

REPORTING VALUED INVENTORIES

Valued inventory lists must be reported to TGI at the time the policy is issued. We are unable to accept value lists once a shipment has delivered.

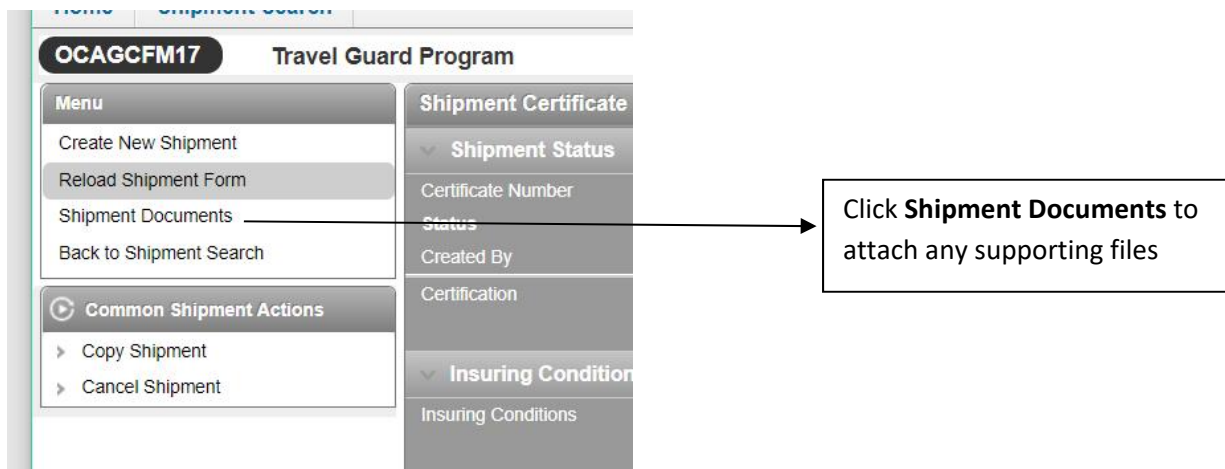
Encourage shippers to complete and submit the value list to you before the policy is issued.

It is best for the shipper, especially for high value shipments, that the insurance underwriters have a chance to review the list and ask any questions. This ensures the paperwork is in order when coverage is secured.

ATTACHING DOCUMENTS TO AN ONLINE CERTIFICATE RECORD

Value lists can easily be attached to an online policy issued through www.aspenmarineinsurance.com

Once you have confirmed a booking, on the PRINT screen, you will see this menu on the top far left.



To verify your documents are successfully attached, exit the site, then re-enter and click SHIPMENTS then QUERY. Enter the certificate number to retrieve the record.

Any documents attached to an online booking will be automatically reported to TGI with the certificate.

As always, we are here should you require additional assistance.