

## KEY FEATURES

### USER DEFINED TEMPLATES

- Create templates with default policy types and settings to expedite and simplify certificate entry
- Use templates as a baseline to validate that certificates contain the proper policies and limits

### SUPPLIER CERTIFICATE MANAGEMENT

- Search and view all certificates for a particular supplier
- Utilize the Copy Certificate function to streamline policy renewals and updates to existing coverages, effective dates, amounts, etc.
- Add attachments to each certificate record to maintain and centralize the supporting documentation

### COMPREHENSIVE POLICY MANAGEMENT

- Manage complete policy information such as policy number, policy type, coverage limits, special endorsements, effective dates and expiration dates
- Set dollar limits for each policy type to enforce company requirements, and optionally leverage workflow approvals for policy exceptions, or override acceptance if necessary
- Utilize reports to identify policies nearing expiration, or policies that would violate any new changes in company requirements

### INTEGRATED WITH ORACLE'S E-BUSINESS SUITE

- Integrated with Oracle's Trading Community Architecture (TCA) to link insurance certificates to supplier records
- Optionally Integrates with Oracle AP to automatically apply payment holds for suppliers with expired certificates or policies

### CONFORMS TO INDUSTRY STANDARDS

- Entry form mimics the commonly used ACORD™ Certificate of Liability Insurance form

Nascent's Insurance Management solution provides the ability to easily and effectively manage ACORD™ Certificates of Liability Insurance for contractors and other suppliers. The solution provides the ability to track policy types, coverage dates, coverage amounts, special endorsements, and other related policy information. The solution includes the ability to define templates to help enforce minimum insurance requirements and limits, and further expedite the entry process. Additionally, a report is available for tracking and managing insurance certificates approaching expiration. Optionally, the solution can apply AP invoice holds for suppliers with expired insurance policies.

## Creating Supplier Certificates

The creation of a new supplier certificate is simple as the pertinent policy types and the associated limit amounts are pre-populated based upon template values. For familiarity and ease-of-use, the data entry form is designed to emulate the layout of the ACORD form and the solution automatically links the certificate to the supplier records stored within Oracle's TCA architecture. Also, attachment functionality provides the ability to attach supporting documents, such as the original ACORD form, for future reference.

## Managing Certificate Policies

Certificate policies can be added, updated, and deleted as appropriate for a particular supplier certificate. Also, certificate specific insurance types can be either accepted or cancelled and the associated details of each insurance policy can be viewed or modified as necessary.

Insurance Type	Insurer	Additional Insured	Policy Number	Effective Date	Expiration Date	Accepted	Cancelled	Details	Delete
General Liability	A: Acme Insurance Co	<input type="checkbox"/>	182738R283	01-Jan-2009	01-Jan-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Liability Excess / Umbrella Liability	A: Acme Insurance Co	<input type="checkbox"/>	48527469992	01-Jan-2009	01-Jan-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers Comp and Employers' Liability	B: S&F Insurance	<input type="checkbox"/>	28474629365	01-Jan-2009	01-Jan-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**KEY BENEFITS**

- Mitigate risks by ensuring that valid insurance policies are in place, and are being maintained for suppliers
- Utilize Templates to speed entry and of new certificates, and enforce company policies regarding policy types and coverages
- Simplify on-going maintenance of certificates via the Copy Certificate function
- Eliminate paper-based storage by scanning and attaching the ACORD form to each certificate record
- Eliminate off-line tracking and associated errors with manual processes
- Optionally incorporate payment holds for suppliers with expired policies

**DEPENDENT PRODUCTS**

- Oracle Purchasing or
- Oracle Payables

**OTHER SOLUTIONS**

The following solutions are also available from Nascent Systems:

- Professional Services Invoicing
- Progress Billing (AIA, SF 1443, etc)
- Government Compliant Expense Reporting (FTR / JTR)
- High Speed Change Management
- Lien Waiver Tracking
- Additional Reporting Packs

**RELATED SERVICES**

The following services are available from Nascent Systems:

- Assessment Services
- Implementation Services
- Vertex Sales, Use & VAT Services
- Upgrade Services
- Custom Development Services
- Managed Services

**Updating Policy Details**

For each supplier certificate, the policy details for each insurance type can either be entered “from scratch” or modified from the template values. The current dollar amounts associated for each policy limit can be viewed and/or modified as appropriate along with an on-screen comparison to company policy minimums. The policy minimums are derived from the template’s corresponding policy and are included to show the minimum coverage required.

**Printing Insurance Certificate Report**

Once updates are completed to a supplier certificate, a report can be generated to verify the policy information matches the information received on the original ACORD Certificate of Liability Insurance form. The report can be generated by Insured Name or by the Certificate Holder (typically a company’s legal entity) and can be run based upon an approaching expiration date and by acceptance status.

Insurance Certificates						
<b>Insured Name:</b> D&C Subcontractor Co		<b>Insured Number:</b> 10042				
<b>Certificate Holder:</b>		<b>Certificate Date:</b> 01/01/2009				
<b>Cancelled:</b> No		<b>Accepted:</b> Yes				
Policy Type	Insurer	Policy Number	Effective	Expiration	Accepted	
General Liability	A: Acme Insurance Co	18273BR283	01.01.2009	01.01.2010	Yes	
Automobile Liability	A: Acme Insurance Co	48527469992	01.01.2009	01.01.2010	Yes	
Excess / Umbrella Liability	A: Acme Insurance Co	EU2847662X9	01.01.2009	01.01.2010	Yes	
Workers Comp and Employers' Liability	B: S&F Insurance	28474629365	01.01.2009	01.01.2010	Yes	
<b>Insured Name:</b> Performance Contracting		<b>Insured Number:</b> 10014				
<b>Certificate Holder:</b> Lester B Knight Solutions Inc		<b>Certificate Date:</b> 06/23/2009				
<b>Cancelled:</b> No		<b>Accepted:</b> Yes				
Policy Type	Insurer	Policy Number	Effective	Expiration	Accepted	
General Liability	A: Federal Insurance Company	24747051	01.01.2009	01.01.2010	Yes	
Automobile Liability	A: Federal Insurance Company	88369541	01.01.2009	01.01.2010	Yes	
Excess / Umbrella Liability	A: Federal Insurance Company	68742687	01.01.2009	01.01.2010	Yes	
Workers Comp and Employers' Liability	B: Hartford Insurance	383WCX39848	01.01.2009	01.01.2010	Yes	

