

ETASS - Re

Broker (Accounting Entry)



General Insurance Council

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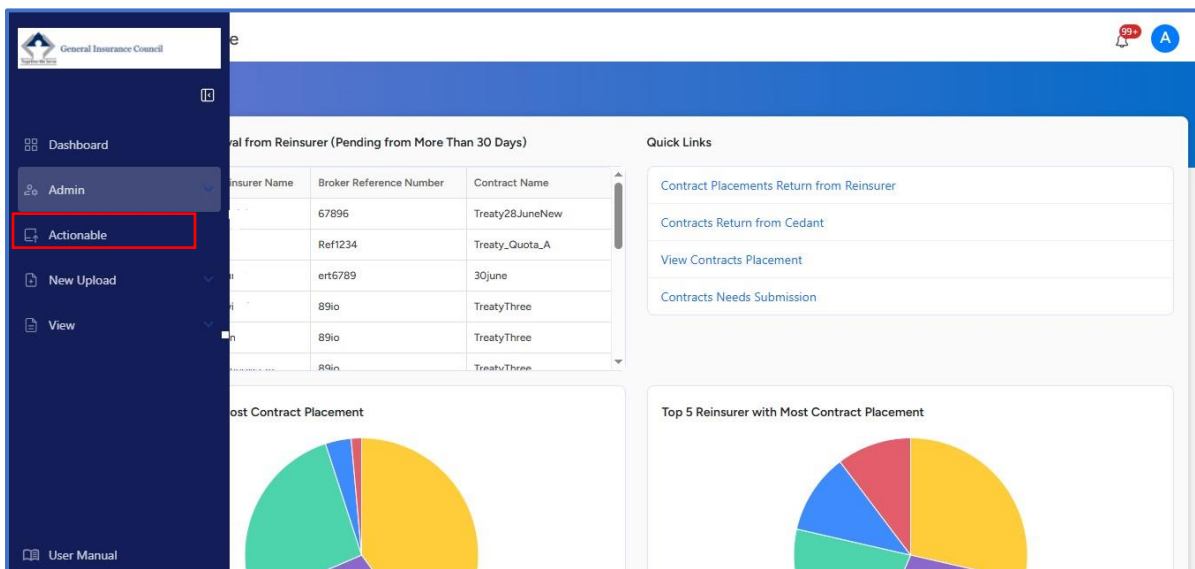
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1. Introduction to Accounting Entry

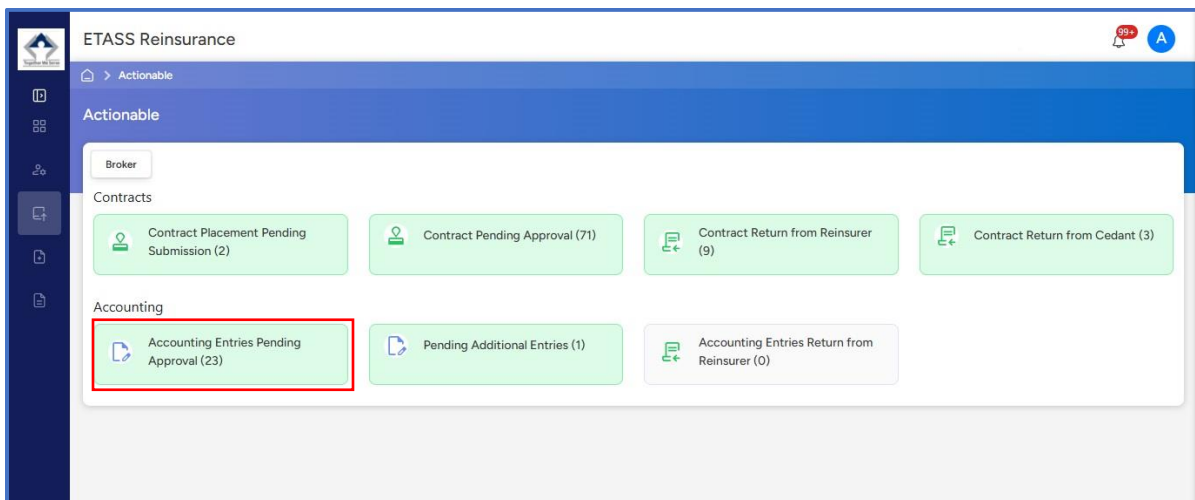
This section outlines the **step-by-step Broker flow for Accounting Entries**, including reviewing pending approvals, approving or rejecting entries, adding additional entries, and handling returns from the Reinsurer. Brokers act as an intermediary between Cedant and Reinsurer to validate, enrich, and route Accounting Entries appropriately.

Step 1: View Accounting Entries Pending Approval

- Navigate to **Actionable** → **Pending Approval**.



The screenshot shows the General Insurance Council dashboard. On the left, a dark blue sidebar contains a menu with the following items: Dashboard, Admin, Actionable (highlighted with a red box), New Upload, View, and User Manual. The main content area displays a table titled 'Contract Return from Reinsurer (Pending from More Than 30 Days)' with columns for Reinsurer Name, Broker Reference Number, and Contract Name. Below the table are two pie charts: 'Most Contract Placement' and 'Top 5 Reinsurer with Most Contract Placement'. On the right, there is a 'Quick Links' section with buttons for 'Contract Placements Return from Reinsurer', 'Contracts Return from Cedant', 'View Contracts Placement', and 'Contracts Needs Submission'.



The screenshot shows the ETASS Reinsurance 'Actionable' page. The breadcrumb navigation is 'Actionable'. The page is divided into two sections: 'Contracts' and 'Accounting'. Under 'Contracts', there are four green buttons: 'Contract Placement Pending Submission (2)', 'Contract Pending Approval (71)', 'Contract Return from Reinsurer (9)', and 'Contract Return from Cedant (3)'. Under 'Accounting', there are three buttons: 'Accounting Entries Pending Approval (23)' (highlighted with a red box), 'Pending Additional Entries (1)', and 'Accounting Entries Return from Reinsurer (0)'.

- Use **Advanced Search** to filter Accounting Entries by **AE Reference Number**.

ETASS Reinsurance

Actionable > Accounting Entry Pending for Approval

Accounting Entry Pending for Approval Upload Accounting Entry Status

Advance search

Accounting Entry Template: Treaty General Entry

Participant Name: Enter here

AE Type: Please Select

AE Reference Number: Enter here

Entry Date From: dd-mm-yyyy

Entry Date To: dd-mm-yyyy

Search Reset

- Review Accounting Entry details.

ETASS Reinsurance

Actionable > Accounting Entry Pending for Approval

Accounting Entry Pending for Approval Upload Accounting Entry Status

Advance search

List of Accounting Entry Download Search Export XLS

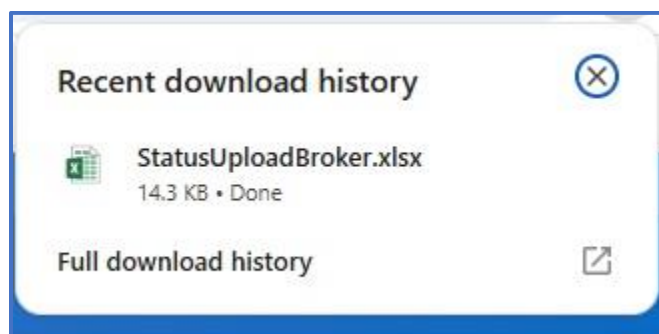
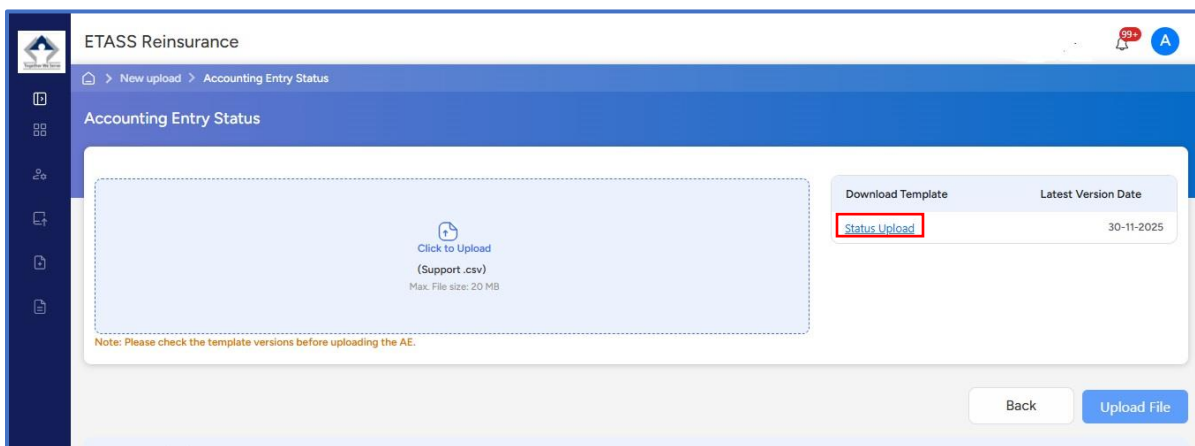
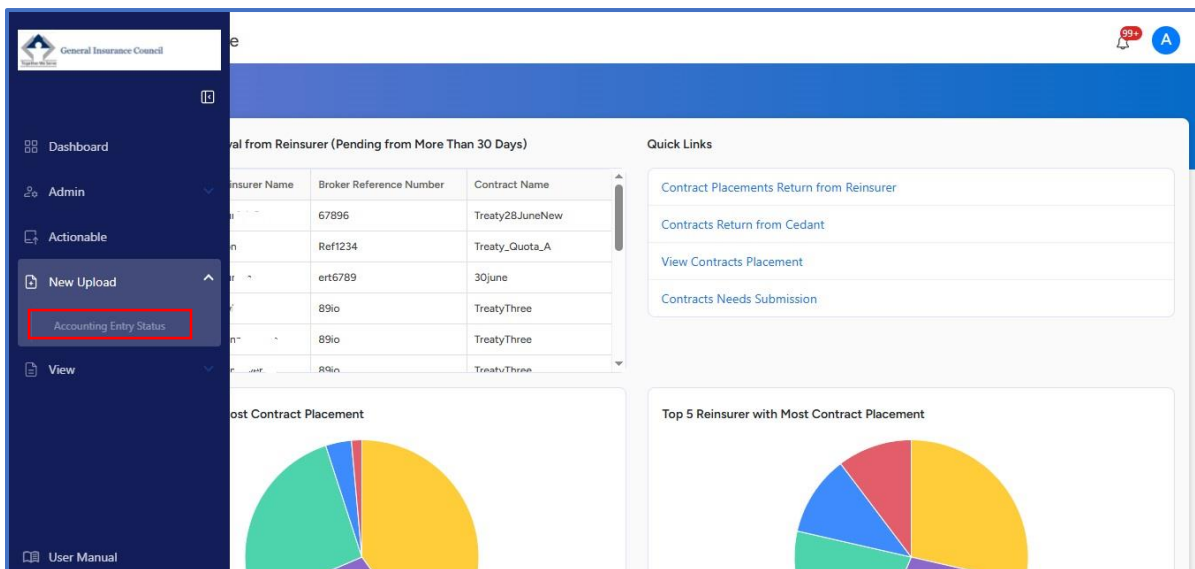
AE Number	CPID	Contract ID	Cedant Name	Reinsurer Name	Treaty Name/Insured Name	Broker Section/Layer Reference Number	Entry Type	Contract Type	Uploaded Date
<input checked="" type="checkbox"/> AE-SR12526FAC038MR101-153	SR12526FAC038MR101	SR12526FAC038	Swiss Re	Munich Re	TRTFAC18-12-2025	-			22-12-2025
<input type="checkbox"/> AE-SR12526FAC038MR101-154	SR12526FAC038MR101	SR12526FAC038	Swiss Re	Munich Re	TRTFAC18-12-2025	-			22-12-2025
<input type="checkbox"/> AE-SR12526FAC047MR101-225	SR12526FAC047MR101	SR12526FAC047	Swiss Re	Munich Re	TntPropFac30-12/01	-			31-12-2025
<input type="checkbox"/> AE-SR12526FAC047MR101-225	SR12526FAC047MR101	SR12526FAC047	Swiss Re	Munich Re	TntPropFac30-12/01	-			31-12-2025
<input type="checkbox"/> AE-SR12526FAC051HR101-329	SR12526FAC051HR101	SR12526FAC051	Swiss Re	Hannover Re	trt07-01	-			07-01-2026
<input type="checkbox"/> AE-SR12526FAC051HR101-329	SR12526FAC051HR101	SR12526FAC051	Swiss Re	Hannover Re	trt07-01	-			07-01-2026
<input type="checkbox"/> AE-SR12526FAC051HR101-329	SR12526FAC051HR101	SR12526FAC051	Swiss Re	Hannover Re	trt07-01	-			07-01-2026
<input type="checkbox"/> AE-SR12526FAC052MR102-363	SR12526FAC052MR102	SR12526FAC052	Swiss Re	Munich Re	TntPropFac08-01-2026	-			08-01-2026
<input type="checkbox"/> AE-SR12526FAC052MR102-363	SR12526FAC052MR102	SR12526FAC052	Swiss Re	Munich Re	TntPropFac08-01-2026	-			08-01-2026
<input type="checkbox"/> AE-SR12526FAC052MR102-363	SR12526FAC052MR102	SR12526FAC052	Swiss Re	Munich Re	TntPropFac08-01-2026	-			08-01-2026

Showing 1 to 10 of 23 entries

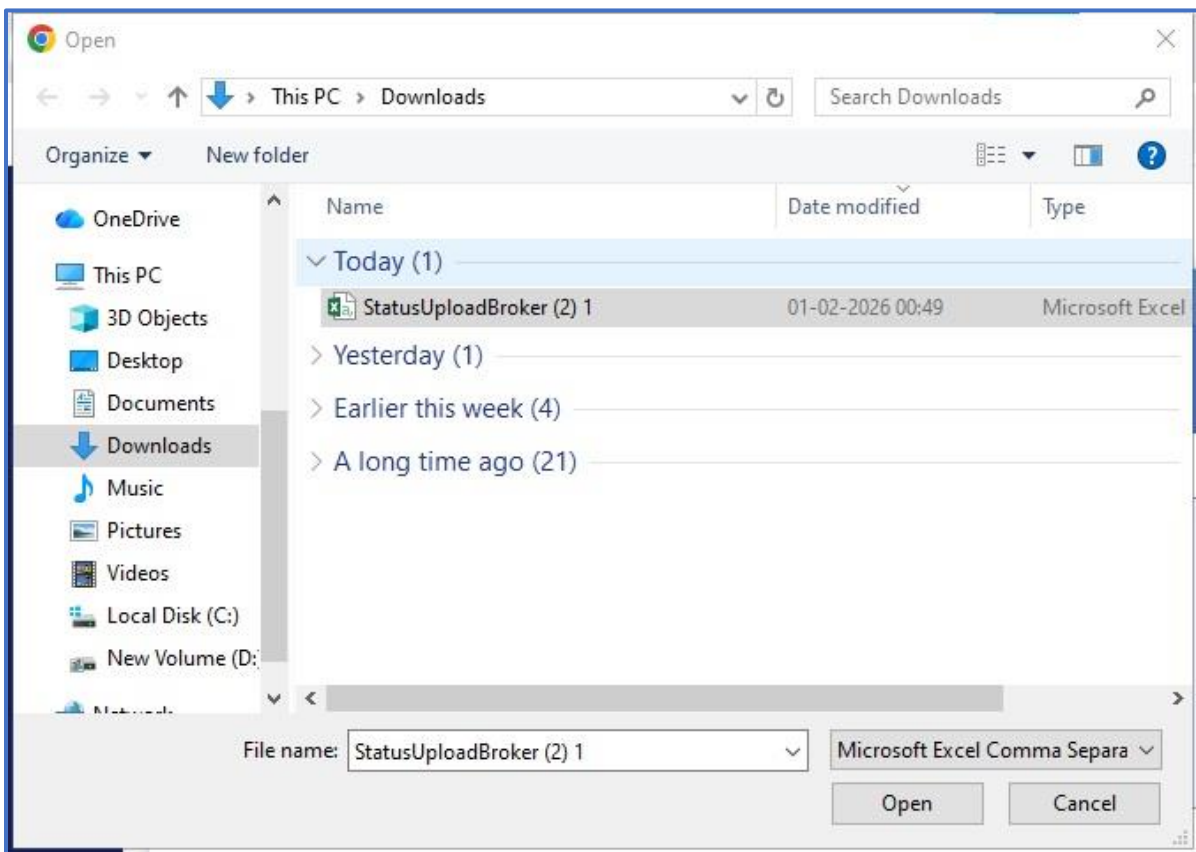
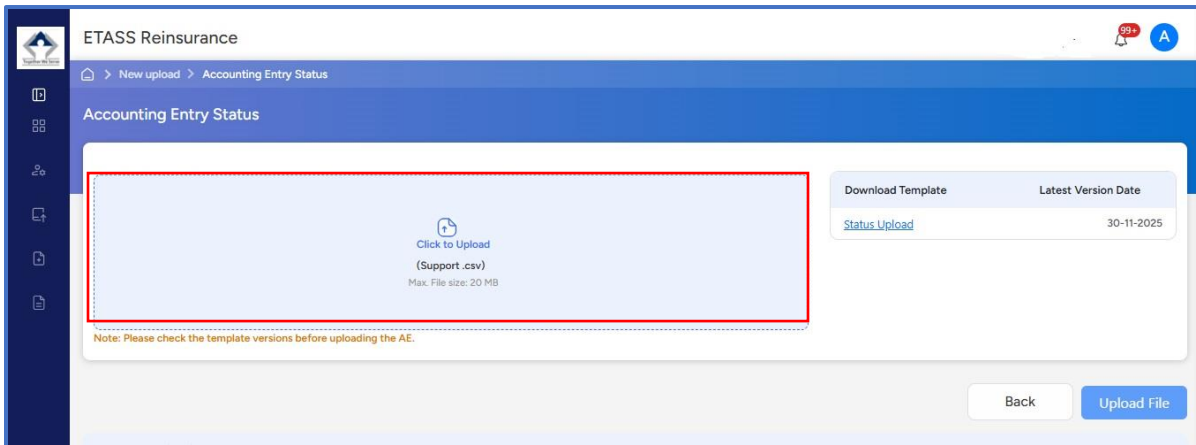
- Download data using:
 - **Export XLS** to download all records.
 - **Download** to download selected records only.
- Click on **Upload Accounting Entry Status** to upload the status or else follow step 2.

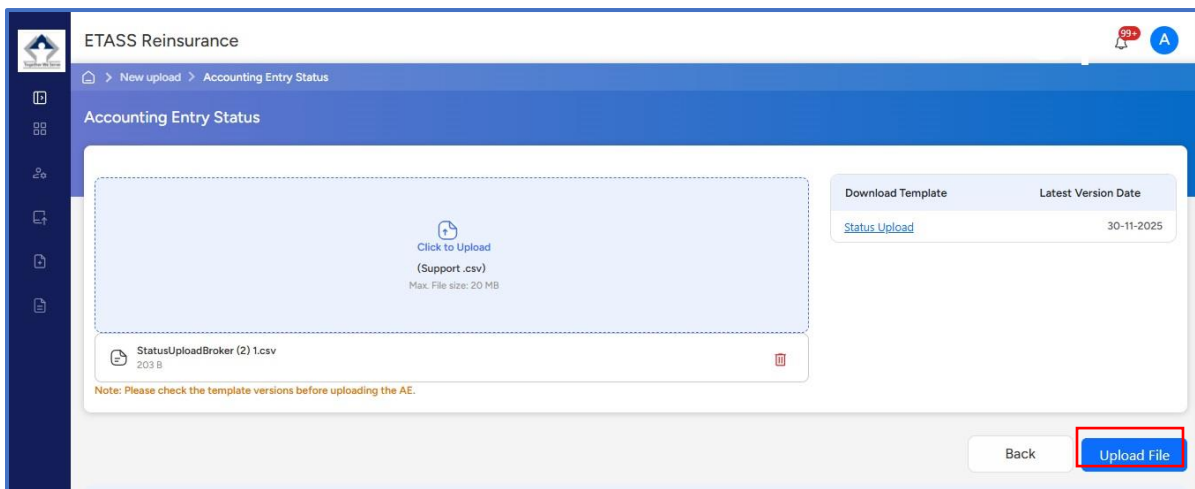
Step 2: Approve / Reject Accounting Entry

- Navigate to **New Upload** → **Accounting Entry Status**.

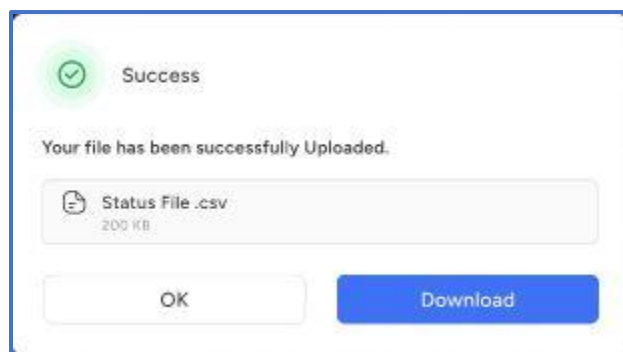
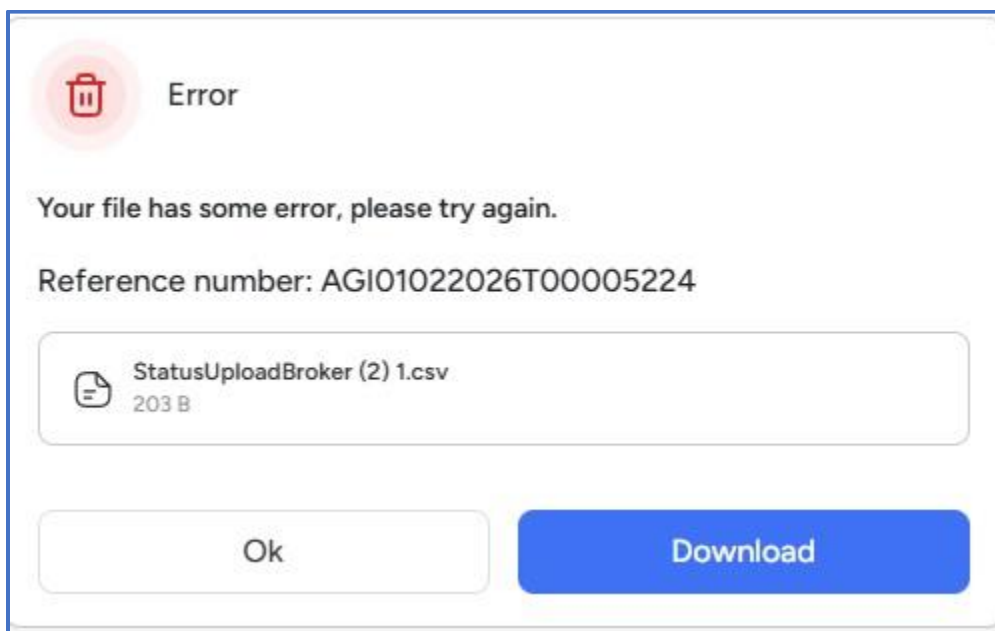


- Download the **Broker Status Template**.
- Populate the template with:
 - **AE Reference Number(s)**
 - **Status:**
 - Confirm – Submit to Reinsurer
 - Reject – Send back to Cedant
- For rejection, enter **Remarks**.





- Upload the completed Accounting Entry Status file.



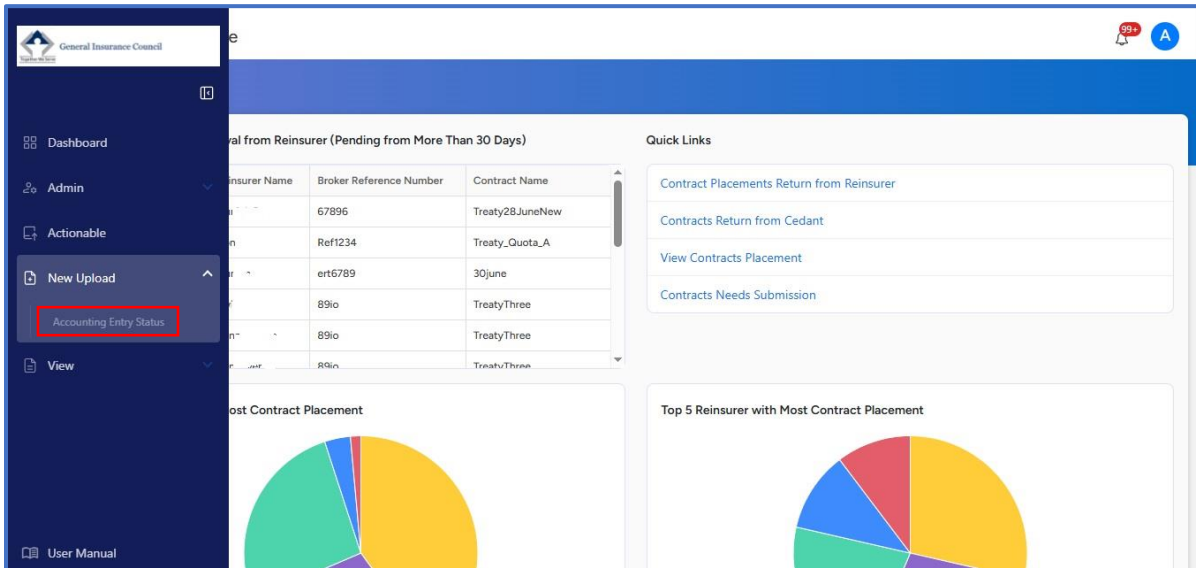
Outcome:

- If approved, Accounting Entry moves to **Pending for Additional Entries**.

- If rejected, Accounting Entry is returned to **Cedant** for correction with email notification.
- System displays confirmation message and enables file download.
- In **Uploaded File History**, **Successful** and **Failed** counts are displayed at **AE level**.

Step 3: Track Broker Status Uploads

- Navigate to **New Upload** → **Accounting Entry Status** → **Uploaded File History**.



Uploaded File History

Search

File Name	Uploaded Ref No.	Upload Date	Result	Download
StatusUploadBroker (2) 1.csv	AGI01022026T00005224	01-02-2026	Processed With Error	↓
StatusUploadBroker (1).csv	AGI27012026T00161551	27-01-2026	Uploaded Successfully	↓
StatusUploadBroker (1).csv	AGI27012026T00161436	27-01-2026	Processed With Error	↓
StatusUploadBroker2201.csv	AGI22012026T00090945	22-01-2026	Uploaded Successfully	↓
StatusUploadBroker9.csv	AGI15012026T00112608	15-01-2026	Uploaded Successfully	↓
StatusUploadBroker9.csv	AGI15012026T00111514	15-01-2026	Uploaded Successfully	↓
StatusUploadBroker9.csv	AGI15012026T00110356	15-01-2026	Uploaded Successfully	↓
StatusUploadBroker9.csv	AGI15012026T00102954	15-01-2026	Uploaded Successfully	↓
StatusUploadBroker9.csv	AGI15012026T00101344	15-01-2026	Uploaded Successfully	↓
StatusUploadBroker.csv	AGI15012026T00093439	15-01-2026	Uploaded Successfully	↓

10 entries per page

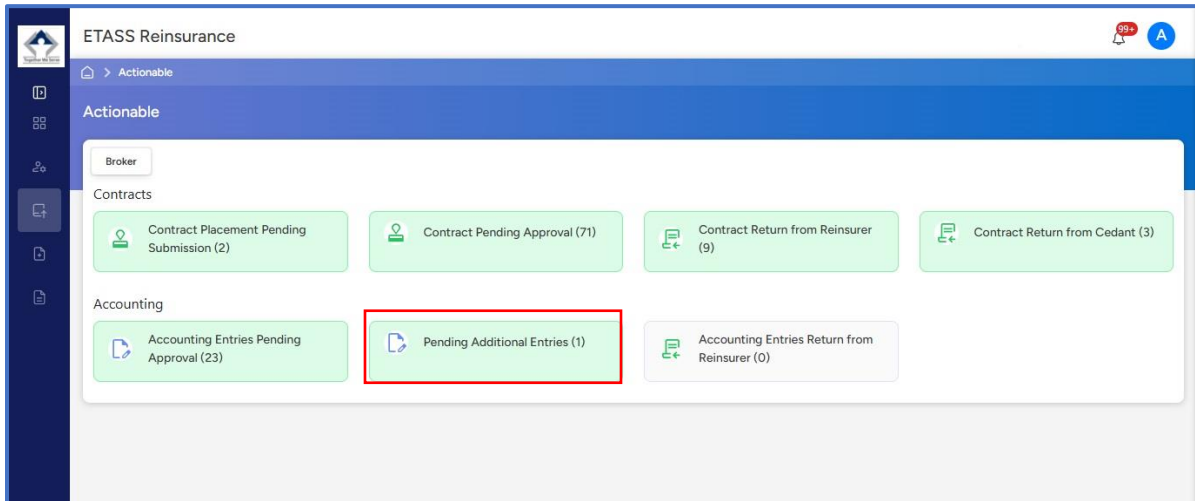
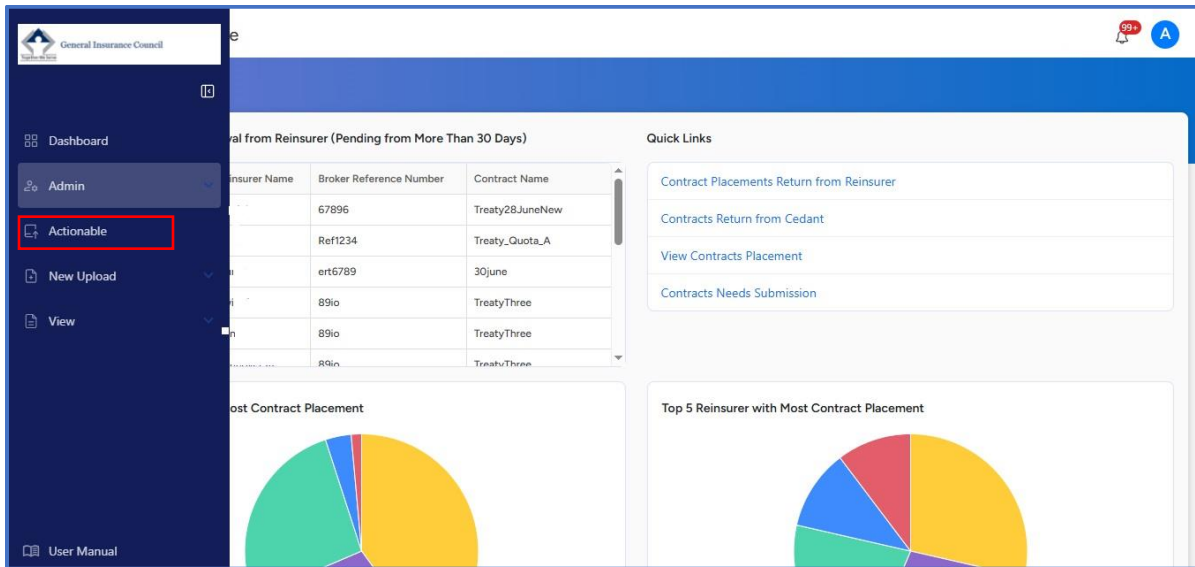
« < 1 2 3 4 5 6 7 > »

- Search using **File Name**.
- View list of uploaded files with:
 - File Name
 - Upload Date
 - Status

- Download option

Step 4: Pending for Additional Entries

- Navigate to **Actionable** → **Pending for Additional Entries**.



- Only **approved Accounting Entries** are displayed.

ETASS Reinsurance

Actionable > Broker Pending Additional Entries

Broker Pending Additional Entries Upload Pending Additional Entries

Advance search

Accounting Entry Template: Treaty General Entry
 Participant Name: Enter here
 AE Type: Please Select
 AE Reference Number: Enter here

Entry Date From: dd-mm-yyyy
 Entry Date To: dd-mm-yyyy

Search Reset

ETASS Reinsurance

Actionable > Broker Pending Additional Entries

Broker Pending Additional Entries Upload Pending Additional Entries

Advance search

List of Accounting Entry Search Export XLS

AE Number	CPID	Contract ID	Cedant Name	Reinsurer Name	Treaty Name/Insured Name	Broker Section/Layer Reference Number	Entry Type	Contract Type	Uploaded Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> AE-SR12526RXL010L01HR101-397	SR12526RXL010L01HR101	SR12526RXL010	Swiss Re	Hannover Re	trtnonprop07-01-2026	6fr25	RISK XOL Recovery	Risk Xol	10-01-2026

Showing 1 to 1 of 1 entries

- Broker can add additional entry codes for approved AE Reference Numbers only.
- If no additional entries exist, Broker must still upload a **zero-entry** file to route the Accounting Entry to Reinsurer.
- Download Accounting Entries using:
 - **Export XLS** (all records)
 - **Download** (selected records)
- Click **Upload Pending Additional Entries**.
- Download the template, add additional entries, and upload the file.

ETASS Reinsurance

Actionable > Pending Additional Entries > Accounting Entry Pending for Approval

Broker Pending Additional Entries

Click to Upload (Support .csv) Max. File size: 20 MB


Note: Please check the template versions before uploading the AE.

Download Template Latest Version Date

Additional Accounting Entry	30-11-2025
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Back Upload File


Recent download history ✕
Close

 **AdditionalAccountingEntry.xlsx**
88.2 KB • Done

ETASS Reinsurance 🔔 A

> Actionable > Pending Additional Entries > Accounting Entry Pending for Approval

Broker Pending Additional Entries


Click to Upload
(Support .csv)
Max. File size: 20 MB

Download Template	Latest Version Date
Additional Accounting Entry	30-11-2025


Note: Please check the template versions before uploading the AE.

Back Upload File

Open

← → ↑ ↓ This PC > Downloads Search Downloads 🔍

Organize ▾ New folder

Name	Date modified	Type
▼ Today (1)		
 AdditionalAccountingEntry 1	01-02-2026 01:46	Microsoft Excel
> Yesterday (1)		
> Earlier this week (4)		
> A long time ago (21)		

File name: Microsoft Excel Comma Separated Values

Open Cancel

ETASS Reinsurance

Home > Actionable > Pending Additional Entries > Accounting Entry Pending for Approval

Broker Pending Additional Entries

Click to Upload
(Support .csv)
Max. File size: 20 MB

Download Template	Latest Version Date
Additional Accounting Entry	30-11-2025

AdditionalAccountingEntry 1.csv
75391

Note: Please check the template versions before uploading the AE.

Error

Your File has Some Error, Please Try Again.

Reference number: AGI01022026T00014857

AdditionalAccountingEntry 1.csv

73.62 KB

Success

Your file has been successfully Uploaded.

Status File .csv

200 KB

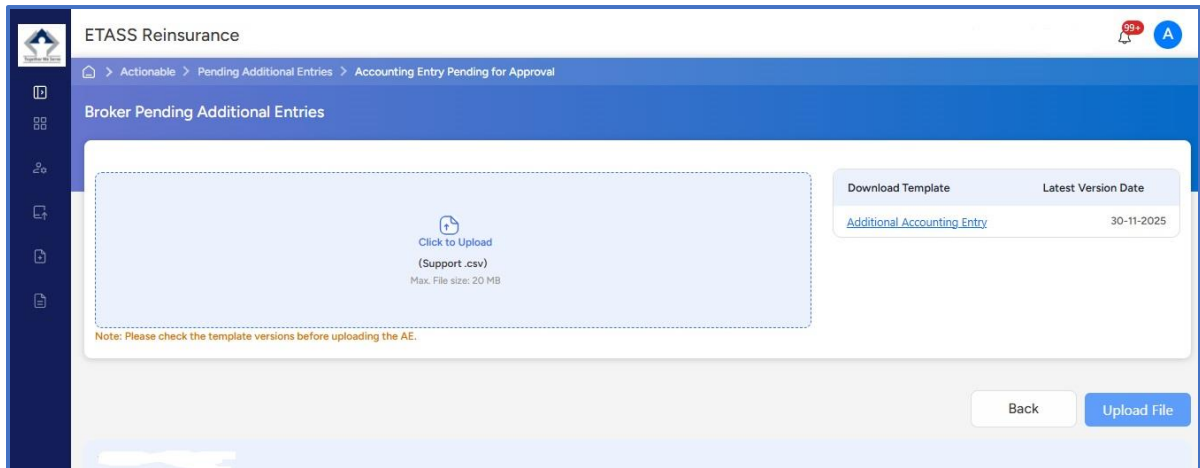
Step 5: Track Additional Entry Uploads

- Navigate to **Actionable** → **Pending for Additional Entries** → **Add Additional Entry** → **Uploaded File History**.

The screenshot shows the General Insurance Council dashboard. On the left sidebar, the 'Actionable' menu item is highlighted with a red box. The main content area displays a table titled 'Contract Return from Reinsurer (Pending from More Than 30 Days)' with columns for Reinsurer Name, Broker Reference Number, and Contract Name. Below the table are two pie charts: 'Most Contract Placement' and 'Top 5 Reinsurer with Most Contract Placement'. On the right, there are 'Quick Links' for 'Contract Placements Return from Reinsurer', 'Contracts Return from Cedant', 'View Contracts Placement', and 'Contracts Needs Submission'.

The screenshot shows the ETASS Reinsurance 'Actionable' dashboard. The 'Contracts' section contains four cards: 'Contract Placement Pending Submission (2)', 'Contract Pending Approval (71)', 'Contract Return from Reinsurer (9)', and 'Contract Return from Cedant (3)'. The 'Accounting' section contains three cards: 'Accounting Entries Pending Approval (23)', 'Pending Additional Entries (1)' (highlighted with a red box), and 'Accounting Entries Return from Reinsurer (0)'. The left sidebar shows the 'Actionable' menu item selected.

The screenshot shows the ETASS Reinsurance 'Broker Pending Additional Entries' page. At the top right, the 'Upload Pending Additional Entries' button is highlighted with a red box. Below this is an 'Advance search' section with filters for 'Accounting Entry Template' (Treaty General Entry), 'Participant Name' (Enter here), 'AE Type' (Please Select), and 'AE Reference Number' (Enter here). There are also 'Entry Date From' and 'Entry Date To' fields with date pickers. At the bottom, there are 'Search' and 'Reset' buttons.



Uploaded File History

Search

File Name	Uploaded Ref No.	Upload Date	Result	Download
AdditionalAccountingEntry-Testingdata.csv	AGI27012026T00173616	27-01-2026	Uploaded Successfully	↓
AdditionalAccountingEntry_2201.csv	AGI22012026T00153234	22-01-2026	Uploaded Successfully	↓
AdditionalAccountingEntry2201.csv	AGI22012026T00091142	22-01-2026	Uploaded Successfully	↓
AdditionalAccountingEntry2201.csv	AGI22012026T00091043	22-01-2026	Processed With Error	↓
AdditionalAccountingEntry_1901_amountCheck.csv	AGI19012026T00165557	19-01-2026	Processed With Error	↓
AdditionalAccountingEntry_1901.csv	AGI19012026T00154922	19-01-2026	Processed With Error	↓
AdditionalAccountingEntry_1901.csv	AGI19012026T00154531	19-01-2026	Processed With Error	↓
AdditionalAccountingEntry_16012026_1739.csv	AGI16012026T00173933	16-01-2026	Uploaded Successfully	↓
AdditionalAccountingEntry788.csv	AGI16012026T00115001	16-01-2026	Processed With Error	↓
AdditionalAccountingEntry788.csv	AGI15012026T00112930	15-01-2026	Uploaded Successfully	↓

10 entries per page

« < 1 2 3 4 5 ... 8 > »

- Search using **File Name**.
- View upload details including:
 - File Name
 - Upload Date
 - Status
 - Download option to review success and failure reasons

Step 6: Handle Return from Reinsurer

- Navigate to **Actionable** → **Return from Reinsurer**.

General Insurance Council

Contracts Return from Reinsurer (Pending from More Than 30 Days)

Reinsurer Name	Broker Reference Number	Contract Name
	67896	Treaty28.JuneNew
	Ref1234	Treaty_Quota_A
	ert6789	30June
	89io	TreatyThree
	89io	TreatyThree
	89io	TreatyThree

Quick Links

- Contract Placements Return from Reinsurer
- Contracts Return from Cedant
- View Contracts Placement
- Contracts Needs Submission

Most Contract Placement

Top 5 Reinsurer with Most Contract Placement

ETASS Reinsurance

Actionable

Contracts

- Contract Placement Pending Submission (6)
- Contract Pending Approval (157)
- Contract Return from Reinsurer (9)
- Contract Return from Cedant (7)

Accounting

- Accounting Entries Pending Approval (251)
- Pending Additional Entries (9)
- Accounting Entries Return from Reinsurer (5)

ETASS Reinsurance

Actionable > Accounting Entries Return From Reinsurer

Accounting Entries Return From Reinsurer

Advance search

Accounting Entry Template: Treaty General Entry

Participant Name: Enter here

AE Type: Please Select

AE Reference Number: Enter here

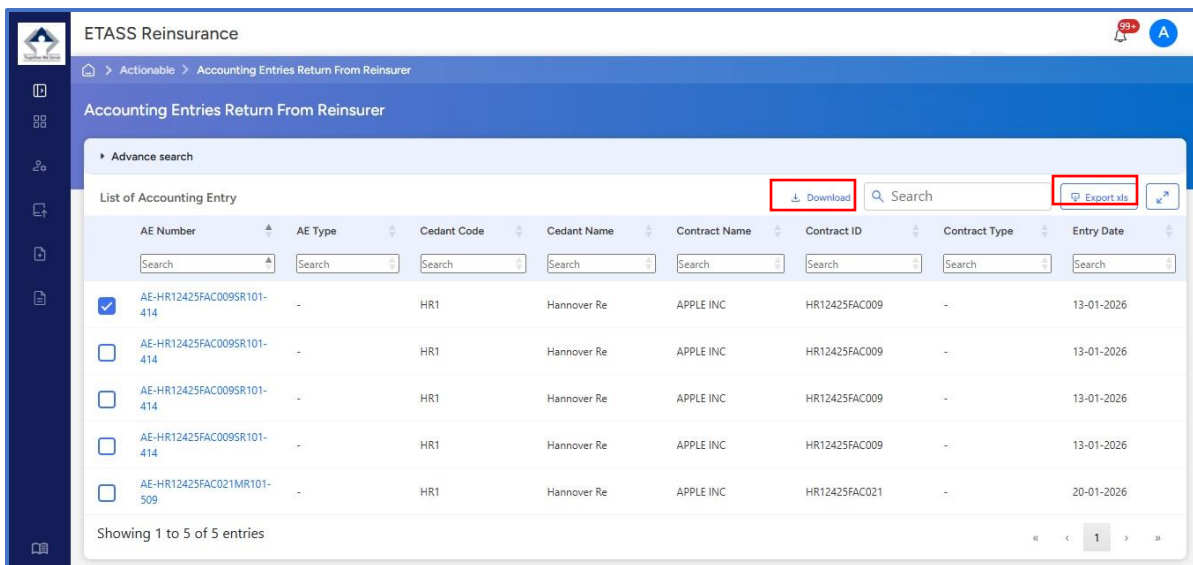
Entry Date From: dd-mm-yyyy

Entry Date To: dd-mm-yyyy

Search

Reset

- View Accounting Entries **rejected by Reinsurer.**



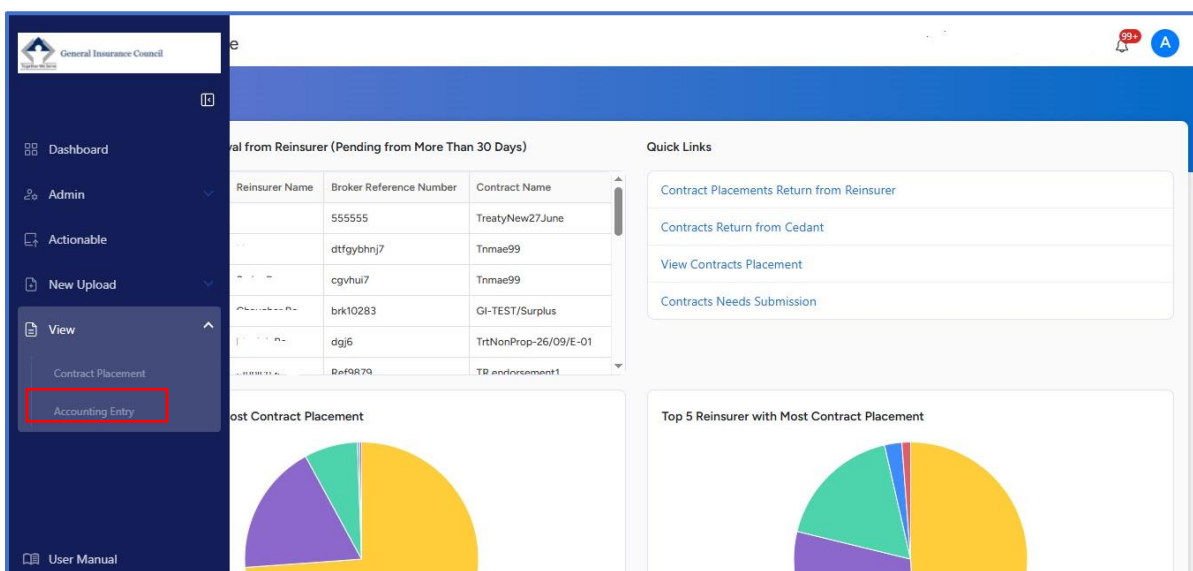
- Download and review rejected Accounting Entry details.

Next Actions:

- To **Submit to Reinsurer** or **Send back to Cedant**, follow **Step 2: Approve / Reject Accounting Entry**.
- If Broker approves the Accounting Entry again, follow **Step 4: Pending for Additional Entries**.

Step 7: View Accounting Entry

- Navigate to **View → Accounting Entry → View Accounting Entry**.



ETASS Reinsurance (QA)

View > Accounting Entry

View Accounting Entry

Advance search

Accounting Entry Template: Treaty General Entry

Participant Name: Enter here

AE Type: Please Select

AE Reference Number: Enter here

Entry Date From: dd-mm-yyyy

Entry Date To: dd-mm-yyyy

Search

Reset

- Search using required criteria to view Accounting Entries.
- Use search and filter options to refine results.

ETASS Reinsurance

View > Accounting Entry

View Accounting Entry

Advance search

List of Accounting Entries

AE Number	AE Type	Company Code	Cedant Name	Broker Name	Reinsurer Name	Contract Name/Insured Name	Contract ID	Contract Type	Entry Date	Status
<input type="checkbox"/> AE-HR12425FAC0958R101-414	-	HR1	Hannover Re	ACME Insurance(Broking Services)P Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	13-01-2026	Rejected By Reinsurer
<input type="checkbox"/> AE-HR12425FAC0958R101-578	-	HR1	Hannover Re	ACME Insurance(Broking Services)P Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC0958R101-579	-	HR1	Hannover Re	ACME Insurance(Broking Services)P Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC0958R101-581	-	HR1	Hannover Re	ACME Insurance(Broking Services)P Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC0958R101-582	-	HR1	Hannover Re	ACME Insurance(Broking Services)P Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC0958R101-583	-	HR1	Hannover Re	ACME Insurance(Broking Services)P Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC0958R101-585	-	HR1	Hannover Re	ACME Insurance(Broking Services)P Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC0958R101-586	-	HR1	Hannover Re	ACME Insurance(Broking Services)P Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC0958R101-588	-	HR1	Hannover Re	ACME Insurance(Broking Services)P Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC0958R101-589	-	HR1	Hannover Re	ACME Insurance(Broking Services)P Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval

Showing 1 to 10 of 259 placements

Export XLS

- Download data using **Export XLS** (all records) or **Download** (selected records).

ETASS Reinsurance

View Accounting Entry

Advance search

List of Accounting Entries

Download Search Export xls

AE Number	AE Type	Company Code	Cedant Name	Broker Name	Reinsurer Name	Contract Name/Insured Name	Contract ID	Contract Type	Entry Date	Status
AE-HR12425AFC003S01-414	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425AFC003	-	13-01-2026	Rejected By Reinsurer
<input type="checkbox"/> AE-HR12425AFC003S01-578	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425AFC003	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425AFC003S01-579	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425AFC003	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425AFC003S01-581	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425AFC003	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425AFC003S01-582	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425AFC003	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425AFC003S01-583	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425AFC003	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425AFC003S01-585	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425AFC003	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425AFC003S01-586	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425AFC003	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425AFC003S01-588	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425AFC003	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425AFC003S01-589	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425AFC003	-	21-01-2026	Pending Reinsurer's Approval

Showing 1 to 10 of 259 placements

ETASS Reinsurance

Accounting Entry AE Number

AE-HR12425AFC003S01HR104-189

View Contract Details

Contract Information

Contract ID HR12425AFC003	Contract Name TN_BKUPFLUD	Type of Sub Contract VVVVV	Contract Type Auto Fac
Treaty Based On Risk Attaching	Treaty Number TN_0098	UW Year 2025 - 2025	Contract Start Date 02-02-2025
Contract End Date 02-12-2025	Cedant Name Hannover Re	Reinsurer Name Hannover Re	Broker Name ACME InsuranceBroking ServicesP Ltd
Reinsurer Share % 25%	Section/Layer Name SECTION_1-1-1	CPID HR12425AFC003S01HR104	

Accounting Information

Account Entry Type Periodic SOA	Upload Type New	Accounting Start Date 08-08-2025	Accounting End Date 09-09-2025
Cedant AE Reference Number CED455	Broker AE Reference Number BARN12123	Reinsurer AE Reference Number BARN12123	AE Due Date 10-10-2025

Class of Business	Description	P/R/Info	Entry Code	Entry Name	Currency Symbol	Remark	Amount
COB1	COB1	R	1001	Portfolio Premium Entry	INR	○	100.00
COB1	COB1	R	1002	Portfolio Premium Withdrawal	INR	○	200.00
Receivable from Cedant							300.00

Broker Added Details

P/R/Info	Entry Code	Entry Name	Currency Symbol	Remark	Amount
P	1001	Portfolio Premium Entry	INR	○	2,000.00
(Broker Share) Payable to Reinsurer					2,000.00
Net Payable to Reinsurer					2,300.00

Remark : Reins-06012026

- Accounting Entry status is displayed descriptively; final statuses include **Approved by Broker/Reinsurer** and **Settled** (post settlement).
- Click on the **AE Number** to view:
 - Contract information
 - Accounting Entry summary and detailed breakup
 - Total Payable / Receivable value**
- Current AE status (e.g., **New / Resubmitted**) is displayed in the top header.
- Click **View Contract Details** to open the related contract information for the selected Accounting Entry.
- During export or download of the Accounting Entry, contract-related details such as Contract ID, Section/Layers, Broker Name, Reinsurer Name, and Share % will be displayed exactly as recorded in the respective Contract.
- These details will be fetched based on the CPID entered at the time of upload, irrespective of the data provided in the upload file.

