



March 23, 2026

Dear Valued Lumen Supplier,

This is a reminder to complete the information request you recently received through Smartsheet as soon as possible. As Lumen continues our multi-year SAP transformation and prepares to launch the new **Procurement Gateway**—replacing Bidmaster as our primary supplier collaboration platform scheduled to go live on **May 4, 2026**—your submission is needed so we can complete your role set up in time for migration. To date, we have received **46% of responses**. If you have not yet completed the Smartsheet, please do so **as soon as possible**. Suppliers who do not provide the required information will **be unable to receive training** and may experience business **disruptions** during and after the transition.

Why Your Response Is Critical

- Ensures timely setup of your access to the **Procurement Gateway**, Ariba, and training platforms.
- Enables us to assign the appropriate training based on your role.
- Prevents delays or interruptions in your ability to receive POs, mark work complete (CUPS), submit invoices, and respond to RFQs after the new system launches.

Reminder

If you have not yet reviewed and signed the updated CMSA agreement shared in a previous message from Shellie Molina, please do so as soon as possible. **Signing the**

CMSA is required for continued participation in construction and engineering bids once the new bidding platform goes live and completing it promptly will help ensure your organization is fully prepared for the transition. Refer to these **FAQs** [attached] if you have any questions.

Next Steps

1. Complete the Smartsheet request sent from automation@app.smartsheet.com
2. Complete the updated CMSA sent via Adobe Sign
3. Submit your role information in Smartsheet
4. Complete your training assignments, which will begin the week of **April 6**.
5. Watch for information on how to access our new **Doing Business with Lumen** resource site, which will host training materials, guides, and key support links.

Upcoming Key Dates

Below is an initial consolidated timeline of cutover activities and deadlines to help ensure a smooth transition. Additional information will be provided in the coming weeks.

Initial Supplier Cutover Timeline

Date & Time (MDT)	Activity
4/6 – 8:00 AM	Procurement Gateway training for suppliers is scheduled to be posted on Doing Business with Lumen.
4/15 – 12:00 PM MDT	Supplier webinar: Procurement Gateway & ERP Transformation Overview . Additional details and registration information will be shared closer to the date.

4/15 – 11:59 PM	Final deadline for suppliers to submit CUPS . After this date, supplier access to submission of CUPS in Bidmaster will be disabled.
4/22 – 5:00 PM	Final day for Lumen to accept or reject CUPS . After this date, no users will have access to CUPS in Bidmaster.
4/24 – 5:00 PM	Final day for non-Bidmaster invoices to be submitted to publicsector.invoice@lumen.com and vendorinvoice@lumen.com . Any invoice emailed after April 24 will be held until post conversion.
4/29 – 5:00 PM	Final deadline for Lumen to complete PR/PO related actions ; any POs not finalized will not transfer to the new system. Final opportunity for Lumen to approve and release Project Bids and Work Orders .
5/4 – 8:00 AM	Scheduled go live date for Procurement Gateway! Additional support details will be shared closer to go live.

We appreciate your partnership and responsiveness as we prepare for this important transition. If you have any questions or need assistance with the Smartsheet, please don't hesitate to reply to this email.

Sincerely,
Lumen Supplier Enablement Team

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