

Kenta / Using Kenta

Record supplier commitments and partial receipts

Connect RFQs, quotations, authorized commitments and receipt discrepancies to the actual equipment configuration and project cost allocation.

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► Applicability

Before you begin

- Explicit procurement capability; separate contract-approval authority for authorizing commitments.
 - Configured CBS allocations, finance policy and applicable exact source documents.
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Current capability and authority

Connect RFQs, quotations, authorized commitments and receipt discrepancies to the actual equipment configuration and project cost allocation.

Clearly labeled synthetic example

Synthetic commitment PO-SWG covers two equipment units. One inspected unit is received first; the commitment remains partly fulfilled and the remaining quantity is still visible.

Inputs and terminology

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Term	Meaning
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Required date	The project need-by date; it is not a supplier promise.
Promised date	A supplier contractual/committed date with a stated confirmation basis.
Forecast date	The currently assessed outcome; it does not replace an approved baseline.

Procedure

1. Create the supplier record

Open Procurement and choose New RFQ, New quote or New commitment. Record supplier, configuration, quantity/unit, currency, validity, inclusions and exclusions. Leave genuinely unknown values unknown.

2. Link scope and evidence

Choose equipment, related milestones, RFQ/quote context and exact source versions. Allocate the commitment to CBS/work/equipment entries; percentages or exact line amounts must reconcile under the selected allocation basis.

3. Review and authorize

Save the draft, inspect its exact revision and use the allowed submit/approval/issue actions. Commercial authorization is separate from engineering acceptance.

4. Record receipt

Choose New receipt and the issued commitment. Enter actual received date, received quantity, evidence and any discrepancy.

5. Verify remaining work

Reopen the commitment and receipt history. Partial receipts preserve the outstanding quantity; duplicate source acknowledgments do not create another receipt.

Verify the result

Authorized commitment revisions and actual receipts remain traceable to their configuration, supplier evidence and allocations.

What happens next

A supplier update cannot silently amend an approved commitment. Use the applicable controlled change/amendment path.

Delivery records alone do not establish installation completion, tested readiness or available operating power.

Troubleshooting

Receipt quantity is rejected

Check authorized total quantity, prior partial receipts and whether overdelivery has an explicit discrepancy. Record the actual discrepancy when overdelivery occurred, or correct the receipt. Do not submit duplicate receipts to disguise outstanding quantities.

Approval is unavailable

Confirm contract-approval capability, current revision and required evidence. Ask the designated authority to review the exact submitted revision.