PPL Next Gen Bulk Upload

P|P|L PLACING PLATFORM LIMITED

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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 the bulk upload functionality. Please note that similar capabilities, such as archive placements, is documented separately and can be accessed here.

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

- **Objectives and scope of this document**
  - Template check
  - Data validation
- **Bulk Upload – Overview**
- **Excel Template**
- **Bulk Placement Creation**
  - Scenario 1: Successful Bulk Upload
  - Scenario 2: Bulk Upload errors identified

Bulk Upload - Overview

The bulk upload functionality is a method of creating several placement, programme, contract, and section records in one action, for example as part of a regular pre-renewal process. This is an alternative to creating records manually through the UI.

It also allows the upload of multiple limits, excesses, deductibles, and premiums into contract and/or section records contained in the template. The intent is that a broker organisation can create a report from their back-office system in the correct format to streamline the record creation process.

Important. It is only a record creation tool, it does not allow the editing or complementing of existing records.

During bulk upload there are two phases:

1. Template check
2. Data validation

When the template check is completed and successful then the system will undertake its data validation process.

NB. Placements will only appear in the Staging area if they have errors, if they don't, they will go straight into the Placements listing. From the Placements area they can be re-assigned if required to the 'proper' Broker processing teams.

Template check

The template check ensures that the template upload is consistent with PPL template requirements. There are several checks that need to be made against the template. If the Excel template fails any validation criteria, then the user cannot pass the template check and progress to Data Validation.

Data Validations

When the high-level validations are completed on the spreadsheet, the system 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 the system. The system then checks the spreadsheet on a cell-by-cell basis for errors and any errors identified will be displayed on the Staging Placement screen.

All errors will be flagged and need to be rectified in the 'staging' area before a placement is added to the database.

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

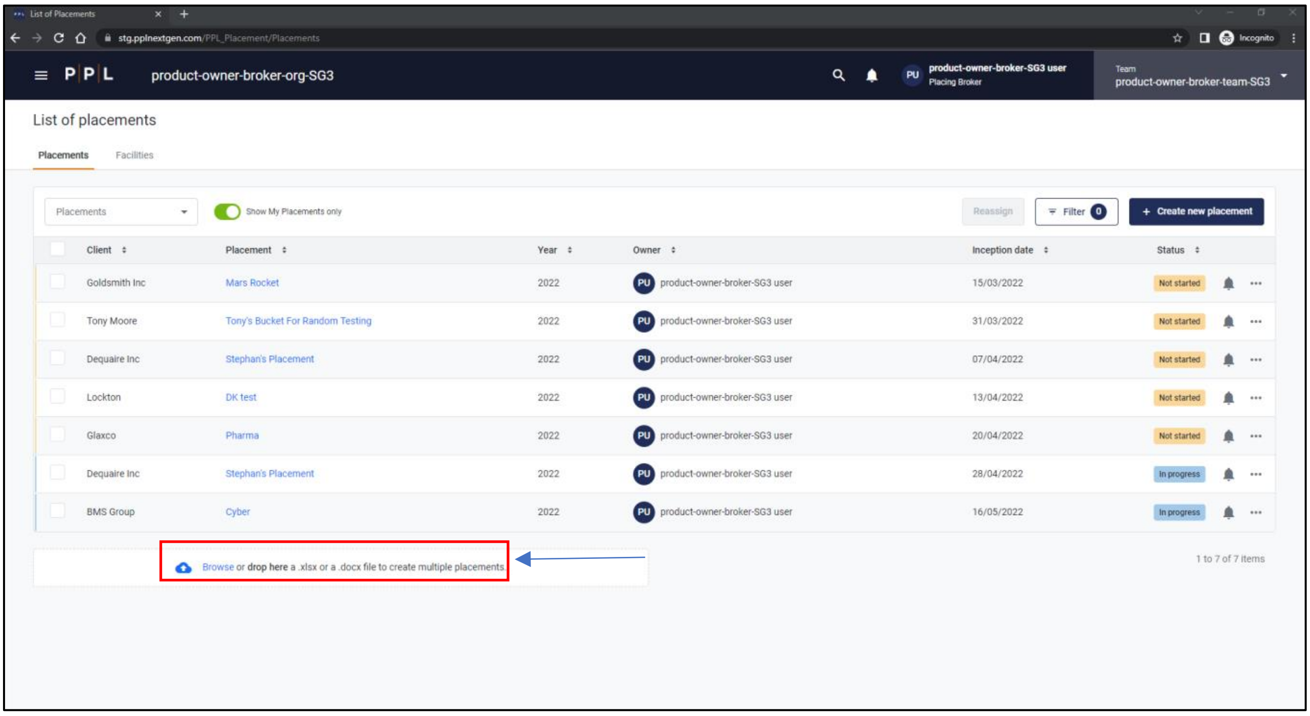
A blank Excel template can be requested via pplenquiries@placingplatformlimited.com.

Bulk placement creation

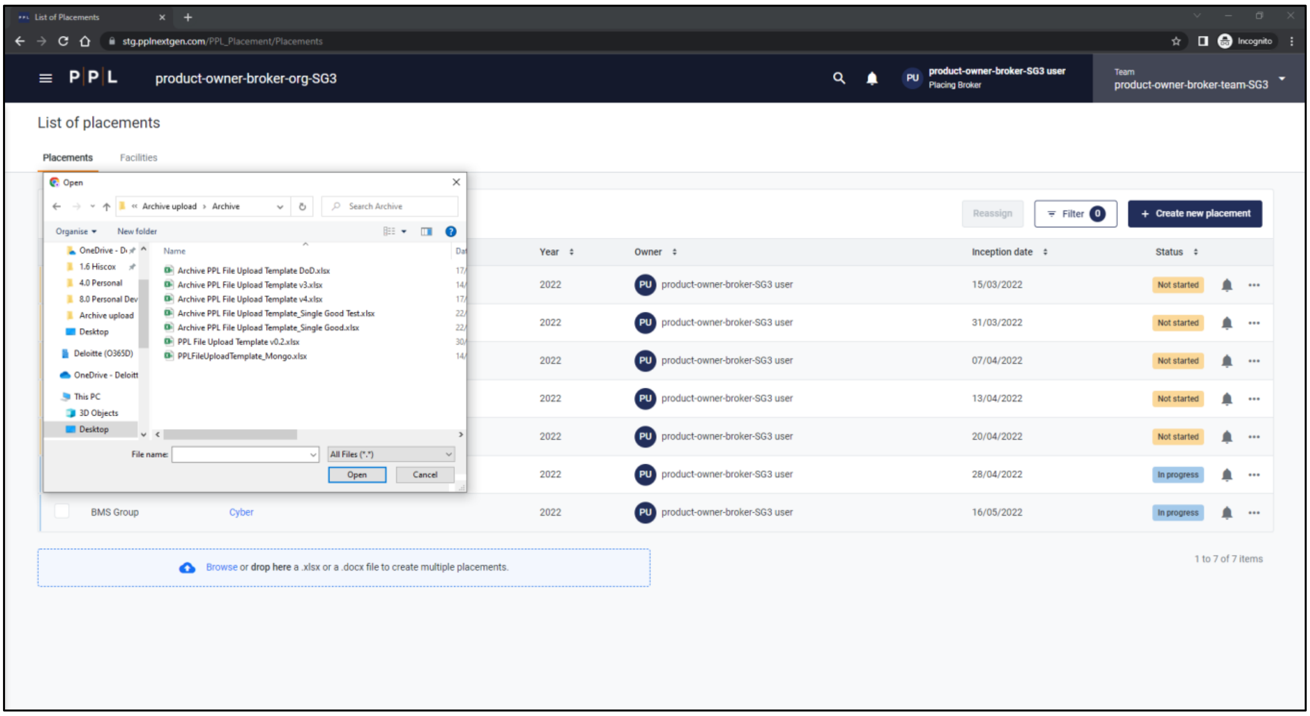
The following screenshots assist in outlining step by step guidance on how to successfully generate and create a bulk creation statement.

Scenario 1 – Successful bulk Upload

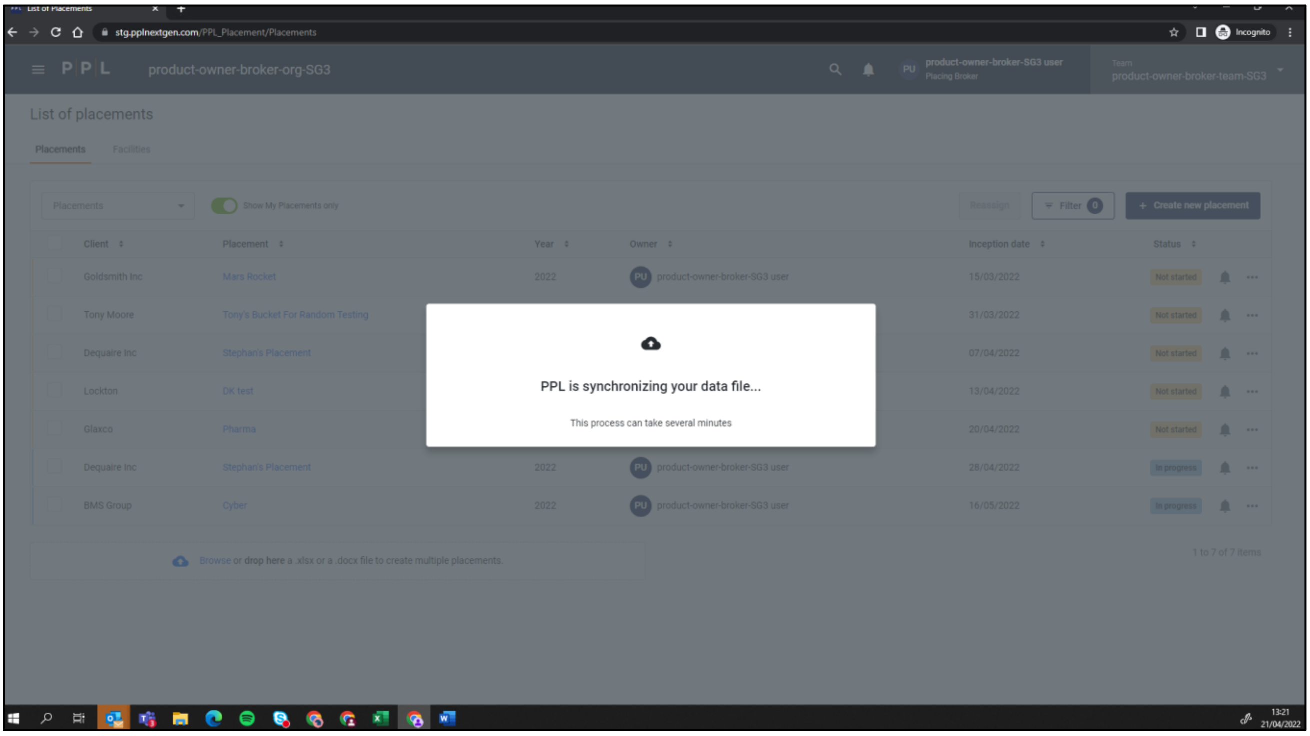
From the main placement menu select the 'browse' option located at the bottom of the page, alternative you can drag and drop your file into the same area.



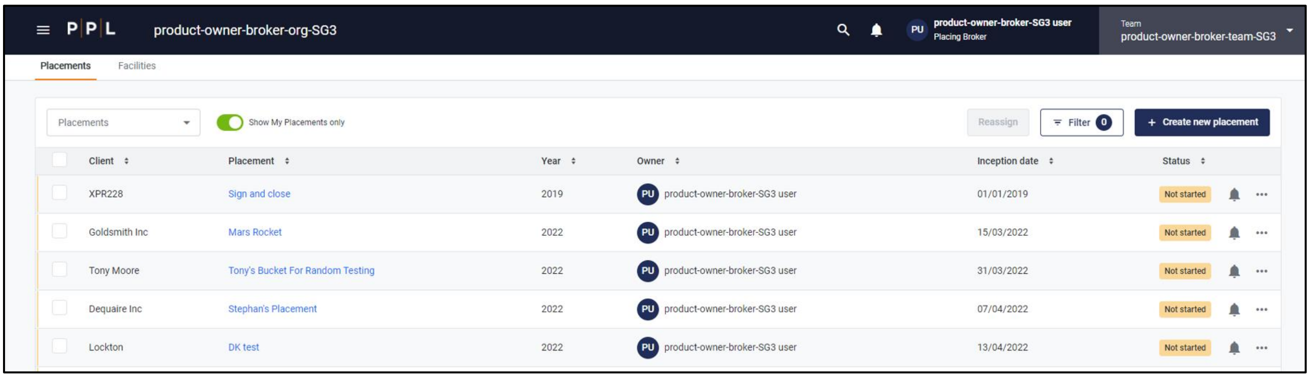
Navigate to the folder where your file is located and select the required file.



PPL will start to perform a synchronisation process, between PPL and the chosen file.



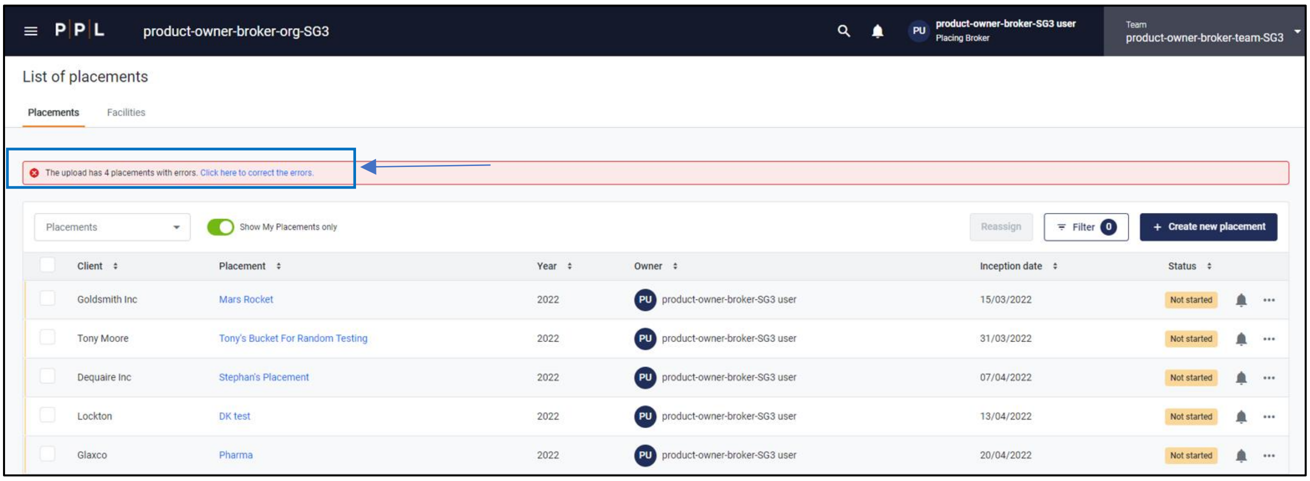
If the validation process is a success, the bulk loaded placements will be displayed in a completed display list.


P|P|L
product-owner-broker-org-SG3
PU
product-owner-broker-SG3 user
Placing Broker
Team
product-owner-broker-team-SG3
Placements
Facilities
Placements
Show My Placements only
Reassign
Filter 0
+ Create new placement

Client	Placement	Year	Owner	Inception date	Status
XPR228	Sign and close	2019	PU product-owner-broker-SG3 user	01/01/2019	Not started
Goldsmith Inc	Mars Rocket	2022	PU product-owner-broker-SG3 user	15/03/2022	Not started
Tony Moore	Tony's Bucket For Random Testing	2022	PU product-owner-broker-SG3 user	31/03/2022	Not started
Dequaire Inc	Stephan's Placement	2022	PU product-owner-broker-SG3 user	07/04/2022	Not started
Lockton	DK test	2022	PU product-owner-broker-SG3 user	13/04/2022	Not started

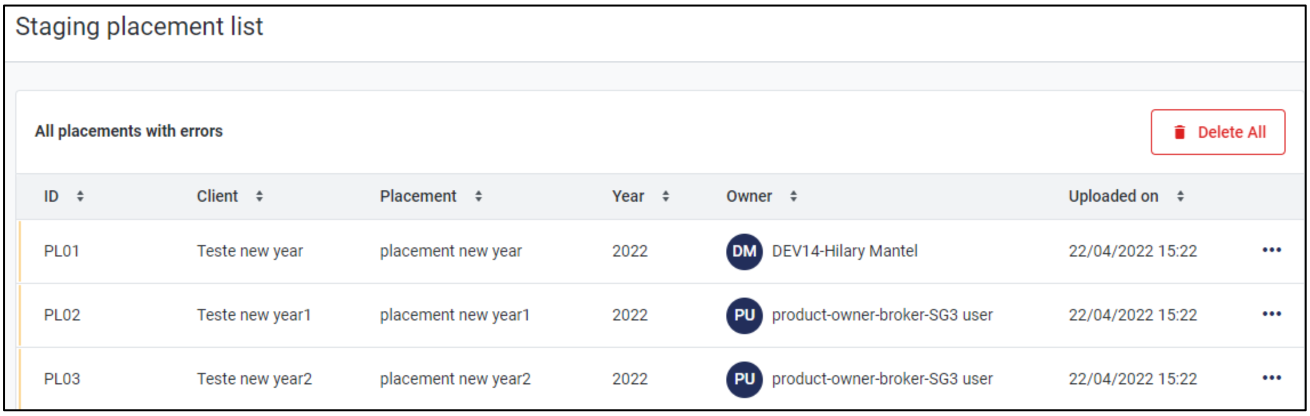
Scenario 2 - Bulk Upload errors identified

Once the file has finished its sync process it will perform some validation to identify any errors that exist in relation to the structure of the selected placement file and PPL template requirements. The below example has flagged 4 placements with errors (shown in blue).



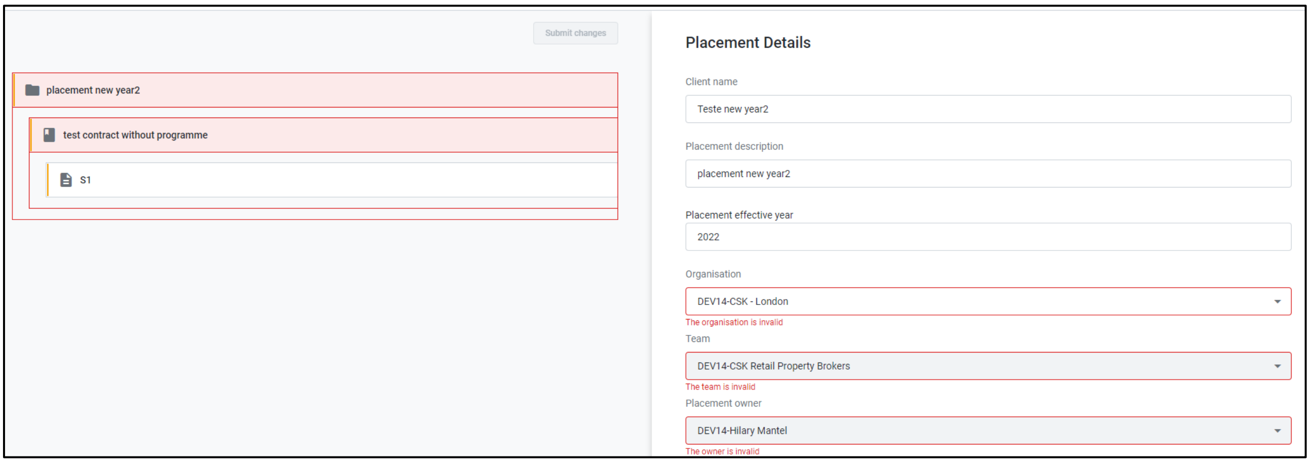
Once the error hyperlink has been selected any errors that exist will be displayed on the Staging screen list, as shown below. Simply select the placement that you wish to view to further understand the identified error.

Once errors have been corrected, they will be cleared off the list and you will be returned to the normal menu.

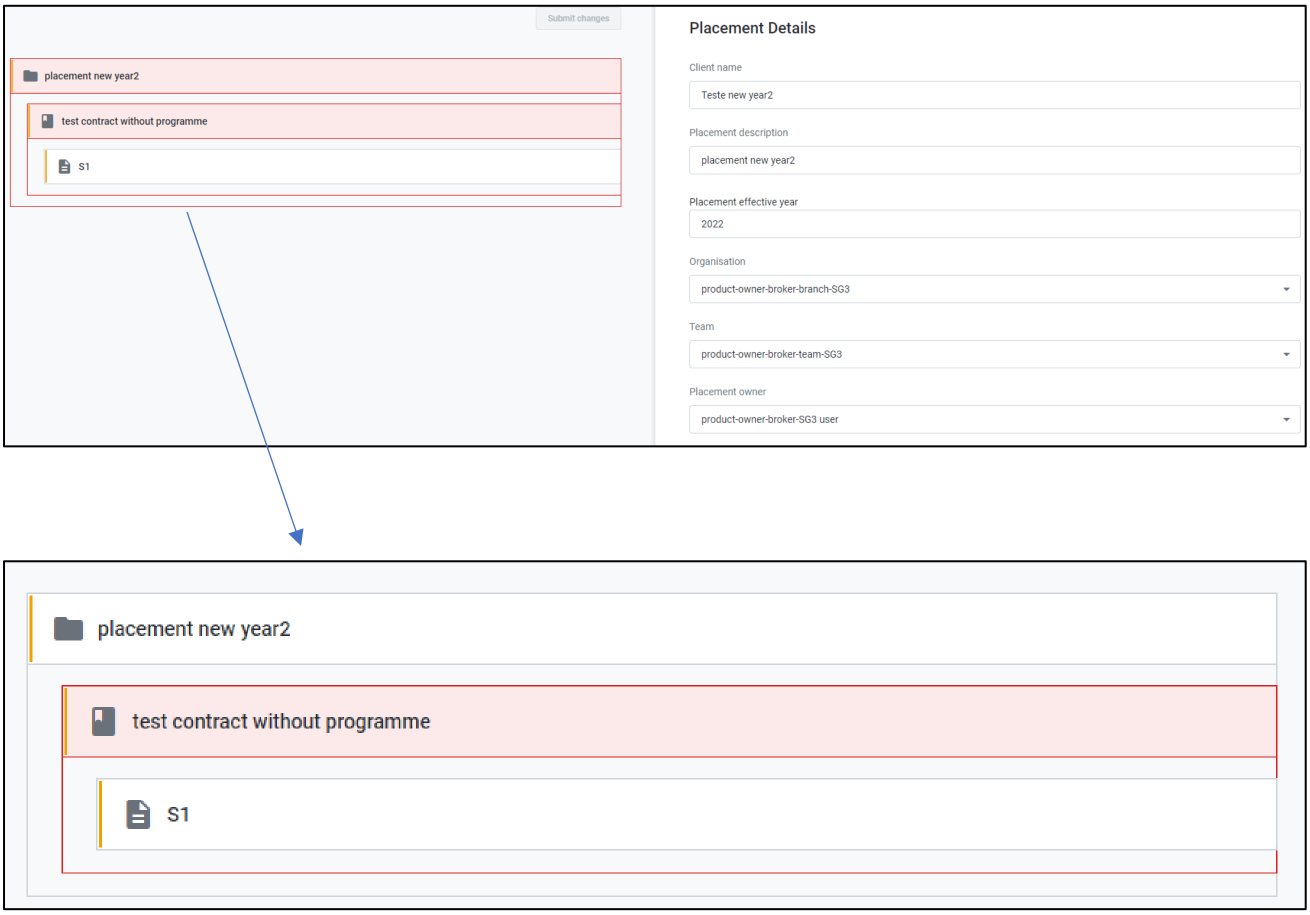


In the example below there are multiple errors that have been flagged, the node tree on the left side indicates which parts of the placement the errors correlate to. This example has flagged that the Placement details show that there are errors relating to the Organisation, Team, and Placement Owner.

NB. Where an error is contained in dropdown field, the original entry from the template is retained in the dropdown list to assist the user in finding the correct entry.

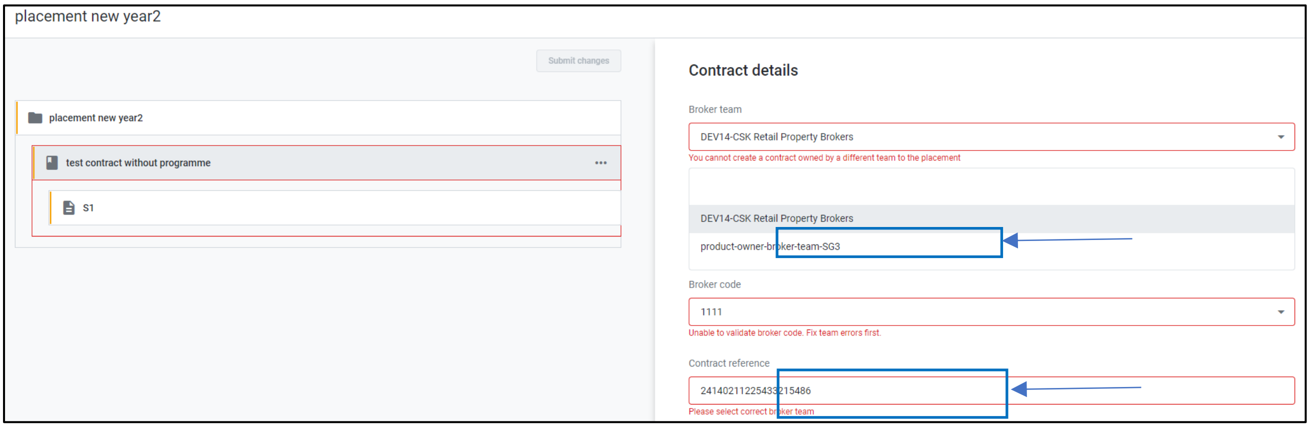


Correcting the data in the three fields to the suggested format of ‘product owner broker – branch/team/user SG3’ and selecting ‘update’, will remove the red error banner from the node tree, as shown below.

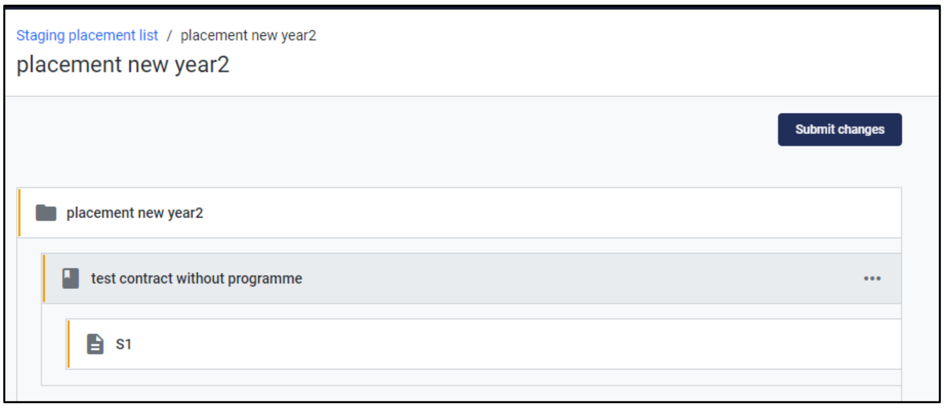


The same applies to the next node down ‘test contract without programme’. By selecting this node, you will be presented with flagged errors on the ‘Contact Details’ form, once all these fields have been adjusted to the correct option from the dropdown list (example shown in blue below), the user should select ‘update’.

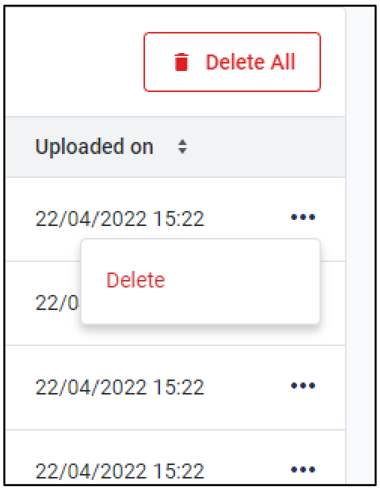
NB. The contract reference field below has also flagged a format validation issue in that the length of the reference is too long.



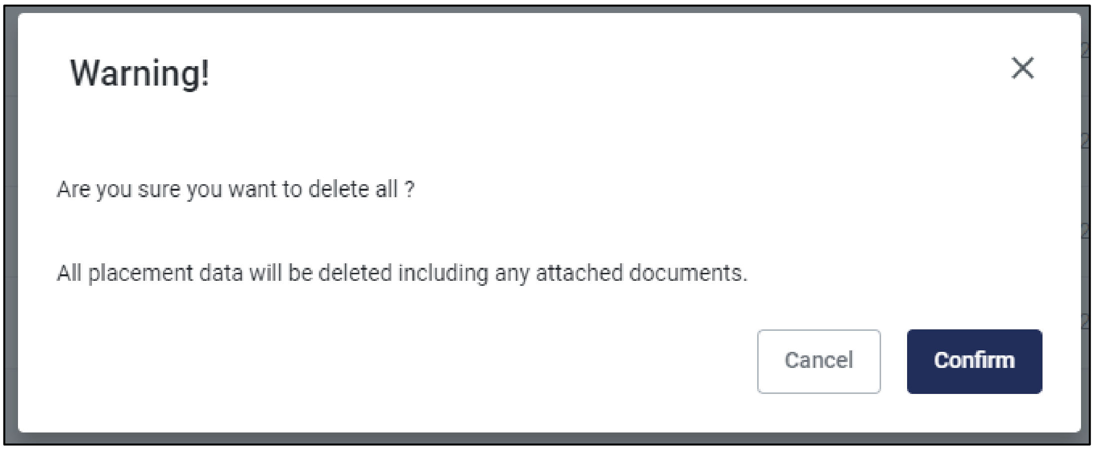
All previously flagged errors on the node tree have now been rectified/cleared.



If you want to remove a loaded placement containing errors, then do so by deleting individual records by selecting the ellipse form the right-hand side of the screen (…) and then continuing to select “Delete”.



Alternatively, you are also able to delete all records, by selecting the “Delete All” function, where you will be presented with a warning before you confirm.



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 pplenquiries@placingplatformlimited.com.