IATA SIS Production

Major Release 1.5 Communication

Version No: 1.0

REVISION HISTORY LOG

Version Ref	Creation Date
V1.0	14-Jan-2014

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1. Major Release 1.5 Deployment Schedule

The deployment of Major Release 1.5 is planned to be executed for start of the May P1 2014 clearance.

The deployment including SIS Production downtime is currently planned to occur after Apr P4 2014 period closure i.e. on May 7th, 2014 and after 1700 EST. Final details regarding the time of implementation will be circulated prior to the release.

The validation changes will be deployed in the Sandbox environment in early April for your reference. We will confirm this date via bulletin shortly. We ask that you test your files through the Sandbox prior to the implementation of Release 1.5.

2. Scope of Major Release 1.5

CMPs accepted by the SIS Steering Group

CMP #	Subject	Affected Billing Categories	Affects Record Structure?	Changes in Validation?
544	Sync Master and Member Profile data from Production to Sandbox	All	No	No
573	User to be able to reply to a Correspondence by clicking the URL in the Correspondence Alert email	All	No	No
589	Scaling Factor to be included in invoice PDF	Miscellaneous	No	No
597	SIS to generate weekly reference data and contacts CSV	All	No	No

Changes as per SIS General Meeting and RA47

CMP #	Subject	Affected Billing Categories	Affects Record Structure?	Changes in Validation?
609	Miscellaneous field changes as per revision to RAM CH A13	Miscellaneous	Yes	Yes
617	RA47 Agenda Item P8 - New Rejection Memo Reason Code for "Wrong Airline Billed" - 2K	Passenger	No	No

Other Changes

CMP #	Subject	Affected Billing Categories	Affects Record Structure?	Changes in Validation?
605	Changes to the SIS Usage Report	All	No	No

The list of CMP (Change Management Process) items covered in this Major Release are described in greater detail in the table below.

Some changes may have an impact on SIS Users so we recommend to go through the below section in details for evaluating any possible impacts (please refer to Applicability and Change sections within each CMP).

CMPs accepted by the SIS Steering Group

CMP item	Scope	CMP Release Scope Summary
544	Sync Master and Member Profile data from Production to Sandbox	Description: Currently, there is no automated process that synchronizes Member Profile, Blocking Rules and selected Master data from Production with Sandbox. This CMP address this requirement. Selected fields from the Member Profile, selected Master Tables and ICH/ACH Blocking Rules data will be synced on a daily basis. Applicability: 1. Select Master Tables and Member Profile fields a. The list of affected fields can be found in Appendix A Changes: **1. No change required for SIS Members**
573	User to be able to reply to a Correspondence by clicking the URL in the Correspondence Alert email	Description: When a user clicks the URL (hyperlink) in a correspondence email alert, he/she views the correspondence screen, but the 'Reply' button is not shown. This forces the user to access the correspondence from the Billing History and Correspondence screen in order to reply to the correspondence. This CMP will address this requirement. Clicking the URL in the correspondence email alert will show the correspondence screen along with the 'Reply' button, provided the correspondence is in a state where the user can reply, and the user has the required permissions. Applicability: 1. Passenger / Cargo / Miscellaneous view/initiate correspondence screen Changes: **1. No change required for SIS Members**

		2. When the view/initiate correspondence screen is accessed by a user by clicking the URL in the correspondence email alert, the 'Reply' button will be visible. The user will be able to reply to the correspondence, provided the following pre-conditions are true: a. The instance/stage of correspondence for which the URL has been clicked is the last in the entire correspondence's chain; i.e. NO further stage exists, even in a 'Saved' or 'Ready for Submit' Sub-status b. The Status of the correspondence is 'Open' c. The Sub-Status of the correspondence is 'Received". d. The correspondence cannot be expired (i.e. the Expiry Date of the correspondence cannot be equal to or later than the system time in UTC) e. The user who has clicked on the URL of the email alert (and accessing the screen) has the following Permissions: i. Passenger.BillingHistory.ViewCorrespondence, and ii. Passenger.BillingHistory.DraftCorrespondence
589	Scaling Factor to be included in invoice PDF	Description: The Miscellaneous PDF invoice does not display the Scaling Factor. As a result of this, when the Scaling Factor is greater than one, the viewer of the PDF cannot understand the basis on which the 'Base Amount' (charge amount) was calculated. As part of this CMP, the Scaling Factor will be displayed when it is greater than one. Applicability: 1. All Miscellaneous billing transactions Changes: 1. Miscellaneous Invoice PDF a. Scaling Factor will be shown below the Unit Price field, if the Scaling Factor is greater than 1 b. Example 1: If Unit Price is 263.125 and the Scaling Factor is 1, then value of field Unit Price will be shown as 263.125 c. Example 2: If Unit Price is 263.125 and the Scaling Factor is 2, then the value of field Unit Price will be shown as 263.125 @ SF 2. In such cases, information about Scaling Factor will be shown below the Unit Price; i.e. Unit Price and Scaling Factor will be shown in 2 different lines within the Line Item row

		Scaling Factor PDF Sample.pdf
597	SIS to generate weekly reference data and contacts CSV	<u>Description:</u> To ensure that Billing Members stay updated with the latest applicable Reference Data and Contacts of other Members, a new CSV file will be available containing such information. Members wishing to receive such files have any or all of the following options: 1. Receive information only about changes in Reference Data, that are applicable at the start of a Billing Period 2. Receive complete Reference Data of all Members, that is applicable at the start of a Billing Period (irrespective of any changes were applicable or not) 3. Receive complete Contacts Data of all Members, that is applicable at the start of a Billing Period (irrespective of any changes were applicable or not) Please note that a Member making changes to their own Reference Data will receive information about additions/changes made to its Locations in the update file(s). Similarly, a Member will receive information about its own Contacts. This report will be available at the start of each period. <u>Applicability:</u> 1. Download File Screens 2. Member Profile <u>Changes:</u> 1. Member Profile a. Location Tab - The following fields will become “Postdated – Period” changes, as opposed to immediate changes i. Member Legal Name ii. Active (checkbox)

2. E-Billing Tab

A new section “Receipt of Files in iiNET Accounts” will appear as follows

e-Billing Tab of the Member Profile

…… OTHER EXISTING FIELDS ….

User Identification in Data Changes Logs

Hide User Names In Audit Trail:

☐

Receipt of Files in iiNET Accounts:

	Account ID	Change Information for Reference Data Updates	Complete Reference Data	Complete Contacts Data
Passenger	PPP	☐	☐	☐
Cargo	CCC	☐	☐	☐
Miscellaneous	MMM	☐	☐	☐
UATP	UUU	☐	☐	☐

3. Naming convention defined for the three additional file types created

a. “Change Information for Reference Data Updates” file

i. REFDATA-CHG- **CCCCCCCC**.CSV/ZIP
ii. Where **CCCCCCCC** is the Billing Year/Month/Period for which the file is generated
iii. Example: The file generated at the start of Billing Period 2014-May-P1 will be named as REFDATA-CHG-20140501.CSV/ZIP

b. “Complete Reference Data Updates” file

i. REFDATA-COMP- **CCCCCCCC**.CSV/ZIP
ii. Where **CCCCCCCC** is the Billing Year/Month/Period for which the file is generated
iii. Example: The file generated at the start of Billing Period 2014-May-P1 will be named as REFDATA-COMP-20140501.CSV/ZIP

c. “Complete Contacts Data” file

		i. CTCDATA-COMP- **CCCCCCCC**.CSV/ZIP ii. Where **CCCCCCCC** is the Billing Year/Month/Period for which the file is generated iii. Example: The file generated at the start of Billing Period 2014-May-P1 will be named as CTCDATA-COMP-20140501.CSV/ZIP 4. Refer to Appendix B for list of fields included in these new reports. 5. An email alert will be generated and sent to the assigned “Reference Data Updates” contact for each organization indicating that the reference CSV file has been generated and is available to be picked up via iiNET or IS-Web. 6. For file specifications, please refer to Appendix C

Changes as per SIS General Meeting and RA47

<table>
<tr><th>CMP item</th><th>Scope</th><th>CMP Release Scope Summary</th></tr>
<tr><td>609</td><td>Miscellaneous field changes as per revision to RAM CH A13</td><td>
<u>Description:</u>

This CMP is related to changes included in IATA RAM 2014, Chapter A13 (Miscellaneous Billing).

There are changes in validation rules for some combinations of Charge Category / Charge Codes.

<u>Applicability:</u>

1. Miscellaneous Transactions
2. IS-WEB and IS-XML validations

<u>Changes:</u>

1. Specific Charge Category / Charge Code changes
<table>
<tr><th>#</th><th>CHARGE CATEGORY</th><th>CHARGE CODE</th><th>CHANGE</th></tr>
<tr><td>1</td><td>Miscellaneous</td><td>All</td><td>Charge Category discontinued. Post deployment, transactions submitted under Charge Category “Miscellaneous” will result in a Sanity Check error.</td></tr>
<tr><td>2</td><td>Finance</td><td>---</td><td>New Charge Category introduced, replaces discontinued Charge Category Miscellaneous and inherits all its attributes/Charge Codes</td></tr>
<tr><td>3</td><td>ATC</td><td>Approach</td><td>Line Item Detail fields ‘Flight No’ and ‘Flight Date Time’ change from Recommended to Mandatory</td></tr>
<tr><td>4</td><td>ATC</td><td>Communication</td><td>Line Item Detail field ‘Location Code ICAO’ changes from Recommended Always to Recommended</td></tr>
<tr><td>5</td><td>ATC</td><td>En-Route</td><td>Line Item Detail fields ‘Flight No’ and ‘Flight Date Time’ change from Recommended to Mandatory</td></tr>
<tr><td>6</td><td>ATC</td><td>Over-flight</td><td>Line Item Detail fields ‘Flight No’ , ‘Flight Date Time’ and ‘Location Code ICAO @ Type’ change from Recommended to Mandatory</td></tr>
</table>
</td></tr>
</table>

		7	Engineering	Loans	Line Item Detail field ‘Aircraft Type Code ICAO’ changes from Recommended Always to Recommended
		8	Engineering	Sales and Purchase	Line Item Detail field ‘Aircraft Type Code ICAO’ changes from Recommended Always to Recommended
		9	Ground Handling	Baggage	Line Item Detail field ‘Flight Date Time’ changes from Recommended to Mandatory
		10	Ground Handling	Catering	Line Item Detail field ‘Flight Date Time’ changes from Recommended to Mandatory
		11	Ground Handling	Crew Accommodation	Line Item Detail field ‘Flight Date Time’ changes from Recommended to Mandatory
		12	Ground Handling	Crew Transportation	Line Item Detail field ‘Flight Date Time’ changes from Recommended to Mandatory
		13	Ground Handling	Lounge	Line Item Detail field ‘Passenger Name’ changes from Recommended Always to Mandatory
		14	Ground Handling	Mishandling Baggage	Line Item Detail field ‘Reference No @ Name’ changes from Recommended Always to Mandatory
		15	Ground Handling	Passenger Transportation	Line Item Detail field ‘Flight Date Time’ changes from Recommended to Mandatory
		16	Ground Handling	Rent Equipment	Line Item Detail fields ‘Aircraft Type Code’ and ‘Flight No’ change from Mandatory to Recommended
		17	Service Provider	Meetings and Conferences	Line Item Detail field ‘Staff Name’ changes from Optional to Mandatory
		18	Service Provider	Training	Line Item Detail field ‘Staff Name’ changes from Recommended to Mandatory

2. Discontinued Charge Category “Miscellaneous”

    a. When rejecting a Charge Category Miscellaneous transaction or initiating a correspondence invoice through **IS-Web**, the charge category of the new transaction will automatically be set to “Finance”.

    b. When rejecting a Charge Category Miscellaneous transaction or initiating a correspondence invoice through **IS-XML**, the charge category of the new transaction can be set to any valid, existing Charge Category.

3. When a certain field and/or an attribute becomes Mandatory (from Optional / Recommended / Recommended Always), mandatory check of such fields will be conditional.

		a. Original Invoices – Mandatory checks are always applied b. Credit Notes – Mandatory checks are applied only when Line Item Details are provided c. Rejection Invoices (all stages) i. If the Original Billing Month is equal to or later than 2014-May-P1 and if Line Item Details have been provided for the combination of Charge Category/Charge Code, then the mandatory check should be applied ii. If the Original Billing Month is equal to or earlier than 2014-Apr-P4, then validation should be ignored even if Line Item Details have been provided for the combination of Charge Category/Charge Code d. Correspondence Invoices – Mandatory checks are applied only when Line Item Details are provided
617	RA47 Agenda Item P8 - New Rejection Memo Reason Code for "Wrong Airline Billed" - 2K	Description: A new Passenger RM reason code has been introduced as a result of a paper put forth in RA47. Reason Code “2K” will be added for “Wrong Airline Billed”. The reason code will be applicable for rejections on all 7 monetary fields (Gross, ISC, Tax, etc.). Applicability: a. Passenger Rejection Transactions Changes: 1. No change required for SIS Members

Other Changes

CMP item	Scope	CMP Release Scope Summary
605	Changes to the SIS Usage Report	Description: The SIS Usage report will be enhanced to also include the count of Invoices / Credit Notes received (i.e. from a Payables perspective). Applicability: 1. Reports module – all billing categories Changes: 1. 4 new columns will be added to this report: a. PAX Invoices Received (IS) b. CGO Invoices Received (IS) c. MISC Invoices Received (IS) d. UATP Invoices Received (IS) 2. Values should reflect the count of Invoices / Credit Notes received (i.e. from a Payables perspective): a. By the Member b. For the particular Billing Period c. Per Billing Category d. Per Submission Method e. Having Status ‘Presented’ 3. Please refer to the below example for additional information. Sample Usage Report.xls

Appendix A

Table 1: Items that will be synced from Production to Sandbox

#	ITEM	COMMENTS
1	Member Profile tab 'Member Details'	• **ALL** fields of the tab will be synced, **EXCEPT:** o The Logo of the Member o Contacts
2	Member Profile tab 'Locations'	• **ALL** fields of the tab will be synced
3	Member Profile tab 'e-Billing'	• **ALL** fields of the tab will be synced, **EXCEPT:** o Contacts o Twelve checkboxes related to Reference Data files
4	Member Profile tab 'Passenger'	• **ALL** fields of the tab will be synced, **EXCEPT** Contacts
5	Member Profile tab 'Cargo'	• **ALL** fields of the tab will be synced, **EXCEPT** Contacts
6	Member Profile tab 'Miscellaneous'	• **ALL** fields of the tab will be synced, **EXCEPT** Contacts
7	Member Profile tab 'UATP'	• **ALL** fields of the tab will be synced, **EXCEPT** Contacts
8	Member Profile tab 'ICH'	• **ALL** fields of the tab will be synced, **EXCEPT** Contacts
9	Member Profile tab 'ACH'	• **ALL** fields of the tab will be synced, **EXCEPT** Contacts
10	Master ISO Country and DS Setup	• **ALL** fields of the record will be synced
11	Master City and Airport Setup	• **ALL** fields of the record will be synced
12	Master UN Location Setup	• **ALL** fields of the record will be synced
13	Master ICAO Country Setup	• **ALL** fields of the record will be synced

#	ITEM	COMMENTS
14	Master ICAO Location Setup	• **ALL** fields of the record will be synced
15	Master EMD RFIC Setup	• **ALL** fields of the record will be synced
16	Master EMD RFISC Setup	• **ALL** fields of the record will be synced
17	Master Aircraft Type Setup	• **ALL** fields of the record will be synced
18	Master Aircraft Type ICAO Setup	• **ALL** fields of the record will be synced

Appendix B

Table 2: Scenarios of Actions for possible inclusion in weekly CSV updates

#	SCENARIO	ACTION APPLICABLE FOR FIELDS	INLCUDED IN FILE BELONGING TO BILLING PERIOD
1	• New Location added to an existing Member • Done manually by the Member user or by a SIS Ops user	All fields for the new location added. See Note 1 below	Immediate next Billing Period
2	• New Member added, Main Location defined during profile creation • Done manually by a SIS Ops user	All fields for Location ID 'Main'. See Note 1 below	Immediate next Billing Period
3	• One or more fields modified for an existing Location • Done manually by the Member user or by a SIS Ops user	Fields that were modified. See Note 2 below	Future Billing Period defined for the field. This may vary per field

Note 1:

Only the following fields will be considered for possible inclusion:
1. Member Legal Name
2. Company Registration ID
3. Tax/VAT Registration #
4. Add. Tax/VAT Registration #
5. Address Line1
6. Address Line2
7. Address Line3
8. City Name
9. Postal Code
10. Subdivision Name
11. Country
12. Active

Other fields will NOT be considered, such as:
1. Member Commercial Name
2. Invoice Footer
3. Bank Details for Bilateral Settlement (multiple fields)
4. Any additional fields added in future in this screen

Note 2:

1. Modification means actual change of value

2. If a user defines the current/existing value as the "new" value, it should NOT be considered as a change

Appendix C

Structure and specific requirements of file type “Change Information for Reference Data Updates”

Table 3: Columns in file type “Change Information for Reference Data Updates”

#	COLUMN NAME	COMMENTS
1	Serial No.	1. A running serial number printed to the file 2. Will be 1 for the first row printed after the header row/record 3. Will be incremented by 1 for every subsequent row/record 4. This is a mandatory field
2	Action	1. Valid values are C (for change) or N (for new) 2. This is a mandatory field
3	Participant Code	1. Maps to the Prefix / Accounting Code / Numeric Code of a Member 2. Example: 125 in case of BA / British Airways 3. This is a mandatory field
4	Location Id	1. Maps to Location ID for which information in included 2. Example: Main, UATP, 1, 2, 3 etc. 3. This is a mandatory field
5	Field Name	1. The name of the field for which information is provided 2. Example: Active, Address Line1 etc. 3. This is a mandatory field 4. See **Error! Reference source not found.** below for the list of field names which will be printed to the file, also mapped to field on the Member Profile screen
6	Old Value	1. The old value of the field, which existed in the previous period and before execution of the Member Profile Update Service 2. Example: If value was changed from ABC to ABCD, then ABC will be printed here 3. This is an optional field. When a blank value is changed to a non-blank value, nothing will be shown for this field
7	New Value	1. The new value of the field, which came into effect after execution of the Member Profile Update Service 2. Example: If value was changed from ABC to ABCD, then ABCD will be printed here 3. This is an optional field. When a non-blank value is changed to a blank value, nothing will be shown for this field

Table 4: Sequence and values of ‘Field Name’ for file type “Change Information for Reference Data Updates”

<table>
<tr><th>SEQUENCE NO.</th><th>VALUE OF ‘FIELD NAME’ PRINTED IN THE FILE</th><th>MAPS TO FIELD NAME IN LOCATION TAB OF MEMBER PROFILE SCREEN</th></tr>
<tr><td>1</td><td>Active</td><td>Active</td></tr>
<tr><td>2</td><td>Member Legal Name</td><td>Member Legal Name</td></tr>
<tr><td>3</td><td>Tax Vat Registration Id</td><td>Tax/VAT Registration #</td></tr>
<tr><td>4</td><td>Additional Tax Vat Registration Id</td><td>Add. Tax/VAT Registration #</td></tr>
<tr><td>5</td><td>Company Registration Id</td><td>Company Registration ID</td></tr>
<tr><td>6</td><td>Address Line1</td><td>Address Line1</td></tr>
<tr><td>7</td><td>Address Line2</td><td>Address Line2</td></tr>
<tr><td>8</td><td>Address Line3</td><td>Address Line3</td></tr>
<tr><td>9</td><td>City Name</td><td>City Name</td></tr>
<tr><td>10</td><td>Subdivision Name</td><td>Subdivision Name</td></tr>
<tr><td>11</td><td>Country Code</td><td rowspan="2">Country Name</td></tr>
<tr><td>12</td><td>Country Name</td></tr>
<tr><td>13</td><td>Postal Code</td><td>Postal Code</td></tr>
</table>

Structure and specific requirements of file type "Complete Reference Data"

Table 5: Columns in file type "Complete Reference Data"

#	COLUMN NAME	MAPS TO FIELD NAME IN MEMBER PROFILE SCREENS	COMMENTS
1	Serial No.	*Not applicable*	1. A running serial number printed to the file 2. Will be 1 for the first row printed after the header row/record 3. Will be incremented by 1 for every subsequent row/record 4. This is a mandatory field
2	Participant Code	Member Prefix (Accounting Code or Numeric Code)	1. This is a mandatory field
3	Location Id	Location ID	1. This is a mandatory field
4	Active	Active	1. This is a mandatory field
5	Member Legal Name	Member Legal Name	1. This is a mandatory field
6	Tax Vat Registration Id	Tax/VAT Registration #	1. This is an optional field
7	Additional Tax Vat Registration Id	Add. Tax/VAT Registration #	1. This is an optional field
8	Company Registration Id	Company Registration ID	1. This is an optional field
9	Address Line1	Address Line1	1. This is a mandatory field
10	Address Line2	Address Line2	1. This is an optional field
11	Address Line3	Address Line3	1. This is an optional field
12	City Name	City Name	1. This is a mandatory field
13	Subdivision Code	*Not applicable*	1. This field is not visible in IS-WEB 2. This is an optional field 3. This is included as it exists in report 'Invoice Reference Data'

#	COLUMN NAME	MAPS TO FIELD NAME IN MEMBER PROFILE SCREENS	COMMENTS
14	Subdivision Name	Subdivision Name	1. This is an optional field
15	Country Code	Country Name	1. These are mandatory fields
16	Country Name		
17	Postal Code	Postal Code	1. This is an optional field

Structure and specific requirements of file type “Complete Contacts Data”

The structure and contents of this file will be identical to the Contact Details CSV file offered for download by the system in the IS-WEB Member and Contact Report, when:

1. No filter criteria have been defined anywhere, i.e.:
    a. Member Name is not defined
    b. Country is not defined
    c. ACH Members or ICH Members, Dual Members, Non-CH Members, IATA Members are unchecked
    d. Contact Name is not defined
    e. Email is not defined
2. Tabular Format is chosen as the Report Display Option
3. All ‘Available Fields’ have been selected/moved into ‘Selected Fields’
4. No sort criteria have been defined

Sample contacts file.xlsx