

A STEP-BY-STEP WALKTHROUGH OF VERTICAL TERMS

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Summary

Brokers can create different versions of a term – a contract heading and its text and tagged data – once the contract is at the firm order stage. These differing (“vertical”) terms are then assigned to one or more specific (re)insurers.

When the contract is then shared, each underwriter will see the common contents of the contract, but only their assigned version of the vertical terms. Because of this, all underwriters being shown the firm order must first be assigned one version of each verticalised term.

When verticalising a firm order that has already been shown, the existing version of each verticalised term will be automatically assigned to all (re)insurers that have already seen the contract.

Please note that certain outstanding activities – lines written with outstanding subjectivity requirements, Contract Corrections, line percentage changes, line removals, MTPC endorsements and stamp updates – may block the creation of vertical terms until they are completed.

This document provides a full walk-through of the verticalisation process.

1. Creating Vertical Terms

To create vertical terms, open a contract at the firm order stage, and locate a contract heading to be verticalised. Hover over the contract heading. A small button with a right-pointing arrow is shown beneath the contract heading. If the firm order is unshown, this box will be to the right of the ‘Edit’ button. Shown firm orders are not editable.

RISK DETAILS ⋮

🔒 **UMR** B2317WST380529115

🔒 **TYPE**

Edit ▶

Aviation Hull and Liability Insurance - Primary
Aviation Hull and Liability Insurance - Excess of Loss

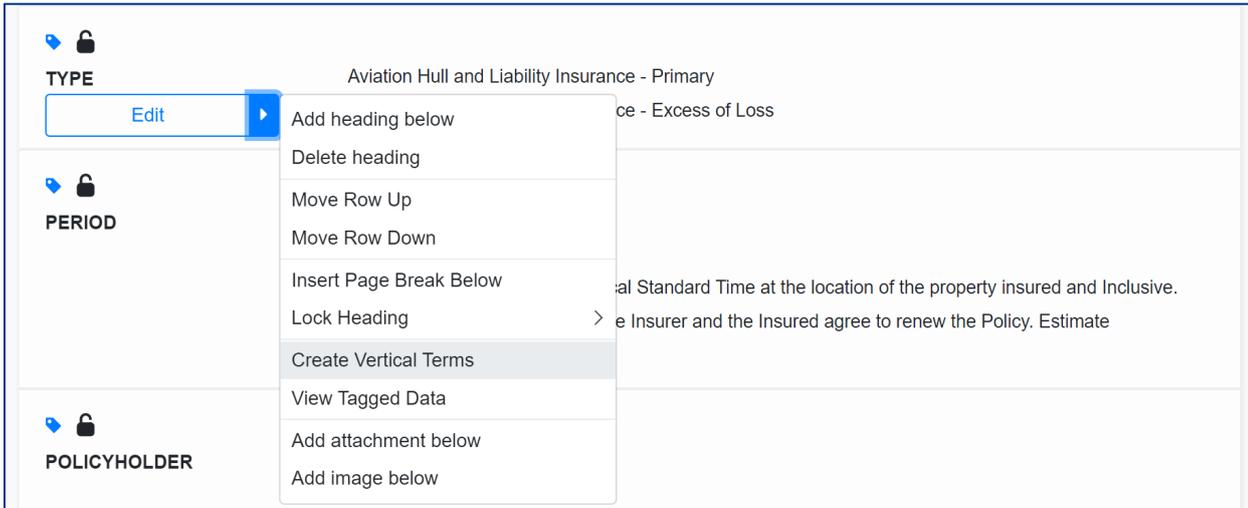
🔒 **PERIOD**

From: 1 August 2025
To: 1 August 2026

Both days at 12.01 a.m. UTC Local Standard Time at the location of the property insured and Inclusive.
And any other period for which the Insurer and the Insured agree to renew the Policy. Estimate

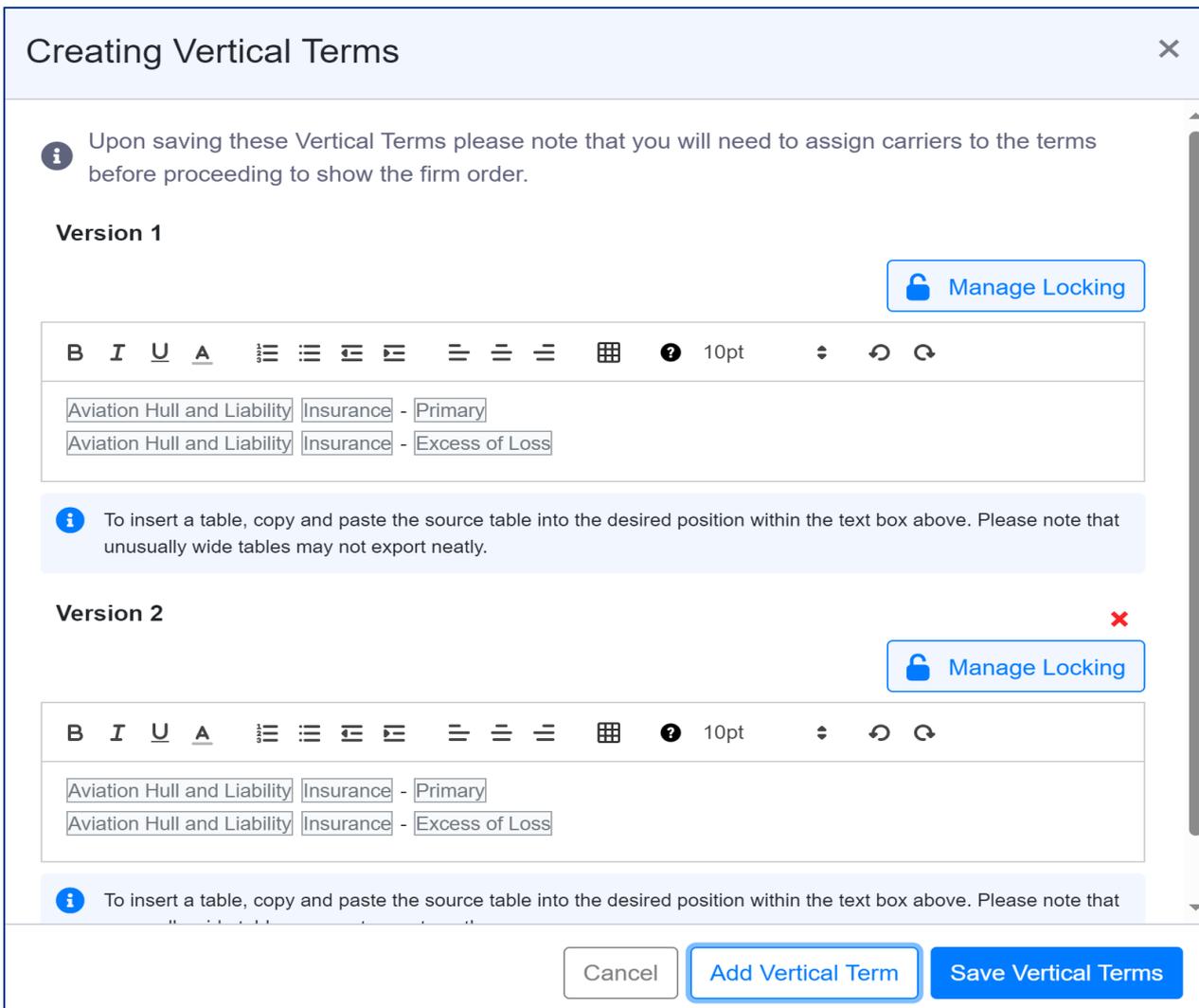
As Per Warranty

Click the arrow button, and then select 'Create Vertical Terms' from the pop-up menu.



2. Editing Vertical Terms

In the 'Creating Vertical Terms' window that opens, the current contents of the contract heading is automatically assigned to version 1 of the verticalised term. Please note that the version numbers are only used within this window, and are displayed purely to aid clarity.



If the firm order has already been shown, version 1 is uneditable, and all recipients of the contract so far are permanently assigned to it, reflecting events to date. Do note that further recipients can still be added to version 1. If the firm order is unshown, version 1 is editable and unassigned.

Click the 'Add Vertical Term' button to add further, editable versions of the contract heading, titled sequentially as version 2, version 3, etc.

Each editable version of the contract heading is shown within the usual full-featured rich text editor used in the platform. Edit these versions to create the terms being shown to each (re)insurer. You can add or remove text, change the data held within a defined data tag, remove existing data tags, or add or remove tables.

Creating Vertical Terms ✕

i Upon saving these Vertical Terms please note that you will need to assign carriers to the terms before proceeding to show the firm order.

Version 1

🔒 Manage Locking

B I U A
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↺ ↻

Aviation Hull and Liability
Insurance
- Primary

i To insert a table, copy and paste the source table into the desired position within the text box above. Please note that unusually wide tables may not export neatly.

Version 2

🔒 Manage Locking
✕

B I U A
☰ ☷ ☰ ☷
☰ ☷ ☰ ☷
☰ ☷ ☰ ☷
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Aviation Hull and Liability
Insurance
- Excess of Loss

i To insert a table, copy and paste the source table into the desired position within the text box above. Please note that unusually wide tables may not export neatly.

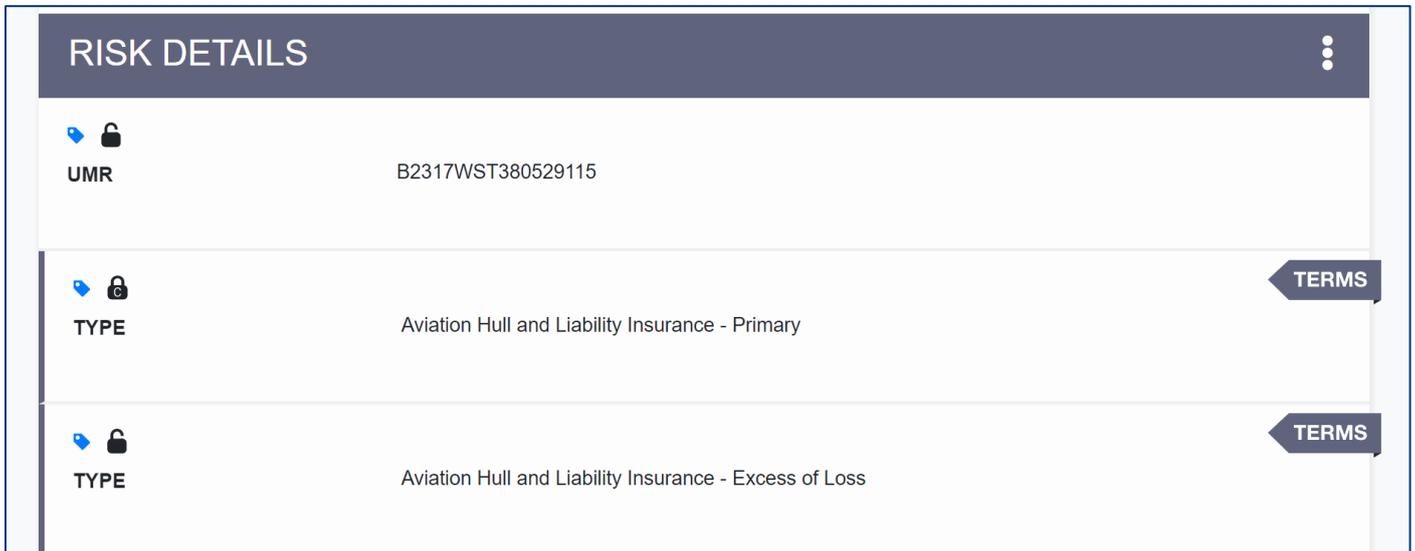
Cancel
Add Vertical Term
Save Vertical Terms

Please note that while verticalising a term, you cannot add a new data tag, or insert an image or attachment. If these changes are required, first issue and complete a contract correction adding the required content to the contract.

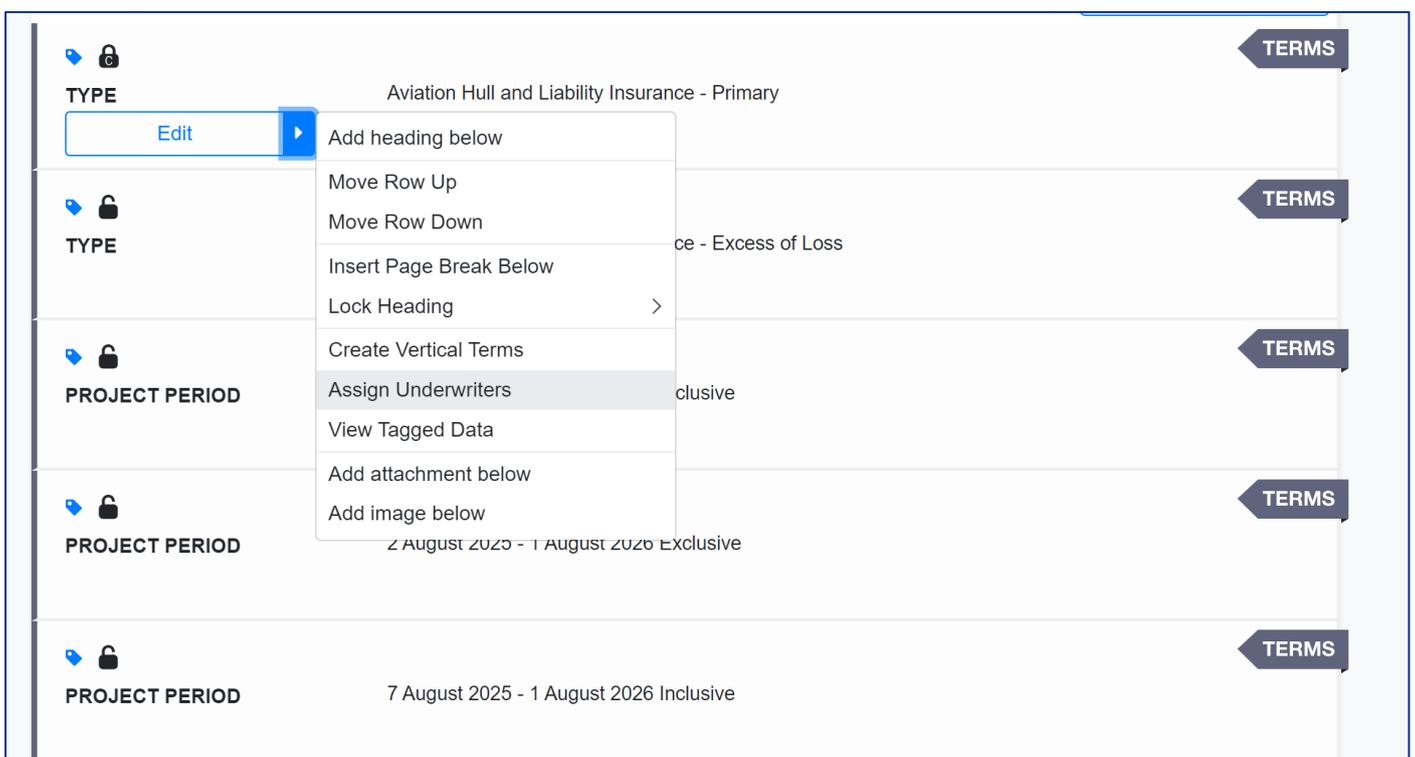
Once you have the term correctly verticalised and each version properly updated, click 'Save Vertical Terms'. You are returned to the contract view, with the verticalised terms inserted as a group in the same order they were shown in the 'Creating Vertical Terms' window.

3. Assigning (Re)Insurers to Vertical Terms

In the contract view, the different versions of a verticalised term appear sequentially in the contract, and feature a 'Terms' label displayed at the right-hand side of the contract heading.



To assign one or more (re)insurers to a term, click the right-pointing arrow box that shows under that term's contract heading when hovering over with the mouse pointer. Select 'Assign Underwriters' from the pop-up menu.



From the 'Select Carriers' screen, locate an open market (re)insurer or facility to assign to the term, and click their entry on the list to select them. (Re)insurers already selected for this term are framed with a blue box, and those selected for other terms are greyed out and unselectable. Click the red 'x' box at the right of a selected recipient to deselect if necessary.

Select Carriers ✕

Open Market
Facility

i All terms assigned to underwriters apply to the whole organisation

Select Carrier

Siracusa Insurance

Siracusa Insurance

✕

OFF-PLATFORM
✓ UNDERWRITER

Milli Reasurans Turk Anonim Sirketi

OFF-PLATFORM
✓ UNDERWRITER

Offline Siracusa

✕

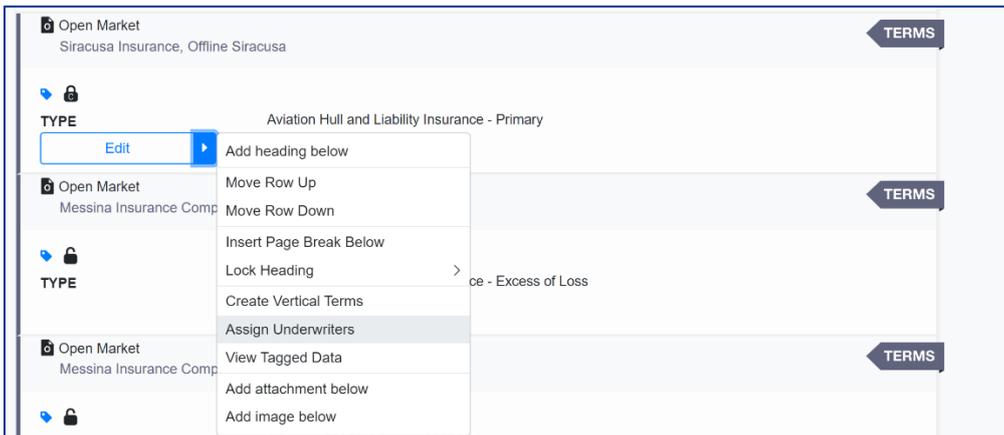
Once you have chosen the appropriate recipients, click 'Save'. You may repeat this process as required for any given term. Please note that a term does not have to have an assigned recipient, but in such cases, that term will not be shown to anyone. You cannot show the firm order until at least one term has at least one unshown recipient.

<div style="display: flex; justify-content: space-between; align-items: center;"> Open Market TERMS </div> <p style="margin: 0;">Siracusa Insurance, Offline Siracusa</p>
<div style="display: flex; align-items: center;"> 🔒 </div> <p style="margin: 0;">TYPE Aviation Hull and Liability Insurance - Primary</p>
<div style="display: flex; justify-content: space-between; align-items: center;"> Open Market TERMS </div> <p style="margin: 0;">Messina Insurance Company, Wantage Underwriting</p>
<div style="display: flex; align-items: center;"> 🔒 </div> <p style="margin: 0;">TYPE Aviation Hull and Liability Insurance - Excess of Loss</p>

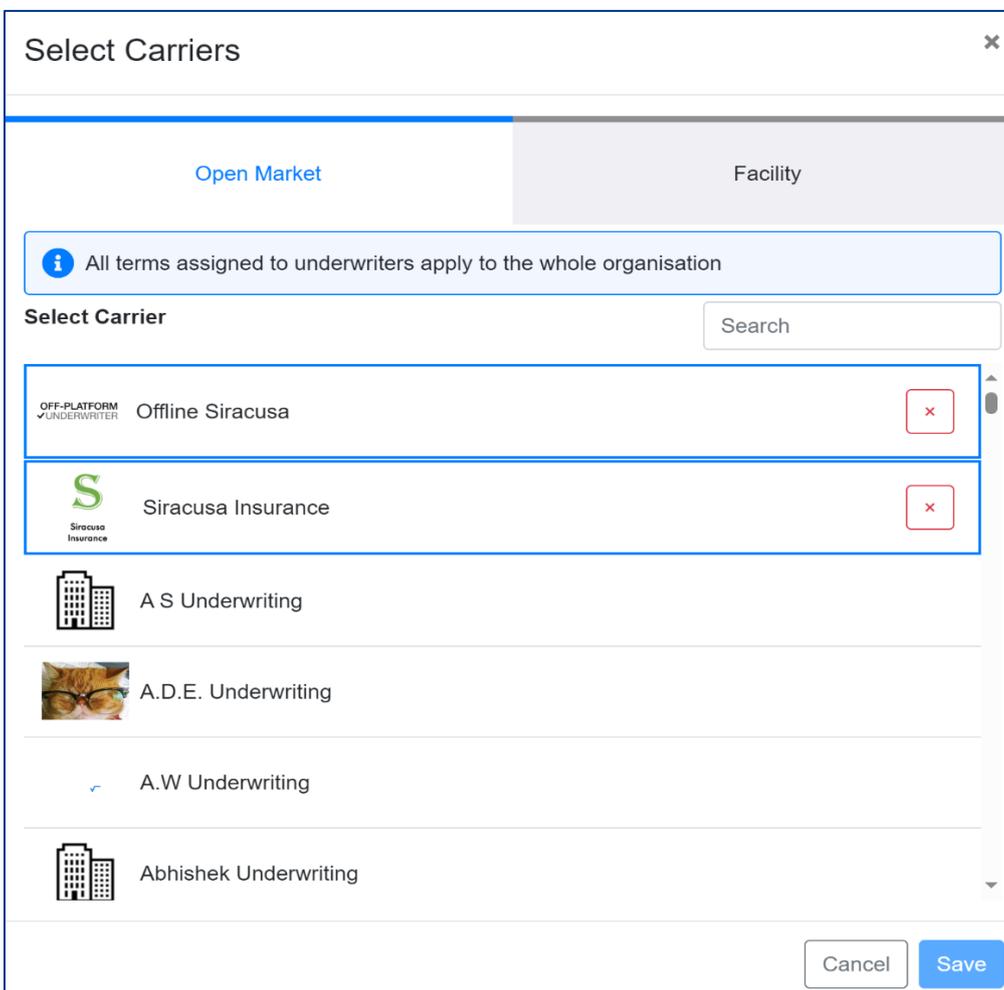
4. Unassigning Underwriters from a Vertical Term

Before a (re)insurer has been shown a term, you may unassign them so that they are no longer a recipient for that term. Please note that once that recipient has been shown a term, it is impossible to remove them from that term.

To unassign a (re)insurer, click the right-pointing arrow box that shows under that term's contract heading on mouse-over, and select 'Assign Underwriters' from the pop-up menu.



In the 'Select Carriers' window, all recipients of that term who have not yet been shown the contract are listed at the start of the list of potential recipients, each highlighted in a blue box. (Re)insurers who have already been shown a term or who are assigned to different terms are listed at the very end of the list, greyed out, and cannot be interacted with.



To remove a recipient from the term, click the red 'x' button at the far right of their entry.

Select Carriers

✕

Open Market

Facility

i All terms assigned to underwriters apply to the whole organisation

Select Carrier

OFF-PLATFORM
✓ UNDERWRITER

Offline Siracusa

S
Siracusa Insurance

Siracusa Insurance

✕

A S Underwriting

A.D.E. Underwriting

A.W Underwriting

Abhishek Underwriting

Cancel

Save

When all the necessary (re)insurers have been removed, click the blue 'Save' button. You are returned to the contract view with the deleted recipient/s removed from that term. This cannot be undone, but you are free to assign the same term to the deleted recipient again if necessary.

Open Market
 Siracusa Insurance

TERMS

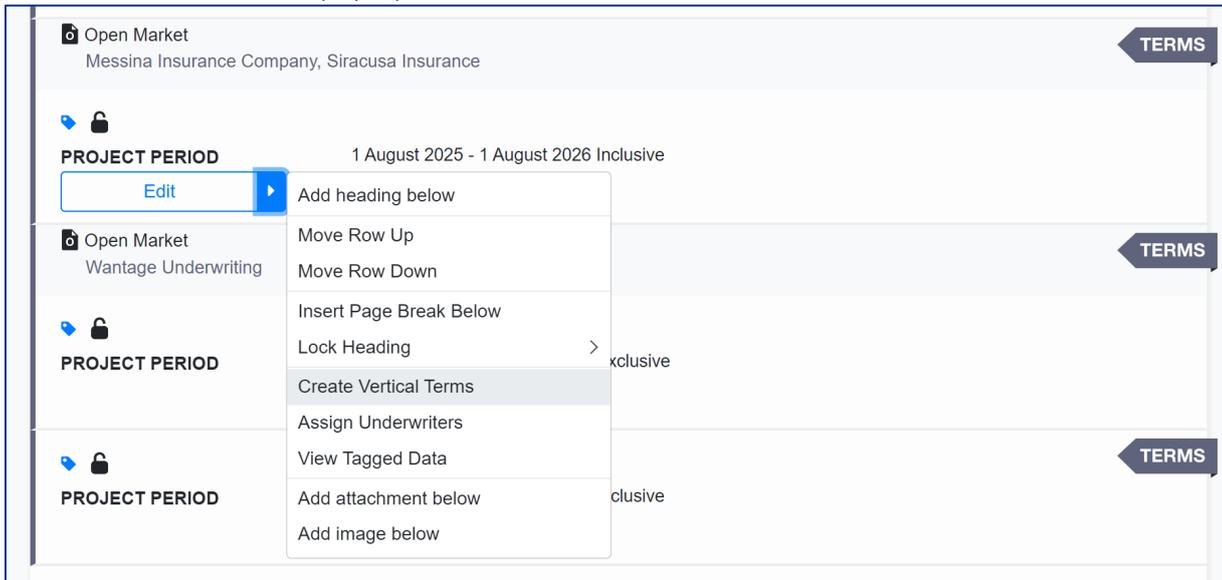
🔒
TYPE

Aviation Hull and Liability Insurance - Primary

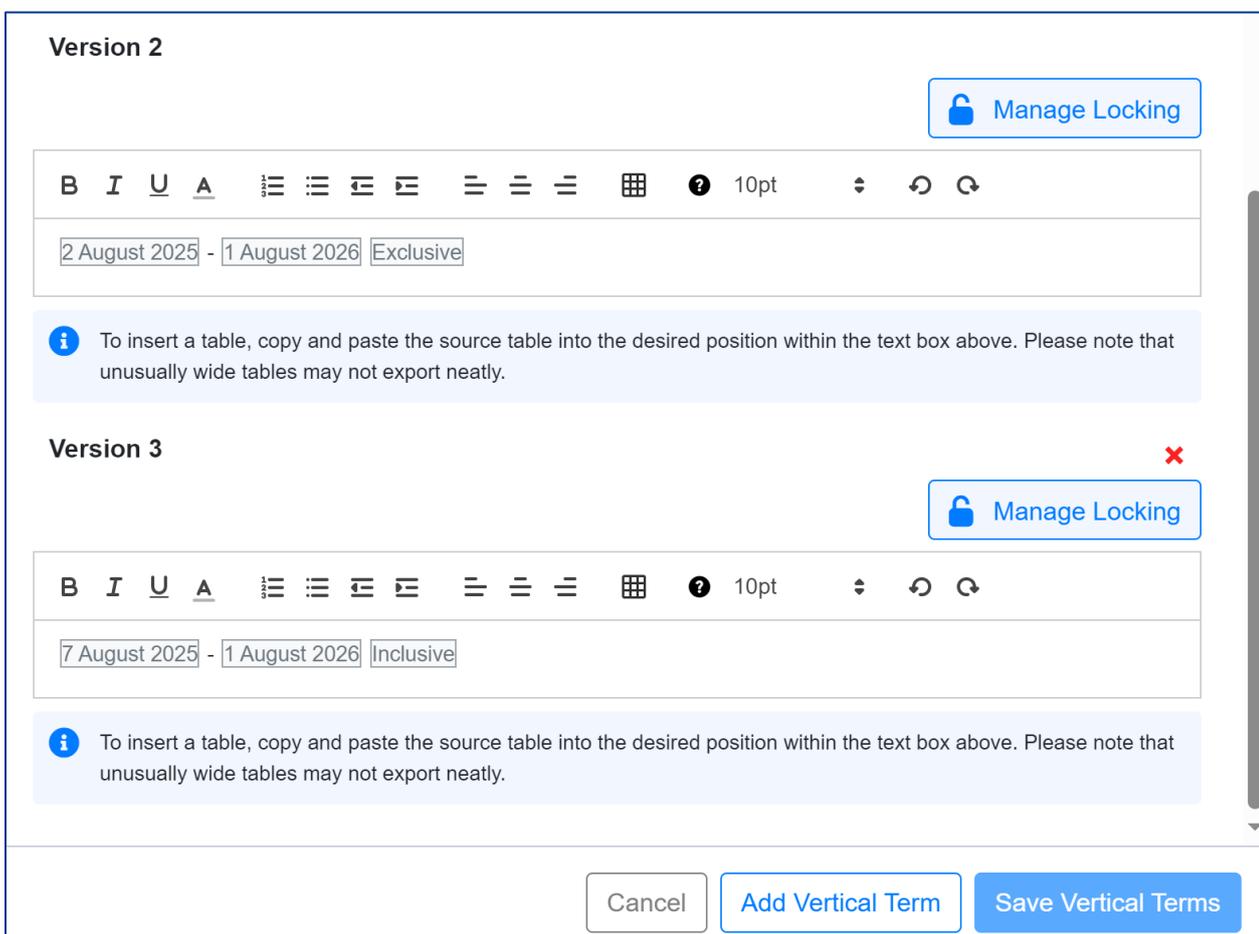
5. Removing Vertical Terms

Before a vertical term has been shown, you may remove it from the contract. Please note that once a term has been shown to an (re)insurer, it is impossible to remove that term from the contract.

To remove an unshown vertical term, you must first manually remove all its assigned (re)insurers. Then click the right-pointing arrow box that shows under that term's contract heading on mouse-over, and select 'Create Vertical Terms' from the pop-up menu.



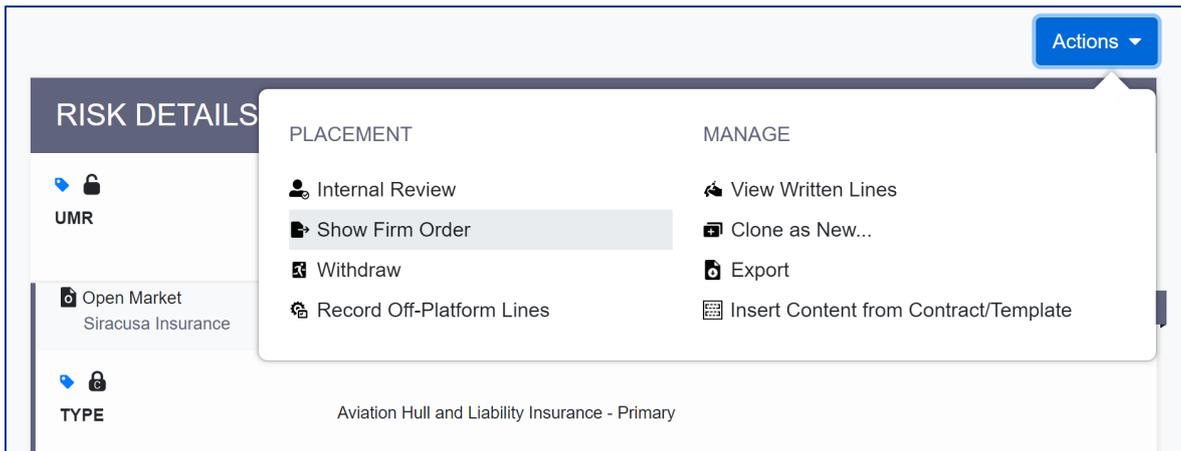
In the 'Create Vertical Terms' window, already-shown terms are greyed out and cannot be altered, but unshown terms are editable.



To remove an unshown term entirely once no underwriters are assigned to it, click the red 'x' to the far right of that term's version number, deleting the term from the list, and then click 'Save Vertical Terms' to confirm. You are returned to the contract view with the unshown term deleted. Please note that although this cannot be undone, you can always create a new vertical term as before, and adjust it to suit.

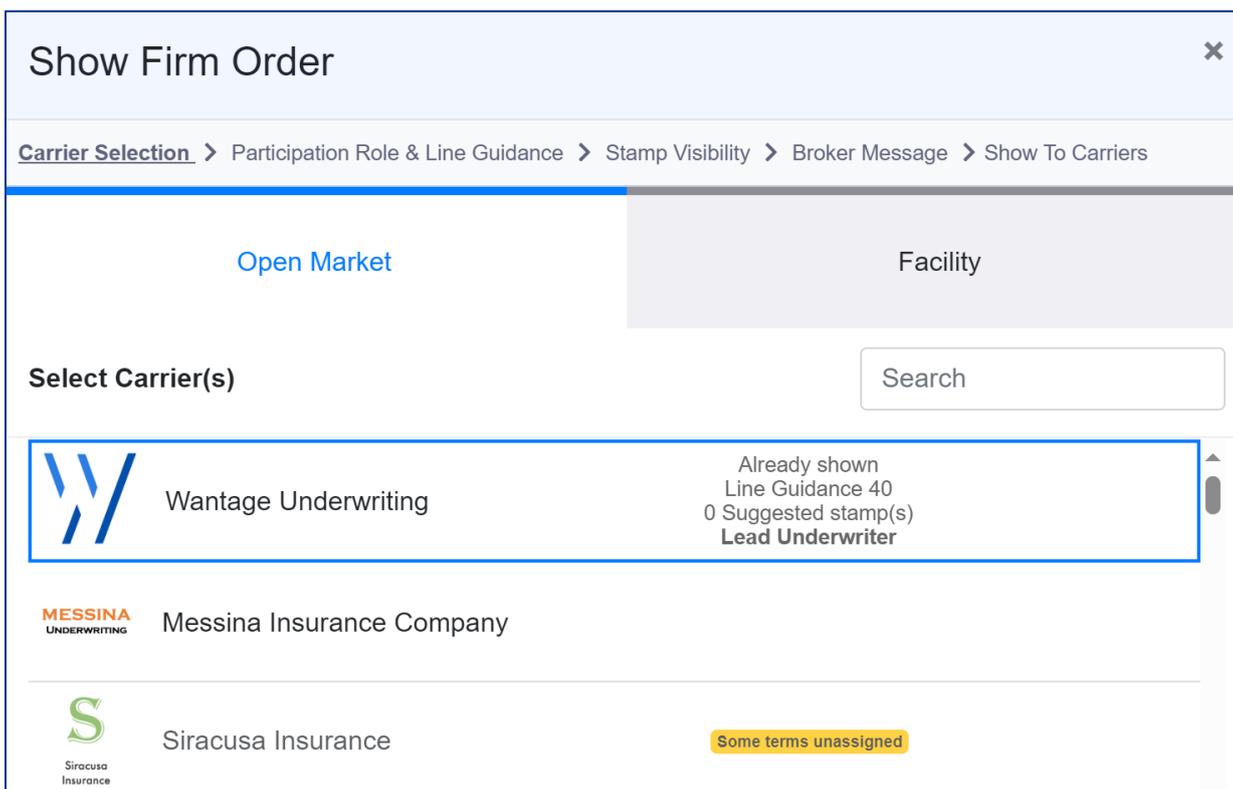
6. Showing the Firm Order

When you are ready to show the firm order, click on the blue drop-down 'Actions' menu at the top of the contract view page, and select 'Show Firm Order' under the 'PLACEMENT' heading.



In the 'Show Firm Order' window, any (re)insurers who have already been shown the contract are listed first, outlined in a blue box. You may click on these entries to see which team/underwriter the contract has been shown to.

(Re)insurers eligible to receive the contract are found below the already-shown entries, listed as normal entries to show to, without highlighting or labelling. Please note that to be eligible, a (re)insurer must be assigned to one term from each contract heading that has been verticalised, and they must not have already been shown the contract.



Click on a (re)insurer to open their list of teams and users, and then select the team or specific underwriter to show the contract to.

Show Firm Order
✕

[Carrier Selection](#) > [Participation Role & Line Guidance](#) > [Stamp Visibility](#) > [Broker Message](#) > [Show To Carriers](#)



Siracusa Insurance

All Risks

Sarah P. Cusier

Aviation

Belinda Cruise

⏪ Cancel
Add Carrier(s)
Proceed

Click 'Add Carrier(s)' to show the contract to additional underwriters at the same time, click 'Cancel' to return to the list of potential recipients without selecting anyone from this (re)insurer, or click 'Proceed' to immediately move to the line guidance phase without including any further recipients.

If this is the first time you are showing this contract, you may be asked to select which stamp/s underwriters participating in the contract can see, depending on your organisation's settings. This is completely independent of vertical terms, and does not change vertical visibility in any way.

Show Firm Order
✕

[Carrier Selection](#) > [Participation Role & Line Guidance](#) > [Stamp Visibility](#) > [Broker Message](#) > [Show To Carriers](#)

Do you wish to make stamps visible to underwriters on the contract?

This setting will apply to all subsequently shown underwriters and to all sections of a multi-sectioned contract, although underwriters will only see stamps for sections they participate on.

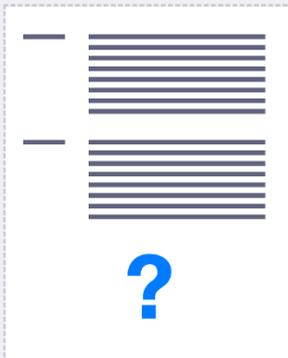
Select your stamp sharing option:

Share all stamps

Share Leader's stamp with follower(s)

Only show the underwriter's own stamp

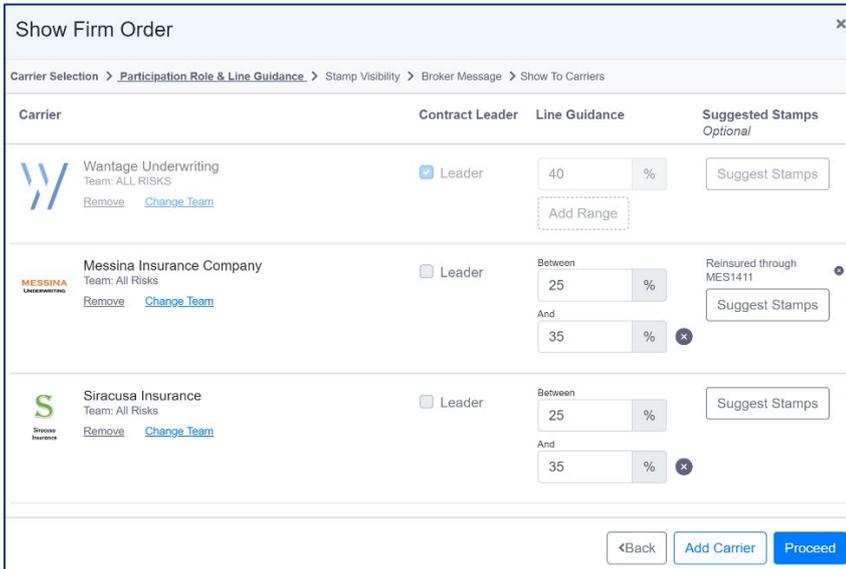
 This setting cannot be changed once the contract has been shown to carriers.



⏪ Back
Proceed

In the line guidance panel, any recipients who have already been shown the contract are listed first with their line guidance percentage, greyed out. This allows you to readily see what percentage of the risk has already been shown.

Conversely, if this is the first time you are showing the contract, you will have to select a lead underwriter for the contract. The leader cannot be shown to after following underwriters, only before or at the same time as.



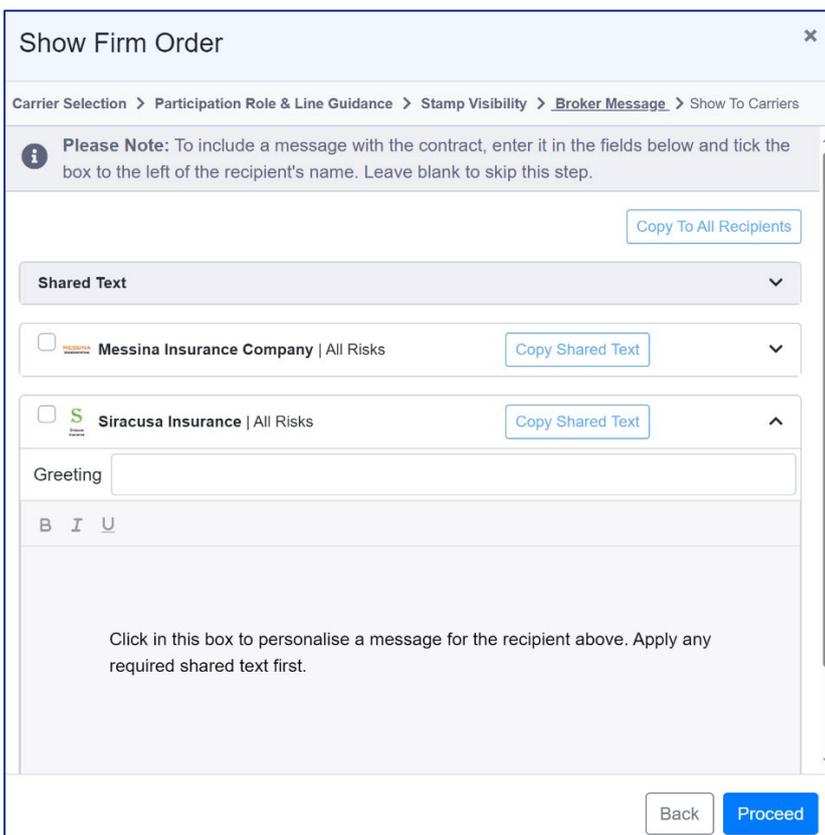
The screenshot shows the 'Show Firm Order' window with the 'Participation Role & Line Guidance' step selected. It displays a table of carriers with their respective line guidance settings:

Carrier	Contract Leader	Line Guidance	Suggested Stamps
 Wantage Underwriting Team: ALL RISKS Remove Change Team	<input checked="" type="checkbox"/> Leader	40 % Add Range	Suggest Stamps
 Messina Insurance Company Team: All Risks Remove Change Team	<input type="checkbox"/> Leader	Between 25 % And 35 %	Reinsured through MES1411 Suggest Stamps
 Siracusa Insurance Team: All Risks Remove Change Team	<input type="checkbox"/> Leader	Between 25 % And 35 %	Suggest Stamps

Navigation buttons at the bottom: <Back, Add Carrier, Proceed.

Assign a line percentage to each outstanding underwriter as usual. You may also choose to select a recommended stamp for one or more underwriter/s to use when writing their line. When you are happy with your line guidance, click 'Proceed'.

You are then presented with the opportunity to provide a broker's message to the recipients, as usual. When you are happy with the message/s, click 'Proceed', then 'Proceed' again to authenticate as usual, and finally 'OK' to show each recipient their assigned terms as part of the firm order.



The screenshot shows the 'Show Firm Order' window with the 'Broker Message' step selected. It includes a 'Please Note' section and a 'Shared Text' section:

Please Note: To include a message with the contract, enter it in the fields below and tick the box to the left of the recipient's name. Leave blank to skip this step.

[Copy To All Recipients](#)

Shared Text (dropdown menu)

- Messina Insurance Company | All Risks [Copy Shared Text](#)
- Siracusa Insurance | All Risks [Copy Shared Text](#)

Greeting: [Text input field]

Rich text editor with formatting options (B, I, U) and a placeholder: "Click in this box to personalise a message for the recipient above. Apply any required shared text first."

Navigation buttons at the bottom: Back, Proceed.

7. Visibility of Vertical Terms

As the broker, you and your team always retain full visibility of all the vertical terms in a contract. Each verticalised contract heading's versions are grouped together, and each term starts with the 'TERMS' banner, which includes a list of (re)insurers assigned to that term.

Wolfram Associates
DEDOPULOS All Risks

Internal Notes Events Chats

RISK DETAILS

- UMR** B2317WST380529115
- Open Market** Siracusa Insurance **TERMS**
- TYPE** Aviation Hull and Liability Insurance - Primary
- Open Market** Messina Insurance Company, Wantage Underwriting **TERMS**
- TYPE** Aviation Hull and Liability Insurance - Excess of Loss
- Open Market** Messina Insurance Company, Siracusa Insurance **TERMS**
- PROJECT PERIOD** 1 August 2025 - 1 August 2026 Inclusive
- Open Market** Wantage Underwriting **TERMS**
- PROJECT PERIOD** 2 August 2025 - 1 August 2026 Exclusive
- POLICYHOLDER** Joe Silber
23, Dutch Street

Written lines are displayed on the contract as normal, without any further indicator of the specific terms involved.

Insurer's Written Line

In a co-insurance placement, following (re)insurers may, but are not obliged to, follow the premium charged by the lead (re)insurer.
(Re)insurers may not seek to guarantee for themselves terms as favourable as those which others subsequently achieve during the placement.

- 40% WRITTEN** Lloyd's 2350
ARG1034098215
N/A SIGNED: YOA: 2025
22 Oct 2024 17:23 CEST
James Hutton
Lloyd's Underwriter Syndicate No. 2350 TSD
- 30% WRITTEN** Lloyd's 4111
ARG203402272
N/A SIGNED: YOA: 2025
22 Oct 2024 17:25 CEST
Francis Bolli
Reinsured through MES1411
- 30% WRITTEN** Lloyd's 1559
ARG644384347
N/A SIGNED: YOA: 2025
22 Oct 2024 17:26 CEST
Sarah P. Cusier
Lloyd's Syndicate No 1559 SIR

[Manage Lines](#)
[Sign Lines](#)

Underwriters only ever see the terms they have been assigned. Their version of the vertical contract heading also includes the 'TERMS' banner, and the name of their organisation, but not the names of any other organisations also assigned the same term.



RISK DETAILS

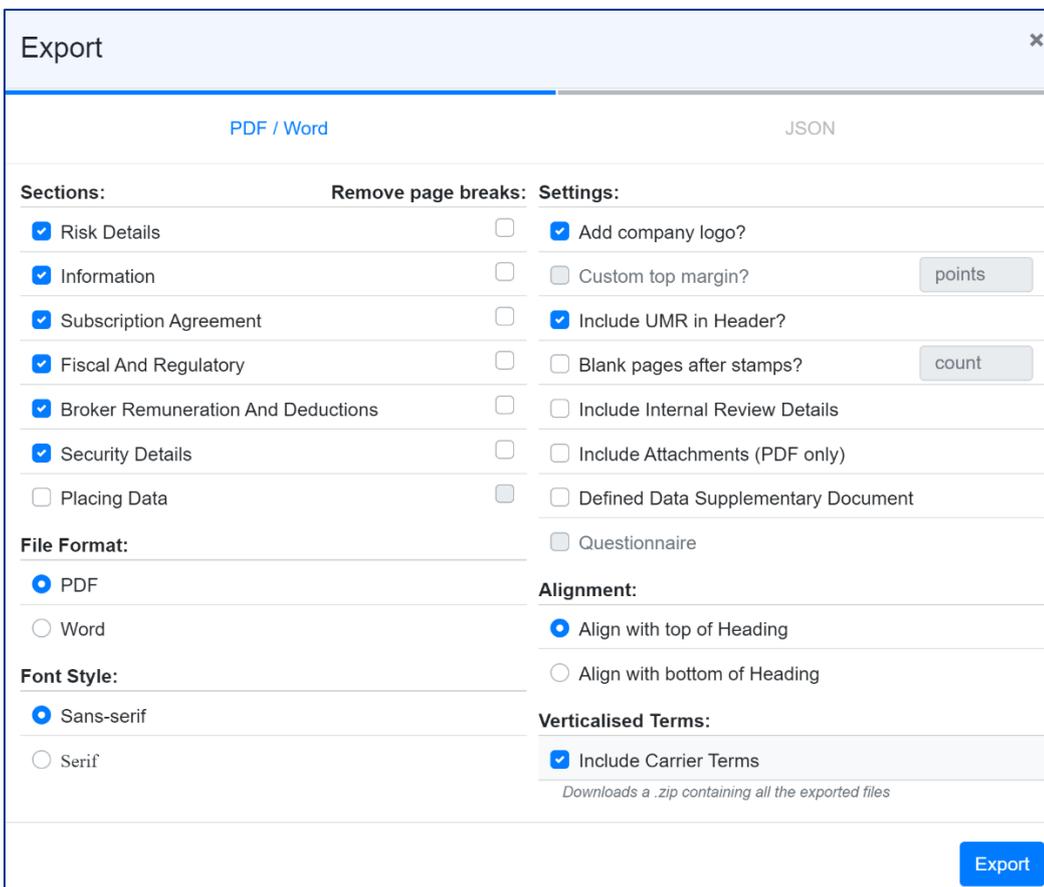
UMR B2317WST380529115

TYPE Aviation Hull and Liability Insurance - Excess of Loss

PROJECT PERIOD 2 August 2025 - 1 August 2026 Exclusive

Stamp visibility for underwriters is dependent on the 'Stamp Visibility' settings either mandated by your organisation in the Admin system or chosen when showing the contract for the first time. The available options are either to let all underwriters see all stamps, to restrict underwriters to only their own stamp, or to permit following underwriters to also see their leader's stamp in addition to their own stamp.

When exporting a verticalised contract to PDF or MS Word, the terms are provided in separate files.



Export

PDF / Word | JSON

Sections:

- Risk Details
- Information
- Subscription Agreement
- Fiscal And Regulatory
- Broker Remuneration And Deductions
- Security Details
- Placing Data

Remove page breaks:

-
-
-
-
-
-
-

Settings:

- Add company logo?
- Custom top margin? points
- Include UMR in Header?
- Blank pages after stamps? count
- Include Internal Review Details
- Include Attachments (PDF only)
- Defined Data Supplementary Document
- Questionnaire

File Format:

- PDF
- Word

Font Style:

- Sans-serif
- Serif

Alignment:

- Align with top of Heading
- Align with bottom of Heading

Verticalised Terms:

- Include Carrier Terms

Downloads a .zip containing all the exported files

Export

Untick the 'Include Carrier Terms' button to export just the base contract.

In the exported document, the verticalised heading/s only appear once, with the text "As held on file", and then separate documents are created for each assigned (re)insurer.



UMR: B2317WST380529115

RISK DETAILS

UMR	B2317WST380529115
TYPE	As held on file
PROJECT PERIOD	As held on file
POLICYHOLDER	Joe Silber 23, Dutch Street Alaska Anchorage United States - 987608

These separate documents list only that organisation's assigned term/s.



UMR: B2317WST380529115

Open Market - Wantage Underwriting Terms

TYPE	Aviation Hull and Liability Insurance - Excess of Loss
PROJECT PERIOD	2 August 2025 - 1 August 2026 Exclusive

The verticalised contract is exported as a .zip archive with the vertical terms documents included by default.

B2317WST380529115_WolframAssociat_Questionnaire.zip						
Name	Type	Compressed ...	Passw...	Size	Ratio	
 B2317WST380529115_WolframAssociat.pdf	Adobe Acrobat Document	884 KB	No	884 KB	0%	
 B2317WST380529115_WolframAssociat_Messinalnsuranc_Terms.pdf	Adobe Acrobat Document	23 KB	No	23 KB	0%	
 B2317WST380529115_WolframAssociat_Siracusalnsuran_Terms.pdf	Adobe Acrobat Document	22 KB	No	22 KB	0%	
 B2317WST380529115_WolframAssociat_WantageUnderwri_Terms.pdf	Adobe Acrobat Document	23 KB	No	23 KB	0%	

Please note that even when exporting the contract without terms, the verticalised contract headings still read "As held on file".