



## **EDI GUIDE FOR SSP 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 system failure. Please note any manual cases incepted before your agency was activated for EDI, should be transferred to Full Cycle at renewal by setting up a new business. Under these circumstances Sabre will match the premium as invited on the Sabre Renewal Notice, subject to the risk details being unchanged.

### **Frequency of Transmission**

Any new business, mid term adjustment, or renewal, 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 / 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 SSP Pure system for new business, mid-term adjustments and cancellations/lapses 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 copies of all documentation.
- Referral Override is currently not available



- If the risk has been referred to us for a quotation, please override the premium to the amount quoted by using the Premium Override and ensure that the reference is entered in the quote reference field

### **Mid Term Adjustments**

- Please do not send paperwork to us unless there is a query on a transaction that 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. In event that a temporary MTA is requested outside Sabre's opening hours, please fax details of the change to the Underwriting dept. (see Contacts section at the end of this document for further information)

### **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**

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](http://www.sabre.co.uk)
- If you are having any problems with the SSP Pure software, please keep us informed we may be able to help.
- The Premium Override facility is available for New Business and Mid Term Adjustments
- Audit Reports are not available on SSP Pure system
- If the premium is to be paid by credit card, a payment form must to 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	Tel: 01306 747276 Fax: 01306 501111	<a href="mailto:electronictrading@sabre.co.uk">electronictrading@sabre.co.uk</a>
Underwriting	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.*