

EMS Specialist Dedicated To High-End Engineering



Content

PART **1** **Company Profile**

PART **2** **Supply Chain System**

PART **3** **Manufacturing Center**

PART **4** **Management System**

PART **5** **Enterprise Culture**



Part 1

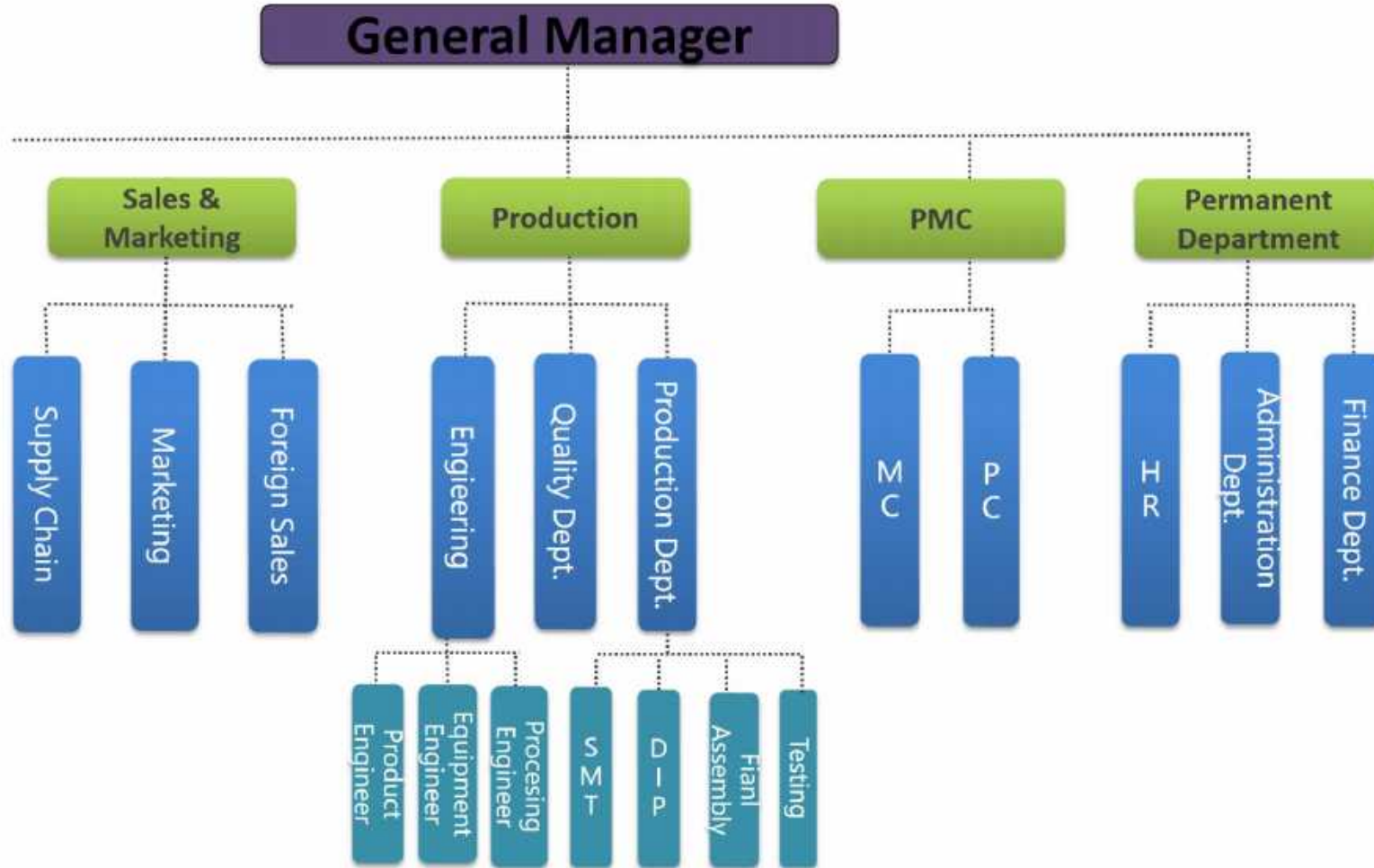
Company Profile



ABOUT US

TECOO is a global electronics contract manufacturing service provider with over 20 years of experience. We are committed to providing our customers with innovative, high-quality, and cost-effective solutions.

We focus on international advanced technologies and provide customer-oriented design, engineering, manufacturing, functional test, and finished products assembly services. We also have a global network of long-term suppliers, which allows us to provide our customers with the best possible procurement prices. We are a trusted partner for companies of all sizes. We are committed to providing our customers with the best possible service and support.





Europe 50%

United States 30%

Others 20%



Part 2

Supply Chain Management

Ensure component suppliers provide high-quality products and services in a fast, competitive and responsible manner



Quality Assurance and Competitive Price

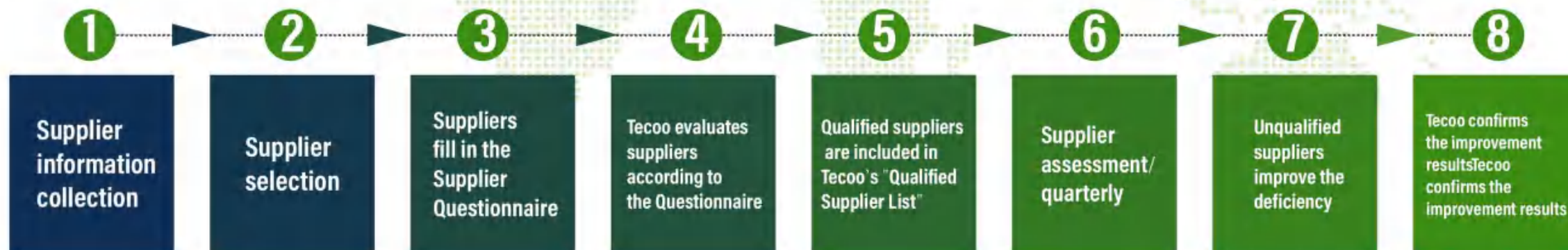
- Value Consideration: Obtain a competitive overall value of the supply chain.
- Diversified supply: Maintain at least 5 suppliers of the same type of device to ensure the continuous supply of raw materials.
- Quality priority: Get the best quality products and services from suppliers.
- Strategic cooperation: Integrate supplier resources and capabilities, and collaborate to provide innovation.
- Alternative advantage: Integrate supplier resources, and professional technical team, to provide customers with professional alternative advice.



Perfect supplier management system

A strict management and control process will adopt for new suppliers introduce, which is inspected from multiple dimensions such as the company's scale, the proportion of professional and technical personnel, quality control process, and production equipment capabilities. We strictly follow the ISO9001 procurement process, and evaluate the cooperative suppliers from four aspects: price, quality, delivery date and service every quarter. And through the ERP enterprise resource planning system, maintain a systematic and efficient procurement work environment, and continuously improve the core competitiveness of Tecoo's supply chain.

Supplier Management



Competitive Price and Service

For international top brands, the only principle is to only cooperate with the original factory or officially authorized agents to ensure product reliability and tractability. Over the years, we have established long-term strategic partnerships with agents and even original manufacturers of many international brands such as TI, ST, Microchip, NXP, ON, etc. In addition to providing customers with FAE support, we can also continuously reduce the total cost of procurement in the case of inventory shortages, while still maintaining the highest level of quality and delivery to meet the different needs of different customers.



Super high deliver-ability

Supply chain procurement from components selection, supplier development price negotiation to order execution, supporting global logistics import and export capabilities, to provide customers with high-satisfaction services.

Excellent supply chain management, for components with a long lead time we improve the overall order cycle by establishing a safe inventory, pay attention to the voice of customers to achieve rapid response and timely delivery, and create a more effective parts procurement and delivery service.



Specialized supply chain team

Our procurement, supply chain and logistics teams have the expertise to identify sourcing options based on the specific needs of each product and customer.

We supply a varied range of products to a broad group of sectors, this requires us to procure a wide range of different component types, from machined, cast and formed metal products to high-end electronic components, plastics, and many other commodity types, that will help us to provide customers with high-quality and low-cost procurement solutions, especially in the industrial control industry and the audio industry. Through continuous work on the depth and breadth of suppliers, our team can provide customers with price, delivery reliability, etc. very high satisfaction service.





Part 3

Manufacturing Center

SMT WORKSHOP

Advanced full automated SMT lines ensure high quality and efficiency, with world-class leading brands GKG printer, JT reflow nitrogen oven, YAMAHA newest placer. CPH 0.16 million chips per hour.



SMT production equipment

High-precision GKG printing machine



Latest YAMAHA placer with the most efficiency and precision (SMT)



SMT production equipment

JT reflow nitrogen oven with ten temperature zone



SMT Inspection equipment

In-line solder paste inspection (SPI)



In-line automated optical inspection (AOI)



SMT Inspection equipment

X-ray inspection



First Article Inspection (FAI)



SMT Processing



- The G9+ fully automatic visual printing machine is a new product targeted at high-end SMT applications. It can perfectly meet the process requirements of fine pitch, high precision and high speed such as 03015 and 0.25pitch. Perfectly meets the process requirements of fine pitch, high precision and high speed such as 01005, 0.3pitch etc. Actual solder paste printing position repeatability accuracy verified based on third-party testing system (CTQ, Germany)
- System alignment accuracy and repeatability; ± 8 microns @ 6σ , $CPK \geq 2.0$
- Actual solder paste printing repeatability; ± 18 microns @ 6σ , $CPK \geq 2$. High-precision PCB thickness adjustment lifting platform The structure is compact and reliable, and the lifting and lowering are smooth. The PIN height is automatically adjusted by software, which can accurately adjust the position and height of PCB boards with different thicknesses.

SMT Processing



Nitrogen reflow can reduce welding oxidation improve welding wettability, reduce welding ball bridge, stele and other bad welding quality greatly reduce welding voidage enhance the reliability of products;

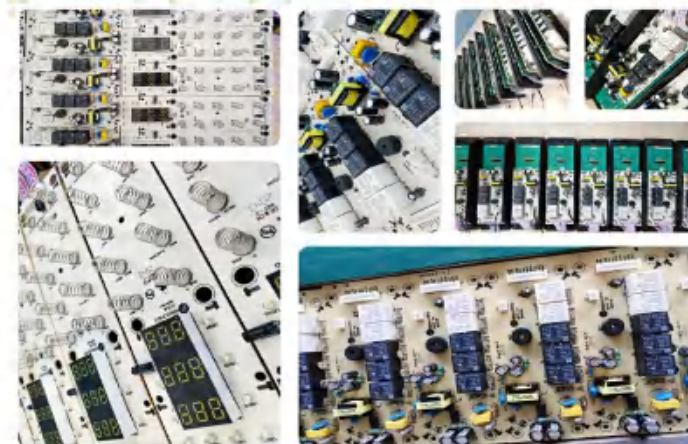
[Know more](#)



Manufacturing Quality

TECOO Manufacture Quality System (MQA) is based on Zero defect target and customer requirements to conduct quality assurance activities in new product introduction, development mass production, and go through PDCA cycle with continuous quality improvement for customer satisfactions.

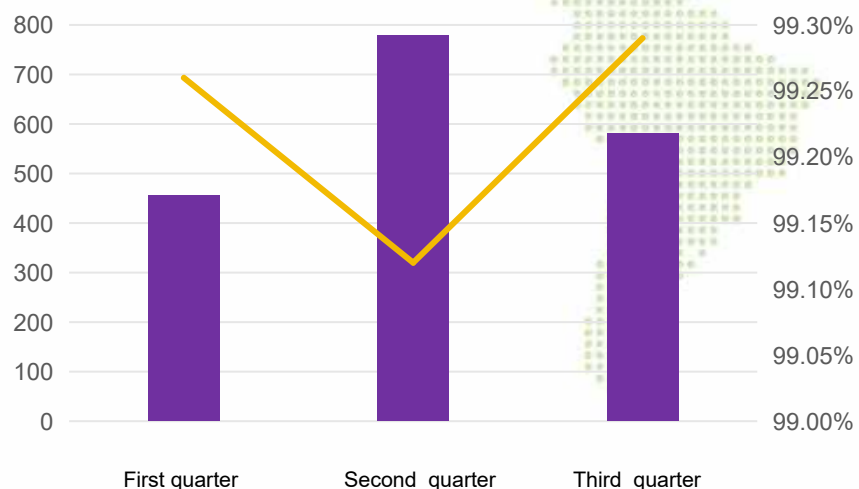
Know more



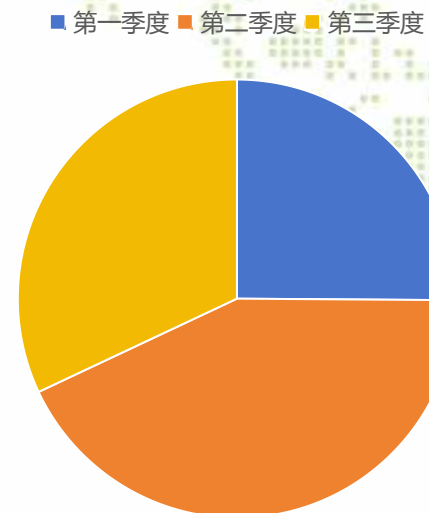
SMT Quality summary

Quarter	First quarter	Second quarter	Third quarter	total
Production quantity	61961	88406	82191	232558
Qualified quantity	61505	87627	81610	230742
Unqualified quantity	456	779	581	1816
Pass yield	99.26%	99.12%	99.29%	99.22%

SMT不良项柏拉图



不合格批次



DIP Workshop



DIP Production equipment

DIP linStandard insert
machinee typically



Special type insert machine



DIP Production equipment

Wave soldering



DIP Testing equipment

AOI



ICT



DIP Reliability test

Aging equipment



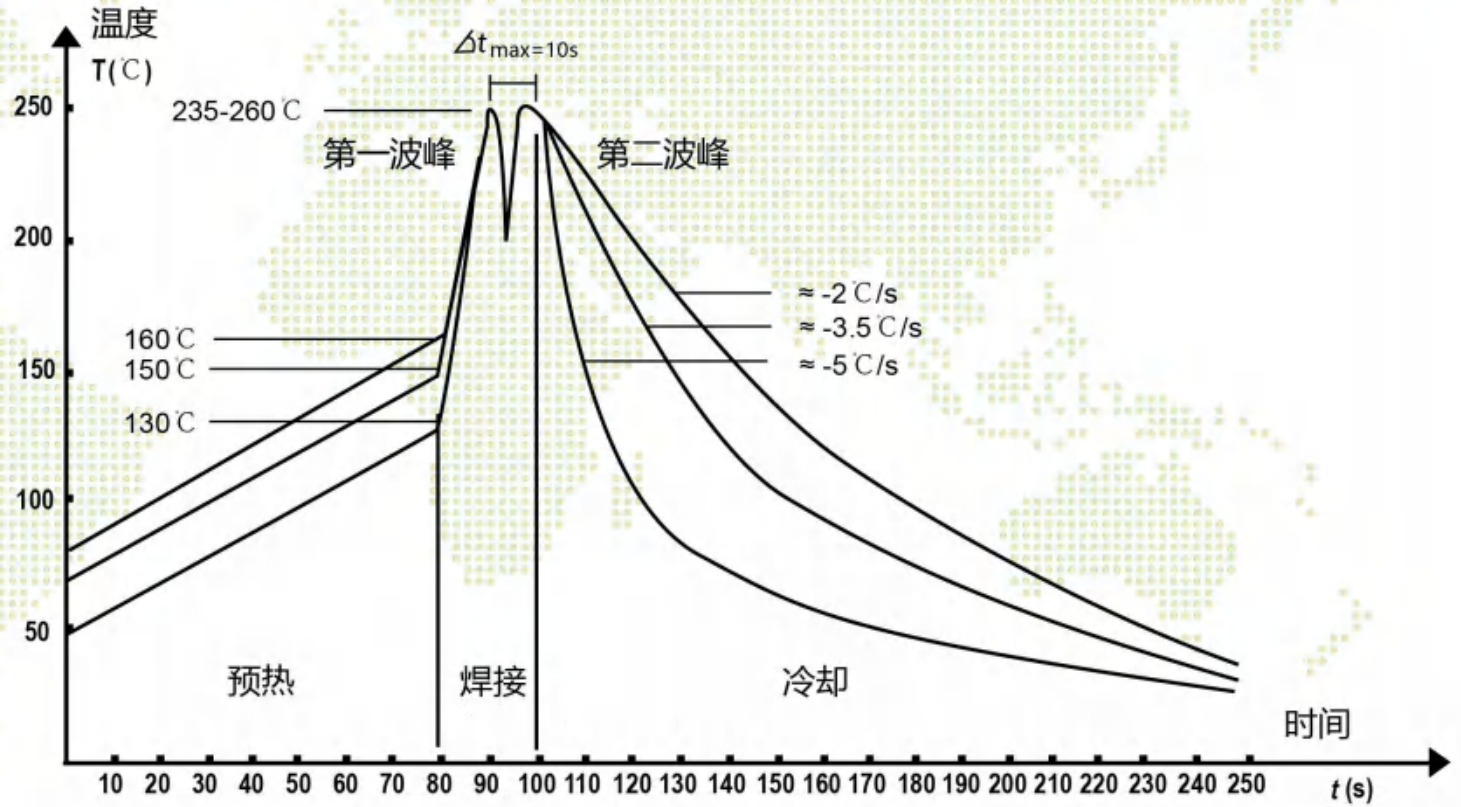
Functional testing



Craft display

Furnace temperature curve

Know more 



PCBA Automatic Cleaning Machine



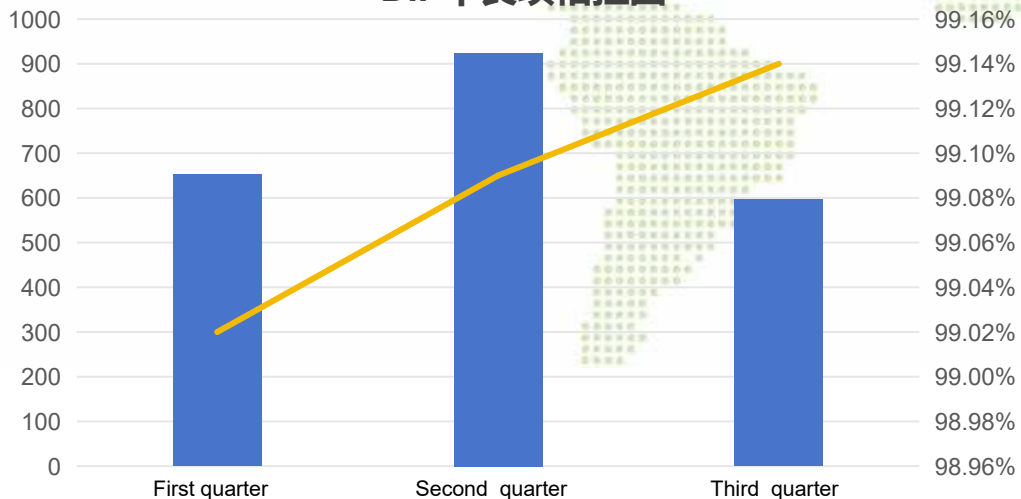
DIP Conformal coating machine



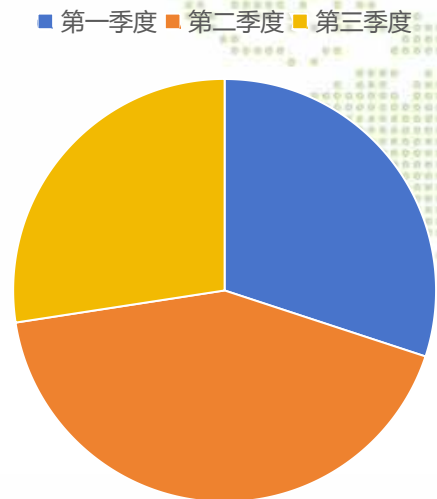
DIP Quality summary

Quarter	First quarter	Second quarter	Third quarter	total
Production quantity	66821	101200	69328	237349
Qualified quantity	66168	100276	68732	235176
Unqualified quantity	653	924	596	2173
Pass yield	99.02%	99.09%	99.14%	99.08%

DIP不良项柏拉图



不合格批次

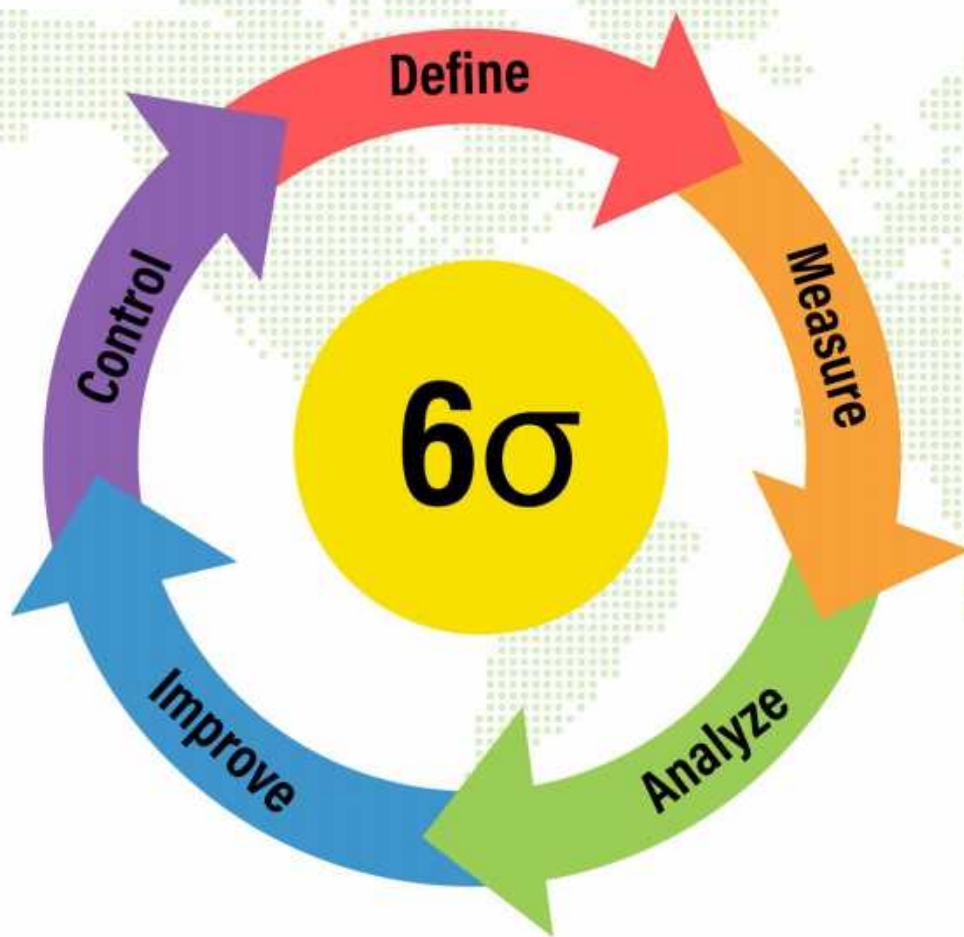


OQC Quality summary

Quarter	First quarter	Second quarter	Third quarter	total
Production lots	64	120	130	281
Qualified lots	64	118	129	281
Unqualified lots	0	0	0	0
Pass yield	100%	98.3%	99.2%	100%

Know more





6 Sigma Process Management

Know more

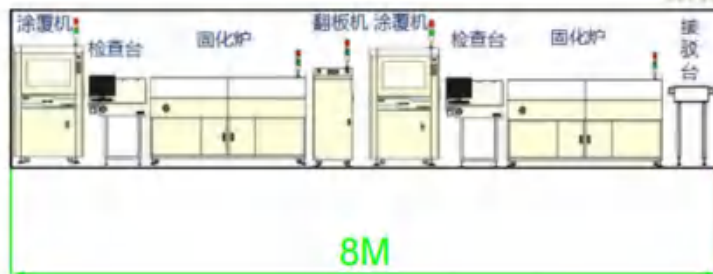


Production capacity

- The total production capacity of our company's existing orders can only reach 35%, and the remaining production capacity is 65%.
- If the 11 products quoted by your company are calculated based on annual usage, they will account for 50% of our company's production capacity, and there will still be 15%.
- As for the remaining production capacity, if your company has new products for our company to produce, our company will set up a new dedicated line for your company to ensure your company's production capacity needs;

The following machine is our upcoming added new production line

COATING LINE



FCT



PCBA CLEANING LINE



DIP

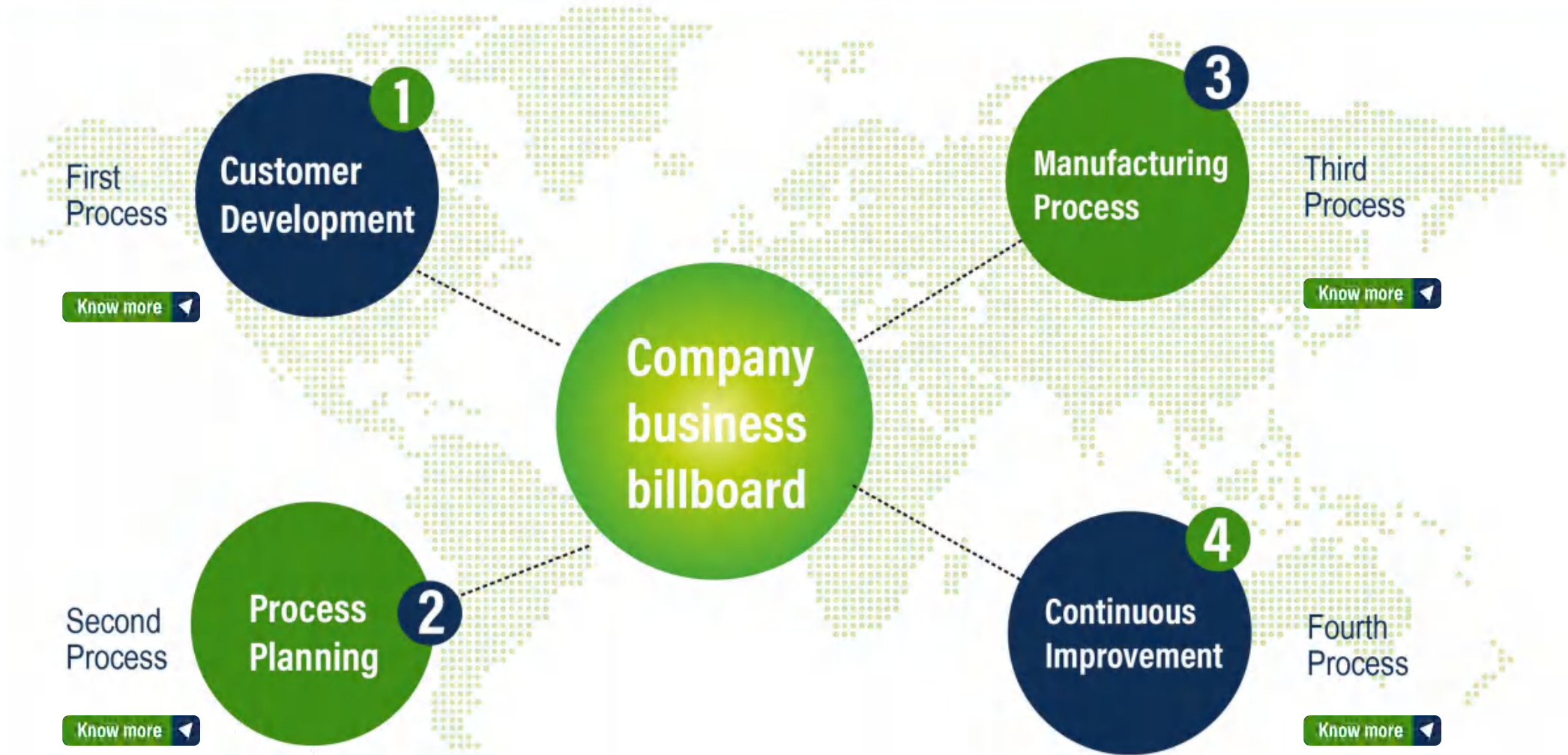




Part 4

Management System

Business billboard



Job analysis sheet

工作名称	业务经理工作分析表		XXX
编制/修订日期	2023年8月17日		
编制	审核	批准	

一、基本资料			
职位名称	业务主管	职位编号	无
所在部门	业务部	职位定编	*
直接上级	总经理	代理人职位名称	*
直接下级	业务员	直接下级人数	

二、职责描述

职位使命 通过有效管理团队、发展客户关系、制定销售策略和实现销售目标，以提高企业的市场竞争力和业绩表现。通过领导能力、市场洞察力、沟通协调能力和分析决策能力应用，实现公司的长期发展目标。

职责模块 具体职责

1. 战略规划	<ol style="list-style-type: none"> 参与制定公司总体发展战略，并根据内外部环境的变化进行调整。 组织实施公司整体战略，发掘新的市场机会和业绩增长点，领导创新与变革。 制定公司年度经营计划，与公司团队一起制定年度/季度/月度的销售目标，并对目标计划进行拆分给对应人员，协助下属制定个人目标，监督目标执行并及时作出调整。
业务管理	<ol style="list-style-type: none"> 带领团队积极开拓市场，联系客户，寻求订单，并统筹商务谈判与签订合同。 制定业务策略，市场定位，行业客户突破，客户分析、协助辅导团队成员制定各自的业务策略，协助团队成员进行有效的客户分析及问题解决，更好的成交客户。 组织日常会议组织，包括早会、周会，并输出会议记录，进行有效工作计划安排，客户分析辅导，业务跟进跟进跟进。 统计每月销售目标完成情况、新客户开发、新产品开发等数据统计与分析。 做好对销售节奏及进程的控制工作，协调客户订单进度相关活动。 完善客户资料 CRM 系统建档，确保客户档案资料完整准确。 每周周发一次，意向客户盘点后的开发进展情况。 对于重点订单（包括：特定客户、特定型号、特定金额）的审核、评估、跟踪、跟进和风险控制。确保公司订单交付及时性。

三、成交支持			
成交支持	支持方式	频次	管理工具输出
1) 日报/周报等业务报表点评	线上	天/周	《日报/周报》
2) 销售分析及复盘指导	组内面对面	每天	《销售 SOP》
3) 检查并修正报价单	组内面对面	每天	《销售 SOP》
4) 检查邮件并指导	组内面对面	每天	《销售 SOP》
5) 客户接待及拜访支持	现场	按需	*
6) 关键节点支持（电话、视频等）	现场	按需	*
7) 业务技能学习考核评估	线上/线下	每周	《学习考核评估表》

四、关键日常管理

工作事项	组织部门	频次	报表	日期
1) 销售部复盘	业务部	周	《XX月商机盘点表》 《销售部看板》	每周最后一个工作日早 9:00

工作名称	业务经理工作分析表		XXX
编制/修订日期	2023年8月17日		
编制	审核	批准	

2) 公司复盘	业务管理负责人	周	《公司看板》	每周最后一个工作日 20:00
3) 销售部周例会	业务部	周	《日报》、《周报》	每周一早 9:00
4) 大客户推进会（对客户）	业务部	按需	《公司看板》	按需
5) 大客户内部沟通会（对客户同）	业务部	按需	《公司看板》	按需

外贸业务员周报表						
2023年(9)月						
部门	业务部	姓名:	入职时间: 2022.02.22			
年度目标	1000万	年度达成金额		年度达成率		#FALDR!
月度目标	350	月度达成金额	412	月度达成率		1.177142857
本周工作重点总结(周日晚上10点前之前提交)						
序号	工作事项	细项	第一周	第二周	第三周	备注
1	业绩达成(周)	总销售额	412万	0	¥736000	
2		新客户销售额	0	0	¥2189.54	
3		老客户销售额	412万	0	¥733872.27	
4		成功开发重要客户数量	俄罗斯Anna	俄罗斯Anna	俄罗斯Anna, 苏州Maxon	
5		成功开发新客户数量	0	0	1	
6		拿到样品单客户数量	0	0	1	
7		重要客户报价数量(1个)	0	0	苏州Maxon	0
8	项目报价数量	5	德国Benjamin	美国Kevin, 苏州Maxon, 匈牙利Kaade	泰国Sansit, 孟加拉Shibli, 俄罗斯Sergey	
10	重要客户跟进数量	2	1	苏州Maxon, 俄罗斯Anna	苏州Maxon, 俄罗斯Anna	
11	新增在跟进客户数量	25	3	1	3	
12	开发信邮件数量	70	50	50	50	
13	找到关键联系人数量	20	3	1	3	
14	目标客户深度背调数量	25	3	1	1	
15	自主找客户资源目CRM系统建档	25	0	0	0	
16	RFQ & 询盘营销数量	25	10	10	15	
17	公海客户激活数	20	0	0	0	
18	询盘TM回复率	100%	100%	100%	100%	
19	视频沟通次数		0	1	2	
20	学习培训、会议及公司事宜		2	1	1	
21	其他事项					
本周总结						
+						
下周关键事项						
序号	星期	参考事项	下周/计划事项	下周/计划事项	下周/计划事项	备注
1	周一	周会/客户盘点	整理客户资源写邮件	对Jack项目订单每周例会跟进, 做到让客户满意		
2	周二	客户跟进联系/直播/视频	开发新客户, 做一场直播	报价客户持续跟进开发		
3	周三	安排出货	开发新客户, 整理优化邮件模板	联系新客户, 并能拿到项目		
4	周四	跟进客户, 整理产品及发布	没有回复的优质客户找其它方式持续联系	没有回复的优质客户找其它方式持续联系		
5	周五	复盘/询盘分析/培训	与客户取得联系, 拿到项目报价	对重大客户持续跟进		
6	周六	培训/学习/研讨分享	每周学习	每周学习		

The concept of performance management

- Performance management is a process of planning, organizing and using a company's resources to achieve certain goals and meet customer expectations. It is also the process of continuous communication between managers and employees about job responsibilities and issues to improve job performance.
- The system model of performance management can be divided into three levels, namely the company's overall performance, team performance and individual employee performance. Performance management is goal-oriented and breaks down the strategic goals that the company will achieve layer by layer.
- Through the assessment and analysis of employees' work performance and work performance, we can improve employees' behavior in organizational work, give full play to employees' potential and enthusiasm, and better achieve the procedures and methods of the company's goals.
- Performance management is a cyclic process of planning, preparation, guidance, and communication, which values both results and behavior.

Know more



Salary philosophy

In order to establish a reasonable and fair salary system to mobilize employees' work enthusiasm, this system is specially formulated.

Salary principle

- Strategic principle: The compensation design is based on the company's strategy and is consistent with the company's strategy.
- Principle of market competition: employee remuneration remains above the average level of the human resources market in the same industry.
- Principle of fairness: The salary level of each employee is determined based on factors such as the employee's responsibilities and the company's contribution, as well as the employee's working years and other factors.
- Incentive principle: Remuneration is oriented to enhance the incentive of salary, and stimulate employees' work enthusiasm through the design of incentive salary units such as performance bonuses.
- Economic principle: The salary level must be consistent with the company's economic benefits and affordability.

Know more



Job promotion

姓名	晋升资格	岗位价值	比重	基本工资	绩效					项目奖			提成 (1000万)	提成 (2000万)	提成 (3000万)	1000万	2000万	3000万	预计本年收益	备注	
					绩效分数低于60分以下, 系数按60%	绩效分数达到70分, 系数按80%	绩效分数达到80分, 系数按1	绩效分数达到90分, 系数1.2	绩效分数达到90分, 系数1.5	1000万 (60个项目)	2000万 (120个项目)	3000万 (180个项目)				预计毛利25%	预计毛利30%	预计毛利40%			
测试员初级	从学习业务技能, 未完全掌握本岗位业务技能			4000	600	800	1000	1200	1500											5.5万-6.6万	鼓励各岗位做大销售额, 同时结合绩效考核完成公司目标, 个人收益也随之增大
测试员中级	完全掌握本岗位业务技能			5000	1000	1333	1667	2000	2500	200	500	800	200	400	600				8.5万-10.68万		
测试员高级	完全掌握本岗位业务技能, 带领指导他人			5000	750	1000	1250	1500	1875	400	700	1000	400	600	800	2	3.6	4.8	10.5万-14.7万		
测试主管	掌握本岗位业务技能, 并且能够培养他人			5000	1286	1714	2143	2571	3214							2.5	4.8	7.2	11万-17万		
测试经理	能管理好团队, 并能经营, 完成部门目标			5000	2000	2667	3333	4000	5000							3	6	9.6	12万-21万		
质量管理员初级	从学习业务技能, 未完全掌握本岗位业务技能			4000	600	800	1000	1200	1500										5.5万-6.6万		
质量管理员中级	完全掌握本岗位业务技能			5000	1000	1333	1667	2000	2500										8.5万-10.68万		
质量管理员高级	完全掌握本岗位业务技能, 带领指导他人			5000	750	1000	1250	1500	1875							2.25	4.2	6	10万-15万		
质量管理主管	掌握本岗位业务技能, 并且能够培养他人			5000	1286	1714	2143	2571	3214							2.75	5.4	9	11万-19万		
质量管理经理	掌握质量策划能力, 通过整体设计和团队打造, 最终无客诉和生产投诉产生			5000	2000	2667	3333	4000	5000							3.25	6.6	10.8	13万-23万		



Part 5

Enterprise Culture

Enterprise Culture

Vision

Become the hidden champion in the electronics OEM manufacturing industry segment

Mission

To create the best possible products that bring joy to our users and make their lives better.

Values

- Persistence and diligence: We are committed to working hard and never giving up on our goals.
- Self-actualization: We encourage our employees to pursue their own personal and professional development.
- Customer obsession: We are always putting the customer first and striving to create products and services that meet their needs.
- Altruism: We are dedicated to helping others and making a positive impact on the world.



Thanks