EXECUTIVE SUMMARY

Weekly Export Report

Buyer meetings, pending offers, and decisions awaited from management in two sectors.

100	20	10	20
Company dossier	**Offer awaiting**	**Offer sent**	**Resulted negative**

What should be the focus this week?

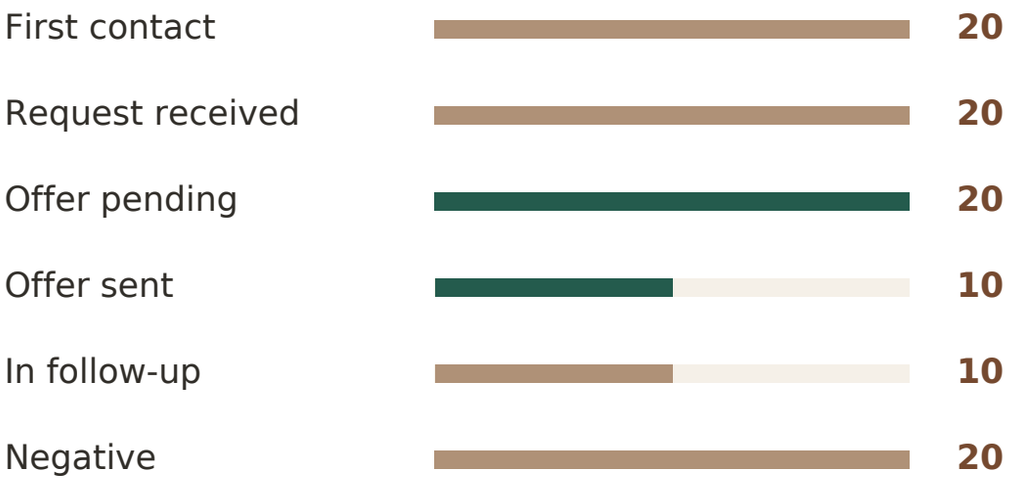
Priority offer	Company 002 awaits written quotation. Initial discussion quantities: 30 tons and 500 kg packaging requested by technical team, forming the pricing baseline.
Decision Tracking	Offer sent to Company 055. Next contact goal: Confirm purchasing team's evaluation date.
Source Plan	Company 006 postponed purchase. Company 004 provided negative feedback requiring file closure.

PORTFOLIO AND ACTIVITY

Purchasing stage of 100 files

Distribution at closure on November 12 and contacts recorded between November 6–12 are shown separately.

Current file distribution



Records during the week

28	Incoming email
8	Outgoing email
45	Meeting
4	Phone call

How to read?

Each file counts as one active stage. Multiple contacts possible with the same company; right-side numbers indicate activity count. Additionally, 120 internal notes recorded.

PRIORITY OFFER / SECTOR A

Company 002 | Awaiting written quotation

Series A fine powder · Sample Country 3 · File EX-A-002

30 tons	500 kg	97%	November 12
Initial batch meeting	Large bag	Demo interest score	Latest status note

Meeting progress

November 5 The purchasing officer stated they considered 30 tons for the first batch.

November 6 Technical team requested 500 kg large bag. Acceptance criteria discussed over product data sheet.

November 12 Buyer finalized quantity and requested written pricing.

Requirements for Decision

Unit price, packaging fee and readiness for shipment time should be requested from supplier.

Delivery point and sample requirement must be confirmed in writing. No approved unit price found in CRM.

Next step

Let TMT consolidate offer items. Once supplier conditions are confirmed, a single written offer is sent to the purchasing officer.

OFFER FOLLOW-UP / SECTOR B

Company 055 | Tender under purchasing review

Series B surface material · Sample Country 1 · Offer OR-B-005-T1

45 tons	500 kg	85%	November 9
Offer request	**Requested packaging**	**Demo interest score**	**Offer submission**

Meeting progress

November 7 Sample and analysis report requested for laboratory evaluation.

November 8 Unit price, delivery time, and payment terms were requested for 45 tons.

November 9 Receipt of offer confirmed. File under purchasing evaluation.

Requirements for Decision

Before new pricing, clarify which item the buyer expects explanation for.

Sample and analysis document request is recorded. Shipping or technical acceptance confirmation must be separately requested.

Next step

Assessment date from purchasing team and open questions from technical team should be requested. Update stage when order confirmation arrives.

POSTPONEMENT / SECTOR A

Company 006 | Purchase period postponed

Series A raw material · Sample Country 2 · Offer EX-A-006-T1

50 tons	1 ton	51%	In follow-up
Discussed quantity	**Large bag**	**Demo interest score**	**Current stage**

Meeting progress

November 9 Written quote reached purchasing team.

November 10 Committee requested separate display of alternative packaging cost.

November 12 Negotiation postponed to next purchasing cycle.

Requirements for Decision

Storing packaging difference as a separate item prevents recalculation in the next discussion.

Short-term orders should not be anticipated for this case as no new purchase date was recorded.

Next step

Ask about the next purchasing period and set a follow-up date. Submit revised pricing only after quantity and commercial terms are re-verified.

REQUEST DEVELOPMENT

Two technical requests, two different products

Companies 001 and 051 requested similar information. The product documents to be sent belong to two different sectors.

Company 001

Series A granule

During November 5 meeting, 25 tons emerged for the initial batch. Delivery point and packaging preference were queried.

Technical information and supply conditions were requested on November 12. Product-specific sheet and supplier lead time must be added to file EX-A-001.

Company 051

Series B granule stone

During November 5 meeting, 25 tons emerged for the initial batch. Delivery point and packaging preference were queried.

Technical information and supply conditions were requested on November 12. Product-specific sheet and supplier lead time must be added to file EX-B-001.

Scope of response

Demo interest score is 73% for both companies. After technical info delivery, confirm if quantity and packaging remain valid.

NEGATIVE FEEDBACK

Company 004 | Negotiation closed

Series A granule · Closure reason and portfolio impact of a previously price-inquiring company.

40 tons	25 kg	8%	Negative
Past price inquiry	**Discussed packaging**	**Latest interest score**	**Status on November 12**

November 7–8	Sample and analysis report requested for lab. Then unit price, delivery time, and payment terms asked for 40 tons.
November 12	Company will not evaluate new suppliers this period. Latest status replaced previous price inquiry.
Management decision	Keep the file closed. Do not add the old demand quantity to the open business volume; if a new demand arrives, reopen the conversation with that date.

Place in portfolio

There are 10 negative files in each of the two sectors. Not all closures should be assumed for the same reason.

MANAGEMENT FOLLOW-UP SEQUENCE

Next week’s work plan

Suggested order determined based on buyer’s latest written request and expected information from supplier.

1 / Company 002	Supplier to confirm price and delivery time. TMT forwards 30 tons and 500 kg packaging-based offer to purchasing team.
2 / Company 055	Let TMT request your offer review date. Clarify any open items for lab samples or analysis certificates.
3 / Companies 001 and 051	Send technical data sheets separately. Buyer responses on quantity, packaging, and delivery location to be recorded in respective company profile.
4 / Companies 006 and 004	Confirm the next purchasing period for 006. Keep 004 as a closed file; wait for a new purchasing signal.

Source and Scope

Report is prepared from firm cards and dated meeting notes in the demo CRM. Interest scores are examples; not purchase commitments or sales forecasts.