

Z.streamXpress Annual Marine Cargo

Broker Reference Guide



Contents

Navigation, Functions and Alerts.....	3
Referrals	4
Policy	5
Annual Marine Cargo.....	5
Local.....	7
Import.....	9
Export.....	13
Insured Details.....	17
Interested Parties.....	19
Premium Summary.....	21
Underwriting Questions.....	23
Complete.....	25
Tools.....	27
Attachments.....	27

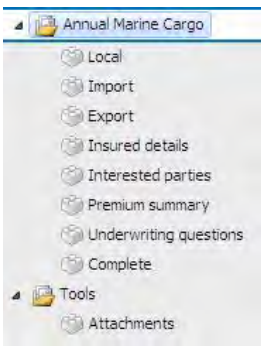
Introduction

Z.streamXpress has been developed to provide a simple and sophisticated method for you to transact on Zurich's Annual Marine Cargo product.


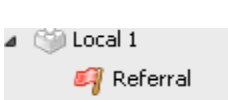

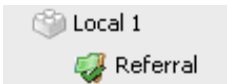

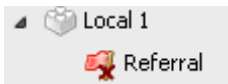

This reference guide has been developed to give you a detailed explanation of the functionality available within the system. Should you have any questions that are not covered in this reference guide, please speak with your Zurich representative.



Navigation, Functions and Alerts

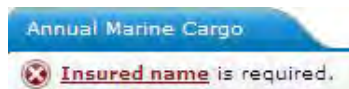
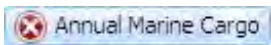
Navigation around Z.streamXpress couldn't be easier. Below you will find an introduction to the Navigation menu together with the common alerts and buttons relating to system functionality.

	<p>The left hand navigation panel (referred to as the Navigation menu) is where you will find the various screens and sections that relate to the product.</p>
	<p>The 'Annual Marine Cargo' section contains various screens relating to the policy and its coverage.</p>
	<p>The 'Tools' section allows you to add attachments in the policy.</p>

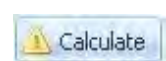


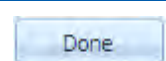



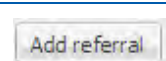
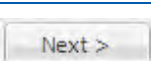
Alerts. Various alerts will be displayed in the navigation menu based on mandatory information requirements and referral triggers.

	<p>A red asterisk highlights the mandatory fields required to complete the transaction.</p>		<p>The red  flag in the navigation menu indicates that a referral has been generated in that particular section and requires further underwriting consideration.</p>
	<p>The green  flag in the navigation menu indicates that the referral has been approved.</p>		<p>The red flag with an X  in the navigation menu indicates that the transaction has been declined.</p>

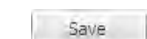

 The  icon in the navigation menu alerts you to mandatory information that is missing. Where this appears in the navigation menu a more detailed explanation will be shown at the top of the respective screen. For example:



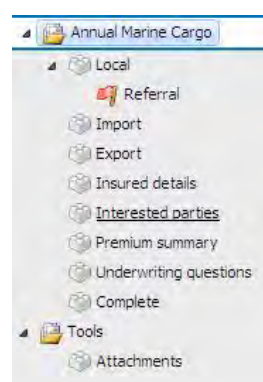
Bottom Panel. At the bottom of the screen, you will find another menu containing a number of functional and navigation options.

	<p>A yellow alert  indicates a calculation is required. Press 'Calculate' to refresh or calculate the premium.</p>		<p>Allows you to net rate the quote/policy.</p>
	<p>Select 'Done' to complete the transaction. This will automatically take you back to the policy home page/broking system</p>		<p>Allows you to re-apply standard commission to the quote/policy.</p>
	<p>Allows you to delete a risk.</p>		<p>Allows you to return to the previous screen.</p>
	<p>Allows you to add a manual referral.</p>		<p>Allows you to move to the next screen.</p>

Saving and Exiting. Users can choose to select the 'Done' button shown above, or they can use the 'Save' & 'Exit' buttons at the top right of the Z.streamXpress screen.

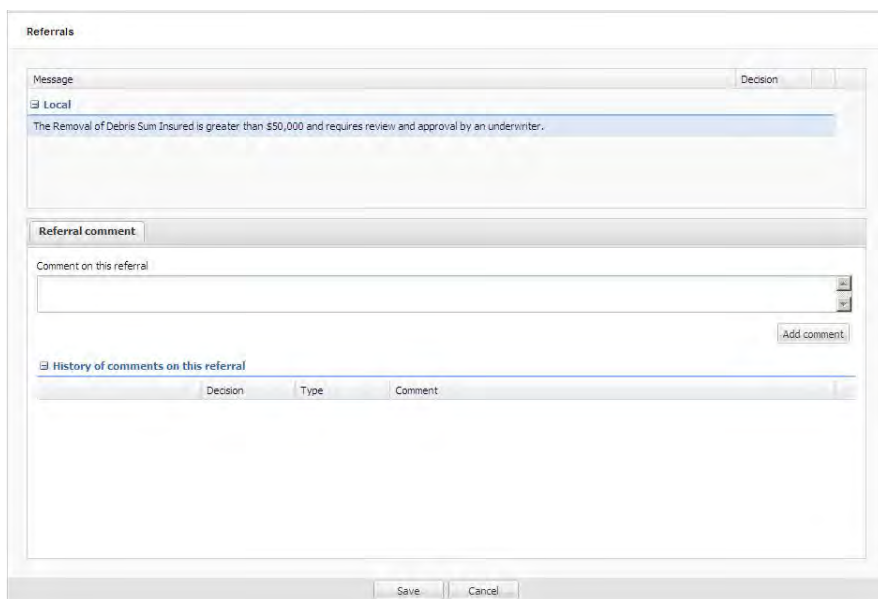
	<p>The 'Save' option allows you to intermittently save your work without exiting.</p>
	<p>This exits the transaction – any unsaved data will be lost. Note: If you press 'Save' and 'Exit' you will be taken back to the policy home page/broking system where the transaction will be in an incomplete status.</p>

Referrals

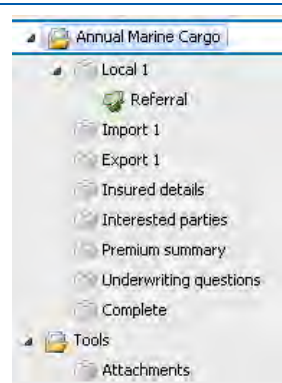


When a red referral flag is shown on the left hand navigation panel the transaction must be referred to Zurich for manual rating. To review the referral details, click on the 'Referral' icon and you will be presented with the 'Referrals' pop up window. See below.

The 'Referrals' pop up window contains current and historic referral information.



- You can review detailed information relating to an individual referral and the referral decision within the Message section of the 'Referral' pop up. If a risk is declined, you will not be able to proceed with this risk.
- Broker referral comments and the Underwriter's decision can be included for referrals. This can be a useful way to record underwriting information relating to each referral and can assist Zurich in making an underwriting decision. **Note:** These comments will not print on policy documents.
- System generated referrals cannot be removed.



The green referral flag shown on the left hand navigation panel indicates that the referral has been approved. No further action is required.

Annual Marine Cargo

Annual Marine Cargo

1 **Quote import**

Do you wish to import from an existing quote? ?

2 **Policy details**

Account*	<input type="text"/>
Account name	<input type="text"/>
Policy wording*	<input type="text" value="Zurich Wording"/>
Policy period	<input type="text" value="10/04/2013 to 10/04/2014"/>
Effective date	<input type="text" value="10/04/2013"/>
Valid to	<input type="text" value="10/05/2013"/>
Transaction date	<input type="text" value="10/04/2013"/>
Name of holding underwriter*	<input type="text" value="Select..."/>
Are you the holding broker?*	<input type="text" value="Select..."/>

3 **Insured details**

Client ref	<input type="text" value="Broker Training"/>
Insured name*	<input type="text"/>

4

How many Local risks do you wish to insure?	<input type="text" value="0"/>
How many Import risks do you wish to insure?	<input type="text" value="0"/>
How many Export risks do you wish to insure?	<input type="text" value="0"/>

1

Do you wish to import from an existing quote? Where a quote has been manually provided by Zurich, you can import the quote details to avoid re-entering the data. To use this option, select 'Yes', enter in the quote number and click on 'Import quote details'.

This doesn't give you the exact quote – it only provides the data associated with the imported quote. You will still be required to recalculate and finalise the quote.

2

Account. If only one account exists, this will be added by default into this section. If more than one account exists for the brokerage, you will need to select an account from the drop down list. All accounts will have account descriptions.

Account name. Once you have selected the account, then the account name is automatically populated within this field.

Name of holding underwriter? Select the name of the holding underwriter from the drop down list.

Are you the holding broker? Select either 'Yes' or 'No' from the drop down list.

3

Client ref. This is the reference used to identify the client.

Insured name. Enter the full name of the Insured.

4

Adding Local risks. Select the number of Local risks that require cover. You can add multiple risks to the quote/policy. **Note:** Local is only for transits that begin and end in Australia.

Adding Import risks. Select the number of Import risks that require cover. You can add multiple risks to the quote/policy.

Adding Export risks. Select the number of Export risks that require cover. You can add multiple risks to the quote/policy.

Note: Manufacturing uses all three risks.

Local 1

Risk type: Local ?

1 **▼ Risk details**

Type of Goods*

Insured goods*

Will the interest insured be professionally transported?*

2 **▼ Coverage details**

Insured's Location*

Coverage*

Removal of debris* \$ 50,000

3 **▼ Limit of Liability**

Limit of Liability* \$

Route Details

4 **Route 1**

Classifications

Conveyance Method*

Estimated Sendings* \$

5 **▼ Endorsements**

6 **▼ Excess**

Excess* ? \$ 250

Financial summary

Base	\$	<input type="text"/>
Total Payable	\$	<input type="text"/>

7

1 **Type of Goods.** Select the type of goods from the drop down list.

Insured goods. This textbox is defaulted from the type of goods drop down selected. The insured goods textbox will remain editable. Changing the type of goods will reset the insured goods to match the type of goods selection. This information prints on the policy schedule.

Will the interest insured be professionally transported? Select 'Yes' or 'No' from the drop down list.

2 **Insured's Location.** Select the suburb, state and postcode pertaining to where the insured is located. **Note:** Once the policy has been accepted, the postcode cannot be changed for the duration of the period. In the case the client changes postcodes, the risk will have to be cancelled and a new risk added.

Google Maps. Enter the risk location, select the Google Maps icon and Google Maps will show you the risk location on the Google Maps website.

Coverage. Select the type of coverage from the drop down list: 'Accidental Damage', 'Major Perils' or 'Limited Cover'.

Removal of debris. This figure is defaulted to \$50,000 but is editable. **Note:** If this figure is changed it will generate a referral.

3 **Limit of Liability.** Enter the limit of liability (sum insured) amount.

4 **Conveyance Method.** Select the mode of transport from the drop down list.

Estimated Sendings. This is the total insured value for the year.

5 **Endorsements.** Select 'Add/Remove' to display the pop up window containing the full list of endorsement options. Select appropriate endorsements for the risk. **Note:** Based on the risk details entered, default clauses will apply. Changing these default clauses will trigger referrals. Also, selecting clauses may deselect others due to them being mutually exclusive.

6 **Excess.** This is the total excess/deductible for all events for this risk. The value is expressed in dollars only. You may accept the standard excess or enter a voluntary excess.

7 **Delete risk.** Select to delete the risk.

Add referral. If you need any aspect of your policy to be reviewed, add a manual referral by selecting the 'Add referral' button.

Add page notes. If page notes are added, they will print on the policy schedule. Page notes will require acceptance by Zurich.

Import 1

Risk type: Import ?

▼ Risk details

Type of Goods*

Insured goods*

Will the interest insured be transported within a fully enclosed shipping container?*

▼ Coverage details

Insured's Location* 📍

Coverage*

Removal of debris*

Basis of Valuation* + %

▼ Limit of Liability

Limit of Liability*

Route Details

Route 1

Route

Loading Country* Country of Discharge*

Classifications

Conveyance Method*

Estimated Sendings*

Additional Country of Loading/Country of Discharge

▼ Endorsements

▼ Excess

Excess* ?

Financial summary

	Base	\$ <input style="width: 100%;" type="text"/>
	Total Payable	\$ <input style="width: 100%;" type="text"/>

< Previous
Delete risk
Add referral
Add page notes

Next >

1

2

3

4

5

6

7

1

Type of Goods. Select the type of goods from the drop down list.

Insured goods. Textbox is defaulted from the type of goods drop down selection. The insured goods textbox will remain editable. Changing the type of goods will reset the insured goods to match the type of goods selection. This information prints on the policy schedule.

Will the interest insured be transported within a fully enclosed shipping container? Select 'Yes' or 'No' from the drop down list.

2

Insured's Location. Select the suburb, state and postcode pertaining to where the insured is located. **Note:** Once the policy has been accepted, the postcode cannot be changed for the duration of the period. In the case the client changes postcodes, the risk will have to be cancelled and a new risk added.

Google Maps. Enter the risk location, select the Google Maps icon and Google Maps will show you the risk location on the Google Maps website.

Coverage. Select the type of coverage from the drop down list: 'Accidental Damage', 'Major Perils' or 'Limited Cover'.

Removal of debris. This figure is defaulted to \$50,000 but is editable. **Note:** If this figure is changed it will generate a referral.

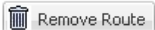
3

Limit of Liability. Enter the limit of liability (sum insured) amount.

4

Route. Up to four routes can be selected. If the *Country of Discharge* **isn't** Australia, then a referral will be triggered. To add additional routes, select 'Add Route'.

Route 2

Route	
Loading Country*	Select...
Country of Discharge*	Australia
Classifications	
Conveyance Method*	Sea/Air/Road/Rail/Post
Estimated Sendings*	\$
	

Note: Certain countries (e.g. North Korea) when selected as part of the transit route may generate a referral.

Conveyance Method. Select the mode of transport from the drop down list.

Estimated Sendings. This is the total insured value for the year.

5

Endorsements. Select 'Add/Remove' to display the pop up window containing the full list of endorsement options. Select appropriate endorsements for the risk. **Note:** Based on the risk details entered, default clauses will apply. Changing these default clauses will trigger referrals. Also, selecting clauses may deselect others due to them being mutually exclusive.

6

Excess. This is the total excess/deductible for all events for this risk. The value is expressed in dollars only. You may accept the standard excess or enter a voluntary excess.

7

Delete risk. Select to delete the risk.

Add referral. If you need any aspect of your policy to be reviewed, add a manual referral by selecting the 'Add referral' button.

Add page notes. If page notes are added, they will print on the policy schedule. Page notes will require acceptance by Zurich.

Export 1

Risk type: Export ?

▼ Risk details

Type of Goods*

Insured goods*

Will the interest insured be transported within a fully enclosed shipping container?*

▼ Coverage details

Insured's Location*

Coverage*

Removal of debris*

Basis of Valuation* + %

▼ Limit of Liability

Limit of Liability*

Route Details

Route 1

Route

Loading Country* Country of Discharge*

Classifications

Conveyance Method*

Estimated Sendings*

Additional Country of Loading/Country of Discharge

▼ Endorsements

▼ Excess

Excess* ?

Financial summary

	Base	\$ <input type="text"/>
	Total Payable	\$ <input type="text"/>

< Previous
Delete risk
Add referral
Add page notes

Next >

1 Type of Goods. Select the type of goods from the drop down list.

Insured goods. Textbox is defaulted from the type of goods drop down selection. The insured goods textbox will remain editable. Changing the type of goods will reset the insured goods to match the type of goods selection. This information prints on the policy schedule.

Will the interest insured be transported within a fully enclosed shipping container? Select 'Yes' or 'No' from the drop down list.

2 Insured's Location. Select the suburb, state and postcode pertaining to where the insured is located. **Note:** Once the policy has been accepted, the postcode cannot be changed for the duration of the period. In the case the client changes postcodes, the risk will have to be cancelled and a new risk added.

Google Maps. Enter the risk location, select the Google Maps icon and Google Maps will show you the risk location on the Google Maps website.

Coverage. Select the type of coverage from the drop down list: 'Accidental Damage', 'Major Perils' or 'Limited Cover'.

Removal of debris. This figure is defaulted to \$50,000 but is editable. **Note:** If this figure is changed it will generate a referral.

3 Limit of Liability. Enter the limit of liability (sum insured) amount.

4 Route. Up to four routes can be selected. If the *Loading Country* **isn't** Australia, then a referral will be triggered. To add additional routes, select 'Add Route'.

Route 2

Route	
Loading Country*	Australia
Country of Discharge*	Select...
Classifications	
Conveyance Method*	Sea/Air/Road/Rail/Post
Estimated Sendings*	\$

Remove Route

Note: Certain countries (e.g. North Korea) when selected as part of the transit route may generate a referral.

Conveyance Method. Select the mode of transport from the drop down list.

Estimated Sendings. This is the total insured value for the year.

5 Endorsements. Select 'Add/Remove' to display the pop up window containing the full list of endorsement options. Select appropriate endorsements for the risk. **Note:** Based on the risk details entered, default clauses will apply. Changing these default clauses will trigger referrals. Also, selecting clauses may deselect others due to them being mutually exclusive.

6 Excess. This is the total excess/deductible for all events for this risk. The value is expressed in dollars only. You may accept the standard excess or enter a voluntary excess.

7

Delete risk. Select to delete the risk.

Add referral. If you need any aspect of your policy to be reviewed, add a manual referral by selecting the 'Add referral' button.

Add page notes. If page notes are added, they will print on the policy schedule. Page notes will require acceptance by Zurich.

Insured Details

1

Insured details

Client reference

▼ Insured details

Search Australian Business Register

ABN [▶ Advanced ABR Search](#) [▶ Search ASIC](#)

Insured name*

ABN

ACN

State business register no.

State of registry ▼

Mailing address

Insured mailing address: ▼

c/o intermediary

Suburb / State / Postcode

Unit No / Floor / Building

Street No / Name

▼ Insured contact details

Contact name	<input type="text"/>	Business phone	<input type="text"/>
Email address	<input type="text"/>	Private phone	<input type="text"/>
Website	<input type="text"/>	Fax	<input type="text"/>

2

1

Client reference. Details default from the Annual Marine Cargo policy details screen.

ABN. If an ABN exists for the client, enter the ABN number (11 digit number) in the ABN field. To validate the ABN select the 'Search' button. This will populate various fields.

Alternatively, to search for a company/ABN select the 'Advanced ABR Search' link which will open an external website for searching for ABNs. **Note:** Once you have found your ABN, you must copy the ABN from the external website and paste the number into the ABN field within Z.streamXpress and validate by selecting 'Search'.

Insured name. Details default from the Annual Marine Cargo policy details screen.

ACN. Does the insured have an Australian Company Number? If you have the 9 digit number, enter it in this field. If you do not have the ACN, select 'Search ASIC' which will open an external site for searching. Australian company numbers can be located from this link using the insured's details.

Insured mailing address: c/o intermediary. If you select 'Yes', the mailing address of the intermediary is populated into the relevant address fields. If 'No' is selected, then the mailing address of the client is populated into the relevant address fields.

Google Maps. Enter the location, select the Google Maps icon and Google Maps will show you the location on the Google Maps website.

2

Insured contact details. Some details are populated by the system. However, you are able to add new or additional information as desired.

Interested Parties

1

The screenshot shows a software window titled "Interested parties" with a blue header. Below the header is a dropdown menu labeled "Interested parties" with a question mark icon. Underneath is a table with a single column header "Name". The table is currently empty. To the right of the table is a button labeled "Add Party" with a green plus icon. At the bottom of the window, there are two buttons: "< Previous" on the left and "Next >" on the right.

1

Do you wish to add any additional names to this policy (other than trading name)? By selecting 'Add Party', this section will allow you to nominate the name of any additional parties.

Premium Summary

1

Premium summary

Premium summary ⓘ

Local

	Base	FSL	GST	Stamp Duty	Total pay..	Comm.	Comm. GST	Net premi..
Local	\$437.17	\$0.00	\$43.72	\$0.00	\$480.89	0 %	\$0.00	\$480.89
Total	\$437.17	\$0.00	\$43.72	\$0.00	\$480.89		\$0.00	\$480.89

Import

	Base	FSL	GST	Stamp Duty	Total pay..	Comm.	Comm. GST	Net premi..
Import	\$1,455.99	\$0.00	\$0.00	\$0.00	\$1,455.99	0 %	\$0.00	\$1,455.99
Total	\$1,455.99	\$0.00	\$0.00	\$0.00	\$1,455.99		\$0.00	\$1,455.99

Export

	Base	FSL	GST	Stamp Duty	Total pay..	Comm.	Comm. GST	Net premi..
Export	\$1,995.28	\$0.00	\$0.00	\$0.00	\$1,995.28	0 %	\$0.00	\$1,995.28
Total	\$1,995.28	\$0.00	\$0.00	\$0.00	\$1,995.28		\$0.00	\$1,995.28

Policy

	Base	FSL	GST	Stamp Duty	Total pay..	Comm.	Comm. GST	Net premi..
Total	\$3,888.44	\$0.00	\$43.72	\$0.00	\$3,932.16		\$0.00	\$3,932.16

Stamp duty exempt details

Stamp duty exempt? ⓘ

Please attach the insured's stamp duty exemption forms

< Previous Standard commission Net rate Calculate Next >

2

3

1 **Risk Reference.** Indicates premium per risk and total premium per risk. **Note:** There is no GST on Import and Export risks. That also includes the GST on the commission relating to those Import/Export risks.

Policy. Indicates total policy premium.

Commission. If you wish to alter the standard commission, amend the required % and recalculate.

2 **Stamp duty exempt.** Is this client exempt from stamp duty? If so, attach stamp duty exemption form(s) and complete exemption details. **Note:** Zurich acceptance will be required.

3 **Standard commission.** Allows you to re-apply standard commission to the quote/policy.

Net rate. Allows you to net rate the quote/policy.

Underwriting Questions

Underwriting questions

1

Underwriting questions ?

General Underwriting Questions

- 1. Has any insurer declined insurance or imposed special conditions in the past three years?*
- 2. Has any insurer cancelled or refused to renew your insurance in the past three years?*
- 3. Has the insured ever been in liquidation?*
- 4. Has the insured incurred claims over the past five years totalling more than \$1,000 or are there any claims or actions pending or outstanding against the insured?*

Select... ▼

Select... ▼

Select... ▼

Select... ▼

< Previous

Next >

1

Underwriting questions. Answer all underwriting questions. If 'Yes' is answered, provide full details for each relevant question.

Policy Complete

1

2

3

Complete

▼ Policy details

Closing number [?]

Close Now?¹⁸ Yes

Documents available to print

<input type="checkbox"/>	Policy Schedule (PDF)		On Accept
<input type="checkbox"/>	Certificate of Currency (PDF)	<input type="button" value="Customise"/>	On Accept
<input type="checkbox"/>	Proposal (PDF)		On Complete
<input type="checkbox"/>	Transition Letter (with policy schedule...		On Accept
<input type="checkbox"/>	Transition Letter-GTA (with policy sch...		On Accept

▼ Policy status

Policy stage	New Business
Underwriting status	Complete

< Previous

1 **Closing number.** Enter the closing/reference number in this section.

Close Now? This option relates to producing a Cover Note or a New Business policy. Selecting 'No' will leave the New Business as a Cover Note. Selecting 'Yes' will change the transaction type to a New Business policy once it has been accepted/confirmed on the policy home page/broking system (i.e. skipping the Cover Note stage).

2 **Documents available to print.** Based on the transaction type and status, the system will present you with a list of documents available to print. When exiting the product you will be able to select/retrieve the documents you want to print/send from the policy home page/broking system.

3 **Policy status.** This shows you the transaction type and status.

Attachments

Add attachments ?

Name*

Type*

Description*

Attachment*

Browse...

Attach

Adding attachments. Relevant documents e.g. claims experience, declarations, quote slips, etc, can be attached to the policy transaction via the attachments section.

1	Enter the name of the document.
2	Select the document type from the drop down list.
3	Enter a description of the document.
4	Select 'Browse...' to attach a document from a directory on your PC.
5	Click 'Attach' to complete the process. The document will then be available for viewing by Zurich.

To view a previously added document, select the attachment and double click to open.

Zurich Australian Insurance Limited
ABN 13 000 296 640, AFS Licence No. 232507
Head Office: 5 Blue Street North Sydney NSW 2060

Client Enquiries:
Telephone: 132 687
www.zurich.com.au

