

# VERTICAL PLACEMENTS

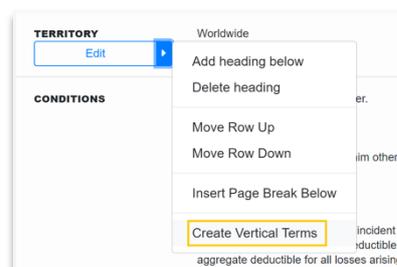
Brokers can place a risk vertically by creating different versions of terms in a contract and sharing those terms with individual carriers.

Each carrier will have visibility of the common headings and text in the contract, while their own terms will be unique to their version of the contract and will not be visible to other carriers.

## 1. Create Vertical Terms

To create vertical terms, access an open market risk at firm order prior to it being shown to any carriers.

Select the 'Create Vertical Terms' option from the 'Edit' sub-menu of the heading to be vertically placed.



## 2. Editing the terms

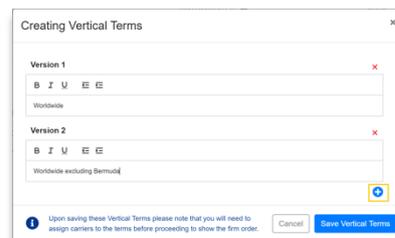
The original heading text will appear as 'Version 1'.

Click the + button to create additional versions.

Edit these versions to create the terms to be shown to each carrier.

The saved versions will appear on the contract on different rows.

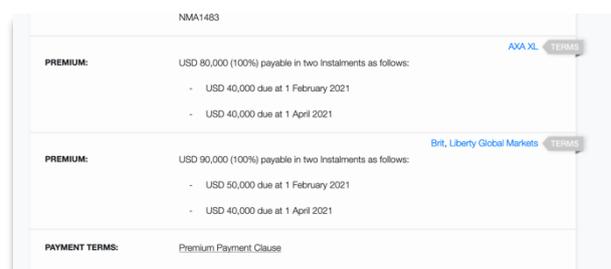
Once the terms appear in the contract you must assign carriers to terms before the firm order can be shown.



## 3. Showing the Firm Order

Having assigned carriers to the vertical terms the broker can then show the risk to the assigned carriers.

It is necessary to show to the leader first or at the same time as the followers.



## 4. Visibility of the terms

The broker will be able to see all vertical terms and all carriers' stamps once lines have been put down.

The carrier's view of the risk will show only their own terms and their own stamp(s).

In the exported .pdf document, headings placed vertically will appear only once with the text "As held on file" in place of the various versions.

The specific carrier terms will be available to download as supplementary documents in addition to the main contract.

