



Branch Supplies Procurement

Streamline Purchasing Processes and Save Money

Consistent economic pressures have led many businesses to look for ways to continually control expenses. Fiserv is no different. Our rapid growth through acquisitions required us to analyze our procurement processes and develop best practices. Now you can benefit from what we've learned.

Working with Fiserv, you can implement best practices into your procurement process to save costs and increase efficiency.

At Fiserv, our expertise in procurement was born out of our own need to control costs and make sound purchasing decisions. We now offer clients an opportunity to work with us to improve their procurement processes.

In our work with clients, we have observed that most organizations don't have specific individuals dedicated to the procurement process, and purchasing decisions often are generated at the branch level, leading to duplication of vendors and process. Furthermore, most organizations are transactional rather than strategically focused. And very few organizations have good baselines for category purchases.

What We Do

Fiserv will work with you to clearly establish organizational goals and objectives to reduce procurement costs. Through a five-step process, we will:

- Analyze your current spending patterns and create a baseline of factual spend data
- Develop a savings strategy based on Fiserv market pricing and other vendor data options
- Develop an implementation plan for our recommendations
- Assist in a successful implementation
- Provide ongoing validation reports on actual results of the recommendations
- Continue to look for additional areas to assist in both savings and process improvements

Step-by-Step Engagement

Throughout our five-step process, we will work with you to reveal and attend to areas of improvement. Although there are specific actions that you will need to perform, it is our intent to help you get results with very little resource allocation to the project.

Fiserv is driving innovation in Payments, Processing Services, Risk & Compliance, Customer & Channel Management and Insights & Optimization. Our solutions help clients deliver financial services at the speed of life to enhance the way people live and work today. Visit fiserv.com and fiserv.com/speed to learn more.

Step 1: Due Diligence/Data Collection –

We scan current invoice data for the analysis process, including a representative sampling of each category of invoices. Products include:

- Office supplies
- Paper
- Toners
- Bank supplies
- Computer supplies
- Janitorial supplies
- Breakroom supplies
- Ergonomic products
- Printed materials
- Filing supplies
- Operational forms
- Furniture
- Branded merchandise
- Managed print services
- Equipment, such as check scanners and signature pads
- Loan coupons
- On demand digital print

Step 2: Analysis –

We type all scanned invoice data into spreadsheets and consolidate all usage data into workable files by category. We identify trends and baseline common usage, and we compare your history to Fiserv and/or market pricing to create a savings baseline. Then we present findings to you for final strategy approval.

Step 3: Implementation Plan

Development –We create an implementation project plan based on recommendations and client acceptance and provide a finalized implementation project outline.

Step 4: Implementation/Go Live –

Rollout begins. We organize weekly status conference calls for plan status and accountability. Each week, we'll send out detailed follow-up notes to all team members. We'll measure and adhere to milestones for each phase of the implementation.

Step 5: Validation –

On a monthly basis, we'll provide savings reports and improvement recommendations, as well as review and share best practices of all Fiserv clients. We'll also explore potential expansion areas.

Connect With Us

For more information about a consulting engagement for your procurement processes, call 800-872-7882, email getsolutions@fiserv.com or visit www.fiserv.com.



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