

Structured Data Capture Service

User Guide – Lloyd's Brussels Rejections

1. Overview

For Lloyd’s Brussels to process risks through their PAS, a number of data items must be present or the whole submission is rejected. To ensure Lloyd’s Brussels submissions are successfully processed, SDC performs additional validation checks to ensure the following data items exist in the GPM:

- UMR
- Inception Date
- Premium or EPI (Open Market)
- EPI (Line slips or Binding Authorities)
- Limits
- Underwriter Reference and Lloyd’s Risk Codes
- Brokerage

If one or more of these data elements are missing then the submission is marked as “LB Rejected” in the SDC Portal, and an email notification is sent to the submitting organisation. The extracted data will not be sent to Lloyd’s Brussels, or the submitting carrier, until the data has been corrected.

Carriers need to log on to the SDC Portal and either enter the missing data, or reject the submission and resubmit a corrected version to SDC via the normal channels.

This only applies to submitted documents that contain Lloyd’s Brussels stamps.

NOTE: Uncorrected items will be submitted to Brussels with the errors if not corrected within 30 days.

2. LBS Rejection Email

If the submitted document is processed successfully by SDC, but is missing any of data elements required by Lloyd's Brussels, the submission will be marked as "LB Rejected" in the SDC portal an email will be generated :

From: SDC SYSTEST ADMINISTRATOR [mailto:sdc@sdc-service-test.com]
Sent: 07 August 2019 12:32
To: Kirton, John; Carrier LB Admin>
Subject: SYS - SDC Request [WEB0000018978] - Carrier ref [MRC0000234] - LB Rejection

-- Caution: Don't open attachments or click on links unless you're absolutely sure that you know who the sender is. --

Dear Sir/Madam

Unfortunately, your submission WEB0000018978 to the SDC Service has been rejected by Lloyd's Brussels as it does not contain the minimum data to support the LBS System.

The following data item/s are missing or invalid:

- **UMR**
- **Inception date**

Please log into the SDC Portal to add this information. Click [here](#) to be taken to the Portal.

Alternatively, please resubmit a corrected document.

Please contact sdc.servicedesk@webconnectivity.uk with any queries.

Regards
SDC Team

- The email is sent to the submitting user and the designated administrator for LB rejections. PPL and submissions via ACORD will be sent to the designated administrator only
- Contain your carrier reference and the SDC submission ID
- A list of the missing data items
- A Link to the SDC Portal

3. SDC Portal – Transaction List

- If a submission fails the Lloyd’s Brussels validation it will be coloured orange in the SDC Portal and the Status set to “LB Rejected”.
- The data items that failed the validation will be shown in the **Rejection Reason**
- The carrier needs to either
 - Correct the data and reprocess the submission or
 - Reject the submission and submit a new corrected version of the document
- To do this, select the “**LB Reprocess/Reject**” button

Carrier Reference: Grev-Inception

UMR: B0621PG0150422

By greville.baghurst@limoss.london on Thu 22 Aug 2019 - 12:59

Request id: WEB0000042385

Document Type: Single Section MRC

 View Original MRC


 View Details

Status: LBRejected

Class of Business: property_unspecified

Sender Email: greville.baghurst@limoss.london

Rejection Reason: Inception date missing or invalid

 LB Reprocess / Reject

4. SDC Portal – Lloyd’s Brussels Data Update page

On the **Lloyd’s Brussels Data Update** page, the following options are available: -

- **Reprocess** - enter the missing data and reprocess the submission - this will validate the changes and send the data/GPM to Lloyd’s Brussels
- **Reject** – fully Reject the submission. A reason of ‘**LBS Submission Rejected by Carrier**’ will be allocated to the item
- **View Original MRC** – open the MRC document in another tab
- **Cancel** - cancels the update and returns to View Transactions page – note that any changes will **not** be saved
- **View Details** – opens a new tab and displays the original GPM and CSV data files

Lloyd's Brussels Data Update

Correct All Issues below and update:

Request Id: WEB0000042385 ✕ Reject

Carrier Reference: Grev-Inception UMR: B0621PG0150422
Sender Email: greville.baghurst@limoss.london Received : 22/08/2019 12:59:38 View Original MRC View Details

Inception Date: Single Section MRC

↻ Reprocess Cancel

5. SDC Portal – Post Validation

Following reprocessing, the status of the transaction will be set to Processed and coloured green.

Carrier Reference: JKLSB#4_3	UMR: B0621SDC52TEST004	By John.Kirton@lloyds.com on Wed 07 Aug 2019 - 12:05
Request id: WEB0000018974	Document Type: Single Section MRC	
Status: Processed	Class of Business: marine	View Original MRC View Details
Sender Email: John.Kirton@lloyds.com		

If the submission has been rejected, the status will be set to Rejected and coloured red. A rejection email/message will also be returned.

Carrier Reference: JKUAT#12_1	UMR: N/A	By John.Kirton@lloyds.com on Wed 07 Aug 2019 - 13:39
Request id: WEB0000018988	Document Type: Single Section MRC	
Status: Rejected	Class of Business: marine	View Original MRC View Details
Sender Email: John.Kirton@lloyds.com		
Rejection Reason: LBS Submission Rejected by Carrier		

6. UMR

- The UMR must be uppercase, alphanumeric and not contain any spaces.
- No other validation is performed.
- Only one UMR is allowed per submission.

The screenshot shows a web form for updating UMR data. The form has a header bar labeled "UMR". Below the header, there is a label "UMR:" followed by a text input field. At the bottom right of the form, there are two buttons: "Reprocess" and "Cancel". At the bottom left of the form, there is a copyright notice: "© 2019 - SDC (Version 5.2.0.0)".

7. Inception Date – Single Section

- For single section MRC's an Inception Date must be entered.
- This can be any valid date chosen from a calendar
- Time or Time Zones are not required

Inception Date: Single Section MRC

InceptionDate:

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7. Inception Date – Multi Section

- For multi section MRC's an Inception Date must be entered either for the whole contract or for each section containing a Lloyd's Brussels stamp.
- Only sections with Lloyd's Brussels stamps will be displayed for updating.
- This can be any valid date chosen from a calendar
- Time or Time Zones are not required

Inception Date: Multi Section MRC

Inception Date

Section **Inception Date**

1	<input type="text"/>
2	<input type="text"/>

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8. Premium/EPI Open Market – Single Section

For Open Market single section MRC's there must be either: -

- Premium amount and currency or rate
- or
- Estimated Premium Income currency and amount

Premium: Single Section MRC

Currency	Amount	Rate
<input type="text"/>	<input type="text"/>	<input type="text"/>

Estimated Premium Income: Single Section MRC

Currency	Amount
<input type="text"/>	<input type="text"/>

Reprocess Cancel

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- Select currency from dropdown list
- Rate is a percentage to 7 decimal places.
- Click the tick box to select either premium or EPI.

8. Premium/EPI Open Market – Multi Section

For Open Market multi section MRC's, each contract section that contains Lloyd's Brussels stamps must be have either

- Premium amount and currency or rate
- or
- Estimated Premium Income currency and amount

Premium: Multi Section MRC <input checked="" type="checkbox"/>			
Section	Currency	Amount	Rate
1	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>

Estimated Premium Income: Multi Section MRC <input type="checkbox"/>		
Section	Currency	Amount
1	<input type="text" value="v"/>	<input type="text"/>
2	<input type="text" value="v"/>	<input type="text"/>

- Select currency from dropdown list
- Rate is a percentage to 7 decimal places.
- Click the tick box to select either premium or EPI.
- Only sections with Lloyd's Brussels stamps will be displayed for editing.

9. EPI (Lineslip/BA) – Single Section

- For single section Line slips or Binding Authority contracts a estimated premium income (EPI) amount and currency must be entered
- Select currency from dropdown list

Estimated Premium Income: Single Section MRC

Currency	Amount
<input type="text" value="▼"/>	<input type="text"/>

Reprocess Cancel

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9. EPI (Line slip/BA) – Multi Section

- For multi section Line slips or Binding Authority contracts a estimated premium income (EPI) amount and currency must be entered for each section containing a Lloyds’s Brussels stamp.
- Only sections with Lloyd’s Brussels stamps will be displayed for editing.
- Currency selected from dropdown list

Estimated Premium Income: Multi Section MRC

Section	Currency	Amount
1	<input type="text" value=""/>	<input type="text" value=""/>

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10. Limits – Single Section

- Single section MRC's must contain at least one Loss Limit amount and currency
- Additional Loss Limits can be added using the "Add" button

Limits: Single Section MRC

Currency	Amount	Action
<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Add"/>
		<input type="button" value="Reprocess"/> <input type="button" value="Cancel"/>

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10. Limits – Multi Section

- Multi section MRC's must contain either a Loss Limit amount and currency at contract limit and/or a loss limit amount and currency for each section that contains Lloyd's Brussels stamps.
- Additional Loss Limits can be added either at contract or section level using the "Add" button.

Limits: Multi Section MRC

Currency	Amount	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Section	Currency	Amount	
1	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
2	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

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11. Underwriter Reference & Lloyd's Risk Codes – Single Section

- An Underwriter Reference and valid Lloyd's Risk code must exist for each Lloyd's Brussels stamp.
- The Underwriter reference must be uppercase alphanumeric with no spaces – no further validation is performed
- Further codes can be added using the “Add” button
- Risk Code percentage splits are optional but if added cannot exceed 100% for all codes (percentages totalling less than 100% are allowed)

Underwriter Reference and Lloyds Risk Codes: Single Section MRC

Stamp	Underwriter Reference	Code	% Split	Action
5299 <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Add"/>
				<input type="button" value="Reprocess"/> <input type="button" value="Cancel"/>

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11. Underwriter Reference & Lloyd's Risk Codes – Multi Section

- An Underwriter Reference and valid Lloyd's Risk code must be input for each Lloyd's Brussels stamp for each section containing a Lloyd's Brussels stamp.
- The Underwriter reference must be uppercase alphanumeric with no spaces – no further validation is performed
- Further codes can be added using the “Add” button
- Risk Code percentage splits are optional but if added cannot exceed 100% for all codes per section (percentages totalling less than 100% are allowed)

Underwriter Reference and Lloyds Risk Codes: Multi Section MRC

Section	Stamp	Underwriter Reference	Code	% Split	Action
1	5299 ▼	<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="button" value="Add"/>
2	5299 ▼	<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="button" value="Add"/>

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12. Brokerage – Single Section

For Open Market single section MRC's, there must be a

- Brokerage Rate %
- or
- Brokerage currency and amount

Brokerage: Single Section MRC

Rate	Currency	Amount
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>

- Enter Rate percentage up to 7 decimal places.
- or
- Click the **Currency** drop down box to select a currency and enter an **Amount**

12. Brokerage – Multi Section

For Open Market multi section MRC's, each contract section that contains Lloyd's Brussels stamps must have either

- Brokerage Rate %
- or
- Brokerage currency and amount

Section	Rate	Currency	Amount
2	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>

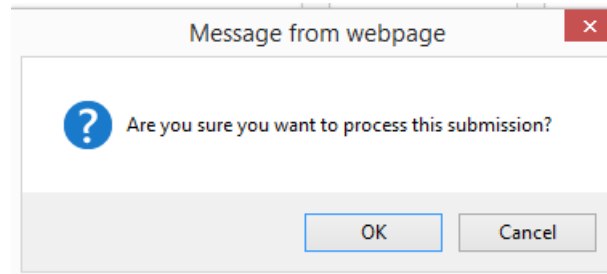
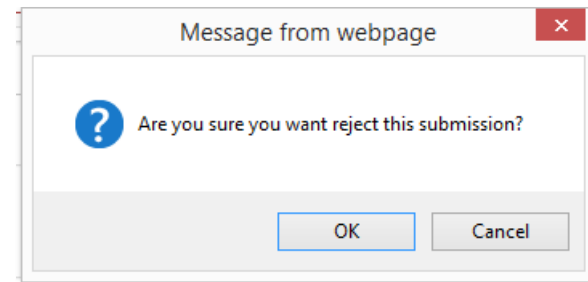
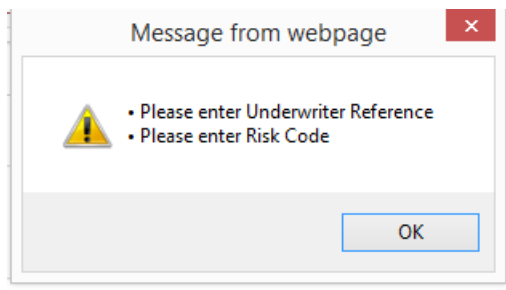
For each section:

- Enter Rate percentage up to 7 decimal places.
- or
- Click the Currency drop down box to select a currency and enter an Amount

Only sections with Lloyd's Brussels stamps will be displayed for editing.

13. Error and confirmation messages

Some additional validation is performed by SDC so Users could receive error or confirmation messages; some examples are below



Learning Support and Help Desk

This guide and other supporting documentation is available on the SDC Portal and at

<https://limoss.london/structured-data-capture-sdc>

Should you experience any technical difficulties or challenges using the service please contact:



<https://customer.hornbill.com/limoss/>

T: 0207 100 5151

09.00 – 17.30 Monday to Friday (apart from UK public holidays)

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