

# Welcome!

## To the ETS – Change Bid Request Online Training Course

Accessing the **Work in Progress** folder allows you to review, edit or withdraw and track bid request(s).

## Revisions

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

## Introduction



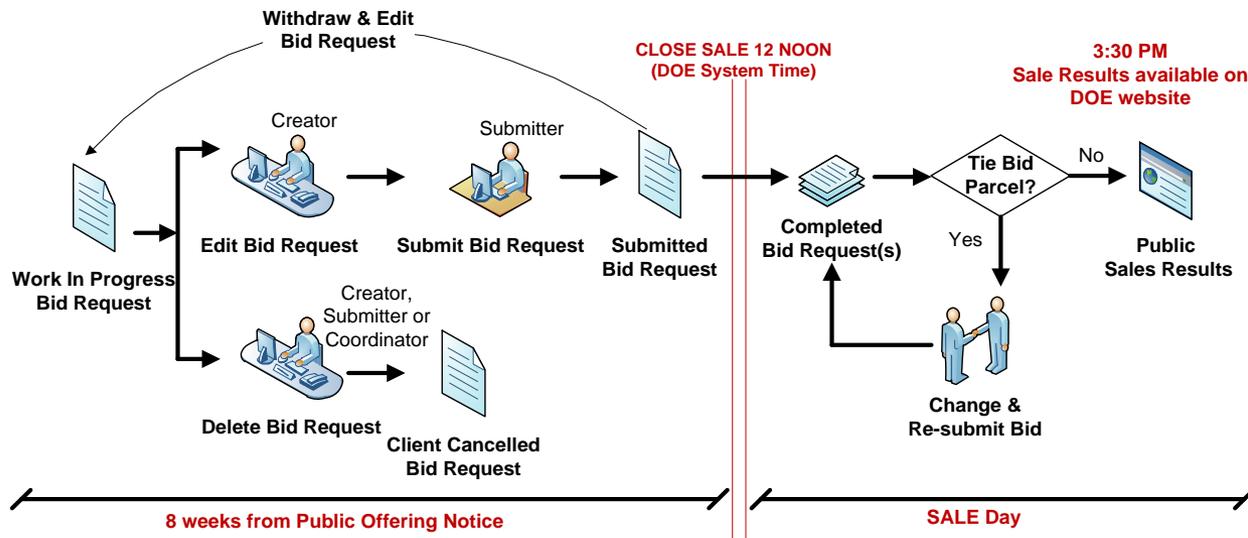
### In this module, you will learn how to:

- Retrieve Bid Request
- Delete Bid Request
- Withdraw and Edit Bid Request
- Change and Re-Submit Bid for a Tie Bid
- View Bid Reports

## Bid Request Status

Work In Progress

Tie Bid



**Work In Progress** status is assigned when you save a new request.

**Submitted** status is assigned when you submit the request.

**Client Cancelled** status is assigned when you cancel the request by using the Delete function and the Sale is NOT closed.

**Completed** status is assigned when the Sale is CLOSED.

[More Information  
\(Pages 6 to 9\)](#)

## Retrieve Bid Request

**Work in Progress**

Type: Bid Request Request Number:

Start Date: 2008/07/16 End Date: 2008/07/21

Status:

Account:

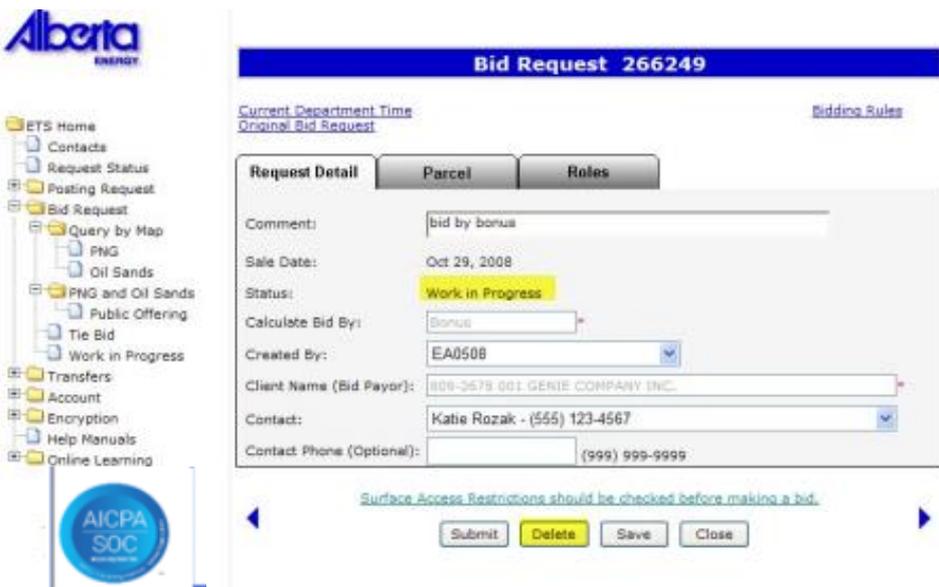
Search Results

#	Comment	Status	Files	Sale Date YYYY/MM/DD	Last Updated YYYY/MM/DD	Creator
<a href="#">266249</a>	bid by bonus	Submitted	Sum: Pdf Detail: PdfXmlCsv TieBid:	2008/10/29	2008/07/21 14:19:52	EA0508

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- **Request Number** - You can enter a Bid Request number or leave blank and all bid requests created within the start date and end date will be listed.
- **Status** - You can limit your search by selecting a specific Status (i.e., Work In Progress, Submitted, Completed, Client Cancelled)
- **Account** - This option shows ONLY to accounts with Coordinator role. The drop-down arrow is used to select an ACCOUNT in order to limit search results to requests that have the selected account as a viewer, submitter, creator, or contact. Leave blank to select all accounts.
- **Find** - The Find button will execute the search based on the specified parameters. The search results are listed in descending order from the most recent updated Bid Request.

## Delete Request



**Bid Request 266249**

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

**Request Detail** | Parcel | Roles

Comment: bid by bonus

Sale Date: Oct 29, 2008

Status: **Work in Progress**

Calculate Bid By: Bonus

Created By: EA0508

Client Name (Bid Payor): 809-3678 001 GENIE COMPANY INC.

Contact: Katie Rozak - (555) 123-4567

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

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

Submit **Delete** Save Close

Only the creator of the bid request is allowed to delete the bid if the sale is not closed.

If the creator of the bid request is not available, the Coordinator can change the created by and the new creator can delete the bid.

Clicking on the **Delete** button will display a confirmation message. Upon acceptance, the system sets the status of the request to **Client Cancelled**. Once this is done, no editing or reinstatement is allowed on a cancelled bid request.

**Tip:** The DELETE button is only enabled while the request is in Work in Progress status. If the request has been submitted, you need to withdraw the request before you can delete it.

## Withdraw & Edit Request

[More Information](#)  
(Pages 12 to 19)

**Alberta ENERGY**

**Bid Request 266249**

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

Request Detail	Parcel	Roles
Comment:	bid by bonus	
Sale Date:	Oct 29, 2008	
Status:	Submitted	
Calculate Bid By:	Bonus	
Created By:	EA0508	
Client Name (Bid Payor):	809-2578 001 GERIE COMPANY INC.	
Contact:	Katie Rozak - (555) 123-4567	
Contact Phone (Optional):	(999) 999-9999	

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

**Withdraw and Edit**

After a bid is submitted to Alberta Energy, the Submit button changes to the Withdraw and Edit button. Changes can be made to a Submitted bid request by selecting the Withdraw and Edit button as long as the Sale is not closed. The status of the bid changes back to Work In Progress and the bid must be **re-submitted** to Alberta Energy prior to the close of the Sale.

Once submitted only the Created By, Contact and Contact Phone fields can be changed and saved without withdrawing the bid request.

Click on *More Information* to view how to **withdraw and edit a bid request**.

## Tie Bid

[More Information  
\(Pages 21 to 25\)](#)

**Tie Bid**

Bidding Rules

Request Number : 267513

Retrieve Bid Information

Parcel	Ha	Price/Ha	Bonus	Fee	Rent	Bid Amount
+ B0016	1,024.0000	83.01	85,000.00	625	3,584.00	89,209.00

Total Tie Bid Amount: \$ 89,209.00 (CAD)  
Eighty nine thousand two hundred nine dollars

Submit Re-Calculate Clear

If two or more companies submit the same bid value on a parcel and that value is the highest submitted bid, Alberta Energy will ask the companies to submit a new bid for the parcel. There will be a time limit given for the re-submission of the bid.

Click on *More Information* to view how to **change and re-submit a tie bid.**

## View Bid Reports

Work in Progress

Type:  Request Number:

Start Date:  End Date:

Status:

Account:

#	Comment	Status	Files	Sale Date YYYY/MM/DD	Last Updated YYYY/MM/DD	Creator
<a href="#">266249</a>	bid by bonus	Submitted	Sum: Pdf Detail: Pdf TieBid	2008/10/29	2008/07/21 14:19:52	EA0508

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You can view, save, and/or print your bid request from the Work In Progress page under Bid Request folder. In the Files column, the bid request is available in summary and detail PDF, XML and CSV file formats.

# 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 – Change Bid Request  
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)

