



SIS

**IATA**

**WEBINAR**



**SIS WEBINAR #01 – 2022**

**Introduction to SIS**



# IATA Legal Reminders

- ! Participants are reminded that live streaming of this webinar by participants to parties not in attendance is not permitted, except as indicated by and with the express permission and knowledge of IATA.
- ! 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.

# Question Box



Post in Q&A box

# IATA Presenters

**Xhonina Osmani**

Specialist, Industry e-Invoicing

**Samuel Diano-Brown**

Analyst, Industry e-Invoicing



# Agenda

## 1. Login & Setup your SIS Member Profile

- What is SIS?
- Types of Membership & Fees
- How do I login to SIS?
- What is my SIS Member Profile?
- How to receive email alerts and manage SIS users?

## 2. Managing your SIS Invoices

- SIS e-Invoicing Calendar
- How to create and manage SIS Receivable Invoices?
- Downloading validations
- How to manage SIS Payable Invoices?

## 3. SIS Reference Materials & Customer Support

- Important SIS Reference Materials.
- Need Help or Training? Contact us!





# 1. SIS Login & Set Up

# What is SIS?

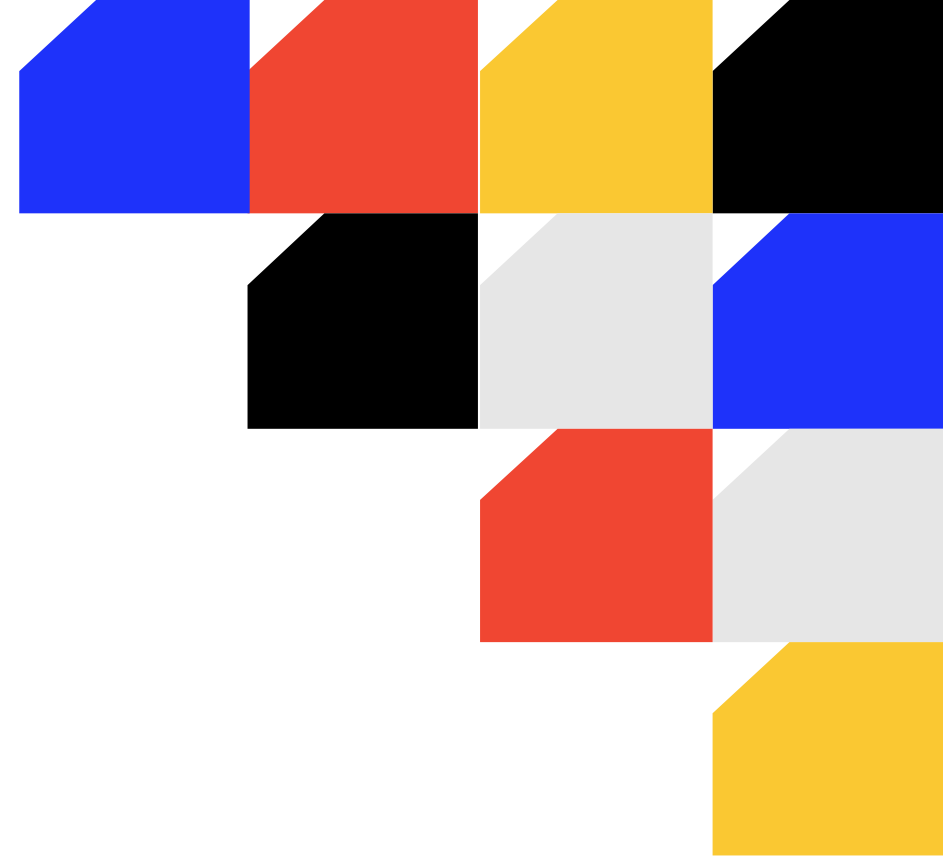
IATA's Simplified Invoicing and Settlement (SIS) is the **highly cost-effective electronic invoicing platform** developed by IATA to **remove all paper from the invoicing and settlement** of industry services.

SIS streamlines business processes by **enabling the exchange of electronic data** among participating members (Airlines & Suppliers).

The use of a **single standard**, the IS-XML, **simplifies business activity** for the industry and allows members to use one invoicing standard.

# Types of SIS Memberships?

- ❖ SIS Types of Memberships: ISPA, ISUA, TOU
- ❖ Who can Send and Receive Invoices?
- ❖ What are the Fees?
- ❖ User Accesses





# SIS Types of Memberships: ISPA, ISUA, TOU

SIS FOR AIRLINES & INTERMODAL      SIS FOR SUPPLIERS & AIR OPERATORS      SIS FOR INVOICE RECEIVERS

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

[Join SIS for Airlines & Intermodal](#)

[Join SIS for Suppliers & Air Operators](#)

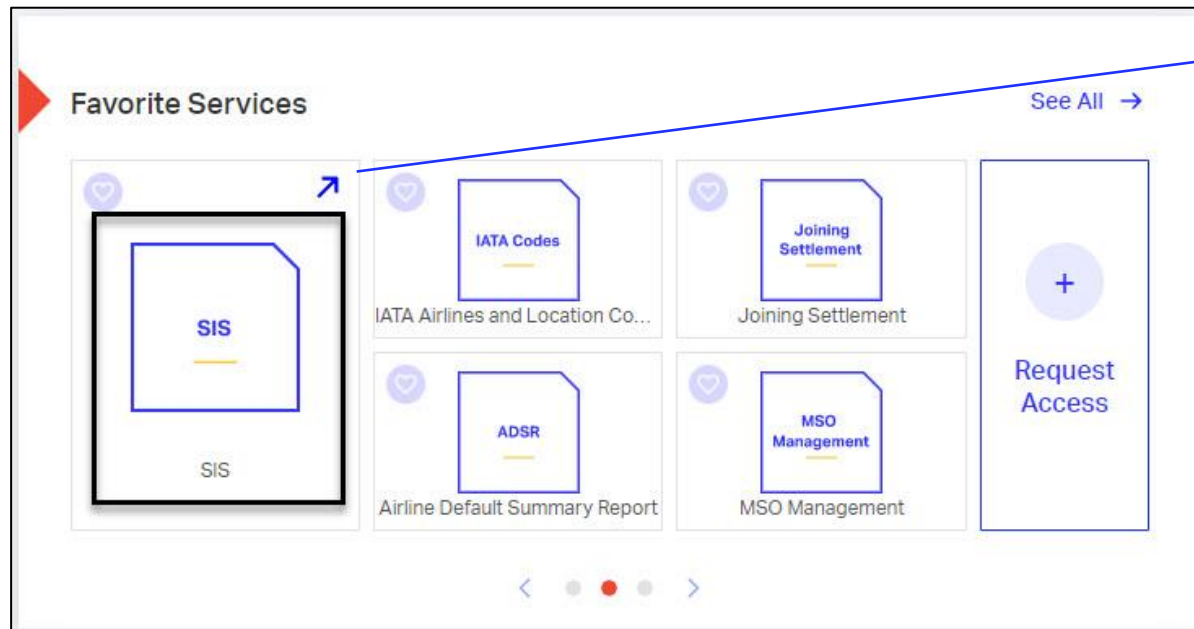
[Join SIS For Invoice Receivers](#)

- ! [Reference Materials](#)
- ! [ISPA Pricing Schedule](#)
- ! [ISUA Pricing Schedule](#)
- ! [Invoice Receiver user Guide](#)



# Login to SIS

1. Active SIS users can access SIS directly from the [IATA Customer Portal](#) using the “Single-Sign On” SIS icon.
2. Clicking the SIS icon will take the user to the SIS Home Page.
3. Navigate to the relevant modules / screens in SIS.



- Billing Categories Pax, Cargo, Misc and UATP
- Reports
- General
- Profile and User Management

- ! Need help with using the IATA Customer Portal? Reference this “SIS and the IATA Customer Portal” **user guide** (pdf) online.
- ! Video Tutorial: [Introduction to IS-WEB](#)

# SIS Home Page

- Once logged in to SIS / IS-WEB, you will land on the home page; see the screenshot below.
- On the home page, you will see upcoming milestones, alerts, messages and any announcements from the SIS Operations Team.

The screenshot displays the SIS Home Page interface. At the top, there is a dark blue header with the IATA logo and navigation links: Welcome [username], Help, Alerts (1), Messages (0), Home, Contact IS Help Desk, and Log Off Proxy. Below the header is a light blue navigation bar with dropdown menus for Passenger, Cargo, Miscellaneous, UATP, Reports, General, and Profile and User Management. A search bar is located on the right side of the navigation bar. The main content area is divided into sections: 'Upcoming Milestones' with a table of events, 'Announcements' (currently empty), and 'Alerts (1)' with a table of alerts. A pink arrow points from a text box to the 'Help' button in the top navigation bar.

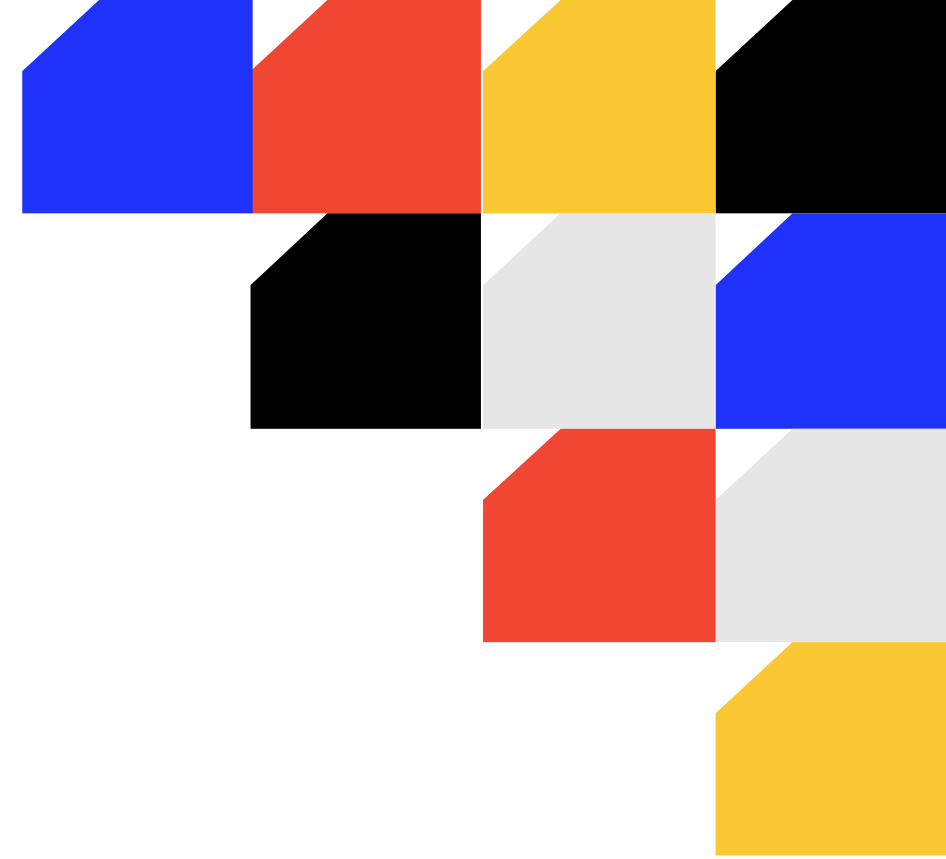
Period	Milestone	Date (EST)	Local Date
Feb 2022 P1	Closure of Late Submissions (ACH Invoices)	15-Feb-22 06:00	15-Feb-22 06:00
Feb 2022 P1	Submission Deadline for ACH Invoices	14-Feb-22 17:00	14-Feb-22 17:00
Feb 2022 P2	Submissions Open	15-Feb-22 00:00	15-Feb-22 00:00
Feb 2022 P1	Auto Billing Invoice Finalization	14-Feb-22 16:00	14-Feb-22 16:00
Feb 2022 P1	Submission Deadline for ICH and Bilateral Invoices	14-Feb-22 17:00	14-Feb-22 17:00

Detail	Date (YMQ)	Clear
Output files for Jan 2022 P4 available for download	09-Feb-22 00:11	[Download Icon]

Click this "Help" button from any SIS screen for help with that specific module

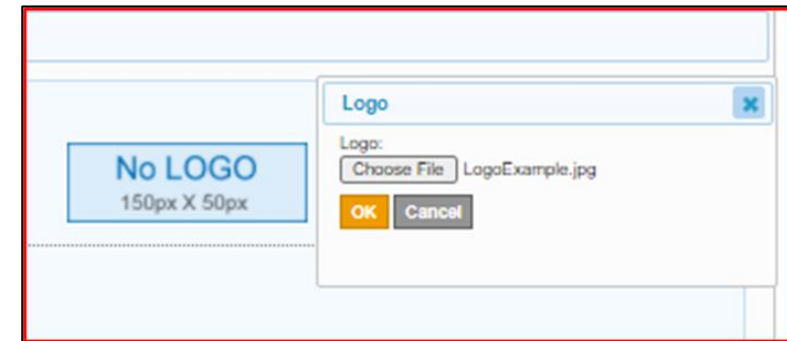
# What is My SIS Member Profile?

- ❖ How to set up my Member Profile
- ❖ Location(s) Setting
- ❖ SIS Member Information, Member Details, Location Details, Bank Details
- ❖ Validation Settings, Output File(s) Settings, CSV Listings, Daily Payable Bilateral invoices



# Set Up your SIS Member Profile

- Your SIS Member Profile allows you to manage the settings of your SIS e-invoicing preferences and optional-use features.
- Navigate to SIS module / screen: “Profile and User Management >> Manage Member Profile”
- For example, you may update / change your company’s logo of your SIS member profile.



- ! [Reference Materials](#)
- ! Video Tutorial: [Member Profile & User Permissions](#)
- ! [User Guide](#) Chapter(s): 6.1
- ! [ISPG](#) Chapter(s): 10.1
- ! [Webinar](#): #03-2020|03-Nov-2020

# Locations Settings

- You can View, Edit and Add Location(s) in the location Tab
- Can interact with the: Location Details, Output Files, Tax Reporting Locations, Invoice Footer

Manage Member

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

**Search Existing Location:**

Main-MONTREAL  
Please Select  
Main-MONTREAL  
1-Montreal-SPDR  
2-Montreal-BTA  
3-Montreal-CREDIT CARD  
4-Montreal-MIA1 CR USD  
5-Montreal-MIA1 CR CITI CRC  
6-Montreal-MIA1 PA USD  
7-Montreal-MIA1 AR ARS  
8-Montreal-DIRECT DEBIT  
9-Montreal-MAD1 ES THIRD PARTY  
10-Montreal-MIA1 DO DOP  
11-Montreal-MIA1 EC USD  
12-Montreal-AMM1 EG THIRD PARTY  
13-Montreal-AMM1 LB THIRD PARTY  
14-Montreal-NOT IN USE  
15-Montreal-MIA1 MX  
16-Montreal-NOT IN USE  
17-Montreal-NOT IN USE  
18-Montreal-NOT IN USE

\* Member Commercial Name: IATA MONTREAL Company Registration ID:

Address Line2:  Address Line3:

Location Name:  Postal Code: H4Z 1A1

UATP Location:  Active:

**Tax Reporting Location Details**  
Tax Reporting Location:

# Location Settings

Manage Member

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

**Search Existing Location:**  
T-Montreal-SPDR

[View](#) [Add Location](#)

**Location Details**

* Member Legal Name: International Air Transport <a href="#">Edit...</a>	* Member Commercial Name: International Air Transport	Company Registration ID: <input type="text"/>	Tax/VAT Registration #: 107510570RT0001	Add. Tax/VAT Registration #: <input type="text"/>
* Address Line1: 800 Place Victoria, 11th fl	Address Line2: <input type="text"/>	Address Line3: <input type="text"/>	Postal Code: H4Z 1A1	* Country Name: CANADA
* City Name: Montreal	Location Name: SPDR	UATP Location: <input type="checkbox"/>	Active: <input checked="" type="checkbox"/> <a href="#">Edit...</a>	General Terms Document: <input type="text"/>
Subdivision Name: QC-Quebec				

**Miscellaneous Output Files Specific to this Location**

Files Specific to this Location Required:

iNet Account ID for this Location:

If files specific to this Location are required and an iNet Account ID is not defined, they will be delivered to the Main Miscellaneous iNet Account (if defined)

**Tax Reporting Location Details**

Tax Reporting Location:

**Tax Authority API Details**

User Name: <input type="text"/>	Password: <input type="text"/>	Confirm Password: <input type="text"/>	Replacement Key: <input type="text"/>	Signature Key: <input type="text"/>
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Tax Reporting XML Required:

**Invoice Footer**

The below text will appear on invoices billed from this location:  
A SPDR has been included in your billing and will be deducted on the next available remittance cycle.

[Edit...](#)

**Bank Details for Bilateral Settlement**

Bank Account Name: <input type="text"/>	Bank Account Number: <input type="text"/>	Bank Name: <input type="text"/>
Branch Code: <input type="text"/>	Bank Code: <input type="text"/>	Currency Code: Please Select
IBAN: <input type="text"/>	SWIFT: <input type="text"/>	

[Save Location](#) Future Updates Pending

# Set Up your SIS Member Profile

- For example, you can change the input file validation setting, enable output files (including invoice PDFs, supporting documents, and even IS-XML / IS-IDEC output files for automation).

The screenshot displays the 'Miscellaneous' tab of the SIS Member Profile configuration interface. The settings are organized into several sections:

- Validations:** Includes a dropdown for 'Rejection on Validation Failure' (set to 'Reject File In Error'), a checkbox for 'Allow Resubmission of Failed Invoices' (unchecked), and a checkbox for 'Online Correction Allowed' (unchecked).
- Supporting Documents:** Includes a text input for 'Additional File Types Accepted' (containing '.doc,.xls etc.').
- Future Billings Submissions:** Includes a checkbox for 'Future Billing Submissions Allowed' (unchecked).
- Output Files:** Includes checkboxes for 'Billed Invoices: IS-XML' (checked), 'Billing Invoices Submitted On Behalf of the Member' (checked), 'Daily IS-XML files for Receivables IS-WEB Invoices' (unchecked), 'Daily Payment Updates for Receivables Invoices' (unchecked), 'Daily Payment Updates for Payables Invoices' (unchecked), and 'MISC Document Packages' (unchecked).
- CSV Listings:** Includes checkboxes for 'CSV listing required as a Billing Entity' (checked) and 'CSV listing required as a Billed Entity' (checked).
- Daily Payables Bilateral Invoices:** Includes checkboxes for 'Daily Delivery in IS-WEB' (checked), 'Daily Offline Archive Outputs' (checked), and 'Daily IS-XML Files' (checked). A note states: 'Daily Offline Archive Outputs' and 'Daily IS-XML Files' can be opted for only if 'Daily Delivery in IS-WEB' is chosen.
- Offline Archive Outputs:** A table with columns for 'Invoice PDF', 'Details Listings', 'Supporting Documents', and 'Digital Signature Files'. Each column has two rows: 'As a Billed Entity' and 'As a Billing Entity', each with a checked checkbox and an 'Edit...' link.

! **Reference Materials**  
! Video Tutorial: [Member Profile & User Permissions](#)  
! [User Guide](#) Chapter(s): 6.1  
! [ISPG](#) Chapter(s): 10.1  
! [Webinar](#): #03-2020|03-Nov-2020



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

Get ready to  
actively  
participate!

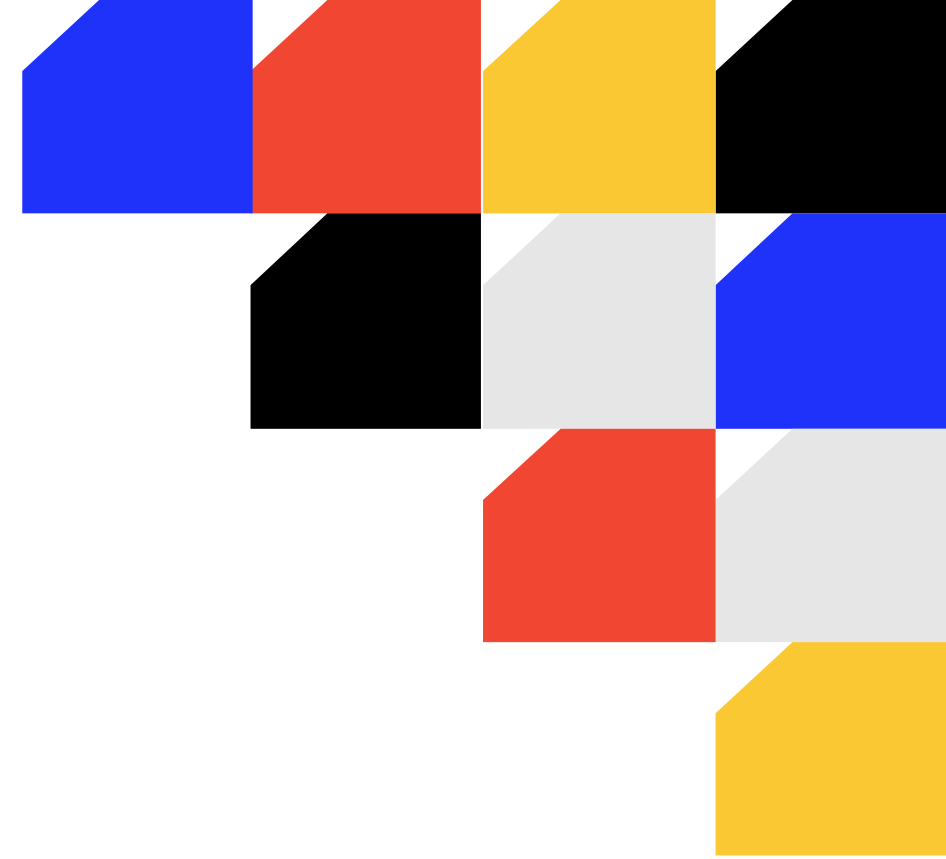
Agenda

- IATA Member Details
- Location
- Contacts
- Integrated Member
- Billing Calendar
  - Overview
  - Copy
  - Edit
  - Maintenance
- IATA/ICTA Membership Details
- Your Comments

The logo consists of the IATA globe icon on the left and the letters 'SIS' in a white box on the right, all on a blue background.

# How to receive email alerts and manage SIS users?

- ❖ Creating Contacts and Assigning Email Alerts
- ❖ View, Replace or Copy Contact Assignments
- ❖ Create and Manage Users
- ❖ Manage Users Permissions



# Creating Contacts and Assigning Email Alerts

- Contacts are persons that wish to receive important informational and/or processing email alerts related to SIS and Clearing House activities.
- Note: Contacts do not need to be users and must be defined in the “Contacts” tab of your SIS member profile.

Actions	First Name	Last Name	Email ID	Staff ID
✖	Contact1	Last name	test@airline.com	
✖	Contact2	Last name	test2@airline.com	
✖	Contact3	Last name	test3@airline.com	

Page 1 of 1 | View 1-3 of 3

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

\* Email Address: test5@airline.com  
Position/Title:   
Location ID: Please Select  
Postal Code:   
Phone Number 1:

Salutation: MRS  
Division:   
Country Name: Please Select  
Phone Number 2:

\* First Name: Test  
Department:   
Sub Division Name:   
Mobile Number:

Last Name: Last Name  
Address Line 2:   
Address Line 3:   
City Name:

Staff ID:   
Active:   
Fax Number:   
SITA Address:

Save Contact

- ! [Reference Materials](#)
- ! Video Tutorial: [Member Profile & User Permissions](#)
- ! [User Guide](#) Chapter(s): 6.2.3
- ! [ISPG](#) Chapter(s): 10.3
- ! [Webinar](#): #04-2020|25-Nov-2020

# View Contact Assignments

**Member Profile**  
Manage Member  
Member Name: JB-008-JB Test Airline

Member Details | Locations | **Contacts** | e-Bi

**Search Existing Contacts**

First Name:  Last Name:

Actions	First Name	Last
<input type="button" value="x"/>	Contact1	Last name
<input type="button" value="x"/>	Contact2	Last name
<input type="button" value="x"/>	Contact3	Last name

Page 1 of 1

\* Email Address:

Position/Title:  Division:  Department:

**All Contact Assignments**

**Search Criteria**

Group:  Subgroup:  Type:

- Please Select
- Billing Category Specific**
- Clearing House
- E-Invoicing
- Member Related
- Voted Member

	PAX-Open Invoices Contact	PAX-Correspondence Contact	PAX-Correspondence Expiry Contact	PAX-Correspondence Report Contact
<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"/>



# Replace Contact Assignments

Member Details | Locations | **Contacts** | e-Billing | Passenger | Cargo | Miscellaneous | UATP | ICH | ACH | Technical | SIS Ops | Email Parameters

**Search Existing Contacts**

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

**Search**

Actions	First Name	Last Name	Email ID	Staff ID
<input type="checkbox"/>	Contact1	TEST	Contact1@test.org	12345
<input type="checkbox"/>	Contact2	TEST	Contact2@test.org	67890
<input type="checkbox"/>	Contact3	TEST	Contact3@test.org	22334455
<input type="checkbox"/>	Contact4	TEST	contact4@test.org	1144555
<input type="checkbox"/>	TEST	Contact	stagingtest2020sis@gmail.com	

**Replace Contact Assignme...**

Current Contact Person  
Contact1 TEST

New Contact Person  
Contact2 TEST

**OK** **Exit**

Page 1 of 1 5 View 1 - 5 of 5

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

\* Email Address:  Salutation:  \* First Name:  Last Name:  Staff ID:

Position/Title:  Division:  Department:

Location ID:  Address Line 1:  Address Line 2:  Address Line 3:  City Name:

Postal Code:  Country Name:  Sub Division Name:  Active:

Phone Number 1:  Phone Number 2:  Mobile Number:  Fax Number:  SITA Address:

**Save Contact**



# Copy Contact Assignments

Member Details | Locations | **Contacts** | e-Billing | Passenger | Cargo | Miscellaneous | UATP | ICH | ACH | Technical | SIS Ops | Email Parameters

**Search Existing Contacts**

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

Actions	First Name	Last Name	Email ID	Staff ID
<input type="button" value="x"/>	Contact1	TEST	Contact1@test.org	12345
<input type="button" value="x"/>	Contact2	TEST	Contact2@test.org	67890
<input type="button" value="x"/>	Contact3	TEST	Contact3@test.org	22334455
<input type="button" value="x"/>	Contact4	TEST	contact4@test.org	1144555
<input type="button" value="x"/>	TEST	Contact	stagingtest2020sis@gmail.com	

**Copy Contact Assignments**

Copy Contact Assignments of User

New Contact Person

Page 1 of 1 5 View 1 - 5 of 5

\* Email Address:  Salutation:  \* First Name:  Last Name:  Staff ID:

Position/Title:  Division:  Department:

Location ID:  Address Line 1:  Address Line 2:  Address Line 3:  City Name:

Postal Code:  Country Name:  Sub Division Name:  Active:

Phone Number 1:  Phone Number 2:  Mobile Number:  Fax Number:  SITA Address:



# Create and Manage SIS Users

- Users are persons who need to login to SIS / IS-WEB to make use of e-invoicing functionalities and/or features (i.e. manage invoices, run reports, upload/download files, etc.)
- Each user must have a unique email address and can be created via SIS module: "Profile and User Management >> Create Users".

The image shows two parts of the SIS system interface. On the left is a navigation menu with a blue header and a light blue sidebar. The sidebar has a dropdown menu for 'Profile and User Management' which is highlighted with a red box. The dropdown options are: 'Manage Member Profile', 'Create Users' (highlighted with a red box), 'Manage Users', 'Manage User Permissions', 'View Profile Changes', and 'Manage Location Associations'. On the right is the 'Create Users' form. The form title is 'Create Users' and it includes the instruction 'Use the form below to create new User. All required fields are marked (\*)'. The form fields are arranged in a grid. The following fields are highlighted with red boxes: 'Salutation' (dropdown menu), '\*First Name' (text input with 'Samuel'), '\*Last Name' (text input with 'Diano-Brown'), and '\*Email Address' (text input with 'uatsistest2020@gmail.com'). Other fields include 'Position Title' (Analyst), 'Staff ID' (Example1), 'Division' (E-Invoicing), 'Department' (SIS), 'Telephone 1' (+123-456-789), 'Telephone 2', 'Mobile', 'Fax', 'SITA Address', 'Secondary User' (checkbox), 'Location ID' (dropdown menu, highlighted with a green box), 'Address 1' (800 Rue du Square-Victoria), 'Address 2', 'Address 3', 'City Name' (Montreal), 'Postal Code' (H4Z 1M1), 'Country Name' (CANADA), 'Subdivision Name' (Quebec), and 'Help Text Language' (dropdown menu).

! **Reference Materials**  
! Video Tutorial: [Member Profile & User Permissions](#)  
! [User Guide](#) Chapter(s): 6.3  
! [ISPG](#) Chapter(s): 10.2  
! [Webinar](#): #04-2020 | 25-Nov-2020

# Create and Manage SIS Users

- All users – including permissions assignments – are managed by your SIS member’s “Super-User” (i.e. the SIS administrative user).
- Users may be deactivated/activated, reset their password, or details edited in SIS via module “Profile and User Management >> Manage Users”
- Users may also be assigned to receive email alerts as a Contact in your SIS member profile.

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




## Manage Users

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

### Search Criteria

First Name: <input type="text" value="Samuel"/>	Last Name: <input type="text"/>	Email Address: <input type="text"/>	Status: <input type="text" value="All"/>
--	------------------------------------	--	---

### Search Results

Actions	First Name	Last Name	Email Address	Super User	Secondary User	Primary Account's Organization	Status	Is Archived
  	Samuel		uatsistest2020@gmail.com	No	No	N/A	Active	No





# Manage Users Permissions

- ❖ New and existing users' permissions can be managed by the SIS member account Super User or any user with the correct permission.
- ❖ The Super User has the ability to create Permission Templates to facilitate permission delegation.
- ❖ Users only have access to SIS modules they have been given permission to.

# Manage Users Permissions

[Home](#) >> [Profile and User Management](#) >> [Manage User Permissions](#) >> [Assign Permission To User](#)

## Assign Permission To User

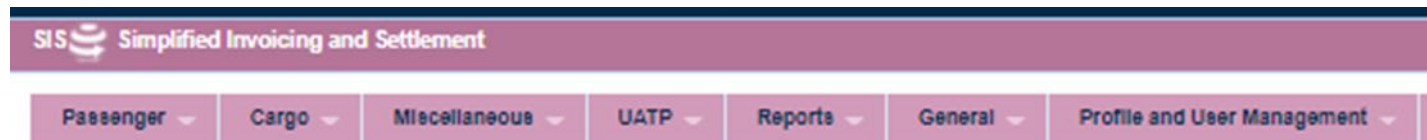
User Name:  Template:

## Copy User Permission

## Permission List For Selected User :

- Root
  - Passenger
  - Miscellaneous
  - Cargo
  - UATP
  - General
  - Reports
  - Profile and User Management

- ❖ A User given all Permissions can access all parts of SIS
- ❖ When "Root" is checked the User as ALL possible Permissions in SIS
- ❖ When a box is checked, the User has ALL possible Permissions within that category (Passenger)
- ❖ When a box is filled in, partial permission is given in that category



# Manage Users Permissions

[Home](#) >> [Profile and User Management](#) >> [Manage User Permissions](#) >> [Assign Permission To User](#)

## Assign Permission To User

User Name:	Template:
<input type="text" value="(XB-A89) uatsistest2020@gmail.com"/>	<input type="text" value="Select"/>

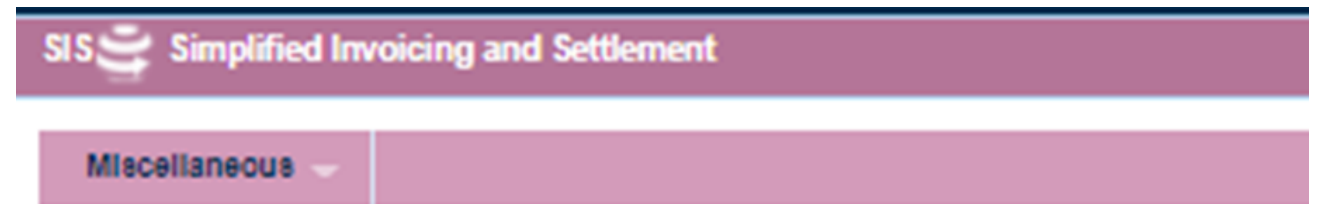
## Copy User Permission

<input type="text"/>	<input type="button" value="Copy Permission"/>
----------------------	--

## Permission List For Selected User :

- Root
  - Passenger
  - Miscellaneous
  - Cargo
  - UATP
  - General
  - Reports
  - Profile and User Management

- ❖ Can assign unique permissions to unique individuals
- ❖ Can help segregation of duties



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

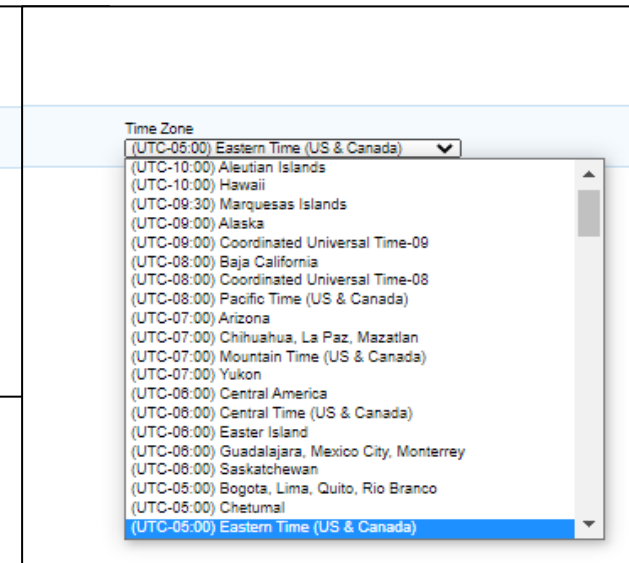
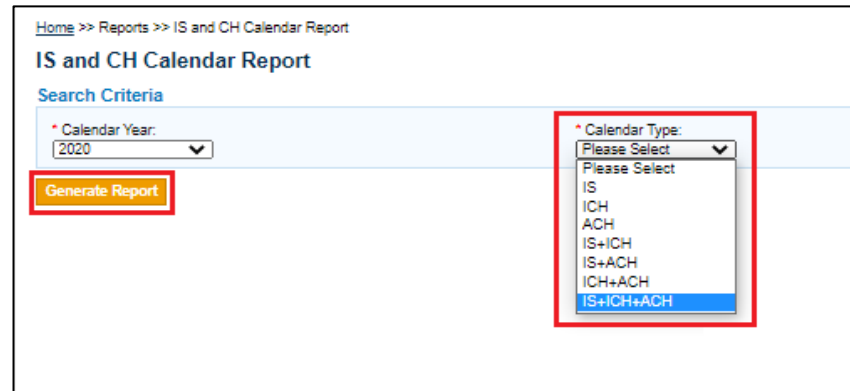
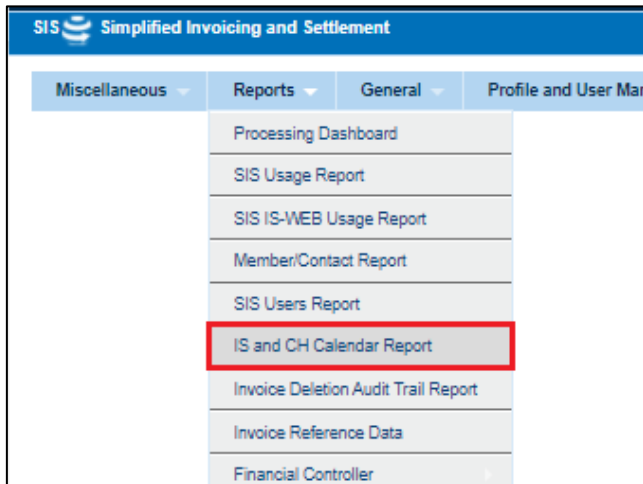




## 2. Managing your SIS Invoices

# SIS e-Invoicing Calendar

- The SIS e-Invoicing Calendar Report provides the calendar of billing periods with key dates and times for SIS e-invoicing activities.
- This calendar also provides key dates and times for ICH (IATA Clearing House) settlement activities.
- In SIS, it is named the “IS and CH Calendar Report” and can be generated in your local time zone via SIS module: “Reports >> IS and CH Calendar Report”.



! [Reference Materials](#)  
! [User Guide](#) Chapter(s): 5.3.6  
! [ISPG](#) Chapter(s): 7  
! [Webinar](#): #01-2021 | 27-Jan-2021

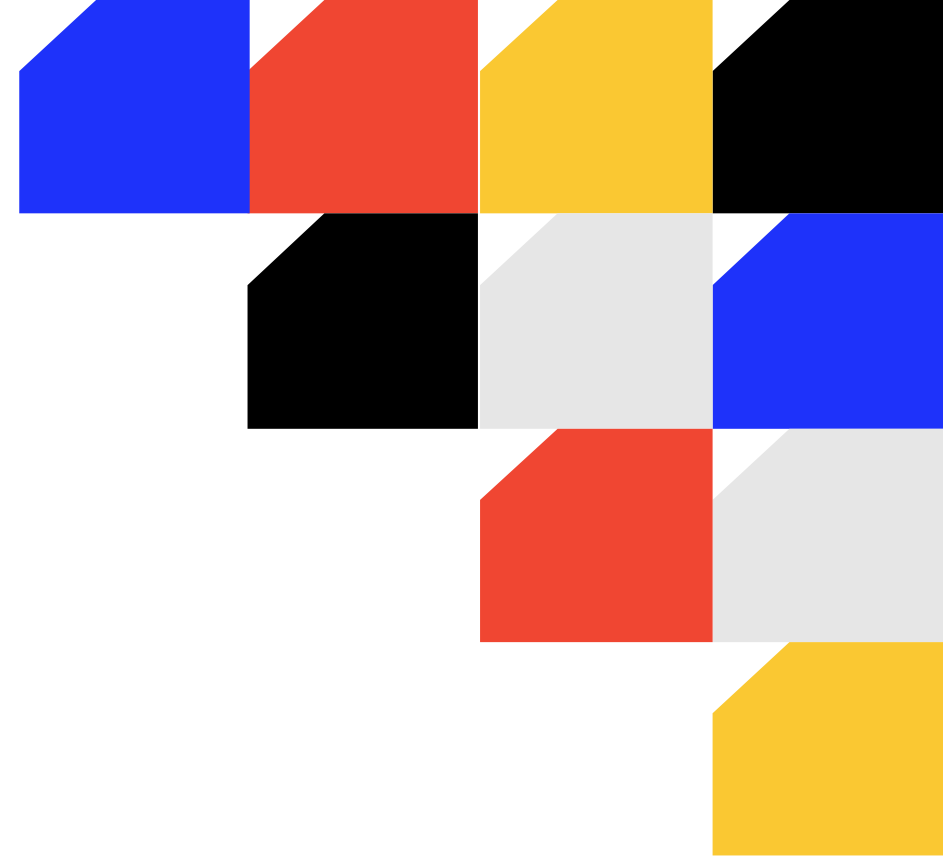
# SIS and ICH Processing Calendar

		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-2022	1	08-Jan 0:00	25-Dec 13:00	14-Jan 17:00	14-Jan 17:00	18-Jan 23:00	18-Jan 0:00	14-Jan 16:00	14-Jan 17:00	18-Jan 0:00	21-Jan 11:00	21-Jan 17:00	25-Jan 17:00	27-Jan 17:00	28-Jan 17:00
	2	15-Jan 0:00	25-Dec 13:00	21-Jan 17:00	21-Jan 17:00	25-Jan 23:00	25-Jan 0:00	21-Jan 16:00	21-Jan 17:00	25-Jan 0:00	28-Jan 11:00	28-Jan 17:00	01-Feb 17:00	03-Feb 17:00	04-Feb 17:00
	3	22-Jan 0:00	25-Dec 13:00	28-Jan 17:00	28-Jan 17:00	01-Feb 23:00	01-Feb 0:00	28-Jan 16:00	28-Jan 17:00	01-Feb 0:00	04-Feb 11:00	04-Feb 17:00	08-Feb 17:00	10-Feb 17:00	11-Feb 17:00
	4	29-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	18-Feb 17:00	21-Feb 17:00
February-2022	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	22-Feb 17:00	23-Feb 17:00	25-Feb 17:00	28-Feb 17:00
	2	15-Feb 0:00	25-Jan 13:00	22-Feb 17:00	22-Feb 17:00	24-Feb 23:00	24-Feb 0:00	22-Feb 16:00	22-Feb 17:00	24-Feb 0:00	01-Mar 11:00	01-Mar 17:00	03-Mar 17:00	07-Mar 17:00	08-Mar 17:00
	3	23-Feb 0:00	25-Jan 13:00	28-Feb 17:00	28-Feb 17:00	02-Mar 23:00	02-Mar 0:00	28-Feb 16:00	28-Feb 17:00	02-Mar 0:00	07-Mar 11:00	07-Mar 17:00	09-Mar 17:00	13-Mar 17:00	14-Mar 17:00
	4	01-Mar 0:00	25-Jan 13:00	07-Mar 17:00	07-Mar 17:00	09-Mar 23:00	09-Mar 0:00	07-Mar 16:00	07-Mar 17:00	09-Mar 0:00	14-Mar 11:00	14-Mar 17:00	16-Mar 17:00	18-Mar 17:00	21-Mar 17:00
March-2022	1	08-Mar 0:00	25-Feb 13:00	14-Mar 17:00	14-Mar 17:00	16-Mar 23:00	16-Mar 0:00	14-Mar 16:00	14-Mar 17:00	16-Mar 0:00	21-Mar 11:00	21-Mar 17:00	23-Mar 17:00	25-Mar 17:00	28-Mar 17:00
	2	15-Mar 0:00	25-Feb 13:00	21-Mar 17:00	21-Mar 17:00	23-Mar 23:00	23-Mar 0:00	21-Mar 16:00	21-Mar 17:00	23-Mar 0:00	28-Mar 11:00	28-Mar 17:00	30-Mar 17:00	01-Apr 17:00	04-Apr 17:00
	3	22-Mar 0:00	25-Feb 13:00	28-Mar 17:00	28-Mar 17:00	30-Mar 23:00	30-Mar 0:00	28-Mar 16:00	28-Mar 17:00	30-Mar 0:00	04-Apr 11:00	04-Apr 17:00	06-Apr 17:00	08-Apr 17:00	11-Apr 17:00
	4	29-Mar 0:00	25-Feb 13:00	07-Apr 17:00	07-Apr 17:00	11-Apr 23:00	11-Apr 0:00	07-Apr 16:00	07-Apr 17:00	11-Apr 0:00	15-Apr 11:00	19-Apr 17:00	19-Apr 17:00	21-Apr 17:00	22-Apr 17:00
April-2022	1	08-Apr 0:00	25-Mar 14:00	14-Apr 17:00	14-Apr 17:00	19-Apr 23:00	19-Apr 0:00	14-Apr 16:00	14-Apr 17:00	19-Apr 0:00	22-Apr 11:00	22-Apr 17:00	26-Apr 17:00	28-Apr 17:00	29-Apr 17:00
	2	15-Apr 0:00	25-Mar 14:00	21-Apr 17:00	21-Apr 17:00	25-Apr 23:00	25-Apr 0:00	21-Apr 16:00	21-Apr 17:00	25-Apr 0:00	29-Apr 11:00	29-Apr 17:00	03-May 17:00	05-May 17:00	06-May 17:00
	3	22-Apr 0:00	25-Mar 14:00	28-Apr 17:00	28-Apr 17:00	02-May 23:00	02-May 0:00	28-Apr 16:00	28-Apr 17:00	02-May 0:00	05-May 11:00	05-May 17:00	09-May 17:00	11-May 17:00	12-May 17:00
	4	29-Apr 0:00	25-Mar 14:00	09-May 17:00	09-May 17:00	11-May 23:00	11-May 0:00	09-May 16:00	09-May 17:00	11-May 0:00	16-May 11:00	16-May 17:00	18-May 17:00	20-May 17:00	23-May 17:00
May-2022	1	10-May 0:00	25-Apr 14:00	16-May 17:00	16-May 17:00	18-May 23:00	18-May 0:00	16-May 16:00	16-May 17:00	18-May 0:00	23-May 11:00	23-May 17:00	25-May 17:00	27-May 17:00	30-May 17:00
	2	17-May 0:00	25-Apr 14:00	23-May 17:00	23-May 17:00	25-May 23:00	25-May 0:00	23-May 16:00	23-May 17:00	25-May 0:00	30-May 11:00	31-May 17:00	01-Jun 17:00	06-Jun 17:00	06-Jun 17:00
	3	24-May 0:00	25-Apr 14:00	31-May 17:00	31-May 17:00	02-Jun 23:00	02-Jun 0:00	31-May 16:00	31-May 17:00	02-Jun 0:00	07-Jun 11:00	07-Jun 17:00	09-Jun 17:00	13-Jun 17:00	14-Jun 17:00
	4	01-Jun 0:00	25-Apr 14:00	07-Jun 17:00	07-Jun 17:00	09-Jun 23:00	09-Jun 0:00	07-Jun 16:00	07-Jun 17:00	09-Jun 0:00	14-Jun 11:00	14-Jun 17:00	16-Jun 17:00	21-Jun 17:00	21-Jun 17:00
June-2022	1	08-Jun 0:00	25-May 14:00	14-Jun 17:00	14-Jun 17:00	16-Jun 23:00	16-Jun 0:00	14-Jun 16:00	14-Jun 17:00	16-Jun 0:00	21-Jun 11:00	21-Jun 17:00	23-Jun 17:00	27-Jun 17:00	28-Jun 17:00
	2	15-Jun 0:00	25-May 14:00	21-Jun 17:00	21-Jun 17:00	23-Jun 23:00	23-Jun 0:00	21-Jun 16:00	21-Jun 17:00	23-Jun 0:00	28-Jun 11:00	28-Jun 17:00	30-Jun 17:00	05-Jul 17:00	05-Jul 17:00
	3	22-Jun 0:00	25-May 14:00	28-Jun 17:00	28-Jun 17:00	30-Jun 23:00	30-Jun 0:00	28-Jun 16:00	28-Jun 17:00	30-Jun 0:00	05-Jul 11:00	05-Jul 17:00	07-Jul 17:00	11-Jul 17:00	12-Jul 17:00



# Creating and Managing Receivable Invoices

- ❖ Creating Invoices via IS-Web
- ❖ Uploading XML/IDEC Files into SIS
- ❖ Processing Dashboard

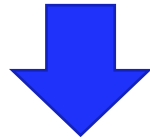




# Creating and Managing Receivable Invoices via IS-WEB

## 1. Create Invoice Header

- Currency of Listing vs. Currency of Billing



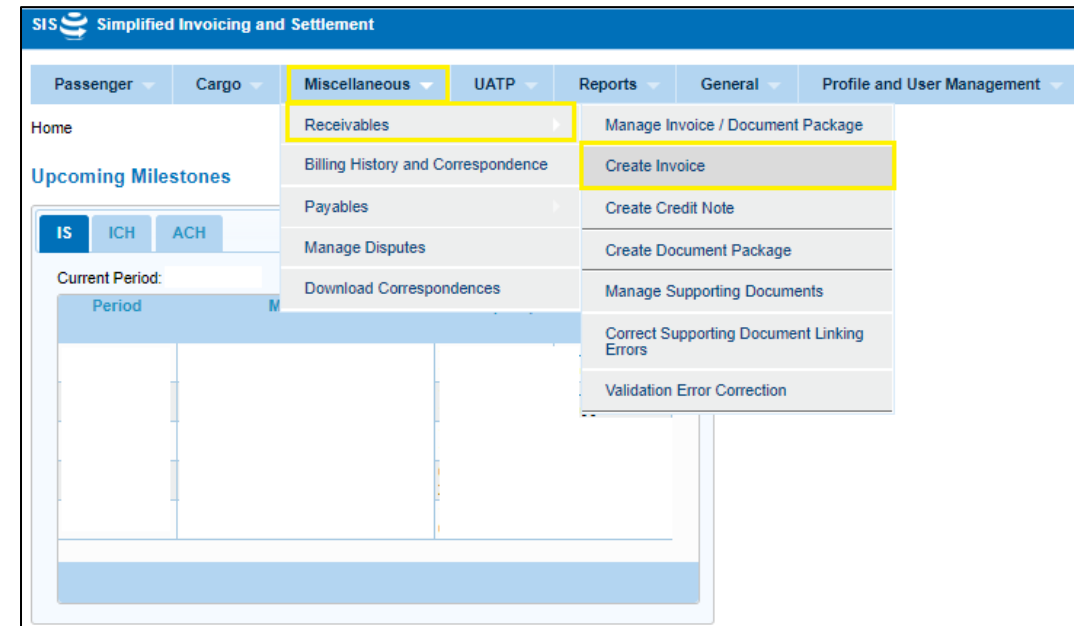
## 2. Create Invoice Capture/Listing

- Passenger – Prime Billings (Non-Sampling/Sampling), RM, BM, or CM Captures
- Cargo – Prime Billings (AWB's), RM, BM, or CM Captures
- Miscellaneous – Original, Rejection, Correspondence, Credit Note Captures



## 3. Validate and Submit

- From Invoice Creation or Manage Invoice Screens



# Creating Receivable Invoice-Passenger

- ❖ Passenger >> Receivables >> Create Non-Sampling Invoice
- ❖ Complete and Save Invoice Header

Home >> Passenger >> Receivables >> Create Non-Sampling Invoice

## Create Non-Sampling Invoice

### Header Details

* Billed Member: AB-008-Test Airline	* Invoice Number: TEST123	* Invoice Date: 14-Jun-22	* Billing Year/Month/Period: 2022-Jun-2
Billing Member's Location ID: Main-Istanbul-TR-USD	Billed Member's Location ID: Main-Montreal-CA-null	* Settlement Method: ICH	Digital Signature: N: No
* Currency of Listing/Evaluation: Please Select	* Currency of Billing: USD	Listing/Evaluation to Billing Rate: 0.00000	Invoice Template Language: 
Please Select	CH Due Date: DD-MMM-YY		

- AED
- AFN
- ALL
- AMD
- ANG
- AOA
- ARS
- AUD
- AWG
- AZN
- BAM
- BBD
- BDT
- BGN
- BHD
- BIF
- BMD
- BND

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# Creating Receivable Invoice-Passenger

- ❖ Select Options Below: Select Prime Coupon Billings, Rejection, Billing Memos.

Home >> Passenger >> Receivables >> Edit Non-Sampling Invoice

## Edit Non-Sampling Invoice

### Header Details

* Billed Member: AB-008-Test Airline	* Invoice Number: TEST123	* Invoice Date: 14-Jun-22	* Billing Year/Month/Period: 2022-Jun-2
Billing Member's Location ID: Main-Istanbul-TR-USD	Billed Member's Location ID: Main-Montreal-CA	* Settlement Method: ICH	Listing/Evaluation to Billing Rate: 0.94434
* Currency of Listing/Evaluation: EUR	* Currency of Billing: USD	Digital Signature: N: No	Invoice Template Language:
CH Agreement Indicator:	CH Due Date: DD-MMM-YY		

**Save Invoice Header**

### Invoice Total

Total Gross Amount: 0.00	Total ISC Amount: 0.00	Total Other Commission Amount: 0.00	Total UATP Amount: 0.00	Total Handling Fee Amount: 0.00
Total Tax Amount: 0.00	Total VAT Amount: 0.00	Net Total Amount: 0.00	Net Billing Amount: 0.00	No. of Billing Records: 0

### Source Code Summary

Source Code	No. of Billing Records	Total Gross Value	Total ISC Amt.	Total Other Commission Amt.	Total UATP Amt.	Total Handling Fee Amt.	Total Tax Amt.	Total VAT Amt.	Net Total
No records to view									

Page 1 of 0

[Validate Invoice](#)
[Invoice VAT](#)
[Prime Capture](#)
[Prime Listing](#)
[RM Capture](#)
[RM Listing](#)
[BM Capture](#)
[BM Listing](#)

# Creating Receivable Invoice-Passenger

- ❖ Add the required information

Home >> Passenger >> Receivables >> [Edit Non-Sampling Invoice](#) >> [Prime Billing List](#) >> Create Prime Billing

## Create Prime Billing

### Header Details

Billed Member: AB-008	Billing Period: Jun 2022 P2	Settlement Method: ICH	Invoice Number: TEST123
Billing Code: NS	Listing Amount: EUR 0.00	Listing/Evaluation to Billing Rate: 0.94434	Billing Amount: USD 0.00
Invoice Status: Open			

### Prime Billing Details

* Source Code: 23	* Batch Number: 12501	* Sequence Number: 1		
* Issuing Airline: 008	* Coupon Number: Please Select	* Ticket/FIM Number: 4200032577	* Check Digit: 9	
Coupon Gross Value: 0.00	ISC: -0.000 % -0.00 Amount	Tax Amount: Tax Breakdown	Handling Fee Type: OTHERS	Handling Fee Amount: -0.00
Other Commission: -0.000 % -0.00 Amount	UATP: -0.000 % -0.00 Amount	VAT Amount: VAT Breakdown	Coupon Total Amount:	Surcharge Amt. (included within fare): 0.00
* Currency Adjustment Indicator: USD	E-Ticket Indicator: <input checked="" type="checkbox"/>	ESAC:		
Airline Flight Designator: TK	Flight Number:	Flight Date: DD-MMM-YY	From Airport:	To Airport:
Cabin Class:	Filing Reference:			
Agreement Indicator:	Original PMI:	Prorate Methodology:		
Reason Code:	Airline Own Use:	Reference Field 1:	Reference Field 2:	Reference Field 3:
Reference Field 4:	Reference Field 5:			
Attachment Indicator: No	Attachment			

[Save and Add New](#) [Save and Duplicate](#) [Save and Back to Overview](#) [Back](#)

# Creating Receivable Invoice-Passenger

## ❖ Validate the invoice

Home >> Passenger >> Receivables >> Edit Non-Sampling Invoice

### Edit Non-Sampling Invoice

#### Header Details

* Billed Member: AB-008-Test Airline	* Invoice Number: TEST123	* Invoice Date: 14-Jun-22	* Billing Year/Month/Period: 2022-Jun-2
Billing Member's Location ID: Main-Istanbul-TR-USD	Billed Member's Location ID: Main-Montreal-CA	* Settlement Method: ICH	Digital Signature: N: No
* Currency of Listing/Evaluation: EUR	* Currency of Billing: USD	Listing/Evaluation to Billing Rate: 0.94434	Invoice Template Language:
CH Agreement Indicator:	CH Due Date: DD-MMM-YY		

**Save Invoice Header**

#### Invoice Total

Total Gross Amount: 0.00	Total ISC Amount: 0.00	Total Other Commission Amount: 0.00	Total UATP Amount: 0.00	Total Handling Fee Amount: 0.00
Total Tax Amount: 0.00	Total VAT Amount: 0.00	Net Total Amount: 0.00	Net Billing Amount: 0.00	No. of Billing Records: 1

#### Source Code Summary

Source Code	No. of Billing Records	Total Gross Value	Total ISC Amt.	Total Other Commission Amt.	Total UATP Amt.	Total Handling Fee Amt.	Total Tax Amt.	Total VAT Amt.	Net Total
25	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Page 1 of 1 | 5 | View 1 - 1 of 1

**Validate Invoice** Invoice VAT Prime Capture Prime Listing RM Capture RM Listing BM Capture BM Listing

# Creating Receivable Invoice-Passenger

- ❖ Check the validation error and correct

Home >> Passenger >> Receivables >> Edit Non-Sampling Invoice

**Validation failed for Invoice "TEST123".**

### Edit Non-Sampling Invoice

#### Header Details

* Billed Member: AB-008-Test Airline	* Invoice Number: TEST123	* Invoice Date: 14-Jun-22	* Billing Year/Month/Period: 2022-Jun-2
Billing Member's Location ID: Main-Istanbul-TR-USD	Billed Member's Location ID: Main-Montreal-CA	* Settlement Method: ICH	Listing/Evaluation to Billing Rate: 0.94434
* Currency of Listing/Evaluation: EUR	* Currency of Billing: USD	Digital Signature: N: No	
CH Agreement Indicator:	CH Due Date: DD-MMM-YY		

**Save Invoice Header**

#### Invoice Total

Total Gross Amount: 0.00	Total ISC Amount: 0.00	Total Other Commission Amount: 0.00	Total UATP Amount: 0.00
Total Tax Amount: 0.00	Total VAT Amount: 0.00	Net Total Amount: 0.00	Net Billing Amount: 0.00

#### Source Code Summary

Source Code	No. of Billing Records	Total Gross Value	Total ISC Amt.	Total Other Commission Amt.	Total UATP Amt.	Total Handling Fee Amt.	Total Tax Amt.	Total VAT Amt.	Net Total
25	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Page 1 of 1 | View 1 - 1 of 1

Invoice VAT | **Prime Capture** | Prime Listing | RM Capture | RM Listing | **BM Capture** | BM Listing

#### Validation Errors

Code	Description
BPAXNS_10106	Invalid billing period

# Creating Receivable Invoice-Passenger

- ❖ Passenger >> Receivables >> Manage Invoice
- ❖ Submit Invoice

Home >> Passenger >> Receivables >> Manage Invoice




### Invoice Search

**Search Criteria**

* Billing Year/Month: 2021-Feb	* Billing Period: 4	Billing Code: All	Invoice/Credit Note Status: All	Billed Member: 
Invoice/Credit Note Owner: All	Invoice/Credit Note Number: 	SMI: All	File Name: 	Submission Method: All

Search Clear

### Search Results

<input type="checkbox"/>	Actions	Billing Period	Billed Member	Invoice/Credit Note Owner	Billing Code	Invoice/Credit Note No	Invoice/Credit Note Status	SMI	Listing Currency	Listing Amount	Exchange Rate	Billing Currency	Billing Amount	Submission Method
<input type="checkbox"/>	  	Feb 2021 P4			NS	PAXINV01	Open	I	USD	0.00	1.00000	USD	0.00	IS-WEB

Page 1 of 1 5 View 1 - 1 of 1

Submit Selected Invoices

# Managing Receivable Invoice-Miscellaneous

## ❖ Miscellaneous >> Receivables >> Create Invoice Header

Home >> Miscellaneous >> Receivables >> Create Invoice

### Create Miscellaneous Invoice

#### Invoice Header

* Billed Member: AB-008-Test Airline	* Invoice Number: Test789	* Invoice Date: 15-Jun-22	* Charge Category: Finance	Location (Airport/City Code): 
P.O. Number: 	* Billing Member's Location ID: Main-Istanbul-TR-USD	Billed Member's Location ID: Main-Montreal-CA	Contact of Billing Member: 	Contact of Billed Member: 
* Settlement Method: ICH	* Billing Year/Month/Period: 2022-Jun-2	* Currency of Billing: USD-US Dollar	Tax Amount: 	VAT Amount: 
Add/Deduct Charge: 	Total Amount in Billing Currency: 0.000	* Currency of Clearance: USD	* Exchange Rate: 1.00000	Total Amount in Clearance Currency: 0.000
Digital Signature: N: No	CH Agreement Indicator: 	CH Due Date: DD-MMM-YY	Invoice Template Language: 	
Total Tax Amount Local Currency Code: Please Select	Total Tax Amount Local: 0.000	Local Tax Exchange Rate: 0.00000		
Original Invoice: <input checked="" type="radio"/>	Rejection Invoice: <input type="radio"/>	Correspondence Invoice: <input type="radio"/>		
Notes Note: 	Note Description: 			


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# Managing Receivable Invoice-Miscellaneous

❖ Miscellaneous >> Receivables >> Edit Miscellaneous Invoice >> Create Line Item

Home >> Miscellaneous >> Receivables >> Edit Miscellaneous Invoice >> Create Line Item

 Invoice Header created successfully.

### Create Line Item

#### Invoice Header

Invoice Number: Test789	Invoice Date: 15-Jun-2022	Billed Member: AB-008	Charge Category: Finance	Billing Amount: USD 0.000
Invoice Status: Open	Billing Period: Jun 2022 P2			

#### Line Item

Line Item #: 1	* Charge Code: Misc	* Location (Airport/City Code): YUL	P.O. Line Number:	* Product ID:	Charge Code Type:
* Description: Test invoice	* Service Start Date: 01-Jun-22	* Service End Date: 30-Jun-22	* Quantity: 1.0000	* UOM Code: EA-Each	* Unit Price: 11.0000
Scaling Factor: 1	Line Total: 11.000	Tax Amount:	VAT Amount:	Add/Deduct Charge:	
Line Net Total: 11.000	Minimum Quantity Flag: <input type="checkbox"/>	Total Tax Amount Local Currency Code: Please Select	Total Tax Amount Local: 0.000	Local Tax Exchange Rate: 0.00000	
Total Net Amount Local: 0.000	Additional Details:	Additional Details Description:			

[Save](#) [Attachments](#) [Back](#)

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# Managing Receivable Invoice-Miscellaneous

❖ Miscellaneous >> Receivables >> Add Line Item Detail

### Create Line Item Detail

#### Invoice Header

Invoice Number: Test789	Invoice Date: 15-Jun-2022	Billed Member: AB-008	Charge Category: Finance	Billing Amount: USD 11,000
Invoice Status: Open	Billing Period: Jun 2022 P2			

#### Line Item

Line Item Number: 1	Charge Code: Misc	Service Start Date: 01-Jun-22	Service End Date: 30-Jun-22	Location Code: YUL
Quantity: 1	UOM Code: EA	Unit Price: 11.0000	Scaling Factor: 1	Line Total: 11,000
Tax: 0.000	VAT: 0.000	Add Charge/ Deduction: 0.000	Line Net Total: 11,000	
Description: Test invoice				

#### Line Item Detail

Line Item Detail #: 1	* Service End Date: 30 Jun-2022	+Product ID:		
Service Start Date: 1 Jun-2022				
* Description: Line Item Detail				
Minimum Quantity Flag: <input type="checkbox"/>	* Quantity: 1.0000	* UOM Code: EA-Each	* Unit Price: 12.0000	Scaling Factor: 1
Line Detail Total: 12.000	Tax Amount:	VAT Amount:	Add/Deduct Charge:	Line Detail Net Total: 12.000

#### Optional Information

Select Optional Group  
Please Select

First Previous

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# Managing Receivable Invoice-Miscellaneous

❖ Miscellaneous >> Receivables >> LI and LID created

Home >> Miscellaneous >> Receivables >> Edit Miscellaneous Invoice >> Edit Line Item

Line Item updated successfully.

### Edit Line Item

**Invoice Header**

Invoice Number: Test789      Invoice Date: 15-Jun-2022      Billed Member: AB-008      Charge Category: Finance      Billing Amount: USD 12,000  
 Invoice Status: Open      Billing Period: Jun 2022 P2

**Line Item**

Line Item #: 1

\* Charge Code: Misc      \* Location (Airport/City Code): YUL      P.O. Line Number:      \* Product ID:      Charge Code Type: Please Select

\* Description: Test invoice

Service Start Date: 01-Jun-22      \* Service End Date: 30-Jun-22      \* Quantity: 1.0000      \* UOM Code: EA-Each      \* Unit Price: 12.0000  
 Scaling Factor: 1      Line Total: 12.000      Tax Amount:      VAT Amount:      Add/Deduct Charge:      Local Tax Exchange Rate: 0.00000  
 Line Net Total: 12.000      Minimum Quantity Flag:      Total Tax Amount Local: 0.000      Total Tax Amount Local: 0.000  
 Total Net Amount Local: 0.000

Additional Details:      Additional Details Description:

Save    Add New Line Item    Add Line Item Detail    Attachments    Back

**Line Item Details**

Actions	Line Detail #	Service Start Date	Service End Date	Description	Quantity	UOM Code	Unit Price	Scaling Factor	Line Detail Total	Tax	VAT	Add/ Deduct Charge	Line Detail Net Total	Dynamic Field
<input type="checkbox"/> <input type="edit"/> <input type="delete"/>	1	01-Jun-22	30-Jun-22	Line Item Detail	1	EA	12.0000	1	12.000	0.000	0.000	0.000	12.000	

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# Managing Receivable Invoice-Miscellaneous

❖ Miscellaneous >> Receivables >> Validate Invoice

**Edit Miscellaneous Invoice**

**Invoice Header**

* Billed Member: AB-008-Test Airline	* Invoice Number: Test789	* Invoice Date: 15-Jun-22	* Charge Category: Finance	Location (Airport/City Code):
P.O. Number:	* Billing Member's Location ID: Main-Istanbul-TR-USD	Billed Member's Location ID: Main-Montreal-CA	Contact of Billing Member:	Contact of Billed Member:
* Settlement Method: ICH	* Billing Year/Month/Period: 2022-Jun-2	* Currency of Billing: USD-US Dollar	Tax Amount:	VAT Amount:
Add/Deduct Charge:	Total Amount in Billing Currency: 12.000	* Currency of Clearance: USD	* Exchange Rate: 1.00000	Total Amount in Clearance Currency: 12.000
Digital Signature: N: No	CH Agreement Indicator:	CH Due Date: DD-MMM-YY	Invoice Owner: Nermin Azem Kiran	Invoice Template Language:
Total Tax Amount Local Currency Code: Please Select	Total Tax Amount Local: 0.000	Local Tax Exchange Rate: 0.00000		
Original Invoice: <input type="radio"/>	Rejection Invoice: <input type="radio"/>	Correspondence Invoice: <input type="radio"/>		

**Notes**

Note:  
Note Description:

Additional Details:  
Additional Details Description:

**Save Invoice Header** **Add Line Item** **Attachments**

**Line Items**

Actions	Line Item #	Charge Code	Service Start Date	Service End Date	Description	Quantity	UOM Code	Unit Price	Scaling Factor	Line Total	Tax	VAT	Add/ Deduct Charge	Line Net Total
<input type="checkbox"/>	1	Misc	01-Jun-22	30-Jun-22	Test invoice	1	EA	12.0000	1	12.000	0	0	0	12.000

Page 1 of 1 | 5 | View 1 - 1 of 1

**Validate Invoice** ←

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02-Jun-2021



# Managing Receivable Invoice-Miscellaneous

❖ Miscellaneous >> Receivables >> Submit Invoice

Invoice "Test789" validated successfully.

### Edit Miscellaneous Invoice

**Invoice Header**

* Billed Member: AB-008-Test Airline	* Invoice Number: Test789	* Invoice Date: 15-Jun-22	* Charge Category: Finance	Location (Airport/City Code):
P.O. Number:	* Billing Member's Location ID: Main-Istanbul-TR-USD	Billed Member's Location ID: Main-Montreal-CA	Contact of Billing Member:	Contact of Billed Member:
* Settlement Method: ICH	* Billing Year/Month/Period: 2022-Jun-2	* Currency of Billing: USD-US Dollar	Tax Amount:	VAT Amount:
Add/Deduct Charge:	Total Amount in Billing Currency: 12.000	* Currency of Clearance: USD	* Exchange Rate: 1.00000	Total Amount in Clearance Curre 12.000
Digital Signature: N: No	CH Agreement Indicator:	CH Due Date: DD-MMM-YY	Invoice Owner: Nermin Azem Kiran	Invoice Template Language:
Total Tax Amount Local Currency Code: Please Select	Total Tax Amount Local: 0.000	Local Tax Exchange Rate: 0.00000		
Original Invoice: <input type="radio"/>	Rejection Invoice: <input type="radio"/>	Correspondence Invoice: <input type="radio"/>		

**Notes**

Note:  
Note Description:

Additional Details:  
Additional Details Description:

Save Invoice Header Add Line Item Attachments Preview Invoice

**Line Items**

Actions	Line Item #	Charge Code	Service Start Date	Service End Date	Description	Quantity	UOM Code	Unit Price	Scaling Factor	Line Total	Tax	VAT	Add/ Deduct Charge	Line Net Total
<input type="checkbox"/>	1	Misc	01-Jun-22	30-Jun-22	Test invoice	1	EA	12.0000	1	12.000	0	0	0	12.000

Page 1 of 1 View 1 - 1 of 1

Submit Invoice

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# Managing Receivable Invoice-Miscellaneous

❖ Miscellaneous >> Receivables >> Manage Invoice / Document Search

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

## Invoice / Document Package Search

Invoices/Credit Notes

Document Packages

### Search Criteria

* From Period: <input type="text" value="2022-Jun-02"/>	* To Period: <input type="text" value="2022-Jun-02"/>	Transaction Type : <input type="text" value="All"/>	Invoice/Credit Note Status: <input type="text" value="All"/>	Billed Member: <input type="text" value="Main"/>	* Billed from Loc <input type="text" value="Main"/>
Invoice/Credit Note Owner: <input type="text" value="All"/>	Invoice/Credit Note Number: <input type="text"/>	SMI: <input type="text" value="All"/>	Charge Category: <input type="text" value="All"/>	Location: <input type="text"/>	<input type="text" value="1"/>
File Name: <input type="text"/>	Submission Method: <input type="text" value="All"/>	Payment Status as per Billing Member: <input type="text" value="All"/>	Payment Status as per Billed Member: <input type="text" value="All"/>		<input type="text" value="2"/>
					<input type="text" value="3"/>
					<input type="text" value="4"/>
					<input type="text" value="5"/>
					<input type="text" value="6"/>

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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Jun 2022 P2	AB-008-Test Airline	Main		Original Invoice	Test789	Ready for Billing	Finance	I	USD

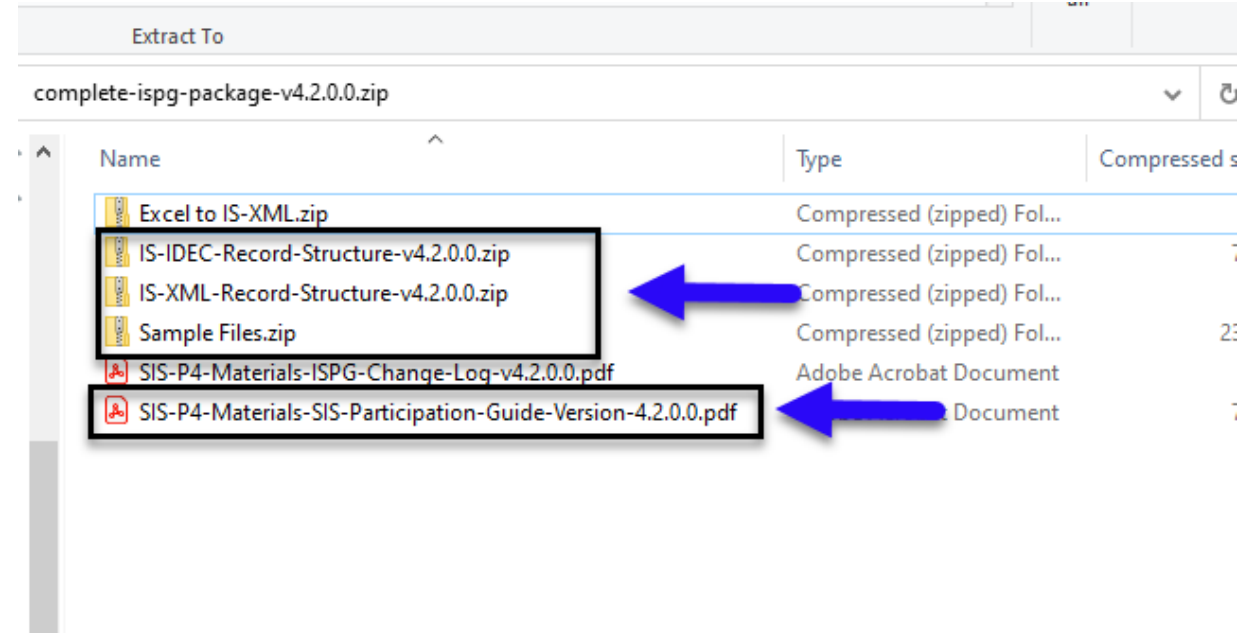


Check out our  
webinar on  
**Working with  
IS-WEB** for  
additional  
information!



# IS-XML / IS-IDEC Input Files

- SIS Members have 2 options of file formats to upload invoices in SIS
  - **IS-XML**
  - **IS-IDEC**
- Each **IS-IDEC** or **IS-XML** needs to be a compressed file and the ZIP archive should contain only **one file**.
- The complete [ISPG](#) package contains the IS-IDEC and IS-XML structures, XSD files, and sample files.
- Members should test their files in Sandbox prior to uploading to SIS Production as a best practice to avoid validation errors in SIS Production.





# Uploading IS-XML / IS- IDEC Files to SIS

- SIS invoices/credit notes must be created for the relevant billing category (Passenger, Cargo, or Miscellaneous) in accordance with IATA RAM rules and SIS standards.

Home >> General >> File Management >> Upload File

## Upload File

All files must be in compressed format with a .zip extension.

File Name:  No file chosen

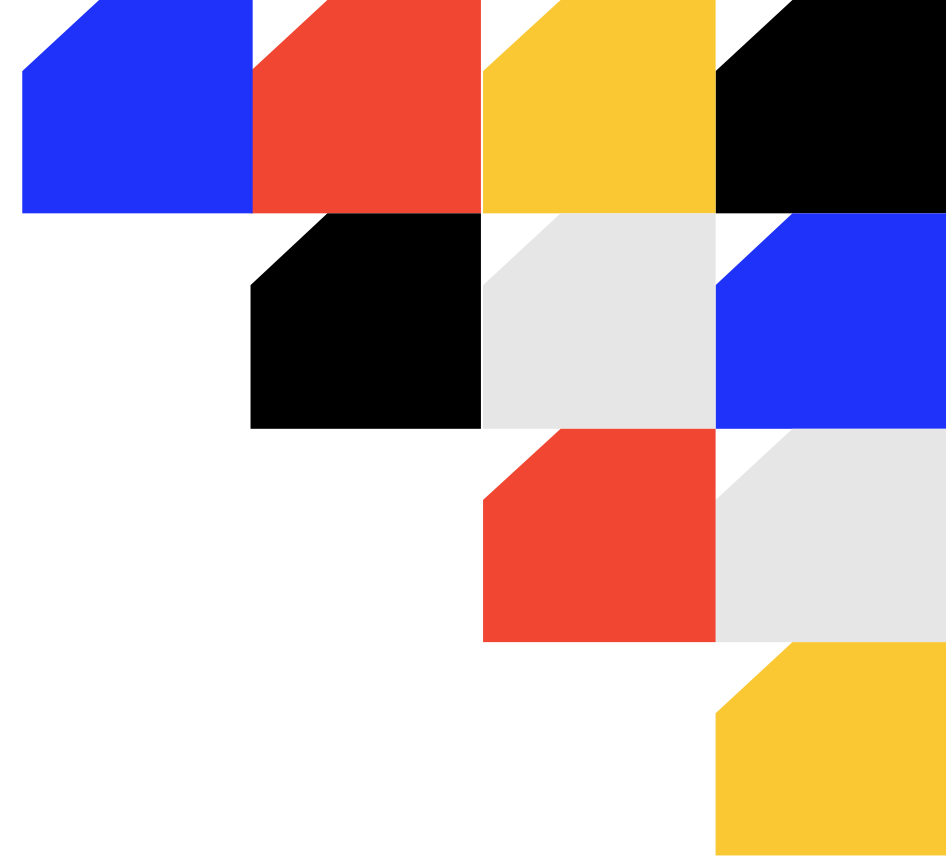
- ! [Reference Materials](#)
- ! [User Guide](#) Chapter(s): 1, 2, 3 and 4
- ! [ISPG](#) Chapter(s): 3, 4, 5 and 6
- ! [Webinar](#): #04-2021 | 02-Jun-2021

Check out our  
webinar on  
**Working with SIS  
Files: IS-XML and  
IS-IDEC** for  
additional  
information!



# Download & Understand Validation Reports

- ❖ Where to Download Validation Reports
  - Invoice Error Handling
- ❖ How to interpret the Validation Reports
- ❖ How to Correct and Resubmit Failed Invoices



# Where to Download Validation Reports

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

## Download File

### Search Criteria

Billing Month From: Dec	Billing Period From: 1	Billing Month To: Dec	Billing Period To: 4	Billing Year: 2020
File Type: Validation/sanity check reports for IS-IDECC/IS-XML	Location ID: Main 1 2 3 4 5			

Search


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

* Delivery Date From: 14-Jan-21	* Delivery Date To: 14-Jan-21	File Type: All	* Location ID: Main 1 2 3 4 5
------------------------------------	----------------------------------	-------------------	---

Search

# How to interpret the Validation Reports

> MXMLF-0082020120120201210020737\_VAL\_R1.zip

Name	Type	Compressed size
 MXMLF-0082020120120201210020737_VAL_R1.CSV	Microsoft Excel Comma S...	1 KB

MXMLF-0082020120420210108174333\_VAL.zip

Search MXMLF-00820201

Name	Date modified	Type	Size
 MXMLF-0082020120420210108174333_VAL_R1.CSV	08-Jan-21 1:57 PM	Microsoft Excel C...	1 KB
 MXMLF-0082020120420210108174333_VAL_R2.CSV	08-Jan-21 1:57 PM	Microsoft Excel C...	2 KB

Billing File Name	Billing File	Submissio	Billed Entit	Invoice Number	MISC Char	Error Code	Error Leve	Field Name	Field Valu	Error Description	Error Status
MXMLF-0082020120420210108174333.xml	20210108	IS-XML	Test	SD00000123	Finance	BMISC_10	Invoice	Billing Date	201204	Invalid billing period. Valid for laX	
MXMLF-0082020120420210108174333.xml	20210108	IS-XML	Test	SD00000124	Finance	BMISC_10	Invoice	Billing Date	201204	Invalid billing period. Valid for laX	
MXMLF-0082020120420210108174333.xml	20210108	IS-XML	Test	SD00000125	Finance	BMISC_10	Invoice	Billing Date	201204	Invalid billing period. Valid for laX	
MXMLF-0082020120420210108174333.xml	20210108	IS-XML	Test	SD00000126	Finance	BMISC_10	Invoice	Billing Date	201204	Invalid billing period. Valid for laX	
MXMLF-0082020120420210108174333.xml	20210108	IS-XML	Test	SD00000127	Finance	BMISC_10	Invoice	Billing Date	201204	Invalid billing period. Valid for laX	
MXMLF-0082020120420210108174333.xml	20210108	IS-XML	Test	SD00000128	Finance	BMISC_10	Invoice	Billing Date	201204	Invalid billing period. Valid for laX	

# How to Check Uploaded Input File Status

Home >> Reports >> Processing Dashboard

## IS Processing Dashboard

No LOGO  
150px X 50px

Invoice Status **Billing File Status** Document Package Status

### Search Criteria

Quick Search  Detail Search

Billing Period  Current  Previous

Search

### Search Results

<input type="checkbox"/>	File Generated Date	File Name	Billing Category	Billing Member	Billing Member Name	File Format	Received by IS	File Status	File Progress Status
<input type="checkbox"/>	18-Jun-21 09:52	MXMLF-0082021060220210617153016.zip	Miscellaneous	XB-008	Test Airline	ISXML - Inbound	18-Jun-21 13:52	<a href="#">Sanity Check Error</a>	
<input checked="" type="checkbox"/>	18-Jun-21 09:38	PXMLF-0082021060220210618151156.zip	Passenger	XB-008	Test Airline	ISXML - Inbound	18-Jun-21 13:38	<a href="#">Sanity Check Error</a>	
<input type="checkbox"/>	16-Jun-21 16:07	MXMLF-0082021060220210615143635.XML	Miscellaneous	XB-008	Test Airline	ISXML - Inbound	16-Jun-21 20:07	<a href="#">Successfully Validated</a>	
<input type="checkbox"/>	16-Jun-21 16:04	MXMLF-0082021060220210615143634.zip	Miscellaneous	XB-008	Test Airline	ISXML - Inbound	16-Jun-21 20:04	<a href="#">Sanity Check Error</a>	
<input type="checkbox"/>	16-Jun-21 16:02	MXMLF-0082021060220210615143602.XML	Miscellaneous	XB-008	Test Airline	ISXML - Inbound	16-Jun-21 20:02	<a href="#">Successfully Validated</a>	

Page 1 of 2 5 View 1 - 5 of 6

Mark for Late Submission

Increment Billing Period

Download

Delete

# How to Rename and Resubmit Corrected Files

- In case of Passenger and Cargo IS-IDECE input files

Compressed (39 characters)

**A**IDECE **BBB****CCCCCCCC**TTTTTTTTTTTTTTT.ZIP

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

Compressed (38 characters)

**A**XMLF-**BBB****CCCCCCCC**TTTTTTTTTTTTTTT.ZIP

! [Reference Materials](#)  
! [ISPG](#) Chapter(s): 12  
! [Webinar](#): #05-2021 | 07-Jul-2021

# Upload Input Files to SIS

[Home](#) >> [General](#) >> [File Management](#) >> [Upload File](#)

## Upload File

All files must be in compressed format with a .zip extension.

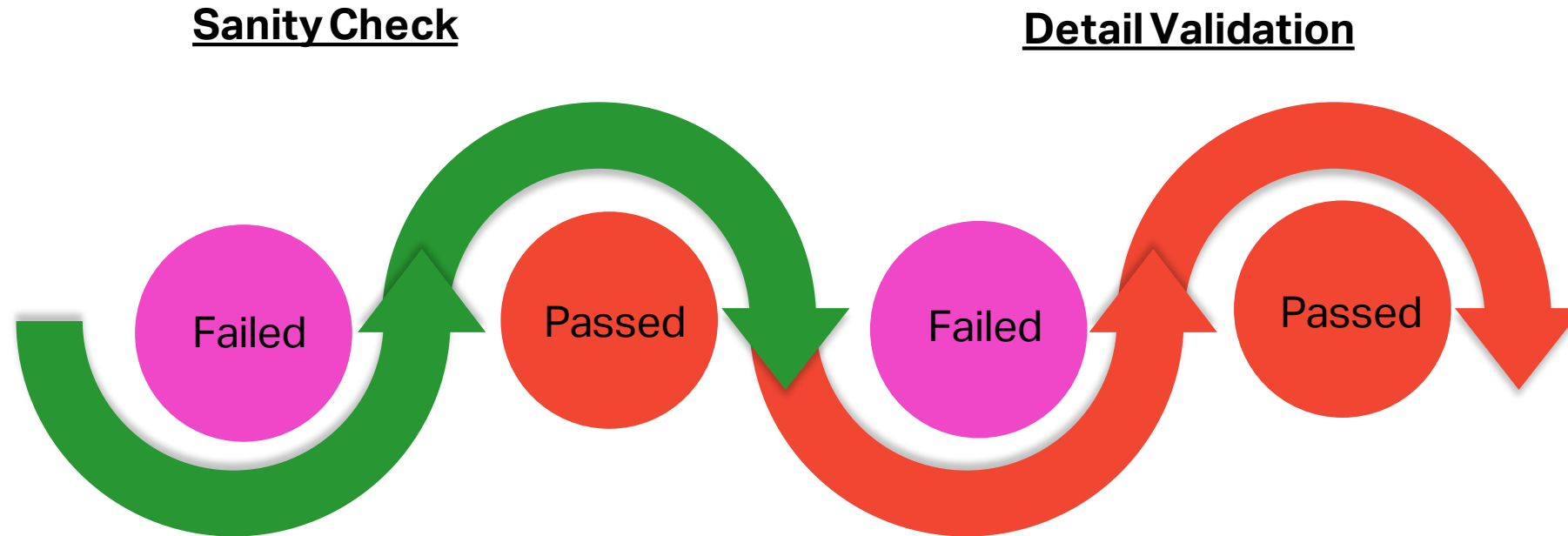
File Name:  No file chosen

**\*Files can also be uploaded to SIS via iiNET SFTP\***

**\* SIS Files (Input & Output) Interfacing & Naming Conventions: ISPG Chapter 12 \***



# Input File Validation Process



## **Error Status in R2**

Z - Sanity Check Error

## **Error Status in R2**

X – Error-Non-Correctable

C – Error-Correctable

W - Warning

# Manage Receivable Invoices

- All your receivable invoices can be managed in SIS via module "Reports >> Processing Dashboard" or the Receivable Modules for each Billing Category in SIS / IS-WEB.

Home >> Reports >> Processing Dashboard

**IS Processing Dashboard**

Invoice Status | Billing File Status | Document Package Status

Search Criteria

Quick Search  Detail Search

\* Clearance Year: 2020  
 \* Clearance Month: Aug  
 Period: All  
 Billing Member: XB-A51-IATA CLEARING HOUSE (I)  
 Billed Member:  
 Clearance Type: All  
 Billing Category: All  
 Invoice No.:  
 Invoice Status: All  
 Submission Method: All  
 Daily Delivery Status: All

Search

Search Results

<input type="checkbox"/>	Billing Period	SMI	Billing Member	Billing Member Name	Billed Member	Billed Member Name	Invoice Status	Invoice No.	Invoice Date	Billing Category	Invoice Curr.	Invoice Amount	Clearance Curr.	Clearance Amount	Suspended / Late Submitted	Validation	Value Confirmation	Digital Signature	Set FI
<input type="checkbox"/>	2020-Aug-02	I	XB-A51	IATA CLEARING HOUSE (USD)			Claimed		21 Aug 2020	Miscellaneous	USD	48.000	USD	48.000		●	-	●	
<input type="checkbox"/>	2020-Aug-02	I	XB-A51	IATA CLEARING HOUSE (USD)			Claimed		17 Aug 2020	Miscellaneous	USD	-20.000.000	USD	-20.000.000		●	-	●	
<input type="checkbox"/>	2020-Aug-02	I	XB-A51	IATA CLEARING HOUSE (USD)			Claimed		21 Aug 2020	Miscellaneous	USD	125.000	USD	125.000		●	-	●	
<input type="checkbox"/>	2020-Aug-02	I	XB-A51	IATA CLEARING HOUSE (USD)			Claimed		21 Aug 2020	Miscellaneous	USD	264.000	USD	264.000		●	-	●	
<input type="checkbox"/>	2020-Aug-02	I	XB-A51	IATA CLEARING HOUSE (USD)			Claimed		21 Aug 2020	Miscellaneous	USD	25.000	USD	25.000		●	-	●	
<input type="checkbox"/>	2020-Aug-02	I	XB-A51	IATA CLEARING HOUSE (USD)			Claimed		21 Aug 2020	Miscellaneous	USD	30.000	USD	30.000		●	-	●	
<input type="checkbox"/>	2020-Aug-02	I	XB-A51	IATA CLEARING HOUSE (USD)			Claimed		21 Aug 2020	Miscellaneous	USD	144.000	USD	144.000		●	-	●	
<input type="checkbox"/>	2020-Aug-01	I	XB-A51	IATA CLEARING HOUSE (USD)			Presented		17 Aug 2020	Miscellaneous	USD	924.000	USD	924.000	!	●	-	●	
<input type="checkbox"/>	2020-Aug-02	I	XB-A51	IATA CLEARING HOUSE (USD)			Claimed		21 Aug 2020	Miscellaneous	USD	36.000	USD	36.000		●	-	●	
<input type="checkbox"/>	2020-Aug-02	I	XB-A51	IATA CLEARING HOUSE (USD)			Claimed		21 Aug 2020	Miscellaneous	USD	50.000	USD	50.000		●	-	●	
<input type="checkbox"/>	2020-Aug-01	I	XB-A51	IATA CLEARING HOUSE (USD)			Presented		07 Aug 2020	Miscellaneous	USD	-813.000	USD	-813.000		●	-	●	
<input type="checkbox"/>	2020-Aug-02	I	XB-A51	IATA CLEARING HOUSE (USD)			Claimed		21 Aug 2020	Miscellaneous	USD	70.000	USD	70.000		●	-	●	
<input type="checkbox"/>	2020-Aug-02	I	XB-A51	IATA CLEARING HOUSE (USD)			Claimed		21 Aug 2020	Miscellaneous	USD	-100.000	USD	-100.000		●	-	●	

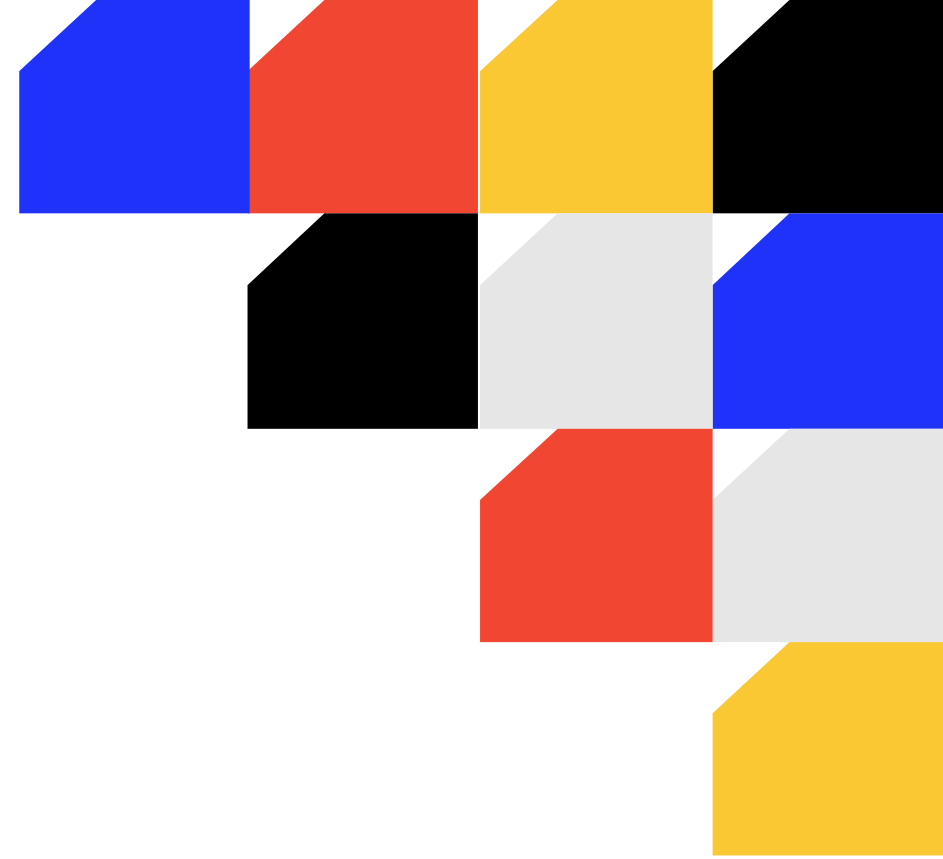
Page 1 of 2 | View 1 - 15 of 18

Mark for Late Submission | Increment Billing Period | Download | Delete



# Managing Payable Invoices

- ❖ Manage Payable Invoices
- ❖ Output Files for Payable Invoices
- ❖ MISC Daily Bilateral Invoice Delivery



# Manage Payable Invoices

- Payable invoices will be available in the Payable Modules for each billing category (Passenger, Cargo, or Miscellaneous) **at the end of each SIS billing period** (Billing Output Generation Day)
- You will need to navigate to the relevant billing category's payable SIS module and use the action buttons to view / download / reject an invoice.
- For example: "Passenger >> Payables >> Invoice Search".

Home >> Passenger >> Payables >> Invoice Search







### Invoice Search


**Search Criteria**

\* Billing Year/Month:  \* Billing Period:  Billing Code:  Billing Member:

Invoice/Credit Note Number:  SMI:

**Search Results**

Actions	Billing Period	Billing Member	Billing Code	Invoice/Credit Note No	SMI	Listing Currency	Listing Amount	Exchange Rate	Billing Currency	Billing Amount
  	May 2021 P2	XB-777-Test Airline2	NS	XBCM050201	B	USD	-85,321.00	1.00000	USD	-85,321.00
  	May 2021 P2	XB-777-Test Airline2	NS	20210502	B	USD	2,722.04	1.00000	USD	2,722.04



# Output Files for Payable Invoices

- Invoice pdf's, listings, and supporting documents may also be downloaded in a single output file at the end of each billing period. These are referred to as "Offline Archive Files" and can be retrieved in SIS via module "General >> File Management >> Download File".
- Payable invoices may also be downloaded in IS-XML / IS-IDEC output file formats for automation.

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

### Download File

**Search Criteria**

Billing Month From: Jan | Billing Period From: 1 | Billing Month To: Jan | Billing Period To: 4 | Billing Year: |

File Type: Offline archive files | Location ID: Main, UATP, 1, 2, 3, 4

Search

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

\* Delivery Date From: 08-Feb-22 | \* Delivery Date To: 08-Feb-22 | File Type: All | \* Location ID: Main, UATP, 1, 2, 3, 4

Search

**Search Results**

File Generated On	Billing Month	Billing Period	File Name	File Type	Location ID	Action
2/9/2022 12:15:07 AM	01-2022	4	OAR-CGO-R-	ZIP	Offline archive files	
2/9/2022 12:15:01 AM	01-2022	4	OAR-CGO-P-	ZIP	Offline archive files	

- ! **Reference Materials**
- ! Video Tutorial: [Billings by Category](#)
- ! [User Guide](#) Chapter(s): 1, 2, 3, 4 and 5
- ! [ISPG](#) Chapter(s): 3, 4, 5 and 6
- ! [Webinar](#): #01-2021 | 27-Jan-2021



# MISC Daily Bilateral Invoice Delivery

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

## Invoice / Document Package Search

Invoices/Credit Notes

Document Packages

### Search Criteria

\*Delivery Date From:

Invoice/Credit Note Number:

Payment Status as per Billing Member:

\* Delivery Date To:

SMI:

Payment Status as per Billed Member:

Transaction Type :

Charge Category:

Billing Member:

Location:

\* Billed to Location ID:

Main

1

2

3

4

5

6

### 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-May-22	[blurred]	3	Original Invoice	[blurred]	Airport	BILATERAL	GBP	[blurred]	<a href="#">Viewed by Billed Member</a>	<a href="#">Viewed</a>
	17-May-22	[blurred]	3	Original Invoice	[blurred]	Airport	BILATERAL	GBP	[blurred]	<a href="#">Viewed by Billed Member</a>	<a href="#">Viewed</a>
	17-May-22	[blurred]	3	Original Invoice	[blurred]	Airport	BILATERAL	GBP	[blurred]	<a href="#">Viewed by Billed Member</a>	<a href="#">Viewed</a>
	17-May-22	[blurred]	3	Original Invoice	[blurred]	Airport	BILATERAL	GBP	[blurred]	<a href="#">Viewed by Billed Member</a>	<a href="#">Viewed</a>
	16-May-22	[blurred]	Main	Original Invoice	[blurred]	Airport	Invoice Settled through ISS (BSP/CASS) funds	MYR	[blurred]	<a href="#">File Delivered to Billed Member</a>	<a href="#">File Received</a>

Page 1 of 28 5 View 1 - 5 of 139



# MISC Daily Bilateral Invoice Delivery

Home >> Profile and User Management >> Manage Member Profile

## Member Profile

### Manage Member

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

---

**Validations**  
Rejection on Validation Failure:  
   
Allow Resubmission of Failed Invoices:

**Online Correction Allowed**  
Online Correction Allowed:

**Supporting Documents**  
Additional File Types Accepted:

**Future Billings Submissions**  
Future Billing Submissions Allowed:

---

**Output Files:**

Billed Invoices:  
IS-XML  [Edit...](#)

Billing Invoices Submitted On Behalf of the Member:  
 [Edit...](#)

Daily IS-XML files for Receivables IS-WEB Invoices:  
 [Edit...](#)

Daily Payment Updates for Receivables Invoices:

Daily Payment Updates for Payables Invoices:

MISC Document Packages:

---

**CSV Listings**

CSV listing required as a Billing Entity:

CSV listing required as a Billed Entity:

---

**Daily Payables Bilateral Invoices:**

Daily Delivery in IS-WEB:

Daily Offline Archive Outputs:

Daily IS-XML Files:

\*Daily Offline Archive Outputs\* and \*Daily IS-XML Files\* can be opted for only if \*Daily Delivery in IS-WEB\* is chosen

Check out our  
webinar on  
**Output Files and  
Reports** for  
additional  
information!







# 3. SIS Reference Materials & Customer Support

# SIS Reference Materials



**The following are important documents to reference when using SIS.**

These materials are available on our website at [www.iata.org/sis](http://www.iata.org/sis) and are updated regularly to reflect any system or validation changes.

- ✓ [Standard Agreement for SIS Participation](#) – sample agreement in pdf format.
- ✓ [Sign Up and Certification Guide](#) – user guide for SIS-iiNET connectivity, input billing file testing and certification processes for SIS.
- ✓ [SIS Participation Guide \(ISPG\)](#) – SIS technical guides and standards with sample files.
- ✓ [Sample Files](#) – sample files (input and output) to support testing and/or automation.
- ✓ [SIS User Guide](#) – user guide to help users with SIS / IS-WEB.
- ✓ [SIS Video Tutorials](#) – video clips to help users with basic functionalities in SIS / IS-WEB.
- ✓ [Revenue Accounting Manual \(RAM\)](#) – industry e-invoicing rules that are validated in SIS.
- ✓ [SIS Media](#) – important SIS industry communications (bulletins, updates and events).
- ✓ [SIS Webinars](#) – industry-wide support videos to help you make the most of using SIS.
- ✓ [SIS Member List](#) – weekly list of active SIS members that you may e-invoice with.

# Need help?

Contact us via the  
IATA Customer Portal

[www.iata.org/CS](http://www.iata.org/CS)



Need help with using the IATA Customer Portal? Reference this “SIS and the IATA Customer Portal” [user guide \(pdf\)](#) online.

# Need training?

- **The SIS Operations Team offers customized training for your company!**
- **Contact us for more info via the [IATA Customer Portal](#)**



# Internet Explorer Browser and SIS - Important Security Update!

The Internet Explorer 11 ("IE 11") desktop application has been retired on **June 15, 2022**, after which the IE 11 browser will no longer be upgraded and maintained by Microsoft.

SIS / IS-WEB will be disabled for use on any version of Microsoft's Internet Explorer browser, inclusive of version 11, effective **Monday 15th August 2022**.

You are encouraged to migrate your use of SIS / IS-WEB from Internet Explorer to the latest version of a different browser such as Google Chrome or Mozilla Firefox. Please consult with your internal I.T. support for assistance with migrating to a new browser.



# SIS Reference Materials

## 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

70 and many more resources!

# 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.

- JOIN SIS | SUPPORT | **DOCUMENTS** | GLOSSARY | FAQs | WEBINARS | REJECTIONS | MEDIA

## Integrated Settlement Participation Guide (ISPG)

The ISPG contains all information and specification needed in order to fully implement Integrated Settlement (IS). This document 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](#)

### IS-IDEC Record Structure

- [Passenger Record Structure v4.2.0.0 \(zip\)](#)
- [Cargo Record Structure v4.2.0.0 \(zip\)](#)

### IS-XML Record Structure

- [IS-XML Invoice Standard v4.2.0.0 \(zip\)](#)

### Sample Files

- [Passenger \(zip\)](#)

### Supporting Attachments

- [Supporting Attachments \(zip\)](#)



# Q&A

Post in Q&A box