

Meeting Notes - Supplier Negotiation (Titan Components)

Date: 2026-03-19 | Attendees: Procurement, CFO, Logistics, Supplier Rep (call)

Discussion

- Procurement: Immediate +12% violates clause notice; need index evidence and written notice date.
- CFO: Prepayment request contradicts Net 30; consider letter of credit as compromise.
- Logistics: FOB vs CIF impacts insurance and demurrage. Need signed contract version and forwarder booking confirmation.
- Supplier: Claims tight allocation; threatens lead time slip by 3 weeks.

Actions

Action	Owner	Due	Definition of done
Request index evidence + formal notice date	Procurement	2026-03-20	Supplier provides dated notice + index reference link/PDF
Confirm Incoterms from signed contract and PO	Logistics	2026-03-20	Single authoritative Incoterms field with evidence spans
Evaluate LC vs prepayment cash impact	CFO	2026-03-21	Decision memo with cash impact and risk trade-off