

Bulk Item Attachment List

The Equipment Insurance program allows the entry of “bulk items” in some situations. The list of items must be all in one location, they can’t be mobile items, and the total must be under our limit of \$500,000. We also expect you to provide a list of items and keep that list up to date; it’s really important for claim purposes that your information is current. Many customers opt not to use this feature and opt to enter items individually to keep them more accurate, and our new cloning feature helps with that.

If you do use the “bulk item” option, we previously asked you to email us the lists. Now we have a feature in EIS to add the list directly in the system. This feature is available on the bottom of the Edit screen.

Edit Item
Items are required fields.

Step 1: Choose a Budget
Budget: 01-0000 ADMIN SERVICES-B
Budget: 010000
Project Code: 000
Task:
Options:

Step 2: Item Details
Equipment ID: 19215-1400-angelsk
You may enter an Equipment ID or leave it blank to allow the system to assign one. Tag numbers are OK to use but are not required.
Insured Value: \$35000
Equipment Descriptions validation matrix
Manufacturer: SGS
Model Number:
Serial Number:
Owner of Items List:
Comments:
enter comments

Step 3: Select Coverage
Description: 000
Either Location or Country Code is Required
Location Code: CENTER-FOR-HUMAN-DEVELOPMENT-000
Country Code:
Equipment Code: Computer Equipment (non-mobile)
Renew for next policy year?
 Yes No
Begin Date: 2019-0-2
End Date: 2019-10-31
Refund Amount:
enter refund credit
Refund Comment:
enter refund comment

Bulk Items
Download Existing Multiple Item File
Use the "Upload a file of insured items" button if this is a "Bulk Item" covering multiple items. Uploading a new list will replace any existing uploaded files. Once a file is uploaded there is no need to submit the form unless there are other changes.
A file containing multiple items should include the following information at a minimum:
• Model
• Serial Number
• Manufacturer
• Insured Value
• OASIS tag number (optional)
Upload a file of insured items

Here’s a closeup of these instructions:

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If you are adding a new item, you can get to this screen by clicking this on the bottom of the confirmation page:

Budget Billed: 010300

You may edit some details for 2 days by [clicking here](#)

If this is a "Bulk Item" covering multiple items, a list of those items must be uploaded. Use the link above to edit the item and upload the file using the upload button near the bottom of the form. This must be completed within the allowed 2 day edit period.

Clone This Item Add a New Item