



e-Tenure Times

Issue 15

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Phase One – e-Transfers (implemented)

- If you would like hands-on training in e-Transfers forward an email with your name and contact information to: transfers.energy@gov.ab.ca. When we know the number of individuals interested the training dates will be established.

Phase Two – e-Postings (implemented)

- If you are still within the acceptance period of your posting request you can make changes to your submitted posting request by calling the Sales group. Contact Liz Crowe at 780-422-9431 for PNG or Shamee Hoosein at 780-427-9076 for oil sands.
- The **submit button** and the **save button** are not the same. The **save button** allows you to save your request on ETS so you can modify the request if need be. However, the department **does not** receive it.
- In order for the department to receive your posting request you must click the **submit button**.
- If a submit button does not appear on your posting request, it is because you have not added yourself as a submitter to the Posting Request Preferences located under Account Preferences. If your name does not appear on the selection list, that indicates your site administrator has not given you the submitter role. If this is the case, select someone else from the list of your company's submitters or request your ETS Site Administrator to add the submitter role to your account.
- **Did you miss the hands-on training in the spring and would like training now?** If so, please send an email with your name and contact information to: postings.energy@gov.ab.ca. When we know the number of individuals interested the training dates will be established.

Phase Three – e-Bidding

- It is your responsibility to get your bid to the gateway (in the paper world, this is the bid boxes at the Calgary office).
- Please review your current bid practices to ensure this is taken into consideration, and a contingency plan is available.
- Remember: e-Bidding **will be mandatory** when launched with the first electronic sale expected for **June 28, 2006**.
- An information session will be held in April 2006 on e-Bidding and hands-on training sessions will take place in May and June of 2006. Exact dates will be announced as the date approaches.