



Simplified Invoicing and Settlement (SIS)

Location ID Setup & Features

Version 2.0
June 2020



REVISION HISTORY LOG

Version Ref	Creation Date
V1.0	June 06, 2016
V 2.0	June 09, 2020



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1. Introduction

Through the 'Location ID' functionality SIS enables several options for automation and legal compliance. SIS Participants can define multiple Locations in their member profile, each with its own reference data (legal name, VAT number, etc.) and its own input/output data flow. The purpose of this document is to provide guidance to participants on how to set up Location ID(s) in their SIS Member Profile and make optimal use of the 'Associated locations' functionality in SIS.

2. Setting up Location ID(s)

Upon activation of your SIS membership, by default the Location ID "Main" will be defined with the address/location details provided during the joining process. Your SIS Member Profile contains information such as the Company Commercial and Legal Names, Company Registration ID, TAX/VAT Registration ID, Main Address/Location Details, Bank Details for Bilateral Settlement (optional; submit this [form](#) through the [IATA Customer Portal](#)), etc.

The following SIS 'module directories' and screenshots will assist you in setting up your member profile.

To view the company details, navigate to "Profile and User Management >> Manage Member Profile"

Period	Milestone	13-Jul-20 18:00	13-Jul-20 18:00
Jun 2020 P1	Auto Billing Invoice Finalization		
May 2020 P4	Billing Output Generation	10-Jun-20 23:00	10-Jun-20 23:00
May 2020 P4	Supporting Documents Linking Deadline	10-Jun-20 00:00	10-Jun-20 00:00
Jun 2020 P1	Submission Deadline for ICH and Bilateral Invoices	15-Jun-20 17:00	15-Jun-20 17:00
Jun 2020 P1	Submission Deadline for ACH Invoices	15-Jun-20 17:00	15-Jun-20 17:00

Member Profile

Manage Member

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

Member Information

- Member Prefix: A99
- Member Designator: XB
- Member Legal Name: IATA MONTREAL
- Member Commercial Name: IATA MONTREAL

Membership Details

- IS Membership Status: Active
- IS Entry Date: 01-Oct-11
- IATA Membership:
- ICH Member:
- ACH Member:

Main Location Details

- Company Registration ID: [Edit]
- Tax/VAT Registration #: 107510570RT0001 [Edit]
- Add. Tax/VAT Registration #: 1008086123 [Edit]
- Address Line1: International Air Transport [Edit]
- Address Line2: 800 Place Victoria, PO B [Edit]
- Address Line3: [Edit]
- City Name: MONTREAL [Edit]
- Postal Code: H4Z 1M1 [Edit]
- Country Name: CANADA [Edit]
- Subdivision Name: Quebec [Edit]

Bank Details for Bilateral Settlement

- Bank Account Name: [Edit]
- Bank Account Number: [Edit]
- Bank Name: [Edit]
- Branch Code: [Edit]
- Bank Code: [Edit]
- Currency Code: USD
- IBAN: [Edit]
- SWIFT: [Edit]

IS Contacts

[View/Edit]

Save Member Details | Future Updates Pending



To view, edit or to add new Location IDs navigate to the "Locations" Tab":

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

Member Profile

Manage Member

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

Search Existing Location:
Please Select

View Add Location

Location Details

* Member Legal Name: * Member Commercial Name: Company Registration ID: Tax/VAT Registration #: Add. Tax/VAT Registration #:

* Address Line1: Address Line2: Address Line3:

* City Name: Location Name: Postal Code: * Country Name:

Subdivision Name: UATP Location: Active: General Terms Document:

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)

Drop down the "Search Existing Location" menu and click "View" to see the details of the location.

Click "Add Location" to add a new location ID.

New location IDs are automatically assigned in sequential numerical order when created.

Search Existing Location:
Please Select

View Add Location

Location Details

* Member Legal Name: * Member Commercial Name: Company Registration ID: Tax/VAT Registration #: Add. Tax/VAT Registration #:

* Address Line1: Address Line2: Address Line3:

* City Name: Location Name: Postal Code: * Country Name:

Subdivision Name: UATP Location: Active:

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)

Invoice Footer

The below text will appear on invoices billed from this location:

Bank Details for Bilateral Settlement

Bank Account Name: Bank Account Number: Bank Name:

Branch Code: Bank Code: Currency Code:

IBAN: SWIFT:

Save Location Future Updates Pending

After all the details are verified click on the "Save Location" button at the bottom to save new location ID.



Once a location ID is saved, drop down the "Search Existing Location" menu and click "View" to see the details of the location.

The screenshot shows the 'Member Profile' page with the 'Locations' tab selected. A search dropdown is highlighted with a yellow box, showing '16-Montreal-NOT IN USE' with 'View' and 'Add Location' buttons. Below, the 'Location Details' section includes fields for Member Legal Name, Member Commercial Name, Company Registration ID, Tax/VAT Registration #, and Address Lines. The 'City Name' is 'Montreal' and 'Country Name' is 'CANADA'. There is also a section for 'Miscellaneous Output Files Specific to this Location' and 'Tax Reporting Location Details'.

Note: Any new Location ID or change made to an existing Location ID will take effect in the next/subsequent billing period

Location IDs can be used for legal purposes (to display address or tax information different from the main address) or to segregate data flows based on internal workflows. Location ID(s) can be used for both incoming (payable) and outgoing (receivable) invoices. A report including all Location ID(s) and associated reference data for all SIS participants is generated by SIS at the beginning of each billing period and can be downloaded from the IS-WEB interface or pushed to your iiNET account (configuration can be done on the "E-Billing" Tab of the Member Profile). This report is named the "Complete Reference Data CSV File".

The screenshot shows the 'Download File' page under 'File Management'. Search criteria include Billing Month From (May), Billing Period From (4), Billing Month To (May), Billing Period To (4), and Billing Year (2020). The File Type is 'Complete Reference Data CSV File' and the Location ID is 'Main'. A 'Search' button is present. Below, the 'Search Results' table shows one result:

File Generated On	Billing Month	Billing Period	File Name	File Type	Location ID	Action
5/29/2020 2:10:36 AM	05-2020	4	REFDATA-COMP-20200504.ZIP	Complete Reference Data CSV File		

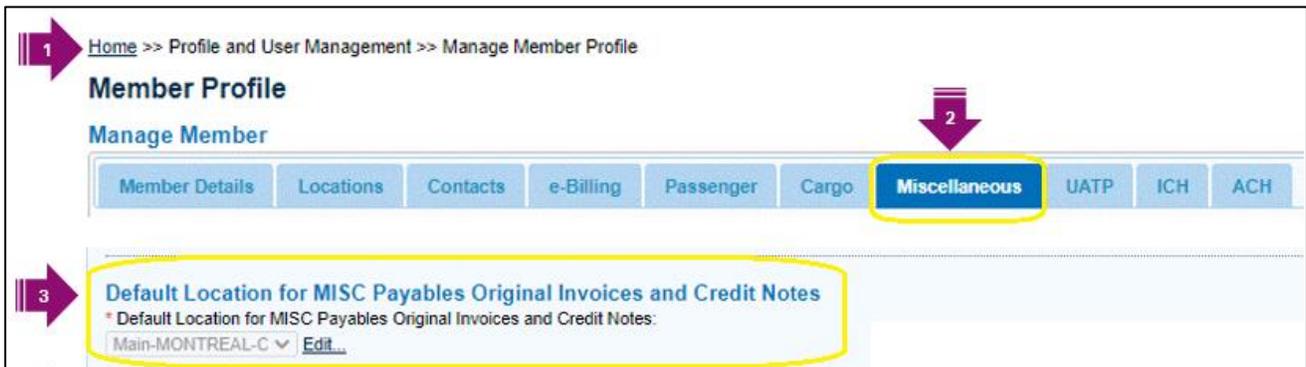
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3. Defining a default Location ID for MISC Payables Invoices

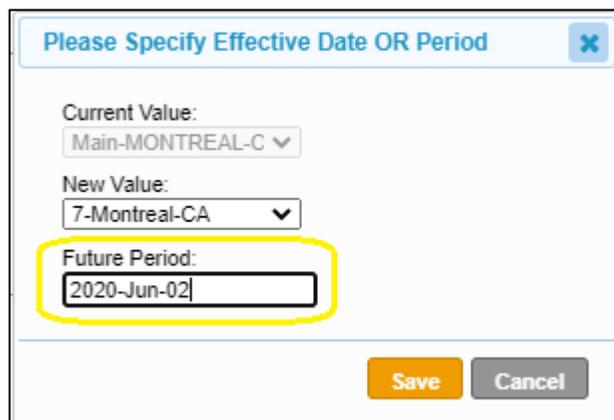
This feature allows the SIS Participants to specify the Location ID to which they wish to receive Miscellaneous Payable Original Invoices and Credit Notes, when the Location ID is not specified by the Billing Member or is provided as 'Main'. This feature is not applicable to rejection and correspondence invoices; the Location ID from an original invoice must be maintained throughout an invoice's rejection or dispute process.

This feature is applicable to 'Miscellaneous' billing category only.

Participants can configure a default Location ID for all incoming Miscellaneous invoices or can configure different Location IDs per Billing Member.

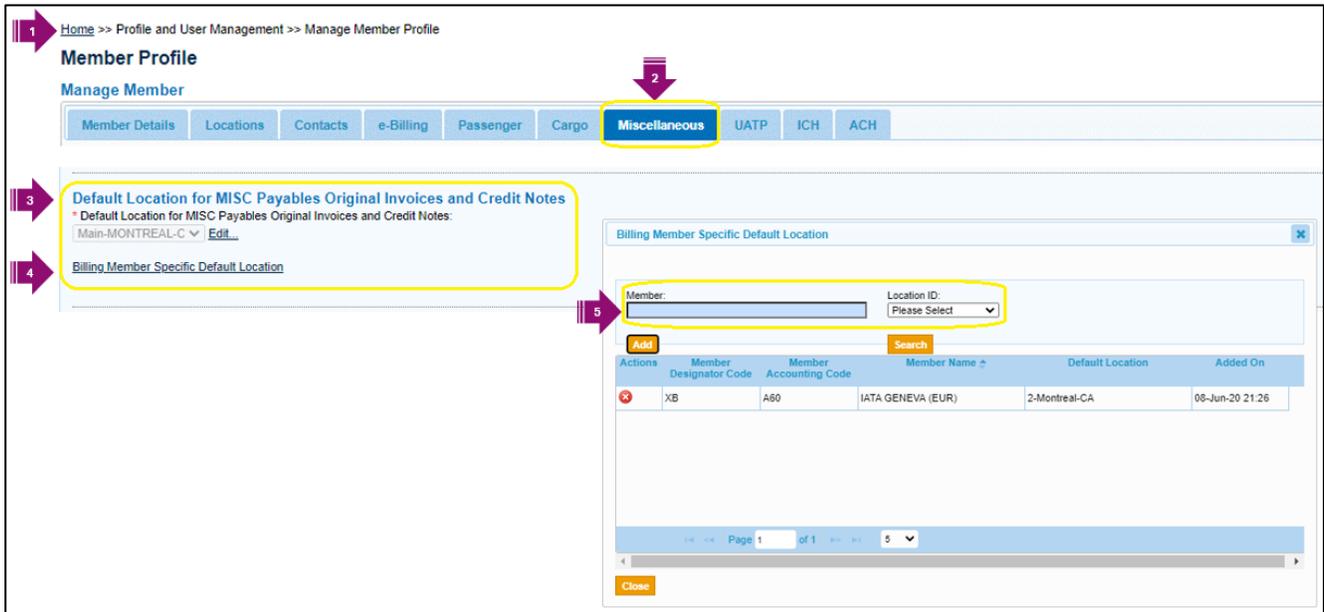


Any new entry or changes made to the Default Location ID for MISC Payables Original Invoices and Credit Notes will take effect in a future period (*not immediately*).



By clicking on the hyperlink of 'Billing member Specific Default Location" the SIS Participants can specify the Location ID where they wish to receive Miscellaneous Payable Original Invoices and Credit Notes from different Billing Members.

Any new entry or changes made to the Default Location ID for MISC Payables Original Invoices and Credit Notes will take effect in a future period.



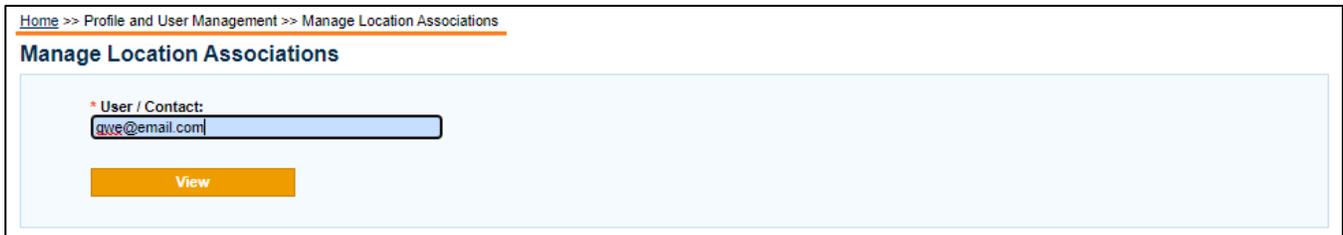
Additional details of this feature can be found [here](#) (Ref: "CMP 805 - Default Location ID on airline request parameter").

4. Defining Location ID(s) for Users & Contacts

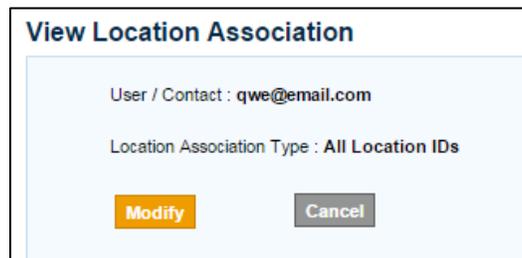
SIS allows participants to control access level for users based on permissions and based on Location IDs. By default, when new users or contacts are created they are associated to all existing Location IDs; to assign users or contacts to one or more Location IDs, please follow the steps below:

"Profile and User Management >> Manage Location Associations"

Enter the email address or use the down arrow to select from the list of users/contacts available



Confirm the user/contact for which location associations should be modified by clicking "Modify".





For "Location Association Type" select "Specific Location IDs". Under "Unassociated Location IDs" click on the ID(s) that needs to be assigned to the user/contact.

Click on the right arrow (>) to bring the selected ID(s) from "Unassociated" to "Associated" Location IDs column. Click 'Save' to save the user's new location ID associations. This change takes immediate effect.

Modify Location Association

User / Contact : qwe@email.com

Location Association Type:

- None
- All Location IDs
- Specific Location IDs

Unassociated Location IDs:

- Main-MONTREAL-CA

Associated Location IDs:

- 1-Montreal-CA

Buttons: >, >>, <, <<

Buttons: Save, Cancel

The location association for the "linked contacts" (contacts who are also users) will be inherited from the user profile. Contacts that are defined in the "Contacts" tab of your SIS Member Profile and are associated to one or more Location IDs, will only receive their assigned email alerts for those Locations.

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

Member Profile

Manage Member

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

Search Existing Contacts

First Name: Last Name: Email ID: qwe@email.com Staff ID:

Search

Actions	First Name	Last Name	Email ID	Staff ID
	Q	We	qwe@email.com	

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

* Email Address: qwe@email.com Salutation: MR * First Name: Last Name: We Staff ID:

Position/Title: Division: Finance Department: Payables

Specialist: Address Line 1: 800 Place Victoria, PO B: Address Line 2: 14 floor Address Line 3: City Name: Montreal

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

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

Save Contact

Click on "View All Contact Assignments" to view and edit (add/remove) appropriate email alerts for the contact.



All Contact Assignments

Search Criteria

Group: Subgroup: Type:

Contact Name	IBSOPS-Chairman	IDEC SC	PAX-General	CGO-General	MISC-General	UATP-General	PAX-Manager	PAX-Refunds	PAX-Interline Billing
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Q We	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

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5. Defining Location ID(s) for SIS Output files

The Participants can configure what output files need to be provided in addition to the billed invoice files (IS-XML) in the Member Profile. In case of Miscellaneous billings, the Participants have the option of requesting Offline Archive Files (OAR), which include the following documents:

as the **Billed Entity**:

1. PDF Invoices
2. Detailed Listing of Line Item Details in PDF and CSV format
3. Digital Signature and Other Legal files
4. Supporting Documents

as the **Billing Entity**:

1. PDF Invoices
2. Detailed Listing of Line Item Details in PDF and CSV format
3. Digital Signature and Other Legal files

Depending on the setup of the Member Profile, SIS will automatically generate the Output Packages containing the relevant files. The files are generated on the SIS Calendar Billing Output Generation Date for every billing period and can be downloaded via the IS-WEB interface or can be pushed via iINET.

The same output files (IS-XML and OAR) can be generated on a daily basis for Payable Miscellaneous Bilateral Invoices; a daily process to generate these files runs at 01:00 UTC. **Bilateral Miscellaneous Payable Invoices delivered on a daily basis are not included in the weekly files.**

To enable Miscellaneous Output Files (weekly and/or daily), navigate to Profile and User Management >> Manage Member Profile >> Miscellaneous Tab:

Output Files:		
Billed Invoices: IS-XML <input checked="" type="checkbox"/> Edit...	Billing Invoices Submitted On Behalf of the Member: <input checked="" type="checkbox"/> Edit...	Daily IS-XML files for Receivables IS-WEB Invoices: <input type="checkbox"/> Edit...
Daily Payment Updates for Receivables Invoices: <input type="checkbox"/>	Daily Payment Updates for Payables Invoices: <input type="checkbox"/>	MISC Document Packages: <input type="checkbox"/>
CSV Listings		
CSV listing required as a Billing Entity: <input type="checkbox"/>	CSV listing required as a Billed Entity: <input type="checkbox"/>	
Daily Payables Bilateral Invoices:		
Daily Delivery in IS-WEB: <input type="checkbox"/>	Daily Offline Archive Outputs: <input type="checkbox"/>	Daily IS-XML Files: <input type="checkbox"/>
<small>'Daily Offline Archive Outputs' and 'Daily IS-XML Files' can be opted for only if 'Daily Delivery in IS-WEB' is chosen</small>		

Additional information on SIS Output Files (including file naming convention, file structure and sample files) can be found in the **SIS Participation Guide** available on our [website](#).



The output files (both weekly and daily IS-XML and OAR Files) can be generated per Location ID and can be routed to specific iiNET accounts. To enable Location Specific Output Files navigate to Profile and User Management >> Manage Member Profile >> Locations Tab:

Additional details of this feature can be found [here](#) (Ref: "CMP 622 - Miscellaneous outputs split as per Location ID's").

6. Receive IS-XML Validation Reports to a Specific iiNET Account

This feature allows SIS Participants to specify in the input IS-XML billing files the iiNET account ID to which they wish to direct the SIS validation report.

The iiNET account provided in the input IS-XML of the billing member must be:

- the iiNET account ID configured in the SIS Member Profile for the respective Billing Category

OR

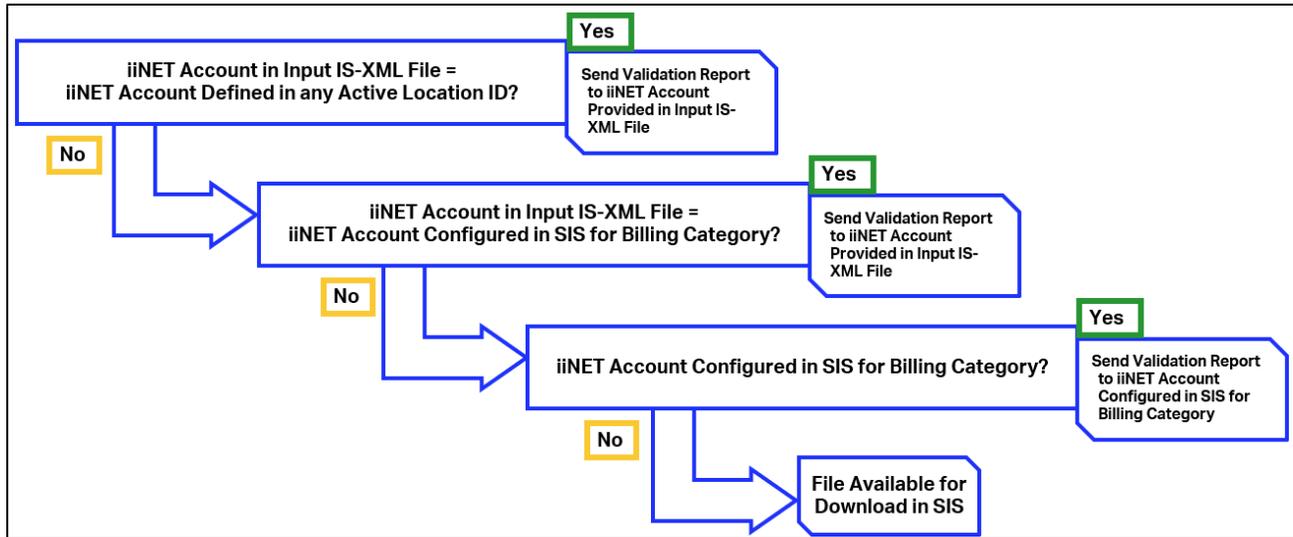
- the iiNET account ID configured under an Active Location IDs of the billing member in the field 'iiNET Account ID for this Location' where the flag 'Files Specific to this Location Required' is enabled

If the iiNET account ID cannot be validated as above, then:

- a validation error report ("R2") with a Warning message will be generated to indicate the unverified iiNET account

AND

- the validation report file will be sent to the iiNET account configured in the SIS Member Profile for the respective Billing Category



Additional details of this feature can be found [here](#) (Ref: "CMP 751- SIS IS-XML validation reports to a specific iiNET account").



**For any questions, please contact us via
the [IATA Customer Portal](#)**