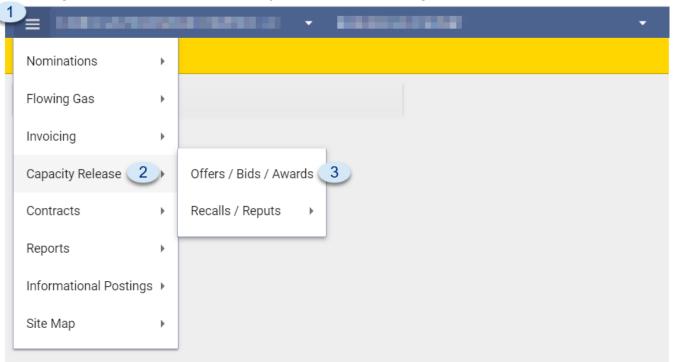


Messenger+
Capacity Release:
Prearranged Bidder Matching a Bid

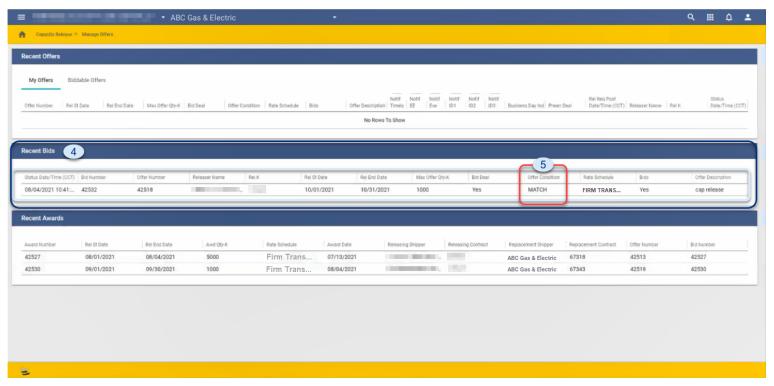


When the **Prearranged Bidder** receives a **Match Notice** email regarding a bid that was posted which exceeded their Prearranged Bid, the Prearranged Bidder will log into **Messenger+** and follow these steps to **Match** the highest bid.



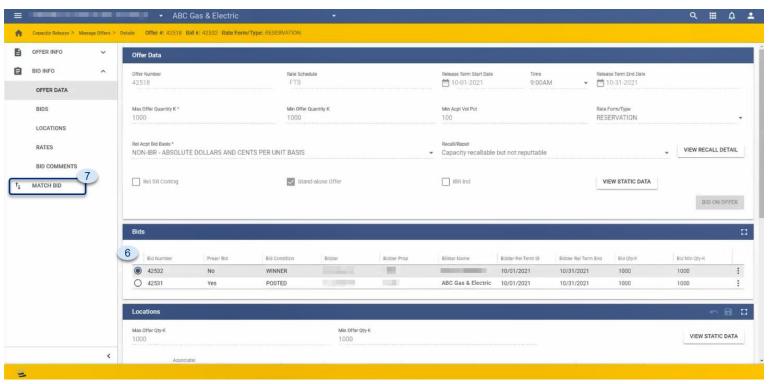
- 1. Select the **Customer Activities Menu** .
- 2 & 3. Select Capacity Release and Offers/Bids/Awards.





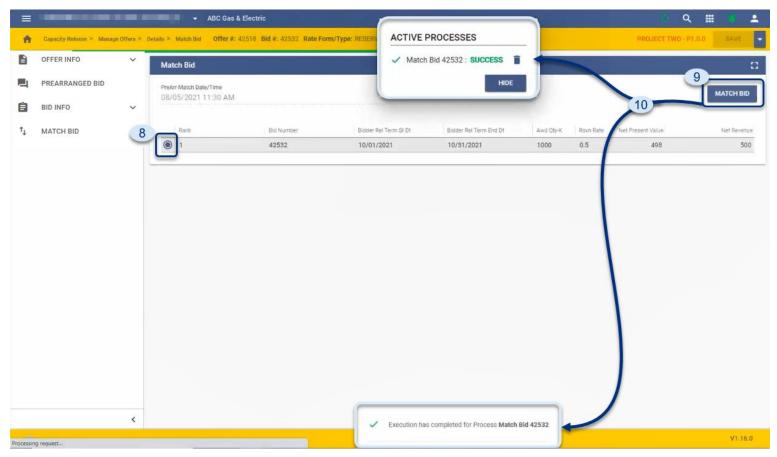
- **4.** From the Capacity Release > Manage Offers screen (Dashboard) locate the Recent Bids section.
- Click the Bid line item with an Offer Condition of "MATCH" to open the Offer/Bid.
- If you choose to Match, your bid will Match the highest bid that currently exists for this offer.
- **1 If you choose not to Match**, the Award will go to the highest bidder.





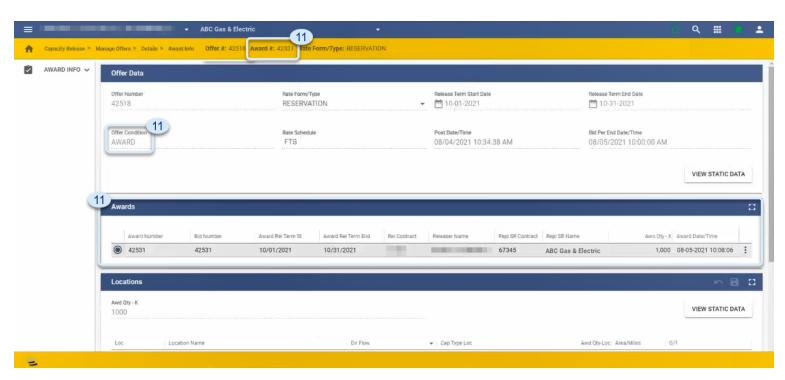
- 6. When the Capacity Release > Manage Offers > Details screen opens, navigate to the Bid Info section and review bids.
- A Bid Condition of 'Winner' does not indicate that the bid has won and been Awarded the Offer. It indicates the bid that is the current winner.
- 7. To match the highest bid, select harmonic on the left sidebar menu to open the Match Bid screen.





- 8. On the Capacity Release > Manage Offers > Details> Match Bid screen, select the radio button to match the bid displayed.
- 9. Click the button.
- 10. You will receive two messages alerting you that Messenger+ successfully Processed and Executed the match for your bid.





- 11. The Capacity Release > Manage Offers > Details > Awards Info screen automatically opens, and you can view the Award #, Award Offer Condition, and additional details within the Award section.
- Additionally, when you access the Capacity Release > Manage Offers screen (Dashboard), your bid will now be listed in the Awards section.