Klarstig

# Adult Learning Centre - Supplier Commitment Follow-up

Track a supplier promise against the response or delivery actually received. Setting: Adult Learning Centre.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Supplier Commitment Follow-up

**Supplier and order or service reference ***

**Commitment and originally expected timing ***

**Latest response and outstanding gap ***

**Next question or escalation route**

## Adult Learning Centre

**Learning session and classroom reference ***

**Teaching pack, exercise set or shared device involved ***

**Reading format, room setup or facilitator coordination needs**

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record ***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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