

Structured Data Capture Service

User Guide

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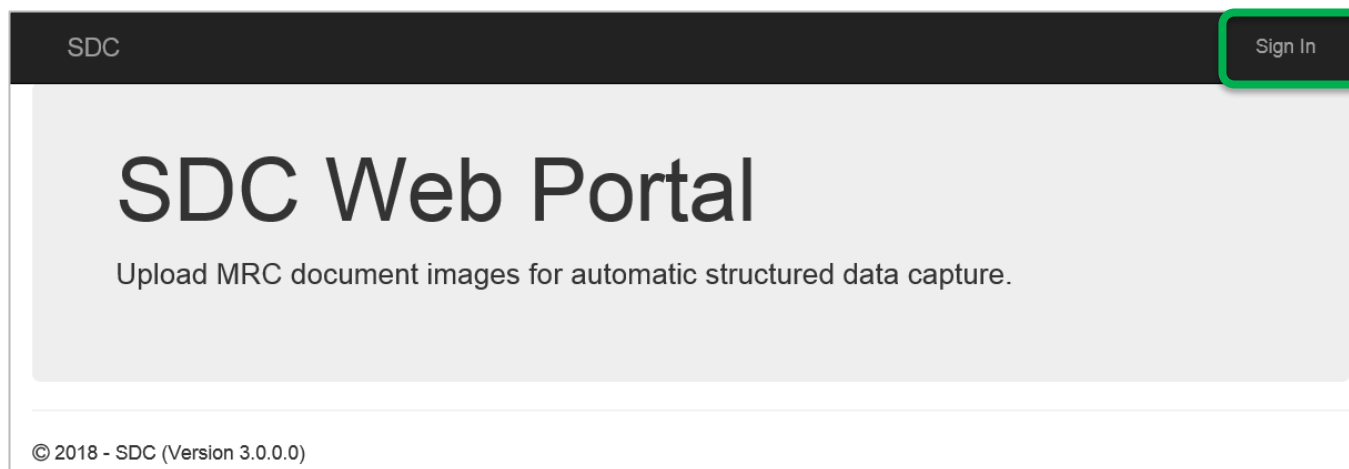
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Logging in to the SDC Service Portal

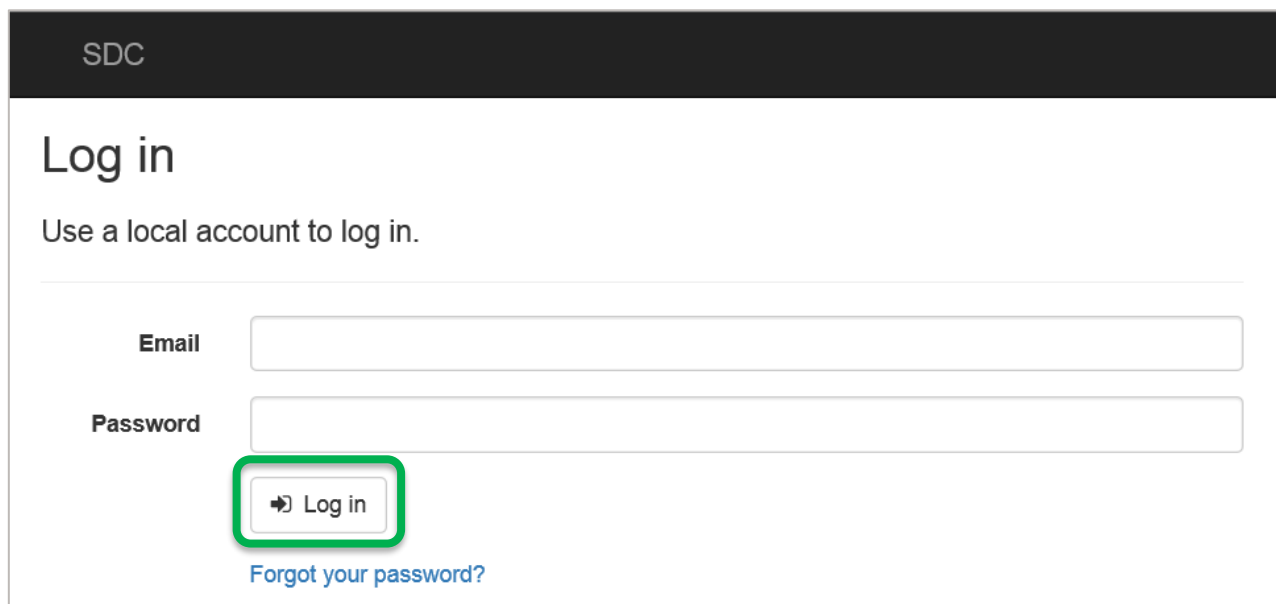
Logging into the SDC Service Portal

1. Enter www.sdc-service.com into your Web Browser:
2. Click **Sign In**



Logging into the SDC Service Portal

3. Enter your **Email** address & **Password**



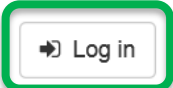
SDC

Log in

Use a local account to log in.

Email

Password

 Log in

[Forgot your password?](#)

4. Click **Log In** to be taken to the SDC Home Page
5. Use the **Forgot your password** link to request a new password

Home Page

The Menu bar hosts the key functions for the SDC portal:

Upload Document | Upload Batch | View Transactions | MI Reports | Sign Out

SDCUpload DocumentUpload BatchView TransactionsMI ReportsSign Out

SDC Web Portal

Upload MRC document images for automatic structured data capture.

SDC Release Schedule

Release #	Date	Scheduled Start	Scheduled End	Environment
4.0	Friday, 30 March 2018	14:00	23:00	Production

Support Documents

Type	Document	Last Updated
	SDC Data Extraction and Mapping v3.2 Changes in Red	Mon 22 Jan 2018
	SDC Data Extraction and Mapping v3.2	Mon 22 Jan 2018
	SDC Email Submission guide v3.0	Fri 15 Dec 2017

Support

sdc.servicedesk@webconnectivity.uk 

Telephone Support 0203 006 0070 

Email Address for Submissions

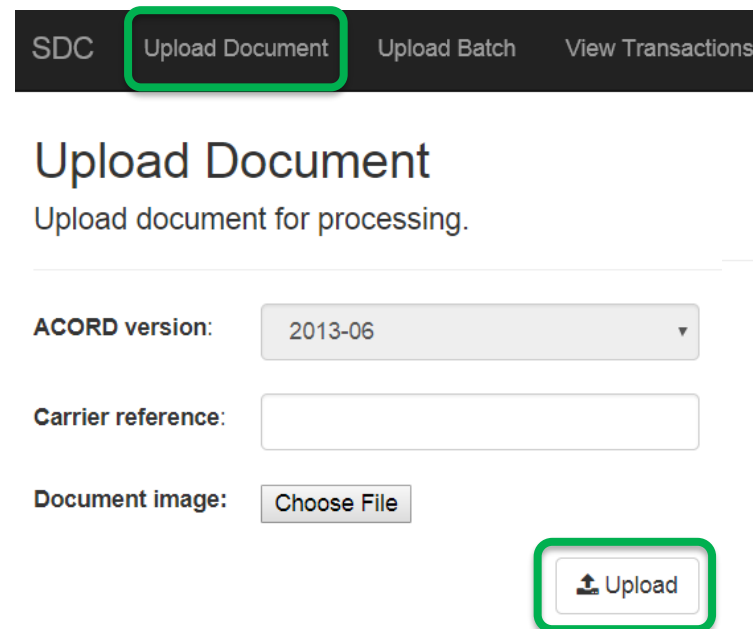
MRCSubmission@sdc-service.com 

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Uploading a Document via the Portal

Uploading a document

1. Click **Upload Document** from the Menu.
2. The **ACORD Version** is defaulted to 2013-06 and cannot be changed.
3. Enter your **Carrier Reference**. This can be anything you choose.
4. Click on **Chose File** to select a document to upload.
Note the document must be in Word, pdf or TIF format
5. Click **Upload**



SDC **Upload Document** Upload Batch View Transactions

Upload Document

Upload document for processing.

ACORD version: 2013-06 ▼

Carrier reference:

Document image:

Uploading a document

6. A message will appear to confirm the upload has been successful

Request submitted successfully with request id WEB0000015059.



7. An email acknowledgement, with a document reference number, will also be returned

PRD - SDC Request [WEB0000317230] - Carrier ref [ETP-B0509AVNPN2000128-0435-5305] - OK



SDC Administrator <sdc@sdc-service.com>

To

Dear Sir/Madam

Thank you for your submission of ETP-B0509AVNPN2000128-0435-5305 at 5/20/2020 8:22:48 AM to the Structured Data Capture Service.

Please contact servicedesk@limoss.london with any queries.

Regards
SDC Team

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Uploading a Batch of Documents

Uploading a Batch of Documents

1. Click **Upload Batch** from the Menu.
2. The **ACORD Version** is defaulted to 2013-06 and cannot be changed.
3. Enter your **Carrier Reference** for each document.
4. Click on **Choose File** to select a document to upload.
Note the document must be in Word, pdf or TIF format
5. Click **Upload**

Note The **Upload Batch** function allows for up to 10 documents to be uploaded.

SDC Upload Document **Upload Batch** View Transactions

Upload Batch

Upload multiple documents for processing.

ACORD version: 2013-06 ▼

Carrier reference:	Document image:
	Choose File
	Choose File
	Choose File
	Choose File

Uploading a Batch of Documents

6. A message will appear against each item to confirm the upload has been successful

Request submitted successfully with request id WEB0000015059.



7. An email acknowledgement for each document will also be returned

PRD - SDC Request [WEB0000317230] - Carrier ref [ETP-B0509AVNPN2000128-0435-5305] - OK



SDC Administrator <sdc@sdc-service.com>
To

Dear Sir/Madam

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Viewing your Document Transactions

Viewing your Document Submissions

Select **View Transactions** to show the status of all documents submitted into the Service. This includes documents submitted via the SDC Portal, email, PPL, the ME Gateway and API.

SDC Upload Document Upload Batch **View Transactions** Sign Out

View Transactions

Enter desired search criteria and press **Filter**.

Search [Advanced Search](#)

Search Transactions **Show Deleted Transactions:** ☐

Text filter: **Document Type:** **Date filter:** to

Results per page: **Sort by:** **Sort order:** **Filter**

SDC Release 12.0 (25 June 2026) introduces an Advanced Search option:

Search **Advanced Search**

Search Transactions **Show Deleted Transactions:** ☐

Document Type: **Status:** **Date From:** to

Source Channel: **UMR:** **UW Reference:**

Extracted Stamp: **Business Channel:** **Sender Email:**

Results per page: **Sort by:** **Sort order:** **Reset** **Filter**

Viewing your Document Transactions

Use the **Text filter** and **Date filter** options to filter search results. Select **Show Deleted Transactions** to include items that have been removed due to the Data Retention Policy > 45 days.

Search Transactions

Show Deleted Transactions: ☐

Text filter:

Date filter: to

Results per page: 10

Sort by: Received

Sort order: Descending

If desired, click **Export List to Excel** to export the full list of transactions to an Excel spread sheet

1 - 10 of 2112 Results

For each transaction, the Original MRC can be opened by clicking **View Original MRC**

Carrier Reference: GB-R6-UAT-MRC-SS-EEAROW

UMR: B0621PG0150422

By _____@limoss.london on Wed 20 May 2020 - 10:40

Request id: WEB0000139437

Document Type: Single Section MRC

Status: Processed

Class of Business: general_casualty_or_liability

Sender: _____@limoss.london

UW Reference: ABC123456B20

The ACORD XML, along with a CSV version of the data, can be accessed by clicking **View Details**

Viewing your Document Transactions

Each document will have a progress **Status**:

In Processing – document currently being processed

Processed – Document has been successfully processed and XML and CSV data versions are available for download. Note a **UMR** will be present

Rejected – Document has been rejected.
A **Rejection Reason** will be presented for rejected documents

LBRejected – Document has been rejected on behalf of Lloyd's Brussels for missing key data item/s. A **Rejection Reason** will be presented

Carrier Reference: MRC-GB-CG910K17A

UMR: Pending

Request id: WEB0000014201

Status: InProcessing

Sender Email: 000001@lmtom.london

Carrier Reference: MRC-GB-CG910K17

UMR: B9999GB0150422

Request id: WEB0000014202

Status: Processed

Sender Email: 000001@lmtom.london

Carrier Reference: EMAIL2018-02-09144221

UMR: N/A

Request id: EMA0000021978

Status: Rejected

RejectionReason: 09:Not an MRC

Sender Email: 000001@lmtom.london

Carrier Reference: 235864670

UMR: B080114326J19

Request id: PPL0000219681

Status: LBRejected

Rejection Reason: Limit missing or invalid

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Downloading Data Files

Downloading Data Files

1. Click **View Details** to navigate to the XML and CSV versions of the extracted data

 View Details

2. ACORD XML and CSV versions of the data will be presented. Select **Export to CSV** or **Export to XML** to download the data files

Extracted Data

 Export to CSV

Field Number	Field Name	Extracted Value
2	Broker Organisation	
2.1	Broker Identification	0801
2.2	DUNS Number	210320073
2.3	Name	Willis

ACORD XML

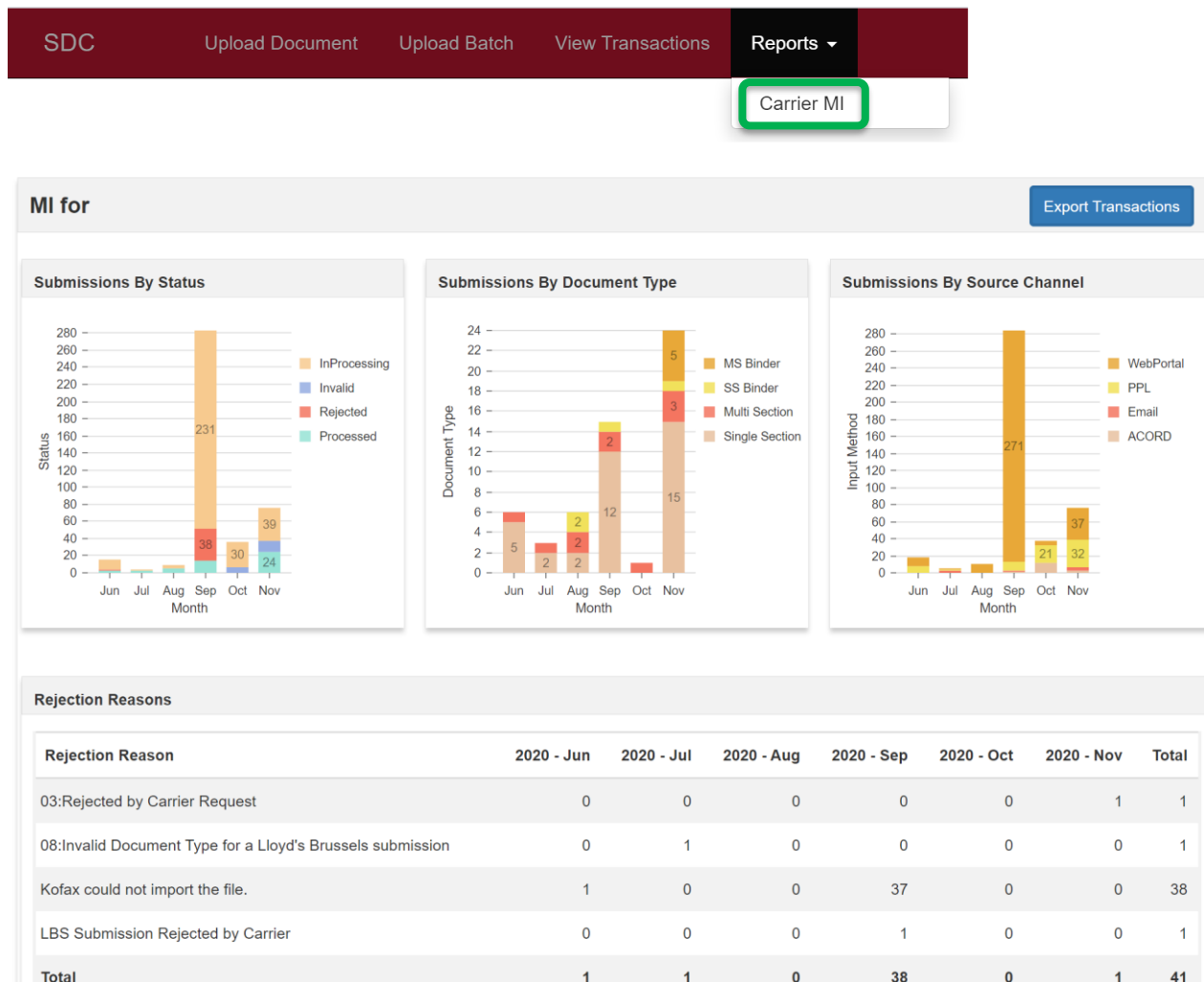
 Export to XML

```
<rlc:Jv-Ins-Reinsurance
  Version="2013-06" xmlns="http://www.ACORD.org/standards/Jv-Ins-Reinsurance/1" xmlns:ac="http://www.ACORD.org/Standards/AcordMsgSvc/1" xmlns:xsi="http
  xsi:schemaLocation="http://www.ACORD.org/standards/Jv-Ins-Reinsurance/1 Jv-Ins-Reinsurance-2013-06.xsd">
  <rlc:Placing
    Sender="serviceprovider"
    Receiver="insurer">
    <rlc:UUID>6a2504d0-0daa-4137-a2b0-f2da2ebc7f5d</rlc:UUID>
    <rlc:ServiceProviderReference>WEB0000014202</rlc:ServiceProviderReference>
  </rlc:Placing>
</rlc:Jv-Ins-Reinsurance>
```

6 Management Information (M.I)

Management Information (M.I.)

1. Click **Reports, Carrier MI** to access the Management Information page



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Submitting a Document by email

Submitting a Document by email

1. Compose an email to MRCSubmission@sdc-service.com
2. Attach an MRC (one document only) and **Send**

Send

From: you@yourorg.co

To: MRCSubmission@sdc-service.com

Cc:

Bcc:

Subject: MRC Document

MRC Document.pdf
563 KB

carrier_reference: ABC123DEF;
UMR: B0621GHH123DEF;

SDC Portal – View Transactions

Carrier Reference: ABC123DEF	UMR: B0621GHH123DEF
Request id: EMA0001333225	Document Type: N/A
Status: InProcessing	Lloyd's Europe?: No
Sender:	Declaration?: No
UW Reference: N/A	

3. With SDC Release 12.0, the UMR and Carrier Reference can be added to the body of the email to enable a search for the references in the SDC Portal. Useful to find rejected submissions. Ensure the correct syntax, mindful of the colons & semi-colons:

carrier_reference: ABC123DEF;
UMR: B0621GHH123DEF;
4. Anything else contained in the **Subject** or **Body** of the email will be ignored by the SDC Service

Submitting a Document by email

4. An email acknowledgement, with a document reference number, will be returned

PRD - SDC Request [WEB0000317230] - Carrier ref [ETP-B0509AVNPN2000128-0435-5305] - OK



SDC Administrator <sdc@sdc-service.com>

To

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SDC Team

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Further Support & Help Desk

Learning Support and Help Desk

This guide and other supporting documentation is available on the SDC Portal and at

<https://limoss.london/structured-data-capture-sdc>

Should you experience any technical difficulties or challenges using the service please contact:



<https://limoss.haloitsm.com/portal/>

T: 0207 100 5151

09.00 – 17.30 Monday to Friday (apart from UK public holidays)



LIMOSS



London Insurance Market
Operations & Strategic Sourcing