



## **EDI GUIDE FOR ACTURIS USERS**

### **Now you have been switched on**

Please use your EDI capability whenever possible. Sabre does not accept manual business from Agents with EDI Systems, unless there are exceptional circumstances, for example: - a refer case which cannot be quoted on your system.

### **Submission**

Please be aware that Insurers need to adhere to strict timescales for submission of data in order to meet targets set by the MIIC for the Motor Insurers Database. Whilst Acturis are responsible for the transit of data from your system to Sabre, if you are aware of any problem with your software that may result in a delay in sending business to Sabre, please inform us.

### **Storage of Documentation**

You must keep the new business proposal form, a copy of the original quotation, cover note(s) if issued, NCD proof, copy of driving licence and any other relevant documentation. The use of optical disk or other storage media is usually acceptable to us, but prior agreement must be sought before any documentation is destroyed.

The documentation must be kept available for audit purposes. All papers must be kept for at least two years after the policy has been cancelled/lapsed.

### **Access to Documentation**

Access to documentation must be available to us, or an authorised third party for audit purposes whenever required.

There may be instances where we require the original new business documentation to be submitted to our office or handed to an authorised third party. Any requested papers must be readily available.

### **Schemes**

Sabre Non Standard (Annual Business only)

Sabre 7.5% (Annual Business only)

The above schemes are available on the Acturis system for new business and mid term adjustments, (including cancellations) with Point of Sale Documentation.

### **New Business**

- Policy term must be 12 months for all policies
- New Business & continuation cover notes are available.
- Please retain all documentation.



- If the risk has been referred to us for a quotation, please override the premium and enter the quotation reference in the quote reference field. Please note that excesses cannot be overridden.

### **Mid Term Adjustments**

- PLEASE DO NOT SEND PAPERWORK to Sabre, unless there is a query on a transaction, which has already been transmitted to Sabre, or you are unable to process the change. All paperwork should be retained in your office with the new business documentation in case of a query or claim.
- Please note temporary mid term adjustments are not available at present. Please contact the Sabre Underwriting Department if cover is required for a Temporary Additional Driver or Vehicle. Temporary Substitution of vehicles is not available.

### **Cancellations**

#### **Cooling Off Period**

If the policyholder requests cancellation within 14 days of receipt of full documentation following inception of a new business or renewal, this will be treated as a right to cancel with small charge of £25 + IPT applying for the period on cover.

#### **Cancellation Calculation**

A pro rata charge for the period on cover, plus £50.00, will apply following any request for cancellation.

### **Renewals**

Renewals will be issued in the form of a paper renewal invitation. If renewal is required, please copy the record across to create a new business record in order that EDI functionality is retained. Sabre will honour the renewal premium subject to no changes to the risk details.

### **Other Points**

- If you require policy wordings, these can be downloaded from [www.sabre.co.uk](http://www.sabre.co.uk)
- If you are having any problems with the Acturis software, please keep us informed, we may be able to help.
- If the premium is to be paid by credit card, a payment form must be completed and submitted via [www.sabre.co.uk](http://www.sabre.co.uk) or the details phoned through to Sabre on 01306 747261.
- Green Cards – Please contact Sabre 10 working days before travel date if a Green Card is required.



### Contacts - Technical Queries

Contact	Telephone/Fax	Email
Electronic Trading Queries	Tel: 01306 747276 Fax: 01306 501111	<a href="mailto:electronictrading@sabre.co.uk">electronictrading@sabre.co.uk</a>
General Underwriting Queries	Tel: 0330 024 4699 Fax: 0330 024 4698	<a href="mailto:underwriting@sabre.co.uk">underwriting@sabre.co.uk</a>

*Call costs may vary depending on your service provider. If phoning from a mobile please check with your mobile operator. All our calls are recorded for training purposes.*