ABBYY Vantage

ACORD 125 Commercial Insurance Application Document Skill Guide

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About ABBYY Vantage

ABBYY Vantage is a comprehensive Content Intelligence platform that provides AI-powered cognitive services and pre-trained and trainable skills that can "understand" business documents and extract actionable data and insights.

This no-code / low-code platform makes today’s digital worker and processes smarter and empowers the new citizen developer to accelerate digital transformation initiatives and expand automation to new processes in a fast and simple way, making an immediate impact on business results and customer experience.

Types of documents that can be processed with Vantage

Vantage is capable of processing structured, semi-structured, and unstructured documents in a variety of input formats and languages.

- **Structured documents** are documents which always include the exact type of information in the exact same locations. One example of structured documents are pre-formatted forms.
- **Semi-structured documents** are documents which generally include the same or similar information, but in each document the location, size, and number of fields may vary from document to document. Examples of semi-structured documents are bills, payment orders, and invoices.
- **Unstructured documents** are documents which consist of continuous text. Required information is usually located inside a sentence that can be on any page of the document. Examples of unstructured documents are contracts, lease agreements, and e-mail messages.

Note: Use Advanced Designer to create skills for extracting data from unstructured documents.

The Vantage platform comes with a set of built-in skills, which can extract data from certain document types out-of-the-box (i.e. invoices, purchase orders, receipts, bills of lading, delivery notes). These skills can be adjusted according to specific requirements and further trained based on customer-specific documents.

Vantage users have also the option to design and train a completely new Document skill, Classification skill, and/or Process skill based on their own document set.

ACORD 125 Commercial Insurance Application - Document Skill

The **ACORD 125 Commercial Insurance Application** skill extracts data from ACORD commercial insurance application, which are four-page documents used to record general information about the client, such as: business location and contact details, business description, prior insurance, and loss history.

The ACORD 125 Commercial Insurance Application skill is a preview skill. It has been trained on a small document set and is intended to be used by citizen developers as a quick-start basis for processing appraisals. The skill may require further training on your specific documents before it can be used in production.

Countries and Languages

Countries	Languages
USA	English

Key Fields

- Date
- Agency/Name
- Carrier/Name
- Carrier/Underwriter
- Policy Information/Proposed Effective Date
- First Applicant/Name

Extracted Fields

Field		Description
Date		The date on which the form is completed.
Agency	Name	The full name of the insurance producer or agency.
	Address	The address of the insurance producer or agency.
	Contact Name	The name of the primary contact person at the producer's establishment.
	Phone	The phone number of the primary contact person at the producer's establishment.
	Fax	The fax number of the producer or agency.
	E-mail	The e-mail address of the primary contact person at the producer's establishment.
	Code	The identification code assigned to the producer (for example, an agency or brokerage firm) by the insurer.

Field			Description
	Subcode		The identification code assigned by the insurer to the sub-producer (for example, a natural person) within a producer's office (for example, an agency or brokerage firm).
	Customer ID		The identification number of the customer assigned by the producer (for example, an agency or brokerage firm).
Carrier	Name		The insurer's full legal company name(s) as per the file copy of the policy.
	NAIC Code		The identification code assigned to the insurer by the National Association of Insurance Commissioners (NAIC).
	Company Policy or Program Name		The description of an independently filed policy or program that may be optionally available from the insurance company.
	Program Code		The product code assigned by the insurer for the policy.
	Underwriter		The company underwriter (or other company staff person) that this form should be directed to.
	Underwriter Office		The company underwriting office that this application should be directed to.
Status of transaction	Status of transaction	Quote	Indicates that the response expected from the company is a quote.
		Issue Policy	Indicates that the response expected from the company is an issued policy.
		Renew	Indicates that the response expected from the company is a renewed policy.

Field			Description
		Bound	Indicates that the coverage has been bound.
		Change	Indicates that the policy is being submitted for a policy change.
		Cancel	Indicates that the policy is being submitted for cancellation.
	Date		The date on which the policy status becomes effective. This date indicated for policy statuses of **Bound**, **Change**, and **Cancel**. The date value must be in the following format: MM/DD/YYYY.
	Time	Time	The time at which the policy status becomes effective. The time is used for policy statuses of **Bound**, **Change**, and **Cancel**.
		AM	Indicates that the time specified is AM.
		PM	Indicates that the time specified is PM.
Sections Attached (repeating group)	Selected		Indicates whether sections are attached to the application.
	Section Name		The name of the attached section, if any.
	Premium USD		The premium amount for the section.
Attachments (repeating group)	Selected		Indicates whether documents are attached to the application.
	Attachment Name		The attachment 's full name, if any.
Policy Information	Proposed Effective Date		The effective date of the policy. The date on which the terms and conditions of the policy commence.

Field			Description
			The date value must be in the following format: MM/DD/YYYY.
	Proposed Expiration Date		The date on which the terms and conditions of the policy will expire. The date value must be in the following format: MM/DD/YYYY.
	Billing Plan	Direct	Indicates whether the policy is to be billed directly.
		Agency	Indicates whether the policy is to be billed to the producer or agency
	Payment Plan		The payment plan for the policy.
	Method of Payment		The method for paying the invoice.
	Audit		The audit term for policies that are subject to periodic audit.
	Deposit		The amount of the premium received as a deposit.
	Minimum Premium		The minimum premium amount for the policy.
	Policy Premium		The estimated total cost of the policy
First Applicant	Name		Information about the first insured (that is, the organization that has purchased the insurance coverages shown on the certificate).
	Address		
	E-Mail		
	Business Phone		
	Website Address		
	GL Code		The code identifying the general liability nature of the business of the first insured.
	SIC		The Standard Industry Classification code assigned to

<table>
<tr><th colspan="4">Field</th><th>Description</th></tr>
<tr><td rowspan="14"></td><td colspan="3"></td><td>the business activity of the first insured.</td></tr>
<tr><td colspan="3">NAICS</td><td>The North American Industry Classification System (NAICS) 6-digit industry code assigned to the business activity of the first insured.</td></tr>
<tr><td colspan="3">FEIN or SSN</td><td>The tax identifier of the first insured.</td></tr>
<tr><td rowspan="11">Business Type</td><td rowspan="9">Business Type</td><td>Corporation</td><td rowspan="9">Indicates the legal entity code of the first insured.</td></tr>
<tr><td>Individual</td></tr>
<tr><td>Joint Venture</td></tr>
<tr><td>LLC</td></tr>
<tr><td>Not for Profit Organization</td></tr>
<tr><td>Partnership</td></tr>
<tr><td>Subchapter S Corporation</td></tr>
<tr><td>Trust</td></tr>
<tr><td>Other</td></tr>
<tr><td colspan="2">LLC No of Members</td><td>The number of members and managers of the limited liability corporation.</td></tr>
<tr><td colspan="2">Business Type Other</td><td>The description of the other type of legal entity.</td></tr>
<tr><td rowspan="6">Non-First Applicant (repeating group)</td><td colspan="3">Name</td><td rowspan="5">Information about the insured (that is, the organization that has purchased the insurance coverages shown on the certificate).</td></tr>
<tr><td colspan="3">Address</td></tr>
<tr><td colspan="3">E-Mail</td></tr>
<tr><td colspan="3">Business Phone</td></tr>
<tr><td colspan="3">Website Address</td></tr>
<tr><td colspan="3">GL Code</td><td>The code identifying the general liability nature of the business of the insured.</td></tr>
</table>

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<tr><td colspan="2">Business Type Other</td><td>The description of the other type of legal entity.</td></tr>
<tr><td rowspan="4">Contact Information (repeating group)</td><td colspan="3">Contact Type</td><td>The customer's identification number assigned by the producer (for example, an agency or brokerage firm).</td></tr>
<tr><td colspan="3">Contact Name</td><td>The full name of the contact.</td></tr>
<tr><td rowspan="2">Primary Phone</td><td colspan="2">Phone</td><td>The primary phone number of the contact.</td></tr>
<tr><td>Phone Type</td><td>Home</td><td>Indicates that the primary phone number is for a home phone.</td></tr>
</table>

Field				Description
			Business	Indicates that the primary phone number is for a business phone.
			Cell	Indicates that the primary phone number is for a cell phone.
	Secondary Phone	Phone		The secondary phone number of the contact.
		Phone Type	Home	Indicates that the secondary phone number is for a home phone.
			Business	Indicates that the secondary phone number is for a business phone.
			Cell	Indicates that the secondary phone number is for a cell phone.
	Primary E-mail Address			The primary e-mail address of the contact.
	Secondary E-mail Address			The secondary e-mail address of the contact.
Premises Informatio n (repeating group)	Location Number			The address of the premises.
	Building Number			
	Street			
	City			
	County			
	State			
	ZIP			
	City Limits	City Limits	Inside	Indicates that the building is within the city limits.
			Outside	Indicates that the building is outside the city limits.
			Other	Indicates that neither of the above applies. For example, for buildings in unincorporated areas.
		City Limits Other		The description of the risk location if not inside or outside

Field				Description
				the city limits.
	Interest	Interest	Owner	Indicates that the insured's interest in the building is as its owner.
			Tenant	Indicates that the insured's interest in the building is as its tenant.
			Other	Indicates that the insured's interest in the building is other than those listed.
		Interest Other		The description of the insured's interest in the building when it is other than those listed.
	Number of Full Time Employees			Specifies the number of full time employees.
	Number of Part Time Employees			Specifies the number of part time employees.
	Annual Revenues USD			The annual revenue amount for this location.
	Occupied Area SQ FT			The area, in square feet, of the space in the building that is occupied by the insured.
	Open to Public Area SQ FT			The area, in square feet, of the building that is open to the public
	Total Building Area SQ FT			The number of square feet of the building or area occupied at this location for which insurance is being requested.
	Any Area Leased to Others		Yes	The field indicates whether the insured has any area that is leased to others. Possible values: • Yes • No
			No	
	Description of Operations			The description of the business operations each applicant performs and the way they are conducted by premises.

<table>
<tr><th colspan="4">Field</th><th>Description</th></tr>
<tr><td rowspan="17">Nature of Business</td><td colspan="3">Date Business Started</td><td>The date on which the business was started.</td></tr>
<tr><td colspan="2" rowspan="11">Nature of Business</td><td>Apartments</td><td rowspan="11">Indicates the nature of the business.</td></tr>
<tr><td>Condominiums</td></tr>
<tr><td>Contractor</td></tr>
<tr><td>Institutional</td></tr>
<tr><td>Manufacturing</td></tr>
<tr><td>Office</td></tr>
<tr><td>Restaurant</td></tr>
<tr><td>Retail</td></tr>
<tr><td>Service</td></tr>
<tr><td>Wholesale</td></tr>
<tr><td>Other</td></tr>
<tr><td colspan="3">Nature of Business Other</td><td>The description of the other nature of the business.</td></tr>
<tr><td colspan="3">Description of Primary Operations</td><td>The description of the primary operations of the business.</td></tr>
<tr><td colspan="2" rowspan="2">Retail Stores or Service Operations of Total Sales</td><td>Installation or Service or Repair Work</td><td>The percentage of total sales of a retail store or service operation attributed to installation, service or repair work.</td></tr>
<tr><td>Off Premises Installation or Service or Repair Work</td><td>The percentage of total sales of a retail store or service operation attributed to installation, service or repair work completed off premises.</td></tr>
<tr><td colspan="3">Description of Operations of Other Named Insureds</td><td>The description of the operations of the other insureds.</td></tr>
<tr><td rowspan="3">Additional Interest</td><td rowspan="3">Interest</td><td rowspan="3">Intere st</td><td>Additional Insured</td><td rowspan="3">Indicates the additional interest type.</td></tr>
<tr><td>Breach of Warranty</td></tr>
<tr><td></td></tr>
</table>

Field				Description
			Co-owner	
			Employee as Lessor	
			Leaseback Owner	
			Owner	
			Registrant	
			Trustee	
			Other	
		Interest Other		The description of the other type of additional interest.
	Reason for Interest			The reason for including the additional interest.
	Name			The additional interest's full name.
	Address			The additional interest's mailing address.
	Rank			The ranking of "this" additional interest when multiple additional interests are associated with the same item.
	Evidence Document	Certificate		Indicates whether the additional interest requires a Certificate of Insurance.
		Policy		Indicates whether additional interest requires a copy of the policy.
		Send Bill		Indicates whether bill should be sent to the additional interest.
	Reference or Loan Number			The loan number, account number or other controlling number that the additional interest may have assigned the insured.

Field		Description
	Lien Amount	The amount of the loan.
	Interest End Date	The date the interest holder's interest terminates.
	Phone	The primary phone number of the additional interest.
	Fax	The primary fax number of the additional interest.
	E-Mail	The primary e-mail address for the additional interest.

Validation Rules

Rule	Description
Business Type Checkmark Check	Checks that only one field from the **Business Type** group is filled in. If more than one field is filled in, displays an error message.
Nature of Business Checkmark Check	Checks that only one field from the **Nature of Business** group is filled in. If more than one field is filled in, displays an error message.

Using a Skill in ABBYY Vantage

To use a skill in ABBYY Vantage, you need to import it to your **Skill Catalog**.

To import a skill, open the **Skill Catalog** and click the **Import** button in the toolbar. In the dialog box that will open, specify a path to the archive that contains the skill you are importing.

This skill will be uploaded to your **Skill Catalog** and published.

If the chosen archive is larger than 2 GB, you will see a dialog box with a link to a shared folder and its credentials.

You should open this folder and upload the archive. The skill will be imported to Vantage automatically. The archive will then be deleted from the shared folder. All files uploaded to this folder afterwards will be transferred to the exception folder. Hence you may use this folder to import only one skill. The folder remains active for 14 days.

The version of the imported skill will be 1.0. If such a skill previously existed in the tenant and was deleted, the version number of the deleted skill will be incremented and assigned to the imported skill. The version number of the imported built-in skills is always the same as at the time of export.

If the skill you are importing already exists in your **Skill Catalog**, ABBYY Vantage will display a warning message and will ask whether you want to create a new version of the existing skill or save the new skill under a different name. If you choose the latter, the new skill will be called *<Imported skill name New>*.

Note: Vantage supports the import of skills exported from Advanced Designer. However, such skills will only be trainable in Vantage if a Fast Learning activity was added to the document processing flow in Advanced Designer.

Importing a Document skill with data catalogs

Data catalogs exported with a skill are imported according to the table below:

Does a catalog with the same name exist in your tenant?		Import of the catalog	Import of the data (if data was exported)
No		The catalog is imported.	The data is imported.
Yes	The set of columns and their types are the same.	The catalog is not imported.	The data is imported. Previous data in the catalog is lost.
	The set of columns and/or their types differ.	The catalog is imported with the name <Catalog_name Skill_name>.	The data is imported.

Importing a Process skill

If you import a Process skill that was exported without referenced skills, you have to make sure that all the referenced skills exist in the **Skill Catalog**. If necessary, such skills should be imported before the Process skill, otherwise you'll get an error when importing the Process skill.

If you import a Process skill that was exported with referenced skills, they will be imported as follows:

- If such a skill exists in the Catalog, it will not be imported. The skill from the Catalog will be used, even if the skill in the import archive has a newer version.
- If a skill with the same name exists in the Catalog, the skill will be imported and renamed. The link in the Process skill will be updated.

If the imported skill has shared folder import set up, this feature needs to be enabled manually after the import.

Note: The availability of this feature depends on the user's role. For more information about roles, see Role-Based Access Control.

To publish a skill:

1. Select one by left-clicking it and then click **Publish** in the toolbar. This will open the Skill Designer's **Publish** tab, where you will have to fill out some information.
2. Click the **Publish Skill** button either at the bottom of the Skill Designer window or in the **Actions** pane.

Note: The availability of this feature depends on the user's role. For more information about roles, see Role-Based Access Control.

You can start using a skill right away or try it out on your documents first. To try out a skill, click the **Try** button in the **Skill Catalog**.

For more information on importing, publishing, or trying out skills, please refer to the ABBYY Vantage Skill Catalog Guide.

If a skill does not fully meet your processing requirements, you can edit it to suit your needs. For detailed instructions, please refer to the ABBYY Vantage Skill Designer Guide.