

| Reinsurance | | | Can this be automatable | | | | | | | | | |
|-------------|--|---|---|--|-----------------|---------------------------|-----------------|----------------------------------|-------------------|--|--|--|
| Sno | Projects | Process Definition | standard process steps | Automation Scope Sub Tasks | input file type | Number of Members working | Processing time | Exceptions Percentage and rework | Applications Used | Team Name | | |
| 1 | Deposit Premium Verification(Adjustable Premium) | Verify the terms in the pdf. If every detail mentioned is correct then process the invoice. | 1. Sales Team will send email to Processing team. 2. Processing team will send email confirmation that the case is received. 3. Save the email to EDE (Enterprise document explorer) 4. Read all the information from the PDF . 5. Verify information from PDF with Existing information from TERMS Application 6. If Mismatch, Send email back to sales team asking for confirmation 7. If Matched, Processing team will create an invoice in "INFORM" application which sends invoice directly to client/Reinsurance organizations. | 1)Save New Contract Document to EDE(Enterprise Document Explorer) a)Bot Reads email with specific subject line, b)Saves email and attachment to a folder Location. c)Bot Logs into EDE application. d)Bot Reads PDF, Extracts Client code and contract code with specific format e)Bot checks for Client Code f)If available, Check for contract code. g)Upload Email and attachments to respective contract code. h)Bot adds queue item in Orcehstrator For next process to continue 2)Verification of Contract Data with TERMS application a)Bot starts when a new item gets added to orchestrator queue b)Bot Navigates to Contract details c)Bot reads PDF, Extract Meta data d)Bot logs into TERMS application e)Searches for client code to get all information and verifies with data in PDF f)If data matched i)Process transactions or create invoices in "INFORM" Application g)If Not matched j)Send email to Sales team, with data mismatch i)Move the status of contract in EDE to Hold. | PDF | 300 | 60 Minutes | 30% | 1. TERMS | Sales Team, Premium Team or Technical processing | | |