



IATA Clearing House

WEB-F12 File Formatting Requirements

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Prepared by: International Air Transport Association

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1. INTRODUCTION

In response to requests for a more efficient means of data exchange between the IATA Clearing House and Clearing House Member airlines, IATA has developed technical specifications in order to facilitate electronic submission of claims extracted from any existing Revenue Accounting system that can be submitted and loaded directly into the Clearing House application.

This document is designed to provide a central source of technical reference information to support the building of approved WEB-F12 electronic files.

2. WHAT IS A WEB-F12 FILE AND HOW DOES IT WORK

A WEB-F12 file is a Claims file containing Forms One and invoice details only and enables Clearing House members to electronically communicate with the Clearing House system in order to submit electronic Forms One and generate an electronic Forms Two. **Figure 1** shows the process for using the WEB-F12 file.

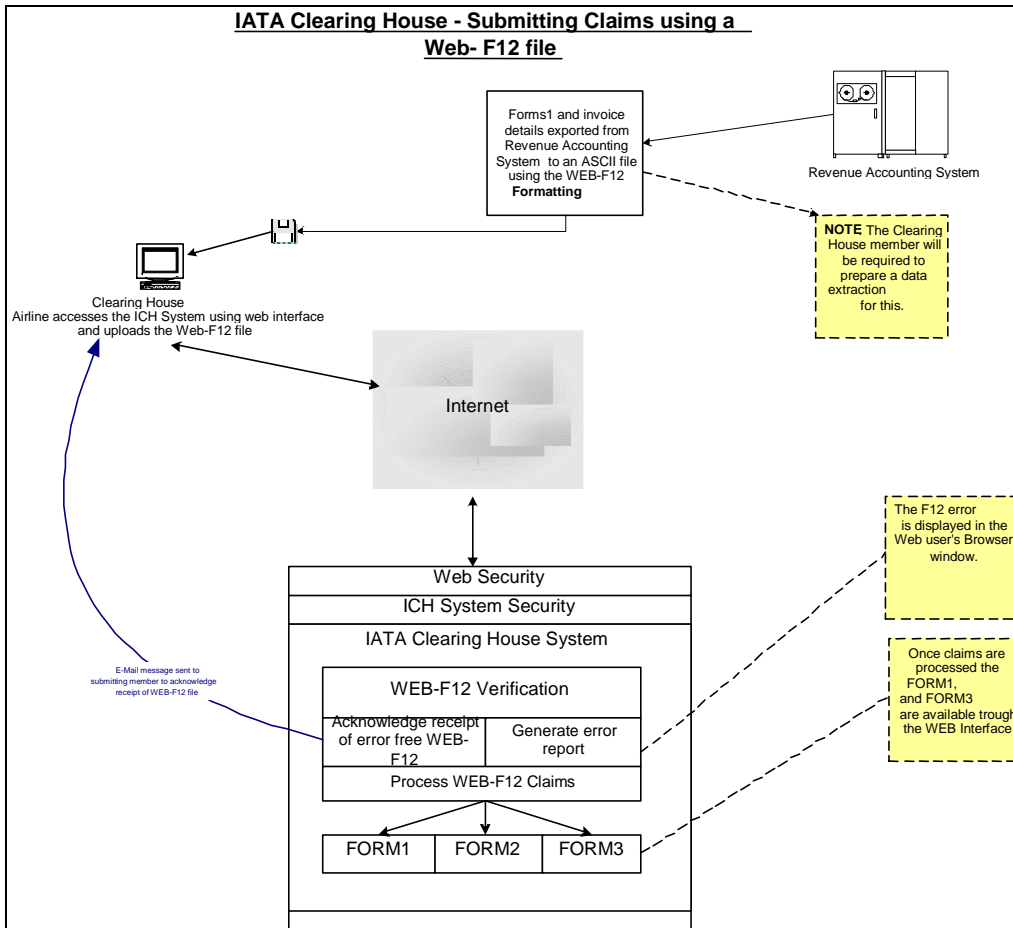


Figure 1: WEB F12 File Process



Here is how the WEB-F12 works:

- Claims files (at Forms One level) created from members accounting systems are formatted according to a specific file-formatting standard for delivery directly to the Clearing House.
- Upon receipt of an error free WEB-F12 Claims file at the Clearing House an electronic acknowledgment message is automatically sent by E-mail to the transmitting member to advise that the data has arrived safely and that it is error free.
- If the data is un-readable or contains content errors, an error report is displayed in the Member's web browser window advising the member of the error(s) and requesting the data and/or the format to be rectified and re-sent.
- Once the WEB-F12 file is loaded in the CH system, an electronic Forms Two is automatically generated in the IATA Clearing House system and available for the member through the ICH WEB.

Note: In order to load **WEB Forms 1 by debtors**, the member may refer to the WEB-F12 format file, which is described in section 6 of this document.

3. WHAT ARE THE BENEFITS OF THE WEB-F12 FILE GENERATION AND TRANSFER

- WEB-F12 Claims transfer is rapid and reliable
- Members gain up to five more working days to process billings, rejections and audit;
- Generates additional cash flow;
- WEB-F12 delivery is secure;
- Provides greater time for audit and protest of improper billings;

4. WHAT DO I NEED TO DO TO BECOME A WEB-F12 USER

To use the WEB-F12 functionality of the ICH WEB, you will need to do the following:

- ⇒ With the **Forms One** data generated from your Revenue Accounting System, produce an ASCII file containing this information formatted according to the *file* and *record* formatting rules described in section 6 of this document. This file is the WEB-F12 file.
Note: This will require you to write a data extraction program.
- ⇒ Transmit the WEB-F12 File to the Clearing House, using the ICH WEB designed for this purpose.
- ⇒ Connect to the ICH WEB for retrieving Forms One and Forms Two Reports.



5. WEB-F12 FILE AND RECORD FORMATTING RULES

In order for your claims to be received and processed by The IATA Clearing House System via the WEB-F12 file format, you will need to follow the format that is accepted by the IATA Clearing House system. This section provides you with the necessary information on how to build a WEB-F12 file.

It is important to adhere to the following formatting rules to ensure cohesion of all records in the electronic file. Please read this document carefully before trying to create your WEB-F12 file.

These formatting rules are described in section 6 of this document.

5.1. General File Format Rules

The file must have the ".F12" file extension (i.e. "WE-022.F12").

The following rules pertain to the electronic file format itself:

- The file must contain records of ASCII 8 byte characters;
- The first two characters of each record must indicate the record type. There are 6 different record types:
 - 01: Creditor Header;
 - 02: Zone Totals;
 - 03: Debtor Totals;
 - 04: Category Totals;
 - 05: Currency Totals;
 - 06: Invoice Totals.
- The size of a record depends on the record type and are shown below:
 - Record Type 01: 20 characters
 - Record Type 02: 66 characters
 - Record Type 03: 20 characters
 - Record Type 04: 15 characters
 - Record Type 05: 58 characters
 - Record Type 06: 66 characters
- The file must contain records of type 01 to 06;
- The file must contain at least one record of each type;
- The file must begin with a record type 01.




5.2. Record Level Formatting Rules

This section describes the proper formatting of each of the Record Types of the WEB-F12 file. For an explanation of the TYPE column in the record layout tables, please refer to Annex A of this document.

5.2.1. Record type 01 – Creditor Header

All type 01 records must have the following layout:



Column	Type	Description
01-02	01	Record type, creditor header
03-08	yymmpp	Clearance Period of the file
09-10	Dm	Designator of the transmitting member
11	Blank	
12-14	nmc	Numeric code of the transmitting member
15-16	Dm	Designator of the creditor member
17	Blank	
18-20	nmc	Numeric code of the creditor member

Table 1: Record Type 01 layout

All type 01 records must respect the following rules:

- The **period** of the file must be the same as the current period;
- The **Creditor** and the Transmitting Member must:
 - Exist;
 - Not be terminated;
 - Not be sponsored;
 - Not be an ACH member (not be Zone C).
- A record type 01 must be followed by a record type 02;
- The record type 01 must not appear twice in a file.



5.2.2. Record type 02 – Zone Totals

Record 02 = Σ (Record 03)

All type 02 records must have the following layout:

Column	Type	Description
01-02	02	Record type, zone total
03	Z	Zone code
04-06	Cur	Clearance currency code
07-18	-#####	Pax zone total (rounded no decimals)
19-30	-#####	UATP zone total (rounded no decimals)
31-42	-#####	Cargo zone total (rounded no decimals)
43-54	-#####	Misc zone total (rounded no decimals)
55-66	-#####	Zone grand total (rounded no decimals)

Table 2: Record Type 02 layout

All type 02 records must respect the following rules:

- It must be an existing Zone Code;
- Record type 02 exists only if there is an invoice against a debtor of that zone;
- There is only 1 record type 02 for each zone;
- A record type 02 must be followed by a record type 03;
- The record type 02 must not appear twice in a file for the same Zone;
- The zone totals must not be over 10,000,000,000;
- When entering a negative **zone total**, precede the amount with a minus sign (-).



5.2.3. Record type 03 – Debtor Totals

Record 03 = Record 04P + Record 04U + Record 04C + Record 04M

All type 03 records must have the following layout:

Column	Type	Description
01-02	03	Record type, Debtor totals
03-04	Dm	Designator of the debtor member
05	Blank	
06-08	nmc	Numeric code of the debtor member
09-20	-####	Debtor total of all billing categories

Table 3: Record Type 03 layout

All type 03 records must respect the following rules:

- The debtor must exist;
- Record type 03 exists only if there is an invoice against debtor of that zone;
- A record type 03 must be followed by a record type 04;
- The debtor total of all billing categories must not be over 10,000,000,000;
- When entering a negative **debtor total**, precede the amount with a minus sign (-).
- The debtor member must:
 - Exist;
 - Not be terminated;
 - Not be sponsored;
 - Not appear twice in a file;
 - Be under the right zone;
 - The creditor of the file must not appear as a debtor.



5.2.4. Record type 04 – Category Totals

Record 04 = Round (Record05)

All type 04 records must have the following layout:

Column	Type	Description
01-02	04	Record type, category totals
03	Bc	Billing category
04-15	-#####	Billing category total (rounded no decimal)

Table 4: Record Type 04 layout

All type 04 records must respect the following rules:

- The record type 04 must exist for each billing category even if there is no invoice for some billing categories;
- A zero is shown as total for all billing categories that have no invoice;
- A record type 04 must be followed by a record type 02, 03, 04 or 05;
- The billing category total must not be over 1,000,000,000;
- When entering a negative **category total**, precede the amount with a minus sign (-).



5.2.5. Record type 05 – Currency Totals

All type 05 records must have the following layout:

Column	Type	Description
01-02	05	Record type, Currency totals
03-05	Cur	Local currency code
06-22	#####	Exchange rate (include decimal point, left justified / 5 decimals)
23-39	-.##	Total of invoices in Local currency (include decimal point, 2 decimals)
40	Blank	
41-57	-.##	Total of invoices in clearance currency (include decimal point, 2 decimals)
58	Blank	

Table 5: Record Type 05 layout

All type 05 records must respect the following rules:

- The record type 05 is repeated for each local currency where invoices exist;
- A record type 05 must be followed by a record type 06;
- The totals of the invoices must not be over 10,000,000,000;
- When entering a negative **currency total**, precede the amount with a minus sign (-).



5.2.6. Record type 06 – Invoice Totals

All type 06 records must have the following layout:

Column	Type	Description
01-02	06	Record type, Invoice totals
03-04	db/cr	Debit = IV; Credit = CM
05	Blank	
06-20	Inv	Invoice number (left justified)
21-22	Blank	
23-30	yyyymmdd	Invoice date
31-47	##### #####.##	Invoice total amount in local currency
48	Blank	
49-65	##### #####.##	Invoice total amount in clearance currency
66	Blank	

Table 6 Record Type 06 layout

All type 06 records must respect the following rules:

- The record type 06 exists for each invoice;
- The invoice total amount must not be over 10,000,000,000

6. NEXT STEPS

If you would like to implement the WEB-F12 File Format for your company, please contact ICH Systems. Full contact details are given below.

IATA WEB-F12 CONTACT

ICH Systems	Tel: +1 514 874 0202 ext:3291
International Air Transport Association	Fax: +1 514 874 1816
800 Place Victoria	Email: ichsystems@iata.org
P.O. Box 113	
Montreal, Quebec	
H4Z 1M1 CANADA	



Annex A: Field Value Types

The following field value types describe the field contents of the 6 record types used in the WEB-F12 file in section 6 of this document.

Field Value	Description
blank	null character
db/cr	debit / credit Indicator
Bc	Billing category
Cur	International currency code
Dm	Member designator
Inv	Invoice number: 9999999999999999 (left justified)
nmc	numeric member code
yympp	Year/month/period
yyymmdd	Year/month/day
Z	zone code
###	Amount includes 2 decimals
#####	Amount includes 5 decimals
####	Amount includes no decimals





Annex B: WEB-F12 FILE MAPPING TO FORM 1

The following table contains a sample **WEB-F12** file followed by the FORM 1 that is associated with it. The **record type** column identifies the record type (1 to 6) and the **WEB-F12 File content** column contains the actual data.

Record Type	WEB-F12 File content					
1	01060902Z5 009Z5 009					
2	02AUSD	300	0	0	500	800
3	03AH 124		800			
4	04P	300				
5	05USD1.0		300.00		300.00	
6	06IV XYZ000001	20020801		100.00	100.00	
6	06IV XYZ000002	20020801		200.00	200.00	
4	04U	0				
4	04C	0				
4	04M	500				
5	05USD1.0		500.00		500.00	
6	06IV XYZ000003	20020801		500.00	500.00	
2	02BUSD	0	400	650	0	1050
3	03V3 021		400			
4	04P	0				
4	04U	400				
5	05USD1.0		400.00		400.00	
6	06IV XYZ000004	20020801		400.00	400.00	
4	04C	0				
4	04M	0				
3	03IB 075		650			
4	04P	0				
4	04U	0				
4	04C	650				
5	05USD1.0		650.00		650.00	
6	06IV XYZ000005	20020801		300.00	300.00	
6	06IV XYZ000006	20020801		450.00	450.00	
6	06CM XYZ000007	20020801		100.00	100.00	
4	04M	0				
2	02CUSD	200000	0	0	0	200000
3	03DL 006		200000			
4	04P	200000				
5	05USD1.0		200000.00		200000.00	
6	06IV XYZ000008	20020801		200000.00	200000.00	
4	04U	0				
4	04C	0				
4	04M	0				
2	02DUSD	0	0	0	68	68
3	03VG 978		68			
4	04P	0				
4	04U	0				
4	04C	0				
4	04M	68				
5	05CAD1.48062		100.84		68.11	
6	06IV XYZ000009	20020801		100.84	68.11	

Figure 2: Sample WEB-F12 file



IATA CLEARING HOUSE

Web FORMS 1

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AGREEMENT STANDARD

PERIOD 02 September 2006

Debtor : AM 124 AIR ALGERIE
Creditor : 25 009 GMG AIRLINES LTD.
Zone : A (ICH) Pound Sterling CURRENCY : USD

Detail for Class : P Passenger

Invoice Number	Date	Currency	Local Amount	Input Rate	Converted Amount
IV XY2000001	2002/01/08	USD	100.00	1.00000	100.00
IV XY2000002	2002/01/08	USD	200.00	1.00000	200.00
			300.00		300.00
					TOTAL : 300.00



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PERIOD 02 September 2006

AGREEMENT STANDARD

Debtor : AM 124 AIR ALGERIE
Creditor : 25 009 GAG AIRLINES LTD.
Zone : A (ICH) Pound Sterling CURRENCY : USD

Detail for Class : M Miscellaneous

Invoice Number	Date	Currency	Local Amount	Input Rate	Converted Amount
IV XYZ000003	2002/01/08	USD	500.00 500.00	1.00000	500.00 500.00
					TOTAL : 500.00



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PERIOD 02 September 2006

AGREEMENT STANDARD

Debtor : U3 021 CARPATAIR S.A.
Creditor : Z5 009 GYG AIRLINES LTD.
Zone : B (ICH) US Dollar CURRENCY : USD

Detail for Class : U UATP

Invoice Number	Date	Currency	Local Amount	Input Rate	Converted Amount
IV XY2000004	2002/01/08	USD	400.00 400.00	1.00000	400.00 400.00
					TOTAL : 400.00



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AGREEMENT STANDARD

PERIOD 02 September 2006

Debtor : IB 075 IBERIA-LINEAS AEREAS DE ESPANA
Creditor : 25 009 GIG AIRLINES LTD.
Zone : B (ICH) US Dollar CURRENCY : USD

Detail for Class : C Cargo

Invoice Number	Date	Currency	Local Amount	Input Rate	Converted Amount
CM XY2000007	2002/01/08	USD	-100.00	1.00000	-100.00
IV XY2000005	2002/01/08	USD	300.00	1.00000	300.00
IV XY2000006	2002/01/08	USD	450.00	1.00000	450.00
			650.00		650.00
					TOTAL : 650.00



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AGREEMENT STANDARD

PERIOD 02 September 2006

Debtor : DL 006 DELTA AIR LINES INC.
Creditor : 25 009 GAG AIRLINES LTD.
Zone : C (ACH) US Dollar CURRENCY : USD

Detail for Class : P Passenger

Invoice Number	Date	Currency	Local Amount	Input Rate	Converted Amount
IV XY2000008	2002/01/08	USD	200,000.00 200,000.00	1.00000	200,000.00 200,000.00
					TOTAL : 200,000.00



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AGREEMENT STANDARD

PERIOD 02 September 2006

Debtor : UG 978 ULM AIRLINES
Creditor : 25 009 GAG AIRLINES LTD.
Zone : D (ICH) EURO CURRENCY : USD

Detail for Class : M Miscellaneous

Invoice Number	Date	Currency	Local Amount	Input Rate	Converted Amount
IV XYZ000009	2002/01/08	CAD	100.84 100.84	1.48052	68.11 68.11
					TOTAL : 68.11

* END OF REPORT *



Annex C: UATP CHARGES WEB F12 PROCEDURE

UATP Charges must be handled in a different manner than the other categories (PAX, CARGO & MISC).

- 1) All UATP invoices must be the invoice number submitted to ATCAN by ARC, BSP's or Airlines so that they can be tracked.
- 2) There should only be one 06 line for UATP discount commission that represents the UATP discount on the net total of the invoices and credit notes in the currency of settlement. **The discount rate is 1.75%.**

04U	103638			
05GTQ7.83250		141319.30		18042.68
06IV 0117312	20041101	141319.30		18042.68
05MXN11.41880		35188.61		3081.64
06IV 75041115001	20041101	20184.00		1767.61
06IV 75041210001	20041101	15004.61		1314.03
05GBP0.55494		1475.90		2659.57
06IV 6431636488	20041101	21.00		37.84
06IV 6431737365	20041101	353.50		637.01
06IV 6432139494	20041101	384.10		692.15
06IV 6432341266	20041101	717.30		1292.57
05USD1.00000		81507.08		81507.08
06IV 117294	20041101	2077.28		2077.28
06IV 117313	20041101	2808.94		2808.94
06IV 117376	20041101	8591.19		8591.19
06CM 128048	20041101	4125.02		4125.02
06IV 2004110104	20041101	3988.20		3988.20
06IV 2004110105	20041101	890.40		890.40
06IV 2004110107	20041101	7473.21		7473.21
06IV 2004110504	20041101	3079.25		3079.25
06IV 2004110505	20041101	378.80		378.80
06IV 2004110507	20041101	10023.07		10023.07
06CM 2004110605	20041101	888.60		888.60
06IV 2004110904	20041101	10528.16		10528.16
06IV 2004110905	20041101	545.20		545.20
06IV 2004110907	20041101	15293.23		15293.23
06IV 2004111005	20041101	1724.20		1724.20
06IV 2004111007	20041101	2556.61		2556.61
06IV 2004111304	20041101	6451.03		6451.03
06IV 2004111307	20041101	734.38		734.38
06IV 75041126101	20041101	938.63		938.63
06IV 75041203101	20041101	1653.68		1653.68
06IV 75041206101	20041101	1810.80		1810.80
06IV 75041207101	20041101	921.84		921.84
06IV 75041209101	20041101	642.46		642.46
06IV 75041210101	20041101	3410.14		3410.14
05EUR0.80227		155.00		193.20
06IV 117293	20041101	155.00		193.20
05USD1.00000		-1845.97		-1845.97
06CM UATP COMM	20080226	1845.97		1845.97

In the rare event where the total of UATP charges are negative, the 06 record for the commission must be considered as a credit (IV and not CM)