



This framework helps you approach supplier negotiations with clarity, professionalism, and respect. It's designed to guide you on what to ask for, how to ask, and how to preserve the relationship while achieving a better outcome.

1. What to Ask For

- Extended payment terms (e.g. 60 or 90 days)
- Temporary discount or price freeze
- Split deliveries or partial fulfilment
- Volume-based discounts or bundled offers
- Reduction in minimum order quantities

2. How to Ask

- Be transparent about your situation, but focused on solutions
- Show appreciation for the supplier's importance to your business
- Frame requests around mutual benefit or continuity
- Propose specific terms clearly and professionally
- Be ready to listen and negotiate, not just demand

3. Preserving the Relationship

- Reassure them that your goal is to keep working together
- Honour revised terms consistently
- Communicate proactively if circumstances change again
- Express gratitude — especially if flexibility is granted

This framework is for general guidance only. Please adapt it to your specific business, supplier relationship, and financial context. When in doubt, seek professional legal or financial advice.