

SIS WEBINAR #01 – 2024 SIS for Beginners



22 March 2024

Presenters

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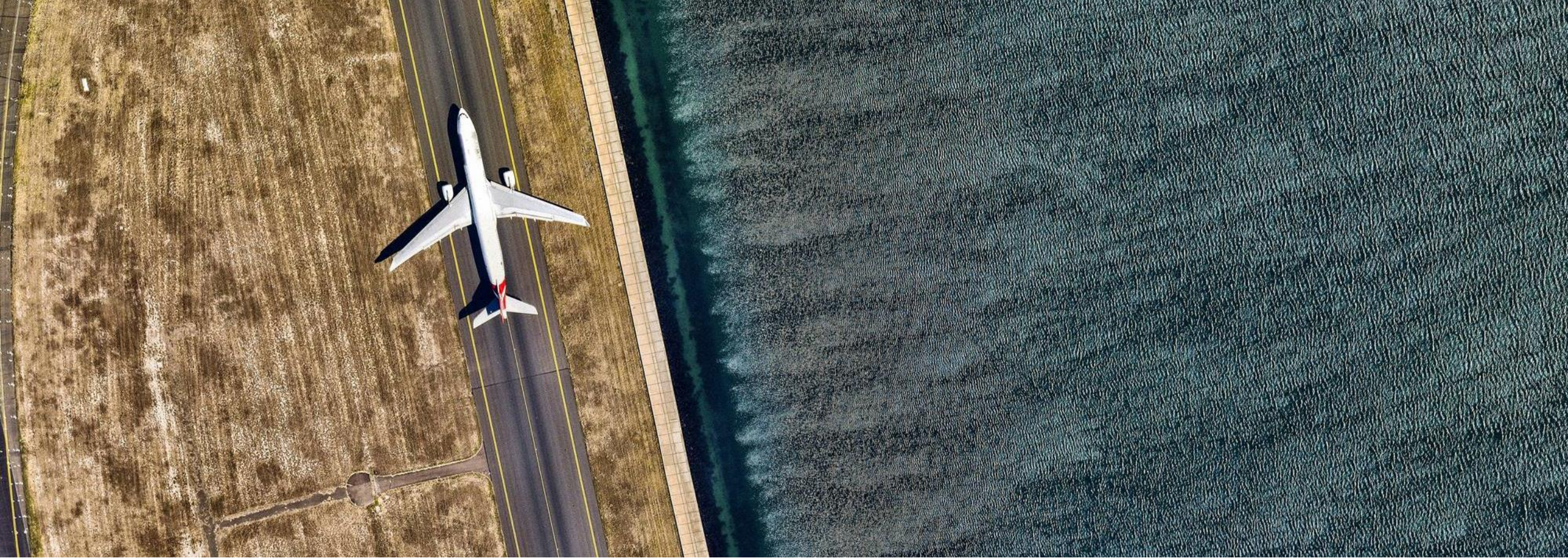
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IATA (YMQ)

Agenda

- Introduction to SIS
- How to Login to SIS?
- Your SIS Member Profile
- Contact & User Management
- Demo
- Billing Categories
- Settlement with the Clearing House (ICH/ACH)
- How to Send and Receive invoices in SIS
- SIS Reports and Output Files.
- SIS Reference Material & Customer Support
- Demo
- Q&A





Introduction to SIS



What is SIS?

IATA's Simplified Invoicing and Settlement (SIS) is the highly cost-effective **electronic invoicing platform** developed by IATA to **remove all paper** from the invoicing and settlement of industry services.

SIS is **streamlining processes** by enabling the **exchange of electronic data** among the industry to **reduce direct operating costs**.

The use of a single standards simplifies business activity for the industry and allows suppliers to use **one invoicing standard** and process for all their airline customers.



SIS Membership Types

FEATURES	SIS FOR AIRLINES & INTERMODAL (ISPA)	SIS FOR SUPPLIERS & AIR OPERATORS (ISUA)	SIS FOR INVOICE RECEIVERS (TOU)
Billing Categories (submission classes)	PAX / CGO / UATP / MISC	MISC	MISC
Sending e-invoices	Y	Y	N
Receiving e-invoices	Y	Y	Y
User Access	Unlimited	Unlimited	One (1) User
ERP Integration	Y	Y	N
Data Validation	Y	Y	Y
Automated Posting & Reconciliation	Y	Y	N
Online Functions & Dashboard	Y	Y	N
Audit Trail	Y	Y	N
Fees	Y	Y	N
Payment Status	Y	Y	Y

SIS Reference Documentation

The following are important documents for implementing and using SIS; the documents are available on our website at www.iata.org/sis and are updated regularly to reflect any system or validation changes.

These will be referenced throughout the webinar.

- ❖ [SIS Member User Guide](#)
- ❖ [SIS Participation Guide \(ISPG\)](#)
- ❖ [IS-XML Invoicing Record Structures](#)
- ❖ [Sample Files](#)
- ❖ [Sign Up and Certification Guide](#)
- ❖ [Revenue Accounting Manual](#)
- ❖ [SIS Bulletins & Communications](#)





How to Login to SIS?



SIS Login via IATA Customer Portal

1. All SIS Users are required to access IS-WEB via the Single Sign-On service in the [IATA Customer Portal](#) only. If you do not have an existing account, you may click "Create New User" to self-register.

IATA CUSTOMER PORTAL

Welcome to the
IATA Customer Portal

- Access IATA services**
Directly access more than 60 IATA services, specially selected for you.
- Stay up to date**
Easily manage and update your IATA profile.
- Find special offers**
Discover the selection of publications, trainings and other IATA products and services.
- Get answers**
Access our extensive collection of questions & answers; and get direct support from IATA.

[Go to our FAQ](#)

Login

Email
user@email.com

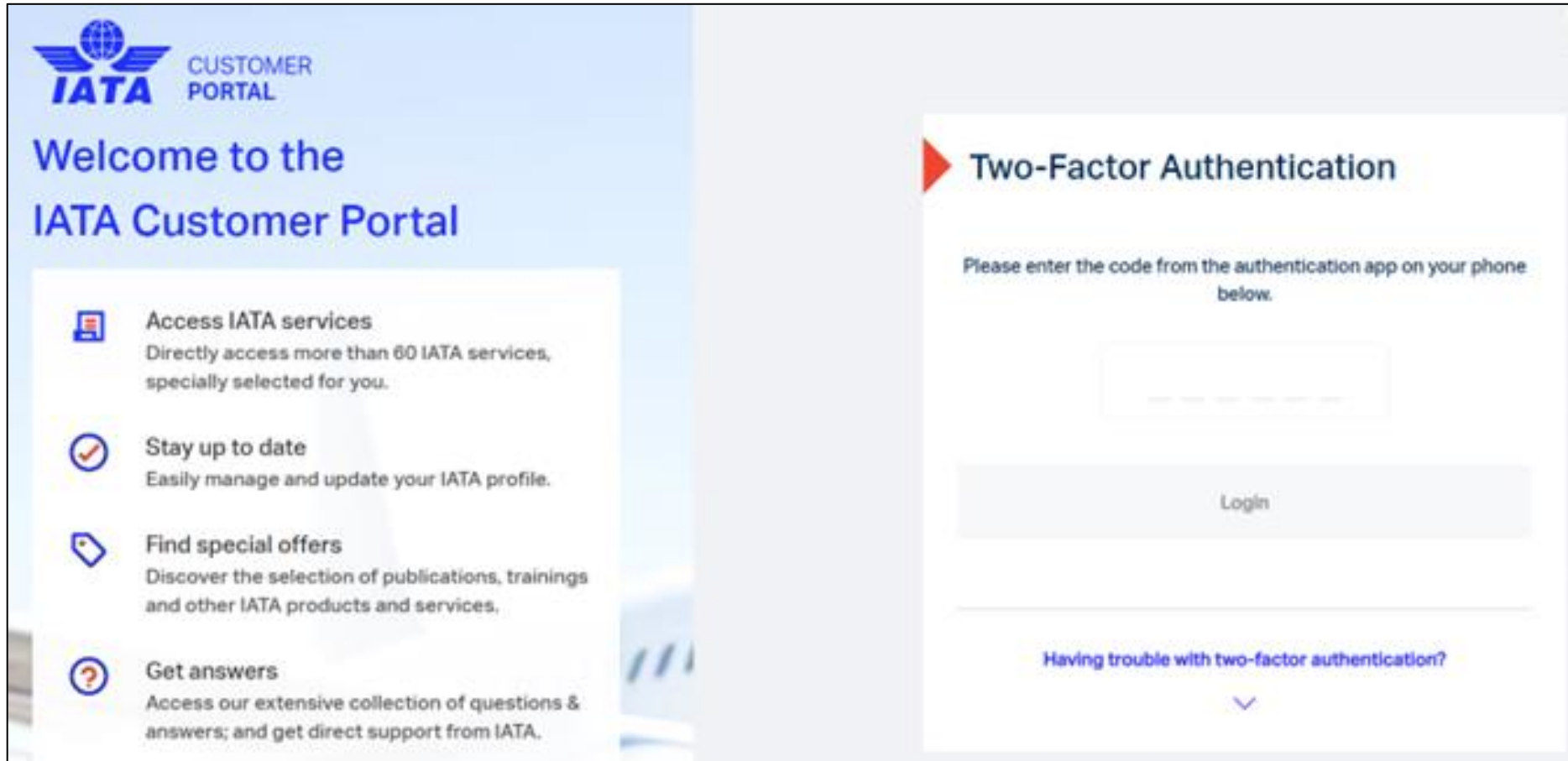
Password [Forgot Password?](#)
.....

Login

New to the IATA Customer Portal?
[Create New User](#)

SIS Login via IATA Customer Portal

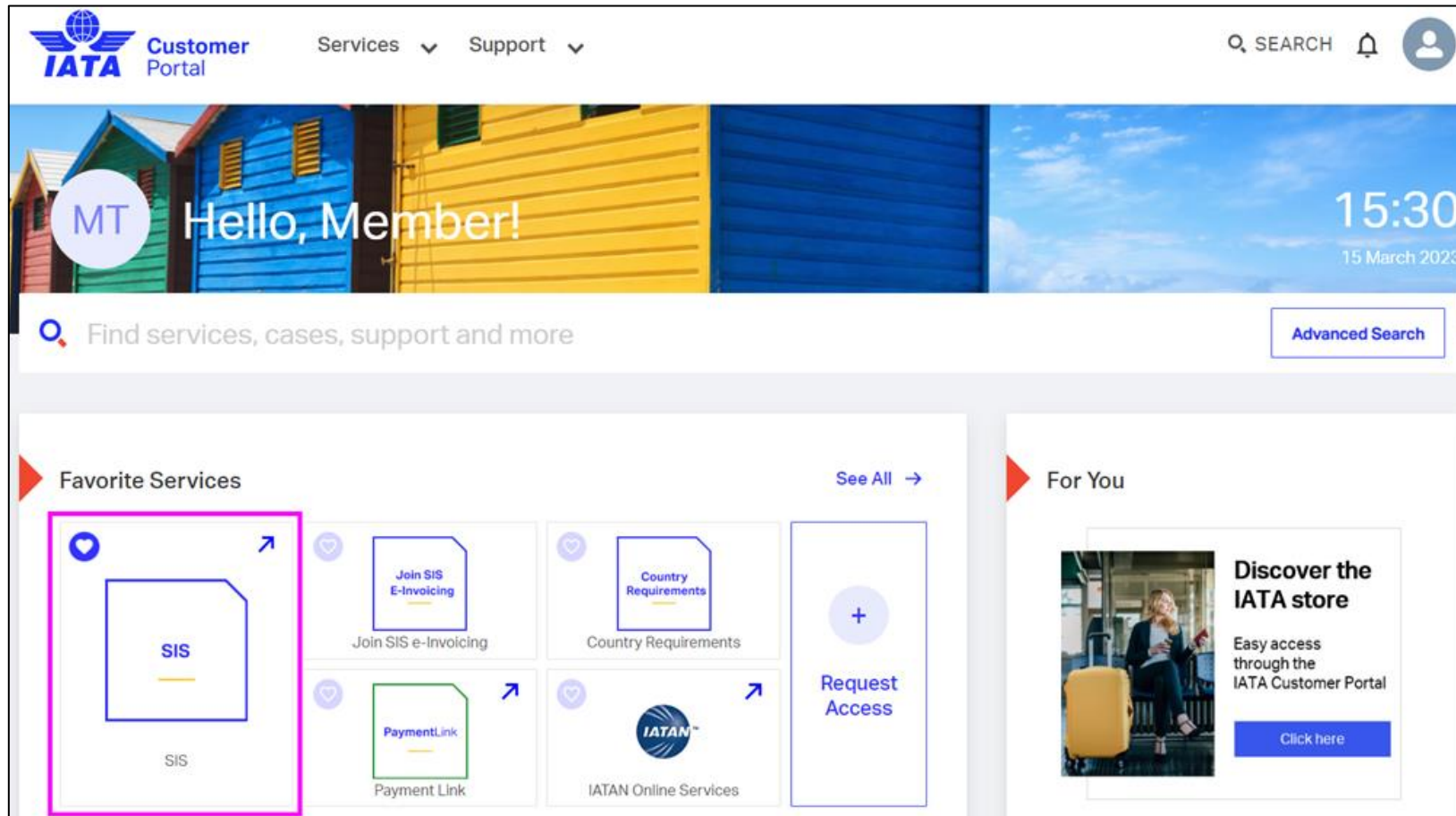
2. Complete the two-factor authentication (2FA) security step. You may set up two-factor authentication (2FA) referring to the [user guide](#) and the [FAQ page](#).



The screenshot displays the IATA Customer Portal interface. On the left, the IATA logo and 'CUSTOMER PORTAL' are visible. Below this, a 'Welcome to the IATA Customer Portal' message is shown. A list of services is provided, including 'Access IATA services', 'Stay up to date', 'Find special offers', and 'Get answers'. On the right, a 'Two-Factor Authentication' modal is open, prompting the user to enter a code from an authentication app. A 'Login' button is present below the input field, and a link for 'Having trouble with two-factor authentication?' is at the bottom.

SIS Login via IATA Customer Portal

3. Click the "SIS" service icon from your list of IATA services. If you do not have the "SIS" service, please ask for assistance by logging a case in the [IATA Customer Portal](#).



The screenshot displays the IATA Customer Portal interface. At the top, the IATA logo and 'Customer Portal' text are on the left, with 'Services' and 'Support' dropdown menus in the center, and a search bar, notification bell, and user profile icon on the right. Below the navigation is a banner with a colorful building image, a 'Hello, Member!' greeting, and the time '15:30' on '15 March 2023'. A search bar with the placeholder 'Find services, cases, support and more' and an 'Advanced Search' button is positioned below the banner. The main content area is divided into two sections: 'Favorite Services' and 'For You'. The 'Favorite Services' section contains a grid of service icons: 'SIS' (highlighted with a pink box), 'Join SIS E-Invoicing', 'Country Requirements', 'Payment Link', and 'IATAN Online Services'. A 'Request Access' button is also visible. The 'For You' section features a promotional card for the 'IATA store' with a 'Click here' button.



Your SIS Member Profile



SIS Member Profile Management

The profile / settings for your business needs and e-invoicing preferences.

- Company name and address
- Additional invoicing locations
- Contacts to receive important email alerts
- Input File validation controls
- Enable Output files
- View Optional services

Detailed information on the member profile is available in **chapter 10** of the [SIS Participation Guide \(ISPG\)](#) (pdf).

SIS Member Profile – Member Details

Passenger Cargo Miscellaneous UATP Reports General Profile and User Management

Home > Profile and User Management >> Manage Member Profile

Member Profile

Manage Member

Member Details Locations Contacts e-Billing Passenger Cargo Miscellaneous UATP ICH ACH

Member Information

* Member Prefix: A51 * Member Designator: XB * Member Legal Name: IATA CLEARING HOUSE * Member Commercial Name: IATA CLEARING HOUSE

Membership Details

* IS Membership Status: Active * IS Entry Date: 10-Jan-12 IATA Membership: ICH Member: ACH Member:

Main Location Details

Company Registration ID: Edit... Tax/VAT Registration #: 107510570RT0001 Edit... Add. Tax/VAT Registration #: Edit...
* Address Line1: 33, Route de l'Aéroport Edit... Address Line2: P.O. Box 416 Edit... Address Line3: Edit...
* City Name: GENEVA 15 Airport Edit... Postal Code: 1215 Edit... * Country Name: SWITZERLAND Edit... Subdivision Name: Edit...




Bank Details for Bilateral Settlement

Bank Account Name: Bank Account Number: Bank Name:
Branch Code: Bank Code: Currency Code: Please Select
IBAN: SWIFT:

IS Contacts

[View/Edit](#)

Save Member Details Future Updates Pending



Check out our webinar on **SIS Member Profile Management** for additional information!

Get ready to actively participate!

Agenda



- SIS Member Details
- Location
- Contacts
- Billing/Financial Members
- Billing Configuration
 - Accounting
 - Cards
 - SSN/ID
 - Miscellaneous
- IATA/SSA Membership Details
- Your Comments



SIS Contacts for Email Alerts



What are SIS Contacts?

SIS contacts are email addresses that are assigned to receive important and timely automated email alerts for SIS **processing and informational** activities.

- File validation/sanity check report notifications
- SIS output file availability
- Clearing House (ICH) advice and clearance notifications
- Correspondence alerts
- Reports availability

SIS Member Profile - Contacts

Manage Member

Member Details | Locations | **Contacts** | e-Billing | Passenger | Cargo | Miscellaneous | UATP | ICH

Search Existing Contacts

First Name: Last Name: Email Id: Staff Id:

Search

Actions	First Name	Last Name	Email ID	Staff ID
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Page 1 of 1 50 View 1 - 0 of 0

View All Contact Assignments **Replace Contact Assignments** **Copy Contact Assignments** **Add New Contact**

All Contact Assignments

Search Criteria

Group: Subgroup: Type:

Search

Contact Name	IBSOPS-Chairman	IBSOPS-Vice Chairman	Sampling SC-Chairman	IDEC SC	PAX-General
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Save **Close**

*** Email Address:**

Position/Title: (Asst Manager, Operation)

Location ID: (Please Select)

Postal Code: (A1A1A1)

Phone Number 1:

Salutation: (Please Select)

Division:

Address Line 1:

Country Name: (CANADA)

Phone Number 2:

*** First Name:**

Department:

Address Line 2:

Sub Division Name:

Mobile Number: (999-999-9999)

Address Line 3:

City Name: (Montreal)

Active:

Fax Number:

SITA Address:

Save Contact

Things to Remember!

Contact Management

- **Contacts do not need to be a user;** they can be active as stand-alone contacts
- Only SIS super-users can add/manage contacts
- It is very important for contacts to be regularly maintained for SIS member accounts to make the most of the related SIS functionalities and features



SIS User Management

SIS User Management

SIS user management is the responsibility of the SIS member's "Super-User"

Your SIS "Super-User" will have the following administrative responsibilities:

- Create new users
- Manage users' details
- Deactivate / re-activate users
- Assign, Edit and Remove Permissions for active users
- Other administrative roles

Your SIS Super-User can assign administrative permissions to other users.

Create SIS Users

[Home](#) >> [Profile and User Management](#) >> [Create Users](#)

Create Users

Use the form below to create new User. All required fields are marked (*)

Salutation: Mr	*First Name: Samuel	*Last Name: Diano-Brown	*Email Address: uatsistest2020@gmail.com
Position Title: Analyst	Staff ID: Example1	Division: E-Invoicing	Department: SIS
Telephone 1: +123-456-789	Telephone 2: 	Mobile: 	Fax:
SITA Address: 	Secondary User: <input type="checkbox"/>		
Location ID: 			
Address 1: 800 Rue du Square-Victoria	Address 2: 	Address 3: 	
City Name: Montreal	Postal Code: H4Z 1M1	Country Name: CANADA	Subdivision Name: Quebec
Help Text Language: 			

Save User Details

Manage SIS Users

- Can Edit User Profile
- Activate/Deactivate User
- View Status: Active or Deactivated

[Home](#) >> [Profile and User Management](#) >> [Manage Users](#)

Manage Users

Use the below form to search and modify a selected user.

Search Criteria

First Name:	Last Name:	Email Address:	Status:
<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>
<input type="button" value="Search"/>			

Search Results

Actions	First Name	Last Name	Email Address	Super User	Secondary User	Primary Account's Organization	Status	Is Archived
 	Nina	OSMANI	e27teststaging@gmail.com	Yes	No	N/A	Active	No
 	XHONINA	OSMANI	uatptestlanguages@gmail.com	Yes	No	N/A	Deactivated due to Membership Change	No
 	Sam	Houle	Samuel.Houle@Email1234.org	No	No	N/A	Active	No

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Manage SIS User Permissions

Profile and User Management >> Manage User Permissions >> Assign Permission To User

The screenshot shows a web application interface for managing user permissions. At the top, there is a navigation menu with tabs: Passenger, Cargo, Miscellaneous, UATP, Reports, General, and Profile and User Management. Below the menu, a breadcrumb trail reads: Home > Profile and User Management >> Manage User Permissions >> Assign Permission To User. The main heading is "Assign Permission To User". Below this, there is a form with a "User Name:" field containing a redacted email address, a "Template:" dropdown menu set to "Select", and two buttons: "Add Permission" and "Replace Permission". Below the form is a "Copy User Permission" section with a text input field and a "Copy Permission" button. The main area is titled "Permission List For Selected User:" and contains a tree view of permissions. The tree starts with "Root" (checked) and branches into "Passenger", "Miscellaneous", "Cargo", "UATP", "General", "Reports", and "Profile and User Management". Under "Profile and User Management", there are sub-items: "Manage Member Profile" (unchecked), "Profile.ManageMember.Access" (unchecked), "Create/Manage Users" (checked), "Profile.CreateUsers.Access" (unchecked), "Profile.ManageUsers.Access" (unchecked), "Profile.User.Edit" (unchecked), "Profile.User.ResetPassword" (unchecked), and "Profile.User.ActivateDeactivate" (unchecked). At the bottom of the interface are "Save" and "Cancel" buttons.



Check out our
webinar on
**SIS Contact &
User
Management**
for additional
information!



Things to Remember!

User Management

- All active SIS users must access SIS via the [IATA Customer Portal](#) only.
- User profiles and permissions should be managed in SIS only by the SIS "Super-User", including deactivating and re-activating users.
- Users can also be contacts to receive important email alerts, mainly for processing activities.

Demo

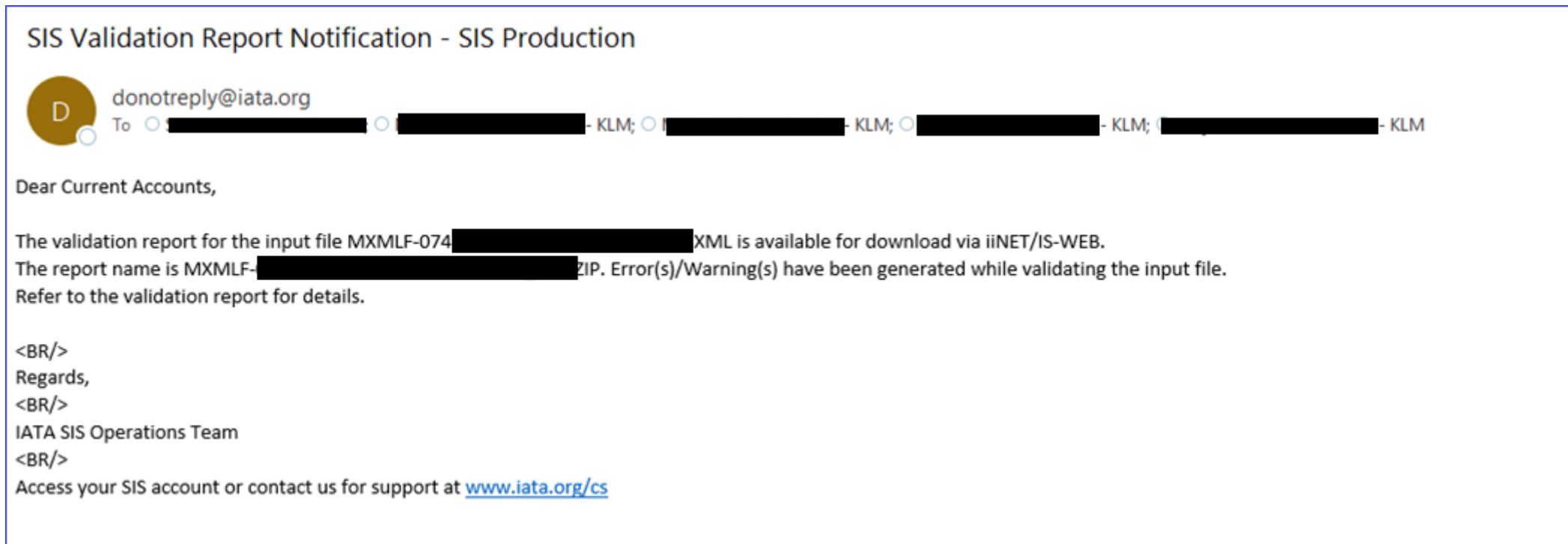


Let's Do a Demo!

Contacts for Important Notifications



- **To receive important email notifications**, related to SIS and ICH processes, it is important that these email messages are delivered to the appropriate person or department responsible for taking actions.



Contacts for Informational Purposes



- For informational purposes, on Pax, Cargo or Miscellaneous Interline so your **business partners can get in touch easily.**

- Informational Contact

For example,

- Billing Category Manager
- Interline Billing Contact
- Head of Department
- RA Manager

Current Accounts Dept. (SPL/EH)
P.O. Box 7700
Schiphol Oost
Schiphol Oost
Netherlands (Kingdom of the) 1117ZL
Telephone: +31 20 648 9996
Email: current.accounts.spleh@klm.com





Billing Categories



SIS e-Invoicing Billing Categories



PASSENGER

- Transportation of passengers ONLY
- Ticket Coupon Numbers Required
- Prime Billings = 3 months
- Rejection Billings = 4 months
- RAM Chapters A2, A10.
- ISPG Chapter 3.



CARGO

- Transportation of Cargo ONLY
- Air Waybill (AWB) Numbers Required
- Prime Billings = 4 months
- Rejection Billings = 5 months
- RAM Chapters A5, A8.
- ISPG Chapter 4.



MISCELLANEOUS

- Provision of Goods or Services.
- No Industry Document Required
- Original Billings = 5 months
- Rejection Billings = 6 months
- Disputes = 6 months
- RAM Chapter A13.
- ISPG Chapter 5.



UATP

- UATP Form of Payment Commissions ONLY
- UATP/ATCAN issues invoices on behalf of participating members.
- RAM Chapter B13.
- ISPG Chapter 6

Passenger (PAX) Billings

- Passenger billings are all **Passenger-Transportation** related billings only.
- Passenger transactions are identified by **transactions & source codes** for:
 - Prime Billings – Coupons (Cpns)
 - Rejection Memos
 - Billing Memos
 - Credit Memos
- PAX invoices can be captured manually in SIS/IS-WEB or submitted via input billing files (IS-IDEDEC or IS-XML).
- Applicable time limits and minimum amounts are outlined in the [Revenue Accounting Manual](#) (RAM).
- Passenger billing overview and details are outlined in [ISPG Chapter 3](#).

Cargo (CGO) Billings

- Cargo billings are all **Cargo-Transportation** related billings only.
- Cargo transactions are identified by **transaction types** for:
 - Prime Billings – “Charge Collect” or “Prepaid” Air Waybills (AWBs)
 - Rejection Memos
 - Billing Memos
 - Credit Memos
- CGO invoices can be captured manually in SIS/IS-WEB or submitted via input billing files (IS-IDEC or IS-XML).
- Applicable time limits and minimum amounts are outlined in the [Revenue Accounting Manual](#) (RAM).
- Cargo billing overview and details are outlined in [ISPG Chapter 4](#).

Miscellaneous (MISC) Billings

- Miscellaneous billings are all **Non-Transportation** related billings.
- Miscellaneous transactions are identified by **invoice type**:
 - Original Invoices
 - Rejection Invoices
 - Correspondence Invoices
 - Credit Notes
- MISC invoices can be captured manually in SIS/IS-WEB or submitted via input billing files (IS-XML only).
- Applicable time limits and minimum amounts are outlined in the [Revenue Accounting Manual](#) (RAM).
- MISC billing overview and details are outlined in [ISPG Chapter 5](#).



Settlement with the Clearing House (ICH/ACH)



Settle Your Invoices with the Clearing House (ICH/ACH)

"Financial Process" – ISPG Chapter 7

Automated cash collection/settlement (ACH/ICH)

Settlement 400+ airlines and key industry suppliers through ACH/ICH and possibility to extend to BSP and CASS settlement in local currencies

Billing Member

E-Invoicing platform 3000+ Air Operators (SIS)

Billed Member

Automated Legal Invoice Transmission (EDI)



Settlement with the Clearing House (ICH/ACH)

The Settlement of Invoices is driven through the invoice data provided by the billing entity in SIS.

- ICH: IATA Clearing House
- ACH: Airlines Clearing House (The A4A Clearing House for Electronic Invoicing)

SIS SMI Chart		Billing Member		
		ICH	ACH	Dual CH
Billed Member	ICH	I	M	I
	ACH	I	A/M	A/M
	Dual CH	I	A/M	A/M/I

Settlement Process details are indicated in **Chapter 7** of the [ISPG](#)

Accessing Clearing House Settlement Reports

- ICH/ACH Reports can be accessed **via IS-WEB only**
 - **ICH Reports:** from SIS>>Financial Controller>>Access ICH Reports.
 - **ACH Reports:** from SIS>>Financial Controller>>Access ACH Settlement Reports.

Accessing ICH Reports

Reports | General | Profile and User Management

- Processing Dashboard
- SIS Usage Report
- SIS IS-WEB Usage Report
- Member/Contact Report
- SIS Users Report
- IS and CH Calendar Report
- Invoice Deletion Audit Trail Report
- Invoice Reference Data
- Financial Controller
 - Interline Billing Summary
 - Interline Payables Analysis
 - Suspended Billings
 - Pending Invoices In Error
 - Top 10 Interline Partner - Receivables
 - Top 10 Interline Partner - Payables
 - Access ICH Reports**
 - Access ACH Settlement Reports
- Miscellaneous
- Download Offline Reports



IATA

ICH Reports

- Member Reports
 - [Member Report](#)
- Clearance Reports
 - [F1 Report](#)
 - [F1 Report - Extended](#)
 - [F1 Report From Debtor](#)
 - [F1 Report From Debtor - Extended](#)
 - [F2 Report](#)
 - [F3 Report](#)
 - [F3 Report - Extended](#)
 - [F3 Suspended Report](#)
 - [F3 Suspended Report- Extended](#)
 - [Invoice Query Report](#)
 - [Early Warning Report](#)
 - [Call Day Adjustment Report](#)

F3 Report - Extended

Parameters:

Report Type:	Form 3
Agreement:	Standard
Period From:	20240204
Period To:	20240204
Extended Report Option:	Yes
Consolidated Options:	Standard
Consolidated Sub-Options:	Member Only
Specific Related Member:	

Report Format: Excel



Accessing ACH Reports

The screenshot shows a navigation menu with the following structure:

- Reports (highlighted)
- General
- Profile and User Management

Under the Reports menu, the following items are listed:

- Processing Dashboard
- SIS Usage Report
- SIS IS-WEB Usage Report
- Member/Contact Report
- SIS Users Report
- IS and CH Calendar Report
- Invoice Deletion Audit Trail Report
- Invoice Reference Data
- Financial Controller (highlighted)
- Miscellaneous
- Download Offline Reports

Under the Financial Controller menu, the following items are listed:

- Interline Billing Summary
- Interline Payables Analysis
- Suspended Billings
- Pending Invoices In Error
- Top 10 Interline Partner - Receivables
- Top 10 Interline Partner - Payables
- Access ICH Reports
- Access ACH Settlement Reports (highlighted)

A blue arrow points from the 'Access ACH Settlement Reports' item to the right.

The banner features the ACH logo and the text: "SETTLE FOR MORE". Below this, it states: "Find out why over 350 carriers, airports, and partners clear over 14 billion dollars annually with us." A yellow button labeled "LEARN MORE" is positioned below the text. The background is blue with a white paper airplane carrying a gold coin, leaving a dotted trail. At the bottom left, it says "© 2021 Airlines Clearing House All Rights Reserved".



Sign in to your account

Username *

Password *

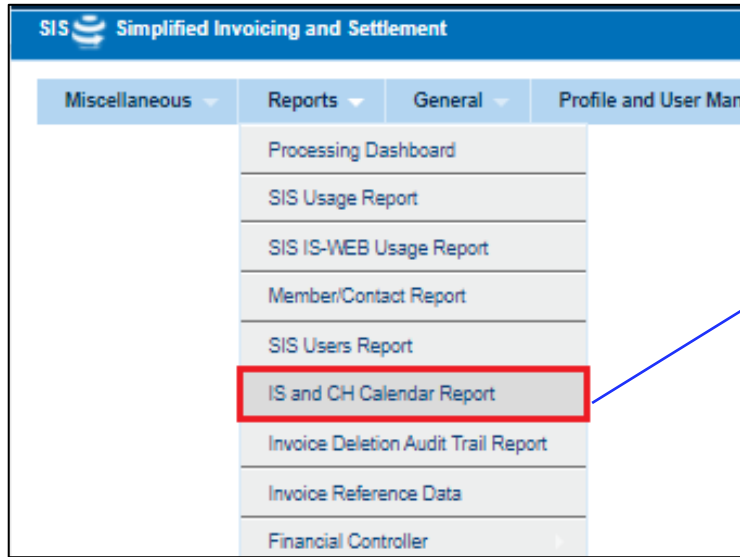
[Forgot your password?](#) [Reset password](#)

SIGN IN

[Contact Us](#)



SIS and Clearing House (CH) Calendar



Search Criteria

* Calendar Year:
2024

Generate Report

* Calendar Type:

- Please Select
- Please Select
- IS
- ICH
- ACH
- IS+ICH
- IS+ACH
- ICH+ACH**
- IS+ICH+ACH

Time Zone

- (UTC-05:00) Eastern Time (US & Canada)
- (UTC-10:00) Aleutian Islands
- (UTC-10:00) Hawaii
- (UTC-09:30) Marquesas Islands
- (UTC-09:00) Alaska
- (UTC-09:00) Coordinated Universal Time-09
- (UTC-08:00) Baja California
- (UTC-08:00) Coordinated Universal Time-08
- (UTC-08:00) Pacific Time (US & Canada)
- (UTC-07:00) Arizona
- (UTC-07:00) La Paz, Mazatlan
- (UTC-07:00) Mountain Time (US & Canada)
- (UTC-07:00) Yukon
- (UTC-06:00) Central America
- (UTC-06:00) Central Time (US & Canada)
- (UTC-06:00) Easter Island
- (UTC-06:00) Guadalajara, Mexico City, Monterrey
- (UTC-06:00) Saskatchewan
- (UTC-05:00) Bogota, Lima, Quito, Rio Branco
- (UTC-05:00) Chetumal
- (UTC-05:00) Eastern Time (US & Canada)**

SIS and CH Processing Calendar

		IS Processing Calendar							ICH Processing Calendar						
		Submission Open	Submission Open (Future Dated Submission)	Submission Deadline For ICH Invoices	Submission Deadline For ACH Invoices	Billing Output Generation	Supporting Documents Link Deadline	Auto Bill Invoice Finalization	Closure Day	Advice Day	Protest Deadline	Early Call Day	Call Day	Settlement Day (Associated Members)	Suspension Day
January-2024	1	09-Jan 0:00	25-Dec 13:00	16-Jan 17:00	16-Jan 17:00	18-Jan 23:00	18-Jan 0:00	16-Jan 16:00	16-Jan 17:00	18-Jan 0:00	23-Jan 11:00	23-Jan 17:00	25-Jan 17:00	29-Jan 17:00	30-Jan 17:00
	2	17-Jan 0:00	25-Dec 13:00	22-Jan 17:00	22-Jan 17:00	24-Jan 23:00	24-Jan 0:00	22-Jan 16:00	22-Jan 17:00	24-Jan 0:00	29-Jan 11:00	29-Jan 17:00	31-Jan 17:00	02-Feb 17:00	05-Feb 17:00
	3	23-Jan 0:00	25-Dec 13:00	29-Jan 17:00	29-Jan 17:00	31-Jan 23:00	31-Jan 0:00	29-Jan 16:00	29-Jan 17:00	31-Jan 0:00	05-Feb 11:00	05-Feb 17:00	07-Feb 17:00	09-Feb 17:00	12-Feb 17:00
	4	30-Jan 0:00	25-Dec 13:00	07-Feb 17:00	07-Feb 17:00	09-Feb 23:00	09-Feb 0:00	07-Feb 16:00	07-Feb 17:00	09-Feb 0:00	14-Feb 11:00	14-Feb 17:00	16-Feb 17:00	20-Feb 17:00	21-Feb 17:00
February-2024	1	08-Feb 0:00	25-Jan 13:00	14-Feb 17:00	14-Feb 17:00	16-Feb 23:00	16-Feb 0:00	14-Feb 16:00	14-Feb 17:00	16-Feb 0:00	21-Feb 11:00	21-Feb 17:00	23-Feb 17:00	27-Feb 17:00	28-Feb 17:00
	2	15-Feb 0:00	25-Jan 13:00	21-Feb 17:00	21-Feb 17:00	23-Feb 23:00	23-Feb 0:00	21-Feb 16:00	21-Feb 17:00	23-Feb 0:00	28-Feb 11:00	28-Feb 17:00	01-Mar 17:00	05-Mar 17:00	06-Mar 17:00
	3	22-Feb 0:00	25-Jan 13:00	28-Feb 17:00	28-Feb 17:00	01-Mar 23:00	01-Mar 0:00	28-Feb 16:00	28-Feb 17:00	01-Mar 0:00	06-Mar 11:00	06-Mar 17:00	08-Mar 17:00	12-Mar 17:00	13-Mar 17:00
	4	29-Feb 0:00	25-Jan 13:00	07-Mar 17:00	07-Mar 17:00	11-Mar 23:00	11-Mar 0:00	07-Mar 16:00	07-Mar 17:00	11-Mar 0:00	14-Mar 11:00	14-Mar 17:00	18-Mar 17:00	20-Mar 17:00	21-Mar 17:00
March-2024	1	08-Mar 0:00	25-Feb 13:00	14-Mar 17:00	14-Mar 17:00	18-Mar 23:00	18-Mar 0:00	14-Mar 16:00	14-Mar 17:00	18-Mar 0:00	21-Mar 11:00	21-Mar 17:00	25-Mar 17:00	27-Mar 17:00	28-Mar 17:00
	2	15-Mar 0:00	25-Feb 13:00	21-Mar 17:00	21-Mar 17:00	25-Mar 23:00	25-Mar 0:00	21-Mar 16:00	21-Mar 17:00	25-Mar 0:00	29-Mar 11:00	02-Apr 17:00	02-Apr 17:00	04-Apr 17:00	05-Apr 17:00
	3	22-Mar 0:00	25-Feb 13:00	28-Mar 17:00	28-Mar 17:00	03-Apr 23:00	03-Apr 0:00	28-Mar 16:00	28-Mar 17:00	03-Apr 0:00	08-Apr 11:00	08-Apr 17:00	10-Apr 17:00	12-Apr 17:00	15-Apr 17:00
	4	29-Mar 0:00	25-Feb 13:00	08-Apr 17:00	08-Apr 17:00	10-Apr 23:00	10-Apr 0:00	08-Apr 16:00	08-Apr 17:00	10-Apr 0:00	15-Apr 11:00	15-Apr 17:00	17-Apr 17:00	19-Apr 17:00	22-Apr 17:00
April-2024	1	09-Apr 0:00	25-Mar 14:00	15-Apr 17:00	15-Apr 17:00	17-Apr 23:00	17-Apr 0:00	15-Apr 16:00	15-Apr 17:00	17-Apr 0:00	22-Apr 11:00	22-Apr 17:00	24-Apr 17:00	26-Apr 17:00	29-Apr 17:00
	2	16-Apr 0:00	25-Mar 14:00	22-Apr 17:00	22-Apr 17:00	24-Apr 23:00	24-Apr 0:00	22-Apr 16:00	22-Apr 17:00	24-Apr 0:00	29-Apr 11:00	29-Apr 17:00	01-May 17:00	03-May 17:00	06-May 17:00
	3	23-Apr 0:00	25-Mar 14:00	29-Apr 17:00	29-Apr 17:00	01-May 23:00	01-May 0:00	29-Apr 16:00	29-Apr 17:00	01-May 0:00	06-May 11:00	07-May 17:00	08-May 17:00	10-May 17:00	13-May 17:00
	4	30-Apr 0:00	25-Mar 14:00	07-May 17:00	07-May 17:00	09-May 23:00	09-May 0:00	07-May 16:00	07-May 17:00	09-May 0:00	14-May 11:00	14-May 17:00	16-May 17:00	20-May 17:00	21-May 17:00
May-2024	1	08-May 0:00	25-Apr 14:00	14-May 17:00	14-May 17:00	16-May 23:00	16-May 0:00	14-May 16:00	14-May 17:00	16-May 0:00	21-May 11:00	21-May 17:00	23-May 17:00	28-May 17:00	28-May 17:00
	2	15-May 0:00	25-Apr 14:00	21-May 17:00	21-May 17:00	23-May 23:00	23-May 0:00	21-May 16:00	21-May 17:00	23-May 0:00	28-May 11:00	28-May 17:00	30-May 17:00	03-Jun 17:00	04-Jun 17:00
	3	22-May 0:00	25-Apr 14:00	28-May 17:00	28-May 17:00	30-May 23:00	30-May 0:00	28-May 16:00	28-May 17:00	30-May 0:00	04-Jun 11:00	04-Jun 17:00	06-Jun 17:00	10-Jun 17:00	11-Jun 17:00
	4	29-May 0:00	25-Apr 14:00	07-Jun 17:00	07-Jun 17:00	11-Jun 23:00	11-Jun 0:00	07-Jun 16:00	07-Jun 17:00	11-Jun 0:00	14-Jun 11:00	14-Jun 17:00	18-Jun 17:00	20-Jun 17:00	21-Jun 17:00



Check out our
webinar on [IATA
Clearing House
\(ICH\) Reports](#)
for additional
information!





How to Send and Receive Invoices in SIS





Management of Receivables



Receivable Invoices Management

- Select the correct Billing Category depending on the transaction type.
- Receivable invoices are invoices billed by you to other members.
- Receivable invoices can be managed from the relevant Receivable screens.

Home > Miscellaneous >> Receivables >> Manage Invoice / Document Package

Invoice / Document Package Search

Invoices/Credit Notes | Document Packages

Search Criteria

* From Period: 2024-Mar 1 | * To Period: 2024-Mar 1

Transaction Type: All | Invoice/Credit Note Status: All | Billed Member: | Billed from Location ID: Main

Invoice/Credit Note Owner: All | Invoice/Credit Note Number: | SMI: All | Charge Category: All | Location: |

File Name: | Submission Method: All | Payment Status as per Billing Member: All | Payment Status as per Billed Member: All

Search **Clear**

Search Results

Actions	Billing Period	Billed Member	Billing Member's Location ID	Invoice/Credit Note Owner	Transaction Type	Invoice/Credit Note Number	Invoice/Credit Note Status	Charge Category	SMI	Billing Currency	Billing Amount	Exchange Rate	Clearance Currency	Clearance Amount	Payment Status as per Billing Member	Payment Status as per Billed Member
<input type="checkbox"/>	Mar 2024 P1	XB-008-Test Airline	Main	XHONINA OSMANI	Rejection Invoice	RejectInv6	Ready for Billing	Finance	B	USD	2,370.000				Delivered	Received
<input type="checkbox"/>	Mar 2024 P1	XB-008-Test Airline	Main	XHONINA OSMANI	Rejection Invoice	RejectInv3	Ready for Billing	Finance	B	USD	325.000				Delivered	Received
<input type="checkbox"/>	Mar 2024 P1	XB-008-Test Airline	Main	XHONINA OSMANI	Original Invoice	MarchP03T	Ready for Billing	Finance	B	USD	5,000.000					
<input type="checkbox"/>	Mar 2024 P1	XB-008-Test Airline	Main	XHONINA OSMANI	Original Invoice	MarchP01T	Ready for Billing	Finance	B	USD	8,516.000	1.00000	USD	8,516.000		
<input type="checkbox"/>	Mar 2024 P1	XB-008-Test Airline	Main	XHONINA OSMANI	Original Invoice	MarchP02T	Ready for Billing	Finance	B	USD	856.000	1.00000	USD	856.000		
<input type="checkbox"/>	Mar 2024 P1	XB-008-Test Airline	Main	XHONINA OSMANI	Rejection Invoice	RejectInv5	Ready for Billing	Finance	A	USD	2,064.000	1.00000	USD	2,064.000		

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Management of Payables



Payable Invoices Management

- Payable invoices are invoices billed by other members to your company.
- Payable invoices can be managed from the relevant Payable screens.
- Invoices billed in a specific billing period are available to view/download on “Billing Output Generation” day (approx. 2 days after the period closure).

Home >> Miscellaneous >> Payables >> Invoice / Document Package Search

Invoice / Document Package Search

Invoices/Credit Notes | Document Packages

Search Criteria

From Period: 2024-Feb 4 | To Period: 2024-Feb 4


























Transaction Type: All | Billing Member: | * Billed to Location ID: Main

Invoice/Credit Note Number: | SMI: All | Charge Category: All | Location: |

Payment Status as per Billing Member: All | Payment Status as per Billed Member: All

Search **Clear**

Search Results

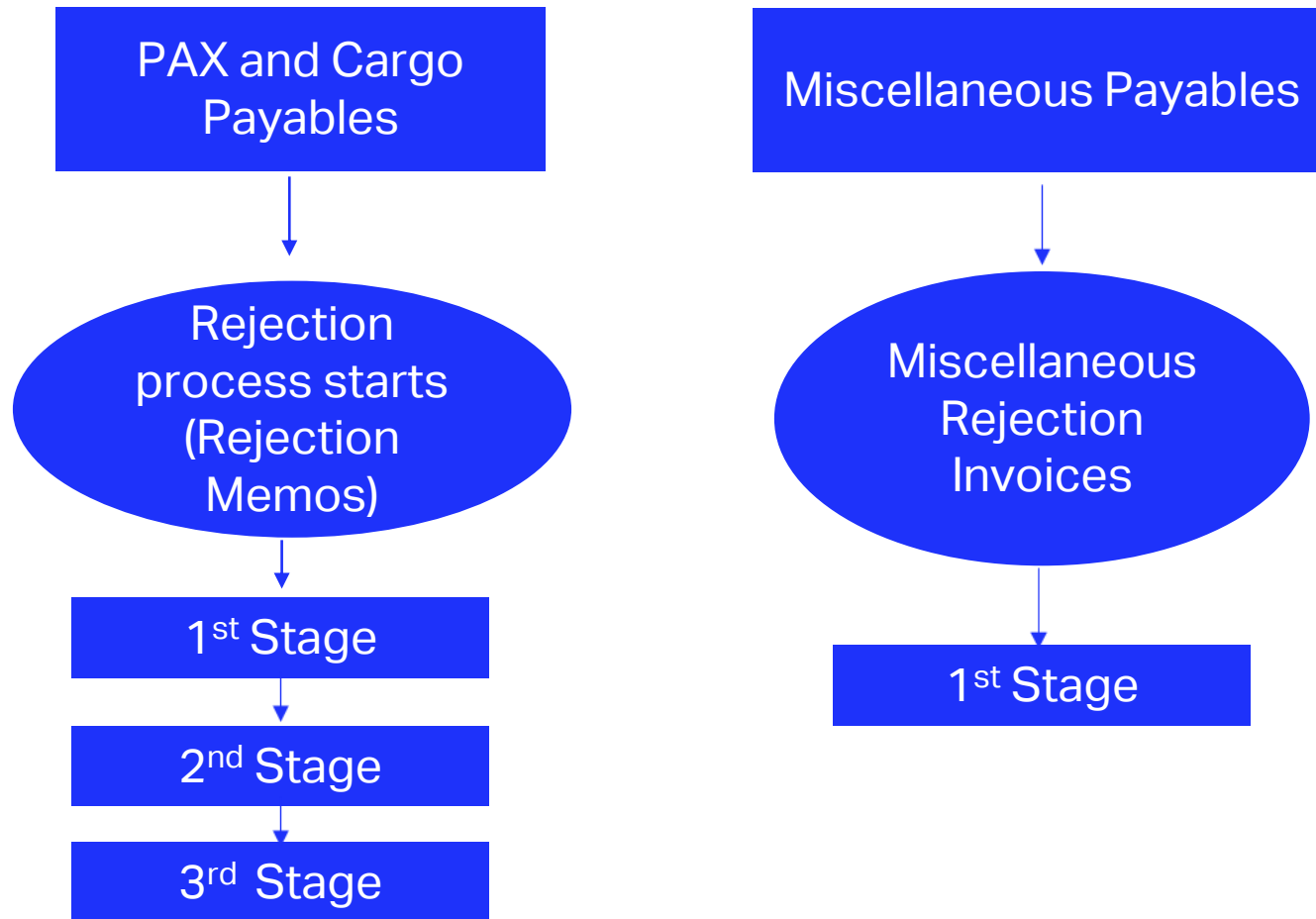
Actions	Billing Period	Billing Member	Billed Member's Location ID	Transaction Type	Invoice/Credit Note Number	Charge Category	SMI	Billing Currency	Billing Amount	Exchange Rate	Clearance Currency	Clearance Amount	Payment Status as per Billing Member	Payment Status as per Billed Member
    	Feb 2024P4	XB-A89-IATA MONTREAL	Main	Original Invoice	Test004	Finance	A	USD	100.000	1.00000	USD	100.000	Settled via Clearing House	Settled via Clearing House
    	Feb 2024P4	XB-ABC-Test Airline2	Main	Original Invoice	Invoice20	Finance	B	USD	1,308.000			0.000	Delivered	Received
    	Feb 2024P4	XB-ABC-Test Airline2	Main	Original Invoice	Invoice7	Finance	B	CAD	1,680.000		USD	0.000	Delivered	Received
    	Feb 2024P4	XB-ABC-Test Airline2	Main	Original Invoice	Invoice13	Finance	B	USD	600.000	1.00000	USD	600.000	Delivered	Received
    	Feb 2024P4	XB-ABC-Test Airline2	Main	Original Invoice	Invoice14	Finance	B	USD	6,250.000		CAD	0.000	Delivered	Received

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What is a Rejection?

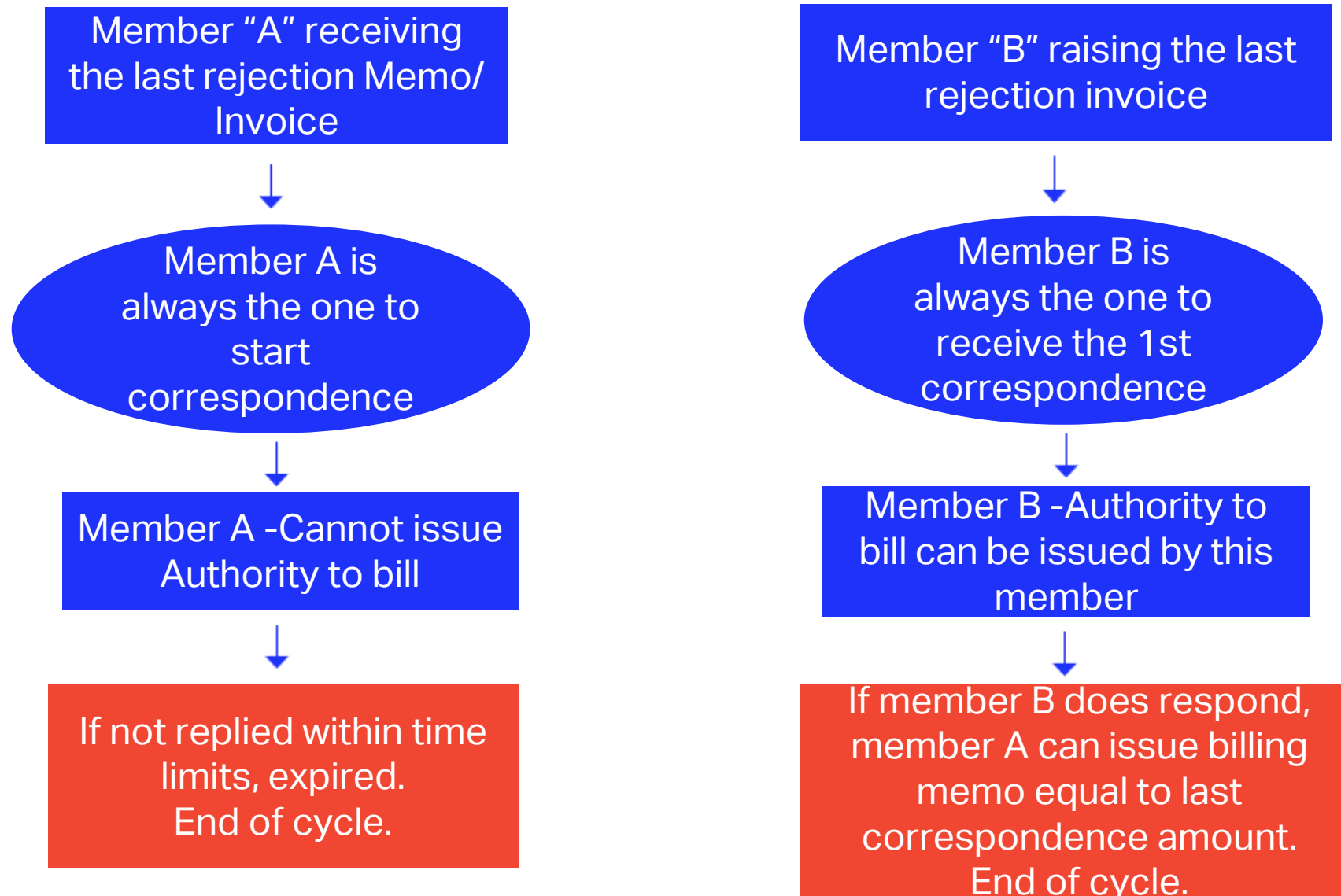
- Rejecting an invoice in SIS is the standard way of challenging the charges or details of a payable invoice billed to you.
- A rejection process follows a similar standard as creating a receivable invoice.
- It has an obligation for payment and a financial impact on the settlement of Clearing House invoices which happens automatically in SIS at each rejection stage.
- Can be processed in IS-WEB or via input file upload.

Billing Cycle – Rejections



Once the rejection cycle is over and the disagreement on the billing is **not settled**, the entity receiving **the last Rejection** invoice can initiate a Correspondence process to pursue the case further.

Billing Cycle – Correspondences



Differences

➤ Rejections

It has an obligation for payment and a financial impact on the settlement of Clearing House invoices which happens automatically in SIS at each rejection stage.

Can be processed in IS-WEB or via input file upload.

➤ Correspondence

It is only transcribing in SIS the reason for further challenging of the invoice. There is no financial impact during the correspondence process.

Can be processed in IS-WEB only.

Check out our
webinar on **SIS**
Rejection and
Correspondences
for additional
information!



What is a Miscellaneous Invoice Dispute?

- A dispute is an alternative way to challenge or query **Miscellaneous Bilateral Invoices only**.
- However, its is an optional process that can be adopted once mutually agreed between two parties.
- Miscellaneous Disputes have no obligation for payment nor a financial impact with the Clearing Houses (No Automated Settlement).
- Any applicable adjustments can be finalized by a credit note.
- Disputes can be processed in IS-WEB or via input file upload.

- [Miscellaneous Invoice Dispute Management](#)
- [Changes to the Dispute Process](#)



How to initiate a dispute using IS-WEB

Home >> Miscellaneous >> Payables >> View Daily Bilateral Invoices / Document Packages

Invoice / Document Package Search
















Invoices/Credit Notes | Document Packages

Search Criteria

* Delivery Date From: 19-Feb-20
* Delivery Date To: 18-Feb-21
Transaction Type: All
Billing Member:
* Billed to Location ID: Main
Invoice/Credit Note Number:
SMI: All
Charge Category: All
Location:
Payment Status as per Billing Member: All
Payment Status as per Billed Member: All

Search | Clear

Search Results

Actions	Delivery Date	Billing Member	Billed Member's Location ID	Transaction Type	Invoice/Credit Note Number	Charge Category	SMI	Billing Currency	Billing Amount	Payment Status as per Billing Member	Payment Status as per Billed Member
    	18-Feb-21	XB-ABC-Airline 1	Main	Original Invoice	INVOICE	ATC	BILATERAL	INR	190,810.250	Delivered	Received
    	18-Feb-21	XB-ABC-Airline 1	Main	Original Invoice	INVOICE1	ATC	BILATERAL	INR	190,810.250	Delivered	Received
    	18-Feb-21	XB-ABC-Airline 1	Main	Original Invoice	INVOICE2	ATC	BILATERAL	INR	190,810.250	Delivered	Received

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✖ Initiate Dispute action icon on all mentioned screens can be used to initiate a dispute.

Check out our
webinar on **SIS**
Dispute
Management for
additional
information!





SIS Output Files

SIS Output Files

Output Files are files generated by SIS weekly (by billing period) or daily and contain payable and receivable invoice data, which can be imported into internal systems for processing, reconciliation and recording purposes.

- The Output files can be enabled in your SIS member profile per Billing Category
- Formats of output files are based on your member profile settings, independent of the formats used by other billing members.
- The file **specifications** and **sample files** are provided in the [ISPG](#).
- **You can use iiNET to automate reception of your SIS Output files for integration with your systems .**

Output Files Retrieval

General >> File Management >> Download File

Home >> **General >> File Management >> Download File**

Download File

Search Criteria

Billing Month From: Feb | Billing Period From: 1 | Billing Month To: Feb | Billing Period To: 4 | Billing Year: 2024

File Type: All | Location ID: Main

Search

Search Criteria for Daily MISC Bilateral Files to Billed Members/Document Package Files to Sending or Receiving Members:

* Delivery Date From: 13-Mar-24 | * Delivery Date To: 13-Mar-24 | File Type: All | * Location ID: Main

Search

Search Results

File Generated On	Billing Month	Billing Period	File Name	File Type	Location ID	Action
3/11/2024 12:03:37 AM	02-2024	4	PRINVF-008240204.ZIP	Processed invoice CSV reports		
3/11/2024 12:02:39 AM	02-2024	4	OAR-MISC-R-008-20240204.ZIP	Offline archive files		
3/11/2024 12:02:37 AM	02-2024	4	OAR-MISC-P-008-20240204.ZIP	Offline archive files		
3/11/2024 12:01:52 AM	02-2024	4	MXMLT-00820240204.ZIP	ISXML Outbound		
3/7/2024 11:00:44 PM	02-2024	4	MPST-00820240308.ZIP	Daily MISC Payables Payment Status Updates Output Files		
3/7/2024 11:00:31 PM	02-2024	4	MRST-00820240308.ZIP	Daily MISC Receivables Payment Status Updates Output Files		

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Output Files – PAX & CGO

- IS-XML /IS-IDEC Output billing files → one file generated per billing period and per billing category that includes all payable invoices in IS-XML or IS-IDEC format;
- Offline Archive Files (OARs) → one compressed file generated per billing period that includes all payable invoices, listings, supporting documents, memos, digital signature files etc.;
- CSV Listings as Billing and Billed Entities.
- Define a specific iiNET account in input file that redirects output validation files.

Output Files – MISC

- IS-XML Output billing files → one file generated per billing period and per billing category that includes all payable invoices in IS-XML format;
- Offline Archive Files (OARs) → one file generated per billing period (or daily for “Daily Delivered MISC-Bilateral Invoices/Credit Notes”) that includes all payable invoices, listings, supporting documents, memos, digital signature files etc.;
- CSV Listings as Billing and Billed Entities.
- Daily Payable Outputs for Bilateral invoices → Daily IS-XML and OAR files that include all bilateral invoices billed in a day.
- Daily IS-XML files for Receivable IS-WEB Invoices.
- Define a Default Location for MISC Payables Original Invoices and Credit Notes



SIS Reports

Analytical Reports

- Supporting Documents Mismatch → mismatches of supporting documents in SIS for receivable invoices related to attachment indicators on invoice.
- Non-Sampling RM Analysis Comparison to the Industry (ICH) → automated pdf monthly report of your PAX RMs' performance against industry benchmarks.
- Interline Billing Summary (PAX & CGO) → summary of all interline billings for a specific period.
- Receivable & Payable Invoice Summary (MISC) → summary of all receivable or payable billings for a specific period
- ICH Forms 1, 2 and 3 → detailed report of ICH-only charges (receivables & payables) for a specific billing period, used for reconciliation.

Operational Reports

- SIS Usage Report → summary of invoices and transactions submitted in a specific period
- Member/Contact Report → list of SIS members and their contacts
- SIS Users Report → summary of the permissions currently assigned to existing users within the company
- Invoice Deletion Audit Trail → details of invoices that have been deleted
- Invoice Reference Data → reference and location data for all SIS members
- SIS and CH Calendar → calendar of billing periods and applicable time limits

Check out our
webinar on
**Output files &
Reports** for
additional
information!



Demo




Let's Do a Demo!

Prevent Invoice Rejections



- Rejections can be minimized by using **complete** and **high-quality input data** on your outgoing receivable invoices.

Invoice Digitally Signed



Billing Entity Name KLM ROYAL DUTCH AIRLINES
 Entity Designator & Num.Code KL-074
Location ID Main
 Contact Person
 Street P.O. Box 7700
 Schiphol Oost
 City Schiphol Oost
 State/Region
 Zip/Postal Code 1117ZL
 Country Netherlands (Kingdom of the)
 Tax/VAT Registration #
 Company Registration #

Invoice #
 Date 2024-03-08
 Month/Year Mar 24
 Period 01
 Tax Invoice Number
Charge Category Engineering
 Currency of Billing USD
 Currency of Clearance USD
 Settlement Method ICH
 PO Number
 Location Code
 Transmitter Code KL-074
 Transmitter Name KLM ROYAL DUTCH AIRLINES
Attachments Yes
 Line Item Details Yes

Billed Entity Name
 Entity Designator & Num.Code
 Location ID
 Contact Person
 Street
 City
 State/Region
 Zip/Postal Code
 Country
 Tax/VAT Registration #
 Company Registration #

Header Notes: We debit you for Technical Handling at PTY for period FEB24

Line #	Date of Service	Product Id	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
10	2024-03-08		MISC_ENGINEERING_HANDLING LM								
Charge Code: Handling LM, Location Code: PTY											
20	2024-03-08		MISC_ENGINEERING_SPACE RENTAL								
Charge Code: Space Rental, Location Code: PTY											
Line Item Sub Total							19,359.15	0.00	0.00	1,355.14	
Invoice Header Sub Total								0.00	0.00	0.00	
Total Invoice Base Amount											19,359.15
Total Invoice Additional Amount											0.00
Total Invoice Tax Amount											0.00
Total Invoice VAT Amount											1,355.14
Total Due in Currency of Billing									USD	20,714.29	
Total Due in Currency of Clearance @ Exchange Rate 1.00000									USD	20,714.29	

VAT Breakdown	Label	VAT Text	Base Amount	VAT Rate	VAT Amount



Keeping Track of Correspondences



- Home >> Reports >> Miscellaneous >> **Correspondence status**

Home >> Reports >> Miscellaneous >> Correspondence status

Miscellaneous: Correspondence status report

Search Criteria

Correspondence Ref. No.:

*From Date: 15-May-23

*To Date: 15-Mar-24

Corr. Initiating Member: Self

Member Code:

Charge Category: Please Select

Correspondence Status: Open

Correspondence Sub Status: All

Correspondence Stage > =

Expiring In (no of days):

Generate Report

Corr. To	Corr. Ref#	Corr. Date	Currenc	Amount to be r.	Stage	Corr. St	Corr. St	No. Of /	Authorit	Charge	(Linked Rejection)	Linked Rejection	Expiry Date
KL-074-		16-Feb-2024	EUR	52.66	8	Open	Receive	0	N	Ground		NOV - 2022	16-May-2024
KL-074-		15-Jan-2024	EUR	3,225.00	6	Open	Receive	0	N	Engineer		NOV - 2022	15-Apr-2024
KL-074-		11-Mar-2024	USD	151.09	6	Open	Receive	0	N	Ground		JAN - 2023	11-Jun-2024
KL-074-		16-Jan-2024	EUR	40.08	8	Open	Receive	0	N	Ground		FEB - 2023	16-Apr-2024
KL-074-		15-Mar-2024	EUR	11,096.00	10	Open	Receive	0	Y (Full)	Engineer		APR - 2023	15-Jun-2024

- Timely response before the Correspondence Expires is important, because an expired correspondence enables the Other Carrier to bill you again. Or may prevent you from charging the Other Carrier. **You don't want to lose any revenue!**



SIS Reference Material

www.iata.org/sis

- **'Support'** Tab
 - SIS Testing & User Guide
 - Computer-Based Training
 - Reference Documentation
- **'Documents'** Tab
 - Technical Standards (ISPG, etc.)
 - Sample Files
 - Major Releases' Notes
- **'Webinars'** Tab
 - Industry Webinar Videos

and many more resources!

RETURN TO SERVICES

- Financial Services ▼
 - Air Pulse Newsletter >
 - Aviation Charges Intelligence Center (ACIC) >
 - Exchange Rates Services
- 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 Airlines**
 - SIS for Suppliers
 - SIS for Invoice Receivers
 - Supplier to Airline e-Invoicing (SAI)

SIS for Airlines & Intermodal

Joining Simplified Invoicing and Settlement (SIS) instantly connects you with more than 420 airlines and intermodal entities exchanging interline billing data electronically. SIS eliminates the paper from the interline billing and settlement processes increasing efficiency and reducing costs; it enables processing automation which helps reduce billing duplication and simplifies reconciliation.

Need Help?
[Contact us](#)

[JOIN SIS](#) | [SUPPORT](#) | [DOCUMENTS](#) | [GLOSSARY](#) | [FAQS](#) | **[WEBINARS](#)** | [REJECTIONS](#) | [MEDIA](#)

SIS Webinar Series

The SIS Operations Team continues to support the industry by hosting regular webinars meant to enhance participants' experience with using SIS. The following are the YouTube video recordings and materials available for all previously held webinars. All newly held webinar recordings and materials will be published on this page after they are held.

SERIES NO. & DATE	TITLE	VIDEO	PRESENTATION
#04-2023 27 Sep-2023	SIS Supporting Documents	YouTube	Presentation Slides (pdf)
#03-2023 05 Jul-2023	SIS Miscellaneous Invoice Data Quality	YouTube	Presentation Slides (pdf)
#02-2023 26 Apr-2023	SIS Location IDs	YouTube	Presentation Slides (pdf)
#01-2023 21 Feb-2023	Dispute Enhancement	YouTube	Presentation Slides (pdf)
#02-2022 31-Aug-2022	SIS Rejections and Correspondences	YouTube	Presentation Slides (pdf)
#01-2022 21-Jun-2022	Introduction to SIS	YouTube	Presentation Slides (pdf)



Thank you!

Need help?

Contact us via the
IATA Customer Portal

www.iata.org/CS



Raise your hand

Q&A

Post in Q&A Box

