



ANNEX 1 - e-Invoicing Order Form

INTERNATIONAL AIR TRANSPORT ASSOCIATION an association incorporated by Special Act of the Parliament of Canada, with its head office at 800 Rue due Square-Victoria, SS1-35, Montreal, Quebec, Canada, H3C 0B4 (“IATA”).

[Entity name] _____
with registered office in
[Entity headquarters office location] _____
represented by [Person – Title], _____, (“Beneficiary”).

(Each a “Party” and collectively, the “Parties”).

PREAMBLE

[Entity name] _____
is a legal entity of [Country] _____, with
registered Tax ID/VAT [Tax ID/VAT number] _____.

Whereas the Parties have entered into an AGREEMENT FOR SIS PARTICIPATION dated
DD.MM.YYYY (hereinafter referred to as “Agreement”).

The Parties hereby declare that they desire to implement and comply with the invoicing procedure which is the subject of this contract (hereinafter referred to as the "Contract").

Unless otherwise stated, all provisions from the Agreement for SIS participation (including the Personal Data and the EU Standard Contractual Clauses) apply to this Annex 1.

IN CONSIDERATION OF THE FOREGOING, today [Date] _____, the Parties have entered into this Contract, under the following terms of cooperation:

I. Object of the Contract

1. Starting from [Date] _____, IATA shall have the right to issue invoices in the name and on behalf of [Entity name] _____.

2. [Entity name] _____, declares and confirms by signing the Contract that it expressly authorizes IATA to issue invoices in the name and on behalf of [Entity name] _____, and furthermore, undertakes not to issue invoices for operations for which it has authorized IATA to issue invoices in its name and on its behalf.

3. Invoices shall be drawn up by IATA in accordance with the methodological rules and/or instructions issued in application of the provisions of the Country/Countries indicated in Section 5.3.

4. IATA undertakes to make available to the tax authorities the invoices issued on behalf and on account of the Beneficiary [Entity name] _____ without any delay, whenever requested.

The Beneficiary undertakes to notify the competent tax authority of the implementation of the invoicing procedure regulated by the Contract at least thirty **(30) days** before implementing it, attaching this Contract to the notification.

5. The Beneficiary undertakes to provide IATA with any information regarding changes to the tax identification data necessary to issue the invoice based on legal provisions (including, but not limited to, registration code for VAT purposes, name, legal form, registered office, trade register number, sole registration code), as well as the contact data (correspondence address and e-mail address) immediately upon their occurrence, so that IATA can issue the invoices with accurate information.

II. Duration of the Contract

1. This Contract shall enter into force on the date of signature and shall remain valid until the date of its termination by mutual agreement of the Parties or the termination date of the Agreement. This Contract is subject to automatic renewal and will be terminated in accordance with the terms of the Agreement.

2. Notwithstanding any other terms, IATA and the Beneficiary have the right to terminate this Contract for convenience by providing at least thirty (30) days written notice to the other Party.

III. Miscellaneous

1. Upon signature, the terms and conditions of the Agreement are incorporated into this Contract and shall apply. In the event (i) of conflict between the terms of the Agreement and the Contract, the former shall prevail, except where the Contract indicates that a particular term has been modified or does not apply and (ii) any of the contractual clauses becomes null and void or unenforceable, the other contractual clauses remain valid.

2. The Beneficiary shall be responsible for any obligations regarding the management of financial-accounting documents as per applicable law and regulations.

3. The Parties agree that any disputes relating to the interpretation and application of this Contract shall be settled amicably. If such an amicable solution is not possible, the dispute shall be resolved in accordance with the dispute resolution mechanism set forth in the Agreement.

4. Any amendment to this Contract shall be made by an addendum signed by the Parties.

5. Country Tax Code. Please indicate the country for the required service with note that this service is subject to jurisdictional constraints and is applicable solely within specific countries as dictated by relevant legislative frameworks. The technical and legal requirements for e-Invoicing differ from country to country.

5.1. By default, subscribing for e-Invoicing enables the submission of all SIS invoices for the specific country indicated under Section 5.3.

5.2. Additionally, please indicate also if the service is required to be implemented for BSP and / or CASS for e-Invoicing and e-Reporting. For CASS please also refer to the self-subscription form in CASS Link.

5.3.

Country Name		
Peppol Applicable	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Outbound		
Applicable to BSP / CASS	ON/OFF	Effective date
BSP	<input type="checkbox"/> ON <input type="checkbox"/> OFF	
CASS	<input type="checkbox"/> ON <input type="checkbox"/> OFF	
Applicable to Simplified Invoices (B2C)	ON/OFF	Start Date
Simplified Invoices	<input type="checkbox"/> ON <input type="checkbox"/> OFF	
Applicable for Self-billing	ON/OFF	Start Date
Self-billing BSP invoices (commissions)	<input type="checkbox"/> ON <input type="checkbox"/> OFF	
Applicable to other B2B Outbound Invoices	ON/OFF	Start Date
Other B2B Outbound Invoices	<input type="checkbox"/> ON <input type="checkbox"/> OFF	
Inbound		
		Start Date
Inbound invoices	<input type="checkbox"/> ON <input type="checkbox"/> OFF	

5.4. For Simplified Invoicing (B2C) only, please select one of the following options for your choice of configuration for distributing B2C invoices by email.

- Invoices will be emailed to the recipient via the SMTP server of the entity
- Invoices will be emailed to the recipient using the Sub Domain provided by the entity (add Sub-Domain name _____)
- Invoices will be sent back by SIS and emailed to the recipient by the entity

Important: It is the responsibility of the entity and not IATA to monitor bounce backs of emails.

5.5 A self-billed invoice is issued by an entity (the buyer) on behalf of another party (the supplier), particularly when the supplier is unable to issue an e-Invoice - such as in the case of foreign suppliers, agents, or suppliers/persons exempt from e-Invoicing. By opting for self-billing, the entity confirms that it will be responsible for informing and obtaining the suppliers consent to issue invoices, credit notes and/or refund notes on their behalf. This is to prevent duplicate reporting of the same transaction. These documents shall be made available to the suppliers through the SIS platform. In the case of self-billed commission invoices for BSP agents, the airline must inform the agent about the issuance of such invoices to avoid the agent generating a separate commission invoice.

6. In countries where a token/certificate is required and has been provided by the customer, IATA



shall not bear responsibility for the token's renewal on behalf of the other party.

7. Peppol Service Provider Designation (only in countries where applicable: Belgium)

- 7.1. The Pan-European Public Procurement Online (“Peppol”) is an internationally standardized network for the electronic exchange of documents, primarily utilized for e-invoicing. Peppol establishes the methods, rules and technical specifications governing the exchange of documents over the internet, enabling structured and interoperable communication between businesses across borders. Further information regarding the Peppol network is available at <https://peppol.org/>. Any enquiries or issues relating to the Peppol services provided under the Agreement shall be directed to IATA via the [IATA Customer Portal](#).
- 7.2. In line with IATA’s obligations under the Peppol framework, the Beneficiary hereby designates IATA as its Peppol service provider for the purpose of transmitting electronic invoices via the Peppol network on behalf of or for the benefit of the Beneficiary. The Beneficiary agrees to provide to IATA its Peppol Participant ID and any related identifiers necessary for invoice exchange via the Peppol network.
- 7.3. The Beneficiary remains fully responsible for the business content of the datasets exchanged including their compliance to relevant law as well as for any resulting business commitment.
- 7.4. The Beneficiary will be blocked from the Peppol Network in case fraud, spam or other criminal acts are noted by or on behalf of the Beneficiary.
- 7.5. The scope of this designation shall apply to the following invoice flows (please select):
- Inbound
 - Outbound

By signing this Contract, the Beneficiary agrees to be bound by the terms of the Agreement and the Contract which together shall govern the access and use of the Service and Additional Services (as applicable).

Entity name:

Headquarters Address:

Legal Representative Name:

Title:



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Signature:

Date:



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FOR INTERNATIONAL AIR TRANSPORT ASSOCIATION ONLY:

Name:

Adina Minculescu

Title:

Head, Invoicing Services, GDC

Signature:

Date: