

## 8. View Material Purchase Orders

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## 1. Module Overview

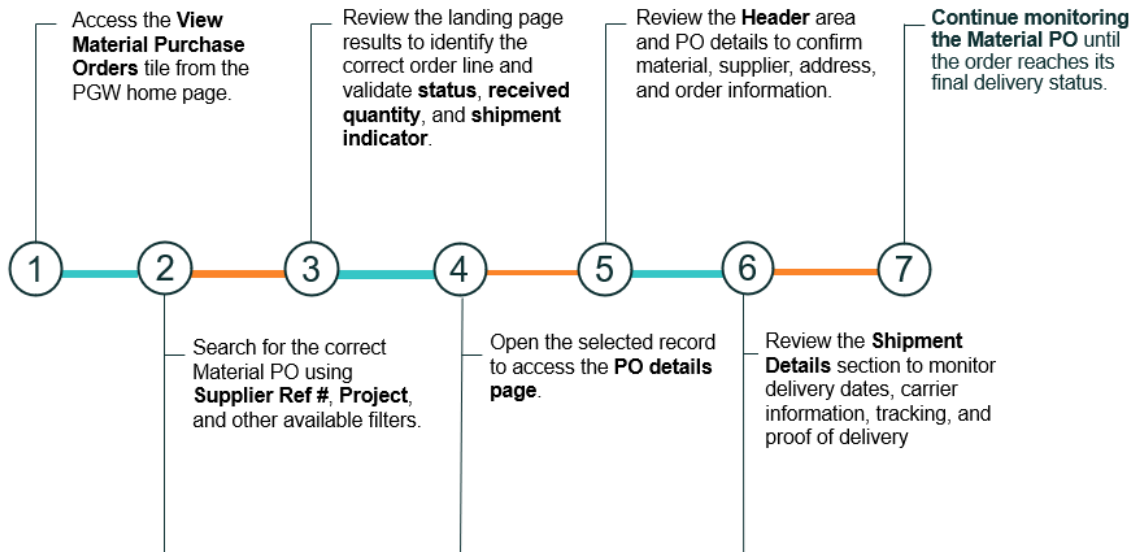
Welcome to PGW training for suppliers. This module is designed to help you search, review, and monitor material purchase orders in PGW when Lumen is providing the material for your work. Lumen creates the material purchase order in S/4 and sends the details to PGW, so you can track which materials are tied to your project and their status in the delivery process.

In this guide, you learn how to open the material PO application from PGW, start the search with a required key such as Supplier Ref # or Project, use the landing page filters, review line-level results, interpret the derived status values, open the purchase order detail page, and monitor shipment information connected to the material line.

**Note:** This module applies to non-Assembly Unit material purchase orders where Lumen provides the material, and PGW is used for visibility and tracking.

*Search → PO Review → Shipment Monitoring*

### System Process in PGW for View Material Purchase Order



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## 1.1 Glossary

Use this glossary as a quick reference while working in the material PO process. It defines the PGW applications, fields, and status terms you will use while reviewing Lumen-provided material.

### *PGW Applications and Page Areas*

- **View Material Purchase Orders**  
Application used to search and review Lumen-provided material purchase order lines in PGW. Use it to locate the correct material PO, check status and received quantity, and open the detail page for shipment review.
- **Purchase Order Results Table**  
The landing page table displays the material PO lines matching your search. It gives you the key columns needed to identify the correct record before opening it.
- **Purchase Order Detail Page**  
The page opened from a selected material PO line. Use it to review the PO summary, addresses, supplier information, valuation type, and the Shipment Detail Table associated with that line.
- **Shipment Detail Table**  
The section of the detail page where you monitor material movement. Depending on the PO scenario and available delivery data, it can show quantity, requested due date, delivery date, carrier status, carrier, and tracking information.
- **Filter Bar**  
The search area at the top of the landing page is where you enter the required search key and apply additional filters to narrow the results.

### *Material PO Terms*

- **Material Purchase Order**  
A purchase order was created when Lumen supplying material directly for the work. You see it in PGW for review and monitoring.
- **Labor Purchase Order**  
The related labor PO is associated with the work. It can be used for context and filtering, but this module focuses on the material PO record.
- **Supplier Ref #**  
A supplier reference value tied to the related work and one of the main search fields for retrieving material PO results.
- **Project**  
The project identifier used to retrieve material PO lines associated with the work.
- **Material Final Destination**  
The destination address or location where the material is intended to end.

- **Quantity Received / Total Quantity**  
A comparison between the quantity already received and the total quantity ordered on the material PO line.
- **Derived Status**  
The status shown on the landing page is based on delivery, cancellation, and closure logic for the PO line.
- **Shipped Indicator**  
A shipment-related indicator that helps you see delivery activity even before final receipt is complete.
- **Valuation Type**  
An identifying field visible on the detail page for the selected material PO line.

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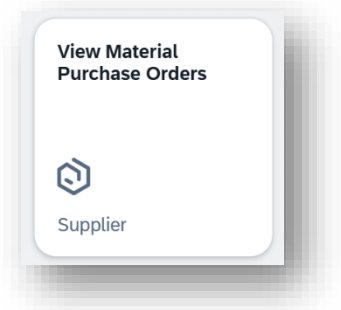
## 2. View Material Purchase Orders Process Overview

This process begins outside PGW. After work is assigned, Lumen may decide to supply vendor material directly rather than expecting it to come through your normal bidding or procurement process. When that happens, a material purchase order is created in S/4, and its details are sent to PGW so you can review the material associated with your work.

At a high level, the process flows through these PGW Tile

- [View Material Purchase Order](#)

Where you locate and review your Material Purchase Orders, validate order and Shipment Detail Tables, and monitor delivery status for materials related to your work.



## 3. System Process in PGW

### 3.1 Search → Review → Shipment Monitoring

#### 3.1.1 Access the View Material Purchase Orders Tile

From the PGW home page, you access the **View Material Purchase Orders** Tile. This app is used to locate and review the Material Purchase Orders associated with your work.

#### 3.1.2 Search for the correct Material PO

The **View Material Purchase Orders** app is search-driven and does not rely on a default list of records. To locate the correct Material PO, you search using values such as **Supplier Ref #**, **Project**, **Labor Purchase Order**, and other available filters until you identify the correct line.

#### 3.1.3 Review of the landing page results

Once the search results are displayed, you review the landing page to confirm that you selected the correct order line. The results table provides the key indicators you need before opening the record, including **Status**, **Quantity Received/ Total Quantity**, **Shipment indicator**, **Material PO number**, and **line-item** details.

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### 3.1.4 Open the selected record to access the PO details page

After identifying the correct Material PO line, you open the selected record to access the **Purchase Order Details page**. This page gives you a more complete view of the order information tied to that material line.

### 3.1.5 Review of the Header area and PO details

From the **Purchase Order Details page**, you review the **Header** area and PO details to confirm the main order information. This includes key data such as the **material, supplier, address, project**, and other order-related details needed to understand the record.

### 3.1.6 Review of the Shipment Detail Tables section

Next, you review the **Shipment Detail Tables** section to monitor the delivery information associated with the material line. This section can show details such as **delivery dates, carrier information, tracking number**, and **proof of delivery**, when available.

### 3.1.7 Continue monitoring the Material PO until final delivery status

You continue reviewing the Material PO as the order moves through the delivery process. Use the available **Status, Quantity Received/Total Quantity, and Shipment Detail Table to determine** whether the line remains open, is partially delivered, is fully delivered, or has reached a final closed or cancelled state.

## 4. Material PO Status Values and What They Mean

On the Material Purchase Order landing page, the **Status column** is derived from the material PO line logic. Use it together with **Quantity Received / Total Quantity** and the **Shipped indicator** to understand the delivery position of the material line. These derived status values are also used for intercompany scenarios.

- **Open**  
When the Material PO status is **Open**, no quantity has been delivered yet, so you continue monitoring the line and review shipment information, when available, to determine whether delivery activity has started.
- **Partially Delivered**  
When the Material PO status is **Partially Delivered**, part of the ordered quantity has been received, but the full quantity has not yet been completed, so you compare **Quantity Received / Total Quantity** and continue tracking the remaining quantity.
- **Fully Delivered**  
When the Material PO status is **Fully Delivered**, the line is complete because either the delivery-complete condition has been met or the quantity delivered is greater than or equal to the ordered quantity. Use the line as confirmation that the material has been fully received and keep it for reference.

- Cancelled**

When the Material PO status is **Cancelled**, the Material PO line has a deletion indicator and is available for reference only; you should not expect any additional delivery activity on that line.
- Closed**

**Closed** means the Material PO line is locked and no longer active for further monitoring or processing. The line remains visible in PGW for reference, but no additional delivery activity is expected.
- Shipped Indicator**

When the **Shipped indicator** is displayed, delivery activity exists for the line, and the material is moving through the shipment process, even though final receipt is not yet complete, so you continue monitoring the detail page for later delivery and receipt progress

## 5. Material Purchase Orders - Landing Page

After you sign in to PGW, open the View Material Purchase Order Tile from the home page. This Tile is separate from Manage Purchase Orders and is used specifically for visibility into Lumen-provided material tied to your work.

- Click the View Material Purchase Order Tile

The View Material Manage Purchase Order landing Page is displayed

**View Material Purchase Orders**

Supplier

Standard

Search

Go Hide

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

Ship to Address: Material: PO Date: Status:

e.g. Dec 31, 2026

**Filters Area**

Material PO Line Items

Project	Material Purchase Or...	Line Item	Labor Purchase Order	PO Date	Final Destination	Ship to Address	Mate
<p><b>Material PO Line Table</b></p> <p>The Material PO line table displays the Material Purchase Order lines that match your</p> <p>No data available</p>							

## 5.1 Landing Page – Filters Section

At the top of the landing page, the Filter Bar helps you narrow the material PO records before you review the table below. Use the standard filters first, then refine as needed.

The standard filter set includes:

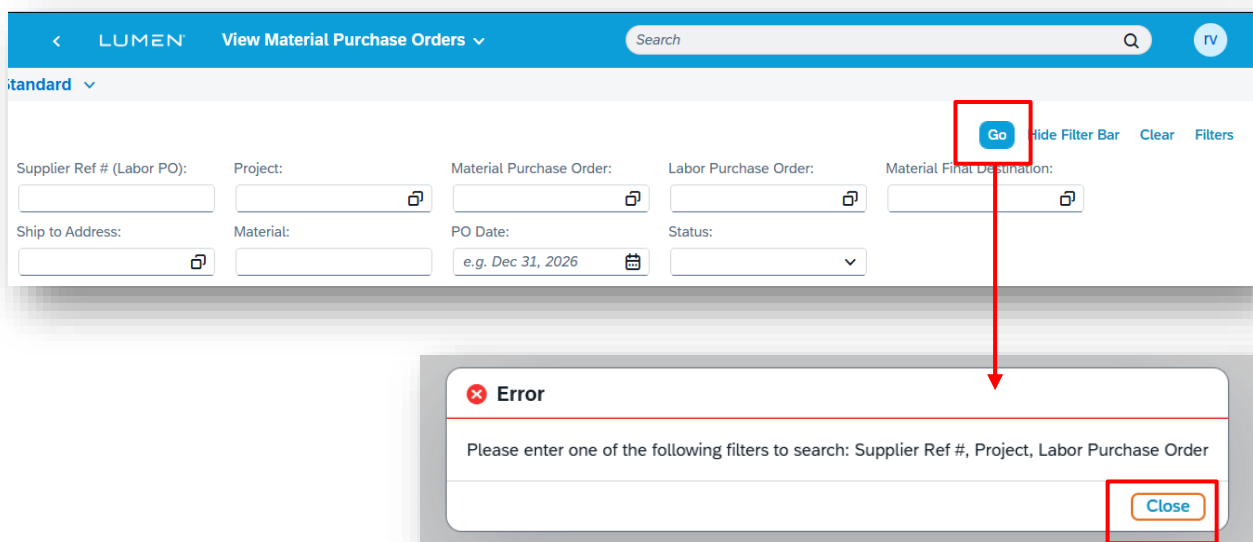
- Supplier Ref # (Labor PO)
- Project
- Material Purchase Order
- Labor Purchase Order
- Material Final Destination
- Ship to Address
- Material
- PO Date
- Status

Use the object search icon, where available, to search for and select valid values. For PO Date, use the date range selector. For Status, use the dropdown to select one or more status values. After entering the criteria, click Go to retrieve the matching material PO lines. Use Clear to reset the current criteria and start a new search. If additional filter management is available in your view, use the Filters option to add or remove filter fields from the landing page.

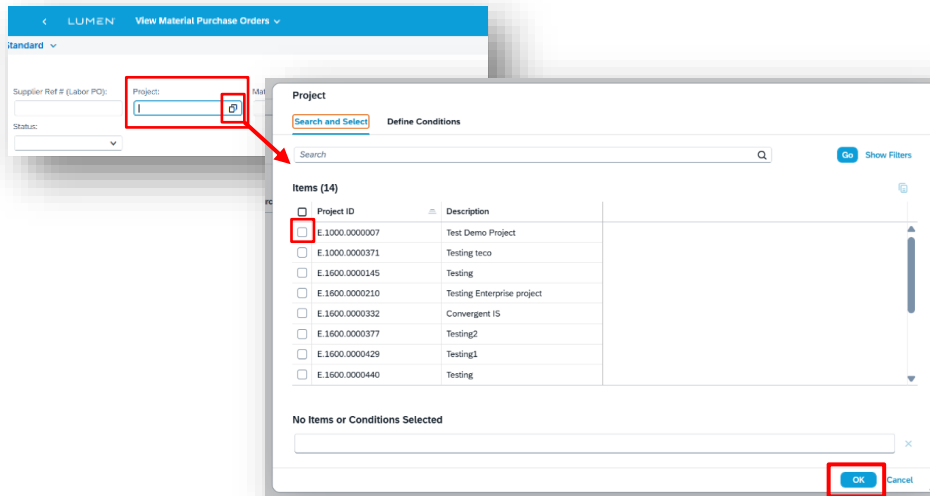
### ➤ Enter search criteria in the Filter Section

When you open the application, the landing page is designed for search-first use. You do not rely on a default results list. Instead, enter the search key that ties the material line to your work and then run the search to retrieve the relevant records.

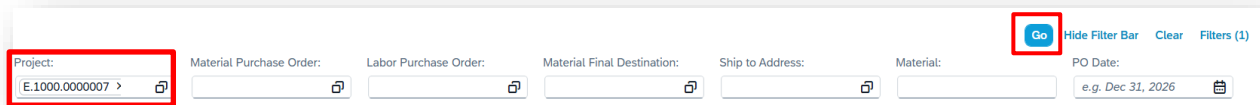
**Note:** If you click *Go* to perform a general search without entering any required filters, the system displays an error message instructing you to enter at least one of the following: *Supplier Ref#, Project, or Labor Purchase Order*.



- Click **Close**  
After the message closes, the filter options are displayed again. Use one of the recommended filters to start the search: **Supplier Ref#, Project, or Labor Purchase Order**.
- Locate the **Project** field and click the **Object Search** icon. When the **Project** window is displayed, select the checkbox next to the Project ID, then click **OK**.



- The **Project** field is auto-populated with the selected Project ID. Click **Go** in the top-right corner of the screen.



## 5.2 Landing Page – Columns Section

After you select Go, the matching material PO lines appear in the Purchase Order Results Table. The Material PO Line Items at the top of the table show the number of records returned.

Project	Material Purchase Or...	Line Item	Labor Purchase Order	PO Date	Final Destination	Ship to Address	Material Description	Material Code	Qua
Test Demo Project (E.1000.0000007)	450000706	00001	2500000315	09/23/2024			advar red cpe description	100000114	5.0
Test Demo Project (E.1000.0000007)	450000709	00001	2500000315	09/24/2024			advar red cpe description	100000114	5.0

Use this table to identify the correct line before opening the detail page. The standard columns include:

- Project
- Material Purchase Order
- PO Date
- Final Destination
- Ship to Address
- Line Item
- Material Description
- Material Code
- Quantity Received / Total Quantity
- Status
- Shipped

- Additional optional columns can be added. **Click the Settings (gear) icon** in the top-right corner of the table.



A pop-up window appears displaying all available columns. The columns in the standard view have already been checked. Check or uncheck columns as needed to customize how the table is displayed, then press Go at the bottom of the pop-up.



The toolbar includes a Copy option that allows you to select one or multiple lines, copy them to the clipboard, and paste them into another file, such as Word or Excel, PowerPoint, or others

- Three of the most important landing page validations are the quantity comparison and the status logic.
  - **Quantity Received / Total Quantity** tells you how much of the ordered quantity has already been received.
  - **Status** translates that delivery position into a business view, such as Open, Partially Delivered, or Fully Delivered.
  - The **Shipped indicator** provides an additional signal that delivery activity has occurred even before the final receipt is complete.

Material Description	Material Code	Quantity Received / Total ...	Status	Shipped?
advar red cpe description	100000114	5.000 EA / 5.000 EA	Fully Delivered	✓
advar red cpe description	100000114	5.000 EA / 5.000 EA	Fully Delivered	✓

Material Code	Quantity Received / Total ...	Status	Shipped?	
100000114	5.000 EA / 5.000 EA	Fully Delivered	✓	>

## 6. Material Purchase Order - Detail Page

### 6.1 Detail Page - Header Area

After you open a record from **the Material PO line table**, the **Purchase Order Details** page is displayed. 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

Project	Line Item	PO Quantity	Valuation Type
Test Demo Project (E.1000.0000007)	00001	5 EA	NEW
Material Code	Material Description	Labor PO Supplier	Material PO Supplier
100000114	advar red cpe description	IBM North America (700212)	Lumen _Smita (700000)
Item Status	Purchase Order Date	Manufacturer	Manufacturer Part Number
Fully Delivered	09/23/2024	Qwest Comm Intl, Inc	80001203
Ship To Address	Ship To Contact	Final Destination Address	

Quantity	Requested Due Date	Delivery Date	Carrier Status	Carrier	Tracking Number
5 EA	September 29, 2024	September 23, 2024	Shipped In		
5 EA	September 29, 2024	September 23, 2024	Delivered		

#### 6.1.1 Fields Displayed in the Header Area

- **Project:** The field displays the project associated with the selected Material PO line, allowing you to confirm that the material belongs to the correct work.
- **Line Item:** Displays the specific purchase order line number for the selected material record.
- **PO Quantity:** Displays the total quantity ordered for the selected Material PO line.
- **Valuation Type:** The field displays the valuation category assigned to the material, identifying how the item is classified in the order.
- **Material Code:** The field displays the system material number that identifies the item.
- **Material Description:** The field displays the description of the material ordered on the selected PO line.
- **Supplier:** The Supplier field can display the supplier name together with the supplier code. Use this area to validate that you are reviewing the correct project, material line, quantity, and delivery destination before interpreting the shipment activity.
- **Item Status:** The field displays the current delivery status of the Material PO line, such as Open, Partially Delivered, Fully Delivered, Cancelled, or Closed.
- **Purchase Order Date:** The field displays the date on which the Material Purchase Order was created.

- **Manufactured:** Displayed the name of the manufacturer for selected Material
- **Ship to Address:** Displays the address where the material is scheduled to be shipped.
- **Ship to Contact:** The field displays the contact associated with the ship-to location, when available.
- **Final Destination Address:** The field displays the final destination where the material is expected to be delivered or used.

## 6.2 Detail Page – Shipment Detail Tables

Below the header, the Shipment Detail table gives you the 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.

**Purchase Order 450000706**

Project	Line Item	PO Quantity	Valuation Type
Test Demo Project (E.1000.0000007)	00001	5 EA	NEW
Material Code	Material Description	Labor PO Supplier	Material PO Supplier
100000114	advar red cpe description	IBM North America (700212)	Lumen _Smita (700000)
Item Status	Purchase Order Date	Manufacturer	Manufacturer Part Number
Fully Delivered	09/23/2024	Qwest Comm Intl, Inc	80001203
Ship To Address	Ship To Contact	Final Destination Address	

**Shipment Details (2)**

Quantity	Requested Due Date	Delivery Date	Carrier Status	Carrier	Tracking Number
5 EA	September 29, 2024	September 23, 2024	Shipped In		
5 EA	September 29, 2024	September 23, 2024	Delivered		

### 6.2.1 Fields displayed in the Shipment Detail Table

- **Quantity:** Displays the quantity associated with the shipment record for the selected Material PO line.
- **Requested Due Date:** The field displays the date on which the material was expected or requested to be delivered.
- **Delivery Date:** The field displays the actual delivery date recorded for the shipment, when available.
- **Carrier Status:** The field displays the current shipment or delivery status provided for the carrier activity, such as whether the material has been shipped or delivered.
- **Carrier:** The field displays the name of the carrier responsible for transporting the material, when available.
- **Tracking Number:** The field displays the tracking number associated with the shipment, allowing you to reference the carrier delivery record.
- **Proof of Delivery:** The field displays the proof of delivery reference or related delivery confirmation, when available.

Depending on the material PO scenario, the shipment behavior can reflect different stages, such as Shipped In, Delivered, or Shipped Out. In some scenarios, delivery information is driven by inbound delivery activity; in others, it is updated from goods receipt or pack-and-hold tracking. If the supplying party does not provide delivery details, some fields may remain blank, such as Delivery Date, Carrier Status, Carrier, or Tracking Number.

When a Tracking Number is available, it can function as a link to the carrier's site. Use it to follow the shipment outside PGW when carrier integration data has been provided. If your table toolbar includes the Excel export option, you can also export the current Shipment Detail Table view for offline review.

- **Select a value in the Tracking Number** column and confirm it opens as a clickable link that navigates to the carrier's website.

Quantity	Requested Due Date	Delivery Date	Carrier Status	Carrier	Tracking Number
5 EA	September 29, 2024	September 23, 2024	Shipped In		
5 EA	September 29, 2024	September 23, 2024	Delivered		

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

The screenshot displays the LUMEN 'View Material Purchase Orders' interface. A table lists purchase order details for PO 4500000706, including project information, line items, and supplier details. Overlaid on this is a FedEx Express tracking page for tracking number 796877033798. The tracking page shows a progress bar with 'Delivered' as the final status. A 'Proof of Delivery' link is visible under the destination information. A red box highlights the URL <https://www.fedex.com/en-> in the tracking number field.

Project	Line Item	PO Quantity	Valuation Type	Material Code
Test Demo Project (E.1000.0000007)	00001	5 EA	NEW	100000114
Material Description	Labor PO Supplier	Material PO Supplier	Item Status	Purchase Order Date
advar red cpe description	IBM North America (700212)	Lumen_Smita (700000)	Fully Delivered	09/23/2024
Manufacturer	Manufacturer Part Number	Ship To Address	Ship To Contact	Final Destination Address
Qwest Comm Intl, Inc	80001203			