

Welcome!

To the ETS – Metis Bid Request Online Training Course

This module will describe the procedure for a **Metis Bid Request** and how to upload the Metis supporting documentation.

Revisions

Date	Revisions Type	Page Number
July 17, 2013	Initial Creation	All
April 2020	Updates to Headings and Links	All
December 2020	Update the ETS login page	Various

Introduction

In this module, you will learn how to:

- Create a Bid Request
- Add Parcels into your Bid Request
- Calculate Bid amounts by Bonus or by Price per Hectare
- Submit Metis Supporting Documentation
- Submit a Bid Request
- Assign Roles



Login to ETS



Electronic Transfer System



User Name:

Password:

1. Login to ETS with your user name and password

Save my user name

Login

[Forgot Password/Reset Password](#)

2. Expand Bid Request

3. Select Public Offering

Bid Request

[Bidding Rules](#)

Request Detail | **Parcel** | **Roles**

Comment:

Sale Date: 2013/07/17 YYYY/MM/DD

Status: Work in Progress

Create Bid By:

SALES

Contact Phone (Optional): (999) 999-9999

[Surface Access Restrictions should be checked before making a bid.](#)

Save Close

Bid Request Screen - Tabs

- a. **Request Detail** - this screen contains the information required for you to begin preparing your bid
- b. **Parcel** – this screen displays the available parcels that you can bid on for a selected sale date. This screen can be populated using the Query by Map function, or Load from File function
- c. **Roles** – this screen allows you to identify who the viewers and submitters are for the Bids.



Use the **Current Department Time** link to validate the time. Bids will be closed according to this clock on Sale Days.



Use the **Bidding Rules** link to review current bidding rules.



The next available sale date is displayed. Use the drop-down arrow to change the Sale Date. You must create separate Bid Requests for each sale.

Bid Request

[Current Department Time](#)
[Bidding Rules](#)

Request Detail
Parcel
Roles

Comment:

Sale Date: ▼ YYYY/MM/DD

Status: Work in Progress

Calculate Bid By: ▼ *

Created By:

Client Name (Bid Payor): ▼ *

Contact: ▼

Contact Phone (Optional): (999) 999-9999

[Surface Access Restrictions should be checked before making a bid.](#)

Save
Close

Request Detail Tab

- **Comment:** Enter Comments
- **Sale Date** - The Default Sale Date is the next available sale. There are commonly 3 or 4 sale dates to select from in the drop down menu. Both PNG and OS Sales are held on the same sale dates. Ensure that you have selected the correct sale date prior to preparing your bids.
- **Status** - The initial status of the request is Work In Progress.
- **Calculate Bid by** - You can choose to calculate your bid by BONUS or PRICE PER HECTARE. This field is mandatory.
- **Created By** - is defaulted to the user who is logged in. Only the individual with a Coordinator role can use the drop-down arrow to select a different CREATOR.
- The **Client Name** or **Bid Payor** - is the company that will be debited for the total amount of all of the successful bids. You **MUST** be set up with an Electronic Funds Transfer account by the Sales area. If you do not want to be debited for all of your successful bids, you must submit separate Bid Request identifying the new Payor for those parcels you are not paying for. This field is mandatory.
- **Contact** - Use the drop-down arrow to select the Contact person or keep the default. This is the person Alberta Energy contacts with any emails or phone calls. To pick another person as the contact, you must add this person to the bid request as a Viewer first.

The **Request Detail** screen allows you to add or change information on the bid request.

The screenshot shows the 'Request Detail' tab of the 'Bid Request' system. The form contains the following fields:

- Comment:** Metis
- Sale Date:** 2013/07/31 (dropdown menu)
- Status:** Work in Progress
- Calculate Bid By:** Price/Ha (dropdown menu)
- Created By:** EA0598_SALES
- Client Name (Bid Payor):** 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD. (dropdown menu)
- Contact:** Elaine Cairns - (780) 415-2084 (dropdown menu)
- Contact Phone (Optional):** (empty field)

Callout 1: "1. Enter Comments, Select Sale Date, and choose Calculate Bid by method" points to the Comment, Sale Date, and Calculate Bid By fields.

Callout 2: "2. Select Client Name (Bid Payor)" points to the Client Name (Bid Payor) dropdown menu.

At the bottom of the screen, there are links for [Feedback](#) and [Help](#), and a copyright notice: Copyright © 1999 Government of Alberta.



You cannot save a request until you choose at least one parcel

Parcel Tab

Bid Request

[Current Department T](#) Click on the **Parcel** Tab [Bidding Rules](#)

Request Detail**Parcel****Roles**

Comment:

Sale Date: ▼ YYYY/MM/DD

Status: Work in Progress

Calculate Bid By: ▼ *

Created By:

Client Name (Bid Payor): ▼ *

Contact: ▼

Contact Phone (Optional): (999) 999-9999

Surface Access Restrictions should be checked before making a bid.

◀SaveClose▶

Or Click on **right arrow** to go to **Parcels** Screen

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Clicking on the right arrow will take you to the next tab or, you can click on the **PARCEL** tab at top

Bid by Bonus or Price Per Hectare

The Bidding system will assist you in calculating your bid amount. You can choose to calculate your bid by BONUS or PRICE PER HECTARE.

If you choose to **Calculate by Bonus**, the system will enter your specified Bonus value against each Parcel selected, and will calculate the Price per Hectare for each of the Parcels selected, dividing the Bonus by the Parcel hectares.

If you choose to **Calculate by Price per Hectare**, the system will automatically calculate the Bonus amount for all of the Parcels selected, using the value you insert times the Parcel hectares.

Refer to Submit Request page of this training module to view the ***More Information - Bid by Bonus.***

Refer to Query by Map training module to view the ***More Information - Bid by Price Per Hectare.***

Parcel Tab – add Parcel

The **Parcel** screen allows you to add/delete parcels and to enter corresponding client information. There are 2 methods of manually adding Parcel to your Bid Request.

- Method 1 - Select Parcel**
- Method 2 - Load from File**

Clicking on the **Add Parcel** button will display the Add Parcel Screen.

[View Add Parcel Screen](#)

Bid Request

[Current Department Time](#)
[Bidding Rules](#)

Request Detail

Parcel

Roles

Parcel	Ha	Price/Ha	Bonus	Fee	Rent	Bid Amount	Delete
<p>Please use the Add Parcel button to add the parcels for this Bid Request.</p> <div style="margin: 10px auto; border: 2px solid #ffff00; padding: 5px 15px; background-color: #ffff00; border-radius: 5px;">Add Parcel</div>							

[Surface Access Restrictions should be checked before making a bid.](#)

◀
Save
Close
▶

[Feedback](#) [Help](#) Copyright © 1999 Government of Alberta

Add Parcel

Using the **Select Parcel** method will load all of the parcels available for the Sale you selected. The parcels will be displayed in numerical sequence and will include parcels beginning with “A” (PNG Leases), followed by “B” (PNG Licences), “L” (OS Leases) and the “P” (OS Permits).

- **Default Bonus** - Based on the calculation type selected on the Request Detail screen, this button will be Default Bonus or Default Price/Ha.
- **Apply Default Value** - After you enter your Bonus or Price/Ha value, clicking the Apply Default Value button will populate all the parcels selected with the specified Bonus amount or Price/Ha you entered. You can amend the Bonus amount or Price/Ha for individual parcels.
- **Check All** - Clicking on this box will select ALL the parcels in the sale.
- **Parcel** - Parcel number as it appears in the Public Offering Notice. Clicking on the Parcel column header will sort it in ascending/descending order.
- **HA.** - Number of hectares in the parcel
- **Price/Ha** - You must enter the money value you are bidding per hectare (\$ x ha = Bonus) for each parcel you selected.

Sale Date : Nov 06, 2013 [Bidding Rules](#)

Options:

Load From File: _____

Select Parcel

Default Bonus: _____

A 'Yes' is displayed wherever Metis Parcel is found

All	Parcel	Ha	Price/Ha	Bonus	Mineral Type	Agreement Type	Metis
<input type="checkbox"/>	A0003	1,280.0000			PNG	LEASE	Yes
<input type="checkbox"/>	A0004	512.0000			PNG	LEASE	Yes
<input type="checkbox"/>	A0005	1,024.0000			PNG	LEASE	Yes
<input type="checkbox"/>	A0006	2,048.0000			PNG	LEASE	No
<input type="checkbox"/>	A0007	1,280.0000			PNG	LEASE	Yes
<input type="checkbox"/>	A0008	1,024.0000			PNG	LEASE	Yes
<input type="checkbox"/>	A0009	768.0000			PNG	LEASE	Yes
<input type="checkbox"/>	A0010	512.0000			PNG	LEASE	Yes
<input type="checkbox"/>	A0011	768.0000			PNG	LEASE	Yes
<input type="checkbox"/>	A0012	768.0000			PNG	LEASE	No
<input type="checkbox"/>	A0013	1,536.0000			PNG	LEASE	No
<input type="checkbox"/>	A0014	768.0000			PNG	LEASE	No

20 Parcel(s) found

Continued.....

Select Parcels to Bid

1. Click the checkbox(s) to select the parcels to bid

2. Select "Default Client Name"

3. Click OK

Sale Date : Nov 06, 2013 [Bidding Rules](#)

Options:

Load From File:

Select Parcel

Default Bonus:

All	Parcel	Ha	Price/Ha	Bonus	Mineral Type	Agreement Type	Metis
<input checked="" type="checkbox"/>	A0003	1,280.0000			PNG	LEASE	Yes
<input checked="" type="checkbox"/>	A0004	512.0000			PNG	LEASE	Yes
<input checked="" type="checkbox"/>	A0005	1,024.0000			PNG	LEASE	Yes
<input type="checkbox"/>	A0006	2,048.0000			PNG	LEASE	No
<input checked="" type="checkbox"/>	A0007	1,280.0000			PNG	LEASE	Yes
<input checked="" type="checkbox"/>	A0008	1,024.0000			PNG	LEASE	Yes
<input checked="" type="checkbox"/>	A0009	768.0000			PNG	LEASE	Yes
<input checked="" type="checkbox"/>	A0010	512.0000			PNG	LEASE	Yes
<input checked="" type="checkbox"/>	A0011	768.0000			PNG	LEASE	Yes
<input type="checkbox"/>	A0012	768.0000			PNG	LEASE	No
<input type="checkbox"/>	A0013	1,536.0000			PNG	LEASE	No
<input type="checkbox"/>	A0014	768.0000			PNG	LEASE	No

20 Parcel(s) found

Lessee - (This is public information)	Percent
<input type="button" value="Delete"/> 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD.	100.0000000

Designated Representative:
Designated Representative is public information.

Confidential Rental Payor:
The Confidential Rental Payor can be changed.

Parcel Details

Bid Request

[Current Department Time](#)

[Bidding Rules](#)

Request Detail		Parcel		Roles			
Parcel	Ha	Price/Ha	Bonus	Fee	Rent	Bid Amount	Delete
+ A0003	1,280.0000	7.81	10,000.00	625	4,480.00	15,105.00	<input type="checkbox"/>
+ A0004	512.0000	49.22	25,200.00	625	1,792.00	27,617.00	<input type="checkbox"/>
+ A0005	1,024.0000	13.67	14,000.00	625	3,584.00	18,209.00	<input type="checkbox"/>
+ A0007	1,280.0000	19.53	25,000.00	625	4,480.00	30,105.00	<input type="checkbox"/>
+ A0008	1,024.0000	9.77	10,000.00	625	3,584.00	14,209.00	<input type="checkbox"/>
+ A0009	768.0000	14.32	11,000.00	625	2,688.00	14,313.00	<input type="checkbox"/>
+ A0010	512.0000	23.44	12,000.00	625	1,792.00	14,417.00	<input type="checkbox"/>
+ A0011	768.0000	11.72	9,000.00	625	2,688.00	12,313.00	<input type="checkbox"/>

Total Bid : \$ 146,288.00 (CAD)
One hundred forty six thousand two hundred eighty eight dollars

Please save this Bid Request before choosing Copy Parcel.

Expand by clicking on '+' signs to show details of the parcel(s)

[Surface Access Restrictions should be checked before making a bid.](#)

Metis Supporting Documentation

- Metis Supporting Documents are required to complete Bid Request
- Click on Browse and once the file is located in your system, click on Add

Bid Request

[Current Department Time](#) [Bidding Rules](#)

Request Detail
Parcel
Roles

Parcel	Ha	Price/Ha	Bonus	Fee	Rent	Bid Amount	Delete
- A0003	1,280.0000	7.81	10,000.00	625	4,480.00	15,105.00	<input type="checkbox"/>
PNG LEASE Metis: Yes							
Lessee						Percent	
Delete 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD.						100.0000000	
Add Lessee							
Designated Representative: 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD. ...							
Confidential Rental Payor: 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD.							
Land and Rights							
4-02-057 1-5							
PETROLEUM AND NATURAL GAS							
Metis Documents							
Supporting Documentation:						Browse...	Add
+ A0004	512.0000	49.22	25,200.00	625	1,792.00	27,617.00	<input type="checkbox"/>
+ A0005	1,024.0000	13.67	14,000.00	625	3,584.00	18,209.00	<input type="checkbox"/>
+ A0007	1,280.0000	19.53	25,000.00	625	4,480.00	30,105.00	<input type="checkbox"/>
+ A0008	1,024.0000	9.77	10,000.00	625	3,584.00	14,209.00	<input type="checkbox"/>
+ A0009	768.0000	14.32	11,000.00	625	2,688.00	14,313.00	<input type="checkbox"/>
+ A0010	512.0000	23.44	12,000.00	625	1,792.00	14,417.00	<input type="checkbox"/>
+ A0011	768.0000	11.72	9,000.00	625	2,688.00	12,313.00	<input type="checkbox"/>

Total Bid : \$ 146,288.00 (CAD)
One hundred forty six thousand two hundred eighty eight dollars

Re-Calculate

Add Parcel Copy Parcel Delete Selected Parcel(s)

Please save this Bid Request before choosing Copy Parcel.

Surface Access Restrictions should be checked before making a bid.

Save Close

1. Click on **Browse**

2. Click on **Add**

Metis Supporting Documentation

Bid Request

[Current Department Time](#) [Bidding Rules](#)

Request Detail
Parcel
Roles

Parcel	Ha	Price/Ha	Bonus	Fee	Rent	Bid Amount	Delete
- A0003	1,280.0000	7.81	10,000.00	625	4,480.00	15,105.00	<input type="checkbox"/>
PNG LEASE Metis: Yes							
Lessee						Percent	
Delete 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD.						100.0000000	
Add Lessee							
Designated Representative: 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD. ...							
Confidential Rental Payor: 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD. ...							
Land and Rights							
4-02-057 1-5							
PETROLEUM AND NATURAL GAS							
Metis Documents							
R0_A0003.MetisDocument.pdf							Delete
Supporting Documentation: <input type="text"/>							Browse... Add
+ A0004	512.0000	49.22	25,200.00	625	1,792.00	27,617.00	<input type="checkbox"/>
+ A0005	1,024.0000	13.67	14,000.00	625	3,584.00	18,209.00	<input type="checkbox"/>
+ A0007	1,280.0000	19.53	25,000.00	625	4,480.00	30,105.00	<input type="checkbox"/>
+ A0008	1,024.0000	9.77	10,000.00	625	3,584.00	14,209.00	<input type="checkbox"/>
+ A0009	768.0000	14.32	11,000.00	625	2,688.00	14,313.00	<input type="checkbox"/>
+ A0010	512.0000	23.44	12,000.00	625	1,792.00	14,417.00	<input type="checkbox"/>
+ A0011	768.0000	11.72	9,000.00	625	2,688.00	12,313.00	<input type="checkbox"/>

Total Bid : \$ 146,288.00 (CAD)
One hundred forty six thousand two hundred eighty eight dollars

Re-Calculate

Please save this Bid Request before choosing Copy Parcel.

[Surface Access Restrictions should be checked before making a bid.](#)

The PDF Document is Displayed

Attach Metis Supporting Documents

- Follow the same steps explained in page 12 to expand the parcels

All the required parcels are expanded with a '-' sign and the Metis documentation can be attached using **Browse** and **Add** buttons

Bid Request 330823

[Current Department Time](#) [Bidding Rules](#)
[Original Bid Request](#)

Request Detail Parcel Roles

Parcel	Ha	Price/Ha	Bonus	Fee	Rent	Bid Amount	Delc
- A0003	1,280.0000	7.81	10,000.00	625	4,480.00	15,105.00	<input type="checkbox"/>
PNG LEASE Metis: Yes							
Lessee						Percent	
Delete 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD.						100.0000000	
Add Lessee							
Designated Representative: 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD. ...							
Confidential Rental Payor: 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD. ...							
Land and Rights							
4-02-057 1-5							
PETROLEUM AND NATURAL GAS							
Metis Documents							
R330823.A0003.MetisDocument.pdf						Delete	
Supporting Documentation: Browse Add							
- A0004	512.0000	49.22	25,200.00	625	1,792.00	27,617.00	<input type="checkbox"/>
PNG LEASE Metis: Yes							
Lessee						Percent	
Delete 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD.						100.0000000	
Add Lessee							
Designated Representative: 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD. ...							
Confidential Rental Payor: 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD. ...							
Land and Rights							
4-13-062 18;19							
PETROLEUM AND NATURAL GAS							
Metis Documents							
R330823.A0004.MetisDocument.pdf						Delete	
Supporting Documentation: Browse Add							
- A0005	1,024.0000	13.67	14,000.00	625	3,584.00	18,209.00	<input type="checkbox"/>
PNG LEASE Metis: Yes							
Lessee						Percent	
Delete 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD.						100.0000000	
Add Lessee							
Designated Representative: 801-4453 001 A. J. BLASHYN & ASSOCIATES LTD. ...							

Saving Parcels for Bid

Bid Request 330823

[Current Department Time](#)
[Original Bid Request](#)

[Bidding Rules](#)

Request Detail		Parcel		Roles			
Parcel	Ha	Price/Ha	Bonus	Fee	Rent	Bid Amount	Delete
+ A0003	1,280.0000	7.81	10,000.00	625	4,480.00	15,105.00	<input type="checkbox"/>
+ A0004	512.0000	49.22	25,200.00	625	1,792.00	27,617.00	<input type="checkbox"/>
+ A0005	1,024.0000	13.67	14,000.00	625	3,584.00	18,209.00	<input type="checkbox"/>
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+ A0008	1,024.0000	9.77	10,000.00	625	3,584.00	14,209.00	<input type="checkbox"/>
+ A0009	768.0000	14.32	11,000.00	625	2,688.00	14,313.00	<input type="checkbox"/>
+ A0010	512.0000	23.44	12,000.00	625	1,792.00	14,417.00	<input type="checkbox"/>
+ A0011	768.0000	11.72	9,000.00	625	2,688.00	12,313.00	<input type="checkbox"/>

Total Bid : \$ 146,288.00 (CAD)
One hundred forty six thousand two hundred eighty eight dollars

Re-Calculate

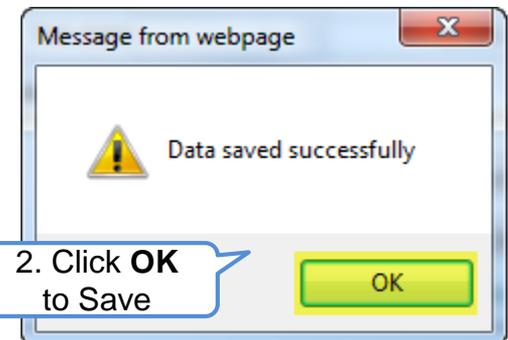
Add Parcel Copy Parcel Delete Selected Parcel(s)

Please save this Bid Request before choosing Copy Parcel.

[Surface Access Restrictions should be checked before making a bid.](#)

Submit Delete **Save** Close

1. Click **Save**



Add Roles

Bid Request 330823

[Current Department Time](#)
[Original Bid Request](#)

[Bidding Rules](#)

Request Detail | **Parcel** | **Roles**

Viewers
[Dropdown] [Add]

Submitters
[Dropdown] [Add]

Access Restrictions should be checked before making a bid

[Submit] [Delete] [Save] [Close]

2. Click **Add**

1. Click dropdown arrows to select the roles

Bid Request 330823

[Current Department Time](#)
[Original Bid Request](#)

[Bidding Rules](#)

Request Detail | **Parcel** | **Roles**

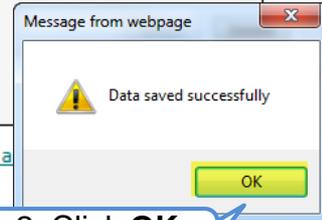
Viewers
EA0598_SALES [Delete] [Add]

Submitters
EA0598 [Delete] [Add]

Surface Access Restrictions should be checked before making a bid

[Submit] [Delete] [Save] [Close]

Roles Added



1. Click **Save**

2. Click **OK** to Save

Add Roles

Bid Request 330823

[Current Department Time](#)
[Original Bid Request](#)

[Bidding Rules](#)

Request Detail	Parcel	Roles
Viewers		
EA0598_SALES		Delete
<input type="text"/>		Add
Submitters		
EA0598_SALES		Delete
<input type="text"/>		Add

[Surface Access Restrictions should be checked before making a bid.](#)

1. Click
Submit

Submit

Delete

Save

Close

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Message from webpage



Are you sure you want to submit this Bid Request?

2. Click **OK**
to Confirm

OK

Cancel

Bid Request Submitted

Bid Request 330823

[Current Department Time](#)
[Original Bid Request](#)

[Bidding Rules](#)

[Surface Access Restrictions should be checked before making a bid.](#)

Request submitted successfully to Department

**Request submitted
successfully
message appears**

Total Number of Parcels : 8

Total Bid Amount : \$ 146,288.00 (CAD)

One hundred forty six thousand two hundred eighty eight dollars

OK

[Feedback](#) [Help](#) Copyright © 1999 Government of Alberta

Status - Submitted

Bid Request 330823

[Current Department Time](#)
[Original Bid Request](#)

[Bidding Rules](#)

Request Detail	Parcel	Roles
Comment:	Metis	
Sale Date:	Nov 06, 2013	
Status:	Submitted	
Calculate Bid By:	Bonus *	
Created By:	EA0598_SALES	
Client Name (Bid Payor):	801-4453 001 A. J. BLASHYN & ASSOCIATES LTD. *	
Contact:	Elaine Cairns - (780) 415-2084	
Contact Phone (Optional):		(999) 999-9999

Once your bid is successfully submitted the Status changes to **Submitted**

[Surface Access Restrictions should be checked before making a bid.](#)

[Withdraw and Edit](#) [Delete](#) [Save](#) [Close](#)

Resources

[ETS Support and Online Learning](#) provides access to relevant guides, course and other information

If you have questions, please contact

For PNG: Bidding.energy@gov.ab.ca or the Sales Helpdesk at (780)644-2300 or
for Oil Sands: OSTenure@gov.ab.ca

Congratulations!

**You have completed the ETS – Metis Bid Request
Online Training Course**

Please proceed to the subsequent modules detailing other functionality of the Bidding application. For additional information on Bidding, see the module, Initiate Bid Request.

If you have any comments or questions on this training module, please forward them to the following email address:

Bidding.Energy@gov.ab.ca

