Recent Work Summary

Reported by: Kevin

I. Quotation Work

1. Quotation Volume

- Quotations issued: 24
- Part numbers quoted: 47
- Orders closed: 3
- Part numbers closed: 7
- Order value: ¥21,502 (approx. $3,223)

2. Orders Closed

3 orders closed to date (7 part numbers in total).

II. New Customer Development

1. Development Emails Sent (by company)

- Japan: 407
- South Korea: 77
- Total: 484

III. Learning: Electronic Components Basics (mentored by Linda)

- Component categories: passive components, discrete semiconductors, ICs, connectors, modules, electromechanical parts
- Marking reading: part number, specs, manufacturer and batch from the marking on the component
- Package types: SMD, through-hole (THT), connectors and interfaces - a wrong package means a wrong part
- Packaging specs: moisture-barrier and anti-static packaging, reel/tape quantity, label information
- Suffix meanings: how suffixes of the same part number differ, and which are interchangeable
- Incoming inspection: document check, outer/inner packaging check, physical verification, high-risk items

Takeaway: able to verify a part number by marking, package and suffix, reducing the risk of wrong parts or shipments.

IV. Next Month Plan (New Customer Development)

- Plan to develop about 250 new customers next month, continuing to reach them by development emails
- Contact South Korean buyers first (a list of about 407 companies is ready)
- Expand to more markets: India, Vietnam, Mexico, Argentina and the USA, sending in batches to buyers whose emails we have collected
- Sending approach unchanged: emails sent on weekdays 9:00-18:00; purchasing contacts first; language matched to the customer's country (Japanese for Japan, English for the rest)