

# Insurance Coverages Table

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The Insurance Coverages table can be found within an Insurance Certificate record in the Company, Company Documents, or Contract table. The Insurance Coverages table holds Insurance Coverage records that are linked to Company, Company Document, and Contract records. Although each record in the Insurance Coverages table can be linked to only one Company and Company Document record, they can be linked to multiple Contract records.

## Use Case

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Although Insurance Coverage records can be viewed, edited, or created in a separate table in the left pane under Contract Management, we recommend to only create new Insurance Coverage records within the Company Documents or Contracts records, which are part of the Supplier Portal. New Coverage records are typically created as follows:

- From a Company Document record. See [Company Documents Table](#) for more details.
- From a particular Contract record, using the Create New Company Document button on the Attachments tab.

Insurance Coverage records are often linked to Supplier Company records in the Company table. Once an Insurance Coverage is added to a Supplier record, that particular Insurance Coverage can be linked to any other Contract records for that Supplier by selecting them from the Contract Details section. Creating Insurance Coverage records directly from the Company Document and Contract tables can be advantageous because:

- They can be displayed as a linked file within individual Coverage records, which may have separate expiration dates.
- When several Coverage records have the same expiration date and are linked to the same Company Document record, the system can send an email to the supplier asking them to upload a new insurance certificate.

New Insurance Coverage records are created with a default Status of Valid, and can be set to either Expired or Contract Inactive. The Expiration Date and Main Contact are required fields. The Main Contact is the person at the supplier company from whom a replacement certificate can be requested. You can select Type of Coverage as well, and customize the choice list that appears in the drop-down list as needed. The options in the Standard System Demo include:

- Auto
- Employer's Liability
- Excess Liability
- General Liability
- Personal Liability
- Professional Liability
- Worker's Comp

The Standard System Demo is set up to show different fields in the Insurance Coverage record layout based on the value selected in the Type of Coverage drop-down list. This keeps similar-yet-slightly-different record types in the same table, preventing the need for subtables. Every Type of Coverage except Worker's Comp adds the Aggregate Amount field, which is used to input the total amount of money in the Insurance Coverage record. Selecting Worker's Comp adds a field called Meet Statutory Limits with radio buttons for Yes and No.

Save

Cancel

Insurance Coverage: IBM Worker's Comp

Status

Valid

ID

61

Details

Emails

History

<<>>

Collapse All

Insurance Coverage Information

Type of Coverage

Worker's Comp

Amount of Coverage

\$ 1,000,000.00

Start Date

Jan 01 2018

\*Expiration Date

Oct 28 2021

Meets Statutory Limits

☒ Yes ☐ No

Company Document

Company Document ID

10

Company Doc Date Created

Oct 05 2020 11:53

Attached Certificate

IBM-insurance.docx

Company Details

Company Name

IBM Q

\*Main Contact

Sam Smith

Main Contact Phone

123-444-5555

Main Contact Email

supplieruser@example.com

Contract Details

Status: 3 record(s) found, 1 page(s). Click [here](#) to count records again..

<input type="checkbox"/> ID	Contract Title	Contract Type	Contract Start Date	Contract End Date	Contract Amount	Status
<input type="checkbox"/> 204	Consulting for IT Deployment project	Professional Services - Supplier	Jan 17 2022	Mar 15 2027	\$525,000	Pending Approval
<input type="checkbox"/> 202	IBM Annual Support Contract	Supplier Product Support and Upgrades	Jan 01 2022	Jan 01 2023	\$5,000,000	Approved
<input type="checkbox"/> 32	Master Services Agreement with IBM	Master Services Agreement	Nov 01 2021		\$650,000	Active

# Automation

The Insurance Certificates table contains a rule that can be turned on to send notifications if a coverage expires. However, you may want to use the rules in the Company Documents table instead, as this helps to avoid sending duplicate emails for multiple certificates with the same expiration date.

A time based rule is designed to update the Contracts linked field with each Contract record for suppliers that currently have a Status of Pending or Active. Insurance coverages are then automatically displayed within those Contract records. This rule is disabled by default in the Standard System Demo.

An Insurance Certificate Owner is defined in the Company record just above the Insurance Coverages embedded table. The Insurance Certificate Owner is notified fourteen days before one or more certificates is due to expire.

When the Expiration Date arrives, the record's Status is updated in one of two ways:

- If any of the associated contracts has a Status of Active, the system sets the certificate's Status to Expired and an email notification is sent to all the Contract Managers about the expired insurance certificate.
- If none of the related contracts is Active, the system sets the certificate's Status to Contract Inactive.

## Ownership

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Insurance Coverage records are owned by their creator. Specifically, an Insurance Coverage record is owned by the user whose Login matches the Creator Login field. You can check for this data in the History Tab.