YC-MIS

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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:

Generation of the secretariat of the secretari			Setting	gs • ? Help •	A Richard Mokup
	board				
Stock <					Getting Starter
Issuance <					
Claims <					
3 Reimbursements					
Reports					
E YC-MIS Version 3.0.0					

Figure 1. Profile dropdown

On the drop-down menu, click on Change Password:

🚥 🔽 🟠 🔍 Search	III\ ⊡ ≡
Sett	ings ▼ ? Help ▼
	My Profile Change Password
	🕒 Logout

Figure 2. Change Password Menu

Fill the pop-up with the details:

(i) 127.0.0.1:8080/YellowCard/#!/			••• (☆	Q Search	
MESA Secretariat 🌣 EN 👻							<
YC Dashboard	Change Password			×			
	Current Password:						
	New Password:						
	Confirm Password:						
		✓ Change	× Close				

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.

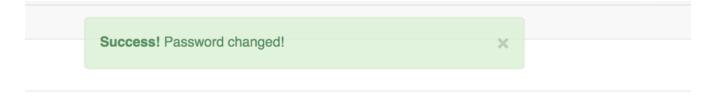


Figure 4. Success Message

The DYS will also send a notification email.



Figure 5. Change Password Email Notification

To reset an account

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

SYC-MIS Please Sig	n In	
Username		
Password		
	Login	
	Forgot your password?	

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.

YC - MIS
Password Reset Request
Enter your username in the space below and we will mail you the password reset instructions
Username
Challenge: 58 + 60 = ? 📿
2 Input the result of challenge above
REQUEST
Back To Sign In
©2018, COMESA All rights reserved.

Figure 7. Password Reset Request

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

YC - MIS
Password Reset Request
he space below and we will mail you the password reset instructions been sent to your e-mail address, please read the e-mail to

Figure 8. Password Reset Message

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

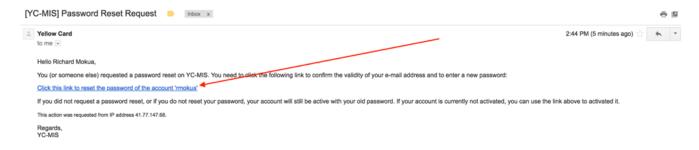


Figure 9. Password Reset Email

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.

YC - MIS
Great, now set your password
Please enter the details below and we will set your password
Enter Password
Confirm Password
SET PASSWORD
Back To Sign In
©2018,COMESA All rights reserved.

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.

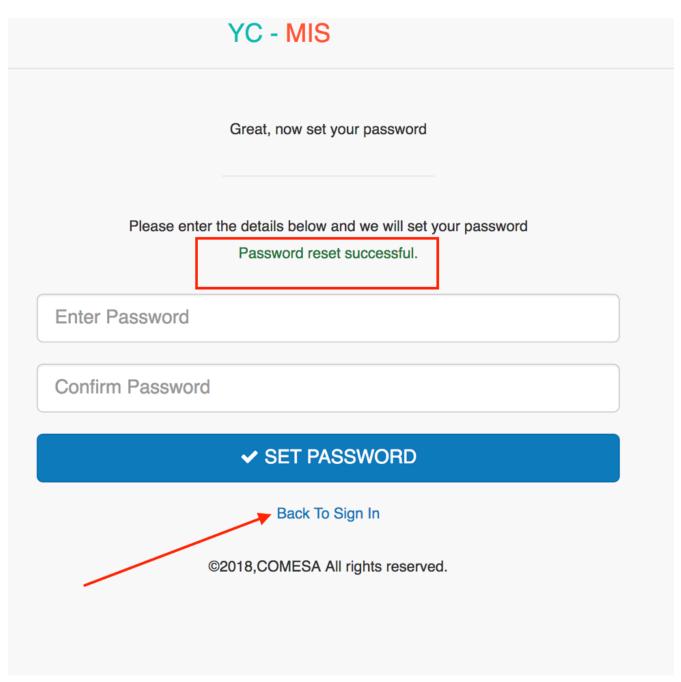


Figure 11. Password Message

The Password Reset Confirmation email is shown below:

[YC-MIS] Password Reset Confirmation	Inbox x
Yellow Card to me 📼	
Hello Richard Mokua,	
You have reset your password on YC-MIS.	
Click this link to Login:	
Regards, YC-MIS	

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:

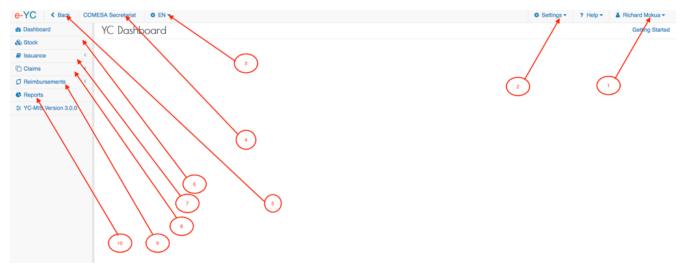


Figure 13. Password-reset Email Confirmation

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:

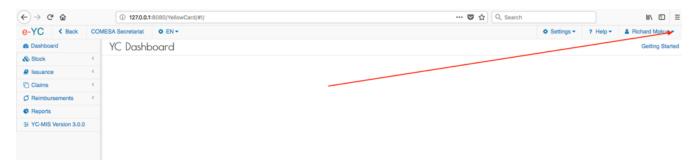


Figure 14. Profile dropdown

On the drop-down menu, click on Logout:

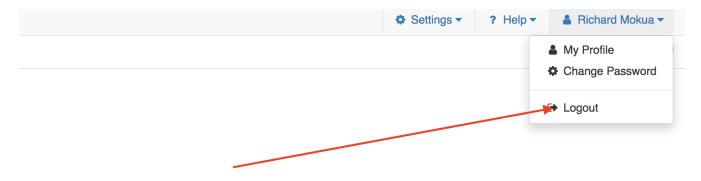


Figure 15. Logout Link

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 :

e-YC	< Back	National Insurance Corporation of Tanzania Ltd 🔅 EN 🔫	
Dashbo	ard	YC Dashboard	
🙈 Stock			
Claims			
Ø Reimbu	rsements		
Reports			
≇ YC-MIS	Version 3.0.0		

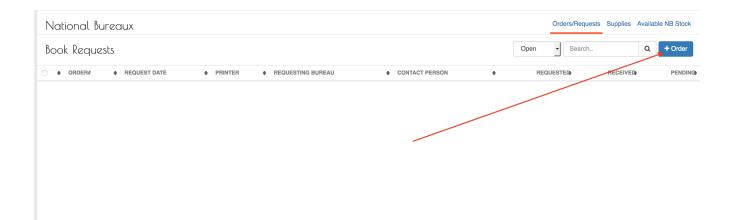
On the menu items, click on the National Bureaux link

National Bureaux Stock

e-YC < Back	National Insurance Corporation of Tanzania Ltd 🌣 EN 🕶
Dashboard	YC Dashboard
🗞 Stock	
National Bureaux	
Primary Insurance Co	
Claims	
Ø Reimbursements	
Reports	

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

New Book Request	#1000524	1	
Date:	04-06-2018	Requesting Bureau:	National Insurance Corporation of Tanzania Ltd
Printer:	Punchlines Limited – SECURITY PRINTERS	Printer Email:	psales@munshiram.com
Number of Booklets:*		Email Message:*	
Payment Details			
Payment Mode:*		Payment Evidence:	
Amount Paid:	USD	Payment Reference:*	

Fields marked '*' are required

✓ Save X Cancel

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.

Natio	onal Insurance Corporation of Tanzania	Ltd 💠 EN 👻				Settings •	? Help -	& RUBY	Mokua 🗸
	NB Order #10005	24	Success! Save successful	×					
×	Date:	04 Jun 2018		Requesting Bureau:	National Insurar	nce Corporation of	Tanzania Ltd		
<	Printer:	Punchlines Limited – S	SECURITY PRINTERS	Printer Email:	psales@munsh	ram.com			
<	Number of Booklets:	100		Email Message:	some test mess	age			
	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,								

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 :

e-YC < Back	National Insurance Corporation of Tanzania Ltd 🌼 EN 🔫
Dashboard	YC Dashboard
🗞 Stock	
Claims	
Ø Reimbursements	
Reports	
YC-MIS Version 3.0.0	

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

National Bureaux Stock

National Bureaux			Orders/Requests	Supplies Available NB Stock
Book Requests		Close Order Open	- Search	Q + Order
	REQUESTING BUREAU	CONTACT PERSON	REQUEST	ED: RECEIVED: PENDING:
1000526 04 Jun 2018 Punchlines Limited – SECURITY PRINTERS	National Insurance Corporati	on of Tanzania to	1	00 0 100
	3	4		6

- 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.

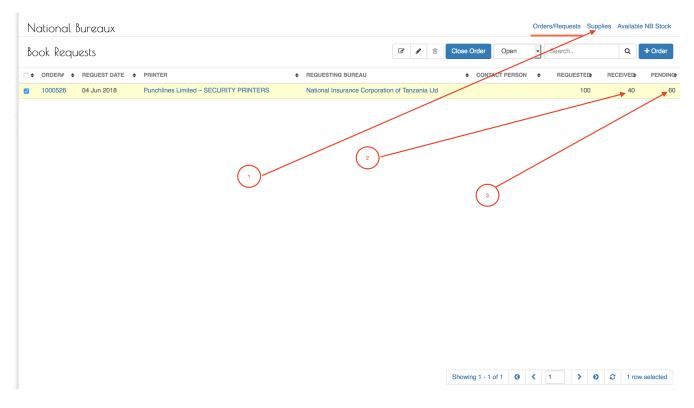
Log to the system as the National Coordinator and then on the left menu, click on Stock Menu item :

e-YC	Back	National Insurance Corporation of Tanzania Ltd	⇔ EN ×
Dashboard		YC Dashboard	
🗞 Stock		<	
Claims			
Ø Reimbursen	nents	<	
Reports			
E YC-MIS Ver	sion 3.0.0		

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 Orders/Requests Supplies Available NB Stock Deliveries Search. Q ♦ END SERIAL ♦ START SERIAL BOOKS DELIVERED ♦ RECEIPT STATUS 1000109 ~ 09 Nov 2017 National Insurance Corporation of Tanzania Ltd 1000105 100 38100 40599 50 Received National Insurance Corporation of Tanzania Ltd 1000526 100 - 60 1000453 ~ 04 Jun 2018 100600 102599 Not Received

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

National Bureaux	Orders/Requests Supplies Available NB Stoc
Deliveries	C deliveries Search Q
	START SERIAL O END SERIAL O BOOKS DELIVERED O RECEIPT STATUS
□ 1000109 × 09 Nov 2017 National Insurance Corporation of Tanzania Ltd 1000105 100 - 50	38100 40599 50 Received
2 1000453 V 04 Jun 2018 National Insurance Corporation of Tanzania Ltd 1000526 100 - 60	100600 102599 40 Not Received
	2

Click on the Deliveries button to receive the books.

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

Receive [Delivery #10	00453)			
Dispatch Date:	C	04 Jun 2018 🗲	2	Order:		1000526	\supset
Number of Book	s delivered:	40 ◄	-4				
Booklets	5	6		8	9		
#	SERIAL START	SERIAL END	STATE OF BOOK	QTY(IN BOOKLET)	QTY(SENT)	QTY(RECEIVED)	SPOILT QUANTITY
1	100600	100649	Ok	• 50	50	50	0
2	100650	100699	Ok	• 50	50	50	0
3	100700	100749	Ok	• 50	50	50	0
4	100750	100799	Ok	• 50	50	50	0
5	100800	100849	Ok	• 50	50	50	0
6	100850	100899	Ok	• 50	50	50	0
7	100900	100949	Ok	• 50	50	50	0
8	100950	100999	Ok	• 50	50	50	0
9	101000	101049	Ok	• 50	50	50	0
10	101050	101099	Ok	• 50	50	50	0
11	101100	101149	Ok	•	50	50	0
Fields marked **	' are required						✓ Save X Done

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

De	liveries						Search.		۹
•	DELIVERY# ¢	DATE DISPATCHED	ORDER	START SERIAL	END SERIAL	BOOKS DELIVERE	ED ¢	RECEIPT STAT	JS
	1000109 ~	09 Nov 2017	National Insurance Corporation of Tanzania Ltd 1000105 100 - 50	38100	40599		50	Received	
0	1000453 ~	04 Jun 2018	National Insurance Corporation of Tanzania Ltd 1000526 100 - 60	100600	102599		40	Received	

Monitor Stock Levels for the National Bureau.

Stock Menu

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

e-YC	< Back	National Insurance Corporation of Tanzania Ltd 🌼 EN 👻
2 Dashbo	ard	YC Dashboard
🗞 Stock		
Claims		
Ø Reimbu	rsements	
Reports	i	
≢ YC-MIS	Version 3.0.0	

Click on the Availabe NB Stock tab highlighted below:

NB Available Stock Tab

Ν	lational	Bureaux						Orde	ers/Requests	Supplies Avail	able NB Stock
B	ook Requ	lests			e e	Close Order	Open	•	Search	٩	+ Order
04	ORDER# \$	REQUEST DATE \$	PRINTER	REQUESTING BUREAU		♦ CONT/	ACT PERSON	¢	REQUESTED	RECEIVE	D¢ PENDING¢
	1000526	04 Jun 2018	Punchlines Limited – SECURITY PRINTERS	National Insurance Corporati	ion of Tanzania Ltd				100) 4	0 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

Natior	nal Bureaux			Orders/Requests Supplies Available N	IB Stor
NB Stoc	sk Available Booklets : 47, ,	Available Cards : 2350		Search	۹
0	DEVELIERY#	♦ START SERIAL	♦ END SERIAL	♦ STATUS	¢
	1000109	40250	40299	Ok	
	1000109	40300	40349	Ok	
	1000109	40350	40399	Ok	
0	1000109	40400	40449	Ok	
	1000109	40450	40499	Ok	
	1000109	40500	40549	Ok	
	1000109	40550	40599	Ok	
0	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	
0	1000453	101100	101149	Ok	
			Showing 1 -	25 of 47 G < 1 > 9 C No se	electio

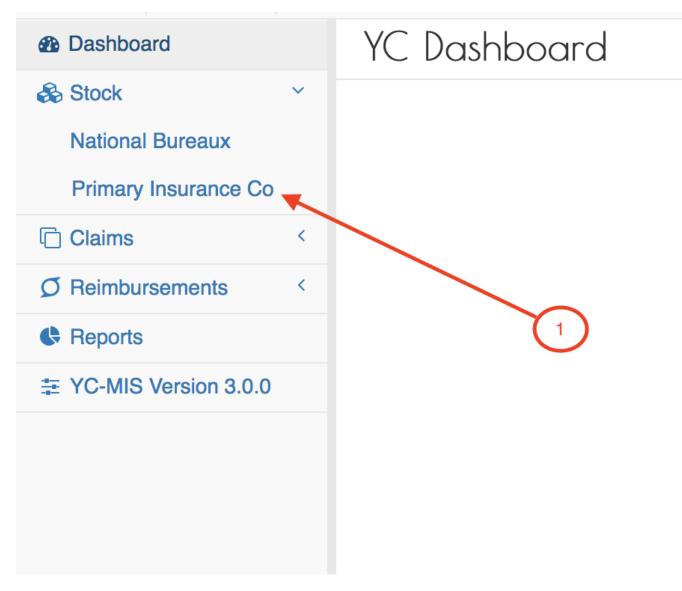
View Closed (Delivered) Orders from Printer.

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.



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

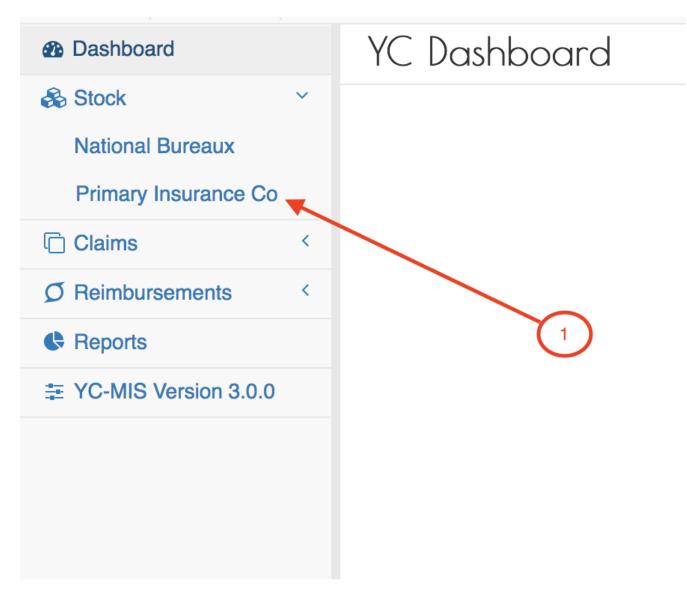
Pr	imary In	surance Co	ompanies			Order	s/Requests	Supplie	es Available	PIC Stock
Вс	ook Requ	lests				Ope	n -	Search		Q
•	ORDER# \$	REQUEST DATE \$	NATIONAL BUREAU	♦ PIC	CONTACT PER	SON 🗢	REQUES	TED	RECEIVED	PENDING
	1000104	09 Nov 2017	National Insurance Corporation of Tanzania Ltd	Bumaco Insurance Company Ltd				10	7	;
	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	9
	1000221	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	MGen Tanzania Insurance Co. Ltd				5	3	:
	1000227	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	MAYFAIR INSURANCE				5	3	:
	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	(
	1000441	09 May 2018	National Insurance Corporation of Tanzania Ltd	First Assurance Company (T) Ltd				2	2	(
	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	0	۲ (۱	>	ø	C	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:



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

Вс	ok Requ	iests	\bigcirc		Supply Open	- Sean	ch	۹
•	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	\bigcirc	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	C
	1000441	09 May 2018	National Insurance Corporation of Tanzania Ltd	First Assurance Company (T) Ltd		2	2	C
)	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

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

New PIC	Delivery #1000473	}			
Dispatch Date: Number of Book	08-06-2018		Order:	TEST_DOC_PIC#1000551 [40.00 reques	ted, 40.00 pending]
#	START SERIAL	END SERIAL STATE OF BOOK	QUANTITY	SPOILT QUANTITY	STATE OF BOOK
♥ Add					
Fields marked **	' are required				✓ Save X Cancel

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

New PIC Delivery #1	000474						
Dispatch Date:	08-06-2018		Order:	TEST	DOCPIC#1000551 [40.0	00 requested, 40.00 pending]	
Number of Books Delivered:			5	1			
# START S	ERIAL END SERIAL	STATE OF BOOK	QUANTITY	,	SPOILT QUANTITY	STATE OF BOO	ж
1	•	Select	•				1 ×
2	•	Select	•				1 ×
3	•	Select	•				1 ×
4	•	Select	•				1 ×
5	X	Select	•	•			1 ×
O Add	3	4		5			
Fields marked '*' are required						✓ Save	× Cancel

- 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.



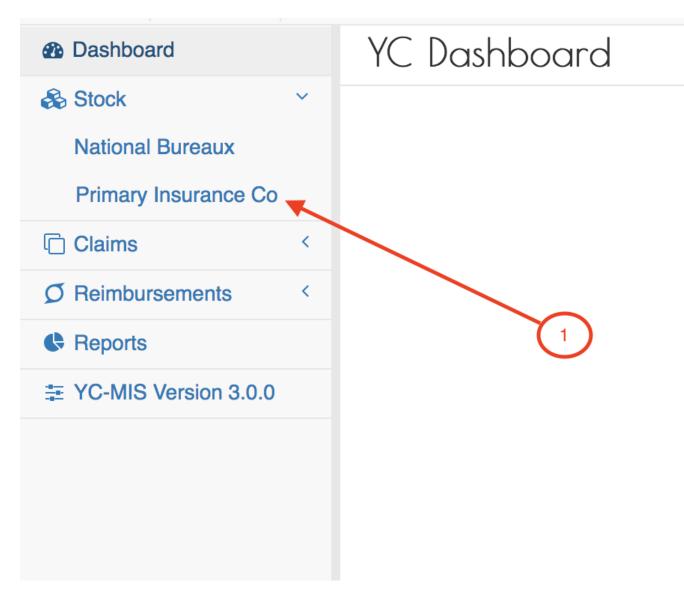
On the other had, if the pad is partially damaged, then indicate STATE OF BOOK as 'Ok' and then on the SPOILT QUANTITY field, capture the number of yellow cards in the pad that are damaged.

NB Delivery Captured

	h Date:	12-06-2018		Order:	TEST_DOC_PIC#1000551 [4	0.00 requested, 40.00 pending]	
umbe	r of Books Delivered:			5			
#	START S	ERIAL 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)
5	101800	• 101849	Ok -		50	0)
O Add	I						

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.



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

Pr	imary Ir	surance Co	mpanies			Orders/	Requests Supp	blies Available	PIC Stock
Вс	ok Requ	ests				Open	- Sear	ch	۹
•	ORDER# ♦	REQUEST DATE \$	NATIONAL BUREAU	♦ PIC	CONTACT PERSON	¢	REQUESTED	RECEIVED.	PENDIN
	1000104	09 Nov 2017	National Insurance Corporation of Tanzania Ltd	Bumaco Insurance Company Ltd			10	7	
	1000211	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	PHOENIX OF TANZANIA ASSURANCE CO LTD			100	5	9
	1000212	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	The Jubilee Insurance Co. of (T) Ltd			50	5	4
	1000215	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Britam Insurance Tanzania Limited			50	2	41
	1000219	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Tanzindia Assurance Company Limited			100	3	9
	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	
	1000230	17 Apr 2018	National Insurance Corporation of Tanzania Ltd	INSURANCE GROUP OF TANZANIA LTD			5	3	
	1000242	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Alliance Insurance Corporation Ltd.			10	3	
0	1000244	18 Apr 2018	National Insurance Corporation of Tanzania Ltd	Maxinsure (Tanzania) Limited			5	3	
	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	
	1000457	17 May 2018	National Insurance Corporation of Tanzania Ltd	XYZ			3	2	
	1000551	08 Jun 2018	National Insurance Corporation of Tanzania Ltd	TEST_DOC_PIC			40	5	3
	1000592	12 Jun 2018	National Insurance Corporation of Tanzania Ltd	Sanlam General Insurance			10	0	1(
	1000603	12 Jun 2018	National Insurance Corporation of Tanzania Ltd	ALLIANCE INSURANCE			4	0	
					Showing 1 - 16 of 16	<	1	• 2 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

PLIU	nary insur	ance Companies		Orders/Request Supplies Available PIC Stock
Del	iveries		(2)	Not Received - Search Q
•	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 - 000551 0.00 - 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

al Insurance Corporation of Tanzania Lt New PIC Delivery #10		Error! Serial already selected!	×	
Dispatch Date:	12-06-2018		Order:	TEST_DOC_F
Number of Books Delivered:		5		

• 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

Dispato	ch Date:	12-06-2018				Order:	TEST_DOC_PIC#1000551 [40.00 req	uested, 40.00 pending]
Numbe	er of Books Delivered:				5)	
#	STAI	RT 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

• 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: Order: 12-06-2018 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 0 101649 101600 • Ok • × 50 2 • 101699 • 0 × 101650 Ok 50 3 101749 • 0 × • 101700 Ok 50 0 4 101750 • 101799 Ok • 50 × O Add

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

Disput	ch Date:	12-06-2018				Order:	TEST_DOC_PIC#1000551 [40.00 red	uested, 40.00 pending]
Numb	er of Books Delivered:				5		1	
#	STAF	RT SERIAL	END SERIAL	STATE OF BOOK		QUANTITY	SPOILT QUANTITY	STATE OF BOOK
1	101600	•	101649	Ok	•		50	0
2	101650	-	101699	Ok	•		50	0
з	101700	•	101749	Ok	-		50	0
			101799	Ok			50	0

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

Dashboard		Reporting & Analytics			
🚳 Stock	<				
Claims	<	HB Claims	IB Claims		National Bureau
Ø Reimbursements	<	> Accident Notifications	> Accident Notifications		Monthly Summary of Yellow Card Returns
C Reports		> Claim Intimation Bordereaux	Claim Intimation Bordereaux		> Yellow Cards Issued For All Branches
YC-MIS Version 3.0.0		> Settled Claims Bordereaux			> Pending Requests to Printer
$\langle \rangle$		> Paid Claims Reimbursement Advice			Stock Receipts from Printer
1				(I)	Ø

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:



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

Monthly Summary of Yellow Card Returns

Customize Report	Customize Report									Close
e-YC										
SUMMARY OF MONTHLY YELLOW CARDS ISSUED										
	For Nov/2020									
		SO	NARW	A GENERAL INSURA	NCE COMPANY LTD (NB)				
Insurance Co.	Total Cards Issued	Total Card Void	s	Gross Premium (LC)	Gross Premium (Usd)	Net Cession (LC)	Net Cession(Usd)	Commission (LC)	Commission (USD)	
PHOENIX OF RWANDA ASSURANCE CO. LTD		7	0	100,480.00	103.38	28,637.00	29.46	1,506.00		1.56

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

Dashboard		Reporting & Analytics			
🗞 Stock	<				
Claims	<	HB Claims	IB Claims		National Bureau
Ø Reimbursements	<	> Accident Notifications	> Accident Notifications		> Monthly Summary of Yellow Card Returns
Reports		> Claim Intimation Bordereaux	Claim Intimation Bordereaux		Yellow Cards Issued For All Branches
莘 YC-MIS Version 3.0.0)	> Settled Claims Bordereaux			> Pending Requests to Printer
		> Paid Claims Reimbursement Advice		\mathbf{O}	Stock Receipts from Printer
T				G	\langle
(i)				C	

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

Customize Report		CRefresh 🖨 Print 🖸 PDF 📝 Excel 🗙 Close
Period: PIC:	01-01-2021 26-01-2021 C SORAS ASSURANCE: Select- SORAS ASSURANCE OMPANY SAHAM ASSURANCE GOMPANY SAHAM ASSURANCE COMPANY LTD UAP INSURANCE LIM PRIME INSURANCE LIM BRITAM INSURANCE COMPANY LTD (RWANDA). PHOENIX OF RWANDA ASSURANCE CO. LTD BK GENERAL INSURANCE LIM MAYFAIR INSURANCE LIM MAYFAIR INSURANCE COMPANY LTD SONARWA GENERAL INSURANCE COMPANY LTD (PIC)	Run Report Cancel

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

e-YC											
SUMMARY OF MONTHLY YELLOW CARDS ISSUED											
Issued from SONARWA GENERAL INSURANCE COMPANY LTD (PIC) between 01 Nov 2019 To 30 Nov 2019											
				SONARWA GE	ENERAL INSU	RANCE COMP	ANY LTD (NB)				
Branch Policy # Yellow Card # YC Serial # Issued On Valid From Valid To Insured Vehicle Reg Premium Premium(USD) Countries Covered											
SONARWA G.I HEAD OFFICE	101010	RW36594613	15502	28-11-2019	28-11-2019	05-09-2020	Musa Tondolo	RWA 123	RWF 6,500.00	7.31	BI

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

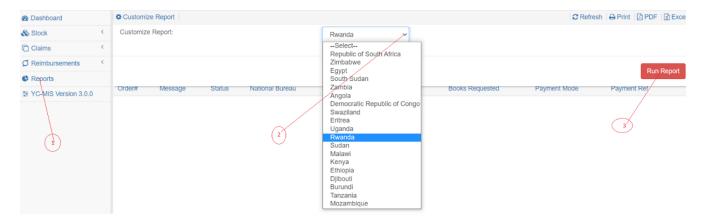
• Log into the system as a National Coordinator. Then on the left menu, click on Reports Menu Item (1), click on the National Bureau menu item on the right (2), then click on the Pending Requests to Printer menu item (3), as shown below:

Pending Requests to Printer

Dashboard	Reporting & Analytics			
🚯 Stock 🤟				
Claims Claims	HB Claims	IB Claims		National Bureau
Ø Reimbursements	> Accident Notifications	Accident Notifications		Monthly Summary of Yellow Card Returns
C Reports	> Claim Intimation Bordereaux	Claim Intimation Bordereaux		> Yellow Cards Issued For All Branches
	> Settled Claims Bordereaux			> Pending Requests to Printer
$\langle \rangle$	> Paid Claims Reimbursement Advice		d	Stock Receipts from Printer
			(2)	3

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

e-YC SUMMARY OF PENDING REQUEST TO PRINTER

				1101110100	1021102000112021				
Order#	Message	Status	National Bureau	Country	Requested On	Books Requested	Payment Mode	Payment Ref	Amount
1005393	ASAP	Open	Insurance Council of Zimbabwe	Zimbabwe	20-11-2020	200	Cash	NA	2,000.00

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

e-YC SUMMARY OF STOCK RECEIPTS FROM PRINTER From 01 Jan 2021 To 26 Jan 2021											
National Bureau	Country	Delivery#	Dispatch Date	Start Serial#	End Serial#	# of Books Requested		# of Books Delivered		Receipt Status	Date Requested
SONARWA GENERAL INSURANCE COMPANY LTD (NB)	Rwanda	1000396	04-06-2018	1	25000		500		500	RECEIVED	29-05-2018

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

Dashboard	Reporting & Analytics		
🗞 Stock 🤟			
Claims <	HB Çlaims	IB Claims	National Bureau
Ø Reimbursements	> Accident Notifications	> Accident Notifications	Monthly Summary of Yellow Card Return
Reports	> Claim Intimation Bordereaux	Claim Intimation Bordereaux	> Yellow Cards Issued For All Branches
臣 YC-MIS Version 3.0.0	> Settled Claims Bordereaux		> Pending Requests to Printer
$\langle \rangle$	> Paid Claims Reimburgement Advice		Stock Receipts from Printer
ð			

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

Customize Report							C Refresh	⊖ Print	🖪 PDF	Exce
Date Options:	This Month Y		01-01-2021	Ψ	27-01-2021	=				
Issuing Bureau:	Select Y	Accident Status:		Registered	~					
	<u>i</u> 2		0	ð				(5)	Run	Report

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

HB Accident Notifications Reports

e-YC

SUMMARY OF ACCIDENT NOTIFICATION

From 01 Jan 2021 To 27 Jan 2021

SONARWA GENERAL INSURANCE COMPANY LTD (NB)

Accident Reference Number	Occurrence Date	Notification Date	Status	Yellow Card Number	Yellow Card Issue	Vehicle Registration	Chassis Number	Policy Number	Issuing NB	Issuing PIC
RW/18/8/2020/000574	18-08-2020	18-08-	Desistered	TZ7915742	Date	ALD 345	WDB9341612L501	70000000000	NATIONAL	NATIONAL
R0070/02/20/00/074	00:00:00	18-08- 2020 00:00:00	Registered	12/310/42	08- 2020	ALD 345	WDB9341012L301	/0000000	INSURANCE CORPORATION OF TANZANIA LTD	INSURANCE CORPORATION 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 CORPORATIO 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

			CLAIMS IN	e-YC NTIMATION B	Ordereaux	(
				01 Jan 2021 To 27 Ja RAL INSURANCE C		NB)					
Accident Reference #	Claim #	Issuing NB	Issuing PIC	Name of Insured	Yellow Card	Vehicle Registration	Use of Vehicle	Handling NB	Date of Loss	Claim Status	Re
RW/3/12/2019/000358	RW/3/12/2019/000139	Uganda Reinsurance Company Limited	Britam Insurance Company (Uganda) Limited	Musa Tondolo	UG959827	UGX 123	Private	SONARWA GENERAL INSURANCE COMPANY LTD (NB)	03- 12- 2019	Registered	
RW/18/8/2020/000574	RW/18/8/2020/000304	NATIONAL INSURANCE CORPORATION OF TANZANIA LTD	NATIONAL INSURANCE CORPORATION OF (T) LTD (PIC)	Musa Tondolo	TZ7915742	ALD 345	Private	SONARWA GENERAL INSURANCE COMPANY LTD (NB)	18- 08- 2020	Settled	4

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

Dashboard	Reporting & Analytics		
🚯 Stock 🤟			
Claims Claims	HB Claims	IB Claims	National Bureau
Ø Reimbursements	> Accidem Notifications	> Accident Notifications	Monthly Summary of Yellow Card Returns
Reports	> Claim Intimation Bordereaux	> Claim Intimation Bordereaux	> Yellow Cards Issued For All Branches
죺 YC-MiS Version 3.0.0	> Settled Claims Bordereaux		> Pending Requests to Printer
$\langle \rangle$	> Paid Claims Reindbursement Advice		Stock Receipts from Printer
1	2 3		

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

e-YC

SETTLED CLAIMS BORDEREAUX

From 01 Jan 2021 To 27 Jan 2021

SONARWA GENERAL INSURANCE COMPANY LTD (NB)

ltem #	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

Dashboard	Reporting & Analytics		
🚯 Stock 🤸			
Claims <	HB Claims	IB Claims	National Bureau
Ø Reimbursements	> Accident Notifications	> Accident Notifications	Monthly Summary of Yellow Card Returns
Reports	> Claim Intimation Bordereaux	Claim Intimation Bordereaux	> Yellow Cards Issued For All Branches
돺 YC-MIS Version 3.0.0	> Settled Claims Bordereaux		> Pending Requests to Printer
	> Paid Claims Reimbursement Advice		Stock Receipts from Printer

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

Gustomize Report							C Refresh	🔒 Print	PDF	Exce
Date Options:	This Month	~	01-01-2021	ę	27-01-2021	Ħ				
Issuing Bureau:	Select	Request Status:		Select	X					
	/									
9	2	ð		9	5 6				Run	Report
		\smile							Ø	

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

Paid HB Claims Reimbursement Advice Report

PAID CLAIMS REIMBURSEMENT ADVICE

From 01 Jan 2021 To 27 Jan 2021

SONARWA GENERAL INSURANCE COMPANY LTD (NB)

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

a Dashboard		Reporting & Analytics		
🗞 Stock	<			
Claims	¢	HB Claims	IB Claims	National Bureau
Ø Reimbursements	<	> Accident Notifications	Accident Notifications	Monthly Summary of Yellow Card Returns
C Reports		> Claim Intimation Bordereaux	Claim Intimation Bordereaux	> Yellow Cards Issued For All Branches
章 YO-MIS Version 3.0.)	> Settled Claims Bordereaux		> Pending Requests to Printer
		> Pald Claims Reimbursement Advice		Stock Receipts from Printer
Q				

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

Customize Report						C Refresh	PDF DE Exce
Date Options:	This Month	Y	01-01-2021	28-01-	2021		
Handling Bureau:	Select	Accident Status:		Select	~		
1		ð		(a)	A	(Run Report

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

IB Accident Notifications Report

e-YC

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

Dashboard	Reporting & Analytics		
🚯 Stock	<		
Claims	< HB Claims	IB Claims	National Bureau
Ø Reimbursements	Accident Notifications	Accident Notifications	Monthly Summary of Yellow Card Returns
C Reports	> Claim Intimation Bordereaux	 Claim Intimation Bordereaux 	> Yellow Cards Issued For All Branches
TYC-MIS Version 3.0.0	> Settled Claims Bordereaux	A P	> Pending Requests to Printer
$\langle \rangle$	> Paid Claims Reimbursement Advice		Stock Receipts from Printer
b			

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

Customize Report							2 Refresh	₽ Print	PDF	Excel
Date Options:	This Month	•	01-01-2021		28-01-2021	m				
Handling Bureau:	-Select-	, Claim Status:		Select						
ð	$\overline{\mathcal{A}}$	Ð		T	\mathbf{A}			6	Run	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.959.1	Commercial	Insurance Council of Zimbabwe	06- 04- 2020	Settled	8,500.00	3
CD/2/12/2019/000348	CD/2/12/2019/000126	PHOENIX OF RWANDA ASSURANCE CO. LTD	TOP SOLUTIO N COMPANY LTD	RW29954571	RAD374Y	Commercial	SONAS-NB	24- 11- 2019	Settled	6,412,225.00	2
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

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

Dashboard	Reported Accidents		Notification	• Ref#	Q + Report
Stock (Reported Accidents		- Concessor	*	
🗋 Claims 🛛 🔨		OCCURENCE DATE	VEHICLE REGISTRATION	STATUS	YELLOW CARD #
Accidents	BU22/5/2019/000206	17 May 2019 00:00	8200AB22	Notification	RW31462500
Claims	BI/13/4/2019/900155	10 Apr 2019 00:00	T402AAF / T367AAF	Notification	TZ61088484
IB Claims	BI/29/3/2019/000142	29 Mar 2019 00:00	D 3960 A	Notification	RW99651274
Ø Reimbursements <	BI/19/12/2018/000061	22 Nov 2018 00:00	1604AB22	Notification	RW81733886
C Reports					
E YC-MIS Version 3.0.0	BI/18/12/2018/000057	14 Dec 2018 00:00	T677DKN	Notification	TZ77340903
	BI/18/12/2018/000058	27 Oct 2018 00:00	UAZ770J	Notification	RW40180678

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

Reported Accidents

& stock < Reported Accidents		Notification •	Ref# Q +
Claims V • REFERENCE# • NOTIFICATION DATE	OCCURENCE DATE	VEHICLE REGISTRATION	STATUS • YELLOW CARD #
Accidents BI/22/5/2019/000206	17 May 2019 00:00	8200AB22	Notification RW31462500
Claims BI/13/4/2019/000155	10 Apr 2019 00:00	T402AAF / T367AAF	Notification TZ61088484
IB Claims B//29/3/2019/000142	29 Mar 2019 00:00	D 3960 A	Notification RW99651274
Ø Reimbursements S BI/19/12/2018/000061	22 Nov 2018 00:00	1604AB22	Notification RW81733886
Reports			
E YC-MIS Version 3.0.0 BI/18/12/2018/000057	14 Dec 2018 00:00	T677DKN	Notification TZ77340903
BI/18/12/2018/000058	27 Oct 2018 00:00	UAZ770J	Notification RW40180678

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- 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:	6	

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

Particulars of Accident

Police Abstract Report No.:		Upload Police Abstract
Accident Notification Date:	m	
Accident Date:	m	Time of Accident (hh:mm): hh:mm
Place of Accident:		
Weather Description:		Ð
Explain how the accident happened:		

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/2/1	2/2019/000350		
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,		C Edit X 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

stock	<	Reported Accidents		Notifica	tion 🔻	Ref#		Q
Claims ~ Accidents Claims	~		OCCURENCE DATE	VEHICLE REGISTRATION	4	status	•	YELLOW CA
		BI/22/5/2019/000206	17 May 2019 00:00	8200AB22		Notification		RW3146250
		BI/13/4/2019/000155	10 Apr 2019 00:00	T402AAF / T367AAF		Notification		TZ6108848
IB Claims 3 Reimbursements		BI/29/3(2019/000142	29 Mar 2019 00:00	D 3960 A		Notification		RW9965127

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

Motor Vehicle Details				
Vehicle Registration:	8200AB22	Vehicle Body:		
Vehicle Make:		Name of Owner:		
Created on 2019-05-22 15:03:33	by apepin.gihena@socabu-assurances.com,		Ce Edit × D	Done Validate And Update 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



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

Reported Accidents			Registered	Ref#	Q + Repor
REFERENCE#	NOTIFICATION DATE	OCCURENCE DATE	VEHICLE REGISTRATION	• STATUS	YELLOW CARD #
BI/2/12/2019/000346	02 Dec 2019	02 Dec 2019 06:10	RWA 789	Registered	RW35262744
B/2/12/2019/000350	02 Dec 2019	02 Dec 2019 15:41	RWA 001	Registered	RW82063126
BI/29/11/2019/000342	29 Nov 2019	28 Nov 2019 15:00	RWA 123	Registered	RW36594613
BH15/11/2019/000284	15 Nov 2019	15 Nov 2019 10:11	KBH 123	Registered	KE16802141
			/		
			/		
	REFERENCE# BI/2/12/2019/000346 BI/2/12/2019/000350 BI/29/11/2019/000342	REFERENCE# NOTIFICATION DATE BI/2/12/2019/000346 02 Dec 2019 BI/2/12/2019/000350 02 Dec 2019 BI/29/11/2019/000342 29 Nov 2019	• REFERENCE# • NOTIFICATION DATE • OCCURENCE DATE BI/2/12/2019/000346 02 Dec 2019 02 Dec 2019 06:10 BI/2/12/2019/000350 02 Dec 2019 02 Dec 2019 15:41 BI/29/11/2019/000342 29 Nov 2019 28 Nov 2019 15:00 BN15/11/2019/000294 15 Nov 2019 15 Nov 2019 10:11	• REFERENCE# • NOTIFICATION DATE • OCCURENCE DATE • VEHICLE REGISTRATION BI/2/12/2019/000346 02 Dec 2019 02 Dec 2019 06:10 RWA 789 BI/2/12/2019/000350 02 Dec 2019 02 Dec 2019 15:41 RWA 001 BI/29/11/2019/000342 29 Nov 2019 28 Nov 2019 15:00 RWA 123 BI/15/11/2019/000294 15 Nov 2019 15 Nov 2019 10:11 KBH 123	• REFERENCE# • NOTIFICATION DATE • OCCURENCE DATE • VEHICLE REGISTRATION • STATUS BI/2/12/2019/000346 02 Dec 2019 02 Dec 2019 06:10 RWA 789 Registered BI/2/12/2019/000350 02 Dec 2019 02 Dec 2019 15:41 RWA 001 Registered BI/2/11/2019/000342 29 Nov 2019 28 Nov 2019 15:00 RWA 123 Registered BN15/11/2019/000294 15 Nov 2019 15 Nov 2019 10:11 KBH 123 Registered

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

B Dashboard		D							Renistered *	D-64		Q	Report
& Stock	<	Kep	ported Accidents						Registered *	Ref#		A D	ritepoit
Claims	~		REFERENCE#	NOTIFICATION DATE	٠	OCCURENCE DATE	۰	VEHICLE REGISTRATION	ON	• STATUS	• YELI	LOW CARD #	
Accidents		8	BI/15/11/2019/000294	15 Nov 2019		15 Nov 2019 10:11		KBH 123		Registered	KE1	6802141	
Claims			BI/2/12/2019/000346	02 Dec 2019		02 Dec 2019 06:10		RWA 789	/	Registered	RW	35262744	
IB Claims			BI/2/12/2019/000350	02 Dec 2019		02 Dec 2019 15:41		RWA 001		Registered	RW	82063126	
Ø Reimbursements	<		BI/29/11/2019/000342	29 Nov 2019		28 Nov 2019 15:00		RWA 123		Registered	RW/	36594613	
C Reports			562571720107000342	20100 2010		201407 2013 13.00		1011112		registered	T.T.	50554015	
1 YC-MIS Version 3.0.0							/						
						(1						

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

Dashboard	Claim							•		views.claim.grid.he	eader.se Q	+ Add
Stock (Claim							0		views.ciain.grid.n	auer.se 🖌	- Add
Claims	CLAIM NUMBER		STATUS Ø	I.B	•	AUTHORIZATION	ACCIDENT REF#	•	CLAIM RESERV® TOTAL	AGREED SETTLEMENT TOTAL	AMOUNT PAIL	BALANCE
Claims IB Claims	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
Reports YC-MIS Version 3.0.0	BI/29(11/2019/000116	29-11-2019	Settled	SONARWA GENERAL INSURANCE COMPANY LTD (NB)		NotRequired	BI/29/11/2019/000342	2 1	5,000,000.00	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	4	3,500.00	1,500.00	1,500.00	0.00
		>						(3			

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

Clai	m Details				
#	LOSS TYPE	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	REMOVE CLAIM ITEM)
O Ad	d Claim Item				

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
O Add	Select Vehicle Damage Property Damage Personal Injury Death		Ì		

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

Third	Party	Motor	Vehicle	Details	

Vehicle Registration:	Type of Body:
Vehicle Type:	Make:
Year of Make:	

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

Third Party Motor Vehicle Owner Deta	ails	í.
--------------------------------------	------	----

Name:	Telephone:	
Postal Address:	Pysical Address:	

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	Vehi	cle	Driver	Details	section
Third Party	Motor Veh	icle Driver Detai	ls				
Driver Name:				Telephone:			
Postal Address:				Pysical Add	ress:		
Lisense Number:				License Issu Authority:	uing		
License Issue da	ite:		Ê	License Exp date:	piry		Ë



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:

#	LOSS TYPE	DES	CRIPTION	LOSS DETAILS	RESERVE (USD)		REMOVE CLAIM ITEM)
1	Vehicle Damage	•	/	Add Vehicle Details		BIF	•
• A	dd Claim Item		1	\geq	<	2	

Third Party Property Damage

Sel	ect	Property	' Damage	menu iter	n (1) an	d click	Add Pr	oper	ty D	etails (2) b	outtor	n to displ	ay View
Th	ird	Party	Property	/ Details	page.	This	page	is	in	sections	as	shown	below:
#	LOSS T	YPE	DESC	RIPTION		LOSS DETAIL	S	R	RESERVE	(USD)		REMO	OVE CLAIM ITEM)
1	Prop	perty Damage	•			Add Prope	erty Details					BIF	
	Veh	elect icle Damage											
• Ad		perty Damage		-		, And State	-						
	Pers Dea	sonal Injury th		\odot		5							

Third Party Property Damage Details section

Damage Details

Fields		Descript	tion				
Fields			Write a brief description of the damage to the property				
Third Third Party Prop	Party Details	Property	Details	section			
Type of Property:		▼ Property	Location:				
Property Address:							

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

Third Party Property OwnerDetails

Name:	Telephone:	
Postal Address:	Pysical Address:	1



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:

#	LOSS TYPE	DESCRIPTION	LOSS DETAILS	RESERVE (USD)		REMOVE CLAIM ITEM)
1	Vehicle Damage 🔹		Add Vehicle Details		BIF	•
•	Add Claim Item	D				

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:

#	LOSS TYPE	DESCRIPTION	LOSS DETAILS	RESERVE (USD)		REMOVE CLAIM
1	Personal Injury 🔹		Add Injury Details		BIF	•
🔁 Add	Select Vehicle Damage Property Damage Personal Injury Death	1				

Nature of Injuries section

Nature of Injuries:

Fields	Description

	*
Nature of Injuries	Write a brief description of the nature of the
	injury

Victim Details

Victim Details

Name:	Mobile:	7
Postal Address:	Physical Address:	
Occupation:	Date of Birth:	
Deceased?:		



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:
# LOSS	TYPE	DESC	RIPTION	LOS	S DETAILS		RESERVE (USD)			REMC	VE CLAIM ITEM)
1 Ve	hicle Damage	-	~	Ad	dd Vehicle E)etails				BIF	
• Add Clain	1 Item			Ð				2	2		

Death

Select Death menu item (1) and click Add Death Details (2) button to display an Edit DeceasedDetailspage.Thispageisinsectionsasshownbelow:

# 1	LOSS TYPE	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	REMOVE CLAIM
1	Personal Injury 🔹		Add Injury Details		BIF
O Add	Select Vehicle Damage Property Damage Personal Injury Death	(1)	2		

Nature and Cause of Death section

Nature and Cause of Death:

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

Deceased Details

Ê

× Clear + Save

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),thenentertheReserve(USD)(3)asshownbelow:

#	LOSS TYPE	DES	CRIPTION	LOSS DETAILS	RESERVE (USD)		REMOVE CLAIM ITEM)
1	Vehicle Damage	•		Add Vehicle Details		BIF	•
•	dd Claim Item		C	>	~	2	

Remove Claim Item

LOSS TYPE	DESCRIPTION	LOSS DETAILS	RESERVE (USD)		REMOVE CLAIM ITEM)
Select	•			0.000	BIF

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

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

Cl	aim #Bl	/6/12/	2019/00	00158						
Acci	dent Ref#:		BI/2/12/2019/0	00350			Accident Date:	02-12	2-2019	
Clair	n Summary:		Head of collision	on.						
Clair	n Reserve To	otal: BIF	450,000. <mark>0</mark> 0				USD:	238.0	050000 (rate = 1,890.)	36)
view	s.claim.grid.v	view.button.clai	m_Registered							
Clair	n Details C	laim Supporting	g Documents							
Clo	im Detai	ls								
#	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	2 ·	31 <u>1</u> 3	2	✓ 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

Stock Claims Accidents Claims IB Claims B Claims	DATE		LB	AUTHORIZATION	ACCIDENT REF#	•	CLAIM RESERV®	views.claim.grid.he		+ Add
Accidents Claims Bl/2/12/2019	DATE		1.8	AUTHORIZATION	ACCIDENT REF#					
a out the	000124 02-12-2019	923 978 97					TOTAL	SETTLEMENT TOTAL	AMOUNT PAID	BALANCE
ib oranis		Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NB)	NotRequired	BI/2/12/2019/000346		500.00	0.00	0.00	0.00
Ø Reimbursements (BI/29/11/201	9/000746 29-11-2019	Settled	SONARWA GENERAL INSURANCE COMPANY LTD (NB)	NotRequired	BI/29/11/2019/000342	2 15,0	00,000.00	10,000,000.00	10,000,000.00	0.00
호 YC-MIS Version 3.0.0 BI/15/11/201	9/000051 15-11-2019	Settled	Kenya Reinsurance Corporation Ltd.	NotRequired	BI/15/11/2019/000294	4	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

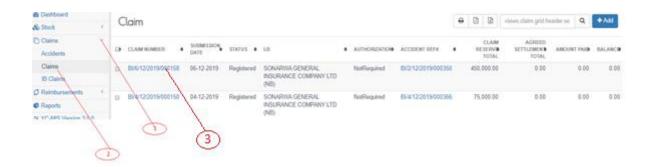
2 Dashboard		<u> </u>											+ Add
Stock <		Claim							0		views.claim.grid.he	eader.se Q	+ Add
Claims ~ Accidents		CLAIM NUMBER 🔶	SUBMISSION DATE	STATUS 🕈	LB	٠	AUTHORIZATION	ACCIDENT REF#	٠	CLAIM RESERVID TOTAL	AGREED SETTLEMEN® TOTAL	Amount Pails	BALANC
Claims IB Claims	Ę	BI/2/12/2019/000124	02-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NB)		NotRequired	BI/2/12/2019/000346		500.00	0.00	0.00	0.00
Ø Reimbursements <		BI/29/11/2019/000116	29-11-2019	Settled	SONARWA GENERAL		NotRequired	BI/29/11/2019/00034	2	15.000.000.00	10,000,000.00	10,000,000.00	0.00
Reports	1	- /			INSURANCE COMPANY LTD					/			
茎 YC-MIS Version 3.0.0	6	BI/15/11/2019/000051	15-11-2019	Settled	(NB) Kenya Reinsurance Corporation Ltd.	ı	NotRequired	BI/15/11/2019/00029	4/	3,500.00	1,500.00	1,500.00	0.00
				T				2					

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

STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMENT	
Registered	Broken windscreen	Click for Details	BIF 450,000 (\$450,000.00)	No documents uploaded	а.	-	-	✓ Validate And Update Status
	Registered	Registered Broken windscreen	STATUS DESCRIPTION DETAILS Registered Broken Click for windscreen Details	STATUS DESCRIPTION DETAILS RESERVE (USD) Registered Broken windscreen Click for Details BIF 450,000 (\$450,000.00)	STATUS DESCRIPTION DETAILS RESERVE (USD) DOCUMENTS Registered Broken Click for windscreen BIF 450,000 No documents uploaded	STATUS DESCRIPTION DETAILS RESERVE (USD) DOCUMENTS ASSESSSEMENT Registered Broken Click for windscreen BIF 450,000 No documents - Uploaded - - - - -	STATUS DESCRIPTION LOSS DETAILS RESERVE (USD) SUPPORTING DOCUMENTS ASSESSEMENT SETTLEMENT AMOUNT (USD) Registered windscreen Bicken Details Click for Details BIF 450,000 (\$450,000.00) No documents uploaded - -	STATUS DESCRIPTION LOSS DETAILS RESERVE (USD) SUPPORTING DOCUMENTS ASSESSEMENT SETTLEMENT AMOUNT (USD) Registered windscreen Broken windscreen Click for Details BIF 450,000 (\$450,000.00) No documents uploaded - - -

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:

& Dashboard	Claim							ə	0 0	visives claim grid be	alarse Q	+Add
Claims Accidents	D CLAMINUMBUS .	SURINESSION, DATE	stories +	us.	•	AUTHORIZATION	ACCIDENT REFE	•	CLAM RESERVE TOTAL		AMOUNT PAGE	BALANCE
Accidents Claims 18 Claims	a BAR-12/2019/06/158	06-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NE)		NotRequired	BX2/12/2019/000358		450,000.00	0.00	0.00	0.00
Reports VP_ABE Managements	B BH120019000150	04-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NB)		NaRequired	89412(2019/000366		75,000.00	0.00	0.00	0.00

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

#	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	а С	121	8	✓ Validate And Update Status
										5

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

Dashboard	Claim						8	0 12	views chains grid be	adarate O	+Add
& Stock 1	Claim							42 99			
Claime Accidents	D CLAM NUMBER .	SUBMISSION, DATE	\$10.725	10.	AUTHORIZATION	ACCIDENT REFY	•	CLAM RESERVE TOTAL	AGREED SETTLEMEN® FOTAL	AMOUNT PAGE	BALANCE
Claims 18 Claim	BUET20019060158	06-12-2019	Registered	SCNARWA GENERAL INSURANCE COMPANY LTD (NE)	NotRequired	8/2/12/2019/000358		450,000.00	0.00	0.00	0.00
Ø Reinbursehents (Ø Reports 19 VP. LEE Maxim 3.45	Bitrizconsoconso	04-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NB)	NotRequired	BV4-12-2019/000366		75,000,00	0.00	0.00	0.00

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

#	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMENT	
1	Vehicle Damage	Reserved	Broken windscreen	Click for Details	BIF 450,000 (\$450,000.00)	+ Upload	10	121	12	✓ Validate And Update Status

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 Documents	
# DOCUMENT NAME	FILE NAME SIZE PROGRESS
1 _Select- Choose File No file chosen	5

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

B Dashboard & Stock	Claim							ə	0 0	vision claim grid be	adarse Q	+Add
Claims Acodemb	D CLAM NUMBER +	SURMESSION, DATE	stories •	u.	•	AUTHORIZATION	ACCIDENT REF#	•	CLAM RESIDIVO TOTAL	AGREED SETTLEMENT FOTAL	AMOUNT PARM	BALANCE
Claime 18 Claime	a BUE-12/2019/040158	06-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NE)		NotRequired	BV2/12/2019/000356		#50,000,00	0.00	0.00	0.00
Reinbursahents C Reports su VP-LEEL Maniers 3 AB	Bet 120019400150	04-12-2019	Registered	SONARWA GENERAL INBURANCE COMPRNY LTD (NB)		NaRequired	BV4-12/2019/000366		75,000.00	0.00	0.00	0.00

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	1.00	-	9 4 3
						>		

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

DC	CUMENT NAME	FILE NAME	SIZE	PROGRESS	
Dr	iver License	ABSA Marathon.pdf	174.7 kB		÷
Re	gistration Book of the Third Party Vehicle	ABSA Marathon.pdf	174.7 kB		1

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

& Dashboard	Claim						ə	0 0	visions citation grid be	alarse Q	+Add
Claims Accidents	D CLAM NUMBER +	SURNESSION, DATE	stories .	u.	AUTHORIZATION	ACCIDENT REF#	•	CLAM RESERVE TOTAL	AGREED SETTLEMENT FOTAL	ANOUNT PARM	BALANCE
Accidente Claime 18 Claime	a BUET22019000158	06-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NE)	NotRequired	BV2/12/2019/000358		450,000.00	0.00	0.00	0.00
© Reinbursaherts 4 © Reports No VP-ARE Maxim 1348	B B4120019000150	04-12-2019	Registered	SONARWA GENERAL INBURANCE COMPRNY LTD (NB)	NotRequired	BV412/2019/00/366		75,000.00	0.00	0.00	0.00

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

#	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMENT	
1	Vehicle Damage	Reserved	Broken windscreen	Click for Details	BIF 450,000 (\$450,000.00)	+ Upload	- 		ē	✓ Validate And Update Status
									C	13

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	n Item Broken windscreen for Claim Ref BI/6/12/2019/000158 has passed validation,	×
Statu	s updated to 'Validated'	
#	DOCUMENT NAME STATUS	
1	Registration Book of the Third Party Vehicle	
2	Driver License	



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:

Dashboard Stock	Claim								0	12	vision claim grid be	adarse Q	+Add
Caine Accidents	D CLAM NUMBER +	SURMISSION .	statis •	18	•	AUTHORIZATION	ACCIDENT REFE		811	CLAM IDIVID	AGREED SETTLEMENT FOTAL	AMOUNT PA	BALANCI
Claims 18 Claim	BIE-120019000158	05-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NB)		NotRequired	BK2/12/2019/00035	1	450.0	00.05	0.00	0.0	
3 Reinburseihenb 4 8 Reports a VI*, Allitä Vauvien 13 A	Bit 120019000150	3	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NB)		NatRequired	BV412/2019/000366	63 - C	75,0	00 00	0.00	0.0	0 0.0

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

Cla	uim Deta	ils							
Clai	m Details C	Claim Supporti	ing Documents						
Cla	aim Detai	ils							
#	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)	SETTLEMENT
1	Vehicle Damage	Validated	Broken windscreen	Click for Details	BIF 450,000 (\$450,000.00)	View (2)	+ Assessement	-	
							\checkmark		

The Assessment page that appears, has two tabs.

Claim Item Assessment Tab

Claim Item Asse	essement					
Assessement Assessemen	nt Documents					
Claim Item:	Broken windscreen		Claim Item Status:	Validated		
Assessement						
Date of Accident:	02 Dec 2019		Assessment Date:			#
Extent Of Loss:*		T	Salvage:*			•
Exchange Rate:	1,890.36					
Assessement Amount:		0.00 BIF	Estimated Salvage Amount:		0.00	BIF
Assessement Amount (USD):	0.00		Estimated Salvage Amount (USD):	0.00		

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

D	DCUMENT NAME			FILE NAME	SIZE	PROGRESS
٢	Select	.*	Choose File No file chosen		12	
	-Select-					
ю	Repair or replacement quotation Pictures of the damaged vehicle					
	Inspection report/Assessors report Demand Letter		3			4

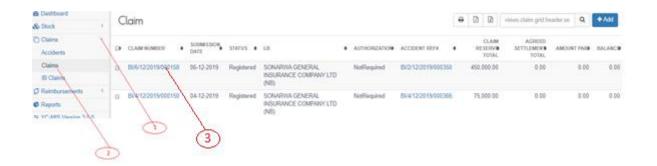
If the Save button is not activated, make sure you have uploaded all the documents.

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

Claim Details

#	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)
1	Vehicle Damage	Validated	Broken windscreen	Click for Details	BIF 450,000 (\$450,000.00)	View (2)	+ Assessement	-
							Ó	

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

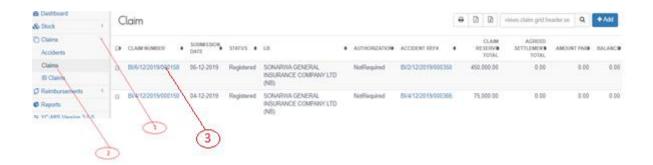
Claim	Itam	Assessement	Edit
Claim	llem	Assessement	Eal

Claim Item:	Broken windscreen		Claim Item Status:	Validated		
Assessement						
Date of Accident:	02 Dec 2019		Assessment Date:	2019-12-08 00:00:00		Ê
Extent Of Loss:*	Partial	¥	Salvage:*	No		
Exchange Rate:	1,890.36					
Assessement Amount:		3,500.00 BIF	Estimated Salvage Amount:		0.00	BIF
Assessement Amount (USD):	1.85		Estimated Salvage Amount (USD):	0.00		

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	<i>v</i>

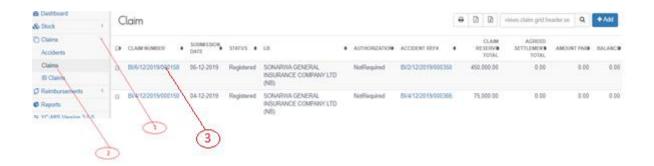


Agreed Settlement Amount

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

Clo	aim Deta	ils						
#	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	SUPPORTING DOCUMENTS	ASSESSSEMENT	AGREED SETTLEMENT AMOUNT (USD)
1	Vehicle Damage	Assessed	Broken windscreen	Click for Details	BIF 450,000 (\$450,000.00)	View (2)	Click for Details	+ Agreed Settlement Amount
	Duniago		massicon	- Dotailo	(\$100,000.00)			

The Agreed Settlement Amount page that appears has three tabs.

Claim Item Tab

Claim Item				
Claim Number: BI/6/12/2019/000158		Claim Submission Date: 06-12-2019		
Claim Status	Registered			
Fields		Description		
Claim Number		Reference number for the claim item generated by the system.		
Claim Submission Da	te	Date on which the claim was submitted.		
Claim Status		Processing Stage at which the claim has reached.		

Claim Items Details Tab

1,890.36

Claim Item Details

Exchange Rate:

Reserve Amount (USD):

238.05

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

Agreed Settlement					
Settlement Amount:	0.	.00	BIF		
Exchange Rate:	1,890.36			Settlement Amount (USD):	0.00

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.

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:		350000ļ00 BIF		
Exchange Rate:	1,890.36		Settlement Amount (USD):	185.15
Fields marked *** are required				✓ Save X Done

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

a Dashboard	Claim							6 6	vision claim grid he	adaras Q	+Add
& Shick 1	Cacality						1.77	40. 99			and the second
Colem Acodem	D CLAM NUMBER +	SUENESSION.	\$10.725	1.0	AUTHORIZATION	ACCIDENT REFE	•	CLAM RESERVE TOTAL	AGREED SETTLEMENT FOTAL	AMOUNT PAGE	BALANCE
Claims 18 Claim	a meraceresers	05-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NE)	NotRequired	8/2/12/2019/00035		450,000,00	0.00	0.00	0.00
© Reports 4 © Reports To VP. ARE Maxim 3.45	BIGHT2001500150	04-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NB)	NatRequired	8/412:2019/000366		75,000 00	0.00	0.00	0.00

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 Item			
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
			2
Fields marked "" are required			Save X 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:

& Dashboard	Claim							e	0 0	views claim grid he	allerse Q	+Add
Cains Accidents	D CLAMINUMEDE .	SURMESSION, DATE	status •	L0.	•	AUTHORIZATION	ACCIDENT REF#		CLAM RELEASE TOTAL	AGREED SETTLEMEN® FOTAL	AMOUNT PAGE	BALANCE
Claims 18 Claim	BIE-12/2019/040158	05-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NB)		NotRequired	BK2/12/2019/00035	1	450,000,00	0.00	0.00	0.00
3 Reinbursehents 4 8 Reports 9 VI*-ABE Manager 3 VI	Bitr22019400150	04-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NB)		NotRequired	EN-4-12/2019/000366	1	75,000.00	0.00	0.00	0.00

The

The

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

Validate and Update Agreed Settlement Amount Details

nd 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

Deshboard Stock	Claim								0 0	vision; claim grid be	ahrse Q	+Add
Claims Accidents	CP CLAM NUMBER +	SUEMISSION DATE	stories •	L0	•	AUTHORIZATION	ACCIDENT REFI	•	CLAM RESIDIVO TOTAL	AGREED SETTLEMENT FOTAL	ANOUNT PAGE	BALANCE
Claims 18 Claim	BUE 12/2019/00/158	05-12-2019	Registered	SONARIVA GENERAL INSURANCE COMPANY LTD (NE)		NotRequired	BK2/12/2019/000356		450,000,00	0.00	0.00	0.00
D Reinbursehents 4 C Reports To V ¹¹ ,1892 Mansion 3 M ²	Bitrazorierooriso	04-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NB)		NaRequired	BV412/2019/000366		75,000.00	0.00	0.00	0.00

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
								(1

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

Click add settlement button

Claim Settleme	nts				Search	Q	Add Settlement
DATE SETTLED	BENEFICIARY NAME	PAYMENT REF NUMBER	٠	AMOUNT PAIB	AMOUNT PAID (USD)	PAYME 1	
Claim Settlem	ient page has two	tabs.					
Claim Item Tai	b						
Claim Item Ta	ab has three section	ons:					

Claim item Section

Claim Settlement			
Claim Item Claim Settlement D	locumentations		
Claim Item:	ABC		
Claim Reserved Amount:	BIF 75,000.00		
Agreed Settlement Amount:	BIF 450,000.00	Agreed Settlement Amount(USD):	238.05

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

Beneficiary Details

Name:*	ID Number:*	
Physical Address:*	Address:*	
Phone:*	City:*	
Email:	Postal Code:*	

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: Claim Settlement

#	DOCUMENT NAME	FILE NAME	SIZE	PROGRESS	
1	Select Choose File No file chosen		22		*
	-Select- Discharge Form				- Ch
Add Doc	Payment Voucher 2 3				4

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 De	ocumentations			
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			~ 5	Save X 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:

Dashboard	Claim								e	0 0	vision; claim grid be	adarse Q	+Add
Coles X	D CLAM	NUMBER 4	SUBMISSION DADE	status •	L0	•	AUTHORIZATION	ACCIDENT REF#	•	CLAM RESIDIVO TOTAL	AGREED SETTLEMENT FOTAL	AMOUNT PAGE	BALANCE
Accidents Claims 18 Claims		8201900158	06-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NE)		NotRequired	BK2/12/2019/000356		450,000,00	0.00	0.00	0.00
3 Reports 9 Reports 9 VT-LBR University 3 AR	D Bitts		04-12-2019	Registered	SCHARWA GENERAL INSURANCE COMPANY LTD (NB)		NotRequired	89412/2019/000368	5	75,000.00	0.00	0.00	0.00

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

On the

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
								\bigcirc

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

@ Dashboard	Claim						0	0 0	views claim pht he	aderse Q	+Add
& Stock 1	Claim							101 - 001	stead chart fait of	A Second	
Claims Accounts	D CLAMINOMOUS +	SURINESSION.	\$10.725	u.	AUTHORIZATION	ACCIDENT REFE	•	CLAM RESERVE TOTAL	AGREED SETTLEMENT FOTAL	AMOUNT FAID	BALANCE
Clains 18 Clainn	a BNE-12/2019/060158	05-12-2019	Registered	SONARWA GENERAL INSURANCE COMPANY LTD (NE)	NotRequired	8/2/12/2019/000356		450,000,00	0.00	0.00	0.00
Reinbursaherts C Reports Xv VP.ARE Maxim TAN	Betracorecore	3	Registered	SONARWA GENERAL INSURANCE COMPRNY LTD (ND)	NatRequired	84412201900038		75,000 00	0.00	0.00	0.00

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

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	✓ Validate And Update Status
									\bigcirc

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:

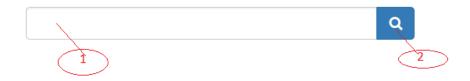
List of requests

Bashboard Stock	Handling Burea	u						Requests	Reimbursements	Request Cor	nfirmati
Claims (Requests							Ref#		Q +1	Reques
Ø Reimbursements Y Handling Bureau	REFERENCE#	DATE \$	AMOUNT REQUESTED \$	AMOUNT REQUESTED(USD) \$	STATUS \$	CLAIM \$	I.BUR				
Issuing Burèau Re-Insurance Pool	TZ/14/11/2019/000007	14-11-2019	TZS 21,000,000.00	9,219.00	Reimbursed	TZ/14/11/2019/000049	SON	ARWA GENEI	RAL INSURANCE	COMPANY L	TD (NB

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

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

View Claim Item Overview

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

Claim:	TZ/19/2/2020/000255 Q		
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		Details	(1),	and	then	click	on	Claim	Item	Details	(2).
		115									
HB R	Request Iter	ns									
#	LOSS TYPE		DESCRIPT	10N		LOSS DETAILS		SETT	.ED (LC)	SETTLED (I	JSD)
1	Vehicle Dam	age	Broken w	indscreen		Claim Item De		23,00		10.10	
	1)				2)				

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

Damage Descij	otion		
Broken windscreen.			
Third Party Mc	otor Vehicle Details		
Vehicle Registration:	MLK 1010	Type of Body:	Sedan
Vehicle Type:	Car	Make:	Toyota
Year of Make:	2017		
Third Party Mc	otor Vehicle Owner Details		
Name:	laha Dhiri	Telephone:	0000945499
			× Close

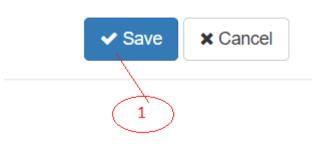
Upload Debit note

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).

Request Documents			
# DOCUMENT NAME	FILE NAME	SIZE	PROGRESS
1 Document Choose File document.pdf	document.pdf	560.6 kB	
Add Document			5

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



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

Dashboard Stock	(Ho	andling Bureau						Requests Reimburs	ements Request Confirmation
Claims (<	Req	luests						Sea Sea	rch C
Reimbursements Handling Bureau		∎¢	REFERENCE# \$	DATE REQUESTED .	AMOUNT \$	AMOUNT(USD) \$	STATUS \$	CLAIM ¢	HANDLING BUREAU	
Issuing Bureau			TZ/28/2/2020/000141	28-02-2020	TZS 991,685.65	435.35	New	TZ/28/2/2020/000274	NATIONAL INSURANCE CORPOR	ATION OF TANZANIA LTD
Re-Insurance Pool			TZ/20/2/2020/000119	20-02-2020	TZS 364,685.65	160.10	Reimbursed	TZ/19/2/2020/000255	NATIONAL INSURANCE CORPOR	ATION OF TANZANIA LTD

A request details page will appear as shown 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 Requeste	ed:	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 Reque	ested(TZS):	991,685.65	Amount Requested(USD):	435.35	
Request Do	ocuments				
#	DOCUMENT NA	ME	FILE NAME	SIZE	
1	Document		document.pdf	560.6 kB	

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.

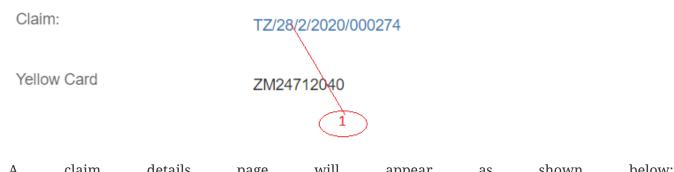
View Details of the Claim

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

Bashboard Stock	Handling Bureau						Requests Reimbursements F	Request Confirmation
Claims	Requests						Search	c
Ø Reimbursements								
Handling Bureau	♦ REFERENCE# ♦	DATE REQUESTED \$	AMOUNT \$	AMOUNT(USD) \$	STATUS 🗢	CLAIM +	HANDLING BUREAU	
Issuing Bureau	TZ/28/2/2020/000141	28-02-2020	TZS 991,685.65	435.35	New	TZ/28/2/2020/000274	NATIONAL INSURANCE CORPORATION OF	TANZANIA LTD
Re-Insurance Pool	TZ/20/2/2020/000119	20-02-2020	TZS 364,685.65	160.10	Reimbursed	TZ/19/2/2020/000255	NATIONAL INSURANCE CORPORATION OF	TANZANIA LTD
1) 2	4						(3)	

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



A Cl	aim #TZ/2		/2020/00		page	WIII	appe	ear a	IS SI	nown	below
Accie	dent Ref#:		TZ/28/2/2020/00053	1			Accident Date:	28-02	2-2020		
Clair	m Summary:		Head on collision								
Clair	m Reserve Total: T	TZS	750,000.00				USD:	329.2	250000 (rate = 2,27	7.90)	
Clair	m Status:		Settled								
Clair	m Details Claim	Supporting	Documents								
Clc	aim Details										
#	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAIL	S RESERVE (USD)		UPPORTING OCUMENTS	ASSESSSEMENT	AGREED SETTLEN (USD)	IENT AMOUNT	SETTLEMENT
1	Vehicle Damage	Settled	Broken windscreen	Click for Details	TZS 750,000 (\$329.25)	Vi	iew (3)	Click for Details	TZS 650,000 (\$2	85.35)	Click for Details

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

Dashboard	Handling Bureau						Requests Reimbursements Request Confirm
🗞 Stock 🔨	r landarig baroad						
Claims <	Requests						Confirm Reject Search
Ø Reimbursements							
Handling Bureau	■◆ REFERENCE# ◆	DATE REQUESTED \$	AMOUNT ¢	AMOUNT(USD) \$	STATUS 🕈	CLAIM	HANDLING BUREAU
Issuing Bureau	C TZ/20/2/2020/000119	20-02-2020	TZS 364,685.65	160.10	Pool Ack	TZ/19/2/2020/000255	NATIONAL INSURANCE CORPORATION OF TANZANIA LTD
Re-Insurance Pool	3						4

A Confirm Button will appear. Click Yes, acknowledge as shown below: Acknowledge Request from 'NATIONAL INSURANCE CORPORATION × OF TANZANIA LTD'

Pool Request #TZ/20/2/2020/000119 Request Amount : USD \$160.10

Cancel	Yes, Acknowledge
--------	------------------

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).

Stock <	Re-Insurance Pool			Reque	sts Reimbursement
Claims < Reimbursements	Reimbursements			Search	+ Reimburse
Handling Bureau	REFERENCE#	REIMBURSEMENT DATE	PAYMENT MODE	\$	AMOUNT
Issuing Bureau Re-Insurance Pool					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

Reimbursement Details Re	eimbursement Documents		
Reimbursement Date:		Amount:	
Payment Reference:*		Payment Mode:	t*
Comment:	2		

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)

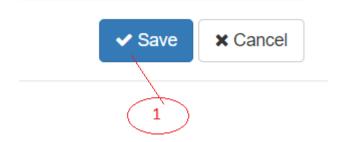
Click Reimbursement Documents, then click Add Document (1), then click Choose File (2), select the document to upload, enter the name of the document (3), the click upload (4).

Upload Reimbursement to pool documents

HB Details	Documents					
Request [Documents					
# DOCL	JMENT NAME		FILE NAME	SIZE	PROGRESS	
1 Doc	cument	Choose File document.pdf	document.pdf	560.6 kB		1

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 menuitem (1), then click on Issuing Bureau Menu Item (2), then on the Requests tab (3), and then click ontheRequestbutton(4)asshownbelow:

Dashboard	Issuing Bureau		Requests	Reimbursem	ents
Stock <	issuillig bui eau		1044000	•	
Claims <	Requests	Ref#		Q + Requ	est
Reimbursements Y					
Handling Bureau	• REFERENCE# • DATE • AMOUNT REQUESTED • AMOUNT REQUESTED(USD)	♦ STATUS ♦	CLAIM	♦ I.PIC	
Issuing Bureau			\sim	3 (4)
Re-Insurance Pool					

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 requ	ıest page								
IB Req	uest #ZM/2	5/2/20	D20/C	00138					
Pool Requ	est:				۹				
Yellow Car	d				1	Policy Number			
Date Requ	ested:	25-02-2020				Amount Requested(U	SD):		
Exchange	Rate:	14.68				Amount Requested(Z	MK):	0.00	
Issuing PI	D:								
Request	Documents								
#	DOCUMENT NAME			FI	LE NAME		SIZE	PROG	BRESS
Add Docu	ment								
The	request	page	will	automatically	be	populated	as	shown	below:
Pool Requ	lest:	ZM/21/2	/2020/000133		Q				
Yellow Ca	rd	ZM501726	571			Policy Number		10101ZM	
Date Req	uested:	25-02-202	0			Amount Requested	I(USD):	160.10	
Exchange	Rate:	14.68				Amount Requested	i(ZMK):	2,350.13	
Issuing PI	C:	ZSIC Gen	eral Insurance	Limited					

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

Request Documents

#	DOCUMENT NAME		FILE NAME	SIZE	PROGRESS
1	Reimbursement Request Document	Choose File yellow_card.pdf	yellow_card.pdf	540.7 kB	* 10
Add	Document 3	2			4

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.

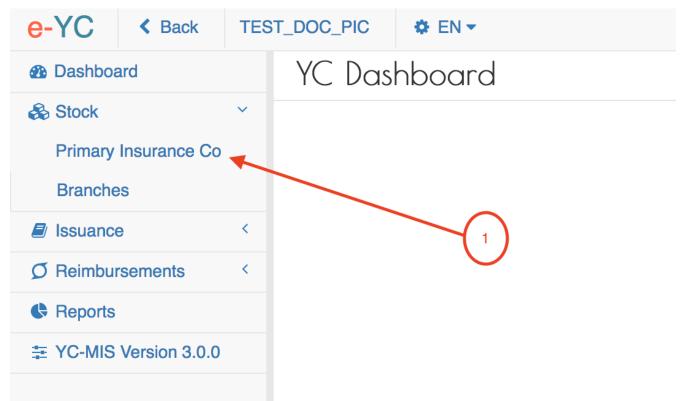
PIC Manager

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 :



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

Stock Menu

Primary Insurance Company Request

		Orders/Requests	Supplies Available PIC Stock
		Open Search	Q + Order
NATIONAL BUREAU ¢ PIC	CONTACT PERSON \$	REQUESTED	RECEIVED PENDING
	1		
	NATIONAL BUREAU \blacklozenge PIC of	NATIONAL BUREAU	Open J Search

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

New Book Request #1000551					
Date:	08-06-2018	1	PIC:	TEST_DOC_PIC	
National Bureau:	National Insurance Corporation of Tanzania Ltd		National Bureau Email:	comesaycard@nictanzania.co.tz	
Number of Booklets:*		0	Email Message:		
Payment Details					
Payment Mode:*		•	Payment Evidence:		
Amount Paid:		TZS ~	Payment Reference:*		
Fields marked **' are required				✓ Save X Cancel	

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 #1000	551		
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)

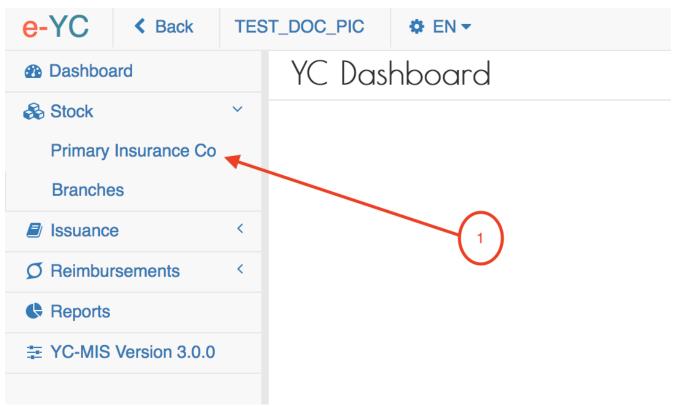
Figure 19. PIC Book Request Notification Email

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.

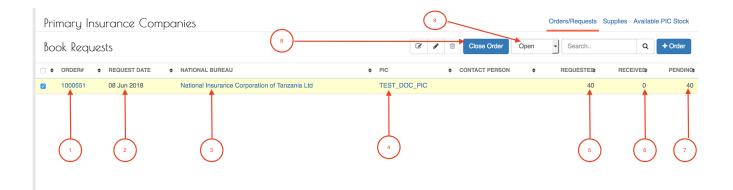
To view open/pending orders to the National Bureau , log to the system as the PIC Manager and then on the left memu

Stock Menu



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

Stock Menu

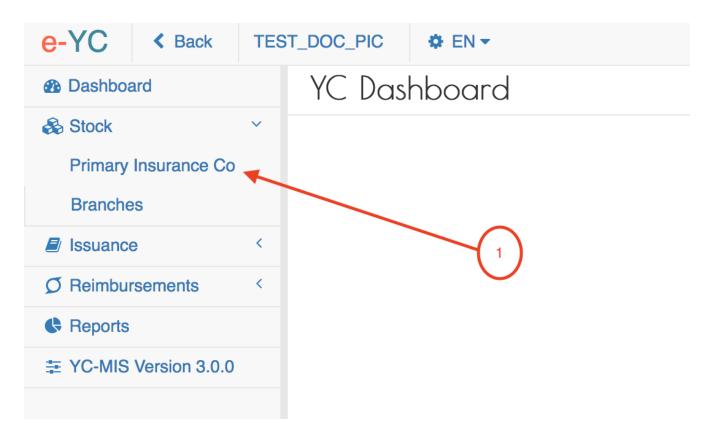


- 1. ORDER # : Unique, system generated number to identify the Order.
- 2. REQUEST DATE : The date when the PIC Manager made the request for the books.
- 3. NATIONAL BUREAU : The name of the National Bureau to which the PIC placed the order.
- 4. PIC : The name of the Primary Insurance Company ordering 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

Primary Insurance Companies		Orders/Requests	Supplies Available PIC Stock
Book Requests	Image: Close Order Open	- Search	Q + Order
	♦ PIC	REQUESTED	RECEIVED PENDINO
1000551 08 Jun 2018 National Insurance Corporation of Tanzania Ltd	TEST_DOC_PIC	40	5 35

Click on the Supplies tab, on the top of the page (highlighted 1), to receive the supplied books.

PIC Manager Stock Supplies

Deliveries Image: Constraint of the state o	★ Receive No	DELIVERED RECEIPT STATUS	Q
	+		
Image: 200501 v 12 Jun 2018 TEST_DOC_PIC 1000551 40.00 - 35.00			
	2	5 Not Received	

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

Dispatch Date	te:	12 Jun 2018		Order:		1000551	
lumber of Bo	ooks delivered:	5					
ooklets							
#	SERIAL START	SERIAL END	STATE OF BOOK	QTY(IN BOOKLET)	QTY(SENT)	QTY(RECEIVED)	SPOILT QUANTI
1	101600	101649	Ok	50	50	50	
2	101650	101699	Ok -	50	50	50	
3	101700	101749	Ok -	50	50	50	
4	101750	101799	Ok -	50	50	50	
5	101800	101849	Ok -	50	50	50	

The Receive Delivery page has two sections :

Header

The upper sections display the general details of the Delivery:

The Unique identification for the delivery. The Delivery number is **Delivery** Number 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). The difference between the QTY(SEND) and the QTY(RECEIVED). **SPOILT QUANTITY**

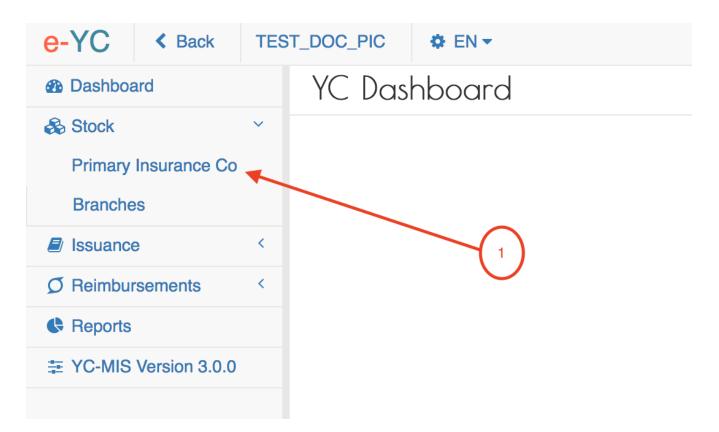
Click on the Save button to receive the pads into your stock.

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

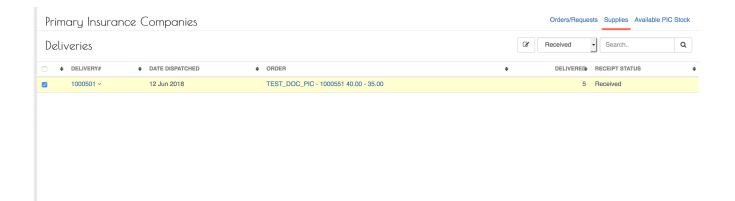
Primary Insurance C	Companies	1		Orders/Requests Supplies Available	PIC Stock
Deliveries				Not Received • Search	Q
	DATE DISPATCHED	¢ ORDER	Φ	DELIVERED BECEIPT STATUS	\$
			(2	

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

PIC Manager Received Stock

Prim Deli	y Insurance Comp ries	anies				Orders/Requests Select Received > Not Received	Supplies Search	ock Q
0	\$ DELIVERY#	DATE DISPATCHED	ORDER	¢	DELIVERED	RECEIPT STATUS		¢

PIC Manager Received Stock Details

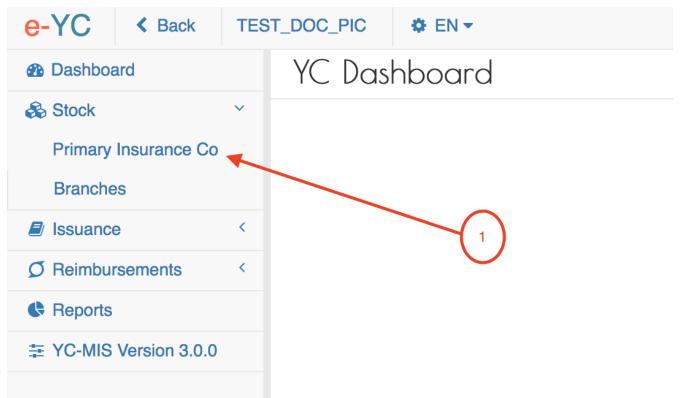


Monitor Stock Levels for the Primary Insurance Company.

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

ioi	ry Insurance Companie	es	1	Ordere/Requests Cupplie Available PIC Sto
C Stoo	ck Available Booklets : 5, /	Available Cards : 250		Search C
	♦ DEVELIERY#	♦ START SERIAL	♦ END SERIAL	♦ STATUS
	1000501	101800	101849	Ok
	1000501	101650	101699	Ok
	1000501	101600	101649	Ok
)	1000501	101700	101749	Ok
	1000501	101750	101799	Ok

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

Primary Insurance Co Book Requests 2 Image: Constraint of the second sec	B Dashboard	PIC Branch	es	(Orders/Requests	Supplies Available	Branch Stock
Issuance • ORDER# • REQUEST DATE • PIC • BRANCH • CONTACT PERSON REQUESTED Receivers Image: Reports • 1000547 06 Jun 2018 TEST_DOC_PIC TEST_DOC_BRANCH 40 0 * Reports • YC-MIS Version 3.0.0 • VERSION 3.0.0 • VERSION 3.0.0 • Reports • VERSION 3.0.0 • VERSION 3.0.0		Book Requests	3	2	\sum		8	Supply Open	- Search	Q
Preimoursements			REQUEST DATE	¢ PIC	BRANCH	CONTACT PERSON		REQUESTED	RECEIVED	PENDING
∓ YC-MIS Version 3.0.0	Ø Reimbursements <	1000547	06 Jun 2018	TEST_DOC_PIC	TEST_DOC_BRANCH			40	0	40
			3			(1)				

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

Dashboard Stock	PIC Branche	25	(1			Orders/Requests	Supplies Available	Branch Stock
Primary Insurance Co Branches	Book Requests		2)			Supply Open	- Search	٩
Issuance <		REQUEST DATE	¢ PIC	BRANCH	CONTACT PERSON		REQUESTED	RECEIVED	PENDING
Ø Reimbursements	1000547	06 Jun 2018	TEST_DOC_PIC	TEST_DOC_BRANCH			40	0	40
Reports YC-MIS Version 3.0.0		3			4	/			

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 Deliver	y #1000502						
Dispatch Date:	13-06-2018		Order:	TEST_DOC_BRANCH /1000547 40.00 requested, 40.00 pending			
Number of Books Delivered:			5				
# START S	SERIAL END SERIAL	QUANTITY	STATE OF BOOK	GOOD QUANTITY		SPOILT QUAN	ТІТҮ
O 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

Now	Branch) aliyozy +#	1000500					
Dispatch			1000502		Order:	TEST DOC BRANCH#100	0547 [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	<u> </u>	101699	Ok -		50	0 🗙	
3	101700	•	101749	Ok •		50	0 🗙	
T ICIUS TIL	arked '*' are req						✓ Save ★ Cancel	
START SERIAL			The s	system will aut	tomatically di	rial number from th splay the end serial fs for each selected p	l number and the	
STATE OF BOOK			is in	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			es are damaged	*	y damaged, for ins te the number of sj	,		
Ç	2	The serial numbers in the drop down list are from the available stock.				tock.		
If the pad is damag 'Defective'. This imp other had, if the pad			implies that the	his pad will r		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.

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

Bashboard Stock	PIC Branch	es	(1			Orders/Requests	Supplies Available I	Branch Stock
Primary Insurance Co Branches	Book Request	5	2	$\tilde{\mathbf{D}}$		8	Supply Open	Search	٩
Issuance <	ORDER#	REQUEST DATE	¢ PIC	BRANCH	CONTACT PERSON		REQUESTED	RECEIVED	PENDING
Ø Reimbursements <	1000547	06 Jun 2018	TEST_DOC_PIC	TEST_DOC_BRANCH			40	0	40
C Reports		3			(1	/			

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

Branch Requests

PIC	Branch	es					Orders/Requests	Supplies Available	Branch Stock
Book	k Requests	5				S	Open	- Search	Q
•	ORDER#	REQUEST DATE	♦ PIC	BRANCH	CONTACT PERSON	\$	REQUESTED	RECEIVED	PENDING
	1000547	06 Jun 2018	TEST_DOC_PIC	TEST_DOC_BRANCH			40	3	37

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

🕼 🖋 🖮 Not Received 🚽 Search
Image: Constraint of the second se
♦ DELIVERED ♦ RECEIPT STATUS
.00 - 37.00 3 Not Received

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.
	has 0 status . Dessional and Dist Dessional. Without the mode and

\bigcirc

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:

Dashboard		Issuing Bureau				Requests Reimbursements
Stock	<	issuing baread				
Issuance	<	Reimbursements			Reference#	Q + Reimburse
Reimbursements	~					
Handling Bureau		DATE SETTLED	REFERENCE#	PAYMENT MODE	\$	AMOUN
Issuing Bureau		07-02-2020	REF1999911/111	Cheque		UGX 8,827,839.0
Re-Insurance Rool		01-02-2020	rea	Cash		ETB 41,411.7
1 2					(3	<i>A</i>

An Issuing Bureau Reimbursement page will appear with tabs: Reimbursement Details tab (1) andReimbursementDocumentstab(2),asshownbelow:Issuing Bureau Reimbursement

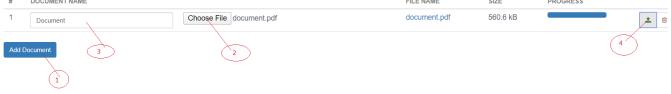
Reimbursement Details Reimburs	ement Documents				
Reimbursement Date:			Amount:	0.000	ZMK
Payment Reference:*			Payment Mode:*		¥
Comment:					
1	2	/			

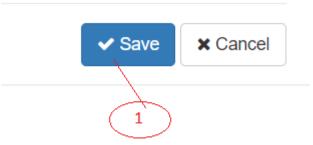
All Fields are mandatory

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
1		

Dashboard	Reporting & Analytics
🗞 Stock 🧹	
Issuance <	PIC
Ø Reimbursements <	Requests to NB
Reports	> PIC Supplies
	> Yellow Cards Issued
$\langle \rangle$	> Yellow Cards Issued For All Branches
	Monthly Summary of Yellow Card Returns

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

Customize Report				C Refresh 🖨 Print 🖾 PDF 📝 Excel
Country:		Rwanda	Order Status:	Open 🗸
Date Options:	This Month 🗸	01-01-2021	8 28-01-2021	
1	4		X	3 Run Report

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

Requested On

Request to NB Report



Request to NB Report

Message

Order#

e-YC SUMMARY OF PIC REQUESTS FOR YELLOW CARD BOOKS TO THE NATIONAL BUREAU From 01 Aug 2019 To 31 Aug 2019

#Of Books Requested

Payment Mode

Payment Ref

Amount

Request to NB Report Details

Status

PIC

Country

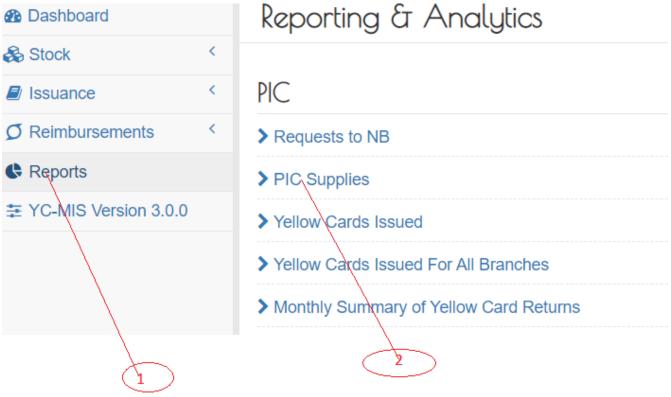
Fields	Description
Order Number	The number of the order or request to the National Bureau by the PIC.
Message	The message of the order or request to the National Bureau.
Status	The status of processing of the order or request to the NB by the PIC.
National Bureau	The name of the National Bureau making 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.

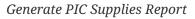
PIC Supplies Reports

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.





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:



Customize Report						C Refresh	nt 🛛 🖾 PDF 🖓 Exc
Country:	Rwand	da 🍾	Status:		Received		
Date Options:	This Month		01-01-2021	0	28-01-2021		
				7			
				A	Ø		Run Report
\cup		Ŭ		G	0	6	

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

Customize Report

e-YC SUMMARY OF YELLOW CARD BOOKLETS SUPPLIED TO PIC

From 01 Jan 2021 To 28 Jan 2021

PIC	Country	Delivery#	Dispatch Date	# of Books Requested	# of Books Delivered	Receipt Status	Date Requested
SONARWA GENERAL INSURANCE COMPANY LTD (PIC)	Rwanda	1000401	07-06-2018	1	1	RECEIVED	07-06-2018
SONARWA GENERAL INSURANCE COMPANY LTD (PIC)	Rwanda	1001168	28-09-2018	5	5	RECEIVED	28-09-2018
SONARWA GENERAL INSURANCE COMPANY LTD (PIC)	Rwanda	1003998	17-06-2019	10	10	RECEIVED	17-06-2019
SONARWA GENERAL INSURANCE COMPANY LTD (PIC)	Rwanda	1001527	08-11-2018	10	10	RECEIVED	08-11-2018
SONARWA GENERAL INSURANCE COMPANY LTD (PIC)	Rwanda	1000503	28-06-2018	20	20	RECEIVED	27-06-2018
SONARWA GENERAL INSURANCE COMPANY LTD (PIC)	Rwanda	1002849	24-02-2019	10	10	RECEIVED	24-02-2019
SONARWA GENERAL INSURANCE COMPANY LTD (PIC)	Rwanda	1000438	19-06-2018	10	10	RECEIVED	19-06-2018

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:



Oustomize Report		C Refresh 🔒 Print 🔯 PDF 🔯 Excel
Period:	01-01-2021	0
Branch:	-Select-	
ð		(4) Run Report

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

Yello	W			Card			Issued				Summary
e-YC SUMMARY OF YELLOW CARDS ISSUED											
	Issued from SONARWA G.I HEAD OFFICE between 01 Nov 2019 To 30 Nov 2019										
Policy #	Yellow Card #	YC Serial #	Entry Type	Issued On	Validity	Insured	Vehicle Reg	Premium	Tax	Premium(USD)	Countries Covered
101010	RW36594613	15502	Issuance	28-11-2019	28-11-2019 - 05-09-2020	Musa Tondolo	RWA 123	RWF 6,500.00	0.00	7.31	BI

Yellow Card Issued Report Details

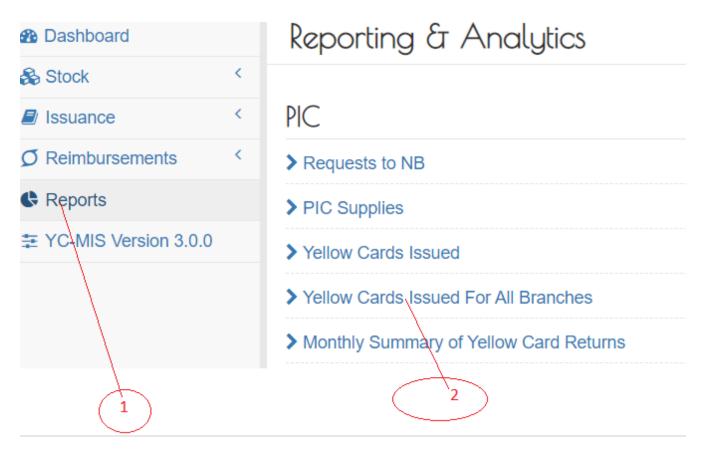
Fields	Description
Policy Number	The number of the policy of the issued yellow card

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

Customize Report		C Refresh 🔒 Print 🙆 PDF 🔀 Exce
Period:	01-01-2021	
	2	3 Run 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

e-YC											
SUMMARY OF YELLOW CARDS ISSUED FOR ALL BRANCHES											
	Issued from SONARWA GENERAL INSURANCE COMPANY LTD (PIC) between 01 Nov 2019 To 30 Nov 2019										
Branch	Policy #	Yellow Card #	YC Serial #	Issued On	Valid From	Valid To	Insured	Vehicle Reg	Premium	Premlum(USD)	Countries Covered
SONARWA G.I HEAD OFFICE	101010	RW36594613	15502	28-11-2019	28-11-2019	05-09-2020	Musa Tondolo	RWA 123	RWF 6,500.00	7.31	BI

Yellow Card Issued for All Branches Report Details

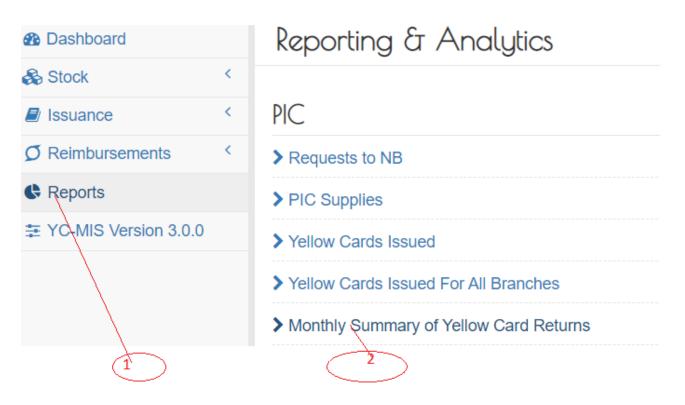
Fields	Description
Branch	The name of the branch
Policy Number	The number of the policy of the issued yellow card

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

Customize Report				C Refresh 🔒 Print 🙆 PDF 🔀 Excel
Year/Month:	2017	¥ Jan	ř	
		1	Ð	Run Report

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

e-YC SUMMARY OF MONTHLY YELLOW CARDS ISSUED										
For Nov/2019										
SONARWA GENERAL INSURANCE COMPANY LTD (PIC)										
Issuing Branch Issued Total Cards Total Cards Cancelled Cancelled Collected (100%) - USD (30%) - USD (30%) - USD (5%) (5%) - USD (5%										
SONARWA G.I HEAD OFFICE	1	0	6,500.00	7.31	1,852.00	2.08	97.00	0.11	1,852.00	2.08

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.

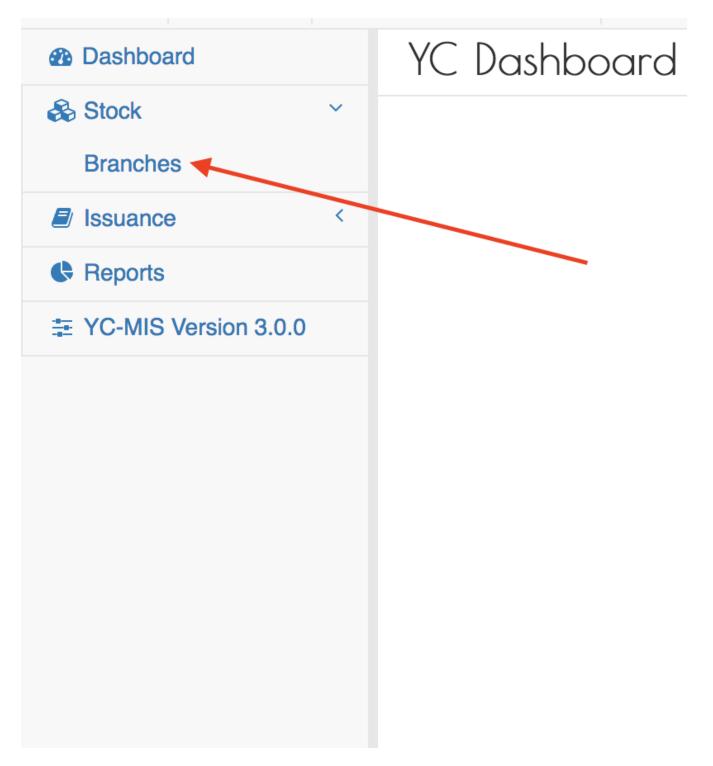
Fields	Description
Total Card Cancelled	The total number of yellow cards cancelled by the named Insurance Company
Gross Premium (100%)	The amount in local currency of gross premium received by the named Insurance Company from the yellow cards issued.
Gross Premium (100%)- USD	The amount in local currency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

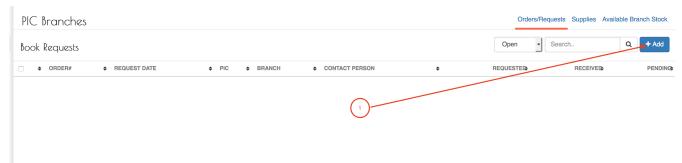
Request for stock from the PIC Manager.

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



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.



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

New Book Request	#1000547	(1)	
Date:	06-06-2018	Branch:	TEST_DOC_BRANCH
PIC:	TEST_DOC_PIC	PIC Email:	mokua83ke@gmail.com
Number of Booklets:*	0	Email Message:	
			l
Payment Details			
Payment Mode:*	None	Payment Evidence:	-TODO-
Fields marked '*' are required			Save X Cancel

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 :

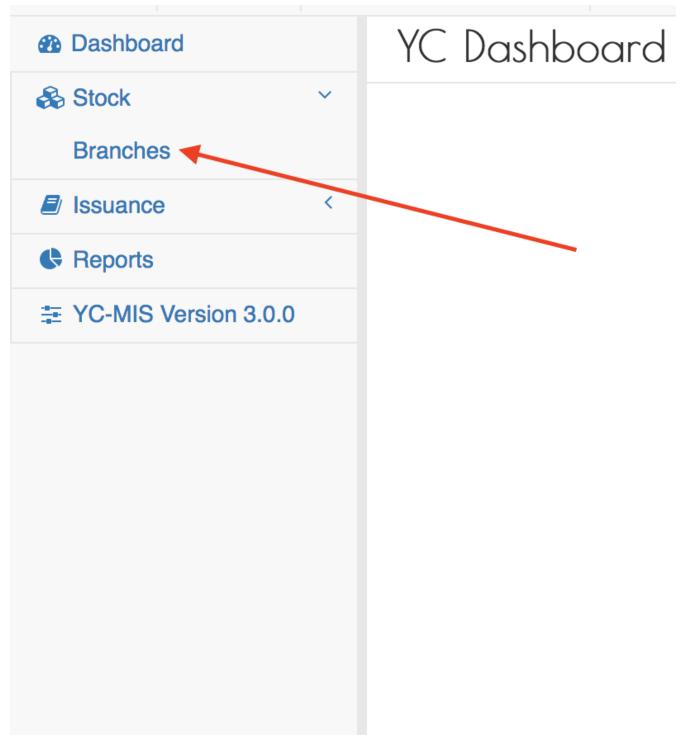
Number of books requested : **40** Requesting Organization : **TEST_DOC_BRANCH** Requesting Date : **06. Jun 2018** SEND THE BOOKS ASAP

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



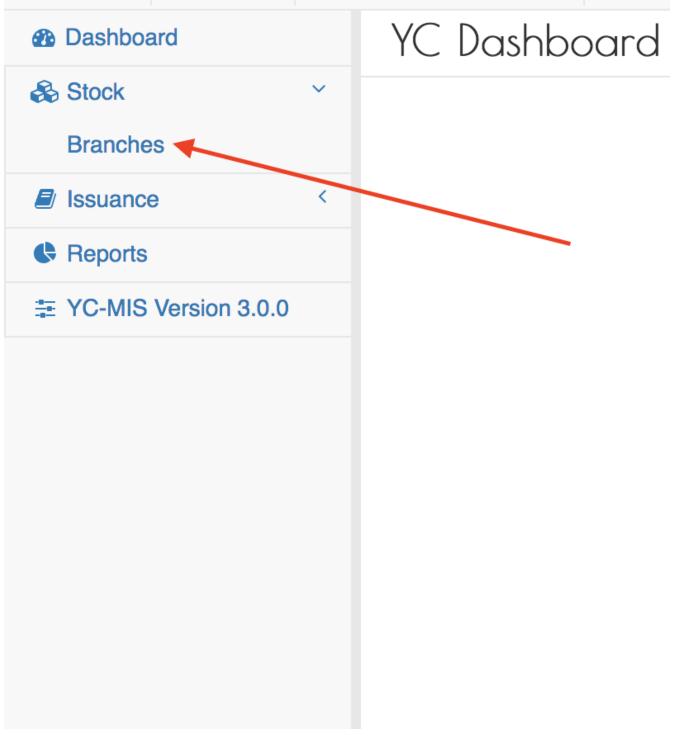
On the menu items, click on the Branches link:

PIC Branches	5		8	9		Orders/Requests	Supplies Available E	ranch Stock
Book Requests			<u> </u>	Clos	se Order	Open - Search.	Q	+ Add
ORDER#	REQUEST DATE	♦ PIC	BRANCH	CONTACT PERSON	\$	REQUESTED	RECEIVED	PENDING
1000547	06 Jun 2018	TEST_DOC_PIC	TEST_DOC_BRANCH			40	0	41
	Ī	T						
								7
	2	3	4			5	6	(7

- 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.



On the menu items, click on the Branches link:

BU Requests

PIC	Branch	ZS		1			Orders/Requests Sup	oplies Availabl	e Branch Stock
Book	Requests	5			Close	Order	Open Search		Q + Add
•	ORDER#	REQUEST DATE	¢ PIC	♦ BRANCH	CONTACT PERSON	\$	REQUESTED	RECEIVED	PENDING
	1000547	06 Jun 2018	TEST_DOC_PIC	TEST_DOC_BRANCH			40	3	37

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

PIC Branches			Orders/Requests Supplies Available Branch Stock
Deliveries			X Receive Not Received Search Q
	DATE DISPATCHED	¢ ORDER	¢ DELIVERED ¢ RECEIPT STATUS ¢
☑ 1000502 ∨	13 Jun 2018	1000547 - 06 Jun 2018 40.00 - 37.00	3 Not Received

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

Recei	ve Delivery #10	000502					
Dispatch	Date:	13 Jun 2018		Order:		1000547	
Number o	f Books delivered:	3					
Bookle	ts						
#	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 ma	rked '*' are required						✓ Save X 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).

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

 B Dashboard Stock 	PIC Branche	25	-(1)	3			Orders/Hequests Su	oplies Available	Branch Stock
Branches	Book Requests		-2		Clos	e Order	Open Search	(Q + Add
Issuance Keports	☐ ♦ ORDER#	REQUEST DATE	♦ PIC	♦ BRANCH	CONTACT PERSON	¢	REQUESTED	RECEIVED	PENDING
∓ YC-MIS Version 3.0.0	1000547	06 Jun 2018	TEST_DOC_PIC	TEST_DOC_BRANCH			40	3	37

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

Branch Available Stock

				Search.	Q
waila	ble Booklets : 3 Available (Cards : 150		Search.	Q
	DEVELIERY#	START SERIAL	♦ END SERIAL	STATUS	
	1000502	101600	101649	Ok	
	1000502	101700	101749	Ok	
	1000502	101650	101699	Ok	

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

B Dashboard		Cards Fleet Cards
🗞 Stock 🧹		
Issuance	Single Cards	A + Issue YC
Yellow Cards		
Void YC	• POLICY NUMBER • ISSUED ON • VALIDITY • YELLOW CARD • VEHICLE • INSURED • COUNTRIES COVERED	¢ STATUS ¢
Yellow Card Cancellations		
Cession Operations		
Reports		
	\sim	

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

Issuance Button

Yellow Card Issuar	ICe						Single Cards Fleet Cards
Single Cards						Policy/Yellow Card	or F Q + Issue YC
POLICY NUMBER	ISSUED ON	VALIDITY	YELLOW CARD	VEHICLE	INSURED	COUNTRIES COVERED	¢ STATUS ¢
				1-			

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



Insured & Policy

Insured Tab

Ω

New Yellow Card Po	licy		
Insured & Policy Vehicle Details Pre	emium		
Insured Type:*	Company	Company Name:	٩
Email:*		Mobile:*	
Postal Address:*		Postal Code:*	
Policy Validity			
Issued On:	13-06-2018	Policy Number:*	
Valid From:	•••••••••••••••••••••••••••••••••••••	Valid To:	@
Yellow Card#:	To be shown on save		
Fields marked "" are required			✓ Save X Cancel

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.
	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.Image: 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. 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 must be within the cover period of base third party motor vehicle insurance cover.

Fill all the fields.

Insured Tab Filled

New Yellow Card Po	licy				
Insured & Policy Vehicle Details Pr	emium				
Insured Type:*	Company	-	Company Name:	BIG TED LTD	٩
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	1
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

New Yellow Card	Policy			
Insured & Policy Vehicle Details	Premium			
Registration:*		Engine:		
Chassis:*		Color:*		
Type of Body:*		Make:*		
Use of Vehicle:*		Vehicle Type:*		•
Countries Covered:	Zimbabwe Zambia Democratic Republic of Congo Eritrea Uganda Rwanda Sudan Malawi Kenya Ethiopia Djibouti Burundi Tanzania			
Fields marked '*' are required			✓ Save	× Cancel

Fields marked * are mandatory.

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 the motorist. The Yellow Card is valid only in the countries listed on the Yellow Card.		

Fill all the fields.

Vehicle Details Tab Filled

New Yellow Card Pa	blicy		
Insured & Policy Vehicle Details P	remium		
Registration:*	GH177	Engine:	ENG1777
Chassis:*	CH7777	Color:*	RED
Type of Body:*	Sedan .	Make:*	ΑΤΟΥΟΤΑ
Use of Vehicle:*	Private	Vehicle Type:*	Car
Countries Covered:	Zimbabwe ©Zambia ©Democratic Republic of Congo _Eritrea _ Uganda _Rwanda _Sudan _Malawi _Kenya _Ethiopia _ Djibouti _Burundi _Tanzania @		
Fields marked '*' are required			✓ Save X Cancel



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				-		21
allo roquirou					Save X C	Cancel

Fields marked * are mandatory.

Table 4. Premium Tab Fields

Field	Description		
Premium	Enter the premium paid by the policyh Enter the amount in the Currency. Note that the will load the default co for that country.	he local system	
Tax:	Enter the Tax paid by the policyholder In case the Yellow exempt from Goverm (e.g. Tanzania), leave t with value 0.00.	Card is ent tax	
Exchange Rate	The system displays the current excha for converting the premium from the l 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

New Yellow Card P	olicy						
Insured & Policy Vehicle Details	Premium						
Premium:		100,000.00	TZS	Tax:		100.00	TZS
Exchange Rate:	0.000270			Premium(USD):	27.00		
Fields marked '*' are required					~	Save	Cancel

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

ard Policy			
letails Premium			
Company	Company Name:	BIG TED LTD	
mokua83ke@gmail.com	Mobile:	+256752302022	
PO BOX 7134	Postal Code:	256	
13 Jun 2018	Policy Number:	P0001344	
13 Jun 2018	Valid To:	20 Jul 2018	
TZ35111321	Status:	Issued	
21:03 by mokua83ke@gmail.com,		Print Previ	iew e-Copy 🕼 Edit 🗙 Dor
	etails Premium Company mokua83ke@gmail.com PO BOX 7134 13 Jun 2018 13 Jun 2018 TZ35111321	etails Premium Company Company Name: mokua83ke@gmail.com Mobile: PO BOX 7134 Potal Code: 13 Jun 2018 13 Jun 2018 Valid To: TZ35111321 Status:	kelais Premium Company Mame: BIG TED LTD mokua83ke@gmail.com PO BOX 7134 13 Jun 2018 13 Jun 2018 TZ35111321 Molie: +265752302222 PolaC Ode: 268 Polioy Number: Polo01344 Vaid To: 20 Jul 2018 Status: Status: Status

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

Dashboard Stock <	Yellow Card Issuance Single Cards Fleet Cards
Issuance Yellow Cards	Single Cards Policy/Yellow Card or F Q + Issue YC
Void YC	O POLICY NUMBER O ISSUED ON O VALIDITY O YELLOW CARD O VEHICLE O INSURED O COUNTRIES COVERED O STATUS
Yellow Card Cancellations	
Cession Operations Cession Operations	

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

Singl	e Cards.						Policy/Yellow Card or F	Q + Issue YC
•	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
			1 1 I					

Showing 1 - 2 of 2	<	1	>	ø	C	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

B Dashboard	Yellow Card Issuance Single Cards Fleet Cards
Stock <	
Issuance	Single Cards PolicyYellow Card or F Q + Issue YC
Yellow Cards	-
Void YC	POLICY NUMBER ISSUED ON VALIDITY VELLOW CARD VEHICLE INSURED COUNTRIES COVERED STATUS
Yellow Card Cancellations	
Cession Operations	
Reports	
YC-MIS Version 3.0.0	\sim

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

Yellow Cards List

ingle Cards						Policy/Yellow Card or F	+ Issue Y
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
	\mathbf{O}						

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

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
	1)	
Created on 2018-06-13 06:21:03 by	y mokua83ke@gmail.com,		Print Preview e-Copy C Edit X Done

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

Edit Yellow Card Details

Yellow Card Policy E	dit			
Insured & Policy Vehicle Details Pr	remium			
Insured Type:*	Company	Company Name:	BIG TED LTD	٩
Email:*	mokua83ke@gmail.com	Mobile:*	+25675230202211	
Postal Address:*	PO BOX 7134	Postal Code:*	256	
Policy Validity				
Issued On:	13-06-2018	Policy Number:*	P0001344	
Valid From:	2018-06-13 00:00:00	Valid To:	2018-07-20 00:00:00	*
Yellow Card#:	TZ35111321			
Fields marked '*' are required			✓ Save × I	Done
No No	te that to you can select any of th	ne 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

Dashboard	Yellow Card Issuance	Single Carr	is Fleet Cards
🗞 Stock 🧹	Tettow Cara Issuance	ongio ouro	
🖉 Issuance 🛛 🗸 ┥	Single Cards	or F Q	+ Issue YC
Yellow Cards	-		
Void YC	• POLICY NUMBER • ISSUED ON • VALIDITY • YELLOW CARD • VEHICLE • INSURED • COUNTRIES COVERED	۰	STATUS \$
Yellow Card Cancellations			
Cession Operations			
Reports			
	\bigcirc		

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

Yellow Cards List

Yel	low Card Iss	suance					Si	ngle Cards	Fleet Cards
Sing	gle Cards						Cancel Policy/Yellow Card or	FQ	+ Issue YC
•	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
		$\overline{}$			\checkmark				
				Ľ)				

Then click on the Delete icon (2).

Click Delete and the record will be deleted.

Delete Yellow Card Confirm

Sing	gle Cards					Cancel	Policy/Yellow Card or F	Q + Issue Yo
•	POLICY NUMBER	♦ ISSUED ON	VALIDITY	YELLOW CARD	¢ VEHICLI	Confirm	TRIES COVERED	STATUS
	P0001344	13 Jun 2018	13-06-2018 - 20-07-2018	TZ35111321	GH177	Sure you want delete?	w,TZ	Issued
2	KL000	13 Jun 2018	13-06-2018 - 23-08-2018	TZ52452798	JKL999	Delete Cancel	W	Issued

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

B Dashboard	Yellow Card Issuance Single	e Card	s Fleet Cards
🗞 Stock <			-
Issuance *	Single Cards Policy/Yellow Card or F	Q	+ Issue YC
Yellow Cards			
Void YC	POLICY NUMBER • ISSUED ON • VALIDITY • YELLOW CARD • VEHICLE • INSURED • COUNTRIES COVERED	¢ :	STATUS \$
Yellow Card Cancellations			
Cession Operations			
Reports			

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

Yellow Cards List

ngle Cards						Policy/Yellow Card or F Q	+ Issue Ye
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
	\sim						

The System displays the Yellow Card details.

Yellow Cards Details

View Yellow Card Policy									
Insured & Policy Vehicle Details Premium									
Insured Type:	Company	Company Name:	BIG TED LTD						
Email:	mokua83ke@gmail.com	Mobile:	+25675230202211						
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	y mokua83ke@gmail.com, Updated on 2018-06-13 10:26:38 by mokua83ke@g	mail.com	Print Preview e-Copy						

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 Dashboard Single Cards Fleet Cards Yellow Card Issuance 🗞 Stock Issuance Policy/Yellow Card or F Q + Iss Single Cards Yellow Cards POLICY NUMBER ISSUED ON VALIDITY YELLOW CARD VEHICLE INSURED COUNTRIES COVERED • STATUS Void YC Yellow Card Cancellations Cession Operations Reports # YC-MIS Version 3.0.0

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

Yellow Cards List

ngle Cards						Policy/Yellow Card or F Q	+ Issue Y
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
	\smile						

The System displays the Yellow Card details.

Yellow Cards Details

View Yellow Card Policy									
Insured & Policy Vehicle Details Premium									
Insured Type:	Company	Company Name:	BIG TED LTD						
Email:	mokua83ke@gmail.com	Mobile:	+25675230202211						
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	1:03 by mokua83ke@gmail.com, Updated on 2018-06-13 10:26:38 by mokua83ke@	@gmail.com	Print Preview e-Copy 🖉 Edit 🗙 Done						

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

Yellow Card Preview

SSUED ON	13-06-2018	POLICY NO N° DE LA POLICE	P0001344	Y/C No N° DE CJ	TZ35111321
	GH177	ENGINE NO Nº DU MOTEUR	ENG1777	CHASSIS NO N° DU CHÃ,SSIS	CH7777
VEHICLE TYPE	Car	MAKE	ΤΟΥΟΤΑ	USE	Private
VALID FROM	13-06-2018	VALID TO VALABLE AU	20-07-2018	COUNTRIES COVERED PAYS APPLICABLES	ZM, ZW, TZ,
	BIG TED LTD			ADDRESS ADDRESSE	PO BOX 7134, 256
INSURER ASSUREUR				ADDRESS ADDRESSE	PO BOX 7134 , 251 DAR ES SALAAM
	TZS 100,000.00			TAX TAX	TZS 100.00
	NAME AND ADDRESS OF B				
	A ET ADDRESSE DU BUREA		SOUSCRIPTEUR S	IGNAIUHE	
P. O. Box 92	64 Dar- <mark>Es-Sa</mark> laam, Tanzania	, N/A Dar es salaam			

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

B Dashboard Stock	Yellow Card Issuance	Single Cards	Fleet Cards
Issuance	Single Cards	Policy/Yellow Card or F Q +	Issue YC
Void YC	POLICY NUMBER ISSUED ON VALIDITY VELLOW CARD VEHICLE INSURED COUNTRIE	S COVERED \$ STA	ATUS ¢
Yellow Card Cancellations			
Cession Operations			
Reports			
	\bigcirc		

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

Yellow Cards List

					Policy/Yellow Card or F Q	+ Issue Ye
ISSUED ON	VALIDITY	YELLOW CARD	♦ VEHICLE	INSURED	COUNTRIES COVERED	STATUS
13 Jun 2018	13-06-2018 - 20-07-2018	TZ35111321	GH177	BIG TED LTD	ZM,ZW,TZ	Issued
13 Jun 2018	13-06-2018 - 23-08-2018	TZ52452798	JKL999	TEST_COMP2	UG,ZW	Issued
\bigcirc						
	13 Jun 2018	13 Jun 2018 13-06-2018 - 20-07-2018	13 Jun 2018 13-06-2018 - 20-07-2018 TZ35111321	13 Jun 2018 13-06-2018 - 20-07-2018 TZ35111321 GH177	13 Jun 2018 13-06-2018 - 20-07-2018 TZ35111321 GH177 BIG TED LTD	• ISSUED ON • VALIDITY • YELLOW CARD • VEHICLE • INSURED • COUNTRIES COVERED 13 Jun 2018 13-06-2018 - 20-07-2018 TZ35111321 GH177 BIG TED LTD ZM,ZW,TZ

The System displays the Yellow Card details.

Yellow Cards Details

View Yellow Co	ard Policy		
Insured & Policy Vehicle De	tails Premium		
Insured Type:	Company	Company Name:	BIG TED LTD
Email:	mokua83ke@gmail.com	Mobile:	+25675230202211
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, Updated on 2018-06-13 10:26:38 by mokua83ke@	@gmail.com	Print Preview e-Copy 🕼 Edit 🗙 Done

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

Yellow Card Preview

SSUED ON	13-06-2018	POLICY NO Nº DE LA POLICE	P0001344	Y/C № N° DE CJ	TZ35111321
	GH177	ENGINE NO Nº DU MOTEUR	ENG1777	CHASSIS NO N° DU CHÃ,SSIS	СН7777
YEHICLE TYPE	Car		τογοτα	USE	Private
	13-06-2018	VALID TO VALABLE AU	20-07-2018	COUNTRIES COVERED PAYS APPLICABLES	ZM, ZW, TZ,
NSURED	BIG TED LTD			ADDRESS ADDRESSE	PO BOX 7134, 256
NSURER ASSUREUR	TEST_DOC_PIC			ADDRESS ADDRESSE	PO BOX 7134 , 251 DAR ES SALAAM
	TZ <mark>S 100,000.00</mark>			TAX TAX	TZS 100.00
1 CANTON NO	NAME AND ADDRESS OF E	- CART-			
NOM ET ADDRESSE DU BUREAU EMETTEU National Insurance Corporation of Tanzania Ltd P. O. Box 9264 Dar-Es-Salaam, Tanzania, NA Dar es salaam		SUBSCHIPTEON SI	GIVAI DHE		

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

□ ★ ↓ 1 of 1			- + 80	% ÷			21 📮 🖪 🔳 🛸
	ISSUED ON DÉLIVRÉE LE	13-06-2018	POLICY NO Nº DE LA POLICE	P0001344	Y/C NO N° DE CJ	TZ35111321	
	REGISTRATION NO N°D'MATRICULATION	GH177	ENGINE NO Nº DU MOTEUR	ENG1777	CHASSIS NO N° DU CHÁSSIS	CH7777	
	VEHICLE TYPE TYPE DE VÉHICULE	Car	MAKE MAQUE	ΤΟΥΟΤΑ	USE USAGE	Private	
	VALID FROM VALABLE DU	13-06-2018	VALID TO VALABLE AU	20-07-2018	COUNTRIES COVERED PAYS APPLICABLES	D ZM, ZW, TZ	
	INSURED ASSURÉ	BIG TED LTD			ADDRESS ADDRESSE	PO BOX 7134 256	
	INSURER ASSUREUR	TEST_DOC_PIC			ADDRESS ADDRESSE	PO BOX 7134 251	\bigcap
	PREMIUM	TZS 100000			TAX TAX	TZS 100	
	NOM ET	ALE AND ADDRESS OF BI ADDRESSE DU BUREAU Insurance Corporation of Dar-Es-Salaam, Tanzania	J ÉMETTEUR	UNDERWRITER SI SOUSCRIPTEUR S	GNATURE IGNATURE		
	ISSUED ON DÉLIVRÉE LE	13-06-2018	POLICY NO N° DE LA POLICE	P0001344	Y/C NO № DE CJ	TZ35111321	
	REGISTRATION NO N°D'IMATRICULATION	GH177	ENGINE NO Nº DU MOTEUR	ENG1777	CHASSIS NO Nº DU CHÁSSIS	CH7777	
	VEHICLE TYPE TYPE DE VÉHICULE	Car	MAKE MAQUE	ΤΟΥΟΤΑ	USE USAGE	Private	
	VALID FROM VALABLE DU	13-06-2018	VALID TO VALABLE AU	20-07-2018	COUNTRIES COVEREI PAYS APPLICABLES		
	INSURED ASSURE	BIG TED LTD			ADDRESS ADDRESSE ADDRESS	PO BOX 7134 256	
	INSURER ASSUREUR PREMIUM	TEST_DOC_PIC			ADDRESSE ADDRESSE TAX	PO BOX 7134 251	
	PRIME	12.5 100000			TAX	120 100	
	NOM ET National II	AE AND ADDRESS OF BI ADDRESSE DU BUREAL Insurance Corporation of Dar-Es-Salaam, Tanzania	J ÉMETTEUR Tanzania Ltd	UNDERWRITER SI SOUSCRIPTEUR S	GNATURE GINATURE		

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

Print Yellow Card

É Firefox	File	Edit	View	History	Bo
	Ne Ne Op Clo	w Tab w Wind w Priva en File ose Tab ose Wir	ate Wind	ት ow	€O €W
		ve Pago ail Link		9	€S
		ge Setu nt	ıp	f	ŧР
	Wo	ork Offl	ine		



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 × MESA CARTE JAUNE - YELLOW CARD ISSUED ON POLICY NO Y/C No 13-06-2018 P0001344 TZ35111321 DELIVREE LE N° DE LA POLICE N° DE CJ **REGISTRATION NO** ENGINE NO CHASSIS NO GH177 ENG1777 CH7777 N°D'IMATRICULATION Nº DU CHÃ,SSIS Nº DU MOTEUR VEHICLE TYPE MAKE USE TOYOTA Private Car TYPE DE VÉHICULE MAQUE USAGE VALID FROM VALID TO COUNTRIES COVERED 13-06-2018 20-07-2018 ZM, ZW, TZ, VALABLE AU VALABLE DU PAYS APPLICABLES INSURED ADDRESS **BIG TED LTD** PO BOX 7134, 256 ASSURE ADDRESSE INSURER ADDRESS TEST_DOC_PIC PO BOX 7134 , 251 DAR ASSUREUR ADDRESSE ES SALAAM PREMIUM TAX TZS 100,000.00 TZS 100.00 PRIME TAX UNDERWRITER SIGNATURE NAME AND ADDRESS OF BUREAU SOUSCRIPTEUR SIGNATURE NOM ET ADDRESSE DU BUREAU EMETTEU National Insurance Corporation of Tanzania Ltd P. O. Box 9264 Dar-<mark>Es-Sa</mark>laam, Tanzania, N/A Dar es sala 🔒 Re-Print × Close

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

	/ellow (Card Issuan	Ce							Sing	le Carc	ds Fleet Cards	ļ
S	ingle Ca	ards					đ û	× Cancel	Renew	Policy/Yellow Card or F	۹	+ Issue YC	
0	POLICY	Y NUMBER 🗣	ISSUED ON	VALIDITY	YELLOW CARD	♦ VEHICLE	¢	INSURED	¢ (COUNTRIES COVERED	¢	STATUS	\$
	P00013	344	13 Jun 2018	13-06-2018 - 20-07-2018	TZ35111321	GH177		BIG TED LTD	Z	ZM,ZW,TZ		Printed	

Re-print an issued Yellow Card.



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

B Dashboard	Yellow Card Issuance	Single Ca	rds Fleet Cards
🖓 Stock 🤟			
Issuance <	Single Cards	cy/Yellow Card or F Q	+ Issue YC
Yellow Cards			
Void YC		1ED \$	STATUS \$
Yellow Card Cancellations			
Cession Operations			
Reports			
# YC-MIS Version 3.0.0			

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

Yellow Cards List

• 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	ingle Cards						Policy/Yellow Card or F	Q + Issue YC
K	POLICY NUMBER	ISSUED ON	VALIDITY	YELLOW CARD	♦ VEHICLE	• INSURED	COUNTRIES COVERED	STATUS
KL000 13 Jun 2018 13-06-2018 - 23-08-2018 TZ52452798 JKL999 TEST_COMP2 UG,ZW Issued	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

The System displays the Yellow Card details.

Yellow Cards Details

View Yellow Card	Policy		
Insured & Policy Vehicle Details	Premium		
Insured Type:	Company	Company Name:	BIG TED LTD
Email:	mokua83ke@gmail.com	Mobile:	+25675230202211
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
		1	
Created on 2018-06-13 06:21:03 b	y mokua83ke@gmail.com, Updated on 2018-06-13 10:26:38 by mokua83ke@g	mail.com	Print Preview e-Copy C Edit X Done

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

Yellow Card Re-Print

A STREET OF CASE		co			
Contrast Califie State		CARTE JAL			0
SSUED ON DELIVREE LE	13-06-2018	POLICY NO	P0001344	Y/C No N° DE CJ	TZ35111321
REGISTRATION NO	GH177	ENGINE NO N° DU MOTEUR	ENG1777	CHASSIS NO N° DU CHÃ,SSIS	СН7777
VEHICLE TYPE	Car	MAKE	ΤΟΥΟΤΑ	USE	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
	TZ <mark>S 100,000.00</mark>			TAX TAX	TZS 100.00
NC	NAME AND ADDRESS OF B		UNDERWRITER SIC SOUSCRIPTEUR SI		
	onal Insurance Corporation of 9264 Dar-Es-Salaam, Tanzania				

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 [YC-MIS] e-YC Re-print Notification > Inbox × Pellow Card <Y@comesa.int> 11:02 AM (0 minutes ago) * • • : Dear BIG TED LTD, Your COMESA Yellow Card Number 'TZ35111321' has been re-printed at TEST_DOC_BRANCH (by TEST_BU TEST_BU) at 14-06-2018 05:02:21. Click the following link to view your Yellow Card: "TZ35111321"

• 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

152

□			- + 80	% ÷			2 📮 🖪 🔳 🚿
	ISSUED ON DÉLIVRÉE LE	13-06-2018	POLICY NO Nº DE LA POLICE	P0001344	Y/C NO № DE CJ	TZ35111321	
	REGISTRATION NO N°D1MATRICULATION	GH177	ENGINE NO Nº DU MOTEUR	ENG1777	CHASSIS NO Nº DU CHÁSSIS	CH7777	
	VEHICLE TYPE TYPE DE VÉHICULE	Car	MAKE MAQUE	ΤΟΥΟΤΑ	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 ASSURÉ	BIG TED LTD			ADDRESS ADDRESSE	PO BOX 7134 256	
	INSURER ASSUREUR	TEST_DOC_PIC			ADDRESS ADDRESSE	PO BOX 7134 251	
	PREMIUM	TZS 100000			TAX TAX	TZS 100	
	NOM ET National II	IE AND ADDRESS OF B ADDRESSE DU BUREAU Insurance Corporation of Iar-Es-Salaam, Tanzania	<i>l ÉMETTEUR</i> Tanzania Ltd	UNDERWRITER SI SOUSCRIPTEUR S	SNATURE IGNATURE		
	ISSUED ON DÉLIVRÉE LE	13-06-2018	POLICY NO Nº DE LA POLICE	P0001344	Y/C NO N° DE CJ	TZ35111321	
	REGISTRATION NO N°D'IMATRICULATION		ENGINE NO Nº DU MOTEUR	ENG1777	CHASSIS NO Nº DU CHÁSSIS	CH7777	
	VEHICLE TYPE TYPE DE VÉHICULE	Car	MAKE MAQUE	ΤΟΥΟΤΑ	USE USAGE	Private	
	VALID FROM VALABLE DU	13-06-2018	VALID TO VALABLE AU	20-07-2018	COUNTRIES COVEREI PAYS APPLICABLES		
	INSURED ASSURÉ	BIG TED LTD			ADDRESS ADDRESSE	PO BOX 7134 256	
	INSURER ASSUREUR PREMIUM	TEST_DOC_PIC			ADDRESS ADDRESSE TAX	PO BOX 7134 251	
	PRIME	TZS 100000			TAX	120 100	
	NOM ET National II	tE AND ADDRESS OF BI ADDRESSE DU BUREAU Isurance Corporation of Iar-Es-Salaam, Tanzania	<i>l ÉMETTEUR</i> Tanzania Ltd	UNDERWRITER SI SOUSCRIPTEUR S	SNATURE IGNATURE		

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

Print Yellow Card

🗯 Firefox	File	Edit	View	History	Bo
	Ne Ne Op Clo	w Tab w Wind w Priva en File ose Tab ose Wir	ate Wind	ያ ow	€O €W
		ve Page ail Link		9	€ S
	Pag	ge Seti	q.		
	Pri	nt		9	€P
	Wo	ork Offl	ine		



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.



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 follo	owing 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:

Vehic le Regis tratio n Num ber	e Num	Chass is Num ber	Color	Type Of Body	Make	Use Of Vehic le	le	Prem ium	Тах	Coun tries Cove red	Polic y Num ber	Valid From	
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

le	e Num	Chass is Num ber	Color	Type Of Body	Make	Use Of Vehic le	le	Prem ium	Tax	Coun tries Cove red	Polic y Num ber	Valid From	Valid To
VBN 4014 Q	H22A M037 35	6U90 000B B4120 2329	WHIT E	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 Vehics Unit. The system will validat e if the Regist ration numb er being captur ed has an existin g valid Yellow Card that.	-	Required
Engine Number	The Engine number of the vehicle unit.	f String	Required
Chassis Number	The chassis number o the vehicle unit.	f String	This is a required field.
Color	The color of the vehic unit.	le String	This is a required field.

Name	Description	Format	Allowed Values
Type Of Body	Description The type of body of the vehicle unit Image: second s	String	Anowed valuesThis is a required field. Valid Options are give below:• Bus• Convertible• Coupe• Hatchback• Jeep• Motorcyle• MUV/SUV• Pickup• Primemover• Sedan• Tanker• Trailer• 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

B Dashboard	Yellow Card Is:	suance			·)		Sing	e Cards
Issuance Yellow Cards	Single Cards						Policy/Yellow Card or F	Q + Issue YC
Void YC		ISSUED ON	VALIDITY	YELLOW CARD	VEHICLE	INSURED	COUNTRIES COVERED	STATUS
Yellow Card	P0001344	13 Jun 2018	13-06-2018 - 20-07-2018	TZ35111321	GH177	BIG TED LTD	ZM,ZW,TZ	Printed
Cancellations	P00018	15 Jun 2018	28-06-2018 - 28-09-2018	TZ70774162	VBN 9019Q	BIG TED 2 LTD	UG,ZM	Issued
Cession Operations	P00012	15 Jun 2018	28-06-2018 - 28-09-2018	TZ28473013	VBN 3013Q	BIG TED 2 LTD	UG,ZM	Issued
Reports	P00011	15 Jun 2018	28-06-2018 - 28-09-2018	TZ36541666	VBN 2012Q	BIG TED 2 LTD	UG,ZM	Issued
E YC-MIS Version 3.0.0	P00010	15 Jun 2018	28-06-2018 - 28-09-2018	TZ73711560	VBN 1011Q	BIG TED 2 LTD	ZM,UG	Issued
	P00014	15 Jun 2018	28-06-2018 - 28-09-2018	TZ58908725	VBN 5015Q	BIG TED 2 LTD	ZM,UG	Issued
	P00016	15 Jun 2018	28-06-2018 - 28-09-2018	TZ44584171	VBN 7017Q	BIG TED 2 LTD	ZM,UG	Issued
	P00013	15 Jun 2018	28-06-2018 - 28-09-2018	TZ46646401	VBN 4014Q	BIG TED 2 LTD	UG,ZM	Issued
	P00017	15 Jun 2018	28-06-2018 - 28-09-2018	TZ18275951	VBN 8018Q	BIG TED 2 LTD	UG,ZM	Issued
	P00015	15 Jun 2018	28-06-2018 - 28-09-2018	TZ15146877	VBN 6016Q	BIG TED 2 LTD	ZM,UG	Issued
						Showing 1 - 10 of 10	0 0 < 1 > 0	2 No selection

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

Fleet Issuance Add

Yellov	w Card Issuance				Single Cards Fleet Cards
FLeet (Cards				Policy/Yellow Card or F Q + Add
0	ISSUED ON	ISSUED ON	INSURED EMAIL	INSURED ADDRES	s 🔶
				(1	

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

New Fleet Cards				
Common Details Yellow Cards				
Issued On	15-06-2018	Fleet Document(csv):	Browse No file selected.	Process
Details of Insured				
Insured Type:*	Individual	First & Last Name :	٩	
Email:		Mobile:*		
Postal Address:		Postal Code:*		
Fields marked *** are required			✓ Save X Car	icel

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

New Fleet Cards		
Common Details Yellow Cards		
Issued On	15-06-2018	Fleet Document(csv): Browse No file selected. Process
Details of Insured		
Insured Type:*	Company	Company Name:
Email:		Mobile:*
Postal Address:		Postal Code:*
Fields marked '*' are required		✓ Save X Cancel

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

New Fleet Cards			
Common Details Yellow Cards	2		
Issued On	15-06-2018	Fleet Document(csv):	Browse leet_format.csv
Details of Insured			
Insured Type:*	Company	Company Name:	٩
Email:		Mobile:*	
Postal Address:		Postal Code:*	
Fields marked ** are required			Save X Cancel

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:

EST_DOC_BRANCH ✿ EN ▼		Failure! {"Validation failure":"Issuing Country can't	be part	Settings • ? Hel	p ▼ 🛔 TEST_BU TEST_BU ▼
New Fleet Cards		Countries of Covered {TZ}"}	be part 🗶		
Common Details Yellow Cards					
Issued On	15-06-2018		Fleet Document(csv):	Browse fleet_format.csv	Process
Details of Insured					
Insured Type:*	Individual	·	First & Last Name :	Q	
Email:			Mobile:*		
Postal Address:			Postal Code:*		

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

ninon E	Details Yellow C										
YEL	LOW CARD#	REG#	ENGINE#	CHASSIS#	COLOR	TYPE OF BODY	MAKE	USE OF VEHICLE	VEHICLE TYPE	VALID FROM	VALID TO
TZ9	5865492	KBN 1011Q	H22A M03737	6U90000BB41202329	RED	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-191
TZ5	9415140	KBN 2012Q	H22A M03738	6U90000BB41202329	BLUE	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-191
TZ1	5430333	KBN 3013Q	H22A M03739	6U90000BB41202329	GREEN	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-191
TZ8	7776768	KBN 4014Q	H22A M03735	6U90000BB41202329	WHITE	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-191
TZ4	052190	KBN 5015Q	H22A M03734	6U90000BB41202329	ORANGE	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-191
TZ8	1134268	KBN 6016Q	H22A M03733	6U90000BB41202329	BLACK	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-191
TZ3	7065231	KBN 7017Q	H22A M03732	6U90000BB41202329	RED	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-191
TZ6	2691568	KBN 8018Q	H22A M03731	6U90000BB41202329	RED	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-191
TZ2	2482210	KBN 9019Q	H22A M03737	6U90000BB41202329	RED	Hatchback	Chevrolet	Commercial	Car	28-06-2018	01-08-191

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.Image: Constraint of 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

New Fleet Cards	C	`	
Common Details Yellow Cards			
Issued On	15-06-2018	Fleet Document(csv):	Browse No file selected. Process
Details of Insured			
Insured Type:*	Company	Company Name:	BIG TED 2 LTD Q
Email:	mokua83ke@gmail.com	Mobile:*	+256752302022
Postal Address:	PO BOX 1278	Postal Code:*	251
		2	
Fields marked '*' are required			✓ Save ★ Cancel

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 ()								
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 🛛 🗙 Don	е				

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:

Bo Dashboard	Yellow Card Is	suance		(3)		Single	Cards Fleet Card
🖉 Issuance 🗲 🗸	Single Cards						Policy/Yellow Card or F	Q + Issue YC
Yellow Cards		ISSUED ON	¢ VALIDITY	YELLOW CARD	VEHICLE	INSURED	COUNTRIES COVERED	STATUS
Yellow Card	D P0001344	13 Jun 2018	13-06-2018 - 20-07-2018	TZ35111321	GH177	BIG TED LTD	ZM,ZW,TZ	Printed
Cancellations	P00018	15 Jun 2018	28-06-2018 - 28-09-2018	TZ70774162	VBN 9019Q	BIG TED 2 LTD	UG,ZM	Issued
Cession Operations	P00012	15 Jun 2018	28-06-2018 - 28-09-2018	TZ28473013	VBN 3013Q	BIG TED 2 LTD	UG,ZM	Issued
YC-MIS Version 3.0.0	P00011	15 Jun 2018	28-06-2018 - 28-09-2018	TZ36541666	VBN 2012Q	BIG TED 2 LTD	UG,ZM	Issued
	P00010	15 Jun 2018	28-06-2018 - 28-09-2018	TZ73711560	VBN 1011Q	BIG TED 2 LTD	ZM,UG	Issued
	P00014	15 Jun 2018	28-06-2018 - 28-09-2018	TZ58908725	VBN 5015Q	BIG TED 2 LTD	ZM,UG	Issued
	P00016	15 Jun 2018	28-06-2018 - 28-09-2018	TZ44584171	VBN 7017Q	BIG TED 2 LTD	ZM,UG	Issued
	P00013	15 Jun 2018	28-06-2018 - 28-09-2018	TZ46646401	VBN 4014Q	BIG TED 2 LTD	UG,ZM	Issued
	P00017	15 Jun 2018	28-06-2018 - 28-09-2018	TZ18275951	VBN 8018Q	BIG TED 2 LTD	UG,ZM	Issued
	P00015	15 Jun 2018	28-06-2018 - 28-09-2018	TZ15146877	VBN 6016Q	BIG TED 2 LTD	ZM,UG	Issued
						Showing 1 - 10 of 10	⊙ < 1 > ⊙	C No selectio

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

Fleet List

Yel	low Card Issuan	се		Single Cards F	leet Cards
FLee	et Yellow Cards			Policy/Yellow Card or F Q	+ Add
0	♦ ISSUED ON	♦ INSURED NAME	♦ INSURED EMAIL	INSURED ADDRESS	\$
	15-06-2018	BIG TED 2 LTD	mokua83ke@gmail.com	PO BOX 123 (256)	

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

Dashboard Stock	Yellow Card Is	suance	(3)		Sing	e Cards Fleet Cards
Issuance Yellow Cards	Single Cards						Policy/Yellow Card or F	Q + Issue YC
Void YC		♦ ISSUED ON	VALIDITY	♦ YELLOW CARD	VEHICLE	INSURED	COUNTRIES COVERED	STATUS
Yellow Card	P0001344	13 Jun 2018	13-06-2018 - 20-07-2018	TZ35111321	GH177	BIG TED LTD	ZM,ZW,TZ	Printed
Cancellations	P00018	15 Jun 2018	28-06-2018 - 28-09-2018	TZ70774162	VBN 9019Q	BIG TED 2 LTD	UG,ZM	Issued
Cession Operations	P00012	15 Jun 2018	28-06-2018 - 28-09-2018	TZ28473013	VBN 3013Q	BIG TED 2 LTD	UG,ZM	Issued
Reports	P00011	15 Jun 2018	28-06-2018 - 28-09-2018	TZ36541666	VBN 2012Q	BIG TED 2 LTD	UG,ZM	Issued
E YC-MIS Version 3.0.0	P00010	15 Jun 2018	28-06-2018 - 28-09-2018	TZ73711560	VBN 1011Q	BIG TED 2 LTD	ZM,UG	Issued
	P00014	15 Jun 2018	28-06-2018 - 28-09-2018	TZ58908725	VBN 5015Q	BIG TED 2 LTD	ZM,UG	Issued
	P00016	15 Jun 2018	28-06-2018 - 28-09-2018	TZ44584171	VBN 7017Q	BIG TED 2 LTD	ZM,UG	Issued
	P00013	15 Jun 2018	28-06-2018 - 28-09-2018	TZ46646401	VBN 4014Q	BIG TED 2 LTD	UG,ZM	Issued
	P00017	15 Jun 2018	28-06-2018 - 28-09-2018	TZ18275951	VBN 8018Q	BIG TED 2 LTD	UG,ZM	Issued
	P00015	15 Jun 2018	28-06-2018 - 28-09-2018	TZ15146877	VBN 6016Q	BIG TED 2 LTD	ZM,UG	Issued

 Showing 1 - 10 of 10
 Image: Constraint of the second second

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

Fleet List

Yellow Card Issuance	ce		Single Cards Fleet Cards
FLeet Yellow Cards			Policy/Yellow Card or F Q + Add
	INSURED NAME	INSURED EMAIL	INSURED ADDRESS
15-06-2018	BIG TED 2 LTD	mokua83ke@gmail.com	PO BOX 123 (256)
		2	

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

Dashboard Stock <	Yellow Card I	ssuance	\bigcirc	(3)		Sin	gle Cards
Issuance	Single Cards						Policy/Yellow Card or F	Q + Issue YC
Void YC		ISSUED ON	VALIDITY	YELLOW CARD	VEHICLE	INSURED	COUNTRIES COVERED	STATUS
Yellow Card	D P0001344	13 Jun 2018	13-06-2018 - 20-07-2018	TZ35111321	GH177	BIG TED LTD	ZM,ZW,TZ	Printed
Cancellations	P00018	15 Jun 2018	28-06-2018 - 28-09-2018	TZ70774162	VBN 9019Q	BIG TED 2 LTD	UG,ZM	Issued
Cession Operations	P00012	15 Jun 2018	28-06-2018 - 28-09-2018	TZ28473013	VBN 3013Q	BIG TED 2 LTD	UG,ZM	Issued
Reports	P00011	15 Jun 2018	28-06-2018 - 28-09-2018	TZ36541666	VBN 2012Q	BIG TED 2 LTD	UG,ZM	Issued
YC-MIS Version 3.0.0	P00010	15 Jun 2018	28-06-2018 - 28-09-2018	TZ73711560	VBN 1011Q	BIG TED 2 LTD	ZM,UG	Issued
	P00014	15 Jun 2018	28-06-2018 - 28-09-2018	TZ58908725	VBN 5015Q	BIG TED 2 LTD	ZM,UG	Issued
	P00016	15 Jun 2018	28-06-2018 - 28-09-2018	TZ44584171	VBN 7017Q	BIG TED 2 LTD	ZM,UG	Issued
	P00013	15 Jun 2018	28-06-2018 - 28-09-2018	TZ46646401	VBN 4014Q	BIG TED 2 LTD	UG,ZM	Issued
	P00017	15 Jun 2018	28-06-2018 - 28-09-2018	TZ18275951	VBN 8018Q	BIG TED 2 LTD	UG,ZM	Issued
	P00015	15 Jun 2018	28-06-2018 - 28-09-2018	TZ15146877	VBN 6016Q	BIG TED 2 LTD	ZM,UG	Issued
						Showing 1 - 10 of 10) 3 < 1 > 9	C No selectio

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

Fleet Delete

Yellow	w Card Issuance				Single Cards Fleet Cards
FLeet Y	ellow Cards			Ø	Policy/Yellow Card or F Q + Add
•	SSUED ON	INSURED NAME	♦ INSURED EMAIL	÷	INSURED ADDRESS \$
	15-06-2018	BIG TED 2 LTD	mokua83ke@gmail.com		PO BOX 123 (256)
			2		

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

Yel	low Card Issuan	ice		Single Cards Fleet Ca
FLee	et Yellow Cards			Image: Control of the second secon
	ISSUED ON	♦ INSURED NAME	INSURED EMAIL	Confirm
	15-06-2018	BIG TED 2 LTD	mokua83ke@gmail.com	Sure you want delete?
				Delete Cancel

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

Dashboard	Yellow Card Issue	3000					Single	e Cards Fleet Cards
So Stock <	Tellow Curu 1550	ance	(1)					
Issuance Yellow Cards	Single Cards		\bigcirc				Policy/Yellow Card or F	Q + Issue YC
Void YC		ISSUED ON	VALIDITY	YELLOW CARD	VEHICLE	INSURED	COUNTRIES COVERED	STATUS
Yellow Card	P0001344	13 Jun 2018	13-06-2018 - 20-07-2018	TZ35111321	GH177	BIG TED LTD	ZM,ZW,TZ	Printed
Cancellations	P0001344/2018	21 Jun 2018	21-06-2018 - 28-07-2018	TZ49949096	ZAP119	TEST_COMP_UG2	ZW,UG	Printed
Cession Operations								
Reports								
E YC-MIS Version 3.0.0			χ^2					

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

ingle Cards					Cancel	Renew ZAP119	Q + Issue Y
POLICY NUMBER	♦ ISSUED ON	VALIDITY	YELLOW CARD	VEHICLE	INSURED	COUNTRIES COVERED	¢ STATUS
P0001344/2018	21 Jun 2018	21-06-2018 - 28-07-2018	TZ49949096	ZAP119	TEST_COMP_UG2	ZW,UG	Printed

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

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:*	-						
Premium Refund:		0.00 TZS	Premium Refund Tax:	0.00 TZS						
Exchange Rate:	0.000270		Premium Refund(USD):							
Cancellation Reason:*										
Fields marked "" are required				Save Save						

Fields marked * are mandatory.

Table 7. Yellow Card Tab Fields

Field	Description				
Yellow Card	The Yellow Card number that we want to Cance				
	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 Cance	llation						
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
	OO 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

New	Yellow Card Cancellation					
Yellow Car	d Evidence of Cancellation					
#	DOCUMENT NAME	FILE NAME	SIZE	PROGRESS		
Add Docu	ment					
Fields mar	ked *** are required				Save 🗙 C	Cancel
					Save X C	Jancel

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

Upload Cancellation Evidence

New Yellow Card Cancellation	
Yellow Card Evidence of Cancellation	
# DOCUMENT NAME	FILE NAME SIZE PROGRESS
1 Browse No file selected.	-
Add Document	3
Fields marked "" are required	Save X Cancel

- 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

New Yellow Card Cancellation				
Yellow Card Evidence of Cancellation				
# DOCUMENT NAME	FILE NAME	SIZE PI	ROGRESS	
1 YC_TZ49949096_CANCELLED Browse YC_TZ49949096_CANCELLED.pdf	YC_TZ49949096_CANCELLED.pdf	4.2 kB	1	
Add Document				

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

Yellow Card Cancellation					
Yellow Card Evidence of Cancellation					
Yellow Card:	TZ35111321	Yellow Card Validity:	13-06-2018 - 20-07-2018		
Issued On	13-06-2018	Vehicle Registration	GH177		
Insured Name		Insured Email	mokua83ke@gmail.com		
Cancellation Details					
Cancellation Details					
Cancellation Details	23-06-2018	Cancellation Type:	Cancelled		
	23-06-2018 TZS 0.00	Cancellation Type: Cancellation Reason:	Cancelled Trip cancelled		

How do i upload more than one file?

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

Upload Cancellation Evidence

Ne	w Yellow Card Can	cellation			
Yellow	Card Evidence of Cancellation				
#	DOCUMENT NAME		FILE NAME	SIZE	PROGRESS
1	YC_TZ49949096_CANCELLED	Browse YC_TZ49949096_CANCELLED.pdf	YC_TZ49949096_CANCELLED.pdf	4.2 kB	± 😐
Add I	Document				
		\bigcirc			
Fields	marked '*' are required				✓ Save X Cancel

Then fill the details as described above.

Upload Cancellation Evidence

DOCUMENT NAME	FILE NAME	SIZE	PROGRESS	
YC_TZ49949096_CANCELLED Browse YC_TZ49949096_CANCELLED.pdf	YC_TZ49949096_CANCELLED.pdf	4.2 k	в	±
Browse No file selected.		-		<u>±</u>

How do i remove an uploaded file?

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

Remove Cancellation Evidence

llow Card	Evidence of Cancellation				
DOCUN	IENT NAME		FILE NAME	SIZE	PROGRESS
YC_T	Z49949096_CANCELLED	Browse YC_TZ49949096_CANCELLED.pdf	YC_TZ49949096_CANCELLED.pdf	4.2 kB	±
YC_T	Z49949096_CANCELLED_2	Browse YC_TZ49949096_CANCELLED.pdf	YC_TZ49949096_CANCELLED.pdf	4.2 kB	±
dd Document	1				0

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

Dashboard		(🕒 🗸 Yellow Card# Q
🗞 Stock 🛛 <	Yellow Card Cancellati	ons		
🖉 Issuance 🛛 🔶	CANCELLED ON	CANCELLATION TYPE	♦ PREMIUM REFUND	♦ YELLOW CARD#
Yellow Cards	23-06-2018		TZS 0.00	TZ49949096
Void YC	23-06-2018	Cancelled	TZS 0.00	TZ35111321
Yellow Card Cancellations				
Cession Operations				
Reports		2		

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

Yel	low	Card Cancellations		2		ß		TZ35111321	٩
0	\$	CANCELLED ON	CANCELLATION TYPE		PREMIUM REFUND	4	YELLOW CARD#		¢
		23-06-2018	Cancelled		TZS 0.00		TZ35111321		
			1						

Yellow Cancellation Details

Yellow Card Cancellation						
Yellow Card Evidence of Cancellation						
Yellow Card:	TZ35111321	Yellow Card Validity:	13-06-2018 - 20-07-2018			
Issued On	13-06-2018	Vehicle Registration	GH177			
Insured Name		Insured Email	mokua83ke@gmail.com			
Cancellation Details	Cancellation Details					
Cancellation Date:	23-06-2018	Cancellation Type:	Cancelled			
Premium Refund:	TZS 0.00	Cancellation Reason:	Trip cancelled			
Exchange Rate:	0.000270	Premium Refund(USD):	0.00			



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

Yello	ow Card Cancellation				
Yellow C	ard Evidence of Cancellation				
#	DOCUMENT NAME	FILE NAME	SIZE	PROGRESS	
1	evidence	YC_TZ49949096_CANCELLED.pdf	4.2 kB		1



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

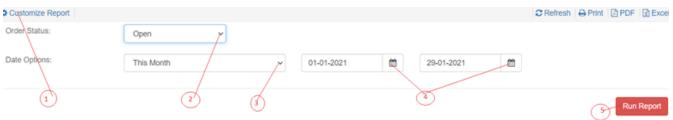
Log into the system as a Branch Underwriter. Then on the left menu, click on Reports Menu Item (1), and then on the right menu, Branch Orders (2), as shown below.

Branch Order

2 Dashboard	Reporting & Analytics
Stock <	
Issuance <	PIC
Reports	> Branch Orders
E YC-MIS Version 3.0.0	Signature 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

e-YC SUMMARY OF YELLOW CARD BOOKLETS SUPPLIED TO BRANCHES							
			From 01 A	ug 2019 To 31 Aug 2020			
Order#	Message	Status	Branch	Country	Requested On	#Of Books Requested	
1006844		Closed	SONARWA G.I HEAD OFFICE	Rwanda	07-11-2019	5	

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

2 Dashboard	Reporting & Analytics
🗞 Stock <	
Issuance <	PIC
Reports	> Branch Orders
	> Branch Supplies
	> Yellow Cards Issued
	Ž

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

Customize Report							C Refresh	🔒 Print	🔄 PDF	Excel
Status:	Received									
Date Options:	This Month	Y	01-01-2021	۲	29-01-2021	Ħ				
(1)	(2)	3			Ò			B	Run I	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	28-06-2018
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

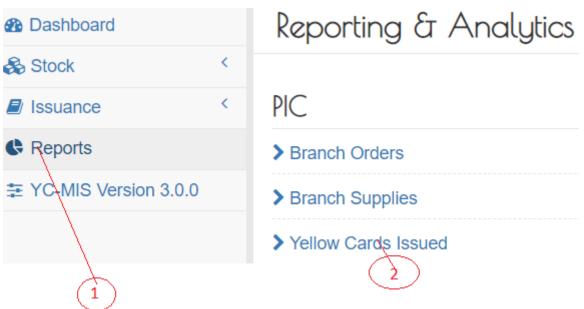
Branch Supplies Report Details

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

Customize Report		C Refresh 🖨 Print 🖄 PDF 🕅 Excel
Period:	01-01-2021	
ð	Ø	Run Report

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:

Dashboard	Handling Bureau Requests Relimbursements Request Confirm
Stock <	
Reimbursements Y	Requests Ref# Q +Rec
Issuing Bureau	REFERENCE#
Re-Insurance Pool Reports	TZ/28/2/2020/000141 28-02- 2020 TZS 991,685.65 435.35 New TZ/28/2/2020/000274 ZSIC GI - National Bureau of Zambia
	3

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

Request details

HB Reques	st #TZ/28	3/2/2020/000141			
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	S):	341,685.65	Handling Fee (USD):	150.00	
Claim Amount Se	ettled(TZS):	650,000.00	Claim Amount Settled (USD):	285.35	
Amount Requeste	ed(TZS):	991,685.65	Amount Requested(USD):	435.35	
Request Doc	uments				
# [DOCUMENT NAME	E	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), shown below: as Dashboard Requests Reimbursements Request Confir Handling Bureau Stock Reimbursements Q +Re Acknowlege Ref# Requests Handling Bureau AMOUNT AMOUNT REFERENCE# Issuing Bureau DATE \$ \$ STATUS CLAIM I.BUREAU REQUESTED REQUESTED(USD) Re-Insurance Pool TZ/28/2/2020/000141 28-02-TZS 991,685.65 435.35 TZ/28/2/2020/000274 ZSIC GI - National Bureau of Zambia New 2020 Reports 3 $\begin{pmatrix} 1 \\ 1 \end{pmatrix}$

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/28/2/2O2O/OOO141

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

#	LOSS TYPE	STATUS	DESCRIPTION	LOSS DETAILS	RESERVE (USD)	View (3)	ASSESSSEMENT	(USD)	SETTLEMENT	
						SUPPORTING		AGREED SETTLEMENT AMOUNT		
Cla	aim Details									
Clai	m Details Claim S	Supporting	Documents							
Claim Status: Settled										
Claim Reserve Total: TZS 750,000		750,000.00			USD:	329.2	329.250000 (rate = 2,277.90)			
Clai	m Summary:		Head on collision							
Acc	ident Ref#:		TZ/28/2/2020/000531			Accident Date:	28-02	28-02-2020		

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:

Dashboard	Handling Bureau	I				Requests Reimbursements	Request Con
Stock < C Reimbursements Handling Bureau	Requests				Acknow	wege Ref#	Q +R
Issuing Bureau	➡ REFERENCE#	DATE + AMOUN REQUE	A	♦ STATUS ♦	CLAIM 🗢 I.	BUREAU	
Re-Insurance Pool	TZ/20/2/2020/000119	20-02- TZS 36 2020	l,685.65 160.10	New	TZ/19/2/2020/000255 Z	SIC GI - National Bureau of Zambia	
TC-MIS Version 3.0.0	ET/18/2/2020/000106	18-02- ETB 64 2020	870.45 1,997.88	Pool Requested	ET/18/2/2020/000242 P	4 A	

An acknowledgement notification will appear. Click Yes, acknowledge as shown below: Acknowledge Request from 'NATIONAL INSURANCE CORPORATION × OF TANZANIA LTD'

Pool Request	#TZ/20/2/2020/000119	Request Amount	: USD \$160.10
1 00111094000		r toquoot / arrount	. 000 ¢100.10

Cancel	Yes, Acknowledge
--------	------------------

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:
Dashboard	Har	ndling Bureau				Requests Reimbursement	s Request Confirmation
Reimbursements	Reim	bursements				Ref#	Q + Reimburse
Issuing Bureau		REFERENCE#	♦ REIMBURSEMENT	DATE	PAYMENT MODE	•	AMOUNT
Re-Insurance Pool		ET1166161	21-02-2020		Π		USD 994.05
Reports		REF1999911/111	18-02-2020		Cheque	3	USD 1,997.88

An HB Reimbursement page will appear with two tabs: Reimbursement Details (1) and Reimbursement Documents (2) as shown below:

HB Reimbursement Page

Dashboard	Hß Keimbursement	
Stock <	Reimbursement Details Reimbursement Documents	
Reimbursements Y		
Handling Bureau	Handling Buteau Q	
Issuing Bureau	Reimbursement Date:	
Re-Insurance Pool	Reimbursement Date:	USD
Reports	Payment Reference:" Payment Mode:"	,
YC-MIS Version 3.0.0		
	Request Settlements	
	# HB REQUEST AMOUNT REQUESTED (USD) AL READY SETTLED (USD) TO SETTLE	2414402
	# HB REQUEST AMOUNT REQUESTED (USD) ALREADY SETTLED (USD) TO SETTLE	BALANCE

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

Reimbursement Details	Reimbursement Documents
Handling Bureau	Q
Reimbursement Date:	Reimbursement Amount:
Payment Reference:*	Payment Mode:*

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

Search O	rganizations		×
Search:			٩
NAME		\$ COUNTRY	¢
ZSIC GI - Na	tional Bureau of Zambia	Zambia	
Insurance Co	ouncil of Zimbabwe	Zimbabwe	
Insurance As	ssociation Of Malawi	Malawi	
NATIONAL I	NSURANCE CORPORATION OF TANZANIA LTD	Tanzania	
			* Close

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

Request Settlements section automatically populated

Reimbursements	Reimbursement Details Reimbursement Documents									
Handling Bureau	Handling Bureau	NATIONAL INSURANCE CORPORATION OF	Q							
Issuing Bureau Re-Insurance Pool	Reimbursement Date:		Reimbursement Amount:		USD					
Reports	Payment Reference:*		Payment Mode:*		Ŧ					
YC-MIS Version 3.0.0	Request Settlements									
	# HB REQUEST	AMOUNT REQUESTED (USD)	ALREADY SETTLED (USD)	TO SETTLE	BALANCE					
	1 TZ/20/2/2020/000119	160.10	0.00	160.10	0.00					
		T								
	Fields marked **' are required			√ S	ave X Cancel					

All Fields are mandatory

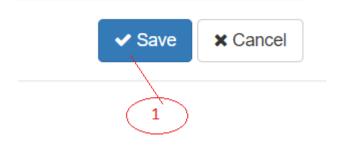
Fields	Description
Reimbursement date	Enter the date when the HB was reimbursed.
Reimbursement amount	Enter the amount in USD the HB was reimbursed.
Payment reference	Enter the reference number of the payment.
Payment mode	Select the mode of payment by cheque, Cash or TT

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

HB Details D	Documents									
# DOCU						F	ILE NAME	SIZE	PROGRESS	
1 Docu	ument		Choo	se File document.pdf		d	locument.pdf	560.6 kB		±
Add Documen	nt 2 4	1		3						5
Click	Save	(1).	А	preview	page	will	appear	as	shown	below.



Reimbursed preview page

HB Re	HB Reimbursement									
Reimbursement Details Reimbursement Documents										
Date Settl	ed:	21-02-2020	Amount:	USD 160.10						
Payment Reference:		10SL25	Payment Mode:	Cheque						
Handling B	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.

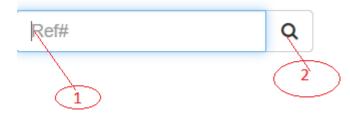
Requests for Reimbursement from Issuing Bureau

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	Re	equest		Bi	lt	ton		(4)		as	shown		below:
2 Dashboard	De	-Insurance Poo	J										Requests Reimburser
🗞 Stock 🤇	Ke	insuluince roc	l.										
Ø Reimbursements × Handling Bureau	Re	quests									Ref#		Q + Add Requ
Issuing Bureau	ii ¢	REFERENCE#	¢	DATE	¢	STATUS	¢	CLAIM	¢	I.BUREAU			AMOUNT REQUESTED(USD
Re-Insurance Rool	۵	ZM/18/2/2020/000107		18-02-2020		NEW		ET/18/2/2020/000242		POOL ASSURANCES			3,995.76
C Reports	0	ZM/18/2/2020/000111		18-02-2020		REIMBURSED		ET/18/2/2020/000252		POOL ASSURANCES	/		765.96
至 YC-MIS Version 3.0.0	۵	ZM/18/2/2020/000113		18-02-2020		NEW		ET/18/2/2020/000242		POOL ASSURANCES			1,997.88
1 2											3	4	

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:

 • REFERENCE#
 • DATE
 • STATUS
 • CLAIM
 • LBUREAU
 • AMOUNT REQUESTED(USD)
 • AMOUNT REQUESTED

•	REFERENCE#	◆ DATE	 STATUS 	♦ CLAIM	 I.BUREAU 	AMOUNT REQUESTED(USD)
(1	2	3	4	5	6

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/2I/2/2O2O/OOOI32

HB Request:		٩	Date Requested:	21-02-202	20
Claim Number		1	Yellow Card		
Amount Settled(USD):	0.00				
Recovery Cost:		0.00 USD			
Amount Requested(USD):	0.00				
Request Documents					
# DOCUMENT NAME		FILE NAME		SIZE	PROGRESS
Add Document					

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

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

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	Q	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 Request Documents	(3),	the	cl	ick	upload(4).
# DOCUMENT NAME			FILE NAME	SIZE	PROGRESS
1 Reimbursement request document	Choose File document.pdf		document.pdf	560.6 kB	1
Add Document					
	2				4

Click Save (1), and then click Done.

 Save 	× Cancel
\sim	
A	

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.