

[organization name]

## Appendix 2 – List of Approved Suppliers

No.	Supplier Name	Approval Date	Rank	Contract Value	Contract Type	Note:
1	XYZ Company	May 16, 2019	A			

**Commented [13A1]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

**Commented [13A2]:** Rank is:  
1. A  
2. B  
3. C  
4. D

**Commented [13A3]:** [Redacted]

**Commented [13A4]:** This is just an example; please adapt to your company practice.

[job title]

[name]

[signature]

[signature]

**Commented [13A5]:** Only necessary if document is in paper form.