



## EDI GUIDE FOR CDL CV USERS

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

Please use your EDI capability whenever possible. Sabre does not accept manual business from Agents with Full Cycle EDI Systems, unless there are exceptional circumstances, for example: - a system failure.

### **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.

To assist us in meeting these targets, please ensure that Program 95L is run on a daily basis to ensure that EDI lapse notifications are transmitted promptly.

### **Storage of Documentation**

You must keep the new business proposal form, a copy of the original quotation (P82 or P39a print out), 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.

### **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 & Drivers  
Renewal Confirmation or Lapse  
Cancellation

### **Scheme Codes**

- SB – Sabre CV

### **New Business**

- Please retain all documentation.
- Business & continuation cover notes are available.
- If the risk has been referred to us for a quotation, please override the premium and/or excess to the amount quoted and ensure that the reference is entered 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.

### **Renewals**

- Renewal invitations are at present issued by Sabre, in the form of a paper document. If renewed with Sabre, the policy needs to be confirmed on your CDL system and point of sale documentation produced. If the policy is not renewed within 1 day the policy will auto-lapse when Program 95L is run on your system.

### **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

### **Other Points**

- Please note Sabre debit your account upon receipt of a new business message.
- Please submit cover note and EDI policy number audits on a monthly basis.
- If you have any problems or questions please give us a call – we will always try to help.
- If you require policy wordings these can be downloaded from [www.sabre.co.uk](http://www.sabre.co.uk)
- 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 - Queries**

<b>Contact</b>	<b>Telephone/Fax</b>	<b>Email</b>
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.*