



IATA SIS Production

Major Release 1.13 Communication

Simplified Invoicing and Settlement

August 2018

Version No: 1.0

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Major Release 1.13 Deployment Schedule

The deployment of Major Release 1.13 is planned to be executed before the start of the November P1 2018 clearance.

The deployment, including SIS Production downtime, is currently planned to occur after October P4 2018 period closure i.e. on November 7th, 2018 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 SIS Sandbox environment by early October and the date will be confirmed via a SIS bulletin. We recommend you to test your files through the Sandbox environment prior to the deployment of Release 1.13 in SIS Production in order to ensure a smooth transition to the new validations introduced via this release.

Note: Changes included in this document are only those associated with Release 1.13. All other corrections to the Record Structures or ISPG will be outlined in the ISPG Change Log and not in this document.

Scope of Major Release 1.13

CMPs selected by the SIS Steering Group

The list of CMP (Change Management Process) items covered in this Major Release are explained 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 detail for evaluating any possible impact (please refer to Applicability and Change sections within each CMP).

CMP #	Subject	Affected Billing Categories	Affects Record Structure?	Changes in Validation?
656	Dispute Management for MISC Invoices *	MISC	Yes	Yes
708	Default Location for MISC Payables Invoices	MISC	No	Yes
709	MISC Document Packages	MISC	No	Yes
723	SIS to Accept UTF-8 Characters	MISC	No	Yes
736	SIS Validation of Cargo Prime Billings	CGO	No	Yes
740	Changes to SIS User and Account Management	ALL	No	No
742	New General Terms Document to be included in OAR	ALL	No	No
743	Upload Multiple Input Files from Screen Upload File	ALL	No	Yes
745	Changes to Process of Updating Location	ALL	No	Yes

* CMP 656 will be deployed post SIS Rel. 1.13 timelines later this year via a Maintenance Release. Date to be announced via a SIS Bulletin.

<p>656</p>	<p>Dispute Management for MISC Invoices</p>	<p>Description:</p> <p>Currently if the billed member does not agree with an invoice they raise a rejection to the billing carrier. This works fine if it is a clearing house invoice. However, in the case of bilateral invoices, if the billed party does not agree to an invoice, rather than rejecting the invoice they start a discussion with the billing member and accordingly they then pay the invoice, or the billing party issues a credit note. These discussions are currently done outside SIS. A change was required to allow this dispute process to be done in SIS and keep a record of such discussions.</p> <p>This CMP provides an option to the members to raise a dispute for the Miscellaneous Bilateral* Original Invoices. Dispute may be raised by the Billing Member in case of incorrectly Billed Original Invoice or by Billed Member if they don't agree with the billed charges. The dispute may go on back and forth between members until an agreement is reached. Dispute will be closed automatically by the system if the Initiator or Non-Initiator of the dispute fails to respond within the Time Limit.</p> <p>If there is an agreement on the dispute, then the Original Invoice will be offset by the issuance of a Credit Note from the Billing Member of the Original Invoice.</p>
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<p>Dispute Management for MISC Invoices (cont'd)</p>	<p>Key points about a dispute are listed below:</p> <ol style="list-style-type: none">1) Disputes can be raised using IS-WEB or via a file2) A dispute can pertain to only one Invoice at a time and cannot include multiple Invoices.3) More than one dispute can be raised for the same Invoice.4) Invoice Header, Line Items or Line Item Details can be disputed.<ol style="list-style-type: none">a) At Invoice Level, Tax/VAT Amount or Add/Deduct Amount can be disputed.b) At Line Item and Line Item Detail Level, the financial data such as Unit Price, Quantity, Tax/VAT and Add/Deduct Amount or business data such as flight No., Flight date, etc. can be disputed.5) An element of a line item detail that is already disputed, cannot be disputed again. It is only possible to modify the existing dispute (provided it is not resolved) or dispute another element of the same line item detail.6) Member can wait for the first dispute to be resolved and raise a different reason code for the already disputed item.7) Once a dispute has been created and sent, new items cannot be added to the dispute. A new dispute should be created.8) Dispute can only be raised for a Miscellaneous Original Invoice that does not have a rejection Invoice raised against it.
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	<p>Dispute Management for MISC Invoices (cont'd)</p>	<p>9) In case of dispute the amount eligible for dispute is to the maximum of the item level value, if this invoice has only been subject to dispute only the remaining amount is eligible to dispute.</p> <p>10) 'Dispute Reference Number' is auto-generated by the system at the time of creation of a dispute and is unique reference across the SIS application.</p> <p>*Exception: For E&F both ICH and bilateral Miscellaneous Original Invoices can be disputed.</p> <p>Billing Categories:</p> <p>This CMP is applicable for Only Miscellaneous Billing Categories for Original Invoices and Not applicable for Rejection Invoices, Correspondence and Credit Notes.</p> <p>There is a provision in the CMP to facilitate the dispute of E&F invoices even if paid through BSP, ICH or E&F communication will come in due course to provide more guidance.</p>
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	<p>Dispute Management for MISC Invoices (cont'd)</p>	<p>Changes IS-WEB:</p> <ol style="list-style-type: none">1. A new button will be added on following screens to Initiate Dispute:<ol style="list-style-type: none">a) 'Miscellaneous' → 'Receivables' → 'Manage Invoice' screenb) 'Miscellaneous' → 'Billing History and Correspondence' screenc) 'Miscellaneous' → 'Payables' → 'View Daily Bilateral Invoices' screend) 'Miscellaneous' → 'Billing History and Correspondence' screen2. New IS-WEB screens<ol style="list-style-type: none">a) 'Miscellaneous' → 'Payables' → 'Invoice Search' screen (Refer Appendix A – Annexure 1)b) 'Create/Edit Dispute' Screen Accessed by Dispute Initiating Member (Refer Appendix A- Annexure 2 to 9)<ul style="list-style-type: none">• View Dispute Screen• Respond to Dispute Screen• Popup - Add Disputed Items• Popup - Edit Disputed Items• Popup-Invoice Header• Popup-Disputed Item Remarks• Popup-Internal/Review Comments
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	<p>Dispute Management for MISC Invoices (cont'd)</p>	<p>Changes - Input Files:</p> <p>1. Changes in IS-XML record structure:</p> <p>The following fields should be added under a new parent node 'DisputeDetails':</p> <ul style="list-style-type: none">a) 'DisputeRefNumber' (Input and Output field)b) 'OriginalInvNumber' (Output only field)c) 'OriginalInvBillingPeriod' (Output only field) <p>2. New Input CSV file:</p> <p>There will be a new input CSV file 'MISC Dispute Package' that is used to initiate stage 1 dispute. Both Billing/Billed Member can use the same file format to initiate a dispute. The subsequent stages of dispute can only be responded by IS-WEB. The member can upload new input dispute file using 'File Upload' screen or through iiNET. When the file is uploaded, system carries out validation checks such as file naming convention</p> <p>'MISC Dispute Package' is a zip file. Each package contains:</p> <ul style="list-style-type: none">✓ A CSV file that includes the details of contested items.✓ A 'SUPPDOCS' folder that contains any attachment for the dispute. (Refer Appendix A – Annexure 10, 11)
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**Dispute Management
for MISC Invoices
(cont'd)**

New Validation Rule on IS-XML files:

1. If 'DisputeRefNumber' field is provided for Original/Rejection/Correspondence Invoices submitted via IS-XML file, it will result to 'Error Non-Correctable' during the validation process, as this field is auto generated by SIS.
2. If 'DisputeRefNumber' field is provided for Credit Note submitted via IS-XML, and (a) the dispute number is valid in SIS, (b) the status of the dispute is 'Closed', (c) sub-status of the dispute is 'Pending for Credit Note', then the file will pass validation, otherwise it will fail with an 'Error Non-Correctable'.
3. if disputes exist against the Rejected Invoice the file will fail with an 'Error Non-Correctable' (i.e. system will not allow creating Rejection Invoice if dispute exist against the rejected Invoice)

Changes - Output Files:


A new 'Dispute Status Report' will be created to include all the disputes initiated/received by the Member.

(Refer [Appendix A – Annexure 12](#))

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<p>708</p>	<p>Default Location for MISC Payables Invoices</p>	<p>Description:</p> <p>Currently if the Location ID of the Billed Member is not provided by the Billing Member, it is defaulted to Location ID 'Main'.</p> <p>This CMP provides an option for Billed Members to receive such MISC invoices/Credit Notes (without a specified Location ID) to a specific default Location ID other than "Main" that is setup in the Member profile. For example an invoice is sent by LHR airport without providing location ID details (neither Main or any location ID number) and the Billed airline did set up UK default location ID e.g. 20, the invoice will be created using the define location ID from the Billed airline despite this was not provided by the partner. This aim at reducing the burden for supplier to maintain location IDs of airlines and facilitate their migration to SIS platform.</p> <p>Billing member will have to specify the Location ID 'Main' in the invoice if they require the invoice to be delivered to the Billed Member's 'Main' Location ID.</p> <p>Billing Categories:</p> <p>This CMP is applicable for Only Miscellaneous Billing Categories for Original Invoice/Credit Note and Not applicable for Rejection Invoice and Correspondence.</p>
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	<p>Default Location for MISC Payables Invoices (cont'd)</p>	<p>Changes IS-WEB:</p> <p>1) 'Member Profile' → 'Miscellaneous' tab → 'Default Location for MISC Payables Original Invoices and Credit Notes' section will display the default Location ID selected by the member in the format of 'Location Code – City Name – Country Code', for example 'Main-Brussels-BE'. (Refer Appendix B – Annexure 1).</p> <p>SIS defaults the value of this field to 'Main', but Member can click on 'Edit' button and select a new location ID from the popup screen. (Refer Appendix B – Annexure 2).</p> <p>1) Validation Rules: Any change in the value of 'Default Location for MISC Payables Original Invoices and Credit Notes' is considered as a 'Future Period' change by SIS.</p> <p>a) In case of Future Billing Period submissions, the Billed Member's Default Location ID is populated as per the current value of 'Default Location for MISC Payables Original Invoices and Credit Notes' (when Invoices/Credit Notes are submitted)</p> <p>b) In case of increment in the Billing Period, the Billed Member's Default Location ID is populated as per the current value of 'Default Location for MISC Payables Original Invoices and Credit Notes' (when Invoices/Credit Notes are submitted)</p> <p>c) In case of Late Submissions, the Billed Member's Default Location ID is populated as per the current value of 'Default Location for MISC Payables Original Invoices and Credit Notes' (when Invoices/Credit Notes are submitted)</p>
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	<p>Default Location for MISC Payables Invoices (cont'd)</p>	<p>New validation is also implemented upon deactivation of a location ID. The current default location and future value of this field is not allowed to be deactivated.</p> <p>When a billing member creates an Invoice/Credit Note through IS-WEB, system will automatically populate the Billed Member's Location ID as per the default value provided in the Billed entity's 'Member Profile'</p> <p>Changes - Input Files:</p> <p>There are changes to the validation rule. Refer Appendix B – Annexure 3 for the various scenarios and the system behaviour associated with them.</p> <p>Changes - Output Files:</p> <ol style="list-style-type: none">1) Member/Contact report2) Reference Data files and Report <p style="text-align: right;">Back to Top </p>
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<p><u>709</u></p>	<p>MISC Document Packages</p>	<p>Description:</p> <p>This CMP provides option for members to send Miscellaneous Document Packages to another SIS Member in near real time. This package can contain individual documents of different types (IATA Fuel invoice standard XML, IATA Fuel Transaction Standard, Purchase order, operational data (flight movement, Lessor consumption details, ...) or Statement of account, etc.) in different formats (file extensions). They are not legal Invoices but operational data supporting the lifecycle of the invoice at one point.</p> <p>Billing Categories:</p> <p>This CMP is applicable only for Miscellaneous Billing Category.</p> <p>Changes IS-WEB:</p> <p>New IS-WEB screens:</p> <ol style="list-style-type: none"> 1) 'Member Profile' → 'MISC Document Packages' screen: Member can select between 'Yes' and 'No' depending on if they require a downloadable file from the system. 2) 'Miscellaneous' → 'Receivable' → 'Create Document Package' → 'header capture' screen. Member can add or remove a package from this screen. 3) 'Miscellaneous' → 'Receivable' → 'Manage Invoice' screen → 'Document Packages' tab.
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	<p>MISC Document Packages (cont'd)</p>	<p>4) 'Miscellaneous' → 'Payable' → 'Manage Invoice' screen → 'Document Packages' tab.</p> <p>5) 'Member Profile' → 'Contacts' → A new contact type 'MISC-MDP Delivery Contact' is added. This contact will be notified once the MISC Document Package has been sent to them.</p> <p>(Refer Appendix C – Annexure 1 to 5)</p> <p>Changes - Input Files:</p> <p>1) New input file 'MISC Document Package':</p> <ol style="list-style-type: none"> This is a compressed file having a main folder inside it. The main folder should carry the same name as the compressed file without the extension. All the documents within the package should be contained in this folder. Length of filename of the documents should not exceed 65 characters including the extensions. When the file is uploaded, system carries out basic validations such as file naming convention check (Refer Appendix C – Annexure 6). Sending member must ensure that this is strictly followed or the system will reject the file. It is also important to ensure that there are no duplicate files within the main folder, else the file will during the sanity check. Other reasons such as bad decompression of the file and invalid Sender/Receiving Member information can also cause errors during sanity check.
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	MISC Document Packages (cont'd)	<p>e) Upon receipt of an Input MISC Document Package, an acknowledgement email alert is 'MISC-File Receipt Contact' of the Sending Member.</p> <p>If the file passes all validations without any errors, it will be passed on to the Receiving Member. Else an email alert is sent to 'MISC-Validation Error Contact'.</p> <p>Changes - Output Files:</p> <ol style="list-style-type: none">1) New Validation Report is sent from SIS to Sending member (only R1 file if the file successfully passed. Both R1 and R2 if the file fails the check).2) Output MISC Document Package which is sent to Receiving Members and can be downloaded via iiNET or using IS-WEB. <p style="text-align: right;">Back to Top </p>
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<p><u>723</u></p>	<p>SIS to Accept UTF-8 Characters</p>	<p>Description:</p> <p>This CMP enhances the system to allow submission of Miscellaneous Invoices/Credit Notes having UTF-8 characters.</p> <p>This will allow invoice to contain different language set and match domestic requirement, it extends the SIS language possibility to UTF8 globally, language rollout will happen over time depending on SIS member/community needs.</p> <p>Billing Categories:</p> <p>This CMP is applicable Only for Miscellaneous Billing Category.</p> <p>Changes IS-WEB:</p> <p>Currently the system verifies all the characters belong to ASCII range 32 to 126. From this release the system will also accept UTF-8 characters for specific fields (Refer Appendix D).</p> <p>Important: Field 'Default Invoice Footer Text' of Member Profile Tab 'e-Billing' will not support UTF-8 as this is a common field for all Billing Categories.</p>
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	SIS to Accept UTF-8 Characters (cont'd)	<p>Changes - Input Files:</p> <p>Invoices will no longer fail in Sanity Check if they contain UTF-8 characters for identified fields.</p> <p>This is applicable for:</p> <ul style="list-style-type: none">○ MISC Invoices/Credit Notes XML file○ MISC Receivables Payment Status Updates Input file○ MISC Payables Payment Status Updates Input file <p>Changes - Output Files:</p> <p>The following output files will now support UTF-8 characters:</p> <p>1) Weekly and Daily Output files:</p> <ul style="list-style-type: none">▪ Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific)▪ Weekly Payables files to Billed Members (Location/Non-Location Specific)▪ Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific)▪ Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
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	SIS to Accept UTF-8 Characters (cont'd)	<ul style="list-style-type: none">▪ Payment Status Output Files▪ Processed Invoice CSV <p>2) Validation Reports:</p> <ul style="list-style-type: none">▪ Sanity check/Validation reports generated for input IS-XML▪ Sanity check/Validation report for supporting document files▪ Sanity check/Validation report for Payment Status Updates Input Files <p style="text-align: right;">Back to Top </p>
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<p><u>736</u></p>	<p>SIS Validation of Cargo Prime Billings</p>	<p>Description:</p> <p>Currently SIS allows the member to either not provide a Billed Weight or provide it as zero when Weight Charges field is used in a Cargo Prime Billing transaction. This creates issue for any audit need for the members as Billed Weight is one of the factors to calculate the amount of an AWB.</p> <p>This CMP ensures if non-zero value is provided in Weight Charges field, Billing Weight field is not left blank and is greater than Zero.</p> <p>Billing Categories:</p> <p>This CMP is applicable Only to Cargo Billing Category for Original 'Prepaid AWB' and 'Charge Collect AWB' transaction types and it is Not applicable AWB breakdown of CGO Rejection Memo, Billing Memo, and Credit Note.</p> <p>Changes IS-WEB:</p> <p>Validation Rules: There are new validations in the field of Billed Weight and KG/LB Indicator to ensure that Billed weight is provided as non-zero when Weight Charge is declared. Refer Appendix E for the new validation rules.</p> <ul style="list-style-type: none"> ✓ In the Cargo AWB and Cargo validation error correction screens, the system will display an error message if the new validation rules are not followed.
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	SIS Validation of Cargo Prime Billings (cont'd)	<p>Changes - Input Files:</p> <p>As mentioned above the input files should meet the new validation requirement or the files will fail with 'Error Correctable' status during validation.</p> <p>Changes - Output Files: N/A</p> <p style="text-align: right;">Back to Top </p>
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<p><u>740</u></p>	<p>Changes to SIS User and Account Management</p>	<p>Description:</p> <p>This CMP has been raised by the SIS Operations team in order to automate and streamline several key system processes mainly on the user management area.</p> <p>Billing Categories:</p> <p>This CMP is applicable for All Billing Categories.</p> <p>Changes IS-WEB:</p> <ol style="list-style-type: none">1) With this CMP, the existing 'User Permission Report' is renamed to 'SIS Users Report'. This report is also now available to download in CSV format for the user who is generating this report. New fields are added to this report such as the 'User Account Status', 'Last log in Date', 'Secondary Accounts' etc. (Refer Appendix F).2) Currently, if the user account is inactive in SIS, they are not allowed to log in to SIS using SSO. With this CMP, the system will allow the SSO login only on the condition that the account is temporarily inactive due to password expiry.
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	<p>Changes to SIS User and Account Management (cont'd)</p>	<p>3) User accounts will be temporary deactivated if there is no activity for 90 consecutive days (In order to reactivate the account, user will have to reset the password).</p> <p>4) User accounts will be permanently deactivated if there is no activity for 18 months (reactivation of such account can only be done by the super users).</p> <p>Changes - Input Files: N/A</p> <p>Changes - Output Files: N/A</p> <p style="text-align: right;">Back to Top </p>
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<p>742</p>	<p>New General Terms Document to be included in OAR</p>	<p>Description:</p> <p>Depending on general legislation or business requirement, there is a need for an entity to declare the general terms and conditions with the Invoice. This CMP enables the members to send a 'General Terms Document' along with their invoice to the Billed member.</p> <p>'General Terms Documents' should be in PDF format and length of the file name (including the extension) should not exceed 50 characters. To use this feature, member will have to upload and assign this PDF to one of their Location ID's.</p> <p>When an invoice is submitted, system will check if a 'General Terms Documents' exists for that Billing member's Location ID that is specified in the invoice. If this document exists, it will be included alongside the PDF invoice in the 'E-Invoicing' folder of the offline archive (OAR). If the system does not find this document, system will continue the offline archive process. This document can also be downloaded alongside the invoice directly from IS-WEB.</p> <p>Billing Categories:</p> <p>This CMP is applicable for All Billing Categories.</p>
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	<p>New General Terms Document to be included in OAR (cont'd)</p>	<p>Changes IS-WEB:</p> <ol style="list-style-type: none"> 1) In the 'Member Profile' → 'E-billing' tab → new section called 'Manage General Terms Documents' is added. This section contains a hyperlink to open a popup window where the member can upload a PDF document per Location ID (Refer Appendix G – Annexure 1 and Appendix G – Annexure 2). The result grid which is located at bottom of the popup window will keep track of all PDFs, time of upload and the location IDs associated with it. 2) By clicking on the PDF icon in the "Actions" column under 'Receivables Manage Invoice', 'Payable Invoice Search' and 'Payables View Daily Bilateral' screen, user will also be able to download the 'General Terms Document' alongside the invoice (if it is available for the Billing Member's location of the Invoice/Credit Note). The same will be included in the individual invoice package downloaded by clicking on the ZIP icon. <p>Changes - Input Files: N/A</p> <p>Changes - Output Files:</p> <p>This CMP enforces the "General Terms Document" check for scheduled as well as the regenerated Offline Archive files.</p> <p>FORM C OAR is exempt from this CMP.</p> <p style="text-align: right;">Back to Top </p>
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<p>743</p>	<p>Upload Multiple Input Files from Screen Upload File</p>	<p>Description:</p> <p>Currently a member can upload only one file at a time via IS-WEB. This CMP will remove this restriction and will enable the members to select and upload multiple files at a time via the “Upload File” screen in IS-WEB.</p> <p>Billing Categories:</p> <p>This CMP is applicable to All Billing Categories.</p> <p>Changes IS-WEB:</p> <p>Changes in ‘General’ menu → ‘File Management’ menu → ‘Upload File’ screen are as following:</p> <ul style="list-style-type: none"> • Number of files: Total number of all files selected to be uploaded should not be more than 50 files. • File size: Total size of files that are selected to be uploaded should not be greater than 25 MB (cumulative value) • Even if a single file fails during the validation check (during the upload process), system displays the errors encountered along with the file names and will abort the entire uploading process. If all the checks have passed, the system will display the following message: ‘File(s) uploaded successfully and is being processed.’ • There will be no change in the Email notification that is send to contact about the receipt of the file.
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	<p>Upload Multiple Input Files from Screen Upload File</p>	<p>Note on Browser Limitation: This new feature is only supported by the latest browser versions. Users must ensure they have the latest version installed to avoid any issues during the multiple selection and upload process.</p> <p>Changes - Input Files: N/A</p> <p>Changes - Output Files: N/A</p> <p>Back to Top </p>
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<p><u>745</u></p>	<p>Changes to Process of Updating Location</p>	<p>Description:</p> <p>Currently when the input file is submitted without providing Location ID's or reference data for the Billing Member and/or Billed Member, the system populates the details of the 'Main' Location ID (or 'UATP' for UATP category). But the Location ID node is not populated in the Output files. Similarly, if Location ID's are not provided but Reference Data is, the system validates Billed Member's reference data with location 'Main' but no update is performed on the field Location ID in the output files.</p> <p>This CMP ensures that 'Billing Member Location ID' and 'Billed Member Location ID' fields are updated and thus printed accurately in Legal XML, Invoice PDF and other Output files.</p> <p>Meaning that in case of blank location ID provided by the billing member the output file will mention location ID Main instead of blank in the past.</p> <p>Billing Categories:</p> <p>This CMP is applicable to all Billing Categories.</p> <p>Changes IS-WEB: N/A</p>
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	<p>Changes to Process of Updating Location (cont'd)</p>	<p>Changes - Input Files:</p> <p>This CMP is applicable to all the IS-IDEC and IS-XML files. It will also impact the validation rules. (Refer Appendix H).</p> <p>Changes - Output Files:</p> <ol style="list-style-type: none">1) Legal XML2) Invoice PDF3) Preview Invoice PDF4) Output IS-IDEC applicable for both PAX and CGO5) Output IS-XML applicable to all Billing Categories <p style="text-align: right;">Back to Top </p>
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Appendix A – CMP 656

Annexure 1

MISC-Payables Screen

Miscellaneous >> Payables >> Invoice Search

Invoice Search





















Search Criteria

* Billing Year/Month: 2019-Feb	* Billing Period: All	Transaction Type : All	Billing Member: 	* Billed to Location ID: Main
Invoice/Credit Note Number: 	SMI: All	Charge Category: All	Location: 	
Payment Status as per Billing Member: All	Payment Status as per Billed Member: All			

Search

Clear

Search Results

Actions	Billing Period	Billing Member	Billed Member's Location ID	Transaction Type	Invoice/Credit Note Number	Charge Category	SMI	Billing Currency	Billing Amount	Exchange Rate	Clearance Currency	Clearance Amount	Payment Status as per Billing Member	Payment Status as per Billed Member
   	Feb 2019 P2	XB-E27-Airports Authority of India	1	Rejection Invoice	VD18010225	ATC	B	USD	6,280.219	1.00000	USD	6,280.219	Delivered	Received
   	Feb 2019 P4	XB-E16-Federal Airports Authority of Nigeria	2	Original Invoice	K850227393	Airport	B	USD	3,491.330	1.00000	USD	3,491.330	Delivered	Under Review
   	Feb 2019 P4	XB-E16-Federal Airports Authority of Nigeria	2	Original Invoice	A520227393	Finance	B	USD	2,890.430	1.00000	USD	2,890.430	Delivered	Approved
   	Feb 2019 P4	XB-E16-Federal Airports Authority of Nigeria	3	Original Invoice	B200227393	ATC	B	USD	5,797.278	1.00000	USD	5,797.278	Delivered	Disputed
   	Feb 2019 P4	XB-E16-Federal Airports Authority of Nigeria	4	Original Invoice	C260227393	ATC	I	USD	2,251.112	1.00000	USD	2,251.112	Delivered	Processed via CH

Pagination controls

Download

New button /action icon (image used is for illustration purpose only) to initiate a dispute. The similar button will also be available on View Daily Bilateral Screen (click to open)



Appendix A – CMP 656

Annexure 2

Create/Edit Dispute Screen Accessed by Dispute Initiating Member

Create Dispute

Dispute Header

From Membe: BA-125	To Membe: XB-E16	Dispute Date: 15-Feb-19	Dispute Reference Number: 4564	Dispute Stage: 1	Total Amount of Original Invoice: 280,000
Original Invoice Number: B200227393	Original Invoice Charge Category: ATC	Original Invoice Date: 02-Feb-2019	Currency of Original Invoice: USD		
Dispute Owner Oliver	To Email ID: abc@ef16.com, xyz@ef16.com	Additional Email ID(s) pertaining to Non-Initiator:	Currency of Dispute: USD	Total Disputed Amount: 691,910	
Additional Email IDs pertaining to Initiator:	fg@mns.com, ty@hotmail.com				

Line Item/Line Item Detail Search Criteria

Dynamic fields (list to be shared by IATA) can be selected from the dropdown and the value to be entered in the textbox. For example, flight number can be selected in the dropdown and the value to be searched in the text box.

This will Open a Popup to display Header information of Original Invoice (click to open)

If search is performed for Line Item, this section will show Line Items. If search is performed for Line Item Detail, this section will show Line Item Detail.

This icon will open W/LID in popup. This icon will open popup Add.

This section will show all the items which are contested in the dispute. This icon will open edit contested item popup (click to open). This icon will delete contested item (possible only for first stage of dispute).

Line Item/Line Item Detail Search Criteria

Dynamic Field: Please Select

Dynamic Field Value:

W/LID Number:

Charge Code: Please Select

UOM Code: Please Select

Service Start Date: DD-MM-YY

Service End Date: DD-MM-YY

This will open a popup to add invoice level contested items (click to open)

Search Results

Actions	Line Item #	Charge Code	Service Start Date	Service End Date	Description	Quantity	UOM Code	Unit Price	Scaling Factor	Line Total	Tax	VAT	Add/Deduct Charge	Line Net Total
<input type="checkbox"/>	1	Over-Flight	1-Nov-18	30-Nov-18	Over-Flight Charges	10	EA	566.612	1	5665.612	0	0	0	5665.612
<input type="checkbox"/>	2	Approach	1-Nov-18	30-Nov-18	Navigation Service Charges	23	EA	145.659	1	3350.145	0	0	0	3350.145
<input type="checkbox"/>	3	Approach	1-Nov-18	30-Nov-18	Navigation Service Charges	34	EA	123.456	1	4197.524	0	0	0	4197.524
<input type="checkbox"/>	4	En-Route	1-Nov-18	30-Nov-18	En-route Arrival Charges	42	EA	176.955	1	7516.131	0	0	0	7516.131
<input type="checkbox"/>	5	En-Route	1-Nov-18	30-Nov-18	En-route Departure Charges	15	EA	150.564	1	2258.496	0	0	0	2258.496

It should open an Add Contested Item Popup. When multiple items (line items/line item details) are selected and this button is clicked all the selected items should be added as contested items. The reason code, the disputed amount, disputed field, disputed field original value, disputed field corrected value, internal comments will be same for all the selected items.

Disputed Items

Actions	Disputed Item	Line Item #	Line Item Detail #	Disputed Amount	Reason Code Description	Disputed Field	Disputed Field Original	Disputed Field Corrected Value	Remarks	Status	Internal/Review Comments
<input type="checkbox"/>	Invoice				Incorrect MTOV				View Disputed Item Remarks	Disputed	View Internal/Review Comments
<input type="checkbox"/>	Line Item / Approach	3			Incorrect MTOV				View Disputed Item Remarks	Disputed	View Internal/Review Comments
<input type="checkbox"/>	Line Item Detail	3	1		Incorrect MTOV				View Disputed Item Remarks	Disputed	View Internal/Review Comments
<input type="checkbox"/>	Line Item Detail	5	3	566.535	Incorrect MTOV				View Disputed Item Remarks	Disputed	View Internal/Review Comments
<input type="checkbox"/>	Line Item Detail	7	10	125.375	Incorrect MTOV				View Disputed Item Remarks	Disputed	View Internal/Review Comments

This should open a popup to view remarks added for

Disputed Items Summary

Currency of Disput: USD Total Disputed Amount: 691,910

Actions:

- Add Attachments:** Attachments - This will open a popup to add attachments
- Mark for Review:** Mark Dispute for Review - Scheduled process will send this dispute to Reviewer
- Send for Review:** Send for Review - Dispute will be sent immediately to the reviewer
- Send:** Send - Dispute will be sent to the other Member
- Save:** Save

This should open a popup to view review comments added by the Reviewer or internal comments added by first level user (click to open). The link should be displayed only when comments are added



Appendix A – CMP 656

Annexure 3

View Dispute Screen

View Dispute

Dispute Header

From Member: BA-125	To Member: XB-E16	Dispute Date: 15-Feb-19	Dispute Reference Number: 4564	Dispute Stage: 1	Total Amount of Original Invoice: 280,000
Original Invoice Number: B2802273		Original Invoice Charge Category: ATC	Original Invoice Date: 02-Feb-2019	Currency of Original Invoice: USD	
Dispute Owner: Oliver	To Email ID(s): abc@e16.com, xyz@e16.com		Additional Email ID(s) pertaining to Non-Initiator:		
Additional Email IDs pertaining to Initiator: fg@mns.com, ty@hotmail.com		Currency of Dispute: USD	Total Disputed Amount: 691,910		

This should open a popup to view remarks added for contested item

This should open a popup to view review comments added by the Reviewer or internal comments added by first level user (click to open). The link should be displayed only when comments are added

Disputed Items

This section will show all the items which are contested in the dispute.
This icon will open View contested item popup

Actions	Contested Item	Line Item #	Line Item Detail	Disputed Amount	Reason Code Description	Disputed Field	Disputed Field Original Value	Disputed Field Corrected Value	Remarks	Status	Internal/Review Comments
	Invoice				Incorrect MTO/W				View Disputed Item Remarks	Disputed	View Internal/Review Comments
	Line Item / Approach	3			Incorrect MTO/W				View Disputed Item Remarks	Disputed	View Internal/Review Comments
	Line Item Detail	3	1		Incorrect MTO/W				View Disputed Item Remarks	Disputed	View Internal/Review Comments
	Line Item Detail	5	3	566,835	Incorrect MTO/W				View Disputed Item Remarks	Disputed	View Internal/Review Comments
	Line Item Detail	7	10	125,375	Incorrect MTO/W				View Disputed Item Remarks	Disputed	View Internal/Review Comments

Pagination Control

Attachments **Back**

This should open a popup to view attachments added. New attachments cannot be added

Appendix A – CMP 656

Annexure 4





















MISC-Reply to Dispute Screen

Reply Dispute

Dispute Header

From Membe BA-125	To Membe XB-E16	Dispute Date: #####	Dispute Reference Number: 4564	Dispute Stage: 1	Total Amount of Original Invoice: 280.000
Original Invoice Number: B200227393	Original Invoice Charge Category: ATC	Original Invoice Date: 02-Feb-2019	Currency of Original Invoice: USD		
Dispute Ownr Oliver	To Email If abc@e16.com, sz@e16.com	Additional Email ID(s) pertaining to Non-Initiator:	Currency of Disput	Total Disputed A	691.910
Additional Email IDs pertaining to Initiator: fg@mns.com, tg@hotmail.com			USD		

Disputed Items

<input type="checkbox"/>	Actions	Disputed Item	Line Item #	Line Item Detail	Disputed Amount	Accepted Amount	Remaining Disputed Amount	Reason Code Description	Disputed Field	Disputed Field Original Value	Disputed Field Corrected Value	Received Remarks	Remarks	Status	Internal Review Comments
<input type="checkbox"/>	   	Invoice						Incorrect MTOW				View Disputed Item Remarks	View Disputed Item Remarks	Disputed	View Internal/Review Comments
<input type="checkbox"/>	   	Line Item / Approach	3					Incorrect MTOW				View Disputed Item Remarks	View Disputed Item Remarks	Disputed	View Internal/Review Comments
<input type="checkbox"/>	   	Line Item Detail	3	1				Incorrect MTOW				View Disputed Item Remarks	View Disputed Item Remarks	Accepted	View Internal/Review Comments
<input type="checkbox"/>	   	Line Item Detail	6	3	566.535			Incorrect MTOW				View Disputed Item Remarks	View Disputed Item Remarks	Disputed	View Internal/Review Comments
<input type="checkbox"/>	   	Line Item Detail	7	10	125.375			Incorrect MTOW				View Disputed Item Remarks	View Disputed Item Remarks	Disputed	View Internal/Review Comments

Pagination Control

Accept Selected

Add Attachments


Mark for Review


Send for Review


Send

Save

This section will show all the items which are contested in the dispute.

 This icon will open a popup 'Accept Contested Item'. The only editable field will be 'Internal Comments'. Upon accepting contested item the status of contested item will be updated to 'Accepted'. This will fully accept contested item.

 This popup will open Partially Accept contested item. The only editable fields should be disputed amount, remarks and internal comments. Upon partially accepting the amount, the status of contested item should be updated to 'Partially Accepted'.

 Upon click of this button, the system will open Reject contested item popup. The only editable fields will be Remarks and internal comments. Upon rejecting the status of contested item should be updated to 'Rejected' (for other member, the status should be displayed as 'Disputed').

This button should open 'Accept Disputed Items' popup. Only editable field in this popup will be 'Internal Comments'. All the selected items in grid will be Accepted.

This should open a popup to view internal comments added by the Reviewer or first level user of member who is replying to the dispute

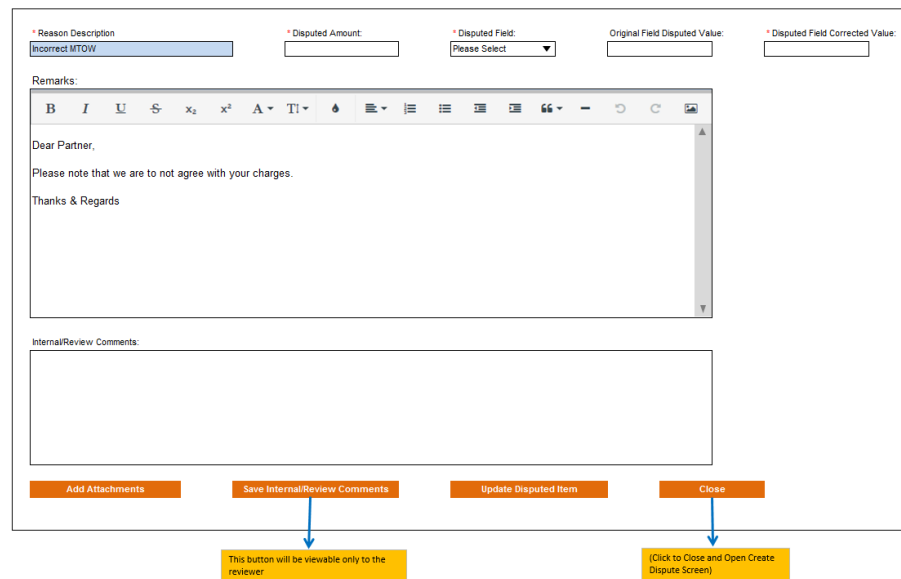
This should open a popup to view remarks

This should open a popup to view remarks added for the contested item of current stage

Appendix A – CMP 656

Annexure 6

Popup Screen – Edit Disputed Items



* Reason Description: Incorrect MTOW

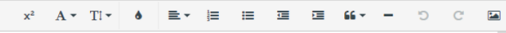
* Disputed Amount:

* Disputed Field: Please Select

Original Field Disputed Value:

* Disputed Field Corrected Value:

Remarks:

B I U  Dear Partner,
Please note that we are not agree with your charges.
Thanks & Regards

Internal Review Comments:

Add Attachments Save Internal Review Comments Update Disputed Item Close

This button will be viewable only to the reviewer

(Click to Close and Open Create Dispute Screen)



Appendix A – CMP 656

Annexure 7

Popup Screen – Invoice Header

Close → (Click to Close and Open Create Dispute Screen)

Invoice Header

Billing Member: XB-E16-Federal	* Invoice Number: B200227393	* Invoice Date: 02-Feb-19	* Charge Category:	Location (Airport/City Code): LHR
P. O. Number:	Billing Member's Location ID: Main-London-GB-U	Billed Member's Location ID: 2-Patsley-GB	Contact of Billing Member:	Contact of Billed Member:
* Settlement Method: BILATERAL	* Billing Year/Month/Period: 2019-Feb-3	* Currency of Billing: USD	Tax Amount: 154.25	VAT Amount: 125.75
Add/Deduct Charge:	Total Amount in Billing Currency: 280.000	Currency of Clearance:	Exchange Rate:	Total Amount in Clearance Currency:
Digital Signature: N.No.	CH Agreement Indicator:	CH Due Date: DD-MM-YY	Invoice Owner: SYSTEM USER	Invoice Template Language:

Payment Details

Payment Terms Code: Payment due by: DD-MM-YY Get Discount of 0.00 % in case payment made by DD-MM-YY
within _____ days _____ days

Remarks:

Bank Name: IBAN: SWIFT: Bank Code: Branch Code:

Bank Account Number: Bank Account Name: Currency:

Original Invoice: Rejection Invoice: Correspondence Invoice:

Notes

Note: Note Description:

Additional Details: Additional Details Description:

Attachment Indicator - Original: Attachment Indicator - Validated: Number of Attachments: IS Validation: Suspended Flag:
No No 0 _____ _____

Close

Appendix A – CMP 656

Annexure 8

Popup Screen – Dispute Item Remarks

Disputed Item Remarks

We do not except the charges.

Close

Appendix A – CMP 656

Annexure 9

Popup Screen – Internal/Review Comments

Internal/Review Comments

Please correct Reason Code. Reason Code should be 1U and not 1Q.

Close

Appendix A – CMP 656

Annexure 10

File naming convention: MISC Dispute Package Input file

FILE TYPE	NAMING CONVENTION
MISC Dispute Package - compressed and uncompressed	<p>MISC dispute package will be received by IS in a compressed archive. The archive should contain:</p> <ul style="list-style-type: none"> • A CSV file • A folder “SUPPDOCS” <p>Compressed (25-34 characters): MDPF-BBBBBBBBBBBBDDDDDDDDSSSS.ZIP</p> <p>Uncompressed (25-34 characters): MDPF-BBBBBBBBBBBBDDDDDDDDSSSS.CSV A Folder “SUPPDOCS”</p> <p>BBBBBBBBBBBB: Transmitter’s/Sender’s accounting code, e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). This has a variable length ranging from 3 to 12.</p> <p>DDDDDDDD: Should be a valid date in format YYYYMMDD. E.g. 20160715. This has a fixed length of 8.</p> <p>SSSS: Sequence of creation of archive within the date. If 25 archives are created by the airline, then the first file will have SSSS = 00001, the next file will have 00002 and so on till 00025. Will reset to 00001 for every new day. This has a fixed length of 5.</p>



Appendix A – CMP 656

Annexure 11

File naming convention: New output file to Billing Member of Original Invoice

FILE TYPE	NAMING CONVENTION
MISC Dispute file sent to Billing Member of Original Invoice - compressed and uncompressed	<p>Compressed (20-29 characters): MDCT-BBBBBBBBBBBDDDDDDDD.ZIP</p> <p>Uncompressed (20-29 characters): MDCT-BBBBBBBBBBBDDDDDDDD.xlsx</p> <p>BBBBBBBBBBB: Accounting code of Billing Member of Original Invoice, e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). This has a variable length ranging from 3 to 12.</p> <p>DDDDDDDD: Should be a valid date in format YYYYMMDD. E.g. 20190715. This has a fixed length of 8.</p>



Appendix A – CMP 656

Annexure 12

Dispute Status Report

	A	B	C	D	E	F	G	H	I	J	K
1	Dispute Reference Number	Disputed Invoice Number	Dispute From Member	Dispute To Member	Dispute Stage	Dispute Status	Dispute Sub Status	Open Contested Items	Currency	Total Dispute Amount	Time Limit to Respond
2	1	DIS0000001	XB-E23	BA-125	2	Open	Received		5 EUR	865.65	30-Jul-18
3	5	DYI0000002	XB-E23	AI-098	1	Open	Saved		8 EUR	856.35	7-Aug-18
4											

Appendix B – CMP 708

Annexure 1

Modified 'Miscellaneous' tab in the Member Profile

New Section added in this CMP

Validation on Acceptable Delay for Payables Bilateral Invoices:
Enable: [Manage Acceptable Delays](#)

Location Specific Output Files
Receive Copy of Location Specific Files at Location Main:

Default Location for MISC Payables Original Invoices and Credit Notes
Default Location for MISC Payables Original Invoices and Credit Notes:
Main-Brussels-BE

Certification and Migration Details

	Certification Status	Certified On	Migration Period
IS-XML	<input type="text" value="Certified"/>	<input type="text" value="01-Oct-11"/>	<input type="text" value="1900-Jan-01"/>
IS-WEB			<input type="text" value="1900-Jan-01"/>

IS Contacts
[View/Edit](#)

Appendix B – CMP 708

Annexure 2

New Popup window is shown when 'Edit' button is clicked under the section 'Default Location for MISC Payables Original Invoices and Credit Notes'

Please Specify Effective Date OR Period

Current Value:
Main-Brussels-BE ▼

New Value:
3-Milan-IT ▼

Future Period:
2017-Mar-01

Save **Cancel**

Appendix B – CMP 708

Annexure 3

Validation rules for CMP 708:

Reference Data of Billing and Billed Entity in IS-Format Billing Data (Input data provided by Billing Entity)	Location ID of Billing and Billed Entity in IS-Format Billing Data (Input data provided by Billing Entity)	Processing done by SIS
Blank	Blank	1) SIS will pick up the Reference Data of “Main” Location ID for the Billing Category in the E-Invoicing tab of the Member Profile of both Billing and Billed Entity. 2) Billed Entity who would like to have a default Location ID other than “Main” to receive Only Miscellaneous ‘Original Invoices’ and ‘Credit Notes’, can select any other defined Location IDs from the member Profile as ‘Default Location for MISC Payables Original Invoices and Credit Notes’ in Member Profile.
Populated	Blank	SIS will use the Reference Data provided by the Billing Entity.
Blank	Populated	SIS will pick up the Reference Data related to the Location ID populated for both Billing and Billed Entity from the Member Profile.
Populated	Populated	This will result in a validation error as both cannot be provided at the same time.



Appendix C – CMP 709

Annexure 1

'Create Document Package' screen

Home >> Miscellaneous >> Receivables >> Create Document Package

Create Miscellaneous Document Package

Package Header

* Package Type: Please Select ▼	* Receiving Member: AZ-055-ALITALIA	* Package Number: 1234	* Sending Member's Location ID: 1-Tulsa-US ▼	* Receiving Member's Location ID: Main-LONDON-GB ▼	Package Date: 10-Nov-2017 ⓘ
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Save Package Header

Appendix C – CMP 709

Annexure 2

Screen to add or remove documents from the package. This screen appears after the member clicks on 'Save Package Header'.



Add/Remove Documents/Attachments

Select a File to Upload

Choose File | No file chosen

Add Attachments

Attached Files List

Action	Sr. No.	File Name	File Size (KB)	Upload/Link Timestamp (UTC)	Uploaded By
	1	Statement_Oct_2017 - Part_1.pdf	88.97	10-Nov-17 12:06:50 PM	John Smith
	2	Statement_Oct_2017 - Part_2.pdf	92.65	10-Nov-17 12:07:03 PM	John Smith

Scroll bar to be displayed if list of attached documents

Validate Package

Submit Package

Back to Manage Invoice / Document Package

One of these buttons should be shown depending on the status of the package.
If status = "Open" or "Validation Error - Web Invoice", then "Validate Package" should be shown



Appendix C – CMP 709

Annexure 3

New tab under Miscellaneous>>Payables screen

Invoices/Credit Notes

Document Packages

Search Criteria

* From Package Date:	* To Package Date:	Receiving Member:	Package Type:	Package Status:	* Sent from Location ID:
<input type="text" value="15-Apr-17"/>	<input type="text" value="06-May-17"/>	<input type="text"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="Main"/>
Package Number:	Package Owner:	Submission Method:	File Name:		
<input type="text"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text"/>		

Search Results

	Actions	Package Date	Receiving Member	Sending Member's Location ID	Receiving Member's Location ID	Package Owner	Package Type	Package Number	Package Status	Submission Method	File Name
<input type="checkbox"/>		15-Apr-17	BA-125-British Airways	Main	Main	John Lewis	SOA - Statement of Account	4456235631	Presented	IS-WEB	
<input type="checkbox"/>		15-Apr-17	BA-125-British Airways	1	1	John Lewis	SOA - Statement of Account	5556235686	Presented	IS-WEB	
<input type="checkbox"/>		15-Apr-17	BA-125-British Airways	2	2	John Lewis	SOA - Statement of Account	6656235759	Presented	Input File	MDPF-SOA-2017-001-125-6656235759.zip
<input type="checkbox"/>		21-Apr-17	BA-125-British Airways	3	2	John Lewis	SOA - Statement of Account	7756235444	Presented	Input File	MDPF-SOA-2017-001-125-7756235444.zip
<input type="checkbox"/>		06-May-17	BA-125-British Airways	4	2	John Lewis	SOA - Statement of Account	8856235555	Open	IS-WEB	

Pagination controls



Appendix C – CMP 709

Annexure 4

New tab under Miscellaneous>>Receivables screen

Invoices/Credit Notes | **Document Packages**

Search Criteria

* From Package Date: * To Package Date: Sending Member: * Sent to Location ID:

Package Type: Package Number:

Search Results

Actions	Package Date	Sending Member	Sending Member's Location ID	Receiving Member's Location ID	Package Number	Package Type
	15-Apr-17	BA-125-British Airways	Main	2	4456235691	SQA - Statement of Account
	15-Apr-17	BA-125-British Airways	1	3	5556235686	SQA - Statement of Account
	15-Apr-17	BA-125-British Airways	2	4	6656235759	SQA - Statement of Account
	21-Apr-17	BA-125-British Airways	3	4	7756235444	SQA - Statement of Account
	06-May-17	BA-125-British Airways	4	4	8856235555	SQA - Statement of Account

Pagination controls

Appendix C – CMP 709

Annexure 5

View Attachment Popup

Attached Files List

Sr. No.	File Name	File Size (KB)	Upload/Link Timestamp (UTC)	Uploaded By
1	Statement_Oct 2017 - Part 1.pdf	88.97	10-Nov-17 12:06:50 PM	John Smith
2	Statement_Oct 2017 - Part 2.pdf	92.65	10-Nov-17 12:07:03 PM	John Smith

Scroll bar to be displayed if list of attached documents exceeds frame height

Close

Appendix C – CMP 709

Annexure 6

File naming convention - MISC Document Package file

FILE TYPE	SOURCE	DEST.	NAMING CONVENTION
Input MISC Document Package Files from Sending Members to SIS	Transmitter/ Sender	IS	<p>Compressed (31-70 characters): MDPF-<i>TTT</i>-<i>YYYY</i>-<i>SSSSSSSSSS</i>-<i>SLLLLL</i>-<i>RRRRRRRRRR</i>-<i>RLLLLL</i>-<i>NNNNNNNNNN</i>.zip</p> <p>Uncompressed File should contain folder. The naming convention of this folder should be as defined below (27-66 characters): MDPF-<i>TTT</i>-<i>YYYY</i>-<i>SSSSSSSSSS</i>-<i>SLLLLL</i>-<i>RRRRRRRRRR</i>-<i>RLLLLL</i>-<i>NNNNNNNNNN</i></p> <p>Where,</p> <p>MDPF →</p> <ul style="list-style-type: none"> a. Will be a static/fixed value which will indicate to the system that the received file is a Input MISC Document Package to SIS b. Length and data type → 4 AN (fixed length of 4) <i>TTT</i> → c. Will indicate the 'Package Type'

FILE TYPE	SOURCE	DEST.	NAMING CONVENTION
			<p>d. Length and data type → 3 AN (fixed length of 3)</p> <ul style="list-style-type: none"> ○ Purchase order - POD ○ Work order - WOD ○ Fuel Tendering - FTD ○ Fuel Order - FOD ○ IATA Fuel XML invoice standard - IXI ○ IATA Fuel XML transaction standard - IXT ○ Operational data - OTD ○ Other – OTH <p>YYYY →</p> <p>e. Indicates the calendar year (e.g. 2017) in which the package is submitted to SIS</p> <p>f. Having this in the filename helps maintains uniqueness since the same package number for the ‘Package Type’ can be reused between the same Sender/Receiver pair every calendar year</p> <p>g. Length and data type → 4 N (fixed length of 4)</p> <p>SSSSSSSSSS →</p> <p>h. Will indicate the Accounting Code of the Sending Member</p> <p>i. Length and data type → 3-12 AN (variable length)</p>

FILE TYPE	SOURCE	DEST.	NAMING CONVENTION
			<p>SLLLLLL →</p> <ul style="list-style-type: none"> j. Will indicate the Location Code of the Sending Member k. Length and data type → 1-7 AN (variable length) <p>RRRRRRRRRRR →</p> <ul style="list-style-type: none"> l. Will indicate the Accounting Code of the Receiving Member m. Length and data type → 3-12 AN (variable length) <p>RLLLLLL →</p> <ul style="list-style-type: none"> n. Will indicate the Location Code of the Receiving Member o. Length and data type → 1-7 AN (variable length) <p>NNNNNNNNNN →</p> <ul style="list-style-type: none"> p. Will indicate the Unique Number of the Document Package, assigned by the Sending Member q. Length and data type → 1-10 N (variable length) <p>.zip →</p> <ul style="list-style-type: none"> r. The extension, which should always be zip (packages should be compressed and sent to SIS)

FILE TYPE	SOURCE	DEST.	NAMING CONVENTION
			<p>s. Length and data type → 4 AN (fixed length of 4)</p>
<p>Output MISC Document Package File, sent by SIS to Receiving Members</p>	<p>IS</p>	<p>Receiving Member</p>	<p>Compressed (35-74 characters): MDPT-<i>TTT</i>-<i>YYYYMMDD</i>-<i>RRRRRRRRRR</i>-<i>LLLLLL</i>-<i>SSSSSSSSSS</i>-<i>LLLLLL</i>-<i>NNNNNNNNNN</i>.zip</p> <p>Uncompressed File should contain folder. The naming convention of this folder should be as defined below (27-66 characters): MDPT-<i>TTT</i>-<i>YYYY</i>-<i>RRRRRRRRRR</i>-<i>LLLLLL</i>-<i>SSSSSSSSSS</i>-<i>LLLLLL</i>-<i>NNNNNNNNNN</i></p> <p>Where,</p> <p>MDPT →</p> <ul style="list-style-type: none"> a. Will be a static/fixed value which will indicate that the file is an Output MISC Document Package from SIS b. Length and data type → 4 AN (fixed length of 4) <p><i>TTT</i> →</p> <ul style="list-style-type: none"> c. Will indicate the 'Package Type' d. Length and data type → 3 AN (fixed length of 3) <ul style="list-style-type: none"> ○ Purchase order - POD ○ Work order - WOD ○ Fuel Tendering - FTD

FILE TYPE	SOURCE	DEST.	NAMING CONVENTION
			<ul style="list-style-type: none"> ○ Fuel Order - FOD ○ IATA Fuel XML invoice standard - IXI ○ IATA Fuel XML transaction standard - IXT ○ Operational data - OTD ○ Other - OTH <p>YYYYMMDD →</p> <ul style="list-style-type: none"> e. Indicates the date (e.g. 20170503) on which the output document package is generated by SIS f. Having this in the filename helps maintains uniqueness since the same package number can be reused between the same Sender/Receiver pair every calendar year g. Length and data type → 4 N (fixed length of 4) <p>RRRRRRRRRRRR →</p> <ul style="list-style-type: none"> h. Will indicate the Accounting Code of the Receiving Member i. Length and data type → 3-12 AN (variable length) <p>RLLLLLL →</p>

FILE TYPE	SOURCE	DEST.	NAMING CONVENTION
			<p>j. Will indicate the Location Code of the Receiving Member k. Length and data type → 1-7 AN (variable length) SSSSSSSSSSSS →</p> <p>l. Will indicate the Accounting Code of the Sending Member m. Length and data type → 3-12 AN (variable length) SLLLLLL →</p> <p>n. Will indicate the Location Code of the Sending Member o. Length and data type → 1-7 AN (variable length) NNNNNNNNNN →</p> <p>p. Will indicate the Unique Number of the Document Package, assigned by the Sending Member q. Length and data type → 1-10 N (variable length) .zip →</p> <p>r. The extension, which should always be zip (packages should be compressed and sent to SIS) Length and data type → 4 AN (fixed length of 4)</p>



FILE TYPE	SOURCE	DEST.	NAMING CONVENTION
Input MISC Document Package Files from Sending Members to SIS Validation Report	IS	Sending Member	Compressed: <i><Input File Name></i> _VAL.ZIP Uncompressed: Summary Report: <i><Input File Name></i> _VAL_R1.CSV Detailed Report: <i><Input File Name></i> _VAL_R2.CSV

Appendix D – CMP 723

#	Field Name	Functionality			
		Input Processes	IS-WEB Screens	Reports	Output Files
1.	Invoice Number	<ul style="list-style-type: none"> MISC Input IS-XML MISC Supporting Document files MISC Payment Status Input files (Payables/Receivables) 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens MISC Invoice Search Screens - Search and Search Results: <ul style="list-style-type: none"> Receivables Manage Invoice Payables Invoice Search Payables View Daily Bilateral Billing History and Correspondence – Search and Search Results Audit Trail generated from Billing History & Correspondence Screen View/Edit Correspondence Screen (Section Linked Rejection) MISC Manage Supporting Documents (Receivables/Payables) - Search and Search Results MISC Correct Supporting Documents Linking Errors – Search and Correction Process MISC Validation Error Correction Legal Archive Search and Retrieve 	<ul style="list-style-type: none"> Processing Dashboard -Search and Search Results Substitution Values Report Search and Report Output Receivables Supporting Documents Mismatch Invoice Deletion Audit Trail Report Suspended Billings report Pending Invoices in Error Report Miscellaneous Charge Code Report (Receivables/Payables) Miscellaneous Correspondence Status Report 	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF PDF Listing Customized PDF listing MISC CSV listing OAR Index.xml MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific) Payment Status Output files (Receivables/Payables) Processed Invoice CSV Validation Reports generated for: <ul style="list-style-type: none"> Input IS-XMLs files Supporting Documents files Payment Status files PDF files downloaded from Billing History and Correspondence screen's Audit Trail (with and without supporting documents) CSV files exported from: <ul style="list-style-type: none"> Processing Dashboard MISC Receivables Screen MISC Payables Screen System Monitor grid 'Pending Offline Collection' File Names of: <ul style="list-style-type: none"> Invoice PDFs Invoice XMLs Verification XMLs Folder Names in Offline collection and OAR ICH Settlement XML Data Downloaded from Reports in Excel or PDF format

2.	Tax Invoice Number	<ul style="list-style-type: none"> MISC Input IS-XML 	N.A.	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
3.	PO Number	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC CSV listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
4.	Header Notes	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC CSV listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)

5.	Header Notes/Invoice Data	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC CSV listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
6.	Billing Entity Name (Member Legal/Commercial Name)	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Member Profile tab Locations Audit Trail generated from Billing History & Correspondence Screen 	<ul style="list-style-type: none"> Processing Dashboard - Search Results Substitution Values Report Search and Report Output View Member Profile Changes Invoice Deletion Audit Trail Report Output Invoice Reference Data Report Output Miscellaneous-Supporting Attachments Mismatch Report Output MISC Receivable Invoice Summary Report Output Receivables Miscellaneous Charge Code Report Output Payables Invoice Summary Report Output Payables Miscellaneous Charge Code Report Output Top 10 Interline Partner – Receivables Output Top 10 Interline Partner – Payables Output Suspended Billings Report Output Pending Invoices In Error Report Output Interline Billing Summary Report Output Interline Payables Analysis Report Output 	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF PDF Listing Customized PDF listing MISC CSV listing OAR Index.xml Reference Data Change CSV Complete Reference Data CSV MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific) PDF files downloaded from Billing History and Correspondence screen's Audit Trail (with and without supporting documents) Data Downloaded from Reports in Excel or PDF format CSV files exported from: <ul style="list-style-type: none"> Processing Dashboard MISC Receivables Screen MISC Payables Screen System Monitor grid 'Pending Offline Collection'

7.	Billing Member Contact Person	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
8.	Billing Member Address <ul style="list-style-type: none"> Address Line 1 Address Line 2 Address Line 3 City Name Postal Code Tax Registration ID Add. Tax Registration ID Company Registration ID 	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Member Profile tab Locations 	<ul style="list-style-type: none"> Invoice Reference Data Report Output 	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF Reference Data Change CSV Complete Reference Data CSV MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)

9.	Billed Entity Name (Member Legal/Commercial Name)	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Member Profile tab Locations Audit Trail generated from Billing History & Correspondence Screen 	<ul style="list-style-type: none"> Processing Dashboard - Search Results Substitution Values Report Search and Report Output View Member Profile Changes Invoice Deletion Audit Trail Report Output Invoice Reference Data Report Output Miscellaneous-Supporting Attachments Mismatch Report Output MISC Receivable Invoice Summary Report Output Receivables Miscellaneous Charge Code Report Output Payables Invoice Summary Report Output Payables Miscellaneous Charge Code Report Output Top 10 Interline Partner – Receivables Output Top 10 Interline Partner – Payables Output Suspended Billings Report Output Pending Invoices In Error Report Output Interline Billing Summary Report Output Interline Payables Analysis Report Output 	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF PDF Listing Customized PDF listing MISC CSV listing OAR Index.xml Reference Data Change CSV (Report is Member specific and not Billing Member Specific. Listed just to cover the impact) Complete Reference Data CSV (Report is Member specific and not Billing Member Specific. Listed just to cover the impact) MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific) PDF files downloaded from Billing History and Correspondence screen's Audit Trail (with and without supporting documents) Data Downloaded from Reports in Excel or PDF format CSV files exported from: <ul style="list-style-type: none"> Processing Dashboard MISC Receivables Screen MISC Payables Screen System Monitor grid 'Pending Offline Collection'
10.	Billed Member Contact Person	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)

11.	<p>Billed Member Address</p> <ul style="list-style-type: none"> • Address Line 1 • Address Line 2 • Address Line 3 • City Name • Postal Code • Tax Registration ID • Add. Tax Registration ID • Company Registration ID 	<ul style="list-style-type: none"> • MISC Input IS-XML 	<ul style="list-style-type: none"> • MISC Invoice/Credit Note Header Screens • Member Profile tab Locations 	<ul style="list-style-type: none"> • Invoice Reference Data Report Output 	<ul style="list-style-type: none"> • Preview Invoice • Invoice Legal XML • Invoice PDF • Reference Data Change CSV (Report is Member specific and not Billed Member Specific. Listed just to cover the impact) • Complete Reference Data CSV (Report is Member specific and not Billed Member Specific. Listed just to cover the impact) • MISC Output IS-XML: <ul style="list-style-type: none"> ▪ Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) ▪ Weekly Payables files to Billed Members (Location/Non-Location Specific) ▪ Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) ▪ Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
12.	<p>Payment Terms Description</p>	<ul style="list-style-type: none"> • MISC Input IS-XML 	<ul style="list-style-type: none"> • MISC Invoice/Credit Note Header Screens 	<p>N.A.</p>	<ul style="list-style-type: none"> • Preview Invoice • Invoice Legal XML • Invoice PDF • MISC CSV Listing • PDF Listing • MISC Output IS-XML: <ul style="list-style-type: none"> ▪ Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) ▪ Weekly Payables files to Billed Members (Location/Non-Location Specific) ▪ Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) ▪ Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
13.	<p>Payment Terms</p>	<ul style="list-style-type: none"> • MISC Input IS-XML 	<ul style="list-style-type: none"> • MISC Invoice/Credit Note Header Screens 	<p>N.A.</p>	<ul style="list-style-type: none"> • Preview Invoice • Invoice Legal XML • Invoice PDF • MISC CSV Listing • PDF Listing • MISC Output IS-XML: <ul style="list-style-type: none"> ▪ Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) ▪ Weekly Payables files to Billed Members (Location/Non-Location Specific) ▪ Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) ▪ Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)

14.	Bank Name Organization Name 1 Organization Name 2	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Member Profile tab Locations 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
15.	Contact Person	<ul style="list-style-type: none"> MISC Input IS-XML 	N.A.	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
16.	Bank Code	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Member Profile tab Locations 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
17.	Branch Code	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Member Profile tab Locations 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)

18.	SWIFT	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Member Profile tab Locations 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
19.	IBAN	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Member Profile tab Locations 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
20.	Bank Account Number	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Member Profile tab Locations 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
21.	Bank Account Name	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Member Profile tab Locations 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)

22.	Rejected Invoice Number	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Audit Trail generated from MISC Billing History & Correspondence Screen MISC View/Edit Correspondence Screen (Section Linked Rejection) MISC Correct Validation Error Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF PDF files downloaded from Billing History and Correspondence screen's Audit Trail (with and without supporting documents) MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
23.	Correspondence Rejected Invoice Number	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Audit Trail generated from MISC Billing History & Correspondence Screen MISC View/Edit Correspondence Screen (Section Linked Rejection) MISC Correct Validation Error Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF PDF files downloaded from Billing History and Correspondence screen's Audit Trail (with and without supporting documents) Correspondences downloaded from Download Correspondence Screen MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
24.	LI - Product ID	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Line Item Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC PDF Listing MISC CSV Listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)

25.	LI - Description	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Line Item Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC PDF Listing MISC CSV Listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
26.	LI - Tax/VAT Text	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Line Item Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC PDF Listing MISC CSV Listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
27.	LI - Add On Charge Name	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Line Item Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC PDF Listing MISC CSV Listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)

28.	LI – Line Item Data / Additional Details	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Line Item Screens 	N.A.	<ul style="list-style-type: none"> MISC PDF Listing MISC CSV Listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
29.	LID - Product ID	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Line Item Detail Screens 	N.A.	1 <ul style="list-style-type: none"> MISC PDF Listing MISC CSV Listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
30.	LID - Description	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Line Item Detail Screens 	N.A.	2 <ul style="list-style-type: none"> MISC PDF Listing MISC Customized CSV Listing (MLD 7, 10 and 11) MISC CSV Listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)

31.	LID - Tax/VAT Text	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Line Item Detail Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC PDF Listing MISC CSV Listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
32.	LID - Add On Charge Name	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Line Item Detail Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC PDF Listing MISC CSV Listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
33.	Invoice Ref Number	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Line Item Detail Screens 	N.A.	<ul style="list-style-type: none"> MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)

34.	Invoice Footer Notes	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens Member Profile tab Locations 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
35.	Invoice -Tax/VAT Text	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC PDF Listing MISC CSV Listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)
36.	Invoice - Add On Charge Name	<ul style="list-style-type: none"> MISC Input IS-XML 	<ul style="list-style-type: none"> MISC Invoice/Credit Note Header Screens 	N.A.	<ul style="list-style-type: none"> Preview Invoice Invoice Legal XML Invoice PDF MISC PDF Listing MISC CSV Listing MISC Output IS-XML: <ul style="list-style-type: none"> Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific) Weekly Payables files to Billed Members (Location/Non-Location Specific) Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific) Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)

Appendix E – CMP 736

New validation rules for 'Billed Weight' and 'KG/LB Indicator'

Weight Charges	Billed Weight	KG/LB Indicator	System Behaviour
Not Provided Or Provided as Zero	Provided and is greater than Zero	Provided (K/L)	This scenario should fail as 'Error Correctable' for field: 'Billed Weight' 'KG/LB Indicator'
Not Provided Or Provided as Zero	Not Provided Or Provided as Zero	Provided (K/L)	This scenario should fail as 'Error Correctable' for field: 'KG/LB Indicator'
Not Provided Or Provided as Zero	Provided and is greater than Zero	Not Provided	This scenario should fail as 'Error Correctable' for field: 'Billed Weight'
Provided (Non-Zero)	Not Provided Or Provided as Zero	Provided (K/L)	This scenario should fail as 'Error Correctable' for field: 'Billed Weight'
Provided (Non-Zero)	Not Provided Or Provided as Zero	Not Provided	This scenario should fail as 'Error Correctable' for field: 'Billed Weight' 'KG/LB Indicator'
Provided (Non-Zero)	Provided and is greater than Zero	Not Provided	This scenario should fail as 'Error Correctable' for field: 'KG/LB Indicator'
Not Provided Or Provided as Zero	Not Provided Or Provided as Zero	Not Provided	The file passes validation
Provided (Non-Zero)	Provided and is greater than Zero	Provided (K/L)	The file passes validation

Appendix F – CMP 740

New field added to the 'SIS Users Report'

New field	Remarks
User Name	1) The value of 'First Name' and 'Last Name' (separated by space) of the user is printed in this column. 2) The new column 'User Name' should be placed after the column 'Email Address' (renamed from 'User Name')
Federation ID	System prints 'Federation ID' of the user (if available)
Member ID	System prints 'Member ID' of the Member to which User belongs
User Account status	System prints the current status of User Account. The possible values are: "Active" "Deactivated due to Membership Change" "Inactive due to Password Expiry" "Deactivated due to Password Expiry" "Deactivated in Customer Portal" "Deactivated by SIS Ops" "Deactivated by User"
Is Archived	The values are: 'Y' → If the user account is archived 'N' → If the user account is not archived

New field	Remarks
User Type	The values are: "Super User" → If the user is a super user "Normal User" → If the user is a normal user
Is Primary User	The values are: "Y" → If the user is a primary user account "N" → If the user is a secondary user account
Primary Account	1) System prints 'Accounting Code' of Primary Member 2) The value in this column should be printed only if the user account is 'Secondary User' 3) If the user account is 'Primary User', the value in this column should be blank
Secondary Accounts	The value in this column should be printed only if the user account is 'Primary User'
Location Association	"None" → If the user is not associated with any location "All" → If the user is associated with all the locations If none of the above, print the list of specific 'Location IDs' to which the user account is associated with.
Linked Contact?	If the user also exists as a contact, it should print "Y" else it should print "N"
Last Log in Date	It should print the last IS-WEB Log in Date of the user in UTC



Appendix G – CMP 742

Annexure 1

Modified Layout of Member Profile Tab. There is a new section called ‘Manage General Terms Documents’.

Legal Services

Digital Signature Application Service:
 Activated

Digital Signature Verification Service:
 Not Activated

Receivable Invoices
DS to be applied for:

[Add/Edit](#)

Payables Invoices
DS to be applied for:

[Add/Edit](#)

Manage General Terms Documents

[Upload General Terms Document](#)



New section added in this CMP

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..](#)

Legal Archiving

Legal Archiving Service:
 Activated

Legal Archiving Required for PAX Receivables
Invoices:

Legal Archiving Required for PAX Payables Invoices:

Legal Archiving Required for CGO Receivables
Invoices:

Legal Archiving Required for CGO Payables Invoices:

Appendix G – CMP 742

Annexure 2

New popup window is displayed when the member clicks on ‘Upload General Terms Document’

Search/Upload Files:






Location ID:

Search

Please select General Term Document to upload for selected location with .pdf extension.

File Name: No file Selected **Submit and Save**

Search Results:

Actions	Location ID	File Name	File Uploaded On (EST/EDT)
	Main	General_Terms_File1.pdf	25-Nov-18 17:29
	UATP	General_Terms_File1.pdf	15-Dec-18 11:59
	1	General_Terms_File2.pdf	25-Jan-18 15:21
	4	General_Terms_File3.pdf	11-Apr-18 15:21
	22	General_Terms_File4.pdf	11-Apr-18 15:21

<< Pagination Control >>

Close

Appendix H – CMP 745

New System behaviour

Billing Member's Location ID	Billing Member's Ref. Data	Billed Member's Location ID	Billed Member's Ref. Data	New System Behaviour
Not Provided	Not Provided	Not Provided	Not Provided	<ol style="list-style-type: none"> 1) Location Code determined by the system for 'Billing Member Location ID' should be updated with location ID 'Main' for all Billing Categories except UATP. 2) Location Code determined by the system for 'Billed Member Location ID' should be updated with location ID 'Main' for all Billing Categories except UATP. 3) For UATP billing category, the location ID 'UATP' (if available) should be updated. If "UATP" location is not available then the system should update location ID as "Main"
Not Provided	Provided	Not Provided	Provided	<ol style="list-style-type: none"> 1) No update should be performed on the field 'Billing Member Location ID'. 2) System assumes Billed Member's Location ID as "Main". 3) For Billed Member, the system should continue to validate if Reference Data provided corresponds to Location "Main". 4) If 'Reference Data' is validated without any errors: 'Billed Member Location ID' should be updated with location ID 'Main'. 5) If 'Reference Data' data does not match with Billed Member's location 'Main', the system should not perform any update on 'Billed Member Location ID'. 6) The Reference Data provided for the Billing Member will be updated. 7) The Reference Data provided for the Billed Member will be updated.



In case of any questions, please contact

sishelp@iata.org