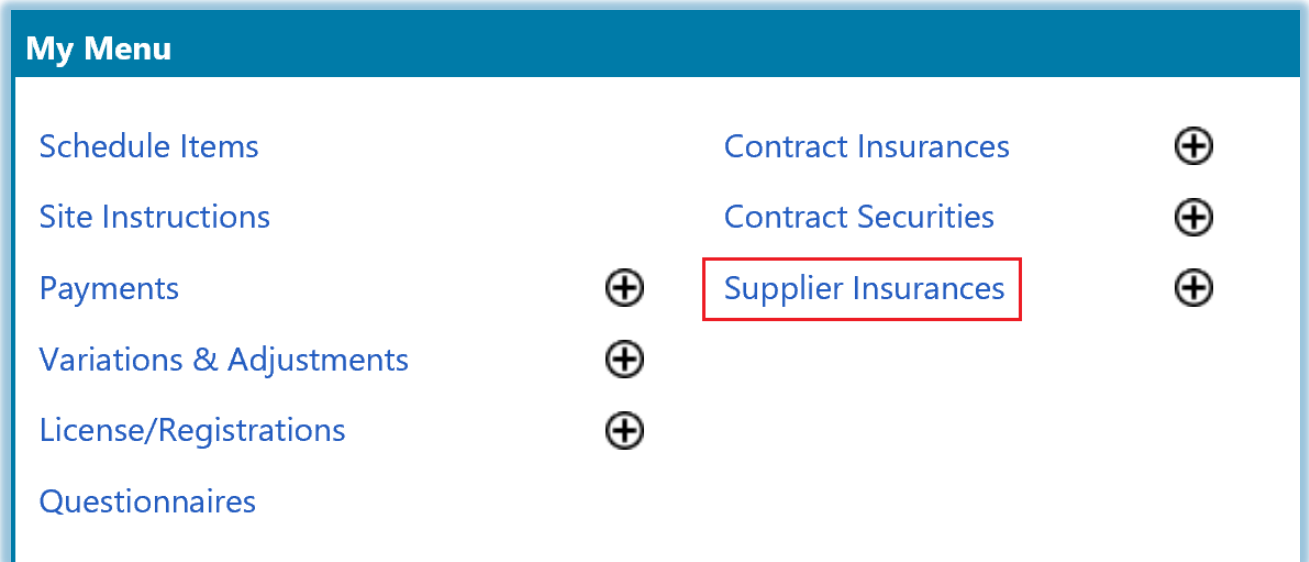


## Submit Insurance Details

### Purpose

This instruction guides the user through the process of submitting supplier insurance details in the CAMPS SRM Portal. Maintaining up-to-date insurance records ensures compliance and allows relevant internal teams to verify coverage.

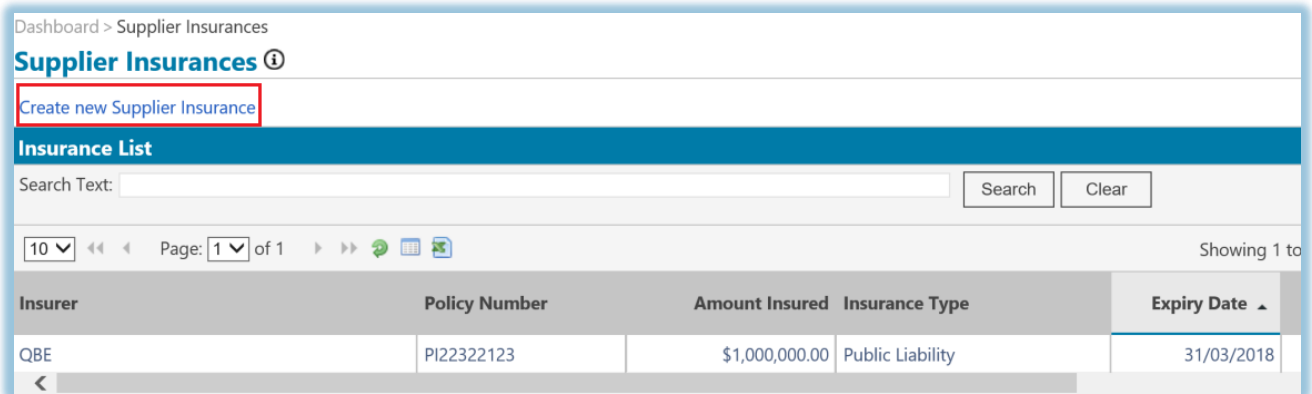
1. From the **My Menu** window, select **Supplier Insurances**.



**My Menu**

- Schedule Items
- Site Instructions
- Payments
- Variations & Adjustments
- License/Registrations
- Questionnaires
- Contract Insurances
- Contract Securities
- Supplier Insurances**

2. Click **Create a new Supplier Insurance**.



Dashboard > Supplier Insurances

### Supplier Insurances

Create new Supplier Insurance

#### Insurance List

Search Text:  Search Clear

10 Page: 1 of 1 Showing 1 to

Insurer	Policy Number	Amount Insured	Insurance Type	Expiry Date
QBE	PI22322123	\$1,000,000.00	Public Liability	31/03/2018

3. Enter the following details:
  - a. **Insurance Type:** select the type of policy from the drop down.
  - b. **Insurer:** Enter the name of Insurer.
  - c. **Policy Number:** Enter the policy number.
  - d. **Amount insured:** the amount that the policy covers you for.
  - e. **Commencement Date:** the date the policy starts.
  - f. **Expiry Date:** the expiry date of the policy.
  - g. **Remarks:** this is a non-mandatory field that you can use to add additional information regarding the policy.
  - h. **Attachments:** it is recommended that you attach a scanned version of your policy.

Dashboard > Supplier Insurances > Create Supplier Insurance

## Create Supplier Insurance ⓘ

Insurance Type:

Insurer:

Policy Number:

Amount Insured:

Commencement Date:

Expiry Date:

Remarks:

Attachments:

\* Max file size allowed is 524.00MB. File types allowed: gif, jpg, jpeg, png, 7z, zip, pdf, doc, docx, xls, xlsx.

4. Once you have entered all the required details you can either:
  - a. **Submit** the record, which will send the insurance to the relevant internal contact for approval.
  - b. **Cancel**, which will return you the Securities list screen without saving changes.