Klarstig

Procurement Nonprofit Vendor Application

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Use this application to explain your interest, relevant experience and availability. The receiving organization can review the information and request any missing details.

Contact and reference

Organization using this document

Maple Street Community Center

Your name or contact reference *

Alex Rivera

Email for a reply if needed

alex.rivera@example.com

Information for this document

Position or opportunity sought *

Program coordinator

Why are you applying *

I helped at my school food drive last spring and enjoyed it. I would like to give a few hours each week and get to know my neighbours.

Relevant experience and qualifications *

Three years sorting donations and running intake at a food pantry. Current first-aid certificate. Comfortable with spreadsheets and speaking with the public.

Earliest available start date

November 14, 2026

Available days and time commitment

(Free-text answer - not filled in for this example)

Reference contact if requested

Share another person's contact details only with their permission.

REF-2026-0148

Supporting material

example-document.pdf (fictional attachment)

Attach separately - uploads work in the online form only.

Specific details

Vendor legal or trading name and service category

Complete when relevant to this request.

Alex Rivera

Capabilities service area delivery terms and relevant references

Maria Lopez, volunteer coordinator, Eastside Food Pantry, (555) 010-0163.

Operating context

Mission program or community served

Complete when relevant to this request.

A 12-week after-school reading club for 30 students, led by trained volunteers at the community center.

Participation funding restrictions volunteer needs and reporting context

(Free-text answer - not filled in for this example)

Team specific details

Sourcing request supplier or purchasing owner

Complete when relevant to this request.

Operations

Specifications alternatives approval limits and delivery requirements

(Free-text answer - not filled in for this example)

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.
- File uploads work online only. The printable version lists the documents to attach but cannot collect them.
- 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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