VeroEdge Packages Quick Reference Guide

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Getting started

Accessing VeroEdge
Follow the normal process to access an insurers policy platform. The product code for VeroEdge Business Insurance is **VEROSME** (formerly SUNSME in E2).

Transitional actions	Can do	Can't do
Start a quote	• use E2 before 14 August • use VeroEdge from 14 August	• use E2 from 14 August • use VeroEdge before 14 August
Complete or bind an E2 quote	• after 14 August within the normal 30 day quote validity period	• after 14 August outside the normal 30 day validity period
Set E2 policy term	• through backdating or extension, have a policy term in E2 until 16 November 2018	• through backdating or extension, have a policy term in E2 beyond 16 November 2018

Quotes and new business

Quick quote

1. Insured name and address will be auto filled from your BMS
2. Select and complete desired covers for the policy
3. Answer any underwriting and special acceptance questions
4. Click **Validate** or **Calculate** to check acceptability.
5. **Return to BMS** to save the quote

Bind new business

1. Find quote in your BMS
2. Convert to a policy as per your current process
3. Answer mandatory acceptance details on **Completion** page if not yet completed
4. **Validate** or **Calculate** to check acceptability
5. **Return to BMS** to finalise the binding process

Renewals and transitional key dates

- Eligible Vero policies with due dates from 2 October 2017 and beyond will automatically transition to VeroEdge as a Sunrise import. If a policy is not currently on Sunrise but is deemed:
  - Sunrise eligible, the renewal will be imported onto VeroEdge
  - Sunrise ineligible, the renewal notice will be emailed to your office.
- Due to the change to VeroEdge or to new product wording, you may be required to provide information to allow certain policies to transition to VeroEdge. A Vero representative will contact you as part of the renewal review process.
- To signify a policy has transitioned, the policy prefix will change:

  SME & SMX: SPX
  SMT: SPT
  SMK: SPK
  NFP: SPK (NB Not for Profit liability policies are not eligible for VeroEdge)

- Once a policy on a Vero in-house product (Vero Business Insurance, Vero Professional Services, etc.) has transitioned to the new policy prefix, the new PDS for that in-house product will apply (cluster group and scheme wordings excluded).
- Current Sunrise policies with an SM* prefix will continue to be maintained in E2 until they transition to VeroEdge on renewal.
- Ebix renewal reporting will not be available in the first year of renewals. A transitional import reporting process will be implemented.

Navigating VeroEdge

Navigation Menu

Policy
Policy Type, Account , Occupation Search, Business Description, Annual Turnover, Primary Business Address, Holding Insurer and Special Acceptance questions.

Property Risks
Add the Situation Address and Property Items of cover such as Construction Materials, Property Damage, Theft, Money, Glass.

Business Interruption
Cover Type, Annual Turnover.

Liability
Liability, Management Liability and Employee Dishonesty items of cover, Annual Turnover, Driver Risk, Special Acceptance questions.

Equipment Breakdown/Machinery Breakdown with sub-cover of Electronic Equipment
This option is dynamic based on the policy type. Insured Amounts, Air conditioning machinery, Deterioration of Stock, Restoration of Computer Data, Increased Cost of Working.

Other Covers
Portable and Valuable Items, Goods in Transit, Tax Probe, Cover Type, Annual Turnover and Special Acceptance questions.

Commercial Motor
Add vehicles to be insured and any special acceptance questions.

Insured
Add additional insured names or edit, Stamp Duty exemption, Qantas Business Rewards number, Primary Business Address.

Interested Parties/Endorsements
Add interested parties or endorsements.

Documents
1. Policy
Policy documentation for the insured is attached on this screen once a new business transaction is complete.

2. Attachments
Attachments may be added onto quote/policy here.

Referral Messages
This is where broker contact information, referral comments, history of transactions are entered and tracked.

Premium
Premium breakdown of transaction charges, policy term totals and policy term charges including GST.

Completion
This is one of the most important screens as you are binding your client to the Vero Packages policy terms and conditions.

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Policy Details Vero Packages

Policy No.	Quote Ref.	Mode	Stage	Status	Term Start	Term End	Effective
IDP010000217	QTE005785001	Incomplete	Quote	Acceptable	18/07/2017	18/07/2018	18/07/2017

Gross Premium $1,462.35
Calculate

Policy
Property Risks
   Level 37 266 GEORGE Street Bris ...
Business Interruption
Liability
   Liability
   Management Liability
Equipment Breakdown
Other covers
   Portable and Valuable Items
   Goods In Transit
   Tax Probe
Commercial Motor
Insured
   Insured Name
   Address
Interested parties
Endorsements
Documents
   Documents
   Attachments
Referral messages
Premium
Completion

Validate
Suspend
Cancel
Return to BMS

Policy details

Policy type
Vero Business Insurance

Account
AUSSIE MENS 2 INDEPENDENT BDM (600083481)

Occupation
Accounting service (693201)

Occupation search

Business description
Accounting service

Annual turnover
$500,000

Primary business address
Level 37 266 GEORGE Street Brisbane City QLD 4000

Address search

Has the business or any owner, director, partner or officer of the business sustained more than 3 losses, or had losses totalling more than $5,000 in the last 3 years, for those covers to be insured by this policy?
No

Holding insurer

Previous   Next

Calculate Button

Gross Premium: Shows Gross Premium.

Calculate: Makes a call to our Pricing Engine for a Premium.

Header Bar

Policy Number: Starts with IDP prefix and changes to SP* prefix once NB validation complete. An IDP reference number means it is not yet a policy.

Quote Ref: Starts with IDP prefix and changes to QTE once validated.

Mode: Shows the status of the policy contract. Valid values are: Incomplete (QTE to CVN), Finalised (SP*), Abandoned (QTE, CVN, SP*).

Stage: Shows the status of the policy lifecycle. Valid values are: Quote, New Business, Policy, Alteration, Amendment, Cancellation and Lapse.

Status: Shows the status of the transaction being processed or viewed. Valid values are: Draft, Acceptable, Declined, Referral Required, More Information Required.

Term Start: Shows the start date of the Policy contract.

Term End: Shows end date of the Policy contract.

Effective date: is the date this transaction takes effect.

Key buttons on screen

Validate
This button validates in VeroEdge and provides real time call to the Vero policy system. It saves your quote information in VeroEdge and to the policy system, as well as flag any mandatory fields not completed on screen. It flags any referral conditions that may require more information.

Suspend
The suspend button allows you to temporarily puts on hold any transaction without losing the quote information entered to the point of suspending.

Cancel
This button allows you to cancel the current transaction, taking you back to your Broker Management System, without saving.

Return to BMS
This button returns you to your Broker Management System to save/ continue your transaction.