

# Welcome!

## To the ETS – Bidding Overview Online Training Course

E-Bidding is mandatory for the submission of bids for Petroleum and Natural Gas (PNG) leases and licences and for Oil Sands (OS) permits and leases. Bid requests must be submitted using Alberta Energy's Electronic Transfer System (ETS).

The Bidding training modules have been developed to teach you how to create and submit a bid for parcels posted in the Alberta Energy PNG and OS Public Offerings.

## Revisions

Date	Revisions Type	Page Number
August 31, 2012	Conversion	All
April 2020	Updated	All
December 2020	Update the ETS login page	various

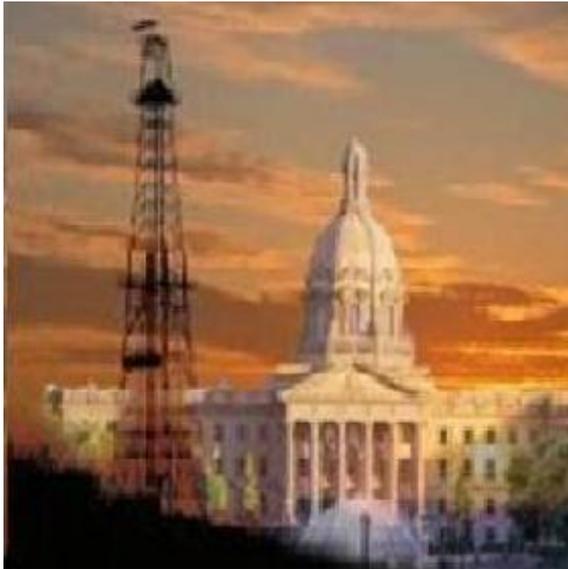


### In this module, you will learn about:

- Overview of Bidding
- Bidding Lifecycle
- Bidding Roles
- Account Preferences
- Bid Request Preferences

We recommend that you view the common training module before proceeding to the other Bidding training modules:

ETS Account Setup and Preferences (For Site Administrators)



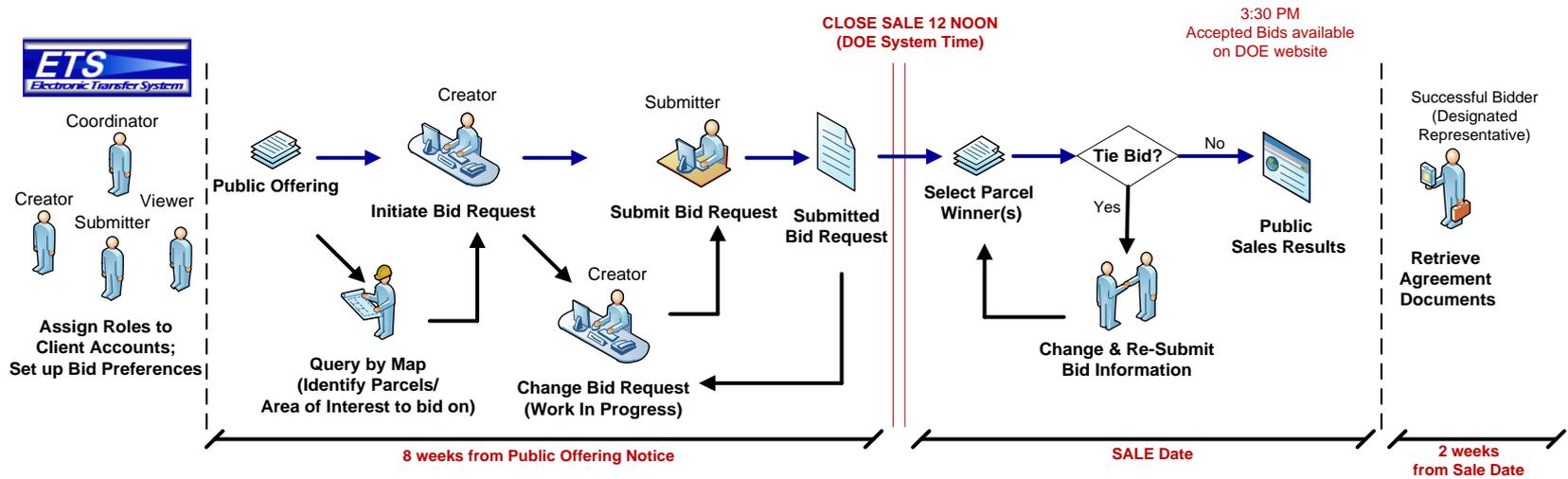
Creating bid requests can be done by using the Bid Request screen or, by using a map interface screen to select your parcels.

Bidding Rules are published on the inside cover of each Public Offering Notice and can be viewed at:

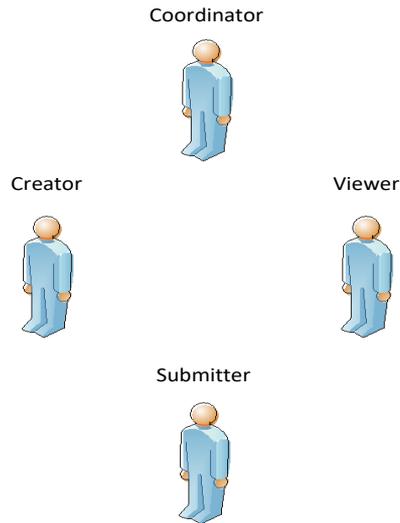
<https://content.energy.alberta.ca/Tenure/1314.asp>

You should be familiar with these rules before beginning the bid process.

# Bidding Lifecycle



## Roles



An individual within the company can access the Bidding functionality in ETS if he/she has a Client Account created and is assigned a Bidding Role by the company's Site Administrator. These are the roles for Bidding:

**Coordinator** - The client can see all Bid Requests within their company and re-assign requests as necessary unless limited by a certain group assigned by the Site Administrator.

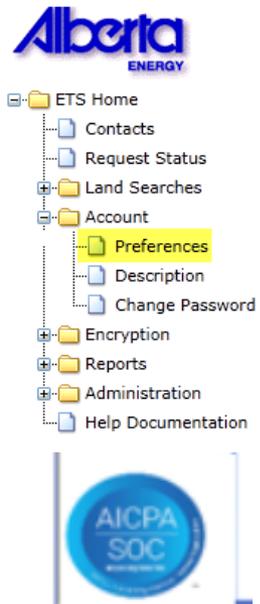
**Creator** - The client can create Bid Requests in the system.

**Submitter** - The client can submit Bid Requests to the Department.

**Viewer** - The client can only view Bid Requests that have been assigned to him/her.

Please review course: ETS Account Setup and Preferences (For Site Administrators)

## Account Preferences



### Account Preferences

**Account level preferences:**

Delete requests after  Days (Request Status only)

Difference between StartDate and EndDate  Days

Default Comment:

[Land Search Preferences](#)

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Delete requests after X Days allows you to set the number of days (maximum 90 days) that your requests will remain on ETS before Alberta Energy deletes them.

Difference between Start Date and End Date X Days allows you to set the range of days (maximum 90 days) you can see results displayed on the Request Status screen and the Work in Progress screen.

Default Comment allows you to enter text that will be displayed in the comment box in the Bid Request screen. This comment will assist you in identifying the request.

**Tip:** If you remove the Start Date from the Request Status or Work in Progress screen you will see all the available information on the screen.

## Bid Request Preferences

[More Information](#)  
(Page 9 to 13)

Bid Request Preferences

Viewers
Add Viewer

Submitters
Add Submitter

Bid Requests will be deleted seven days from sale date

Update
Reset

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Under Viewers, you can select users to view your bid requests. You can add as many viewers as you want by using the Add Viewer button and selecting their account name from the drop down list.

Under Submitters, you can select users to submit your bid requests. If you have a creator/submitter role, adding yourself in this screen by selecting your account name from the drop down list will allow you to submit each bid request you create. If you do not do this, you will need to select a submitter every time you create a bid request.

# 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](mailto:Bidding.Energy@gov.ab.ca) or the Sales Helpdesk at (780)644-2300 or  
for Oil Sands: [OSTenure@gov.ab.ca](mailto:OSTenure@gov.ab.ca)

# *Congratulations!*

**You have completed the ETS – Bidding Overview  
Online Training Course**

Please proceed to the subsequent modules detailing other  
functionality of the Bidding application.

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

[Bidding.Energy@gov.ab.ca](mailto:Bidding.Energy@gov.ab.ca)

