

Welcome!

To the ETS – Retrieve Agreement Documents Online Training Course

Alberta Energy sends the agreement documents on ETS. The following week on the Friday. An email is sent to the Designated Representative indicated on the bid request or the Direct Purchase application.

The Designated Representative is the company or person who is designated as the representative of the agreement, and will receive all correspondence and notices issued by the department for that agreement.

Note: The email sent only advises that the agreement has been made available; it will not specify the agreement number.

Revisions

Date	Revisions Type	Page Number
August 31, 2012	Initial Creation	All
April 2020	Updates to Headings and Links	All
December 2020	Update the ETS login page	Various

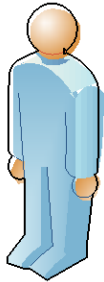
Introduction



In this module, you will learn how to:

- Assign Viewer Role for Agreement Documents Form Type
- Retrieve Agreement Documents using Request Status Screen

Viewer



The **Designated Representative** MUST have an ETS Account to retrieve the (company) Agreement Document(s) using the Request Status functionality.

An individual within the company can access the Request Status functionality in ETS if he/she has a Client Account created and assigned a Viewer Role by the company's Site Administrator.

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

Request Status Screen

[More Information
\(Pages 6 to 8\)](#)

Request Status

Form: Agreement Documents Request #:

Start Date: 2008/10/29 End Date: 2008/11/15

Status:

Account:

Comment:

Search Results

Retrieve Select All Unselect All (Un)Delete Pickup

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost Output Files	Creator
305710	<input type="checkbox"/>	Agreement Sale Date Documents	2008/10/29	COMPLETED	2008/11/14	PDF File (pdf)	EA0508

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Agreement Documents are available by accessing the Request Status page on ETS.

Note: If you wish to keep the agreement you must print or save the file to your own in-house system.

If you don't print or save the document within the time allocated by your site administrator, it will not display and cannot be retrieved.

- **Form** - Select Agreement Documents as the Form type.
- **Dates** - Based on the Start Date and End Date entered, all the agreement documents sent within that time frame will be displayed. If the Start Date is removed, all available agreement documents will be displayed on the screen.

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 – Retrieve Agreement
Documents
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

