



Managed Services for Global Enterprises

**YOUR TRUSTED GLOBAL PARTNER
FOR COMPLETE ENTERPRISE SUPPORT**

SuperSeva: About Us

VISION

To be the partner of choice for exemplary support services and solutions to progressive enterprises

MISSION

Striving for excellence in enterprise support services through AI and ML-driven process innovation on our technology platforms.

SERVICE QUALITY ASSURANCE

- ISO 9001:2015 certified
- WEConnect certified
- Enabled via state-of-the-art, comprehensive technology platform

- Established in 2000
- HQ-ed in Bangalore with offices in Mumbai, Delhi, Chennai, Hyderabad & Pune

TEAM

- Management: 12+
- Supervisory & Backend: 50+
- On-ground: 800+

CLIENTS

75+ enterprises pan-India, across 10+ cities

OPERATIONAL PRESENCE

Bangalore, Mumbai, Delhi, Pune, Hyderabad, Chennai, Gurgaon, Noida, Kolkata, Ahmedabad, Chandigarh, Vizag, Jamshedpur

CERTIFICATION



Recognitions

JLL
Best Women Entrepreneur
Partner national award

CBRE INTERNATIONAL
Rise to challenge award

WECONNECT
Most Innovative
Company of the Year

IBM
Strategic Supplier

GE INDIA
ASP Supplier

Telangana
Quality Leadership Award

Universe Art
Samarpanam Award

Rotary Bangalore
Entrepreneurship Award

Women Economic
Forum Excellence Award

Delivering Delight as the Extended Managed Services Arm of Leading Enterprises



What sets us apart



Single Window Vendor Management

✓
Vendor Identification and Evaluation

✓
Vendor Rating

✓
Database Management of Vendors

✓
Ethical Business Practices

✓
Converting Vendors to Partners

We are diverse supplier

SuperSeva is a progressive Woman Owned Business founded and managed by Kumud Sharma, an alumni of IIM Bangalore. An accomplished entrepreneur, Kumud brings a deep understanding of people and process management. Under her stewardship, SuperSeva has grown rapidly since 2006 to become a respected, diverse-owned business leader in enterprise managed services today.



*Kumud Sharma
Founder, CEO
SuperSeva*

Kumud is a member of WEConnect International (the global network that connects women-owned businesses to qualified buyers around the world) and CII's Women's Committee. She is a recipient of several prestigious recognitions, including Rotary, WEConnect and WEF. WEConnect buyers that SuperSeva has partnered with include IBM, CBRE, EY, ExxonMobil, Google, JLL, JP Morgan and WellsFargo.

Sample Client Testimonials

"Thank you for the quality of services provided by SuperSeva. Sincerely appreciate your efficient and gracious customer services, accountability and the way you conduct business as a whole. Keep up the good work."



Ramana Reddy KV
Real Estate Strategy & Operations, IBM

"I would like to extend our gratitude and thanks for an amazing job done during the 'Kids Day at Workplace'. I can't even imagine what goes into planning of such an event, but I know one thing – your team made it look so easy. Attention to detail is what you specialize in and I don't think it goes unnoticed!"



Nagaraj Bairamadgi
HR Manager, Tangoe

"On behalf of the organizing committee, I would like to place on record our deep sense of appreciation to you for catering to all our requirements accurately and with good quality."



Nilanjon Gupta
Organizing Cmte., API Hackathon, Nokia

"Getting immediate respond on every point and every time. Very helpful and supportive organization."



Tejas B
Asst. Facilities Manager, JLL

"I have personally used the concierge service 2 times now for a pick and drop option and the experience has been very smooth and easy. Thank you for the great job you and the team have been doing."



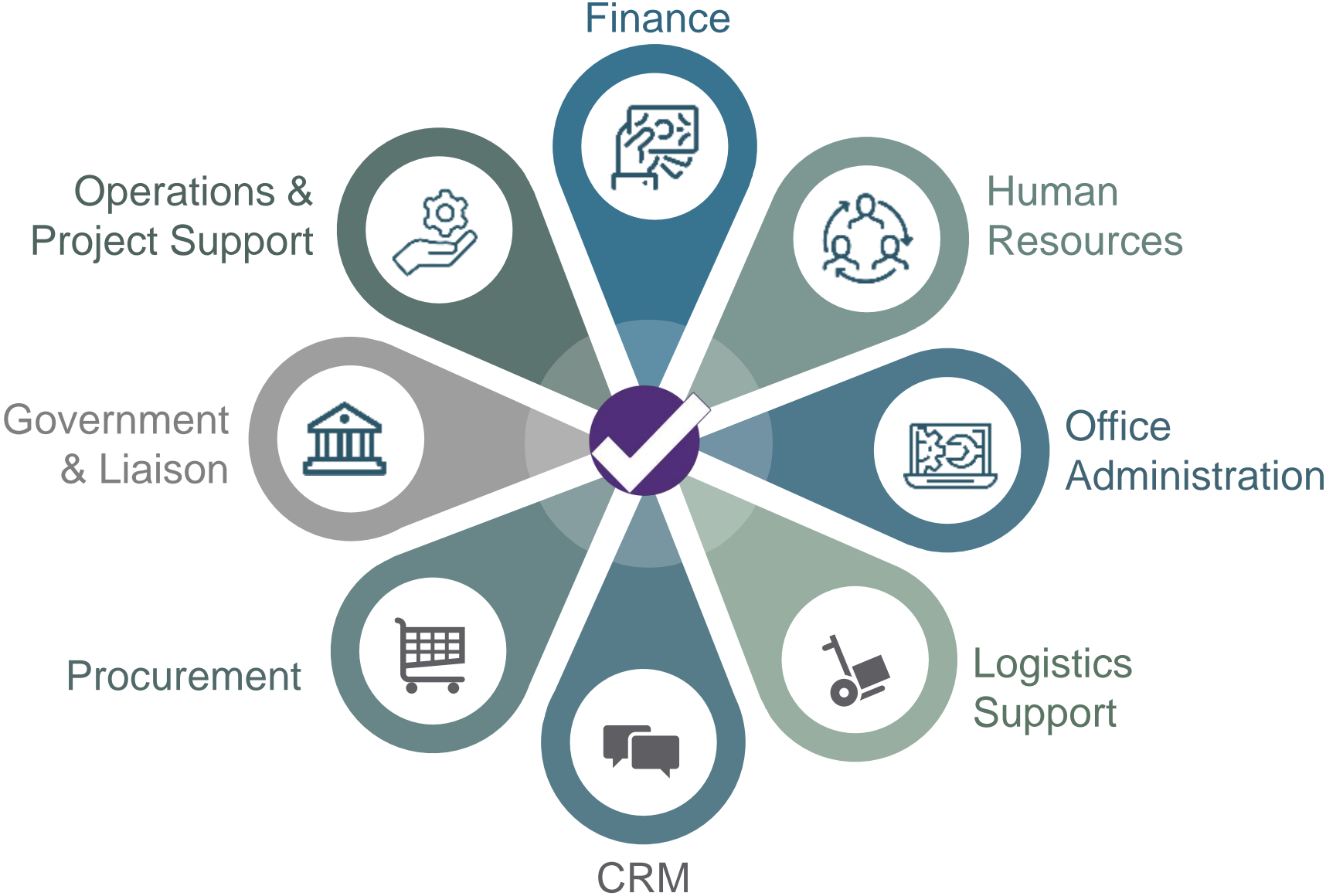
Diya Nanda
Senior Director, Publicis Sapient



"Appreciate the way you were handling operational requirements and the way you handled the team provided by SuperSeva for the past 2 years. Would also like to mention that, you were always willing to help at any given time, may it be off-duty hours as well."

Jinesh R
Admin Manager, TEKsystems Global Services

SuperSeva Managed Enterprise Support Services



SuperSeva Managed Enterprise Support Services Suite

↓ Human Resources

- [Contract Staffing](#)
- [Employee Gifting Ideas & Events](#)
- [Employee Benefits Program](#)
- [Employee Premium Concierge](#)
- [HRMS](#)

↓ Office Administration

- [Mailroom Management](#)
- [Managed Front Office](#)
- [Transport Desk Management](#)
- [Managed Parking Solutions](#)
- [Office & Asset Relocation](#)

↓ CRM

- [Outbound Customer Support](#)
- [Inbound Customer Support](#)
- [Chat/Email Support](#)
- [Help Desk Support](#)
- [Application \(Web/App\) Mgmt.](#)

↓ Logistics Support

- [Order Management](#)
- [Delivery Management](#)
- [Warehouse Management](#)
- [Reverse Logistics Management](#)

↓ Government & Liaison

- [Corporate RTO / Passport / Visa](#)
- [Property Tax & Documentation](#)
- [Corporate Utility Bill Payments](#)
- [Import & Export Management](#)
- [EHS Certification](#)

↓ Procurement Services

- [Sourcing & Procurement Management \(Product & Services\)](#)
- [Vendor Management](#)
- [Procure-to-Pay Management](#)
- [E-procurement](#)

↓ Operations & Project Support

- [IT Asset Store Management](#)
- [Enterprise Asset Management](#)
- [Software License Management](#)
- [Outsourced Operations Management](#)

↓ Finance Support

- [Receivable & Payable Management](#)
- [E-Contract / E-Signing Management](#)
- [Vendor Payment Management](#)
- [Stamp Paper & Franking Solutions](#)



Managed Services
for

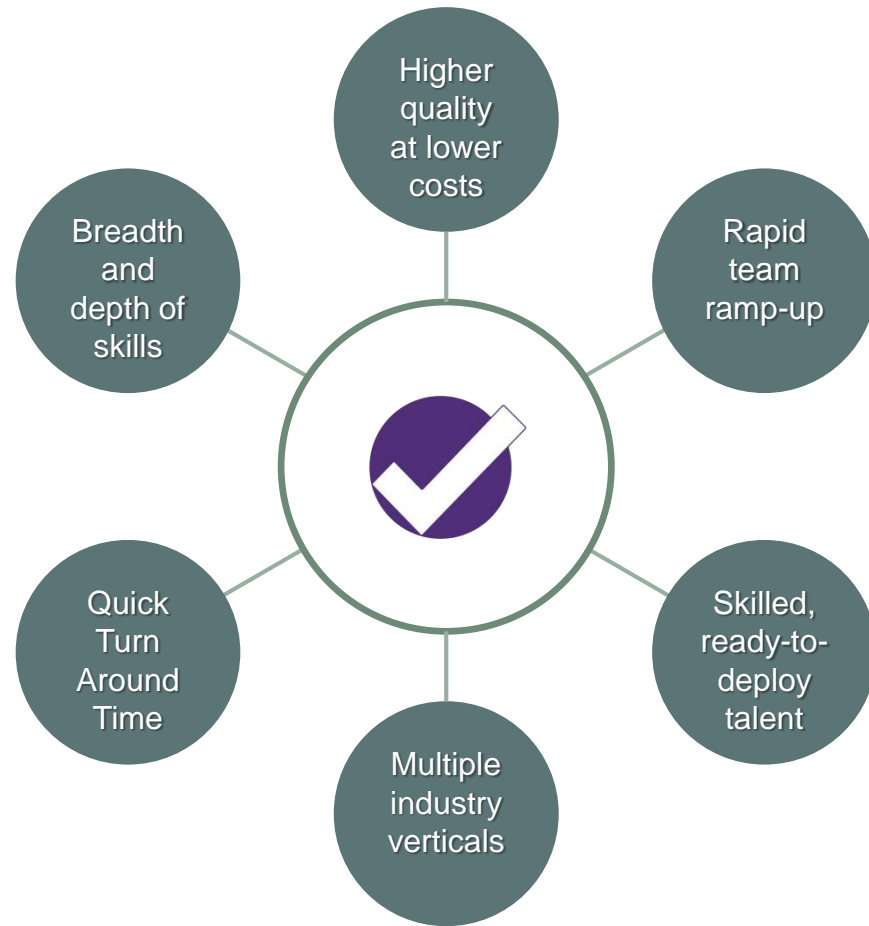
Human Resources

Contract Staffing

Having skilled and ready-to-deploy resources is critical for business operations. Our contract staffing services help provide you with skilled contract employees on-demand and in crunched timeframes.

SuperSeva's contract staffing services model leverages upon a distributed skilled workforce equipped to fulfill a range of roles, whether short or long term.

This enables your business to quickly and selectively augment your teams with skilled talent for defined timeframes, besides substantially reducing your costs and liability.



Industry Verticals We Work With

- IT
- Telecom
- Healthcare
- Retail
- Manufacturing
- Pharma
- Ecommerce
- BFSI
- FMCG
- Hospitality

Job Profiles We Provide

- IT Software & Support Team Staffing
- Customer Service / Backend / Frontend Staffing
- Manufacturing Unit Staffing
- Warehouse & Logistics Staffing
- Sales & FOS Staffing
- Facilities Staffing





Managed Services
for

Human Resources

Premium Concierge
Services for Employees

‘Concierge’ means **special, personal, and attentive** service. The word evolved from the French ‘*comte des cierges*’, meaning ‘*keeper of the candles*’. The keeper of the candles served visiting noblemen at medieval castles.

Reason why concierge services today are more popular among people who are top managers, VIP customers of banks, 5 star hotels, and premium corporations, who outsource the expertise to conserve time and energy.

IT-Enabled Delivery

Web-based Interface

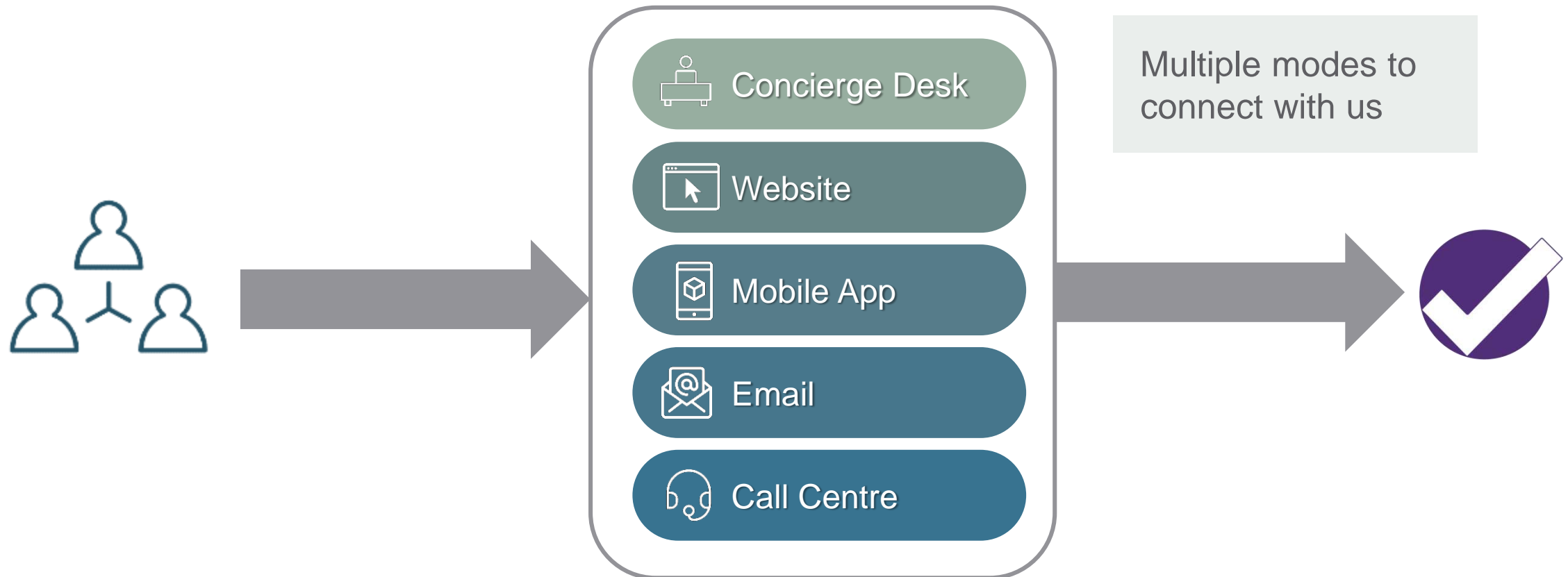
Wide Service Spectrum

Operational Efficiency

Nationwide Presence

Sample Services

- Bill Payments
- Government Departments
- Ticket Booking
- Shopping Services
- Passport
- PAN Card
- IT Returns
- RTO
- Bank & Post Office Work
- Party Planning
- Odd Jobs / Personal Errands



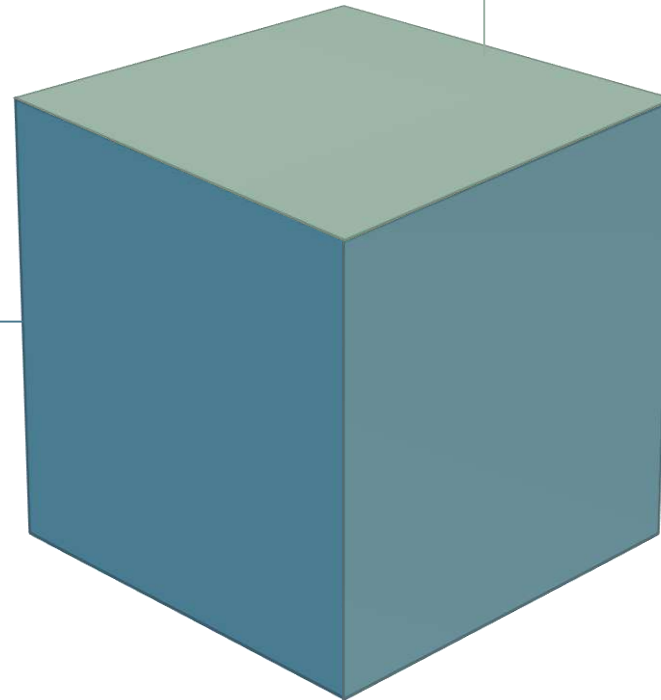


Managed Services
for

Human Resources

Employee Gifting
Ideas & Events

- Employees must be treated like VIPs, when there's a special occasion at work or on their personal front.



- SuperSeva identifies fresh and unique gifting ideas for various special and memorable occasions such as employee life events, milestone celebrations, special days or festive moments.

- Avail from a wide range of options ranging from gift vouchers to engaging merchandise to latest gadgets from price points that match your budget.

Plan | Orchestrate | Execute

Simply trust SuperSeva with
all your corporate events

- Health & Wellness Programs, Sports Events, Cultural Activities
- Party Planning, Food Festivals
- CSR Activities, Joy of Giving Week Celebrations
- Team Building activities, Team Outings and Group Holidays
- Special Day Celebrations, Rewards and Gifting

Corporate Gifting Categories

Safety / Immunity Kits

Health Packages

Spa / Resort Booking

Unique Experiences

Home Appliances

Electronic Gadgets

Gift Vouchers

Senior Executive Gifting

Premium Gifting

Assorted Sweets Hampers

Office Accessories

Automobile & Accessories

Art & Crafts

Event / Webinar Tickets

Dinner / Restaurant Bookings

Gold / Silver Coins

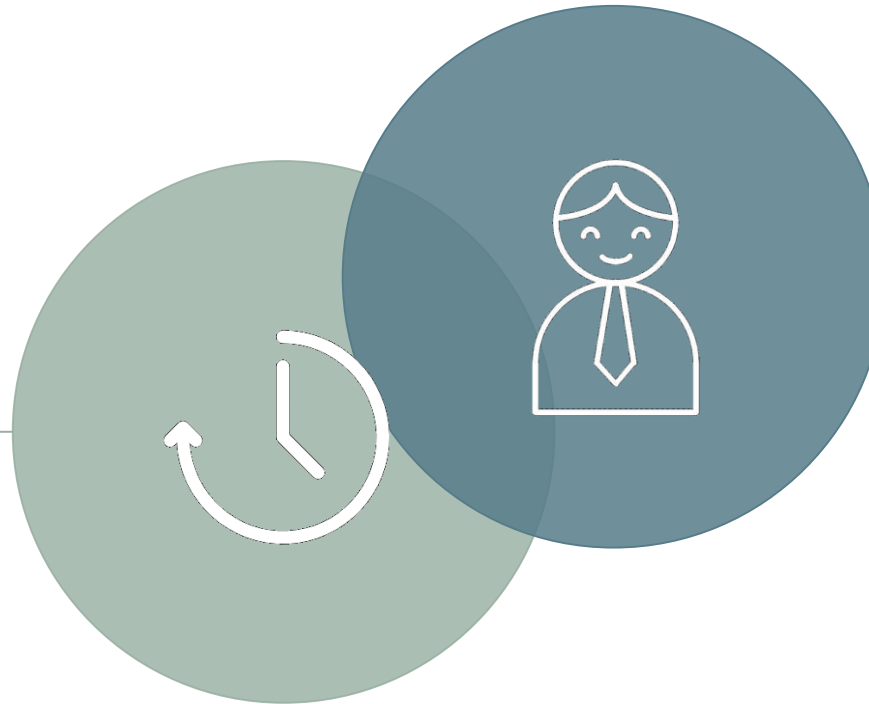


Managed Services
for

Human Resources

Employee Benefits
Program

Perfect, timely execution is key to implementing a great rewards and recognition program.



Crafted with your budget in mind, SuperSeva's employee benefits program includes employee recognition, target achievement awards, recognition for exceptional contributions and incentives to improve performance.





Managed Services
for

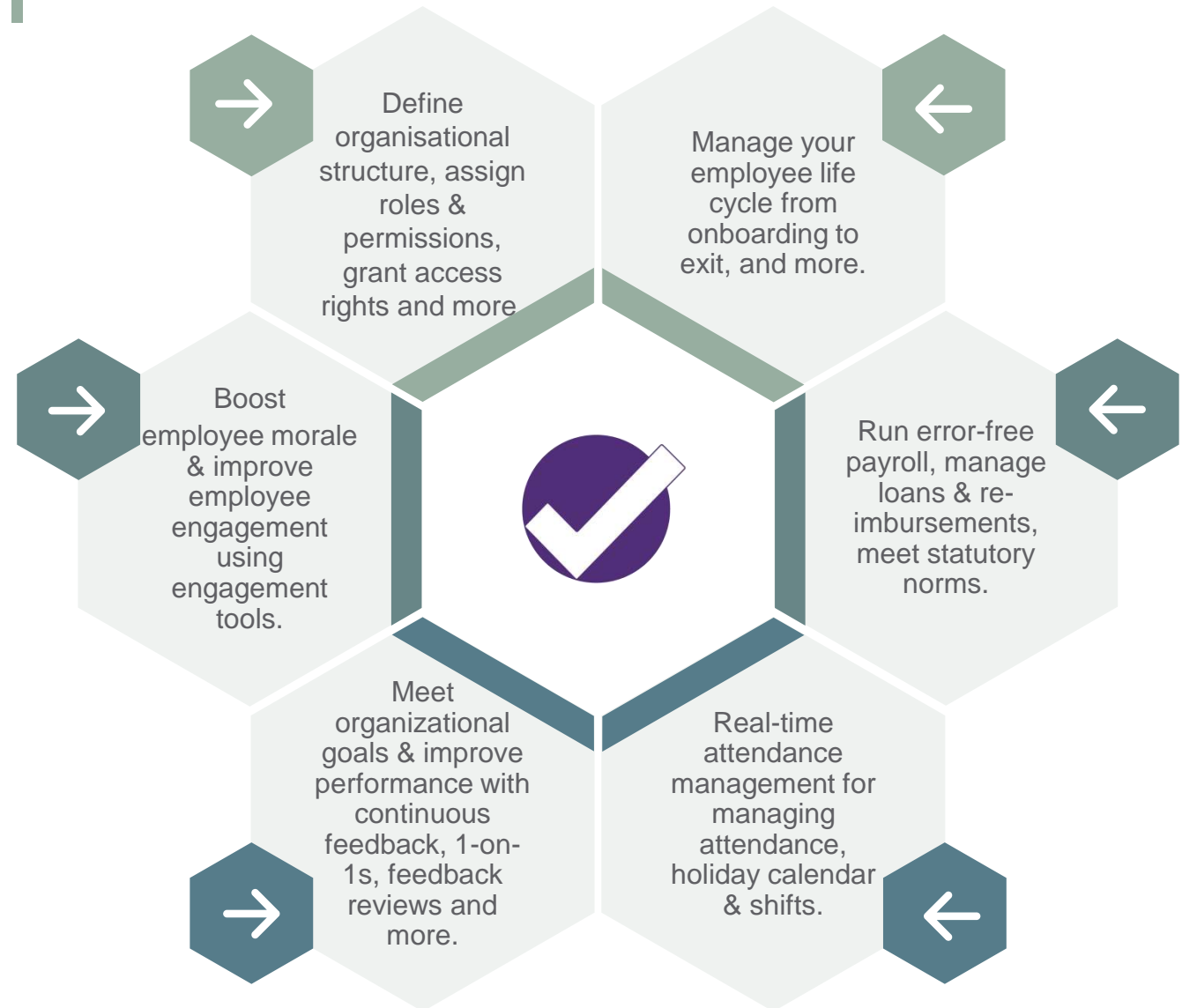
Human Resources

HRMS

SuperSeva Managed Services for Human Resources

HRMS

Automate, upgrade HR efficiency and employee engagement to create a happier workplace - with SuperSeva's intelligent, enterprise-ready HRM Solution



SuperSeva Managed Services for Human Resources | HRMS

SuperSeva
Enterprise Support Services
Delivered Professionally

2021-2022

| VishvasYadav_1324S | Logout

Select The Role You Want To Login

- Location/Site_Admin
- SuperSeva Attendance Management
- SuperSeva Masters
- List & Reports
- SuperSeva Recruitment Management
- SuperSeva Leave Management
- Employee Self Service
- SuperSeva Personnel Management
- Managerial Role
- SuperSeva Salary Administration
- SuperSeva HR_EDMS
- SuperSeva Claim Request Process

ERPS

| VishvasYadav_1324S | Logout

SuperSeva Personnel

SuperSeva Performance Management

SuperSeva Exit Management

SuperSeva Reports

Joining Report

Probationary Report

Employee Report

Employment Status Report

Department Wise Report

Department Wise Summary

Dependents Report

Employee Life Cycle

Employee Gratuity Report

Birthday List

Attritaton Rate

Employee Company Induction View Report

User Credentials Modifications Report

Employee Life Cycle

[Back](#)

Employee Detail

Employee Name: Aakash Kumar **Employment Status:** Contract **Working Status:** Active

Current Department: Operations- Asset Management **Current Designation:** IT Logistics Coordinator

Joining Details	Data of Joining	Department	Designation
	13-08-2019	Operations- Asset Management	IT Logistics Coordinator

Training Details	From	To
	Not Joined as Trainee!	

Probation Details	From	To
	Not Joined as Probational Employee!	

Confirmation Details	Date of Confirmation
	Not yet confirmed!

Contract Details	Contract Extend	Contract Renew From Date	Contract Renew To Date	Extended/Renewed Date

Promotions	Date	Department	Designation
	13-08-2019	Operations- Asset Management	IT Logistics coordinator
	03-09-2019	Operations- Asset Management	IT Logistics Coordinator

Appraisal Details	Year	Appraisal Type	Appraisal Status	Appraiser Remarks	Reviewer Remarks	Average Final Rating	No. of L.W.P.

ERPS


2021-2022

| VishvasYadav_1324S | Logout

SuperSeva Attendance Management

- Shift Timings
- Assign Shift To Department
- Assign Employee Duty
- Employee Staffing
- Daily Attendance Report For All
- Daily Attendance
- Daily Bulk Entry
- Daily Attendance Entry
- Apply Extra Duty
- Official Duty Entry
- Mispunch Form
- Monthly Attendance Entry
- Upload Attendance

SuperSeva Attendance

Daily Attendance for All

Daily Attendance for All

Date: Location:

Department Wise: Reporting Manager:

Sl.No	Emp Code	Name	Total Worked Days	Present	Absent	Remarks
1	14328	Bharath Raja	0.0	<input checked="" type="radio"/>	<input type="radio"/>	
2	14329	Edamadaka Sai Charan	0.0	<input checked="" type="radio"/>	<input type="radio"/>	
3	14330	Kalyan Deep J	No Duty Roster	<input type="radio"/>	<input type="radio"/>	
4	14331	Murali Kumar U	No Duty Roster	<input type="radio"/>	<input type="radio"/>	
5	14334	Amal Singh	No Duty Roster	<input type="radio"/>	<input type="radio"/>	
6	14341	Shashank Kumar Das	0.0	<input checked="" type="radio"/>	<input type="radio"/>	
7	14574	Sunita Chandrakant Shinde	0.0	<input checked="" type="radio"/>	<input type="radio"/>	
8	14597	Rishikesh .	0.0	<input checked="" type="radio"/>	<input type="radio"/>	





Managed Services
for

Office Administration

Mailroom
Management

Inbound & Outbound Mail Management / Vendor Management / Value Added Services

→ TrakPeople

- Uninterrupted service delivery
 - Systematic, process-driven approach to mailroom operations
- Proven mailroom expertise
Enables focusing on your core business
 - Improved employee satisfaction
 - Lowest TCO

→ TrakProcess

- Mapping technology to fulfill client expectations
 - Redesigning the entire process flow
- Improved operational effectiveness
 - Better control on overall information management
 - Enhanced service quality
 - Reduced turnaround time

→ TrakIT

- Cutting-edge technology to maximize automation
 - Highly intuitive
 - Centralized storage and distribution
- Cost allocation as per Business Units
 - Robust application
 - MIS reports: User-wise, Department-wise, Business Unit-wise, Vendor-wise

TrakMail
Benefits

Enables focus on core business

Reliable partner with vast expertise in mailroom management

Exceptional resources and world class service standards

Professional support and assistance

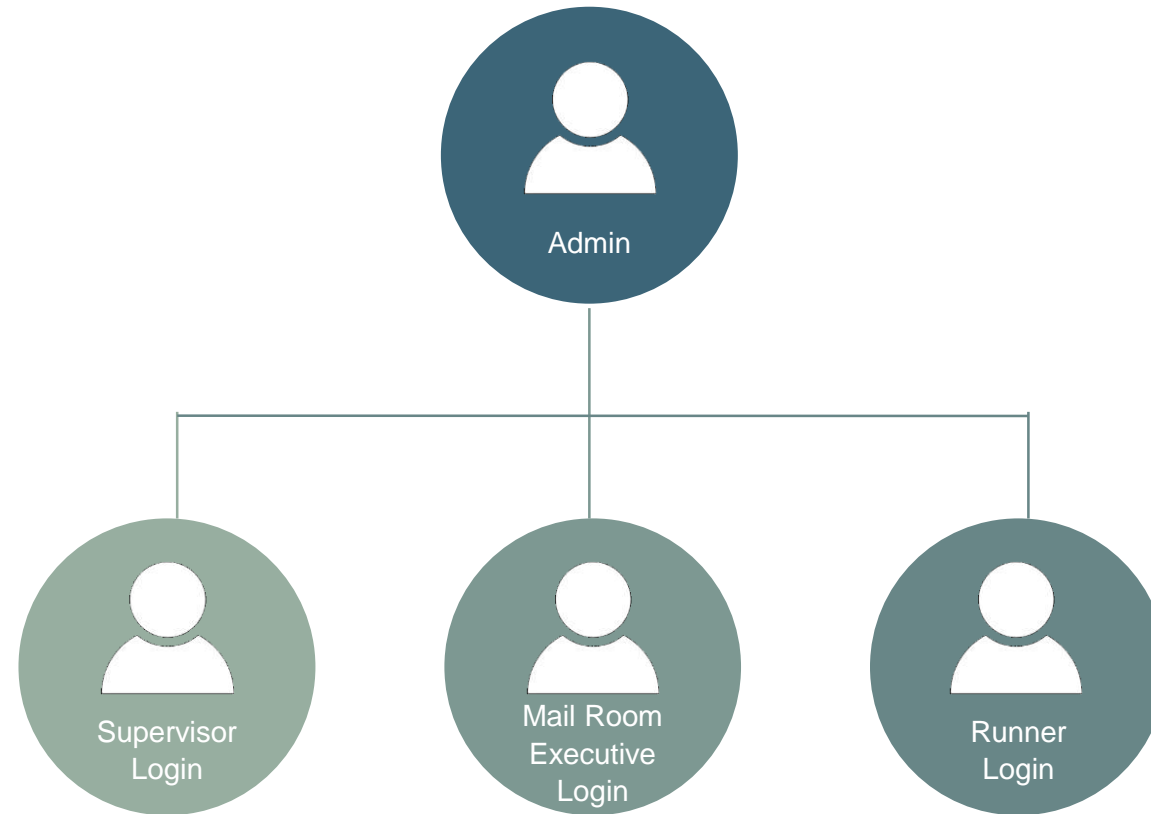
Improve operational efficacy and organizational productivity

Enhanced information management

No productivity loss from queuing, query resolution delays

Reduced vendor misconduct scenarios, streamlined operations

No errors, fewer escalations, increased productivity



TrakMail
Inbound
Mails:
Details
Entry

The screenshot displays the TrakMail web application interface. At the top left is the TrakMail logo, and at the top right are 'Home' and 'Logout' links. The left sidebar contains navigation menus for 'Inbound Mails' and 'Outbound Mails', each with sub-options like 'Daily Mail Entry', 'Carrier Wise', and 'Search'. The main content area features a summary table for mail statistics from 2021-10-06 to 2021-10-03, a red-bordered warning box, and a 'Requests Listings' table with columns for Requestid, Date, Carrier Name, Tracking No, Status Remark, and Status. A callout box points to the 'Status' column with the text 'Enter Mail Details'.

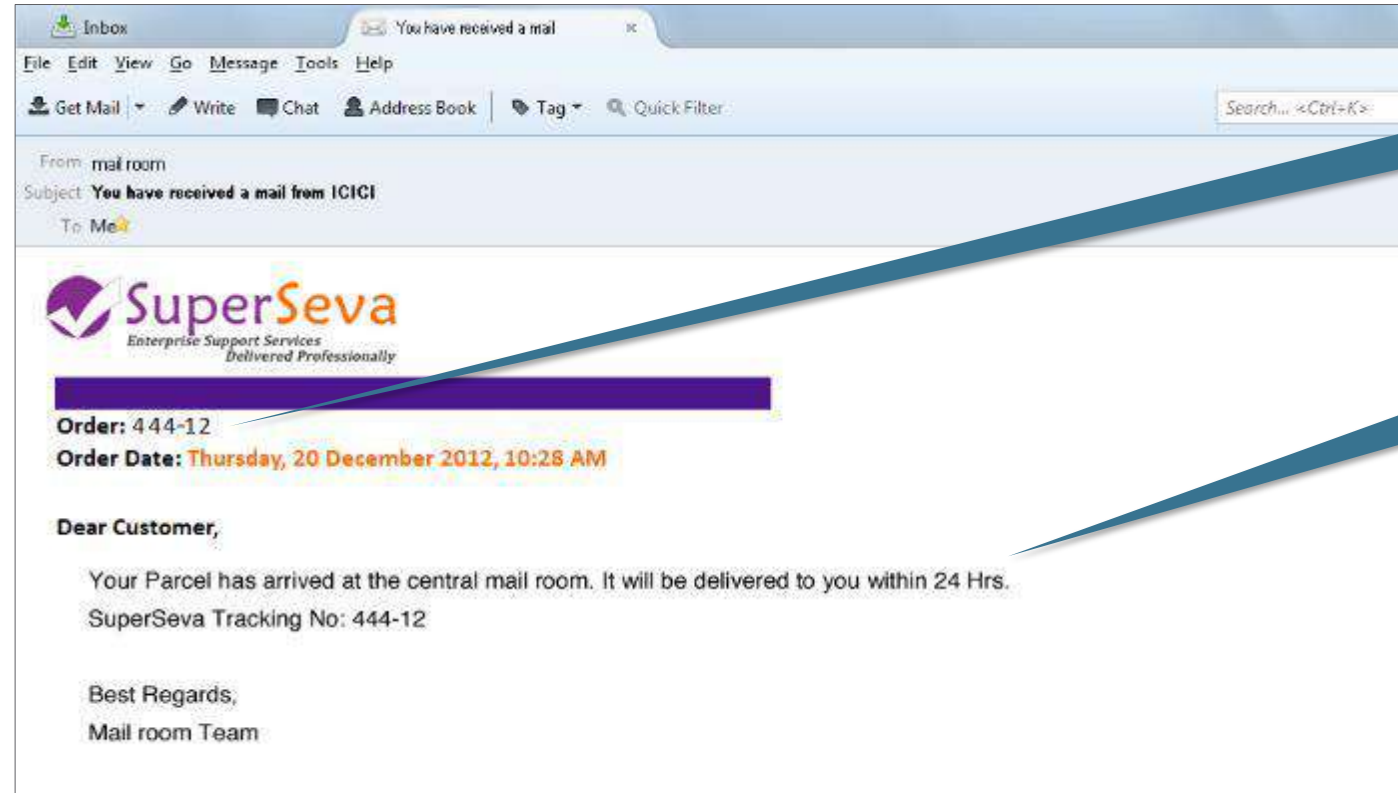
	2021-10-06		2021-10-05		2021-10-04		2021-10-03	
	Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	Inbound	Outbound
Total Received	0	0	0	0	0	0	0	0
Total Entered	0	0	0	0	0	0	0	0
Total Delivered/Dispatched	0	0	0	0	0	0	0	0

Please update the status of following requests.
Note: Flagged Requests are Critical.

Requestid	Date	Carrier Name	Tracking No	Status Remark	Status
<input type="checkbox"/> IEast08051457	08-05-2014	Speed Post	235614		Inbound - Pending
<input type="checkbox"/> IEast08051459	08-05-2014	Blue Dart	test03		Inbound - Initialized
<input type="checkbox"/> IEast08051461	08-05-2014	Speed Post	235614		Inbound - Pending
<input type="checkbox"/> IEast08051462	08-05-2014	Normal Post	123456		Inbound - Initialized
<input type="checkbox"/> IWest08051463	08-05-2014	Professional	235614	test	Inbound - Pending
<input type="checkbox"/> ISouth08051482	08-05-2014	Professional	test05		Inbound - Initialized
<input type="checkbox"/> INorth08051483	08-05-2014	Speed Post	test5		Inbound - Initialized
<input type="checkbox"/> IEast08051484	08-05-2014	Speed Post	test		Inbound - Pending

Enter Mail
Details

Automated
Mails to
recipient



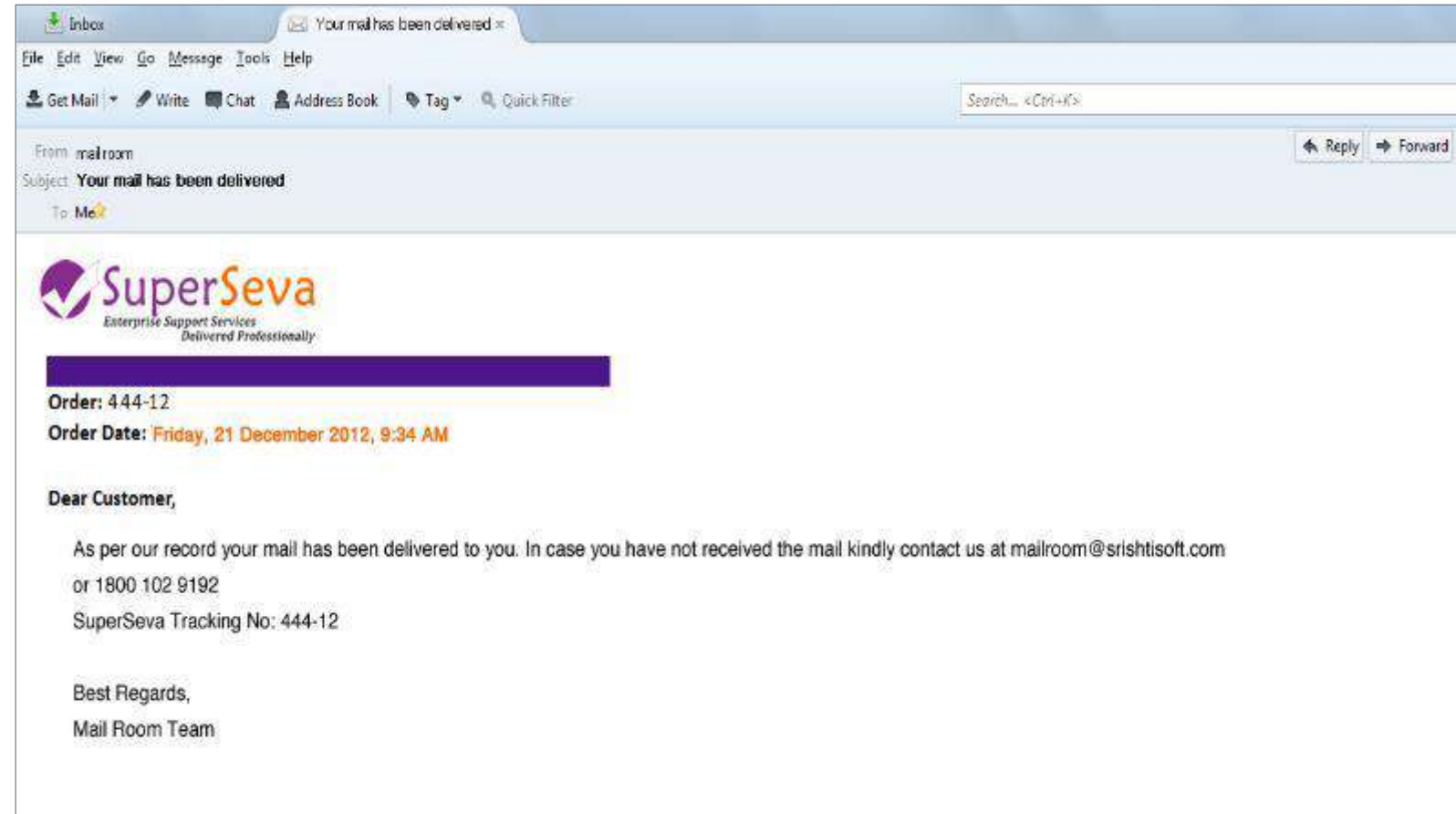
Request ID

Notification &
SLA

Mailroom
Executive
Screen:
For
Delivery

The screenshot displays the TrakMail web application interface. At the top left is the TrakMail logo, and at the top right are links for "Mobile View", "Home", and "Logout". A left-hand navigation menu includes "Request Reports", "Inbound Mails", "SubMailroom wise", "Current Mails", "Pending Mails", "1 week old mails", "2 week old mails", "1 month old mails", "3 month old mails", "6 month old mails", "Search Inbound Mail", and "Search Outbound Mail". The main content area features a form with two tabs: "Available" (selected) and "Not Available". The form contains the following fields: "Name" (sundar), "RequestId" (North-East12042115), "Verified With" (Employee Id Card), "Received By" (text input), "Verified Id Number" (text input), "Related By" (text input), and "Capture Signature" (text input with a "Start" button). At the bottom of the form are "Submit" and "Cancel" buttons.

Automated
Mail:
Consignment
Delivery
Notification



Outbound
Mails: Daily
Mail Entry

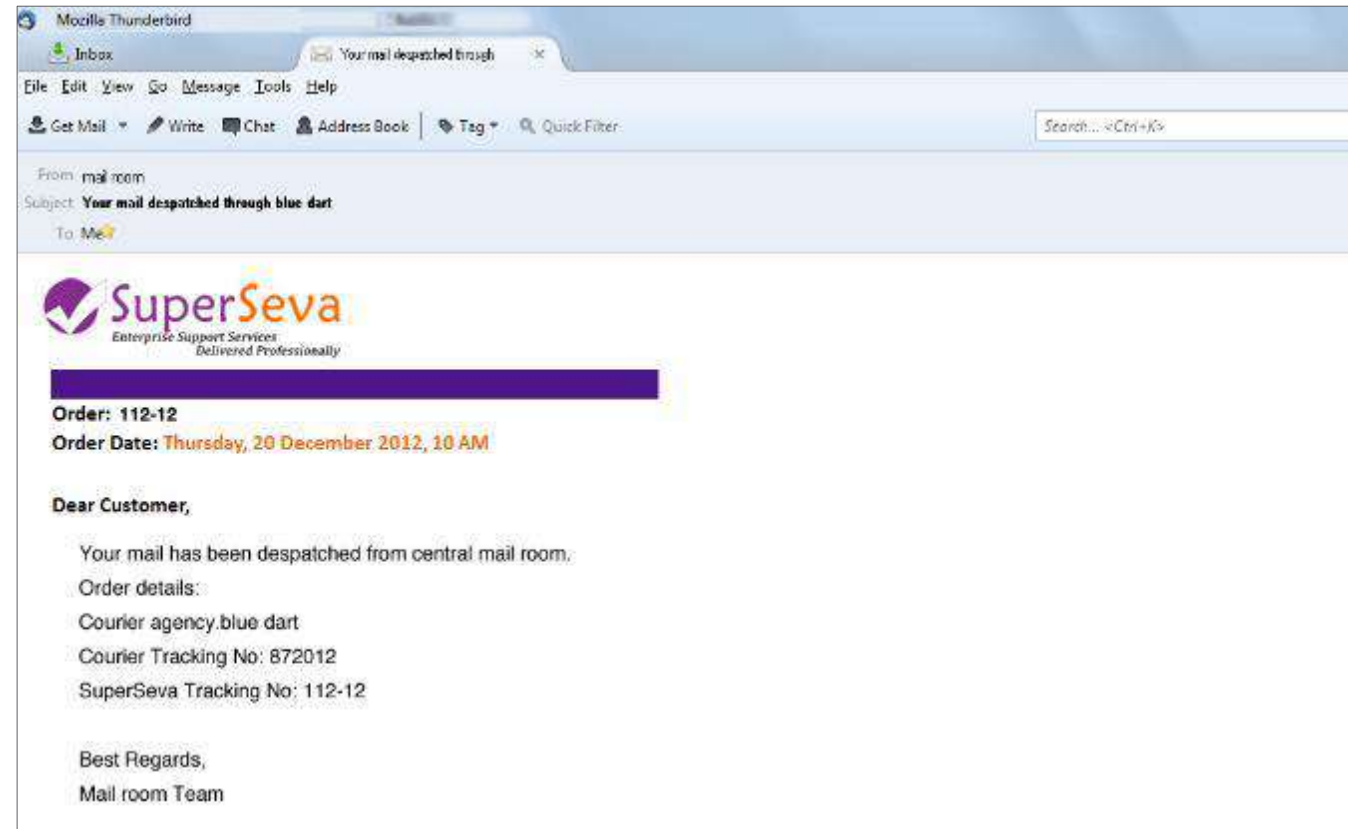
The screenshot displays the TrakMail web application interface. At the top left is the TrakMail logo, and at the top right are links for 'Home' and 'Logout'. A left-hand navigation menu is visible, with sections for 'Inbound Mails' and 'Outbound Mails'. The main content area features a summary table for the dates 2021-10-06, 2021-10-05, 2021-10-04, and 2021-10-03, showing metrics for Total Received, Total Entered, and Total Delivered/Dispatched. Below this is a red-bordered alert box stating 'Please update the status of following requests. Note: Flagged Requests are Critical.' The primary section is titled 'Requests Listings' and contains a table with columns for Requestid, Date, Carrier Name, Tracking No, Status Remark, and Status. A 'Submit' button is located above the table.

	2021-10-06		2021-10-05		2021-10-04		2021-10-03	
	Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	Inbound	Outbound
Total Received	0	0	0	0	0	0	0	0
Total Entered	0	0	0	0	0	0	0	0
Total Delivered/Dispatched	0	0	0	0	0	0	0	0

Please update the status of following requests.
Note: Flagged Requests are Critical.

Requestid	Date	Carrier Name	Tracking No	Status Remark	Status
<input type="checkbox"/> OEast08051421	08-05-2014	FedEX	<input type="text"/>	<input type="text"/>	Outbound - Returned ▼
<input type="checkbox"/> OEast08051422	08-05-2014	Speed Post	<input type="text"/>	<input type="text"/>	Outbound - Intialized ▼
<input type="checkbox"/> ONorth08051423	08-05-2014	Speed Post	<input type="text"/>	<input type="text"/>	Outbound - Returned ▼
<input type="checkbox"/> ONorth08051424	08-05-2014	Speed Post	<input type="text"/>	<input type="text"/>	Outbound - Returned ▼
<input type="checkbox"/> OSouth08051425	08-05-2014	Blue Dart	<input type="text"/>	<input type="text"/>	Outbound - Intialized ▼
<input type="checkbox"/> OEast09051426	08-05-2014	Speed Post	<input type="text"/>	<input type="text"/>	Outbound - Intialized ▼
<input type="checkbox"/> OSouth09051428	09-05-2014	FedEX	<input type="text"/>	<input type="text"/>	Outbound - Intialized ▼
<input type="checkbox"/> OEast09051429	09-05-2014	Speed Post	<input type="text"/>	<input type="text"/>	Outbound - Intialized ▼

Automated
Mails:
Regarding
Mails being
despatched



SuperSeva Managed Services for Office Administration

Mailroom Management TrakMail

Outward Mail Report

SuperSeva Customer Support Center

Report of Requests from 2013-01-01 00:00:00 to 2013-01-08 00:00:00

S No	Date	Request Id	Customer Name	Customer Emailid	Service Level	Service Charge	Status	Cash/Bank	Location
1	01-01-2013/15:02	497357	gaurav	gaurav.pandey12@tmb.ernet.in	Normal	15.0	Completed	Cash	Bangalore
2	01-01-2013/16:40	497387	sridevi	sridevee@dc.ibm.com	Normal	15.0	Completed	Cash	Bangalore
3	01-01-2013/16:45	497389	Karthikeya	karthikeya.009@gmail.com	Normal	15.0	Completed	Cash	Hyderabad
4	01-01-2013/17:22	497397	Madhusudana	madhusudana.eppet@jda.com	Normal	15.0	Completed	Cash	Hyderabad
5	02-01-2013/09:52	497403	Ali	ali.nasir.rizvi@accenture.com	Normal	15.0	Completed	Cash	Bangalore
6	02-01-2013/10:59	497405	Manohar	manohar.shinde@db.com	Normal	0.0	Closed	Cash	Mumbai
7	02-01-2013/11:00	497408	Saurabh	saurabh.m.pandey@accenture.com	Normal	15.0	Completed	Cash	Pune
8	02-01-2013/11:30	497414	Savio	savio.thomas@rcap.co.in	Normal	10.0	Completed	Cash	Mumbai
9	02-01-2013/11:48	497427	Sekhar	smuddana@google.com	Normal	0.0	Completed	Cash	Hyderabad
10	02-01-2013/12:13	497442	rollvin	rollvin.maridas@lodhagroup.com	Normal	0.0	Completed	Cash	Mumbai
11	02-01-2013/12:19	497445	Ekanfa	pekanfa@techmahindra.com	Normal	0.0	Completed	Cash	Kolkata
12	02-01-2013/12:20	497446	Ranjith Guda	ranjith.guda@aricent.com	Normal	0.0	Closed	Cash	Bangalore
13	02-01-2013/12:25	497448	rollvin	rollvin.maridas@lodhagroup.com	Normal	0.0	Completed	Cash	Mumbai
14	02-01-2013/12:28	497451	rollvin	rollvin.maridas@lodhagroup.com	Normal	0.0	Completed	Cash	Mumbai
15	02-01-2013/12:40	497458	sualeha	sualekar@dc.ibm.com	Normal	15.0	Completed	Cash	Gurgaon
16	02-01-2013/12:59	497455	subramaniam	subramaniam.h@aricent.com	Normal	0.0	Completed	Cash	Bangalore
17	02-01-2013/13:03	497470	Pratulla Rawal	pratulla@google.com	Normal	0.0	Completed	Cash	Hyderabad
18	02-01-2013/13:04	497472	sunilkumar	sunilram@dc.ibm.com	Normal	15.0	Completed	Cash	Bangalore
19	02-01-2013/13:24	497490	PAWAN	panayak@deloitte.com	Normal	15.0	Closed	Cash	Bangalore
20	02-01-2013/13:45	497506	Arvind	arvindkmy@yahoo.com	Normal	15.0	Completed	Cash	Bangalore
21	02-01-2013/14:05	497519	lavanya	lavanya.natarajan@accenture.com	Normal	15.0	Completed	Cash	Bangalore
22	02-01-2013/14:20	497531	srikanth	srikanth.pc@accenture.com	Normal	15.0	Completed	Cash	Bangalore
23	02-01-2013/14:26	497535	RAJITH	rajith@amazon.com	Normal	15.0	Completed	Cash	Bangalore
24	02-01-2013/14:27	497536	Aruna	aruna@google.com	Normal	0.0	Completed	Cash	Hyderabad
25	02-01-2013/14:34	497538	srikanth	srikanth.pc@accenture.com	Normal	15.0	Completed	Cash	Bangalore
26	02-01-2013/15:00	497561	Vijay	vijay.mesthri@anz.com	Normal	15.0	Completed	Cash	Bangalore
27	02-01-2013/15:07	497589	prema	prema.xnagpal@gmail.com	Normal	15.0	Closed	Cash	Bangalore
28	02-01-2013/15:08	497572	Aldrin	aldrin.prasad@db.com	Normal	0.0	Closed	Cash	Mumbai
29	02-01-2013/15:08	497573	Nagendra Subbarayappa	nagendra.subbarayappa@anz.com	Normal	15.0	Completed	Cash	Bangalore
30	02-01-2013/15:13	497577	Taher	taher.ali@gmail.com	Normal	15.0	Completed	Cash	Hyderabad
31	02-01-2013/15:13	497579	MANI	mani.aparwal@accenture.com	Normal	15.0	Completed	Cash	Noida
32	02-01-2013/15:16	497582	Subhasish	raths@anz.com	Normal	15.0	Completed	Cash	Bangalore
33	02-01-2013/15:24	497586	RAHUL	rahul.t.jain@accenture.com	Normal	15.0	Completed	Cash	Noida
34	02-01-2013/15:25	497587	nilin gupta	nilin@juniper.net	Normal	15.0	Closed	Cash	Bangalore
35	02-01-2013/15:26	497588	g v praveen	praveen.gorreia@accenture.com	Normal	15.0	Completed	Cash	Hyderabad
36	02-01-2013/15:38	497617	slok	ak00109426@techmahindra.com	Normal	0.0	Completed	Cash	Bangalore
37	02-01-2013/15:40	497620	koushik	koushik.bhattacharjee@db.com	Normal	0.0	Closed	Cash	Mumbai
38	02-01-2013/15:41	497621	Vinod	vik093888@techmahindra.com	Normal	0.0	Completed	Cash	Bangalore
39	02-01-2013/15:43	497625	Thirveni	thirveni.m@gmail.com	Normal	0.0	Completed	Cash	Bangalore
40	02-01-2013/15:44	497629	dayanand	transportes.k@aricent.com	Normal	0.0	Completed	Cash	Bangalore
41	02-01-2013/15:50	497639	suresh	g.suresh@emc.com	Normal	15.0	Closed	Cash	Bangalore
42	02-01-2013/16:03	497655	ranjit	ranjits@google.com	Normal	0.0	Completed	Cash	Gurgaon
43	02-01-2013/16:08	497665	singh	bhargav.singh@accenture.com	Normal	15.0	Completed	Cash	Bangalore
44	02-01-2013/16:10	497667	Amit	amatta@cadence.com	Normal	10.0	Completed	Cash	Noida



Managed Services
for

CRM

Inbound Customer
Support

SuperSeva Managed Services for CRM

Inbound Customer Support

Sharpen your focus on customer relationships and business goals. Our inbound customer service team ensures they are equipped to deal with queries related to the product, services, functions, billing, shipping, warranty, etc.

Our agents are trained to be the single point of contact and even access customer accounts to related specific purchase queries.





Managed Services
for

Office Administration

Front Office
Management

The reception is the primary face of your organization's brand, with the Receptionist and the Front Office premises being the most vital, interactive touch points.

SuperSeva's Managed Front Office (MFO) is differentiated service because unlike conventional manpower outsourcing (where quality of service is not key), we professionally manage your Front Office.

SuperSeva Expertise

- SLA-driven Front Office Management
- Identification of ideal resource
- Induction and process training
- Ongoing skills upgrade
- Professional grooming
- Performance monitoring and appraisal
- Career progression
- Attrition management



Front Office
Visitor
Management
Software

10:19

Visitor Registration

SuperSeva
Enterprise Support Services
Delivered Professionalism

ECT

jeevan

Logout

ECT

2019 10:50:11

10:20

Visitor Registration

Take Photo

Title SELECT

First Name

Middle Name

Last Name

Visitor Phone No

Visitor Email-id

Purpose Of Visit SELECT

In-Time 13-9-2019 10:50:11

Meeting Person Mobile No

12:19

First Name

Middle Name

Last Name

Visitor Phone No

Visitor Email-id

Purpose Of Visit Job candi..

In-Time 13-9-2019 10:50:11

Meeting Person Mobile No

Meeting With

Meeting Person Email-id

Submit

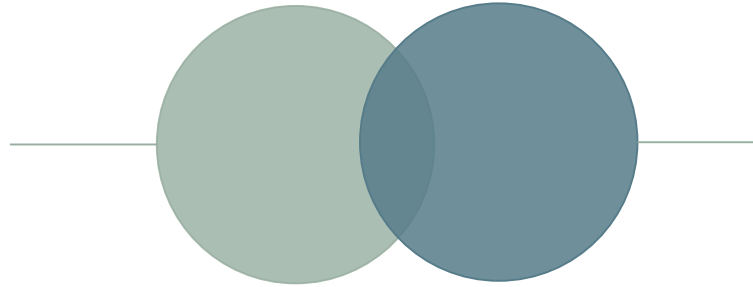


Managed Services
for

Office Administration

Transport Desk
Management

Workforce-intensive operations face multiple challenges in corporate mass transportation. SuperSeva meets your demand for mobility, augments operational efficiency and shrinks operational costs



SuperSeva's Transport Desk experts work 24/7 to provide superior levels of safe and efficient solutions for optimizing your mass transportation operations

SuperSeva Expertise

Setting up of Travel Desk, process implementation and managing queries on departure schedules

Implementation of NASSCOM Code of Conduct that focuses on security during commute, transport and vendor selection, employee communication, and on-premise security

For women employees commuting at night, strict and thorough background checks on driver & accompanying security personnel

Ensuring all employees have transport SPOC contact details at-hand, to summon assistance in case of emergency





Managed Services
for

Office Administration

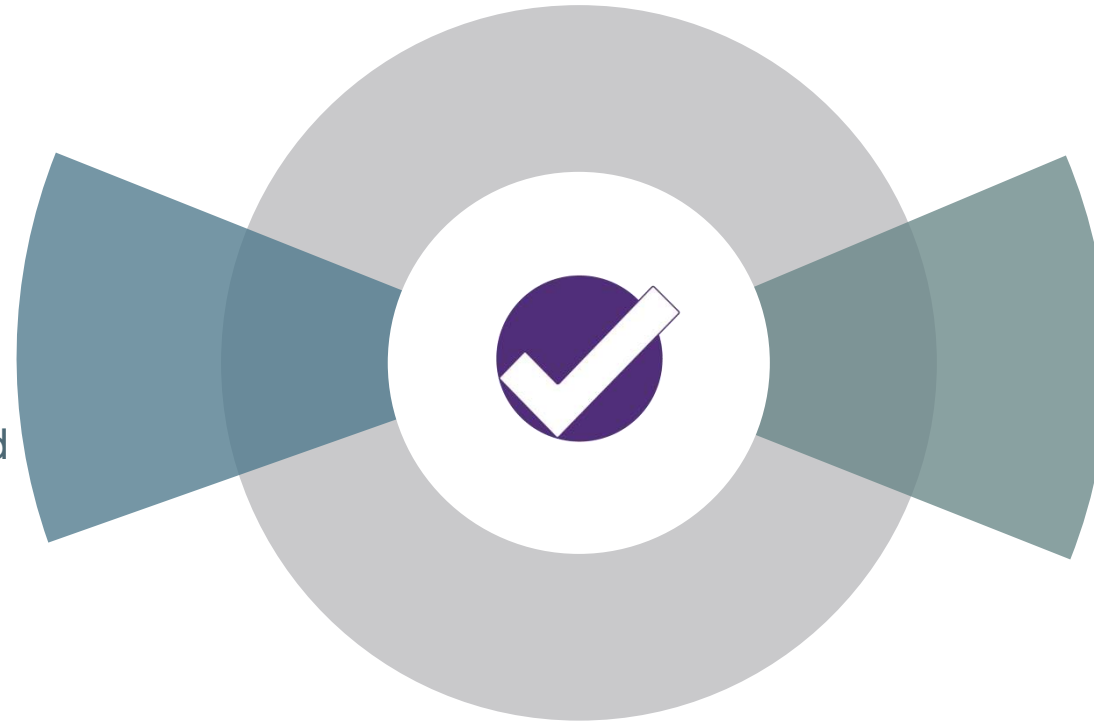
Managed Parking
Solutions

Spare your employees the time and effort to find vacant parking slots.

SuperSeva's automated smart parking solution deploys real-time displays, trained manpower and technology to bring convenience to employees, and also ensure optimal utilization of parking space.

Spot Sensor

- Each parking slot has a sensor
- Sensor LED indicates occupancy status
 - = Available ● = Occupied
- Can be floor or ground-mounted



Road Bump Sensor

- Counts Vehicle In / Out
- Suitable for 4-wheelers
- Vacancy displayed on digital signboards
- Low cost





Managed Services
for

Office Administration

Office & Asset
Relocation

Relocations are often a major constraint to key business decisions and strategic imperatives, forcing compromises, bottlenecks and disruptions

Do what's right and make the right decisions without having to worry about the overheads of office or asset relocation

SuperSeva's relocation solution provides a completely hassle-free experience for your employees and an extremely low-touch experience for the employer - all at the snap of your fingers



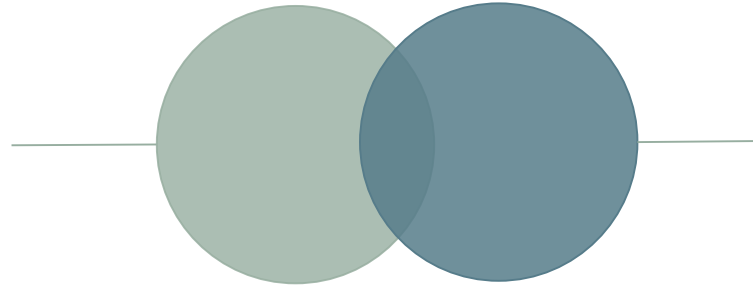


Managed Services
for

CRM

Outbound Customer
Support

Customer service doesn't stop after a product purchase. It is essential to keep in touch with your customers to make them feel appreciated and increase brand loyalty.



SuperSeva's outbound customer service agents are trained to reach out to potential and existing customers regarding upcoming promotional activities, schedule service appointments, or simply just check in and collect feedback.

SuperSeva Expertise





Managed Services
for

CRM

Chat & Email Support

Our agents work diligently to ensure that your customers' concerns are addressed promptly.

Their expertise has equipped them to solve the most pressing issues, while ensuring customer satisfaction.

Provide knowledgeable answers to customers on inquiries regarding products

Assist customers in placing orders online

Deal with orders in the back office and liaise with logistics

Follow-up on orders and liaise with customers, retail, suppliers, etc

Follow-up on customer requests to ensure you provide high levels of customer service

Manage ongoing customer relationships utilizing our CRM tools

Develop collaborative, positive working relationships between your staff and our team

Assist customers with after-sales service issues

Be the primary contact for customer inquiries about our products and brand

Communicate concisely your company policies to clients / customers

Maintain and update regular customer correspondence

Seasoned expertise in email & chat support for your customers to get a superior brand experience





Managed Services
for

CRM

Help Desk Support

Lower staffing costs, access to more trained professionals, and improved ticket resolution times are just a few of the benefits of adopting SuperSeva's Help Desk services for your business.

Rely on our experts who are equipped with operational expertise of most industry verticals.

Quick response times

Unlimited support for a flat fee

Toll-free phone number

Supports most HW and SW

Staffed with Level 1, 2, 3 resources

Eliminate need for IT liaison

Respond to 'How to?' queries

Increase employee productivity





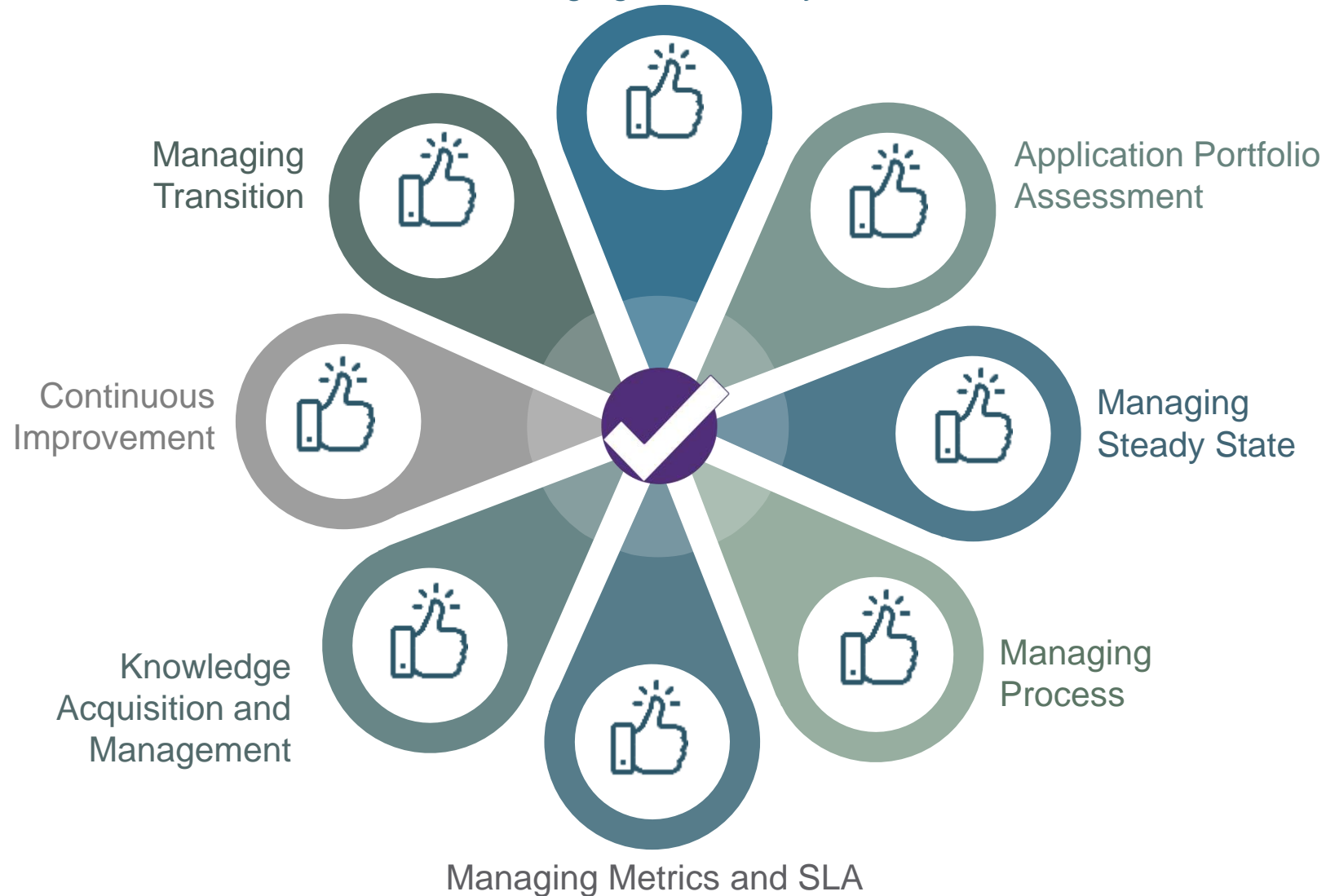
Managed Services
for

CRM

Application (Web/App)
Management

Application (Web/App) Management

Managing Productivity



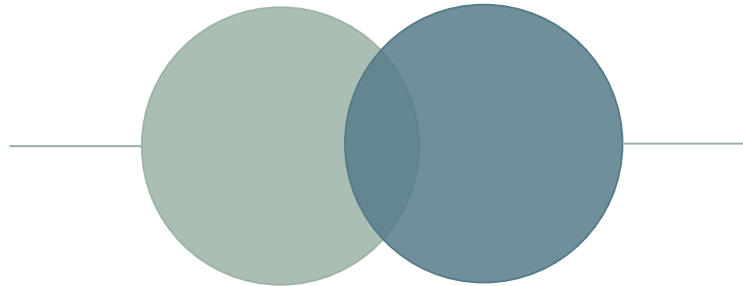


Managed Services
for

Logistics Support
Order Management

PO verification and reconciliation are essential to eliminate errors in processing or prevent fraud, both of which can severely impact the bottom-line of your business. However, the process can be quite tedious and can needlessly disrupt or slow down your business operations.

Order Verification & Reconciliation



SuperSeva's Order Verification solution ensures PO authenticity and compliance with standards, while our Reconciliation solutions ensure line items on your POs accurately map to the line items on the vendors' invoices.





Managed Services
for

Logistics Support

Delivery Management

SuperSeva Managed Services for Logistics Support

Delivery Management

A supply chain that does not handle last-mile delivery efficiently can have a negative impact on customer experience.



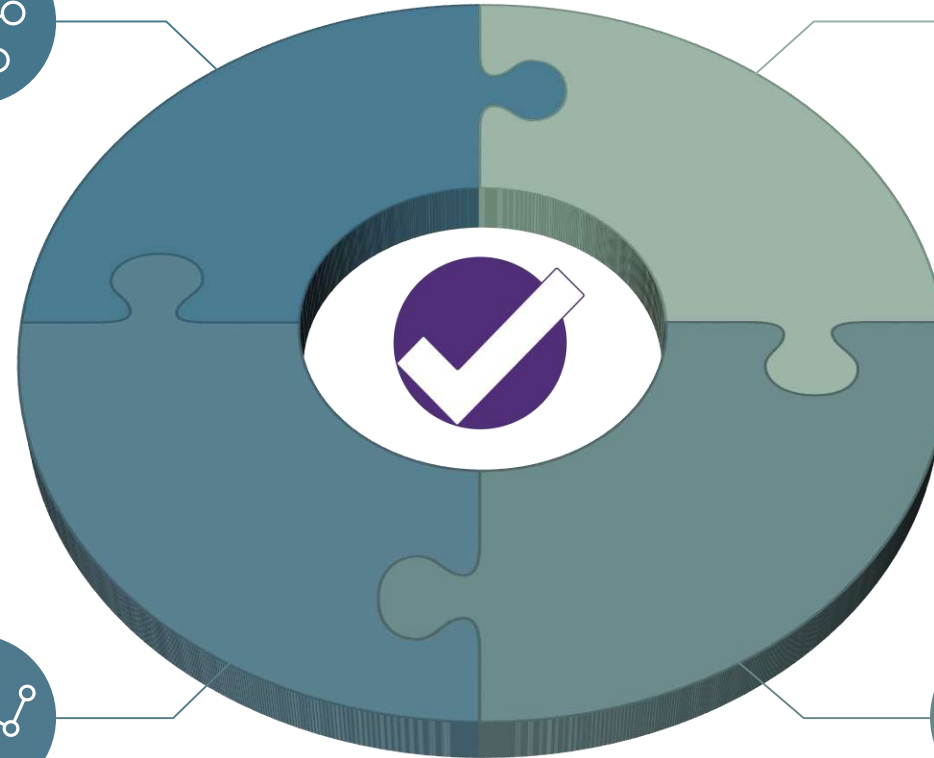
SuperSeva's Delivery Management solution eliminates friction and delays in deliveries and ensures on-time order fulfilment.



Our Delivery Management experts schedule, orchestrate and completely manage your delivery operations in a cost-effective fashion.



SuperSeva's Delivery Management solution leverages our country-wide delivery partner network and real-time technology.



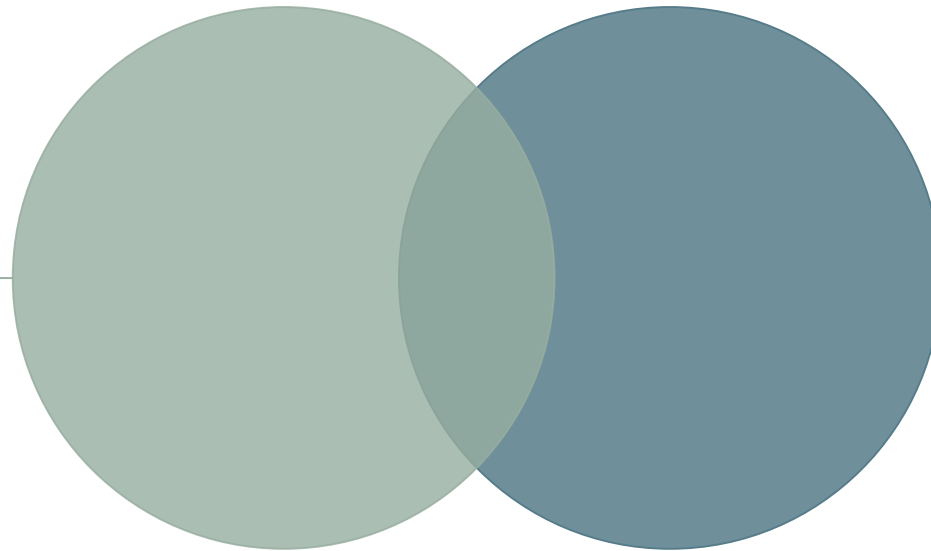


Managed Services
for

Logistics Support

Warehouse
Management

SuperSeva provides configurable and scalable WM solutions to streamline your business and to help you solve your complex warehouse management challenges.



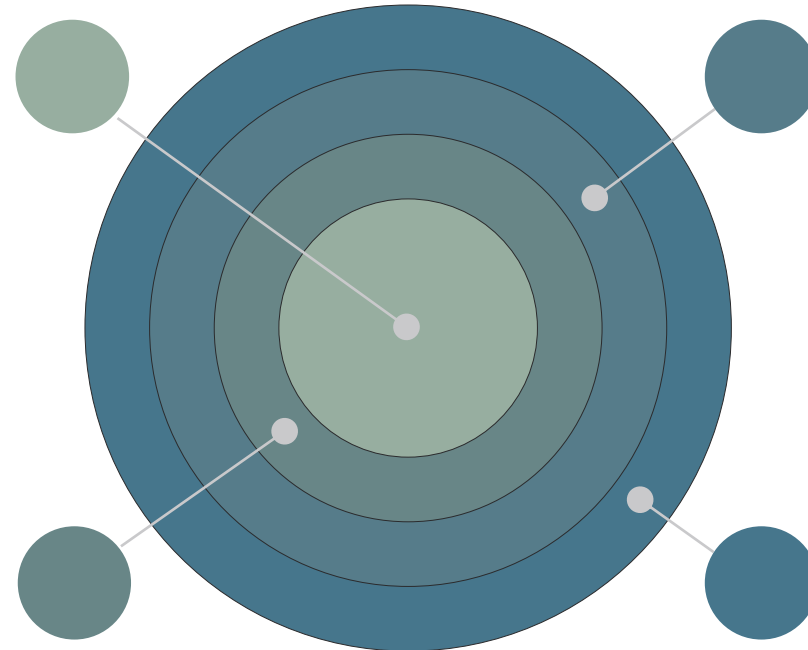
Our WM solution ensures in-time movement of goods across your business locations and minimizes risk by leveraging automation.

Highly Adaptable

Our solution enables you to easily adapt the system to meet your business's needs.

Configurable and Scalable

With the configurable and scalable SuperSeva WMS, our solution is designed to grow with you.



Robust Functionality

Best-of-breed solution for inventory management, order processing and more.

Real-time Tracking

Track goods in real-time, report effectively and ensure compliance with regulatory requirements. Improve warehouse efficiency and cut operational expenses





Managed Services
for

Logistics Support

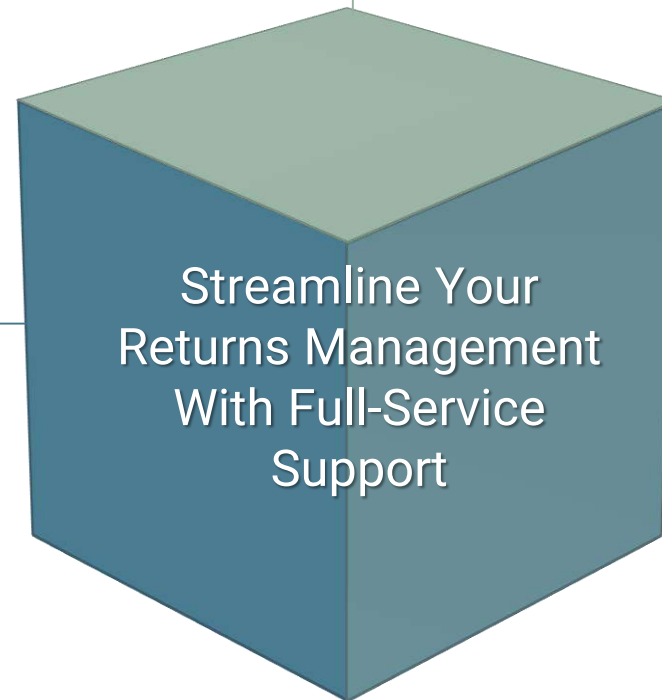
Reverse Logistics
Management

Products that are returned, repaired, or restocked due to shipment errors need to be re-integrated into the supply chain efficiently.

SuperSeva's reverse logistics solution ensures transparency, convenience, and traceability on all fronts.

Our technology and extensive partner network minimizes errors and elevates customer experience, while lowering your cost of operations.

- Returns and recalls is an inevitable reality of supply chain operations. SuperSeva is the ideal return management partner to help minimize the costs of reverse logistics and ensure the best possible customer experience.
- We provide all services associated with post-sales activity to preserve environmental resources and optimize savings.
- Our reverse logistics services include help desk customer service, repair depots, refurbishment / remanufacturing, recycling, warranty/asset management, sustainability, and service logistics such as transportation, warehousing, spare parts mngmt., RMA, and replacement mgmt.



- Efficient management of inventory is the lynchpin of effective reverse logistics. Delays, inaccuracies, and poor tracking techniques and technologies can cause serious problems, and can even impact business.
- SuperSeva ensures best-in-class inventory control with quality inspections, precise sorting methods, and state-of-the-art tracking technology.
- When a product re-enters a SuperSeva supply chain in a reverse logistics scenario, our customers can be confident that we're managing their inventory accurately and efficiently.
- Reverse logistics demands repackaging when the returning inventory is missing parts or when the inventory must be disassembled for reintegration into the warehouse.
- Product returns come to us from all over, after which we process and inspect them to ensure satisfaction of the remanufacturer's requirements, sort them according to a predetermined plan, and either move them back to the warehouse or ship them according to schedules.
- Our high-tech systems support effective, streamlined repackaging for greater flexibility, speed, and accuracy.

SuperSeva Advantages

- Fewer employees required to support your customers' needs.
- Access to countrywide network speeds up returns and replacement shipments.
- Automation, state-of-the-art technology and equipment that helps organize, manage, and track logistics more efficiently
- Experiential knowledge of a wide variety of industry verticals
- Trained in-house workforce for skilled execution of reverse logistics
- Reputation and track record with customer service and satisfaction
- Multiple strategically located fulfillment centers for increased shipping speed and efficiency
- Accurate, real-time tracking and visibility with automated order status updates





Managed Services
for

Govt. & Liaison

Corporate RTO /
Passport / Visa

SuperSeva Managed Services for Government & Liaison

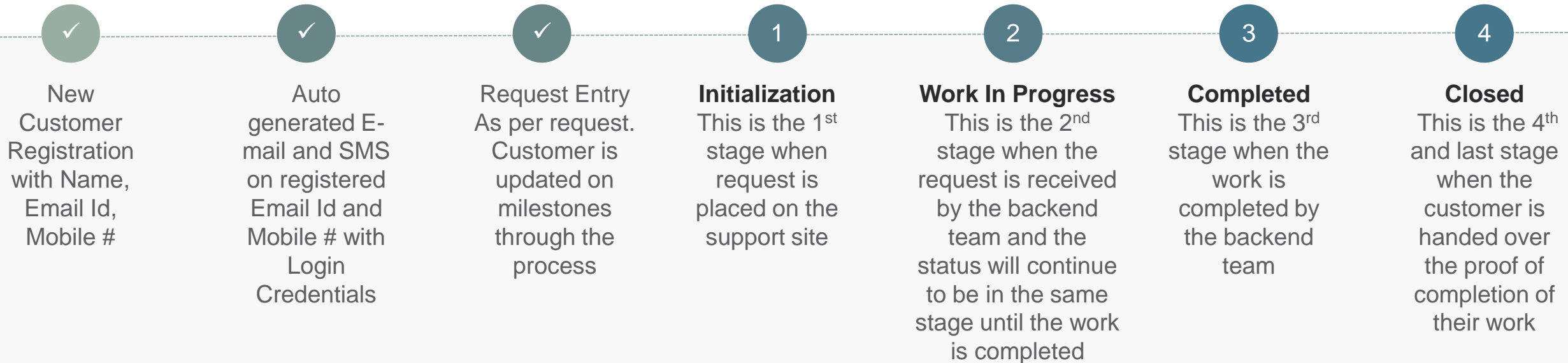
Corporate RTO Services

Services

- Ownership Transfer
- Re-registration of Vehicles
- Road Tax Payment / Calculation
- Clearance Certificate
- LLR
- Duplicate RC Book / Card
- HP Continuation / Cancellation
- NOC from Pan India
- Driving License New / Duplicate
- And many more . . .



Online Process



Customers can login to the SuperSeva support site to track the status of their requests

User
Registration
Page

SuperSeva
Enterprise Support Services
Delivered Professionally

Enter service name ... Search Home | Logout

Supercity Newsletters Bangalore Hyderabad Chennai Mumbai Delhi Pune Kolkata

User Registration

First Name* Last Name
Middle Name By what name do you like to be addressed
Nick Name D.O.B
Scheme Subscribed for* Gender*
E-Mail* Secondary E-Mail
Employee Id Designation
Marital Status Status*

Preferable Delivery Address:
 Office Address Residence Address Other Address

Office Address

City State
Country Pin
Phone Extension
Mobile Number* Pan Card Number

Like to opt for SMS alert: Yes No
Like to opt for Monthly NewsLetter/ Monthly Report: Yes No

Kindly Note: Fields marked with * are mandatory.

Register

Request
Details Entry

The screenshot displays the SuperSeva web application interface for Corporate RTO Services. The header includes the SuperSeva logo and navigation links. A sidebar on the left lists various reports and user management options. The main content area shows a form for entering RTO request details, including fields for acknowledgment number, service type (TRANSFER OF OWN), country code, address, and payment information. A 'Documents Required' section is also present, with a note about collecting original documents.

SuperSeva
Enterprise Support Services
Delivered Professionally

Enter service name ... Search Home | Logout

POPULAR SERVICES

Credit Card Bill	Delivery to Courier Agents	DL - Two + Four wheeler
Electricity Bill	Life Insurance premium	Fresh Passport
PAN Application	SuperSeva Cash-back Card	Telephone Bill
		Regd. letter, Parcel, SpeedPost
		Train Ticket

LIST OF SERVICES
Handling the request of Sachin, E-mail Id sachin.xa.sharma@barclays.com

RTO WORKS

Acknowledgment Number*

Service* **TRANSFER OF OWN**

Country Code

Charge

Address

Superseva Cash Back (Y/N):

Cash Back Card Number:

Service Level

Documents Required

Name*

Vehical Number*

Mobile Number*

Collected Document Information

PAYMENT INFORMATION :

Vendor Charges*

Payment Option*

Documents Needs to be Submit

Type of Document

Note:While collecting original documents please check below documents

Original Documents

Request
Details &
Status

The screenshot displays a web browser window with the URL https://support.superseva.com/customer/request_details/1044709. The page content is as follows:

Request No.	1044709	Request Date	27-01-2018	Services Status	Work In Progress
Services Charge	0.0	Vendor Charges	2900.0	Scheme Name	SuperSeva Bangalore
Advance Payment	0.0	Total Bill payable to SuperSeva	2900.0		

RtoRequest Details

Service	Transfer of Ownership 2 wheeler	Name	Rajat	DL Number	KA03 MES 15
Contact Number	7829035353	Address	Biore	Collected Document Information	RC original , Form 35 , Address proof.
Urgency	Normal	Created By	maheshsupport	Support Remark	test request

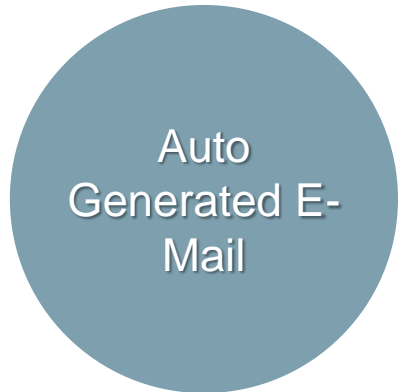
Customer Details

Name	Emailid	Contact Number	Cash Back Card Number	Superseva Cashback Availed(Y/N)
Rajat	rajat@superseva.com	8271194930		NO

Payment

Created By	maheshsupport	Support Remark	test request
Payment Option	Cash		

The background shows a navigation menu with 'SERVICES CHARGES' and 'FAQ' tabs, and a search bar. At the bottom, there are service categories: Super Sevak, Super Post, Super Bank, and Value Added.



Dear Rajat,

Thank you for placing request with SuperSeva. Your request has been initialized. Please remember your request ID for tracking the process and status of your request. Kindly enter your User Name and Password in the [Request Login](#).

Assuring you our best service all the time.

Your Request Details

Request Name	Transfer of Ownership 2 wheeler
Request Id	1044709
Acknowledge number	00000
Request Status	Initialized
Urgency:	Normal
Request Service Charge	0.0
Payment	2900.0
Total Amount Payable to Superseva	2900.0

SuperSeva Help Desk Location: SuperSeva Office. Extension: 41109290

The TAT(Turn Around Time) is considered for working hours / days.

For any issues kindly email to info@superseva.com

Follow SuperSeva on [WordPress](#) [FaceBook](#) [Twitter](#) [Linkedin](#)

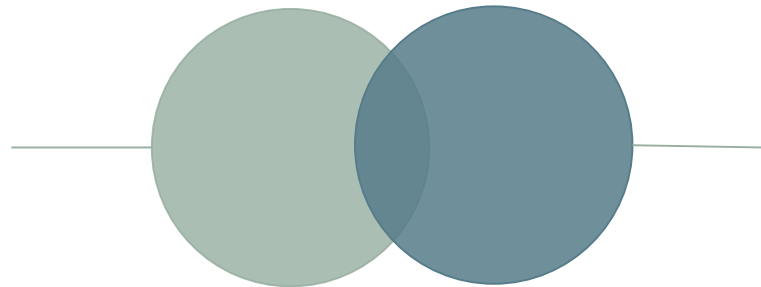
[Online Superseva](#)

Regards
Team SuperSeva

Access to reports

Client Login

SuperSeva creates a separate Login Id for the client, which helps keep track of the request we receive via their corporate with live status



Request Report

This enables the client to view how many requests are being received, from which all customers and the type of request from their corporate. Client can also view the request for the particular date, day, month, status type, or city wise. Client can also export the report in xls format.



Managed Services
for

Govt. & Liaison

Property Tax &
Documentation

Proactive tax planning and execution is a critical component of a growing enterprise's financial strategy

SuperSeva's tax consultants act as an extension of your team to ensure your house is in order when it comes to property tax processing

Our team works closely with you to ensure accurate computation to avoid excessive taxation, timely filing of your taxes, and documentation for easy audits





Managed Services
for

Govt. & Liaison

Corporate Utility Bill
Payments

Running an enterprise involves subscriptions to multiple utility and essential services

Many enterprises tend to deprioritize their utility bill payments, leading to massive fines and often disruptions that impact the bottom-line

Our corporate utility bill payment service make sure late fees are a thing of the past and all your utility bills are paid on time.





Managed Services
for

Govt. & Liaison

Import & Export
Management

Global enterprises with geographically distributed office locations have to invariably deal with complex export and import laws, practices and procedures

This often becomes a major bottleneck in efficiently managing supply chains

SuperSeva experts help you avoid the hassles of customs and logistics management

We ensure that all your import and export management requirements are managed seamlessly, efficiently and with proper documentation





Managed Services
for

Govt. & Liaison

EHS Certifications

Environment Health & Safety



Reliable & cost effective EHS Services that help your enterprise obtain EHS certification from the authorities concerned

We work on behalf of your enterprise in securing the necessary approvals in a smooth and hassle-free manner

The certification ensures continuous and sustainable improvement of your enterprise's EHS standards





Managed Services
for

Procurement

Sourcing & Procurement
Management
(Product & Services)

SuperSeva Managed Services for Procurement

Sourcing & Procurement Management (Product & Services)

Outsourced procurement services is a cost-effective way to manage your purchasing.

SuperSeva provides a complete procurement solution with real-time tracking of events.

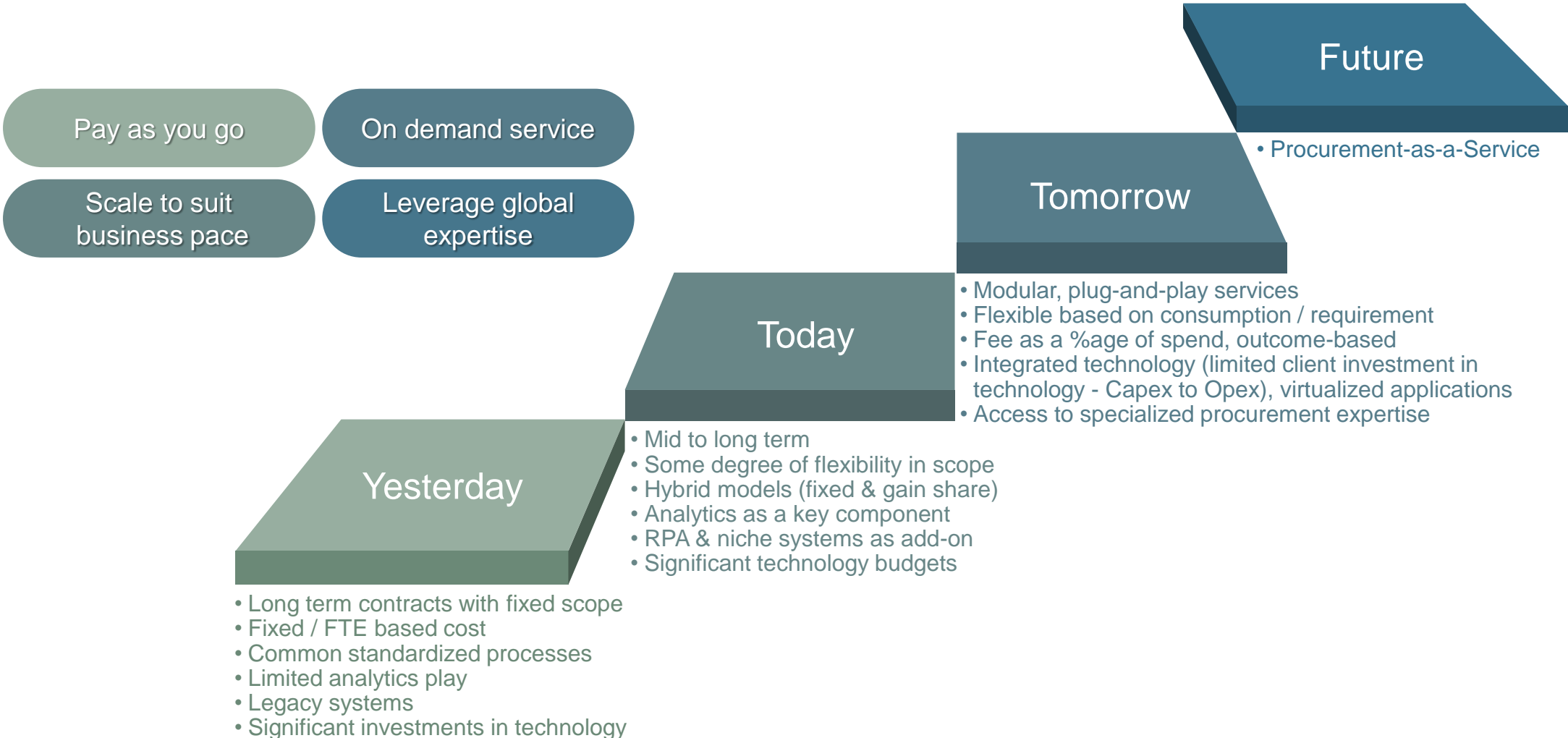
As a customer, you don't have to invest in large systems - you get instant help with vendor management, RFQs, category management, automation of order process and analysis of agreed metrics.

Integrating seamlessly with your daily operations, we help you improve productivity, accelerate project lead times and reduce operating cost by using advanced tools.

At the core of our operations is our knowledgeable team with deep expertise in all aspects of procurement.

SuperSeva Managed Services for Procurement

Sourcing & Procurement Management (Product & Services)



SuperSeva Managed Services for Procurement

Sourcing & Procurement Management (Product & Services)





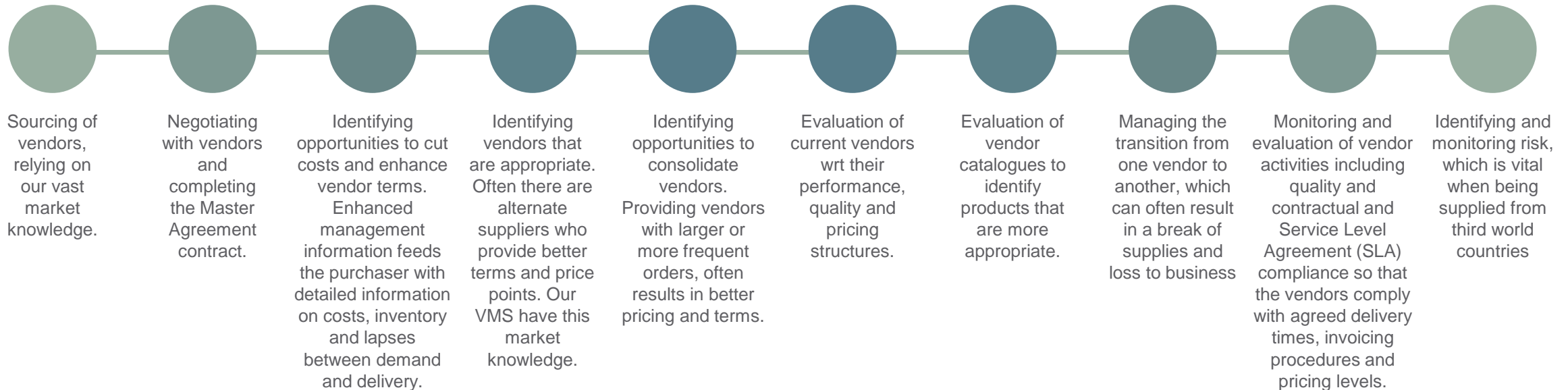
Managed Services
for

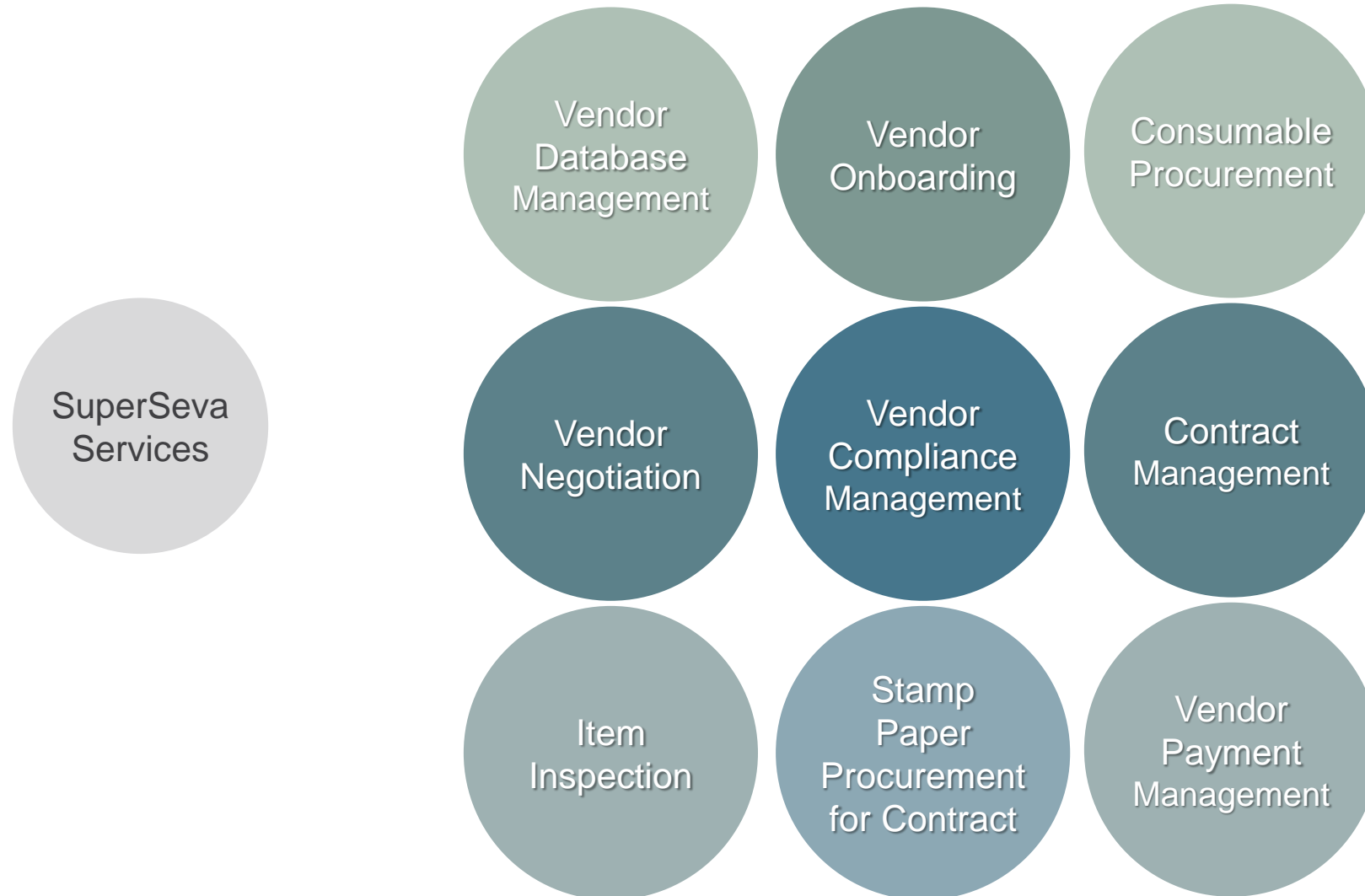
Procurement

Vendor Management

SuperSeva's vendor management solutions provide the right expertise to improve quality, lower cost, and ensure predictable and consistent levels of vendor services throughout your enterprise.

From onboarding and contract management through inspections and payments, SuperSeva's vendor management specialists work to provide customers with consulting, execution and support, implementing best practices and improving process efficiency.







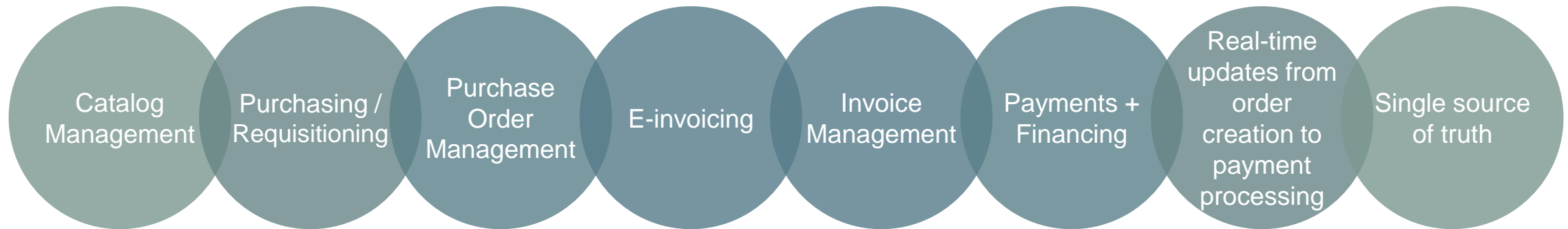
Managed Services
for

Procurement

Procure-to-Pay
Management

Automate your Procure-To-Pay (P2P) process and integrate procurement teams with accounts payable to simplify buying, approvals, payments, compliance, and supplier management. SuperSeva's P2P solution enables frictionless purchasing, compliant spending, and streamlined payments.

Implementing SuperSeva's P2P solution optimizes spend management, streamlines approval workflow, centralizes contract management, strengthens supplier relationships, and improves business processes across your entire purchasing lifecycle.





Managed Services
for

Procurement

E-Procurement

SuperSeva's E-Procurement is a robust and comprehensive system covering vendor management, Tendering, Purchase, Supply, Disbursement, Transfer, Asset Management, Equipment Management and Reporting.

Designed to manage your entire procure to pay lifecycle, the system manages the purchase and return, delivery of goods and invoice payment to the vendor.

The system generates different types of alerts such as expiry alerts, delivery dates, re-order alerts, etc. to help you manage your inventory more efficiently.

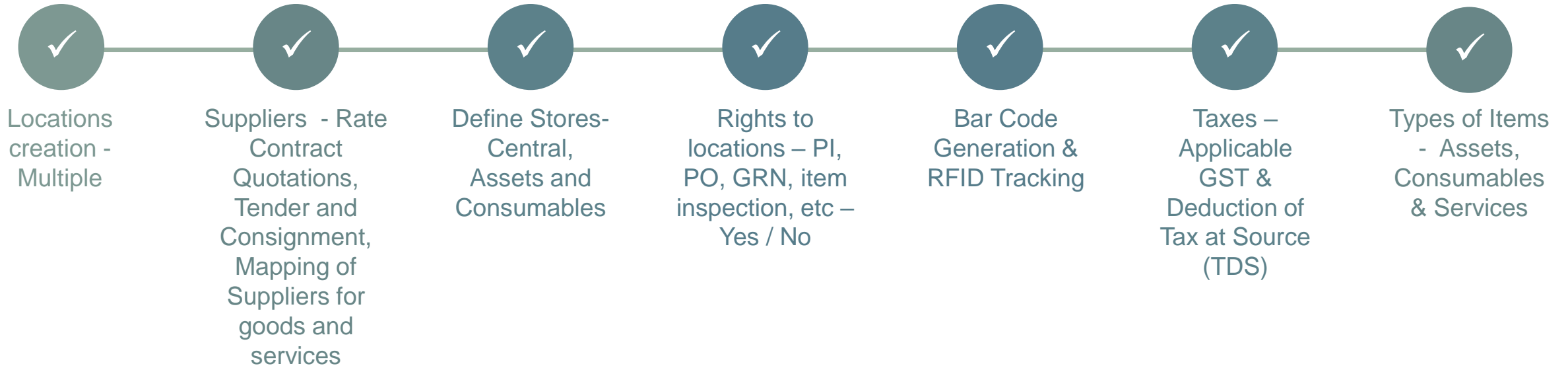
SuperSeva Managed Services for Procurement

E-Procurement

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Designed to manage your entire procure to pay lifecycle, the system manages the purchase and return, delivery of goods and invoice payment to the vendor.

The system generates various of alerts such as expiry alerts, delivery dates, re-order alerts etc. that help you manage your inventory much more efficiently.



Complete Procurement Management System starting from Purchase Indent till PO Generation, with comprehensive Reports and Analytics

Purchase
Indents /
Service
Indents

Purchase
Orders /
Service
Orders

Availing High
Value
Consumables
on
Consignment
& Assets on
Lease
Rentals

Goods
Receipt Note
(GRN) with /
without
Supplier's
Invoices

Stocking or
return to
supplier in
case of
rejection in
inspection

Distribute for
Utilization at
procured
location or
peripheral

Reports on
Stock





Managed Services
for

Finance

Receivable & Payable
Management

Accounts Receivable Management

Managing collections and receivables is a vital fiduciary function but it can be tedious, repetitive and daunting

SuperSeva's AR Management enables streamlining invoicing and optimizing collections, while reducing risks and bad debts, regardless of the size of your enterprise

This ensures healthy cashflow operations by making your paid / unpaid invoices more manageable with a practical approach

SuperSeva Responsibilities

- Invoice creations as per products / service delivery and estimates
- Invoice update onto the systems
- Timely updating of accounts receivable details
- Regular correspondence / communication for receivables collection
- Accounts receivables ledger update on receipts
- Updating advances received, besides receipts against credit sales, etc.
- Addressing incomplete payments by raising appropriate queries
- Preparation of account statements and updating clients for reconciliation
- Updating clients/touch points for differences in reconciliation of records in account statements
- AR analyses such as aging analysis, business segment analysis, customer area analysis, etc.
- Cashflow prediction based on outstanding receivables

SuperSeva Responsibilities

Accounts Payable Management

Accounts payable is not just critical to cashflow and operations, but also impacts your organization's credibility with vendor partners

Managing payables to third-party vendors for purchases made on credit can be simplified and streamlined

SuperSeva augments your AP processes and radically lowers service costs with technology and analytics

Comprehensive AP services cover Order Amendments, Invoice Validation, Claims Reimbursements, Issue Resolutions & Vendor Query Management.

Accounting system updates based on PO, invoices and goods receipt notes	Analyzing vendor approvals based on follow-ups with vendors as well as POs	Vendors invoice posting onto the accounting system	Advice on premature payment and discount availability
Payment instructions drafting for the due payments	Different drafting for credit and debit notes as well as the statement for the vendor accounts	Vendor account statement reconciliation	Resolving issues for: <ul style="list-style-type: none"> Unauthorized / non-budgeted POs Unauthorized receipt of services / goods Non-receipt of services / goods as per vendor invoice Mismatch between vendors invoice and purchase order Computational errors in vendor invoices
Timely reporting for outstanding PO commitments, unpaid amount of supplies, etc.	Payables aging analysis, segment analysis, etc.	Vendors purchase history and price trends analysis	

SuperSeva's
Proprietary
AR / AP
Management
Software
Platform

- Cash Flow Analysis
- General Accounts (Ledgers)
- Voucher Entry
- Vouchers
- Corporate Invoice
- List Invoice
- Invoice New
- Supplier Invoices(A/P)[From mobile app]
- Ledger View
- Sub Ledger View
- Creditor/Supplier Aging Report
- Trial Balance
- Supplier Payment
- Profit & Loss
- Age wise analysis (Debtor A/R)
- Back Date Entry
- Bank Master
- GST Report
- Supplier Types
- Suppliers

LISTS OF INVOICE

Total Invoice Amount (in Rs) : 1,94,57,905.00

Total Tax Amount in Rs : 25,22,099.07

Sl No	Invoice No	Name	Invoice Date	Transaction Date	Total Invoice Amount	Total Invoice With out Tax Amount	Total Invoice Tax Amount	IGST	SGST	CGST	Recived Amount	Balance Amount	Remarks	Payment	PDF	Reject
1	0920211619	CBRE South Asia Pvt.Ltd-HYD	06-10-2021	06-10-2021	44,779.00	37,948.67	6,830.76	18			0	44,779.00		Payment		Reject
2	0920211618	CBRE South Asia Pvt.Ltd-HYD	06-10-2021	06-10-2021	1,06,946.00	90,632.48	16,313.85	18			0	1,06,946.00		Payment		Reject
3	0920211617	CBRE South Asia Pvt.Ltd-BLR	06-10-2021	06-10-2021	24,734.00	20,960.83	3,772.95		9	9	0	24,734.00		Payment		Reject
4	0920211616	CBRE South Asia Pvt.Ltd-BLR	06-10-2021	06-10-2021	1,05,491.00	89,399.42	16,091.90	18			0	1,05,491.00		Payment		Reject
5	0920211615	CBRE South Asia Pvt.Ltd-BLR	06-10-2021	06-10-2021	19,553.00	16,570.74	2,982.73		9	9	0	19,553.00		Payment		Reject
6	0920211614	CBRE South Asia Pvt.Ltd-BLR	06-10-2021	06-10-2021	79,246.00	67,157.42	12,088.34		9	9	0	79,246.00		Payment		Reject
7	0920211613	CBRE South Asia Pvt.Ltd-BLR	06-10-2021	06-10-2021	2,55,576.00	2,16,589.75	38,986.16		9	9	0	2,55,576.00		Payment		Reject
8	0920210512	IBM India Pvt Ltd, (Subramanya Arcade)	05-10-2021	06-10-2021	5,446.00	4,615.07	830.71		9	9	0	5,446.00		Payment		Reject
9	0920210511	IBM India Pvt Ltd, (Subramanya Arcade)	05-10-2021	06-10-2021	5,292.00	4,484.82	807.27		9	9	0	5,292.00		Payment		Reject
		IBM India Pvt Ltd,			12,120.00	10,271.04	1,848.79		9	9	0	12,120.00		Payment		Reject

SuperSeva's
Proprietary
AR / AP
Management
Software
Platform

madhab | Notifications (0) | PROCUREMENT STORE | Logout

PURCHASE FLOW

ITEM ISSUE FLOW

Quotation

REPORTS

- Supplier Payment Detail Report
- Search Purchase Indent
- Search P O
- Search GRN
- GRN Register
- GRN Without Bills
- Current Stock
- Batchwise Current Stock
- BIN Card
- FSN Analysis
- Item Purchase History
- Expiry Alert
- Expire/Consumed /Write Off/Breakage /Reconciliation Report
- Expiry Alert (App Period)

Creditor Supplier Aging Report

Date Range As On Date

As On Date: 06-10-2021

Location: Bangalore

Supplier: --All--

Search

Creditor /Supplier Aging Report

From : 06-10-2021 To : 06-10-2021

Sl No	Vendor Name	Credit Period	30	return amount	31-60	return amount	61-90	return amount	90	return amount	Amount (Total Payable)	Amount Return
1	Action Security Services	30	34,220.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,220.00	0.00
2	ATRIA CONVERGENCE TECHNOLOGIES LIMITED	45	100,449.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,449.86	0.00
3	Blue Dart Express Limited (BLR)	45	600,307.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600,307.30	0.00
4	Delta Enterprises	60	24,426.00	0.00	0.00	0.00	28,504.55	0.00	0.00	0.00	52,930.55	0.00
5	DTDC (KUSHAL ENTRPRISES)	0	0.00	0.00	118,999.46	0.00	0.00	0.00	0.00	0.00	118,999.46	0.00





Managed Services
for

Finance

E-Contract / E-Signing
Management

From contracts and agreements to offer letters and invoices, e-signed documents are the best secure, legally valid and fastest way to sign and send documents from anywhere, at any time



Simplify transactions with seamlessly connected digital agreements



Delight customers with an easier way to work together



Save valuable time and keep your business moving from anywhere



Make your business processes secure and compliant with our flexible service



Your employees and customers will be up and running in minutes



Digitize key financial agreements



Do business faster with less work



Eliminate manual processes



Streamline complex workflows



Create a trusted, digital-first experience





Managed Services
for

Finance

Vendor Payment
Management

Advantages

Decreased Costs

Eliminate cheque printing, envelopes, postage and follow-up on uncashed cheques

Improved Productivity

Automatically pay invoices directly

Reduced Fraud Risks

Customize access controls, get complete visibility into payment status and secure electronic payments

24/7 Access

Approve / reject payments and control whom to pay, when to pay and how to pay

Cash Back Incentives

Earn cash back on electronic / digital payments

Gain complete control of both payments and supplier relationships with an integrated, comprehensive view of all your vendor payments

An extension of our AP Management Services, SuperSeva's end-to-end Vendor Payment Service helps you drive process efficiency, reduce risk and maximize savings

Our VPM team captures data and diligently executes every stage of the process - vendor contract approval, invoice approval, payment approval, and on-time payments



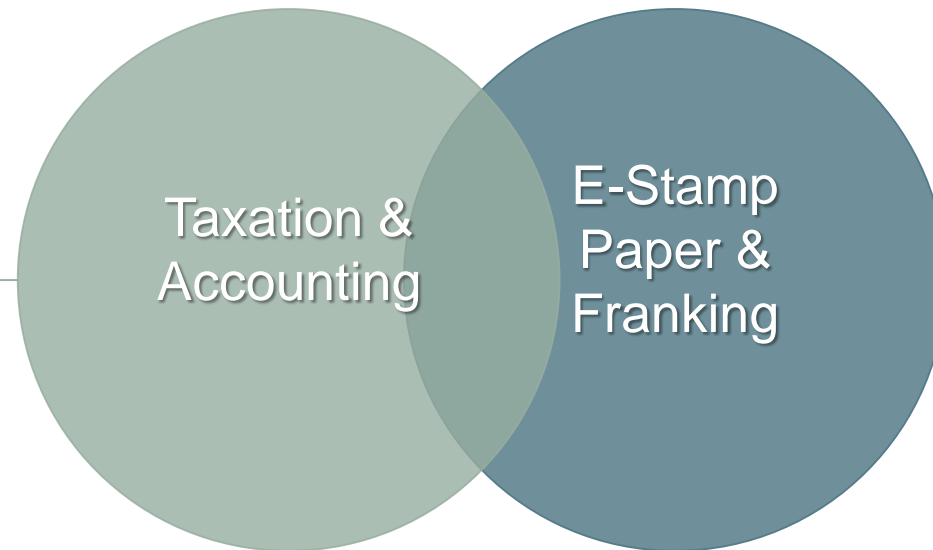


Managed Services
for

Finance

Stamp Paper &
Franking Solution
Services

- Monitoring AP & AR
- Financial Reporting, Budgeting, Depreciation & Amortization Schedule
- Maintaining Employee DB, Payroll Reconciliation
- Statutory Compliance and Reporting, Onsite Helpdesk
- Tax Calculation & Verification



- **For E-Stamping Papers**
Simply send an email request and the e-stamp paper is delivered at your office
- **For Franking**
Original document is picked up from your office and franked document is delivered back to you
- TAT = 24 to 72 hours

SuperSeva:
Stamp Paper
& Franking
Platform



SuperSeva:
Stamp Paper
& Franking
Platform

Raise Request

No Of Stamp Paper: 2 same as previous details

Select State: Karnatak

Name of First Party:

Name of Second Party:

Stamp Duty paid by: First Party Second Party

Stamp Paper Value:

Document Description:

Delivery Address:

Submit





SuperSeva
Managed Services
for

Operations & Projects

**IT Asset Store
Management**

SuperSeva Expertise

Managed Services for IT and Non IT Asset Management

Asset Management focuses on monitoring the status of prime property of an enterprise. It could be equipment, computers, generators, or furniture. It is applicable to both movable as well as immovable assets.

Asset Management involves coding the asset, periodic status verification (in-use, standby, under repair, etc.), making decisions regarding upgrading / replacement & meeting all required accounting and environmental standards.

SLA-driven, efficient Asset Management

Maintains comprehensive list of all assets

Records current location and status of assets

Ensures asset is accurately allocated and maintained by personnel

Tracking repair status and its return due

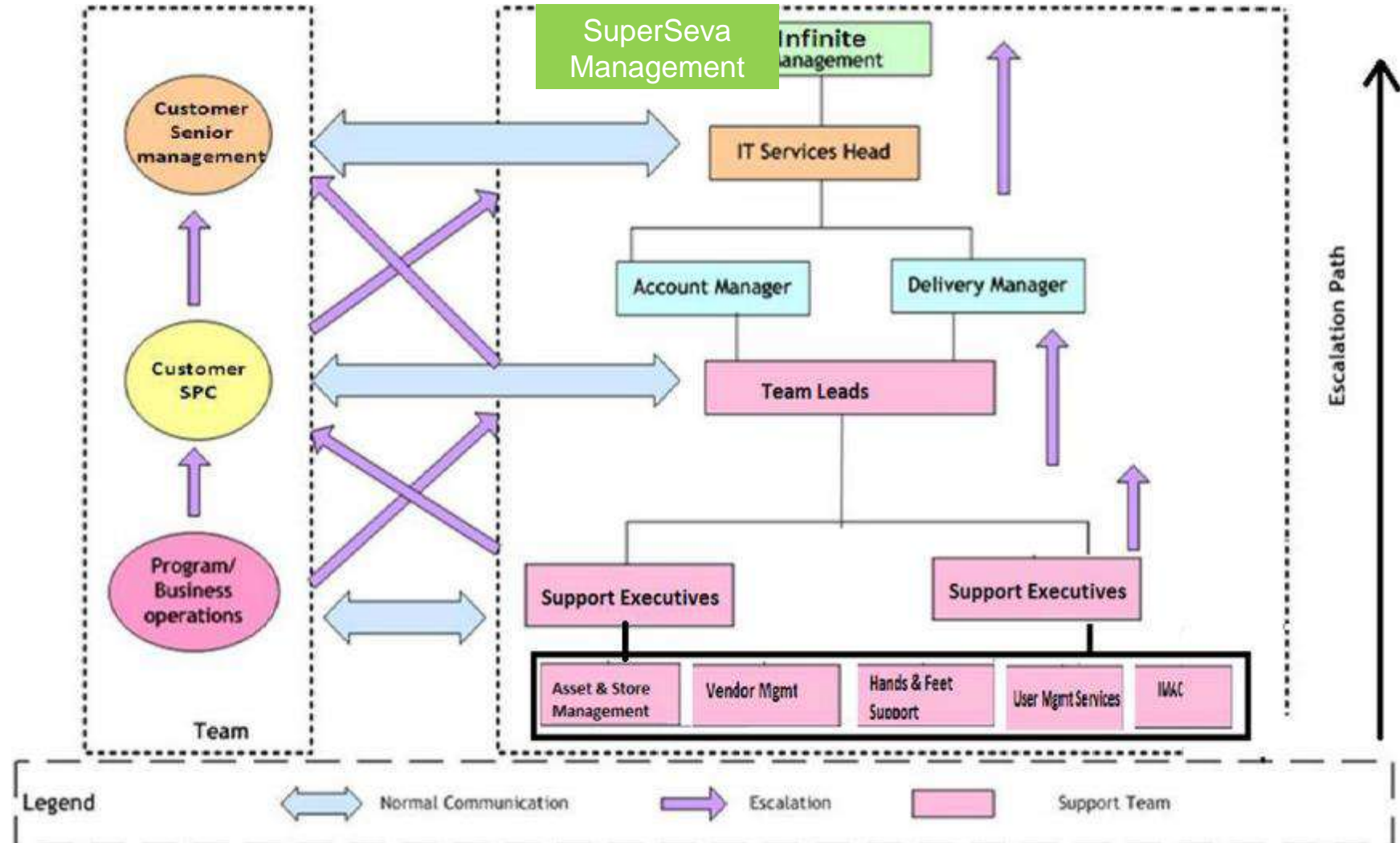
Scheduled maintenance of the assets

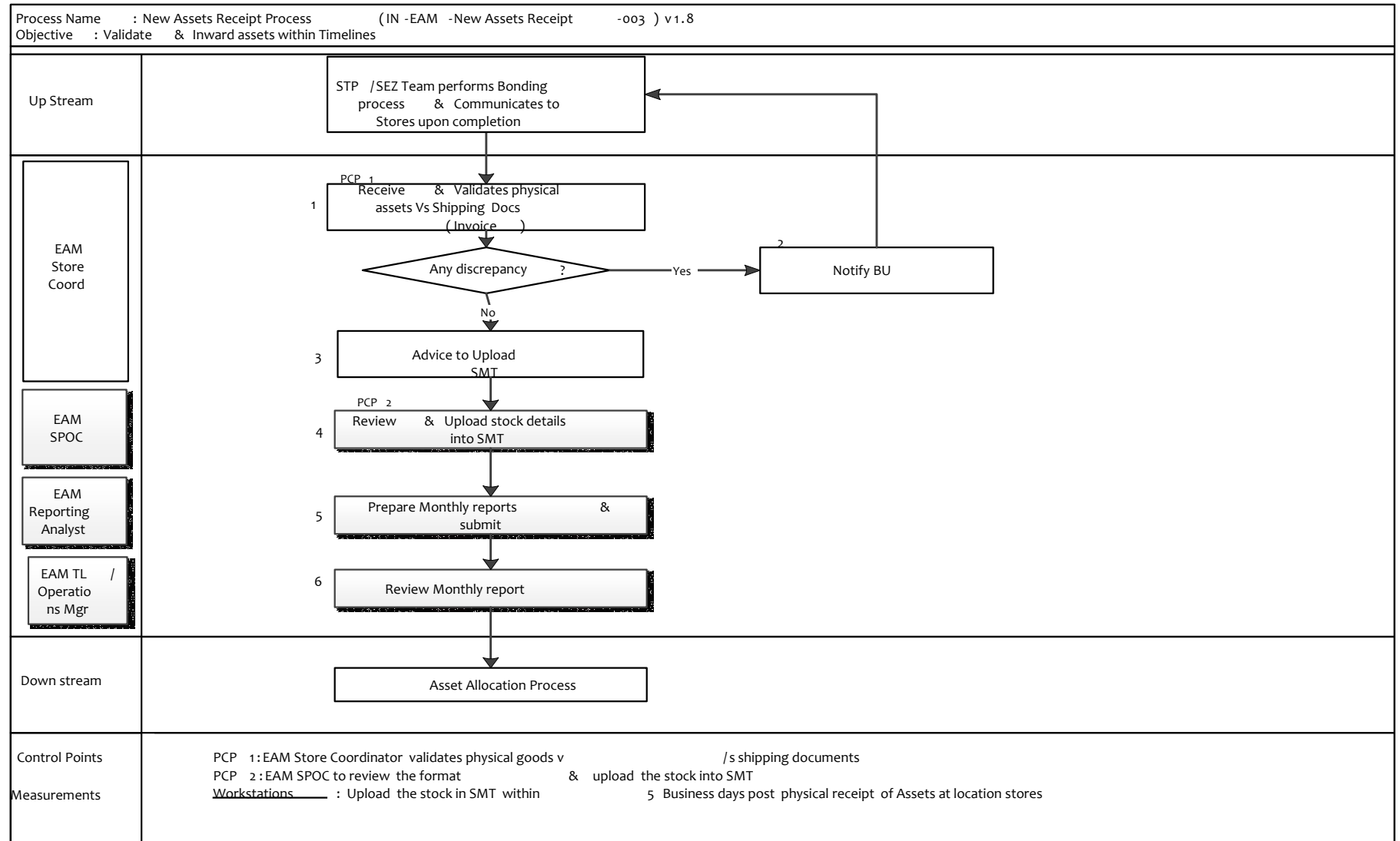
Periodic checks on assets to maintain security and quality compliance



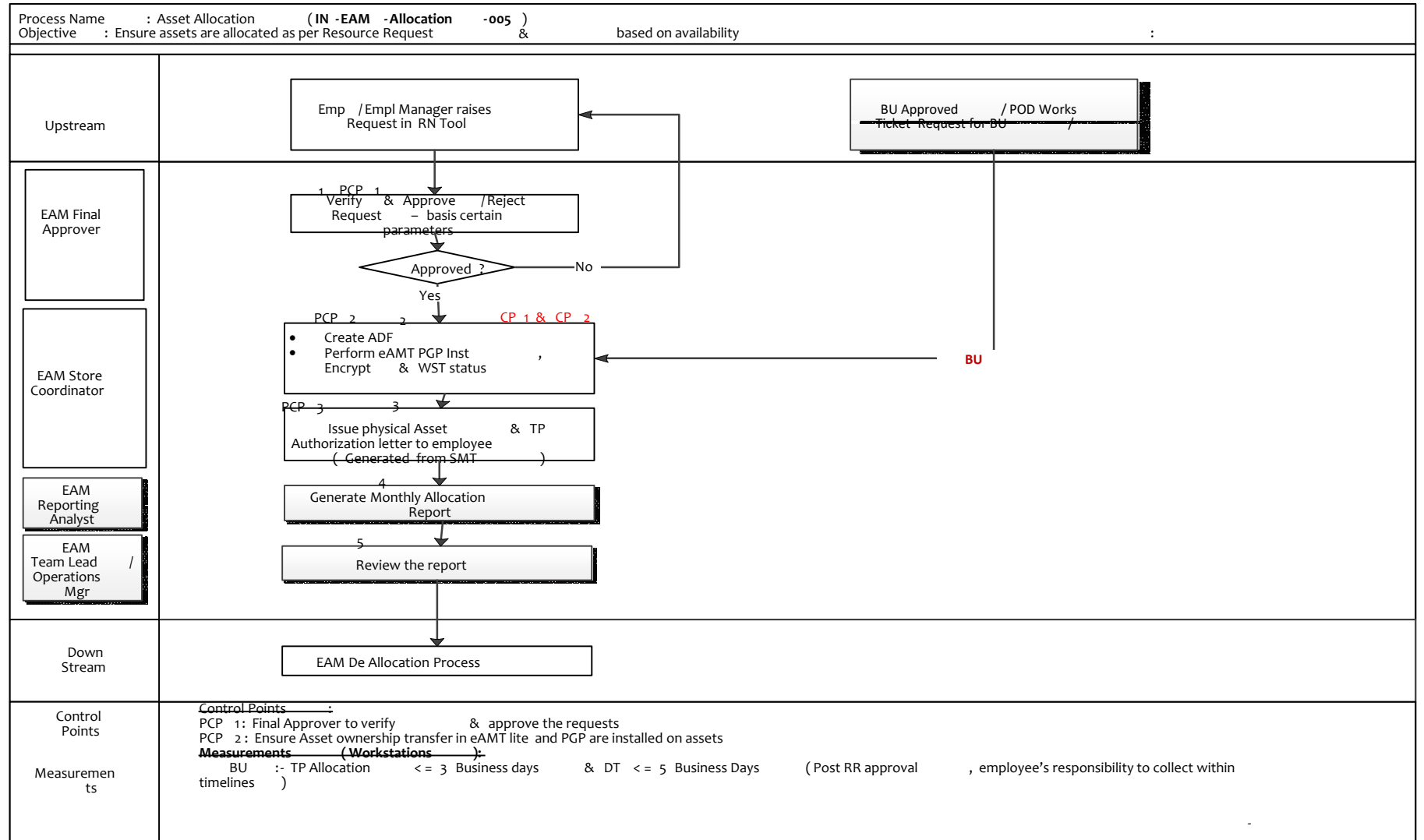
SuperSeva Managed Services for Operations & Project Support

IT Asset Store Management

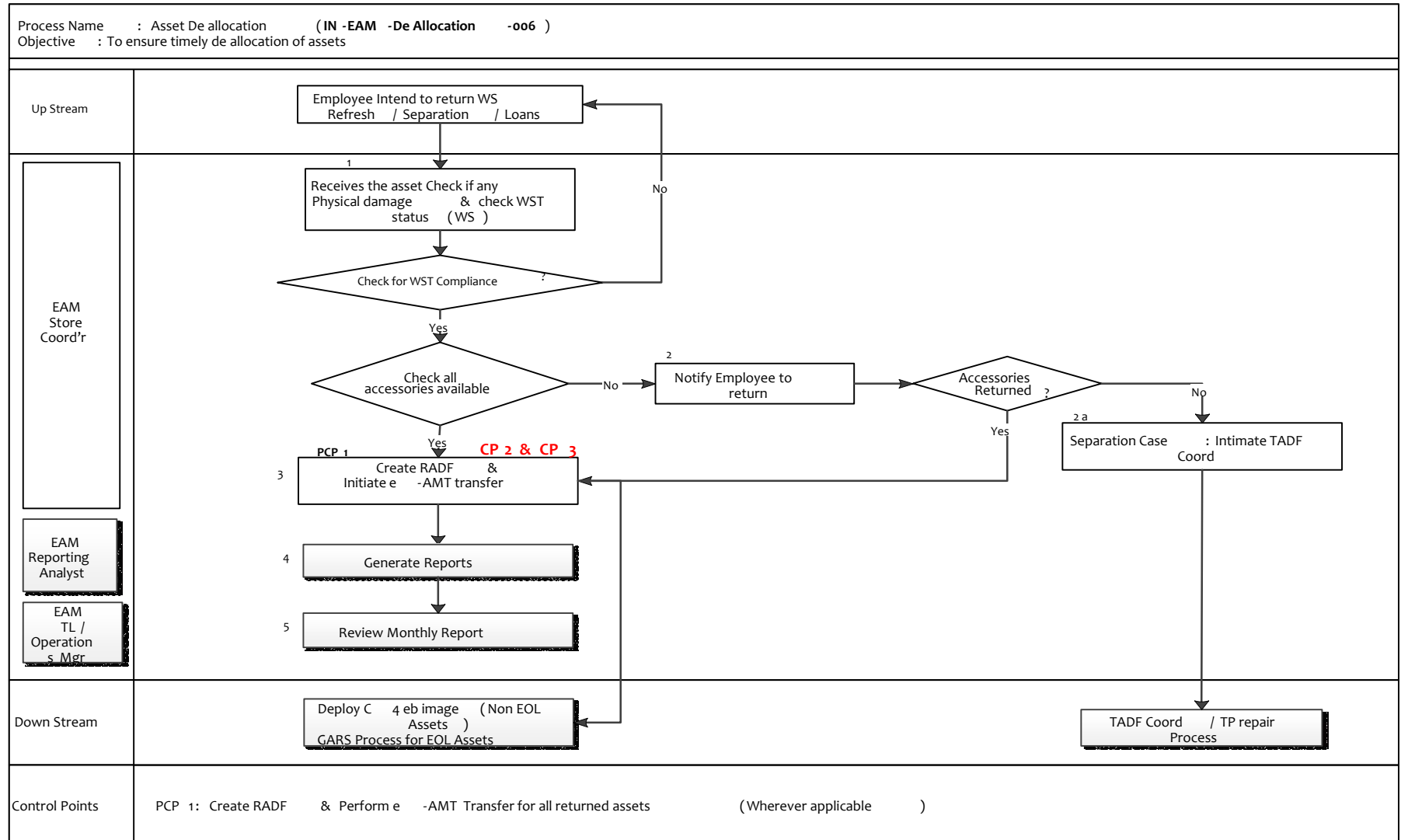




SuperSeva Managed Services for Operations & Project Support | IT Asset Store Management



Asset
De-allocation
Process Flow





Managed Services
for

Operations & Projects

Enterprise Asset
Management



SuperSeva Advantages

Gain greater control of complex environments

Advanced analytics deliver greater insights into your asset health so you can learn the best actions to take and when to take them to optimize asset performance, reduce costs and avoid downtime.

Streamline, unify operations across silos

A single integrated platform provides teams a comprehensive view of assets across the enterprise to unify operations and maintain business continuity, even under rapidly changing or disruptive conditions.

Boost operational resilience & reliability

Insights from monitoring help facilitate condition-based asset maintenance that enables you to take the preventive, predictive and prescriptive actions that can resolve issues before they happen.



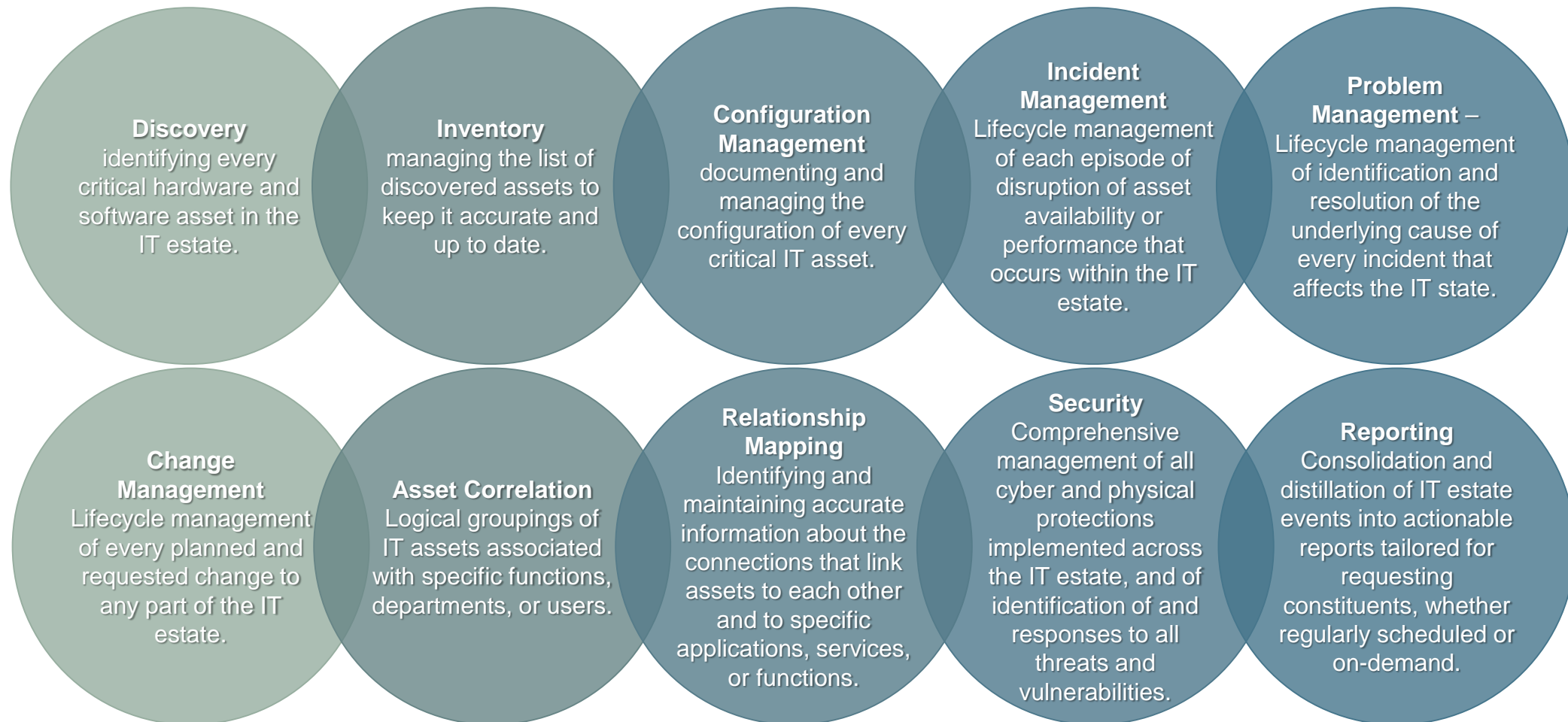


Managed Services
for

Operations & Projects

Software License
Management

SuperSeva Services





Managed Services
for

Operations & Projects

Outsourced Operations
Management

SuperSeva Managed Services for Operations & Project Support

Outsourced Operations Management

- Shrinking product lifecycles, labour outsourcing, stringent requirements of environmentally sustainable business practices and rapid digitization have revolutionized business operations.
- New approaches have put more pressure on the operations arm of enterprises to leverage the new capabilities to increase productivity.

- Outsourcing your operations management provides you a stronger operations team, which allows you to stay competitive in a fast-changing business climate.
- With an outsourced operations team, huge efficiencies can be made in the critical moving parts of your business, such as data processing, back-office support, administration, quality assurance and workflow planning.

- SuperSeva's specialized operations team can expand the capabilities and productivity of your business.
- The team is highly specialized and can be configured according to the needs of your enterprise.
- The team streamlines processes, identifies issues and opportunities for improvement and responds to specific business needs.

- SuperSeva operations team also oversee operational sections of your business, e.g., if you have outsourced a number of other teams, you may wish to let our operations team take care of managing them.
- Anything that is not your core business, and draws focus from the key strengths of your company, can be outsourced to us.

SuperSeva Services



Identifying log jams in your supply chain



Evaluating developments in technology and isolating poorly performing products



Ensuring legal compliance and certification



Processing data and analyzing risk



Forecasting, developing metrics and KPIs



Ticking the boxes needed for reporting and accountability





SuperSeva

Managed Services for Global Enterprises

**YOUR TRUSTED GLOBAL PARTNER
FOR COMPLETE ENTERPRISE SUPPORT**

Thank You!