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1. Introduction

This User Guide has been developed to support brokers in gaining access to the full range of products available through SSP Marketplace. This document gives an overview of the products available and provides a step-by-step walkthrough of how they can be switched on.

2. Manual Products (Email Service)

The following is a summary of new and existing SSP Marketplace products that can be traded electronically via email with an accompanying market presentation:

- All Risks (WAR)
- Business Interruption (WBI)
- Caravan (WCA)
- Commercial Legal Expenses (WCI)
- Contract Works (WCW)
- Contractors All Risks (WCR)
- Cyber Liability (WCB)
- Employee Accident & Sickness (WEA)
- Employee Personal Accident (WMP)
- Employee Travel – Pers & Bus (WES)
- Employers Liability (WEL)
- Employment Practices Liability (WEP)
- Engineering Business Interruption (WEB)
- Engineering Computers (WEC)
- Engineering Deterioration of Stock (WED)
- Engineering Hired in Plant (WEH)
- Engineering Inspection (WEI)
- Engineering Insurance (WEN)
- Engineering Machinery Damage (WEM)
- Engineering Machinery Movement (WMA)
- Environmental Impairment Liability (WEY)
- Environmental Liability (WET)
- Excess Directors & Officers Liability (WDO)
- Excess Employers Liability (WEE)
- Excess Liability Combined (WLC)
- Excess Products Liability (WPL)
- Excess Professional Indemnity (WPI)
- Excess Public Liability (WPA)
- Exhibition (WEX)
- Goods In Transit – Domestic (WGT)
- Glass (WGL)
- Group Travel (WGR)
- JCT 21.2.1 (WJC)
- Loss Of Licence (WLL)
- Money & Assault (WMS)
- Motor Fleet (WMF)
- Motor Trade (WMT)
- Other Liability (WOP)
- Personal Accident (WPC)
- Personal Accident & Sickness (WPS)
- Livestock – Inc Domestic Pets (WLI)
- Professional Indemnity (WPN)
- Private Hire (WPH)
- Products Liability (WPB)
- Public & Products Liability (WPP)
- Public Liability (WPY)
- Self Drive Hire (WSD)
- Small Business Combined (WSB)
- Special Types (WST)
- Terrorism (WTE)
3. New Products

3.1 Manual Products (Email Service)
There are now also an additional 11 products available that can be traded electronically via email with an accompanying market presentation:

- Agricultural Vehicle (WAV)
- Associations & Charities (WAC)
- Combined Business Travel/PA/Sickness (WBT)
- Combined Liability (WCM)
- Farms (WFM)
- Farming Livestock (WFL)
- Goods Handling Liability (WGH)
- Marine (WMN)
- Personal Travel (WPT)
- Property Damage (WPD)
- Small Craft (WSC)

3.2 Configuration
In order to access these new products, there are a couple of simple setup steps required to configure your Electra system.

- Add the new Policy Types
- Map the Insurer Schemes

3.2.1 Add New Policy Type
You will need to take the following steps to create your new policy type

- Select Housekeeping from the main menu.
- Select General Maintenance.
- Select M3 Policy Type Maintenance. Provided you have access to this function, the Policy Type Maintenance screen displays, showing the policy types already installed on the system:
- Select Create. The Policy Type Creation screen displays.
• Enter an appropriate code, e.g. ‘HPR’.
• Enter the description, e.g. ‘Hotels, Pubs and Restaurants’. The cursor locates in the LOB Code field.
• Select List. The Line of Business list displays:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>KCC</td>
<td>KC Connect</td>
</tr>
<tr>
<td>LE</td>
<td>Legal Expenses</td>
</tr>
<tr>
<td>MCI</td>
<td>Motorcycle</td>
</tr>
<tr>
<td>PC</td>
<td>Private Car</td>
</tr>
<tr>
<td>WHP</td>
<td>Commercial HPR</td>
</tr>
<tr>
<td>WOF</td>
<td>Commercial Office</td>
</tr>
<tr>
<td>WPO</td>
<td>Commercial WPO</td>
</tr>
<tr>
<td>WS</td>
<td>Windscreen</td>
</tr>
<tr>
<td>WSH</td>
<td>Web Shop</td>
</tr>
<tr>
<td>WSU</td>
<td>Commercial Surgeries</td>
</tr>
<tr>
<td>WTM</td>
<td>Commercial Tradesman</td>
</tr>
<tr>
<td>XX</td>
<td>Scratch Pad</td>
</tr>
</tbody>
</table>

• Select the appropriate code, e.g. “WHP Commercial HPR”.
• Select the appropriate IPT level
• If you want to link a Debit/Credit Note to the policy type, select List. The Debit/Credit Note template list displays:

• Select/highlight the appropriate template. The template name displays in the Debit Template field.
• Select the appropriate Print option for the Debit/Credit Note.
• If you wish to use a specific word schedule template when creating a policy, enter the number of the template in the Risk Template field, and Specify whether this policy type is Retail or Commercial.
• Specify whether it is possible to use Co Insurance on this type of risk.
• Select Accept. The new Policy Type is added to the list and Policy Type Maintenance screen displays:
  • Select End (x2). The Housekeeping Functions menu displays.

3.2.2 Mapping Insurer Schemes/Codes
Before you can begin trading on a commercial scheme you will need to set it up on Electra in the usual way, using the Insurer Detail Maintenance facilities. This requires you to:

• Add the scheme.
• Add the scheme’s quotation link.

**Please Note even if you haven’t created a quotation link, it is still possible for a user to manually select the insurer/LoB/scheme after they’ve retained a quote or policy using the “Linking ‘On the Fly’” functionality.

3.2.2.1 Adding a Scheme

• From the Main Menu select Housekeeping.
• Select Insurer Detail Maintenance. The Insurer Search screen displays:

  • Select an insurer – the Insurer Details Display.
SSP Marketplace – How to switch on products for Electra

3.2.2.2 Adding a Scheme Quotation Link

Because this process involves obtaining the list of schemes over the web it is described here in detail. **Note - Make sure that your SSP electra system is connected to the web.

- Access the Scheme Details screen of the new commercial scheme you wish to create a link for. For example:
• Select **AddLnk.** Electra will access the appropriate website to update the contents of the System Schemes list with the details of all the schemes available for the selected Policy Type/LoB, then display it:

![System Schemes List](image)

• If you don’t see an expected scheme, select **Refresh.**
• Select the required scheme to close the list and populate the **Quote Link** field on the Scheme Details screen.

Your Electra system will be ready to use for these new products.