

SIS Webinar #03-2020

Member Profile Management

Presenters: Samuel Diano-Brown & Xhonina Osmani

03 November 2020



IATA Legal Reminders

- ! Participants are reminded that live streaming of this webinar by participants to parties not in attendance is not permitted, except as indicated by and with the express permission and knowledge of IATA.
- ! Unauthorized recording of the meeting is also prohibited.
- ! IATA will record the webinar and share the link afterwards to the members of this group.

Get ready to actively participate!

Agenda



- **SIS Member Details**
- **Locations**
- **Contacts**
- **E-Billing/Optional Services**
- **Billing Categories**
 - **Passenger**
 - **Cargo**
 - **UATP**
 - **Miscellaneous**
- **ICH/ACH Membership Details**
- **Final Comments**



Member Details Tab

SIS Member Details

- Provides information to the SIS member regarding profile details
- Includes Important details such as
 - Member Information
 - Member Codes
 - Legal and Commercial Names
 - Location Details
 - Bank Details for Bilateral Settlement
 - Membership Status



Member Details

[Home](#) >> [Profile and User Management](#) >> [Manage Member Profile](#)

Member Profile

Manage Member

Member Details	Locations	Contacts	e-Billing	Passenger	Cargo	Miscellaneous	UATP	ICH	ACH
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Member Information

* Member Prefix:

* Member Designator:

* Member Legal Name:

* Member Commercial Name:

Membership Details

* IS Membership Status:

* IS Entry Date:

IATA Membership:

ICH Member:

ACH Member:

Main Location Details

Company Registration ID: <input type="text"/>	Tax/VAT Registration #: <input type="text" value="107510570RT0001"/>	Add. Tax/VAT Registration #: <input type="text"/>
* Address Line1: <input type="text" value="33, Route de l'Aeroport"/>	Address Line2: <input type="text"/>	Address Line3: <input type="text"/>
* City Name: <input type="text" value="GENEVA 15 Airport"/>	Postal Code: <input type="text" value="1215"/>	* Country Name: <input type="text" value="SWITZERLAND"/>
		Subdivision Name: <input type="text"/>

Bank Details for Bilateral Settlement

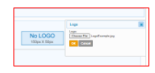
Bank Account Name: <input type="text"/>	Bank Account Number: <input type="text"/>	Bank Name: <input type="text"/>
Branch Code: <input type="text"/>	Bank Code: <input type="text"/>	Currency Code: <input type="text" value="Please Select"/>
IBAN: <input type="text"/>	SWIFT: <input type="text"/>	

Member Details – Member Information

Member Prefix: <input type="text" value="A51"/>	Member Designator: <input type="text" value="XB"/>	Member Legal Name: <input type="text" value="IATA CLEARING HOUSE"/>	Member Commercial Name: <input type="text" value="IATA CLEARING HOUSE"/>
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- Informational only:
 - Member Prefix
 - Member Designator
 - Member Legal Name
 - Logo can be added via upload
 - Logo will be included on PDF Invoices

If any discrepancies, please [contact](#) us via the IATA Customer Portal



10 SIS 2020 Webinar - Member Profile Management

Member Details – Membership Details


Membership Status: <input type="text" value="Active"/>	IS Entry Date: <input type="text" value="10-Jan-12"/>	IATA Membership: <input type="checkbox"/>	ICH Member: <input checked="" type="checkbox"/>	ACH Member: <input type="checkbox"/>
--	---	---	---	--------------------------------------

- Informational only:
 - IS Membership Status
 - IS Entry Date
 - IATA Membership
 - ICH Membership
 - ACH Member

10 SIS 2020 Webinar - Member Profile Management

Member Details – Main location Details

Company Registration ID: <input type="text"/>	Tax/VAT Registration #: <input type="text" value="107510570RT0001"/>	Add. Tax/VAT Registration #: <input type="text"/>
* Address Line1: <input type="text" value="33, Route de l'Aeroport"/>	Address Line2: <input type="text"/>	Address Line3: <input type="text"/>
* City Name: <input type="text" value="GENEVA 15 Airport"/>	Postal Code: <input type="text" value="1215"/>	* Country Name: <input type="text" value="SWITZERLAND"/>
		Subdivision Name: <input type="text"/>



10 SIS 2020 Webinar - Member Profile Management

Member Details – Bank Details for Bilateral Settlement

- Informational only:
 - Bank Account Name
 - Bank Account Number
 - Branch Code
 - Bank Code
 - IBAN
 - SWIFT
 - Bank Name
 - Currency Code

Bank Account Name: <input type="text"/>	Bank Account Number: <input type="text"/>	Bank Name: <input type="text"/>
Branch Code: <input type="text"/>	Bank Code: <input type="text"/>	Currency Code: <input type="text" value="Please Select"/>
IBAN: <input type="text"/>	SWIFT: <input type="text"/>	

This information can only be edited by IATA by request. The [SIS Bank Detail Form](#) available on the SIS Website, must be filled out and submitted via the IATA Customer Portal

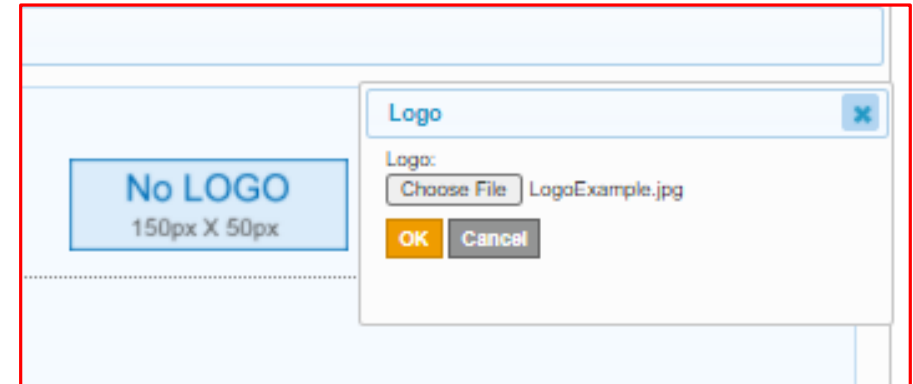
10 SIS 2020 Webinar - Member Profile Management



Member Details – Member Information

Member Information			
* Member Prefix:	* Member Designator:	* Member Legal Name:	* Member Commercial Name:
A51	XB	IATA CLEARING HOUSE	IATA CLEARING HOUSE



- Informational only:
 - Member Prefix
 - Member Designator
 - Member Legal Name
- Logo can be added via upload
 - Logo will be included on PDF invoices



If any discrepancies, please [contact](#) us via the IATA Customer Portal

Member Details – Membership Details


Membership Details


IS Membership Status:	IS Entry Date:	IATA Membership:	ICH Member:	ACH Member:
Active  	10-Jan-12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Informational only:
 - IS Membership Status
 - IS Entry Date
 - IATA Membership
 - ICH Membership
 - ACH Member

Member Details – Main location Details

Main Location Details			
Company Registration ID:	Tax/VAT Registration #:	Add. Tax/VAT Registration #:	
<input type="text"/>	<input type="text" value="107510570RT0001"/>	<input type="text"/>	
Edit...	Edit...	Edit...	
* Address Line1:	Address Line2:	Address Line3:	
<input type="text" value="33, Route de l'Aeroport"/>	<input type="text" value="P.O. Box 416"/>	<input type="text"/>	
Edit...	Edit...	Edit...	
* City Name:	Postal Code:	* Country Name:	Subdivision Name:
<input type="text" value="GENEVA 15 Airport"/>	<input type="text" value="1215"/>	<input type="text" value="SWITZERLAND"/>	<input type="text"/>
Edit...	Edit...	Edit...	Edit...

Main Location Details	
Company Registration ID:	<input type="text"/>
Edit...	
* Address Line1:	<input type="text" value="33, Route de l'Aeroport"/>
Edit...	
* City Name:	<input type="text" value="GENEVA 15 Airport"/>
Edit...	

Future Value 

Updated Value:
33, Route de l'Aeroport
Effective From:
2020-Oct-03

Member Details – Bank Details for Bilateral Settlement

- Informational only:
 - Bank Account Name
 - Bank Account Number
 - Branch Code
 - Bank Code
 - IBAN
 - SWIFT
 - Bank Name
 - Currency Code

Bank Details for Bilateral Settlement

Bank Account Name:	Bank Account Number:	Bank Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Branch Code:	Bank Code:	Currency Code:
<input type="text"/>	<input type="text"/>	<input type="text" value="Please Select"/>
IBAN:	SWIFT:	
<input type="text"/>	<input type="text"/>	

This information can only be edited by IATA by request. The [SIS Bank Detail Form](#) available on the SIS Website, must be filled out and submitted via the IATA Customer Portal

Member Details – Bank Details for Bilateral Settlement– Invoice Example



Invoice

Digitally Signed

Billing Entity Name Example		Invoice # 1234567890 Date 2020-10-14					
		Line Item Sub Total	8,950.04	0.00	0.00	0.00	
		Invoice Header Sub Total		0.00	0.00	0.00	
		Total Invoice Base Amount					8,950.04
		Total Invoice Additional Amount					0.00
		Total Invoice Tax Amount					0.00
		Total Invoice VAT Amount					0.00
		Total Due in Currency of Billing			USD		8,950.04
Payment Terms							
Description	Due Date	Due Days	Terms	Bank Name	Contact Person	Bank Code	Branch Code
30 days after invoice date			0011				
IBAN	SWIFT	Bank Account No	Bank Account Name	Bank Currency Code	Reference Invoice Number		
IBAN-NUMBER-HERE	SWIFT-NUMBER-HERE	0987654321	IATA		0987654321		



Member Details - Things to Remember!

- ! Member Information and Membership Details are Informational only
 - Edits can be made by the IATA Participation Team

- ! Maintain Main Location Details
 - Edits made will only take effect the following billing period

- ! Maintain Bank Details for Bilateral Settlement for good practice



Locations Tab

Locations

- Ability to add and manage unlimited number of locations
 - Additionally Location IDs for Tax purposes or business segmentation
 - Individual addresses and VAT Number per location
- Control from/to which locations invoices are sent and/or received
- Includes features such as:
 - Miscellaneous Output Files Specific to a Location
 - Tax Reporting Location Details



Locations

Home >> Profile and User Management >> Manage Member Profile

Member Profile

Manage Member

Member Details | **Locations** | Contacts | e-Billing | Passenger | Cargo | Miscellaneous | UATP | ICH | ACH

Search Existing Location:
1 Montreal-YMQ

[View](#) [Add Location](#)

Location Details

* Member Legal Name: Test Location Edit...	* Member Commercial Name: Test Location	Company Registration ID: <input type="text"/> Edit...	Tax/VAT Registration #: ABCEFG Edit...	Add. Tax/VAT Registration #: <input type="text"/> Edit...
* Address Line1: 123 Montreal Place Edit...	Address Line2: <input type="text"/> Edit...	Address Line3: <input type="text"/> Edit...	Postal Code: A1A9Z9 Edit...	* Country Name: CANADA Edit...
* City Name: Montreal Edit...	Location Name: YMQ	Active: <input checked="" type="checkbox"/> Edit...	General Terms Document: <input type="text"/>	
Subdivision Name: QC-Quebec Edit...	UATP Location: <input type="checkbox"/>			

Miscellaneous Output Files Specific to this Location

Files Specific to this Location Required:

If files specific to this Location are required and an iNet Account ID is not defined, they will be delivered to the Main Miscellaneous iNet Account (if defined)

iNet Account ID for this Location:

Tax Reporting Location Details

Tax Reporting Location:

Tax Authority API Details

User Name: Password: Confirm Password:

Replacement Key: Signature Key:

Tax Reporting XML Required:

Invoice Footer

The below text will appear on invoices billed from this location:

[Edit...](#)

Bank Details for Bilateral Settlement

Bank Account Name: <input type="text"/>	Bank Account Number: <input type="text"/>	Bank Name: <input type="text"/>
Branch Code: <input type="text"/>	Bank Code: <input type="text"/>	Currency Code: Please Select
IBAN: <input type="text"/>	SWIFT: <input type="text"/>	

Locations - Location Details

Thumbnail of the Location Details form, showing fields for Member Legal Name, Member Commercial Name, Company Registration ID, Tax/VAT Registration #, and Address information.

Locations - Miscellaneous Output Files Specific to a Location

Thumbnail of the Miscellaneous Output Files form, showing the checkbox for 'Files Specific to this Location Required' and the 'iNet Account ID for this Location' field.


Locations - Invoice Footer and Bank Details


Thumbnail of the Invoice Footer and Bank Details form, showing the text area for the invoice footer and the bank details section.

Locations – Location Details

Location Details

* Member Legal Name: Test Location Edit...	* Member Commercial Name: Test Location	Company Registration ID: <input type="text"/> Edit...	Tax/VAT Registration #: ABCEFG Edit...	Add. Tax/VAT Registration #: <input type="text"/> Edit...
* Address Line1: 123 Montreal Place Edit...	Address Line2: <input type="text"/> Edit...	Address Line3: <input type="text"/> Edit...		
* City Name: Montreal Edit...	Location Name: YMQ	Postal Code: A1A9Z9 Edit...	* Country Name: CANADA Edit...	
Subdivision Name: QC-Quebec Edit...	UATP Location: <input type="checkbox"/>	Active : <input checked="" type="checkbox"/> Edit...	General Terms Document: <input type="text"/>	

Tax/VAT Registration #:
ABCEFG [Edit...](#) 


Please Specify Effective Date OR Period 


Current Value:

New Value:

Future Period:

[Save](#) [Cancel](#)

Tax/VAT Registration #:
ABCEFG [Edit...](#) 

Future Value 

Updated Value:
TestValue

Effective From:
2020-Oct-04

Locations – Miscellaneous Output Files Specific to a Location

Miscellaneous Output Files Specific to this Location

Files Specific to this Location Required:

iiNet Account ID for this Location:

If files specific to this Location are required and an iiNet Account ID is not defined, they will be delivered to the Main Miscellaneous iiNet Account (if defined)

Locations – Invoice Footer and Bank Details

Invoice Footer

The below text will appear on invoices billed from this location:

[Edit...](#)

Bank Details for Bilateral Settlement

Bank Account Name:

Branch Code:

IBAN:

Bank Account Number:

Bank Code:

SWIFT:


Bank Name:

Currency Code:

[Save Location](#)

 Future Updates Pending

Locations – Invoice Example



Invoice

Digitally Signed

Billing Entity Name Example	Invoice # 1234567890 Date 2020-10-14				
	Line Item Sub Total	8,950.04	0.00	0.00	0.00
	Invoice Header Sub Total		0.00	0.00	0.00
	Total Invoice Base Amount				8,950.04
	Total Invoice Additional Amount				0.00
	Total Invoice Tax Amount				0.00
	Total Invoice VAT Amount				0.00
	Total Due in Currency of Billing			USD	8,950.04

Payment Terms							
Description	Due Date	Due Days	Terms	Bank Name	Contact Person	Bank Code	Branch Code
30 days after invoice date			0011				
IBAN	SWIFT	Bank Account No	Bank Account Name	Bank Currency Code	Reference Invoice Number		
IBAN-NUMBER-HERE	SWIFT-NUMBER-HERE	0987654321	IATA		0987654321		

Locations – Things to Remember!

- ! Ability to View, Edit and Add Locations and their details.
 - Edits made to location details will only take effect the following billing period

- ! Keep Locations Up-To-Date
 - It's highly recommended to keep Location and their respective bank details up-to-date.

- ! Ability to edit footer of all invoices billed from chosen location.

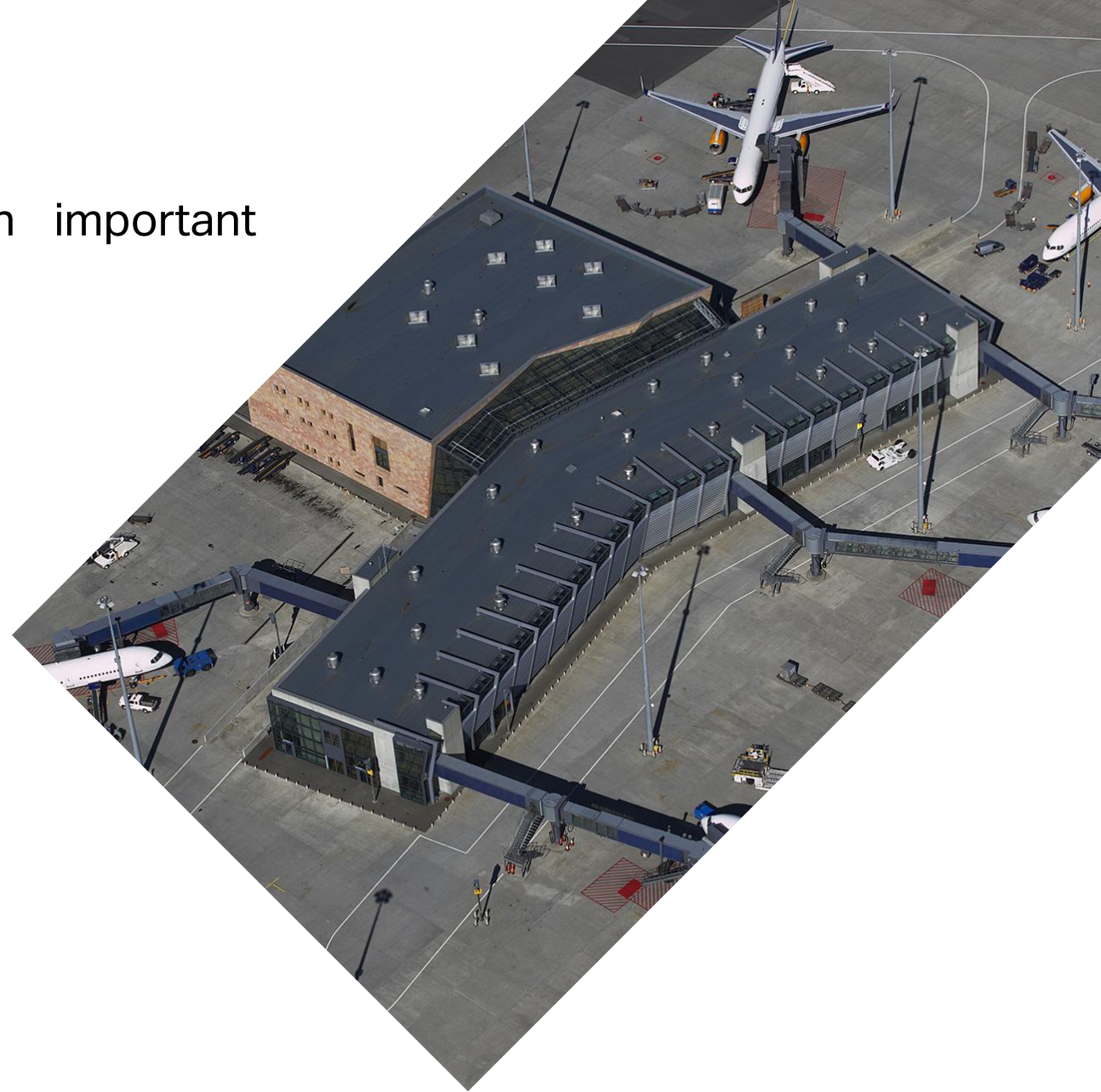


Contacts Tab

Contacts

Contacts receive automatic email alerts on important invoicing and settlement subjects:

- Search Existing Contacts
 - Delete Existing Contacts
 - Add a New Contact
-
- View all Contact Assignments
 - Replace Contact Assignments
 - Copy Contact Assignments



Contacts - Search and Delete

- Search an existing Contact
- Delete Existing Contacts

Search Existing Contacts

First Name: Last Name: Email Id: Staff Id:

Actions	First Name	Last Name	Email ID	Staff ID
<input type="button" value="X"/>	Contact1	Last name	test@airline.com	
<input type="button" value="X"/>	Contact2	Last name	test2@airline.com	
<input type="button" value="X"/>	Contact3	Last name	test3@airline.com	

Page 1 of 1 5 View 1 - 3 of 3

Contacts - Add New Contact

Actions	First Name	Last Name	Email ID	Staff ID
<input type="checkbox"/>	Contact1	Last name	test@airline.com	
<input type="checkbox"/>	Contact2	Last name	test2@airline.com	
<input type="checkbox"/>	Contact3	Last name	test3@airline.com	

Page 1 of 1 5 View 1 - 3 of 3

[View All Contact Assignments](#) [Replace Contact Assignments](#) [Copy Contact Assignments](#) [Add New Contact](#)

* Email Address:

Position/Title:

Location ID:

Postal Code:

Phone Number 1:

Salutation:

Division:

Address Line 1:

Country Name:

Phone Number 2:

* First Name:

Department:

Address Line 2:

Sub Division Name:

Mobile Number:

Last Name:

Staff ID:

Address Line 3:

City Name:

Active:

Fax Number:

SITA Address:

[Save Contact](#)

Contacts – View All Contact Assignments

Member Profile

Manage Member

Member Name: JB-008-JB Test Airline

Member Details
Locations
Contacts
e-Bi

Search Existing Contacts

First Name:

Last Name:

Search

Actions	First Name	Last Name
✖	Contact1	Last name
✖	Contact2	Last name
✖	Contact3	Last name

Page 1 of 1

View All Contact Assignments Replace Contact

* Email Address:

Position/Title:

All Contact Assignments

Group: Billing Category Spe

- Please Select
- Billing Category Specific
- Clearing House
- E-Invoicing
- Member Related
- Voted Member

Subgroup: Please Select

Type: Please Select

	PAX-Open Invoices Contact	PAX-Correspondence Contact	PAX-Correspondence Expiry Contact	PAX-Correspondence Report Contact
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Close

Contacts – View All Contact Assignments

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Contacts – View All Contact Assignments

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Contacts – View All Contact Assignments

Member Profile

Manage Member

Member Name: JB-008-JB Test Airline

Member Details Locations **Contacts** e-Bi

Search Existing Contacts

First Name: Last Name:

Actions	First Name	Last Name
<input type="button" value="X"/>	Contact1	Last name
<input type="button" value="X"/>	Contact2	Last name
<input type="button" value="X"/>	Contact3	Last name

Page 1 of 1

Email Address:

Position/Title:

All Contact Assignments

Search Criteria

Group: Subgroup: Type:

PAX-Validation Error Contact	PAX-Open Invoice Contact	PAX-Correspondence Expiry Contact	PAX-Correspondence Report Contact
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Contacts – View All Contact Assignments

Search Existing Contacts

First Name:

Actions First Name

<input type="button" value="X"/>	Contact1
<input type="button" value="X"/>	Contact2
<input type="button" value="X"/>	Contact3

Page 1 of 1

* Email Address:

Position/Title:

Location ID:

Postal Code:

FINLAND

LL-Lapin laani (fi)

All Contact Assignments

Search Criteria

Group: Subgroup: Type:

Contact Name	MISC-General	MISC-Manager	MISC-Interli	Head of Department	MISC-RA Manager	MISC-Fil Cor
ist name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ist name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ist name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 1 View 1 - 3 of 3

Contacts - View All Contact Assignments

Search Existing Contacts

First Name:

Search

Actions	First Name
<input type="checkbox"/>	Contact1
<input type="checkbox"/>	Contact2
<input type="checkbox"/>	Contact3

Page 1 of 1

View All Contact Assignments

* Email Address:

Position/Title:

Location ID:

Postal Code:

Phone Number 1:

Phone Number 2:

Mobile Number:

Fax Number:

STIA Address:

All Contact Assignments

Search Criteria

Group: Subgroup: Type:

Search

MISC-Daily IS-WEB Bilateral Delivery Contact	MISC-Output Available Contact	MISC-Receivables Payment Status Updates	MISC-Payables Payment Status Updates	MISC - Bilateral Payment Overdue	MISC-MDP Delivery Contact
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save **Close**

Contacts - Replace Contact Assignments

Search Existing Contacts

First Name: Last Name: Email Id: Staff Id:

Search

Actions	First Name	Last Name	Email ID
	Contact1	Last name	test@airline.com
	Contact2	Last name	test2@airline.com
	Contact3	Last name	test3@airline.com

Replace Contact Assignme...

Current Contact Person

New Contact Person

OK **Exit**

Page 1 of 1 5 View 1 - 3 of 3

View All Contact Assignments **Replace Contact Assignments** **Copy Contact Assignments** **Add New Contact**

Contacts - Copy All Contact Assignments

Search Existing Contacts

First Name: Last Name: Email Id: Staff Id:

Search

Actions	First Name	Last Name	Email ID
	Contact1	Last name	test@airline.com
	Contact2	Last name	test2@airline.com
	Contact3	Last name	test3@airline.com

Copy Contact Assignments

Copy Contact Assignments of User

New Contact Person

OK **Exit**

Page 1 of 1 5 View 1 - 3 of 3

View All Contact Assignments **Replace Contact Assignments** **Copy Contact Assignments** **Add New Contact**

SIS Contacts – Things to Remember!

- ! Maintain the relevant personnel to receive the necessary email alerts from SIS and ICH (processing contacts)
- ! Maintain the relevant personnel as Information Contacts per billing category
- ! Ensure email addresses are correct at all time for contact profiles
- ! **Contacts and User Management Webinar coming next month**



E-Billing Tab/Optional Services

E-Billing – Optional Services

- Manage Optional Services upon request via the IATA Customer Portal
 - Legal Archiving
 - Digital Signature
- Manage receipt of reference data files via iiNET





E-Billing – Digital Signature

- Digital Signature Active
- Digital Signature Not Activated
- Default Invoice Footer Text

Member Details | Locations | Contacts | **e-Billing** | Passenger | Cargo | Miscellaneous | UATP | ICH | ACH

Legal Services

Digital Signature Application Service:  **Activated**

Digital Signature Verification Service:  **Activated**

Receivable Invoices DS to be applied for:
CANADA
[Add/Edit](#)

Payable invoices DS to be applied for:
CANADA
[Add/Edit](#)

Manage General Terms Documents
[Upload General Terms Document](#)

Default Invoice Footer Text
The below text will appear on all invoices unless overridden by the Invoice data supplied in IS format or by the details in the Location tab:

[Edit...](#)

E-Billing – Legal Archiving

Legal Archiving

Legal Archiving Service:

 **Activated**

Legal Archiving Required for PAX Receivables Invoices:

[Edit...](#)

Legal Archiving Required for MISC Receivables Invoices:

[Edit...](#)

Include Listings in PAX Receivables Archives:

Include Listings in MISC Receivables Archives:

Legal Archiving Required for Pro-forma Invoices:

[Edit...](#)

Legal Archiving Required for PAX Payables Invoices:

[Edit...](#)

Legal Archiving Required for MISC Payables Invoices:

[Edit...](#)

Include Listings in PAX Payables Archives:

Include Listings in MISC Payables Archives:

Legal Archiving Required for CGO Receivables Invoices:

[Edit...](#)

Legal Archiving Required for UATP Receivables Invoices:

[Edit...](#)

Include Listings in CGO Receivables Archives:

Include Listings in UATP Receivables Archives:

Legal Archiving Required for CGO Payables Invoices:

[Edit...](#)

Legal Archiving Required for UATP Payables Invoices:

[Edit...](#)

Include Listings in CGO Payables Archives:

Include Listings in UATP Payables Archives:

E-Billing – Receipt of Reference Data Files via iiNET

Reference Data Files per Billing Category can be received in the corresponding iiNET account

Receipt of Files in iiNET Accounts				
	Account ID	Change Information for Reference Data Updates	Complete Reference Data	Complete Contacts Data
Passenger	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cargo	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous	1156	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UATP	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E-Billing – Things to Remember!

- ! Digital Signature Application Services [upon request](#)

- ! Legal Archiving for audit purposes [upon request](#)
 - General>>Legal Archive Retrieval>>Download Retrieved Files
 - Applicable for future invoices only - Non retroactive

- ! Receipt of reference data output files in the corresponding billing category iiNET account

- ! Purging Policy [ISPG](#) chapter 8.9



Billing Categories: Passenger, Cargo, UATP, Miscellaneous

Passenger

- Ability to select Validation preferences:
 - Reject File/Invoice in Error
 - Future Billing Submissions Allowed
 - Online Corrections Allowed
- Configure Options for Output Files:
 - IDEC/XML
 - Offline Archive Files
- Manage Blocks For Tax Billing
 - YQ/YR
- Information regarding Certification Status for Member Input Files



Passenger

Home >> Profile and User Management >> Manage Member Profile

Member Profile

Manage Member

Member Details | Locations | Contacts | e-Billing | **Passenger** | Cargo | Miscellaneous | UATP | ICH | ACH

Validations

Rejection on Validation Failure:

 Allow Resubmission of Failed Invoices:

 Future Billing Submissions Allowed:

 Online Correction Allowed:

 Additional File Types Accepted:

[Future Billings Submissions](#)
[Online Correction Allowed](#)
[Supporting Documents](#)

Sampling

Sampling Carrier:

 Billing Value Confirmation (BVC)
 Participate In Billing Value Confirmation
 Not Activated

Value Determination and Auto Billing

Participate In Value Determination
 Not Activated
 Invoice Number Range-Prefix:

 Invoice Number-To:

 Cut Off Time(Hours):

 Participate In Auto Billing:

 Invoice Number-From:

 ISR File Required:

 Currency Of Listing:

Output Files:

Billed Invoices:
 IS-IDEC [Edit...](#) IS-XML [Edit...](#)
 Addnl. Sampling Prov. Billing File (Monthly):
 BVC Details Report:
 Down Converted IS Transaction To Old IDEC Format:

Offline Archive Outputs

	Invoice PDF	Details Listings	Supporting Documents	Memo Details	Digital Signature Files
As a Billed Entity	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...
As a Billing Entity	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...

Manage Blocks for Tax Billing

Tax Code:

 Tax billing block applicable for:
 [Edit...](#)

Certification and Migration Details

	IS-IDEC Certification Status	IS-IDEC Certified On	IS-IDEC Migration Period	IS-XML Certification Status	IS-XML Certified On	IS-XML Migration Period	IS-WEB Migration Period
Non-Sampling Prime Billing	Not Tested	DD-MMM-YY	YYYY-MMM-PP	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Sampling Provisional Billing	Not Tested	DD-MMM-YY	YYYY-MMM-PP	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Non-Sampling RM	Not Tested	DD-MMM-YY	YYYY-MMM-PP	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Non-Sampling BM	Not Tested	DD-MMM-YY	YYYY-MMM-PP	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Non-Sampling CM	Not Tested	DD-MMM-YY	YYYY-MMM-PP	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Sampling Form C	Not Tested	DD-MMM-YY	YYYY-MMM-PP	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Sampling Form D/E	Not Tested	DD-MMM-YY	YYYY-MMM-PP	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Sampling Form F/X/F	Not Tested	DD-MMM-YY	YYYY-MMM-PP	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP

Passenger - Validations

Passenger - Sampling, Value Determination and Auto Billing

Passenger - Offline Archive Outputs

Passenger - Manage Blocks for Tax Billing

Passenger - Certification and Migration Details



Passenger - Validations

Validations

Rejection on Validation Failure:

Allow Resubmission of Failed Invoices:

Future Billing Submissions Allowed:

Online Correction Allowed:

Additional File Types Accepted:

Validations

Rejection on Validation Failure:

Additional File Types Accepted: Invoices:

Future Billing Submissions Allowed:

Online Correction Allowed:

Additional File Types Accepted:

Passenger – Sampling, Value Determination and Auto Billing

Sampling

Sampling Carrier:

Not A Sampling Carrier ▼

Billing Value Confirmation (BVC)

Participate In Billing Value Confirmation

 Not Activated

Value Determination and Auto Billing

Participate In Value Determination

 Not Activated

Invoice Number Range-Prefix:

Invoice Number-To:

Cut Off Time(Hours):

Participate In Auto Billing:

Invoice Number-From:

ISR File Required:

Currency Of Listing:

Please Select ▼

Output Files:

Billed Invoices:

IS-IDEC [Edit...](#) IS-XML [Edit...](#)

Addnl. Sampling Prov. Billing File (Monthly):

BVC Details Report:

- Data for Payable invoices that can be processed in members internal systems (accept or reject)
- Output billing files (IS IDEC, IS XML) → one file generated **per billing period and per billing category** that includes all payable invoices in IS-IDEC or IS-XML format;
- It's recommended to download and archive SIS output files/reports for audit purposes as files are purged from SIS and cannot be regenerated.

Passenger – Offline Archive Outputs

Offline Archive Outputs					
	Invoice PDF	Details Listings	Supporting Documents	Memo Details	Digital Signature Files
As a Billed Entity	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...
As a Billing Entity	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...		<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...

- Offline Archive Files (OARs) → one file generated **per billing period and per billing category** that includes all payable invoices (e-invoice PDF), listings, supporting documents, memos, digital signature files

Offline Archive Outputs

Invoice PDF

As a Billed Entity [Edit...](#)

As a Billing Entity [Edit...](#)

Please Specify Effective Date OR Period

Current Value:

New Value:

Future Date: 24-Oct-20

Save Cancel

Passenger – Manage Blocks for Tax Billing

Manage Blocks for Tax Billing

Tax Code:
YQ - Airline own use only

Tax billing block applicable for:
None [Edit...](#)

Setup Block for Tax Billings

Current Value:
None

New Value:
Specific Member(s)

* Block Members:

[Add Specific Member](#)

Blocked Members

Actions	Member
	XB-A89-IATA MONTREAL

Page 1 of 1 5

Future Period:
2020-Oct-04

[Save](#) [Cancel](#)

Manage Blocks for Tax Billing

Tax Code:
YR - Airline own use only

Tax billing block applicable for:
None [Edit...](#)

Setup Block for Tax Billings

Current Value:
None

New Value:
Please Select
Please Select
Specific Member(s)
All Members

[Save](#) [Cancel](#)

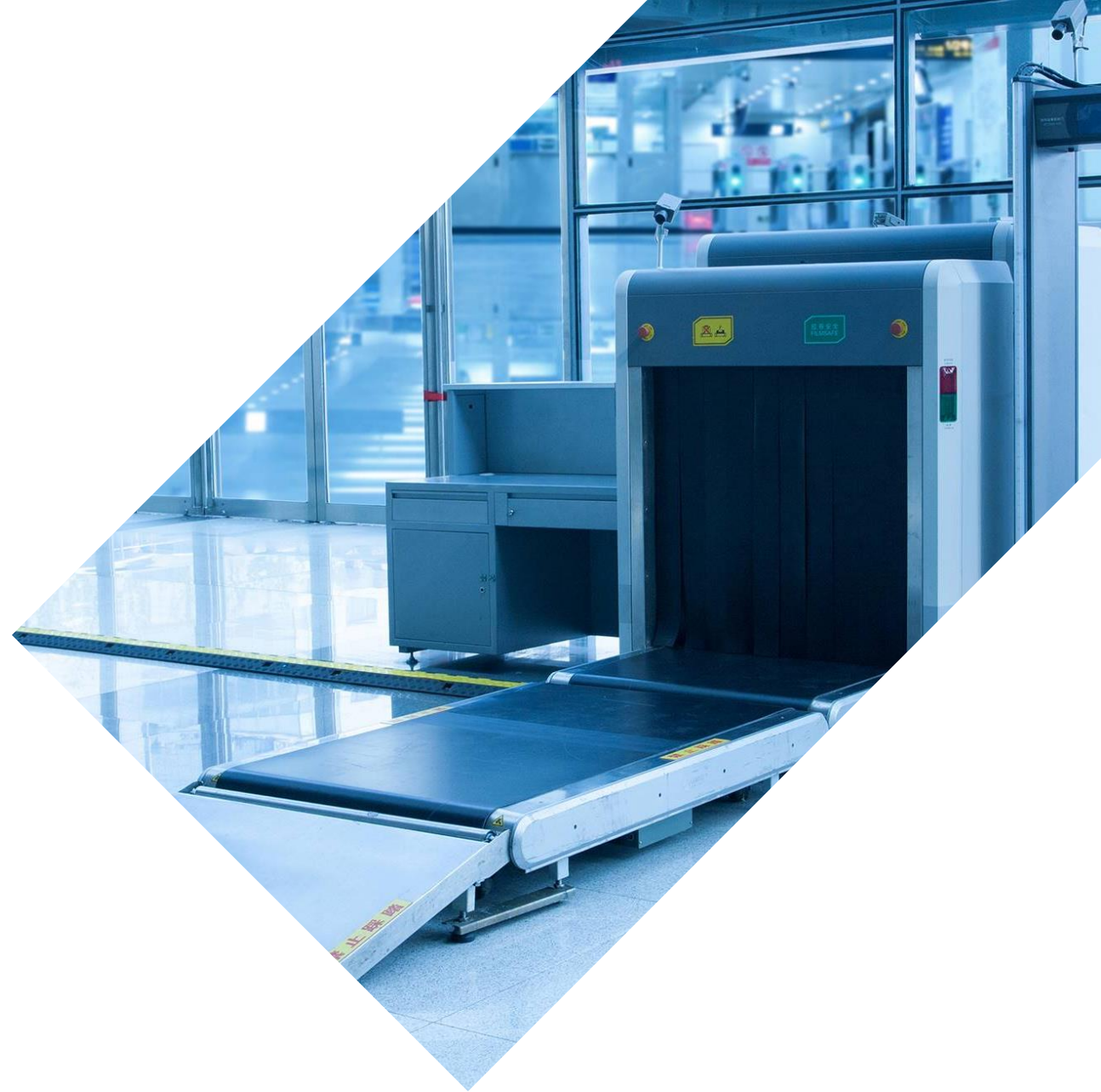
Passenger – Certification and Migration Details

Certification and Migration Details							
	IS-IDEC Certification Status	IS-IDEC Certified On	IS-IDEC Migration Period	IS-XML Certification Status	IS-XML Certified On	IS-XML Migration Period	IS-WEB Migration Period
Non-Sampling Prime Billing	Certified	15-Sep-11	1900-Jan-01	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Sampling Provisional Billing	Certified	15-Sep-11	2012-Feb-01	Not Tested	DD-MMM-YY	YYYY-MMM-PP	
Non-Sampling RM	Certified	04-Nov-11	1900-Jan-01	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Non-Sampling BM	Certified	31-Oct-11	1900-Jan-01	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Non-Sampling CM	Certified	31-Oct-11	1900-Jan-01	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Sampling Form C	Certified	16-Sep-11	2012-Feb-01	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Sampling Form D/E	Certified	24-Jan-12	2012-Feb-01	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP
Sampling Form F/XF	Certified	04-Nov-11	2014-Nov-01	Not Tested	DD-MMM-YY	YYYY-MMM-PP	YYYY-MMM-PP

Further information regarding the Certification process, see chapter 6 of the [SIS Sign-Up-Guide](#)

Cargo/UATP

- Ability to Edit Validations:
 - Reject File/Invoice in Error
 - Online Correction
 - Supporting Documents
- Includes Information about Certification and Migration Details
- Ability to control output file formats



Cargo

[Home](#) >> [Profile and User Management](#) >> [Manage Member Profile](#)

Member Profile

Manage Member

Member Details	Locations	Contacts	e-Billing	Passenger	Cargo	Miscellaneous	UATP	ICH	ACH
--------------------------------	---------------------------	--------------------------	---------------------------	---------------------------	--------------	-------------------------------	----------------------	---------------------	---------------------

Validations

Rejection on Validation Failure:

Allow Resubmission of Failed Invoices:

Online Correction Allowed

Online Correction Allowed:

Supporting Documents

Additional File Types Accepted:

Output Files

Billed Invoices:
IS-IDEDEC [Edit...](#) IS-XML [Edit...](#)

Down Converted IS Transaction To Old IDEDEC Format

Offline Archive Outputs

	Invoice PDF	Details Listings	Supporting Documents	Memo Details	Digital Signature Files
As a Billed Entity	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...
As a Billing Entity	<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...		<input checked="" type="checkbox"/> Edit...	<input checked="" type="checkbox"/> Edit...

Certification and Migration Details

	IS-IDEDEC Certification Status	IS-IDEDEC Certified On	IS-IDEDEC Migration Period	IS-XML Certification Status	IS-XML Certified On	IS-XML Migration Period	IS-WEB Migration Period
Prime Billing	<input type="text" value="Certified"/>	<input type="text" value="11-May-12"/> <input type="checkbox"/>	<input type="text" value="1900-Jan-01"/>	<input type="text" value="Not Tested"/>	<input type="text" value="DD-MMM-YY"/> <input type="checkbox"/>	<input type="text" value="YYYY-MMM-PP"/>	<input type="text" value="1900-Jan-01"/>
RM	<input type="text" value="Certified"/>	<input type="text" value="12-May-12"/> <input type="checkbox"/>	<input type="text" value="1900-Jan-01"/>	<input type="text" value="Not Tested"/>	<input type="text" value="DD-MMM-YY"/> <input type="checkbox"/>	<input type="text" value="YYYY-MMM-PP"/>	<input type="text" value="1900-Jan-01"/>
BM	<input type="text" value="Certified"/>	<input type="text" value="12-May-12"/> <input type="checkbox"/>	<input type="text" value="1900-Jan-01"/>	<input type="text" value="Not Tested"/>	<input type="text" value="DD-MMM-YY"/> <input type="checkbox"/>	<input type="text" value="YYYY-MMM-PP"/>	<input type="text" value="1900-Jan-01"/>
CM	<input type="text" value="Not Tested"/>	<input type="text" value="DD-MMM-YY"/> <input type="checkbox"/>	<input type="text" value="YYYY-MMM-PP"/>	<input type="text" value="Not Tested"/>	<input type="text" value="DD-MMM-YY"/> <input type="checkbox"/>	<input type="text" value="YYYY-MMM-PP"/>	<input type="text" value="YYYY-MMM-PP"/>

UATP

[Home](#) >> [Profile and User Management](#) >> [Manage Member Profile](#)

Member Profile

Manage Member

Member Details	Locations	Contacts	e-Billing	Passenger	Cargo	Miscellaneous	UATP	ICH	ACH
--------------------------------	---------------------------	--------------------------	---------------------------	---------------------------	-----------------------	-------------------------------	-------------	---------------------	---------------------

Validations

Rejection on Validation Failure:

Allow Resubmission of Failed Invoices:

Online Correction Allowed

Online Correction Allowed:

Supporting Documents

Additional File Types Accepted:

Legal Services

Ignore UATP Invoices from DS Process:
 [Edit...](#)

Output Files:

Billed Invoices:
IS-XML [Edit...](#)

Billing Invoices Submitted On Behalf of the Member:
 [Edit...](#)

Offline Archive Outputs

	Invoice PDF	Details Listings	Supporting Documents	Digital Signature Files
As a Billed Entity	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...
As a Billing Entity	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...		<input type="checkbox"/> Edit...

Certification and Migration Details

	Certification Status	Certified On	Migration Period
IS-XML	<input type="text" value="Not Tested"/>	<input type="text" value="DD-MMM-YY"/> <input type="checkbox"/>	<input type="text" value="YYYY-MMM-PP"/>
IS-WEB			<input type="text" value="YYYY-MMM-PP"/>

IS Contacts

[View/Edit](#)

Passenger/Cargo/UATP – Things to Remember!

- ! Ability to select Validation preference:
 - Reject Invoice/File in Error,
 - Future Submission
 - Online Correction

- ! Edits made to Output Files will take effect the following billing period

- ! Ensure to file/manage your YR/YQ billing blocks based on your interline agreements in order to prevent unnecessary rejections.

Miscellaneous

- Validations
 - Online correction allowed
 - Supporting documents
 - Future Billings Submissions
- Output Files
- Daily Payables Bilateral Invoices
- Offline Archive Output
- Location Specific Output files
- Payment Overdue Auto Reminders



Miscellaneous

Home >> Profile and User Management >> Manage Member Profile

Member Profile

Manage Member

Member Details	Locations	Contacts	e-Billing	Passenger	Cargo	Miscellaneous	UATP	ICH	ACH
-----------------------	-----------	----------	-----------	-----------	-------	----------------------	------	-----	-----

Validations Rejection on Validation Failure: <input type="text" value="Reject File In Error"/> Allow Resubmission of Failed Invoices: <input type="checkbox"/>	Online Correction Allowed Online Correction Allowed: <input type="checkbox"/>	Supporting Documents Additional File Types Accepted: <input type="text" value=".doc,.xls etc."/>	Future Billings Submissions Future Billing Submissions Allowed: <input type="checkbox"/>
---	--	---	---

Output Files: Billed Invoices: IS-XML <input type="checkbox"/> Edit.. Daily Payment Updates for Receivables Invoices: <input type="checkbox"/>	Billing Invoices Submitted On Behalf of the Member: <input type="checkbox"/> Edit.. Daily Payment Updates for Payables Invoices: <input type="checkbox"/>	Daily IS-XML files for Receivables IS-WEB Invoices: <input checked="" type="checkbox"/> Edit.. MISC Document Packages: <input type="checkbox"/>
---	--	--

CSV Listings CSV listing required as a Billing Entity: <input type="checkbox"/>	CSV listing required as a Billed Entity: <input type="checkbox"/>
--	--

Daily Payables Bilateral Invoices: Daily Delivery in IS-WEB: <input type="checkbox"/>	Daily Offline Archive Outputs: <input type="checkbox"/>	Daily IS-XML Files: <input type="checkbox"/>
--	--	---

'Daily Offline Archive Outputs' and 'Daily IS-XML Files' can be opted for only if 'Daily Delivery in IS-WEB' is chosen

Validation on Acceptable Delay for Payables Bilateral Invoices: Enable: <input type="checkbox"/>	Manage Acceptable Delays
---	--



Miscellaneous - Validations

- Online Correction Allowed
- Supporting Documents
- Future Billing Submissions
- Resubmission of failed invoices

Validations
Rejection on Validation Failure:

Allow Resubmission of Failed Invoices:

<p>Online Correction Allowed Online Correction Allowed: <input type="checkbox"/></p>	<p>Supporting Documents Additional File Types Accepted: <input type="text" value=".doc, .xls etc."/></p>	<p>Future Billings Submissions Future Billing Submissions Allowed: <input type="checkbox"/></p>
---	---	--

Miscellaneous – Output Files

- Billed and Billing Invoices
- Daily IS XML for Receivables Invoices
- Daily Payments Updates
- File Specifications available in [ISPG](#) Chapter 12

Output Files:

Billed Invoices: IS-XML <input type="checkbox"/> Edit...	Billing Invoices Submitted On Behalf of the Member: <input type="checkbox"/> Edit...	Daily IS-XML files for Receivables IS-WEB Invoices: <input type="checkbox"/> Edit...
---	---	---

Daily Payment Updates for Receivables Invoices: <input type="checkbox"/>	Daily Payment Updates for Payables Invoices: <input type="checkbox"/>	MISC Document Packages: <input type="checkbox"/>
---	--	---

Miscellaneous – Offline Archive Outputs


SIS output files can be made available depending on the configuration of the Member Profile as a Billed Entity or Billing Entity.

Offline Archive Outputs				
	Invoice PDF	Details Listings	Supporting Documents	Digital Signature Files
As a Billed Entity	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...
As a Billing Entity	<input type="checkbox"/> Edit...	<input type="checkbox"/> Edit...		<input type="checkbox"/> Edit...

Offline Archive Outputs

Invoice PDF


As a Billed Entity [Edit...](#)

As a Billing Entity [Edit...](#) 

Please Specify Effective Date OR Period

Current Value:

New Value:

Future Date: 

[Save](#) [Cancel](#)

Miscellaneous – Daily Delivery for Bilateral Invoices

- Daily Delivery
- Daily Offline Archive Outputs
- Daily IS-XML Files

Daily Payables Bilateral Invoices:

Daily Delivery in IS-WEB:	Daily Offline Archive Outputs:	Daily IS-XML Files:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

'Daily Offline Archive Outputs' and 'Daily IS-XML Files' can be opted for only if 'Daily Delivery in IS-WEB' is chosen

Miscellaneous – CSV Listings

- CSV listing required as a Billing Entity
- CSV listing required as a Billed Entity
 - CSV listing can be reused to initiate a dispute

CSV Listings

CSV listing required as a Billing Entity:

CSV listing required as a Billed Entity:

Miscellaneous – Dispute Files

- Dispute Output Files to Billing Member
- Dispute Output Document Package
- Dispute Review File via iiNET

Dispute Files:

Dispute Output Files to Billing Member:

Dispute Output Document Package:

Dispute Review file by iiNET:

Miscellaneous –Default and Specific Location for Misc Payable Invoices

Default Location for MISC Payables Original Invoices and Credit Notes

* Default Location for MISC Payables Original Invoices and Credit Notes:

Main-paris-FI [Edit...](#)

[Billing Member Specific Default Location](#)

Location Specific Output Files

Receive Copy of Location Specific Files at Location Main:

Miscellaneous – Payment Overdue Reminders

Email alert to be sent to the billed parties when the payment status of an invoice is marked as payment overdue



Payment Overdue Auto Reminders

Number of Alerts: ⓘ

Please Select ▼

- Please Select
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

[View/Edit](#)

ion Details

Status ▼

Certified On DD-MMM-YY

Migration Period YYYY-MMM-PP

YYYY-MMM-PP

Miscellaneous – Validation on the invoice date

- Configure an acceptable delay between the invoice date and the date that the invoice is processed in the system

Validation on Acceptable Delay for Payables Bilateral Invoices:

Enable: 

[Manage Acceptable Delays](#)

Miscellaneous – Manage Acceptable Delays

Manage Acceptable Delays

Billing Member: Acceptable Delay in Days:

Action	Billing Member (Manager Code)	Billing Member Accounting Code	Billing Member Name	Acceptable Delay (days)	Action	Last Updated On
--------	----------------------------------	-----------------------------------	---------------------	----------------------------	--------	-----------------

Notes:
A record without a value for Billing Member will be considered as a General Record.
To add a new record, fill the data and click on the Add button and click on the Add button.
To edit an existing record, fill the data and click on the Edit button and click on the Add button.
To delete an existing record, fill the data and click on the Delete button and click on the Add button.
Changes will be saved only after click on the Save button.

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Miscellaneous – Manage Acceptable Delays

Manage Acceptable Delays

Billing Member: Acceptable Delay in Days:

Add/Update **Search**


Action	Billing Member Designator Code	Billing Member Accounting Code	Billing Member Name	Acceptable Delay (Days)	Active	Last Updated On
--------	--------------------------------	--------------------------------	---------------------	-------------------------	--------	-----------------

Page 1 of 0 5

Close

Notes:
A record without a value for 'Billing Member' will be considered as a Generic Record.
To add a new record: Please enter the values in the fields above and click on button 'Add/Update'.
To edit an existing record: Please enter the Billing Member and new value for Acceptable Delay in the fields above and click on button 'Add/Update'.
To deactivate an active record, or to activate an inactive record: Please click on the icon in column 'Actions'.
Changes will be saved only after click of button 'Save Miscellaneous Details' of tab Miscellaneous of the Member Profile screen.

Miscellaneous – Save Details and Future Updates Pending

Output Files:
Billed Invoices: IS-XML [Edit...](#)
Billing Invoices Submitted On Behalf of the Member: [Edit...](#) 
Daily IS-XML files for Receivables IS-WEB Invoices:

Daily Payment Updates for Receivables Invoices:
Daily Payment Updates Invoices:

CSV Listings
CSV listing required as a Billing Entity:
CSV listing required a:

Daily Payables Bilateral Invoices:
Daily Delivery in IS-WEB:
Daily Offline Archive Outputs:
Daily IS-XML Files:
'Daily Offline Archive Outputs' and 'Daily IS-XML Files' can be opted for only if 'Daily Delivery in IS-WEB' is chosen

Please Specify Effective Date OR Period ✕


Current Value:
New Value:
Future Period:

[Save](#) [Cancel](#)

Certification and Migration Details

	Certification Status	Certified On	Migration Period
IS-XML	<input type="text" value="Not Tested"/>	<input type="text" value="DD-MMM-YY"/>	<input type="text" value="YYYY-MMM-PP"/>
IS-WEB			<input type="text" value="YYYY-MMM-PP"/>

IS Contacts
[View/Edit](#)

[Save Miscellaneous Details](#)  Future Updates Pending

SIS Miscellaneous-Things to Remember!

- ! Enable Daily Delivery of your MISC Payables Bilateral Invoices
- ! Configure required Output Files for Misc Invoices (Daily, weekly Location specific and non location specific)
- ! Daily Payment Updates
- ! Enable CSV Listing and Dispute Output Files
- ! Make use of the Payment Overdue Auto Reminders



ICH/ACH Tabs

SIS – ICH/ACH Details


- Membership Details
 - ICH/ACH Membership Status
 - ICH Zone
 - ICH Category
- Aggregator
 - List of Aggregated Members
 - Aggregated by and Type




SIS – ICH

- ICH Membership Status
- Aggregator
- Aggregated by

Member Details

* ICH Membership Status: 

* Entry Date: 

* Zone: [Edit...](#)

* Category: [Edit...](#)

Is Early Call Day Applicable:

Aggregator

Aggregator: [Edit...](#)

List of Aggregated Members:

Aggregated By

Aggregated By:

Aggregated Type: [Edit...](#)

Sponsor

List of Sponsored Members:

[Add/Edit](#)


Sponsored


Sponsored By:

SIS – ACH

- ACH Member Details
- ACH clearance Invoice Submission Pattern
- Exceptions (Settlement Via ICH for Dual ICH/ACH members)

Member Details

* ACH Membership Status: 

* Entry Date: 

* Category:

ACH clearance Invoice Submission Pattern

PAX	<input checked="" type="checkbox"/> Period1	<input checked="" type="checkbox"/> Period2	<input checked="" type="checkbox"/> Period3	<input checked="" type="checkbox"/> Period4
CGO	<input type="checkbox"/> Period1	<input type="checkbox"/> Period2	<input type="checkbox"/> Period3	<input type="checkbox"/> Period4
MISC	<input type="checkbox"/> Period1	<input type="checkbox"/> Period2	<input type="checkbox"/> Period3	<input type="checkbox"/> Period4
UATP	<input type="checkbox"/> Period1	<input type="checkbox"/> Period2	<input type="checkbox"/> Period3	<input type="checkbox"/> Period4

Inter clearance Invoice Submission Pattern

PAX	<input checked="" type="checkbox"/> Period1	<input checked="" type="checkbox"/> Period2	<input checked="" type="checkbox"/> Period3	<input checked="" type="checkbox"/> Period4
CGO	<input type="checkbox"/> Period1	<input type="checkbox"/> Period2	<input type="checkbox"/> Period3	<input type="checkbox"/> Period4
MISC	<input type="checkbox"/> Period1	<input type="checkbox"/> Period2	<input type="checkbox"/> Period3	<input type="checkbox"/> Period4
UATP	<input type="checkbox"/> Period1	<input type="checkbox"/> Period2	<input type="checkbox"/> Period3	<input type="checkbox"/> Period4

Comments:

ICH – Things to Remember!

- ! Information on ICH/ACH Membership Status and Details
- ! The ICH Zone will determine the allowed clearance currency



Learn more about all SIS functionalities

1. www.iata.org/SIS
2. 'SIS For Airlines' or 'SIS For Suppliers'
3. 'Documents' Tab

www.iata.org/cs to contact us!

SIS for Airlines & Intermodal

Joining Simplified Invoicing and Settlement (SIS) instantly connects you with more than 420 airlines and intermodal entities exchanging interline billing data electronically. SIS eliminates the paper from the interline billing and settlement processes increasing efficiency and reducing costs; it enables processing automation which helps reduce billing duplication and simplifies reconciliation.

DOCUMENTS | GLOSSARY | FAQs | LINKS | REJECTIONS | MEDIA

Integrated Settlement Participation Guide (ISPG)

The ISPG contains all information and specification needed in order to fully implement Integrated Settlement (IS). This document is revised from time to time as needed.

- [Complete ISPG package v4.2.0.0 \(zip\)](#)
- [Complete ISPG package v4.2.0.0 \(zip\) with tracked changes](#)

IS-IDEC Record Structure

- [Passenger Record Structure v4.2.0.0 \(zip\)](#)
- [Cargo Record Structure v4.2.0.0 \(zip\)](#)

IS-XML Record Structure

- [IS-XML Invoice Standard v4.2.0.0 \(zip\)](#)

Sample Files

- [Passenger \(zip\)](#)
- [Miscellaneous \(zip\)](#)
- [Cargo \(zip\)](#)
- [UATP \(zip\)](#)
- [Excel to IS-XML tool \(zip\)](#)

Supporting Attachments

- [Supporting Attachments \(zip\)](#)

ICH Reports

- [ICH Reports Changes Description \(pdf\)](#)
- [ICH Reports XSD package \(zip\)](#)
- [ICH Report Output File Naming \(xls\)](#)

Open Change Request

- [IATA SIS Open Change Requests](#)

Production System Release Notes

Need Help?
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IATA Financial Systems Certification
ISO 27000:2013 certified

Related Links
SIS is SOC2 Certified

[SIS Member List \(xls\)](#)
[SIS and the IATA Customer Portal \(pdf\)](#)
[Super-User Change Request Form \(pdf\)](#)
[Multi-Client Access request form \(pdf\)](#)
[Attachment A - Pricing Schedule](#)



Q&A

Ask audio question | Post in Chat or Q&A