Minutes — supplier meeting and price discussion

Field	Detail
Date / city	6 Nov 2026 — Tianjin, buyer's hotel meeting room
Buyer	Southeast-Asian distributor; present: MD, purchasing manager
Interpreter	TEDIAN — buyer side only, invoiced to the buyer
Purpose	First meeting with two candidate suppliers, pricing and lead time

1. Agenda covered

Agenda item	Status	Note
Introductions and company profile	done	Both sides exchanged capability decks
Specification walk-through	done	Buyer's 12 points covered; 3 points left open
Price and payment terms	partial	Price ranges given, no written quote yet
Lead time and capacity	done	Two of three lines have capacity in Q1
Next steps and samples	done	Sample request agreed, timing open

2. Findings

Item	Observation	Evidence	Risk
Quoted price	Price quoted is "per set" but the buyer's basket is per unit — a 6% gap if read the other way	Quotation sheet, line 3, wording "per set of 2"	H
Payment terms	Supplier asked for 100% T/T in advance; buyer's policy is 30/70	Verbal, meeting room	M
Specification gap	Three points unanswered: IP rating, cable gland standard, packing for sea freight	Buyer's spec sheet, items 4, 7, 11	M
Capacity claim	Supplier says capacity is 8,000 sets/month; plant walk was not part of this meeting	Verbal claim only	L
Commission question	Supplier asked whether the interpreter receives a fee from them; answer was no	Asked in front of the buyer	L

3. Open items

Item	Owner	Due	Status
Send written quotation with unit basis and incoterm spelled out	Supplier (via buyer)	13 Nov	open
Answer specification items 4, 7 and 11 in writing	Supplier (via buyer)	13 Nov	open
Confirm sample quantity and who pays the freight	Buyer purchasing	18 Nov	open

4. Next steps

- Buyer to send the three open specification points in one email, so the supplier cannot answer half of them.
- Treat "per set" as a pricing trap until confirmed in writing; it is the difference between a good and a bad deal.
- Sample before pilot order; the freight question decides whether the sample is a real test or a gift.

Note

Sample only. A commercial meeting produces decisions, not transcripts — the minutes record what was agreed, what was dodged, and who owes what by when.