



EDI GUIDE FOR OPEN GI 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.

Frequency of Transmission

New business, mid term adjustments and renewals processed by your Agency MUST BE TRANSMITTED DAILY. 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.

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 or 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.

The following transactions can be sent to Sabre via EDI Transmission:

New business
Permanent Mid-term adjustments
Temporary Additional Vehicles
Temporary Additional Drivers
Renewal confirmation or Lapse
Cancellations
Not Taken Up Policies
Late Notification accidents/convictions

Schemes

- **SAFC** - Sabre Non Standard
- **SA75** - Sabre 7.5%



New Business

- 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.

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.

Cancellations

Please note cancellation refunds will be calculated by the Open GI system. Please ensure that you check that you have not been advised of claims during the current period before passing the refund to the client

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

Electronic renewal invitations will be sent for all full cycle EDI policies 28 days prior to renewal date. If you have not received a renewal invitation or have a renewal exception, please check the Renewal Exception Report which is generated by your system on a daily basis before contacting Sabre.

Other Points

- If you require policy wordings, these can be downloaded from www.sabre.co.uk
- If you are having any problems with the Open GI 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 to be completed and submitted via 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	Tel: 01306 747276 Fax: 01306 501111	electronictrading@sabre.co.uk
Underwriting	Tel: 0330 024 4699 Fax: 0330 024 4698	underwriting@sabre.co.uk

*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.*