

SIS WEBINAR #03 - 2023

MISC DATA QUALITY

JULY 5, 2023

Today's Speakers:

[Monika Kolos-Lembas](#), Senior Process Architect, Lufthansa

[David Vaughan](#), Finance Manager, Revenue Accounting & Taxes, Qantas Airways

[Azadeh Kordestani](#), Manager Operations and Onboarding, Industry E-Invoicing, IATA



IATA Legal Reminders

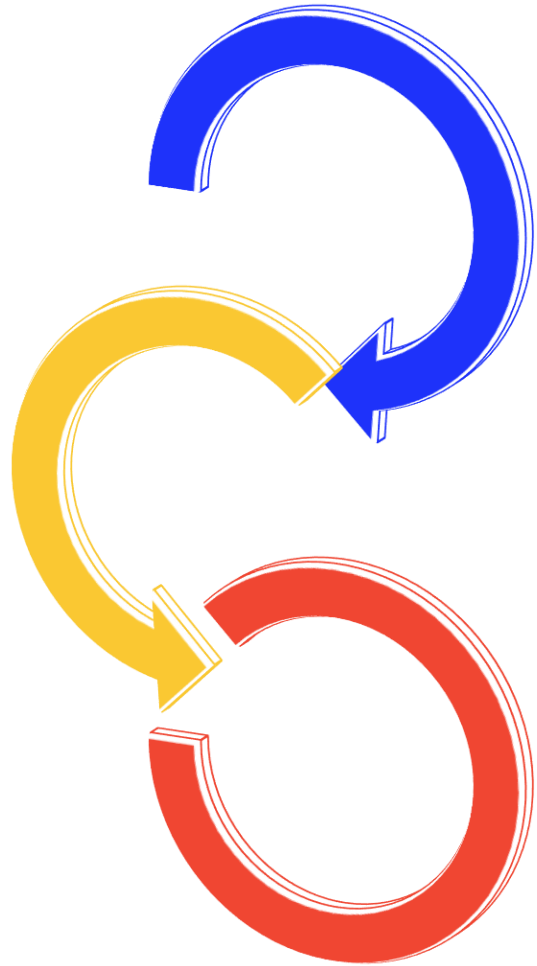
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- ! Unauthorized recording of the meeting is also prohibited.
- ! IATA will record the webinar and share the link afterwards to the members of this group and it will be posted on the SIS Website.



Agenda

- ✓ Why is it important to improve data quality?
- ✓ Common Data Quality Issues
- ✓ Reliance on Supporting Documents
- ✓ How SIS improve the data quality
- ✓ Airlines Perspective on MISC Data Quality (Lufthansa and Qantas)
- ✓ Key Points to Remember
- ✓ Best Practices
- ✓ Recommendation
- ✓ Tips & Reminders on ISPG Package
- ✓ Q&A

➔ Why is it important to improve data quality?

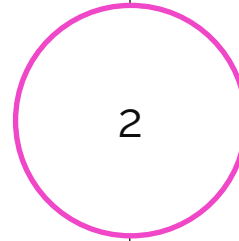
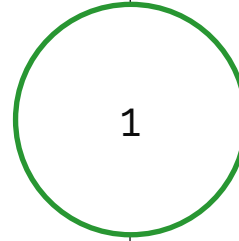


The automated reconciliation process of the Billed Member may be affected and :

- Increased operating costs or workloads,
- Increased processing time, or delays in payments
- Reduced the satisfaction
- Undermine the intended purpose of automation

Common Data Quality Issues – SIS Invoice

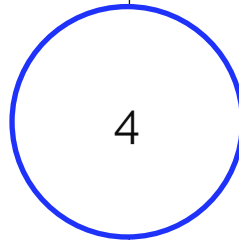
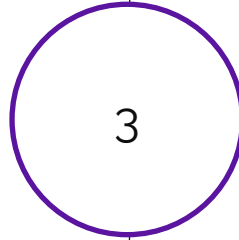
Inadequate Data
Invoice with only one Line Item.
Incomplete description at Line-Item or Line-Item
Detail level.



Unclear Data

Enter the Charge Code as the description at Line-Item
or Line-Item Detail.

Incorrect Data
Incorrect Charge Category, Charge Code or Charge
Code Type.



Substitution value

Using dummy or substitution value for Invoice
Mandatory fields.

Common Data Quality Issues - Supporting Documents

Quality of Supporting Document

Unclear scanned Supporting Doc.

1

2

Non-Alignment of items

Mismatch of number of line-Items or line-Item details between SIS invoice and Supporting Doc.

3

Non-Alignment of data

Mismatch of line-Item or line-Item details data (Quantity, Unit Price, etc.) between SIS invoice and attached Supporting Doc.

4

Large size

Long supporting documents without specifying the relation of data to SIS invoice which increases the workload

How to Improve the Data Quality of your invoice

Address the issue at the source



01

Data Standardization

- Define Master Data, Dictionary defined data,
- Mandatory/Recommended fields,
- Dependency among required fields

02

Data Validation

- Perform data validation checks at different levels of (1) field checks, (2) Line- Item, Line-Item Detail checks, (3) Invoice checks, and (4) file checks,
- Define clear and concise Error/Warning message that leads to resolve the issue

03

Acceptable Data Quality

- Specify industry data quality expectations,
- Define data descriptions and reference data,
- Provide user guidelines, etc.



Airlines perspective on MISC Data Quality

LUFTHANSA GROUP



SIS invoice should reflect information from the **Vendor invoice**, however ...

- ➡ Vendors send **invoice** produced from their internal system **as an attachment**.
- ➡ **Attachment** (vendor invoice) **contains more adequate information** about service description , service period, ordering department etc. than **Vendor SIS invoices**.
- ➡ **Attachments** are also **sent separately** via different channel e.g. e-mail, not only uploaded to SIS platform.

➡ Common mistakes recognized on the SIS Vendor invoices – Airlines perspective

- ❑ **Incorrect** Billed Entity.
- ❑ **Incorrect** invoice service description.
- ❑ **Inconsistent** information on an invoice & attachments.



Incorrect Billed Member – sample from Ground handling/Baggage delivery

Billing Entity Name Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #		Invoice # Date Month/Year Period Tax Invoice Number Charge Category Currency of Billing Currency of Clearance Settlement Method PO Number Location Code Transmitter Code Transmitter Name Attachments Line Item Details		Billed Entity Name Lufthansa Cargo AG Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #									
Header Notes:													
Line #	Date of Service	Charge Code	Loc. Code	Product Id	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1		Baggage Delivery			Baggage Delivery	1	EA						
Line Item Sub Total Invoice Header Sub Total Total Invoice Base Amount Total Invoice Additional Amount Total Invoice Tax Amount Total Invoice VAT Amount Total Due in Currency of Billing Total Due in Currency of Clearance @ Exchange Rate 1.00000													
Payment Terms DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE													



Baggage delivery doesn't belong to Cargo.

Incorrect service description – sample from Finance/MISC

Billing Entity Name Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #		Invoice # Date Month/Year Period Tax Invoice Number Charge Category Currency of Billing Currency of Clearance Settlement Method PO Number Location Code Transmitter Code Transmitter Name Attachments Line Item Details		Billed Entity Name Lufthansa Cargo AG Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #									
Line #	Date of Service	Charge Code	Loc. Code	Product Id	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2022-01-01 to 2022-01-31	Misc			Collection claim from 202103-P1 to settle pending invoices	1	EA						
Correct service is "Air Navigation charges"						Line Item Sub Total Invoice Header Sub Total Total Invoice Base Amount Total Invoice Additional Amount Total Invoice Tax Amount Total Invoice VAT Amount Total Due in Currency of Billing Total Due in Currency of Clearance @ Exchange Rate 1.00000							
Payment Terms DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE													



Information about correct service description was delivered in attachment.



➡ Inadequate data on SIS invoice: only 1 line item (sample for Airport/Passenger service)

Billing Entity Name Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #	Invoice # Date Month/Year Period Tax Invoice Number Charge Category: Airport Currency of Billing Currency of Clearance Settlement Method PO Number Location Code Transmitter Code Transmitter Name Attachments Line Item Details	Billed Entity Name Deutsche Lufthansa Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #
---	---	---

Line #	Date of Service	Charge Code	Loc. Code	Product Id	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
10	2022-05-11 to 2022-05-17	Passenger Services			Passenger Service Charge	1	EA						

Line Item Sub Total	
Invoice Header Sub Total	
Total Invoice Base Amount	
Invoice Additional Amount	
Total Invoice Tax Amount	
Total Invoice VAT Amount	
Total Due in Currency of Billing	
Total Due in Currency of Clearance @ Exchange Rate 1.00000	

VAT Breakdown	Label	VAT Text	Base Amount	VAT Rate	VAT Amount
	VAT Standard				

Description of the service has been included in 1 line, while the attachment includes the split of service for different airlines (within LH Group)



Information about service split was delivered in attachment. It's required for internal billing process



Not alignment of items: too general service description on SIS invoice (sample for Ground Handling/MISC)

Billing Entity Name Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #				Invoice # Date Month/Year Period Tax Invoice Number Charge Category Currency of Billing Currency of Clearance Settlement Method PO Number Location Code Transmitter Code Transmitter Name Attachments Line Item Details				Billed Entity Name Deutsche Lufthansa Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #					
Line #	Date of Service	Charge Code	Loc. Code	Product Id	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2022-05-01 to 2022-05-07	Misc		GROUND HANDLING INVOICE		1	EA						
a description of the service has been included in one line only, while the attachment includes a breakdown of various services delivered													
Total Due in Currency of Billing Total Due in Currency of Clearance @ Exchange Rate 0.92482													
Payment Terms DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE													



Multiply attachments included with split of various services delivered e.g. utilization, transport etc.

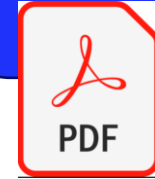


➡ Inadequate data on SIS invoice: incorrect service date

Billing Entity Name Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #		Invoice # Date Month/Year Period Tax Invoice Number Charge Category Currency of Billing Currency of Clearance Settlement Method PO Number Location Code Transmitter Code Transmitter Name Attachments Line Item Details		Billed Entity Name Deutsche Lufthansa Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #									
Line #	Date of Service	Charge Code	Loc. Code	Product Id	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2022-05-31	Lounge			LOUNGE APR22	1	EA						
Invoice date was used as a service date, while attachments present correct service date													
Line Item Sub Total Invoice Header Sub Total Total Invoice Base Amount Total Invoice Additional Amount Total Invoice Tax Amount Total Invoice VAT Amount Total Due in Currency of Billing Total Due in Currency of Clearance @ Exchange Rate 1.08129													
Payment Terms DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE													



Correct date of service delivered in attachments



- 4-Apr
- 7-Apr
- 7-Apr
- 9-Apr
- 11-Apr
- 11-Apr
- 14-Apr
- 14-Apr
- 16-Apr
- 16-Apr
- 18-Apr
- 18-Apr
- 21-Apr
- 21-Apr
- 23-Apr
- 23-Apr
- 25-Apr
- 25-Apr
- 28-Apr
- 30-Apr
- 30-Apr

IATA xml potentials/benefits

Invoice structured data (IATA xml files) are **created out of SIS invoice** to enable automated process of transferring invoice information to Recipient ERP system.

If information is **wrong** or **incomplete** the Recipient **cannot benefit from IATA process** and may experience:

- **Delays** in invoice processing; additional contact needed on both sides for clarification
- **Manual effort:** searching information on attachments
- **Stop automated** invoice processing process

Current initiative to increase SIS invoice quality

SIS invoices should reflect Supplier invoice from its ERP system,

How to achieve it?

- ❖ **Do not ignore** mistakes or incomplete information on the SIS invoice.
- ❖ Contact Vendor for **education** purposes
- ❖ Contact internal department to provide required information e.g. cost center etc.
- ❖ Regular **monitoring** of SIS invoice quality invoice during daily work.
- ❖ **Inform** IATA team



Airlines perspective on MISC Data Quality



Incorrect Charge Category: Invoice used 'Finance' Category when the actual billing was related to Aircraft Maintenance/Transit Services. Three schedules of details are only available in a document attachment.

Billing Entity Name Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #		Invoice # [redacted] Date [redacted] Month/Year May 23 Period 03 Tax Invoice Number [redacted] Charge Category Finance ← Currency of Billing [redacted] Currency of Clearance [redacted] Settlement Method ICH PO Number [redacted] Location Code [redacted] Transmitter Code [redacted] Transmitter Name [redacted] Attachments Yes Line Item Details No		Billed Entity Name QANTAS AIRWAYS LIMITED Entity Designator & Num.Code QF-081 Location ID Main Contact Person [redacted] Street 10 Bourke Road City MASCOT State/Region New South Wales Zip/Postal Code 2020 Country AUSTRALIA Tax/VAT Registration # [redacted] Company Registration # [redacted]									
Line #	Date of Service	Charge Code	Loc. Code	Product Id	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2022-11-01 to 2022-11-30	Misc			Transit Services carried out on your aircraft for the month of Nov 2022 as per statement attached.	1	EA	[redacted]	[redacted]	0.00	0.00	0.00	[redacted]
Line Item Sub Total									[redacted]	0.00	0.00	0.00	
Invoice Header Sub Total										0.00	0.00	0.00	
Total Invoice Base Amount									[redacted]				[redacted]
Total Invoice Additional Amount													[redacted]
Total Invoice Tax Amount													[redacted]
Total Invoice VAT Amount													[redacted]
Total Due in Currency of Billing											[redacted]		[redacted]
Total Due in Currency of Clearance @ Exchange Rate											[redacted]	USD	[redacted]
Payment Terms													
DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE													

Attachment breaks services down into several categories by individual flights over the dates of service into Routine Services, Rectification Manpower and Materials by individual date and aircraft.

Charge category is incorrectly shown as finance

Attachments had multiple schedules of rich data by date

		USAGES
ATA	ATD	Technical Service with Engineer Certification
02/11	02/11	1
04/11	04/11	1
06/11	06/11	1
09/11	09/11	1
11/11	11/11	1
13/11	13/11	1
16/11	16/11	1
18/11	18/11	1
20/11	20/11	1
23/11	23/11	1
25/11	25/11	1
27/11	27/11	1
30/11	30/11	1

➡ Poorly described line description. Does not even name specific service or Publication being charged.

Billing Entity Name Entity Designator & Num.Code Location ID Contact Person Street City State/Region Zip/Postal Code Country Tax/VAT Registration # Company Registration #		Invoice # [redacted] Date [redacted] Month/Year Jan 23 Period 04 Tax Invoice Number Charge Category Service Provider Currency of Billing [redacted] Currency of Clearance USD Settlement Method ICH PO Number Location Code [redacted] Transmitter Code [redacted] Transmitter Name Attachments No Line Item Details Yes		Billed Entity Name Entity Designator & Num.Code Location ID Contact Person Street City State/Region New South Wales Zip/Postal Code 2020 Country AUSTRALIA Tax/VAT Registration # [redacted] Company Registration # [redacted]									
Line #	Date of Service	Charge Code	Loc. Code	Product Id	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2023-02-01	Public	ati	on	Flat fee Q1 2023	1	EA	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Line Item Sub Total Invoice Header Sub Total Total Invoice Base Amount Total Invoice Additional Amount Total Invoice Tax Amount Total Invoice VAT Amount Total Due in Currency of Billing Currency of Clearance @ Exchange Rate									[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
VAT Text VAT									Base Amount	VAT Rate	VAT Amount	[redacted]	
Payment Terms DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE													

Description is not very descriptive, and does not even mention the 'publication' or service being provided by name. Supplier provides a number of services.

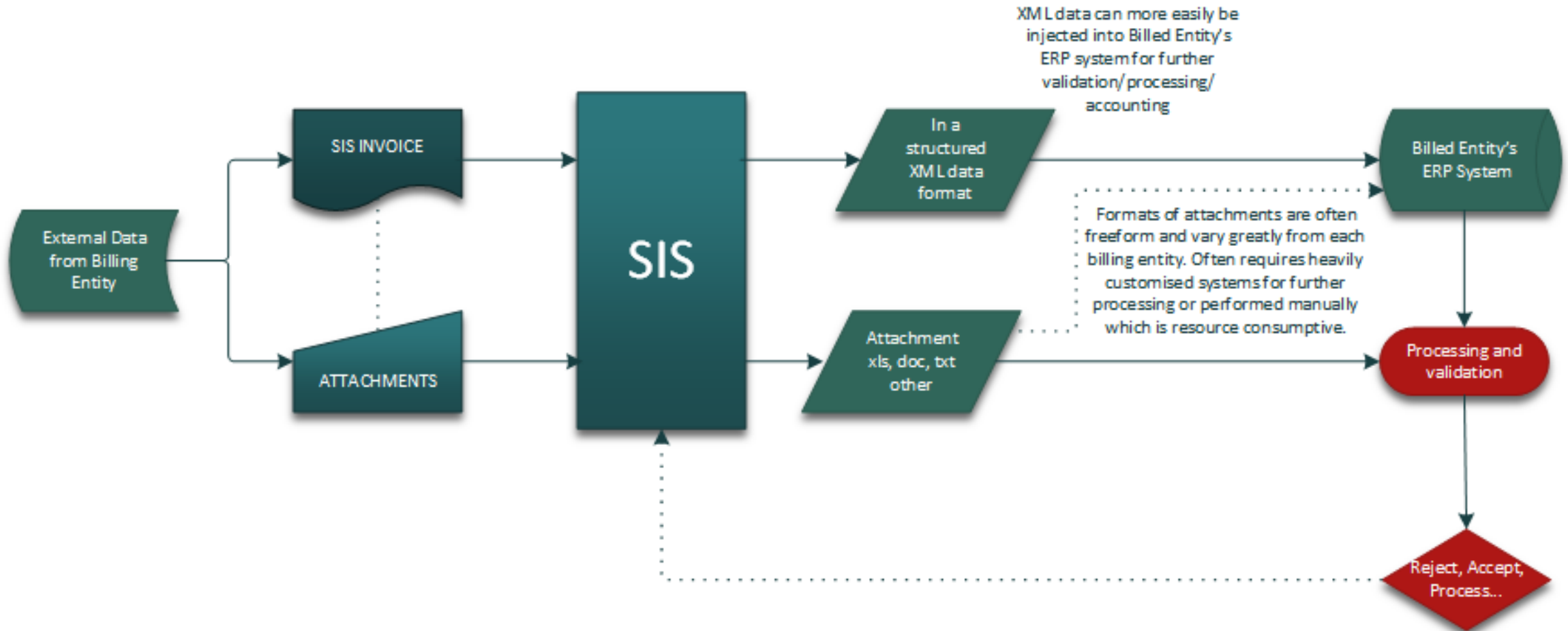
Increases difficulty to categorise + search for invoicing on specific products later.

An attachment was provided although few additional details provided.

It describes the same one-line fee.



Fields used in SIS invoice are transmitted via XML data file which is a structured, consistent and more efficient way of populating the billed entity's ERP system for subsequent processing and analysis.





KEY POINTS TO REMEMBER



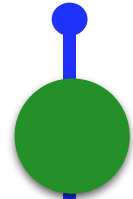
➡ Impact of Poor-Quality Data on Billed Member



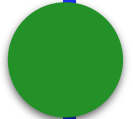
- Incomplete or inadequate data entry may lead to discrepancies or errors in financial records, impacting the accuracy of financial transactions.
- Missing or incorrect information can result in delayed or incorrect billing, affecting the accounting department.
- Inadequate data entry may result in difficulties reconciling invoices with corresponding payments, leading to discrepancies in accounts receivable or payable.
- Using attachments may lead to difficulties in tracking and making it challenging to monitor the data and, it adds to the workload, cost and dissatisfaction of the billed member.



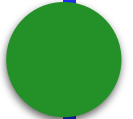
Best Practices



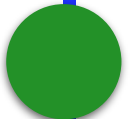
Proper data entry at “Invoice” level ensures that all relevant financial information is captured, including invoice amounts, due dates, payment terms, and applicable taxes.



Proper data entry at “Line-Item” and “Line-Item Detail” level ensures that all details are captured for the service/product provided, including charge code, charge code type, mandatory/recommended fields.



Complete and accurate data entry in compliance with IS-XML standard requirements and billing member expectations reduces the risk of invoice rejection or dispute.



Add supporting documents as legal requirement or compliance, evidence or proof of certain transactions, supplementary information that cannot be entered into the system, for example, the formula on how the charge amount was calculated.



How can the billing member benefit of quality data ?



Line Item #	Service Start Date	Service End Date	Description	Quantity	UOM Code	Unit Price	Scaling Factor	Line Detail Total
1	01-Jun-23	30-Jun-23	baggage A	1	EA	100.0000	1	100.0000
2	01-Jun-23	30-Jun-23	baggage B	1	EA	100.0000	1	100.0000

Using Attachment:

- Convenience, Familiarity
- Complex data entry
- Large Data Volumes
- Unstructured Data

Using Data Entry:

- Accessibility
- Searchability
- Data integrity
- Efficiency





Recommendation

Utilizing IS-XML files for data entry of large volumes rather than relying heavily on attachments



TIPS & REMINDERS ON ISPG PACKAGE

IATA - SIS for Suppliers

iata.org/en/services/finance/sis/suppliers/#tab-3

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RETURN TO SERVICES

- Financial Services
- Air Pulse
- Financial Services for Airlines
- Financial Services for Airports & Air Navigation
- Financial Services for Industry Partners
- Financial Services for Travel Professionals
- Simplified Invoicing and Settlement (SIS)

SIS for Suppliers & Air Operators

By facilitating the exchange of billing data information and digital invoices, Simplified Invoicing and Settlement (SIS) enables airlines and aviation business partners such as ground handlers, maintenance companies, manufacturers, airports and others, to engage in business through a single channel, contributing to a simpler and more efficient environment.

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Integrated Settlement Participation Guide (ISPG)

The ISPG contains all technical specifications and notes needed in order to fully implement integrated settlement with SIS. This documentation is revised from time to time as needed.

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

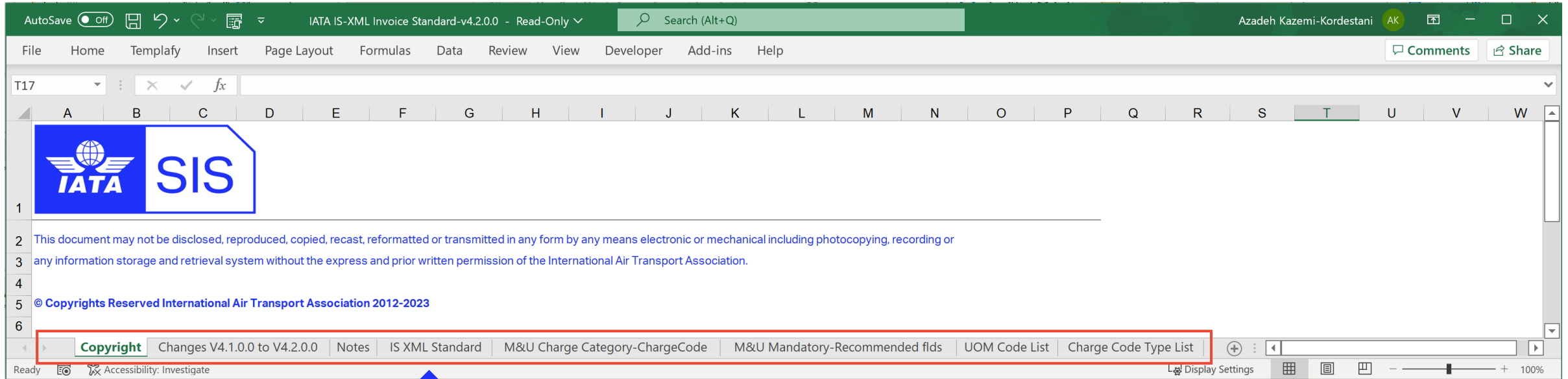
SIS for Suppliers



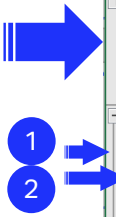
The screenshot displays a web browser window at iata.org/en/services/finance/sis/suppliers/#tab-3 and a Windows File Explorer window. The File Explorer window is open to the folder path: Complete ISPG Package v4.2.0.0 > IS-XML-Record-Structure-v4.2.0.0 > IS-XML-Record-Structure-v4.2.0.0. A table lists the contents of this folder:

Name	Type	Compressed size	Password pr...	Size
Supporting Attachments	File folder			
IATA IS-XML Invoice Standard-v4.2.0.0	Microsoft Excel Worksheet	775 KB	No	
IATA_IS_XML_Invoice_Standard_V4.2.0.3	W3C XML Schema	27 KB	No	
IATA_IS_XML_Sampling_Form_C_V4.2.0.3	W3C XML Schema	3 KB	No	
IATA_IS_XML_Standard_Base_Datatypes_...	W3C XML Schema	3 KB	No	
IATA_IS_XML_Standard_Custom_Dictionar...	W3C XML Schema	1 KB	No	
IATA_IS_XML_Standard_Main_Dictionary_...	W3C XML Schema	20 KB	No	
SIS P4 - IATA IS XML Sampling Form C-v...	Microsoft Excel Worksheet	88 KB	No	

The file 'IATA IS-XML Invoice Standard-v4.2.0.0' is highlighted with a red box, and a blue arrow points to it from the left. The browser window shows the IATA logo and navigation menus, with the 'SERVICES' menu highlighted in red.



❖ Invoice Header - ChargeCategory



	A	B	C	D	E	F	G	H	I	J	K	O	P	Q	R	S	T	
	0	Inv	2	3	4	5	6	7	(level)	Language		Billing Category P/C/M/U/G	Dictionary Defined D/P/N	Attribute Dictionary Defined D/P/N	Values	Description	Notes	
1	Ltr																	
2	1	InvoiceTransmission										G					Defines an Invoice transmission file Required Node	
3	2	TransmissionHeader										G					Header Information of the Invoice Transmission File	
11	10	Invoice										G						
12	11	InvoiceHeader										G						
13	12	InvoiceNumber										G	N				Invoice Number	
14	13	InvoiceDate										G	N				Local date for the invoice	
15	14	InvoiceType										G	D		Dictionary defined: Invoice	Type of invoice as defined in the dictionary	In case of 'Invoice' the total invoice amount (TotalAmount in InvoiceSummaryNode) should be a positive amount	
16	15	TaxInvoiceNumber										M	N			Unique tax invoice number for Tax Jurisdiction	This field is only needed: if required for the issuing or affiliate tax jurisdiction	
17	16	TaxPointDate										M	N			Date on which tax is due or calculated.	This field is only needed if the tax point date is different from	
18	17	LocationCode										M	D		Dictionary defined: IATA AirportCode or UNLOCODE	IATA airport/city code or UNLOCODE	A location code should be provided at the invoice header	
19	18	LocationCode_ICAO										M	D		Dictionary defined: ICAO airport code	ICAO airport code	A location code should be provided at the invoice header	
20	19	LocationName										M	N			Name for location of goods or services.		
21	20	ChargeCategory										G	D		Dictionary defined:	Supplier-provided coding to distinguish the broad category of services being billed on any one invoice.	ChargeCode gives more details at line item level about the service being invoiced.	
21	21	SellerOrganization										G				Parent node for issuing entity information.	The group SellerOrganization describes the party raising the invoice or on behalf of whom the invoice is raised.	
22	47	BuyerOrganization										G				Buying entity;	The group BuyerOrganization describes the party receiving the invoice.	
48	73	OtherOrganization										MAU						
74	107	PaymentTerms										G					Parent node for payment information	
108	123	ISDetails										G					This node will be used specifically for SIS.	
124	142	PONumber										MAU	N				Purchase Order number should be stated here	
143	143	InvoiceData @Name										MAU	N	P	Attribute 'Name' is partially dictionary defined: SalesOrderNumber / SubmitUserID / PreviousInvoiceNumber	Extension fields	If InvoiceType=CreditNote and InvoiceData Name= PreviousInvoiceNumber is instantiated, then the xml message	
144	144	Notes @Type										MAU	N	P	Attribute 'Type' is partially dictionary defined: Affiliate / Tax / PaymentTerms / Claims / RemitTo	Free form text	Note a reference to a previous invoice number or BOL if the current invoice is a credit memo.	
145	145	Attachment										MAU					This node is used to indicate if there are any attachments to the invoice.	
146	152	Layout										G					This element has no direct use for the biller and should be ignored for automated reconciliation purposes. Where used, it contains lower-	
153	156	InvoiceTemplateLanguage										M	N		Accepted values: en: English			
157	157	Lineltem										G					This is the line items that generally appear on the invoice summary. The line items may be made of line item details.	
158	214	LineltemDetail										G						
215	1093	InvoiceSummary										G					Invoice summary information	
1166	1165	TransmissionSummary										G						



❖ Invoice Header - ChargeCategory

Line	Code	Level	Language	Billing Category P/C/M/U/G	Dictionary Defined D/P/N	Attribute Dictionary Defined D/P/N	Values	Description	Notes
1	InvoiceTransmission			G				Defines an Invoice transmission file Required Node	
2	TransmissionHeader			G				Header Information of the Invoice Transmission File	
10	Invoice			G					
11	InvoiceHeader			G					
13	InvoiceNumber			G	N			invoice Number	
14	InvoiceDate			G	N			Local date for the invoice	
15	InvoiceType			G	D		Dictionary defined: Invoice	Type of invoice as defined in the dictionary	In case of 'Invoice' the total invoice amount (TotalAmount in InvoiceSummaryNode) should be a positive amount.
16	TaxInvoiceNumber			M	N			Unique tax invoice number for Tax Jurisdiction	This field is only needed: if required for the issuing or affiliate tax jurisdiction
17	TaxPointDate			M	N			Date on which tax is due or calculated.	This field is only needed if the tax point date is different from InvoiceDate
18	LocationCode			M	D		Dictionary defined: IATA AirportCode or UNLOCODE	IATA airport/city code or UN/LOCODE	A location code should be provided at the invoice header
19	LocationCode_ICAO			M	D		Dictionary defined: ICAO airport code	ICAO airport code	A location code should be provided at the invoice header
19	LocationName			M	N			Name for location of goods or services.	
20	ChargeCategory			G	D		Dictionary defined:	Supplier-provided coding to distinguish the broad category of services being billed on any one invoice.	ChargeCode gives more details at line item level about the service being invoiced.
21	SellerOrganization			G				Parent node for issuing entity information.	The group SellerOrganization describes the party raising the invoice or on behalf of whom the invoice is raised.
47	BuyerOrganization			G				Buying entity;	The group BuyerOrganization describes the party receiving the invoice.
73	OtherOrganization			M/U					
107	PaymentTerms			G				Parent node for payment information	
123	ISDetails			G				This node will be used specifically for SIS.	
142	PONumber			M/U	N			Purchase Order number should be stated here	
143	InvoiceData @Name			M/U	N	P	Attribute 'Name' is partially dictionary defined: SalesOrderNumber / SubmitUserID / PreviousInvoiceNumber	Extension fields	If InvoiceType=CreditNote and InvoiceData Name= PreviousInvoiceNumber is instantiated, then the xml message
144	Notes @Type			M/U	N	P	Attribute 'Type' is partially dictionary defined: Affiliate / Tax / PaymentTerms / Claims / RemitTo	Free form text	Note a reference to a previous invoice number or BOL if the current invoice is a credit memo.
145	Attachment			M/U				This node is used to indicate if there are any attachments to the invoice.	
152	Layout			G				This element has no direct use for the biller and should be ignored for automated reconciliation purposes. Where used, it contains lower-	
156	InvoiceTemplateLanguage			M	N		Accepted values: en: English		
157	LinItem			G					This is the line items that generally appear on the invoice summary. The line items may be made of line item details.
214	LinItemDetail			G					
1093	InvoiceSummary			G				Invoice summary information	
1165	TransmissionSummary			G					



❖ Invoice Header - ChargeCategory

Structure / Elements				ATC										Airport							Aviation Fuel				Cargo						Engin																			
Line #	0	1	2	3	4	5	6	7	Level	Occurrence	Type	Size	Approach	Communication	En-Route	Meteorology	Misc	Oceanic	Over-flight	Fees	Lighting	Misc	Pass and ID	Passenger Services	Runway Charges	Security	Utilities	Farm	Fuel	Into Plane	Misc	Block Space	Code Share	Commission	Misc	Storage	ULD Demurrage	ULD	Finance	Handling LIM	Interest	Lease	Loans	Maintenance Reserve	Misc					
1	InvoiceTransmission									1																																								
2	TransmissionHeader									1																																								
10	InvoiceHeader									1-00																																								
12	InvoiceNumber									1	AN	30	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L		
13	InvoiceDate									1	DT		L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
14	InvoiceType									1	AN	25	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
15	TaxInvoiceNumber									0-1	AN	25																																						
16	TaxPointDate									0-1	DT																																							
17	LocationCode									0-1	AN	5	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
18	LocationCode_ICAO									0-1																																								
19	LocationName									0-1																																								
20	ChargeCategory									1																																								
21	SellerOrganization									1																																								
47	BuyerOrganization									1																																								
73	OtherOrganization									0-00																																								
107	PaymentTerms									1																																								
122	IDetails																																																	
141	PONumber									0-1																																								
142	InvoiceData @Name									0-20																																								
143	Notes @Type									0-10																																								
144	Attachment									0-00																																								
151	Layout									0-1																																								
152	Description									1																																								
153	Version									1	AN	50																																						
154	[any valid XML formatted name]									0-00																																								
155	LinItem									1-00																																								
213	LinItemDetail									0-00																																								
1092	InvoiceSummary									1																																								
1164	TransmissionSummary									1																																								

ChargeCategory:

- Distinguishes the broad category of services being billed on an invoice.
- Used by the recipient to decide which IT system or department needs to receive the invoice .
- For e.g.: Ground Handling, Engineering, etc.

M&U Charge Category-ChargeCode



Line Item- ChargeCode

- 1
- 2

Lin	0	Inv	3	4	5	6	7	(level)	Language	Occurrence	Type	Size	Billing Category P/C/M/U/G	Dictionary Defined D/P/N	Attribute Dictionary Defined D/P/N	Values	Description
1	1	InvoiceTransmission								1			G				Defines an Invoice transmission file Required Node
2	2	TransmissionHeader								1			G				Header Information of the Invoice Transmission File
11	10	Invoice								1-oo			G				
12	11	InvoiceHeader								1			G				
157		LinItem								1-oo			G				
158	158	LinItemNumber								1	N	6	G	N			Serial line item number
159	159	POLinItemNumber								0-1	N	6	MU	N			Corresponding PO line item number, if any.
160	160	ChargeCode								1	AN	25	G	P		Dictionary defined:	Specifies the nature of the service charged
161	161	ChargeBasis								0-1	AN	25	G	D		Dictionary defined: Aircraft / Passenger / Flight / Parking / Distance / Bag /	Charge basis indicator. Indicates the major factor impacting the charge.
162	162	ChargeCodeType								0-1	AN	50	MU	N		Only for Miscellaneous Category Billings as per worksheet 'Charge Code Type List	To further categorize the charge code. Valid values depends on charge code: Refer to sheet Charge code type for more
163	163	Description								0-1	AN	240	G	N			Free text that describes the product or service delivered.
164	164	RejectionReasonCode								0-1	AN	2	M	D		As per values published in the ISPG	Applicable for Miscellaneous Rejection Invoices only and mandatory for Miscellaneous Rejection Invoices. This defines
165	165	ProductID								0-1	AN	25	MU	N			Supplier code for the product or service.
166	166	StartDate								0-1	DT		MU	N			Start date of the service invoiced
167	167	EndDate								0-1	DT		MU	N			End date of the service invoiced
168	168	LocationCode								0-1	AN	5	MU	D		Dictionary defined: IATA AirportCode or	IATA airport code or UN/LOCODE or city code if non-airport.
169	169	LocationCode_ICAO								0-1	AN	4	MU	D		Dictionary defined: ICAO Airport Code	ICAO airport code
170	170	LocationName								0-1	AN	50	MU	N			Location of goods or services.
171	171	MinimumQuantityFlag								0-1	A	1	M	D		Dictionary defined: Y - Yes	To indicate if the validation of Quantity * Unit Price/SF should be switched off.
172	172	Quantity @UOMCode								0-1	N	18,4	MU	N	D	Attribute 'UOMCode' is mandatory and 3AN.	Quantity of service/ product/ goods provided
173	173	UnitPrice @SF								0-1	N	18,4	MU	N	N		Basis unit price, not taking into account any adjustment
174	174	ChargeAmount @Name								1-2	N	18,3	G	N	D	Attribute 'Name' is 25AN and is optional.	Total line item amount taking into account adjustments at line



❖ Line Item- ChargeCode

1	2	3	4	5	6	7	8	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
		0	Inv	2	3	4	5	6	7	(level)	Language							Occurrence	Type	Size	Billing Category P/C/M/U/G	Dictionary Defined D/P/N	Attribute Dictionary Defined D/P/N	Values	Description	
1	Lin																									
2	1	InvoiceTransmission																1				G				Defines an Invoice transmission file Required Node
3	2	TransmissionHeader																1				G				Header Information of the Invoice Transmission File
11	10	Invoice																1-oo				G				
12	11	InvoiceHeader																1				G				
157		LinItem																1-oo				G				
158																										
159	158	LinItemNumber																1	N	6		G	N			Serial line item number
160	159	POLinItemNumber																0-1	N	6		M/U	N			Corresponding PO line item number, if any.
161	160	ChargeCode																1	AN	25		G	P		Dictionary defined:	Specifies the nature of the service charged
162	161	ChargeBasis																0-1	AN	25		G	D		Dictionary defined: Aircraft / Passenger / Flight / Parking / Distance / Bag /	Charge basis indicator. Indicates the major factor impacting the charge.
163	162	ChargeCodeType																0-1	AN	50		M/U	N		Only for Miscellaneous Category Billings as per worksheet 'Charge Code Type List	To further categorize the charge code. Valid values depends on charge code: Refer to sheet Charge code type for more
164	163	Description																0-1	AN	240		G	N			Free text that describes the product or service delivered.
165	164	RejectionReasonCode																0-1	AN	2		M	D		As per values published in the ISPG	Applicable for Miscellaneous Rejection Invoices only and mandatory for Miscellaneous Rejection Invoices. This defines
166	165	ProductID																0-1	AN	25		M/U	N			Supplier code for the product or service.
167	166	StartDate																0-1	DT			M/U	N			Start date of the service invoiced
168	167	EndDate																0-1	DT			M/U	N			End date of the service invoiced
169	168	LocationCode																0-1	AN	5		M/U	D		Dictionary defined: IATA AirportCode or	IATA airport code or UN/LOCODE or city code if non-airport.
170	169	LocationCode_ICAO																0-1	AN	4		M/U	D		Dictionary defined: ICAO Airport Code	ICAO airport code
171	170	LocationName																0-1	AN	50		M/U	N			Location of goods or services.
172	171	MinimumQuantityFlag																0-1	A	1		M	D		Dictionary defined: Y - Yes	To indicate if the validation of Quantity * Unit Price/SF should be switched off.
173	172	Quantity @UOMCode																0-1	N	18,4		M/U	N	D	Attribute 'UOMCode' is mandatory and 3AN.	Quantity of service/ product/ goods provided
174	173	UnitPrice @SF																0-1	N	18,4		M/U	N	N		Basis unit price, not taking into account any adjustment
175	174	ChargeAmount @Name																1-2	N	18,3		G	N	D	Attribute 'Name' is 25AN and is optional.	Total line item amount taking into account adjustments at line



The image shows a spreadsheet representing an XML schema for 'LineItem- ChargeCode'. The columns are organized into categories: Structure / Elements, ATC, Airport, Aviation Fuel, Cargo, and Engine. A blue arrow points to the 'Structure / Elements' column. A large blue callout box defines 'ChargeCode'.

Line #	0	1	2	3	4	5	6	7	level	Occurrence	Type	Size	Approach	Communication	En-Route	Meteorology	Misc	Oceanic	Over-flight	Fees	Lighting	Misc	Parking	Pass and ID	Passenger Services	Runway Charges	Security	Utilities	Farm	Fuel	Into Plane	Misc	Block Space	Code Share	Commission	Misc	Storage	ULD Demurrage	ULD	Finance	Handling LM	Interest	Lease	Loans	Maintenance Reserve	Misc				
2	InvoiceTransmission																																																	
3	TransmissionHeader									1																																								
10	Invoice									1-oo																																								
11	InvoiceHeader									1																																								
12	InvoiceNumber									1	AN	30	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
13	InvoiceDate									1	DT		L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
14	InvoiceType									1	AN	25																																						
15	TaxInvoiceNumber									0-1	AN	25																																						
16	TaxPointDate									0-1	DT																																							
17	LocationCode									0-1	AN	5	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
18	LocationCode_ICAO									0-1	AN	4																																						
19	LocationName									0-1	AN	50																																						
20	ChargeCategory									1	AN	25																																						
21	SellerOrganization									1																																								
22	BuyerOrganization									1																																								
23	OtherOrganization									0-oo																																								
47	PaymentTerms									1																																								
73	ISDetails									0-oo																																								
107	PONumber									0																																								
122	InvoiceData @Name									0-oo																																								
141	Notes @Type									0-oo																																								
142	Attachment									0-oo																																								
143	Layout									0																																								
144	Description									0-oo																																								
145	Version									0-oo																																								
146	[any valid XML formatted name]									0-oo																																								
153	LineItem									1-oo																																								
211	LineItemDetail									0-oo																																								
1090	InvoiceSummary									1																																								
1162	TransmissionSummary									1																																								

ChargeCode:

- Specifies the nature of the service charged within a Charge Category
- For e.g.: Mishandling Baggage, Ramp Handling services within Charge Category Ground Handling

M&U Charge Category-ChargeCode

❖ Line Item- ChargeCodeType

1	2	3	4	5	6	7	8	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
		0	Inv2	3	4	5	6	7	(level)	Language								Occurrence	Type	Size	Billing Category P/C/M/U/G	Dictionary Defined D/P/N	Attribute Dictionary Defined D/P/N	Values	Description	
1	Lin																									
2	1	InvoiceTransmission																1				G				Defines an Invoice transmission file Required Node
3	2	TransmissionHeader																1				G				Header Information of the Invoice Transmission File
11	10	Invoice																1-oo				G				
12	11	InvoiceHeader																1				G				
157		LinItem																1-oo				G				
158																										
159	158	LinItemNumber																1	N	6		G	N			Serial line item number
160	159	POLinItemNumber																0-1	N	6		M/U	N			Corresponding PO line item number, if any.
161	160	ChargeCode																1	AN	25		G	P	Dictionary defined:		Specifies the nature of the service charged
162	161	ChargeBasis																0-1	AN	25		G	D	Dictionary defined: Aircraft / Passenger / Flight / Parking / Distance / Bag /		Charge basis indicator. Indicates the major factor impacting the charge.
163	162	ChargeCodeType																0-1	AN	50		M/U	N		Only for Miscellaneous Category Billings as per worksheet 'Charge Code Type List	To further categorize the charge code. Valid values depends on charge code: Refer to sheet Charge code type for more
164	163	Description																0-1	AN	240		G	N			Free text that describes the product or service delivered.
165	164	RejectionReasonCode																0-1	AN	2		M	D		As per values published in the ISPG	Applicable for Miscellaneous Rejection Invoices only and mandatory for Miscellaneous Rejection Invoices. This defines
166	165	ProductID																0-1	AN	25		M/U	N			Supplier code for the product or service.
167	166	StartDate																0-1	DT			M/U	N			Start date of the service invoiced
168	167	EndDate																0-1	DT			M/U	N			End date of the service invoiced
169	168	LocationCode																0-1	AN	5		M/U	D	Dictionary defined: IATA AirportCode or		IATA airport code or UN/LOCODE or city code if non-airport.
170	169	LocationCode_ICAO																0-1	AN	4		M/U	D	Dictionary defined: ICAO Airport Code		ICAO airport code
171	170	LocationName																0-1	AN	50		M/U	N			Location of goods or services.
172	171	MinimumQuantityFlag																0-1	A	1		M	D	Dictionary defined: Y - Yes		To indicate if the validation of Quantity * Unit Price/SF should be switched off.
173	172	Quantity @UOMCode																0-1	N	18,4		M/U	N	D	Attribute 'UOMCode' is mandatory and 3AN.	Quantity of service/ product/ goods provided
174	173	UnitPrice @SF																0-1	N	18,4		M/U	N	N		Basis unit price, not taking into account any adjustment
175	174	ChargeAmount @Name																1-2	N	18,3		G	N	D	Attribute 'Name' is 25AN and is optional.	Total line item amount taking into account adjustments at line



❖ Line Item- ChargeCodeType

	A	B	C	D	E	F	G	H	I	J
1	CHARGE_CATEGORY_NAME	CHARGE_CODE_NAME	CHARGE_CODE_TYPE	IATA_STANDARDS_REF						
112	Ground Handling	Mishandling Baggage	Lost Baggage Tracing							
113	Ground Handling	Motor Fuel	Diesel Fuel							
114	Ground Handling	Motor Fuel	Unleaded Fuel							
115	Ground Handling	Passenger Handling	Ambu - Lift							
116	Ground Handling	Passenger Handling	Boarding Pass							
117	Ground Handling	Passenger Handling	Check in Counter Charges							
118	Ground Handling	Passenger Handling	Custom clearance							
119	Ground Handling	Passenger Handling	Customer Service - Agents OT							
120	Ground Handling	Passenger Handling	Customer Service - Supervisor Normal Time							
121	Ground Handling	Passenger Handling	Customer Service - Supervisor OT							
122	Ground Handling	Passenger Handling	Customer Service Agents - Normal Time							
123	Ground Handling	Passenger Handling	Customer Service Agents - Wheelchair Service							
124	Ground Handling	Passenger Handling	Cute Charges - Fixed for charges							
125	Ground Handling	Passenger Handling	Cute System Charges - Pax							
126	Ground Handling	Passenger Handling	Cute System charges - Transfer Transit							
127	Ground Handling	Passenger Handling	DCS Charge							
128	Ground Handling	Passenger Handling	Escorting Agent - Concierge Service							
129	Ground Handling	Passenger Handling	Escorting Agent - Medical Service							
130	Ground Handling	Passenger Handling	Fast Track Charges							
131	Ground Handling	Passenger Handling	Gate Counter Charges							

[Charge Code Type List](#)

❖ Mandatory-Recommended Fields

	A	B
1	Charge Category	Charge Code
+ 1		
+ 2	Airport	
+ 128	ATC	
+ 267	Aviation Fuel	
+ 401	Cargo	
+ 478	Engineering	
+ 616	Finance	
+ 670	Flight Ops	
1	690 Ground Handling	
+ 974	IT Services	
+ 1024	Mail	
+ 1045	Partner Alliance	
+ 1087	Property	
+ 1121	ServiceProvider	
+ 1227	UATP	
+ 1254		

1 →

↑

	A	B
1	Charge Category	Charge Code
- 690	Ground Handling	
+ 691	Ground Handling	Baggage
+ 700	Ground Handling	Baggage Delivery
+ 709	Ground Handling	Cargo Handling
+ 719	Ground Handling	Catering
+ 740	Ground Handling	Cleaning
+ 751	Ground Handling	Commission
+ 756	Ground Handling	Crew Accommodation
+ 768	Ground Handling	Crew Transportation
+ 778	Ground Handling	Customs Service Charge
+ 785	Ground Handling	Deicing
+ 796	Ground Handling	Departure Stamps
+ 804	Ground Handling	FastTrack
+ 812	Ground Handling	Immigration Fines
+ 821	Ground Handling	Limousine
+ 847	Ground Handling	Lounge
+ 858	Ground Handling	Misc
+ 868	Ground Handling	Mishandling Baggage
+ 880	Ground Handling	Mishandling Passenger
+ 888	Ground Handling	Motor Fuel
+ 894	Ground Handling	Passenger Handling
+ 905	Ground Handling	Passenger Transportation
+ 915	Ground Handling	Passenger Security
+ 924	Ground Handling	Ramp Handling
+ 935	Ground Handling	Rent Equipment
+ 945	Ground Handling	Stand
+ 959	Ground Handling	STPC
+ 968	Ground Handling	Utilities

2 →

2 →

❖ Mandatory-Recommended Fields

Charge Category	Charge Code	Field Name	Level	Type	Size	Mandatory (M) Recommended (f)	Value/Format	
690	Ground Handling							
691	Ground Handling	Baggage						
692	Ground Handling	Baggage	AircraftTypeCode	LinItemDetail	AN	3	M	Dictionary defined (IATA aircraft type codes) '0' (Numeric Zero) will also be allowed as substitution value
693	Ground Handling	Baggage	ChargeCodeType	LinItem	AN	50	R	Refer to charge code Type list
694	Ground Handling	Baggage	FlightDateTime	LinItemDetail	DT		M	YYYY-MM-DDThh:mm:ss Time is optional
695	Ground Handling	Baggage	FlightNo	LinItemDetail	AN	8	M	
696	Ground Handling	Baggage	LocationCode	Invoice or LinItem	AN	5	M	IATA airport code or UN/LOCODE or city code if non-airport.
697	Ground Handling	Baggage	ProductID	LinItem & LinItemDetail	AN	25	R	
698	Ground Handling	Baggage	AgreementID	LinItemDetail	AN	35	R	UTF-8 characters are supported by SIS.
699	Ground Handling	Baggage	CommitmentID	LinItemDetail	AN	35	R	UTF-8 characters are supported by SIS.

Charge Category	Charge Code	Field Name	Level	Type	Size	Mandatory (M) Recommended (f)	Value/Format
1227	UATP						
1254							

880	Ground Handling	Mishandling Passenger
888	Ground Handling	Motor Fuel
894	Ground Handling	Passenger Handling
905	Ground Handling	Passenger Transportation
915	Ground Handling	Passenger Security
924	Ground Handling	Ramp Handling
935	Ground Handling	Rent Equipment
945	Ground Handling	Stand
959	Ground Handling	STPC
968	Ground Handling	Utilities

The screenshot displays a web browser window at iata.org/en/services/finance/sis/suppliers/#tab-3. The navigation menu includes 'ABOUT US', 'CAREERS', 'CONTACT & SUPPORT', 'PROGRAMS & POLICY', 'PUBLICATIONS', 'SERVICES' (highlighted), 'TRAINING', 'EVENTS', and 'PRESSROC'. Below the browser, a Windows File Explorer window is open to the folder 'Complete ISPG Package v4.2.0.0'. The file list is as follows:

Name	Type	Compressed s
Excel to IS-XML	Compressed (zipped) Folder	
IS-IDEC-Record-Structure-v4.2.0.0	Compressed (zipped) Folder	
IS-XML-Record-Structure-v4.2.0.0	Compressed (zipped) Folder	
Sample Files	Compressed (zipped) Folder	
SIS-P4-Materials-ISPG-Change-Log-v4.2.0.0	Adobe Acrobat Document	
SIS-P4-Materials-SIS-Participation-Guide-Version-4.2.0.0	Adobe Acrobat Document	

A blue arrow points to the file 'SIS-P4-Materials-SIS-Participation-Guide-Version-4.2.0.0'. Below the file explorer, the browser content shows the 'Integrated Settlement Participation Guide (ISPG)' page, which includes the text: 'The ISPG contains all technical specifications and notes needed in order to fully implement integrated settlement with SIS. This documentation is revised from time to time as needed.' and a list of links: 'Complete ISPG package v4.2.0.0 (zip)' and 'Complete ISPG package v4.2.0.0 (zip) with tracked changes'.

SIS – Simplified Invoicing and Settlement

SIS Participation Guide



5.2.10 Charge Category – Ground Handling

Services provided to an aircraft while it is on ground primarily those when parked on stand.
The various charge codes in this category are:

5.2.10.1 Charge Code: Baggage

For transportation, loading, unloading or storage of baggage when charged separately from other handling. Covered by Section 3.1 of IATA Standard Ground Handling Agreement (SGHA).

Required Fields

Mandatory Fields:

- Aircraft Type Code
- Flight Number
- Location Code (Airport Code where the baggage handling happens)
- Flight Date

Recommended Fields:

- Charge Code Type
- ProductID
- AgreementID
- CommitmentID



Please contact us if you are :



Experiencing any SIS Invoice Data Quality issues



Seeking our assistance in improving Data Quality

www.IATA.org/CS

More information on SIS Website : www.iata.org/SIS

'SIS For Airlines' *or* 'SIS For Suppliers' >>'Documents' tab



Q&A

Thank you