

# NEAR SHORE<sup>®</sup> PROCUREMENT SERVICES

Improving Direct and Indirect Procurement through expertise and high collaboration



## BUSINESS PROCESS OUTSOURCING SERVICES

Softtek offers services that combine effective use of IT and high performance process execution. The results are significant transaction and constant productivity improvements.

The Near Shore<sup>®</sup> model opens the possibility to globally outsource processes that require a high degree

of interaction amongst stakeholders. Softtek's BPO services include the following areas:

- Sourcing
- Procurement Services
- Contract Management

## SERVICES PROVIDED

### Procurement

- Source-to-Pay Cycle for Direct and Indirect across all spend categories.
- Supplier Management: Collect, manage, and regularly update supplier information associated with the Source-to-Pay cycle and subsequent invoices.
- Spend Analysis: Spend data extraction, validation, and normalization. Opportunity assessments to identify and quantify savings initiatives to be converted into tangible results.
- Contract Management: Support for contract creation and activation, amendment management, termination and/or renewal follow up.

### Finance and Accounting

- Accounts Payable: Invoice receipt and handling, Reconciliation and approvals, Internal and external service support.



Softtek is the obvious choice for Mexico-specific nearshore outsourcing, based both on its experience as well as its innovative and global approach to nearshore outsourcing.

Mexico Starts Its Offshore Services Engine,  
Forrester Research, Jan. 2007

## VALUE PROPOSITION

### Cost Savings

- Freeing up internal resources to focus on strategic sourcing.
- Reduced cost per transaction derived from process improvements.
- Increased usage of prefer suppliers reducing maverick spend.
- Increased cost savings by performing reverse auctions / negotiations.
- Reduced headcount by centralizing buying activities.

### Process Excellence & Sourcing Compliance Rigor

- Compliance of SLAs and Key Process Indicators: Cycle Time and Fulfillment
- Reduction on Outstanding Days Payable.
- Increased On-time payments that earn discounts.

### Per Transaction Based Pricing

- Flexibility to address substantial work variations
- Additional discounts with increased volumes
- No baseline fixed fees ("pay as you use")
- Productivity gains sharing

### Real Time Visibility at Each Step of the Process

Softtek is a global provider of IT and BPO Solutions; through its Near Shore® model provides top quality, cost efficient and non-India centric global outsourcing solutions.

## Near Shore® Procurement

### Services

- Source-to-Pay Cycle for Direct and Indirect
- Supplier Management
- Spend Analysis
- Contract Management

### Finance and Accounting

- Accounts Payable: Invoice receipt and handling, Reconciliation and approvals, Internal and external service support

### Value Proposition

- Cost Savings
- Process Excellence & Sourcing Compliance Rigor
- Per Transaction Based Pricing
- Real Time Visibility at Each Step of the Process

### Capabilities

- Global Coverage: Near Shore® advantages to serve US, Europe, Latin America and Asia
- Multilingual Capabilities
- High volume transaction support: +200K POs
- Over a billion US dollars spent on behalf of our clients
- More than 100 Trained/Certified procurement professionals
- ISO 9001:2000 certified
- Six Sigma Rigor and Process Competency: documented methodologies and standard processes that are repeatable and effective.



Softtek Purchasing Center  
the best thing going for us.

Global 50 Conglomerate, 2007



The purchasing center  
continues to do an outstanding  
job... I have been very pleased  
with their world class support.

Global 50 Conglomerate, 2007

## ABOUT SOFTTEK

Founded in 1982, Softtek is a global provider of process-driven IT solutions with 30 offices in North America, Latin America, Europe and Asia. With 12 Global Delivery Centers in the U.S., Mexico, China, Brazil, Argentina, Spain and India, Softtek helps improve time-to-business-solution, lower costs of existing applications, deliver better engineered and tested applications, and produce predictable outcomes for top-tier corporations in over 20 countries. Through on-site, on-shore and its trademarked Global Nearshore™ service delivery models, Softtek teams with CIOs to constantly increase the business value of IT. Softtek is the creator and a leader of the nearshore industry.

information@softtek.com  
(888) 763 8831  
softtek.com  
@softtek