

1. Getting Started in PGW Overview, Login, Preferences, and Navigation

BidMaster Replacement – Supplier Enablement

Confidential ©2025 Lumen. All Rights Reserved. Nothing in this training is, however, intended to prevent covered employees from engaging in protected concerted activity to the extent permitted under the National Labor Relations Act. (AA13095/05.03.2023)

Purpose

This training prepares suppliers to use **PGW** as the new system for executing activities, replacing legacy tools such as BidMaster.

It explains how to navigate the system and perform key processes, including Purchase Orders, RFQs, communication flows, Change Requests, Goods Receipts, and invoicing.



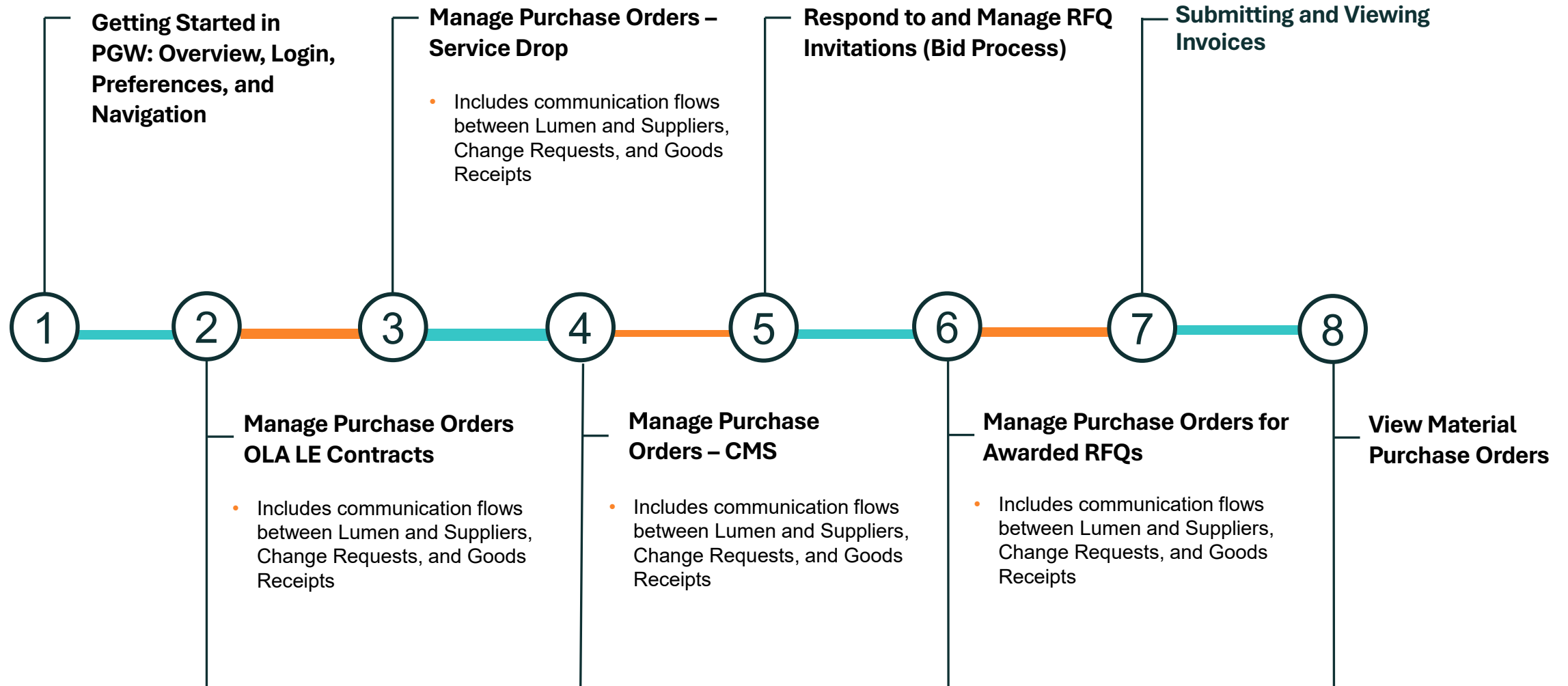
Learning Objectives

By the end of this training, users should be able to:

- Explain the role of **PGW** as the new system supporting supplier procurement and execution activities
- Navigate the system, manage preferences, and use key UI functions
- Perform Purchase Order activities for the different business process flows covered in this training
- Communicate with Lumen through PGW as part of the defined workflow
- Submit and manage Change Requests and Goods Receipts
- Participate in the RFQ process by responding to and managing bid invitations
- Submit and monitor invoices in the system
- Learn how to open and review a Material Purchase Order



PGW Learning – Full Training Module Set



PGW Learning Path - Training Journeys

OLA LE Construction	Service Drop	Construction Maintenance System	RFQ Bid Process
1. Getting Started in PGW: Overview, Login, Preferences, and Navigation	1. Getting Started in PGW: Overview, Login, Preferences, and Navigation	1. Getting Started in PGW: Overview, Login, Preferences, and Navigation	1. Getting Started in PGW: Overview, Login, Preferences, and Navigation
2. Manage Purchase Orders OLA LE Construction	3. Manage Purchase Orders – Service Drop	4. Manage Purchase Orders – CMS	5. Respond to and Manage RFQ Invitations (Bid Process)
7. Submitting and Viewing Invoices	7. Submitting and Viewing Invoices	7. Submitting and Viewing Invoices	6. Manage Purchase Orders for Awarded RFQs
8. View Material Purchase Orders	8. View Material Purchase Orders	8. View Material Purchase Orders	7. Submitting and Viewing Invoices
			8. View Material Purchase Orders

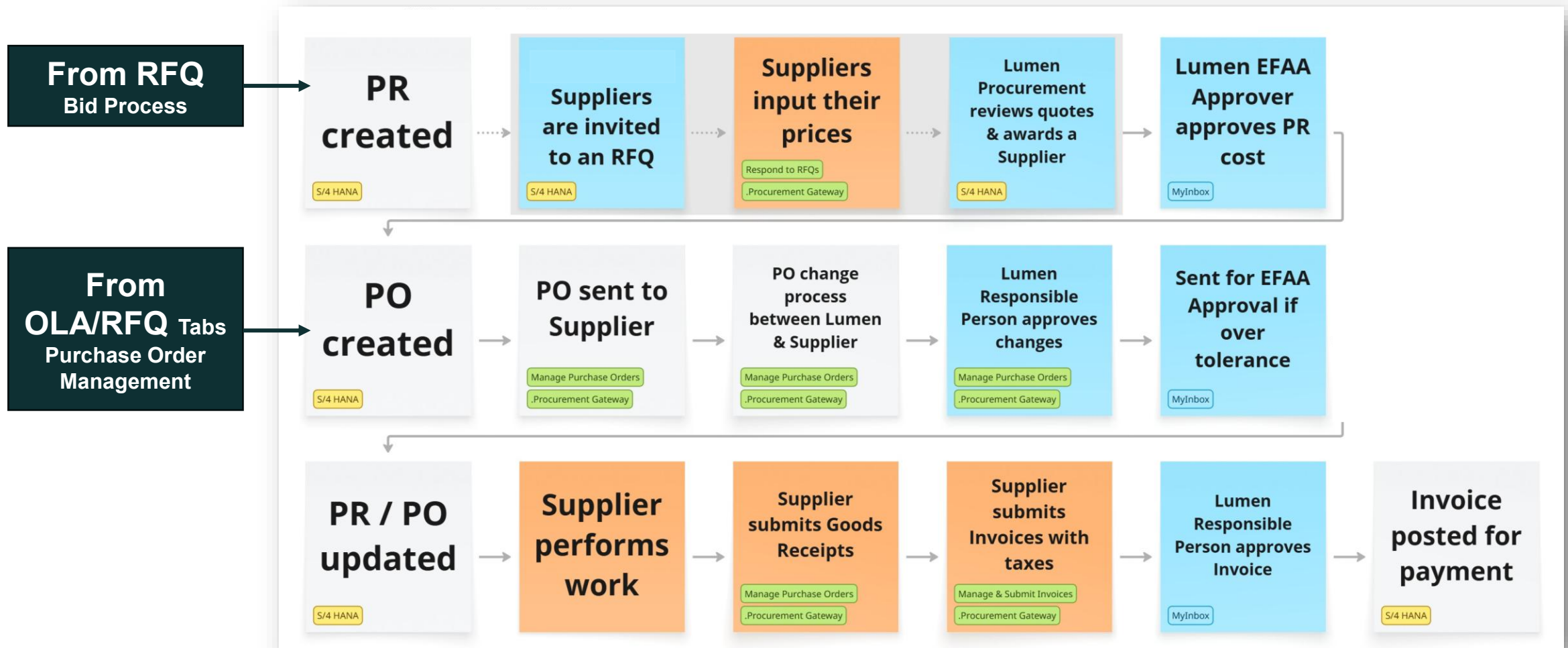
Glossary (*BidMaster* → *PGW*)

BidMaster / legacy term	PGW term	Meaning in PGW (what it represents)
LE Construction Contract	OLA	OLA = Outline Agreement Contract-based purchasing arrangement with agreed pricing and terms. In LE OLA POs, suppliers request quantity or unit changes rather than price changes.
Work Order	Purchase Order (PO)	The execution document for the job consolidates scope and execution details (assembly units, pricing, location, etc.).
CUPS	Goods Receipt (GR)	The work completion step captures the supplier's entry of completed work quantities (previously called CUPS).
“Work Order / Project Bid / BSW / CMS”	PO (Purchase Order)	In PGW, these legacy “job” concepts are normalized into a PO-based lifecycle (OLA/RFQ, SD, CMS are referenced as PO types).
Bid / Bid Package	RFQ	RFQs are the objects suppliers view and respond to in PGW (“Respond to RFQs”).
Supplier quote/response	Supplier Quotation (in SAP S/4HANA)	Supplier RFQ responses are received as a Supplier Quotation referencing the RFQ (integration process described).

BidMaster / legacy term	PGW term	Meaning in PGW (what it represents)
Bid message board	RFQ message board	RFQs include a message board where suppliers view messages and Lumen responses (RFQ collaboration).
Unit/job “units”	Assembly Units (AUs)	The unitized scope elements on a PO (viewed on PO details; used for pricing and execution).
Add/remove units during execution	PO change request	The supplier can request unit/quantity changes; Lumen confirms/approves them per the workflow before downstream steps.
Completed work submission	GR posting (material document in SAP)	GR is posted to SAP as a material document via a standard OData service (API_MATERIAL_DOCUMENT_SRV).
Contractor invoicing	Submit Invoice	Suppliers create invoices from goods receipts, add tax/attachments, and submit them for Lumen approval.
Invoice routing/approval	Workflow + My Inbox (Lumen)	After the supplier submits, a workflow task is created for Lumen approval/rejection
Work queue / pending tasks	Action Center	Action Center shows counts of pending action items (portal-level work prioritization).
Notifications/updates	Message Center	Message Center provides a feed of notifications relevant to the user.
Menu/entry points	Tiles	Tiles provide access to PGW applications; supplier vs Lumen have different app versions/permissions.

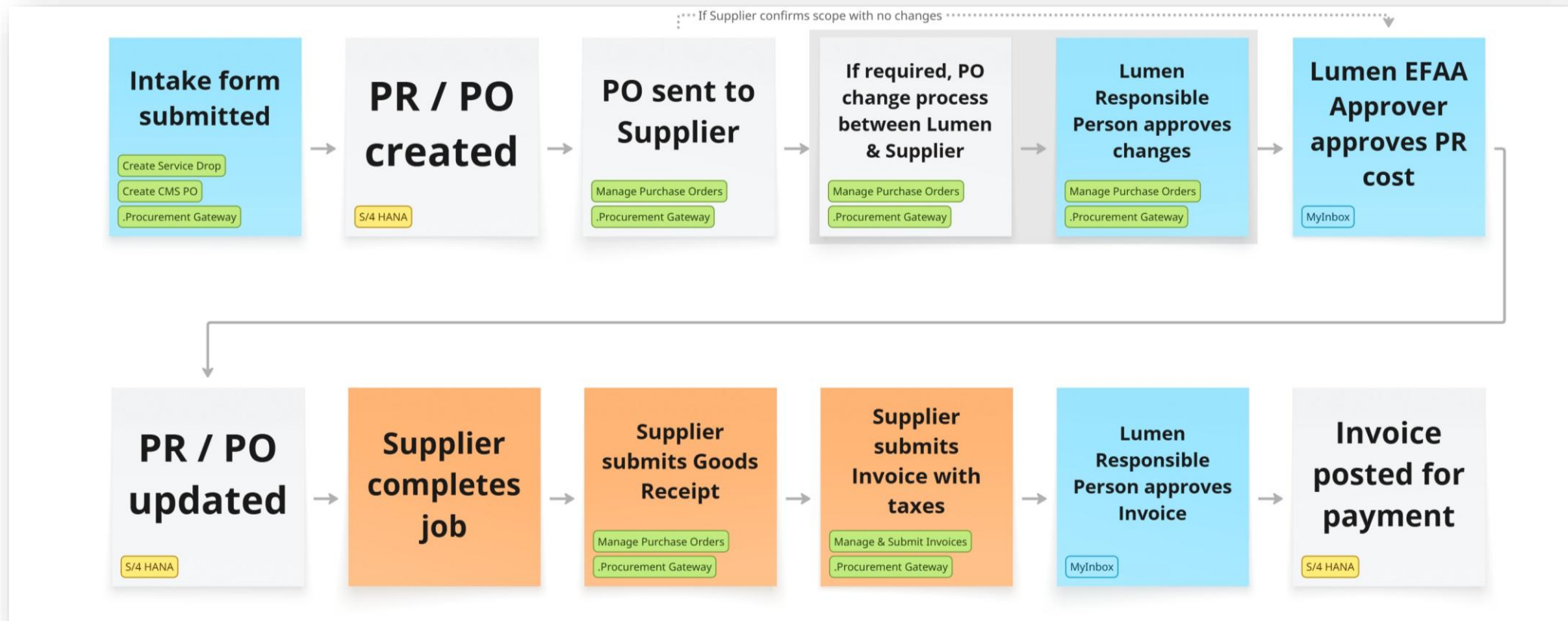
Business Process Overview

Process for Line Extensions (with OLA or RFQ Pricing)

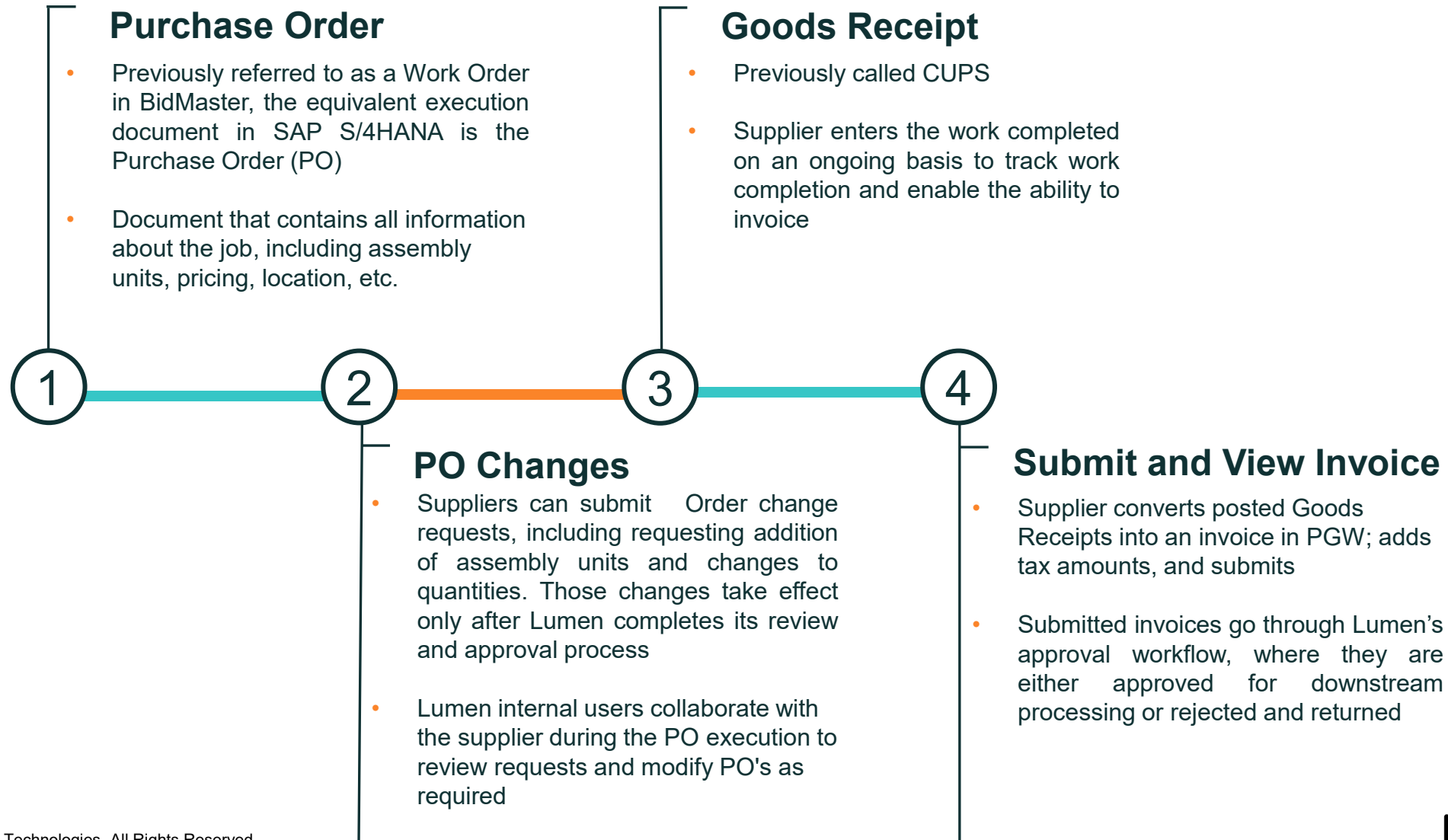


Business Process Overview

Service Drops & CMS



Supplier Process Overview



Log in to The Procurement Gateway (PGW) System

The system automatically sends an email invitation to the Supplier. This invitation is the required starting point to activate access: it is used to set up the Supplier username and password and to complete PGW account activation.

Subject: Your invitation to Lumen Procurement Gateway - Action Required

LUMEN[®] Powered by Lumen

Dear Iburgos@tfi-cloudcom,

Lumen is inviting you to register in the [Lumen Procurement Gateway](#). This system serves as the central hub for supplier activities.

[Join here](#)

Sincerely,
Lumen

This e-mail may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this e-mail in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.

Click Join Here

Join here

SAP LUMEN[®]

Upgrade Your Account for SAP BTP subaccount PGW-Dev

SAP BTP subaccount PGW-Dev

TELL US ABOUT YOURSELF

First Name

Last Name *

SET PASSWORD

Password *

Your password must be between 8 and 255 characters long and include 3 of the following:

- Uppercase letters
- Lowercase letters
- Numbers
- Symbols

[Continue](#)

Complete the **First Name** and **Last Name** fields, then create a password that meets the on-screen requirements (8–255 characters and at least three of these: uppercase letters, lowercase letters, numbers, symbols). Click **Continue** to proceed.

Lumen Procurement Gateway Home Page

After the password is set, the system redirects to the **PGW Home page**. From this point forward, the **User ID** is the email address used to receive the invitation, and the **password** is the one created on this screen.

Action Center

Shows the number of open tasks in a specific area (RFQ, PO, Invoice) with a hyperlink to a list of documents with open tasks

Message Center

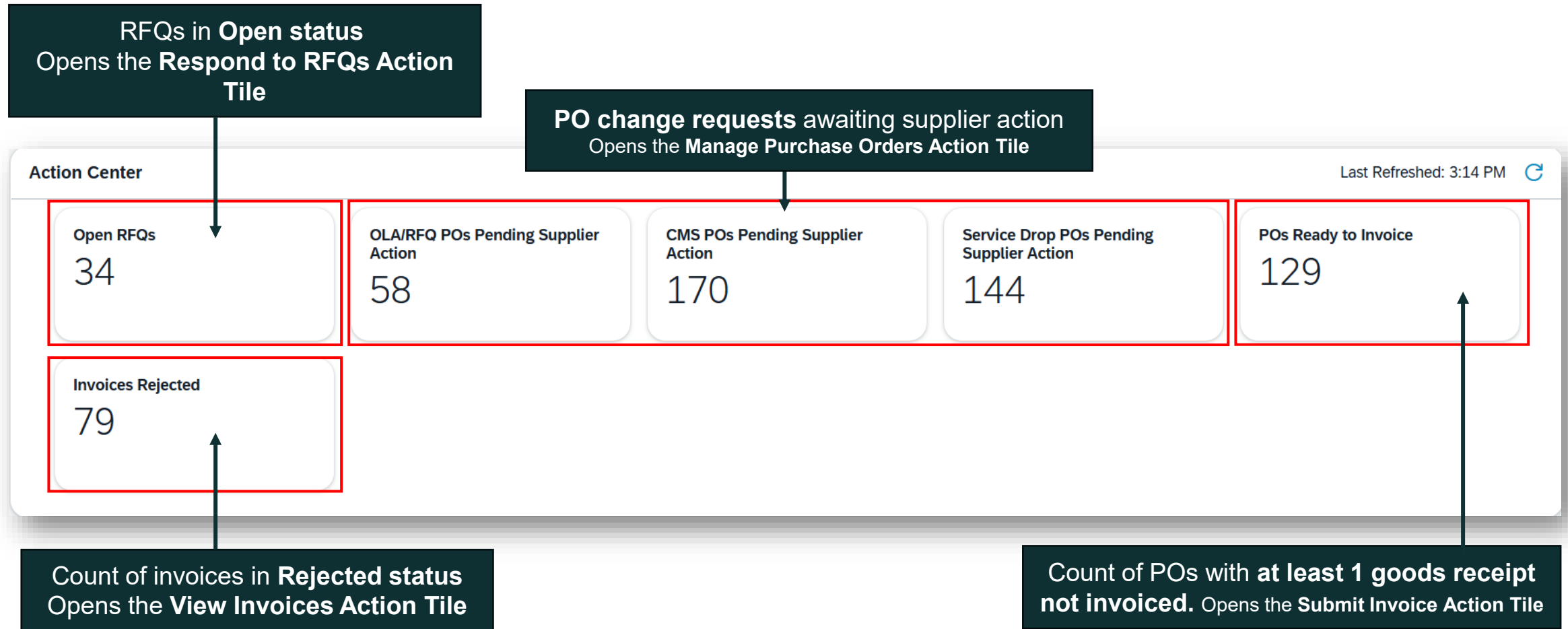
Messages are notifications that are generated by events taking place in the system. They can be received on the PGW home page or by email.

Action Tiles

Links to PGW applications.

Action Center

Supplier users will only see action tiles related to the applications they have access to.



Message Center

Where notifications are displayed for the supplier to action. Users receive notifications only for the applications they have access to and the events they are subscribed to.

The Tile that Generates the Message	Respond to RFQs	Manage Purchase Orders	View Invoices
Invitation to quote	✓		
New post on message board from Lumen or other bidders	✓		
Quotation was unsuccessful (sent after the PO is issued to the successful Supplier)	✓		
New PO issued (OLA/RFQ, CMS or SD)		✓	
Rejected change request (executed by either by Lumen responsible person or procurement)		✓	
Pricing required for a new unit (only applicable to LE (RFQ) on addition of unit by Lumen user)		✓	
Change request confirmed, proceed with work while awaiting financial approval (only for SD PO)		✓	
Change request fully approved, PO is synced and ready for GR		✓	
Lumen rejected an invoice			✓
Lumen approved an invoice			✓
Paid invoice, remittance advice generated			✓

Message Center

Message Center shows you a specific task or informational message with a hyperlink to direct you to the task for execution / more details

The image shows a screenshot of the Lumen Message Center interface. A red box highlights a message: "New Purchase Order issued LE-OLA | PO 2500001288". Labels with arrows point to the warning icon ("A Message Icon") and the text ("Event Description"). Below the message list, a red arrow points to the PO number "250000921" in the "Manage Purchase Orders" tile, with the label "The related Document Type and ID". A second red arrow points from the PO number in the message to the PO number in the tile, with the label "Redirect to Manage Purchase Orders Tile".

A Message Icon

Event Description

The related Document Type and ID

Redirect to Manage Purchase Orders Tile

Message Center 11 New

- New Purchase Order issued LE | PO 2500000921 2 days ago
- Invoice Approval Invoice 5105602283 was approved 2 days ago
- New Purchase Order issued LE | PO 2500000920 2 days ago
- New RFQ - invitation to respond RFQ 7000000607 3 days ago
- New Purchase Order issued LE | PO 2500000917 3 days ago

Manage Purchase Orders

250000921
OLA or RFQ Purchase Order

Project: M.1600.0001384 - Testing Project Job Status: Supplier Received Due Date: 03/12/2026 Supplier Name: IBM North America
Supplier Ref#: PO Status: CR In Progress Est. Completion: 03/13/2026 Supplier ID: 700212

Header | Assembly Units | Goods Receipt | Attachments | History & Notes

PO Header

Company: 1600 - Qwest Corporation	Contract: 3000000194
State: CO	Wire Center: WIRET1
Payment Terms: NT60 - Net Due in 60 days	Construction Project Admin: Aid To Construction
Contract Category: ENG	Responsible Person: AMS035506
Exchange: 2221	Final Destination: DNRVCOZJ, DENVER, CO 80221
Retainage Applicable: No	
Header Text:	

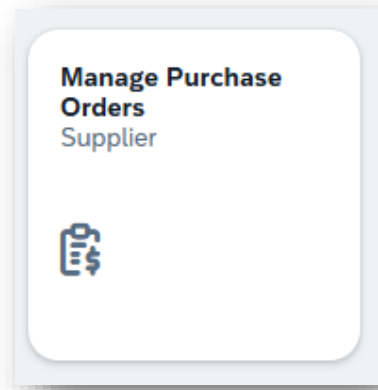
Terms and Conditions

This order is issued pursuant to and incorporates by reference the terms and conditions of the master agreement and any applicable annexes referenced above. By previously executing the agreement(s), the Supplier acknowledges that it has reviewed, understands, and agrees to be bound by all terms and conditions therein. The agreement(s) shall govern all work, goods, and/or services provided under this order, and no additional or conflicting terms shall apply unless expressly agreed to in writing by both parties.

PGW Action Tiles “ Applications”



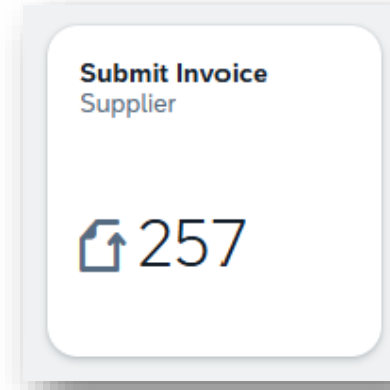
- Opens the list of RFQs that I am invited to.



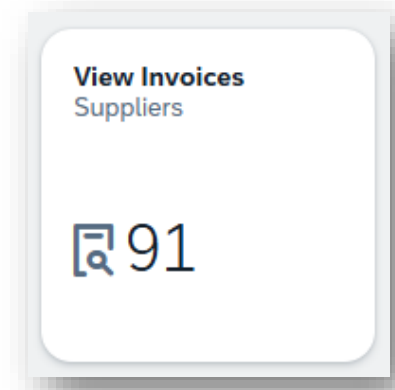
- Opens the list of labor purchase orders issues to me. Where change requests and goods receipts are submitted.



- Opens a view-only list of material purchase orders related to the labor purchase orders.



- Opens the list of my goods receipts that can be flipped into invoices.



- Opens list of submitted invoices with payment info.

PGW UI Navigation Overview

PGW applications start with the same structure: **Filters + Tables**

- Select **Go** from the filter menu to run the search and load results in the table.
- Select **Clear** from the filter menu to remove the current criteria and reset the filter section for a new search
- Select **Filters** to manage the filter settings.

The **Filter section** at the top controls which records are returned in the list. This area is consistently available across the **Manage Purchase Orders (MPO)** tile and includes a **toolbar** for managing filter settings.

The **Results Table** displays the records returned based on the selected filters. It also includes a **toolbar** for managing table actions.

The screenshot displays the LUMEN Manage Purchase Orders interface. At the top, there is a navigation bar with the LUMEN logo, the title 'Manage Purchase Orders', and a search bar. Below this, there are tabs for 'SD', 'CMS', and 'OLA/RFQ'. The main content area is divided into two sections: a filter section and a results table.

The filter section is located at the top of the main content area and includes a toolbar with the following buttons: 'Go', 'Hide Filter Bar', 'Clear', and 'Filters (2)'. Below the toolbar, there are several filter fields: 'Purchase Order:', 'Supplier Ref #:', 'Project ID:', 'Contract:', 'State:', 'PO Status:', 'Items Pending:', 'Job Status:', 'Job Sub-Status:', 'Last Updated:', 'Supplier Received:', and 'Due Date:'. Each field has a corresponding input box or dropdown menu.

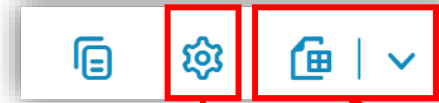
The results table is located below the filter section and displays a list of purchase orders. The table has the following columns: 'Purchase Order', 'Supplier Ref #', 'Project ID', 'Project Description', 'Contract', and 'Contract Description'. The table contains four rows of data, each with a checkbox in the first column. Above the table, there is a toolbar with the following buttons: 'Update Job Status', 'Update Est. Completion', a copy icon, a settings icon, and a table icon.

- **Update Job Status** and **Update Est. Completion** dates
- **Copy Rows** to paste in File
- **Personalize columns** (add/remove and reorder), apply sorting and grouping
- **Export** the current view to Excel

PGW UI Navigation Overview

Click the Column Title

You can also select the title of any column to open a pop-up and apply an **ascending or descending sort**



Purchase Orders (3,643)

<input type="checkbox"/>	Purchase Order	Supplier Ref #	Project ID	Project Description	Contract	Contract Description	State	Exchange
<input type="checkbox"/>	2500000135		M.1600.0001384					221
<input type="checkbox"/>	2500000144	LE CIS Test	M.1600.0001384					221
<input type="checkbox"/>	2500000146	CIS9898	M.1600.0001384					221
<input type="checkbox"/>	2500000147	656565	M.1600.0001384					221
<input type="checkbox"/>	2500000166		M.1600.0001384	Testing Project			LA	2221

Sort By: Contract Description

Sort

Columns

View Settings

Columns Sort

Search

Columns (18/25)

- Supplier Ref #
- Project ID
- Project Description
- Contract
- Contract Description
- State
- Exchange
- Items Pending
- PO Status
- Job Status
- Job Sub-Status
- Responsible Person Name
- Last Updated
- Supplier Received
- Due Date
- Est. Completion
- Act. Work Complete
- BidMaster Ref #
- Contract Category
- EFAA Approved Amount
- Indicator
- Procurement Contact

OK Cancel

Export

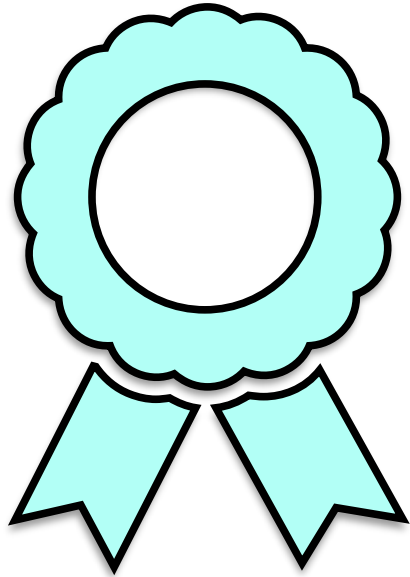
Export As...

Open the **Gear Icon** and select **Columns** from the toolbar. Check the columns to display and uncheck the columns to remove from the view.

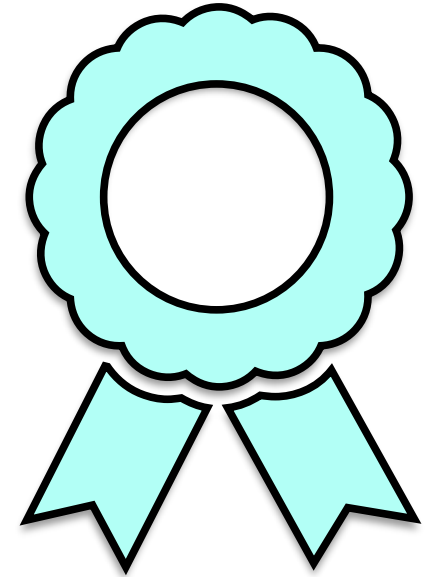
Use the same selection approach for **Filters** to define which filter fields are available in the Filter section

Select the **Excel icon** to download an .xls file containing the currently loaded records (the view you're looking at after filters/search are applied).

Course Completion



You have completed the
**1. Getting Started in PGW Overview, Login,
Preferences, and Navigation.**



Congratulations!