



## **TECH SPECS**

**Project Code: A0001**

**Project Name: Claims Portal – A2A schema  
for Stage 1, 2.1, 2.2 – ELPL Process**

<p>Confidentiality</p> <p>All material and information herein provided must be regarded as confidential and proprietary information of the disclosing party (and its subcontractors). This information will only be made available to the participating users of the Claims Portal Services and solely for the purpose of enabling the usage of Claims Portal Services by the Participating Users . This information shall be used in accordance with the terms and conditions of the applicable user agreement</p>
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## **Revision History**

Release Date	Version	Description
08/05/2013	1.0	First description of the A2A schema issued
28/05/2013	1.1	<ul style="list-style-type: none"> <li>- Clarification included for Interest in the Stage 2 pack</li> <li>- Clarification included for Interest in the Court pack</li> <li>- Minor changes to remove unused fields</li> <li>- Minor changes to update the fields length</li> </ul>
15/07/2013	1.2	- Note added about date format
30/07/2013	1.3	Field ClaimantLocation under AccidentData/AccidentDetails updated to show the system mapping
18/10/2013	1.4	Clarification added for losses in Court Proceedings Pack request and response
10/12/2013	1.5	Minor amendment to section 2.2.2.1 "DefendantDetails/PersonalDetails": optional fields TitleType and OtherTitle included
18/12/2013	1.6	Minor amendment to section 4.1.2 "ApplicationData/ClaimDetails": field 'SentDate' renamed to 'NotificationDate'
14/02/2014	1.7	Minor amendment to name of section 5.1.5.2: changed to "DefendantResponsesToInterimPaymentRequest" Minor amendment to section 2.4.1 "AccidentData/AccidentDetails": description amended for field 'ClaimantLocationOther'
01/06/2016	1.8	Release 5 changes <ul style="list-style-type: none"> <li>- Rejection Reason</li> <li>- CRU Reference field</li> <li>- CRU Comment field</li> </ul>
05/07/2016	1.9	New rejection reason added to section 4.1.9 New node TransfersList added to section 4.1.10
04/11/2016	2.0	Amendments in ISP and S2SP sections returned by getClaim()
20/02/2018	2.1	Amendments for Release 6 CR23 section 2.2 AddClaim() ClaimAndClaimantDetails
13/02/2018	2.2	Amendments for Release 6: <ul style="list-style-type: none"> <li>- CR16 section 11.4.1, 12.3.1</li> <li>- CR20 sections 4.1.1, 7.1.2, 11.1.2</li> </ul>
11/05/2018	2.3	Added note on GrossAmount field. Added a note on paragraph 12.3.1
04/06/2018	2.4	Amendments for Release 6 CR21: Removed fields related to Section Funding 2.5.2
13/08/2018	2.5	Minor amendment to CRUReference and CRUComment fields
08/10/2018	2.6	Added Release 6 Major and minor version

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# 1. Introduction

## 1.1 Overview

This document describes fields and business rules of schema of XML files accepted as arguments or returned by system web methods.

Please note that in case any mismatch may rise between this document and the released XSD files, definitions in the XSD files have priority over this document, which will be amended accordingly.

PLEASE NOTE that all the amendments introduced with RELEASE 6 are highlighted in yellow.

## 1.2 References

This section contains the full list of schemas to be used in order to validate the XML files to be exchanged via the A2A interface.

Please note that the proper version of each schema should be carefully chosen according to the process version used.

The only exception is given by the schema of the GetClaim for which the latest version should always be used.

**ELPLWS.wsdl**– wsdl file, containing the list and details of web methods exposed by the system

**GetClaimData\_ClaimData.xsd** – claim data schema returned by GetClaim method

**AddClaim\_ClaimData.xsd** – claim data schema for AddClaim web method

**SendLiabilityDecision\_InsurerResponse.xsd** – Insurer response schema for SendLiabilityDecision method

**AddInterimSPFRequest\_InterimSettlementPackRequest.xsd** – xml argument schema for AddInterimSPFRequest method

**AddInterimSPFResponse\_InterimSettlementPackResponse.xsd** – xml argument schema for AddInterimSPFResponse method

**AddStage2SPFRequest\_S2SPFRequestXML.xsd** – xml argument schema for AddStage2SPFRequest

**AddStage2SPFResponse\_S2SPFResponseXML.xsd** – xml argument schema for AddStage2SPFResponse

**AddStage2SPFCounterOfferByCM\_S2SPFCounterOfferByCMXML.xsd** – xml argument schema

**AddStage2SPFCounterOfferByCR\_S2SPFCounterOfferByCRXML.xsd** – xml argument schema

**AddCPPFRequest\_CPPFRequestXML.xsd** – xml argument schema

**AddCPPFResponse\_CPPFResponseXML.xsd** – xml argument schema

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**NOTE:** for each release of Claims Portal the A2A client must use the related A2A schema. Except for the GetClaim() method the A2A client must be implemented as per the most recent schema, whilst the the GetClaim() will work irrespective of the release under which a claim was generated.

### 1.3 Timeout values of the Test site

The following table shows the reduced timeout values of the Test site.

The timeout values for the Production environment are shown as well in order to provide an overview of the standard timeout values used in the live site.

In order to correctly read the timeout values for the Test site, please note that:

- All the timeout values are expressed in Business Days;
- Timeout values are intended as relative timeouts. For example, the Stage 2 Settlement pack decision timeout is calculated starting from the business day after the sent date of the Stage 2 Settlement Pack Request;
- All warnings (1 day left, 3 days left, etc.) are triggered instantaneously; therefore they are not correspond to the reduced timeout values.

Workflow Section	Phase Description	Timeout for PRODUCTION	Timeout for TEST SITE
STAGE 1	Liability decision timeout (EL/ELD claim)	30	1
	Liability decision timeout (PL claim)	40	2
STAGE 2.1	First Interim payment decision timeout (request for £1,000)	10	1
	First Interim payment decision timeout (request for more than £1,000)	15	2
	Subsequent Interim payment decision timeout (request for £1,000 or more)	15	2
	Extend time for CRU, only if payment is greater than £1,000	+15	+1
STAGE 2.2	Stage 1 costs payment timeout (used only as a reminder)	10	1
	Stage 2 Settlement pack decision timeout	15	1
	Stage 2 Settlement pack counter offer decision timeout	+20	+1
	Stage 2 Settlement pack automatic extension	+5	+5
STAGE 3 COURT PROCEEDINGS	Court Proceedings pack response timeout (used only as a reminder)	5	5

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## 1.4 Process versions of the Test site

The following table shows the process versions of the Test site.

The process versions for the Production environment are shown in order to provide an overview of the actual versions used in the live site.

In order to correctly read the values in the table below, please note that the range provided is intended limits included, e.g. the range from v1.0 to v3.4 will contain all the applications with process version from v1.0 inclusive to v3.4 inclusive.

Environment	From	To	Release version
TEST SITE	1.0	1.9	Release 3
	2.0	2.2	Release 4
	2.3	-	Release 5
	-	6.0	Release 6
PRODUCTION	1.0	1.6	Release 3
	1.7	1.8	Release 4*
	5.0	-	Release 5**
	-	6.0	Release 6

\*Note: Release 4 did not introduce any changes to A2A interface. Schemas and functions valid for Release 3 are valid for Release 4 claims too.

\*\*Note: Release 5 will start from the process version “5”. All the process versions from 4.2 to 4.9 have never existed.

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## 2. ClaimData for AddClaim()

### 2.1 Application data

This node contains the data shown in the Section “Statement of Truth” of the CNF

#### 2.1.1 ClaimDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Signatory	String	1	M	S = Claimant’ Solicitor C = Claimant in person	
RetainedCopy	Boolean	1	M	1	
ClaimValue	String	1	M	1 = Up to £10,000 2 = Up to £25,000	Flag that indicates the claim value
ClaimType	String		M	EL – Employers’ Liability (Accident) ELD – Employers’ Liability (Disease) PL – Public Liability	

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NotificationDate	Date		M	<p>YYYY-MM-DD*</p> <p>* the date format can include additional information, e.g. the Time Zone. Ensure that only the required information, i.e. YYYY-MM-DD are provided</p> <p>The validation rules applied to the notification date are:</p> <ul style="list-style-type: none"> <li>• Cannot be a date in the future</li> <li>• The date cannot be before the 'oldest allowed notification date' (defined below)</li> <li>• The date cannot be before the scheme start date 31st July 2013</li> </ul> <p>The 'oldest allowed notification date' is calculated as follows:</p> <ul style="list-style-type: none"> <li>• EL/ELD/PL: Notification date MINUS 29 working days</li> </ul> <p>where Notification date = date provided in the CNF within the execution of the addClaim() command</p>	Notification date used as the claim sent date to calculate system timeouts
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## 2.2 ClaimAndClaimantDetails

This node contains the data shown in the area “Claimant’s Representative – contact details”, “Defendant’s details” and Section A “Claimant’s details” of the CNF

### 2.2.1 ClaimantRepresentative/CompanyDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CompanyName	String	100	M	<p>Name of the Claimant Representative company</p> <p><b>FROM RELEASE 6 ON</b></p> <p>The claim will be recorded with the Company Name present on the Administration site.</p> <p><b>Please note that if the Company Name is not present on the system the AddClaim() will return an error and it will be not possible to add the claims. Please contact your administrator to ensure that the Company Name is correctly filled in on the Administration site.</b></p>	

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BranchName	String	100	O	<b>FROM RELEASE 6 ON</b> Field available from Release 6 on. For this field is allowed two types of input: <ul style="list-style-type: none"> <li>• Prefilled by the system: In order to use the AsUser's branch name present on the Administration site this field must be filled in with the value: <b>[PREFILLED]</b>. <b>Please note that if the Branch Name is not present on the system the AddClaim() will return an error and it will be not possible to add the claims. Please contact your administrator to ensure that the Branch Name is correctly filled in on the Administration site.</b></li> <li>• Value different from the value on the system: value different from <b>[PREFILLED]</b>. If the value is different from <b>[PREFILLED]</b> the length of the value must be of at least 1 char.</li> </ul>	
ContactName	String	25	M	Name of the user that created this claim	
ContactMiddleName	String	25	O	Middle Name of the user that created this claim	
ContactSurname	String	25	M	Surname of the user that created this claim	
TelephoneNumber	String	100	M		
Reference Number	String	50	M	<p>“Claimant representative Reference Number must not be all blanks or all zeros or combination of blanks and zeros”</p> <p>If one of the following character is found on the CR Reference Number field then reject the record</p> <p>  (Pipe character)    (half pipe)  # (hash)  \$,£~^[]{}_€¬</p>	



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{ Address }	CT_INPUT_Address		C	<b>FROM RELEASE 6 ON</b> Conditional Mandatory	
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**FROM RELEASE 6 ON**

**Please note the same changes have been applied to the resendRejectedClaim().**

**2.2.1.1 ClaimantRepresentative/CompanyDetails/Address**

Refer to this paragraph each time you see {address} in this document.

**FROM RELEASE 6 ON**

The address in the section ClaimantRepresentative/CompanyDetails is conditional mandatory and follow the below rules.

- Always mandatory if the BranchName field is not present. If the BranchName is not present the address fields are the Company's address fields. **PLEASE NOTE** the claim will be recorded with the Company's address present on the Administration site irrespective to any different value sent as input. **Please note that if the Company Address on the Administration site is not compliant with the Address' QA rules, the AddClaim() will return an error and it will be not possible to add the claims. Please contact your administrator to ensure that the Company Address is correctly filled in on the Administration site.**
- If the BranchName field is present the Address section is optional:
  - If not present, the system will prefill the Address data with the AsUser's Branch address data present on the Administration site. **Please note that if the Branch Address on the Administration site is not compliant with the Address' QA rules the AddClaim() will return an error and it will be not possible to add the claims. Please contact your administrator to ensure that the Branch Address is correctly filled in on the Administration site.**
  - If present, the system will use the address data filled in in the request. In this case, the QA rules applied to the address are the same QA rules applied to all the addresses, please see below.

If the BranchName field is present, the address fields are the Branch's address fields.

**Please note the same changes have been applied to the resendRejectedClaim().**

As far as the address elements the following rules apply:

The Address Indicator must be set to As Input (A).

**IF an Address is mandatory THEN** Street 1, Town, Country plus either House Name or House Number must be present:

- Street1, Town, Country, House Name → OK
- Street1, Town, Country, House Number → OK
- Street1, Town, Country, House Name, House Number → OK
- Street1, Town, Country → NOT OK

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Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
HouseName	String	32	M*	Free text	
HouseNumber	String	20	M*	Free text	
PostCode	String	8	O*	<p>The Post Code is a 6 to 8 characters field including spaces. The Post Code must be in two parts separated by a space.</p> <p>The first part must be in one of these formats AN AAN AANA AANN ANA ANN The second part must be in the format NAA</p>	
Street1	String	32	M*	Free text	
Street2	String	32	O*	Free text	
District	String	25	O*	Free text	
City	String	25	M*	Free text	
County	String	30	O*	Free text	
Country	String	20	M*	Usually filled in with United Kingdom	
AddressType		1	M* (and hidden in the webUI)	A = As input	<p>Default=A (As input)</p> <p>This field is present for future extensibility; currently should be simply always set to “A”.</p>

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### 2.2.2 DefendantDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
DefendantStatus	String		M	P - Personal B - Business	
PolicyNumberReference	String	50	M		

#### 2.2.2.1 DefendantDetails/PersonalDetails

Use this node if DefendantStatus=Personal

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Name	String	25	O	Free text	Name of the Defendant
MiddleName	String	25	O	Free text	Middle Name of the Defendant
Surname	String	25	C	Free text	Surname of the Defendant C: Mandatory if DefendantStatus=Personal
TitleType	String	1	O	1 = Mr 2 =Mrs. 3 =Ms 4 =Miss 5 =Other	
OtherTitle		9	C	“Other must not be all blanks or all zeros or combination of blanks and zeros”	C:If Defendant’s Title is 'Other', OtherTitle must be provided”
{ Address }	CT_INPUT_Address		O		

#### 2.2.2.2 DefendantDetails/CompanyDetails

Use this node if DefendantStatus=Business

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
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CompanyName	String	100	C	Free text	Defendant Company name C: Mandatory if DefendantStatus=Business
{ Address }	CT_INPUT_Address		O		

Please note that attributes not listed here but present in the XSD, are not used. This is because the standard complex type CT\_INPUT\_Defendant\_CompanyDetails has been used even if it's not fully used here. If not used attributes are being populated, their value will be ignored by the system.

### 2.2.2.3 DefendantDetails/InsurerInformation

This node contains the data of the Compensator to which the claim must be sent

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
InsurerName	String	100	M		Name of the Compensator to send the claim to
Selected		1	M	1	
InsurerOrganisationID		50	M		ID of the Compensator to send the claim to
InsurerOrganisationPath		50	M		Path of the Compensator to send the claim to

### 2.2.3 ClaimantDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Occupation	String	50	M	Free text	
ChildClaim	Boolean		M	1 = YES 0 = NO	

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NationalInsuranceNumber	String	9	O	<ul style="list-style-type: none"> <li>Characters 1-2 must be in the range AA-ZZ</li> <li>Character 1 must not be D, F, I, Q, U, V</li> <li>Character 2 must not be D, F, I, O, Q, U, V</li> <li>Characters 1-2 must not be one of the following combinations: FY; GB; NK; TN; TT; ZZ.</li> <li>Characters 3-6 must be in the range 0000 – 9999</li> <li>Characters 7-8 must be in the range 00 – 99</li> <li>Character 9 must be in the range A – D</li> </ul>	
NINComment	String	500	C	Free text	C:Mandatory if NationalInsuranceNumber is empty
EmploymentPeriod	String	500	C	Free text	C:Mandatory for ClaimType=ELD only
ExposurePeriod	String	500	C	Free text	C:Mandatory for ClaimType=ELD only

### 2.2.3.1 ClaimantDetails/PersonalDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Name	String	25	M	Free text	Name of the Claimant
MiddleName	String	25	O	Free text	Middle Name of the Claimant
Surname	String	25	M	Free text	Surname of the Claimant

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DateofBirth	Date		M	YYYY-MM-DD*  * the date format can include additional information, e.g. the Time Zone. Ensure that only the required information, i.e. YYYY-MM-DD are provided	
TitleType		1	M	1 = Mr 2 =Mrs. 3 =Ms 4 =Miss 5 =other	
OtherTitle	String	9	C	“Other must not be all blanks or all zeros or combination of blanks and zeros”	C:If Claimant's Title is 'other', OtherTitle must be provided”
{ Address }	CT_INPUT_Address		M		

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## 2.3 MedicalDetails

This node contains the data shown in the Section “Injury and medical details” and Section “Rehabilitation” of the CNF

### 2.3.1 MedicalDetails/Injury

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Respiratory	Boolean	1	C	1 = YES 0 = NO	C:Mandatory* for ClaimType=ELD only  *at least one must be provided
Deafness	Boolean	1	C	1 = YES 0 = NO	C:Mandatory* for ClaimType=ELD only  *at least one must be provided
VibrationInjury	Boolean	1	C	1 = YES 0 = NO	C:Mandatory* for ClaimType=ELD only  *at least one must be provided
Dermatitis	Boolean	1	C	1 = YES 0 = NO	C:Mandatory* for ClaimType=ELD only  *at least one must be provided
Other	Boolean	1	C	1 = YES 0 = NO	C:Mandatory* for ClaimType=ELD only  *at least one must be provided
InjurySustainedDescription	String	500	M		Description of the injury/disease
TimeOffRequired	Boolean	1	M	1 = YES 0 = NO	<i>(Has the claimant had to take any time off work as a result of the injury?)</i>
TimeOffPeriod	Integer		C		C: If StillOffWork=no, TimeOffPeriod must be provided <i>(If no, for how many days was off work?)</i>
StillOffWork	Boolean	1	C	1 = YES 0 = NO	C: If TimeOffRequired=yes, StillOffWork must be provided <i>(Is the claimant still off work?)</i>

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MedicalAttentionSeeking	Boolean	1	M	1 = YES 0 = NO	<i>(Has the claimant sought any medical attention?)</i>
MedicalAttentionFirstDate	Date		C	YYYY-MM-DD*  * the date format can include additional information, e.g. the Time Zone. Ensure that only the required information, i.e. YYYY-MM-DD are provided	C: If MedicalAttentionSeeking=yes, MedicalAttentionFirstDate must be provided
HospitalAttendance	Boolean	1	M	1 = YES 0 = NO	<i>(Did the claimant attend hospital as a result of the accident?)</i>
OvernightDetention		1	C	1 = YES 0 = NO	C: If HospitalAttendance=yes, OvernightDetention must be provided
DaysNumber	Numeric	50	C		C: If OvernightDetention =yes, DaysNumber must be provided

### 2.3.2 MedicalDetails/Hospital

There can be from 0 to 4 hospitals.

If there is at least one hospital, HospitalAttendance must be = 1 (YES) and if HospitalAttendance must be = 1 (YES), then at least one hospital must be input.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
HospitalType		1	M	0 – NHS 1 – Private	
HospitalName	String	100	M	Free text	
PostCode	String	8	M		

#### 2.3.2.1 MedicalDetails/Hospital/HospitalAddress

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
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AddressLine1	String	100	O	Free text	
AddressLine2	String	100	O	Free text	
AddressLine3	String	100	O	Free text	
AddressLine4	String	100	O	Free text	

### 2.3.3 MedicalDetails/Rehabilitation

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
RehabilitationUndertaken	Integer	1	M	0 = YES 1 = NO 3 = Medical Professional not seen	
RehabilitationTreatment	String	500	C	Free text	C: If RehabilitationUndertaken=yes, RehabilitationTreatment must be provided
RehabilitationNeeds	Boolean	1	C	1 = YES 0 = NO	Mandatory if RehabilitationUndertaken=no, or Medical professional not seen, otherwise optional
RehabilitationDetails	String	500	C	Free text	C: If RehabilitationNeeds=yes, RehabilitationDetails must be provided

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## 2.4 AccidentData

This node contains the data shown in

- Section “Accident time, location and description” (EL and PL claims)
- Section “Exposure location and description” (ELD claims)

### 2.4.1 AccidentData/AccidentDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
AccidentDate	Date		C	YYYY-MM-DD*  * the date format can include additional information, e.g. the Time Zone. Ensure that only the required information, i.e. YYYY-MM-DD are provided	C:Mandatory for ClaimType={EL, PL}
AccidentTime	Time		C	HH:MM	C:Mandatory for ClaimType={EL, PL}
AccidentLocation	String	100	M	Free text	Accident/Exposure location
AccidentDescription	String	1000	M	Free text	Accident/Exposure description
IncidentReported	Integer	1	M	1 = YES 0 = NO 2 = Not known	
ReportedDateAndToWhom	String	500	C	Free text	C: If IncidentReported =yes, ReportedDateAndToWhom must be provided
ClaimantLocation	Integer	1	C	0 = working at the claimant's own place of work 1 = working in the workplace of another employer 2 = Other	C:Mandatory for ClaimType=EL

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ClaimantLocationOther	String	50	C	Free text	C: If ClaimantLocation =2 (Other) ClaimantLocationOther must be provided
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## 2.5 LiabilityFunding

This node contains the data shown in the Section “Liability” and Section “Other relevant information” of the CNF. FROM RELEASE 6 ON the fields related to the section Funding (contained in the node Funding) are not present. The field Comments contained in the node Funding has not been removed..

### 2.5.1 LiabilityFunding/Liability

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
DefendantResponsibility	String	5000	M	Free text	

### 2.5.2 LiabilityFunding/Funding

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
FundingUndertaken	Boolean	1	M	1 = YES 0 = NO	(“Has the claimant undertaken a funding arrangement within the meaning of CPR rule 43.2(1)(k)?”) FIELD REMOVED FROM RELEASE 6 ON
(*) IF FundingUndertaken = YES, THEN PROCEED with the fields here below ELSE IF FundingUndertaken = NO THEN SKIP this part and go directly to §2.7.2.1 At least one of Section58, Section29, MembershipOrganisation, Other must = yes					
Section58	Boolean	1	M*	1 = YES 0 = NO	(“The claimant has entered into a conditional fee agreement in relation to this claim, which provides for a success fee within the meaning of section 58(2) of the Courts and Legal Services Act 1990”) FIELD REMOVED FROM RELEASE 6 ON

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ConditionalFeeDate	Date		C*	YYYY MM DD* * the date format can include additional information, e.g. the Time Zone. Ensure that only the required information, i.e. YYYY MM DD are provided	C: IF Section58= Yes, ConditionalFeeDate must be provided ( <i>"Date conditional fee arrangement was entered into."</i> ) FIELD REMOVED FROM RELEASE 6 ON
Section29	Boolean	1	M*	1= YES 0= NO	( <i>"The claimant has taken out an insurance policy to which section 29 of the Access Justice Act 1999 applies"</i> ) FIELD REMOVED FROM RELEASE 6 ON
ICName	String	100	C*	Free text	C: IF Section29= Yes, ICName must be provided ( <i>"Insurance Company Name"</i> ) FIELD REMOVED FROM RELEASE 6 ON
ICAddress	String	100	C*	Free text	C: IF Section29= Yes, ICAddress must be provided ( <i>"Address of insurance company"</i> ) FIELD REMOVED FROM RELEASE 6 ON
PolicyNumber	String	20	C*	Free text	C: IF Section29= Yes, PolicyNumber must be provided FIELD REMOVED FROM RELEASE 6 ON
PolicyDate	Date		C*	YYYY MM DD* * the date format can include additional information, e.g. the Time Zone. Ensure that only the required information, i.e. YYYY MM DD are provided	C: IF Section29= Yes, PolicyDate must be provided FIELD REMOVED FROM RELEASE 6 ON

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LevelOfCover	String	50	C*	Free text	C: IF Section29 = Yes, LevelOfCover must be provided <i>FIELD REMOVED FROM RELEASE 6 ON</i>
PremiumsStaged	Boolean	1	C*	1 = YES 0 = NO	C: IF Section29 = Yes, PremiumsStaged must be provided ( <i>“Are the insurance premiums staged?”</i> ) <i>FIELD REMOVED FROM RELEASE 6 ON</i>
IncreasingPoint	String	100	C*	Free text	C: IF PremiumsStaged = Yes, IncreasingPoint must be provided ( <i>“At which point is an increased premium payable?”</i> ) <i>FIELD REMOVED FROM RELEASE 6 ON</i>
MembershipOrganisation	Boolean		M*	1 = YES 0 = NO	( <i>“The claimant has an agreement with a membership organisation to meet their legal costs?”</i> ) <i>FIELD REMOVED FROM RELEASE 6 ON</i>
OrganizationName	String	100	C*	Free text	C: IF MembershipOrganisation = Yes, OrganizationName must be provided <i>FIELD REMOVED FROM RELEASE 6 ON</i>
AgreementDate	Date		C*	YYYY MM DD*  * the date format can include additional information, e.g. the Time Zone. Ensure that only the required information, i.e. YYYY MM DD are provided	C: IF MembershipOrganisation = Yes, AgreementDate must be provided <i>FIELD REMOVED FROM RELEASE 6 ON</i>
Other	Boolean	1	M*	1 = YES 0 = NO	<i>FIELD REMOVED FROM RELEASE 6 ON</i>
OtherDetails	String	500	C*	Free text	C: IF Other = Yes, OtherDetails must be provided <i>FIELD REMOVED FROM RELEASE 6 ON</i>
Comments	String	5000	C	Free text	Section G “Other relevant Information”

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### 3. InsurerResponse for SendInsurerResponse()

#### 3.1 InsurerResponseA2A

This node contains the data shown in the Section “Liability”, Section “Services provided by the compensator - Rehabilitation” and Section “Response information” of the Compensator Response to the CNF

##### 3.1.1 InsurerResponse/LiabilityCausation

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
UnadmittedLiabilityReasons	String	500	C	Free text	C: IF LiabilityDecision=N, UnadmittedLiabilityReasons must be provided
LiabilityDecision	String		M	A = Admitted AN – Admitted with negligence N – Not admitted	

##### 3.1.1.1 InsurerResponse/LiabilityCausation/DefendantAdmits

**NOTE:** the node “DefendantAdmits” must be ignored in the new claims created with the new version of the A2A  
It must still be present in order to keep a unique method compatible with both old and new claims.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
AccidentOccurred	Boolean	1	M*	1 = YES 0 = NO	At least one of these 3 fields must be set to YES
CausedByDefendant	Boolean	1	M*	1 = YES 0 = NO	At least one of these 3 fields must be set to YES
CausedSomeLossToTheClaimant	Boolean	1	M*	1 = YES 0 = NO	At least one of these 3 fields must be set to YES

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### 3.1.2 InsurerResponse/ProvidedServices

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
PreparedToProvideRehabilitation	Boolean	1	M	1 = YES 0 = NO	
RehabilitationProvided	Boolean	1	M	1 = YES 0 = NO	
RehabilitationDetails	Free text	500	C		C: IF RehabilitationProvided = yes, RehabilitationDetails must be provided

#### 3.1.2.1 InsurerResponse/ProvidedServices/DefendantsInsurer

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ContactName	String	25	M	Name of the user that answered	
ContactMiddleName	String	25	O	Middle Name of the user that answered	
ContactSurname	String	25	M	Surname of the user that answered	
TelephoneNumber	String	100	M		
EmailAddress	String	100	M		



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Reference Number	String	50	M	<p>“Defendant Insurer Reference Number must not be all blanks or all zeros or combination of blanks and zeros”</p> <p>If one of the following character is found on the Rerence Number field then reject the record</p> <p>  (Pipe character)    (half pipe)  # (hash)  \$,£~^[]{}_€¬</p>	
{ Address }	CT_INPUT_Address		M		

## 4. ClaimData returned by GetClaim() – Stage 1 level\*

### 4.1 ApplicationData

This node contains the Statement of Truth fields (see the DocumentInput schema) plus additional data that are generated by the system along the whole process (\*)

#### 4.1.1 ApplicationIDs

This list of fields is retrieved from the Organisations stored in the system, not from the data inserted by the users in the Forms.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ClaimID			M		Id of the Claim (it's the Application Id)
RepresentativeID			O		ID of the Claimant Representative Organisation
RepresentativeName	String	100	O		Name of the Claimant Representative Organisation

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RepresentativeBranchID			O		ID of the Branch in the Claimant Representative Organisation
RepresentativeBranchName	String	100	O		Name of the Branch of the Claimant Representative Organisation
InsurerID			O		ID of the Compensator Organisation
InsurerName	String	100	O		Name of Compensator Organisation
InsurerBranchID			O		ID of the Branch in the Compensator Organisation
InsurerBranchName	String	100	O		Name of the Branch of the Compensator Organisation
AllocatedUserID	String		O		ID of the User to which the claim is allocated (IF it was allocated via the function Allocate To user) WITHIN THE ORGANISATION THAT IS HANDLING THE CLAIM at the moment
CRUReferenceNumber	String	FROM RELEASE 6 ON: 6	O	FROM RELEASE 6 ON: <ul style="list-style-type: none"> <li>First 3 chars: 3 alpha (either uppercase or lowercase)</li> <li>Next 3 chars: 3 Numeric</li> </ul> Please note that if present the CRUReference number cannot be empty.	The latest CRU Reference number inserted for this claim during its lifecycle  (Note that the CRU Reference number can be inserted in both the Interim Settlement Pack Response form and in the Stage 2 Settlement Pack Response form)
EndDate	Date		O		Date of End of the claim.

#### 4.1.2 ClaimDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
NotificationDate	Date				The date in which the CNF was sent by the CR
InterimPaymentTimeoutExtended			O	1 = YES 0 = NO	Flag that indicates whether the timeframe to take a decision for the Interim Payment was extended or not

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ClaimValue	String	1	M	1 = Up to £10,000 2 = Up to £25,000	Flag that indicates the claim value
ClaimType	String		M	EL – Employers' Liability (Accident) ELD – Employers' Liability (Disease) PL – Public Liability	

#### 4.1.3 ClaimantDetails

This node includes flags set by the portal at specific points in the process and used in order to move the claim depending on the age of the claimant.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
isClaimantChildAtStage1Response			O	1 = YES 0 = NO	Flag that indicates if the claimant was a child when the Stage 1 Insurer response was sent by the Compensator
isClaimantChildAtStage2Request			O	1 = YES 0 = NO	Flag that indicates if the claimant was a child when the Stage 2 Settlement pack request was sent to the Compensator
isClaimantChildAtStage2Agreement			O	1 = YES 0 = NO	Flag that indicates if the claimant was a child when the Stage 2 Settlement pack was agreed

#### 4.1.4 FraudStated

This node is filled in when a Claim is thrown out of the process due to the fact that the Compensator stated that there is a suspect of Fraud.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
FraudReasonCode	String	1		0 – Fraud stated	The reason code linked to the fraud. Always use 0.

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FraudComment	String				
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#### 4.1.5 ExitProcess

##### 4.1.5.1 ExitCR

This node is filled in when a Claim is taken out of the process by the CR using the function “Exit Process”.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ExitReasonCode	String	1		2 - Value of claim below £1,000 3 - Value of claim exceeds the upper limit 4 - Claim is too complex for process 5 - Withdrawal of claim 6 - Duplicated claim 7 - Withdrawal of offer 8 - Interim payment for child claimant 10 – Other 11 – Stage 1 costs not paid on time 12 – Interim Payment partial offer not accepted 13 – Interim Payment request not answered and/or paid on time 14 - Failure to provide adequate loss of earnings details 15 - Failure to acknowledge CNF on time	These reason codes are used by the CR
ExitComment	String	500			

##### 4.1.5.2 ExitCM

This node is filled in when a Claim is taken out of the process by the COMP using the function “Exit Process”.

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Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ExitReasonCode	String	1		1 - Incomplete information provided on CNF 2 - Value of claim below £1,000 3 - Value of claim exceeds the upper limit 6 - Duplicated claim 7 - Withdrawal of offer 9 - Claim requires further investigation 10 - Other	These reason codes are used by the COMP
ExitComment	String	500			

#### 4.1.6 InterimPackRejected

This node is filled in when an Interim Settlement Pack is rejected by the Compensator

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
InterimPackRejectionComment	String				

#### 4.1.7 AllocatedUser

##### 4.1.7.1 AllocatedCR

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
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AllocatedUserId	String				ID of the CR User to which the claim is allocated (IF it was allocated via the function Allocate To user) at the moment
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#### 4.1.7.2 AllocatedCOMP

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
AllocatedUserId	String				ID of the COMP User to which the claim is allocated (IF it was allocated via the function Allocate To user) at the moment

#### 4.1.8 StatementOfTruth

It's the content of the node "ApplicationData/ClaimDetails" present in the DocumentInput file.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
SignatoryType	String	1	M	S = Claimant' Solicitor C = Claimant in person	
RetainedSignedCopy	Boolean	1	M	1	

#### 4.1.9 Rejected Claim

##### FROM RELEASE 5 ON

The node *RejectedClaim* is filled in when a Claim is rejected by the COMP using the function "Reject Claim".

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
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RejectionReasonCode		1	M	0 - Mandatory fields incorrectly populated 1 - CNF sent to wrong defendant	This reason code is used by the COMP when they reject the claim
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For claims created under old process versions, it is needed to pass the “RejectionReasonCode” field with a default value (i.e. “0”) which will be automatically IGNORED by the system in case the claim belongs to an older version.

#### 4.1.10 Transfers List

##### FROM RELEASE 5 ON

This node *TransfersList* is filled in when a Claim is transferred between two organisations of the same type “Bulk Transfer” batch process.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Transferred	Boolean		O	1 = YES	This flag is automatically populated by the bulk transfer batch and indicates that the claim has been transferred at least once along its life cycle

##### 4.1.10.1 Transfer

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
TransferID			O		This field indicates the number of the transfer
TransferDesc			O		This field indicates which organisations have been involved in the transfer and when the transfer has been performed

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## 4.2 **ClaimAndClaimantDetails**

This node contain the data submitted through the Document Input.

## 4.3 **MedicalDetails**

This node contain the data submitted through the Document Input.

## 4.4 **AccidentData**

This node contain the data submitted through the Document Input.

## 4.5 **LiabilityFunding**

This node contain the data submitted through the Document Input.

## 4.6 **InsurerResponse**

This node contains the data submitted through the Insurer Response, plus two fields inserted by the system after an Insurer Response is successfully sent. The table below shows these two additional fields.

### 4.6.1 **ProvidedServices**

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
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NotificationDate	Date		O		The date on which the CNF was sent by the CR to the Compensator
ResponseDate	Date		O		The date on which the Insurer response to the CNF was sent by the CR to the Compensator to the CR

## 4.7 Timeouts

### 4.7.1 CurrentTimeout

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
SelectedTimeout	Date		O		This is the currently active timeout date
TimeOutType	String		O	<missing element> => during Stage 1 "1Rejected": after executing the RejectClaim() "1Payment": after executing the AddInsurerResponse() "21": after executing AddInterimSPFRequest() "221": after executing AddS2SPFRequest() "222": after executing AddS2SPFResponse() "f370": after executing AddCPPFRequest() "22ex" during a Extend Time request "21ex" during an Interim Settlement Pack Extend Time request	This is an internal code to keep track of the applicable timeout phase

Please note that the following subsections of the Timeouts section are present in the returned XML but currently not populated.

### 4.7.2 PreCalculatedTimeouts/ClaimNotificationForm

This section contains the timeout dates for Stage1

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#### 4.7.2.1 Insurer

This section pre-calculates the timeout dates in case of compensator of type Insurer or Self-Insurer when Article75 does not apply

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
LiabilityDecisionTimeout	Date		O		Timeout for the liability decision

### 4.7.3 PreCalculatedTimeouts/InterimSettlementPack

#### 4.7.3.1 LowPayment

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Stage2DecisionOrCounterOfferTimeout	Date		O		Pre-calculated timeout in case of Interim Payment EQUAL TO £1,000

#### 4.7.3.2 HighPayment

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Stage2DecisionOrCounterOfferTimeout	Date		O		Pre-calculated timeout in case of Interim Payment GREATER THAN £1,000

### 4.7.4 PreCalculatedTimeouts/Stage2SettlementPack

#### 4.7.4.1 Stage2DecisionOrCounterOffer

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description

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Stage2DecisionOrCounterOfferTimeout	Date		O		Pre-calculated timeout for the Decision or CounterOffer for Stage 2
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#### 4.7.5 PreCalculatedTimeouts/CourtProceedingsPack

##### 4.7.5.1 CourtProceedings

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CourtProceedingsTimeout	Date		O		Pre-calculated timeout date for the Court Proceedings pack.

## 5. ClaimData returned by GetClaim() – Stage 2.1 level - INTERIM SETTLEMENT PACK

The node *InterimSettlementPackList* contains the list of Interim Settlement Packs and it is made of a sequence of *InterimSettlementPack* elements.

### 5.1 Interim Settlement Pack

The node *InterimSettlementPack* contains the information on each Interim Settlement Pack made.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
InterimPaymentNumber			M		Interim Settlement Pack identifier

#### 5.1.1 ClaimantRepresentative

This node is the same as 2.2.1

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### 5.1.2 DefendantRepresentative

#### 5.1.2.1 DefendantRepresentative/DefendantsInsurer

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ContactName		25	M	Name of the user that answered	
ContactMiddleName		25	O	Middle Name of the user that answered	
ContactSurname		25	M	Surname of the user that answered	
TelephoneNumber		100	M		
EmailAddress		100	O		
Reference Number		50	M	<p>“Defendant Insurer Reference Number must not be all blanks or all zeros or combination of blanks and zeros”</p> <p>If one of the following character is found on the Reference Number field then reject the record</p> <p>  (Pipe character)    (half pipe)  # (hash)  \$,£~^[]{}_€¬</p>	

### 5.1.3 MedicalReport

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
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MedicalReportStage2_1	Integer		M	0-4	Number of medical reports
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#### 5.1.4 LossesToDate

##### 5.1.4.1 ClaimantLosses

It is made of a sequence of 0 up to 11 of the following ClaimantLossesToDate element:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Comments	String	500	O	Free text	
EvidenceAttached	Boolean		M		
GrossValueClaimed	Decimal		M	Decimal $\geq 0$	
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 - PSLA 13 - Disadvantage on the labour market 14 - Loss of congenial employment 15 - Future losses	
ItemBeingPursued	Boolean		M	1=Yes 0=No	It indicates whether an item is pursued or not by the Claimant Representative. If YES, the loss amount is considered in the calculation of the Total heads
ValueClaimedAfterContrib	Decimal		M		Redundant, to be ignored

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#### 5.1.4.2 DefendantReplies

It is made of a sequence of 0 up to 11 of the following DefendantResponse element:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
AmountInDispute	Decimal		M		When button “Calculate” is pressed then this field should be calculated by the system as: “Amount in dispute (£)” = “Value claimed after contribution (£)” – “Value offered after contribution (£)”.
Comments	String	500	O		
GrossValueOffered	Decimal		M	Decimal >= 0	
IsGrossAmountAgreed	Boolean		M		
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 - PSLA 13 - Disadvantage on the labour market 14 - Loss of congenial employment 15 - Future losses	
ValueOfferedAfterContrib	Decimal		M		Redundant, to be ignored

#### 5.1.4.3 Total/LossesTotal

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CRUDeductions	Decimal		O	Decimal >= 0	CRU deductions (£)

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LossesOffered	Decimal		O	Decimal >= 0	Losses offered to date (£)
NetValue	Decimal		O	Decimal >= 0	Net value of offer to date (£)
TotalHeads	Decimal		O	Decimal >= 0	Total heads of net damage claimed to date (£)

### 5.1.5 InterimPayment

#### 5.1.5.1 ClaimantRequestForInterimPayment

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
DateOfRequest	Date		M		
PaymentDecision	String		M	“AC” Accepted “NAC” Not accepted	
ReasonsForInterimPaymentRequest	String	500	O		Detail reasons for interim payment request
ValueOfInterimRequest	Decimal		M	Decimal >= 0	

#### 5.1.5.2 DefendantResponsesToInterimPaymentRequest

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
AdditionalComments	String	500	O		
DateOfResponse	Date		M		
ValueOfInterimPaymentAgreed	Decimal		M		

### 5.1.6 StatementOfTruth

This node is the same as 4.1.8

### 5.1.7 Phase2ClaimantDefendantDates

#### 5.1.7.1 ClaimantRepresentativeDates

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Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
DateOfNotification	Date		M		

#### 5.1.7.2 DefendantRepresentativeDates

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
DateOfInsurerResponse	Date		M		



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## 6. AddInterimSPFRequest (TO SEND THE INSURER REQUEST OF THE InterimSettlementPack Form)

### 6.1 Claimant Representative

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ContactName	String	25	M	Free text	Field is mandatory and should contain data of the Claimant's representative - contact details from CNF form.
ContactMiddleName	String	25	O	Free text	Field "Contact Middle Name" should contain data of the Claimant's representative - contact details from CNF form.
ContactSurname	String	25	M	Free text	The Claimant's representative Contact surname is a mandatory field and should contain data of the Claimant's representative - contact details from CNF form.
TelephoneNumber	String	100	O	Free text	Field "Telephone number" should contain data of the Claimant's representative - contact details from CNF form.
EmailAddress	String	100	O	Free text	Field "E-mail address" should contain data of the Claimant's representative - contact details from CNF form.

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ReferenceNumber	String	50	M		<p>The Claimant representative Reference Number is a mandatory field and should contain data of the Claimant's representative - contact details from CNF form.</p> <ul style="list-style-type: none"> <li>“Claimant representative Reference Number must not be all blanks or all zeros or combination of blanks and zeros”</li> </ul> <p>If one of the following character is found on the CR Reference Number field then reject the record and supply the following error message:</p> <ul style="list-style-type: none"> <li>“Claimant representative Reference Number has invalid characters”</li> </ul> <p>  (Pipe character)  ! (half pipe)  # (hash)  \$,£~^`[]{} _€¬</p>
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## 6.2 Medical Report

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
MedicalReportStage2_1	Integer		M	0 1 2 3 4	Number of Medical Reports for Interim pack. Default = 0 The user can add up to 4 Medical Reports.

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### 6.3 Interim Payment/Claimant Request for Interim Payment

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ReasonsForInterimPaymentRequest	String	500	O	Free text	Detail reasons for interim payment request below

### 6.4 Claimant Losses

A validation is in place when filling in the **first** Interim Settlement Pack to ensure that the Total value of the Interim payment request is equal to or greater than £1,000.

In addition to the above, when filling in the **first** Interim Settlement Pack :

IF loss type 11 - PSLA is provided

THEN both “EvidenceAttached” AND “ItemBeingPursued” must be set to “Yes”

**Subsequent** Interim Settlement Packs are validated just against the Total value of Interim payment request to ensure that it is greater than £0.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 - PSLA 13 - Disadvantage on the labour market 14 - Loss of congenial employment 15 - Future losses	Loss type

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EvidenceAttached	Boolean		M	1=Yes 0=No	Evidence attached  <b>NOTE:</b> If Loss type = 11-PSLA, this field must set to 1
Comments	String	500	O	Free text	
GrossValueClaimed	Decimal		M	Decimal >= 0	Gross value claimed (£)
ItemBeingPursued	Boolean		M	1=Yes 0=No	It indicates whether an item is pursued or not by the Claimant Representative. If YES, the loss amount is considered in the calculation of the Total heads  <b>NOTE:</b> If Loss type = 11-PSLA, this field must be set to 1

## 6.5 StatementOfTruth

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
SignatoryType	String	1	M	S = Claimant' Solicitor C = Claimant in person	
RetainedSignedCopy	Boolean	1	M	1	

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## 7. AddInterimSPFResponse (TO ADD THE INSURER RESPONSE TO THE InterimSettlementPack Form)

### 7.1 Defendant Representative

#### 7.1.1 Defendant Representative/DefendantsInsurer

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ContactName	String	25	M	Free text	Should contain data from the Defendant's insurer details from CNF form.
ContactMiddleName	String	25	O	Free text	Should contain data from the Defendant's insurer details from CNF form.
ContactSurname	String	25	M	Free text	Should contain data from the Defendant's insurer details from CNF form.
TelephoneNumber	String	100	O	Free text	Should contain data from the Defendant's insurer details from CNF form.
EmailAddress	String	100	O	Free text	Should contain data from the Defendant's insurer details from CNF form.
Reference Number	String	50	M	Defendant's representative Reference Number must not be all blanks or all zeros or combination of blanks and zeros.  None of the following characters is allowed:   (Pipe character)   (half pipe) # (hash) \$,£~^{}[]{}_€¬	Should contain data from the Defendant's insurer details from CNF form.

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### 7.1.2 Defendant Representative/CRUReference

CRUReference	String	FROM RELEASE 6 ON: 6	FROM RELEASE 5 ON O	FROM RELEASE 6 ON: <ul style="list-style-type: none"> <li>First 3 chars: 3 alpha (either uppercase or lowercase)</li> <li>Next 3 chars: 3 Numeric</li> </ul> Please note that if present the CRUReference number cannot be empty.	
CRUComment	String		FROM RELEASE 5 ON C		FROM RELEASE 6 ON: C:Mandatory if CRUReference is not present

## 7.2 Defendant Replies/Defendant Response

A validation is in place when filling in the **first** Interim Settlement Pack to ensure that the Total value of the Interim payment request is equal to or greater than £1,000. **Subsequent** Interim Settlement Packs are validated against the Total value of Interim payment request to ensure that it is greater than £0.

Explanation of few values calculated by the system:

- “Amount in dispute” = “Value claimed after contribution” – “Value offered after contribution”.
- “Losses offered to date” = SUM (“Value offered”).
- “Net value of offer to date” = “Losses offered to date” – “CRU deductions”.

The defendant must include a defendant response PER EACH claimant loss present in the Interim Settlement pack request WHERE “ItemBeingPursued == 1”.

The losses where “ItemBeingPursued == 0” must be simply ignored (the printable document will show just the part filled in by the Claimant representative in the request).

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
IsGrossAmountAgreed	Boolean		M	1=Yes 0=No	Is gross amount agreed?
Comments	String	500	O	Free text	

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GrossValueOffered	Decimal		M	Decimal >= 0	Gross value offered (£)
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 - PSLA 13 - Disadvantage on the labour market 14 - Loss of congenial employment 15 - Future losses	Loss type

### 7.3 Interim Payment/Defendant Response to Interim Payment Request

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
AdditionalComments	String	500	O	Free text	

### 7.4 Total/Losses Total

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CRUDeductions	Decimal		M	Decimal >= 0	CRU deductions (£)

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## 8. ClaimData returned by GetClaim() – Stage 2.2 level – STAGE2SETTLEMENT PACK

### 8.1 ClaimantRepresentative

#### 8.1.1 CompanyDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CompanyName	String	100	M	Name of the Claimant Representative company	
ContactName	String	25	M	Name of the user that created this claim	
ContactMiddleName	String	25	O	Middle Name of the user that created this claim	
ContactSurname	String	25	M	Surname of the user that created this claim	
TelephoneNumber	String	100	M		
EmailAddress	String	100	O		
Reference Number	String	50	M	<p>“Claimant representative Reference Number must not be all blanks or all zeros or combination of blanks and zeros”</p> <p>If one of the following character is found on the CR Reference Number field then reject the record</p> <p>  (Pipe character)    (half pipe)  # (hash)  \$,£~^`[]{}_€¬</p>	

##### 8.1.1.1 Address

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Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
HouseNumber		20	M*		
PostCode		8	O*	<p>The Post Code is a 6 to 8 characters field including spaces. The Post Code must be in two parts separated by a space.</p> <p>The first part must be in one of these formats AN AAN AANA AANN ANA ANN The second part must be in the format NAA</p>	
Street1		32	M*		
City		25	M*		
Country		20	M*	Usually filled in with United Kingdom	
Address Type		1	M* (and hidden in the webUI)	A = As input	<p>Default=A (As input) This field was used by early implementation of the system; retained for future extensibility; but currently should be simply always set to “A”.</p>

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## 8.2 DefendantRepresentative

### 8.2.1 DefendantRepresentative/DefendantsInsurer

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CompanyName	String	100	M	Name of the Claimant Representative company	
ContactName	String	25	M	Name of the user that created this claim	
ContactMiddleName	String	25	O	Middle Name of the user that created this claim	
ContactSurname	String	25	M	Surname of the user that created this claim	
TelephoneNumber	String	100	M		
EmailAddress	String	100	O		
Reference Number	String	50	M	<p>“Claimant representative Reference Number must not be all blanks or all zeros or combination of blanks and zeros”</p> <p>If one of the following character is found on the CR Reference Number field then reject the record</p> <p>  (Pipe character)    (half pipe)  # (hash)  \$,£~^[]{}_€¬</p>	

## 8.3 Medical Report

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
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MedicalReportStage2	Integer		M	0 1 2 3 4	Number of Medical Reports for Stage 2 Settlement pack. Default = 0 The user can add up to 4 Medical Reports.
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## 8.4 LossesToDate/ClaimantLosses

It is made of a sequence of 0 up to 11 of the following CurrentClaimantOffer element:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Comments	String	500	O	Free text	
EvidenceAttached	Boolean		M		
GrossValueClaimed	Decimal		M	Decimal >= 0	
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 - PSLA 13 - Disadvantage on the labour market 14 - Loss of congenial employment 15 - Future losses	Loss type

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ValueClaimedAfterContrib	Decimal		O		<p>“Value claimed after contribution (£)” is the net amount obtained by adding the value in “Interest” to the value claimed.</p> <p>Example (for one loss type):</p> <p>Gross value claimed (£) = 2000</p> <p>Interest (£) = 100</p> <p>Value claimed after contribution (£) = 2000+ 100 = 2100</p>
PercInterestRate	Decimal		O	0-100	Redundant, to be ignored
Interest	Decimal		M	Decimal >= 0	This is an amount (not a %). It must be greater than or equal to 0. It is included in the calculations. It is not carried forward to the Court Proceedings Pack

## 8.5 LossesToDate/DefendantReplies

It is made of a sequence of 0 up to 11 of the following CurrentDefendantResponse element:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
IsGrossAmountAgreed	Boolean		M	1=Yes 0=No	Is gross amount agreed?
Comments	String	500	O	Free text	
GrossValueOffered	Decimal		M	Decimal >= 0	Gross value offered (£)

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LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 – PSLA 13 – Disadvantage on the labour market 14 – Loss of congenial employment 15 – Future losses	Loss type
AmountInDispute	Decimal		M	Decimal >= 0	
ValueOfferedAfterContrib	Decimal		M	Decimal >= 0	“Value offered after contribution (£)” is the net amount obtained by adding the value in “Interest” to the value offered. Example (for one loss type): Gross value offered (£) = 2000 Interest (£) = 100 Value offered after contribution (£) = 2000 + 100 = 2100
Interest	Decimal		M	Decimal >= 0	This is an amount (not a %). It must be greater than or equal to 0. It is included in the calculations. It is not carried forward to the Court Proceedings Pack

## 8.6 LossesToDate/Total/CurrentTotal

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CRUDeductions	Decimal		O	Decimal >= 0	
LossesOffered	Decimal		O	Decimal >= 0	
NetValue	Decimal		O	Decimal >= 0	

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TotalHeads	Decimal		O	Decimal >= 0	
InterimPaymentReceived	Decimal		O	Decimal >= 0	

## 8.7 AgreementData

### 8.7.1 ClaimantResponsesToDefendantReplies

It is made of 0 or more instances of:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Comments	String	500	O	Free text	
DateOfReply	Date		O		
AgreedAmount	Decimal		O	Decimal >= 0	
GrossAmount	Decimal		O	Decimal >= 0	FROM RELEASE 6 ON on the web interface this field will be displayed as "Gross Amount (Global Offer)"
InterimPaymentAmount	Decimal		O	Decimal >= 0	

### 8.7.2 DefendantResponsesToClaimantReplies

It is made of 0 or more instances of:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Comments	String	0..500	O	Free text	
DateOfReply	Date		O		
AgreedAmount	Decimal		O	Decimal >= 0	
GrossAmount	Decimal		O	Decimal >= 0	FROM RELEASE 6 ON on the web interface this field will be displayed as "Gross Amount (Global Offer)"
InterimPaymentAmount	Decimal		O	Decimal >= 0	

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### 8.7.3 FinalAgreementDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
AgreementReached	Boolean		O	0=NO 1=YES	
SettlementPackDecision	String		O	“C” = Confirm “CO” = CounterOffer “R” = Repudiate	

#### 8.7.3.1 AgreementDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Comments	String	500	C	Free text	This field is conditional according to the value of the ‘Settlement pack decision’: <ul style="list-style-type: none"> <li>IF “Settlement pack decision” = Repudiate THEN this field is mandatory.</li> <li>ELSE IF “Settlement pack decision” = Confirm or Counter Offer THEN this field is optional</li> </ul>
DateOfReply	Date		O		
AgreedAmount	Decimal		O	Decimal >= 0	
GrossAmount	Decimal		O	Decimal >= 0	FROM RELEASE 6 ON on the web interface this field will be displayed as “Gross Amount (Global Offer)”
InterimPaymentAmount	Decimal		O	Decimal >= 0	



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## 8.8 LastExtendedTime

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
NewTimeOutDate	Date		M		
ReasonForExtension	Integer		O	1=No valid CRU certificate 2=Other agreed extension	

## 8.9 Phase2ClaimantDefendantDates

### 8.9.1 ClaimantRepresentativeDates

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
DateOfNotification	Date		M		
DateOfClaimantFirstOffer					
DateOfClaimantReplyToInsurer					

### 8.9.2 DefendantRepresentativeDates

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
DateOfInsurerResponse	Date		M		
DateOfInsurerFirstOffer					
DateOfReplyToClaimant					

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## 8.10 StatementOfTruth

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
SignatoryType	String	1	M	"S" = Claimants Solicitor "C" = Claimant	
RetainedSignedCopy	Boolean		M	1=Yes 0=No	Web portal label: <i>"I have retained a signed copy of this form including the statement of truth"</i> If NO, it's not possible to send the Stage 2 Settlement Pack

## 9. ClaimData returned by GetClaim() – Stage 2.2 level –COURT PROCEEDING PACK

### 9.1 ClaimantRepresentative

#### 9.1.1 CompanyDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CompanyName	String	100	M		Name of the Claimant Representative company

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ContactName	String	25	M	Name of the user that created this claim	
ContactMiddleName	String	25	O	Middle Name of the user that created this claim	
ContactSurname	String	25	M	Surname of the user that created this claim	
TelephoneNumber	String	100	M		
EmailAddress	String	100	O		
Reference Number	String	50	M	<p>“Claimant representative Reference Number must not be all blanks or all zeros or combination of blanks and zeros”</p> <p>If one of the following character is found on the CR Reference Number field then reject the record</p> <p>  (Pipe character)    (half pipe)  # (hash)  \$,£~^`[]{}_€¬</p>	

#### 9.1.1.1 Address

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
HouseNumber		20	M*		

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PostCode		8	O*	The Post Code is a 6 to 8 characters field including spaces. The Post Code must be in two parts separated by a space.  The first part must be in one of these formats AN AAN AANA AANN ANA ANN The second part must be in the format NAA	
Street1		32	M*		
City		25	M*		
Country		20	M*	Usually filled in with United Kingdom	
Address Type		1	M* (and hidden in the webUI)	A = As input	Default=A (As input) This field was used by early implementation of the system; retained for future extensibility; but currently should be simply always set to “A”.

## 9.2 DefendantRepresentative

### 9.2.1 DefendantsInsurer

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CompanyName	String	100	M	Name of the Claimant Representative company	

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ContactName	String	25	M	Name of the user that created this claim	
ContactMiddleName	String	25	O	Middle Name of the user that created this claim	
ContactSurname	String	25	M	Surname of the user that created this claim	
TelephoneNumber	String	100	M		
EmailAddress	String	100	O		
Reference Number	String	50	M	<p>“Claimant representative Reference Number must not be all blanks or all zeros or combination of blanks and zeros”</p> <p>If one of the following character is found on the CR Reference Number field then reject the record</p> <p>  (Pipe character)    (half pipe)  # (hash)  \$,£~^`[]{}_€¬</p>	

### 9.3 ClaimAndClaimantDetails

#### 9.3.1 ClaimantDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Occupation_CPP	String		O	Free text	The occupation of the Claimant can also be inserted when the CPP Request is created during the Stage 2.2 (for example, in case the claimant changed their occupation, initially inserted by the CR user in the CNF)
Age_CPP	Integer		O		The age of the Claimant automatically calculated by the system when the CPP Request is sent

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## 9.4 LossesToDate/ClaimantLosses

It is made of a sequence of 0 up to 11 of the following LastClaimantOffer element:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Comments	String	500	O	Free text	
EvidenceAttached	Boolean		M		
GrossValueClaimed	Decimal		M	Decimal >= 0	
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 – PSLA 13 – Disadvantage on the labour market 14 – Loss of congenial employment 15 – Future losses	Loss type
ValueClaimedAfterContrib	Decimal		O		
PercInterestRate	Decimal		O	0-100	This is a %. It must be greater than or equal to 0. It is not included in the calculations. It is not carried forward from the Stage 2 Settlement pack

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## 9.5 LossesToDate/DefendantReplies

It is made of a sequence of 0 up to 11 of the following LastDefendantResponse element:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
IsGrossAmountAgreed	Boolean		M	1=Yes 0=No	Is gross amount agreed?
Comments	String	500	O	Free text	
GrossValueOffered	Decimal		M	Decimal >= 0	Gross value offered (£)
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 – PSLA 13 – Disadvantage on the labour market 14 – Loss of congenial employment 15 – Future losses	Loss type

## 9.6 CourtProceedingPackPartA

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Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
AllDisbursementAgreedAndPaid	Boolean		M	1=Yes 0=No	
CRUBenefitsReceived	Decimal		M		
CRUBenefitsReceivedComments	String	500	O	Free text	
UpToDateCRUCertificateAttached	Boolean		M	1=Yes 0=No	
UpToDateCRUCertificateAttachedComments	String	500	O	Free text	

## 9.7 CourtProceedingPackPartB

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ClaimantFinalOffer	Decimal		M		
DefendantFinalOffer	Decimal		M		
HasDefendantNamedLegalRep	Boolean		M	1=Yes 0=No	
DefendantLegalDetails	String		C		C: IF HasDefendantNamedLegalRep = 'Yes', DefendantLegalDetails must be provided

### 9.7.1 FixedCosts

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Stage1FixedCostsPaid	Boolean		M	1=Yes 0=No	



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Stage2FixedCostsPaid	Boolean		M	1=Yes 0=No	
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## 9.8 DisbursementDisputed

It is made of a sequence of 0 up to 11 of the following DisbursementDisputedRequestResponse element:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
AmountClaimed	Decimal		M	Decimal > 0	
AmountPaid	Decimal		M	Decimal > 0	
DisbursementDisputed	String		M		
DisbursementId	Integer		O	Integer 1..11	Progressive index associated to each Disbursement entry
ReasonForNotPayingFullDisbursement	String	0-80	M	Free text	

## 9.9 StatementOfTruth

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
SignatoryType	String	1	M	“S” = Claimants Solicitor “C” = Claimant	
RetainedSignedCopy	Boolean		M	1=Yes 0=No	Web portal label: “I have retained a signed copy of this form including the statement of truth” If NO, it’s not possible to send the Interim Settlement Pack

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## 9.10 Phase2ClaimantDefendantDates

### 9.10.1 ClaimantRepresentativeDates

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
DateOfNotificationCourtProceedingsPack	Date		M		

### 9.10.2 DefendantRepresentativeDates

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
DateOfInsurerResponseCourtProceedingsPack	Date		M		

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## 10. AddStage2SPFRequest (TO ADD THE CLAIMANT REQUEST FOR THE Stage2SettlementPack Form)

### 10.1 ClaimantRepresentative

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ContactName	String	25	M	Free text	Should contain data from the Defendant's insurer details from CNF form.
ContactMiddleName	String	25	O	Free text	
ContactSurname	String	25	M	Free text	Should contain data from the Defendant's insurer details from CNF form.
EmailAddress	String	100	O	Free text	
TelephoneNumber	String	100	O	Free text	
Reference Number	String	50	M	Defendant's representative Reference Number must not be all blanks or all zeros or combination of blanks and zeros.  None of the following characters is allowed:   (Pipe character) ! (half pipe) # (hash) \$,£~^{} _€¬	Should contain data from the Defendant's insurer details from CNF form.

### 10.2 Medical Report

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Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
MedicalReportStage2_1	integer		M	0 1 2 3 4	Number of Medical Reports for Interim pack. Default = 0 The user can add up to 4 Medical Reports.

### 10.3 ClaimantLosses

It is made of a sequence of 0 up to 11 of the following CurrentClaimantOffer element:

The PSLA Loss (11) MUST be always present, with “GrossValueClaimed” greater than 0.00

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Comments	String	500	O	Free text	
EvidenceAttached	Boolean		M		
GrossValueClaimed	Decimal		M	Decimal >= 0	
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 – PSLA 13 – Disadvantage on the labour market 14 – Loss of congenial employment 15 – Future losses	Loss type

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Interest	Decimal		M	Decimal >= 0	This is an amount (not a %). It must be greater than or equal to 0. It is included in the calculations. It is not carried forward to the Court Proceedings Pack
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## 10.4 StatementOfTruth

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
SignatoryType	String	1	M	“S” = Claimants Solicitor “C” = Claimant	
RetainedSignedCopy	Boolean		M	1=Yes 0=No	Web portal label: <i>“I have retained a signed copy of this form including the statement of truth”</i> If NO, it’s not possible to send the Interim Settlement Pack

## 10.5 AgreementData

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Comments	String	500	O		

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## 11. AddStage2SPFResponse (TO ADD THE INSURER RESPONSE TO THE Stage2SettlementPack Form)

### 11.1 DefendantRepresentative

#### 11.1.1 Defendant Representative/DefendantInsurer

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ContactName	String	25	M	Free text	Should contain data from the Defendant's insurer details from CNF form.
ContactMiddleName	String	25	O	Free text	Should contain data from the Defendant's insurer details from CNF form.
ContactSurname	String	25	M	Free text	Should contain data from the Defendant's insurer details from CNF form.
TelephoneNumber	String	100	O	Free text	Should contain data from the Defendant's insurer details from CNF form.
EmailAddress	String	100	O	Free text	Should contain data from the Defendant's insurer details from CNF form.
Reference Number	String	50	M	Defendant's representative Reference Number must not be all blanks or all zeros or combination of blanks and zeros.  None of the following characters is allowed:   (Pipe character)   (half pipe) # (hash) \$,£~^[]{} _€¬	Should contain data from the Defendant's insurer details from CNF form.

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### 11.1.2 Defendant Representative/CRUReference

CRUReference	String	FROM RELEASE 6 ON: 6	FROM RELEASE 5 ON O	FROM RELEASE 6 ON: <ul style="list-style-type: none"> <li>First 3 chars: 3 alpha (either uppercase or lowercase)</li> <li>Next 3 chars: 3 Numeric</li> </ul> Please note that if present the CRUReference number cannot be empty.	
CRUComment	String		FROM RELEASE 5 ON C		FROM RELEASE 6 ON: C:Mandatory if CRUReference is not present

## 11.2 DefendantReplies

This node is made of a sequence of 0 up to 11 of the following CurrentDefendantResponse element, one for each CurrentClaimantOffer.

(\*) IF “Settlement pack decision=Counter Offer”, THEN PROCEED with the fields here below (for each node CurrentDefendantResponse)

ELSE IF “Settlement pack decision=Confirm/Repudiate”, THEN SKIP this section and proceed to the § 12.3

In fact, in case of confirmation the system takes care of setting the values of the response to each loss (all losses agreed, value offered = value claimed, Interest claimed = Interest offered, Comments set to empty).

The same happens in case of repudiation: the system takes care of setting the values of the response to each loss (all losses NOT agreed, value offered = 0, Interest offered = 0, Comments set to empty).

### 11.2.1 CurrentDefendantResponse

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
IsGrossAmountAgreed	Boolean		M	1=Yes 0=No	Is gross amount agreed?
Comments	String	500	O	Free text	

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GrossValueOffered	Decimal		M	Decimal >= 0	Gross value offered (£)
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 – PSLA 13 – Disadvantage on the labour market 14 – Loss of congenial employment 15 – Future losses	Loss type
Interest	Decimal		M	Decimal >= 0	This is an amount (not a %). It must be greater than or equal to 0. It is included in the calculations. It is not carried forward to the Court Proceedings Pack

### 11.3 Total/CurrentTotal

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CRUDeductions	Decimal		M	Decimal >= 0	CRU deductions (£)

### 11.4 AgreementData/FinalAgreementDetails



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Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
SettlementPackDecision	String		M	“C” = Confirm “CO” = CounterOffer “R” = Repudiate	

#### 11.4.1 AgreementDetails

(\*) IF “Settlement pack decision=Counter Offer”, THEN fields below are directly copied into the system

ELSE IF “Settlement pack decision=Confirm”, THEN the value provided in the Gross Amount must be set to the last value offered by CR, which is the same behaviour in WEB.

ELSE IF “Settlement pack decision=Repudiate”, THEN values provided in the “Gross Amount” and “Interim Payment Amount” fields are ignored and they are automatically set by the system to zero

In fact, FROM RELEASE 6 ON in case of confirmation the system takes care of setting the value of the gross amount field to the last value offered by CR.

The same happens in case of repudiation: the system takes care of setting the values of the gross amount and interim payment amount fields both to 0.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
GrossAmount	Decimal		M	Decimal >= 0	FROM RELEASE 6 ON on the web interface this field will be displayed as “Gross Amount (Global Offer)”
InterimPaymentAmount	Decimal		M	Decimal >= 0	
Comments	String	500	C	Free text	This field is conditional according to the value of the ‘Settlement pack decision’: <ul style="list-style-type: none"> <li>IF “Settlement pack decision” = Repudiate THEN this field is mandatory.</li> <li>ELSE IF “Settlement pack decision” = Confirm or Counter Offer THEN this field is optional</li> </ul>

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## 12. AddStage2SPFCounterOfferByCM (TO ADD THE CM OFFER FOR THE Stage2SettlementPackCounterOffer)

### 12.1 DefendantReplies

This node is made of a sequence of 0 up to 11 of the following CurrentDefendantResponse element, one for each CurrentClaimantOffer.

(\*) IF “Settlement pack counter offer decision=New counter offer”, THEN PROCEED with the fields here below (for each node CurrentDefendantResponse)

ELSE IF “Settlement pack decision=Accept counter offer”, THEN SKIP this section and proceed to the § 13.2

In fact, in case of acceptance of counter offer the system takes care of setting the values of the response to each loss (all losses agreed, value offered = value claimed, Interest claimed = Interest offered, Comments set to empty).

#### 12.1.1 CurrentDefendantResponse

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
IsGrossAmountAgreed	Boolean		M	1=Yes 0=No	Is gross amount agreed?
Comments	String	500	O	Free text	
GrossValueOffered	Decimal		M	Decimal >= 0	Gross value offered (£)

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LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 – PSLA 13 – Disadvantage on the labour market 14 – Loss of congenial employment 15 – Future losses	Loss type
Interest	Decimal		M	Decimal >= 0	This is an amount (not a %). It must be greater than or equal to 0. It is included in the calculations. It is not carried forward to the Court Proceedings Pack

## 12.2 Total/CurrentTotal

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CRUDeductions	Decimal		M	Decimal >= 0	CRU deductions (£)

## 12.3 AgreementData/FinalAgreementDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
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SettlementPackCounterOfferDecision	String		M	“ACO” = Accept counter offer “NEWCO” = New counter offer	
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### 12.3.1 AgreementDetails

(\*) IF “Settlement pack counter offer decision=New counter offer”, THEN fields below are directly copied into the system

ELSE IF “Settlement pack counter offer decision=Accept counter offer”, THEN the value provided in the Gross Amount must be set to the last value offered by CR, which is the same behaviour in WEB.

In fact, FROM RELEASE 6 ON in case of confirmation the system takes care of setting the value of the gross amount field to the last value offered by CR.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
GrossAmount	Decimal		M		FROM RELEASE 6 ON on the web interface this field will be displayed as “Gross Amount (Global Offer)”
InterimPaymentAmount	Decimal		M		
Comments	String	500	O		

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### 13. AddStage2SPFCounterOfferByCR (TO ADD THE CR OFFER FOR THE Stage2SettlementPackCounterOffer)

#### 13.1 ClaimantLosses

It is made of a sequence of 0 up to 11 of the following CurrentClaimantOffer element:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Comments	String	0-500	O	Free text	
EvidenceAttached	Boolean		M		
GrossValueClaimed	Decimal		M	Decimal >= 0	
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 – PSLA 13 – Disadvantage on the labour market 14 – Loss of congenial employment 15 – Future losses	Loss type
Interest	Decimal		M	Decimal >= 0	This is an amount (not a %). It must be greater than or equal to 0. It is included in the calculations. It is not carried forward to the Court Proceedings Pack

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### 13.2 AgreementData/FinalAgreementDetails/AgreementDetails

FROM RELEASE 5 ON: IF Stage2DecisionOrCounterOfferTimeout is reached THEN the fields below are directly copied into the system from the LAST VALID COMPENSATOR OFFER (made by AddStage2SPFResponse())

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
GrossAmount	Decimal		M		FROM RELEASE 6 ON on the web interface this field will be displayed as “Gross Amount (Global Offer)”
InterimPaymentAmount	Decimal		M		
Comments	String	500	O		

## 14. AddCPPFRequest (TO ADD THE CR REQUEST FOR THE Court Proceedings Pack Form)

### 14.1 ClaimAndClaimantDetails

#### 14.1.1 ClaimantRepresentative/CompanyDetails

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ContactName	String	25	M	Free text	Field is a mandatory and should contain data of the Claimant's representative – contact details from CNF form.
ContactMiddlename	String	25	M	Free text	
ContactSurname	String	25	M	Free text	The Claimant's representative Contact surname is a mandatory field and should contain data of the Claimant's representative – contact details from CNF form.
TelephoneNumber	String	100	O	Free text	
EmailAddress	String	100	O	Free text	

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ReferenceNumber	String	50	M		<p>The Claimant representative Reference Number is a mandatory field and should contain data of the Claimant's representative – contact details from CNF form.</p> <ul style="list-style-type: none"> <li>“Claimant representative Reference Number must not be all blanks or all zeros or combination of blanks and zeros”</li> </ul> <p>If one of the following character is found on the CR Reference Number field then reject the record and supply the following error message:</p> <ul style="list-style-type: none"> <li>“Claimant representative Reference Number has invalid characters”</li> </ul> <p>  (Pipe character)  ! (half pipe)  # (hash)  \$,£~^`[]{} _€¬</p>
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#### 14.1.2 ClaimantDetails

From the Release 2 on, it is possible to indicate the occupation of the Claimant at the time of the Court Proceedings Pack.

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Occupation_CPP	String	50	O	Free text	The occupation of the Claimant can also be inserted when the CPP Request is created during the Stage 2.2 (for example, in case the claimant changed their occupation, initially inserted by the CR user in the CNF)

#### 14.2 ClaimantLosses

It is made of a sequence of 0 up to 11 of the following LastClaimantOffer element:

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### 14.2.1 LastClaimantOffer

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 – PSLA 13 – Disadvantage on the labour market 14 – Loss of congenial employment 15 – Future losses	Loss type
PercInterestRate	Decimal		O	0-100	This is a %. It must be greater than or equal to 0. It is not included in the calculations. It is not carried forward from the Stage 2 Settlement pack
EvidenceAttached	Boolean		M		
Comments	String	500	O	Free text	
GrossValueClaimed	Decimal		M	Decimal >= 0	Value claimed (£)
ValueClaimedAfterContrib	Decimal		M	Decimal >= 0	<b>IGNORE IT</b> (the content of this field is NOT used)

### 14.3 CourtProceedingPackPartA

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Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
AllDisbursementAgreedAndPaid	Boolean		M	1=Yes 0=No	

#### 14.4 DisbursementDisputed

It is made of a sequence of 0 up to 11 of the following DisbursementDisputedRequestResponse element:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
AmountClaimed	Decimal		M	Decimal >= 0	
AmountPaid	Decimal		M	Decimal >= 0	
DisbursementDisputed	String		M		
DisbursementId	Integer		O	1..11	Progressive index associated to each Disbursement entry

#### 14.5 DefendantLegalRepresentative

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
HasDefendantNamedLegalRep	Boolean		M	1=Yes 0=No	
DefendantLegalDetails	String	500	C		C: IF HasDefendantNamedLegalRep = 'Yes', DefendantLegalDetails must be provided

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## 14.6 CourtProceedingPackPartB

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ClaimantFinalOffer	Decimal		M		
DefendantFinalOffer	Decimal		M		

### 14.6.1 FixedCosts

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
Stage1FixedCostsPaid	Boolean		M	1=Yes 0=No	
Stage2FixedCostsPaid	Boolean		M	1=Yes 0=No	

## 14.7 StatementOfTruth

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
SignatoryType	String	1	M	"S" = Claimants Solicitor "C" = Claimant	
RetainedSignedCopy	Boolean		M	1=Yes 0=No	Web portal label: <i>"I have retained a signed copy of this form including the statement of truth"</i> If NO, it's not possible to send the Interim Settlement Pack

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## 15. AddCPPFResponse (TO ADD THE CM RESPONSE FOR THE Court Proceedings Pack Form)

### 15.1 DefendantRepresentative/DefendantsInsurer

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
ContactName	String	25	M	Name of the user that created this claim	
ContactMiddleName	String	25	O	Middle Name of the user that created this claim	
ContactSurname	String	25	M	Surname of the user that created this claim	
TelephoneNumber	String	100	M		
EmailAddress	String	100	O		
Reference Number	String	50	M	<p>“Claimant representative Reference Number must not be all blanks or all zeros or combination of blanks and zeros”</p> <p>If one of the following character is found on the CR Reference Number field then reject the record</p> <p>  (Pipe character)    (half pipe)  # (hash)  \$,£~^{}[]{}_€¬</p>	

In DefendantsInsurer element, there is also an Address sub-element: please ignore it (currently it's optional, and its value is ignored; will be removed in next schema release)

### 15.2 DefendantReplies

It is made of a sequence of 0 up to 11 of the following LastDefendantResponse element:

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### 15.2.1 LastDefendantResponse

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
LossType	Integer		M	4 – Fares (taxis, buses, tube, etc.) 5 – Medical expenses 6 – Clothing 7 – Care/Services 8 – Loss of earnings for Claimant 9 – Loss of earnings for Employer 10 – Other losses 11 - PSLA 13 - Disadvantage on the labour market 14 - Loss of congenial employment 15 - Future losses	Loss type
EvidenceAttached	Boolean		M		
Comments	String	500	O	Free text	
GrossValueOffered	Decimal		M	Decimal >= 0	value offered (£)
ValueOfferedAfterContrib	Decimal		M	Decimal >= 0	<b>IGNORE IT</b> (the content of this field is NOT used)

### 15.3 CourtProceedingPackPartA

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
CRUBenefitsReceived	Decimal		M	Decimal>=0	Amount of CRU benefits received (£)
CRUBenefitsReceivedComments	String	0-500	O	Free text	

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UpToDateCRUCertificateAttached	Boolean		M	1=Yes 0=No	
UpToDateCRUCertificateAttachedComments	String	0-500	O	Free text	

## 15.4 DisbursementDisputed

It is made of a sequence of 0 up to 11 of the following DisbursementDisputedRequestResponse element:

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
DisbursementId	Integer		M	1-11	Index to reference the relevant Disbursement entry
ReasonForNotPayingFullDisbursement	String	80	M	Free text	

## 15.5 DefendantLegalRepresentative

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
HasDefendantNamedLegalRep	Boolean		M	1=Yes 0=No	
DefendantLegalDetails	String	500	C		C: IF HasDefendantNamedLegalRep = 'Yes', DefendantLegalDetails must be provided

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## 15.6 CourtProceedingPackPartB

Field name	Type	Max Length	M (mandatory) C (Conditional) O (Optional)	Allowed Values	Description
DefendantFinalOffer	Decimal		M		