



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.



Favorite Services See All →

Join SIS E-Invoicing

Join SIS e-Invoicing

SIS

SIS

ID Card Platform

ID Card Online Platform

+

Request Access

< ● ● >

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:

Join SIS e-Invoicing

This service allows you to apply to join SIS e-invoicing online.

[Service Information](#) Enable this service



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 Membership

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 and more efficient environment for airlines and aviation business partners –such as ground handlers, maintenance companies, and manufacturers – to engage in business.

SIS for Airlines & Intermodal



[Apply Now](#)

Joining 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.
[Review the standard participation agreement here](#)

SIS for Suppliers & Air Operators



[Apply Now](#)

By facilitating the exchange of billing data information and digital invoices, SIS enables airlines and aviation business partners such as ground handlers, maintenance companies, manufacturers, airports and others, to engage in business through a single channel, contributing to a simpler and more efficient environment. [Introduction to SIS e-invoicing \(pdf\)](#)
[Review the standard participation agreement here](#)

SIS for Invoice Receivers (Free)



[Apply Now](#)

Join SIS for free to receive legally compliant electronic invoices from your suppliers, interline partners or IATA via a secure platform, eliminating the risk of fraud. Joining SIS allows you to instantly connect to all airlines and suppliers already using the platform; you can check if any of your business partners are already using SIS [here](#).
[Review the standard participation agreement here](#)

Features			
Sending e-invoices	✔	✔	-
Receiving e-invoices	✔	✔	✔
ERP Integration	✔	✔	-
Data Validation	✔	✔	-
Automated Posting & Reconciliation	✔	✔	-
Online Functions and Dashboard	✔	✔	-
Full Traceability	✔	✔	-
Fees	✔ Prices	✔ Prices	-



SIS for Airlines & Intermodal

The joining process for this membership type has 3 parts:

- Summary of the Joining Requirements
- Online joining form
- Submission of the application

Section A – Joining Requirements:

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

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 re-use 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.

SIS Membership
SIS for Airlines & Intermodal

A. Review Joining Requirements B. Fill the Form C. Submit to IATA

Section 1 - Company Information

Airline Head Office Information:	Airline Information to be included in the invoices produced by SIS:
Legal Name of the Airline <input type="text"/>	Copy Airline Head Office information »
Airline Designator Code	Legal Name of the Airline <input type="text"/>
Head Office Street <input type="text" value="Plaça Europa 54-56"/>	Trade Name <input type="text"/>
Head Office City Name <input type="text" value="L'Hospitalet de Llobregat , Barcelona"/>	Head Office Street <input type="text"/>
Head Office State Name	Head Office City Name <input type="text"/>
Head Office Postal Code <input type="text" value="8902"/>	Head Office State Name <input type="text"/>
Head Office Country <input type="text" value="Spain"/>	Head Office Postal Code <input type="text"/>
	Head Office Country <input type="text"/>
	TAX/VAT Registration Number <input type="text"/>

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.

Section 2 - Contact Person

Any notice to be served under this Agreement shall be in writing and sent either by first class post, by facsimile or e-mail, to the following address of each Party 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 address

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.

Section 3 - Super User Details

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

Phone

Mobile Phone

Fax



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 A-Pricing 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®. Subscribers to these services are restricted to [A&A](#) members only.

- Is your company an A&A Member? Yes No
- Digital Signature application On Off 
- Digital Signature verification On Off 
- Legal Archiving On Off 

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-IDEC, 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.

Do you have an iiNET account? Yes No

iiNET account number

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.



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 *Mandatory

Download this document and upload a signed version: [Download Bank Mandate](#) Choose File No file chosen

Test_Bank_Mandate_Form.pdf

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

Upload File

Bank Mandate Form *Mandatory

Download this document and upload a signed version: [Download Bank Mandate](#)

Test_Bank_Mandate_Form.pdf [View](#) | [Delete](#)

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	<input type="button" value="Choose File"/> No file chosen	*Mandatory
------------------------	-----------------------------------------------------------	------------

Shareholders List List of owners / shareholders including: <ul style="list-style-type: none">• Number of shares issued• Percentage of ownership per shareholder• Signed by an officer of the company• Copies of the shareholders passports	<input type="button" value="Choose File"/> No file chosen	*Mandatory
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------	------------

Passport Of Signatories Copy of the passport of the signatories of the Bank Details form	<input type="button" value="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.

Corporate Registration	*Mandatory
Test_Corporate_Registration.pdf <input type="button" value="View"/> <input type="button" value="Delete"/>	

Shareholders List List of owners / shareholders including: <ul style="list-style-type: none">• Number of shares issued• Percentage of ownership per shareholder• Signed by an officer of the company• Copies of the shareholders passports	*Mandatory
Test_Shareholders_List.pdf <input type="button" value="View"/> <input type="button" value="Delete"/>	

Passport Of Signatories Copy of the passport of the signatories of the Bank Details form	*Mandatory
Test_Passport_Of_Signatories.pdf <input type="button" value="View"/> <input type="button" value="Delete"/>	



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.

Is your company subject to EU data protection laws? Yes No

Please provide the below information:

Data Exporting Organization Name	<input type="text"/>
Address	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Data Exporter Name	<input type="text"/>
Name (written out in full)	<input type="text"/>
Position	<input type="text"/>
Email	<input type="text" value="Put a valid 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.**

SIS Membership
SIS for Airlines & Intermodal

A. Review Joining Requirements B. Fill the Form C. Submit to IATA

SIS Participation Agreement

 [download a PDF version of the Participation Agreement](#)

Disclaimer

By signing I, the undersigned, confirm that the above information is correct and that I am duly authorized to submit this agreement on behalf of my company.

Accept Disclaimer

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.

Disclaimer

By signing I, the undersigned, confirm that the above information is correct and that I am duly authorized to submit this agreement on behalf of my company.

Accept Disclaimer

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.



Case Number - 10042281

Case Details

Case Number 10042281 ¹

Status For Review and Acceptance ²

Subject SIS Participation - - ISPA ³

Description

Account Name ⁴

Contact Name ⁵

Additional Recipients

Case information

Region Europe IATA Country Spain & Andorra

Reason SIS Client

Account Name ⁴ Name ⁵

Email @gmail.com ⁶

Phone 34 . 21 ⁷

Dossier reception

Deadline Date Process Approved

Process Start Date Hard copies requested

All hard copies received

Dossier acceptance

Rejection / Withdrawal remarks

Attachments ⁸

Action	Review Status	File Name	File Identifier	File Size	Created Date
View	Pending	Test_Passport_OF_Signatories.pdf	Passport	0.08 MB	3/11/2019 12:38 PM
View	Pending	Test_Shareholders_List.pdf	Shareholders_List	0.08 MB	3/11/2019 12:38 PM
View	Pending	Test_Corporate_Registration.pdf	COI	0.08 MB	3/11/2019 12:38 PM
View	Pending	Test_Bank_Mandate_Form.pdf	BankMandate	0.08 MB	3/11/2019 12:38 PM

Comments

⁹

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 Suppliers & Air Operators

The joining process for this membership type has 3 parts:

- Summary of the Joining Requirements
- Online joining form
- Submission of the application

Section A – Summary of the Joining Requirements

SIS Membership
SIS for Suppliers & Air Operators

A. Review Joining Requirements B. Fill the Form C. Submit to IATA

REQUIREMENTS

- ✓ Online Application & Super User Form - Mandatory
- ✓ Scanned copy of the following Corporate Documents - Mandatory
 - Corporate Registration (COI) - 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)

[Previous](#) [Next](#) [Save Draft and Leave](#)

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.

SIS Membership
SIS for Suppliers & Air Operators

A. Review Joining Requirements B. Fill the Form C. Submit to IATA

Section 1 - Company Information

Company Information to be included in the invoices produced by SIS:

Legal Name of company	<input type="text"/>	Trade Name	<input type="text"/>
Company Registration ID	<input type="text"/>	TAX/VAT Registration Number	<input type="text"/>
Address	<input type="text"/>	City Name	<input type="text"/>
Postal code	<input type="text"/>	State Name	<input type="text"/>
		Country	<input type="text"/>



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.

Section 2 - Contact Person

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	<input type="text"/>
Last name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text" value="Put a valid email"/>
Phone	<input type="text"/>

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.

Section 3 - Super User Details

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	<input type="text" value="--None--"/>	Phone	<input type="text"/>
First name	<input type="text"/>	Mobile Phone	<input type="text"/>
Last name	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text" value="Put a valid 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.

Section 4

Submission of billing data to SIS can be done manually over the IS-Web interface or through file submission (IS-IDEC, 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.

Do you have an iiNET account? Yes No

iiNET account number

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.

Section 5 - 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 D-Pricing Schedule](#).

Digital Signature application	<input type="checkbox"/> On	<input type="checkbox"/> Off	
Digital Signature verification	<input type="checkbox"/> On	<input type="checkbox"/> Off	
Legal Archiving	<input type="checkbox"/> On	<input type="checkbox"/> Off	



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

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 Choose File No file chosen *Mandatory

Download this document and upload a signed version: [Download Bank Mandate](#)

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

Upload File

Bank Mandate Form *Mandatory

Download this document and upload a signed version: [Download Bank Mandate](#)

Test_Bank_Mandate_Form.pdf View | Delete

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:

Corporate Registration	<input type="button" value="Choose File"/> No file chosen	*Mandatory
------------------------	-----------------------------------------------------------	------------

Shareholders List List of owners / shareholders including: <ul style="list-style-type: none">• Number of shares issued• Percentage of ownership per shareholder• Signed by an officer of the company• Copies of the shareholders passports	<input type="button" value="Choose File"/> No file chosen	*Mandatory
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------	------------

Passport Of Signatories Copy of the passport of the signatories of the Bank Details form	<input type="button" value="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.

Corporate Registration	*Mandatory
Test_Corporate_Registration.pdf <input type="button" value="View"/> <input type="button" value="Delete"/>	

Shareholders List List of owners / shareholders including: <ul style="list-style-type: none">• Number of shares issued• Percentage of ownership per shareholder• Signed by an officer of the company• Copies of the shareholders passports	*Mandatory
Test_Shareholders_List.pdf <input type="button" value="View"/> <input type="button" value="Delete"/>	

Passport Of Signatories Copy of the passport of the signatories of the Bank Details form	*Mandatory
Test_Passport_Of_Signatories.pdf <input type="button" value="View"/> <input type="button" value="Delete"/>	



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.

SIS Membership
SIS for Suppliers & Air Operators

A. Review Joining Requirements B. Fill the Form C. Submit to IATA

SIS Participation Agreement

 [download a PDF version of the Participation Agreement](#)

Disclaimer

By signing I, the undersigned, confirm that the above information is correct and that I am duly authorized to submit this agreement on behalf of my company.

Accept Disclaimer

[Previous](#) [Submit](#) [Save Draft and Leave](#)

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.

Disclaimer

By signing I, the undersigned, confirm that the above information is correct and that I am duly authorized to submit this agreement on behalf of my company.

Accept Disclaimer

[Previous](#) [Submit](#) [Save Draft and Leave](#)

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.



Case Number - 10042281

Case Details

Case Number 10042281 **1**

Status For Review and Acceptance **2**

Subject SIS Participation - - ISPA **3**

Description

Account Name **4**

Contact Name **5**

Additional Recipients

Case information

Region Europe IATA Country Spain & Andorra

Reason SIS Client

Account Name **4**

Name **5**

Email @gmail.com **6**

Phone 34 . 21 **7**

Dossier reception

Deadline Date Process Approved

Process Start Date Hard copies requested

All hard copies received

Dossier acceptance

Rejection / Withdrawal remarks

Attachments **8**

Action	Review Status	File Name	File Identifier	File Size	Created Date
View	Pending	Test_Passport_Of_Signatories.pdf	Passport	0.08 MB	3/11/2019 12:38 PM
View	Pending	Test_Shareholders_List.pdf	Shareholders_List	0.08 MB	3/11/2019 12:38 PM
View	Pending	Test_Corporate_Registration.pdf	COI	0.08 MB	3/11/2019 12:38 PM
View	Pending	Test_Bank_Mandate_Form.pdf	BankMandate	0.08 MB	3/11/2019 12:38 PM

Comments

9

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)

A. Fill the FormB. Submit to IATA

Section 1 - Company Information

Head Office Information:
Information to be included in the invoices produced by SIS

Legal Name of company <input style="border: 1px solid red;" type="text"/>	Trade Name <input style="border: 1px solid red;" type="text"/>
Company Registration ID <input style="border: 1px solid red;" type="text"/>	TAX/VAT Registration Number <input style="border: 1px solid red;" type="text"/>
Address <input style="border: 1px solid red; height: 30px;" type="text"/>	City Name <input style="border: 1px solid red;" type="text"/>
Postal code <input style="border: 1px solid red;" type="text"/>	State Name <input style="border: 1px solid red;" type="text"/>
	Country <input style="border: 1px solid red;" type="text"/>

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

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.

First name <input style="border: 1px solid red;" type="text"/>	Email <input style="border: 1px solid red; border-bottom: 1px dashed red;" type="text" value="Put a valid email"/>
Last name <input style="border: 1px solid red;" type="text"/>	Phone <input style="border: 1px solid red;" type="text"/>
Title <input style="border: 1px solid red;" type="text"/>	Who requested your Company to join SIS as Invoice Receiver? <input style="border: 1px solid red;" type="text"/>



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.

A. Fill the Form | B. Submit to IATA

SIS Participation Agreement

 [download a PDF version of the Participation Agreement](#)

Disclaimer

By signing I, the undersigned, confirm that the above information is correct and that I am duly authorized to submit this agreement on behalf of my company.

Accept Disclaimer

[Previous](#) [Submit](#) [Save Draft and Leave](#)

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.

Disclaimer

By signing I, the undersigned, confirm that the above information is correct and that I am duly authorized to submit this agreement on behalf of my company.

Accept Disclaimer

[Previous](#) [Submit](#) [Save Draft and Leave](#)

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.



Case Number - 10042281

Case Details

Case Number 10042281 ¹

Status For Review and Acceptance ²

Subject SIS Participation - ISPA ³

Description

Account Name ⁴

Contact Name ⁵

Additional Recipients

Case information

Region Europe IATA Country Spain & Andorra

Reason SIS Client

Account Name ⁴ Name ⁵

Email ⁶ @gmail.com

Phone 34 . 21 ⁷

Dossier reception

Deadline Date Process Approved

Process Start Date Hard copies requested

All hard copies received

Dossier acceptance

Rejection / Withdrawal remarks

Attachments ⁸

Action	Review Status	File Name	File Identifier	File Size	Created Date
View	Pending	Test_Passport_Of_Signatories.pdf	Passport	0.08 MB	3/11/2019 12:38 PM
View	Pending	Test_Shareholders_List.pdf	Shareholders_List	0.08 MB	3/11/2019 12:38 PM
View	Pending	Test_Corporate_Registration.pdf	COI	0.08 MB	3/11/2019 12:38 PM
View	Pending	Test_Bank_Mandate_Form.pdf	BankMandate	0.08 MB	3/11/2019 12:38 PM

Comments

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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.