YC-MIS

Table of Contents

User Manual of the Digital Yellow Card System.

https://yc.comesa.int/YellowCard/

Introduction

This User Manual (UM) provides the information necessary for National Bureau(NB) and Primary Insurance Companies to effectively use the Digital Yellow Card System (DYS). The User Manual will be amended from time to time to acommodate the changes in the digital Yellow Card System and feedback from the users.

Overview

The DYS web application has 5 main operational modules:

1. Stock Management : This module provides the following features:

   a. The NB Coordinator to order books from the Printer

   b. The Printer to supply books to the NB

   c. The PIC Manager to order books from the NB

   d. The NB Coordinator to supply books to the PIC

   e. The Branch Underwriter to order books from the PIC Manager

   f. The PIC Manager to supply books to the Branch

   g. The NB, PIC and Branch to view their current stock level

2. Issuance: This module provides the following features:

   a. The Underwriter to issue single YC

   b. The Underwriter to issue fleet YC

   c. The Under to Cancel an existing YC

   d. The Underwriter to Print and Re-print a YC

   e. The UW to preview and edit a YC

   f. The UW to void a YC

   g. The UW to view and export Monthly Cession Summary

3. Claims: This module provides claim handling facilities, more specifically:

   a. Accident notification

   b. Claim reporting

   c. Claim Settlement by the Handling bureau

4. Reimbursements: This module provides the following claim reimbursement features:

   a. The Handling Bureau to Request for Reimbursement from Pool Manager

   b. The Pool Manager to Acknowledge request for Reimbursement from Handling Bureau

   c. Issuing Bureau to Confirm Request for Reimbursement from Handling Bureau

   d. The Pool Manager to Reimburse Handling Bureau

   e. The Pool Manger to Request for Reimbursement from Issuing Bureau

   f. The Issuing Bureau to Reimburse Pool Manager

   g. The Issuing Bureau to Request for Reimbursement from Issuing PIC

   h. The Issuing PIC to Reimburse Issuing Bureau

5. Reports: This module provides performance reports for Yellow Card operations:

   a. National Bureau Coordinator Reports

   b. PIC Manager Reports

   c. Branch Underwriter Reports

   d. Pool Managers Reports

Getting Started

Accessing the System

The DYS is a web based system that can be accessed via the URL : https://yc.comesa.int/YellowCard/

To change the password

Log into the DYS with your credentials and then click on the top right corner where your name appears, click on the Icon:
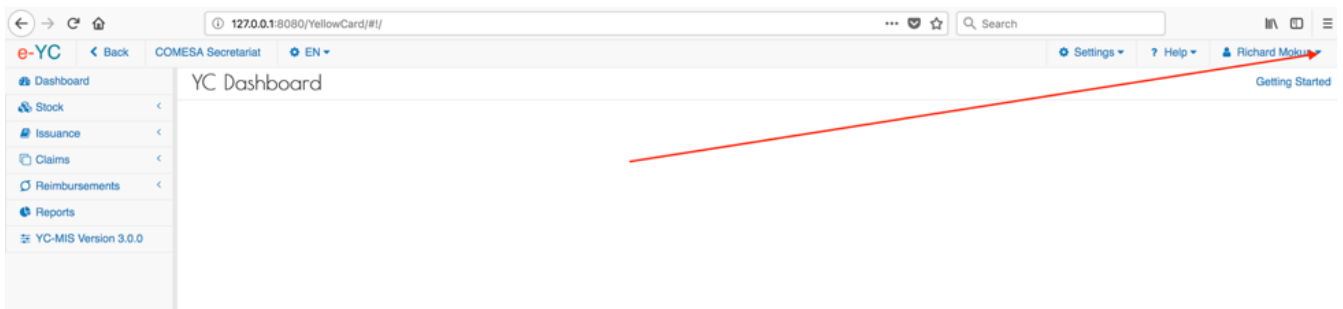
Figure 1. Profile dropdown

On the drop-down menu, click on Change Password:
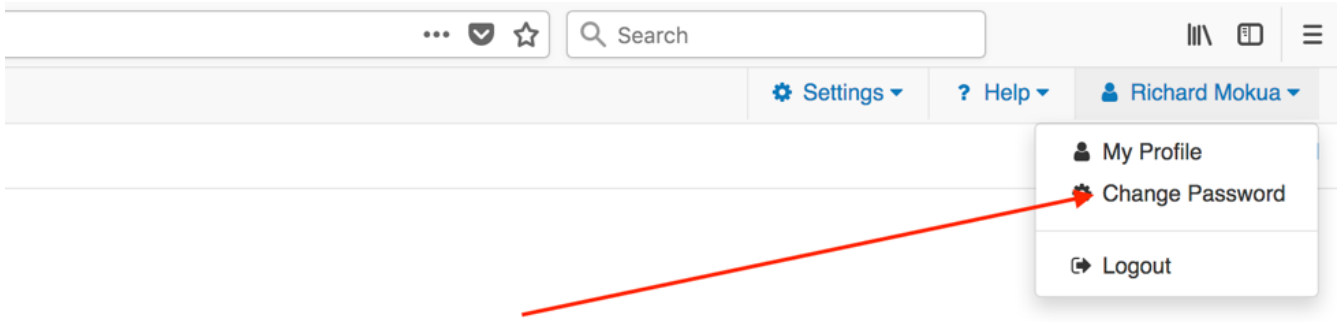
Figure 2. Change Password Menu

Fill the pop-up with the details:
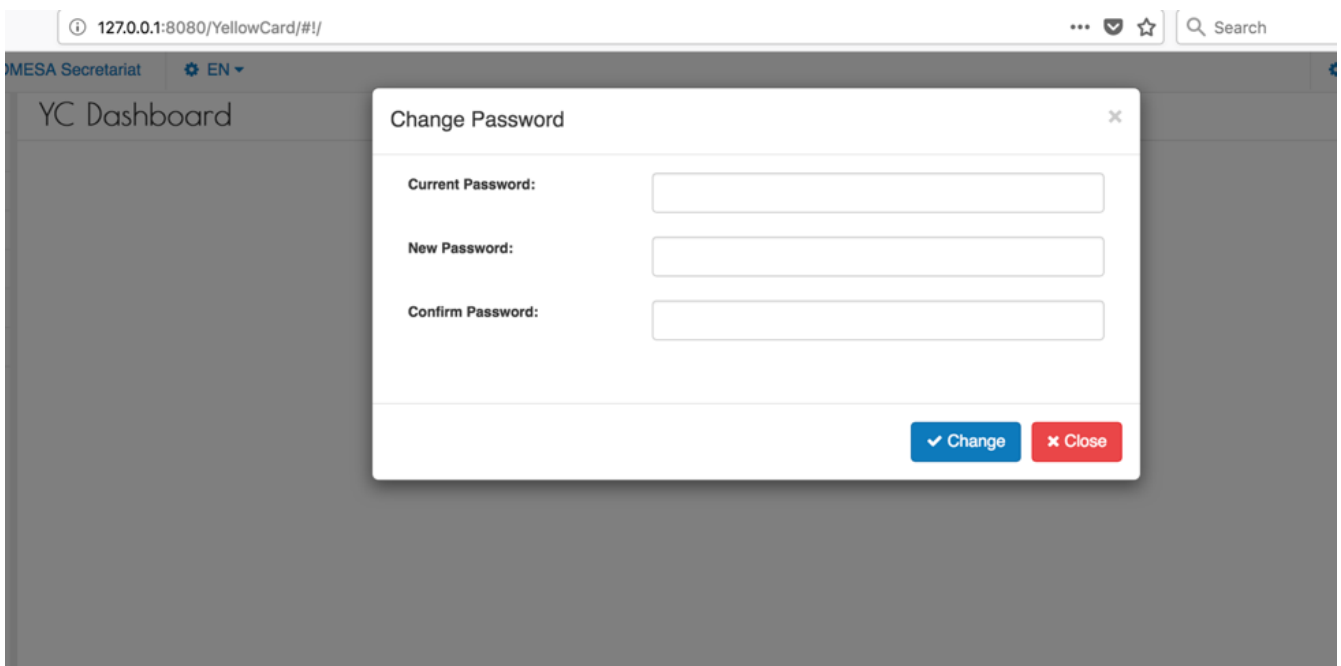
Figure 3. Change Password screen

1. **Current Password**: Enter the current valid password

2. **New Password**: Enter the new password that you want to use

3. **Confirm Password**: Repeat the password entered in the 'New Password' field.

Then click on the Change button. If the operation succeeds, the system will display the screen below.
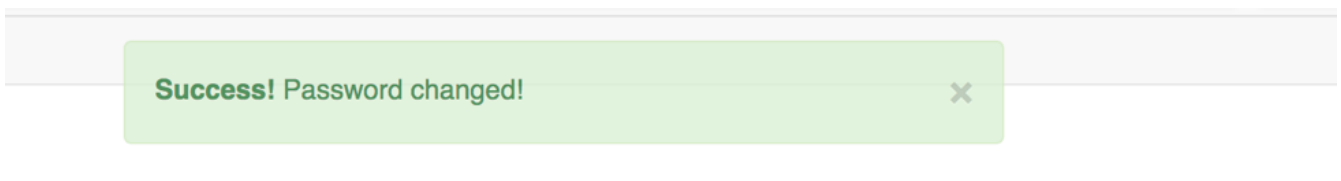
Figure 4. Success Message

The DYS will also send a notification email.

Yellow Card <Y@comesa.int>
to me

...

Hello Richard Mokua,

Your have changed your password on YC-MIS.

Click this link to Login:

This action was done from IP address 41.77.147.66.

Regards,
YC-MIS
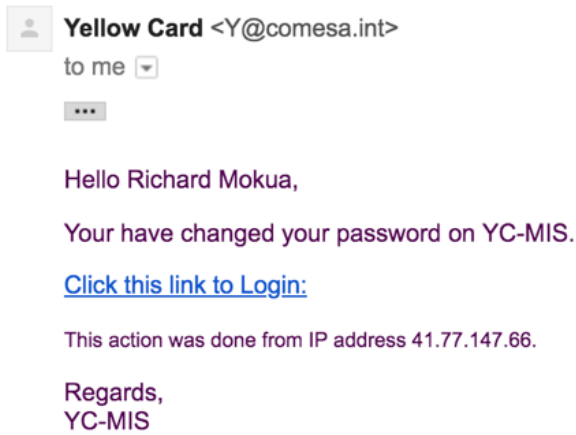
Figure 5. Change Password Email Notification

To reset an account

To recover forgotten password, on the login screen, click on the Forgot Password link.
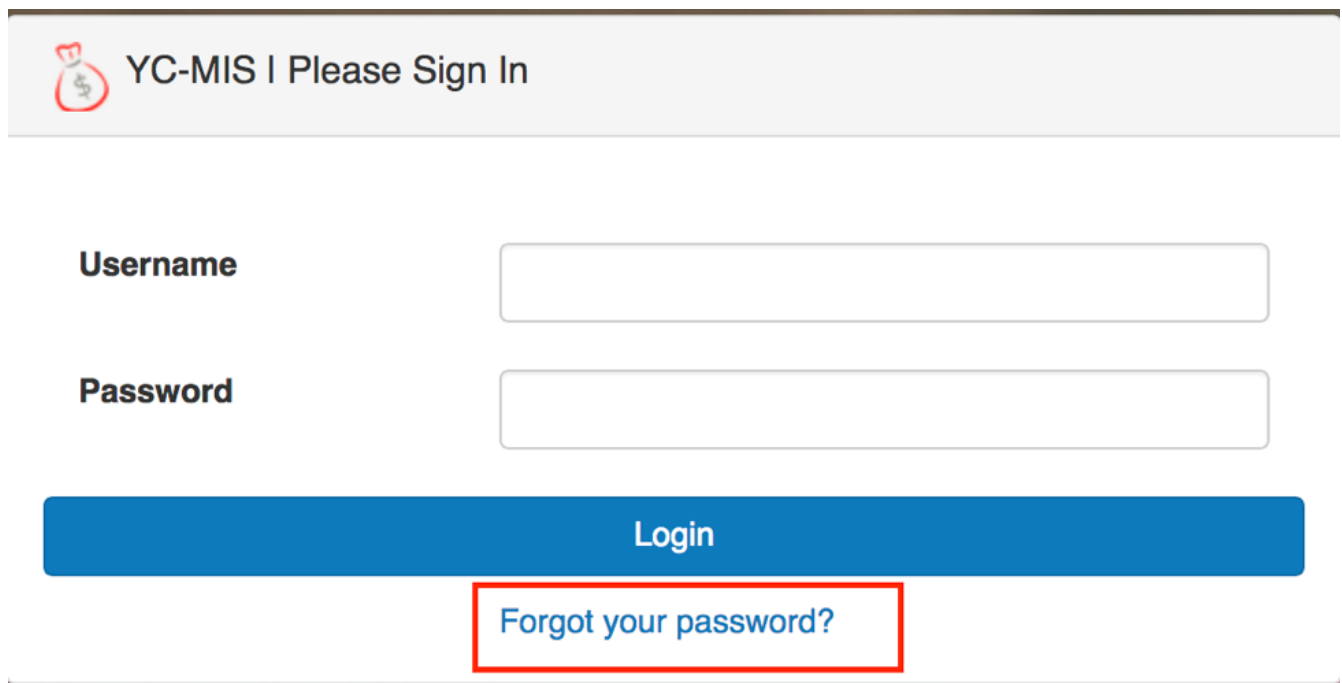
Figure 6. Forgot Password Link

On the Password Reset Request page, fills the details:

1. **Username**: Enter your current username
2. **Challenge**: Solve the captcha challenge and enter the solution.
3. Then click the **Request** button.

Figure 7. Password Reset Request

The DYS send an activation link to your email address and display the screen below:

Figure 8. Password Reset Message

On the email received, click on link to reset the password:

Hello Richard Mokua,

You (or someone else) requested a password reset on YC-MIS. You need to click the following link to confirm the validity of your e-mail address and to enter a new password:

Click this link to reset the password of the account 'rmokua'

If you did not request a password reset, or if you do not reset your password, your account will still be active with your old password. If your account is currently not activated, you can use the link above to activated it.

This action was requested from IP address 41.77.147.66.

Regards,
YC-MIS

Figure 9. Password Reset Email

On the next screen, set the new password:

1. **Enter Password**: Input your password of choice
2. **Confirm Password**: Repeat the password entered in (1) above.

Figure 10. Set Password

Then click on the Set Password button. If the operation is successful, the system will send a **Password Reset Confirmation** email and then display the success message below.

Figure 11. Password Message

The Password Reset Confirmation email is shown below:
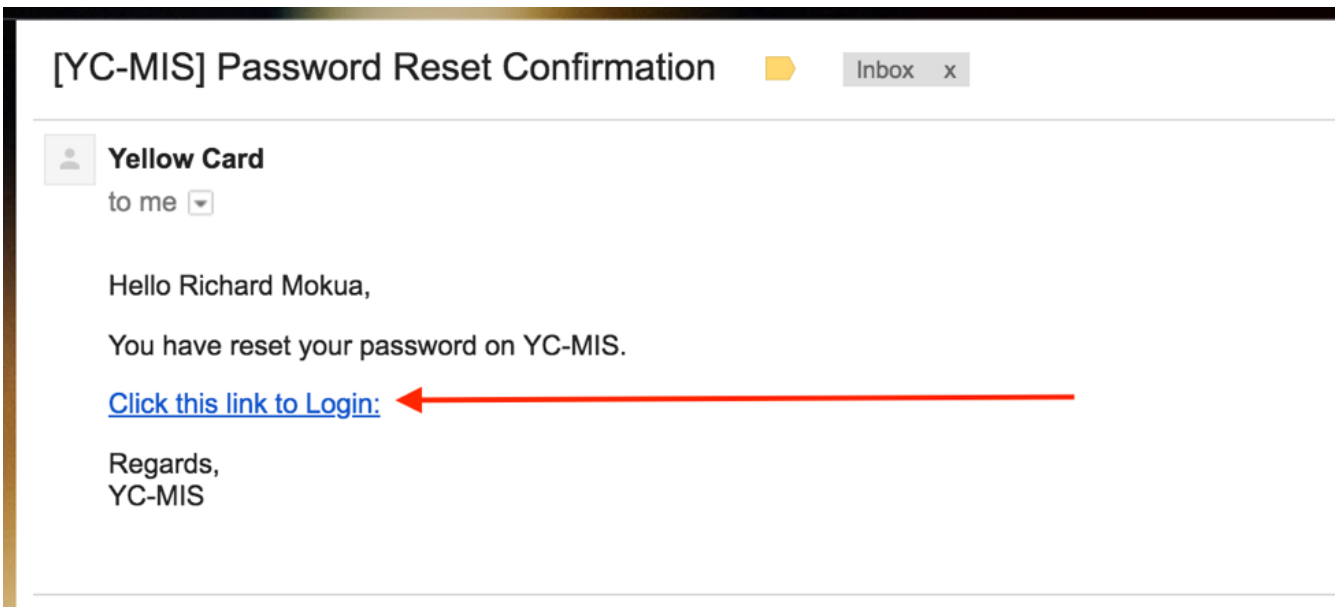
Figure 12. Password-reset Email Confirmation

Click on the link to log into the system with the new password.

System Organization & Navigation

The layout of the DYS is as below, each of the item on the screen is further described below:
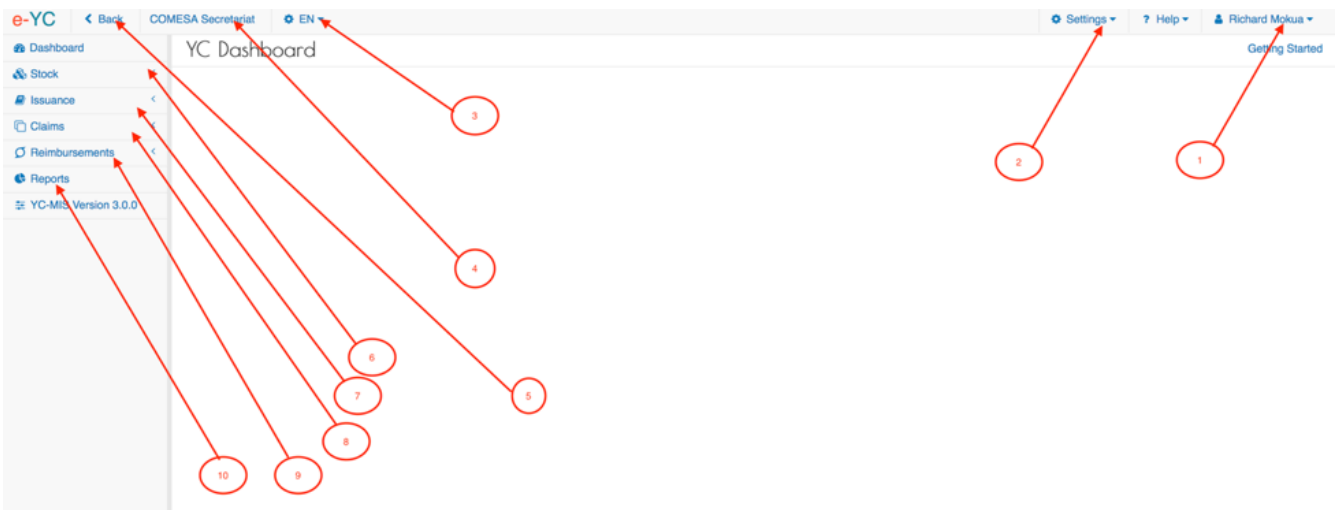
Figure 13. Password-reset Email Confirmation

Profile(1)

This menu item has the options for :

1. Viewing your profile

2. Change Password

3. Logout from the System.

Settings (2)

The Settings menu provides the functionalities below (depending on the credentials of the logged in person):

1. User management: Create user, edit, activate and deactivate user accounts
2. Organization management: Add National Bureau and PICs
3. Branch management: Register PIC Branches.
4. User profiles: View and Manage User profiles.
5. Currencies management: View and edit currencies for each country
6. Exchange Rate management: Update exchange rates for each country
7. Countries management: View and edit countries.

Language (3)

Set the default language: DYS supports two languages: EN (English) and FR (French)

Organization (4)

Displays the name of the organization of the logged in user.

Back Navigation (5)

For ease of navigation within the application, the back button enables the user to navigate to the previous screen.

Stock Management (6)

Functionalities regarding the order, supply and management of the computer printable yellow cards:

1. The NB Coordinator to order books from the Printer
2. The Printer to supply books to the NB
3. The PIC Manager to order books from the NB
4. The NB Coordinator to supply books to the PIC
5. The Branch Underwriter to order books from the PIC Manager
6. The PIC Manager to supply books to the Branch
7. The NB, PIC and Branch to view their current stock level

Issuance (7)

The issuance module provides the following functionalities:

1. Issuance of single Yellow Card.

2. Issuance of fleet Yellow Card.

3. Cancel an existing Yellow Card.

4. Renew a Yellow Card.

5. Re-print an issued Yellow Card.

6. Void a Yellow Card.

7. View and export Monthly Cession Summary.

Claims Management (8)

The claims module provides the following functionalities:

1. Accident Notification.

2. Claim registration.

3. Claim Settlement.

Reimbursement (9)

The Reimbursement module provides the following functionalities:

1. Request for reimbursements

2. Acknowledgement for request for reimbursements

3. Reimbursements

Reports (10)

The Reports module provides reports for the following types of users:

1. National Bureau Coordinator

2. PIC Manager

3. Branch Underwriter

4. Pool Managers

Exiting the System

⚠ In the interest of security, make sure that you logout of the system when you are not at your desk.

Log into the DYS with your credentials and then click on the top right corner where your name appears, click on the Icon: ▼
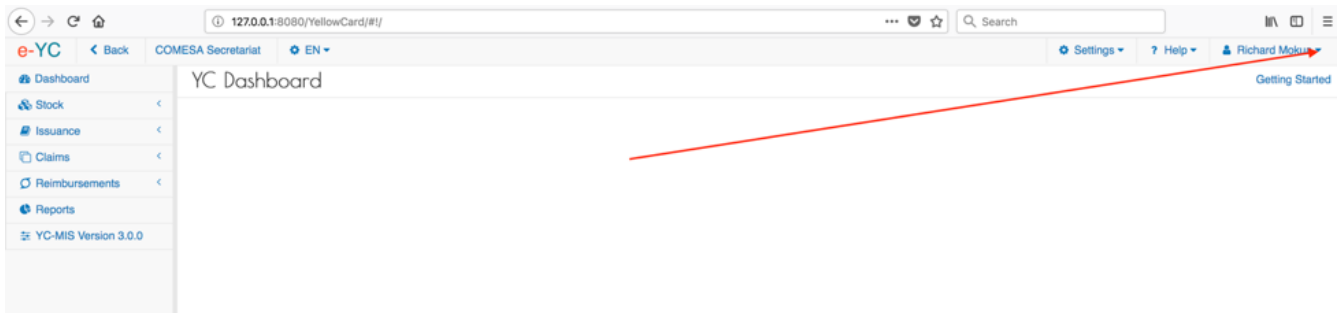
Figure 14. Profile dropdown

On the drop-down menu, click on Logout:
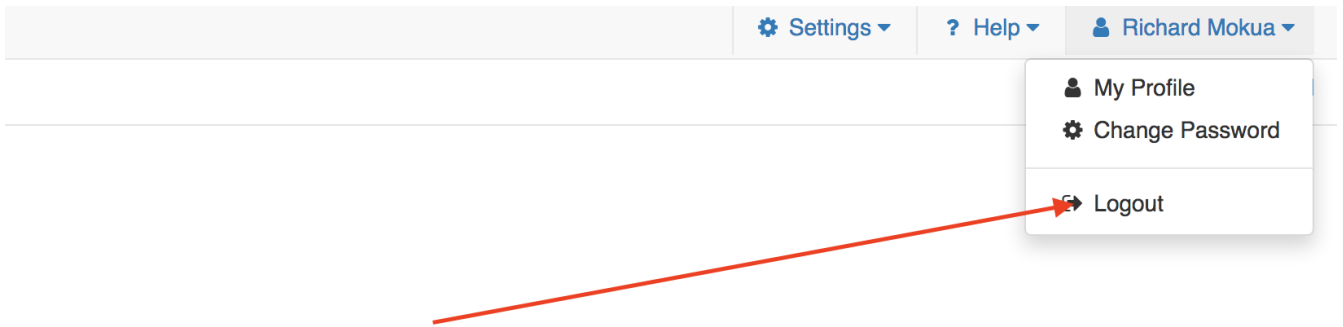
Figure 15. Logout Link

Using the System

The following sub-sections provide detailed, step-by-step instructions on how to use the various functions or features of the DYS.

The sections are divided for each role:

National Bureau Coordinator

Stock Management

Order from Printer

Request for stock from the Printer.

Log to the system as the National Coordinator and then on the left menu, click on Stock Menu item :

Stock Menu
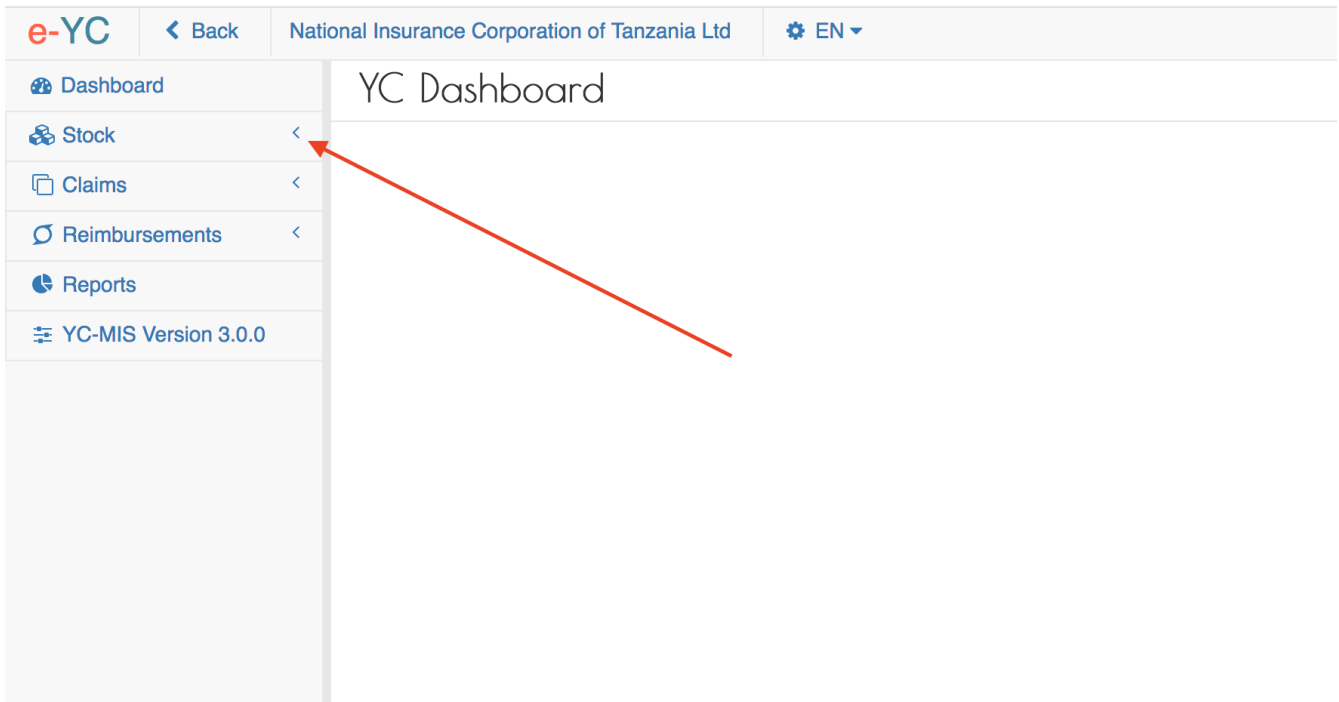
On the menu items, click on the National Bureaux link

National Bureaux Stock
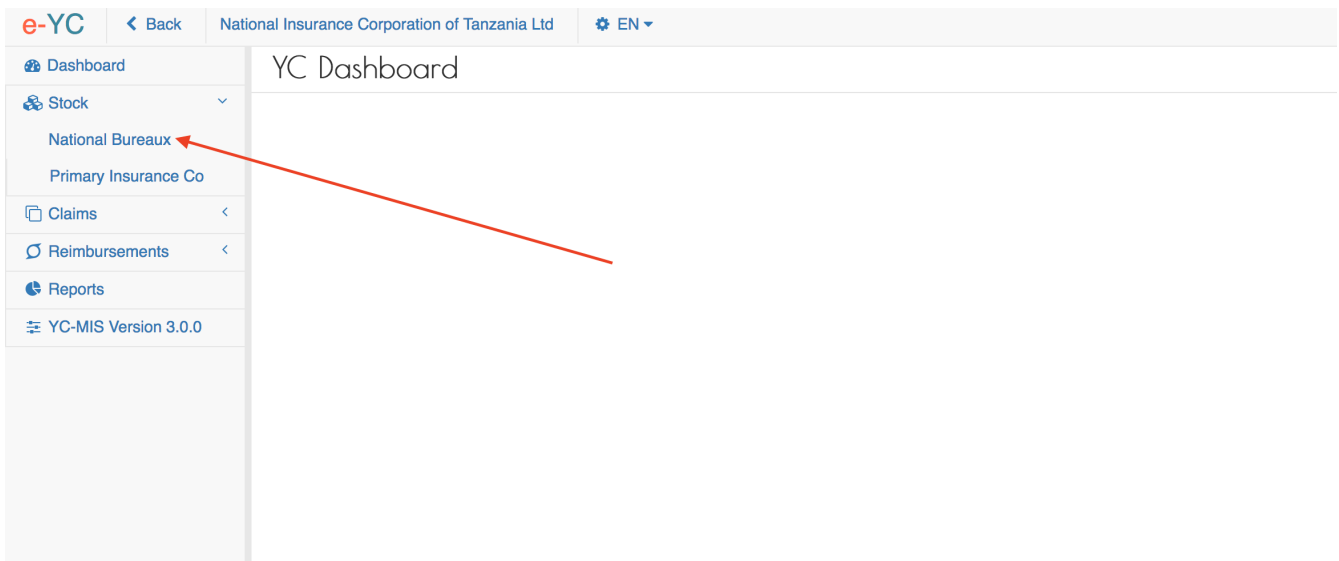
On the National Bureaux Book Requests page , click on the Order button as shown below:

National Bureaux Book Request

When you click the Order button, the system will display the New Book Request page to capture the request details.

The system generates the request number to uniquely identify all the requests (1).

Fill the Book Request details on the New Book Request Page:

National Bureaux Book Request Details

Fields marked * are mandatory.

Field	Required	Sample	Description
Date	Read only	The date the request was made	Provided by the system.
Requesting Bureau	Read only	The NB that is making the book request.	Provided by the system.

Field	Required	Sample	Description
Printer	Read only	The name of the Printer	Provided by the system.
Printer Email	Read only	The email address of the Printer	Provided by the system.
Number of Booklets	Required	100	The number of booklets being requested.
Email Message	Required	Sample	The message that will be included in the email notification sent by the system to the printer when the book request order is saved.
Payment Mode	Required	Cash	Select from the drop down the mode of payment that the National Bureau will use to settle for the books
Amount Paid	Required	12000	Enter amount of money paid for the books from the printer; the currency is USD.
Payment Reference	Required	RF17881	Reference number for the payment made; example cheque number, TT number etc.

Fill all the fields and then click the Save button.

⚠️ | The minimum number of books that can be requested from the Printer is 100.

⚠️ | If the Save button is not activated, make sure you have filled all the fields.

After successful saving the Book Request , the system will display the details for your verification.

NB Order #1000524

Success! Save successful ×

Date:	04 Jun 2018	Requesting Bureau:	National Insurance Corporation of Tanzania Ltd
Printer:	Punchlines Limited – SECURITY PRINTERS	Printer Email:	psales@munshiram.com
Number of Booklets:	100	Email Message:	some test message

Payment Details

Payment Mode:	Cheque	Payment Evidence:	
Amount Paid:	USD 12,000.00	Payment Reference:	RF19991

Created on 2018-06-04 05:52:49 by mokua83ke@gmail.com,

☑ Edit ✖ Done
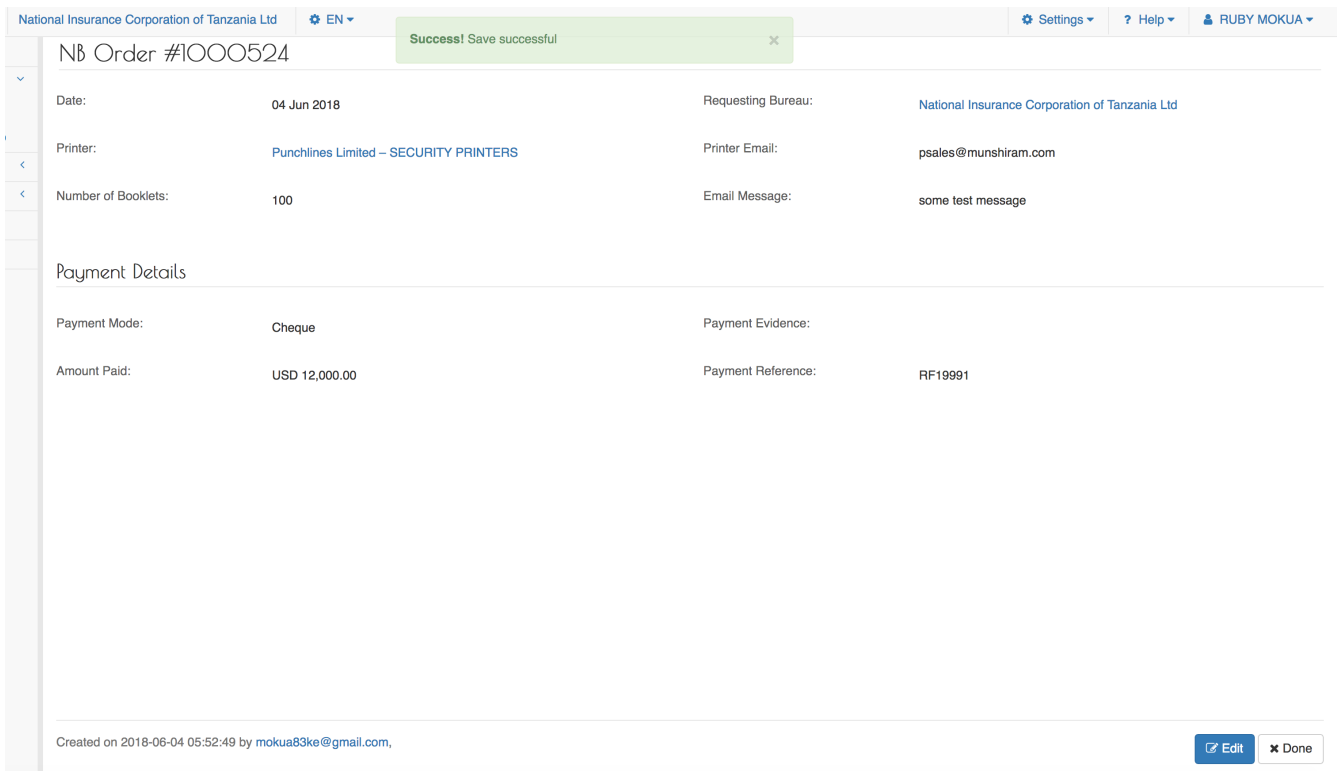
Figure 16. View Book Request details

If everything is in order, click the Done button.

The system will send a notification email to the Printer with the details of the order :

Subject: [YC-MIS] Requisition for Books

Number of books requested : **100**

Requesting Organization : **National Insurance Corporation of Tanzania Ltd**

Requesting Date : **04. Jun 2018**

SUPPLY ASP

Figure 17. NB Book Request Notification Email

View Open (Pending) Orders to Printer.

Log to the system as the National Coordinator and then on the left menu,click on Stock Menu item :

Stock Menu

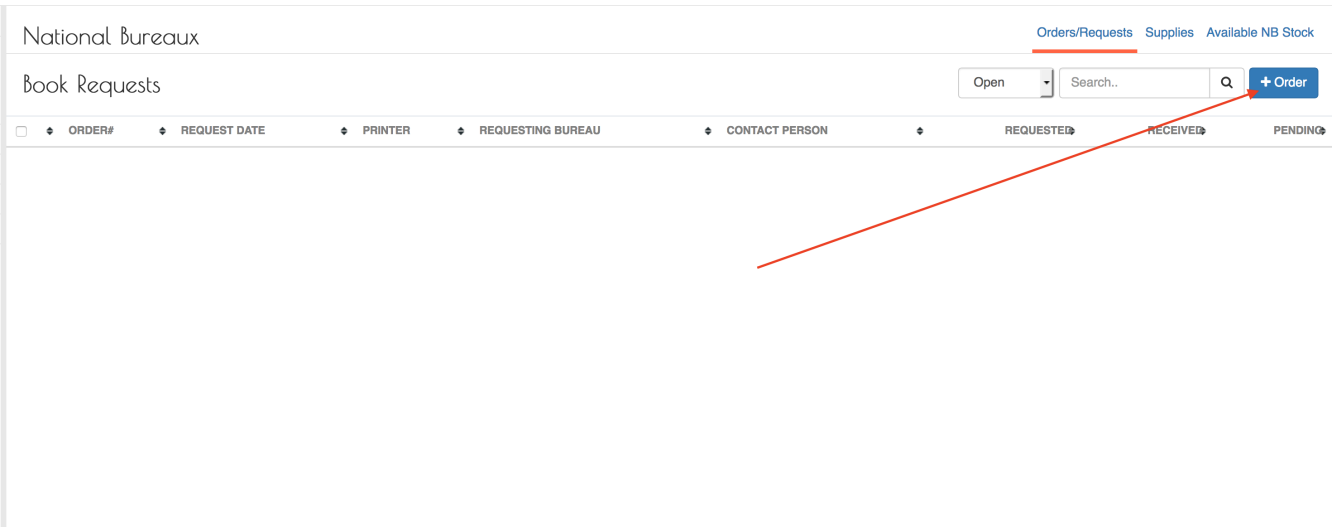On the menu items, click on the National Bureaux link , this will display the NB Book Requests to the printer :

National Bureaux Stock

1. ORDER# : This is an incrementing number generated by the system to track each Book Request.

2. REQUEST DATE : The date the request for the books was made

3. STATUS : This drop down displays the current open orders; when the order is fully supplied, the status will change to closed.

4. REQUESTED : The total number of pads that were requested

5. RECEIVED : The total number of pads that have been supplied by the Printer and received by the National Bureau.

6. PENDING : the total number of pads that have not been supplied yet by the printer.

Receive Stock from the Printer.

When the Printer supplies the books to the National Bureau, the system will send a notification

email to the National Bureau Coordinator as shown below :

National Bureaux Stock Supplied Notification Email

Subject: [YC-MIS] Delivery notification

Order No # : **1000526**

Number of books requested : **100**

Number of books delivered : **40** (pending : **60**)

Order Date : **04. Jun 2018**

Dispatch Date : **04. Jun 2018**

Kindly receive the books under Stock >> Supplies before you start issuing.

Log to the system as the National Coordinator and then on the left menu, click on Stock Menu item :

Stock Menu
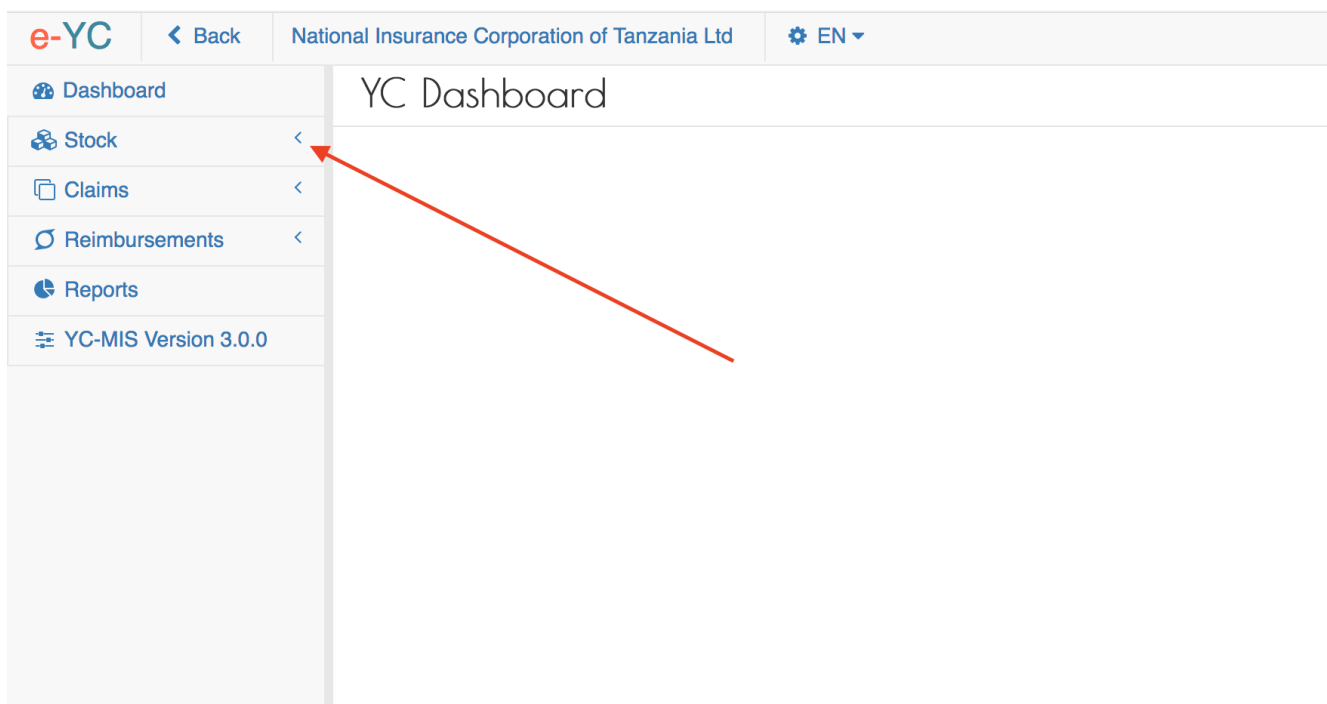
On the menu items, click on the National Bureaux link , this will display the NB Book Requests to the printer and the current status (1) and (2) below .

Note that the books requested has been updated.

National Bureaux Stock

Click on the Supplies tab (1) on the above screen , and the system will display the current books that have been delivered by the Printer.

National Bureaux Deliveries

1. DELIVERY : The delivery reference number

2. DATE DISPATCHED : The date the delivery was made by the printer .

3. The name of the National Bureau that made the order

4. ORDER Summary :

    a. Order reference number

    b. Total number of pads ordered

    c. The remaining pads in the order

5. START SERIAL NUMBER : The beginning serial number for the pads delivered.

6. END SERIAL : The last serial number for the pads delivered

7. BOOKS DELIVERED : The total number of books delivered.

8. RECEIPT STATUS : Whether the National Bureau has received the stock (Received) or not (Not Received)

Select the delivery by clicking on the check-box (1), this will cause the Deliveries button to appear as indicated below.

National Bureaux Deliveries Select Delivery
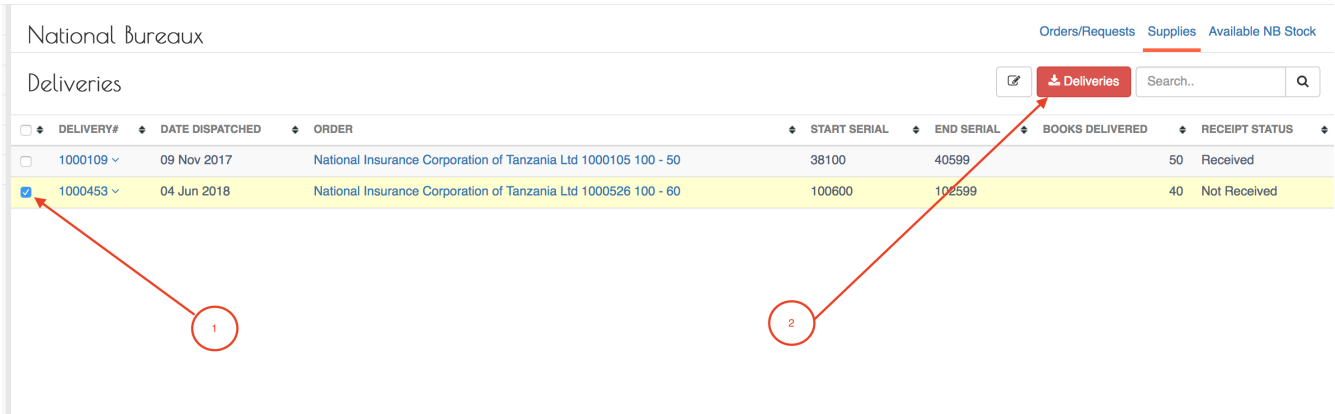
Click on the Deliveries button to receive the books.

The system will display the details for all the pads received in the delivery.

National Bureaux Deliveries Details
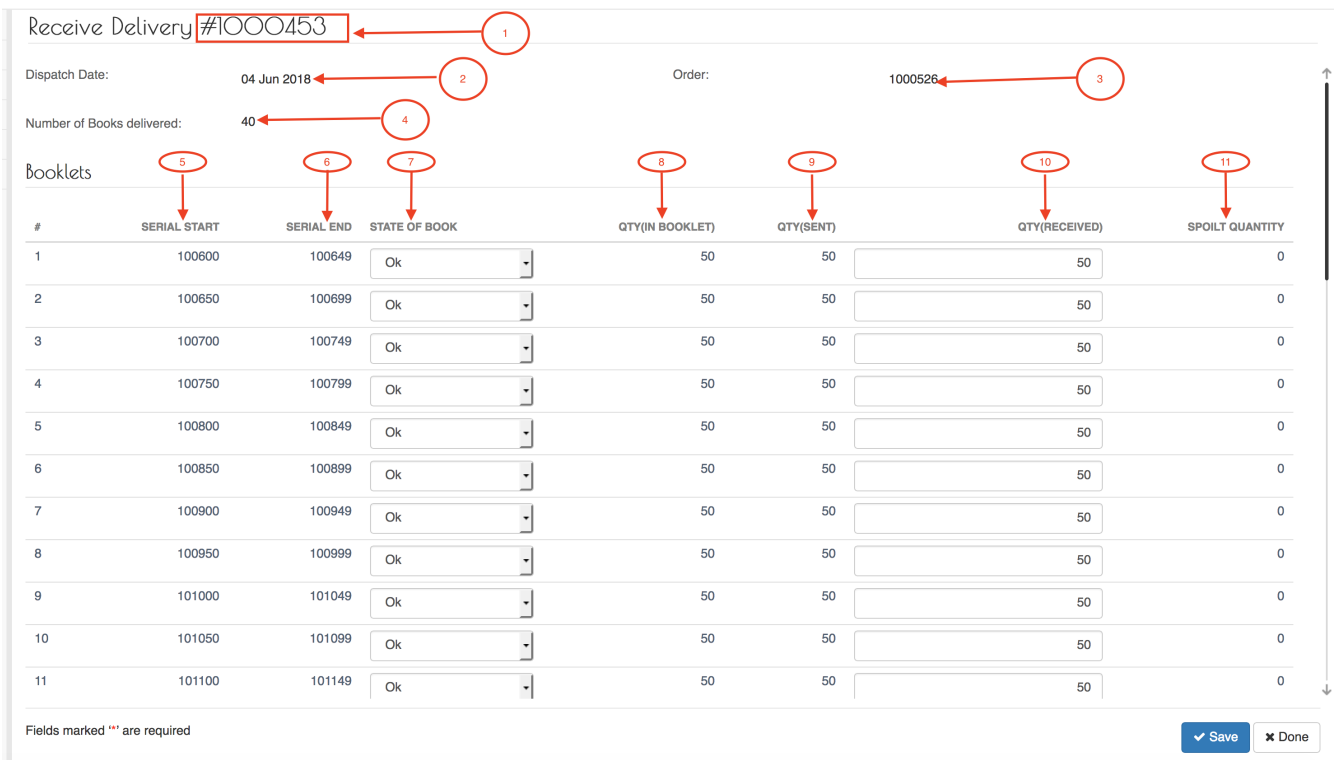
1. Delivery Number : This is the system generated delivery number that uniquely identifies the Delivery.

2. Dispath Date : The date when the delivery was dispatched by the Printer.

3. Order : the Order reference number.

4. Number of Books delivered : The total number of books delivered by the Printer.

5. SERIAL START : The start serial number for the pads.

6. END SERIAL : The end serial number for the pads.

7. QTY : Number of computer printable leaves in the pad.

8. QTY(SENT) : The number of computer printable leaves in the pad as sent by the Printer.

9. QTY (RECEIVED) : The number of computer printable leaves in the pad as received. Note that incase some of the leafs rae damaged, then this needs to be indicated.

10. SPOILT QUANTITY : The number of computer printable leaves in the pad that are spoilt.

Review the pad details and if everything corresponds to the physical pads received from the Printer, then click the Save button.

After successful saving, the status of the Delivery will change from Not Received to Received.

National Bureaux received Deliveries

Monitor Stock Levels for the National Bureau.

Log to the system as the National Coordinator and then on the left menu,click on Stock Menu item :

Stock Menu

Click on the Availabe NB Stock tab highlighted below:

NB Available Stock Tab

	National Bureaux						Orders/Requests Supplies Available NB Stock		

Book Requests [edit] [pencil] [trash] [Close Order] [Open ▾] [Search..] [🔍] [+ Order]

	ORDER#	REQUEST DATE	PRINTER	REQUESTING BUREAU	CONTACT PERSON	REQUESTED	RECEIVED	PENDING
☑	1000526	04 Jun 2018	Punchlines Limited – SECURITY PRINTERS	National Insurance Corporation of Tanzania Ltd		100	40	60

The system will then display a summary of the available stock: The total number of pads available (1) and the total number of computer printable Yellow Cards (2). This page also display the serial numbers of all the pads in stock.

NB Available Stock

National Bureaux   Orders/Requests Supplies Available NB Stock

NB Stock Available Booklets : 47. Available Cards : 2350   [Search..] [🔍]

	DEVELIERY#	START SERIAL	END SERIAL	STATUS
☐	1000109	40250	40299	Ok
☐	1000109	40300	40349	Ok
☐	1000109	40350	40399	Ok
☐	1000109	40400	40449	Ok
☐	1000109	40450	40499	Ok
☐	1000109	40500	40549	Ok
☐	1000109	40550	40599	Ok
☐	1000453	100600	100649	Ok
☐	1000453	100650	100699	Ok
☐	1000453	100700	100749	Ok
☐	1000453	100750	100799	Ok
☐	1000453	100800	100849	Ok
☐	1000453	100850	100899	Ok
☐	1000453	100900	100949	Ok
☐	1000453	100950	100999	Ok
☐	1000453	101000	101049	Ok
☐	1000453	101050	101099	Ok
☐	1000453	101100	101149	Ok

Showing 1 - 25 of 47 [|◀] [◀] [1] [▶] [▶|] [⟳] No selection

View Closed (Delivered) Orders from Printer.
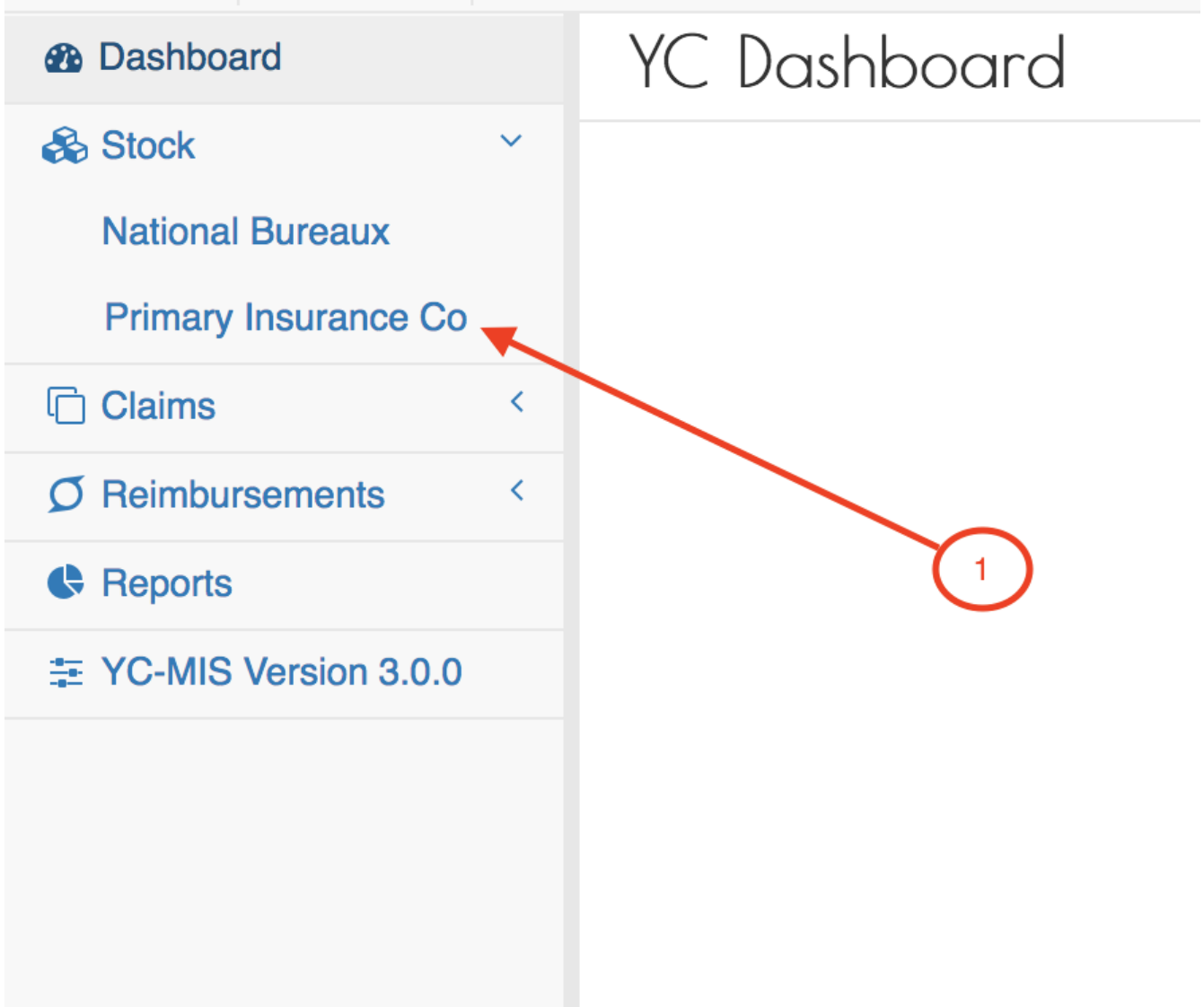
Close Open (Pending) Orders to Printer.

Distribute books to Primary Insurance Companies

View Open (Pending) Orders from PIC.

To view open/pending orders from the PIC , log to the system as the National Bureau Coordinator and then on the left menu click on the Stocks menu.

Stock Menu

On the menu items, click on the Primary Insurance Company link:

Stock Menu

Primary Insurance Companies

Orders/Requests   Supplies   Available PIC Stock

Book Requests

Open ▾   Search..   🔍

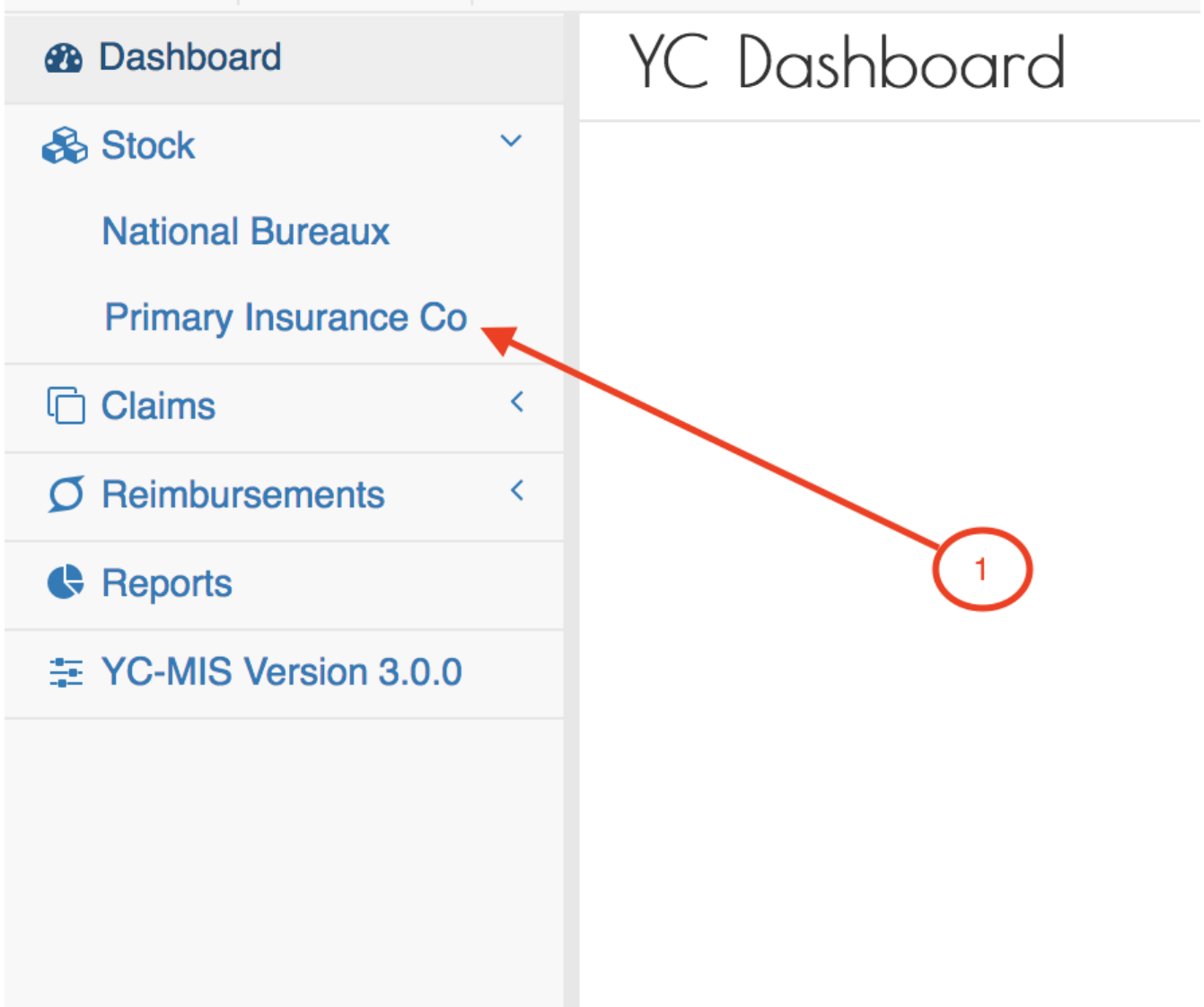|	ORDER#	REQUEST DATE	NATIONAL BUREAU	PIC	CONTACT PERSON	REQUESTED	RECEIVED	PENDING
☐	1000104	09 Nov 2017	National Insurance Corporation of Tanzania Ltd	Bumaco Insurance Company Ltd		10	7	3
☐	1000211	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	PHOENIX OF TANZANIA ASSURANCE CO LTD		100	5	95
☐	1000212	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	The Jubilee Insurance Co. of (T) Ltd		50	5	45
☐	1000215	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Britam Insurance Tanzania Limited		50	2	48
☐	1000219	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Tanzindia Assurance Company Limited		100	3	97
☐	1000221	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	MGen Tanzania Insurance Co. Ltd		5	3	2
☐	1000227	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	MAYFAIR INSURANCE		5	3	2
☐	1000230	17 Apr 2018	National Insurance Corporation of Tanzania Ltd	INSURANCE GROUP OF TANZANIA LTD		5	3	2
☐	1000242	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Alliance Insurance Corporation Ltd.		10	3	7
☐	1000244	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Maxinsure (Tanzania) Limited		5	3	2
☐	1000252	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	ALLIANCE INSURANCE		10	2	8
☐	1000439	04 May 2018	National Insurance Corporation of Tanzania Ltd	Reliance Insurance Co. Tanzania Ltd		2	2	0
☐	1000441	09 May 2018	National Insurance Corporation of Tanzania Ltd	First Assurance Company (T) Ltd		2	2	0
☐	1000457	17 May 2018	National Insurance Corporation of Tanzania Ltd	XYZ		3	2	1
☐	1000551	08 Jun 2018	National Insurance Corporation of Tanzania Ltd	TEST_DOC_PIC		40	0	40

Showing 1 - 15 of 15   ⦿ ‹ 1 › ⊙ ⟳   No selection

1. ORDER # : Unique, system generated number to identify the Order.

2. REQUEST DATE : The date when the PIC Manager made the request for the books.

3. NATIONAL BUREAU : The name of the National Bureau to which the PIC placed the order.

4. PIC : The name of the Primary Insurance Company ordering for the pads.

5. REQUESTED : The total number of books requested.

6. RECEIVED : The total number of books that have already been supplied by the PIC Manager for that request.

7. PENDING : The total number of books that have not been supplied.

8. STATUS : The status of the order; to view closed Orders , select rom the drop down.

Supply Stock to PICs.

To supply stock to PIC, log to the system as the National Bureau Coordinator and then on the left menu click on the Stocks menu. On the menu items, click on the Primary Insurance Company link:

Stock Menu

In the list of Primary Insurance Companies Book Requests, select (1) the Order you wish to supply with books. The Supply button (2) will appear as below :

NB Supply Stock

When you click the Supply button (2) , the system displays the New PIC Delivery page where the National Coordinator can capture the delivery details.

The PIC Delivery number highlighted below is generated by the system.

NB Delivery Details

Fields marked * are mandatory.

Field	Required	Description
Dispatch Date	Read only	The date the request was made . Provided by the system.
Order	Read only	Summary of the Order that this delivery is fulfilling. Provided by the system.
Number of Books Delivered	Required	The number of booklets that the National Bureau is supplying to the PIC.

The Order summary has 4 parts explained below:

1. The PIC name

2. The PIC Order Number

3. The Number of books requested.

4. The Number of books pending to be delivered.

Enter Number of Books Delivered and then click anywhere on the screen (1), the system will generate the entry fields to capture the booklet details.

NB Delivery Details

1. Click on the highlighted area on the screen, this prompts the system to generate the entry fields matching the number of books to be delivered.

2. The system creates a single row for each pad.

3. START SERIAL : For each pad, select the start serial number from the drop down list. The system will automatically display the end serial number and the quantity of computer prinable leafs

for each selected pad.

4. STATE OF BOOK : Select the option from the drop down on the status of the pad. If the pad is in good condition, then select 'Ok', if the pad is damaged , selected 'Defective'.

5. SPOILT QUANTITY : Incase the pad is not completely damaged, for instance only a few leaves are damaged, then indicate the number of spoilt yellow cards here.

After capturing everything, click on the Save button. The system will display the captured Delivery details for confirmation and verification.

The serial numbers in the drop down list are from the available stock.

If the pad is damaged ,for instance from floods, then indicate the pad status as 'Defective'. This implies that this pad will not be available for issuance. On the other had, if the pad is partially damaged, then indicate STATE OF BOOK as 'Ok' and then on the SPOILT QUANTITY field, capture the number of yellow cards in the pad that are damaged.

On the other had, if the pad is partially damaged, then indicate STATE OF BOOK as 'Ok' and then on the SPOILT QUANTITY field, capture the number of yellow cards in the pad that are damaged.

NB Delivery Captured

View Supplied Pads To Primary Insurance Companies.

To be able to view the pads that have been delivered to the PIC, log to the system as the National Bureau Coordinator and then on the left menu click on the Stocks menu.

Stock Menu
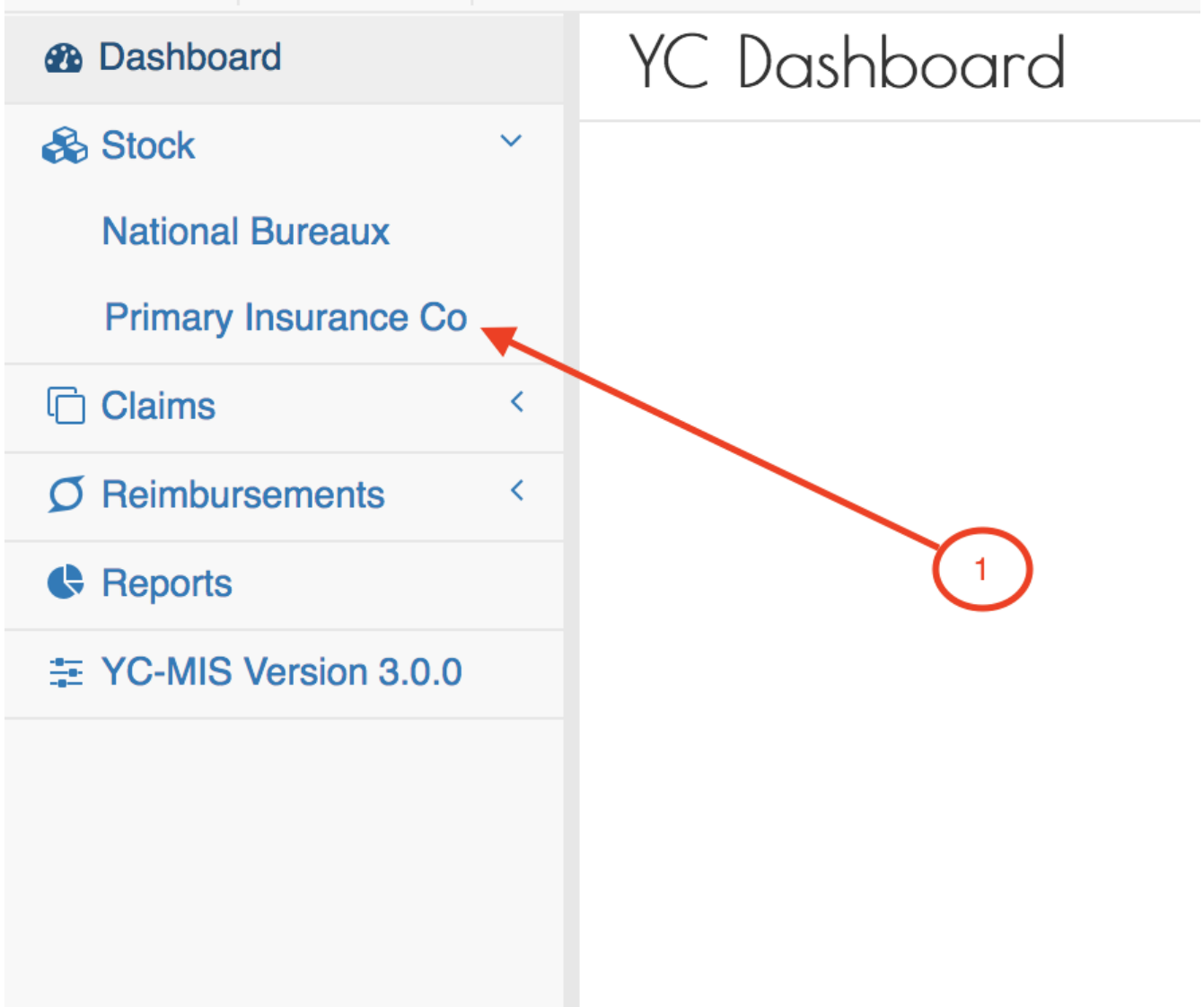
On the menu items, click on the Primary Insurance Company link. On the Order/Requests tab, the system displays both the Open (1) and Closed orders. On the highlighted orders, we can see that 40 pads were requested, 5 have been supplied and 35 pads are pending.

Supplied Stock Menu

Primary Insurance Companies

Book Requests

	ORDER#	REQUEST DATE	NATIONAL BUREAU	PIC	CONTACT PERSON	REQUESTED	RECEIVED	PENDING
☐	1000104	09 Nov 2017	National Insurance Corporation of Tanzania Ltd	Bumaco Insurance Company Ltd		10	7	3
☐	1000211	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	PHOENIX OF TANZANIA ASSURANCE CO LTD		100	5	95
☐	1000212	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	The Jubilee Insurance Co. of (T) Ltd		50	5	45
☐	1000215	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Britam Insurance Tanzania Limited		50	2	48
☐	1000219	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Tanzindia Assurance Company Limited		100	3	97
☐	1000221	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	MGen Tanzania Insurance Co. Ltd		5	3	2
☐	1000227	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	MAYFAIR INSURANCE		5	3	2
☐	1000230	17 Apr 2018	National Insurance Corporation of Tanzania Ltd	INSURANCE GROUP OF TANZANIA LTD		5	3	2
☐	1000242	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Alliance Insurance Corporation Ltd.		10	3	7
☐	1000244	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Maxinsure (Tanzania) Limited		5	3	2
☐	1000439	04 May 2018	National Insurance Corporation of Tanzania Ltd	Reliance Insurance Co. Tanzania Ltd		2	2	0
☐	1000441	09 May 2018	National Insurance Corporation of Tanzania Ltd	First Assurance Company (T) Ltd		2	2	0
☐	1000457	17 May 2018	National Insurance Corporation of Tanzania Ltd	XYZ		3	2	1
☐	1000551	08 Jun 2018	National Insurance Corporation of Tanzania Ltd	TEST_DOC_PIC		40	5	35
☐	1000592	12 Jun 2018	National Insurance Corporation of Tanzania Ltd	Sanlam General Insurance		10	0	10
☐	1000603	12 Jun 2018	National Insurance Corporation of Tanzania Ltd	ALLIANCE INSURANCE		4	0	4

Showing 1 - 16 of 16   1   No selection

© 2018

Click on the Supplies tab (highlighted with 1), at the top of the page , to display the current Deliveries made and their status.

NB Supplies

Primary Insurance Companies

Deliveries

Not Received   Search..

	DELIVERY#	DATE DISPATCHED	ORDER	DELIVERED	RECEIPT STATUS
☐	1000211 ⌄	18 Apr 2018	Tanzindia Assurance Company Limited - 1000219 100.00 - 97.00	3	Not Received
☐	1000454 ⌄	05 Jun 2018	Reliance Insurance Co. Tanzania Ltd - 1000439 2.00 - 0.00	2	Not Received
☐	1000455 ⌄	05 Jun 2018	First Assurance Company (T) Ltd - 1000441 2.00 - 0.00	2	Not Received
☐	1000456 ⌄	05 Jun 2018	ALLIANCE INSURANCE - 1000252 10.00 - 8.00	2	Not Received
☐	1000501 ⌄	12 Jun 2018	TEST_DOC_PIC - 1000551 40.00 - 35.00	5	Not Received

DELIVERY #   The Unique number identifying the delivery.

DATE DISPATCHED   The date the books were delivered.

ORDER   The summary of the Order that is being supplied. The Order column has 3 parts :

- (3) The name of the PIC that ordered for the pads
- (4) The Order number
- (5) The Number of pads ordered - The number of pads pending delivery.

DELIVERED	The delivered column shows the number of pads that have been supplied.
RECEIPT STATUS	This column indicates whether the pads have been recivered by the PIC or not.

The Delivery has 2 status : 'Received' and 'Not Received' . When the pads are dispatched by the NB, the status is 'Not Received' , until when the pads are received by the PIC , then the status changes to 'Received'.

Delivery FAQ

- What if i repeat the start serial for a pad?

Incase you accidentally select the same start serial number from the drop down list, the system will prompt you with a notification of the error , as seen below:

NB Duplicate Serial Error

- How do i remove a pad?

To remove an pad captured in the row, simply click on the icon (highlighted with 1) at the end of the row, as seen below:

NB Remove Pad

- How do i add a pad (an extra row)?

To add a new row, click on the Add button (highlighted below) at the bottom of the page. This will add a new row which you can then fill with the pad details.

NB Add Pad

New PIC Delivery #1000501

Dispatch Date:		12-06-2018			Order:		TEST_DOC_PIC#1000551 [40.00 requested, 40.00 pending]	

Number of Books Delivered: 5

#	START SERIAL	END SERIAL	STATE OF BOOK	QUANTITY	SPOILT QUANTITY	STATE OF BOOK	
1	101600	101649	Ok		50	0	✕
2	101650	101699	Ok		50	0	✕
3	101700	101749	Ok		50	0	✕
4	101750	101799	Ok		50	0	✕

The Number of Books Delivered (marked 1) and the number of pads captured (marked 2) in the rows below MUST match, otherwise the system will generate an error as shown below:

NB Pad Mismatch

National Bureaux Reports

Monthly Summary of Yellow Card Returns

Log into the system as a National Coordinator. Then on the left menu, click on Reports Menu Item (1), click on the National Bureau menu item on the right (2), then click on the Monthly Summary of Yellow Card Returns menu item (3), as shown below:
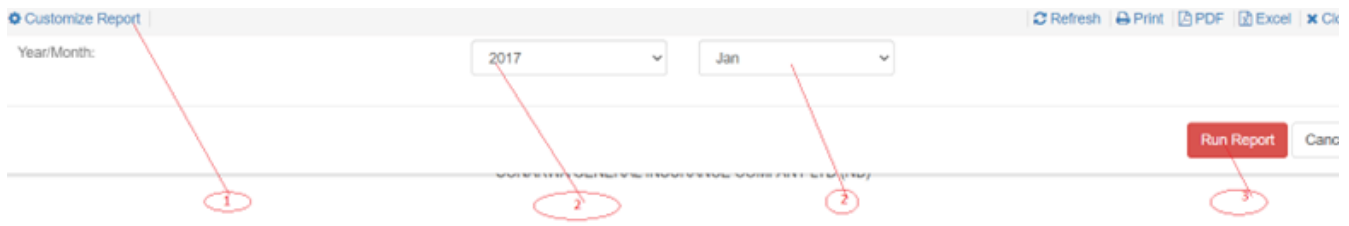
Monthly Summary of Yellow Card Returns

On the Monthly Summary of Yellow Card Returns page that appears, click on Customize Reports (1), click on the drop down menu to select the Year (2), and another drop down menu item to select the

Month (3), then click on Run Report button (4), to run the Report as shown below:

Run the Report

On the page that appears, a report will be displayed a shown below:

Monthly Summary of Yellow Card Returns

Monthly Summary of Yellow Card Returns Report Details

Fields	Description
Insurance Co.	The name of the Insurance Company
Total Card Issued	The total number of yellow cards issued by the named Insurance Company.
Total Card Void	The total number of yellow cards cancelled by the named Insurance Company.
Gross Premium (LC)	The amount in local currency of gross premium received by the named Insurance Company from the yellow cards issued.
Gross Premium (USD)	The amount in USD of gross premium received by the named Insurance Company from the yellow cards issued.
Net Cession (LC)	The amount in USD of premium ceded by the named Insurance Company from gross premium received.
Net Cession (USD)	The amount in local currency of premium ceded by the named Insurance Company from gross premium received.
Commission (LC)	The amount in local currency of commission by the named Insurance Company.
Commission (USD)	The amount in USD of commission by the named Insurance Company.

Yellow Cards Issued for All Branches

Log into the system as a National Coordinator. Then on the left menu, click on Reports Menu Item (1), click on the National Bureau menu item on the right (2), then click on the Yellow Cards Issued for All Branches menu item (3), as shown below:

Yellow Cards Issued for All Branches
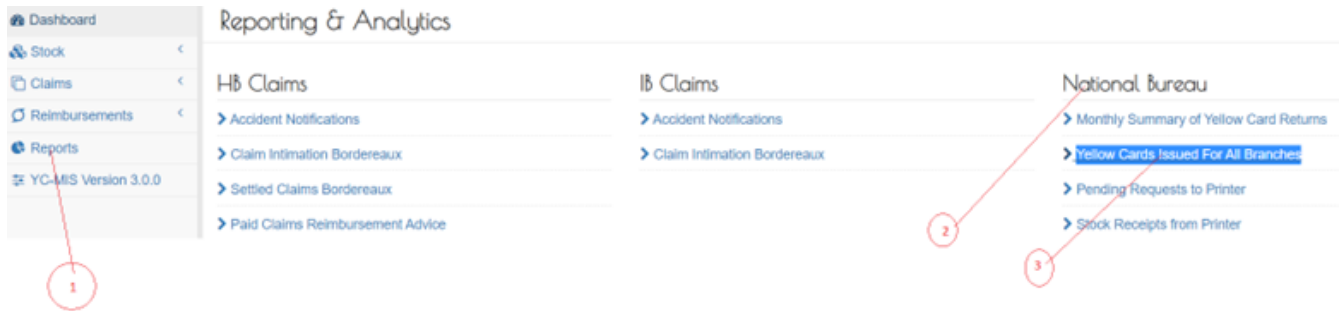
On the Yellow Cards Issued for All Branches page that appears, click on Customize Reports (1), click on the drop down Period menus to select the start date(2) and end date(3) of the report, Year (2), click on PIC drop down menu (4) to select the PIC, then click on Run Report button (5), to run the Report as shown below:

Run the Yellow Cards Issued for All Branches Report

On the page that appears, a Yellow Cards Issued for All Branches report will be displayed a shown below:

Yellow Cards Issued for All Branches Report

Yellow Cards Issued for All Branches Report Details

Fields	Description
Branch	The name of the branch

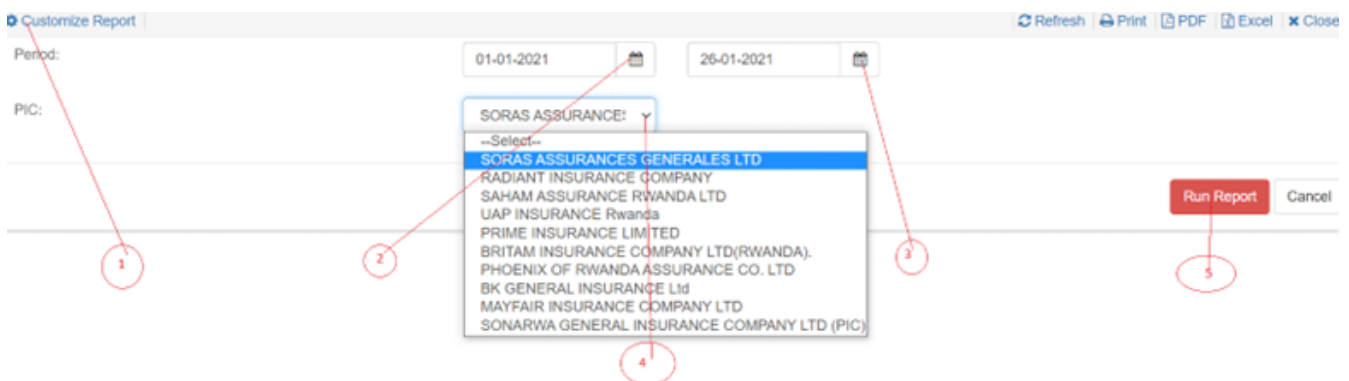| Fields	Description
Policy Number	The number of the policy of the issued yellow card
Yellow Card Number	The number of the yellow card generated by the DYS.
Yellow Card Serial Number	The serial number of the yellow card pre-printed on the physical card.
Issued On	Issued On
Valid From	The date from which the yellow card is valid.
Insured	The name of the insured or the owner of the policy.
Vehicle Registration	The registration or plate number of the vehicle that has been insured
Premium	The amount of premium in local currency that has been received on the yellow card.
Premium (USD)	The amount of premium in USD that has been received on the yellow card.
Countries covered	The list of countries that are covered on that yellow card.

Pending Requests to Printer

- Log into the system as a National Coordinator. Then on the left menu, click on Reports Menu Item (1), click on the National Bureau menu item on the right (2), then click on the Pending Requests to Printer menu item (3), as shown below:

Pending Requests to Printer
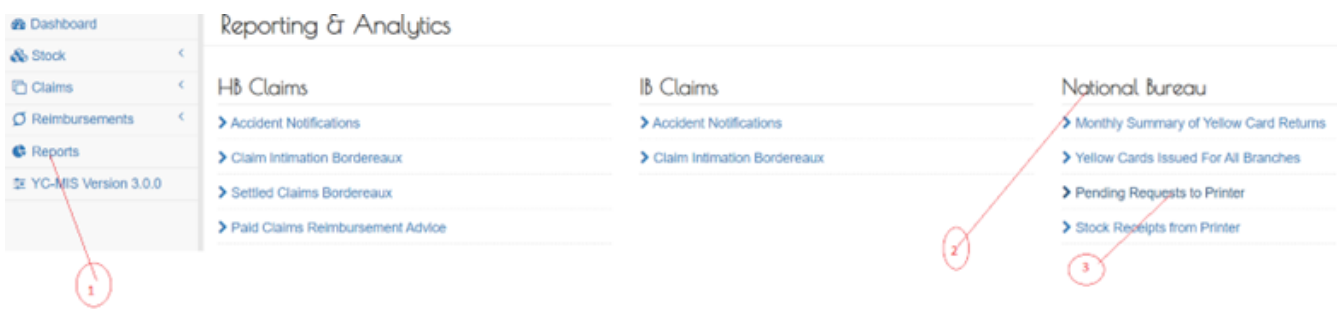
On the Pending Requests to Printer page that appears, click on Customize Reports (1), click on the drop down menus to select the Country (2), and then click on Run Report button (3), to run the Report as shown below:

Run the Pending Requests to Printer Report

On the page that appears, a Pending Requests to Printer report will be displayed a shown below:

Pending Requests to Printer Report

Pending Requests to Printer Report Details

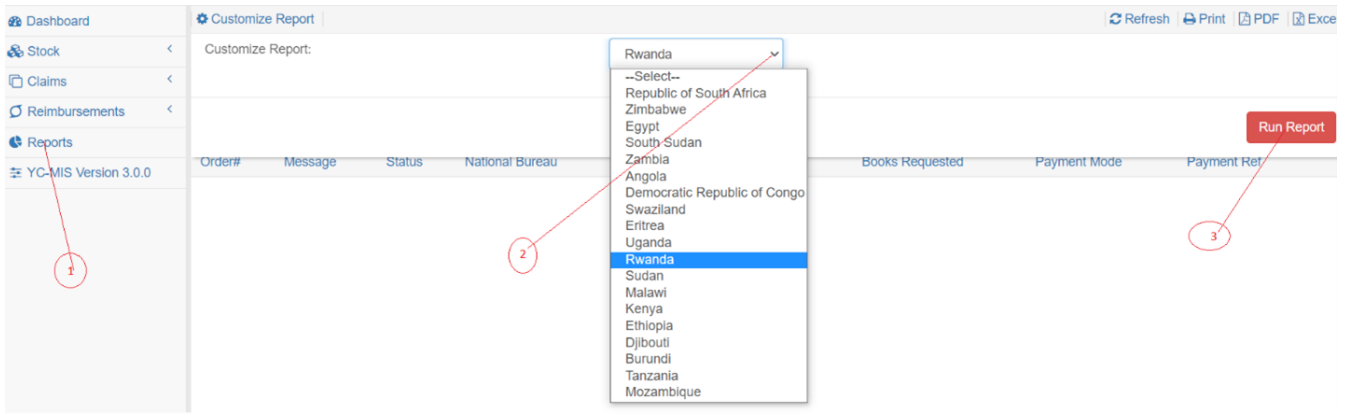| Fields	Description
Order Number	The number of the order or request to the Printer by the National Bureau.
Message	The message of the order or request to the Printer by the National Bureau.
Status	The status of processing of the order or request to the Printer by the National Bureau.
National Bureau	The name of the National Bureau making the order or request to the Printer.
Country	The name of the country for the National Bureau making the order or request to the Printer.
Requested On	The date of the order or request to the Printer by the National Bureau.
Books Requested	The number of books in the order or request to the Printer by the National Bureau.
Payment Mode	The method by which the payment has been made to the Printer by the National Bureau
Payment Reference	The reference number of the payment made by the National Bureau to the Printer.
Amount	The amount of money paid by the National Bureau to the Printer for order of the yellow cards.

Stock Receipts from Printer

Log into the system as a National Coordinator. Then on the left menu, click on Reports Menu Item (1), click on the National Bureau menu item on the right (2), then click on the Stock Receipts from Printer menu item (3), as shown below:

```
.Stock Receipts from Printer
image:stock_receipts_from_printer.png[]
```

On the Stock Receipts from Printer page that appears, click on Customize Reports (1), click on the drop down menu to select the Country (2), then on Status drop down menu to select the Status, and then click on Run Report button (3), to run the Report as shown below:

Run Stock Receipts from Printer Report
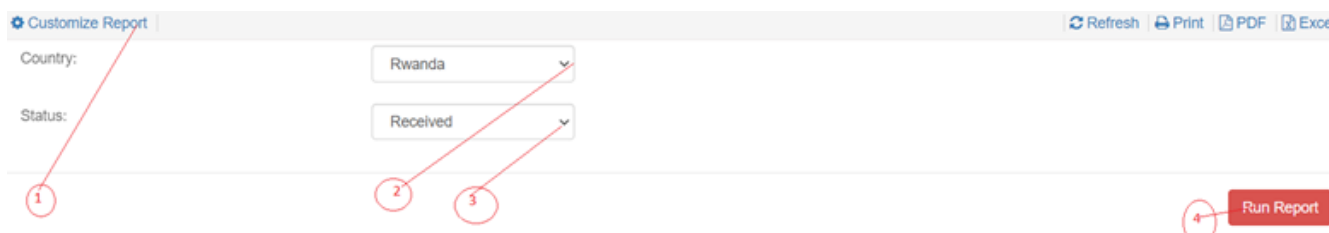
On the page that appears, a Stock Receipts from Printer report will be displayed a shown below:

Stock Receipts from Printer Report

Stock Receipts from Printer Report Details

| Fields	Description
National Bureau	The name of the Bureau receiving the Yellow Card books from the Printer.
Country	The name of the Country of the Bureau receiving the Yellow Card books from the Printer.
Delivery Number	Delivery Number
Dispatch Date	The date at which the books were dispatched by the Printer.
Start Serial Number	The start serial number of the first book on the books delivered.
End Serial Number	The last serial number of the last book on the books delivered.

Fields	Description
Number of Books Requested	The number of Yellow Card books requested by the National Bureau.
Number of Books Delivered	The number of Yellow Card books delivered by the National Bureau.
Receipt Status	The status of delivery to National Bureau of Yellow Card books
Date Requested	The date as which the books were requested by the National Bureau.

Handling Bureau Claims Reports

HB Accident Notifications

Log into the system as a National Coordinator. Then on the left menu, click on Reports Menu Item (1), click on the Handling Bureau menu item on the right (2), and then click on Accident Notifications menu item (3), as shown below:

Accident Notifications
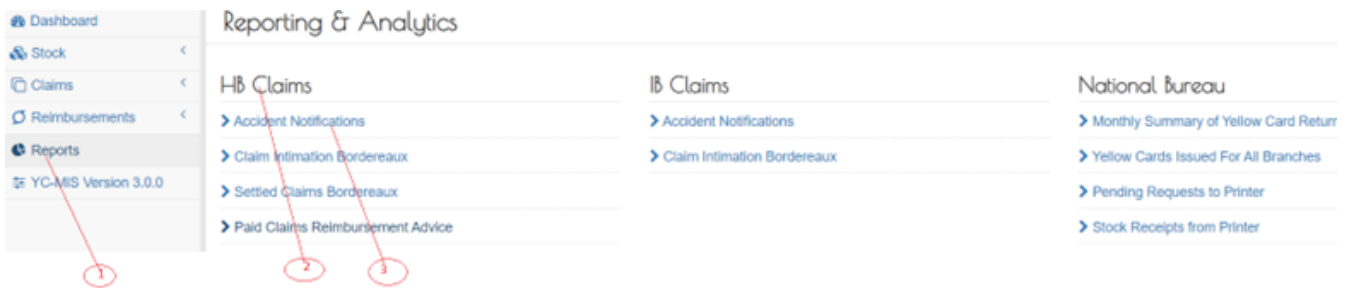
On the Accident Notifications page that appears, click on Customize Reports (1), click on the drop down menus Month (1), Dates (2), Issuing Bureau (3), Accident Status (4), and then click on Run Report button (5), to run the Report as shown below:

Run Accident Notifications Report

On the page that appears, an Accident Notifications report will be displayed a shown below:

HB Accident Notifications Reports

Accident Reference Number	Occurrence Date	Notification Date	Status	Yellow Card Number	Yellow Card Issue Date	Vehicle Registration	Chassis Number	Policy Number	Issuing NB	Issuing PIC
RW/18/8/2020/000574	18-08-2020 00:00:00	18-08-2020 00:00:00	Registered	TZ7915742	18-08-2020	ALD 345	WDB9341612L501	700000000000	NATIONAL INSURANCE CORPORATION OF TANZANIA LTD	NATIONAL INSURANCE CORPORATIC OF (T) LTD (PIC)
RW/18/8/2020/000575	18-08-2020 00:00:00	18-08-2020 00:00:00	Registered	TZ48453608	18-08-2020	ALD 345L	WDB9341612L501365	101010/10101/10101	NATIONAL INSURANCE CORPORATION OF TANZANIA LTD	NATIONAL INSURANCE CORPORATIC OF (T) LTD (PIC)

HB Accident Notifications Report Details

Fields	Description
Accident Reference Number	The reference number of the accident automatically assigned by the DYS.
Occurrence Date	The actual date at which the accident happened.
Notification Date	The date at which the Handling Bureau was officially informed of the accident.
Status	The status of Registration of the accident which could be either Registered or Notifications. Registered Status meaning the yellow card details have been successfully verified. Notification Status meaning the accident has not yet been verified because further documents are still pending.
Yellow Card Number	This is the number of the Yellow Card of the Motor Vehicle involved in the accident.
Yellow Card Issue Date	This is the date when the Yellow Card of the Motor Vehicle involved in the accident was issued.
Vehicle Registration	This is the plate number of the vehicle involved in the reported accident.
Chassis Number	This is the chassis number of the vehicle involved in the reported accident.
Policy Number	This is the local policy number of the Yellow Card of the Motor Vehicle involved in the accident.
Issuing National Bureau	This is the National to which the PIC who issued the Yellow Card belongs to.
Issuing PIC	This is the Insurance Company that issued the Yellow Card involved in the accident.

HB Claim Intimation Bordereaux

Log into the system as a National Coordinator. Then on the left menu, click on Reports Menu Item (1), click on the Handling Bureau menu item on the right (2), and then click on Claim Intimation Bordereaux menu item (3), as shown below:

Claim Intimation Bordereaux

image: claim_intimation_bordereaux.png[]

On the Claim Intimation Bordereaux page that appears, click on Customize Reports (1), click on the drop down menus Date Option to select the report period (2), Dates (3), Issuing Bureau (4), Claim Status (5), and then click on Run Report button (6) to run the Report as shown below:

Run HB Claim Intimation Bordereaux Report

image: run_hb_claim_intimation_bordereaux_report.png[]

On the page that appears, a Claim Intimation Bordereaux report will be displayed a shown below:

Claim Intimation Bordereaux Report

HB Claim Intimation Bordereaux Report Details

| Fields	Description
Accident Reference Number	The reference number of the accident automatically assigned by the DYS.
Claim Number	The claim number of the accident automatically assigned by the DYS.
Issuing National Bureau	This is the National to which the PIC who issued the Yellow Card belongs to.
Issuing PIC	This is the Insurance Company that issued the Yellow Card involved in the accident.
Name of Insured	The owner of the vehicle who insured the vehicle involved in the accident.
Yellow Card Number	This is the number of the Yellow Card of the Motor Vehicle involved in the accident.

Fields	Description
Vehicle Registration	This is the plate number of the vehicle involved in the reported accident.
Use of Vehicle	The purpose for which the vehicle was incurred for, which could be personnel or commercial.
Handling National Bureau	The National Bureau where the accident occurred therefore will be handing the accident claim.
Date of Loss	This is the date when the Yellow Card of the Motor Vehicle involved in the accident was issued.
Claim Status	The status of processing of the claim which could be the following: Registered, Claim Reserved, Rejected, Accepted, Validated, Assessment Done, Negotiated, Settled.
Reserved Amount	The amount reserve by the Handling Bureau to be used to settle the claim.

HB Settled Claims Bordereaux

Log into the system as a National Coordinator. Then on the left menu, click on Reports Menu Item (1), click on the Handling Bureau menu item on the right (2), and then click on Settled Claims Bordereaux menu item (3), as shown below:

Settled Claims Bordereaux
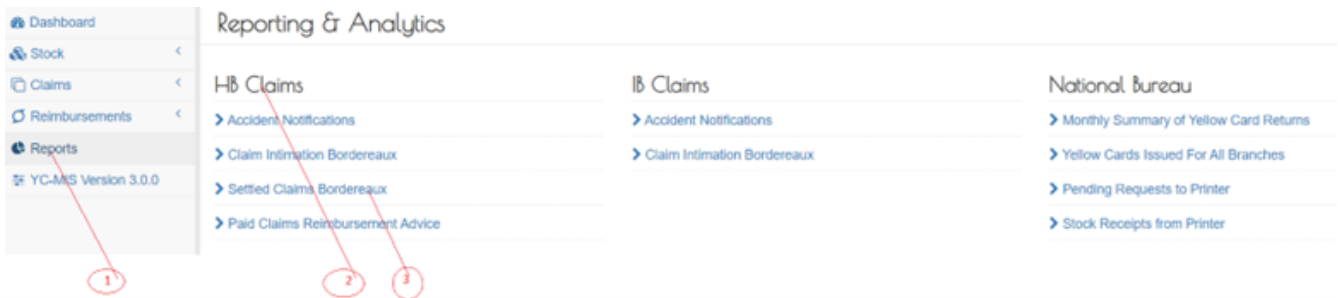
On the Claim Intimation Bordereaux page that appears, click on Customize Reports (1), click on the drop down menus Date Option to select the report period (2), Dates (3), Issuing Bureau (4), and then click on Run Report button (5) to run the Report as shown below:

Generate Settled Claims Bordereaux

image: generate_settled_claims_bordereaux.pn[]

On the page that appears, a Settled Claims Bordereaux from Printer report will be displayed a shown below:

Generate Settled Claims Bordereaux Details

Item #	Issuing NB	Issuing PIC	Claim #	Yellow Card #	Date of Loss	Date Settled	Name of Insured	Vehicle Registration	Use of Vehicle	Amount Due(L.C)	Amount Due(USD)	Total Amount Paid(L.C)
1	NATIONAL INSURANCE CORPORATION OF TANZANIA LTD	NATIONAL INSURANCE CORPORATION OF (T) LTD (PIC)	RW/18/8/2020/000304	TZ7915742	18-08-2020		Musa Tondolo	ALD 345	Private	200,000.00	209.20	200,000.00
2	Uganda Reinsurance Company Limited	PICTEST	RW/11/12/2019/000192	UG73203213	11-12-2019		AWASH TRANSPORT COMPANY	ADD1882	Commercial	15,000,000.00	16,860.00	15,000,000.00
3	Uganda Reinsurance Company	Britam Insurance Company	RW/5/12/2019/000157	UG63775391	05-12-2019		Musa Tondolo	UGX 500	Private	5,000,000.00	5,620.00	5,000,000.00

Settled Claims Bordereaux Report Details

| Fields	Description
Item Number	The item number of the accident automatically assigned by the DYS.
Issuing National Bureau	This is the National to which the PIC who issued the Yellow Card belongs to.
Issuing PIC	This is the Insurance Company that issued the Yellow Card involved in the accident.
Claim Number	The claim number of the accident automatically assigned by the DYS.
Yellow Card Number	This is the number of the Yellow Card of the Motor Vehicle involved in the accident.
Date of Loss	This is the date when the Yellow Card of the Motor Vehicle involved in the accident was issued.
Date Settled	The date when the claimant was paid the agreed claim amount.
Name of Insured	The owner of the vehicle who insured the vehicle involved in the accident.
Vehicle Registration	This is the plate number of the vehicle involved in the reported accident.
Use of Vehicle	The purpose for which the vehicle was incurred for, which could be personnel or commercial.
Amount Due (LC)	The claim amount in local currency that has not yet been paid from the agreed settlement amount.
Amount Due (USD)	The claim amount in USD that has not yet been paid from the agreed settlement amount.

| Fields	Description
Total Amount Paid (LC)	The total agreed claim amount in local currency that has been paid.

HB Paid Claims Reimbursement Advice

Log into the system as a National Coordinator. Then on the left menu, click on Reports Menu Item (1), click on the Handling Bureau Claims menu item on the right (2), and then click on Paid Claims Reimbursement Advice menu item (3), as shown below:

Paid Claims Reimbursement Advice
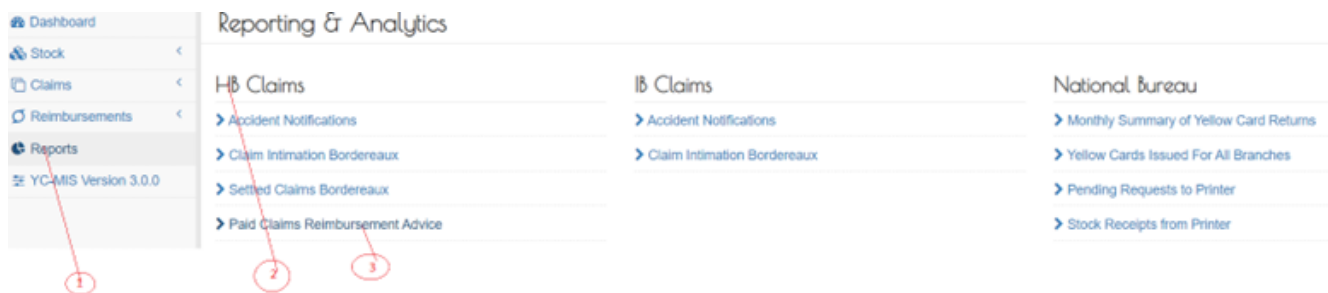
On the Claim Intimation Bordereaux page that appears, click on Customize Reports (1), click on the drop down menus Date Option to select the report period (2), Dates (3), Issuing Bureau (4), click on Request Status drop down menu to select the status of the request (5), and then click on Run Report button (5) to run the Report as shown below:

Generate HB Paid Claims Reimbursement Advice Report
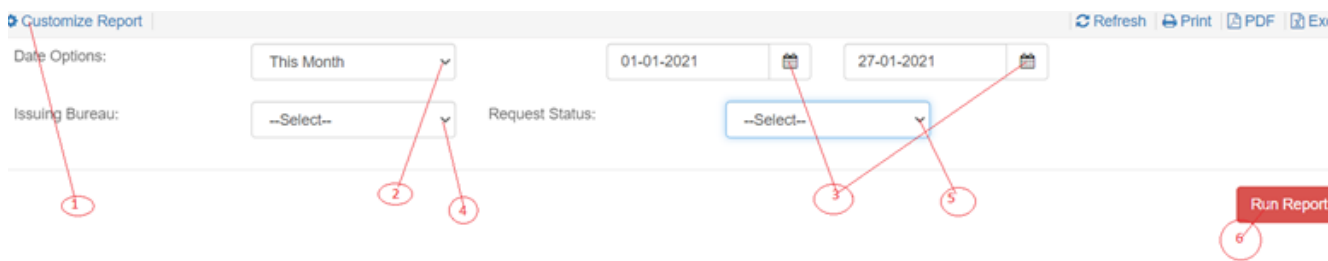
On the page that appears, a Paid Claims Reimbursement Advice report will be displayed a shown below:

Paid HB Claims Reimbursement Advice Report

Item #	Ref #	Issuing NB	Issuing PIC	Claim #	Yellow Card #	Date of Loss	Date Settled	Name of Insured	Vehicle Registration	Use of Vehicle	Date Requested	Reques Status
1	RW/20/8/2020/000170	NATIONAL INSURANCE CORPORATION OF TANZANIA LTD	NATIONAL INSURANCE CORPORATION OF (T) LTD (PIC)	RW/20/8/2020/000312	TZ84368161	20-08-2020		Musa Tondolo	TZR 789	Private	20-08-2020	Reimbu
2	RW/11/12/2019/000059	Uganda Reinsurance Company Limited	PICTEST	RW/11/12/2019/000192	UG73203213	11-12-2019		AWASH TRANSPORT COMPANY	ADD1882	Commercial	11-12-2019	Reimbu
3	RW/11/12/2019/000051	Uganda Reinsurance Company	PICTEST	RW/11/12/2019/000188	UG54472223	11-12-2019		AWASH TRANSPORT COMPANY	ADD1881	Commercial	11-12-2019	Reimbu

Table 8. HB Paid Claims Reimbursement Advice Report Details

Fields	Description
Item Number	The item number of the accident automatically assigned by the DYS.
Reference Number	The reference number for the claim Initially automatically generated by the DYS.
Issuing National Bureau	This is the National to which the PIC who issued the Yellow Card belongs to.
Issuing PIC	This is the Insurance Company that issued the Yellow Card involved in the accident.
Claim Number	The claim number of the accident automatically assigned by the DYS.
Yellow Card Number	This is the number of the Yellow Card of the Motor Vehicle involved in the accident.
Date of Loss	This is the date when the Yellow Card of the Motor Vehicle involved in the accident was issued.
Date Settled	The date when the claimant was paid the agreed claim amount.
Name of Insured	The owner of the vehicle who insured the vehicle involved in the accident.
Vehicle Registration	This is the plate number of the vehicle involved in the reported accident.
Use of Vehicle	The purpose for which the vehicle was incurred for, which could be personnel or commercial.
Date Requested	The date when the claimant initially made the request for the claim.

Fields	Description
Request Status	The status of processing the claim request to the claimant, which could be New, Cancelled, Pool Acknowledged, IB Confirmed, IB Rejected, Reimbursed.

Issuing Bureau Claims Reports
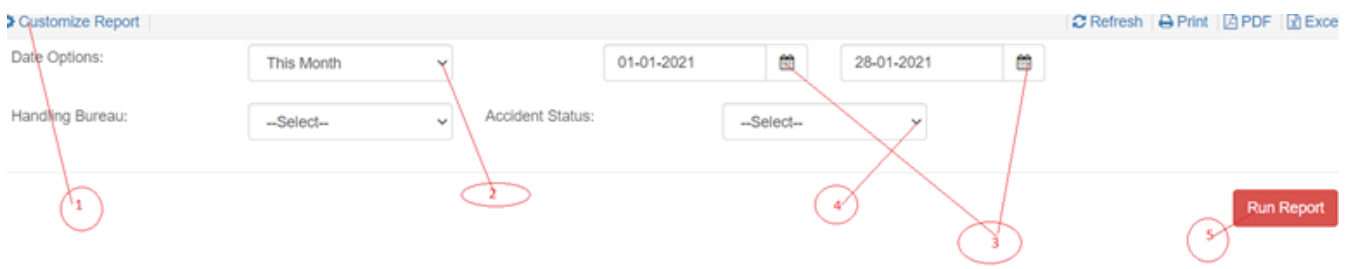
IB Accident Notifications

Log into the system as a National Coordinator. Then on the left menu, click on Reports Menu Item (1), click on the Issuing Bureau Claims menu item on the right (2), and then click on Accident Notifications menu item (3), as shown below:

IB Accident Notifications

On the Claim Intimation Bordereaux page that appears, click on Customize Reports (1), click on the drop down menus Date Option to select the report period (2), Dates (3), Handling Bureau (4), click on Accident Status(5) drop down menu to select the status of the request , and then click on Run Report button (5) to run the Report as shown below:

Generate IB Accident Notifications Report

On the page that appears, a Paid Claims Reimbursement Advice report will be displayed a shown below:

IB Accident Notifications Report

SUMMARY OF ACCIDENT NOTIFICATION

From 01 Jan 2021 To 28 Jan 2021

SONARWA GENERAL INSURANCE COMPANY LTD (NB)

Accident Reference Number	Occurrence Date	Notification Date	Status	Yellow Card Number	Yellow Card Issue Date	Vehicle Registration	Chassis Number	Policy Number	Handling NB	Issuing PIC
ZW/12/4/2020/000549	29-03-2020 00:00:00	30-03-2020 00:00:00	Registered	RW21639142	25-03-2020	RAB.959.I	JALFVR131J3600322	100/127/1/004474/2019	Insurance Council of Zimbabwe	SORAS ASSURANCES GENERALES LTD
CD/10/12/2019/000412	30-11-2019 00:00:00	02-12-2019 00:00:00	Registered	RW18535623	24-06-2019	RAD473K	EDB9341616L643879	7853/19	SONAS-NB	PHOENIX OF RWANDA ASSURANCE CO. LTD
TZ/14/11/2019/000292	14-11-2019 00:00:00	14-11-2019 00:00:00	Registered	RW21857214	24-06-2019	RAC138E	WDB954223K487237	09012610266202019	NATIONAL INSURANCE CORPORATION	SORAS ASSURANCES GENERALES

IB Accident Notifications Report Details

Fields	Description
Accident Reference Number	The item number of the accident automatically assigned by the DYS.
Occurrence Date	The actual date at which the accident happened.
Notification Date	The date at which the Handling Bureau was officially informed of the accident.
Status	The status of Registration of the accident which could be either Registered or Notifications. Registered Status meaning the yellow card details have been successfully verified. Notification Status meaning the accident has not yet been verified because further documents are still pending.
Yellow Card Number	This is the number of the Yellow Card of the Motor Vehicle involved in the accident.
Yellow Card Issue Date	This is the date when the Yellow Card of the Motor Vehicle involved in the accident was issued.
Vehicle Registration	This is the plate number of the vehicle involved in the reported accident
Chassis Number	This is the chassis number of the vehicle involved in the reported accident.
Policy Number	This is the local policy number of the Yellow Card of the Motor Vehicle involved in the accident.
Handling National Bureau	The National Bureau where the accident occurred therefore will be handing the accident claim.

Fields	Description
Issuing PIC	This is the Insurance Company that issued the Yellow Card involved in the accident.

IB Claim Intimation Bordereaux

Log into the system as a National Coordinator. Then on the left menu, click on Reports Menu Item (1), click on the Issuing Bureau Claims menu item on the right (2), and then click on Claim Intimation Bordereaux menu item (3), as shown below

IB Claim Intimation Bordereaux
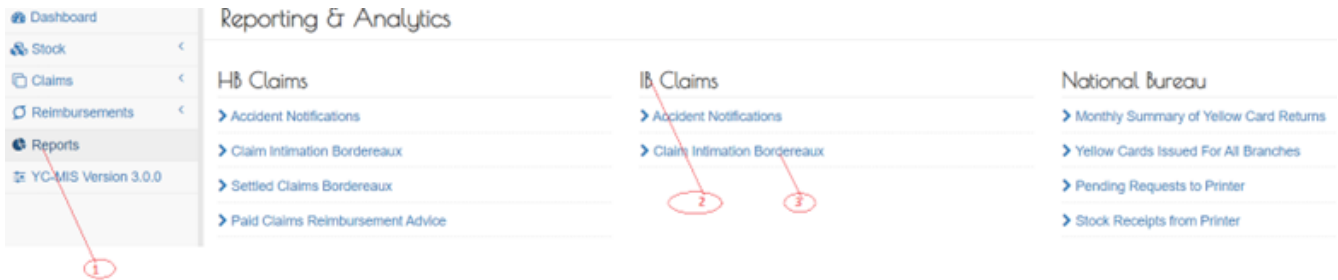
On the IB Claim Intimation Bordereaux page that appears, click on Customize Reports (1), click on the drop down menus Date Option to select the report period (2), then click on the two date options in the drop down menus(3) to select the start and end dates, then click on Handling Bureau (4), then click on Claim Status (5), and then click on Run Report button (6) to run the Report as shown below:

Generate IB Claim Intimation Bordereaux Report
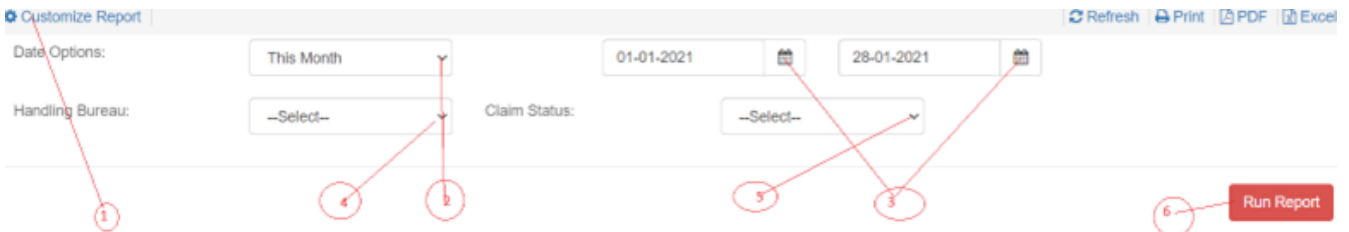
On the page that appears, an IB Claim Intimation Bordereaux report will be displayed a shown below:

IB Claim Intimation Bordereaux

e-YC

CLAIMS INTIMATION BORDEREAUX

From 01 Jan 2021 To 28 Jan 2021

SONARWA GENERAL INSURANCE COMPANY LTD (NB)

Accident Reference #	Claim #	Issuing PIC	Name of Insured	Yellow Card #	Vehicle Registration	Use of Vehicle	Handling NB	Date of Loss	Claim Status	Claim Reserve(L.C)	Reserv
ZW/12/4/2020/000550	ZW/13/4/2020/000283	SORAS ASSURANCES GENERALES LTD	MUNYANEZA EMMANUEL	RW21639142	RAB.959.I	Commercial	Insurance Council of Zimbabwe	06-04-2020	Settled	8,500.00	8
CD/2/12/2019/000348	CD/2/12/2019/000126	PHOENIX OF RWANDA ASSURANCE CO. LTD	TOP SOLUTION COMPANY LTD	RW29954571	RAD374Y	Commercial	SONAS-NB	24-11-2019	Settled	6,412,225.00	3
BI/29/11/2019/000342	BI/29/11/2019/000116	SONARWA GENERAL INSURANCE	Musa Tondolo	RW36594613	RWA 123	Private	SOCABU(NB)	28-11-2019	Settled	15,000,000.00	7

IB Claim Intimation Bordereaux Report Details

Fields	Description
Accident Reference Number	The reference number of the accident automatically assigned by the DYS.
Claim Number	The claim number of the accident automatically assigned by the DYS.
Issuing PIC	This is the Insurance Company that issued the Yellow Card involved in the accident.
Name of Insured	The owner of the vehicle who insured the vehicle involved in the accident.
Yellow Card Number	This is the number of the Yellow Card of the Motor Vehicle involved in the accident.
Vehicle Registration	This is the plate number of the vehicle involved in the reported accident.
Issuing National Bureau	This is the National to which the PIC who issued the Yellow Card belongs to.
Handling National Bureau	The National Bureau where the accident occurred therefore will be handing the accident claim.
Date of Loss	This is the date when the Yellow Card of the Motor Vehicle involved in the accident was issued.
Claim Status	The status of processing of the claim which could be the following: Registered, Claim Reserved, Rejected, Accepted, Validated, Assessment Done, Negotiated, Settled.
Claim Reserve (LC)	The amount in local currency reserved by the Handling Bureau to be used to settle the claim.
Claim Reserve (USD)	The amount in USD reserved by the Handling Bureau to be used to settle the claim.
Use of Vehicle	The purpose for which the vehicle was incurred for, which could be personnel or commercial.

Claims Management

Report Accident

Capture Accident Details

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), then click on the Accidents menu item (2) as shown below:

Reported Accidents

On the Reported Accidents page, click on the Report button (1).

Reported Accidents

The Report Accident page that opens has three sections.

Report Accident section

To capture details for the Reported Accident section, enter the yellow card number in search box and click the search button (1) next to the yellow card number just entered as shown below. .Report Accident

This will automatically populate the report accident section.

Motor Vehicle Details section

Motor Vehicle Details

(As Obtained from Police Abstract)

Vehicle Registration:*

Vehicle Body: --Select--   Vehicle Make:*

Name of Owner: Owner Mobile:

Fields marked * are mandatory

Fields	Description
Vehicle Registration	Enter the registration plates of the vehicle
Vehicle Body	Select from the drop down list the type of body of the Vehicle
Vehicle Make	Enter the Make of the Vehicle
Name of Owner	Enter the Name of the Owner of the Vehicle
Owner Mobile	Enter the Mobile Number of the Owner of the Vehicle

Motor Vehicle Owner Details section

Driver Details

Driver Name: Telephone:

Postal Address :   Physical Address:

License Number :   License Issuing Authority:

Date of Issue:

Fields marked * are mandatory

Fields	Description
Name	Enter the Name of the Insured
Mobile	Enter the Mobile Number of the Insured
Postal Address	Enter the Postal Address of the insured
Physical Address	Enter the Postal Address of the insured
License Number	Enter the Driving License of the Owner of the Vehicle
License Issuing Authority	Enter the Issuing Authority of the Driving License of the Owner of the Vehicle
License Issue Date	Enter the Issuing Date of the Driving License of the Owner of the Vehicle

Particulars of Accident Section

Fields marked * are mandatory

Fields	Description
Police Abstract Report No	Enter the Reference Number of the Police Report
Upload Police Abstract Report (1)	Upload scanned copy of the Police Report
Accident Notification Date	Enter the Date you were Notified of the Accident
Accident Date	Enter the Date when the Accident Happened
Time of Accident (hh:mm)	Enter Exact Time when the Accident Happened
Place of Accident	Enter the physical Location of the place where the Accident Happened
Weather Description	Describe the Weather at the time of the Accident
Explain how the accident happened	Enter a Summary of How the Accident Happened

⚠ If the Save button is not activated, make sure you have filled all the fields.

Click on the Save button

After successful saving, the system displays the Reported Accident details for confirmation.

Report Accident Details

Accident #BI/2/12/2019/000350

Yellow Card:	RW82063126	Yellow Card Validity:	02-12-2019 - 01-02-2020
Date Issued:	02-12-2019	Vehicle Registration:	RWA 001
Insured Name:	Musa Tondolo	Insured Email:	mtondolo@gmail.com
Policy Number:	10101	No. of Seats:	5
Issuing NB:		Issuing PIC:	
Countries Covered:	BI	YC Serial Number:	

Motor Vehicle Details

Vehicle Registration:	RWA 001	Vehicle Body:	Sedan
Vehicle Make:	Toyota	Name of Owner:	Musa Tondolo

Created on 2019-12-02 13:43:02 by mtondolo@gmail.com,   [Edit] [✗ Done] [✓ Validate And Update Status]

Click on Edit Button
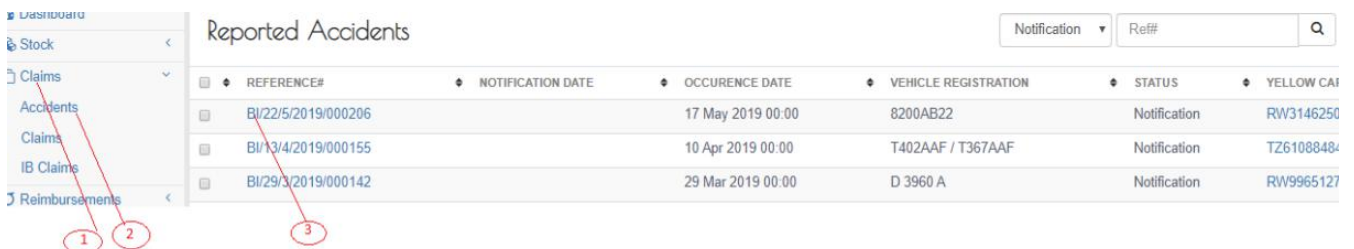
Click on Edit Button to go back to the Accident Capturing Form to change details.

Register Accident

Validate and Update Registered Accident Status

Log into the system as a National Coordinator. Then on the left menu, click on claims menu Item (1), click on the accident's menu item (2), then click on accident reference number (3) as shown below:

Reported Accidents

The System displays the reported accident details. To register the accident, click on the Validate and Update Status button as shown below:

Validate and Update Registered Accident Status

The system displays a status notification for the registered accident. Click close at the bottom of the notification to continue.

Reported Accident Status Notification

Accident No BI/2/12/2019/000350 has passed validation. Status updated to 'Registered'   ✕

✕ Close

View Registered Accidents

Log into the system as a National Coordinator. Then on the left menu, click on claims menu item (1), then click on the accident menu item (2), and finally click on Drop down menu item Registered (3) on the top right of the Reported Accident page as shown below:

Registered Accidents

Search Registered Accidents

To search for registered accidents, enter the reference number listed below in the search box (1), then click the search icon.

Search Registered Accident

Field	Description
Reference Number	An automatically generated number for an Accident
Notification Date	Actual date when Accident happened
Vehicle Registration	The registration plates of the vehicle
Status	The level of processing at which the accident or claim has reached
Yellow Card	The number of the yellow card of the motor vehicle that was involved in the Accident

Reserve Claim

Capture Claim Item

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), then click on the claim's menu item (2), and then click Add (3) as seen below:

Claim List

The Claim capturing page has 3 tabs.

Accident Details Tab

To capture details for the accident details tab, enter the accident reference number in search box and click the search button (1) as shown below.

Accident details tab

This will automatically populate the accident details tab.

Claim Details Tab

To capture details on the claim's details tab, click on add claim Item (1).

Add Claim Item Button

Claim Details   Claim Supporting Documents

Claim Details

#	LOSS TYPE	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	REMOVE CLAIM ITEM)

⊕ Add Claim Item

①

The system will display claim details as shown below:

Claim Details

Claim Details

#	LOSS TYPE	DESCRIPTION	LOSS DETAILS	RESERVE (USD)		REMOVE CLAIM ITEM)
1	--Select-- ▾				BIF	⊖

Fields	Description
Loss Type	Select the risk type from the drop down as follows (vehicle damage, property damage, personal Injury, death)
Description	Enter brief description of the loss type or accident
Reserve (USD)	Enter the amount set aside for yellow card claim.

Capture Claim Item Loss Type

On clicking description field, the following types of losses will be displayed. Fill in the details accordingly as explained below:

Third Party Motor Vehicle Damage Loss Type

Select Vehicle Damage menu item (1) and click Add Vehicle Details (2) button to display an Edit Third Party Motor Vehicle Details page. This page is in sections as shown below:

#	LOSS TYPE	DESCRIPTION	LOSS DETAILS	RESERVE (USD)		REMOVE CLAIM ITEM)
1	Vehicle Damage ▾		**Add Vehicle Details**		BIF	⊖
	--Select--					
	Vehicle Damage					
⊕ Add	Property Damage					
	Personal Injury					
	Death					

① ②

Third Party Motor Vehicle Damage Description section

Damage Desciption

Fields	Description
Damage Description	Write a brief description of the damage to the vehicle

Third Party Motor Vehicle Details section

Fill all the fields.

Fields	Description
Vehicle Registration	Enter the registration plates of the vehicle
Type of Body	Select from the drop down list the type of body of the Vehicle
Vehicle Type	Select from the drop-down the Vehicle Type
Make	Enter the Make of the Vehicle
Year of Make	Enter the year of manufacture of the motor vehicle

Third Party Motor Vehicle Owner Details section

Fill all the fields.

Fields	Description
Name	Enter the name of the registered owner of the vehicle
Telephone	Enter the phone number for the registered owner of the motor vehicle
Postal Address	Enter the postal address for the registered owner of the motor vehicle

Fields	Description
Physical Address	Enter the physical address of the registered owner of the motor vehicle

Third Party Motor Vehicle Driver Details section

Fill all the fields.

Fields	Description
Driver Name	Enter the name of the driver at the time of the accident
Telephone	Enter the phone number of the driver at the time of the accident
Postal Address	Enter the postal address for the of the driver at the time of the accident
Physical Address	Enter the physical address of the driver at the time of the accident
License Number	Enter the Driver's License Number of the driver at the time of the accident
License Issuing Authority	Enter the Issuing Authority of the driver at the time of the accident
License Issue Date	Enter the Issuing Date of the driver at the time of the accident

Click on the Save button. After saving, enter the description (1) and Reserve (3) as shown below:

Third Party Property Damage

Select Property Damage menu item (1) and click Add Property Details (2) button to display View Third Party Property Details page. This page is in sections as shown below:

Third Party Property Damage Details section

Fields	Description
Fields	Write a brief description of the damage to the property

Third Party Property Details section

Fill all the fields.

Fields	Description
Type of property	Select from the drop down list the type of property
Property Location	Enter the exact location of the property.
Property Address	Enter the physical address of the property

Third Party Property Owner Details section

Fill all the fields.

Fields	Description
Name	Enter the name of the owner of the property
Telephone	Enter the phone number of the owner of the property
Postal Address	Enter the postal address of the owner of the property
Physical Address	Enter the physical address of the owner of the property

Click on the Save button.

After saving, enter the description (1) and Reserve (3) as shown below:

Personal Injury

Select Personal Injury menu item (1) and click Add Injury Details (2) button to display an Edit Personal Injury Details page. This page is in sections as shown below:

Nature of Injuries section

Fields	Description
Nature of Injuries	Write a brief description of the nature of the injury

Victim Details

Fill all the fields.

Fields	Description
Name	Enter the name of the victim of the injury
Mobile	Enter the phone number of the victim of the injury
Postal Address	Enter the postal address of the victim of the injury
Physical Address	Enter the physical address of the victim of the injury
Occupation	Enter the occupation of the victim of the injury
Date of Birth	Enter the date of birth of the victim of the injury
Deceased	Check if the victim of the injury is deceased or not

Click on the Save button.

After saving, enter the description (1) and Reserve (3) as shown below:

Death

Select Death menu item (1) and click Add Death Details (2) button to display an Edit Deceased Details page. This page is in sections as shown below:

Nature and Cause of Death section

Fields	Description
Nature and Cause of Death section	Write a brief description of the nature and cause of death

Deceased Details

Fill all the fields.

Fields	Description
Name	Enter the name of the deceased
Postal Address	Enter the postal address of the deceased.
Physical Address	Enter the physical address of the deceased
Occupation	Enter the occupation of deceased
Date of Birth	Enter the date of birth of the deceased
Date of Death	Enter the date of death of the deceased

Capturing Other Details of Claim Item

After capturing and saving details of the loss type, enter the brief description of the loss type (1), then enter the Reserve(USD) (3) as shown below:

Remove Claim Item

To remove a claim item, click on remove claim (1) Item as shown below:

Claim Details

#	LOSS TYPE	DESCRIPTION	LOSS DETAILS	RESERVE (USD)		REMOVE CLAIM ITEM)
1	--Select-- ▼			0.000	BIF	⊖

Save Claim Item

After capturing the claim item details, click on save at the bottom of the page. The system displays the captured claim details for confirmation.

Claim Details

Claim #BI/6/12/2019/000158

Accident Ref#:	BI/2/12/2019/000350	Accident Date:	02-12-2019
Claim Summary:	Head of collision.		
Claim Reserve Total: BIF	450,000.00	USD:	238.050000 (rate = 1,890.36)

views.claim.grid.view.button.claim status Registered

Claim Details   Claim Supporting Documents

Claim Details

#	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMENT	
1	Vehicle Damage	Registered	Broken windscreen	Click for Details	BIF 450,000 ($450,000.00)	No documents uploaded	-	-	-	✔ Validate And Update Status

View List of Reserved Claims

Log into the system as a National Coordinator. Then on the left menu, click on claims menu Item (1), then click on the claim's menu item (2) as shown below:

Reserved Claims

	CLAIM NUMBER	SUBMISSION DATE	STATUS	I.B	AUTHORIZATION	ACCIDENT REF#	CLAIM RESERVE TOTAL	AGREED SETTLEMENT TOTAL	AMOUNT PAID	BALANCE
	BI/2/12/2019/000124	02-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NB)	NotRequired	BI/2/12/2019/000346	500.00	0.00	0.00	0.00
	BI/29/11/2019/000116	29-11-2019	Settled	SONARWA GENERAL INSURANCE COMPANY LTD (NB)	NotRequired	BI/29/11/2019/000342	15,000,000.00	10,000,000.00	10,000,000.00	0.00
	BI/15/11/2019/000051	15-11-2019	Settled	Kenya Reinsurance Corporation Ltd.	NotRequired	BI/15/11/2019/000294	3,500.00	1,500.00	1,500.00	0.00

Search for Reserved Claim

To search for reserved claims enter the claim number (1), then click the search icon(2) or click enter.

Reserved Claims

Fields	Description
Claim Number	Automatically generated number used for claim process tracking
Submission Date	The date of notification of the claim
Status	The level of processing at which the accident or claim has reached
Issuing Bureau	The National Bureau of the Insured Yellow Card.
Authorization	Indicates whether Claim Settlement requires Authorization from National Bureau
Accident Reference Number	Automatically generated number used to track registered accidents
Claim Reserve Total	Amount set aside to settle expected for a yellow card claim
Agreed Settlement Amount	Amount agreed to be settled with the Handling Burial and the Claimant
Amount Paid	Actual amount to the Claimant by the National Bureau
Balance	Remaining amount to paid to the Claimant by the National Bureau

Edit Captured Claim Details

Log into the system as a National Coordinator. Then on the left menu, click on claim menu item (1), click on the claims menu item, and then click on the claim number(3) column of the row corresponding to the Claim you wish to edit as seen below:

Claim List

The system displays the selected claim details. Review the details. To edit, click on the edit button (1) at the bottom of the page.

Edit Reserved Claim Details

Claim #BI/6/12/2019/000158

Claim Details   Claim Supporting Documents

Claim Details

#	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMENT	
1	Vehicle Damage	Registered	Broken windscreen	Click for Details	BIF 450,000 ($450,000.00)	No documents uploaded	-	-	-	✔ Validate And Update Status

+ Add Claim Item

Created on 2019-12-06 08:27:17 by mtondolo@gmail.com, Updated on 2019-12-06 08:48:48 by mtondolo@gmail.com

☑ Edit   ✕ Done

Edit the fields as needed, then click the save button. Note that to you can select any of the tabs to edit the fields. The Accident Reference Number is generated by the system and thus cannot be edited. Then click the Done button.

Update and Validate Claim Reservation Status

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims sub-menu item (2), then Click on the CLAIM NUMBER column of the row corresponding to the Claim you wish to update and validate as seen below:

Claim List

The System displays the Yellow Card details. Click on the Validate and Update Status button (1) as shown below:

Validate and Update Reserved Claim Status

The System displays a Status Notification as shown below: .Reserved Claim Status Notification

Claim Item Broken windscreen for Claim Ref BI/6/12/2019/000158 has passed validation. Status updated to 'Reserved'

#	DOCUMENT NAME	STATUS
1	Reserved Amount	✔

Upload Claim Supporting Documentation

Upload Claim Supporting Documents

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims sub-menu item (2), then Click on the Claim Number column of the row corresponding to the Claim you wish to upload the supporting documents as seen below:

Claim List

The system displays the selected Claim Details. To upload supporting documents, click on the Upload Button (1) under the Supporting Documents Column.

Upload Claim Supporting Documents

On the page that appears, click Claim Item Document (1), click Add Document (2), select the document to upload in drop down menu (3), choose the file to upload (4), upload (3) as shown below:

Upload Claim Supporting Documents

Edit Claim Item

Claim Item   Claim Item Documents

#	DOCUMENT NAME		FILE NAME	SIZE	PROGRESS		
1	--Select-- ▼	Choose File No file chosen	-				

Add Document

Then click save at the bottom of the upload claim supporting documents page.

Edit Uploaded Claim Supporting Documents

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims sub-menu item (2), then Click on the Claim Number column of the row corresponding to the Claim you wish to upload the supporting documents as seen below:

Claim List

On the page that appears, click on upload (1) as shown below:

Edit Uploaded Claim Supporting Documents

LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMEN
Vehicle Damage	Reserved	Broken windscreen	Click for Details	BIF 450,000 ($450,000.00)	+ Upload	-	-	-

Then, click on Claim Item Documents (1). Here, you can edit the uploaded documents by either deleting (2) or add documents (3), then click Save at the bottom of the page as shown below and then click Done at the page that appears.

Edit Uploaded Claim Supporting Documents

Edit Claim Item

Claim Item   Claim Item Documents

#	DOCUMENT NAME	FILE NAME	SIZE	PROGRESS		
1	Driver License	ABSA Marathon.pdf	174.7 kB			
2	Registration Book of the Third Party Vehicle	ABSA Marathon.pdf	174.7 kB			

Add Document

Update and Validate Uploaded Claim Supporting Documentation Status

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the claim's menu item (2), then Click on the Claim Number column of the row corresponding to the Claim you wish to update and validate as seen below:

Claim List

The System displays the Yellow Card details. Click on the Validate and Update Status button (1) as shown below:

Update and Validate Uploaded Claim Supporting Documentation Status

The System displays a Status Notification as shown below. Click the close button (1) to continue.

Update and Validate Uploaded Claim Supporting Documentation Status Notification

Claim Assessment

Capture Assessment Details

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims sub-menu item (2), then Click on the Claim Number column of the row

corresponding to the Claim you wish to upload the supporting documents as seen below:

Claim List

The system displays the selected Claim Details. To upload supporting documents, click on the Upload Button (1) under the Supporting Documents Column.

Claim Details

The Assessment page that appears, has two tabs.

Claim Item Assessment Tab

Fields marked * are mandatory

Fields	Description
Claim item	Summary of the loss type of the claim.
Claim Item Status	Process level at which the claim item has currently reached.

Fields	Description
Date of Accident	Enter date at which the accident occurred.
Assessment Date	Enter date at which the assessment was done.
Extent of Loss	Select the extent of third party (Total, Partial, Not Applicable)
Salvage	Select the if loss is salvage or not (Total, Yes, No, Not Applicable)
Exchange Rate	Current exchange between US$ and local currency.
Assessment Amount	Enter amount of loss assessed by the designated Assessor.
Estimated Salvage Amount	Enter amount estimated as salvage amount by the designated Assessor.
Name of Assessor	Enter the name of the designated Assessor.
Assessment	Enter the reference number for the assessment report.
Damages	Damages

You must fill all the fields in all the tabs before clicking on the Save button.

Assessment Documents Tab

On the Claim Assessment tab, Add Document (1), select document to upload (2), choose the file to upload (3), then upload the document(4) as shown below:

Assessment Document Tab

If the Save button is not activated, make sure you have uploaded all the documents.

Click on the Save button.

After successful saving, the system displays the Assessment details for confirmation

Edit Captured Assessment Details

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims sub-menu item (2), then Click on the Claim Number column of the row corresponding to the Claim you wish to edit the supporting documents as seen below:

On the page that appears, click on assessment (1) as shown below:

Edit Claim Assessment Details

The system displays Claim Assessment Edit page, edit the details on the either the Assessment or Assessment Document tab respectively as shown below. Then click Save at the bottom of the page.

Claim Assessment Edit Details

Update and Validate Assessment Status

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims sub-menu item (2), then Click on the Claim Number column of the row corresponding to the Claim you wish to update and validate as seen below:

Claim List

The System displays the Yellow Card details. Click on the Validate and Update Status (1) as shown below:

Update and Validate Assessment Status

LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMENT	
Vehicle Damage	Validated	Broken windscreen	Click for Details	BIF 450,000 ($450,000.00)	View (2)	+ Assessement	-	-	✔ Validate And Update Status

The System displays a Status Notification as shown below. Click the close button (1) to continue.

Assessment Status Notification

Claim Item Broken windscreen for Claim Ref BI/6/12/2019/000158 has passed validation, Status updated to 'Assessed'

#	DOCUMENT NAME	STATUS
1	Pictures of the damaged vehicle	✔
2	Inspection report/Assessors report	✔
3	Demand Letter	✔
4	Repair or replacement quotation	✔

✕ Close

Agreed Settlement Amount

Capture Agreed Settlement Amount

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims sub-menu item (2), then Click on the Claim Number column of the row corresponding to the Claim you wish to capture the agreed settlement amount details as seen below:
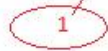
Claim List

The system displays the selected Claim Details. To capture the agreed settlement amount, click on the Agreed Settlement Amount Button (1).

Claim Details

The Agreed Settlement Amount page that appears has three tabs.

Claim Item Tab

Fields	Description
Claim Number	Reference number for the claim item generated by the system.
Claim Submission Date	Date on which the claim was submitted.
Claim Status	Processing Stage at which the claim has reached.

Claim Items Details Tab

Fields	Description
Exchange Rate	Rate of exchange between US$ and local currency.
Reserve Amount USD	Amount reserved for the claim item in USD.

Agreed Settlement Tab

Table 19. Claim Items Details Tab

Fields	Description
Settlement Amount	Enter the amount agreed to be settled in local currency.
Exchange Rate	Rate of exchange between US$ and local currency.
Settlement Amount USD	The amount agreed to be settled in US$.

If the Save button is not activated, make sure you have entered the settlement amount.

Click on the Save button.

After successful saving, the system displays the Assessment details for confirmation.

Edit Captured Agreed Settlement Amount Details

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims menu item (2), then Click on the Claim Number column of the row corresponding to the Claim you wish to edit its settlement amount as seen below:

Claim List

The system displays the Edit Claim Item page, edit the settlement (1) on the Agreed Settlement Amount tab as shown below. Then click Save at the bottom (2) of the page.

Agreed Settlement Amount Tab

Claim Number: BI/6/12/2019/000158	Claim Submission Date: 06-12-2019
Claim Status: Registered	

Claim Item Details

Exchange Rate: 1,890.36	Reserve Amount (USD): 238.05

Agreed Settlement

Settlement Amount: 350000|00 BIF	
Exchange Rate: 1,890.36	Settlement Amount (USD): 185.15

Fields marked '*' are required

✔ Save   ✖ Done

Update and Validate Agreed Settlement Amount Details Status

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims menu item (2), then Click on the Claim Number column of the row corresponding to the Claim you wish to update and validate as seen below:

Claim List

The System displays the Claim details. Click on the Validate and Update Status (1) as shown below:

Validate and Update Agreed Settlement Amount Details

Claim Details

#	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMENT
1	Vehicle Damage	Assessed	Broken windscreen	Click for Details	BIF 450,000 ($450,000.00)	View (2)	Click for Details	+ Agreed Settlement Amount	- ✔ Validate And Update Status

The System displays a Status Notification as shown below. Click the close button at the bottom of notification to continue.

Agreed Settlement Amount Details Status Notification

Claim Item ABC for Claim Ref BI/4/12/2019/000150 has passed validation. Status updated to 'Negotiated'   ✕

#	DOCUMENT NAME	STATUS
1	Agreed Compensation Amount	✔

Claim Settlement

Capture Settlement Details

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims sub-menu item (2), then Click on the Claim Number column of the row corresponding to the Claim you wish to capture the settlement details as seen below:

Claim List

The system displays the selected Claim Details. To capture the settlement details, click on the Settlement Button (1).

Click settlement button

Claim Details

#	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMENT
1	Vehicle Damage	Negotiated	ABC	Click for Details	BIF 75,000 ($75,000.00)	View (2)	Click for Details	BIF 450,000 ($238.05)	+ Settlement

On the page that appears, click Add Settlement (1) as shown below:

Click add settlement button

Claim Settlement page has two tabs.

Claim Item Tab

Claim Item Tab has three sections:

Claim item Section

This tab is automatically populated by the system.

Fields	Description
Claim item	Brief description of the claim item.
Claim Reserved Amount	Amount reserved for a claim item in local currency.
Agreed Settlement Amount	The amount agreed to be settled in local currency.
Agreed Settlement Amount USD	The amount agreed to be settled in US$.

Table 1. Settlement Details Section

Fields	Description
Date of Settlement	Enter at which the claim was settled.
Payment Reference Number	Enter the reference number of the payment.
Exchange Rate	Enter the exchange rate between the US$ and local currency at the date of settlement.
Payment Mode	Select the mode of payment of the settlement by Cheque, Cash or TT.
Settlement Amount	Enter the amount paid towards the agreed settlement amount in local currency.
Settlement Amount USD	Enter the amount paid towards the agreed settlement amount in US$.

Beneficiary Details Section

Fill in all the fields.

Fields	Description
Name	Enter the name receiving the settlement.
ID Number	Enter the ID Number of the recipient of the settlement.
Physical Address	Enter the physical address of the recipient of the settlement.
Address	Enter the phone of the recipient of the settlement.
City	Enter the city of the recipient of the settlement.
Email	Enter the city of the email of the settlement.
Postal Code	Enter the postal code of the email of the settlement.

If the Save button is not activated, make sure you have entered the settlement all the fields marked * and uploaded all the claim settlement supporting documents.

Claim Settlement Documents Tab

On the Claim Settlement Documents tab, Click on Add Document (1), select document to upload (2), choose the file to upload (3), then upload the document (4) as shown below:

If the Save button is not activated, make sure you have uploaded all the documents.

Click on the Save button.

After successful saving, the system displays the Claim Settlement details for confirmation.

Claim Settlement Details Preview

Claim Item   Claim Settlement Documentations

Claim Item:	ABC
Claim Reserved Amount:	BIF 75,000.00

Settlement Details

Date Settled:	12 Dec 2019		
Exchange Rate:	0.000528	Payment Mode:	Cheque
Settlement Amount:	BIF 450,000.00	Settlement Amount (USD):	237.60

Beneficiary Details

Name:	Musa Tondolo	ID Number:	10101

Fields marked '*' are required   ✔ Save   ✗ Done

Edit Captured Settlement Details

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims sub-menu item (2), then Click on the Claim Number column of the row corresponding to the Claim you wish to edit the settlement details as seen below:

Claim List

On the page that appears, click on the Settlement Button (1).

Click on settlement button

LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMENT
Vehicle Damage	Negotiated	ABC	Click for Details	BIF 75,000 ($39.68)	View (2)	Click for Details	BIF 450,000 ($238.05)	+ Settlement

The system displays Claim Settlement Edit page, edit the details on the either the Claim Item or Settlement Documents tab respectively. Then click Save at the bottom of the page.

Update and Validate Claim Settlement Details Status

Log into the system as a National Coordinator. Then on the left menu, click on Claims Menu Item (1), click on the Claims menu item (2), then Click on the Claim Number column of the row corresponding to the Claim you wish to update and validate as seen below:

Claim List

The System displays the Claim details. Click on the Validate and Update Status (1) as shown below:

The System displays a Status Notification as shown below. Click the close button at the bottom of notification to continue.

Settlement Status Notification

Claim Item ABC for Claim Ref BI/4/12/2019/000150 has passed validation, Status updated to 'Settled'

✖ Close

Claims Reimbursement

Request for Reimbursement from Pool Manager

Navigate to the Request for Reimbursement section

Log into the system as a National Coordinator. Then on the left menu, click on Reimbursements Menu Item (1), click on the Handling Bureau Menu item (2), and then click on Request tab, then click in Request button (3) as shown below:

List of requests

Search for the Claim Item

Enter the yellow claim number in search box (1),and click the search button (1) as shown below.

Claim:

A Search Claims page containing a list of available claims will appear. Select the claim in question by clicking on the claim reference number as shown below:

Search Claims ✕

Search:

CLAIM# ⬍	YC# ⬍	VEHICLE REGISTRATION ⬍	CLAIM TOTAL⬍
TZ/28/2/2020/000274	ZM24712040	ALM 345H	650,000.00
TZ/19/2/2020/000255	ZM50172671	BAP 1010	23,000.00
TZ/18/2/2020/000248	ET35518961	UAD32919	0.00
TZ/23/12/2019/000204	UG71695504	JKL	0.00

✖ Close

View Claim Item Overview

Searching for the item will automatically display the claim item overview as follow:

Claim:	TZ/19/2/2020/000255		
Yellow Card	ZM50172671	Policy Number	10101ZM
Date Requested:	19-02-2020	Exchange Rate:	2,277.90
Handling Fee(TZS):	341,685.65	Handling Fee (USD):	150.00
Claim Amount Settled(TZS):	23,000.00	Claim Amount Settled (USD):	10.10
Amount Requested(TZS):	364,685.65	Amount Requested(USD):	160.10

Fields	Description
Claim	The reference number for the claim item to be reimbursed.
Yellow Card	The yellow card number for the claim item to be reimbursed.

Fields	Description
Policy Number	The policy number for the claim item to be reimbursed.
Date Requested	The date the request for reimbursement was done.
Exchange Rate	The exchange rate at settlement of claim item.
Handling Fee (Local Currency)	A claims handling fee of 5% of each claim settlement amount including Medical expenses, subject to a minimum of US$150 and a maximum of US$1000 in local currency.
Handling Fee (USD)	A claims handling fee of 5% of each claim settlement amount including Medical expenses, subject to a minimum of US$150 and a maximum of US$1000 in USD.
Claim Amount Settled (Local Currency)	The amount of the claim item that was settled. This amount could be settled at once or in installments in local currency.
Claim Amount Requested (Local Currency)	The amount of the claim item to be reimbursed in local currency.
Claim Amount Requested (US)	The amount of the claim item to be reimbursed in local currency in USD.

View Claim Item Details

Click HB Details (1), and then click on Claim Item Details (2).

HB Details   Documents

HB Request Items

#	LOSS TYPE	DESCRIPTION	LOSS DETAILS	SETTLED (LC)	SETTLED (USD)
1	Vehicle Damage	Broken windscreen	Claim Item Details	23,000.00	10.10

This will display claim item details as shown below: .Claim Item Details

Third Party Motor Vehicle Details

Damage Desciption

Broken windscreen.

Third Party Motor Vehicle Details

Vehicle Registration:	MLK 1010	Type of Body:	Sedan
Vehicle Type:	Car	Make:	Toyota
Year of Make:	2017		

Third Party Motor Vehicle Owner Details

Name:	John Phiri	Telephone:	0999345123

✖ Close

Upload Debit note

Click on Documents (1), then click on Add Documents (2), then click on Choose File (3), then enter the name of the debit note document (4), and then click on upload (5).

HB Details   Documents

Request Documents

#	DOCUMENT NAME		FILE NAME	SIZE	PROGRESS		
1	Document	Choose File document.pdf	document.pdf	560.6 kB		⬆ 🗑

Add Document

Complete the Reimbursement Request

Click on Save, and then click on Done to complete the process of Request for Reimbursement from the Pool. An email notification is sent to the Acknowledge the request for Reimbursement from HBs

✔ Save   ✖ Cancel

when the request is saved.

Confirm Request for Reimbursement from the Handling Bureau

View details of the Request

Log into the system as a National Coordinator. Then on the left menu, click on Reimbursements

Menu Item (1), click on the Handling Bureau Menu item (2), click on the tab Request Confirmation (3), a list of request appears. Click on the check box of the request (4), as shown below :

List of requests

A request details page will appear as shown below: .Request details

HB Request #TZ/28/2/2020/000141

Fields	Description
Claim	The reference number claim settled by the Handling Bureau.
Yellow Card	The yellow card number of the settled claim
Policy Number	The policy number of the settled claim
Date Requested	The date the request for reimbursement was done.
Exchange Rate	The exchange rate at the time of requesting for reimbursement.
Handling Fee (Local currency)	A claims handling fee of 5% of each claim settlement amount subject to a minimum of US$150 and a maximum of US$1000 in local currency.
Handling Fee (USD)	A claims handling fee of 5% of each claim settlement amount subject to a minimum of US$150 and a maximum of US$1000 in USD.
Claim Amount Settled	The amount of the claim that was settled in local currency.

Fields	Description
Claim Amount Settled (Local currency)	The amount of the claim that was settled in USD.
Claim Amount Requested (USD)	The amount of the claim item to be reimbursed in USD.

View Details of the Claim

Log into the system as a National Coordinator. Then on the left menu, click on Reimbursements Menu Item (1), click on the Handling Bureau Menu item (2), click on the tab Request Confirmation (3), a list of request appears. Click on the checkbox of the request (4), as shown below:

List of requests

On the list request details page that appears, click on the claim reference number as shown below:

A claim details page will appear as shown below:

Confirm Request for Reimbursement

Log into the system as a National Coordinator. Then on the left menu, click on Reimbursements Menu Item (1), click on the Handling Bureau Menu item (2), click on the Request Confirmation tab on the top right, a list of Request appears. Click on the check box of the request (3), and then click on the Confirm Button (4), as shown below:

Confirm Button

A Confirm Button will appear. Click Yes, acknowledge as shown below:

Click "Yes, acknowledge" as indicated in the snapshot above. An email notification will be sent to the Handling Bureau, Pool Manager and Issuing PIC.

Further, the progress status of the Handling Bureau Request will change from New to Pool Ack to IB Confirmed.

Reimburse Pool

Capture Reimbursement to pool details

Log into the system as National Coordinator. Then on the left menu, click on Reimbursements menu item (1), then click on Re-Insurance Pool Menu Item (2), then click on the Reimbursement tab (3).

A pool reimbursement page will appear with two tabs. Reimbursement Details tab (1) and Reimbursement Documents tab (2), as shown below:

Reimbursement details tab

All Fields are mandatory

Fields	Description
Reimbursement date	Enter the date when the Pool was reimbursed.
Reimbursement amount	Enter the amount in USD the Pool was reimbursed.
Payment reference	Enter the reference number of the payment.
Payment mode	Select the mode of payment of cheque, Cash or TT
Comment	Remarks

Upload Reimbursement to pool documents (Payment Evidence)

Click Reimbursement Documents, then click Add Document (1), then click Choose File (2), select the document to upload, enter the name of the document (3), the click upload (4).

Upload Reimbursement to pool documents
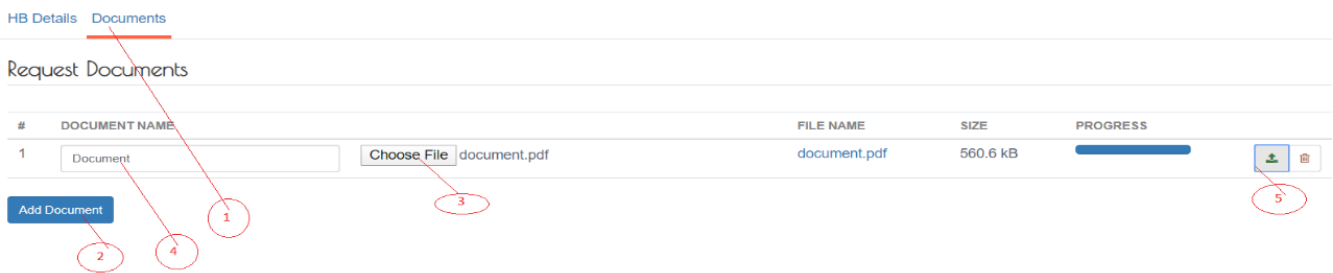
Click Save(1), and then click Done. An email notification will be sent to the Issuing Bureau, Pool Manager and Issuing PIC.

Further, the progress status of the Pool Request will change from New to Reimbursed.
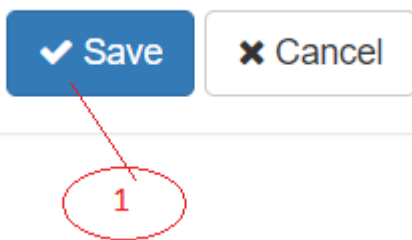
Request for Reimbursement from Issuing PIC

Capture Request for Reimburse details

Log into the system as National Coordinator. Then on the left menu, click on Reimbursements menu item (1), then click on Issuing Bureau Menu Item (2), then on the Requests tab (3), and then click on the Request button (4) as shown below:
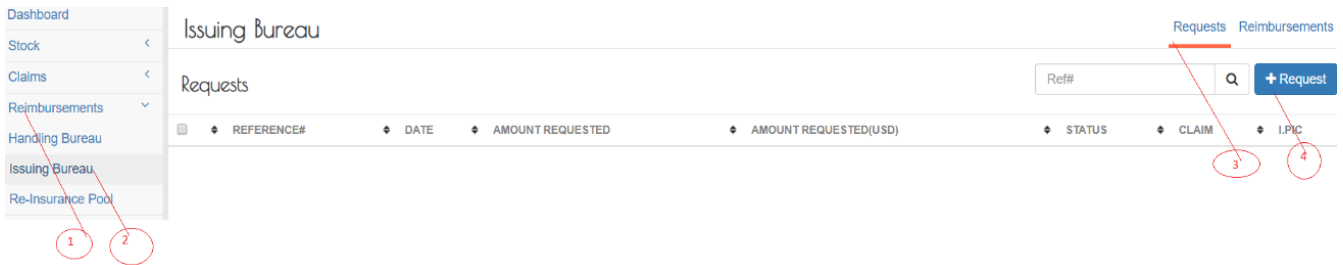
An IB Request page will appear. Click on the search button (1), then select the appropriate Pool Request using the reference number, as shown below:

IB request page

The request page will automatically be populated as shown below:
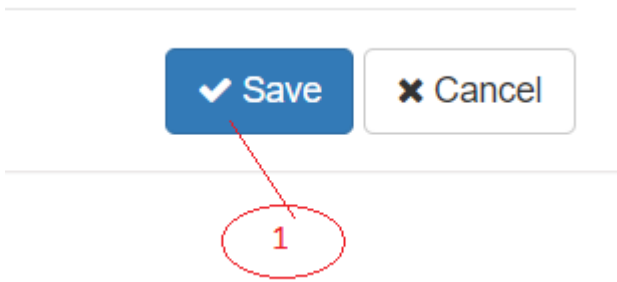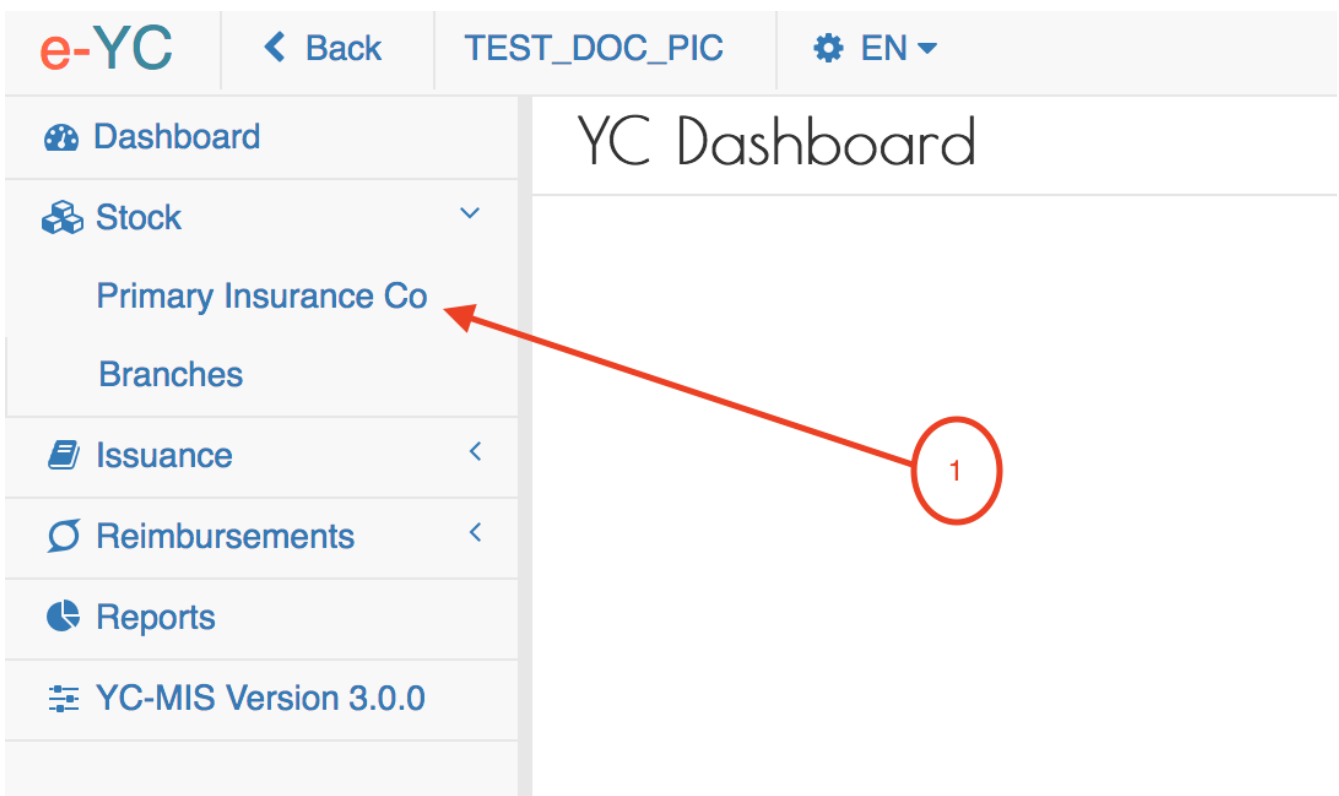

Upload request documents

Click Request Documents, then click Add Document (1), then click Choose File (2), select the document to upload, enter the name of the document (3), the click upload (4).

Upload request documents

Click Save, and then click Done.

An email notification will be sent to the Handling Bureau, Pool Manager and Issuing PIC.

Further, the progress status of the Handling Bureau Request will change from New to PIC Reimbursed.

PIC Manager

Stock Management

Order from National Bureau

Request for stock from the National Bureau.

Log to the system as the PIC Manager and then on the left menu, click on Stock Menu item :

Stock Menu

On the menu items, click on the Primary Insurance Company link, then click on the Order button as shown below:

Primary Insurance Company Request

When you click the Order button, the system will display the New Book Request page to capture the request details.

The system generates the request number to uniquely identify all the requests (1).

Fill the Book Request details on the New Book Request Page page:

National Bureaux Book Request Details

Fields marked * are mandatory.

Field	Required	Sample	Description
Date	Read only	The date the request was made	Provided by the system.
PIC	Read only	The Primary Insurance Company that is requesting for books.	Provided by the system.

Field	Required	Sample	Description
National Bureau	Read only	The name of the National Bureau.	Provided by the system.
National Bureau Email	Read only	The email address of the National Bureau	Provided by the system.
Number of Booklets	Required	100	The number of booklets being requested.
Email Message	Required	Sample	The message that will be included in the email notification sent by the system to the National Bureau Coordinator when the book request order is saved.
Payment Mode	Required	Cash	Select from the drop down the mode of payment that the Primary Insurance Company will use to settle for the books , incase the PIC does not pay from the books, select None from the drop-down.
Amount Paid	Required	12000	Enter amount of money paid for the books by the Primary Insurance Company. The currency is the National currency for that country. Incase the Payment Mode has been specified as 'None', then this field will not be visible.

Field	Required	Sample	Description
Payment Reference	Required	RF17881	Reference number for the payment made; example cheque number, TT number etc. Incase the Payment Mode has been specified as 'None', then this field will not be visible.

Fill all the fields and then click the Save button.

⚠️ Incase the Payment Mode has been specified as 'None', then 'Amount Paid' and 'Payment Reference' field will not be visible.

⚠️ If the Save button is not activated, make sure you have filled all the fields.

After successful saving the Book Request , the system will display the details for your verification.

PIC Order #1000551

Date:	2018-06-08 00:00:00	PIC:	TEST_DOC_PIC
National Bureau:	National Insurance Corporation of Tanzania Ltd	NB Email:	comesaycard@nictanzania.co.tz
Number of Booklets:	40	Email Message:	DELIVER ASAP (TEST)

Payment Details

Payment Mode:	Cheque	Payment Evidence:	
Amount Paid:	TZS 10,000.00	Payment Reference:	AR555

Created on 2018-06-08 15:49:39 by mokua83ke@gmail.com,   ✖ Done

Figure 18. View Book Request details

If everything is in order, click the Done button.

The system will send a notification email to the National Bureau Coordinator with the details of the order :

Number of books requested : **40**

Requesting Organization : **TEST_DOC_PIC**

Requesting Date : **08. Jun 2018**

DELIVER ASAP (TEST)

Figure 19. PIC Book Request Notification Email

View Open (Pending) Orders to National Bureau.

When an Order for books is completely supplied, the status of the changes to closed. Also, the PIC Manager can close an order that has not been supplied.

To view open/pending orders to the National Bureau , log to the system as the PIC Manager and then on the left memu

Stock Menu

On the menu items, click on the Primary Insurance Company link:

Stock Menu

1. ORDER # : Unique, system generated number to identify the Order.

2. REQUEST DATE : The date when the PIC Manager made the request for the books.

3. NATIONAL BUREAU : The name of the National Bureau to which the PIC placed the order.

4. PIC : The name of the Primary Insurance Company ordering for the pads.

5. REQUESTED : The total number of books requested.

6. RECEIVED : The total number of books that have already been supplied by the PIC Manager for that request.

7. PENDING : The total number of books that have not been supplied.

8. CLOSE ORDER button : The PIC Manager can close the order using this button.

9. STATUS : The status of the order; to view closed Orders , select rom the drop down.

Receive Stock from the National Bureau.

Log to the system as the PIC Manager and then on the left menu, click on Stock Menu item :

Stock Menu
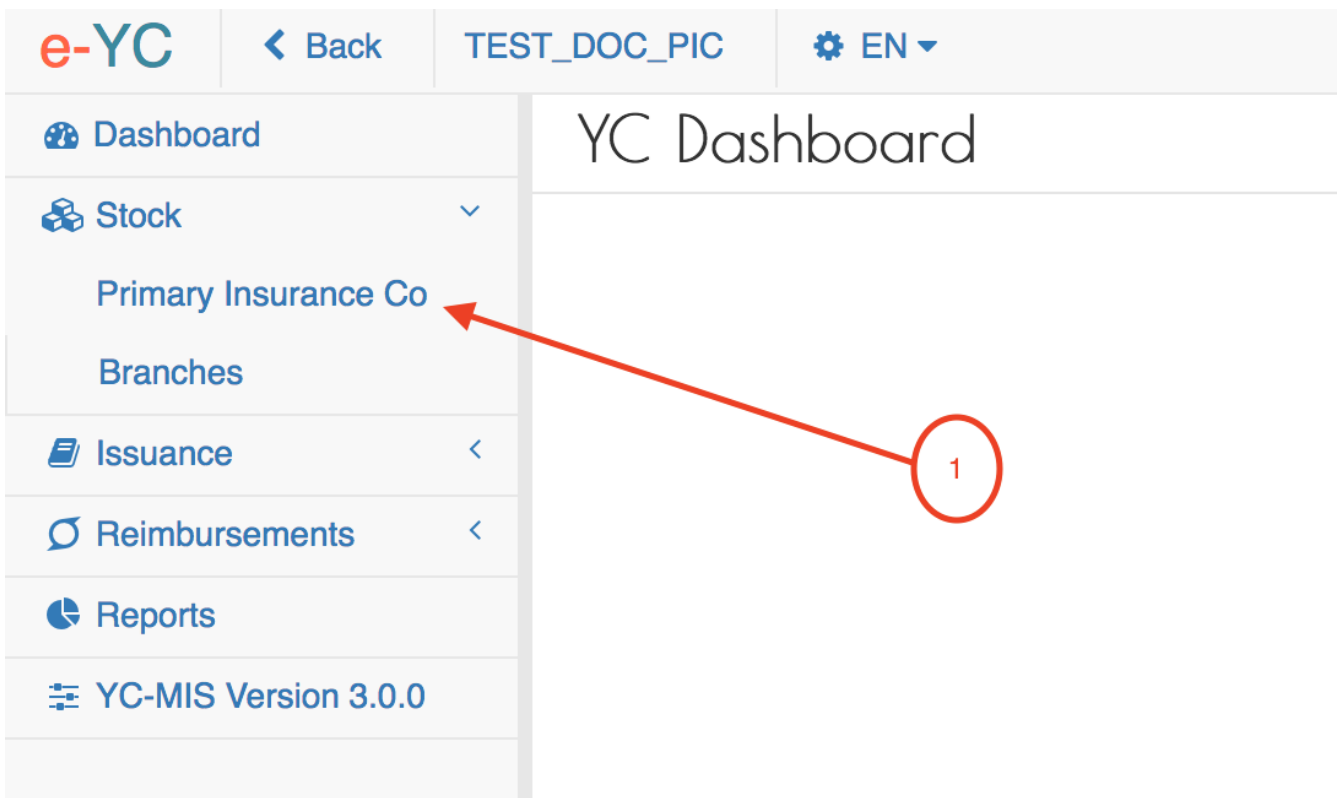
PIC Manager Stock Request
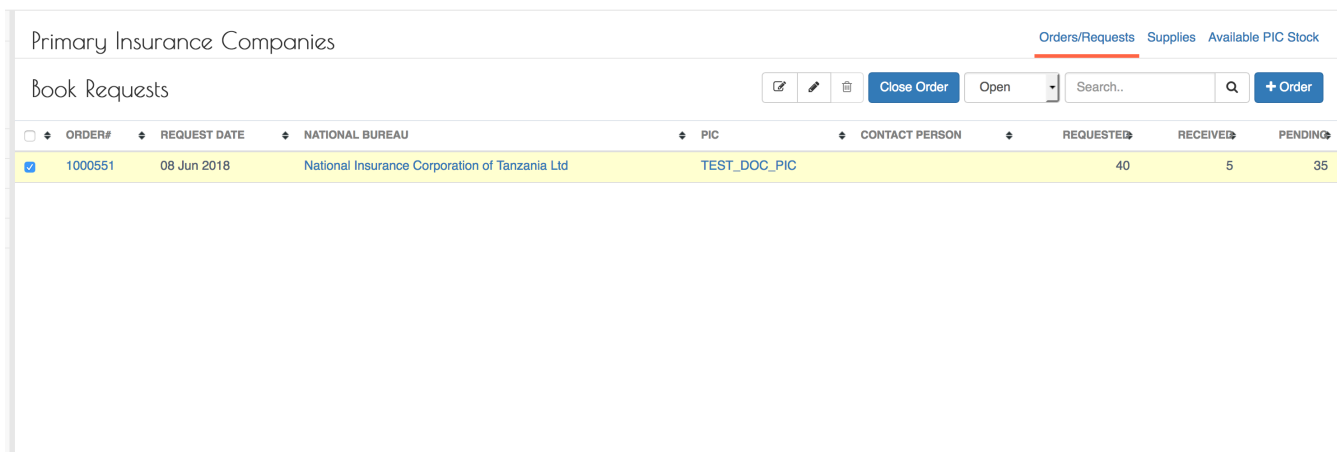
Click on the Supplies tab, on the top of the page (highlighted 1) , to receive the supplied books.

PIC Manager Stock Supplies
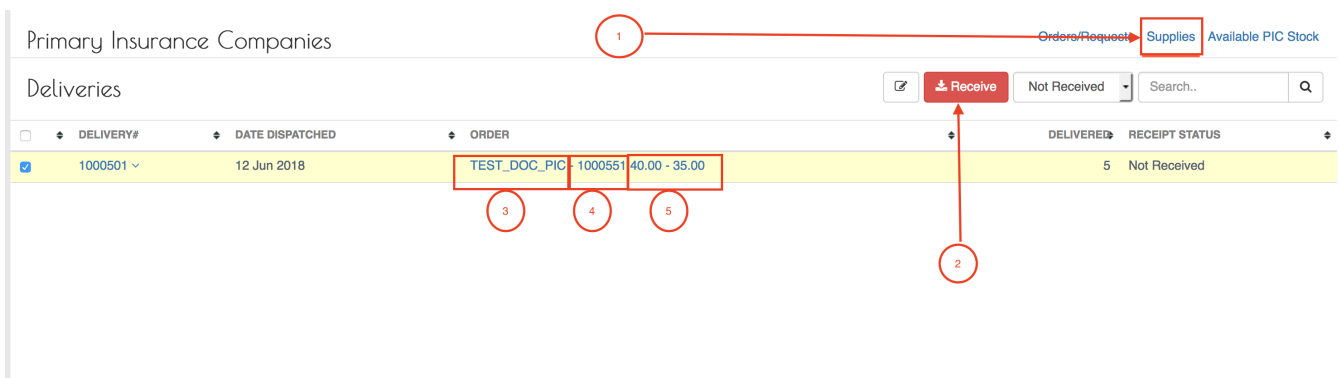
The Deliveries grid has the following columns:

DELIVERY #	The Unique number identifying the delivery.
DATE DISPATCHED	The date the books were supplied.
ORDER	The summary of the Order that is being supplied. The Order column has 3 parts :

- (3) The name of the PIC that ordered for the pads
- (4) The Order number
- (5) The Number of pads ordered - The number of pads pending delivery.

DELIVERED	The delivered column shows the number of pads that have been supplied.
RECEIPT STATUS	This column indicates whether the pads have been received by the PIC or not.

Click on the Receive (highlighted 2) to receive the books into your stock.

PIC Manager Receive Stock

The Receive Delivery page has two sections :

Header

The upper sections display the general details of the Delivery:

Delivery Number	The Unique identification for the delivery. The Delivery number is highlighted with (1).
Dispatch Date	The date the delivery was made. Order: Summary of the order being supplied. Number of Books Delivered : The total number of pads being delivered.
Details	The lower section displays the details for each of the pad in the delivery:
SERIAL START	The serial number of the first leaf in the pad.
END SERIAL	The serial number of the last leaf in the pad.
STATE OF THE BOOK	Whether the books is 'Ok' or 'Defective'.
QUANTITY(IN PAD)	The number of yellow cards in the pad (50 by default)
QTY(SEND)	The number of yellow cards in the pad as indicated by the supplying NB. Note that this can be less than the QUANTITY(IN PAD).
QTY(RECEIVED)	The number of yellow cards received on the pad. Note that this can be less than the QTY(SEND).
SPOILT QUANTITY	The difference between the QTY(SEND) and the QTY(RECEIVED).

Click on the Save button to receive the pads into your stock.

View Received Pads from National Bureau.

When Deliveries for books has been received, the status of the Delivery changes to 'Received'.

To view Received orders from the National Bureau , log to the system as the PIC Manager and then on the left menu.

Stock Menu
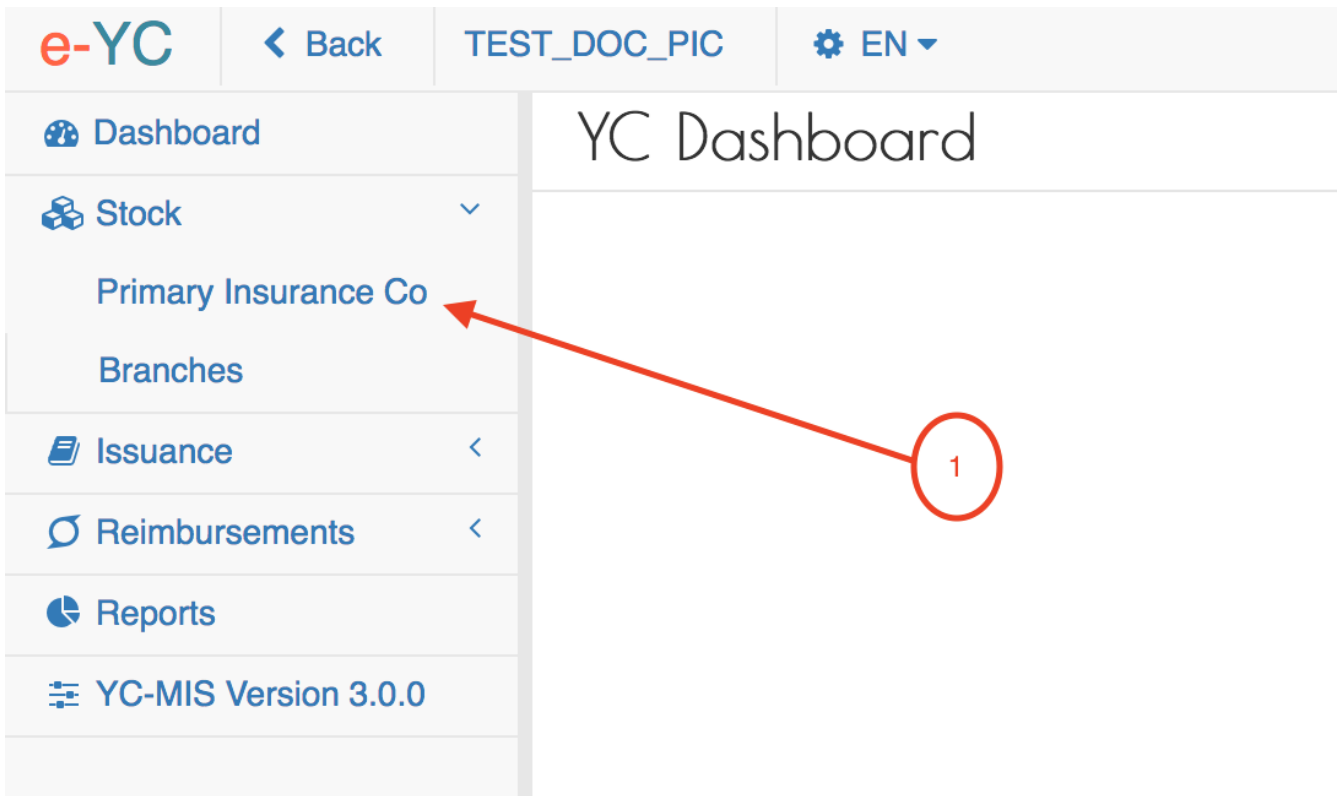
On the menu items, click on the Primary Insurance Company link, then click on the Supplies tab (1).

PIC Manager Received Stock
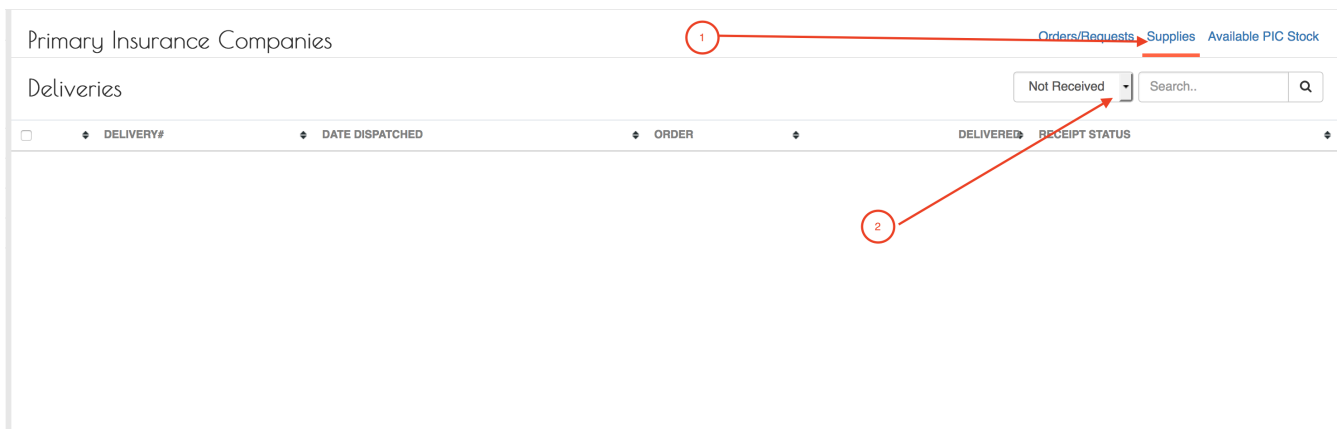
Click on the Status drop down (2), and select 'Received' from the drop down.

PIC Manager Received Stock

PIC Manager Received Stock Details

Monitor Stock Levels for the Primary Insurance Company.

When Deliveries for books has been received, the Yellow Cards are transferred to the PIC stock's.

To view the Available pads and Yellow Cards , log to the system as the PIC Manager and then on the left menu.

Stock Menu
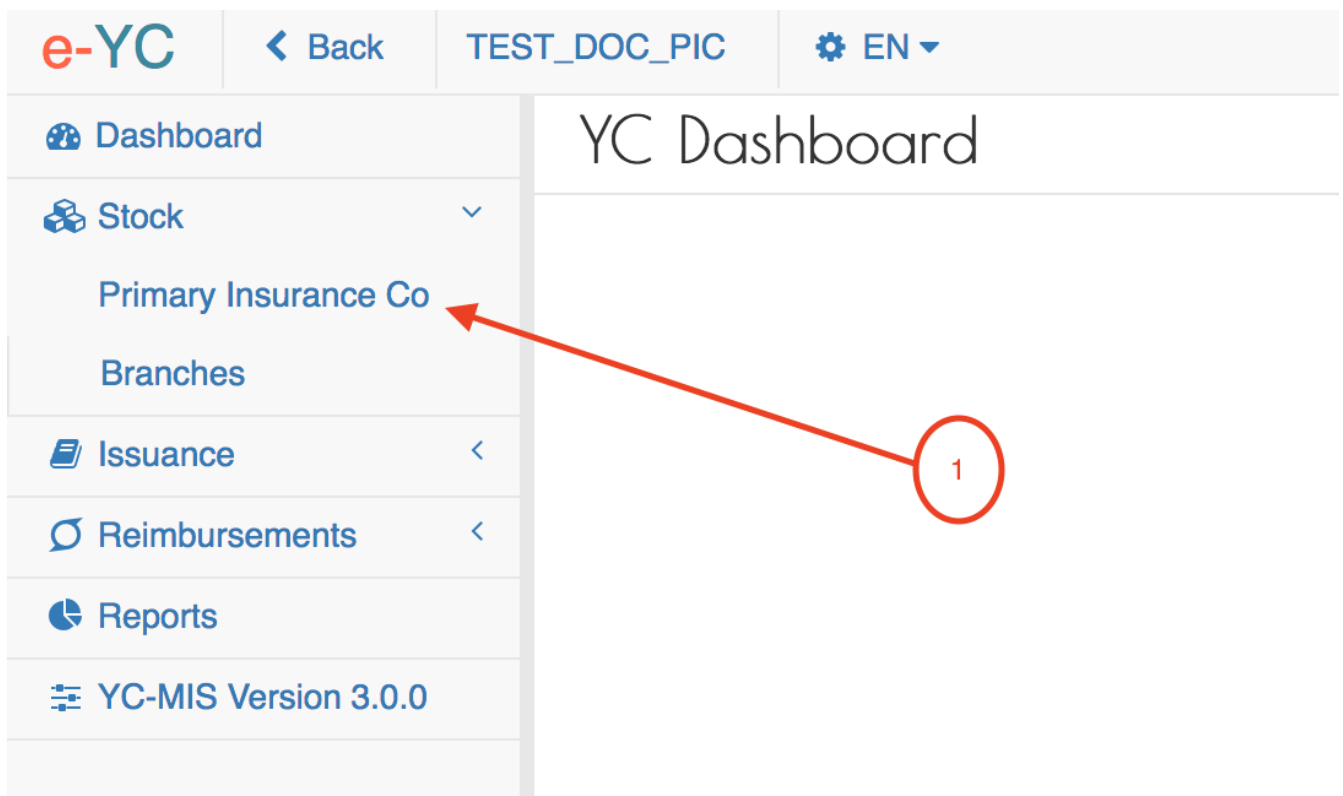
On the menu items, click on the Primary Insurance Company link, then click on the Available Stocks tab (1).

PIC Available Stock

This page displays the Available pads (1) and The Available Yellow Cards (2).

Distribute Pads to Branches

The PIC Manager distributes pads to all the branches of that Primary Insurance Company. The Branch Underwriter requests the for the pads from the PIC manager who then supplies the pads.

View Open (Pending) Orders from PIC Branch.

To view the requests from the branches , log to the system as the PIC Manager and then on the left menu click on Stock (1). On the menu items, click on the Branches menu item (2).

Branch Requests

The screen display the current open requests from all the Branches and the status of the supply of pads.

ORDER #   The Unique number identifying the order from the Branch.

REQUEST DATE   The date the pads were requested.

PIC	The Primary Insurance Company to which the order was made.
BRANCH	The column displays the Branch that made the request for the books.
REQUESTED	The number of pads that were requested.
RECEIVED	The number of books that have been supplied by the PIC Manager to the Branch.
PENDING	This column displays the number of pads that have not been supplied yet.

Supply stock to PIC Branch.

To supply the pads to the branch, log to the system as the PIC Manager and then on the left menu click on Stock (1). On the menu items, click on the Branches menu item (2).
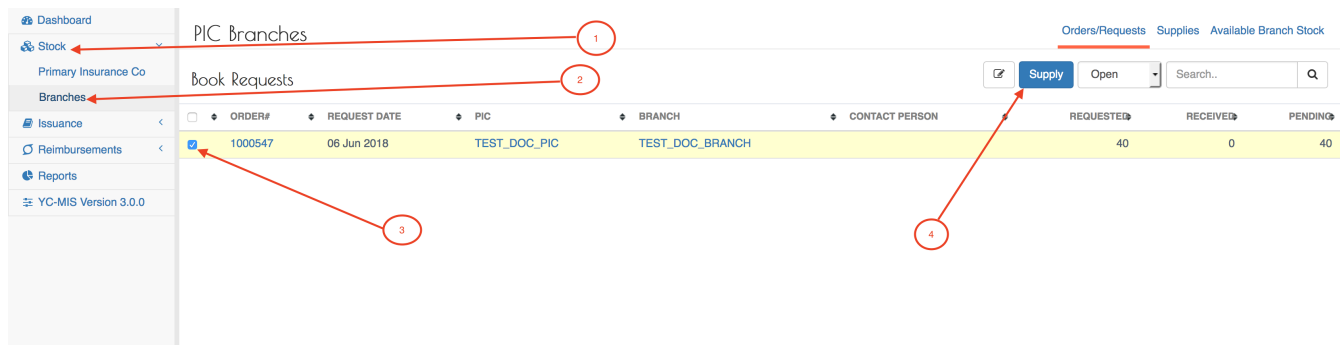
Branch Requests

The screen display the current open requests from all the Branches and the status of the supply of pads.

Select the request by clicking on the checkbox on the left (3) and then click on the Supply button on top of the page (4).

The system will display the branch delivery page to capture the delivery details.

Branch Delivery

New Branch Delivery #1000502

| Dispatch Date: | 13-06-2018 | Order: | | |

Number of Books Delivered: [   ] [5   ]

TEST_DOC_BRANCH #1000547 [40.00 requested, 40.00 pending]
↑ ①   ↑ ②   ↑ ③   ↑ ④

#	START SERIAL	END SERIAL	QUANTITY	STATE OF BOOK	GOOD QUANTITY	SPOILT QUANTITY

⊕ Add

Fields marked '*' are required

✔ Save **✖ Cancel**

The Order summary has 4 parts explained below:

1. The Branch name

2. The Branch Order Number

3. The Number of pads requested.

4. The Number of pads pending to be delivered.

Enter Number of Books Delivered and then Click on the highlighted area on the screen (2), this prompts the system to generate the entry fields matching the number of books to be delivered. The system creates a single row for each pad.

PIC Delivery Details

New Branch Delivery #1000502

Dispatch Date: 13-06-2018   Order: TEST_DOC_BRANCH#1000547 [40.00 requested, 40.00 pending]

Number of Books Delivered: [3]

#	START SERIAL	END SERIAL	QUANTITY	STATE OF BOOK	GOOD QUANTITY	SPOILT QUANTITY	
1	101600	101649	Ok		50	0	✕
2	101650	101699	Ok		50	0	✕
3	101700	101749	Ok		50	0	✕

➕ Add

Fields marked '*' are required

✔ Save   ✕ Cancel

START SERIAL For each pad, select the start serial number from the drop down list. The system will automatically display the end serial number and the quantity of computer prinable leafs for each selected pad.

STATE OF BOOK Select the option from the drop down on the status of the pad. If the pad is in good condition, then select 'Ok', if the pad is damaged , selected 'Defective'.

SPOILT QUANTITY Incase the pad is not completely damaged, for instance only a few leaves are damaged, then indicate the number of spoilt yellow cards here.

💡 The serial numbers in the drop down list are from the available stock.

💡 If the pad is damaged ,for instance from floods, then indicate the pad status as 'Defective'. This implies that this pad will not be available for issuance. On the other had, if the pad is partially damaged, then indicate STATE OF BOOK as 'Ok' and then on the SPOILT QUANTITY field, capture the number of yellow cards in the pad that are damaged.

💡 On the other had, if the pad is partially damaged, then indicate STATE OF BOOK as 'Ok' and then on the SPOILT QUANTITY field, capture the number of yellow cards in the pad that are damaged.

After capturing everything, click on the Save button. The system will display the captured Delivery details for confirmation and verification. If everything is in order, click Done button.

The system will send a notification email to the Branch Underwriter as shown below.

Branch Delivery Notification Email

Order No # : **1000547**

Number of books requested : **40**

Number of books delivered : **3** (pending : **37**)

Order Date : **06. Jun 2018**

Dispatch Date : **13. Jun 2018**

Kindly receive the books under Stock >> Supplies before you start issuing.

View Branch Supplies

To view the pads that have been supplied to the branches, log to the system as the PIC Manager and then on the left menu click on Stock (1).

Stock Menu

On the menu items, click on the Branches menu item (2).

Branch Requests

On the Order/Requests tab, the system displays both the 'Received' and 'Not Received' orders. On the highlighted orders, we can see that 40 pads were requested, 3 have been supplied and 37 pads are pending.

Branch Deliveries

Click on the Supplies tab (highlighted with 1), at the top of the page , to display the current Deliveries made and their status.

DELIVERY #   The Unique number identifying the delivery.

DATE DISPATCHED   The date the pads were delivered.

ORDER   The summary of the Order that is being supplied. The Order column has 3 parts :

- (2) The Order number
- (3) The Order date
- (4) The Number of pads ordered - The number of pads pending delivery.

DELIVERED   The delivered column shows the number of pads that have been supplied.

RECEIPT STATUS   This column indicates whether the pads have been received by the PIC or not.

> The Delivery has 2 status : 'Received' and 'Not Received' . When the pads are dispatched by the Primary Insurance Company, the status is 'Not Received' , until when the pads are received by the Branch , then the status changes to 'Received'.

Monitor Stock Levels for the PIC Branch.

Claims Reimbursement

Reimburse Issuing Bureau

Capture Reimbursement details

Log into the system as PIC Manager. Then on the left menu, click on Reimbursements menu item (1), then click on Issuing Bureau Menu Item (2), then on click on the Reimbursements tab (3), and then click on the Reimburse button (4) as shown below:

An Issuing Bureau Reimbursement page will appear with tabs: Reimbursement Details tab (1) and Reimbursement Documents tab (2), as shown below:

All Fields are mandatory

Fields	Description
Reimbursement date	Enter the date when the Issuing Bureau was reimbursed.
Reimbursement amount	Enter the amount in USD the Issuing Bureau was reimbursed.
Payment reference	Enter the reference number of the payment
Payment mode	Select the mode of payment by cheque, Cash and TT
Comments	Provide any other relevant comments

Upload reimbursement documents

Click Request Documents, then click Add Document (1), then click Choose File (2), select the document to upload, enter the name of the document (3), the click upload (4).
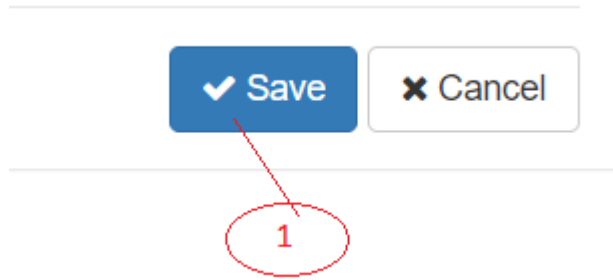
Click Save, and then click Done.

An email notification will be sent to the Handling Bureau, Pool Manager and Issuing Bureau.

Further, the progress status of IB Request will change to IB Reimbursed.

PIC Reports

Requests to NB Reports

Log into the system as a PIC Manager. Then on the left menu, click on Reports Menu Item (1), and then click on Request to NB (2), as shown below.

Request to NB
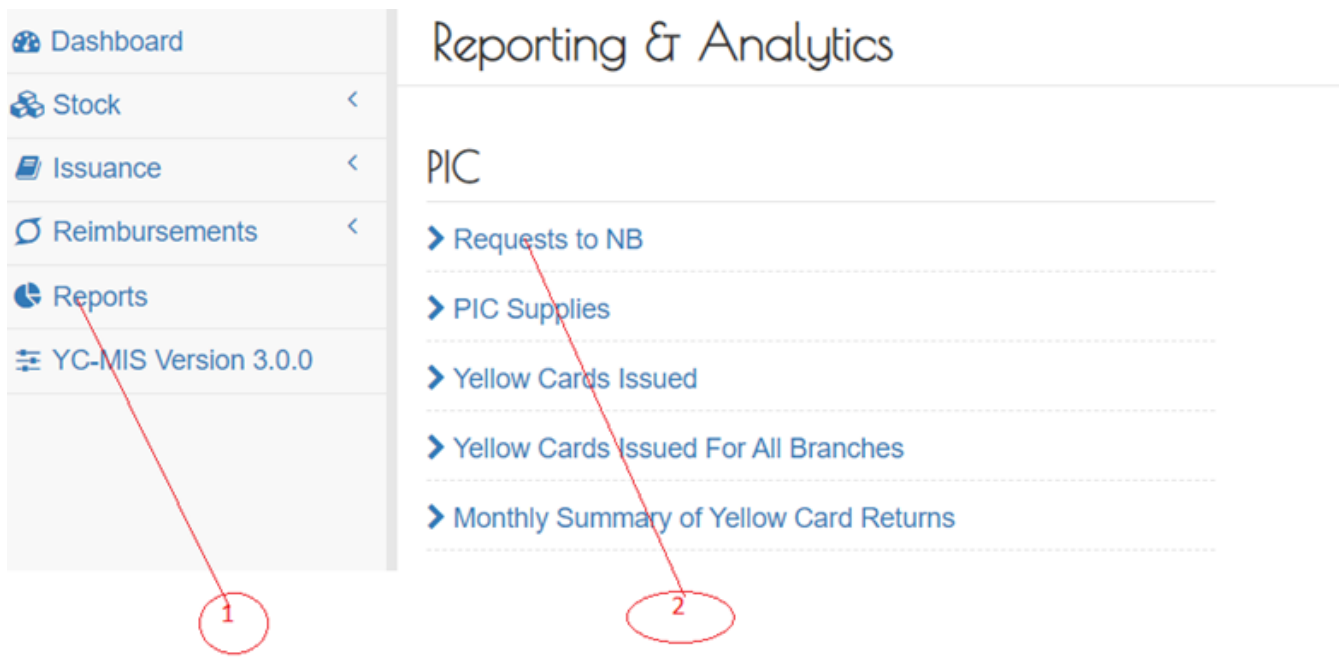
On the Request to NB Report page that appears, click on Customize Reports (1), then click on the Country drop down (2)menu to select the Country, then click on Order Status (3) to select the Order Status, then click drop down menus for the Date. Option (4) to select the report period (2), then click on the two date options in the drop down menus(5) to select the start and end dates, and then click on the Run Report Button (6) to run the Report as shown below:

Generate Request to NB Report

On the page that appears, a Request to NB Report will be displayed a shown below:

Request to NB Report

Request to NB Report

e-YC

SUMMARY OF PIC REQUESTS FOR YELLOW CARD BOOKS TO THE NATIONAL BUREAU

From 01 Aug 2019 To 31 Aug 2019

Order#	Message	Status	PIC	Country	Requested On	#Of Books Requested	Payment Mode	Payment Ref	Amount

Request to NB Report Details

Fields	Description
Order Number	The number of the order or request to the National Bureau by the PIC.
Message	The message of the order or request to the National Bureau.
Status	The status of processing of the order or request to the NB by the PIC.
National Bureau	The name of the National Bureau making the order or request to the Printer.
Country	The name of the country for the PIC making the order or request to the Printer.
Requested On	The date of the order or request to the Printer by the PIC.
Books Requested	The number of books in the order or request to the NB by the PIC.
Books Requested	The number of books in the order or request to the NB by the PIC.
Payment Mode	The method by which the payment has been made to the NB by the PIC.

Fields	Description
Payment Reference	The reference number of the payment made by the PIC to the NB.
Amount	The amount of money paid by the PIC to the NB for order of the yellow cards.

PIC Supplies Reports

Log into the system as a PIC Manager. Then on the left menu, click on Reports Menu Item (1), and then click on PIC Supplies (2), as shown below.

PIC Supplies

On the PIC Supplies Report page that appears, click on Customize Reports (1), then click on the Country drop down menu (2) to select the Country, then click on Status (3) to select the Supplies Status, then click drop down menus for the Date Option (4) to select the report period (2), then click on the two date options in the drop down menus(5) to select the start and end dates, and then click on the Run Report Button (6) to run the Report as shown below:

Generate PIC Supplies Report

On the page that appears, a PIC Supplies Report will be displayed a shown below:

PIC Supplies Report

PIC Supplies Report Details

Fields	Description
PIC	The name of the PIC that has been supplied with yellow card books
Country	The country of the PIC where the PIC that has been supplied with yellow card books.
Delivery Number	An automatically system generated number attached for each delivery of yellow cards to the PIC.
Dispatch Date	The date when the yellow card books are dispatched to the PIC.
Number of Books Requested	The number of yellow card books requested by the PIC.
Number of Books Delivered	The number of yellow card books delivered to the PIC.
Receipt Status	The status of receipt of the yellow card books by the PIC which could be either Received or not Received.
Date Requested	The date when the yellow card books were requested by the PIC.

Yellow Cards Issued Reports

Log into the system as a PIC Manager. Then on the left menu, click on Reports Menu Item (1), and then click on Yellow Card Issued (2), as shown below:

Yellow Cards Issued
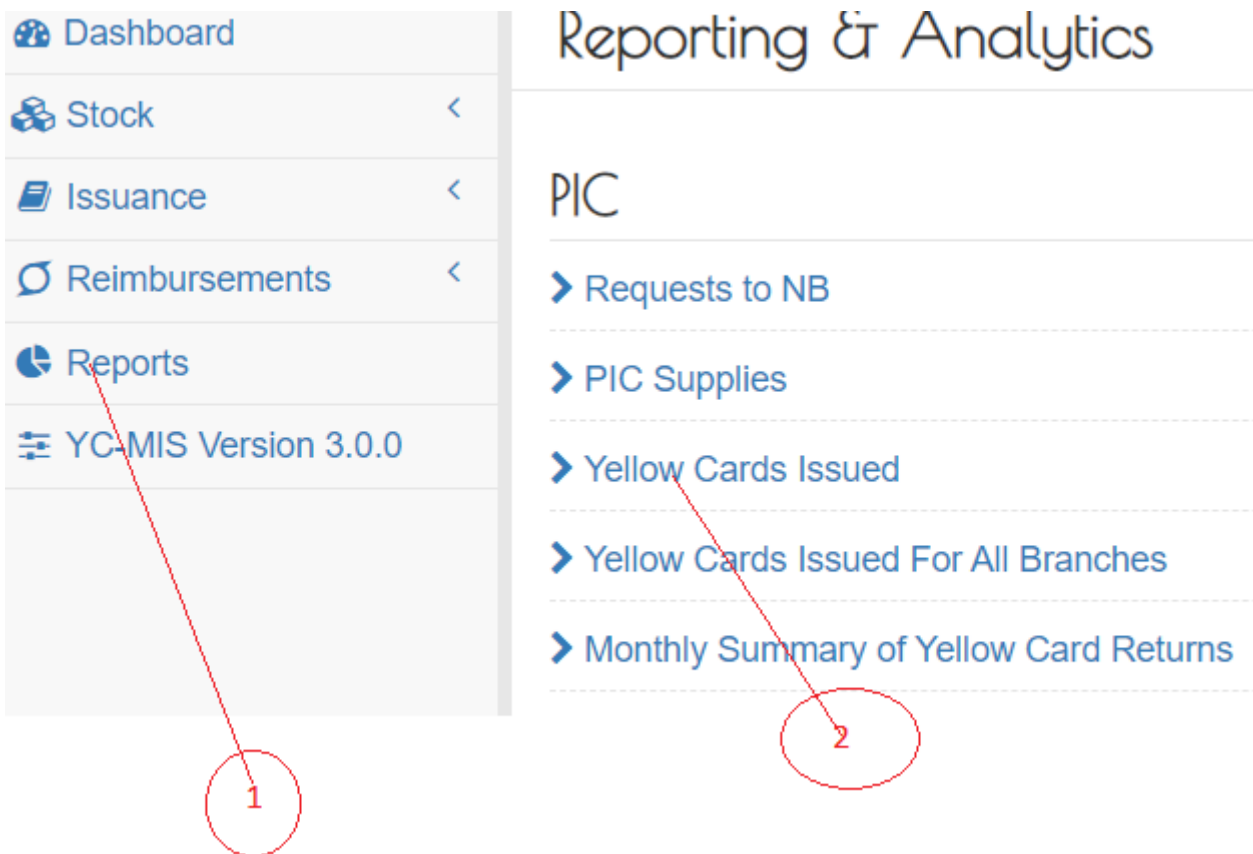
On the Yellow Card Issued Report page that appears, click on Customize Reports (1), then click on Period drop down menu to select the report period (2), then click on Branch drop down (3) to select the branch , and then click on the Run Report Button (4) to run the Report as shown below:

Yellow Card Issued Report

On the page that appears, a PIC Supplies Report will be displayed a shown below:

Yellow	Card	Issued	Summary

Yellow Card Issued Report Details

Fields	Description
Policy Number	The number of the policy of the issued yellow card

Fields	Description
Yellow Card Number	The number of the yellow card generated by the DYS.
Branch	The name of the branch
Yellow Card Serial Number	The serial number of the yellow card pre-printed on the physical card.
Entry Type	The type of issuance of the card which could be issuance or cancelled.
Validity	The period of validity of the yellow card which from issuance to expiry date.
Insured	The name of the insured or the owner of the policy.
Premium	The amount of premium in local currency that has been received on the yellow card.
Tax	The amount of tax chargeable on premium depending on the country of card issuance.
Premium (USD)	The amount of premium in USD that has been received on the yellow card.
Countries covered	The list of countries that are covered on that yellow card.

Yellow Cards Issued for All Branches

Log into the system as a PIC Manager. Then on the left menu, click on Reports Menu Item (1), and then click on Yellow Card Issued for All Branches (2), as shown below.

Yellow Cards Issued for All Branches
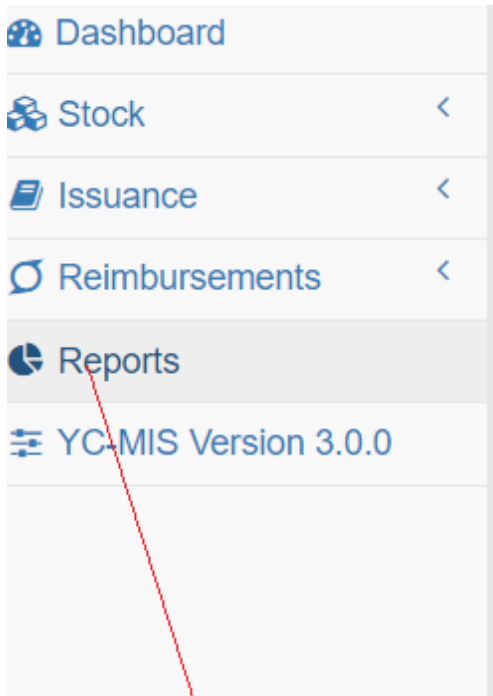
On the Yellow Card Issued for All Branches Report page that appears, click on Customize Reports (1), then click on Period drop down menu to select the report period (2), and then click on the Run Report Button (3) to run the Report as shown below:

Generate Yellow Card Issued for All Branches Report

On the page that appears, a Yellow Card Issued for All Branches Report will be displayed a shown below:

Yellow Card Issued for All Branches Report

Yellow Card Issued for All Branches Report Details

Fields	Description
Branch	The name of the branch
Policy Number	The number of the policy of the issued yellow card

Fields	Description
Yellow Card Number	The number of the yellow card generated by the DYS.
Yellow Card Serial Number	The serial number of the yellow card pre-printed on the physical card.
Issued On	The date at which the yellow card was issued
Entry Type	The type of issuance of the card which could be issuance or cancelled.
Valid From	The date from which the yellow card is valid.
Valid To	The date when the yellow card is will be expired.
Insured	The name of the insured or the owner of the policy.
Vehicle Registration	The registration or plate number of the vehicle that has been insured
Premium	The amount of premium in local currency that has been received on the yellow card.
Tax	The amount of tax chargeable on premium depending on the country of card issuance.
Premium (USD)	The amount of premium in USD that has been received on the yellow card.
Countries covered	The list of countries that are covered on that yellow card.

Monthly Summary of Yellow Card Returns

Log into the system as a PIC Manager. Then on the left menu, click on Reports Menu Item (1), and then click on Monthly Summary of Yellow Card (2), as shown below.

Monthly Summary of Yellow Card Returns

- On the Run Monthly Summary of Yellow Card Returns Report page that appears, click on Customize Reports (1), then click on Period drop down menu to select the report period (2), and then click on the Run Report Button (3) to run the Report as shown below:

Run Monthly Summary of Yellow Card Returns

On the page that appears, a Yellow Card Issued for All Branches Report will be displayed a shown below:

Monthly Summary of Yellow Card Returns

Monthly Summary of Yellow Card Returns Details

Fields	Description
Issuing Branch	The name of branch displaying the yellow card returns.
Total Card Issued	The total number of yellow cards issued by the named Insurance Company.

Fields	Description
Total Card Cancelled	The total number of yellow cards cancelled by the named Insurance Company
Gross Premium (100%)	The amount in local currency of gross premium received by the named Insurance Company from the yellow cards issued.
Gross Premium (100%)- USD	The amount in local currency of gross premium received by the named Insurance Company from the yellow cards issued.
Gross Premium (100%)- USD	The amount in USD of gross premium received by the named Insurance Company from the yellow cards issued.
Cession (30%)	The amount in local currency of 30% premium ceded by the named Insurance Company from gross premium received.
Net Cession (30%)- USD	The amount in USD of 30% premium ceded by the named Insurance Company from gross premium received.
Commission (5%)	The amount in local currency of 5% commission by the named Insurance Company.
Commission (5%)- USD	The amount in USD of commission by the named Insurance Company.

Branch Underwriter

Stock Management

Request for stock from the PIC Manager.

Log to the system as the Branch Underwriter and then on the left menu, click on Stock Menu item :

*Stock Menu*
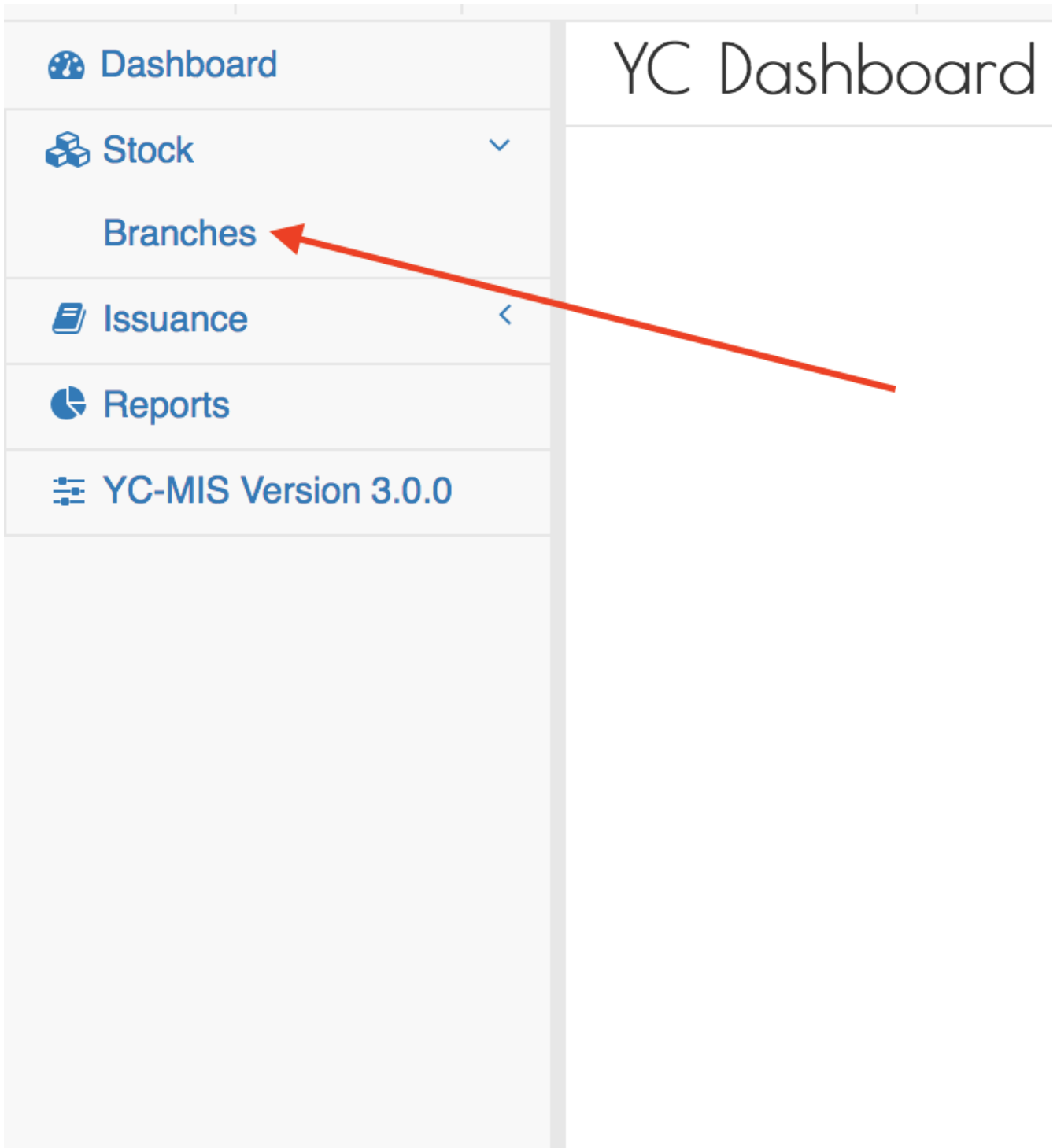
On the menu items, click on the Branches link, then click on the Order button as shown below:

Branch Book Request

When you click the Order button, the system will display the New Book Request page to capture the request details.

ℹ   The system generates the request number to uniquely identify all the requests (1).

Fill the Book Request details on the New Book Request Page:

National Bureaux Book Request Details

Fields marked * are mandatory.

Field	Required	Sample	Description
Date	Read only	The date the request was made	Provided by the system.
Bureau	Read only	The Branch that is requesting for books.	Provided by the system.
PIC	Read only	The name of the Primary Insurance Company.	Provided by the system.
PIC Email	Read only	The email address of the Primary Insurance Company	Provided by the system.
Number of Booklets	Required	100	The number of booklets being requested.

Field	Required	Sample	Description
Email Message	Required	Sample	The message that will be included in the email notification sent by the system to the PIC Manager when the book request order is saved.
Payment Mode	Required	Cash	Select from the drop down the mode of payment that the Branch will use to settle for the books , incase the Branch does not pay from the books, select None from the drop-down.
Amount Paid	Required	12000	Enter amount of money paid for the books from the Primary Insurance Company. Incase the Payment Mode has been specified as 'None', then this field will not be visible.
Payment Reference	Required	RF17881	Reference number for the payment made; example cheque number, TT number etc. Incase the Payment Mode has been specified as 'None', then this field will not be visible.

Fill all the fields and then click the Save button.

⚠ Incase the Payment Mode has been specified as 'None', then 'Amount Paid' and 'Payment Reference' field will not be visible.

⚠ If the Save button is not activated, make sure you have filled all the fields.

After successful saving the Book Request , the system will display the details for your verification.

Branch Order View

Date:	2018-06-06 00:00:00	Branch:	TEST_DOC_BRANCH
PIC:	TEST_DOC_PIC	PIC Email:	mokua83ke@gmail.com
Number of Booklets:	40	Email Message:	SEND THE BOOKS ASAP

Payment Details

Payment Mode:	None	Payment Evidence:	
Amount Paid:	TZS 0	Payment Reference:	

Created on 2018-06-06 10:24:22 by mokua83ke@gmail.com,

Figure 20. View Book Request details

If everything is in order, click the Done button.

The system will send a notification email to the PIC Manager with the details of the order :

Number of books requested : **40**

Requesting Organization : **TEST_DOC_BRANCH**

Requesting Date : **06. Jun 2018**

SEND THE BOOKS ASAP

Figure 21. Branch Book Request Notification Email

View Open (Pending) Orders to PIC Manager.

When an Order for books is completely supplied, the status of the changes to closed. Also, the Branch Underwriter can close an order that has not been supplied.

To view open/pending orders to the PIC Manager , log to the system as the Branch Underwriter and then on the left memu
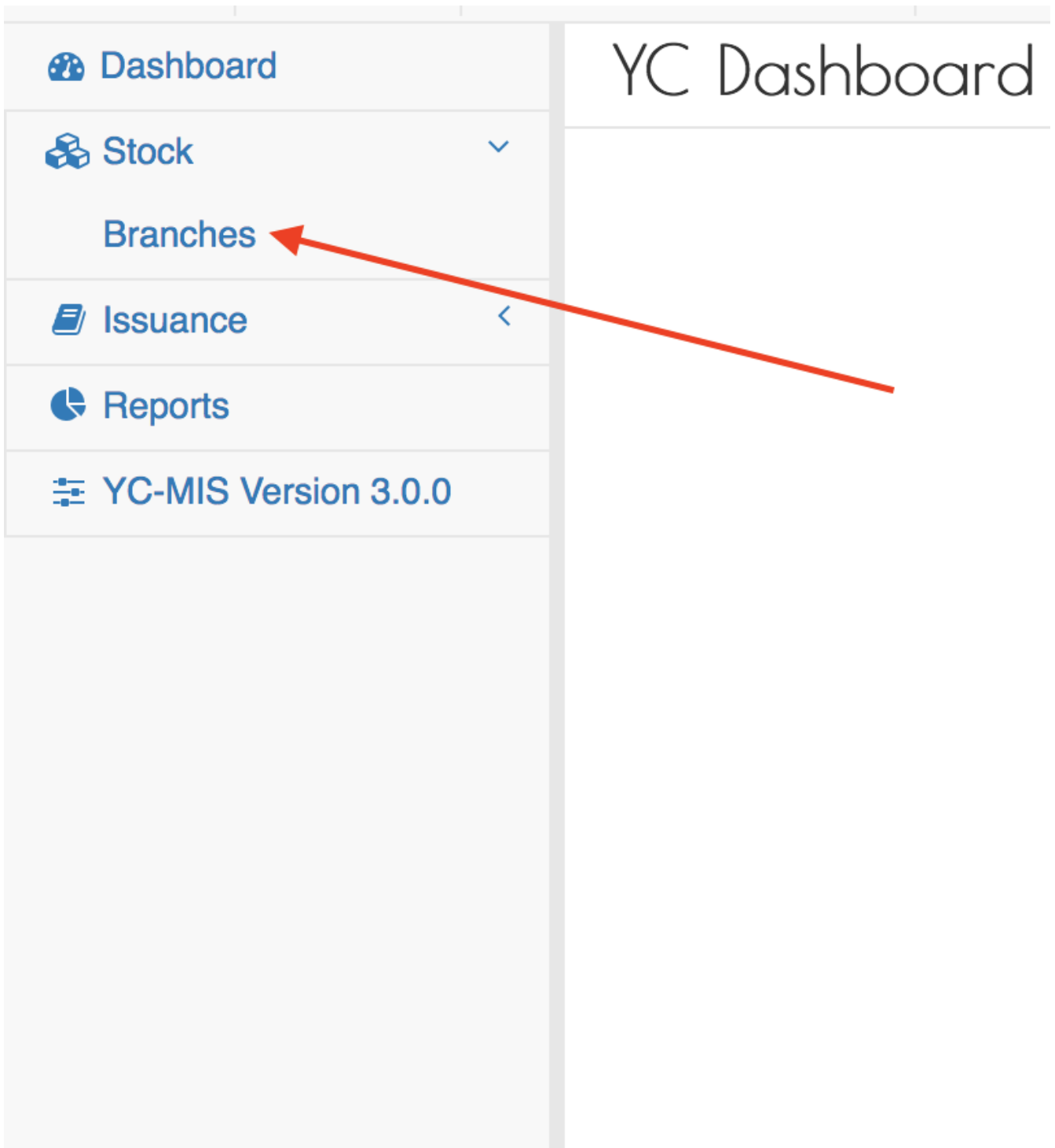
Stock Menu

On the menu items, click on the Branches link:

Stock Menu

1. ORDER # : Unique, system generated number to identify the Order.

2. REQUEST DATE : The date when the Branch Underwriter made the request for the books.

3. PIC : The name of the Primary Insurance Company to which the Branch placed the order.

4. BRANCH : The name of the Branch ordering for the pads.

5. REQUESTED : The total number of books requested.

6. RECIVED : The total number of books that have already been supplied by the PIC Manager for that request.

7. PENDING : The total number of books that have not been supplied.

8. CLOSE ORDER button : The Branch Underwriter can close the order using this button.

9. STATUS : The status of the order; to view closed Orders , select rom the drop down.

Receive Stock from the PIC Manager.

To receive pads supplied by the PIC Manager, log to the system as the Branch Underwriter and then on the left menu click on Stock.

Stock Menu

On the menu items, click on the Branches link:

BU Requests

On the Order/Request tab, the system displays the current requests to the PIC Manager and their status.

Click on the Supplies tab (1) to be able to receive the pads into the Branch stock.

BU Stock Supplies
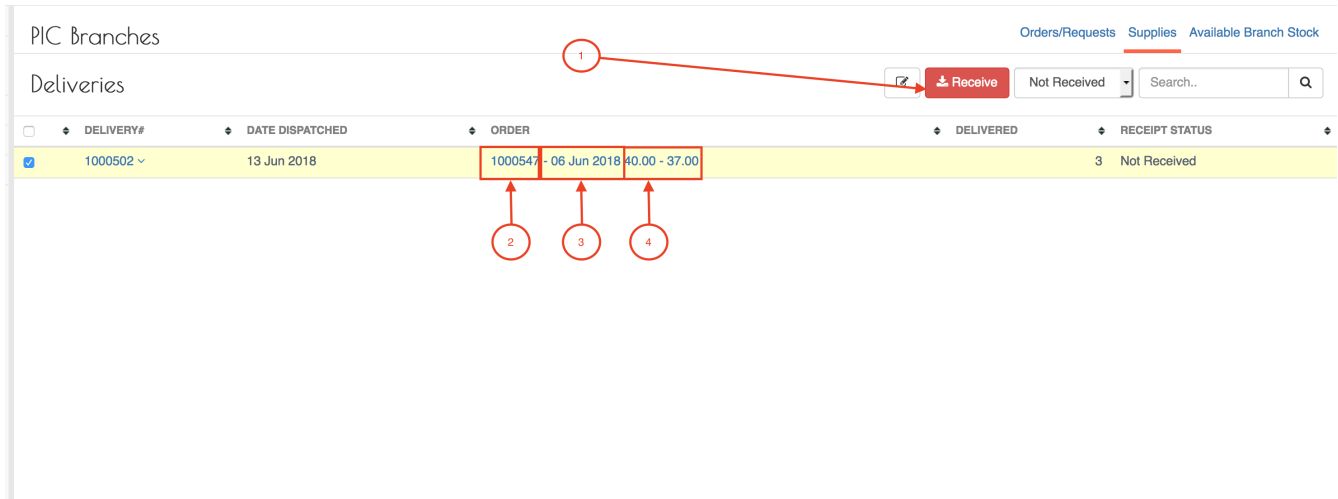
The Deliveries grid has the following columns:

DELIVERY #   The Unique number identifying the delivery.

DATE DISPATCHED   The date the books were supplied.

ORDER   The summary of the Order that is being supplied. The Order column has 3 parts :

- (2) The name Order number
- (3) The date of when the Order was made.
- (4) The Number of pads ordered - The number of pads pending delivery.

DELIVERED   The delivered column shows the number of pads that have been supplied.

RECEIPT STATUS   This column indicates whether the pads have been received by the PIC or not.

Click on the Receive (highlighted 1) to receive the books into your stock.

BU Receive Stock

Receive Delivery #1000502

Dispatch Date:	13 Jun 2018	Order:	1000547
Number of Books delivered:	3		

Booklets

#	SERIAL START	SERIAL END	STATE OF BOOK	QTY(IN BOOKLET)	QTY(SENT)	QTY(RECEIVED)	SPOILT QUANTITY
1	101600	101649	Ok	50	50	50	0
2	101650	101699	Ok	50	50	50	0
3	101700	101749	Ok	50	50	50	0

Fields marked '*' are required

✔ Save   ✘ Done

The Receive Delivery page has two sections :

Header : The upper sections display the general details of the Delivery:

Delivery Number   The Unique identification for the delivery.

Dispatch Date   The date the delivery was made.

Order   Summary of the order being supplied.

Number of Books Delivered   The total number of pads being delivered.

Details : The lower section displays the details for each of the pad in the delivery:

SERIAL START   The serial number of the first leaf in the pad.

END SERIAL   The serial number of the last leaf in the pad.

STATE OF THE BOOK   Whether the books is 'Ok' or 'Defective'.

QUANTITY(IN PAD)   The number of yellow cards in the pad (50 by default)

QTY(SEND)   The number of yellow cards in the pad as indicated by the supplying NB. Note that this can be less than the QUANTITY(IN PAD).

QTY(RECEIVED)   The number of yellow cards received on the pad. Note that this can be less than the QTY(SEND).

SPOILT QUANTITY   The difference between the QTY(SEND) and the QTY(RECEIVED).

Click on the Save button to receive the pads into the Branch stock.

Monitor Stock Levels for the Branch.

When Deliveries for books has been received, the Yellow Cards are transferred to the Branch stock.

To view the Available pads and Yellow Cards , log to the system as the Branch Underwriter and then on the left menu, click on Stock Menu item (1).

Stock Menu
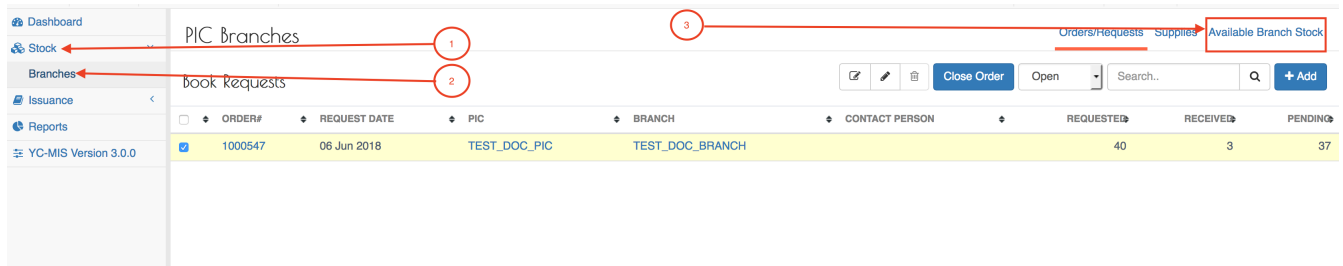
On the menu items, click on the Branches menu item (2), then click on the Available Branch Stocks tab (3).

Branch Available Stock
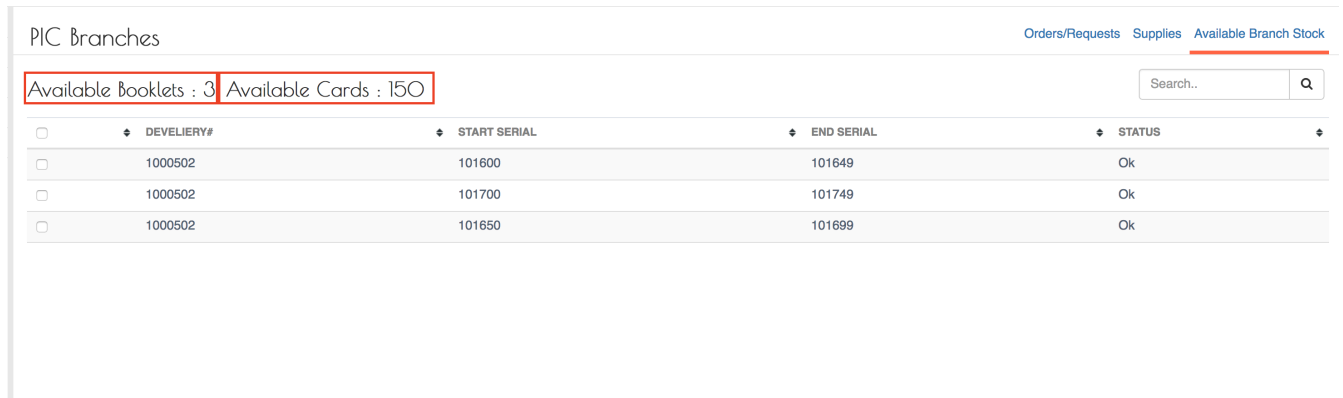
This page displays the Available pads (1) and The Available Yellow Cards (2).

Issuance

Under the issuance module, the Branch Underwriter can perform the following tasks:

Issuance of single Yellow Card   Capture the Yellow Card Cover details, preview and print a single digital Yellow Card.

Issuance of fleet Yellow Card   Capture the Yellow Card Cover details in bulk.

Cancel an existing Yellow Card   Cancel an existing Yellow Card Cover.

Renew a Yellow Card	Renew an existing Yellow Card Cover.
Re-print an issued Yellow Card	Incase of a lost printed Yellow Card, re-print the issued Yellow Card again.
View and export Monthly Cession Summary	View the monthly cessions report.

Issuance of single Yellow Card.

The Yellow Card can issued to either an Individual or a Company. The digital Yellow Card has 3 states:

Issued	The Yellow Card details have been captured but the Yellow Card has not been printed. At this state, the Yellow Card details can be edited and even deleted.
Printed	The digital Yellow Card has been printed. At this state, the Yellow Card cannot be edited nor deleted. The premium cession has been computed.
Cancelled	The Printed Yellow Card can be Cancelled.

There are number of tasks pertaining to the issuance of a digital Yellow Card:

1. Capture Yellow Card details
2. View Issued Yellow Cards.
3. Edit Yellow Card details
4. Delete Yellow Card details.
5. Preview Yellow Card details
6. View e-copy
7. Print Yellow Card

Capture Yellow Card details

Log into the system as a Branch Underwriter. Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) as seen below:

Issuance Menu
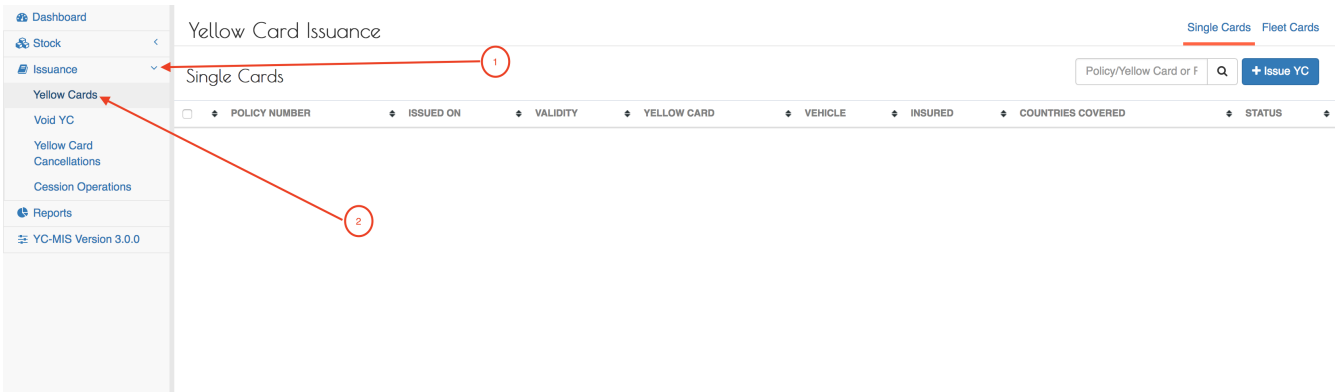
On the Yellow Card Issuance page, click on the Issue YC button (1).

Issuance Button
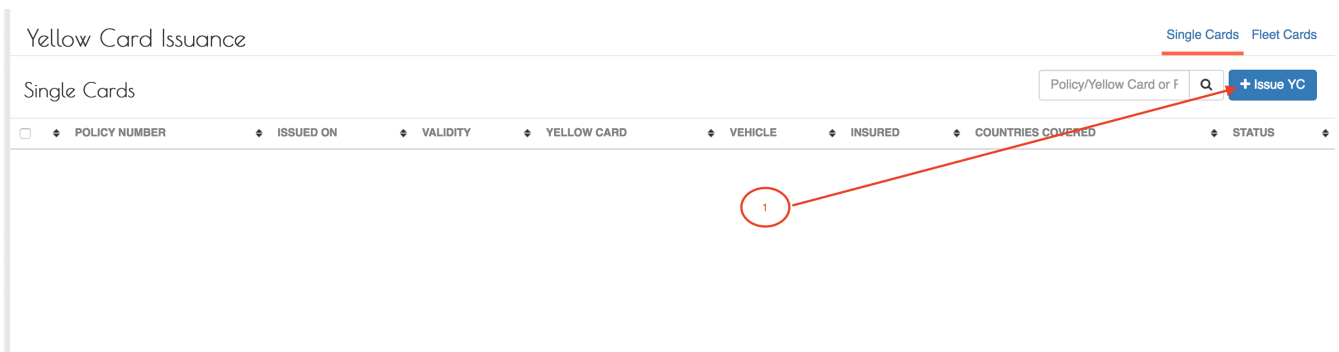
The New Yellow Card Policy page has 3 tabs and they are explained below.

⚠️ You must fill all the fields in all the tabs before clicking on the Save button.

Insured & Policy

Insured Tab

Fields marked * are mandatory.

Table 2. Insured Tab Fields

Field	Description
Insured Type	Drop down to specify if the insured is an 'Individual' or a 'Company' 💡 When you select the insured type, the screen changes to enable capturing the Company Name or the Individual's names.
Company Name	Enter the Name of the Company. 💡 If the Insured is a recurrent client, click on the icon at the end of the Company Name field and the system will load the existing details of the insured from the database..
Email	Enter a valid email address of the Insured. 💡 The system will send a soft copy of the digital Yellow Card to this email.
Mobile	Enter the Mobile Number of the Insured.
Postal Address	Enter the Postal Address of the insured.
Postal Code	Enter the Postal Code of the insured.
Issued On	Displays the date when the Yellow Card was issued.
Policy Number	Enter the Policy Number of the existing third-party cover. ℹ The Yellow Card Cover is an extension of an existing third party motor vehicle insurance cover.

Field	Description
Valid From	The date when the Yellow Card Cover begins.
	ℹ The Valid From date can only be current date or a date in the future but NOT in the past
Valid To:	The date when the Yellow Card Cover ends.
	ℹ • The Yellow Card cover period is the difference between the Valid To and Valid From dates. • The Yellow Card Cover period shall not exceed a maximum period of twelve months. • The Yellow Card cover period must be within the cover period of base third party motor vehicle insurance cover.

Fill all the fields.

Insured Tab Filled

New Yellow Card Policy

Insured & Policy   Vehicle Details   Premium

Insured Type:*	Company	Company Name:	BIG TED LTD
Email:*	mokua83ke@gmail.com	Mobile:*	+256752302022
Postal Address:*	PO BOX 7134	Postal Code:*	256

Policy Validity

Issued On:	13-06-2018	Policy Number:*	P0001344
Valid From:	13-06-2018	Valid To:	20-07-2018
Yellow Card#:	*To be shown on save*		

Fields marked '*' are required   ✔ Save   ✖ Cancel

 DO NOT click Save button.

 If the Save button is not activated, make sure you have filled all the fields.

Click on the Vehicle Details Tab.

Vehicle Details

Vehicle Details Tab

Fields marked * are mandatory.

Table 3. Vehcile Details Tab Fields

Field	Description
Registration	The registration plates of the vehicle
	When entering the vehicle registration number, ensure that there are no spaces and all letters are in Caps. This is to facilitate uniformity and also helps during searching of the vehicle unit by Registration number.

Field	Description
Engine:	The Engine number of the Vehicle. If the Vehicle does not have an engine (e.g. trailer, wagon) leave this field blank.
Chassis	Enter the Chassis number of the Vehicle.
Color	Enter the Color of the Vehicle.
Type of Body	Select from the drop down list the type of body of the Vehicle.
Make	Enter the Make of the Vehicle.
Use of Vehicle	Select from the drop-down the use of the vehicle
Vehicle Type	Sleect from the drop-down the Vehicle Type.
Countries Covered	Check the countries to be visited or transited by the motorist. The Yellow Card is valid only in the countries listed on the Yellow Card.

Fill all the fields.

Vehicle Details Tab Filled

DO NOT click Save button.

⚠ If the Save button is not activated, make sure you have filled all the fields.

Click on the Premium Tab.

Premium

Premium Tab

New Yellow Card Policy

Insured & Policy Vehicle Details Premium

| Premium: | 0.00 | TZS | Tax: | 0.00 | TZS |

Exchange Rate: 0.000270   Premium(USD):

Fields marked '*' are required   ✓ Save   ✗ Cancel

Fields marked * are mandatory.

Table 4. Premium Tab Fields

Field	Description
Premium	Enter the premium paid by the policyholder. 💡 Enter the amount in the local Currency. Note that the system will load the default currency for that country.
Tax:	Enter the Tax paid by the policyholder. 💡 In case the Yellow Card is exempt from Goverment tax (e.g. Tanzania), leave the field with value 0.00.
Exchange Rate	The system displays the current exchange rate for converting the premium from the local currency to USD.

Field	Description
Premium (USD)	The System automatically converts the Premium from local currency to USD using the configured exchange rate and displays the USD amount.

Fill all the fields.

Premium Tab Filled

> ⚠️ If the Save button is not activated, make sure you have filled all the fields.

Click on the Save button.

After successful saving, the system displays the Yellow Card details for confirmation.

View Policy Details

View Yellow Card Policy

Insured & Policy   Vehicle Details   Premium

Insured Type:	Company	Company Name:	BIG TED LTD
Email:	mokua83ke@gmail.com	Mobile:	+256752302022
Postal Address:	PO BOX 7134	Postal Code:	256

Policy Validity

Issued On:	13 Jun 2018	Policy Number:	P0001344
Valid From:	13 Jun 2018	Valid To:	20 Jul 2018
Yellow Card#:	TZ35111321	Status:	Issued

Created on 2018-06-13 06:21:03 by mokua83ke@gmail.com,

[Print Preview] [e-Copy] [✎ Edit] [✖ Done]

Click on the Done button.

View Captured Yellow Card details

Log into the system as a Branch Underwriter. Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) as seen below:

Issuance Menu

To search for issued Yellow Cards enter one of the following in the Search box (1) and click the Search icon or click enter :

1. Policy Number
2. Yellow Card Number
3. Vehicle Registration

Yellow Cards List

Yellow Card Issuance

	POLICY NUMBER	ISSUED ON	VALIDITY	YELLOW CARD	VEHICLE	INSURED	COUNTRIES COVERED	STATUS
☐	P0001344	13 Jun 2018	13-06-2018 - 20-07-2018	TZ35111321	GH177	BIG TED LTD	ZM,ZW,TZ	Issued
☐	KL000	13 Jun 2018	13-06-2018 23-08-2018	TZ52452798	JKL999	TEST_COMP2	UG,ZW	Issued

Showing 1 - 2 of 2   1   No selection

POLICY NUMBER   The third party motor vehicle insurance cover of the policyholder.

ISSUED ON   The date the Yellow Card was issued.

VALIDITY   The Yellow Card cover start date (2) and end date (3).

YELLOW CARD   The Yellow Card Number, uniquely generated by the system and identified all valid Yellow Cards issued by the system.

VEHICLE   The Vehicle Registration number.

INSURED   Then name of the policyholder.

COUNTRIES COVERED   The countries to be visited or transited by the policyholder.
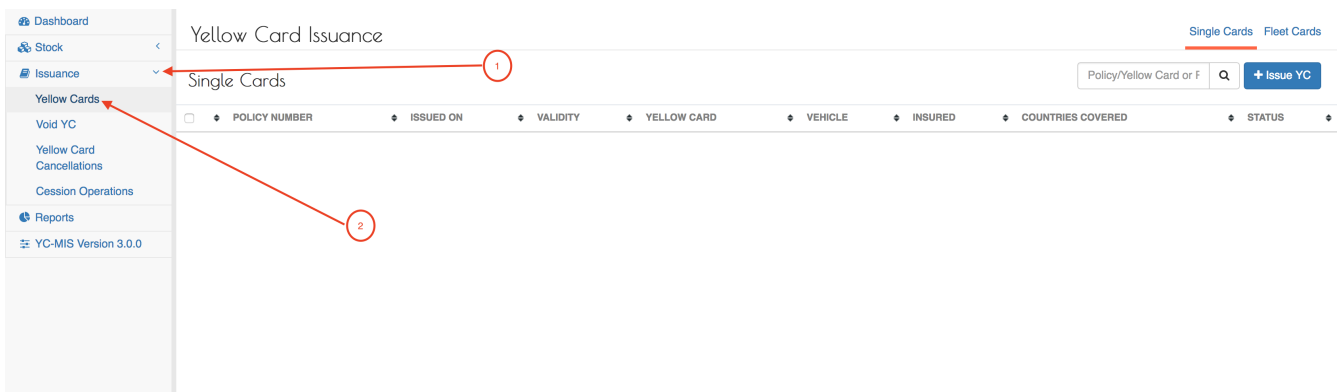
STATUS   The current status of the Yellow Card.

Edit Yellow Card details

Log into the system as a Branch Underwriter. Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) as seen below:

Issuance Menu

Click on the POLICY NUMBER column of the row corresponding to the Yellow Card you wish to edit.

Yellow Cards List

The system displays the selected Yellow Card details. Review the details. To edit, click on the Edit button (1) at the bottom of the page.

View Yellow Card Details

Edit the fields as needed, then click the save button.

Edit Yellow Card Details

Note that to you can select any of the tabs to edit the fields.

The Yellow Card Number is generated by the system and thus can not be edited.

Then click the Done button.

Delete Yellow Card details.

Note that you can not delete Yellow Card after it has been Printed.

To delete the Yellow Card details captured (before printing), log into the system as a Branch Underwriter. Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) as seen below:

Issuance Menu

Then Select the Yellow Card to delete by click on the checkbox on the left of the first column (1).

Yellow Cards List

Then click on the Delete icon (2).

Click Delete and the record will be deleted.

Delete Yellow Card Confirm

View e-copy

Log into the system as a Branch Underwriter. Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) as seen below:

Issuance Menu

Click on the POLICY NUMBER column of the row corresponding to the Yellow Card you wish to edit.

Yellow Cards List

The System displays the Yellow Card details.

Yellow Cards Details

Click on the e-copy button at the bottom (1) to view the e-copy of the digital Yellow Card. The system will open a new tab to display the e-copy of the digital Yellow Card.

e-Copy

After viewing the e-copy, click Done.

Preview Yellow Card details

Log into the system as a Branch Underwriter. Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) as seen below:

Issuance Menu

Click on the POLICY NUMBER column of the row corresponding to the Yellow Card you wish to edit.

Yellow Cards List

The System displays the Yellow Card details.

Yellow Cards Details

Click on the Print Preview button at the bottom (1) to preview the digital Yellow Card.

Yellow Card Preview

Preview of Yellow Card # TZ35111321 ✕

After previewing the Yellow Card, if everything is in order, click Print button and to change something click the Close button and this system will take you back to the edit screen.

Print Yellow Card

Log into the system as a Branch Underwriter. Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) as seen below:

Issuance Menu

Click on the POLICY NUMBER column of the row corresponding to the Yellow Card you wish to edit.

Yellow Cards List

The System displays the Yellow Card details.

Yellow Cards Details

Click on the Print Preview button at the bottom (1) to preview the digital Yellow Card.

Yellow Card Preview

After previewing the Yellow Card, if everything is in order, click the Print button. The system will do the following :

- Send an e-copy of the Yellow Card to the policyholder. The notification email sent is as shown below:

e-YC Issuance notification

- Generate a PDF document with the Yellow Card details on a new browser tab.

To print the Yellow Card, insert the Computer printable Yellow Card in the Printer and then print as shown below:

Print Yellow Card

Alternatively, Print from the Browser by going to File , then select Print :
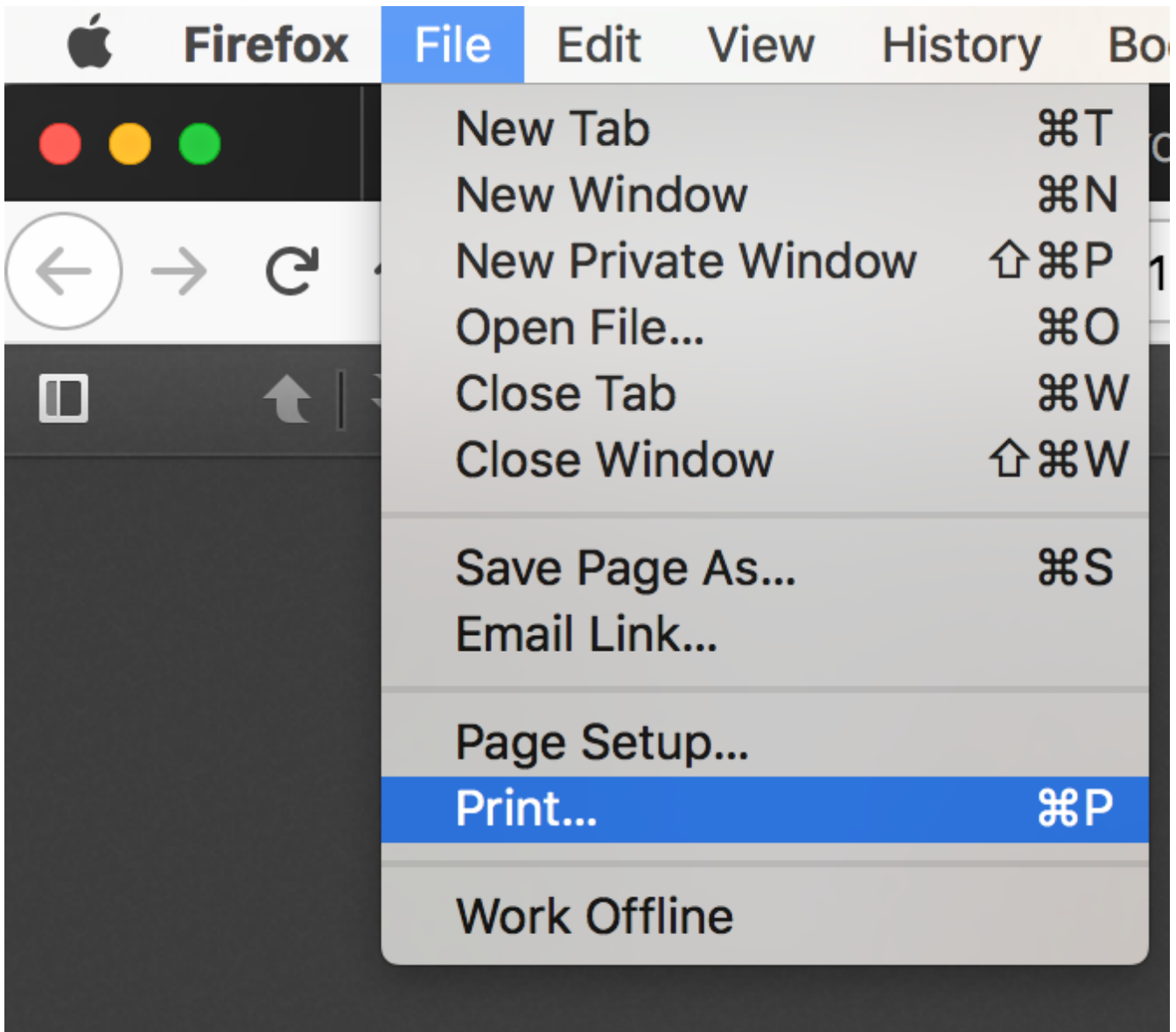
Print Yellow Card

When the Yellow Card is printed, the system will compute the cession for the Primary Insurance Company.

After, Printing Close the Yellow Card Preview pop-up as shown below.

Close Yellow Card Preview

Preview of Yellow Card # TZ35111321

COMESA
CARTE JAUNE - YELLOW CARD

ISSUED ON *DELIVREE LE*	13-06-2018	POLICY NO *N° DE LA POLICE*	P0001344	Y/C No *N° DE CJ*		TZ35111321
REGISTRATION NO *N°D'IMATRICULATION*	GH177	ENGINE NO *N° DU MOTEUR*	ENG1777	CHASSIS NO *N° DU CHÃ,SSIS*		CH7777
VEHICLE TYPE *TYPE DE VÉHICULE*	Car	MAKE *MAQUE*	TOYOTA	USE *USAGE*		Private
VALID FROM *VALABLE DU*	13-06-2018	VALID TO *VALABLE AU*	20-07-2018	COUNTRIES COVERED *PAYS APPLICABLES*		ZM, ZW, TZ,
INSURED *ASSURE*	BIG TED LTD			ADDRESS *ADDRESSE*		PO BOX 7134, 256
INSURER *ASSUREUR*	TEST_DOC_PIC			ADDRESS *ADDRESSE*		PO BOX 7134 , 251 DAR ES SALAAM
PREMIUM *PRIME*	TZS 100,000.00			TAX *TAX*		TZS 100.00

NAME AND ADDRESS OF BUREAU
NOM ET ADDRESSE DU BUREAU EMETTEU

UNDERWRITER SIGNATURE
SOUSCRIPTEUR SIGNATURE

National Insurance Corporation of Tanzania Ltd
P. O. Box 9264 Dar-Es-Salaam, Tanzania, N/A Dar es salaam

✖ Close   **🖨 Re-Print**

Then Click Done on the View Yellow Card Policy page. On the Yellow Card Issuance page, we can see the status of the Yellow Card has changed to Printed.

Yellow Card List

Yellow Card Issuance

Single Cards   Fleet Cards

Single Cards

|	POLICY NUMBER	ISSUED ON	VALIDITY	YELLOW CARD	VEHICLE	INSURED	COUNTRIES COVERED	STATUS
☑	P0001344	13 Jun 2018	13-06-2018 - 20-07-2018	TZ35111321	GH177	BIG TED LTD	ZM,ZW,TZ	Printed

Re-print an issued Yellow Card.

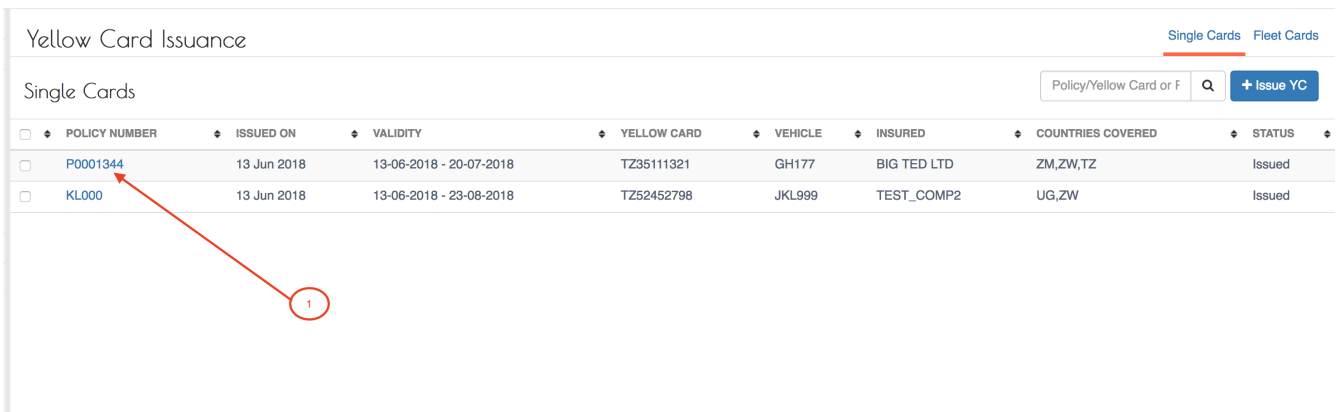ℹ   You can only Re-print Yellow Card that has already been printed.

Log into the system as a Branch Underwriter. Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) as seen below:
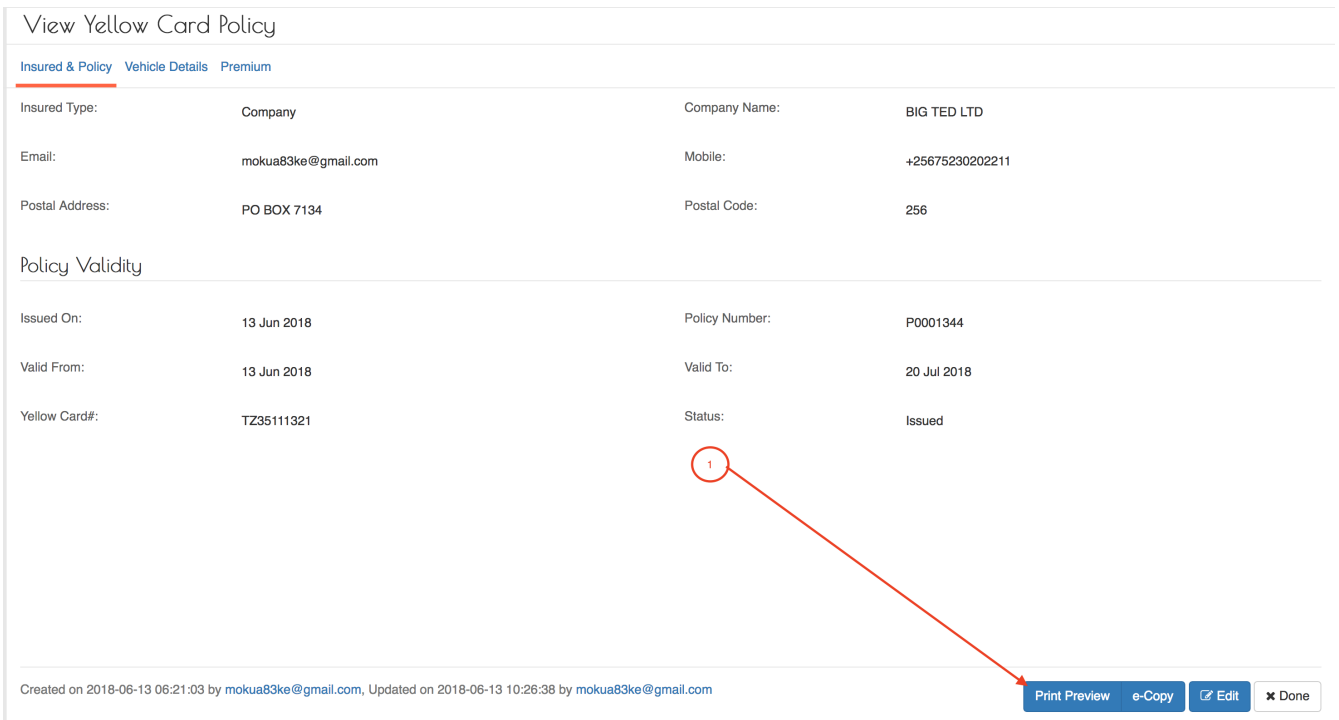
Issuance Menu
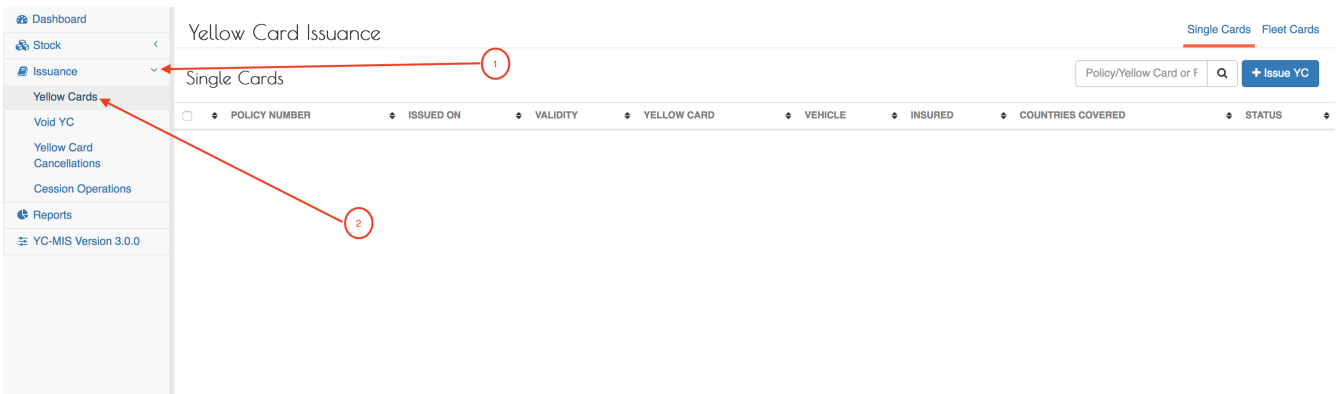
Click on the POLICY NUMBER column of the row corresponding to the Yellow Card you wish to re-print.

Yellow Cards List

The System displays the Yellow Card details.

Yellow Cards Details

Click on the Print Preview button at the bottom (1) to re-print the digital Yellow Card.

Yellow Card Re-Print

Click the Re-Print button. The system will do the following :

- Send an email notification and e-copy of the Yellow Card to the policyholder. The notification email sent is as shown below:

e-YC Re-Print Notification

- Generate a PDF document with the Yellow Card details on a new browser tab.

To print the Yellow Card, insert the Computer printable Yellow Card in the Printer and then print as shown below:

Print Yellow Card

Alternatively, Print from the Browser by going to File , then select Print :
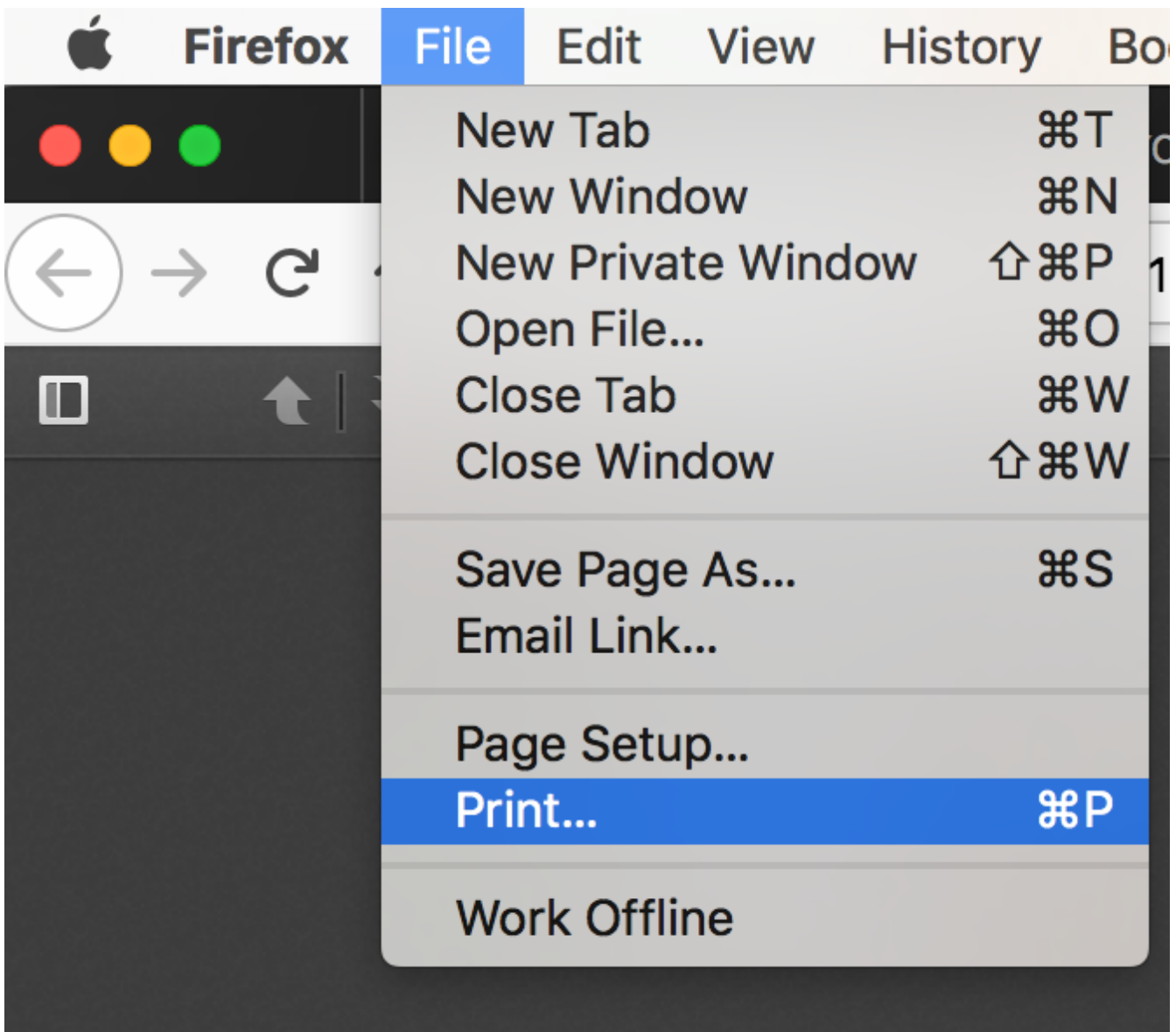
Print Yellow Card

> When the Yellow Card is re-printed, the system will NOT compute the cession for the Primary Insurance Company a second time.

After, Re-Printing Close the Yellow Card Preview pop-up then Click Done on the View Yellow Card Policy page. On the Yellow Card Issuance page, we can see the status of the Yellow Card has changed to Printed.

YC Verification

The digital Yellow Card is printed on a Security Paper with thermochromic ink and hologram.

Printed Yellow Card

YELLOW CARD LOGO (1)   The Yellow Card Logo.

HOLOGRAM (2)   The hologram.

FLAG (3)   The flag of the country where the Yellow Card was issued.

QR CODE (4)   Quick Response (QR) Code for the digital Yellow Card. This QR code is used for real-time online verification of the Yellow Card validity.

YELLOW CARD SERIAL NUMBER (5)   The serial number of the computer printable Yellow Card paper for stock management.

> ℹ️ The Yellow Card **Serial Number** is different from the **Yellow Card Number**. The Yellow Card Number is automatically generated by the system when the Yellow Card cover is issued while the **Serial Number** is assigned by the Printer for stock management of the Computer Printable Yellow Card paper.

UNDERWRITER SIGNATURE (6)   Signature of the Underwriter who issued and printed the Yellow Card.

INSURER STAMP (7)	The Official stamp of the issuing Primary Insurance Company or Branch.
THERMOCHROMIC DOT (8)	Security feature
BACKGROUND LOGO (9)	Pattern of repeating sequence of the Yellow Card logo.

The Yellow Card has the following details :

ISSUED ON	The date the Yellow Card was registered and issued in the system.
POLICY NO	The Policy Number of the third party motor vehicle insurance cover note.
Y/C NO	The Yellow Card Number. This is automatically generated by the system.
REGISTRATION NO	The vehicle registration number.
ENGINE NO	The engine number of the vehicle.
CHASSIS NO	The chassis number of the vehicle.
VEHICLE TYPE	The type of the vehicle e.g: Car, Lorry
MAKE	The make of the Vehicle.
USE	The Usage of the vehicle : whether Private or Commercial.
VALID FROM	The date of the start of the Yellow Card cover period.
VALID TO	The date of the end of the Yellow Card cover period.
COUNTRIES COVERED	List of countries to be visited or transited by the Policyholder.
INSURED	The name of the Policyholder.
ADDRESS	The Postal address of the Policyholder
INSURER	The Issuing Primary Insurance Company.
ADDRESS	The Postal address of the Issuing Primary Insurance Company.

| | PREMIUM | | The Premium paid in local currency. |

| | TAX | | The tax paid in local currency. |

There are a number of ways for Yellow Card Verification : . QR Code verification . Yellow Card Number in the System

Issuance of fleet Yellow Card.

To facilitate the capturing of vehicle units for a large fleet , the YC-MIS enables the user to fill a CSV file with the the vehicle details and then later upload into the system. This task is done in the following steps :

1. Fill the CSV Template
2. Upload the filled CSV Template
3. Capture the Policyholder Details
4. Review Fleet Yellow Cards
5. Print Yellow Cards

Fill the CSV Template

Down the Fleet Issuance Template from the yellowcard.comesa.int/ and fill with the details. Sample of a filled template is shown below:

Vehicle Registration Number	Engine Number	Chassis Number	Color	Type Of Body	Make	Use Of Vehicle	Vehicle Type	Premium	Tax	Countries Covered	Policy Number	Valid From	Valid To
VBN 1011 Q	H22A M037 37	6U90 000B B4120 2329	RED	Hatch back	Chevr olet	Com merci al	Car	1000	100	UG;Z M	P0001 0	28/6/2 018	28/9/2 018
VBN 2012 Q	H22A M037 38	6U90 000B B4120 2329	BLUE	Hatch back	Chevr olet	Com merci al	Car	1000	100	UG;Z M	P0001 1	28/6/2 018	28/9/2 018
VBN 3013 Q	H22A M037 39	6U90 000B B4120 2329	GREE N	Hatch back	Chevr olet	Com merci al	Car	1000	100	UG;Z M	P0001 2	28/6/2 018	28/9/2 018

Vehicle Registration Number	Engine Number	Chassis Number	Color	Type Of Body	Make	Use Of Vehicle	Vehicle Type	Premium	Tax	Countries Covered	Policy Number	Valid From	Valid To
VBN 4014 Q	H22A M037 35	6U90 000B B4120 2329	WHITE	Hatch back	Chevr olet	Com merci al	Car	1000	100	UG;Z M	P0001 3	28/6/2 018	28/9/2 018
VBN 5015 Q	H22A M037 34	6U90 000B B4120 2329	ORAN GE	Hatch back	Chevr olet	Com merci al	Car	1000	100	UG;Z M	P0001 4	28/6/2 018	28/9/2 018
VBN 6016 Q	H22A M037 33	6U90 000B B4120 2329	BLAC K	Hatch back	Chevr olet	Com merci al	Car	1000	100	UG;Z M	P0001 5	28/6/2 018	28/9/2 018
VBN 7017 Q	H22A M037 32	6U90 000B B4120 2329	RED	Hatch back	Chevr olet	Com merci al	Car	1000	100	UG;Z M	P0001 6	28/6/2 018	28/9/2 018
VBN 8018 Q	H22A M037 31	6U90 000B B4120 2329	RED	Hatch back	Chevr olet	Com merci al	Car	1000	100	UG;Z M	P0001 7	28/6/2 018	28/9/2 018
VBN 9019 Q	H22A M037 37	6U90 000B B4120 2329	RED	Hatch back	Chevr olet	Com merci al	Car	1000	100	UG;Z M	P0001 8	28/6/2 018	28/9/2 018

The fields in the Template are explained below :

Table 5. CSV File Fields

Name	Description	Format	Allowed Values
Vehicle Registration Number	The registration number of the Vehicle Unit. ℹ️ The system will validate if the Registration number being captured has an existing valid Yellow Card that.	String	Required
Engine Number	The Engine number of the vehicle unit.	String	Required
Chassis Number	The chassis number of the vehicle unit.	String	This is a required field.
Color	The color of the vehicle unit.	String	This is a required field.

Name	Description	Format	Allowed Values
Type Of Body	The type of body of the vehicle unit	String	This is a required field. Valid Options are give below: • Bus • Convertible • Coupe • Hatchback • Jeep • Motorcyle • MUV/SUV • Pickup • Primemover • Sedan • Tanker • Trailer • Truck horse • Van • Wagon
Make	The Make of the vehicle.	String	This is a required field.
Use Of Vehicle	Use of the vehicle	String	This is a required field. Valid Options are give below: • Commercial • Motorcycle • Private

Name	Description	Format	Allowed Values
Vehicle Type	The type of the vehicle	String	This is a required field. Valid Options are give below: • Bus • Car • Lorry • Motorcycle • Trailer
Premium	The Premium paid by the policyholder in Local Currency.	Number	This is a required field.
Tax	The Tax paid by the policyholder in Local Currency.	Number	This is a required field. If Yellow Card is exempted from tax, enter the value 0.0
Countries Covered	List of countries (using two-letter country codes as defined in ISO 3166-1) to be visited or transited by the policyholder. Separate the countries using a ';'.	String	This is a required field.
Policy Number	The Policy Number of the third party motor vehicle insurance cover note.	String	This is a required field.
Valid From	The date of the start of the Yellow Card cover period.	String with the pattern 'dd/mm/yyyy' e.g: 18/6/2018	Required
Valid To	The date of the end of the Yellow Card cover period.	String with the pattern 'dd/mm/yyyy' e.g: 18/6/2018	Required

Upload the filled CSV Template

After filling the Fill the CSV Template, save the file on the desktop of your Computer or Laptop.

The next step is to upload the file into the system.

Log into the system as a Branch Underwriter.

Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item

(2) and finally click on the Fleet tab (3) as seen below:

Fleet Issuance Menu

On the Yellow Card Issuance : Fleet Issuance page, click on the Add button (1).

Fleet Issuance Add

The New Fleet Cards page has 2 tabs and they are explained below.

⚠️   You must fill all the fields in all the tabs before clicking on the Save button.

Common Details

Fleet Issuance : Common Details Tab

The Common Details tab has two sections:

a) Upload file

Click on the Browse button (1), the navigate to the location where you saved the Filled Fleet Issuance Template CSV file and upload it.

Fleet Issuance : Upload

After uplodaing the file, click on the Process button highlighted below (1) for the system to validate the entries in the CSV file and create the Yellow Card record.

Verify the file uploaded by confirming the name oft he uploaded file as highlighted (2) below.

Fleet Issuance : Process

The system will process each of the entries in the uploaded file and display them in the Yellow Cards tab. Incase any of the entries in the uploaded CSV file has an error, the system will display validation error similar to the one below:

Fleet Issuance : Validation Error

Edit the Fleet template CSV file as required and then upload it again. Then click the Process button to validate the entries.

After successful processing the entries ,click on the Yellow Card tab to view them.

Fleet Issuance : Yellow Cards Tab

New Fleet Cards

Common Details   Yellow Cards 9

#	YELLOW CARD#	REG#	ENGINE#	CHASSIS#	COLOR	TYPE OF BODY	MAKE	USE OF VEHICLE	VEHICLE TYPE	VALID FROM	VALID TO
1	TZ95865492	KBN 1011Q	H22A M03737	6U90000BB41202329	RED	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-1918
2	TZ59415140	KBN 2012Q	H22A M03738	6U90000BB41202329	BLUE	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-1918
3	TZ15430333	KBN 3013Q	H22A M03739	6U90000BB41202329	GREEN	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-1918
4	TZ87776768	KBN 4014Q	H22A M03735	6U90000BB41202329	WHITE	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-1918
5	TZ4052190	KBN 5015Q	H22A M03734	6U90000BB41202329	ORANGE	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-1918
6	TZ81134268	KBN 6016Q	H22A M03733	6U90000BB41202329	BLACK	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-1918
7	TZ37065231	KBN 7017Q	H22A M03732	6U90000BB41202329	RED	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-1918
8	TZ62691568	KBN 8018Q	H22A M03731	6U90000BB41202329	RED	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-1918
9	TZ22482210	KBN 9019Q	H22A M03737	6U90000BB41202329	RED	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-1918

Fields marked '*' are required

✔ Save   ✖ Cancel

Verify the details of the Yellow Cards , if the are correct, click the Common Details tab and fill in the details of the policyholder.

b) Details of Insured

Fields marked * are mandatory.

Table 6. Insured Tab Fields

Field	Description
Insured Type	Drop down to specify if the insured is an 'Individual' or a 'Company'
	When you select the insured type, the screen changes to enable capturing the Company Name or the Individual's names.

Field	Description
Company Name	Enter the Name of the Company. 💡 If the Insured is a recurrent client, click on the icon at the end of the Company Name field and the system will load the existing details of the insured from the database..
Email	Enter a valid email address of the Insured. 💡 The system will send a soft copy of the digital Yellow Card to this email.
Mobile	Enter the Mobile Number of the Insured.
Postal Address	Enter the Postal Address of the insured.
Postal Code	Enter the Postal Code of the insured.

Fleet Issuance : Filled

Click the Save button (2). The system will perform further validation before committing the record to the database.

Upon saving, the system will display the details of the Fleet Policy for verification.

Fleet Issuance : Confirm

New Fleet Cards

Common Details Yellow Cards 9

Issued On: 15-06-2018

Details of Insured

Issued On:	Company	Company Name:	BIG TED 2 LTD
Email:	mokua83ke@gmail.com	Mobile:	+25675230202211
Postal Address:	PO BOX 11	Postal Code:	254

Created on 2018-06-15 07:05:19 by mokua83ke@gmail.com,

[✎ Edit] [✗ Done]

Confirm that everything is correct, then click on the Done button.

Review Fleet Yellow Cards

To view the fleet Yellow Cards issued, log into the system as a Branch Underwriter.

Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) and finally click on the Fleet tab (3) as seen below:

Fleet List

To view the Individual Yellow Cards issued under the Fleet , click on the Single Yellow Cards tab.

Fleet List

Edit Fleet Yellow Cards

To edit the Fleet, log into the system as a Branch Underwriter.

Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) and finally click on the Fleet tab (3) as seen below:

Fleet List

Select the Fleet by clicking on the checkbox on the left (1) , then click on the Edit icon (2).

Fleet List

On the Edit Fleet Yellow Cards page, you can update the fields as necessary and then click Save button.

Delete Fleet Yellow Cards

To delete the Fleet, log into the system as a Branch Underwriter.

Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) and finally click on the Fleet tab (3) as seen below:

Fleet List

Select the Fleet by clicking on the checkbox on the left (1) , then click on the Delete icon (2).

Fleet Delete

Confirm the action and the system will delete the Fleet.

⚠ Note that when you delete the Fleet, the system will also delete all the individual entries for that Fleet.

Fleet Confirm Delete

Print Yellow Cards

Fleet FAQ

Frequently asked questions regrading Fleet.

How can I print the Yellow Cards for the fleet?

How can i edit individual entries?

Can i use Fleet upload feature for vehicles belonging to different policyholders?

Can I add Vehicle entries to an existing Fleet?

Can I remove Vehicle entries from an existing Fleet?

Cancel Printed Yellow Card.

If the Underwriter has made an error in the completion of a Yellow Card, or when the policyholder requests a change of entered particulars and the Yellow Card has already been Printed; a fresh Yellow Card **must** be issued.

Log into the system as a Branch Underwriter. Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Cards menu item (2) as seen below:

Issuance Menu

Then Search for the Yellow Card to cancel by the Yellow Card Number or Policy Number or the Vehicle Registration Number. Select the Yellow Card by clicking on the checkbox on the left most column (1) as shown below.

Select Policy

Then click on the Cancel button (2). The New Yellow Card Cancellation page has 2 tabs and they are explained below.

You must fill all the required fields in all the tabs before clicking on the Save button.

Yellow Card

Yellow Card Tab

Fields marked * are mandatory.

Table 7. Yellow Card Tab Fields

Field	Description
Yellow Card	The Yellow Card number that we want to Cancel. To view more details on the about the Yellow Card, click on the Yellow Card Number.
Yellow Card Validity	Displays the validity period of the Yellow Card.
Issued On	Displays the issuance date of Yellow Card.
Vehicle Registration	Displays the registration number of the vehicle covered by the Yellow Card.
Insured Name	Displays the name of the insured : An individuals' First and Second Name or the Company Name.
Insured Email	Displays the email of the insured.

Field	Description
Cancellation Date	Displays the date when the Yellow Card is being canceled.
Cancellation Type	The type of cancellation: **Voided** An error made by the issuing offer and thus requires the issuing officer to issue an fresh Yellow Card. **Cancelled** Cancellation requested by the policyholder
Premium Refund	Part of the premium paid by the policyholder that will be refunded. Amount of money in local currency. If there is no refund made, enter the value 0.00.
Premium Refund Tax	Amount paid in tax for premium refunded. Amount of money in local currency. If there us not tax, enter the value 0.00
Exchange Rate	Display the current exchange rate used by the system for converting the local currency to USD.
Premium Refund(USD)	Display the Premium Refunded in USD.
Cancellation Reason:	The reason for cancellation of the Yellow Card; this could be Trip postponement, sale of Vehicle.

Fill all the fields.

Yellow Card Tab Filled

New Yellow Card Cancellation

Yellow Card | Evidence of Cancellation

Yellow Card:	TZ49949096	Yellow Card Validity:	21-06-2018 - 28-07-2018
Issued On	21-06-2018	Vehicle Registration	ZAP119
Insured Name	TEST_COMP_UG2	Insured Email	mokua83ke@gmail.com

Cancellation Details

Cancellation Date:	23-06-2018	Cancellation Type:*	Voided
Premium Refund:	0.00 TZS	Premium Refund Tax:	0.00 TZS
Exchange Rate:	0.000270	Premium Refund(USD):	
Cancellation Reason:*	Trip cancelled		

Fields marked '*' are required

✔ Save   ✖ Cancel

⚠ DO NOT click Save button.

⚠ If the Save button is not activated, make sure you have filled all the fields.

Click on the Evidence of Cancellation Tab.

Evidence of Cancellation

For each Cancelled Yellow Card, the Underwriter must retrieve the Printed Yellow Card to be canceled from the policyholder and then draw two lines across it and write cancelled. This canceled Yellow Card is then scanned and uploaded into the system as Evidence of the cancellation. The scanned Yellow Card should be saved in pdf format in a file with the name in the pattern below:

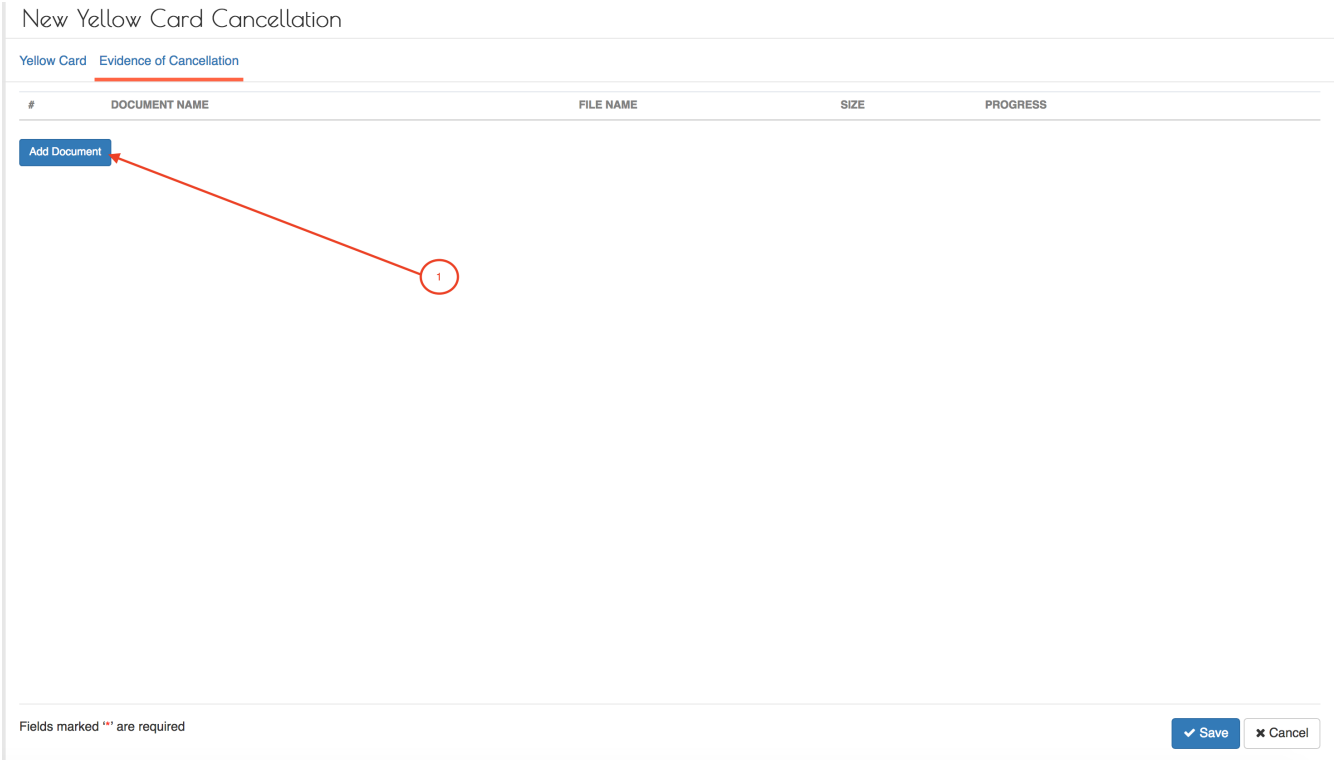YC_{Yellow Card Number}_CANCELLED.pdf e.g YC_TZ49949096_CANCELLED.pdf

⚠ The system will not allow cancellation of the Yellow Card without evidence being uploaded.
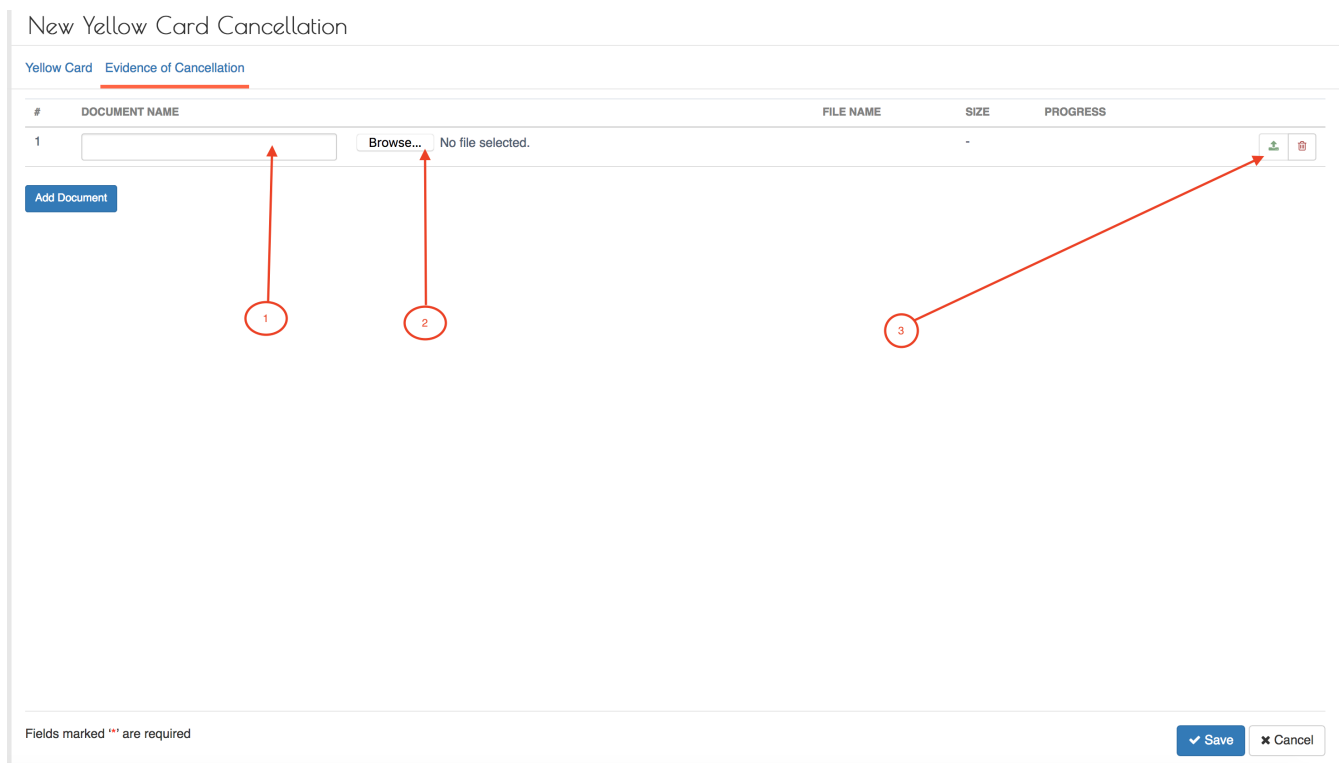
⚠ The Uploaded file must be a PDF file.

Evidence of Cancellation

Click on the Add Document button (1) to upload the evidence of the Cancelled Yellow Card.

Upload Cancellation Evidence

1. Enter the document name to be uploaded e.g. YC_TZ49949096_CANCELLED

2. Next, click on the Browse buuton to navigate and select the scanned Yellow Card file from the computer where you saved it.

3. Then click on the upload icon to upload the file to the server.

Upload Cancellation Evidence

Table 8. Evidence of Cancellation Tab Fields

Field	Description
DOCUMENT NAME	The name of the document to be uploaded. e.g YC_TZ49949096_CANCELLED .
FILE NAME	The name of the file being uploaded to be uploaded.
SIZE	The Size of the uploaded file.
PROGRESS	Displays the progress when uploading the file.

After filling all the fields in the two tabs, click the save button.

The system displays the details of the cancellation:

Cancellation Details

How do i upload more than one file?

To upload more than one file, click on the Add button (1) .

Upload Cancellation Evidence

Then fill the details as described above.

Upload Cancellation Evidence

How do i remove an uploaded file?

To remove an uploaded document, click on the delete icon as shown below:

Remove Cancellation Evidence
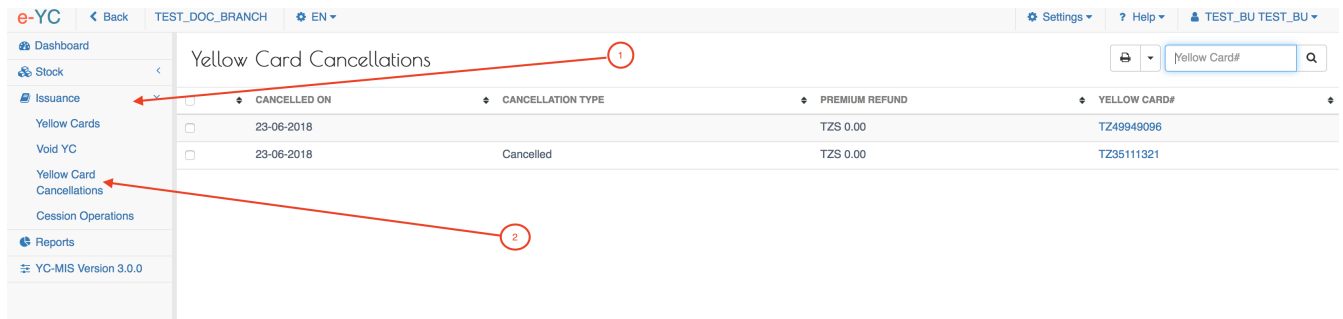
View Canceled Yellow Cards.

To view Cancelled Yellow Cards, Log into the system as a Branch Underwriter. Then on the left menu, click on Issuance Menu Item (1) , then click on the Yellow Card Cancellations menu item (2) as seen below:

Yellow Cancellation Menu
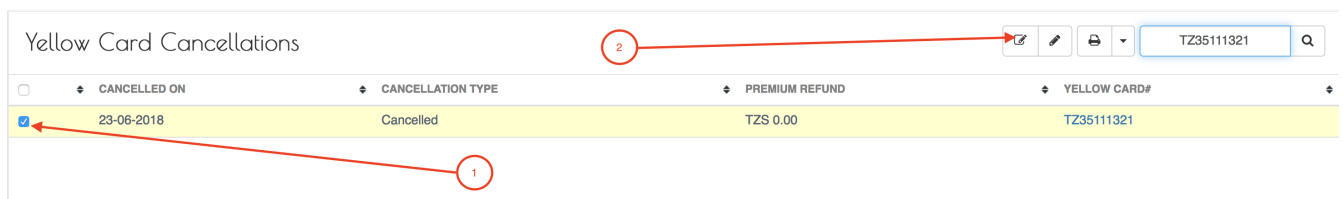
Then Search for the cancelled Yellow Card by Yellow Card Number. Select the Yellow Card by clicking on the checkbox on the left most column (1) as shown below. Then click on the view icon (2) to see the Cancellation details.
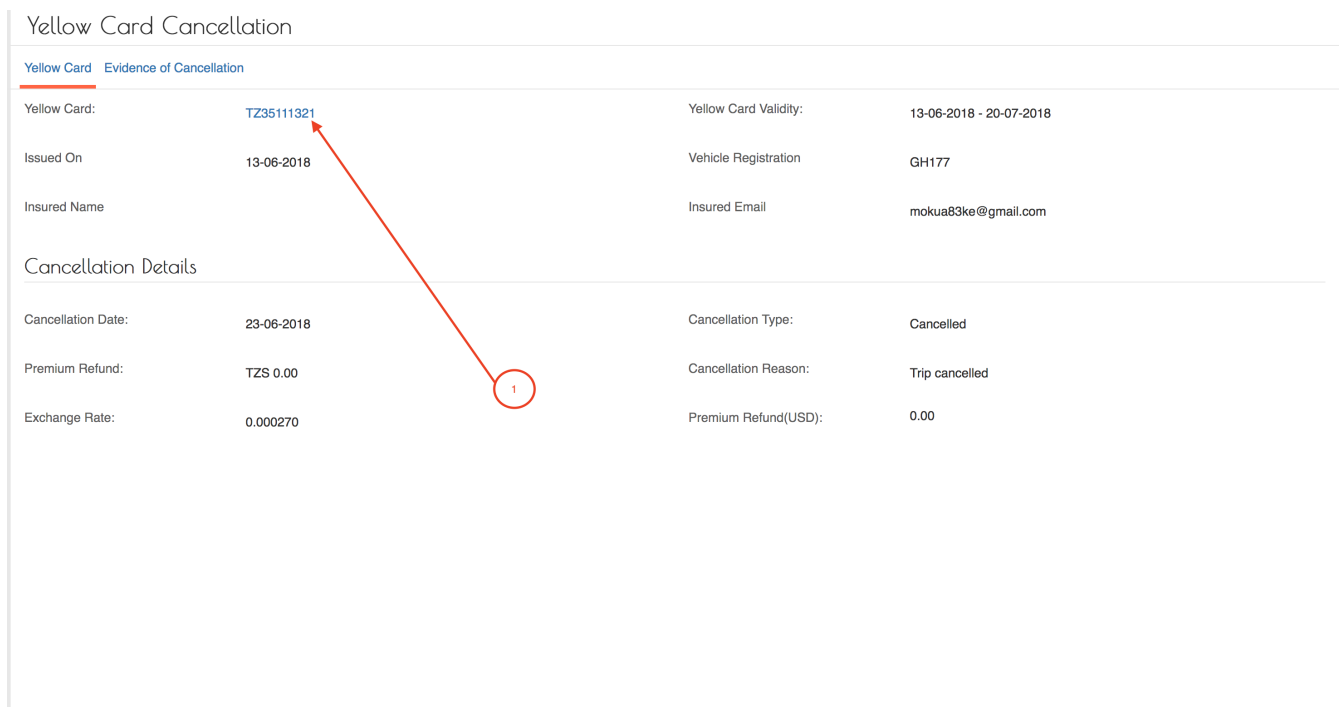
Yellow Cancellation View Details

Yellow Cancellation Details

To view the details of the Yellow Card cancelled, click on the Yellow Card Number (1) above.

To review the evidence uploaded for the cancellation, click on the Evidence of Cancellation tab.

Yellow Cancellation Evidence

Yellow Card Cancellation

Yellow Card Evidence of Cancellation

#	DOCUMENT NAME	FILE NAME	SIZE	PROGRESS	
1	evidence	YC_TZ49949096_CANCELLED.pdf	4.2 kB		

> **i** To view the uploaded file of the cancelled Yellow Card , click on the FILE NAME (1) above.

Click Done button.

Renew a Yellow Card.

Void a Yellow Card.
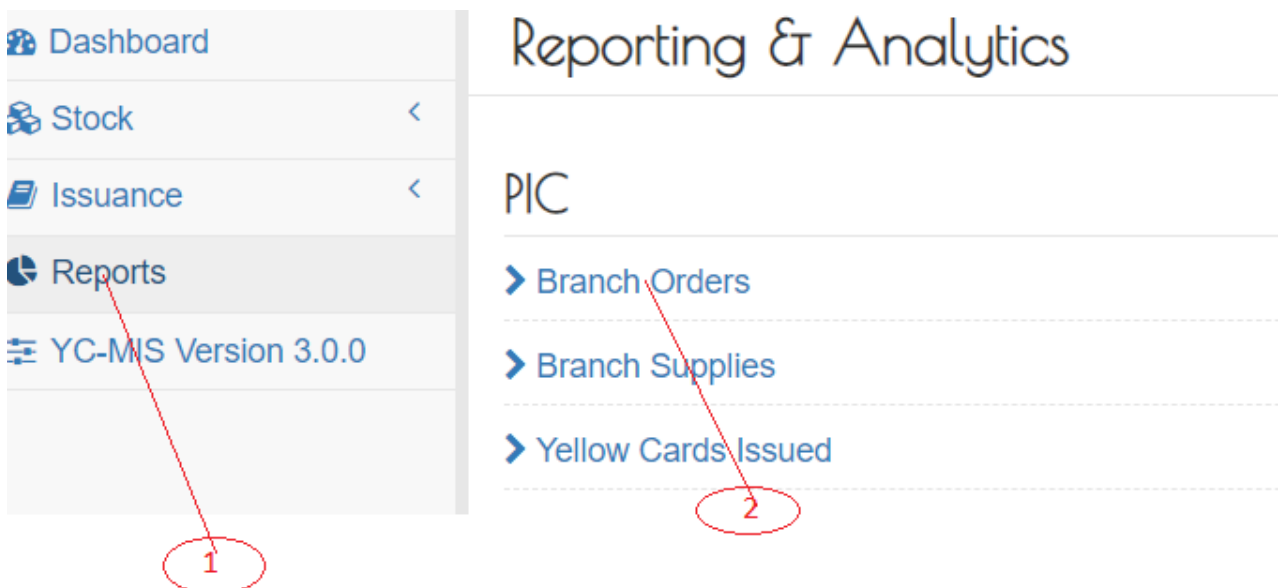
View and export Monthly Cession Summary.

Branches Reports

Branch Orders Reports

Log into the system as a Branch Underwriter. Then on the left menu, click on Reports Menu Item (1), and then on the right menu, Branch Orders (2), as shown below.

Branch Order

Dashboard

Stock

Issuance

Reports

YC-MIS Version 3.0.0

Reporting & Analytics

PIC

> Branch Orders

> Branch Supplies

> Yellow Cards Issued

On the Branch Orders Reports page that appears, click on Customize Reports (1), then click on Period drop down menu to select the Order Status (2), click on the Date Options Drop Down Menu (3) to select the period, click on two date calendars (4) to select the start and end date, and then

click on the Run Report Button (5) to run the Report as shown below:

Run Branch Orders Reports

On the page that appears, a Branch Orders Report will be displayed a shown below: .Branch Orders Reports

Branch Orders Report Details

Fields	Description
Order Number	The number of the order or request to the PIC Manager by the Branch Underwriter.
Message	The message of the order or request to the PIC Manager by the Branch Underwriter.
Status	The status of processing of the order or request to the PIC Manager by the Branch Underwriter.
Branch	The name of the branch to which the Branch Underwriter belongs to that made the order to the PIC Manager
Country	The name of the country for the PIC making the order or request.
Requested On	The date of the order or request to the PIC Manager by the Branch Underwriter.
Number of Books Requested	The number of Yellow Card books requested by the Branch Underwriter

Branch Supplies

Log into the system as a Branch Underwriter. Then on the left menu, click on Reports Menu Item (1), and then on the right menu, Branch Supplied (2), as shown below.

Branch Supplies
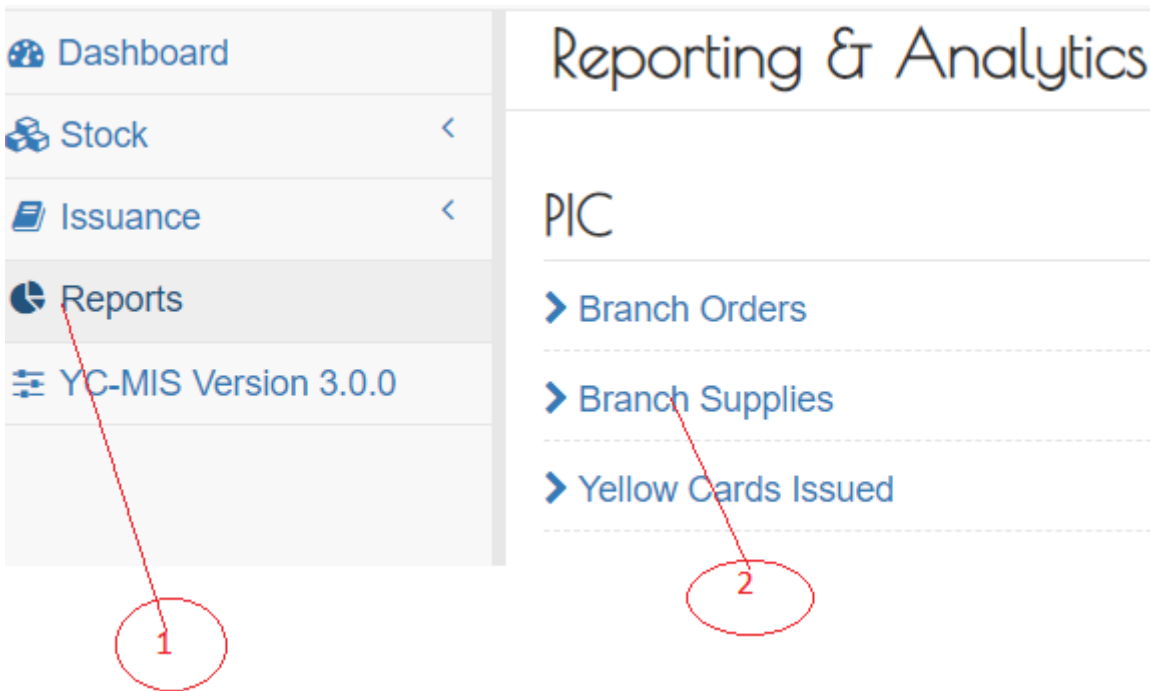
On the Branch Supplies Reports page that appears, click on Customize Reports (1), then click on Period drop down menu to select the Order Status (2), click on the Date Options Drop Down Menu (3) to select the period, click on two date calendars (4) to select the start and end date, and then click on the Run Report Button (5) to run the Report as shown below:

Run Branch Supplies Report
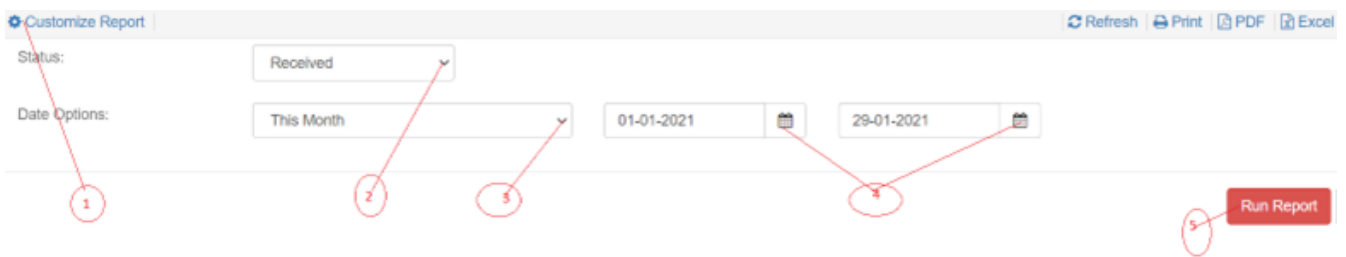
On the page that appears, a Branch Supplies Report will be displayed a shown below:

Branch Supplies Report

e-YC
SUMMARY OF YELLOW CARD BOOKLETS SUPPLIED TO BRANCHES
From 01 Jan 2021 To 29 Jan 2021

Branch	Country	Delivery#	Dispatch Date	# of Books Requested	# of Books Delivered	Receipt Status	Date Requested
SONARWA G.I HEAD OFFICE	Rwanda	1000530	03-07-2018	1	1	RECEIVED	26-06-2018
SONARWA G.I HEAD OFFICE	Rwanda	1000439	19-06-2018	5	5	RECEIVED	19-06-2018
SONARWA G.I HEAD OFFICE	Rwanda	1000504	28-06-2018	1	1	RECEIVED	27-06-2018
SONARWA G.I HEAD OFFICE	Rwanda	1000488	27-06-2018	1	1	RECEIVED	27-06-2018
SONARWA G.I HEAD OFFICE	Rwanda	1004019	17-06-2019	3	3	RECEIVED	17-06-2019
SONARWA G.I HEAD OFFICE	Rwanda	1000489	27-06-2018	1	1	RECEIVED	27-06-2018
SONARWA G.I HEAD OFFICE	Rwanda	1000403	07-06-2018	1	1	RECEIVED	07-06-2018
SONARWA G.I HEAD OFFICE	Rwanda	1000494	27-06-2018	1	1	RECEIVED	27-06-2018
SONARWA G.I HEAD OFFICE	Rwanda	1005587	07-11-2019	5	5	RECEIVED	07-11-2019

Branch Supplies Report Details

| Fields	Description
Branch	The name of the branch to which the Branch Underwriter belongs to that made the order to the PIC Manager
Country	The name of the country for the PIC making the order or request.
Delivery Number	The delivery number of the books Yellow Card books.
Dispatch Date	The date when the books were dispatched by the PIC Manager.
Number of Books Requested	The number of books in the order PIC Manager by the Branch Underwriter
Receipt Status	The status of receipt processing of the order or request of the yellow card books.
Date Requested	The date as which the books were requested by the Underwriter.

Yellow Cards Issued

Log into the system as a Branch Underwriter. Then on the left menu, click on Reports Menu Item (1), and then on the right menu, Yellow Cards Issued (2), as shown below.

Yellow Cards Issued
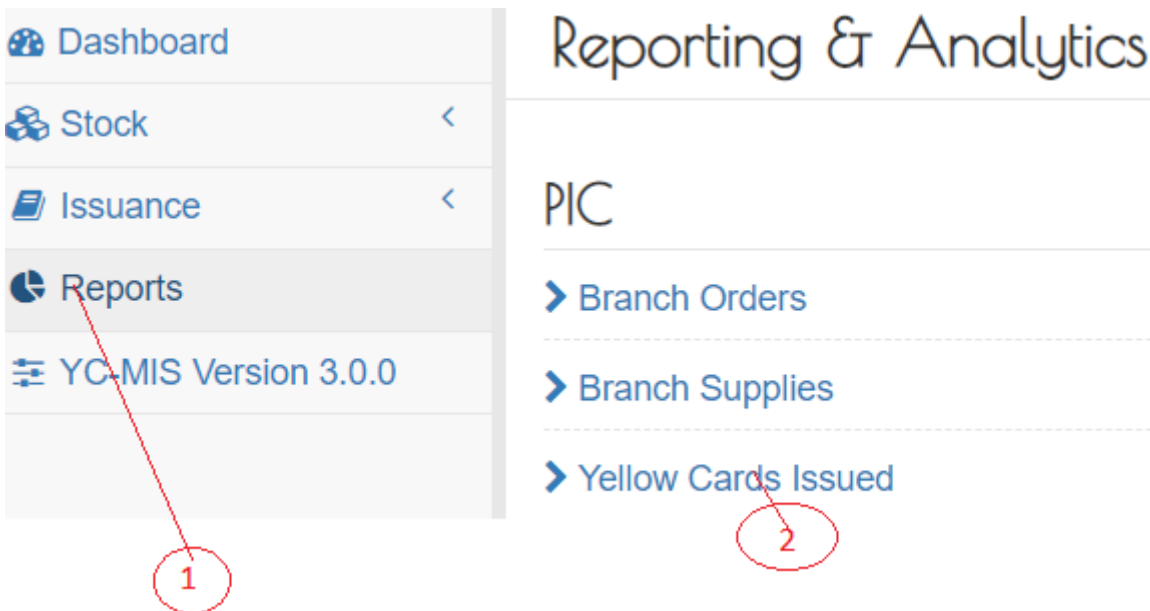
On the Yellow Cards Issued Reports page that appears, click on Customize Reports (1), click on the Date Options Drop Down Menu (2) to select the period, and then click on the Run Report Button (3) to run the Report as shown below:

Run Yellow Card Issued Reports
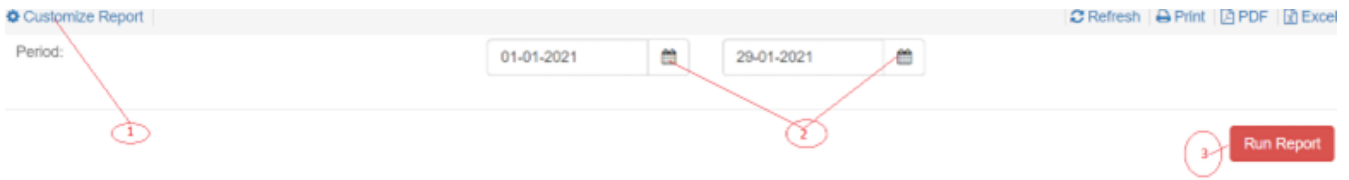
On the page that appears, a Yellow Card Issued Report will be displayed a shown below:

Table 9. Yellow Card Issued Report

Fields	Description
Policy Number	The number of the policy of the issued yellow card
Yellow Card Number	The number of the yellow card generated by the DYS.
Yellow Card Serial Number	The serial number of the yellow card pre-printed on the physical card.
Issued On	The date at which the yellow card was issued
Validity	The date from which the yellow card is valid.
Insured	The name of the insured or the owner of the policy.
Vehicle Registration	The registration or plate number of the vehicle that has been insured
Tax	The amount of tax chargeable on premium depending on the country of card issuance.
Premium (USD)	The amount of premium in USD that has been received on the yellow card.
Countries covered	The list of countries that are covered on that yellow card.

Pool Manager

Claims Reimbursement

Acknowledge Request for Reimbursement from Handling Bureau

View Details of the Request

Log into the system as a Pool Manager. Then on the left menu, click on Reimbursements Menu Item (1), click on the Handling Bureau Menu item (2), on list of the requests that appear, click on the reference of the request (3), as shown below:

An HB Request page containing the details of the request will appear as show below:

Request details

HB Request #TZ/28/2/2020/000141

Claim:	TZ/28/2/2020/000274		
Yellow Card	ZM24712040	Policy Number	101010/10101/10101
Date Requested:	28-02-2020	Exchange Rate:	2,277.90
Handling Fee(TZS):	341,685.65	Handling Fee (USD):	150.00
Claim Amount Settled(TZS):	650,000.00	Claim Amount Settled (USD):	285.35
Amount Requested(TZS):	991,685.65	Amount Requested(USD):	435.35

Request Documents

#	DOCUMENT NAME	FILE NAME	SIZE
1	Document	document.pdf	560.6 kB

Fields	Description
Claim	The reference number of the request for reimbursement.
Yellow Card	The yellow card number of the request for reimbursement.
Policy Number	The policy number of the request for reimbursement.
Date Requested	The date the request for reimbursement was done.
Exchange Rate	The exchange rate at settlement of claim item.
Handling Fee	A claims handling fee of 5% of each claim settlement amount including Medical expenses, subject to a minimum of US$150 and a maximum of US$1000.
Claim Amount Settled	The amount of the claim item that was settled. This amount could be settled at once or in installments.
Claim Amount Requested	The amount of the claim item to be reimbursed.

View Details of the Claim

Log into the system as a Pool Manager. Then on the left menu, click on Reimbursements Menu Item (1), click on the Handling Bureau Menu item (2), on list of the requests that appear, click on the reference of the request (3), as shown below:
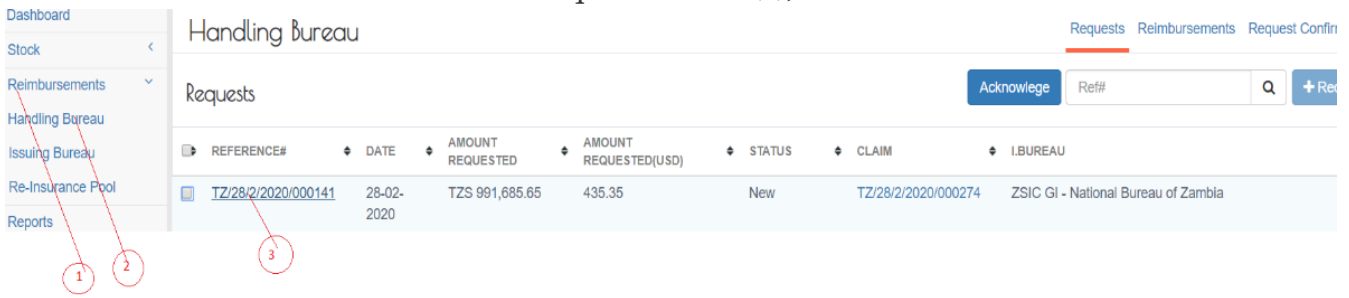
A HB Request page containing the details of the request will appear. Click on the Claim reference number (1), as shown below:

HB Request #TZ/28/2/2020/000141

Claim:	TZ/28/2/2020/000274		
Yellow Card	ZM24712040	Policy Number	101010/10101/10101
Date Requested:	28-02-2020	Exchange Rate:	2,277.90

A claim details page containing all the claim details will be displayed as shown below:

Claim #TZ/28/2/2020/000274

Accident Ref#:	TZ/28/2/2020/000531	Accident Date:	28-02-2020
Claim Summary:	Head on collision		
Claim Reserve Total: TZS	750,000.00	USD:	329.250000 (rate = 2,277.90)
Claim Status:	Settled		

Claim Details   Claim Supporting Documents

Claim Details

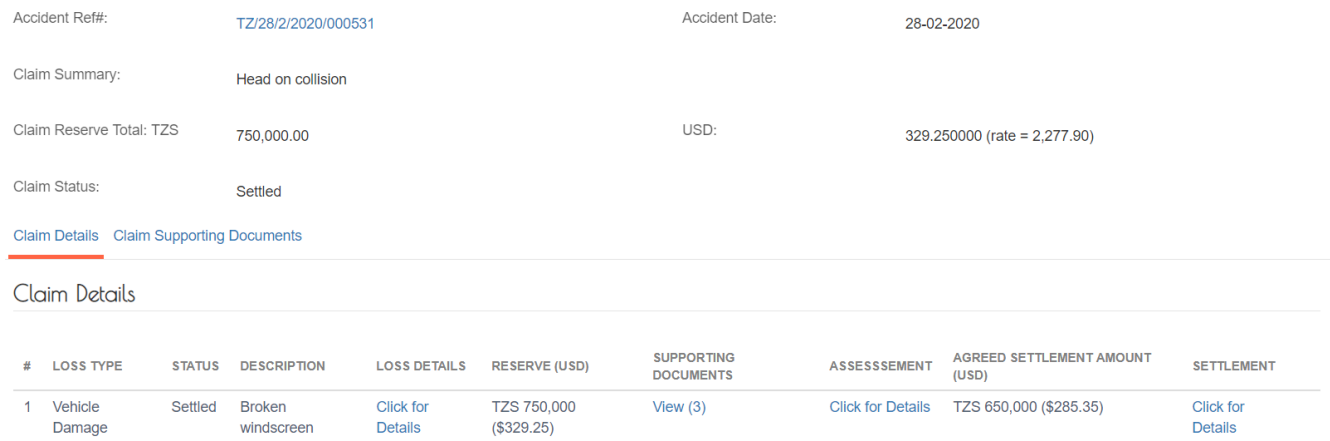| #	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMENT
1	Vehicle Damage	Settled	Broken windscreen	Click for Details	TZS 750,000 ($329.25)	View (3)	Click for Details	TZS 650,000 ($285.35)	Click for Details

Acknowledge Request for Reimbursement

Log into the system as a Pool Manager. Then on the left menu, click on Reimbursements Menu Item (1), then click on the Handling Bureau Menu item (2), on list of the requests that appear, click on the reference of the request (3), and then click on Acknowledge (4), as shown below:
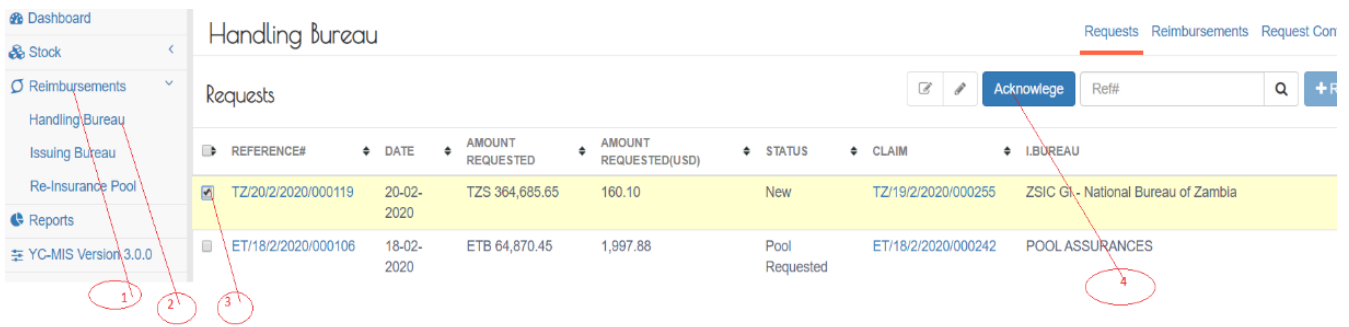
An acknowledgement notification will appear. Click Yes, acknowledge as shown below:


Click "Yes, acknowledge" as indicated in the snapshot above. An email notification will be sent to the Handling Bureau, Issuing Bureau and Issuing PIC.

Further, the progress status of the Handling Bureau Request will change from New to Pool Ack

Reimburse Handling Bureau

Log into the system as a Pool Manager. Then on the left menu, click on Reimbursements Menu Item (1), click on the Handling Bureau Menu item (2), then click on the Reimbursements Tab (3), and then click on Reimburse Button (4) as shown below:
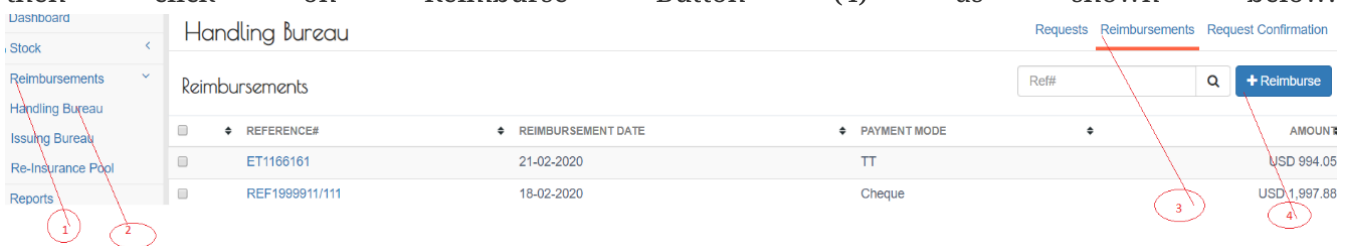
An HB Reimbursement page will appear with two tabs: Reimbursement Details (1) and Reimbursement Documents (2) as shown below:

HB Reimbursement Page

Capture Reimbursement Details

Click on Reimbursement Details tab, then Click on the Handling Bureau search box (1), as shown below:

Search for Handling Bureau to reimburse

A drop-down menu with a list of HB to be reimbursed will appear. Select the appropriate Handling Bureau (1) to reimburse.

Selecting HB to reimburse

This will automatically populate the Request Settlements section (1) as shown below.

Request Settlements section automatically populated

All Fields are mandatory

Fields	Description
Reimbursement date	Enter the date when the HB was reimbursed.
Reimbursement amount	Enter the amount in USD the HB was reimbursed.
Payment reference	Enter the reference number of the payment.
Payment mode	Select the mode of payment by cheque, Cash or TT

Upload reimbursement documents (Payment Evidence)

Click Reimbursement Documents (1), then Choose File (2), select the document to upload, enter the name of the document (3), the click upload (4).
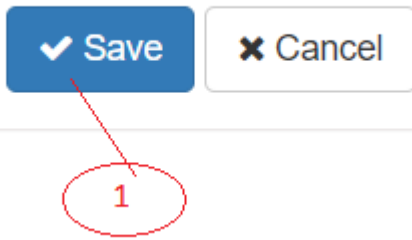
Uploading reimbursement documents

Click Save (1). A preview page will appear as shown below.

Reimbursed preview page

HB Reimbursement

Reimbursement Details   Reimbursement Documents

Date Settled:	21-02-2020	Amount:	USD 160.10
Payment Reference:	10SL25	Payment Mode:	Cheque
Handling Bureau	NATIONAL INSURANCE CORPORATION OF TANZANIA LTD		

Request Settlements

#	HB REQUEST	AMOUNT REQUESTED	ALREADY SETTLED	BALANCE
1	TZ/20/2/2020/000119	160.10	160.10	0.00

An email notification will be sent to the Handling Bureau, issuing Bureau Manager and Issuing PIC.

Further, the progress status of the Handling Bureau Request will change from New IB Confirmed to IB Reimbursed.

Then, click Done.

Requests for Reimbursement from Issuing Bureau

*Capture Request for Reimburse details*

Log into the system as Pool Manager. Then on the left menu, click on Reimbursements menu item (1), then click on Re-Insurance Pool Menu Item (2), then on the Request tab (3), and then click on the Add Request Button (4) as shown below:

Search for a request on the request list by entering the reference number (1), then click on the search button, as shown below:
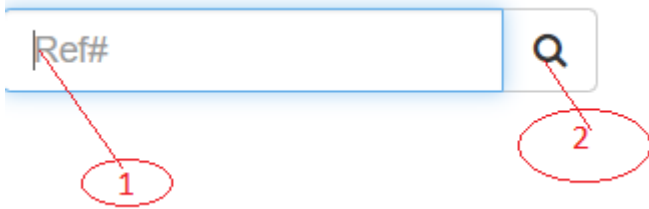
Order the list of requests by clicking on reference (1), or date(2), or status(3), issuing bureau(4), or amount requested(5) as shown below:
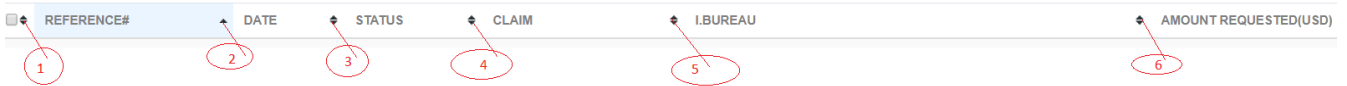
Fields	Description
Reference	The reference number of the reimbursement request.
Date	The date at which the claim was settled.
Status	The stage at which the reimbursement process has reached, New or Reimbursed.
Claim	The claim number of the claim to be reimbursed.
Issuing Bureau	The National Bureau of the Country where the yellow card was issued.
Amount Requested	The amount the Pool Manager requests to be reimbursed.

A Pool Request page will appear. Click on the HB Request Search box (1) as shown below:

Pool Request #ZM/21/2/2020/000132

A drop-down menu with a list of HB Requests will appear. Click on the appropriate HB Request reference number.

Search HB Requests ✕

Search: [   ] 🔍

REFERENCE# ⬍	DATE ⬍	AMOUNT REQUESTED(USD) ⬍	BALANCE ⬍
DJ/21/2/2020/000125	21-02-2020	994.05	0.00
TZ/20/2/2020/000119	20-02-2020	160.10	0.00
ET/18/2/2020/000110	18-02-2020	765.96	0.00
DJ/18/2/2020/000112	18-02-2020	1,275.40	0.00

(1)

✖ Close

This will automatically populate the Pool Request page as shown below: .Pool request data automatically populated

Pool Request #ZM/21/2/2020/000132

HB Request:	TZ/20/2/2020/000119 🔍	Date Requested:	21-02-2020
Claim Number	TZ/19/2/2020/000255	Yellow Card	ZM50172671
Amount Settled(USD):	160.10		
Recovery Cost:	0.00 USD		
Amount Requested(USD):	160.10		

Fields	Description
HB Request	The reference number of the request from the handling bureau.
Date Requested	The date handling bureau made the request.
Claim Number	The claim reference number of the settled claim.
Yellow Card	The yellow card number of the settled claim.
Amount Settled	The amount the handling bureau settled the claim.
Recovery Cost	The costs incurred by the Pool in settlement of the claim on behalf of the issuing bureau.
Amount Requested	The sum of the settled amount and the recovery costs.

Upload Documents of the Request of Reimbursement (Debit Note)

Enter the name of the document (1), then Choose File (2), select the document to upload, Click Add

Documents (3), the click upload(4).

Request Documents

#	DOCUMENT NAME		FILE NAME	SIZE	PROGRESS		
1	Reimbursement request document	Choose File document.pdf	document.pdf	560.6 kB			

Add Document

Click Save (1), and then click Done.

An email notification will be sent to the Handling Bureau, issuing Bureau Manager and Issuing PIC.

Further, the progress status of the Handling Bureau Request will change from New IB Confirmed to IB Reimbursed.