

7. Submit and View Invoices

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1. Module Overview

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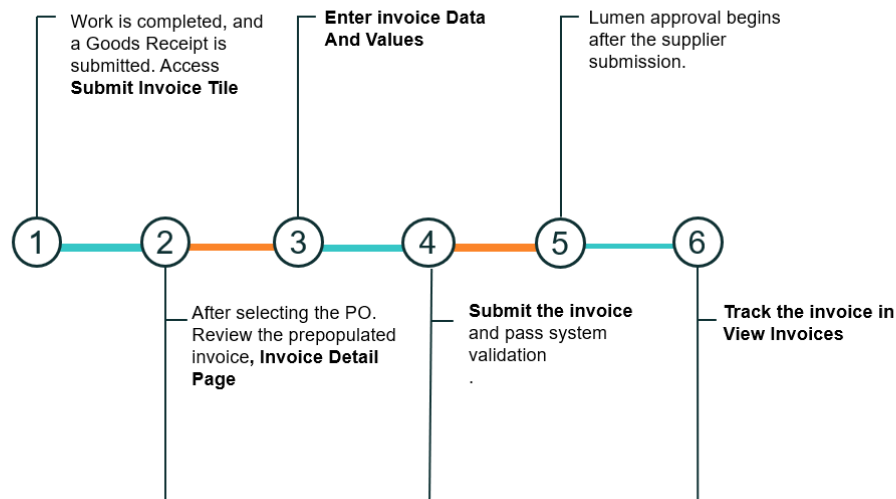
Submit Invoice

Welcome to PGW training for suppliers. This module is designed to help you create, submit, review, and track invoices in PGW after work has been completed and the related Goods Receipts have been submitted. In this process, you do not invoice the open scope directly. You create invoices only from Goods Receipt-backed purchase order items that are eligible for invoicing.

In this guide, you learn how to start the invoice process after full or partial Goods Receipts, how to create the invoice from the **Submit Invoice** Tile, how to review invoice lines and taxes, how to manage invoice attachments, and how to track the invoice through **View Invoices** until it reaches approval, payment, remittance, or an exception status such as blocked, cancelled, or rejected. Lumen approval touchpoints are included where they affect your next step, but the training remains focused on what you do directly in PGW as the supplier.

Goods Receipt → Invoice Submission → Approval → Payment Tracking

System Process in PGW for Invoicing



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1.1 Glossary

Use this glossary as a quick reference while working in the invoice process. It defines the key PGW applications, fields, statuses, and document terms you will see while creating and tracking invoices.

PGW Applications and Page Areas

- **Submit Invoice**

Application used by the supplier to create an invoice from completed Goods Receipt-backed PO items. It displays purchase orders with outstanding value ready to be invoiced and opens a prepopulated invoice form when you select a PO.

- **View Invoices**

An application for reviewing and tracking invoices after submission. Suppliers see only their own invoices, while Lumen can review a broader set of invoices based on role and filters.

- **Value by Invoice Status Chart**

A chart displayed on the invoice landing pages helps you understand invoice amounts by lifecycle stage, such as pending, blocked, invoiced, or remitted.

- **Invoice Details Page**

The detailed invoice view, where you review invoice header data, item lines, PDFs, remittance information, addresses, and related status information.

Invoicing Terms

- **Goods Receipt (GR)**

Confirmation that work or quantity has been received. Only Goods Receipt documents against a PO item are applicable for invoicing.

- **Goods Receipt-Backed Line**

A PO line that has already submitted the GR quantity and is therefore eligible for conversion to an invoice. The system also considers reversed GR activity when determining what can be invoiced.

- **Supplier Invoice Ref #**

Your invoice reference number. This is the supplier's own identifier for the invoice and is one of the main fields you enter when creating an invoice.

- **Submitted Date**

The date from which payment terms are calculated. This is the invoice submission date and is not editable in the detail view.

- **Supplier Invoice Date**

The invoice date is set by you as the supplier. It defaults during creation and can be adjusted before submission.

- **GR Comment**

A comment entered during Goods Receipt processing. In the invoice item view, you can review GR comments for a line item, and more than one comment may appear if multiple GRs were submitted for that line.

- **Tax Tolerance Validation**
Validation performed during invoice submission. If entered tax values exceed the allowed tolerance, the system stops the submission until the values are corrected.
- **Retainage**
Amount retained from the invoice, which can contribute to a **Partially Paid** status.
- **Remittance PDF**
PDF output that becomes relevant after payment processing. If multiple remittance PDFs exist, you can drill into the invoice and review them there.
- **Account Statement**
Supplier-facing documents are available from **View Invoices** to review invoices, payments, credit memos, and related account postings.

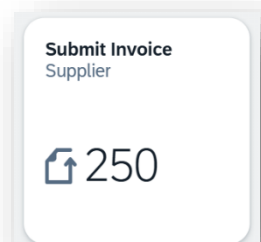
2. Submit and View Invoices Process Overview

This process explains how you convert completed work into an invoice in PGW: complete the Goods Receipt, create the invoice from the eligible GR-backed lines, submit it into the approval flow, and then track it through approval and payment-related statuses until the invoice is paid, blocked, rejected, cancelled, or remitted.

At a high level, the process flows through these PGW Tiles:

- **Submit Invoice**

Where you create the invoice from GR-backed PO lines, enter supplier invoice information, review taxes and GR comments, and submit the invoice.



- **View Invoices**

You track invoice status, review invoice details, open PDFs, review remittance information, access the account statement, and, if needed, delete an invoice while it is still pending approval.



3. System process in PGW

3.1 Goods Receipt → Invoice Submission → Approval → Payment Tracking

3.1.1 Work is completed, and a Goods Receipt is submitted

The invoice process starts only after a Goods Receipt has been created for the PO item. Multiple GR submissions per line are allowed, so invoice readiness can be built over time as work is received. Once quantities are recorded as goods received, they become the basis for invoicing readiness.

3.1.2 Full or partial GR activity creates invoice eligibility

You do not need to wait for the full PO to be completed before invoicing. If only part of the work has been Goods Received, the invoice process can still begin for the completed quantity. Only the GR-backed portion is available for invoicing; the remaining scope remains open for later GR and invoicing.

3.1.3 Open the invoice process from PGW

After completing the Goods Receipt, move to the **Submit Invoice** Tile to create the invoice. If you want to keep the PO visible for cross-checking, keep the MPO context open in a separate tab while you create the invoice.

3.1.4 Select the PO and review the prepopulated invoice

On the **Submit Invoice** landing page, select the purchase order ready for invoicing. PGW opens a prepopulated invoice using the submitted GR line items for that PO. The invoice defaults on key business information and lets you complete the supplier-owned fields.

3.1.5 Enter supplier invoice details

You complete the supplier invoice reference, supplier invoice date, comments, taxes, and supporting attachments. You can also review GR comments tied to the invoice line items.

3.1.6 Submit the invoice and pass system validation

When you submit, PGW performs validation, including MIRO simulation and tax tolerance checks. If errors exist, the invoice is not created until you correct them. If validation succeeds, the invoice is created in SAP and routed for approval.

3.1.7 Lumen approval begins after the supplier submission

After submission, the invoice does not go straight to payment. It moves into the Lumen approval workflow in S/4. Only after approval is complete does the invoice move forward as a posted, approved invoice.

3.1.8 You track the invoice in View Invoices

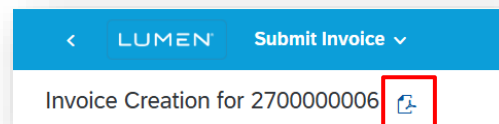
After submission, your next responsibility is monitoring. In **View Invoices**, you review the invoice lifecycle, confirm whether it is pending approval, approved, blocked, partially paid, remitted, cancelled, or rejected, and open supporting documents when available.

4. Understanding the 3 Different PDFs in the Invoice Process

During the invoice process, you may see **three PDF documents, each serving** a different purpose. It is important to understand which document you are reviewing at each stage of the process.

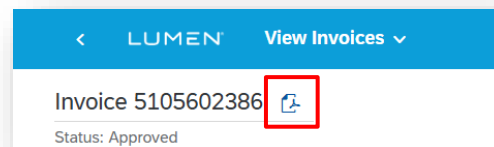
Purchase Order PDF – Available in Submit Invoice

In the **Submit Invoice** screen, the **PDF icon** downloads the **Purchase Order PDF**, not the invoice. At this point, you are still preparing the invoice, and the invoice has not been created yet. Use this PDF to review the original **purchase order details**, confirm the PO information, and cross-check the work you are invoicing before submission.



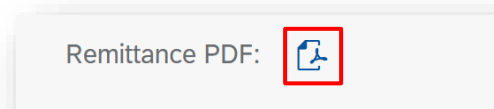
Invoice PDF – Available After the Invoice Is Submitted

After the invoice is successfully submitted and created in the system, you can review the **Invoice PDF** in **View Invoices**. This PDF is the actual **invoice document** generated for the submitted invoice. Use it to review the invoice as it was created in the system, including the submitted invoice information and the final invoice output.



Remittance PDF – Available After Payment Processing

The **Remittance PDF** is different from the invoice document. This PDF becomes available only after the invoice has been moved through payment processing and remittance information exists. Use the **Remittance PDF** to review the **payment/remittance details** for the invoice, such as the payment confirmation related to that record.



Key Difference

- The Purchase Order PDF helps you review the PO before submitting the invoice.
- The Invoice PDF helps you review the invoice after it has been submitted and created.
- The Remittance PDF helps you review the payment information after the invoice has been paid or remitted.

5. Invoice Status Values and What They Mean

- *Invoice Status: Pending for Approval*
 - **What it means:** You submitted the invoice, and it is now waiting for Lumen approval.
 - **What you can do:** Monitor it in **View Invoices**. If you need to withdraw it before approval is completed, the invoice can still be deleted while it remains in this status.
- *Invoice Status: Invoice Approved*
 - **What it means:** The invoice has passed approval and moved forward as an approved invoice in S/4.
 - **What you can do:** Continue to monitor it for payment progression, remittance, or any later deductions that may appear.
- *Invoice Status: Blocked for Payment*
 - **What it means:** The invoice exists in the system, but a payment-related issue is preventing payment from continuing.
 - **What you can do:** Review the invoice details and monitor for changes.
 -
- *Invoice Status: Partially Paid*
 - **What it means:** Only part of the invoice amount has been paid.
 - **What you can do:** Review retainage and deductions and continue monitoring the invoice until the remaining amount is processed.
- *Invoice Status: Remitted*
 - **What it means:** **Payment has been issued**, and remittance information is available.
 - **What you can do:** Open the remittance PDF and confirm payment details. If multiple remittance PDFs exist, review them from the invoice.
- *Invoice Status: Rejected*
 - **What it means:** Lumen rejected the invoice during approval.
 - **What you can do:** Review the rejection message and create a new invoice. The rejected invoice cannot be edited and resubmitted in place.
- *Invoice Status: Cancelled*
 - **What it means:** The invoice is no longer payable because it was cancelled or reversed.
 - **What you can do:** Use the status and detail view for reference, but do not expect payment to continue that invoice.
- *Invoice Status: Parked*
 - **What it means:** The invoice has been created on the backend and is under system control until final posting/approval is complete.
 - **What you can do:** Continue monitoring. Your main business attention should stay on the visible approval and payment statuses in View Invoices.

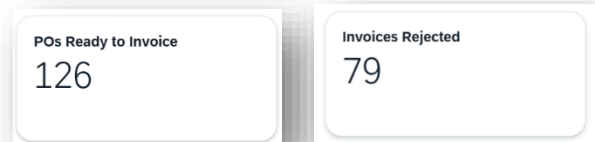
6. How to Access Invoice Applications

As you begin working on invoices in PGW, you may receive notifications in the Message Center. Depending on your settings, you may also receive email notifications that direct you back to the system.

You can access invoice-related work in three common ways. For supplier training, use the Submit Invoice Tile to create invoices and the View Invoices Tile to monitor them after they are submitted.

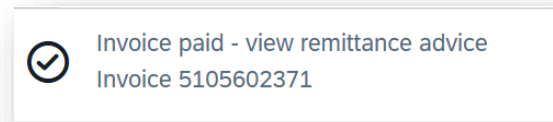
- *Open from the Action Center Tile*

Use these options to start from a **worklist view** focused on items that require action.



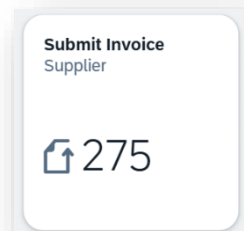
- *Open directly from the Message Center notification*

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



- *Open from the Submit Invoice Tile*

Use this option to access a list of your purchase orders with goods receipts that are ready to be turned into invoices



For this training, launch the Submit Invoice Tile so you can access the full list of purchase orders assigned to your company that are ready for invoicing. The screenshots and steps below all refer to the Submit Invoice application.

7. Submit Invoice

7.1 Submit Invoice Landing Page

- Click the Submit Invoice Tile.

The Submit Invoice landing page is displayed.

Submit Invoice
Supplier

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7.1.1 Micro Chart Section

On the Submit Invoice landing page, the Micro Chart section gives you a quick visual summary of invoiceable purchase order value before you open a specific PO. Use it as a quick checkpoint to understand what amount is already invoiced, what amount remains open, and what value is still ready to be billed.

The red value represents the amount of goods received and ready for invoicing. The grey value represents the amount on the PO that has not yet been goods-received. These are all dollar amounts.

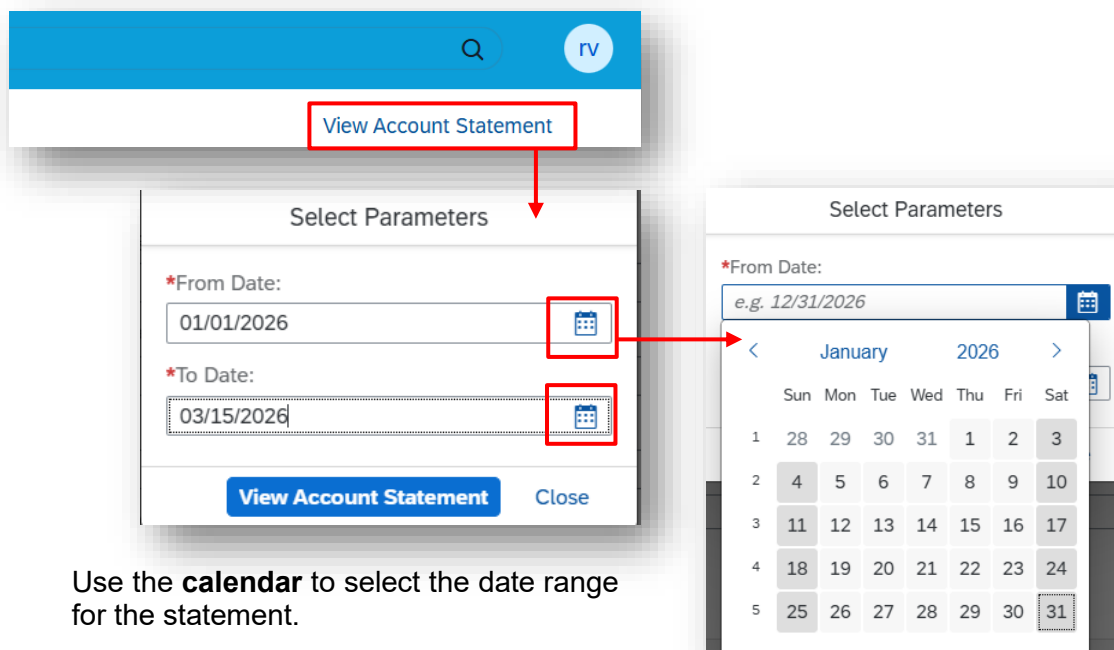
You may also hover over the chart to view a tooltip showing the Total Invoiced Value, Total Value to Be Invoiced, and Total Open Value

7.1.2 View Account Statement

Use **View Account Statement** when you need to review your account activity from a broader financial perspective, not just from a single invoice. In **View Invoices**, PGW gives you access to the **Account Statement** so you can review **invoices, payments, credit memos, and related account postings** in one place. This helps you understand how your invoice activity is reflected at the account level after submission and once payment processing is complete.

This option is especially useful when you need to check payment activity beyond a single invoice, review related posting activity, or confirm how credits or deductions are reflected on your account. While the **Invoice Details** page is used to review one invoice at a time, the **Account Statement** gives you a broader view of your financial activity in the system.

- Select **View Account Statement**, choose the period you want to review, and click **View Account Statement** again.



Use the **calendar** to select the date range for the statement.

If there is no account statement data for the selected date range, the system displays **“No Account Statement Found.”**

IF AN ACCOUNT STATEMENT EXISTS, THE SYSTEM DISPLAYS IT.

No Account Statement Found

7.2 Filters Section

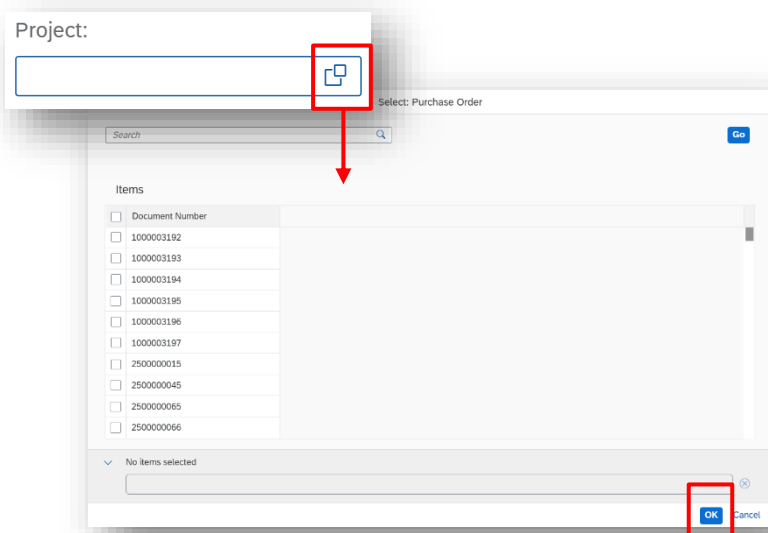
At the top of the Submit Invoice landing page, the Filters section helps you narrow the purchase orders displayed below so you can quickly find the correct record ready for invoicing.

The following filters are available from the standard view:

- **Contract:** Narrows the results to a specific contract.
- **Created On:** Limits the results by creation date range.
- **Contract Category:** Filters the records by contract category.
- **RFQ:** Helps locate purchase orders tied to a specific RFQ.
- **Purchase Order:** Searches for a specific purchase order number.
- **Supplier PO Ref#:** Searches using the supplier's own internal PO reference.
- **Wire Center:** Narrows the results to a specific wire center.
- **Personnel No.:** Filters by the personnel number shown on the record.
- **CPA:** Narrows the results by CPA.
- **Project:** Filters by project (Fiori Construct CMS, Fiori Construct SD, Fiori Construct PO)
- **Type:** Narrows the results by PO or process type.
- **Invoice Submission Due Date:** Filters by the due-date range for invoice submission. This is especially useful when reviewing invoices approaching the late-submission threshold.

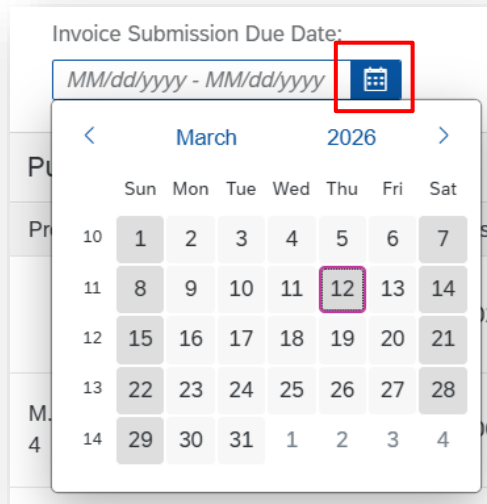
When you first open the application, there will be no results, and the table area will be blank. In the Filters section, enter one or more values to narrow the search results and reduce the list to the purchase orders that match the work you are ready to bill. Click the **Go button** or enter on your keyboard to fetch results.

- *Lookup fields use the value-help icon*



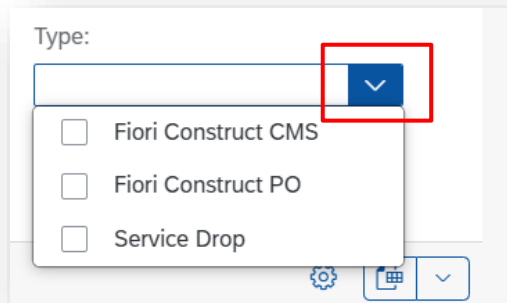
In this window, enter a search term or use the available fields to define conditions, then click **OK** to return matching results and select the correct value.

- *Date fields use the calendar/date-range control.*



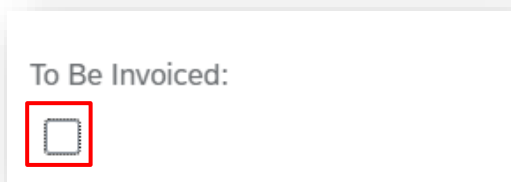
Use the **calendar icon** to open the date picker and select the **Invoice Submission Due Date** range. Move between months using the arrows, then choose the applicable dates in **MM/dd/yyyy** format to narrow the records displayed on the page.

- *Dropdown fields provide predefined choices*



Select the **dropdown arrow** to open the list, then choose one or more available options to narrow the records displayed on the page.

- *To Be Invoiced is controlled by a checkbox.*



Use the **To Be Invoiced** checkbox to narrow the page results to purchase orders that still contain invoiceable value. This helps you focus only on records that are ready for invoice processing.

- To narrow the results, apply a filter such as Contract, Purchase Order, or Type.

As filters are applied, the table refreshes automatically and shows the matching records based on the selected criteria.

Contract: [] Created On: 03/12/2025 - 03/12/2026 Contract Category: [] RFQ: [] To Be Invoiced: [] **Purchase Order: []**

Supplier PO Ref#: [] Wire Center: [] Personnel No.: [] CPA: [] Project: [] Type: []

Invoice Submission Due Date: MM/dd/yyyy - MM/dd/yyyy

Clear Adapt Filters

➤ To remove the current filter criteria, click Clear in the filter menu.

To Be Invoiced: [] Purchase Order: []

Project: [] Type: []

Clear Adapt Filters (2)

Adapt Filters opens a filter settings window where you can manage the available filter options, choose which fields appear on the filter bar, and update the filter layout support your search.

Once the criteria are entered, review the filtered results in the table below and select the correct purchase order line to open the pre-populated invoice creation screen.

7.3 Purchasing Documents Table

On the Submit Invoice landing page, the Purchasing Documents table is displayed below the filter area and the value chart. Use this table to review the purchase orders assigned to your company and identify which records are ready for invoicing.

The total number of records currently displayed appears in the table header, for example, Purchasing Documents (134).

Purchasing Documents (134)								Value
Project	Description	Purchase Order	Supplier PO Ref#	Invoiced	To Be Invoiced	Act. Work Compl...	Invoice Submissi...	
		4500002421		0.00 USD	45,000.00 USD			45,000.00 45,000.00 USD
M.1600.0001384	Testing Project	2500000189		0.00 USD	42,000.00 USD			42,000.00 73,150.00 115,150.00 USD
M.1600.0001384	Testing Project	2500000245	Apple-17	920.00 USD	22,080.00 USD	12/31/2025	01/31/2026	22,080.00 23,000.00 USD

Use this table to confirm that you are selecting the correct record before you start the invoice.

On this screen, the table shows columns such as:

- **Project:** shows the project identifier associated with the purchase order.
- **Description:** shows the description of the project or work related to the purchase order.
- **Purchase Order:** shows the purchase order number for the record.
- **Supplier PO Ref#:** shows the supplier's internal reference number associated with the purchase order, if one was entered.

- **Invoiced:** shows the amount already invoiced against the PO.
- **To Be Invoiced:** shows the outstanding value still available to bill.
- **Act. Work Complete Date:** shows the date the PO work was completed.
- **Invoice Submission Due:** shows the invoice deadline for that PO.
- **Value:** is presented as a micro chart for quick visual comparison of the PO values.

Note: invoices submitted after the due date may incur a Late Submission Fee, so the due date column is an important validation point before you proceed.

- Once you locate the correct record, select the row or the arrow at the end of the line to continue into the invoice process.

Select anywhere on the row to open the record.

0.00 USD 42,000.00 USD 115,150.00 USD

Submit Invoice Cancel

Responsible Person: AM9035506

*Supplier Invoice Ref #:

Submitted Date: 03/13/2026

*Supplier Invoice Date:

Payment Terms: Net Due in 60 days

Currency: USD

Supplier Contact: nptest vu1

Final Destination: PHOENIX, AZ

Comments:

#	WBS Element	PO Line Item	Assembly Unit	Confirme...	Invoice Quantity	UoM	Price Per Unit (USD)	Vendor Material Tax %	Minor Material Tax %	Labor Tax %	Freight Tax %	Amount (USD)	GR Comment	Remove From Invoice
1	E.1600.0000173.C.ACAF	00001	SVC DROP CUTOVER COPPER 100011460	100.00	15.00	EA	12.00	0.00	0.00	0.00	0.00	180.00		
2	E.1600.0000173.C.ACAF	00001	SVC DROP CUTOVER COPPER 100011460	100.00	10.00	EA	12.00	0.00	0.00	0.00	0.00	120.00		
3	E.1600.0000173.C.ACAF	00004	SVC DROP KIT INSTALL 100011464	60.00	10.00	EA	10.00	0.00	0.00	0.00	0.00	100.00		
4	E.1600.0000173.C.ACAF	00007	RISER DROP HOUSE 7/8in 100011477	50.00	20.00	EA	9.00	0.00	0.00	0.00	0.00	180.00		
5	E.1600.0000173.C.ACAF	00008	SVC DROP FIBER CUTOVER CONN 2 END 100011461	1.00	1.00	EA	32.00	0.00	0.00	0.00	0.00	32.00		
6	E.1600.0000173.C.ACAF	00009	SVC DROP CUTOVER COPPER 100011460	6.00	1.00	EA	12.00	0.00	0.00	0.00	0.00	12.00		
7	E.1600.0000173.C.ACAF	00009	SVC DROP CUTOVER COPPER 100011460	6.00	5.00	EA	12.00	0.00	0.00	0.00	0.00	60.00		

Attachments

No files found.

Drop files to upload, or use the "+" button. Maximum file size is 25 MB.

Amounts

Invoice Amount (USD): 684.00

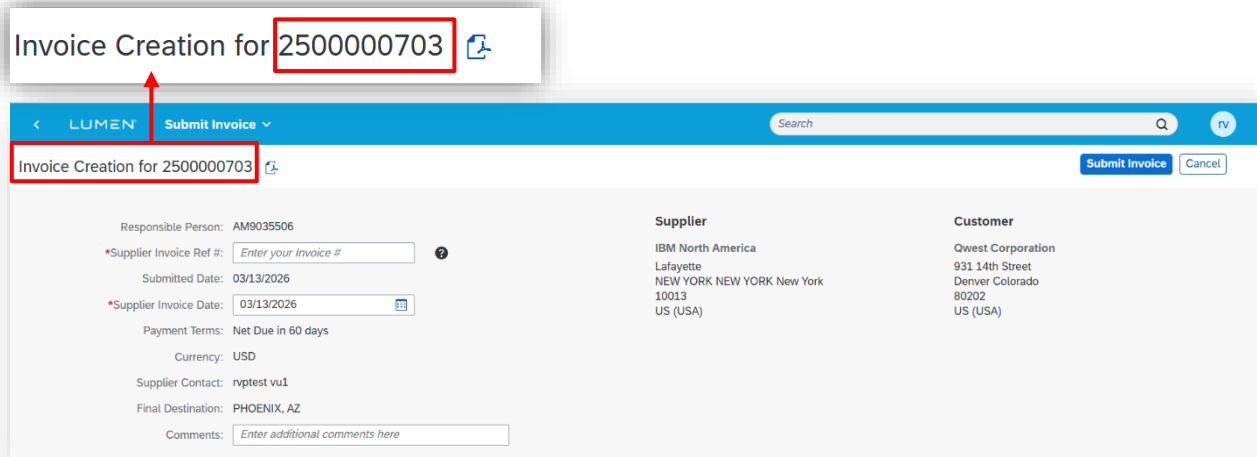
Tax Amount (USD): 0.00

Total (USD): 684.00

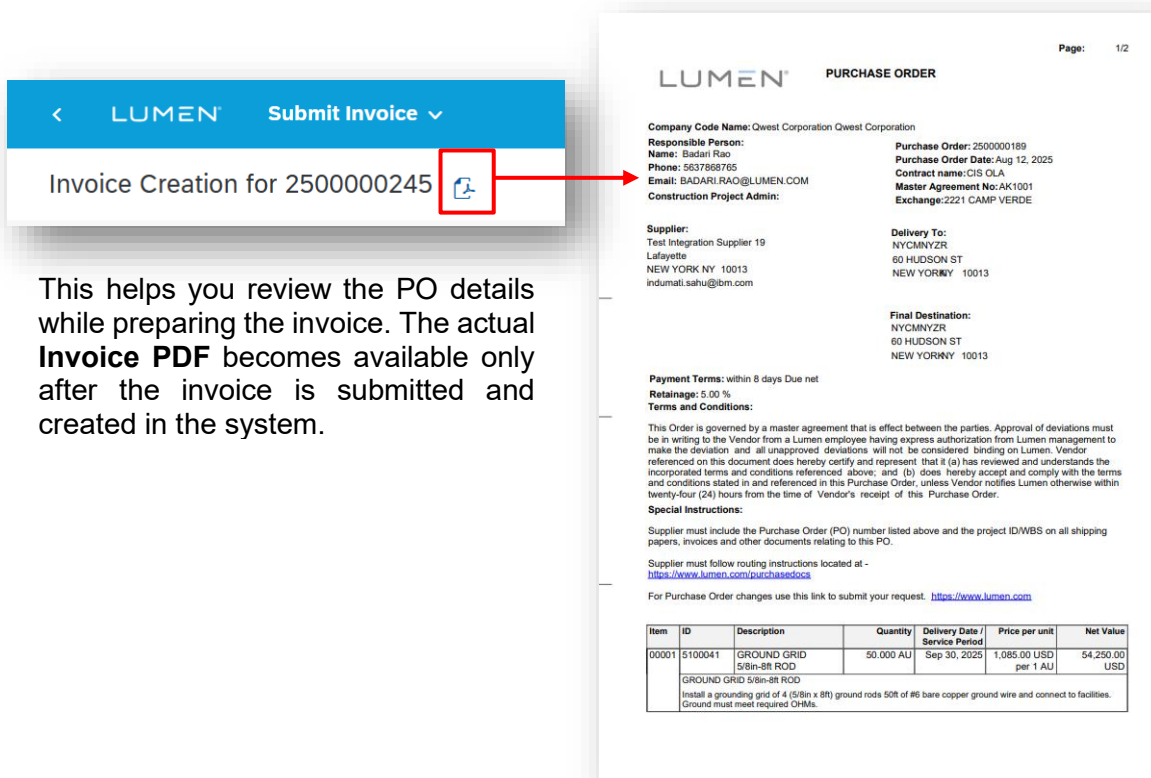
8. Invoice Creation Page – Header Area

When you click a purchase order on the Submit Invoice landing page, PGW opens a pre-populated invoice. The invoice is built from the purchase order and the completed Goods Receipt activity already recorded for that PO.

- Confirm that the **Purchase Order (PO) number** is displayed in the title bar, so you know which document you are invoicing.



- Use the **PDF icon** to download the Purchase Order PDF for the record you are invoicing.



This helps you review the PO details while preparing the invoice. The actual **Invoice PDF** becomes available only after the invoice is submitted and created in the system.

➤ Complete the supplier-controlled fields in the header:

- **Supplier Invoice Ref #:** Mandatory, required; free text, up to 16 characters
- **Supplier Invoice Date:** Mandatory, required; editable, and reflects your supplier invoice document date. This allows payment due dates to be calculated from the submission date while keeping accounting aligned to the invoice document date.
- **Comments:** optional; free text, up to 1000 characters

Responsible Person: AM9035506

*Supplier Invoice Ref #: ?

Submitted Date: 03/13/2026

*Supplier Invoice Date: 📅

Payment Terms: Net Due in 60 days

Currency: USD

Supplier Contact: rvptest vu1

Final Destination: PHOENIX, AZ

Comments:

8.1 Invoice Items Section

Below the header, the system displays the Invoice Items table. Each line shown here is already supported by a completed Goods Receipt and is therefore eligible for invoicing.

Only Goods Receipt-backed PO items are brought into the invoice. If a PO line has not been Goods Received, it does not appear as ready for invoicing. If only part of the work was Goods Received, only that completed portion appears as invoiceable.

Each invoice line is displayed with the key details you need to review before submission, including:

- **# (Line Number):** identifies the invoice line sequence
- **WBS Element:** shows the project cost object linked to the line
- **PO Line Item:** shows the corresponding purchase order line number
- **Assembly Unit:** shows the assembly unit tied to the work being invoiced
- **Confirmed PO Quantity:** shows the quantity already confirmed through the PO/GR process
- **Invoice Quantity:** shows the quantity being invoiced from the completed GR-backed work
- **UoM:** shows the unit of measure for the invoiced quantity
- **Price Per Unit:** shows the unit rate used to calculate the line amount
- **Tax % fields:** allow supplier tax entry where those tax components are enabled
- **Amount (USD):** shows the calculated invoice amount for that line
- **GR Comment:** gives access to comments entered during the Goods Receipt process

#	WBS Element	PO Line Item	Assembly Unit	Confr...	Invoice Quantity	UoM	Price Per Unit (USD)	Vendor Material Tax %	Minor Material Tax %	Labor Tax %	Freight Tax %	Amount (USD)	GR Comm...	Remove From Invoice
1	E.1600.0000173.C.ACAF	00001	SVC DROP CUTOVER COPPER 100011460	100.00	15.00	EA	12.00	0.00	0.00	0.00	0.00	180.00	🗨️	🗑️
2	E.1600.0000173.C.ACAF	00001	SVC DROP CUTOVER COPPER 100011460	100.00	10.00	EA	12.00	0.00	0.00	0.00	0.00	120.00	🗨️	🗑️

#	WBS Element	PO Line Item	Assembly Unit	Confir...	Invoice Quantity	UoM	Price Per Unit (USD)	Vendor Material Tax %	Minor Material Tax %	Labor Tax %	Freight Tax %	Amount (USD)	GR Comm...
1	E.1600.0000173.C.ACAF	00001	SVC DROP CUTOVER COPPER 100011460	100.00	15.00	EA	12.00	0.00	0.00	0.00	0.00	180.00	

8.1.1 Remove a Line from the Invoice

A line may already be Goods Received and technically ready for invoicing, but you may not be ready to bill it in the current invoice. Removing the line lets you submit the rest of the invoice now and bill that specific line later on a new invoice for the same PO.

- Click the **trash can icon** at the end of that row.

#	WBS Element	PO Line Item	Assembly Unit	Confir...	Invoice Quantity	UoM	Price Per Unit (USD)	Vendor Material Tax %	Minor Material Tax %	Labor Tax %	Freight Tax %	Amount (USD)	GR Comm...	Remove From Invoice
1	E.1600.0000173.C.ACAF	00001	SVC DROP CUTOVER COPPER 100011460	100.00	15.00	EA	12.00	0.00	0.00	0.00	0.00	180.00		

When the confirmation message is displayed, review the message and confirm the action if the line should be removed from the current invoice.

Confirm Line Removal?

Are you sure you want to remove this line item from the invoice? You need to create a new invoice to submit this line after removal.

OK
Cancel

8.1.2 Cancel the Invoice

If you need to stop before submission, you can cancel the invoice at any point.

- Click **Cancel** on the top-right side of the screen.

< LUMEN Submit Invoice ▾

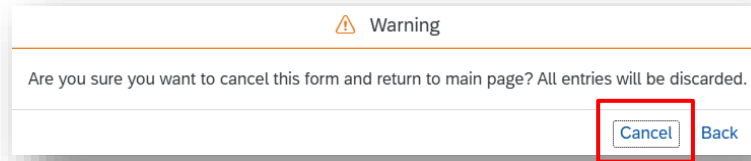
Search

rv

Invoice Creation for 2500000703

Submit Invoice
Cancel

A warning pop-up is displayed:



- Click **Cancel** to confirm.

When the invoice is canceled, none of the changes are saved. If you open the same purchase order again from the Submit Invoice home page, the invoice is generated prefilled again, just as it was the first time.

8.1.3 Tax Fields

- Enter the applicable tax percentages.

The Tax % fields in the Invoice Items section are manual supplier-entry fields. PGW does not automatically calculate these taxes for you. Instead, you enter the applicable tax percentages directly on the invoice line items, and the system calculates the tax amount and total invoice values from those entries.





Tax fields are editable only when the corresponding component applies to that specific PO/AU line. If a component does not apply, the related tax field remains read-only. This prevents taxes from being entered for components that are not part of the billed line.

Fill the editable field with the Tax amount for each line

Vendor Material Tax %	Minor Material Tax %	Labor Tax %	Freight Tax %	Amount (USD)	GR Comm...
0.00	0.00	0.00	0.00	180.00	
0.00	0.00	0.00	0.00	120.00	
0.00	0.00	0.00	0.00	100.00	
0.00	0.00	0.00	0.00	180.00	

Vendor Material Tax %	Minor Material Tax %	Labor Tax %	Freight Tax %	Amount (USD)	GR Comm...
0.00	7	10	0.00	196.20	
0.00	7	10	0.00	130.80	
0.00	0.00	10	0.00	110.00	
0.00	7	10	0.00	196.80	

When the first applicable tax value is entered, PGW populates the remaining applicable lines to speed up invoice entry

Vendor Material Tax %	Minor Material Tax %	Labor Tax %	Freight Tax %	Amount (USD)	GR Comm...
0.00	7	7.5	0.00	193.20	
0.00	8	10	0.00	131.20	
0.00	0.00	10	0.00	110.00	
0.00	8	10	0.00	197.20	

Each editable line can still be adjusted individually if a different tax percentage is needed.

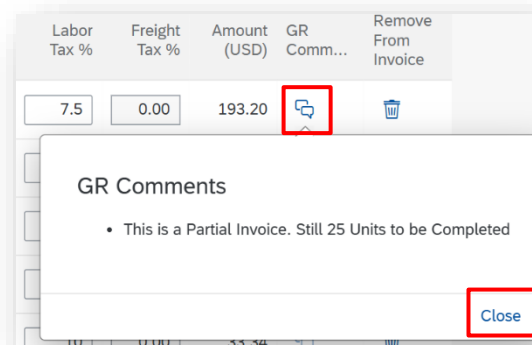
Even when Minor Material or Vendor Material (Major Material) is provided by Lumen, you may still need to enter the applicable tax percentage on the invoice. This is because the tax is based on the location where the material is installed or used, not necessarily on the original material purchase.

Note: During submission, PGW validates the entered tax values against tax tolerance rules. If any tax percentage exceeds the allowed range, the invoice cannot be submitted until the values are corrected.

8.1.4 GR Comments

If a comment was entered during the Goods Receipt, the GR Comment icon appears and can be opened from the invoice line. If multiple Goods Receipts were completed for the same line item, multiple comments may be available.

- Under the GR Comment column, locate the **blue message icon** and click it to review the note entered when the Goods Receipt was completed. After reviewing it, click Close.

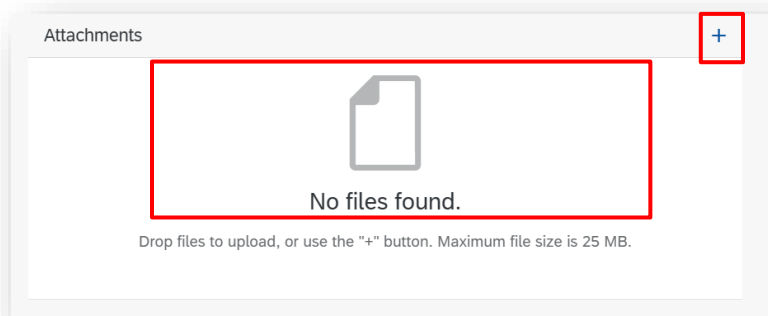


9. Attachments Section

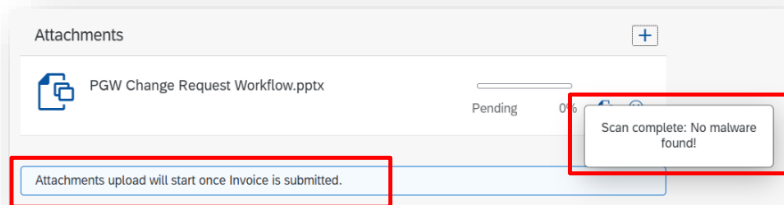
Use the Attachments section to upload the business documents that support the invoice, such as invoice backup and other completed-work documentation needed for review, audit, invoicing, or dispute resolution.

Scroll to the Attachments section located below the Invoice Items table.

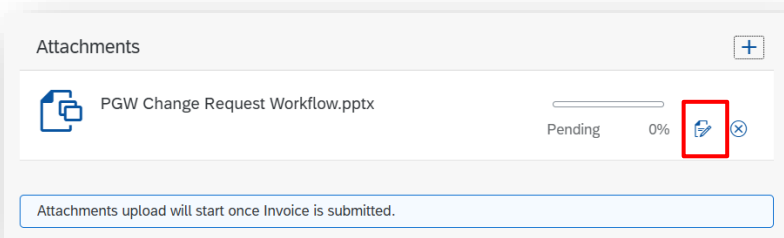
- Upload supporting files by **dragging and dropping** them into the upload area or by clicking the **+** button to browse and select files manually.



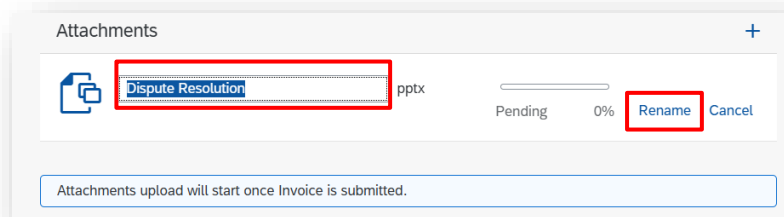
After the scan completes and no malware is found, an instructional message is displayed in the Attachments section: "Attachments upload will start once the invoice is submitted."



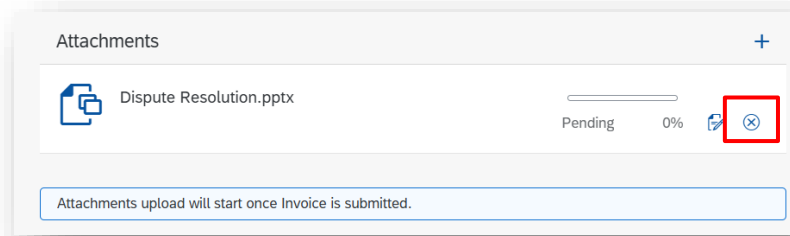
- To modify a file name, click the **Edit icon (page with a pencil)** at the end of the row



- Enter the new name for the file, then click the **Rename** button.

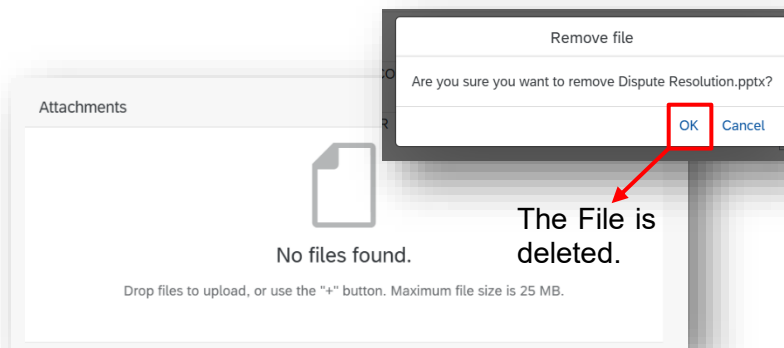


- To remove a file, click the **X icon** at the end of the row.



The system displays a confirmation message asking whether you want to remove the file.

- Click **OK** to confirm or **cancel** to stop the action.



9.1 Amounts Section

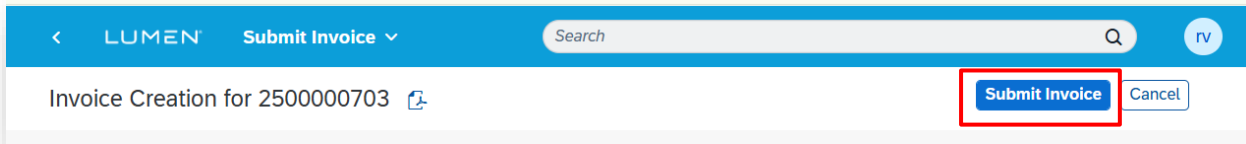
Before submitting the invoice, review the Amounts section to confirm the final values are correct. Verify the Invoice Amount, Tax Amount, and Total to make sure the billed value and the taxes entered on the invoice lines are reflected correctly in the final invoice total.

The screenshot shows the 'Amounts' section with a table containing the following values:

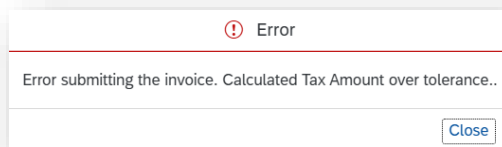
Invoice Amount (USD):	580.00
Tax Amount (USD):	51.60
Total (USD):	631.60

10. Submit the Invoice

- On the top-right side of the screen, click **Submit Invoice** to validate the invoice details.



If any tax percentage exceeds the tolerance limits, the system displays an error message:
"Error: The tax rate exceeds the limits based on the tax jurisdiction. Update the tax percentages to within range to submit."

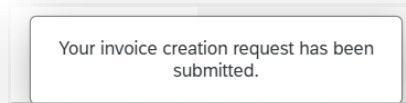


- Click **Close**, review the taxes, and resubmit the invoice.

After reviewing the taxes and correcting any mistakes:

- Click **Submit Invoice**.

If all values are within tolerance, the system displays the message: "Your invoice creation request has been submitted."



AFTER YOU SUBMIT THE INVOICE, USE THE VIEW INVOICES TILE TO TRACK INVOICE STATUS, REVIEW PDFs, CONFIRM REMITTANCE DETAILS, AND MONITOR THE INVOICE THROUGH APPROVAL AND PAYMENT OUTCOMES.

11. View Invoices – Deep Dive

11.1 View Invoice Landing Page

- Click the View Invoice Tile

The View Invoice landing page is displayed.

Submit Invoice Supplier

Micro-Chart

Filters Section

Invoice Table

Supplier Invoice Ref#	Invoice	Purchase Order	Project Description	Amount	Status	Invoice Date	Payment Due Date	Days Net	Latest Remittance Date
PARVEZ112	5105602386	2500001130	AUTO ANNOUNCER	2.97 USD	Approved	09/13/2026	05/12/2026		
PARVEZ111	5105602385	2500001130	AUTO ANNOUNCER	2.97 USD	Approved	09/13/2026	05/12/2026		
TEST FC 4	5105602373	2500001201	AUTO ANNOUNCER	3,375.13 USD	Approved	09/12/2026	05/11/2026		

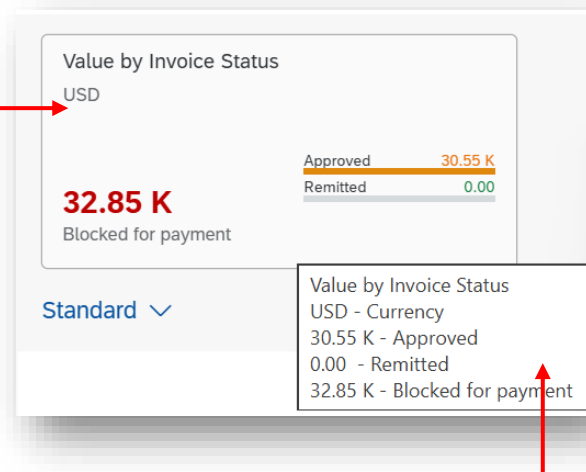
11.1.1 Micro Chart Section

On the **View Invoices** landing page, the **Micro Chart** section provides a quick visual summary of your invoice values by status before you open a specific invoice in the table below. Use this section to quickly see where your invoices currently sit in the invoice lifecycle.

The chart groups invoice amounts by status and displays the value by **currency**. Depending on the invoices returned by your current filters, the chart can show statuses such as **Pending for Approval**, **Approved**, **Blocked for Payment**, **Partially Paid**, **Remitted**, **Cancelled**, or **Rejected**.

Use this section as a quick monitoring tool before selecting an invoice from the table to open its details.

The left highlights the value currently **Blocked for Payment**, while the chart on the right compares the values for **Approved**, **Remitted**, and **Blocked for Payment**. This helps you quickly identify whether your invoices are moving normally through the process or whether a specific status may require follow-up.



You can also hover over the chart to display a tooltip with the exact values for each invoice status. As filters are applied, the micro chart updates automatically to reflect only the invoices currently displayed on the page.

11.2 Filters Section

At the top of the **View Invoices** landing page, use the **Filters** section to narrow the invoice list and quickly find the specific invoice you want to review. This section helps you search your invoice records using business, document, and status-related fields before opening an invoice from the table below.

The following filters are available from the standard view:

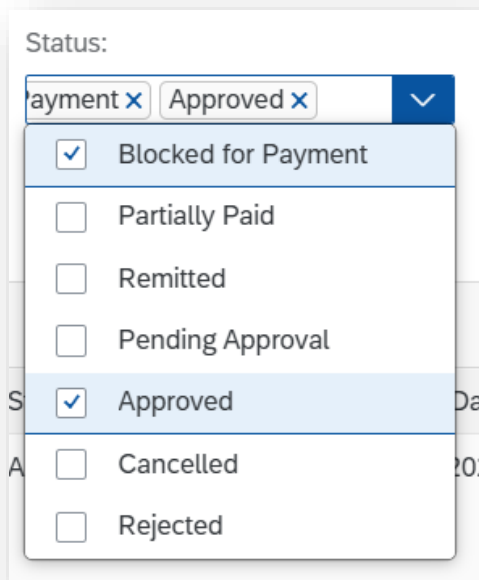
- **Contract:** Use this field to search by contract number.
- **Contract Category:** Use this field to narrow the invoices by contract category.
- **RFQ:** Use this field to search for invoices related to a specific RFQ.
- **State:** Use this field to filter invoices by state.
- **Purchase Order:** Use this field to search for invoices tied to a specific purchase order number.
- **Supplier PO Ref#:** Use this field to search by your internal supplier purchase order reference, if one was entered.
- **Invoice:** Use this field to search by invoice number.
- **Supplier Invoice Ref#:** Use this field to search by the supplier invoice reference entered during invoice submission.
- **Invoice Date:** Use this date range field to narrow the invoice list by invoice date.
- **Status:** Use this dropdown field to filter invoices by status, such as **Pending for Approval**, **Approved**, **Blocked for Payment**, **Partially Paid**, **Remitted**, **Cancelled**, or **Rejected**.
- **Days Net:** Use this field to narrow invoices by payment term days.
- **PO Type:** Use this field to filter the invoice list by purchase order type.
- **Wire Center:** Use this field to search by wire center.
- **Responsible Person:** Use this field to narrow the results by the responsible person associated with the invoice.
- **CPA:** Use this field to search by CPA.

- **Project:** Use this field to filter by project.
- **Supplier Submitted By:** Use this field to search by the supplier user who submitted the invoice.

Use these filters to reduce the invoice list before opening a record. **Lookup fields** use the **value-help icon** to open a search window, **dropdown fields** provide predefined choices, and the **Invoice Date** field uses a **date range picker**. As you apply the filters, the invoice results update to display only the records that match the selected criteria.

Filters by default

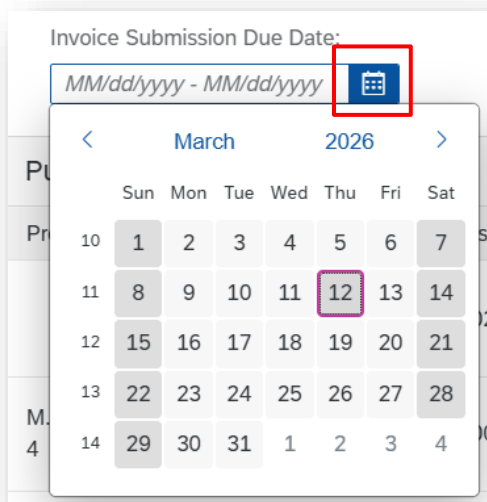
- **Status**



By default, the **Status** filter is prepopulated with **Blocked for Payment** and **Approved**. Remove either value, add other status options, or use **Clear** to reset the filters as needed for your search.

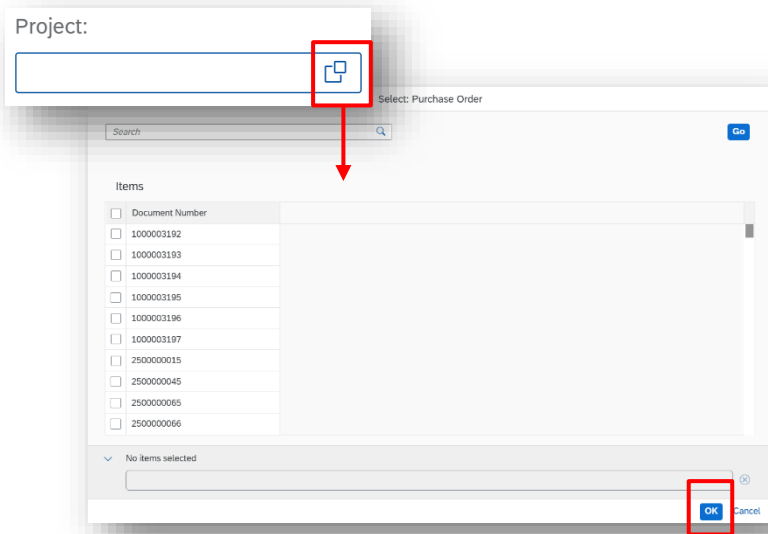
Note: The values selected in the **Status** filter drive the **Micro Chart**. The chart updates automatically based on the selected statuses and displays only the invoice values that match those filters. As you add, remove, or clear status values, both the **Micro Chart** and the invoice results update to reflect the filtered records.

- **Date fields use the calendar/date-range control.**



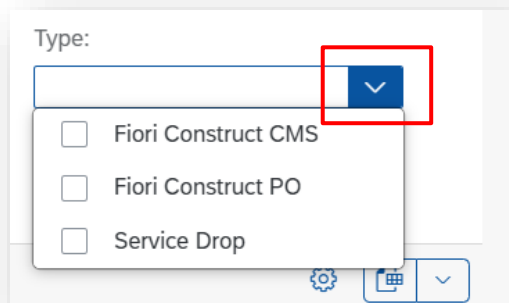
Use the **calendar icon** to open the date picker and select the **Invoice Submission Due Date** range. Move between months using the arrows, then choose the applicable dates in **MM/dd/yyyy** format to narrow the records displayed on the page.

- *Lookup fields use the value-help icon*



In this window, enter a search term or use the available fields to define conditions, then click **OK** to return matching results and select the correct value.

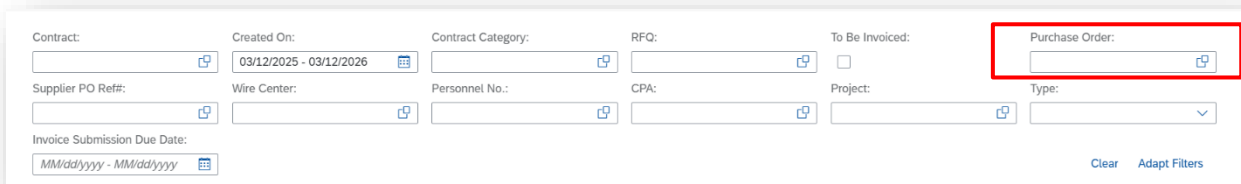
- *Dropdown fields provide predefined choices*



Select the **dropdown arrow** to open the list, then choose one or more available options to narrow the records displayed on the page.

- To narrow the results, apply a filter. For example, enter the **PO number** in the **Purchase Order** field.

As filters are applied, the table refreshes automatically and shows the matching records based on the selected criteria.



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

Adapt Filters opens a filter settings window where you can manage the available filter options, choose which fields appear on the filter bar, and

11.3 Invoice Created Table

Below the filters and the **Micro Chart**, review the **Invoice Created Table**. Use this table to locate the invoice you want to monitor before opening the invoice details. Each row represents an invoice associated with your supplier account and provides a quick summary of key information on billing, approvals, payments, remittances, and deductions.

The total number of records currently displayed appears in the table header, for example, Invoice Created (426).

Invoice Created (426)									
Supplier Invoice Ref#	Invoice	Purchase Order	Project Description	Amount	Status	Invoice Date	Payment Due Date	Days Net	Latest Remittance Date
99999	5105602140			5.50 USD	Cancelled	12/16/2025	02/14/2026		
View Latest Remittance: Retainage: 0.00 Submitted Date: 12/16/2025 Deductions: 0.000									
REF2500000561	5105602141			20.00 USD	Cancelled	12/16/2025	02/14/2026		
View Latest Remittance: Retainage: 0.00 Submitted Date: 12/16/2025 Deductions: 0.000									

Use this table to confirm that you are opening the correct invoice and to quickly understand where that invoice stands in the process. Before opening a row, review the invoice reference, purchase order, status, amount, due date, remittance information, retainage, submitted date, and any deductions that may apply.

On this screen, the table shows columns such as:

- **Supplier Invoice Ref#:** shows the supplier invoice reference entered when the invoice was submitted.
- **Invoice:** show the system invoice number.
- **Purchase Order:** shows the purchase order linked to the invoice.
- **Project Description:** shows the description of the related project or work.
- **Amount:** shows the invoice amount.
- **Status:** show the current invoice status, such as **Approved**, **Blocked for Payment**, **Partially Paid**, **Remitted**, **Cancelled**, or **Rejected**.
- **Invoice Date:** shows the invoice date associated with the record.
- **Payment Due Date:** shows the date the invoice is due for payment based on the payment terms.
- **Days Net:** shows the number of payment term days applied to the invoice.
- **Latest Remittance Date:** shows the most recent remittance date when available.

- **View Latest Remittance:** lets you open the latest remittance document directly from the table, when available.
- **Retainage:** shows the retainage amount or retainage value related to the invoice.
- **Submitted Date:** shows the date the invoice was submitted.
- **Deductions:** show whether deductions exist for the invoice and provide access to review them.

11.4 Invoice Lifecycle

Before selecting an invoice to review, understand how it moves through the process and how each Status value corresponds to a different stage in the invoice lifecycle.

- Once you submit an invoice through **PGW**, the invoice is created in **S/4** and enters **Pending for Approval** while it waits for workflow review.
- If the approval workflow is completed successfully, the invoice becomes **Approved**, meaning it has been posted in **S/4** and can move forward in the payment process.
- If **S/4** identifies an issue after posting, such as a price or quantity mismatch, tax issue, vendor master restriction, or compliance hold, the invoice moves to **Blocked for Payment** until the underlying issue is resolved.
- When payment begins, the invoice may show as **Partially Paid** if only part of the amount has been paid, such as when retainage applies. Once the full payment, or final remaining portion, has been issued and the remittance document is available, the invoice moves to **Remitted**.
- If the invoice is rejected during workflow review, it moves to **Rejected**. At that point, the invoice is no longer valid for resubmission, and you must create a new invoice.
- If a previously posted invoice is reversed for any reason, the invoice moves to **Cancelled**, showing that it is no longer payable.
- Use the **Status** filter to review invoices by lifecycle stage, then confirm that the invoice table updates based on the selected value.

- Once you locate the correct record, select the row or the arrow at the end of the line to continue into the view invoice process.

5555	5105602191	2500000328	AUTO ANNOUNCER	13.52 USD	Remitted	01/12/2026	02/11/2026	02/26/2026	>
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View Latest Remittance: [🔗](#)

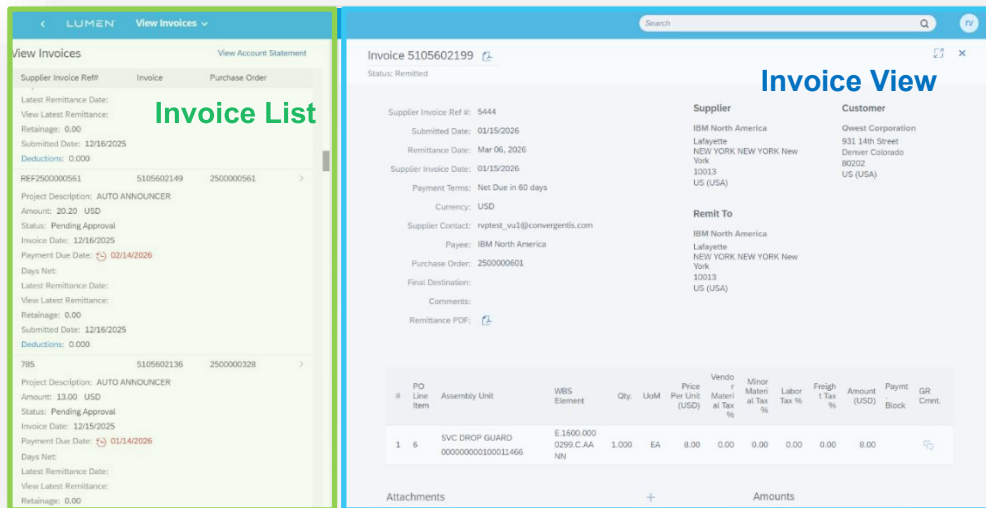
Retainage: 0.00

Submitted Date: 01/12/2026

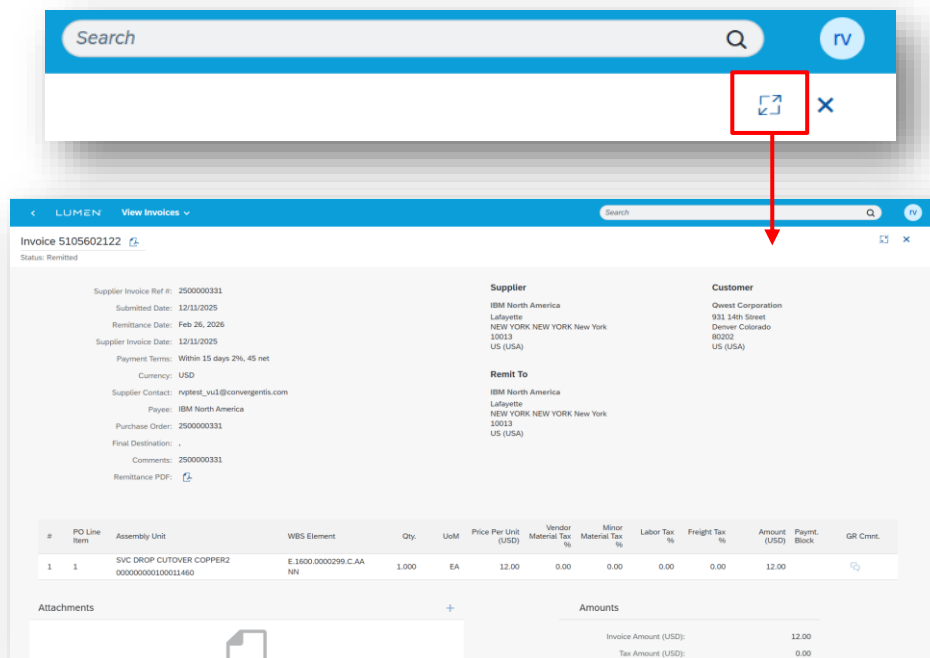
Deductions: 0.000

Select anywhere on the row to open the record.

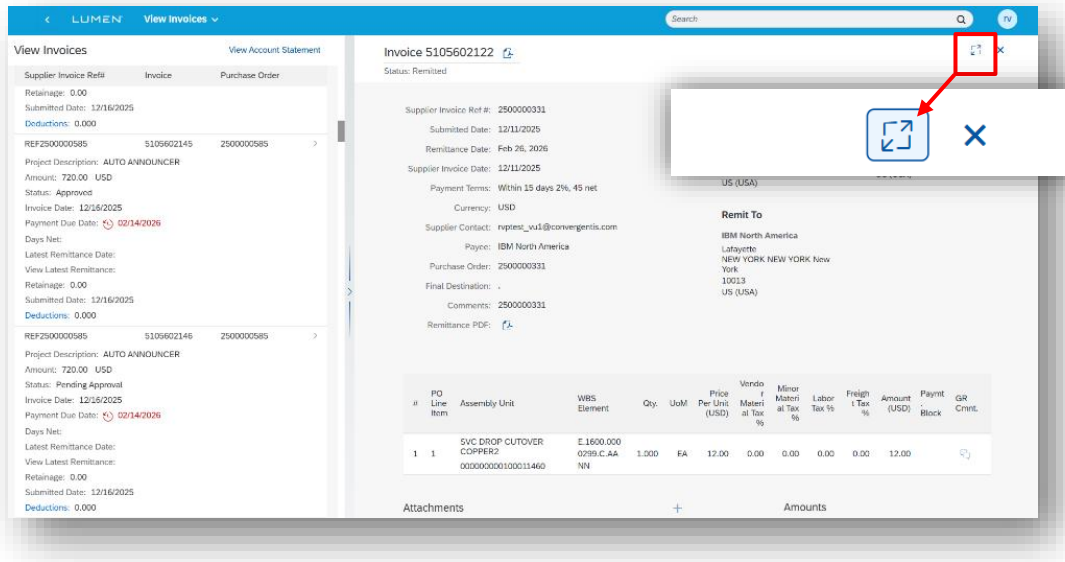
After you select an invoice, the screen changes to split mode. The invoice list remains on the left, and the selected invoice details are displayed on the right. This view helps you review invoices more efficiently by allowing you to move between records without leaving the page or losing your search results.



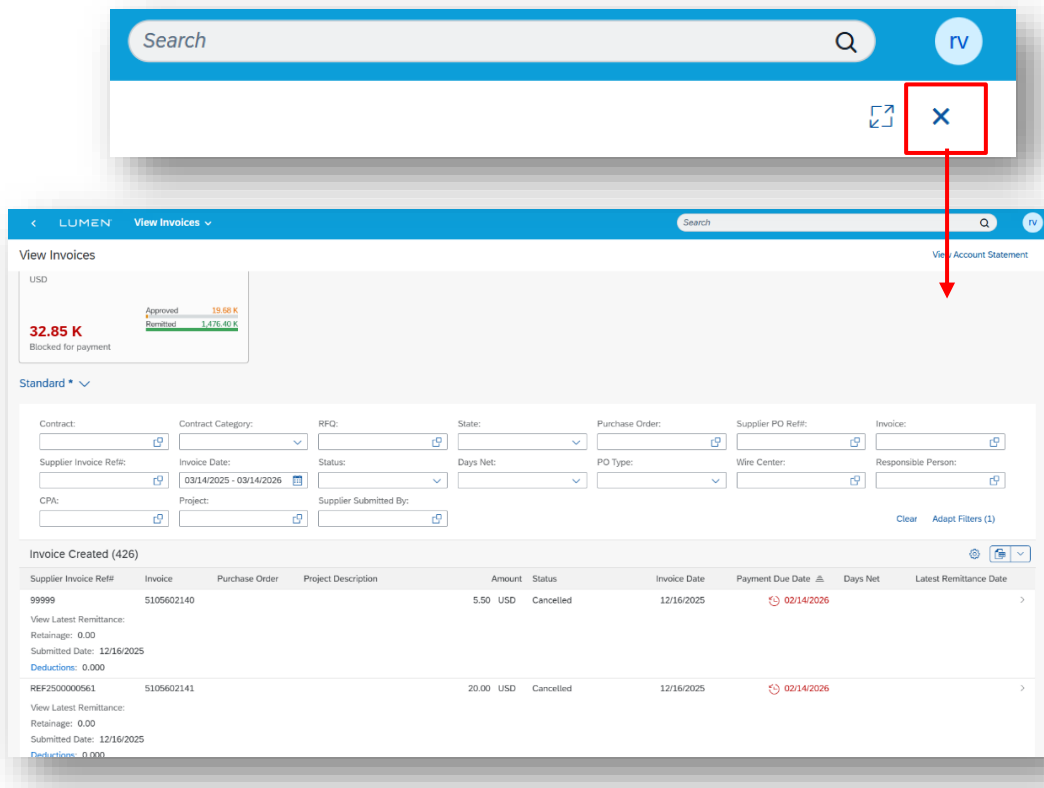
- In the top-right corner of the invoice details panel, click the Enter Full Screen icon (square with two arrows) to expand the invoice details to full screen.



- Click the **expand icon** again to return the screen to **split mode**, where the invoice list remains visible on the left and the selected invoice details are displayed on the right.

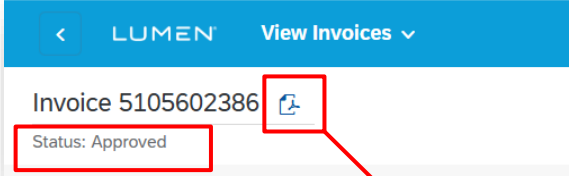


- Click the **Close (X) icon** next to it to Split screen or exit full-screen mode and return to the View Invoices landing page.



Select the invoice you want to review. In the header area, the invoice number is displayed next to the title.

- Click the **PDF icon** to download a copy of the invoice. Below these options, the current invoice status is displayed, for example: Status: Approved.



Fiori Construct Invoice Page 1 of 2

Supplier Number: 700212 Invoice: 5105602386
Supplier Address: IBM North America,Lafayette,
NEW YORK, NY 10013 Invoice Date: 03/13/2026
Invoice Approved Date: 03/13/2026
Reference Invoice: PARVEZ112
Purchase Order: 2500001130
Exchange: CAMP VERDE OLA Contract Name :
Master Agreement Number :
RFQ No :
Header Note: Payment Term : Net Due in 60 days
Payment Due Date: 05/12/2026
Project/WBS: M.1600.0001384.C.AANN Final Destination: Joani is testing_Test 1234,
Monroe, LA 71203

Invoice Item Num	Material Desc	PO Item	GR Document													
1	5000027 AERIAL DELASH - RELASH	2	5000006447.1													
	Labor			Vendor Material			Local Purchased		Minor Material			Freight				
	Qty	Per Unit	Total	Tax	Per Unit	Total	Tax	Per Unit	Total	Per Unit	Total	Tax	Per Unit	Total	Tax	Total
	1.000	200.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.03	0.03	0.00	0.00	0.00	0.00	200.03
	Subtotal:		200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.03	0.00	0.00	0.00	0.00	0.00	200.03

Fiori Construct Invoice Page 2 of 2

Supplier Number: 700212 Invoice: 5105602386

All amounts are in USD

Contractor Invoice Total 2.97
Retainage 0.15
Payment Amount Due 2.82

12. Invoice Statuses and Next Actions in View Invoices

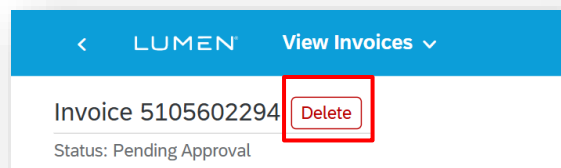
- *Pending for Approval*

At this point, the invoice has been submitted successfully, but it is still waiting for **Lumen approval** and has not yet completed the full posting/payment lifecycle.

While the invoice remains in **Pending for Approval**, you can monitor it in **View Invoices**. If you need to withdraw it before approval is completed, you can delete the invoice while it is pending approval, and any associated workflows should be deleted as part of that action.

That makes **Pending for Approval** the main “safe withdrawal” point in the invoice lifecycle.

- Click **Delete** to remove the invoice.



- *Blocked for Payment*

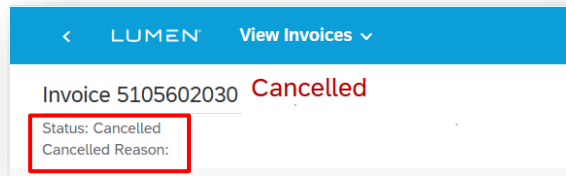
If the invoice shows **Blocked for Payment**, scroll down to the invoice details and locate the Pymt. Block column. This column displays the payment block information at the line-item level. When a value appears in this column, it means the invoice was posted, but payment is being held until the issue is resolved.

The screenshot shows the 'View Invoices' header with a back arrow, the LUMEN logo, and a dropdown menu. Below the header, the invoice number 'Invoice 5105601887' is displayed, followed by the status 'Pmt. Block: Blocked for payment'. A red box highlights the 'Pymt. Block' column in the table below.

#	PO Line Item	Assembly Unit	WBS Element	Qty.	UoM	Price Per Unit (USD)	Vendor Material Tax %	Minor Material Tax %	Labor Tax %	Freight Tax %	Amount (USD)	Pymt. Block	GR Cmmt.
1	1	SVC DROP FIBER CUTOVER CONN 2 END 00000000100011461	E.1600.0000299.C.AA NN	1.000	EA	5.00	0.00	0.00	0.00	0.00	5.00	Date	
2	2	SPLICE COPPER MECHANICAL 1-25pr 00000000100011462	E.1600.0000299.C.AA NN	1.000	EA	13.00	0.00	0.00	0.00	0.00	13.00	Date	

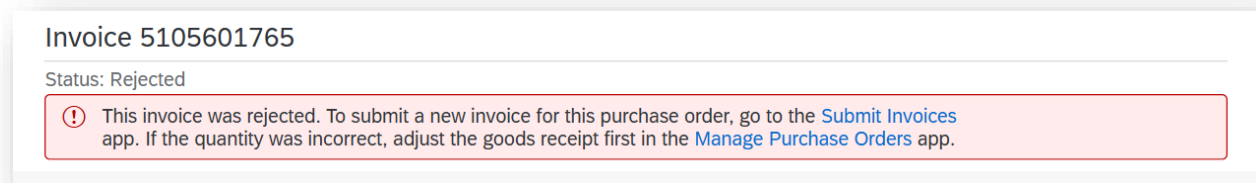
- *Cancelled*

If the invoice status is **Cancelled**, the invoice is no longer active for payment. In the header area, the status is displayed as "Status: Cancelled," with "Cancelled" appearing prominently next to the invoice number for quick visibility. Below the status, the Cancelled Reason field is displayed so you can review the reason for the system provided for the invoice's cancellation. Use this section to confirm that the invoice is no longer payable and to understand the cancellation reason recorded for the document.



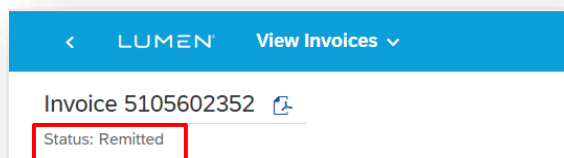
- *Rejected*

If the invoice status is **Rejected**, Lumen rejected the invoice during approval. A rejected invoice becomes **invalid** and cannot be edited or resubmitted. Review the rejection message, then use the hyperlinks based on the issue shown: click **Submit Invoices** to create a **new invoice** or click **Manage Purchase Orders** if the issue is related to the **Goods Receipt**, such as an incorrect quantity that must be corrected before the new invoice is created.



- *Remitted Status*

If the invoice status is **Remitted**, it means **payment has already been processed** and the **remittance information is now available** for that invoice. At this stage, the invoice has moved beyond approval and payment processing, and you can use the remittance document to review the payment details tied to that invoice. In the training material, this is the status that tells you the invoice has reached the payment-confirmation stage.



You may also see remittance-related fields in the invoice list, such as **Latest Remittance Date** and **View Latest Remittance**. The design notes say **View Latest Remittance** is available only for **Remitted** invoices, and the remittance date is displayed only when payment has been made.

How to Download the Remittance PDF

To review the payment document, open **View Invoices** and locate the invoice with **Status = Remitted**. Once you find the correct record, you can download the remittance document in either of these ways:

- use **View Latest Remittance** from the invoice table when it is available, or


123242112411 5105602352 250000917 AUTO ANNOUNCER 455.28 USD Remitted 03/12/2026 05/11/2026

View Latest Remittance 

Retainage: 0.00
Submitted Date: 03/12/2026
Deductions: 0.000


When you click the PDF icon, PGW retrieves the **latest version** of the remittance document and allows you to download it. If the invoice has **multiple remittance PDFs**, drill into the invoice details and review the remittance PDFs created for that invoice.

- open the invoice details and click the **Remittance PDF** icon in the header/details area.

Invoice 5105602352 

Status: Remitted

Supplier Invoice Ref #: 123242112411
Submitted Date: 03/12/2026
Remittance Date: Mar 12, 2026
Supplier Invoice Date: 03/12/2026
Payment Terms: Net Due in 60 days
Currency: USD

Supp Remittance PDF: 

Prog. Run Date: 2026-03-12 Payment Doc. No.: 2200001200 Supplier Account No.: 0000700212
Identification Feature: JV22

Document / Date: 1001 / 2200001200 / 03/12/2026
Your Vendor Number: 0000700212

LUMEN Lumen Tech Serv Grp LLC
100 CENTURYLINK DR.,
MONROE, LA, 71203

Document / Date: 1001 / 2200001400 / 03/12/2026
Your Vendor Number: 0000700212

Document	Inv.Ref / Invoice Text	Date	Gross Amount	Deduction	Net Amount
1600 / 5100006500	1453212	03/12/2026	455.28	0.00	455.28
Sum total			455.28	0.00	455.28

Supplier Reference # 0200013455

- [Attachments Section](#)

Use this section to review the business documents that support the invoice, such as invoice backups or other completed work supporting documents submitted with the invoice.

Attachments appear on the invoice details page only if files are uploaded with the invoice submission. If no support files were attached when the invoice was created, no invoice support files will be available to review in this section.

Open the invoice in View Invoices, scroll to the Attachments section, and review the listed files by File Name, Uploaded On, and File Size.

- Click the attachment file name to download the document to your device.

