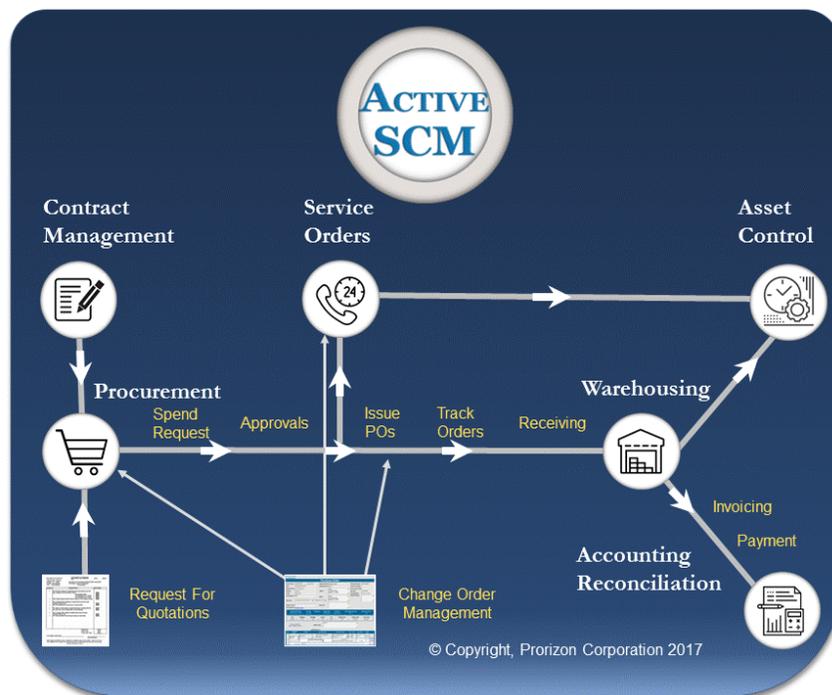


## Prorizon Service Features Overview

### Prorizon Services Overview:

Prorizon Corporation currently supports procurement, asset control and warehousing in more than 30 countries around the world. The service includes a web-based End-To-End strategic tool called Active Supply Chain Management (Active SCM). It's capable of providing Vendor Alignment, Client Order Fulfillment, Service Request processing, Demand Management, Receiving/Warehousing support and Asset Lifecycle tracking. It can tie in third-party systems to allow warehouse inventory event tracking, invoice reconciliation and payment confirmation.



### Service Listing:

#### Procurement System Setup:

- ❖ Establish Customer's partition to the Internet portion of the Active SCM system for access 24 hours a day, 7 days a week (excluding maintenance down time)
- ❖ Set up security protocols
- ❖ Implement user profiles
- ❖ Install foreign currency exchange rate routines for new countries

- ❖ Create electronic catalog
- ❖ Upload pricing data
- ❖ Establish workflow approval routing for all order classifications
- ❖ Create new "Ship To" and vendor "Bill To" entries
- ❖ Implement all Profit Centers and WBS accounting codes
- ❖ Systems test Internet partition
- ❖ Train users for on order entry, approvals, and receipt
- ❖ Prepare CPA's in each country for processing a new Customer
- ❖ Establish payment procedures for vendors in countries where customer has no legal entity
- ❖ Implement systems interfaces to HR, A/P, G/L and Help Desk systems as appropriate

## Procurement Specialist Support:

- ❖ Coordinate obtaining quotes and verifying their accuracy
- ❖ Facilitate Customer order entry, approval and receipt process
- ❖ Locate specialty items for purchase
- ❖ Ensure orders are properly translated into correct currencies
- ❖ Issue PO's to local vendors
- ❖ Track order deliveries
- ❖ Resolve back order problems
- ❖ Ensure ordered items are received by the SDC's and all asset tags and serial numbers are correctly entered
- ❖ Follow through to ensure in-country CPA's enter invoice and payment data in a timely manner
- ❖ Provide standard reports to Finance, Asset Management and the Service Delivery Managers
- ❖ Perform vendor liaison activities
- ❖ Provide International Customs Logistics between manufacturer, shipper, Customs, Customs Broker and delivery entity
- ❖ Translate documents from Spanish or Portuguese to English and vice-versa
- ❖ Resolve Dead On Arrival ("DOA") ordered items
- ❖ Coordinate obtaining Return Merchandise Authorizations

## Procurement Monthly Recurring Services:

### IT Programming and Security personnel:

- ❖ Maintain Customer's partition to the Internet portion of the Active SCM system for access 24 hours a day, 7 days a week (excluding maintenance down time)
- ❖ Maintain interfaces to Customer systems
- ❖ Install periodic catalog changes
- ❖ Refresh Customer's global pricing in catalogs
- ❖ Maintain Internet firewalls
- ❖ Ensure security protocols
- ❖ Maintain user profiles
- ❖ Maintain foreign currency exchange rates for each country
- ❖ Maintain workflow approval routing for all order classifications
- ❖ Maintain "Ship To" and vendor "Bill To" data
- ❖ Maintain Profit Centers and WBS accounting codes

- ❖ Provide new screen functionality general in 1 to 10 business days (project development is not included)
- ❖ Resolve any data discrepancies
- ❖ Provide issue escalation response

#### Procurement personnel:

- ❖ Perform quality control on system processes and data collected
- ❖ Resolve Customer, SDC or SDM concerns on weekly issues log
- ❖ Locate alternative or more competitive suppliers
- ❖ Obtain competitive quotes per Customer guidelines
- ❖ Design and work with IT to run ad hoc and permanent reports
- ❖ Coordinate use of third-party and contract labor
- ❖ Review vendor contracts
- ❖ Ensure Lines of Service accept contracts
- ❖ Facilitate in-country accounting managers sign contracts

#### Accounting & Reconciliation Monthly Recurring Services:

##### IT Programming and Security personnel:

- ❖ Maintain Profit Centers and WBS accounting codes
- ❖ Provide accounting reports to in-country CPA's and US Finance

##### Procurement personnel:

- ❖ Help resolve catalog and order amount discrepancies
- ❖ Ensure vendors are paid in timely manner
- ❖ Implement new vendor relationships
- ❖ Resolve issues between vendor and Customer
- ❖ Facilitate vendor wire transfers as needed

#### Asset Receiving Monthly Recurring Services:

##### IT Programming and Security personnel:

- ❖ Asset tracking reports
- ❖ Asset refresh reports
- ❖ Asset valuation reports

## Procurement personnel:

- ❖ Coordinate asset disposal
- ❖ Coordinate asset disposal with one-off vendors
- ❖ Assist in determining asset values
- ❖ Assist in refresh planning
- ❖ Assist in transition of assets

## 3PL Warehousing System Setup:

- ❖ Establish Customer's partition to the Internet portion of the Active SCM system for access 24 hours a day, 7 days a week (excluding maintenance down time)
- ❖ Set up security protocols (system and operational)
- ❖ Implement user profiles
- ❖ Site survey warehouses
- ❖ Finalize all warehouse operational procedures related to receiving, stocking and picking
- ❖ Establish electronic catalog
- ❖ Absorb warehouse personnel on to Prorizon payroll
- ❖ Install state-of-the-art scanners and customize scanning applications to meet Customer requirements
- ❖ Transform warehouse and offsite locations
- ❖ Establish bin locations
- ❖ Baseline all warehouses (and offsite locations as appropriate)
- ❖ Establish workflow approval routing for all pick order classifications
- ❖ Create new system "Ship To" locations
- ❖ Implement all Profit Centers and WBS accounting codes
- ❖ Systems test Internet partition
- ❖ Train users for on order entry, approvals, and pick requests (includes DOA and RMA processes)
- ❖ Implement systems interfaces to A/P, G/L, Asset Mgmt and Help Desk systems as appropriate

## Warehousing Monthly Recurring Services:

### IT Programming and Security personnel:

- ❖ Maintain Customer's partition to the Internet portion of the Active SCM system for access 24 hours a day, 7 days a week (excluding maintenance down time)
- ❖ Maintain interfaces to Customer systems
- ❖ Install periodic catalog changes
- ❖ Refresh Customer's pricing in catalogs
- ❖ Maintain Internet firewalls
- ❖ Ensure security protocols
- ❖ Maintain user profiles
- ❖ Maintain foreign currency exchange rates for each country
- ❖ Maintain workflow approval routing for all order classifications
- ❖ Maintain "Ship To" and vendor "Bill To" data
- ❖ Maintain Profit Centers and WBS accounting codes
- ❖ Provide new screen functionality general in 1 to 10 business days (project development is not included)

# Active Supply Chain Management

Customer's worldwide trust Prorizon's  
Procurement and Warehousing Operations



- ❖ Resolve any data discrepancies
- ❖ Provide issue escalation response

## Warehousing personnel:

- ❖ Perform quality control on system processes and data collected
- ❖ Resolve Customer, SDC or SDM concerns on weekly issues log
- ❖ Establish "Returns Processes" to manage returns to lessor, disposal of EOL equipment and/or remarketing of usable equipment
- ❖ Establish data destruction protocols and processes (includes wiping or shredding magnetic media)
- ❖ Design and work with IT to run ad hoc and permanent reports
- ❖ Coordinate use of third-party and contract labor
- ❖ Implement "Drop Ship" protocols
- ❖ Setup receiving procedures to automatically generate warranty contracts or POP (Period of Performance) tracking

Since 1999, Prorizon has supported Fortune 500 customers around the world.

Today, Prorizon has earned the position of trusted advisor for some of the largest companies on the planet and we look forward to having an opportunity to be one for you as well.

After review of this overview, please feel free to contact us with any questions or opportunities you may have.

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Thank you for your interest in Prorizon!