SIS – Simplified Invoicing and Settlement

Implementation Handbook

Feburary 2018

Introduction

Supported by IATA, the airline industry has started to build a strong community of airlines and aviation trading partners around a common electronic invoicing solution. IATA plays a leading role in developing and maintaining invoice data standards for the aviation industry.

The SIS e-invoicing platform is the electronic invoicing network that facilitates the billing and settlement process by streamlining key processes, unifying invoicing standards, and reducing paper wastes, ultimately fostering a simpler and more efficient environment for airlines and aviation business partners – such as ground handlers, maintenance companies, and manufacturers – to engage in business. The platform users include the vast majority of airlines in the world as well as leading industry partners: SIS Member List

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1. Paper invoices versus electronic invoices

Paper invoices have been sent for centuries and are still the most common manner of submitting invoices. However, information technology and the internet have made it increasingly easy to send and receive electronic invoices instead of paper invoices. In certain regions in the world, notably North America, Latin America and Europe, electronic invoicing is already widely used, while other regions are rapidly following.

1.1. Disadvantages of paper invoices

IATA and its customers/members have experienced the following disadvantages of a paper invoicing process:
- It can take days or weeks for postal services to deliver the invoices
- Paper invoices need to be typed into financial systems, resulting in extra work and error
- If required data in the paper invoice are missing, the processing and approval of the invoice is adversely effected, resulting in delays or rejection of invoices
- Paper invoices remain on people's desks, resulting in missing invoices and late payment
- The approval of paper invoices tends to take much longer as invoices need to be sent from one approver to the next; as a result, invoices are paid late or supplier discounts for early payment cannot be captured

1.2. The electronic invoicing community for the aviation industry

Since 2003, IATA is the leading electronic invoicing service for the aviation industry. IATA's focus is to enable airlines to receive invoices from their aviation industry suppliers and to enable aviation industry suppliers to send invoices to airlines via one single connection. IATA's goal is to build an electronic invoicing community for the aviation industry by connecting as many airlines and aviation industry suppliers (such as Ground Handling companies, aviation fuel companies, engineering and maintenance companies) to the SIS e-invoicing Platform.

IATA is dedicated to providing an electronic invoicing service that will bring benefits to its customer and member base for many years to come:
- A global e-invoicing solution based on the "Connect once, connect to all" philosophy. Suppliers and airlines can register, find each other, and interact via an electronic invoicing network
- Standardization of content through the IATA Invoice XML Standard, which is to be supported as a standard interface to the electronic invoicing solution
- A solution that is designed for the aviation industry and that provides functionalities benefiting the entire user base
- Global support services via dedicated staff
- Significantly increase the size of the user community to allow our members to benefit from the economy of scale and reduce cost.

1.3. The SIS e-invoicing Platform

For building this community, airlines and aviation industry suppliers can benefit from SISplatform. Since the inception of SIS more than 1500 airlines have joined the SIS (Simplify Invoicing and Settlement) Network. Joining SIS is mandatory for all airlines and aviation trading partners who want to settle via the IATA Clearing House (ICH).

IATA's Simplified Invoicing and Settlement (SIS) program aims to simplify interlines billing, and to remove paper from the entire interline settlement process, delivering tangible financial benefits to the industry. The SIS solution will encompass Passenger, Cargo and Miscellaneous interline billings settled through the IATA Clearing House (ICH). Part of the solution is to create a completely paperless invoicing environment for prime billings and rejects for all carriers, where invoices will be validated against the rules set out in the IATA Revenue Accounting Manual (RAM).

The SIS e-invoicing Platform supports the IATA Aviation Invoice XML Standard (also known as IS-XML) as a standard interface file format. As a result of SIS the majority of airlines are able to send

and receive electronic invoices in IS-XML format. This is very attractive for aviation industry suppliers, as IATA enables them to send their invoice in IS-XML to all major airlines via one single connection.

1.4.   IS-XML Standard

The primary purpose of the Aviation Invoice Standard is to promote the standardization and automation of electronic invoicing between airlines and their suppliers. Also, the standard allows the exchange of billing data associated to invoices.

The standardization and automation of the invoicing flow delivers tangible cost savings and drives efficiency in the Accounts Receivable/Payable processes of the involved business partners.

IATA worked with working groups consisting into representatives of airports, air traffic control authorities and airlines to develop the XML Aviation Invoice Standard. This standard has been further developed as part of the SIS (Simplify Interlining Settlement) project managed by IATA. As a result of the SIS project, the XML Aviation Invoice Standard will be supported by more than 1500 airlines worldwide. The airlines will be able to issue and to receive invoices under this format. As part of the SIS project, the Aviation Invoice Format is often being referred as IS-XML (Integrated Settlement XML). This is another name to design the same standard.

The Aviation Invoice Format has specific features designed to handle air transport industry related invoices. In particular it foresees a number of business fields that can/must be used by business partners to automate the validation and reconciliation of invoices.

However the Aviation Invoice Standard has primarily been conceived as a generic format that can be used for any invoice, even for products and services not related to air transport.

2. How to join the SIS e-invoicing Platform

The detailed process on how to join SIS platformis described in the 'Sign Up and Certification Guide' which can be found on the IATA website for Airlines and for Suppliers

The 5 steps for joining the SIS platform are:

a) Understanding the SIS e-invocing process
To have a broad understanding of the impact on your internal systems and processes.
References
- *Chapter 3 of this document*
- *SIS e-invoicing Computer Based Training Miscellaneous Module Lessons*
- *E-Invoicing Introduction*

b) Mapping Invoices to IS-XML standard
To identify in current invoices all present data needed for mapping to the new PDF format accordingly. This allows the IT department to recognize the fields of the IS-XML that needs to be populated.

I. Understand the mandatory/recommended logic of the Charge Categories/ Charge Codes of relevance to the User
II. Categorize invoices based on Charge Categories / Charge Codes
III. Map all elements of existing invoices to the IATA IS-XML Invoice Standard which can be found on the IATA website under 'Documents' tab

References
- *Chapter 4 of this document*

c) Mapping Supporting Documents: Layout
The information needed to support the invoice should be included to the IS-XML.

References
- *Chapter 5 of this document*

d) Setting up on the SIS e-invoicing Platform
All the administratitve and technical steps to ensure successful implementation of the service.
I. Accept the Integrated Settlement User Agreement (ISUA)
II. Setup Member profile
III. Setup interfacing (iiNET)
IV. Test in Sandbox
V. Pass the file Certification

References
- *Chapter 6 of this document*
- *SIS User Agreement*
- *SIS Sign up and Certification Guide* which can be found on the IATA website for Airlines and for Suppliers

e) Interacting with your business partners
I. Provide confirmation date to partners
II. Best Practices

References
- *Chapter 7 of this document*

3. Understanding the SIS e-invoicing Process

The Simplified Invoicing and Settlement (SIS) platform allows exchange of electronic data used for creating legal invoices as well as supporting information needed for detailed reconciliation.

The Billing Entity submits all billings via its choice of, IS-XML, or IS-WEB. (IS-XML is a file format. IS-WEB is a web interface which allows the online creation of invoices and submissions, access to which is controlled via the Member Profile). Before a submission is accepted by SIS, a number of fields will be validated and the file or invoice will be rejected if validation is not passed. The Billing Entity will be able to correct the invoice online via IS-WEB, or delete and resubmit the file or the invoice.

The Billing Entity will upload or attach all supporting documents, if required, in electronic format, which will be stored in the Central File Repository
Note: The best practice is to provide all required invoice information in the XML file, without need to supporting documents
Rejections will be created and submitted as part of the billing entity file. Audit trail functionality, offered via IS-WEB, will allow the Users to see the entire sequence of Rejection Memos (and Correspondences) and supporting documents. When attaching supporting documents, only the new documents will have to be uploaded as previous documents will be stored.

Similarly, correspondence will be submitted via IS-WEB and will take advantage of the audit trail and Central File Repository.

In addition to the functionality described above, there are several new processes and dozens of new values that need to be recorded or updated. In order to deal with the potential complexity of the SIS platform, there will also be a centralized Member Profile which will store all relevant data. The values can be updated via a website which will have fine-grained access control permissions for multiple users.

3.1. 'Miscellaneous Billing' for all supplier invoices

Throughout this document there will be references to 'Miscellaneous' (MISC) invoices. The SIS e-invoicing Platform has been designed for three types of billing: Passenger, Cargo and Miscellaneous. 'Passenger' and 'Cargo' are designed for billing from airline to airline. The 'Miscellaneous' billing category will be used for supplier to airline.

3.2. User Identification

After joining the SIS e-invoicing Platform, the user is assigned a unique IATA code. Consisting in a combination of a two character digram and a series of 3 alphanumeric characters, the IATA code uniquely identifies a user. Therefore, the unique identifier is used to identify both the billing and the billed users.
Consequently, within the IS-XML file the fields IssuingOrganizationID and ReceivingOrganizationID must be populated using the IATA code assigned to the relevant user.
For the list of members and their IATA codes, please refer to SIS Member List on IATA Website.

3.3. Formats

The various Input and Output formats for submitting/receiving Invoice data in IS is as follows:

Processes	Input & Output Formats	
	IS- XML	**IS-WEB**
'Miscellaneous' Invoices	X	X
'Miscellaneous' Rejections Invoices	X	X
'Miscellaneous' Correspondence		X
Audit Trail Rejection & Correspondence History		X

3.4.   Format Conversion

The Billed Entity is no longer dependent on the technical capabilities of the Billing Entity.
Today the Billed Entity depends on the following from the Billing Entity:
- Receipt of electronic data
- Format of this data (Excel, etc)
- Quality

Through the Member Profile the Billed Entity defines which transaction should be delivered in which format.

All submissions go through format conversion and then through validation upon receipt by IS. IS only converts data received via, IS-XML and IS-WEB – it does not convert the format of attachments.

3.5.   Billing Input and Output Formats

The users have 2 options of providing as well as receiving the billing data inSIS:

- *IS-XML* - An advanced file format for providing Miscellaneous billing data

- *IS- WEB* - A web interface to capture or retrieve invoice one by one

3.6.   IS-WEB – manually capturing billing information

The user can capture the invoices online through the IS-WEB. The user can select to create invoice option from the main menu and create an invoice manually. The invoice header, reference data and Line Item level data are captured on the main screen. To capture Line item details, taxes and additional charges breakdown details, links are provided on the main screen. Only the fields defined/ required for a combination of Charge Category & Charge Code will be displayed on the screen. The data validation is done online and user is prompted to correct data errors before being allowed to save or submit the invoice. User can link the supporting documents online while creating the invoice.

3.7.   IS-XML– Billing File Validation

3.7.1.   Overview

The SIS e-invoicing Platform will be responsible for validation of incoming data in all formats. All submissions go through format conversion and then through validation upon receipt by IS.

The following types of validation provide a high-level overview so that IS Users may better understand the thoroughness of the checks on submitted data and the quality of data that will be received in the future:

- Mandatory Fields or Records or Sequence
- Formats of Fields (e.g. value must be a number, or value is a number greater than 0)
- Conditional Fields or records – Mandatory if certain conditions are met (within single record, invoice or across all records in SIS)
- Fields Containing Specific Values (e.g. value must be one of a list of pre-defined codes, or value is the sum of other fields)
- Fields Containing Specific Values based on Member Profile
- Fields which must contain a   unique number within a certain time period (e.g. Invoice Number)
- Data in fields must be valid according to internal reference data. Some of them illustrated in the XML dictionary and the rest part of the reference data used by the platform according to the IS-XML format description. (e.g. Currency, Airline Code, Period Number etc)
- Total Checks (of all value fields) within

- A billing record and its breakdown records
- An invoice total and its billing records
- A file and its invoices
- Relationship between records
- Relationship between data on same Records
- Time limits
- Correct sequence of Rejection Memos (RM) and Correspondence
- References (e.g. reference to original billing on RM must be valid)

Additionally, validation can occur across multiple invoices from two different entities. For example, references to a previous invoice located on a rejection memo may be checked to make sure that the previous invoice exists and was billed against the rejecting entity.

Following items are Not Validated by SIS:
- If the Billing Entity is entitled to do billing
- Anything related to WHAT is billed and HOW the value is calculated
- Correctness of Supporting Documents linking

The IS format billing files submitted by the users is validated thoroughly by SIS before it is considered for further processing. The Validation of billing files is a two step process in the SIS e-invoicing Platform.

1. All IS format billing files are first put through a **Sanity Check** step. In this step the file is checked for construction errors and errors which would make the file fail any further processing. The entire file is rejected by SIS in case of a Sanity Check error. SIS will maintain only an audit trail of the submission event and details of failure. SIS will revert back to the Billing Entity with a detail log of errors. **These errors cannot be corrected online over IS-WEB.** The billing entity will have to delete the submitted file by going on to IS-WEB and submit a corrected file so that the invoices can be processed further.If the file passes Sanity Check it is loaded onto the SIS Billing Record Database for further processing.

2. On successful completion of Sanity Check, the file is loaded onto the Billing Record Database and **Detail Validation** checks are performed. At this step the invoices within the file is checked for all the details and validations carried out as mentioned in the Validation rules section of the corresponding IS-XML excel file are applied.

The Invoice data submitted via IS-WEB is validated at the time of capture and errors (if any) are highlighted to the users online.

3.7.2. Sanity Check

The Sanity Checks are classified into two categories: **General Checks** which are applicable for all files submitted into SIS and the **Specific Checks** for IS-XML files.

The General Checks is composed of:
1. File Naming Convention: With the exception of manual upload of individual supporting documents by users, all files received by IS should have a filename that follows a specific pattern.
2. Duplicate Files: This check is performed on files where the filenames contain the date and time of file generation; This helps in uniquely identifying a file and to determine if the same file was received earlier by IS or not
3. Successful De-Compression Check: With the exception of manual upload of individual supporting documents by users, all other files are expected to be in compressed format, and would need to be de-compressed for further sanity checks.
4. Acceptable Characters Check: For data files, control characters (non-printable characters) are unacceptable at any part of the file.

The Sanity Check rules are enforced by the Schema Definition (.xsd files) for the IS-XML data input. The conditions that result in a Sanity Check Error in case of an IS-XML file are as follows:
1. Error while validating the IS-XML file against its Schema definition files

2. The count of Invoices reported in the Transmission Summary not equal to the actual number of Invoices reported in the IS-XML file
3. The Total Billing Amount reported in the Transmission Summary not equal to the sum of the Total Invoice Amounts (grouped by Currency of Billing) reported in the IS-XML file
4. The SellerOrganization->OrganizationID (Billing Entity Code) changes within the file (with exceptions in case of Call Day Rate Adjustment invoices).
5. IS-XML file is received from a user that did not pass the certification process of file processing.

In the above checks if an error is encountered the file will be marked to be having Sanity check error and an alert report will be sent to the SIS users. None of the Invoice within the billing file will be considered for further processing.

3.7.3.   Detail Validation

On successful completion of the Sanity Check process, the data within the billing file is loaded onto the Billing Record Database. The data is then checked for all the details and validations carried out as mentioned in the Validation rules section of the IS-XML excel file are applied. IS will have a tolerance of USD 0.05 to take care of any minor currency conversion or rounding issues and a tolerance of USD 0.50 for invoice total summations.

IS will perform Detailed Validations on all invoices in the billing file and will not stop at the first error encountered. At the end of the Detailed Validation process, a report is generated listing all the errors encountered and an alert is emailed to the Contact defined in the Member Profile to receive validation notifications. The same report is also available online over the IS-WEB.
Note: The validation report is not sent via email to the contact defined in Member Profile. The email alert will only tell that the validation report contains errors and has been generated.

Validation error granularity/applicability can be dictated by the Member Profile preference setting for validation errors in two levels:

1. Users can choose to reject the entire file along with all its invoices even if there is a single validation error encountered. If this preference is set IS will not process invoices within the file which are successfully validated for subsequent steps. To process the invoices within a file the IS users has to delete this file from the system and load a new file for processing. This file will be taken through the sanity check and validation check process again.
2. If the Member Profile is set to reject individual invoices on validation failure then IS will mark individual invoices as successful or failed and the successfully processed invoices will be taken through subsequent billing/settlement processing.

The Validation report will be made available to the User as soon as the Validation process is completed. The response time is expected to be around 2 hours from the receipt of the billing file during normal loads and 4 hours during peak loads.

3.7.4.   Validation Error Correction

The files which fail Sanity Check process are not loaded onto the Billing Record Database. The status of the file is marked as "*Sanity Check Failed*". The User can access the submitted file via IS-WEB and download the same (if needed). The User will have to fix the errors reported in the Sanity Check process and submit a fresh file to IS for processing.

On successful completion of the Sanity Check process, the data within the billing file is loaded on to the Billing Record Database and subjected to Detailed Validation. The status of the individual Invoices are updated at the end of the Detailed Validation process as follows:
1. *Ready For Billing*: No validation error encountered
2. *Error – Correctable*: The Invoice contains errors; but all errors encountered can be corrected online via IS-WEB.
3. *Error – Non Correctable*: The invoice contains errors and at least one of them is non correctable

4. *Validated-On Hold*: No validation error encountered in the invoice, however the Invoice is kept on hold as the user has chosen to control the validation process at a file level (i.e. entire file to be rejected in case of any validation error) in the Member Profile and there is at least one invoice within the file which is in error.

For "Error – Correctable" cases, the User can correct the error over IS-WEB. The correctible fields are those which do not involve any data value change and are generally reference data fields like a wrong city code. IS-WEB will allow batch updates to be made in case of repetitive errors for certain fields. Such batch updates will be applicable for all error invoices submitted within a particular file. After each update, IS will revalidate the transactions and update the status of the transaction and invoice accordingly.

For "Error – Non Correctable" cases, the User will have to delete the invoice (or the complete billing file with all invoices if the User wants to control the validation process at a file level) via IS-WEB and provide a fresh file with the corrected invoice information. If the User fails to delete the invoice and submits corrected invoice information with the same invoice number, the new invoice submission will also fail in the validation process because of Duplicate Invoice Number check.

#	Column	Description	Format	Example
1	Serial No	The Serial Number of the Record	10N	1
2	Billing Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billing Entity	3 AN	220
3	Clearance Month	The Clearance Month of billing	YYYYMM	200910
4	Period Number	Period no of the Clearance Month	2N	02
5	Billing Category	The Billing Category M – Miscellaneous	1A	M
6	Billing File Name	The Filename with extension	50 AN	
7	Billing File Submission Date	The date of submission in YYYYMMDD format	8 N	20091209
8	Submission Format	Format of the Billing FileIS-XML	10 AN	
9	Billed Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billed Entity	4 AN	0125
10	Invoice Number	The Invoice number details	10AN	INV001
11	Currency of Billing	The Billing Currency Code	3 AN	USD
12	Invoice Amount in Billing Currency	The Billing Currency Amount	13,3 N	13321.230
13	Invoice Status	Status of the Invoice/File after validation **Valid values** Z - Sanity Check Error X - Error – Non Correctable C - Error – Correctable V – Validated Successfully	1 A	V
14	Error at Invoice Level	Y – Yes N – No	1 A	N
15	Total number of billing records	The total number of Line Item Details in case of Misc (In case no line item detail exist then line item count will be considered)	8 N	15
16	Records successfully validated	Total Number of billing records successfully validated	8 N	10
17	Records in Validation Error	Total Number of billing records in Error	8 N	5

Note: SIS will not delete any invoice information submitted by the Billing Entity automatically on validation failure**.**

3.7.5. SIS-Validation CSV Report Formats

3.7.5.1. For IS-XML Billing Files

IS generates two reports as part of the IS-Validation process:

1. *SIS-Validation Summary Report (R1)*: This report provides a summary of the validation process for a Billing file. This report is created irrespective of the Validation status. So even if all Invoices in the file are successfully validated, this report will be created.
2. *SIS-Validation Detail Error Report (R2)*: This report provides the details of only the errors encountered during the SIS-Validation Process. Hence if all invoices in a file are successfully validated, this report will not be created.

The format of the **IS-Validation Summary Report** is as follows:

Serial No	Column	Description	Format	Example
1	Serial No	The Serial Number of the Record	10N	1
2	Billing Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billing Entity	3 A/N	220
3	Clearance Month	The Clearance Month of billing	YYYYMM	200910
4	Period Number	Period no of the Clearance Month	2N	02
5	Billing Category	The Billing Category M – Miscellaneous	1A	P
6	Billing File Name	The Filename with extension	50 A/N	
7	Billing File Submission Date	The date of submission in YYYYMMDD format	8 N	20091209
8	Submission Format	Format of the Billing File IS-XML	10 A/N	IS-XML
9	Billed Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billed Entity	4 A/N	0125
10	Invoice Number	The Invoice number details	10A/N	INV001
11	Currency of Billing	The Billing Currency Code	3 A/N	USD
12	Invoice Amount in Billing Currency	The Billing Currency Amount	13,3 N	13321.230
13	Invoice Status	Status of the Invoice/File after validation **Valid values** Z - Sanity Check Error X - Error – Non Correctable C - Error – Correctable V – Validated Successfully	1 A	V
14	Error at Invoice Level	Y – Yes N – No	1 A	N
15	Total number of billing records	The total number of Line Item Details in case of Misc (In case no line item detail exist then line item count will be considered)	8 N	15
16	Records successfully validated	Total Number of billing records successfully validated	8 N	10
17	Records in Validation Error	Total Number of billing records in Error	8 N	5

Note: In this CSV file, the first record will be the column heading and the subsequent records will be the data records.

The format of the **IS-Validation Detail Error Report** is as follows:

Serial No	Column	Description	Format	Example
1	Serial No	The Serial Number of the Record	10N	1
2	Billing Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billing Entity	3 A/N	220
3	Clearance Month	The Clearance Month of billing	YYYYMM	200910
4	Period Number	Period no of the Clearance Month	2N	02
5	Billing Category	The Billing Category M – Miscellaneous	1A	P
6	Billing File Name	The Filename with extension	50 A/N	
7	Billing File Submission Date	The date of submission in YYYYMMDD format	8 N	20091209
8	Submission Format	Format of the Billing File IS-XML	10 A/N	IS-XML
9	Billed Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billed Entity	4 A/N	125
10	Invoice Number	The Invoice Number	10 A/N	INV133328
11	MISC Charge Category	The Misc Charge Category	25 A/N	0
12				
13	Misc Line Item No	The Line Item No in case of Misc	7 N	1333
14	Misc Line Item Detail No	The Line Item Details No in case of Misc	7 N	5
15		Not used for MISC		
16		Not used for MISC		
17.a	Error Code	The Error Code	20 A/N	
17.b	Error Level	This will have the following valid values: MISC: File Invoice Line Item Line Item Detail Invoice Summary	50 A/N	Coupon
18	Field Name	Then name of the field in Error	50 A/N	From Airport
19	Field Value	The value of the field in Error	100 A/N	XXX
20	Error Description	Details of the error	200 A/N	Invalid Value
21	Error Status	**Valid values** Z - Sanity Check Error X - Error – Non Correctable C - Error – Correctable W - Warning	1 A	E

Note: In this CSV file, the first record will be the column heading and the subsequent records will be the data records.

3.7.5.2.   For Payment Status Update Files

SIS generates two reports as part of the IS-Validation process:

1)   IS-Validation Summary Report: This report provides details of:
   a)   Transmitter, Input file date, Input file name
   b)   Total number of records in a file
   c)   Total number of records passed in validation
   d)   Total number of records failed in validation
   e)   File Status

2)   SIS-Validation Detail Error Report: This report provides details of:
   a)   In case of a complete rejection of a file, the R2 file should provide details of the first error encountered

b) Where the file is partially processed, the R2 file should provide details of each record failed in validation

c) If single record fails in multiple validations, R2 report should indicate it separately for each error

d) R2 report should not be generated when all the records in file passes validations

The format of the **IS-Validation Summary Report** is as follows:

#	FIELD	M / C	EXAMPLE(S)	COMMENTS
1.	Transmitter	M	001	• Accounting Code of the Transmitter of file
2.	File Submission Date	M	20161215	• Date on which file is received in IS
3.	File Name	M	MRSF-1252016061800001.ZIP	• Name of file as received in IS
4.	Total Number of Records	C	2865	• Total number of records in a file (excluding header row) • It may not be possible to provide this value when Level 1 validation fails
5.	Records Successfully Validated	C	2695	• Total number of records validated successfully • It may not be possible to provide this value when Level 1 validation fails
6.	Records in Validation Error	C	170	• Total number of records that failed validations/matching • This should be {Total number of records} - {Total number of records validated successfully} • It may not be possible to provide this value when Level 1 validation fails
7.	File Status	M	Passed	Possible values for this field are: • Passed (when Level 1 validations pass). ▪ This does not mean that Level 2 validations passed for every record ▪ The counts mentioned above will inform the transmitter about how many records passed and how many failed in L2 validations • Failed (when Level 1 validations fail)

The format of the **IS-Validation Detail Error Report** is as follows:

#	FIELD	M / C	EXAMPLE(S)	COMMENTS
1.	Serial No	M	1 1234	• System generated • This should start at 1 for the first record printed after the header row, and should increment by 1 for every subsequent row
2.	File Name	M	MRSF-1252016061800001.ZIP	• Name of file as received in IS
3.	File Submission Date	M	20161215	• Date on which file is received in IS

#	FIELD	M / C	EXAMPLE(S)	COMMENTS
4.	Input File Line Number	C	125	• The 'Line Number' of the record in the input file that failed validations / matching • It may not be possible to provide this value when Level 1 validation fails
5.	Field Name	C	Payment Status as per Billed Member	• The name of the field in the record in the input file that failed validations / matching • It may not be possible to provide this value when Level 1 validation fails
6.	Error Code	M	ABCDE	• These will be assigned as part of the design process
7.	Error Description	M	Invalid Currency Code	• Error description for a validation/matching error

3.7.5.3.   For MISC Document Packages

SIS generates two reports as part of the IS-Validation process:
a) If a package passes all validations, the Sending Member will receive the R1 report
b) If a package fails one or more validations, the Sending Member will receive the R1 and R2 reports
c) All possible errors should be reported in the R2 report

The format of the **IS-Validation Summary Report** is as follows:

#	FIELD	M / C	EXAMPLE(S)	COMMENTS
1.	Serial No	M	1 1234	• System generated • This should start at 1 for the first record printed after the header row, and should increment by 1 for every subsequent row
2.	File Name	M	MRSF-1252016061800001.ZIP	• Name of file as received in IS
3.	File Submission Date	M	20161215	• Date on which file is received in IS
4.	Input File Line Number	C	125	• The 'Line Number' of the record in the input file that failed validations / matching • It may not be possible to provide this value when Level 1 validation fails
5.	Field Name	C	Payment Status as per Billed Member	• The name of the field in the record in the input file that failed validations / matching • It may not be possible to provide this value when Level 1 validation fails
6.	Error Code	M	ABCDE	• These will be assigned as part of the design process
7.	Error Description	M	Invalid Currency Code	• Error description for a validation/matching error

The format of the **IS-Validation Detail Error Report** is as follows:

#	FIELD	M / C	EXAMPLE(S)	COMMENTS
1.	Serial No	M	• System generated • This should start at 1 for the first record printed after the header row, and should increment by 1 for every subsequent row	1 12
2.	File Name	M	Name of package file as received in IS	MDPF-SOA-2017-125-055-123456.zip
3.	Package Date	M	• Date on which package file is received in IS • Format is YYYYMMDD	20171215
4.	Document Name	C	• The name of the document for which an error occurred (if any) • This should be as per the file name provided in the main folder • For non-document level errors, this field should be left blank	ABC.pdf XYZ.xlsx
5.	Error Code	M	These will be assigned as part of the design process	ABCDE
6.	Error Description	M	The description of the error	Invalid or unsupported file extension

3.8. Processed Invoice Data CSV File

#	Column	Description	Format	Example
1	Serial No	The Serial Number of the Record	10N	1
2	Billing Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billing Entity	3 A/N	220
3	Clearance Month	The Clearance Month of billing	YYYYMM	200910
4	Period	Period no of the Clearance Month	2N (left padded with zero)	02
5	Billed Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billed Entity	3 A/N	125
6	Billing Category	The Billing Category M – Miscellaneous	1A	P
7	Settlement Method Indicator	I - ICH A – ACH M – ACH Interclearance Billings or ACH Billings as per IATA rules B – Bilateral R – Adjustment due to Protest	1A	I
8	Invoice Number	The Invoice number details	10A/N	INV001
9	Invoice Type	The Type of Invoice IV – Invoice CN – Credit Note	2 A/N	IV
10	Currency of Billing	The Billing Currency Code	3 A/N	USD
11	Invoice Amount in Billing Currency	The Billing Currency Amount	13,3 N	13321.230
12	Currency of Clearance	The Clearance Currency Code	3 A/N	USD
13	Invoice Amount in Clearance Currency	The Clearance Currency Amount	13,3 N	13321.230

Note: In this CSV file, the first record will be the column heading and the subsequent records will be the data records.

3.9. Miscellaneous Credit Note

Credit notes in Miscellaneous will be issued for actions such as:

1. The reversal of an erroneous debit which has already been submitted in SIS
2. Where the service naturally results in a credit
3. To credit back a duplicate payment received in error, e.g. settled bilaterally as well as through the Clearing House

Credit notes will not normally be used as a means of adjusting invoices, except as a result of a Clearing House Protest, in which case a credit invoice must be issued by the Member that has entered the disputed charge, including the Settlement Method Indicator "R".

When an IS-XML is used for issuing a credit note, the following should be ensured;

1. The value of the field 'InvoiceType' is 'Credit Note'
2. The values are provided as a negative amount.
3. The Charge Category & Charge Code are correctly specified

When IS-WEB is used for issuing a credit note, the following needs to be ensured.

1. The values are provided as a negative amount.
2. The Charge Category & Charge Code are correctly specified

If the Charge Amount is to be credited, it will be reported as negative in the Credit Note. The Unit Price in such a case will also be negative. The Quantity will always be positive (Invoice or Credit Note).

Similarly if Tax Amount is to be credited, the Tax Amount will be reported as a Negative amount. If the Taxable Amount is also specified then even that amount will be reported as negative, The Taxable percentage will be positive in all cases (Invoice or Credit Note). Same logic is applicable for AddOnCharges as well.

Please note that the line item details will not be required to be provided, hence the validation for the required and mandatory fields as specified in the above section will not be done by IS. However, if a line item detail is provided then the mandatory fields defined for the Charge Category and Charge Code will be validated.

a. If the exchange rate is provided in the input file then the exchange rate as per the billing month of the original invoice against which the credit note is being raised should be provided. System will not validate exchange rate with the current month FDR and will populate a code 'EX' in the IS-Validation field to indicate that the FDR could be incorrect. This invoice will not fail validation.
b. If the exchange rate is not provided in the input file then the system will populate the current month FDR (FDR of the billing month in which the invoice is being submitted) and will set the IS Validation Flag as 'EX' indicating that the exchange rate should be verified as it might not be the exchange rate of the original invoice. This invoice will not fail validation.

3.10. Rejection & Correspondence Process

In case of disagreement about an invoice, the recipient of the invoice may reject the invoice by means of a rejection invoice. Such a rejection initiates the rejection cycle. The rejection may bear on either the totality or a portion of the invoice. The reply by the user to the rejection invoice ends one cycle of rejection. The rejection cycles in the SIS e-invoicing Platform will be governed by the rules of individual Clearing House. Currently ACH allows an invoice to be rejected two times where as IATA allows only a single rejection. If no settlement is reached after the maximal amount of rejection has been reached, the parties may initiate correspondence as detailed further below.

SIS supports Rejection Invoices to be submitted electronically via IS-XML as well as manually captured via IS-WEB interface.

A Miscellaneous Rejection Invoice can be created for rejecting a previously billed Invoice in part or full. While creating a Rejection Invoice, it is mandatory to specify the original Invoice Number and the original billing month-period. In case only a part (specific line items) of an invoice is being rejected, the Rejection Invoice should include reference to the Line Item number of the Original Invoice being rejected. The reason for rejection should be stated in the invoice either in the 'Notes' or in the Service Description field. It is recommended that the original description of service is retained in the rejection invoice. A Line item detail can not be rejected. Hence, the Mandatory and Recommended fields for the Charge Category Charge Code combination are not required to be provided. IS will not validate the Mandatory & Recommended fields required at the Line Item Detail level for a Rejection Invoice. However, if a line item detail is provided then the mandatory fields defined for the Charge Category and Charge Code will be validated.

A Miscellaneous Rejection Invoice can only refer to a single Original Invoice. Multiple Invoices cannot be clubbed and rejected by a single Rejection Invoice. Only a single rejection is allowed.

Once the rejection cycle is over and the dispute on the billing is not settled, the entity receiving the last Rejection invoice can initiate a Correspondence to pursue the case further. The process of Correspondence is managed via IS-WEB and this will be the only medium available to the billing/billed entities to communicate. There is currently no limit on the number of iterations of Correspondence between the billing and billed entity, however each Correspondence has a time limit for action to be taken on it. The time limit for Correspondence is governed by the rules of individual Clearing House.

When a Correspondence is initiated for the first time, IS generates a unique Correspondence Reference Number for the same. Any subsequent correspondence will continue with the same Correspondence Reference number.

The table below lists some specific scenarios in the Correspondence Process:

Sr. No.	Entity receiving the last Rejection Invoice	Entity raising the last Rejection Invoice	Notes
1	Correspondence initiation is always done by this entity	The first Correspondence is always received by this entity.	Correspondence can be done only over IS-WEB.
2.	This entity cannot issue "Authority to bill"	"Authority to bill" can be issued only by this entity	"Authority to bill" is issued when the entity grants its approval to the other party to Invoice. When such approval is granted the entity specifies the amount for which the approval is provided. The entity receiving the authority can either raise a Billing Memo for the amount approved or continue with the Correspondence if it doesn't agree with the approval amount.
3.	If this entity does not respond to the Correspondence by the time limit, the Correspondence is marked as expired and that is the end of the dispute cycle.	If this entity does not respond to the Correspondence by the time limit, the Correspondence is marked as expired. The other entity in the dispute has the right to Issue a Billing Memo equal to the last Correspondence Amount.	SIS will not allow any further Correspondence reply on Correspondences which are marked as Expired.

When an Authority to Bill is given or when a correspondence expires, the other entity in dispute can issue an invoice equal to the last correspondence amount. A correspondence invoice can refer to a single correspondence only. Multiple correspondences can not be clubbed in one correspondence invoice. While creating a Correspondence Invoice, it is mandatory to specify the last Rejection Invoice Number and Correspondence Reference Number and indicate if the

Correspondence Invoice is due to an Authority to Bill or due to expiry. It is also necessary to specify the correct Charge Category & Charge code in the invoice and should be as stated in the last correspondence/ rejection invoice. However, the Mandatory & Recommended fields required for a Charge Category Charge Code combination are not required to be stated in this invoice. IS will not validate the Mandatory & Recommended fields required at the Line Item Detail level for a Correspondence Invoice. However, if a line item detail is provided then the mandatory fields defined for the Charge Category and Charge Code will be validated.

For both, Rejection Invoice and Correspondence Invoice, if the exchange rate is provided in the input file then the exchange rate as per the billing month of the original invoice should be provided. If the system is not able to trace the Original Invoice month details, system will flag that the exchange rate could not be validated and populate a code 'EX' in the IS-Validation field to denote that. This invoice will not fail validation.

If the exchange rate is not provided in the input file then the system will populate the original month FDR (Five Day Rate) if the system can find the original invoice in the IS database else it will populate the current month FDR (FDR of the billing month in which the invoice is being submitted) and will set the IS Validation Flag as 'EX' indicating that the exchange rate should be verified as it might not be the exchange rate of the original invoice. This invoice will not fail validation.

3.11. Dispute Process

Dispute for a Miscellaneous Original Invoice can be created by either a Billing Member for incorrectly billed original invoice or a Billed Member when does not agree with the charges. Further communication between both Members will continue until the dispute is closed. Closure of a dispute can be due to agreement of either the Billing Member or Billed Member. In case of no response within the applicable Time Limit, SIS will close the dispute automatically.
If there is merit in the dispute, then it will be offset by submitting a Credit Note from the Billing Member of the Original Invoice. Disputes can be raised for Original Invoices with Bilateral SMIs other than SMI 'X' only, and not for Rejection Invoices, Correspondence and Credit Notes. A dispute can pertain to one Invoice only, however more than one dispute can be raised for the same Invoice.

Any Charge heads from the Invoice can be disputed as a contested item, i.e. Invoice Header, Line Items or Line Item Details.
- At Invoice Level Tax Amount, VAT Amount, Add/Deduct Amount can be disputed
- 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.

Once a dispute has been sent by the Initiator, new contested items cannot be added to the dispute. If additional items should be contested, a new dispute should be created
A Rejection Invoice cannot be raised against an Original Invoice that has a dispute against it (whether the dispute is open or closed). A dispute cannot be raised on an Original Invoice if a Rejection Invoice exists against it

SIS supports dispute to be submitted electronically via IS-XML as well as manually captured via IS-WEB interface.

3.12. Payment Status for Miscellaneous Bilateral Invoices

As of Nov P1 2016, SIS allows users to provide payment information for bilateral invoices. This functionality is optional and is available for both billing and billed entities (payment status can be provided for both payable and receivable persepctive).

Two new input files and two new output files are related to this feature, refer to Chapter 3 - Section 3.26 detailed information on the file structure.

3.13. Miscellaneous Document Packages

As of Nov P1 2018, Miscellaneous 'Document Packages' option in SIS facilitates exchange of documents for members to pass on a Package contains individual documents in different formats (file extensions) using the SIS infrastructure to another member.

The Miscellaneous 'Document Packages' are Not legal invoices and corresponding invoices might eventually be done outside of SIS.
However SIS perform limited validations on Document Packages issued from the Sending Member, e.g. basic checks of presence of at least one document, validate file extensions etc., If validations are passed successfully then SIS forwards the Document Package to the Receiving Member.

One new input file and one new output file are related to this feature, refer to Chapter 2 – Section 3.26 detailed information on the file structure.

3.14. SIS Output Files

The Participants can configure what output files need to be provided in addition to the billed invoice files (IS-XML) in the Member Profile. In case of Miscellaneous billings, the Participants have the option of requesting the following documents as the Billed Entity:
1.   PDF Invoices
2.   Detailed Listing of Line Item Details in PDF and CSV format
3.   Digital Signature and Other Legal files
4.   Supporting Documents

The Participants have the option of requesting the following documents as the Billing Entity:
1.   PDF Invoices
2.   Detailed Listing of Line Item Details in PDF and CSV format
3.   Digital Signature and Other Legal files

Depending on the setup of the Member Profile, SIS will automatically generate a zip archive containing the relevant files. This zip archive will be available for download along with the billing files on the IS Calendar Billing Output Generation Date for every billing period. An XML Index file will be present in the zip file containing the reference of all the documents included in the archive. Refer Chapter 2 – Section 3.26 for details on how the various documents will be organized within the zip archive as well as for the format of the XML Index file.

Participants can also download the above mentioned files on an ad-hoc basis for individual Invoices from the IS-WEB.

To summarize, the following IS output files can be made available depending on the configuration of the Member Profile:

As a Billed Entity:
1. One zip file containing Incoming Invoice information in IS-XML format
2. One Offline Archive zip file for Payable Invoices containing:
          - PDF copy of the billed invoices*
          - Detailed Listings*
          - Digital Signature and Verification log files*
          - Supporting Documents*
          - General Terms Document **

          * depending on the Member Profile setup
          ** depending on the Member Profile setup of Billing Member

As a Billing Entity:
1. One zip file containing Invoices submitted by 3rd parties on behalf of the carrier in IS-XML format
2. One zip file containing Invoices submitted manually via IS-WEB, converted in IS-XML format.

3. One Offline Archive zip file for Receivable Invoices containing:
- PDF copy of the billing invoices*
- Detailed Listings*
- Digital Signature and related files*
- General Terms Document *

* depending on the Member Profile setup

The output files will be stored in SIS for a period of 90 days after which they are deleted and can not be regenerated.

3.14.1. Daily Delivery of Miscellaneous Bilateral Invoices (Payables)

As Nov P1 2016, SIS allows Bilateral invoices/credit notes (SMI – "B","S" or "P") to be sent to a Billed member on a daily basis. Such invoices are available in a separate Payables screen under the Miscellaneous menu tab (permissions to access this menu are required). With Release 1.9 in Nov P1 2016, SIS allows contacts to receive a system generated alert notifying them when new invoices have been issued.

3.14.2. Daily Output Generation for Miscellaneous Bilateral Invoices

In addition to the daily delivery of Miscellaneous bilateral invoices, SIS also allows users to request outputs in the form of IS-XML data and Offline Archives (OARs) to be generated on a daily basis as well. For better control of daily bilateral output files, the IS-XML file will indicate the name of the last file sent by SIS.

Invoices/credit notes delivered on a daily basis will NOT be included in the weekly output to Billed Members, whether in IS-XML or OARs.

Weekly output processes for the Billing Member as well as the weekly Supporting Documents linking deadlines and presentation process remain unaffected by this change.

3.14.3. Location Specific Output Files

As of May P1 2015, SIS allows MISC output files (IS-XML data and Offline Archives – OARs) to be split per Location ID. The feature allows members to choose for which Location IDs they would like to receive separate output files and to which iiNET account these files will be sent to.

Invoices/credit notes delivered in a Location specific output file will NOT be included in the non location specific output, whether in IS-XML or OARs. However, members have the option to request a copy of the location specific output file to be sent to the iiNET code associated to the Main location.

The weekly and daily output processes for non location specific files remains unchanged.

The following output files are available to be delivered as location specific:
- On behalf of IS-XML files
- MISC Is WEB XML
- Offline Archive Files (weekly payables and receivables)
- IS-XML Outbound files
- Daily MISC Bilateral IS-XML
- Daily MISC Bilateral OAR

3.15. Reports

3.16. IS-WEB Analysis Reports

SIS will provide a facility for the following Web Analysis reports for download from IS-WEB interface in Excel or csv format. These reports are based on data present in SIS. The main purpose of these reports is to provide Airlines with a possibility to analyze data over a period of time. The reports available are:

1. Miscellaneous Invoice Summary Report – Receivables
2. Miscellaneous Charge Summary Report – Payables
3. Miscellaneous Charge Code Report – Receivables
4. Miscellaneous Charge Code Report – Payables
5. Miscellaneous Correspondence Report
6. Miscellaneous Supporting Attachments Mismatch Report

Miscellaneous Invoice Summary Report - Receivables

This report will be used to see the details of the MISC Receivables invoices as per data source and hence help in reconciling GLs where part/all have been entered through IS-WEB. This report can be viewed for all billed entities or a specific entity.

The query criteria are:

Query Criteria	Optional?	Permitted Values if Any
Clearance Period From	Mandatory	
Clearance Period To	Mandatory	
Data Source	Optional	IS-XML, IS-WEB, All
Settlement Method Indicator	Optional	ICH, ACH, ICH & ACH, Bilateral, All
Billing Entity Code	Optional	
Billing Entity Name	Optional	
Billed Entity Code	Optional	This would by default be the self entity and in case of Sponsor/ Aggregator, this would display all the sponsored/ aggregated entities selected
Billed Entity Name	Optional	
Charge Category	Optional	
Clearance Currency	Optional	
Transaction Type	Optional	

Data Source	Clearance Month	Clearance Period #	Settlement Method Indicator	Billing Entity Code	Billing Entity Name	Billed Entity Code	Billed Entity Name	Invoice Number	Invoice Date	Charge Category	Charge Code	Billing Currency	Billing Currency Amount	Exchange Rate	Clearance Currency	Clearance Currency Amount
IS-WEB	Jan-10	1	ACH	CO-005	Continental Airlines	UA-006	United Airlines	LE133441	03-Jan-10	Engineering	Handling LM	USD	21343.75	1.00000	USD	21343.75
													Total			

The sort criteria are: Data Source, Clearance Month, Period No., Billing Entity Code, Billed Entity Code, Settlement Month Indicator, Charge Category, Charge Code.

Miscellaneous Invoice Summary Report - Payables

With this report, user can view the summary of the incoming miscellaneous invoices by Charge Category for a range of clearance month. This report can be viewed for all airlines or a specific airline.

The query criteria are:

Query Criteria	Optional?	Permitted Values if Any
Clearance Period From	Mandatory	
Clearance Period To	Mandatory	
Settlement Method Indicator	Optional	ICH, ACH, ICH & ACH, Bilateral, All
Billing Entity Code	Optional	
Billing Entity Name	Optional	
Billed Entity Code	Optional	This would by default be the self entity and in case of Sponsor/ Aggregator, this would display all the sponsored/ aggregated entities selected
Billed Entity Name	Optional	
Charge Category	Optional	
Clearance Currency	Optional	
Transaction Type	Optional	

Clearance Year - Month	Clearance Period	Settlement Method Indicator	Member Code	Member Name	Invoice Number	Invoice Date	Charge Category	Billing Currency	Billing Currency Amount	Exchange Rate	Clearance Currency	Clearance Currency Amount
JAN-14	1	I	1A-A79	AMADEUS IT GROUP SA	0000007307	31-DEC-13	Service Provider	EUR	6641.700	0.72978	USD	9,100.962
JAN-14	1	I	1A-A79	AMADEUS IT GROUP SA	0000007503	09-JAN-14	Service Provider	EUR	-174996.080	0.72978	USD	-239,792.924
JAN-14	1	I	1A-A79	AMADEUS IT GROUP SA	0000007076	31-DEC-13	Service Provider	EUR	2301802.100	0.72978	USD	3,154,104.114
JAN-14	1	I	1A-A79	AMADEUS IT GROUP SA	0000007078	31-DEC-13	Service Provider	EUR	4020648.100	0.72978	USD	5,509,397.490

Miscellaneous Charge Code Report – Receivables

With this report, user can view the Line Items of the Miscellaneous receivable invoices by Charge Category and Charge Codefor a range of 12 months. This report can be viewed for all airlines or a specific airline.

The query criteria are:

Query Criteria	Optional?	Permitted Values if Any
From Billing Year	Mandatory	
From Billing Month	Mandatory	
From Period	Mandatory	
To Billing Year	Mandatory	
To Billing Month	Mandatory	
To Period	Mandatory	
Settlement Method Indicator	Optional	ICH, ACH, ICH & ACH, Bilateral, All
Billed Member Code	Optional	
Invoice/Credit Note Number	Optional	
Charge Category	Optional	
Charge Code	Optional	

Miscellaneous Charge Code Report – Payables

With this report, user can view the Line Items of the incoming miscellaneous invoices by Charge Category and Charge Codefor a range of 12 months. This report can be viewed for all airlines or a specific airline.

The query criteria are:

Query Criteria	Optional?	Permitted Values if Any
From Billing Year	Mandatory	
From Billing Month	Mandatory	
From Period	Mandatory	
To Billing Year	Mandatory	
To Billing Month	Mandatory	
To Period	Mandatory	
Settlement Method Indicator	Optional	ICH, ACH, ICH & ACH, Bilateral, All
Billing Member Code	Optional	
Invoice/Credit Note Number	Optional	
Charge Category	Optional	
Charge Code	Optional	

Miscellaneous Correspondence Report

With this report, user can view the summary of the miscellaneous invoices by Charge Category for a range of clearance month. This report can be viewed for all airlines or a specific airline.

The various query criteria are:

Query Criteria	Optional?	Permitted Values if Any
From Date	Mandatory	
To Date	Mandatory	
Corr. Initiating Entity Code	Optional	
Corr. Initiating Entity Name	Optional	
From Entity Code	Optional	
From Entity Name	Optional	
To Entity Code	Optional	
To Entity Name	Optional	
Authority to Bill	Optional	Y/b
Charge Category	Optional	
Correspondence Stage >	Optional	
Correspondence Status	Optional	Responded/Received
Expiring in (no of days)	Optional	

The report generated can be sorted by the Correspondence Initiating Entity code, Expiry Date and Amount to be settled fields.

A sample report format subject to changes outlining this is attached below:

Miscellaneous Supporting Attachments Mismatch Report:

This report provides the airline with a list of invoice items where Attachments are expected and not provided currently in the system.

The various query criteria are:

Query Criteria:	Optional?	Values
Clearance Month	Mandatory	
Period No	Mandatory	
Member Code	Optional	
Settlement Method Indicator	Optional	ICH, ACH, ICH & ACH, Bilateral, All
Invoice Number	Optional	

The report can be produced sorted by Airline Code, Clearance Month, Period No., Settlement Method Indicator and Invoice No information.

A sample report format subject to changes outlining this is attached below:

Billed Member Code	Billed Member Name	Billing Month	Period No	Settlement Method	Invoice Type	Invoice No.	Attachment Indicator - Original	No. of Attachments Linked
001	American members	May - 13	1	ICH	Invoice	1221218	Y	0
131	Japan Airlines	May - 13	1	ICH	Credit Note	1237699	N	1
131	Japan Airlines	May - 13	1	ICH	Rejection Invoice	9383939	Y	0
125	British Airways	May - 13	1	ICH	Correspondence Invoice	9823829	N	2

3.16.1. Reference Data Update CSV file

This document is generated by the platform and allows users to update the latest member profile data from all the SIS e-invoicing Platform users into their own system.If the option is selected in the Member Profile, when a user of the platform changes any address. The file is produced at the beginning of each period. And the User can choose whether he wants the full list of every user or solely the content of the updated ones.

#	Column	Description	Format	Example
1	Serial No	The Serial Number of the Record	5N	1
2	Member Prefix	The numeric airline code or the Alpha numeric Supplier code which uniquely identifies the participant	3A/N	125
3	Location Id	The Location ID of the Reference Data	7A/N	MAIN
4	Company Legal Name	The Legal Name of the Participant	100A/N	BRITISH AIRWAYS PLC
5	Tax/VAT Registration ID	The Tax or VAT Number of the Participant	25A/N	GB 222452988
6	Additional Tax/VAT Registration ID	Additional Tax or VAT Number of the Participant	25A/N	GB 222452988
7	Company Registration ID	The Company Registration ID of the Participant	25A/N	3699618
8	Address Line 1	The Address Line 1 details of the Participant	70 A/N	Waterside HDA1(R60)
9	Address Line2	The Address Line 2 details of the Participant	70 A/N	Building 869

#	Column	Description	Format	Example
				Northolt Road
10	Address Line3	The Address Line 3 details of the Participant	70 A/N	Heathrow Airport
11	City Name	City Name of the Participants Location	50 A/N	London
12	Subdivision Code	Code for a State, Province, County, or Department as defined in ISO 3166-2	3 A/N	HNS
13	Subdivision Name	Name of the State, Province, County or Department	50 A/N	Hounslow
14	Country Code	Country code as defined in ISO 3166-1	2 A/N	GB
15	Country Name	Country Name of the Participants Location	50 A/N	Great Britain
16	Postal Code	Postal Code of the Participants Location	50 A/N	TW6 2JA

3.16.2. Processed Invoice Data CSV File

This file countains a summary of all invoices sent, at a high level, for all billing categories.

#	Column	Description	Format	Example
1	Serial No	The Serial Number of the Record	10N	1
2	Billing Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billing Entity	3 A/N	220
3	Clearance Month	The Clearance Month of billing	YYYYMM	200910
4	Period	Period no of the Clearance Month	2N (left padded with zero)	02
5	Billed Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billed Entity	3 A/N	125
6	Billing Category	The Billing Category M – Miscellaneous	1A	P
7	Settlement Method Indicator	I - ICH A – ACH M – ACH Interclearance Billings or ACH Billings as per IATA rules B – Bilateral R – Adjustment due to Protest	1A	I
8	Invoice Number	The Invoice number details	10A/N	INV001
9	Invoice Type	The Type of Invoice IV – Invoice CN – Credit Note	2 A/N	IV
10	Currency of Billing	The Billing Currency Code	3 A/N	USD
11	Invoice Amount in Billing Currency	The Billing Currency Amount	13,3 N	13321.230
12	Currency of Clearance	The Clearance Currency Code	3 A/N	USD
13	Invoice Amount in Clearance Currency	The Clearance Currency Amount	13,3 N	13321.230

Note: In this CSV file, the first record will be the column heading and the subsequent records will be the data records.

3.17. Offline Archive File – Layout and Index File Specifications

3.17.1. Weekly OAR

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION	FORM
0	Folder	n/a	The top level folder that indicates who the receiver is, whether data pertains to payables/receivables and the clearance period. **Occurrence:** 1 Folder name parameters: - Field 2 (*T*): P for payables, R for receivables - Field 3 (*CC*): The prefix of the receiver (e.g. AA for American Airlines) - Field 4 (*DDD*): The designator of the receiver (e.g. 0001 for American Airlines) - Field 5 (*YYYYMMPP*): The billing clearance month and period number in case for MISC	*MISC - T-CC-DD* *YYYYMMPP*
1A	File	0	Index file (in XML format). **Occurrence:** 1 - Refer to Table 1 below for specifications when data is created from a receivables perspective. - Refer to Table 2 below for specifications when data is created from a payables perspective.	INDEX.XML
1B	Folder	0	The designator of the Member for which the invoices below pertain to: - Billed Member identification if target recipient receives receivables data - Billing Member identification if target recipient receives payables data **Occurrence:** 1 or more Folder name parameters: - Positions 1-2 (*CC*): The designator of the Member (e.g. BA for British Airways) - Positions 4-6 (*DDD*): The prefix of the Member (e.g. 125 for British Airways)	*CC-DDD*
2A	Folder	1B	The invoice folder containing all invoice related information. **Occurrence:** 1 or more In case of MISC Folder name parameters: - Positions 4 onwards (*NNNNNNNNNN*): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases)	INV-*NNNNNNNN*
3A	Folder	2A	The e-invoicing folder containing Invoice copy, Digital Signature files as well as verification log file, General Terms Document **Occurrence:** 0 or 1 (This folder will be created only if the entity has requested for a PDF Invoice copy and/or Digital Signature files)	E-INVOICE

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION	FORM
4A	File	3A	The Invoice in PDF format. If the entity has opted for Digital Signature Service of PDF Invoice, then this file will be the digitally signed PDF Invoice (with embedded digital signature) else this will be a Non Digitally Signed Invoice Copy. **Occurrence:** 0 or 1 (This file will be present only if the entity has requested for a PDF Invoice Copy and/or for a Digitally Signed PDF File) Filename parameters: - Position 6-7 (*CC*): The designator of the billing member (e.g. AA for American Airlines) - Position 9-11 (*DDD*): The prefix of the billing member (e.g. 0001 for American Airlines) - Positions 13-22 (*NNNNNNNNNN*): The invoice number	*M*NV-*CC*-*DDD*-*NNNNNNNNNN*.P
4A	File	3A	The Invoice in XML Format. **Occurrence:** 0 or 1 (This file will be present only if the entity has opted for Digital Signature Service of XML Invoice and has requested for the XML Invoice download) Filename parameters: - Position 6-7 (*CC*): The designator of the billing member (e.g. AA for American Airlines) - Position 9-11 (*DDD*): The designator of the billing member (e.g. 001 for American Airlines) - Positions 13-22 (*NNNNNNNNNN*): The invoice number (As Invoice number is alphanumeric, it is not necessary that the length of all invoice numbers will have 10 characters)	*M*NV-*CC*-*DDD*-*NNNNNNNNNN*.X
4A	File	3A	The verification log file of the Digitally Signed Invoice. **Occurrence:** 0 or 1 Filename parameters: - Position 6-7 (*CC*): The designator of the billing member (e.g. AA for American Airlines) - Position 9-11 (*DDD*): The prefix of the billing member (e.g. 001 for American Airlines) - Positions 13-22 (*NNNNNNNNNN*): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases)	*M*XVF-*CC*-*DDD*-*NNNNNNNNNN*.X
4A	File	3A	The Digital Signature file **Occurrence:** 0 or 1 (This file will be present only in case an XML Invoice was digitally signed. In case of a PDF Invoice, the Digital Signature will be embedded in the PDF document) Filename parameters: - Position 5-6 (*CC*): The designator of the billing member (e.g. AA for American Airlines) - Position 8-10 (*DDD*): The prefix of the billing member (e.g. 001 for American Airlines) - Positions 12-21 (*NNNNNNNNNN*): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases)	*M*DS-*CC*-*DDD*-*NNNNNNNNNN*.X
4A	File	3A	General Terms Document **Occurrence:** 0 or 1 (This file will be present only if uploaded by the billing entity in their Member Profile, per Location ID)	In PDF format The length of file including the exte NOT be greater th
3B	Folder	2A	The folder containing detailed listings **Occurrence:** 0 or 1 This folder will be created only if the entity has requested for detailed listings to be provided.	LISTINGS

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION	FORM
4B	Files	3B	Detailed listings of the invoices. **Occurrence:** 1 or more In case of PAX/CGO/UATP/MISC Filename parameters: - Positions 2-7 (*XXXXXX*): Further details about the nature of the listing. This will change per billing category and nature of invoice. See details below. - Positions 9 onwards (*NNNNNNNNNN*):The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases) **Extension:** - For Billing Categoriy MISC the extension will be PDF and CSV - Details about the nature of the listing (*XXXXXX*): - MISC/UATP: DETLST	*MXXXXXX-NNNNNNNNNN*.C *MXXXXXX-NNNNNNNNNN*.P
3D	Folder	2A	Folder containing supporting documents **Occurrence:** 0 or 1 This folder will be created only if supporting documents are contained in the invoice.	SUPPDOCS
4D	Files	3D	Supporting documents applicable for the invoice (MISC/UATP). **Occurrence:** 0 or more The names of these files will be as per what was submitted by Billing Member	Any
5A	Files	4E	Supporting documents applicable for the transaction (PAX/CGO/FORMC) **Occurrence:** 0 or more The names of these files will be as per what was submitted by Billing Member	Any

Cargo Offline Payables Archive File
File Name: OAR-CGO-P-001-20120403.ZIP

Lvl	
0	CGO-P-AA-001-20120403\
1A	INDEX.XML
1B	KL-074\
2A	INV-KLM12345\
3A	E-INVOICE\
4A	CINV-KL-074-KLM12345.PDF
4A	CXVF-KL-074-KLM12345.XML
3B	LISTINGS\
4B	CAWBLST-KLM12345.CSV
4B	CMEMLST-KLM12345.CSV
3C	MEMOS\
4C	CRM-02167-00410-6454123.HTML
4C	CRM-02167-00411-6454124.HTML
4C	CBM-02167-00412-6454125.HTML
3D	SUPPDOCS\
4E	02167-00410\
5A	FILE5.PDF
5A	FILE6.PDF
5A	IMAGE3.JPG
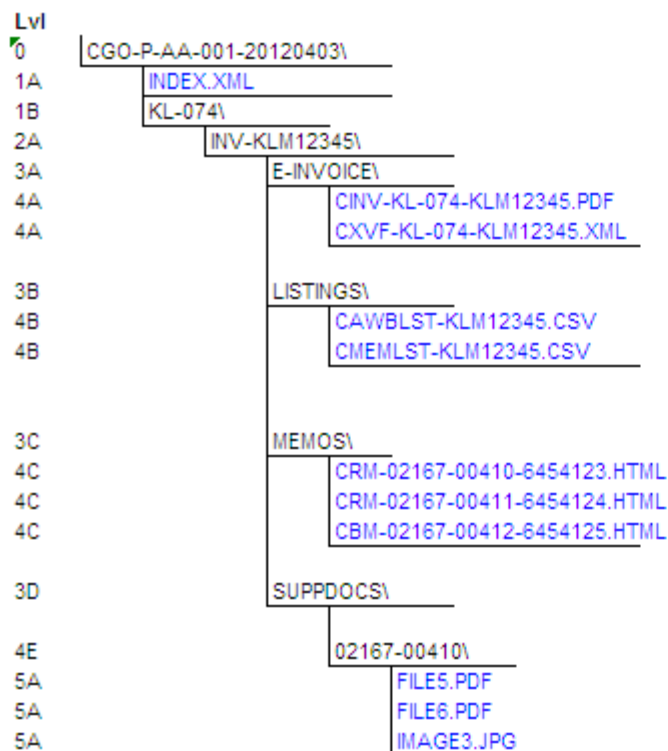
Misc Offline Archive File
File Name: OAR-MISC-P-001-20120403.ZIP

Lvl	
0	MISC-P-AA-001-20120403\
1A	INDEX.XML
1B	UA-016\
2A	INV-Z7B12345\
3A	E-INVOICE\
4A	MINV-UA-016-Z7B12345.PDF
4A	MXVF-UA-016-Z7B12345.XML
3B	LISTINGS\
4B	MDETLST-Z7B12345.PDF
3D	SUPPDOCS\
4D	FILE7.PDF
4D	FILE8.PDF
4D	WORKSHEET1.XLS
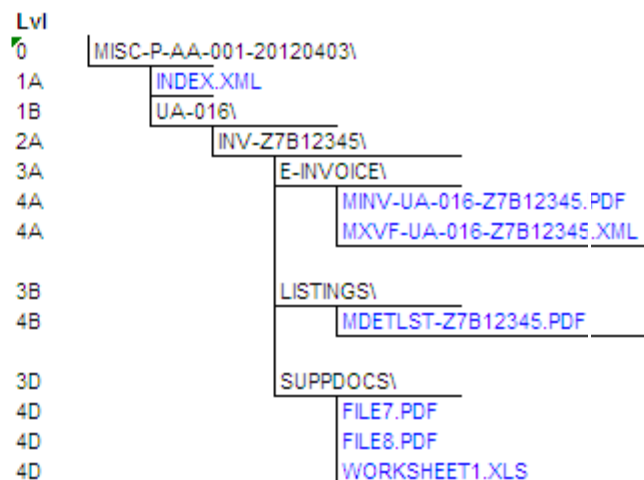
The archive will contain hierarchical levels of folders; and files within folders as per specifications in the following table:

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION	FORM
0	Folder	n/a	The top level folder that indicates who the receiver is, whether data pertains to payables/receivables and the clearance period. **Occurrence:** 1 Folder name parameters: - Field 2 (*T*): P for payables, R for receivables - Field 3 (*CC*): The prefix of the receiver (e.g. AA for American Airlines) - Field 4 (*DDD*): The designator of the receiver (e.g. 0001 for American Airlines) - Field 5 (*YYYYMMPP*): The billing clearance month and period number in case for MISC	*MISC- T-CC-DDD*

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION	FORM
1A	File	0	Index file (in XML format). **Occurrence:** 1 - Refer to Table 1 below for specifications when data is created from a receivables perspective. - Refer to Table 2 below for specifications when data is created from a payables perspective.	INDEX.XML
1B	Folder	0	The designator of the User for which the invoices below pertain to: - Billed Useridentification if target recipient receives receivables data - Billing User identification if target recipient receives payables data **Occurrence:** 1 or more Folder name parameters: - Positions 1-2 (*CC*): The designator of the User (e.g. BA for British Airways) - Positions 4-6 (*DDD*): The prefix of the User (e.g. 125 for British Airways)	*CC*-*DDD*
2A	Folder	1B	The invoice folder containing all invoice related information. **Occurrence:** 1 or more Folder name parameters: - Positions 4 onwards (*NNNNNNNNNN*): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases) -	INV-*NNNNNNNNN*
3A	Folder	2A	The e-invoicing folder containing Invoice copy, Digital Signature files as well as verification log file **Occurrence:** 0 or 1 (This folder will be created only if the entity has requested for a PDF Invoice copy and/or Digital Signature files)	E-INVOICE
4A	File	3A	The Invoice in PDF format. If the entity has opted for Digital Signature Service of PDF Invoice, then this file will be the digitally signed PDF Invoice (with embedded digital signature) else this will be a Non Digitally Signed Invoice Copy. **Occurrence:** 0 or 1 (This file will be present only if the entity has requested for a PDF Invoice Copy and/or for a Digitally Signed PDF File) Filename parameters: - Position 1 (*M* The billing category - Position 6-7 (*CC*): The designator of the billing user (e.g. AA for American Airlines) - Position 9-11 (*DDD*): The prefix of the billing user (e.g. 0001 for American Airlines) - Positions 13-22 (*NNNNNNNNNN*): The invoice number	*M*NV-*CC*-*DDD*-*NNNNNNIINNN*.P
4A	File	3A	The Invoice in XML Format. **Occurrence:** 0 or 1 (This file will be present only if the entity has opted for Digital Signature Service of XML Invoice and has requested for the XML Invoice download) Filename parameters: - Position 1 (*M*): The Billing Category - Position 6-7 (*CC*): The designator of the billing user (e.g. AA for American Airlines) - Position 9-11 (*DDD*): The designator of the billing user (e.g. 001 for American Airlines) - Positions 13-22 (*NNNNNNNNNN*): The invoice number (As Invoice number is alphanumeric, it is not necessary that the length of all invoice numbers will have 10 characters)	*M*NV-*CC*-*DDD*-*NNNNNNIINNN*.X

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION	FORM
4A	File	3A	The verification log file of the Digitally Signed Invoice. **Occurrence:** 0 or 1 Filename parameters: - Position 1 (*M*: The Billing Category (M) - Position 6-7 (*CC*): The designator of the billing user (e.g. AA for American Airlines) - Position 9-11 (*DDD*): The prefix of the billing user (e.g. 001 for American Airlines) - Positions 13-22 (*NNNNNNNNNN*): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases)	*M*XVF-*CC*-*DDD*- *NNNNNNI INNN*.X
4A	File	3A	The Digital Signature file **Occurrence:** 0 or 1 (This file will be present only in case an XML Invoice was digitally signed. In case of a PDF Invoice, the Digital Signature will be embedded in the PDF document) Filename parameters: - Position 1 (*A*: The Billing Category (M) - Position 5-6 (*CC*): The designator of the billing user(e.g. AA for American Airlines) - Position 8-10 (*DDD*): The prefix of the billing user (e.g. 001 for American Airlines) - Positions 12-21 (*NNNNNNNNNN*): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases)	*M*DS-*CC*-*DDD*- *NNNNNNI INNN*.X
3B	Folder	2A	The folder containing detailed listings **Occurrence:** 0 or 1 This folder will be created only if the entity has requested for detailed listings to be provided.	LISTINGS
4B	Files	3B	Detailed listings of the invoices. **Occurrence:** 1 or more In case of MISC Filename parameters: - Position 1 (*A*): The Billing Category (M) - Positions 2-7 (*XXXXXX*): Further details about the nature of the listing. This will change per billing category and nature of invoice. See details below. - Positions 9 onwards (*NNNNNNNNNN*):The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases) **Extension:** - For Billing Categories MISC, the extension will be PDF Details about the nature of the listing (*XXXXXX*): - MISC: DETLST	*MXXXXXX*- *NNNNNNI INNN*.C *AXXXXXX*- *NNNNNNI INNN*.P
3D	Folder	2A	Folder containing supporting documents **Occurrence:** 0 or 1 This folder will be created only if supporting documents are contained in the invoice.	SUPPDOCS

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION		FORM
4D	Files	3D	Supporting documents applicable for the invoice **Occurrence:** 0 or more The names of these files will be as per what was submitted by Billing User	Any	

Table 1: Format of XML Index file when User receives receivables data. (Refer to SISReceivablesIndexTransmission.xsd for technical reference in the zip file in the IS-XML Record structure tab here)

0	1	2	3	4	5	6	7	{level}	Repeat	Type	Size	Values	Description
SISReceivablesIndexTransmission									1				Defines the Index File for Receivable billings
	SISReceivablesIndexHeader								1				Header Information of the SIS Index file for Receivables
		Version							1	AN	50	"IATA:SISReceivablesIndexV1.0.0"	Current version number of the specification
		TransmissionID							0-1	AN	50		Unique identifier for the TransmissionMessage.
		BillingMember							1	AN	3		Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)
		ClearanceMonth							1	DT	4		Clearance Month for which the supporting is getting linked. This should be in MMYY format
		PeriodNumber							1	AN	2		Clearance Period on for which the Invoice Details are to be linked
		BillingCategory							1	AN	1	P, F, C, M, U	Type of Invoice: P-PAX, F - PAX Form C, C-Cargo, M-Misc, U-UATP
		InvoiceHeader							1-oo				
			BilledMember						1	AN	3		Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)
			InvoiceNumber						1	AN	10		Invoice Number details
			EInvoicingFiles						0-oo				
				SrNo					1	N	5		Serial number for e-invoicing related files
				FileName					1	AN	500		The e-invoicing file name including the relative path to access it (if any)
			DetailedListingFiles						0-oo				
				SrNo					1	N	5		Serial number for Detailed Listing related files
				FileName					1	AN	500		The detailed listing file name including the relative path to access it (if any)
			BatchDetails						0-oo	N	5		
				BatchNumber					1	N	5		The Batch Number within the Invoice
				SequenceNumber					1	N	5		The Seq. No within the Batch
				MemoFileName					1	AN	500		The Memo Details file name including the relative path to access it (if any)

The XML schema definition can be found on the IS website.

Table 2: **Format of XML index file when User receives payables data (Refer to SISPayablesIndexTransmission.xsd for technical reference)**

0	1	2	3	4	5	6	7	{level}	Repeat	Type	Size	Values	Description
SISPayablesIndexTransmission									1				Defines the Index File for Payable billings
	SISPayablesIndexHeader								1				Header Information of the SIS Index file for Payables
		Version							1	AN	50	"IATA:SISPayablesIndex V1.0.0"	Current version number of the specification
		TransmissionID							0-1	AN	50		Unique identifier for the TransmissionMessage.
		BilledMember							1	AN	3		Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)
		ClearanceMonth							1	DT	4		Clearance Month for which the supporting is getting linked. This should be in MMYY format
		PeriodNumber							1	AN	2		Clearance Period on for which the Invoice Details are to be linked
		BillingCategory							1	AN	1	P, F, C, M, U	Type of Invoice: P-PAX, F - PAX Form C, C-Cargo, M-Misc, U-UATP
		InvoiceHeader							1-oo				
			BillingMember						1	AN	3		Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)
			InvoiceNumber						1	AN	10		Invoice Number details (This will be zero in case of Pax Sampling Form C)
			EInvoicingFiles						0-oo				
				SrNo					1	N	5		Serial number for e-invoicing related files
				FileName					1	AN	500		The e-invoicing file name including the relative path to access it (if any)
			DetailedListingFiles						0-oo				
				SrNo					1	N	5		Serial number for Detailed Listing related files
				FileName					1	AN	500		The detailed listing file name including the relative path to access it (if any)
			InvoiceSupportingAttachments						0-oo				
				AttachmentNumber					1	N	5		Serial number for Invoice Attachments
				AttachmentFileName					1	AN	65		The attachment file name including the relative path to access it (if any). (The filename of the attachment should contain no more than 65 characters including the extension.
			BatchDetails						0-oo	N	5		

Structure / Elements								{level}	Repeat	Type	Size	Values	Description
0	1	2	3	4	5	6	7						
							ProvisionalInvoiceNumber		0-oo	AN	10		The Provisional Invoice number in case of Pax Sampling Form C and Form D/E billings
							BatchNumber		1	N	5		The Batch Number within the Invoice
							SequenceNumber		1	N	5		The Seq. No within the Batch
							MemoFileName		0-1	AN	500		The Memo Details file name including the relative path to access it (if any)
							LineItemDetailsAttachments		0-oo				
							AttachmentNumber		0-1	N	5		Serial number for Line Item Details Attachments
							AttachmentFileName		0-1	AN	65		The attachment file name including the relative path to access it (if any). (The filename of the attachment should contain no more than 65 characters including the extension.
							BreakdownDetails		0-oo				
							BreakdownSerialNumber		1	N	5		Serial number for Breakdown Details
							BreakdownDetailsAttachments		1-oo				
							AttachmentNumber		1	N	5		Serial number for Breakdown Details Attachments
							AttachmentFileName		1	AN	65		The attachment file name including the relative path to access it (if any). (The filename of the attachment should contain no more than 65 characters including the extension.

The XML schema definition can be found here.

3.17.2.   MISC Location specific weekly OAR

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION	FORMAT	EXAMPLE
0	Folder	n/a	The top level folder that indicates who the receiver is, whether data pertains to payables/receivables and the clearance period. **Occurrence:** 1 Folder name parameters: - Field 1: Always MISC - Field 2 (*T*): P for payables, R for receivables - Field 3 (*CC*): The prefix of the receiver (e.g. AA for American Airlines) - Field 4 (*DDD*): The accounting code of the receiver (e.g. 001 for American Airlines). - Field 5 (*YYYYMMPP*): The billing clearance month and period number - Field 6: Always L followed by *MMMMMMM*: The Location ID of the target recipient for which the file is generated. The length of Location ID will range between 1 and 7	MISC-*T*-*CC*- *DDD* -*YYYYMMPP*-L*MMMMMMM*	MISC-P-AA-001-20160403-L12\ (MISC Payables information for Location ID 12 of American Airlines, period 3 of April-2016)
1A	File	0	Index file (in XML format). **Occurrence:** 1 -	INDEX.XML	INDEX.XML
1B	Folder	0	The designator and accounting code of the Member for which the invoices below pertain to: - Billed Member identification if target recipient receives receivables data - Billing Member identification if target recipient receives payables data **Occurrence:** 1 or more Folder name parameters: - Positions 1-2 (*CC*): The designator of the Member (e.g. BA for British Airways) - Positions 4 onwards (*DDD*): The accounting code of the Member (e.g. 125 for British Airways).	*CC*-*DDD*	BA-125

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION	FORMAT	EXAMPLE
2A	Folder	1B	The invoice folder containing all invoice related information. **Occurrence:** 1 or more Folder name parameters: - Positions 4 onwards (*NNNNNNNNNN*): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases)	INV-*NNNNNNNNNN*	INV-ABCDE12345 (Invoice #ABCDE12345)
3A	Folder	2A	The e-invoicing folder containing Invoice copy, Digital Signature files as well as verification log file **Occurrence:** 0 or 1 (This folder will be created only if the entity has requested for a PDF Invoice copy and/or Digital Signature files)	E-INVOICE	E-INVOICE
4A	File	3A	The Invoice in PDF format. If the entity has opted for Digital Signature Service of PDF Invoice, then this file will be the digitally signed PDF Invoice (with embedded digital signature) else this will be a Non Digitally Signed Invoice Copy. **Occurrence:** 0 or 1 (This file will be present only if the entity has requested for a PDF Invoice Copy and/or for a Digitally Signed PDF File) Filename parameters: - Position 1: Always MINV - Position 6-7 (*CC*): The designator of the billing member (e.g. AA for American Airlines) - *DDD*: The accounting code of the billing member (e.g. 001 for American Airlines). - *NNNNNNNNNN*: The invoice number. The length of this field will range between 1 and 10	MINV-*CC-DDD-NNNNNNNNNN*.PDF	MINV-LH-220-ABCDE12345.PDF (MISC invoice #ABCDE12345 billed by Lufthansa LH/220)

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION	FORMAT	EXAMPLE
4A	File	3A	The Invoice in XML Format. **Occurrence:** 0 or 1 (This file will be present only if the entity has opted for Digital Signature Service of XML Invoice and has requested for the XML Invoice download) Filename parameters: - Position 1-4: Always MINV - Position 6-7 (*CC*): The designator of the billing member (e.g. AA for American Airlines) - *DDD*: The accounting code of the billing member (e.g. 001 for American Airlines). - *NNNNNNNNNN*: The invoice number. The length of this field will range between 1 and 10	MINV-*CC*-*DDD*-*NNNNNNNNNN*.XML	MINV-LH-220-ABCDE12345.XML (MISC invoice #ABCDE12345 billed by Lufthansa LH/220)
4A	File	3A	The verification log file of the Digitally Signed Invoice. **Occurrence:** 0 or 1 Filename parameters: - Position 1-4: Always MXVF - Position 6-7 (*CC*): The designator of the billing member (e.g. AA for American Airlines) - *DDD*: The accounting code of the billing member (e.g. 001 for American Airlines). - *NNNNNNNNNN*: The invoice number. The length of this field will range between 1 and 10	MXVF-*CC*-*DDD*-*NNNNNNNNNN*.XML	MXVF-LH-220-ABCDE12345.XML (Verification file for MISC invoice #ABCDE12345 billed by Lufthansa LH/220)

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION	FORMAT	EXAMPLE
4A	File	3A	The Digital Signature file **Occurrence:** 0 or 1 (This file will be present only in case when the digital signature cannot be embedded in the XML Invoice by the DS provider and a separate Digital Signature file for the XML invoice is received. In case of a PDF Invoice, the Digital Signature will be embedded in the PDF document.) Filename parameters: - Position 1-3: Always MDS - Position 5-6 (*CC*): The designator of the billing member (e.g. AA for American Airlines) - *DDD*: The accounting code of the billing member (e.g. 001 for American Airlines). - *NNNNNNNNNN*: The invoice number. The length of this field will range between 1 and 10	MDS-*CC*-*DDD*-*NNNNNNNNNN*.XML	MDS- LH-220-ABCDE12345.XML (Digital Signature file for MISC invoice #ABCDE12345 billed by Lufthansa LH/220)
4A	File	3A	General Terms Document **Occurrence:** 0 or 1 (This file will be present only if uploaded by the billing entity in their Member Profile, per Location ID)	In PDF format The length of file name including the extension should NOT be greater than 50	ABC.PDF
3B	Folder	2A	The folder containing detailed listings **Occurrence:** 0 or 1 This folder will be created only if the entity has requested for detailed listings to be provided.	LISTINGS	LISTINGS
4B	Files	3B	Detailed listings of the invoices. **Occurrence:** 1 Filename parameters: - Position 1-7: Always MDETLST - Position 9 onwards (*NNNNNNNNNN*): The invoice number. The length of this field will range between 1 and 10	MDETLST-*NNNNNNNNNN*.PDF MDETLST-*NNNNNNNNNN*.CSV	MDETLST- ABCDE12345.PDF MDETLST- ABCDE12345.CSV (Detailed listing of for MISC invoice #ABCDE12345 billed by Lufthansa LH/220))
3D	Folder	2A	Folder containing supporting documents **Occurrence:** 0 or 1 This folder will be created only if supporting documents are contained in the invoice.	SUPPDOCS	SUPPDOCS

LEVEL	FOLDER / FILE	CHILD OF LEVEL	DESCRIPTION	FORMAT	EXAMPLE
4D	Files	3D	Supporting documents applicable for the invoice (MISC/UATP). **Occurrence:** 0 or more The names of these files will be as per what was submitted by Billing Member	Any	Any

Example:

Location ID '12' of AA receives an offline archive for Payables data for period 3, April-2016. Sample structure indicates how the data will be stored in the offline archive.

3.18. Processing Dashboard

SIS will provide an online Processing Dashboard, which will give a consolidated view of the status of submitted invoices and files.

The Processing Dashboard would be accessible through the IS-WEB. The dashboard will offer two views:

1) Invoice Status View: This will show details of the invoices of the current open clearance period and the preceding closed period. The invoice details can be filtered based on Invoice Status, Billed Entity, Billing Category and Settlement Method Indicator. The Billing Entity is defaulted to the Self Entity Code. Refer Figure **7** for a sample screen layout of the Invoice Status View of the Processing Dashboard. On clicking the Invoice number in this view, the system will display the processing details of individual invoices as well as the timestamp of when the various processes (Validation, Digital Signature etc) related to that invoice was completed. Refer Figure 1 for a sample screen layout of the Invoice Detail View of the Processing Dashboard.

2) File Status View: This will show the status of the files submitted by the billing entity. Refer Figure 2 for a sample screen layout of the File Status View of the Processing Dashboard
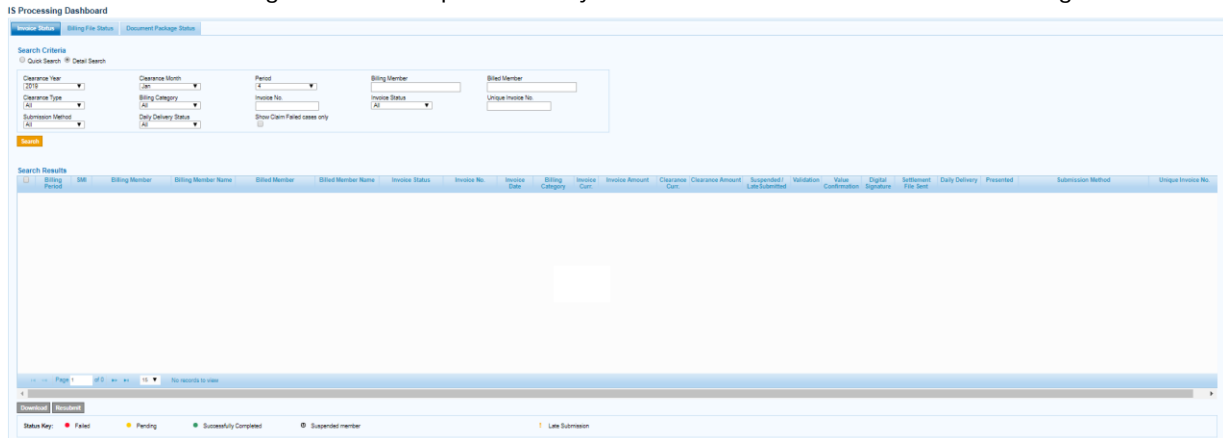

Figure 1: Sample Screen Layout of the Processing Dashboard - Invoice Status View
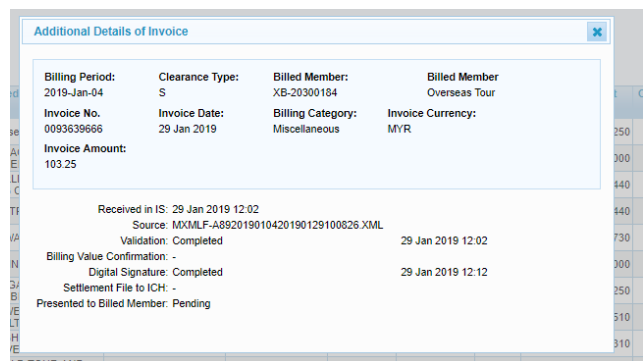
Figure 2: Sample Screen Layout of the Processing Dashboard - Invoice Detail View

IS Processing Dashboard

| Invoice Status | Billing File Status | Document Package Status |

Search Criteria

○ Quick Search ● Detail Search

Clearance Year	Clearance Month	Period	Billing Member	Billing Category
2019 ▼	Jan ▼	4 ▼		All ▼

File Format	File Status	File Name	From Date	To Date
All ▼	All ▼			

Search

Search Results

☐	File Generated Date	File Name	Billing Category	Billing Member	Billing Member Name	File Format	Received by IS	File Status	File Progress Status

|◄ ◄◄ Page 1 of 0 ►► ►| 5 ▼ No records to view

Increment Billing Period   Download

Figure 3: Sample Screen Layout of the Processing Dashboard - File Status View

Note: The above screen shots of Processing Dashboard are indicative and are provided for explanation purpose only.

The contents of the Processing Dashboard can be downloaded in excel / csv format by the Billing entity. The colored dots are shown as codes in the downloaded file.

The Member Profile of IS can be configured to provide a list of fully processed invoices for each Billing Period to the Billing Entity. This will be provided in a CSV format and the structure of the file is provided in 3.11.3. The Billing Entity can use this file to make any adjustments to its internal Accounting Systems.

3.19. SIS and Clearing House Calendar

SIS will maintain a calendar (referred to as IS Calendar) containing date and time stamps of some of the critical processes applicable for each clearance period. This calendar includes the date and time stamp for the following:

Search Criteria: Calendar Year:2019, Calendar Type:IS, Time Zone:(UTC-05:00) Eastern Time (US and Canada)

IS Processing Calendar		Submission Open	Submission Open (Future Dated Submission)	Submission Deadline For ICH Invoices	Submission Deadline For ACH Invoices	Billing Output Generation	Supporting Documents Link Deadline	Auto Bill Invoice Finalization
January-2019	1	08-Jan 0:00	25-Dec 13:00	14-Jan 17:00	14-Jan 17:00	16-Jan 23:00	16-Jan 0:00	14-Jan 16:00
	2	15-Jan 0:00	25-Dec 13:00	22-Jan 17:00	22-Jan 17:00	24-Jan 23:00	24-Jan 0:00	22-Jan 16:00
	3	23-Jan 0:00	25-Dec 13:00	28-Jan 17:00	28-Jan 17:00	30-Jan 23:00	30-Jan 0:00	28-Jan 16:00
	4	29-Jan 0:00	25-Dec 13:00	07-Feb 17:00	07-Feb 17:00	11-Feb 23:00	11-Feb 0:00	07-Feb 16:00
February-2019	1	08-Feb 0:00	25-Jan 13:00	14-Feb 17:00	14-Feb 17:00	18-Feb 23:00	18-Feb 0:00	14-Feb 16:00
	2	15-Feb 0:00	25-Jan 13:00	21-Feb 17:00	21-Feb 17:00	25-Feb 23:00	25-Feb 0:00	21-Feb 16:00
	3	22-Feb 0:00	25-Jan 13:00	28-Feb 17:00	28-Feb 17:00	04-Mar 23:00	04-Mar 0:00	28-Feb 16:00
	4	01-Mar 0:00	25-Jan 13:00	07-Mar 17:00	07-Mar 17:00	11-Mar 23:00	11-Mar 0:00	07-Mar 16:00
March-2019	1	08-Mar 0:00	25-Feb 13:00	14-Mar 17:00	14-Mar 17:00	18-Mar 23:00	18-Mar 0:00	14-Mar 16:00

Figure 4: IS Calendar

Billing Output Generation: The date and time stamp by which the output billing files will be generated and made available for download by the billed entities.

The system will provide a facility to download the calendar data in excel format in the local time zone of the user taking into account daylight saving changes.

3.20. Invoice Reference Data

Different regulatory bodies have varying requirements on what data should appear on the invoice. In many countries an invoice is considered to be "legal" only if it has certain key fields like Company Legal Name, Address, VAT Registration number etc of both billing and billed entity. It would be difficult for a billing entity to keep this information up to date for all potential billed entities on its own.

In order to address this issue, **all SIS participants will have to maintain certain basic reference information in their Member Profile.** This includes the following details:

Sr. No.	Reference Field Name	Example
1	Company Legal Name	XYZ Airways Limited
2	Tax/VAT Registration ID	ABC1234567
3	Company Registration ID	XYZ1234567
4	Address Line 1	2nd Floor, Building A5
5	Address Line2	12 Cross Avenue
6	Address Line3	
7	City Name	Geneva
8	Subdivision Code	
9	Subdivision Name	
10	Country Code	CH
11	Country Name	Switzerland
12	Postal Code	111001

Some participants can have separate entities that need to send and receive invoices for VAT Purposes (for e.g. a separate cargo entity or an office in another country). SIS will allow such participants to set-up multiple Locations each with its own reference information in the Member Profile. There will also be a facility to define a default Location in the Member Profile.

The participant has the following options at the time of billing

1) Reference Data of Billing and Billed Entity provided in the IS Format Invoice: In this scenario, SIS will use the reference information provided in the Invoice for e-invoicing purposes. In order to avoid incorrect reference data from being printed on the legal invoice PDFs, SIS is validating the reference data provided for the billed member in SIS billing files against what is provided in each SIS member's Member Profile. Any mismatched will result in validation Error Non-Correctable

2) Location IDs provided in the IS Format Invoice: In this scenario, SIS will use the Location ID and fetch the reference information from the Billing and Billed Entity's Member Profile and use this data for e-invoicing

3) No Reference Data provided in the IS Format Invoice: In this scenario, SIS will fetch the default Location details from the Billed and Billing Entity's Member Profile and use it for e-invoicing

The table below summarizes the various options regarding Invoice Reference data:

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	• 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 • 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 IDs populated for both Billing and Billed Entity from the Member Profile
Populated	Populated	This will result in a validation error as in the input data either the Reference Data or the Location ID can be provided but not both.

Some participants may want a notification regarding any updates made to the reference data of other participants of SIS. The notification request can be activated on the Member Profile. Any change made by the participants to the reference data will be applicable only at the start of a new billing period. SIS will send an email to the participants who have request for change notification. A CSV file will be attached to the email listing the changed profile elements.

Validation of Reference Data post Release 1.3:
Reference data can be populated along with the corresponding Location ID in SIS billing files for the billed member. This means that if the billing airline indicates both Location ID and Reference Data for their billing partners, it will no longer result in Error-Non Correctable.

Please note, for the billing member the validation remains the same as before Release 1.3 (Reference Data and Location ID cannot be populated together).

If an incorrect Location ID is provided, or incorrect reference data is provided for a specified Location ID, the file will go into Error-Non-Correctable status.

Note: You do not have to provide the detailed reference data for your billing partners in your SIS billing file. By only providing the Location ID, the system will automatically populate the reference data for your billing partners in all SIS payable output files based on the specified Location ID. However, if you wish to provide the detailed reference data in your input file, you must also provide Location ID so the system knows which Location ID in the Member Profile to validate the reference data against.

Some examples of the new reference data validations are highlighted below:

1- If both Location ID and Reference Data are provided:

Location ID	REFERENCE DATA	Results
MAIN	Matched against the reference data indicated in billed airline member profile for the Main Location ID	File will pass validation successfully assuming each reference field in the input file matches with what exists in the Member Profile.
1	Does not match with the value provided in the billed member's Member Profile for Location ID 1, but matches with Location ID "Main".	Currently the file will not fail validation, but a warning will be provided. After a few months' time, the full validation will be enabled, causing the file to go into error non-correctable status.

2- If Location ID is not provided but Reference Data is provided:

Location ID	Reference Data	Results
Not provided	Matched against the reference data indicated in billed airline member profile for the Location ID "Main"	File will pass validation successfully assuming each reference field in the input file matches with what exists in the Member Profile.
Not provided	Does not match with Location ID "Main"	Currently the file will not fail validation, but a warning will be provided. After a few months' time, the full validation will be enabled, causing the file to go into error non-correctable status.

The table below lists which fields will be matched against the billed airline's Member Profile:

Company Legal Name/ OrganizationName
Tax/Vat Registration ID
Additional Tax/ Registration ID
Company Registration ID
Address Lines
City Name
Country Code
Postal code

Population of Country Code:

The Country Name field will not be validated when provided. Population of Country Name will always be done automatically by the system, based on the Country Code provided (applicable for both Billing and Billed airlines).

1. Though the IS-WEB label shows 'Country Name', it is only a display value
2. The value stored internally for reference purposes is the Country Code
3. In case of Billed Member Reference Data: In some cases, it will not matter if there is a mismatch on the Country Code as per the Member Profile. Even if there is a mismatch, the incorrect Country Code provided in the file will only be used for derivation of the Country Name

3.21.   Legal Compliancy

3.21.1.   Legal Compliance: Documents and Optional Services

3.21.1.1.   Availability of Legal Compliance Documents

The SIS e-invoicing Platform has been certified by PwC for e-invoicing legal compliance in 37 countries so far.
The countries are the following ones:

Australia
Austria
Belgium
Bulgaria
Canada
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hong Kong
Hungary
Iceland
Ireland
Israel
Italy
Latvia
Lithuania
Luxembourg
Netherlands
New Zealand
Norway
Poland
Portugal
Romania
Singapore
Slovakia
Slovenia
South Africa
Spain
Sweden
Switzerland
United Kingdom
United States of America

IATA also have available a number of documents related to the certification from PwC, including a compliance matrix, and country-specific notes. Due to confidentiality requirements, access to this information will be restricted to users that have signed the Release Letter and signed the ISUA. If you are interested in accessing these documents, please return the signed release letter to the SISTeam via email (AdoptIS@iata.org), with the subject *"Legal Compliance Release Letter – [your company's name]"*.

Other countries have been made enable, but aren't certified yet by PWC:

Qatar
Malta

Monaco
UAE
Saudi

3.21.1.2.   Legal compliance optional service

PwC will offer an optional service to perform an invoice compliance assessment for invoices generated through SIS.

If you wish to subscribe to this service, you can send a selection of invoices to be audited (in batches of 10) to the SISTeam in a ZIP file. PwC will confirm compliance in accordance with the VAT/GST local requirements. For each invoice in scope, a check will be performed to ensure that local requirements pertaining to Digital Signature have been met.

Solution offered by PwC: Inconsistencies identified during the invoice compliance review will be clearly indicated in the deliverable in order for the airline to be able take actions to remediate the issue.

Note: An analysis of the correct VAT/GST treatment is not included. For example, if an exemption rule needs to be mentioned on the invoice, PwC will check whether in this case no VAT is mentioned on the invoice they will not check whether the exemption is correctly applied and whether the correct exemption rule is indicated. For further details on the cost of the service please contact the SISteam at (AdoptIS@iata.org).

3.21.2.   Digital Signature

In many countries an invoice needs to be digitally signed to be considered as a "legal" invoice for billing purposes. SIS will provide optional Digital Signature services to the Participants. Every participant will update their Member profile to specify if they need Digital Signatures on the outgoing or incoming invoice, or both. The Digital Signature flag can be set at a global level as well as at individual Location level within the Member Profile. This information can be overridden at individual invoice level by setting the Digital Signature Flag in the IS Format input data to either Yes or No. The Member profile allows the participant to select the countries for which digitial signature services need to be considered out of the available list of countries supported by the Digital Signature Service provider.

Since there are multiple parameters that control the Digital signature process, the table below provides clarity on the behavior of the IS system in case of different billing scenario both from a billing and billed entity point of view:

Billing Entity			Billed Entity	
Digital Signature Flag on the Invoice	**Member profile setup**	**Process done by IS**	**Member profile setup**	**Process done by IS**
	DS services not required	No Digital Signature applied	DS services not required	No Digital Signature applied
Digital Invoice flag = "D"	DS services required and a list of countries specified for which DS needs to be applied.	Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present in the the list of countries in the DS required block of Member Profile	DS services required and a list of countries specified for which DS needs to be applied.	Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present in the the list of countries in the DS required block of Member Profile Same logic for DS Verification process

Digital Signature Flag on the Invoice	Billing Entity		Billed Entity	
	Member profile setup	**Process done by IS**	**Member profile setup**	**Process done by IS**
Digital Invoice Flag = "N"	DS services not required	No Digital Signature applied	DS services not required	No Digital Signature applied
	DS services required and a list of countries specified for which DS needs to be applied.	No Digital Signature applied	DS services required and a list of countries specified for which DS needs to be applied.	Digital Signature to be applied depending on the Billing and Billed Entity country codes matching the list of countries in the DS required block Same logic for DS Verification process
Digital Invoice Flag = "Y"	DS services not required	Non correctable validation error	DS services not required	No Digital Signature applied
	DS services required and a list of countries specified for which DS needs to be applied.	Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present the list of countries supported by the Digital Signature Service provider. Validation Error if both Billed and Billing country is not supported by the Digital Signature Service provider for DS	DS services required and a list of countries specified for which DS needs to be applied.	Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present in the the list of countries in the DS required block of Member Profile Same logic even for DS verification

For every IS Format invoice processed in SIS, the system will create a PDF/XML Invoice file containing only the necessary legal fields and the necessary invoice information (a subset of the IS Format Invoice data). Based on the request from the Billing and/or Billed entity, the PDF/XML Invoice file will be digitally signed and verified. The decision to digitally sign a PDF document or XML file is taken by IS. If either the Billing Entity's location (country) or the Billed Entity's location (country) does not accept PDF as a legal e-Invoice file format, IS will default to XML as the format for applying the digital signature.

The digitally signed PDF/XML Invoice file will be accessible from IS-WEB for participants to view and/or download. The Billing and Billed Entity can also configure auto-download of all digitally signed files from SIS by using the "Additional Outputs" option on the Member profile for each Billing Category. In case of an XML being digitally signed, a PDF invoice will also be made available though it will not be digitally signed and will be a copy of the digitally signed XML legal file. Such Invoice PDFs will still show the text "Digitally Signed" at the top left portion of the Invoice but will contain a watermark named "Copy" on the Invoice indicating another document is the actual legal invoice.

The Billed entity has the option to have the digital signature verified. The participant will have the option of setting this requirement in the member profile. The verification file of the digital signature will be available for download.

IS Outputs specific to Digital Signature Process:

The Billing and Billed Entity can request for the Digitally Singed Invoice as well as related information by setting up the Member Profile "Additional Outputs" appropriately.The outputs provided to the Billed and Billing Entity varies and is as follows:

As a Billing Entity:
- If a PDF Invoice file was created for Digital Signature, IS will digitally sign the PDF document and embedded the Signature information within the PDF file. This file is made available to the Billing Entity if requested.
- If an XML invoice file was created for Digital Signature, the signature information is not embedded in the XML document. Hence as output, the Billing Entity will receive an XML Invoice file and a separate Digital Signature file.

As a Billed Entity:
- If a PDF Invoice file was created for Digital Signature and Verification, the Billed Entity will receive a PDF Invoice with the Signature information embedded in it and a separate XML Invoice verification file,
- If an XML file was created for Digital Signature, the Billed Entity will receive an XML invoice file, a separate Digital Signature file and an XML invoice verification file.

Legal-Archiving

Some jurisdictions may require legal storage for the digitally signed invoices for varying amounts of time. During this period, the invoices and any applicable digital signature need to be accessible for any audits. To address this issue, SIS provides an optional E-Archiving service to store the digitally signed invoices and other related information on behalf of the Participant. As of Nov P1 2016 (Release 1.9) SIS will allow custom archiving per Location ID for Miscellaneous billings. The Legal Archiving service for all other billing categories remains unchanged.

Digital Signature outside of SIS

The participants can choose to do the digital signature outside of SIS. However they are responsible to
1. Agree bilaterally outside SIS the process of how this will be done
2. Set the right Member profile elements

SIS will handle digital signatures done only through IS and will not be responsible for digital signature done outside IS. Such digitially signed invoices should not be sent to IS for processing or forwarding to the Billed Entity.

Participants are advised not to go with an external Digital Signature provider to avoid double payments in case they decide to go for Digital Signature with SIS.

3.22. Support for Value Added Taxes (VAT)

The IS Format Invoice record structures (IS-XML) and online capture interface (IS-WEB) will support VAT for all type of transactions. SIS will have the ability to process invoices having both VAT transactions and non VAT transactions. This support is available across all Billing Categories (Passenger, Cargo, Miscellaneous and UATP). The PDF Invoice generated by SIS will also display VAT Information (Refer to section 8.7 for Sample Formats)

As part of the IS Validation process, SIS will validate the integrity of the Invoice, however it cannot guarantee if the VAT Amounts reported in the Invoice is correct. **It is the Participant's responsibility to determine whether VAT applies, how much it should be and how it should be reported.**

3.23. Support for Legal Text in the Invoice

Some jurisdictions require certain text to be presented on the Invoice from a legal compliance point of view for e.g. Name of the CEO of the company. SIS supports 700 characters of text to be provided by the Billing Entity to be included within the footer of the Invoice. There are multiple ways by which the legal text can be provided:

1) Member Profile
2) IS-Format Billing Data

The table below summarizes the various options of providing Legal text

Invoice Footer information IS-Format Billing Data (Input data provided by Billing Entity)	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	Blank	SIS will pick up the Legal Text of the default location id defined for the Billing Category in the E-Invoicing section of the Member Profile
Populated	Blank	Blank	SIS will use the Invoice Footer information provided by the Billing Entity in the IS-Format Billing Data.
Populated	Populated	Blank	SIS will use the Invoice Footer information provided by the Billing Entity in the IS-Format Billing Data.
Populated	Blank	Populated	SIS will use the Invoice Footer information provided by the Billing Entity in the IS-Format Billing Data.
Blank	Populated	Blank	SIS will use the Invoice Footer information defined in the E-invoicing section of the Member Profile.
Blank	Blank	Populated	SIS will use the Invoice Footer information defined in the Member Profile for the Location ID defined in the IS-Format Billing Data.

3.24. Legal Compliance

Individual countries have different laws regarding e-invoicing. SIS has been designed with a number of optional services (e.g. Digital Signature, E-archiving) to help participants to comply with their local laws. **However it is each Participant's responsibility to ensure that the local regulations are adhered to.**

3.25. Interfacing Process

3.25.1. Transfer Methodology

IS-XML, Usage and Supporting Document files for Miscellaneous billings can be uploaded by users either via **iiNET** or **secure http**.

Files produced by SIS for consumption by the Users will be made available over **iiNET** and **secure http**. Users can log into these areas and pull these files for processing within their system.
Note: No cost will be incurred from iiNET as all tranmission costs are included in the transaction costs.

3.25.2.   File Naming Convention and Standards Specifications

Each file submitted into IS should follow certain rules to be successfully accepted by IS for subsequent processing.

All files submitted into IS and made available from IS will be in compressed format. Compression shall be as per 'DEFLATE' compression algorithm. The only compression format accepted is ZIP format. However Participants if using IS-WEB for manually uploading supporting documents one at a time can upload the document in its native format with the correct extension. The IS-XML uncompressed files should have the extension of .XML.

Each IS-XML compressed file shall contain only one file within it.

All dates and times which form part of the file naming where applicable will be the local date and time of the Participant system. Files received by IS should contain ASCII characters (ASCII dec 32 to 126) and should not contain non-printable or control characters. System will **not** support ASCII (dec 0-31) and (dec 127-255) character set with the exception of "\r" (dec 13) and "\n" (dec 10) which are used as Line break characters. In case they are found, SIS will reject the entire file. **Exception** to this rule is supporting documents received in a batch mode or those that are manually uploaded by user in IS-WEB.

Miscellaneous Invoice Type Exception: UTF-8 encoding which supports many languages and character set is supported by SIS Invoice PDF to allow local languages display.

UTF-8 characters are accepted in the following fields:

1. Members can capture Location Details with characters supporting UTF-8 encoding in Member Profile fields for locations other than location 'Main'

   a.   'Member Legal Name'
   b.   'Member Commercial Name'
   c.   'Company Registration ID'
   d.   'Tax/VAT Registration #'
   e.   'Add. Tax/VAT Registration #'
   f.   'Address Line1'
   g.   'Address Line2'
   h.   'Address Line3'
   i.   'City Name'
   j.   'Postal Code'
   k.   'Invoice Footer'
   l.   'Bank Account Name'
   m.   'Bank Account Number'
   n.   'Bank Name'
   o.   'Branch Code'
   p.   'Bank Code'
   q.   'IBAN'
   r.   'SWIFT'

2. MISC IS-XML Input and Output files (e.g. Invoice number can contain UTF-8 characters, even if it is provided in a Supporting Document against Invoices/Credit Notes)
3. MISC Invoice PDF displays UTF-8 characters with regard to the MISC IS-XML Input submitted by the member.
Refer to below table for the list of MISC Invoice/Credit Note level fields for which UTF-8 characters is allowed.

3.25.3. Impact of UTF-8 Characters on various IS-WEB screens, Reports, and Outputs

#	Field name	Functionality			
		Input processes	**IS-WEB screens**	**Reports**	**Output files**

1.	Invoice number	• Misc input is-xml
		• Misc supporting document files
		• Misc payment status input files (payables/receivables)
			• Misc invoice/credit note header screens
			• Misc invoice search screens - search and search results:
			  ▪ 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
				• 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
					• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Pdf listing
					• Customized pdf listing
					• Misc csv listing
					• OAR index.xml
					• Misc output is-xml:
					  ▪ 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:
					  ▪ 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:
					  ▪ Processing dashboard
					  ▪ Misc receivables screen
					  ▪ Misc payables screen
					  ▪ System monitor grid 'pending offline collection'
					• File names of:
					  ▪ 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	• Misc input is-xml	NA	NA	• Preview invoice • Invoice legal xml • Invoice pdf • Misc output is-xml: ▪ 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	• Misc input is-xml	• Misc invoice/credit note header screens	NA	• Preview invoice • Invoice legal xml • Invoice pdf • Misc csv listing • Misc output is-xml: ▪ 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	• Misc input is-xml	• Misc invoice/credit note header screens	NA	• Preview invoice • Invoice legal xml • Invoice pdf • Misc csv listing • Misc output is-xml: ▪ 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	• Misc input is-xml	• Misc invoice/credit note header screens	NA	• Preview invoice • Invoice legal xml • Invoice pdf • Misc csv listing • Misc output is-xml: ▪ 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)	• Misc input is-xml	• Misc invoice/credit note header screens
			• Member profile tab locations
			• Audit trail generated from billing history & correspondence screen
				• 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
					• 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:
					  ▪ 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:
					  ▪ Processing dashboard
					  ▪ Misc receivables screen
					  ▪ Misc payables screen
					  ▪ System monitor grid 'pending offline collection'

7.	Billing member contact person	• Misc input is-xml	• Misc invoice/credit note header screens	NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc output is-xml:
					  ▪ 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
	• Address line 1
	• Address line 2
	• Address line 3
	• City name
	• Postal code
	• Tax registration id
	• Add. Tax registration id
	• Company registration id
		• Misc input is-xml	• Misc invoice/credit note header screens
			• Member profile tab locations
				• Invoice reference data report output	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Reference data change csv
					• Complete reference data csv
					• Misc output is-xml:
					  ▪ 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)	• Misc input is-xml	• Misc invoice/credit note header screens
			• Member profile tab locations
			• Audit trail generated from billing history & correspondence screen
				• 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
					• 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:
					  ▪ 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:
					  ▪ Processing dashboard
					  ▪ Misc receivables screen
					  ▪ Misc payables screen
					  ▪ System monitor grid 'pending offline collection'

10.	Billed member contact person	• Misc input is-xml	• Misc invoice/credit note header screens	NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc output is-xml:
					  ▪ 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.	Billed member address
	• Address line 1
	• Address line 2
	• Address line 3
	• City name
	• Postal code
	• Tax registration id
	• Add. Tax registration id
		• Misc input is-xml	• Misc invoice/credit note header screens
			• Member profile tab locations
				• Invoice reference data report output	• 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:
					  ▪ Weekly receivables on behalf of files to billing members (location/non-location specific)
					  ▪ Weekly payables files to billed members (location/non-location specific)

	• Company registration id				• 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.	Payment terms description	• Misc input is-xml	• Misc invoice/credit note header screens	NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc csv listing
					• Pdf listing
					• Misc output is-xml:
					  ▪ 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.	Payment terms	• Misc input is-xml	• Misc invoice/credit note header screens	NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc csv listing
					• Pdf listing
					• Misc output is-xml:
					  ▪ 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
		• Misc input is-xml	• Misc invoice/credit note header screens
			• Member profile tab locations
				NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc output is-xml:
					  ▪ 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	• Misc input is-xml	NA	NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc output is-xml:
					  ▪ 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	• Misc input is-xml	• Misc invoice/credit note header screens
			• Member profile tab locations
				NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc output is-xml:
					  ▪ 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	• Misc input is-xml	• Misc invoice/credit note header screens
			• Member profile tab locations
				NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc output is-xml:
					  ▪ 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	• Misc input is-xml	• Misc invoice/credit note header screens
			• Member profile tab locations
				NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc output is-xml:
					  ▪ 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	• Misc input is-xml	• Misc invoice/credit note header screens
			• Member profile tab locations
				NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc output is-xml:
					  ▪ 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	• Misc input is-xml	• Misc invoice/credit note header screens
			• Member profile tab locations
				NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc output is-xml:
					  ▪ 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	• Misc input is-xml	• Misc invoice/credit note header screens
			• Member profile tab locations
				NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc output is-xml:
					  ▪ 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	• Misc input is-xml	• 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
				NA	• 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:
					  ▪ 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	• Misc input is-xml	• 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
				NA	• 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:
					  ▪ 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	• Misc input is-xml	• Misc invoice/credit note line item screens	NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc pdf listing
					• Misc csv listing
					• Misc output is-xml:
					  ▪ 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	• Misc input is-xml	• Misc invoice/credit note line item screens	NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc pdf listing
					• Misc csv listing
					• Misc output is-xml:
					  ▪ 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	• Misc input is-xml	• Misc invoice/credit note line item screens	NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc pdf listing
					• Misc csv listing
					• Misc output is-xml:
					  ▪ 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	• Misc input is-xml	• Misc invoice/credit note line item screens	NA	• Preview invoice
					• Invoice legal xml
					• Invoice pdf
					• Misc pdf listing
					• Misc csv listing
					• Misc output is-xml:
					  ▪ 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.	Lid - product id	Misc input is-xml	Misc invoice/credit note line item detail screens	NA	- Misc pdf listing - Misc csv listing - Misc output is-xml: - 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 - description	Misc input is-xml	Misc invoice/credit note line item detail screens	NA	- Misc pdf listing - Misc customized csv listing (mld 7, 10 and 11) - Misc csv listing - Misc output is-xml: - 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 - tax/vat text	Misc input is-xml	Misc invoice/credit note line item detail screens	NA	- Preview invoice - Invoice legal xml - Invoice pdf - Misc pdf listing - Misc csv listing - Misc output is-xml: - 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 - add on charge name	Misc input is-xml	Misc invoice/credit note line item detail screens	NA	- Preview invoice - Invoice legal xml - Invoice pdf - Misc pdf listing - Misc csv listing - Misc output is-xml: - 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.	Invoice ref number	• Misc input is-xml	• Misc invoice/credit note line item detail screens	NA	• Misc output is-xml: ▪ 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 footer notes	• Misc input is-xml	• Misc invoice/credit note header screens • Member profile tab locations	NA	• Preview invoice • Invoice legal xml • Invoice pdf • Misc output is-xml: ▪ 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 -tax/vat text	• Misc input is-xml	• Misc invoice/credit note header screens	NA	• Preview invoice • Invoice legal xml • Invoice pdf • Misc pdf listing • Misc csv listing • Misc output is-xml: ▪ 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 - add on charge name	• Misc input is-xml	• Misc invoice/credit note header screens	NA	• Preview invoice • Invoice legal xml • Invoice pdf • Misc pdf listing • Misc csv listing • Misc output is-xml: ▪ 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)

3.26. File naming convention for the various IS interface file types

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
IS-XML file	Billing Entity	IS	Compressed (35 characters): *M*XMLF-***BBBCCCCCCCCTTTTTTTTTTTTTT***.ZIP Uncompressed (35 characters): *M*XMLF-***BBBCCCCCCCCTTTTTTTTTTTTTT***.XML Positions 7-9 (***BBB***): Billing Entity's numeric code, zero filled & right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). Positions 10-17 (***CCCCCCCC***): Billing month and period. Represented as YYYYMMPP. E.g. 20110603 = Period 3 of June-2011. Positions 18-31 (***TTTTTTTTTTTTTT***): Timestamp of file creation by Billing Entity. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds. E.g. file created on 04-May-2010 at 5:27:31pm will have the timestamp 20100504172731. Important: Billing Entities need to ensure that two different IS-XML files do not have the same timestamp in the filename. The timestamp is used to identify and reject duplicate IS-XML files during sanity checks.
IS-XML file	IS	Billed Entity	Compressed (21 characters): *M*XMLT-***BBBCCCCCCCC***.ZIP Uncompressed (21 characters): *M*XMLT-***BBBCCCCCCCC***.XML Positions 7-9 (***BBB***): Billed Entity's numeric code, zero filled & right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
			Positions 10-17 (*CCCCCCCC*): Billing month and period. Represented as YYYYMMPP. E.g. 20110603 = Period 3 of June-2011. In case of consolidated files (for the entire billing month) created by IS, the last 2 positions (PP) will be represented as 00.
ISXML Outbound (MISC Location Specific)	IS	Billed Entity	Compressed : MXMLT-*BBBCCCCCCCC*-L*MMMMMMM*.ZIP Uncompressed : MXMLT-*BBBCCCCCCCC*-L*MMMMMMM*.XML *BBB*: The Billing Member's Accounting Code. E.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). *CCCCCCCC*: Billing month and period. Represented as YYYYMMPP. E.g. 20150603 = Period 3 of June-2015. *MMMMMMM*: The Location ID of the Billing Member for which file is generated. The length of this portion of the filename will range between 1 and 7. E.g. 12 = Location ID 12.
Daily MISC Bilateral IS-XML File	IS	Billed Entity	Compressed (23 characters) **D-MXMLT-BBBYYYYMMDD.ZIP** Uncompressed (23 characters) **D-MXMLT-BBBYYYYMMDD.XML** **Position 1 (D):** **File Type; D = Daily** **Position 3 (M):** **Billing Category: M = Miscellaneous** **Positions 9-11 (BBB):**

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
			Billed Entity's numeric code, zero filled & right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). **Positions 12-19 (YYYYMMDD):** Target Date of Daily Delivery Output' set during the daily scheduled output process; e.g. The daily IS-XML file created for BA/British Airways on 12-Jul-2014 will be named as D-MXMLT-125 20140712.ZIP/XML.
Daily MISC Bilateral IS-XML (Location Specific)	IS	Billed Entity	Compressed: D-MXMLT-*BBBYYYYMMDD*-L*MMMMMMM*.ZIP Uncompressed: D-MXMLT-*BBBYYYYMMDD*-L*MMMMMMM*.XML *BBB*: The Billing Member's Accounting Code. E.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). *YYYYMMDD*: 'Target Date of Daily Delivery Output' set during the daily scheduled output process. Even if a file is re-generated, this date will not change and will always indicate the originally determined target delivery date. *MMMMMMM*: The Location ID of the Billing Member for which file is generated. The length of this portion of the filename will range between 1 and 7. E.g. 12 = Location ID 12.
Usage file	Billing Entity	IS	Compressed (26 characters): PUSF-*BBBTTTTTTTTTTTTTTT*.ZIP Uncompressed (26 characters): PUSF-*BBBTTTTTTTTTTTTTTT*.DAT Positions 6-8 (*BBB*): Billing airline's designator, zero filled & right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
			Positions 9-22 (*TTTTTTTTTTTTTT*): Timestamp of file creation by Billing Airline. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds. E.g. file created on 04-May-2010 at 5:27:31pm will have the timestamp 20100504172731.
Supporting documents – provided in a batch mode	Billing Entity	IS	Supporting documents will be received by IS in a compressed archive. The archive could contain documents as per (1) Folder based approach, or (2) Index file approach. Compressed (26 characters): *M*SDF-*BBBTDDDDDDDDSSSSS*.ZIP Positions 6–8 (*BBB*): Billing Entity's numeric code, zero filled & right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). Position 9 (*T*): Approach; F = Folder based, I = Index file based. Positions 10-17 (*DDDDDDDD*): Date of creation of archive by Billing Entity; format is YYYYMMDD. E.g. 16-Jul-2010 will be represented as 20100716. Positions 18-22 (*SSSSS*): Sequence of creation of archive within the date. If 25 archives are created by the airline, then the first file will have SSSSS = 00001, the next file will have 00002 and so on till 00025. Will reset to 00001 for every new day. When Index file based approach: 1) Naming standard for the index file contained within the archive: INDEX.CSV or INDEX.XML (9 characters). 2) No restrictions on actual supporting documents contained within the archive – as long as they are not named as INDEX.CSV or INDEX.XML

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
Offline archive files (MISC Location Specific)	IS	Billing/ Billed member	Compressed: OAR-MISC-*A*-*BBB*-*CCCCCCCC*-L*MMMMMMM*.ZIP *A* : R (when Recipient Member receives Receivables data) or P (when Recipient Member receives Payables data) *BBB*: The recipient Member's Accounting Code. E.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). *CCCCCCCC*: Billing month and period. Represented as YYYYMMPP. E.g. 20150603 = Period 3 of June-2015. *MMMMMMM*: The Location ID of the recipient Member for which file is generated. The length of this portion of the filename will range between 1 and 7. E.g. 12 = Location ID 12. Uncompressed: When uncompressed, the archive will contain a large number of varying files stored in a hierarchical folder structure, containing files at the appropriate folders.
Daily MISC Bilateral OAR	IS	Billed Member	Compressed: **D-OAR-MISC-P-BBB-YYYYMMDD.ZIP** **Where:** **BBB:** Recipient Member's designator, zero filled & right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). **YYYYMMDD** will be equal to 'Target Date of Daily Delivery Output' set during the daily scheduled output process; Uncompressed: When uncompressed, the archive will contain a large number of varying files stored in a hierarchical folder structure, containing files at the appropriate folders.

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
Daily Offline archive files (MISC Location Specific)	IS	Billing/ Billed member	Compressed: **D-OAR-MISC-P**-*BBB*-**YYYYMMDD** -L*MMMMMMM*.ZIP **Where:** *BBB*: The recipient Member's Accounting Code. E.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). **YYYYMMDD** will be equal to 'Target Date of Daily Delivery Output' set during the daily scheduled output process *MMMMMMM*: The Location ID of the recipient Member for which file is generated. The length of this portion of the filename will range between 1 and 7. E.g. 12 = Location ID 12. Uncompressed: When uncompressed, the archive will contain a large number of varying files stored in a hierarchical folder structure, containing files at the appropriate folders.
IS Validation report – IS-XML			Compressed (40 characters): *M*XMLF-*BBBCCCCCCCCTTTTTTTTTTTTTTT*_VAL.ZIP Uncompressed (43 characters) Summary Report *M*XMLF-*BBBCCCCCCCCTTTTTTTTTTTTTTT*_VAL_R1.CSV Detail Report *M*XMLF-*BBBCCCCCCCCTTTTTTTTTTTTTTT*_VAL_R2.CSV Positions 11-13 (*BBB*): Billing Entity's numeric code, zero filled & right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). Positions 14-21 (*CCCCCCCC*): Billing month and period. Represented as YYYYMMPP. E.g. 20110603 = Period 3 of June-2011.

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
			Positions 22-35 (*TTTTTTTTTTTTTT*): Timestamp of file creation by IS. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds. E.g. file created on 04-May-2010 at 5:27:31pm will have the timestamp 20100504172731.
Supporting Documents Sanity Check CSV Report	IS	Billing Entity	The Sanity Check report for Batch Supporting Documents file will be created at the end of the validation process and provided to the Billing Entity. The csv report will be compressed and provided in zip format. File naming format: Compressed (26 characters): *M*SDF-*BBBTTTTTTTTTTTTTT*.ZIP Uncompressed (29 characters) Summary Report *M*SDF-*BBBTTTTTTTTTTTTTT*_R1.CSV Detail Report *M*SDF-*BBBTTTTTTTTTTTTTT*_R2.CSV Positions 6-8 (*BBB*): Billing Entity's numeric code, zero filled & right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). Positions 9-22 (*TTTTTTTTTTTTTT*): Timestamp of file creation by IS. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds. E.g. file created on 04-May-2010 at 5:27:31pm will have the timestamp 20100504172731.

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
IS-XML File of MISC IS-WEB Invoices - compressed and uncompressed	IS	Billing member	Compressed (25 characters): MWX- *BBBTTTTTTTTTTTTTT*.ZIP Uncompressed (25 characters): MWX- *BBBTTTTTTTTTTTTTT*.XML Positions 5-7 (**BBB**): Billing member's accounting code, zero filled & right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). Positions 8-21 (*TTTTTTTTTTTTTT*): Timestamp of file creation by IS. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds. E.g. file created on 04-May-2010 at 5:27:31pm will have the timestamp 20100504172731.
IS-XML File of MISC IS-WEB Invoices (MISC Location Specific)	IS	Billing Member	Compressed: MWX-*BBBTTTTTTTTTTTTTT*-L*MMMMMMM*.ZIP Uncompressed: MWX-*BBBTTTTTTTTTTTTTT*-L*MMMMMMM*.XML ***BBB***: The Billing Member's Accounting Code. E.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). ***TTTTTTTTTTTTTT***: Timestamp of file creation by IS. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds. E.g. file created on 04-May-2016 at 5:27:31pm will have the timestamp 20160504172731. ***MMMMMMM***: The Location ID of the Billing Member for which file is generated. The length of this portion of the filename will range between 1 and 7. E.g. 12 = Location ID 12.

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
MISC Receivables Payment Status Updates Input file - compressed and uncompressed	Transmitter/ Sender (Billing Member)	IS	Compressed (25-34 characters): M**R**SF-***BBBDDDDDDDDSSSSS***.ZIP Uncompressed (25-34 characters): M**R**SF-***BBBDDDDDDDDSSSSS***.CSV **R:** To indicate that file is applicable for the updates on Receivables Invoices/Credit Notes. ***BBB***: 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. ***DDDDDDDD***: Should be a valid date in format YYYYMMDD. E.g. 20160715. This has a **fixed length** of 8. ***SSSSS***: Sequence of creation of archive within the date. If 25 archives are created by the airline, then the first file will have SSSSS = 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.
MISC Payables Payment Status Updates Input file - compressed and uncompressed	Transmitter/ Sender (Billed Member)	IS	Compressed (25-34 characters): M**P**SF-***BBBDDDDDDDDSSSSS***.ZIP Uncompressed (25-34 characters): M**P**SF-***BBBDDDDDDDDSSSSS***.CSV **P:** To indicate that file is applicable for the updates on Payables Invoices/Credit Notes. ***BBB***: 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. ***DDDDDDDD***:

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
			Should be a valid date in format YYYYMMDD. E.g. 20160715. This has a **fixed length** of 8. ***SSSSS***: Sequence of creation of archive within the date. If 25 archives are created by the airline, then the first file will have SSSSS = 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.
Validation Reports for MISC Receivables Payment Status Updates Input files & MISC Payables Payment Status Updates Input files	IS	Transmitter	Compressed (no fixed length): ***<Input File Name>***_VAL.ZIP Uncompressed: Summary Report (no fixed length): ***<Input File Name>***_VAL_R1.CSV Detailed Report (no fixed length): ***<Input File Name>***_VAL_R2.CSV
Daily MISC Receivables Payment Status Updates Output files - compressed and uncompressed	IS	Member (Billing Member)	Compressed (20-29 characters): MRST-***BBBYYYYMMDD***.ZIP Uncompressed (20-29 characters): MRST-***BBBYYYYMMDD***.CSV ***BBB***: 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. ***YYYYMMDD***: The date on which the scheduled output file is generated. The same original date should be used even if the file is re-generated This has a **fixed length** of 8. E.g. 20160609

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
Daily MISC Payables Payment Status Updates Output files - compressed and uncompressed	IS	Member (Billed Member)	Compressed (20-29 characters): MPST-***BBB******YYYYMMDD***.ZIP Uncompressed (20-29 characters): MPST-***BBB******YYYYMMDD***.CSV ***BBB***: 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. ***YYYYMMDD***: The date on which the scheduled output file is generated. The same original date should be used even if the file is re-generated This has a **fixed length** of 8. E.g. 20160609
MISC Dispute Package - compressed and uncompressed	Transmitter/ Sender (Billing/Billed Member of Original Invoice)	IS	MISC dispute package will be received by IS in a compressed archive. The archive should contain: • A CSV file • A folder "SUPPDOCS" **Compressed (25-34 characters)**: ➢ MDMF-***BBBBBBBBBBBB******DDDDDDDD******SSSSS***.ZIP **Uncompressed (25-34 characters)**: ➢ MDMF-***BBBBBBBBBBBB******DDDDDDDD******SSSSS***.CSV ➢ A folder "SUPPDOCS" (Fix length of 8 characters). This is an optional folder ***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. ***DDDDDDDD***: Should be a valid date in format YYYYMMDD. E.g. 20160715. This has a **fixed length** of 8.

FILE TYPE	SOURCE	DEST	NAMING CONVENTION
			SSSSS: The sequence of the creation of archive within the date. If 25 archives are created by the member, then the first file will have SSSSS = 00001, the next file will have 00002 and so on till 00025. The sequence will reset to 00001 for every new day. This has a **fixed length** of 5.
Validation Reports for MISC Dispute Package	IS	Transmitter	**Compressed (no fixed length)**: *<Input File Name>*_VAL.ZIP **Uncompressed (no fixed length)**: Summary Report: ➤ *<Input File Name>*_VAL_R1.CSV Detailed Report: ➤ *<Input File Name>*_VAL_R2.CSV ➤
MISC Dispute Output Review File - compressed and uncompressed	IS	Reviewer of From Member of Dispute Stage	**Compressed (22-34 characters)**: MDRT-*BBBBBBBBBBBB**DDDDDDDD-LLLL*.ZIP **Uncompressed (23-35 characters)**: MDRT-*BBBBBBBBBBBB**DDDDDDDD-LLLL*.xlsx *BBBBBBBBBBBB*: Accounting code of 'From Member' of dispute stage, e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). This has a **variable length** ranging from 3 to 12. *DDDDDDDD*: Should be a valid date in format YYYYMMDD, e.g. 20160715. This has a **fixed length** of 8. *LLLL*: Should be Location ID for which file is created. This has a **variable length** ranging from 1 to 4, e.g. Main, 1, 10.

4.   Invoice Mapping: IS-XML standard

The invoice is sent by the Billing Entity within an envelope that is called a transmission.

4.1.   Transmission

Each transmission contains three main nodes as follows:

- ▪ Transmission header element
- ▪ Invoice element (can be 1 to N invoices)
- ▪ Transmission summary element

Transmission header node
The Transmission header element contains header level data that describes the transmission. There is only one instance of this element for each transmission.

The transmission header contains mainly two kinds of information:
1. Transmission Date Time: It contains the creation date and time stamp for the Supplier Invoice document (given by the sender system).

2. Version: It provides the version number of the Aviation Invoice Standard used for the file. It will enable the recipient to understand which XML model version is being used to integrate and translate the invoice into their own system.

Invoice node
The Invoice element is the main component business wise of a transmission. There can be multiple invoice elements for each transmission. We provide further details on this very important element in another section later in this document.

Transmission summary node
This element will be used by the recipient of the electronic message to make some validations and ensure that the data has not been damaged during its creation or transfer. It contains totals for the overall transmission.

The following information is part of the transmission summary:
1.   Invoice Count: It provides the number of invoices contained in the transmission.
2.   Total Amount: It provides the total amount of all invoices contained in the transmission (including taxes, charges,…)
3.   Total Tax Amount: It provides the total tax amount of all invoices contained at the Invoice Level.
4.   Attachment Count (optional): It provides the total number of attachments of all invoices contained at the Invoice Level.

4.2.   The invoice node

The following figure describes the content of the invoice element.
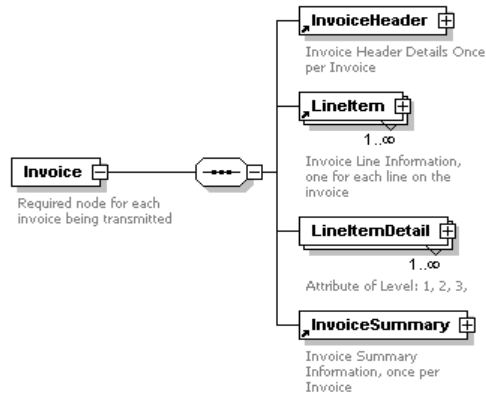
The Invoice element contains four main elements:

Invoice Header

It provides the information that can be found in the header section of a paper invoice:

- Invoice Number
- Invoice Date
- Supplier
- Buyer
- Payment terms and conditions for the invoice
- Optionally: Attachments: this part will list one or more supporting documents associated to the invoice.

Line Item

Each invoice contains at least one line. There is one line item node per line of the invoice.
The following information is documented in the line (non exhaustive list):

- Product / Service description
- Start and end date for the service invoiced
- Quantity, Unit of measure
- Unit price, charge amount
- Tax information

Line Item Detail

This section is optional. It provides a number of data elements to store business data which can be used by the buyer to reconcile the amount charged. For instance: the airport and the flight number for which a service has been delivered.
Each line item detail relates to one line of the invoice. There can be several line details for a given invoice line. This section will typically be used only for air transport related invoices. In any case this section is optional.

Invoice Summary

It provides summary information for each invoice. The following information is part of the invoice summary (non exhaustive list):

- Tax information
- Total invoice amount

4.3.   Mapping your invoices

Please refer to the IS-XML e-invoicing standards manual for the user's specific business areafor more information.

Furthermore, refer to the latest IS-XML Record Structure documentation package available here under 'Documents' tab.

Finally, refer to the SIS Documentation page dedicated to the user's business area for pertinent XML examples.

5. Supporting Documents Mapping: layout

In SIS, NO paper documents are needed as support for an IS Format Invoice (or transactions within an invoice). The supporting documents will have to be provided in an electronic format within the IS-XML.

This section describes how SIS Users can go about providing Supporting Documents.

5.1. SIS and Supporting Documents

The Record Structures for providing billing data (IS-XML and IS-WEB) in SIS is very extensive and contains multiple breakdown records to support different billing transactions.

The Billing Record Structure contains an "Attachment Indicator – Original" field which needs to be set to "Y" by the billing entity to indicate that the Invoice (or the transaction) has Supporting Documents. However the actual Supporting Documents is not provided within the billing file.

The Supporting documents that are uploaded in SIS will be linked to the appropriate billing record and will be stored in a Central File Repository. The Central File Repository will store documents for as long as they are needed for operational reasons. **One of the main benefits of the Central File Repository is that the entity rejecting a particular billing will not need to re-upload any received documents (as they would re-attach them today);** since the new rejection memo will reference the old, the supporting documents are also referenced.

The Supporting Documents comes from two main sources:
   a) Existing paper documents - These documents will have to be image scanned so that it can be used in SIS as a Supporting document.
   b) Electronic files – examples of this type include, extract of a contract with the billed entity in PDF file format, etc. These electronic files only need to be in the acceptable file format for it to be used in SIS as a Supporting Document

5.2. File Types

The Supporting Documents to be used in SIS need to be in one of the following neutral file types:
   a) Plain text files (.txt,.csv, .xls)
   b) Plain HTML files (.htm and .html) without any embedded hyperlinks or image file references
   c) Rich Text files (.rtf)
   d) Portable Document Format files (.pdf)
   e) JPEG Image files (.jpg or .jpeg)
   f) TIFF Image files (.tif or .tiff)

Users will have an option in the Member Profile for defining additional file types accepted by them.

Supporting documents provided in a file format not defined in the IS neutral file type list and also not defined in the additional file type list of the user being billed will be rejected and deleted.

Note: SIS will only validate the file extension. It will not validate if the file is indeed in the same format as suggested by the file extension.

5.3. Linking of Supporting Attachments

The Supporting documents needs to be linked to the billing records present in the Billing Record Database of the platform. The level at with the Supporting Documents needs to be linked differs based on the Billing Category.

In the case of suppliers, the Supporting Documents needs to be linked at the invoice level.

5.3.1. Manual Linking

There are two ways of manually linking the Supporting Documents to the corresponding billing invoice/transactions

a) The IS User can upload and link the Supporting Documents at the time of manual capture of the Invoice (or transactions within an Invoice) data on IS-WEB

b) The IS User can access the Supporting Attachment Management Screen for the relevant Billing Category and upload the Supporting Documents one by one.

5.3.2. Automated Linking

The automated approaches work on the concept of "Batch Keys" to uniquely identify the records to be linked. The Batch Keys for the different Billing Category are as follows:

a) The Batch Key is made up of
- Billing Entity Code
- Clearance Month
- Clearance Period
- Billed Entity Code
- Billing Category
- Invoice Number

There are two approaches proposed for carrying out Automated Linking of Supporting Documents:

5.3.2.1. Folder Based Approach

a) The billing entity arranges the supporting documents in a folder based structure with the folder names containing the Batch Key information.

For e.g.: Consider the case of Lufthansa (220) uploading Supporting Documents for 2 Miscellaneous Billing Invoices (INV500 and INV600) raised against British Airways (125) for Sept 2009 Period 1. The Supporting Documents will be arranged as shown below:

```
220\
  200909\
    01\
      125\
        M\
          INV500\
            file_g.tif
            file_h.jpg
            file_i.pdf

          INV600\
            file_i.tif
            file_k.jpg
            file_l.pdf
```
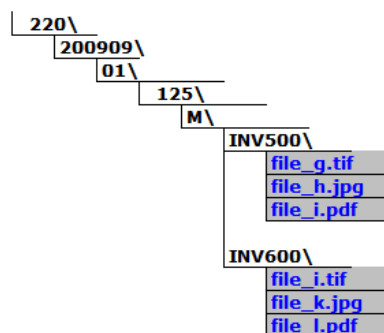
b) Once all Supporting Documents are placed in the appropriate folder, it is zipped along with the folder structure and uploaded

c) SIS performs a Sanity Check on the Supporting Attachment batch file and deletes all invalid file formats present in the batch file. The billing entity is informed in case any invalid file is deleted. The format of the Sanity check report generated is defined in 6.2.2

d) SIS unzips the batch file and initiates the linking process with the help of the Batch Key information. The Linking processes will select only those invoices which are successfully validated. If a matching billing record is found, SIS will create a link between the billing record and the Supporting Document.

e) If the Supporting Documents zip file was provided first and the billing records were uploaded later, SIS will trigger the Linking Process for every invoice when it is successfully validated.

5.3.2.2.   Index File Based Approach

a) In this approach, the billing entity provides a batch file containing multiple Supporting Documents along with an index file. The index file can be a comma separated file (.csv) or a structured XML file (.xml) which provides information about the Batch Keys and the corresponding attachment file names. The csv & xml structures are detailed in Section 5.7 and 5.8 respectively.

b) The index file should be named as "INDEX.CSV" or "INDEX.XML"

c) The Supporting Attachments along with the index file is zipped and uploaded to SIS platform.

d) SIS performs a Sanity Check on the Supporting Attachment batch file and deletes all invalid file formats present in the batch file. It also validates the structure of the index file. The billing entity is informed in case any invalid file is deleted. The format of the Sanity check report generated is defined in 6.2.2

e) SIS unzips the batch file and initiates the linking process with the help of the Batch Key information. The Linking processes will select only those invoices which are successfully validated. If a matching billing record is found, IS will create a link between the billing record and the Supporting Document.

f) If the Supporting Documents zip file was provided first and the billing records were uploaded later, SIS will trigger the Linking Process for every invoice when it is successfully validated.

5.3.3.   Automated File Upload Exception Handling

The Billing Entity can upload multiple Zip files containing Supporting Documents to the SIS platform. The upload can be done using secure FTP or over IS-WEB. The Zip files will have to follow a specific file naming convention as described in 3.17.2. If multiple Zip files having the same file name is uploaded in SIS platform, only the first Zip file will be processed, the remaining Zip files will be rejected by SIS platform.

If two Supporting Attachment Zip files are uploaded with different Zip file names but containing the same set of Supporting Documents, the following will happen:

a) The first Zip file will pass validation and the Supporting Documents within the Zip file will be extracted and kept in the Central File Repository.

b) The second Zip file will pass the Duplicate file name check. However, since the Batch Key information contained in the Second Zip file points to Supporting Documents which already exist in the Central File Repository (matching done by Batch Key and Supporting Document File name), SIS will consider these Supporting Documents to be duplicate. Such duplicate Supporting Documents will be deleted by the SIS platform.

For example: Consider the two Supporting Attachment Zip files following the Folder based indexing approach as shown below:
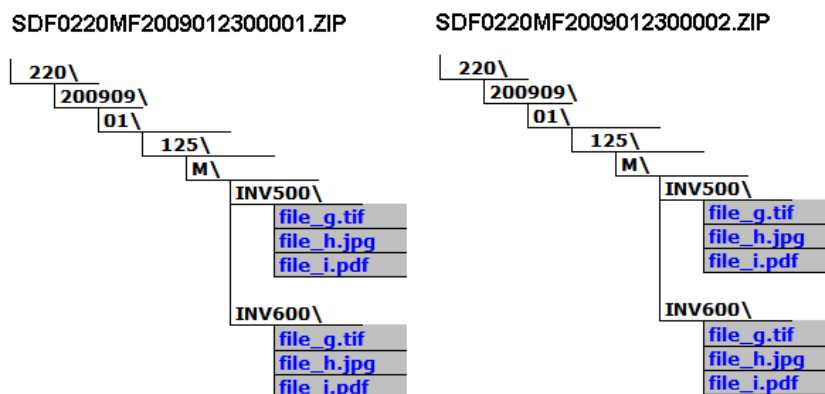
Here the first file SDF0220MF2009012300001.ZIP will be successfully processed and the 6 Supporting Documents will be extracted and stored in the SIS Central File Repository. However when the second file SDF0220MF2009012300002.ZIP is processed, SIS will detect that "file_g.tif" already exists in the Central File Repository for the Batch Key *220|200909|01|125|M|INV500* and

will treat it to be a Duplicate file and will delete the same. Similar treatment will be given to the remaining Supporting Documents in the 2nd Zip file.

Note: If the file names of the Supporting Documents in Zip 2 (e.g. file_g.tif) were different (e.g. file_1.tif) but had the same content as was provided in Zip 1, SIS will not be able trap this error. Such files will be treated as valid Supporting Attachment and will be processed further and linked to the Billing Record.

The Supporting Document files rejected by SIS because of file extension error can be resubmitted to a SIS in a new Zip file with the correct extension.

5.3.4. Supporting Attachments Linking Deadline

Supporting document must be linked to the billing records on the same day the invoice file is transmitted. Depending on user selection, invoices could be dispatched on daily basis so submission deadline to attach supporting document is within the same calendar day.

Post this deadline, SIS triggers a process which updates the "Attachment Indicator – Validated" field in the billing records to "Y" or "N" depending on the status of linking. It also updates the field "Number of Attachments" with the count of number of actual Supporting Documents linked to the billing record. These two fields are reported in the output billing file.

5.4. Accessing Supporting Documents

The Supporting Documents uploaded by the Billing Entities are stored in the Central File Repository of SIS. The Billed Entity (as well as Billing Entity) can access the Supporting Documents through the IS-WEB. The Billing Entity can filter the transactions with missing supporting documents over the IS-WEB and manually upload and link the supporting documents.

By configuring the Member Profile, the Billed Entity can request for a batch file to be created and made available every billing period containing all Supporting Documents uploaded for the invoices billed in that period.

5.5. Minimum Resolution for Scanning

The following guidelines are proposed for scanning to get acceptable quality images with minimal file size:
   a) Minimum resolution recommended for scanning documents in TIFF format is 200 DPI.
   b) Minimum resolution recommended for scanning documents in JPEG format is 100 DPI. Documents scanned with the above specifications normally have a file size of around 60 – 100 kb.

The maximum size for a single Supporting attachment file is set to 25 MB. Files greater than this size will be considered as invalid by IS and will be deleted. The Billing Entity will, however, be charged for uploading the file as per the rates provided in the User Agreement.

Note: It is the Billing Entity's responsibility to ensure that the scanned images provided as Supporting Documents are of acceptable quality and human readable.

5.6. Supporting Documents - CSV Index file

Serial No	Column	Description	Format	Example
1	Serial No	The Serial Number of the Record	10N	1
2	Billing Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billing Entity	3 AN (left padded with zero)	220
3	Clearance Month	The Clearance Month of billing	YYYYMM	200910
4	Period	Period no of the Clearance Month	2N (left padded with zero)	02
5	Billed Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billed Entity	3 AN (left padded with zero)	125
6	Billing Category	The Billing Category for which Supporting Documents is being provided. Following is the valid value: M – Miscellaneous	1A	P
7	Invoice Number	The Invoice number details	10AN	INV001
8	Attachment File Name	The attachment file name including the relative path to access it (if any).If there are multiple attachments to be linked to the same transaction then data in columns 2- 9 will be repeated and a different file name will be referenced. The contents should be enclosed within double quotes.	500 AN	ProrateSlip.txt
9	Serial No	The Serial Number of the Record	10N	1
10	Billing Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billing Entity	3 AN (left padded with zero)	220
11	Clearance Month	The Clearance Month of billing	YYYYMM	200910

Note: There should be no column headers in this csv file when providing it to IS.

5.7.   Supporting Documents - XML Index file

The XML Specification is as given below. Also refer to file AttachmentTransmission.xsd in Supporting Attachments zip file here under 'Dosuments' Tab

0	1	2	3	4	5	6	7	{level}	Repeat	Type	Size	Values	Description
AttachmentTransmission									1				Defines a Supporting attachment File.
	AttachmentHeader								1				Header Information of the Attachment Details File
		Version							1	AN	50	"IATA:SISAttachmentsV1.0.0"	Current version number of the specification
		TransmissionID							0-1	AN	50		Unique identifier for the TransmissionMessage.
		BillingMember							1	AN	3		Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)
		ClearanceMonth							1	DT	4		Clearance Month for which the supporting is getting linked. This should be in MMYY format
		PeriodNumber							1	AN	2		Clearance Period on for which the Invoice Details are to be linked
		BillingCategory							1	AN	1	M	Type of Invoice: M-Misc
		InvoiceHeader							1-oo				
			BilledMember						1	AN	3		Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)
			InvoiceNumber						1	AN	10		Invoice Number details
			InvoiceAttachments						0-oo				
				AttachmentNumber					1	N	5		Serial number for Invoice Attachments
				AttachmentFileName					1	AN	500		The attachment file name including the relative path to access it (if any)
			BatchDetails						0-oo	N	5		
				BatchNumber					1	N	5		The Batch Number within the Invoice
				SequenceNumber					1	N	5		The Seq. No within the Batch
				LineItemDetailsAttachments					0-oo				
					AttachmentNumber				1	N	5		Serial number for Line Item Details Attachments
					AttachmentFileName				1	AN	500		The attachment file name including the relative path to access it (if any)

							Structure / Elements	{level}	Repeat	Type	Size	Values	Description
0	1	2	3	4	5	6	7						
							BreakdownDetails		0-oo				
							BreakdownSerialNumber		1	N	5		Serial number for Breakdown Details
							BreakdownDetailsAttachments		1-oo				
							AttachmentNumber		1	N	5		Serial number for Breakdown Details Attachments
							AttachmentFileName		1	AN	500		The attachment file name including the relative path to access it (if any)

5.8. Supporting Documents - Folder Based Approach - specifications

In case of Miscellaneous Billings the Supporting Documents will have to be arranged in the following directory structure:
Billing Entity Code\ Clearance Month\ Clearance Period\ Billed Entity Code\ Billing Category\ Invoice Number
Example:

```
125\
   200909\
      01\
         220\
            M\
               INV500\
                  file_g.tif
                  file_h.jpg
                  file_i.pdf

               INV600\
                  file_i.tif
                  file_k.jpg
                  file_l.pdf
```
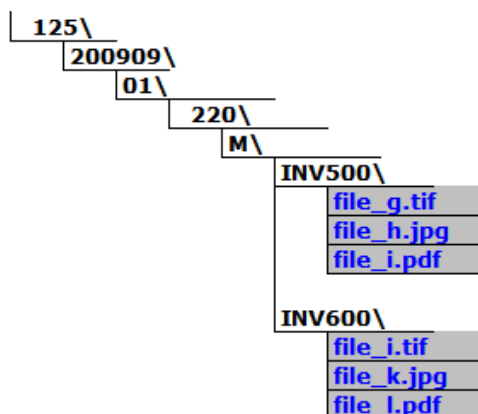
The specifications for the folder structure to be followed are as defined below:

Serial No	Folder Element	Description	Format	Example
1	Billing Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billing Entity	3 A/N (left padded with zero)	220
2	Clearance Month	The Clearance Month of billing	YYYYMM	200910
3	Period	Period no of the Clearance Month	2N (left padded with zero)	02
4	Billed Entity Code	The numeric airline code or Alphanumeric Supplier Code of the Billed Entity	3 A/N (left padded with zero)	125
5	Invoice Type	The Billing Category for which Supporting Documents is being provided. Following is the valid value for suppliers: M – Misc	1A	M
6	Invoice Number	The Invoice number details	10A/N	INV001

5.9. Invoice PDF Layout with Field Mappings

Miscellaneous Invoice Sample Layout

Miscellaneous Invoice

Digitally Signed

Logo Billing Member

Billing Entity Name	Billing Member Ltd.		Invoice #	MISCOEG01		Billed Entity Name	Billed Member Inc.
Entity Designator & Num. Code	XB-T01		Date	2012-08-07		Entity Designator & Num. Code	XB-T02
Location ID	Main		Month/Year	Jul 12		Location ID	Main
Contact Person	Mr. T01 Contact		Period	04		Contact Person	Ms. T02 Contact
Street	Address Line 1A		Tax Invoice Number	TXIVN0073820		Street	Address Line 1B
	Address Line 2A		Charge Category	Miscellaneous			Address Line 2B
	Address Line 3A		Currency of Billing	USD		City	Billed City
City	Billing City		Currency of Clearance	GBP		State/Region	Billed State
State/Region	Billing State		Settlement Method	BILATERAL		Zip/Postal Code	87SDN8
Zip/Postal Code	11X87XB		PO Number	PO023211		Country	Billed Country
Country	Billing Country		Location Code	AMM		Tax/VAT Registration #	890238277888
Tax/VAT Registration #	87ASKDJ73N		Transmitter Code	T01		Company Registration #	KJASHD73792
Company Registration #	98734K2347HD		Transmitter Name	Billing Member Ltd.			
			Attachments	Yes			
			Line Item Details	Yes			
			CH Agreement Indicator	SA4			
			CH Due Date	2012-08-31			

Header Notes: Transaction- Notes 1 Remit - Notes 2 Claims- Notes 3

Invoice Data: Name 1 / Value 1 ; Name 2 / Value 2 ; Name 3 / Value 3

Line #	Date of Service	Charge Code	Location Code	Product ID	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2012-01-01 to 2012-08-31	Adjustments - Distribution of Retained Credits	ABCDE	PRODID1	Billing for the month of Jan 2012 to August 2012	1001	EA	263.12 @ SF 2	131,694.06	297.50	230.00	327.50	132,549.06

									Line Item Sub Total	131,694.06	297.50	230.00	327.50	
									Invoice Header Sub Total		50.00	50.00	50.00	
									Total Invoice Base Amount					131,694.06
									Total Invoice Additional Amount					347.50
									Total Invoice Tax Amount					280.00
									Total Invoice VAT Amount					377.50
									Total Due In Currency of Billing		USD			132,699.06
									Total Due in Currency of Clearance @ Exchange Rate 1.66085		GBP			79,896.35

VAT Breakdown		Label	VAT Text	Base Amount	VAT Rate	VAT Amount
		VAT Higher	Invoice VAT	500.00	10.00%	50.00
		State OutofScope	Line Item VAT	600.00	15.00%	90.00
		State OutofScope	Line Item VAT 1	650.00	15.00%	97.50
		IVA Standard		700.00	20.00%	140.00

Legal Text of Invoice

Page 1 of 2

Miscellaneous Invoice

Digitally Signed

Logo Billing Member

Billing Entity Name	Billing Member Ltd.	Invoice #	MISCOEG01	Billed Entity Name	Billed Member Inc.

Tax Breakdown	Level	Label	Tax Text	Base Amount	Tax Rate	Tax Amount
	Invoice	TXI Higher	Invoice TAX	500.00	10.00%	50.00
	Line 1	TXL OutofScope	Line Item TAX	600.00	15.00%	90.00
	Line 1 Detail					140.00

Additional Amount Break Down	Level	Additional Amount Name		Chargeable Amount	Charge Rate	Additional Amount
	Invoice	Addl		500.00	10.00%	50.00
	Line 1	Addl		600.00	10.00%	60.00
	Line 1	Addl		650.00	15.00%	97.50
	Line 1 Detail					140.00

Payment Terms	(section applicable for bilateral invoices only)							
Description		Due Date	Due days	Terms	Bank Information	Contact Person	Bank Code	Branch Code
Testing for Miscellaneous Original Invoice		2012-08-02	30	PTO101	Safe Dollars Bank	Mr. Bank Contact	00012331	3751
IBAN		SWIFT		Bank Account No	Bank Currency Code		Reference Invoice Number	
IB0012122		SWFT02134		123456789	USD		MISCOEG01	

Payment Terms	(section applicable for non-bilateral invoices only)
DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE	

Legal Text of Invoice

Page 2 of 2

Note: If Unit Price value is greater than 1 billion then invoice contents will be distorted.

Miscellaneous Invoice - Field Mapping Reference Numbers

Miscellaneous Invoice 0.01   **Digitally Signed** 0.02

Billing Entity Name	1.01	Invoice #	2.01
Entity Designator & Num. Code	1.02	Date	2.02
Location ID	1.03	Month/Year	2.03
Contact Person	1.04	Period	2.04
Street	1.05	Tax Invoice Number	2.05
	1.06	Charge Category	2.06
	1.07	Currency of Billing	2.07
City	1.08	Currency of Clearance	2.08
State/Region	1.09	Settlement Method	2.09
Zip/Postal Code	1.10	PO Number	2.10
Country	1.11	Location Code	2.11
Tax/VAT Registration #	1.12	Transmitter Code	2.12
Company Registration #	1.13	Transmitter Name	2.13
		Attachments	2.14
		Line Item Details	2.15
		CH Agreement Indicator	2.16
		CH Due Date	2.17

Billed Entity Name 3.01 / Entity Designator & Num. Code 3.02 / Location ID 3.03 / Contact Person 3.04 / Street 3.05 / 3.06 / 3.07 / City 3.08 / State/Region 3.09 / Zip/Postal Code 3.10 / Country 3.11 / Tax/VAT Registration # 3.12 / Company Registration # 3.13

Header Notes: 4.01

Invoice Data: 4.02

Line #	Date of Service	Charge Code	Location Code	Product ID	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
5.01	5.02	5.03	5.04	5.04a	5.05	5.06	5.07	5.08	5.09	5.10	5.11	5.12	5.13

Line Item Sub Total — 6.01, 6.02, 6.03, 6.04
Invoice Header Sub Total — 6.05a, 6.05b, 6.05c
Total Invoice Base Amount — 6.05d
Total Invoice Additional Amount — 6.06
Total Invoice Tax Amount — 6.07
Total Invoice VAT Amount — 6.08
Total Due In Currency of Billing — 6.09, 6.10
Total Due In Currency of Clearance @ Exchange Rate 1.66089 — 6.11

VAT Breakdown		Label	VAT Text	Base Amount	VAT Rate	VAT Amount
		7.01	7.02	7.03	7.04	7.05

Legal Text of Invoice: 11.01

Page 1 of 2

Miscellaneous Invoice 0.01   **Digitally Signed** 0.02

Billing Entity Name	1.01	Invoice #	2.01	Billed Entity Name	3.01

Tax Breakdown	Level	Label	Tax Text	Base Amount	Tax Rate	Tax Amount
	8.01	8.02	8.03	8.04	8.05	8.06

Additional Amount Break Down	Level	Additional Amount Name	Chargeable Amount	Charge Rate	Additional Amount
	9.01	9.02	9.03	9.04	9.05

Payment Terms	(section applicable for bilateral invoices only)							
Description		Due Date	Due Days	Terms	Bank Information	Contact Person	Bank Code	Branch Code
10.01		10.02	10.03	10.04	10.05	10.06	10.07	10.08
	IBAN	SWIFT		Bank Account No	Bank Currency Code		Reference Invoice Number	
	10.09	10.10		10.11	10.12		10.13	

Payment Terms	(section applicable for non-bilateral invoices only)

DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE

Legal Text of Invoice: 11.01

Page 2 of 2

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* when scaling factor is greater than 1 it will be shown on the PDF invoice as follows:

Quantity	UOM	Unit Price
1001	EA	263.125 @ SF 2

Invoice PDF to IS-XML Field Mapping

Ref No	Invoice Field	IS-XML
		XML field Name
0.01	Miscellaneous Invoice	InvoiceHeader/InvoiceType = Invoice
0.02	Digitally Signed	Derived by IS System based the InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the IS Member profile setup
1.01	Billing Entity	InvoiceHeader/SellerOrganization/OrganizationName1 & OrganizationName2
1.02	Entity Designator & Num Code	InvoiceHeader/SellerOrganization/OrganizationDesignator + InvoiceHeader/SellerOrganization/OrganizationID
1.03	Location ID	InvoiceHeader/SellerOrganization/LocationID
1.04	Contact Person	InvoiceHeader/SellerOrganization/ContactName
1.05	Street	InvoiceHeader/SellerOrganization/Address/AddressLine1
1.06		InvoiceHeader/SellerOrganization/Address/AddressLine2
1.07		InvoiceHeader/SellerOrganization/Address/AddressLine3
1.08	City	InvoiceHeader/SellerOrganization/Address/CityName
1.09	Prov/State/Region	InvoiceHeader/SellerOrganization/Address/SubDivisionName
1.10	Zip/Postal code	InvoiceHeader/SellerOrganization/Address/PostalCode
1.11	Country	InvoiceHeader/SellerOrganization/Address/CountryName
1.12	TAX/VAT Registration #	InvoiceHeader/SellerOrganization/TaxRegistrationID + InvoiceHeader/SellerOrganization/AdditionalTaxRegistrationID
1.13	Company Registration #	InvoiceHeader/SellerOrganization/CompanyRegistrationID
2.01	Invoice #	InvoiceHeader/InvoiceNumber
2.02	Date	InvoiceHeader/InvoiceDate
2.03	Month/Year	InvoiceHeader/SettlementMonthPeriod (Month and Year)
2.04	Period	InvoiceHeader/SettlementMonthPeriod (Period No)
2.05	Tax Invoice Number	InvoiceHeader/TaxInvoiceNumber
2.06	Charge Category	InvoiceHeader/ChargeCategory
2.07	Currency of Billing	InvoiceHeader/PaymentTerms/CurrencyCode
2.08	Currency of Clearance	InvoiceHeader/PaymentTerms/ClearanceCurrencyCode
2.09	Settlement Method	InvoiceHeader/PaymentTerms/SettlementMethod
2.10	PO Number	InvoiceHeader/PONumber
2.11	Location Code	InvoiceHeader/LocationCode

2.12	Transmitter Code	The Transmitter's designator & numeric code will be concatenated and shown here. TransmissionHeader/IssuingOrganizationID; The Designator Code will be derived by the system
2.13	Transmitter Name	To be derived by system;
2.14	Attachments	InvoiceHeader/Attachment/AttachmentIndicatorOriginal
2.15	Line Item Details	To be derived by system if there is a LineItemDetails node
2.16	CH Agreement Indicator	InvoiceHeader/PaymentTerms/CHAgreementIndicator
2.17	CH Due Date	InvoiceHeader/PaymentTerms/CHDueDate
3.01	Billed Entity	InvoiceHeader/BuyerOrganization/OrganizationName1 & OrganizationName2
3.02	Entity Designator & Num Code	InvoiceHeader/BuyerOrganization/OrganizationDesignator + InvoiceHeader/BuyerOrganization/OrganizationID
3.03	Location ID	InvoiceHeader/BuyerOrganization/LocationID
3.04	Contact Person	InvoiceHeader/BuyerOrganization/ContactName
3.05	Street	InvoiceHeader/BuyerOrganization/Address/AddressLine1
3.06		InvoiceHeader/BuyerOrganization/Address/AddressLine2
3.07		InvoiceHeader/BuyerOrganization/Address/AddressLine3
3.08	City	InvoiceHeader/BuyerOrganization/Address/CityName
3.09	Prov/State/Region	InvoiceHeader/BuyerOrganization/Address/SubDivisionName
3.10	Zip/Postal code	InvoiceHeader/BuyerOrganization/Address/PostalCode
3.11	Country	InvoiceHeader/BuyerOrganization/Address/CountryName
3.12	TAX/VAT Registration #	InvoiceHeader/BuyerOrganization/TaxRegistrationID + InvoiceHeader/BuyerOrganization/AdditionalTaxRegistrationID
3.13	Company Registration #	InvoiceHeader/BuyerOrganization/CompanyRegistrationID
4.01	Header Notes	InvoiceHeader/Notes @Type
4.02	Invoice Data	
5.01	Line #	LineItem/LineItemNumber
5.02	Date of Service	LineItem/StartDate & LineItem/EndDate
5.03	Charge Code	LineItem/ChargeCode & LineItem/ChargeCodeType
5.04	Location Code	LineItem/LocationCode
5.04a	Product ID	LineItem/ProductID
5.05	Description	LineItem/Description

5.06	Quantity	LineItem/Quantity
5.07	Unit of Measure	The value of the attribute in LineItem/Quantity @UOMCode
5.08	Unit Price[1]	LineItem/UnitPrice @SF
5.09	Base Amount[1]	LineItem/ChargeAmount
5.10	Additional Amount[1]	LineItem/TotalAddOnChargeAmount
5.11	TAX[1]	LineItem/TotalTaxAmount
5.12	VAT[1]	LineItem/TotalVATAmount
5.13	Line Amount[1]	LineItem/TotalNetAmount
6.01	Line Item Subtotal - Base Amount[1]	InvoiceSummary/TotalLineItemAmount
6.02	Line Item Subtotal - Additional Amount[1]	Summation of all TotalAddOnChargeAmount at Line Item Levels
6.03	Line Item Subtotal - Tax[1]	Summation of all TotalTaxAmount at Line Item Levels
6.04	Line Item Subtotal - VAT[1]	Summation of all TotalVATAmount at Line Item Levels
6.05a	Invoice Header Subtotal – Additional Amount[1]	
6.05b	Invoice Header Subtotal – Tax[1]	
6.05c	Invoice Header Subtotal – VAT[1]	
6.05d	Total Invoice Base Amount[1]	
6.06	Total Invoice Additional Amount[1]	InvoiceSummary/AddOnCharges/AddOnChargeAmount
6.07	Total Invoice Tax Amount[1]	InvoiceSummary/Tax/TaxAmount when TaxType = Tax
6.08	Total Invoice VAT Amount[1]	InvoiceSummary/Tax/TaxAmount when TaxType = VAT
6.09	Total Due in Currency of Billing - Currency Code	InvoiceHeader/PaymentTerms/CurrencyCode
6.10	Total Due in Currency of Billing - Amount[2]	InvoiceSummary/TotalAmount
6.11	Total Due in Clearance Currency - Currency Code	InvoiceHeader/PaymentTerms/ClearanceCurrencyCode
6.12	Total Due in Currency of Clearance – Amount[2]	InvoiceSummary/TotalAmountInClearanceCurrency
VAT Breakdown This section will show the VAT grouped by 'TaxSubType', 'TaxCategory', 'TaxText' and 'TaxPercent' where TaxType = VAT at all levels		
7.01	Label	LineItemDetail/Tax/TaxSubType & LineItem/Tax/TaxCategory OR LineItem/Tax/TaxSubType & LineItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = VAT as per grouping stated
7.02	VAT Text	LineItemDetail/Tax/TaxText OR LineItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping stated

7.03	Base Amount[1]	LineItemDetail/Tax/TaxableAmount OR LineItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per grouping stated
7.04	VAT Rate	LineItem/Tax/TaxPercent OR LineItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = VAT as per grouping stated
7.05	VAT Amount[1]	Summation of the VATAmount at all levels as per grouping stated→ LineItemDetail/Tax/TaxAmount + LineItem/Tax/TaxAmount + InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per grouping stated

Tax Breakdown

8.01	Level	To be derived by system;
8.02	Label	LineItem/Tax/TaxSubType & LineItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = Tax
8.03	Tax Text	LineItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax
8.04	Base Amount[1]	LineItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax
8.05	Tax Rate	LineItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = Tax
8.06	Tax Amount[1]	LineItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalTaxAmount less the 'TaxAmount' where TaxType = Tax applied on that line and the level will be stated as the Line # Details

Additional Amount Breakdown

9.01	Level	To be derived by system;
9.02	Additional Amount Name	LineItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName
9.03	Chargeable Amount[1]	LineItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount
9.04	Charge Rate	LineItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage
9.05	Additional Amount[1]	LineItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details
10.01	Description	InvoiceHeader/PaymentTerms/Description
10.02	Due Date	InvoiceHeader/PaymentTerms/NetDueDate
10.03	Due Days	InvoiceHeader/PaymentTerms/NetDueDays
10.04	Terms	InvoiceHeader/PaymentTerms/PaymentTermsType
10.05	Bank Information	InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2
10.06	Contact Person	InvoiceHeader/OtherOrganization/ContactName
10.07	Bank Code	InvoiceHeader/OtherOrganization/AccountDetails/BankCode

10.08	Branch Code	InvoiceHeader/OtherOrganization/AccountDetails/BranchCode
10.09	IBAN	InvoiceHeader/OtherOrganization/AccountDetails/IBAN
10.10	SWIFT	InvoiceHeader/OtherOrganization/AccountDetails/SWIFT
10.11	Bank Account No	InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo
10.12	Bank Currency Code	InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode
10.13	Reference Invoice Number	InvoiceHeader/InvoiceNumber
11.01	Legal Text Placeholder	InvoiceSummary/LegalText

1.   Decimal precision will be truncated as per the ISO requirements of the currency used
2.   Decimal precision will be rounded as per the ISO requirements of the currency used.

PS: The section 10.01 to 10.13 will be displayed only if the Settlement Method is 'Bilateral'. When the Settlement Method is 'ICH' or 'ACH, the following text will be displayed; 'DONOT PAY. SETTLEMENT THROUGH CLEARING HOUSE.'

Miscellaneous Credit Note Sample Layout

Logo Billing Member

Miscellaneous Credit Note

Digitally Signed

Billing Entity Name	Billing Member Ltd.	Invoice #	MISCOEG01	Billed Entity Name	Billed Member Inc.
Entity Designator & Num. Code	XB-T01	Date	2012-08-07	Entity Designator & Num. Code	XB-T02
Location ID	Main	Month/Year	Jul 12	Location ID	Main
Contact Person	Mr. T01 Contact	Period	04	Contact Person	Ms. T02 Contact
Street	Address Line 1A	Tax Invoice Number	TXIVN0073820	Street	Address Line 1B
	Address Line 2A	Charge Category	Miscellaneous		Address Line 2B
	Address Line 3A	Currency of Billing	USD	City	Billed City
City	Billing City	Currency of Clearance	GBP	State/Region	Billed State
State/Region	Billing State	Settlement Method	BILATERAL	Zip/Postal Code	87SDN8
Zip/Postal Code	11X87XB	PO Number	PO23211	Country	Billed Country
Country	Billing Country	Location Code	AMM	Tax/VAT Registration #	89O238277888
Tax/VAT Registration #	87ASKDJ73N	Transmitter Code	T01	Company Registration #	KJASHD73792
Company Registration #	98734K2347HD	Transmitter Name	Billing Member Ltd.		
		Attachments	Yes		
		Line Item Details	Yes		
		CH Agreement Indicator	SA4		
		CH Due Date	2012-08-31		

Header Notes: Transaction- Notes 1 Remit - Notes 2 Claims- Notes 3

Invoice Data: Name 1 / Value 1 ; Name 2 / Value 2 ; Name 3 / Value 3

Line #	Date of Service	Charge Code	Location Code	Product ID	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2012-01-01 to 2012-08-31	Adjustments - Distribution of Retained Credits	ABCDE	PRODID1	Billing for the month of Jan 2012 to August 2012	1001	EA	-263.12 @ SF 2	-131,694.06	-297.50	-230.00	-327.50	-132,549.06

	Base Amount	Additional Amount	Tax	VAT	Line Amount
Line Item Sub Total	-131,694.06	-297.50	-230.00	-327.50	
Invoice Header Sub Total		50.00	50.00	50.00	
Total Invoice Base Amount					-131,694.06
Total Invoice Additional Amount					-347.50
Total Invoice Tax Amount					-280.00
Total Invoice VAT Amount					-377.50
Total Due in Currency of Billing			USD		-132,699.06
Total Due in Currency of Clearance @ Exchange Rate 1.66089			GBP		-79,896.35

VAT Breakdown	Label	VAT Text	Base Amount	VAT Rate	VAT Amount
	VAT Higher	Invoice VAT	-500.00	10.00%	-50.00
	State CutofScope	Line Item VAT	-600.00	15.00%	-90.00
	State CutofScope	Line Item VAT 1	-650.00	15.00%	-97.50
	IVA Standard		-700.00	20.00%	-140.00

Legal Text of Invoice

Page 1 of 2

Digitally Signed

Logo Billing Member

Miscellaneous Credit Note

Billing Entity Name	Billing Member Ltd.	Invoice #	MISCOEG01	Billed Entity Name	Billed Member Inc.

Tax Breakdown	Level	Label	Tax Text	Base Amount	Tax Rate	Tax Amount
	Invoice	TXI Higher	Invoice TAX	500.00	10.00%	50.00
	Line 1	TXL CutofScope	Line Item TAX	600.00	15.00%	90.00
	Line 1 Detail					140.00

Additional Amount Break Down	Level	Additional Amount Name	Chargeable Amount	Charge Rate	Additional Amount
	Invoice	Addl	500.00	10.00%	50.00
	Line 1	Addl	600.00	10.00%	60.00
	Line 1	Addl	650.00	15.00%	97.50
	Line 1 Detail				140.00

Payment Terms	(section applicable for bilateral invoices only)						
Description		Due Date	Due days	Terms	Bank Information	Contact Person	Bank Code	Branch Code
Testing for Miscellaneous Original Invoice		2012-08-02	30	PT0101	Safe Dollars Bank	Mr. Bank Contact	00012331	3751
IBAN		SWIFT		Bank Account No	Bank Currency Code		Reference Invoice Number
IB0012122		SWFT02134		123456789	USD		MISCOEG01

Payment Terms	(section applicable for non-bilateral invoices only)
DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE	

Legal Text of Invoice

Page 2 of 2

Miscellaneous Credit Note - Field Mapping Reference Numbers

	Logo Billing Member			

Miscellaneous Credit Note 0.01   **Digitally Signed** 0.02

Billing Entity Name	1.01	Invoice #	2.01	Billed Entity Name	3.01
Entity Designator & Num. Code	1.02	Date	2.02	Entity Designator & Num. Code	3.02
Location ID	1.03	Month/Year	2.03	Location ID	3.03
Contact Person	1.04	Period	2.04	Contact Person	3.04
Street	1.05	Tax Invoice Number	2.05	Street	3.05
	1.06	Charge Category	2.06		3.06
	1.07	Currency of Billing	2.07		3.07
City	1.08	Currency of Clearance	2.08	City	3.08
State/Region	1.09	Settlement Method	2.09	State/Region	3.09
Zip/Postal Code	1.10	PO Number	2.10	Zip/Postal Code	3.10
Country	1.11	Location Code	2.11	Country	3.11
Tax/VAT Registration #	1.12	Transmitter Code	2.12	Tax/VAT Registration #	3.12
Company Registration #	1.13	Transmitter Name	2.13	Company Registration #	3.13
		Attachments	2.14		
		Line Item Details	2.15		
		CH Agreement Indicator	2.16		
		CH Due Date	2.17		

Header Notes: **4.01**

Invoice Data: **4.02**

Line #	Date of Service	Charge Code	Location Code	Product ID	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
5.01	5.02	5.03	5.04	5.04a	5.05	5.06	5.07	5.08	5.09	5.10	5.11	5.12	5.13

		Base Amount	Additional Amount	Tax	VAT	
Line Item Sub Total		6.01	6.02	6.03	6.04	
Invoice Header Sub Total			6.05a	6.05b	6.05c	
Total Invoice Base Amount						6.05d
Total Invoice Additional Amount						6.06
Total Invoice Tax Amount						6.07
Total Invoice VAT Amount						6.08
Total Due In Currency of Billing			6.09			6.10
Total Due In Currency of Clearance @ Exchange Rate 1.66089			6.11			6.12

VAT Breakdown	Label	VAT Text	Base Amount	VAT Rate	VAT Amount
	7.01	7.02	7.03	7.04	7.05

Legal Text of Invoice: **11.01**

Page 1 of 2

	Logo Billing Member		

Miscellaneous Credit Note 0.01   **Digitally Signed** 0.02

Billing Entity Name	1.01	Invoice #	2.01	Billed Entity Name	3.01

Tax Breakdown	Level	Label	Tax Text	Base Amount	Tax Rate	Tax Amount
	8.01	8.02	8.03	8.04	8.05	8.06

Additional Amount Break Down	Level	Additional Amount Name	Chargeable Amount	Charge Rate	Additional Amount
	9.01	9.02	9.03	9.04	9.05

Payment Terms	(section applicable for bilateral invoices only)						
Description		Due Date	Due Days	Terms	Bank Information	Contact Person	Bank Code	Branch Code
10.01		10.02	10.03	10.04	10.05	10.06	10.07	10.08
IBAN		SWIFT		Bank Account No	Bank Currency Code	Reference Invoice Number	
10.09		10.10		10.11	10.12	10.13	

Payment Terms	(section applicable for non-bilateral invoices only)
DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE	

Legal Text of Invoice: **11.01**

Page 2 of 2

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* when scaling factor is greater than 1 it will be shown on the PDF invoice as follows:

Quantity	UOM	Unit Price
1001	EA	263.125 @ SF 2

Invoice PDF to IS-XML Field Mapping

Ref No	Invoice Field	IS-XML
		XML field Name
0.01	Miscellaneous Credit Note	InvoiceHeader/InvoiceType = CreditNote
0.02	Digitally Signed	Derived by IS System based the InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the IS Member profile setup
1.01	Billing Entity	InvoiceHeader/SellerOrganization/OrganizationName1 & OrganizationName2
1.02	Entity Designator & Num Code	InvoiceHeader/SellerOrganization/OrganizationDesignator + InvoiceHeader/SellerOrganization/OrganizationID
1.03	Location ID	InvoiceHeader/SellerOrganization/LocationID
1.04	Contact Person	InvoiceHeader/SellerOrganization/ContactName
1.05	Street	InvoiceHeader/SellerOrganization/Address/AddressLine1
1.06		InvoiceHeader/SellerOrganization/Address/AddressLine2
1.07		InvoiceHeader/SellerOrganization/Address/AddressLine3
1.08	City	InvoiceHeader/SellerOrganization/Address/CityName
1.09	Prov/State/Region	InvoiceHeader/SellerOrganization/Address/SubDivisionName
1.10	Zip/Postal code	InvoiceHeader/SellerOrganization/Address/PostalCode
1.11	Country	InvoiceHeader/SellerOrganization/Address/CountryName
1.12	TAX/VAT Registration #	InvoiceHeader/SellerOrganization/TaxRegistrationID + InvoiceHeader/SellerOrganization/AdditionalTaxRegistrationID
1.13	Company Registration #	InvoiceHeader/SellerOrganization/CompanyRegistrationID
2.01	Credit Note #	InvoiceHeader/InvoiceNumber
2.02	Credit Note Date	InvoiceHeader/InvoiceDate
2.03	Month/Year	InvoiceHeader/SettlementMonthPeriod (Month and Year)
2.04	Period	InvoiceHeader/SettlementMonthPeriod (Period No)
2.05	Tax Invoice Number	InvoiceHeader/TaxInvoiceNumber
2.06	Charge Category	InvoiceHeader/ChargeCategory
2.07	Currency of Billing	InvoiceHeader/PaymentTerms/CurrencyCode
2.08	Currency of Clearance	InvoiceHeader/PaymentTerms/ClearanceCurrencyCode
2.09	Settlement Method	InvoiceHeader/PaymentTerms/SettlementMethod
2.10	PO Number	InvoiceHeader/PONumber
2.11	Location Code	InvoiceHeader/LocationCode
2.12	Transmitter Code	The Transmitter's designator & numeric code will be concatenated and shown here.

Ref No	Invoice Field	IS-XML
		XML field Name
		TransmissionHeader/IssuingOrganizationID; The Designator Code will be derived by the system
2.13	Transmitter Name	To be derived by system;
2.14	Attachments	InvoiceHeader/Attachment/AttachmentIndicatorOriginal
2.15	Line Item Details	To be derived by system if there is a LineItemDetails node
2.16	CH Agreement Indicator	InvoiceHeader/PaymentTerms/CHAgreementIndicator
2.17	CH Due Date	InvoiceHeader/PaymentTerms/CHDueDate
3.01	Billed Entity	InvoiceHeader/BuyerOrganization/OrganizationName1 & OrganizationName2
3.02	Entity Designator & Num Code	InvoiceHeader/BuyerOrganization/OrganizationDesignator + InvoiceHeader/BuyerOrganization/OrganizationID
3.03	Location ID	InvoiceHeader/BuyerOrganization/LocationID
3.04	Contact Person	InvoiceHeader/BuyerOrganization/ContactName
3.05	Street	InvoiceHeader/BuyerOrganization/Address/AddressLine1
3.06		InvoiceHeader/BuyerOrganization/Address/AddressLine2
3.07		InvoiceHeader/BuyerOrganization/Address/AddressLine3
3.08	City	InvoiceHeader/BuyerOrganization/Address/CityName
3.09	Prov/State/Region	InvoiceHeader/BuyerOrganization/Address/SubDivisionName
3.10	Zip/Postal code	InvoiceHeader/BuyerOrganization/Address/PostalCode
3.11	Country	InvoiceHeader/BuyerOrganization/Address/CountryName
3.12	TAX/VAT Registration #	InvoiceHeader/BuyerOrganization/TaxRegistrationID + InvoiceHeader/BuyerOrganization/AdditionalTaxRegistrationID
3.13	Company Registration #	InvoiceHeader/BuyerOrganization/CompanyRegistrationID
4.01	Header Notes	InvoiceHeader/Notes @Type
4.02	Invoice Data	
5.01	Line #	LineItem/LineItemNumber
5.02	Date of Service	LineItem/StartDate & LineItem/EndDate
5.03	Charge Code	LineItem/ChargeCode & LineItem/ChargeCodeType
5.04	Location Code	LineItem/LocationCode
5.04a	Product ID	

Ref No	Invoice Field	IS-XML XML field Name
5.05	Description	LineItem/Description
5.06	Quantity	LineItem/Quantity
5.07	Unit of Measure	The value of the attribute in LineItem/Quantity @UOMCode
5.08	Unit Price[1]	LineItem/UnitPrice @SF
5.09	Base Amount[1]	LineItem/ChargeAmount
5.10	Additional Amount[1]	LineItem/TotalAddOnChargeAmount
5.11	TAX[1]	LineItem/TotalTaxAmount
5.12	VAT[1]	LineItem/TotalVATAmount
5.13	Line Amount[1]	LineItem/TotalNetAmount
6.01	Line Item Subtotal - Base Amount[1]	InvoiceSummary/TotalLineItemAmount
6.02	Line Item Subtotal - Additional Amount[1]	Summation of all TotalAddOnChargeAmount at Line Item Levels
6.03	Line Item Subtotal - Tax[1]	Summation of all TotalTaxAmount at Line Item Levels
6.04	Line Item Subtotal - VAT[1]	Summation of all TotalVATAmount at Line Item Levels
6.05a	Invoice Header Subtotal – Additional Amount[1]	
6.05b	Invoice Header Subtotal – Tax[1]	
6.05c	Invoice Header Subtotal – VAT[1]	
6.05d	Total Invoice Base Amount[1]	
6.06	Total Invoice Additional Amount[1]	InvoiceSummary/AddOnCharges/AddOnChargeAmount
6.07	Total Invoice Tax Amount[1]	InvoiceSummary/Tax/TaxAmount when TaxType = Tax
6.08	Total Invoice VAT Amount[1]	InvoiceSummary/Tax/TaxAmount when TaxType = VAT
6.09	Total Due in Currency of Billing - Currency Code	InvoiceHeader/PaymentTerms/CurrencyCode
6.10	Total Due in Currency of Billing - Amount[2]	InvoiceSummary/TotalAmount
6.11	Total Due in Currency of Clearance - Currency Code	InvoiceHeader/PaymentTerms/ClearanceCurrencyCode
6.12	Total Due in Currency of Clearance - Amount[2]	InvoiceSummary/TotalAmountInClearanceCurrency
VAT Breakdown This section will show the VAT grouped by 'TaxSubType', 'TaxCategory', 'TaxText' and 'TaxPercent' where TaxType = VAT at all levels		

Ref No	Invoice Field	IS-XML
		XML field Name
7.01	Label	LineItemDetail/Tax/TaxSubType & LineItem/Tax/TaxCategory LineItem/Tax/TaxSubType & LineItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = VAT as per grouping stated
7.02	VAT Text	LineItemDetail/Tax/TaxText OR LineItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping stated
7.03	Base Amount[1]	LineItemDetail/Tax/TaxableAmount OR LineItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per grouping stated
7.04	VAT Rate	LineItemDetail/Tax/TaxPercent OR LineItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = VAT as per grouping stated
7.05	VAT Amount[1]	Summation of the VATAmount at all levels as per grouping stated→ LineItemDetail/Tax/TaxAmount + LineItem/Tax/TaxAmount + InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per grouping stated
Tax Breakdown		
8.01	Level	To be derived by system;
8.02	Label	LineItem/Tax/TaxSubType & LineItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = Tax
8.03	Tax Text	LineItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax
8.04	Base Amount[1]	LineItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax
8.05	Tax Rate	LineItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = Tax
8.06	Tax Amount[1]	LineItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalTaxAmount less the 'TaxAmount' where TaxType = Tax applied on that line and the level will be stated as the Line # Details
Additional Amount Breakdown		
9.01	Level	To be derived by system;
9.02	Additional Amount Name	LineItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName
9.03	Chargeable Amount[1]	LineItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount
9.04	Charge Rate	LineItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage
9.05	Additional Amount[1]	LineItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details
10.01	Description	InvoiceHeader/PaymentTerms/Description
10.02	Due Date	InvoiceHeader/PaymentTerms/NetDueDate

Ref No	Invoice Field	IS-XML
		XML field Name
10.03	Net Due Days	InvoiceHeader/PaymentTerms/NetDueDays
10.04	Terms	InvoiceHeader/PaymentTerms/PaymentTermsType
10.05	Bank Information	InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2
10.06	Contact Person	InvoiceHeader/OtherOrganization/ContactName
10.08	Bank Code	InvoiceHeader/OtherOrganization/AccountDetails/BankCode
10.08	Branch Code	InvoiceHeader/OtherOrganization/AccountDetails/BranchCode
10.09	IBAN	InvoiceHeader/OtherOrganization/AccountDetails/IBAN
10.10	SWIFT	InvoiceHeader/OtherOrganization/AccountDetails/SWIFT
10.11	Bank Account No	InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo
10.12	Bank Currency Code	InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode
10.13	Reference Invoice Number	InvoiceHeader/InvoiceNumber
11.01	Legal Text Placeholder	InvoiceSummary/LegalText

(1)   Decimal precision will be truncated as per the ISO requirements of the currency used

(2)   Decimal precision will be rounded as per the ISO requirements of the currency used.

PS: The section 10.01 to 10.13 will be displayed only if the Settlement Method is 'Bilateral'. When the Settlement Method is 'ICH' or 'ACH, the following text will be displayed; 'DONOT PAY. SETTLEMENT THROUGH CLEARING HOUSE.'

Miscellaneous Rejection Invoice Sample Layout

Miscellaneous Rejection Invoice

Digitally Signed

Logo Billing Member

Billing Entity Name	Billing Member Ltd.	Invoice #	MISCRJ003	Billed Entity Name	Billed Member Inc.
Entity Designator & Num. Code	XB-T01	Date	2012-08-07	Entity Designator & Num. Code	XB-T02
Location ID	Main	Month/Year	Jul 12	Location ID	Main
Contact Person	Mr. T01 Contact	Period	04	Contact Person	Ms. T02 Contact
Street	Address Line 1A	Tax Invoice Number	TXIVN0073821	Street	Address Line 1B
	Address Line 2A	Charge Category	Miscellaneous		Address Line 2B
	Address Line 3A	Currency of Billing	USD	City	Billed City
		Currency of Clearance	GBP		
City	Billing City	Settlement Method	BILATERAL	State/Region	Billed State
State/Region	Billing State	PO Number	PO023211	Zip/Postal Code	87SDN6
Zip/Postal Code	11X87XB	Original Invoice #	REJ0023903	Country	Billed Country
Country	Billing Country	Original Settlement Month Period	Jun 2012 01	Tax/VAT Registration #	890238277888
Tax/VAT Registration #	87ASKDJ73N	Attachments	Yes	Company Registration #	KJASHD73792
Company Registration #	98734K2347HD	Line Item Details	Yes		
		CH Agreement Indicator	SA4		
		CH Due Date	2012-08-31		

Header Notes: Transaction- Notes 1 Remit - Notes 2 Claims- Notes 3

Invoice Data: Name 1 / Value 1 ; Name 2 / Value 2 ; Name 3 / Value 3

Line #	Date of Service	Original Line #	Charge Code	Product ID	Rej. Reason Code	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2012-01-01 to 2012-08-31	1	Adjustments - Distribution of Retained Credits	PRO DID1	2B	Billing for the month of Jan 2012 to August 2012	1001	EA	263.125 @ SF 2	131,694.063	297.500	230.000	327.500	132,549.063

Line Item Sub Total		131,694.063	297.500	230.000	327.500
Invoice Header Sub Total			50.000	50.000	50.000
Total Invoice Base Amount					131,694.063
Total Invoice Additional Amount					347.500
Total Invoice Tax Amount					280.000
Total Invoice VAT Amount					377.500
Total Due in Currency of Billing		USD			132,699.063
Total Due in Currency of Clearance @ Exchange Rate 1.66089		GBP			79,896.35

VAT Breakdown	Label	VAT Text	Base Amount	VAT Rate	VAT Amount
	VAT Higher	Invoice VAT	500.000	10.00%	50.000
	State OutofScope	Line Item VAT	600.000	15.00%	90.000
	State OutofScope	Line Item VAT 1	650.000	15.00%	97.500
	IVA Standard		700.000	20.00%	140.000

Legal Text of Invoice

Page 1 of 2

Miscellaneous Rejection Invoice

Digitally Signed

Logo Billing Member

Billing Entity Name	Billing Member Ltd.	Invoice #	MISCRJ003	Billed Entity Name	Billed Member Inc.

Tax Breakdown	Level	Label	Tax Text	Base Amount	Tax Rate	Tax Amount
	Invoice	TXI Higher	Invoice TAX	500.00	10.00%	50.00
	Line 1	TXL OutofScope	Line Item TAX	600.00	15.00%	90.00
	Line 1 Detail					140.00

Additional Amount Break Down	Level	Additional Amount Name	Chargeable Amount	Charge Rate	Additional Amount
	Invoice	Addl	500.00	10.00%	50.00
	Line 1	Addl	600.00	10.00%	60.00
	Line 1	Addl	650.00	15.00%	97.50
	Line 1 Detail				140.00

Payment Terms (section applicable for bilateral invoices only)

Description	Due Date	Due Days	Terms	Bank Information	Contact Person	Bank Code	Branch Code
Testing for Miscellaneous Original Invoice	2012-08-02	60	PT0101	Safe Dollars Bank	Mr. Bank Contact	00012331	3751

IBAN	SWIFT	Bank Account No	Bank Currency Code	Reference Invoice Number
IB0012122	SWFT02134	123456789	USD	MISCRJ003

Payment Terms (section applicable for non-bilateral invoices only)

DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE

Legend of Rejection Reason Codes used in Line items

2B   Description of Reason Code 2B

Legal Text of Invoice

Page 2 of 2

Miscellaneous Rejection Invoice - Field Mapping Reference Numbers

Logo
Billing Member

Miscellaneous Rejection Invoice 0.01

Digitally Signed 0.02

Billing Entity Name	1.01	Invoice #	2.01	Billed Entity Name	3.01
Entity Designator & Num. Code	1.02	Date	2.02	Entity Designator & Num. Code	3.02
Location ID	1.03	Month/Year	2.03	Location ID	3.03
Contact Person	1.04	Period	2.04	Contact Person	3.04
Street	1.05	Tax Invoice Number	2.05	Street	3.05
	1.06	Charge Category	2.06		3.06
	1.07	Currency of Billing	2.07		3.07
City	1.08	Currency of Clearance	2.08	City	3.08
State/Region	1.09	Settlement Method	2.09	State/Region	3.09
Zip/Postal Code	1.10	PO Number	2.10	Zip/Postal Code	3.10
Country	1.11	Original Invoice #	2.11	Country	3.11
Tax/VAT Registration #	1.12	Original Settlement Month Period	2.12	Tax/VAT Registration #	3.12
Company Registration #	1.13	Attachments	2.13	Company Registration #	3.13
		Line Item Details	2.14		
		CH Agreement Indicator	2.15		
		CH Due Date	2.16		

Header Notes: 4.01

Invoice Data: 4.02

Line #	Date of Service	Original Line #	Charge Code	Product ID	Rej. Reason Code	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
5.01	5.02	5.03	5.04	5.04a	5.05	5.06	5.07	5.08	5.09	5.10	5.11	5.12	5.13	5.14

Line Item Sub Total	6.01	6.02	6.03	6.04
Invoice Header Sub Total		6.05a	6.05b	6.05c
Total Invoice Base Amount				6.05d
Total Invoice Additional Amount				6.06
Total Invoice Tax Amount				6.07
Total Invoice VAT Amount				6.08
Total Due in Currency of Billing		6.09		6.10
Total Due in Currency of Clearance @ Exchange Rate 1.66089		6.11		6.12

VAT Breakdown	Label	VAT Text	Base Amount	VAT Rate	VAT Amount
	7.01	7.02	7.03	7.04	7.05

Legal Text of Invoice 11.01

Page 1 of 2

Logo
Billing Member

Miscellaneous Rejection Invoice 0.01

Digitally Signed 0.02

Billing Entity Name	1.01	Invoice #	2.01	Billed Entity Name	3.01

Tax Breakdown	Level	Label	Tax Text	Base Amount	Tax Rate	Tax Amount
	8.01	8.02	8.03	8.04	8.05	8.06

Additional Amount Break Down	Level	Additional Amount Name	Chargeable Amount	Charge Rate	Additional Amount
	9.01	9.02	9.03	9.04	9.05

Payment Terms	(section applicable for bilateral invoices only)						
Description		Due Date	Due Days	Terms	Bank Information	Contact Person	Bank Code	Branch Code
10.01		10.02	10.03	10.04	10.05	10.06	10.07	10.08
IBAN		SWIFT		Bank Account No	Bank Currency Code		Reference Invoice Number
10.09		10.10		10.11	10.12		10.13

Payment Terms (section applicable for non-bilateral invoices only)

DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE

Legend of Rejection Reason Codes Used in Line Items

2B   Description of Reason Code 2B

Legal Text of Invoice 11.01

Page 2 of 2

* when scaling factor is greater than 1 it will be shown on the PDF invoice as follows:

Quantity	UOM	Unit Price
1001	EA	263.125 @ SF 2

Invoice PDF to IS-XML Field Mapping

Ref No	Invoice Field	IS-XML
		XML field Name
0.01	Miscellaneous Rejection Invoice	InvoiceHeader/InvoiceType = Invoice & InvoiceHeader/ISDetails/RejectionFlag = Y
0.02	Digitally Signed	Derived by IS System based the InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the IS Member profile setup
1.01	Billing Entity	InvoiceHeader/SellerOrganization/OrganizationName1 & OrganizationName2
1.02	Entity Designator & Num Code	InvoiceHeader/SellerOrganization/OrganizationDesignator + InvoiceHeader/SellerOrganization/OrganizationID
1.03	Location ID	InvoiceHeader/SellerOrganization/LocationID
1.04	Contact Person	InvoiceHeader/SellerOrganization/ContactName
1.05	Street	InvoiceHeader/SellerOrganization/Address/AddressLine1
1.06		InvoiceHeader/SellerOrganization/Address/AddressLine2
1.07		InvoiceHeader/SellerOrganization/Address/AddressLine3
1.08	City	InvoiceHeader/SellerOrganization/Address/CityName
1.09	Prov/State/Region	InvoiceHeader/SellerOrganization/Address/SubDivisionName
1.10	Zip/Postal code	InvoiceHeader/SellerOrganization/Address/PostalCode
1.11	Country	InvoiceHeader/SellerOrganization/Address/CountryName
1.12	TAX/VAT Registration #	InvoiceHeader/SellerOrganization/TaxRegistrationID + InvoiceHeader/SellerOrganization/AdditionalTaxRegistrationID
1.13	Company Registration #	InvoiceHeader/SellerOrganization/CompanyRegistrationID
2.01	Invoice #	InvoiceHeader/InvoiceNumber
2.02	Date	InvoiceHeader/InvoiceDate
2.03	Month/Year	InvoiceHeader/SettlementMonthPeriod (Month and Year)
2.04	Period	InvoiceHeader/SettlementMonthPeriod (Period No)
2.05	Tax Invoice Number	InvoiceHeader/TaxInvoiceNumber
2.06	Charge Category	InvoiceHeader/ChargeCategory
2.07	Currency of Billing	InvoiceHeader/PaymentTerms/CurrencyCode
2.08	Currency of Clearance	InvoiceHeader/PaymentTerms/ClearanceCurrencyCode
2.09	Settlement Method	InvoiceHeader/PaymentTerms/SettlementMethod
2.10	PO Number	InvoiceHeader/PONumber
2.11	Original Invoice #	InvoiceHeader/RejectedInvoiceDetails/InvoiceNumber

Ref No	Invoice Field	IS-XML
		XML field Name
2.12	Original Settlement Month Period	InvoiceHeader/RejectedInvoiceDetails/SettlementMonthPeriod Format will be MON YYYY PX where 'X' will indicate the period (1,2,3,4)
2.13	Attachments	InvoiceHeader/Attachment/AttachmentIndicatorOriginal
2.14	Line Item Details	To be derived by system if there is a LineItemDetails node
2.15	CH Agreement Indicator	InvoiceHeader/PaymentTerms/CHAgreementIndicator
2.16	CH Due Date	InvoiceHeader/PaymentTerms/CHDueDate
3.01	Billed Entity	InvoiceHeader/BuyerOrganization/OrganizationName1 & OrganizationName2
3.02	Entity Designator & Num Code	InvoiceHeader/BuyerOrganization/OrganizationDesignator + InvoiceHeader/BuyerOrganization/OrganizationID
3.03	Location ID	InvoiceHeader/BuyerOrganization/LocationID
3.04	Contact Person	InvoiceHeader/BuyerOrganization/ContactName
3.05	Street	InvoiceHeader/BuyerOrganization/Address/AddressLine1
3.06		InvoiceHeader/BuyerOrganization/Address/AddressLine2
3.07		InvoiceHeader/BuyerOrganization/Address/AddressLine3
3.08	City	InvoiceHeader/BuyerOrganization/Address/CityName
3.09	Prov/State/Region	InvoiceHeader/BuyerOrganization/Address/SubDivisionName
3.10	Zip/Postal code	InvoiceHeader/BuyerOrganization/Address/PostalCode
3.11	Country	InvoiceHeader/BuyerOrganization/Address/CountryName
3.12	TAX/VAT Registration #	InvoiceHeader/BuyerOrganization/TaxRegistrationID + + InvoiceHeader/BuyerOrganization/AdditionalTaxRegistrationID
3.13	Company Registration #	InvoiceHeader/BuyerOrganization/CompanyRegistrationID
4.01	Header Notes	InvoiceHeader/Notes @Type
4.02	Invoice Data	
5.01	Line #	LineItem/LineItemNumber
5.02	Date of Service	LineItem/EndDate & LineItem/StartDate
5.03	Original Line Item #	LineItem/OriginalLineItemNumber
5.04	Charge Code	LineItem/ChargeCode & LineItem/ChargeCodeType
5.04a	Product ID	
5.05	Rej, Reason Code	LineItem/RejectionReasonCode
5.06	Description	LineItem/Description

Ref No	Invoice Field	IS-XML
		XML field Name
5.07	Quantity	LineItem/Quantity
5.08	Unit of Measure	The value of the attribute in LineItem/Quantity @UOMCode
5.09	Unit Price[1]	LineItem/UnitPrice @SF
5.10	Base Amount[1]	LineItem/ChargeAmount
5.11	Additional Amount[1]	LineItem/TotalAddOnChargeAmount
5.12	TAX[1]	LineItem/TotalTaxAmount
5.13	VAT[1]	LineItem/TotalVATAmount
5.14	Line Amount[1]	LineItem/TotalNetAmount
6.01	Line Item Subtotal - Base Amount[1]	InvoiceSummary/TotalLineItemAmount
6.02	Line Item Subtotal - Additional Amount[1]	Summation of all TotalAddOnChargeAmount at Line Item Levels
6.03	Line Item Subtotal - Tax[1]	Summation of all TotalTaxAmount at Line Item Levels
6.04	Line Item Subtotal - VAT[1]	Summation of all TotalVATAmount at Line Item Levels
6.05a	Invoice Header Subtoal – Additional Amount[1]	
6.05b	Invoice Header Subtoal – Tax[1]	
6.05c	Invoice Header Subtoal – VAT[1]	
6.05d	Total Invoice Base Amount[1]	
6.06	Total Invoice Additional Amount[1]	InvoiceSummary/AddOnCharges/AddOnChargeAmount
6.07	Total Invoice Tax Amount[1]	InvoiceSummary/Tax/TaxAmount when TaxType = Tax
6.08	Total Invoice VAT Amount[1]	InvoiceSummary/Tax/TaxAmount when TaxType = VAT
6.09	Total Due in Currency of Billing - Currency Code	InvoiceHeader/PaymentTerms/CurrencyCode
6.10	Total Due in Currency of Billing - Amount[2]	InvoiceSummary/TotalAmount
6.11	Total Due in Currency of Clearance - Currency Code	InvoiceHeader/PaymentTerms/ClearanceCurrencyCode
6.12	Total Due in Currency of Clearance - Amount[2]	InvoiceSummay/TotalAmountInClearanceCurrency
VAT Breakdown This section will show the VAT grouped by 'TaxSubType', 'TaxCategory', 'TaxText' and 'TaxPercent' where TaxType = VAT		
7.01	Label	LineItemDetail/Tax/TaxSubType & LineItem/Tax/TaxCategory OR LineItem/Tax/TaxSubType & LineItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = VAT as per grouping stated

Ref No	Invoice Field	IS-XML
		XML field Name
7.02	VAT Text	LineItemDetail/Tax/TaxText OR LineItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping stated
7.03	Base Amount[1]	LineItemDetail/Tax/TaxableAmount OR LineItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per grouping stated
7.04	VAT Rate	LineItemDetail/Tax/TaxPercent OR LineItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = VAT as per grouping stated
7.05	VAT Amount[1]	Summation of the VATAmount at all levels as per grouping stated→ LineItemDetail/Tax/TaxAmount +LineItem/Tax/TaxAmount + InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per grouping stated
Tax Breakdown		
8.01	Level	To be derived by system;
8.02	Label	LineItem/Tax/TaxSubType & LineItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = Tax
8.03	Tax Text	LineItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax
8.04	Base Amount[1]	LineItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax
8.05	Tax Rate	LineItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = Tax
8.06	Tax Amount[1]	LineItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalTaxAmount less the 'TaxAmount' where TaxType = Tax applied on that line and the level will be stated as the Line # Details
Additional Amount Breakdown		
9.01	Level	To be derived by system;
9.02	Additional Amount Name	LineItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName
9.03	Chargeable Amount[1]	LineItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount
9.04	Charge Rate	LineItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage
9.05	Additional Amount[1]	LineItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details
10.01	Description	InvoiceHeader/PaymentTerms/Description
10.02	Due Date	InvoiceHeader/PaymentTerms/NetDueDate
10.03	Due Days	InvoiceHeader/PaymentTerms/NetDueDays
10.04	Terms	InvoiceHeader/PaymentTerms/PaymentTermsType

Ref No	Invoice Field	IS-XML
		XML field Name
10.05	Bank Information	InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2
10.06	Contact Person	InvoiceHeader/OtherOrganization/ContactName
10.07	Bank Code	InvoiceHeader/OtherOrganization/AccountDetails/BankCode
10.08	Branch Code	InvoiceHeader/OtherOrganization/AccountDetails/BranchCode
10.09	IBAN	InvoiceHeader/OtherOrganization/AccountDetails/IBAN
10.10	SWIFT	InvoiceHeader/OtherOrganization/AccountDetails/SWIFT
10.11	Bank Account No	InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo
10.12	Bank Currency Code	InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode
10.13	Reference Invoice Number	InvoiceHeader/InvoiceNumber
11.01	Legal Text Placeholder	InvoiceSummary/LegalText

(1)   Decimal precision will be truncated as per the ISO requirements of the currency used

(2)   Decimal precision will be rounded as per the ISO requirements of the currency used.

PS: The section 10.01 to 10.13 will be displayed only if the Settlement Method is 'Bilateral'. When the Settlement Method is 'ICH' or 'ACH, the following text will be displayed; 'DONOT PAY. SETTLEMENT THROUGH CLEARING HOUSE.'

Miscellaneous Correspondence Invoice – PDF Sample

Miscellaneous Correspondence Invoice

Digitally Signed

Logo Billing Member

Billing Entity Name	Billing Member Ltd.	Invoice #	MISCOEG01	Billed Entity Name	Billed Member Inc.
Entity Designator & Num. Code	XB-T01	Date	2012-08-07	Entity Designator & Num. Code	XB-T02
Location ID	Main	Month/Year	Jul 12	Location ID	Main
Contact Person	Mr. T01 Contact	Period	04	Contact Person	Ms. T02 Contact
Street	Address Line 1A	Tax Invoice Number	TXIVN0073822	Street	Address Line 1B
	Address Line 2A	Charge Category	Miscellaneous		Address Line 2B
	Address Line 3A	Currency of Billing	USD		
City	Billing City	Currency of Clearance	GBP	City	Billed City
State/Region	Billing State	Settlement Method	BILATERAL	State/Region	Billed State
Zip/Postal Code	11X87XB	PO Number	PO023211	Zip/Postal Code	87SDN8
Country	Billing Country	Location Code	AMM	Country	Billed Country
Tax/VAT Registration #	87ASKDJ73N	Transmitter Code	T01	Tax/VAT Registration #	890238277888
Company Registration #	98734K2347HD	Transmitter Name	Billing Member Ltd.	Company Registration #	KJASHD73792
		Rejection Invoice #	REJINV		
		Correspondence Ref. #	20010000001		
		Attachments	Yes		
		Line Item Details	Yes		
		CH Agreement Indicator	SA4		
		CH Due Date	2012-08-31		

Header Notes: Transaction- Notes 1 Remit - Notes 2 Claims- Notes 3

Invoice Data: Name 1 / Value 1 ; Name 2 / Value 2 ; Name 3 / Value 3

Line #	Date of Service	Charge Code	Location Code	Product ID	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2012-01-01 to 2012-08-31	Adjustments - Distribution of Retained Credits	ABCDE	PRODID1	Billing for the month of Jan 2012 to August 2012	1001	EA	263.12 @ SF 2	131,694.06	297.50	230.00	327.50	132,549.06

	Base Amount	Additional Amount	Tax	VAT	Line Amount
Line Item Sub Total	131,694.06	297.50	230.00	327.50	
Invoice Header Sub Total		50.00	50.00	50.00	
Total Invoice Base Amount					131,694.06
Total Invoice Additional Amount					347.50
Total Invoice Tax Amount					280.00
Total Invoice VAT Amount					377.50
Total Due in Currency of Billing				USD	132,699.063
Total Due in Currency of Clearance @ Exchange Rate 1.66889				GBP	79,896.35

VAT Breakdown	Label	VAT Text	Base Amount	VAT Rate	VAT Amount
	VAT Higher	Invoice VAT	500.00	10.00%	50.00
	State OutofScope	Line Item VAT	600.00	15.00%	90.00
	State OutofScope	Line Item VAT 1	650.00	15.00%	97.50
	IVA Standard		700.00	20.00%	140.00

Legal Text of Invoice

Page 1 of 2

Miscellaneous Correspondence Invoice

Digitally Signed

Logo Billing Member

Billing Entity Name	Billing Member Ltd.	Invoice #	MISCOEG01	Billed Entity Name	Billed Member Inc.

Tax Breakdown	Level	Label	Tax Text	Base Amount	Tax Rate	Tax Amount
	Invoice	TXI Higher	Invoice TAX	500.00	10.00%	50.00
	Line 1	TXL OutofScope	Line Item TAX	600.00	15.00%	90.00
	Line 1 Detail					140.00

Additional Amount Break Down	Level		Additional Amount Name	Chargeable Amount	Charge Rate	Additional Amount
	Invoice		Addl	500.00	10.00%	50.00
	Line 1		Addl	600.00	10.00%	60.00
	Line 1		Addl	650.00	15.00%	97.50
	Line 1 Detail					140.00

Payment Terms	(section applicable for bilateral invoices only)							
Description		Due Date	Due Days	Terms	Bank Information	Contact Person	Bank Code	Branch Code
Testing for Miscellaneous Original Invoice		2012-08-02	60	PT0101	Safe Dollars Bank	Mr. Bank Contact	00012331	3751
IBAN		SWIFT		Bank Account No		Bank Currency Code	Reference Invoice Number	
IB0012122		SWFT02134		123456789		USD	MISCOEG01	

Payment Terms	(section applicable for non-bilateral invoices only)
DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE	

Legal Text of Invoice

Page 2 of 2

Miscellaneous Correspondence Invoice - Field Mapping Reference Numbers

Miscellaneous Correspondence Invoice 0.01

Logo Billing Member

Digitally Signed 0.02

Field	Ref	Field	Ref	Field	Ref
Billing Entity Name	1.01	Invoice #	2.01	Billed Entity Name	3.01
Entity Designator & Num. Code	1.02	Date	2.02	Entity Designator & Num. Code	3.02
Location ID	1.03	Month/Year	2.03	Location ID	3.03
Contact Person	1.04	Period	2.04	Contact Person	3.04
Street	1.05	Tax Invoice Number	2.05	Street	3.05
	1.06	Charge Category	2.06		3.06
	1.07	Currency of Billing	2.07		3.07
City	1.08	Currency of Clearance	2.08	City	3.08
State/Region	1.09	Settlement Method	2.09	State/Region	3.09
Zip/Postal Code	1.10	PO Number	2.10	Zip/Postal Code	3.10
Country	1.11	Location Code	2.11	Country	3.11
Tax/VAT Registration #	1.12	Transmitter Code	2.12	Tax/VAT Registration #	3.12
Company Registration #	1.13	Transmitter Name	2.13	Company Registration #	3.13
		Rejection Invoice #	2.14		
		Correspondence Ref. #	2.15		
		Attachments	2.16		
		Line Item Details	2.17		
		CH Agreement Indicator	2.18		
		CH Due Date	2.19		

Header Notes: 4.01

Invoice Data: 4.02

Line #	Date of Service	Original Line #	Charge Code	Product ID	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
5.01	5.02	5.03	5.04	5.04a	5.05	5.06	5.07	5.08	5.09	5.10	5.11	5.12	5.13

	Base Amount	Additional Amount	Tax	VAT	Line Amount
Line Item Sub Total	6.01	6.02	6.03	6.04	
Invoice Header Sub Total		6.05a	6.05b	6.05c	
Total Invoice Base Amount					6.05d
Total Invoice Additional Amount					6.06
Total Invoice Tax Amount					6.07
Total Invoice VAT Amount					6.08
Total Due in Currency of Billing		6.09			6.10
Total Due in Currency of Clearance @ Exchange Rate 1.66089		6.11			6.12

VAT Breakdown	Label	VAT Text	Base Amount	VAT Rate	VAT Amount
	7.01	7.02	7.03	7.04	7.05

Legal Text of Invoice 11.01

Page 1 of 2

Miscellaneous Correspondence Invoice 0.01

Logo Billing Member

Digitally Signed 0.02

Billing Entity Name 1.01	Invoice # 2.01	Billed Entity Name 3.01

Tax Breakdown	Level	Label	Tax Text	Base Amount	Tax Rate	Tax Amount
	8.01	8.02	8.03	8.04	8.05	8.06

Additional Amount Break Down	Level	Additional Amount Name	Chargeable Amount	Charge Rate	Additional Amount
	9.01	9.02	9.03	9.04	9.05

Payment Terms (section applicable for bilateral invoices only)

Description	Due Date	Due Days	Terms	Bank Information	Contact Person	Bank Code	Branch Code
10.01	10.02	10.03	10.04	10.05	10.06	10.07	10.08

	IBAN	SWIFT	Bank Account No	Bank Currency Code	Reference Invoice Number
	10.09	10.10	10.11	10.12	10.13

Payment Terms (section applicable for non-bilateral invoices only)

DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE

Legal Text of Invoice: 11.01

Page 2 of 2

* when scaling factor is greater than 1 it will be shown on the PDF invoice as follows:

Quantity	UOM	Unit Price
1001	EA	263.125 @ SF 2

Invoice PDF to IS-XML Field Mapping

Ref No	Invoice Field	IS-XML
		XML field Name
0.01	Miscellaneous Correspondence Invoice	InvoiceHeader/InvoiceType = Invoice & InvoiceHeader/ISDetails/CorrespondenceFlag = Y
0.02	Digitally Signed	Derived by IS System based the InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the IS Member profile setup
1.01	Billing Entity	InvoiceHeader/SellerOrganization/OrganizationName1 & OrganizationName2
1.02	Entity Designator & Num Code	InvoiceHeader/SellerOrganization/OrganizationDesignator + InvoiceHeader/SellerOrganization/OrganizationID
1.03	Location ID	InvoiceHeader/SellerOrganization/LocationID
1.04	Contact Person	InvoiceHeader/SellerOrganization/ContactName
1.05	Street	InvoiceHeader/SellerOrganization/Address/AddressLine1
1.06		InvoiceHeader/SellerOrganization/Address/AddressLine2
1.07		InvoiceHeader/SellerOrganization/Address/AddressLine3
1.08	City	InvoiceHeader/SellerOrganization/Address/CityName
1.09	Prov/State/Region	InvoiceHeader/SellerOrganization/Address/SubDivisionName
1.10	Zip/Postal code	InvoiceHeader/SellerOrganization/Address/PostalCode
1.11	Country	InvoiceHeader/SellerOrganization/Address/CountryName
1.12	TAX/VAT Registration #	InvoiceHeader/SellerOrganization/TaxRegistrationID + InvoiceHeader/SellerOrganization/AdditionalTaxRegistrationID
1.13	Company Registration #	InvoiceHeader/SellerOrganization/CompanyRegistrationID
2.01	Invoice #	InvoiceHeader/InvoiceNumber
2.02	Date	InvoiceHeader/InvoiceDate
2.03	Month/Year	InvoiceHeader/SettlementMonthPeriod (Month and Year)
2.04	Period	InvoiceHeader/SettlementMonthPeriod (Period No)
2.05	Tax Invoice Number	InvoiceHeader/TaxInvoiceNumber
2.06	Charge Category	InvoiceHeader/ChargeCategory
2.07	Currency of Billing	InvoiceHeader/PaymentTerms/CurrencyCode
2.08	Currency of Clearance	InvoiceHeader/PaymentTerms/ClearanceCurrencyCode
2.09	Settlement Method	InvoiceHeader/PaymentTerms/SettlementMethod
2.10	PO Number	InvoiceHeader/PONumber

Ref No	Invoice Field	IS-XML
		XML field Name
2.11	Location Code	InvoiceHeader/LocationCode
2.12	Transmitter Code	TransmissionHeader/IssuingOrganizationID; The Designator Code will be derived by the system
2.13	Transmitter Name	Derived by IS System based on 2.11
2.14	Rejection Invoice #	InvoiceHeader/ISDetails/CorrespondenceDetails/InvoiceNumber
2.15	Correspondence Ref #	InvoiceHeader/ISDetails/CorrespondenceDetails/CorrespondenceRefNumber
2.16	Attachments	InvoiceHeader/Attachment/AttachmentIndicatorOriginal
2.17	Line Item Details	To be derived by system if there is a LineItemDetails node
2.18	CH Agreement Indicator	InvoiceHeader/PaymentTerms/CHAgreementIndicator
2.19	CH Due Date	InvoiceHeader/PaymentTerms/CHDueDate
3.01	Billed Entity	InvoiceHeader/BuyerOrganization/OrganizationName1 & OrganizationName2
3.02	Entity Designator & Num Code	InvoiceHeader/BuyerOrganization/OrganizationDesignator + InvoiceHeader/BuyerOrganization/OrganizationID
3.03	Location ID	InvoiceHeader/BuyerOrganization/LocationID
3.04	Contact Person	InvoiceHeader/BuyerOrganization/ContactName
3.05	Street	InvoiceHeader/BuyerOrganization/Address/AddressLine1
3.06		InvoiceHeader/BuyerOrganization/Address/AddressLine2
3.07		InvoiceHeader/BuyerOrganization/Address/AddressLine3
3.08	City	InvoiceHeader/BuyerOrganization/Address/CityName
3.09	Prov/State/Region	InvoiceHeader/BuyerOrganization/Address/SubDivisionName
3.10	Zip/Postal code	InvoiceHeader/BuyerOrganization/Address/PostalCode
3.11	Country	InvoiceHeader/BuyerOrganization/Address/CountryName
3.12	TAX/VAT Registration #	InvoiceHeader/BuyerOrganization/TaxRegistrationID + + InvoiceHeader/BuyerOrganization/AdditionalTaxRegistrationID
3.13	Company Registration #	InvoiceHeader/BuyerOrganization/CompanyRegistrationID
4.01	Header Notes	InvoiceHeader/Notes @Type
4.02	Invoice Data	
5.01	Line #	LineItem/LineItemNumber
5.02	Date of Service	LineItem/EndDate & LineItem/StartDate
5.03	Original Line Item #	LineItem/OriginalLineItemNumber

Ref No	Invoice Field	IS-XML
		XML field Name
5.04	Charge Code	LineItem/ChargeCode & LineItem/ChargeCodeType
5.04a	Product ID	
5.05	Description	LineItem/Description
5.06	Quantity	LineItem/Quantity
5.07	Unit of Measure	The value of the attribute in LineItem/Quantity @UOMCode
5.08	Unit Price[1]	LineItem/UnitPrice @SF
5.09	Base Amount[1]	LineItem/ChargeAmount
5.10	Additional Amount[1]	LineItem/TotalAddOnChargeAmount
5.11	TAX[1]	LineItem/TotalTaxAmount
5.12	VAT[1]	LineItem/TotalVATAmount
5.13	Line Amount[1]	LineItem/TotalNetAmount
6.01	Line Item Subtotal - Base Amount[1]	InvoiceSummary/TotalLineItemAmount
6.02	Line Item Subtotal - Additional Amount[1]	Summation of all TotalAddOnChargeAmount at Line Item Levels
6.03	Line Item Subtotal - Tax[1]	Summation of all TotalTaxAmount at Line Item Levels
6.04	Line Item Subtotal - VAT[1]	Summation of all TotalVATAmount at Line Item Levels
6.05a	Invoice Header Subtotal – Additional Amount[1]	
6.05b	Invoice Header Subtotal – Tax[1]	
6.05c	Invoice Header Subtotal – VAT[1]	
6.05d	Total Invoice Base Amount[1]	
6.06	Total Invoice Additional Amount[1]	InvoiceSummary/AddOnCharges/AddOnChargeAmount
6.07	Total Invoice Tax Amount[1]	InvoiceSummary/Tax/TaxAmount when TaxType = Tax
6.08	Total Invoice VAT Amount[1]	InvoiceSummary/Tax/TaxAmount when TaxType = VAT
6.09	Total Due in Currency of Billing - Currency Code	InvoiceHeader/PaymentTerms/CurrencyCode
6.10	Total Due in Currency of Billing - Amount[2]	InvoiceSummary/TotalAmount
6.11	Total Due in Currency of Clearance - Currency Code	InvoiceHeader/PaymentTerms/ClearanceCurrencyCode

Ref No	Invoice Field	IS-XML
		XML field Name
6.12	Total Due in Currency of Clearance - Amount²	InvoiceSummay/TotalAmountInClearanceCurrency
VAT Breakdown This section will show the VAT grouped by 'TaxSubType', 'TaxCategory', 'TaxText' and 'TaxPercent' where TaxType = VAT		
7.01	Label	LineItemDetail/Tax/TaxSubType & LineItem/Tax/TaxCategory OR LineItem/Tax/TaxSubType & LineItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = VAT as per grouping stated
7.02	VAT Text	LineItemDetail/Tax/TaxText OR LineItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping stated
7.03	Base Amount¹	LineItemDetail/Tax/TaxableAmount OR LineItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per grouping stated
7.04	VAT Rate	LineItemDetail/Tax/TaxPercent OR LineItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = VAT as per grouping stated
7.05	VAT Amount¹	Summation of the VATAmount at all levels as per grouping stated→ LineItemDetail/Tax/TaxAmount +LineItem/Tax/TaxAmount + InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per grouping stated
Tax Breakdown		
8.01	Level	To be derived by system;
8.02	Label	LineItem/Tax/TaxSubType & LineItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = Tax
8.03	Tax Text	LineItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax
8.04	Base Amount¹	LineItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax
8.05	Tax Rate	LineItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = Tax
8.06	Tax Amount¹	LineItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalTaxAmount less the 'TaxAmount' where TaxType = Tax applied on that line and the level will be stated as the Line # Details
Additional Amount Breakdown		
9.01	Level	To be derived by system;
9.02	Additional Amount Name	LineItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName
9.03	Chargeable Amount¹	LineItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount
9.04	Charge Rate	LineItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage
9.05	Additional Amount¹	LineItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details

Ref No	Invoice Field	IS-XML
		XML field Name
10.01	Description	InvoiceHeader/PaymentTerms/Description
10.02	Due Date	InvoiceHeader/PaymentTerms/NetDueDate
10.03	Due Days	InvoiceHeader/PaymentTerms/NetDueDays
10.04	Terms	InvoiceHeader/PaymentTerms/PaymentTermsType
10.05	Bank Information	InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2
10.06	Contact Person	InvoiceHeader/OtherOrganization/ContactName
10.07	Bank Code	InvoiceHeader/OtherOrganization/AccountDetails/BankCode
10.08	Branch Code	InvoiceHeader/OtherOrganization/AccountDetails/BranchCode
10.09	IBAN	InvoiceHeader/OtherOrganization/AccountDetails/IBAN
10.10	SWIFT	InvoiceHeader/OtherOrganization/AccountDetails/SWIFT
10.11	Bank Account No	InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo
10.12	Bank Currency Code	InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode
10.13	Reference Invoice Number	InvoiceHeader/InvoiceNumber
11.01	Legal Text Placeholder	InvoiceSummary/LegalText

(1)   Decimal precision will be truncated as per the ISO requirements of the currency used
(2)   Decimal precision will be rounded as per the ISO requirements of the currency used.

Miscellaneous Tax Invoice PDF Sample Layout

Page 1

Logo Billing Member

Miscellaneous Tax Invoice   **Digitally Signed**

Billing Entity Name	Billing Member Ltd.	Invoice #	MISCOEG01	Billed Entity Name	Billed Member Inc.

Billing Entity Name	Billing Member Ltd.	Invoice # MISCOEG01	Date 2012-08-07	Billed Entity Name Billed Member Inc.
Entity Designator & Num. Code	XB-T01	Month/Year Jul 12		Entity Designator & Num. Code XB-T02
Location ID	Main	Period 04		Location ID Main
Contact Person	Mr. T01 Contact	Charge Category Miscellaneous		Contact Person Ms. T02 Contact
Street	Address Line 1A	Currency of Billing USD		Street Address Line 1B
	Address Line 2A	Currency of Clearance GBP		Address Line 2B
	Address Line 3A	Settlement Method BILATERAL		City Billed City
City	Billing City	PO Number PO023211		State/Region Billed State
State/Region	Billing State	Location Code AMM		Zip/Postal Code 87SDN8
Zip/Postal Code	11X87XB	Transmitter Code T01		Country Billed Country
Country	Billing Country	Transmitter Name Billing Member Ltd.		Tax/VAT Registration # 890238277888
Tax/VAT Registration #	87ASKDJ73N	Attachments Yes		Company Registration # KJASHD73792
Company Registration #	98734K2347HD	Line Item Details Yes		
		CH Agreement Indicator SA4		
		CH Due Date 2012-08-31		

Header Notes: Transaction- Notes 1 Remit - Notes 2 Claims- Notes 3

Invoice Data: Name 1 / Value 1 ; Name 2 / Value 2 ; Name 3 / Value 3

Line #	Date of Service	Charge Code	Location Code	Product ID	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2012-01-01 to 2012-08-31	Adjustments - Distribution of Retained Credits	ABCDE	PRODID1	Billing for the month of Jan 2012 to August 2012	1001	EA	-263.12 @ SF 2	-131,694.06	-297.50	-230.00	-327.50	-132,549.06

Line Item Sub Total	-131,694.06	-297.50	-230.00	-327.50	
Invoice Header Sub Total		50.00	50.00	50.00	
Total Invoice Base Amount					-131,694.06
Total Invoice Additional Amount					-347.50
Total Invoice Tax Amount					-280.00
Total Invoice VAT Amount					-377.50
Total Due in Currency of Billing				USD	-132,699.06
Total Due in Currency of Clearance @ Exchange Rate 1.66089				GBP	-75,896.35

VAT Breakdown	Label	VAT Text	Base Amount	VAT Rate	VAT Amount
	VAT Higher	Invoice VAT	-500.00	10.00%	-50.00
	State OutofScope	Line Item VAT	-600.00	15.00%	-90.00
	State OutofScope	Line Item VAT 1	-650.00	15.00%	-97.50
	IVA Standard		-700.00	20.00%	-140.00

Legal Text of Invoice

Page 1 of 2

Page 2

Digitally Signed

Logo Billing Member

Miscellaneous Tax Invoice

Billing Entity Name	Billing Member Ltd.	Invoice # MISCOEG01	Billed Entity Name	Billed Member Inc.

Tax Breakdown	Level	Label	Tax Text	Base Amount	Tax Rate	Tax Amount
	Invoice	TXI Higher	Invoice TAX	500.00	10.00%	50.00
	Line 1	TXL OutofScope	Line Item TAX	600.00	15.00%	90.00
	Line 1 Detail					140.00

Additional Amount Break Down	Level	Additional Amount Name	Chargeable Amount	Charge Rate	Additional Amount
	Invoice	Addl	500.00	10.00%	50.00
	Line 1	Addl	600.00	10.00%	60.00
	Line 1	Addl	650.00	15.00%	97.50
	Line 1 Detail				140.00

Payment Terms	(section applicable for bilateral invoices only)					
Description	Due Date	Due days	Terms	Bank Information	Contact Person	Bank Code	Branch Code
Testing for Miscellaneous Original Invoice	2012-09-02	30	PT0101	Safe Dollars Bank	Mr. Bank Contact	00012331	3751
IBAN	SWIFT	Bank Account No	Bank Currency Code		Reference Invoice Number	
IB0012122	SWIFT02134	123456789	USD		MISCOEG01	

Payment Terms	(section applicable for non-bilateral invoices only)
DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE	

Legal Text of Invoice

Page 2 of 2

Miscellaneous Tax Invoice - Field Mapping Reference Numbers

Logo Billing Member

Miscellaneous Tax Invoice 0.01

Digitally Signed 0.02

Billing Entity Name	1.01	Invoice #	2.01
Entity Designator & Num. Code	1.02	Date	2.02
Location ID	1.03	Month/Year	2.03
Contact Person	1.04	Period	2.04
Street	1.05	Charge Category	2.05
	1.06	Currency of Billing	2.06
	1.07	Currency of Clearance	2.07
City	1.08	Settlement Method	2.08
State/Region	1.09	PO Number	2.09
Zip/Postal Code	1.10	Location Code	2.10
Country	1.11	Transmitter Code	2.11
Tax/VAT Registration #	1.12	Transmitter Name	2.12
Company Registration #	1.13	Attachments	2.13
		Line Item Details	2.14
		CH Agreement Indicator	2.15
		CH Due Date	2.16

Billed Entity Name	3.01
Entity Designator & Num. Code	3.02
Location ID	3.03
Contact Person	3.04
Street	3.05
	3.06
	3.07
City	3.08
State/Region	3.09
Zip/Postal Code	3.10
Country	3.11
Tax/VAT Registration #	3.12
Company Registration #	3.13

Header Notes: 4.01

Invoice Data: 4.02

Line #	Date of Service	Charge Code	Location Code	Product ID	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
5.01	5.02	5.03	5.04	5.04a	5.05	5.06	5.07	5.08	5.09	5.10	5.11	5.12	5.13

Line Item Sub Total	6.01	6.02	6.03	6.04	
Invoice Header Sub Total		6.05a	6.05b	6.05c	
Total Invoice Base Amount					6.05d
Total Invoice Additional Amount					6.06
Total Invoice Tax Amount					6.07
Total Invoice VAT Amount					6.08
Total Due in Currency of Billing					6.10
Total Due in Currency of Clearance @ Exchange Rate 1.66089		6.05			6.11
		6.11			6.12

VAT Breakdown	Label	VAT Text	Base Amount	VAT Rate	VAT Amount
	7.01	7.02	7.03	7.04	7.05

Legal Text of Invoice: 11.01

Page 1 of 2

Logo Billing Member

Miscellaneous Tax Invoice 0.01

Digitally Signed 0.02

Billing Entity Name	1.01	Invoice #	2.01	Billed Entity Name	3.01

Tax Breakdown	Level	Label	Tax Text	Base Amount	Tax Rate	Tax Amount
	8.01	8.02	8.03	8.04	8.05	8.06

Additional Amount Break Down	Level	Additional Amount Name	Chargeable Amount	Charge Rate	Additional Amount
	9.01	9.02	9.03	9.04	9.05

Payment Terms	(section applicable for bilateral invoices only)						
Description	Due Date	Due Days	Terms	Bank Information	Contact Person	Bank Code	Branch Code
10.01	10.02	10.03	10.04	10.05	10.06	10.07	10.08
IBAN	SWIFT	Bank Account No	Bank Currency Code	Reference Invoice Number			
10.09	10.10	10.11	10.12	10.13			

Payment Terms	(section applicable for non-bilateral invoices only)

DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE

Legal Text of Invoice: 11.01

Page 2 of 2

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* when scaling factor is greater than 1 it will be shown on the PDF invoice as follows:

Quantity	UOM	Unit Price
1001	EA	263.125 @ SF 2

Invoice to PDF Field Mapping

Ref No	Invoice Field	IS-XML
		XML field Name
0.01	Miscellaneous Invoice	InvoiceHeader/InvoiceType = Invoice
0.02	Digitally Signed	Derived by IS System based the InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the IS Member profile setup
1.01	Billing Entity	InvoiceHeader/SellerOrganization/OrganizationName1 & OrganizationName2
1.02	Entity Designator & Num Code	InvoiceHeader/SellerOrganization/OrganizationDesignator + InvoiceHeader/SellerOrganization/OrganizationID
1.03	Location ID	InvoiceHeader/SellerOrganization/LocationID
1.04	Contact Person	InvoiceHeader/SellerOrganization/ContactName
1.05	Street	InvoiceHeader/SellerOrganization/Address/AddressLine1
1.06		InvoiceHeader/SellerOrganization/Address/AddressLine2
1.07		InvoiceHeader/SellerOrganization/Address/AddressLine3
1.08	City	InvoiceHeader/SellerOrganization/Address/CityName
1.09	Prov/State/Region	InvoiceHeader/SellerOrganization/Address/SubDivisionName
1.10	Zip/Postal code	InvoiceHeader/SellerOrganization/Address/PostalCode
1.11	Country	InvoiceHeader/SellerOrganization/Address/CountryName
1.12	TAX/VAT Registration #	InvoiceHeader/SellerOrganization/TaxRegistrationID + InvoiceHeader/SellerOrganization/AdditionalTaxRegistrationID
1.13	Company Registration #	InvoiceHeader/SellerOrganization/CompanyRegistrationID
2.01	Invoice #	InvoiceHeader/InvoiceNumber
2.02	Date	InvoiceHeader/InvoiceDate
2.03	Month/Year	InvoiceHeader/SettlementMonthPeriod (Month and Year)
2.04	Period	InvoiceHeader/SettlementMonthPeriod (Period No)
2.05	Charge Category	InvoiceHeader/ChargeCategory
2.06	Currency of Billing	InvoiceHeader/PaymentTerms/CurrencyCode
2.07	Currency of Clearance	InvoiceHeader/PaymentTerms/ClearanceCurrencyCode
2.08	Settlement Method	InvoiceHeader/PaymentTerms/SettlementMethod
2.09	PO Number	InvoiceHeader/PONumber
2.10	Location Code	InvoiceHeader/LocationCode
2.11	Transmitter Code	The Transmitter's designator & numeric code will be concatenated and shown here. TransmissionHeader/IssuingOrganizationID; The Designator Code will be derived by the system

Ref No	Invoice Field	IS-XML
		XML field Name
2.12	Transmitter Name	To be derived by system;
2.13	Attachments	InvoiceHeader/Attachment/AttachmentIndicatorOriginal
2.14	Line Item Details	To be derived by system if there is a LineItemDetails node
2.15	CH Agreement Indicator	InvoiceHeader/PaymentTerms/CHAgreementIndicator
2.16	CH Due Date	InvoiceHeader/PaymentTerms/CHDueDate
3.01	Billed Entity	InvoiceHeader/BuyerOrganization/OrganizationName1 & OrganizationName2
3.02	Entity Designator & Num Code	InvoiceHeader/BuyerOrganization/OrganizationDesignator + InvoiceHeader/BuyerOrganization/OrganizationID
3.03	Location ID	InvoiceHeader/BuyerOrganization/LocationID
3.04	Contact Person	InvoiceHeader/BuyerOrganization/ContactName
3.05	Street	InvoiceHeader/BuyerOrganization/Address/AddressLine1
3.06		InvoiceHeader/BuyerOrganization/Address/AddressLine2
3.07		InvoiceHeader/BuyerOrganization/Address/AddressLine3
3.08	City	InvoiceHeader/BuyerOrganization/Address/CityName
3.09	Prov/State/Region	InvoiceHeader/BuyerOrganization/Address/SubDivisionName
3.10	Zip/Postal code	InvoiceHeader/BuyerOrganization/Address/PostalCode
3.11	Country	InvoiceHeader/BuyerOrganization/Address/CountryName
3.12	TAX/VAT Registration #	InvoiceHeader/BuyerOrganization/TaxRegistrationID + InvoiceHeader/BuyerOrganization/AdditionalTaxRegistrationID
3.13	Company Registration #	InvoiceHeader/BuyerOrganization/CompanyRegistrationID
4.01	Header Notes	InvoiceHeader/Notes @Type
4.02	Invoice Data	
5.01	Line #	LineItem/LineItemNumber
5.02	Date of Service	LineItem/StartDate & LineItem/EndDate
5.03	Charge Code	LineItem/ChargeCode & LineItem/ChargeCodeType
5.04	Location Code	LineItem/LocationCode
5.04a	Product ID	LineItem/ProductID
5.05	Description	LineItem/Description
5.06	Quantity	LineItem/Quantity

Ref No	Invoice Field	IS-XML
		XML field Name
5.07	Unit of Measure	The value of the attribute in LineItem/Quantity @UOMCode
5.08	Unit Price[1]	LineItem/UnitPrice @SF
5.09	Base Amount[1]	LineItem/ChargeAmount
5.10	Additional Amount[1]	LineItem/TotalAddOnChargeAmount
5.11	TAX[1]	LineItem/TotalTaxAmount
5.12	VAT[1]	LineItem/TotalVATAmount
5.13	Line Amount[1]	LineItem/TotalNetAmount
6.01	Line Item Subtotal - Base Amount[1]	InvoiceSummary/TotalLineItemAmount
6.02	Line Item Subtotal - Additional Amount[1]	Summation of all TotalAddOnChargeAmount at Line Item Levels
6.03	Line Item Subtotal - Tax[1]	Summation of all TotalTaxAmount at Line Item Levels
6.04	Line Item Subtotal - VAT[1]	Summation of all TotalVATAmount at Line Item Levels
6.05a	Invoice Header Subtoal – Additional Amount[1]	
6.05b	Invoice Header Subtoal – Tax[1]	
6.05c	Invoice Header Subtoal – VAT[1]	
6.05d	Total Invoice Base Amount[1]	
6.06	Total Invoice Additional Amount[1]	InvoiceSummary/AddOnCharges/AddOnChargeAmount
6.07	Total Invoice Tax Amount[1]	InvoiceSummary/Tax/TaxAmount when TaxType = Tax
6.08	Total Invoice VAT Amount[1]	InvoiceSummary/Tax/TaxAmount when TaxType = VAT
6.09	Total Due in Currency of Billing - Currency Code	InvoiceHeader/PaymentTerms/CurrencyCode
6.10	Total Due in Currency of Billing - Amount[2]	InvoiceSummary/TotalAmount
6.11	Total Due in Currency of Clearance - Currency Code	InvoiceHeader/PaymentTerms/ClearanceCurrencyCode
6.12	Total Due in Currency of Clearance - Amount[2]	InvoiceSummary/TotalAmountInClearanceCurrency
VAT Breakdown This section will show the VAT grouped by 'TaxSubType', 'TaxCategory', 'TaxText' and 'TaxPercent' where TaxType = VAT at all levels		
7.01	Label	LineItemDetail/Tax/TaxSubType & LineItem/Tax/TaxCategory OR LineItem/Tax/TaxSubType & LineItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = VAT as per grouping stated

Ref No	Invoice Field	IS-XML
		XML field Name
7.02	VAT Text	LineItemDetail/Tax/TaxText OR LineItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping stated
7.03	Base Amount[1]	LineItemDetail/Tax/TaxableAmount OR LineItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per grouping stated
7.04	VAT Rate	LineItem/Tax/TaxPercent OR LineItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = VAT as per grouping stated
7.05	VAT Amount[1]	Summation of the VATAmount at all levels as per grouping stated→ LineItemDetail/Tax/TaxAmount + LineItem/Tax/TaxAmount + InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per grouping stated
Tax Breakdown		
8.01	Level	To be derived by system;
8.02	Label	LineItem/Tax/TaxSubType & LineItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = Tax
8.03	Tax Text	LineItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax
8.04	Base Amount[1]	LineItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax
8.05	Tax Rate	LineItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = Tax
8.06	Tax Amount[1]	LineItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalTaxAmount less the 'TaxAmount' where TaxType = Tax applied on that line and the level will be stated as the Line # Details
Additional Amount Breakdown		
9.01	Level	To be derived by system;
9.02	Additional Amount Name	LineItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName
9.03	Chargeable Amount[1]	LineItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount
9.04	Charge Rate	LineItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage
9.05	Additional Amount[1]	LineItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details
10.01	Description	InvoiceHeader/PaymentTerms/Description
10.02	Due Date	InvoiceHeader/PaymentTerms/NetDueDate
10.03	Due Days	InvoiceHeader/PaymentTerms/NetDueDays
10.04	Terms	InvoiceHeader/PaymentTerms/PaymentTermsType

Ref No	Invoice Field	IS-XML
		XML field Name
10.05	Bank Information	InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2
10.06	Contact Person	InvoiceHeader/OtherOrganization/ContactName
10.07	Bank Code	InvoiceHeader/OtherOrganization/AccountDetails/BankCode
10.08	Branch Code	InvoiceHeader/OtherOrganization/AccountDetails/BranchCode
10.09	IBAN	InvoiceHeader/OtherOrganization/AccountDetails/IBAN
10.10	SWIFT	InvoiceHeader/OtherOrganization/AccountDetails/SWIFT
10.11	Bank Account No	InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo
10.12	Bank Currency Code	InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode
10.13	Reference Invoice Number	InvoiceHeader/InvoiceNumber
11.01	Legal Text Placeholder	InvoiceSummary/LegalText

(1)   Decimal precision will be truncated as per the ISO requirements of the currency used

(2)   Decimal precision will be rounded as per the ISO requirements of the currency used.

6. Setting up on the SIS e-invoicing Platform

6.1. Member Profile

SIS includes a centralized functionality called Member Profile that enables Users to
   a) Create and Manage Users of SIS
   b) Configure the various processes
   c) Set default values to be used at the time of processing

The Member Profile can be accessed via IS-WEB.

6.1.1. Users and Permissions

The Member Profile allows participants to create and manage the SIS users existing under the account. As part of the initial setup, SIS Operations Team will create one Super User account for every member. This Super User will have the right to create other User accounts and assign permissions. There is no limitation on the number of users that can be created under an account. The full management of regular user is solely at the responsibility of the super user (or any other user with the necessary permissions).

SIS allows users to access multiple accounts using the same email ID. The feature is optional and can be activated by the SIS Operations team only. Please contact us at sishelp@iata.org for more details.

SIS enables access segregation, allowing the option to grant users access to certain functionality only, to a certain billing category only, to a single Location ID or to multiple Location IDs. For audit trail purposes, SIS does not allow deletion of existing users. As of May P1 2016 a new functionality allows super users to archive existing users that are no longer working for the company. Archived users will no longer be able to access SIS and will be removed from search criteria fields pertaining to users which are auto-complete fields or dropdowns in IS WEB. Additionally, for security reasons SIS will automatically deactivate users that have not accessed their accounts for long periods of time (i.e. 18 months). To facilitate the user management, a report is made available which includes the user details, location associations, user permissions etc.

A set of default Permissions would be provided to each User which can be associated with the individual User accounts. IS will also provide a set of default permission templates. For example, in case of Miscellaneous Billings, there is a "MISC Normal User" permission template which grants a user all fundamental MISC-related permissions with the exception of admin control. Basic MISC permissions include the ability to create and view invoices, access the Processing Dashboard, and view the various MISC-related reports. These permissions can be further expanded or limited by the Super User at any point.

The Super User of the User will have the right to modify the mapping of the functionalities of the default Permission Templates as well as create new Permission Templates using customized mappings of the functionalities.

6.1.2. Contacts

Contacts are the designated Users of the participating entity who are responsible for a particular function. For e.g.: The *MISC-Output Available* Contact will receive notification emails from IS indicating that billing output files containing all receivable/payable invoice data for the previous billing period is available for download in IS. There are a number of such Contacts that needs to be defined in the Member Profile. An exhaustive list is provided in the next section.

A single User can be assigned to a number of Contact positions. Alternatively, multiple Users can be defined as a Contact for a particular position.

Contact information of other Participants can be searched on the IS-WEB.

6.1.3. Profile Elements

The Member Profile Elements are logically grouped into different functional areas. The following section provides an exhaustive list of Profile Elements which are currently defined.

6.1.4. Member (User) Details

The Member Details section provides the general information about the User

Section	Sr. No.	Element	Description
General	1	Member Designator	Alpha code assigned to the member (e.g. AA in case of American Airlines)
General	2	Member Prefix	Numeric code assigned to the member (e.g.125 in case of British Airways)
General	3	Member Commercial Name	The commonly used company name. (e.g. "Air Berlin")
General	4	Member Legal Name	The full legal name. (e.g. "Air Berlin PLC & Co. Luftverkehrs KG (AB)")
General	5	Logo	Image File of Member's logo. The logo needs to be 150 pixelsby 50 pixels in dimension and 32 bit color depth. File format supported includes .png, .jpg and .gif This logo will be displayed on the IS-WEB screen as well as on the PDF Invoice generated by IS.
Status	1	IS Member Status	Status within Integrated Settlement. Select One: Pending, Active, Basic, Restricted, Terminated
Status	1.1	IS Entry Date	Date when the member was activated in IS
Status	1.2	IS Termination Date	Date when the member was Terminated in IS
Status	2	ICH Member	Derived from Membership Status of ICH Tab Live = Yes Suspended = Yes Terminated = No Not a member = No
Status	3	ACH Member	Derived from Membership Status of ACH Tab Live = Yes Suspended = Yes Terminated = No Not a member = No
Status	4	IATA Membership	Status to clarify if the Member is an IATA Member or not
MAIN Location	1	Country Name	The Country of the MAIN Location of the Member
MAIN Location	2	Company Registeration ID	The Company Registration ID of the Member associated with the Main Location
MAIN Location	3	Tax/VAT Registration ID	Tax/VAT Registration ID of the Member associated with the Main Location
MAIN Location	4	Additional Tax/VAT Registration ID	Any additional Tax/VAT Registration ID of the Member associated with the Main Location
MAIN Location	5	Address Line 1	Address Details of the Main Location of the Member
MAIN Location	6	Address Line 2	Address Details of the Main Location of the Member
MAIN Location	7	Address Line 3	Address Details of the Main Location of the Member
MAIN Location	8	City Name	City of the Main Location of the Member
MAIN Location	9	Sub-Division Name	Sub Division of the Main Location of the Member
MAIN Location	10	Postal Code	Postal Code of the Main Location of the Member
Bank Details	1	IBAN	The International Bank Account Number for bilateral Miscellaneous Billings
Bank Details	2	SWIFT	SWIFT details to be used in case of Bilateral billings
Bank Details	3	Bank Code	Bank Code details to be used in case of Bilateral billings
Bank Details	4	Branch Code	Branch of the Bank details to be used in case of Bilateral billings
Bank Details	5	Bank Account Number	Bank Account Number details to be used in case of Bilateral billings

Section	Sr. No.	Element	Description
Bank Details	6	Bank Account Name	Bank Account Name details to be used in case of Bilateral billings
Bank Details	7	Currency Code	Currency Code details to be used in case of Bilateral billings
Contacts	1	Own Profile Updates	This contact will be used for; - sending notifications when a change is initiated/made on any profile element - sending notifications when post dated profile updated become effective

Note that the bank details must be set up with operation team through a strict process, banking information can not be populated through IS-XML for security reasons; only the platform will contain banking details and will apply that information on the invoices.

6.1.5. Location Details

The Location Details section provides the details of the different locations of the User. Multiple Location details are provided only if it is needed for Legal Compliance purpose.

Section	Sr. No.	Element	Description
General	1	Location ID	Unique ID generated by SIS for the Member. The default location will be tagged as "Main", The location used by ATCAN will be tagged as "UATP". The remaining locations will be assigned a numeric id starting from 1 with a maximum value of 9999999
General	2	Member Commercial Name	The commonly used company name. (e.g. "Air Berlin")
General	3	Member Legal Name	The full legal name. (e.g. "Air Berlin PLC & Co. Luftverkehrs KG (AB)")
General	4	Status	Indicates if the Location is Active or Inactive
General	5	Country Code	The ISO/ICAO Country Code
General	6	Country Name	The country name
General	7	Company Registration ID	Company Registration ID
General	8	Tax/VAT registration number	Tax/VAT registration number that is required in the legal invoice
General	9	Additional Tax/VAT Registration Number	Additional Tax/VAT registration number that is required in the legal invoice
General	10	Address Line 1	Address Line 1
General	11	Address Line 2	Address Line 2
General	12	Address Line 3	Address Line 3
General	13	City Name	The city name
General	14	Sub Division code	The ISO Sub Division code
General	15	Sub Division Name	The Sub Division name
General	16	Postal Code	The postal code
General	17	General Terms Document	The name of General Terms Document uploaded for the location
Legal Services	1	Legal Text in Invoice Footer	The text required to be displayed on Invoice for legal reasons. Overrides the member-wide Legal Text. Text supplied on the invoice will override this.
Bank Details	1	IBAN	The International Bank Account Number for bilateral Miscellaneous Billings
Bank Details	2	SWIFT	SWIFT details to be used in case of Bilateral billings
Bank Details	3	Bank Code	Bank Code details to be used in case of Bilateral billings
Bank Details	4	Branch Code	Branch of the Bank details to be used in case of Bilateral billings
Bank Details	5	Bank Account Number	Bank Account Number details to be used in case of Bilateral billings
Bank Details	6	Bank Account Name	Bank Account Name details to be used in case of Bilateral billings
Bank Details	7	Currency Code	Currency Code details to be used in case of Bilateral billings

6.1.6. Contacts

The contact section provides the details of the different users of the participating entity who are nominated as a Contact for some specific activity.

Section	Sr. No.	Element	Description
General	1	Contact ID	Unique ID assigned by SIS
General	2	Staff ID	Staff ID of the contact. This is the internal ID of the contact that is maintained in the Member's system. For e.g.Employee Number etc
General	3	Contact Status	Indicates if the contact is presently active Valid values: Active Inactive
General	4	Salutation	Salutation : Mr, Mrs, Ms
General	5	First Name	First Name of contact
General	6	Last Name	Last Name of contact
General	7	Email Address	Email address
General	8	Position / Title	Position / Title of the contact
General	9	Division	Division in the Member's Organization where the Contact belong
General	10	Department	Department in the Member's Organization where the Contact belong
General	11	Location Id	ID of the location in which the particular contact is located
General	12	Country Code	The ISO/ICAO Country Code
General	13	Country Name	The country name
General	14	Address Line 1	Address line 1
General	15	Address Line 2	Address Line 2
General	16	Address Line 3	Address Line 3
General	17	City Name	City Name
General	18	Sub Division code	Sub Division code
General	19	Sub Division Name	Sub Division Name
General	20	Postal Code	Postal Code
General	21	Phone Number 1	Phone Number 1
General	22	Phone Number 2	Phone Number 2
General	23	Mobile Number	Mobile Number
General	24	Fax Number	Fax Number
General	25	SITA Address	The SITA Address (Teletype – Pre designated Point)
Info Contacts	1	Voted Members	RAWG Sampling SC SIS SC E-Invoicing WG F&F ASG Members F&F AIA Members IAWG UG ICH Panel
Info Contacts	2	Not used for MISC	
Info Contacts	3	Not used for MISC	

Section	Sr. No.	Element	Description
Info Contacts	4	Billing Category Specific – MISC	MISC Manager Interline Billing (RAM B7) Head of Department RA Manager General
Info Contacts	5	Not used for MISC	
Info Contacts	6	Not used for MISC	
Info Contacts	7	Not used for MISC	

6.1.7. E-billing Details

The E-billing Details section provides the details related to legal services and compliances.

Section	Sr. No.	Element	Description
Legal Services	1	DS Signature Services Required?	If digital signature is needed for Invoices. Is overridden by the flag on the invoice. Select one: Yes No
Legal Services	2	As a Billing Member, DS Required for Invoices From/To:	List of country codes selected by the Participant for DS when the Participant is the Billing Entity.
Legal Services	3	As a Billed Member, DS Required for Invoices From/To:	List of country codes selected by the Participant for DS when the Participant is the Billed Entity
Legal Services	4	DS Verification Required Flag	Select one: Yes , No
Manage General Terms Documents	5	upload General Terms Document	Indicates if member wants to upload a 'General Terms Document' per its location ID that will be sent to billed member along with the Invoice
Legal Services	3	Legal Text in Invoice Footer	The text required to be displayed on Invoice for legal reasons. Is overridden by a location or text supplied on the invoice.
Legal Services	4	Legal Archiving Needed?	Specifies if the member has opted for Legal Archiving services
Legal Services	4.1	Legal Archiving Needed for Payables	Indicates if the member requests the Digitally Signed INWARD invoices to be legally archived for payables
Legal Services	4.2	Legal Archiving Needed for Receivables	Indicates if the member requests the Digitally Signed OUTWARD invoices to be legally archived
Legal Services	4.3	Legal Archiving needed for Locations	Indicates if the member requests the Digitally Signed OUTWARD Miscellaneous invoices for a specific Location ID to be legally archived
Legal Services	4.4	Legal Archiving needed for Locations	Indicates if the member requests the Digitally Signed INWARD Miscellaneous invoices for a specific Location ID to be legally archived
Contact	1	Other Members Invoice Reference Data Updates	Person to receive notification should reference fields of any other carrier on IS change (used for carriers who keep their own reference data tables)
Contact	2	DS Failure	Person to receive notification when DS fails for the invoice submitted or received by the member.
Compliance	1	Hide User Names In Audit Trails	Indicates if the usernames are to be included in audit trail reports (such as the profile audit trail and the billing audit trail). This can be turned off to ensure compliance with local privacy laws.
Output Files	1	Receipt of Files in iiNET Accounts	Indicates whether member wants to receive Reference Data Files in their iiNET account (Change Information for Reference Data Updates, Complete Reference Data, Complete Contacts Data

6.1.8. Miscellaneous Details

The Miscellaneous Details section provides the details related to Miscellaneous billing preferences.

Section	Sr. No.	Element	Description
Validations	1	Rejection on Validation Failure	Indicates if the entire file or Individual Invoices in Error are to be rejected in case of validation errors *Select One* *Reject File in Error* *Reject Invoice in Error*
Validations	2	Online Correction Allowed	Indicates whether the entity wants to have the option to correct files online, via IS-WEB (correctable error only)
Validations	3	Allowed file types for supporting documents	Semi colon separated list of file types in which supporting documents can be submitted to IS in the MISC category
Validations	4	Future Billings Submissions	Indicates whether the entity wants to send files for Future Submission
Billing Data Output	1	Billing Output	The Output Billing data in IS Format *Select One:* *IS-XML*
Billing Data Output	2	Billing Invoices Submitted on behalf of the Member	Indicates if the member requires a copy of the invoice files submitted on its behalf to IS.
Billing Data Output	3	Daily IS-XML files for Receivables IS-WEB Invoices	Indicates if the member requires an XML version of the invoices manually captured in IS-WEB.
Daily Billing Data Output	1	Daily Delivery in IS-WEB	Indicates if the member requires daily delivery of Miscellaneous bilateral payable invoices in IS-WEB
Daily Billing Data Output	2	Daily Offline Archive Outputs	Indicates if the member requires a daily Offline Archive (OAR) for Miscellaneous bilateral payable invoices
Daily Billing Data Output	3	Daily IS-XML Files	Indicates if the member requires daily Miscellaneous bilateral payable invoices in IS-XML format
Additional Outputs	1	Other Outputs as a Billed Carrier	This indicates the different files that need to be included in the download when the member is the billed entity. This will provide an option to include: Invoice PDF, Details Listings, Digital Signature and Other legal files, Supporting Documents
Additional Outputs	2	Other Outputs as a Billing Carrier	This indicates the different files that need to be included in the download when the member is the billing entity. This will provide an option to include: Invoice PDF, Details Listings, Digital Signature and Other Legal files
Additional Outputs	3	Receive Copy of Location Specific Files at Location Main	Indicates if the member requires a copy of any Location Specific Output Files to be delivered at the iiNET code associated with the Main Location ID.
Contacts	1	File Receipt Alert	This contact will be notified regarding receipt of Files

Section	Sr. No.	Element	Description
Contacts	2	Receivables Payment Status Updates Alert	This contact will be notified regarding receipt of payment updates for receivable invoices
Contacts	3	Payables Payment Status Updates Alert	This contact will be notified regarding receipt of payment updates for payable invoices
Contacts	4	Output Available Alert	This contact will be notified regarding availability of an Offline Archive (OAR) and/or Payable Invoices in IS-XML format
Contacts	5	Daily IS-WEB Bilateral Delivery Alert	This contact will be notified regarding the availability of Miscellaneous bilateral invoices in IS-WEB (delivered daily)
Contacts	6	Validation Error Alert	This contact will be notified regarding: 1) On Validation Error along with the Validation report attached.
Contacts	7	Open Invoices Alert	This contact will be notified 24 hrs before the clearance period closure regarding Open Invoices in the system. A list of Open Invoices will be attached along with the notification email.
Contacts	8	Correspondence Alert	This contact will receive notifications 1) On Receipt of a New Correspondence 2) 72 hours before expiry of a Received Correspondence 3) 72 hours before expiry of a Saved Correspondence 4) For any "Received" Correspondence in the system which has the Authority to Bill flag 'On' and a Billing Memo has not yet been raised 72 hours prior to the expiry for this Correspondence. 5) For any "Expired" Correspondence in the system for which a Billing Memo has not yet been raised 72 hours prior to the expiry of the time limit (initiating member only).
Contacts	9	Correspondence expiry Alert	This contact will receive notifications 1. 72 hours before expiry of a Received Correspondence 2. 72 hours before expiry of a Saved Correspondence 3. For any "Received" Correspondence in the system which has the Authority to Bill flag 'On' and a Billing Memo has not yet been raised 72 hours prior to the expiry for this Correspondence 4. For any "Expired" Correspondence in the system for which a Billing Memo has not yet been raised 72 hours prior to the expiry of the time limit (initiating member only).
Contacts	10	Tax Related Alert	This contact will receive notification related to Tax Authority of Country Hungary.
Contacts	11	MDP Delivery Contact	This contact will receive notification once the 'MISC Document Package' has been sent to the member
Contacts	12	Dispute	This contact will receive notification once the Validation Report is available for a 'Dispute Package'
Migration	1	Billing IS-XML Migrated?	Migration status for Billing IS-XML *Select One:* *Not Migrated* *Under Testing* *Certified*

Section	Sr. No.	Element	Description
Migration	1.1	Certified On?	Calendar Date - YYYY-MMM-DD Where DD- Date Mon- Month YYYY- Year
Migration	1.2	Migrated from Billing Month/Period?	Date when Billing IS-XML Migrated Clearance period - YYYY-MMM-PP Where PP- Period Mon- Month YYYY- Year

6.2.   iiNET

iiNET is IATA's Secure relay service, offering multiple ways of sending and receiving files among industry participants. Methods of integration to iiNET include on-line, SFTP.
Benefits include:

- Available for both on-line and automated iiNET users
- Retrieves only the information authorized for third party access
- Comprehensive tracking tools
- Increases security of sensitive data handling and better cost controls as access to original recipient account is no longer required
- Transparent for all original iiNET users without disruption to automated processes and/or custom scripts installed on the recipient side
- Fully automated without requiring any user interaction

We encourage new SISuser to subscribe to iiNET"s services in advance, as this is a separate process to that of connectivity testing and could require specific IT-related activities on your part (e.g. configuration of firewalls / development of integration components).
In order to setup a new iiNET Connection or to reuse an existing iiNET connection for the SIS e-invoicing Platform, please contact IATA iiNET team at iinetcare@iata.org or by calling iiNET Customer Care at +1 514 390 6800.

For more information on iiNET and how to set it up for a SIS User, please refer to section 4 of the SIS Sign up and Certification Guide

6.3.   Testing in Sandbox

A Sandbox Server is made available to Users in order to test the IS Format file (IS-XML) they have generated from their systems. Sandbox Testing is strongly recommended for Users who plan to submit billing information in an automated format (IS-XML) and wish to test their file creation before proceeding to the Certification Process. More information on the Sandbox testing process can be found on SIS Sign up and Certification Guide section 5

6.3.1.   Certification

Please refer to section 6 of the SIS 'Sign Up and Certification Guide' which can be found on the IATA website for Airlines and for Suppluiers for an understanding of the certification process.

7. Best Practices

7.1. Time limit for rejection

Rejections should not be issued more than 6 months after reception of invoice invoice

7.2. Communication

As a general practice, it is recommended to communicate to your airline customers at least three months before submitting the first invoice.

7.3. Invoice Numbers

7.3.1. Uniqueness of Invoice Numbers

The Invoice Numbers should always be unique within a calendar year, irrespective of the status of migration of the Billing Entity.

7.3.2. Invoice Number

The invoice number should be no more than ten alphanumeric characters Special characters are not allowed.

7.4. Dispute process

Two processes are possible depending on the commercial relationship between the billing and billed parties

7.5. Rejection and Correspondence

Firstly, the billing party submits the invoice. The billed party, in case of disagreement, may then reject the invoice in full or in part. The billing and billed parties then enter the correspondence process. At the end of the correspondence, the billed party may give the billing party the authority to bill for a certain amount.Refer to section 3.7 for more details.

7.6. Credit Note

Upon receipt of the invoice, the billed user informs the billing user of any discrepancy in the invoice. The billing user may then issue a credit note covering the amount in dispute.