

# 5. Respond to and Manage RFQ Invitations (Bid Process)

BidMaster Replacement – Supplier Enablement

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## Purpose

This module explains how to respond to an RFQ in PGW when Lumen invites a Supplier to quote on a project. It covers how the RFQ is received, how to review the bid request, how to use the message board, how to review attachments, how to enter pricing, how to save or submit the quote, and how the RFQ status changes after submission until the awarded PO is created and made available to the selected Supplier.

# 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, **5. Respond to and Manage RFQ Invitations (Bid Process)**, which provides a deeper explanation of the process, related workflows, core concepts, and step-by-step system actions with screenshots to follow throughout the training.

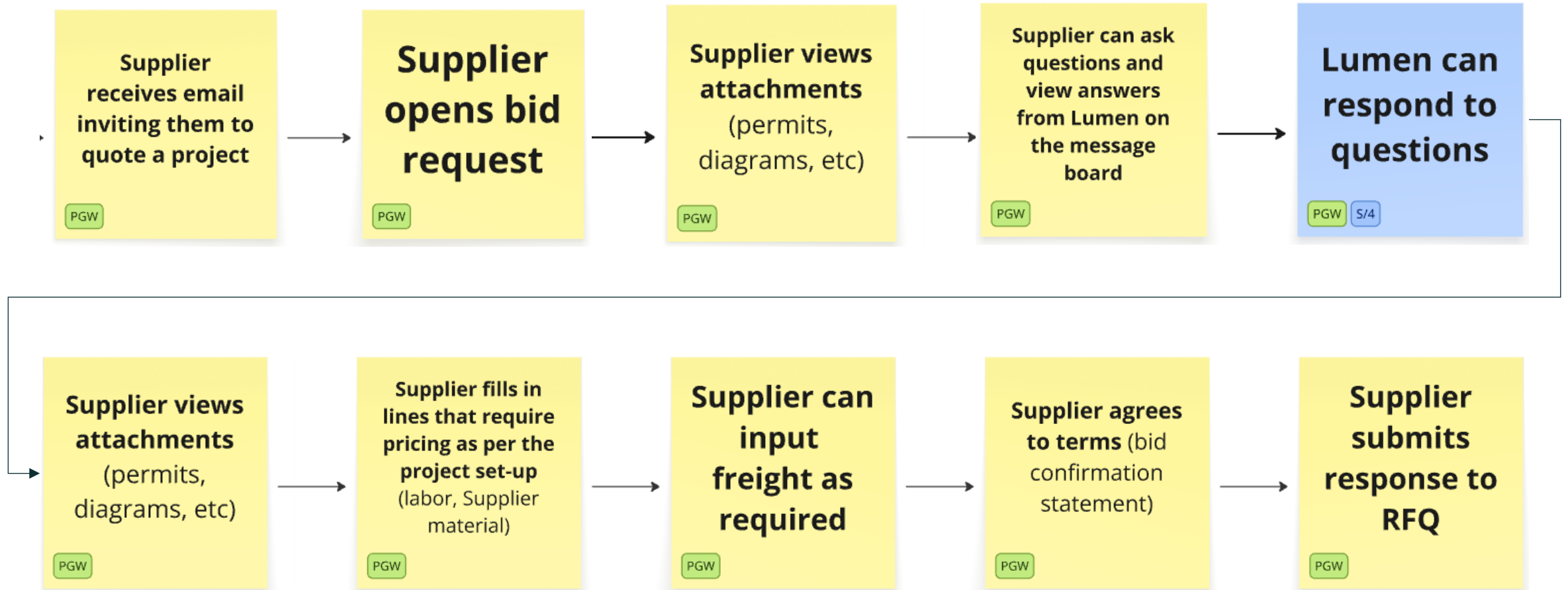
# Learning Objectives

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

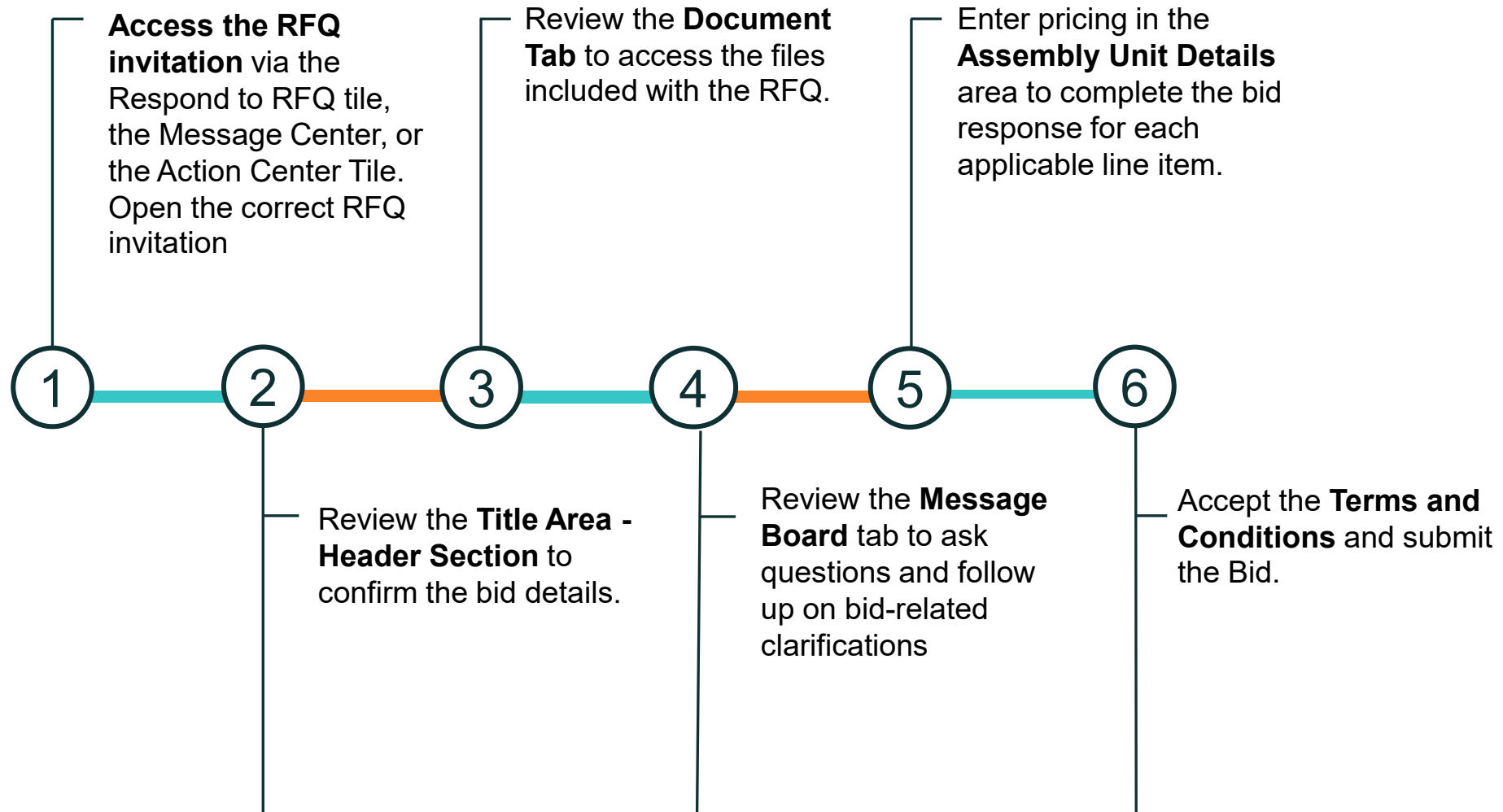
- Identify, Open and review a new RFQ invitation from email and from the PGW Message Center
- Use the message board to ask questions before the bid closes
- Review RFQ attachments, enter the required pricing, save a draft if needed, and accept the terms and conditions before submitting the response.
- Understand how RFQ statuses appear in PGW
- Understand what happens after submission, including when the awarded PO becomes visible to the selected Supplier in PGW.



# Business Process for Responding to RFQ



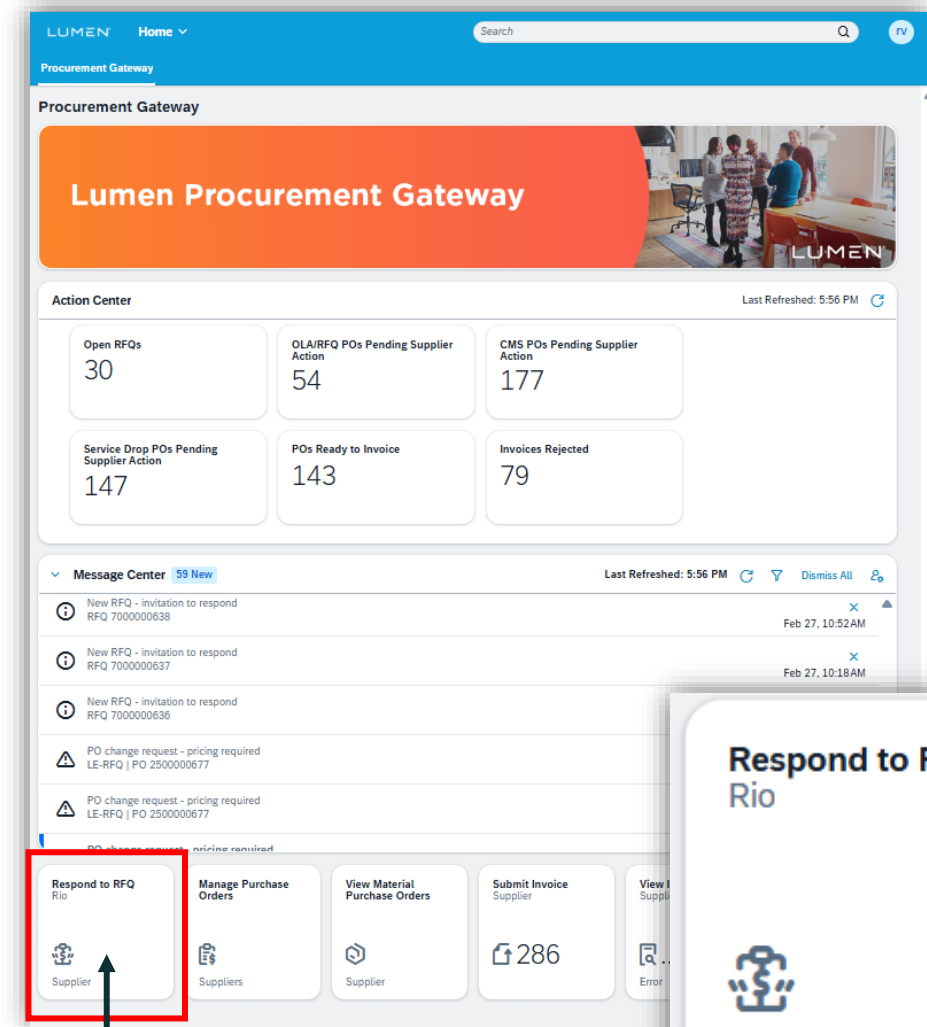
# System Process in PGW for Responding to RFQ



# RFQ = Request for Quotation

## RFQ

- A formal request is sent to Suppliers asking them to provide pricing for a specific project or scope of work.
- The supplier receives an RFQ invitation from Lumen in PGW and can access it through the **Respond to RFQ** tile, **Message Center**, or **Action Center**. The process starts when the supplier opens the RFQ invitation and ends when the RFQ response is submitted and forwarded for Lumen review, until the final award status is updated in PGW.



Click the Respond to RFQ Tile



# Tip: Access to RFQs List and Invitations

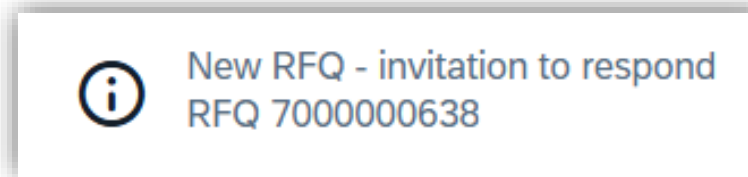
From the PGW Home Page, you can open an RFQ Invitation in three ways.

## From the Action Center Tile



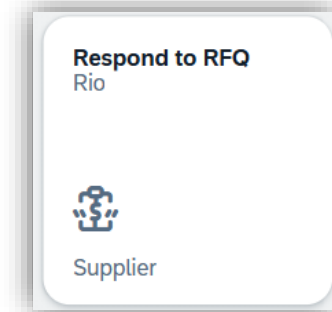
- The number on each tile shows how many items are currently pending your attention for that category

## From the Message Center



- Use this option to open directly to an RFQ Invitation

## From the Tile



- Use this option to access the complete list of RFQs assigned to you

# 1. Access the RFQ Invitation

After clicking on the **Respond to RFQ** Tile, the RFQ List – Supplier view (Home Page) is displayed

Respond to RFQ  
Rio



Supplier

Overview > RFQ List - Supplier View

← Back to PGW

RFQ List Page

Filter POs

RFQ ID ▾ RFQ Status ▾ Description ▾ Quotation Deadline ▾ Clear

RFQ ID	RFQ Status	Supplier Id	Supplier Name	Description	Project ID	Quotation Deadline	Quotation	Bid Status
700000026	Open	43601	NIELS FUGAL SONS COMPANY...	Reject all bids OLA Assy Units FC34		March 14, 2026 11:59pm CST	0000	Quote Submitted
800000023	Open	43601	NIELS FUGAL SONS COMPANY...	FC PS Requisition RFQ E2E CJ20N	E.1278.0003 061	March 11, 2026 11:59pm CST	April 2, 2026	Invited

Locate the RFQ with **Bid Status Invited**, then click anywhere on the row to open the RFQ.

## 2. Review the Title Area – Header Section

Open the correct RFQ invitation and review the **Header Area** to confirm the bid details.

The screenshot displays the 'RFQ Supplier View App' interface. At the top, there is a breadcrumb navigation: 'Overview > RFQ Supplier View App'. Below this is a 'Back to PGW' button. A table lists RFQ details, with the first row highlighted by a red border. Below the table are tabs for 'Request Details', 'Documents', and 'Message Board'. The main content area is titled 'RFQ Response (Supplier View)' and contains two expandable sections: 'RFQ Details' and 'Assembly Unit Details', each with a 'Click to expand' button.

RFQ ID	RFQ Description	RFQ Status	Quotation Deadline	Requested Due Date	Procurement Contact
8000000023	FC PS Requisition RFQ E2E CJ20N	Open	March 11, 2026 11:59pm CST	April 2, 2026	Construction Procurement SourcingTFCPS

**Request Details** | Documents | Message Board

### RFQ Response (Supplier View)

- > ⓘ RFQ Details Click to expand
- > 📦 Assembly Unit Details Click to expand

# 3. Review the Document Tab

The screenshot shows the 'RFQ Supplier View App' interface. At the top, there is a breadcrumb trail: 'Overview > RFQ Supplier View App'. A 'Back to PGW' button is visible. Below this is a table with the following data:

RFQ ID	RFQ Description	RFQ Status	Quotation Deadline	Request
7000000026	Reject all bids OLA Assy Units FC34	Open	March 10, 2026 11:59pm CST	undefin

Below the table, there are three tabs: 'Request Details', 'Documents' (highlighted with a red box), and 'Message Board'. The 'Documents' tab is active, showing the 'RFQ Attachments' section. A text box explains: 'The RFQ Attachments tab provides documents included in the RFQ for your reference. These attachments are part of the RFQ specifications and should be reviewed before you submit your response.' Below this is a search bar and a refresh icon. A table lists the attachments:

File Name	Type	Last Updated
Attachment.docx	DOC	Mar 6, 2026, 07:26 PM
Attachment Test #2.docx		

The 'Attachment Test #2.docx' entry is highlighted with a red box. A text box explains: 'Click the document you need to download. The system automatically downloads the file, and depending on your device settings, you can then open it or save it to your device.'

# 4. Review the Message Board

The screenshot shows the 'RFQ Supplier View App' interface. At the top, there is a breadcrumb trail: 'Overview > RFQ Supplier View App'. A 'Back to PGW' button is located on the left. Below this is a summary table for the RFQ:

RFQ ID	RFQ Description	RFQ Status	Quotation Deadline	Requested Due Date	Procurement Contact
8000000023	FC PS Requisition RFQ E2E CJ20N	Open	March 11, 2026 11:59pm CST	April 2, 2026	Construction Procurement SourcingTFCPS

Below the table are tabs for 'Request Details', 'Documents', and 'Message Board'. The 'Message Board' tab is highlighted with a red box. A dark green callout box with white text says: 'Click the **Start New Thread** button to initiate a new discussion related to the RFQ.' An arrow points from this box to a '+ Start New Thread' button, which is also highlighted with a red box.

Under the 'Message Board' tab, there is a 'Message Board Guidelines' section with the following text: 'Please read all existing posts before starting a new thread. Your question may already be answered. The message board closes per the counter below. No questions will be answered outside this message board. All questions and replies, including user names, are visible to invited suppliers.'

Below the guidelines is a 'Discussion Threads' section. A red box highlights the text: 'Board closes in: 11h : 23m : 24s'. A dark green callout box with white text says: 'Board Closes in Timer: Once that time is reached, it becomes read-only, and no new questions or comments can be added.' An arrow points from this box to the timer.

Lumen's messages will appear in this message board. You can expand or collapse the thread using the arrow next to the thread title.

All questions and replies, including user names, are visible to invited suppliers.

### Discussion Threads

> RFQ Quotation Deadline  
Created by: Tyler Keys • Created on: Mar 10, 2026

∨ Clarification  
Created by: rvptest vu1 • Created on: Mar 10, 2026

RV rvptest vu1 Mar 10, 2026, 01:00 PM  
Please clarify the assembly unit on line 4.

TK Tyler Keys Mar 10, 2026, 01:03 PM  
Please refer to the Lumen Units Master.

Your Question

Lumen response

You can continue the conversation in the message area below it. Use the available text space to enter additional comments or follow-up questions, then select the green **Send** icon to send each new message.



# 5. Enter pricing in the Assembly Unit Details

The screenshot shows a web interface with a top navigation bar containing 'Request Details', 'Documents', and 'Message Board'. The main content area is titled 'RFQ Response (Supplier View)'. It features two expandable sections: 'RFQ Details' (with an information icon) and 'Assembly Unit Details' (with a cube icon). Below these is a 'Terms and Conditions' section with a checkbox for 'Terms and Conditions Agreement \*' and a paragraph of text. Two callout boxes are present: one on the left pointing to the expandable arrows, and one on the right explaining the purpose of the RFQ Details section.

**Request Details** Documents Message Board

## RFQ Response (Supplier View)

Expand the arrow for each section in the **Request Details** tab.

RFQ Details

Assembly Unit Details

Terms and Conditions

Terms and Conditions Agreement \*

The terms and conditions set forth in the primary master agreement between Lumen Technologies and each supplier shall govern the relationship between the parties. These terms apply in conjunction with the job specifications and all associated attachments related to the services requested.

When you expand the **RFQ Details** section from the **Assembly Unit Details** tab, you review the key bid information tied to the RFQ before completing your pricing. This section helps you confirm that you are working on the correct RFQ by showing the main request details, project context, and related PR information included in the bid. Use this area to validate the RFQ information before entering prices in the assembly unit lines

When you expand the **Assembly Unit Pricing** section, the line items for the assembly units are displayed. Click the arrow at the end of each row to open the full line details and enter the pricing for your bid.

Line	Assembly Unit	Est. Qty	Uom	Unit Price	+11	Actions
10	CASE COPPER BURIED SOFT - 5002940	1	EA	USD 0.00		>
				Total:	USD 0.00	

Request Details Documents Message Board

### Assembly Unit Pricing

Line	Assembly Unit	Est. Qty	Uom	Unit Price	+11	Actions
10	CASE COPPER BURIED SOFT - 5002940	1	EA	USD 0.00		▼

Labor Price \*

USD 0.00

You can identify the fields that require your input because they are editable and display the green **USD** indicator. A mandatory (\*). Fields that do not apply to your bid response are not editable and appear as **N/A**.

Minor Mat

N/A

Local Mat

N/A

Subtotal

USD 0.00

Total: USD 0.00

Enter pricing. Fields marked N/A are not applicable.

Enter pricing in the **Assembly Unit Details** area of the RFQ. This is where you provide the quotation values for the pricing components that require your input. For each line item, enter the required pricing details, including **Labor Price per Unit**, **Locally Purchased Material Price per Unit**, and **Freight Price per Unit**, where applicable.

Enter each required price and review the calculated **Subtotal** at the line level and the **Total** amount displayed at the bottom of the section.

Request Details Documents Message Board

### Assembly Unit Pricing

Line	Assembly Unit	Est. Qty	Uom	Unit Price	+11	Actions
10	CASE COPPER BURIED SOFT - 5002940	1	EA	USD 30.00		▼

Vendor Mat: N/A      Minor Mat: N/A

Labor Price \*       Local Mat: N/A

Freight: N/A      Subtotal: USD 30.00

Total: USD 30.00

Enter pricing. Fields marked N/A are not applicable.

# 6. Accept the Terms and Conditions and Submit the Bid

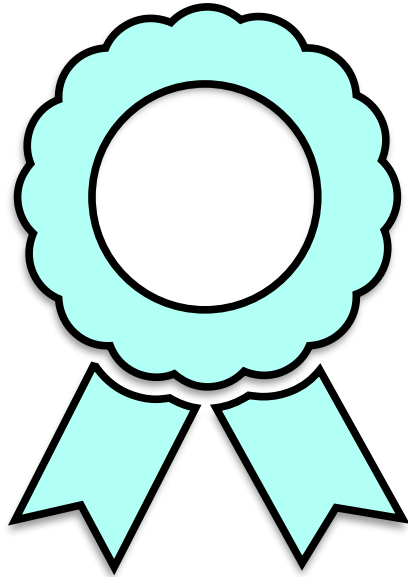
After the response period ends, the RFQ is closed and can no longer be updated. Lumen then reviews the quotations and completes the award process. The PO becomes visible only after the winning quotation is selected and the award is completed. At that point, the RFQ status updates to **Awarded**, **Not Selected**, or **Cancelled**, and the PO is visible only to the awarded supplier.

The screenshot shows a web interface with three tabs: 'Request Details', 'Documents', and 'Message Board'. Below the tabs is a form area. A dark text box is overlaid on the top right of the form. In the 'Terms and Conditions' section, there is a checkbox labeled 'Terms and Conditions Agreement \*' which is highlighted with a red box and an arrow. Below this checkbox is a paragraph of text. At the bottom right of the form, there is a 'Submit Bid' button, also highlighted with a red box. A dark text box is overlaid on the bottom left of the form, with an arrow pointing from it to the 'Submit Bid' button.

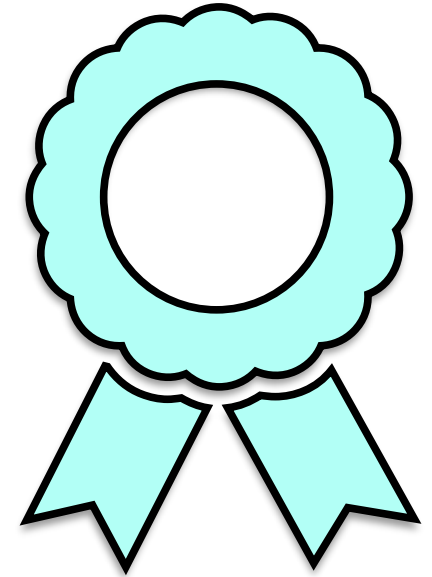
Select the checkbox to confirm agreement with the terms before proceeding with submission. And click Submit on the bottom right side of the table

**THIS IS THE TRANSITION POINT BETWEEN THE RFQ BID PROCESS AND THE LATER PURCHASE ORDER MANAGEMENT PROCESS IN PGW.**

# Course Completion



You have completed the  
**5. Respond to and Manage RFQ Invitations  
(Bid Process).**



# Congratulations!