The London Market reimagined for a digital future

PPL Next Gen
Archived Placements

Introduction

Please note this document does not relate to the current platform (known as PPL v3).

The purpose of this document is to provide information and guidance to Broking firms on how they can export their **archive placements** from PPL v3 into PPL Next Gen and the options available to them once imported. With the options better understood, it is envisaged that Broking firms will be better placed to make informed decisions on their preferred cutover approach to PPL Next Gen.

What do we mean by "**archive placements**"? Archive placements are records created on PPL v3, which are then signed and closed, and in some cases endorsed. This "archive" placement can then be imported into PPL Next Gen for subsequent processing. It is our assumption that archive risks are live and active placements i.e., expected to go on and have declaration and/or endorsement activity.

The topic areas explored in this document are as follows: -

- **Supporting the bulk upload of archive placements**
  - ➢ Dedicated pre-cutover environment.
  - ➢ Organisational structure
  - ➢ Estimating tool
- **Cutover options**
- **Archived placements.**
  - ➢ Overview
  - ➢ Excel template
  - ➢ Data validation
  - ➢ Adding documents
  - ➢ Adding markets
  - ➢ Operational processes for archive upload
  - ➢ Finalising the process
- **Questions & feedback**
- **Detailed Step by Step Guide**

Supporting the bulk upload of archive placements

At PPL, we are conscious that although we are providing Brokers with an easy-to-use tool enabling the upload of archive risks into PPL Next Gen, effort is still required to complete this activity. The decision on whether this activity is undertaken before or after cutover is at the discretion of each individual broking firm. This is discussed further in the section exploring Cutover Options.

Dedicated pre-cutover environment.

PPL are providing access to an environment that will enable broking firms to perform the upload of **archive placements** in advance of cutover, should they wish to. This means that –

1. Change management activities can be brought forward.
2. The period of cutover can be reduced, therefore accelerating usage within market firms.

The environment will be configured with production-like security, monitored 24/7 and users will be set-up with a profile allowing them to perform activities associated with **archive placements** only.

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PPL Next Gen Archived Placements

Organisational structure

There is the ability in PPL Next Gen to create separate team(s) for the purposes of **archive placement** upload. If you wish to have a separate team(s), you will need to inform PPL who will do the set-up for you.

On completing the upload of **archive placements**, they can be reassigned to the relevant teams for onward processing in PPL Next Gen. This is explained in the Archive Placements section.

Estimating tool

To help Broking firms with their planning activities, PPL has created an easy-to-use calculator so you can estimate how many resources will be required to load and prepare **archive placements**.

The calculator is broken down into the following 3 sections:

1. File upload.
2. Number of supporting documents.
3. Number of markets per risk.

Before using the estimation tool, you need to consider first -

- How many contract records you want to upload into PPL Next Gen.
- Do you want to upload supporting docs.
- The average/approximate number for supporting docs per contract record.
- The average/approximate number of carriers/markets per contract record.

Task	Number of Contracts	Contracts per File	Number of Upload Files	Time to Load & Check(mins)	Total Load Time (mins)	Total Load Time (hrs)	Total Load Time (6hr days)	
File Upload Effort	10000	50	200	15	3000	50	8.333333333	
Task	Number of Contracts	Files per Contract (Avg)	Time per document (mins)	Time to Load/contract (mins)	Total Load Time (mins)	Total Load Time (hrs)	Total Load Time (days)	
Supporting Docs	10000	5	1	5	50000	833.3333333	138.8888889	
Task	Number of Contracts	Carriers per Contract (Avg)	Time per carrier (mins)	Time to Load/contract (mins)	Total Load Time (mins)	Total Load Time (hrs)	Total Load Time (days)	
Markets	10000	8	1	8	80000	1333.333333	222.2222222	
						Total Load Days (6hr days)	369.4444444	
					Number of Working days to Load	30	**Number of People Req**	12.31481

You can access the estimating tool here. The use of this tool is for guidance purposes only and is not supported by PPL.

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Cutover options

Although PPL is providing Brokers with the ability to upload **archive placements** in advance of cutover, it is envisaged that not all Broking firms will take the same approach.

There are several upload scenarios/approaches that Broking firms may wish to take. The following four options are the approaches Broking firms may wish to pursue: -

- No pre-loading of risks – Create placements on a risk-by-risk basis directly on Next Gen from when you start using the platform post April 3rd.
- When PPL Next Gen becomes available, you will create **archive placements** on PPL Next Gen on a risk-by-risk basis.
- Transfer live and active **archived placements** into PPL Next Gen in advance of the proposed cutover, uploading all documents and entering carriers/markets so that they are available for immediate processing if required.
- Transfer live and active **archived placements** into PPL Next Gen in advance of the proposed cutover but leave them in the archive area for promotion on a risk-by-risk basis as and when they need to be endorsed.

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Archive Placement

Overview

The **archive placement** capability has been developed to allow companies/users to upload their **archive placements** via a structured Excel template (.xlsx) into PPL Next Gen.
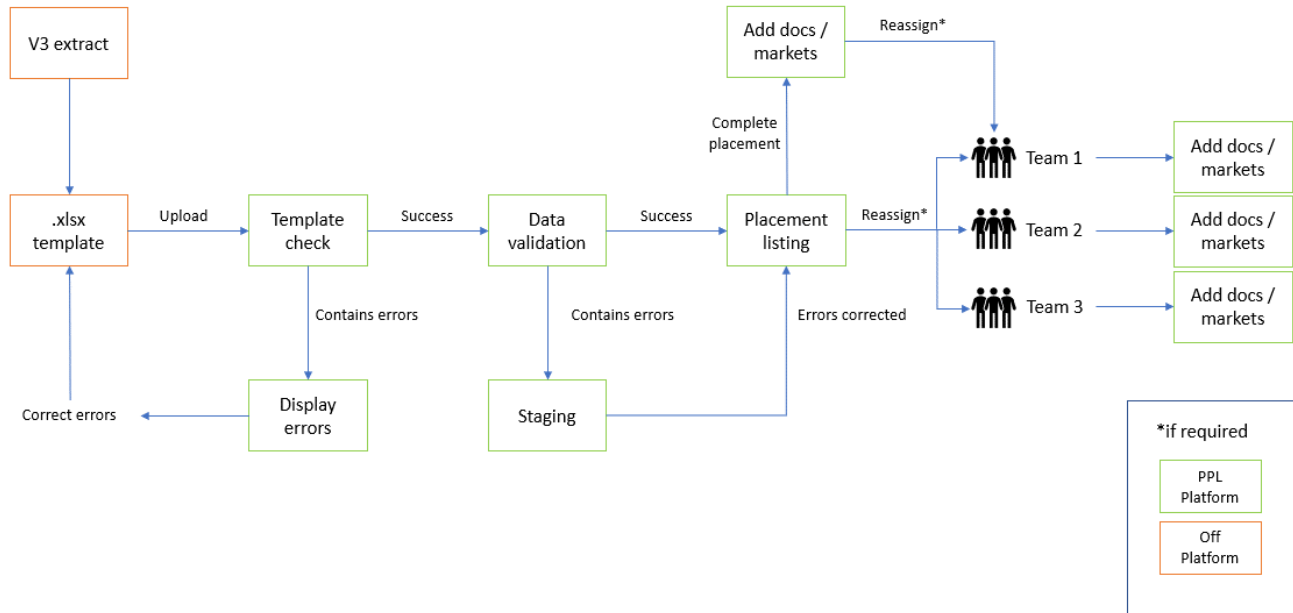
Importantly, the Excel template has been designed so that firms will be able to copy and paste their v3 Firm Order extract data in its entirety into a specially created V3 worksheet. This data is then transformed in the Excel using pre-configured formulas so it can be uploaded to PPL Next Gen where the **archive placement** records will be displayed in a structured format.

The following pre-conditions are required to create the archive from PPL v3 to PPL Next Gen: -

- The updated Market User Agreement (MUA) needs to be signed and returned to PPL.
- Organisational structure set-up in PPL Next Gen to support your preferred method of upload e.g., a separate team, or specified users within existing teams.
- A trained team of risk inputters with the required Historic Upload Broker role allocated PPL Next Gen logins.

    NB. An easy step by step training video is available within the training environment.

- Access to a File Directory Structure of **archive placements** (ordered by Team/UMR or Contract Ref), containing the relevant MRCs/security pages and supporting documents e.g.:

- PPL v3 Broker 'Firm Order MI Extract' report(s) containing all **archive placement** contracts.
- A blank Excel template. This can be requested from your PPL Relationship Manager or via support@pplnextgen.com.

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- MRC with security pages attached for each **archive placement** contract/contract section (This is required so that users can key in the markets for each contract that they upload)
- Supporting documents for each **archive placement** contract (optional)

NB: Please note that each company/organisation is responsible for the upload of their file.

Excel template

PPL has created a standard Excel template for market use: -

- The Excel template conforms to a prescribed format of tabs and columns.
- Each tab contains either placement, programme, contract, or contract section data.
- Not all fields are required to be completed, only the PPL Next Gen platform minimum requirements must be met (see table below).

Field	Level	Field	Level
Client	Placement	Reinsured (if applicable)	Contract
Placement description	Placement	Inception date	Contract and Section
Placement effective year	Placement	Expiry Date	Contract and Section
Organisation	Placement and Contract	Period basis	Contract and Section
Team	Placement and Contract	Class of business	Contract and Section
User	Placement and Contract	Line of business	Contract and Section
Broker code	Contract	Product	Contract and Section
Contract reference	Contract	Region/Country	Contract and Section
Contract description	Contract	Carrier/Underwriter	Underwriter
Cover type	Contract	Written Line	Underwriter
Contract type, e.g., Insurance or Reinsurance	Contract	Stamp	Underwriter
Insured	Contract	UW reference	Underwriter

- Maximum file size of 50MB

If the Excel template fails any validation criteria, then the user cannot pass the template check and progress to Data Validation. Users will need to make amendments to the template and upload it again as per the flow chart above.

Example error notifications for a failed upload

There are errors in excel upload. Please resolve before continue.

Worksheet 'Placement Data' row 1 - Missing Placement ID.
Worksheet 'Programme Data' row 1 - Missing Placement ID.
Worksheet 'Programme Data' row 1 - Missing Programme ID.
Worksheet 'Contract Data' row 1 - No match for Programme ID on worksheet 'Programme Data'.
Worksheet 'Limits Data' row 1 - Missing Contract / Section ID
Worksheet 'Excesses Data' row 1 - Missing Contract / Section ID
Worksheet 'Deductibles Data' row 1 - Missing Contract / Section ID
Worksheet 'Premiums Data' row 1 - Missing Contract / Section ID

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Data Validations

When the high-level validations are completed on the Excel template, on upload, PPL Next Gen will then check the data. This will be different for each level of the hierarchy and the validations are consistent with those already contained within PPL Next Gen.

PPL Next Gen checks the Excel template on a cell-by-cell basis for errors. Any errors created are displayed via the staging dashboard. If there are data errors present on the file, users will be taken to the Placement archive screen, which will display any data errors relating to the placement file.

Examples of data errors could be as follows: -

- ACORD product data not matching with PPLs reference data.
- The expiry date being in the past, i.e., before the inception date.
- A Broker code that is not associated with a Broker organisation record.

In the example below there are multiple errors that have been flagged, the 'hierarchy tree' on the left-hand side of the screen indicates which parts of the placement the errors correlate to.

Where an error is contained in the dropdown field (as shown in the above example), the original entry from the template is retained in the dropdown list to assist the user in selecting the correct entry. Once all flagged errors have been rectified/cleared, the changes can be submitted.

The **archive placements** will now sit in a placements archive, and the next 2 stages of adding documents and markets can either be performed by the user/team creating the placements or by the receiving team after reassignment within PPL Next Gen.
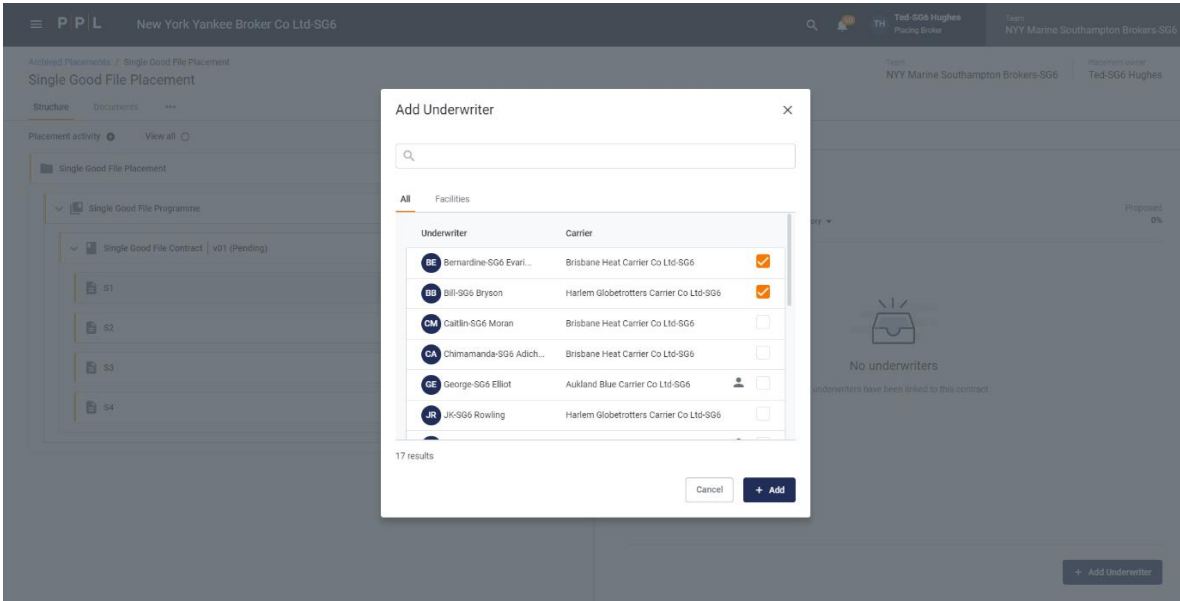
Adding Documents

A Contract document must be added, but PPL Next Gen will only allow one to be added. However, users can add as many supporting documents as needed, including endorsement documentation.

Adding Markets

Users can add markets to each risk using the 'Add Underwriter' button and then entering the Carrier response details using the 'Add Underwriter' response link e.g., line size, stamp, and reference.

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Add Selected Underwriter(s):

Finalising the process

Once the Placement Record is complete and promoted to Next Gen, it is now deemed a 'standard' Placement in PPL meaning it is ready for onward processing e.g., declaration and/or endorsement.

Frequently asked questions

Q: Do the underwriters have to enter a firm order response before the Broker can sign & close an archive risk?
A: No. Brokers can perform this function on the underwriter's behalf, like the existing backload function available on v3.

Q: What happens if a broker tries to create a record that has already been uploaded?
A: The system will display an error because you cannot have duplicate references on PPL Next Gen. The broker/technician then has a choice whether to use the existing record or delete the existing record and create a new one.

Q: Does the Archive Placement allow me to upload my master facilities?
A: Yes, you will be able to upload your master facilities. However, it should be noted that Facilities and Open Market risks will need to be uploaded separately, by selecting 'Facility' as the upload type on the 'Info & Settings' worksheet.

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Q: Does the upload have to be performed by the team who placed the original placement?
A: No. You have the ability to add one, or many **archive placement** teams. You may wish to add multiple **archive placement** teams if you want to separate risk data, for example. Please contact support@pplnextgen.com if you would like to add a team(s).

Q: If I create a separate archive placement team(s) to perform the upload, do they have to add documents and markets before reassigning to the relevant placing/processing team?
A: No. You can reassign a placement listing without documents and markets. By adding the supporting documents and markets at this stage could reduce the time it takes, once live, to send a placement to the market because the data has already been loaded.

Q: When I upload supporting documents, are they restricted as per the original placement?
A: Any supporting documents added would be exposed to all underwriters with permission to view the level of the placement hierarchy the document is attached to. For example, a document added at the placement level would be viewable by all underwriters within that placement, but a document added at section level would only be viewable by underwriters participating on that particular section.

Q: Can I view in PPL Next Gen which team did the original placement in v3?
A: Yes! Within the Info & Settings worksheet within the Excel template, you can opt to include the original team and/or user in the uploaded contract description.

Include Original Team and/or User data in the uploaded Contract Descriptions				
Original Team	Yes			
Original User	Yes			
Example Contract Description: Single Sectionless Contract [PPL Brokers - Tony Moore]				

Alternatively, you can reference the original team in the Original Teams worksheet if you don't want to carry this information through to PPL Next Gen.

Q: Will I get an archive placement team by default on PPL Next Gen?
A: No, you will first need to define your new organisational structure and identify those users who will need to be set up with the Historic Upload Broker role. Please contact support@pplnextgen.com if you would like to add a team(s) or set up users with the Historic Upload Broker role.

Q: If I want to add an archive placement team after PPL Next Gen has gone live, can I do this?
A: PPL Next Gen provides the flexibility for you to add/remove teams and users, this can be achieved by raising a ticket through the new PPL helpdesk.

Feedback

If you have any questions or queries relating to this document, or any other enquiry relating to PPL, please contact your PPL Relationship Manager directly or email support@pplnextgen.com.
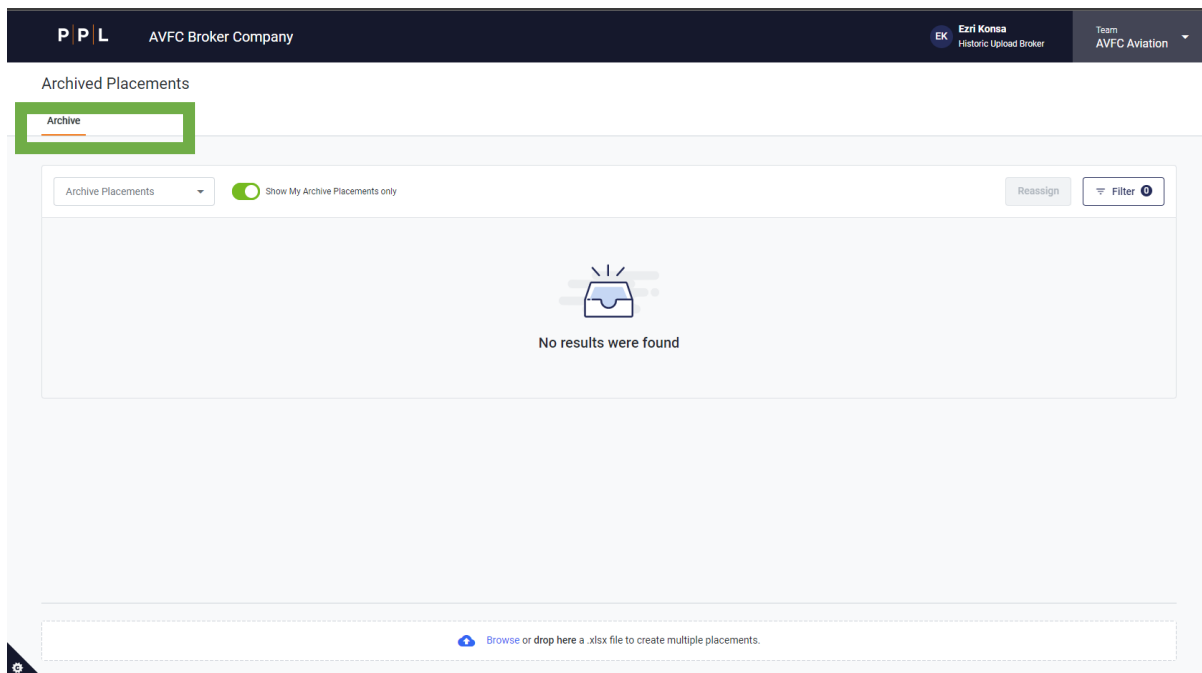
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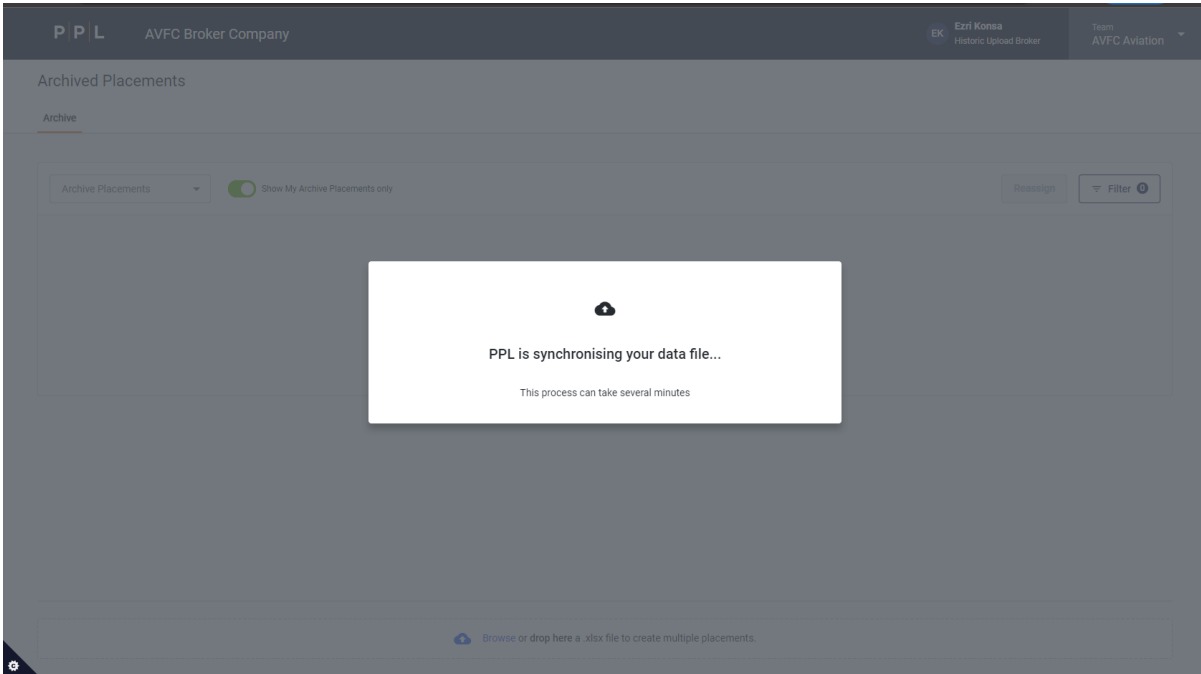
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A Placing Broker or Broker Admin will have access to this Archived Placements environment by using the options available under the top left-hand menu. They should ensure they have entered the Archive Placements area before uploading the template to avoid placement records being created in the main database.
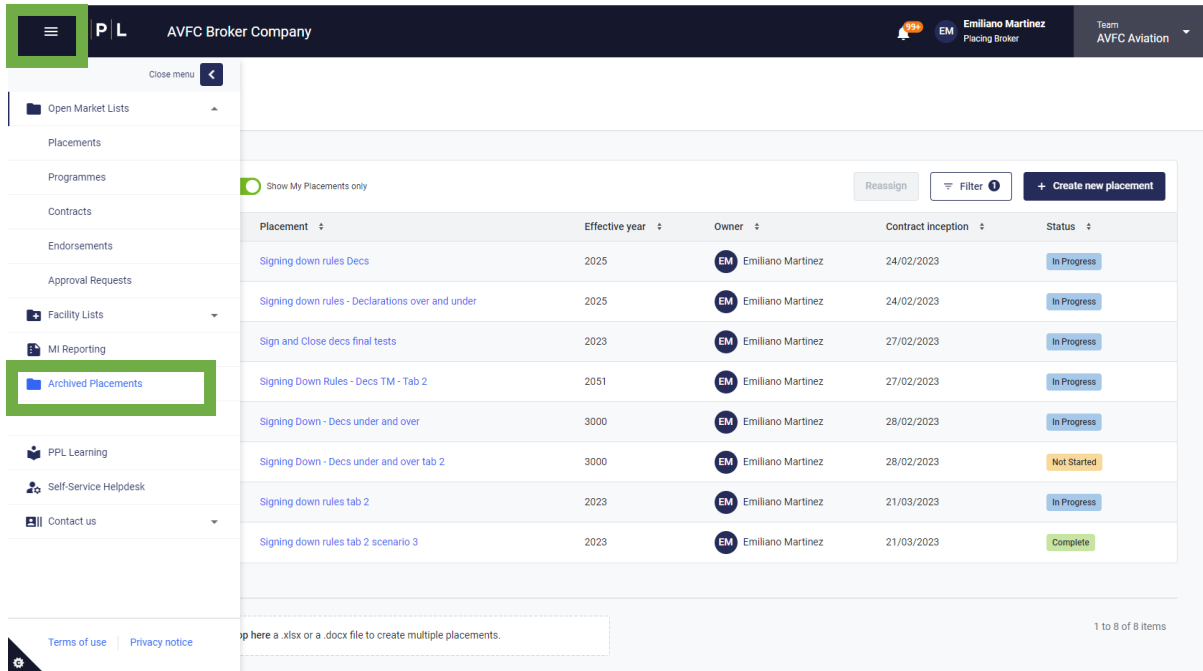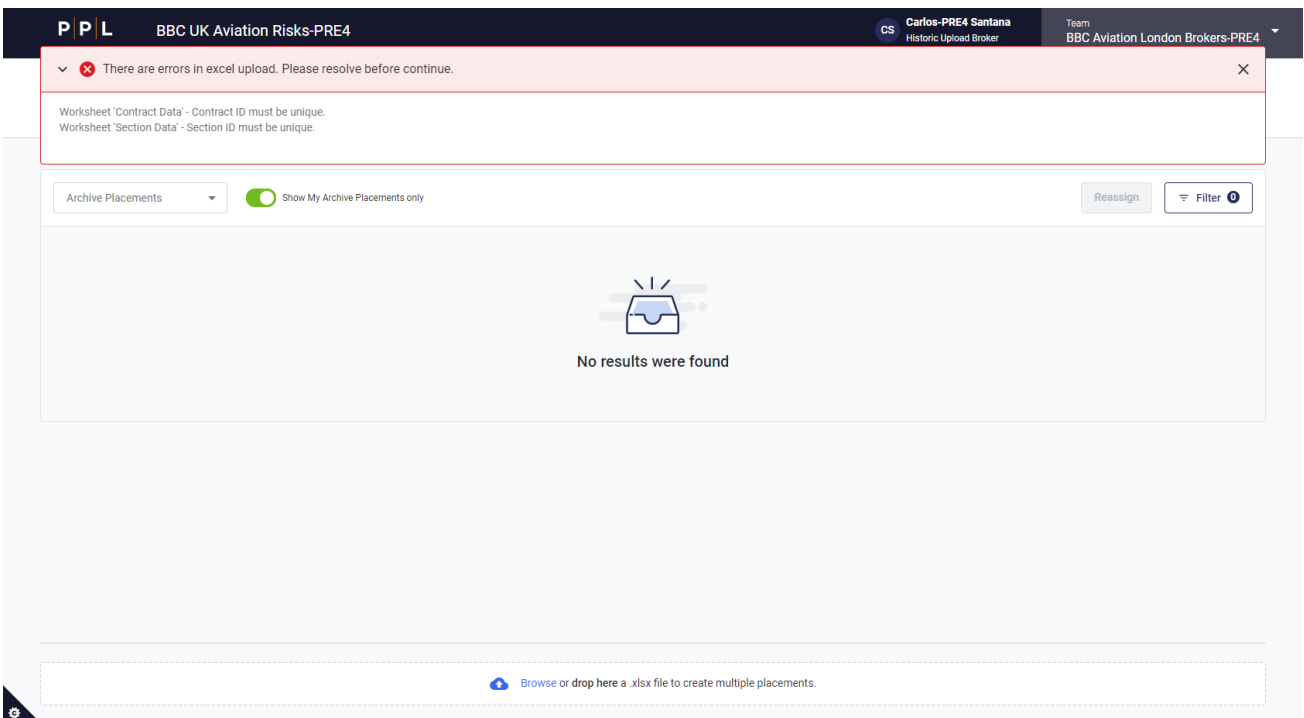

2) Drag and drop your completed archived upload spreadsheet into the bottom of the page where the Browse or **drop here** message is displayed:

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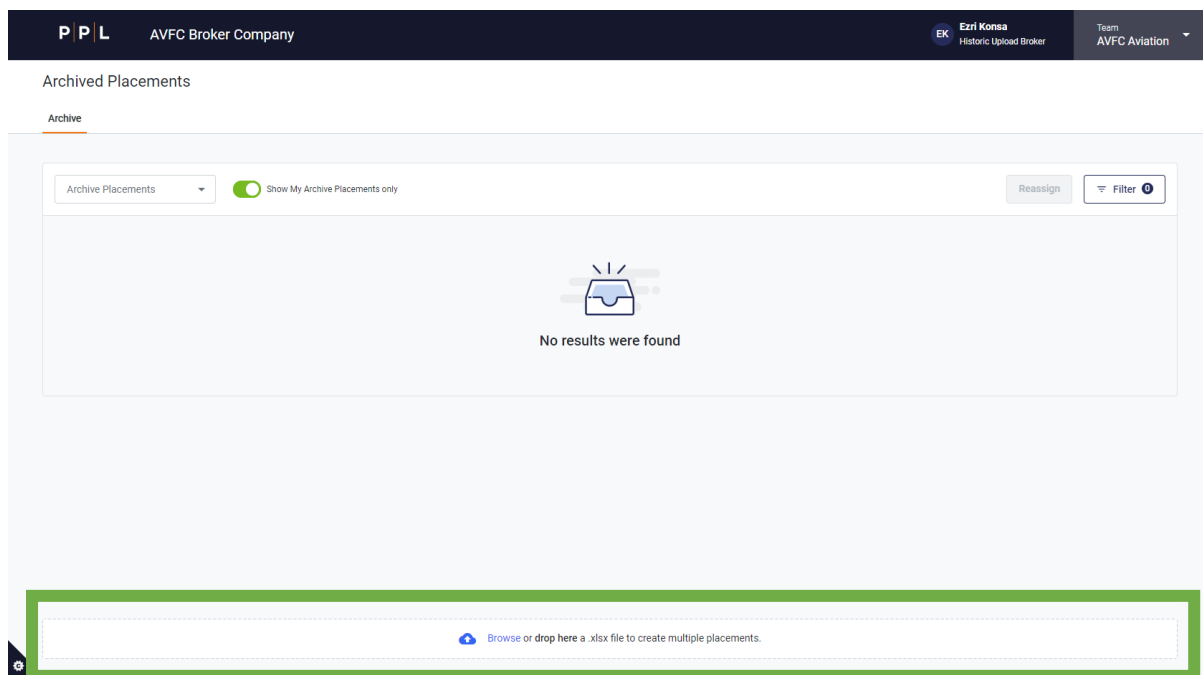
3) The platform will carry out the initial template validation check to ensure the spreadsheet template contains the required fields to create the record. If any errors are identified (e.g. relating to template structure), the platform will highlight these as follows:

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4) Providing there are no fundamental errors identified as part of template validation check, the spreadsheet will be processed, and the platform will take you to the Archived Placements list. If there are any errors in the data, the below will be shown:
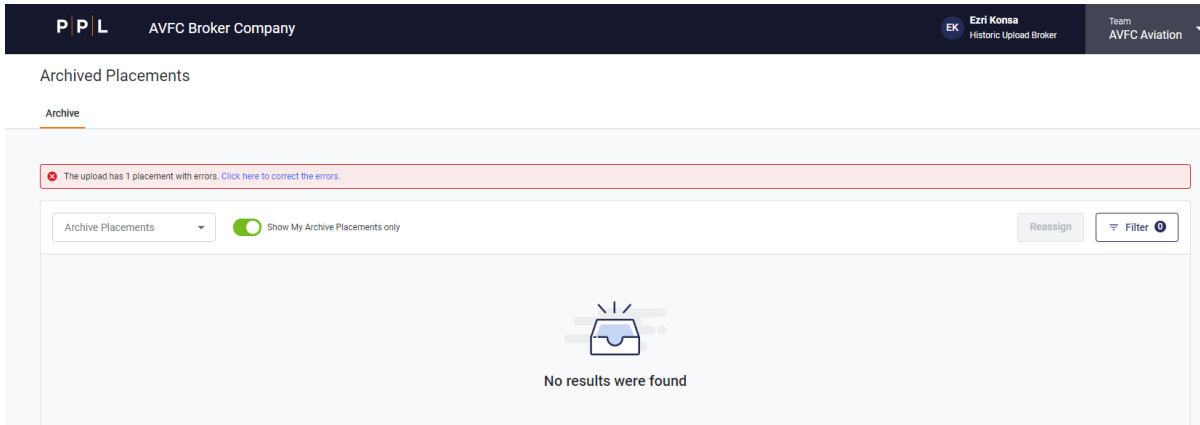

Handling Spreadsheet Errors

The platform will highlight any errors to fields that differ in Next Gen from the current V3 platform data uploaded. For example, differences in team names and users etc.

The majority of these can be captured and corrected using the transformation sheets (tabs: Org-Teams Trans & User Trans) within the Archive Upload Spreadsheet ahead of uploading to reduce the number of errors flagged later. These allow an organisation to specify where a team name may have changed, or which user should be allocated any placements previously handled by a user no longer working for the organisation.

5) Select the prompt - 'Click here to correct the errors.'
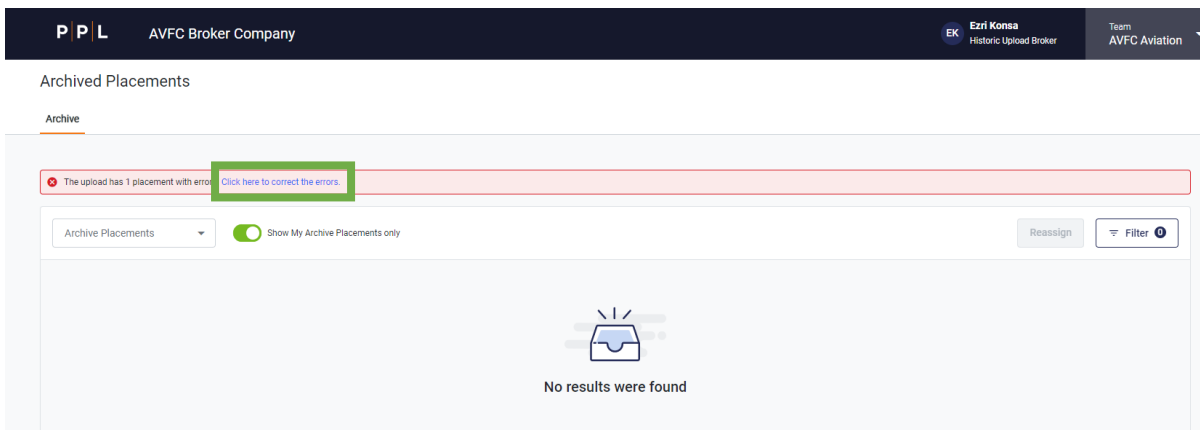
All placements with any identified errors will be displayed to allow the user to resolve.

Please note all errors will need to be resolved within the Staging Placements List before you are able to proceed with uploading further records.

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6) Select the placement record you would like to begin working on by clicking one of the placements to see all related errors. You can then begin to work through each level of the placement structure on the left-hand side starting at the placement level (at the top of the hierarchy tree) and then moving on to contracts / sections.

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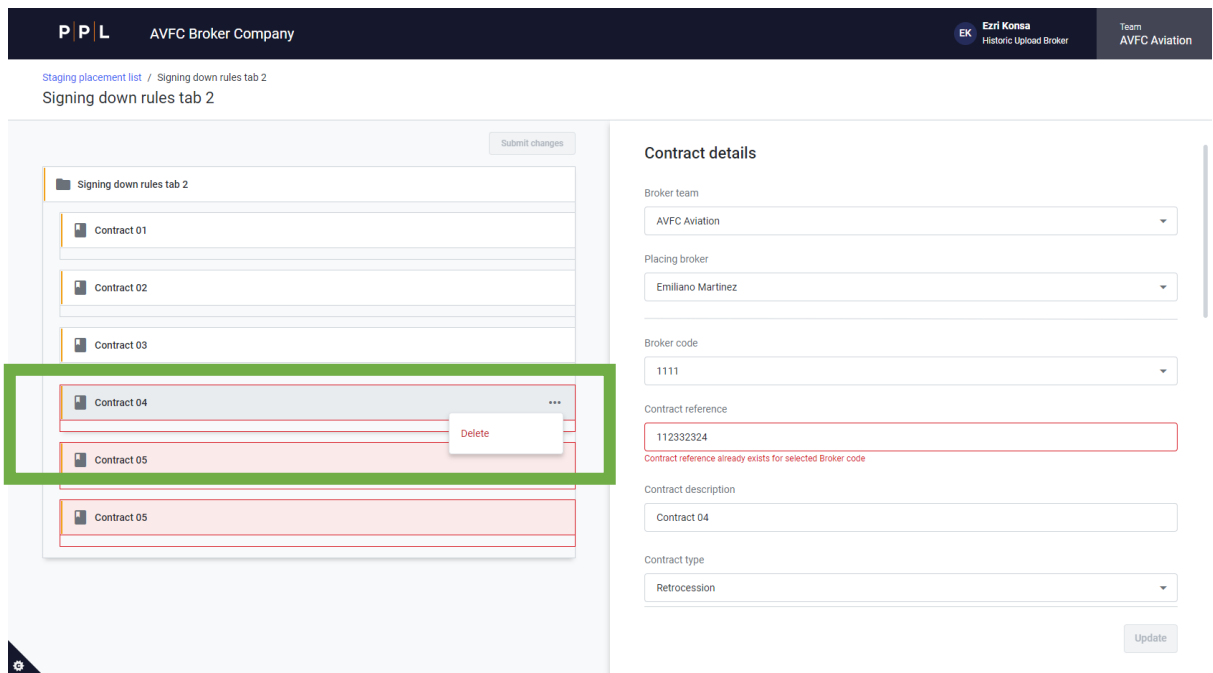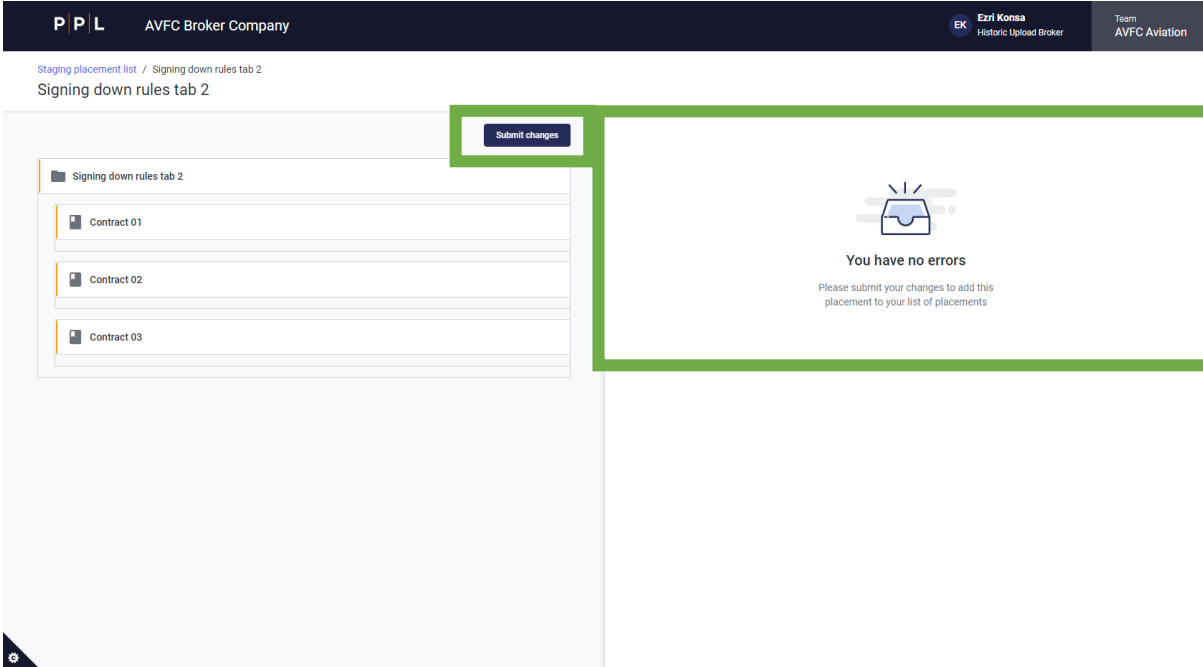7) Click the update option at the bottom of the page once you have corrected the highlighted errors against each level.
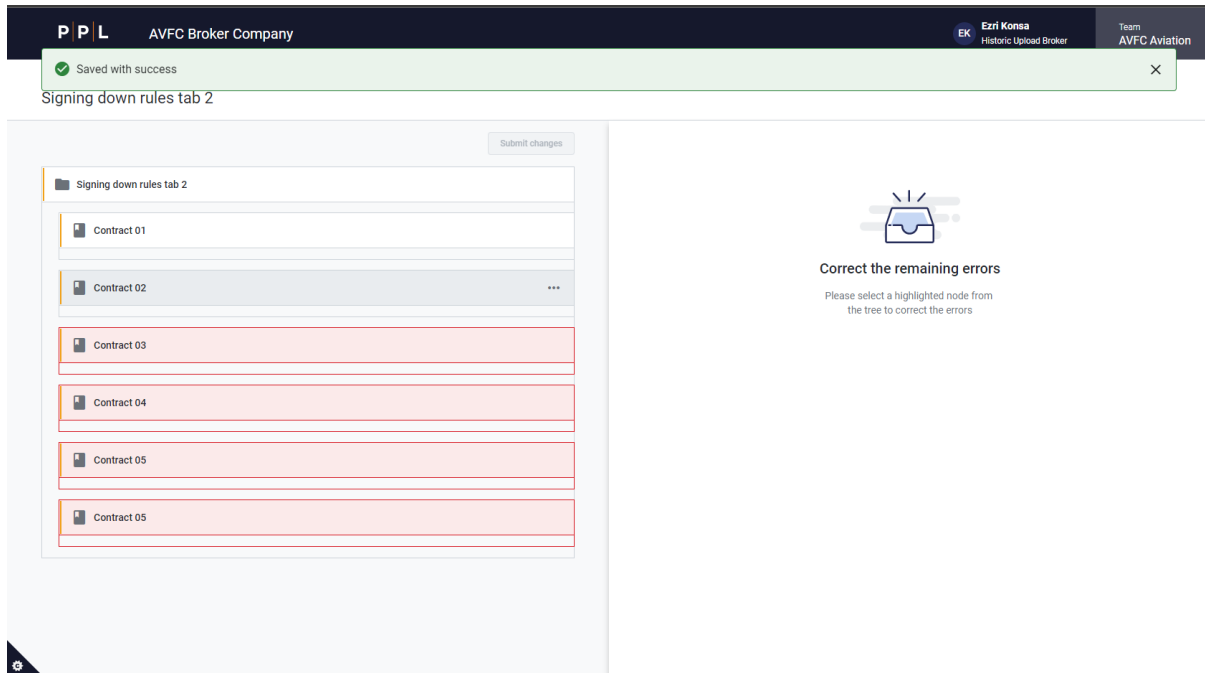
8) Contract / Sections can also be deleted by clicking on the ellipsis and selecting delete.
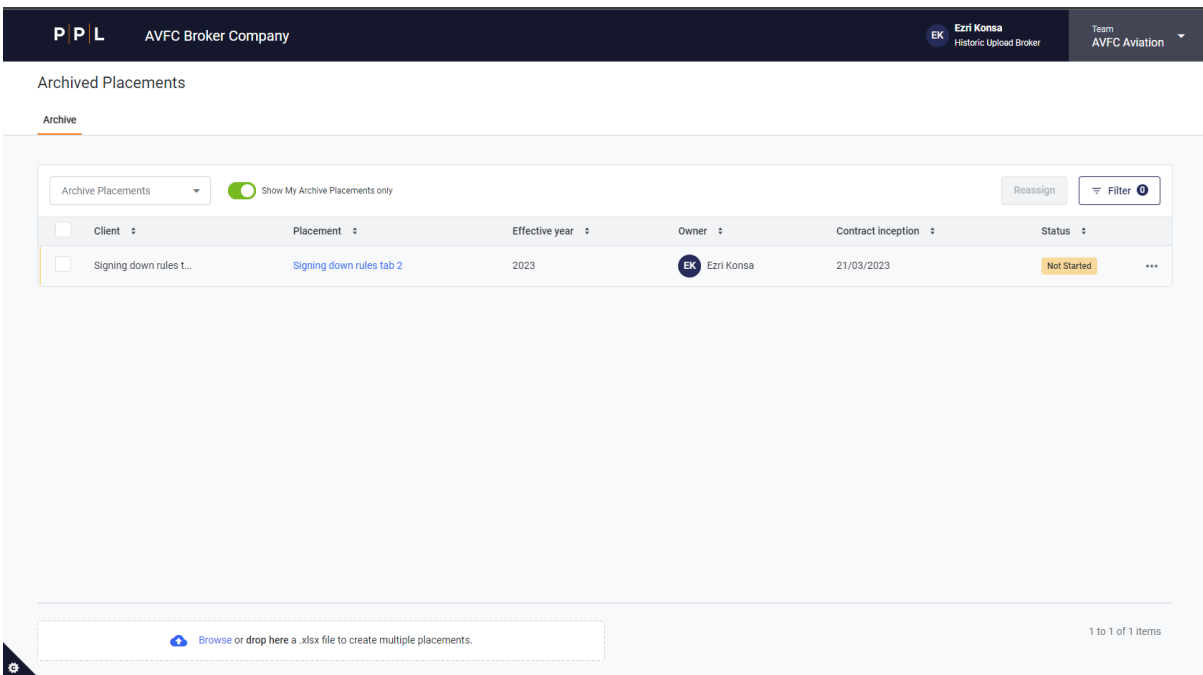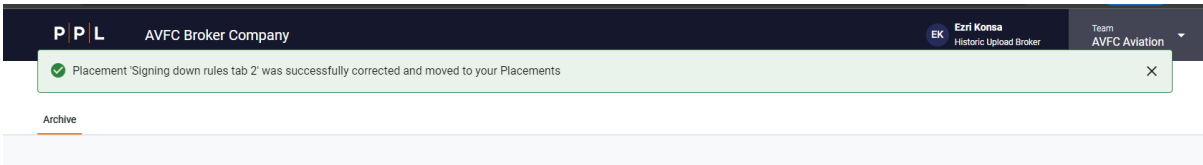

9) Once all errors have been corrected the '**You have no errors**' message will be displayed on the right-hand side of the screen. Click the Submit Changes option.

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10) The placement will then be moved out of the Staging Placements screen and into the Archive Placements list, ready for the record to be completed.

All placements with errors will need to be corrected before you can upload a new spreadsheet.
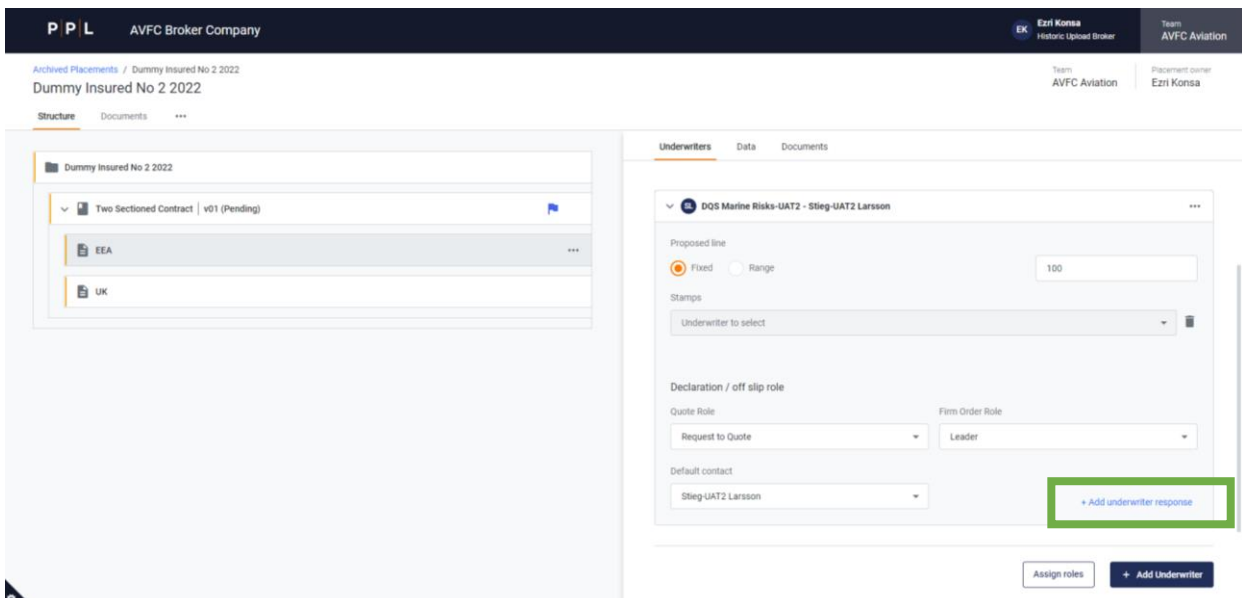

Completing Archived Records

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11) The archived placements can then be completed. Whilst some tasks can be performed in any order, some need to be performed before others. Our recommendation is to complete the steps in the following order:

    a. Upload your contract document and any supporting documents under the Documents tab of the appropriate node.

    b. The template will upload all the structured data from the v3 record which will meet the minimum data requirements. Optionally, data such as risk codes and settlement information can be added here in the data tab for the contract record.
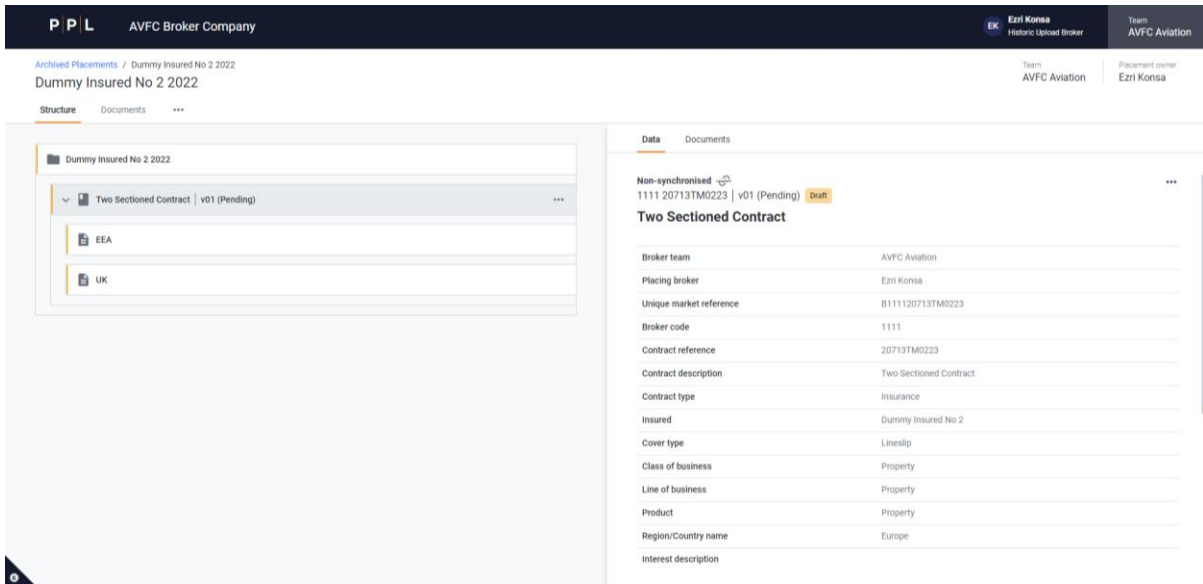
    c. Completion of the market participation data should begin with the Permitted Territory selection. Underwriters can then be added along with the proposed lines and stamps. Once all underwriters have been added for a contract, the Assign Roles function should be activated to allocate contractual roles such as Lloyd's Leader. Then the detailed underwriter response information can be added using the Add Underwriter Response link on each underwriter card.

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12) Once all underwriter responses have been added for a contract, you can Sign and Close the contract using the ellipsis menu on the contract node of the hierarchy tree.
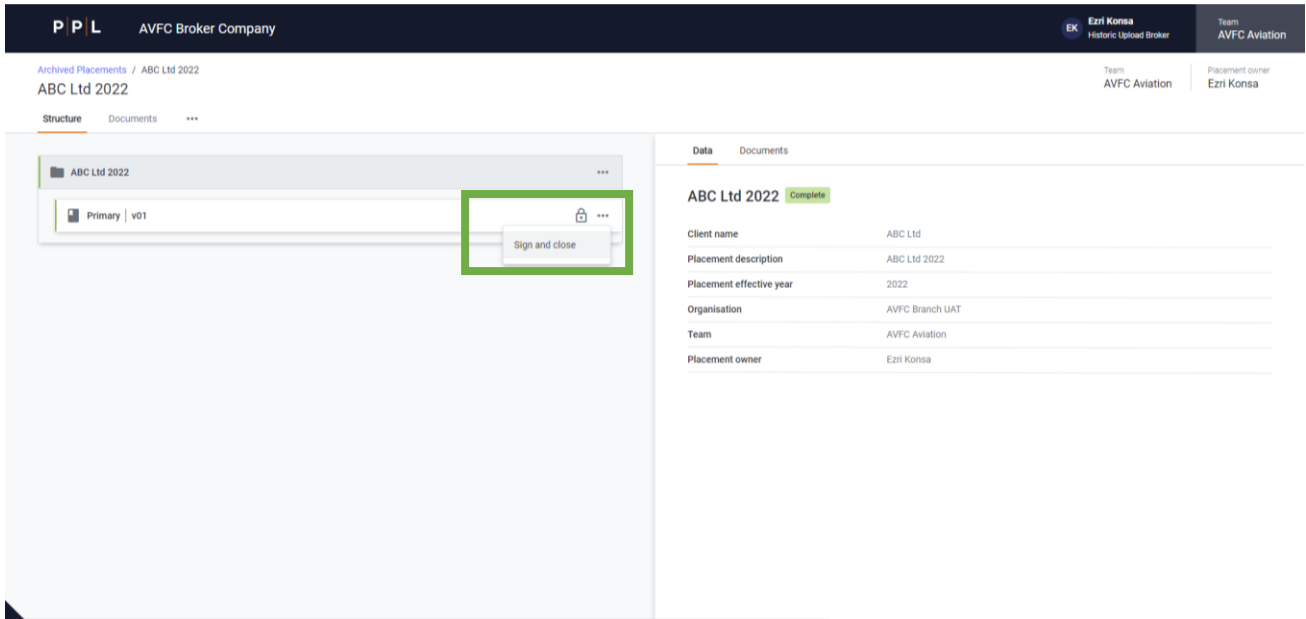
13) Once all contracts within a placement are in Sign and Close status, you can promote the placement using the ellipsis menus found on the main Archived Placements screen.

Historic Upload Brokers will only have the ability to reassign to a Placing Broker who will have the required permissions to then promote the placement after reviewing the details.

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