SIS – Simplified Invoicing and Settlement

Major Release 1.14 Communication

March 2019

Version No: 1.1

Contents:

Version Control:

VER.	DATE	COMMENTS/CHANGES
1.0	Feb-2019	Original version
1.1	Mar-2019	1) CMP 755 and Appendix C – CMP 755 ○ Change new Rejection Codes of 3F, 3G and 3H into 1Z, 1T and 1R

Major Release 1.14 Deployment Schedule

The deployment of Major Release 1.14 is planned to be executed before the start of the May P1 2019 clearance.

The deployment, including SIS Production downtime, is currently planned to occur after April P4 2019 period closure i.e. on May 7th, 2019 and after 1700 EST. Final details regarding the time of implementation will be circulated prior to the release.

The validation changes will be deployed in the SIS Sandbox environment by early April and the date will be confirmed via a SIS bulletin. We recommend you to test your files through the Sandbox environment prior to the deployment of Release 1.14 in SIS Production in order to ensure a smooth transition to the new validations introduced via this release.

Note: Changes included in this document are only those associated with Release 1.14. All other corrections to the Record Structures or ISPG will be outlined in the ISPG Change Log and not in this document.

Scope of Major Release 1.14

CMPs selected by the SIS Steering Group

The list of CMP (Change Management Process) items covered in this Major Release are explained in greater details in the table below.

Some changes may have an impact on SIS Users so we recommend to go through the below section in detail for evaluating any possible impact (please refer to Applicability and Change sections within each CMP).

CMP #	Subject	Affected Billing Categories	Affects Record Structure?	Changes in Validation?
516	Exclude SMI P Invoices from DS and Legal Archive Process	ALL	No	No
727	PAX Non-Sampling RM Analysis Report- Comparison to Industry	PAX	No	No
746	New Charges Codes and Fields Facilitating Transmission of Operational Data	MISC	Yes	Yes
755	Addition of Passenger Rejection Reason Codes	PAX	No	Yes
756	Addition of New Charge Code FF Redemption	MISC	Yes	Yes
757	Addition of new Charge Code FF Accrual	MISC	Yes	Yes
758	Passenger Reason Code 5Z - Breakdown Mandatory	PAX	No	Yes
759	Display City Name next to the Location ID	ALL	No	No
762	Search for Multiple Correspondences	PAX, CGO, MISC	No	No
765	IS-WEB Invoice Search Criteria	ALL	No	No
766	SIS Correspondence Aging Report	PAX, CGO, MISC	No	No
767	YQ-YR Tax Optional Validation for Passenger Prime Billings	PAX	No	Yes
769	Duplicate Rejection - Validation for Passenger Rejection memos	PAX	No	Yes
770	Flight Date Mandatory for Charge Code Mail of Charge Category Mail	MISC	Yes	Yes
772	New Charge Category Aviation Fuel and New Charge Codes	MISC	Yes	Yes

Description:

Currently Invoices/Credit Notes Billed with SMI 'P' that is used for 'Pro-forma Invoice' without Settlement go by default through the 'Digital Signature' and 'Legal Archiving' Process.

After deployment of this CMP, all Invoices/Credit Notes with SMI 'P' will be excluded from 'Digital Signature' and 'Legal Archiving' Process. If the member requires Legal archiving for 'Pro-forma' invoices, then the need to enable '**Legal Archiving Required for Pro-forma Invoices**' in the member profile 'e-Billing' tab.

Billing Categories:

This CMP is applicable to Invoices/Credit Notes with SMI 'P' for **All** Billing Categories.

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Exclude SMI P Invoices from DS and Legal Archive Process

Changes IS-WEB:

A new Member Profile element '**Legal Archiving Required for Pro-forma Invoices**' will be added to Member Profile tab '**e-Billing'.**

This field is editable ONLY IF the value of field 'Legal Archiving' is activated. By default this field will not be activated.

Changes - Input Files: N/A

Changes - Output Files: N/A

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| 727 | **PAX Non-Sampling RM Analysis Report- Comparison to Industry** | **Description:**

This CMP is part of the rejection reduction initiative and introduces a new report for airlines to analyse the incoming and outgoing Rejection Memos and to compare results against the industry trend. This report is meant for supervisors / managerial staff to assess the billing quality and quickly identify billing issues

Billing Categories:

This CMP is applicable to **Only** Non-Sampling Passenger Billing Category (NOT available for Passenger Sampling Billings)

Changes IS-WEB:

➢ Reports → Passenger: A new menu 'Non-Sampling RM Analysis - Comparison to Industry' will be added and it will be accessible to users. Users currently having access to the existing Passenger analysis reports will automatically have access to these reports

Changes - Input Files: N/A

Changes - Output Files:

This report will be downloaded directly upon clicking on 'Non-Sampling RM Analysis – Comparison to Industry' menu by user. This report is generated in PDF format and contains two sections:

   a. 'Case 1 - Rejections received against prime billings sent by the Member'
   b. 'Case 2 - Rejection raised against prime billings received by the Member'

'Case 1 - Rejections received by the Member against prime billings sent' : This section shows an analysis of the rejections received over prime billings billed by the Member, and includes following content:

    A: Comparison Chart - Member vs. Global trends: This line Chart will show the comparison between the percentage of stage 1 rejections received by the Member and the percentage of stage 1 rejections received by all the Members in the **actual billing month** and **NOT in** the corresponding Prime Billing Month. (SIS will consider 'Actual Billing Month' of rejection and **NOT** the 'Original Billing Month' of prime coupons). This chart will show data over the past two years.

    Please refer to **Annexure 1: Example of Comparison Chart** |

	PAX Non-Sampling RM Analysis Report- Comparison to Industry (cont'd)	**B: Comparison Table - Current Year vs. Previous Year** : This table shows the comparison between the total count of prime billings billed, total 1st stage rejection memos received, total 2nd stage rejection memos raised and total 3rd stage rejection memos received by the Member. Please refer to Annexure 2: Example of Comparison Table. **C: Top 5 Airlines raising stage 1 rejections against the Member in current year:** This table shows the top 5 airlines raising rejections against the Member. Please refer to Annexure 3: Example of Top 5 Airlines Table **D: Reason Code Analysis**: This table shows the top 4 reason codes for stage 1 rejections received by the Member in the current year. Please refer to Annexure 4: Example of Reason Code Analysis **'Case 2 - Rejection raised by the Member against prime billings received'**: This section shows an analysis of the rejections raised by the member against prime billing received, and includes following content: **A: Comparison Chart - Member vs. Global trends:** This chart shows the comparison between the percentage of stage 1 rejections raised by the Member and the percentage of stage 1 rejections raised by all Members in **Actual Billing** month and **NOT in** the corresponding Prime Billing Month. Please refer to Annexure 5: Example of Comparison Chart **B: Comparison Table - Current Year vs. Previous Year:** This table shows the comparison between the total count of prime billings received, total 1st stage rejection memos raised, total 2nd stage rejection memos received and total 3rd stage rejection memos raised by the Member. Please refer to Annexure 6: Example of Top 5 Airlines Table **C: Top 5 Airlines that the Member initiates Stage 1 Rejection in current year:** This table shows the Top 5 airlines against whom the Member initiated stage 1 rejection. Please refer to Annexure 7: Example of Top 5 Airlines Table **D: Reason Code Analysis**: This table shows the Top 4 reason codes used to raise stage 1 rejections by the Member for current year. Please refer to Annexure 8: Example of Reason Code Analysis **Back To Top** ⤴

| 746 | **New Charges Codes and Fields Facilitating Transmission of Operational Data** | **Description:**

This CMP enables participants to transmit their required operational data in the form of a new invoice type through the SIS platform with new Charge Codes and a new set of data fields at the item detail level, as defined in Appendix B .

1. 'ULD' under 'Cargo' Charge Category
This charge code is for the charges and details related to leasing and usage of a ULD.
2. 'Finance' under 'Engineering' Charge Category
This charge code is for incorporating the finance or related charges in a leasing contract, not covered before.
3. 'Interest' under 'Engineering' Charge Category
This incorporates the interest on the amounts covered under leasing or related contract.
4. 'Penalty' under 'Engineering' Charge Category
This incorporates the penalty charges occurring due to a mismatch in the terms of a contract related to leasing or engineering category.
5. 'Maintenance Reserve' under 'Engineering' Charge Category
This code incorporates charges related to the maintenance reserve that are a big part of aircraft leasing contracts.

In Addition, This CMP provides new Charge Code Types as defined in **IS-XML Record Structure**.

Billing Categories:

This CMP is applicable **Only** to Miscellaneous Billing Category and for all invoice types, i.e.: Original Invoices, Rejection Invoices (any stage), Correspondence Invoices, and Credit Notes.

Changes IS-WEB:

➢ **Miscellaneous → Receivable → Create/Edit Invoice/Credit Note → Line Item Detail screen:** with this CMP following new field groups are added, also, the existing field groups are modified:
  • **Option to add new groups**
    At Line Item Detail Screen, from dropdown 'Select Optional Group' following new values can be added. When button 'Add' is clicked after selecting one of the new group, the Line Item Detail screen will display new fields belonging to that group as defined in 'IS-XML Record Structure' :
      ○ ULD Details
      ○ Airway Bill Details MISC
      ○ Coupon Details MISC |

- **'Aircraft Details':** New fields as defined in 'IS-XML Record Structure' will be added to the group.
- **'Flight Details':** New fields as defined in 'IS-XML Record Structure' will be added to the group.
- **'Consumption':** New fields as defined in 'IS-XML Record Structure' will be added to the group.
- **'Passenger Details':** New fields as defined in 'IS-XML Record Structure' will be added to the group.

Please refer to Appendix B

New Charges Codes and Fields Facilitating Transmission of Operational Data (cont'd)

Changes - Input Files:

IS-XML files:

The system will perform a validation on the correctness of the values provided for fields and attributes which are fully dictionary defined and any mismatch will result in **Error Non-Correctable**.

Changes - Output Files:

1. The new charge codes will be considered in the following reports:
    a. 'Receivables - Miscellaneous Charge Code Report'
    b. 'Payables - Miscellaneous Charge Code Report'
2. New Charge Codes and Fields as provided will be populated in the Output IS-XML files, invoice PDF and listings generated by the system

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755	**Addition of Passenger Rejection Reason Codes**	**Description:**

Description:

This CMP introduces 6 new reason codes to the existing list of Passenger Rejection Reasons to ease future rejections be more specific and give additional information to the airline receiving the rejection. Having these specific reason codes added will also allow for more in-depth data analysis to identify the various reasons of rejections.

- Reason Code **1S**: SPA Applicable
- Reason Code **1Y**: YQ/YR rejections
- Reason Code **2S** : SPA Not Applicable
- Reason Code ~~3F~~**1Z**: Involuntary Rerouting Fare Difference
- Reason Code ~~3G~~**1T**: Involuntary Rerouting Tax Difference
- Reason Code ~~3H~~**1R**: Involuntary Rerouting Fare and Any other Difference

Billing Categories:

This CMP is applicable **Only** to Passenger Billing Category, Sampling and Non-Sampling, for all stage Rejections.

Changes IS-WEB:

When Rejection Memos are captured/submitted with the new Rejection Reason Codes introduced in this CMP, SIS will perform the validations as defined in Appendix C and an **Error Non-Correctable** will be returned in case of the validation failure.

Changes - Input Files:

IS-IDEC / IS-XML files

When Rejection Memos are captured/submitted with the new Rejection Reason Codes introduced in this CMP, SIS will perform the validations as defined in Appendix C and an **Error Non-Correctable** will be returned in case of the validation failure.

Changes - Output Files: N/A

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756	**Addition of New Charge Code FF Redemption**	**Description:**
		
		With this CMP, a new Charge Code 'FF Redemption' will replace the Charge Code 'FF Miles' and the existing Charge Code 'FF Miles' of Charge Category 'Partner Alliance' will be discontinued. Also, the mandatory field requirement currently applicable for charge code 'FF Miles' of charge category 'Partner Alliance' will be now applicable for the new Charge Code 'FF Redemption'.
		
		Charge Code 'FF Redemption' is intended to be used for charges related to the miles collected by the Frequent Flyer members that can be redeemed for Award tickets on the flights as set in the Frequent Flyer Agreement between the Airline Parties.
		
		Billing Categories:
		
		This CMP is applicable **Only** to Miscellaneous Billing Category.
		
		Changes IS-WEB:
		
		1. 'Create/Edit Line Item' screen: Post-deployment of this CMP, the drop-down 'Charge Code' won't show Charge Code 'FF Miles' anymore and it will be replaced in list by the new Charge Code 'FF Redemption' .
		2. Rejection of Invoices/Credit Notes via the Payables screen and Rejection of Invoices/Credit Notes via the Billing History :
		Since Charge Code 'FF Miles' of Charge Category 'Partner Alliance' will be discontinued, it cannot be inherited automatically, if a Line Item billed with discontinued Charge Code 'FF Miles' of Charge Category 'Partner Alliance' is rejected, the Charge Code of the Line Item will be set as 'FF Redemption'
		3. In the screens/reports listed below, the dropdown for Charge Code in Search Criteria will continue to show the discontinued Charge Code 'FF Miles', in addition to all other Charge Codes. Where search is performed using Charge Code as 'FF Miles' or without any specific Charge Code, search results will keep including previous invoices submitted with to Charge Code 'FF Miles' before implementation of this CMP:
		    1. Reports → Miscellaneous → Receivables Charge Code Report
		    2. Reports → Miscellaneous → Payables Charge Code Report
		
		Changes - Input Files:
		
		For MISC IS-XML, post-deployment of this CMP:
		
		1. If a charge code 'FF Miles' is provided for Charge Category 'Partner Alliance' will result in an **Error Non-Correctable.**

		2. If a file containing charge category as 'Partner Alliance' and charge code as 'FF Redemption' is submitted with Billing Period 2019-Apr-P4 but during the **late submission window** of 2019-Apr-P4, then it will pass the validation.
		3. If a file containing charge category 'Partner Alliance' and charge code as 'FF Miles' is submitted with Billing Period 2019-Apr-P4 but during the **late submission window** of 2019-Apr-P4, then it will fail validation.
		4. If a file containing charge code 'FF Miles' that are submitted under charge category 'Partner Alliance' in a **future period**, it will be - revalidated when future period opens and they will be failed as **Error Non-Correctable**: 'The charge code FF Miles has been discontinued for charge category Partner Alliance.
		Changes - Output Files: N/A
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757	**Addition of new Charge Code FF Accrual**	**Description:** With this CMP, a new Charge Code 'FF Accrual' will be added under Charge Category 'Partner Alliance'. The fields of new Charge Code 'FF Accrual' will be similar to 'FF Miles' and will inherit all its attributes. Charge Code 'FF Accrual' is intended to be used for charges related to the mileage accrual which includes base miles, class of service bonus miles, elite tier bonus miles and promotional bonus miles, and elite qualification mileage accrual, flown by the Frequent Flyer Members as set on the Frequent Flyer Agreement between the Airlines. **Billing Categories:** This CMP is applicable **Only** to Miscellaneous Billing Category. **Changes IS-WEB:** 1. 'Create/Edit Line Item' screen: the drop-down 'Charge Code' will display the new charge code 'FF Accrual'. 2. In the screens/reports listed below, the dropdown for charge code in Search Criteria will show new charge code 'FF Accrual', in addition to all other charge codes: ▪ Reports → Miscellaneous → Receivables Charge Code Report ▪ Reports → Miscellaneous → Payables Charge Code Report **Changes - Input Files:**

For MISC IS-XML, post-deployment of this CMP, but during the late submission window of 2019-Apr-P4, if a file containing charge category as 'Partner Alliance' and charge code as 'FF Accrual' is submitted with Billing Period 2019-Apr-P4, then it will pass the validation.

Changes - Output Files: N/A

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758	**Passenger Reason Code 5Z - Breakdown Mandatory**	**Description:** With this CMP, the coupon breakdown for reason code '5Z' becomes mandatory for PAX Non-Sampling Rejection Stage 1, 2, 3 and PAX Sampling Form F and XF. **Billing Categories:** This CMP is applicable **Only** to Passenger Billing Category **Changes IS-WEB:** The validation will be performed as defined below: 1. For PAX Non-Sampling Stage 1 Rejections initiated using Reason Code '5Z' against prime coupons 2. For 1st Stage Rejections initiated against Billing Memo using Reason Code '5Z,' this validation will be performed **ONLY IF** rejected Billing Memo has Coupon Breakdown. 3. For PAX Sampling Form F initiated using Reason Code '5Z' 4. For Stage 2 and Stage 3 PAX Non-Sampling Rejections and for Sampling Form XF billed using Reason Code '5Z' this validation will be performed **ONLY IF** Coupon Breakdown exists in the previous stage of Rejection. In the case of validation failure, an error message is displayed on the screen **Changes - Input Files:** PAX IS-IDEC/IS-XML files, the same above validations will be performed and in the case of validation failure, it will fail as '**Error Non-Correctable**'. **Changes - Output Files:** N/A

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759	**Display City Name next to the Location ID**	**Description:**
		
		Currently when members search member location using member profile tab 'Locations', it is difficult to identify the exact location based on the Location ID. With this CMP, the 'City Name' and 'Location Name' are displayed along with the 'Location ID' in the search field 'Search Existing Location'.
		
		The format of values to be shown in drop-down 'Search Existing Locations' will be as '<LocationID>-<CityName>-<LocationName>', for example: below of how the Location IDs is shown in the drop-down 'Search Existing Location' after this change:
		
		    ▪ Main - London - Airport Charges
		    ▪ 12 - London - Cargo
		    ▪ 10 - Copenhagen
		
		Billing Categories:
		
		This CMP is applicable to **All** Billing Categories.
		
		Changes IS-WEB:
		
		A new field 'Location Name' will be added to the Member Profile tab 'Locations'. Please refer to Appendix D
		
		Changes - Input Files: N/A
		
		Changes - Output Files: N/A

| 762 | **Search for Multiple Correspondences** | **Description:**

Currently, it is possible to search only one correspondence at a time using search criteria field 'Correspondence Ref. No.' of screen 'Billing History and Correspondence'. This CMP addresses a requirement to enhance the correspondence search logic making it possible to search for multiple correspondences (maximum 500) at one single time.

Billing Categories:

This CMP is applicable to Passenger, Cargo and Miscellaneous Billing Categories.

Changes IS-WEB:

The search logic is modified to allow for multiple Correspondence numbers to be provided in the search criteria field 'Correspondence Ref. No.'
Delimiters for separating multiple Correspondence numbers can be:
• Space (one or more spaces)
• Comma (one or more commas)
• Semicolon (one or more semicolons)
•

Changes - Input Files: N/A

Changes - Output Files: N/A |

765	**IS-WEB Invoice Search Criteria**	**Description:** Currently, when users need to search an invoice with the specific invoice number in relevant screens, they need to enter the complete Invoice number in the search criteria. With this CMP, for the relevant screens, user can provide partial Invoice number in 'Invoice Number' field of the Search Criteria and SIS will return all the Invoices matching the provided characters. For example, when user searches with invoice number "1910", SIS will return invoices having invoice numbers like "12191088", "0001910" and "1910" etc. **Billing Categories:** This CMP is applicable to **All** Billing Categories. **Changes IS-WEB:** List of screens where user can provide partial Invoice number as field 'Invoice Number' in Search Criteria: ▪ Passenger → Billing History and Correspondence ▪ Cargo → Billing History and Correspondence ▪ Miscellaneous → Billing History and Correspondence ▪ Miscellaneous → Payables → Invoice Search ▪ Miscellaneous → Payables → View Daily Bilateral Invoices ▪ UATP → Receivables → Invoice Search ▪ UATP → Billing History and Correspondence ▪ UATP → Payables → Invoice Search ▪ Reports → Processing Dashboard **Changes - Input Files:** N/A

		Changes - Output Files: N/A Back To Top✎
766	**SIS Correspondence Aging Report**	**Description:** A new monthly Correspondence Aging report will be generated and sent to the new contact types created for this purpose. This report will give a summarized view of the following correspondence cases : 1. A list of Correspondences initiated, for which authority has been received but billing memos have not been raised 2. A list of Correspondences initiated that have expired due to non-reply from the other airline and no billing memo has been raised 3. All Open Correspondences initiated that have crossed the 7th stage along with the iteration and the value 4. All open Correspondences received which are NOT initiated and which have crossed the 7th stage along with the iteration and the value For purposes, three new Contact types will be created 1. PAX-Correspondence Report Contact 2. CGO-Correspondence Report Contact 3. MISC-Correspondence Report Contact **Billing Categories:** This CMP is applicable to Passenger, Cargo and Miscellaneous Billing Categories. **Changes IS-WEB:** **Member Profile → 'Contact' tab**: 3 New Contact Types are added.

		Changes - Input Files: N/A **Changes - Output Files:** An email will be sent per Billing Category to the respective contacts per billing category when Correspondence Aging Report is generated. Please refer to Appendix- E **Back To Top**
767	**YQ-YR Tax Optional Validation for Passenger Prime Billings**	**Description:** YQ/YR are non Interlinable taxes and can only be billed if a bilateral agreement exists. Currently airlines cannot restrict their billing in SIS, based on existing bilateral agreements. This CMP allows participants to define "Blocks for YQ/YR Billings" in their member profile and a new validation will be performed based on existing blocking rules set between the Billing and the Billed Member to allow or reject billing of certain taxes. On deployment, this validation is not automatically enabled for the members and each member requiring this validation will need to individually set it up. **Billing Categories:** This CMP is applicable **Only** to Passengers Non-Sampling and Sampling Prime Billings. **Changes IS-WEB:** Member Profile >> 'Passenger' tab: A new section 'Manage Blocks for Tax Billing' will be added and the user can define different blocking rules for other participants through the use of 5 following Popups: 1. Popup 'Setup Block of Tax Billings' : This popup will be invoked when the value of field 'Tax billing block applicable for' is edited (when the user clicks upon 'Edit' link available next to this field): 2. Popup 'Add Tax Billing Block for Member': This popup will be invoked when the value of field 'Blocked Members' is edited (when the user clicks upon 'Add' link available below this field on member profile tab Passenger)

3. Popup 'Remove Tax Billing Block for Member': This popup will be invoked when the value of field 'Blocked Members' is edited (when the user clicks upon 'Remove' link available below this field on member profile tab Passenger)
4. Popup 'Add Exception for Member' : This popup will be invoked when value of field 'Exceptions' is edited (when the user clicks upon 'Add' link available below this field on member profile tab Passenger)
5. Popup 'Remove Exception for Member': This popup will be invoked when value of field 'Exceptions' is edited (when the user clicks upon 'Remove' link available below this field on member profile tab Passenger)

Please refer to Annexure 1 to 4

New validation in 'Create/Edit Prime Billing' screens:

When YQ/YR tax is billed, SIS will verify if a block concurrence between the Billing Member and the Billed Member is set up in the Billed Member's Profile. If a blocking rule exists, when user clicks on 'Save' button to add a new coupon the error message: 'Billed Member does not accept billings for this tax code' will be shown and the coupon will NOT be saved.

Changes - Input Files:

PAX IS-IDEC/IS-XML:

When YQ/YR tax is billed, SIS will verify if a block concurrence between Billing Member and Billed Member is set up in the Billed Member's Profile. If a blocking rule exists, the file will be failed with the **Error Non-Correctable**: 'Billed Member does not accept billings for this tax code.'

YQ-YR Tax Optional Validation for Passenger Prime Billings (cont'd)

Changes - Output Files:

A new weekly email, will be sent to the user assigned with the contact type 'PAX-Interline Billing', The email will list all the members who have set up a block for YQ/YR tax against the Member to whom the email is sent. The email will be sent ONLY when member profile updates for the period are applied by SIS.

Please refer to Annexure 5 - Weekly Email to Member about Blocked Tax Codes

769	**Duplicate Rejection - Validation for Passenger**	**Description:** This CMP ensures that the same Prime Coupon or Form D coupon cannot be rejected more than once by reinforcing validations. Also, it will ensure that the same rejection memo cannot be rejected again. **Billing Categories:** This CMP is applicable **Only** to Passengers Billing Category. **Changes IS-WEB:** If a coupon or rejection memo is already rejected once for the following combination (in an Invoice having status Ready for Billing, Claimed, Processing Complete or Presented), the system will NOT allow rejecting the same coupon/rejection memo again: PAX Non-Sampling Stage 1 RM and PAX Sampling Form F 1. Billing Member of Stage 1 Rejection/Sampling Form F 2. Billed Member of Stage 1 Rejection/Sampling Form F 3. Your Invoice Number 4. Your Billing Month/Year/Period 5. Coupon Number

6. Ticket Issuing Airline
7. Ticket Document Number
8. Batch Number
9. Sequence number

The failure will result in '**Error Non-Correctable'** (The coupon has already been rejected. The same coupon cannot be rejected more than once). The validation will NOT be performed for stage 1 Rejections of Billing Memos ('FIM/BM/CM' indicator flag at the RM Level indicates 'Billing Memo')

PAX Non-Sampling Stage 2, and 3 RMs and PAX Sampling Form XF : Duplicate Rejections having the same below criteria will be failed by the system

1. Billing Member of Rejection Stage
2. Billed Member of Rejection Stage
3. Your Invoice Number
4. Your Billing Month/Year/Period
5. Your Rejection Memo Number

The failure will result in 'Error Non-Correctable' (The rejection memo being rejected has already been rejected).

Changes - Input Files:

The same as IS-WEB validation.

Changes - Output Files: N/A

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770	Flight Date Mandatory for Charge Code Mail of Charge Category Mail	**Description:** Currently, field 'FlightDateTime' of charge code 'Mail' of charge category 'Mail' is defined as 'Recommended'. With this CMP, this field will be changed to 'Mandatory'. **Billing Categories:**

This CMP is applicable **Only** to Miscellaneous Billing Category.

Changes IS-WEB:

For charge code 'Mail' of charge category 'Mail', if the field 'FlightDateTime' at Line Item Detail is not provided, an error message will be displayed on screen.

Changes - Input Files: N/A

1. For charge code 'Mail', if the field 'FlightDateTime' at Line Item Detail is not provided, it will result in **Error-Non-Correctable.**
2. For Rejection Invoices , billed before implementation of this CMP and the value of field 'FlightDateTime' was not provided in the rejected invoice, the rejecting member will be required to provide this field using a substitution value or any dummy value (in the correct format)
3. Future Original Invoices /Rejection/Credit Notes submitted before deployment of this CMP and the value of field 'FlightDateTime' is not provided will be validated successfully once the effective period opens.

Changes - Output Files: N/A

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772	**New Charge Category Aviation Fuel and New Charge Codes**	**Description:** With this CMP current Charge Code 'Aviation Fuel' under Charge Category 'Service Provider' will be discontinued and a new Charge Category 'Aviation Fuel' will be defined with four new Charge Codes: Fuel, Into Plane, Farm and Misc. These charge codes will have same fields as per current charge code 'Aviation Fuel'. However, all currently mandatory fields at Line Item Detail level for charge code 'Aviation Fuel' will be changed to 'Recommended'. New fields for above charge codes are defined in Appendix B and more detail is provided in the **IS-XML Record Structure**. **Billing Categories:** This CMP is applicable **Only** to Miscellaneous Billing Category. **Changes IS-WEB:** ➢ **Changes to MISC Invoice/Credit Note screens** 1. **Miscellaneous → Receivable → Create/Edit Invoice/Credit Note**: In the dropdown field 'Charge Category', a new charge category 'Aviation Fuel' will be shown. 2. **Miscellaneous → Payables → Invoice / Document Package Search → Reject Invoices/Credit Notes**: Currently, when a Line Item(s) is rejected from Payables screen, the Line Item and Line Item Detail are automatically inherited by SIS. Since Charge Code 'Aviation Fuel' of Charge Category 'Service Provider' will be discontinued, it cannot be inherited automatically. Therefore, if a Line Item billed with discontinued Charge Code 'Aviation Fuel' of Charge Category 'Service Provider' is rejected, the SIS will set the 'Charge Category' as 'Aviation Fuel' and 'Charge Code' of the Line Item will be set as 'Fuel'. 3. **Miscellaneous → Payables → Billing History and Correspondence → Reject Invoices/Credit Notes**: same as #3 above. ➢ **Changes to other MISC screens** 1. In the screens/reports listed below, the dropdown for Charge Code in Search Criteria to continue to show discontinued Charge Code 'Aviation Fuel', in addition to all other Charge Codes. Where search is performed using Charge Code as 'Aviation Fuel' or without any specific Charge Code, search results will also include data related to Charge Code 'Aviation Fuel' if found: ▪ Reports → Miscellaneous → Receivables Charge Code Report ▪ Reports → Miscellaneous → Payables Charge Code Report

Changes - Input Files: N/A

After deployment this CMP:

1. If a charge code 'Aviation Fuel' is provided for Charge Category 'Service Provider' will result in an **Error Non-Correctable.**
2. If a Mandatory and/or Recommended field is not provided for a combination of Charge Category and Charge Code, the file will failed the validation with an **Error Non-Correctable**.

Changes - Output Files:

1. New MISC Customized Listings-Layout for charge codes 'Fuel' and 'Into Plane'
2. New MISC Customized Listings-Layout for charge codes 'Farm' and 'Misc'

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Appendix A - CMP 727

Annexure 1: Example of Comparison Chart

Ratio of 1st stage rejections received by member 'XB-ABC' member 'XB-ABC' over prime billings billed by member 'XB-ABC' to other airlines. The chart illustrates the trend of the estimated percentage of rejected member 'XB-ABC' prime billings. From the chart it can be observed that for member 'XB-ABC' percentages are above the industry average and are decreasing.
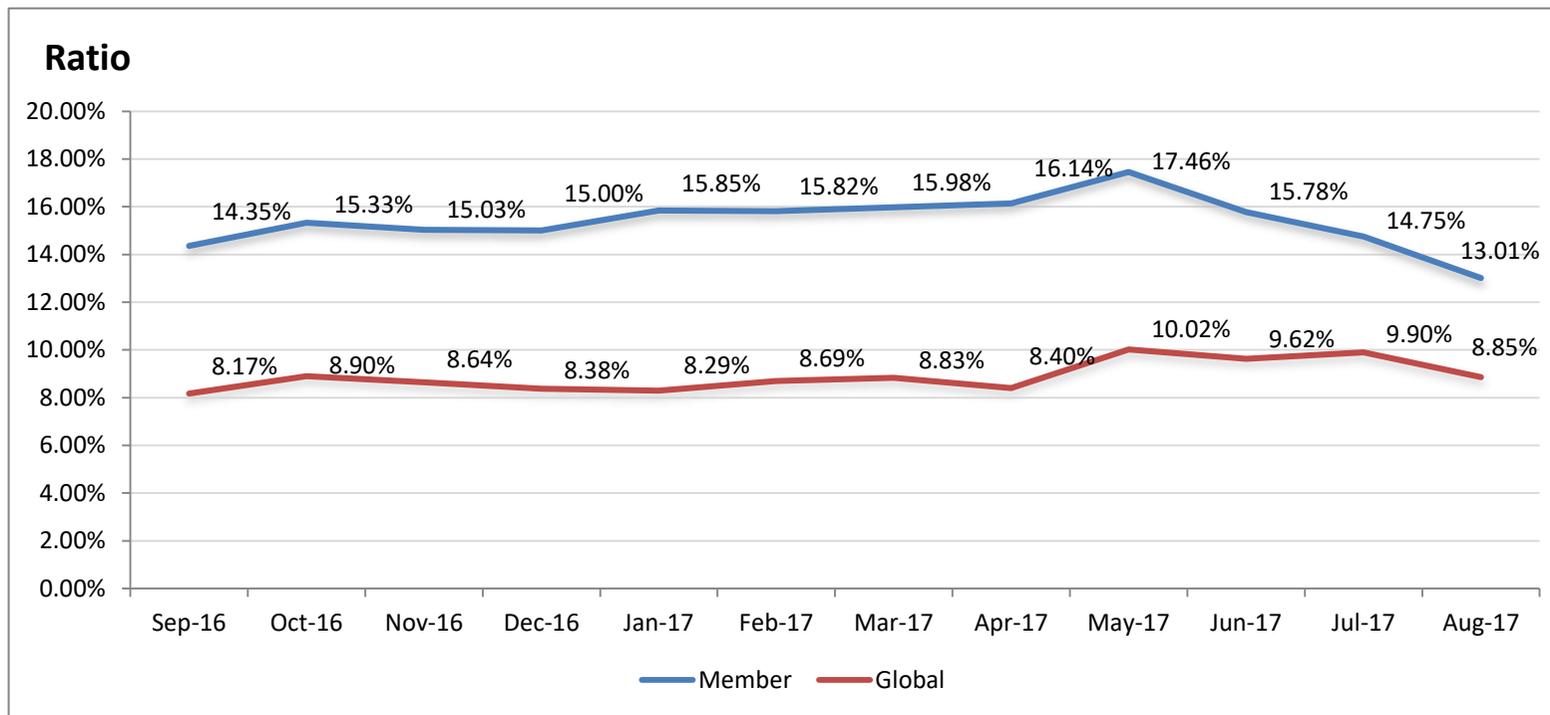
The chart above illustrates the trend of the estimated percentage of rejected Member 'XB-ABC' prime billings. From the chart we can see that the Member 'XB-ABC' percentages are above the industry average and are decreasing.

Appendix A - CMP 727

Annexure 2: Example of Comparison Table

Comparison between total count of prime billings received, total 1st stage rejection memos raised, total 2nd stage rejection memos received and total 3rd stage rejection memos raised by member 'XB-ABC'

	Sep'16-Aug'17	Sep'15-Aug'16
Count of Prime Billings billed by member 'XB-ABC'	2,312,387	1,851,029
Count of Stage 1 RM Coupons received by member 'XB-ABC'	300,885	270,981
Ratio of Stage 1 RM Coupons (received) to Prime Billings (raised)	13.01%	14.64
Count of Stage 2 RM Coupons raised by member 'XB-ABC'	64,298	62,663
Ratio of Stage 2 RM Coupons (raised) to Stage 1 RM Coupons (received)	21.37%	23.12
Count of Stage 3 RM Coupons received by member 'XB-ABC'	14,695	11,870
Ratio of Stage 3 RM Coupons (received) to Stage 2 RM Coupons (raised)	22.85%	18.94
Count of coupons disputed in Stage 1 Correspondences initiated by member 'XB-ABC'	2500	2515
Ratio of coupons disputed in Stage 1 Corrs (raised) to Stage 3 RM Coupons (received)	17.01%	21.19

It can be estimated that in Sep'16 - Aug'17 period **10%** of the Prime Billings raised by member 'XB-ABC' were rejected by the other airlines and accepted by member 'XB-ABC' as incorrect.

Appendix A - CMP 727

Annexure 3: Example of Top 5 Airlines Table

Top 5 airlines raising rejections against member 'XB-ABC' :

Airline	Stage 1 received	Stage 2 raised by Member A	Stage 3 received	Top reason codes (Stage 1)
XB-AAA	26,487	4,528	3,447	1B + 1A
XB-BBB	19,344	3,285	2,119	1B + 1C + 1G
XB-CCC	15,144	699	420	1C
XB-DDD	13,498	7,200	2,998	1B
XB-CCC	10,581	4,360	50	1B

The 1st stage rejections raised by the Top 5 airlines against member 'XB-ABC' represent 54% of all 1st stage rejections received.

Appendix A - CMP 727

Annexure 4: Example of Reason Code Analysis

Reason Code	Reason Description	1st Stage Rejections Raised Count and Percentage	
1B	Fare Reclaim	105,421	66%
1G	Tax Reclaim	23,716	15%
1C	ISC Reclaim	13,746	9%
1A	Fare/Tax/ISC	10,340	7%
	Other reason codes	5,478	3%
	Total	158,701	100%

The Top 4 reason codes represent **97%** of all 1st stage rejections raised against member 'XB-ABC' during this period.

Appendix A - CMP 727

Annexure 5: Example of Comparison Chart

Ratio of 1st stage rejections raised by member 'XB-ABC' over prime billings billed to member 'XB-ABC'
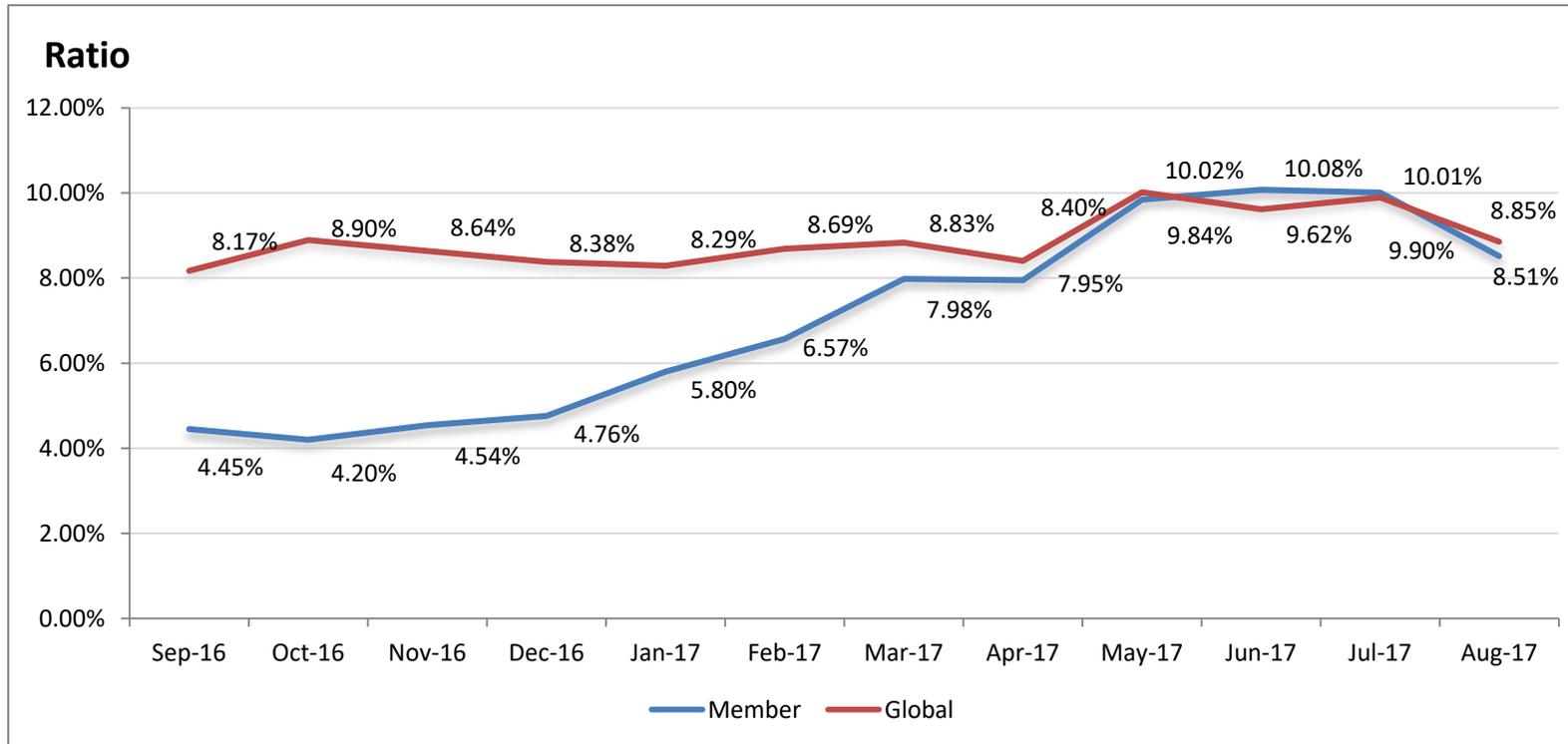
The chart above illustrates the trend of the estimated percentage of prime billings rejected by member 'XB-ABC'. From the chart we can see that the member 'XB-ABC' percentages are below the industry average but are increasing.

Appendix A - CMP 727

Annexure 6: Example of Comparison Table

Comparison between total count of prime billings received, total 1st stage rejection memos raised, total 2nd stage rejection memos received and total 3rd stage rejection memos raised by British Airways

	Sep'16-Aug'17	Sep'15-Aug'16
Count of Prime Billings received by member 'XB-ABC'	2,312,387	1,851,029
Count of Stage 1 RM Coupons raised by member 'XB-ABC'	300,885	270,981
Ratio of Stage 1 RM Coupons (raised) to Prime Billings (received)	13.01%	14.64
Count of Stage 2 RM Coupons received by member 'XB-ABC'	64,298	62,663
Ratio of Stage 2 RM Coupons (received) to Stage 1 RM Coupons (raised)	21.37%	23.12
Count of Stage 3 RM Coupons raised by member 'XB-ABC'	14,695	11,870
Ratio of Stage 3 RM Coupons (raised) to Stage 2 RM Coupons (received)	22.85%	18.94
Count of Stage 1 Correspondences raised by member 'XB-ABC'	2500	2515
Ratio of coupons disputed in Stage 1 Corrs (received) to Stage 3 RM Coupons (raised)	17.01%	21.19

It can be estimated that in 2016-2017 16% of the Stage 1 rejections raised by member 'XB-ABC' were rejected by the other airlines and accepted by member 'XB-ABC' as incorrect. Which is decreased compared to 18% in 2015-2016.

Appendix A - CMP 727

Annexure 7: Example of Top 5 Airlines Table

Top 5 airlines that member 'XB-ABC' rejects. The 1st stage rejections raised to the Top 5 airlines by member 'XB-ABC' represent **54%** of all 1st stage rejections raised

Airline	Stage 1 raised	Stage 2 received by member 'XB-ABC'	Stage 3 raised	Top reason codes (Stage 1)
XB-AAA	26,487	4,528	3,447	1B + 1A
XB-BBB	19,344	3,285	2,119	1B + 1C + 1G
XB-CCC	15,144	699	420	1C
XB-DDD	13,498	7,200	2,998	1B
XB-CCC	10,581	4,360	50	1B

Appendix A - CMP 727

Annexure 8: Example of Top 4 Reason Code Analysis

Reason Code	Reason Description	1st Stage Rejections Raised Count and Percentage	
1B	Fare Reclaim	11,298	91%
1G	Tax Reclaim	543	4%
5Z	Others	528	4%
1A	Fare/Tax/ISC	46	1%
	Other reason codes	3	0 %
	Total	12,418	100%

The Top 4 reason codes represent almost **100%** of all 1st stage rejections raised by member 'XB-ABC' during this period.

Appendix B – CMP 746

Annexure 1: New Fields

Group Field Name	Field Name		Occurrence	Type	Size
LineItemDetail Level			**0-oo**		
AircraftDetails			0-1		
	APU		0-1	AN	25
	Airframe		0-1	AN	25
	LandingGearLeftMain		0-1	AN	25
	LandingGearLeftWing		0-1	AN	25
	LandingGearNose		0-1	AN	25
	LandingGearRightMain		0-1	AN	25
	LandingGearRightWing		0-1	AN	25
	MaxSeatCapacity		0-1	N	4
	ActualSeatConfig		0-1	N	4
FlightDetails			0-1		
	FlightDateTimeSchedule		0-1	DT	
TransportationDetails			0-oo		
	Transportation **@Type**		0-1	AN	25
	TransportationRouting		0-1	AN	25
	TransportationReferenceCode		0-1	AN	25
	TransportationReferenceValue		0-1	AN	25
	TransportationAmount		0-1	N	18.3
	MovementDirectionTo		0-1	AN	25
	MovementDirectionFrom		0-1	AN	25
FuelDetails			0-oo		
	PreviousTicketNumber		0-1	AN	25
	TransactionDate		0-1	DT	
	DeliveryTicketNumber		0-1	AN	25

Group Field Name	Field Name		Occurrence	Type	Size
	UniqueTicketID		0-1	AN	50
	TicketSource		0-1	AN	25
	TicketStatus		0-1	AN	25
	TicketType		0-1	AN	25
	TicketCancelOperator		0-1	AN	25
	AirportOfDeliveryOfTicket		0-1	A	4
	BillOfLading		0-1	AN	25
	BillOfLadingDate		0-1	DT	
	CarnetNumber		0-1	N	25
	CarnetHolderName		0-1	AN	25
	CompanyIssuedEquipmentID		0-1	AN	25
	FuelingEquipmentID		0-1	AN	25
	DateOfDeliveryOfTicket		0-1	DT	
	DeliveryReferenceValue @Type		0-n	AN	35
	MidpointDeliveryDate		0-1	DT	
	IntoPlaneCode		0-1	AN	10
	IntoPlaneName		0-1	AN	50
	IPTransactionCode		0-1	AN	3
	IPTransactionName		0-1	AN	25
	BMTransactionCode		0-1	AN	25
	BMTransactionName		0-1	AN	25
	FuelingType		0-1	AN	25
	FuelOperationBase		0-1	AN	25
	ItemTaxInvoiceNumber		0-1	N	25
	ProductIDCustoms		0-1	AN	25
	ItemReferenceLocalDate @Type		0-1	DT	
	ItemReferenceGMTDate @Type		0-1	DT	
PricingDetails			0-oo		
	PricingElement		0-1	AN	10
	PricingCurrencyCode		0-1	AN	3
	ExchangeRate		0-1	N	18.3

Group Field Name	Field Name		Occurrence	Type	Size
	PricingUnitRate @Type		0-1	N	18.3
	Quantity @UOMCode		0-1	N	18.3
	QuantityFlag		0-1	AN	10
	QuantityType		0-1	AN	10
	LocalAmount @CurrencyCode		0-1	N	16,5
	ToleranceLevel @Type		0-1	N	18.3
	PaymentType		0-1	AN	15
	ConversionMechanism		0-1	AN	10
ConsumptionDetails			0-1		
	Utilisation **@Type**		0-1	AN	25
	Prorate		0-1	N	11,5
	FlightHours		0-1	N	11,5
	FlightCycles		0-1	N	11,5
ULDDetails			0-1		
	ContainerSerialNumber		0-1	AN	25
	CustomerOrderNumber		0-1	AN	35
	StartOfLease		0-1	DT	
	EndOfLease		0-1	DT	
	ReleaseLocation		0-1	AN	25
	BookedReturnLocation		0-1	AN	25
	ReturnLocation		0-1	AN	25
	LeaseType		0-1	AN	25
	ServiceLevel		0-1	AN	25
	BookedEndofLease		0-1	DT	
	BookedLeaseDays		0-1	N	3
AirWaybillDetailsMISC			0-1		
	AWBDate		0-1	DT	
	AWBIssuingAirline		0-1	N	4
	AWBSerialNumber		0-1	N	7
	AWBCheckDigit		0-1	N	1

Group Field Name	Field Name		Occurrence	Type	Size
	MAWBNumber		0-1	AN	50
	HAWBNumber		0-1	AN	50
	OriginAirportCode		0-1	A	4
	DestinationAirportCode		0-1	A	4
	FromAirportCode		0-1	A	4
	ToAirportOrPointOfTransferCode		0-1	A	4
	DateOfCarriageOrTransfer		0-1	DT	
	CurrAdjustmentIndicator		0-1	A	3
	BilledWeight		0-1	N	6
	ProvisoReqSPA		0-1	A	1
	ProratePercentage		0-1	N	2
	PartShipmentIndicator		0-1	A	1
	FilingReference		0-1	AN	10
	KgLbIndicator		0-1	A	1
	CCAIndicator		0-1	A	1
	OurRef		0-1	AN	20
	AirlineOwnUse20AN		0-1	AN	20
PassengerDetails			0-oo		
	RelatedFlightNumber		0-1	AN	8
	RelatedFlightDateTime		0-1	DT	
	Passenger **@Type**		0-1	N	3
CouponDetailsMISC			0-oo		
	TicketNo		0-1	AN	30
	PassengerType		0-1	AN	50
	PassengerExemptions		0-1	AN	50
	Itinerary		0-99	A	4
	ReservationBookingDesignator		0-1	AN	10
	FareBasisTicketDesignator		0-1	AN	10
	CurrencySale		0-1	AN	3
	FareAmount		0-1	AN	25
	ExchangeRate		0-1	N	11,3

Group Field Name	Field Name		Occurrence	Type	Size
	PointOfSale		0-1	AN	5
	IssueDate		0-1	DT	
	TFCDetails		0-100		
		TFCCode_IATA	0-1	AN	2
		TFCCurrencyCode	0-1	AN	3
		TFCAmount	0-1	N	18,3
	CouponTotalAmount		0-1	N	18,3

Appendix B – CMP 746

Annexure 2: New Fields in 'Aircraft Details' Group

Engine No:

Part No:

Cabin Class:

Noise Class:

Emission Class:

APU:

Airframe:

Landing Gear Left Main:

Landing Gear Left Wing:

Landing Gear Nose:

Landing Gear Right Main:

Landing Gear Right Wing:

Max Seat Capacity:

Actual Seat Config:

These are the new fields in the existing group (except for field Emission Class).

This is a existing field in this group.

Annexure 3: Flight Details

Flight Details ⛔

Flight No:

Flight Date Time:
DD-MMM-YYThh:mm:ss

Flight Direction:
Please Select ▼

Flight Type Code:
Please Select ▼

Flight Zone:

Simulator No:

Passenger Count: Type: ➕

Bag Count: Type: ➕

Flight Date Time Schedule:
DD-MMM-YYThh:mm:ss

This is a new field in the existing group.

Appendix C – CMP 755

New Reason Codes and Validations for Rejection Memos

#	Reason Code	Description	Coupon Breakdown Mandatory	Bilateral Code	Fare Amount	Tax Amount	ISC Amount	OC Amount	UATP Amount	HF Amount	VAT Amount	Validations/Comments
1.	1S	SPA Applicable	True	False	True	False	True	True	True	True	True	• The validations similar to Reason Code 1B will be applied • It will be possible to add multiple coupon breakdown in a rejection memo submitted with this reason code • **Validation #1**: It will be mandatory to provide coupon breakdown for a rejection memo billed using this reason code • **Validation #2**: Tax Amount cannot be rejected using this reason code • In the case of validation failure, the error message as per current behavior for reason code 1B will be displayed
2.	1Y	YQ/YR rejections	True	False	False	True	False	False	False	False	True	• The validations similar to Reason Code 1G will be applied • It will be possible to add multiple coupon breakdown in a rejection memo submitted with this reason code **Validation #1**: It will be mandatory to provide coupon breakdown for a rejection memo billed using this reason code **Validation #2**: Only Tax and VAT amount can be rejected using this reason code In the case of validation failure, the error message as per current behavior for reason code 1G will be displayed

#	Reason Code	Description	Coupon Breakdown Mandatory	Bilateral Code	Fare Amount	Tax Amount	ISC Amount	OC Amount	UATP Amount	HF Amount	VAT Amount	Validations/Comments
3.	2S	SPA Not Applicable	True	False	True	**False**	True	True	True	True	True	• The validations similar to Reason Code 1B will be applied • It will be possible to add multiple coupon breakdown in a rejection memo submitted with this reason code **Validation #1**: It will be mandatory to provide coupon breakdown for a rejection memo billed using this reason code **Validation #2**: Tax Amount cannot be rejected using this reason code In the case of validation failure, the error message as per current behavior for reason code 1B will be displayed
4.	~~3F~~1Z	Involuntary Rerouting Fare Difference	True	False	True	**False**	True	True	True	True	True	• The validations similar to Reason Code 1B will be applied • It will be possible to add multiple coupon breakdown in a rejection memo submitted with this reason code • **Validation #1**: It will be mandatory to provide coupon breakdown for a rejection memo billed using this reason code • **Validation #2**: Tax Amount cannot be rejected using this reason code • In the case of validation failure, the error message as per current behavior for reason code 1B will be displayed
5.	~~3G~~1T	Involuntary Rerouting Tax Difference	True	False	False	**True**	False	False	False	False	**True**	• The validations similar to Reason Code 1G will be applied • It will be possible to add multiple coupon breakdown in a rejection memo submitted with this reason code • **Validation #1**: It will be mandatory to provide coupon breakdown for a

#	Reason Code	Description	Coupon Breakdown Mandatory	Bilateral Code	Fare Amount	Tax Amount	ISC Amount	OC Amount	UATP Amount	HF Amount	VAT Amount	Validations/Comments
												rejection memo billed using this reason code • **Validation #2**: Only Tax and VAT amount can be rejected using this reason code • In the case of validation failure, the error message as per current behavior for reason code 1G will be displayed
6.	~~3H~~1R	Involuntary Rerouting Fare and Any other Difference	True	False	True	True	True	True	True	True	True	• The validations similar to Reason Code 1A will be applied • **Validation #1**: It will be mandatory to provide coupon breakdown for a rejection memo billed using this reason code • **Validation #2**: It will be possible to provide **ONLY** one coupon breakdown in a rejection memo submitted with this reason code • **Validation #3**: Minimum Two Charge Heads will be rejected • In the case of validation failure, the error message as per current behavior for reason code 1A will be displayed

Appendix D – CMP 759

Tab 'Locations' of Member Profile screen

Appendix E – CMP 766

Annexure 1: E-mail Sent to New Contact for Correspondence Aging Report

Email subject:
SIS: <Billing Category>: Monthly Correspondence Aging Report - <Month-Year> - <Environment Name>

Email Content:
Dear SIS Member,
Please find below Correspondence Aging Report for Member <Member Code>.

Correspondences initiated by <Member Code> for which authority has been received but billing memos have not been raised:
<Correspondence Data in Tabular Format>

Correspondences initiated by <Member Code> that have expired due to non-reply from the other airline and no billing memos have been raised:
<Correspondence Data in Tabular Format>

Open Correspondences initiated by <Member Code> that have crossed the 7th Stage:
<Correspondence Data in Tabular Format>

Open Correspondences which are not initiated by <Member Code> that have crossed the 7th stage:
<Correspondence Data in Tabular Format>

Email Signature:
Regards,
IATA SIS Operations Team

Appendix E – CMP 766

Annexure 2: Example of E-mail Sent to New Contact for Correspondence Aging Report:

Email Content:

Dear SIS Member,

Please find below Correspondence Aging Report for Member XB-ABC.

Correspondences initiated by XB-ABC for which authority has been received but billing memos have not been raised:

Corr. Initiating Member	Corr. From Member	Corr. To Member	Corr. Reference No.	Corr. Stage	Corr. Status	Corr. Sub Status	Corr. Date	Currency Code	Amount To Be Settled	Authority to Bill Flag	Expiry Date
XB-ABC	XB-AAA-Airline2	XB-ABC-Airline1	1250030864	2	Open	Received	06/Jun/2018	USD	275.22	Y (Full)	06/Aug/2018
XB-ABC	XB-AAA-Airline2	XB-ABC-Airline1	1250030867	2	Open	Received	06/Jun/2018	USD	191.06	Y (Full)	06/Aug/2018
XB-ABC	XB-AAA-Airline2	XB-ABC-Airline1	1250030868	2	Open	Received	06/Jun/2018	USD	188.48	Y (Full)	06/Aug/2018

Correspondences initiated by XB-ABC that have expired due to non-reply from the other airline and no billing memos have been raised:

Corr. Initiating Member	Corr. From Member	Corr. To Member	Corr. Reference No.	Corr. Stage	Corr. Status	Corr. Sub Status	Corr. Date	Currency Code	Amount To Be Settled	Authority to Bill Flag	Expiry Date
XB-ABC	XB-ABC-Airline1	XB-BBB-Airline3	1250025564	7	Expired	Responded	01/Jun/2018	USD	296.63	N	01/Aug/2018
XB-ABC	XB-ABC-Airline1	XB-CCC-Airline4	1250025574	7	Expired	Responded	01/Jun/2018	USD	922.22	N	01/Aug/2018
XB-ABC	XB-ABC-Airline1	AI-098-AIR INDIA	1250025948	7	Expired	Responded	08/Jun/2018	USD	1442.16	N	08/Aug/2018

Open Correspondences initiated by XB-ABC that have crossed the 7th Stage:

Corr. Initiating Member	Corr. From Member	Corr. To Member	Corr. Reference No.	Corr. Stage	Corr. Status	Corr. Sub Status	Corr. Date	Currency Code	Amount To Be Settled	Authority to Bill Flag	Expiry Date
XB-ABC	XB-BBB-Airline3	XB-ABC-Airline1	1250025211	8	Open	Received	14/Jun/2018	USD	90.26	Y (Partial)	14/Aug/2018
XB-ABC	XB-CCC-Airline4	XB-ABC-Airline1	1250025287	8	Open	Received	07/Jun/2018	USD	41.92	Y (Full)	07/Aug/2018

Open Correspondences which are not initiated by XB-ABC that have crossed the 7th stage:

Corr. Initiating Member	Corr. From Member	Corr. To Member	Corr. Reference No.	Corr. Stage	Corr. Status	Corr. Sub Status	Corr. Date	Currency Code	Amount To Be Settled	Authority to Bill Flag	Expiry Date
XB-DDD	XB-ABC-Airline1	XB-DDD-Airline5	750009445	8	Open	Responded	07/Jun/2018	USD	59.29	Y (Partial)	07/Aug/2018

Email Signature:

Regards,
IATA SIS Operations Team

Appendix F – CMP 767

Annexure 1: Member Profile Tab – Passenger

Appendix F – CMP 767

Annexure 2: Popup to Setup Block

Default Layout #1: Default Layout when Popup is Opened

Setup Block for Tax Billings

Current Value:
All Members ▼

* New Value:
Please Select ▼

Save   Cancel

Layout #2: When New Value Selected is 'All Members'

Setup Block for Tax Billings

Current Value:
None ▼

* New Value:
All Members ▼

Exceptions:
[   ]

Add Exception

Exception List

Actions	Member
❌	XB-ABC-Airline 1
<< Pagination Control >>	

* Future Period:
2019-Jun-01

Save   Cancel

Layout #3: When New Value Selected is 'Specific Member(s)'

Setup Block for Tax Billings

Current Value:
None ▼

* New Value:
Specific Member(s) ▼

* Block Members:
[   ]

Add Specific Member

Blocked Members

Actions	Member
❌	XB-ABC-Airline 1
<< Pagination Control >>	

* Future Period:
2019-Jun-01

Save   Cancel

Layout #4: When New Value Selected is 'None'

Setup Block for Tax Billings

Current Value:
All Members ▼

* New Value:
None ▼

Save   Cancel

Appendix F – CMP 767

Annexure 3: Popups to Add-Remove Block

Layout AB#1: Popup to Add additional member to the list of Specific Member to block for Tax Billings

Add Tax Billing Block for Member

* Block Members:

[   ]

Add Specific Member

Blocked Members

Actions	Member
❌	XB-ABC-Airline 1
<< Pagination Control >>	

* Future Period:

2019-Jun-01

Save   **Cancel**

Layout RB#2: Popup to Remove member from the list of Specific Member blocked for Tax Billings

Remove Tax Billing Block for Member

Blocked Members

Actions	Member
❌	XB-ABC-Airline 1
<< Pagination Control >>	

Save   **Cancel**

Appendix F – CMP 767

Annexure 4: Popups to Add-Remove Exceptions

Layout AE#1: Popup to Add additional member to exclude from Tax Billing Validation

Layout RE#1: Popup to remove member from exception of Tax Billing Validation

Appendix F – CMP 767

Annexure 5: Weekly Email to Member about Blocked YQ/YR Tax Codes

Email subject:
SIS: Blocked Tax Code for PAX Prime Billings - 2019-July-01-SIS Production

Email Content:
Dear SIS Member,
Please find the new list of Tax Codes blocked for Passenger Prime Billings for XB-ABC.

BLOCKED BY	BLOCKED TAX CODES
XB-XYZ	YQ, YR
XB-123	YQ
XB-DEF	YR

Email Signature:
Regards,
IATA SIS Operations Team

In case of any questions, please contact us via the

IATA Customer Portal