

Motor Insurance Database (MID)

How To Guide

For Brokers

|| External ||

Executive Summary

Executive Summary

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This training guide provides a step-by-step explanation with screenshots on how to navigate the new **Motor Insurance Database portal (MID)**.

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The below are the recommended browsers and versions to ensure optimised Client experience.

NFR – Provided versions	Latest 2 versions
Browser versions (Windows)	
Microsoft Edge current version	Version 133.0xxxx Version 134.0xxxx
Google Chrome current version	Version 134.0xxx (Stable) Version 135.0xxx (Beta)
Browser versions (Mac)	
Safari current version	Safari 18.3 Safari 17.6
Google Chrome current version	Version 134.0xxx (Stable)
Mobile Devices	
iPhone SE 3 rd Generation	iPhone 16 iPhone 15
iPad 9 th Generation	iPad 11 th Generation iPad 10 th Generation
N/A	Android 14 Android 15
Operating System	
Windows 11	Windows 10 Windows 11

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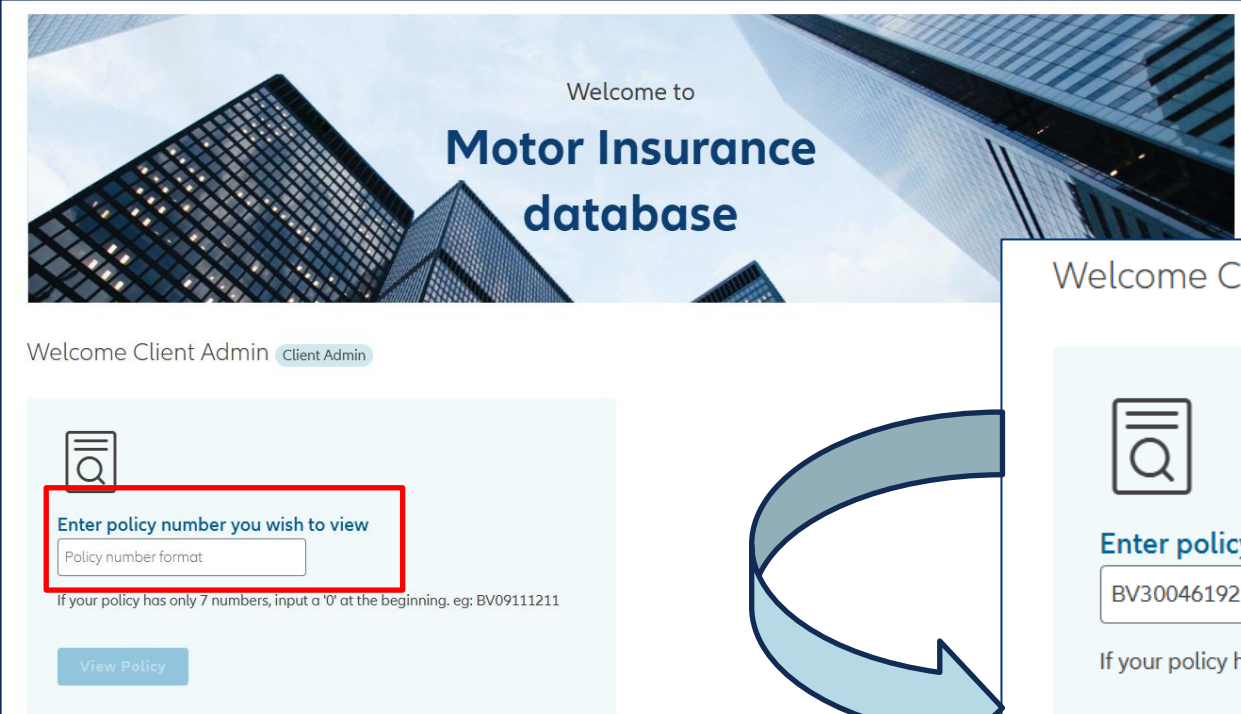
How to...

search for a policy

How to search for a policy

1. The screenshot below shows the MID after logging in. Enter the policy number in the text box and click 'View Policy'. If the policy only has 7 numbers, enter a '0' after the policy prefix.

Note: when a Client is logged into the MID but is inactive, after 20 minutes the system will timeout and the client will have to log back in again



Welcome to
**Motor Insurance
database**

Welcome Client Admin Client Admin

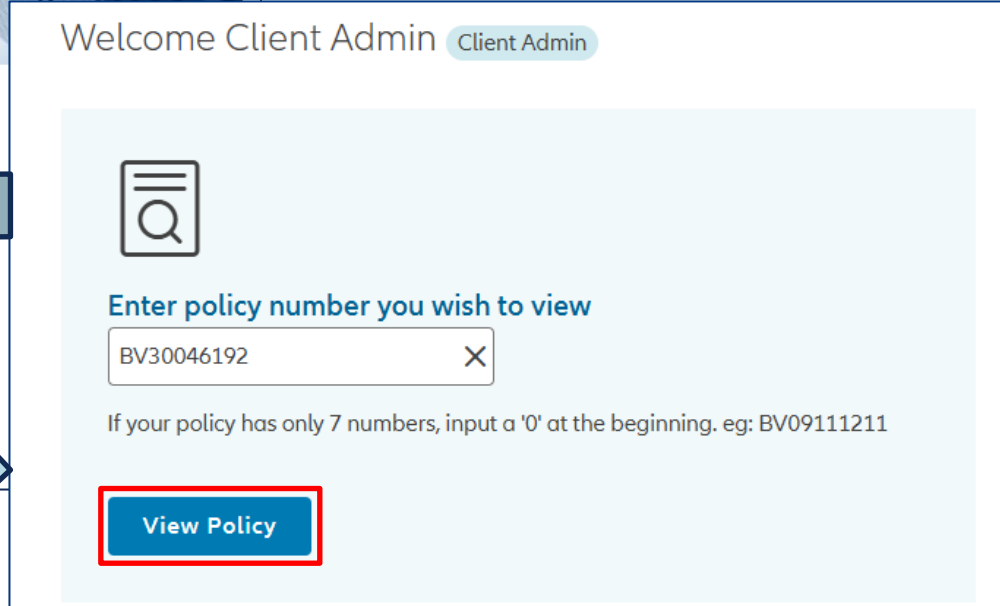


Enter policy number you wish to view

Policy number format

If your policy has only 7 numbers, input a '0' at the beginning. eg: BV09111211

View Policy



Welcome Client Admin Client Admin



Enter policy number you wish to view

BV30046192 X

If your policy has only 7 numbers, input a '0' at the beginning. eg: BV09111211

View Policy

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2. After inputting the policy number, a dialogue box will open to inform you that the search has been successful. The below screen will then show detailing policy and vehicle information.

 **Policy search successful** 
Your policy has been searched successfully.

How to search for a policy

3. To search for a different policy from the Policy details screen, enter the policy number in the text box in the top right-hand corner of the screen and click 'View Policy'.

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Policy details

View another policy

Policy number format

View policy

If your policy has only 7 numbers, input a '0' at the beginning. eg: BV09111211

BV30046192

This policy has 4 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
INSTANDA FLEET	57 LADYMEAD, LINE 2, LONDON, ZA	01-08-2025	02-08-2026	Policyholder uses Allianz website for updates

List of vehicles

ABC123

Search Vehicle

Format of registration number

Vehicle On-Cover

Vehicle Off-Cover

This policy has 4 vehicles on-cover

Reg No	Make	Model	On Date	Off Date	Cover	Type
AE23RWV	LAND ROVER	DEFENDER	21-08-2025	22-08-2025	COMP	COMMERCIAL VEH/VAN

View another policy

BV09111211

X

View policy

If your policy has only 7 numbers, input a '0' at the beginning. eg: BV09111211

Inception date	Renewal date	Update method
01-08-2025	02-08-2026	Policyholder uses Allianz website for updates

How to search for a policy

4. If a policy cannot be found or a notification is received stating a policy number is invalid, this will need to be raised with the administrator. Check with the organisation administrator and then escalate to the [MID Help Desk](#).

Welcome Client Admin

Client Admin



Enter policy number you wish to view

If your policy has only 7 numbers, input a '0' at the beginning. eg: BV09111211

 Invalid Policy Number: Please enter a valid number

View Policy

Note: the other possible error messages which can appear when searching are:

- Policy cannot be accessed through MID Portal;
- Policy is no longer a current policy/is inactive;
- Policy cannot be fetched due to connectivity issues
 - Policy has been removed from the system;
- Client does not have access to the policy number which they entered.

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How to...

download a
vehicle schedule

How to download a vehicle schedule

1. On the policy details page click on 'Download'. Then click on 'Excel' or 'Pdf' depending on the required format. The schedule will then appear in your downloads.

BV30046192

This policy has **4 vehicles on-cover**

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
INSTANDA FLEET	57 LADYMEAD, LINE 2, LONDON, ZA	01-08-2025	02-08-2026	Policyholder uses Allianz website for updates

List of vehicles

Format of registration number

[+ Add Vehicles](#) [Bulk upload](#) [Compare & Amend](#) [Download](#) [Print](#)

Split by locations ☐

[Download](#) [Print](#)

 Excel

 Pdf

How to...

print a vehicle schedule

How to print a vehicle schedule

Note: if filters have been applied and there are no vehicles in the filtered view the 'Print Current View' option will be disabled.
Printing will still be permitted for the entire schedule.

1. On the policy details page click on 'Print'.

BV30046192

This policy has 4 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
INSTANDA FLEET	57 LADYMEAD, LINE 2, LONDON, ZA	01-08-2025	02-08-2026	Policyholder uses Allianz website for updates

List of vehicles

ABC123

Search Vehicle

Format of registration number

+ Add Vehicles

 Bulk upload

 Compare & Amend

 Download

 Print

Split by locations

☐

How to print a vehicle schedule

2. This will bring up the Print Screen. Select the required printer from the 'Destination' drop down box. Then click 'Save' to print.

Current Vehicle Schedule 

Number of vehicles on cover for this policy: 3
Inception Date : 01/08/2025 Renewal Date : 02/08/2026
Policy Number : BV30046192 Policyholder : INSTANDA FLEET

Veh Reg. No	Make	Model	On Date	Off Date	Cover	Type
LR22VZP	AUDI	Q2 SPORT 30 TFS	20250829	20260802	COMP	PRIVATE CAR
LR23ZDW	AUDI	Q4 E-TRON S LIN	20250801	20260802	COMP	PRIVATE CAR
VO69ZJJ	HONDA	HONDA 324	20250924	20251024	COMP	PLANT

Print

1 sheet of paper

Destination  Webex Document Load 

Pages  All

Copies  1

Colour  Colour

More settings 

Print

Cancel

Print

1 sheet of paper

Destination  Webex Document Load 

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How to...

check vehicles on/off cover

How to check vehicles on/off cover

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1. On the policy details page the system will automatically show vehicles which are On-Cover; there will be a note detailing how many vehicles are currently On-Cover. Click on 'Vehicle Off-Cover' to show vehicles which are Off-Cover.

List of vehicles

Format of registration number

This policy has **4 vehicles on-cover**

List of vehicles

Format of registration number

This policy has **1 vehicles off-cover**

How to...

sort vehicles by date

How to sort vehicles by date

1. On the policy details page click on the arrows next to the date the vehicles need to be sorted by ('On Date' or 'Off Date'). This will sort the vehicles by the oldest date first, click on the arrow again to sort by newest date first.

List of vehicles

Split by locations ☐

ABC123

Search Vehicle

Format of registration number

+ Add Vehicles

Bulk upload

Compare & Amend

Download

Print

Vehicle On-Cover

Vehicle Off-Cover

This policy has 4 vehicles on-cover

Reg No	Make	Model	On Date	Off Date	Cover	Type	Status	Actions
AE23RWV	LAND ROVER	DEFENDER	21-08-2025	22-08-2025	COMP	COMMERCIAL VEH/VAN	On Cover	Delete
LR22VZP	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	Delete
LR23ZDW	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	Delete
VO69ZJJ	HONDA	HONDA 324	24-09-2025	24-10-2025	COMP	PLANT	On Cover	Delete

Results per page: 10

Showing 1 to 4 of 4 vehicles

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On Date ↑

01-08-2025

29-08-2025

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How to...

add a vehicle

How to add a vehicle

1. On the policy details page click on 'Add Vehicles'.

List of vehicles

Split by locations ☐

Format of registration number

+ Add Vehicles

Bulk upload

Compare & Amend

Download

Print

Vehicle On-Cover

Vehicle Off-Cover

This policy has 4 vehicles on-cover

Reg No	Make	Model	On Date	Off Date	Cover	Type	Status	Actions
AE23RWV	LAND ROVER	DEFENDER	21-08-2025	22-08-2025	COMP	COMMERCIAL VEH/VAN	On Cover	Delete
LR22VZP	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	Delete
LR23ZDW	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	Delete
VO69ZJJ	HONDA	HONDA 324	24-09-2025	24-10-2025	COMP	PLANT	On Cover	Delete

Results per page: 10

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How to add a vehicle

2. Select vehicle type from the drop-down box and enter the vehicle registration number.

Add vehicle

Find Vehicle

*Vehicle type

Select Type

*Vehicle registration number

eg: AB12BEF

Find

Format of registration number

PRIVATE CAR

COMMERCIAL VEH/VAN

COACH/MINIBUS

AGRICULTURAL

PLANT

TRAILER

Select Type

Note: if adding or amending a vehicle which has a private registration number and this registration number has previously been attached to a vehicle which has been adding to the MID the MID Help Desk will need to be contacted to add this vehicle.

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How to add a vehicle

3. Fill in the fields marked with an *. The system will automatically update the Make and Model of the vehicle. The Road Registered Indicator (whether the vehicle is registered with the DVLA to drive on the road) will need to be filled in manually.

Add vehicle

Find Vehicle

*Vehicle type

PRIVATE CAR

▼

*Vehicle registration number

X

Find

Format of registration number

Vehicle details

Clear fields

*Make

CITROEN

*Model

C1 SPLASH

Value

Enter the vehicle value

Enter in Pound(s)

Year of Make (YYYY)

2010

Engine Size (cc)

998

Derivative

Enter derivative

*Road Registered Indicator

Select

▼

Special Registration

Select

▼

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How to add a vehicle

4. Select the cover for the vehicle from the drop-down box and input the 'On Date' and the 'Off Date' for the vehicle. Then click 'Add' to add the vehicle to the MID.

Coverage details [Clear fields](#)

*Cover

Select ▼

*On Date

dd/mm/yyyy 

eg: dd/mm/yyyy

*Off Date

22/10/2025 

eg: dd/mm/yyyy

✓ Comprehensive

Laid Up, Accidental Damage

Laid Up, Damage, Fire & Theft

Laid Up, Fire and Theft

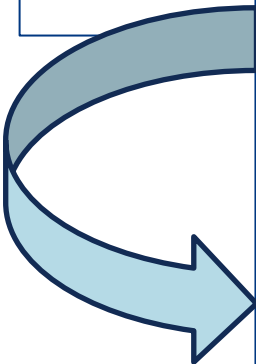
Third Party, Fire and Theft

Third Party Only

Comprehensive ^

Cancel

Add



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How to...

manually add a vehicle

How to manually add a vehicle

1. On the policy details page click on 'Add Vehicles'.

List of vehicles

ABC123

Search Vehicle

+ Add Vehicles

Bulk upload

Compare & Amend

Download

Print

Vehicle On-Cover

Vehicle Off-Cover

This policy has 4 vehicles on-cover

Reg No	Make	Model	On Date	Off Date	Cover	Type	Status	Actions
AE23RWV	LAND ROVER	DEFENDER	21-08-2025	22-08-2025	COMP	COMMERCIAL VEH/VAN	On Cover	Delete
LR22VZP	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	Delete
LR23ZDW	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	Delete
VO69ZJJ	HONDA	HONDA 324	24-09-2025	24-10-2025	COMP	PLANT	On Cover	Delete

Results per page: 10

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How to manually add a vehicle

2. Select vehicle type from the drop-down box and enter the vehicle registration number. If the vehicle registration is not found, click on 'OK' to add the vehicle manually.

Add vehicle

Find Vehicle

***Vehicle type**

Select Type

***Vehicle registration number**

eg: AB12BEF

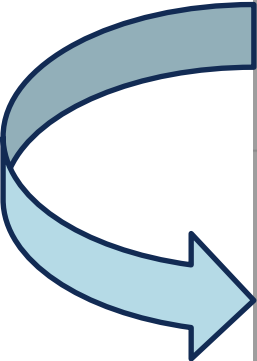
Find

Format of registration number

 **Vehicle not found**

The vehicle details not found, please enter manually

OK



Note: if adding or amending a vehicle which has a private registration number and this registration number has previously been attached to a vehicle which has been adding to the MID the MID Help Desk will need to be contacted to add this vehicle.

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How to manually add a vehicle

3. Enter the vehicle details and click 'Add'.

Vehicle details

Clear fields

*Make

Enter the make

*Model

Enter the vehicle model

Value

Enter the vehicle value

Enter in Pound(s)

Year of Make (YYYY)

Enter vehicle year of make

Engine Size (cc)

Enter engine size

Derivative

Enter derivative

*Road Registered Indicator

Select

▼

Special Registration

Select

▼

Coverage details

Clear fields

*Cover

Select

▼

*On Date

dd/mm/yyyy

eg: dd/mm/yyyy

*Off Date

02/08/2026

eg: dd/mm/yyyy

Cancel

Add

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How to...

amend vehicle details

How to amend vehicle details

1. On the policy details page click on the relevant vehicle registration number.

List of vehicles

Split by locations ☒ [Manage Locations](#)

[Search Vehicle](#)

Format of registration number

[+ Add Vehicles](#) [Bulk Upload](#) [Compare & Amend](#) [Download](#) [Print](#)

[Vehicle On-Cover](#) [Vehicle Off-Cover](#)

Location [Reset filters](#)

This policy has **2 vehicles on-cover**

Reg No	Make	Model	On Date	Off Date	Cover	Type	Location	Status	Actions
LR22VZP	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	--	On Cover	Delete
LR23ZDW	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	--	On Cover	Delete

Results per page: 10

Showing 1 to 2 of 2 vehicles

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How to amend vehicle details

Note: if adding or amending a vehicle which has a private registration number and this registration number has previously been attached to a vehicle which has been adding to the MID the MID Help Desk will need to be contacted to add this vehicle.

2. Click on 'Amend'. This will allow the vehicle details to be amended.

Vehicle details

Vehicle registration number

LR22VZP

Type

PRIV

Amend

Vehicle registration number

LR22VZP

*Vehicle type

PRIVATE CAR

*Effective Date

dd/mm/yyyy

eg: dd/mm/yyyy

Vehicle details

Clear fields

*Make

AUDI

*Model

Q2 SPORT 30 TFS

Value

123456

Enter in Pound(s)

Year of Make (YYYY)

2024

Engine Size (cc)

999

Derivative

Enter derivative

*Road Registered Indicator

Yes

Special Registration

Select

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How to amend vehicle details

23.. Click on 'Update vehicle' once the amendments have been made to save any changes.

Vehicle details

Clear fields

*Make

AUDI

*Model

Q2 SPORT 30 TFS

Value

12345

Enter in Pound(s)

Year of Make (YYYY)

2024

Engine Size (cc)

999

Derivative

Enter derivative

*Road Registered Indicator

Yes

Special Registration

Select

Coverage details

Clear fields

*Cover

Comprehensive

*On Date

29/08/2025

eg: dd/mm/yyyy

*Off Date

02/08/2026

eg: dd/mm/yyyy

Cancel

Update vehicle

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How to amend vehicle details

4. When amending vehicle details, if the cover type is changed to any version of 'laid up' an error message will appear if 'Y' is selected for 'Road Registered Indicator' and the 'Update vehicle' button will be greyed out until the cover type or Road Registered Indicator is amended correctly.

Plant type

Fork Lift Truck

*Road Registered Indicator

Yes

Special Registration

Select

*Location

63-Delhi

Coverage details

Clear fields

*Cover

Laid Up, Damage, Fire & Theft

*On Date

30/10/2025

eg: dd/mm/yyyy

Plant type

Lawn Mower

*Road Registered Indicator

Yes

Special Registration

Select

*Location

65-Thanjavur

Coverage details

Clear fields

*Cover

Laid Up, Accidental Damage

*On Date

05/11/2025

eg: dd/mm/yyyy

*Off Date

01/02/2026

eg: dd/mm/yyyy

Vehicle can not be road registered for the selected cover type

Cancel

Update vehicle

Note: the error message will read 'Vehicle can not be road registered for the selected cover type.'

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How to...

delete a vehicle

How to delete a vehicle

1. On the policy details page click on 'Delete' next to the vehicle which needs to be removed.

List of vehicles

ABC123

Search Vehicle

Format of registration number

+ Add Vehicles

Bulk upload

Compare & Amend

Download

Print

Vehicle On-Cover

Vehicle Off-Cover

This policy has 4 vehicles on-cover

Reg No	Make	Model	On Date	Off Date	Cover	Type	Status	Actions
AE23RWV	LAND ROVER	DEFENDER	21-08-2025	22-08-2025	COMP	COMMERCIAL VEH/VAN	On Cover	Delete
LR22VZP	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	Delete
LR23ZDW	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	Delete
VO69ZJJ	HONDA	HONDA 324	24-09-2025	24-10-2025	COMP	PLANT	On Cover	Delete

Results per page: 10

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How to delete a vehicle

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2. Enter the 'Off Date' in the highlighted text box, then click 'Update'.

VRN: AE23RWV

Type	Make	On date
COMMERCIAL VEH/VAN	LAND ROVER	21-08-2025

Off Date

dd/mm/yyyy

eg: dd/mm/yyyy

⚠ Off Date is required

Cancel

Update

VRN: AE23RWV

Type	Make	On date
COMMERCIAL VEH/VAN	LAND ROVER	21-08-2025

Off Date

22/10/2025

eg: dd/mm/yyyy

Cancel

Update

How to...

bulk upload

How to bulk upload

1. On the policy details page click on 'Bulk upload'.

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Policy details

If your policy has only 7 numbers, input a '0' at the beginning, eg BV09111211

BV10271915

This policy has 16 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

List of vehicles

Split by location: ☐

ABC123

Search Vehicle

Format of registration number

Vehicle On Cover

Vehicle Off Cover

Number of vehicles on cover for this policy: #

+ Add Vehicles

 Bulk upload

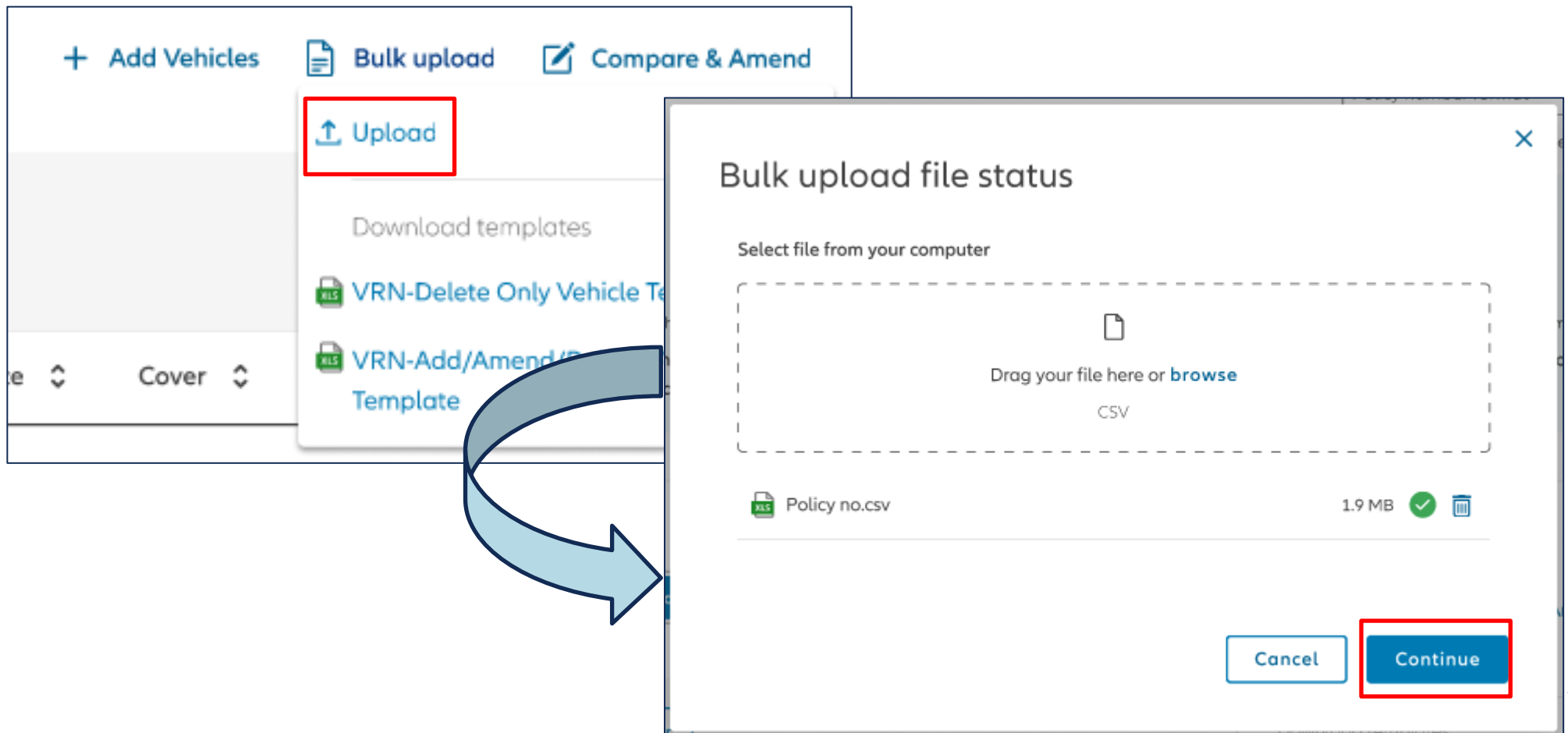
 Compare & Amend

 Download

 Print

How to bulk upload

2. Click on 'Upload'. Drag over the relevant CSV file or click on 'browse' to open File Explorer and upload the file. Then click 'Continue'.



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Bulk upload

How to bulk upload

3. The CSV file used for the bulk upload will then be processed by the system and the data will be validated. If the majority of the data contains errors, these will be called out and the user prompted to correct the issues.

Policy details

If your policy has only 7 numbers, input a '0' at the beginning, eg BV09111211

BV10271915

This policy has 16 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

 Policy no.csv

Data validation is being processed ...

⋮

 **Data contains errors**
Uploaded on 06/08/2025 - 11:34 AM
by User name

85% of the data contains errors.
Please review ([Policy no.csv](#)),
correct the issues, and upload the file again to proceed.

[Download file and discard](#)



- Executive Summary
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- Search for a policy
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5. The system will then split the vehicles in the bulk upload into four categories. Vehicles which are new, existing vehicles where amendments have been identified, existing vehicles with no changes and any identified anomalies and errors. To progress with the bulk upload any anomalies and errors have to be rectified. Click on 'Anomalies & errors' to continue.

Action required: Results from check on proposed vehicle changes, please review before submitting vehicles (errors need to be resolved to proceed)

New vehicles (152)	Vehicles to amend/delete (05)	Vehicles with no change (05)	Anomalies & errors (04)
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Reg. no.	Make	Model	On-date	Off-date	Cover	Type	Location	Status
LD25 XRT	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Private Car	13	On Cover
BX24 MJK	Audi	SL500	24/03/2025	14/09/2025	Personal	Commercial Vehicle Van	12	On Cover
GF23 ZPL	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Plant	33	On Cover
CN22 HYW	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Private Car	55	Off cover
SY21 QEB	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Coach/Minibus	13	On Cover
KT20 VNM	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Private Car	23	On Cover
PL19 RAX	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Commercial Vehicle Van	45	On Cover
DE18 JLU	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Plant	40	Off cover

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5. On the 'Anomalies & errors' tab, the system will list out the vehicles where any errors have been identified. These errors can be fixed either on the system, using the edit button, or the system will create an excel file of all vehicles where an error has been identified and this can be downloaded. The bulk upload cannot be submitted until either of these options have been completed.

 Action required: Results from check on proposed vehicle changes, please review before submitting vehicles (errors need to be resolved to proceed)

New vehicles (152)

Vehicles to amend/delete (05)

Vehicles with no change (05)

 **Anomalies & errors (04)**

The following records have errors and will not be added to the vehicle schedule. Kindly fix the errors to proceed

Reg. no.	Description	
ABC123EF	Mandatory fields are missing	 
ABC123EF	Mandatory fields are missing	 
ABC123EF	Mandatory fields are missing	 
ABC123EF	Mandatory fields are missing	 

Alternatively, you can download the list of error vehicle records, make the necessary corrections, and re-upload the updated file.

 **Error_Vehicle_Records_To_Correct.xlsx**

Cancel

Discard bulk upload

Submit Vehicles

How to bulk upload

6. Once any errors have been manually edited or the file detailing the vehicles with errors has been downloaded, the bulk upload can be submitted. Click 'Submit Vehicles'.

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Amend vehicle details

Delete vehicles

Bulk upload



Action required: Results from check on proposed vehicle changes, please review before submitting vehicles (errors need to be resolved to proceed)

New vehicles (152)

Vehicles to amend/delete (05)

Vehicles with no change (05)

 **Anomalies & errors (03)**

The following records have errors and will not be added to the vehicle schedule. Kindly fix the errors to proceed

Reg. no.	Description	
ABC123EF	Mandatory fields are missing	 
ABC123EF	Mandatory fields are missing	 
ABC123EF	Mandatory fields are missing	 

Alternatively, you can download the list of error vehicle records, make the necessary corrections, and re-upload the updated file.

 Error_Vehicle_Records_To_Correct.xlsx

 Download completed

Cancel

Discard bulk upload

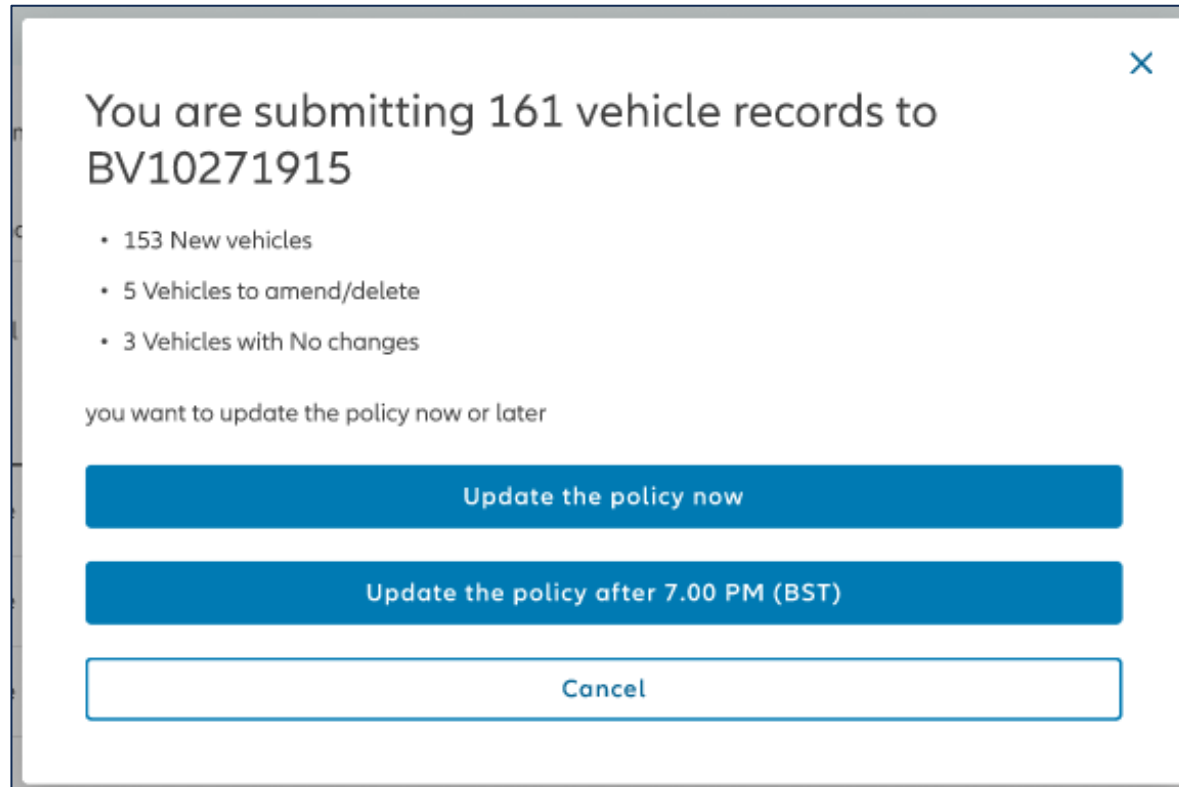
Submit Vehicles

Note: if selecting the option to download the error file rather than manually update, any vehicles included in the error file will not be included in the bulk upload

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How to bulk upload

7. The bulk upload can then be submitted. To update the policy immediately select 'Update the policy now' or, to schedule the update for after working hours, select 'Update the policy after 7.00 PM (BST).'



The screenshot shows a confirmation dialog box with a close button (X) in the top right corner. The main text reads: "You are submitting 161 vehicle records to BV10271915". Below this, there is a bulleted list: "• 153 New vehicles", "• 5 Vehicles to amend/delete", and "• 3 Vehicles with No changes". Underneath the list, it says "you want to update the policy now or later". At the bottom, there are three buttons: "Update the policy now" (blue), "Update the policy after 7.00 PM (BST)" (blue), and "Cancel" (white with a blue border).

Note: larger bulk uploads should be scheduled for after working hours, so the system is not impacted for other clients

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8. If the option to delay the upload until after working hours is chosen, the following screen will show. To cancel this scheduled upload click on 'Discard schedule'. To change the schedule update to an immediate update click on 'No, update the policy now' or to cancel the update click on 'Yes, discard the update.'

BV10271915
This policy has 16 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

 **Update Scheduled**
Starting after 5 hours



Are you sure you want to discard?

You're about to discard this schedule.
Any changes made so far will not be saved. Proceed?

No, update the policy now

Yes, discard the update

Discard schedule

Note: whilst a bulk upload is ongoing another bulk upload cannot be started in the same policy. The CSV templates can still be downloaded.

How to bulk upload

9. Once the upload has been completed the system will show a notification stating that the file has been processed and the vehicle data has been updated. If there are any updated errors found the system will pull these into a downloadable file; click on 'Download' to download this file.

BV10271915
This policy has 16 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

 **File processed, and vehicle data updated in the policy**
on 07/08/2025 - 7:14 AM

Found 56 errors  **Download**

Note: if the Client does not want to download the error file immediately then the file will remain downloadable in the history until a new upload is started and a new file is uploaded.

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