

Offer your Customers Cargo Insurance Right from your Magaya System

Would you like to offer cargo insurance to your customers and process it right from your Magaya system? The Magaya Cargo Insurance feature enables you to do just that. It has two parts that work together: a cargo insurance screen in your Magaya system and Magaya insurance portal, which is linked to your Magaya system.

Magaya Cargo Insurance provides excellent rates and reliable coverage with an open All Risk policy, offering more coverage than the limited liability from carriers. This how-to article explains how to purchase the cargo insurance in your Magaya system for your customers' shipments and how to use the Magaya insurance portal.

Steps to Configure your Magaya System to Process Cargo Insurance Requests

1. Go to Maintenance > Configuration > Cargo Insurance
2. Check the box in the Configuration screen to enable cargo insurance.

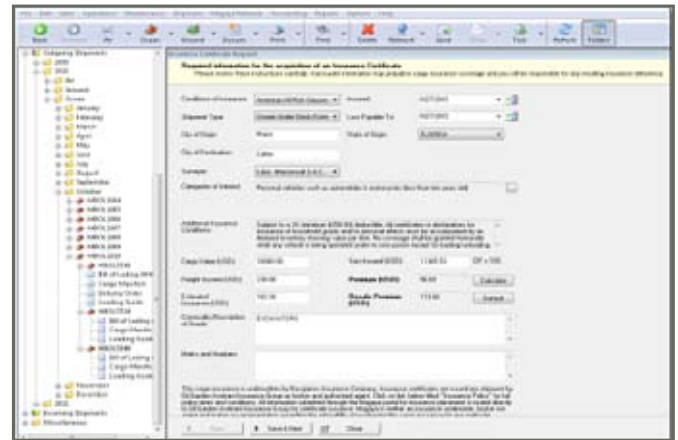
Make any changes to the default configuration as needed for your business. For example, the Resale Markup can be a percent or a flat rate; select the type and enter the amount.

Premiums are paid to Gil Garden Avetrani Insurance Group.

In the General settings section, you can set your system to allow the certificate to be viewable internally in your company or to allow customers to see it via Magaya LiveTrack. Additional checkboxes apply to the Magaya users to allow or limit their ability to void declarations, create special projects, and to force the system to request their credentials before the user submits a transaction. Save your settings.

Steps to Purchase Cargo Insurance for your Customers:

1. Process your shipment as usual.
2. In the Shipment screen, click the Cargo Insurance button to buy the cargo insurance for the shipment. (Alternative: Click the Actions button and select Cargo Insurance > Buy Cargo Insurance.)
3. In the Insurance Certificate Request screen, some information will be completed. Enter the following:



- Select the "Conditions of Insurance": This is the type of coverage you want.
- Select the "Assured". This can be the consignee, the customer who is buying the insurance policy, or other party.
- Select the "Shipment Type".
- The field "Loss Payable to" is the party who will be paid if damage occurs to the cargo.
- Select a surveyor. The system shows you options of surveyors who will inspect claims.
- The Categories of Interest field is the commodities in the shipment. Click the button with the three dots and select the Commodity Type from the list. You can narrow the list to display only approved commodities. If a commodity requires a Special Project, the list will display "Yes" in the Special Projects column. See the section on applying for special projects for more.
- The "Cargo Value" and "Freight Income" fields are filled in from the shipment. Changes can be made if needed.

- The “Estimated Insurance” is calculated based on the freight and the cost (calculated by adding value and freight, dividing the total by 100, and multiplied by rate and mark up). This amount is used for the next field, the “Sum Insured”.
- The “Sum Insured” is the total of the Cost, Insurance and Freight (CIF) plus 10%.
- The Premium is your cost (is divided by 100 and multiplied by the rate), and the Resale Premium (this includes your markup amount) is the amount you will charge the customer (as set up in the Configuration menu).
- The fields for “Commodity/Description of Goods” and for “Marks and Numbers” are optional.
- Click Save & Next.

The next screen is a summary of the request. Verify data and make any changes needed before sending.

The request for a certificate is sent from your system to the insurance broker for review. A copy of the certificate is attached as a PDF to the shipment in the Attachments tab. There is no charge for the certificate. If any changes are needed, the insurance broker or insurance company will contact you.

When the purchase is complete, the cargo insurance button icon changes to show the lock closed with a checkmark.

Apply for a Special Project

If a commodity is not on the list of Approved Commodities, request a Special Project for it:

1. Click the arrow on the side of the Cargo Insurance button and select “Apply for Special Project”.
2. In the Special Project Request screen, fill in the following fields:
 - The Assured is the customer whose cargo requires the special project. This field can be left blank so the cargo can be approved for any customer.
 - The Interest field is used to describe the cargo. The Interest Brief Name summarizes the cargo.
 - Packing indicates the type of packaging such as a custom crate.

- Select the Voyage From (origin) and Voyage To (destination).
- The Annual Turnover is the total value of all pieces of this type of cargo that can be shipped in one year.
- Enter the sum to be insured for each shipment cost and freight.
- Select the Conditions (the coverage) you want.
- Check the box when you read the terms.

3. Click Save & Next to go to the next screen. The next screen is a summary of the request. Verify the data, and return to the previous screen to make any changes needed.

4. Send the Special Project request.

An email notification will be sent to you with the status of the request.

When you receive the special project approval, go to your Magaya system to purchase cargo insurance and request a certificate. Fill in the fields in the Insurance Certificate Request screen as explained above.

Click on the Categories of Interest button and select the approved special project from the list. (If you need to filter the list, click the checkbox to show only special projects.) The information is filled into the field automatically.

Using the Magaya Insurance Portal

The Magaya insurance portal contains information such as the latest updates on the status of your request, a list of approved commodities, the cargo policy, and more. There is also a section displaying your financial information such as your premiums and monthly activity in easy-to-use charts and graphs. Hover your mouse over the charts, lines, and graphs for current amounts.

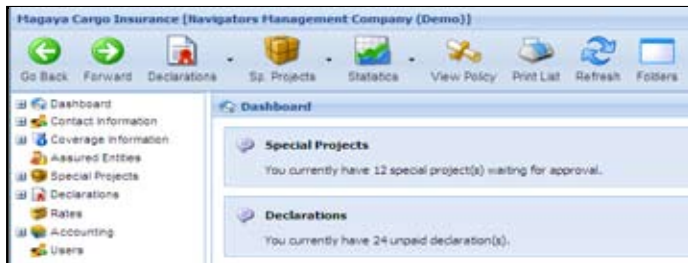
To access the portal the first time, a Magaya user with administrative rights must request an insurance certificate from the Magaya system. This will automatically generate a user name and password.

After the initial certificate is issued, other Magaya users can access the web portal from their Magaya system. The user name and password for the Magaya insurance portal is the same as the email and password for the Magaya system for each Magaya user. Only the admin can change user rights.

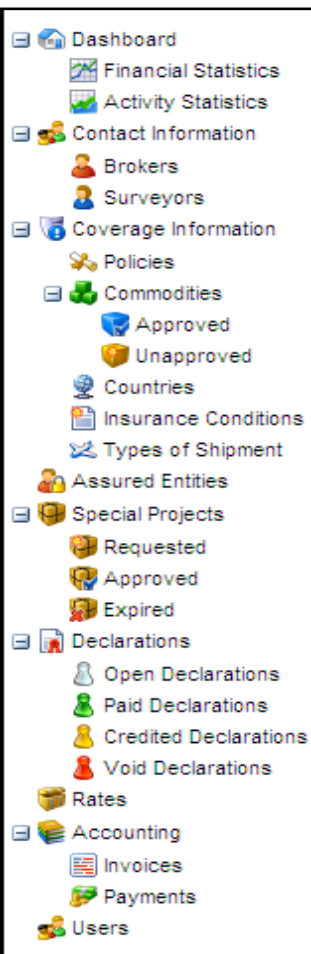
The Magaya insurance portal location is:

<http://insurance.magaya.com>.

The opening screen of the Magaya insurance portal is the Dashboard that shows any messages such as if you have special projects that are pending approval.



The menu on the left side of the screen contains all the features in the portal.



Many of the functions in the menu are also accessible from the buttons on the top toolbar.

Navigate through the menu by clicking on the plus sign to expand entries in the menu. For example to see the surveyors (inspectors), expand "Contact Information" and click Surveyors. You can sort the list to view surveyors in a specific country by typing the country name in the Search field. The list can be narrowed further by using the pop-up menu available when you hover your mouse over any column header. Items in the list can be grouped or ungrouped by clicking the "Group By" option. Uncheck the "Enable Group View" to return to the list view.

Invoices for premiums are created automatically. Open Declarations are certificates that have not been paid for yet.

Billing

The Shipment Charges tab will show all charges, including the insurance charges: your cost of the insurance and the cost for your customer. When the shipment is liquidated, the related accounting transactions are created for this shipment.

You pay your premiums to the premium account designated in your Magaya system's Configuration screen.

Once a month, you will receive an invoice from Magaya with a list of all the certificates you issued for all the shipments and credits for any certificates voided.

Underwriter and Authorized Agent and Broker

The cargo insurance is underwritten by Navigators Insurance Company, rated "A" (Excellent) by A.M. Best and "A" (Stable) by Standard & Poor's. The insurance certificates are issued by insurance broker and authorized agent Gil, Garden, Avetrani Insurance Group, which offers over 35 years experience in the marine insurance industry.

Video Tutorials Online

View cargo insurance video tutorials on Magaya.com's Training page for a step-by-step demonstration. To activate the cargo insurance in your Magaya software, please call Magaya Corporation so you can start offering this valued-added service to your customers and increase your revenue.