

8. View Material Purchase Orders

BidMaster Replacement – Supplier Enablement

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Purpose

This module prepares suppliers to use **PGW** to view and review Material Purchase Orders related to their work.

It explains how to search for material purchase orders, understand delivery and order statuses, and review key details, including line items, shipment information, and related order data.



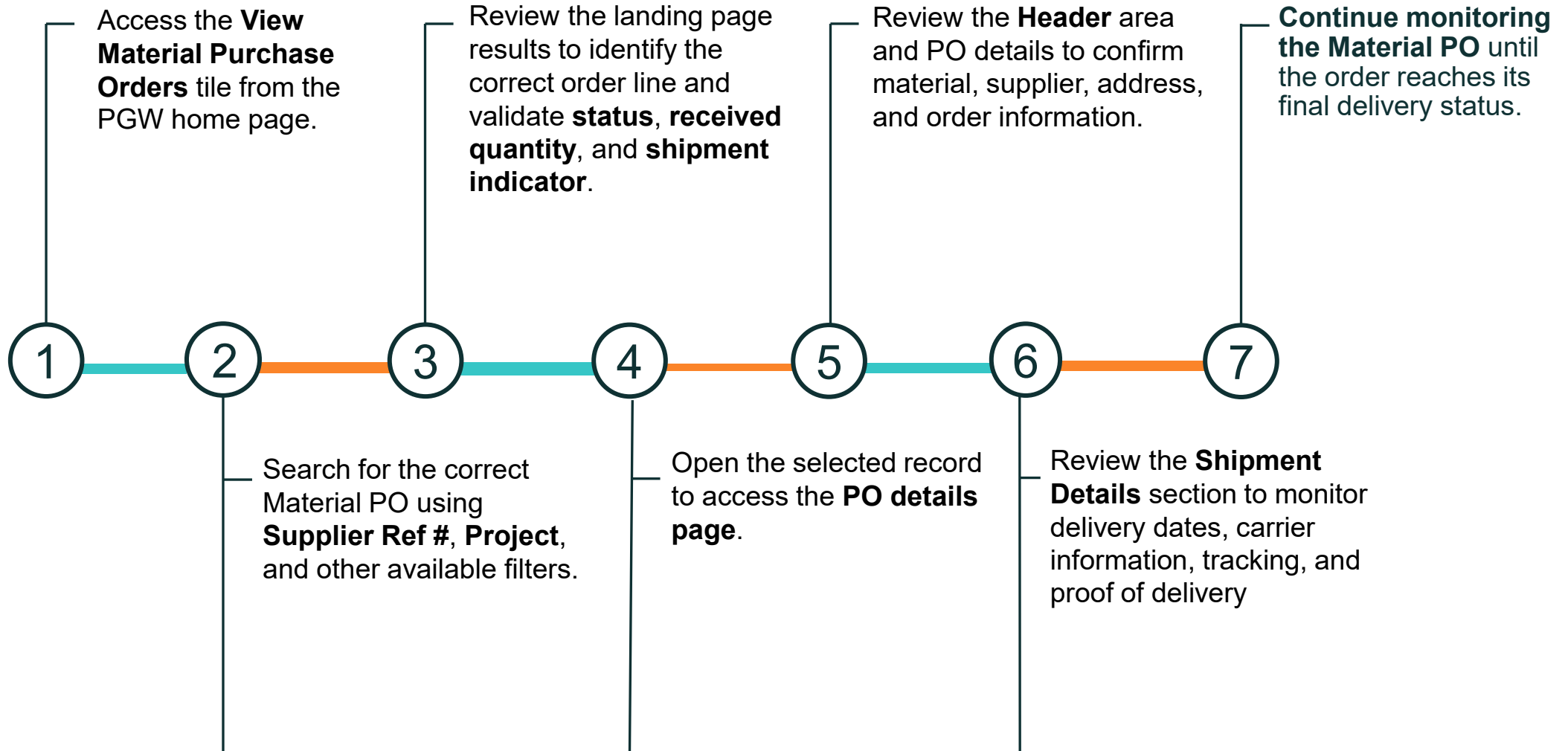
Learning Objectives

By the end of this training, users should be able to:

- Access and use the **View Material Purchase Orders** app in PGW
- Search for Material Purchase Orders related to their work
- Understand the different Material Purchase Order statuses shown in the system
- Open and review key purchase order details, including header and line-item information
- Review shipment and delivery information associated with a Material Purchase Order
- Monitor the material order information available in PGW to support execution activities



System Process in PGW for View Material Purchase Order



1. Access the View Material Purchase Orders tile

Material PO = Lumen-Supplied Material

- Lumen provides the material needed to support the work and makes the Material Purchase Order visible in PGW for supplier review.
- The supplier accesses the **View Material Purchase Orders** Tile and searches for the correct Material PO using available search criteria. The supplier then opens the record to review the material, supplier, address, and shipment details.
- The process starts when the Material PO is created in S/4 and sent to PGW and continues as the supplier monitors the line status and shipment progress until the material reaches its final delivery status.

The screenshot displays the Lumen Procurement Gateway (PGW) interface. At the top, there is a blue header with the LUMEN logo and a 'Home' dropdown. Below the header, the main content area is titled 'Procurement Gateway' and features a large orange banner with the text 'Lumen Procurement Gateway' and a small image of people in an office. Underneath the banner is an 'Action Center' section with a 'Last Refreshed: 8:33 PM' timestamp. This section contains six tiles: 'Open RFQs' (28), 'OLA/RFO 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 a 'Message Center' section with a '10 New' notification and a 'Last Refreshed: 8:33 PM' timestamp. It lists several messages, including 'PO changes rejected', 'Invoice Approval', and 'Goods Receipt'. At the bottom of the interface, there is a 'Supplier' section with a 'View Material Purchase Orders' tile highlighted by a red box. An arrow points from a callout box at the bottom of the image to this tile. The callout box contains the text 'Click the View material Purchase Order Tile'. Other tiles in the 'Supplier' section include 'Submit Invoice Supplier' (282) and 'View Invoices Suppliers' (176).

2. Search for the correct Material PO

Search POs by Supplier Ref #, Project, or Labor Purchase Order #

Supplier Ref # (Labor PO):

Project:

Material Purchase Order:

Labor Purchase Order:

Material Final Destination:

Ship to Address:

Material:

PO Date:

Status:

Go Hide Filter Bar Clear Filters (1)

Material PO Line Items (2)

Project	Material Purchase Or...	Line Item	Labor Purchase Order	PO Date	Final Destination	Ship to Address	Material Description
Test Demo Project (F.1000.0000007)	4500000706	00001	2500000315	09/23/2024			advar red cpe description
Test Demo Project (F.1000.0000007)	4500000709	00001	2500000315	09/24/2024			advar red cpe description

After you select Go, the matching material PO lines appear in the Purchase Orders Result Table. The Material PO Line Items table shows the number and the records returned.

3. Validate status, received quantity, and shipment Indicator

Standard* Go Hide Filter Bar Clear Filters (1)

Supplier Ref # (Labor PO): Project: Material Purchase Order: Labor Purchase Order:

PO Date: Status:

Material PO Line Items (2)

Labor Purchase Order	PO Date	Final Destination	Ship to Address	Material Description	Material Code	Quantity Received / Total ...	Status	Shipped?
2500000315	09/23/2024			advar red cpe description	100000114	5.000 EA / 5.000 EA	Fully Delivered	✓
2500000315	09/24/2024			advar red cpe description	100000114	5.000 EA / 5.000 EA	Fully Delivered	✓

Quantity Received / Total Quantity tells you how much of the ordered quantity has already been received.

The **Shipped** indicator provides an additional signal that delivery activity has occurred even before the final receipt is complete.

Status translates that delivery position into a business view, such as Open, Partially Delivered, or Fully Delivered.

4. Access the PO details page.

The toolbar includes a *Copy* option that lets you select one or more lines, copy them to the clipboard, and paste them into another file. Click at the beginning of the line to highlight it, then click the **Copy Icon** and paste the content where needed.

Additional optional columns can be added. Click the **Settings (gear) icon**

Click the **Download Excel Icon** to download the table data into an Excel file.

Click the **Arrow at the end of the row** to open the Purchase Order Detail Page.

Labor Purchase Order	PO Date	Final Destination	Ship to Address	Material Description	Material Code	Quantity Received / Total ...	Status	Shipped?
2500000315	09/23/2024			advar red cpe				
2500000315	09/24/2024			advar red cpe				

5. Header area and PO Details

The top section of the page is the **Header area**. This area gives you a quick summary of the selected Material Purchase Order line and shows the key order details you need for review

Purchase Order Details

Purchase Order 4500000706

Project	Line Item	PO Quantity	Valuation Type
Test Demo Project (E.1000.0000007)	00001	5 EA	NEW
Material Description	Labor PO Supplier	Material PO Supplier	Item Status
advar red cpe description	IBM North America (700212)	Lumen _Smita (700000)	Fully Delivered
Manufacturer	Manufacturer Part Number	Ship To Address	Ship To Contact
Qwest Comm Intl, Inc	80001203		

Shipment Details (2)

Quantity	Requested Due Date	Delivery Date	Carrier Status	Carrier	Tracking Number
5 EA				FedEx	https://www.fedex.com/en-us/tracking.html
5 EA					

The Shipment Detail table provides delivery-level visibility for the material line. This is the section you use to understand what has already shipped, what has been delivered, and what information is available from the shipping process.

Select the **Proof of Delivery** value if available. and confirm it opens a PDF document for review.