



SIS Sign Up and Certification Guide
Version 1.4

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Sign Up and Certification Guide

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1. Introduction

The Simplified Invoicing and Settlement (SIS) platform aims to simplify interline billing, and remove paper from the entire process, delivering tangible financial benefits to the industry. SIS is based on the principles of completely paperless billing, invoicing, and settlement.

The SIS platform encompasses e-invoicing capabilities for Passenger, Cargo, Miscellaneous and UATP billings as well as facilitate settlements bilaterally or with the ICH and ACH.

1.1. Purpose of this document

The purpose of this document is to provide details on the sign-up process and explain the various activities involved in migrating to SIS. This guide explains:

- The default Member Profile setup for each Member and required information
- How to carry out Connectivity Testing with the SIS Platform
- How to go about doing Sandbox Testing
- How to go about Certification testing and the Certification Process
- How to Move to Production after successful Certification testing

1.2. Who should read this document?

The intended audience of this document includes:

- The Revenue Accounting and Financial Accounting Department of future SIS Participants – to understand the process of migration to be followed.
- The IT Department, Revenue Accounting System Providers, and Financial Accounting System Providers of future SIS Participants – to understand the process of setting up connectivity with the SIS Platform as well as how to carry out Sandbox and Certification Testing.
- The SIS Project Managers of future SIS Participants – to understand the steps associated with migrating to SIS.

2. SIS Participation Agreement

The [SIS Participation Agreement](#) is the basis of participation in SIS by any party. It is a standard agreement with published terms that will be applicable to all participants in SIS, and which are not variable by any participant.

The [SIS Participation Agreement](#) has been subject to review and agreement by the SIS Steering Group and their legal departments. Its purpose is to define the service that is being provided, and the terms and conditions under which it is being provided. It also provides the legal framework for electronic invoicing between the parties to the agreement, including the necessary consents to receive or transmit electronic invoice data. The participation agreement describes how the service is to be managed, how changes to the services or the terms and conditions can be made and outlines the terms of reference of the various airline groups that will be providing the co-ordination and direction. Acceptance of the terms and conditions is required before any access to the SIS systems can be enabled, including the ability to view and modify your own master data or download incoming invoices.

The participation agreement is structured as a base agreement and includes a number of attachments, described below.

SIS is an industry service, run on a cost-recovery basis, not a commercial for-profit service. In order to maintain consistency and fairness of application for all, it is not possible to negotiate deviations from the published agreement, whether for terms and conditions or for prices.

2.1. Overview

The structure of the agreement and an overview of its provisions are described below. Please note that this overview is not an alternative to reading the agreement in detail before signing it.

The Preamble

This describes the background and purpose of the agreement

Section 1 – Submission of electronic invoice data for interline billing

This section confirms that the participant agrees to accept and transmit electronic billings in accordance with the agreement and the RAM or ACH rules as appropriate. It says that all participants will operate in SIS on the basis of the same terms and conditions.

Section 2 – Provision of services

The participant will receive services as described in the attachments, and may also optionally choose additional services, such as digital signatures. Some of these services may be optional in SIS but may be mandatory in your country. Please check your own situation.

Section 3 – Participation in the service

This important section describes the participant responsibilities, including receiving incoming invoices, obtaining any necessary permissions from its authorities and ensuring the correctness of its submissions. Any settlements via Clearing Houses must be done at face value of the invoice, as any shortage or deduction may make the debtor subject to suspension by the clearing house. The section says that no identifiable personal data as defined should be transmitted via the service unless proper consent has been received from the persons identified and specifies that the billing participant is responsible for obtaining such consent if required. The participant also gives IATA permission to process the data as part of the service. No data related to payment cards is used or held by SIS, and no payment card data should be included in any supporting data or documentation unless it has been masked in accordance with PCI-DSS standards

Section 4 – General administration of the standard agreement

This section covers IATA's role in managing the agreement and its obligation to recover the cost of providing the service.

Section 5 – Governance

This is described in the attachment C.

Section 6 – Modifications

This section describes how modifications to the services or to the agreement will be managed.

Section 7 – Service Level

This section describes how service quality will be monitored, and how service credits will be applied in case of any service level problems. The actual service levels are described in Attachment E.

Section 8 – Fees and Charges

These are more fully described in Attachment A. Any surplus fees may be assigned by the Steering Group for either development of enhancements or as reductions in charges.

Section 9 – Taxes

This section says that IATA is not responsible for any service or other taxes relating to the provision of the service, and that participants must pay the amount of the charge assessed against them plus any

taxes that may be assessed by their government or the Canadian government (no Canadian taxes currently apply except to Canadian companies)

Section 10 – Warranties and liabilities

This section confirms that the participant is a properly constituted company and has the rights to any data it transmits. Participant is responsible for its quality and for compliance with the participation agreement. IATA provides a limited warranty for the service, and disclaims any other liability.

Section 11 – Indemnification

This says that the industry indemnifies IATA and any members of the SIS governance groups against losses or damages that might arise out of the service, and that IATA indemnifies the industry with regard to any intellectual property claims that might arise in connection with the proper use of SIS.

Section 12 – Validation of data

IATA is not responsible for validation, correctness and/or content of any data provided to it by participants. Participant monitors all reports provided to it by the service, and to notify IATA if it believes anything to be in error.

Section 13 – Cost recovery

This section recognizes that IATA operates the service on a cost-recovery basis only, and that any costs associated with its operation of the service must be recovered from the participants in the form of fees and charges to use the service. IATA will consult with the SIS Steering Group in doing so.

Section 14 – Intellectual property rights

This section confirms that IATA owns the rights to the SIS service and has the appropriate licenses from other owners of intellectual property used for the provision of the service. IATA has the right to use de-identified data for the purposes of SIS, but not for any other purpose without a separate agreement from the participant.

Section 15 – Confidentiality

This section confirms that no confidential information (as described in this section) may be used for any purpose other than for interline billing, except that IATA may use it as necessary for the management and improvement of the service, and not for any other purpose.

Section 16 – Monitoring

IATA has the right to monitor use of the service to ensure compliance with rules and to prevent unauthorized or criminal activity.

Section 17 – Publication

IATA will publish any notices or changes to the industry.

Section 18 – Term and termination

This section provides for a 1 year initial term which is automatically renewable for successive periods of 12 months, and a 6 month notice period for voluntary resignations. It also describes the actions IATA will take in the event that the service is to be discontinued.

Section 19 – Insurance

IATA maintains insurance for the protection of participants in the service in the event of certain errors or omissions by IATA in the performance of the service.

Section 20 – Force Majeure

This section exempts either party from compliance due to certain acts beyond its control, but normal service must be resumed as soon as possible.

Section 21 – Assignment

You may not assign your rights or obligations under this agreement to anyone else without IATA's consent.

Section 22 – Notice

This shows where any physical notices are to be sent, should any be required.

Section 23 – Governing law and dispute resolution

This agreement will operate under the laws of the state of New York, USA. Any disputes will be handled under an arbitration process.

Section 24 – Nature of the Agreement

This section says that no third party has any rights with regard to this agreement between IATA and the participant.

Section 25 – Counterparts

This states that there can be more than one original agreement, and that IATA and the participant must each have at least one counterpart signed by the other party.

Section 26 – Severability

This section provides that in the event of any clause becoming unenforceable or invalid, the remainder of the agreement remains in place.

Section 27 – Use of symbol and logos

No party may use the other's logo without prior consent, except that IATA may include your logo on your electronic invoices if you have loaded it into SIS.

Section 28 – Survival

This states that various clauses of the agreement will continue to apply even after its termination by the participant or IATA, (e.g. warranties, confidentiality, etc).

Section 29 – Language

This is applicable to participants whose normal language is not English, and confirms that you accept that this agreement should be drafted in English.

Attachment A – Pricing schedule

This describes all service prices. Service pricing is made up an ICH Web Migration Surcharge which is payable by all ICH Members once SIS goes live, plus invoice and transaction charges which vary based on your status (IATA member, non-IATA airline, etc.) and billing volumes. The prices are as previously published, but include explanations of how baselines will be calculated during the transition period. These fees and charges may be varied as necessary to ensure that the service costs are covered, and no more.

Attachment B – Service options

This attachment lists the various selection options, such as the file formats that you will be using, and whether or not you will be using optional services such as Digital Signatures or Auto-billing.

Attachment C – Governance

This attachment describes the terms of reference for the various industry and IATA groups that will manage the service.

Attachment D – Service description

This attachment describes the SIS services that will be provided under this agreement. It is a summary of the functional processes available to you in SIS.

Attachment E – Service level agreement

This attachment describes how errors are to be reported, and how they will be recorded and resolved. It also describes the tolerance limits for disaster recovery in the event of a total system failure.

Attachment F – Participants in the agreement

This attachment lists all the current participants in SIS and will be updated periodically for publication. Bulletins will be issued separately through SIS for every status change (new member, change of migration status, etc).

Attachment G – EU Standard Clauses relating to the protection of personal data

These apply only to airlines that are subject to EU privacy laws and are available in two forms. Option A is the standard requirement, whereby the participant and IATA agree to process data in accordance with the applicable laws and includes a copy of the agreement between IATA and its sub-processor that complies with the same terms. Option B is an alternative required in certain countries where all parties are required to sign the same agreement.

2.2. Due Dates

You will not be able to access SIS to receive invoices which have been sent to SIS against your company, set up or verify your company's Member Profile information, such as your billing locations, staff to be notified, departmental email addresses, etc. unless you have signed the SIS participation agreement.

Once SIS goes live, airlines that have been using the service for 90 days will not have to send you paper invoice copies and supporting documents that are available to you in SIS. You will need to sign the agreement in order to view, download or print these invoices. In the case of the ACH, once an ACH member has joined the SIS service it will not have to send other ACH Members paper invoice copies and supporting documents as of day one.

If you have not signed the SIS Participation Agreement and need to see paper copies of invoices and supporting documentation you may request the billing airline to provide these, but these will be provided to you at your cost as they will be shipped by air on a charge-collect basis, with the addition of a handling charge to cover the cost of producing and preparing the paper documents. This also applies to migrated carriers who request paper copies of invoices and supporting documentation.

In order to be ready for SIS, you should sign the SIS Participation Agreement as soon as possible in order to verify or modify your company's Member Profile information and assign staff their log-on credentials and responsibilities. Please note that there are no charges until SIS goes live, at which point the ICH Web Migration Surcharge will apply to all ICH Members.

2.3. SIS Membership

In order to become an Active Member within SIS, the [IS Participation Agreement \("ISPA"\)](#) or [Standard Agreement for SIS e-Invoicing Services – Non Transportation \("ISUA"\)](#) must be signed via the online application process in the [IATA Customer Portal](#). The signed agreement will be verified by IATA for completeness and a confirmation sent that everything is in order along with a signed original copy from IATA for your records. All information on how to submit an application for SIS can be found in this [user guide](#) and on the [SIS website](#).

Membership Status Levels in SIS

A SIS Participant may go through a number of Membership Status Levels in their SIS Membership Lifecycle. Here is a list of the different Membership Statuses with a short description.

- **Pending Member** – Some information currently exists in the member profile for this entity; however, it is incomplete. No access to SIS is provided and invoices cannot be submitted against this entity.
- **Basic Member** – The Member has provided the minimum basic member profile elements to SIS Operations but has still not submitted a signed IS participation agreement. NOTE that Active Members may submit invoices against Basic Members.
- **Active Member** – The IS Participation Agreement has been submitted to SIS Support and full access has been granted to a Member Super User for this Member. Invoices can be submitted against Basic and Active members using SIS' data capture interface. Access to the Sandbox and Certification Testing environment is made available for preparation of future invoice submission via one of the SIS file formats (IS-IDEC and/or IS-XML) once Certification Testing has been successful.
- **Restricted Member** – The Member's access to SIS has been limited due to a breach in the SIS terms and conditions. Invoices can still be submitted against this Member as well as received, however all invoice submission functions are taken away from this member.
- **Terminated Member** – The Member has advised SIS Support that they wish to terminate their SIS Membership in accordance with Section 13 of the IS Participation Agreement. Termination may also occur when a member ceases operations.

2.3.1. Membership Status Level Matrix

The below table illustrates the various Membership Status Levels and the access each level provides Members in SIS.

Action/Access	Pending	Basic	Active	Restricted	Terminated
Some member profile elements pre-loaded from (ACLI, ICH, ACH)	Yes	Yes	Yes	Yes	Yes
All minimum member profile elements complete		Yes	Yes	Yes	Yes
Invoices can be submitted against participant		Yes	Yes	Yes	
SIS participation agreement signed			Yes	Yes	

SIS Super User created and given SIS access			Yes	Yes	
Ability to receive invoices in SIS			Yes	Yes	
Ability to send invoices in SIS			Yes		
Access to sandbox and certification testing			Yes		
If certification has passed – ability to submit invoices in is format files (IS-IDEC / IS-XML)			Yes		

2.3.2. Activation Process

After receiving the complete agreement, the IATA Participation team will update the Membership Status to **“Active”**. This status will allow the Member to bill other IS Members which have the **“Active”** or **“Basic”** Membership status as well as receive billed information from other Members having an **“Active”** status.

Note: Billing of Invoices will be enabled only through SIS at the time of Member Activation. IS-IDEC and/or IS-XML file format submission will be enabled only after Certification Testing has been successfully completed, see chapter 6 below for further details.

Along with signed IS Participation Agreement, the Member will have to fill:

- Annex 1 – Member Super User Details and provide it to IATA.

The below details related to the Member Super User are requested in Annex 1.

Sr. No	Information	Notes
1	Salutation	E.g. Mr, Mrs, Ms
2	First Name*	First Name of the Member Super User
3	Last Name*	Last Name of the Member Super User
4	Email Id*	Email address of the Member Super User
5	Phone Number	Phone Number of the Member Super User
6	Mobile Number	Mobile Number of the Member Super User
7	Fax Number	Fax Number of the Member Super User

* Indicates mandatory information

This information will be used by SIS Operations to create the Member Super User Account for connecting to SIS. Once created, the login credentials (username and password) of the Member Super User will be sent to the Email Id provided in Annex 1.

SIS Operations will grant the Member Super User all access rights associated for a Member for all Billing Categories (Passenger, Cargo, Miscellaneous, and UATP). Only one Member Super User will be created by SIS Operations per Member. It is the responsibility of the Member Super User to set-up other Users with the appropriate access and rights in SIS for their company to ensure full coverage.

As part of the activation process, the input and output folders of iiNET for Sandbox and Production environment of IS will be created. The Member will download/upload files from/to iiNET to these folders. Connectivity Testing may be required to use the Sandbox and Production environment. See chapter 4 below for more details on the available options.

3. Member Profile Configuration

The Member Profile Elements are logically grouped into different functional areas. The following section provides a relevant list of Profile Elements which are currently defined. SIS Participants must ensure that all elements of the Member Profile are maintained up to date. Note: The full list of Profile Elements is also available in Chapter 10.4 'Profile Elements' of the Integrated Settlement Participation Guide (ISPG) [here](#).

3.1.1. Member Details

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. Note: The list of Profile Elements is not final and can change subsequently.

Section	Sr. No.	Element	Description
Member Information	1		Includes the details of the Member
Member Information	1.1	Member Prefix	Numeric code assigned to the member (e.g.125 in case of British Airways)
Member Information	1.2	Member Designator	Alpha code assigned to the member (e.g. AA in case of American Airlines)
Member Information	1.3	Member Legal Name	The full legal name. (e.g. "Air Berlin PLC & Co. Luftverkehrs KG (AB)")
Member Information	1.4	Member Commercial Name	The commonly used company name. (e.g. "Air Berlin")
Member Information	1.5	Logo	Image File of Member's logo. The logo needs to be 150 pixels by 50 pixels in dimension and 32 bit color depth. File format supported includes .png, .jpg and .gif This logo will be displayed on the SIS ("IS-WEB") screen as well as on the PDF Invoice generated by SIS.
Membership Details	2		Includes the details of the SIS Membership
Membership Details	2.1	SIS Membership Status	Indicates the SIS Membership Status Can be: Pending, Active, Basic, Restricted, Terminated
Membership Details	2.2	SIS Entry Date	Date when the member was activated in SIS
Membership Details	2.3	SIS Termination Date	Date when the member was Terminated in SIS
Membership Details	2.4	IATA Membership	Indicates whether the participant is an IATA Member or not
Membership Details	2.3	ICH Member	Derived from Membership Status in the ICH Tab Live = Yes Suspended = Yes Terminated = No Not a member = No
Membership Details	2.4	ACH Member	Derived from Membership Status in the ACH Tab Live = Yes Suspended = Yes Terminated = No

Section	Sr. No.	Element	Description
			Not a member = No
Main Location Details	3		Includes the address associated to the Main Location
Main Location Details	3.1	Company Registration ID	The Company Registration ID associated with the Main Location
Main Location Details	3.2	Tax/VAT Registration ID	Tax/VAT Registration ID associated with the Main Location
Main Location Details	3.3	Additional Tax/VAT Registration ID	Any additional Tax/VAT Registration ID associated with the Main Location
Main Location Details	3.4	Address Line 1	Address Details of the Main Location of the Member
Main Location Details	3.5	Address Line 2	Address Details of the Main Location of the Member
Main Location Details	3.6	Address Line 3	Address Details of the Main Location of the Member
Main Location Details	3.7	City Name	City of the Main Location of the Member
Main Location Details	3.8	Postal Code	Postal Code of the Main Location of the Member
Main Location Details	3.9	Country Name	The Country of the MAIN Location of the Member
Main Location Details	3.10	Sub-Division Name	Sub Division of the Main Location of the Member
Bank Details for Bilateral Settlement	4		Includes the Bank Details to be displayed on invoices issued with Bilateral Settlement
Bank Details for Bilateral Settlement	4.1	Bank Account Name	Name of the Account Holder
Bank Details for Bilateral Settlement	4.2	Bank Account Number	Bank Account Number
Bank Details for Bilateral Settlement	4.3	Bank Name	Name of the Bank
Bank Details for Bilateral Settlement	4.4	Branch Code	Branch of the Bank, if applicable
Bank Details for Bilateral Settlement	4.5	Bank Code	Bank Code, if applicable
Bank Details for Bilateral Settlement	4.6	Currency Code	Currency of the Bank Account
Bank Details for Bilateral Settlement	4.7	IBAN	The International Bank Account Number
Bank Details for Bilateral Settlement	4.8	SWIFT	SWIFT Code
Contacts	5		Includes Contact Types available to be setup to receive system alerts related to the Member Details.
Contacts	5.1	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

3.1.2. Passenger Details

The Passenger Details section provides the details related to Passenger billing preferences. The below table can be referenced in section 10.4.5 ISPG which can be found [here](#).

Section	Sr. No.	Element	Description
Validations	1		Setting for input IS-IDEC / IS-XML file validations.
Validations	1.1	Rejection on Validation Failure	Indicates if the entire file or Individual Invoices in Error are to be rejected in case of validation errors <i>Select One:</i> <i>Reject File in Error</i> <i>Reject Invoice in Error</i>
Validations	1.2	Allow Resubmission of Failed Invoices	Indicates if the Member allows the submission of an Invoice/Credit Note with the same Invoice number if the earlier submitted Invoice/Credit Note exists in SIS with status 'Error Non-Correctable'.
Future Billing Submissions	2	Future Billing Submissions Allowed	Indicates whether the entity wants to send files for Future Submission.

Section	Sr. No.	Element	Description
Online Correction Allowed	3	Online Correction Allowed	Indicates whether the entity wants to have the option to correct files online, directly in SIS ("IS-WEB") for correctable error only.
Supporting Documents	4	Allowed file types for supporting documents	Semi colon separated list of file types in which supporting documents can be submitted to SIS in the Pax category.
Sampling	5	Sampling Carrier?	This field defines if the Member is a Sampling Carrier <i>Select one:</i> <i>Non Sample</i> <i>Only Inward Sampling</i> <i>Only Outward Sampling</i> <i>Sampling both ways</i>
Billing Value Confirmation? (BVC)	6	Participate In Billing Value Confirmation	Indicates if the Member is a Participant of Billing Value Confirmation
Value Determination and Auto Billing	7	Participate in Value Determination?	Indicates if the Member is a Participant of Billing Value Determination. <i>Select one:</i> <i>Yes</i> <i>No</i>
Value Determination and Auto Billing	7.1	Participate in Auto Billing	This field defines if the Billing Entity wants SIS to generate Invoices on its behalf <i>Select one:</i> <i>Yes</i> <i>No</i>
Value Determination and Auto Billing	7.2	Invoice Number Range – Prefix	Alphanumeric prefix for the invoice number
Value Determination and Auto Billing	7.3	Invoice Number Range From	If Auto-Billing Invoice number range to use for auto-billing
Value Determination and Auto Billing	7.4	Invoice Number Range To	If Auto-Billing Invoice number range to use for auto-billing
Value Determination and Auto Billing	7.5	ISR File Required	If Auto-Billing Indicates if the Auto-Billing airline requires a copy of ISR file to be forwarded in case it is received from ATPCO
Value Determination and Auto Billing	7.6	Cut Off Time	If Auto-Billing # of hours before Auto-billing Invoice Finalization
Value Determination and Auto Billing	7.7	Currency of listing	If Auto-Billing Indicates the Currency of Listing of the Auto-billing Invoices
Output Files	8	Billed Invoices	Indicates whether Output files should be generated for billed (payable) invoices and in which format.
Output Files	8.1	Billed Invoices in IS-IDEC format	<i>Select One:</i> <i>Yes</i> <i>No</i>
Output Files	8.2	Billed Invoices in IS-XML format	<i>Select One:</i> <i>Yes</i> <i>No</i>
Output files	8.3	Additional Sampling Provisional Billing File (Monthly)	<i>Select One:</i> <i>Yes</i> <i>No</i>
Output files	8.4	BVC Details Report	Billing Value Confirmation Auto Generated Report from a Receivables point of view. <i>Select one:</i> <i>Yes</i> <i>No</i>
Output files	8.5	Down Convert SIS Transactions to Old IDEC	Indicates if the Member requires the SIS Transactions converted to the OLD IDEC format. <i>Select one:</i> <i>Yes</i>

Section	Sr. No.	Element	Description
			<i>No</i>
Offline Archive Outputs	9		Indicates whether Offline Archive Files (OARs) should be generated after every billing period and which files should be included.
Offline Archive Outputs	9.1	Outputs as a Billed Entity	Indicates the different files that need to be included in the Offline Archive (OAR) when the member is the billed entity. This will provide an option to include: Invoice PDF, Details Listings, Digital Signature and Other legal files, Memos details, Supporting Documents
Offline Archive Outputs	9.2	Outputs as a Billing Entity	Indicates the different files that need to be included in the Offline Archive (OAR) when the member is the billing entity. This will provide an option to include: Invoice PDF, Details Listings, Digital Signature and Other Legal files, Memos details
Manage Blocks for Tax Billings	10	Manage Blocks for Tax Billings	The user can define different blocking rules for tax billing of other participants
Certification and Migration Details	11		Indicates the certification and migration status for all transaction types and submission methods available.
Certification and Migration Details	11.1	IS-IDEC Certification Status	Certification status for IS-IDEC files submission: <i>Available Values:</i> <i>Not Tested</i> <i>Under Testing</i> <i>Certified</i>
Certification and Migration Details	11.2	IS-IDEC Certified On	Certification Date YYYY-MMM-DD Where <i>DD- Date</i> <i>MMM- Month</i> <i>YYYY- Year</i>
Certification and Migration Details	11.3	IS-IDEC Migration Period	Migrated from YYYY-MMM-PP Where <i>PP- Period</i> <i>MMM- Month</i> <i>YYYY- Year</i>
Certification and Migration Details	11.4	IS-XML Certification Status	Migration status for IS-XML files submission: <i>Available Values:</i> <i>Not Tested</i> <i>Under Testing</i> <i>Certified</i>
Certification and Migration Details	11.5	IS-XML Certified On	Certification Date YYYY-MMM-DD Where <i>DD- Date</i> <i>MMM- Month</i> <i>YYYY- Year</i>
Certification and Migration Details	11.6	IS-XML Migration Period	Migrated from - YYYY-MMM-PP Where <i>PP- Period</i> <i>MMM- Month</i> <i>YYYY- Year</i>
Certification and Migration Details	11.7	IS-WEB Migration Period	Migrated from - YYYY-MMM-PP Where <i>PP- Period</i> <i>MMM- Month</i> <i>YYYY- Year</i>
Contacts	8		Includes processing contacts for Passenger Billing Category.
Contacts	8.1	PAX File Receipt Contact	This contact will be notified when a File is received
Contacts	8.2	PAX Output Available Contact	This contact will be notified regarding availability of 1) Payable Invoices in IS-IDEC/Is-XML or IS-WEB

Section	Sr. No.	Element	Description
			2) processed invoice CSV reports
Contacts	8.3	PAX Validation Error contact	This contact will be notified regarding file validation errors, along with the validation report attached.
Contacts	8.4	PAX Open Invoices contact	This contact will be notified 24 hrs before the clearance period closure regarding Open Invoices (manually captured in SIS / "IS-WEB") in the system. A list of Open Invoices will be attached along with the notification email.
Contacts	8.5	PAX Correspondence contact	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	8.6	PAX Correspondence Expiry Contact	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	8.7	PAX Billing Value Confirmation (BVC) Reports Contact	This contact will be used for notifying the availability of the Automated Value Confirmation Detail Report if 'Automated Value Confirmation Detail Report Required' is chosen to be sent via email.
Contacts	8.8	PAX Auto-Billing/Value-Determination Contact	This contact will be used for: 1) Sending alerts related to auto-billing 2) Sending notifications related to delivery of daily revenue recognition report 3) Sending notifications related to delivery of weekly invoice posting file 4) Sending notifications related to availability of daily Auto-Billing Value Request Irregularity Report 5) Sending notifications related to delivery of ISR files
Contacts	8.9	PAX Correspondence Report Contact	This contact will receive notification once the monthly Correspondence Aging report is generated.

3.1.3. Cargo Details

The Cargo Details section provides the details related to Cargo billing preferences. The below table can be referenced in section 10.4.6 ISPG which can be found [here](#).

Section	Sr. No.	Element	Description
Validations	1		Setting for input IS-IDEC / IS-XML file validations.
Validations	1.1	Rejection on Validation Failure	Indicates if the entire file or Individual Invoices in Error are to be rejected in case of validation errors <i>Select One:</i>

Section	Sr. No.	Element	Description
			<i>Reject File in Error Reject Invoice in Error</i>
Validations	1.2	Allow Resubmission of Failed Invoices	Indicates if the Member allows the submission of an Invoice/Credit Note with the same Invoice number if the earlier submitted Invoice/Credit Note exists in SIS with status 'Error Non-Correctable'.
Online Correction Allowed	2	Online Correction Allowed	Indicates whether the entity wants to have the option to correct files online, directly in SIS ("IS-WEB") for correctable error only.
Supporting Documents	3	Additional File Types Accepted	Indicates allowed file types for supporting documents Semi colon separated list of file types in which supporting documents can be submitted to SIS in the CGO category
Output Files	4		Indicates whether Output files should be generated for billed (payable) invoices and in which format.
Output Files	4.1	Billed Invoices in IS-IDEC format	<i>Select One: Yes No</i>
Output Files	4.2	Billed Invoices in IS-XML format	<i>Select One: Yes No</i>
Output Files	4.3	Down Convert SIS Transactions to Old IDEC	Indicates if the Member requires the SIS Transactions converted to the OLD IDEC format. <i>Select one: Yes No</i>
Offline Archive Outputs	5		Indicates whether Offline Archive Files (OARs) should be generated after every billing period and which files should be included.
Offline Archive Outputs	5.1	Outputs as a Billed Entity	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, Memos details, Supporting Documents
Offline Archive Outputs	5.2	Outputs as a Billing Entity	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, Memos details
Certification and Migration Details	6		Indicates the certification and migration status for all transaction types and submission methods available.
Certification and Migration Details	6.1	IS-IDEC Certification Status	Migration status for IS-IDEC files submission <i>Available Values: Not Tested Under Testing Certified</i>
Certification and Migration Details	6.2	IS-IDEC Certified On	Certification Date - YYYY-MMM-DD Where <i>DD- Date MMM- Month YYYY- Year</i>
Certification and Migration Details	6.3	IS-IDEC Migration Period	Migrated from - YYYY-MMM-PP Where <i>PP- Period MMM- Month YYYY- Year</i>
Certification and Migration Details	6.4	IS-XML Certification Status	Migration status for IS-XML files submission. <i>Available Values: Not Tested Under Testing Certified</i>

Section	Sr. No.	Element	Description
Certification and Migration Details	6.5	IS-XML Certified On	Certification Date - YYYY-MMM-DD Where <i>DD- Date</i> <i>MMM- Month</i> <i>YYYY- Year</i>
Certification and Migration Details	6.6	IS-XML Migration Period	Migrated from - YYYY-MMM-PP Where <i>PP- Period</i> <i>MMM- Month</i> <i>YYYY- Year</i>
Certification and Migration Details	6.7	IS-WEB Migration Period	Migrated from - YYYY-MMM-PP Where <i>PP- Period</i> <i>MMM- Month</i> <i>YYYY- Year</i>
Contacts	7		Includes processing contacts for Cargo Billing Category.
Contacts	7.1	CGO File Receipt Contact	This contact will be notified regarding receipt of files
Contacts	7.2	CGO Output Available Contact	This contact will be notified regarding availability of Payable Invoices in IS-IDEC/IS-XML or SIS
Contacts	7.3	CGO Validation Error Contact	This contact will be notified regarding: 1) On Validation Error along with the Validation report attached.
Contacts	7.4	CGO Open Invoices Contact	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	7.5	CGO Correspondence Contact	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	7.6	CGO Correspondence Expiry Contact	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	7.7	CGO Correspondence Report Contact	This contact will receive notification once the monthly Correspondence Aging report is generated.

3.1.4. Miscellaneous Details

The Miscellaneous Details section provides the details related to Miscellaneous billing preferences. The below table can be referenced in section 10.4.7 ISPG which can be found [here](#).

Section	Sr. No.	Element	Description
Validations	1		Setting for input IS-XML file validations.
Validations	1.1	Rejection on Validation Failure	Indicates if the entire file or Individual Invoices in Error are to be rejected in case of validation errors <i>Select One:</i> <i>Reject File in Error</i> <i>Reject Invoice in Error</i>
Validations	1.2	Allow Resubmission of Failed Invoices	Indicates if the Member allows the submission of an Invoice/Credit Note with the same Invoice number if the earlier submitted Invoice/Credit Note exists in SIS with status 'Error Non-Correctable'.
Online Correction Allowed	2	Online Correction Allowed	Indicates whether the entity wants to have the option to correct files online, directly in SIS ("IS-WEB") for correctable error only.
Supporting Documents	3	Additional File Types Accepted	Semi colon separated list of file types in which supporting documents can be submitted to SIS in the MISC category
Future Billings Submissions	4	Future Billings Submissions	Indicates whether the entity wants to send files for Future Submission
Output Files	5		
Output Files	5.1	Billed Invoices	Indicates whether Output files should be generated for billed (payable) invoices. <i>Select One:</i> <i>Yes</i> <i>No</i>
Output Files	5.2	Billing Invoices Submitted on behalf of the Member	Indicates if the member requires a copy of the invoice files submitted on its behalf to SIS.
Output Files	5.3	Daily IS-XML files for Receivables IS-WEB Invoices	Indicates if the member requires an XML version of the invoices manually captured in SIS ("IS-WEB").
Output Files	5.4	Daily Payment Updates for Receivables Invoices	Indicates if the member requires Daily Payment Status updates as per Billing Member
Output Files	5.5	Daily Payment Updates for Payables Invoices	Indicates if the member requires Daily Payment Status updates as per Billed Member
Output Files	5.6	MISC Document Packages	Indicates if member would like to pass on to another SIS Member as part of a Package, using the SIS infrastructure. The package will contain individual documents in different formats (file extensions) that should be acceptable to the Receiving Member
CSV listings	6		
CSV listing	6.1	CSV listing required as a Billing Entity	Indicates that CSV listing is required for receivable invoices
CSV listing	6.2	CSV listing required as a Billed Entity	Indicates that CSV listing is required for payable invoices
Daily Payables Bilateral Invoices	7		

Section	Sr. No.	Element	Description
Daily Payables Bilateral Invoices	7.1	Daily Delivery in IS-WEB	Indicates if the member requires daily delivery of Miscellaneous bilateral payable invoices in SIS ("IS-WEB").
Daily Payables Bilateral Invoices	7.2	Daily Offline Archive Outputs	Indicates if the member requires a daily Offline Archive (OAR) for Miscellaneous bilateral payable invoices
Daily Payables Bilateral Invoices	7.3	Daily IS-XML Files	Indicates if the member requires daily Miscellaneous bilateral payable invoices in IS-XML format
Offline Archive Outputs	8		Indicates whether Offline Archive Files (OARs) should be generated after every billing period and which files should be included.
Offline Archive Outputs	8.1	Offline Archive Outputs as a Billed Entity	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, Supporting Documents , Digital Signature and Other legal files.
Offline Archive Outputs	8.2	Offline Archive Outputs as a Billing Entity	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
Validation on Acceptable Delay for Payables Bilateral Invoices	9		
Validation on Acceptable Delay for Payables Bilateral Invoices	9.1	Enable	If the check box is selected, the system will validate the number of days between the System Processing Date (date when the invoice is submitted) and the Invoice Date.
Validation on Acceptable Delay for Payables Bilateral Invoices	9.2	Manage Acceptable Delays	This allows participants to define: (i) The Acceptable Delay per Billing Member (ii) A Generic Acceptable Delay which will apply for all other Billing Members In the absence of Generic or Billing Member specific records, SIS will be considered as the Acceptable Delay if this validation is enabled.
Location Specific Output Files	10	Receive Copy of Location Specific Files at Location Main	This indicates if the member requires a copy of any Location Specific Output Files to be delivered at the iNET code associated with the Main Location ID.
Default Location for MISC Payables Original Invoices and Credit Notes	11		This indicates a default Location for MISC Payables Original Invoices and Credit Notes
Default Location for MISC Payables Original Invoices and Credit Notes	11.1	Billing Member Specific Default Location	This allows participants to define default Location IDs for MISC Payable Original Invoices and Credit Notes per Billing Member.
Payment Overdue Auto Reminders	12	Number of Alerts	This indicates if the Member wishes to send payment overdue reminders to Billed Members whose invoices are marked as Payment Overdue. The Member can choose the number of reminders to be sent, with reminders being sent every 30 days.
Certification and Migration Details	13		Indicates the certification and migration status for all transaction types and submission methods available.
Certification and Migration Details	13.1	Certification Status	Migration status for IS-XML file submission <i>Select One:</i> <i>Not Migrated</i> <i>Under Testing</i> <i>Certified</i>

Section	Sr. No.	Element	Description
Certification and Migration Details	13.2	Certified On?	Calendar Date - YYYY-MMM-DD Where DD- Date Mon- Month YYYY- Year
Certification and Migration Details	13.3	Migration Period	Migrated from - YYYY-MMM-PP Where PP- Period Mon- Month YYYY- Year
Contacts	14		Includes processing contacts for Miscellaneous Billing Category.
Contacts	14.1	MISC File Receipt Contact	This contact will be notified regarding receipt of Files
Contacts	14.2	MISC Daily IS-WEB Bilateral Delivery Contact	This contact will be notified regarding the availability of Miscellaneous bilateral invoices in IS-WEB (delivered daily)
Contacts	14.3	MISC Output Available Contact	This contact will be notified regarding availability of an Offline Archive (OAR) and/or Payable Invoices in IS-XML format
Contacts	14.4	MISC Receivables Payment Status Updates Contact	This contact will be notified regarding receipt of payment updates for receivable invoices
Contacts	14.5	MISC Payables Payment Status Updates Contact	This contact will be notified regarding receipt of payment updates for payable invoices
Contacts	14.6	MISC MDP Delivery Contact	This contact will be notified regarding receipt of 'MISC Document Packages'
Contacts	14.7	MISC Validation Error Contact	This contact will be notified regarding Validation Errors, along with the Validation report attached.
Contacts	14.8	MISC Open Invoices Contact	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	14.9	MISC Correspondence Contact	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	14.10	MISC Correspondence expiry Contact	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).

Section	Sr. No.	Element	Description
Contacts	14.11	MISC Tax Related Contact	This contact will receive notification related to Tax reporting.
Contacts	14.12	MISC Dispute Contact	This contact will receive notification once the Validation Report is available for a 'Dispute Package'
Contacts	14.13	MISC Correspondence Report Contact	This contact will receive notification once the monthly Correspondence Aging report is generated.

3.1.5. UATP Details

The UATP Details section provides the details related to UATP billing preferences. The below table can be referenced in section 10.4.8 ISPG which can be found [here](#).

Section	Sr. No.	Element	Description
Validations	1		Setting for input IS-IDEC / IS-XML file validations.
Validations	1.1	Rejection on Validation Failure	Indicates if the Entire File or Individual Invoices in Error are to be rejected in case of validation errors <i>Select One:</i> <i>Reject File in Error</i> <i>Reject Invoice in Error</i>
Validations	1.2	Allow Resubmission of Failed Invoices	Indicates if the Member allows the submission of an Invoice/Credit Note with the same Invoice number if the earlier submitted Invoice/Credit Note exists in SIS with status 'Error Non-Correctable'.
Online Correction Allowed	2	Online Correction Allowed	Indicates whether the entity wants to have the option to correct files online, via IS-WEB (correctable error only)
Supporting Documents	3	Additional File Types Accepted	Indicates Allowed file types for supporting documents . Semi colon separated list of file types in which supporting documents can be submitted to SIS in the UATP category
Legal Services	4	Ignore UATP Invoices from DS Process	<i>Select One:</i> <i>Yes</i> <i>No</i>
Output Files	5		Indicates whether Output files should be generated for billed (payable) invoices.
Output Files	5.1	Billed Invoices	<i>Select One:</i> <i>Yes</i> <i>No</i>
Output Files	5.2	Billing Invoices Submitted on behalf of the Member	Indicates if the member requires a copy of the invoice files submitted on its behalf to SIS.
Offline Archive Outputs	6		Indicates whether Offline Archive Files (OARs) should be generated after every billing period and which files should be included.
Offline Archive Outputs	6.1	Outputs as a Billed Entity	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
Offline Archive Outputs	6.2	Outputs as a Billing Entity	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:

Section	Sr. No.	Element	Description
			Invoice PDF, Details Listings, Digital Signature and Other Legal files
Certification and Migration Details	7		Indicates the certification and migration status for all transaction types and submission methods available.
Certification and Migration Details	7.1	Certification Status	Migration status for IS-XML file submission <i>Available Values:</i> <i>Not Migrated</i> <i>Under Testing</i> <i>Certified</i>
Certification and Migration Details	7.2	Certified On	Certified on - DD-MON-YYYY Where <i>DD- Date</i> <i>MMM- Month</i> <i>YYYY- Year</i>
Certification and Migration Details	7.3	Migration Period	Migrated from - PP-MON-YYYY Where <i>PP- Clearance Period</i> <i>MMM- Month</i> <i>YYYY- Year</i>
Contacts	8		Includes processing contacts for UATP Billing Category.
Contacts	8.1	UATP File Receipt Contact	This contact will be notified regarding receipt of Files.
Contacts	8.2	UATP Output Available Contact	This contact will be notified regarding availability of Payable Invoices in IS-IDEC/Is-XML or IS-WEB
Contacts	8.3	UATP Validation Error Contact	This contact will be notified regarding: 1) On Validation Error along with the Validation report attached.
Contacts	8.4	UATP Open Invoices Contact	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	8.5	UATP ATCAN Statements Contacts	This contact will be notified at the end of every period that UATP ATCAN Statement in csv format available for download
Contacts	8.6	UATP Correspondence Contact	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	8.7	UATP Correspondence Expiry Contact	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).

4. Connectivity Testing

4.1. Scope

There are two options for uploading/downloading the input/output files in the SIS Production Environment:

1. Manually in SIS ("IS-WEB"): Input/Output files can be uploaded/downloaded by logging into IS-WEB/SIS by selecting the appropriate Menu Option. Refer to the [SIS Member User Guide](#) section on How to upload and download files in the SIS ("IS-WEB") interface.
2. Using iiNET: A number of airlines use IATA's iiNET service to exchange data files with other IATA Systems as well as other partners. SIS supports iiNET as a medium to exchange input/output files.

NOTE: In case of Sandbox Testing, the only option supported is using iiNET.

There is no connectivity testing required if the Member opts for transferring the input and output files with SIS. If iiNET is the mode of connection to SIS, then the Member is required to carry out connectivity testing to ensure that they are able to communicate with the SIS Server successfully.

4.2. How to setup iiNET Connection for SIS

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. More information on iiNET can be found [here](#).

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 SIS members 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 SIS, please contact IATA iiNET team via the [IATA Customer Portal](#).

4.3. iiNET File Transfer Testing to SIS Platform

4.3.1. Pre-requisite

Your iiNET account is set up and ready to accept file submissions. If you opt for an automated file transfer approach via one of iiNET's FTP integration options, this needs to be fully tested and working. At the time of testing, IATA will provide you with the recipient iiNET account number to which you must submit files to.

4.3.2. Testing Procedure

Member-to-SIS Integration Testing will involve the following steps:

4.3.2.1. Input File Testing:

3. Create a text file using Notepad which contains the text **"This is a test file"** within it and which has the following file naming convention:

(35 characters):

AXMLF-BBBCCCCCCCXXXXXXXXXXXX.TXT

Position 1 (A):

Billing Category; P = Passenger, C = Cargo, M = Miscellaneous, U = UATP.

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 (CCCCCCC):

Billing month and period. Represented as YYYYMMPP. E.g. 20110603 = Period 3 of June-2011.

Positions 18-31 (XXXXXXXXXXXX):

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.

4. Submit the file to iiNET, specifying IATA SIS's iiNET Account number as the recipient
5. Retrieve file transfer report from iiNET to confirm file transfer to SIS Sandbox was successful.

4.3.2.2. Output File Testing

6. Connect to your iiNET account or, if iiNET is configured to push incoming files directly to your servers, connect to your server.
7. In your iiNET account, you will find the .txt file you have submitted. This file is being outputted by SIS as part of an error report, following its rejection from the SIS Platform (as the contents of the text file submitted does not conform to validation rules for billing files and other SIS-specific file types).
8. After the transfer is completed, try opening the file – it should contain the same contents as submitted to IATA's iiNET account.
9. Note: the end-to-end file transfer process through iiNET may take several minutes (also to allow for file processing time on the SIS Platform), so the error report and rejected file will be pushed to your respective iiNET account after a short while.

5. Sandbox Testing

A Sandbox Server is made available to SIS Members in order to test the SIS Format files (IS-IDEC and/or IS-XML) they have generated from their systems. Sandbox Testing is strongly recommended for Members who plan to submit billing information in an automated format (IS-IDEC and/or IS-XML format) and wish to test their file creation before proceeding to the Certification Process.

SIS Members planning to only use SIS ("IS-WEB") to manually enter and review Invoice information are not required to go through the Sandbox Testing process.

5.1. Pre-requisite

10. Member should have signed and submitted the SIS Participation Agreement to IATA
11. Member's SIS Membership status is "**Active**"
12. Connectivity Testing with the Sandbox Testing environment has been completed successfully by the Member

5.2. Scope

The SIS Members can make use of the Sandbox Server to test the files required for interfacing with SIS. The scope for testing includes only IS-IDEC and/or IS-XML files. Testing of other interface files (for e.g. Batch Supporting documents zip file, Usage Files) are not supported by the Sandbox environment. These files can be directly submitted to IS Production Server.

Note:

1. *The only way files can be exchanged with the Sandbox server is via iiNET. The Member Profile used in the Sandbox Testing Environment will be same as the default profile as described in Section "Error! Reference source not found." of this document.*
2. *The Sandbox Environment is not connected to ICH/ACH Systems, AIA Systems or Digital Signature Provider's system. Hence the files submitted to Sandbox will not trigger any Settlement process, or Digital Signature process or any other process provided by third parties.*
3. *The transaction data present in the Sandbox Environment will be deleted automatically after the file is validated.*

5.3. File Testing Steps

As part of Sandbox Testing, SIS will accept IS-IDEC and IS-XML files from the Member. The testing steps to be followed by the Member are as explained below:

5.3.1. Testing Input files

13. Member generates IS-IDEC or IS-XML file by including transactions that need to be tested (*for e.g. Prime Coupons, RM/BM/CM, Sampling transactions in case of Passenger Billings, Different Charge Categories and Charge Codes in case of Miscellaneous Billings, etc*).
14. The input file will be created and zipped and will follow all the file creation rules as defined in the ISPG. However, the file naming convention of the input file sent for Sandbox testing is different from the naming convention defined ISPG. Here all input files will be prefixed with the letters "ST-" to indicate that these are Sandbox Testing specific files. The File naming convention to be followed is as described below:

In case of Passenger and Cargo IS-IDEF input files:

Compressed (39 characters):

*ST-AIDECF-**BBB**CCCCCCCC**TTTTTTTTTTTTTT**.ZIP*

Uncompressed (39 characters):

*ST-AIDECF-**BBB**CCCCCCCC**TTTTTTTTTTTTTT**.DAT*

*Position 4 (**A**):*

Billing Category; P = Passenger, C = Cargo

*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.

*Positions 22-35 (**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.

In case of Passenger, Cargo, Miscellaneous and UATP IS-XML input files:

Compressed (38 characters):

*ST-AXMLF-**BBB**CCCCCCCC**TTTTTTTTTTTTTT**.ZIP*

Uncompressed (38 characters):

*ST-AXMLF-**BBB**CCCCCCCC**TTTTTTTTTTTTTT**.XML*

*Position 4 (**A**):*

Billing Category; P = Passenger, C = Cargo, M = Miscellaneous, U = UATP.

*Positions 10-12 (**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 13-20 (**CCCCCCCC**):*

Billing month and period. Represented as YYYYMMPP. E.g. 20110603 = Period 3 of June-2011.

*Positions 21-34 (**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.

In case of Passenger Sampling Form C IS-XML input files:

Compressed (27 characters):

*ST-PXFCF-**BBB**TTTTTTTTTTTTTT.ZIP*

Uncompressed (27 characters):

*ST-PXFCF-**BBB**TTTTTTTTTTTTTT.XML*

Positions 10-12 (**BBB**):

Transmitter's/Sender's designator, zero filled & right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF), 280 = ACCA (XB)

Positions 13-26 (**TTTTTTTTTTTTTT**):

Timestamp of file creation by billing member. 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.

5.3.2. Testing Steps

15. Member uploads the IS-IDEC or IS-XML file via iiNET to Sandbox Testing server.
16. SIS validates the IS-IDEC/IS-XML file and generates a validation report and places it in the download directory of iiNET (Note: A validation report is generated irrespective of the status of the Validation i.e. passed or failed).
17. Member downloads the validation report and check its contents.
18. In case errors are reported in the validation report, the Member must makes the required correction in its internal systems and repeat the above steps.

Notes:

1. There is no restriction on the number of files that can be submitted by a Member to the Sandbox environment.
2. Since multiple Members will be testing their Billing Files in the Sandbox environment at any given point in time, the response time for providing the Validation report may vary.
3. The SIS Processing Calendar on the Sandbox Testing Server will be configured as per the SIS Calendar of the SIS Production Server. Hence the current open Billing Period for processing will be based on the actual ICH and ACH Clearance Calendar. The files submitted for Sandbox testing will have to be for the current open billing period and the exchange rate used within the Invoices will have to be the actual FDR Exchange rate applicable for the current open billing period.

5.3.3. File Validation Process

All SIS format billing files will undergo two steps of validations – Sanity Check Validation and Detail Validation.

5.3.3.1. Sanity Check Process

19. Input files will be first put through Sanity Check. In this process, the file will be checked for construction errors and errors which would make the file fail any further processing like Incorrect File Naming Convention, Duplicate files, Successful De-compression check etc. If such errors are encountered the entire file will be rejected for 'Sanity Check error'.
20. If the file passes Sanity Check it is processed further.

5.3.3.2. Detail Validation Process

21. In this process the invoices within the file will be checked for all the details and validations carried out as mentioned in the Validation rules section of the Passenger and Cargo IS-IDEC record structure for IS-IDEC files. For IS-XML files, the rules detailed in the corresponding IS-XML excel file will be applied.
22. Detailed Validations will be performed on all Invoices/Form Cs in the billing file and will not stop at the first error encountered.
23. Once the Validation output files are generated the IS-IDEC or IS-XML submitted for testing is removed from the Sandbox Testing environment. This means that further testing can take place using the same invoice numbers as the previous file without failing the Validation which checks for duplicate invoice numbers.

5.3.4. Testing Output Files

24. SIS Validation report will be generated and placed on the download folder in a zip file format. The SIS Validation report zip file in the Sandbox Testing Process consists of 3 reports:

- Validation Summary Report ("R1" file)
- Validation Detail Report ("R2" file, in case of any error)
- Pre-Certification Status Report ("R3" file)

The first 2 reports are as per the specifications defined in the [ISPG](#) and will be in the same format as generated in the Production Environment.

The third report will provide you with insight on what would have happened if the Invoice file was sent for Certification, whether it would have passed the Certification test or failed.

The File Naming convention of the Validation zip file is as described below and will contain the same file name as the input file but with _VAL identifier at the end.

Compressed (40 characters):

ST-AFFFFFF-BBBCCCCCCC**TTTTTTTTTTTTTT**_VAL.ZIP

Uncompressed (43 characters)

Summary Report

ST-AFFFFFF-BBBCCCCCCC**TTTTTTTTTTTTTT**_VAL_R1.CSV

Detail Report

ST-AFFFFFF-BBBCCCCCCC**TTTTTTTTTTTTTT**_VAL_R2.CSV

Pre-certification Status Report

ST-AFFFFFF-BBBCCCCCCC**TTTTTTTTTTTTTT**_VAL_R3.TXT

Position 4 (A):

Billing Category: P = Passenger, C = Cargo, M = Miscellaneous, U = UATP

Positions 5-10 (FFFFFF):

Input File Type: ISIDEC or IS-XML

Positions 12-14 (BBB):

Billing Entity's numeric code, zero filled & right justified; e.g. 0125 = British Airways (BA), 0001 = American Airlines (AA), 0057 = Air France (AF).

Positions 15-22 (CCCCCCCC):

Billing month and period. Represented as YYYYMMPP. E.g. 20110603 = Period 3 of June-2011.

Positions 23-36 (TTTTTTTTTTTTTT):

Timestamp of input file creation. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds.

E.g. the output file will contain the exact same timestamp as the input file. For an input file created on 04-May-2010 at 5:27:31pm the timestamp of the output will also be 20100504172731.

6. Certification Testing

Each Member planning to submit Invoices in IS-IDEC and/or IS-XML format in SIS Production are required to have their "Billing Category – File Type – Transaction Types" (BCFT) certified by SIS Operations. The different types of BCFT that can be certified are shown below:

Billing Category	File Type	
	IS-IDEC	IS-XML
	Transaction Types	
Passenger	1) Prime Coupons (Non-Sampling & Sampling Provisional Billings Form A/B) 2) Rejection Memos (Non-Sampling & Sampling Form F/XF Billings) 3) Billing Memos 4) Credit Memos 5) Sampling Form C 6) Sampling Form D/E	1) Prime Coupons (Non-Sampling & Sampling Provisional Billings Form A/B) 2) Rejection Memos (Non-Sampling & Sampling Form F/XF Billings) 3) Billing Memos 4) Credit Memos 5) Sampling Form C 6) Sampling Form D/E
Cargo	1) Original AWB Billings 2) Rejection Memos 3) Billing Memos 4) Credit Memos	1) Original AWB Billings 2) Rejection Memos 3) Billing Memos 4) Credit Memos
Miscellaneous	Not Applicable	1) Invoices of different Charge Categories / Charge Codes
UATP	Not Applicable	1) Invoices of Charge Category = UATP

6.1. Pre-requisite

1. Member has performed Sandbox Testing
2. Member should have completed at least one (1) round of testing successfully in the Sandbox environment for the BCFT that needs to be certified and the Pre-Certification Status reports states that the file would have successfully gone through the Certification process.

6.2. Test Data Requirements

The test data requirements for certification of different transaction types are as shown below:

Sr. No.	Billing Category / Transaction Type	Data Requirement
1	Passenger / Prime Billings (Non-Sampling)	Minimum of 100 coupons with at least 20 coupons containing ISC and Tax amounts
2	Passenger / Prime Billings (Sampling Provisional Form A/B)	Minimum 2 Form A/B Invoices
3	Passenger / Rejection Billings (Non-Sampling)	Minimum of 30 Rejection Memos having the following break-up: 25. Stage 1 Rejections – 10 26. Stage 2 Rejections – 10 27. Stage 3 Rejections – 10 Each stage should have at least 2 Rejections involving Tax amounts.

Sr. No.	Billing Category / Transaction Type	Data Requirement
4	Passenger / Billing Memos	Minimum of 10 Billing Memo transactions of which at least 2 Billing Memo should include Coupon Breakdowns
5	Passenger / Credit Memos	Minimum of 5 Credit Memo transactions of which at least 1 Credit Memo should include Coupon Breakdowns
6	Passenger / Sampling Form C	Minimum of 2 set of Form C transactions.
7	Passenger / Sampling Form D/E	Minimum of 2 Form D/E Invoice.
8	Passenger / Sampling Form F	Minimum of 2 Form F Invoice.
9	Passenger / Sampling Form XF	Minimum of 2 Form XF Invoice.
10	Cargo / Original AWB	Minimum of 100 Air Waybill transactions of which at least 20 should be Charges Collect Air Waybills.
11	Cargo / Rejection Billings	Minimum of 30 Rejection Memos having the following break-up: <ul style="list-style-type: none"> • Stage 1 Rejections – 10 • Stage 2 Rejections – 10 • Stage 3 Rejections – 10 Each stage should have at least 2 Rejections involving AWB Breakdowns.
12	Cargo / Billing Memos	Minimum of 10 Billing Memo transactions of which at least 2 Billing Memo should include AWB Breakdowns
13	Cargo / Credit Memos	Minimum of 5 Credit Memo transactions of which at least 1 Credit Memo should include AWB Breakdowns
14	Miscellaneous	Minimum 1 Invoice covering at least 1 different Charge Category – Charge Code combination. The 1 Invoice must contain more than one Line Item detail.
15	UATP	Minimum 5 Invoices each having at least 1 Line Item Detail

However, if for good reason the data requirements for Certification Testing cannot be met by the Member, the Member can contact SIS Support via the [IATA Customer Portal](#).

6.3. Certification Testing Approaches

Members can take different approaches for carrying out Certification Testing for the various “Billing Category – File Type – Transaction Types” BCFTs in case of Passenger and Cargo Billings. These approaches are:

- *Big Bang Approach:* In this approach, all Transaction types within a Billing Category are considered for testing at one go. For e.g. A Member generates a single IS-IDEC file containing all different types of Passenger Billing transactions and submits it for Certification Testing.

Note that this is a potential approach, not a requirement. If, for example, the above carrier was planning on submitting Passenger Credit Memos via SIS, then the “big bang approach” would only contain originals, RMs, and BMs.

- *Phased Approach:* In this approach, the entire Certification process is executed in multiple phases, with a set of Transaction types being certified in each phase. In case of a Phased approach, Members will have to perform certification testing for Prime Billings (e.g. Coupon in case of Passenger and Original AWBs in case of Cargo) before performing certification testing for Rejection Memos.

In case of Miscellaneous and UATP invoices, the certification is not based on individual Charge Category and Codes. Once a Member is certified for a minimum set of Charge Category – Charge Code combination of invoices, they are free to bill invoices of Charge Category – Charge Code combination in the Production Environment, even the ones which were not present in the file sent for Certification Testing.

6.4. Certification Testing Steps

Members are free to carry out Certification Testing as needed. There is no need to book a time slot for this purpose beforehand nor is there any need to contact SIS Operations before sending a test Invoice file for Certification. The only case SIS Operations should be contacted for Certification Testing is if the Member cannot meet the data requirements defined in Section 6.2 above, in which case a solution will be provided to the member. There is no charge to the Member in case a test Invoice file fails during the Certification testing process and no charge for sending subsequent test Invoice files for Certification Testing.

The Certification Testing is carried out in the same Sandbox Testing server and the steps for testing are also same as the Sandbox Testing process. The only difference in case of Sandbox and Certification testing is test file naming convention.

6.4.1. Certification Input Files

The IS-IDEC or IS-XML file for certification will be created and zipped and will follow all file creation rules as defined in the ISPG. The file naming convention of the test file for certification is different from the Sandbox testing. Here the test input file will be prefixed with the letters “CT-” to indicate that these are Certification Testing specific files. The File naming convention to be followed for individual file is as described below:

In case of Passenger and Cargo IS-IDEC input files:

Compressed (39 characters):

*CT-AIDECF-BBBCCCCCCC***TTTTTTTTTTTTTT**.ZIP

Uncompressed (39 characters):

*CT-AIDECF-BBBCCCCCCC***TTTTTTTTTTTTTT**.DAT

Position 4 (A):

Billing Category; P = Passenger, C = Cargo

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.

Positions 22-35 (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.

In case of Passenger, Cargo, Miscellaneous and UATP IS-XML input files:

Compressed (38 characters):

*CT-AXMLF-**BBB**CCCCCCCC**TTTTTTTTTTTTTT**.ZIP*

Uncompressed (38 characters):

*CT-AXMLF-**BBB**CCCCCCCC**TTTTTTTTTTTTTT**.XML*

Position 4 (A):

Billing Category; P = Passenger, C = Cargo, M = Miscellaneous, U = UATP.

Positions 10-12 (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 13-20 (CCCCCCCC):

Billing month and period. Represented as YYYYMMPP. E.g. 20110603 = Period 3 of June-2011.

Positions 21-34 (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.

In case of Passenger Sampling Form C IS-XML input files:

Compressed (27 characters):

*CT-PXFCF-**BBB**TTTTTTTTTTTTTT.ZIP*

Uncompressed (27 characters):

*CT-PXFCF-**BBB**TTTTTTTTTTTTTT.XML*

Positions 10-12 (BBB):

Transmitter's/Sender's designator, zero filled & right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF), 280 = ACCA (XB)

Positions 13-26 (TTTTTTTTTTTTTT):

Timestamp of input file creation. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds.

E.g. the output file will contain the exact same timestamp as the input file. For an input file created on 04-May-2010 at 5:27:31pm the timestamp of the output will also be 20100504172731.

6.4.2. Testing Steps

3. Member uploads the IS-IDEC or IS-XML file via iiNET to SIS Sandbox server.
4. SIS validates the IS-IDEC/IS-XML file and generates a validation report and places it in the download directory of iiNET (Note: A validation report is generated irrespective of the status of the Validation i.e. passed or failed).
5. Member downloads the validation report and check its contents. (Note: No notification will be sent to indicate when a validation report is available).
6. In case errors are reported in the validation or Certification report, the Member must make the required correction in its internal systems and repeat the above steps.

Note:

1. *The carriers are free to rename the Sandbox Testing file, which got successfully validated previously and with the Pre-Certification Status Report stating that file would have gone through the Certification process, again for Certification Testing.*
2. *The SIS Processing Calendar for Certification Testing will be configured as per the SIS Calendar of the SIS Production Server. Hence the current open Billing Period for processing will be based on the actual ICH and ACH Clearance Calendar. The files submitted for Certification testing will have to be for the current open billing period and the exchange rate used within the Invoices will have to be the actual FDR Exchange rate applicable for the current open billing period.*

6.4.3. File Validation Process

The same validations as described in the Section 5.3.3 of Sandbox Testing are carried out for Certification testing. In addition, the system validates the coverage of the transactions present in the test file and whether it satisfies the minimum conditions defined in Section 6.2.

6.4.4. Certification Output Files

7. SIS Validation report will be generated and placed on the download folder in a zip file format. The SIS Validation report zip file in the certification Testing Process consists of 3 reports:
 - Validation Summary Report ("R1" file)
 - Validation Detail Report ("R2" file, in case of any error)
 - Pre-Certification Status Report ("R3" file)

The first 2 reports are as per the specifications defined in the ISPG and will be in the same format as generated in the Production Environment. The third report provides details of the Certification testing status.

The File Naming convention of the Validation zip file is as described below and will contain the same file name as the input file but with _VAL identifier at the end.

Compressed (40 characters):

CT-AFFFFFF-BBBCCCCCCCXXXXXXXXXXXXX_VAL.ZIP

Uncompressed (43 characters)

Summary Report

CT-AFFFFFF-BBBCCCCCCCXXXXXXXXXXXXX_VAL_R1.CSV

Detail Report

CT-AFFFFFF-BBBCCCCCCCXXXXXXXXXXXXX_VAL_R2.CSV

Certification Status Report

*CT-**AAAAAA**-**BBB****CCCCCCCC****TTTTTTTTTTTTTT**_VAL_R3.TXT*

Position 1 (A):

Billing Category: P = Passenger, C = Cargo, M = Miscellaneous, U = UATP

Positions 5-10 (FFFFFF):

Input File Type: ISIDEC or IS-XML

Positions 12-14 (BBB):

Billing Entity's numeric code, zero filled & right justified; e.g. 0125 = British Airways (BA), 0001 = American Airlines (AA), 0057 = Air France (AF).

Positions 15-22 (CCCCCCCC):

Billing month and period. Represented as YYYYMMPP. E.g. 20110603 = Period 3 of June-2011.

Positions 23-36 (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.

6.5. Move to Production

8. On successful Certification testing of a "Billing Category – File Type – Transaction Types" BCFT, the Certification report is sent to the Member and SIS Ops.
9. The Member is expected to review the Member Profile setup on the Production Server before going live for the certified transaction types.
10. SIS Ops validates the Certification details and sends an email to the Member with the proposed Go-Live migration period for the BCFT which was successfully tested. If accepted, the proposed Go-Live migration period will be broadcasted to all Members in "**Active**" as well as "**Basic**" status.
11. The Member can provide a future date to SIS Ops for moving to production, in case the Member needs time to setup the new process at its end. The future date cannot be more than 4 months post the certification date.
12. If Connectivity testing is not yet done by the Member for iINET on the Production Server, the same will be carried out.
13. Members can start sending the certified transactions to the Production Server once the Go-live migration date (billing month /period) is reached.
14. There is no roll back allowed once the Member starts sending transactions for a fully migrated billing category to the Production Server.

In case of a change in system or process at the Member's end impacting the creation of IS Format file, the Member is expected to carry out Sandbox testing to ensure that the changes done to the internal accounting system have not impacted the generation of SIS Format Invoice files. Please note that files which fail validation in the production environment are NOT sent to the clearing houses for settlement.

7. Member Support

SIS Support will be provided to all SIS Members who have signed and submitted the [SIS Participation Agreement](#) and have successfully met all the joining requirements. Once the SIS login credentials have been provided to the Member Super User, they will have access to the SIS Support team for help with the various functionalities found in SIS. The Member can contact SIS Support via the [IATA Customer Portal](#).

7.1. SIS Support Materials

The following SIS Support material is available to SIS Members for reference and guidance with all SIS functionalities.

- *SIS ("IS-WEB") Online Help* – each SIS ("IS-WEB") screen will have an online **help** button at the top right which will provide a description of the different elements found on that particular screen.
- [SIS User Guide](#) – will provide SIS Members with detailed instructions including screen shots on how to perform specific functions in SIS.
- [Computer Based Training \(CBT\)](#) – will provide IS Members with a walkthrough tutorial and exercises on how to use SIS.

The above list and additional SIS Support Material can be found on the SIS website [here](#).

7.2. Support for the Member Super User

The Member Super User will have special access to SIS which allows for the creation, set-up, and management of other SIS Users for their company.

- In the case that an issue is encountered during the set-up of a SIS User, the Member Super User can refer to SIS User Manual section which describes the steps to be taken to set-up new SIS Users. If the issue persists, the Member Super User can contact the SIS Support team via the [IATA Customer Portal](#).
- If the login access for the Member Super User has been disabled for any reason, the Member Super User can contact the SIS Support team via the [IATA Customer Portal](#).

7.3. Support for Connectivity Testing

If an SIS Member is using iiNet as the mode of connection to SIS, then the Member should carry out one round of connectivity testing to ensure they are able to communicate with the SIS Server successfully. For iiNet connectivity support please contact iiNet via the [IATA Customer Portal](#).

7.4. Support for Sandbox Testing

SIS Members who plan on using one of the SIS file formats (IS-IDEC or IS-XML) will have unlimited and free access to the Sandbox Testing function in order to validate if their file(s) pass the SIS validations.

- SIS will provide Members using the Sandbox Testing environment with validation reports which describes the errors in the file, as would the validation reports found in the production environment.
- Members will also receive a pre-certification status report which indicates if the file sent for Sandbox Testing would have met the requirements to pass the Certification Testing.
- The Sandbox Testing environment is an unlimited access and free self-test area for the members, with no support included.
- Support requests made for Sandbox Testing will be charged to the Member as per IS Participation Agreement – Attachment A.

7.5. Support for File Certification Testing

After successful Sandbox Testing, SIS Members can go ahead with File Certification Testing by changing their Sandbox Testing file name as per the naming convention described above in chapter 6.4.1. At this stage, no errors should occur, as the validations are identical in Sandbox and Certification.

- Once a file has passed Certification Testing, the Member will be contacted by the SIS Support Team to advise the Certification Testing has passed and to propose a go-live date with the passed BCFT.
- The Certification Testing environment is an unlimited access and free self-test area for the members, with no included support.
- Support requests made for Certification Testing will be charged to the Member as per IS Participation Agreement – Attachment A.

7.6. General SIS Support

SIS Members can also contact SIS Support for general issues they encounter in the day-to-day usage of SIS. General SIS Support covers all functionality in SIS from creating invoices, loading files, retrieving reports, creating users, contact administration, right down to how to read the SIS processing dashboard.

7.7. SIS Support Contact Details

For additional support with signing up, testing or certification with SIS, please send us your questions via the [IATA Customer Portal](#).

Glossary - A full list of Glossary Terms can be found [here](#).

Sr. No	Term	Definition
4	ACH	ACH stands for Airlines Clearing House. It is the ATA's Clearing House for Interline Billings
5	AIA	AIA stands for ATPCO, IATA, ARC. AIA is the organization formed by ATPCO, IATA, and ARC to support the First & Final™ process.
6	ARC	Airlines Reporting Corp. ARC operates COMPASS® which houses transaction and prorate data for the purposes of settlement.
7	ATA	(Air Transport Association) – The trade group for U.S.-based airlines.
8	ATPCO	Airline Tariff Publishing Company. ATPCO, amongst other services, operates the Sales Exchange process whereby sales for First & Final™ transactions are extracted, prorated, and sent to the uplifting carrier.
3	BCFT	This abbreviation stands for Billing Category – File Type – Transaction Types.
9	Billing Category	The Category of the Interline Billing Invoice. There are 4 Billing Categories: Passenger, Cargo, Miscellaneous and UATP
10	Charge Category	The major types of Miscellaneous Invoice billed between carriers
11	Charge Code	The sub group within the Charge Category which identifies the different reasons for the Miscellaneous Invoice claim.
14	IS-Format	IS-Format is a generic term used to define Invoice data provided to IS in either automated formats like IS-IDEC or IS-XML or manually via SIS ("IS-WEB").
15	IS-IDEC	IS-IDEC is the new flat file specification defined for Passenger and Cargo invoice data billing and settlement through IS.
16	IS-WEB	IS-WEB is the online user interface of the SIS System. It allows users to capture data, pull out reports, as well as configure the Member profile information.
17	IS-XML	IS-XML is the new interface file format defined for PAX, CGO MISC and UATP. This file format is based on the existing IATA Aviation Invoice Standard.

18	IS	Integrated Settlement - Integrated Settlement is the name for the collection of systems which provide the functionality behind Simplified Interline Settlement.
1	Member	An Airline or a Non Airline Entity who is a signatory or a potential signatory to SIS Services
2	Member Super User	User having the maximum rights for SIS at a Member level to access screens of all Billing Categories (Passenger, Cargo, Miscellaneous and UATP) as well as to create Module Super Users in-charge of each Billing Category with the Member company
13	UATP	UATP stands for Universal Air Travel Plan

8. Annex 1 – Member Super User Details Form

SIS Participants must provide the following details with regards to the Member Super User for their company along with the IS Participation agreement as part of the joining process.

The Member Super User will be granted all access rights associated for a Member for all Billing Categories (Passenger, Cargo, Miscellaneous, and UATP). One Member Super User per Member will be created by SIS Support.

The Member Super User will have the ability to create as many Users as required with the appropriate access rights to the SIS for their company to ensure complete coverage.

A sample of the Super User Details form is found below.

The latest version of the Member Super User Form can be found [here](#).

Company Details

Company Name * (e.g. British Airways)	
Member Code * (e.g. BA – 125)	

* Indicates mandatory information

Member Super User Details

Salutation (e.g. Mr / Ms / Mrs)	
First Name *	
Last Name *	
Email ID *	
Phone Number	
Mobile Number	
Fax Number	

* Indicates mandatory information

For updates or changes to member Super Users a completed form must be submitted to SIS Support via the [IATA Customer Portal](#).

9. Annex 2 – Member Bank Details Form for Bilateral Use ONLY (optional)

Instruction for initial set-up and subsequent changes

Two authorized signatories are required for the initial set-up or subsequent changes of the bank account details for bi-lateral use in SIS. Authorized signatories for this purpose are:

1. **Chief Financial Officer** (mandatory)

And one other authorized signatory from the following list;

2. **Company Secretary**
3. **Chief Executive Officer**
4. **General Counsel**
5. **Board Member**

A sample of the Bank Details form is found below.

The latest version of the Member Bank Details for Bilateral Invoices Form can be found [here](#).

Company Details

Company Name (e.g. British Airways)	
Member Code (e.g. BA – 125)	

Bank Account Details for Bilateral use in SIS

Bank Account Name (Beneficiary)	
Bank Name	
Bank Account Number	
IBAN	
Branch Code	
Bank Code	
Currency Code	
SWIFT (BIC)	

Authorized Signatories

(Signature)

Position: Chief Financial Officer (Mandatory)
Name:
Email:
Date:

(Signature)

Position:
Name:
Email:
Date:

For updates or changes to member bank details a completed form must be submitted to SIS Support via the [IATA Customer Portal](#).

10. Annex 3 – iiNET Account Set-up Process for SIS

SIS - iiNET Account Setup Process

Introduction:

The objective of the document is to describe the Simplified Interline Settlement (SIS) data file transfer process between the SIS members the SIS application.

It describes also the different steps needed for the setup of the iiNET account and the implementation of the network connectivity needed for an automated data file transfer.

iiNET:

As communicated, the Simplified Interline Settlement (SIS) platform has chosen iiNET - the industry leader for the air transport data file transfer - to ensure the exchange of files between the SIS participants and the SIS application.

iiNET is already used by many SIS members to support automation.

It is important to note that the usage of iiNET for SIS purposes (data file submission and reception to/from the SIS application) is free of charge for all the SIS members including the current iiNET users.

However, if any SIS member decided to implement a new network connectivity to automate and streamline the SIS data file transfer between their FTP server and the SIS FTP Server, a onetime network connectivity setup fee of US\$1,500.00 will be applicable.

iiNET account Setup:

To facilitate the SIS data file transfer, an iiNET dedicated account will be created for all SIS members including the current iiNET users.

SIS members are requested to fill out the attached excel file included in this Sign-Up Guide package (zip folder) named "*iiNET automation form V2019.xls*" (tab General Data) to provide the details of the main contact person in charge of SIS and iiNET connectivity.

This file must be returned to iiNET Customer Care via the [IATA Customer Portal](#).

Once the information received by the iiNET team the account will be automatically created. The details of the account and its credentials will be communicated to the SIS contact person.

The iiNET account will be operational upon reception of the account details by the SIS contact person.

By default, the iiNET account will be automatically provided with an online access. iiNET is offering an automated access option to facilitate and streamline the data file transfer.

iiNET Online Access:

Beside the data file submission and reception, the online access is the main interface for the iiNET users to monitor their file transfer and manage their files. The full description of the online interface is provided in the attached document "*iiNET User Manual July 2019.pdf*" which is included in the Sign-Up Guide zip folder.

iiNET Automated Access:

iiNET is offering several network connectivity options that fit the users connectivity needs and respond to high security levels.

iiNET recommends for all users to setup a SFTP connection for the file transfer purposes. The details on the implementation of the iiNET SFTP interface are described in the attached document "*iiNET interface options USD-2018.pdf*" which is included in the Sign-Up Guide zip folder.

The iiNET automated access is optional. If a SIS member decided to implement an automated iiNET access, it is requested to fill the information in the attached excel file at (tab Technical Data) and send it to the [IATA Customer Portal](#). The iiNET network connectivity process will be managed directly between the iiNET network team and the SIS member network team.

For the current iiNET users' part of the pilot phase, a list of existing network connection is provided in the excel file (tab existing connection). To the SIS member to check the existing network connections and decides if a new network connectivity is required.

It is important to know that a charge of USD 1,500.00 will be applied ONLY if there is a change of IP address compared to the existing iiNET automated accounts, or if the first time that an iiNET automated account is set-up.

Once the requested information is received by the iiNET Care Team, the iiNET team will coordinate with you to setup the implementation process.



iiNET documents.zip