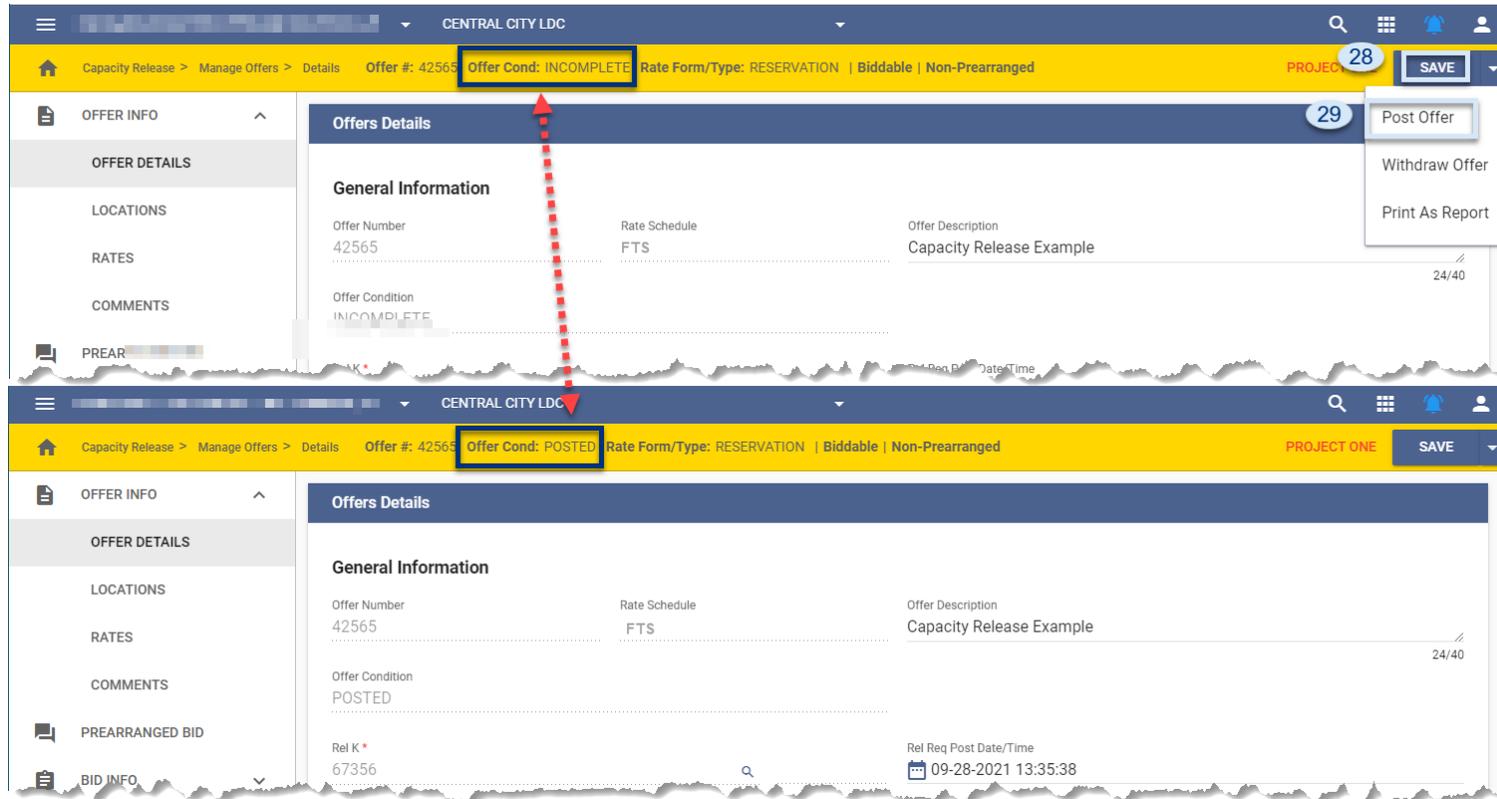
24. Input a value in the **Comment/Terms** field.

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 Biddable Offer, cont.



28. 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.

29. 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 **Posted**.