Collabera is a global IT services company that provides business-centric, end-to-end Information Technology solutions. With over 4000 dedicated professionals, we serve 2000 clients globally in the Financial Services, Technology, Communications & Media, Manufacturing, Retail & Logistics industries.

One of the key value drivers for our clients is our global delivery model enabled by a global footprint of 22 Offices and 7 Development Centers. Our global delivery model leverages a multi-tier service delivery model with proven engagement methodologies, SEI CMMI Level 5 processes and global resourcing to maximize clients return on investment.

Our Enterprise Software Solutions Group, specializes in ERP Implementation, Integration, Optimization, Application Development and Knowledge Services. We design, deliver and manage business critical enterprise solutions to help our customers reduce cost, improve service and deploy strategy.

Collabera has invested significantly in developing best in class Technology Labs and Centers of Excellence (CoE) in order to maintain technology leadership. We have also developed key intellectual properties (IP) - encompassing leading industry solution frameworks and reusable components - which help us in achieving a quick turnaround of projects.

Quality is the nerve center for all thought and action at Collabera. We at Collabera believe that Quality is a culture and take great pains to make it our way of life. The impeccable customer retention record we have enjoyed over the years is the result of our commitment to Quality.

Collabera has maintained thought-leadership and has had a strong focus on key industry verticals, for over a decade. With our experience in implementing enterprise class technology solutions employing world class delivery methodologies, we are well positioned to deliver exceptional value in the Enterprise Solutions & Services market.

- 2000 Man-years of SAP project Experience
- Projects in over 12 major Industry segments
- Certified SAP NetWeaver® Solution
- Time - Tested Implementation Methodology
- World Class Infrastructure
- Global Visibility - Experience in four Continents
Introduction

Sovereign political entities involved in International Trade have their own set of rules and regulations. These regulations may be in the form of tariffs, customs duties, quantitative restrictions, exchange controls and local taxes. Extensive documentation, a characteristic of International trade’s procedures & processes is paramount to the smooth flow of goods and payments thereof, across national frontiers. The differing legal and monetary systems make the process more complex.

Needless to mention, the Indian Trade processes are very complex and time consuming. Imports into India are regulated by the provisions of Import Policy of the Government of India through the Policy of Industrial Licensing. The prevailing Acts and Regulations of Customs and Central Excise of India, enacted from time to time, also govern the movement of goods in and from India. Industrialists, importers, exporters and manufacturers, big and small are bogged down by these frequent radical changes directly affecting their systems. The Central Excise Act, Rules and Procedures, the CENVAT scheme, exemptions, problems of classifications and valuations, etc. and their associated plenitude of documents can prove to be quite a deterrent.

The Solution

It is the need of the hour for Indian Companies implementing SAP to have Add-on products that not only integrates with the main system but also get constantly updated based on the changing statutory regulations.

Collabera’s OptiSuite is the only package in India, which covers almost all the statutory requirements of the Indian Corporate. Comprising of seven modules, namely - Exports, Imports, Excise, VAT, Forms Tracking, Insurance and Employee Fund Manager, the OptiSuite stands out as the most efficient add-on solution to SAP, customized to handle the documentation and reporting requirements of Indian Business houses in the International trade scenario.

The OptiSuite EXPORTS module effectively handles all documentation requirements of the export sales of an organisation of any type and size. Every document pertaining to both pre-shipment and post-shipment phases are generated and maintained through this module. OptiSuite IMPORTS, customized for Indian requirements, meets the regulations stated in the Export - Import Policy of 2003 - 2008. OptiSuite EXCISE deals with the complex excise documentation system. While OptiSuite FORMS TRACKING is designed to track various concessional forms submitted to the Central Sales Tax authority, the OptiSuite INSURANCE addresses the Corporate’s requirements in Insurance & Claims management. OptiVAT module handles the tracking of vatable scenarios and generation of registers. ProActivate, the latest addition to the OptiSuite family, facilitates easy configuration and centralized management of Business Alerts.
The OptiSuite™ Solution Map

<table>
<thead>
<tr>
<th>Exports</th>
<th>Document Set</th>
<th>Letter of Credit</th>
<th>Container Tracking</th>
<th>Packing Credit</th>
<th>ECGC</th>
<th>Forex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imports</td>
<td>Import License</td>
<td>Letter of Credit</td>
<td>Document Set</td>
<td>Bill of Entry / Bond</td>
<td>Duty Drawback</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>Proposal</td>
<td>Policy</td>
<td>Endorsement</td>
<td>Declaration</td>
<td>Claims Management</td>
<td>Registers / Reports</td>
</tr>
<tr>
<td>VAT</td>
<td>Batch Update</td>
<td>Tax Returns</td>
<td>State Specific Forms</td>
<td>Reports</td>
<td>Registers</td>
<td></td>
</tr>
<tr>
<td>Excise</td>
<td>Purchase</td>
<td>Sales</td>
<td>Registers</td>
<td>Documents</td>
<td>Service Tax</td>
<td>MIS Reports</td>
</tr>
<tr>
<td>Forms Tracking</td>
<td>Forms</td>
<td>Octroi</td>
<td>Road Permit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Fund Manager</td>
<td>Provident Fund</td>
<td>Gratuity</td>
<td>Super-Annuation</td>
<td>Pension</td>
<td>Investments</td>
<td></td>
</tr>
</tbody>
</table>

Product Features

- Customisation as per client requirements
- Segregation with independent but highly maintainable and easily testable modules
- Seamless integration with relevant SAP modules
- Complies with SAP platform strategy
- No direct postings/updates to SAP Objects
- User-friendly screens
- High-level security through customizable authorization concept
- Installation does not overwrite or conflict with any custom developed objects
- Incorporation of best business practices
- Caters to a wide spectrum of industry segments
- End-User Centric user-interface design with extensive on-line help and emphasis on usability, learn ability and easy navigation.
- Ease in installation and application of upgrade patches
Integration

OptiSuite provides seamless integration between the modules as well as with SAP. The OptiSuite Exports module is linked with Imports module for export obligation commitment for availing benefits in imports. In Export based licenses, the export-related data and its history is linked with Imports. The process diagrams included under each module indicate as to how integration is achieved. Exports deals with the booking/blocking and utilisation of licenses having export obligation. Utilisation status of each license at any point of time is available in the form of reports. The Imports module refers to this information to check if the required export obligation has been met before proceeding with the import procedures.

OptiSuite does not post data directly to the SAP tables. Any such postings are done through the use of BAPIs or function modules provided by SAP.

OptiSuite functions are accessed from within the SAP menu. Once implemented, OptiSuite forms an integral part of the SAP thus reducing the learning curve of the end-users. This philosophy in system design and architecture eliminates the need for separate housekeeping procedures as in backups and other system maintenance activities.

Collabera’s OptiSuite is the ideal solution.
OptiSuite™ EXPORTS

OptiSuite EXPORTS is designed to cater to the documentation and reporting requirements of International trade. Elaborate customizing features have been provided so that this module can be tuned to meet the business requirements of any industry. The exports cycle starts with the generation of the export sales order in SAP. The export specific documents that need to be generated immediately after this stage can be printed by defaulting data either from the sales order, which is in SAP or from the LC document details that are captured in OptiSuite. In a similar way, documents can be generated defaulting data from either the delivery document or the billing document.

Blocking of licenses for future utilisation can be done after generating the delivery document. Utilisation or fulfillment of export obligation can be done after creation of the billing document in SAP.

OptiSuite EXPORTS integrates with the Sales & Distribution module of SAP.

Features

- Generates all export documents required for international trade
- Supports Letter of Credit shipments.
- Allows single or batch document printing
- Easy to use and customizable data entry screens.
- Maintains print action log for all export documents
- Tracks LC amendments
- License booking and utilization against exports obligation
- Exports Forward Contract - Booking and Cancellation
- Tracks Bank Guarantee
- Container tracking - Container Indenting, Arrival and Stuffing details are stored for extensive reporting purpose
- Handles Exports Packing Credit & transactions with Exports Credit Guarantee Corporation (ECGC)
- Financial accounting of additional charges / commission paid is consolidated and maintained
OptiSuite™ IMPORTS

OptiSuite IMPORTS is a software application developed to cater to the complex and myriad needs of Imports in the Indian scenario. The module simulates all the import transactions and indicates the declarations and duties required to import goods. The module takes data from SAP and processes documents.

The Imports process starts with the EXIM license application functionality. The module generates and maintains the Letter of Credit based on the purchase order details from SAP. The Document Set module is based on the purchase order created in SAP, which handles the Non-Negotiable documents sent by the vendor during shipment and Clearing Instructions to Customs House Agent (CHA). The Bill of Entry for home consumption is generated and customs notification and appraising is forwarded. Bill of Entry for warehousing, transferring and re-warehousing is generated from the system and the corresponding bond updation is also taken care by the module.

Features

- Detailed coverage of License processing - Application to DGFT, Receipt of License, Utilisation, Fulfillment of Export obligation, ARO, Invalidation, Revalidation of license and Enhancement of CIF value.
- Handles Advance License, EPCG & DEPB Licenses.
- Material and OptiSuite Material group wise Standard Input Output Norm (SION) and Tariff customization.
- Covers a full LC cycle - LC application, Receipt of LC from the Bank, Amendments, LC Acceptance and Retirement.
- Processes Single, Revolving, Sight, Usance, Foreign and Inland LC.
- Bank limit maintenance for LC application.
- Captures details of Non-negotiable Documents sent by the vendor.
- Provides the creation of Clearing Instructions to CHA and booking of LC against each Clearing Instructions.
- Supports Bill of Entry preparation for Home Consumption, Into Bond, Transfer Bond and Ex-Bond
- BoE module facilitates the calculation of customs duty using duty calculation procedures and License utilization
**OptiSuite™ EXCISE**

OptiSuite EXCISE caters to the documentation and statutory reporting requirements of Indian Central Excise. The scope of this module covers capturing of data necessary to generate the statutory registers and printing of all the relevant documents. This module also covers tracking and maintenance of bonds.

OptiSuite EXCISE deals with different statutory documents, which need to be printed at various stages of goods receipt and goods delivery i.e., from GR to excise invoice creation and Part(II) posting, which are to be presented to Excise authorities. It also tracks daily production, receipt and issue of raw materials and finished goods. OptiSuite Excise also deals with the printing of statutory return form of Service tax, Service tax Register and reports related with Service tax.

OptiSuite EXCISE integrates with the Sales and Purchase modules of SAP,

**Features**

- Generates, excise related, documents for international trade and for Deemed Export.
- Solution for printing of excise related statutory documents and registers for both units operating for Indian market & 100% EOU.
- Comprehensive system for tracking and maintenance of data.
- Output can be configured to meet different printer requirements.
- High-level security through Authorisation checks for the printing of all the documents.
- Addresses the Central Excise requirements.
- Printing of various registers and mandatory documents.
- Comprehensive tracking system for Bond details.
- Number generation facility for documents required to be printed serially.

![Diagram of OptiSuite EXCISE Integration](image-url)
OptiVAT™

OptiVAT is aimed at providing the user with a comprehensive solution for tackling the issues related to VAT compliance. It provides a cockpit for generating the VAT related forms and returns.

Features
etheus
- Tracking various Purchase types - Imports, Local and Inter state.
- Tracking various Sales types – Exports and Inter state.
- Tracking Stock Transfer
- Tracking Credit availed and utilization for a particular period
- Transaction for carrying out the Input credit utilization.
- Return processing
- Filing Tax Return (monthly or quarterly or yearly) - Net tax for a period is calculated. The user can enter Challan details.
- Provision for viewing input credit availed
- Purchase register with details of all types of purchases
- Sales register with details of all types of sales, including the sales tax, input credit and net tax
- Debit/Credit register with credit and debit memo details
- Report on Capital goods with balance credit availed.
- State specific return forms can be developed as per the requirement and provision is there for customizing the same.
- Highly integrated with the standard SAP modules

Deliverables – Forms, Registers & Reports
etheus
- Purchase and sales register.
- Stock transfer Register
- Debit / Credit register
- Capital Goods report
OptiSuite™ FORMS TRACKING

OptiSuite FORMS TRACKING provides an efficient method of tracking the various concessional forms, which are to be submitted to the Central Sales Tax Authorities to avail reduction in Sales Tax. The module can be extended to track and monitor other forms like Transit forms, Road Permits and Octroi forms. The product provides extensive analytical reports to supplement form-wise, customer-wise and period-wise details.

OptiSuite FORMS TRACKING module integrates with the Sales and Purchase modules of SAP.

Features
- Details of different concessional forms can be tracked in relation to the Sales Order, Purchase Order and Stock Transfer Order in the SAP System
- Form type and eligible customers are identified based on Tax code & Condition types
- Forms of any nature can be incorporated for tracking and monitoring purposes through Form Type customization
- Facility to issue multiple forms for a single invoice in Sales & Purchase (Partial Receipt of Forms)
- Facility to issue Forms in Advance with reference to purchase orders.
- Periodic reminders to the customers to issue the pending concessional forms can be sent as e-mail.
- Facility to provide Annexure to the vendor along with the form (as the form may not have enough space to enter details).
- Facility to track the Octroi forms
- Tracking of Transit forms and Road Permits
- Provision to estimate the liability incurred due to non-receipt of concessional forms
- Aging analysis can be done on forms that are due from customers
- Centralized access to ‘C’ Form registers incase of sales & purchase eases auditing efforts
OptiSuite™ INSURANCE

OptiSuite INSURANCE addresses the needs of business corporate in the areas of INSURANCE and CLAIMS MANAGEMENT. It covers and supports most types of insurance such as Marine Cargo, Fire, Motor, Cash, Employee Insurances etc. Incorporated in it are features that provide efficient management of all insurance related activities starting from filing the proposal to claims processing and settlement. It ensures data capturing and processing during the entire insurance life cycle. OptiSuite INSURANCE integrates with the SAP Standard modules like Sales, Purchase, Human Resource, Finance & Asset modules.

Features

- All the stages in Insurance and Claim Processing (Proposal, Policy Receipt, Policy Endorsement, Declaration, Claim Intimation, Claim Processing and Claims Administration) are handled by the module.
- Customization of Insurance Types, Policy types, Stages, Tabs, Covers, Add-on Risks, Premium rates and calculations, Address and Messages & Print Formats.
- Customizable location profiles for location based Insurance policies.
- Updating and Tracking of premium amount.
- Facility to store scanned images and documents.
- Provision to capture shipment details in Marine Insurance Policy.
- Posting Premiums & Settlement amount in SAP FICO.
- Tracking of Insurance claims and policies through different reports.
- Check list of documents to be submitted for lodging Insurance claim.
- Tracks insured materials, item-wise along with related Purchase/Delivery documents for each policy (Marine) and the pending amount under each policy.
- Print Forms such as Proposal Form, Endorsement Form, Declaration Form, Claim Intimation Form & Claim Form can be generated.
- E-Mailing Facility and Alerts are provided in Policy, Endorsement, Declaration & Settlement Stages to update the policy details such as Policy Expiry, Premium payment, Policy Consumed etc.

![OptiSuite Insurance Diagram]

**OptiSuite Insurance**

**Insurance Policies Handled**

- Marine Cargo Insurance
- Fire / Industrial Policies
  - Fire Policy, Machinery Breakdown, Engineering, Industrial All Risk, Boiler & Pressure Vessel, Electronic Equipment
- Personnel Policies
  - Personal Accident, Fidelity, Mediclaim, Workmen Compensation, etc
- Others
  - Cash, Motor, Burglary, Special Contingency, Public Liability

**Policy Stages**

- Proposal
- Policy
- Endorsement
- Declaration
- Claims Mgmt
EMPLOYEE FUND MANAGER™

OptiSuite™ EF Manager is a comprehensive add-on module, which assists exempt organizations (that have a separate trust) to manage and maintain Employee Provident Fund and Pension Fund.

On the Provident Fund front, it assists organizations to capture monthly contributions from both the Employee and the Employer. All the details are captured regarding transfer of accounts and withdrawals (non-refundable) and settlements against an account are monitored. Monthly and annual reports depicting Employee and Employers contributions will be furnished to EPFO and Annual statement for each account is generated for each member Employee. An added advantage is its tight integration with the HR module of SAP.

Pension Module in the EF Manager is designed and developed primarily for handling the Pension functionality of public sector Banks. Almost all sub-modules are enabled with dual control i.e. one officer will initiate an action and that action has to be confirmed by another officer.

Features

Provident Fund
- Captures monthly contributions of Employees’ and Employer.
- Calculates & credits annual interest accrued against each account.
- Tracks transfer in and transfer out of accounts.
- Tracks & monitors Withdrawals and Settlement against an account.
- Furnishes monthly and annual returns for presenting to EPFO.
- Furnishes monthly reports to the Trust.
- Issues Annual statements of EPF account to Individual Employee.

Benefits
- Addresses EPFO requirements.
- Reduces the paper work.
- Printing of various returns and reports.
- Comprehensive tracking of withdrawals and settlements details.
- Access restrictions to various transactions are built-in.

Reports
- Contribution Recovery List
- Withdrawal Report
- Settlement Report
- Annual Statements of Accounts.

Output Forms
- Form 2(IF).
- Form 3(IF).
- Form 4(PS).
- Form 5(PS).
- Form 7(PS).
- Form 8(PS).
Risk & Compliance Management through Automated Alerts

"ON-TIME" business decisions and actions require information to be transmitted to the right person at the right time. While it may not be possible to have all information transmitted for analysis and action all the time, availability of information on certain critical events could make a big difference.

ProActivate is a comprehensive add-on package for SAP, facilitating easy configuration and centralized management of alerts. ProActivate provides a comprehensive and easy user-interface for creation of Personalized Business Alerts. Alerts could be created for standard SAP transactions and processes with triggers for pre-defined events or changes to time / value related business information.

Features
- Facility for event driven and scheduled alerts
- Option of communication channels for alerts (SMS, email and fax)
- Facility to toggle Activation and De-activation of Alerts
- Customizable Alert Content
- Customizable Formula Builder
- Customizable Enhancements for Complex Conditions
- Interface for Configuring Multiple Internal & External Recipients
- User specific Alert Inbox
- Personalization and Subscription of Alerts
- Escalation Workflow
- Maintenance of User & Administrative logs
- Trigger alert from remote SAP instances

Benefits
- Realize the full potential of SAP system through faster responses
- User friendly, intuitive console for easy management of alerts
Implementation – Optimising OptiSuite™ to your Business requirements

From the knowledge and experience gained by executing and implementing several large-scale projects Collabera has devised its own product implementation methodology. Rapid Implementation Methodology (RIM), has the following phases and activities, which may vary depending on the nature of implementation. Our Product Consultants have implemented the products across a wide spectrum of Industry segments including Pharmaceuticals, Engineering, Consumer Products, Automobiles and Textiles. They have experience of implementing the solution, both at the time of ERP implementation, alongside major Implementation partners, or later.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Project Initiation</td>
<td>✓ Project &amp; Resource plan</td>
</tr>
<tr>
<td>✓ Product installation and configuration</td>
<td>✓ Project charter</td>
</tr>
<tr>
<td>✓ Functional Workshops &amp; Requirement gathering</td>
<td>✓ Project management standards and procedure</td>
</tr>
<tr>
<td>✓ Requirement analysis and review</td>
<td>✓ Installed and configured products at client site</td>
</tr>
<tr>
<td>✓ Requirement freezing and scope sign-off</td>
<td>✓ Base product installation sign off</td>
</tr>
<tr>
<td>✓ Finalization of Project Plan &amp; Resource Plan</td>
<td>✓ Detailed requirement list signed off by customer</td>
</tr>
<tr>
<td><strong>INCEPTION</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Technical Specification preparation</td>
<td>✓ Technical specifications for development</td>
</tr>
<tr>
<td>✓ Development</td>
<td>✓ Developed objects</td>
</tr>
<tr>
<td>✓ Test Plan preparation</td>
<td>✓ Unit test plans and results</td>
</tr>
<tr>
<td>✓ Unit Testing &amp; Integration Testing</td>
<td>✓ Final configuration of the product</td>
</tr>
<tr>
<td>✓ Final configuration / setup</td>
<td>✓ Integration test plan and results</td>
</tr>
<tr>
<td><strong>CONSTRUCTION</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Technical documentation and User Manuals preparation</td>
<td>✓ Technical documentation and User Manuals preparation</td>
</tr>
<tr>
<td>✓ End-user Training</td>
<td>✓ Tested Software</td>
</tr>
<tr>
<td>✓ Final Sign-off</td>
<td>✓ Sign-off document</td>
</tr>
<tr>
<td>✓ Go live preparation and support</td>
<td>✓ Cut over strategy</td>
</tr>
<tr>
<td><strong>TRANSITION</strong></td>
<td>✓ Procedure for support after go live</td>
</tr>
</tbody>
</table>

**Collabera**

Value. Accelerated.
Maintenance & Support services

Product support, maintenance, enhancements and upgrades are available to OptiSuite Customers through the product AMC. Support activities are primarily managed by a team of dedicated product consultants manning the Help Desk at our Development & Support Center. Queries & Support requests from customers are registered and tracked using a web-based Help-Desk portal, thus facilitating transparency of the issue resolution process. Help Desk consultants respond to these registered queries, working well within the stipulated / published Service Levels, thus ensuring the highest degree of responsiveness to the customer’s business exigencies.