

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-ofthe-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+



75+ enterprises pan-India, across 10+ cities

OPERATIONAL PRESENCE

AND THE REPORT OF REAL

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

CERTIFICATION









Recognitions







WECONNECT Most Innovative Company of the Year



IBM Strategic Supplier



S

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





SuperSeva Service Suite





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."	"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!"	"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."
Ramana Reddy KV Real Estate Strategy & Operations, IBM	Nagaraj Bairamadgi HR Manager, Tangoe	Nilanjon Gupta Organizing Cmte., API Hackathon, Nokia
"Getting immediate respond on every point and every time. Very helpful and supportive organization."	"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."	"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."
→ Tejas B Asst. Facilities Manager, JLL	→ Diya Nanda Senior Director, Publicis Sapient	Jinesh R Admin Manager, TEKsystems Global Services









Mail Room Automation as an Outsourced Competence

Automated Mailroom

•No Errors

Less Escalation

Increased Productivity

Enables focus on core business

Mitigates vendor service deviations

Improves overall organizational productivity

Delivers service levels matching global standards Professional support services framework

Streamlines, optimizes physical information management operations

Driven by a reliable partner with extensive mailroom management expertise

Reduces productivity loss due to mail room queuing, delayed query resolution

Improves operational efficacy



SuperSeva Trak**Mail**: Technology-powered Transformation of Traditional Mail Room





SuperSeva TrakMail Mail Room Management Solution: Overview



Benefits

INBOUND & OUTBOUND MAIL MANAGEMENT / VENDOR MANAGEMENT / **VALUE ADDED SERVICES** Trak**Process** 0 Trak**IT** Trak**People** > Uninterrupted service Mapping technology to Cutting edge technology to fulfill client expectations delivery maximize automation > Highly intuitive > Systematic & Process > Redesigning the entire > Centralized storage and driven approach towards process flow distribution manpower management Mailroom expertise at work > Improve operational Cost allocation as per > Allows you to focus on your **Business Units** effectiveness Develop overall information core business > Robust application > Improved client satisfaction MIS reports - User-wise, management > Best and economical > Enhance Service quality Department-wise, Business Shortest turnaround time unit-wise, Vendor-wise services



SuperSeva TrakMail Mail Room Management: Unified Mail Processing Ecosystem





SuperSeva TrakMail: People Dimension

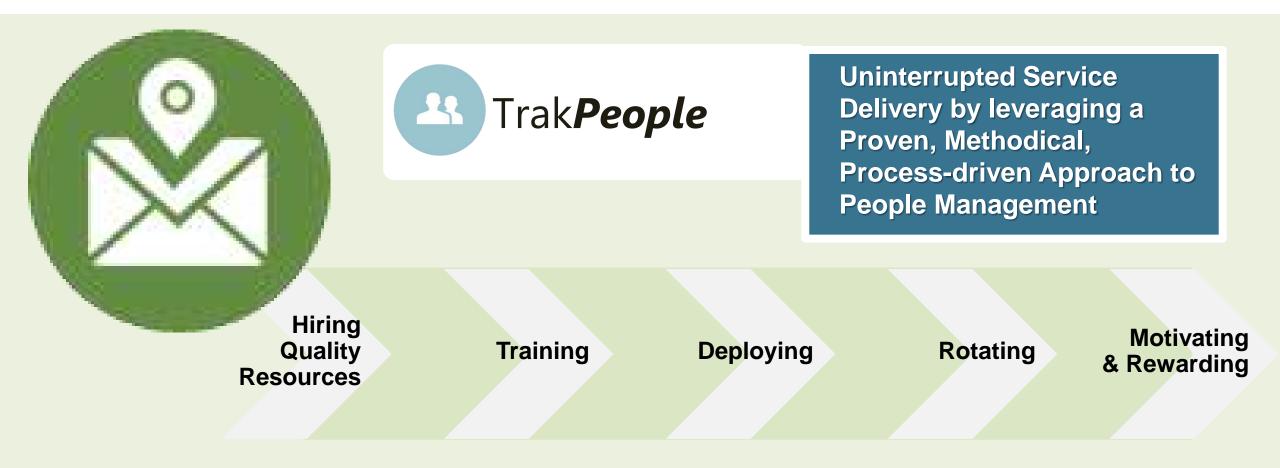




- > Driven by high performance mailroom experts
- > Well trained and groomed
- > Capability to handle exigencies, contingencies, process deviations
- > Responsible process owner-drivers
- > High motivation levels via rewards & recognition programs
- > Soft skills trained



SuperSeva TrakMail: People Dimension > Hiring Process





SuperSeva TrakMail: Process Dimension



Customized Mailroom Management System and Process to suit your business needs, operational style and organizational culture

Requirement estimation covering:

- > Number of personnel
- > Quality of personnel
- Scope of technology & automation
- > Mailing schedules
- > Delivery schedules

Redesign the entire process flow covering:

- > Inbound Mail Management,
- > Outbound Mail Management
- > Vendor Management



SuperSeva TrakMail: Technology Dimension





Dramatically Improved Business Communication Speed and Efficiency

- > Highly responsive & intuitive
- > Robust web based application
- > Near zero deployment time
- Captures every mailroom activity
- Department wise mail usage pattern

- > Customer communication tracking
- > Reminders as per client requirement
- > Cost allocation as per Business Units
- Mail prioritization for business leaders and specific addresses
- MIS reports User wise, Department wise, Business Unit wise, vendor wise



SuperSeva TrakMail: Technology Options



Digital Mailroom

Electronic storage of proof, delivery authentication technologies such as Tablets, Signature Pads, etc. are used extensively

Benefits:

- > Extremely secure
- > No missed / wrong delivery
- Enormous reduction in TAT in mail rounds
- > Increased Mail room efficiency

Trak**Kiosk**

- Sharing Mailroom information at common areas via touch screens
- Useful for IT & BPO enterprises with large employee base
- Avoids queuing of employees at Mail room premises

Benefit:

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Reduction in loss of corporate productivity due to mailroom queuing.



TrakKonnect

- Inter-branch Mail room networking for corporates with large branch networks, e.g. Banks, Insurance Companies, Telecom, etc.
- Designed to coordinate and synchronize independent mail rooms of multiple branches to work in unison
- Instant update on inter branch mails to be received for automatic cross verification

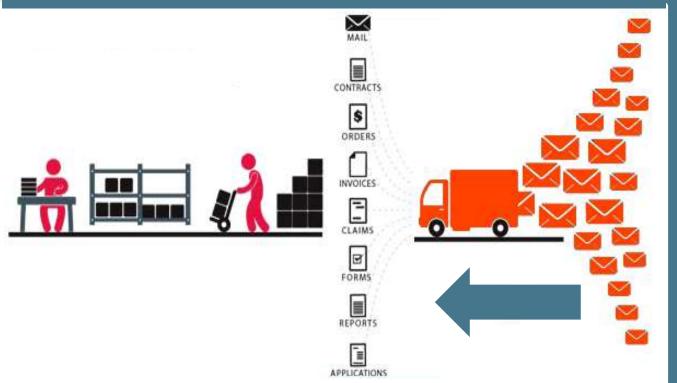
Benefit:

Minimizes TAT and misuse



SuperSeva TrakMail: Engagement Models

Inbound Mail Management

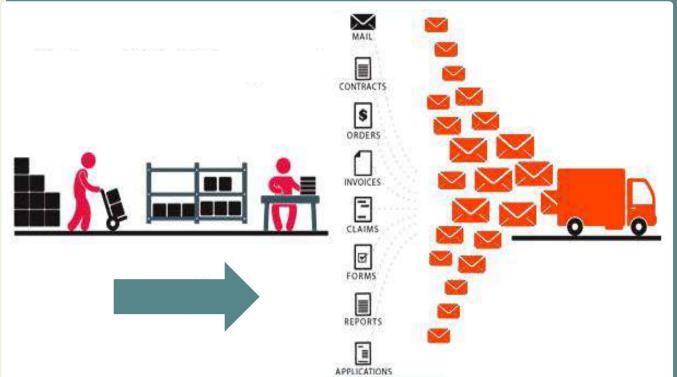


- Bespoke process designed specifically for the client
- > Digital Data Capture
- IT enabled Systems for Control & Monitoring
- > Minimized TAT and misuse
- Instant / Automatic Feedback to the senders regarding mail status
- Instant Capture of Proof Of Delivery via PDAs and e-Signature pads
- Electronic Alerts & Notifications for undelivered mails



SuperSeva TrakMail: Engagement Models

Outbound Mail Management



- Collection of outbound mails at pre-defined collection points
- > Vendor Management & Cost Management
- Synchronization of courier cut-off times with internal work time
- Data capture of all outbound mailing
- Track deliveries alongside third party courier tracking mechanisms
- Instant/ Automatic feedback to the senders on mail status
- Mail rounds such as Inter-office shuttle, Time bound Intra-office messenger services



SuperSeva TrakMail: Vendor Management

Vendor Management



- > End-to-end Vendor Management
- Better value with negotiated price and terms with Vendors
- Transparent Vendor engagements via Tripartite Contracts
- Formal arrangements on key parameters:
- Pricing
- Coverage Areas and Routes
- Service Levels
- Proof of Delivery
- Compressed TATs
- > Economical yet superlative service levels
- Cost savings via continuous operations analysis
- > Vendor wise consolidation of documents



SuperSeva TrakMail: Value Added Services

Process Owner Logins

- Special logins to process owners
- > View real time reports

Customized MIS

- > Vendor analysis
- > Destination analysis
- > Department wise / Business unit wise
- > Seasonal large volumes of mails

Corporate Gift Distribution

Centralized Distribution Centre for Gift Vouchers, Corporate Gifts, Corporate Merchandise for employees

Pre-processing of Mails

- Scheduling voluminous incoming mails
- > Productive time saving
- > Accelerated query resolution
- Examples: Inbound Drafts / Cheque Processing, Claims Processing



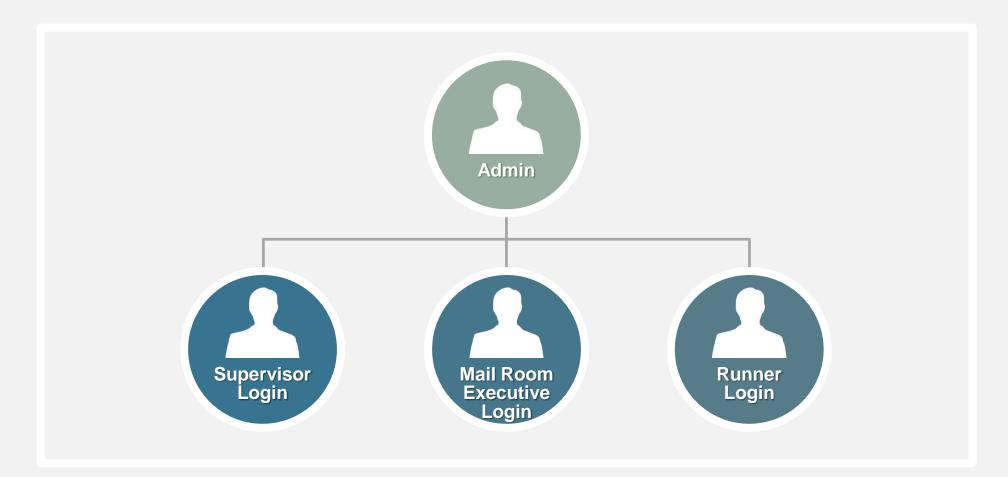


SuperSeva TrakMail Automated Mail Room Management Solution

Process Flow / Screen Shots



SuperSeva Trak**Mail**: Process Flow / Screen Shots > Logins







SuperSeva TrakMail Automated Mail Room Management Solution

Process Flow / Screen Shots

Inward Mail Handling



SuperSeva TrakMail: Supervisor Responsibilities





SuperSeva TrakMail: Supervisor Log In > Dashboard: Inbound Mail Entry

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SuperSeva TrakMail: Supervisor Log In > Dashboard: Outbound Mail Entry

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SuperSeva TrakMail: Supervisor Log In > Dashboard: Reports & MIS

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SuperSeva TrakMail: Supervisor Log In > Dashboard: Critical Reports

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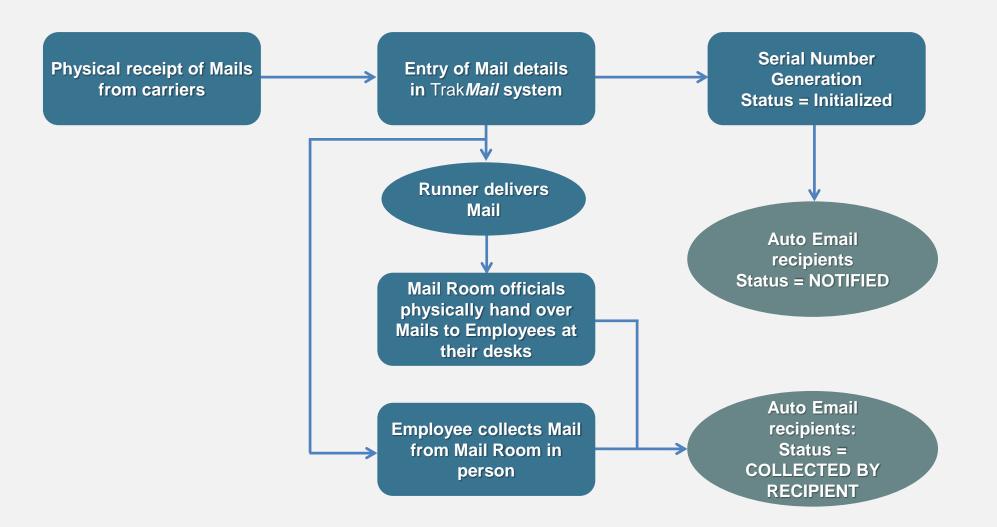


SuperSeva TrakMail: Mail Room Executive Responsibilities



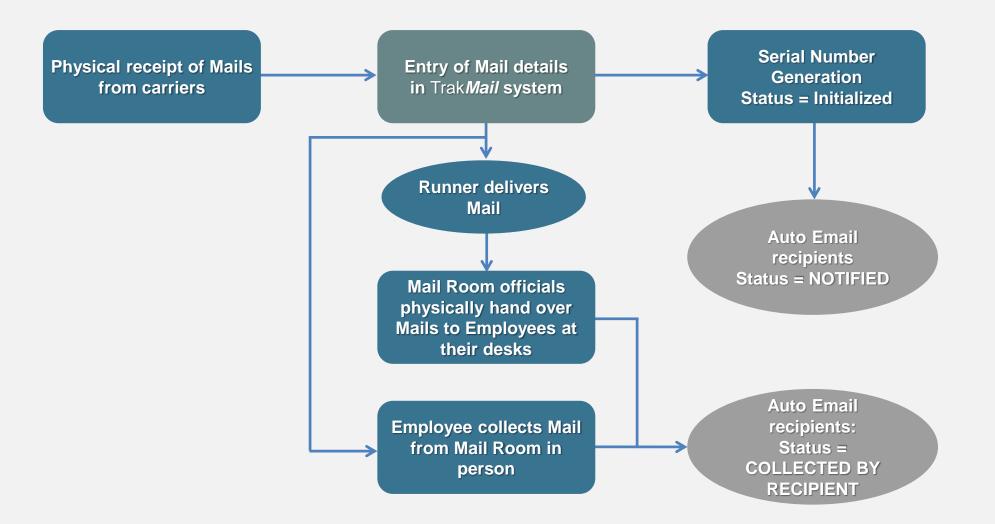


SuperSeva TrakMail: Process Flow > Inbound Mail Management





SuperSeva TrakMail: Process Flow > Inbound Mail Management



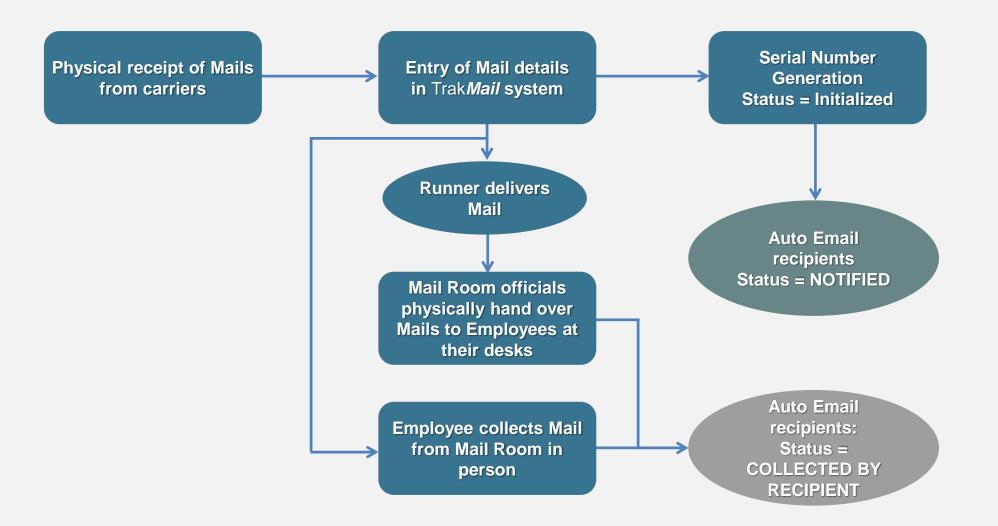


SuperSeva TrakMail: Inbound Mail > Details Entry

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SuperSeva TrakMail: Process Flow > Inbound Mail Management



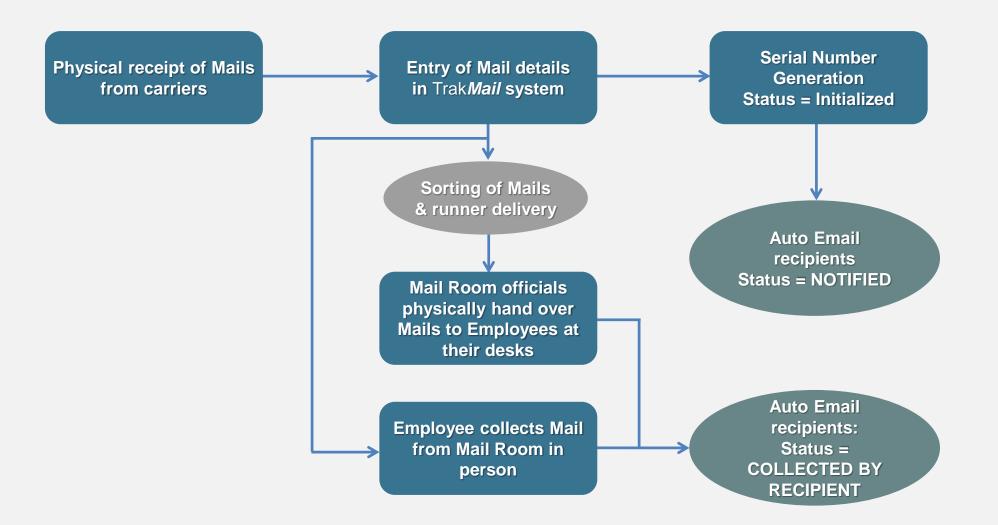


SuperSeva TrakMail: Automated Email to Recipient

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SuperSeva TrakMail: Process Flow > Inbound Mail Management



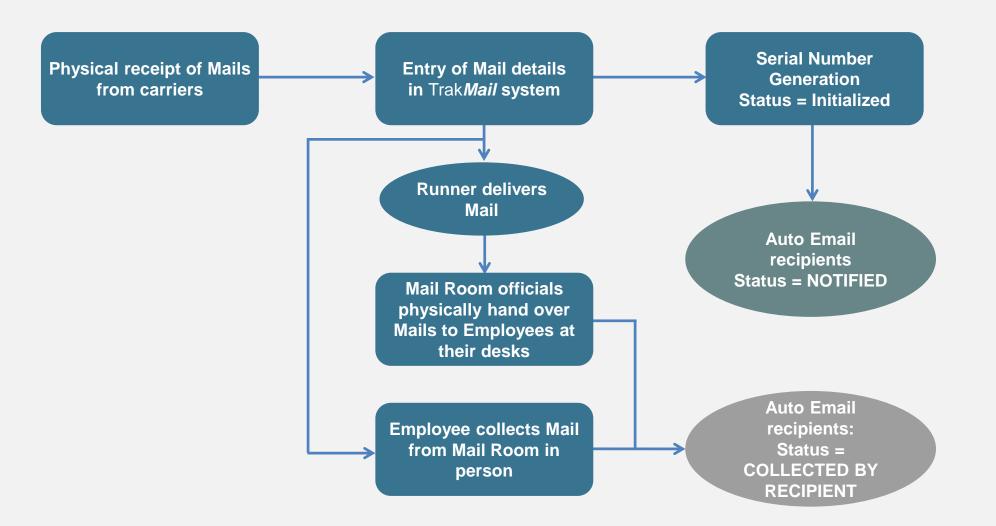


SuperSeva Trak**Mail**: Mail Room Executive's Screen > For Delivery

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SuperSeva TrakMail: Process Flow > Inbound Mail Management





SuperSeva TrakMail: Automated Mail / Consignment Delivery Notification

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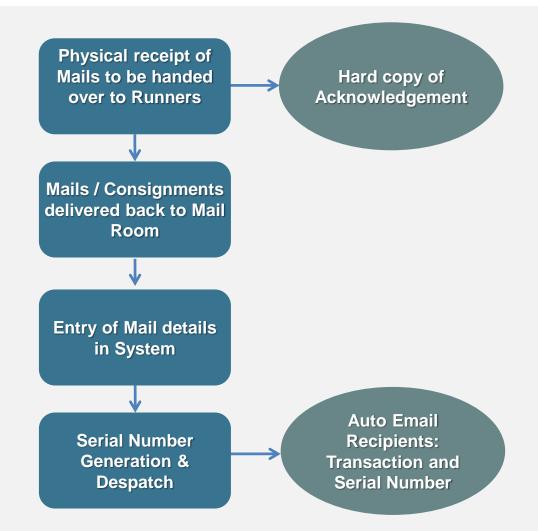
SuperSeva TrakMail Automated Mail Room Management Solution

Process Flow / Screen Shots

Outward Mail Handling



SuperSeva TrakMail: Process Flow > Outbound Mail Management





SuperSeva TrakMail: Outbound Mails > Daily Mail Entry

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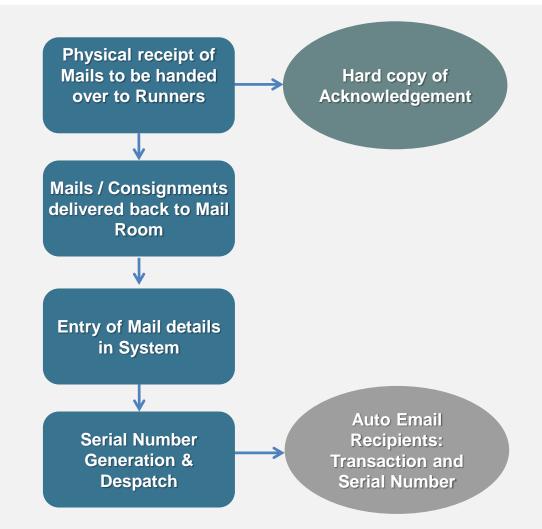


SuperSeva TrakMail: Outbound Mails > Delivery to Logistics Vendors

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	and the second second									
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	OEast09051429	09-05-2014	Speed Post			Outbound - Intialized V				
	OEast280514612	28-05-2014	Registered Post			Outbound - Intialized V				



SuperSeva TrakMail: Process Flow > Outbound Mail Management





SuperSeva TrakMail: Automated Mails > Regarding Mails being despatched

Mozilla Thunderbird	
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SuperSeva	
Order: 112-12	
Order: 112-12 Order Date: Thursday, 20 December 2012, 10 AM	
Order: 112-12	
Order: 112-12 Order Date: Thursday, 20 December 2012, 10 AM	
Order: 112-12 Order Date: Thursday, 20 December 2012, 10 AM Dear Customer,	
Order: 112-12 Order Date: Thursday, 20 December 2012, 10 AM Dear Customer, Your mail has been despatched from central mail room.	
Order: 112-12 Order Date: Thursday, 20 December 2012, 10 AM Dear Customer, Your mail has been despatched from central mail room. Order details:	
Order: 112-12 Order Date: Thursday, 20 December 2012, 10 AM Dear Customer, Your mail has been despatched from central mail room. Order details: Courier agency.blue dart	
Order: 112-12 Order Date: Thursday, 20 December 2012, 10 AM Dear Customer, Your mail has been despatched from central mail room. Order details: Courier agency.blue dart Courier Tracking No: 872012	
Order: 112-12 Order Date: Thursday, 20 December 2012, 10 AM Dear Customer, Your mail has been despatched from central mail room. Order details: Courier agency.blue dart Courier Tracking No: 872012	



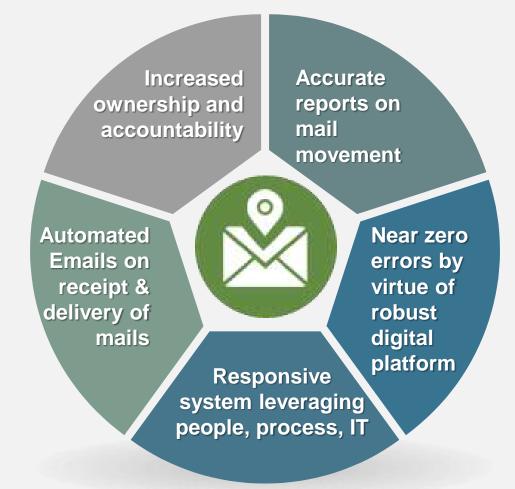
SuperSeva TrakMail: Outward Mail Report

	m/mailroom/outbound			습 후 C Soogle						
SS* 🕻	🤰 Forms* 🔛 Images* 🕦 Info	rmation* 🧧 Miscellaneous* 🥖	'Outline* 🥓 Resize* 🎇 Tools* 🔳 View So							
			SuperSeva Customer Support	Center						
		Report of Requ	ests from 2013-01-01 00:00:00 to 2	013-01-08 00:00:0	00			EXP		
No -	Date Request	d Customer Name	Customer Emailid	Service Level	Service Charge	Status	Cash/Bank	Location		
	01-01-2013/15:02 497357	gaurav	gaurav.pandey12@iimb.ernet.in	Normal	15.0	Completed	Cash	Bangalor		
	01-01-2013/16:40 497387	sridevi	sridevee@dc.ibm.com	Normal	15.0	Completed	Cash	Bangalo		
	01-01-2013/16:45 497389	Karthikeya	karthikeya.009@gmail.com	Normal	15.0	Completed	Cash	Hyderab		
	01-01-2013/17:22 497397	Madhusudana	madhusudana.eppeti@jda.com	Normal	15.0	Completed	Cash	Hyderaba		
	02-01-2013/09:52 497403	Ali	ali.nasir.rizvl@accenture.com	Normal	15.0	Completed	Cash	Bangalo		
	02-01-2013/10:59 497405	Manohar	manohar.shinde@db.com	Normal	0.0	Closed	Cash	Mumbai		
	02-01-2013/11:00 497406	Saurabh	saurabh m pandey@accenture.com	Normal	15.0	Completed	Cash	Pune		
	02-01-2013/11:30 497414	Savio	savio.thomas@rcap.co.in	Normal	10.0	Completed	Cash	Mumbai		
	02-01-2013/11:46 497427	Sekhar	smuddana@google.com	Normal	0.0	Completed	Cash	Hyderab		
)	02-01-2013/12:13 497442	rollvin	rollvin.maridas@lodhagroup.com	Normal	0.0	Completed	Cash	Mumbai		
Č.	02-01-2013/12:19 497445	Ekanta	pekanta@techmahindra.com	Normal	0.0	Completed	Cash	Kolkata		
2	02-01-2013/12:20 497446	Ranjith Guda	ranjith.guda@aricent.com	Normal	0.0	Closed	Cash	Bangalo		
3	02-01-2013/12:25 497449	rollvin	rollvin.maridas@lodhagroup.com	Normal	0.0	Completed	Cash	Mumbai		
\$	02-01-2013/12:28 497451	rollvin	rollvin.maridas@lodhagroup.com	Normal	0.0	Completed	Cash	Mumbai		
5	02-01-2013/12:40 497458	sualeha	sualekar@dc.ibm.com	Normal	15.0	Completed	Cash	Gurgaon		
3	02-01-2013/12:59 497465	subramaniam	subramaniam.h@aricent.com	Normal	0.0	Completed	Cash	Bangalo		
7	02-01-2013/13:03 497470	Prafulla Rawal	prafulla@google.com	Normal	0.0	Completed	Cash	Hyderab		
в	02-01-2013/13:04 497472	sunilkumar	sunilram@dc.ibm.com	Normal	15.0	Completed	Cash	Bangalo		
9	02-01-2013/13:24 497490	PAVAN	panayak@deloitte.com	Normal	15.0	Closed	Cash	Bangalo		
5	02-01-2013/13:45 497506	Arvind	arvindkmty@yahoo.com	Normal	15.0	Completed	Cash	Bangalo		
1	02-01-2013/14:05 497519	lavanya	lavanya.natarajan@accenture.com	Normal	15.0	Completed	Cash	Bangalo		
2	02-01-2013/14:20 497531	srikanth	srikanth.pc@accenture.com	Normal	15.0	Completed	Cash	Bangalo		
3	02-01-2013/14:26 497535	RAJITH	rajith@amazon.com	Normal	15.0	Completed	Cash	Bangalo		
1	02-01-2013/14:27 497536	Aruna	aruna@google.com	Normal	0.0	Completed	Cash	Hyderab		
5	02-01-2013/14:34 497538	srikanth	srikanth.pc@accenture.com	Normal	15.0	Completed	Cash	Bangalo		
5	02-01-2013/15:00 497561	Vijav	vijav.mesthri@anz.com	Normal	15.0	Completed	Cash	Bangalo		
7	02-01-2013/15:07 497569	prerna	prerna.v.nagpal@gmail.com	Normal	15.0	Closed	Cash	Bangalo		
3	02-01-2013/15:08 497572	Aldrin	aldrin.prasad@db.com	Normal	0.0	Closed	Cash	Mumbai		
9	02-01-2013/15:08 497573	Nagendra Subbaravappa	nagendra.subbarayappa@anz.com	Normal	15.0	Completed	Cash	Bangalo		
0	02-01-2013/15:13 497577	Taher	taher ali@gmail.com	Normal	15.0	Completed	Cash	Hyderab		
1	02-01-2013/15:13 497579	MANI	mani agarwal@accenture.com	Normal	15.0	Completed	Cash	Noida		
2	02-01-2013/15:16 497582	Subhasish	raths@anz.com	Normal	15.0	Completed	Cash	Bangalo		
3	02-01-2013/15:24 497596	RAHUL	rahul.t.jain@accenture.com	Normal	15.0	Completed	Cash	Noida		
4	02-01-2013/15:25 497597	nitin gupta	gnitin@juniper.net	Normal	15.0	Closed	Cash	Bangalo		
5	02-01-2013/15:26 497598	g v praveen	praveen.gorrela@accenture.com	Normal	15.0	Completed	Cash	Hyderab		
5	02-01-2013/15:38 497617	alok	ak00109426@techmahindra.com	Normal	0.0	Completed	Cash	Bangalo		
7	02-01-2013/15:40 497620	koushik	koushik.bhattacharjee@db.com	Normal	0.0	Closed	Cash	Mumbai		
3	02-01-2013/15:41 497621	Vinod	vk0093898.@techmahindra.com	Normal	0.0	Completed	Cash	Bangalo		
9	02-01-2013/15.43 497625	Thriveni	thriveni.m@gmail.com	Normal	0.0	Completed	Cash	Bangalo		
2	02-01-2013/15:44 497629	dayanand	transportdesk@aricent.com	Normal	0.0	Completed	Cash	Bangalo		
, I	02-01-2013/15:50 497639	suresh	g-suresh@emc.com	Normal	15.0	Closed	Cash	Bangalo		
	02-01-2013/15:50 497655		ranjits@google.com	Normal	0.0	Completed	Cash			
2		ranjit		Normal	15.0	Completed	Cash	Gurgaon		
3	02-01-2013/16:08 497665	singh	bhargav.singh@accenture.com					Bangalo		



SuperSeva TrakMail

TECHNOLOGY-POWERED TRANSFORMATION OF TRADITIONAL MAIL ROOM



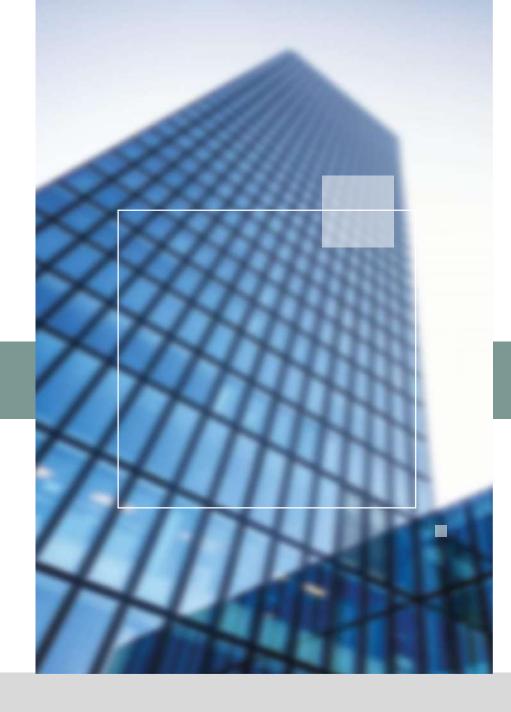




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Government & Liaison	Procurement Services	Operations & Project Support	✓ Finance Support
 <u>Corporate RTO / Passport / Visa</u> <u>Property Tax & Documentation</u> <u>Corporate Utility Bill Payments</u> <u>Import & Export Management</u> <u>EHS Certification</u> 	 <u>Sourcing & Procurement</u> <u>Management (Product & Services)</u> <u>Vendor Management</u> <u>Procure-to-Pay Management</u> <u>E-procurement</u> 	 IT Asset Store Management Enterprise Asset Management Software License Management Outsourced Operations Management 	 <u>Receivable & Payable</u> <u>Management</u> <u>E-Contract / E-Signing</u> <u>Management</u> <u>Vendor Payment Management</u> <u>Stamp Paper & Franking Solutions</u>





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