



SIS for Suppliers & Air Operators

Joining Checklist

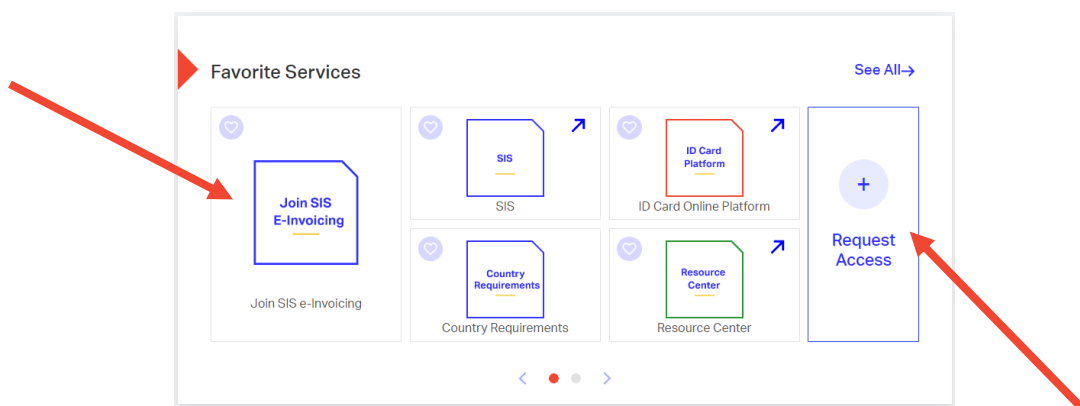
All suppliers, airlines and air operators NOT involved in interlining, and other entities that engage in business with airlines are eligible to become SIS participants under the SIS for Suppliers & Air Operators program, using the "Standard Agreement for SIS e-Invoicing Services – Non Transportation". This membership covers only the Miscellaneous/Non-Transportation submission class. If your company wishes to send and/or receive invoices related to Passenger, Cargo or UATP transactions you must join SIS under the "SIS for Airlines & Intermodal" program.

A sample of the "Standard Agreement for SIS e-Invoicing Services – Non Transportation" is available [here](#) (for information purposes only, not for signature). The costs of using SIS under this program are outlined in [Attachment D](#) of the agreement.

Required Documents for joining:

- Online application submitted via the [IATA Customer Portal](#)
- Corporate Documents¹
 - Company Registration/Articles of Incorporation
 - Ownership structure including passport copies of all owners/shareholders²
- [Bank Details](#) (Optional)³

Please log in to your [IATA Customer Portal](#) account to submit an online application to join SIS under this program. The SIS online joining forms are available in the "**Favorite Services**" area on the home page. If you do not see the service, please request it using the "**Request Service**" option. A detailed user guide on how to access the forms and submit an application is available [here](#).



¹ If the documents are not in English, French, Arabic, Portuguese, Italian or Spanish, an official English translation is required.

² If the company is owned by another company, the same documents are required for the parent company as well.

³ If provided, Bank Details will be populated on invoices issued with settlement outside of the Clearing House.