

6. Manage Purchase Orders for Awarded RFQs

BidMaster Replacement – Supplier Enablement

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Purpose

Provide a clear understanding of how to manage Purchase Orders for Awarded RFQs in PGW, from opening the application and reviewing the PO through job execution, communication updates, and Goods Receipt completion, ending with the Purchase Order ready for invoicing.



Prerequisites and Training Support

Before starting this module, complete

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, **6. Manage Purchase Orders for Awarded RFQs**, 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.

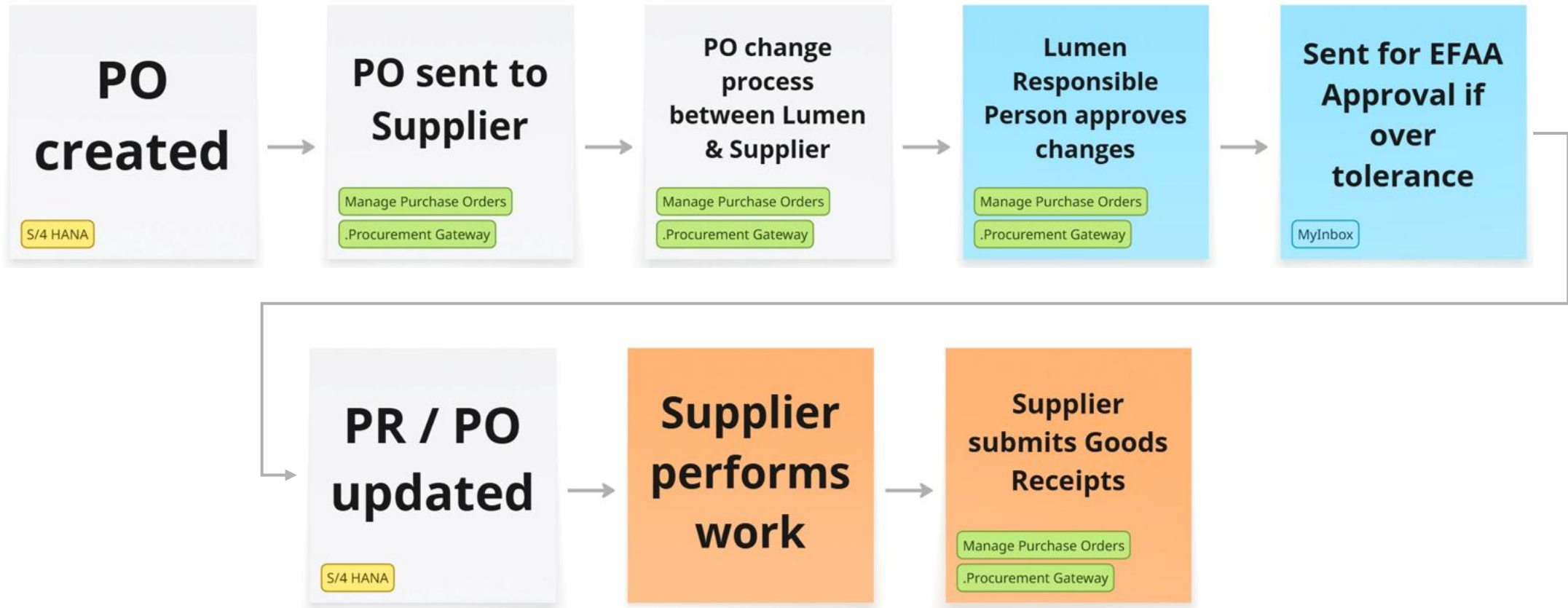
Learning Objectives

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

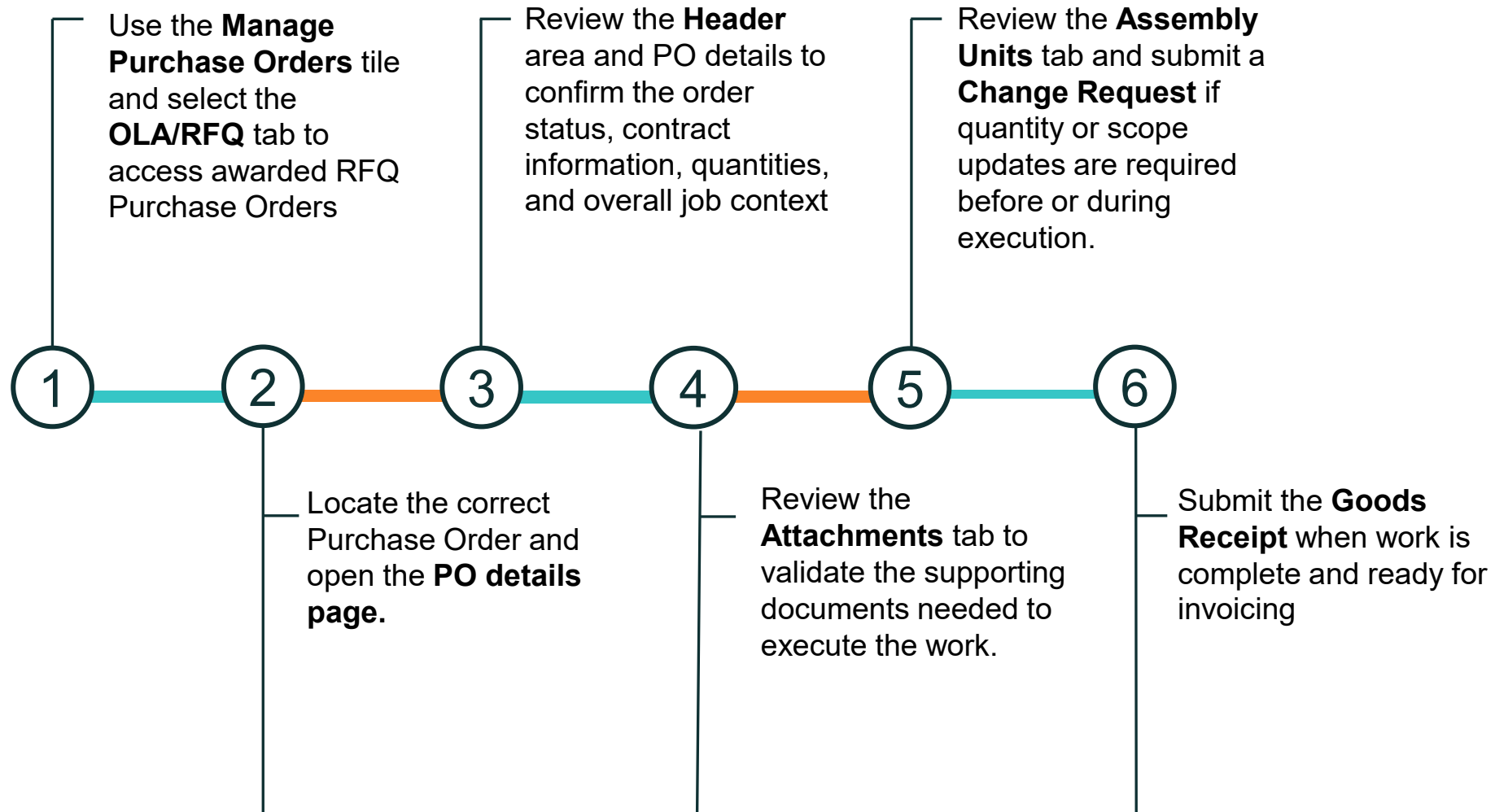
- Understand what an **RFQ** is, how it supports the supplier's work with Lumen, and how to access and review RFQ Purchase Orders from the **MPO** tile before starting work.
- Recognize how Action Center and Message Center updates support the PO management process.
- Identify the different actions that 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 RFQ Pricing



System Process in PGW for Line Extensions - RFQ Tab



LE Construction = Awarded RFQ PO

RFQ = Request for Quotation

- A bid-based purchasing arrangement where suppliers submit pricing for requested work. Once the quotation is awarded, Lumen creates the Purchase Order and assigns it to the supplier in PGW.
- The supplier accesses the PO from **Manage Purchase Orders** under the **OLA/RFQ** tab. The process begins when the supplier opens the awarded RFQ PO in MPO and continues through scope updates, execution tracking, and final **Goods Receipt**, after which the PO is ready for invoicing.

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 is the 'Procurement Gateway' header. The main content area features a large orange banner with the text 'Lumen Procurement Gateway'. Underneath is the 'Action Center' section, which includes a grid of tiles: '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). Below the Action Center is the 'Message Center' with 10 new messages, including 'PO changes rejected', 'Invoice Approval', and 'Invoice Approval'. At the bottom, there is a 'Suppliers' section with a 'Manage Purchase Orders' tile highlighted by a red box and an arrow. Other tiles in this section include 'View Material Purchase Orders', 'Submit Invoice Supplier' (282), and 'View Invoices Suppliers' (176). A dark green callout box at the bottom right contains the text 'Click the manage Purchase Tile'.

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

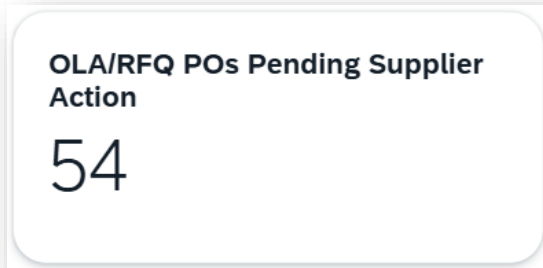
The screenshot shows the LUMEN 'Manage Purchase Orders' interface. The 'OLA/RFQ' tab is highlighted with a red box and a callout box stating: 'After clicking the "Manage Purchase Order" Tile, the OLA/RFQ view is selected by default when the page opens.' Below the navigation tabs are search and filter fields. A callout box 'Bulk update the status & estimated completion date for timely updates to Lumen' points to the 'Update Job Status' and 'Update Est. Completion' buttons, which are also highlighted with a red box. A 'Filter POs' callout points to the filter fields. At the bottom, a 'Purchase Order Table' callout points to the table of purchase orders.

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 >

Tip: Access Purchase Orders

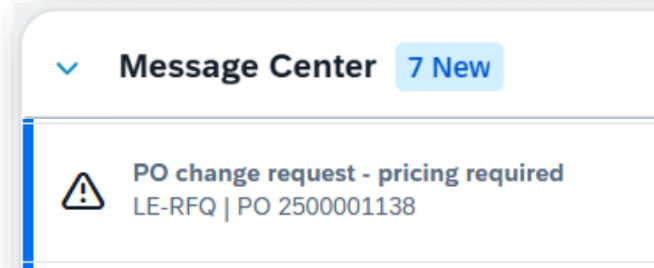
From the PGW Home Page, you can open OLA (LE Contract), Purchase Orders in three ways.

From the Action Center Tile



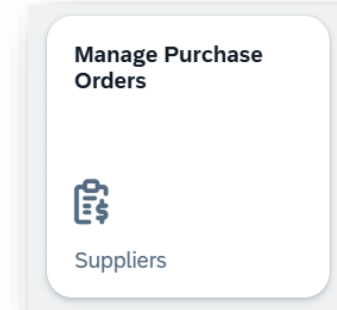
- The number on each tile shows how many items are currently pending your attention for that category

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 are navigation tabs for 'SD', 'CMS', and 'OLA/RFQ'. Below this is a 'Standard' filter bar with various search criteria. A red box highlights the filter bar, and a callout box points to it with the text 'Use The Filters and/or Click Go Button to search for POs'. Below the filter bar 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 icon at the end of that row. A callout box points to the arrow with the text 'Click the PO number hyperlink or the arrow at the end of the row to open the Purchase Order.' The table has columns for 'Purchase Order', 'Supplier Ref #', 'Project ID', 'Project Description', 'State', and 'Exchange'.

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

Note: POs from contracts (OLAs) and RFQs are both displayed on this tab. You can add the RFQ column and/or filter if you want to view RFQ POs only. Details in the training companion document.

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

2500000703
OLA or RFQ Purchase Order

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

Documents							Search	Upload	Download
<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			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			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.

5. Assembly Units tab – Increase or Decrease Quantity

2500000803
OLA or RFQ Purchase Order

Project: E.1600.0000299 - Testing Job S
Supplier Ref#: PO St

Supplier Name: IBM North America
Supplier ID: 700212

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

Submit Change Request | Add Units | Cancel | Search Assembly Units..

Assembly Unit	Approved PO Qty	Requested Qty	UoM	VM	MM	L	LP	VM Price (USD)	MM Price (USD)	L Price (USD)	LP Price (USD)	Freight Price (USD)	Unit Price (USD)	Appro
E.1600.0000299.C.AANN														
00001 SVC DROP CUTOVER COPPER 100011460	10.00	<input type="text"/>	EA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	4.00	10.00	N/A	0.00	14.00	
00002 SVC DROP FIBER CUTOVER CONN 2 END 100011461	10.00	<input type="text" value="3.00"/>	EA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	11.00			11.00	
00003 SPLICE COPPER MECHANICAL 1-25pr 100011462	10.00	<input type="text"/>	EA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	5.00	12.00	N/A	0.00	17.00	

1- Request to increase or decrease the quantity

2- Enter line-item notes with Change request details

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

5. Assembly Units tab – Add New Unit

The screenshot displays the 'Assembly Units' tab in a software application. The main interface shows a table with columns for 'Assembly Unit', 'Approved PO Qty', 'Requested Qty', 'UoM', 'VM', 'MM', 'L', 'LP', 'VM Price (USD)', 'MM Price (USD)', 'L Price (USD)', 'LP Price (USD)', 'Freight Price (USD)', 'Unit Price (USD)', 'Approved Subtotal (USD)', and 'New Subtotal (USD)'. A modal window titled 'Select: Assembly Units' is open, showing a search bar and a list of items. The item 'Pole unit A25-5 ROCK' is selected, and a callout box highlights it with a checkmark. A callout '3- Add a new' points to the 'Add Units' button, and a callout '4- Select the new unit to add' points to the selected item in the modal.

3- Add a new

4- Select the new unit to add

Assembly Unit	Approved PO Qty	Requested Qty	UoM	VM	MM	L	LP	VM Price (USD)	MM Price (USD)	L Price (USD)	LP Price (USD)	Freight Price (USD)	Unit Price (USD)	Approved Subtotal (USD)	New Subtotal (USD)
00002 2 END 100011461	10.00	3.00	EA					N/A	N/A	11.00	N/A	0.00	11.00	110.00	33
00003 SPLICE COPPER MECHANICAL 1-25pr 100011462	10.00												17.00	170.00	170
00004 SVC DROP KIT INSTALL 5000002	10.00												30.00	300.00	300
NEW Pole unit A25-5 ROCK 5000002		10.00											7,581.00	0.00	75,810
E.1600.0000299.C.ABLD													0.00	0.00	0
N0003 BACKPLANE 5000680	0.00	2.00											0.00	0.00	0
Total:	40.00													720.00 USD	76,523.00 U

Selected Items and Conditions (1)

Pole unit A25-5 ROCK x

5. Assembly Units tab – Add New Unit Pricing and Submit

5- Request the quantity of the New Units

6- Enter Pricing for New Units

Assembly Unit	Approved PO Qty	Requested Qty	UoM	VM	MM	L	LP	VM Price (USD)	MM Price (USD)	L Price (USD)	LP Price (USD)	Freight Price (USD)	Unit Price (USD)	Approved Subtotal (USD)	New Subtotal (USD)
00002 2 END 100011461	10.00	3.00	EA			<input checked="" type="checkbox"/>		N/A	N/A	11.00	N/A	0.00	11.00	110.00	33
00003 SPLICE COPPER MECHANICAL 25pr 100011462						<input checked="" type="checkbox"/>		N/A	5.00				17.00	170.00	170
00004 SVC DROP KIT INSTALL 100011464	10.00		EA			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	N/A				30.00	300.00	300
N0001 Pole unit A25-5 ROCK 5000002	0.00	10.00	EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2756.00	4440.00	200.00	180.00	5.00	7,581.00	0.00	75,810
NEW Pole unit A25-5 ROCK 5000002			EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2756.00	4440.00				0.00		0
E.1600.0000299.C.ABLD															
N0003 BACKPLANE 5000680	0.00	2.00	EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			1100.01	15.73	N/A	N/A	0.00	0.00	0.00	0
Total:	40.00	25.00											Total:	720.00 USD	76,523.00 USD

5. Assembly Units tab – Submit Change Request

LUMEN Manage Purchase Orders

2500000703 [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

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

7. Submit the Change Request

[Submit Change Request](#) [Add Units](#) [Cancel](#)

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	1,200.00	Pending Supplier - Unit Change	Message
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	

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.

Submit Search assembly units

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

Work Complete Date:

Due Date: Submission Due Date:

Enter the Quantity to Complete– the number of units to be posted in the Goods Receipt, whether a partial or full amount

Partial quantities can be posted as work is completed. The Completed and Remaining Qtys update.

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 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

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

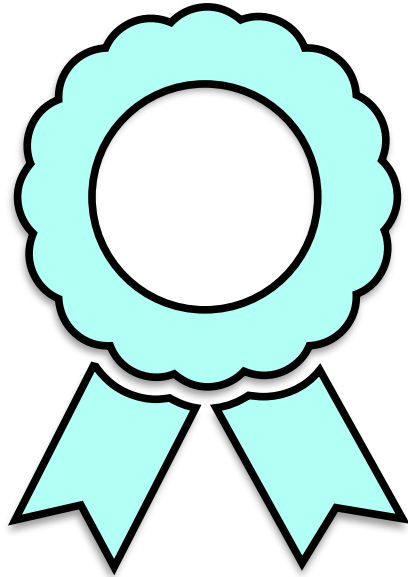
Add a note 1000 characters remaining

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

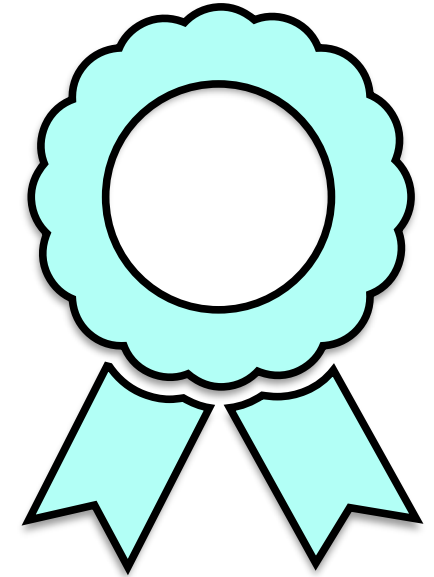
Insert communication notes

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	I0004		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	Requested Quantity		6.000	I0004		SVC DROP CUTOVER COPPER		03/05/2026 12:44 PM

Course Completion



You have completed the
**6. Manage Purchase Orders
for Awarded RFQs.**



Congratulations!