



**Markel Claims Vendor Management Office**  
**Vendor Requests**

## NON-PANEL VENDOR REQUEST

The Claims Vendor Management Office (CVMO) needs to ensure that all vendors, including non-panel relationships, are properly set up in the Markel Claims vendor management and billing systems.

<b>Guidelines</b>	<ul style="list-style-type: none"><li>• All requests must be submitted on the Non-Panel Vendor Request form found on the <a href="#">Claims Vendor Services</a> page.</li><li>• Non-panel vendor engagement is limited to the specific assignment for which they are being retained.</li><li>• All rates are in effect for length of the matter.</li></ul>
<b>Instructions for Vendor</b>	<ul style="list-style-type: none"><li>• Go to our <a href="#">Claims Vendor Services</a> page and complete the Non-Panel Vendor Request form.</li><li>• Submit a current W-9 and copies of attorney licenses to <a href="mailto:claimsvmo@markelcorp.com">claimsvmo@markelcorp.com</a>.</li></ul>
<b>CVMO Process</b>	<ul style="list-style-type: none"><li>• The CVMO will review and validate all requests with appropriate parties.</li><li>• Vendor will be entered into the Markel Claims vendor management and billing systems.</li><li>• The CVMO will monitor the number of matters assigned to non-panel vendors.</li></ul>
<b>Additional Information:</b>	<p>All requests must meet the following criteria:</p> <ol style="list-style-type: none"><li>1) Requests are received on the non-panel vendor request form, with supporting W-9 and licensing documents.</li><li>2) Vendor agrees to utilize Markel's electronic billing system. Please see E-billing Implementation form.</li><li>3) Vendor agrees that all invoices will be reviewed by Markel's Legal Audit and Compliance team.</li></ol> <p>A non-panel vendor that would like to be considered for the Markel Claims panel vendor list must apply for panel status during the annual add to panel consideration period. Please refer to the Add to Panel SOP and request form.</p> <p>All questions and concerns must be directed to the CVMO at <a href="mailto:claimsvmo@markelcorp.com">claimsvmo@markelcorp.com</a>.</p>