Simplified Invoicing and Settlement (SIS)
How to submit an online application to join SIS
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What is SIS?

SIS is the industry platform that facilitates the electronic invoicing and settlement process by streamlining key processes, unifying invoicing standards and reducing paper wastes, ultimately fostering a simpler, safer and more efficient environment for airlines and aviation business partners. Currently there are over 2,500 airlines, suppliers and other partners registered to SIS, exchanging more than 1.5 million invoices per year, exceeding $70 billion in value. See if your business partners are already using SIS here.

What membership options are available?

To enable adoption of electronic invoicing within the industry SIS offers three membership models that cater to different customer types:

**SIS for Airlines & Intermodal** under the “Standard Agreement for SIS Participation” covers all 4 submission classes: Passenger, Cargo, UATP and Miscellaneous/Non-Transportation. The participation fees incurred under this model are variable, based on budgetary expectations of operating cost, and vary according to the size and status of the participant (larger, smaller, etc.; IATA, non-IATA, etc.). This is the core agreement for SIS Participation and includes governance rights such as the ability to vote for changes to the standard industry agreement terms, or to vote for changes to functionality at the SIS General Meeting. The costs of using SIS under this membership program are outlined in Attachment A of the participation agreement. A sample of the standard agreement is available here.

**SIS for Suppliers & Air Operators** under the “Standard Participation Agreement for SIS e-Invoicing Services - Non Transportation” is designed for suppliers and airlines not participating in interline, covering only the Miscellaneous/Non-Transportation submission class. Customers participating under this membership model do not have access to the governance and do not have voting rights at the SIS General Meeting. The costs of using SIS under this membership program are outlined in Attachment D of the participation agreement. A sample of the standard agreement is available here.

**SIS for Invoice Receivers** with the “Standard Participation Agreement for SIS e-Invoicing Services – Invoice Receiver” is designed for entities who wish to receive e-invoices from SIS participants but have no requirement to send e-invoices themselves (e.g. air operators, agents receiving e-invoices from IATA, etc.). Joining SIS to receive electronic invoices only is free of charge. A sample of the standard agreement is available here.

How to join SIS?

All entities interested in becoming a SIS participant to send and/or receive electronic invoices must submit an online joining request via the IATA Customer Portal. The online joining forms are accessible by clicking on the “Join SIS e-Invoicing” hyperlink in the “Favorite Services” area.
If the option is not visible under your services, you can request it from the "Request Service" option on the right side of the "Favorite Services" section:
How to start the application?

Once the service is assigned, you can the online joining forms are accessible by clicking on the “Join SIS e-Invoicing” hyperlink in the “Favorite Services” area.

The landing page of the joining forms will show the types of memberships available to your company and will highlight the membership type your company hold, if already a SIS participant.

To start a new application please click on “Apply Now” under the membership that you want to join. The joining form will change depending of the type of membership selected.
SIS for Airlines & Intermodal

The joining process for this membership type has 3 parts:

A. Summary of the Joining Requirements
B. Online joining form
C. Submission of the application

Section A – Joining Requirements:

Click on Next to proceed.

Section B – SIS Joining Form
The data provided in this section will be populated on the participation agreement and will be used to create your SIS Member profile. Please read carefully the instructions when completing this section and note that all fields in red are mandatory.

B1 - Company Information
On the left side you will find the information available for your company as provided to IATA via the Customer Portal or through other channels. If you want to re-use this information for your SIS Participating Agreement please click on “Copy...”
Airline Head Office Information* and complete only the missing fields; if the data is not accurate or you do not want to reuse this information, simply complete the mandatory fields (highlighted in red).

It is very important that the information provided in this section is accurate as it will be used in SIS for the creation of legal invoices.

### B2 - Contact Person
Please indicate in this section the person within your company who should be contacted in relation to any notice regarding the SIS agreement that your company is signing.

### B3 - Super User Details
Upon approval of your SIS membership application, one SIS Super User (Administrator) will be created. This user will be responsible for the management of the member profile and of any subsequent users.
**B4 – Optional Services**
In this section you can select if you wish to opt for any of the optional services offered, in addition to the standard service. The description of each service can be seen by passing the mouse over the button.

**Section 4 - Optional Services**

This section allows the selection of Additional Services to be used, in addition to the provision of the Service under the main agreement. These services are provided at an extra cost, as published in:

Attachment 4-Rates Schedule.

The Value Determination and Auto Billing are optional services provided by SIS in conjunction with A&A, and can be utilized by Passenger billing entities that store prorated coupon values within ARC COMPASS SIS. Subscribers to these services are restricted to A&A members only.

- [ ] Yes
- [ ] No

**B5 – iiNET account**

SIS members can use iiNET to send and receive files from/to SIS; if your company is already an iiNET customer and wants to use the service for sending and receiving SIS files as well please select "Yes" and provide your iiNET account number. If your company is not an iiNET customer or you do not want to use the service, please select “No” and move to the next section.

**Section 5**

Submission of billing data to SIS can be done manually over the IS-Web interface or through file submission (IS-DEC, IS-XML). For file submission prior testing and certification is required, and can be only done in the SIS Sandbox environment, through iiNET. Please refer to the SIS Certification Guide for detailed steps on how to perform testing and certification.

- [ ] Yes
- [ ] No

**B6 – ICH Membership**

SIS enables electronic invoicing with automatic settlement via the Clearing House or bilateral settlement, via bank transfer. Joining SIS is mandatory if your company wishes to use the IATA Clearing House for settlement; please indicate in this section if your company wishes to join the IATA Clearing House.

**Section 6 - ICH Membership**

Does your company want to join IATA Clearing House (ICH)?

- [ ] Yes
- [ ] No

**B7 – Bank Details for Bilateral Settlement (Bank Transfer)**

For invoices issued with bilateral (bank transfer) settlement, SIS allows members to store bank details in SIS to be populated on the invoices for payment outside of the Clearing House. To include the banking information please click on “Yes” and fill out the “Bank Mandate” form. To upload the signed form and the supporting documentation required, please use the "Choose File" option.
You can view or edit/delete documents after they have been uploaded:

**B8 – Corporate Documents**

All entities joining IATA’s financial services have to undergo due diligence; if your company has not been previously cleared as compliant, you will be required to provide some basic documents as mentioned below.

Please note that if the documents are not in English, French, Arabic, Portuguese, Italian or Spanish; you will need to provide an official English translation.

If at section B7 you have opted to add bank details for bilateral settlement, passport copies of the two signatories of the bank details form are required. If you opted not to add bank details, then the passport copies will not be requested.
Section 8 - Corporate Documents

Please attach a scanned copy of the following documents:

- **Corporate Registration**
  - Choose File: No file chosen
  - Mandatory

- **Shareholders List**
  - List of owners/shareholders including:
    - Number of shares issued
    - Percentage of ownership per shareholder
    - Signed by an officer of the company
    - Copies of the shareholders passports
  - Choose File: No file chosen
  - Mandatory

- **Passport Of Signatories**
  - Copy of the passport of the signatories of the Bank Details form
  - Choose File: No file chosen
  - Mandatory

If the corporate documents are issued in any other language than French, English, Arabic, Italian, Portuguese or Spanish, please provide, in addition to the scanned copies of original documents, an official or notarized English translation of the same.

Please upload the documents requested using the option "Choose File". You can view/edit documents after they have been uploaded.
**B9 – Additional Questions**

The “Standard Agreement for SIS Participation” includes clauses specific to data protection under EU regulations. If EU data protection laws are applicable to your company you will have to sign Attachment G of the agreement, options A or B. To review the clauses, please click [here](#) and refer to the ATTACHMENT G—EU STANDARD CONTRACTUAL CLAUSES.

**Section 9 – Additional Questions**

The Standard Agreement for SIS Participation includes a section on EU Standard Contractual Clauses for processing between an EU controller and non-EU processor (and sub-processor) which is only applicable to SIS participants who are subject to European data protection laws.

Please provide the below information:

- **Data Exporting Organization Name**
- **Address**
- **Phone**
- **Fax**
- **Data Exporter Name**
- **Name (written out in full)**
- **Position**
- **Email**

Choose an option:

- **OPTION A:** EU Standard Contractual Clauses for processing between IATA and Participant (including the EU Standard Contractual Clauses for processing between IATA and Sub-processor. A signed copy is available upon request).
- **OPTION B:** (for use only in jurisdictions where a tripartite agreement is required). EU Standard Contractual Clauses for processing between IATA, Participant and Sub-processor.
Section C – Submit to IATA

The data captured at step B will be merged into the standard participation agreement; you can download a copy of the agreement for your records at this step, the same will be attached to the case created after the submission of the application.

After your application is reviewed and approved you will be required to physically sign the agreement and mail 2 copies to our office in Montreal. Please do not sign the agreement until you are requested to do so.

To submit the application, you will have to accept the disclaimer which indicates that you are authorized as per internal policy to submit this application on behalf of your company.

If your application is complete and ready for submission, please click on “Submit”; if you still have pending documents to be uploaded or you want to confirm internally before submission, please click on "Save Draft and Leave". Your application will be available to be modified for 15 days starting from the date the online application was created.

Once the application is submitted, a case will be created and automatically assigned to our Participation Team. The confirmation page will include:

1. Your case number
2. The status of the case, which initially will be For Review and Acceptance; this will change during the process depending on the interactions with you.
3. Subject: Will contain the type of application: SIS for Airlines & Intermodal
4. Your registered account name with IATA (please note this is not necessarily the legal name)
5. The name of the user who submitted the application
6. The email address of the user who submitted the application
7. The phone associated to the contact who submitted the application
8. The documents provided along with the application
9. An “Add Comments” button which can be used to contact us at any moment after the application is submitted.
To follow up on your application, please create a new comment on the case created. You can locate the case under the “Cases” section of the Customer Portal.
The joining process for this membership type has 3 parts:

A. Summary of the Joining Requirements
B. Online joining form
C. Submission of the application

**Section A – Summary of the Joining Requirements**

- **Requirements**
  - Online Application & Super User Form - Mandatory
  - Scanned copy of the following Corporate Documents - Mandatory
    - Corporate Registration (CC) - Certificate of registration
    - Shareholders List - Shareholding structure
    - If the corporate documents are issued in any other language than French, English, Arabic, Italian, Spanish or Portuguese, please provide, in addition to the scanned copies of original documents, an official or notarized translation of the same.
  - Bank Mandate Form (optional)

**Note:** The form can be saved as a draft but must be submitted within 2 weeks or a new form will have to be created and filled in again.

Click on **Next** to proceed.

**Section B – SIS Joining Form**

The data provided in this section will be populated on the participation agreement and will be used to create your SIS Member profile. Please read carefully the instructions when completing this section and note that all fields in red are mandatory.

**B1 - Company Information**

Please complete the company information in this section; it is **very important** that the information provided in this section is accurate as it will be used in SIS for the creation of legal invoices.
B2 - Contact Person
Please indicate in this section the person within your company who should be contacted in relation to any notice regarding the SIS agreement that your company is signing.

Any notice to be served under this Agreement shall be in writing and sent either by first class post, by facsimile or e-mail, and in such case will be deemed to be received upon the earlier of actual receipt or two (2) working days after sending.

First name
Last name
Title
Email
Phone

B3 - Super User Details
Upon approval of your SIS membership application, one SIS Super User (Administrator) will be created. This user will be responsible for the management of the member profile and of any subsequent users.

The super user will be granted administrator access rights associated to their company’s SIS account and will have the ability to create any additional users and grant appropriate permissions.

After your company is activated in SIS if you want to change the Super User please log a query via our IATA Customer Portal.

salutation
First name
Last name
Email

B4 – iiNET account
SIS members can use iiNET to send and receive files from/to SIS; if your company is already an iiNET customer and wants to use the service for sending and receiving SIS files as well please select “Yes” and provide your iiNET account number. If your company is not an iiNET customer or you do not want to use the service, please select “No” and move to the next section.

B5 – Optional Services
In this section you can select if you wish to opt for any of the optional services offered, in addition to the standard service. The description of each service can be seen by passing the mouse over the button.
**B6 – ICH Membership**

SIS enables electronic invoicing with automatic settlement via the Clearing House or bilateral settlement, via bank transfer. Joining SIS is mandatory if your company wishes to use the IATA Clearing House for settlement; please indicate in this section if your company wishes to join the IATA Clearing House.

**Section 6: ICH Membership**

Do you want to join IATA Clearing House (ICH)?

- **Yes**
- **No**

**B7 – Bank Details for Bilateral Settlement**

For invoices issued with bilateral (bank transfer) settlement, SIS allows members to store bank details in SIS to be populated on the invoices for payment outside of the Clearing House. To include the banking information please click on "Yes" and fill out the "Bank Mandate" form. To upload the signed form and the supporting documentation required (bank mandate, passport copies for both form signatories), please use the "Choose File" option.

**Section 7: Local Bank Mandate Form**

The bank details, if provided, will be stored in the member profile and will be populated on invoices issued for bilateral settlement.

Do you want to add Bank Details?

- **Yes**
- **No**

Upload File

Bank Mandate Form

Download this document and upload a signed version: Download Bank Mandate

Choose File | No file chosen | *Mandatory

You can view or edit/delete documents after they have been uploaded:

Upload File

Bank Mandate Form

Download this document and upload a signed version: Download Bank Mandate

Test_Bank_Mandate_Form.pdf | View | Delete | *Mandatory

**B8 – Corporate Documents**

All entities joining IATA’s financial services must undergo due diligence; if your company has not been previously cleared as compliant, you will be required to provide some basic documents as mentioned below.

Please note that if the documents are not in English, French, Arabic, Portuguese, Italian or Spanish; you will need to provide an official English translation.

If at section B7 you have opted to add bank details for bilateral settlement, passport copies of the two signatories of the bank details form are required. If you opted not to add bank details, then the passport copies will not be requested.
**Section 8: Corporate Documents**

Please attach a scanned copy of the following documents:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>File Name</th>
<th>View/Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Registration</td>
<td>Test_Corporate_Registration.pdf</td>
<td><img src="#" alt="View/Delete" /></td>
</tr>
<tr>
<td>Shareholders List</td>
<td>Test_Shareholders_List.pdf</td>
<td><img src="#" alt="View/Delete" /></td>
</tr>
<tr>
<td>Passport Of Signatories</td>
<td>Test_Passport_Of_Signatories.pdf</td>
<td><img src="#" alt="View/Delete" /></td>
</tr>
</tbody>
</table>

If the corporate documents are issued in any other language than French, English, Arabic, Italian, Portuguese or Spanish, please provide, in addition to the scanned copies of original documents, an official or notarized English translation of the same.

Please upload the documents requested using the option "Choose File". You can view/edit documents after they have been uploaded.
Section C – Submit to IATA

The data captured at step B will be merged into the standard participation agreement; you can download a copy of the agreement for your records at this step, the same will be attached to the case created after the submission of the application.

To submit the application, you will have to accept the disclaimer which indicates that you are authorized as per internal policy to submit this application on behalf of your company.

If your application is complete and ready for submission, please click on “Submit”; if you still have pending documents to be uploaded or you want to confirm internally before submission, please click on “Save Draft and Leave”. Your application will be available to be modified for 15 days starting from the date the online application was created.

Once the application is submitted, a case will be created and automatically assigned to our Participation Team. The confirmation page will include:

1. Your case number
2. The status of the case, which initially will be For Review and Acceptance; this will change during the process depending of the interactions with you.
3. Subject: Will contain the type of application - SIS for Suppliers & Air Operator (ISUA)
4. Your registered account name with IATA (please note this is not necessarily the legal name)
5. The name of the user who submitted the application
6. The email address of the user who submitting the application
7. The phone associated to the contact who submitted the application
8. The supporting documents uploaded during the application
9. An “Add Comments” button which can be used to contact us at any moment after the application is submitted.
To follow up on your application, please create a new comment on the case created. You can locate the case under the “Cases” section of the Customer Portal.
SIS for Invoice Receivers

The joining process for this membership type has 2 parts:

A. Online joining form
B. Submission of the application

Section A – SIS Joining Form
The data provided in this section will be populated on the participation agreement and will be used to create your SIS Member profile. Please read carefully the instructions when completing this section and note that all fields in red are mandatory.

A1 - Company Information
Please complete the company information in this section; it is very important that the information provided in this section is accurate as it will be used in SIS for the creation of legal invoices.

**SIS Membership**
SIS for Invoice Receivers (Free)

**Section 1 - Company Information**

<table>
<thead>
<tr>
<th>Head Office Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name of company</td>
<td></td>
</tr>
<tr>
<td>Company Registration ID</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Postal code</td>
<td></td>
</tr>
<tr>
<td>Trade Name</td>
<td></td>
</tr>
<tr>
<td>TAX/VAT Registration Number</td>
<td></td>
</tr>
<tr>
<td>City Name</td>
<td></td>
</tr>
<tr>
<td>State Name</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

A2 - Contact Person
Upon approval of your SIS membership application, one user will be created. This membership allows one single user per account to view and download invoices.

Please provide the details of the company or IATA department that invited you to join SIS to receive electronic invoices in the “Who requested your Company to join SIS as Invoice Receiver?” field.

**Section 2 - Contact Person**

| First name |  |
| Last name  |  |
| Title      |  |
| Email      | Put a valid email |
| Phone      |  |

The contact person will be granted access to SIS to administer the company profile and to view/download invoices received. After your company is activated in SIS if you want to change the Super User please log a query via our IATA Customer Portal.
Section B – Submit to IATA
The data captured at step B will be merged into the standard participation agreement; you can download a copy of the agreement for your records at this step, the same will be attached to the case created after the submission of the application.

To submit the application you will have to accept the disclaimer which indicates that you are authorized as per internal policy to submit this application on behalf of your company.

If your application is complete and ready for submission, please click on "Submit"; if you still have pending documents to be uploaded or you want to confirm internally before submission, please click on "Save Draft and Leave". Your application will be available to be modified for 15 days starting from the date the online application was created.

Once the application is submitted, a case will be created and automatically assigned to our Participation Team. The confirmation page will include:
1. Your case number
2. The status of the case, which initially will be For Review and Acceptance; this will change during the process depending of the interactions with you.
3. Subject: Will contain the type of application - SIS for Invoice Receivers (TOU)
4. Your registered account name with IATA (please note this is not necessarily the legal name)
5. The name of the user who submitted the application
6. The email address of the user who submitted the application
7. The phone associated to the contact who submitted the application
8. The supporting documents provided during the application
9. An "Add Comment" button which can be used to contact us at any moment after the application is submitted.
To follow up on your application, please create a new comment on the case created. You can locate the case under the “Cases” section of the Customer Portal.