



**Bringing Outsourcing Services to New Heights**

“Outsourcing represents one of the most important management trends of our time”  
**Gartner Group / Dataquest**

### **What is Outsourcing?**

Outsourcing can be defined as the strategic use of outside resources to perform business functions normally managed by internal staff.

### **Why ADEC?**

ADEC's outsourcing solutions offer tangible, practical benefits to your business and your bottom line. ADEC provides customized solutions for companies based on years of proven performance. Our customers, as a result of utilizing our BPO services, enjoy a 35%-50% reduction in cost, reduced risk and an unmatched quality of service.

### **Why Today's Successful Companies Outsource**

Outsourcing some or all of your non-core business functions not only saves you money, but can significantly improve service levels to upwards of 99% and position resources towards initiatives that generate profitable growth. As a result, companies are able to surpass their competitors who remain tied down by inefficient, rigid systems.

Taking advantage of ADEC Solutions' world-class business methodologies enables you to focus on your core competencies, while reducing your risk through secure, reliable processes, thus establishing new levels of a successful business.

### **About ADEC Solutions**

ADEC Solutions, part of the ADEC Group is a proven market performer in providing customized outsourcing solutions worldwide to businesses looking to have greater efficiencies. With ADEC's deep industry knowledge and extensive experience in onshore and offshore outsourcing, ADEC is committed to delivering seamless, innovative solutions that are scalable, efficient and cost effective.

ADEC Solutions is a process-based organization, providing back office functionality. We tailor our approach to understand, adopt and provide efficiencies to our client's processes, regardless of their architecture. ADEC also has the capability to train over 300 people per day in order to support any large scale project initiative. ADEC's dedicated personnel are hired and trained to meet a particular project's requirements and to bring the resources needed to any customized solution. Our process modeling and process focus enables ADEC to react quickly and effectively to the specifications of any project.

With over 5,000 personnel worldwide and delivery centers in the United States, Australia, Philippines and China, ADEC Solutions is able to meet and exceed the expectation of our clients.





## The ADEC Solutions Value

ADEC Solutions is unique in the level of choices that we offer. Our end-to-end Business Process Outsourcing (BPO) solutions are designed to allow our clients the option of using any combination of our services, or the complete package to cater to individual needs. ADEC Solutions has the right people, skills, processes and technology to offer any business immediate value.

## ADEC SOLUTIONS PLATFORM

### Accounting Solutions

- General Accounting Services
- Bank Statement Reconciliation
- Financial Analysis
- Records Management
- Accounts Payable-Vendor
- Invoice Tracking & Bill Payment
- Accounts Receivable - Customer
- Invoice Billing - Commissions Calculations
- General Ledger
- Cash Flow Statements
- Financial Reporting
- Depreciation & Amortizations Schedules
- Ratio Analysis
- Budgeting and Forecasting
- Treasury & Risk Management
- International Recruiting
- Worldwide Coverage

### Finance Solutions

- Purchase Orders & Entry
- Escrow and Accounts Reconciliation
- Coding and Data Input
- Rebate/Refund Processing
- Web Appraisal Review/Approval
- Appraisal Analysis
- Loans & Claims Processing
- Credit Card Applications

### Carbon Solutions

*Climate change obligations facing your business...how prepared are you?*

- Carbon Asset Management
- Carbon Mapping
- Carbon Data Collection
- Online Carbon Data Retrieval
- Carbon Footprint
  - GHG Tracking
  - GHG Track Software
- Carbon Trading
- Forecasting
- Life Cycle Assessment
- Consulting
- Sustainability Reporting
- Assessment Criteria
- Energy Efficiency
- Regulatory Compliance
- Green Real Estate

### BPM Solutions

- Workflow & Process Analysis
- Software Utilization Review
- Unified Process Automation and Workflow Model
- Robust Process Monitoring & Simulation
- State Management
- Process Optimization
- Nested Model Support
- Concurrent Model Support

### Data Solutions

*ADEC's ability to streamline content management increases the efficiency of business-critical document workflow.*

- Document Management
  - Data Collection
  - Data Processing
  - Electronic Repository
  - Data Storage and Retrieval
  - Online Image Retrieval
- Archiving and Retrieval
- Document Digitization
- Customized Systems
- Scanning Services
- Output Management
- Specialist Services
- Voice-to-Text Services

### Logistics Solutions

- Online Package Processing
- Online Logistics Invoicing
- Fleet Card Management
- Invoice Processing
- Imaging of Airway Bills
- Freight Bill Processing
- Remote Parcel Measuring
- Weight Reconciliation

## ADEC Solutions Platform

Accounting Solutions

Data Solutions

Administrative Solutions

Finance Solutions

Legal Solutions

Carbon Solutions

BPM Solutions

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