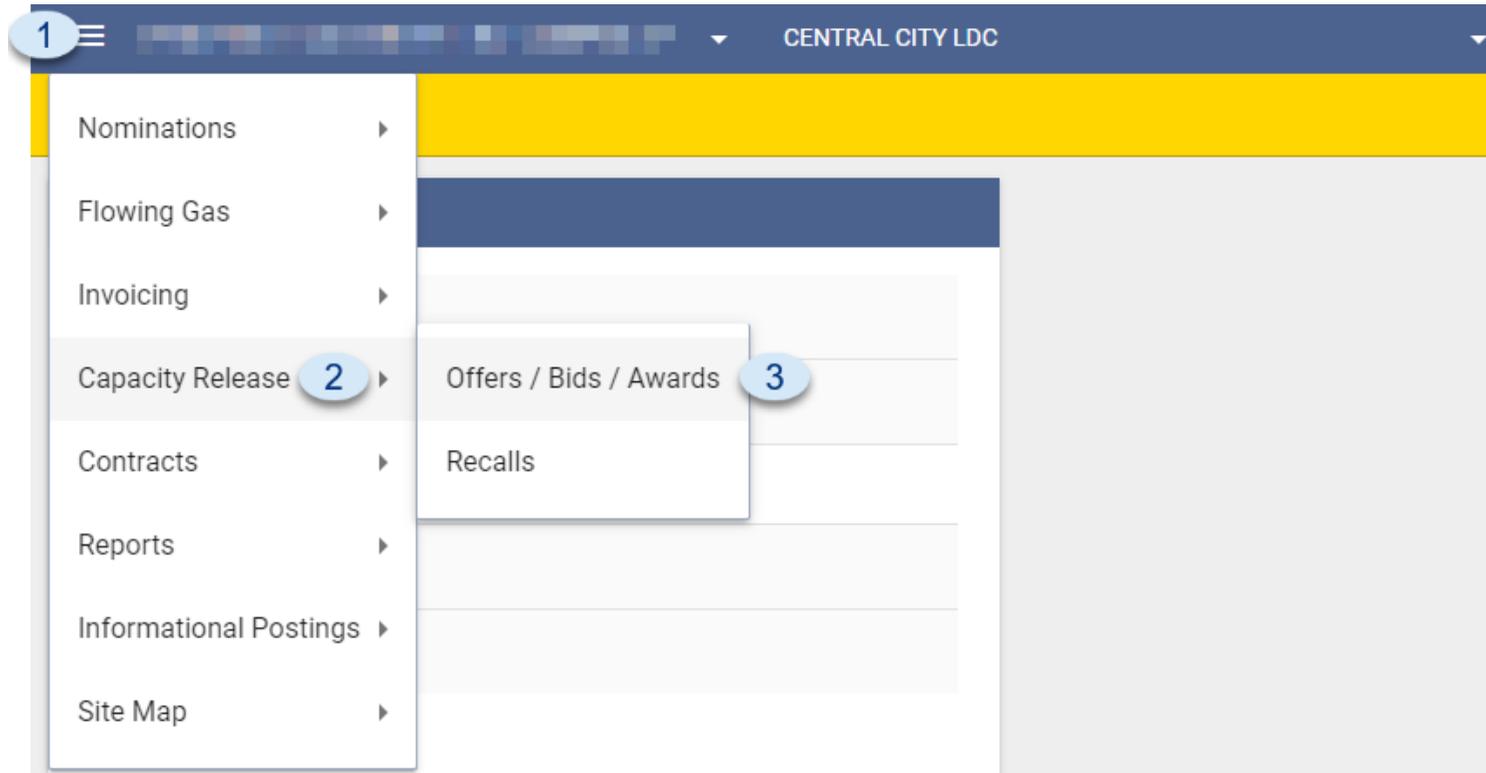




**Messenger+**  
**Capacity Release:**  
**Create New Recall**

# Create New Recall – Via an Award

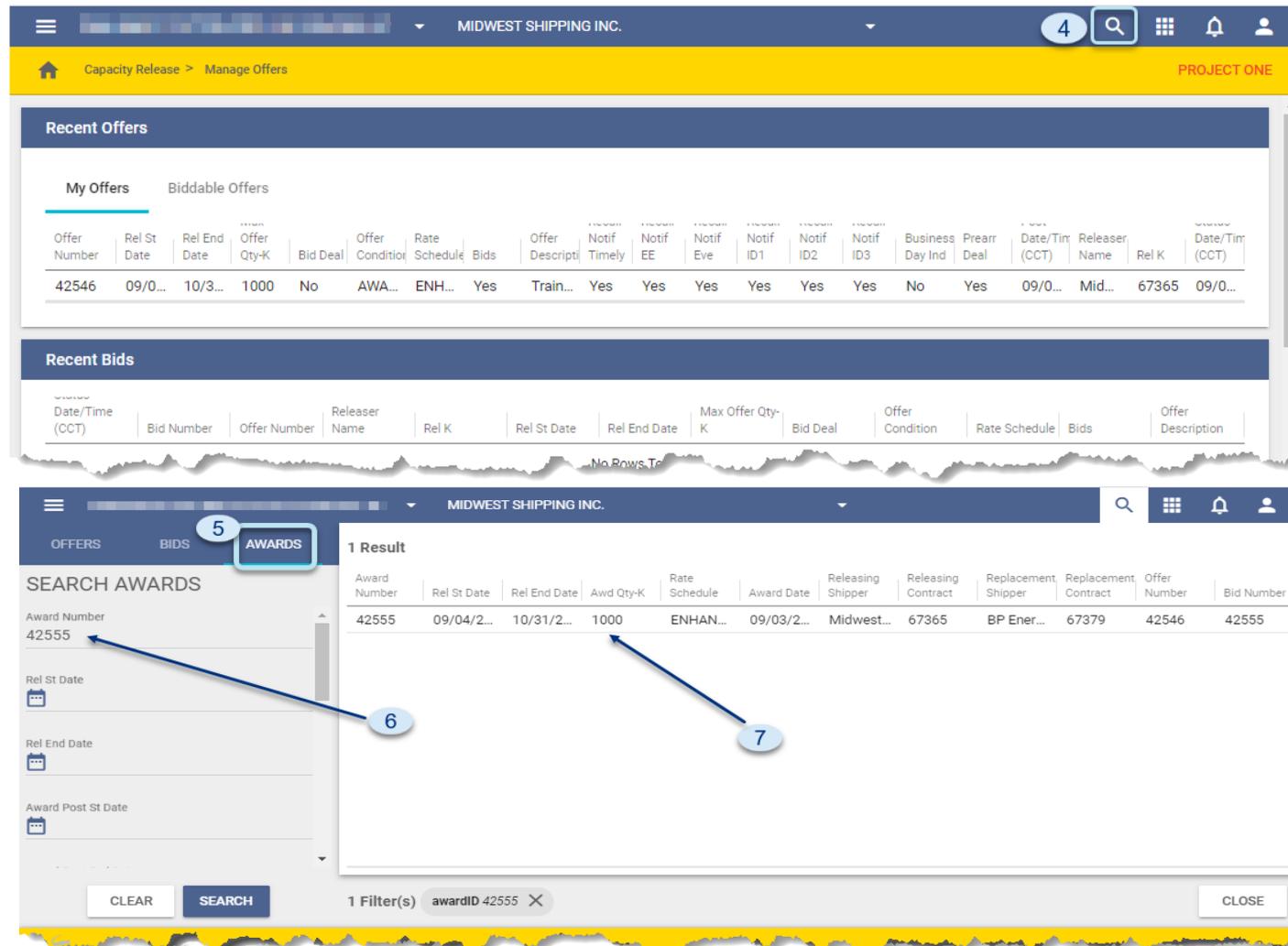
**Messenger+** allows you to **Create a New Recall** by either using the Wizard, partially using the Wizard or via an Award. Follow these steps to **Create a New Recall from an Award**.



1. To create a new **Recall** select the **Customer Activities**  **Menu**.

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

# Create New Recall – Via an Award, cont.



4

Capacity Release > Manage Offers PROJECT ONE

Recent Offers

My Offers Biddable Offers

Offer Number	Rel St Date	Rel End Date	Offer Qty-K	Bid Deal	Offer Condition	Rate Schedule	Bids	Offer Descripti	Notif Timely	Notif EE	Notif Eve	Notif ID1	Notif ID2	Notif ID3	Business Day Ind	Prearr Deal	Date/Tim (CCT)	Releaser Name	Rel K	Date/Tim (CCT)
42546	09/0...	10/3...	1000	No	AWA...	ENH...	Yes	Train...	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	09/0...	Mid...	67365	09/0...

Recent Bids

Date/Time (CCT)	Bid Number	Offer Number	Releaser Name	Rel K	Rel St Date	Rel End Date	Max Offer Qty-K	Bid Deal	Offer Condition	Rate Schedule	Bids	Offer Description
No Rows To												

5

OFFERS BIDS AWARDS

SEARCH AWARDS

Award Number 42555

Rel St Date

Rel End Date

Award Post St Date

6

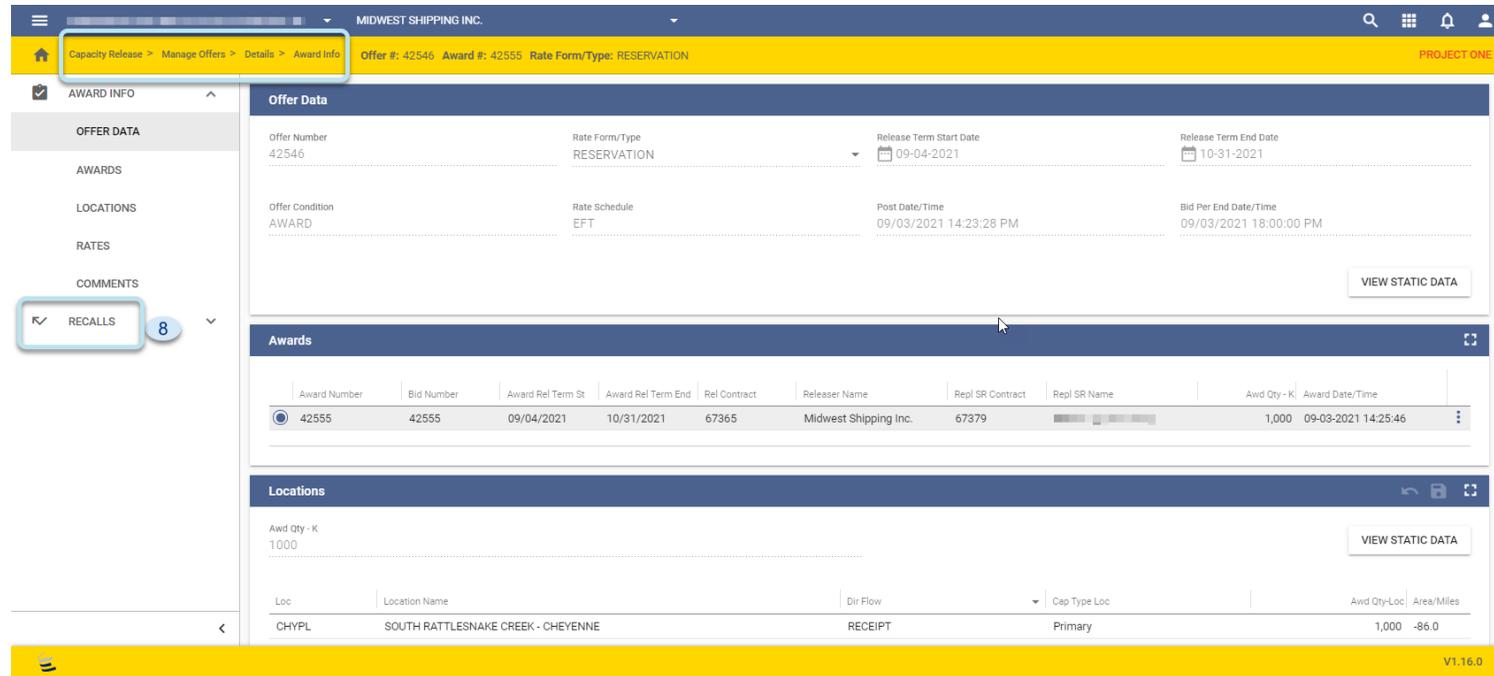
7

Award Number	Rel St Date	Rel End Date	Awd Qty-K	Rate Schedule	Award Date	Releasing Shipper	Releasing Contract	Replacement Shipper	Replacement Contract	Offer Number	Bid Number
42555	09/04/2...	10/31/2...	1000	ENHAN...	09/03/2...	Midwest...	67365	BP Ener...	67379	42546	42555

CLEAR SEARCH 1 Filter(s) awardID 42555 X CLOSE

4. From the **Capacity Release Dashboard**, select the magnifying glass icon  to open the Search screen.
6. After selecting **Offers/Bids/Awards**, the application will either open to the Capacity Release Dashboard or the Search screen. You can toggle between these two screens using the .
5. On the top left of the **Search** screen click the Awards tab.
6. Enter your Search criteria into the various search fields or select from the provided drop downs. Some fields such as the Award Number allow the user to enter partial data. To retrieve data click enter, tab out of the field, or click the **Search** button
7. Select a line item to open the **Award**.

# Create New Recall – Via an Award, cont.



Capacity Release > Manage Offers > Details > Award Info Offer #: 42546 Award #: 42555 Rate Form/Type: RESERVATION PROJECT ONE

**Offer Data**

Offer Number	Rate Form/Type	Release Term Start Date	Release Term End Date
42546	RESERVATION	09-04-2021	10-31-2021
Offer Condition	Rate Schedule	Post Date/Time	Bid Per End Date/Time
AWARD	EFT	09/03/2021 14:23:28 PM	09/03/2021 18:00:00 PM

VIEW STATIC DATA

**Awards**

Award Number	Bid Number	Award Rel Term St	Award Rel Term End	Rel Contract	Releaser Name	Repl SR Contract	Repl SR Name	Awd Qty -K	Award Date/Time
42555	42555	09/04/2021	10/31/2021	67365	Midwest Shipping Inc.	67379		1,000	09-03-2021 14:25:46

**Locations**

Awd Qty -K  
1000

VIEW STATIC DATA

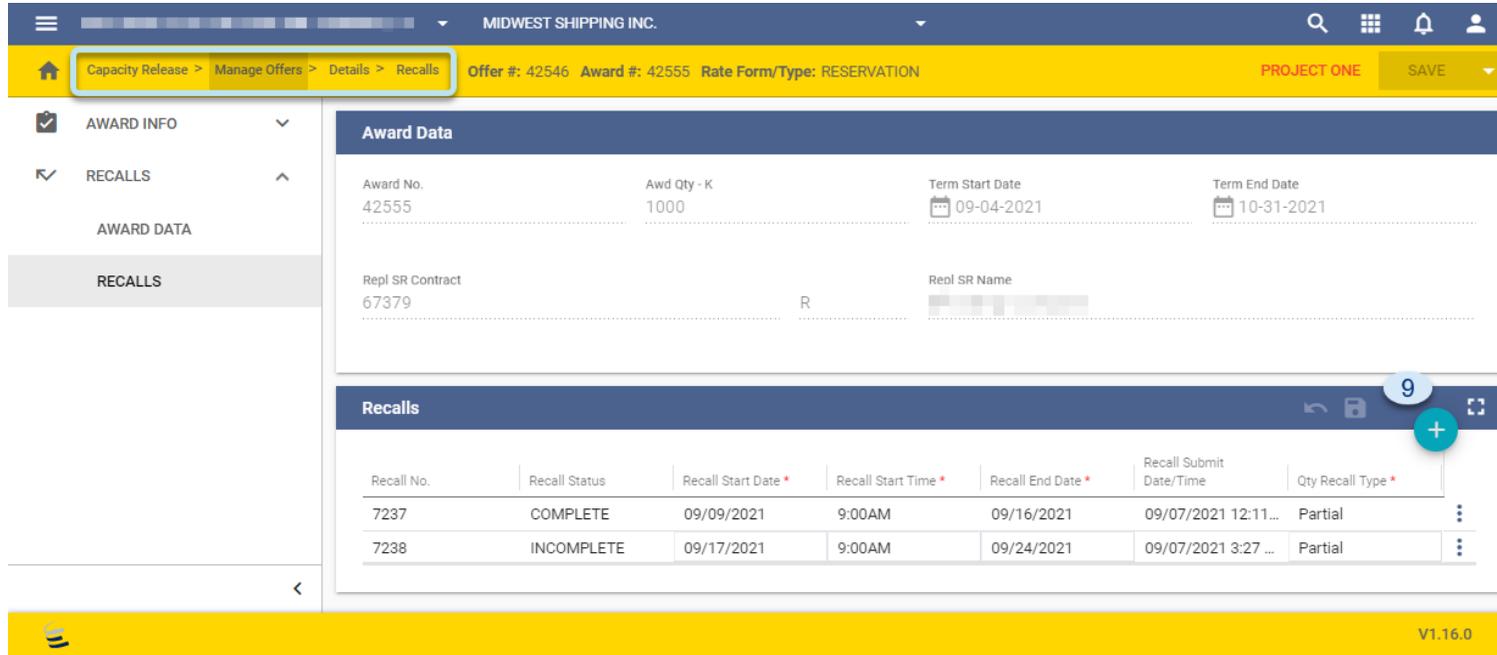
Loc	Location Name	Dir Flow	Cap Type Loc	Awd Qty-Loc	Area/Miles
CHYPL	SOUTH RATTLESNAKE CREEK - CHEYENNE	RECEIPT	Primary	1,000	-86.0

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8. From the **Capacity Release > Manage Offers > Details > Award Info** screen, select **“Recalls”** from the left sidebar menu to open the **Recalls** screen.

**i** The Recall screen is enabled for only recallable awards where the user is 1) the Releasing Shipper for the recallable award, and 2) the Contact with access rights.

# Create New Recall – Via an Award, cont.



Capacity Release > Manage Offers > Details > Recalls Offer #: 42546 Award #: 42555 Rate Form/Type: RESERVATION PROJECT ONE SAVE

**Award Data**

Award No.	Awd Qty - K	Term Start Date	Term End Date
42555	1000	09-04-2021	10-31-2021

Repl SR Contract: 67379 Reol SR Name: R

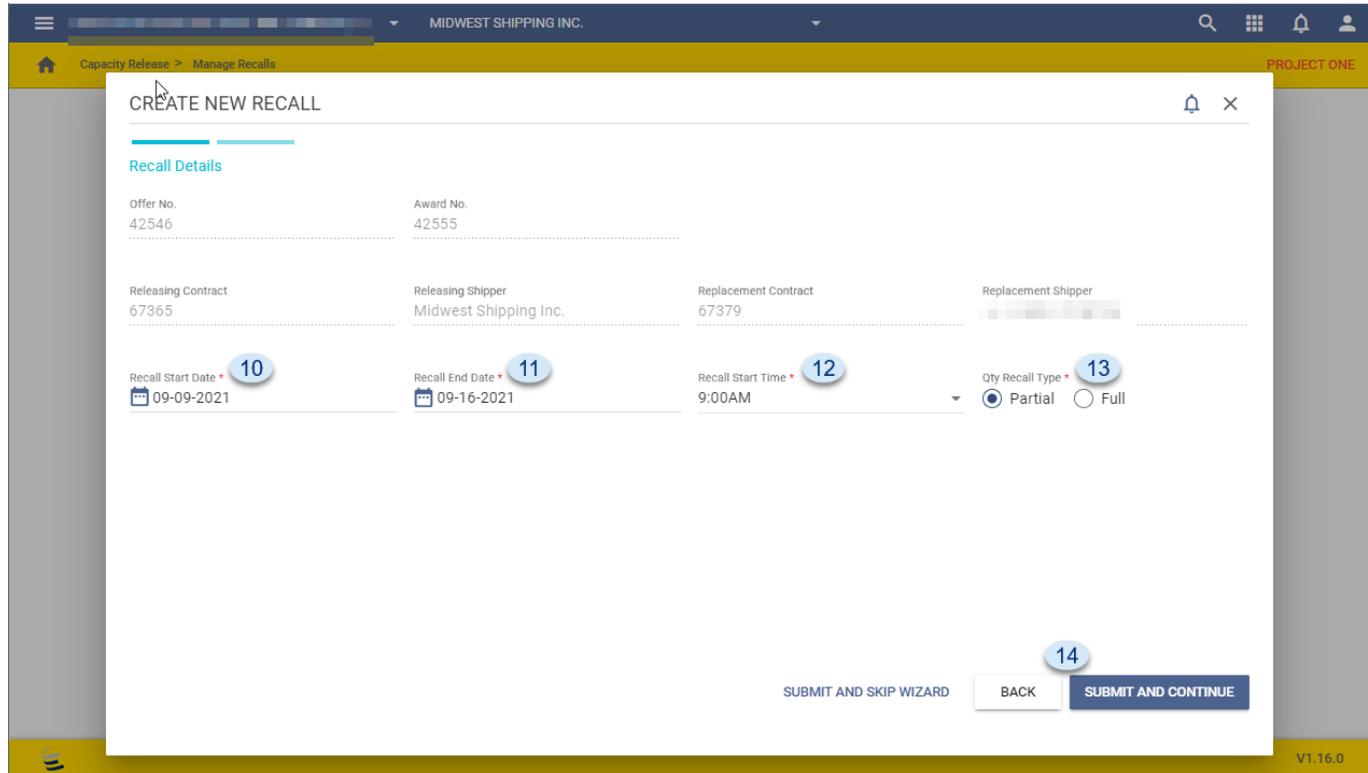
**Recalls**

Recall No.	Recall Status	Recall Start Date *	Recall Start Time *	Recall End Date *	Recall Submit Date/Time	Qty Recall Type *
7237	COMPLETE	09/09/2021	9:00AM	09/16/2021	09/07/2021 12:11...	Partial
7238	INCOMPLETE	09/17/2021	9:00AM	09/24/2021	09/07/2021 3:27 ...	Partial

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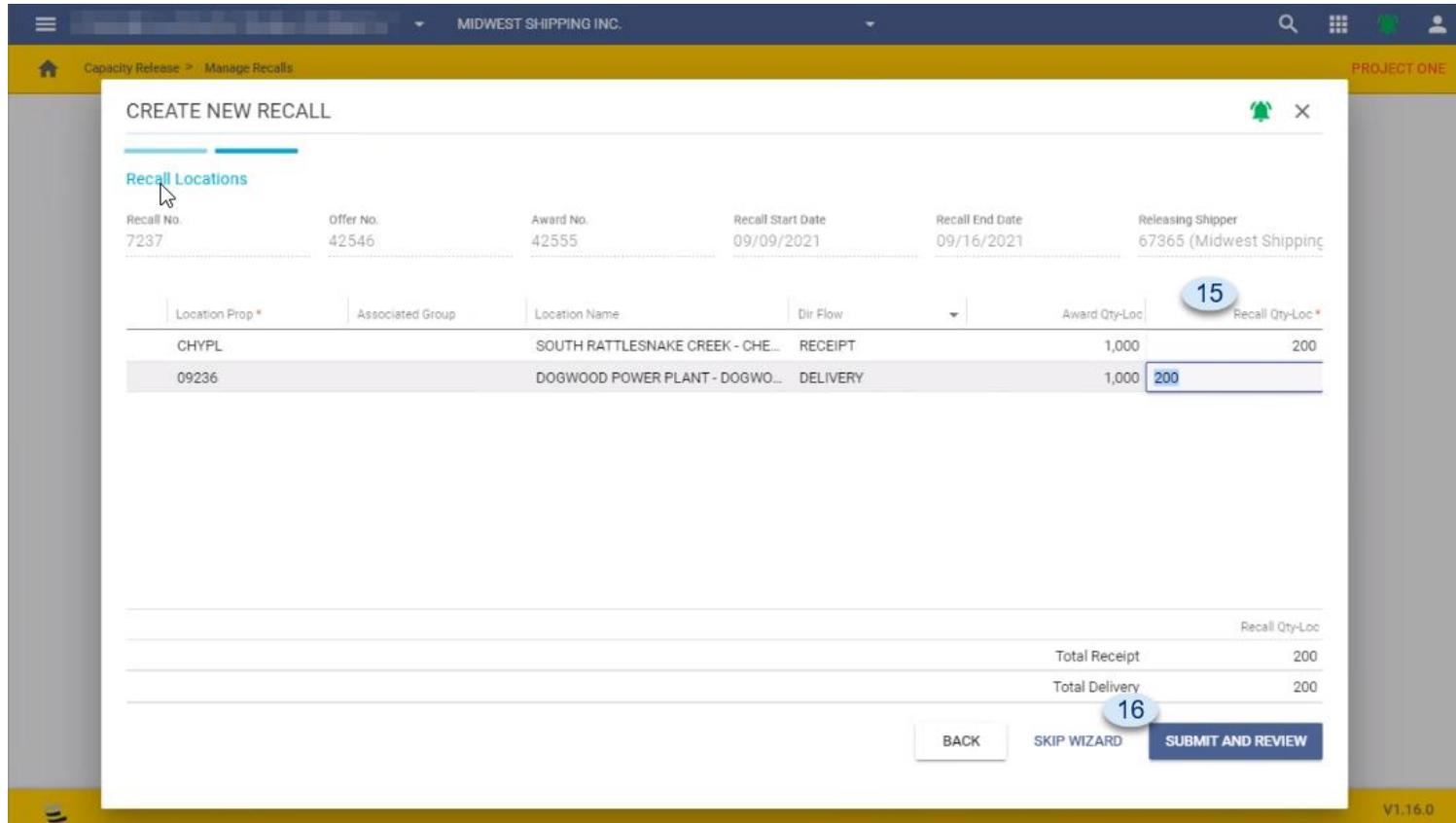
9. Once on the **Capacity Release > Manage Offers > Details > Recalls** screen, you can create a Recall by clicking the  which opens to the “Recall Details” screen of the Wizard.

# Create New Recall – Via an Award, cont.



10. Once on the Recall Details screen, enter the **Recall Start Date**. The Recall Start Date must be greater than or equal to the current date and Release Start Date.
11. Enter the **Recall End Date**. The Recall End Date must be greater than or equal to the Recall Start Date and less than or equal to the Release End Date.
12. Select the **Recall Start Time** from the drop down.
  - i** Note that the Recall Start Time defaults to 9:00AM.
13. Select the **Qty Recall Type** by clicking the appropriate radio button.
14. Click the **SUBMIT AND CONTINUE** button.

# Create New Recall – Via an Award, cont.



**CREATE NEW RECALL**

Recall Locations

Recall No.	Offer No.	Award No.	Recall Start Date	Recall End Date	Releasing Shipper
7237	42546	42555	09/09/2021	09/16/2021	67365 (Midwest Shipping)

Location Prop *	Associated Group	Location Name	Dir Flow	Award Qty-Loc	Recall Qty-Loc *
CHYPL		SOUTH RATTLESNAKE CREEK - CHE...	RECEIPT	1,000	200
09236		DOGWOOD POWER PLANT - DOGWO...	DELIVERY	1,000	200

Total Receipt	200
Total Delivery	200

Buttons: BACK, SKIP WIZARD, **SUBMIT AND REVIEW**

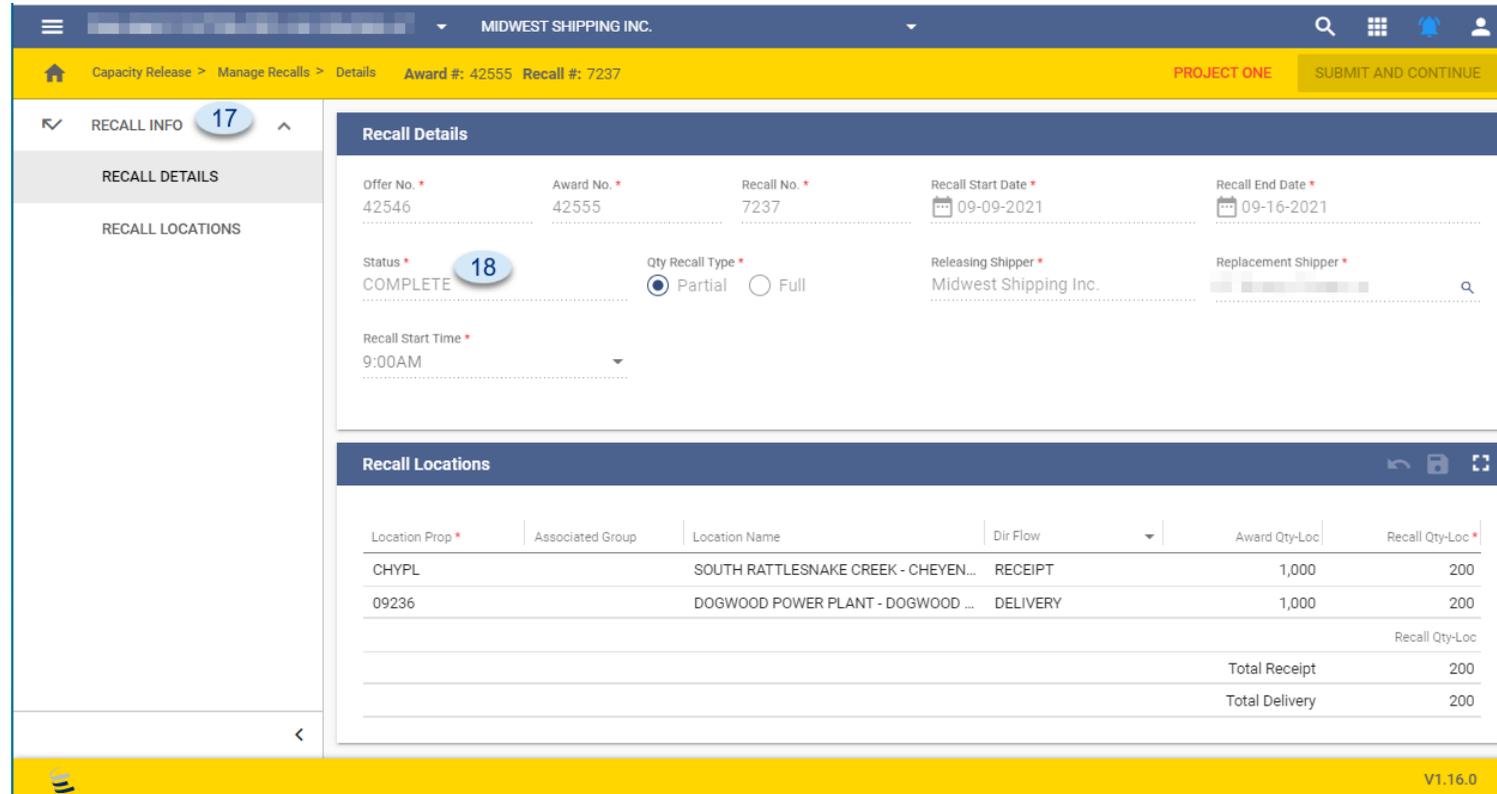
15. Enter the recall quantity in the **Recall Qty-Loc** field.

**i** For partial recalls, the recall quantity must be less than the award quantity. The recall quantity for full recalls must be equal to the award quantity.

16. Click the **SUBMIT AND REVIEW** button.

**i** The **“Back”** button is available on most screens throughout the Wizard. This allows you to return to the previous screen without saving changes on the current screen.

# Create New Recall – Via an Award, cont.



The screenshot displays the 'Recall Details' and 'Recall Locations' sections of the Energy Transfer web application. The 'Recall Details' section includes fields for Offer No. (42546), Award No. (42555), Recall No. (7237), Recall Start Date (09-09-2021), Recall End Date (09-16-2021), Status (COMPLETE), Qty Recall Type (Partial), Releasing Shipper (Midwest Shipping Inc.), and Replacement Shipper. The 'Recall Locations' section is a table with columns for Location Prop, Associated Group, Location Name, Dir Flow, Award Qty-Loc, and Recall Qty-Loc. The table lists two locations: CHYPL (SOUTH RATTLESNAKE CREEK - CHEYEN... RECEIPT) and 09236 (DOGWOOD POWER PLANT - DOGWOOD ... DELIVERY). Summary rows show Total Receipt (200) and Total Delivery (200).

Location Prop *	Associated Group	Location Name	Dir Flow	Award Qty-Loc	Recall Qty-Loc *
CHYPL		SOUTH RATTLESNAKE CREEK - CHEYEN...	RECEIPT	1,000	200
09236		DOGWOOD POWER PLANT - DOGWOOD ...	DELIVERY	1,000	200
				Total Receipt	200
				Total Delivery	200

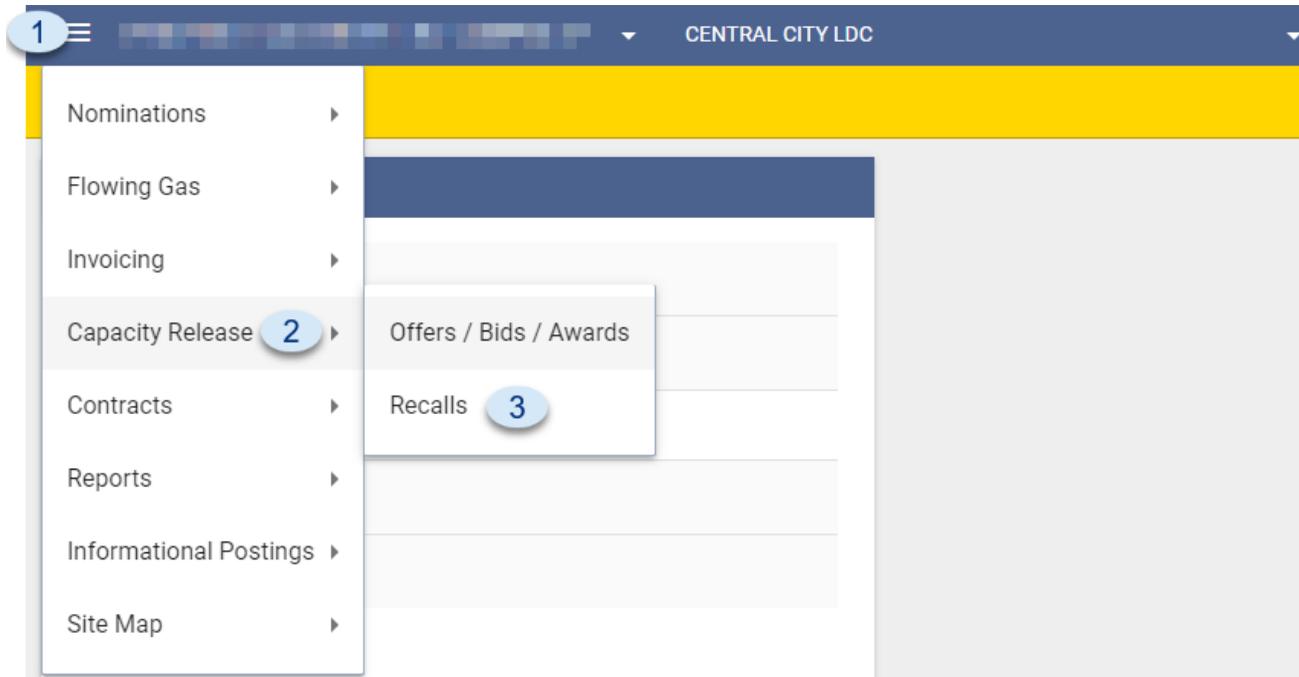
17. Once the Recall is submitted through the Wizard, the **Manage Recalls > Details > Recall Info** screen is displayed which shows **Recall Details** and **Recall Locations**.

18. Only recalls in **“Incomplete”** status may be updated or **deleted**. You cannot **delete** or update recalls that have been submitted and are in **“Complete”** status.

 To **delete** an incomplete Recall, click the **Options** menu  in the **Top Right** of the screen and select **Delete**.

# Create New Recall – Using Wizard

**Messenger+** comes with a built-in, efficient, three-step **Wizard** to assist you with creating new recalls. Follow these steps to **Create a New Recall using wizard**.

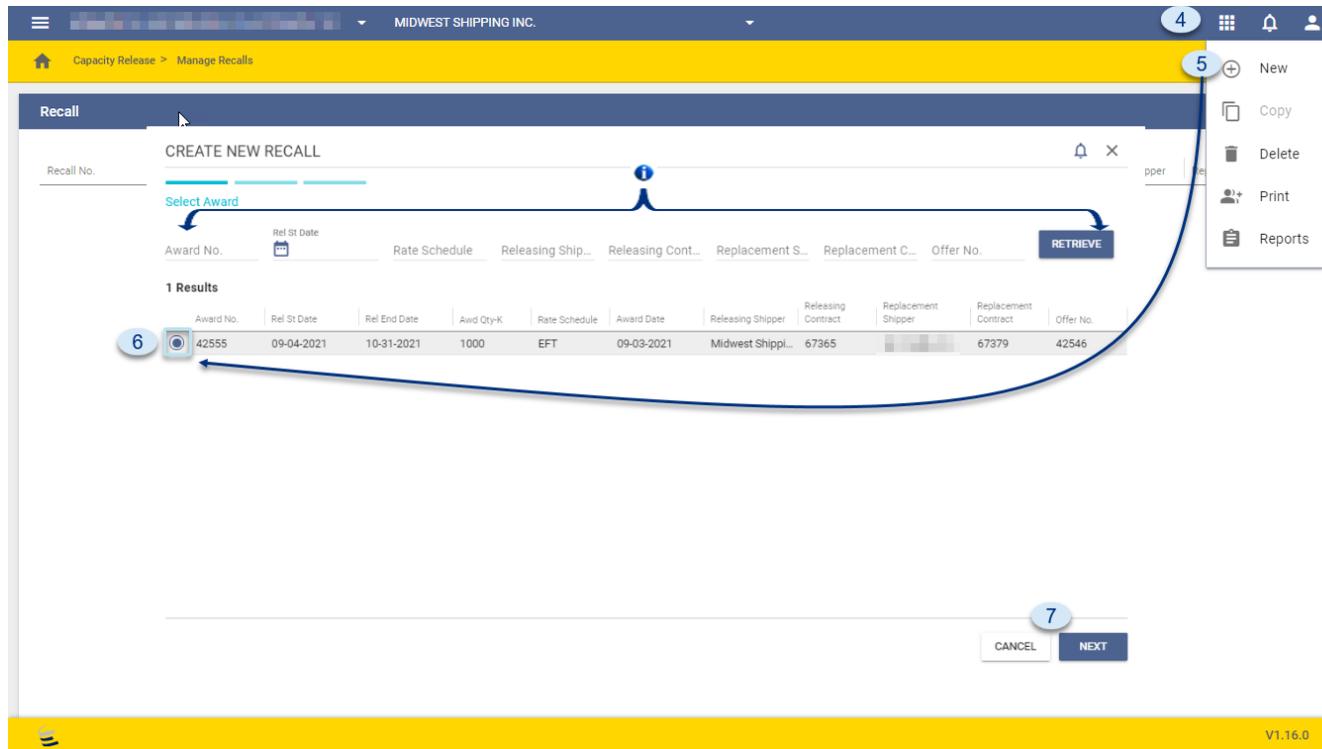


1. To create a new **Recall** select the **Customer Activities Menu** .

2 & 3. Select **Capacity Release** and **Recalls**.

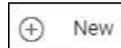
 The Recall screen is enabled for only recallable awards where the user is 1) the Releasing Shipper for the recallable award, and 2) the Contact with access rights.

# Create New Recall – Using Wizard, cont.

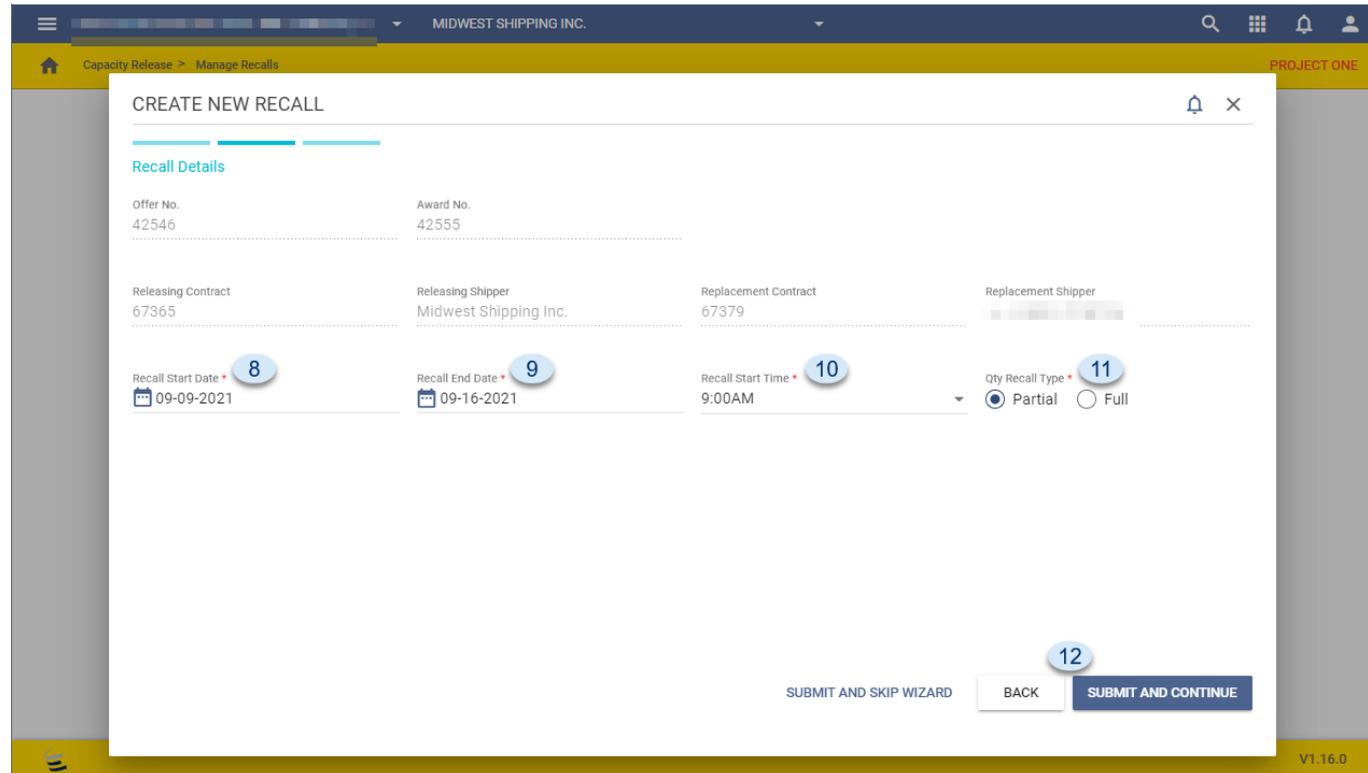


The screenshot shows the 'CREATE NEW RECALL' wizard in the Energy Transfer system. The interface includes a search bar at the top, a 'RETRIEVE' button, and a table of results. A 'New' button is visible in the top right corner, and a 'NEXT' button is at the bottom right. Numbered callouts (4-7) indicate the steps: 4 points to the options menu, 5 to the 'New' button, 6 to the radio button for 'Award', and 7 to the 'NEXT' button.

Award No.	Rel St Date	Rel End Date	Awd Qty-K	Rate Schedule	Award Date	Releasing Shipper	Releasing Contract	Replacement Shipper	Replacement Contract	Offer No.
42555	09-04-2021	10-31-2021	1000	EFT	09-03-2021	Midwest Shippi...	67365		67379	42546

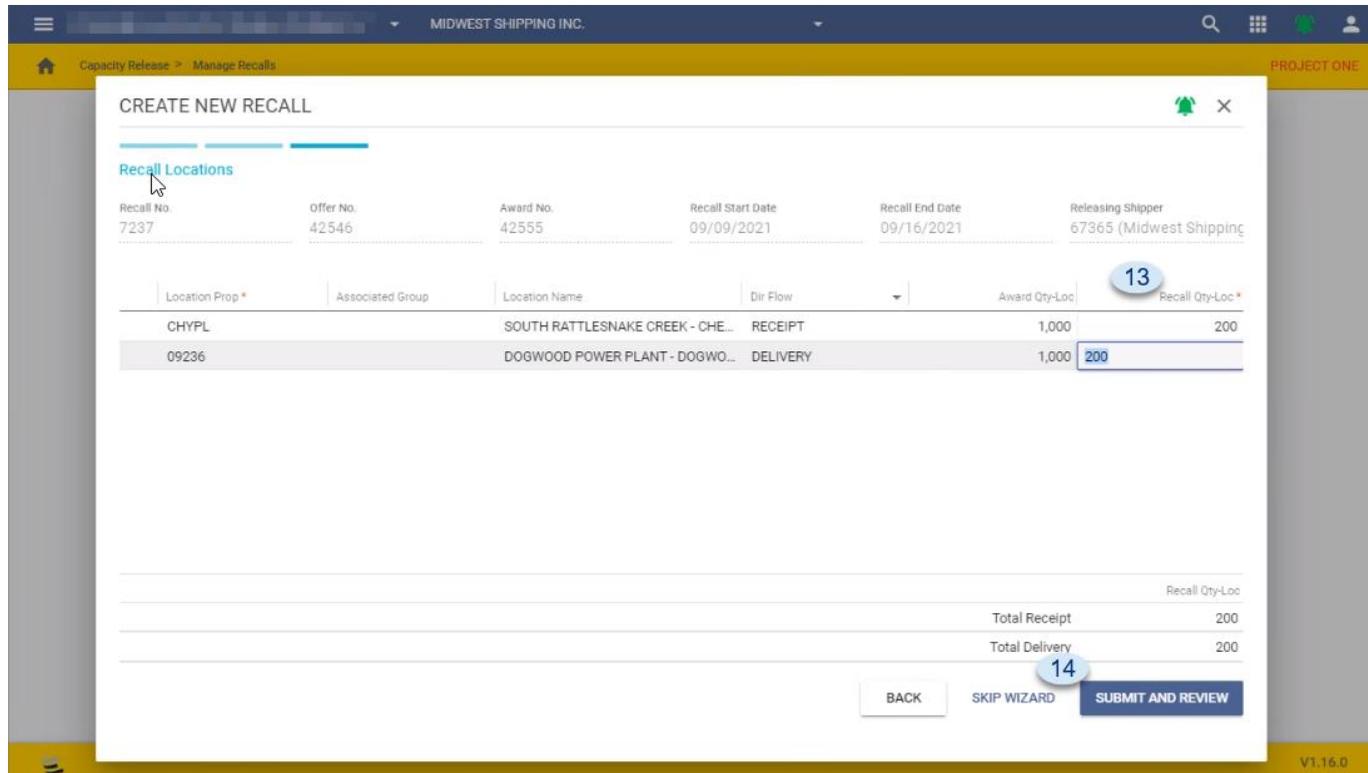
4. Select the **Options Menu**  in the **Top Right** of the screen.
5. Select the  **New** button to begin creating your new **Recall**.
  -  This launches the **Wizard**, which will walk you through **Creating your Recall in Messenger+**.
6. Select the radio button for the **Award**.
  -  You can also search by entering data into one or more filter fields and then tab off or click **“Retrieve”**.
7. Click the  **NEXT** button to continue to the next step in the **Wizard**.

# Create New Recall – Using Wizard, cont.



8. Enter the **Recall Start Date**. The Recall Start Date must be greater than or equal to the current date and Release Start Date.
9. Enter the **Recall End Date**. The Recall End Date must be greater than or equal to the Recall Start Date and less than or equal to the Release End Date.
10. Select the **Recall Start Time** from the drop down.
  - i** Note that the Recall Start Time defaults to 9:00AM.
11. Select the **Qty Recall Type** by clicking the appropriate radio button.
  - i** Note if “Full” recall type is selected and the **SUBMIT AND CONTINUE** button is clicked the recall will be in “**Complete**” status.
12. Click the **SUBMIT AND CONTINUE** button.

# Create New Recall – Using Wizard, cont.



Capacity Release > Manage Recalls

MIDWEST SHIPPING INC. PROJECT ONE

### CREATE NEW RECALL

Recall Locations

Recall No.	Offer No.	Award No.	Recall Start Date	Recall End Date	Releasing Shipper
7237	42546	42555	09/09/2021	09/16/2021	67365 (Midwest Shipping)

Location Prop *	Associated Group	Location Name	Dir Flow	Award Qty-Loc	Recall Qty-Loc *
CHYPL		SOUTH RATTLESNAKE CREEK - CHE...	RECEIPT	1,000	200
09236		DOGWOOD POWER PLANT - DOGWO...	DELIVERY	1,000	200

Recall Qty-Loc

Total Receipt 200

Total Delivery 200

BACK SKIP WIZARD SUBMIT AND REVIEW

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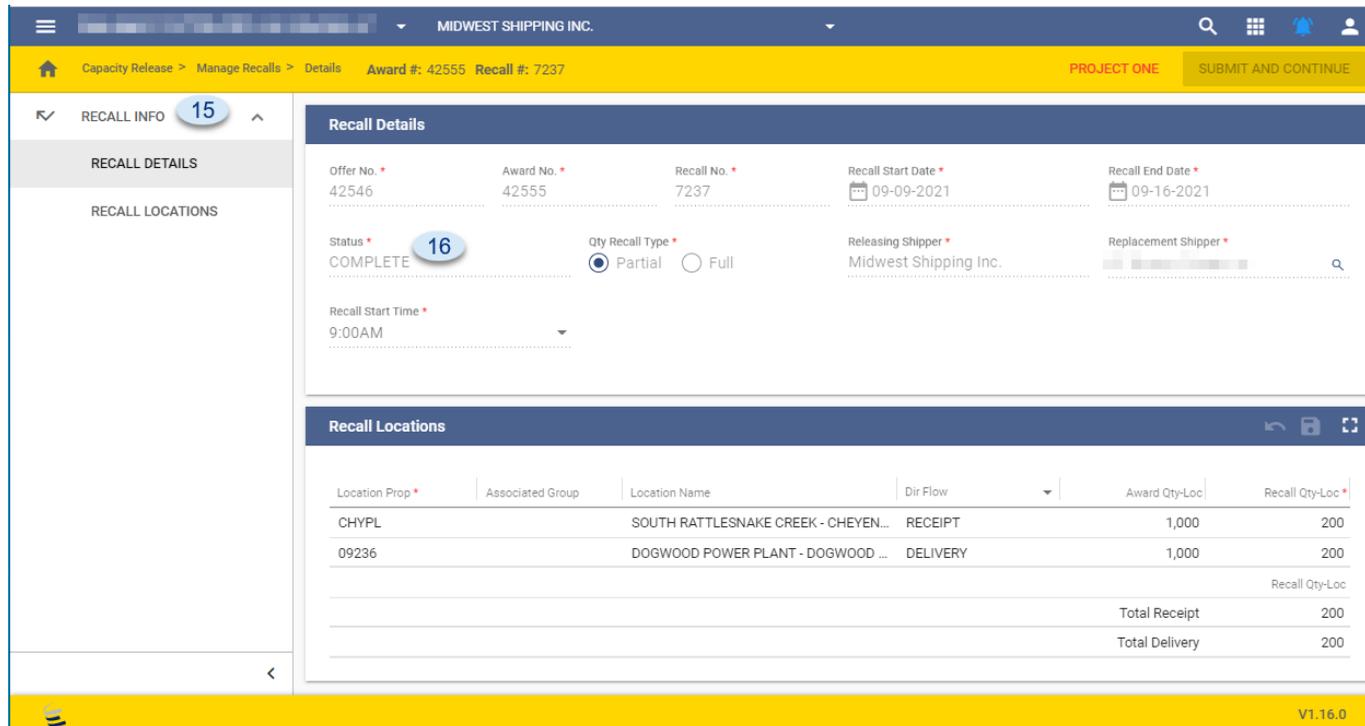
13. Enter the recall quantity in the **Recall Qty-Loc** field.

**i** For partial recalls, the recall quantity must be less than the award quantity.

14. Click the **SUBMIT AND REVIEW** button.

**i** The **“Back”** button is available on most screens throughout the Wizard. This allows you to return to the previous screen without saving changes on the current screen.

# Create New Recall – Using Wizard, cont.



Capacity Release > Manage Recalls > Details Award #: 42555 Recall #: 7237 PROJECT ONE SUBMIT AND CONTINUE

RECALL INFO 15

RECALL DETAILS

RECALL LOCATIONS

### Recall Details

Offer No. \* 42546 Award No. \* 42555 Recall No. \* 7237 Recall Start Date \* 09-09-2021 Recall End Date \* 09-16-2021

Status \* COMPLETE 16 Qty Recall Type \*  Partial  Full Releasing Shipper \* Midwest Shipping Inc. Replacement Shipper \*

Recall Start Time \* 9:00AM

### Recall Locations

Location Prop *	Associated Group	Location Name	Dir Flow	Award Qty-Loc	Recall Qty-Loc *	
CHYPL		SOUTH RATTLESNAKE CREEK - CHEYEN...	RECEIPT	1,000	200	
09236		DOGWOOD POWER PLANT - DOGWOOD ...	DELIVERY	1,000	200	
					Recall Qty-Loc	
					Total Receipt	200
					Total Delivery	200

V1.16.0

15. Once the Recall is submitted through the Wizard, the **Manage Recalls > Details > Recall Info** screen is displayed which shows **Recall Details** and **Recall Locations**.

16. Only recalls in **“Incomplete”** status may be updated or deleted. You cannot delete or update recalls that have been submitted and are in **“Complete”** status.

**i** To **delete** an incomplete Recall, click the **Options** menu  in the **Top Right** of the screen and select **Delete**.

# Create New Recall – Skipping Part of the Wizard, cont.

The **Create New Recall** process can be skipped for **Partial Recalls only**. To do this, follow one of these steps.



CREATE NEW RECALL

Recall Details

Offer No. 42546 Award No. 42555

Releasing Contract 67365 Releasing Shipper Midwest Shipping Inc. Replacement Contract 67379 Replacement Shipper

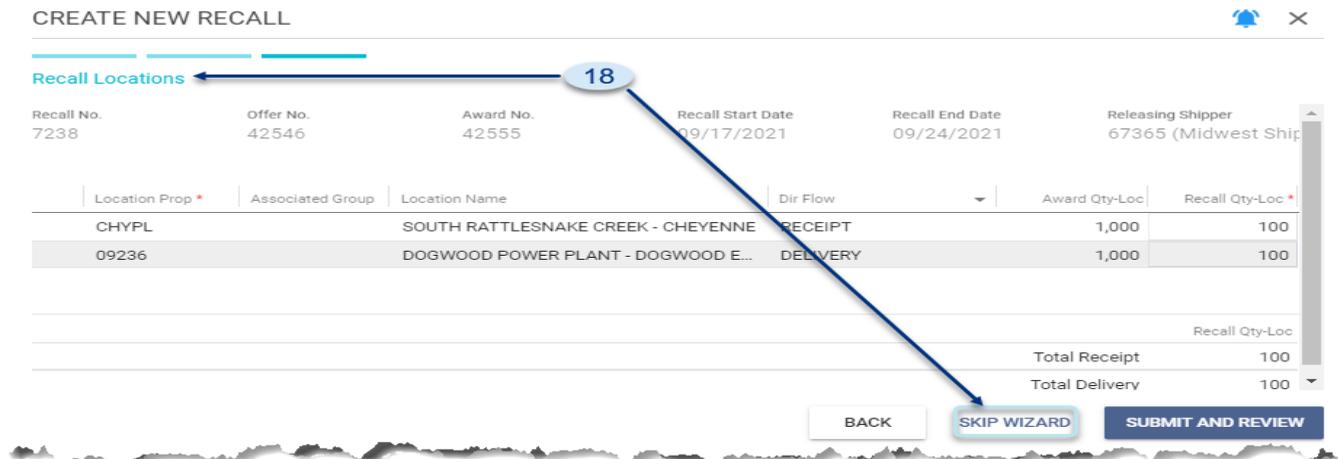
Recall Start Date 09-17-2021 Recall End Date 09-24-2021 Recall Start Time 9:00AM Qty Recall Type  Partial  Full

SUBMIT AND SKIP WIZARD BACK SUBMIT AND CONTINUE

17. To click the **“Submit and Skip Wizard”** button: Repeat steps 1-7 listed above under **“Create New Recall – Using Wizard”**, then click the **“Submit and Skip Wizard”** button on the **Wizard’s Recall Details** screen.

- OR -

18. To click the **“Skip Wizard”** button: Repeat steps 1-12 listed above under **“Create New Recall – Using Wizard”**, then click the **“Skip Wizard”** button on the **Wizard’s Recall Locations** screen.



CREATE NEW RECALL

Recall Locations

Recall No. 7238 Offer No. 42546 Award No. 42555 Recall Start Date 09/17/2021 Recall End Date 09/24/2021 Releasing Shipper 67365 (Midwest Ship

Location Prop *	Associated Group	Location Name	Dir Flow	Award Qty-Loc	Recall Qty-Loc *
CHYPL		SOUTH RATTLESNAKE CREEK - CHEYENNE	RECEIPT	1,000	100
09236		DOGWOOD POWER PLANT - DOGWOOD E...	DELIVERY	1,000	100

Recall Qty-Loc

Total Receipt 100

Total Delivery 100

BACK SKIP WIZARD SUBMIT AND REVIEW

Both will navigate you to the **Manage Recalls > Details > Recall Info** screen to finish entering the **Recall Details** and **Recall Locations** information.