

2. Manage Purchase Orders OLA LE Contracts

BidMaster Replacement – Supplier Enablement

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Purpose

Provide a clear understanding of how to manage OLA LE Contract Purchase Orders in PGW, from opening the MPO tile and reviewing the PO through job execution, communication updates, and Goods Receipt completion, so the order is ready for invoicing.



Prerequisites and Training Support

Before starting this module, complete

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

- This module builds on that foundation and assumes familiarity with accessing PGW, configuring user preferences, and navigating tiles, tabs, filters, tables, and key screen elements within the system.
- This deck is supported by a detailed training companion document, **2. Manage Purchase Orders – OLA LE Contracts**, which provides a deeper explanation of the end-to-end process, related workflows, core concepts, and step-by-step system actions with screenshots to follow throughout the training.

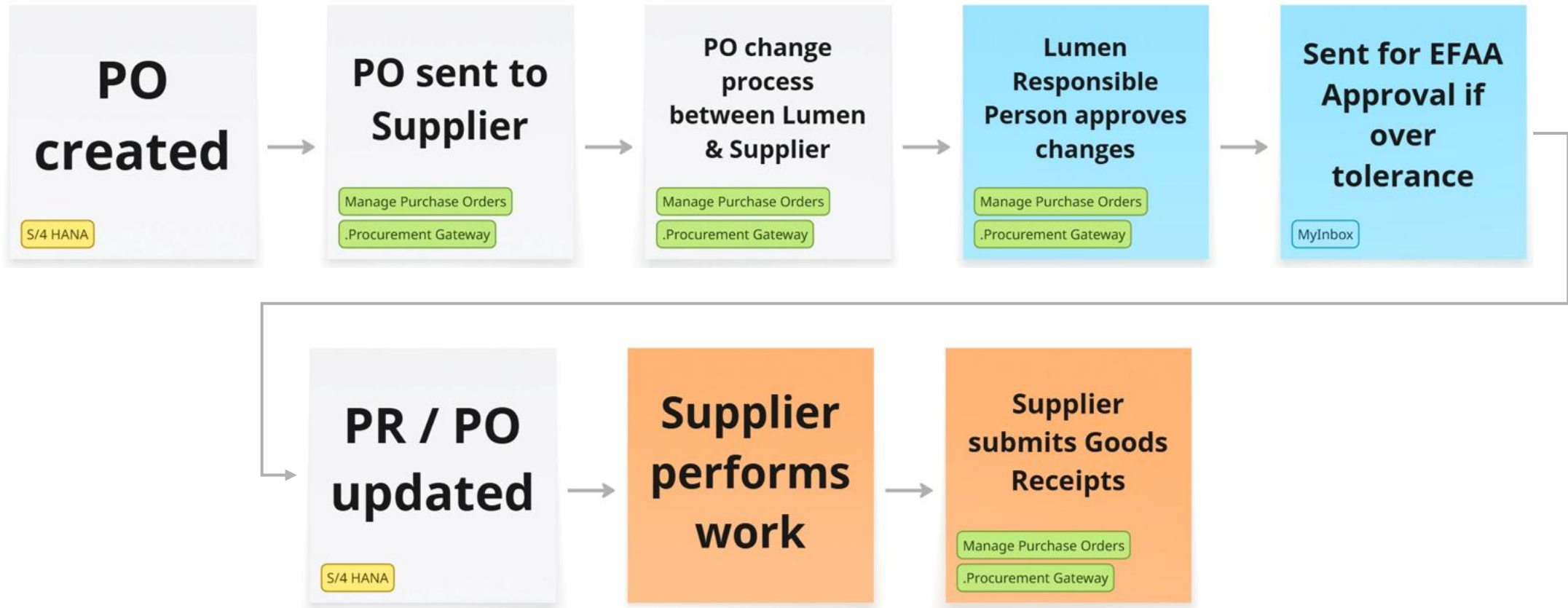
Learning Objectives

By the end of this module, learners will be able to:

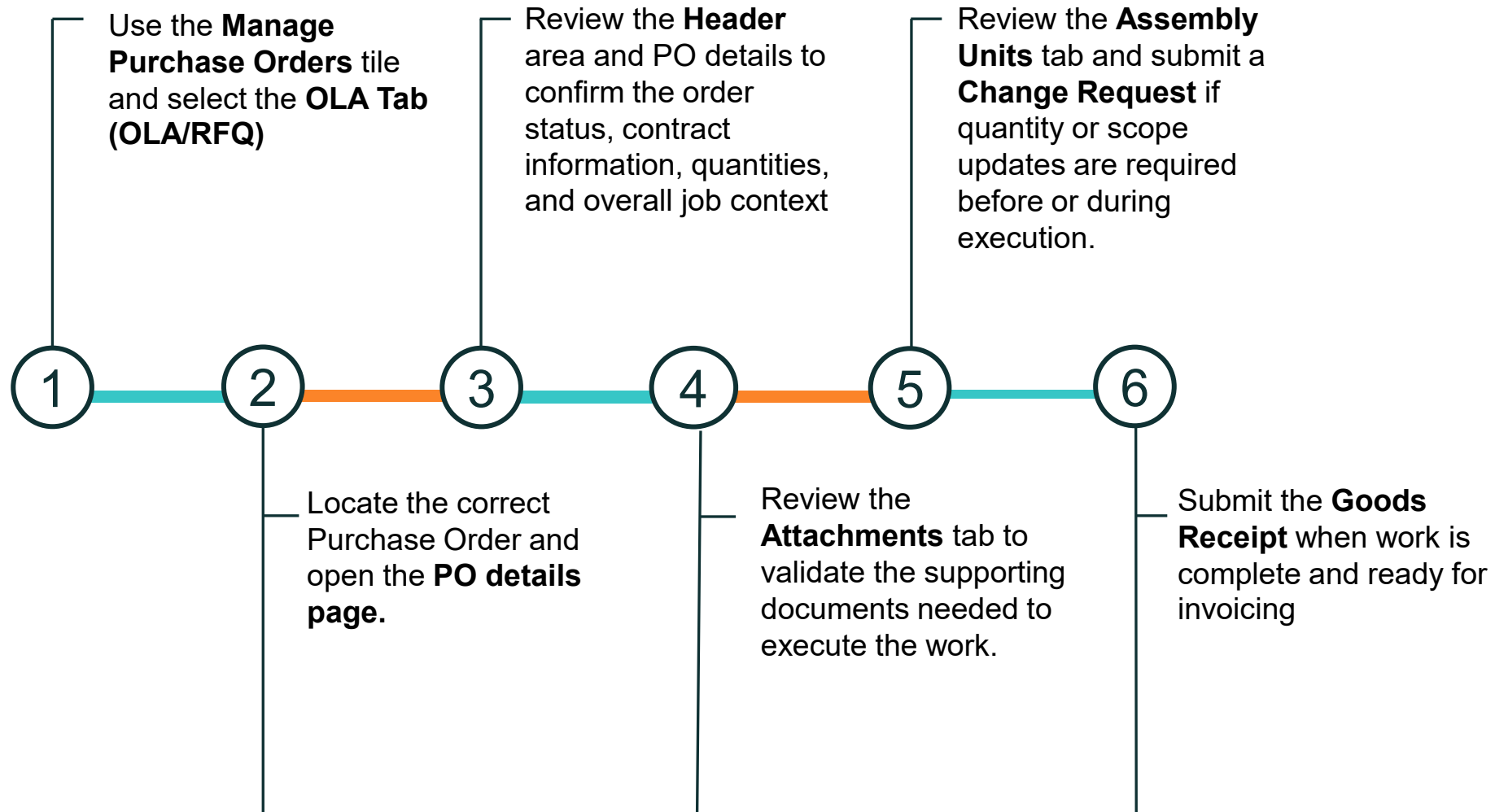
- Understand what an **OLA** is, how it supports the supplier's work with Lumen, and how to access and review OLA LE Contract Purchase Orders from the **MPO** tile before starting work.
- Recognize how Action Center and Message Center updates support the PO management process.
- Identify the different actions that may be required during PO execution, including communication updates, quantity changes, and Goods Receipt processing.
- Perform partial and final **Goods Receipts** based on completed field work and confirm when the Purchase Order is fully complete and ready for invoicing.



Business Process for Line Extensions with OLA Pricing



System Process in PGW for Line Extensions - OLA Tab



LE Construction = 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.
- The supplier has a signed OLA with Lumen and receives an LE purchase order in PGW. The PO is available under the OLA/RFQ tab in Manage Purchase Orders. The process starts when the supplier opens the MPO tile and ends when the final Goods Receipt is posted and the PO is ready for invoice.

The screenshot displays the Lumen Procurement Gateway interface. At the top, there is a navigation bar with 'LUMEN Home' and a search icon. Below this, the 'Procurement Gateway' header is visible. A large orange banner reads 'Lumen Procurement Gateway'. The main content area is divided into several sections:

- Action Center:** A grid of six tiles showing key metrics: Open RFQs (28), OLA/RFQ POs Pending Supplier Action (54), CMS POs Pending Supplier Action (177), Service Drop POs Pending Supplier Action (148), POs Ready to Invoice (140), and Invoices Rejected (79). The last refresh time is 8:33 PM.
- Message Center:** A list of 10 new messages, including PO changes rejected, Invoice Approval (5105602320 and 5105602319), and a message about 'ready for Goods Receipt'.
- Manage Purchase Orders:** A large white tile with a 'Suppliers' icon and the text 'Manage Purchase Orders'. This tile is highlighted with a red border and a green arrow pointing to it from a callout box.
- Bottom Row:** Four smaller tiles: 'Manage Purchase Orders Suppliers', 'View Material Purchase Orders Supplier', 'Submit Invoice Supplier' (with a count of 282), and 'View Invoices Suppliers' (with a count of 176).

A dark green callout box at the bottom right contains the text 'Click the manage Purchase Tile' with a green arrow pointing to the 'Manage Purchase Orders' tile.

1. Access LE Contracts – OLA Tab (OLA/RFQ)

The screenshot displays the LUMEN Manage Purchase Orders interface. The top navigation bar includes 'LUMEN' and 'Manage Purchase Orders'. Below this, there are tabs for 'SD', 'CMS', and 'OLA/RFQ', with 'OLA/RFQ' highlighted. A search bar is located in the top right corner. The main content area features a filter section with fields for 'Purchase Order', 'Supplier Ref #', 'Project ID', 'Contract', 'State', and 'PO Status'. Below these are 'Job Sub-Status', 'Last Updated', 'Supplier Received', and 'Due Date' filters. A table titled 'Purchase Orders (167)' is shown, with columns for 'Purchase Order', 'Supplier Ref #', 'Project ID', 'Project Description', 'Contract', 'Contract Description', 'State', 'Exchange', 'Items Pending', 'PO Status', 'Job Status', 'Job Sub-Status', and 'Re:'. The table contains five rows of data. A red box highlights the 'Update Job Status' and 'Update Est. Completion' buttons above the table. A red box also highlights the 'OLA/RFQ' tab. A red box highlights the 'Filter POs' button. A red box highlights the 'Purchase Order Table' label.

After clicking the "Manage Purchase Order" Tile, the OLA/RFQ view is selected by default when the page opens.

Bulk update the status & estimated completion date for timely updates to Lumen

Filter POs

Update Job Status Update Est. Completion

Purchase Order	Supplier Ref #	Project ID	Project Description	Contract	Contract Description	State	Exchange	Items Pending	PO Status	Job Status	Job Sub-Status	Re:
<input checked="" type="checkbox"/> 2500000229		M.1600.0001384	Testing Project			LA	2221		CR In Progress	Missed Due Date	Customer No A...	AM >
<input checked="" type="checkbox"/> 2500000230		M.1600.0001384	Testing Project			LA	2221	1	CR In Progress	Supplier Received		AM >
<input type="checkbox"/> 2500000231		M.1600.0001384	Testing Project			LA	2221		CR In Progress	Supplier Received		AM >
<input type="checkbox"/> 2500000232		M.1600.0001384	Testing Project			LA	2221		CR In Progress	Missed Due Date	Invalid CBR #	AM >
<input type="checkbox"/> 2500000235		M.1600.0001384	Testing Project			GA	2221		Units Approved / Ready for GR	At Risk	LE Resource C...	AM >

Purchase Order Table

Tip: Access Purchase Orders

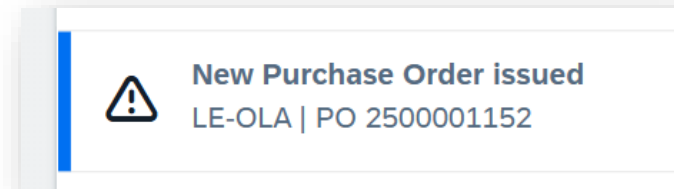
From the PGW Home Page, you can open OLA (LE Contract), Purchase Orders in three ways.

From the Action Center Tile



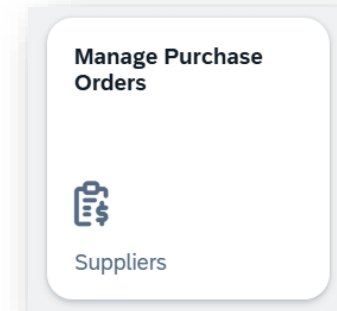
- The number on each tile shows how many items are currently pending your attention for that category

From the Message Center



- Use this option to open MPO from a specific notification, so you can respond to the event that triggered the message

From the Tile



- Use this option to access the complete list of POs assigned to you in the OLA/RFQ tab and search using filters

2. Locate the correct Purchase Order

The screenshot shows the LUMEN Manage Purchase Orders interface. At the top, there is a navigation bar with 'LUMEN' and 'Manage Purchase Orders'. Below this, there are tabs for 'SD', 'CMS', and 'OLA/RFQ'. A 'Standard' dropdown menu is visible. The main area contains a filter bar with various input fields and buttons. A red box highlights the filter bar, and a dark box with white text says 'Use The Filters and/or Click Go Button' with arrows pointing to the 'Go' button and the filter fields. Below the filter bar, there is a table of Purchase Orders. A red box highlights the PO number '250000066' in the second row, and another red box highlights the arrow at the end of the same row. A dark box with white text says 'Click the PO number hyperlink or the arrow at the end of the row to open the Purchase Order.' with arrows pointing to the highlighted PO number and the arrow.

Use The Filters and/or Click Go Button

Go Hide Filter Bar Clear Filters (2)

Purchase Order: Supplier Ref #: Project ID: Contract: State: PO Status:

Items Pending: Job Status: Job Sub-Status: Last Updated: Supplier Received: * Due Date:

Purchase Orders (3,612) Update Job Status Update Est. Completion

<input type="checkbox"/>	Purchase Order	Supplier Ref #	Project ID	Project Description	State	Exchange	
<input type="checkbox"/>	250000065	LP-1005	E.1600.0000299	Testing	GA	ASHFORK (2217)	>
<input type="checkbox"/>	250000066	MATPO	E.1600.0000145	Testing	GA	ZZZ1	>
<input type="checkbox"/>	250000095		M.1600.0001384	Testing Project	AZ	2221	>

Click the PO number hyperlink or the arrow at the end of the row to open the Purchase Order.

3. Review the Header area and PO details

2500000703
OLA or RFQ Purchase Order

Project: E.1600.0000173 - item creation Job Status: Supplier Received Due Date: 12/21/2026 Supplier Name: IBM North America
Supplier Ref#: PO Status: CR In Progress Est. Completion: 12/21/2026 Supplier ID: 700212

Header | Assembly Units Goods Receipt Attachments History & Notes

PO Header

Company: 1600 - Qwest Corporation	Exchange: 2221	Construction Project Admin: ACOSTA,PATIENCE
State: AZ	Retainage Applicable: No	Responsible Person: AM9035506
Payment Terms: NT60 - Net Due in 60 days	Contract: 3000000166 - MPO TESTING	Final Destination: PHOENIX LEWIS CENTER, PHOENIX, AZ 85040
Contract Category: ENG	Wire Center:	

Header Text:

Terms and Conditions

Callout 1: Review the Title Area first to confirm the correct Purchase Order and quickly understand the job's operational status. Focus on the **Job Status**, **PO Status**, and key dates because they show whether work is ready to proceed, whether the PO is in a pending or change-related status, and whether timing may impact execution, completion, or the next required action.

Callout 2: Download a PDF copy of the PO or open the View Invoice tab.

Callout 3: Review the Header Tab to validate the full business context of the Purchase Order before any execution activity begins. This includes the contract type, job and location identifiers, Lumen contact information, and payment-related terms, which together confirm that the work is being performed against the correct order, under the correct commercial conditions, and with the right coordination points in place.

4. Review the Attachments Tab

Download one or more files by selecting the checkbox next to each file and then clicking the **Download** button in the toolbar.

Download to view the file content and confirm it aligns with the current PO scope and the latest change request activity.

2500000703
OLA or RFQ Purchase Order

Project: E.1600.0000173 - item creation Job Status: Supplier Received Due Date: 12/21/2026
Supplier Ref#: PO Status: CR In Progress Est. Completion: 12/21/2026 Supplier Name: IBM North America
Supplier ID: 700212

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

Documents

<input type="checkbox"/>	File Name	Note	File Size	Uploaded By	Company	Uploaded On	
<input type="checkbox"/>	PGW Change Request Workflow.pptx	PGW Change Request Workflow	0 KB	RVPTTEST_VU1@CONVERGEN TIS.COM	Supplier	03/06/2026 01:40 PM	<input type="checkbox"/> X
<input type="checkbox"/>	PGW Change Request Workflow.pptx	PGW Change Request Workflow	0 KB	RVPTTEST_VU1@CONVERGEN TIS.COM	Supplier	03/02/2026 03:32 PM	<input type="checkbox"/> X
<input type="checkbox"/>	Statement of Work (SOW).docx	Statement of Work (SOW)	14 KB	Lina Burgos	Lumen	03/02/2026 01:32 PM	
<input type="checkbox"/>	Product Desing.pdf	Product Desing	17 KB	Lina Burgos	Lumen	03/02/2026 01:31 PM	

Review the Attachments tab to confirm that the documents needed to execute the work are available, current, and aligned with the Purchase Order scope. Use this tab to open, search, upload, or download supporting files that help validate execution and support later invoicing.

To remove a file before uploading, click the **X** icon at the end of the row.

5. Assembly Units tab and submit a Change Request

2500000703
OLA or RFQ Purchase Order

Project: E.1600.0000173 - item creation
Supplier Ref#:

Supplier Name: IBM North America
Supplier ID: 700212

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

Items (11)

Assembly Unit	Approved PO Qty	Requested Qty	UoM	VM	MM	L	LP	Freight Price (USD)	Unit Price (USD)	Approved Subtotal (USD)	New Subtotal (USD)	Item Status	Note
E.1600.0000173.C.ACAF													
00001 SVC DROP CUTOVER COPPER 100011460	100.00	<input type="text"/>	EA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	12.00	1200.00	1,200.00	Approved	
00005 SVC DROP CUTOVER COPPER 100011460	200.00	<input type="text" value="100.00"/>	EA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	12.00	2400.00			<input type="text"/>
00009 SVC DROP CUTOVER COPPER 100011460	6.00	<input type="text"/>	EA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	12.00	72.00	72.00	Approved	

Buttons: **Submit Change Request** | **Add Units** | Cancel | Search Assembly Units

Request to increase the quantity, decrease the quantity, or add a new unit

Add a new unit

Submit Change Request

Enter line-item notes with request details

Supplier change requests require confirmation from the PO's Lumen Responsible Person before being sent for Financial Approval (if required)

6. Submit the Goods Receipt

LUMEN Manage Purchase Orders

2500000703 PDF View Invoice(s)

OLA or RFQ Purchase Order

Project: E.1600.0000173 - item creation Job Status: Supplier Received Due Date: 12/21/2026 Supplier Name: IBM North America
Supplier Ref#: PO Status: CR In Progress Est. Completion: 12/21/2026 Supplier ID: 700212

leader | Assembly Units **Goods Receipt** Attachments History & Notes

Items with a change request in progress are blocked and can't be processed for goods receipt.

Items (8)

Assembly Unit	VM	MM	L	LP	Freight	Item Status	Approved PO Qty	Completed Qty	Remaining Qty	Qty to Complete	UoM	Work Unit Completed
E.1600.0000173.C.ACAF												
0000 1 SVC DROP CUTOVER COPPER 100011460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ready	100.00	50.00 <input type="text"/>	50.00	<input type="text"/>	EA	<input type="checkbox"/>
0000 9 SVC DROP CUTOVER COPPER 100011460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed	6.00	6.00 <input type="text"/>	0.00	0.00 <input type="text"/>	EA	<input checked="" type="checkbox"/>
0000 4 SVC DROP KIT INSTALL 100011464	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ready	60.00	10.00 <input type="text"/>	50.00	<input type="text"/>	EA	<input type="checkbox"/>

Work Complete Date:

Due Date: Submission Due Date:

Submit Search assembly units

Enter the quantity to be completed. The number of units to be posted in the Goods Receipt, whether for a partial receipt, final receipt, or reversal.

Partial quantities can be entered to post a Partial Goods Receipt as work is completed.

Enter the full quantity in Qty to Complete to post the total Goods Receipt for all remaining units.

At final goods receipt, enter the Work Complete Date


Reverse mistakes by adjusting the Completed Qty

OLA/RFQ History & Notes Tab

2500000703
OLA or RFQ Purchase Order

Project: E.1600.0000173 - item creation Job Status: Supplier Received Due Date: 12/21/2026 Supplier Name: IBM North Am
Supplier Ref#: PO Status: CR In Progress Est. Completion: 12/21/2026 Supplier ID: 700212

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

Add a note 1000 characters remaining 

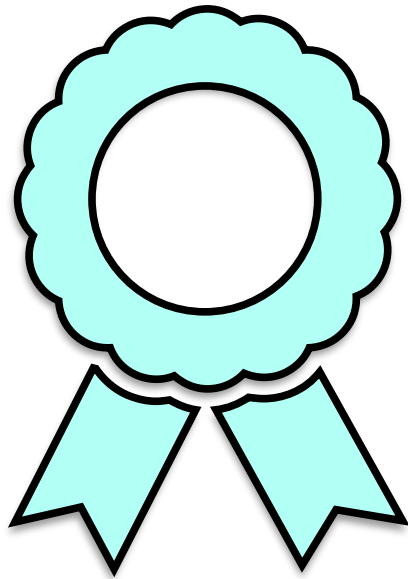
History

Event Type	Updated By	Field	Original Value	New Value	Change R...	PO Line	Assembly Units	Note	Date
Goods Receipt Submit	RVPTTEST_VU1@CONVERGENTIS.COM	Quantity to Complete		5.00	00009				03/08/2026 08:47 PM
Attachment Added	RVPTTEST_VU1@CONVERGENTIS.COM			PGW Change Request Workflow.pptx				PGW Change Request Workflow	03/06/2026 01:40 PM
Goods Receipt Submit	RVPTTEST_VU1@CONVERGENTIS.COM	Quantity to Complete		10.00	00001				03/05/2026 09:08 PM
Goods Receipt Submit	RVPTTEST_VU1@CONVERGENTIS.COM	Quantity to Complete		25.00	00004	00004	SVC DROP KIT INSTALL		03/05/2026 08:57 PM
Goods Receipt Submit	RVPTTEST_VU1@CONVERGENTIS.COM	Quantity to Complete		3.00	00009				03/05/2026 08:54 PM
Goods Receipt Submit	RVPTTEST_VU1@CONVERGENTIS.COM	Quantity to Complete		50.00	00001				03/05/2026 02:18 PM
Unit(s) Rejected	Lina Burgos							Please reduce the Qty to 3 Units	03/05/2026 12:46 PM
Unit(s) Rejected	Lina Burgos	Requested Quantity		6.000	10004		SVC DROP CUTOVER COPPER		03/05/2026 12:46 PM
Change Request	RVPTTEST_VU1@CONVERGENTIS.COM							Test	03/05/2026 12:44 PM
Assembly Unit Added	RVPTTEST_VU1@CONVERGENTIS.COM						OP CUTOVER		03/05/2026 12:44 PM

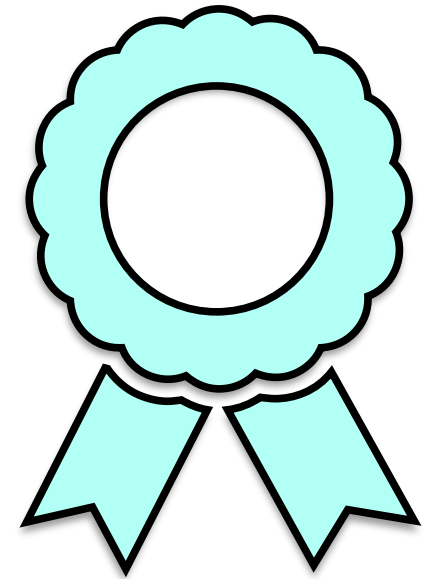
At the top of the tab, you can enter a note in the Add a note text box and send it using the send icon on the right. The counter shows how many characters remain (example: 1000 characters remaining).
How to use it

View the log of changes to the PO made by Lumen & Supplier users through the Manage Purchase Orders app

Course Completion



You have completed the
2. Manage Purchase Orders – OLA LE.



Congratulations!