

Module 5. Respond to RFQ Invitations (Bid Process)

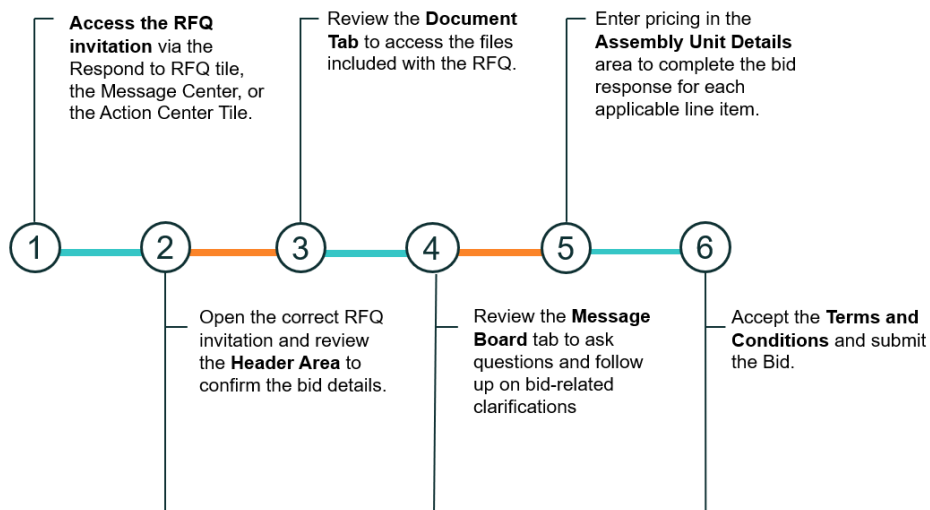
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1. Module Overview

In this module, the Supplier learns how to respond to a Request for Quotation (RFQ) in PGW. This process begins when Lumen publishes an RFQ and sends it to select Suppliers. The Supplier receives an email invitation and can also access the RFQ from the PGW Message Center.

This module is limited to the RFQ response process. It does not cover how to manage the Purchase Order after the RFQ has been awarded. That activity belongs to module **6. Manage Purchase Orders for Awarded RFQs**

System Process in PGW for Responding to RFQ



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1.1 Glossary

- **RFQ (Request for Quotation)**
A formal request is sent to Suppliers asking them to provide pricing for a specific project or scope of work.
- **Bid Process**
The quotation process in which invited Suppliers review the RFQ, enter pricing, and submit their response before the deadline.
- **RFQ Invitation**
The notification was sent to the Supplier by email and shown in PGW to inform them that a new RFQ is available for review and response.
- **RFQ Landing Page = Overview > RFQ List-Supplier View Page**
The PGW page where the Supplier can view, search, filter, and track RFQs sent to them.
- **RFQ Details Page = Overview > RFQ Supplier View App Page**
The page where the Supplier reviews the RFQ information, checks project details, reviews terms and conditions, and completes the quotation response.
- **Submission Due Date**
The deadline by which the Supplier must submit the RFQ response.
- **Latest Quotation Submission Date**
The Latest Quotation Submission Date shows the timestamp of the most recent quotation you submitted for the Bid. While the RFQ status remains Open, you can resubmit the RFQ as many times as needed. This timestamp always reflects the date and time of your latest submission.
- **Message Board**
The communication area in the RFQ is where Suppliers can ask questions and review answers provided by Lumen during the Bidding period.
- **Assembly Unit (AU)**
A structured work unit used in the RFQ to organize the scope and pricing components for the quote.
- **Line Item**
An individual row in the RFQ pricing structure represents a specific part of the scope to be quoted.
- **Labor Price per Unit**
The unit price entered by the Supplier for the labor portion of the RFQ line.
- **Locally Purchased Material Price per Unit**
The unit price entered by the Supplier for material that the Supplier will source locally as part of the quoted work.
- **Freight Price per Unit**
The transportation or delivery cost entered by the Supplier when freight applies to the RFQ line.

- **Vendor Material Price**
A material price is shown in the RFQ response for reference only. This value is not entered by the Supplier.
- **Minor Material Price**
A material-related value is displayed for reference only. This value is not entered by the Supplier in the RFQ response.
- **Closed for Submission**
RFQ status showing that the deadline has passed, and the Supplier can no longer submit or update the quote.
- **Awarded**
RFQ status showing that the Supplier was selected and the Purchase Order was created for that RFQ.
- **Not Selected**
RFQ status showing that another Supplier was chosen for the RFQ.
- **Cancelled**
RFQ status showing that the RFQ was cancelled or all Bids were rejected.
- **Awarded PO**
The Purchase Order is created after Lumen selects the winning quotation. It becomes visible only to the selected Supplier.

2. What the Supplier will do in this process

During this process, the Supplier reviews the RFQ invitation, opens the RFQ record, checks the project details, reviews any supporting attachments, and enters quotation values for the pricing components that require Supplier input. If clarification is needed, the Supplier can post questions on the message board while it is still open. If the quote is not ready for final submission, the Supplier can save the response as a draft and return later. When the pricing is complete, the Supplier accepts the terms and conditions and submits the quotation.

After submission, the Supplier waits while Lumen reviews the quotations in SAP S/4HANA. The Supplier does not immediately see whether the Bid was selected. The result becomes visible only after the Purchase Order is created. At that point, PGW updates the RFQ status, and the awarded Supplier can later access the new RFQ Purchase Order in PGW.

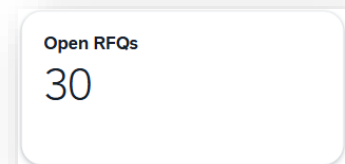
3. How to Access an RFQ Invitation

The RFQ response process begins when the Supplier receives an email invitation to submit a quote for a project. A notification also appears in the PGW Message Center on the Supplier homepage. When the Supplier selects the message, the RFQ opens, allowing the quotation to be reviewed and completed. This is the entry point into the RFQ response process from the Supplier side.

You can open the RFQ Invitation/ List in three ways.

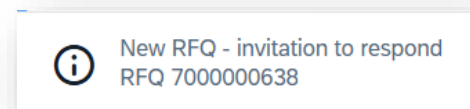
- *Open from the Action Center Tile*

Use this option to start from a **worklist view** focused on items that require action.



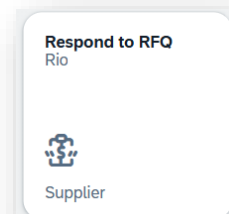
- *Open directly from the message Center Notification*

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



- *Open from the Manage Purchase Orders Tile*

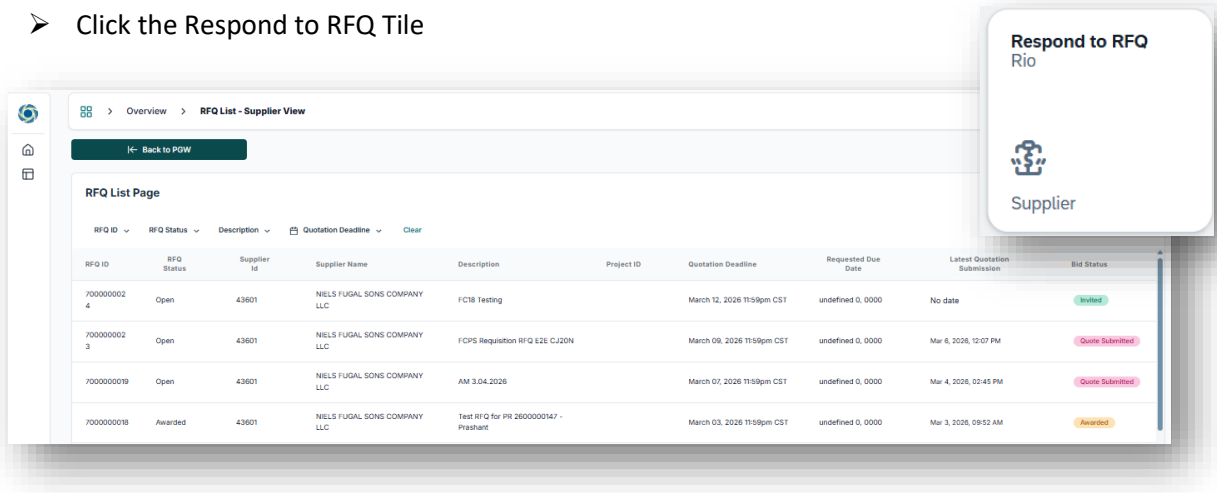
Use this option to access the **complete list of POs** assigned to you in the OLA/RFQ tab and search using filters



For this training, access the **Respond to RFQ** Tile to open the full list of RFQs to which you have been invited. The navigation and process options remain the same whether the RFQ is opened from the **Action Center**, **Message Center**, or directly from the **Respond to RFQ** tile.

4. Respond to RFQ Tile – Landing Page

- Click the Respond to RFQ Tile

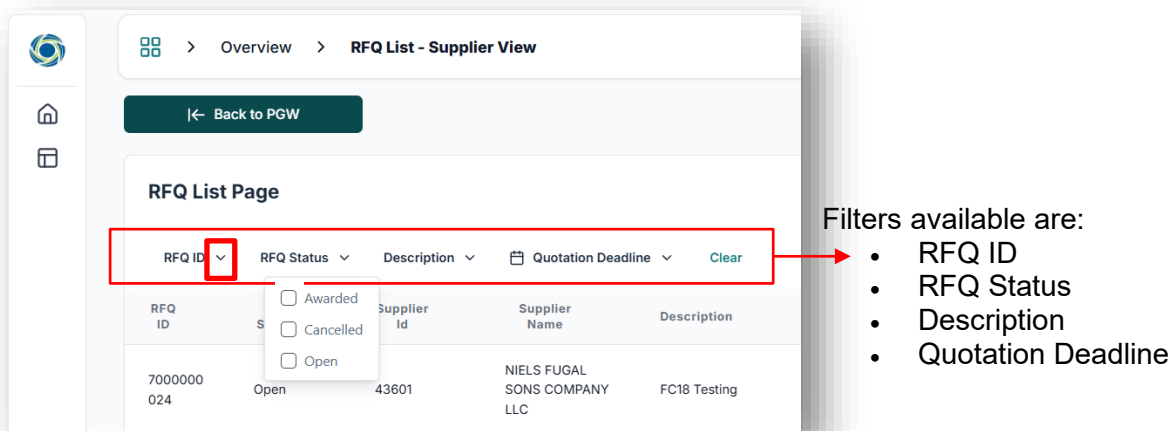


The RFQ landing page is the main worklist where the Supplier can view RFQs sent to them.

4.1 Filters Section

The top section of the RFQ List Page contains the standard filter options. These determine which RFQs are displayed in the results below. At the top right of the table, locate the filter to be used and open its dropdown menu.

- Select the checkbox next to the value to filter by, and the system automatically displays the matching results.



After the filter is selected, the table displays only the awarded RFQs.

RFQ List Page

RFQ ID ▾ RFQ Status (1) ▾ X Description ▾ Quotation Deadline ▾ Clear

RFQ ID	RFQ Status	Supplier ID	Supplier Name	Description	Project ID	Quotation Deadline	Requested Due Date	Latest Quotation Submission	Bid Status
7000000018	Awarded	43601	NIELS FUGAL SONS COMPANY LLC	Test RFQ for PR 2600000147 - Prashant		March 03, 2026 11:59pm CST	undefined 0, 0000	Mar 3, 2026, 09:52 AM	Awarded

Awarded

- To remove the current filter criteria, **click Clear** in the filter menu

RFQ List Page

RFQ ID ▾ RFQ Status (1) ▾ X Description ▾ Quotation Deadline ▾ **Clear**

RFQ ID	RFQ Status	Supplier ID	Supplier Name	Description
7000000018	Awarded	43601	NIELS FUGAL SONS COMPANY LLC	Test RFQ for PR 2600000147 - Prashant

4.2 Columns Section

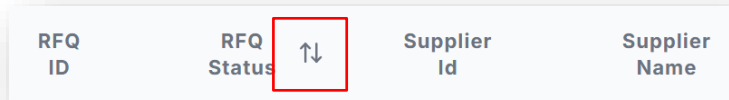
- Review the columns displayed in the Purchase Orders table

This page helps the Supplier track and manage all RFQ invitations in one place. Each RFQ record displays key information. The following columns are included in the view:

- RFQ ID
- RFQ Status
- Supplier ID
- Supplier Name
- Description
- Project ID
- Quotation Deadline
- Requested Due Date
- Latest Quotation Submission
- Bid Status

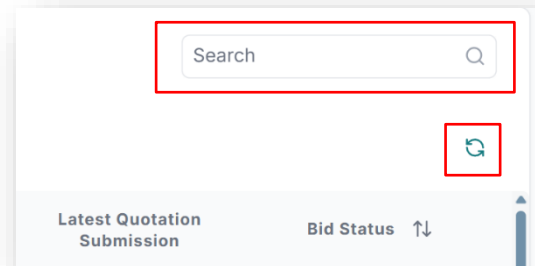
Columns can be sorted using the column header sort options.

- Click the column title to display the **Sort icon**, then select it to apply sorting.



Use the **Search field** to quickly locate any record shown in the table. Enter a value from any visible column, such as the RFQ ID, description, project ID, status, or contact name, and the system filters the table to display only the matching results. This helps you find a specific RFQ faster without manually reviewing each row.

- Click the **Refresh button** in the top-right corner of the RFQ table to restore its original display.



5. RFQ Status

RFQ status is especially important because it shows where the Bid stands in the process. An RFQ may appear as:

- **Awarded**
- **Open**
- **Cancelled**

6. Bid Status

Bid Status shows the current stage of the RFQ in PGW. By reviewing the status, the supplier can quickly identify where the RFQ stands in the Bidding process and whether any further action is still possible.

The possible Bid Status values are:

- **Invited**
- **Awarded**
- **Pending Price Confirmation** (after a change request is submitted)
- **Rejected**

YOU HAVE BEEN INVITED TO A BID. SELECT THE RFQ WITH THE BID STATUS INVITED

RFQ ID	RFQ Status	Supplier Id	Supplier Name	Description	Project ID	Quotation Deadline	Requested Due Date	Latest Quotation Submission	Bid Status
700000024	Open	43601	NIELS FUGAL SONS COMPANY...	FC18 Testing		March 12, 2026 11:59pm CST	undefined 0, 0000	No date	Invited

Invited

➤ Click anywhere on the row to open the RFQ

7. RFQ Details Page- Overview > RFQ Supplier View App

When you open a specific RFQ, the details page provides the key information you need to understand the quote request. Here, you review the **RFQ Header** information and the **details related to the PRs** included in that RFQ.

This page also includes the **Terms and Conditions** section. You must accept the terms and conditions before submitting your quotation. However, you can still save your work as a draft without accepting it, which allows you to start working on the Bid, save your progress, and return later when you are ready to finalize and submit your response.

The screenshot displays the 'RFQ Supplier View App' interface. At the top, there is a breadcrumb trail: 'Overview > RFQ Supplier View App'. Below this is a header section with a 'Back to POW' button and a title area. The header contains key information: RFQ ID (7000000145), RFQ Description (Test1), RFQ Status (Open), Quotation Deadline, Requested Due Date (March 2, 2026), and Procurement Contact (Construction ProcurementSourcing team). A red-bordered tab menu includes 'Request Details', 'Documents', and 'Message Board'. The main content area is titled 'RFQ Response (Supplier View)' and features expandable sections for 'RFQ Details' and 'Assembly Unit Details'. The 'Assembly Unit Details' section includes 'Assembly Unit Instructions' and an 'Assembly Unit Pricing' table. The pricing table lists two items: 'FIBER PL IN CONDUIT - 5003132' (200 units, USD 0.00) and 'INRDCT 1.25 SDR T1 BLACK UG - 5002185' (100 units, USD 0.40), with a total of USD 40.00. A 'Terms and Conditions' section is also present, with a 'Submit Bid' button at the bottom right.

Title Area (Header Section)

Tab Menu

RFQ Response Area (Pricing and Submission Section)

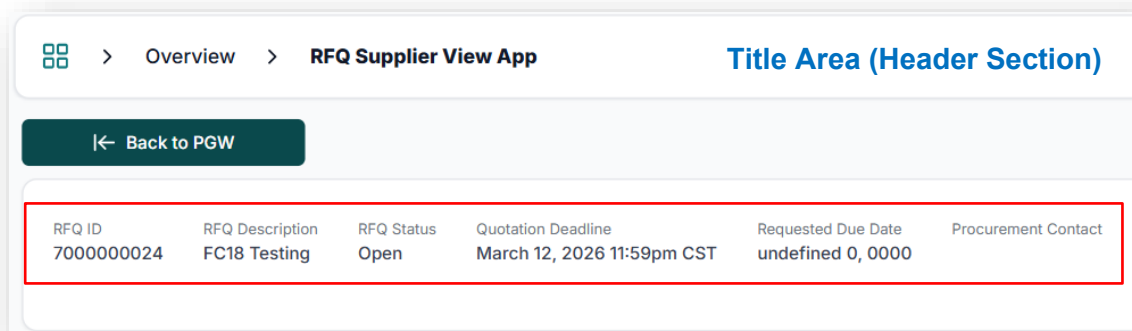
Line	Assembly Unit	Est. Qty	Uom	Unit Price	+11	Actions
10	FIBER PL IN CONDUIT - 5003132	200	LE	USD 0.00		>
20	INRDCT 1.25 SDR T1 BLACK UG - 5002185	100	LE	USD 0.40		>
Total:						USD 40.00

7.1 Title Area (Header Section)

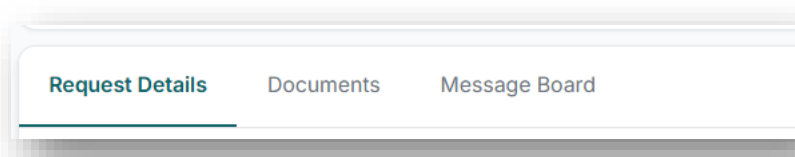
Use the **Title Area** to quickly confirm that you opened the correct RFQ and review the key bid information before continuing with your response.

On the RFQ Details Page, with the Title **Overview > RFQ Supplier View App** screen

- *The following fields are displayed*
 - **RFQ ID**
 - **RFQ Description**
 - **RFQ Status**
 - **Quotation Deadline:** The deadline for suppliers to submit their quotes. This date is maintained by Lumen Procurement. When the RFQ is published or republished, the updated date is resent to the supplier portal.
 - **Requested Due Date:** Represents when Lumen expects the work to be completed based on the underlying Purchase Requisition. This field is not editable by suppliers and is automatically calculated from Lumen's PR delivery dates.
 - **Procurement Contact**



7.2 Tab Menu



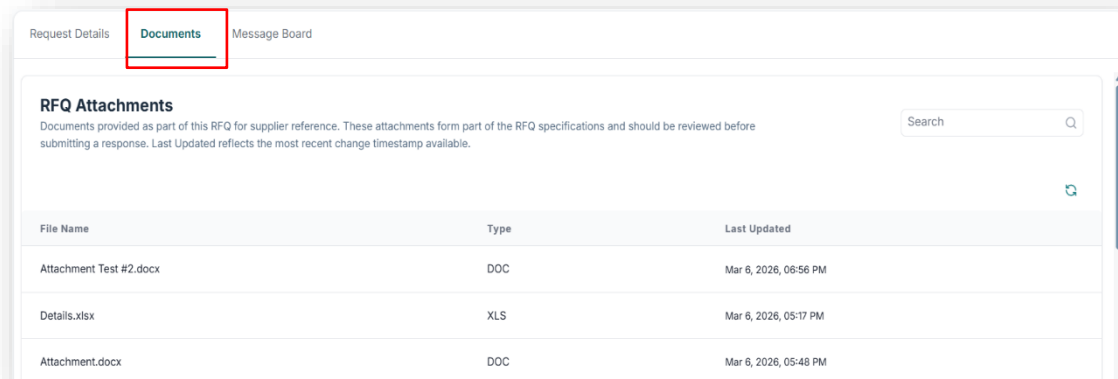
Below the **Title Area**, the RFQ Details page includes a **Tab Menu**. Each tab gives you access to a different section of the RFQ, where you complete specific activities during the Bid process. Use these tabs to review RFQ information, access supporting documents, and communicate directly with Lumen for questions related to the Bid. The tabs are:

- **Requested Details**
- **Documents**
- **Message Board**

8. Documents Tab – Deep Dive

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. The Last Updated field shows the most recent available change timestamp for each attachment.

- Navigate to the documents tab within the RFQ details screen

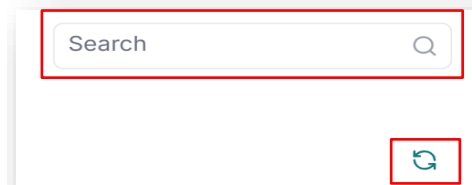


Documents associated with the RFQ. This includes any files stored against the RFQ header in S/4 Fiori, such as drawings, specifications, statements of work, or other supporting materials needed for Bidding. The tab presents these documents in a downloadable format so suppliers can access all RFQ package content directly

- 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.

File Name	Type	Last Updated
Attachment Test #2.docx	DOC	Mar 6, 2026, 06:56 PM

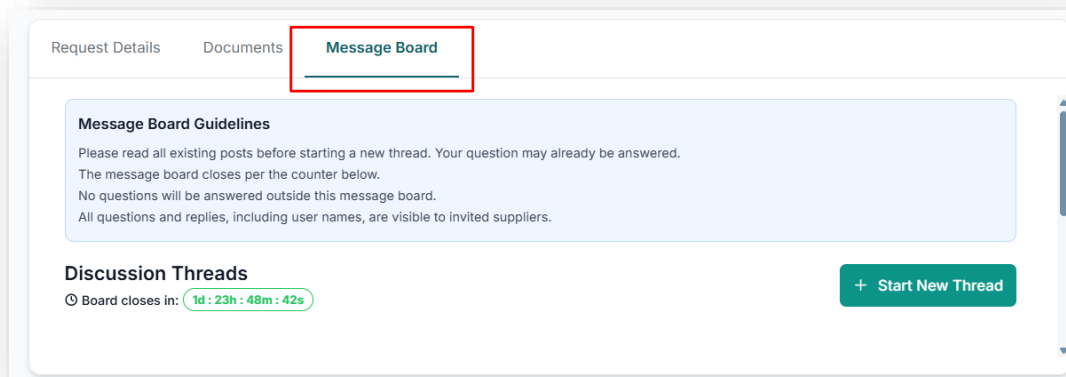
Use the **Search** field to quickly locate a document in the **Documents** tab. Enter any part of the file name or relevant text to filter the list and display matching results. To return the document list to its original view, click the **Refresh** icon.



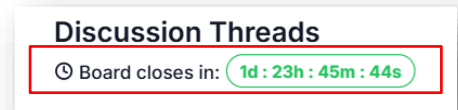
9. Message Board Tab – Deep Dive

If the Supplier has questions about the RFQ, the message board is the place to ask for clarification. Lumen uses this same message board to provide answers and additional guidance.

- Locate and Click on the **Message Board** Tab.



The message board supports communication during the Bidding process, but it is not available indefinitely. Lumen defines how many hours before the quotation due date the message board closes. Once that time is reached, it becomes read-only, and no new questions or comments can be added.



Note: The RFQ deadline and the message board timing are maintained in US Central Time, so the Supplier should pay close attention to the displayed due date and any message board cutoff timing shown in the RFQ.

- Locate and click the **Start New Thread** button to initiate a new discussion related to the RFQ. All RFQ-related questions must be submitted exclusively through this message board.

The Start New Thread Window is Displayed

- Enter the Thread Title and complete the Initial Question/Message field, then select Create Thread to post the message or cancel to return to the Message Board screen.

The thread is created, and your message is posted. Lumen now has visibility into the question and can respond from their side. After Lumen submits the reply, the message is displayed under your question.

Start New Thread

Thread Title
Initial Phase vs Full Scope

Initial Question/Message
Can you clarify if the quoted quantity applies to the full scope or only to the initial phase?

Cancel Create Thread

Note: You can review questions submitted by other suppliers and Lumen's answers to them, but you cannot respond to another supplier's question.

Lumen's response will appear in this same post. You can expand or collapse the thread using the arrow next to the thread title.

Discussion Threads

Board closes in: 1d : 23h : 33m : 15s

+ Start New Thread

Initial Phase vs Full Scope
Created by: rvptest vu1 • Created on: Mar 10, 2026

rvptest vu1 Mar 10, 2026, 02:24 AM
Can you clarify if the quoted quantity applies to the full scope or only to the initial phase?

Send

After your post is created, 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.

YOU NOW HAVE ALL THE REQUIRED DOCUMENTATION, YOUR QUESTION HAS BEEN RESOLVED, AND YOU ARE READY TO SUBMIT THE RFQ.

10. Request Detail Tab – Deep Dive

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.

Not every price field is entered on this page. **Vendor Material Price** and **Minor Material Price** are display-only fields and are not part of your Bid entry. Your response is limited to the pricing components expected in the Bid process.

Freight is conditional and is entered only when it applies to the RFQ setup. This may apply to specific assembly unit scenarios, such as **poles**, **manholes**, or **lump sum units**.

- *Pricing rules the Supplier must follow*

Before the quotation can be submitted, the Supplier must complete all required pricing fields.

The price cannot be \$0.00 for required entries. This means the Supplier must verify that all required lines have been completed with valid pricing before final submission.

The Supplier can also click the assembly unit description to review additional details for the assembly unit if more context is needed while pricing the quote.

- Locate and Click on the Request Detail Tab

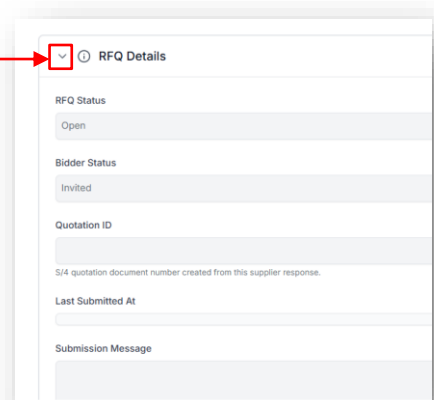
The RFQ Response (Supplier View) is displayed. This table contains three sections:

- **RFQ Detail**
- **Assembly Unit Detail**
- **Terms and Conditions**

Each row includes a drill/expand control on the far left and an Actions link labeled Show details to view additional project-related information.

- Expand and review the RFQ Details section on the RFQ

Expand using the arrow



The RFQ Detail fields are displayed:

- **RFQ Status** (for example, Open),
- **Bidder Status** (for example, Invited),
- **Quotation ID** (displayed once a supplier quotation is created in S/4),
- **Last Submitted At** (populated after submission),
- **Submission Message** (used to display system or submission feedback),
- **Last Submit Error** (displayed only if a submission error occurs).
- **Instructions for Bidders, stating:**
 - *All questions must be submitted exclusively through the message board within Procurement Gateway.*
 - *Inquiries submitted through other channels will not be addressed.*
 - *By submitting pricing and selecting the Confirm option, the supplier affirms it has read, understood, and agreed to all specifications and attachments.*
- **RFQ Project Details section**
 - Company
 - State
 - Exchange
 - Project Number
 - PR
 - +(##) More Actions that, when expanded, show the Responsible Person, Admin, and PO are shown

➤ Navigate to the Assembly Unit Details section of the RFQ and expand each Line Item

Assembly Unit Details Click to collapse

Assembly Unit Instructions

- Enter a price for all applicable units.
- If a price isn't required, the input field will show "N/A".
- Entering \$0.00 is not allowed.

Expand each Line Item by clicking the

Assembly Unit Pricing

Line	Assembly Unit	Est. Qty	Uom	Unit Price	Actions
10	HH 30x48x36 SPLIT LID 7 - 5002144	5	EA	USD 0.00	>
20	INRDCT 1.5 SDR 11 3 WAY UG - 5002199	100	FT	USD 0.00	>
30	ASPHALT RMV & RESTORE > 6-12in - 5003035	50	FT2	USD 0.00	>
40	SVC DROP BUR FIB 250ft PSH SCA - 5002701	25	EA	USD 0.00	>
50	CASE UG FIB D 11.5x30 GEL NO TRAY - 500081	4	FT	USD 0.00	>

When you expand a line item, the system displays the Assembly Unit Pricing details. In this area, you review the line information and enter pricing in the fields that apply to your bid response.

Vendor Mat	N/A
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**.

These are the fields displayed after you expand the line item:

- **Line**
Displays the line number assigned to the RFQ item.
- **Assembly Unit**
Shows the assembly unit description and identifier for the work item being quoted.
- **Est. Qty**
Shows the estimated quantity for that assembly unit line.
- **Uom**
Displays the unit of measure for the estimated quantity, such as **EA**.
- **Unit Price**
Shows the calculated total unit price for the line based on the pricing values entered in the applicable fields below.
- **Actions**
Contains the arrow used to expand or collapse the line-item details.
- **Vendor Mat**
This field is for Vendor Material provided by Lumen. You do not enter any price in this field during the bid process. For Supplier bidding, this field remains N/A.
- **Minor Mat**
This field is for Minor Material provided by Lumen. You do not enter any price in this field as part of your RFQ response. For Supplier bidding, this field remains N/A.
- **Labor Price**
Use this field to enter your labor price for the assembly unit. If labor pricing is required for the line, the field is editable and must be completed. If labor pricing is not required, the field is not editable and shows N/A.
- **Local Mat**
Use this field to enter your local material price when local material is part of the RFQ setup. If local material pricing is required, the field is editable. If it does not apply to the line, the field is not editable and shows N/A.
- **Freight**
Use this field to enter your freight price when freight applies to the assembly unit. If freight is required, the field is editable. If freight does not apply, the field is not editable and shows N/A.
- **Subtotal**
Shows the calculated subtotal for the line based on the pricing entered.

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

Line	Assembly Unit	Est. Qty	Uom	Unit Price	+11	Actions
10	HH 30×48×36 SPLIT LID 7 - 5002144	5	EA	USD 50.00		
Vendor Mat		Minor Mat				
N/A		N/A				
Labor Price *		Local Mat				
USD 50.00		N/A				
Freight		Subtotal				
N/A		USD 250.00				


If you are not ready to submit the RFQ, you can save your work as a **Draft** at any time.

- Before saving the draft, review and check the **Terms and Conditions** section, then select **Save Draft** to keep your progress.

This allows you to leave the RFQ and return later to continue working on your response before the quotation deadline.

After the draft is saved, the system displays a confirmation message showing **Processing Complete** and **Draft Saved**, confirming that your draft has been saved successfully. From this message, you can select **Return to RFQ List** to go back to the RFQ worklist or **Close** to remain on the page.

Processing Complete



Draft Saved

Your draft has been saved successfully

[Return to RFQ List](#) [Close](#)

- Click **Return to RFQ List**. From there, search for the invited RFQ and click anywhere on the row to open it again.

Once pricing for all applicable assembly units is complete, review the Terms and Conditions Agreement, which states:

“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.”

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

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.

Submit Bid

- After submitting the pricing, return to the RFQ List – Supplier View page. Locate the RFQ in the table and **verify that the Bid Status column is updated to Quote Submitted.**

700000 0023	Open	43601	NIELS FUGAL SONS...	FCPS Requisition RFQ E2E CJ20N	March 09, 2026 11:59pm CST	undefined 0, 0000	Mar 6, 2026, 12:07 PM	Quote Submitted
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Quote Submitted

Note: The supplier may update and resubmit pricing for an RFQ multiple times as long as the RFQ remains open and the submission due date and time have not passed. Each time pricing is modified and submitted, the system records the new submission and updates the Latest Quotation Submission date and time in the RFQ list to reflect the most recent supplier submission.

Once the response period ends, PGW updates the RFQ to **Closed**. At this stage, you can no longer continue bidding, and Lumen begins its internal review and comparison process. The awarded **Purchase Order** becomes visible only after Lumen selects the winning quotation and creates the PO.

At that point, PGW updates the RFQ status. If you were selected, the RFQ is shown as **Awarded**.

7000000044	Awarded	43601	NIELS FUGAL SONS COMPANY LLC	OSP BID 2	M.1600.0076645	March 21, 2026 11:59pm CST	March 23, 2026	Mar 18, 2026, 04:20 PM	Awarded
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Awarded

If another supplier is selected, the RFQ appears as **Not Selected**.

7000000059	Awarded	43601	NIELS FUGAL SONS COMPANY LLC	TESTING	M.1600.0076752	April 01, 2026 11:59pm CST	April 30, 2026	No date	Not selected
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Not selected

If all bids were rejected or the RFQ was cancelled, the RFQ appears as **Cancelled**.

7000000038	Cancelled	43601	NIELS FUGAL SONS COMPANY LLC	ENG 1	M.1600.0076645	March 17, 2026 11:59pm CST	March 23, 2026	Mar 17, 2026, 01:23 PM	Not selected
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Cancelled

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