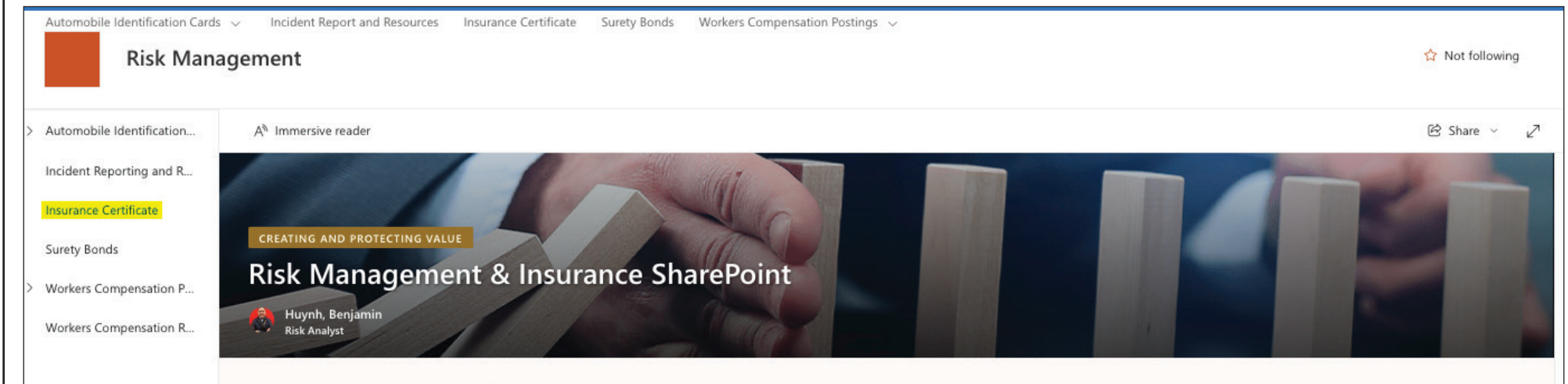


To request a Certificate of Insurance, please fill out the Insurance Certificate form via the nVent Risk Management SharePoint site. This information will go directly to the insurance broker, and they will send you the appropriate certificate.

[Risk Management - Home \(sharepoint.com\)](#)

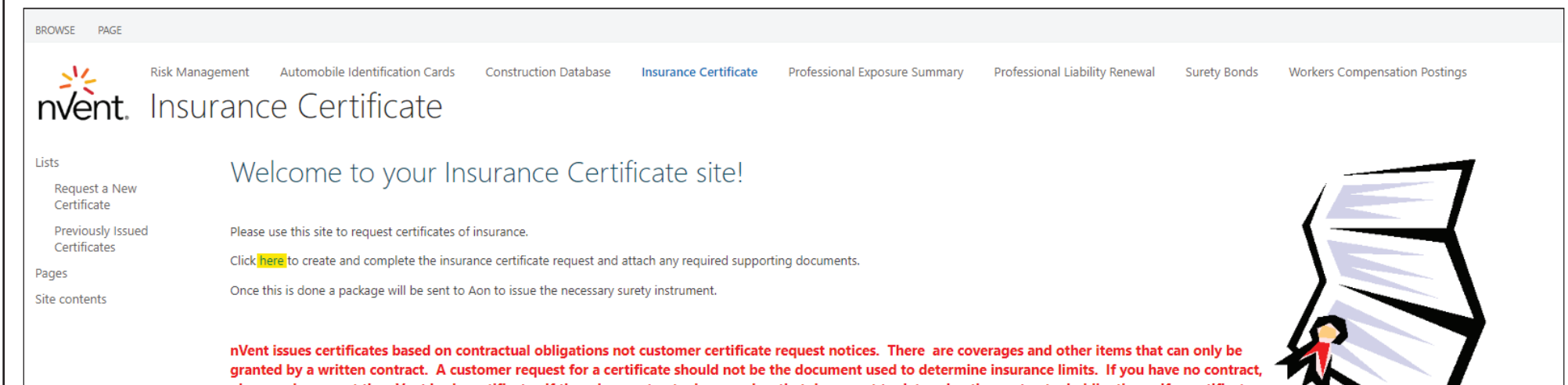
Please note that to access this form, you need to be connected to the Cisco VPN.

1. After clicking the link above, navigate to the Insurance Certificate link on the left-hand side of the screen:




The screenshot shows the nVent Risk Management SharePoint site. The top navigation bar includes links for Automobile Identification Cards, Incident Report and Resources, Insurance Certificate, Surety Bonds, and Workers Compensation Postings. The left-hand navigation menu lists: Automobile Identification..., Incident Reporting and R..., Insurance Certificate (highlighted), Surety Bonds, Workers Compensation P..., and Workers Compensation R... The main content area has a banner with the text "CREATING AND PROTECTING VALUE" and "Risk Management & Insurance SharePoint" by Huynh, Benjamin, Risk Analyst.

2. Here you can see if there is a previously issued certificate by clicking the "Previously Issued Certificates" link on the left-hand side of the screen. If a new request is needed, click the hyperlink highlighted below:



The screenshot shows the nVent Insurance Certificate SharePoint site. The left-hand navigation menu lists: Lists (Request a New Certificate, Previously Issued Certificates), Pages, and Site contents. The main content area displays a welcome message: "Welcome to your Insurance Certificate site!" and instructions: "Please use this site to request certificates of insurance. Click [here](#) to create and complete the insurance certificate request and attach any required supporting documents. Once this is done a package will be sent to Aon to issue the necessary surety instrument." A red warning message is visible at the bottom: "nVent issues certificates based on contractual obligations not customer certificate request notices. There are coverages and other items that can only be granted by a written contract. A customer request for a certificate should not be the document used to determine insurance limits. If you have no contract, please request the nVent basis certificate. If there is a contract, please review that document to determine the contractual obligations. If certificate..."



CLIENT REQUEST FOR CERTIFICATE OF INSURANCE

Do you have a signed contract with the customer for this request? Yes No
*PO or Customer Request for Certificate do not qualify as contracts for this purpose

Response Time *

nVent Entity Name *

Address *

City * State/Province *

Postal Code * Country *

Division Name *

nVent Contact * Telephone

Email

Check this box if this is a bid/sample certificate *

CERTIFICATE HOLDER

Company Name *

Address *

City * State/Province *

Postal Code * Country *

Holder Contact Telephone

Email Fax #

GENERAL LIABILITY

Additional Insured
*Additional Insured status is granted only with a contract

Name(s) of Additional Insured

Waiver of Subrogation

Fill in Required Limits *

AUTOMOBILE

Additional Insured
*Additional Insured status is granted only with a contract

Waiver of Subrogation

Fill in Required Limits *

WORKERS' COMPENSATION

Waiver of Subrogation

Fill in Required Limits *

PROPERTY

Loss Payee

Mortgagee

Fill in Required Limits *

OTHER

Umbrella Fill in Required Limits *

Medical Products Fill in Required Limits *

Aviation Products Fill in Required Limits *

Professional Liability Fill in Required Limits *

Nuclear Liability Fill in Required Limits *

Contractual Pollution Liability Fill in Required Limits *

MARINE

Construction All Risk Fill in Required Limits *

Transit Fill in Required Limits *

DISTRIBUTION

Mail Original to Certificate Holder Fax or Email Copy

WARRANTY

COMMENTS / OTHER INFORMATION / DESCRIPTION

3. This is the form.

Fields marked with an * are required.

4. Please click "Save" at the bottom of the form to submit.

For any reason, if you are unable to access this form, please follow the instructions below:

Fill this portion out internally (sales team):

*****NVENT PORTION ONLY*****

Do you have a signed contract with the customer for this request (Y/N)? *PO or Customer Request for Certificate do not qualify as contracts for this purpose*

Response Time (select one):

Standard - 24 Hour or Rush - 4 Hour

nVent Entity Name:

Address/city/state/province/country:

Division Name (select one): Enclosures - Schroff, Enclosures - Hoffman, Thermal Management, Tracer Industries, Electrical and Fastening Solutions

nVent Contact (name, phone, email, etc.):

Email the customer and copy/paste the following below:

*****CERTIFICATE HOLDER PORTION*****

Company name:

Address/city/state/province/country:

Holder contact info (name, phone, email, fax, etc.):

Please provide your insurance requirement document and who the certificate holder should be listed as.

Email Benjamin Huynh and CC Felix Brobbey an executed copy of info templates needed from nVent, as well as the response from the customer. They will then submit a request to the broker to issue a new certificate.