Capacity Release: System Overview

Training Document

12/2/2015

Table of Contents

Accessing Capacity Release
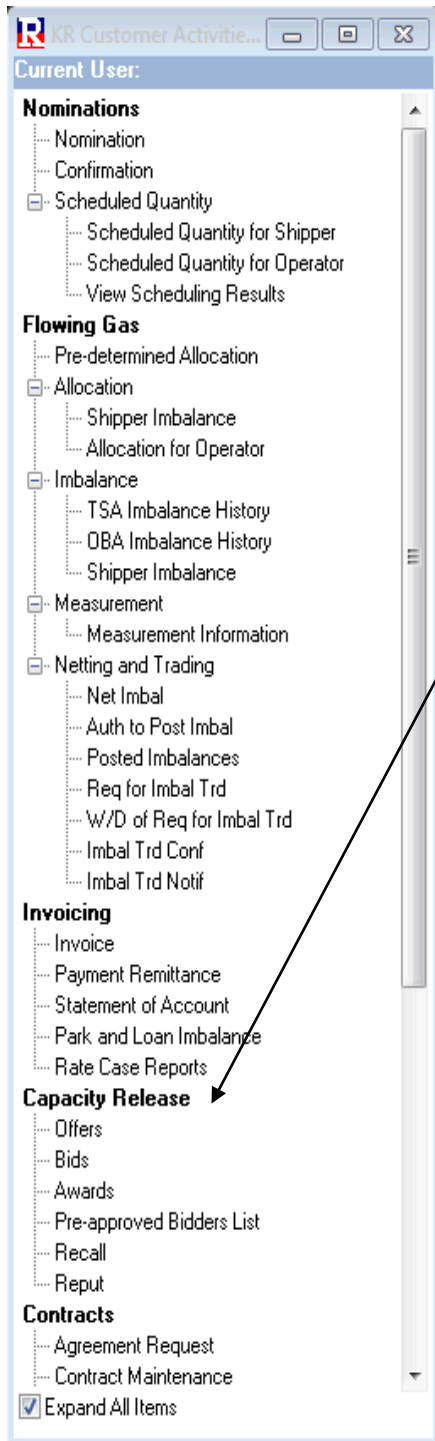
Access the capacity release system via the Customer Activities Window.
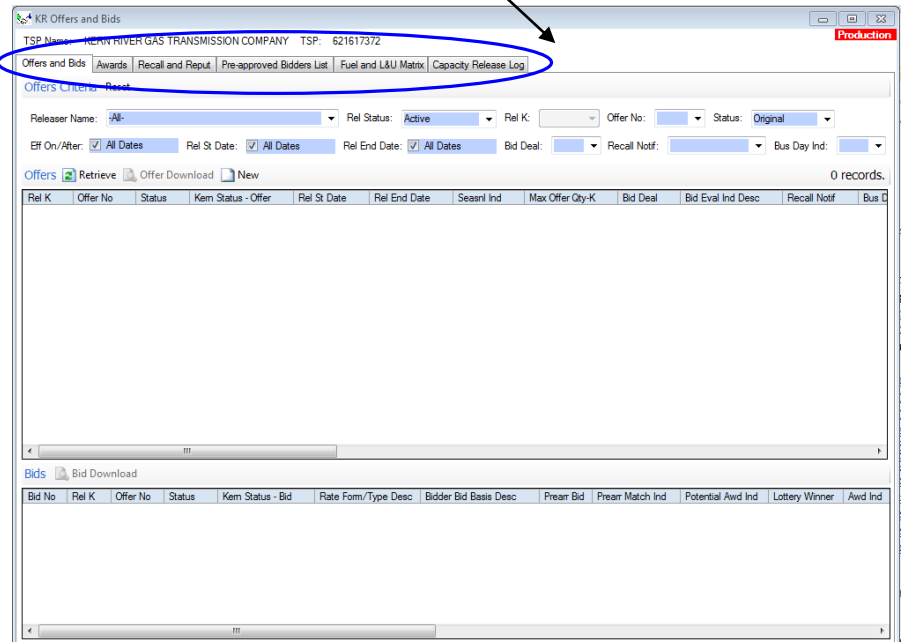
Each sub menu located on the customer activities window under Capacity Release opens the appropriate tab within the capacity release system thereafter providing access to all other tabs within the window.

Offers and Bids Tab

1- Reporting tool for Offers
- <u>Active</u> – Includes all approved offers posted for bid and your individual offers that have been transmitted to Kern River for review and approval for posting.
- <u>Inactive</u> – Includes all approved offers that have been awarded, withdrawn, disapproved or received no valid bids.
- <u>Draft</u> – Includes incomplete offers that have been saved in a draft status waiting to be transmitted. Offers in this status can be updated as needed without having to withdraw the offer.
- <u>All</u> – Includes all offers in an active, inactive and draft Rel Status.

2- Create New Offers by selecting New or Copy in the upper window.

3- Create New Bids by selecting New in the lower window.

4- Withdraw an Offer by selecting Withdraw Offer in the upper window.

5- Withdraw a Bid by selecting Withdraw Bid in the lower window.

6- Match Bid by highlighting the appropriate bid and selecting Match in bottom window.

7- View Offer Summaries by highlighting the appropriate offer and selecting Offer Download or double-clicking on the highlighted row.

8- View Bid Summaries by highlighting the appropriate offer and selecting Offer Download or double-clicking on the highlighted row.

Awards Tab

1- Reporting tool for awarded capacity release transactions.
2- Awards Tab criteria defaults to All, returning all awarded capacity release transactions upon selection of the ⟳ Retrieve button. Results can be narrowed down by selecting filters.
3- Top portion of window displays awarded release transactions.
4- When an individual award is highlighted, the details of that release are displayed in the lower portion of the window.
5- To view the Award Download highlight the desired row, select the 🔍 Award Download button or double click the highlighted row. The summary of the award can then be viewed, printed and/or exported.

Recall and Reput Tab

1- The Recall /Reput tab contains three sub-tabs
   a. Recall/Reput Capacity- Upper window returns all releases that contain recall terms and are available for recall. The lower window returns all releases that contain reput terms and are available for reput. Requesting a recall or reput is performed in this window.
      i. By highlighting a desired row and selecting View or double-clicking, the capacity Offer and Awarded bid will be displayed to be viewed, printed or exported.
   b. Approve Reput Request- Reput approvals are performed in this window.
   c. Recalled Capacity- A list containing all recalled capacities and details.

Pre-approved Bidders List Tab

1- The Pre-approved Bidders List displays all credit approved Business Parties.
2- Business Parties can be added to the pre-approved bidders list by contacting Kern River and requesting a credit evaluation by Kern River's Credit Manager.
3- Each Business Party, once highlighted, will display Contact Names and associated Contact details for each person.

Fuel and L&U Matrix Tab

1- The Fuel and L&U Matrix within the Capacity Release system has a different look and feel as the Matrix on the Customer Activities Menu; however, it contains the same functionality and data. This is due to capacity release being written in a different technology.

Capacity Release Log Tab

1- Upon Retrieve, all awarded capacity releases will be displayed.
2- This Capacity Release Log can be exported into a CSV file for individual customization.
3- A separate link has been added under Support on Customer Activities Menu for easy access.