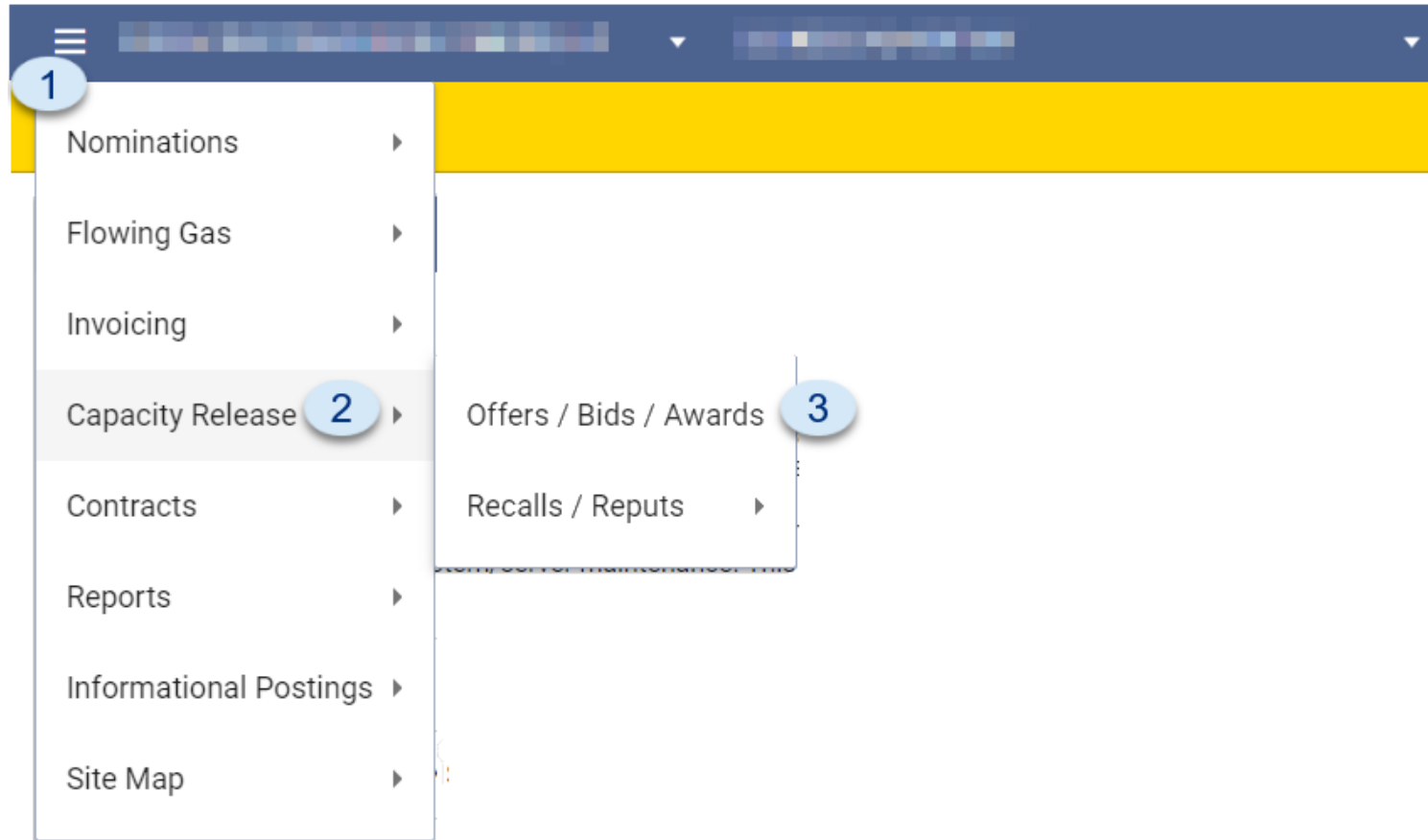




Messenger+
Capacity Release:
Withdrawing an Offer

Withdrawing an Offer

Service Requestors with an **Incomplete Offer** to release capacity can **Withdraw** the **Offer** by following these steps.



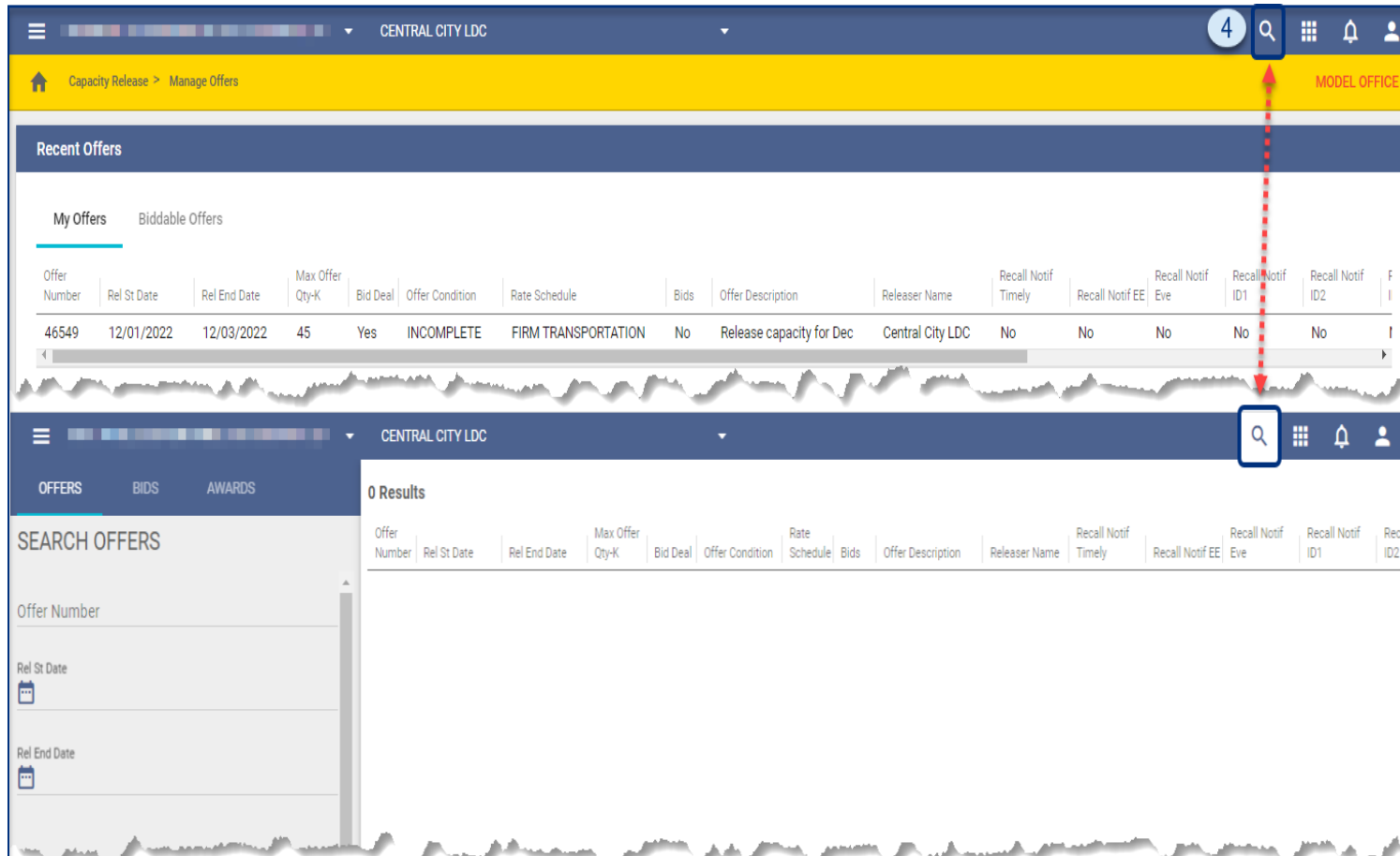
1. Access your **Incomplete Offer** by selecting the **Customer Activities Menu** .

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

***Withdrawing an offer** in Messenger+ only relates to offers with an Offer Condition of **"Incomplete"**.

****If your offer has advanced to the Offer Condition of "Posted", it is no longer eligible to be withdrawn.**

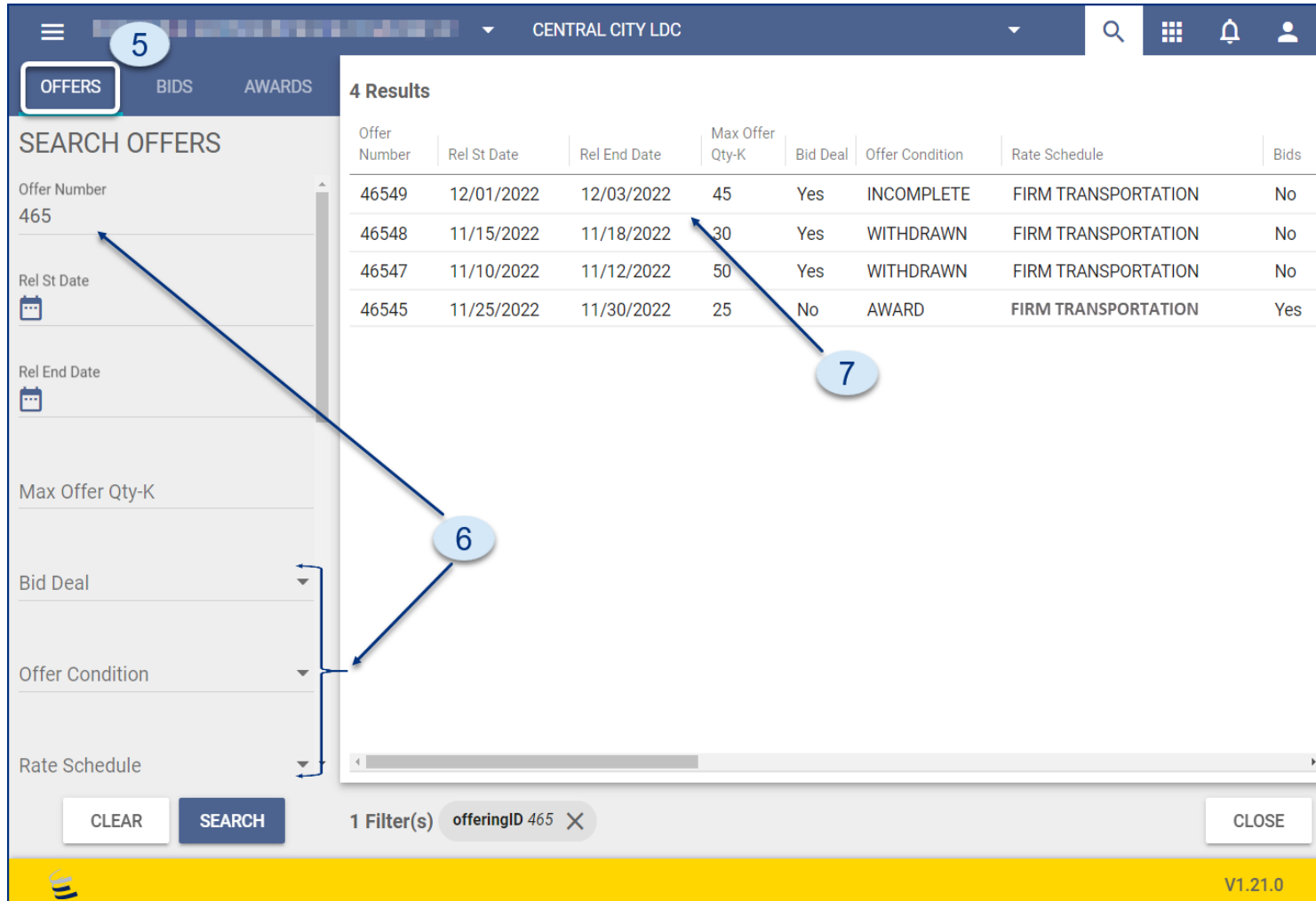
Withdrawing an Offer, cont.



4. Upon initial entry the **Capacity Release Dashboard** is displayed. To open the **Search** screen, select the **magnifying glass icon**.

i Clicking the **magnifying glass icon** allows you to toggle between the **Capacity Release Dashboard** and the **Search** screen.

Withdrawing an Offer, cont.



5

OFFERS BIDS AWARDS

SEARCH OFFERS

Offer Number
465

Rel St Date

Rel End Date

Max Offer Qty-K

Bid Deal

Offer Condition

Rate Schedule

CLEAR SEARCH 1 Filter(s) offeringID 465 X CLOSE

4 Results

Offer Number	Rel St Date	Rel End Date	Max Offer Qty-K	Bid Deal	Offer Condition	Rate Schedule	Bids
46549	12/01/2022	12/03/2022	45	Yes	INCOMPLETE	FIRM TRANSPORTATION	No
46548	11/15/2022	11/18/2022	30	Yes	WITHDRAWN	FIRM TRANSPORTATION	No
46547	11/10/2022	11/12/2022	50	Yes	WITHDRAWN	FIRM TRANSPORTATION	No
46545	11/25/2022	11/30/2022	25	No	AWARD	FIRM TRANSPORTATION	Yes

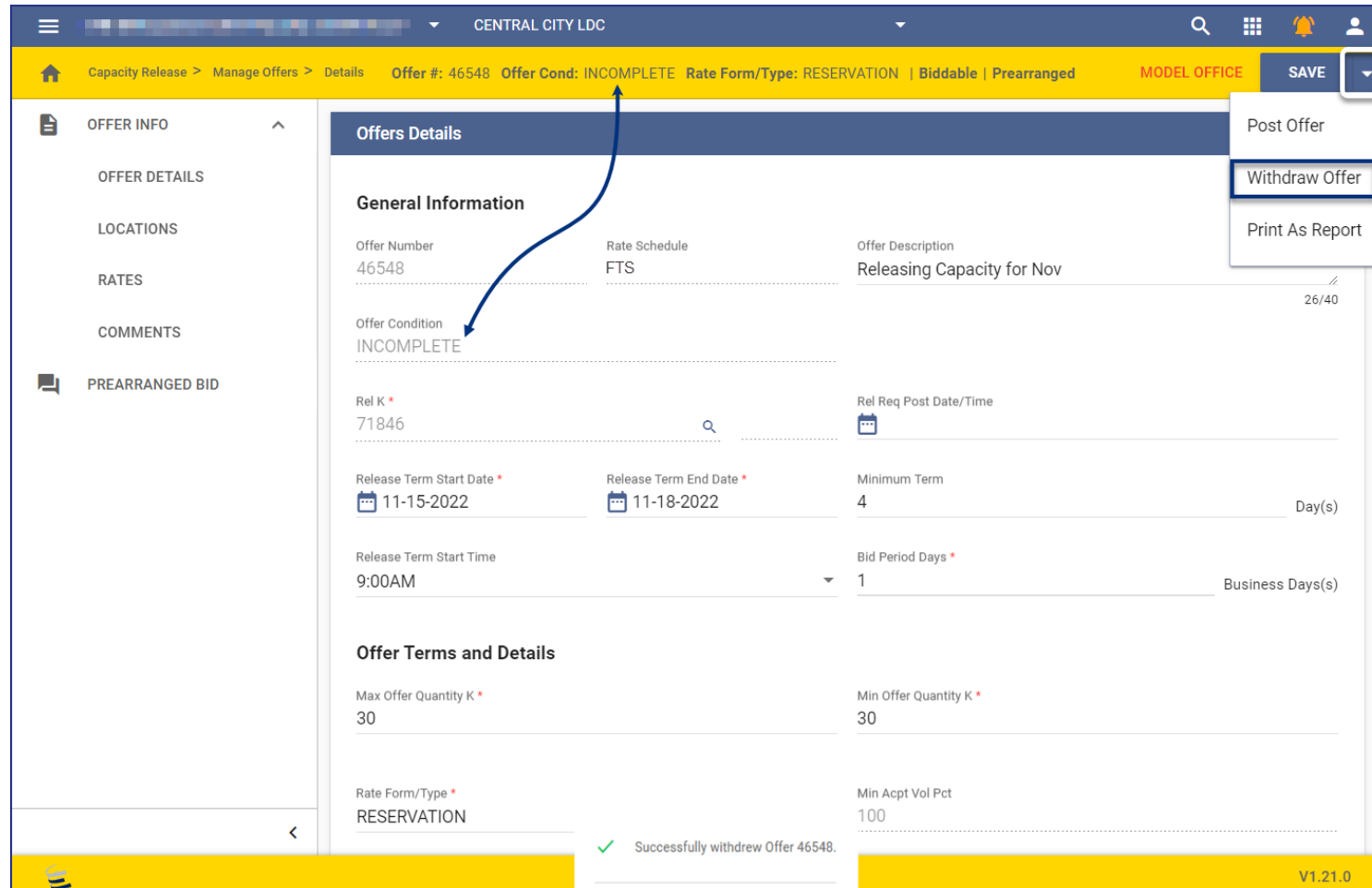
6

7

V1.21.0

5. On the **Search** screen, you can retrieve your **Offer** by selecting the **Offers** tab.
6. Search criteria can be entered into the various search fields or selected from the provided drop downs. Some fields such as the Offer Number and Max Offer Qty-K fields allow the user to enter partial data. To retrieve data click enter, tab out of the field, or click the **Search** button.
- i** Once results appear, clicking a column header will sort the results by the data in that column. To add a sub-sort, simply press the **<Shift>** key on the keyboard and click a second column header.
7. Select a line item to open the **Incomplete Offer**.

Withdrawing an Offer, cont.



CENTRAL CITY LDC

Capacity Release > Manage Offers > Details Offer #: 46548 Offer Cond: INCOMPLETE Rate Form/Type: RESERVATION | Biddable | Prearranged MODEL OFFICE SAVE

OFFER INFO

OFFER DETAILS

LOCATIONS

RATES

COMMENTS

PREARRANGED BID

Offers Details

General Information

Offer Number: 46548 Rate Schedule: FTS Offer Description: Releasing Capacity for Nov 26/40

Offer Condition: INCOMPLETE

Rel K: 71846 Rel Req Post Date/Time: [Calendar Icon]

Release Term Start Date: 11-15-2022 Release Term End Date: 11-18-2022 Minimum Term: 4 Day(s)

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

Offer Terms and Details

Max Offer Quantity K: 30 Min Offer Quantity K: 30

Rate Form/Type: RESERVATION Min Acpt Vol Pct: 100

Successfully withdrew Offer 46548.

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8. From the **Manage Offers > Details** screen, click the dropdown next to **Save** and select **Withdraw Offer**.

i A message will appear at the bottom of the screen and from the **Notification Menu** stating **“Successfully withdrew Offer...”**

Withdrawing an Offer, cont.

Capacity Release > Manage Offers > Details Offer #: 46548 Offer Cond: WITHDRAWN Rate Form/Type: RESERVATION | Biddable | Prearranged MODEL OFFICE SAVE

Offers Details

General Information

Offer Number	Rate Schedule	Offer Description
46548	FTS	Releasing Capacity for Nov
Offer Condition		26/40
WITHDRAWN		
Rel K *	Rel Req Post Date/Time	
71846		
Release Term Start Date *	Release Term End Date *	Minimum Term
11-15-2022	11-18-2022	4
		Day(s)
Release Term Start Time	Bid Period Days *	
9:00AM	1	Business Days(s)

Offer Terms and Details

Max Offer Quantity K *	Min Offer Quantity K *
30	30
Rate Form/Type *	Min Acpt Vol Pct
RESERVATION	100

V1.21.0

9. The Offer Condition will change from **Incomplete** to **Withdrawn**.