



# e-Tenure Times

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Issue 21

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## **Phase One – e-Transfers (implemented)**

## **Phase Two – e-Postings (implemented)**

## **Phase Three – e-Bidding (implemented)**

**The first electronic sale will be June 28, 2006 and paper bids WILL NOT be accepted.**

- e-Bidding includes bidding on all oil sands and P&NG parcels plus the creation of an electronic agreement document.
- An on-line e-Bidding manual is available at:  
[http://www.energy.gov.ab.ca/docs/org/pdfs/ETS-Bidding\\_Manual.pdf](http://www.energy.gov.ab.ca/docs/org/pdfs/ETS-Bidding_Manual.pdf)
- Hands-on training sessions are now being taught. If you are interested in registering for training email [bidding.energy@gov.ab.ca](mailto:bidding.energy@gov.ab.ca) with your name, phone number, company name and email address.
- On-line training modules will also be provided.
- To add e-Bidding to your ETS account,
  - Go to [www.energy.gov.ab.ca](http://www.energy.gov.ab.ca) and click on the Electronic Transfer System link.
  - Click on the Word icon beside Apply for Access.
  - Fill in the form, requesting *Bidding on Public Offering PNG and Oil Sands – Include Electronic Fund Transfer form if you are not currently set up.*
  - Fax the form to Client Registry; 780-422-9522.
- If you want to bid on June 28 you must ensure your site administrator has set up a client account for you and assigned you the appropriate roles.
- Bids can be withdrawn prior to the close of the sale; however the only person who can do so is the submitter. To withdraw a bid request the submitter would choose the “Edit Request” button. This will change the status of the bid request from Submitted to Work in Progress.
- Only the designated representative can pick up the agreement document. In order to do so you must also apply for *Crown PNG and Oil Sands Agreement Documents Retrieval for Designated Representative* on the ETS Account Set Up/Change form.
- The site administrator of the designated representative company must create client accounts and then give each account holder “viewer” status so that they will be able to retrieve the electronic documents following the sale.
- It is recommended that your company has a contingency plan for sale day in case there is a disruption in your computer network or a power failure.
- Sales results will normally be available at 3:30 on sale day.