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Ebix – New Insurance Tracking System

New York University has engaged Ebix (a third party insurance tracking system) to collect, review and maintain insurance documentation for NYU's 7,500 suppliers. This important change is being implemented to streamline the current process of collecting insurance certifications and to improve NYU's supplier compliance rates.

The following items will NOT change:

- **No** change to the process to request a new supplier;
- **No** change to the supplier's on-boarding process in the i-Buy NYU system;
- **No** changes to the levels of insurance required by NYU;
- **No** changes to the requested language in the Certificate; and
- **No** changes to internal resources for questions regarding insurance needs – please continue reaching out to **Cecil Brown (Risk Manager)** or **Michael Liebowitz (Senior Director of Insurance)**.

Ebix will assume the following duties on behalf of the University:

- Requesting a Certificate of Insurance from each supplier in accordance with NYU's Insurance Requirements;
- Reviewing the Certificate of Insurance each supplier submits to determine if the coverage provided meets the stated requirements, followed by outreach to suppliers with non-compliant Certificates to outline any lapse or deviation in coverage;
- Storing all supplier Certificates of Insurance and reporting to the University on the status of individual supplier insurance coverage;
- Reminding suppliers when their firm's Certificate of Insurance on file with NYU is about to expire; and
- Renewing each supplier's Insurance Questionnaire on an annual basis.

In the event that any supplier is non-compliant we will be working with the schools and units contracting with the supplier to discuss a risk mitigation strategy.

The changes outlined above will make the insurance certification process more efficient and more effective for NYU's suppliers, as well as our internal partners. We appreciate your support!



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